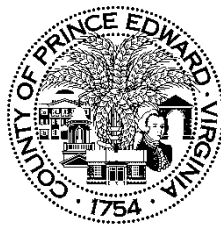


MISSION STATEMENT

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

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**BOARD OF SUPERVISORS
MEETING AGENDA**

July 13, 2021

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

~~~~~

|           |     |                                                                                                                                                                                                                                                                                                                           |     |
|-----------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 7:00 p.m. | 1.  | The Chair will call to order the <u>July</u> meeting of the Board of Supervisors                                                                                                                                                                                                                                          | 5   |
|           | 2.  | Invocation                                                                                                                                                                                                                                                                                                                | 5   |
|           | 3.  | Pledge of Allegiance                                                                                                                                                                                                                                                                                                      | 5   |
|           | 4.  | Conflict of Interest Disclosures                                                                                                                                                                                                                                                                                          | 7   |
|           | 5.  | <b><u>PUBLIC PARTICIPATION:</u></b> <i>Citizens wishing to address the Board are asked to please sign the Public Participation Register prior to the beginning of the meeting.</i>                                                                                                                                        | 9   |
|           | 6.  | Board of Supervisors Comments                                                                                                                                                                                                                                                                                             | 11  |
|           | 7.  | <b><u>Consent Agenda:</u></b>                                                                                                                                                                                                                                                                                             |     |
|           | a.  | Treasurer’s Report:                                                                                                                                                                                                                                                                                                       | 13  |
|           | b.  | Approval of Minutes:                                                                                                                                                                                                                                                                                                      | 17  |
|           | c.  | Review of Accounts & Claims/Board Mileage Reports/County Attorney Invoice                                                                                                                                                                                                                                                 | 65  |
|           | d.  | The County Administrator reported checks have been issued pursuant to the order of the Board of Supervisors as to salaries, etc., the amount of which salaries have been heretofore approved.                                                                                                                             | 99  |
|           | 8.  | <b><u>FY 22 Appropriations:</u></b>                                                                                                                                                                                                                                                                                       |     |
|           | a.  | Sheriff’s Office                                                                                                                                                                                                                                                                                                          | 101 |
|           | b.  | School Food Service: No Kid Hungry Grant                                                                                                                                                                                                                                                                                  | 103 |
|           | c.  | Registrar                                                                                                                                                                                                                                                                                                                 | 105 |
|           | d.  | Fire Program Funds (ATL)                                                                                                                                                                                                                                                                                                  | 109 |
|           | 9.  | Authorize Public Hearing – P.E. County Public School Budget Amendment                                                                                                                                                                                                                                                     | 111 |
|           | 10. | Highway Matters: Scott Frederick, P.E., VDOT Resident Engineer                                                                                                                                                                                                                                                            | 115 |
|           | 11. | VDOT Revenue Sharing Application                                                                                                                                                                                                                                                                                          | 117 |
| 7:30 p.m. | 12. | <b><u>PUBLIC HEARINGS:</u></b> <i>The Board will receive citizen input prior to considering action on the following:</i>                                                                                                                                                                                                  |     |
|           | a.  | <i>Rezoning Request – The County has received a rezoning application from Hampden-Sydney College to amend the County Zoning Map and rezone 9.44 acres (+/-) from A-2, Agricultural Residential, to CR, College Residential. The property is located off SR 1001 (Via Sacra) and is identified as Tax Map # 049-A-34C.</i> | 141 |
|           | 13. | Event Permit: Five County Fair                                                                                                                                                                                                                                                                                            | 153 |
|           | 14. | Citizen Volunteer Appointment                                                                                                                                                                                                                                                                                             | 157 |
|           | 15. | Selective Service Local Board                                                                                                                                                                                                                                                                                             | 161 |
|           | 16. | Request from PEVRS                                                                                                                                                                                                                                                                                                        | 163 |
|           | 17. | Redistricting                                                                                                                                                                                                                                                                                                             | 169 |
|           | 18. | Strategic Plan                                                                                                                                                                                                                                                                                                            | 239 |

|     |                                                           |            |
|-----|-----------------------------------------------------------|------------|
| 19. | COVID Emergency Ordinance – Continuity of Government      | 251        |
| 20. | Emergency Management Report: Sarah Elam Puckett/Trey Pyle | 267        |
| 21. | County Attorney’s Report: Terri Atkins Wilson, Esq.       | 271        |
| 22. | County Administrator’s Report: Douglas P. Stanley         | 273        |
| 23. | <u>Monthly Reports</u>                                    | <b>275</b> |
|     | a. Animal Control                                         | 276        |
|     | b. Building Official                                      | 278        |
|     | c. Cannery – Home Canning                                 | 279        |
|     | d. Cannery – Commercial Canning                           | 280        |
|     | e. Commonwealth Regional Council                          | 281        |
|     | f. Tourism/Visitor Center                                 | 283        |

(NOTE: Additional agenda items may be added to the Table Pack is available for review after 4:30 p.m. on Tuesday, July 13, 2021.)



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 1, 2, 3  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Call to Order, Invocation, Pledge of Allegiance, Remote Participation

---

**SUMMARY:**

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

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

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

**COST:**

**ATTACHMENTS:**

**RECOMMENDATION:**

**SAMPLE MOTION:**

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

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

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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 4  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Conflict of Interest Act Disclosures

---

**SUMMARY:**

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

**COST:** ,

**ATTACHMENTS:**

**RECOMMENDATION:**

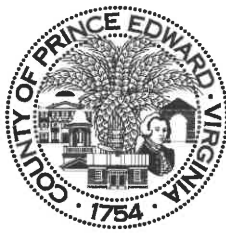
**SAMPLE MOTION:**

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

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

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

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



## STATEMENT OF DISCLOSURE

### DECLARATION OF INTEREST

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

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

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

\_\_\_\_\_

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

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

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

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

### DECLARATION OF ACCURACY

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

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

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

Address \_\_\_\_\_

\_\_\_\_\_





**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 5  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Public Participation

**SUMMARY:**

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

**OPPORTUNITIES FOR PUBLIC PARTICIPATING & PUBLIC INPUT**

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

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

**ATTACHMENTS:** Public Participation Tracking Form

**RECOMMENDATION:** None.

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

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

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

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

## PUBLIC INPUT TRACKING LOG

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



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 6  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Board of Supervisors Comments

---

**SUMMARY:**

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

**COST:**

**ATTACHMENTS:**

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

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

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

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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 7-a  
**Department:** Treasurer  
**Staff Contact:** Donna Nunnally  
**Agenda Item:** Treasurer's Report

---

**SUMMARY:**

The Treasurer's Report is attached.

**COST:**

**ATTACHMENTS:** Treasurer's Report

**RECOMMENDATION:** Approval.

**SAMPLE MOTION:**

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

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

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

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

**Prince Edward Board of Supervisors Treasurer's Report - May 2021**

| <b>Name of Bank</b>                | <b>Bank Balance</b> |  | <b>Available Balance</b> |
|------------------------------------|---------------------|--|--------------------------|
| Benchmark Pooled Fund Account      | \$ 17,910,259.96    |  | \$ 17,910,259.96         |
| Benchmark Social Services          | \$ 163,887.02       |  | \$ 163,887.02            |
| Benchmark School Fund              | \$ 1,054,627.03     |  | \$ 1,054,627.03          |
| Benchmark Food Service             | \$ 284,007.41       |  | \$ 284,007.41            |
| <b>TOTAL</b>                       |                     |  | <b>\$ 19,412,781.42</b>  |
|                                    |                     |  |                          |
|                                    |                     |  |                          |
| <b>Certificate of Deposits</b>     |                     |  |                          |
| Benchmark                          |                     |  | \$ 862,573.67            |
| Farmers Bank                       |                     |  | \$ 2,000,000.00          |
| Benchmark 5 yr CD-letter of credit |                     |  | \$ 651,602.74            |
| <b>TOTAL</b>                       |                     |  | <b>\$ 3,514,176.41</b>   |
|                                    |                     |  |                          |
|                                    |                     |  |                          |
| <b>GRAND TOTAL</b>                 |                     |  | <b>\$ 22,926,957.83</b>  |

**Prince Edward Board of Supervisors Treasurer's Report - May 2020**

| <b>Name of Bank</b>            | <b>Bank Balance</b> |  |  | <b>Available Balance</b> |
|--------------------------------|---------------------|--|--|--------------------------|
| Benchmark Pooled Fund Account  | \$ 7,884,034.82     |  |  | \$ 7,884,034.82          |
| Benchmark Social Services      | \$ 157,103.84       |  |  | \$ 157,103.84            |
| Benchmark School Fund          | \$ 895,531.00       |  |  | \$ 895,531.00            |
| Benchmark Food Service         | \$ 466,588.00       |  |  | \$ 466,588.00            |
| <b>TOTAL</b>                   |                     |  |  | <b>\$ 9,403,257.66</b>   |
|                                |                     |  |  |                          |
|                                |                     |  |  |                          |
| <b>Certificate of Deposits</b> |                     |  |  |                          |
| Benchmark                      |                     |  |  | \$ 609,724.91            |
| Farmers Bank                   |                     |  |  | \$ 214,591.74            |
| <b>TOTAL</b>                   |                     |  |  | <b>\$ 824,316.65</b>     |
|                                |                     |  |  |                          |
|                                |                     |  |  |                          |
| <b>GRAND TOTAL</b>             |                     |  |  | <b>\$ 10,227,574.31</b>  |

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 7-b  
**Department:** County Administration  
**Staff Contact:** Karin Everhart  
**Agenda Item:** Approval of Minutes

---

**SUMMARY:**

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

**COST:**

**ATTACHMENTS:** Draft Meeting Minutes

**RECOMMENDATION:** Approval.

**SAMPLE MOTION:**

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

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

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

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

June 2, 2021

At the special joint meeting of the Board of Supervisors of Prince Edward County, held at the PEFYA Gymnasium, thereof, on Tuesday, the 2<sup>nd</sup> day of June, 2021; at 12:05 p.m., there were present:

Pattie Cooper-Jones

J. David Emert

Llew W. Gilliam, Jr.

Odessa H. Pride

Jerry R. Townsend

James R. Wilck

Absent: Beverly M. Booth, Robert M. Jones

Also present: Douglas P. Stanley, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Trey Pyle, Deputy Emergency Management Coordinator; David Whitus, Mayor, Town of Farmville; A. D. Chuckie Reid, Vice Mayor, Town of Farmville; Sallie Amos, Town Council; Daniel Dwyer, Town Council; Donald Hunter, Town Council; Thomas Pairet, Town Council; Scott Davis, Town Manager; Steven Wood, Clerk of Council; Sulola Adekoya, MD, MPH, Community Health Services Medical Director; and Patsy Watson, Farmville Cares.

Chairman Emert called the special meeting to order.

Mayor David Whitus, Mayor of Farmville, reconvened the Town Council meeting.

Supervisor Townsend presented the invocation.

In Re: Update on Vaccination Efforts in the Piedmont Health District

Dr. Sulola Adekoya, MD, MPH, Community Health Services Medical Director, presented an overview of the efforts to vaccinate the citizens of Prince Edward County and the Town of Farmville. She provided information indicating that a total of 14,532 vaccine doses had been provided in Prince Edward County with 8,182 (35.7%) people receiving at least one shot and 6,676 persons (29.3%) being fully vaccinated. She noted that due to the presence of so many college students who may report their home address instead of the college address as a factor in skewing the data for Prince Edward County as they count into the County's population but are not showing up in the vaccine count. She noted that approximately 400 Hampden-Sydney College students and 600 Longwood University students had been fully vaccinated. She applauded the Town and County leadership for their support in efforts to vaccinate the public.

Mayor Whitus questioned the need for a booster shot in six months or so, and asked how effective is this vaccine on the variants. Dr. Adekoya said to date, there has been discussion by the CDC regarding boosters, but there has been no direction from the CDC. She said that according to the CDC, the vaccine is effective on the variants and so far, the vaccines have been effective in reducing hospitalizations and deaths.

Mr. Stanley thanked Dr. Adekoya for all that she has done to assist the County. Mr. Stanley then thanked the Town of Farmville and Mr. Scott Davis for providing anything needed to hold the vaccination clinics.

In Re: Volunteer Challenge & Farmville Cares Gift Certificate Raffles

Mr. Doug Stanley, Prince Edward County Administrator, introduced Patsy Watson from Farmville Cares. He thanked her for her work to provide the Facebook Live events, getting information to the community about COVID-19, and since the vaccines have been available, helping get the word out about the clinics being held and to make sure they were fully staffed and supported by the Health Department and National Guard. He said Mrs. Watson is working on a new initiative.

Mrs. Watson spoke about the efforts of the Farmville Cares 141 volunteers in supporting the efforts to educate and vaccinate area residents, in addition to referrals to several other agencies for services provided to area residents in need. She provided an overview of the Gift Certificate program that has been put together to raffle off certificates for area businesses as an incentive for getting vaccinated. She said these clinics will be held on June 16, June 23, and June 30; she said they will continue the gift certificates if they are able to procure more [from local businesses].

Mrs. Watson provided cards with contact information for Board and Council members to help recruit volunteers for upcoming clinics. She said Mayor Whitus has challenged the Board of Supervisors Chairman Emert to try to recruit more volunteers than the other organization to help Farmville Cares for one three-hour shift. She said the volunteer can register online as a volunteer at <https://farmvillecares.org/> She said they can register and choose the position they would like to have. She said a volunteer appreciation event will be held June 30.

The Board and Council thanked Mrs. Watson for the efforts put forth by Farmville Cares over the past 15 months in dealing with COVID-19.

In Re: #VaccinatePrinceEdward Scholarship Initiative

Mr. Stanley said during discussion on how to encourage students to get vaccinated, the idea was hatched to offer a scholarship opportunity. He said the idea is that students that are fully vaccinated would be entered into a drawing and could be chosen to receive a scholarship. He requested the Board to commit up to \$5,000 for this scholarship. He said they are working with potential community partners to match the County's commitment. He said they are attempting to focus this on the future, once outside of the pandemic; the children are the future. He said the concept is to be able to have multiple \$1,000 scholarships that can be used at trade schools, community colleges, or a four-year college. He said the feedback has been positive.

Supervisor Wilck made a motion, seconded by Supervisor Cooper-Jones, to approve the appropriation of \$5,000 for the establishment of a #VaccinatePrinceEdward Scholarship Initiative; the motion carried:

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

Supervisor Wilck discussed the decline in SOL scoring and the ranking for Prince Edward County schools over the past four years. He said he learned that none of Prince Edward County schools are accredited currently. He said Prince Edward County is now ranked 314 of 327 schools in the state. Supervisor Wilck said the lack of accreditation stifles economic development and attracting businesses to the area. He said NASA is offering free educational opportunities to schools to help; during normal years, there would be bus trips to Langley, Virginia, to allow students to work on robotics and that sort of thing. He said he and Supervisor Booth will present this information to the School Board.

Chairman Emert adjourned the meeting at 12:50 p.m.

June 8, 2021

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 8<sup>th</sup> day of June, 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

James R. Wilck

Also present: Douglas P. Stanley, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Cheryl Stimpson, Human Resources; Trey Pyle, Deputy Emergency Management Coordinator; Terri Atkins Wilson, County Attorney; Scott Frederick, P.E., VDOT Resident Engineer; Kim Allen, Social Services; Chelsey White, Director, Economic Development & Tourism.

Chairman Emert called the June meeting to order.

Chairman Emert 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 Emert then read the following:

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

1. **Written Comments:** Please limit word count to no more than 500 words. Must be received by 2:00 p.m. the day of the meeting.
  - a. **Mailed:** Board of Supervisors, P.O. Box 382, Farmville, VA 23901.
  - a. **E-Mailed:** Board of Supervisors: [board@co.prince-edward.va.us](mailto:board@co.prince-edward.va.us)

b. **County Dropbox:** Written comments may also be placed in the County “payment dropbox”, located in courthouse parking lot by 2:00 p.m. the day of the meeting.

2. **Verbal Comments:** Citizens may also participate remotely during the meeting. Using the meeting call-in information provided above, citizens may **phone-in to the meeting and provide comments during the Public Participation/Public Hearing portion of the agenda**; however, **citizens must pre-register** with the County Administrator’s Office at 434-392-8837 by 2:00 p.m. the day of the meeting. Callers must be on the line and ready to speak when called upon by the Chair. Please state your name and district of residence. Based upon the # of pre-registered speakers, the Chair will determine the time allotted to each speaker.

Supervisor Booth asked for a moment of silence for the Coe family, then offered the invocation and led the Pledge of Allegiance.

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.*

Vicky Page, Leigh District, thanked the Board for allowing her to serve on the Central Virginia Regional Library Board in the past, but upon learning Ms. Shaunna Hunter-McKinney had applied for the position, wished to withdraw her application. Ms. Page said Ms. Hunter-McKinney is an excellent candidate and the Library would be best served by Ms. Hunter-McKinney.

In Re: Board Comments

Chairman Emert and the entire Board extended their sympathy to the Coe family.

Supervisor Cooper-Jones expressed her thanks to all who were in attendance.

Supervisor Booth presented a statement to the Board:

“During the Joint Meeting between this Board and Town Council, Supervisor Wilck shared his concerns and statistics regarding our County School system. While my approach may be a little different than my colleague, I too am concerned about our students, teachers, and our faculty. The detrimental effects of the pandemic have been a challenge for our school system; the last 15 months has taken a toll on all of us,

but the hardest hit was our children. Some teachers shared with me their struggles and frustrations during that time and I want them to know, I heard you. I heard you. My hope is that this Board, along with Dr. Johnson and the School Board can come together and exchange ideas. You know, it takes a village to raise a child. Perhaps it takes a village to educate one. I know together we can make a difference in our children's lives. Thank you."

Supervisor Townsend said to be safe and encouraged everyone to get the vaccine. He said the County's vaccinated rate only is about 30%. He asked everyone to tell those that are not vaccinated all the reasons why it is important to become fully vaccinated.

In Re: Consent Agenda

On motion of Supervisor Wilck, seconded by Supervisor Townsend, and carried:

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

the Board accepted the April 2021 Treasurer's Report; the minutes of the meeting held May 11, 2021; Accounts and Claims, Board Mileage Sheets; and Salaries.

**Prince Edward Treasurer's Report - April 2021**

| Name of Bank                  | Bank Balance    | Available Balance |
|-------------------------------|-----------------|-------------------|
| Benchmark Pooled Fund Account | \$17,542,739.40 | \$17,542,739.40   |
| Benchmark Social Services     | \$236,927.99    | \$236,927.99      |
| Benchmark School Fund         | \$975,302.26    | \$975,302.26      |
| Benchmark Food Service        | \$223,766.61    | \$223,766.61      |
| TOTAL                         |                 | \$18,978,736.26   |

**Certificates of Deposit**

|                                   |                |
|-----------------------------------|----------------|
| Benchmark                         | \$862,293.01   |
| Farmers Bank                      | \$2,000,000.00 |
| Benchmark 5yr CD-letter of credit | \$651,602.74   |
| TOTAL                             | \$3,513,895.75 |

GRAND TOTAL

\$22,492,632.01

In Re: Appropriation of FY22 Prince Edward County Budget

On April 27, 2021, the Board of Supervisors approved the FY22 Budget for Prince Edward County. The resolution adopted on that date listed a total budget of \$62,634,751 which included a School budget of \$27,555,143 and a School Cafeteria budget of \$1,428,574.

While the Board approved the FY22 Budget, funds cannot be expended until the money is appropriated. Historically, the Board waits until the June meeting to appropriate the budget for the new fiscal year. The Annual Resolution of Appropriation empowers County officers to expend funds and manage cash assets in accordance with the policies contained in the resolution. Last year, the Board of Supervisors restricted the expenditure of funds on capital projects due to the uncertainty of the impact of the economic disruption caused by the pandemic, and required that capital project expenditures can only be approved by a vote of the Board which will be on a case by case basis until otherwise amended.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to adopt the Resolution of Appropriations for the FY 2021-2022 Prince Edward County Budget as approved on April 27, 2021, in the amount of \$62,634,751, which includes the approved Prince Edward County School Budget of \$27,555,143; 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       |           |

**ANNUAL RESOLUTION OF APPROPRIATION OF THE COUNTY OF PRINCE  
EDWARD FOR THE FISCAL YEAR ENDING JUNE 30, 2022**

*A resolution to appropriate designated funds and accounts from specified estimated revenues for FY 2022 for the operating budget and the Capital Improvements Program for the County of Prince*



*Edward and to authorize and empower County officers to expend funds and manage cash assets; and to establish policies under which funds will be expended and managed.*

The Prince Edward County Board of Supervisors does hereby resolve on this 8<sup>th</sup> day of June 2021 that, for the fiscal year beginning on July 1, 2021, and ending on June 30, 2022, the following sections are hereby adopted.

- Section 1. The cost centers shown on the attached letter labeled FY 2021-2022 Appropriations are hereby appropriated from the designated estimated revenues as approved by the Board of Supervisors on April 27, 2021 for FY 2021-2022.
- Section 2. Appropriations, in addition to those contained in this general Appropriations Resolution, may be made by the Board of Supervisors, only if deemed appropriate and there is available in the fund unencumbered or unappropriated sums sufficient to meet such appropriations.
- Section 3. All appropriations herein authorized shall be on the basis of cost centers for all departments and agencies and by Category.
- Section 4. The Social Services Board is separately granted authority for implementation of the appropriated funds for their respective operations. By this resolution the Social Services Board is authorized to approve the transfer of any unencumbered balance or portion thereof from one classification of expenditure to another within its respective funds in any amount.
- Section 5. The School Board is separately granted authority for implementation of the appropriated funds for their respective operations. Appropriations for the School Board are by Category. By this resolution the School Board is authorized to approve the transfer of any unencumbered balance or portion thereof from one classification of expenditure to another within a category.
- Section 6. The County Administrator is expressly authorized to approve transfers of any unencumbered balance or portion thereof from one classification of expenditure to another within the same Fund with the exception of Constitutional Officers for the efficient operation of government. Transfers into or out of a department of a Constitutional Officer requires prior approval of the Board of Supervisors.
- Section 7. All outstanding encumbrances, both operating and capital, at June 30, 2021 shall be re-appropriated to the FY2022 fiscal year to the same cost center and account for which they are encumbered in the previous year.
- Section 8. At the close of the fiscal year, all unencumbered appropriations lapse for budget items other than those involving ongoing operational projects, or programs supported by grants or County funds, which must be preapproved by the County Administrator or his designee and submitted to the Board of Supervisors for final approval. Such funds must be applied to the purpose for which they were originally approved.

- Section 9. Appropriations previously designated for capital projects will not lapse at the end of the fiscal year but shall remain appropriated until the completion of the project if funding is available from all planned sources, or until the Board of Supervisors, by appropriate ordinance, resolution or other action changes or eliminates the appropriation. Upon completion of a capital project, the County Administrator is hereby authorized to close out the project and return to the funding source any remaining balances. This section applies to all existing appropriations for capital projects at June 30, 2021 and appropriations as they are made in the FY 2022 Budget. The County Administrator is hereby authorized to approve construction change orders to contracts up to an increase of \$10,000.00 as long as funds are available from the funding sources and approve all change orders for reduction of contracts.
- Section 10. The approval of the Board of Supervisors of any grant of funds to the County shall constitute the appropriation of both the revenue to be received from the grant and the County's expenditure required by the terms of the grant, if any. The appropriation of grant funds will not lapse at the end of the fiscal year but shall remain appropriated until completion of the project or until the Board of Supervisors, by appropriate action, changes or eliminates the appropriation. The County Administrator may increase or reduce any grant appropriation to the level approved by the granting agency during the fiscal year. The County Administrator may approve necessary accounting transfers between departments and funds to enable the grant to be accounted for in the correct manner. Upon completion of a grant project, the County Administrator is authorized to close out the grant and return to the funding source any remaining balance. This section applies to appropriations for grants outstanding at June 30, 2021 and appropriations in the FY 2022 Budget.
- Section 11. The County Administrator may reduce revenue and expenditure appropriations related to programs funded all or in part by the Commonwealth of Virginia and/or the Federal Government to the level approved by the responsible state or federal agency.
- Section 12. The County Administrator is authorized to make transfers to the various funds for which there are transfers budgeted. The County Administrator shall transfer funds as deemed necessary up to amounts budgeted or in accordance with any existing bond resolutions that specify the matter in which transfers are to be made.
- Section 13. The Treasurer may advance monies to and from the various funds of the County to allow maximum cash flow efficiency. The advances must not violate County bond covenants or other legal restrictions that would prohibit an advance. The Treasurer is authorized and directed to credit all interest received from the investment of all County funds to the General fund, with the exception of the School Construction Fund, Economic Development Fund, Recreation Fund, Forfeited Assets Fund, Landfill Fund, D.A.R.E. Fund, VDOT Revenue Sharing Fund (non-local money only) and the Piedmont Court Services Fund, wherein all interest earned will be credited to the respective funds.

- Section 14. All procurement activities with funds appropriated herein shall be made in accordance with the County purchasing policy and applicable state statutes.
- Section 15. It is the intent of this resolution that funds be expended for the purpose indicated in the budget; therefore, budgeted funds may not be transferred from operating expenditures to capital projects or from capital projects to operating expenses without the prior approval from the Board of Supervisors. Also, funds may not be transferred from one capital project to another without the prior approval of the Board of Supervisors.
- Section 16. The County Administrator is authorized, pursuant to State statute, to issue orders and checks for payments where funds have been budgeted, appropriated, and where sufficient funds are available. A listing of vendor payments shall be presented to the Board of Supervisors for information not less frequently than monthly.
- Section 17. Subject to the qualifications in this resolution contained, all appropriations are declared to be maximum, conditional and proportionate appropriations - the purpose being to make the appropriations payable in full in the amount named herein if necessary and then only in the event the aggregate revenues collected and available during the fiscal year for which the appropriations are made are sufficient to pay all the appropriations in full. Otherwise, the said appropriations shall be deemed to be payable in such proportions as the total sum of all realized revenue of the respective funds is to the total amount of revenue estimated to be available in the said fiscal year by the Board of Supervisors.
- Section 18. All revenues received by an agency under the financial control of the Board of Supervisors or by the School Board or by the Social Services Board not included in its estimate of revenue for the financing of the fund budget as submitted to the Board of Supervisors may not be expended by said agency under the financial control of the Board of Supervisors or by the School Board or by the Social Services Board without the consent of the Board of Supervisors being first obtained, and those sums appropriated to the budget. Any grant approved by the Board for application shall not be expended until the grant is approved by the funding agency for drawdown. Nor may any of these agencies or boards make expenditures which will exceed a specific item of an appropriation.
- Section 19. Allowances out of any of the appropriations made in this ordinance by any or all County departments, commissions, bureaus, or agencies under the financial control of the Board of Supervisors to any of their officers and employees for expense on account of the use of such officers and employees of their personal automobiles in the discharge of their official duties shall be paid at the same rate as that established by the internal revenue service and shall be subject to change by the County Administrator from time to time to maintain like rates.
- Section 20. All previous appropriation ordinances or resolutions to the extent that they are inconsistent with the provisions of this ordinance shall be and the same are hereby repealed.

Section 21. This ordinance shall become effective on July 1, 2021.

In Re: FY21 Appropriations – Sheriff’s Department

Sheriff Epps is requesting to move forward with the purchase of two 911 soft terminals in order to remain in compliance with the “Next Gen” radios and CAD system. Currently, the appropriated amount is \$22,500; a quote of \$25,279 was received which includes the first year of annual maintenance cost of \$2,629 and an additional \$150 for equipment costs. The Sheriff is requesting the Board appropriate the additional \$150 to cover the cost for communications equipment and \$2,629 for the maintenance agreement.

Supervisor Townsend made a motion, seconded by Supervisor Wilck, to approve the Sheriff’s request to purchase two 911 soft terminals at a total cost of \$24,279 as quoted:

| Rev/Exp | Fund | Dept  | Object | Description                | Debit   | Credit  |
|---------|------|-------|--------|----------------------------|---------|---------|
| 3 (Rev) | 100  | 41050 | 0100   | General Fund Balance       |         | \$2,779 |
| 4 (Exp) | 100  | 31200 | 8203   | PECSO Communications Equip | \$ 150  |         |
| 4 (Exp) | 100  | 31200 | 3320   | PECSO Maintenance Contract | \$2,629 |         |

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: FY21 Appropriations – CDA Special Levy

The CDA Special Levy appropriation in the FY21 Budget is currently \$92,004 which includes the adjustment in February to meet the Treasurer’s billed amount. An additional appropriation of \$94,180 is being requested to cover the CDA Special Levy payment received in May that must be transferred to the CDA.

Supervisor Townsend made a motion, seconded by Supervisor Cooper-Jones, to approve the budget amendments as presented and appropriate the same funds in the FY21 budget, as follows:

| Rev/Exp | Fund | Dept   | Object | Description                 | Debit    | Credit   |
|---------|------|--------|--------|-----------------------------|----------|----------|
| 3 (Rev) | 115  | 011015 | 0001   | CDA Special Levy            |          | \$94,180 |
| 4 (Exp) | 115  | 012110 | 0001   | Special Levy Payment to CDA | \$94,180 |          |

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: FY21 Appropriations – Town of Farmville Utility Grant

The Town of Farmville was awarded an additional \$1,229 as part of the COVID-19 Municipal Utility Relief Program and has asked Prince Edward County to serve as the Town’s partner fiscal agent to receive funds from the Department of Accounts. Once appropriated, the check will be written to the Town of Farmville and project expenses will be properly documented.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Wilck, to approve the budget amendments and appropriate the same funds in the FY21 budget, as follows:

| Rev/Exp | Fund | Dept  | Object | Description                | Debit      | Credit     |
|---------|------|-------|--------|----------------------------|------------|------------|
| 3 (Rev) | 700  | 41050 | 0100   | From General Fund Balance  |            | \$1,229.46 |
| 4 (Exp) | 700  | 83000 | 0001   | COVID Utility Relief Grant | \$1,229.46 |            |

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: FY21 Appropriations – Manor Sewer Pump

The Manor sewer pump needed immediate repair. Due to the unexpected expense, staff is requesting the Board appropriate an additional \$10,256 to the Sewer Maintenance line to pay the invoice from Electrical and Mechanical Resources, Inc., which totaled \$11,555.00.

Supervisor Townsend made a motion, seconded by Supervisor Cooper-Jones, to approve the budget amendments and appropriate the same funds in the FY21 budget, as follows:

| Rev/Exp | Fund | Dept  | Object | Description                 | Debit    | Credit   |
|---------|------|-------|--------|-----------------------------|----------|----------|
| 3 (Rev) | 501  | 41050 | 0100   | From General Fund Balance   |          | \$10,256 |
| 4 (Exp) | 501  | 30000 | 3810   | Sewer Repairs & Maintenance | \$10,256 |          |

The motion carried:

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

In Re: Department of Social Services Update

Mrs. Kimberly Allen, Family Services Supervisor, Social Services, announced that she has been selected to fill the vacancy left by Mrs. Roma Morris' retirement. Mrs. Allen reported that as of May 31<sup>st</sup>, 2021, they are 100% caught up on the rent payments to the County, and will now continue with the month-to-month rental agreement. She said the department is now fully staffed; these new staff members are getting virtual State training as well as a hybrid classroom training to get hands-on experience. The State said that moving forward, about 75% or more of the training will be virtual for the foreseeable future. This will provide significant savings for the department.

Mrs. Allen said there has been an influx of Child and Adult Protective Services reports along with applications for benefits such as SNAP and Medicaid applications. The agency dashboard has just been released and during the third quarter, the statistics show the employees are processing applications in a timely manner and they are meeting the state target rates for services. Mrs. Allen said the Public Health Emergency Procedures are still in place for Medicaid program, and there will be no reduction or termination of coverage through at least July. The Cooling Assistance Program will begin June 15 through August 16; Family First funding will become available July 1, 2021, which is the Provision of Evidence Based Programs for Families and Children. She said this is the first time Federal funding can be used for preventative or foster care

services to families. She said one service locally has been approved, Functional Family Therapy. Mrs. Allen said she looks forward to working with the Board in the future.

In Re: Highway Matters

Mr. Scott D. Frederick, P.E., reported crews have completed the primary mowing and have started the mowing on secondary routes. He said their Fiscal Year is wrapping up and there was enough funding left in the budget to bring the contractors in to begin mowing, which frees up VDOT crews to get to work on things that were lagging after the ice storm. He said they are on schedule to begin the widening of Route 604 next week; it will be a slow start but should be complete in three to four weeks after they begin.

Mr. Frederick said they are using some of the leftover FY21 budget to make sure they spend as much as possible before the fiscal year runs out; stone has been placed on the gravel roads throughout the county. He said the surface treatment will begin soon; there is no exact date yet for Route 612 surface treatment project, but plant mix asphalt is being placed in the bad areas on Routes 696 and 607. He said that is also being done on Route 636. Those will all be surface treated by VDOT crews and are not part of the surface treatment schedule.

Supervisor Pride thanked VDOT for the efforts on Route 604; she said Bloomfield, Abilene and County Line Roads are in need of mowing. Mr. Frederick said the mowing pattern is similar to last year, but has been deviated from due to the work on Route 604.

Supervisor Jones said the build-up of the shoulders on Routes 612 and 636 are good.

Supervisor Townsend asked where crews are in mowing currently. Mr. Frederick reported crews mowed a portion of Route 628 today; there are five tractors cutting. He said typically, crews work their way down taking all right turns, which keeps crews of out traffic as much as possible and allows the most efficiency.

Supervisor Gilliam reported trees have broadened out on Darlington Heights Road before Moore Road; he said they have also grown out on Allen Road on the south or west end.

Supervisor Townsend reported he put a crew out to police the roads for litter; he said if any Supervisor has a road in their district that needs policing, please let Mr. Stanley know and he will make sure it gets to the appropriate people for work and then bag retrieval.

Mr. Frederick said VDOT just received approval to start working with the partners to have crews pick up bags. Some discussion followed.

In Re: Public Hearing – VDOT Six-Year Plan

Chairman Emert announced that this was the date and time scheduled for a public hearing in accordance with Section 33.2-331 of the *Code of Virginia*, for the purpose of receiving public comment on the proposed Secondary Six-Year Plan for Fiscal Years 2022-2027 in the County and on the Secondary System Construction Budget for Fiscal Year 2022. Notice of this hearing was advertised according to law in the Wednesday, May 26, 2021, and Wednesday, June 2, 2021 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Frederick reviewed the Six-Year Plan and FY20 Construction Program for Prince Edward County. He reported

Roads in the current Six-Year Plan include:

- Miller Lake Road
- Hidden Lake Road
- Copper Hill Road
- Mill Creek Road
- Bolden-Flournoy Road
- Whispering Woods Road
- School House Road
- Old Oak Road
- Falkland Road
- Route 625 from Holiday Lake Road to 0.3 mi E of Holiday Lake Rd
- Route 647 from Redd Shop Road to 0.3 mi SE of Redd Shop Road
- Route 611 from Miller Lake Road to 0.3 mi E of Miller Lake Road
- Route 668 from Morris Creek Road to 0.3 mi NE of Morris Creek Road
- Route 625 from 0.3 mi E of Holiday Lake Road to 1.05 mi E of Holiday Lake Road
- Route 647 from 0.3 mi SE of Redd Shop Road to 1.05 mi SE of Redd Shop Road
- Route 611 from 0.3 mi E of Miller Lake Road to 1.05 mi E of Miller Lake Road
- Route 668 from 0.3 mi NE of Morris Creek Road to 1.05 mi NE of Morris Creek Road

Supervisor Townsend made a motion, seconded by Supervisor Cooper-Jones, to approve the 2022-2027 Six-Year Plan and FY 22 Construction Program, and to authorize the Chairman or County Administrator to sign the resolution; 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

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

**FY 22-27 SIX-YEAR ROAD PLAN  
AND FY 22 CONSTRUCTION PRIORITY LIST**

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, June 8, 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)

On motion of Supervisor Townsend, 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)

**WHEREAS**, Section 33.2-331 of the Code of Virginia, 1950, as amended, provides the opportunity for each county to work with the Virginia Department of Transportation on the development of a Secondary Six-Year Road Plan and budget; and

**WHEREAS**, this Board has previously agreed to assist in the preparation of this Plan, in accordance with the Department of Transportation policies and procedures, and participated in a public hearing on the proposed Plan (FY 2022 through 2027), as well as the Construction Priority List (FY 2022) on June 8, 2021, after being duly advertised so that all citizens of the County had the opportunity to participate in said hearing and to make comments and recommendations concerning the proposed Plan and Priority List; and

**WHEREAS**, Scott D. Frederick, P.E., Resident Engineer, Virginia Department of Transportation, appeared remotely before the Board and recommended approval of the Six-Year Plan for Secondary Roads (FY 2022 through 2027) and the Construction Priority List (FY 2022) for Prince Edward County;

**NOW, THEREFORE, BE IT RESOLVED** that since said Plan appears to be in the best interests of the Secondary Road System in Prince Edward County and of the citizens residing on the Secondary System, said Secondary Six-Year Plan (FY 2022 through 2027) and Construction Priority List (FY 2022) are hereby approved as presented at the public hearing

In Re: Public Hearing – Transient Occupancy Tax Ordinance Amendments

Chairman Emert announced that this was the date and time scheduled for a public hearing prior to considering amendments to the County’s Transient Occupancy Tax Ordinance, including an increase from the current five percent to a proposed seven percent charge for the occupancy of any room or space occupied for fewer than 30 days. Notice of this hearing was advertised according to law in the Wednesday, May 26, 2021, and Wednesday, June 2, 2021 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Stanley stated that at its May 11, 2021 meeting, the Board authorized the advertisement of amendments to the County's Transient Occupancy Tax Ordinance. The Ordinance was originally adopted a Transient Occupancy Ordinance in 2007 with a 5% rate, but it was never enacted. The attached draft was amended and approved by the County Attorney, based on the current Code of Virginia.

- The draft ordinance proposes a seven (7) percent charge for the occupancy of any room or space occupied for fewer than 30 days.
- Revenues collected from the portion of the tax over two (2) percent shall be used exclusively for promoting tourism travel or businesses that generate tourism or travel in Prince Edward County. The revenue generated from up to 2% would go to the County General Fund.
- This tax will only apply to lodging outside the Town of Farmville, as Farmville has its own occupancy tax.
- Back in December 2020, Magi Van Eps shared research she had done on the rental locations in Prince Edward County (outside the town of Farmville) that are listed on Airbnb and VRBO (Vacation Rental by Owner). Based on the number of rentals and the number of beds, she estimated that if each had only two rental days per week each year, the county could generate approximately \$50,000 pe year of Transient Occupancy Tax revenue.
- The implementation of this will include both the Commissioner of the Revenue and the Treasurer for the assessment and collection of the tax revenues.

Chairman Emert opened the public hearing.

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

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, that the Board amend the ordinance to use the term “shall” for direction to the Commissioner of Revenue in Section 70-191 for failure to collect, report, etc.; 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 Cooper-Jones made a motion, seconded by Supervisor Booth, that the Board approve the updated and amended County Transient Occupancy Tax Ordinance, as presented with a rate of 7%, and establish an effective date of July 1, 2021 for implementation; 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

### **TRANSIENT OCCUPANCY TAX ORDINANCE**

**\*Cross references:** Commissioner of revenue to be administrator of tax imposed by this article.

#### **ARTICLE VIII.**

SECTION 70-183. Violations of article.

(a) Any person violating or failing to comply with any of the provisions of this article shall be guilty of a class 1 misdemeanor except that any person failing to file such a return shall be guilty of a class 3 misdemeanor if the amount of tax lawfully assessed in connection with the return is one thousand dollars (\$1,000.00) or less.

(b) Except as provided in subsection (a) above, any corporate or partnership officer, as defined in Code of Virginia, § 58.1-3906, or any other person required to collect, account for, or pay over the tax imposed under this article, who willfully fails to collect or truthfully account for or pay over such tax, or who willfully evades or attempts to evade such tax or payment thereof, shall, in addition to any other penalties imposed by law, be guilty of a class 1 misdemeanor.

(c) Each violation or failure shall constitute a separate offense. Prosecution under this section shall be in addition to the penalties provided under section 70-190 and no conviction of any such violation

shall relieve any person from the payment, collection or remittance of the tax as provided for in this article.

**Cross references:** Penalty for Class 3 misdemeanor. Code of Virginia Sec. 18.2-11

SECTION 70-184. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Commissioner* means the commissioner of the revenue of the county and his or her duly authorized agents.

*Lodging* means any room or space furnished to any transient, including the cost of all services when furnished with such space or room for a unit price.

*Person* means any individual, partnership, society, association, joint stock company, corporation, estate, receiver, trustee, assignee, referee or any other person acting in a fiduciary or representative capacity, whether appointed by a court or otherwise; and any combination or group of individuals acting as a unit.

*Transient* means any person who, for a period of not more than thirty (30) consecutive days, either at his own expense or at the expense of another, obtains lodging, as defined herein.

*Treasurer* means the treasurer of the county and his or her duly authorized agents.

**Cross references:** Definitions and rules of construction generally can be found in Code Sec. 1-2.

SECTION 70-184. Levied.

Pursuant to Code of Virginia, § 58.1-3819 (1950, as amended), there is hereby imposed and levied by the County of Prince Edward a transient occupancy tax on all hotels, motels, boarding houses, travel campgrounds, and other facilities offering guest rooms rented for continuous occupancy for fewer than thirty (30) consecutive days, operating within the boundaries of Prince Edward County. Said tax shall be in an amount of seven (7) per cent of the charge for the occupancy of any room or space occupied, said tax to be collected from the persons occupying said rooms or spaces. The revenues collected from that portion of the tax over two (2) percent shall be designated and spent for promoting tourism, travel or business that generates tourism or travel in the county.

**State law references:** Authority of county to impose tax on transient room rentals. Code of Virginia, Sec. 58.1-3819 and 58.1-3823.

SECTION 70-185. Exemptions.

No tax shall be payable under this article on charges for lodging paid to any hospital, medical clinic, convalescent home, home for the aged or in any educational institution.

SECTION 70-186. Collection.

Every person receiving any payment for lodging with respect to which a tax is levied under this article shall collect the amount of such tax so imposed from the transient on whom such tax is levied, or from the person paying for such lodging at the time payment for such lodging is made. The taxes so collected shall be deemed to be held in trust for the county by the person required to collect them, until they have been remitted to the county as provided in this article.

SECTION 70-187. Reports and remittances generally.

(a) It shall be the duty of every seller of lodging in acting as the tax collection medium or agency for the tax levied in this article, for the use of the county, to collect the tax at the time of collecting the purchase price charged for the lodging, and the taxes collected during each calendar month shall be reported to the commissioner and remitted to the treasurer on or before the last day of the following month. The commissioner shall prescribe the form of the report to be submitted.

(b) Any seller collecting the tax levied by this article on transactions exempt or not taxable under this article shall transmit to the treasurer such erroneously or illegally collected tax unless and until he can affirmatively show that the tax has been refunded to the purchaser or credited to his account.

SECTION 70-188. Collector's records.

Each and every operator of a lodging shall keep complete records showing all occupancies for hire at their business, which records shall show the price charged for the occupancy of a room or space, the date thereof, the date of the payment thereof, and the amount of tax imposed hereunder.

Such records shall be retained for three (3) years. All such records shall be kept open for inspection by the commissioner at reasonable times, and the commissioner shall have the right, power, and authority to make such copies or transcripts thereof during such times as they may desire.

SECTION 70-189. Tax immediately due and payable upon cessation of business.

Whenever any person required to collect and remit to the county any tax imposed by this article shall cease to operate, all such taxes collected and any tax payable under this article shall thereupon be reported to the commissioner and remitted to the treasurer.

SECTION 70-190. Penalty for late remittance.

(a) If any person fails or refuses to remit to the treasurer the tax required to be collected and paid under this article within the time and in the amount specified in this article plus thirty (30) days, there shall be added to such tax by the treasurer, interest at the rate of ten (10) percent per annum from the first day following the day such tax is due upon the amount of the tax for each year or portion thereof.

(b) If any person shall fail or refuse to file a return required by this article in the time specified plus five (5) days, there shall be added to the tax by the county treasurer a late filing penalty of seven (7) percent of the tax on such return or ten dollars (\$10.00), whichever is greater; provided, however, that the penalty shall in no case exceed the tax amount.

(c) In the case of a false or fraudulent report to the commissioner with intent to defraud the county of any tax due under this article, a penalty of fifty (50) percent of the tax shall be assessed against the person.

SECTION 70-191. Procedure upon failure to collect, report, etc.

(a) If any person, whose duty it is to do so, shall fail or refuse to collect the tax imposed under this article and make timely report and remittance thereof, the commissioner of revenue shall proceed in such manner as is practicable to obtain facts and information on which to base an estimate of the tax due. When any such facts and information are obtained, upon which to base the assessment of any tax payable by any person who has failed to collect, report or remit such tax, the commissioner shall proceed to determine and assess against such person the tax, penalty and interest provided in this article, and shall notify such person by registered mail sent to his last known address, of the amount of such tax, penalty and interest, and the total amount thereof shall be payable within ten (10) days from the date such notice is sent.

(b) It shall be the duty of the commissioner of revenue to ascertain the name of every person operating a hotel in the county, liable for the collection of the tax imposed by this article, who fails, refuses or neglects to collect such tax or to make the reports and remittances required by this article. The commissioner may have issued a summons for such person, which summons may be served upon such person by any county law enforcement officer in the manner provided by law, and one (1) return of the original thereof shall be made to the general district court for the county.

SECTION 70-192. Jurisdiction (Prince Edward County)

The provision of the title shall apply to Prince Edward County including the incorporated Municipalities where the Transient Occupancy Tax does not exist.

In Re: Public Hearing – Tax Relief for the Elderly & Disabled

Chairman Emert announced that this was the date and time scheduled for a public hearing prior to considering amendments to the County’s Tax Relief for Elderly & Disabled Ordinance, to include increasing the “home and one acre” value from \$100,000 to \$120,000 to coincide with the values represented in the recent re-assessment. Notice of this hearing was advertised according to law in the Wednesday, May 26, 2021, and Wednesday, June 2, 2021 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Stanley said that at its May 11, 2021 meeting, the Board authorized the advertisement of amendments to the County's Ordinance for Tax Relief for the Elderly & Disabled to increase the home + 1 acre value from \$100,000 to \$120,000.

Currently, Section 70.203.4 of the Prince Edward County Code provides a partial exemption from real property taxes for citizens aged 65 and older or who are permanently and totally disabled, who qualify for the exemption. The current ordinance exempts people whose gross combined income of \$22,000 or under and the net combined financial worth does not exceed \$100,000.

With the recent increase in assessed values of 18.27% in conjunction with the 2021 general reassessment, the Commissioner of the Revenue and I had discussed the need to increase the home value limit from the current \$100,000.

As the attached letter shows, for Tax Year 2020 the County had 64 qualified applicants. After the reassessment, 22 of the 64 individuals would be ineligible as their dwelling and 1 acre exceeds \$120,000. By increasing the limit to \$120,000 only two would be ineligible. The Commissioner has also provided a table comparing the limits of our surrounding counties.

Chairman Emert opened the public hearing.

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

Supervisor Jones made a motion, seconded by Supervisor Cooper-Jones, to approve the proposed amendments to Section 70-203.4 of the Prince Edward County Code to increase the home + 1 acre value from \$100,000 to \$120,000; 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       |           |

## **Chapter 70 – TAXATION**

### **ARTICLE VII. – EXEMPTIONS**

#### **DIVISION 1. - REAL ESTATE EXEMPTION FOR ELDERLY AND PERMANENTLY DISABLED PERSONS**

##### **Sec. 70-203. - Specific requirements.**

Exemption shall be granted to person subject to the following provisions:

- (1) The title to the property for which exemption is claimed is held, or partially held, on December 31, immediately preceding the taxable year by the person or persons claiming exemption.
- (2) The head of the household occupying the dwelling and owning title or partial title thereto is 65 years or older on December 31 of the year immediately preceding the taxable year. Such dwelling must be occupied as the sole dwelling of the person or persons claiming exemption.
- (3) The gross combined income of the owner during the year immediately preceding the taxable year shall be determined by the commissioner to be in an amount not to exceed \$22,000.00. Gross combined income shall include all income from all sources of the owner, spouse, and of the owner's relatives living in the dwelling for which exemption is claimed. For purposes of this article, the first \$6,500.00 of annual income of each of the owner's relatives living in the owner's dwelling shall be excluded in computing gross combined income.
- (4) The net combined financial worth of the owner as of December 31 of the year immediately preceding the taxable year shall be determined by the commissioner to be an amount not to exceed \$120,000.00. Net combined financial worth shall include the value of all assets, including equitable interest, of the owner and the spouse of any owner, excluding the fair market value of the dwelling and the land, not exceeding one acre, upon which the owner's dwelling is situated, not to exceed \$150,000.00, and for which exception is claimed.
- (5) The fact that persons who are otherwise qualified for tax exemption are residing in hospitals, nursing homes, convalescent homes, or other facilities for physical or mental care for extended periods of time

shall not be construed to mean that the real estate for which the tax exemption is sought does not continue to be the sole dwelling of such persons during extended periods of other residence, so long as the real estate is not used by or leased to others for consideration.

- (6) The exemption shall be allowed for any year following the date that the qualified owner occupying the dwelling and owning title or partial title to the property reaches the age of 65 years, or for any year following the date the disability occurred.
- (7) Changes in respect to income, financial worth, ownership of property, or other factors occurring during the taxable year for which the affidavit is filed and having the effect of exceeding, or violating the limitations and conditions provided in this article for the exemption from taxation, shall nullify any exemption or deferral for the then current taxable year and the taxable year immediately following.
- (8) A certification is required by the Social Security Administration, the Veteran's Administration, or the Railroad Retirement Board, or if the person is not eligible for certification by any of those agencies, the sworn affidavit of two medical doctors licensed to practice in this commonwealth to the effect that the person is permanently and totally disabled. If the doctor's affidavit is used, the affidavit of at least one of the doctors must be based upon a physical examination by the doctor. The affidavit of one of the doctors may be based upon medical information contained in the records of the civil service commission which is relevant to the standards for determining permanent and total disability as defined in this article.
- (9) If there is a change of ownership of the property from a qualified owner to a spouse who is less than 65 years of age or who is not permanently and totally disabled, and when that change of ownership has resulted solely from the death of his or her qualified spouse, the change shall result in a prorated exemption for the then current taxable year. The prorated exemption shall be determined by multiplying the amount of the exemption by a fraction which numerator is the number of complete months of the year that such property was eligible for the exemption, and whose denominator is the number 12.
- (10) The commissioner of revenue is designated to administer this exemption. Persons who claim this exemption shall annually report the following information on forms provided by the commissioner of revenue.
  - a. The name of the qualified owner.
  - b. The spouse of the qualified owner who resides at the dwelling for which the exemption is claimed.
  - c. The names of the related persons occupying the dwelling for which the exemption is claimed.
  - d. The total combined net worth, including equitable interests of the persons specified in sections (a), (b), and (c) of this subsection of this article.
  - e. The combined income from all sources of the persons specified in sections (a), (b), and (c) of this subsection of this article.
  - f. The applicant shall provide the required certification or affidavits to be used in the determination of the applicant's status as being permanently and totally disabled.
  - g. The applicant shall provide some reliable proof of age if the exemption claim is based upon the owner being not less than 65 years of age. The applicant for the exception shall be required to produce a copy of the most recent Federal Income tax return to establish the incomes. A detailed financial statement may be required to establish financial worth.



In Re: VDOT Revenue Sharing Application

Mr. Stanley said VDOT is currently advertising for submissions for the Revenue Sharing program. The program will provide a dollar-for-dollar match up to \$10,000,000 for any locality for qualifying transportation projects.

Projects are funded based on a 4-tier ranking system:

Construction and maintenance projects will be evaluated and prioritized for funding as follows:

Priority 1 - Construction Projects that have previously received Revenue Sharing funding

- Locality requests up to a total of \$1 million will be evaluated first and funded first
- Locality requests over \$1 million and up to \$10 million will be evaluated next and funded next

Priority 2 - Construction Projects that meet a transportation need identified in the Statewide Transportation Plan or projects that will be accelerated in a locality's capital plan

- Locality requests up to a total of \$1 million will be evaluated first and funded first
- Locality requests over \$1 million and up to \$10 million will be evaluated next and funded next

Priority 3 - Projects that address deficient pavement resurfacing and bridge rehabilitation (as described in Appendix C)

- Locality requests up to \$1 million will be evaluated first and funded first
- Locality requests over \$1 million up to \$5 million will be evaluated next and funded next

Priority 4- All other eligible projects (projects not meeting priority criteria described above)

- Locality requests up to \$1 million will be evaluated first and funded first
- Locality requests over \$1 million will be evaluated next and funded next

The Poplar Hill CDA has discussed that the County apply for funding through the program for proposed turn lanes for Manor House Drive. The turn lanes are required for the build-out of the project. The current estimate is \$1,358,450. The CDA and its partners could provide a portion of the required match for the project.

During the County's consideration of the FY 22-26 Secondary Six-Year Plan (SSYP), it was discussed that the County could apply for revenue sharing funds we could accelerate the current plan. After further discussions with VDOT senior staff, such an application would be classified as a Priority 4 and will not score high enough to get funded. Once we get the project(s) in our Capital Improvement Plan we may be able to get it up to Priority 2 status.

The other project we discussed as potential project was the 3rd Street Interchange project. Given the significant estimated cost of the project \$30+ million we do not feel putting even a \$1 million on it at this

point through revenue sharing will secure enough points for it to qualify. We are working with VDOT to consider an Urban Development Area around the data center site to give it priority funding status for the Smart Scale process.

Due to the COVID-19 impacts funding for the Revenue Sharing was used to offset revenue to keep the States Smart Scale projects on schedule. As a result, funding for revenue sharing was pushed back four years. If approved, funds would be available beginning July 1, 2026 for FY 27. The positive news is that 1) matching funding will not have to be made available until FY 27 and 2) the County could cancel the project and forfeit the funding without penalty. If we do not make the request, the project will continue to languish and the next round would not make funding available until FY 29. Given that the original Manor House Drive was constructed using a portion of Tobacco Commission Grants, we can look for matching funds there as well in the coming years.

If approved, staff would work with the CRC to submit a pre-application by the July 1, 2021 deadline.

Supervisor Jones made a motion, seconded by Supervisor Wilck, to approve the attached resolution for the VDOT Revenue Sharing program as outlined; the motion carried:

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

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

**FY 2027-2028 REVENUE SHARING PROGRAM**

At a regularly scheduled meeting of the Board of Supervisors of Prince Edward County held June 8, 2021, on a motion by Supervisor Jones, seconded by Supervisor Wilck, the following resolution was adopted by a vote 8 to 0.

**WHEREAS**, the Board of Supervisors of Prince Edward County has requested and the Commonwealth Transportation Board has approved at its meeting on June 8, 2021, an allocation of funds of up to \$750,000 through the Virginia Department of Transportation Fiscal Year 2027- 2028 Revenue Sharing Program with VDOT funding 50% of such funding and Prince Edward County the remaining 50%; and,

**WHEREAS**, \$750,000 of these funds are requested to fund the following project:

Priority #1 - Turn Lane Project - Manor House Drive - 0.38+ /- miles (Manor Subdivision) - \$750,000. Project provide north and south turn lanes off Route 15 (Farmville Road) onto Manor House Drive to minimum VDOT standards and provide adequate capacity and safety to meet the ultimate buildout of the subdivision.

**NOW THEREFORE BE IT RESOLVED** that the Board of Supervisors of Prince Edward County hereby commits to fund its local share of preliminary engineering, right-of-way, and construction of the projects under agreement with the Virginia Department of Transportation in accordance with the project financial documents.

**BE IT FURTHER RESOLVED** that the Board of Supervisors of Prince Edward County hereby grants authority for the County Administrator to execute all agreements and/ or addendums for any approved projects with the Virginia Department of Transportation.

In Re: Citizen Volunteer Appointments – Board of Appeals for Building Code

A vote was taken on the candidates for the five-year term of the Board of Appeals for Building Code.

| <u>Candidate</u> | <u>Vote</u>                                                                                                                                                    |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lanay Walker     | Beverly M. Booth<br>Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Robert M. Jones<br>Odessa H. Pride<br>Jerry R. Townsend<br>James R. Wilck |

Lanay Walker will be appointed to the Board of Appeals for Building Code for a term of five years beginning July 1, 2021 and ending June 30, 2026.

In Re: Citizen Volunteer Appointments – Poplar Hill Community Development Authority

A vote was taken on the candidates for the two-year term of the Poplar Hill CDA.

| <u>Candidate</u> | <u>Vote</u>                                                                                                                                                  |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| John Gantt       | Beverly M. Booth<br>Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Robert M. Jones<br>Odessa H. Pride<br>Jerry R. Townsend<br>Jim R. Wilck |

Roy R. Yeatts, Jr.

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

John Gantt and Roy R. Yeatts, Jr. will be appointed to the Poplar Hill Community Development Authority for a term of one year beginning July 1, 2021 and ending June 30, 2023.

In Re: Citizen Volunteer Appointments – Industrial Development Authority

A vote was taken on the candidates for the four-year term for the Prince Edward County Industrial Development Authority:

| <u>Candidate</u> | <u>Vote</u>                                                                                                                                                  |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quincy Von Handy | Beverly M. Booth<br>Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Robert M. Jones<br>Odessa H. Pride<br>Jerry R. Townsend<br>Jim R. Wilck |
| Mark Southall    | (None)                                                                                                                                                       |
| Tim Tharpe       | Beverly M. Booth<br>Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Robert M. Jones<br>Odessa H. Pride<br>Jerry R. Townsend<br>Jim R. Wilck |

Quincy Von Handy and Tim Tharpe will be appointed to the Prince Edward County Industrial Development Authority for a term of four years beginning July 1, 2021 and ending June 30, 2025

In Re: Citizen Volunteer Appointments – Social Services Board

A vote was taken on the candidate for the four-year term for the Prince Edward Social Services Board.

| <u>Candidate</u> | <u>Vote</u>                                                                                                                                                  |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Brenda D. Lee    | (None)                                                                                                                                                       |
| Pamela W. Snead  | (None)                                                                                                                                                       |
| Gaynelle Troxler | Beverly M. Booth<br>Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Robert M. Jones<br>Odessa H. Pride<br>Jerry R. Townsend<br>Jim R. Wilck |

Gaynelle Troxler will be appointed to the Social Services Board for a term of four years beginning July 1, 2021 and ending June 30, 2025.

In Re: Citizen Volunteer Appointments – Central Virginia Regional Library Board

A vote was taken on the candidate for the four-year term for the Central Virginia Regional Library Board. Ms. Vicky Page withdrew her application.

| <u>Candidate</u>        | <u>Vote</u>                                                                                                                                                  |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shaunna Hunter-McKinney | Beverly M. Booth<br>Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Robert M. Jones<br>Odessa H. Pride<br>Jerry R. Townsend<br>Jim R. Wilck |

Shaunna Hunter-McKinney will be appointed to the Central Virginia Regional Library Board for a term of four years beginning July 1, 2021 and ending June 30, 2025.

In Re: Citizen Volunteer Appointments – Southside Virginia Community College Board

A vote was taken on the candidates for the four-year term for the Southside Virginia Community College Board:

| <u>Candidate</u> | <u>Vote</u>                                                                                                                                                  |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Russell L. Dove  | Beverly M. Booth<br>Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Robert M. Jones<br>Odessa H. Pride<br>Jerry R. Townsend<br>Jim R. Wilck |

Russell L. Dove will be appointed to the Southside Virginia Community College Board for a term of four years beginning July 1, 2021 and ending June 30, 2025.

In Re: Board Appointments – Outside Agencies

The Board of Supervisors appoints three members of the eight-member Poplar Hill Community Development Authority. Two have historically been citizens and one has been a member of the Board of Supervisors. Currently, Supervisor Beverly M. Booth holds the Board position on the CDA; her term expires June 30, 2021.

Supervisor Jones made a motion, seconded by Supervisor Cooper-Jones, to appoint Supervisor Booth to the Poplar Hill Community Development Authority for a two-year term to expire June 30, 2023; the motion carried:

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

Supervisor Jones made a motion, seconded by Supervisor Cooper-Jones, to appoint Supervisor Pride to Piedmont Senior Resources for a three-year term to expire June 30, 2024; 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  
Jim R. Wilck

Nay: None

In Re: Crossroads Community Services Board – Resolution for Forensic Audit

Mr. Stanley stated Crossroads Community Service Board (CSB) is the primary provider of mental health, intellectual disability, substance abuse, and housing services to residents of Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward.

There have been a number of concerns raised by Crossroads CSB Board members, members of the various Boards of Supervisors, current and former staff members of Crossroads, and members of the general public regarding the expenditure/misuse of public funds and other management issues.

After discussion with other County Administrators in the region served by Crossroads CSB, the recommendation is to request that the Crossroads Community Service Board Board of Directors conduct a thorough forensic audit of its records for budget years FY 2019, FY 2020, and FY 2021.

Mr. Stanley said there is no direct cost to the County if the cost of the audit is borne by the Crossroads Community Services Board.

Supervisor Cooper-Jones made a motion, seconded by Chairman Emert, to adopt the resolution requesting that the Crossroads Community Service Board have a forensic audit performed for FY 2019, FY 2020, and FY 2021 as outlined; 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

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

**REQUEST TO THE CROSSROADS COMMUNITY SERVICE BOARD  
TO CONDUCT A FORENSIC AUDIT OF ITS FINANCES**

**WHEREAS**, Crossroads Community Service Board (CSB) is the primary provider of mental health, intellectual disability, substance abuse, and housing services to residents of Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward; and

**WHEREAS**, the Crossroads CSB has over 230 full-time and 50 part-time employees, 3,058 clients, and has an FY 2021 total budget of \$15,486,594; and

**WHEREAS**, there have been a number of concerns raised by Crossroads CSB Board members, members of the various Boards of Supervisors, current and former staff members of Crossroads, and members of the general public regarding the budgeting and allocation of public funds and other management issues; and

**WHEREAS**, the Crossroads CSB Board of Directors, at a special called meeting on May 5, 2021, removed its Director Dr. Susan Baker after six (6) tumultuous years in the position; and

**WHEREAS**, Prince Edward County has been asked to commit \$60,000 in the proposed FY 2021-2022 budget as a local match to 90/10 funding from the Commonwealth of Virginia for the provision of services in Prince Edward County, and

**WHEREAS**, Prince Edward County is greatly appreciative of the services provided by the Crossroads CSB and the support of its staff, and

**WHEREAS**, the Prince Edward County Board of Supervisors as one of the seven governing bodies described in §37.2-504 of the Code of Virginia, must ensure the fiscal accountability of public funds.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of the County of Prince Edward, Virginia, does hereby request that the Crossroads Community Service Board Board of Directors conduct a thorough external, independent forensic audit of its records for budget years FY 2019, FY 2020, and FY 2021; and

**BE IT FURTHER RESOLVED**, that the Board of Supervisors of the County of Prince Edward, Virginia does hereby state its intent to withhold funding from Crossroads Community Services Board until such forensic audit is authorized by the Crossroads Community Services Board of Directors.

In Re: Split Precinct Waiver

Mrs. Sarah Puckett, Assistant Administrator, said that Mrs. Lynette Wright, Director of Elections, was wrapping up the elections process from earlier in the day. She advised the Board that the Code of Virginia (§ 24.2-307) requires the elimination of split precincts for elections held in November, 2021 and all subsequent elections.

Affects to the County:



- The governing bodies of localities are required to establish precincts that are wholly contained within a single congressional district, Senate district, House of Delegates district, and local election district. If a governing body is unable to establish a precinct with the minimum number of registered voters without splitting the precinct, it may apply for a waiver.
- Additionally, if precinct boundaries that are consistent with any Congressional district, Senate district, House of Delegates district, and local election district that will be adopted by the appropriate authority, cannot be established before the 60 day precinct change prohibition pursuant to §24.2-306, a governing body may request a waiver. Given the delay in Redistricting activities due to delayed Census data, the state will be granting waivers for the curing of the split precincts, as detailed above.
- Once approved by the governing body, the General Registrar can fill out the waiver application and attach the governing body's meeting minutes or resolution. A locality may only administer a split precinct for elections held in the year the waiver is granted.
- Under the provisions of §24.2-307, Prince Edward County has the following split precincts in need of a waiver.

| Precinct Name            | Split Type                |
|--------------------------|---------------------------|
| 101 – Farmville          | Town Boundary (Farmville) |
| 501 – Darlington Heights | Town Boundary (Pamplin)   |
| 502 – Buffalo Heights    | Town Boundary (Farmville) |
| 701 – West End           | Town Boundary (Farmville) |
| 801 – Center             | Town Boundary (Farmville) |

- In addition to the split precincts for Town of Farmville voters, the Town of Pamplin (Appomattox Co.) has voters in Prince Edward County, Precinct 501- Darlington Heights will be a split precinct for Prince Edward County and (Appomattox) Town voters.

In order to request this waiver, the Registrar will need to provide the Department of Elections a copy of the minutes from a Board of Supervisors meeting, in which the governing body formally requests a waiver until such a time as redistricting can be completed.

Supervisor Jones made a motion, seconded by Supervisor Wilck, to approve the resolution authorizing the County's Director of Elections/General Registrar to request a waiver from the Department of Elections for the November 2021 elections in order to comply with the new election law under the provisions of §24.2-307, effective July 1, 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  
James R. Wilck

Nay: None

In Re: GIS – Unmatched Tax Record Analysis

Mr. Stanley said that one of the items he identified in his Entry Plan is to update and bring the County's Geographic Information System (GIS) up-to-date and online. A Geographic Information System (GIS) is a computer system that analyzes and displays geographically referenced information. It uses data that is attached to a unique location.

Prince Edward has been working with its contractor Timmons on the site since 2017. The site includes numerous layers of data including, tax ownership, zoning, floodplain, election district, enterprise zone, etc. It is tied to the Bright System in the Commissioner of the Revenue's Office for the assessment data. It is an extremely useful tool for development and real estate professionals when the information is accurate and up-to-date. Unfortunately, the current data is not completely matching and returns upwards of 3,000 of the County's 14,057 parcels (a little over 20%) show the ownership information as unmatched or null. For that reason, we have not made the site "live" and available to the public.

To correct this problem Timmons has developed a proposal in the amount of \$17,900. While the amount is within his authorization to approve, funding is not available in the GIS line to pay for the request.

Mr. Stanley said there is funding left in the current FY 21 budget for ordinance codification (12210-3191) and requested authorization to appropriate \$17,900 from to the FY 22 budget (94000-0025) to cover the cost of the project. The project would be completed in two months.

Supervisor Cooper-Jones made a motion, seconded by Chairman Emert, to approve the appropriation of \$17,900 for correcting the unmatched data in the County's GIS, and further moved to authorize the County Administrator to execute the contract for the project with Timmons on behalf of the County and authorize him to approve any change orders up to 10% of the contract amount, as follows:

| Rev/Exp | Fund | Dept  | Object | Description            | Debit    | Credit   |
|---------|------|-------|--------|------------------------|----------|----------|
| 3 (Rev) | 100  | 12210 | 3191   | Ordinance Codification |          | \$17,900 |
| 4 (Exp) | 100  | 94000 | 0025   | GIS                    | \$17,900 |          |

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: COVID Ordinance

Mrs. Puckett said that as Board members will recall, at its August 21, 2020 meeting, the Board enacted the County's Ordinance Instituting Temporary Measures for Certain Gatherings to Prevent the Spread of COVID-19, as an Emergency Ordinance.

At the October 13, 2020 meeting, following a public hearing on September 8, 2020, the Board re-adopted the Ordinance to enable the County to extend its enforcement beyond the 60 days allowable for an emergency ordinance and until such time as the Board should determine it is no longer necessary.

With the cessation of COVID mitigation measures by the Commonwealth, staff is recommending that the Board consider repealing of the County's *Ordinance Instituting Temporary Measures for Certain Gatherings to Prevent the Spread of COVID-19*.

Mrs. Puckett clarified that this amendment is for the event-based events and not County operations.

Supervisor Townsend made a motion, seconded by Supervisor Cooper-Jones, to repeal the County's *Ordinance Instituting Temporary Measures for Certain Gatherings to Prevent the Spread of COVID-19*; 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: Courthouse Lawn Restoration

Mr. Stanley said the Prince Edward County Courthouse and its front lawn represent the most prominent public space on Main Street. To-date, the County has not done a good job of developing and maintaining the space, which has the potential to be a public gathering spot, a place for people to come together and celebrate, to remember the past, and to practice their rights to assemble.

The project would renovate the existing Courthouse lawn including reconstruction of the plaza, removal of shrub hedge and brick columns, installation of new plaza and walkways, power washing of existing concrete, installation of new landscaping, signage, lighting, flagpoles, and site furniture.

The existing lawn and plaza are worn and in need of repair. The bricks in the plaza are uneven and present a tripping hazard. The gravel pathways present a maintenance problem due to washing onto the Town sidewalks. The brick columns along the front are crumbling in places and need to be re-pointed or removed. The shrubs are overgrown and the lawn needs to be replanted. Additional site lighting and benches need to be added to improve the visitor experience. Lastly, the flagpoles need to be replaced with more substantial poles befitting the Courthouse lawn.

The Properties Committee reviewed the requests at its meeting on May 11th and had recommended that the County move forward with development of design documents. The project has been put in as a Capital Improvement Plan request and will go through the scoring process.

At this time, only the final design and development of bid documents are being considered. As the estimated cost is less than \$20,000, pursuant to the County's adopted purchasing policies, competition is not required and will be utilized whenever deemed necessary. Land Planning and Design Associates (LPDA) does work for the Town of Farmville and has developed the concept plan at no cost to the County. Mr. Stanley has worked with LPDA previously and have found them to be very competent in their design and project management.

Supervisor Townsend made a motion, seconded by Supervisor Jones, to approve the expenditure of up to \$15,000 for final design and development of bid documents, as follows:

| Description                                                                                                                                         | Estimated Cost               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Final Design and Preparation of Bid Docs                                                                                                            | \$12,000 - \$15,000          |
| Demo and Site Prep (remove columns, remove gravel, remove and store existing signs and monuments, remove portions of concrete in sunken courtyards) | \$12,000                     |
| Planting                                                                                                                                            | \$10,000 - \$15,000          |
| Hardscape (fine grading, re-lay old brick pavers, add new plaza, power wash existing concrete, re-set signs and memorials)                          | \$40,000                     |
| Signage and Site Furniture                                                                                                                          | \$15,000                     |
| Incidentals (site lighting, flagpoles)                                                                                                              | \$12,000                     |
| Construction Oversight                                                                                                                              | TBD                          |
| <b>Total Estimate</b>                                                                                                                               | <b>\$101,000 - \$109,000</b> |

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: Roof Replacement – Shredit Portion of Yak Attack Building

Mr. Stanley said the Shredit roof is located on the back side of the Yak-Attack building is leaking and in need of replacement. Staff has received correspondence from Yak-Attack and their concerns relative to impact on their operations. A total of six (6) quotes were obtained to repair or replace the roof by Buildings and Grounds Supervisor Randy Cook:

| Description                       | Total Price | Warranty       | Company                    |
|-----------------------------------|-------------|----------------|----------------------------|
| Metal Restoration                 | \$40,125    | 3yrL/10y Mfg   | Mast Enterprises, LLC      |
| Silicone Coating Installation     | \$24,500    | 2yrCt/20yr Mfg | Craftsman Roofing, LLC     |
| Roof Retro Fit Installation       | \$50,500    | 2yrCt/20y Mfg  | Craftsman Roofing, LLC     |
| Metal Roof                        | \$36,300    | 30yrs/call     | Willis Mountain Sales, LLC |
| Spray foam roof paint/sealer onto | \$39,500    | 20yrs/call     | Willis Mountain Sales, LLC |
| Metal Restoration                 | \$39,744    | 3yrL/10y Mfg   |                            |

The Properties Committee reviewed the requests at its meeting on May 11th and had recommended that the new metal roofing option from Willis Mountain Sales, LLC at \$36,300 is the most cost effective and offers a 30-year warranty.

Mr. Stanley said there may be funding available in Buildings and Grounds in the end of FY21 balance; otherwise there is capital improvement funding in the FY 22 budget that can cover the cost of the project.

Supervisor Jones made a motion, seconded by Supervisor Wilck, to approve the awarding of a contract to Willis Mountain Sales, LLC for the replacement of the Shredit roof as outlined, and that the cost of the project shall be paid out of a combination of budget lines 94000-0043 (General Properties) and 94000-0053 (Capital Projects); the motion carried:

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

In Re: Tobacco Commission Grant - Kinex

Mr. Stanley said the Prince Edward County IDA is being asked to authorize the submission of an application to the Tobacco Region Revitalization Commission's (TRRC) Community and Business Lending (CBL) Program for a \$1-\$4 million loan to finance a broadband expansion project on behalf of Mr. Jim Garrett, of Kinex Telecom. The FCC is requiring that the loan be secured by a \$1 million deposit which Mr. Garret will need to acquire through applying to the CBL program. This application needs to be authorized by the IDA and a resolution is required. At their May 28th meeting, the IDA adopted a resolution to authorize an application to be made on its behalf to the TRRC's CBL program for funding to support this project. The IDA requests that the Board of Supervisors also show support of this project, in the form of adopting a resolution.

Mr. Stanley stated when the American Rescue Plan releases funds, he would like to see the Board put some of the \$4.4 million towards the project; he said this could be made subject to Cumberland County and Lunenburg County, as both have portions that are covered by Prince Edward County. He said a significant portion of Prince Edward County will receive fiber [cable] from their house in the next six years. He said the \$10 million grant will cover the bulk of the cost and the rest will come from the income from

sales to pay back the loans. Mr. Stanley said this is the best option Prince Edward County has seen for getting broadband extended across the County. He said this project will provide service to Prince Edward, Cumberland and Lunenburg Counties.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to adopt the Resolution for Support for the Kinex Telecom Broadband Fiber Project; 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       |           |

**Prince Edward County Board of Supervisors  
Resolution of Support for the  
Kinex Telecom Broadband Fiber Project  
Virginia Tobacco Commission Community and Business Lending Program Application  
on behalf of the Prince Edward County Industrial Development Authority**

**WHEREAS**, Kinex Telecom, Inc. ("Kinex") has won an RDOF reverse auction with the Federal Communications Commission (FCC) to provide broadband fiber (the "Broadband Fiber Project" or the "Project") to portions of Prince Edward, Cumberland, and Lunenburg Counties (the "Localities"); and

**WHEREAS**, the Project funding package consists of grant and loan funding, plus committed future revenues from Kinex, to cover project costs, and that the loan funding requires a line of credit to secure the loan portion of the funding; and

**WHEREAS**, the Tobacco Region Revitalization Commission (the "Tobacco Commission") administers the Community and Business Lending (CBL) program, hereinafter referred to as the CBL program; and

**WHEREAS**, the Prince Edward County Industrial Development Authority (the "Prince Edward IDA" or "IDA") is desirous to apply for loan funds from the CBL program to assist Kinex with the Project to cover the credit line and costs not covered by funding currently allocated for the Project; and

**WHEREAS**, the IDA has received information regarding the CBL loan opportunity and is desirous to assist Kinex with the Project; and

**WHEREAS**, CBL loan funding is essential to the continued success of the Project which will provide broadband fiber service with 1 GB/s download speed and 1 GB/s upload speed to areas within the Localities that currently do not have this service.

**NOW THEREFORE BE IT RESOLVED**, the Prince Edward County Board of Supervisors hereby support an application (the "Application") to be made on the IDA's behalf to the Tobacco Commission Community and Business Loan program for funding to support the Broadband Fiber Project and urges the Tobacco Commission to favorably consider the Application.

**BE IT FURTHER RESOLVED**, the Prince Edward County Board of Supervisors supports the IDA in their agreement to be the applicant for the Application and understands that the Chairman of the IDA has been authorized to sign the Application on behalf of the Prince Edward County IDA.

In Re: Economic Development Report – Chelsey White

Ms. Chelsey White, Director of Economic Development, reported Prince Edward County will be featured in the July edition of Business View Magazine, and promotes Prince Edward County as a unique destination and great place to grow, start, or relocate a business.

She reported work is ongoing with Timmons Group on better marketing the County's Enterprise Zone by integrating it into the County's GIS website. Currently, the GIS website is in beta and has not been released to the public. She said the Data Center marketing is also ongoing, to take the Heartland Innovative Technology Park to Tier 3 certification. She has been coordinating with the Town of Farmville on the necessary infrastructure plans. She said site visits continue with commercial developers and correspondence continues with regional and state Economic Development partners regarding leads.

Ms. White reported that last Friday, June 4, Paris Ceramics was approved to receive a loan from the IDA that will allow the company to expand their Farmville operation, located in the County's business park. The additional equipment purchased will allow five additional full-time skilled employees to join their existing 25-person team.

Ms. White thanked the Board for providing support on the Kinex Telecom Broadband project. At the May 28th meeting, the IDA adopted a resolution to authorize an application to be made on its behalf to the Tobacco Commission Community Business Loan program for funding to support this project.

Ms. White stated the Visitor's Center has been open full-time for about a month, and visitors have increased, many out-of-state and from as far as Hawaii. She said the most recent month count was 257, which is in line with pre-COVID numbers. She said the Visitor's Center is now open Monday through Saturday, from 8:30 a.m. to 4:30 p.m., and Sunday from 12:30 p.m. to 4:30 p.m. There is a new part-time staff member and a new volunteer.

Ms. White then announced the County recently earned the ACT Work Ready Community designation and meeting 100% of our program goal. She said an announcement celebration is being planned



for July 8th that will be attended by our community partners on this project and a representative from Governor Northam's office. The county began participation in this program in 2018 aiming to get workers spanning across a variety of career levels to complete the necessary assessments to earn the ACT National Career Readiness Certification. This certification demonstrates career readiness and one criterion used by developers for site selection.

Ms. White has convened for meetings with staff from VDOT, the Commonwealth Regional Council, and the Timmons Group concerning the industrial park access road project and grant management; she said she recently met with a commercial developer for a site visit, allowing us to show various sites around Prince Edward County.

Supervisor Jones asked about Yak Attack. Mr. Stanley said the business has grown exponentially and are currently hiring.

Chairman Emert questioned the issue at Lowe's; Mr. Stanley reported there is an agreement on the issue of access, which will require of the County approximately \$17,500 in repair work and \$1,000 per year, moving forward, which would increase by 10% every five years, and would be assumed by whomever purchases the property. He said the County is awaiting legal documents; he is optimistic this will be finalized this summer.

In Re: Emergency Management Update

Mr. Trey Pyle, Deputy Emergency Management Coordinator, presented the Board Briefing #22; he reported while variants continue to be a growing threat, and there were 62 outbreaks in the Piedmont Health District. He reported that 8,294 first vaccines have been administered to Prince Edward County residents, with a total of 14,770 total shots, and 6,819 individuals in Prince Edward County are now fully vaccinated. He reported three additional mobile clinics are scheduled and the County continues to work with VDEM and Piedmont Health District throughout the County to assist in reaching the vulnerable and underserved population.

Mr. Pyle reported Dr. Sulola Adekoya, MD, MPH, continues as the Acting Health Director for the Piedmont Health District.

Mr. Pyle stated VACCINFINDER.ORG can be used to locate clinics and pharmacies; locally, clinics are still focused on the most vulnerable citizens. He said the Health Department continues to administer weekly vaccination clinics throughout the health district. Piedmont Health District has plans to move to Wednesday clinics only for the month of July at the PEFYA Gym. At the vaccine clinic held May 18, 52 shots were administered.

Mr. Pyle reported Governor Northam issued Executive Order 79, Ending of Commonsense Public Health Restrictions. He said new COVID variants are continuing to spread across the U.S.

Mr. Pyle said Courthouse operations are following CDC guidance. At the Courthouse, masks are no longer required if fully vaccinated, but social distancing is still required.

Mr. Pyle reported in May, the EMS agencies saw 345 calls, up from 318 in May of 2020.

Mr. Pyle stated the #VaccinatePrinceEdward Scholarship Initiative is being advertised; information is being gathered, but it has started and currently there are nine applications to date.

Mr. Pyle stated the County continues to work with Letterpress Communications to assist with public information and strategic messaging regarding the COVID vaccination process with specific focus on health equity. Over 1,000 Health Equity bags have been distributed, to date.

Mr. Pyle then reported Emergency Management Staff supported Prince Edward County's Sheriff's Office with two Search and Rescue operations over the past two weeks. The County also supported the Town of Farmville on emergency water distribution due to the water main break.

#### In Re: County Attorney's Report

Mrs. Terri Atkins Wilson, County Attorney, stated there are no pending lawsuits; she said she has been working with Mr. Stanley and Mrs. Puckett on various issues and ordinances.

Chairman Emert questioned the practice that in the past, regarding animals running at-large, the offended party had to contact the person to whom it was believed they belonged. He said now, the first call is to the Animal Control office or Sheriff's office. Discussion followed.

In Re: Audit Contract Renewal

Mr. Stanley said Robinson, Farmer, Cox presented an audit contract and information regarding new audit standards that will apply to the upcoming FY21 Audit.

As Robinson, Farmer, Cox continues to provide excellent service, the Board will wish to consider renewing the contract for audit services for FY 21. The estimated cost of the annual audit is \$43,000.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to approve the 2021 Audit Contract with Robinson, Farmer, Cox CPA firm to conduct the 2021 annual audit for Prince Edward County; the motion carried:

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

In Re: Collective Bargaining

Mr. Stanley said that as of May 1, 2021, Virginia localities may pass an ordinance or resolution which allows for: (1) the recognition of unions or employee associations as the exclusive bargaining representatives for certain segments of their workforces; and (2) collective bargaining with such exclusive representatives. See Va. Code § 40.1-57.2(A).

Localities may also choose to pass an ordinance or resolution which makes clear that they will not authorize exclusive bargaining agents and/ or collective bargaining.

If a locality does not pass a resolution or ordinance regarding collective bargaining, then a majority of such locality's employees "in a unit considered by such employees to be appropriate for the purposes of collective bargaining," may certify to the locality their intention to be represented by an exclusive bargaining agent and to collectively bargain with the locality. Va. Code §40.1-57.2(C). The locality will then have 120 days from such certification within which to hold a vote on an ordinance or resolution regarding collective bargaining. No locality will be required to authorize collective bargaining, and no resolution or ordinance

which authorizes collective bargaining shall restrict the locality's authority to establish its budget or to appropriate funds. Va. Code § 40.1-57.2(B).

Supervisor Jones made a motion, seconded by Chairman Emert, to adopt the attached resolution to prohibit County employees from engaging in collective bargaining or recognizing any individual, employee organization, labor organization, association, or other entity as the exclusive employee representative or bargaining agent of any County employees with respect to any matter relating to employment or service with the County as outlined; the motion carried:

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

**A RESOLUTION OF THE  
BOARD OF SUPERVISORS OF THE COUNTY OF  
PRINCE EDWARD, VIRGINIA  
COLLECTIVE BARGAINING RESOLUTION**

**WHEREAS**, effective May 1, 2021, the Code of Virginia §40.1-57.2 allows certain local government employees to pursue collective bargaining agreements with the County; and

**WHEREAS**, the Code of Virginia §40.1-57.2 provides the local governing body the authority to determine whether to allow exclusive bargaining agents and the use of collective bargaining agreements; and

**WHEREAS**, the County has a long history of working with its employees on issues such as working conditions, pay, benefits, and other matters and values the contributions of each and every employee; and

**WHEREAS**, the Board of Supervisors wishes to maintain its ability to work directly with employees on these issues.

**NOW, THEREFORE, BE IT RESOLVED** the County Administrator and employees of Prince Edward County are prohibited from engaging in collective bargaining or recognizing any individual, employee organization, labor organization, association, or other entity as the exclusive employee representative or bargaining agent of any County employees with respect to any matter relating to employment or service with the County.

**APPROVED AND ORDERED ENTERED** in the official records by vote of the Prince Edward County Board of Supervisors' members assembled on the 8th day of June 2021.

In Re: County Administrator's Report

Mr. Stanley thanked Piedmont Regional Jail for their efforts; they gathered 70 bags of trash.

Mr. Stanley then stated he and Ms. White have met with the IDA regarding the Business Park access road which will be shifted slightly to the east; he said a meeting will be held with Mr. Myers of Tri-Boro in the next few weeks.

Mr. Stanley reported County staff has ordered the attendant shelters for the Solid Waste convenience sites at Virso, Green Bay and Tuggle; these should be installed in 30-45 days. He then invited the Board to the Administration offices as the new carpet has been installed in nearly all the offices.

Supervisor Jones stated a person has walked away from a facility numerous times; he questioned the procedure to keep this from happening again as this is a great expense to the County and other agencies.

Mr. Stanley invited the Board members to look at the Administrative offices; these are the last offices to complete the renovation of the Courthouse.

Supervisor Jones stated there was a large police presence in his neighborhood recently to locate a person; he said this has been a recurring event. He expressed his concern about this occurring and the expense, between the County and the State agencies. He asked if there is anything that can be done. Mr. Stanley said this has been the fifth time and there should be a way to recoup some of those costs. Discussion followed.

Supervisor Jones questioned the possibility to place stipulations regarding this type of event on this type of property during the Special Use Permit process. Mr. Stanley said a reasonable condition could be placed during the Special Use Permit process; he said the laws have changed and a group home of less than eight residents is allowed in any district, anywhere. Discussion followed.

In Re: Board of Supervisors Salaries

Pursuant to Section 15.2-1414.2 of the *Code of Virginia*, the annual compensation to be allowed each member of the board of supervisors of a county shall be determined by the board of supervisors of such county but such compensation shall not be more than a maximum determined in the following manner. Prior to July 1 of the year in which members of the board of supervisors are to be elected or, if the board is elected for staggered terms, of any year in which at least forty percent of the members of the board are to be elected,

the current board, by a recorded vote of a majority present, shall set a maximum annual compensation which will become effective as of January 1 of the next year.

The current annual salary of the Board of Supervisors is \$11,820 for the Chair and \$10,431 for the other seven members. With the adoption of the budget, a 5% cost of living adjustment (COLA) was included for all County staff, including Board members. Formal approval of the salary has to be approved prior to July 1 and will not go into effect until January 1, 2022 if approved by the Board

Supervisor Wilck made a motion, seconded by Supervisor Cooper-Jones, to set the salary of the Board of Supervisors at \$12,411 for the Chair(man) and \$10,953 for the other members of the Board effective January 1, 2022; the motion carried:

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

Nay: None

Abstain: Llew W. Gilliam, Jr.

In Re: Properties Committee Report – Tipping Fees

The Properties Committee, comprising David Emert-Chair, Pattie Cooper-Jones, and Jerry Townsend met on May 11, 2021 and made the following recommendation to the Board of Supervisors:

|                    | Current Tipping Fee | Committee Recommendation |
|--------------------|---------------------|--------------------------|
| In-County          | \$38.50 per ton     | \$40.00 per ton          |
| Out-of-County      | \$44.00 per ton     | \$44.00 per ton          |
| Tires (Commercial) | \$75.00 per ton     | \$150.00 per ton         |

Supervisor Townsend made a motion, seconded by Supervisor Wilck, to accept the recommendation of the Properties Committee to increase the in-county landfill tipping fee from \$38.50 per ton to \$40.00 per ton and the commercial tire rate from \$75.00 per ton to \$150.00 per ton, effective July 1, 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  
James R. Wilck

Nay: None

Discussion followed on the upcoming need for the expansion of the landfill.

Supervisor Wilck questioned the procedure needed to return to appointing school board members instead of holding elections for school board members. Discussion followed on the process necessary for that change and the quality of the schools. Mr. Stanley said he will attend the School Board meeting the following evening.

Mr. Stanley said the County in lieu of flowers, the Coe family has requested donations be made to Prince Edward Rescue Squad.

Supervisor Wilck made a motion, seconded by Supervisor Booth, to authorize a \$100 donation to the Prince Edward Rescue Squad in memory of Billy Coe; the motion carried unanimously:

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

Nay: None

In Re: Animal Warden's Report

Mr. Chris Riviere, Deputy Animal Control Officer, submitted a report for the month of May 2021, 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 May 2021, 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 May 2021, 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 May 2021, 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 May 2021, which were reviewed and ordered to be filed with the Board papers.

In Re: Tourism/Visitor Center Report

Ms. Chelsey White, Director of Economic Development and Tourism, submitted a report for the month of May 2021, which was reviewed and ordered to be filed with the Board papers.

On motion of Supervisor Jones, seconded by Supervisor Townsend, 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 adjourned at 9:31 p.m.





**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 7-c  
**Department:** County Administration  
**Staff Contact:** Crystal Baker  
**Agenda Item:** Review of Accounts & Claims

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**SUMMARY:**

The June 2021 bill list is attached for the Board's review.

**COST:**

**ATTACHMENTS:** June 2021 Bill List, Mileage Reports

**RECOMMENDATION:**

**SAMPLE MOTION:**

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

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

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

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

7/07/2021

FROM DATE- 6/01/2021  
TO DATE- 6/30/2021

ACCOUNTS PAYABLE CHECKS  
PRINCE EDWARD

PAGE 1

| FUND NO. | DESCRIPTION                  | \$\$\$ PAY \$\$\$ |
|----------|------------------------------|-------------------|
| 100      | GENERAL FUND                 | \$214,269.17      |
| 105      | FORFEITED ASSETS FUND        | \$66.00           |
| 115      | CDA SPECIAL LEVY FUND        | \$94,180.00       |
| 501      | WATER FUND                   | \$11,603.34       |
| 520      |                              | \$50,213.47       |
| 700      |                              | \$15,500.00       |
| 741      | PIEDMONT COURT SERVICES FUND | \$13,757.42       |
|          | TOTAL                        | 399,589.40        |

AP375H  
7/07/2021  
FUND # - 100

GENERAL FUND

LISTING OF INVOICES FOR 6/01/2021 -- 6/30/2021

AFTER CHECKS  
PAGE 1

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER<br>NAME                                    | INV#            | DESCRIPTION         | AMOUNT      |
|-----------------|-------------------------------------------------------------|-----------------|---------------------|-------------|
| 3160            | 21756 Professional Services<br>LETTERPRESS COMMUNICATIONS   | 1981            | BUDGET POWER POINT  | 550.00 *    |
| 5510            | 25738 Travel-Mileage<br>PRIDE ODESSA H                      | JAN - MAR 2021  | MILEAGE             | 139.00      |
|                 | 29368 TOWNSEND JERRY R                                      | JAN-MAR 2021    | MILEAGE             | 84.00       |
| 5530            | 10652 Travel-Subsistence & Lodg<br>ARAWARK                  | 39172           | JOINT BOS MTG MEAL  | 284.74      |
|                 | 11250 BENCHMARK COMMUNITY BANK                              | 1563 ADMIN 0621 | BOS MTG MEALS       | 19.78       |
|                 | 11250 BENCHMARK COMMUNITY BANK                              | 1563 ADMIN 0621 | BOS MTG MEALS       | 76.64       |
|                 | 11894 BUSINESS CARD                                         | 0639PUCKETT0521 | BOS MTG MEAL        | 138.85      |
| 6040            | 31339 ADP Equipment<br>VERIZON WIRELESS                     | 242374982 0521  | CELLULAR SERVICE    | 520.01 *    |
| 012110          | COUNTY ADMINISTRATOR                                        |                 | ACCOUNT TOTAL       | 560.64      |
| 3160            | 11894 Professional Services<br>BUSINESS CARD                | 0639PUCKETT0621 | ACCOUNT TOTAL       | 560.64 *    |
| 3311            | 999999 Repairs & Maint-Auto & Eq<br>MC3MT CONSULTING LLC    | 05262021        | MAJOR TOTAL         | 1,853.65 ** |
| 5210            | 11250 Postal Services<br>BENCHMARK COMMUNITY BANK           | 1563 ADMIN 0621 | ACCOUNT TOTAL       | 35.15       |
|                 | 30500 U S POSTAL SERVICE                                    | BOX 382 RENT 21 | ACCOUNT TOTAL       | 35.15 *     |
| 5230            | 10259 Telecommunications<br>AMAZON CAPITAL SERVICES         | 1HLJ 7CL6 H7XD  | ACCOUNT TOTAL       | 125.00      |
|                 | 31339 VERIZON WIRELESS                                      | 242374982 0521  | ACCOUNT TOTAL       | 125.00 *    |
| 5530            | 11250 Travel-Subsistence & Lodg<br>BENCHMARK COMMUNITY BANK | 1555 ADMIN 0621 | POSTAGE ENVELOPES   | 1,551.80    |
|                 | 11894 BUSINESS CARD                                         | 0639PUCKETT0521 | PO BOX RENT         | 114.00      |
| 5540            | 11250 Travel-Convention & Educa<br>BENCHMARK COMMUNITY BANK | 1555 ADMIN 0621 | CHARGER             | 27.00       |
|                 | 25922 PROFESSIONAL DEVELOPMENT A                            | INV 12327       | CELLULAR SERVICE    | 114.40      |
| 5810            | 11250 Dues & Association Member<br>BENCHMARK COMMUNITY BANK | 1563 ADMIN 0621 | ACCOUNT TOTAL       | 141.40 *    |
| 6001            | 10259 Office Supplies<br>AMAZON CAPITAL SERVICES            | 1PWY F34G KNC7  | MTG MEAL            | 254.83      |
|                 |                                                             |                 | LODGING             | 215.90      |
|                 |                                                             |                 | ACCOUNT TOTAL       | 470.73 *    |
|                 |                                                             |                 | CONFERENCE          | 250.00      |
|                 |                                                             |                 | HIGH PERFMNCE ACDMY | 1,645.00    |
|                 |                                                             |                 | ACCOUNT TOTAL       | 1,895.00 *  |
|                 |                                                             |                 | SERVICE CHARGES     | 34.93       |
|                 |                                                             |                 | ACCOUNT TOTAL       | 34.93 *     |
|                 |                                                             |                 | TONER CARTRIDGE     | 294.85      |

| MAJOR# | ACCT# | VENDOR NUMBER | VENDOR NAME               | INVOICE#        | DESCRIPTION          | AMOUNT       |
|--------|-------|---------------|---------------------------|-----------------|----------------------|--------------|
| 6008   |       | 11894         | Vehicle & Powered Equip F |                 |                      |              |
|        |       | 11894         | BUSINESS CARD             | 0639PUCKETT0621 | GAS                  | 38.32        |
|        |       |               |                           |                 | ACCOUNT TOTAL        | 38.32 *      |
| 6012   |       | 11894         | Books and Subscriptions   |                 |                      |              |
|        |       | 11894         | BUSINESS CARD             | 0639PUCKETT0521 | START MTG SUBSCRIPTN | 58.38        |
|        |       | 11894         | BUSINESS CARD             | 0639PUCKETT0621 | START MTG SUBSCRIPTN | 27.23        |
|        |       | 22211         | MATTHEW BENDER & CO INC   | 25186507        | VA CDE 2021 RV11     | 76.68        |
|        |       |               |                           |                 | ACCOUNT TOTAL        | 162.29 *     |
|        |       |               |                           |                 | MAJOR TOTAL          | 9,117.35 **  |
| 012210 |       |               | LEGAL SERVICES            |                 |                      |              |
| 3191   |       | 22950         | Ordinance Codification    | 00357736        | CODE SUPPLEMENTS     | 11,076.36    |
|        |       | 22950         | MUNICODE                  | 00358204        | CODE SUPPLEMENTS     | 850.00       |
|        |       |               |                           |                 | ACCOUNT TOTAL        | 11,926.36 *  |
|        |       |               |                           |                 | MAJOR TOTAL          | 11,926.36 ** |
| 012240 |       |               | INDEPENDENT AUDITOR       |                 |                      |              |
| 3120   |       | 27715         | Accountings & Auditing Se |                 |                      |              |
|        |       | 27715         | ROBINSON FARMER COX ASSOC |                 | COST ALLOCATION PLAN | 4,750.00     |
|        |       |               |                           |                 | ACCOUNT TOTAL        | 4,750.00 *   |
|        |       |               |                           |                 | MAJOR TOTAL          | 4,750.00 **  |
| 012310 |       |               | COMMISSIONER OF REVENUE   |                 |                      |              |
| 5210   |       | 30520         | Postal Services           |                 |                      |              |
|        |       | 30520         | U S POSTAL SERVICE        | PO BOX 446 2021 | PO BOX 446 RENT      | 196.00       |
|        |       |               |                           |                 | ACCOUNT TOTAL        | 196.00 *     |
| 5230   |       | 13325         | Telecommunications        |                 |                      |              |
|        |       | 13325         | TREASURER OF VIRGINIA     | TA41065         | VITA PHONE LINE      | 72.63        |
|        |       |               |                           |                 | ACCOUNT TOTAL        | 72.63 *      |
| 6001   |       | 10259         | Office Supplies           |                 |                      |              |
|        |       | 10259         | AMAZON CAPITAL SERVICES   | INYP RV7W J9DJ  | OFFICE CHAIRS        | 479.97       |
|        |       | 20600         | KEY OFFICE SUPPLY         | 555989          | BATTERIES/BANDS      | 21.31        |

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| MAJOR#<br>ACCT# | VENDOR<br>NUMBER<br>NAME         | INVOICE<br>NUMBER | DESCRIPTION           | AMOUNT       |
|-----------------|----------------------------------|-------------------|-----------------------|--------------|
| 6014            | 20600 KEY OFFICE SUPPLY          | 556782            | PAPER/CARTRIDGES      | 1,500.08 *   |
|                 | 11902 Other Operating Supplies   | 01 1510           | VEHICLE LIST/BIND     | 500.00       |
|                 | BUSINESS DATA OF VA, INC.        |                   |                       | 500.00 *     |
|                 |                                  |                   |                       | 2,268.71 **  |
| 012410          | TREASURER                        |                   |                       |              |
| 3171            | 29041 Land Sale Expense - TACS   | 7254              | TACS FEES             | 728.00       |
|                 | TACS, P.C.                       |                   |                       | 728.00 *     |
| 3320            | 12762 Maintenance Service Contr  | 500404            | PRINTER MAINTENANCE   | 386.55       |
|                 | COMPUTERPLUS SALES/SERVIC        |                   |                       | 386.55 *     |
| 5210            | 11353 BMS DIRECT                 | 151765P           | POSTAGE               | 2,000.00     |
|                 | 11353 BMS DIRECT                 | 151766P           | POSTAGE               | 2,000.00     |
|                 | 26124 QUADIENT FINANCE USA, INC. | TREAS 0521        | POSTAGE               | 1,000.00     |
|                 | 30540 U S POSTAL SERVICE         | PO BOX 522 2021   | PO BOX 522 RENT       | 114.00       |
|                 |                                  |                   |                       | 5,114.00 *   |
| 5230            | 11250 Telecommunications         | 7596 TREAS 0521   | PAYFLOW/PAYPAL        | 56.00        |
|                 | BENCHMARK COMMUNITY BANK         | T4410655          | VITA PHONE LINE       | 72.63        |
|                 | 13325 TREASURER OF VIRGINIA      |                   |                       | 128.63 *     |
| 5410            | 26125 Lease/Rent Equipment       | N8888979          | LEASE POSTAGE METER   | 1,527.00     |
|                 | QUADIENT LEASING USA, INC.       |                   |                       | 1,527.00 *   |
| 6001            | 20600 Office Supplies            | 557042            | TONER/FIDRS/DRIVES    | 2,656.26     |
|                 | KEY OFFICE SUPPLY                |                   |                       | 2,656.26 *   |
| 6014            | 28866 Other Operating Supplies   | 16221             | SHREDDING SERVICES    | 40.00        |
|                 | STEPS, INC                       |                   |                       | 40.00 *      |
| 6020            | 13012 DMV Stops                  | 202115100708      | DMV STOP FEES         | 4,100.00     |
|                 | DMV                              |                   |                       | 4,100.00 *   |
|                 |                                  |                   |                       | 14,680.44 ** |
| 012510          | INFORMATION TECHNOLOGY           |                   |                       |              |
| 3161            | 28330 Webpage Services           | 23120             | WEB HOSTING 2ND QTR   | 179.85       |
|                 | SITEVISION INC                   | 23378             | WEB HOSTING 3RD QTR   | 179.85       |
|                 | 28330 SITEVISION INC             |                   |                       | 359.70 *     |
| 3320            | 12762 Maintenance Service        | 500375            | PRINTER SERV CONTRACT | 79.00        |
|                 | COMPUTERPLUS SALES/SERVIC        |                   |                       | 79.00 *      |
|                 |                                  |                   |                       | 438.70 **    |

| MAJOR# | VENDOR                        | INVOICE#        | DESCRIPTION          | AMOUNT            |
|--------|-------------------------------|-----------------|----------------------|-------------------|
| ACCT#  | NUMBER                        | NAME            |                      |                   |
| 013100 | ELECTORAL BOARD AND OFFICIALS |                 |                      |                   |
| 1100   | Salaries & Wages              |                 |                      |                   |
|        | 10173 AKERS-BOOKER GWENDOLYN  | MARCH-JUNE 2021 | SALARY               | 1,106.32          |
|        | 13807 DUGGER RACHEL           | MARCH-JUNE 2021 | SALARY               | 553.32            |
|        | 25938 PUCKETT CHARLES D       | MARCH-JUNE 2021 | SALARY               | 553.32            |
|        |                               |                 | <b>ACCOUNT TOTAL</b> | <b>2,212.96 *</b> |
| 3160   | Professional Services         |                 |                      |                   |
|        | 14551 ELECTION SYSTEMS &      | CD2002493       | BALLOTS LYOUT/CDNG   | 2,055.42          |
|        |                               |                 | <b>ACCOUNT TOTAL</b> | <b>2,055.42 *</b> |
| 3161   | Election Official             |                 |                      |                   |
|        | 10148 ADAMS PATRICIA          | ELECTION 0621   | ELECTION OFFICIAL    | 90.00             |
|        | 10148 ADAMS PATRICIA          | ERLY VTG 21/2   | ELECTION OFFICIALS   | 290.00            |
|        | 10880 AUSTIN DORIS            | ELECTION 0621   | ELECTION OFFICIAL    | 90.00             |
|        | 11166 BAPPERT RAYMOND         | ELECTION 0621   | ELECTION OFFICIAL    | 90.00             |
|        | 11171 BARNES BARBARA          | ELECTION 0621   | ELECTION OFFICIAL    | 100.00            |
|        | 11171 BARNES BARBARA          | ELECTION 0621   | ELECTION OFFICIAL    | 25.00             |
|        | 11186 BARNES ROBERT L         | ELECTION 0621   | ELECTION OFFICIAL    | 90.00             |
|        | 11186 BARNES ROBERT L         | ELECTION 0621   | ELECTION OFFICIAL    | 25.00             |
|        | 11198 BASKIN BETTY            | ELECTION 0621   | ELECTION OFFICIAL    | 100.00            |
|        | 11198 BASKIN BETTY            | ELECTION 0621   | ELECTION OFFICIAL    | 25.00             |
|        | 11252 BARTON GARY             | ELECTION 0621   | ELECTION OFFICIAL    | 90.00             |
|        | 11780 BURGESS V. GRACE        | ELECTION 0621   | ELECTION OFFICIAL    | 90.00             |
|        | 12079 CALHOUN LONNIE          | ELECTION 0621   | ELECTION OFFICIALS   | 90.00             |
|        | 12491 CLABO CONNIE            | ELECTION 0621   | ELECTION OFFICIAL    | 90.00             |
|        | 12616 COLES-BARKSDALE DOROTHY | ELECTION 0621   | ELECTION OFFICIAL    | 100.00            |
|        | 12616 COLES-BARKSDALE DOROTHY | ELECTION 0621   | ELECTION OFFICIAL    | 25.00             |
|        | 13015 DAILEY OTIS             | ELECTION 0621   | ELECTION OFFICIAL    | 90.00             |
|        | 13015 DAILEY OTIS             | ELECTION 0621   | ELECTION OFFICIAL    | 10.00             |
|        | 13057 DANIEL BARBARA W        | ELECTION 0621   | ELECTION OFFICIAL    | 90.00             |
|        | 13057 DANIEL BARBARA W        | ELECTION 0621   | ELECTION OFFICIAL    | 25.00             |
|        | 13766 DOVE RACHAEL E          | ELECTION 0621   | ELECTION OFFICIAL    | 90.00             |
|        | 14365 EDMENDSON SARAH         | ELECTION 0621   | ELECTION OFFICIAL    | 100.00            |
|        | 14365 EDMENDSON SARAH         | ELECTION 0621   | ELECTION OFFICIAL    | 25.00             |
|        | 14739 EMERT PEGGY             | ERLY VTG 21/2   | ELECTION OFFICIALS   | 250.00            |
|        | 14739 EMERT PEGGY             | ELECTION 0621   | ELECTION OFFICIAL    | 115.00            |
|        | 14739 EMERT PEGGY             | ELECTION 0621   | ELECTION OFFICIAL    | 25.00             |
|        | 14739 EMERT PEGGY             | ELECTION 0621   | ELECTION OFFICIAL    | 10.00             |
|        | 14739 EMERT PEGGY             | ELECTION 0621   | ELECTION OFFICIAL    | 10.00             |
|        | 14739 EMERT PEGGY             | ELECTION 0621   | ELECTION OFFICIAL    | 15.00             |
|        | 14792 ERICKSON EMILY          | ELECTION 0621   | ELECTION OFFICIAL    | 90.00             |
|        | 14793 ERICKSON RICHARD W      | ELECTION 0621   | ELECTION OFFICIAL    | 100.00            |
|        | 14793 ERICKSON RICHARD W      | ELECTION 0621   | ELECTION OFFICIAL    | 25.00             |
|        | 15870 FORD MOSES              | ELECTION 0621   | ELECTION OFFICIAL    | 90.00             |
|        | 16228 GLADDEN YOLANDA         | ELECTION 0621   | ELECTION OFFICIAL    | 115.00            |
|        | 16228 GLADDEN YOLANDA         | ELECTION 0621   | ELECTION OFFICIAL    | 25.00             |
|        | 16228 GLADDEN YOLANDA         | ELECTION 0621   | ELECTION OFFICIAL    | 10.00             |
|        | 16228 GLADDEN YOLANDA         | ELECTION 0621   | ELECTION OFFICIAL    | 5.00              |
|        | 17062 HALLADAY JENNIFER J     | ELECTION 0621   | ELECTION OFFICIAL    | 90.00             |

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| MAJOR# | VENDOR NUMBER | VENDOR NAME            | INV#          | DESCRIPTION        | AMOUNT   |
|--------|---------------|------------------------|---------------|--------------------|----------|
|        | 17746         | HOLLINGSWORTH ESTHER W | ELECTION 0621 | ELECTION OFFICIAL  | 115.00   |
|        | 17746         | HOLLINGSWORTH ESTHER W | ELECTION 0621 | ELECTION OFFICIAL  | 25.00    |
|        | 17746         | HOLLINGSWORTH ESTHER W | ELECTION 0621 | ELECTION OFFICIAL  | 10.00    |
|        | 17746         | HOLLINGSWORTH ESTHER W | ELECTION 0621 | ELECTION OFFICIAL  | 10.00    |
|        | 17746         | HOLLINGSWORTH ESTHER W | ELECTION 0621 | ELECTION OFFICIAL  | 15.00    |
|        | 17746         | HOLLINGSWORTH ESTHER W | ERLY VTG 0621 | ELECTION OFFICIALS | 80.00    |
|        | 17746         | HOLLINGSWORTH ESTHER W | ERLY VTG 21/2 | ELECTION OFFICIALS | 210.00   |
|        | 17746         | HOLLINGSWORTH ESTHER W | PRIMARY 0621  | ELECTION OFFICIALS | 90.00    |
|        | 19250         | JASPER FRANCES D       | ELECTION 0621 | ELECTION OFFICIAL  | 115.00   |
|        | 19250         | JASPER FRANCES D       | ELECTION 0621 | ELECTION OFFICIAL  | 25.00    |
|        | 19250         | JASPER FRANCES D       | ELECTION 0621 | ELECTION OFFICIAL  | 10.00    |
|        | 19250         | JASPER FRANCES D       | ELECTION 0621 | ELECTION OFFICIAL  | 10.00    |
|        | 19250         | JASPER FRANCES D       | ELECTION 0621 | ELECTION OFFICIAL  | 15.00    |
|        | 19701         | JOHNSON SYNI           | ELECTION 0621 | ELECTION OFFICIAL  | 90.00    |
|        | 19701         | JOHNSON SYNI           | ELECTION 0621 | ELECTION OFFICIAL  | 25.00    |
|        | 19768         | JONES BARBARA          | ELECTION 0621 | ELECTION OFFICIAL  | 90.00    |
|        | 20207         | KELLUM DONALD B JR     | ELECTION 0621 | ELECTION OFFICIAL  | 100.00   |
|        | 20207         | KELLUM DONALD B JR     | ELECTION 0621 | ELECTION OFFICIAL  | 25.00    |
|        | 20256         | KAZMER JAMES           | ELECTION 0621 | ELECTION OFFICIAL  | 90.00    |
|        | 21632         | LEE JAMES JUNIOR       | ELECTION 0621 | ELECTION OFFICIAL  | 90.00    |
|        | 22127         | MARCELLIN IDA M        | ELECTION 0621 | ELECTION OFFICIAL  | 90.00    |
|        | 22274         | MCELHENIE LORA P       | ELECTION 0621 | ELECTION OFFICIAL  | 115.00   |
|        | 22274         | MCELHENIE LORA P       | ELECTION 0621 | ELECTION OFFICIAL  | 25.00    |
|        | 22274         | MCELHENIE LORA P       | ELECTION 0621 | ELECTION OFFICIAL  | 10.00    |
|        | 22274         | MCELHENIE LORA P       | ELECTION 0621 | ELECTION OFFICIAL  | 10.00    |
|        | 22274         | MCELHENIE LORA P       | ELECTION 0621 | ELECTION OFFICIAL  | 15.00    |
|        | 22274         | MCELHENIE LORA P       | ERLY VTG 21/2 | ELECTION OFFICIALS | 1,275.00 |
|        | 22955         | MUNSON JAMES           | ELECTION 0621 | ELECTION OFFICIAL  | 90.00    |
|        | 22955         | MUNSON JAMES           | ELECTION 0621 | ELECTION OFFICIAL  | 25.00    |
|        | 22989         | MUCIT AISHA A          | ELECTION 0621 | ELECTION OFFICIAL  | 90.00    |
|        | 23342         | NASH BRENDA            | ELECTION 0621 | ELECTION OFFICIAL  | 100.00   |
|        | 23342         | NASH BRENDA            | ELECTION 0621 | ELECTION OFFICIAL  | 25.00    |
|        | 23342         | NASH BRENDA            | ERLY VTG 21   | ELECTION OFFICIALS | 80.00    |
|        | 27131         | RANDOLPH REBECCA L     | ELECTION 0621 | ELECTION OFFICIAL  | 115.00   |
|        | 27131         | RANDOLPH REBECCA L     | ELECTION 0621 | ELECTION OFFICIAL  | 25.00    |
|        | 27131         | RANDOLPH REBECCA L     | ELECTION 0621 | ELECTION OFFICIAL  | 10.00    |
|        | 27131         | RANDOLPH REBECCA L     | ELECTION 0621 | ELECTION OFFICIAL  | 10.00    |
|        | 27131         | RANDOLPH REBECCA L     | ELECTION 0621 | ELECTION OFFICIAL  | 15.00    |
|        | 27131         | RANDOLPH REBECCA L     | ERLY VTG 21/2 | ELECTION OFFICIALS | 160.00   |
|        | 28406         | SOMERS JAMES           | ELECTION 0621 | ELECTION OFFICIAL  | 115.00   |
|        | 28406         | SOMERS JAMES           | ELECTION 0621 | ELECTION OFFICIAL  | 25.00    |
|        | 28406         | SOMERS JAMES           | ELECTION 0621 | ELECTION OFFICIAL  | 10.00    |
|        | 28406         | SOMERS JAMES           | ELECTION 0621 | ELECTION OFFICIAL  | 15.00    |
|        | 28406         | SOMERS JAMES           | ELECTION 0621 | ELECTION OFFICIAL  | 15.00    |
|        | 28434         | SOMERS CLAUDIA         | ELECTION 0621 | ELECTION OFFICIAL  | 115.00   |
|        | 28434         | SOMERS CLAUDIA         | ELECTION 0621 | ELECTION OFFICIAL  | 25.00    |
|        | 28434         | SOMERS CLAUDIA         | ELECTION 0621 | ELECTION OFFICIAL  | 10.00    |
|        | 28434         | SOMERS CLAUDIA         | ELECTION 0621 | ELECTION OFFICIAL  | 10.00    |
|        | 28434         | SOMERS CLAUDIA         | ELECTION 0621 | ELECTION OFFICIAL  | 15.00    |

| MAJOR# | VENDOR NUMBER | VENDOR NAME                                           | INV#           | DESCRIPTION        | AMOUNT       |
|--------|---------------|-------------------------------------------------------|----------------|--------------------|--------------|
|        | 28435         | SIMMS SCOTT                                           | ELECTION 0621  | ELECTION OFFICIALS | 100.00       |
|        | 28435         | SIMMS SCOTT                                           | ELECTION 0621  | ELECTION OFFICIALS | 25.00        |
|        | 28439         | SKAKUM LYNN                                           | ELECTION 0621  | ELECTION OFFICIAL  | 115.00       |
|        | 28439         | SKAKUM LYNN                                           | ELECTION 0621  | ELECTION OFFICIAL  | 25.00        |
|        | 28439         | SKAKUM LYNN                                           | ELECTION 0621  | ELECTION OFFICIAL  | 10.00        |
|        | 28439         | SKAKUM LYNN                                           | ELECTION 0621  | ELECTION OFFICIAL  | 10.00        |
|        | 28439         | SKAKUM LYNN                                           | ELECTION 0621  | ELECTION OFFICIAL  | 15.00        |
|        | 28699         | SPEAKES JOY C                                         | ELECTION 0621  | ELECTION OFFICIAL  | 90.00        |
|        | 28882         | STOCKTON MARGARET                                     | ELECTION 0621  | ELECTION OFFICIAL  | 100.00       |
|        | 28882         | STOCKTON MARGARET                                     | ELECTION 0621  | ELECTION OFFICIAL  | 25.00        |
|        | 28997         | STURGIS PATRICIA LYNN                                 | ELECTION 0621  | ELECTION OFFICIAL  | 90.00        |
|        | 29092         | TAYLOR SHIRLEY L                                      | ELECTION 0621  | ELECTION OFFICIAL  | 100.00       |
|        | 29092         | TAYLOR SHIRLEY L                                      | PRIMARY 0621   | ELECTION OFFICIALS | 100.00       |
|        | 29238         | THORNTON SARANNA                                      | ELECTION 0621  | ELECTION OFFICIAL  | 90.00        |
|        | 29348         | TOWNSEND CRYSTAL GLENN                                | ELECTION 0621  | ELECTION OFFICIAL  | 100.00       |
|        | 29348         | TOWNSEND CRYSTAL GLENN                                | ELECTION 0621  | ELECTION OFFICIAL  | 25.00        |
|        | 29790         | TRENT JOYCE MYLUM                                     | ELECTION 0621  | ELECTION OFFICIAL  | 100.00       |
|        | 29790         | TRENT JOYCE MYLUM                                     | ELECTION 0621  | ELECTION OFFICIAL  | 25.00        |
|        | 32110         | WALKER TANIA                                          | ELECTION 0621  | ELECTION OFFICIAL  | 90.00        |
|        | 32575         | WILEY MATTIE P                                        | ELECTION 0621  | ELECTION OFFICIAL  | 115.00       |
|        | 32575         | WILEY MATTIE P                                        | ELECTION 0621  | ELECTION OFFICIAL  | 25.00        |
|        | 32575         | WILEY MATTIE P                                        | ELECTION 0621  | ELECTION OFFICIAL  | 10.00        |
|        | 32575         | WILEY MATTIE P                                        | ELECTION 0621  | ELECTION OFFICIAL  | 10.00        |
|        | 32575         | WILEY MATTIE P                                        | ELECTION 0621  | ELECTION OFFICIAL  | 15.00        |
|        | 32806         | WOOD RYAN                                             | ELECTION 0621  | ELECTION OFFICIAL  | 100.00       |
|        | 32915         | WOOD KASIE R                                          | ELECTION 0621  | ELECTION OFFICIAL  | 100.00       |
|        | 32915         | WOOD KASIE R                                          | ELECTION 0621  | ELECTION OFFICIAL  | 25.00        |
|        | 32915         | WOOD KASIE R                                          | PRIMARY 0621   | ELECTION OFFICIALS | 125.00       |
|        | 33760         | YEATTS JOYCE                                          | ELECTION 0621  | ELECTION OFFICIAL  | 90.00        |
|        | 36140         | ZEHNER LUCIE                                          | ELECTION 0621  | ELECTION OFFICIAL  | 115.00       |
|        | 36140         | ZEHNER LUCIE                                          | ELECTION 0621  | ELECTION OFFICIAL  | 25.00        |
|        | 36140         | ZEHNER LUCIE                                          | ELECTION 0621  | ELECTION OFFICIAL  | 10.00        |
|        | 36140         | ZEHNER LUCIE                                          | ELECTION 0621  | ELECTION OFFICIAL  | 10.00        |
|        | 36140         | ZEHNER LUCIE                                          | ELECTION 0621  | ELECTION OFFICIAL  | 15.00        |
| 3600   | 15240         | Advertising<br>FARMVILLE NEWSMEDIA                    | 130369/1227694 | ELECTION AD        | 8,715.00 *   |
| 5420   | 13083         | Lease/Rental of Buildings<br>DARLINGTON HGT FIRE DEPT | ELECTION 0621  | RENT               | 196.64       |
|        | 14600         | ELKS LODGE #269                                       | ELECTION 0621  | RENT               | 196.64 *     |
|        | 15520         | FARMVILLE VOL FIRE DEPT                               | ELECTION 0621  | RENT               | 200.00       |
|        | 17208         | HAMPDEN-SYDNEY FIRE DEPT                              | ELECTION 0621  | RENT               | 200.00       |
|        | 22899         | MT ZION SECOND BAPTIST CH                             | ELECTION 0621  | RENT               | 200.00       |
|        | 25920         | PROSPECT VOL FIRE DEPT                                | ELECTION 0621  | RENT               | 200.00       |
|        | 27330         | RICE VOL FIRE DEPT                                    | ELECTION 0621  | RENT               | 200.00       |
|        | 28897         | MT PLEASANT UNITED                                    | ELECTION 0621  | RENT               | 200.00       |
|        |               |                                                       |                | ACCOUNT TOTAL      | 1,600.00 *   |
|        |               |                                                       |                | MAJOR TOTAL        | 14,780.02 ** |



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| MAJOR#<br>ACCT#<br>REGISTRAR | VENDOR<br>NUMBER<br>NAME<br>REGISTRAR                                                                               | INVOICE#                                       | DESCRIPTION                                         | AMOUNT                                        |
|------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------|-----------------------------------------------|
| 5210                         | 25955 Postal Services<br>PURCHASE POWER                                                                             | REGISTRAR 0521                                 | POSTAGE METER REFILL                                | 520.99 *                                      |
| 5510                         | 10173 AKERS-BOOKER GWENDOLYN<br>10173 AKERS-BOOKER GWENDOLYN<br>32961 WRIGHT LYNETTE                                | MILEAGE 060821<br>MILEAGE 0621<br>MILEAGE 0621 | MILEAGE<br>MILEAGE<br>MILEAGE                       | 54.88<br>54.88<br>54.88                       |
| 6001                         | 20600 KEY OFFICE SUPPLY<br>20600 KEY OFFICE SUPPLY<br>22910 MOUNTAIN CREEK SIGNS                                    | 556236<br>556479<br>1244                       | TAPE/PROTECTORS<br>CARTRIDGES<br>VOTER PRKNG SIGNS  | 87.76<br>148.95<br>364.00                     |
| 021100                       | CIRCUIT COURT                                                                                                       |                                                | ACCOUNT TOTAL<br>MAJOR TOTAL                        | 600.71 *<br>1,286.34 **                       |
| 6001                         | 20600 KEY OFFICE SUPPLY<br>20600 KEY OFFICE SUPPLY                                                                  | 556596<br>556597                               | DISH SOAP<br>HI LTRS/CARTRIDGE                      | 136.65<br>134.06                              |
| 021250                       | JUVENILE & DOMESTIC COURT                                                                                           |                                                | ACCOUNT TOTAL<br>MAJOR TOTAL                        | 270.71 *<br>270.71 **                         |
| 3320                         | 28866 Maintenance Service Contr<br>STEPS, INC                                                                       | 16146                                          | SHREDDING SERVICES                                  | 15.00 *                                       |
| 6001                         | 13369 Office Supplies<br>DIAMOND SPRINGS WATER INC                                                                  | 012135/0521                                    | WATER & EQUIP RENTAL                                | 35.77 *                                       |
| 021600                       | CLERK OF THE CIRCUIT COURT                                                                                          |                                                | ACCOUNT TOTAL<br>MAJOR TOTAL                        | 50.77 **                                      |
| 5210                         | 26124 Postal Services<br>QUADIENT FINANCE USA, INC.<br>26125 QUADIENT LEASING USA, INC.<br>30610 U S POSTAL SERVICE | CIRCUIT 0521<br>N8844118<br>PO BOX 304 2021    | FINANCE CHARGES<br>LEASE PAYMENT<br>PO BOX 304 RENT | 14.95<br>382.29<br>114.00                     |
| 5230                         | 21319 Telecommunications<br>CENTURYLINK                                                                             | 309863799 0621                                 | PHONE                                               | 511.24 *                                      |
| 5850                         | 20600 Jurors/Witnesses<br>KEY OFFICE SUPPLY<br>20600 KEY OFFICE SUPPLY<br>999999 --                                 | 555805<br>556568<br>JUROR 06222021             | WATER<br>PAPER/LABELS/ENVELOPES<br>JUROR            | 55.52 *<br>55.52 *<br>11.48<br>72.43<br>30.00 |

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LISTING OF INVOICES FOR 6/01/2021 -- 6/30/2021

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FUND # - 100 GENERAL FUND

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER        | VENDOR<br>NAME                                         | IN#             | DESCRIPTION          | AMOUNT      |
|-----------------|-------------------------|--------------------------------------------------------|-----------------|----------------------|-------------|
| 6001            | 13369                   | Office Supplies<br>DIAMOND SPRINGS WATER INC           | 011151 0521     | WATER & EQUIP RENTAL | 128.80      |
|                 | 20600                   | KEY OFFICE SUPPLY                                      | 555801          | COPY PAPER           | 299.70      |
|                 | 20600                   | KEY OFFICE SUPPLY                                      | 555873          | TONER                | 70.89       |
|                 | 20600                   | KEY OFFICE SUPPLY                                      | 555893          | CARTRIDGES           | 345.98      |
|                 | 20600                   | KEY OFFICE SUPPLY                                      | 556563          | OFFICE SUPPLIES      | 151.56      |
|                 | 20600                   | KEY OFFICE SUPPLY                                      | 556631          | COPY PAPER           | 199.80      |
|                 |                         |                                                        |                 | ACCOUNT TOTAL        | 293.91 *    |
| 6012            | 29038                   | Books and Subscriptions<br>T&N PRINTING                | 399102          | PLATS                | 20.20       |
|                 |                         |                                                        |                 | ACCOUNT TOTAL        | 20.20 *     |
|                 |                         |                                                        |                 | MAJOR TOTAL          | 2,077.60 ** |
| 021800          | LAW LIBRARY             |                                                        |                 |                      |             |
| 6012            | 21761                   | Books and Subscriptions<br>RELX INC DBA LEXISNEXIS     | 3093219903      | MONTHLY PAYMENT      | 366.00      |
|                 |                         |                                                        |                 | ACCOUNT TOTAL        | 366.00 *    |
|                 |                         |                                                        |                 | MAJOR TOTAL          | 366.00 **   |
| 022100          | COMMONWEALTH'S ATTORNEY |                                                        |                 |                      |             |
| 3320            | 25483                   | Maintenance Service Contr<br>PITNEY BOWES GLOBAL FINAN | 3313648439      | LEASE FEE            | 153.75      |
|                 | 28587                   | SOUTHERN COPIER SALES &                                | 210608 0017     | MAINTENANCE CONTRACT | 1,172.11    |
|                 |                         |                                                        |                 | ACCOUNT TOTAL        | 1,325.86 *  |
| 5210            | 21455                   | Postal Services<br>LEAP LAURIE                         | POSTAGE 0621    | CERTIFIED MAIL       | 7.00        |
|                 | 25955                   | PURCHASE POWER                                         | COMM ATTY 0421  | POSTAGE              | 522.02      |
|                 |                         |                                                        |                 | ACCOUNT TOTAL        | 529.02 *    |
| 5899            | 28866                   | Miscellaneous<br>STEPS, INC                            | 16217           | SHREDDING SERVICES   | 21.75       |
|                 | 999999                  | DISTRICT COURT OF MARYLAND                             | PRIORS 05242021 | COPIES               | 6.00        |
|                 |                         |                                                        |                 | ACCOUNT TOTAL        | 27.75 *     |
| 6001            | 17877                   | Office Supplies<br>HUDSON-PAYNE ELECTRONICS            | 16069518        | DOOR BUZZER          | 2,852.00    |
|                 | 20600                   | KEY OFFICE SUPPLY                                      | 556138          | NOTES/PENS/CLIPS     | 184.11      |
|                 | 20600                   | KEY OFFICE SUPPLY                                      | 556182          | CARTRIDGE            | 253.18      |
|                 | 20600                   | KEY OFFICE SUPPLY                                      | 556183          | CARTRIDGES           | 226.13      |
|                 | 20600                   | KEY OFFICE SUPPLY                                      | 556231          | INK                  | 74.59       |
|                 | 20600                   | KEY OFFICE SUPPLY                                      | 556306          | CARTRIDGE            | 96.49       |
|                 | 20600                   | KEY OFFICE SUPPLY                                      | 556307          | CARTRIDGE            | 96.49       |

FUND # - 100 GENERAL FUND

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME                    | INV#            | DESCRIPTION          | AMOUNT      |
|-----------------|------------------|-----------------------------------|-----------------|----------------------|-------------|
| 022200          |                  | VICTIM WITNESS ASSISTANCE PROGRAM |                 |                      |             |
| 6001            | 20600            | Office Supplies                   | 557314          | CARTRIDGES           | 615.41      |
|                 | 20600            | KEY OFFICE SUPPLY                 |                 |                      | 615.41 *    |
|                 | 20600            | KEY OFFICE SUPPLY                 |                 |                      | 615.41 **   |
|                 | 999999           | TIA TUCKER                        |                 |                      |             |
|                 |                  |                                   | REIMB 0621      | WIRELESS MOUSE       | 12.63       |
|                 |                  |                                   |                 | ACCOUNT TOTAL        | 3,911.10 *  |
|                 |                  |                                   |                 | MAJOR TOTAL          | 5,793.73 ** |
| 031200          | SHERIFF          |                                   |                 |                      |             |
| 3110            | 11894            | Animal Care/Services              | 0555SHERIFF0621 | ANIMAL CARE          | 7.83        |
|                 |                  | BUSINESS CARD                     |                 |                      | 7.83 *      |
| 3160            | 28022            | Professional Services             | MAY 17 2021     | EVALUATION           | 300.00      |
|                 |                  | SAFE HARBOR COUNSELLING GRO       |                 |                      | 300.00 *    |
| 3310            | 22495            | Repairs/Maintenance-Radio         | 408000455 1     | RADIO REPAIR         | 270.00      |
|                 |                  | MOBILE COMMUNICATIONS AMER        |                 |                      | 270.00 *    |
| 3311            | 15920            | Repairs & Maint-Auto & Eq         | 44548           | REPAIR CHARGER       | 783.50      |
|                 |                  | FOURTH STREET MOTOR CO            |                 |                      | 783.50-     |
| 3320            | 15920            | FOURTH STREET MOTOR CO            | 44548           | REPAIR CHARGER       |             |
|                 |                  | Maintenance Service Contr         |                 |                      |             |
|                 | 21767            | LEXISNEXIS RISK DATA MANAG        | 692908320210331 | MAINT SERVICE CNTRCT | 125.00      |
|                 | 21767            | LEXISNEXIS RISK DATA MANAG        | 692908320210531 | MAINT SERVICE CNTRCT | 125.00      |
|                 | 23833            | VERIZON CONNECT NWF, INC          | OSV000002461456 | GPS SERVICE          | 388.56      |
|                 | 31339            | VERIZON WIRELESS                  | 9880734884 PECS | VEHICLE MODEMS       | 921.03      |
|                 |                  |                                   |                 | ACCOUNT TOTAL        | 1,559.59 *  |
| 5210            | 11894            | Postal Services                   | 0555SHERIFF0621 | POSTAGE              | 11.10       |
|                 |                  | BUSINESS CARD                     |                 |                      | 76.00       |
|                 | 30666            | U S POSTAL SERVICE                | BOX RENT 2021   | PO BOX 25 RENT       | 87.10 *     |
| 5230            | 11894            | Telecommunications                | 0555SHERIFF0621 | PHONE                | 436.87      |
|                 |                  | BUSINESS CARD                     | 14276           | REMOTE BACKUP        | 119.95      |
|                 | 20904            | KINEX NETWORKING SOLUTION         | 309558628 0621  | SHERIFF'S VCIN       | 7.97        |
|                 | 21319            | CENTURYLINK                       |                 |                      | 564.79 *    |
| 5530            | 11894            | Travel-Subsistence & Lodg         | 0555SHERIFF0621 | MEALS & LODGING      | 868.46      |
|                 |                  | BUSINESS CARD                     |                 |                      | 164.40      |
|                 | 34410            | YODER BRANDON                     | REIMB 0521/2    | MEALS                | 1,032.86 *  |
| 6001            | 12258            | Office Supplies                   | REIMB 0521      | PADLOCKS             | 6.28        |
|                 |                  | CARY WILLIAM                      |                 |                      |             |
|                 | 13369            | DIAMOND SPRINGS WATER INC         | 012832 0521     | WATER & EQUIP RENTAL | 54.65       |

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER          | VENDOR<br>NAME                                       | INVOICE<br>NUMBER | DESCRIPTION          | AMOUNT       |
|-----------------|---------------------------|------------------------------------------------------|-------------------|----------------------|--------------|
| 6004            | 15380                     | FARMVILLE PRINTING                                   | 20203448          | FORMS                | 141.50       |
|                 | 20600                     | KEY OFFICE SUPPLY                                    | 556225            | CARTRIDGE            | 92.99        |
|                 | 20600                     | KEY OFFICE SUPPLY                                    | 556226            | CARTRIDGE            | 92.99        |
|                 | 20600                     | KEY OFFICE SUPPLY                                    | 556227            | TONER                | 772.89       |
|                 | 20600                     | KEY OFFICE SUPPLY                                    | 556237            | CARTRIDGE            | 90.99        |
|                 | 20600                     | KEY OFFICE SUPPLY                                    | 556401            | COPY PAPER           | 174.75       |
|                 | 20600                     | KEY OFFICE SUPPLY                                    | 556418            | BINDER/CLIPS/PRTCTRS | 35.69        |
|                 | 32138                     | WALMART CAPITAL ONE                                  | 636325 0521       | OFFICE SUPPLIES      | 134.99       |
|                 |                           |                                                      |                   | ACCOUNT TOTAL        | 1,597.72 *   |
| 6008            | 28640                     | Virso Comm Center Crime P<br>SOUTHSIDE ELECTRIC COOP | 526776002 0521    | VIRSO ELECTRIC       | 14.41        |
|                 |                           |                                                      |                   | ACCOUNT TOTAL        | 14.41 *      |
| 6009            | 11894                     | BUSINESS CARD                                        | 0555SHERIFF0621   | GAS                  | 90.00        |
|                 |                           |                                                      |                   | ACCOUNT TOTAL        | 90.00 *      |
| 6010            | 15721                     | FISHER AUTO PARTS, INC.                              | 056 277992        | WINDSHIELD WASHER    | 17.88        |
|                 | 15721                     | FISHER AUTO PARTS, INC.                              | 056 282663        | BATTERY/WIPER REFILL | 140.83       |
|                 | 15721                     | FISHER AUTO PARTS, INC.                              | 056 282715        | BATTERIES            | 263.70       |
|                 | 22495                     | MOBILE COMMUNICATIONS AMER                           | 408000473 1       | VEHICLE LABOR        | 450.00       |
|                 | 22495                     | MOBILE COMMUNICATIONS AMER                           | 408000487 1       | DEF REPEATERS        | 595.00       |
|                 |                           |                                                      |                   | ACCOUNT TOTAL        | 1,467.41 *   |
| 6011            | 13012                     | Police Supplies                                      | 202115100171      | SPECIAL ID'S         | 20.00        |
|                 | 16102                     | GALLS LLC                                            | 018325894         | BELT KEEPER/HND CFFS | 67.77        |
|                 | 16102                     | GALLS LLC                                            | 018327162         | FLASHLIGHT/SHOES     | 25.65        |
|                 | 16102                     | GALLS LLC                                            | 018366083         | BATON HOLDER         | 22.18        |
|                 | 16102                     | GALLS LLC                                            | 018389058         | SHOES/BELT/HLSTER    | 79.80        |
|                 | 32734                     | WITMER PUBLIC SAFETY GRP                             | 2135215           | GUNS                 | 2,060.00     |
|                 |                           |                                                      |                   | ACCOUNT TOTAL        | 2,275.40 *   |
| 8205            | 16102                     | Uniforms & Wearing Appare                            | 018325616         | BOOTS                | 100.00       |
|                 | 16102                     | GALLS LLC                                            | 018327162         | FLASHLIGHT/SHOES     | 129.80       |
|                 | 16102                     | GALLS LLC                                            | 018388782         | BELT                 | 72.60        |
|                 | 16102                     | GALLS LLC                                            | 018389058         | SHOES/BELT/HLSTER    | 45.85        |
|                 | 22166                     | CREATIVE MONOGRAMMING                                | 12899             | POLOS                | 276.00       |
|                 |                           |                                                      |                   | ACCOUNT TOTAL        | 624.25 *     |
| 032200          | 14023                     | Motor Vehicles<br>DYNAMIX SIGNS & APPAREL            | 1140              | DECALS CRIME TRUCK   | 3,785.00     |
|                 |                           |                                                      |                   | ACCOUNT TOTAL        | 3,785.00 *   |
| 7002            | VOLUNTEER FIRE DEPARTMENT |                                                      |                   | MAJOR TOTAL          | 13,676.36 ** |
|                 | 12845                     | Payment to Rice VFD                                  | 0800125809 0621   | TRASH COLLECTION     | 57.45        |
|                 | 14695                     | COUNTY WASTE                                         | 92                | MOWING               | 255.00       |
|                 | 15656                     | ELLINGTON'S LAWN SERVICE                             | 104419            | EQUIPMENT            | 13,214.87    |
|                 | 20600                     | FIRE & SAFETY EQUIP CO                               | 556270            | COPY PAPER/TONER     | 128.80       |

| MAJOR# | ACCT# | VENDOR NUMBER | VENDOR NAME                | INVOICE#        | DESCRIPTION          | AMOUNT       |
|--------|-------|---------------|----------------------------|-----------------|----------------------|--------------|
| 7004   |       | 25268         | PATRIOT SAFETY SUPPLY      | 3891            | AUTO CHARGE          |              |
|        |       | 28598         | SOUTHERN STATES-AMELIA     | L040876         | GAS                  | 188.51       |
|        |       | 31421         | VACORP                     | 80252 RVFD      | WORKERS COMPENSATION | 2,120.00     |
|        |       | 31846         | DOMINION ENERGY VIRGINIA   | 4500495009 0621 | RVFD ELECTRIC        | 261.30       |
|        |       | 31846         | DOMINION ENERGY VIRGINIA   | 5487358649 0621 | RVFD ELECTRIC        | 8.65         |
|        |       |               | Payment to Darlington VFD  |                 |                      | 17,229.78 *  |
|        |       | 12996         | CYRUS PEST CONTROL CO      | MAY 2021        | PEST CONTROL DHVFD   | 45.00        |
|        |       | 14700         | ELLINGTON ENERGY SERVICE   | 25799 13138H-1  | FUEL DHVFD           | 667.09       |
|        |       | 14700         | ELLINGTON ENERGY SERVICE   | 25800 13138H-2  | FUEL DHVFD           | 532.76       |
|        |       | 14700         | ELLINGTON ENERGY SERVICE   | 32081 325G      | LABOR DHVFD          | 259.00       |
|        |       | 15656         | FIRE & SAFETY EQUIP CO     | 106938          | UNIFORMS             | 811.67       |
|        |       |               |                            |                 | ACCOUNT TOTAL        | 2,315.52 *   |
| 7005   |       | 14300         | EAST END MOTOR CO INC      | 203473          | INSPECTION/ROTATION  | 50.95        |
|        |       | 17139         | HAMPDEN SYDNEY COLLEGE     | 112541 0621     | GAS/DIESEL/POSTAGE   | 438.87       |
|        |       | 21319         | CENTURYLINK                | 31018773 0521   | HSVFD PHONE          | 14.24        |
|        |       | 31421         | VACORP                     | 80250 HSVFD     | WORKERS COMPENSATION | 6,361.00     |
|        |       | 31846         | DOMINION ENERGY VIRGINIA   | 8350720002 0621 | HSVFD ELECTRIC       | 402.94       |
|        |       |               | Payment to Meherrin VFD    |                 |                      | 7,268.00 *   |
| 7007   |       | 22495         | MOBILE COMMUNICATIONS AMER | 419000139 1     | ADAPTER/METER        | 189.11       |
|        |       | 25246         | PARKER OIL CO INC          | 755219 63302A-3 | DIESEL MVFD          | 623.44       |
|        |       | 25246         | PARKER OIL CO INC          | 762346 63302A-1 | PROPANE MVFD         | 378.83       |
|        |       | 25246         | PARKER OIL CO INC          | 784819 63302A-3 | DIESEL MVFD          | 812.22       |
|        |       | 27772         | ROCK-N-RESCUE              | INV211735       | BOOTS/GLOVES         | 3,769.98     |
|        |       | 27772         | ROCK-N-RESCUE              | INV212108       | BOOTS/GLOVES/BAGS    | 775.23       |
|        |       | 27772         | ROCK-N-RESCUE              | INV212140       | PILOT KNIFE          | 287.94       |
|        |       | 31338         | VERIZON                    | 4347360633 0621 | MVFD PHONE           | 75.14        |
|        |       | 31421         | VACORP                     | 66990 MVFD      | WORKERS COMPENSATION | 3,165.25     |
|        |       | 31421         | VACORP                     | 66991 MVFD      | WORKERS COMPENSATION | 3,165.25     |
|        |       | 31846         | DOMINION ENERGY VIRGINIA   | 0519881510 0521 | MVFD ELECTRIC        | 324.48       |
|        |       | 31846         | DOMINION ENERGY VIRGINIA   | 0519881510 0621 | MVFD ELECTRIC        | 321.41       |
|        |       | 31846         | DOMINION ENERGY VIRGINIA   | 1913347348 0521 | MVFD ELECTRIC        | 36.92        |
|        |       | 31846         | DOMINION ENERGY VIRGINIA   | 1913347348 0621 | MVFD ELECTRIC        | 36.97        |
|        |       |               | Assistance to Firefighter  |                 |                      | 13,962.17 *  |
| 8208   |       | 12745         | COMMONWEALTH REGIONAL      | AFG-S ASSISTNCE | AFG-S ASSISTANCE     | 1,200.00     |
|        |       |               |                            |                 | ACCOUNT TOTAL        | 1,200.00 *   |
|        |       |               |                            |                 | MAJOR TOTAL          | 41,975.47 ** |
| 032500 |       |               | EMERGENCY SERVICES         |                 |                      |              |
| 3162   |       | 29280         | TIMMONS GROUP              | 266253 34335.08 | DATA CLEANUP/WEB LOG |              |
|        |       |               |                            |                 | ACCOUNT TOTAL        | 2,313.75     |
| 5550   |       | 14440         | PUCKETT SARAH E            | REIMB 0621      | DINNER FOR INCIDENT  | 207.76       |
|        |       |               |                            |                 | ACCOUNT TOTAL        | 207.76 *     |

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LISTING OF INVOICES FOR 6/01/2021 -- 6/30/2021

AFTER CHECKS  
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| MAJOR#<br>ACCT#<br>6015 | VENDOR<br>NUMBER<br>NAME                                                                        | DESCRIPTION                                                                              | INV#                                                 | AMOUNT                               |
|-------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------|
| 6016                    | 25247 PARKER OIL COMPANY INC<br>25247 PARKER OIL COMPANY INC<br>25825 PRINCE ED-FARMVILLE YOUTH | Facility Costs - COVID VA<br>PROFANE PEFYA BLDG<br>PROFANE PEFYA BLDG<br>RENT PEFYA BLDG | 74585T CVDVX 2<br>74585T CVDVX 2<br>LEASE 0721 VAX   | 29.00<br>29.00<br>500.00<br>500.00 * |
|                         |                                                                                                 | ACCOUNT TOTAL                                                                            |                                                      | 113.21                               |
| 6017                    | 11250 BENCHMARK COMMUNITY BANK<br>21811 LOWE'S<br>31846 DOMINION ENERGY VIRGINIA                | Clinic Operations - COVID<br>STORAGE BAGS<br>CVD VAX PEFYA ELCTRC                        | 1563 ADMIN 0621<br>907017 CVD VAX<br>5766386154 0521 | 113.80<br>112.36<br>339.37 *         |
|                         |                                                                                                 | ACCOUNT TOTAL                                                                            |                                                      | 15.65                                |
|                         |                                                                                                 | ACCOUNT TOTAL                                                                            |                                                      | 50.53                                |
|                         |                                                                                                 | ACCOUNT TOTAL                                                                            |                                                      | 482.15                               |
|                         |                                                                                                 | ACCOUNT TOTAL                                                                            |                                                      | 3,327.50                             |
|                         |                                                                                                 | MAJOR TOTAL                                                                              |                                                      | 3,875.83 *                           |
|                         |                                                                                                 | MAJOR TOTAL                                                                              |                                                      | 7,236.71 **                          |
| 034100                  | BUILDING OFFICIAL                                                                               |                                                                                          |                                                      |                                      |
| 5230                    | 31339 VERIZON WIRELESS                                                                          | Telecommunications                                                                       | 242374982 0521                                       | 23.38                                |
|                         |                                                                                                 | ACCOUNT TOTAL                                                                            |                                                      | 23.38 *                              |
| 5530                    | 21498 LEATHERWOOD COY                                                                           | Travel-Subsistence & Lodg                                                                | REIMB 0521                                           | 44.56                                |
|                         |                                                                                                 | ACCOUNT TOTAL                                                                            |                                                      | 44.56 *                              |
| 5540                    | 21498 LEATHERWOOD COY                                                                           | Travel-Convention & Educa                                                                | REIMB 0521                                           | 60.00                                |
|                         |                                                                                                 | ACCOUNT TOTAL                                                                            |                                                      | 60.00 *                              |
|                         |                                                                                                 | MAJOR TOTAL                                                                              |                                                      | 127.94 **                            |
| 035100                  | ANIMAL CONTROL                                                                                  |                                                                                          |                                                      |                                      |
| 3311                    | 16651 GOODMAN SPECIALIZED                                                                       | Repairs & Maint-Auto & Po                                                                | 17299G                                               | 954.91                               |
|                         |                                                                                                 | ACCOUNT TOTAL                                                                            |                                                      | 954.91 *                             |
| 5110                    | 31846 DOMINION ENERGY VIRGINIA                                                                  | Electrical Services                                                                      | 0890745003 0621                                      | 79.23                                |
|                         |                                                                                                 | ACCOUNT TOTAL                                                                            |                                                      | 79.23 *                              |
| 5210                    | 27586 RIVIERE CHRIS                                                                             | Postal Services                                                                          | POSTAGE 0621                                         | 8.25                                 |
|                         |                                                                                                 | ACCOUNT TOTAL                                                                            |                                                      | 8.25 *                               |
| 5230                    | 31339 VERIZON WIRELESS                                                                          | Telecommunications                                                                       | 242374982 0521                                       | 81.02                                |
|                         |                                                                                                 | ACCOUNT TOTAL                                                                            |                                                      | 81.02 *                              |
| 5530                    | 10132 ADAMS ARIEL<br>11250 BENCHMARK COMMUNITY BANK<br>11250 BENCHMARK COMMUNITY BANK           | Travel-Subsistence & Lodg<br>SUBSISTENCE<br>LODGING 5/2 - 5/7<br>LODGING 5/9-5/14        | REIMB 0621<br>1563 ADMIN 0621<br>1563 ADMIN 0621     | 117.87<br>403.55<br>403.55           |

| MAJOR# | ACCT# | VENDOR NUMBER         | VENDOR NAME                                             | INV#            | DESCRIPTION           | AMOUNT      |
|--------|-------|-----------------------|---------------------------------------------------------|-----------------|-----------------------|-------------|
| 5540   |       | 11250                 | BENCHMARK COMMUNITY BANK                                | 1563 ADMIN 0621 | LODGING 5/16-5/21     | 1,328.52 *  |
|        |       | 12883                 | Travel-Convention & Educa<br>CRATER CRIMINAL JUSTICE    | 2380            | BASIC ACO TRAINING    | 1,000.00    |
| 6002   |       | 10259                 | Supplies for Shelter<br>AMAZON CAPITAL SERVICES         | LDWC J97J 1YT7  | CHIP RDR/DTY BLT EQP  | 750.00      |
|        |       | 11250                 | BENCHMARK COMMUNITY BANK                                | 1563 ADMIN 0621 | DOG PET PARTS         | 260.35      |
|        |       | 11250                 | BENCHMARK COMMUNITY BANK                                | 1563 ADMIN 0621 | PET DISHES            | 113.72      |
|        |       | 21811                 | LOWE'S                                                  | 906054          | BUG KILLER/CLEANER    | 92.46       |
|        |       | 21811                 | LOWE'S                                                  | 907467          | 100FT HOSE            | 85.46       |
|        |       | 32138                 | WALMART CAPITAL ONE                                     | 63109 0521      | CLEANING SUPPLIES     | 93.57       |
| 6005   |       | 21811                 | Janitorial Supplies<br>LOWE'S                           | 906054          | BUG KILLER/CLEANER    | 1,395.56 *  |
| 6009   |       | 14278                 | Vehicle & Powered Equip S<br>EAST COAST EMERGENCY VEHIC | 20068           | LED LIGHT             | 6.24 *      |
| 6011   |       | 10259                 | Uniforms and Wearing Appa<br>AMAZON CAPITAL SERVICES    | LDWC J97J 1YT7  | CHIP RDR/DTY BLT EQP  | 135.00      |
| 8202   |       | 11250                 | Equipment<br>BENCHMARK COMMUNITY BANK                   | 1563 ADMIN 0621 | SNAKE EQUIPMENT       | 57.85       |
|        |       | 11250                 | BENCHMARK COMMUNITY BANK                                | 1563 ADMIN 0621 | EQUIP (NET)           | 343.74      |
| 042610 |       | SANDY RIVER RESERVOIR |                                                         |                 |                       | 1,054.00    |
| 3150   |       | 10651                 | Legal Services<br>AQUALAW PLC                           | 13574           | PROFESSIONAL SERVICES | 1,397.74 *  |
| 3160   |       | 29280                 | Professional Services<br>TIMMONS GROUP                  | 265799 46844    | SRR WITHDRAWL PERMIT  | 6,444.32 ** |
| 043200 |       | GENERAL PROPERTIES    |                                                         |                 |                       | 3,340.00    |
| 3310   |       | 15686                 | Repairs/Maintenance<br>FIRE SPRINKLER LTD               | 7798 0621       | QUARTERLY INSPECTION  | 3,340.00 *  |
|        |       | 17877                 | HUDSON-PAYNE ELECTRONICS                                | 16069476        | FIRE ALARM SERVICE    | 375.00      |
|        |       | 21811                 | LOWE'S                                                  | 906172 0421     | LITHIUM BATTERIES     | 232.08      |
|        |       | 21811                 | LOWE'S                                                  | 907333          | TURF BLDR/SFTY GLSS   | 15.48       |
|        |       | 29260                 | VIRGINIA PAVING & SEALCOAT                              | CH PRKG LT 0421 | REPAIR PARKING LOT    | 101.74      |
| 3311   |       | 29083                 | Repairs & Maint-Auto & Eq<br>TAYLOR-FORBES EQUIP CO     | W081012         | ANCHOR CLUTCH/BELT    | 5,200.00    |
|        |       |                       |                                                         |                 |                       | 5,924.30 *  |
|        |       |                       |                                                         |                 |                       | 854.22      |
|        |       |                       |                                                         |                 |                       | 854.22 *    |

| MAJOR#<br>ACCT#<br>5110 | VENDOR<br>NUMBER<br>VENDOR<br>NAME | DESCRIPTION               | INV#            | DESCRIPTION          | AMOUNT     |
|-------------------------|------------------------------------|---------------------------|-----------------|----------------------|------------|
|                         | 31846                              | Electrical Services       | 1230385005 0621 | ROY CLARK MONUMENT   | 8.23       |
|                         | 31846                              | DOMINION ENERGY VIRGINIA  | 4951935099 0621 | SHERIFF'S SHED       | 13.79      |
|                         | 31846                              | DOMINION ENERGY VIRGINIA  | 5856894620 0621 | WORSHAM CLERKS OFC   | 19.90      |
|                         | 31846                              | DOMINION ENERGY VIRGINIA  | 6669158583 0621 | LIGHTS AT RICE       | 128.42     |
|                         |                                    |                           |                 | ACCOUNT TOTAL        | 170.34 *   |
| 5120                    | 25247                              | Heating Services          | 779717 63792K 7 | PROPANE DSS          | 1,238.88   |
|                         |                                    |                           |                 | ACCOUNT TOTAL        | 1,238.88 * |
| 5130                    | 29332                              | Water & Sewer             | AG BLDG 0621    | WATER & SEWER        | 71.97      |
|                         | 29332                              | TOWN OF FARMVILLE         | CH LAWN 0621    | WATER                | 12.42      |
|                         | 29332                              | TOWN OF FARMVILLE         | SCOPE BLDG 0621 | WATER & SEWER        | 38.33      |
|                         | 29332                              | TOWN OF FARMVILLE         | STEPS 0621      | WATER & SEWER        | 143.00     |
|                         | 29332                              | TOWN OF FARMVILLE         | 56 SMI WAY 0621 | WATER & SEWER        | 62.18      |
|                         |                                    |                           |                 | ACCOUNT TOTAL        | 327.90 *   |
| 5230                    | 21319                              | Telecommunications        | 310441360 0621  | PHONE                | 114.54     |
|                         | 31339                              | CENTURYLINK               | 242374982 0521  | CELLULAR SERVICE     | 81.02      |
|                         |                                    |                           |                 | ACCOUNT TOTAL        | 195.56 *   |
| 5303                    | 23297                              | Flood Insurance           | 3000182673 0621 | FLOOD INS-COURTHOUSE | 1,233.00   |
|                         |                                    |                           |                 | ACCOUNT TOTAL        | 1,233.00 * |
| 5440                    | 28869                              | Portable Toilet Rental    | 9217            | MONTHLY SERVICE      | 100.00     |
|                         |                                    | STIFF O O INC             |                 |                      | 100.00 *   |
| 6001                    | 19946                              | Office Supplies           | 7045            | BUSINESS CARDS       | 55.74      |
|                         |                                    | ELLINGTON DESIGN          |                 |                      | 55.74 *    |
| 6005                    | 13367                              | Janitorial Supplies       | 280116 CREDIT   | CREDIT               | 56.25-     |
|                         | 13367                              | DIAMOND PAPER COMPANY     | 281084 2        | WASTE BASKETS        | 41.55      |
|                         | 13367                              | DIAMOND PAPER COMPANY     | 281848 CREDIT   | CREDIT               | 18.94-     |
|                         | 13367                              | DIAMOND PAPER COMPANY     | 282500          | BLCH/TWLS/DISINFECNT | 301.72     |
|                         | 13367                              | DIAMOND PAPER COMPANY     | 283182          | CLEANING SUPPLIES    | 1,077.92   |
|                         |                                    |                           |                 | ACCOUNT TOTAL        | 1,346.00 * |
| 6007                    | 11250                              | Repairs and Maintenance S | 1563 ADMIN 0621 | SIGNAGE              | 118.59     |
|                         | 13369                              | BENCHMARK COMMUNITY BANK  | 003062/1289967  | EQUIPMENT RENTAL     | 8.95       |
|                         | 13369                              | DIAMOND SPRINGS WATER INC | 003062/1335832  | WATER & EQUIP RENTAL | 60.37      |
|                         | 15560                              | FARMVILLE WHSALE ELECTRIC | 715157          | LINEAR HB            | 345.66     |
|                         | 15560                              | FARMVILLE WHSALE ELECTRIC | 716046          | FLOOR LAMP           | 652.44     |
|                         | 15560                              | FARMVILLE WHSALE ELECTRIC | 716451          | FUSES                | 228.98     |
|                         | 21811                              | LOWE'S                    | 906525          | MULCH/WEED KILLER    | 104.02     |
|                         | 21811                              | LOWE'S                    | 906743          | BLUE TAPE/STABLE     | 28.47      |
|                         | 21811                              | LOWE'S                    | 906771 0521     | PICK UP TOOL/FLGS    | 52.69      |
|                         | 21811                              | LOWE'S                    | 907133 0421     | CHAIN/TERRMINAL KIT  | 69.79      |
|                         | 21811                              | LOWE'S                    | 907147          | FLANGE/CAP/PLATE/ADP | 51.78      |
|                         | 21811                              | LOWE'S                    | 907489          | BWL BRSH/CAULK/BIT   | 37.19      |



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| MAJOR#<br>ACCT# | VENDOR<br>NUMBER                           | VENDOR<br>NAME                                   | INV#           | DESCRIPTION                     | AMOUNT       |              |                   |        |
|-----------------|--------------------------------------------|--------------------------------------------------|----------------|---------------------------------|--------------|--------------|-------------------|--------|
| 043400<br>3161  | CANNERY<br>31653                           | Professional Services-Can<br>VIRGINIA FOOD WORKS | 907964         | NUTS/BLTS/WSHRS                 | 13.00        |              |                   |        |
|                 |                                            |                                                  | 913070         | MULCH/SWIVEL/CASTER             | 94.05        |              |                   |        |
|                 |                                            |                                                  | 913583         | MULCH/WEEDER                    | 86.55        |              |                   |        |
|                 |                                            |                                                  | 913874         | CAULK/MULCH                     | 61.45        |              |                   |        |
|                 |                                            |                                                  | 914097         | PREEN LAWN WEED KLLR            | 18.03        |              |                   |        |
|                 |                                            |                                                  | 2105 106479    | FILTERS/COUPLINGS               | 135.85       |              |                   |        |
|                 |                                            |                                                  | 2105 107176    | TOILET LEVER                    | 18.03        |              |                   |        |
|                 |                                            |                                                  | 2105 107508    | CRIMP RINGS                     | 33.63        |              |                   |        |
|                 |                                            |                                                  | 2105 107701    | FILTER/REPAIR KIT               | 108.87       |              |                   |        |
|                 |                                            |                                                  | 4083521035     | UNIFORM RENTAL                  | 224.28       |              |                   |        |
|                 |                                            |                                                  | 4084239670     | UNIFORM RENTAL                  | 201.43       |              |                   |        |
|                 |                                            |                                                  | 2922-1         | UNIFORM RENTAL                  | 288.80       |              |                   |        |
|                 |                                            |                                                  | 6018-0         | POLE/PAINT                      | 73.11        |              |                   |        |
|                 |                                            |                                                  | 202 1156518    | PAINT                           | 22.79        |              |                   |        |
|                 |                                            |                                                  |                | CLEANING RENTAL                 | 73.06        |              |                   |        |
|                 |                                            |                                                  |                | ACCOUNT TOTAL                   | 3,211.86 *   |              |                   |        |
|                 |                                            |                                                  |                | MAJOR TOTAL                     | 14,657.80 ** |              |                   |        |
| 053500<br>3160  | COMPREHENSIVE SERVICES ACT<br>CSA Programs | COMMERCIAL CONTRACT                              | 581            | COMMERCIAL CONTRACT             | 2,916.63     |              |                   |        |
|                 |                                            |                                                  |                | ACCOUNT TOTAL                   | 2,916.63 *   |              |                   |        |
|                 |                                            |                                                  |                | MAJOR TOTAL                     | 2,916.63 **  |              |                   |        |
|                 |                                            |                                                  | 11191          | BEAR CREEK ACADEMY              | 3,840.00     |              |                   |        |
|                 |                                            |                                                  | 11191          | BEAR CREEK ACADEMY              | 576.00       |              |                   |        |
|                 |                                            |                                                  | 11490          | BRALEY & THOMPSON               | 4,020.00     |              |                   |        |
|                 |                                            |                                                  | 12929          | CROSSROADS SERVICES BD          | 326.50       |              |                   |        |
|                 |                                            |                                                  | 12929          | CROSSROADS SERVICES BD          | 326.50       |              |                   |        |
|                 |                                            |                                                  | 14923          | FALSON SCHOOL FOR AUTISM        | 6,827.00     |              |                   |        |
|                 |                                            |                                                  | 15965          | FULCRUM COUNSELORS, LLC         | 500.00       |              |                   |        |
|                 |                                            |                                                  | 15965          | FULCRUM COUNSELORS, LLC         | 750.00       |              |                   |        |
|                 |                                            |                                                  | 16672          | GRAFTON SCHOOL INC              | 8,861.00     |              |                   |        |
|                 |                                            |                                                  | 25308          | PEDIATRIC THERAPIES INC         | 130.00       |              |                   |        |
|                 |                                            |                                                  |                | ACCOUNT TOTAL                   | 26,157.00 *  |              |                   |        |
|                 |                                            |                                                  |                | MAJOR TOTAL                     | 26,157.00 ** |              |                   |        |
|                 |                                            |                                                  | 081100<br>3161 | PLANNING<br>Planning Commission |              |              |                   |        |
|                 |                                            |                                                  |                | 17883                           | HUNT PRESTON | JUNE 15 2021 | MEETING & MILEAGE | 100.00 |
|                 | 19458                                      | JENKINS TIMOTHY MARK                             | JUNE 15 2021   | MEETING & MILEAGE               | 100.00       |              |                   |        |
|                 | 19875                                      | JONES ROBERT M                                   | JUNE 15 2021   | MEETING & MILEAGE               | 100.00       |              |                   |        |
|                 | 21525                                      | LEATHERWOOD CLIFFORD JACK                        | JUNE 15 2021   | MEETING                         | 100.00       |              |                   |        |
|                 | 25047                                      | PAIGE WHITFIELD                                  | JUNE 15 2021   | MEETING & MILEAGE               | 100.00       |              |                   |        |

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER<br>NAME                                    | INVOICE<br>NUMBER<br>DATE | DESCRIPTION       | AMOUNT      |
|-----------------|-------------------------------------------------------------|---------------------------|-------------------|-------------|
| 5230            | 31339 Telecommunications<br>VERIZON WIRELESS                | 242374982 0521            | CELLULAR SERVICE  | 81.02 *     |
| 5510            | 17883 Travel-Mileage<br>HUNT PRESTON                        | JUNE 15 2021              | MEETING & MILEAGE | 22.40       |
|                 | 19458 JENKINS TIMOTHY MARK                                  | JUNE 15 2021              | MEETING & MILEAGE | 12.32       |
|                 | 19875 JONES ROBERT M                                        | JUNE 15 2021              | MEETING & MILEAGE | 5.60        |
|                 | 25047 PAIGE WHITFIELD                                       | JUNE 15 2021              | MEETING & MILEAGE | 8.96        |
|                 | 25309 PERRY JOHN W JR                                       | JUNE 15 2021              | MEETING & MILEAGE | 1.68        |
|                 | 25607 PRENGAMAN JOHN C                                      | JUNE 15 2021              | MEETING & MILEAGE | 5.60        |
|                 | 28067 SANDLIN TERESA                                        | JUNE 15 2021              | MEETING & MILEAGE | 6.72        |
| 5530            | Travel-Subsistence & Lodg<br>11250 BENCHMARK COMMUNITY BANK | 1563 ADMIN 0621           | BOE MEALS         | 63.28 *     |
| 6001            | Office Supplies<br>20600 KEY OFFICE SUPPLY                  | 556925                    | FILE CABINETS     | 81.15 *     |
|                 | 20600 KEY OFFICE SUPPLY                                     | 556940                    | FILE CABINETS     | 1,139.18    |
|                 | 20600 KEY OFFICE SUPPLY                                     | 556940                    | SCOTCH TAPE       | 1,139.18    |
|                 |                                                             |                           | ACCOUNT TOTAL     | 2,287.33 *  |
|                 |                                                             |                           | MAJOR TOTAL       | 3,312.78 ** |
| 081500          | ECONOMIC DEVELOPMENT                                        |                           |                   |             |
| 5230            | 31339 Telecommunications<br>VERIZON WIRELESS                | 242374982 0521            | CELLULAR SERVICE  | 40.51       |
| 6001            | Office Supplies<br>11894 BUSINESS CARD                      | 0639PUCKETT0521           | ADOBE             | 40.51 *     |
|                 | 11894 BUSINESS CARD                                         | 0639PUCKETT0621           | ADOBE             | 14.99       |
|                 |                                                             |                           | ACCOUNT TOTAL     | 14.99       |
|                 |                                                             |                           | MAJOR TOTAL       | 29.98 *     |
|                 |                                                             |                           | MAJOR TOTAL       | 70.49 **    |
| 081600          | TOURISM                                                     |                           |                   |             |
| 5110            | Electrical Services<br>31846 DOMINION ENERGY VIRGINIA       | 0675198071 0621           | VISITORS CENTER   | 94.17       |
|                 | 31846 DOMINION ENERGY VIRGINIA                              | 1059387447 0621           | VISITORS CENTER   | 34.89       |
|                 |                                                             |                           | ACCOUNT TOTAL     | 129.06 *    |
| 5130            | Water & Sewer<br>29332 TOWN OF FARMVILLE                    | VISTRS CTR 0621           | WATER & SEWER     | 53.73       |
|                 |                                                             |                           | ACCOUNT TOTAL     | 53.73 *     |
| 5210            | Postal Services<br>11894 BUSINESS CARD                      | 0639PUCKETT0621           | UPS CHARGES       | 38.45       |
|                 | 11894 BUSINESS CARD                                         | 0639PUCKETT0621           | UPS CHARGES       | 10.43       |

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GENERAL FUND

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| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME               | INV#            | DESCRIPTION          | AMOUNT      |
|-----------------|------------------|------------------------------|-----------------|----------------------|-------------|
| 6001            | 11894            | BUSINESS CARD                | 0639PUCKETT0621 | UPS CHARGES          | 52.97 *     |
|                 |                  | Office Supplies              |                 |                      | 4.09        |
|                 | 11894            | BUSINESS CARD                | 0639PUCKETT0521 | ZOOM SUBSCRIPTION    | 15.74       |
|                 | 11894            | BUSINESS CARD                | 0639PUCKETT0621 | ZOOM SUBSCRIPTION    | 15.74       |
|                 | 20600            | KEY OFFICE SUPPLY            | 556079          | INSERTS/DRIVES/BADGE | 78.28       |
|                 |                  |                              |                 | ACCOUNT TOTAL        | 109.76 *    |
|                 |                  |                              |                 | MAJOR TOTAL          | 345.52 **   |
| 083500          |                  | COOPERATIVE EXTENSION OFFICE |                 |                      |             |
| 5230            | 21319            | Telecommunications           | 309520098 0621  | ELECTRIC             | 141.54      |
|                 |                  |                              |                 | ACCOUNT TOTAL        | 141.54 *    |
|                 |                  |                              |                 | MAJOR TOTAL          | 141.54 **   |
| 091000          |                  | GENERAL EXPENSE              |                 |                      |             |
| 5230            | 23933            | Internal Telecom Account     | 165866886 0621  | PHONE                | 2,550.92    |
|                 |                  |                              |                 | ACCOUNT TOTAL        | 2,550.92 *  |
| 5807            | 27756            | Contingency                  | 18196           | FLOWERS (COE)        | 154.00      |
|                 |                  |                              |                 | ACCOUNT TOTAL        | 154.00 *    |
|                 |                  |                              |                 | MAJOR TOTAL          | 2,704.92 ** |
| 094000          |                  | CAPITAL PROJECTS             |                 |                      |             |
| 0007            | 15240            | BUSINESS PARK ROAD DEVELO    | 222498/1222914  | PH BUSINESS PRK AD   | 338.40      |
|                 | 29280            | FARMVILLE NEWSMEDIA          | 265801 46958    | BUSINESS PARK ROAD   | 2,270.00    |
|                 |                  |                              |                 | ACCOUNT TOTAL        | 2,608.40 *  |
| 0043            | 21283            | General Properties           | 21047 2         | SIGN DESIGN          | 910.00      |
|                 |                  | LAND PLANNING & DESIGN ASS   |                 | ACCOUNT TOTAL        | 910.00 *    |
|                 |                  |                              |                 | MAJOR TOTAL          | 3,518.40 ** |
|                 |                  |                              |                 | FUND TOTAL           | 214,269.17  |

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FORFEITED ASSETS FUND

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| MAJOR# | VENDOR NUMBER | VENDOR NAME                                       | INV#      | DESCRIPTION         | AMOUNT   |
|--------|---------------|---------------------------------------------------|-----------|---------------------|----------|
| 031700 | 29241         | Commonwealth Atty Expend-<br>THOMSON REUTERS-WEST | 844423522 | COURT SCREEN ACCESS | 66.00    |
| 6030   |               |                                                   |           |                     | 66.00 *  |
|        |               |                                                   |           |                     | 66.00 ** |
|        |               |                                                   |           |                     | 66.00    |

ACCOUNT TOTAL  
MAJOR TOTAL  
FUND TOTAL

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| MAJOR# | VENDOR NUMBER | VENDOR NAME                                        | INV#            | DESCRIPTION          | AMOUNT       |
|--------|---------------|----------------------------------------------------|-----------------|----------------------|--------------|
| 0001   | 25545         | Special Levy Payment to C<br>POPLAR HILL COMMUNITY | SPECIALLEVY0621 | SPECIAL LEVY PAYMENT | 94,180.00    |
|        |               |                                                    |                 | ACCOUNT TOTAL        | 94,180.00 *  |
|        |               |                                                    |                 | MAJOR TOTAL          | 94,180.00 ** |
|        |               |                                                    |                 | FUND TOTAL           | 94,180.00    |

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| MAJOR# | VENDOR NUMBER | VENDOR NAME                                      | ACCT# | CONTRACTUAL SERVICES | INV#            | DESCRIPTION       | AMOUNT       |
|--------|---------------|--------------------------------------------------|-------|----------------------|-----------------|-------------------|--------------|
| 3810   | 14535         | Repairs & Maintenance ELECTRICAL & MECHANICAL RE |       |                      | RI11289         | REPAIR SEWER PUMP | 11,555.00    |
|        |               |                                                  |       |                      |                 | ACCOUNT TOTAL     | 11,555.00 *  |
|        |               |                                                  |       |                      |                 | MAJOR TOTAL       | 11,555.00 ** |
| 043200 |               | GENERAL PROPERTIES                               |       |                      |                 |                   |              |
| 5130   | 29332         | Water Service TOWN OF FARMVILLE                  |       |                      | WATER TANK 0621 | WATER & SEWER     | 48.34        |
|        |               |                                                  |       |                      |                 | ACCOUNT TOTAL     | 48.34 *      |
|        |               |                                                  |       |                      |                 | MAJOR TOTAL       | 48.34 **     |
|        |               |                                                  |       |                      |                 | FUND TOTAL        | 11,603.34    |

| MAJOR# | VENDOR NUMBER | VENDOR NAME                                           | INVOICE#        | DESCRIPTION          | ACCOUNT TOTAL | AMOUNT       |
|--------|---------------|-------------------------------------------------------|-----------------|----------------------|---------------|--------------|
| 3160   | 999999        | Professional Services<br>TOWNSEND DANIEL              | REIMB 0621      | CDL PHYSICAL         |               | 135.00       |
| 3311   | 25596         | Repairs & Maint-Auto & Eq<br>POWELL'S IDEALLEASE, LLC | 652067          | MIRROR/AIR BG/HDSTRP |               | 135.00 *     |
| 3840   | 25596         | Repairs & Maint-Auto & Eq<br>POWELL'S IDEALLEASE, LLC | 652067          | MIRROR/AIR BG/HDSTRP |               | 719.57       |
|        |               | Contract Landfill - POS                               |                 |                      |               | 719.57-      |
|        | 10254         | REPUBLIC SERVICES #974                                | 0974 000585052  | TRASH COLLECTION     |               | 347.77       |
|        | 10254         | REPUBLIC SERVICES #974                                | 0974 000585053  | TRASH COLLECTION     |               | 180.30       |
|        | 10254         | REPUBLIC SERVICES #974                                | 0974 000585054  | TRASH COLLECTION     |               | 180.30       |
|        | 10254         | REPUBLIC SERVICES #974                                | 0974 000586542  | TRASH COLLECTION     |               | 349.81       |
|        | 10254         | REPUBLIC SERVICES #974                                | 0974 000586543  | TRASH COLLECTION     |               | 181.30       |
|        | 10254         | REPUBLIC SERVICES #974                                | 0974 000586544  | TRASH COLLECTION     |               | 181.30       |
|        |               |                                                       |                 | ACCOUNT TOTAL        |               | 1,420.78 *   |
| 3841   | 14574         | Purchase of Service - Rec<br>ELITE RECYCLING LLC      | 06012021        | RECYCLING            |               | 3,102.00     |
|        | 14574         | ELITE RECYCLING LLC                                   | 06012021        | RECYCLING            |               | 4,350.00     |
|        | 28866         | STEPS, INC                                            | MAY 2021        | RECYCLING            |               | 587.92       |
|        | 29029         | SYNERGY RECYCLING LLC                                 | 2100239         | ELECTRONIC RECYCLING |               | 3,366.00     |
|        | 29029         | SYNERGY RECYCLING LLC                                 | 2100398         | ELECTRONIC RECYCLING |               | 3,198.20     |
|        |               |                                                       |                 | ACCOUNT TOTAL        |               | 14,604.12 *  |
| 5110   | 28640         | Electrical Services<br>SOUTHSIDE ELECTRIC COOP        | 114379003 0621  | ELECTRIC             |               | 74.00        |
|        | 31846         | DOMINION ENERGY VIRGINIA                              | 0670040367 0621 | CELL C PUMP STATION  |               | 40.34        |
|        | 31846         | DOMINION ENERGY VIRGINIA                              | 1144204110 0621 | ELECTRIC             |               | 46.62        |
|        | 31846         | DOMINION ENERGY VIRGINIA                              | 4268948512 0621 | ELECTRIC             |               | 135.74       |
|        | 31846         | DOMINION ENERGY VIRGINIA                              | 5181167213 0621 | SCLHSE LEACHATE PUMP |               | 394.37       |
|        | 31846         | DOMINION ENERGY VIRGINIA                              | 7471653571 0621 | WORKSHAW SITE        |               | 45.36        |
|        | 31846         | DOMINION ENERGY VIRGINIA                              | 8601161519 0621 | PROSPECT SITE        |               | 46.06        |
|        | 31846         | DOMINION ENERGY VIRGINIA                              | 8970737501 0621 | SCALEHOUSE           |               | 61.11        |
|        | 31846         | DOMINION ENERGY VIRGINIA                              | 9176847250 0621 | LANDFILL SITE        |               | 19.04        |
|        |               |                                                       |                 | ACCOUNT TOTAL        |               | 862.64 *     |
| 5230   | 21319         | Telecommunications<br>CENTURYLINK                     | 309480181 0621  | PHONE                |               | 85.92        |
|        | 21319         | CENTURYLINK                                           | 309553498 0621  | PHONE                |               | 59.11        |
|        | 21319         | CENTURYLINK                                           | 309615846 0621  | PHONE                |               | 66.15        |
|        | 31337         | VERIZON                                               | 131056010 0521  | PHONE                |               | 51.14        |
|        | 31337         | VERIZON                                               | 743213759 0521  | PHONE                |               | 97.49        |
|        | 31339         | VERIZON WIRELESS                                      | 242374982 0521  | CELLULAR SERVICE     |               | 23.38        |
|        |               |                                                       |                 | ACCOUNT TOTAL        |               | 383.19 *     |
| 5440   | 28869         | Portable Toilet Rental<br>STIFF O INC                 | 9217            | MONTHLY SERVICE      |               | 702.50       |
|        |               |                                                       |                 | ACCOUNT TOTAL        |               | 702.50 *     |
| 6009   | 23248         | Vehicle & Powered Equip S<br>NAPA OF FARMVILLE        | 221666          | GLOVES/STRAP/PLIERS  |               | 87.35        |
|        |               |                                                       |                 | ACCOUNT TOTAL        |               | 87.35 *      |
|        |               |                                                       |                 | MAJOR TOTAL          |               | 18,195.58 ** |

| MAJOR# | VENDOR NUMBER | VENDOR NAME                                  | INV#           | DESCRIPTION          | ACCOUNT TOTAL | AMOUNT       |
|--------|---------------|----------------------------------------------|----------------|----------------------|---------------|--------------|
| 3006   | 28596         | Seeding, Mowing, S&EC SOUTHERN STATES        | 1136586        | LIME/BLT HOOK        |               | 37.97        |
|        |               |                                              |                |                      | ACCOUNT TOTAL | 37.97 *      |
| 3160   | 27191         | Professional Services RESOURCE INTERNATIONAL | 50407 90094 37 | SURVEY/CLRNG LIMITS  |               | 6,042.50     |
|        |               |                                              | 50408 90094 12 | LANDFILL MONITORING  |               | 12,691.90    |
|        |               |                                              | 50409 90094 18 | PJT MGMT EXPENSE     |               | 1,872.00     |
|        |               |                                              | 50410 90094 27 | SWP PUT CMLPNC MGMT  |               | 468.00       |
|        |               |                                              |                |                      | ACCOUNT TOTAL | 21,074.40 *  |
| 3310   | 12220         | Repairs/Maintenance CARTER MACHINERY CO INC  | 0859043        | INSPECT & MAINT      |               | 6,366.28     |
|        |               |                                              | 0873345        | INSPECT & MAINT      |               | 2,395.60     |
|        |               |                                              | 2941156        | CORE RETURN          |               | 753.97 -     |
|        |               |                                              | 2962003        | BLT/CUTTING EDGE     |               | 962.34       |
|        |               |                                              | 906554 0421    | FAUCET/TWLS/FUEL CAN |               | 65.47        |
|        |               |                                              | 906625         | SPRAY PAINT          |               | 13.29        |
|        |               |                                              | 182622         | RADIATOR/RATCHT STRP |               | 24.49        |
|        |               |                                              |                |                      | ACCOUNT TOTAL | 9,073.50 *   |
| 3311   | 11491         | Equipment Repairs & Maint ARC3 GASES         | 08025554       | CYLINDER RENTAL      |               | 29.76        |
|        |               |                                              | 2938761        | TUBE                 |               | 649.21       |
|        |               |                                              | 2938762        | SEAL O RING          |               | 5.80         |
|        |               |                                              | 003062/1289967 | EQUIPMENT RENTAL     |               | 8.95         |
|        |               |                                              | 003062/1308018 | WATER                |               | 29.96        |
|        |               |                                              | 907713         | BUG KILLER           |               | 14.20        |
|        |               |                                              | 221000         | FUSE TESTER/ANT FRZE |               | 58.47        |
|        |               |                                              | 651951         | HEATER PIPE          |               | 79.63        |
|        |               |                                              | 651951         | HEATER PIPE          |               | 79.63 -      |
|        |               |                                              |                |                      | ACCOUNT TOTAL | 796.35 *     |
| 5230   | 21319         | Telecommunications CENTURYLINK               | 309326764 0621 | PHONE                |               | 120.34       |
|        |               |                                              | 242374982 0521 | CELLULAR SERVICE     |               | 40.51        |
|        |               |                                              |                |                      | ACCOUNT TOTAL | 160.85 *     |
| 6001   | 21811         | Office Supplies - Landfill LOWE'S            | 906464         | TOOL KIT/MOP BCKT    |               | 60.94        |
|        |               |                                              | 906685 0521    | TRSH PKR/GLOVES      |               | 49.96        |
|        |               |                                              | 906785         | CLEANER/TOOLS/FOGGER |               | 81.59        |
|        |               |                                              | 906971 0421    | BAGS/TAPE/GRIT       |               | 59.69        |
|        |               |                                              |                |                      | ACCOUNT TOTAL | 252.18 *     |
| 6009   | 21811         | Vehicle & Powered Equip S LOWE'S             | 906464         | TOOL KIT/MOP BCKT    |               | 331.56       |
|        |               |                                              | 182622         | RADIATOR/RATCHT STRP |               | 159.80       |
|        |               |                                              | 183061         | REPAIR FORD 3000     |               | 113.21       |
|        |               |                                              | 221780         | PLIERS/WASHER FLUID  |               | 18.07        |
|        |               |                                              |                |                      | ACCOUNT TOTAL | 622.64 *     |
|        |               |                                              |                |                      | MAJOR TOTAL   | 32,017.89 ** |
|        |               |                                              |                |                      | FUND TOTAL    | 50,213.47    |



AP375H  
7/07/2021  
FUND # - 520

PRINCE EDWARD  
LISTING OF INVOICES FOR 6/01/2021 -- 6/30/2021

AFTER CHECKS  
PAGE 23

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME | INV# | DESCRIPTION | AMOUNT |
|-----------------|------------------|----------------|------|-------------|--------|
|-----------------|------------------|----------------|------|-------------|--------|

AP375H  
7/07/2021  
FUND # - 700

PRINCE EDWARD  
LISTING OF INVOICES FOR 6/01/2021 -- 6/30/2021

AFTER CHECKS  
PAGE 24

| MAJOR# | ACCT#    | VENDOR NUMBER | VENDOR NAME               | INVT# | DESCRIPTION         | AMOUNT       |
|--------|----------|---------------|---------------------------|-------|---------------------|--------------|
| 000100 | EXPENSES | -             | Depart - Prince Edward    |       |                     |              |
| 0007   |          | 10009 A       | Public Facility Safety En | 1872  | TRANSFER SWITCH LBR | 5,500.00     |
|        |          | 10009 A       | PLUS ELECTRICAL LLC       | 1873  | TRANSFER SWITCH     | 10,000.00    |
|        |          |               |                           |       | ACCOUNT TOTAL       | 15,500.00 *  |
|        |          |               |                           |       | MAJOR TOTAL         | 15,500.00 ** |
|        |          |               |                           |       | FUND TOTAL          | 15,500.00    |

| MAJOR# | VENDOR NUMBER | VENDOR NAME                                     | INV#         | DESCRIPTION          | ACCOUNT TOTAL | AMOUNT      |
|--------|---------------|-------------------------------------------------|--------------|----------------------|---------------|-------------|
| 3500   | 15380         | Printing and Binding FARMVILLE PRINTING         | 20203387     | BUSINESS CARDS       | 50.00         | 50.00 *     |
| 3600   | 15240         | Advertising FARMVILLE NEWSMEDIA                 | 222650/0521  | ADVERTISING          | 100.00        | 100.00 *    |
| 5210   | 30583         | Postal Services U S POSTAL SERVICE              | POSTAGE 0621 | POST CARDS/STAMPS    | 135.00        | 135.00 *    |
| 5230   | 31339         | Telecommunications VERIZON WIRELESS             | 9881445987   | CELLULAR SERVICE     | 140.28        | 140.28 *    |
| 5420   | 28724         | Lease/Rent of Building SRP CORPORATION LLC      | RENT 0621    | RENT                 | 2,750.00      | 2,750.00 *  |
| 5510   | 12804         | Travel - Mileage COOPER KRISTEN                 | MILEAGE 0521 | MILEAGE              | 151.76        | 151.76      |
|        | 12804         | COOPER KRISTEN                                  | MILEAGE 0621 | MILEAGE              | 68.32         | 68.32       |
|        | 16944         | STIMPSON CONNIE                                 | MILEAGE 0621 | MILEAGE              | 5.15          | 5.15        |
|        | 22688         | MORGAN ERIN                                     | MILEAGE 0521 | MILEAGE              | 116.48        | 116.48      |
|        | 22688         | MORGAN ERIN                                     | MILEAGE 0621 | MILEAGE              | 80.08         | 80.08       |
|        | 31091         | VITALE MATT                                     | MILEAGE 0521 | MILEAGE              | 109.20        | 109.20      |
|        | 31091         | VITALE MATT                                     | MILEAGE 0621 | MILEAGE              | 52.08         | 52.08       |
|        | 32682         | WILLIAMSON DONALD                               | MILEAGE 0521 | MILEAGE              | 30.24         | 30.24       |
|        | 32682         | WILLIAMSON DONALD                               | MILEAGE 0621 | MILEAGE              | 25.20         | 25.20       |
| 5540   | 23477         | Travel - Convention and E NATIONAL CURRICULUM & | 60087        | FACILITATOR TRAINING | 1,199.00      | 1,199.00 *  |
| 6001   | 20600         | Office Supplies KEY OFFICE SUPPLY               | 557178       | NAME PLATES          | 29.20         | 29.20       |
|        | 23477         | NATIONAL CURRICULUM &                           | 59921        | BOOKS                | 2,069.19      | 2,069.19 *  |
| 6012   | 32682         | Books & Subscriptions WILLIAMSON DONALD         | REIMB 0621   | BOOKS/SUBSCRIPTIONS  | 14.99         | 14.99 *     |
|        |               |                                                 |              |                      | 14.99         | 14.99 *     |
|        |               |                                                 |              |                      | 7,126.17      | 7,126.17 ** |
| 097001 |               | PCS SUPERVISION FEES EXPENDITURES               |              |                      |               |             |
| 3199   | 15145         | PCS - Purchase of Service FADS                  | PCS210531    | DRUG TESTING         | 3,530.00      | 3,530.00 *  |
| 3310   | 16674         | PCS - Repairs and Mainten GRANT'S GLASS         | 84323        | REPAIR FRONT DOORS   | 45.00         | 45.00       |
|        | 27590         | RJA FIRE EXTINGUISHER                           | 52021        | EXTINGUISHER INSPCTN | 53.00         | 53.00 *     |
|        |               |                                                 |              |                      | 98.00         | 98.00 *     |

| MAJOR# | VENDOR                             | INVOICE#        | DESCRIPTION    | AMOUNT      |
|--------|------------------------------------|-----------------|----------------|-------------|
| ACCT#  | NUMBER                             | NAME            |                |             |
| 5210   | 16944                              | STIMPSON CONNIE | POSTAGE REIMB  | 5.60        |
|        |                                    |                 |                | 5.60 *      |
|        |                                    |                 |                | 3,633.60 ** |
| 097005 | PCS PRE-TRIAL SERVICE EXPENDITURES |                 |                |             |
| 3500   | 15380 FARMVILLE PRINTING           | 20203387        | BUSINESS CARDS | 25.00       |
|        |                                    |                 |                | 25.00 *     |
| 5110   | 21319 CENTURYLINK                  | 310357807 0721  | PHONE          | 7.79        |
|        | 31846 DOMINION ENERGY VIRGINIA     | 4324962309 0621 | ELECTRIC       | 47.40       |
|        | 31846 DOMINION ENERGY VIRGINIA     | 4324962309 0721 | ELECTRIC       | 62.96       |
|        | 31846 DOMINION ENERGY VIRGINIA     | 7218131923 0621 | ELECTRIC       | 104.44      |
|        | 31846 DOMINION ENERGY VIRGINIA     | 7218131923 0721 | ELECTRIC       | 129.28      |
|        |                                    |                 |                | 351.87 *    |
| 5230   | Telecommunications                 |                 |                |             |
|        | 21319 CENTURYLINK                  | 310357807 0621  | FAX LINE       | 82.85       |
|        | 21319 CENTURYLINK                  | 310357807 0721  | PHONE          | 93.17       |
|        | 23933 SEGRA                        | 174057257 0621  | PHONE          | 321.95      |
|        | 23933 SEGRA                        | 174057257 0721  | PHONE          | 322.42      |
|        |                                    |                 |                | 820.39 *    |
| 5306   | Bonding                            |                 |                |             |
|        | 12182 CNA SURETY                   | 69499427 0521   | SURETY BOND    | 12.27       |
|        |                                    |                 |                | 12.27 *     |
| 5510   | Travel - Mileage                   |                 |                |             |
|        | 16160 GEE RACHEL                   | REIMB 0621      | MILEAGE        | 2.80        |
|        | 27170 REESE-THOMAS A ROCQUELLE     | MILEAGE 0521    | MILEAGE        | 180.88      |
|        | 27170 REESE-THOMAS A ROCQUELLE     | MILEAGE 0621    | MILEAGE        | 31.36       |
|        | 32682 WILLIAMSON DONALD            | MILEAGE 0521    | MILEAGE        | 8.96        |
|        | 32682 WILLIAMSON DONALD            | MILEAGE 0621    | MILEAGE        | 6.72        |
|        |                                    |                 |                | 230.72 *    |
| 6001   | Office Supplies                    |                 |                |             |
|        | 20600 KEY OFFICE SUPPLY            | 556548          | CARTRIDGE      | 59.79       |
|        | 20600 KEY OFFICE SUPPLY            | 557178          | NAME PLATES    | 25.62       |
|        |                                    |                 |                | 85.41 *     |
| 6040   | ADP Equipment                      |                 |                |             |
|        | 12726 COMPRO COMPUTERS             | LAPTOP 0621     | LAPTOP FOR DW  | 1,280.00    |
|        |                                    |                 |                | 1,280.00 *  |
| 8202   | Furniture & Fixtures               |                 |                |             |
|        | 26525 QUILL CORPORATION            | 16778437        | BOOKCASE       | 191.99      |
|        |                                    |                 |                | 191.99 *    |
|        |                                    |                 |                | 2,997.65 ** |
|        |                                    |                 |                | 13,757.42   |
|        |                                    |                 | TOTAL DUE      | 399,589.40  |

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

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

\_\_\_\_\_

Title

\_\_\_\_\_

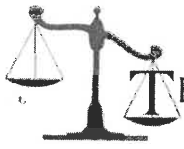
Date

\_\_\_\_\_

Title

\_\_\_\_\_

Date



November 30, 2020

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

[dstanley@co.prince-edward.va.us](mailto:dstanley@co.prince-edward.va.us)

[spuckett@co.prince-edward.va.us](mailto:spuckett@co.prince-edward.va.us)

[cbaker@co.prince-edward.va.us](mailto:cbaker@co.prince-edward.va.us)

**FOR PROFESSIONAL SERVICES RENDERED:**

**Invoice #1025**

General Legal Representation:

|          |                                                                                                                                                    |          |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 11/03/20 | Preparation of Order regarding animal control for Joseph Grace case heard on 10/26/2020 at 9:30 a.m. (C120-577)                                    | .25 hr.  |
| 11/04/20 | Email correspondence and preparation of Board of Equalization appointments paperwork for six members voted on 10/13/2020                           | .50 hr.  |
| 11/05/20 | Emails to review the current noise ordinance and the enforceability per citizen request to Sarah Puckett                                           | .75 hr.  |
| 11/05/20 | Review and drafting comments for two (2) Letters of Intent regarding the Town Of Farmville for Fireman's Sports Arena And for PEFYA for use of gym | 1.00 hr. |
| 11/05/20 | Emails and correspondence regarding James Justice, deceased, for Petition and Order of unclaimed body                                              | .25 hr.  |
| 11/05/20 | Emails and correspondence regarding the re-hearing of the case of Joseph Grace from Judge Blessing due to lack of notice to Mr. Grace              | .25 hr.  |
| 11/06/20 | Review of Board Packet from upcoming 11/10/2020 Board Meeting                                                                                      | .50 hr.  |
| 11/09/20 | Continuing emails regard matter of disposal of Mr. Justice's remains                                                                               | .25 hr.  |
| 11/10/20 | Emails regarding upcoming available Date for Mr. Grace's rehearing for                                                                             |          |

|          |                                                                                                                                          |           |
|----------|------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|          | Animal Control                                                                                                                           | .25 hr.   |
| 11/10/20 | Attendance at regularly scheduled Board<br>Of Supervisors meeting, 7:00 p.m. to<br>9:15 meeting                                          | 2.25 hrs. |
| 11/12/20 | Emails regarding Mr. Gracie's<br>Rehearing                                                                                               | .25 hr.   |
| 11/17/20 | Email and review of Sandy River<br>Reservoir public notice to be published<br>For renewal of the withdrawal permit                       | .25 hr.   |
| 11/20/20 | Review of previous hearing notes.<br>Actual court hearing in Circuit Court<br>For Joseph Grace. Hearing successful<br>For Animal Control | 3.00 hr.  |

Total hours = 10 hours @ \$200.00/hr.

**TOTAL** **\$2,000.00**

**DUE UPON RECEIPT**

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



December 31, 2020

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

[dstanley@co.prince-edward.va.us](mailto:dstanley@co.prince-edward.va.us)

[spuckett@co.prince-edward.va.us](mailto:spuckett@co.prince-edward.va.us)

[cbaker@co-prince-edward.va.us](mailto:cbaker@co-prince-edward.va.us)

**FOR PROFESSIONAL SERVICES RENDERED:**

**Invoice #1026**

General Legal Representation:

|          |                                                                                                                                                                             |          |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 12/03/20 | Review of Animal Control drafted Petition, Draft of Order and request to post advertisement for hearing - seizure of dogs                                                   | .25 hr.  |
| 12/04/20 | Email with Animal Control regarding upcoming hearing for 12/8/2020 and the case file reviewed. Email saying case was resolved without going to court                        | .25 hr.  |
| 12/04/20 | Receipt and review of Board packet for 12/8/2020 meeting                                                                                                                    | .50 hr.  |
| 12/08/20 | Attendance at regular meeting of the Board of Supervisors 7:00 p.m. to 9:45 p.m.                                                                                            | 2.75 hr. |
| 12/14/20 | Email form Doug Stanley to schedule 12/15/2020 meeting                                                                                                                      | .25 hr.  |
| 12/15/20 | Meeting at 9:00 a.m. with Doug Stanley And staff at County Offices                                                                                                          | .50 hr.  |
| 12/21/20 | Email from Doug Stanley with attachment For PECSS lease in order to recapture Rent back to September, 2019. Review Of lease. Return of lease with my Questions and comments | .50 hr.  |
| 12/21/20 | Email correspondence with Doug Stanley Regarding the position of Deputy Animal Control Officer and the Virginia Statute                                                     | .50 hr.  |
| 12/22/20 | Review of Local Government Attorney's List sent as it relates to the Federal                                                                                                |          |



|          |                                                                                                                     |          |
|----------|---------------------------------------------------------------------------------------------------------------------|----------|
|          | Deadline for unspent Coronavirus Relief Funds                                                                       | .25 hr.  |
| 12/23/20 | Reconvened Meeting of the Board of Supervisors                                                                      | 1.00 hr. |
| 12/23/20 | Final revisions to the memo Understanding For the Prince Edward County DSS Lease And sent via email to Doug Stanley | .50 hr.  |

Total hours = 7.25 hrs. @ \$200.00/hr.

**BALANCE DUE** **\$1,425.00**

**DUE UPON RECEIPT**

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 7-d  
**Department:** County Administration  
**Staff Contact:** Cheryl Stimpson  
**Agenda Item:** Salaries

---

**SUMMARY:**

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

**COST:**

**ATTACHMENTS:** None.

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

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

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

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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 8-a  
**Department:** Finance/County Administration  
**Staff Contact:** Crystal Baker  
**Agenda Item:** FY22 Appropriations – Sheriff's Department

**SUMMARY:**

The Sheriff's Department received a donation in the amount of \$900.00 for animal care. They are requesting these funds be appropriated into their Animal Care line.

FY22 BUDGET AMENDMENTS

| Rev/Exp | Fund | Dept  | Object | Description                    | Debit     | Credit    |
|---------|------|-------|--------|--------------------------------|-----------|-----------|
| 3 (Rev) | 100  | 18990 | 0016   | Misc Revenue -- Sheriff's Dept |           | \$ 900.00 |
| 4 (Exp) | 100  | 31200 | 3110   | Animal Care                    | \$ 900.00 |           |
|         |      |       |        |                                |           |           |

**Attachment:**

**Recommendation:** Approve the FY22 Budget Amendment presented above and appropriate the same funds.

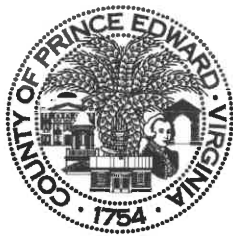
Motion \_\_\_\_\_  
 Second \_\_\_\_\_

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

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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 8-b  
**Department:** Finance/County Administration  
**Staff Contact:** Crystal Baker  
**Agenda Item:** FY22 Appropriations – Prince Edward County School Board

**SUMMARY:**

The County received a request from the Prince Edward County Public Schools requesting an appropriation of the No Kid Hungry Grant funds in the amount of \$50,000.00 to the Food Service budget.

FY22 BUDGET AMENDMENTS

| Rev/Exp | Fund | Dept  | Object | Description                | Debit     | Credit    |
|---------|------|-------|--------|----------------------------|-----------|-----------|
| 3 (Rev) | 270  | 33020 | 0013   | Federal – Meal Reimb - Ops |           | \$ 50,000 |
| 4 (Exp) | 270  | 65100 | 0006   | Food Products              | \$ 50,000 |           |
|         |      |       |        |                            |           |           |

**Attachment:** Letter from Prince Edward County Public Schools

**Recommendation:** Approve the FY22 Budget Amendment presented above and appropriate the same funds.

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

# PRINCE EDWARD COUNTY PUBLIC SCHOOLS

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

*Superintendent*

June 9, 2021

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


Dear County Administrator:

The Prince Edward County School Board respectfully requests an appropriation of funds in the amount of \$50,000.00, through the No Kid Hungry Grant funding for the 2020-2021 school year. These additional funds will be placed into the Food Service budget for a new total of \$1,529,853. The funds were deposited on May 10, 2021, into the Food Service's bank account. There is no local match required for this appropriation.

Thank you for your consideration of this request.

Respectfully submitted,

  
Dr. Barbara A. Johnson  
Superintendent

  
Mrs. Lucy Carson  
Chairman, School Board

BAJ/vmj

pc: School Board Members

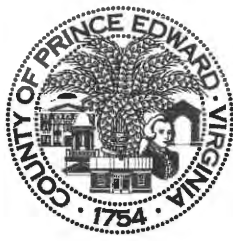
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**UNITED IN EXCELLENCE**

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35 Eagle Drive Farmville, VA 23901 | Telephone: 434-315-2150 | Fax: 434-392-1911





**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 8-c  
**Department:** Finance/County Administration  
**Staff Contact:** Crystal Baker  
**Agenda Item:** FY22 Appropriations – General Registrar Compensation

**SUMMARY:**

The Virginia Department of Elections sent notification of the FY22 authorized salaries for the General Registrar and the local Electoral Board members for July 1, 2021 through June 30, 2022. The newly authorized salary reflects the changes made by the General Assembly and Governor to adjust General Registrar salaries to equal the salaries for Local Treasurers as established under Item 74 of the 2021 Appropriation Act.

This will increase the Registrar’s salary from \$49,256 to \$83,484 and the Electoral Board’s from \$6,637 to \$6,969.

**FY22 BUDGET AMENDMENT**

| Rev/Exp | Fund | Dept  | Object | Description                      | Debit    | Credit   |
|---------|------|-------|--------|----------------------------------|----------|----------|
| 3 (Rev) | 100  | 41050 | 100    | General Fund Balance             |          | \$40,838 |
| 4 (Exp) | 100  | 13100 | 1100   | Electoral Board Salaries & Wages | \$332    |          |
| 4 (Exp) | 100  | 13200 | 1100   | Registrar Salaries & Wages       | \$34,228 |          |
| 4 (Exp) | 100  | 13200 | 2100   | FICA                             | \$2,618  |          |
| 4 (Exp) | 100  | 13200 | 2211   | VRS                              | \$1,732  |          |
| 4 (Exp) | 100  | 13200 | 2212   | ICMA-RC                          | \$1,026  |          |
| 4 (Exp) | 100  | 13200 | 2213   | Hybrid Disability                | \$181    |          |
| 4 (Exp) | 100  | 13200 | 2700   | Worker’s Compensation            | \$31     |          |
| 4 (Exp) | 100  | 13200 | 2400   | Group Life                       | \$458    |          |
| 4 (Exp) | 100  | 13200 | 2600   | Unemployment Insurance           | \$232    |          |

**COST:** Appropriation of \$40,838 to the FY22 Budget. Reimbursement percentage from the Virginia Department of elections to be determined. The County was reimbursed approximately 70% during the last reimbursement period.

**ATTACHMENTS:** Letter from the Virginia Department of Elections

**RECOMMENDATION:** Approve the budget amendment above and appropriate the same funds in the FY22 budget.

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

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

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

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



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

**TO:** Crystal L. Baker, Fiscal Contact, Prince Edward County

**FROM:** Kevin A. Hill   
Business Manager  
Department of Elections (ELECT)

**DATE:** May 11, 2021

**SUBJECT:** 2021-2022 Authorized Salaries of General Registrar and Local Electoral Board Members

The Code of Virginia (§ 24.2-108 and § 24.2-111) mandates the governing body of each county or city to pay compensation to their general registrar and electoral board members in accordance with the compensation expense plan established in the *2021 Virginia Acts of Assembly (Chapter 552)*. This correspondence sets the authorized state compensation to be paid to your general registrar and electoral board members effective July 1, 2021 through June 30, 2022 as shown in tables 1 and 2. The tables include the amount authorized for the period of March 1, 2021 through June 30, 2021 to help with your 2022 reimbursement request. The authorized salary rates for General Registrars and Electoral Boards were computed using the latest (Published January 29, 2021) population estimates from the University of Virginia’s Weldon Cooper Center for Public Service, Demographics & Workforce.

**Important Note**

*2021 Virginia Acts of Assembly Chapter 552* makes several major changes in the authorized state supported salary for General Registrars and members of local electoral boards, per the *2021 Appropriation Act*.

**Compensation for General Registrar**

Table 1 sets forth the authorized salary rates for your local general registrar from July 1, 2021 through June 30, 2022. Your local governing body will be reimbursed by the Department of Elections for state authorized salary payments to the extent of funds provided in the *2021 Virginia Acts of Assembly (Chapter 552)*. The authorized salary takes into account changes made by the General Assembly and Governor to *adjust General Registrar salaries to equal the salaries for Local Treasurers as established under Item 74 of the appropriation act which include population ranges*. Table 1 shows only the annual salary as locality’s process payrolls differently.

|                   | Annual Amount<br>3/1/2021 - 6/30/2021 | Annual Amount<br>7/1/2021 - 6/30/2022 | Reimbursement Period Amount<br>3/1/2021-2/28/2022 |
|-------------------|---------------------------------------|---------------------------------------|---------------------------------------------------|
| General Registrar | \$49,256                              | \$83,484                              | \$72,075                                          |

*Table 1: Authorized Salaries - General Registrar*

Your local governing body is also required to provide benefits to the general registrar, assistant registrars and the registrar’s staff as provided to other employees of your locality. Local governments are also required to pay the reasonable expenses of the general registrar, including reimbursement for mileage at the rate payable to members of the General Assembly. Reasonable expenses include, but are not limited to, costs for: (i) an adequately trained registrar's staff, including training in the use of computers and technology to the extent provided to other local employees with similar job responsibilities, and reasonable costs for the

• Prince Edward County

general registrar to attend annual training offered by the Department of Elections; (ii) adequate training for officers of election; (iii) conducting elections as required; and (iv) voter education. Local governing bodies may supplement the annual salary of the general registrar. However, the supplement, expenses, and mileage of the general registrar, are not reimbursable from the State Treasury.

**Electoral Board Authorized Compensation**

Table 2 shows the authorized state annual salary rates for your Electoral Board (EB) members. These amounts are to be paid by your local government during the period of July 1, 2021 through June 30, 2022. Also included in the table is the amount authorized for the period of March 1, 2021 through June 30, 2021 to help with your 2022 reimbursement request. As shown in table 2, the authorized salaries **include** a five-percent salary increase for fiscal year 2022 effective July 1, 2021.

| EB         | Annual Amount<br>3/1/2021 - 6/30/2021 | Annual Amount<br>7/1/2021 - 6/30/2022 | Reimbursement Period-Amount for EBs<br>3/1/2021-2/28/2022 |
|------------|---------------------------------------|---------------------------------------|-----------------------------------------------------------|
| Secretary  | \$3,319                               | \$3,485                               | \$6,859                                                   |
| Chairman   | \$1,659                               | \$1,742                               |                                                           |
| Vice-Chair | \$1,659                               | \$1,742                               |                                                           |

Table 2: Authorized Salaries - Electoral Board Members

**Mileage & Expenses**

The governing body of any county or city may pay the secretary of its electoral board additional allowance for expenses as it deems appropriate but there shall be no reimbursement out of the State Treasury for such expenses.

The authorized mileage rate for general registrars, their staff and local electoral board members is to be paid at the rate listed by the federal government at the IRS website (<http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates/>) at the time of travel, counties and cities shall not be reimbursed from State Treasury for mileage paid to general registrars or members of electoral boards.

**Reimbursements from State Treasury**

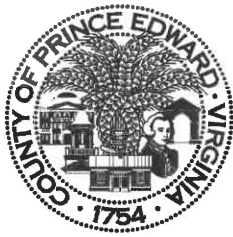
Annually, the Department of Elections reimburses your local government for the state authorized salaries based on population paid to the general registrar and your local electoral board members. As stated, the reimbursements will not include local supplements, mileage and expenses of the general registrar or local electoral board only the state authorized amount contingent to the extent of funds provided.

The Appropriations Act permits the governing body of any county or city to pay the secretary of its electoral board additional allowance for expenses as it deems appropriate. However, the Department of Elections will not reimburse the additional allowances.

If you have any questions regarding the above information, please contact the Department of Elections Fiscal staff at (804) 864-8950 or send an email to [fiscal@elections.virginia.gov](mailto:fiscal@elections.virginia.gov).

cc: General Registrar

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 8-d  
**Department:** Finance/County Administration  
**Staff Contact:** Crystal Baker  
**Agenda Item:** FY22 Appropriations – Fire Program Funds (ATL)

**SUMMARY:**

On June 24, 2021, the County received the initial deposit of the Fire Program Funds or Aid to Localities (ATL) for FY21 in the amount of \$57,744. Per Board policy it is recommended these funds be divided amount the four Volunteer Fire Departments located wholly in Prince Edward County and outside the Town of Farmville – Darlington Heights, Hampden-Sydney, Prospect and Rice. The recommended budget amendment is shown below.

**FY22 BUDGET AMENDMENT**

| Rev/Exp | Fund | Dept  | Object | Description                      | Debit    | Credit   |
|---------|------|-------|--------|----------------------------------|----------|----------|
| 3 (Rev) | 100  | 24040 | 0012   | Fire Program Funds               |          | \$57,744 |
| 4 (Exp) | 100  | 32200 | 7012   | Fire Program/ATL - Rice          | \$14,436 |          |
| 4 (Exp) | 100  | 32200 | 7013   | Fire Program/ATL - Prospect      | \$14,436 |          |
| 4 (Exp) | 100  | 32200 | 7014   | Fire Program/ATL -<br>Darlington | \$14,436 |          |
| 4 (Exp) | 100  | 32200 | 7015   | Fire Program/ATL -<br>Hampden    | \$14,436 |          |

**ATTACHMENTS:**

**RECOMMENDATION:** Approve the budget amendments above and appropriate the same funds in the FY22 budget.

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

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

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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 9  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley/Sarah Elam Puckett  
**Agenda Item:** Authorize Public Hearing – FY 22 School Budget Amendment

---

The attached letter from the Prince Edward County Public Schools is requesting an appropriation of \$3,143,231 of Federal Coronavirus Aid, Relief and Economic Security (CARES) Act of 2020 funding to the FY 22 School Budget.

Per section 15.2-2507 of the *Code of Virginia* any locality may amend its budget during the fiscal year. However, if such an amendment exceeds the currently adopted expenditures by one percent or more, then the locality must advertise the amendment at least seven days prior to the public hearing (see attachment). The County’s currently approved FY22 budget for all fund’s totals approximately \$63.4 million. This funding equates to an increase of slightly more than 4.957%, which triggers the requirement for a public hearing.

Additionally, in a letter to the Superintendent, the County Administrator has requested a copy of the spending plan for the \$3,143,231.

**Attachments:**

- 1. Letter from P.E. County Public Schools
- 2. Code of Virginia, Section 15.2-2507

**Recommendations:** The Board of Supervisors will wish to authorize a public hearing for the August 10, 2021 meeting.

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

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

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

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

# PRINCE EDWARD COUNTY PUBLIC SCHOOLS

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

*Superintendent*

June 23, 2021

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

Dear County Administrator:

The Prince Edward County School Board respectfully requests an appropriation of funds in the amount of \$3,143,231.00 to the CARES ACT budget for the 2021-2022 school year. These additional funds will be placed into the CARES ACT budget for a new total of \$4,522,023.72. There is no local match required for this appropriation.

Thank you for your consideration of this request.

Respectfully submitted,



Dr. Barbara A. Johnson  
Superintendent



Mrs. Lucy Carson  
Chairperson, School Board

BAJ/vmj

pc: School Board Members

---

UNITED IN EXCELLENCE

35 Eagle Drive Farmville, VA 23901 | Telephone: 434-315-2150 | Fax: 434-392-1911



## § 15.2-2507. Amendment of budget

A. Any locality may amend its budget to adjust the aggregate amount to be appropriated during the current fiscal year as shown in the currently adopted budget as prescribed by § 15.2-2504. However, any such amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by publishing a notice of a meeting and a public hearing once in a newspaper having general circulation in that locality at least seven days prior to the meeting date. The notice shall state the governing body's intent to amend the budget and include a brief synopsis of the proposed budget amendment. Any local governing body may adopt such amendment at the advertised meeting, after first providing a public hearing during such meeting on the proposed budget amendments.

B. Pursuant to the requirements of §§ 15.2-1609.1, 15.2-1609.7, 15.2-1636.8, and 15.2-1636.13 through 15.2-1636.17 every county and city shall appropriate as part of its annual budget or in amendments thereto amounts for salaries, expenses and other allowances for its constitutional officers that are not less than those established for such offices in the locality by the Compensation Board pursuant to applicable law or, in the event of an appeal pursuant to § 15.2-1636.9, by the circuit court in accordance with the provisions of that section.

1983, c. 319, § 15.1-162.1; 1984, c. 523; 1997, cc. 587, 602; 2007, c. 297.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 10  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Agenda Item:** Highway Matters

---

**SUMMARY:** VDOT Resident Engineer, Scott D. Frederick, P.E., will participate in person at the July meeting to provide updates and discuss any highway matters with the Board.

**COST:**

**ATTACHMENTS:** None.

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

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

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


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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 11  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley   
**Agenda Item:** VDOT Revenue Sharing Application

**SUMMARY:**

At the Board meeting on June 8<sup>th</sup>, the Board authorized staff to work with CRC and submit a revenue sharing application for the Manor Drive turn lane project. It is my understanding that project turn lanes were not installed with the Manor/Poplar Hill project.

Working with the CRC we were able to get the pre-application filed with VDOT by the July 1<sup>st</sup> deadline. We will need to come back to the Board at the July 13<sup>th</sup> meeting to increase the project estimated cost from \$1,500,000 to \$3,055,585. As discussed at the June 8<sup>th</sup> meeting the project match would come from CDA funds, developer funds, and/or grant funds. Much of the increase is based on 3 factors including pushing construction out to 2027 (with inflation), right-of-way cost, and contingency.

The Revenue Sharing program will provide a dollar-for-dollar match up to \$10,000,000 for any locality for qualifying transportation projects.

Projects are funded based on a 4-tier ranking system:

Construction and maintenance projects will be evaluated and prioritized for funding as follows:

Priority 1 – Construction Projects that have previously received Revenue Sharing funding

- Locality requests up to a total of \$1 million will be evaluated first and funded first
- Locality requests over \$1 million and up to \$10 million will be evaluated next and funded next

Priority 2 – Construction Projects that meet a transportation need identified in the Statewide Transportation Plan or projects that will be accelerated in a locality’s capital plan

- Locality requests up to a total of \$1 million will be evaluated first and funded first
- Locality requests over \$1 million and up to \$10 million will be evaluated next and funded next

Priority 3 – Projects that address deficient pavement resurfacing and bridge rehabilitation (as described in Appendix C)

- Locality requests up to \$1 million will be evaluated first and funded first
- Locality requests over \$1 million up to \$5 million will be evaluated next and funded next

Priority 4 – All other eligible projects (projects not meeting priority criteria described above)

- Locality requests up to \$1 million will be evaluated first and funded first
- Locality requests over \$1 million will be evaluated next and funded next

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



**Board of Supervisors  
Agenda Summary**

The Poplar Hill CDA has discussed that the County apply for funding through the program for proposed turn lanes for Manor House Drive. The turn lanes are required for the build-out of the project. The current estimate is \$1,358,450. The CDA and its partners could provide a portion of the required match for the project.

During the County’s consideration of the FY 22-26 Secondary Six-Year Plan (SSYP), it was discussed if the County could apply for revenue sharing funds we could accelerate the current plan. After further discussions with VDOT senior staff, such an application would be classified as a Priority 4 and will not score high enough to get funded. Once we get the project(s) in our Capital Improvement Plan we may be able to get it up to Priority 2 status.

The other project we discussed as a potential project was the 3<sup>rd</sup> Street Interchange project. Given the significant estimated cost of the project \$30+ million we do not feel putting even a \$1 million on it at this point through revenue sharing will secure enough points for it to qualify. We are working with VDOT to consider an Urban Development Area around the data center site to give it priority funding status for the Smartscale process.

Due to the COVID-19 impacts, funding for the Revenue Sharing was used to offset revenue to keep the States Smartscale projects on schedule. As a result, funding for revenue sharing was pushed back four years. If approved, funds would be available beginning July 1, 2026 for FY 27. The positive news is that 1) matching funding will not have to be made available until FY 27 and 2) the County could cancel the project and forfeit the funding without penalty. If we do not make the request, the project will continue to languish and the next round would not make funding available until FY 29. Given that the original Manor House Drive was constructed using a portion of Tobacco Commission Grants, we can look for matching funds there as well in the coming years.

**ATTACHMENT:**

VDOT Revenue Sharing application, Maxey project estimate, Revised Resolution,

**RECOMMENDATION:**

The Board approve the revenue sharing request.

**SAMPLE MOTION:**

I move that the Board of Supervisors approve the attached revised resolution for the VDOT Revenue Sharing program as outlined.

OR

I move that the Board of Supervisors deny the request to approve attached revised resolution for the VDOT Revenue Sharing program as outlined.

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

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

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

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



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

**FY 2027-2028 REVENUE SHARING PROGRAM**

At a regularly scheduled meeting of the Board of Supervisors of Prince Edward County held on July 13, 2021 on a motion by Supervisor \_\_\_\_\_ seconded by Supervisor \_\_\_\_\_, the following resolution was adopted by a vote \_ to \_.

**WHEREAS**, the Board of Supervisors of Prince Edward County has submitted an application for an allocation of funds of up to \$1,527,792.50 through the Virginia Department of Transportation Fiscal Year 2027-2028 Revenue Sharing Program with VDOT funding 50% of such funding and Prince Edward the remaining 50%; and

**WHEREAS**, \$750,000 of these funds are requested to fund the following project:

- Priority #1 – Turn Lane Project – Manor House Drive – 0.38+/- miles (Manor Subdivision) – \$1,527,792.50. Project will provide north and south turn lanes off Route 15 (Farmville Road) onto Manor House Drive to minimum VDOT standards and provide adequate capacity and safety to meet the ultimate buildout of the subdivision.

**NOW THEREFORE BE IT RESOLVED** that the Board of Supervisors of Prince Edward County, Virginia hereby commits to fund its local share of preliminary engineering, right-of-way, and construction of the projects under agreement with the Virginia Department of Transportation in accordance with the project financial documents; and

**BE IT FURTHER RESOLVED** that the Board of Supervisors of Prince Edward County, Virginia hereby grants authority for the County Administrator to execute all agreements and/or addendums for any approved projects with the Virginia Department of Transportation.

**A COPY ATTEST**

\_\_\_\_\_  
Douglas P. Stanley, AICP ICMA-CM  
Clerk, Board of Supervisors  
County of Prince Edward, Virginia



## Revenue Sharing Pre-Application

# Prince Edward County - Manor House Drive Turn Lanes

Project Status: Pending

Organization: Prince Edward County

Project ID: 8042-Pre

### General

#### Project Information

**Project Title**

Prince Edward County - Manor House Drive Turn Lanes

**Locality's Ranking**

1

**Route #**

15

**Local Road Name, if available**

Manor House Drive

**Project Type**

Construction

**Scope of Work**

Turn Lanes

**Project Short Description**

The county is seeking revenue share funding to construct turn lanes off of Route 15 South of Farmville into Manor House Drive. The turn lanes are necessary for the the safety of vehicles entering the Manor House Golf Course.

**Locality**

Prince Edward County

#### Priority Selection Criteria

##### Priority 1

**In order to meet the Priority 1 selection criterion, this project must have received a prior Revenue Sharing allocation through the application procedure. Is this request expected to meet Priority 1?**

No



## Priority 2

**This project will be identified specifically by name in the locality's approved Capital Improvement plan (CIP). Is this request anticipated to meet the CIP Priority 2 selection criterion? If yes, appropriate CIP documentation will be provided in the full application submission.**

No

**In order to meet Priority 2 selection criteria, this project can be shown to meet a transportation need identified in CTB's Statewide Transportation Plan (VTrans). Provide reference to the project work identified in VTrans and explanation of how this requested project pertains to VTrans. Is this request anticipated to meet the VTrans Priority 2 selection criterion?**

Yes

### Justification

VTrans notes Route 15 South Influencing Factor - Distressed Area (Construction District) as High. Also, VTrans notes under Roadways and Safety crash data, several accidents noted approaching the Manor House Drive location. This project will improve the safety for vehicles turning into Manor House Drive who are currently accessing the Manor House Golf Course. It is anticipated that at full build-out of this property, there will be increased traffic entering and exiting. Therefore, turn lanes will benefit the safety of vehicles currently and in the future traveling on this roadway.

## Priority 3

**In order to meet Priority 3 selection criterion, the project work will be documented to be for pavement resurfacing or bridge rehabilitation where the maintenance analysis determines the infrastructure does not meet the Department's performance guidelines. Is this request expected to meet and will be shown to meet the Priority 3 selection criterion? If yes, appropriate documentation must accompany the full application submission.**

No

## Location

| Length | From                            | To                              |
|--------|---------------------------------|---------------------------------|
| 0.28   | Just north of Manor House Drive | Just south of Manor House Drive |

error drawing custom component Map Value cannot be null. (Parameter 'source')

## Delivery/Funding

### Phase Estimate and Schedule

|                                     |                                   |
|-------------------------------------|-----------------------------------|
| <b>Phase Milestone</b>              | <b>Status</b>                     |
| PE (Survey, Environmental, Design)  | Not Started                       |
| <b>Base Cost Estimate</b>           | <b>Risks/Contingency/Unknowns</b> |
| \$111,700.00                        | 10.00 %                           |
| <b>Start Date</b>                   |                                   |
|                                     | 2026-10-26                        |
| <b>Phase Estimate + Contingency</b> |                                   |
| \$151,117.00                        |                                   |

|                                                                |                                     |
|----------------------------------------------------------------|-------------------------------------|
| <b>Phase Milestone</b>                                         | <b>Status</b>                       |
| RW (Right of Way and Easement Acquisition, Utility Relocation) | Not Started                         |
|                                                                | <b>Base Cost Estimate</b>           |
|                                                                | \$158,000.00                        |
|                                                                | <b>Risks/Contingency/Unknowns</b>   |
|                                                                | 30.00 %                             |
| <b>Start Date</b>                                              | <b>Phase Estimate + Contingency</b> |
| 2028-09-06                                                     | \$268,005.00                        |

|                                             |                                     |
|---------------------------------------------|-------------------------------------|
| <b>Phase Milestone</b>                      | <b>Status</b>                       |
| CN (Construction, Oversight, Contingencies) | Not Started                         |
| <b>Base Cost Estimate</b>                   | <b>Risks/Contingency/Unknowns</b>   |
| \$1,262,148.00                              | 25.00 %                             |
| <b>Start Date</b>                           | <b>End Date</b>                     |
|                                             | 2029-12-31                          |
|                                             | 2031-11-18                          |
| <b>CEI</b>                                  | <b>Phase Estimate + Contingency</b> |
| 20.00 %                                     | \$2,636,463.00                      |

**Total Cost Estimate**  
\$3,055,585.00

### Project Funding Sources

#### SYIP Allocations

**Total SYIP Allocations**  
\$0.00

#### Other Committed Funds

|                                         |                                 |
|-----------------------------------------|---------------------------------|
| <b>Other Funds Committed to Project</b> | <b>Description of Fund Type</b> |
| County Taxes/ Bond Revenue              | Local funding.                  |

**Total Other Committed Funds**  
\$0.00

## Project Financial Information

**Total SYIP Allocations**

\$0.00

**Total Other Committed Funds**

\$0.00

**Cost to Complete**

\$0.00

**Total Cost Estimate**

\$3,055,585.00

**Total VDOT Revenue Sharing (state) matching funds anticipated to be requested with this project application for FY2027-2028**

\$1,527,792.50

**Total Locality Revenue Sharing matching funds anticipated with this project application for FY2027-2028**

\$1,527,792.50

## Supporting Documents

| Attachment Type           | Description                                                                | File Name                                                                  |
|---------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Detailed Cost Estimate    | Conceptual Plan and Project Budget Manor House Drive Rte 15 Turn Lanes.pdf | Conceptual Plan and Project Budget Manor House Drive Rte 15 Turn Lanes.pdf |
| Site Development Plan     | Manor House Drive As-Built Master Phasing Plan.pdf                         | Manor House Drive As-Built Master Phasing Plan.pdf                         |
| Resolution of Support     | Prince Edward County Resolution.pdf                                        | Prince Edward County Resolution.pdf                                        |
| Project Sketch            | Plan Sketch - Manor House Drive Turn Lane Project.pdf                      | Plan Sketch - Manor House Drive Turn Lane Project.pdf                      |
| Project Delivery Schedule | ManorTurnLn_Schedule.pdf                                                   | ManorTurnLn_Schedule.pdf                                                   |

Virginia Department of  
Rail and Public  
Transportation  
600 East Main Street,  
Suite 2102  
Richmond, VA 23219  
(804) 786-4440

VDOT Central Office  
1401 East Broad Street  
Richmond, VA 23219  
(804) 367-7623 (toll-free)  
711 (hearing impaired)

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# MAXEY & ASSOCIATES, P.C.

Land Surveyors

Civil Engineers

Planners

Consultants

## CONCEPTUAL PLAN PROJECT BUDGET

For

## Manor House Drive Entrance – Route 15 Turn Lanes

Farmville District, Prince Edward County, VA

June 29, 2021

Comm. No. 20E0016

# CONCEPTUAL PLAN PROJECT BUDGET

## For Manor House Drive Entrance - Route 15 Turn Lanes

Farmville District, Prince Edward County, VA

Prepared for:

HSC-Poplar Hill, LLC  
Attn: Ken Copeland  
P.O. Box 127  
Hampden-Sydney, VA 23943-0104  
Ph:(434)223-6216  
Fax: (434)223-6344  
Email: kcopeland@hsc.edu

Prepared by:

Maxey & Associates, P.C.  
Attn: Roy S."Chip" Coleman, Jr., PE, LS  
606 East Third Street  
P.O. Box 90  
Farmville, Virginia 23901  
(434) 392-8827  
(434) 392-1996 FAX  
Email: ccoleman@maxeyassoc.com



June 29, 2021  
Comm. No.: 20E0016

### **Project Description:**

Maxey & Associates, P.C. (M&A) has been contracted by Hampden-Sydney College to prepare a conceptual plan project cost budget to improve the Manor House Drive entrance at U.S. Route 15 (Farmville Road), located in the Farmville District of Prince Edward County, Virginia. The existing entrance was constructed, less a required right turn lane, per a 2006 plan by Draper Aden Associates and approved by the VDOT Dillwyn Residency. M&A understands that the VDOT approval was granted based on a proposed VDOT project that would install a 4-lane divided roadway on Route 15 from the intersection of State Route 628 (Commerce Road/Zion Hill Road) to State Route 646 (Farmville Lake Road). The proposed Route 15 improvements would include turn lanes for Manor House Drive. Between 2006 and now the proposed VDOT Route 15 improvement project to 4-lane this road corridor has been removed from VDOT's long term plans. Therefore, we further understand that future development of the Manor residential planned community will require the existing Manor House Drive entrance to be analyzed by VDOT for its capacity to handle the additional traffic created. Ultimate build out of the Manor residential planned community is proposed to include:

- 18 Hole Golf Course (Existing)
- 1631 Single Family Residential Lots (28 Existing Lots)
- 182 High Density Condos/Cottages (10 Existing Cottages)
- 180 High Density Multi-family Units
- 22.63 Acres of Commercial Property
- Hotel and Conference Center

### Traffic Impact Analysis

Maxey & Associates, P.C. has performed a traffic impact analysis for the Manor House Drive / Route 15 intersection based on the current traffic from the existing 18 hole golf course, 10 golf course cottages, and 28 lot subdivision.

The 2019 traffic data for Route 15 is as follows:

|                                    |              |
|------------------------------------|--------------|
| AADT:                              | 11000 VPD    |
| <u>Peak Factor (K):</u>            | <u>0.088</u> |
| Peak Hourly Traffic:               | 968 VPH      |
| <u>Direction Factor(D):</u>        | <u>0.604</u> |
| Peak Hourly Lane Traffic:          | 585 VPH      |
| Residual Peak Hourly Lane Traffic: | 383 VPH      |

Based on the 10<sup>th</sup> Edition of the ITE Trip Generation Manual, the proposed peak hourly traffic entering Manor House Drive off of Route 15 for the existing Phase I development of an 18 hole golf course, 10 cottage units, and a 28 residential lots is:

| USE                               | AM(7-9AM)<br>(75%N/25%S Dir. Split) | PM(4-6PM)<br>(75%S/25%N Dir. Split) |
|-----------------------------------|-------------------------------------|-------------------------------------|
| Golf Course(430)                  | 25 VPH(19 VPH/6VPH)                 | 28 VPH(21VPH/7VPH)                  |
| 10 Cottages(260)                  | 2 VPH(1VPH/1VPH)                    | 1 VPH(1VPH/0VPH)                    |
| <u>28 Single Family Lots(210)</u> | <u>5 VPH(4VPH/1VPH)</u>             | <u>18 VPH(13VPH/5VPH)</u>           |
|                                   | 32 VPH(24VPH/8VPH)                  | 47 VPH(35VPH/12VPH)                 |

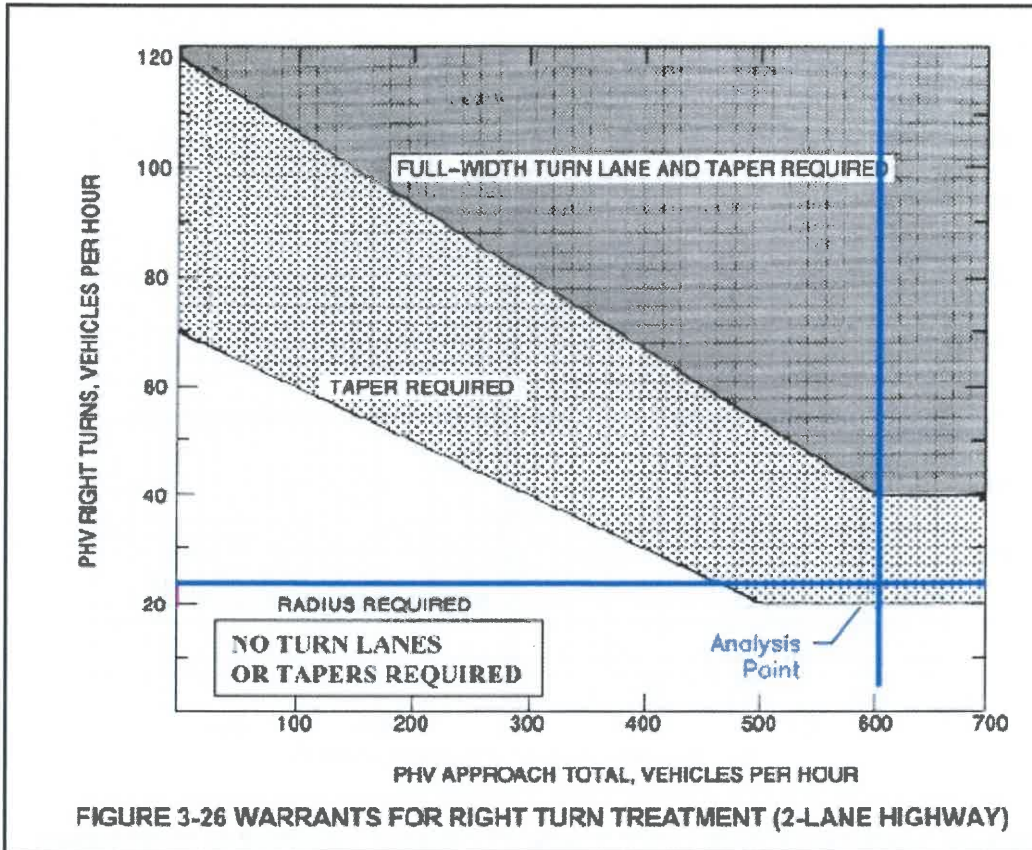
Route 15 is classified as a Minor Arterial road and has a posted 55 MPH speed limit. Per the VDOT Road Design Manual, Appendix F, analysis of the intersection was performed for right and left turn lanes based on the current uses.



**Right Turn Lane Analysis:** See the following chart for the right turn lane requirement:

Right Turns: 24 VPH

Approach: 585 VPH + 24VPH =609 VPH



**FIGURE 3-26 WARRANTS FOR RIGHT TURN TREATMENT (2-LANE HIGHWAY)**

Current traffic requires a right turn taper, but Maxey & Associates, P.C. recommends a 200' full width turn lane and 200' taper to accommodate future development.

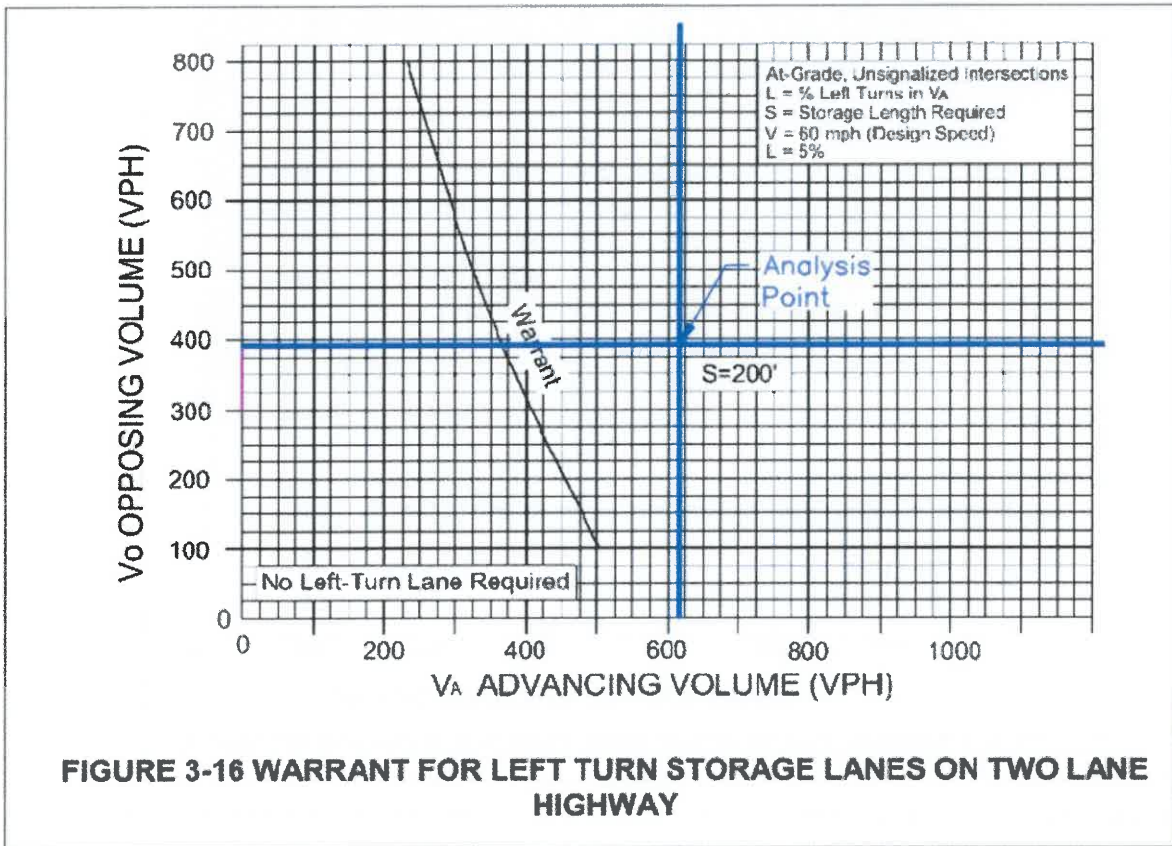
**Left Turn Lane Analysis:** See the following chart for the left turn lane requirement:

Left Turns: 33 VPH

Advancing Volume: 585VPH + 33VPH=618VPH

Opposing Volume: 383VPH + 11VPH=394VPH

$L = 33\text{VPH} / 618\text{VPH} = 5.3\%$  (Use 5% , 60 MPH Chart)



Current traffic requires a 200' full width left turn lane with a 200' taper, but Maxey & Associates, P.C. recommends that the full width left turn lane be extended to 350' to accommodate future development.

**Conceptual Plan Project Budget:**

Maxey & Associates, P.C. has developed a project budget based on the attached conceptual turn lane sketch plan (Appendix A) and cost estimates (Appendix B). The low suggested contingency for SYIP pre-scoping documents was used in the cost estimate analysis. The project budget below provides the project budget for FY 2021 through FY 2027.

|                                                                           |                       |
|---------------------------------------------------------------------------|-----------------------|
| <b>FY 2021 Conceptual Plan PE Budget=</b>                                 | <b>\$ 122,870.12</b>  |
| <b>FY 2021 Conceptual Plan RW Budget=</b>                                 | <b>\$ 205,400.00</b>  |
| <b>FY 2021 Conceptual Plan CN Budget=</b>                                 | <b>\$1,577,685.14</b> |
| <hr/>                                                                     |                       |
| <b>FY 2021 Pre-scoping Project Budget=</b>                                | <b>\$1,905,955.26</b> |
| <b>FY 2022 Conceptual Plan Project Budget (2.215% Inflation Factor)=</b>  | <b>\$1,948,172.17</b> |
| <b>FY 2023 Conceptual Plan Project Budget (4.479% Inflation Factor)=</b>  | <b>\$1,991,324.19</b> |
| <b>FY 2024 Conceptual Plan Project Budget (6.793% Inflation Factor)=</b>  | <b>\$2,035,432.02</b> |
| <b>FY 2025 Conceptual Plan Project Budget (9.159% Inflation Factor)=</b>  | <b>\$2,080,516.84</b> |
| <b>FY 2026 Conceptual Plan Project Budget (11.577% Inflation Factor)=</b> | <b>\$2,126,600.28</b> |
| <b>FY 2027 Conceptual Plan Project Budget (14.048% Inflation Factor)=</b> | <b>\$2,173,704.48</b> |

## Appendix A

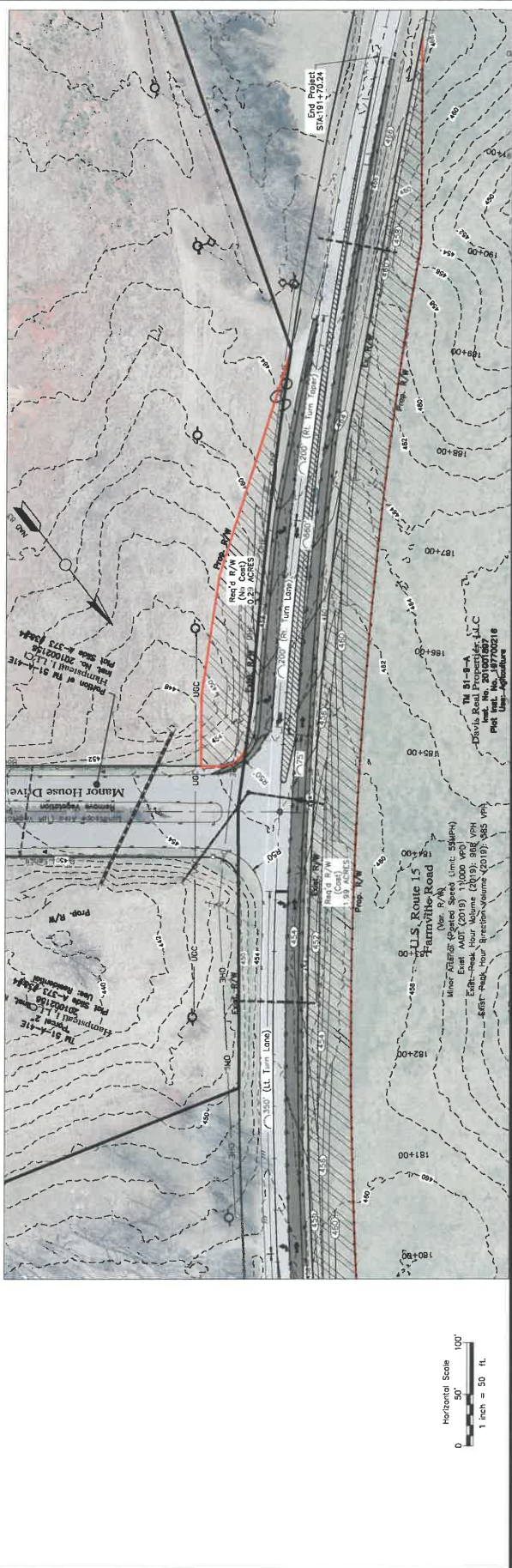
### Rte. 15 (Farmville Road) Conceptual Turn Lane Plan

|     |      |             |
|-----|------|-------------|
| NO. | DATE | DESCRIPTION |
|     |      |             |
|     |      |             |
|     |      |             |
|     |      |             |
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|     |      |             |

Progress Print

MAXEY & ASSOCIATES, P.C.  
 ENGINEERS SURVEYORS PLANNERS  
 PO BOX 90 FARMVILLE VIRGINIA 23801  
 PHONE: 434-392-9827 FAX: 434-392-1988

Manor House Drive Entrance  
 Rte. 15 (Farmville Road)  
 Conceptual Turn Lane Plan



## Appendix B

### Conceptual Plan Cost Analysis

**Conceptual Plan Project Budget**

|       |                                                                    |           |                     |
|-------|--------------------------------------------------------------------|-----------|---------------------|
|       | FY 2021 Conceptual Plan PE Budget=                                 | \$        | 122,870.12          |
|       | FY 2021 Conceptual Plan RW Budget=                                 | \$        | 205,400.00          |
|       | FY 2021 Conceptual Plan CN Budget=                                 | \$        | 1,577,685.14        |
| <hr/> |                                                                    |           |                     |
|       | <b>FY 2021 Conceptual Plan Project Budget=</b>                     | <b>\$</b> | <b>1,905,955.26</b> |
|       | FY 2022 Conceptual Plan Project Budget (2.215% Inflation Factor)=  | \$        | 1,948,172.17        |
|       | FY 2023 Conceptual Plan Project Budget (4.479% Inflation Factor)=  | \$        | 1,991,324.19        |
|       | FY 2024 Conceptual Plan Project Budget (6.793% Inflation Factor)=  | \$        | 2,035,432.02        |
|       | FY 2025 Conceptual Plan Project Budget (9.159% Inflation Factor)=  | \$        | 2,080,516.84        |
|       | FY 2026 Conceptual Plan Project Budget (11.577% Inflation Factor)= | \$        | 2,126,600.28        |
|       | FY 2027 Conceptual Plan Project Budget (14.048% Inflation Factor)= | \$        | 2,173,704.48        |

### Conceptual Plan Engineering Estimate

|                                                |           |                   |
|------------------------------------------------|-----------|-------------------|
| Conceptual Plan Construction Estimate=         | \$        | 1,262,148.12      |
| Engineering Fee Percentage (Virginia USDA-RD)= |           | 8.85%             |
| <hr/>                                          |           |                   |
| Conceptual Plan Engineering Budget=            | \$        | 111,700.11        |
| Conceptual Plan PE Contingency (10%)           | \$        | 11,170.01         |
| <hr/>                                          |           |                   |
| <b>Conceptual Plan PE Budget</b>               | <b>\$</b> | <b>122,870.12</b> |



## Conceptual Plan Right-of-Way and Utilities

### Right-of-Way Acquisition

|                                                       | Quantity | Unit  | Unit Price     | Cost            |
|-------------------------------------------------------|----------|-------|----------------|-----------------|
| Davis Real Properties, LLC (per County Administrator) | 2        | Acres | @ \$ 50,000.00 | = \$ 100,000.00 |
| Legal Fees                                            | 1        | LS    | @ \$ 10,000.00 | = \$ 10,000.00  |

### Out of Plan Utilities

|                     |   |       |                |                                                     |
|---------------------|---|-------|----------------|-----------------------------------------------------|
| Electric Relocation | 4 | Poles | @ \$ 12,000.00 | = \$ 48,000.00                                      |
|                     |   |       |                | Conceptual Plan RW Estimate = \$ 158,000.00         |
|                     |   |       |                | Conceptual Plan RW Contingency (30%) = \$ 47,400.00 |
|                     |   |       |                | <b>Conceptual Plan RW Budget = \$ 205,400.00</b>    |

## Conceptual Plan Construction Cost Estimate

|                                     | Quantity | Unit |   | Unit Price      | Cost          |
|-------------------------------------|----------|------|---|-----------------|---------------|
| <b>Pavement</b>                     |          |      |   |                 |               |
| Surface Mix (SM-9.5D)               | 299      | Ton  | @ | \$ 81.00 =      | \$ 24,219.00  |
| Intermeditate Mix (IM-19.0D)        | 365      | Ton  | @ | \$ 87.50 =      | \$ 31,937.50  |
| 8" Base Mix (BM-25.0A)              | 1498     | Ton  | @ | \$ 87.50 =      | \$ 131,075.00 |
| 8" Aggregate Base (No. 21B, Type I) | 1492     | Ton  | @ | \$ 29.50 =      | \$ 44,014.00  |
| WP-1 Milling                        | 277      | SY   | @ | \$ 4.65 =       | \$ 1,289.60   |
| WP-1 Surface Mix (SM-9.5D)          | 25       | Ton  | @ | \$ 79.50 =      | \$ 1,987.50   |
| Pavement Marking                    | 7350     | LF   | @ | \$ 1.00 =       | \$ 7,350.00   |
| Pavement Symbols                    | 4        | EA   | @ | \$ 300.00 =     | \$ 1,200.00   |
| Eradicate Lines                     | 4430     | LF   | @ | \$ 1.00 =       | \$ 4,430.00   |
| Stop Bar                            | 47       | LF   | @ | \$ 16.00 =      | \$ 752.00     |
| Sawcut                              | 2496     | LF   | @ | \$ 2.75 =       | \$ 6,864.00   |
| <b>Guardrail</b>                    |          |      |   |                 |               |
| Guardrail (GR-MGS1)                 | 480      | LF   | @ | \$ 21.00 =      | \$ 10,080.00  |
| Guardrail (GR-MGS2)                 | 1        | EA   | @ | \$ 3,200.00 =   | \$ 3,200.00   |
| Guardrail (GR-MGS3)                 | 1        | EA   | @ | \$ 1,018.00 =   | \$ 1,018.00   |
| <b>Excavation</b>                   |          |      |   |                 |               |
| Clearing and Grubbing               | 1        | LS   | @ | \$ 105,000.00 = | \$ 105,000.00 |
| Cut Excavation                      | 3441     | CY   | @ | \$ 41.00 =      | \$ 141,081.00 |
| Fill Excavation                     | 3470     | CY   | @ | \$ 41.00 =      | \$ 142,270.00 |
| <b>Erosion and Sediment Control</b> |          |      |   |                 |               |
| Silt Fence                          | 2124     | LF   | @ | \$ 4.50 =       | \$ 9,558.00   |
| Channel Protection (VDOT EC-2)      | 528.1111 | SY   | @ | \$ 3.00 =       | \$ 1,584.33   |
| Channel Protection (VDOT EC-3)      | 278.1111 | SY   | @ | \$ 4.00 =       | \$ 1,112.44   |
| Rock Check Dams                     | 34       | EA   | @ | \$ 293.00 =     | \$ 9,962.00   |
| Outlet Protection                   | 65       | Ton  | @ | \$ 87.00 =      | \$ 5,655.00   |
| Inlet Protection                    | 3        | EA   | @ | \$ 280.00 =     | \$ 840.00     |
| Seeding                             | 14269    | SY   | @ | \$ 1.50 =       | \$ 21,403.50  |
| <b>Drainage Structures</b>          |          |      |   |                 |               |
| 15" Concrete Pipe                   | 10       | LF   | @ | \$ 116.50 =     | \$ 1,165.00   |
| 15" Concrete Pipe                   | 10       | LF   | @ | \$ 116.50 =     | \$ 1,165.00   |
| 18" Concrete Pipe                   | 50       | LF   | @ | \$ 125.25 =     | \$ 6,262.50   |
| 36" Concrete Pipe                   | 100      | LF   | @ | \$ 162.00 =     | \$ 16,200.00  |
| 15" VDOT ES-1                       | 3        | EA   | @ | \$ 1,122.00 =   | \$ 3,366.00   |
| 18" VDOT ES-1                       | 1        | EA   | @ | \$ 1,241.00 =   | \$ 1,241.00   |
| 36" VDOT ES-1                       | 1        | EA   | @ | \$ 3,035.00 =   | \$ 3,035.00   |
| 15" Concrete Pipe                   | 20       | LF   | @ | \$ 116.50 =     | \$ 2,330.00   |
| Manhole (VDOT MH-2)                 | 8        | VF   | @ | \$ 520.00 =     | \$ 4,160.00   |
| Manhole (VDOT MH-2)                 | 5        | VF   | @ | \$ 520.00 =     | \$ 2,600.00   |
| Manhole Frame and Cover(VDOT MH-1A) | 2        | EA   | @ | \$ 800.00 =     | \$ 1,600.00   |
| Grate Drop Inlet (VDOT DI-1)        | 1        | EA   | @ | \$ 3,553.00 =   | \$ 3,553.00   |
| 15" Concrete Pipe                   | 200      | LF   | @ | \$ 116.50 =     | \$ 23,300.00  |
| SWM Basin Excavation                | 310      | CY   | @ | \$ 41.00 =      | \$ 12,710.00  |
| SWM Basin Structure                 | 1        | EA   | @ | \$ 6,000.00 =   | \$ 6,000.00   |

**Fencing**

|                                               |         |   |           |   |              |
|-----------------------------------------------|---------|---|-----------|---|--------------|
| Woven Wire/Wood Post (VDOT FE-W1)             | 2124 LF | @ | \$ 28.00  | = | \$ 59,472.00 |
| Woven Wire/Wood Post (VDOT FE-W1)Corner Brace | 10 EA   | @ | \$ 500.00 | = | \$ 5,000.00  |
| Remove Fence                                  | 2073 LF | @ | \$ 5.00   | = | \$ 10,365.00 |

**Field Office**

|      |   |              |   |              |
|------|---|--------------|---|--------------|
| 1 LS | @ | \$ 26,000.00 | = | \$ 26,000.00 |
|------|---|--------------|---|--------------|

**Traffic Control**

|      |   |               |   |               |
|------|---|---------------|---|---------------|
| 1 LS | @ | \$ 250,000.00 | = | \$ 250,000.00 |
|------|---|---------------|---|---------------|

|       |   |                 |
|-------|---|-----------------|
| Total | = | \$ 1,147,407.38 |
|-------|---|-----------------|

|              |   |               |
|--------------|---|---------------|
| Mobilization | = | \$ 114,740.74 |
|--------------|---|---------------|

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|                                       |   |                 |
|---------------------------------------|---|-----------------|
| Conceptual Plan Construction Estimate | = | \$ 1,262,148.12 |
|---------------------------------------|---|-----------------|

|                                      |   |               |
|--------------------------------------|---|---------------|
| Conceptual Plan CN Contingency (25%) | = | \$ 315,537.03 |
|--------------------------------------|---|---------------|

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|                                  |          |                        |
|----------------------------------|----------|------------------------|
| <b>Conceptual Plan CN Budget</b> | <b>=</b> | <b>\$ 1,577,685.14</b> |
|----------------------------------|----------|------------------------|

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

**Meeting Date:** July 13, 2021  
**Item No.:** 12  
**Department:** Planning and Community Development  
**Staff Contact:** Robert Love  
**Issue:** PUBLIC HEARING: Rezoning – A2 to CR (Hampden-Sydney College)

**Summary:**

The County has received an application for a Rezoning from Hampden-Sydney College to amend the Prince Edward County Zoning Map and rezone approximately 9.44 +/- acres from A-2, Agricultural Residential to CR, College Residential, Attachment (1). The property is located off State Route 1001 (Via Sacra) and is identified as Tax Map Parcel 049-A-34C. The general usage and density range shall be residential with a minimum lot size of 20,000 square feet as permitted by Section 2-1000.5 of the Prince Edward County Code (Zoning Ordinance).

The public hearing notice was published in the June 30 and July 7, 2021 editions of the Farmville Herald, Attachment (2). The list of adjoining property owners and the sample letter sent to each can be found in Attachments (3) and (4). Attachment (5) is a copy of the tax map page that depicts the tax map parcel of the parcel and surrounding property. The parcel is outlined in blue. This parcel is contiguous with the existing CR, College Residential District and would not be considered spot zoning.

The Planning Commission held a public hearing on June 15, 2021 no one spoke in opposition. The County had received one letter prior to the hearing opposing the request from Mr. John Dudley. The Planning Commission unanimously recommended approval of the Rezoning forwarding the request to the Board of Supervisors for Public Hearing.

This rezoning is shown on the current and future land use map in the Comprehensive Plan within the designated Development Area. It is further supported in the Plan by the Housing Goal in order to “Ensure that adequate land is available for housing of various styles and densities.” This development if approved will be required to comply with the Site Plan review which will include subdivision roadway design review by VDOT to ensure meets their subdivision construction and connectivity standards in order to provide for public safety. County staff is of the opinion the use is generally compatible with the zoning district but will not have major impacts on surrounding properties as far as traffic and noise.

**Attachments:**

1. Rezoning Application
2. Notice of Public Hearing
3. List of adjoining property owners
4. Sample Letter sent to adjoining property owners
5. Plat of Tax Parcel
6. Excerpt of the draft minutes of the June 15, 2021 meeting of the Planning Commission

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

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

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

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



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

**Recommendations:**

1. Conduct the Public Hearing and render a decision concerning the request for the Rezoning.

**Recommended Motions:**

I move that the Board of Supervisors approve the request by Hampden-Sydney College to amend the Prince Edward County Zoning Map and rezone approximately 9.44 +/- acres from A-2, Agricultural Residential to CR, College Residential.

I move that the Board of Supervisors deny the request by Hampden-Sydney College to amend the Prince Edward County Zoning Map and rezone approximately 9.44 +/- acres from A-2, Agricultural Residential to CR, College Residential due to the following:

*(list reasons)*

I move that the Board of Supervisors table the request by Hampden-Sydney College to amend the Prince Edward County Zoning Map and rezone approximately 9.44 +/- acres from A-2, Agricultural Residential to CR, College Residential until the next meeting in order to:

*(list reasons)*

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

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

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

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

FOR OFFICE USE ONLY  
 Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FOR OFFICE USE ONLY  
 PERMIT APPLICATION # \_\_\_\_\_  
 Date Submitted \_\_\_\_\_  
 Magisterial District \_\_\_\_\_

County of Prince Edward

PLEASE PRINT OR TYPE

PRINCE EDWARD COUNTY  
 APPLICATION  
 REQUEST FOR REZONING  
 REQUEST FOR AMENDMENT

I, WE HAMPDEN - SUDNEY COLLEGE  
 DO HEREBY PETITION THE BOARD OF SUPERVISORS OF THE COUNTY OF PRINCE EDWARD TO AMEND THE  
 COUNTY ZONING ORDINANCE BY:

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

Modifying the Zoning District Classification of the following described property from the AZ  
 District(s), to the C13 District

Location / Legal Description of Property: Deed Book / Page No. 2014-1099 AND D8-138  
 Tax Map # \_\_\_\_\_ Subdivision, if applicable \_\_\_\_\_

49-A-34-C

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

Briefly describe the current use of the property. UNDEVELOPED OPEN LAND

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

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

Owner(s) of Property

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

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

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

Owner(s) of Property

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

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

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

Schedule A

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

IN THE EXISTING AND PROPOSED FUTURE LAND USE MAP AS DEVELOPMENT  
MAJORITY OF RESIDENTIAL DEVELOPMENT WILL BE ON COLLEGE WATER AND SEWER

Schedule B

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

| Name                            | Address |
|---------------------------------|---------|
| <u>SEE ATTACHED SPREADSHEET</u> | _____   |
| _____                           | _____   |
| _____                           | _____   |
| _____                           | _____   |

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

- Application Fee Re-zoning Permit \$300
- Application Fee Zoning Amendment \$300

Application Fee Received By Rmune Date 5/27/2021  
 Cash  Check  # \_\_\_\_\_

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

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

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



## HAMPDEN-SYDNEY COLLEGE

May 27, 2021

Dear Prince Edward County Planning Commission Board members,

Hampden-Sydney College is requesting to change two plats of land currently in the A2 zone to CR (College Residential).

The college is looking to put in a 16 lot residential development on the west side of the college campus on a 17.88 acre development. A copy of the conceptual layout is attached. Portions of this plat are split zones and contiguous with current college residential development.

There is interest from current faculty and staff for residential property on or close to campus. This will also be an incentive for new faculty and staff coming to the college.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "PK Copeland Jr".

P. Kenneth Copeland, Jr.

Vice President for Business Affairs & Finance



# Hampden-Sydney College Conceptual Lot Layout May 28, 2021

Owner: Hampden-Sydney College  
D.B. 138, p.45  
Inst. No. 20140198

Acreage: 17.88 Acres

Location: Hampden District, Prince Edward County, VA

Tax Map Parcel Nos.: 49-A-3, 49-A-13, and 49-A-34C

Lots: 16

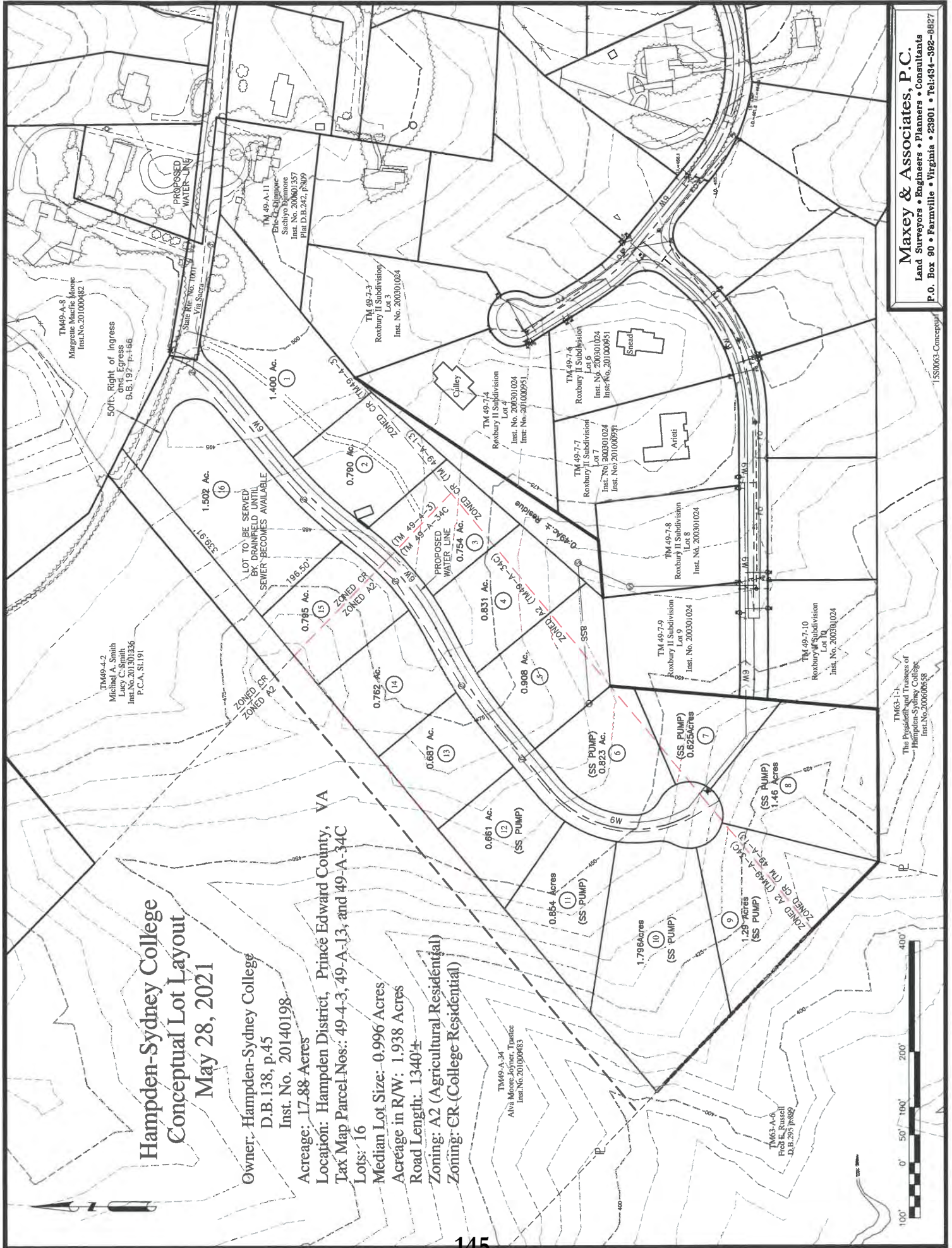
Median Lot Size: 0.996 Acres

Acreage in R/W: 1.938 Acres

Road Length: 1340±

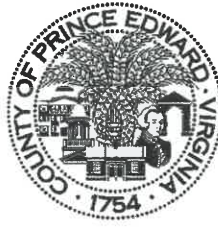
Zoning: A2 (Agricultural Residential)

Zoning: CR (College Residential)



**Maxey & Associates, P.C.**  
Land Surveyors • Engineers • Planners • Consultants  
P.O. Box 90 • Farmville • Virginia • 23901 • Tel: 434-392-9827

1:550063-Conceptual



Please publish the following public hearing notice in **THE FARMVILLE HERALD** on **Wednesday, June 30 and Wednesday, July 7, 2021.**

---



### NOTICE OF PUBLIC HEARINGS

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

The Board of Supervisors will hold public hearings on Tuesday, July 13, 2021 at 7:30 p.m. in the Board of Supervisors Room located on the 3<sup>rd</sup> Floor of the Prince Edward County Courthouse, 111 N. South Street, Farmville, Virginia, to receive citizen input prior to considering the following:

1. A request by Hampden-Sydney College to amend the Prince Edward County Zoning Map and rezone approximately 9.44 +/- acres from A-2, Agricultural Residential to CR, College Residential. The property is located off State Route 1001 (Via Sacra) and is identified as Tax Map Parcel 049-A-34C. The general usage and density range shall be residential with a minimum lot size of 20,000 square feet as permitted by Section 2-1000.5 of the Prince Edward County Code (Zoning Ordinance).

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

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

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

# Prince Edward County

## Rezoning Request

Applicant: Hampden-Sydney College

Tax Map:

049-A-34C

### Schedule B

List of adjoining Property owners and mailing addresses for the property for a rezoning from A2 to CR

| Parcel ID | Owner                                       | Address                                                | Note |
|-----------|---------------------------------------------|--------------------------------------------------------|------|
| 049-7-13  | STANLEY A. CHEYNE                           | PO BOX 158 HAMPDEN<br>SYDNEY, VA 23943                 |      |
| 049-4-2   | MICHAEL A. & LUCY C. SMITH                  | PO BOX 95 HAMPDEN<br>SYDNEY, VA 23943                  |      |
| 049-A-8   | MARGRETTE MACFIE MOORE                      | 401 HARBOUR POINT APT 2016 VIRGINIA<br>BEACH, VA 23451 |      |
| 063-A-6   | FRED E. RUSSELL                             | PO BOX C FARMVILLE, VA<br>23901                        |      |
| 049-A-34  | ALVA MOORE JOYNER TR OF THE ALVA MOORE JOYN | 16335 EVERETS ROAD WINDSOR,<br>VA 23487                |      |
| 049-4-3   | HAMPDEN-SYDNEY COLLEGE PRES & TS            | PO BOX 127 HAMPDEN<br>SYDNEY, VA 23943                 |      |
|           |                                             |                                                        |      |
|           |                                             |                                                        |      |
|           |                                             |                                                        |      |
|           |                                             |                                                        |      |
|           |                                             |                                                        |      |
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|           |                                             |                                                        |      |
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|           |                                             |                                                        |      |

BOARD OF SUPERVISORS

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



COUNTY OF PRINCE EDWARD, VIRGINIA

Director of Planning and  
Community Development

Robert Love

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

Office: (434) 392-8837

Fax: (434) 392-6683

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

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

June 29, 2021

To: Property Owners

From: Robert Love, Director of Planning and Community Development

Subject: Rezoning Request by Hampden-Sydney College

The Prince Edward Board of Supervisors will hold a public hearing on July 13, 2020 at 7:30 p.m. to receive citizen input on a request by Hampden-Sydney College to rezone approximately 9.44 +/- acres from A2, Agricultural Residential to CR, College Residential. The property is located off State Route 1001 (Via Sacra) and is identified as Tax Map Parcel 049-A-34C. The general usage and density range shall be residential with a minimum lot size of 20,000 square feet as permitted by Section 2-1000.5 of the Prince Edward County Code (Zoning Ordinance).

You are receiving this notice because you own land in the vicinity of the property requested to be considered for the rezoning. Following the hearing the Prince Edward County Board of Supervisors may vote to approve or deny the request.

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

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

Respectfully,

Robert Love

Director of Planning and Community Development

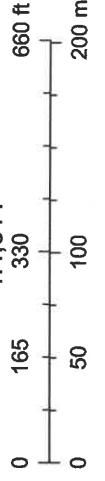
# Hampden-Sydney College Rezoning



June 7, 2021

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

1:4,514



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

The following is an excerpt of the minutes of the regular meeting of the Prince Edward County Planning Commission held June 15, 2021.

**In Re: Public Hearing – Rezoning A2 to CR**

Chairman Prengaman announced this was the date and time scheduled for a Public Hearing on a request by Hampden-Sydney College to amend the Prince Edward County Zoning Map and rezone approximately 9.44 +/- acres from A-2, Agricultural Residential to CR, College Residential. The property is located off State Route 1001 (Via Sacra) and is identified as Tax Map Parcel 049-A-34C. The general usage and density range shall be residential with a minimum lot size of 20,000 square feet as permitted by Section 2-1000.5 of the Prince Edward County Code (Zoning Ordinance). Notice of this hearing was advertised according to law in the Wednesday, June 2, 2021 and Wednesday, June 9, 2021 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Love said the County has received an application for a Rezoning from Hampden-Sydney College to amend the Prince Edward County Zoning Map and rezone approximately 9.44 +/- acres from A-2, Agricultural Residential to CR, College Residential. The property is located off State Route 1001 (Via Sacra) and is identified as Tax Map Parcel 049-A-34C. This proposed rezoning would permit the general usage and density range to be residential with a minimum lot size of 20,000 square feet as permitted by Section 2-1000.5 of the Prince Edward County Code (Zoning Ordinance).

Mr. Love said the purpose of the Rezoning is to allow for residential development as shown on the concept plan. This parcel is contiguous with the existing CR, College Residential District and would not be considered spot zoning. County staff is of the opinion the use is generally compatible with the zoning district but will not have major impacts on surrounding properties as far as traffic and noise.

Mr. Love stated he received one letter from John Dudley:

*To the Commission:*

*As a resident of Via Sacra in Hampden-Sydney, I urge you to deny Hampden-Sydney College's request to change the zoning status of the parcel.*

*The College has made it clear that the purpose of the rezoning is to develop the parcel into more than a dozen residential lots. This is unnecessary and ill advised.*

*1) There is no lack of supply. Currently, there are multiple undeveloped lots in the neighborhood expansion the College undertook in the early 1990s. Likewise, Via Sacra has four unoccupied houses and two houses that remain empty more than half of the year.*

*2) There is no demand. The College will argue that young faculty cannot afford existing houses on campus. These families are moving away for better schools and jobs for spouses.*

*3) Increased traffic will negatively affect the elderly residents who regularly walk on Via Sacra as well as the College's students who cross Via Sacra between classes.*

*4) Environmental impact. The parcel under consideration is home to fragile flora, including lady slippers.*

Mr. Love said no comments from VDOT have yet been received. He said the concept plan shows 16 lots with an average size of an acre; the lots range in size from 0.725 to 1.5 acres; he said in the A-2 district, these can be one acre with municipal services or 1 ½ acre with a well and septic. He added that only 9.44 acres are being considered for this rezoning.

Commissioner Jones asked if these will have water and sewer service. Mr. Love said they will be hooked up to the college water service lines.

Chairman Prengaman recused himself from the vote due to his being employed by the College. He stated the College currently has no homes on Via Sacra available for sale; the College currently has a few empty lots in the development called Roxbury II. He said two of those lots are currently being developed; one is cleared and the other has started the build. He said there is a staff member at the College that has requested and is waiting to hear the outcome of this potential development; he said the basis for this is to offer more lots for faculty and staff, as there is a demand in the community and the market for housing. He said the College owns the land which is at the end of a state-maintained road and plans to sell the lots. Some discussion followed.

Mr. Love said these homes would be connected to the College's municipal services; this development plan is slightly denser than what would normally be allowed.

Chairman Prengaman said there is a Roxbury I, a Roxbury II and this would be deemed Roxbury III. These would be smaller homes and acreage; the college has always installed water and sewer in the center of the road.

Vice-Chair Peery opened the public hearing.

There being no one wishing to speak, Vice-Chair Peery closed the public hearing.

Mr. Stanley said that this project, as drawn, it has a cul de sac at the end; he said VDOT may encourage a connection to Roxbury II. He stated VDOT may request this connection from an emergency services standpoint, adding that it may impact the lay of the lots.

Mr. Love said this would change the zoning map; this site plan is a concept and would have to go through the standard site plan review and all agencies, including VDOT, for comments for connectivity as is normal procedure.

Commissioner Jones made a motion, seconded by Commissioner Jenkins, that the Planning Commission recommend approval to the Board of Supervisors of the rezoning request by Hampden-Sydney College to amend the Prince Edward County Zoning Map and rezone Tax Map Parcel 049-A-34C approximately 9.44 +/- acres from A-2, Agricultural Residential to CR, College Residential, contingent upon it meeting all the state and VDOT guidelines; the motion carried:

|         |                                                                                                                                                   |             |                         |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------|
| Aye:    | Preston Hunt<br>Mark Jenkins<br>Robert M. Jones<br>Clifford Jack Leatherwood<br>Whitfield M. Paige<br>John "Jack" W. Peery, Jr.<br>Teresa Sandlin | Nay: (None) | Abstain: John Prengaman |
| Absent: | Cannon Watson<br>Henry Womack                                                                                                                     |             |                         |

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 13  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley/Sarah Elam Puckett  
**Agenda Item:** Event Permit

---

**Summary:** The Five County Fair Association is requesting to hold the Five County Fair at the Fairgrounds from September 28 – October 3, 2021.

**Attachments:** Event Permit Application

**Recommendation:** Approval.

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

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

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

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

APPLICATION FOR EVENT / FESTIVAL PERMIT  
PRINCE EDWARD COUNTY

Organization / Agency Conducting Event: Five County Fair Assoc. INC

Person (s) Representing Organization: Auburn F. Estes

EVENT

Type: County Fair

Location: 209 Fairgrounds Road, Farmville, VA 23901

Date(s): Sept. 28 - Oct. 2, 2021 Time(s): \_\_\_\_\_

# of Tickets for Sale: 6,500 Estimated # of Persons to Attend: 12,000

Name(s) / Address(es) / Phone # of Promoters:

SAME AS ABOVE

Financial backing of the event: Self

Name of all persons or groups that will perform: Bruiser Wrestling Federation  
Beauty Pageant, Live Stock Show

Name and Address of property owner which event is to be held: \_\_\_\_\_

Same As Above

Nature and interest of applicant(s) in the property on which the event is to be held (if any):

Five Co. Fair - Agricultural Education and Family  
entertainment

Detailed plan for adequate sanitation facilities / garbage and trash disposal (must be approved by the county health inspector):

ON Site Restrooms, Bryant Waste Management  
of New Canton, VA

Plan for providing food, water, and lodging for persons at event (must be approved by the county health inspector):

Carnival - well - local organizations

Plan for adequate medical facilities for persons at the event (must be approved by the county health inspector):

Local Rescue Squads

Plan for adequate parking facilities and traffic control in and around event:

15 Acres / Paid Parking Attendants and Security

Plan for adequate fire protection (must be approved by the county forestry warden):

Local Fire Departments

Statement specifying whether any outdoor lights or lighting are to be utilized, (if so, a plan showing the location of such lights and shielding devices or other equipment to prevent unreasonable glow beyond the property on which the event is held: \_\_\_\_\_

No Lighting Unreasonable Beyond Property

Statement that no music shall be played, either by mechanical device or live performance, in such a manner that the sound emanating therefrom shall be unreasonably audible beyond the property on which the event is located:

Event Closed by 10pm each night

Applications must be filed in duplicate with the Clerk of the Board, at least twenty-one (21) days prior to the event date.

Music shall not be rendered nor entertainment provided for more than eight (8) hours in any twenty-four (24) hour period, such twenty-four (24) hours to be measured from the beginning of the first performance at the event.

~~No person under the age of eighteen (18) years of age shall be admitted unless accompanied by a parent or guardian, the parent or guardian to remain with the person at all times:~~ Does Not Apply

Specific reference is hereby made to Section 6 - 66-71, et. Seq., of the Code of Prince Edward County, Virginia, which provisions are incorporated herein by reference.

Date

7-8-21

Signature of Applicant(s)

[Handwritten Signature]

Date

\_\_\_\_\_

Approval by

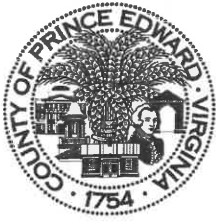
\_\_\_\_\_

County Administrator  
Clerk of the Board

Fee \$ 50 Fee Paid By Five Count Fair  
ck# 4509

Date Received 7/8/2021

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item No.:** 14  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** Citizen Volunteer Appointments

**Summary:** At its June meeting, the Board made appointments to various citizen volunteer positions. Attached is a letter of resignation from the appointee to the Board of Social Services. In order to fill this vacancy, staff has attached the remaining eligible applicant for the Board's consideration (Note: another application was received, but the individual did not live in the Green Bay-Meherrin area of the County.)

The Board may choose to fill the vacancy or re-advertise the position.

| APPOINTMENT                                                                                                              | TERM OF OFFICE | # OF VACANCIES | IN OFFICE | APPLICANTS      |
|--------------------------------------------------------------------------------------------------------------------------|----------------|----------------|-----------|-----------------|
| Social Services Board<br><i>(Position to be filled by resident living in the Meherrin/Green Bay area of the County.)</i> | 4 Years        | 1              | Ida Miley | Pamela W. Snead |

**ATTACHMENTS:** Letter of Withdrawal  
 Citizen Volunteer Application

**RECOMMENDATION:**

1. Make appointment to fill the Citizen Volunteer position on the Board of Social Services.

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

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

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

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

June 21, 2021

To: Prince Edward County Administrator  
Prince Edward County Board of Supervisors

First, please know that I appreciate the time you spent considering me for the appointment as a board member to the Prince Edward County Department of Social Services.

Upon receipt of printed information from the Department of Social Services I realized that the printed information was different from some of what I had been provided verbally when I was asked to consider being appointed to the Dept. of Social Services Board. Per the printed information this will be more of a "job" as well as more time consuming than I am willing to devote. Therefore, effective the above date, I am withdrawing my selection to the local Social Services Board.

Respectfully,

Baynelle Troxler



Do you have a family member who is employed by the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact? If yes, please explain.

No

Do you have a business relationship with the county office, organization or institution over which the Board/Commission for which you are seeking appointment will oversee/interact?

No

I am interested in and willing to serve on the following Board(s), Commission(s), or Committee(s). Please list in order of preference.

**APPOINTED BY THE BOARD OF SUPERVISOR:**

- Board of Appeals for Building Code
- Southside Virginia Community College Board
- Crossroads Community Services Board
- Poplar Hill Community Development Authority
- Prince Edward County Industrial Development Authority
- Central Virginia Regional Library Board
- Prince Edward County Planning Commission
- Prince Edward County Social Services Board
- Piedmont Regional Jail Board
- Special Committee of the Board of Supervisors: \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

**APPOINTED BY CIRCUIT COURT:**

- Board of Zoning Appeals

*By submitting this application to the County of Prince Edward, I hereby certify that all information contained herein is true and complete and I consent to the dissemination of this document to the general public. If appointed, I understand that I will be required to fully comply to the requirements of the Virginia Conflict of Interest Act, Virginia Freedom of Information Act and other applicable sections of the Code of Virginia.*

  
 \_\_\_\_\_  
 Signature

04-26-2021  
 \_\_\_\_\_  
 Date

**Please Return Application To:**  
**Prince Edward County Administrator's Office**  
**Post Office Box 382, 111 South Street, 3<sup>rd</sup> Floor**  
**Farmville, Virginia 23901**  
**Tel: 434-392-8837 -- FAX: 434-392-6683**  
**e-mail: [info@co.prince-edward.va.us](mailto:info@co.prince-edward.va.us)**

NOTE: This application will be retained on file in the Prince Edward County Administrator's Office through December 31 of the year submitted. If you wish to be considered for future appointments by the Board of Supervisors, please file an application annually with the County Administrator's Office. Thank you.





**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item No.:** 15  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** U.S. Selective Service Local Board

**Summary:** The County has been contacted by the U.S. Selective Service regarding vacancies on the Selective Service Local Board for Prince Edward County. This Board is appointed by the Governor of Virginia; however, they are asking the County to assist with encouraging interested and eligible candidates to apply. Website: <https://www.sss.gov/volunteers/>

**Requirements:**

- 18 years of age or older (No maximum age for board members and encourage ALL ages to apply)
- Have registered themselves for the Selective Service (if male)
- United States Citizen (Male or Female)
- No criminal history
- Encourage prior service veterans to apply (Prior Service refers to those who served under twenty years and who did not retire from the military or are collecting a military pension)
- Cannot be Active Duty, Active Reserve Component, or Retired Military collecting a military pension
- Not a current law enforcement or court's employee (These fine people are responsible for enforcing the draft.)

**Purpose:** Being a board member allows residents to represent the young men of their community and have a say in the draft process should it ever be required. Additionally, the board is completely comprised of volunteers, thus alleviating any question of draft motivations against residents of the county, on behalf of the federal government itself.

**Time Commitment:** A one-time initial 4-hour online training and then annual 2-hour refresher training. In the unlikely event of a draft, the member would report to a board within their county to adjudicate claims of county residents who are drafted and object to military service. In peacetime, being a member of the board is a minimal time commitment, and members can serve for up to 20 years, or less if they choose.

**Type of claims:** These claims range from contentious objection to seminary students to single parents, etc.

If Board members know anybody that may be interested (or have advice with regard to engaging with our community to recruit volunteers) please reach out to Sarah Puckett, Assistant County Administrator, and she can put them in touch with the appropriate agency contact.

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

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

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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item No.:** 16  
**Department:** Emergency Management  
**Staff Contact:** Sarah Elam Puckett/Trey Pyle  
**Issue:** Request from Prince Edward Volunteer Rescue Squad

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**Summary:** Attached for your consideration is a request from the Prince Edward Volunteer Rescue Squad. In January, the Squad was awarded a Rescue Squad Assistance Fund grant for a loading system and stretcher. The equipment has proven to reduce back injuries to EMS workers caused by repetitive heavy lifting.

Initially, due to COVID, the Stryker system experienced production issues and it was unclear if the Squad would be able to procure the awarded items. PEVRS has now been able to receive the equipment.

PEVRS is requesting the County’s assistance with the local match portion of the grant, which totals \$19,939.02.

At present, there is a fund balance in the EMS Levy Fund of \$208,004. This would be an eligible expenditure of EMS Levy Funds.

**Attachments:** Grant Award Letter

**Recommendations:**

1. Consider providing matching funds for the PEVRS Rescue Squad Assistance Fund grant application in an amount of \$19,939.02 from the EMS Levy Fund.
2. Task the Fire-EMS Committee to work with county EMS agencies on the development of a five-year plan for the EMS Levy Fund for consideration and approval by the full Board.

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

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

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

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



**COMMONWEALTH of VIRGINIA**

*Department of Health*

PO BOX 2448  
RICHMOND, VA 23218

TTY 7-1-1 OR  
1-800-828-1120

January 01, 2021

Deanna Jones  
Prince Edward Volunteer Rescue Squad  
500 Doswell Street  
Farmville, VA 23901

Dear Grant Administrator:

The Office of Emergency Medical Services (OEMS) is pleased to announce that your agency has been awarded funding from the Financial Assistance for Emergency Medical Services Grant Program, known as the Rescue Squad Assistance Fund (RSAF). The attached Award Page itemizes the actual dollar value, quantity, funding level and item(s) your agency has been awarded under this program. The following documents can be completed and submitted via E-Gift:

**Memorandum of Agreement:** Must be submitted by February 28, 2021.

**Instructions for Grant Reimbursement:** All items must be submitted in order to process your reimbursement.

**Equipment Status/Final Report Form:** This form must be submitted sixty (60) days after the grant cycle deadline.

If your agency has had special conditions placed on your grant award, any and all conditions must be met in order to receive reimbursement. Items awarded may be available by state contract, [www.eva.virginia.gov](http://www.eva.virginia.gov), OEMS recommends your agency purchase under state contract if applicable.

Any funding your agency receives through Return to Localities funding cannot be used as the matching share of Rescue Squad Assistance Fund grants or any grants offered using **Four-For-Life** funds. "Any funds received from Section 16.2-694 by a non-state agency cannot be used to match any other funds derived from Section 46.2-691 by that same non-state agency".

All items awarded funding must be ordered from the vendor by **February 28, 2021** invoices for all items awarded funding must be submitted to OEMS by **July 31, 2021**. You must contact OEMS prior to the February 28, 2021 deadline if your agency has encountered difficulties in meeting these deadlines.

If you have any questions, please contact Luke Parker, OEMS Grant Program Manager at (804) 888-9106, [luke.parker@vdh.virginia.gov](mailto:luke.parker@vdh.virginia.gov) or Linwood P. Pulling, Grant Specialist at (804) 888-9105, [Linwood.Pulling@vdh.virginia.gov](mailto:Linwood.Pulling@vdh.virginia.gov) or 1-800-523-6019 for additional grant information.

Congratulations,

Gary R. Brown, Director



**Office of Emergency Medical Services  
Consolidated Grant Program  
AWARD PAGE**

January 1, 2021 - December 31, 2021 Grant Period

**Agency Name: Prince Edward Volunteer Rescue Squad**

**Grant Number: SC-C05/12-20**

| Item Type (Item)                                                                                                                                                                                                                    | Status | Quantity<br>Funded | Funding<br>% Level | Amount Funded      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------|--------------------|--------------------|
| Stryker Power Load System                                                                                                                                                                                                           | FUNDED | 1                  | 80 / 20            | \$24,000.00        |
| <b>Conditions:</b>                                                                                                                                                                                                                  |        |                    |                    |                    |
| 13-Acknowledgment must be provided on any printed material, equipment or vehicle as follows: "Funding was made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health."          |        |                    |                    |                    |
| 28-Agencies must remain compliant with EMS data submissions (Code of Virginia Section 32.1-116.1). This includes documenting "No Runs to Submit" as applicable. The monthly Data Quality Report will be used to monitor compliance. |        |                    |                    |                    |
| 29-Agencies that utilize third party EPCR software systems must maintain a data quality score of 95% or above during the grant cycle. The monthly Data Quality Report will be used to monitor compliance.                           |        |                    |                    |                    |
| 32-The Agency's required demographic information must be current for the cycle year in the EMS EPCR system.                                                                                                                         |        |                    |                    |                    |
| <b>Total:</b>                                                                                                                                                                                                                       |        |                    |                    | <b>\$24,000.00</b> |



## Powered Solution RSAF 01/2021

Quote Number: 10252022

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Chicago, IL 60673-3308

Prepared For: PRINCE EDWARD VOLNTR RESCUE SQUAD

Rep: Blair Cooper

Attn:

Email: elizabeth.cooper@stryker.com

Phone Number: (804) 677-6543

Quote Date: 09/14/2020

Expiration Date: 12/13/2020

### Delivery Address

Name: PRINCE EDWARD VOLNTR  
RESCUE SQUAD

Account #: 1285527

Address: 500 DOSWELL ST  
FARMVILLE  
Virginia 23901-1665

### End User - Shipping - Billing

Name: PRINCE EDWARD VOLNTR  
RESCUE SQUAD

Account #: 1285527

Address: 500 DOSWELL ST  
FARMVILLE  
Virginia 23901-1665

### Bill To Account

Name: PRINCE EDWARD VOLNTR  
RESCUE SQUAD

Account #: 1191807

Address: PO BOX 87  
FARMVILLE  
Virginia 23901

### Equipment Products:

| #    | Product      | Description                    | Qty | Sell Price  | Total       |
|------|--------------|--------------------------------|-----|-------------|-------------|
| 1.0  | 639005550001 | MTS POWER LOAD                 | 1   | \$24,546.34 | \$24,546.34 |
| 2.0  | 6506000000   | Power-PRO XT                   | 1   | \$19,392.68 | \$19,392.68 |
| 2.1  | 6085033000   | PR Cot Retaining Post          |     |             |             |
| 2.2  | 7777881669   | 3 Yr X-Frame Powertrain Wrnty  |     |             |             |
| 2.3  | 7777881670   | 2 Yr Bumper to Bumper Warranty |     |             |             |
| 2.4  | 6506026000   | Power Pro Standard Components  |     |             |             |
| 2.5  | 6500001430   | X-RESTRAINT PACKAGE            |     |             |             |
| 2.6  | 0054030000   | DOM SHIP (NOT HI, AK, PR, GM)  |     |             |             |
| 2.7  | 650606160000 | ONE PER ORDER, MANUAL, ENG OPT |     |             |             |
| 2.8  | 6085031000   | Trendelenburg                  |     |             |             |
| 2.9  | 6506037000   | No Steer Lock Option           |     |             |             |
| 2.10 | 6092036018   | J Hook                         |     |             |             |
| 2.11 | 6506127000   | Power-LOAD Compatible Option   |     |             |             |
| 2.12 | 6500038000   | SMRT KIT-120V AC,12V DC, Brckt |     |             |             |
| 2.13 | 6500003130   | KNEE GATCH BOLSTER MATRSS, XPS |     |             |             |
| 2.14 | 6506040000   | XPS Option                     |     |             |             |
| 2.15 | 6500316000   | 3 Stage IV Pole PL Option      |     |             |             |
| 2.16 | 6506012003   | STANDARD FOWLER                |     |             |             |
| 2.17 | 639000010902 | LABEL, WIRELESS                |     |             |             |
| 2.18 | 6500147000   | Equipment Hook                 |     |             |             |



**Powered Solution RSAF 01/2021**

Quote Number: 10252022

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Chicago, IL 60673-3308

Prepared For: PRINCE EDWARD VOLNTR RESCUE SQUAD

Rep: Blair Cooper

Attn:

Email: elizabeth.cooper@stryker.com

Phone Number: (804) 677-6543

Quote Date: 09/14/2020

Expiration Date: 12/13/2020

| #                       | Product    | Description                   | Qty | Sell Price | Total              |
|-------------------------|------------|-------------------------------|-----|------------|--------------------|
| 2.19                    | 6506036000 | No HE Section O2 Bottle       |     |            |                    |
| 2.20                    | 6506039000 | Additional Packaging (Runner) |     |            |                    |
| 2.21                    | 6500128000 | Head End Storage Flat         |     |            |                    |
| 2.22                    | 6500241000 | Fowler O2 Bottle Holder       |     |            |                    |
| <b>Equipment Total:</b> |            |                               |     |            | <b>\$43,939.02</b> |

**Price Totals:**

**Grand Total: \$43,939.02**

**Comments:**

Prices: In effect for 60 days.

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.

\_\_\_\_\_  
AUTHORIZED CUSTOMER SIGNATURE

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 17  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley/Sarah Elam Puckett  
**Agenda Item:** 2021 Redistricting

**Summary:** The Constitution of Virginia and the Code of Virginia provide that the Board of Supervisors has the responsibility for implementing the 2021 Redistricting of the local election districts of the County, based on the 2020 Census data. The process itself will begin after federal census data is released, which has been delayed due to the COVID-19 pandemic; it is now anticipated to be released in August and made available to localities in September.

Attached for your review and/or approval are:

- (1) A proposed composition for the Citizen Advisory Committee for Redistricting (see discussion below);
- (2) A resolution formalizing the establishment of the Citizen Advisory Committee for Redistricting which instructs staff as to the actions related thereto, and detailing the structure and actions of the Redistricting Committee;
- (3) A resolution that provides a general statement of the goal, criteria and policies that will be followed; and
- (4) A general guidance document which outlines Virginia redistricting laws and processes.

Citizen Advisory Committee

In order to obtain input from the public, the Board has historically established a Citizen Advisory Committee for Redistricting. In 1991, 2001, and 2011, the committee has been comprised of one representative each of the County Democratic Party, the County Republican Party and the NAACP. The Committee is supported by staff from the Registrar’s Office and County Administrator’s Offices, the County Attorney, and with the technological and redistricting software support from the Commonwealth Regional Council.

In a series of meetings, the committee will meet with staff and CRC and prepare a number of alternatives that will be presented and considered by the Board. Meetings of the committee are open to the public, and observers and all interested persons may attend and contribute to the success of those committee meetings.

The time requirements for committee members could be intensive, but are uncertain at this time. Committee members might expect to meet once or twice a week during business hours with County and CRC staff to develop the redistricting plans that the committee will then present to the Board for consideration. The committee will submit its final report and recommendations to the Board.

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



**Board of Supervisors  
Agenda Summary**

After considering the advisory committee's report and such other information as the Board desires, the Board would then be in a position to advertise those plans for Public Hearing.

At present, it is not expected that this process will be completed by the November election. The Registrar continues to review all available information and shares it with the County Administrator's Office.

**Attachments:**

- 1. A proposed composition for the Citizen Advisory Committee for Redistricting;
- 2. A resolution formalizing the establishment of the Citizen Advisory Committee for Redistricting and instructs staff as to the actions related thereto, and detailing the structure and actions of the Redistricting Committee;
- 3. A resolution that provides a general statement of the goal, criteria and policies that will be followed; and
- 4. A general guidance document which outlines the 2021 Virginia redistricting laws and processes.

**Recommendations:**

- 1. Adopt and approve the composition of a citizen advisory committee and direct staff to contact each entity for the name of its representative, to be appointed by the Board at its August meeting.
- 2. Approve the draft resolution formalizing the establishment of the Citizen Advisory Committee for Redistricting which instructs staff as to the actions related thereto, and detailing the structure and actions of the Redistricting Committee;
- 3. Approve the resolution that provides the statement of goals, criteria and policies for the Prince Edward County Redistricting process for 2021.

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

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

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

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



Citizen Advisory Committee for 2021 Redistricting

1. Representative of the Democratic Party of Prince Edward County
2. Representative of the Republican Party of Prince Edward County
3. Representative of the NAACP of Prince Edward County

**BOARD OF SUPERVISORS**

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



**COUNTY OF PRINCE EDWARD, VIRGINIA**

**COUNTY ADMINISTRATOR**

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**– RESOLUTION OF THE BOARD OF SUPERVISORS –**

Formalizing the establishment of the Citizen Advisory Committee for Redistricting, and instructing staff as to the immediate actions related thereto, and detailing the structure and actions of the Redistricting Committee.

**BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF PRINCE EDWARD, VIRGINIA:**

- I. That the Prince Edward County Board of Supervisors ("Board") establishes the Prince Edward County Citizen Advisory Committee for Redistricting, and instructs staff as to the immediate actions related thereto, and details the structure and actions of the Redistricting Committee, as follows:**

**WHEREAS**, the Constitution of Virginia and the Code of Virginia requires local governments that elect their governing body members from districts to redistrict every ten years in response to the decennial census; and

**WHEREAS**, the decennial census has been conducted; and

**WHEREAS**, the County of Prince Edward elects its members from eight (8) electoral districts and therefore either must find that its electoral districts are currently structured to meet all applicable legal requirements, or must redistrict via a decennial redistricting ordinance; and

**WHEREAS**, the Board of Supervisors expresses its intention to establish the Prince Edward County Citizen Advisory Committee for Redistricting and to instruct County staff as to actions related to redistricting; and

**WHEREAS**, this resolution formalizes that intention and further details the nature and actions of the Redistricting Committee.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF PRINCE EDWARD, VIRGINIA:**

- 1. That the Board of Supervisors ("Board") hereby establishes the Prince Edward County Citizen Advisory Committee for Redistricting ("Redistricting Committee") consisting of one representative of each of the following: (1) Democratic Party of Prince Edward County; (2) Republican Party of Prince Edward County; and (3) NAACP of Prince Edward County, who shall be appointed by the Board and who shall be supported by the County Attorney, the County Registrar, the County Administrator's Office and the Commonwealth Regional Council;

2. That the Committee shall elect a Chair of the Redistricting Committee ("Committee Chair");
3. The County Administrator will coordinate with the Commonwealth Regional Council the availability of and staff support for the mapping software and Census Data files so as to determine the population of all County electoral districts and precincts and other relevant information, as needed;
4. The County Attorney shall develop an outline of critical tasks and timeframes in the redistricting process, identify any legislation passed in the General Assembly relating to redistricting, provide legal counsel to the Committee, and prepare the draft and final redistricting ordinance, once a plan is approved by the Board of Supervisors;
5. The County Administrator shall ask that the County Registrar identify the timeframe for state action on redistricting and determine whether state redistricting will have an impact on the County's process; and
6. The Redistricting Committee shall meet at the call of the Committee Chair.

**BE IT FURTHER RESOLVED**, the County Administrator is directed to provide any supporting action necessary to ensure that all communications and actions referenced in this resolution, other than those attributable to the County Attorney, are undertaken and completed; and

**BE IT FURTHER RESOLVED**, that the County Administrator is directed to supply a copy of this resolution to each member of the Redistricting Committee.

**II. That this resolution shall be in force and effect upon adoption.**

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 on a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed, this 13<sup>th</sup> day of July, 2021.*

---

J. David Emert, Chair, Board of Supervisors

ATTEST:

---

Douglas P. Stanley, County Administrator

**BOARD OF SUPERVISORS**

J. David Emert  
Chairman  
Odessa H. Pride, Ed.D.  
Vice Chairman  
Beverly M. Booth  
Pattie Cooper-Jones  
Llew W. Gilliam, Jr.  
Robert M. Jones  
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**COUNTY OF PRINCE EDWARD, VIRGINIA**

**COUNTY ADMINISTRATOR**

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

**– RESOLUTION OF THE BOARD OF SUPERVISORS –  
REGARDING THE 2021 REDISTRICTING  
OF THE COUNTY’S ELECTION DISTRICTS**

**WHEREAS**, Prince Edward County, Virginia, is required to consider reapportionment every ten years; and

**WHEREAS**, the U.S. Census Bureau is expected to release the results of the 2020 Census to the appropriate Commonwealth officials in 2021; and

**WHEREAS**, the Census data are expected to show that sufficient population changes have taken place within Prince Edward County, Virginia, to warrant a reapportionment of the districts from which the Board of Supervisors of the County are elected; and

**WHEREAS**, the Board of Supervisors has the responsibility to apportion the election districts of the governing body in accordance with federal and state laws;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors supports and adopts the following:

**GOAL**

The goal of the Prince Edward County Board of Supervisors is to reapportion the governing body of the County during calendar year 2021. As part of that process, the Board will consider the existing election districts for the members of the Board and the School Board and proposed revisions to those districts. The process will be completed and approved in accordance with federal and state law.

**LEGAL CRITERIA**

1. The governing body of the County shall be composed of a fixed number of members who are elected from single-member districts.
2. The election districts shall be composed of contiguous and compact territory and constituted as to give, as nearly as is practicable, representation in proportion to the population of the district.
3. The election districts shall have boundaries that are clearly defined and clearly observable, as Virginia law defines that term.

4. The election districts shall comply with the federal Voting Rights Act of 1965, as amended.
5. Changes in district boundaries to meet the tests of equitable population distribution among the districts will be made with a minimum disruption of the then existing district pattern of service.

### POLICIES

1. The Board will consider plans that maintain eight election districts as well as any other plans that propose a lawful number of election districts.
2. The Board will not consider election district proposals which would result in a maximum population deviation between election districts that is ten percent or greater.
3. The Board will consider existing geographical and political boundaries, which shall include, but not be limited to, incorporated town boundaries.
4. The Board will consider established communities of interest that shall include, but not be limited to, geographic areas with similar characteristics such as ethnic, social, and cultural interests. Present and planned use of land and public facilities are relevant to defining communities of interest.
5. The Board will consider existing districts and incumbent representation on local public bodies that may be affected by reapportionment.
6. The Board encourages plans that are based on existing voting precinct boundaries, and where changes are necessary, precincts shall be divided along Census block boundaries.
7. The Board encourages interested persons to submit reapportionment plans to the County. Proponents of any plan shall submit appropriate maps of proposed election districts and statistical summaries and analyses. The statistical analyses shall show the population deviation between election districts and any retrogressive effect on racial or language minority groups.
8. The Board encourages interested persons to submit proposals for amending or revising any reapportionment plan that has been submitted to the County. Proponents of any such amendment or revision shall submit appropriate maps showing the proposed changes and statistical summaries and analyses. The statistical analyses shall show the population deviation between election districts and any retrogressive effect on racial or language minority groups.
9. In addition to the public participation encouraged by Policies 7 and 8 above, the Board encourages public comments or recommendations from interested persons on any plan or change to plan that has been submitted.

10. All of the foregoing criteria shall be considered in the reapportionment process, but population equality among districts and compliance with federal and state constitutional and statutory requirements, including the federal Voting Rights Act of 1965, as amended, shall be given priority in the event of conflict among the criteria.

Certification

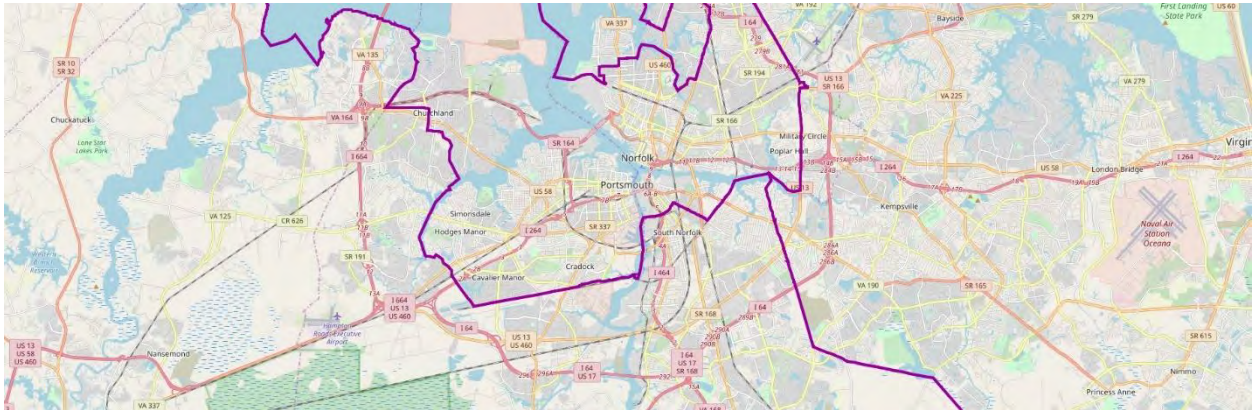
*I hereby certify that the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia at a regular board meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed on a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed, this 13<sup>th</sup> day of July, 2021.*

\_\_\_\_\_  
J. David Emert, Chair, Board of Supervisors

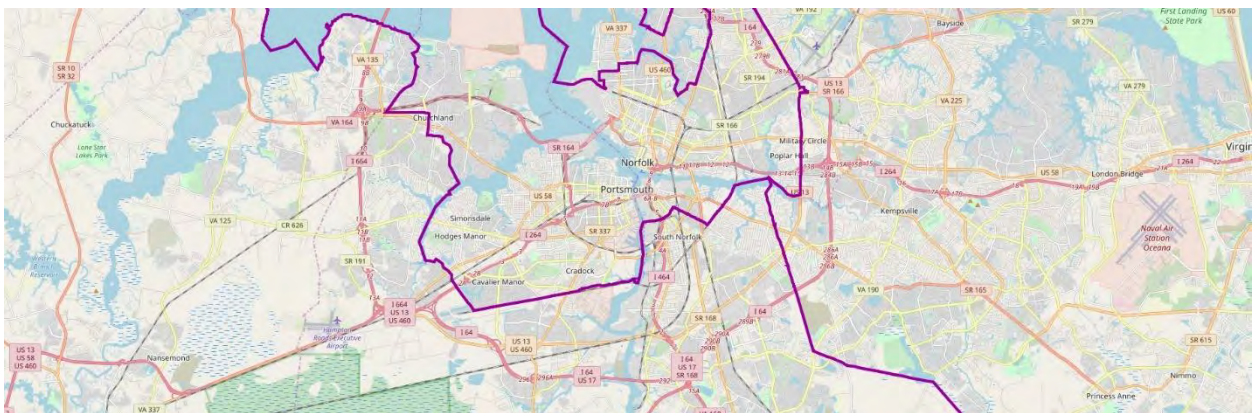
ATTEST:

\_\_\_\_\_  
Douglas P. Stanley, County Administrator





# Guide to Local Redistricting for 2021



Virginia Division of Legislative Services



# Guide to Local Redistricting for 2021

## **A Few Caveats About This Guide**

This Guide and the information contained in it are not legal advice. The Guide is intended to be informative and provide an overview of the law and the process of redistricting to serve as a starting point for those undertaking redistricting at the local level.

This Guide and its description of the law and schedule for redistricting are current as of the date of publication. However, the law and schedule are always changing in response to new developments. Each locality must pay close attention to developments at the 2021 Regular Session, and any special sessions, of the General Assembly, on the national scene concerning the 2020 census, and in case law.



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*For Jack Austin, my mentor and friend.  
He would want you to know that the precincts listed  
in the district descriptions in the Code of Virginia are just a snapshot in time.  
- M.L.*





# Guide to Local Redistricting for 2021

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## 1. Introduction to Redistricting

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### 1.1. What Is Redistricting?

Redistricting is the process of redrawing the boundaries of districts that elect representatives who serve specific geographic areas. Redistricting occurs every 10 years following the United States decennial census and is the responsibility of state and local governments. It is governed by federal and state constitutional and statutory laws.

### 1.2. Basic Principles of Redistricting

While the laws governing redistricting are vast, complex, and ever evolving, here are a few basic principles that guide the process:

***Redistricting must be done every 10 years in the year ending in one.*** Prior to the 1960s, many states did not redraw their election district boundaries on a regular basis despite the occurrence of shifts in population, which often led to districts with wide variations in population numbers. Due to a series of rulings by the U.S. Supreme Court in this matter, states must redistrict every 10 years following the United States decennial census.

***Article VII, Section 5*** of the Constitution of Virginia specifically requires any locality that conducts elections by district to change its district boundaries every 10 years in the year ending in one.

***Districts must be drawn using census data.*** The United States decennial census is the primary data source on population, age, and race used in redistricting. While there is no federal requirement that census data be used for redistricting, § ***24.2-304.1*** of the Code of Virginia requires local governments to use the most recent decennial population figures for such county, city, or town for the purposes of redistricting and reapportioning representation.

During the 2011 cycle, this Code section required the use of those “figures [that were] identical to those from the actual enumeration conducted by the United States Census Bureau (the Census Bureau) for the apportionment of representatives in the United States House of Representatives.” However, the 2020 Regular Session of the General Assembly amended this requirement so that in the 2021 redistricting cycle the data to be used will be the census data as adjusted by the Division of Legislative Services to reflect the reallocation of prison populations. See **Section 4.2** for more about this reallocation process.

***Districts must be equal in population.*** The same U.S. Supreme Court cases that require districts be redrawn every 10 years also require those districts to be equal in population. This is the “one-person, one-vote” principle. For congressional districts, this means that the population of one congressional district must be essentially equal to another. For other districts, the standard is not as strict, instead requiring “substantially” equal populations in like districts. The Constitution of Virginia requires local election districts to use the substantially equal population standard.



***Districts cannot be drawn to discriminate based on race.*** One of the most complicated and, as a result, frequently litigated areas of redistricting law relates to race-based redistricting. See **Section 5.4** for more detail on this issue. Generally, though, the Equal Protection Clause of the ***Fourteenth Amendment*** to the Constitution of the United States has been interpreted as prohibiting districts from being drawn to segregate citizens into districts based on race. This is racial gerrymandering. In addition, the Voting Rights Act of 1965 (P.L. 89-110), as amended, prohibits districts from being drawn in such a way that the result is a denial or abridgement of the right to vote on account of race, color, or status as a member of a language minority group.

A proposed amendment to the Constitution of Virginia will be submitted to the voters at the November 2020 general election and, if approved, ***Article II, Section 6*** will include a requirement for racial and ethnic fairness:

Every electoral district shall be drawn in accordance with the requirements of federal and state laws that address racial and ethnic fairness, including the Equal Protection Clause of the ***Fourteenth Amendment*** to the Constitution of the United States and provisions of the Voting Rights Act of 1965, as amended, and judicial decisions interpreting such laws. Districts shall provide, where practicable, opportunities for racial and ethnic communities to elect candidates of their choice.

This addition to the Constitution of Virginia, if approved at the November 2020 general election, will become effective January 1, 2021.

***Districts must be contiguous and compact.*** ***Article VII, Section 5*** of the Constitution of Virginia requires local election districts to “be composed of contiguous and compact territory.”

### 1.3. Introduction to the Guide to Local Redistricting for 2021

For the four previous redistricting cycles, the Division of Legislative Services has published a Guide to Local Redistricting like this to assist local governing bodies in understanding and preparing for the redistricting process.

While every possible issue and question cannot be predicted or addressed, this Guide provides a thorough introduction to the fundamental aspects and foundational principles of redistricting to equip the localities of Virginia as they begin the redistricting process.

The Guide to Local Redistricting for 2021 is organized into the following sections:

- Section 1. Introduction to Redistricting
- Section 2. Local Election Districts
- Section 3. Precincts and Polling Places
- Section 4. The 2020 Census
- Section 5. Legal Standards Applicable to Local Redistricting
- Section 6. After Redistricting

Additionally, Appendices A and B set out the relevant constitutional and statutory provisions:

- Appendix A. Relevant Constitutional Provision
- Appendix B. Relevant Code of Virginia Sections

### **A Few Caveats About This Guide**

This Guide and the information contained in it are not legal advice. The Guide is intended to be informative and provide an overview of the law and the process of redistricting to serve as a starting point for those undertaking redistricting at the local level.

This Guide and its description of the law and schedule for redistricting are current as of the date of publication. However, the law and schedule are always changing in response to new developments. Each locality must pay close attention to developments at the 2021 Regular Session, and any special sessions, of the General Assembly, on the national scene concerning the 2020 census, and in case law.







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## 2. Local Election Districts

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### 2.1. Introduction

The Constitution of Virginia requires popular elections for the members of a locality’s governing body. How these elections happen—at large or by district—is left to the governing bodies, but if the members are elected by district, the Constitution of Virginia requires:

1. That a county, city, or town must redistrict in 2021 if it elects any members of its governing body from districts;
2. That the districts must be drawn to comply with the one-person, one-vote standard;
3. That the districts must be contiguous and compact; and
4. That any citizen of a locality can go to court to compel the governing body to redraw its district boundaries if the governing body fails to do so.

For the constitutional language, see *Article VII, Section 5* as set out in full in **Appendix A**.

### 2.2. Code of Virginia Requirements for Local Redistricting

Just as the General Assembly is responsible for the reapportionment and redistricting of congressional and state legislative districts, local governing bodies are responsible for the local election districts. While *Article VII, Section 5* of the Constitution of Virginia sets forth the basic principles of this responsibility, the Code of Virginia expands on it with additional requirements and necessary details for the reapportionment and redistricting of local election districts. All local governing bodies undertaking this important endeavor should understand the following key provisions:

***Reapportionment and redistricting is required every 10 years for certain localities.***

Subsection A of § *24.2-304.1* authorizes local governing bodies to provide by ordinance for single-member districts, multi-member districts, at-large districts, or any combination of such districts. Any locality that does not elect its governing body entirely at large is subject to the provisions of subsection B of § *24.2-304.1*, which repeats the constitutional requirement that any county, city, or town that elects members of its governing body from districts must reapportion and redraw the election district boundaries every 10 years in the year ending in one.

***Local election districts must comply with certain criteria.*** Subsection B of § *24.2-304.1* repeats the constitutional requirement that local election districts be composed of contiguous and compact territory and give, “as nearly as is practicable, representation in proportion to the population of the district or ward.” This is the equal population standard. Section *24.2-305* restates the contiguous and compact requirement and further provides that each election district must have clearly defined and clearly observable boundaries. See the defined term, “clearly observable boundary,” in § *24.2-305* as set out in full in **Appendix B**. For further discussion regarding equal population, contiguity, and compactness, see **Section 5**.



***The most recent decennial population figures for each locality, as adjusted by the Division of Legislative Services, are to be used.*** Subsection C of § [24.2-304.1](#) requires the use of adjusted census data for reapportionment and redistricting purposes. This is a new requirement, the result of legislation enacted by the 2020 Regular Session of the General Assembly. Beginning with the 2021 redistricting, any person incarcerated in a federal, state, or local correctional facility within the Commonwealth is to be counted as a resident of the locality where his address at the time of incarceration is located. Because the Census Bureau counts such persons at the facilities in which they are incarcerated and reports the population as such, this requires the population data received from the census to be adjusted. By law, the Division of Legislative Services is tasked with adjusting this data and making it available within 30 days of receipt of the census data.

***Local decennial redistricting measures take effect immediately but do not cut short the term of any governing body member.*** Subsection B of § [24.2-311](#) provides that ordinances adopted by local governing bodies to accomplish the decennial redistricting required by [Article VII, Section 5](#) of the Constitution of Virginia take effect immediately. It further provides that governing body members in office on the effective date of a decennial redistricting measure are to complete their terms of office. As provided by § [24.2-304.6](#), local officials, including members of school boards or planning commissions, complete their terms of office regardless of loss of residency in their districts due to the redistricting measure.

***Each locality is responsible for determining its obligations from multiple sources.*** It's important for each locality to review the sections of the Code of Virginia set out in full in [Appendix B](#), as there are many requirements and provisions in addition to those addressed in this Guide.

For example, § [24.2-304.3](#) requires a copy of the ordinance adopting the redistricting plan to be recorded in the official minutes of the governing body, along with a description of the boundaries and a map showing the boundaries of the districts. A requirement new for the 2021 redistricting is that a Geographic Information System (GIS) map that shows the district boundaries must be sent to the local elected board, the Secretary of the Commonwealth, the Department of Elections, and the Division of Legislative Services.

Additionally, each city and town should review its charter in order to determine whether it contains provisions related to redistricting. Any county with a charter or an optional form of government should review its charter or the statutes applicable to its form of government for possible special provisions applicable to redistricting.

### 2.3. Elected School Boards

For the localities that have made the switch from appointed to elected school boards, the dates of elections, terms of office, and election districts for school board members will generally mirror those for members of the governing body. As such, most of the counties and cities that elect their governing bodies from districts will be redrawing those district lines for both their governing bodies and their school boards. Section [22.1-57.3](#) provides in pertinent part:

Elections of school board members in a county, city, or town shall be held to coincide with the elections for members of the governing body of the county, city, or town at the regular general election in November or the regular general election in May, as the case may be . . .

. . . The terms of the members of the elected school board for any county, city, or town shall be the same as the terms of the members of the governing body for the county, city, or town. In any locality in which both the school board and the governing body are elected from election districts, as opposed to being elected wholly on an at-large basis, the elections of the school board member and governing body member from each specific district shall be held simultaneously except as otherwise provided . . .

. . . In any case in which school board members are elected from election districts, as opposed to being elected from the county, city, or town at large, the election districts for the school board shall be coterminous with the election districts for the county, city, or town governing body, except as may be specifically provided for the election of school board members in a county, city, or town in which the governing body is elected at large.

Each locality is responsible for determining whether any applicable charter provision, special law, or optional form of government provision applies to the redrawing of elected school board districts during this decennial process of redistricting.









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## 3. Precincts and Polling Places

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### 3.1. Introduction

While the establishment of election districts is provided for specifically in the Constitution of Virginia, the establishment of precincts is not. However, precincts do show up in the Constitution in a significant way: the qualification of voters.

*Article II, Section 1* of the Constitution of Virginia sets forth the qualifications of voters. One such qualification is to fulfill the residence requirements set forth in that section, which are residency in the Commonwealth and the precinct where one votes. In this way, precincts are a foundational element of democracy.

So what is a precinct? The Code of Virginia defines a “precinct” to be the territory designated by the governing body of a county, city, or town to be served by one polling place.<sup>1</sup> A “polling place” is defined as the structure that contains the one place provided for each precinct at which the qualified voters who are residents of the precinct may vote.<sup>2</sup>

Precincts are subject to a number of statutory provisions, present a variety of issues in elections administration, and are a key part of the redistricting process.

### 3.2. Code of Virginia Requirements for Precincts and Polling Places

First, a few basic points from the Code of Virginia about precincts:

***The establishment of precincts is the responsibility of local governing bodies.*** Section *24.2-307* directs the governing body of each county and city to establish by ordinance as many precincts as the governing body deems necessary. These governing bodies are also authorized to increase or decrease the number of precincts and to alter the boundaries of precincts, subject to requirements and restrictions in the Code of Virginia. Section *24.2-308* directs the establishment of one precinct for each town unless the town council establishes more than one precinct by ordinance.

***Precincts must comply with certain criteria.*** Section *24.2-305* requires precincts to “be composed of compact and contiguous territory” and to “have clearly defined and clearly observable boundaries.” See **Section 5** for further discussion regarding contiguity and compactness and see the defined term, “clearly observable boundary,” set out in full in **Appendix B**.

***Precincts are subject to requirements for minimum and maximum numbers of registered voters.***<sup>3</sup> Section *24.2-307* provides that at the time a precinct is established, it cannot have more

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<sup>1</sup> VA. CODE § *24.2-101*.

<sup>2</sup> *Id.*

<sup>3</sup> For the purposes of this requirement, “registered voter” includes only persons maintained on the Virginia voter registration system with active status. See VA. CODE § *24.2-101*.



than 5,000 registered voters. The general registrar is responsible for notifying the governing body whenever the number of voters who actually voted in a precinct in a presidential election exceeds 4,000, and the governing body must then revise the precinct boundaries. Additionally, § 24.2-307 sets a minimum number of registered voters for precincts. At the time a precinct is established, it can have no fewer than 100 registered voters for a county precinct and no fewer than 500 registered voters for a city precinct.

***Precincts must be wholly contained within certain types of election districts.*** Section 24.2-307 requires each county and city precinct to be wholly contained within a single congressional district, state Senate district, House of Delegates district, and election district used for the election of one or more members of the governing body or school board. Section 24.2-308 provides that each town precinct must be wholly contained within any election district used for the election of one or more town council or school board members. See the following **Section 3.3** for more discussion on this “wholly contained” requirement and the issue of split precincts.

### 3.3. Split Precincts

A split precinct is one in which not all voters in the precinct have the same candidates for a particular type of office on their ballots. Split precincts create confusion for voters and headaches for election officials.

The law has long required precincts to be wholly contained within a single local election district. This was easily attainable since the same authority was responsible for establishing both. Precincts split among congressional and state legislative districts, on the other hand, were inevitable. While the General Assembly was drawing the congressional and state legislative districts, using the previous decade’s precincts as the basis for the maps, local governing bodies were making changes to those very precinct lines. When those new precinct boundaries were then laid on top of the congressional and state legislative districts, the result was often a split precinct. The common practice to address these split precincts was by adopting legislation in the following legislative sessions to make technical adjustments to the congressional or state legislative district lines so that the district lines and precinct boundaries aligned. This is no longer viewed to be an option, so other efforts to address the split precinct issue have been made.

The 2020 Regular Session of the General Assembly passed legislation<sup>4</sup> amending § 24.2-307 to require county and city precincts to be wholly contained within a single congressional district, state Senate district, and House of Delegates district, in addition to local election districts. Recognizing the practical realities of how the redistricting process unfolds, the law requires the governing body to establish precincts to be consistent with those election districts adopted by the appropriate authority by June 15 in the year ending in one. However, if congressional or state legislative districts have not been adopted by that date, the governing bodies may use the districts as they existed on June 15 of that year as the basis for establishing the precinct boundaries for the November elections held that year. Precinct boundaries must be established to be consistent with any subsequent changes to the congressional, state Senate, House of Delegates, and local election districts and such new boundaries will apply to future elections.

If the governing body is unable to establish a precinct with the minimum number of registered voters without splitting the precinct, the State Board of Elections may grant a waiver

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<sup>4</sup> Chapter 1268 of the Acts of Assembly of 2020.

to administer a split precinct or direct the governing body to establish a precinct with fewer than the minimum number of voters.

### 3.4. Precinct Boundaries and the Census Bureau’s Voting District Project

Section *24.2-305* requires precincts to have clearly defined and clearly observable boundaries. This standard was adopted in the 1980s so that (i) precinct boundaries can be readily identified by voters, candidates, and those administering elections and (ii) census population counts can be reported for each individual precinct. The Census Bureau will not give a population count for a precinct unless the boundaries of the precinct meet the Bureau’s standards for census blocks and can be used as the boundaries of a census tabulation block.

In preparing for the 2020 census, Virginia participated in the Voting District Project, Phase II of the 2020 Census Redistricting Data Program.<sup>5</sup> The state worked with the Census Bureau to identify, update, and verify the precinct boundaries of Virginia’s 2,465 active precincts on the census maps. This work was done through the nonpartisan census liaisons with the Division of Legislative Services in consultation with general registrars and other local officials and personnel. The precinct boundaries in place at the end of this project are the precincts used to provide census population counts for use in redistricting.

This project is the reason for the “precinct freeze” enacted every 10 years in preparation for redistricting. The current precinct freeze set out in § *24.2-309.2* prohibits the creation, division, abolishment, or consolidation of any precinct or any change to the boundaries of a precinct between February 1, 2019, and May 15, 2021, except in certain circumstances.

At the conclusion of this precinct freeze, localities should review their precincts. During the nearly 2.5-year period in which the precincts are frozen, population shifts may have occurred, resulting in precincts that are now oversized or undersized, and it may be necessary to increase or decrease the number of precincts in the locality, as permitted by § *24.2-307*.

### 3.5. Polling Places

The requirements for polling places are provided in §§ *24.2-310* and *24.2-310.1*. There must be one polling place for each precinct. The polling place for a county, city, or town precinct must (i) be located in the precinct or within one mile of the precinct boundary, (ii) meet accessibility requirements, and (iii) be located in a public building whenever practicable. It is important to consider the availability of appropriate polling place facilities when drawing local election district and precinct boundaries. For towns holding elections in November, the town uses the county’s polling places.

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<sup>5</sup> This project provides states the opportunity to submit their voting districts, or precincts, for inclusion in the 2020 Census Redistricting Data Program tabulation, in addition to submitting suggested legal boundary updates and updates to their geographic areas. More information on this project and the Census Redistricting Data Program can be found at <https://www.census.gov/programs-surveys/decennial-census/about/rdo/program-management.html> [last visited October 19, 2020].







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## 4. The 2020 Census

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### 4.1. Introduction

The 2020 census, conducted by the U.S. Department of Commerce through the Census Bureau, is the twenty-fourth census in U.S. history, and it will provide the basis for the reapportionment among the states of the 435 seats in the United States House of Representatives. It will also be used to redraw congressional, state legislative, and local election districts.

#### *Legal Basis*

The decennial census is a constitutional requirement. *Article I, Section 2, Clause 3* of the Constitution of the United States requires an “actual Enumeration” of all people in the United States. This enumeration is then used to determine the number of seats each state will have in the United States House of Representatives for the upcoming decade. Currently, Virginia has 11 seats, and it is predicted that Virginia will hold onto those seats.

Federal law requires that the census data be reported to the states in order for it to be used by the states to establish congressional, state legislative, and local election districts.<sup>6</sup> How that census data is used, however, is left to the states. Subsection C of § *24.2-304.1* of the Code of Virginia requires the use of the census data, as adjusted by the Division of Legislative Services, in the drawing of local election districts.

#### *Developments for the 2020 Census*

Like the 2010 census, the 2020 census is short form, collecting only basic information. The 2020 census is, however, the first to use the Internet as the primary response method.

The 2020 questions regarding race and ethnicity are different from previous years. Multiple Hispanic ethnicities, such as Mexican and Puerto Rican, are collected within the broader category. There is also a write-in option for the White racial and Black racial categories.

Because the census collects protected personal information, the Census Bureau must take steps to protect that data from disclosure in a way that allows individuals and their information to be identified while still providing data that can be used by states to conduct accurate redistricting. The 2020 census will utilize an algorithmic approach to privacy protection called *differential privacy*.<sup>7</sup> Differential privacy allows the Census Bureau to determine a mathematically precise balance between privacy protection and data accuracy and to ensure that that balance will stay constant into the future. The Census Bureau has continued to develop this Disclosure Avoidance System ahead of the release of redistricting data, with a focus on improving the accuracy of population data.

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<sup>6</sup> P.L. 94-171 (1975).

<sup>7</sup> More information on the Disclosure Avoidance System and the 2020 census can be found at [https://www.census.gov/about/policies/privacy/statistical\\_safeguards/disclosure-avoidance-2020-census.html](https://www.census.gov/about/policies/privacy/statistical_safeguards/disclosure-avoidance-2020-census.html) [last visited October 19, 2020].



In response to the COVID-19 pandemic, the Census Bureau has announced it is seeking permission from Congress to delay its 2020 census data delivery by 120 days. See **Section 4.4** for further discussion concerning this delay and its potential impact on Virginia’s redistricting process.

There are two basic pieces of information needed to redraw election district lines: population data (**Section 4.2**) and maps (**Section 4.3**). The Census Bureau provides both.

## 4.2. Population Data

### *P.L. 94-171 Data*

Public Law 94-171 is the federal law directing the Census Bureau to provide redistricting data needed by the states. P.L. 94-171 data, or redistricting data, is the data the localities will use to redistrict in 2021, just as the General Assembly will use the data to redraw congressional and state legislative districts.<sup>8</sup> This data gives total and voting age population counts and Hispanic and racial data for each geographic unit.

Under federal law, the Census Bureau is required to report this data to the 50 states by April 1, 2021. However, in light of the COVID-19 pandemic and its impact on the 2020 census operations, it is unclear when this data may be received in 2021 (see **Section 4.4** for further discussion).

### *Residence Criteria and Situations*

A perennial question regarding the decennial census is “who is counted where.” As a general rule, people are counted at their usual residence, the place where they live and sleep most of the time. Persons who live in “group quarters” are counted at that facility, and persons who do not have a usual residence are counted where they are on Census Day, or April 1, 2020. The Census Bureau has detailed guidance for determining where people should be counted.<sup>9</sup> A few examples:

- United States military personnel assigned to a United States military vessel with a United States homeport on Census Day are counted at the onshore United States residences where they live and sleep most of the time. If the personnel do not have onshore United States residences, they are counted at their vessel’s homeport.
- Any person incarcerated in a federal, state, or local correctional facility is counted at the facility where he is incarcerated.
- A college student living away from his parent’s or guardian’s home while attending college in the United States, living either on-campus or off-campus, is counted at the on-campus or off-campus residence where he lives and sleeps most of the time.
- A baby born on Census Day is counted at the residence where he will live and sleep most of the time, even if he is still in a hospital on Census Day.

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<sup>8</sup> As adjusted by the Division of Legislative Services to reflect the reallocation of prison populations; see subsection C of § *24.2-304.1* of the Code of Virginia.

<sup>9</sup> *Federal Register*, Vol. 83, No. 27 (February 8, 2018).

### *Reallocation of Prison Populations*

The 2020 Regular Session of the General Assembly enacted legislation that will adjust the P.L. 94-171 data to reflect the reallocation of the prison populations in the Commonwealth.<sup>10</sup> Any person incarcerated in a federal, state, or local correctional facility whose address at the time of incarceration was located within the Commonwealth will be deemed to reside at such address. Any incarcerated person whose address at the time of incarceration was located outside of the Commonwealth or cannot be determined will be deemed to reside at the location of the facility in which he is incarcerated. The Division of Legislative Services is responsible for adjusting the P.L. 94-171 data to reflect this reallocation based on residency and is required to make the adjusted data available within 30 days of receipt of the P.L. 94-171 data from the Census Bureau.

### *Race and Ethnicity*

Questions about race and ethnicity are included in the decennial census in order to gather data necessary to facilitate enforcement of the Voting Rights Act, which prohibits the enactment of redistricting plans that result in a denial or abridgement of the right of any citizen of the United States to vote on account of race or color or membership in a language minority group.

The U.S. Office of Management and Budget standards<sup>11</sup> specify five minimum categories for data on race: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. It also provides two categories for data on ethnicity: Hispanic or Latino and Not Hispanic or Latino.

### *Total and Voting Age Population*

As in 2011, the Census Bureau will report the total population and the voting age population for each geographic unit.

## 4.3. Census Geography and Maps

### *Geographic Units*

The Census Bureau will report the state's population data using the following geographic units, meaning each geographic unit will have population data assigned to it. The geographic units used are a combination of legal/administrative geography and Bureau-defined geography.

- **Counties, cities, and towns**—the primary legal subdivision of Virginia; the geography of these governmental units is defined by the state and local governments and reported to the Census Bureau. See **Getting the Geography Right** later in this section for further discussion.
- **Voting tabulation districts or VTDs**—precincts and wards; these are defined by the state and local governments and reported to the Census Bureau. Each precinct will be coded with a six-digit number that represents the census locality census code and the Virginia Department of Elections precinct code. See **Getting the Geography Right** later in this section for further discussion.

<sup>10</sup> VA. CODE § 24.2-314.

<sup>11</sup> *Federal Register*, Vol. 62, No. 210 (October 30, 1997).



- **Census tract**—a combination of census block tracts that is a statistical and relatively permanent subdivision of a locality. Census tract boundaries typically follow visible features but may follow governmental unit boundaries. Census tracts always nest within counties and cities.
- **Census block group**—a combination of census blocks that is a subdivision of a census tract. These are defined by the Census Bureau.
- **Census block**—Census blocks are king; they are the smallest entity for which the Census Bureau collects and tabulates decennial census information. The Census Bureau defines census blocks, using only visible or nonvisible boundaries shown on census maps as the blocks' boundaries.

Additionally, the Census Bureau will make population data available by congressional and state legislative districts.

### ***TIGER/Line Shapefiles***

A shapefile is a geospatial data format for use in geographic information system (GIS) software. The TIGER/Line Shapefiles are the fully supported core geographic product from the Census Bureau. They are extracts of selected geographic and cartographic information from the Census Bureau's Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) database. These shapefiles include polygon boundaries of geographic areas and features, but they do not contain any demographic data from the decennial census. Instead, the shapefiles contain a standard geographic identifier for each geographic entity that links to the geographic identifier in the census data.

To use these shapefiles, a user must have mapping or GIS software that can import the TIGER/Line Shapefiles. The shapefiles are not provided by the Census Bureau in any vendor-specific format. With the appropriate software, a user can produce maps ranging in detail from a neighborhood street map to a map of the United States. To date, many local governments have used the TIGER data in applications requiring digital street maps. Software companies have created products for the personal computer that allow consumers to produce their own detailed maps. Localities will want to work with their planning departments and local planning commissions to use TIGER data.

### ***Getting the Geography Right***

Because redistricting done by both the General Assembly and local governments will use population data assigned by geographic unit, it is vitally important that the geography that the Census Bureau uses reflects what the state and each local government understands it to be. Fortunately, there are opportunities throughout each decade to get the geography right. For the 2021 redistricting cycle, two such opportunities are the Boundary and Annexation Survey and the 2020 Census Redistricting Data Program.

***Boundary and Annexation Survey.*** The Census Bureau conducts the Boundary and Annexation Survey (the BAS) annually to collect information about select legally defined geographic areas.<sup>12</sup> The BAS is used to update information about legal boundaries and names of all governmental units in the United States. It provides local governments the opportunity to

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<sup>12</sup> More information on the Boundary and Annexation Survey can be found at <https://www.census.gov/programs-surveys/bas.html> [last visited October 19, 2020].



review the Census Bureau’s boundary data to ensure that the Bureau has the correct legal boundary, name, and status information of the various geographic areas. The legal boundaries collected through the BAS are used by the Census Bureau to tabulate data for the decennial census.

Each year, the Census Bureau sends the BAS Annual Response email to key contacts in local government. This includes:

- The government’s highest elected official, such as the mayor or county executive; and
- A GIS staff person, planner, clerk, or other contact.

By responding to the BAS, local governments are able to ensure that the legal boundaries of the various geographic units for which the Census Bureau reports population data are correct. For example, if the Census Bureau uses the boundary between two counties as the boundary of several census blocks and, as a result, several VTDs, it is important that that boundary be what those two counties understand it to be.

***The 2020 Census Redistricting Data Program.*** The first two phases of the 2020 Census Redistricting Data Program<sup>13</sup> also present opportunities for state and local governments to review and submit changes to various geographic and governmental area boundaries. As opposed to the BAS, which is conducted annually, this program is conducted in the run-up to the decennial redistricting.

- Phase 1 was the Block Boundary Suggestion Project. It provided states the opportunity to submit suggested legal boundary updates as well as updates to other geographic areas. Participation in Phase 1 was conducted for Virginia through the Division of Legislative Services in two stages, the first being the initial identification (December 2015 through May 31, 2016) and the second being the verification of updates (December 2016 through May 31, 2017).
- Phase 2 was the Voting District Project. It provided states the opportunity to submit their voting districts for inclusion on the P.L. 94-171 Redistricting Data, in addition to allowing states to submit suggested legal boundary updates as well as updates to other geographic areas. Participation in Phase 2 was conducted for Virginia through the Division of Legislative Services in three stages, the first being an initial identification (December 2017 through May 31, 2018), the second and third being verification of updates (December 2018 through May 31, 2019, and December 2019 through March 31, 2020). During these stages, local government officials were contacted by the Division of Legislative Services to provide shapefiles or GIS maps of the locality’s precinct boundaries and to review any errors or mismatches identified by the Census Bureau.

#### 4.4. P.L. 94-171 Data Delivery Delay: Let’s Panic!

On April 13, 2020, the Census Bureau announced it was delaying its census field operations due to the COVID-19 pandemic and, at the same time, requested from Congress the authority to delay the delivery of census data.

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<sup>13</sup> More information on the 2020 Census Redistricting Data Program management and each of these two stages can be found at <https://www.census.gov/programs-surveys/decennial-census/about/rdo/program-management.html#P1> [last visited October 19, 2020].



Under current law, the data used to reapportion the number of congressional seats among the 50 states is required to be delivered to the President of the United States by December 31, 2020, and the data used by the states to redraw congressional and state legislative districts is due to the states no later than March 31, 2021. The Census Bureau's request was for an additional 120 days, delaying delivery of data to the President until April 30, 2021, and delivery of data to the states until July 31, 2021. This delay would obviously have a major impact on Virginia and its ability to redistrict in time for the elections scheduled for November 2021.

However, later in the summer, the Administration requested additional funding to complete the census on time, in lieu of the deadline delay, and on August 3, 2020, the Secretary of Commerce approved a new schedule that would end field operations by September 30, 2020, and the initial data processing stage by December 31, 2020.

A lawsuit was soon filed in a federal district court and that court ordered the 2020 census count to continue through October 31, 2020. The Administration, in response, filed with the U.S. Supreme Court an application for a stay pending an appeal, and on October 13, 2020, the Court granted the stay pending disposition of the appeal in the U.S. Court of Appeals for the Ninth Circuit, meaning the Court granted the Administration's request to discontinue the census count.

This information is current as of the date of publication. For more up-to-date information, please refer to the *Ross v. National Urban League* case page on the SCOTUS blog website<sup>14</sup>.

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<sup>14</sup> See <https://www.scotusblog.com/case-files/cases/ross-v-national-urban-league/> [last visited November 2, 2020].



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## 5. Legal Standards Applicable to Local Redistricting

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### 5.1. Introduction

There are a number of legal tests and standards that are used to measure the validity of redistricting plans. The following sections outline and provide a general overview of those standards that should be kept in mind when drawing plans and that will be used to evaluate the plans after the fact.

### 5.2. Equal Population

Equal population is the most fundamental requirement of redistricting for congressional, state legislative, and local election districts, rooted in the Constitution of the United States and the Constitution of Virginia.

#### *Congressional Districts*

The equal population requirement for congressional districts is based on *Article 1, Section 2* of the Constitution of the United States and is a strict standard of equality. The U.S. Supreme Court first articulated the “one-person, one-vote” principle in its ruling in *Wesberry v. Sanders*<sup>15</sup>, determining that the language of *Article 1, Section 2* that says representatives in the United States House of Representatives are to be chosen “by the people of the several States” means that one person’s vote in a congressional district should carry the same weight as another’s.

#### *State Legislative Districts*

The equal population requirement for state legislative districts is based on the Equal Protection Clause of the *Fourteenth Amendment* to the Constitution of the United States and requires “substantial equality” among legislative districts. The U.S. Supreme Court distinguished the population standards for state legislative districts from congressional districts in *Reynolds v. Sims*.<sup>16</sup>

#### *Local Election Districts*

The U.S. Supreme Court has held that the substantially equal population requirement of the Equal Protection Clause applies to local election districts, as well.<sup>17</sup> *Article VII, Section 5* of the Constitution of Virginia also contains an equal population requirement for local election districts, requiring districts to be constituted to give “as nearly as is practicable, representation in proportion to the population of the district.” This requirement is repeated in subsection B of § *24.2-304.1* of the Code of Virginia.

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<sup>15</sup> *Wesberry v. Sanders*, 376 U.S. 1 (1964).

<sup>16</sup> *Reynolds v. Sims*, 377 U.S. 533 (1964).

<sup>17</sup> *Avery v. Midland County*, 390 U.S. 474 (1968).



***Substantial equality and permitted deviations.*** The U.S. Supreme Court has held that local election districts are subject to the substantially equal population standard, meaning the populations of local election districts do not have to be precisely equal. With this standard of substantial equality and permitted deviations, the question is, then, how much deviation is permitted and under what circumstances. Case law answering this question has evolved over the decades and, in 2016, the U.S. Supreme Court provided a clear and concise summation of where the standard stands now:

States must draw congressional districts with populations as close to perfect equality as possible. But, when drawing state and local legislative districts, jurisdictions are permitted to deviate somewhat from perfect population equality to accommodate traditional districting objectives, among them, preserving the integrity of political subdivisions, maintaining communities of interest, and creating geographic compactness. When the maximum population deviation between the largest and smallest district is less than 10 percent, the Court has held, a state or local legislative map presumptively complies with the one-person, one-vote rule. Maximum deviations above 10 percent are presumptively impermissible.<sup>18</sup>

Therefore, the answer to the question is that local election districts should have populations that are substantially equal to each other, with a plus or minus five percent deviation from the ideal district population. For example, if the ideal district population is 1,000 persons, a district may have as many as 1,050 persons or as few as 950 persons in it.

Local election district plans with an overall deviation of 10 percent or less are presumptively constitutional, but that does not mean the plans are immune from challenge and invalidation. The U.S. Supreme Court has specifically rejected both (i) regional protectionism, versus protection of political subdivisions, and (ii) incumbent protection when not applied in a consistent and neutral way as rational state policies when invalidating legislative district maps in Georgia that had an overall deviation of less than 10 percent.<sup>19</sup>

On the other hand, local election district plans with an overall deviation of more than 10 percent are presumed to violate the Equal Protection Clause, but that does not mean such plans will not be upheld. In these types of challenges, the local governing body has the burden of proving that there was a rational policy that was advanced by this higher deviation.

### 5.3. Contiguity and Compactness

***Article VII, Section 5*** of the Constitution of Virginia requires local election districts to be composed of contiguous and compact territory. This requirement is repeated in subsection B of § 24.2-304.1 and in § 24.2-305 of the Code of Virginia.

Two cases related to state legislative districts and the identical requirement that they be contiguous and compact<sup>20</sup> provide guidance on what this requirement means for local election

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<sup>18</sup> *Evenwel v. Abbott*, 136 S. Ct. 1120 (2016).

<sup>19</sup> *Larios v. Cox*, 542 U.S. 947 (2004).

<sup>20</sup> See VA. CONST. *Art. II, § 6*.

districts. In *Jamerson v. Womack*, the Supreme Court of Virginia held that the constitutional requirement of compactness is limited to spatial restrictions and does not mean that the districts must be compact in content as well.<sup>21</sup> A decade later, in *Wilkins v. West*, the Supreme Court of Virginia found that while a voting district that contains two sections completely severed by another land mass would not satisfy the constitutional requirement of contiguity and compactness, the geography and population of Virginia necessitates that some electoral districts include water.<sup>22</sup> Significantly, the Court held that landmasses separated by water may still meet the contiguity requirement.

### *Compactness Measures*

There are several statistical methods to measure the comparative compactness of districts. These measures may produce different results and are offered by expert witnesses in litigation. The courts have not agreed on one single measure of compactness and have often relied on the appearance of a district—a visual or “eyeball” evaluation.

## 5.4. Race and Redistricting

And then there is the thorniest of issues: race and redistricting. As stated in the introduction to this Guide, this is the most complex area of redistricting law and, as such, is frequently litigated.

There are two primary bodies of law when it comes to race and redistricting, one constitutional and one statutory: the Equal Protection Clause of the *Fourteenth Amendment* to the Constitution of the United States and the Voting Rights Act of 1965, as amended.

Please note: In previous redistricting cycles, Virginia and most of its localities were subject to preclearance under Section 5 of the Voting Rights Act, meaning that any change to an election law, practice, or procedure, and all redistricting plans, had to be submitted for approval by the U.S. Department of Justice or a special U.S. District Court for the District of Columbia. However, in 2013, the U.S. Supreme Court found that the coverage formula used to determine which specific jurisdictions were subject to the preclearance requirement was unconstitutional.<sup>23</sup> As a result of this ruling, the Section 5 preclearance requirement is no longer enforceable.

### 5.4.1. Equal Protection Clause and Racial Gerrymandering

The Equal Protection Clause of the *Fourteenth Amendment* states, in relevant part, that no state shall deny to any person within its jurisdiction the equal protection of the laws. In the context of redistricting, this means a state cannot, without sufficient justification, separate its citizens into different voting districts on the basis of race.<sup>24</sup> To do so would be an impermissible racial gerrymander.

Prior to 1993, the concept of racial gerrymandering surfaced in cases against minority groups. In *Shaw v. Reno*, however, the U.S. Supreme Court held that plaintiffs could challenge a North Carolina congressional plan as an impermissible racial gerrymander under the Equal

<sup>21</sup> *Jamerson v. Womack*, 423 S.E.2d 180 (Va. 1992)

<sup>22</sup> *Wilkins v. West*, 571 S.E.2d 100 (Va. 2002)

<sup>23</sup> *Shelby County v. Holder*, 570 U.S. 529 (2013).

<sup>24</sup> *Bethune-Hill v. Virginia State Board of Elections*, 137 S. Ct. 788 (2017).



Protection Clause.<sup>25</sup> The plaintiffs were residents of the challenged district but did not sue as members of a minority or protected class. Racial gerrymandering took on a completely new meaning.

### *Standing*

To challenge a race-based redistricting plan as an impermissible racial gerrymander, an individual must have standing. This requires the plaintiff to be a resident of the challenged district.

Where a plaintiff resides in a racially gerrymandered district, however, the plaintiff has been denied equal treatment because of the legislature’s reliance on racial criteria, and therefore has standing to challenge the legislature’s action.<sup>26</sup>

An individual who lives outside of a racially gerrymandered district will not have standing unless he is able to present specific supporting evidence that he personally has been subjected to a racial classification.

Once standing has been established, the burden is on the plaintiff to prove a racial gerrymandering claim.

### *Race May Be Considered*

The U.S. Supreme Court has recognized that race may be considered in the redistricting process. The Court has made it clear that it “never has held that race-conscious state decision making is impermissible in all circumstances,” and has recognized that a legislature will always be aware of race when it draws district lines, just as it is aware of other demographic factors, like age and economic status.<sup>27</sup> That race was considered in and of itself does not mean an impermissible racial gerrymander has occurred.

### *Race Cannot Predominate*

Proving a racial gerrymander requires proof that race was the predominant consideration in the drawing of the districts.

A plaintiff pursuing a racial gerrymandering claim must show that “race was the predominant factor motivating the legislature’s decision to place a significant number of voters within or without a particular district.” To do so, the “plaintiff must prove that the legislature subordinated traditional race-neutral districting principles . . . to racial considerations.”<sup>28</sup>

In *Bethune-Hill v. Virginia State Board of Elections*, the U.S. Supreme Court cautioned that a plan is not required to conflict with traditional redistricting principles as a threshold issue, but it also stated that a conflict or inconsistency could be persuasive circumstantial evidence in showing racial predomination.<sup>29</sup>

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<sup>25</sup> *Shaw v. Reno*, 509 U.S. 630 (1993).

<sup>26</sup> *United States v. Hayes*, 515 U.S. 737 (1995).

<sup>27</sup> *Shaw v. Reno*, 509 U.S. 630 (1993).

<sup>28</sup> *Alabama Legislative Black Caucus v. Alabama*, 135 S. Ct. 1257 (2015).

<sup>29</sup> *Bethune-Hill v. Virginia State Board of Elections*, 137 S. Ct. 788 (2017).

In *Alabama Legislative Black Caucus v. Alabama*, the U.S. Supreme Court addressed how equal population requirements factor into a racial gerrymander challenge.

[A]n equal population goal is not one factor among others to be weighed against the use of race to determine whether race “predominates.” Rather, it is part of the redistricting background, taken as a given, when determining whether race, or other factors, predominate in a legislator’s determination as to how equal population objectives will be met.<sup>30</sup>

Any analysis of whether race was a predominant factor must be made on a district-by-district basis, rather than the state as a whole, and should not be limited to only those parts of a district line that conflict with traditional redistricting principles.

Racial predominance can be proven through circumstantial evidence of a district’s shape and demographics, direct evidence of legislative intent, or a combination of both.

An informative example of direct evidence of legislative intent is highlighted in Virginia’s own *Bethune-Hill*, in which the U.S. Supreme Court found the state had employed a mandatory black voting-age population (BVAP) floor of 55 percent in constructing the challenged districts and that, in doing so, race had predominated over traditional districting factors.<sup>31</sup>

If a plaintiff is able to prove that race was the predominant motive of the legislature in drawing a district, a racial gerrymander has been proven, but that does not mean the district will be invalidated.

### ***Strict Scrutiny, Narrowly Tailored To Achieve a Compelling Governmental Interest***

If a plaintiff shows that race predominated in the drawing of a district, the plan will be subject to a strict scrutiny analysis. This means the defendant (the state) must demonstrate that the plan was narrowly tailored to achieve a compelling interest if the district is to be upheld. This can be demonstrated by a showing that the mapmakers had a “strong basis in evidence” supporting their decision to make race-based choices.<sup>32</sup> This standard does not demand the state’s actions be “actually necessary” for statutory compliance to constitute a compelling state interest; the legislature just must have had “good reasons” to believe such use was required at the time.<sup>33</sup> This means, the U.S. Supreme Court has said, a functional analysis of the specific district is necessary.<sup>34</sup> The U.S. Supreme Court has previously held Virginia performed a sufficient inquiry under this standard when the state legislature’s “primary mapdrawer ‘discussed the [challenged] district with incumbents from other majority-minority districts . . . [and] considered turnout rates, the results of the recent contested primary and general elections,’ and the district’s large prison population.”<sup>35</sup> This analysis contrasts with the North Carolina legislature’s actions during the 2011 redistricting process, where the U.S. Supreme Court determined the state did not perform a sufficient analysis because it could “point to no meaningful legislative inquiry” into

<sup>30</sup> *Alabama* at 1270.

<sup>31</sup> *Bethune-Hill*.

<sup>32</sup> *Alabama* at 1274.

<sup>33</sup> *Id.*

<sup>34</sup> *Id.* at 1272.

<sup>35</sup> *Abbott v. Perez*, 138 S. Ct. 2305 (2018). (quoting *Bethune-Hill*).



whether the use of race was required to prevent liability under Section 2 of the Voting Rights Act for a district.<sup>36</sup>

The Supreme Court has never held that compliance with the Voting Rights Act is a sufficiently compelling state interest to satisfy strict scrutiny. Rather, it has consistently “assumed” that compliance with Section 2 (or Section 5) of the Voting Rights Act was a compelling state interest and struck down redistricting plans on narrow tailoring grounds.

#### 5.4.2. Section 2 of the Voting Rights Act and Minority Vote Dilution

The Voting Rights Act was enacted by Congress in 1965 to give teeth to the *Fifteenth Amendment* to the Constitution of the United States, which provides that the right to vote is not to be denied or abridged by the United States or any state on account of race. Unlike Section 5 of the Voting Rights Act, Section 2 applies to all jurisdictions and remains in effect today. It prohibits any state or political subdivision from imposing any voting qualification, standard, practice, or procedure that results in the denial or abridgement of any U.S. citizen’s right to vote on account of race, color, or status as a member of a language minority group. In the context of redistricting, Section 2 prohibits minority vote dilution.

Plaintiffs filing a Section 2 challenge do not need to prove an intent to discriminate; rather, these claims are dependent on a showing of discriminatory *effects*.

Section 2(b) establishes the requirements for proving a Section 2 claim:

A violation . . . is established if based on the totality of circumstances, it is shown that the political processes leading to nomination or election in the State or political subdivision are not equally open to participation by members of a [protected] class of citizens . . . in that its members have less opportunity than other members of the electorate to participate in the political process and to elect representatives of their choice.

These requirements break down into two primary elements. First, the plaintiffs must prove that their minority group is eligible to bring a Section 2 claim. Second, the plaintiffs must prove that their votes were diluted under the totality of circumstances test.

#### *Gingles Preconditions*

In *Thornburg v. Gingles*<sup>37</sup>, the U.S. Supreme Court established three factors, or preconditions, that must be proven by plaintiffs as a threshold matter in establishing a preliminary vote dilution claim under Section 2. These preconditions establish whether the plaintiffs are members of a class of citizens protected by Section 2.

1. The racial or language minority group “is sufficiently numerous and compact to form a majority in a single-member district”;
2. The minority group is “politically cohesive,” meaning its members tend to vote similarly; and

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<sup>36</sup> *Cooper v. Harris*, 137 S. Ct. 1455, 1471 (2017).

<sup>37</sup> *Thornburg v. Gingles*, 478 U.S. 30 (1986).



3. The “majority votes sufficiently as a bloc to enable it . . . usually to defeat the minority’s preferred candidate.”

The U.S. Supreme Court has offered some guidance on how these preconditions are to be applied in subsequent cases:

- These preconditions for a vote dilution claim apply to single-member districts, as well as multi-member and at-large districts.<sup>38</sup>
- The majority required by the first precondition means that the minority group be large enough to constitute at least half of the voting-age population in that district.<sup>39</sup>
- The minority group must be “culturally compact.” Connecting two disparate communities of the same race that otherwise constitute separate communities of interest is not sufficient to satisfy the first precondition.<sup>40</sup>

### *Totality of Circumstances Test*

If plaintiffs are able to prove each of the three *Gingles* factors, the court then examines the “totality of the circumstances” to determine whether the minority group’s opportunity to participate in the electoral process or elect its candidates of choice have been denied or abridged. The following factors that the court will consider have evolved from several cases and a United States Senate report accompanying the 1982 amendments to Section 2:

- The extent of the history of official discrimination touching on the minority group participating in the democratic process;
- Racially polarized voting;
- The extent to which the state or political subdivision has used unusually large election districts, majority vote requirements, anti-single-shot provisions, or other voting practices that enhance the opportunity for discrimination;
- Denial of access to the candidate slating process for members of the group;
- The extent to which the members of the minority group bear the effects of discrimination in areas such as education, employment, and health that hinder effective participation;
- Whether political campaigns have been characterized by racial appeals;
- The extent to which members of the protected class have been elected;
- Whether there is a significant lack of responsiveness by elected officials to the particular needs of the group; and
- Whether the policy underlying the use of the voting qualification, standard, practice, or procedure is tenuous.

### *Racially Polarized Voting*

Proof of legally significant racially polarized voting is a crucial element of a Section 2 vote dilution claim. Racially polarized voting, or racial bloc voting, is found where the race of a

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<sup>38</sup> *Grove v. Emison*, 507 U.S. 25 (1993).

<sup>39</sup> *Bartlett v. Strickland*, 556 U.S. 1 (2009).

<sup>40</sup> *League of United Latin American Citizens (LULAC) v. Perry*, 548 U.S. 399 (2006).



candidate determines how a voter votes. Expert evidence is frequently offered to prove or disprove a history of racially polarized voting and whether the majority votes as a bloc to the detriment of the minority. Evidence on racial bloc voting patterns is directed at proving or disproving the proposition that minority voters vote for minority candidates and white voters vote for white candidates—that racial voting patterns make it more difficult for minority groups to elect the candidates of their choice. There are a number of methods used to evaluate racial bloc voting patterns, and they can be complicated. The two most commonly used statistical methods for measuring racially polarized voting are homogeneous precinct analysis and bivariate regression analysis. The U.S. Supreme Court has avoided establishing any mathematical formula for determining when racial polarization exists, instead making clear that each challenged district has to be evaluated on its own, with a number of various factors considered.

### *Majority-Minority Districts.*

The U.S. Supreme Court’s Section 2 cases do not specify an exact percentage required to constitute a majority-minority district as required in a *Gingles* analysis. The courts conduct a fact-specific inquiry and weigh the facts concerning total population, voting age population, and other factors. No single percentage can be said to be the number needed to create a majority-minority district. The U.S. Supreme Court has rejected the proposition that a redistricting plan must “maximize” the number of majority-minority districts in Section 2 cases.<sup>41</sup>

## 5.5. Traditional and Emerging Districting Principles

The U.S. Supreme Court first articulated the concept of “traditional districting principles” in *Shaw v. Reno*, when it specifically recognized contiguity and compactness as traditional principles.<sup>42</sup> In the years that have followed, case law has recognized additional criteria as traditional districting principles. Today, there are six principles or criteria that are considered by the courts as race-neutral, traditional principles:

1. Contiguity;
2. Compactness;
3. Preservation of counties and other political subdivisions;
4. Preservation of communities of interest;
5. Preservation of cores of prior districts; and
6. Protection of incumbents.

There are also a number of emerging criteria being added to the districting landscape in states across the country. Some such criteria include:

- Prohibition on favoring or disfavoring an incumbent, candidate, or political party;
- Prohibition on the use of partisan data; and
- Competitiveness.

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<sup>41</sup> *Johnson v. De Grandy*, 512 U.S. 997 (1994).

<sup>42</sup> *Shaw v. Reno*, 509 U.S. 630 (1993).

Additionally, the 2020 Regular Session of the General Assembly enacted legislation setting out the standards and criteria to be followed when drawing congressional and state legislative districts. While § *24.2-304.04* of the Code of Virginia does not specifically apply these criteria to local election districts, it merits review and is set out in full in **Appendix A**.

### 5.6. Balancing Competing Legal Interests

The difficult reality of redistricting is that there are a number of legal requirements that are not always compatible and it is only through litigation after the fact that the flaws in how those requirements were balanced are revealed. Traditional districting principles must be considered. Race may be considered but cannot predominate in map drawing. While localities are not subject to the Voting Rights Act Section 5 preclearance this time around, Section 2 does apply. Careful and thorough consideration of multiple factors, evidence-based decision making, and comprehensive records and documentation are keys to a successful redistricting effort at the local level.







# Guide to Local Redistricting for 2021

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## 6. After Redistricting

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### 6.1. Preparing for Elections

Once redistricting and any related reprecincting have been completed, the State Board of Elections, working with local registrars, must update the Virginia voter registration system to reflect such changes. Registrars are responsible for updating records to ensure that registered voters are assigned to their proper precincts and election districts. Registrars must notify voters affected by a precinct or district change at least 15 days before the next primary, special, or general election.<sup>43</sup>

The State Board of Elections will work with general registrars to schedule the large volume of work that must be completed to be ready to conduct orderly elections in 2021. Local officials involved in the redistricting process should keep in mind the time and resource requirements of local election officials who are responsible for notifying voters of the effects of the redistricting process.

### 6.2. Voting Rights Act Section 5 Preclearance No Longer Required

In previous redistricting cycles, Virginia and most of its localities were subject to preclearance under Section 5 of the Voting Rights Act, meaning that any change to an election law, practice, or procedure, and all redistricting plans, had to be submitted for approval by the U.S. Department of Justice or a special U.S. District Court for the District of Columbia. However, in 2013, the U.S. Supreme Court found that the coverage formula used to determine which specific jurisdictions were subject to the preclearance requirement was unconstitutional.<sup>44</sup> As a result of this ruling, the Section 5 preclearance requirement is no longer enforceable and, as such, no longer required.

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<sup>43</sup> VA. CODE § 24.2-306.

<sup>44</sup> *Shelby County v. Holder*, 570 U.S. 529 (2013).







# Guide to Local Redistricting for 2021

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## Appendix A: Relevant Constitutional Provision

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### Constitution of Virginia

#### *Article VII. Local Government.*

#### ***Section 5. County, city, and town governing bodies.***

The governing body of each county, city, or town shall be elected by the qualified voters of such county, city, or town in the manner provided by law. If the members are elected by district, the district shall be composed of contiguous and compact territory and shall be so constituted as to give, as nearly as is practicable, representation in proportion to the population of the district. When members are so elected by district, the governing body of any county, city, or town may, in a manner provided by law, increase or diminish the number, and change the boundaries, of districts, and shall in 1971 and every ten years thereafter, and also whenever the boundaries of such districts are changed, reapportion the representation in the governing body among the districts in a manner provided by law. Whenever the governing body of any such unit shall fail to perform the duties so prescribed in the manner herein directed, a suit shall lie on behalf of any citizen thereof to compel performance by the governing body. Unless otherwise provided by law, the governing body of each city or town shall be elected on the second Tuesday in June and take office on the first day of the following September. Unless otherwise provided by law, the governing body of each county shall be elected on the Tuesday after the first Monday in November and take office on the first day of the following January.









# Guide to Local Redistricting for 2021

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## Appendix B: Relevant Code of Virginia Sections

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### Title 2.2. Administration of Government.

#### *Chapter 5. Department of Law.*

##### **§ 2.2-508. Legal service in certain redistricting proceedings.**

Upon notification by a county, city or town of a pending civil action challenging the legality of its election district boundaries as required by § 24.2-304.5, the Attorney General shall review the papers in the civil action and may represent the interests of the Commonwealth in developing an appropriate remedy that is consistent with requirements of law, including but not limited to *Article VII, Section 5* of the Constitution of Virginia, Chapter 3 (§ 24.2-302.2 et seq.) of Title 24.2, or Chapter 39 (§ 30-263 et seq.) of Title 30.

### Title 15.2. Counties, Cities and Towns.

#### *Chapter 12. General Powers and Procedures of Counties.*

##### *Article 1. Miscellaneous Powers.*

##### **§ 15.2-1211. Boundaries of magisterial and election districts.**

A. County magisterial district boundary lines and names shall be as the governing bodies may establish. Subject to the provisions of § 24.2-304.1, whenever the boundaries of a county have been altered, the governing body shall, as may be necessary, redistrict the county into magisterial districts, change the boundaries of existing districts, change the name of any district, or increase or diminish the number of districts.

B. Whenever redistricting of magisterial or election districts is required as a result of annexation, the governing body of such county shall, within a reasonable time from the effective date of such annexation, not to exceed ninety days, commence the redistricting process which shall be completed within a reasonable time thereafter, not to exceed twelve months.

C. A county may by ordinance provide that the magisterial districts of the county shall remain the same, but that representation on the governing body shall be by election districts, in which event all sections of this Code providing for election or appointment on the basis of magisterial districts shall be construed to provide for election or appointment on the basis of election districts, including appointment to a school board as prescribed by §§ 22.1-36 and 22.1-44.



*Chapter 14. Governing Bodies of Localities.*

*Article 1. General Provisions.*

**§ 15.2-1400. Governing bodies.**

A. The qualified voters of every locality shall elect a governing body for such locality. The date, place, number, term and other details of the election shall be as specified by law, general or special. Qualification for office is provided in Article 4 (§ 15.2-1522 et seq.) of Chapter 15 of Title 15.2.

B. The governing body of every locality shall be composed of not fewer than three nor more than eleven members.

C. Chairmen, mayors, supervisors and councilmen are subject to the prohibitions set forth in §§ 15.2-1534 and 15.2-1535.

D. A governing body may punish or fine a member of the governing body for disorderly behavior.

**§ 15.2-1414. Governing bodies may have a legal enumeration of the population.**

Any locality wishing to have a legal enumeration of the population of the locality, or part thereof, may make application therefor to the circuit court for the locality. When the application is made, the judge shall forthwith divide the locality, or part thereof, into such districts, with well-defined boundaries, as may appear advisable and shall appoint for each of the districts one enumerator. Before entering on their duties, such appointees shall take an oath before a notary public or other officer qualified to administer oaths under the laws of this Commonwealth, for the faithful discharge of their duties. The enumerators shall at once proceed to enumerate the actual bona fide inhabitants of their respective districts. They shall report to the judge the result of their enumeration and a list of the persons enumerated by them within a reasonable time after their appointment, and a copy of the list of persons so enumerated by them shall be furnished by the enumerators to the clerk of the court, who shall receive the list and keep it open to public inspection. Upon evidence produced before him, the judge may add to the list the name of any person improperly omitted and may strike from the list the name of any person improperly listed. If it appears advisable to the judge, he may order that the enumeration for any or all of the districts be retaken under all the provisions of this section by other enumerators, who shall be forthwith appointed by him. The judge shall cause to be tabulated and consolidated the lists and return to the governing body the results thereof, in accordance with the application of the governing body. The judge shall allow each enumerator a reasonable fee for each day actually employed by him in making the enumeration. He shall certify the allowance and costs to the governing body for payment out of the local treasury, and the allowance shall be a legal charge upon the governmental unit requesting the enumeration.

## Title 22.1. Education.

### *Chapter 5. School Boards; Selection, Qualification and Salaries of Members.*

#### *Article 7. Popular Election of School Board.*

##### **§ 22.1-57.3. Election of school board members; election of tie breaker.**

A. If a majority of the qualified voters voting in such referendum vote in favor of changing the method of selecting school board members to direct election by the voters, then the members of the school board shall be elected by popular vote. Elections of school board members in a county, city, or town shall be held to coincide with the elections for members of the governing body of the county, city, or town at the regular general election in November or the regular general election in May, as the case may be.

B. The initial elected board shall consist of the same number of members as the appointed school board it replaces, and the members shall be elected from the established county or municipal election districts, at large, or a combination thereof, on the same basis as the school board previously was appointed. If the appointed school board being replaced has not been appointed either on an at-large basis or on the basis of the established county or municipal election districts, or a combination thereof, the members shall be elected at large unless the governing body of the county, city, or town provides for the election of school board members on the basis of the established county or municipal election districts. If the appointed school board being replaced has been appointed at large, the governing body of the county, city, or town may establish school election districts for the election of school board members. The governing body may provide for a locality-wide district, one or more districts comprised of a part of the locality, or any combination thereof, and for the apportionment of one or more school board members to any district.

The terms of the members of the elected school board for any county, city, or town shall be the same as the terms of the members of the governing body for the county, city, or town. In any locality in which both the school board and the governing body are elected from election districts, as opposed to being elected wholly on an at-large basis, the elections of the school board member and governing body member from each specific district shall be held simultaneously except as otherwise provided in §§ 22.1-57.3:1, 22.1-57.3:1.1, and 22.1-57.3:1.2.

At the first election for members of the school board, so many members shall be elected as there are members to be elected at the regular election for the governing body. At each subsequent regular election for members of the governing body, the same number of members of the school board shall be elected as the number of members to be elected at the regular election to the governing body. However, if the number of members on the school board differs from the number of members of the governing body, the number of members elected to the school board at the first and subsequent general election shall be either more or less than the number of governing body members, as appropriate, to the end that the number of members on the initial elected school board is the same as the number of members on the appointed board being replaced.

Except as provided in §§ 22.1-57.3:1, 22.1-57.3:1.1, and 22.1-57.3:1.2, the terms of the members of the school board shall be staggered only if the terms of the members of the governing body are staggered. If there are more, or fewer, members on the school board than on the governing body, the number of members to be elected to the school board at the first and



subsequent election for school board members shall be the number required to establish the staggered term structure so that (i) a majority of the members of the school board is elected at the same time as a majority of the members of the governing body; (ii) if one-half of the governing body is being elected and the school board has an even number of members, one-half of the members of the school board is elected; (iii) if one-half of the governing body is being elected and the school board has an odd number of members, the majority by one member of the school board is elected at the first election and the remainder of the school board is elected at the second election; or (iv) if a majority of the members of the governing body is being elected and the school board has an even number of members, one-half of the members of the school board is elected.

If the school board is elected at large and the terms of the members of the school board are staggered, the school board members to be replaced at the first election shall include all appointed school board members whose appointive terms are scheduled to expire on December 31 or on June 30, as the case may be, next following the first election of county, city or town school board members. If the number of school board members whose appointive terms are so scheduled to expire is zero or less than the number of school board members to be elected at the first election, the appointed school board members to be replaced at the first election shall also include those whose appointive terms are scheduled to expire next subsequent to the date on which the terms of office of the first elected school board members will commence. If the appointive terms of more than one school board member are scheduled to expire simultaneously, but less than all of such members are to be replaced at the first election, then the identity of such school board member or members to be replaced at the first election shall be determined by a drawing held by the county or city electoral board at least ten days prior to the last day for a person to qualify as a candidate for school board member.

In any case in which school board members are elected from election districts, as opposed to being elected from the county, city, or town at large, the election districts for the school board shall be coterminous with the election districts for the county, city, or town governing body, except as may be specifically provided for the election of school board members in a county, city, or town in which the governing body is elected at large.

C. The terms of office for the school board members shall commence on January 1 or July 1, as the case may be, following their election. On December 31 or June 30, as the case may be, following the first election of county, city or town school board members, the terms of office of the members of the school board in office through appointment shall expire and the school board selection commission, if there is one, shall be abolished. If the entire school board is not elected at the first election of school board members, only the terms of the appointed members being replaced shall so expire and the terms of the appointed members being replaced at a subsequent election shall continue or be extended to expire on December 31 or June 30, as appropriate, of the year of the election of the school board members replacing them.

D. Except as otherwise provided herein, a vacancy in the office of any elected school board member shall be filled pursuant to §§ 24.2-226 and 24.2-228. In any county that has adopted the urban county executive form of government and that has adopted an elected school board, any vacancy on the elected school board shall be filled in accordance with the procedures set forth in § 15.2-802, mutatis mutandis. Notwithstanding any provision of law or charter to the contrary, if no candidates file for election to a school board office and no person who is qualified to hold the office is elected by write-in votes, a vacancy shall be deemed to exist in the office as of January

1 or July 1, as the case may be, following the general election. For the purposes of this subsection and Article 6 (§ 24.2-225 et seq.) of Chapter 2 of Title 24.2, local school boards comprised of elected and appointed members shall be deemed elected school boards.

E. In order to have their names placed on the ballot, all candidates shall be nominated only by petition as provided by general law pursuant to § 24.2-506.

F. For the purposes of this section, the election and term of the mayor or chairman of the board of supervisors shall be deemed to be an election and term of a member of the governing body of the municipality or county, respectively, whether or not the mayor or chairman is deemed to be a member of the governing body for any other purpose.

G. No employee of a school board shall be eligible to serve on the board with whom he is employed.

H. Any elected school board may have a position of tie breaker for the purpose of casting the deciding vote in cases of tie votes of the school board as provided in § 22.1-75. The position of tie breaker, if any, shall be held by a qualified voter who is a resident of the county, city, or town and who shall be elected in the same manner and for the same length of term as members of the school board and at a general election at which members of the school board are elected. A vacancy in the position of tie breaker shall be filled pursuant to §§ 24.2-226 and 24.2-228.

## Title 24.2. Elections.

### *Chapter 1. General Provisions and Administration.*

#### *Article 1. Applicability; Definitions.*

##### **§ 24.2-101. Definitions.**

As used in this title, unless the context requires a different meaning:

"Ballot scanner machine" means the electronic counting machine in which a voter inserts a marked ballot to be scanned and the results tabulated.

"Candidate" means a person who seeks or campaigns for an office of the Commonwealth or one of its governmental units in a general, primary, or special election and who is qualified to have his name placed on the ballot for the office. "Candidate" shall include a person who seeks the nomination of a political party or who, by reason of receiving the nomination of a political party for election to an office, is referred to as its nominee. For the purposes of Chapters 8 (§ 24.2-800 et seq.), 9.3 (§ 24.2-945 et seq.), and 9.5 (§ 24.2-955 et seq.), "candidate" shall include any write-in candidate. However, no write-in candidate who has received less than 15 percent of the votes cast for the office shall be eligible to initiate an election contest pursuant to Article 2 (§ 24.2-803 et seq.) of Chapter 8. For the purposes of Chapters 9.3 (§ 24.2-945 et seq.) and 9.5 (§ 24.2-955 et seq.), "candidate" shall include any person who raises or spends funds in order to seek or campaign for an office of the Commonwealth, excluding federal offices, or one of its governmental units in a party nomination process or general, primary, or special election; and such person shall be considered a candidate until a final report is filed pursuant to Article 3 (§ 24.2-947 et seq.) of Chapter 9.3.

"Central absentee voter precinct" means a precinct established by a county or city pursuant to § 24.2-712 for the processing of absentee ballots for the county or city or any combination of precincts within the county or city.



"Constitutional office" or "constitutional officer" means a county or city office or officer referred to in *Article VII, Section 4* of the Constitution of Virginia: clerk of the circuit court, attorney for the Commonwealth, sheriff, commissioner of the revenue, and treasurer.

"Department of Elections" or "Department" means the state agency headed by the Commissioner of Elections.

"Direct recording electronic machine" or "DRE" means the electronic voting machine on which a voter touches areas of a computer screen, or uses other control features, to mark a ballot and his vote is recorded electronically.

"Election" means a general, primary, or special election.

"Election district" means the territory designated by proper authority or by law which is represented by an official elected by the people, including the Commonwealth, a congressional district, a General Assembly district, or a district for the election of an official of a county, city, town, or other governmental unit.

"Electoral board" or "local electoral board" means a board appointed pursuant to § *24.2-106* to administer elections for a county or city. The electoral board of the county in which a town or the greater part of a town is located shall administer the town's elections.

"Entrance of polling place" or "entrance to polling place" means an opening in the wall used for ingress to a structure.

"General election" means an election held in the Commonwealth on the Tuesday after the first Monday in November or on the first Tuesday in May for the purpose of filling offices regularly scheduled by law to be filled at those times.

"General registrar" means the person appointed by the electoral board of a county or city pursuant to § *24.2-110* to be responsible for all aspects of voter registration, in addition to other duties prescribed by this title. When performing duties related to the administration of elections, the general registrar is acting in his capacity as the director of elections for the locality in which he serves.

"Machine-readable ballot" means a tangible ballot that is marked by a voter or by a system or device operated by a voter, is available for verification by the voter at the time the ballot is cast, and is then fed into and scanned by a separate counting machine capable of reading ballots and tabulating results.

"Officer of election" means a person appointed by an electoral board pursuant to § *24.2-115* to serve at a polling place for any election.

"Paper ballot" means a tangible ballot that is marked by a voter and then manually counted.

"Party" or "political party" means an organization of citizens of the Commonwealth which, at either of the two preceding statewide general elections, received at least 10 percent of the total vote cast for any statewide office filled in that election. The organization shall have a state central committee and an office of elected state chairman which have been continually in existence for the six months preceding the filing of a nominee for any office.

"Person with a disability" means a person with a disability as defined by the Virginians with Disabilities Act (§ *51.5-1* et seq.).

"Polling place" means the structure that contains the one place provided for each precinct at which the qualified voters who are residents of the precinct may vote.

"Precinct" means the territory designated by the governing body of a county, city, or town to be served by one polling place.

"Primary" or "primary election" means an election held for the purpose of selecting a candidate to be the nominee of a political party for election to office.

"Printed ballot" means a tangible ballot that is printed on paper and includes both machine-readable ballots and paper ballots.

"Qualified voter" means a person who is entitled to vote pursuant to the Constitution of Virginia and who is (i) 18 years of age on or before the day of the election or qualified pursuant to § 24.2-403 or subsection D of § 24.2-544, (ii) a resident of the Commonwealth and of the precinct in which he offers to vote, and (iii) a registered voter. No person who has been convicted of a felony shall be a qualified voter unless his civil rights have been restored by the Governor or other appropriate authority. No person adjudicated incapacitated shall be a qualified voter unless his capacity has been reestablished as provided by law. Whether a signature should be counted towards satisfying the signature requirement of any petition shall be determined based on the signer of the petition's qualification to vote. For purposes of determining if a signature on a petition shall be included in the count toward meeting the signature requirements of any petition, "qualified voter" shall include only persons maintained on the Virginia voter registration system (a) with active status and (b) with inactive status who are qualified to vote for the office for which the petition was circulated.

"Qualified voter in a town" means a person who is a resident within the corporate boundaries of the town in which he offers to vote, duly registered in the county of his residence, and otherwise a qualified voter.

"Referendum" means any election held pursuant to law to submit a question to the voters for approval or rejection.

"Registered voter" means any person who is maintained on the Virginia voter registration system. All registered voters shall be maintained on the Virginia voter registration system with active status unless assigned to inactive status by a general registrar in accordance with Chapter 4 (§ 24.2-400 et seq.). For purposes of applying the precinct size requirements of § 24.2-307, calculating election machine requirements pursuant to Article 3 (§ 24.2-625 et seq.) of Chapter 6, mailing notices of local election district, precinct or polling place changes as required by subdivision 13 of § 24.2-114 and § 24.2-306, and determining the number of signatures required for candidate and voter petitions, "registered voter" shall include only persons maintained on the Virginia voter registration system with active status. For purposes of determining if a signature on a petition shall be included in the count toward meeting the signature requirements of any petition, "registered voter" shall include only persons maintained on the Virginia voter registration system (i) with active status and (ii) on inactive status who are qualified to vote for the office for which the petition was circulated.

"Registration records" means all official records concerning the registration of qualified voters and shall include all records, lists, applications, and files, whether maintained in books, on cards, on automated data bases, or by any other legally permitted record-keeping method.



"Residence" or "resident," for all purposes of qualification to register and vote, means and requires both domicile and a place of abode. To establish domicile, a person must live in a particular locality with the intention to remain. A place of abode is the physical place where a person dwells.

"Special election" means any election that is held pursuant to law to fill a vacancy in office or to hold a referendum.

"State Board" or "Board" means the State Board of Elections.

"Virginia voter registration system" or "voter registration system" means the automated central record-keeping system for all voters registered within the Commonwealth that is maintained as provided in Article 2 (§ 24.2-404 et seq.) of Chapter 4.

"Voting system" means the electronic voting and counting machines used at elections. This term includes direct recording electronic machines (DRE) and ballot scanner machines.

### *Article 2. State Board of Elections.*

#### **§ 24.2-103.1. Duties of Department of Elections related to redistricting.**

A. Upon receipt of any ordinance and Geographic Information System (GIS) map sent pursuant to § 24.2-304.3 or 24.2-306, the Department shall promptly review the ordinance and map and compare the boundaries contained within with the information in the voter registration system in order to ensure voters have been assigned to the correct districts. The Department shall notify the locality of any corrections that may be necessary.

B. The Department shall maintain and make available on its official website maps showing the current election district and precinct boundaries of each county and city.

### *Chapter 2. Federal, Commonwealth, and Local Officers.*

#### *Article 5. Constitutional and Local Officers.*

#### **§ 24.2-218. Election and term of county supervisors.**

The qualified voters of each county election district shall elect one or more supervisors at the general election in November 1995, and every four years thereafter for terms of four years, except as provided in § 24.2-219 or as provided by law for those counties having the optional form of government under the provisions of Article 2 (§ 15.2-702 et seq.) of Chapter 7 of Title 15.2.

#### **§ 24.2-219. Alternative for biennial county supervisor elections and staggered terms.**

A. The governing body of any county may by ordinance provide that the county board of supervisors be elected biennially for staggered four-year terms.

In lieu of an ordinance by the board of supervisors, the registered voters of the county may file a petition with the circuit court of the county requesting that a referendum be held on the question of whether the county board of supervisors should be elected biennially for staggered four-year terms. The petition shall be signed by registered voters equal in number to at least ten percent of the number registered in the county on the January 1 preceding its filing.

The court pursuant to §§ 24.2-682 and 24.2-684 shall order the election officials on a day fixed in the order to conduct a referendum on the question. The clerk of the court shall publish



notice of the referendum in a newspaper having general circulation in the county once a week for four consecutive weeks and shall post a copy of the notice at the door of the courthouse of the county. The question on the ballot shall be:

"Shall the members of the county board of supervisors be elected biennially for staggered four-year terms?

Yes

No"

The referendum shall be held and the results certified as provided in § 24.2-684.

B. If a majority of the voters voting in the referendum voted for biennial election of the members of the board of supervisors for staggered four-year terms, or if the governing body has so provided by ordinance, then the terms of supervisors elected at the next general election for supervisors shall be as follows:

1. If the number of supervisors elected in the county is an even number, half of the successful candidates shall be elected for terms of four years and half of the successful candidates shall be elected for terms of two years; or

2. If the number of supervisors in the county is an odd number, the smallest number of candidates which creates a majority of the elected supervisors shall be elected for terms of four years and all other successful candidates shall be elected for terms of two years.

Unless the number of members who volunteer to take two-year terms exactly equals the number of two-year terms to be assigned, the electoral board of the county shall assign the individual terms of members by lot at its meeting on the day following the election and immediately upon certification of the results. However, the electoral board may assign individual terms of members by election district in a drawing at a meeting held prior to the last day for a person to qualify as a candidate, if the governing body of the county so directs by ordinance or resolution adopted at least thirty days prior to the last day for qualification and members are elected by district. In all elections thereafter all successful candidates shall be elected for terms of four years.

In any county where the chairman of the board is elected from the county at large pursuant to § 15.2-503 or § 15.2-802, the provisions of this section shall not affect that office. The chairman of the board shall be elected for a term of four years in 1995 and every four years thereafter.

C. If the representation on the board of supervisors among the election districts is reapportioned, or the number of districts is diminished or the boundaries of the districts are changed, elections shall be held in each new district at the general election next preceding the expiration of the term of the office of the member of the board representing the predecessor district of each new district. If the number of districts is increased, the electoral board shall assign a two-year or four-year term for each new district so as to maintain as equal as practicable the number of members to be elected at each biennial election.

**§ 24.2-220. Reversion to quadrennial elections.**

The governing body of any county, by ordinance, may repeal an ordinance previously adopted to provide for the election of the board of supervisors biennially for staggered four-year terms and provide for the election of the board of supervisors quadrennially for four-year terms.



The qualified voters of the county, by petition and referendum in accordance with the requirements and procedures set forth in § 24.2-219, may repeal an ordinance of the board or a referendum previously adopted which authorized the election of the board of supervisors biennially for four-year terms. The question in the referendum to rescind shall be:

"Shall the members of the county board of supervisors be elected quadrennially for four-year terms?

Yes

No"

If a majority of the voters voting in the referendum voted for quadrennial election of the members of the board of supervisors for four-year terms, or if the governing body has so provided by ordinance, then the successors to those supervisors whose terms expire in 1995 or any fourth year thereafter shall be elected for a four-year term and immediate successors to those supervisors whose terms expire in 1993 or any fourth year thereafter shall be elected for a two-year term and all subsequent successors for a four-year term.

**§ 24.2-221. Time and frequency of referenda on election and term of supervisors.**

A referendum as provided in § 24.2-219 or § 24.2-220 shall be held only in the year preceding the year in which a general election for supervisors is to be held. Once a referendum on either question is held, no further referendum on either question may be held in the county for a period of four years.

**§ 24.2-222. Election and terms of mayor and council for cities and towns.**

The qualified voters of each city and town shall elect a mayor, if so provided by charter, and a council for the terms provided by charter. Except as provided in § 24.2-222.1, and notwithstanding any other provision of law, general or special: (i) any election of mayor or councilmen of a city or town whose charter provides for such elections at two-year or four-year intervals shall take place at the May general election of an even-numbered year and (ii) any election of mayor or councilmen of a city or town whose charter provides for such elections at one-year or three-year intervals shall take place at the general election in May of the years designated by charter. The persons so elected shall enter upon the duties of their offices on July 1 succeeding their election and remain in office until their successors have qualified.

**§ 24.2-222.1. Alternative election of mayor and council at November general election in cities and towns.**

A. Notwithstanding the provisions of § 24.2-222, and notwithstanding any contrary provisions of a city or town charter, the council of a city or town may provide by ordinance that the mayor, if an elected mayor is provided for by charter, and council shall be elected at the November general election date of any cycle as designated in the ordinance, for terms to commence January 1. No such ordinance shall be adopted between January 1 and the May general election date of the year in which city or town elections regularly are scheduled to be held therein.

B. Alternatively, the registered voters of a city or town may file a petition with the circuit court of the city or of the county within which the town is located asking that a referendum be held on the question of whether the city or town should elect the mayor, if an elected mayor is provided for by charter, and council members at the November general election date of any cycle

as designated in the petition. The petition shall be signed by registered voters equal in number to at least ten percent of the number registered in the city or town on the January 1 preceding the filing.

The court, pursuant to § 24.2-684, shall order the election officials on a day fixed in the order to conduct a referendum on the question, provided that no such referendum shall be scheduled between January 1 and the May general election date of the year in which city or town elections regularly are scheduled to be held therein. The clerk of the court shall publish notice of the referendum once a week for the three consecutive weeks prior to the referendum in a newspaper having general circulation in the city or town, and shall post a copy of the notice at the door of the courthouse of the city or county within which the town is located. The question on the ballot shall be:

"Shall the (city or town) change the election date of the mayor (if so provided by charter) and members of council from the May general election to the November general election (in even-numbered or odd-numbered years or as otherwise designated in the petition)?"

If members of the school board in the city or town are elected by the voters, the ballot question also shall state that the change in election date applies to the election of school board members.

The referendum shall be held and the results certified as provided in § 24.2-684. If a majority of the voters voting in the referendum vote in favor of the change, the mayor and council thereafter shall be elected at the November general election date for terms to commence January 1.

C. Except as provided in subsection D, no term of a mayor or member of council shall be shortened in implementing the change to the November election date. Mayors and members of council who were elected at a May general election and whose terms are to expire as of June 30 shall continue in office until their successors have been elected at the November general election and have been qualified to serve.

D. In any city or town that elects its council biennially or quadrennially and that changes to the November general election date in odd-numbered years from the May general election date in even-numbered years, mayors and members of council who were elected at a May general election shall have their term of office shortened by six months but shall continue in office until their successors have been elected at the November general election and have been qualified to serve.

**§ 24.2-223. Election and term of school board members.**

In any county, city or town wherein members of the school board are elected, pursuant to Article 7 (§ 22.1-57.1 et seq.) of Chapter 5 of Title 22.1, elections shall be held to coincide with the election of members of the governing body at the regular general election in November or the regular general election in May, as the case may be. Elected school board members shall serve terms which are the same as those of the governing body, to commence on January 1 following their election or July 1 following their election, as the case may be.

**§ 24.2-224. Local elections not otherwise provided for.**

The election to any public office required to be filled by the qualified voters of any county, city, town, or election district for which an election time is not provided by law shall be held at



the general election immediately preceding the time provided for the term of such office to commence.

*Chapter 3. Election Districts, Precincts, and Polling Places.*

*Article 2. Congressional, Senatorial, and House of Delegates Districts.*

**§ 24.2-304.04. Standards and criteria for congressional and state legislative districts.**

Every congressional and state legislative district shall be constituted so as to adhere to the following criteria:

1. Districts shall be so constituted as to give, as nearly as is practicable, representation in proportion to the population of the district. A deviation of no more than five percent shall be permitted for state legislative districts.
2. Districts shall be drawn in accordance with the requirements of the Constitution of the United States, including the Equal Protection Clause of the *Fourteenth Amendment*, and the Constitution of Virginia; federal and state laws, including the federal Voting Rights Act of 1965, as amended; and relevant judicial decisions relating to racial and ethnic fairness.
3. No district shall be drawn that results in a denial or abridgement of the right of any citizen to vote on account of race or color or membership in a language minority group. No district shall be drawn that results in a denial or abridgement of the rights of any racial or language minority group to participate in the political process and to elect representatives of their choice. A violation of this subdivision is established if, on the basis of the totality of the circumstances, it is shown that districts were drawn in such a way that members of a racial or language minority group are dispersed into districts in which they constitute an ineffective minority of voters or are concentrated into districts where they constitute an excessive majority. The extent to which members of a racial or language minority group have been elected to office in the state or the political subdivision is one circumstance that may be considered. Nothing in this subdivision shall establish a right to have members of a racial or language minority group elected in numbers equal to their proportion in the population.
4. Districts shall be drawn to give racial and language minorities an equal opportunity to participate in the political process and shall not dilute or diminish their ability to elect candidates of choice either alone or in coalition with others.
5. Districts shall be drawn to preserve communities of interest. For purposes of this subdivision, a "community of interest" means a neighborhood or any geographically defined group of people living in an area who share similar social, cultural, and economic interests. A "community of interest" does not include a community based upon political affiliation or relationship with a political party, elected official, or candidate for office.
6. Districts shall be composed of contiguous territory, with no district contiguous only by connections by water running downstream or upriver, and political boundaries may be considered.
7. Districts shall be composed of compact territory and shall be drawn employing one or more standard numerical measures of individual and average district compactness, both statewide and district by district.

8. A map of districts shall not, when considered on a statewide basis, unduly favor or disfavor any political party.

9. The whole number of persons reported in the most recent federal decennial census by the United States Bureau of the Census shall be the basis for determining district populations, except that no person shall be deemed to have gained or lost a residence by reason of conviction and incarceration in a federal, state, or local correctional facility. Persons incarcerated in a federal, state, or local correctional facility shall be counted in the locality of their address at the time of incarceration, and the Division of Legislative Services shall adjust the census data pursuant to § *24.2-314* for this purpose.

*Article 2.1. Reapportionment of Local Election Districts.*

**§ 24.2-304.1. At-large and district elections; reapportionment and redistricting of districts or wards; limits.**

A. Except as otherwise specifically limited by general law or special act, the governing body of each county, city, or town may provide by ordinance for the election of its members on any of the following bases: (i) at large from the county, city, or town; (ii) from single-member or multi-member districts or wards, or any combination thereof; or (iii) from any combination of at-large, single-member, and multi-member districts or wards. A change in the basis for electing the members of the governing body shall not constitute a change in the form of county government.

B. If the members are elected from districts or wards and other than entirely at large from the locality, the districts or wards shall be composed of contiguous and compact territory and shall be so constituted as to give, as nearly as is practicable, representation in proportion to the population of the district or ward. In 1971 and every 10 years thereafter, the governing body of each such locality shall reapportion the representation among the districts or wards, including, if the governing body deems it appropriate, increasing or diminishing the number of such districts or wards, in order to give, as nearly as is practicable, representation on the basis of population.

C. For the purposes of redistricting and reapportioning representation in 2021 and every 10 years thereafter, the governing body of a county, city, or town shall use the most recent decennial population figures for such county, city, or town from the United States Bureau of the Census, as adjusted by the Division of Legislative Services pursuant to § *24.2-314*. The census data for these redistricting and apportionment purposes will not include any population figure that is not allocated to specific census blocks within the Commonwealth, even though that population may have been included in the apportionment population figures of the Commonwealth for the purpose of allocating United States House of Representatives seats among the states.

D. Notwithstanding any other provision of general law or special act, the governing body of a county, city, or town shall not reapportion the representation in the governing body at any time other than that required following the decennial census, except as (i) provided by law upon a change in the boundaries of the county, city, or town that results in an increase or decrease in the population of the county, city, or town of more than one percent, (ii) the result of a court order, (iii) the result of a change in the form of government, or (iv) the result of an increase or decrease in the number of districts or wards other than at-large districts or wards. The foregoing provisions notwithstanding, the governing body subsequent to the decennial redistricting may adjust district or ward boundaries in order that the boundaries might coincide with state legislative or congressional district boundaries; however, no adjustment shall affect more than



five percent of the population of a ward or district or 250 persons, whichever is lesser. If districts created by a reapportionment enacted subsequent to a decennial reapportionment are invalid under the provisions of this subsection, the immediately preexisting districts shall remain in force and effect until validly reapportioned in accordance with law.

**§ 24.2-304.2. Governing body authorized to expend funds for reapportionment.**

The governing body of each county, city, or town is authorized to expend funds and employ persons as it may deem necessary to carry out the responsibilities relating to reapportionment provided by law.

**§ 24.2-304.3. Recording reapportionment ordinance; notice requirements.**

A copy of the ordinance reapportioning representation in the governing body of a county, city, or town, including a description of the boundaries and a map showing the boundaries of the districts or wards, shall be recorded in the official minutes of the governing body.

The clerk of the county, city, or town shall send a certified copy of the ordinance, including a description of the boundaries and a Geographic Information System (GIS) map showing the boundaries of the districts or wards, to the local electoral board, the Secretary of the Commonwealth, the Department of Elections, and the Division of Legislative Services. Any county, city, or town that does not have GIS capabilities may request the Department of Elections to create on its behalf a GIS map showing the boundaries of the districts or wards as set out in the ordinance, and the Department of Elections shall create such a map.

**§ 24.2-304.4. Mandamus action for failure to reapportion districts or wards.**

Whenever the governing body of any county, city or town fails to perform the duty of reapportioning the representation on the governing body among the districts or wards of the county, city, or town, or fails to change the boundaries of districts or wards, as prescribed by law, mandamus shall lie in favor of any citizen of such county, city, or town, to compel the performance of such duty.

Whenever the governing body of any county, city or town changes the boundaries, or increases or diminishes the number of districts or wards, or reapportions the representation in the governing body as prescribed by law, the action shall not be subject to judicial review, unless it is alleged that the representation is not proportional to the population of the district or ward. If such allegation is made in a bill of complaint filed in the circuit court for the county, city or town, the court shall determine whether the action of the governing body complies with the constitutional requirements for redistricting and reapportionment. Appeals from the court's decision shall be as in any other suit.

**§ 24.2-304.5. Notification of certain civil actions.**

Any county, city, or town made a defendant in any civil action challenging the legality of its election district boundaries shall immediately notify the Attorney General of the pending civil action for review pursuant to § 2.2-508.

**§ 24.2-304.6. Effect of reapportionment on appointments and terms of local officers, school board and planning commission members.**

County, city, or town officers, including members of the school board or planning commission, in office on the effective date of a reapportionment or redistricting ordinance, shall

complete their terms of office, regardless of loss of residency in a particular district due to reapportionment or redistricting.

*Article 3. Requirements for Election Districts, Precincts, and Polling Places.*

**§ 24.2-305. Composition of election districts and precincts.**

A. Each election district and precinct shall be composed of compact and contiguous territory and shall have clearly defined and clearly observable boundaries.

B. A "clearly observable boundary" shall include (i) any named road or street, (ii) any road or highway which is a part of the federal, primary, or secondary state highway system, (iii) any river, stream, or drainage feature shown as a polygon boundary on the TIGER/line files of the United States Bureau of the Census, or (iv) any other natural or constructed or erected permanent physical feature which is shown on an official map issued by the Virginia Department of Transportation, on a United States Geological Survey topographical map, or as a polygon boundary on the TIGER/line files of the United States Bureau of the Census. No property line or subdivision boundary shall be deemed to be a clearly observable boundary unless it is marked by a permanent physical feature that is shown on an official map issued by the Virginia Department of Transportation, on a United States Geological Survey topographical map, or as a polygon boundary on the TIGER/line files of the United States Bureau of the Census.

**§ 24.2-306. Changes not to be enacted within 60 days of general election; notice requirements.**

A. No change in any local election district, precinct, or polling place shall be enacted within 60 days next preceding any general election. Notice shall be published prior to enactment in a newspaper having general circulation in the election district or precinct once a week for two successive weeks. The published notice shall state where descriptions and maps of proposed boundary and polling place changes may be inspected.

B. Notice of any adopted change in any election district, town, precinct, or polling place other than in the location of the office of the general registrar shall be mailed to all registered voters whose election district, town, precinct, or polling place is changed at least 15 days prior to the next general, special, or primary election in which the voters will be voting in the changed election district, town, precinct, or polling place. Notice of a change in the location of the office of the general registrar shall be given by posting on the official website of the county or city, by posting at not less than 10 public places, or by publication once in a newspaper of general circulation in the county or city within not more than 21 days in advance of the change or within seven days following the change.

C. Each county, city, and town shall comply with the applicable requirements of law, including §§ 24.2-304.3 and 30-264, and send copies of enacted changes, including a Geographic Information System (GIS) map showing the new boundaries of the districts or precincts, to the local electoral board, the Department, and the Division of Legislative Services. Any county, city, or town that does not have GIS capabilities may request the Department of Elections to create on its behalf a GIS map showing the boundaries of the new districts or precincts, and the Department of Elections shall create such a map.



**§ 24.2-307. Requirements for county and city precincts.**

The governing body of each county and city shall establish by ordinance as many precincts as it deems necessary. Each governing body is authorized to increase or decrease the number of precincts and alter precinct boundaries subject to the requirements of this chapter.

At the time any precinct is established, it shall have no more than 5,000 registered voters. The general registrar shall notify the governing body whenever the number of voters who voted in a precinct in an election for President of the United States exceeds 4,000. Within six months of receiving the notice, the governing body shall proceed to revise the precinct boundaries, and any newly established or redrawn precinct shall have no more than 5,000 registered voters.

At the time any precinct is established, each precinct in a county shall have no fewer than 100 registered voters and each precinct in a city shall have no fewer than 500 registered voters.

Each precinct shall be wholly contained within a single congressional district, Senate district, House of Delegates district, and election district used for the election of one or more members of the governing body or school board for the county or city. In each year ending in one, the governing body of each county and city shall establish the precinct boundaries to be consistent with any congressional district, Senate district, House of Delegates district, and local election district that was adopted by the appropriate authority by June 15 of that year. If congressional districts, Senate districts, House of Delegates districts, or local election districts have not been adopted by the appropriate authority by June 15 of a year ending in one, the governing body may use the congressional districts, Senate districts, House of Delegates districts, or local election districts as such districts existed on June 15 of that year as the basis for establishing the precinct boundaries to be used for the elections to be held in November of that year. Such governing body shall establish precinct boundaries to be consistent with any subsequent changes to the congressional districts, Senate districts, House of Delegates districts, or local election districts. If a governing body is unable to establish a precinct with the minimum number of registered voters without splitting the precinct between two or more congressional districts, Senate districts, House of Delegates districts, or local election districts, it shall apply to the State Board for a waiver to administer a split precinct. The State Board may grant the waiver or direct the governing body to establish a precinct with fewer than the minimum number of registered voters as permitted by § 24.2-309. A governing body granted a waiver to administer a split precinct or directed to establish a precinct with fewer than the minimum number of registered voters may use such a precinct for any election held that year.

The governing body shall establish by ordinance one polling place for each precinct.

**§ 24.2-308. Requirements for town precincts.**

There shall be one precinct for each town unless the council by ordinance establishes more than one precinct.

Each town precinct shall be wholly contained within any election district used for the election of one or more council or school board members.

The council shall establish by ordinance one polling place for each precinct.



**§ 24.2-309. Establishment of precinct with less than minimum number of voters; conduct of elections where all voters do not have same choice of candidates.**

A precinct may be established with fewer than the minimum number of registered voters required by this article if a larger precinct cannot be established in which all persons are voting at any general election for the same candidates for the governing body and school board of the county or city, House of Delegates, state Senate, and United States House of Representatives. The governing body may select a polling place within one mile of the boundaries of that precinct if a suitable polling place is not available within that precinct.

The State Board shall make regulations setting procedures by which elections may be conducted in precincts in which all voters do not have the same choice of candidates at a general election.

**§ 24.2-309.2. Election precincts; prohibiting precinct changes for specified period of time.**

No county, city, or town shall create, divide, abolish, or consolidate any precincts, or otherwise change the boundaries of any precinct, effective during the period from February 1, 2019, to May 15, 2021, except as (i) provided by law upon a change in the boundaries of the county, city, or town, (ii) the result of a court order, (iii) the result of a change in the form of government, or (iv) the result of an increase or decrease in the number of local election districts other than at-large districts. Any ordinance required to comply with the requirements of § 24.2-307 shall be adopted on or before February 1, 2019.

If a change in the boundaries of a precinct is required pursuant to clause (i), (ii), (iii), or (iv), the county, city, or town shall comply with the applicable requirements of law, including §§ 24.2-304.3 and 30-264, and send copies of the ordered or enacted changes to the State Board of Elections and the Division of Legislative Services.

This section shall not prohibit any county, city, or town from adopting an ordinance revising precinct boundaries after January 1, 2021. However, no revisions in precinct boundaries shall be implemented in the conduct of elections prior to May 15, 2021.

**§ 24.2-310. Requirements for polling places.**

A. The polling place for each precinct shall be located within the county or city and either within the precinct or within one mile of the precinct boundary. The polling place for a county precinct may be located within a city (i) if the city is wholly contained within the county election district served by the precinct or (ii) if the city is wholly contained within the county and the polling place is located on property owned by the county. The polling place for a town precinct may be located within one mile of the precinct and town boundary. For town elections held in November, the town shall use the polling places established by the county for its elections.

B. The governing body of each county, city, and town shall provide funds to enable the general registrar to provide adequate facilities at each polling place for the conduct of elections. Each polling place shall be located in a public building whenever practicable. If more than one polling place is located in the same building, each polling place shall be located in a separate room or separate and defined space.

C. Polling places shall be accessible to qualified voters as required by the provisions of the Virginians with Disabilities Act (§ 51.5-1 et seq.), the Voting Accessibility for the Elderly and



Handicapped Act (52 U.S.C. § 20101 et seq.), and the Americans with Disabilities Act relating to public services (42 U.S.C. § 12131 et seq.). The State Board shall provide instructions to the local electoral boards and general registrars to assist the localities in complying with the requirements of the Acts.

D. If an emergency makes a polling place unusable or inaccessible, the electoral board or the general registrar shall provide an alternative polling place and give notice of the change in polling place, including to all candidates, or such candidate's campaign, appearing on the ballot to be voted at the alternative polling place, subject to the prior approval of the State Board. The general registrar shall provide notice to the voters appropriate to the circumstances of the emergency. For the purposes of this subsection, an "emergency" means a rare and unforeseen combination of circumstances, or the resulting state, that calls for immediate action.

E. It shall be permissible to distribute campaign materials on the election day on the property on which a polling place is located and outside of the building containing the room where the election is conducted except as specifically prohibited by law including, without limitation, the prohibitions of § 24.2-604 and the establishment of the "Prohibited Area" within 40 feet of any entrance to the polling place. However, and notwithstanding the provisions of clause (i) of subsection A of § 24.2-604, and upon the approval of the local electoral board, campaign materials may be distributed outside the polling place and inside the structure where the election is conducted, provided that the "Prohibited Area" (i) includes the area within the structure that is beyond 40 feet of any entrance to the polling place and the area within the structure that is within 40 feet of any entrance to the room where the election is conducted and (ii) is maintained and enforced as provided in § 24.2-604. The local electoral board may approve campaigning activities inside the building where the election is conducted when an entrance to the building is from an adjoining building, or if establishing the 40-foot prohibited area outside the polling place would hinder or delay a qualified voter from entering or leaving the building.

F. Any local government, local electoral board, or the State Board may make monetary grants to any non-governmental entity furnishing facilities under the provisions of § 24.2-307 or 24.2-308 for use as a polling place. Such grants shall be made for the sole purpose of meeting the accessibility requirements of this section. Nothing in this subsection shall be construed to obligate any local government, local electoral board, or the State Board to appropriate funds to any non-governmental entity.

**§ 24.2-310.1. Polling places; additional requirement.**

The requirement stated in this section shall be in addition to requirements stated in §§ 24.2-307, 24.2-308, and 24.2-310, including the requirement that polling places be located in public buildings whenever practical. No polling place shall be located in a building which serves primarily as the headquarters, office, or assembly building for any private organization, other than an organization of a civic, educational, religious, charitable, historical, patriotic, cultural, or similar nature, unless the State Board has approved the use of the building because no other building meeting the accessibility requirements of this title is available.

*Article 4. Effective Dates of Redistricting Measures.*

**§ 24.2-311. Effective date of decennial redistricting measures; elections following decennial redistricting.**

A. Legislation enacted to accomplish the decennial redistricting of congressional and General Assembly districts required by *Article II, Section 6* of the Constitution of Virginia shall take effect immediately. Members of Congress and the General Assembly in office on the effective date of the decennial redistricting legislation shall complete their terms of office. The elections for their successors shall be held at the November general election next preceding the expiration of the terms of office of the incumbent members and shall be conducted on the basis of the districts set out in the legislation to accomplish the decennial redistricting. However, (i) if the decennial redistricting of congressional districts has not been enacted and approved for implementation pursuant to § 5 of the United States Voting Rights Act of 1965 before January 1 of the year of the election for statewide office, the previously enacted congressional districts shall remain in effect for the purpose of meeting the petition signature requirements set out in §§ *24.2-506, 24.2-521, 24.2-543, and 24.2-545* and (ii) any reference on a petition to the usual primary date of the second Tuesday in June shall not be cause to invalidate the petition even though the date of the primary may be altered by law.

B. Ordinances adopted by local governing bodies to accomplish the decennial redistricting of districts for county, city, and town governing bodies required by *Article VII, Section 5* of the Constitution of Virginia shall take effect immediately. Members of county, city, and town governing bodies in office on the effective date of a decennial redistricting measure shall complete their terms of office. The elections for their successors shall be held at the general election next preceding the expiration of the terms of office of the incumbent members and shall be conducted on the basis of the districts set out in the measures to accomplish the decennial redistricting.

C. If a vacancy in any such office occurs after the effective date of a decennial redistricting measure and a special election is required by law to fill the vacancy, the vacancy shall be filled from the district in the decennial redistricting measure which most closely approximates the district in which the vacancy occurred.

D. If a decennial redistricting measure adopted by a local governing body adds one or more districts and also increases the size of the governing body, an election for the additional governing body member or members to represent the additional district or districts for the full or partial term provided by law shall be held at the next November general election in any county or in any city or town that regularly elects its governing body in November pursuant to § *24.2-222.1*, or at the next May general election in any other city or town, which occurs at least 120 days after the effective date of the redistricting measure.

E. In the event of a conflict between the provisions of a decennial redistricting measure and the provisions of the charter of any locality, the provisions of the redistricting measure shall be deemed to override the charter provisions to the extent required to give effect to the redistricting plan.



**§ 24.2-312. Effective date of other redistricting measures; elections following annexation.**

A. Any redistricting, other than the decennial redistricting, of any county, city, or town shall be effective at midnight December 31 of the year in which the redistricting occurs.

B. Members of county, city, and town governing bodies in office when any such redistricting measure is adopted shall complete their terms of office. The elections for their successors shall be held at the general election next preceding the expiration of the terms of office of the incumbent members and shall be conducted on the basis of the districts set out in the measures to accomplish the redistricting.

C. When a county has been redistricted as a result of annexation and the redistricting occurs in the year of a regularly scheduled November general election for members of the county's board of supervisors, the November general election shall be conducted from the newly established districts so long as the redistricting measure has been adopted prior to March 15 of the year of the election.

D. When a city or town has been redistricted as a result of annexation and the redistricting occurs prior to a regularly scheduled May general election for members of the city's or town's governing body, the May general election shall be conducted from the newly established districts so long as the redistricting measure has been adopted prior to the November 15 immediately preceding the election.

**§ 24.2-313. Rescheduling of certain local elections following the decennial redistricting of districts for the governing body.**

A. Notwithstanding any other provision of law to the contrary, elections for members of the governing body or school board of any county, city, or town that would be held on a regularly scheduled date for a general election, but are delayed because the decennial redistricting plan of such county, city, or town is not precleared by the Attorney General of the United States pursuant to § 5 of the federal Voting Rights Act at least thirty days prior to the general election, shall be held as provided in this section, unless otherwise provided by a court of competent jurisdiction. In the event the Attorney General grants preclearance at least thirty days prior to the general election, the election shall be held as scheduled and shall be conducted from the newly established districts. The provisions of this section shall not apply to any county, city, or town election scheduled to be held entirely on an at-large basis.

B. In each such county, city, or town, such election shall be held on the first Tuesday (i) that is more than sixty days after the Attorney General of the United States issues a letter stating that he interposes no objection to a decennial redistricting plan approved and submitted by the county, city, or town; (ii) that is not the scheduled date of a primary election; and (iii) that is not within the sixty days before or the thirty-five days after a primary or general election.

C. Independent candidates for such rescheduled elections shall qualify in the manner provided by §§ 24.2-505 and 24.2-506, and party nominees shall be nominated and certified at least thirty days before the new election date.

D. All candidates shall file the statements required by §§ 24.2-501 and 24.2-502 at least thirty days before the new election date.

E. Notwithstanding the provisions of subsections C and D, any candidate who qualified to have his name printed on the ballot for the original election date, pursuant to § 24.2-504, shall be automatically qualified to have his name printed on the ballot for the delayed election date and shall not have to refile the required documents, provided that the boundaries of the district in which he is seeking office are the same as when he was originally qualified. In any district in which the boundaries have been changed, candidates shall requalify for the ballot; however, at the request of any candidate who filed as an independent, his original petitions shall be reviewed by the registrar, previously verified signatures of voters who reside in the new district shall be counted toward the number needed to qualify to run in the new district, and the candidate may supplement such petitions when he refiles under § 24.2-505.

F. Notwithstanding any provision of law to the contrary, the term of members of any governing body or school board elected under the provisions of this act shall commence on the first day of the second month following the election and shall terminate on the day on which the term would have expired had the general election been held on its regularly scheduled day.

G. The term of members of any governing body affected by this act that would otherwise expire prior to the commencement of the term of their successors elected pursuant to this section shall be extended until the date that the term of members elected pursuant to this section commences, notwithstanding any provision of law to the contrary.

*Article 5. Population Data.*

**§ 24.2-314. Population data; reallocation of prison populations.**

A. Persons incarcerated in federal correctional facilities and in state and local correctional facilities, as those terms are defined in § 53.1-1, shall be counted and reallocated for redistricting and reapportionment purposes in accordance with the provisions of this section and the following:

1. A person incarcerated in a federal, state, or local correctional facility whose address at the time of incarceration was located within the Commonwealth shall be deemed to reside at such address.
2. A person incarcerated in a federal, state, or local correctional facility whose address at the time of incarceration was located outside of the Commonwealth or whose address at the time of incarceration cannot be determined shall be deemed to reside at the location of the facility in which he is incarcerated.

B. By July 1 of any year in which the decennial census is taken, the Department of Corrections and the State Board of Local and Regional Jails shall provide to the Division of Legislative Services, in a format specified by the Division of Legislative Services, the following information for each person who was incarcerated in a state or local correctional facility on April 1 of that year:

1. A unique identifier, other than his name or offender identification number, assigned by the Department of Corrections or the State Board of Local and Regional Jails for this purpose;
2. His residential street address at the time of incarceration, or other legal residence, if known;
3. His race, his ethnicity as identified by him, and whether he is 18 years of age or older; and



4. The street address of the correctional facility in which he was incarcerated on April 1 of that year.

C. The Division of Legislative Services shall request each agency operating a federal correctional facility in the Commonwealth that incarcerates persons convicted of a criminal offense to provide to the Division of Legislative Services by July 1 of any year in which the decennial census is taken a record containing the information specified in subsection B for each person who was incarcerated in the facility on April 1 of that year. Any person incarcerated in a federal correctional facility for whom a record is not received by the Division of Legislative Services shall be deemed to have an address at the time of incarceration that cannot be determined.

D. The Division of Legislative Services shall prepare adjusted population data, including race and ethnicity data, in a manner that reflects the inclusion of incarcerated persons in the population count of the locality in which he is deemed to reside pursuant to subdivision A 1 or 2.

This adjusted population data shall be used for purposes of redistricting and reapportionment and shall be the basis for congressional, state Senate, House of Delegates, and local government election districts. This adjusted population data shall not be used in the distribution of any federal or state aid.

E. The Division of Legislative Services shall make the adjusted population data available no later than 30 days following receipt of population data from the United States Bureau of the Census pursuant to P.L. 94-171. In making this data available, the Division of Legislative Services shall ensure no information regarding a specific incarcerated person's address at the time of incarceration is made public.

## Title 30. General Assembly.

### *Chapter 39. Joint Reapportionment Committee.*

#### **§ 30-264. Staff to Joint Reapportionment Committee; census liaison.**

A. The Division of Legislative Services (the Division) shall serve as staff to the Joint Reapportionment Committee. The Director of the Division, or his designated representative, shall serve as the state liaison with the United States Bureau of the Census on matters relating to the tabulation of the population for reapportionment purposes pursuant to United States Public Law 94-171. The governing bodies, electoral boards, and registrars of every county and municipality shall cooperate with the Division in the exchange of all statistical and other information pertinent to preparation for the census.

B. The Division shall maintain the current election district and precinct boundaries of each county and city as a part of the General Assembly's computer-assisted mapping and redistricting system. Whenever a county or city governing body adopts an ordinance that changes an election district or precinct boundary, the local governing body shall provide a copy of its ordinance, along with Geographic Information System (GIS) maps and other evidence documenting the boundary, to the Division.

C. The provisions of Article 2 (§ 24.2-302 et seq.) of Chapter 3 of Title 24.2, including the statistical reports referred to in that article, shall be controlling in any legal determination of a district boundary.



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 18  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley  
**Agenda Item:** Strategic Plan

**SUMMARY:** I have been working with Dr. Pride as Chair of the Strategic Planning Committee and Letterpress to take the Board’s last iteration of the Strategic Planning Document and get it into a glossier one-page product. The Board worked on this document in 2016 and updated it in 2018. The attached document synthesizes the plan into a one-page document that will be easier to distribute and use as a marketing piece.

The Plan is intended to guide the community for the next 20 years but the Board may want to bring the entire Board together in 2023 for a 5-year review of the document. Appreciate your feedback. Let me know your thoughts.

**COST:** Costs associated with implementation of the Strategic Plan

**ATTACHMENTS:** Draft Strategic Planning Document

**RECOMMENDATIONS:** That the Board of Supervisors consider adoption of the attached Strategic Plan summary.

**SAMPLE MOTION:** I move that the Board of Supervisors adopt the proposed 2018-2038 Prince Edward County Strategic Plan summary as recommended.

OR

I move that the Board of Supervisors adopt the proposed Prince Edward County 2018-2038 Strategic Plan summary with the following changes: \_\_\_\_\_.

OR

I move that the Board of Supervisors table consideration of the proposed 2018-2038 Prince Edward County Strategic Plan summary for further discussion.

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

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

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

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



# PRINCE EDWARD COUNTY | 2018 – 2038 STRATEGIC PLAN



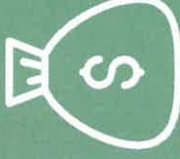

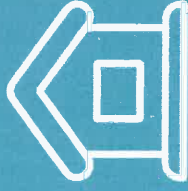


## MISSION

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

## VISION

A progressive, diverse and inclusive county that honors its heritage and collaborates with our citizens to achieve prosperity, educational excellence and lasting public safety, while ensuring fiscal responsibility.

## CRITICAL TARGETS

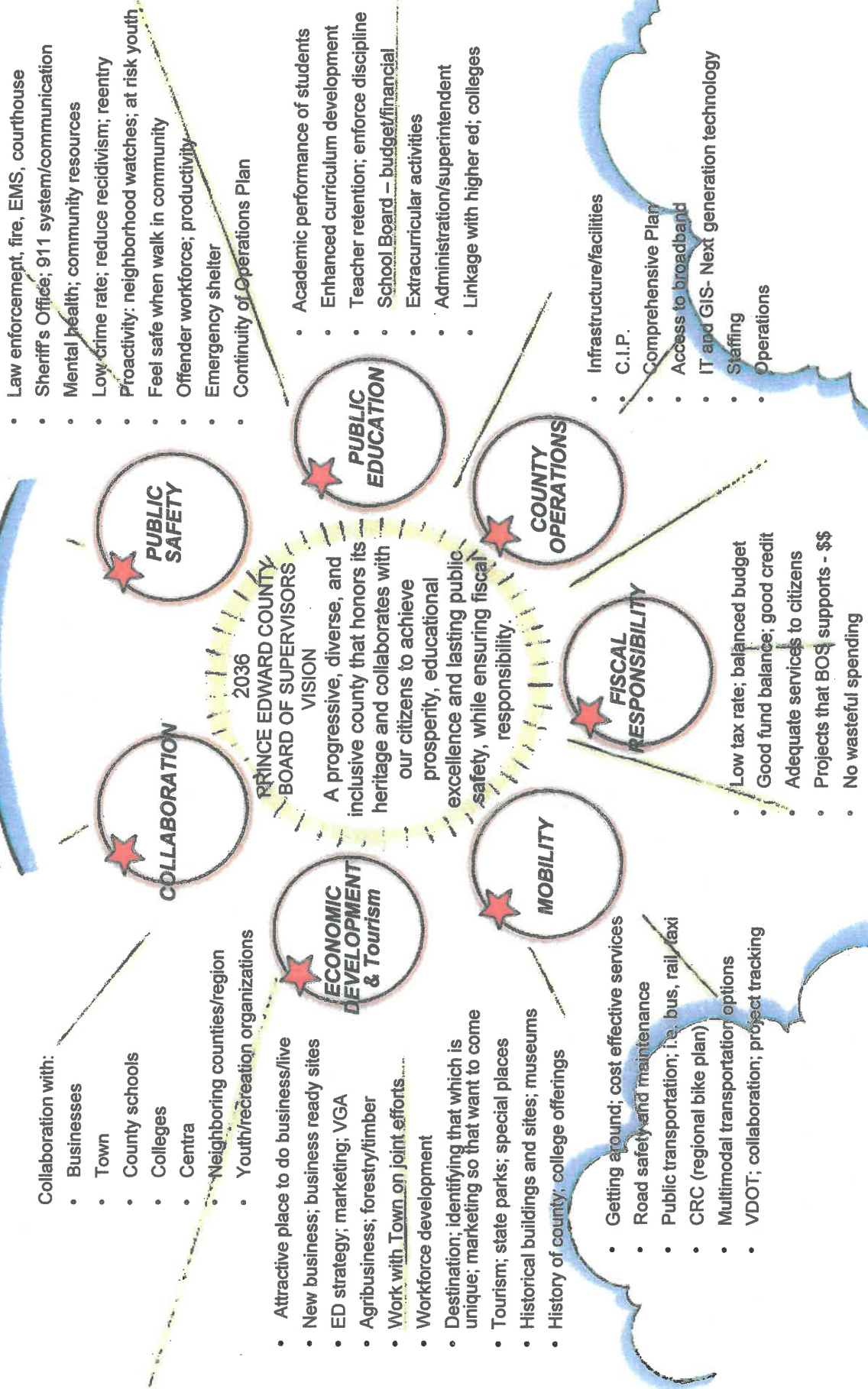
|                                                                                     |                              |                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>ECONOMIC DEVELOPMENT</b>  | <p>Promote business development with a focus on expanding tax base and creating jobs with community partners.</p> <ul style="list-style-type: none"> <li>• Establish collaborative partnerships</li> <li>• Position PEC as an attractive place to do business and live</li> <li>• Expand agricultural and forestry/timber industries</li> </ul>                                                                   |
|  | <b>MOBILITY</b>              | <p>Provide citizens and visitors with updated, safe transportation resources and excellent roads.</p> <ul style="list-style-type: none"> <li>• Cost-effective public transportation services</li> <li>• Work with VDOT to maintain and improve the road network, and ensure road safety</li> <li>• Develop and implement regional bike plan</li> </ul>                                                            |
|  | <b>FISCAL RESPONSIBILITY</b> | <p>Preserve tax rate through responsible spending, debt service management, and fiscal accountability.</p> <ul style="list-style-type: none"> <li>• Provide effective and efficient services</li> <li>• Ensure Board and Citizen knowledge of fiscal health</li> <li>• Develop and maintain a Capital Improvement Plan linked to strategic priorities</li> </ul>                                                  |
|   | <b>CULTURAL CENTER</b>       | <p>Foster and promote cultural and outdoor experiences for all citizens and visitors — parks, museums, historical sites, etc.</p> <ul style="list-style-type: none"> <li>• Expand the Visitors Center's promotion of local events, college offerings, the arts, and outdoor opportunities</li> <li>• Promote college offerings</li> <li>• Cultivate the County's tourism, marketing, and collaboration</li> </ul> |
|    | <b>EDUCATION</b>             | <p>Support public schools by providing adequate funding to support a quality workforce, as well as safe and adequate facilities to meet community needs.</p> <ul style="list-style-type: none"> <li>• Expand communication between leadership</li> <li>• Improve academic performance</li> <li>• Support teacher retention and extracurriculars</li> </ul>                                                        |
|    | <b>PUBLIC SAFETY</b>         | <p>Ensure high-quality public safety through effective and well-funded Fire, EMS, and law enforcement.</p> <ul style="list-style-type: none"> <li>• Assess and enhance public safety communications system</li> <li>• Develop creative solutions to community challenges</li> <li>• Develop anti-crime commission</li> <li>• Sustain courthouse security</li> </ul>                                               |
|    | <b>COLLABORATION</b>         | <p>Expand partnerships to promote and enhance opportunity, development, problem solving and quality of life.</p> <ul style="list-style-type: none"> <li>• Identify new partnerships</li> <li>• Create collaborative opportunities</li> <li>• Establish teams to solve specific challenges</li> </ul>                                                                                                              |



# Prince Edward County Board of Supervisors

Original Content 2016 + Revisions on 10-24-18

## Vision Themes





#### BOARD OF SUPERVISORS

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

## COUNTY OF PRINCE EDWARD, VIRGINIA

#### COUNTY ADMINISTRATOR

Douglas P. Stanley, AICP, ICMA-CM

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### Memorandum

**TO:** Chairman and Members of the Prince Edward County Board of Supervisors  
**FROM:** Douglas P. Stanley, AICP ICMA-CM, County Administrator  
**DATE:** March 24, 2021  
**RE:** Entry Plan – Final Version

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My plan was to spend most of the first 3 months on the job LISTENING. Listening to the Board, staff, and community stakeholders and reviewing the Board's Strategic Retreat Report and Work Plan from 2018. I am putting together an "Entry Plan" as part of the onboarding process – the Plan will help me to:

- Develop public trust and confidence through open, honest, and transparent communication and build relationships with stakeholders.
- Understand the successes of Prince Edward County and honor the work of the past while identifying strengths and opportunities for improvement.
- Report what I learned about Prince Edward County; using the information gathered during the first 90 days to develop a plan for continuous improvement.

As part of my onboarding listening tour, I have met with the following County and community members:

- Members of the Board of Supervisors
- Each Constitutional Officer
- Circuit, General District and J&DR judges



- Major Department Directors
- Town Manager and Mayor
- Park Manager of the High Bridge State Park
- Planning Commission
- Prince Edward Area Firefighters' Association (including Supervisor Gilliam) and Prince Edward Volunteer Rescue Squad Association to reinforce County support of our volunteer system
- Crewe Town Manager
- Dominion Resources
- Piedmont Senior Resources
- Longwood Small Business Development Center
- Longwood University
- Hampden Sydney College
- Centra Hospital
- VDOT/CTB
- NAACP
- Prince Edward Community Management and Policy Team (CPMT)

Community organizations that I have met with include:

- Farmville Cares
- Farmville Rotary
- Farmville Lions Club
- Farmville Chamber of Commerce

The areas that have been identified and broken down into the Entry Plan include:

- Organization
- EDA/Tourism
- Facilities
- Planning/Community Development
- Taxation



The attached spreadsheet lists the main items that have been identified through this process. I have identified the issues, impact of the issues, identified possible solutions to the issues, the individual(s) responsible for implementing the resolution/solution, estimated cost, and timeframe that the items should be addressed within.



| Organization                | Issue                                                                                                                                                               | Impact                                                                                   | Resolution                         | Responsible Party                                     | Status                                   | Cost        | Timeframe |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------|------------------------------------------|-------------|-----------|
| Finance Director Position   | County needs direct and focused oversight over County Finances                                                                                                      | Hire an individual to serve as Director of Finance                                       | CA/HR/BOS                          | Currently Advertising                                 | \$55,000-\$65,000 YR (Salary & Benefits) | 3 Months    |           |
| Update the County Code      | The County's online Code has not been updated since approximately 2007 – Accurate information is not being provided to the public or economic development prospects | Work with MuniCode – the County's vendor to get required Code updates made               | Clerk/Deputy Clerk/ Municode       | Working with MuniCode – BOS Authorized at 2/9 Meeting | \$10,000                                 | 2 Months    |           |
| Information Technology (IT) | County currently outsources its IT                                                                                                                                  | Consider bringing this function in-house                                                 | CA/ACA/BOS/Constitutional Officers | N/A                                                   | Unknown                                  | 6-18 Months |           |
| Administration Receptionist | The County Admin Office does not have coverage of the front desk                                                                                                    | Consider hiring at least a PT receptionist to provide coverage and support               | CA/ACA/BOS                         | Hired                                                 | \$15,000-\$20,000 YR                     |             |           |
| Document Management System  | The County struggles with filing and searching for documents                                                                                                        | Identify and procure a document management system                                        | CA/ACA/Finance Committee           | N/A                                                   | Unknown                                  | 1 Year      |           |
| County Employee Evaluations | County employees should be evaluated on an annual basis – This has not been happening                                                                               | Develop an Annual Employee Evaluation Program                                            | CA/ACA/HR/Const Officers           | N/A                                                   | Staff time                               |             |           |
| County Finance Policy       | The County should have a Finance Policy adopted by the Board to guide financial decisions                                                                           | Work with our Financial Advisor to develop a draft Policy for consideration by the Board | CA/ACA/Treasurer/Davenport         | Have had discussions with Davenport                   | Staff time                               |             |           |



| Organization Issue            | Impact                                                                                                                                         | Resolution                                                                               | Responsible Party       | Status                                          | Cost                | Timeframe  |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-------------------------|-------------------------------------------------|---------------------|------------|
| County Health Insurance Costs | The County is severely impacted in its competitiveness in hiring new employees due to the high cost of dependent and family coverage           | Work to reduce the employee share of the County Health Insurance Costs to be competitive | CA/HR/BOS               | Working with Consultant on 1 <sup>st</sup> Year | Unknown             | 1-3 Years  |
| County Procurement Policy     | While we follow State Code requirements -the County should have a Purchasing Policy adopted by the Board to outline requirements for purchases | Pull similar examples and develop a draft policy for consideration by the Board          | CA/ACA/AP Clerk         | Approved                                        | Staff time          | Completed  |
| Community Development         | The filing and file system for the Department is in disarray                                                                                   | Develop and implement a new filing system                                                | PD/Staff                | Discussed with Planning Director                | Staff Time +\$2,500 | 3-6 Months |
| CPMT Strategic Plan           | Develop Strategic Plan to provide direction to the CPMT                                                                                        | Review similar plans and draft plan                                                      | CPMT                    | Directed DSS Director to prepare draft          | Staff Time          | 3 Months   |
| Audit RFP                     | The County is behind on its normal cycle for selection of Annual Auditors                                                                      | Develop an RFP and advertise                                                             | CA/ACA/Finance Director | N/A                                             | Staff Time          | 6 Months   |
| County ID Badge System        | Print Official County ID Badges – So staff and the public know who County employees are when on official business                              | Trey Pyle has worked out a cost-effective option                                         | Com Dev Specialist      |                                                 | Staff Time +\$500   | 3 Months   |
| County Organizational Chart   | Develop an updated County Organizational Chart                                                                                                 | Work with the CRC                                                                        | CA/ACA/HR/CRC           | Have talked with the CRC                        | Staff Time          | 3 Months   |
| Ethics Training               | Would like to set up periodic training session for County employees on Ethics                                                                  | Work with local community college to provide training                                    | CA/ACA/HR               | N/A                                             | \$1,000-\$2,000     | 1 Year     |
| Litter Pickup                 | Develop program to address litter problem in the County                                                                                        | Work on strategies/funding                                                               | CA/ACA/Board            | Talked with VDOT                                | \$10,000/year       | 3 Months   |



| Organization                  | Impact                                                                                                                                                                                                                                                                                                                                                                                                                          | Resolution                                        | Responsible Party | Status | Cost       | Timeframe |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-------------------|--------|------------|-----------|
| Fraud Hotline                 | Would like to set up a contact on the County's website for employees and the public to report fraud                                                                                                                                                                                                                                                                                                                             | Work with staff to set up contact form on website | CA/staff          | N/A    | Staff Time | 1 Year    |
| GFOA Recognition Audit/Budget | GFOA established the Distinguished Budget and Audit Programs to encourage and assist state and local governments to prepare budget and audit documents of the very highest quality that reflect both the guidelines established by the Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting and auditing and then to recognize individual governments that succeed in achieving these goals |                                                   | CA/FD             | N/A    | Staff Time | 3 Years   |



| Facilities               | Impact                                                                                 | Resolution                                                                    | Responsible Party               | Status                         | Cost          | Timeframe        |
|--------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------------------|--------------------------------|---------------|------------------|
| Landfill Engineering RFP | The County is behind on its normal cycle for selection of an Engineer for the Facility | Develop an RFP and advertise                                                  | CA/ACA/SWD                      | Need to Draft RFP              | Unknown       | 6 Months         |
| Waste Site Schedule      | Review the schedule of the County's Waste Sites                                        | Develop staffing plan moving forward                                          | ACA/SWD                         | N/A                            | Unknown       | 6 Months         |
| Waste Site Upgrades      | Improve the image of the County's waste sites                                          | Develop an improvement plan to improve conditions at the County's waste sites | ACA/SWD/Properties Committee    | N/A                            | \$1 million   | 5 Years          |
| Landfill Equipment       | We need to upgrade/replace a significant amount of our solid waste equipment/cans      | Develop a cycle for replacement of equipment                                  | ACA/SWD/Properties Committee    | N/A                            | \$100,000/yr. | 5 Years          |
| Unified Signage          | We need a signage plan for all of our facilities                                       | Develop a Unified Signage Plan                                                | CA/ACA/B&G/Properties Committee | Seeking proposal               | \$20,000      | 1 Year           |
| <b>Courthouse</b>        |                                                                                        |                                                                               |                                 |                                |               |                  |
| <b>Issue</b>             | <b>Impact</b>                                                                          | <b>Resolution</b>                                                             | <b>Responsible Party</b>        | <b>Status</b>                  | <b>Cost</b>   | <b>Timeframe</b> |
| Awning                   | Provide cover at Judges' entrance                                                      | Install an awning                                                             | B&G                             | On Order                       | \$3,000       | 3 Months         |
| Parking Lot              | Reseal and stripe parking lot                                                          | Develop IFB and get quotes                                                    | B&G                             | After roof replacement         | \$15,000      | 3-6 Months       |
| Roof                     | Replace flat roof section                                                              | Replace roof                                                                  | B&G                             | Completed                      | \$50,000      | 3 Months         |
| Maintenance              | Review Maintenance Cycle                                                               | Develop Annual Maintenance Plan                                               | B&G/Properties Committee        |                                |               | 3 Months         |
| Signage                  | Replace outdated signage                                                               | Develop a signage plan, order, and install                                    | ACA/ B&G                        | ACA to contact signage company | \$5,000       | 3 Months         |
| Lawn                     | Improving the image of the CH Lawn                                                     | Development of a plan for the CH Lawn                                         | CA/ACA/ B&G                     | Working on plan                | \$10,000      | 6-9 Months       |
| Courthouse Art Project   | Improving the image of the inside of the CH                                            | Work with area artists to create revolving display                            | CA/ACA/ B&G/Judges              | N/A                            | \$500         | 6 Months         |





| Planning Issue                  | Impact                                                                                                          | Resolution                                                                   | Responsible Party                       | Status                                 | Cost                            | Timeframe  |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------|------------|
| Capital Improvement Plan        | Development of County-wide CIP to guide budgeting decisions                                                     | Develop CIP process, schedule, and implement                                 | CA/PD/PC/BOS                            | Worked on schedule and process         | Staff Time                      | 6-9 Months |
| Development Fee Schedule Review | Review the County development fee schedule to ensure it is in line with costs and our neighboring jurisdictions | Develop a comparison table of neighboring localities                         | CA/PD/PC/BOS                            | N/A                                    | Staff Time                      | 3-6 Months |
| Strategic Plan Implementation   | The County's Strategic Plan                                                                                     | Bring the Committee together to set up a meeting schedule to work on process | CA/ACA/Strategic Planning Committee/BOS | N/A                                    | Staff Time                      | 1-2 Years  |
| GIS Rollout                     | Complete GIS system and rollout to the public                                                                   | Working with consultant on cleaning up the data                              | CA/PD                                   | Robbie is working with Timmons         | Staff Time + yearly hosting fee | 3-6 Months |
| Application Form Review         | Review County Application forms                                                                                 | County Planning application forms need to be updated                         | CA/PD                                   | Robbie has started review of our forms | Staff Time                      | 3-6 Months |
| Development Review Committee    | Establish Development Review Committee to provide a resource for ED applicants                                  | Formalize Committee                                                          | CA/PD                                   | N/A                                    | Staff Time                      | 1 Year     |



| Taxation Issue                   | Impact                                                           | Resolution                                                                           | Responsible Party                                   | Status                                     | Cost                          | Timeframe  |
|----------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------|--------------------------------------------|-------------------------------|------------|
| Meals Tax                        | Generate additional revenue for Capital Improvements             | Adopt ordinance and rate                                                             | CA/County Attorney/BOS                              | N/A                                        | Staff Time                    | 6-9 Months |
| Lodging Tax                      | Generate additional revenue for Capital Improvements and Tourism | Adopt rate                                                                           | ED&T Director/CA/County Attorney/BOS                | Developed spreadsheet of estimated revenue | Staff Time                    | 6 Months   |
| Proration of PP Tax              | County does not currently prorate PP tax                         | Development of an ordinance for consideration and associated impacts                 | COR/CA/County Attorney/BOS                          | N/A                                        | Staff Time + Additional Staff | 2 Years    |
| Cigarette Tax                    | County does not currently have a Cigarette Tax                   | State Code changed in 2020 to allow all localities to adopt 7/1/2021                 | CA/County Attorney/COR/BOS                          | N/A                                        | Staff Time                    | 1 Year     |
| EDA/Tourism Issue                | Impact                                                           | Resolution                                                                           | Responsible Party                                   | Status                                     | Cost                          | Timeframe  |
| Wayfinding Signage               | Improving navigation in the Community                            | Development of a sign program, identification of funding, and implementation         | ACA/ED&T Director/PD/PC/BOS + Coordination with TOF | Previous work done with Farmville Downtown | Unknown                       | 2 Years    |
| EDA Partners                     | Continue to evaluate                                             | Look at regional partnership opportunities                                           | CA/ED&T Director/IDA/BOS                            | N/A                                        | Unknown                       | 2 Years    |
| Broadband Committee/Telecom Plan | The County needs a plan for expansion of Broadband               | Look at grant opportunities to develop a plan<br><br>Establish a Broadband Committee | CA/PD/CRC/PC/BOS                                    | N/A                                        | \$25,000-\$50,000             | 2 Years    |



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 19  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley  
**Agenda Item:** Emergency Ordinance: Continuity of Government

**SUMMARY:**

At its meeting on April 7, 2020, the Board of Supervisors adopted an Emergency Ordinance for Continuity of Government in response to COVID-19. The Emergency Ordinance allowed the Board to meet without having a quorum present. It also allowed the public entities created by the Board to meet electronically (without quorum present) with the meetings closed to the public to limit exposure to COVID-19. The Emergency Ordinance was re-adopted on June 9, 2020 and included an expiration of 6 months past the date of the removal of the Governor’s Declaration of Emergency. The Governor’s Declaration expired on June 30, 2021 which means that the County’s Emergency Ordinance, unless rescinded earlier by the Board, will expire on December 31, 2021.

As the Board has recently indicated, with the reduction in COVID-19 cases and the increase in the percentage of vaccination rates in the community, that it would like to transition back to in-person meetings. At this time, staff is not recommending that the Emergency Ordinance be rescinded as of yet. We would ask for some additional time to evaluate the additional provisions that were put in place when the meetings were closed to the public including: telephone participation, Zoom participation, emailing or dropping off of public comments, and taping of the meetings for the County’s YouTube Channel. These provisions have allowed for much greater and more convenient access by the public at our meeting and public hearings. By allowing the meetings to be attended in-person we can allow for public attendance but still keep in place the ability of Board members to attend remotely if needed if they were sick/in quarantine. Amelia County has adopted language that allows remote participation by members (up to two meetings per year) when a quorum is physically present. Staff feels that we will want to continue to broadcast the meetings on the YouTube channel and may want to continue telephone participation and/or Zoom participation to allow for greater input. If the Board leaves the Emergency Ordinance in place we have additional time to evaluate these potential changes for the Board and other County public bodies.

**ATTACHMENT:**

Emergency Ordinance, Emergency Ordinance Amendment, Electronic Meeting Policy

**RECOMMENDATION:**

That the Board, effective August 1<sup>st</sup> to allow for notification of other Boards, to transition to in-person meetings.

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

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

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

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



**Board of Supervisors  
Agenda Summary**

**SAMPLE MOTION:**

I move that the Board of Supervisors, effective August 1st, transition to allowing for in-person attendance at all County public meetings including but not limited to Board, School Board, Planning Commission, Board of Zoning Appeals, Industrial Development Authority, and all other local and regional boards, commissions, committee, and authority meetings.

OR

I move that the Board of Supervisors table the request to re-open to in-person attendance at public meetings to the August 10<sup>th</sup> meeting.

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

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

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

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

April 7, 2020

The following is an excerpt of the minutes of the regular meeting of the Prince Edward County Board of Supervisors held April 7, 2020.

In Re: Emergency Ordinance: Continuity of Government

Mr. Bartlett said the Emergency Ordinance allows the Board to meet without having a quorum present and requires passage for the Board to meet electronically; this also allows public entities created by the Board of Supervisors to meet. He said it states there must be public notice and follow FOIA by allowing the public to attend electronically, provide information beforehand by email or in writing, but the meeting would be closed to the public to limit exposure to COVID-19. He said this would cover the School Board, Planning Commission, and all other local and regional boards, commissions, committees and authorities. Mr. Bartlett said this is only good for 60 days but could be readopted.

Supervisor Wilck made a motion, seconded by Supervisor Gilliam, to adopt the 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; the motion carried:

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

**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.**

**WHEREAS**, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

**WHEREAS**, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and

**WHEREAS**, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

**WHEREAS**, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate; and

**WHEREAS**, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

**WHEREAS**, on March 16, 2020, the County Administrator, acting as the Director of Emergency Management, declared a local emergency because of the COVID-19 pandemic pursuant to his authority under Virginia Code §44-146.21; and

**WHEREAS**, on March 17, 2020, Governor Ralph S. Northam and the Virginia State Health Commissioner issued an Order of the Governor and State Health Commission Declaration of Public Health Emergency (amended on March 20, 2020) limiting the number of patrons in restaurants, fitness centers, and theaters to no more than 10 per establishment; and

**WHEREAS**, on March 20, 2020, the Attorney General for the Commonwealth of Virginia issued an opinion in which he concluded that the COVID-19 pandemic, which the Governor declared is a “disaster” as defined in Virginia Code §44-146.16, is also a “disaster” as that term is used in Virginia Code §15.2-1413; and

**WHEREAS**, on March 23, 2020, Governor Ralph S. Northam issued Executive Order Fifty-Three, which closed all public and private K-12 schools throughout the Commonwealth of Virginia for the remainder of the 2019-2020 school year, imposed further restrictions on public and private gatherings on several classes of dining establishments, closed many classes of “recreational and entertainment businesses” in their entirety, imposed limitations on the number of patrons allowed in other businesses and encouraged businesses to use teleworking when feasible and, if not feasible, to adhere to social distancing recommendations, enhanced sanitizing practices on common surfaces, and other appropriate workplace guidance to the extent possible; and

**WHEREAS**, on March 30, 2020, Governor Ralph S. Northam issued Executive Order Fifty-Five, to reinforce the Commonwealth’s response to COVID-19 ordering “all individual in Virginia shall remain at their place of residence, except as provided below by this Order and Executive Order 53. To the extent that individuals use shared or outdoor spaces, whether on land or on water, they must at all times maintain social distancing of at least six feet from any other person, with the exception of family or household members or caretakers;” and

**WHEREAS**, on April 7, 2020, the Board of Supervisors affirmed the actions of the County Administrator, acting as the Director of Emergency Management, in issuing the declaration of local emergency on March 16, 2020 and the amended declaration of local emergency to refer to the COVID-19 pandemic as not only an emergency, but also as a “disaster,” as the Governor had included in Executive Order Fifty-One, and the County Administrator had issued on April 7, 2020; and

**WHEREAS**, the Board finds that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a “disaster” as defined by Virginia Code §44-146.16 being a “communicable disease of public health threat;” and

**WHEREAS**, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and

**WHEREAS**, Virginia Code § 44-146.21(C) further provides that a local director of emergency management or any member of a governing body in his absence may upon the declaration of a local emergency “proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to performance of public work;” and

**WHEREAS**, Virginia Code § 2.2-3708.2(A)(3) allows, under certain procedural requirements including public notice and access, that members of the Board may convene solely by electronic means “to address the emergency;” and

**WHEREAS**, the open public meeting requirements of the Virginia Freedom of Information Act (“FOIA”) are limited only by a properly claimed exemption provided under that Act or “any other statute;” and

**WHEREAS**, the Governor and Health Commissioner of the Commonwealth of Virginia and the President of the United States have recommended suspension of public gatherings of more than ten attendees; and

**WHEREAS**, the Attorney General of Virginia issued an opinion dated March 20, 2020 stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government; and

**WHEREAS**, this emergency ordinance in response to the disaster caused by the COVID-19 pandemic promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and the Constitution of the United States of America.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Supervisors of Prince Edward County, Virginia:

1. That the COVID-19 pandemic makes it unsafe to assemble in one location a quorum for public bodies including the Board, the School Board, the Planning Commission and all local and regional boards, commissions, committees and authorities created by the Board or to which the Board appoints all or a portion of its members (collectively “Public Entities” and individually “Public Entity”), or for such Public Entities to conduct meetings in accordance with normal practices and procedures.
2. That in accordance with Virginia Code § 15.2-1413, and notwithstanding any contrary provision of law, general or special, the following emergency procedures are adopted to ensure the continuity of government during this emergency and disaster:
  - a. Any meeting or activities which require the physical presence of members of the Public Entities may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location; and
  - b. Prior to holding any such electronic meeting, the Public Entity shall provide public notice of at least three days in advance of the electronic meeting, except for emergency meetings, identifying how the public may participate or otherwise offer comment; and
  - c. Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and
  - d. Any such electronic meeting of a Public Entity shall be open to electronic participation by the public and closed to in-person participation by the public; and
  - e. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall also be solicited through telephonic or other electronic means during the course of the electronic meeting. All such public comments will be provided to members of the Public Entity at or before the electronic meeting and made part of the record for such meeting; and
  - f. The minutes of all electronic meetings shall conform to the requirements of law, identify how the meeting was conducted, identify members participating, and specify what actions were taken at the meeting. A Public Entity may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended.

**IT IS FURTHER ORDAINED** that notwithstanding any provision of law, regulation or policy to the contrary, any deadlines requiring action by a Public Entity, its officers (including Constitutional Officers) and employees of its organization shall be suspended during this emergency and disaster, however, the Public Entities, officers and employees thereof are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise.

**IT IS FURTHER ORDAINED**, that non-emergency public hearings and action items of Public Entities may be postponed to a date certain provided that public notice is given so that the public are aware of how and when to present their views.

**IT IS FURTHER ORDAINED**, that each incorporated town within the boundaries of Prince Edward County, Virginia is encouraged, authorized and/or directed to declare its own state of local emergency and disaster or incorporate by reference the County's local state of emergency and disaster and to adopt an ordinance for the continuity of town government.

**IT IS FURTHER ORDAINED**, that the provisions of this Emergency Ordinance shall remain in full force and effect for a period of 60 days, unless amended, rescinded or readopted by the Board in conformity with the notice provisions set forth in Virginia Code §15.2-1427 but in no event shall such ordinance be effective for more than six months. Upon rescission by the Board or automatic expiration as described herein, this emergency ordinance shall terminate and normal practices and procedures of government shall resume.

Nothing in this Emergency Ordinance shall prohibit Public Entities from holding in-person public meetings provided that public health and safety measures as well as social distancing are taken into consideration.

An emergency is deemed to exist, and this ordinance shall be effective upon its adoption.

**ADOPTED** by the Board of Supervisors this 7th day of April, 2020.

CERTIFIED TRUE COPY

  
\_\_\_\_\_  
W. W. Bartlett  
County Administrator



**READOPTING EMERGENCY ORDINANCE TO ALLOW FOR THE CONTINUITY OF GOVERNMENT OPERATIONS DURING THE PANDEMIC, INCLUDING ALTERING THE PROCESS FOR CONDUCTING PUBLIC MEETINGS; RESTRICTING THE USE OF PUBLIC BUILDINGS OR FACILITIES; PROVIDING ADDITIONAL POWERS TO THE DIRECTOR OF EMERGENCY MANAGEMENT TO INCUR COSTS, WAIVE PROCEDURES AND TAKE OTHER TEMPORARY ACTIONS; AND SUSPENDING DEADLINES AND PROCEDURES**

**WHEREAS**, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

**WHEREAS**, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and

**WHEREAS**, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

**WHEREAS**, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate; and

**WHEREAS**, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

**WHEREAS**, on March 16, 2020, the County Administrator, acting as the Director of Emergency Management, declared a local emergency because of the COVID-19 pandemic pursuant to his authority under Virginia Code §44-146.21; and

**WHEREAS**, on March 17, 2020, Governor Ralph S. Northam and the Virginia State Health Commissioner issued an Order of the Governor and State Health Commission Declaration of Public Health Emergency (amended on March 20, 2020) limiting the number of patrons in restaurants, fitness centers, and theaters to no more than 10 per establishment; and

**WHEREAS**, on March 20, 2020, the Attorney General for the Commonwealth of Virginia issued an opinion in which he concluded that the COVID-19 pandemic, which the Governor declared is a “disaster” as defined in Virginia Code §44-146.16, is also a “disaster” as that term is used in Virginia Code §15.2-1413; and

**WHEREAS**, on March 23, 2020, Governor Ralph S. Northam issued Executive Order Fifty-Three, which closed all public and private K-12 schools throughout the Commonwealth of Virginia for the remainder of the 2019-2020 school year, imposed further restrictions on public and private gatherings on several classes of dining establishments, closed many classes of “recreational and entertainment businesses” in their entirety, imposed limitations on the number of patrons allowed in other businesses and encouraged businesses to use teleworking when feasible and, if not feasible, to adhere to social distancing recommendations, enhanced sanitizing practices on common surfaces, and other appropriate workplace guidance to the extent possible; and

**WHEREAS**, on March 30, 2020, Governor Ralph S. Northam issued Executive Order Fifty-Five, to reinforce the Commonwealth’s response to COVID-19 ordering “all individual in Virginia shall remain at their place of residence, except as provided below by this Order and Executive Order 53. To the extent that individuals use shared or outdoor spaces, whether on land

or on water, they must at all times maintain social distancing of at least six feet from any other person, with the exception of family or household members or caretakers; “and

**WHEREAS**, on April 7, 2020, the Board of Supervisors affirmed the actions of the County Administrator, acting as the Director of Emergency Management, in issuing the declaration of local emergency on March 16, 2020 and the amended declaration of local emergency to refer to the COVID-19 pandemic as not only an emergency, but also as a “disaster,” as the Governor had included in Executive Order Fifty-One, and the County Administrator had issued on April 7, 2020; and

**WHEREAS**, the Board finds that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a “disaster” as defined by Virginia Code §44-146.16 being a “communicable disease of public health threat;” and

**WHEREAS**, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and

**WHEREAS**, Virginia Code § 44-146.21(C) further provides that a local director of emergency management or any member of a governing body in his absence may upon the declaration of a local emergency “proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to performance of public work;” and

**WHEREAS**, Virginia Code § 2.2-3708.2(A)(3) allows, under certain procedural requirements including public notice and access, that members of the Board may convene solely by electronic means “to address the emergency;” and

**WHEREAS**, the open public meeting requirements of the Virginia Freedom of Information Act (“FOIA”) are limited only by a properly claimed exemption provided under that Act or “any other statute;” and

**WHEREAS**, the Governor and Health Commissioner of the Commonwealth of Virginia and the President of the United States have recommended suspension of public gatherings of more than ten attendees; and

**WHEREAS**, the Attorney General of Virginia issued an opinion dated March 20, 2020 stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government; and

**WHEREAS**, this emergency ordinance in response to the disaster caused by the COVID-19 pandemic promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and the Constitution of the United States of America.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Supervisors of Prince Edward County, Virginia:

1. That the COVID-19 pandemic makes it unsafe to assemble in one location a quorum for public bodies including the Board, the School Board, the Planning Commission and all local and regional boards, commissions, committees and authorities created by the Board or to which the Board appoints all or a portion of its members (collectively “Public Entities” and individually “Public Entity”), or for such Public Entities to conduct meetings in accordance with normal practices and procedures.

2. That in accordance with Virginia Code § 15.2-1413, and notwithstanding any contrary provision of law, general or special, the following emergency procedures are adopted to ensure the continuity of government during this emergency and disaster:
  - a. Any meeting or activities which require the physical presence of members of the Public Entities may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location; and
  - b. Prior to holding any such electronic meeting, the Public Entity shall provide public notice of at least three days in advance of the electronic meeting, except for emergency meetings, identifying how the public may participate or otherwise offer comment; and
  - c. Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and
  - d. Any such electronic meeting of a Public Entity shall be open to electronic participation by the public and closed to in-person participation by the public; and
  - e. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall also be solicited through telephonic or other electronic means during the course of the electronic meeting. All such public

comments will be provided to members of the Public Entity at or before the electronic meeting and made part of the record for such meeting; and

- f. The minutes of all electronic meetings shall conform to the requirements of law, identify how the meeting was conducted, identify members participating, and specify what actions were taken at the meeting. A Public Entity may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended.

**IT IS FURTHER ORDAINED** that notwithstanding any provision of law, regulation or policy to the contrary, any deadlines requiring action by a Public Entity, its officers (including Constitutional Officers) and employees of its organization shall be suspended during this emergency and disaster, however, the Public Entities, officers and employees thereof are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise.

**IT IS FURTHER ORDAINED**, that non-emergency public hearings and action items of Public Entities may be postponed to a date certain provided that public notice is given so that the public are aware of how and when to present their views.

**IT IS FURTHER ORDAINED**, that each incorporated town within the boundaries of Prince Edward County, Virginia is encouraged, authorized and/or directed to declare its own state of local emergency and disaster or incorporate by reference the County's local state of emergency and disaster and to adopt an ordinance for the continuity of town government.

**IT IS FURTHER ORDAINED**, that the provisions of the Emergency Ordinance adopted by the Prince Edward County Board of Supervisors on April 7, 2020, directed that it should remain in full force and effect for a period of 60 days, unless amended, rescinded or readopted by the Board in conformity with the notice provisions set forth in Virginia Code §15.2-1427 but in no event shall such ordinance be effective for more than six months. Upon rescission by the Board or automatic expiration as described herein, this emergency ordinance shall terminate and normal practices and procedures of government shall resume.

Nothing in this original or readopted Emergency Ordinance shall prohibit Public Entities from holding in-person public meetings provided that public health and safety measures as well as social distancing are taken into consideration.

**WHEREAS**, the full text of this proposed ordinance was available for public inspection in the Prince Edward County Administrator's Office, Prince Edward County Courthouse Building, 111 South Street, Third Floor, Farmville, Virginia 23901, and on the Prince Edward County website; and

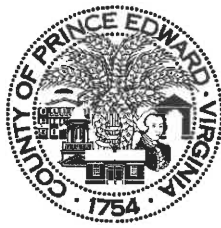
**WHEREAS**, a public hearing was conducted on June 9, 2020 at the Prince Edward County Courthouse Building, Board of Supervisors Room, Third Floor, Farmville, Virginia 23901, after proper advertisement was made, as required by law.

**NOW, THEREFORE, BE IT ORDAINED**, that this uncodified ordinance is hereby readopted, as drafted, and it is effective immediately and will remain in effect, yet set to expire within 6 months of the end of the disaster, when normal operations will resume. The Board of Supervisors of Prince Edward County shall have the right to amend, rescind or revoke this ordinance in conformity with the notice provisions of Virginia Code Section 15.2-1427 at such

time within 6 months from the conclusion of the declared disaster or merely allow the ordinance to expire on its own terms.

An emergency is deemed to exist, and this ordinance shall be effective upon its adoption.





## Prince Edward County Board of Supervisors Electronic Meeting Policy

It is the policy of the Board of Supervisors of the County of Prince Edward, Virginia, that individual Board of Supervisor members may participate in meetings of the Board of Supervisors by electronic means as permitted by *Virginia Code § 2.2-3708.2*.

This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Whenever an individual member wishes to participate from a remote location, the law requires a quorum of the Board of Supervisors to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

When such individual participation is due to an emergency or personal matter, such participation is limited by law to two meetings or 25 percent of the meetings of the public body per member each calendar year, whichever is fewer.

Member requesting remote participation must notify the Board Chair on or before the day of the meeting of his/her inability to attend and provide the specific reason for the request, acceptable under the Virginia Freedom of Information Act. The nature of the member's emergency, personal matter, disability or medical condition, and the remote location from which the Board member is participating, must be identified and recorded in the minutes.

Individual participation from a remote location shall be approved, unless such participation would violate this policy or the provisions of the *Virginia Freedom of Information Act*.

If a member's participation from a remote location is challenged, then the Board of Supervisors shall vote whether to allow such participation. If the Board of Supervisors votes to disapprove of the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

###

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 20  
**Department:** Emergency Management  
**Staff Contact:** Sarah Elam Puckett/Trey Pyle  
**Agenda Item:** Emergency Management Update

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**Summary:** The monthly Emergency Management update is attached.

**COST:**

**ATTACHMENT:**

**RECOMMENDATION:**

**SAMPLE MOTION:**

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

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

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

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



# COVID - 19

## Board of Supervisors Briefing #23

As of July 8, 2021

1. **Public Health Update:** <https://www.vdh.virginia.gov/coronavirus/>

- Confirmed cases in Prince Edward County.

### July 8 vs June 8

| JURISDICTION  | CASE COUNT      | HOSPITALIZATIONS | DEATHS        |
|---------------|-----------------|------------------|---------------|
| Prince Edward | 2173/2175       | 108/106          | 36/35         |
| Virginia      | 681,326/677,013 | 30,651/30,020    | 11,434/11,253 |

- Delta variant is greatest current threat.

2. **COVID Vaccine:** <https://www.vdh.virginia.gov/coronavirus/covid-19-vaccine-summary/>

- People vaccinated and vaccination status:

| JURISDICTION  | FIRST SHOT             | TOTAL SHOTS   | FULLY VACCINATED       |
|---------------|------------------------|---------------|------------------------|
| Prince Edward | 8,769/8,294<br>(38.5%) | 15,955/14,770 | 7,595/6,819<br>(33.3%) |

- **Note:** If the  $\pm$  4,000 Longwood students who are returning to Farmville in August are included in the vaccination rates for the County, this will increase the fully vaccinated rate for the County to 50.85% and the first shot percentage will increase to 56%.
- Mobile J&J clinics (Partnership of County & VDEM):
  - ✓ Meherrin Fire & Rescue – 5/22 (23 Shots)
  - ✓ Virso Community Center – 5/22 (5 Shots)

- ✓ High Bridge Parking Lot (Prospect) – 5/29 (8 Shots)
- ✓ Pamplin Fire Dept – 5/29 (9 Shots)
- ✓ Town of Farmville Kiosk – 5/30 (20 Shots)
- ✓ Pisgah Baptist Church – 5/30 (5 Shots)
- ✓ Prince Edward Ag Building – 5/31 (25 Shots)
- ✓ Town of Farmville Kiosk – 6/18 (16 Shots)
- ✓ Town of Farmville Kiosk – 6/25 (31 Shots)
- ✓ Prince Edward Ag Building – 6/27 (20 Shots)
- ✓ **Total Shots with Mobile Clinics: 162**

- The Health Department continues administering weekly vaccination clinics throughout the health district.
  - ✓ PHD operating Wednesday clinics only for month of July at PEFYA Gym.

**3. Declarations of Emergency:**

- March 11, 2020 – World Health Organization Pandemic Declaration
- March 12, 2020 – Declaration of a State of Emergency – Virginia
- March 13, 2020 – Declaration of a Nation Emergency (Commencing 3-1-20)
- March 16, 2020 – Declaration of Local Emergency
  - Amended Local Declaration – April 7, 2020
  - Board Affirms Local Declarations – April 7, 2020
- June 30, 2021 - Declaration of State Emergency – Virginia (Expired)

**4. Public Meetings:** Operating under Board's Continuity of Government Ordinance. Effective: April 7, 2020. Re-adopted: June 9, 2020.

**5. Status of County Facilities, Services & Operations:** (Not prioritized)

- County/Courthouse Offices and Facilities
  - Courthouse operations following CDC guidance.
    - ✓ Mask not required if fully vaccinated.
    - ✓ Social distancing still required.

**6. Health Care/Emergency Services:**

- Prince Edward County EMS Agencies (Prince Edward / Meherrin)
  - January 2020 = 333                      January 2021 = 386
  - February 2020 = 327                     February 2021 = 386
  - March 2020 = 244                        March 2021 = 341
  - April 2020 = 244                         April 2021 = 363
  - May 2020 = 318                         May 2021 = 345
  - June 2020 = 304                         June 2021 = 348
- Fire Service
  - Routine operations.
- 911 Center/Sheriff's Office Dispatch
  - High Risk Isolation Protocol for pre-screening 911 callers for signs/symptoms of COVID-19 to prepare first responders prior to arrival.

**7. Public Information:**

- Continue to publish vaccine information via website and Facebook.

**8. Emergency Management: (Panning & Coordination)**

- Maintaining situational awareness as Virginia reopens fully to possible outbreaks or increase in case counts.

Respectfully Submitted: 7/8/21:

Trey Pyle, Deputy Emergency Management Coordinator  
Sarah Elam Puckett, Emergency Management Coordinator

###



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 21  
**Department:** County Attorney  
**Staff Contact:** Terri Atkins Wilson, Esq.  
**Agenda Item:** County Attorney Update

---

**Summary:** The County Attorney will provide the Board an update on any outstanding legal issues.

**COST:**

**ATTACHMENT:**

**RECOMMENDATION:**

**SAMPLE MOTION:**

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

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

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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item No.:** 22  
**Department:** County Administration  
**Staff Contact:** Douglas Stanley, ACIP ICMA-CM County Administrator  
**Issue:** County Administrator's Report

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**SUMMARY:** The County Administrator will provide the Board an update on any additional matters or concerns of the County.

**ATTACHMENTS:**

**COST:**

**RECOMMENDATION:**

**SUGGESTED MOTION:**

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** July 13, 2021  
**Item #:** 23  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Monthly Reports

---

**SUMMARY:**

Please see attachments.

**COST:**

**ATTACHMENTS:**

- a. Animal Control
- b. Building Official
- c. Cannery – Home Canning Operations
- d. Cannery – Commercial Operations
- e. Commonwealth Regional Council
- f. Tourism

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

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

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

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

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



## Animal Control Monthly Report

"June 2021"

### Dogs

|                     |   |
|---------------------|---|
| Surrendered         | 1 |
| Picked Up           | 2 |
| Claimed By Owner    | 0 |
| Adopted             | 2 |
| Transferred P/U     | 0 |
| Euthanized          | 0 |
| Injured / Euth.     | 0 |
| Transferred to SPCA | 1 |
| Seized              | 1 |
| Bite Case           | 0 |
| Other               | 0 |

**Fees Collected** \$100

### Cats

|                     |   |
|---------------------|---|
| Surrendered         | 0 |
| Picked Up           | 1 |
| Claimed By Owner    | 0 |
| Adopted             | 0 |
| Transferred         | 0 |
| Euth - Injury       | 0 |
| Euthanized          | 0 |
| Died in Kennel      | 0 |
| Transferred to SPCA | 1 |
| Dead on Arrival     | 0 |
| Bite case           | 0 |

**Fees Collected** \$0.00

|                                   |                |
|-----------------------------------|----------------|
| <b>Bill the Town of Farmville</b> |                |
| 1 animal housed.                  |                |
| <b>Total Billed:</b>              | <b>\$75.00</b> |

### Wildlife

|             |   |
|-------------|---|
| Handled     | 2 |
| Euthanized  | 0 |
| Rabies Case | 0 |

### Livestock

|                   |   |
|-------------------|---|
| Returned to Owner | 0 |
| Sold at Market    | 0 |
| Adopted           | 0 |

**Fees Collected** \$0.00

### Other Companion Animals

|                   |   |
|-------------------|---|
| Returned to Owner | 0 |
| Surrendered       | 0 |
| Transferred       | 0 |
| Adopted           | 0 |

**Miles Driven** 1,800

**Days at or above capacity** 30

**Number of Calls to Shelter** 139

**Summons Issued** 9

**Warrants Served** 1

**Days in Court** 2

**Nuisance Dogs** 3

**Dangerous Dogs** 1

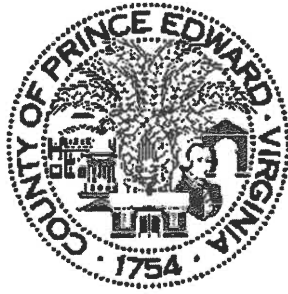
**Calls After Hours/On Call** 20

**Dogs Brought in by Farmville PD** 1

**Total Fees Collected** \$100.00

*Chris Riviere, Chief Animal Control Officer*  
*Ariel Adams, Deputy Animal Control Officer*

**Notes:** We have been unable to move many animals through rescues due to the rescues having to shut down with disease issues.



**Prince Edward County Animal Control**

**Boarding and Services Invoice**

**All companion animals held by Prince Edward Animal Control for separate agencies are charged a \$25.00 impoundment fee and \$10.00 a day boarding and care. Livestock or other animals are billed at actual cost at time of service. Veterinary care is assessed at cost as needed.**

Boarding and Transfer of Feline ID# 061821072.

Dates held 06/18/2021-06/22/2021      5 days

Reason for disposition: Transferred to Rescue

Total fees: \$75.00

# BUILDING OFFICIAL

Permits Issued Report  
6/01/2021 Through 6/30/2021

|                           |                   |                |
|---------------------------|-------------------|----------------|
| ADDITIONS                 | - Issued          | 13             |
|                           | - Value           | \$375,058.85   |
|                           | - Permit Fees     | \$1,406.40     |
|                           | - 2.00% STATE TAX | \$28.12        |
|                           | - Fees Collected  | \$ .00         |
| ONE & TWO FAMILY DWELLING | - Issued          | 12             |
|                           | - Value           | \$1,790,000.00 |
|                           | - Permit Fees     | \$3,737.40     |
|                           | - 2.00% STATE TAX | \$74.75        |
|                           | - Fees Collected  | \$ .00         |
| ELECTRICAL                | - Issued          | 37             |
|                           | - Value           | \$95,352.00    |
|                           | - Permit Fees     | \$1,800.00     |
|                           | - 2.00% STATE TAX | \$36.00        |
|                           | - Fees Collected  | \$ .00         |
| MECHANICAL                | - Issued          | 13             |
|                           | - Value           | \$9,600.00     |
|                           | - Permit Fees     | \$650.00       |
|                           | - 2.00% STATE TAX | \$13.00        |
|                           | - Fees Collected  | \$ .00         |
| MECHANICAL/GAS            | - Issued          | 10             |
|                           | - Value           | \$22,473.00    |
|                           | - Permit Fees     | \$500.00       |
|                           | - 2.00% STATE TAX | \$10.00        |
|                           | - Fees Collected  | \$ .00         |
| MANUFACTURED HOMES        | - Issued          | 2              |
|                           | - Value           | \$88,000.00    |
|                           | - Permit Fees     | \$221.60       |
|                           | - 2.00% STATE TAX | \$4.43         |
|                           | - Fees Collected  | \$ .00         |
| PLUMBING                  | - Issued          | 16             |
|                           | - Value           | \$8,100.00     |
|                           | - Permit Fees     | \$750.00       |
|                           | - 2.00% STATE TAX | \$15.00        |
|                           | - Fees Collected  | \$ .00         |
| POOL                      | - Issued          | 1              |
|                           | - Value           | \$60,000.00    |
|                           | - Permit Fees     | \$75.00        |
|                           | - 2.00% STATE TAX | \$1.50         |
|                           | - Fees Collected  | \$ .00         |
| REMODELING                | - Issued          | 2              |
|                           | - Value           | \$252,000.00   |
|                           | - Permit Fees     | \$210.00       |
|                           | - 2.00% STATE TAX | \$4.20         |
|                           | - Fees Collected  | \$ .00         |
| IN LIEU OF SOIL & EROSION | - Issued          | 11             |
|                           | - Value           | \$ .00         |
|                           | - Permit Fees     | \$ .00         |
|                           | - Fees Collected  | \$ .00         |
| Total Permits             | - Issued          | 117            |
| Total Permits             | - Value           | \$2,700,583.85 |
| Total Permits             | - Permit Fees     | \$9,350.40     |
| Total Permits             | - Sales Tax 2%    | \$ 187.00      |
|                           |                   | \$ 9,537.40    |

INSPECTIONS FOR JUNE 48

# PRINCE EDWARD COUNTY CANNERY

7916 Abilene Road  
Farmville, Virginia 23901

Patty Gulick  
Cannery Manager  
434-223-8664

## June 2021 Cannery Report

Cannery report is as follows:

|                          |         |                        |
|--------------------------|---------|------------------------|
| 521 (qts.)               | @.55 =  | \$286.55               |
| 0 (pts.)                 | @.43 =  | \$ 00.00               |
| 0 Gallons                | @1.35 = | \$ 00.00               |
| 11 Patrons usage         | @1.00 = | \$ 11.00               |
| 30% out of County =      |         | \$ 7.59                |
| Non-processing fees =    |         | \$ 00.00               |
| 14 LBS. Meat Cut         | @.25 =  | \$ 3.50                |
| (\$10.00 minimum waived) |         |                        |
| <b>Total</b>             |         | <b><u>\$308.64</u></b> |

This month the cannery had a total of 12 registered county patrons. The total number of participants including their family members, friends & neighbors that helped these patrons and enjoyed the experience & knowledge of the cannery was 22. Many of our regular county patrons are just starting to receive their gardens produce due to the inclement weather changes and late freezes from the past month and these numbers should increase during the upcoming weeks.

P. Gulick

kef

Katharine Wilson  
 Director  
[info@virginiafoodworks.org](mailto:info@virginiafoodworks.org)



| <b>June 2021</b>                       |                    |
|----------------------------------------|--------------------|
| <b>Total number of units processed</b> | <b>1,899</b>       |
| <b>Retail value of products</b>        | <b>\$15,586.00</b> |
| <b># Clients</b>                       | <b>7</b>           |
| <b># New Clients</b>                   | <b>2</b>           |
| <b># processing days</b>               | <b>9</b>           |
| <b>Revenue generated (PEC)</b>         | <b>\$887.00</b>    |

## June 2021 Report

### From the Production Floor

June was our first month working alongside clients in the cannery since March 2020, and it felt great to welcome them back! We brought in a new client with a Trinidadian hot sauce that his grandmother made growing up. It was delicious and a successful test batch. We are looking forward to making more later this summer.

A highlight from this month was inviting Greenville Farm Kitchen (GFK) to make our marinara sauce recipe with us. GFK is a food processing nonprofit in West Virginia that currently dehydrates fruits for commercial sale. They are preparing to add acidified foods to their processing facility for local farmers, and they made sauce with us to learn exactly how we operate at the cannery. It was a great day teaching our process to such enthusiastic and eager students!

We ended the month with a two-day production of Champagne-Tomato Jam for Chef Alyssa's Kitchen. Alyssa and her husband live in Charlotte and run a catering and cooking lessons business. The co-packer who made their jam for the last few years scaled up their operation and required at least a 100-gallon batch. We are a better fit for Chef Alyssa's small-scale productions and made a 30-gallon batch for them during the June production. They have a Rosemary Mustard product that we will make in the future as well!

### In the Office

I am excited to announce that Virginia Food Works' Board Member Hannah Evans will take over my position as Director starting in July! I am leaving this wonderful organization to pursue my dream of teaching social studies, and have accepted a teaching position in Caroline County. Hannah is an ideal candidate to lead the organization. She wrote her master's degree thesis on the history of the Prince Edward County Cannery and cares deeply about both the Home Canning and Commercial services offered at the Cannery.

It's been an immense pleasure to serve as Director and continue VFW's work to support farmers and small food businesses. The Cannery's value to the local and statewide community cannot be overstated and I look forward to returning for Home Canning days!





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The Counties of Amelia | Buckingham | Charlotte | Cumberland | Lunenburg | Nottoway  
Prince Edward

### CRC June 2021 Items of Interest

#### New Ventures

- Jeff Gore, Hefty, Wiley & Gore provides CRC presentation on Regional Tobacco Tax Board. Information provided to counties to discuss possible Tobacco Tax and Regional Tobacco Tax Board.
- Cumberland County Fire & EMS receive \$57,481.76 RSAF Grant Award to purchase 2 heart monitors.
- CRC submitted a grant application for \$2 million in *Virginia Housing*, Planning District Commission Housing Development Program funds to assist the region's housing partners with affordable housing.
- CRC assisted the Town of Farmville in submitting the Farmville River Walk Phase I Grant Pre-Application for VDOT Transportation Set-Aside funds.
- CRC is assisting the Longwood Real Estate Foundation to submit a request for funds to the Virginia Tobacco Commission for construction funding for the SEED Innovation Hub in downtown Farmville.
- CRC assisted Prince Edward County in submitting the Manor House Drive Turn Lane Revenue Sharing Grant Pre-Application to VDOT.
- CRC assisted Amelia County in submitting the Amelia County Schools Sidewalk Project Grant Pre-Application for VDOT Transportation Set-Aside funds.
- CRC staff are assisting the Town of Victoria IDA in applying for DHCD Economic Development & Entrepreneurship Funds to make repairs and improvements to the old STEPS building.
- CRC staff are assisting the Town of Blackstone to apply for DHCD Industrial Revitalization Funds to assist with a hotel adaptive reuse of the former Virginia United Methodist Assembly Center (VUMAC)
- CRC staff are assisting Prince Edward IDA in partnership with Kinex to seek Tobacco Commission funding for broadband fiber buildout.
- CRC staff are assisting Longwood University with an EDA Application for Construction funds for Seed Innovation Hub.
- CRC staff are assisting Cumberland County in pursuing VDOT Economic Development Access funds.
- **Next CRC Meeting, Wednesday, July 21, 2021 at 9:30 a.m., Farmville, Virginia.**

#### Activity

- Dillwyn CDBG Housing Rehabilitation Project – The Contractor working on 84 White has been granted an extension until July 9<sup>th</sup>. This is the final house for the project.
- Phenix Water System Project – The well driller fracked an existing identified well and an acceptable yield was determined. The Town is still waiting on test results of samples for water quality before the project can move forward. The CRC is still coordinating the environmental review process.
- Regional Emergency Planning – The Draft Regional Resource Inventory has been completed and is being reviewed by the local emergency managers. Staff are awaiting additional data from localities to complete the Draft Regional Continuity of Operations Plan.
- DEQ Watershed Implementation Plan (WIP) III Assistance: The CRC notified localities of grant opportunities, and an upcoming educational series that will be conducted by the CRC over the next several months on the Chesapeake Bay for local governments.
- Prince Edward County Access Road Project Administration: The CRC submitted reimbursement request #2.
- Nottoway County Comprehensive Plan: An Interactive Community Meeting will be held on July 20, 2021 at 6:30 p.m. at Nottoway County General District Courtroom to collect community input for the Plan.
- CRC Regional Hazard Mitigation Plan Update: Staff are currently working on the first three sections of the Draft Plan.
- CRC received 18 proposals - RFP for CRC On-Call Consultant Program. Committee members are reviewing and scoring proposals.

COMMONWEALTH REGIONAL COUNCIL  
One Mill Street, Suite 202, P.O. Box P  
Farmville, VA 23901 | 434.392.6104  
[www.virginiasheartland.org](http://www.virginiasheartland.org)



IN PARTNERSHIP WITH

The Counties of Amelia | Buckingham | Charlotte | Cumberland | Lunenburg |  
Nottoway | Prince Edward

TO: Prince Edward County Board of Supervisors

FROM: Melody Foster, Executive Director

SUBJECT: Prince Edward Access Road Project – Update

DATE: July 5, 2021

The CRC is assisting Prince Edward County with administration of the Prince Edward Access Road Project.

The CRC submitted Reimbursement Request #2 to VDOT and is collecting receipts of payment from the County to submit the third (3) reimbursement request on the project.

During review of the plans, VDOT provided comments that suggest the timeline will be significantly increased. As the County also has several Tobacco Commission grants tied to this project as well that have expiration dates, this has been a concern. The County and consultant continue work to address this issue.

## Tourism & Visitor Center Monthly Report for June 2021

| HEARTLAND REGIONAL VISITOR CENTER GUESTBOOK SIGNINGS: |                 |              |                 |              |                             |
|-------------------------------------------------------|-----------------|--------------|-----------------|--------------|-----------------------------|
|                                                       | Virginia Guests | Other States | Other Countries | Total Guests | Average Visitors per Month: |
| YTD 2021                                              | 808             | 143          | 0               | 951          | 158.5                       |
| 2020                                                  | 1,352           | 193          | 12              | 1,557        | 129.8                       |

### Requests for Information:

|                  | Phone Inquiries | Video Views (All) new views | Center Visits | GoogleMyBusiness Finding the Visitor Center | Monthly Totals: |
|------------------|-----------------|-----------------------------|---------------|---------------------------------------------|-----------------|
| June 2021        | 28              | 8                           | 307           | 1,261                                       | 1,604           |
| June 2020        | 57              | 8                           | 98            | 1,212                                       | 1,375           |
| % Difference     | -50.88%         | 0.00%                       | 213.27%       |                                             | 16.65%          |
| <b>TOTAL YTD</b> |                 |                             |               |                                             |                 |
| 2021 YTD         | 138             | 457                         | 886           | 2,338                                       | 3,819           |
| 2020 YTD         | 220             | 24                          | 487           | 8,015                                       | 8,746           |
| % Difference     | -37.27%         | 1804.17%                    | 81.93%        | 0.00%                                       | -56.33%         |

### Report to July Board of Supervisors:

Visitation has continued to increase, especially amongst out-of-state visitors. There isn't a trend that is noticeable regarding weekend vs. weekday visits; overall, visitation has been sporadic, however, Sundays appear to be the slowest days. Our online presence has also continued to increase with more searches appearing on Google My Business June 2021 as compared to June of last year. We are enjoying welcoming visitors, providing them with information, and driving them to spend money at our awesome local businesses in the county.