



PRINCE EDWARD COUNTY  
BOARD OF SUPERVISORS

SUPERVISORS  
BOARD MEETING

February 12, 2008  
7:00 P.M.

A G E N D A

- |           |     |   |          |
|-----------|-----|---|----------|
| 5:00 p.m. | 1.  | HIGHWAY WORK SESSION  | 1        |
| 7:00 p.m. | 2.  | The Chairman will call the <u>February</u> meeting to order.  |          |
|           | 3.  | Invocation  |          |
|           | 4.  | • <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>                              | 5        |
|           | 5.  | <b><u>CONSENT AGENDA:</u></b>   | 6        |
|           |     | a. Treasurer's Report: November 2007  | 7        |
|           |     | b. Approval of Minutes: January 8, 2008<br>January 16, 2008   | 11<br>55 |
|           |     | c. Approval of Accounts & Claims  | 63       |
|           |     | d. 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.             | 83       |
|           |     | e. Erroneous Assessment: Steven Carwile (\$109.73-Personal Property)<br>BB&T Equip. Fin. Corp. (\$571.50-Bus. Pers. Prop.)  | 84       |
|           | 6.  | Appropriations: Department of Social Services<br>Clerk of Circuit Court   | 87       |
|           | 7.  | Highway Matters: Authorize Six-Year Plan Public Hearing   | 92       |
| 7:30 p.m. | 8.  | • <b><u>PUBLIC HEARING – MOTOR VEHICLE LICENSE TAX ORDINANCE</u></b><br><i>The Board will receive citizen input prior to considering resetting the rates in the county's Motor Vehicle License Tax Ordinance.</i> | 94       |
|           | 9.  | School Board Appointments: District 301 (Moore)<br>District 501 (Fore)  | 97       |
|           | 10. | <b><u>Committee Reports:</u></b>  |          |
|           |     | a. Audit Committee  | 100      |
|           |     | b. Personnel Committee  | 103      |
|           |     | c. IT Committee   | 104      |
|           |     | d. Noise Ordinance Committee  | 105      |
|           | 11. | <b><u>County Attorney's Report:</u></b>   | 106      |
|           |     | a. Boundary Adjustment Requests from Town of Farmville  |          |
|           |     | b. Tax Status of Longwood University Real Estate Foundation   |          |

12.	<u>County Administrator's Report:</u>	107
	a. FY 09 Proposed Budget Schedule	108
	b. Management's Response to Recommendations of Auditors	109
13.	• <u>CLOSED SESSION:</u> Section 2.2-3711 (A) 7 – Consultation with Legal Counsel	112
	Section 15.2-2907(D) – Boundary and Revenue Issues	
	Section 2.2-3711 (A) 5 – Industry Expansion	
14.	<u>Upcoming:</u>	113
	a. <i>Joint Meeting with Town Council for Library Presentation</i> February 28, 2008 at 3:00 p.m.; Town Council Chambers	
15.	<u>Informational:</u>	114
	a. VDOT Traffic Engineering Recommendation – U.S. 460 near Pamplin	
16.	<u>Monthly Reports:</u>	116
	a. Animal Control	117
	b. Building Official	118
	c. Cannery	119
	d. Prince Edward County Public Schools	120

*(NOTE: Additional agenda items may be added to the Table Packet, which will be available for review after 4:30 p.m. on Tuesday, February 12, 2008.)*



County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** February 12, 2008  
**Item No.:** 1  
**Department:** County Administration/VDOT  
**Staff Contact:** Sarah Elam Puckett/Alan Leatherwood  
**Issue:** HIGHWAY WORK SESSION

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**Summary:** The Board will meet at 5:00 p.m. in the Third Floor Conference Room with the staff from VDOT-Dillwyn to discuss the County Six Year Secondary Construction Program for FY 2009 – 2014.

**Attachments:** Work Session Agenda  
Letter from VDOT; RE: Rout 751 (Hidden Lake Road)

**Recommendation:** None

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



## BOARD OF SUPERVISORS HIGHWAY WORK SESSION

February 12, 2008  
5:00 p.m.

### AGENDA

1. The Chairman will call the Highway Work Session to order.  
*(This is a reconvened meeting from January 16, 2008.)*
  
2. Six-Year Secondary Construction Program (FY 09 – FY 14)
  - Regular Construction
  - Unpaved Roads
  - Rural Additions
  - Budget Items
  - Other Items
  
3. Highway Matters From Board Agenda
  - Authorize the Six-Year Plan Public Hearing for the March 11, 2008 Board Meeting at 7:30 p.m.
  
4. Other Highway Matters

Adjourn



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

P. O. BOX 11649  
LYNCHBURG, VIRGINIA 24506

DAVID S. EKERN, P.E.  
COMMISSIONER

January 15, 2008

Re : 0751-073-P22, N501 (UPC 12566)  
Hidden Lake Road

Mr. Lacy B. Ward, County Supervisor  
P.O. Box 207  
Prospect, VA 23960

Dear Mr. Ward :

At the January 8<sup>th</sup> Board of Supervisors meeting, I informed the Board that the Hidden Lake Road project was in jeopardy because there are still three parcels still needing clear title. Our latest iPM Project Activity Report indicated a 12/09/08 advertisement date. This means that construction would most likely start in March 2009. This project is Unpaved Roads Priority #2 behind 0613-073 Miller Lake Road on the SSYP approved by the BOS on 3/16/07 and will be totally funded in FY09. The Miller Lake Road project is on schedule to be advertised for construction in February 2008. This means that Hidden Lake Road would move to #1. The situation remains virtually unchanged from the information I gave you on 8/15/07.

1. 32-A-24 Glover D. & Frances W. Gilliam  
Rte. 3 Box 154-A  
Concord, Va. 24538  
434 / 993-2935

Steve G. Hochstetler said this parcel is his land, but it is still officially in the name of the Gilliams. Apparently, Hochstetler is buying the land by a land contract agreement. We had received information that Hochstetler was just about complete with his payments. Keith Halbohn of our office confirmed the status of this parcel with the Commissioner of Revenue's office on 1/09/07. After repeated attempts, Mr. Hochstetler will not return his calls.

Lacy B. Ward  
January 15, 2008  
Page 2

2. 32-4-2 Steven Reid & Susan B. Broadwater  
691 Hidden Lake Road  
Prospect, Va. 23960  
434 / 574-9966

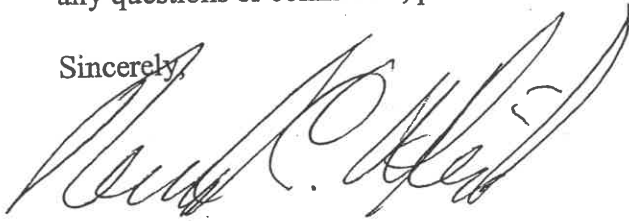
On 7/18/07, you said you know Steve and would talk to him. We still have not heard back from them.

3. 32-4-3 Steve G. & Julie B. Hochstetler  
667 Hidden Lake Road  
Prospect, Va. 23960  
434 / 574-6756

After repeated attempts, Mr. Hochstetler will not return Keith's calls.

This project will need discussion at the February 12<sup>th</sup> SSYP Work Session and final resolution at the March BOS meeting when the Plan is approved. Anything you can do to assist in obtaining the right-of-way in question would be greatly appreciated. If you have any questions or comments, please feel free to call me at 434 / 983-2017.

Sincerely,



Mark C. McKissick  
Assistant Residency Administrator

- c - County Administrator's Office  
Post Office Box 382  
Farmville, Virginia 23901



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

**Meeting Date:** February 12, 2008  
**Item No.:** 4  
**Department:** Board of Supervisors  
**Staff Contact:**  
**Issue:** Public Participation

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**Summary:** (Space for notes based on citizen input.)

**Attachments:** None.

**Recommendation:** Follow up, if needed.

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

Fore \_\_\_\_\_  
Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gillilan \_\_\_\_\_  
McKay \_\_\_\_\_



County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: February 12, 2008  
Item No.: 5-a  
Department: Board of Supervisors  
Staff Contact: Mable Shanaberger  
Issue: Consent Agenda - Treasurer's Report

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**Summary:**

**Attachments:** November 2007 Treasurer's Report

**Recommendation:** Approval

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

Fore \_\_\_\_\_  
Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



**Prince Edward County Board of Supervisors**

<b>Description</b>	<b>Sub-Fund Balances</b>	<b>Fund Balances</b>	<b>Account Balances</b>
General Fund	\$ 125,786.30		
General Fund Res. for Investments	\$ 8,126,390.34	\$ 8,252,176.64	*
Prince Edward Community Dev Fund		\$ -	
Industrial Development Authority Fund		\$ 1,133,426.11	
Recreation Fund Res for Investments		\$ 25,549.84	
Forfeited Assets Fd. Res. for Inv.		\$ 159,259.57	
School Capital Projects Fund--VPSA		\$ 28,749.96	
School Capital Projects Fund--QZAB01		\$ 15,008.80	
Underground Storage Tank Fund		\$ 20,000.00	
Economic Development Fund		\$ (50,000.00)	
Board of Public Welfare Special Acct.		\$ 2,257.68	
Piedmont ASAP Fund		\$ 173,877.66	
School Fund		\$ -	
Landfill Construction Fund		\$ 477,652.83	
PCS Fund		\$ 248,552.99	
Revenue Sharing Fund		\$ (71,029.14)	
Retirement Benefits Fund		\$ 19,152.00	
School Capital Projects Fund--QZAB02		\$ 689,034.90	
Dare Donations Fund		\$ 5,343.70	
School Cafeteria Fund		\$ 231,689.72	
Cash in Office			\$ 1,000.00
Cash in Banks			\$ 684,630.91
Warrants Payable (School Fund)			\$ -
General Fund Investments			\$ 8,126,390.34
VPSA Investments			\$ 28,749.96
QZAB01 Investments			\$ 15,008.80
Underground Storage Tank Fund			\$ 20,000.00
Recreation Fund Investments			\$ 25,549.84
QZAB02 Investments			\$ 689,034.90
Landfill Construction Fund for Investment			\$ 477,652.83
Forfeited Asset Fd for Investment			\$ 159,259.57
Industrial Dev Auth Fd for Inv			\$ 1,133,426.11
<b>Totals:</b>		<b>\$ 11,360,703.26</b>	<b>\$ 11,360,703.26</b>
*Of this \$8,252,176.64 in the General Fund, \$7,466,919.68 is encumbered for:			
	Transfers to:		
	School Fund	5,297,528.02	
	VPA Fund	322,258.66	
	Economic Develop. Fund	1,300,000.00	
	Debt Obligations	547,133.00	
	Total	7,466,919.68	
This leaves an unencumbered balance of \$785,256.96 in the General Fund.			

**Prince Edward Co. Board of Supervisors  
Depository Balances**

***Checking Accounts:***

Benchmark Community Bank	\$	80,470.50
Wachovia Bank	\$	85,853.07
BB&T	\$	4,483,511.85
Bank of America	\$	235,000.00

***Total:***     **\$ 4,884,835.42**

**Investment Accounts:**

	\$	-
Benchmark Community Bank	\$	749,315.66
Wachovia Bank	\$	200,000.00
Citizens Bank & Trust Company	\$	535,000.00
BB&T	\$	2,100,077.69
Planters Bank & Trust	\$	700,000.00
Mentor Investments	\$	157,884.05
SNAP (State Non-Arbitrage Plan)	\$	28,749.96
Bank of America	\$	2,003,840.48

**Total:**     **\$ 6,474,867.84**

**Mable H. Shanaberger, Treasurer**

**Report Date: November 2007**

**Prince Edward County Board of Supervisors**

<i>Description</i>	<i>Sub-Fund Balances</i>	<i>Fund Balances</i>	<i>Account Balances</i>
General Fund	\$ 120,584.32		
General Fund Res. for Investments	\$ 5,061,175.45	\$ 5,181,759.77	*
Recreation Fund Res for Investments		\$ 25,221.59	
Forfeited Assets Fd. Res. for Inv.		\$ 119,567.97	
School Capital Projects Fund--VPSA		\$ 188,415.99	
School Capital Projects Fund--QZAB		\$ 214,593.28	
Underground Storage Tank		\$ 20,000.00	
Liability Fund Reserved for Inventory			
Board of Public Welfare Special Acct.		\$ 2,470.80	
Piedmont ASAP Fund		\$ 165,350.81	
School Fund		\$ -	
Landfill Construction Fund		\$ 183,229.70	
PCS Fund		\$ 319,432.57	
Revenue Sharing Fund		\$ 100,000.00	
Benifets Retirement Fund		\$ 20,540.00	
		\$ -	
		\$ -	
Cash in Office			\$ 1,000.00
Cash in Banks			\$ 727,378.50
Warrants Payable (School Fund)			\$ -
General Fund Investments			\$ 5,061,175.45
VPSA Investments			\$ 188,415.99
QZAB Investments			\$ 214,593.28
Underground Storage Tank Fund			\$ 20,000.00
Recreation Fund Investments			\$ 25,221.59
			\$ -
Landfill Construction Fund for Investment			\$ 183,229.70
Forfeited Asset Fd for Investment			\$ 119,567.97
			.
<b><u>Totals:</u></b>		<b>\$ 6,540,582.48</b>	<b>\$ 6,540,582.48</b>
* Of this \$5,181,759.77 in the General Fund, \$4,993,765.79 is encumbered for:			
	Transfers to:		
	School Fund	421,212.22	
	VPA Fund	320,655.80	
	Debt Obligations	460,981.77	
	Total	4,993,765.79	
This leaves an unencumbered balance of \$187,993.98 in the General Fund.			

**Prince Edward Co. Board of Supervisors  
Depository Balances**

***Checking Accounts:***

Benchmark Community Bank	\$	1,022.68
Wachovia Bank	\$	85,298.19
BB&T	\$	1,943,815.73
Bank of America	\$	235,000.00

**Total:**     **\$ 2,265,136.60**

***Investment Accounts:***

Mentor Investments - Stock Account	\$	-
Benchmark Community Bank	\$	700,000.00
Wachovia Bank	\$	200,000.00
Citizens Bank & Trust Company	\$	-
BB&T	\$	1,259,417.23
Planters Bank & Trust	\$	700,000.00
Mentor Investments	\$	150,324.45
SNAP (State Non-Arbitrage Plan)	\$	188,415.99
Bank of America	\$	1,076,288.21

**Total:**     **\$ 4,274,445.88**

**Mable H. Shanaberger, Treasurer**

Report Date: Nov. 2006



County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** February 12, 2008  
**Item No.:** 5-b  
**Department:** Board of Supervisors  
**Staff Contact:** Karin Everhart  
**Issue:** Consent Agenda – Minutes

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**Summary:** Attached are minutes of the January 8, 2008 and January 16, 2008 Board meetings.

**Attachments:** Board Minutes, January 8, 2008  
Board Minutes, January 16, 2008

**Recommendation:** Approval.

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

Fore \_\_\_\_\_  
Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_

January 9, 2007

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 January, 2008; at 7:00 p.m., there were present:

William G. Fore, Jr.

Sally W. Gilfillan

Robert M. Jones

Charles W. McKay

James C. Moore

Howard F. Simpson

Mattie P. Wiley

Absent: Lacy B. Ward

Also present: Wade Bartlett, County Administrator; Sarah Puckett, Assistant County Administrator; Jonathan L. Pickett, Director of Planning and Community Development; James Ennis, County Attorney; Sharon Carney, Director of Economic Development and Tourism, Alecia Daves-Johnson, Planner I; Michelle Eppes, Clerk of the Circuit Court; Beverly Booth, Commissioner of Revenue; Mark McKissick, Assistant Resident Engineer; and Keith Halbohn, Transportation Contract Administrator.

Mr. Wade Bartlett, County Administrator, called the meeting to order. Supervisor Moore led the pledge of allegiance and offered the invocation.

In Re: Election of Chairman

This being the first meeting of the Board of Supervisors in the year 2008, the County Administrator opened the floor for nominations for Chairman.

Mr. William G. Fore, Jr. was nominated by Supervisor Simpson. There being no other nominations, Mr. McKay moved that the nominations be closed. The motion carried:

Aye: William G. Fore, Jr.  
Sally W. Gilfillan  
Robert M. Jones  
Charles W. McKay  
James C. Moore  
Howard F. Simpson  
Mattie P. Wiley

Nay: None

Absent: Lacy B. Ward

There being no further nominations, Mr. Fore will serve as Chairman of the Prince Edward County Board of Supervisors for calendar year 2008.

In Re: Election of Vice-Chairman

Chairman Fore called for nominations for the office of Vice-Chairman.

Supervisor Jones nominated Mr. Howard F. Simpson. There being no further nominations, Mr.

Moore made a motion that the nominations be closed. The motion carried:

Aye:	William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Mattie P. Wiley	Nay: None
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Absent: Lacy B. Ward

There being no other nominations, Mr. Simpson was chosen to serve as Vice-Chairman of the Prince Edward County Board of Supervisors for calendar year 2008.

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

Supervisor Moore moved that the regular monthly meetings of the Prince Edward County Board of Supervisors be held on the second Tuesday of each month, at 7:00 p.m., in the Board of Supervisors' Room of the Court House Building, 111 South Street, Farmville, Virginia. The motion carried:

Aye:	William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Mattie P. Wiley	Nay: None
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Absent: Lacy B. Ward

In Re: Adoption of By-Laws

Mrs. Gilfillan moved that the wording of the Prince Edward County Rules of the Board of Supervisors reflect a change in the term of office for the Chairman and Vice-Chairman to serve two years, retroactive to the election just held. The motion carried:

Aye: William G. Fore, Jr.  
Sally W. Gilfillan  
Robert M. Jones  
Charles W. McKay  
James C. Moore  
Howard F. Simpson  
Mattie P. Wiley

Nay: None

Absent: Lacy B. Ward

Mr. McKay moved that the Prince Edward County Rules of the Board of Supervisors be adopted as revised. The motion carried:

Aye: William G. Fore, Jr.  
Sally W. Gilfillan  
Robert M. Jones  
Charles W. McKay  
James C. Moore  
Howard F. Simpson  
Mattie P. Wiley

Nay: None

Absent: Lacy B. Ward

PRINCE EDWARD COUNTY  
RULES OF  
THE BOARD OF SUPERVISORS

(As amended January 2008)

I. ATTENDANCE AND ADJOURNMENT

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

A majority of the members of the Board shall constitute a quorum and must be present to proceed to business. A smaller number of members may adjourn or send for absentees. Special meetings of the Board may be called in accordance with Section 15.1-538 of the Code of Virginia, 1950, as amended.

The Chairman shall take the chair at the hour set by the Board for regular or special meetings. He shall immediately call the Board to order and determine if a quorum is present; if so, he shall have the minutes of the preceding meeting submitted. Any



errors or omissions shall, upon motion and carried, then be corrected. The minutes, being found correct, shall be signed by the Chairman and Clerk and shall be the authentic record of the proceedings of the Board of Supervisors.

## II. CHAIRMAN AND VICE-CHAIRMAN

At the first meeting in January of each year, the Board of Supervisors shall elect one of its members as Chairman and one other of its members as Vice-Chairman. The term of office for the Chairman and Vice-Chairman shall be for two years, but they may be re-elected.

The Chairman shall preside at all meetings at which he is present. The Vice-Chairman shall preside at all meetings at which the Chairman is absent and may discharge any other duty of the Chairman during his absence or disability.

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

## III. CLERK

The County Administrator shall serve as Clerk to the Board.

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

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

## IV. ORDER OF BUSINESS

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

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

## V. PREPARATION OF AGENDA

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

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

#### VI. CONSENT AGENDA

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

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

#### VII. CONDUCT OF BUSINESS

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

A motion or proposition shall be reduced to writing, if desired by the Chairman or any member. Any motion or proposition may be withdrawn by the mover at any time before a decision, amendment, or other action of the Board upon it, except a motion to reconsider, which shall not be withdrawn without leave of the Board. Otherwise, meetings shall be conducted in accordance to Robert's Rules of Order, Newly Revised (Procedures for Small Boards).

#### VIII. TAKING THE VOTE

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

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

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

The Code of Virginia, 1950, as amended, Title 2.1, Chapter 40.2, Section 639.30 et seq shall control with respect to a member's participation and voting. (Conflict of Interest-Section 2.1-639.30 et al, Code of Virginia, 1950, as amended.)

#### IX. RECONSIDERATION

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

#### X. WITHDRAWAL OF EXHIBITS

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

#### XI. MANUAL AND RULES

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

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

#### XII. APPOINTMENTS

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

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

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

their preferences as to committee assignments. A special committee shall automatically cease to exist once it has completed its specific task.

### XIII. PUBLIC HEARINGS

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

### XIV. CLOSED SESSIONS

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

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

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

## ROBERT'S RULES OF ORDER, NEWLY REVISED

### PROCEDURE IN SMALL BOARDS

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

--Members are not required to obtain the floor before making motions or speaking, which they can do while seated.

--Motions need not be seconded.

--There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.

--Informal discussion of a subject is permitted while no motion is pending.

--Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion having been introduced. Unless agreed to by general consent, however, all proposed actions of a board must be approved by vote under the same rules

as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.

--The chairman need not rise while putting questions to vote.

--The chairman can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.

#### EFFECT OF PERIODIC PARTIAL CHANGE IN BOARD MEMBERSHIP

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

#### In Re: Committee System

The Rules of the Board state that "at the January meeting of each year, the Board shall vote whether to operate with a system of standing committees during the year. If it does, the Board shall specify the name, composition, and function of each of the several committees." If the Board would vote not to have standing committees, it may act as a "committee of the whole."

Chairman Fore asked for any changes, and added that if no changes were made, Mrs. Cooper-Jones' position on the Personnel Committee would need to be filled. Supervisor Gilfillan recommended that the Committee system be continued, and requested a Budget/Finance Committee and an Audit Committee be established.

Chairman Fore said while the Board has been successful and the ad hoc committees function well, he felt there were several committees that need to be carried forward. Mr. Jones said he felt the Board could operate as they had in the past, as in the Budget Committee as a whole.

After some discussion, Mrs. Gilfillan moved that the Board not operate as a committee of the whole, but with standing committees. The motion failed:

Aye: Sally W. Gilfillan

Nay: William G. Fore, Jr.  
Robert M. Jones  
Charles W. McKay  
James C. Moore  
Howard F. Simpson  
Mattie P. Wiley

Absent: Lacy B. Ward

In Re: Committee Appointments

Chairman Fore stated there were vacancies in the Personnel Committee and the IT Committee; after some discussion, Mrs. Wiley accepted the appointments to both the Personnel and IT Committees.

Mrs. Gilfillan said the IT Committee was waiting for Dr. Frank Moore to interview each County department head, and for his recommendations to the County. She added that during the budget process, the Committee may recommend consideration of a full-time IT position.

Mrs. Puckett said there were several committees that were carried forward and did not need reappointment, such as the Decal Committee and the Boundary Adjustment Committee.

Chairman Fore stated Mrs. Gilfillan had requested an Audit Committee be established when a change in constitutional officer occurs. Mr. Simpson, Mrs. Gilfillan and Mr. McKay were appointed to the Audit Committee, to meet with the County Administrator to determine the duties and responsibilities of the committee.

In Re: Rules of Procedure – Board of Supervisors’ Public Hearings

On motion of Mr. Simpson and carried:

Aye: William G. Fore, Jr.  
Sally W. Gilfillan  
Robert M. Jones  
Charles W. McKay  
James C. Moore  
Howard F. Simpson  
Mattie P. Wiley

Nay: None

Absent: Lacy B. Ward

the Prince Edward County Board of Supervisors readopted the following procedures to govern public hearings.

BOARD OF SUPERVISORS PUBLIC HEARINGS  
RULES OF PROCEDURE

1. Public Hearings – the order of presentation shall be as follows, unless varied by the Chairman.
  - a. Staff report.
  - b. Applicant's presentation.
  - c. Comments, statements or presentations from members of the public.

The order of speakers will be:

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

- d. Additional rules:

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

2. Speakers arriving after the commencement of the hearing and/or who are not on the sign-up sheet will be recognized at the discretion of the Chairman.
3. Repetitive testimony is discouraged.
4. The Chairman shall have the authority to end a presentation that violates these rules or for other cause.
5. Following discussion of all matters considered in the public hearing, the Board members will consider one of three actions regarding each matter:
  - Approval (with conditions, as applicable);
  - Denial; or
  - Table for further review.

6. Once the public comment period has been closed, no further public input will be permitted unless clarification is requested by a Board member. The response shall address only those questions raised by the member.

In Re: Public Participation

Mr. Rodney Lewis, of Leigh District, thanked the Board for installing the new recycling centers.

Mr. James Odum, of Leigh District, said last November, the Prince Edward County Board of Supervisors accepted a petition for Snails Creek Drive subdivision in Green Bay to be added to the Rural Addition County Priority List. He said the dirt and gravel road was in very bad condition, and wanted to find out how to get repairs made on the road. He added that after the repairs were made to Twin Bridge Road, a hump was created in the road, and asked for repairs to be made.

Chairman Fore recognized Dr. Irving Gottfried and his son, who was working on his merit badges for promotion to Eagle Scout.

In Re: Consent Agenda

On motion of Mr. Moore and carried:

Aye:	William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Mattie P. Wiley	Nay: None
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Absent: Lacy B. Ward

the Board accepted the Treasurer's Report for the month of October, 2007; the minutes of the meetings held December 11, 2007 at 7:00 p.m., and December 20, 2007 at 5:00 p.m.; Accounts & Claims; Salaries; a Dance Hall Permit for Fever's Restaurant & Lounge; the Rabies Clinics schedule; and an Erroneous Assessment for James Brown, Jr. in the amount of \$42.97.



October 2007

**Fund balances were as follows:**

General Fund-----	\$ 121,675.20
General Fund Reserved for Investment-----	3,949,732.67
	4,071,407.87*
Prince Edward Community Development Fund-----	0.00
Industrial Development Authority Fund-----	1,136,594.31
Recreation Fund Reserved for Investments-----	25,532.60
Forfeited Assets Fund Reserved for Investment-----	158,978.68
School Capital Projects Fund—VPSA-----	28,632.04
School Capital Projects Fund—QZAB01-----	14,979.88
Underground Storage Tank	
Liability Fund Reserved for Inventory-----	20,000.00
Economic Development Fund-----	(50,000.00)
Board of Public Welfare Special Account-----	2,175.68
Piedmont ASAP Fund-----	168,572.38
School Fund-----	0.00
Landfill Construction Fund-----	436,886.31
PCS Fund-----	277,362.41
Revenue Sharing Fund-----	(70,534.14)
Retirement Benefits Fund-----	21,923.00
School Capital Projects Fund—QZAB02-----	709,573.27
DARE Donations Fund-----	5,329.00
School Cafeteria Fund-----	215,646.48
	<b>\$7,173,059.77</b>

**Cash accounts were as follows:**

Cash in Office-----	1,000.00
Cash in Banks-----	691,150.01
Warrants Payable (School Fund)-----	0.00
General Fund Investments-----	3,949,732.67
VPSA Investments-----	28,632.04
QZAB01 Investments-----	14,979.88
Underground Storage Tank Fund-----	20,000.00
Recreation Fund Investments-----	25,532.60
QZAB02 Investments-----	709,573.27
Landfill Construction Fund for Investment-----	436,886.31
Forfeited Asset Fund for Investment-----	158,978.68
Industrial Development Authority Fund for Investment-----	1,136,594.31
	<b>\$7,173,059.77</b>

\*Of this \$4,071,407.87 in the General Fund, \$7,977,025.08 is encumbered for:

Transfers to:	
School Fund	\$ 5,765,187.85
VPA Fund	348,078.23
Economic Development Fund	1,300,000.00
Debt Obligations	563,759.00
<b>Total</b>	<b>\$7,977,025.08</b>

This leaves an unencumbered balance of \$(3,905,617.21) in the General Fund.

STATEMENT OF DEPOSITORY BALANCES

**Balances as of October 2007:**

Checking Accounts:

Benchmark Community Bank	93,239.90	
Wachovia Bank	85,390.02	
BB&T	2,334,695.22	
Bank of America	235,000.00	
		<b>\$2,748,325.14</b>

Investment Accounts:

Benchmark Community Bank	749,315.66	
Wachovia Bank	200,000.00	
Citizens Bank & Trust Company	535,000.00	
BB&T	733,126.48	
Planters Bank & Trust	700,000.00	
Mentor Investments	157,290.58	
SNAP (State Non-Arbitrage Plan)	28,632.04	
Bank of America	1,320,369.87	
		<b>\$4,423,734.63</b>

LIABILITIES

Virginia Department of Taxation	State sales tax	5.16
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BOARD OF SUPERVISORS

Puckett Funeral Home, Inc.	Professional services	1,460.00
Farmville Herald	Advertising	593.75
Business Card	Meals & Lodging	3,147.10
Walmart	Soft drinks	17.96

COUNTY ADMINISTRATOR

Pitney Bowes Financial Services	Postage meter lease	87.00
AT&T	Phone	203.07
Embarq	Phone	454.38
U.S. Cellular	Phone	75.28
Business Card	Lodging-542.56	
	Meals-46.50	
	Fed Ex & clipboards-79.04	668.10
Business Data of Virginia, Inc.	Software	107.96
Diamond Springs	Office supplies	15.45
Farmville Printing	Business cards-49.00	
	Letterhead-155.00	204.00
Key Office Supply	Office supplies	23.45
Maxey-Hines & Associates	Copies-Watershed plan	36.00

Moonstar BBS	DSL	95.00
Town of Farmville	Minutes of meeting	46.00
Walmart	Office supplies-16.82	
	Batteries-10.86	27.68
Matthew Bender & Company, Inc.	Adv Court Rules set/SV	74.15
University of Virginia	Virginia Local Tax Rates	31.00

COMMISSIONER OF REVENUE

Farmville Herald	Advertising	61.75
AT&T	Phone	59.55
nTelos	Internet	19.95
Embarq	Phone	202.60
Creative Business Solutions	Balance due-Personal Property form-101.22	
	Balance due-Envelopes-47.94	149.16
NADA Appraisal Guides	Older used car guides-81.00	
	Marine appraisal guide-25.00	106.00

TREASURER

James W. Elliott, Attorney	Advertising	387.00
AT&T	Phone	105.19
Embarq	Phone	225.13
VALECO	Registration	20.00
Treasurers Association of Virginia	Registration	50.00
Key Office Supply	Office supplies-459.88	
	LCD Monitor-179.00	638.88

INFORMATION TECHNOLOGY

Business Data of Virginia, Inc.	Travel expenses-625.00	
	Monthly contract-2,800.00	
	AS400 Battery backup-2,190.00	5,615.00

REGISTRAR

Dale L. Bolt	Postage-16.40	
	Mileage-65.48	
	Meal-16.49	98.37
AT&T	Phone	48.63
Embarq	Phone	144.34
Key Office Supply	Office supplies	75.73

CIRCUIT COURT

AT&T	Phone	46.68
Embarq	Phone	162.37
Key Office Supply	Ink cartridges-75.90	
	Calendar-8.97	
	Norton installation-119.95	204.82

GENERAL DISTRICT COURT

AT&T	Phone-Juv. Prob.-165.29	
	Phone-J&D-86.48	
	Phone-Gen. Dist. Court-164.11	415.88
Embarq	Phone-J&D-85.59	
	Phone-Juv. Prob.-102.76	
	Phone-Gen. Dist. Court-305.37	493.72
U.S. Cellular	Phone	37.64

SPECIAL MAGISTRATES

AT&T	Phone	108.60
Embarq	Phone	75.81

CLERK OF THE CIRCUIT COURT

Treasurer of Virginia	PCs & software-1,500.00	
	Jury questionnaires-1,601.19	3,101.19
AT&T	Phone	102.88
Embarq	Phone	278.70
West Payment Center	07-08 Probate Handbook	354.00

LAW LIBRARY

Matthew Bender & Company, Inc.	Virginia Code Rules Vol. 11	12.85
Embarq	Phone	33.10

SHERIFF

Commtronics of Virginia	Radio speaker mic	75.34
Grant's Glass	Replace auto glass	312.50
Haley of Farmville, Inc.	Replaced air sensor-620.83	
	Battery-171.35	792.18
Tri-County Ford-Mercury	Battery	184.95
AT&T	Phone	343.77
Embarq	Radio	10.52
Embarq Communications, Inc.	Phone	11.30
US Cellular	Phone	763.96
Diamond Springs	Office supplies	51.35
Polk City Directories	City directory	158.50
Staples Business Advantage	Shelf organizer-208.98	
	Wall pocket organizer-31.37	240.35
Sirchie Finger Print Labs	Fingerprint supplies	61.65
Southern Police Equipment Company	Inflatable wedges-45.98	
	Caps-30.97	76.95
Century Uniform-Raleigh	Uniforms-206.80	
	Tie-8.50	215.30

FARMVILLE VOLUNTEER FIRE DEPARTMENT

East End Motor Company, Inc.	Vehicle maintenance	536.71
Farmville Automotive	Vehicle maintenance	468.34
Farmville Wholesale Electric	J-Type-6.00	
	Receptacle cover-5.68	11.68
Singer Associates	Adapter/call siren	616.50
Old National Bank Leasing	Rewrite fee	250.00

RICE VOLUNTEER FIRE DEPARTMENT

Fire & Safety Equipment Company	Extrication gloves-25.00	
	Pants-50.00	75.00
Embarq	Phone	88.61
Dominion Virginia Power	Electric service	316.52

PROSPECT VOLUNTEER FIRE DEPARTMENT

C. W. Williams	Connectors	180.42
Chesterfield Insurers	Bond renewals	150.00
Citizens Bank & Trust Company	Truck payment	3,424.73
Key Office Supply	Ink cartridge	36.99
Pamplin Exxon	Fuel/inspection/maintenance	288.02
Singer Associates	Tank repairs	5,357.60
Embarq	Phone	64.44

Town of Farmville	Fuel	45.40
Dominion Virginia Power	Electric service	203.38

DARLINGTON HEIGHTS VOLUNTEER FIRE DEPARTMENT

Farmville Wholesale Electric	Electrical supplies	95.57
Planters Bank & Trust	Loan payment	501.50
Southside Electric Cooperative	Electric service	178.67
Verizon	Phone	73.77

MEHERRIN VOLUNTEER FIRE DEPARTMENT

Roy C. Jenkins, Inc.	LP gas-293.80	
	Gas-126.09	
	Diesel-1,109.86	1,529.75
Shanaberger & Sons	Generator service contract	334.95
Jack L. Slagle Fire Equipment	Strobe tube-54.00	
	Fire line tape/holder-32.00	86.00
Verizon	Phone	150.64
Dominion Virginia Power	Electric service	299.57

EMERGENCY SERVICES

Korman Signs	Signs & hardware	496.85
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REGIONAL JAIL & DETENTION

Family Preservation Services	Electronic monitoring	690.00
Piedmont Regional Jail	Inmate per diem	4,011.70

BUILDING OFFICIAL

Treasurer of Virginia	Oct-Dec Permit levy	236.78
Key Office Supply	Office supplies	7.98
US Cellular	Phone	37.64
VBCOA	Dues	35.00

ANIMAL CONTROL

U.S. Cellular	Phone	75.28
Glenn Allen	Bounty	50.00
Ronald Allen	Bounty	50.00
Preston Venable	Bounty	50.00
Phillip Eldridge	Bounty	50.00
Andrew Adamson	Bounty	50.00
Dennis Anderson	Bounty	50.00
Carl Coles	Bounty	50.00
Luann Hancock	Bounty	50.00
Earl Hicks	Bounty	50.00
T. J. Long	Bounty	50.00
Herbert McCauley, Jr.	Bounty	50.00
Anthony Moore	Bounty	50.00
Norman Oakes	Bounty	50.00
Walmart	Ammo-80.08	
	Dog food-108.68	188.76
Village Veterinary Service	Panacur liquid	150.00

MEDICAL EXAMINER

Treasurer of Virginia	Coroner	40.00
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BIOSOLIDS MONITORING

Manuel H. Toombs, Jr.	Internet-24.67	
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	Antenna-42.95	67.62
U.S. Cellular	Phone	37.64
Tri-County Ford-Mercury	Oil change	25.83

REFUSE DISPOSAL

Resource International	Miscellaneous work tasks-1,148.30	
	Storm water permit compliance-770.65	
	Cell D Construction documents-758.61	
	Groundwater monitoring-22,863.68	25,541.24
Blue Tarp Financial, Inc.	Key blanks/padlocks-23.42	
	Shovel/rake/padlock-65.43	
	Virso site tools-4.78	93.63
Luck Stone Corporation	Stone for Virso site	1,243.55
W. C. Newman Company, Inc.	Virso site concrete	163.00
Piedmont Regional Jail	Inmate trash pickup	75.00
Rod & Staff Welding	Pipe for Virso gates	64.50
O. O. Stiff, Inc.	Monthly service	671.75
Dave M. Walker	Cleaning box site	250.00
Arena Trucking Company	Trash collection	358.00
Wright's Excavating	Landfill operation	42,187.50
Emanuel Tire of Virginia	Tire recycling	1,971.00
AT&T	Phone	204.10
Ranson's, Inc.	Phones	21.98
Embarq	Phone	192.52
US Cellular	Phone	37.64
Verizon	Phone	136.93
Newman Tire Company, Inc.	Tires	952.00
Southern States	Rubber straps/gloves	22.62

SANDY RIVER RESERVOIR

Draper Aden Associates	Financial analysis-6,008.28	
	SRR water supply plan-4,900.00	10,908.28

GENERAL PROPERTIES

Servicemaster	Monthly contract	4,875.83
Farmville Auto Parts	AHU Fan belt-11.83	
	Oil & filter-78.50	
	Battery-134.95	225.28
Putney Mechanical Company, Inc.	Sensor & thermostat	430.00
O. O. Stiff, Inc.	Monthly contract	100.00
Southside Electric Cooperative	Electric service-DH site-126.29	
	Electric service-SRR lights-31.89	158.18
Dominion Virginia Power	Animal shelter-265.93	
	Industrial Park-62.08	
	Roy Clark monument-36.06	
	Courthouse-9,157.09	
	Leachate pump-198.51	
	Scalehouse-113.30	
	Shop-69.34	
	Cell C pump station-18.13	
	Moore building-169.01	
	Green Bay site-78.92	
	Sheriff Department shed-5.50	
	Worsham Clerk office-68.79	
	Lights at Rice-65.92	
	Worsham site-109.36	

	Prospect site-82.75	
	Landfill shelter-70.86	10,729.73
Ellington Energy Service	Fuel oil-354.77	
	Diesel for tractor-20.00	374.77
Town of Farmville	Water & sewer	165.92
AT&T	Phone	34.96
Embarq	Phone	110.39
U.S. Cellular	Phone	188.29
Walmart	Cleaning supplies-42.64	
	Garland & bows-36.64	
	Light sets-39.76	
	Computer cable-15.97	
	Bulbs-8.04	143.05
Wilco, Inc.	Janitorial supplies	1,314.20
Ayers Building & Supply Company	Paint scraper	4.73
Blue Tarp Financial, Inc.	Paint & stencils-26.89	
	Paint/padlock/hasp-114.64	
	Caulk & nails-50.06	
	Gloves-12.10	
	Chisel/putty knife-18.30	
	Key blanks-12.00	
	Shelving supplies-76.17	
	Bolts/nuts/fasteners-1.60	
	Plywood-45.51	
	Rubber door bottoms-21.54	
	Spray paint-9.20	
	Posthole digger/level-72.98	460.99
Arcet Equipment Company	Grinding wheels	18.76
Business Card	Courthouse Christmas tree	173.08
Farmville Wholesale Electric	Electric box & cover-5.41	
	Cord set-11.70	
	Bulbs & ballast-436.42	
	Bit set & saw arbor-102.88	
	Drill arbor-10.56	
	Angle plug/receptacle-80.94	
	Credit memo-(6.11-)	641.80
OK Termite & Pest Control	Exterminating service	150.00
Pearson Equipment Company	Scaffolding rental	244.00
Price Supply Company	Filters-19.88	
	Coupler-24.15	44.03
Sherwin Williams Company	Paint & roller covers	633.72
Rod & Staff Welding	Metal	88.00
	<u>CANNERY</u>	
Southside Electric Cooperative	Electric service	108.93
Ellington Energy Service	Fuel oil	1,091.60
AT&T	Phone	33.58
Embarq	Phone	31.33
Walmart	Cleaning supplies	95.72
	<u>COMPREHENSIVE SERVICE ACT</u>	
Centra Health	Professional services	22,549.60
Crossroads Services Board	Professional services	3,604.80
Cumberland Hospital	Professional services	10,055.15
Elk Hill	Professional services	12,158.92
Family Preservation Services	Professional services	5,972.50

Juanita Fisher	Foster care	230.00
Grafton School, Inc.	Professional services	25,363.25
Hallmark Youthcare-Richmond	Professional services	1,600.00
Heartland Family Counseling	Professional services	4,050.00
Helton House, Inc.	Professional services	5,052.50
Christy Johnson	Foster care	611.74
Lakeisha Lawson	Foster care	862.00
Ernestine Lee	Foster care	862.00
Angela Uhrich	Foster care	1,661.00
VSDB	Professional services	3,100.40
Youth Empowerment Services	Professional services	950.00
Mable Shanaberger	Administrative fee	150.00

PLANNING

U.S. Cellular	Phone	75.28
Alecia Daves-Johnson	Mileage-132.02	
	Meal-12.33	144.35
Jonathan Pickett	Mileage	215.87
Farmville Herald	Advertising	209.00
Key Office Supply	Office supplies	7.12
Reliable	File drawer dividers	65.28

ECONOMIC DEVELOPMENT

AT&T	Phone	70.72
Moonstar BBS	DSL	45.00
Embarq	Phone	182.31
Business Card	Airline tickets-433.00	
	Meals-282.71	
	Lodging-825.14	
	Jamestown event-100.00	
	Office supplies/postage-401.59	2,042.44
Key Office Supply	Office supplies	66.20

CAPITAL PROJECTS

Town of Farmville	Architectural fees	8,794.66
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DEBT SERVICE

Rural Development	Courthouse loan payment	16,626.00
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RETIREMENT BENEFIT FUND

Vicki K. Johns	Retiree benefit	959.00
Anthem BCBS	Retirees insurance	1,812.00

REVENUE SHARING FUND – VDOT

Draper Aden Associates	Via Sacra design	605.00
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PIEDMONT COURT SERVICES

Dominion Virginia Power	Electric service	130.82
Pitney Bowes Financial Services	Postage meter lease	125.00
AT&T	Phone	234.23
Embarq	Phone	230.64
Sheena Franklin	Mileage	104.27
Sharon Gray	Mileage	108.14
Renee T. Maxey	Mileage	38.80
Rebecca Moss	Mileage	195.94
Sheena Franklin	Office supplies	16.01



Quill Corporation	Office supplies-22.49	
	Mega travel drive-127.49	149.98

PCS SUPERVISION FEES EXPENDITURES

SRP Corporation, LLC	Rent	1,550.00
Page Hardy	Cleaning service	120.00

ADDENDUM BILL LIST

BOARD OF SUPERVISORS

Howard F. Simpson	Mileage-322.04	
	Meals-52.92	374.96

ASSESSOR

Wampler-Eanes Appraisal	Professional services	22,247.50
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TREASURER

Pitney Bowes, Inc.	Equipment lease-945.99	
	Install equipment-472.50	1,418.49

INFORMATION TECHNOLOGY

ComputerPlus Sales & Service	Maintenance contract	270.00
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CIRCUIT COURT

William P. Abrams	Juror	30.00
Phyllicia E. Eanes	Juror	30.00
Josephine E. Faris	Juror	30.00
Angela L. Hargrave	Juror	30.00
Carl L. Kernodle	Juror	30.00
Carlton T. Redd	Juror	30.00
Emily K. Ring	Juror	30.00
Dixie Calhoun	Juror	60.00
Wilbur H. Currie	Juror	60.00
Laura L. Fowlkes	Juror	60.00
Roland L. Grenouillo, Jr.	Juror	60.00
Robert M. Jones	Juror	30.00
Deborah H. Lacks	Juror	60.00
Laverne V. Walker	Juror	60.00
Kalmonia D. Allen	Juror	30.00
Vivian G. Bailey	Juror	60.00
Veronica Gail Blevins	Juror	60.00
Shun Bolden	Juror	60.00
Charles W. Brooks	Juror	30.00
Robert H. Buchholz	Juror	30.00
Howard Buckwalter	Juror	60.00
Louise C. Burnside	Juror	60.00
Bernard Jerome Callan	Juror	60.00
Robert G. Chapman	Juror	30.00
Kim Marie Cirrinicione	Juror	30.00
Donna Coleman	Juror	60.00
Eric G. Dinmore	Juror	60.00
Osa S. Dowdy	Juror	30.00

Catherine C. Duker	Juror	30.00
Nancy S. Espigh	Juror	60.00
Courtney R. Franklin	Juror	60.00
Phoebe Gur-Chiang	Juror	30.00
Patricia D. Harris	Juror	30.00
James W. Holcomb	Juror	60.00
Nettie Jennings	Juror	30.00
Charles E. Kinzer	Juror	60.00
Edna Nance	Juror	30.00
Charence E. Palmertree	Juror	30.00
Martin J. Sanaslone	Juror	30.00
Carolyn L. Skates	Juror	30.00
Shirley S. Spencer	Juror	30.00
Karen St. Clair	Juror	60.00
Jimmy F. Stoffer	Juror	30.00
Jeannette A. Tarlton	Juror	30.00
Jean B. Thornton	Juror	60.00
Ronald M. Whitney, Jr.	Juror	30.00
Ruth Moseley Wiley	Juror	30.00
Mark Wilson	Juror	30.00
Stephanie Wright	Juror	30.00

GENERAL DISTRICT COURT

Nancy Siford, Inc.	Mediation	800.00
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LAW LIBRARY

Matthew Bender & Company, Inc.	Virginia forms 07 supplement	301.55
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COMMONWEALTH'S ATTORNEY

Pitney Bowes Financial Services	Equipment lease	105.87
AT&T	Phone	171.59
Kinex Networking Solutions	Internet-49.95	
	Computer-825.00	874.95
Embarq	Phone	271.63
Farmville Herald	Advertising	124.00
Matthew Bender & Company, Inc.	VA Code Rules V11-12.85	
	VA Criminal Benchbook-174.80	
	VA Criminal Law	
	Case Finder-218.80	406.45

VICTIM WITNESS ASSISTANCE PROGRAM

Cindy Sams	Mileage-38.80	
	Meal-8.65	47.45
AT&T	Phone	58.91
Farmville Printing	Copies/business cards	45.00
Key Office Supply	Office supplies	15.29
Embarq	Phone	44.19

SHERIFF

East End Motor Company, Inc.	Transmission-2,267.73	
	Starter-514.40	
	Inspection-18.56	
	Oil change-34.79	
	Batteries-312.43	
	Wrecker service-45.00	
	Inspect/replace light-36.24	

	Repair brake light-18.02	
	Brake rotors/inspection-823.30	4,070.47
Newman Tire Company, Inc.	Tires	1,253.43
All American Publishing	Advertising	215.00
Embarq	Phone	465.30
Key Office Supply	Office supplies	99.75
Kinex Networking Solutions	DSL	59.95
Rochette's Florist	Green plant	68.00
Walmart	Office supplies-43.76	
	Cell phone charger-10.44	54.20
Century Uniform-Raleigh	Hat	69.44
Southern Police Equipment Company	Safety vests	277.50

PAMPLIN VOLUNTEER FIRE DEPARTMENT

AT&T	Phone	102.19
Foster Fuels, Inc.	Propane	818.03
M&W Fire Apparatus, Inc.	Couplings/nozzles	1,099.49
Pamplin Volunteer Fire Department	Fuel	408.64
Verizon	Phone	103.96
Dominion Virginia Power	Electric service	259.97

REGIONAL JAIL & DETENTION

Piedmont Regional Juvenile Detention Center	Juvenile detention	11,175.00
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BUILDING OFFICIAL

East End Chevron	Oil change	22.45
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REFUSE DISPOSAL

Luck Stone Corporation	Stone for Virso site	730.34
Carl Scott	Reimbursement-Damaged jacket	399.00

GENERAL PROPERTIES

Thyssenkrupp Elevator	Quarterly maintenance contract	1,846.20
Southside Electric Cooperative	Virso site	112.48
East End Chevron	Ice	3.76
Cintas Corporation #524	Uniform rental	444.14

COMPREHENSIVE SERVICES ACT

Sabur Latrind Abdus	Foster care	225.00
Dominion Youth Services	Professional services	5,438.40
New Dominion School, Inc.	Professional services	8,680.00
Presbyterian Home & Family Services	Foster care	5,166.00

PIEDMONT COURT SERVICES

Ashley Hricko	Mileage	74.19
Brittany Layne	Mileage	109.12

PCS DRUG TESTING FEES

Kroll Laboratory	Drug testing	77.85
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In Re: Appropriation – Technology Trust Funds

Mr. Bartlett advised the Board that the Clerk of the Circuit Court received \$1,500.00 from the Technology Trust fund to assist in the purchase of a computer and associated software. An appropriation is requested.

Mr. McKay made a motion to approve the Clerk of the Circuit Courts' request and appropriate funds as follows:

\$1,500.00 to Revenue Account 3-100-23000-0080, General Fund-Technology Trust Funds-Clerk

\$1,500.00 to Expenditure Account 4-100-21600-5880, General Fund-Technology Trust Funds-Clerk

The motion carried:

Aye: William G. Fore, Jr.  
Sally W. Gilfillan  
Robert M. Jones  
Charles W. McKay  
James C. Moore  
Howard F. Simpson  
Mattie P. Wiley

Nay: None

Absent: Lacy B. Ward

In Re: Appropriation – Piedmont Court Services Fund

Mr. Bartlett advised the Board that additional funding for FY 07-08 was awarded from the Department of Criminal Justice Services for community corrections (Piedmont Court Services) in the amount of \$7,566.00. This new DCJS grant requires no match of local funds.

Mr. Jones made a motion to approve the appropriation as follows:

\$7,566.00 to Revenue Account 3-741-24040-0021, Piedmont Court Services Fund-DCJS Grant

\$7,566.00 to Expenditure Account 4-741-21400-1100, Piedmont Court Services Fund-Salaries & Wages

The motion carried:

Aye: William G. Fore, Jr.  
Sally W. Gilfillan  
Robert M. Jones  
Charles W. McKay  
James C. Moore  
Howard F. Simpson  
Mattie P. Wiley

Nay: None

Absent: Lacy B. Ward

In Re: Public Hearing – District 301 School Board Vacancy

The Chairman announced that this was the time and place for a public hearing regarding the District 301 School Board vacancy. He said the five-member Citizens Committee appointed by Mr. Moore selected a nominee for this vacancy. He said that the appointment of the selected nominee would be made at the reconvened Board meeting on January 16, 2008 at 5:30 p.m. Notice of this hearing was advertised in the December 14, 2007 and December 21, 2007 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward. The floor was opened for comment.

Mr. Moore asked Mrs. Bertha Shepperson, Citizen Committee Chair, to present a nominee.

Mrs. Shepperson announced the Committee had chosen Harriett E. Fentress as candidate for the position.

There were no nominations from the floor. Chairman Fore then asked if anyone wished to comment.

Mr. James A. Wilson said he was in support of Ms. Fentress as Leigh District's School Board member. He said she was well qualified and was both a teacher and an administrator.

Ms. Sasha Gregory said she was also in favor of Ms. Fentress. Another citizen said it was an honor to support Ms. Fentress because of her efforts as an educator and her activity in community service, and he felt she would help bring quality education to Prince Edward County schools.

There being no one else wishing to speak, the public hearing was closed.

Mr. Moore thanked the Citizens Committee for their time and hard work, and said they spoke for the citizens of Leigh District. He added the Board would give strong consideration on the 16<sup>th</sup>.

In Re: Highway Matters

Mr. Mark McKissick, Assistant Resident Engineer, said Snail Creek Road, located off Route 613, was sixth on the Rural Additions list, but because of speculative interest on that road, and was ineligible four years ago when the adjoining road was done. He said rural additions are funded five per cent per year, at a cost of \$400,000 per mile of road. He said VDOT was aware of the issues at the entrance to Snail Creek Road and work would be done to correct the problem.

Mr. McKissick said Miller Lake Road was to go for advertisement in February and to bid in March. He estimated work would begin in May and be completed by the end of late summer.

He stated Route 751, Hidden Lake Road, was still missing right-of-way donations on three parcels. He asked that discussion on solutions take place during the work session in February. Chairman Fore asked if funds were allocated to this project; Mr. McKissick said they were. Chairman Fore then asked if the funds could be transferred to another project if right-of-way could not be obtained. Mr. McKissick said they could.

Mr. Keith Halbohn, Transportation Contract Administrator, said the project was fully funded this year; he added one parcel runs the length of the project.

Mr. McKissick advised the Board that a guard rail had been placed near the Virso dumpsters, as requested.

Mr. Moore asked if lines had been painted on Route 607. Mr. McKissick said the company that had been contracted to paint the lines was backlogged, as they have 10 counties to cover. Mr. Moore stated on Route 696, there was a defect in the construction of the road near the S-curve.

Mr. Bartlett reported a safety issue at the new Lowe's entrance of the Business Park. He said people were making a left-turn into and out of the Lowe's parking lot, in spite of the signs. Mr. McKay said this happened daily. Mr. Bartlett added the planned median would resolve the issue, but it needed attention. Mr. McKissick said it would be looked at right away.

In Re: Public Hearing – County Six-Year Secondary Road Plan

Chairman Fore asked Mr. McKissick to give some preliminary information regarding the Six-Year Secondary Road Plan.

Mr. McKissick said the “secondary” designation refers to roads that are numbered 500 and above, usually the local, small roads. He said the projected budget each year for the next six years is approximately \$600,000, which would range from \$680,000 down to \$530,000. He said to bring one mile of gravel road up to paved standards costs approximately \$400,000, and added there were limits on how the funds could be spent. Mr. McKissick said funds were allocated to nine categories, and only two of those categories can go towards unpaved roads. He said 18% of roads in Prince Edward County were unpaved, and the cost to maintain dirt roads is greater than paved roads.

Mr. McKissick said the Board of Supervisors and the Highway officials would meet for a work session in February to discuss the recommendations from the public. He said in March there would be another Public Hearing at which time they would present the finalized plan.

A citizen stated the stop sign at the intersection of Routes 15 and 634 was very difficult to see at night; he requested reflectors be placed on the 4x4 signpost.

The Chairman announced that this was the time and place for a public hearing regarding the County Six-Year Secondary Road Plan. Notice of this hearing was advertised in the December 28, 2007 and January 4, 2008 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward. The floor was opened for comment.

Sasha Gregory, of Leigh District, thanked the Board and VDOT for the work on the new bridge on Route 634, but said there were no side rails, only barrels were placed on the sides. Mr. McKissick said that was already programmed to be done and that the contractor had a year to complete the work on the bridge.

Mr. Phillips requested the “Route 460” sign on Route 15 South near the Days Inn be moved approximately 60 feet because tractor-trailers intending to turn onto Route 460 West have been mistakenly turning onto Williams Street. He said Williams Street isn’t large enough for the trucks to safely turn around. Mr. McKissick said he would look into that issue.

There being no one else wishing to speak, Chairman Fore closed the Public Hearing.

Supervisor Jones said that in Fiscal Year 2008, road construction funds were anticipated to be approximately \$830,000. He said in FY 02, \$1.3 million were available, which reflected a cut of approximately one-half million dollars in funding, and that road construction costs rose 34%. Mr. McKissick said the costs are increasing about 13% per year currently. Further discussion followed.

Supervisor McKay asked about his request for a flashing stop sign at the intersection of Routes 15 and 665. Mr. McKissick said there had been no word, but the issue was at the research council. He said they had found the flashing lights may cause epileptic seizures, and those erected in town may have to be removed. Mr. Jones asked if a sign warning of a stop ahead could be posted. Mr. McKissick said he would look into that.

Mrs. Gilfillan said the Pamplin Volunteer Fire Department had previously brought to the Board's attention a hazardous area on Route 460 west of Farmville where several accidents had occurred. Mr. McKay added the site was just east of Route 658, and that the guardrail had been removed from that area.

Mr. McKissick asked the Board to set a date for a work session.

Mr. Moore made a motion to hold a work session on the County Six-Year Secondary Road Plan for Tuesday, February 12, 2008 at 5:00 p.m. The motion carried:

Aye:	William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Mattie P. Wiley	Nay: None
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Absent: Lacy B. Ward

In Re: Public Hearing – County Administrator Ordinance

The Chairman announced that this was the time and place for a public hearing regarding the County Administrator Ordinance. Notice of this hearing was advertised in the Friday, December 21, 2008 and Friday, December 28, 2007 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward. The floor was opened for comment.

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

Mrs. Gilfillan said the ordinance sets forth the duties and responsibilities of the County Administrator, and said "as part of doing business in a manner that fits with a county of our size and amount of resources that our County Administrator is working with, and that we are working with as the Board, I think having this ordinance is a great step forward and it is necessary..."



Chairman Fore said he felt the ordinance was redundant and unnecessary because the duties and responsibilities were spelled out in the State Code and in the contract with the County Administrator.

After some further discussion, Mrs. Gilfillan made a motion to approve the County Administrator Ordinance as presented. The motion failed:

Aye: Sally W. Gilfillan  
Robert M. Jones  
James C. Moore

Nay: William G. Fore, Jr.  
Charles W. McKay  
Howard F. Simpson  
Mattie P. Wiley

Absent: Lacy B. Ward

In Re: Public Hearing – Erosion and Sediment Control Ordinance

The Chairman announced that this was the time and place for a public hearing regarding the Erosion and Sediment Control Ordinance. Notice of this hearing was advertised in the Friday, December 21, 2008 and Friday, December 28, 2007 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward. The floor was opened for comment.

Supervisor Jones said the Planning Commission worked on updating the antiquated ordinance for a few months. He said Mrs. Daves-Johnson answered all of the Commission's questions, and said the majority was taken from the guidelines of other ordinances used throughout Virginia.

There being no one else wishing to speak, the public hearing was closed.

Mr. Jones made a motion to adopt the revised Erosion and Sediment Control Ordinance. The motion carried:

Aye: William G. Fore, Jr.  
Sally W. Gilfillan  
Robert M. Jones  
Charles W. McKay  
James C. Moore  
Howard F. Simpson  
Mattie P. Wiley

Nay: None

Absent: Lacy B. Ward

## SECTION 46-60 TITLE, PURPOSE, AUTHORITY

This ordinance shall be known as the "Erosion and Sediment Control Ordinance of Prince Edward County." The purpose of this chapter is to prevent the degradation of properties, stream channels, waters and other natural resources of Prince Edward County by establishing requirements for the control of soil erosion, sediment deposition and nonagricultural runoff and by establishing procedures whereby these requirements shall be administered and enforced.

This Chapter is authorized by the Code of Virginia, Title 10.1, Chapter 5, Article 4 (Sec. 10-1 - 560 et. seq. ), known as the Virginia Erosion and Sediment Control Law.

## SECTION 46-61 DEFINITIONS

As used in this ordinance, unless the context requires a different meaning:

**AGREEMENT IN LIEU OF A PLAN** means a contract between the plan-approving authority and the owner that specifies conservation measures that must be implemented in the construction of a single-family residence; this contract may be executed by the plan approving authority in lieu of a formal site plan.

**APPLICANT** means any person submitting an erosion and sediment control plan for approval or requesting the issuance of a permit, when required, authorizing land disturbing activities to commence.

**BOARD** means the Virginia Soil and Water Conservation Board.

**CERTIFIED INSPECTOR** means an employee or agent of a program authority who:

(1) Holds a certificate of competence from the Virginia Soil and Water Conservation Board in the area of project inspection; or

(2) Is enrolled in the Virginia Soil and Water Conservation Board's training program for project inspection and successfully completes such program within one year after enrollment.

**CERTIFIED PLAN REVIEWER** means an employee or agent of a program authority who:

(1) Holds a certificate of competence from the Virginia Soil and Water Conservation Board in the area of plan review;

(2) Is enrolled in the Virginia Soil and Water Conservation Board's training program for plan review and successfully completes such program within one year after enrollment; or

(3) Is licensed as a professional engineer, architect, certified landscape architect or land surveyor pursuant to Code of Virginia, § 54.1-400 et seq.

**CERTIFIED PROGRAM ADMINISTRATOR** means an employee or agent of a program authority who:

(1) Holds a certificate of competence from the Virginia Soil and Water Conservation Board in the area of program administration; or

(2) Is enrolled in the Virginia Soil and Water Conservation Board's training program for program administration and successfully completes such program within one year after enrollment.

CLEARING means any activity which removes the vegetative ground cover, including, but not limited to, root mat removal or top soil removal.

COUNTY means the County of Prince Edward.

DEPARTMENT means the Department of Conservation and Recreation.

DEVELOPMENT means a tract of land developed or to be developed as a single unit under single ownership or unified control which is to be used for any business or industrial purpose or is to contain three or more residential dwelling units.

DIRECTOR means the Director of the Department of Conservation and Recreation.

DISTRICT OR SOIL AND WATER CONSERVATION DISTRICT means the Piedmont Soil and Water Conservation District.

EROSION AND SEDIMENT CONTROL PLAN OR PLAN means a document which describes the potential for erosion and sedimentation resulting from land disturbing activity. The Plan explains and illustrates the measures which are to be taken to control erosion and sedimentation. The Plan has a written portion known as the narrative and an illustrative portion known as a plan.

The Plan contains material for the conservation of soil and water resources of a unit or a group of units of land. The narrative may include appropriate maps, an appropriate soil and water plan inventory, and management information with needed interpretations and a record of decisions contributing to conservation treatment. The plan shall contain all major conservation decisions and all information deemed necessary by the plan approving authority to assure that the entire unit or units of land will be so treated to achieve the conservation objectives. Each of the Minimum Standards in the Virginia Administrative Code (4 VAC 50-30-40) should be satisfied in the Plan unless a specific variance is granted by the plan approving authority. The owner or lessee of the land being developed has the responsibility for the Plan preparation and submission.

EROSION IMPACT AREA means an area of land not associated with current land disturbing activity but subject to persistent soil erosion resulting in the delivery of sediment onto neighboring properties or into state waters. This definition shall not apply to any lot or parcel of land of 10,000 square feet or less used for residential purposes.

EXCAVATING means any digging, scooping or other method of removing earth materials.

FILLING means any depositing or stockpiling of earth materials.

GRADING means any excavating or filling of earth materials or any combination thereof, including the land in its excavated or filled conditions.

LAND DISTURBING ACTIVITY means any land change which may result in soil erosion from water or wind and the movement of sediments into state waters or onto lands in the Commonwealth, including, but not limited to, clearing, grading, excavating, transporting and filling of land, except that the term shall not include:

(1) Minor land-disturbing activities such as home gardens and individual home landscaping, repairs and maintenance work;

- (2) Individual service connections;
- (3) Installation, maintenance, or repair of any underground public utility lines when such activity occurs on an existing hard-surfaced road, street or sidewalk provided such land-disturbing activity is confined to the area of the road, street or sidewalk which is hard-surfaced;
- (4) Septic tank lines or drainage fields unless included in an overall plan for land-disturbing activity relating to construction of the building to be served by the septic tank system;
- (5) Surface or deep mining activities authorized under a permit issued by the Virginia Department of Mines, Minerals and Energy;
- (6) Exploration or drilling for oil and gas including the well site, roads, feeder lines, and off-site disposal areas;
- (7) Tilling, planting, or harvesting of agricultural, horticultural, or forest crops, or livestock feedlot operations; including engineering operations and agricultural engineering operations as follows: construction of terraces, terrace outlets, check dams, desilting basins, dikes, ponds not required to comply with the Dam Safety Act, Code of Virginia, § 10.1-604 et seq., ditches, strip cropping, lister furrowing, contour cultivating, contour furrowing, land drainage, and land irrigation; however, this exception shall not apply to harvesting of forest crops unless the area on which harvesting occurs is reforested artificially or naturally in accordance with the provisions of Code of Virginia, § 10.1-1100 et seq., or is converted to bona fide agricultural or improved pasture use as described in Code of Virginia, § 10.1-1163.B;
- (8) Repair or rebuilding of the tracks, rights-of-way, bridges, communication facilities and other related structures and facilities of a railroad company;
- (9) Disturbed land areas of less than 10,000 square feet in size, except land-disturbing activity of less than 10,000 square feet on individual lots in a residential development shall not be considered exempt if the total land-disturbing activity within the development is equal to or greater than 10,000 square feet.
- (10) Installation of fence and sign posts or telephone and electric poles and other kinds of posts or poles;
- (11) Shoreline erosion control projects on tidal waters when all of the land disturbing activities are within the regulatory authority of and approved by local wetlands boards, the Marine Resources Commission or the United States Corps of Engineers; however, any associated land that is disturbed outside of this exempted area shall remain subject this ordinance; and (12) Emergency work to protect life, limb or property, and emergency repairs; however, if the land-disturbing activity would have required an approved erosion and sediment control plan, if the activity were not an emergency, then the land area disturbed shall be shaped and stabilized in accordance with the requirements of the plan-approving authority.

LAND-DISTURBING PERMIT means a permit issued by the County of Prince Edward for the clearing, filling, excavating, grading, transporting of land or for any combination thereof or for any purpose set forth herein.

**LOCAL EROSION AND SEDIMENT CONTROL PROGRAM OR LOCAL PROGRAM** means an outline of the various methods employed by the County of Prince Edward to regulate land-disturbing activities and thereby minimize erosion and sedimentation in compliance with the state program and may include such items as local ordinances, policies and guidelines, technical materials, inspection, enforcement and evaluation.

**NATURAL CHANNEL DESIGN CONCEPTS** means the utilization of engineering analysis and fluvial geomorphic processes to create, rehabilitate, restore, or stabilize an open conveyance system for the purpose of creating or recreating a stream that conveys its bankfull storm event within its banks and allows larger flows to access its bankfull bench and floodplain.

**OWNER** means the owner of the freehold of the premises or lesser estate therein, a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee or other person, firm or corporation in control of a property.

**PEAK FLOW RATE** means the maximum instantaneous flow from a given storm condition at a particular location.

**PERMITTEE** means the person to whom the permit authorizing land disturbing activities is issued or the person who certifies that the approved erosion and sediment control plan will be followed.

**PERSON** means any individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, county, city, town or other political subdivision of the Commonwealth, any interstate body, or any other legal entity.

**PLAN APPROVING AUTHORITY** means the Department of Planning and Community Development, which is responsible for determining the adequacy of a plan submitted for land-disturbing activities on a unit or units of lands and for approving plans.

**PROGRAM AUTHORITY** means the County of Prince Edward which has adopted a soil erosion and sediment control program that has been approved by the Board.

**RESPONSIBLE LAND DISTURBER** means an individual from the project or development team who will be in charge of and responsible for carrying out a land-disturbing activity covered by an approved plan or agreement in lieu of a plan, who (i) holds a Responsible Land Disturber certificate of competence, (ii) holds a current certificate of competence from the Board in the areas of Combined Administration, Program Administration, Inspection, or Plan Review, (iii) holds a current Contractor certificate of competence for erosion and sediment control, or (iv) is licensed in Virginia as a professional engineer, architect, certified landscape architect or land surveyor pursuant to Code of Virginia §54.1-400 et seq.

**RUNOFF VOLUME** means the volume of water that runs off the land development project from a prescribed storm event.

**SINGLE-FAMILY residence** means a noncommercial dwelling that is occupied exclusively by one family.

**STATE EROSION AND SEDIMENT CONTROL PROGRAM OR STATE PROGRAM** means the program administered by the Virginia Soil and Water Conservation Board

pursuant to the Code of Virginia including regulations designed to minimize erosion and sedimentation.

STATE WATERS means all waters on the surface and under the ground wholly or partially within or bordering the Commonwealth or within its jurisdiction.

TRANSPORTING means any moving of earth materials from one place to another place other than such movement incidental to grading, when such movement results in destroying the vegetative ground cover either by tracking or the buildup of earth materials to the extent that erosion and sedimentation will result from the soil or earth materials over which such transporting occurs.

WATER QUALITY VOLUME means the volume equal to the first one-half inch of runoff multiplied by the impervious surface of the land development project.

#### SECTION 46-62 LOCAL EROSION AND SEDIMENT CONTROL PROGRAM

Pursuant to Section 10.1-562 of the Code of Virginia, the County of Prince Edward hereby adopts the regulations, references, guidelines, standards and specifications promulgated by the Board for the effective control of soil erosion and sediment deposition to prevent the unreasonable degradation of properties, stream channels, waters and other natural resources. Said regulations, references, guidelines, standards and specifications for erosion and sediment control are included in but not limited to the "Virginia Erosion and Sediment Control Regulations" and the Virginia Erosion and Sediment Control Handbook, as amended.

Before adopting or revising regulations, the County of Prince Edward shall give due notice and conduct a public hearing on the proposed or revised regulations, except that a public hearing shall not be required when the County of Prince Edward is amending its program to conform to revisions in the state program. However, a public hearing shall be held if the County of Prince Edward proposes or revises regulations that are more stringent than the state program.

In addition, in accordance with §10.1-561 of the Code of Virginia, stream restoration and relocation projects that incorporate natural channel design concepts are not man-made channels and shall be exempt from any flow rate capacity and velocity requirements for natural or manmade channels. In accordance with §10-1-561 of the Code of Virginia, any land-disturbing activity that provides for storm water management intended to address any flow rate capacity and velocity requirements for natural or man-made channels shall satisfy the flow rate capacity and velocity requirements for natural or man-made channels if the practices are designed to (i) detain the water quality volume and to release it over 48 hours; (ii) detain and release over a 24 hour period the expected rainfall resulting from the one year, 24-hour storm; and (iii) reduce the allowable peak flow rate resulting from the 1.5, 2, and 10-year, 24 hour storms to a level that is less than or equal to the peak flow rate from the site assuming it was in a good forested condition, achieved through multiplication of the forested peak flow rate by a reduction factor that is equal to the runoff volume from the site when it was in a good forested condition divided by the runoff volume from the site in its proposed condition, and shall be exempt from any flow rate capacity and velocity requirements for natural or man-made channels.

Pursuant to Section 10-1-561.1 of the Code of Virginia, an erosion control plan shall not be approved until it is reviewed by a certified plan reviewer. Inspections of land-disturbing activities shall be conducted by a certified inspector. The Erosion Control Program of the County of Prince Edward shall contain a certified program administrator, a certified plan reviewer, and a certified inspector, who may be the same person.

The County of Prince Edward hereby designates the Department of Planning and Community Development as the plan-approving authority.

The program and regulations provided for in this ordinance shall be made available for public inspection at the office of the Department of Planning and Community Development.

#### SECTION 46-63 SUBMISSION AND APPROVAL OF PLANS; CONTENTS OF PLANS

Except as provided herein, no person may engage in any land-disturbing activity until he or she has submitted to the Department of Planning and Community Development for the County of Prince Edward an erosion and sediment control plan for the land-disturbing activity and such plan has been approved by the plan-approving authority. Where land-disturbing activities involve lands under the jurisdiction of more than one local control program, an erosion and sediment control plan, at the option of the applicant, may be submitted to the Board for review and approval rather than to each jurisdiction concerned. Where the land-disturbing activity results from the construction of a single-family residence, an agreement in lieu of a plan may be substituted for an erosion and sediment control plan if executed by the plan-approving authority.

The standards contained within the "Virginia Erosion and Sediment Control Regulations," the Virginia Sediment Control Handbook as amended, and this ordinance are to be used by the applicant when making a submittal under the provisions of this ordinance and in the preparation of an erosion and sediment control plan. The plan-approving authority, in considering the adequacy of a submitted plan, shall be guided by the same standards, regulations, and guidelines. When the standards vary between the publications, the State regulations shall take precedence.

The plan-approving authority shall review conservation plans submitted to it within 45 days from the receipt thereof by either approving said plan in writing or by disapproving said plan in writing and giving specific reasons for its disapproval. When the plan is determined to be inadequate, the plan-approving authority shall specify such modifications, terms, and conditions that will permit approval of the plan. If no action is taken by the plan approving authority within 45 days, the plan shall be deemed approved and the person authorized to proceed with the proposed activity. Approval will be granted if it determines that the plan meets the requirements of the Board's regulations and if the person responsible for carrying out the plan certifies that he or she will properly perform the conservation measures included in the plan and will conform to the provisions of this article.

In addition, as a prerequisite to engaging in the land-disturbing activities shown on the approved plan, the person responsible for carrying out the plan shall provide the name of an individual holding a certificate of competence, to the program authority provided by §10.1-561 of the Virginia Erosion and Sediment Control Law, who will be in charge of and responsible for carrying out the land-disturbing activity. Failure to provide the name of an individual holding a certificate of competence prior to engaging in land-disturbing activities may result in revocation of the approval of the plan and the person responsible for carrying out the plan shall be subject to the penalties provided in this ordinance.

However, the plan-approving authority may waive the certificate of competence requirement for an agreement in lieu of a plan for construction of a single family residence. If a violation occurs during the land-disturbing activity, then the person responsible for carrying out the agreement in lieu of a plan shall correct the violation and

provide the name of an individual holding a certificate of competence, as provided by §10.1-561 of the Virginia Erosion and Sediment Control Law. Failure to provide the name of an individual holding a certificate of competence shall be a violation of this ordinance.

#### MODIFICATION OF AN APPROVED PLAN

An approved plan may be changed by the plan-approving authority when:

- (1) The inspection reveals that the plan is inadequate to satisfy applicable regulations, or
- (2) The person responsible for carrying out the plan finds that because of changed circumstances or for other reasons the approved plan cannot be effectively carried out, and proposed amendments to the plan, consistent with the requirements of this ordinance, are agreed to by the plan-approving authority and the person responsible for carrying out the plans.

Variations: The plan-approving authority may waive or modify any of the standards that are deemed to be too restrictive for site conditions, by granting a variance. A variance may be granted under these conditions:

- (1) At the time of plan submission, an applicant may request a variance to become part of the approved erosion and sediment control plan. The applicant shall explain the reasons for requesting variances in writing. Specific variances which are allowed by the plan-approving authority shall be documented in the plan.
- (2) During construction, the person responsible for implementing the approved plan may request a variance in writing from the plan-approving authority. The plan-approving authority shall respond in writing either approving or disapproving such a request. If the plan-approving authority does not approve a variance within 10 days of receipt of the request, the request shall be considered to be disapproved. Following disapproval, the applicant may resubmit a variance request with additional documentation.

In order to prevent further erosion, the County of Prince Edward may require approval of a plan for any land identified in the local program as an erosion impact area.

#### OWNER RESPONSIBILITY

When land-disturbing activity will be required of a contractor performing construction work pursuant to a construction contract, the preparation, submission, and approval of an erosion and sediment control plan shall be the responsibility of the owner.

#### ANNUAL CONSERVATION PLANS

In accordance with the procedure set forth by §10.1-563 (E) of the Code of Virginia, any person engaging in the creation and operation of wetland mitigation banks in multiple jurisdictions, which have been approved and are operated in accordance with applicable federal and state guidance, laws, or regulations for the establishment, use, and operation of mitigation banks, pursuant to a permit issued by the Department of Environmental Quality, the Marine Resources Commission, or the U.S. Army Corps of Engineers, may,



at the option of that person, file general erosion and sediment control specifications for wetland mitigation banks annually with the Board for review and approval consistent with guidelines established by the Board.

State agency projects are exempt from the provisions of this ordinance except as provided for in the Code of Virginia, Section 10.1-564.

#### SECTION 46-64 PERMITS, FEES, SECURITY FOR PERFORMANCE

Agencies authorized under any other law to issue grading, building, or other permits for activities involving land-disturbing activities may not issue any such permit unless the applicant submits with his application an approved erosion and sediment control plan and certification that the plan will be followed.

No person may engage in any land-disturbing activity until he has acquired a land-disturbing permit unless the proposed land-disturbing activity is specifically exempt from the provisions of this ordinance, and has paid the fees and posted the required bond.

An administrative fee of \$300.00 for the first acre and an additional \$50.00 per additional acre, shall be paid to the County of Prince Edward at the time of submission of the erosion and sediment control plan. An administrative fee of \$25.00 shall be paid to the County of Prince Edward at the time of submission of an agreement in lieu of a plan.

No land-disturbing permit shall be issued until the applicant submits with his or her application an approved erosion and sediment control plan and certification that the plan will be followed. All applicants for permits shall provide to the County of Prince Edward a performance bond, cash escrow, or an irrevocable letter of credit acceptable to the office of the Department of Planning and Community Development, to ensure that measures could be taken by the County of Prince Edward at the applicant's expense should the applicant fail, after proper notice, within the time specified to initiate or maintain appropriate conservation measures required of him by the approved plan as a result of his land-disturbing activity.

The amount of the bond or other security shall not exceed the total of the estimated cost to initiate and maintain appropriate conservation action based on unit price for new public or private sector construction in the locality and a reasonable allowance for estimated administrative costs and inflation which shall not exceed twenty-five percent of the cost of the conservation action. Should it be necessary for the County of Prince Edward to take such conservation action, the County of Prince Edward may collect from the applicant any costs in excess of the amount of surety held.

Within sixty (60) days of adequate stabilization, as determined by the office of the Department of Planning and Community Development in any project or section of a project, such bond, cash escrow or letter of credit, or the unexpended or unobligated portion thereof, shall either be refunded to the applicant or terminated, based upon the percentage of stabilization accomplished in the project or project section. These requirements are in addition to all other provisions relating to the issuance of permits and are not intended to otherwise affect the requirements for such permits.

#### SECTION 46-65 MONITORING, REPORTS, AND INSPECTIONS

The County of Prince Edward may require the person responsible for carrying out the plan to monitor the land-disturbing activity. The person responsible for carrying out the plan will maintain records of these inspections and maintenance, to ensure compliance

with the approved plan and to determine whether the measures required in the plan are effective in controlling erosion and sedimentation.

The office of the Department of Planning and Community Development shall periodically inspect the land-disturbing activity in accordance with Section 4 VAC 50-30-60 of the Virginia Erosion and Sediment Control Regulations to ensure compliance with the approved plan and to determine whether the measures required in the plan are effective in controlling erosion and sedimentation. The owner, permittee, or person responsible for carrying out the plan shall be given notice of the inspection.

#### FAILURE TO COMPLY WITH PLAN

If the Department of Planning and Community Development determines that there is a failure to comply with the plan, notice shall be served upon the permittee or person responsible for carrying out the plan by registered or certified mail to the address specified in the permit application or in the plan certification, or by delivery at the site of the land-disturbing activities to the agent or employee supervising such activity.

The notice shall specify the measures needed to comply with the plan and shall specify the time within which such measures shall be completed. Upon failure to comply within the specified time, the permit may be revoked and the permittee or person responsible for carrying out the plan shall be deemed to be in violation of this ordinance and shall be subject to the penalties provided by this ordinance.

Upon determination of a violation of this ordinance, the Department of Planning and Community Development may, in conjunction with or subsequent to a notice to comply as specified in this ordinance, issue an order requiring that all or part of the land-disturbing activities permitted on the site be stopped until the specified corrective measures have been taken.

If the land-disturbing activities have commenced without an approved plan, the Department of Planning and Community Development may, in conjunction with or subsequent to a notice to comply as specified in this ordinance, issue an order that all land-disturbing activities be stopped until an approved plan or any required permits are obtained.

Where the alleged noncompliance is causing or is in imminent danger of causing harmful erosion of lands or sediment deposition in waters within the watersheds of the Commonwealth, or where the land-disturbing activities have commenced without an approved plan or any required permits, such an order may be issued without regard to whether the permittee has been issued a notice to comply as specified in this ordinance. Otherwise, such an order may be issued only after the permittee has failed to comply with such notice to comply.

The order shall be served in the same manner as a notice to comply, and shall remain in effect for a period of seven (7) days from the date of service pending application by the enforcing authority or permit holder for appropriate relief to the Circuit Court of Prince Edward County.

If the alleged violator has not obtained an approved plan or any required permits within seven (7) days from the date of service of the order, the Department of Planning and Community Development may issue an order to the owner requiring that all construction and other work on the site, other than corrective measures, be stopped until an approved plan and any required permits have been obtained. Such an order shall be served upon the

owner by registered or certified mail to the address specified in the permit application or the land records of Prince Edward County.

The owner may appeal the issuance of an order to the Circuit Court of Prince Edward County.

Any person violating or failing, neglecting or refusing to obey an order issued by the Department of Planning and Community Development may be compelled in a proceeding instituted in the Circuit Court of Prince Edward County to obey same and to comply therewith by injunction, mandamus or other appropriate remedy. Upon completion and approval of corrective action or obtaining an approved plan or any required permits, the order shall immediately be lifted.

Nothing in this section shall prevent the Department of Planning and Community Development from taking any other action authorized by this ordinance.

#### SECTION 46-66 PENALTIES, INJUNCTIONS, AND OTHER LEGAL ACTIONS

Any person who violates any provision of this ordinance shall, upon a finding of the General District Court of Prince Edward County, be assessed a civil penalty. The civil penalty for any one violation shall be \$100.00 except that the civil penalty for commencement of land-disturbing activities without an approved plan shall be \$1,000.00. Each day during which the violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same operative set of facts result in civil penalties which exceed a total of \$3,000.00, except that a series of violations arising from the commencement of land-disturbing activities without an approved plan for any site shall not result in civil penalties which exceed a total of \$10,000.00.

The Department of Planning and Community Development, or the owner of property which has sustained damage or which is in imminent danger of being damaged, may apply to the Circuit Court of Prince Edward County to enjoin a violation or a threatened violation of this ordinance, without the necessity of showing that an adequate remedy of law does not exist.

However, an owner of property shall not apply for injunctive relief unless (i) he or she has notified in writing the person who has violated the local program, and the program authority, that a violation of the local program has caused, or creates a probability of causing, damage to his or her property, and (ii) neither the person who has violated the local program nor the program authority has taken corrective action within fifteen (15) days to eliminate the conditions which have caused, or create the probability of causing, damage to his or her property.

Without limiting the remedies which may be obtained in this section, any person violating or failing, neglecting, or refusing to obey any injunction, mandamus or other remedy obtained pursuant to this section shall be subject, in the discretion of the court, to a civil penalty not to exceed \$2,000.00 for each violation. A civil action for such violation or failure may be brought by the County of Prince Edward.

Any civil penalties assessed by a court shall be paid into the treasury of Prince Edward County, except that where the violator is the locality itself, or its agent, the court shall direct the penalty to be paid into the state treasury.

With the consent of any person who has violated or failed, neglected or refused to obey any regulation or condition of a permit or any provision of this ordinance, the County of Prince Edward may provide for the payment of civil charges of violations in specific sums, not to exceed the limit specified herein above. Such civil charges shall be instead of any appropriate civil penalty which could be imposed there under.

The Commonwealth's Attorney shall, upon request of the County of Prince Edward, or the permit issuing authority, take legal action to enforce the provisions of this ordinance.

Compliance with the provisions of this ordinance shall be prima facie evidence in any legal or equitable proceeding for damages caused by erosion, siltation or sedimentation that all requirements of law have been met, and the complaining party must show negligence in order to recover any damages.

#### SECTION 46-67 APPEALS AND JUDICIAL REVIEW

Any applicant under the provisions of this ordinance who is aggrieved by any action of the County of Prince Edward or its agent in disapproving plans submitted pursuant to this ordinance shall have the right to apply for and receive a review of such action by the Board of Supervisors provided an appeal is filed within thirty (30) days from the date of the action. Any applicant who seeks an appeal hearing before the Board of Supervisors shall be heard at the next regularly scheduled Board of Supervisors meeting provided that the Board of Supervisors and other involved parties have at least thirty (30) days prior notice. In reviewing the agent's actions, the Board of Supervisors shall consider evidence and opinions presented by the aggrieved applicant and agent. After considering the evidence and opinions, the Board of Supervisors may affirm, reverse or modify the action. The Board of Supervisors' decision shall be final, subject only to review by the Circuit Court of Prince Edward County.

Final decisions by the County of Prince Edward under this ordinance shall be subject to review by the Circuit Court of Prince Edward County, provided an appeal is filed within thirty (30) days from the date of any written decision adversely affecting the rights, duties, or privileges of the person engaging in or proposing to engage in land-disturbing activities.

#### SECTION 46-68 IMMUNITY FROM LIABILITY

The review, approval and enforcement of the conservation plans and specifications shall not constitute a representation, guarantee or warranty of any kind by the county or any of its officials or employees of the practicability or safety of any structure, use or other plan proposed and shall create no liability upon or cause of action against such public body, official or employee for the damage that may result pursuant to such review

#### In Re: FY 07 County Audit

Mr. Bartlett advised the Board that the audit was not completed and this item would be discussed at the January 16<sup>th</sup> Board meeting.

In Re: School Board Appointments

Chairman Fore advised that the terms of the following School Board members would expire June 30, 2008:

(Vacant) – District 301 (Moore)

Russell Dove – District 501 (Fore)

At the February Board meeting, Mr. Moore and Mr. Fore will announce their respective Citizen Committees which review candidates for appointment to the School Board.

In Re: County Attorney's Report

Mr. James Ennis stated that he had the opportunity to review Noise Ordinances from several adjacent counties; he said they vary greatly. He requested that the Board appoint a committee to meet with him to discuss the variables for the noise ordinance. He said the ordinance could be simple or complicated depending on the conditions the Board wished to include.

Chairman Fore appointed Mr. Simpson and Mr. McKay to the Noise Ordinance Committee for a recommendation to the Board. Mr. Ennis said they would draft a few ordinances at both ends of the spectrum for Board review.

Mr. Ennis reported that he received documents from the Town of Farmville approximately three weeks prior to this meeting which was a draft of a Boundary Adjustment Agreement between Prince Edward County and the Town of Farmville. He said the draft agreement referenced a plat of survey, but it did not match the description of the plat that was contained in the agreement. He said there were also several references to exhibits or schedules but none had been attached to the draft agreement. Mr. Ennis said a request had been made to the Town of Farmville to provide the exhibits and survey to complete the document for review. He said he could not make a recommendation until he reviewed the complete draft. He stressed that it could be possible to have the review complete by the Board meeting on January 16<sup>th</sup>, provided he received the requested documents from the Town of Farmville in a timely manner.

In Re: County Administrator's Report

Mr. Bartlett requested the Board of Supervisors table the Finance Policy- until the January 16<sup>th</sup> meeting when the auditors would be present. He said the auditors could address some of what is contained in the proposed financial policy and make recommendations concerning some of the actions that may need to be taken in conjunction with some of the changes in the accounting standards.

On motion of Mr. Moore and approved:

Aye:	William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Mattie P. Wiley	Nay: None
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Absent: Lacy B. Ward

the Board of Supervisors tabled the County Administrator's Financial Policy until the January 16, 2008 meeting.

In Re: Resolution of Respect – Celebrating the Life of Sarah E. Terry

Chairman Fore said a Resolution of Respect had been prepared to celebrate the life and memory of Sarah E. Terry, who passed on December 1, 2007; he then read the resolution.

Mr. McKay made a motion to approve a Resolution of Respect for Sarah E. Terry, seconded by Mr. Simpson. The motion carried:

Aye:	William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Mattie P. Wiley	Nay: None
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Absent: Lacy B. Ward

**A RESOLUTION OF RESPECT**

***Celebrating the Life of Sarah Eldred Terry***  
**October 14, 1948 – December 1, 2007**

WHEREAS, Sarah E. Terry, a long-time resident of Farmville and Prince Edward County, died on December 1, 2007; and

WHEREAS, during her distinguished professional career serving the Prince Edward – Farmville community, *Sarah E. Terry* was most recently the Farmville District Office Manager for Congressman Virgil H. Goode, Jr., and was previously the Executive Director of the Farmville Area Chamber of Commerce; and

WHEREAS, *Sarah E. Terry*, leaves an extraordinary legacy in her community and the Commonwealth of Virginia having served as a member of the Longwood University Board of Visitors, Averett College Board of Trustees, State Board of Corrections, Farmville Area Chamber of Commerce Board, Prince Edward-Farmville Electronic Network Committee, Robert Russa Moton Museum Board, Farmville Area Habitat for Humanity Board, Board of the Trans Dominion Express, Board of Advisors for the Wilson Center for Leadership at Hampden-Sydney College, STEPS Benefit Steering Committee, and having organized the Unity Walk in Farmville, and having co-authored the Virginia Uninsured Medical Catastrophe Fund; and

WHEREAS, her energy, leadership, generosity, and indomitable spirit will be keenly missed, *Sarah E. Terry* will forever be fondly remembered by family, friends, colleagues and the entire Prince Edward-Farmville community;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Prince Edward, Virginia, notes with great sadness the passing of a fine Virginian, *Sarah E. Terry*, and

BE IT RESOLVED FURTHER, that a copy of this resolution be prepared to the family of *Sarah E. Terry* as an expression of the respect in which her memory is held by the members of the Board of Supervisors of the County of Prince Edward, Virginia.

In Re: Upcoming Events

Chairman Fore reminded the Board of the reconvened Board meeting to be held January 16, 2008 at 5:30 p.m., and said VACo/VML Legislative Day would be held February 7, 2008, in Richmond.

In Re: Animal Warden's Report

Mr. Ray Foster, Animal Warden, submitted a report for the month of December 2007, which was reviewed and ordered to be filed with the Board papers.

In Re: Building Official's Report

Mr. Coy Leatherwood, Building Inspector, submitted a report for the month of December 2007, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery Report

Mrs. Lena Rose Huddleston, Cannery Manager, submitted a report for the month of December 2007, which was reviewed and ordered to be filed with the Board papers.

In Re: PERT Ridership Report

The Board reviewed the November 2007 report from PERT and ordered it to be filed with the Board papers.

In Re: Financial Report from Prince Edward County Schools

Dr. Patricia Watkins, School Superintendent, submitted a financial summary report for the month of December 2007, which was reviewed and ordered to be filed with the Board papers.

On motion of Mr. Moore and adopted by the following vote:

Aye:	William G. Fore, Jr. Pattie Cooper-Jones Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Lacy B. Ward	Nay:	None
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the meeting was recessed at 8:24 p.m., and will reconvene at 5:30 p.m., January 16, 2008.



January 16, 2007

At the reconvened meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday the 16<sup>th</sup> day of January, 2008, at 5:30 p.m., there were present:

William G. Fore, Jr.

Sally W. Gilfillan

Robert M. Jones

Charles W. McKay

James C. Moore

Howard F. Simpson

Lacy B. Ward

Mattie P. Wiley

Also present: Wade Bartlett, County Administrator; Sarah Puckett, Assistant County Administrator; James Ennis, County Attorney; Sharon Carney, Director of Economic Development and Tourism; and Mable Shanaberger, Treasurer.

Chairman Fore called the meeting to order.

In Re: Closed Session

Supervisor McKay made a motion that the Board convene in Closed Session to discuss the expansion of an existing business, where no previous announcement has been made, pursuant to the exemptions of Section 2.2-3711(A)5 of the *Code of Virginia*. The motion carried:

Aye:	William G. Fore, Jr.	Nay: None
	Sally W. Gilfillan	
	Robert M. Jones	
	Charles W. McKay	
	James C. Moore	
	Howard F. Simpson	
	Lacy B. Ward	
	Mattie P. Wiley	

The Board returned to regular session by motion of Mr. Moore and adopted as follows:

Aye: William G. Fore, Jr.  
Sally W. Gilfillan  
Robert M. Jones  
Charles W. McKay  
James C. Moore  
Howard F. Simpson  
Lacy B. Ward  
Mattie P. Wiley

Nay: None

On motion of Mr. Simpson and carried by the following roll call vote:

Aye: William G. Fore, Jr.  
Sally W. Gilfillan  
Robert M. Jones  
Charles W. McKay  
James C. Moore  
Howard F. Simpson  
Lacy B. Ward  
Mattie P. Wiley

Nay: None

the following Certification of Closed Meeting was adopted in accordance with the Virginia Freedom of Information Act:

WHEREAS, the Prince Edward County Board of Supervisors convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the *Code of Virginia* requires a certification by this Board of Supervisors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Prince Edward County Board of Supervisors hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Prince Edward County Board of Supervisors.

In Re: School Board Appointment

Mr. Moore made a motion to accept the recommendation of the Citizens Committee and appoint Mrs. Harriett E. Fentress to the Prince Edward County School Board for District 301, with a term ending June 30, 2008. The motion carried unanimously:

Aye: William G. Fore, Jr.  
Sally W. Gilfillan  
Robert M. Jones  
Charles W. McKay  
James C. Moore  
Howard F. Simpson  
Lacy B. Ward  
Mattie P. Wiley

Nay: None

In Re: Appointment to Planning Commission

Chairman Fore said that because the Board representative's term on the Planning Commission runs concurrent with the Board member's term, an appointment to the Planning Commission was necessary.

Mr. Moore made a motion to reappoint Mr. Jones to the Planning Commission as Board of Supervisors' representative.

Mr. Ward asked how long Mr. Jones served on the Planning Commission. Mr. Jones said he had served on the Planning Commission since 1988, which was prior to his serving on the Board of Supervisors. Mr. Ward stated he felt it was healthier if the Board members rotate from time to time.

Chairman Fore called for the vote; the motion to reappoint Mr. Jones to the Planning Commission carried:

Aye: William G. Fore, Jr.  
Sally W. Gilfillan  
Robert M. Jones  
Charles W. McKay  
James C. Moore  
Howard F. Simpson  
Mattie P. Wiley

Nay: Lacy B. Ward

In Re: FY 07 County Audit

Matthew McLearn, CPA with Robinson, Farmer, Cox, reviewed the independent auditor's report, including the unqualified opinion, which is a clean opinion, without qualifications on the financial statements. He said the compliance opinion was also included and was required for all entities that receive more than \$500,000 in Federal funding in any given fiscal year. He said an unqualified opinion on the Federal awards was included, as well as a report on internal controls, which was now required for all governmental audits, and no material weaknesses or significant deficiencies were issued.

Mr. McLearen then reviewed internal control recommendations that had been found during the audit. He said several items would need to be corrected in order to bring the County's financial operations into compliance with the new SAS 112 standards, which placed emphasis on internal controls:

- Payment for building permits be made in the Treasurer's office
- Segregation of human resources and payroll processing functions
- All grants accepted by the Board of Supervisors and the budget adjusted accordingly
- All collection of County funds offsite should be evaluated for proper controls that all funds be held in a locked safe and remitted to the Treasurer weekly
- Central accounting function and general ledger maintenance be segregated from the Treasurer's functions; recommended central accounting and general ledger maintenance be performed in the County Administrator's office

Mrs. Gilfillan asked if there would be more changes in the future. Mr. McLearen said there would be, and auditors would be required to evaluate in more depth in the future. He said the policies and procedures would be reviewed and a risk assessment done, with emphasis on the departments that handle local funds. He told the Board the changes began in May 2007 and these additional changes are necessary due to the SAS 112. He added not making the changes would adversely affect the County's ability to borrow and to receive Federal funding [grants] in the future, and it would also affect the bond rating.

Mrs. Gilfillan asked why these changes were not required five years ago. Mr. McLearen said the larger organizations and corporations were required to incorporate internal controls first. Mr. Jones said civic and religious organizations were required to make the changes as well.

Mr. Ward said he appreciated the separation and outline of the issues, and asked Mr. Bartlett if there was anything that was pointed out that could not be corrected.

Mr. Bartlett said all of the issues could be corrected, and that some would require action by the Board. He said there would be some changes in personnel or duties at minimal cost to the County. Mr. Ward said the Personnel Committee was better able to assign changes in duties.

Chairman Fore said the financial policy previously presented by Mr. Bartlett made more sense after the review of the audit report. Mr. Simpson asked if any of the proposed changes were not necessary, and if they were required by law. Mr. McLearen said the items presented were critical and required by the auditing standards. Further discussion followed.

Mrs. Wiley said that the Board should take the information the auditor presented and compare with the proposed Financial Policy to bring the County into compliance with what needs to be done.

After another brief discussion, the Board concurred that the Audit Committee would meet on January 28, 2008 at 9:00 a.m. and the Personnel Committee would meet on January 28, 2008 at 10:00 a.m.

Mr. Bartlett said the Financial Policy and the audit were two separate issues, but some areas overlap. He said the Finance Policy would not require additional personnel, but the audit recommendations may. He added there may be changes in duties of the personnel in the Administrator's office, and the Treasurer's office, which would need action or guidance from the Board, and advised that both the audit and personnel issues be looked at simultaneously. He said the functions concerning the Treasurer, such as journal entries and some training would be necessary but there would not be a great amount of change in duties. Mr. Bartlett said the Finance Policy is a separate issue, and the Board could review it as a whole or by committee. Mr. Bartlett stated the proposed Finance Policy was a first step and focused on the budget process initially because the County would soon begin the budget process. He stated once complete, the Finance policy would include debt and cash management, capital improvement plan, a procurement and purchasing plan, and an inventory. He said the Audit Committee could review the Finance Policy and make recommendations to the full Board.

Chairman Fore said the Board agreed the Audit and Personnel Committees would review the audit report with special attention to the internal controls in the Treasurer's office.

In Re: Public Hearing – Amendment to Motor Vehicle License Ordinance

Chairman Fore said in order to institute new rates by March 1, a public hearing must be held and voted on in February. A brief discussion on the proposed tax rates followed.

On motion of Mr. Moore and adopted by the following vote:

Aye:	William G. Fore, Jr.	Nay: None
	Sally W. Gilfillan	
	Robert M. Jones	
	Charles W. McKay	
	James C. Moore	
	Howard F. Simpson	
	Lacy B. Ward	
	Mattie P. Wiley	

advertisement for a public hearing on the Motor Vehicle License ordinance amendment was authorized for the February 12, 2008 Board meeting.

In Re: Tobacco Commission Grant

Sharon Carney, Director of Economic Development and Tourism, said the Board had approved the submittal of a Tobacco Commission Economic Development Grant at the November 14, 2007 Board meeting in the amount of \$151,760 for the February 1, 2008 Economic Development Grant round. She told the Board that as of January 14, 2008, Prince Edward County's available allocation with the Tobacco Commission increased by \$41,750 which brought the total to \$193,510. She asked the Board to amend the previously approved application to request the full amount of the allocation from the Tobacco Commission. She added an increase in grant funding would reduce the amount of local funding required for the project.

A motion was made by Mr. McKay to authorize submittal of a Tobacco Commission Economic Development Grant in the amount of \$193,510 for the February 1, 2008 round, authorize the County Administrator to sign any and all documents associated with the Tobacco Commission Economic Development Grant, and approve the amended Board Resolution in support of the Tobacco Commission Economic Development Grant. The motion carried:

Aye:	William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Lacy B. Ward Mattie P. Wiley	Nay: None
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**A RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF PRINCE EDWARD, VIRGINIA**

**VIRGINIA TOBACCO INDEMNIFICATION AND COMMUNITY  
REVITALIZATION COMMISSION  
PROJECT ENDORSEMENT RESOLUTION**

**WHEREAS**, the Virginia Tobacco Indemnification and Community Revitalization Commission was created to help foster economic development in the tobacco dependent communities of Southside and Southeast Virginia; and

**WHEREAS**, the County of Prince Edward Board of Supervisors would like to submit a grant application for \$193,510 to the Virginia Tobacco Indemnification and Community Revitalization Commission from the "Economic Development Fund" currently available by February 1, 2008.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of the County of Prince Edward, Virginia, does hereby support a grant application to the Virginia Tobacco Indemnification and Community Revitalization Commission for engineering and site development costs of approximately 25 acres +/- at the Prince Edward Industrial Park for the development of industrial sites as an inducement for the recruitment of prospect industries to locate to Prince Edward County; and

**BE IT FURTHER RESOLVED** that the Board of Supervisors of the County of Prince Edward, Virginia does hereby authorize the Board of Supervisors Chairman and/or County Administrator to sign all necessary grant documents to execute the application, grant reports and grant contract.

In Re: Closed Session

Supervisor Gilfillan made a motion that the Board convene in Closed Session for consultation with legal counsel regarding the provision of water and sewer service to County residents and boundary and revenue issues related to the Town of Farmville, which would be subject to review of the Commission on local Government, pursuant to the exemptions of Section 2.2-3711(A)7 and 15.2-2907(D) of the *Code of Virginia*; and to discuss a prospective industry, pursuant to the exemptions provided for in Section 2.2-3711(A)5 of the *Code of Virginia*. The motion carried:

Aye:	William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Lacy B. Ward Mattie P. Wiley	Nay: None
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Mrs. Gilfillan left the meeting during closed session.

The Board returned to regular session by motion of Mr. McKay and adopted as follows:

Aye:	William G. Fore, Jr. Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Lacy B. Ward Mattie P. Wiley	Nay: None
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On motion of Mr. Jones and carried by the following roll call vote:

Aye: William G. Fore, Jr.  
Robert M. Jones  
Charles W. McKay  
James C. Moore  
Howard F. Simpson  
Lacy B. Ward  
Mattie P. Wiley

Nay: None

the following Certification of Closed Meeting was adopted in accordance with the Virginia Freedom of Information Act:

WHEREAS, the Prince Edward County Board of Supervisors convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the *Code of Virginia* requires a certification by this Board of Supervisors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Prince Edward County Board of Supervisors hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Prince Edward County Board of Supervisors.

On motion of Mr. Moore and adopted by the following vote:

Aye: William G. Fore, Jr.  
Robert M. Jones  
Charles W. McKay  
James C. Moore  
Howard F. Simpson  
Lacy B. Ward  
Mattie P. Wiley

Nay: None

the meeting was recessed at 8:24 p.m., and will reconvene at 5:00 p.m., February 12, 2008 for a Highway Work session.





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

**Meeting Date:** February 12, 2008  
**Item No.:** 5-c  
**Department:** Accounts Payable  
**Staff Contact:** Barbara Poulston  
**Issue:** Consent Agenda – Approval of Accounts & Claims

---

**Summary:**

**Attachments:** Bill List

**Recommendation:** Approval

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

Fore \_\_\_\_\_  
Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_

2/05/2008

FROM DATE- 2/01/2008  
TO DATE- 2/01/2008

ACCOUNTS PAYABLE CHECKS  
PRINCE EDWARD

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FUND NO. DESCRIPTION

\$\$\$ PAY \$\$\$

100  
732  
741

\$391,837.90  
\$2,771.00  
\$6,943.22  
401,552.12

TOTAL

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LISTING OF INVOICES FOR 2/01/2008 -- 2/01/2008

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MAJOR# ACCT# 000200 LIABILITIES	VENDOR NUMBER NAME	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
1002	31564	Sales Tax Collected/Payab VA DEPT OF TAXATION	JAN 08	STATE SALES TAX	1.67 1.67 * 1.67 **
011010	BOARD OF SUPERVISORS				
5510	15897 19875 22287 22580 32127 32575	Travel-Mileage FORE WILLIAM G JR JONES ROBERT M MCKAY CHARLES W MOORE JAMES C WARD LACY B WILEY MATTIE P	OCT-DEC 07 OCT-DEC 07 OCT-DEC 07 OCT-DEC 07 OCT-DEC 07 MILEAGE 108	MILEAGE MILEAGE MILEAGE MILEAGE MILEAGE/TOLLS/TIPS	8.73 29.10 248.32 415.16 78.59 91.02 870.92 *
5540	11894 11894 14440 22287 32127	Travel-Convention & Educa BUSINESS CARD BUSINESS CARD PUCKETT SARAH E MCKAY CHARLES W WARD LACY B	1412 SP 108 2078 CARNEY 108 REIMB 108 OCT-DEC 07 MEALS 108	REGISTRATION/LODGING MEALS MTG REFRESHMENTS MEAL MEALS	624.81 57.66 55.30 8.12 19.32 765.21 * 1,636.13 **
012110	COUNTY ADMINISTRATOR				
5210	25483	Postal Services PITNEY BOWES FINANCL SERV	6804124 DC07108	POSTAGE METER LEASE	87.00 87.00 *
5230	10097 13325 13325 28711 30439	Telecommunications AT&T VITA VITA EMBARQ US CELLULAR	392 8837 108 T189232 T190264 392 8837 108 816442183 108	PHONE PAGER RENTAL PAGER RENTAL PHONE PHONE	159.08 16.36 16.36 471.78 62.72 726.30 *
5530	11894	Travel - Subsistence & Lo BUSINESS CARD	1412 SP 108	MEALS	166.38 166.38 *
5540	11894	Travel-Convention & Educa BUSINESS CARD	1412 SP 108	REGISTRATION	275.00 275.00 *
5810	31374 31374 31374	Dues & Association Member VGFOA VGFOA VGFOA	08 DUES BARTLTT 08 DUES POULSTN 08 DUES PUCKETT	DUES DUES DUES	35.00 35.00 35.00 105.00 *

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
6001	11894	Office Supplies	1404 MH 108	SERVICE FEE	27.95
	11894	BUSINESS CARD	1412 SP 108	OFFICE SUPPLIES/FEES	55.47
	13369	DIAMOND SPRINGS	11393100 108	OFFICE SUPPLIES	15.45
	20600	KEY OFFICE SUPPLY	415 CO ADMR 108	OFFICE SUPPLIES	1,162.93
	22489	MOONSTAR BBS	PECOUNTY 108	INTERNET	95.00
	32131	WAL-MART COMMUNITY	CO AD 2238 108	OFFICE SUPPLIES	10.87
6012	27196	Books and Subscriptions REVIEW PUBLICATIONS	845 108	VA REVIEW SUBSCRIPTN	1,367.67 *
				ACCOUNT TOTAL	18.00
				ACCOUNT TOTAL	18.00 *
				MAJOR TOTAL	2,745.35 **
012310	COMMISSIONER OF REVENUE				
3600	15240	Advertising FARMVILLE HERALD	334 COMR REV108	ADVERTISING	195.01
				ACCOUNT TOTAL	195.01 *
5230	10097	Telecommunications AT&T	392 3231 108	PHONE	54.75
	13325	VITA	T189232	ONLINE SERVICE	125.38
	13325	VITA	T190264	ONLINE SERVICE	125.38
	23933	NTELOS	141147315 108	INTERNET	19.95
	28711	EMBARQ	392 3231 108	PHONE	202.35
				ACCOUNT TOTAL	527.81 *
5510	11419	Travel-Mileage BOOTH BEVERLY M	EXPENSES 108	MILEAGE	43.65
	11419	BOOTH BEVERLY M	EXPENSES 1207	MILEAGE	58.20
				ACCOUNT TOTAL	101.85 *
5530	11419	Travel - Subsistence & Lo BOOTH BEVERLY M	EXPENSES 108	MEALS	11.70
	11419	BOOTH BEVERLY M	EXPENSES 1207	MEALS	36.62
				ACCOUNT TOTAL	48.32 *
				MAJOR TOTAL	872.99 **
012320	ASSESSOR				
3160	32122	Professional Services WAMPLER-EARNES APPRAISAL	2009-6	PROFESSIONAL SERVICE	21,622.50
				ACCOUNT TOTAL	21,622.50 *
				MAJOR TOTAL	21,622.50 **
012410	TREASURER				
3600	14691	Advertising ELLIOTT JAMES W ATTY	JAN 31 08	ADVERTISING	411.00
				ACCOUNT TOTAL	411.00 *
5210	28220	Postal Services SHANABERGER MABLE	REIMB 108	POSTAGE	5.21
				ACCOUNT TOTAL	5.21 *

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INVT#	DESCRIPTION	AMOUNT
5230	10097	AT&T	392 3454 108	PHONE	74.88
	10099	AT&T	392 3454 108	PHONE	33.37
	13325	VITA	T189232	ONLINE SERVICE	125.38
	13325	VITA	T190264	ONLINE SERVICE	125.38
	28711	EMBARQ	392 3454 108	PHONE	223.88
				ACCOUNT TOTAL	582.89 *
5510	28220	SHANABERGER MABLE	REIMB 108	TOLLS	3.50
				ACCOUNT TOTAL	3.50 *
5530	28220	SHANABERGER MABLE	REIMB 108	Travel - Subsistence & Lo	313.67
				MEALS & LODGING	313.67 *
5810	31374	VGFOA	08 DUES SHANAB	DUES	35.00
				ACCOUNT TOTAL	35.00 *
6001	15240	FARMVILLE HERALD	TREAS 108	SUBSCRIPTION	38.00
	15380	FARMVILLE PRINTING	8097	WINDOW ENVELOPES	397.00
	20600	KEY OFFICE SUPPLY	433 TREAS 108	OFFICE SUPPLIES	99.45
	22058	M&W PRINTERS INC	6281	DECAL APPLICATIONS	304.20
	22058	M&W PRINTERS INC	6282	COMPUTER PAPER	319.70
				ACCOUNT TOTAL	1,158.35 *
6014	14691	ELLIOTT JAMES W ATTY	JAN 31 08	COURT COSTS	176.00
				ACCOUNT TOTAL	176.00 *
				MAJOR TOTAL	2,685.62 **
012510		INFORMATION TECHNOLOGY			
3160		Professional Services			
	11902	BUSINESS DATA OF VA, INC.	102886	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	102893	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	102898	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	102900	TRAVEL EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	102903	TRAVEL EXPENSE	125.00
				ACCOUNT TOTAL	625.00 *
3320	12762	COMPUTERPLUS SALES/SERVIC	MC0000138720	MAINTENANCE CONTRACT	270.00
				ACCOUNT TOTAL	270.00 *
				MAJOR TOTAL	895.00 **
013100		ELECTORAL BOARD AND OFFICIALS			
6001	20214	UNILECT CORPORATION	08-07	VOTING BOOTHS	1,800.00
				ACCOUNT TOTAL	1,800.00 *
				MAJOR TOTAL	1,800.00 **

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MAJOR# ACCT# REGISTRAR	VENDOR NUMBER NAME	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5230	10099 AT&T 28711 EMBARQ	Telecommunications	392 4767 108 392 4767 108	PHONE PHONE	43.61 143.14 186.75 *
6001	13325 VITA 13325 VITA 20600 KEY OFFICE SUPPLY 20600 KEY OFFICE SUPPLY 20600 KEY OFFICE SUPPLY	Office Supplies	T189232 T190264 1275 REGISTR108 1275 REGISTR108 1275 REGISTR108	ONLINE SERVICE ONLINE SERVICE OFFICE SUPPLIES DATA BINDERS DATA BINDERS	3.25 3.25 89.85 61.90 61.90 220.15 * 406.90 **
021100	CIRCUIT COURT				
1700	999999 THARPE COURTNEY	Salaries - Jury Commissio	WITNESS 108	WITNESS	53.40 53.40 *
5230	10097 AT&T 28711 EMBARQ	Telecommunications	392 5171 108 392 5171 108	PHONE PHONE	53.59 173.37 226.96 *
6001	20600 KEY OFFICE SUPPLY	Office Supplies	71 CCJUDGE 108	STATIONERY	18.79 18.79 * 299.15 **
021200	GENERAL DISTRICT COURT				
3160	23247 SIFORD NANCY INC	Professional Services	1537	MEDIATION	200.00 200.00 *
5230	10097 AT&T 10099 AT&T 10099 AT&T 28711 EMBARQ 28711 EMBARQ 28711 EMBARQ 30439 US CELLULAR	Telecommunications	392 3623 108 392 3343 108 392 4024 108 392 3343 108 392 3623 108 392 4024 108 816442183 108	PHONE-JUV PROB PHONE-J&D PHONE-GEN DIST COURT PHONE-J&D PHONE-JUV PROB PHONE-GEN DIST COURT PHONE	111.22 77.47 116.32 77.93 103.56 294.93 37.31 818.74 *
6001	20600 KEY OFFICE SUPPLY	Office Supplies	415 CO ADMR 108	COPIER SERV CONTRACT	732.00 732.00 * 1,750.74 **
021300	SPECIAL MAGISTRATES				
5230	10099 AT&T	Telecommunications	392 3750 108	PHONE	57.73

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	EMBARQ	INV#	DESCRIPTION	ACCOUNT TOTAL	AMOUNT
8203	13325 13325 22321	VITA VITA MCMILLIAN PAGER SERVICE		392 3750 108	PHONE PAGER RENTAL PAGER RENTAL PAGER RENTAL	137.59 *	79.86 16.36 15.90 48.62 *
					MAJOR TOTAL	186.21 **	
021600		CLERK OF THE CIRCUIT COURT					
3310	20600	Repairs/Maintenance KEY OFFICE SUPPLY		418 CLERK 108	COPIER MAINT CONTRACT	255.00 *	255.00 *
5230	10097 28711	AT&T EMBARQ		392 5145 108 392 5145 108	PHONE PHONE	93.08 277.40	93.08 277.40
					ACCOUNT TOTAL	370.48 *	
5810	31090	Dues and Assoc Membership VAGARA		EPPE 08	08 DUES	20.00	20.00 *
6001	12267	Office Supplies CASKIE GRAPHICS INC		22459	EXHIBIT LABELS	20.60	20.60 *
6012	12063 31852	C W WARTHEN VA REVIEW DIRECTORY		46812 CLERK 108	LND REGRD CONVERSION GOVT OFFCLS DIRCTORY	52.31 319.75	52.31 319.75
					ACCOUNT TOTAL	372.06 *	
					MAJOR TOTAL	1,038.14 **	
021800		LAW LIBRARY					
6012	10099 21761 22210 28711	AT&T LEXISNEXIS MATTHEW BENDER & CO INC EMBARQ		315 0208 108 0712115350 6317734X 315 0208 108	PHONE ONLINE SERVICE VA MOD JURY INSTR CV PHONE	33.37 197.00 182.80 32.56	33.37 197.00 182.80 32.56
					ACCOUNT TOTAL	445.73 *	
					MAJOR TOTAL	445.73 **	
022100		COMMONWEALTH'S ATTORNEY					
5230	10099 20904 28711	AT&T KINEX NETWORKING SOLUTION EMBARQ		392 1902 108 080114 0007 392 1902 108	PHONE INTERNET PHONE	174.81 49.95 265.31	174.81 49.95 265.31
					ACCOUNT TOTAL	490.07 *	
5510	14746	Travel - Mileage ENNIS JAMES R		EXPENSES 108	MILEAGE	67.90	67.90

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MAJOR#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	14746	ENNIS JAMES R	EXPENSES 108	LODGING	365.80 *
5899	13012	Miscellaneous	07362268	SPECIAL ID	30.00
	28342	DMV	64384958	PROFESSIONAL SERVICE	42.00
		SHRED-IT			72.00 *
8202	20600	Furniture and Fixtures	6 COMM ATTY 108	FILE CABINETS	799.96
		KEY OFFICE SUPPLY			799.96 *
					1,727.83 **
022200		VICTIM WITNESS ASSISTANCE PROGRAM			
5510	28060	Travel	MILEAGE 108	MILEAGE	48.50
		SAMS CINDY			48.50 *
6001	10097	Office Supplies	315 0065 108	PHONE	117.78
	20600	AT&T	4079 VIC WIT108	OFFICE SUPPLIES	81.34
	28711	KEY OFFICE SUPPLY	315 0065 108	PHONE	44.81
		EMBARQ			243.93 *
					292.43 **
031200		SHERIFF			
3310	12758	Repairs/Maintenance	176039	RADIO REPAIRS	3,058.50
	12758	COMMTRONICS OF VA	179582	RADIO REPAIRS	676.60
					3,735.10 *
3311		Repairs & Maintenance - A			
	13012	DMV	08015090	LICENSE PLATE FEE	25.00
	14300	EAST END MOTOR CO INC	37107	OIL CHG/BRAKES/INSPC	785.92
	14300	EAST END MOTOR CO INC	37165	INSPECTION	16.00
	14300	EAST END MOTOR CO INC	37258	ALTERNATOR	368.54
	14300	EAST END MOTOR CO INC	37478	INSPECTION/OIL CHG	67.64
	14300	EAST END MOTOR CO INC	37639	IGNITION COIL/PLUGS	387.08
	14300	EAST END MOTOR CO INC	37663	INSPECTION/OIL CHG	79.55
					1,729.73 *
5230		Telecommunications			
	10099	AT&T	392 8101 108	PHONE	266.20
	28711	EMBARQ	024 0031 108	RADIO	10.52
	28711	EMBARQ	392 6730 108	PHONE	30.90
	28711	EMBARQ	392 8101 108	PHONE	459.35
	28723	EMBARQ COMMUNICATIONS INC	438278356 108	PHONE	15.42
	30439	US CELLULAR	918210747 108	PHONE	728.28
					1,510.67 *
5510		Travel - Mileage			
	15944	FRANKLIN LARRY	MEAL 107	MEAL	3.77
	28413	SHULAR WILLIAM D JR	MEALS 108	MEALS	47.56
					51.33 *





MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
7003		12553	Payment to Prospect VFD			
		14527	CITIZENS BANK & TRUST CO	4000613500 108	TRUCK PAYMENT	3,424.73
		15155	ELECOM INC	24699	PAGER BATTERY & CASE	27.40
		15155	FARMVILLE AUTOMOTIVE &	8631	VALVE COVER GASKET	74.63
		15155	FARMVILLE AUTOMOTIVE &	8643	FLAT REPAIR	28.40
		15656	FIRE & SAFETY EQUIP CO	18221	BADGES & CASES	417.20
		27907	ROY C JENKINS INC	10055411	LP GAS	735.43
		28224	SHANABERGER & SONS	46952	CHAINS AW OIL & LUBE	21.51
		28711	EMBARQ	574 9911 108	PHONE	51.93
		29332	TOWN OF FARMVILLE	805 PROSPECT 108	FUEL	172.48
		31368	VFIS	663414	AUTO INSURANCE	2,817.00
		31368	VFIS	663415	COMMERCIAL EXCESS	375.00
		31368	VFIS	663416	PACKAGE INSURANCE	1,798.00
					ACCOUNT TOTAL	9,943.71 *
7004			Payment to Darlington VFD			
		14300	EAST END MOTOR CO INC	36830	INSPECTION	62.74
		14700	ELLINGTON ENERGY SERVICE	42556	WATER HEATER	1,045.76
		14700	ELLINGTON ENERGY SERVICE	47347	DIESEL PUMP NOZZLES	137.17
		14700	ELLINGTON ENERGY SERVICE	8456	PROPANE	281.99
		14700	ELLINGTON ENERGY SERVICE	8457	PROPANE	287.71
		22502	PLANTERS BANK & TRUST	0467949058 #30	LOAN PAYMENT	501.50
		28640	SOUTHSIDE ELECTRIC COOP	38156 001 108	ELECTRIC SERVICE	177.44
		31335	VERIZON	248 6805 108	PHONE	73.49
					ACCOUNT TOTAL	2,567.80 *
7006			Payment to Pamplin VFD			
		10099	At&T	248 6690 108	PHONE	40.85
		12553	CITIZENS BANK & TRUST CO	4001033000 108	TRUCK PAYMENT	11,053.03
		15560	FARMVILLE WHSALE ELECTRIC	351959	BULBS & TESTER	219.31
		15908	FOSTER FUELS INC	140346T	PROPANE	423.95
		25200	PAMPLIN VOL FIRE DEPT	REIMB CK 2519	FUEL	461.17
		25200	PAMPLIN VOL FIRE DEPT	REIMB CK 2524	PROPANE	653.41
		25200	PAMPLIN VOL FIRE DEPT	REIMB CK 2525	PROPANE	156.90
		31335	VERIZON	248 6100 108	PHONE	58.73
		31335	VERIZON	248 6690 108	PHONE	46.21
		31846	DOMINION VA POWER	4743517221 108	ELECTRIC SERVICE	352.05
		31846	DOMINION VA POWER	6280980001 108	ELECTRIC SERVICE	45.34
					ACCOUNT TOTAL	13,510.95 *
7007			Payment to Meherrin VFD			
		15656	FIRE & SAFETY EQUIP CO	18133	SHIRT	39.80
		16658	GOODMAN TRUCK & TRACTOR	83827	TRUCK SERVICE WORK	113.12
		27907	ROY C JENKINS INC	10056684	LP GAS	459.33
		27907	ROY C JENKINS INC	8170320	DIESEL	729.93

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	28446	SLAGLE JACK L FIRE EQUIP	10028718 01	HOSE	1,644.08
	30439	US CELLULAR	811808312 108	PHONE	145.68
	31335	VERIZON	736 0633 108	PHONE	130.82
	31846	DOMINION VA POWER	0519881510 108	ELECTRIC SERVICE	274.01
	31846	DOMINION VA POWER	1913347348 108	ELECTRIC SERVICE	28.46
				ACCOUNT TOTAL	3,565.23 *
				MAJOR TOTAL	44,247.60 **
032500		EMERGENCY SERVICES			
3160		Professional Service E-91			
	29280	TIMMONS GROUP	65628 21	SYSTEM MAINTENANCE	600.00
	29280	TIMMONS GROUP	65628 22	SYSTEM MAINTENANCE	520.00
				ACCOUNT TOTAL	1,120.00 *
6014		Other Operating Supplies			
	21005	KORMAN SIGNS	203575	DIECUT NUMBERS	217.47
	31612	VA EMERGENCY MNGT ASSOC	331	08 DUES (PICKETT)	45.00
				ACCOUNT TOTAL	262.47 *
				MAJOR TOTAL	1,382.47 **
033200		REGIONAL JAIL & DETENTION			
3196		Purchase of Services - Ja			
	14933	FAMILY PRESERVATION SERV	29392	ELECTRONIC MONITORIN	930.00
	25375	PIEDMONT RGNL JUVENILE	692	JUVENILE DETENTION	9,675.00
				ACCOUNT TOTAL	10,605.00 *
7001		Piedmont Regional Jail-Pe			
	25380	PIEDMONT REGIONAL JAIL	360	INMATE PER DIEM	3,810.40
				ACCOUNT TOTAL	3,810.40 *
				MAJOR TOTAL	14,415.40 **
034100		BUILDING OFFICIAL			
5510		Travel - Mileage			
	29332	TOWN OF FARMVILLE	97 108	GAS	284.20
				ACCOUNT TOTAL	284.20 *
6001		Office Supplies			
	19102	JMBCOA	2008 DUES	DUES	25.00
	30439	US CELLULAR	816442183 108	PHONE	37.31
				ACCOUNT TOTAL	62.31 *
				MAJOR TOTAL	346.51 **
035100		ANIMAL CONTROL			
5230		Telecommunications			
	28711	EMBARQ	223 7310 108	PHONE	31.96
	30439	US CELLULAR	816442183 108	PHONE	74.82
				ACCOUNT TOTAL	106.78 *
5510		Travel - Mileage			
	17004	HALEY OF FARMVILLE INC	157551	ALTERNATOR	356.85

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MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5820		29332	TOWN OF FARMVILLE	97 108	GAS	600.94
			Fowl & Livestock Claims			957.79 *
		999999	CRAIN BENNY	COYOTE 108	BOUNTY	50.00
		999999	MCCORMICK DANIEL	COYOTE 108	BOUNTY	50.00
		999999	SCRUGGS MILTON	COYOTE 108	BOUNTY	50.00
		999999	ALPAUGH JASON	COYOTE 108	BOUNTY	50.00
		999999	HAPPERT ALBERT R	COYOTE 108	BOUNTY	50.00
		999999	ZOOK JOSHUA	COYOTE 108	BOUNTY	50.00
		999999	ADAMS JOHN	COYOTE 108	BOUNTY	50.00
6001			Office Supplies			350.00 *
		13325	VITA	T189232	PAGER RENTAL	16.36
		13325	VITA	T190254	PAGER RENTAL	16.36
		17468	HARMWOOD & SON INSURANCE	HORN BOND 108	BOND RENEWAL	100.00
		21005	KORMAN SIGNS	203694	VEHICLE DECALS	51.50
		28596	SOUTHERN STATES	55886	FEED BAGS	50.00
					ACCOUNT TOTAL	234.22 *
					MAJOR TOTAL	1,648.79 **
036100			BIOSOLIDS MONITORING			
5230		29339	Telecommunications	EXPENSES 108	INTERNET	24.67
		30439	TOOMBS MANUEL H JR	816442183 108	PHONE	37.31
					ACCOUNT TOTAL	61.98 *
5510		29332	Travel - Mileage	97 108	GAS	392.02
			TOWN OF FARMVILLE			392.02 *
					ACCOUNT TOTAL	454.00 **
042300			REFUSE DISPOSAL			
3160		27191	Professional Services	32677	MISC WORK TASKS	2,174.63
		27191	RESOURCE INTERNATIONAL	32678	CELL D CONST DOCUMENT	1,274.50
					ACCOUNT TOTAL	3,449.13 *
3310			Repairs/Maintenance			
		11359	BLUE TARP FINANCIAL INC	I75121	CHAIN/PADLOCK-VIRSO	39.80
		11359	BLUE TARP FINANCIAL INC	I76687	SLEDGE HAMMER	49.98
		11359	BLUE TARP FINANCIAL INC	I77318	TAPE	51.98
		11359	BLUE TARP FINANCIAL INC	I78871	NO DUMPING SIGN	12.44
		25380	PIEDMONT REGIONAL JAIL	116	INMATE TRASH PICKUP	127.50
		27770	ROD & STAFF WELDING	35478	PIPE	69.90
		28869	STIFF O INC	4514	MONTHLY SERVICE	671.75
		29083	TAYLOR-FORBES EQUIP CO	IN73245	HINGE PINS	15.75
		32103	WALKER DAVE M	FEB 08	CLEANING BOX SITE	250.00
		32131	WAL-MART COMMUNITY	CO AD 2238 108	PADLOCK	6.44
					ACCOUNT TOTAL	1,295.54 *

MAJOR# ACCT# 3311	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	29501	Maintenance/Repairs Auto TREASURER OF VIRGINIA	R34639	TIRES	600.00 *
				ACCOUNT TOTAL	600.00 *
3840	10811	Contract Landfill - POS ARENA TRUCKING COMPANY	JAN 08	TRASH COLLECTION	394.00
	27191	RESOURCE INTERNATIONAL	32712	GRDTR MONITORING	2,063.40
	32950	WRIGHT'S EXCAVATING	FEB 08	LANDFILL OPERATION	42,187.50
				ACCOUNT TOTAL	44,644.90 *
3841	14723	Purchase of Serv - Recycli EMANUEL TIRE OF VIRGINIA	455585	TIRE RECYCLING	897.00
	28866	STEPS, INC	DEC 07	RECYCLING FEE	626.73
				ACCOUNT TOTAL	1,523.73 *
5230	10097	Telecommunications AT&T	392 3675 108	PHONE	33.36
	10099	AT&T	223 1595 108	PHONE	34.55
	10099	AT&T	248 5696 108	PHONE	59.59
	10099	AT&T	392 9223 108	PHONE	33.37
	10099	AT&T	574 4166 108	PHONE	39.28
	10099	AT&T	767 2769 108	PHONE	33.92
	28711	EMBARQ	223 1595 108	PHONE	31.80
	28711	EMBARQ	391 3442 108	PHONE	31.20
	28711	EMBARQ	392 3675 108	PHONE	44.84
	28711	EMBARQ	392 9223 108	PHONE	39.24
	28711	EMBARQ	574 4166 108	PHONE	39.84
	28711	EMBARQ	767 2769 108	PHONE	40.98
	30439	US CELLULAR	816442183 108	PHONE	37.31
	31335	VERIZON	248 5696 108	PHONE	64.13
	31335	VERIZON	736 2828 108	PHONE	56.25
				ACCOUNT TOTAL	560.66 *
6009	12032	Vehicle Supplies C & L MACHINE & WELDING	151134	REPAIR ROLLOFF COVER	440.00
	23726	NEWMAN TIRE CO INC	150636	TIRES	900.00
	23726	NEWMAN TIRE CO INC	150902	TIRE	150.00
	29332	TOWN OF FARMVILLE	97 108	GAS	2,156.71
				ACCOUNT TOTAL	3,646.71 *
				MAJOR TOTAL	55,720.67 **
042610		SANDY RIVER RESERVOIR			
3160	13779	Professional Services DRAPER ADEN ASSOCIATES	2007120331	SRR FINANCL ANALYSIS	2,620.93
	13779	DRAPER ADEN ASSOCIATES	2007120445	SRR PROTECTION PLAN	14,705.00
	13779	DRAPER ADEN ASSOCIATES	2007120449	WATER SUPPLY PLAN	5,635.00
	13779	DRAPER ADEN ASSOCIATES	2007120457	INTAKE/PUMP FACILITY	20,250.00
				ACCOUNT TOTAL	43,210.93 *
3170	13779	Interim Water Supply DRAPER ADEN ASSOCIATES	2007120456	WATR MAIN EXT TO HSC	3,920.00
	13779	DRAPER ADEN ASSOCIATES	2007120539	WATR MAIN EXT TO HSC	2,550.00
	13779	DRAPER ADEN ASSOCIATES	2007120677	WATR MAIN EXT TO HSC	4,000.00
				ACCOUNT TOTAL	10,470.00 *
				MAJOR TOTAL	53,680.93 **

MAJOR# ACCT# 043200	VENDOR NUMBER GENERAL PROPERTIES	VENDOR NAME	INV#	DESCRIPTION	ACCOUNT TOTAL	AMOUNT
3160	28223	Professional Services SERVICEMASTER	FEB 08	JANITORIAL CONTRACT	4,875.83	4,875.83 *
3310	10172	Repairs/Maintenance AIR CONDITIONING EQUIPMNT	36889	AHU RELAY SWITCH	430.00	430.00
	11359	BLUE TARP FINANCIAL INC	177833	LUMBER	214.69	214.69
	11359	BLUE TARP FINANCIAL INC	178469	GYPSUM BOARD	21.72	21.72
	17877	HUDSON-PAYNE ELECTRONICS	8010407	FIRE ALARM TST CNTRCT	650.00	650.00
	28583	SOUTHERN AIR INC	44136	AIR QUALITY TESTING	3,225.00	3,225.00
	28869	STIFF O O INC	4514	MONTHLY SERVICE	100.00	100.00
				ACCOUNT TOTAL	4,641.41	4,641.41 *
5110	28640	Electrical Services SOUTHSIDE ELECTRIC COOP	114379 001 108	DH SITE	149.10	149.10
	28640	SOUTHSIDE ELECTRIC COOP	114379 002 108	SRR LIGHTS	31.91	31.91
	28640	SOUTHSIDE ELECTRIC COOP	114379 003 108	VIRSO SITE	264.78	264.78
	31844	DOMINION VA POWER	0890745003 108	ANIMAL SHELTER	322.63	322.63
	31844	DOMINION VA POWER	0916382831 108	INDUSTRIAL PARK	62.07	62.07
	31844	DOMINION VA POWER	1230385005 108	ROY CLARK MONUMENT	60.23	60.23
	31844	DOMINION VA POWER	2786281903 108	COURTHOUSE	8,432.79	8,432.79
	31844	DOMINION VA POWER	5181167213 108	LEACHATE PUMP	5.75	5.75
	31844	DOMINION VA POWER	8970737501 108	SCALEHOUSE	147.79	147.79
	31844	DOMINION VA POWER	9670710004 108	SHOP	65.39	65.39
	31846	DOMINION VA POWER	0599507431 108	RICE SITE	120.35	120.35
	31846	DOMINION VA POWER	0670040567 108	CELL C PUMP STATION	20.89	20.89
	31846	DOMINION VA POWER	0675198071 108	MOORE BLDG	146.19	146.19
	31846	DOMINION VA POWER	1059387447 108	MOORE BLDG	79.68	79.68
	31846	DOMINION VA POWER	1144204110 108	GREEN BAY SITE	82.32	82.32
	31846	DOMINION VA POWER	4951935099 108	SHERIFF DEPT SHED	5.50	5.50
	31846	DOMINION VA POWER	5856894620 108	WORSHAM CLERK OFFICE	217.13	217.13
	31846	DOMINION VA POWER	6669158583 108	LIGHTS AT RICE	65.92	65.92
	31846	DOMINION VA POWER	7471653571 108	WORSHAM SITE	130.31	130.31
	31846	DOMINION VA POWER	8105475944 108	AG BLDG	1,932.04	1,932.04
	31846	DOMINION VA POWER	8601161519 108	PROSPECT SITE	122.65	122.65
	31846	DOMINION VA POWER	9176847250 108	LANDFILL SITE	109.10	109.10
				ACCOUNT TOTAL	12,574.52	12,574.52 *
5120	27907	Heating Services ROY C JENKINS INC	494029	HEATING OIL	11,924.36	11,924.36
5230	10099	Telecommunications AT&T	223 8665 108	PHONE	33.71	33.71
	28711	EMBARQ	024 0033 108	LINE TO HOSPITAL	7.97	7.97
	28711	EMBARQ	223 8665 108	PHONE	47.79	47.79
	28711	EMBARQ	392 1943 108	PHONE	63.16	63.16
	30439	US CELLULAR	816442183 108	PHONE	211.89	211.89
				ACCOUNT TOTAL	364.52	364.52 *
6005	10719	Janitorial Supplies ARAMARK UNIFORM SERVICES	72304002 108	JANITORIAL SUPPLIES	192.09	192.09

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MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INVOICE#	DESCRIPTION	AMOUNT
6007		10331	Repairs and Maintenance S			
		10719	ARAMARK UNIFORM SERVICES	72304002 108A	JANITORIAL SUPPLIES	194.32
		11359	BLUE TARP FINANCIAL INC	177127	LYSOB	32.02
		17312	HANDI-CLEAN PRODUCTS INC	SI 90711	DISINFECTANT	181.79
		32131	WAL-MART COMMUNITY	CO AD 2238 108	JANITORIAL SUPPLIES	29.68
		32550	WILCO INC.	1205485 01	JANITORIAL SUPPLIES	1,713.10
					ACCOUNT TOTAL	2,343.00 *
		11929	AHU MOTOR		AHU MOTOR	309.00
		175185	AMERICAN ELECTRIC MOTORS		MERCHANDISE RETURNED	1.88-
		175512	BLUE TARP FINANCIAL INC		TOOLS	34.61
		175609	BLUE TARP FINANCIAL INC		PAINT BRUSHES	19.58
		177067	BLUE TARP FINANCIAL INC		PADLOCKS & HASPS	24.10
		177094	BLUE TARP FINANCIAL INC		PADLOCK/HASP/BOLTS	18.04
		177159	BLUE TARP FINANCIAL INC		PAINTER RAGS	14.69
		177667	BLUE TARP FINANCIAL INC		EXTRACTORS	39.75
		177831	BLUE TARP FINANCIAL INC		SHOVEL	38.01
		178468	BLUE TARP FINANCIAL INC		PADLOCK & HASPS	28.87
		367366	ARCET EQUIPMENT CO		WHEEL & CHISEL	50.96
		1189232	VITA		PAGER RENTAL	33.62
		1190264	VITA		PAGER RENTAL	33.62
		JAN 30 08	OK TERMITE & PEST CONTROL		EXTERMINATING SERVICE	150.00
		131421	PEARSON EQUIPMENT CO		SCAFFOLDING RENTAL	111.29
		131422	PEARSON EQUIPMENT CO		SCAFFOLDING RENTAL	24.00
		131423	PEARSON EQUIPMENT CO		SCAFFOLDING RENTAL	15.00
		730885	PRICE SUPPLY CO INC		HEAT LAMP BULB	3.09
		731389	PRICE SUPPLY CO INC		AIR FILTERS	13.20
		10137028	RANSON'S INC		DOOR CHIME BATTERIES	9.98
		5654 7	SHERWIN WILLIAMS CO		PAINT SUPPLIES	50.77
		5997 0	SHERWIN WILLIAMS CO		PAINT PRIMER	5.54
		9604 4	SHERWIN WILLIAMS CO		PAINT BRUSH & PAIL	19.41
		IN73204	TAYLOR-FORBES EQUIP CO		TEST GAUGE	20.85
		CO AD 2238 108	WAL-MART COMMUNITY		MAINTENANCE SUPPLIES	43.25
					ACCOUNT TOTAL	1,109.35 *
6009		14287	Vehicle & Powered Equipme			
		14300	EAST END CHEVRON	JAN 31 08	OIL CHANGE	10.00
		14300	EAST END MOTOR CO INC	37250	INSPECTION	16.00
		14300	EAST END MOTOR CO INC	37251	INSPECTION	16.00
		14300	EAST END MOTOR CO INC	37274	RELINE BRAKES	154.16
		14300	EAST END MOTOR CO INC	37278	INSPECT/RELINE BRAKES	195.63
		14300	EAST END MOTOR CO INC	37368	INSPECTION/HEADLIGHT	45.71
		14300	EAST END MOTOR CO INC	37535	TIRES	735.60
		29083	TAYLOR-FORBES EQUIP CO	IN72961	LAWN TRACTOR BATTERY	28.80
		29332	TOWN OF FARMVILLE	97 108	GAS	420.90
					ACCOUNT TOTAL	1,622.80 *
043400	CANNERY				MAJOR TOTAL	39,455.79 **
3310		15721	Repairs & Maintenance			
			FISHER AUTO PARTS, INC.	056 272873	OIL FOR COMPRESSOR	13.58

MAJOR#	ACCT#	VENDOR NUMBER	VENDOR NAME	INVT#	DESCRIPTION	AMOUNT
5110		28640	Electrical Services			
		16671	GRAINGER	9536928832	AIR COMPRESSOR	517.44
		16674	GRANT'S GLASS	52371	REPLCMNT WINDW PANES	38.00
		25680	PRICE SUPPLY CO INC	731298	PIPE & FITTINGS	75.46
		27770	ROD & STAFF WELDING	35478	ROD & FLAT BAR	12.30
					ACCOUNT TOTAL	656.78 *
5230		28640	SOUTHSIDE ELECTRIC COOP	44435 001 108	ELECTRIC SERVICE	98.12
					ACCOUNT TOTAL	98.12 *
		10099	AT&T	223 8664 108	PHONE	34.38
		28711	EMBARQ	223 8664 108	PHONE	31.28
					ACCOUNT TOTAL	65.66 *
					MAJOR TOTAL	820.56 **
052500			CHAPTER X BOARD			
5640		12928	Payment to Crossroad Ser	3RD QTR 108	LOCAL SUPPORT	15,660.75
			CROSSROAD SERVICES BOARD			15,660.75 *
					ACCOUNT TOTAL	15,660.75 **
053500			COMPREHENSIVE SERVICES ACT			
3160			CSA Programs			
		10010	ABDUS SABUR LATRIND	JAN 08	FOSTER CARE	300.00
		11137	BALDWIN BETTY	JAN 08	FOSTER CARE	500.52
		11894	BUSINESS CARD	JAN 08	FOSTER CARE	46.84
		11894	BUSINESS CARD	JAN 08	FOSTER CARE	36.71
		12280	CENTRA HEALTH	5670 108	PROFESSIONAL SERVICE	1,900.00
		12280	CENTRA HEALTH	7025 108	PROFESSIONAL SERVICE	1,716.00
		12280	CENTRA HEALTH	7035 108	PROFESSIONAL SERVICE	2,060.80
		12280	CENTRA HEALTH	7088 108	PROFESSIONAL SERVICE	2,060.80
		12280	CENTRA HEALTH	7102 108	PROFESSIONAL SERVICE	1,848.00
		12280	CENTRA HEALTH	7180 108	PROFESSIONAL SERVICE	1,848.00
		12280	CENTRA HEALTH	7233 108	PROFESSIONAL SERVICE	2,060.80
		12280	CENTRA HEALTH	7298 108	PROFESSIONAL SERVICE	2,060.80
		12280	CENTRA HEALTH	7316 108	PROFESSIONAL SERVICE	1,848.00
		12280	CENTRA HEALTH	7336 108	PROFESSIONAL SERVICE	1,848.00
		12929	CROSSROADS SERVICES BD	FAPT/CPMT 108	PROFESSIONAL SERVICE	3,702.50
		12964	CUMBERLAND HOSPITAL	1030154 108	PROFESSIONAL SERVICE	16,022.35
		14575	ELK HILL	15268	PROFESSIONAL SERVICE	7,945.40
		14575	ELK HILL	15381	PROFESSIONAL SERVICE	700.00
		14933	FAMILY PRESERVATION SERV	26706	PROFESSIONAL SERVICE	750.00
		14933	FAMILY PRESERVATION SERV	26715	PROFESSIONAL SERVICE	950.00
		14933	FAMILY PRESERVATION SERV	29344	PROFESSIONAL SERVICE	577.50
		14933	FAMILY PRESERVATION SERV	29346	PROFESSIONAL SERVICE	420.00
		14933	FAMILY PRESERVATION SERV	29348	PROFESSIONAL SERVICE	210.00
		14933	FAMILY PRESERVATION SERV	29353	PROFESSIONAL SERVICE	842.50
		14933	FAMILY PRESERVATION SERV	29361	PROFESSIONAL SERVICE	323.75



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EXPENDITURES - GENERAL FUND

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	14933	FAMILY PRESERVATION SERV	29380	PROFESSIONAL SERVICE	1,482.50
	14933	FAMILY PRESERVATION SERV	29381	PROFESSIONAL SERVICE	1,160.00
	15766	FISHER JUANITA	JAN 08	FOSTER CARE	230.00
	16672	GRAFTON SCHOOL INC	102195	PROFESSIONAL SERVICE	2,895.00
	16672	GRAFTON SCHOOL INC	102196	PROFESSIONAL SERVICE	2,702.00
	16672	GRAFTON SCHOOL INC	102197	PROFESSIONAL SERVICE	2,895.00
	16672	GRAFTON SCHOOL INC	102401	PROFESSIONAL SERVICE	555.00
	16672	GRAFTON SCHOOL INC	102402	PROFESSIONAL SERVICE	166.50
	17065	HALLMARK YOUTH-CARE-RICHMD	1989 108	PROFESSIONAL SERVICE	1,200.00
	17754	HELTON HOUSE INC	948	PROFESSIONAL SERVICE	5,052.50
	19654	JOHNSON CRISTY	JAN 08	FOSTER CARE	431.00
	21387	LAWSON LAKEISHA	JAN 08	FOSTER CARE	862.00
	21616	LEE ERNESTINE	JAN 08	FOSTER CARE	862.00
	21616	LEE ERNESTINE	JAN 08	FOSTER CARE	150.00
	22457	MILLS BONNIE	JAN 08	FOSTER CARE	27.88
	25620	PRESBYTERIAN HM/FMLY SERV	JAN 08	FOSTER CARE	5,166.00
	30364	UHRICH ANGELA	JAN 08	FOSTER CARE	1,661.00
	32131	WAL-MART COMMUNITY	JAN 08	FOSTER CARE	809.20
	32475	WHISPER RIDGE-CHARLOTTVILL	500223 0108	PROFESSIONAL SERVICE	1,350.00
				ACCOUNT TOTAL	82,236.85 *
				MAJOR TOTAL	82,236.85 **
081100		PLANNING			
3161		Planning Commission			
	12628	COLEMAN SAMUEL	JAN 16 08	COMMISSION MTG	111.64
	16195	GILLIAM DONALD	JAN 16 08	COMMISSION MTG	119.40
	21525	LEATHERWOOD JACK	JAN 16 08	COMMISSION MTG	100.00
	22170	MASON CHRIS	JAN 16 08	COMMISSION MTG	108.73
	27385	RICHARDS CLEM	JAN 16 08	COMMISSION MTG	119.40
				ACCOUNT TOTAL	559.17 *
5210		Postal Services			
	11894	BUSINESS CARD	1412 SP 108	POSTAGE	28.80
	25359	PICKETT JONATHAN	EXPENSES 108	POSTAGE	4.80
				ACCOUNT TOTAL	33.60 *
5230		Telecommunications			
	30439	US CELLULAR	816442183 108	PHONE	62.72
				ACCOUNT TOTAL	62.72 *
5510		Travel-Mileage			
	25359	PICKETT JONATHAN	EXPENSES 108	MILEAGE	370.35
				ACCOUNT TOTAL	370.35 *
6001		Office Supplies			
	21005	KORMAN SIGNS	203694	VEHICLE DECALS	193.12
				ACCOUNT TOTAL	193.12 *
				MAJOR TOTAL	1,218.96 **
081500		ECONOMIC DEVELOPMENT			
3160		Professional Services			
	11894	BUSINESS CARD	2078 CARNEY 108	DOMAIN NAME RENEWAL	20.38

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MAJOR# ACCT#	VENDOR NUMBER SEEN	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5230	31246	VADEN & ASSOCIATES INC	10034	MAP FOR WEBSITE	990.38 *
		Telecommunications			
	10097	AT&T	392 1482 108	PHONE	58.10
	22489	MOONSTAR BBS	ECON DEV 108	INTERNET	45.00
	28711	EMBARQ	392 1482 108	PHONE	182.72
				ACCOUNT TOTAL	285.82 *
5510	12122	Travel - Mileage			
	31199	CARNEY SHARON LEE	MILEAGE 108	MILEAGE	134.25
		VANEPS MAGI	EXPENSES 108	MILEAGE	35.36
				ACCOUNT TOTAL	169.61 *
6001	11894	Office Supplies			
	15380	BUSINESS CARD	2078 CARNEY 108	OFFICE SUPPLIES	90.49
	31199	FARMVILLE PRINTING	8088 ECO DEV	ENVELOPES	145.00
		VANEPS MAGI	EXPENSES 108	OFFICE SUPPLIES	9.98
				ACCOUNT TOTAL	245.47 *
8202	11894	Furniture & Fixtures			
		BUSINESS CARD	2078 CARNEY 108	SHELF	58.70
				ACCOUNT TOTAL	58.70 *
				MAJOR TOTAL	1,749.98 **
095000		DEBT SERVICE			
0003	30600	Courthouse Construction			
	30600	RURAL DEVELOPMENT	LOAN 97-01 108	CH LOAN	6,508.00
		RURAL DEVELOPMENT	LOAN 97-02 108	CH LOAN	10,118.00
				ACCOUNT TOTAL	16,626.00 *
				MAJOR TOTAL	16,626.00 **
				FUND TOTAL	391,837.90

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EXPENSES RETIREMENT BENEFIT FUND  
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MAJOR# ACCT# 002230	VENDOR NUMBER RETIREMENT BENEFIT FUND	VENDOR NAME RETIREMENT BENEFIT FUND	INV#	DESCRIPTION	AMOUNT
1101	25257	LEOS Disbursements JOHNS VICKI K	FEB 08	RETIREE BENEFIT	959.00 959.00 *
1102	29937	Retirees Insurance ANTHEM BCBS	MARCH 08	RETIREE HEALTH INS	1,812.00 1,812.00 * 2,771.00 **
				ACCOUNT TOTAL	2,771.00
				ACCOUNT TOTAL	1,812.00
				MAJOR TOTAL	2,771.00
				FUND TOTAL	2,771.00

MAJOR# ACCT# 021400	VENDOR NUMBER PIEDMONT	VENDOR NAME COURT SERVICES	INV#	DESCRIPTION	AMOUNT
5110	31846	Electrical Service DOMINION VA POWER	7218131923 108	ELECTRIC SERVICE	179.70 179.70 *
5230	10097 28711	Telecommunications AT&T EMBARQ	392 8161 108 392 8161 108	PHONE PHONE	236.54 230.39 466.93 *
5306	12182	Surety Bonds CNA SURETY	060169499427 08	SURETY BONDS	226.80 226.80 *
5510	15954 16682 16944 17777 21444 22217 22749	Travel - Mileage FRANKLIN SHEENA GRAY SHARON STIMPSON CONNIE HRICKO ASHLEY LAYNE BRITTANY MAXEY RENEE T MOSS REBECCA	MILEAGE 108 MILEAGE 108 MILEAGE 108 MILEAGE 108 MILEAGE 108 MILEAGE 108 MILEAGE 108	MILEAGE MILEAGE MILEAGE MILEAGE MILEAGE MILEAGE MILEAGE	64.02 126.08 12.12 94.07 133.37 21.97 97.97 549.60 *
5540	15953 999999 999999	Travel - Convention and E FRED FRYOR SEMINARS THE EDUCATION COALITION AMSTERDAM	9979962 TRAINING 108 743368	TRAINING TRAINING KEY TAGS	50.00 110.00 123.35 283.35 *
8202	29136	Furniture and Fixtures TELMIMAGINE	6757241021	PHONE LEASE	3,520.13 3,520.13 * 5,226.51 **
097001	PCS SUPERVISION FEES EXPENDITURES				
5420	28724	PCS - Lease/Rent of Build SRP CORPORATION LLC	RENT 108	RENT	1,550.00 1,550.00 *
6006	17346	PCS - Janitorial Services HARDY PAGE	JAN 08	CLEANING SERVICE	120.00 120.00 * 1,670.00 **
097002	PCS DRUG TESTING FEES				
0001	28095	PCS Drug Testing Fees KROLL LABORATORY	164461	DRUG TESTING	46.71 46.71 * 46.71 **
ACCOUNT TOTAL					6,943.22
MAJOR TOTAL					401,552.12
FUND TOTAL					
TOTAL DUE					

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



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

**Meeting Date:** February 12, 2008  
**Item No.:** 5-d  
**Department:** Payroll  
**Staff Contact:** Sheila Martin  
**Issue:** Consent Agenda – Salaries

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**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.

**Attachments:** None.

**Recommendation:** Approval

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

Fore \_\_\_\_\_  
Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



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

**Meeting Date:** February 12, 2008  
**Item No.:** 5-e  
**Department:** Commissioner of Revenue  
**Staff Contact:** Beverly Booth  
**Issue:** Consent Agenda – Erroneous Assessments

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**Summary:**

See Attachments.

**Attachments:**

Certificate of Refund – Stephen Carwile – Personal Property (\$109.73)  
Certificate of Refund – BB&T Equipment Finance Corp. – Business Personal Property  
(\$571.50)

**Recommendation:** Approval.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_

COMMONWEALTH OF VIRGINIA  
 COUNTY OF PRINCE EDWARD  
 Office of Commissioner of the Revenue  
 Farmville, Virginia

CERTIFICATE FOR REFUND OF LOCAL TAXES ERRONEOUSLY ASSESSED AND PAID

Pay to: Steven Carwile (Date) February 8 2008  
 Address: 41 Dogwood Lane Amount of Refund \$109.73  
Farmville, Va. 23901  
Tax Refunds Payable

The above named taxpayer has duly filed application with the Commissioner of the Revenue for the refund of County taxes assessed by the said Commissioner of the Revenue for Prince Edward County as follows:

Subject of Taxation	Year	Book	Page	Line	Value	Taxes	Penalty	Total
PERS PROP	2007	Per Prop	181	9	\$17,500.	\$99.75	\$9.98	\$109.73

The foregoing assessments, having been paid and on evidence submitted, it is adjudged that the foregoing assessments are erroneous for the following reason:

Taxpayer did not own mobile home on January 1 2007. The new owner was supplemented for mobile home. Taxes have been paid.

Subject of Taxation	Year	Value	Taxes	Penalty	Total	Amount of Refund
Pers Prop	2007	\$17,500.	\$99.75	\$9.98	\$109.73	\$109.73

Pursuant to Section 58-1142, Code of Virginia, I do hereby certify that the foregoing certificate for refund is correct to the best of my knowledge and belief:

Burton D. Booth  
 Commissioner of the Revenue

I do hereby approve the foregoing certificate for refund:

James A. [Signature]  
 Attorney for the Commonwealth

According to the foregoing certificate of refund as submitted by the Commissioner of the Revenue and approved by the Attorney for the Commonwealth, it is adjudged that the taxpayer is entitled to a refund in the amounts of the difference between the taxes assessed and paid and the taxes which should have been assessed and paid, and that the Treasurer of this County is hereby directed to refund to \_\_\_\_\_

\_\_\_\_\_ the excess taxes paid in the amount of \_\_\_\_\_.

By order of the Board of Supervisors:

\_\_\_\_\_ Date

\_\_\_\_\_ Clerk, Board of Supervisors

COMMONWEALTH OF VIRGINIA  
 COUNTY OF PRINCE EDWARD  
 Office of Commissioner of the Revenue  
 Farmville, Virginia

CERTIFICATE FOR REFUND OF LOCAL TAXES ERRONEOUSLY ASSESSED AND PAID

Pay to: BB & T EQUIPMENT FINANCE CORP (Date) FEBRUARY 5, 2008  
 Address: P O Box 1290 Amount of Refund \$571.50  
Winston-Salem NC 27102 Tax Refunds Payable

The above named taxpayer has duly filed application with the Commissioner of the Revenue for the refund of County taxes assessed by the said Commissioner of the Revenue for Prince Edward County as follows:

Subject of Taxation	Year	Book	Page	Line	Value	Taxes	Penalty	Total
Business	2007	PP	81	809	\$12,700	\$571.50	-0-	\$571.50
Personal Property								

The foregoing assessments, having been paid and on evidence submitted, it is adjudged that the foregoing assessments are erroneous for the following reason:

The Leasing Company filed in error with the Commissioner's office.

Subject of Taxation	Year	Value	Taxes	Penalty	Total	Amount of Refund
Business	2007	\$12,700	\$571.50	-0-	\$571.50	\$571.50
Personal Property						

Pursuant to Section 58-1142, Code of Virginia, I do hereby certify that the foregoing certificate for refund is correct to the best of my knowledge and belief:

Burlynk Booth  
 Commissioner of the Revenue

I do hereby approve the foregoing certificate for refund:

James R. Lewis  
 Attorney for the Commonwealth

According to the foregoing certificate of refund as submitted by the Commissioner of the Revenue and approved by the Attorney for the Commonwealth, it is adjudged that the taxpayer is entitled to a refund in the amounts of the difference between the taxes assessed and paid and the taxes which should have been assessed and paid, and that the Treasurer of this County is hereby directed to refund to \_\_\_\_\_

\_\_\_\_\_ the excess taxes paid in the amount of \_\_\_\_\_.

By order of the Board of Supervisors:

\_\_\_\_\_ Date

\_\_\_\_\_ Clerk, Board of Supervisors





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

**Meeting Date:** February 12, 2008  
**Item No.:** 6  
**Department:** County Administrator  
**Staff Contact:** Wade Bartlett  
**Issue:** Appropriations

---

**Summary:**

Attached is a budget request from the Department of Social Services. The State DSS Office has approved additional funding for Prince Edward County (\$33,815 of State Funds and \$44,290 of Federal Funds); however, it does require a local match of \$11,745. The Board is requested to:

- 1. Increase the Welfare Fund budget by \$89,850 due to the receipt of \$33,815 of State funds, \$44,290 of Federal funds and \$11,745 of Local funds; and approve the transfer of \$11,745 from the General Fund to the Welfare Fund.
  
- 2. Increase the Clerk's Budget by \$1,859.58. The Clerk has received \$1,859.58 from the Technology Trust fund to assist in the repairs of the firewall router and for microfilm and deposit of land records for rolls of film. This amendment increases the revenue line labeled Technology Trust Funds.

**Attachments:** Memorandum from Department of Social Services with Budget Amendments  
Memorandum from Clerk of Court with Budget Amendments

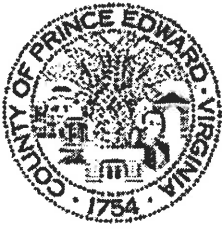
**Recommendation:** Approve as submitted.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

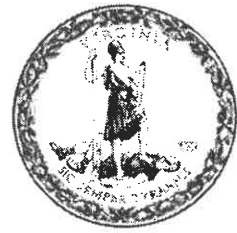
Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



**RINCE EDWARD COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

*Post Office Drawer 628 – 111 South Street  
Farmville, Virginia 23901-0628  
Telephone: (434) 392-3113 Fax: (434) 392-8453*



# Memorandum

**To:** Mrs. Shanaberger, Prince Edward County Treasurer and  
Mr. Bartlett, County Administrator

**From:** LaVerne Walker, Office Manager

**Date:** 2/6/2008

**Re:** Approved Additional Allocation Request for Fiscal Year 2007-08

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<u>Budget Line</u>	<u>Description</u>	<u>Approved Additional Allocation</u>	
		<u>Fed/State</u>	<u>Local</u>
866	Family Preservation/Support	\$5,300	90% 10%
804	Auxiliary Grants	\$20,000	80% 20%
812	Adoption Subsidy	\$3,500	100%
872	View Purchased Services & Administration	\$18,500	84% 16%
871	View Working & Transitional Day Care	\$42,550	90% 10%



## Budget Amendments - February 12, 2008 Board Meeting

ITEM #	REV/EXP	FUND	DEPT	OBJECT	DESCRIPTION	DEBIT	CREDIT
1	3 (Rev)	201	24010	0002	Welfare Fund-State		\$ 33,815
	3 (Rev)	201	33050	0099	Welfare Fund-Federal		\$ 44,290
	3 (Rev)	201	41050	0100	Welfare Fund-Transfer from General Fund		\$ 11,745
	4 (Exp)	201	53110	1000	Welfare Fund-DSS Expenditures	\$ 89,850	
	3 (Rev)	100	41050	0100	General Fund-From Fund Balance		\$ 11,745
	4 (Exp)	100	93000	0201	General Fund-Transfer to Welfare Fund	\$ 11,745	

**Deputies**

Lynnette Coe  
Lifer A. Johns  
Jacquie N. Glascock  
Teresa N. Estes

**MACHELLE J. EPPES**  
**CLERK OF CIRCUIT COURT**  
**FOR PRINCE EDWARD COUNTY**  
Prince Edward County Courthouse  
111 South Street, 2<sup>nd</sup> Floor • P.O. Box 304  
Farmville, Virginia 23901-0304  
(434) 392-5145

**Judges**

Hon. William L. Wellons  
Lunenburg, Virginia 23952  
Chief Judge  
Hon. Richard S. Blanton  
Farmville, Virginia 23901  
Judge  
Hon. Leslie M. Osborn  
Boydton, Virginia 23917  
Judge

February 5, 2008

To: Prince Edward County Board of Supervisors

From: Machel J. Eppes, Clerk  
Prince Edward County Circuit Court

I am requesting the appropriation of \$99.58 to be added to account code 21600-5880 (Technology Trust Fund) for Repairs/Maintenance of Linksys Firewall Router, see attached copy of bill. I am also requesting the appropriation of \$1760.00 to be added to account code 21600-5880 (Technology Trust Fund) for Microfilm and Deposit of Land Records for rolls of film see attached copy of bill. This money came from the Technology Trust Fund for the Prince Edward County Circuit Court. The County will be reimburse February 2008 from the State Compensation Board. Please let me know if I can be of further assistance.

Thank you,



Machelle J. Eppes  
Clerk

cc: Mable Shanaberger



## Budget Amendments - February 12, 2008 Board Meeting

ITEM #	REV/EXP	FUND	DEPT	OBJECT	DESCRIPTION	DEBIT	CREDIT
1	3 (Rev)	100	23000	0080	General Fund-Technology Trust Funds		\$ 1,859.58
	4 (Exp)	100	21600	5880	General Fund-Technology Trust Funds	\$ 1,859.58	
<b>Total General Fund Budget Adjustments</b>						<b>\$ 1,859.58</b>	<b>\$ 1,859.58</b>



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

**Meeting Date:** February 12, 2008  
**Item No.:** 7  
**Department:** VDOT  
**Staff Contact:** Alan Leatherwood  
**Issue:** Highway Matters

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**Summary:**

Following the Board's work session with the Virginia Department of Transportation, the Board will wish to authorize the second Public Hearing on the County's proposed FY 09 – FY 14 Secondary Construction Program. The Public Hearing can be held at the March 11, 2008 Board meeting.

**Attachments:** Draft Public Hearing Notice.

**Recommendation:** Authorize Public Hearing

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



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

**Meeting Date:** February 12, 2008  
**Item No.:** 8  
**Department:** County Administration/County Attorney  
**Staff Contact:** Sarah Elam Puckett/Jim Ennis  
**Issue:** Public Hearing – Amendment to Motor Vehicle License Ordinance

---

**Summary:** During the budget process last spring, the Board endorsed eliminating the County decal after 2008 and increasing the County’s motor vehicle license tax rates. The Motor Vehicle License Tax Committee (Supervisor Simpson and McKay) met on Monday, January 14, 2008 with the County Administrator, County Attorney and the County Treasurer and proposes the attached amendments to the County’s motor vehicle license tax rate schedule.

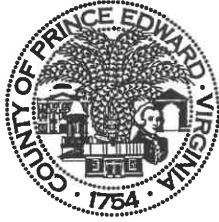
Additionally, the Committee recommends that with the elimination of the decal that the Motor Vehicle License Tax be assessed on a calendar year basis (January 1 – December 31) versus the current tax year of April 15 – April 14. With the anticipated change in the “tax year”, the 2008 license tax will be prorated so that each taxpayer will pay only 75% of the new rate.

The County Attorney is continuing to review the ordinance and additional amendments will be needed for the phase-out of the decal; however, the Board will wish to consider instituting the proposed tax rate changes by March 1, which is when decals go on sale in the County Treasurer’s office.

**Attachments:** Public Hearing Notice  
Proposed Amendments to County Ordinance

**Recommendation:** Hold the Public Hearing and then take action on the amended ordinance.

Motion \_\_\_\_\_ Chairman Fore \_\_\_\_\_ Wiley \_\_\_\_\_ Gilfillan \_\_\_\_\_  
Second \_\_\_\_\_ V-Chair Simpson \_\_\_\_\_ Jones \_\_\_\_\_ McKay \_\_\_\_\_  
Moore \_\_\_\_\_ Ward \_\_\_\_\_



Please publish the following Notice of Public Hearing in the Wednesday January 30, 2008 and Wednesday, February 6, 2008 editions of *The Farmville Herald*. Please provide a Certificate of Publication to the Prince Edward County Administrator's Office.

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### NOTICE OF PUBLIC HEARINGS

**PUBLIC HEARINGS** – The Board of Supervisors of the County of Prince Edward will hold a public hearing to receive citizen input prior to considering resetting the rates in the county's Motor Vehicle License Tax Ordinance. The public hearing is scheduled for Tuesday, February 12, 2008 at 7:30 p.m. in the Board of Supervisors Room, Third Floor, Prince Edward County Courthouse, 111 South Street, Farmville, Virginia. A copy of the proposed amendments to the ordinance is available for review in the office of the County Administrator. It is the County's intent to comply with the requirements of the Americans with Disabilities Act. Should you need special accommodations, please contact W.W. Bartlett, County Administrator, at 434-392-8837, prior to February 8, 2008.

By Order of the Board of Supervisors  
W.W. Bartlett, County Administrator



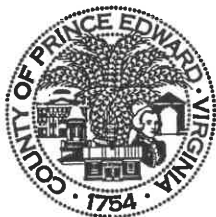
Section 74-53 Amount of license tax

An annual license tax to be paid to the county by owners of motor vehicles and trailers shall be as follows:

		<u>CURRENT</u>
(1)	Passenger vehicles, ambulances, and similar vehicles	\$30.00      20.00
(2)	Trucks less than 10,000 pounds	\$30.00      20.00
	Trucks greater than 10,000 pounds	\$50.00      40.00
(3)	Trailers less than 10,000 pounds	\$10.00      6.50
	Trailers greater than 10,000 pounds	\$30.00      20.00
(4)	Motorcycle licenses	\$15.00      10.00
(5)	Farm trucks less than 10,000 pounds	\$30.00      18.00
	Farm trucks greater than 10,000 pounds	\$40.00      (20.00 - 40.00)
(6)	National Guard members	\$15.00      15.00
(7)	Antique, First Year	\$30.00      20.00
	Antique, Second Year	\$0.00      0
(8)	Antique Motorcycle, First Year	\$15.00      10.00
	Antique Motorcycle, Second Year	\$0.00      0
(9)	Duplicate	\$2.00      2.00
(10)	All other motor vehicles or trailers required to be licensed by the Commonwealth	\$30.00      20.00

These taxes shall be in effect through December 31, 2008.

(Ord. Of 5-11-76, §23-17; Ord. Of 8-11-92)



County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** February 12, 2008  
**Item No.:** 9  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Issue:** School Board Appointments

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**Summary:** The terms of the following School Board members expire as of June 30, 2008:

District 301 – Harriett E. Fentress (Moore)  
District 501 – Russell L. Dove (Fore)

**Attachments:** Criteria for Selection of School Board Members  
Draft Public Hearing Notice

**Recommendations:**

1. Supervisor Moore and Supervisor Fore will announce their Citizen Committees at the February Board meeting.
2. The Board will authorize the advertisement of the Citizen Committees for the purpose of encouraging citizens to submit nominations to the Committee.
3. The Board will authorize a public hearing for the March Board meeting at which citizens will have an opportunity to submit names of candidates to be considered for appointment to the School Board.
4. Supervisor Moore and Supervisor Fore will wish to ask the members of the Citizen Committees to attend the Public Hearing at the March Board meeting.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_

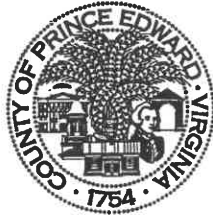


Adopted: November 13, 1984  
Latest Revision: August 10, 2004

CRITERIA FOR SELECTION OF SCHOOL BOARD MEMBERS

1. Each of the eight School Board members shall be appointed by a majority vote of the full Board of Supervisors when the School Board members' terms expire. This vote of the Board of Supervisors shall be by the show of hands.
2. The School Board members' terms of office shall commence on July 1.
3. The criteria for the appointment of School Board members are as follow:
  - a. Each year, the Supervisor from each election district in which a School Board member's term expires shall appoint a three (3) or five (5) member Citizens Committee to review and select candidate(s) for appointment to the School Board.
  - b. The membership of the Citizens Committee shall be announced at the Board of Supervisors meeting in February and published in a newspaper of general circulation, and the voters of the electoral district encouraged to submit nominations to the Chairman of the Committee.
  - c. For the March Board meeting, the County Administrator shall schedule and publish notice of a public hearing at which citizens will have an opportunity to submit names of candidates to be considered for appointment to the School Board. The members of the appointed Citizens Committee shall attend.
  - d. After the public hearing, the Citizens Committee shall interview and seriously consider all persons who are nominated and express willingness to serve, if appointed.
  - e. At the April Board meeting, the Citizens Committee shall report to the full Board of Supervisors a list of candidates for consideration. If the incumbent is requesting reappointment and is the only citizen expressing an interest, the Citizens Committee shall only be required to submit one name, the incumbent's, for consideration. If the incumbent is not requesting reappointment or is ineligible for reappointment, the Citizens Committee shall submit one or more names for consideration. The Citizens Committee shall also provide the Board biographical information on each candidate.
  - f. At the May Board meeting, a public hearing shall be held on the candidate(s) submitted at the April meeting.
  - g. At the June meeting, the Board, by a majority vote, shall appoint one candidate to the School Board.
  - h. The Citizens Committee, in selecting the candidates, shall consider the following:
    1. Person must be a resident of the election district;
    2. Person should be a freeholder;
    3. Person must be willing to serve on the School Board;
    4. Person should have at least a high school education;
    5. Person should be oriented to public service;
    6. Person should be involved, concerned, and dedicated to public education;
    7. Person should be independent (base decisions on factual matters rather than as a representative of a group or faction);
    8. Person should be able to perform the duties and obligations of School Board members;
    9. Person should be of integrity in all matters;
    10. Person should be above prejudice with regard to race, creed, sex, religion, age, and national origin.

DRAFT



Please publish the following public notice in **THE FARMVILLE HERALD** on February 22, 2008 and February 29, 2008.

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**PUBLIC HEARING  
PRINCE EDWARD COUNTY SCHOOL BOARD APPOINTMENTS**

The Prince Edward County Board of Supervisors will hold a public hearing on March 11, 2008, at 7:30 p.m. in the Board of Supervisors' Room, 3<sup>rd</sup> Floor, Prince Edward County Courthouse, 111 South Street, Farmville, Virginia. The purpose of this hearing is to receive citizen recommendations of candidates to be considered for appointment to the Prince Edward County School Board from District 301 (Leigh – James C. Moore, Supervisor) and District 501 (Buffalo – William G. Fore, Jr., Supervisor).

It is the County's intent to comply with the requirements of the Americans with Disabilities Act. Should you need special accommodations, please contact the Prince Edward County Administrator's Office, prior to March 7, 2008.

By Order of the Board of Supervisors  
W.W. Bartlett, County Administrator



County of Prince Edward  
Board of Supervisor  
Agenda Summary

Meeting Date: February 12, 2008  
 Item No.: 10-a  
 Department: County Administrator  
 Staff Contact: Wade Bartlett  
 Issue: AUDIT COMMITTEE

**Summary:**

The Audit Committee (Supervisors Simpson, Gilfillan, McKay) met on January 28, 2008 to discuss a special audit of the Commissioner of Revenues' office and internal control findings reported in the Auditor's management letter.

1. In regard to the special audit the committee recommends the scope of the audit be limited to real estate, internal controls, policy/procedures, training of the staff; and business personal property as requested by the current Commissioner. The committee recommends issuing a Request For Qualifications (RFQ) and the committee would interview up to three of the most qualified firms prior to making a selection. It is anticipated the audit can be completed within the \$15,000 budgeted.
  
2. There were five internal control weaknesses identified by the auditors and contained in the attachment.
  - a. Collection of cash in the County Administrator's office for building permits –Will be resolved in the near future once software is modified.
  - b. Segregation of Payroll and Human Resource functions – Committee recommended the Personnel Committee review and make recommendation since it involves personnel matters.
  - c. Departments requesting grants must submit the request and a budget amendment to the Board for approval prior to executing the grant – The committee recommends the Board adopt a policy. *(If requested by the Board a Policy can be developed and submitted at the March Board meeting)*
  - d. All collection of funds outside the Treasurer's office be evaluated for proper controls and safeguards - Committee recommends policies be developed by County Administrator and the School Board be notified of the policy. *(Under development to be presented at March Board meeting.)*
  - e. Central Accounting and General Ledger functions be segregated from the Treasurer's office – Same response as in (b) above.

**Attachments:** Auditor's management letter

**Recommendation:** 1. Authorize issuance of RFQ for Audit Services.  
 2. Accept committee's recommendation on Item C above.

Motion _____	Chairman Fore _____	Wiley _____	Gilfillan _____
Second _____	V-Chair Simpson _____	Jones _____	McKay _____
	Moore _____	Ward _____	

# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

**DATE:** January 9, 2008

**MEMORANDUM TO:** Board of Supervisors  
County of Prince Edward, Virginia

**FROM:** Robinson, Farmer, Cox Associates

**REGARDING:** FY 06-07 Audit

In planning and performing our audit of the financial statements of the County of Prince Edward, Virginia for the year ended June 30, 2007, we considered the County's internal controls to plan our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal controls.

However, during our audit, we noted certain matters involving the internal controls and other operational matters that are presented for your consideration. This letter does not affect our report dated January 9, 2008, on the financial statements of the County of Prince Edward, Virginia. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal controls or result in other operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

- During the course of our audit we noted that building permits were issued and payments collected in the County Administrator's office. To ensure proper controls are maintained over the collection of building permit fees, we recommend that payment for the permits be remitted to the Treasurer's office and a copy of the receipt examined by the person issuing the permit in the County Administrator's office prior to filing the permit.
- We recommend the segregation of the human resources and payroll processing functions. Persons processing payroll should not have access to or the ability to change employee salary, direct deposit information, deposit and bank records, or other personnel profiles in the accounting system or other records. Human resources should add, update or change all payroll information prior to the processing of payroll by the payroll clerk.
- During our examination of the budget we noted that all departments receiving state and federal grants during the year were not included in the original budget. Prior to executing the grant agreement, departments should present a budget to the Board of Supervisors and request a budget amendment for grant funds. If approved, the proper adjustment should be posted to the County's accounting system.
- All collection of County funds outside of the Treasurer's office (offsite), including the School Board, should be evaluated for proper controls over the receipting and safeguarding of the funds. All offsite locations should evaluate procedures in place to receipt, record, and remit funds to the Treasurer. We recommend that offsite locations

maintain a locked safe for all funds held overnight and funds be remitted to the Treasurer on a weekly basis.

- As part of our audit and examination of the County's internal controls, we recommend that the central accounting function and general ledger maintenance be segregated from the Treasurer's functions. Currently, the general ledger maintenance and accounting functions are performed by personnel in the Treasurer's office. The Treasurer is responsible for the collection and safeguarding of the County's funds. The central accounting duties, including reconciliation of subsidiary ledgers, posting budget adjustments, posting adjusting journal entries, and preparing routine financial reports should be segregated from the Treasurer's functions. It is recommended that the central accounting or general ledger maintenance be performed by personnel under the supervision of the Finance or County Administrator's office. Segregation of these functions will strengthen the County's internal controls over financial reporting.



County of Prince Edward  
Board of Supervisor  
Agenda Summary

Meeting Date: February 12, 2008  
Item No.: 10-b  
Department: County Administrator  
Staff Contact: Wade Bartlett  
Issue: PERSONNEL COMMITTEE

**Summary:**

The Personnel Committee (Supervisors Simpson, Gilfillian, Moore, Wiley) met on January 28, 2008 to discuss cost of living increases for the FY09 budget process, status of compensatory time balances and internal control findings reported in the Auditor's management letter.

1. A review of the Consumer Price Index (CPI) showed a change of 4.1% for the year. The Governor's budget included no pay increases for the FY09 budget. The committee tabled this matter to wait and see the final action taken by the General Assembly and Governor.
2. Compensatory Leave Balances were reviewed. Only one employee has a balance exceeding the County's 40 hour maximum. Since the employee also has the maximum vacation balance the committee recommends paying the employee for the 193.87 hours above the maximum. This will cost approximately \$4,800 including benefits. The County Administrator will identify savings in other line items and make a recommended budget adjustment in March.
3. Internal Control Issues
  - a. Segregation of Payroll and Human Resource functions – Committee tasked County Administrator to review distribution of current work load to determine if adjustments can be made to allow this segregation within the current workforce and report back to the committee.
  - b. Central Accounting and General Ledger functions be segregated from the Treasurer's office – Same response as in (b) above.

Later in February once the County Administrator has reviewed the work load he will report to the Personnel Committee his findings and recommendations.

**Attachments:**

**Recommendation:** Authorize payment for comp time in Item 2 above

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_





County of Prince Edward  
Board of Supervisor  
Agenda Summary

**Meeting Date:** February 12, 2008  
**Item No.:** 10-c  
**Department:** County Administrator  
**Staff Contact:** Wade Bartlett  
**Issue:** INFORMATION TECHNOLOGY COMMITTEE

---

**Summary:**

The IT Committee (Supervisors Gilfillan, Moore, Wiley) met on January 29, 2008 to review Web Site activity and discuss the future activities of the Committee. Supervisor Gilfillian was not present.

The committee expressed its satisfaction with the updates to the County's web site and specifically thanked Ms. Everhart and Mrs. VanEps for their contributions.

A report of web activity was presented for the months of November and December showing a total of 59,444 and 60,817 site hits, respectively.

The committee recommends a policy be developed by County staff and approved by the full Board regarding the maintenance of the web site. Specifically, what items will be placed on the web site and how long will items be maintained on the web site.

With the completion of the web site the function of the committee has been completed. The committee voted to recess until another matter requiring its attention is identified.

**Attachments:** None

**Recommendation:** None at this time.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



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

**Meeting Date:** February 12, 2008  
**Item No.:** 10-d  
**Department:** County Attorney  
**Staff Contact:** Jim Ennis  
**Issue:** Noise Ordinance Committee Report

---

**Summary:** The Noise Ordinance Committee, comprising Supervisors Simpson and McKay, met on January 14, 2008 with County Attorney Jim Ennis to discuss a new County Noise Ordinance. The County Attorney's office is currently drafting a new ordinance for Committee and Board consideration

**Attachments:** None.

**Recommendation:** None.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



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

**Meeting Date:** February 12, 2008  
**Item No.:** 11  
**Department:** County Attorney  
**Staff Contact:** Jim Ennis  
**Issue:** County Attorney's Report

---

**Summary:** County Attorney Jim Ennis will give a verbal report on his finding regarding the following legal issues:

- a. Boundary Adjustment Requests from Town of Farmville
- b. Tax Status of Longwood University Real Estate Foundation

**Attachments:** None

**Recommendation:** To Be Determined.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



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

**Meeting Date:** February 12, 2008  
**Item No.:** 12  
**Department:** County Administrator  
**Staff Contact:** Wade Bartlett  
**Issue:** County Administrator's Report

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**Summary:**

1. Attached you will find a proposed budget schedule. This schedule will serve as a guide for the development and adoption of the County's budget. The first five items concentrate on the internal staff development of the budget. It is proposed the Board of Supervisors meeting on March 11, 2008 begin the involvement of the whole Board in the budget process.

A copy of the proposed schedule has been provided to the School Superintendent.

2. Attached is the County Administrator's response to the Auditor's Management Letter for the FY 2007 Audit. It outlines the actions that have already been taken to correct findings or actions that will be accomplished in the near future.

**Attachments:**

Proposed Budget Development Schedule

Memo to the Board of Supervisor's dated February 12, 2008

**Recommendation:**

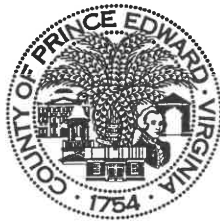
Approve as proposed

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

Chairman Fore \_\_\_\_\_  
 V-Chair Simpson \_\_\_\_\_  
 Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
 Jones \_\_\_\_\_  
 Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
 McKay \_\_\_\_\_



# COUNTY OF PRINCE EDWARD, VIRGINIA

## PROPOSED BUDGET DEVELOPMENT SCHEDULE

### FISCAL YEAR 2008 – 2009

<u>DATE</u>	<u>ACTIVITY</u>
January 24, 2008	<ul style="list-style-type: none"><li>• Budget Preparation guide distributed to all County Departments and Constitutional Officers.</li></ul>
January 24, 2008	<ul style="list-style-type: none"><li>• Donation and EMS request forms distributed.</li></ul>
February 15, 2008	<ul style="list-style-type: none"><li>• All budget requests/worksheets, other than School Division, submitted to County Administrator.</li></ul>
Feb 18 – Mar 31, 2008	<ul style="list-style-type: none"><li>• Budget work sessions between department heads and County Administrator.</li></ul>
March 7, 2008	<ul style="list-style-type: none"><li>• School Division's proposed budget submitted to County Administrator and review session set with Superintendent.</li></ul>
March 11, 2008 @ 3:00	<ul style="list-style-type: none"><li>• Presentation of donation requests to Board of Supervisors.</li></ul>
March 11, 2008 @ 5:00	<ul style="list-style-type: none"><li>• Presentation of School Budget to Board of Supervisors.</li></ul>
March 11, 2008 @ 7:00	<ul style="list-style-type: none"><li>• March Board Meeting.</li></ul>
March 18, 2008 @ 5:30	<ul style="list-style-type: none"><li>• Board of Supervisors and School Board budget work session dinner meeting.</li></ul>
April 1, 2008	<ul style="list-style-type: none"><li>• School Board submits final school budget to County Administrator.</li></ul>
April 1, 2008	<ul style="list-style-type: none"><li>• Revenue estimates completed by Treasurer, Commissioner and County Administrator.</li></ul>
April 8, 2008 @ 5:00	<ul style="list-style-type: none"><li>• Budget Work Session - County Administrator presents proposed budget to Board.</li></ul>
April 8, 2008 @ 7:00	<ul style="list-style-type: none"><li>• April Board Meeting -- Board authorizes Public Hearing on County and School Budget - ad dates of April 11 and April 18.</li></ul>
April 15, 2008 @ 5:00	<ul style="list-style-type: none"><li>• Board of Supervisors budget work session.</li></ul>
April 22, 2008 @ 5:00	<ul style="list-style-type: none"><li>• Board of Supervisors budget work session.</li></ul>
April 22, 2008 @ 7:00	<ul style="list-style-type: none"><li>• Joint Public Hearing on County &amp; School budget &amp; proposed tax rates.</li></ul>
April 29, 2008 @ 5:00	<ul style="list-style-type: none"><li>• Budget Work Session, Adoption of County and School Budgets and tax rates.</li></ul>
June 10, 2008	<ul style="list-style-type: none"><li>• June Board Meeting - FY 09 Appropriations approved.</li></ul>

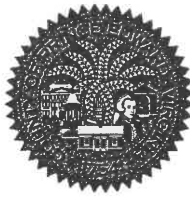
Note: Dates and times of budget meetings are subject to change at the discretion of the Board of Supervisors.

BOARD OF SUPERVISORS

WILLIAM G. FORE, JR.  
CHAIRMAN

HOWARD F. SIMPSON  
VICE-CHAIRMAN

SALLY W. GILFILLAN  
PATTIE COOPER-JONES  
ROBERT M. JONES  
CHARLES W. MCKAY  
JAMES C. MOORE  
LACY B. WARD



COUNTY ADMINISTRATOR  
W. WADE BARTLETT

POST OFFICE BOX 382  
FARMVILLE, VA 23901

(434) 392-8837 VOICE  
(434) 392-6683 FAX

WBARTLETT@CO.PRINCE-EDWARD.VA.US

COUNTY OF PRINCE EDWARD, VIRGINIA

To: Chairman and Members of the Board of Supervisors

From: William W. Bartlett, County Administrator

Subject: Management's Response to the Auditor's FY 2007 Management Letter

Date: February 12, 2008

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On behalf of all involved in the various financial processes of Prince Edward County, we appreciate the suggestions given by the County's Independent Auditor to improve the County's financial controls. We have reviewed the Audit Management Letter and present our strategies to resolve the weaknesses noted.

**Auditor Comment** – During the course of our Audit we noted that building permits were issued and payments collected in the County Administrator's office. To ensure proper controls are maintained over the collection of building permit fees, we recommend that payment for the permits be remitted to the Treasurer's office and a copy of the receipt examined by the person issuing the permit in the County Administrator's office prior to filing the permit.

**Management's Response:**

Management had identified this weakness prior to the audit. Currently the customer obtains the building permit from the Building Inspector's Office and makes payment to that office. The payments are maintained in that office and delivered to the Treasurer once a week, usually on Friday. Steps were initiated to move the collection of the payment for building permits from the County Administrator's office to the Treasurer prior to the completion of the audit. The County's financial software consultant has been contacted and requested to modify the software. This modification is currently being accomplished and will automatically send appropriate information from the Building Inspector's Office to the Treasurer's office. After application for a building permit the customer will be sent to the Treasurer to make payment. The customer will then show payment receipt and be issued a building permit.

PRINCE EDWARD COUNTY BOARD OF SUPERVISORS

MISSION STATEMENT

TO REPRESENT ALL CITIZENS, PROVIDE LEADERSHIP, CREATE VISION AND SET POLICY TO ACCOMPLISH EFFECTIVE CHANGE, PLANNED GROWTH AND PROVIDE ESSENTIAL SERVICES WHILE MAINTAINING AND ENHANCING THE QUALITY OF LIFE IN PRINCE EDWARD COUNTY.

**Auditor Comment** – We recommend the segregation of the human resources and payroll processing functions. Persons processing payroll should not have access to or the ability to change employee salary, direct deposit information, deposit and bank records, or other personnel profiles in the accounting system or other records. Human resources should add, update or change all payroll information prior to the processing of payroll by the payroll clerk.

**Management's Response:**

The Personnel Committee has tasked the County Administrator to review the current distribution of the work load and determine if adjustments can be made to allow this segregation of duties within the current workforce. It is management's intention to review work load distribution for all areas under control of the County Administrator. The review will include information technology, communications and process improvement in addition to work load distribution to determine if efficiencies can be found. It is anticipated this review will be completed and recommendations made at the March 11, 2008 meeting of the Board of Supervisors.

**Auditor Comment** – During our examination of the budget we noted that all departments receiving state and federal grants during the year were not included in the original budget. Prior to executing the grant agreement, departments should present a budget to the Board of Supervisors and request a budget amendment for grant funds. If approved, the proper adjustment should be posted to the County's accounting system.

**Management's Response:**

Management had identified this weakness prior to the audit. The Audit Committee recommends a Policy be developed which would institutionalize the auditor's recommendation and such policy be approved by the full Board. Management will develop and present the policy at the March 11, 2008 meeting of the Board of Supervisors.

**Auditor Comment** – All collection of County funds outside the Treasurer's office (offsite), including the School Board, should be evaluated for proper controls over the receipting and safeguarding of the funds. All offsite locations should be evaluate procedures in place to receipt, record, and remit funds to the Treasurer. We recommend that offsite locations maintain a locked safe for all funds held overnight and funds be remitted to the Treasurer on a weekly basis.

**Management's Response:**

Management had identified this weakness prior to the audit. Standard Operating Procedures (SOP) have been written and distributed to all County employees handling funds offsite. Safes will be procured within the month. The Audit Committee recommends a Policy be developed which would institutionalize the auditor's recommendation and such policy be approved by the full Board.

Management will develop and present the policy at the March 11, 2008 meeting of the Board of Supervisors. This policy will also apply to the Constitutional Officers, Social Services, the School System and all other departments that collect cash.

**Auditor Comment** – As part of our audit and examination of the County’s internal controls, we recommend that the County’ central accounting function and general ledger maintenance be segregated from the Treasurer’s functions. Currently, the general ledger maintenance and accounting functions are performed by personnel in the Treasurer’s office. The Treasurer is responsible for the collection and safeguarding of the county’s funds. The central accounting duties, including reconciliation of subsidiary ledgers, posting budget adjustments, posting adjusting journal entries, and preparing routine financial reports should be segregated from the Treasurer’s functions. It is recommended that the central accounting or general ledger maintenance be performed by personnel under the supervision of the Finance or County Administrator’s office. Segregation of these functions will strengthen the County’s internal controls over financial reporting.

**Management’s Response:**

Management had identified this weakness prior to the audit. The Personnel Committee has tasked the County Administrator to review the current distribution of the work load and determine if adjustments can be made to allow this segregation of duties within the current workforce. It is management’s intention to review work load distribution for all areas under control of the County Administrator. The review will include information technology, communications and process improvement in addition to work load distribution to determine if efficiencies can be found. It is anticipated this review will be completed and recommendations made at the March 11, 2008 meeting of the Board of Supervisors.





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

**Meeting Date:** February 12, 2008  
**Item No.:** 13  
**Department:** Administration/Economic Development  
**Staff Contact:** W.W. Bartlett/Sharon Carney  
**Issue:** Closed Session

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**Summary:** Closed Session Motion – Sections 2.2-3711 (A)5 of the *Code of Virginia*.

*I move that the Prince Edward County Board of Supervisors convene in Closed Session for consultation with legal counsel regarding the provision of water and sewer service to County residents and boundary and revenue issues related to the Town of Farmville, which would be subject to review of the Commission on Local Government, pursuant to the exemptions provided for in Section 2.2-3711(A)7 and 15.2-2907(D) of the Code of Virginia; and to discuss the expansion of an existing industry where no previous public announcement has been made of the industry's interest in expanding its facilities in the County, pursuant to the exemptions provided for in Section 2.2-3711(A)5 of the Code of Virginia.*

**Attachments:** None.

**Recommendation:** Convene in Closed Session.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



County of Prince Edward  
Board of Supervisors  
Agenda Summary

Meeting Date: February 12, 2008  
Item No.: 14  
Department: County Administration  
Staff Contact: Wade Bartlett/Sarah Puckett  
Issue: Upcoming

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**Summary:**

- a. *Reconvened Board Meeting to Meet Jointly with the Town of Farmville*  
Thursday, February 28, 2008 at 3:00 p.m.  
Town Council Chambers  
Purpose: A presentation regarding the new community library.

**Attachments:** None

**Recommendation:** None

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



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

**Meeting Date:** February 12, 2008  
**Item No.:** 15  
**Department:** County Administration/VDOT  
**Staff Contact:** Sarah Puckett/Alan Leatherwood  
**Issue:** Informational

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**Summary:**

**Attachments:**

- a. VDOT Traffic Engineering Recommendation on U.S. 460 near Pamplin

**Recommendation:** None.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_



Southwestern Region

TRAFFIC ENGINEERING WORK ORDER

TO: B. C. Pierce
DISTRICT: Lynchburg
e-mail to Eleanor.Sheriff@VDOT.Virginia.gov

FR: William L. King, Dillwyn Residency
DISTRICT: Lynchburg

Table with 4 columns: Received By, Received From, Phone #, Location, Address, City, State, Zip. Values include Alan Leatherwood, Pamplin Fire and Rescue, 434-983-2017, Rt. 406 EBL, From Rt. 658 to Rt. 751, Pamplin and Prspect, Va.

Table with 4 columns: County, Route, Area, District, Subdivision, Specific Location. Values include Prince Edward, Rt. 460 EBL, 006 Hampden Sydney, Lynchburg, n/a, Rt. 460 EBL from Rt.658 to Rt. 751.

Description of Request
Date: 01/25/08

Pamplin Fire and Rescue feel that this section of roadway has an unsafe rideability on the typical section of the roadway surface, because in the last few years there has been quite a few more accidents in the area mentioned.

Please review and advise.

Traffic Engineering Recommendation
Date: February 5, 2008

Over the past four years, there have been a total of 22 reported accidents over a 4.43 mile section of Route 460 in the eastbound lane, between Routes 658 and 751, in Prince Edward County. Of these 22 accidents, there were 12 run-off-the-road, 4 animal related, 4 angle, 1 rear end, and 1 sideswipe. The high number of run-off-the-road accidents is likely due to the road's rolling terrain and narrow shoulders.

During this four year timeframe, for both the eastbound and westbound lanes of this segment of roadway, the crash rate is 67, the injury rate is 51, and the death rate is 2.049. In our most recent crash rate data for a 4-lane divided roadway with no controlled access, the average crash rate is 110, the average injury rate is 61, and the average death rate is 0.9. When comparing the rates for this segment of roadway to the statewide average, only the death rate is higher due to one fatal accident where the motorist was in excess of 100 MPH. Otherwise, the rates are lower than the statewide average for this type of roadway facility.

Any changes to improve the rolling terrain and narrow shoulders would likely have to come under a major construction project.

RECOMMENDATION BY: B. C. Pierce, Lynchburg Area Traffic Engineer
Matthew L. Conner, Architect/Engineer I
/ews

DATE RECOMMENDED WORK COMPLETED: N/A



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

**Meeting Date:** February 12, 2008  
**Item No.:** 16  
**Department:** County Administration  
**Staff Contact:** Wade Bartlett/Sarah Puckett  
**Issue:** Monthly Reports

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**Summary:**

**Attachments:**

- a. Animal Control
- b. Building Official
- c. Cannery
- d. Prince Edward County Public Schools

**Recommendation:** Acceptance.

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

Chairman Fore \_\_\_\_\_  
V-Chair Simpson \_\_\_\_\_  
Moore \_\_\_\_\_

Wiley \_\_\_\_\_  
Jones \_\_\_\_\_  
Ward \_\_\_\_\_

Gilfillan \_\_\_\_\_  
McKay \_\_\_\_\_

# ANIMAL CONTROL MONTHLY REPORT

January                      2008  
 Month                              Year

**DOGS**

Picked Up                      40  
 Claimed by Owner            8  
 Adopted                        1  
 Died in Kennel                0  
 Euthanized                    26  
 Transferred to S.P.C.A      5  
 \*Escaped                       0

**Fees Collected      \$90.00**

**CATS**

Picked Up                      11  
 Claimed by Owner            1  
 Adopted                        0  
 Euthanized                    6  
 Died in Kennel                0  
 Transferred to SPCA        4  
 Dead on Arrival               0

**Fees Collected from Town      \$0.00**

**Bill the Town of Farmville**

\$5 per day, per cat

  5   Cats housed (7 days each)

**Total      \$175.00**

**WILDLIFE**

Handled                              0

Euthanized                        0

**LIVESTOCK**

Returned to Owner                0

Died in Kennel                    0

**Fees Collected      \$0.00**

**OTHER COMPANION ANIMALS**

Returned to Owner                0

**Total Fees Collected      \$90.00**

**S. Ray Foster & Vicki Horn, Animal Control**

BUILDING OFFICIAL

Permits Issued Report  
1/01/2008 Through 1/31/2008

BI411

ADDITIONS	- Issued	6
	- Value	\$184,900.00
	- Permit Fees	\$1,037.40
	- 1.75% STATE TAX	\$18.14
	- Fees Collected	\$ .00
ONE & TWO FAMILY DWELLING	- Issued	3
	- Value	\$520,000.00
	- Permit Fees	\$1,352.40
	- 1.75% STATE TAX	\$23.67
	- Fees Collected	\$ .00
ELECTRICAL	- Issued	5
	- Value	\$3,000.00
	- Permit Fees	\$250.00
	- 1.75% STATE TAX	\$4.35
	- Fees Collected	\$ .00
MANUFACTURED HOMES	- Issued	5
	- Value	\$141,000.00
	- Permit Fees	\$584.80
	- 1.75% STATE TAX	\$10.22
	- Fees Collected	\$ .00
REMODELING	- Issued	1
	- Value	\$25,000.00
	- Permit Fees	\$75.00
	- 1.75% STATE TAX	\$1.31
	- Fees Collected	\$ .00
Total Permits - Issued		20
Total Permits - Value		\$873,900.00
Total Permits - Permit Fees		\$3,299.60
Total Permits - State Tax 1.75%		57.69
		\$3,357.29

INSPECTIONS FOR JANUARY

131

# PRINCE EDWARD COUNTY CANNERY

7916 Abilene Road  
Farmville, Virginia 23901

LENA HUDDLESTON

Cannery Manager

434-223-8664

Home 392-4218

## January 2008 Cannery Report

During the month of January, the following meat was processed and canned:

734 # 401 (qt.)	@	.48 =	352.32
92 (pt)	@	.40 =	36.80
200 lbs. Meat	@	.20 =	40.00
10 Patrons usage	@	1.00 =	<u>10.00</u>

**TOTAL**

**\$ 439.12**



**Prince Edward County Public Schools  
Summary Financial Report**

Fund I  
Month Ending **January 31, 2008**

(rounded to nearest dollar)

<u>Revenues</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance Actual Under (Over) Budget</u>	<u>YTD as a Percent of Budget</u>
From the Commonwealth:					
State Sales Tax.....	\$ 258,900	\$ 1,705,416	\$ 3,102,350	\$ 1,396,934	54.97
Basic School Aid.....	\$ 616,520	\$ 4,590,343	\$ 7,987,757	\$ 3,397,414	57.47
All Other.....	\$ 731,123	\$ 2,615,263	\$ 6,702,046	\$ 4,086,783	39.02
<b>Total State.....</b>	<b>\$ 1,606,543</b>	<b>\$ 8,911,022</b>	<b>\$ 17,792,153</b>	<b>\$ 8,881,131</b>	<b>50.08</b>
From the Federal Gov't.....	\$ 83,458	\$ 776,438	\$ 2,144,398	\$ 1,367,960	36.21
Tran. From General Fund(County)	\$ 397,367	\$ 3,812,429	\$ 7,895,412	\$ 4,082,983	48.29
Cash Book -Local.....	\$ 13,136	\$ 180,195	\$ 305,341	\$ 125,146	59.01
<b>Total Revenues.....</b>	<b>\$ 2,100,504</b>	<b>\$ 13,680,084</b>	<b>\$ 28,137,304</b>	<b>\$ 14,457,220</b>	<b>48.62</b>

<u>Expenditures</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Outstanding Encumbrances</u>	<u>Budget</u>	<u>Expended &amp; Encumbered (Over) Under Budget</u>	<u>Expen. &amp; Encumbrance as a % of Budget</u>
1000-Instruction.....	\$ 1,566,964	\$ 10,135,328	\$ 8,788,899	\$ 21,467,363	\$2,543,136	88.15
2000-Admin.,Health/Att.....	\$ 102,199	\$ 767,206	\$ 483,249	\$ 1,673,963	\$423,508	74.70
3000-Transportation.....	\$ 121,777	\$ 770,917	\$ 502,433	\$ 1,836,704	\$563,354	69.33
4000-Operation/Maintenance	\$ 160,018	\$ 945,724	\$ 494,959	\$ 1,974,736	\$534,053	72.96
5000-Food Service.....	\$ -	\$ 3,148	\$ 788	\$ 9,050	\$5,114	43.49
6000-Facilities.....	\$ 51,906	\$ 72,942	\$ 9,538	\$ 177,391	\$94,911	46.50
7000-Debt. Ser.....	\$ 97,640	\$ 984,819	\$ 12,373	\$ 998,097	\$905	99.91
8000-Contingency Reserve	\$ -	\$ -	\$ -	\$ -	\$0	0.00
<b>Total Expenditures.....</b>	<b>\$ 2,100,504</b>	<b>\$ 13,680,084</b>	<b>\$ 10,292,239</b>	<b>\$ 28,137,304</b>	<b>\$4,164,981</b>	<b>85.20</b>

Saved as January 07-08 MonthRept

Prince Edward County Public Schools  
 35 Eagle Drive  
 Farmville, Virginia 23901

**Comparative Receipts and Expenditures  
 Year to Date**

Month of January 08

Receipts:	Fiscal 2007			Fiscal 2008			Diff.
	Budgeted	Rec. YTD	Percent	Budgeted	Rec. YTD	Percent	
Sales Tax	3,268,178	1,687,729	51.64	3,102,350	1,705,416	54.97	3.33
Basic Aid	7,890,502	4,541,173	57.55	7,987,757	4,590,343	57.47	-0.09
Other State	6,238,609	2,387,135	38.26	6,702,046	2,615,263	39.02	0.76
<b>Total State</b>	<b>17,397,289</b>	<b>8,616,038</b>	<b>49.53</b>	<b>17,792,153</b>	<b>8,911,022</b>	<b>50.08</b>	<b>0.56</b>
Federal Funds	3,191,518	1,094,298	34.29	2,144,398	776,438	36.21	1.92
Local Funds	6,850,372	3,788,854	55.31	7,895,412	3,812,429	48.29	-7.02
Cash Book	305,341	187,150	61.29	305,341	180,195	59.01	-2.28
<b>Total Revenue</b>	<b>\$27,744,520</b>	<b>\$13,686,340</b>	<b>49.33</b>	<b>\$28,137,304</b>	<b>\$13,680,084</b>	<b>48.62</b>	<b>-0.71</b>
Expenditures:	Fiscal 2007			Fiscal 2008			Diff.
	Budgeted	Expended YTD	Percent	Budgeted	Expended YTD	Percent	
Instruction	20,648,571	10,045,738	48.65	21,467,363	10,135,328	47.21	-1.44
Administration	1,565,270	749,153	47.86	1,673,963	767,206	45.83	-2.03
Transportation	1,572,136	856,499	54.48	1,836,704	770,917	41.97	-12.51
Maintenance	1,990,408	891,834	44.81	1,974,736	945,724	47.89	3.08
Food Service	865,317	226,714	26.20	9,050	3,148	34.78	8.58
Facilities	177,000	7,243	4.09	177,391	72,942	41.12	37.03
Debt Service	925,818	909,159	98.20	998,097	984,819	98.67	0.47
Contingency Reserves	0	0	0.00			0.00	0.00
<b>Total Expenditures</b>	<b>\$27,744,520</b>	<b>\$13,686,340</b>	<b>49.33</b>	<b>\$28,137,304</b>	<b>\$13,680,084</b>	<b>48.62</b>	<b>-0.71</b>

For Fiscal 2007, Technology Expenditures are included as a part of both Instruction and Administration.

Saved as January07-08 Expense Compare

**Prince Edward County Public Schools  
Food Service Department  
Summary Financial Report  
2007-2008**

**Fund 4  
Month Ending January 31, 2008**

(rounded to nearest dollar)

<u>Revenues</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance Actual Under (Over) Budget</u>	<u>YTD as a Percent of Budget</u>
From the Commonwealth:					
State School Food	\$ -	\$ 13,408	\$ 14,467	\$ 1,059	92.68
School Breakfast	\$ (15,277)	\$ 237	\$ 4,084	\$ 3,847	5.80
Total State.....	\$ (15,277)	\$ 13,645	\$ 18,551	\$ 4,906	73.55
Federal Reimbursement	\$ 70,866	\$ 335,807	\$ 873,517	\$ 537,710	38.44
Cash Book -Local.....	\$ 11,562	\$ 140,020	\$ 187,399	\$ 47,379	74.72
<b>Total Revenues.....</b>	<b>\$ 67,151</b>	<b>\$ 489,472</b>	<b>\$ 1,079,467</b>	<b>\$ 589,995</b>	<b>45.34</b>

<u>Expenditures</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Outstanding Encumbrances</u>	<u>Budget</u>	<u>Expended &amp; Encumbered (Over) Under Budget</u>	<u>Expen. &amp; Encumbrance as a % of Budget</u>
Salary	\$ 37,624	\$ 239,989	\$ 207,919	\$ 448,013	\$ 105	99.98
Fringe Benefits	\$ 28,897	\$ 90,615	\$ 81,581	\$ 173,350	\$ 1,154	99.33
Purchased Services	\$ 1,524	\$ 8,246	\$ 736	\$ 16,060	\$ 7,078	55.93
Materials & Supplies	\$ 7,830	\$ 52,048	\$ 8,271	\$ 62,779	\$ 2,460	96.08
Food Supplies	\$ 30,992	\$ 164,720	\$ 19,599	\$ 364,370	\$ 180,051	50.59
Uniforms	\$ -	\$ -	\$ -	\$ -	\$ -	0
Furniture/Equipment	\$ 43	\$ 2,576	\$ -	\$ 14,895	\$ 12,319	17.29
		\$ -	\$ -	\$ -	\$ -	-
<b>Total Expenditures.....</b>	<b>\$ 106,910</b>	<b>\$ 558,194</b>	<b>\$ 318,106</b>	<b>\$ 1,079,467</b>	<b>\$203,167</b>	<b>81.18</b>

Saved as January 07-08 summary financial food service