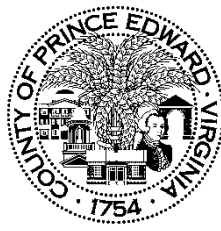


MISSION STATEMENT

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

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BOARD OF SUPERVISORS MEETING AGENDA

September 14, 2021

Due to the COVID-19 Emergency, the Prince Edward County Board of Supervisors is operating pursuant to and in compliance with its “EMERGENCY CONTINUITY OF OPERATIONS ORDINANCE.” Effective August 1, 2021, the Board has re-opened meetings to in-person participation by the public; however, there is still limited available seating. Citizens are strongly encouraged to participate in meetings through in-person participation, written comments, and/or remote participation by calling: **1-844-890-7777, Access Code: 390313** (*If busy, please call again.*) Additionally, citizens may view the Board meeting live in its entirety at the County’s YouTube Channel, the link to which is provided on the County’s website.

~~~~~

|           |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |
|-----------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 7:00 p.m. | 1.  | The Chair will call to order the <u>September</u> meeting of the Board of Supervisors                                                                                                                                                                                                                                                                                                                                                                             | 5   |
|           | 2.  | Invocation                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 5   |
|           | 3.  | Pledge of Allegiance                                                                                                                                                                                                                                                                                                                                                                                                                                              | 5   |
|           | 4.  | Conflict of Interest Disclosures                                                                                                                                                                                                                                                                                                                                                                                                                                  | 7   |
|           | 5.  | <b><u>PUBLIC PARTICIPATION</u></b> : <i>Citizens wishing to address the Board are asked to please sign the Public Participation Register prior to the beginning of the meeting.</i>                                                                                                                                                                                                                                                                               | 9   |
|           | 6.  | Board of Supervisors Comments                                                                                                                                                                                                                                                                                                                                                                                                                                     | 11  |
|           | 7.  | <u>Consent Agenda</u> :                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |
|           |     | a. Treasurer’s Report                                                                                                                                                                                                                                                                                                                                                                                                                                             | 13  |
|           |     | b. Approval of Minutes                                                                                                                                                                                                                                                                                                                                                                                                                                            | 17  |
|           |     | c. Review of Accounts & Claims/Board Mileage Reports/County Attorney Invoices                                                                                                                                                                                                                                                                                                                                                                                     | 43  |
|           |     | d. The County Administrator reported checks have been issued pursuant to the order of the Board of Supervisors as to salaries, etc., the amount of which salaries have been heretofore approved.                                                                                                                                                                                                                                                                  | 77  |
|           | 8.  | <u>FY 22 Appropriations</u> :                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |
|           |     | a. Prince Edward County Sheriff’s Office                                                                                                                                                                                                                                                                                                                                                                                                                          | 79  |
|           |     | b. Prince Edward County Solid Waste Department                                                                                                                                                                                                                                                                                                                                                                                                                    | 81  |
|           | 9.  | Virginia Department of Forestry: Kirby Woolfolk                                                                                                                                                                                                                                                                                                                                                                                                                   | 85  |
|           | 10. | Highway Matters: Scott Frederick, P.E., VDOT Resident Engineer                                                                                                                                                                                                                                                                                                                                                                                                    | 87  |
|           | 11. | Commonwealth Regional Council Update: Melody Foster, Executive Director                                                                                                                                                                                                                                                                                                                                                                                           | 89  |
| 7:30 p.m. | 12. | <b><u>PUBLIC HEARING</u></b> – The Board will receive citizen input prior to considering action on the following:                                                                                                                                                                                                                                                                                                                                                 | 91  |
|           |     | a. <i>The establishment of a separate category of tangible personal property that shall constitute a classification for local taxation separate from the other classifications for computer equipment and peripherals used in a data center and to set a separate depreciation schedule for computer equipment and peripherals used in a data center and to set a tax rate for said category at \$1.00 per \$100.00 of assessed value for Calendar Year 2021.</i> |     |
|           | 13. | Buildings & Grounds Update: Randall L. Cook                                                                                                                                                                                                                                                                                                                                                                                                                       | 97  |
|           | 14. | Solid Waste Update: Jeffrey L. Jones                                                                                                                                                                                                                                                                                                                                                                                                                              | 99  |
|           | 15. | Solar Revenue Sharing: Robert L. Love                                                                                                                                                                                                                                                                                                                                                                                                                             | 101 |

|     |                                                                           |            |
|-----|---------------------------------------------------------------------------|------------|
| 16. | Cigarette Tax: Douglas P. Stanley                                         | 111        |
| 17. | Marketing Assistant – Economic Development & Tourism - Douglas P. Stanley | 125        |
| 18. | Virginia Telecommunications Initiative – Douglas P. Stanley               | 127        |
| 19. | No Hunting on County Property – Sarah Elam Puckett                        | 131        |
| 20. | Emergency Management Report: Sarah Elam Puckett/Trey Pyle                 | 133        |
| 21. | County Attorney’s Report: Terri Atkins Wilson, Esq.                       | 135        |
| 22. | County Administrator’s Report: Douglas P. Stanley                         | 137        |
| 23. | <u>Committee Reports:</u>                                                 |            |
|     | a. Finance Committee:                                                     |            |
|     | i. Additional 1% Sales Tax                                                | 139        |
|     | ii. Director of Finance                                                   | 175        |
|     | b. Properties Committee:                                                  | 183        |
| 24. | <u>Correspondence/Informational</u>                                       | <b>185</b> |
|     | a. Letter from Powhatan County                                            | 186        |
|     | b. New County Administrator Announced in Nottoway County                  | 191        |
| 25. | <u>Monthly Reports</u>                                                    | <b>193</b> |
|     | a. Animal Control                                                         | 194        |
|     | b. Building Official                                                      | 196        |
|     | c. Cannery – Home Canning                                                 | 197        |
|     | d. Cannery – Commercial Canning                                           | 198        |
|     | e. Commonwealth Regional Council                                          | 199        |
|     | f. Prince Edward County Public Schools                                    | 201        |
|     | g. Tourism/Visitor Center                                                 | 206        |

*(NOTE: Additional agenda items may be added to the Table Pack is available for review after 4:30 p.m. on Tuesday, September 14, 2021.)*



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 1, 2, 3  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Call to Order, Invocation, Pledge of Allegiance, Remote Participation

---

**SUMMARY:**

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

**In-Person Participation:** While county meetings have re-opened to the public, there could still be limited seating, if social distancing is needed. To enter the Prince Edward County Courthouse, unvaccinated individuals are required to wear a mask at all times and socially distance. Vaccinated individuals are encouraged to wear a mask. Based on the uncertainty of social distancing requirements, the exact number of seats available in the Board/Planning Commission meeting room is uncertain. The County appreciates the public’s patience as staff continues to adapt to the public safety recommendations and guidelines of the Virginia Department of Health and the CDC.

Due to the COVID-19 Emergency, the Prince Edward County Board of Supervisors is operating pursuant to and in compliance with its “EMERGENCY CONTINUITY OF OPERATIONS ORDINANCE.” Effective August 1, 2021, the Board has re-opened meetings to in-person participation by the public; however, there could still be limited available seating. Citizens are strongly encouraged to participate in meetings through in-person participation, written comments, and/or remote participation by calling: **1-844-890-7777, Access Code: 390313** (*If busy, please call again.*) Additionally, citizens may view the Board meeting live in its entirety at the County’s YouTube Channel, the link to which is provided on the County’s website.

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

**COST:**

**ATTACHMENTS:**

**RECOMMENDATION:**

**SAMPLE MOTION:**

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 4  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Conflict of Interest Act Disclosures

---

**SUMMARY:**

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

**COST:**

**ATTACHMENTS:**

**RECOMMENDATION:**

**SAMPLE MOTION:**

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

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

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

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



**STATEMENT OF DISCLOSURE**

**DECLARATION OF INTEREST**

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

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

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

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

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

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

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

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

**DECLARATION OF ACCURACY**

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

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

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

Address \_\_\_\_\_

\_\_\_\_\_





**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 5  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Public Participation

**SUMMARY:**

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

**OPPORTUNITIES FOR PUBLIC PARTICIPATING & PUBLIC INPUT**

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

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

**ATTACHMENTS:** Public Participation Tracking Form

**RECOMMENDATION:** None.

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

# PUBLIC INPUT TRACKING LOG

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



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 6  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Board of Supervisors Comments

---

**SUMMARY:**

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

**COST:**

**ATTACHMENTS:**

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

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

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

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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 7-a  
**Department:** Treasurer  
**Staff Contact:** Donna Nunnally  
**Agenda Item:** Treasurer's Report

---

**SUMMARY:**

The Treasurer's July 2021 Report is attached.

**COST:**

**ATTACHMENTS:** Treasurer's Report, July 2021

**RECOMMENDATION:** Approval.

**SAMPLE MOTION:**

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

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

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

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

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

| <b>Name of Bank</b>                | <b>Bank Balance</b> |  |  | <b>Available Balance</b> |
|------------------------------------|---------------------|--|--|--------------------------|
| Benchmark Pooled Fund Account      | \$ 14,133,051.23    |  |  | \$ 14,133,051.23         |
| Benchmark Social Services          | \$ 245,448.94       |  |  | \$ 245,448.94            |
| Benchmark School Fund              | \$ 1,580,382.87     |  |  | \$ 1,580,382.87          |
| Benchmark Food Service             | \$ 236,746.99       |  |  | \$ 236,746.99            |
| <b>TOTAL</b>                       |                     |  |  | <b>\$ 16,195,630.03</b>  |
|                                    |                     |  |  |                          |
|                                    |                     |  |  |                          |
| <b>Certificate of Deposits</b>     |                     |  |  |                          |
| Benchmark                          |                     |  |  | \$ 646,066.52            |
| Farmers Bank                       |                     |  |  | \$ 2,223,892.88          |
| Benchmark 5 Yr CD-letter of credit |                     |  |  | \$ 653,227.28            |
| <b>TOTAL</b>                       |                     |  |  | <b>\$ 3,523,186.68</b>   |
|                                    |                     |  |  |                          |
|                                    |                     |  |  |                          |
| <b>GRAND TOTAL</b>                 |                     |  |  | <b>\$ 19,718,816.71</b>  |

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

| <b>Name of Bank</b>            | <b>Bank Balance</b> |  |  | <b>Available Balance</b> |
|--------------------------------|---------------------|--|--|--------------------------|
| Benchmark Pooled Fund Account  | \$ 6,154,275.53     |  |  | \$ 6,154,275.53          |
| Benchmark Social Services      | \$ 207,322.55       |  |  | \$ 207,322.55            |
| Benchmark School Fund          | \$ 1,779,672.12     |  |  | \$ 1,779,672.12          |
| Benchmark Food Service         | \$ 389,976.60       |  |  | \$ 389,976.60            |
| <b>TOTAL</b>                   |                     |  |  | <b>\$ 8,531,246.80</b>   |
|                                |                     |  |  |                          |
|                                |                     |  |  |                          |
| <b>Certificate of Deposits</b> |                     |  |  |                          |
| Benchmark                      |                     |  |  | \$ 826,460.03            |
|                                |                     |  |  |                          |
| <b>TOTAL</b>                   |                     |  |  | <b>\$ 826,460.03</b>     |
|                                |                     |  |  |                          |
|                                |                     |  |  |                          |
| <b>GRAND TOTAL</b>             |                     |  |  | <b>\$ 9,357,706.83</b>   |

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 7-b  
**Department:** County Administration  
**Staff Contact:** Karin Everhart  
**Agenda Item:** Approval of Minutes

---

**SUMMARY:**

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

**COST:**

**ATTACHMENTS:** Draft Meeting Minutes, August 10, 2021

**RECOMMENDATION:** Approval.

**SAMPLE MOTION:**

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

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

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

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

August 10, 2021

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 10<sup>th</sup> day of August, 2021; at 7:00 p.m., there were present:

Beverly M. Booth

Pattie Cooper-Jones

J. David Emert

Llew W. Gilliam, Jr.

Robert M. Jones

Odessa H. Pride

Jerry R. Townsend

James R. Wilck

Also present: Douglas P. Stanley, County Administrator; Sarah E. Puckett, Assistant County Administrator; Trey Pyle, Deputy Emergency Management Coordinator; Robert Love, Planning & Zoning Administrator; Chelsey White, Economic Development Director; Terri Atkins Wilson, County Attorney; and Scott Frederick, P.E., VDOT Resident Engineer.

Chairman Emert called the August meeting to order.

Chairman Emert stated:

*Due to the COVID-19 Emergency, the Prince Edward County Board of Supervisors is operating pursuant to and in compliance with its "EMERGENCY CONTINUITY OF OPERATIONS ORDINANCE." Effective August 1, 2021, the Board has re-opened meetings to in-person participation by the public; however, there could still be limited available seating. Citizens are strongly encouraged to participate in meetings through in-person participation, written comments, and/or remote participation by calling: **1-844-890-7777, Access Code: 390313** (If busy, please call again.) Additionally, citizens may view the Board meeting live in its entirety at the County's YouTube Channel, the link to which is provided on the County's website.*

Chairman Emert then read the following:

The Prince Edward County Board of Supervisors strongly encourages citizen input and engagement in our County government. Due to COVID-19, the Board of Supervisors, Planning Commission, and other County committees, boards, etc. are operating pursuant to the following protocols for public input and public participation.

Public Participation and Public Hearing comments and information regarding the limited number of seats for in-person participation at County meetings are coordinated through Karin Everhart, Deputy Clerk to the Board of Supervisors, as follows:

1. **In-Person Participation:** While county meetings have re-opened to the public, there could still be limited seating, if social distancing is needed. **To enter the Prince Edward County Courthouse, unvaccinated and vaccinated individuals are required to wear a mask at all times and socially distance.** Based on the uncertainty of social distancing requirements, the exact number of seats available in the Board/Planning Commission meeting room is uncertain. The County appreciates the public's patience as staff continues to adapt to the public safety recommendations and guidelines of the Virginia Department of Health and the CDC.
2. **Written Comments:** Please limit word count to no more than 500 words. Comments must be received by 2:00 p.m. the day of the meeting.
  - a. **Mailed:** Board of Supervisors (or Planning Commission)  
P.O. Box 382, Farmville, VA 23901.
  - b. **E-Mailed:** Board of Supervisors: [board@co.prince-edward.va.us](mailto:board@co.prince-edward.va.us)  
Planning Commission: [info@co.prince-edward.va.us](mailto:info@co.prince-edward.va.us)
3. **Remote Participation:** Citizens may participate remotely during the meeting. To call in to the meeting, please dial: **1-844-890-7777**. When prompted for an Access Number: **390313**. Citizens may provide comments during Public Participation and/or for a specific Public Hearing on the agenda. **Citizens are encouraged to pre-register** with the County Administrator's Office at 434-392-8837 by 2:00 p.m. the day of the meeting. Callers must be on the line and ready to speak when called upon by the Chair. Please state your name and district of residence. Based upon the # of speakers, the Chair will determine the time allotted to each speaker.
4. **County YouTube Channel:** Citizen may also view the monthly Board of Supervisors meeting live at the County's YouTube Channel: (link is also on County website under Meetings & Public Notices.)  
<https://www.youtube.com/channel/UCvfpsa5HEjIWejBSc5XwplA/featured> .

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

#### In Re: Conflicts of Interest

Supervisor Pride stated:

“As a member of the Prince Edward County Board of Supervisors, I am disclosing that I have an interest in the appropriation of funds and the approval of budget amendments for the FY 22 Prince Edward County School Budget, as I am periodically a part-time student tutor for the Prince Edward County Public Schools. As the Prince Edward County Board of Supervisors has no authority over setting the salaries or pay increases of School employees, I am able to participate in the approval and appropriation of funds to the school budget fairly, objectively and in the public interest. I have filed a statement of disclosure with the Office of the Prince Edward County Administrator, a copy of which is available for public review.”

In Re: Public Participation

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

Daniel Jordan, Manager, High Bridge Trail State Park, presented an update on happenings at High Bridge Trail State Park. He reported revenues for FY21 of \$73,214, a decrease of approximately 20% from the previous year. He said the Bridge being closed for maintenance affected that outcome. He added that State Parks had seen a budget cut as well but some has been restored. He reported that in July 2020, they acquired property for parking and access in Pamplin, and are working with Appomattox County in developing an entrance. He said they are working with the County and the Prospect Historical Society on the Prospect Historic Depot. Mill Street is being re-decked downtown and their crews will be repainting gates and kiosks; maps are available to download without internet or WIFI access. Concrete work continues at Camp Paradise at the rest area and the Discovery area. The Visitor Center is stalled with the high cost of lumber, once the pricing comes down that will be re-bid. In the meantime, there is now electric service and the well is dug. Mr. Jordan then stated there will be a Half Marathon held in October, the "Ultra 50k" in October, and the "Freight Train," a 100k or 62-mile run, will be held in December.

Kevin Faubion, Park Manager, Twin Lakes State Park, presented a brief history of the Park, stating it is a 600-acre park and was the first park open to black and white people together, a leader in Civil Rights movement. He said new signage is being installed to highlight some of the stories of the people who enjoyed the park. He said the Park has 11 cabins, 32 camp sites, and 4 picnic shelters, in addition, there is the Cedar Crest event center and dining hall. Mr. Faubion said a meeting was held to discuss the Master Plan for the Park in April [2021] and discussion included potential changes and updates to the Park. He said the following projects are ongoing: new signage, cabin restoration (six are historic dating back to the 1950s); outdoor showers located at one of the swimming lakes. He added there is a new fleet of paddleboats; and volunteer operations are ongoing.

Supervisor Townsend questioned the use of offenders to police the grounds. Mr. Faubion said that has not been started back up yet, but discussions are being held.

In Re: Board Comments

Supervisor Pride welcomed everyone to the meeting; she then thanked Supervisor Cooper-Jones for the “Tuesday Night Out” and extended thanks to the officers and fire department members that attended.

Chairman Emert welcomed all and expressed his appreciation for the citizen participation.

Supervisor Cooper-Jones, Supervisor Booth and Supervisor Wilck welcomed all in attendance.

Supervisor Jones questioned the amount reported in the County’s Fund Balance, comparing the “cash on hand” from June 2020 to June 2021. He said there is considerably more, about \$10 million, in the Fund Balance. He said that the way things are with COVID, private businesses are being hurt by the increase in property taxes. Supervisor Cooper-Jones said that the County is working on the Capital Improvement projects; she added the County must keep the bond rating up in case the County needs to borrow. Discussion followed.

Supervisor Jones stated with the projects listed in the Capital Improvement Plan, they are less than \$9 million; he said he opposed the increase in property taxes approved by the Board, and fears that it will hurt its citizens. Further discussion followed.

Mr. Stanley said the auditors will be doing the FY21 field work during the third week of October. He said that until their review is complete, staff is not sure what the exact number is. He said some cash will be added to the fund balance, but approximately \$1.3 million is School funds which they are requesting the return of once the audit is complete. He said, in review of FY21, it looks like revenue held its own and the County underspent Expenditures; he said last year there was approximately \$5 million in a construction account for the Department of Social Services and the Courthouse project funding that was not drawn down. He said that could make about half of the \$10 million difference. He said other potential Capital Improvement costs such as relocating PEVRS and the next cell of the landfill need to be funded and the possibility of losing Buckingham County as a customer are considerations. Mr. Stanley said he appreciates Supervisor Jones’ concerns; he said the next audit cycle will help the Board better understand where the County stands in regard to the County Fund Balance.

Mr. Stanley said \$4.4 million from Federal government as part of the American Rescue Plan have strings attached; he said these funds can be used for infrastructure, including broadband, water and sewer, and may be able to be used for Emergency upgrades to the radio system. He said the Schools have received additional funding as well. Some of this additional funding may be able to be used for Capital Improvements, including HVAC upgrades.

Supervisor Townsend thanked all for attending and to follow the advice of the CDC and Virginia Health Department, and be safe.

Supervisor Gilliam welcomed all and asked all to be safe.

Supervisor Pride then reported the passing of Carol Anne Carter and asked for a moment of silence.

In Re: Consent Agenda

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

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

the Board accepted the June 2021 Treasurer's Report; the minutes of the meeting held July 13, 2021; Accounts and Claims, Board Mileage Sheets; and Salaries.

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

| <b>Name of Bank</b>           | <b>Bank Balance</b> | <b>Available Balance</b> |
|-------------------------------|---------------------|--------------------------|
| Benchmark Pooled Fund Account | \$16,703,014.71     | \$16,703,014.71          |
| Benchmark Social Services     | \$142,873.81        | \$142,873.81             |
| Benchmark School Fund         | \$196,683.54        | \$196,683.54             |
| Benchmark Food Service        | \$263,079.95        | \$263,079.95             |
| TOTAL                         |                     | \$17,305,652.01          |

**Certificates of Deposit**

|                                   |                               |
|-----------------------------------|-------------------------------|
| Benchmark                         | \$645,321.09                  |
| Farmers Bank                      | \$2,223,892.88                |
| Benchmark 5yr CD-letter of credit | \$651,602.74                  |
| TOTAL                             | <u>\$3,520,816.71</u>         |
| GRAND TOTAL                       | <u><u>\$20,826,468.72</u></u> |

In Re: Public Hearing – FY 22 Budget Amendment, Appropriation of CARES Act Funding

Chairman Emert announced that this was the date and time scheduled for a public hearing on a request by the Prince Edward County Schools to amend the FY 22 County Budget and FY 22 County School Budget, and to accept the distribution of \$3,143,231 of Federal Coronavirus Relief Funds to be appropriated by the Board of Supervisors and distributed to the Prince Edward County Public Schools. Notice of this hearing was advertised according to law in the Wednesday, July 28, 2021, and Wednesday, August 4, 2021 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

At its July meeting, the Board authorized a public hearing for the request from the Prince Edward County Public Schools for an appropriation of \$3,143,231 of Federal Coronavirus Aid, Relief and Economic Security (CARES) Act of 2020 funding to the FY 22 School Budget.

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

The County Administrator reviewed the highlights of the spending plan of the \$3,143,231.

Chairman Emert opened the public hearing.

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

Supervisor Jones made a motion, seconded by Supervisor Cooper-Jones, to approve the FY22 Budget Amendment and appropriate the additional \$3,143,231 to the School CARES Act Fund; the motion carried:

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

Nay: None

In Re: FY22 Appropriations – Sheriff’s Department

The Sheriff’s Department was awarded the Body-Worn Camera Grant from the Virginia Department of Criminal Justice Services in the amount of \$19,515.90 that requires a 50/50 local match. Due to the nature of the state reimbursement grant, we’re asking that the total amount of \$39,031.80 be appropriated.

The Sheriff has also requested the appropriation of funds for the Replicon Time Management System. Currently, the PECSO is in need of a proper automated time keeping system for employees. This system would enable real-time communication between staff and management related to work schedules and requested time off. This should reduce and potentially eliminate any confusion with the staff. There is a one-time set up cost of \$1,800 for the licenses and a maintenance fee of \$2,840 yearly.

The Sheriff’s FY21 savings in salaries and wages is enough to cover the \$24,155.90 needed for both the Body-Cam grant and Replicon Time Management system.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to approve the FY22 Budget amendment and appropriate the same funds, as follows:

| Rev/Exp | Fund | Dept  | Object | Description                            | Debit       | Credit      |
|---------|------|-------|--------|----------------------------------------|-------------|-------------|
| 3 (Rev) | 100  | 41050 | 0100   | General Fund Balance                   |             | \$24,155.90 |
| 3 (Rev) | 100  | 24040 | 0035   | Sheriff – Body Cam Grant               |             | \$19,515.90 |
| 4 (Exp) | 100  | 31200 | 6024   | Body Cams                              | \$39,031.80 |             |
| 4 (Exp) | 100  | 31200 | 3320   | Sheriff - Maintenance Service Contract | \$2,840.00  |             |
| 4 (Exp) | 100  | 31200 | 3160   | Sheriff – Professional Services        | \$1,800.00  |             |

The motion carried:

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

Nay: None



In Re: FY22 Appropriations – Prince Edward County Schools

The County received a request from the Prince Edward County Public Schools regarding the appropriation in the amount of \$102,271.49 to the school operating budget. The reimbursement deadline for the federal grant is September 1, 2021. Local match is not required.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to approve the FY22 Budget amendment presented and appropriate the same funds, as follows:

| Rev/Exp | Fund | Dept  | Object | Description                | Debit        | Credit      |
|---------|------|-------|--------|----------------------------|--------------|-------------|
| 3 (Rev) | 250  | 33020 | 0016   | Improvement Grant – Elem.  |              | \$12,040.39 |
| 3 (Rev) | 250  | 33020 | 0016   | Improvement Grant – Middle |              | \$90,231.10 |
| 4 (Exp) | 250  | 61000 | 0001   | Instruction                | \$102,271.49 |             |

The motion carried:

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

Nay: None

In Re: Property Purchase Refund

The Treasurer is requesting that all funds collected at auction on September 30, 2020 for Parcel 046(A)96 be refunded to the purchasers, as this parcel has been determined to no longer exist. See the attached letters from Treasurer Donna Nunnally with attachments from Commissioner Edna Goldman and Taxing Authority Consulting Services.

The bid amount on the property was \$1,750.00. The "prorated" deed recording fee that was paid is \$18.00, for a total refund amount of \$1,768.00. (Note: The purchasers recorded two properties under the same deed to reduce costs, therefore the county would only reimburse the excess cost for the second deed, as explained in the attachments from Taxing Authority Consulting Services.) The purchasers are Alice Staples and Shamir Jackson.

Supervisor Jones made a motion, seconded by Supervisor Booth, to approve the request of the Treasurer and authorize the refund of \$1,768.00 to Alice Staples and Shamir Jackson for the purchase of a parcel identified as Tax Map #046-96 (Account 22585) that has been determined by the Commissioner of

Revenue it did not exist at the time of the auction, and the parcel is now deleted from the property records of the County; the motion carried:

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

In Re: American Legion Auxiliary, Jack Garland Unit #32

Ms. Erika Evans of the Jack Garland Unit #32 of the American Legion Auxiliary in Farmville has requested the opportunity to be on the August Board agenda to present a 9/11 Memorial Freedom Flag to the Board of Supervisors.

With the upcoming 20th Anniversary of September 11th, they are asking if Prince Edward County would please join the Commonwealth and other Virginia localities in flying this official remembrance flag on September 11 in honor of those who lost their lives that day. She described the symbolism of the various elements of the flag, which was designed and made in Virginia. She stated the blue represents Americans united together for freedom; the white star represents all who lived and died for freedom. She said the five white bars represent the Pentagon, the organized protection of our freedom; the broad red stripes represent the Twin Towers, and the people who perished at the World Trade Center and on the American Airlines Flight 11 and United Airlines Flight 175.

The flag size is 3' x 5' and is meant to be flown below the American, state and any local flags. Full protocol can be found here -- <https://www.freedomflagfoundation.org/raising-the-freedom-flag>

Supervisor Jones made a motion, seconded by Supervisor Cooper-Jones, to accept presentation of the 9/11 Memorial Freedom Flag from the American Legion Auxiliary, Jack Garland Unit #32 in remembrance of those lost on September 11, 2001; the motion carried:

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

Nay: None

In Re: Highway Matters

Mr. Scott D. Frederick, P.E., stated work to widen Route 604 continues; he said there are still vacancies in the Hampden-Sydney area, with only 17 operators out of 21. He said the boom axe is cutting brush daily. Mr. Frederick stated the concerns about the island at the Worsham turn-lane project are being addressed; he said upon review, the wrong type of island was installed. The replacement will be two inches shorter and is a “mountable island.”

Mr. Frederick said mowing of secondary routes are being cut for the second time; he said the contractor is picking up litter before it is cut. He added that once they are finished on Route 604, crews will begin work on the Rural Rustic projects. He stated a specialty contractor will be hired for tree removal to take place over the next month.

Supervisor Pride expressed concerns regarding the road leading to VDOT at Hampden-Sydney; she said the road is “rugged” at the facility, on Route 628. Mr. Frederick said that section has been patched several times and will be worked on before winter.

Supervisor Pride stated Briery Creek Lane has 17 residents and questioned if they will be able to have gravel placed on their road, and if not, why the road does not meet the requirements. Mr. Frederick stated at the time of development, it was not dedicated as public right-of-way. He said at the time of development, VDOT requested the developer to dedicate the right-of-way and was refused; now it would need to be brought up to state standards to be accepted into the State system.

Mr. Stanley said Revenue Sharing may be able to be used, and said if Rural Rustic could be applied today, it could take years prior to anything being done on this road. Discussion followed.

Mr. Stanley said American Rescue Plan Funding legislation is on the Governor’s desk includes language that clarifies and corrects the issue with the definition of overtime, wages and pay; he said it adds

the term of “compensation time” into that definition which would allow comp time to be given versus an over-time situation.

Supervisor Townsend reported an issue at Corner Road, off Twin Bridges. He asked about a Rural Rustic traffic study to see if it meets the criteria. He said at the bridge on Mt. Pleasant Road, the bridge on New Bethel Road and on Twin Bridges; trees and grass are blocking line of sight. Discussion followed.

Chairman Emert said there is brush blocking the line of sight on Rattler’s Branch and Pin Oak Roads.

Supervisor Gilliam reported the tree at the edge of the cemetery that he reported last month has now died and needs removed. Mr. Frederick said that tree is already on the list to be removed.

In Re: Hampden-Sydney College Rezoning (A2 to CR) Withdrawn

Mr. Stanley noted the application for a Rezoning from Hampden-Sydney College to amend the Prince Edward County Zoning Map and rezone approximately 9.44 +/- acres from A-2, Agricultural Residential to CR, College Residential has been withdrawn by the applicant.

In Re: Appointments – Citizen Advisory Committee for Redistricting

Mr. Stanley stated that at its July meeting, the Board of Supervisors authorized the creation of the Citizen Advisory Committee for Redistricting comprised of one representative each of the County Democratic Party, the County Republican Party and the NAACP. The Committee will be supported by staff from the Registrar’s Office and County Administrator’s Office, the County Attorney, and with the technological and redistricting software support from the Commonwealth Regional Council.

To complete the establishment of the Committee, the Board considered the following nominees for appointment:

|                   |                                  |
|-------------------|----------------------------------|
| NAACP:            | Cameron Patterson, Farmville, VA |
| Republican Party: | Elizabeth Garrison, Meherrin, VA |
| Democratic Party: | Benjamin Gano, Farmville, VA     |

Supervisor Jones made a motion, seconded by Supervisor Wilck, that the Board approve the appointment of Cameron Patterson, Elizabeth Garrison, and Benjamin Gano to the Citizen Advisory Committee for Redistricting; the motion carried:

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

In Re: Resolution Approving Separate Tangible Personal Property Tax Rate for Computer Equipment

In March 2020, the Board of Supervisors appropriated funding to the IDA that ultimately led to the purchase of the Lockwood property for use and marketing as a data center site.

One of the largest cost centers for such a project is payment of personal property taxes due to the large investment and the high tax rates for personal property. As such, most localities that are competing for such projects offer a reduced Personal Property tax rate to make their communities more competitive. Some communities have waited to adjust the rate once they have a prospect while others have lowered the rates to make themselves more competitive in marketing their communities. In talking with representatives with Dominion Energy, they have suggested proceeding with adopting a lower rate to make the community more competitive in marketing the site.

At this time, Staff is requesting that the Board of Supervisors consider a lower tax rate for computer equipment and peripherals used in a data center. In accordance with Section 58.1-3506(A)(43) of the Code of Virginia, computer equipment and peripherals used in a data center are considered a separate classification for local taxation. Accordingly, many localities have adopted a lower tax rate for such equipment to attract data centers to the locality. A comparison chart is attached for reference. Prince William County, Stafford County and Spotsylvania County all have a tax rate of \$1.25 per \$100. Fauquier County has a rate of \$2.30 per \$100. We are proposing that Prince Edward County adopt a rate of \$1.00 per \$100. Currently, the County taxes such equipment at the personal property rate of \$4.50 per \$100.

Furthermore, Staff is requesting that the County adopt a depreciation schedule similar to the other counties mentioned above. Section 58.1-3503(A)(17) states that computer equipment and peripherals used in a data center shall be valued by a means of a percentage or percentages of original cost or by such other method as may be reasonably be expected to determine the fair market value. Such proposed depreciation schedule would be 50% of assessed value in year one, 40% year two, 30% year three, 20% year four, and 10% year five and each year following. Data centers typically replace their equipment every four to five years. Currently in the County, equipment/ furniture and fixtures are assessed by percentage of original costs (20%).

Mr. Stanley reviewed a comparison sheet of rates in Virginia. He pointed out some specific comparisons and said it is important to not only look at the rate, but also at the depreciation schedule. Prince Edward County values are assessed at 20% of value. Many of the other localities start off at a much higher percentage.

Mr. Stanley stated the recommended resolution proposes that the tangible personal property rate for computer equipment and peripherals used in a data centers shall be \$1.00 per \$100. The proposed resolution also includes the depreciation schedule outlined above. Such tax rate and depreciation schedule would not go into effect until January 1, 2022.

A public hearing is not required for this item; however, the County Administrator and County Attorney both recommend that the Board hold a public hearing. The hearing could be held in September and will not impact marketing of the site.

Supervisor Jones made a motion, seconded by Supervisor Cooper-Jones, to advertise a public hearing on the proposed resolution to set a personal property tax rate of \$1.00 for computer equipment and peripherals used in a data center and to set a separate depreciation schedule for computer equipment and peripherals used in a data center for a public hearing; the motion carried:

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

**RESOLUTION  
OF THE BOARD OF SUPERVISORS OF PRINCE EDWARD COUNTY  
TO ADOPT A SEPARATE TANGIBLE PERSONAL PROPERTY CATEGORY FOR  
COMPUTER EQUIPMENT AND PERIPHERALS USED IN DATA CENTERS AND TO  
SET A TAX RATE FOR SAID CATEGORY OF \$1.00 PER \$100.00 OF ASSESSED  
VALUE BECOMING EFFECTIVE OCTOBER 1, 2021**

**WHEREAS**, the Prince Edward County Board of Supervisors may establish certain classes of tangible personal property for the purposes of LOCAL taxation pursuant to Va. Code Ann. §58.1-3506; and

**WHEREAS**, Va. Code Ann. § 58.1-3506 provides that certain items enumerated therein shall be a separate class of property and shall constitute a classification for local taxation separate from the other classifications set forth in Chapter 35 of Title 48.1 of the Code of Virginia, 1960, as amended; and

**WHEREAS**, Va. Code Ann. § 58.1-3503(A)(17) requires that tangible personal property that has been classified as computer equipment and peripherals used in data centers be valued by means of a percentage or percentages of the original cost, or by some other method that may reasonably be expected to determine the actual fair market value; and

**WHEREAS**, the Prince Edward County Board of Supervisors has determined that it should adopt a separate category of tangible personal property for computer equipment and peripherals used in data centers to encourage economic development consistent with the County's Comprehensive Plan; and

**WHEREAS**, the Prince Edward County Board of Supervisors has determined that it should adopt a depreciation schedule to assess the value of tangible personal property classified as computer equipment and peripherals used in data centers;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of Prince Edward County, Virginia, in accordance with the Virginia Code Ann. § 58.1-3506, approves the adoption of the tangible personal property category for computer equipment and peripherals used in data centers, and sets a tax rate for said category at \$1.00 per \$100.00 of assessed value beginning October 1, 2021.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Supervisors of Prince Edward County, Virginia, in accordance with Virginia Code Ann. § 58.1-3503, approves the adoption of the following depreciation schedule for computer equipment and peripherals used in data centers: 50% of assessed value for year one, 40% of assessed value for year two, 30% of assessed value for year three, 20% of assessed value for year four, and 10% of assessed value for year five beginning October 1, 2021.

In Re: Building Official – Position Description and Compensation

Prince Edward County Building Official Coy Leatherwood has recently given notice of his intent to retire from his position effective December 31, 2021. Mr. Leatherwood has capably served Prince Edward in this position since 1985 and is currently the second longest serving Building Official in one locality. Mr. Leatherwood currently serves this position in a part-time capacity working an estimated 30 hours per week. His current salary is \$53,595.

Mr. Stanley said that in light of discussions with Mr. Leatherwood, Mr. Stanley proposes that the County start advertising this position this month with the goal to have someone on staff by early to mid-October to allow for a 2-3 month overlap with Mr. Leatherwood for the new Building Official to get acclimated with Prince Edward County.

In review of the activity and education/ certification required for the position, Mr. Stanley proposes that the position be upgraded to fit on the salary grade with other Department Head level positions and be made full-time with VRS and Health Insurance benefits to ensure that the County is able to attract quality candidates.

At this time, Mr. Stanley requests the position is upgraded from a Grade 11 (\$37,413-\$60,146) to a Grade 19 (\$52,642.73 - \$84,632.18) and make the position an Exempt position. The actual salary of the new Building Official will be set at the time of hiring based on experience and qualifications. This would bring his salary in line with that of the responsibilities of the position.

With conversion of the position to full-time status, it is anticipated to get the position to help with other code enforcement including obtaining certification for erosion and sediment control inspections.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Wilck, to approve the requested change to the Building Official position and the position grade from Grade 11 to Grade 19, effective October 1, 2021; the motion carried:

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

In Re: Economic Development & Tourism Update

Chelsey White, Economic Development Director, presented the following report:

- Working with the Longwood Small Business Development Center (SBDC) and Mid-Atlantic Broadband Communities Corporation (MBC) on a Southern Virginia Regional Entrepreneurship & Innovation Initiative. The main goal of the initiative is to implement a strategy for entrepreneurship and innovation in Region 3 including a pipeline of training programs and an



innovation hub in Midtown Square (the old Barnes & Noble space). The strategy is focused on the following:

- o Connecting ecosystem resources & entrepreneurs
  - o Supporting existing business growth & innovation
  - o Developing training programs for aspiring entrepreneurs
  - o Expanding access to capital
  - o Expediting broadband implementation
  - o Funding a regional ecosystem navigator
- County has recently earned the ACT Work Ready Community designation and meeting 100% of the program goal established in 2018. The county participated in an announcement celebration on July 8th that was attended by our community partners on this project and Megan Healy, Chief Workforce Advisor to Governor Northam. The county began participation in this program aiming to get workers spanning across a variety of career levels to complete the necessary assessments to earn the ACT National Career Readiness Certification. This certification demonstrates career readiness and is one criterion used by developers for site selection.
  - County has been featured in Business View Magazine. This editorial will highlight the county's assets and current development projects. It will tell the story of why Prince Edward County is a unique destination to visit and a great place to grow, start, or relocate a business.
  - Working with the Timmons group on the next steps to take the Heartland Innovative Technology Park to Tier 3 level certification. Coordinating with the Town of Farmville on the necessary infrastructure plans.
  - Working with the Timmons Group, Dominion Energy, MBC on marketing strategy for the Heartland Innovative Technology Park including potential target enterprise data centers (i.e. Google, Apple, Microsoft, AWS, Facebook) potential submarkets for co-location and target marketing efforts.
  - Working with the Timmons Group on better marketing our Enterprise Zone by integrating it into the County's GIS website. Currently, the GIS website is a beta site and has not been released to the public yet.
  - Convened for meetings with staff from VDOT, the Commonwealth Regional Council, and the Timmons Group concerning the development of industrial park access road project and grant management.
  - IDA authorized the submission of an application to the Tobacco Region Revitalization Commission's (TRRC) Community and Business Lending (CBL) Program for a \$1-\$4 million loan to finance a broadband expansion project. Mr. Jim Garrett, of Kinex Telecom, has won a contract through ROOF auction to provide broadband to rural census blocks that do not currently have broadband with at least 25 Mbps download speeds and 3 MBPS upload speeds. This proposed project will deploy more than 1,100 miles of fiber-optic network. This project consists of broadband fiber buildout in parts of Prince Edward, Cumberland, and Lunenburg Counties, and will provide broadband to nearly 7,600 eligible service locations.
  - Working with the South-Central Workforce Development Board to support existing manufacturing employers regarding workforce development challenges to ultimately encourage business retention and expansion.
  - Working with industrial and commercial developer prospects to find sites around Prince Edward County including the Prince Edward Business Park and privately-owned industrial properties.
  - Working to market the Manor property for residential and/or commercial development.
  - Requested site information has been sent to the Virginia Growth Alliance for prospects in search of an industrial site.

- Submitted the 2021 Prince Edward County Enterprise Zone Annual Report to the Virginia Department of Housing and Community Development on behalf of the county.
- Visitor Center numbers are steadily increasing and faring much better than last year in regards to in-person visitation.
- We are continuing to participate in regional and state organizations including Virginia's Crossroads and the Virginia Tourism Corporation on marketing the county's tourism opportunities.
- In addition to our Business View Magazine feature, we also featured in the blogpost "22 Virginia Small Towns You're Going to LOVE" which mentioned the Sandy River Adventure Park and the High Bridge Trail State Park as wonderful attractions. We are also continuing to work with our local businesses on promotional opportunities and support as it relates to recovery from the pandemic.

In Re: Emergency Management Update

Mrs. Sarah Puckett presented the Board Briefing #24; she stated Delta variant is not kind to the unvaccinated. She said there are 20 active cases; there is an average of two to three new cases daily with nine new cases recorded on Saturday. She said the UVA Biocomplexity Institute reports the Delta variant is now dominant in Virginia. In addition to its increased transmissibility, evidence is building that the Delta variant causes a more severe illness. Based on projections using the current case count trajectory, cases could exceed last winter's peak. Masking, vaccinating and social distancing remain the most effective ways to protect yourself, your family and your community.

Mrs. Puckett reported there are currently 9,041 first vaccines and 8,065 fully vaccinated in Prince Edward County. She said the student bodies of both Longwood University and Hampden-Sydney College are included in the County population but because the students primarily used their home addresses for vaccination purposes, their vaccinations are not included in our county vaccination totals. She said if included, that would increase the County's vaccination percentage to 55% as opposed to the 35% reported by VDH.

Mrs. Puckett reported that effective August 1, 2021, the Prince Edward County Health Department will be holding vaccination clinics each Tuesday by appointment at the local health department. She also noted that vaccines are still available daily at local pharmacies – CVS, Farmville Pharmacy, Walgreens & Walmart.

Mrs. Puckett said Courthouse operations are following CDC guidance; masks are required for public access, vaccinated or unvaccinated and social distancing is still required. Employee guidance is also in place. The County continues to publish vaccine information via the web site and Facebook. Emergency Management is monitoring situational awareness as the Delta variant impacts Prince Edward County with outbreaks and increases in case counts. She said staff is updating inventory and demands for PPE for emergency services and county operations, and will support school PPE resource requests to the state.

Mrs. Puckett reminded the public that the deadline for the #VaccinatePrinceEdward Scholarship is Friday, August 13, 2021 at noon.

Mrs. Puckett then announced that Prince Edward County now has a Certified Swiftwater Rescue & EMS team; she stated Trey Pyle is one of the six members of the Meherrin Volunteer Fire & Rescue department that is certified.

Mrs. Puckett stated the September 18<sup>th</sup> weekend will be the confluence of the Heart of Virginia Festival, Longwood Family Weekend, and the Hampden-Sydney Home Hall of Fame football game; she said Chief Ellington is leading Incident Command as most of the activities will be taking place in the Town of Farmville, but we anticipate there could be upwards of 15,000 people in Farmville and Prince Edward County that weekend. She said it is being used as an exercise for coordination and communication in bringing all partners that would be involved in any kind of large-scale incident. This will be a test in skills and resources.

Mrs. Puckett said that Mr. Pyle and the Sheriff's office are also coordinating with the U. S. military on an upcoming training that will take place in the State Forest in October.

Supervisor Jones asked if there is any word on revaccination. Mrs. Puckett said there is discussion but nothing definitive.

Supervisor Gilliam questioned check-in procedures at the colleges. Mrs. Puckett said Hampden-Sydney has required the use of masks and testing for those that are not vaccinated; Longwood University has mandated vaccinations.

In Re: County Attorney's Report

Mrs. Terri Atkins Wilson, County Attorney, stated she has been working with the IDA, and with County Administration on ordinances. She said there is no pending litigation.

Mr. Stanley thanked Mrs. Atkins Wilson and said work continues on the draft of the Meals Tax and the waste decal.

In Re: County Administrator's Report

Mr. Stanley presented the following reports:

- The County will contact the General Assembly regarding implementing an additional 1% sales tax in Prince Edward County for School Capital Improvements; he said he's been in touch with Delegate Edmunds and his staff. This topic will be on the September agenda for consideration.
- Working to set up a meeting with the school leadership to specifically discuss the elementary school and plans for the future.
- Received notification that the Nelson County Community Development Foundation currently administers the Virginia Housing Choice Voucher Program in Nelson, Amherst and Appomattox Counties. He said the program provides affordable housing to low-income community members, vouchers that subsidize the cost of renting apartments, single family homes and condominiums. He said the Foundation is seeking to expand their service area to include vouchers to Buckingham, Cumberland and Prince Edward Counties; STEPS has agreed to partner with the Foundation and provide temporary office space, meet with their clients and to assist with notification. The next online application period for regular vouchers will be August 17 from 9:00 a.m. – 5:00 p.m. at the Virginia Housing Department website. There will also be a public hearing on August 13 to consider including all three counties in the Emergency housing voucher portion of the program. He added there are currently 195 vouchers and 10 emergency housing vouchers in the entire service area. Clients who qualify for the program will be put on a waiting list and will be assisted as vouchers become available.
- Working with the Courts, the County has reinstated the mask program in the Courthouse; all employees must wear a mask to enter the Courthouse. Unvaccinated employees must wear a mask their entire time in the Courthouse. Vaccinated employees must wear a mask at all times in public spaces; all employees must wear a mask at all times when in another office.
- The American Rescue Plan Funding, the County submitted its request to the U. S. Treasury for the first half of the \$2.2 million Rescue Plan funds. He said the Finance Committee will meet to discuss the process and how to spend those funds.
- VDOT has indicated that the Manor House Revenue Sharing project was screened in and it is past the first step in the turn-lane project.
- Use of the Courthouse grounds has been approved for a ceremony by the VFW Post 7059 at 11:00 a.m. on September 17, 2021 to honor POW/MIA Day.

- Convenience sites: Staff is moving forward with Timmons on the site plan for the Rice convenience site upgrade; that is the site with the highest volume and will be the first to be upgraded as part of the Capital Improvement process.
- SCOPE Building: Properties Committee will meet to discuss a number of issues with the building.
- Timmons is working on a final permit application; he said this is the request to DEQ to renew the withdrawal permit for Sandy River Reservoir.

In Re: Dance Hall Permit

The County requires an annual Dance Hall Permit. Coy Leatherwood, Building Official, and Trey Pyle, Deputy Emergency Management Coordinator, inspected the site for compliance to current building and fire codes and with a maximum occupancy of 400 persons for the following business:

New Fevers Restaurant and Lounge  
 193 McLendon Drive  
 Farmville, VA 23901

Supervisor Jones made a motion, seconded by Supervisor Townsend, to approve the Dance Hall Permit application for New Fevers Restaurant and Lounge; the motion carried:

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

In Re: Crossroads Audit

Mr. Stanley stated that at its Board meeting on June 8<sup>th</sup>, the Board of Supervisors of Prince Edward County unanimously adopted a resolution requesting that the Crossroads Community Service Board of Directors conduct a thorough external, independent forensic audit of its records for budget years FY 2019, FY 2020, and FY 2021. The Boards of Nottoway, Buckingham, Cumberland and Charlotte also unanimously adopted similar resolutions.

On June 22, the Crossroads Board voted to proceed with the audit as requested by a vote of 6-4-1. Chair Carmalita Escoto proceeded, pursuant to the bylaws, to appoint an Ad-hoc Audit Committee to assist

with the selection of an auditor. Chair Escoto appointed Robert Saunders, Jordan Miles, and Helen Simmons to the Audit Committee to execute the actions that were included in the motion. Mr. Saunders was designated as Chairman of the Committee. Chair Escoto, along with Interim Executive Director Pam Wallace, were appointed to serve as non-voting members. The committee also included legal counsel and advisers (non-voting) depending on the subjects of discussion and the progression of the audit.

The Crossroads Board voted at its meeting on July 27th by a vote of 7-5 to dissolve the Audit Committee and move forward with putting out an RFP for audit services.

There are concerns that what is being requested is not what is needed. In review of the RFP as put out by Crossroads, it conflicts with its requirements. It is requesting both a forensic audit and a financial statement audit. The purpose of a forensic audit is to look for indices of fraud and to derive evidence to be used in a court of law or legal proceeding. A financial audit reviews the financial statements to assure the public that they are in compliance with the governing standards. A CPA firm that conducts financial audits will be in conflict with rules of independence by also conducting a forensic audit of the same client.

At Chairman Emert's request. Mr. Stanley put together this agenda item for the Prince Edward County Board to proceed with Phase I of a forensic audit of the Crossroads financial records for years FY 2019, FY 2020, and FY 2021. Based on proposals received the estimated cost of the audit would be \$15,000-\$20,000. The product would be a written report of findings to include: indicia of fraud and misfeasance, internal control breaches, or lack of controls in place. If there are any indicia and finding identified, the County and/ or Crossroads would be able to proceed with a Phase II full-scale forensic audit.

Section 15.2-407 (C) of the *Code of Virginia* states, "The county administrator shall, if the board requires, examine regularly the books and papers of each department, officer and agency of the county and report to the board the condition in which he finds them and such other information as the board may direct." As an Agency of the County, if the Board directs Mr. Stanley as County Administrator to examine the financial records of the Crossroads CSB, he then will proceed with the Phase I Forensic Audit as outlined.

If approved, Mr. Stanley would reach out to the other four counties that voted to proceed with the forensic audit and request their participation up to a proportional share with the understanding that such funds would be withheld from the allocation from the FY 2021-2022 Crossroads CSB contribution. Funding for the project would come from the County's Audit Services Line -12240-3120.

Chairman Emert stated Crossroads holds a substantial balance of funding to pay for the audit. Mr. Stanley stated that as host County, it falls to Prince Edward County to be the lead in this issue. Some discussion followed.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Wilck, to approve the request to direct the County Administrator to proceed with a Phase I Forensic Audit of the Crossroads CSB audit as outlined; and further move that the County Administrator contact Buckingham, Cumberland, Charlotte, and Nottoway counties to request that they participate with a proportional share of the cost of such audit; the motion carried:

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

In Re: Public Health Emergency Leave Policy

Mr. Stanley stated that on March 24, 2020, at the onset of the pandemic, the Board approved a public health emergency leave policy that mirrored the State's. The state has subsequently amended its policy and the County has updated its policy to bring it in line with the state by dropping the emergency leave from 160 hours per calendar year to 80 hours per calendar year.

Supervisor Townsend made a motion, seconded by Supervisor Cooper-Jones, to approve the updated Public Health Emergency Leave Policy; the motion carried:

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

**County of Prince Edward**  
**Public Health Emergency**  
**Leave Policy Effective Date: August 10, 2021**

**APPLICATION:** All County employees (part-time and full-time).

**PURPOSE:** It is the policy of the County to protect the health of county employees and the public and to provide continuity of services to the citizens of the Prince Edward County during times of pandemic illness. The purpose of Public Health Emergency Leave is to provide a temporary emergency benefit rather than an ongoing expanded leave entitlement.

**POLICY SUMMARY:** This policy permits or requires eligible employees to attend to their own medical needs and those of their immediate family members by providing up to 80 hours of paid leave per leave year when *Communicable Disease of Public Health Threat* conditions have been declared by the State Health Commissioner and Governor, as defined in *Code of Virginia* § 32.1-48.06. Use of this policy is intended solely for illness directly related to the declared communicable disease threat.

1. Upon declaration and within the period of a communicable disease threat all full-time employees are eligible for up to 80 hours to attend to their own medical needs and those of their immediate families residing in an affected area.
2. Part-time employees **may** also be eligible. Paid leave should be pro-rated and may not exceed the number of work hours normally scheduled for the part-time employee.
3. Upon declaration of a Communicable Disease of Public Health threat, Judges, Constitutional Officers and Department Heads (referred to later as Directors), who follow the County's personnel policy should follow the guidelines of the Virginia Department of Health or Centers for Disease Control, as applicable, to direct ill employees to leave the workplace and attend to their medical needs.
4. Employees are subject to the same leave request process as normally used. It is expected employees requesting Public Health Emergency Leave will provide documentation deemed adequate for justification by the employee's Director.
5. Telework agreements should be executed for employees who can work at alternate locations to promote social distancing. Directors, etc., need to develop a work management system to allow the monitoring of actual time the employee works off-site and measure the work output. As an example, if an employee documents they worked 4 hours during a day then that employee would be charged for 4 hours of regular leave that day unless that employee has been approved for the use of Public Health Emergency Leave, in which case the 4 hours would be charged for to that program.
6. Directors, etc. are encouraged to consider expanding the use of the alternate work schedules to reduce employee contact yet still provide for continuity of operations.
7. Employees are expected to report to work as usual unless ill or required to care for an immediate family member subject to quarantine or directed by their Director to not report to protect the health of co-workers.

In Re: Animal Warden's Report

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



In Re: Building Official's Report

Mr. Coy Leatherwood, Building Inspector, submitted a report for the month of July 2021, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery – Home

Ms. Patty Gulick, Cannery Manager, submitted a report for the month of July 2021, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery – Commercial

Ms. Hannah Evans, Food Works Director, submitted a report for July 2021, which was reviewed and ordered to be filed with the Board papers.

In Re: Commonwealth Regional Council Items of Interest

Ms. Melody Foster, Executive Director, submitted a report for the month of July 2021, which was reviewed and ordered to be filed with the Board papers.

In Re: Prince Edward County Public Schools

Dr. Barbara Johnson, Superintendent, submitted a summary financial report for the months of June 2021 and July 2021, which were reviewed and ordered to be filed with the Board papers.

In Re: Tourism/Visitor Center Report

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

In Re: Virginia Cooperative Extension Quarterly Report

Mr. Jake Morgan, Acting Unit Coordinator, submitted the 2021 Second Quarterly Report, which was reviewed and ordered to be filed with the Board papers.

On motion of Supervisor Wilck, seconded by Supervisor Townsend, and adopted by the following vote:

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

Nay: None

the meeting was adjourned at 9:01 p.m.

DRAFT



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 7-c  
**Department:** County Administration  
**Staff Contact:** Crystal Baker  
**Agenda Item:** Review of Accounts & Claims

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**SUMMARY:**

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

**COST:**

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

**RECOMMENDATION:**

**SAMPLE MOTION:**

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

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

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

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

| FUND NO. | DESCRIPTION                      | \$\$\$ PAY   | \$\$\$ |
|----------|----------------------------------|--------------|--------|
| 100      | GENERAL FUND                     | \$620,729.45 |        |
| 105      | FORFEITED ASSETS FUND            | \$40.45      |        |
| 120      | EXPENDITURES - GRANITE FALLS CDA | \$1,532.00   |        |
| 205      | EMS DISTRICT FUND                | \$19,939.02  |        |
| 501      | WATER FUND                       | \$717.35     |        |
| 502      | SEWER FUND                       | \$464.14     |        |
| 520      |                                  | \$70,676.31  |        |
| 605      |                                  | \$5,000.00   |        |
| 741      | PIEDMONT COURT SERVICES FUND     | \$37,939.47  |        |
|          | TOTAL                            | 757,038.19   |        |

| MAJOR#<br>ACCT#<br>012050 | VENDOR<br>NUMBER<br>MOTOR VEHICLE LICENSE TAXES | VENDOR<br>NAME<br>MOTOR VEHICLE LICENSE TAXES | INV#            | DESCRIPTION         | AMOUNT       |
|---------------------------|-------------------------------------------------|-----------------------------------------------|-----------------|---------------------|--------------|
| 2020                      | 29332                                           | TOWN OF FARMVILLE                             | DECALS 0621     | AUTO DECAL PAYMENT  | 76,069.99 *  |
|                           |                                                 |                                               |                 | ACCOUNT TOTAL       | 76,069.99 *  |
|                           |                                                 |                                               |                 | MAJOR TOTAL         | 76,069.99 ** |
| 011010                    |                                                 | BOARD OF SUPERVISORS                          |                 |                     |              |
| 3160                      | 31980                                           | Professional Services                         | 1279            | ENERGY NEGOTIATIONS | 179.00       |
|                           |                                                 |                                               |                 | ACCOUNT TOTAL       | 179.00 *     |
| 3600                      | 15240                                           | Advertising                                   | 129579/0721     | ADVERTISING         | 116.76       |
|                           | 15240                                           | FARMVILLE NEWSMEDIA                           | 222498/1266458  | ADVERTISING         | 492.02       |
|                           | 15240                                           | FARMVILLE NEWSMEDIA                           | 222498/1282901  | ADVERTISING         | 492.02       |
|                           | 15240                                           | FARMVILLE NEWSMEDIA                           | 222498/1282902  | ADVERTISING         | 246.22       |
|                           |                                                 |                                               |                 | ACCOUNT TOTAL       | 1,347.02 *   |
| 5307                      | 31421                                           | Public Official Liability                     | 79415           | PO LIABILITY INS    | 2,853.00     |
|                           |                                                 |                                               |                 | ACCOUNT TOTAL       | 2,853.00 *   |
| 5510                      | 25738                                           | Travel-Mileage                                | APRIL-JUNE 2021 | MILEAGE             | 138.88       |
|                           | 29368                                           | PRIDE ODESSA H                                | APRIL-JUNE 2021 | MILEAGE             | 84.00        |
|                           |                                                 | TOWNSEND JERRY R                              |                 |                     | 222.88 *     |
|                           |                                                 |                                               |                 | ACCOUNT TOTAL       | 222.88 *     |
| 5540                      | 11250                                           | Travel-Convention & Educa                     | 1563 ADMIN 0721 | VACO CONFERENCE     | 125.00       |
|                           |                                                 | BENCHMARK COMMUNITY BANK                      |                 |                     | 125.00 *     |
|                           |                                                 |                                               |                 | ACCOUNT TOTAL       | 125.00 *     |
| 6040                      | 31339                                           | ADP Equipment                                 | 242374982 0721  | CELLULAR SERVICE    | 560.64       |
|                           | 31339                                           | VERIZON WIRELESS                              | 242374982 0821  | CELLULAR SERVICE    | 560.64       |
|                           |                                                 |                                               |                 | ACCOUNT TOTAL       | 1,121.28 *   |
|                           |                                                 |                                               |                 | MAJOR TOTAL         | 5,848.18 **  |
| 012110                    |                                                 | COUNTY ADMINISTRATOR                          |                 |                     |              |
| 2700                      | 31421                                           | Worker's Compensation                         | WRKCOMP1/4 0821 | WORKERS COMP INS    | 82.72        |
|                           |                                                 | VACORP                                        |                 |                     | 82.72 *      |
|                           |                                                 |                                               |                 | ACCOUNT TOTAL       | 82.72 *      |
| 3160                      | 11894                                           | Professional Services                         | 0639PUCKETT0721 | UPS CHARGES         | 1.00         |
|                           |                                                 | BUSINESS CARD                                 |                 |                     | 1.00 *       |
|                           |                                                 |                                               |                 | ACCOUNT TOTAL       | 1.00 *       |
| 3320                      | 28587                                           | Maintenance Service Contr                     | 210713 0029     | SERVICE CONTRACT    | 18.59        |
|                           |                                                 | SOUTHERN COPIER SALES &                       |                 |                     | 18.59 *      |
|                           |                                                 |                                               |                 | ACCOUNT TOTAL       | 18.59 *      |
| 5230                      | 31339                                           | Telecommunications                            | 242374982 0721  | CELLULAR SERVICE    | 114.40       |
|                           | 31339                                           | VERIZON WIRELESS                              | 242374982 0821  | CELLULAR SERVICE    | 114.40       |
|                           |                                                 |                                               |                 | ACCOUNT TOTAL       | 114.40       |
|                           |                                                 |                                               |                 | MAJOR TOTAL         | 228.80 *     |

AP375H  
9/07/2021  
FUND # - 100

GENERAL FUND

LISTING OF INVOICES FOR 8/01/2021 -- 8/31/2021

AFTER CHECKS  
PAGE 2

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME                                         | INV#            | DESCRIPTION           | ACCOUNT TOTAL | AMOUNT      |
|-----------------|------------------|--------------------------------------------------------|-----------------|-----------------------|---------------|-------------|
| 5305            | 31421            | Motor Vehicle Insurance<br>VACORP                      | 79415           | AUTO INSURANCE        | 1,585.25      | 1,585.25 *  |
| 5307            | 31421            | Public Official Liability<br>VACORP                    | 79415           | PO LIABILITY          | 535.00        | 535.00 *    |
| 5530            | 11250            | Travel-Subsistence & Lodg<br>BENCHMARK COMMUNITY BANK  | 1555 ADMIN 0721 | LODGING               | 215.90        | 215.90      |
|                 | 11250            | BENCHMARK COMMUNITY BANK                               | 1563 ADMIN 0721 | MEAL                  | 21.31         | 21.31       |
|                 | 11250            | BENCHMARK COMMUNITY BANK                               | 1563 ADMIN 0821 | SUBSISTENCE           | 33.63         | 33.63       |
|                 | 11250            | BENCHMARK COMMUNITY BANK                               | 1563 ADMIN 0821 | SUBSISTENCE           | 5.69          | 5.69        |
| 5540            | 11250            | Travel-Convention & Educa<br>BENCHMARK COMMUNITY BANK  | 1555 ADMIN 0821 | CONF FEES             | 90.00         | 90.00       |
|                 | 11250            | BENCHMARK COMMUNITY BANK                               | 1563 ADMIN 0721 | VACO CONFERENCE       | 125.00        | 125.00      |
| 5810            | 31330            | Dues & Association Member<br>VEMA                      | 4186            | FY22 MEMBERSHIP DUES  | 75.00         | 75.00       |
|                 | 31668            | UNIVERSITY OF VIRGINIA                                 | MVIG4111        | FY22 DUES             | 1,000.00      | 1,000.00    |
|                 | 31681            | VA LOCAL GOVT MNGT ASSOC                               | STANLEY 0721    | VLGMA MEMBERSHIP      | 393.75        | 393.75      |
| 6001            | 11250            | Office Supplies<br>BENCHMARK COMMUNITY BANK            | 1563 ADMIN 0721 | MONITOR STANDS/DESK   | 726.57        | 726.57      |
|                 | 11250            | BENCHMARK COMMUNITY BANK                               | 1563 ADMIN 0721 | LANDFILL TICKETS      | 624.22        | 624.22      |
|                 | 11250            | BENCHMARK COMMUNITY BANK                               | 1563 ADMIN 0721 | DESK                  | 521.24        | 521.24      |
|                 | 13369            | DIAMOND SPRINGS WATER INC                              | 003062/1478884  | WATER                 | 37.45         | 37.45       |
|                 | 13369            | DIAMOND SPRINGS WATER INC                              | 003062/1513793  | EQUIP RENTAL          | 8.95          | 8.95        |
|                 | 20600            | KEY OFFICE SUPPLY                                      | 556939          | COPY PAPER            | 279.60        | 279.60      |
|                 | 20600            | KEY OFFICE SUPPLY                                      | 556942          | TONER                 | 545.96        | 545.96      |
|                 | 20600            | KEY OFFICE SUPPLY                                      | 557106          | FILE POCKETS          | 42.24         | 42.24       |
|                 | 20600            | KEY OFFICE SUPPLY                                      | 557742          | FILE POCKETS          | 32.69         | 32.69       |
|                 | 20600            | KEY OFFICE SUPPLY                                      | 557899          | DIVIDERS              | 22.53         | 22.53       |
| 6012            | 11250            | Books and Subscriptions<br>BENCHMARK COMMUNITY BANK    | 1563 ADMIN 0821 | START MTG SUBSCRIPTPN | 2,841.45      | 2,841.45 *  |
| 012210          |                  | LEGAL SERVICES                                         |                 | ACCOUNT TOTAL         | 34.22         | 34.22 *     |
| 3191            | 22950            | Ordinance Codification<br>MUNICODE                     | 362300          | ACCOUNT TOTAL         | 7,287.31      | 7,287.31 ** |
| 5810            | 21775            | Dues & Association Member<br>LOCAL GOVT ATTY OF VA INC | FY22 3164       | MEMBERSHIP RENEWAL    | 425.00        | 425.00 *    |
| 012240          |                  | INDEPENDENT AUDITOR                                    |                 | ACCOUNT TOTAL         | 1,411.56      | 1,411.56 *  |
| 3120            | 11187            | Accountings & Auditing Se<br>BARRETT, PC               | RETAINER 0821   | ACCOUNT TOTAL         | 425.00        | 425.00 *    |
|                 |                  |                                                        |                 | MAJOR TOTAL           | 1,836.56      | 1,836.56 ** |
|                 |                  |                                                        |                 | ACCOUNT TOTAL         | 5,000.00      | 5,000.00    |

AP375H  
9/07/2021  
FUND # - 100 GENERAL FUND

LISTING OF INVOICES FOR 8/01/2021 -- 8/31/2021

AFTER CHECKS  
PAGE 3

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER<br>NAME                                    | INVOICE<br>NUMBER | DESCRIPTION          | ACCOUNT TOTAL | AMOUNT      |
|-----------------|-------------------------------------------------------------|-------------------|----------------------|---------------|-------------|
| 012310          | COMMISSIONER OF REVENUE                                     | 1059              | PRE-AUDIT SERVICES   | ACCOUNT TOTAL | 3,619.40    |
|                 |                                                             |                   |                      | MAJOR TOTAL   | 8,619.40 ** |
| 2700            | Worker's Compensation<br>31421 VACORP                       | WRKCOMP1/4 0821   | WORKERS COMP INS     | ACCOUNT TOTAL | 43.09       |
| 5230            | Telecommunications<br>13325 TREASURER OF VIRGINIA           | T442415           | VITA PHONE           | ACCOUNT TOTAL | 72.63 *     |
| 5810            | Dues & Association Member<br>11014 BAI COMR REV USERS GROUP | 2021-2022 DUES    | MEMBERSHIP DUES      | ACCOUNT TOTAL | 400.00      |
|                 | 12752 COMMISSIONER OF REV ASSOC                             | 2021-2022 DUES    | MEMBERSHIP DUES      | ACCOUNT TOTAL | 340.00      |
|                 | 31095 VALECO                                                | COMR REV FY22     | DUES                 | ACCOUNT TOTAL | 115.00      |
| 6001            | Office Supplies<br>10259 AMAZON CAPITAL SERVICES            | 1F9W 97RN XDQ1    | POST ITS             | ACCOUNT TOTAL | 855.00 *    |
|                 | 10259 AMAZON CAPITAL SERVICES                               | 1HC6 XX1N NDW7    | POST IT NOTE DISPNSR | ACCOUNT TOTAL | 37.56       |
|                 | 15380 FARMVILLE PRINTING                                    | 20213939          | ENVELOPES            | ACCOUNT TOTAL | 18.51       |
|                 |                                                             |                   |                      | MAJOR TOTAL   | 951.55      |
| 012320          | ASSESSOR                                                    | 001.2021 CONSTR   | ASSESS NEW CONSTRUCT | ACCOUNT TOTAL | 1,007.62 *  |
| 3160            | Professional Services<br>32122 WAMPLER-EANES APPRAISAL      |                   |                      | MAJOR TOTAL   | 1,978.34 ** |
| 012410          | TREASURER                                                   |                   |                      | ACCOUNT TOTAL | 7,945.00    |
| 2700            | Worker's Compensation<br>31421 VACORP                       | WRKCOMP1/4 0821   | WORKERS COMP INS     | ACCOUNT TOTAL | 7,945.00 *  |
| 3171            | Land Sale Expense - TACS<br>29041 TACS, P.C.                | 7328              | TACS FEES            | ACCOUNT TOTAL | 47.74       |
|                 | 29041 TACS, P.C.                                            | 7365              | TACS FEES            | ACCOUNT TOTAL | 47.74 *     |
| 5230            | Telecommunications<br>11250 BENCHMARK COMMUNITY BANK        | 7596 TREAS 0821   | PAYFLOW/PAYPAL       | ACCOUNT TOTAL | 3,125.30    |
|                 | 13325 TREASURER OF VIRGINIA                                 | T442415           | VITA PHONE           | ACCOUNT TOTAL | 741.86      |
| 6001            | Office Supplies<br>11902 BUSINESS DATA OF VA, INC.          | 01 1629           | TRAVEL/EXP/NORTON    | ACCOUNT TOTAL | 3,867.16 *  |
| 6014            | Other Operating Supplies<br>28866 STEPS, INC                | 16374             | SHREDDING SERVICES   | ACCOUNT TOTAL | 151.00      |
|                 |                                                             |                   |                      | ACCOUNT TOTAL | 72.63       |
|                 |                                                             |                   |                      | ACCOUNT TOTAL | 223.63 *    |
|                 |                                                             |                   |                      | ACCOUNT TOTAL | 34.95 *     |
|                 |                                                             |                   |                      | ACCOUNT TOTAL | 34.95 *     |
|                 |                                                             |                   |                      | ACCOUNT TOTAL | 80.00       |
|                 |                                                             |                   |                      | ACCOUNT TOTAL | 80.00 *     |

| MAJOR#<br>ACCT#<br>6020 | VENDOR<br>NUMBER<br>13012 DMV | VENDOR<br>NAME<br>DMV Stops   | INV#<br>202121200742 | DESCRIPTION<br>DMV STOP FEES | AMOUNT       |
|-------------------------|-------------------------------|-------------------------------|----------------------|------------------------------|--------------|
| 012510                  |                               | INFORMATION TECHNOLOGY        |                      |                              |              |
| 3160                    |                               | Professional Services         |                      |                              |              |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1599              | TRAVEL & EXPENSE             | 125.00       |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1600              | TRAVEL & EXPENSE             | 125.00       |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1604              | TRAVEL & EXPENSE             | 125.00       |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1621              | TRAVEL & EXPENSE             | 125.00       |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1622              | TRAVEL & EXPENSE             | 125.00       |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1623              | TRAVEL & EXPENSE             | 125.00       |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1624              | TRAVEL & EXPENSE             | 125.00       |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1625              | TRAVEL & EXPENSE             | 125.00       |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1626              | TRAVEL & EXPENSE             | 125.00       |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1627              | TRAVEL & EXPENSE             | 125.00       |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1628              | TRAVEL & EXPENSE             | 125.00       |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1629              | TRAVEL/EXP/NORTON            | 125.00       |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1631              | TRAVEL & EXPENSE             | 125.00       |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1632              | TRAVEL & EXPENSE             | 125.00       |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1633              | TRAVEL & EXPENSE             | 125.00       |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1634              | TRAVEL & EXPENSE             | 125.00       |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1635              | TRAVEL & EXPENSE             | 125.00       |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1636              | TRAVEL & EXPENSE             | 125.00       |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1654              | TRAVEL & EXPENSE             | 125.00       |
|                         | 11902                         | BUSINESS DATA OF VA, INC.     | 01 1656              | CONTRACT AGREEMENT           | 4,500.00     |
|                         |                               |                               |                      | ACCOUNT TOTAL                | 6,875.00 *   |
| 3320                    |                               | Maintenance Service           |                      |                              |              |
|                         | 11537                         | BAI MUNICIPAL SOFTWARE        | WATS20223 1043       | TECHNICAL SUPPORT            | 13,388.00    |
|                         |                               |                               |                      | ACCOUNT TOTAL                | 13,388.00 *  |
|                         |                               |                               |                      | MAJOR TOTAL                  | 20,263.00 ** |
| 013100                  |                               | ELECTORAL BOARD AND OFFICIALS |                      |                              |              |
| 3320                    |                               | Maintenance Service Contr     |                      |                              |              |
|                         | 14551                         | ELECTION SYSTEMS &            | CD2004080            | MAINT SERVICE CONTRCT        | 5,930.00     |
|                         | 14551                         | ELECTION SYSTEMS &            | CD2004345            | MAINT SERVICE CONTRCT        | 450.00       |
|                         | 20600                         | KEY OFFICE SUPPLY             | 556735               | COPIER CONTRACT              | 496.00       |
|                         |                               |                               |                      | ACCOUNT TOTAL                | 6,876.00 *   |
| 5210                    |                               | Postal Services               |                      |                              |              |
|                         | 32961                         | WRIGHT LYNETTE                | REIMB 0821           | POSTAGE                      | 26.65        |
|                         |                               |                               |                      | ACCOUNT TOTAL                | 26.65 *      |
|                         |                               |                               |                      | MAJOR TOTAL                  | 6,902.65 **  |
| 013200                  |                               | REGISTRAR                     |                      |                              |              |
| 2700                    |                               | Worker's Compensation         |                      |                              |              |
|                         | 31421                         | VACORP                        | WRKCOMPL/4 0821      | WORKERS COMP INS             | 16.33        |
|                         |                               |                               |                      | ACCOUNT TOTAL                | 16.33 *      |



| MAJOR#<br>ACCT#<br>5210 | VENDOR<br>NUMBER<br>25955 | VENDOR<br>NAME<br>Postal Services<br>PURCHASE POWER   | INV#<br>REGISTEAR 0721 | DESCRIPTION<br>POSTAGE MCHNE FEES | AMOUNT<br>39.00<br>39.00 * |
|-------------------------|---------------------------|-------------------------------------------------------|------------------------|-----------------------------------|----------------------------|
| 6001                    | 11902                     | Office Supplies<br>BUSINESS DATA OF VA, INC.          | 01 1629                | TRAVEL/EXP/NORTON                 | 34.95                      |
|                         | 20600                     | KEY OFFICE SUPPLY                                     | 558505                 | OFFICE CHAIR                      | 289.00                     |
|                         | 25482                     | PITNEY BOWES INC                                      | 1018731182             | POSTAGE SUPPLIES                  | 215.01                     |
|                         |                           |                                                       |                        | ACCOUNT TOTAL                     | 538.96 *                   |
| 6900                    | 25483                     | Cares - Election Expense<br>PITNEY BOWES GLOBAL FINAN | 3314011582             | METER LEASE                       | 156.39                     |
|                         |                           |                                                       |                        | ACCOUNT TOTAL                     | 156.39 *                   |
|                         |                           |                                                       |                        | MAJOR TOTAL                       | 750.68 **                  |
| 021100                  |                           | CIRCUIT COURT                                         |                        |                                   |                            |
| 2700                    | 31421                     | Worker's Compensation<br>VACORP                       | WRKCOMP1/4 0821        | WORKERS COMP INS                  | 7.52                       |
|                         |                           |                                                       |                        | ACCOUNT TOTAL                     | 7.52 *                     |
| 6030                    | 28587                     | Non-Capital Equipment<br>SOUTHERN COPIER SALES &      | 210709 0015            | COPIER AGREEMENT                  | 300.00                     |
|                         |                           |                                                       |                        | ACCOUNT TOTAL                     | 300.00 *                   |
|                         |                           |                                                       |                        | MAJOR TOTAL                       | 307.52 **                  |
| 021200                  |                           | GENERAL DISTRICT COURT                                |                        |                                   |                            |
| 3160                    | 13369                     | Professional Services<br>DIAMOND SPRINGS WATER INC    | 010479 0721            | WATER & EQUIP RENTAL              | 92.46                      |
|                         | 28866                     | STEPS, INC                                            | 16371                  | SHREDDING SERVICES                | 35.00                      |
|                         |                           |                                                       |                        | ACCOUNT TOTAL                     | 127.46 *                   |
| 5210                    | 26125                     | Postal Services<br>QUADIENT LEASING USA, INC.         | N8975361               | POSTAGE LEASE                     | 350.19                     |
|                         |                           |                                                       |                        | ACCOUNT TOTAL                     | 350.19 **                  |
|                         |                           |                                                       |                        | MAJOR TOTAL                       | 477.65 **                  |
| 021250                  |                           | JUVENILE & DOMESTIC COURT                             |                        |                                   |                            |
| 6001                    | 13369                     | Office Supplies<br>DIAMOND SPRINGS WATER INC          | 012135 0721            | WATER & EQUIP RENTAL              | 76.33                      |
|                         |                           |                                                       |                        | ACCOUNT TOTAL                     | 76.33 *                    |
|                         |                           |                                                       |                        | MAJOR TOTAL                       | 76.33 **                   |
| 021600                  |                           | CLERK OF THE CIRCUIT COURT                            |                        |                                   |                            |
| 2700                    | 31421                     | Worker's Compensation<br>VACORP                       | WRKCOMP1/4 0821        | WORKERS COMP INS                  | 75.98                      |
|                         |                           |                                                       |                        | ACCOUNT TOTAL                     | 75.98 *                    |
| 5210                    | 26124                     | Postal Services<br>QUADIENT FINANCE USA, INC.         | CIRCUIT 0721           | POSTAGE FIN CHRGES                | 47.02                      |
|                         | 26125                     | QUADIENT LEASING USA, INC.                            | N8978487               | POSTAGE LEASE                     | 382.29                     |
|                         |                           |                                                       |                        | ACCOUNT TOTAL                     | 429.31 *                   |



| MAJOR#<br>ACCT# | VENDOR<br>NUMBER<br>NAME        | INVT#            | DESCRIPTION           | AMOUNT      |
|-----------------|---------------------------------|------------------|-----------------------|-------------|
| 6001            | Office Supplies                 |                  |                       |             |
|                 | 13369 DIAMOND SPRINGS WATER INC | 011151 0721      | WATER & EQUIP RENTAL  | 57.91       |
|                 | 20600 KEY OFFICE SUPPLY         | 557562           | BINDER                | 11.99       |
|                 | 20600 KEY OFFICE SUPPLY         | 557563           | COPY PAPER            | 99.90       |
|                 | 20600 KEY OFFICE SUPPLY         | 558321           | BOXES/CARTRIDGES      | 489.16      |
|                 |                                 |                  | ACCOUNT TOTAL         | 658.96 *    |
| 6012            | Books and Subscriptions         |                  |                       |             |
|                 | 29038 T&N PRINTING              | 406501           | PLATS                 | 19.70       |
|                 |                                 |                  | ACCOUNT TOTAL         | 19.70 *     |
|                 |                                 |                  | MAJOR TOTAL           | 2,877.78 ** |
| 022100          | COMMONWEALTH'S ATTORNEY         |                  |                       |             |
| 2700            | Worker's Compensation           |                  |                       |             |
|                 | 31421 VACORP                    | WRKCOMP1/4 0821  | WORKERS COMP INS      | 95.59 *     |
|                 |                                 |                  | ACCOUNT TOTAL         | 95.59 *     |
| 5210            | Postal Services                 |                  |                       |             |
|                 | 25955 PURCHASE POWER            | COMM ATTY 0721   | POSTAL SERVICES       | 4.08        |
|                 |                                 |                  | ACCOUNT TOTAL         | 4.08 *      |
| 5510            | Travel-Mileage                  |                  |                       |             |
|                 | 12296 CLARK MEGAN               | MILEAGE 0821     | CONF MILEAGE          | 190.04      |
|                 | 17334 HANNAH WENDY              | REIMB 0821       | MILEAGE/MEAL/LODGING  | 136.64      |
|                 | 29220 THOMAS EVANS              | CONF REIMB 0821  | LDGING/MEALS/MILEAGE  | 212.80      |
|                 |                                 |                  | ACCOUNT TOTAL         | 539.48 *    |
| 5530            | Travel-Subsistence & Lodg       |                  |                       |             |
|                 | 17334 HANNAH WENDY              | REIMB 0821       | MILEAGE/MEAL/LODGING  | 784.02      |
|                 | 29220 THOMAS EVANS              | CONF REIMB 0821  | LDGING/MEALS/MILEAGE  | 1,106.55    |
|                 | 29220 THOMAS EVANS              | CONF REIMB 0821  | LDGING/MEALS/MILEAGE  | 106.27      |
|                 |                                 |                  | ACCOUNT TOTAL         | 1,996.84 *  |
| 5540            | Travel-Convention & Educa       |                  |                       |             |
|                 | 11250 BENCHMARK COMMUNITY BANK  | 1563 ADMIN 0721  | VCJ CONFERENCE        | 75.00       |
|                 | 31285 VACA CONFERENCE           | 146287           | SUMMER CONFERENCE     | 300.00      |
|                 |                                 |                  | ACCOUNT TOTAL         | 375.00 *    |
| 5810            | Dues & Association Member       |                  |                       |             |
|                 | 11250 BENCHMARK COMMUNITY BANK  | 1563 ADMIN 0821  | STATE BAR DUES        | 285.00      |
|                 | 11250 BENCHMARK COMMUNITY BANK  | 1563 ADMIN 0821  | STATE BAR DUES        | 285.00      |
|                 |                                 |                  | ACCOUNT TOTAL         | 570.00 *    |
| 5899            | Miscellaneous                   |                  |                       |             |
|                 | 11894 BUSINESS CARD             | 06399PUCKETT0721 | CERTIFIED DOC REQUEST | 15.45       |

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER<br>NAME          | INVOICE#        | DESCRIPTION          | AMOUNT      |
|-----------------|-----------------------------------|-----------------|----------------------|-------------|
| 6001            | 15240 FARMVILLE NEWSMEDIA         | 129541/0621     | ADVERTISING          | 104.47      |
|                 |                                   |                 | ACCOUNT TOTAL        | 119.92 *    |
|                 | Office Supplies                   | REIMB 0721      | OFFICE SUPPLIES      | 36.28       |
|                 | 17334 HANNAH WENDY                | 557574          | COPY PAPER           | 249.75      |
|                 | 20600 KEY OFFICE SUPPLY           | 557575          | CARTRIDGE            | 105.59      |
|                 | 20600 KEY OFFICE SUPPLY           | 557576          | FLDRS/CARTRIDGES/NTE | 494.87      |
|                 | 20600 KEY OFFICE SUPPLY           | 557577          | WHITE PADS           | 11.79       |
|                 | 20600 KEY OFFICE SUPPLY           | 557606          | FOLDERS              | 19.69       |
|                 | 20600 KEY OFFICE SUPPLY           | 557740          | CALENDARS            | 71.67       |
|                 | 20600 KEY OFFICE SUPPLY           | 558270          | SHREDDER             | 139.95      |
|                 |                                   |                 | ACCOUNT TOTAL        | 1,129.59 *  |
|                 |                                   |                 | MAJOR TOTAL          | 4,830.50 ** |
| 022200          | VICTIM WITNESS ASSISTANCE PROGRAM |                 |                      |             |
| 2700            | 31421 VACORP                      | WRKCOMP1/4 0821 | WORKERS COMP INS     | 11.20       |
|                 |                                   |                 | ACCOUNT TOTAL        | 11.20 *     |
| 6001            | 20600 KEY OFFICE SUPPLY           | 557669          | ORGANIZER            | 51.69       |
|                 |                                   |                 | ACCOUNT TOTAL        | 51.69 *     |
|                 |                                   |                 | MAJOR TOTAL          | 62.89 **    |
| 031200          | SHERIFF                           |                 |                      |             |
| 2700            | 31421 VACORP                      | WRKCOMP1/4 0821 | WORKERS COMP INS     | 6,956.34    |
|                 |                                   |                 | ACCOUNT TOTAL        | 6,956.34 *  |
| 3110            | 12945 CUMBERLAND ANIMAL HOSPITL   | 141074          | VET SERVICES         | 207.41      |
|                 | 28596 SOUTHERN STATES             | 1140890         | DOG FOOD             | 36.99       |
|                 | 28596 SOUTHERN STATES             | 1141428         | DOG FOOD             | 52.25       |
|                 | 28596 SOUTHERN STATES             | 1142598         | DOG FOOD             | 36.99       |
|                 | 28596 SOUTHERN STATES             | 1144951         | DOG FOOD             | 52.45       |
|                 |                                   |                 | ACCOUNT TOTAL        | 386.09 *    |
| 3160            | 27180 REPLICON INC                | SI 90592        | TIME MGMT SYSTEM     | 1,800.00    |
|                 | 999999 GHEE JAMES E               | ATTY FEES 0721  | ATTORNEY FEES        | 120.00      |
|                 |                                   |                 | ACCOUNT TOTAL        | 1,920.00 *  |
| 3170            | 22347 MEDTOX LABORATORIES INC     | 07202194888     | DRUG TESTING         | 50.00       |
|                 |                                   |                 | ACCOUNT TOTAL        | 50.00 *     |
| 3310            | 22495 MOBILE COMMUNICATIONS AMER  | 408000528 1     | RADIO SYSTEM REPAIR  | 407.50      |
|                 | 22495 MOBILE COMMUNICATIONS AMER  | 414000893 1     | RADIO REPAIRS        | 135.00      |
|                 |                                   |                 | ACCOUNT TOTAL        | 542.50 *    |
| 3311            | 12365 CHARLOTTE COLLISION CENTER  | 87058473        | VEHICLE REPAIR       | 1,669.03    |

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER NAME            | VENDOR<br>NAME | INV#            | DESCRIPTION          | AMOUNT      |
|-----------------|----------------------------------|----------------|-----------------|----------------------|-------------|
|                 | 14300 EAST END MOTOR CO INC      |                | 205572          | LIGHT BULB           | 19.56       |
|                 | 14300 EAST END MOTOR CO INC      |                | 205857          | MOUNT & BALANCE TIRE | 33.75       |
|                 | 14300 EAST END MOTOR CO INC      |                | 205858          | MOUNT & BALANCE TIRE | 16.88       |
|                 | 14915 EXPRESS CARE               |                | 26294           | OIL CHANGE           | 92.97       |
|                 | 14915 EXPRESS CARE               |                | 26867           | OIL CHANGE           | 82.97       |
|                 | 14915 EXPRESS CARE               |                | 26958           | OIL CHANGE           | 76.95       |
|                 | 14915 EXPRESS CARE               |                | 27004           | OIL CHANGE           | 97.94       |
|                 | 14915 EXPRESS CARE               |                | 27036           | OIL CHANGE           | 82.97       |
|                 | 14915 EXPRESS CARE               |                | 27089           | OIL CHANGE           | 82.97       |
|                 | 15920 FOURTH STREET MOTOR CO     |                | 44826           | AUTO REPAIR          | 1,520.79    |
|                 | 17004 HALEY AUTO MALL            |                | 66861867        | OIL CHANGE/REPAIR    | 329.88      |
|                 | 20323 KENBRIDGE TIRE             |                | 035749          | CALIBRATION          | 50.00       |
|                 | 20323 KENBRIDGE TIRE             |                | 35722           | CALIBRATION          | 25.00       |
|                 | 20323 KENBRIDGE TIRE             |                | 549457          | CALIBRATION          | 120.00      |
|                 | 20323 KENBRIDGE TIRE             |                | 868855          | VEHICLE CALIBRATION  | 25.00       |
|                 | 20323 KENBRIDGE TIRE             |                | 868879          | CALIBRATION          | 25.00       |
|                 | 20323 KENBRIDGE TIRE             |                | 879052          | CALIBRATION          | 25.00       |
|                 | 20323 KENBRIDGE TIRE             |                | 879057          | CALIBRATION          | 25.00       |
|                 | 20323 KENBRIDGE TIRE             |                | 879061          | CALIBRATION          | 25.00       |
|                 | 20323 KENBRIDGE TIRE             |                | 879065          | CALIBRATION          | 25.00       |
|                 | 20323 KENBRIDGE TIRE             |                | 879068          | CALIBRATION          | 25.00       |
|                 | 20323 KENBRIDGE TIRE             |                | 879078          | CALIBRATION          | 25.00       |
|                 | 27490 RUNDSTROM AUTO LLC         |                | PECSO 07272021  | REPAIR               | 161.40      |
|                 | 27490 RUNDSTROM AUTO LLC         |                | PECSO 07282021  | REPAIR               | 20.00       |
|                 | 27490 RUNDSTROM AUTO LLC         |                | PECSO 080921    | REPAIR               | 514.28      |
|                 | 27490 RUNDSTROM AUTO LLC         |                | PECSO 08132021  | REPAIR               | 303.74      |
| 3320            | Maintenance Service Contr        |                |                 | ACCOUNT TOTAL        | 5,526.08 *  |
|                 | 21767 LEXISNEXIS RISK DATA MANAG |                | 692908320210731 | MAINT SERV CONTRACT  | 125.00      |
|                 | 23833 VERIZON CONNECT NWF, INC   |                | OSV000002516151 | GPS SERVICE          | 388.56      |
|                 | 25599 POWERDMS INC               |                | INV 9684        | PWR DMS SOFTWARE     | 4,974.06    |
|                 | 27180 REPLICON INC               |                | SI 90592        | TIME MGMT SYSTEM     | 3,840.00    |
|                 | 31339 VERIZON WIRELESS           |                | 9885051478      | VEHICLE MODEMS       | 921.01      |
| 5210            | Postal Services                  |                |                 | ACCOUNT TOTAL        | 10,248.63 * |
|                 | 11894 BUSINESS CARD              |                | 0555SHERIFF0921 | PSTGE/MEALS/GAS/SUPP | 11.65       |
| 5230            | Telecommunications               |                |                 | ACCOUNT TOTAL        | 11.65 *     |
|                 | 10102 AT&T MOBILITY              |                | 677451 0721     | CELLULAR SERVICE     | 1,475.67    |
|                 | 20904 KINEX NETWORKING SOLUTION  |                | 15326           | REMOTE DATA BACKUP   | 119.95      |
|                 | 20904 KINEX NETWORKING SOLUTION  |                | 16512           | REMOTE DATA BACKUP   | 122.35      |
|                 | 21319 CENTURYLINK                |                | 309468839 0821  | PHONE                | 10.36       |
|                 | 21319 CENTURYLINK                |                | 309558628 0821  | PHONE                | 7.97        |
|                 | 21319 CENTURYLINK                |                | 489989564 0821  | SALLY PORT LINE      | 80.58       |
| 5305            | Motor Vehicle Insurance          |                |                 | ACCOUNT TOTAL        | 1,816.88 *  |
|                 | 31421 VACORP                     |                | 79415           | AUTO INS             | 14,795.67   |
| 5530            | Travel-Subsistence & Lodg        |                |                 | ACCOUNT TOTAL        | 14,795.67 * |
|                 | 11894 BUSINESS CARD              |                | 0555SHERIFF0921 | PSTGE/MEALS/GAS/SUPP | 52.90       |

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER<br>NAME          | INVT#           | DESCRIPTION           | AMOUNT      |
|-----------------|-----------------------------------|-----------------|-----------------------|-------------|
| 5540            | 999999 VIRGINIA HOMICIDE INVESTIG | 2021 CONFERENCE | VHIA CONFERENCE       | 350.00 *    |
|                 |                                   |                 | ACCOUNT TOTAL         | 350.00 *    |
| 6001            | 10259 AMAZON CAPITAL SERVICES     | 1J34 MVOV 4G1G  | USB PORTS/CHRG DOCKS  | 207.25      |
|                 | 10259 AMAZON CAPITAL SERVICES     | 163D CFQT M1CG  | JUMP DRIVES           | 178.64      |
|                 | 11894 BUSINESS CARD               | 0555SHERIFF0921 | PSTGE/MEALS/GAS/SUPP  | 36.00-      |
|                 | 13369 DIAMOND SPRINGS WATER INC   | 012832 0721     | WATER & EQUIP RENTAL  | 99.35       |
|                 | 14931 FARLEY JAMES                | REIMB 0821      | BUG FOGGER            | 6.82        |
|                 | 15380 FARMVILLE PRINTING          | 20213993        | EVIDENCE RCVRY FORM   | 141.50      |
|                 | 20600 KEY OFFICE SUPPLY           | 556984          | SPEAKERS/POST ITS     | 57.05       |
|                 | 20600 KEY OFFICE SUPPLY           | 556993          | BINDERS               | 18.63       |
|                 | 20600 KEY OFFICE SUPPLY           | 558152          | CUPS                  | 147.90      |
|                 |                                   |                 | ACCOUNT TOTAL         | 821.14 *    |
| 6004            | 28640 SOUTHSHIDE ELECTRIC COOP    | 526776002 0721  | ELECTRIC SERVICE      | 14.41       |
|                 | 28640 SOUTHSHIDE ELECTRIC COOP    | 526776002 0821  | ELECTRIC              | 14.41       |
|                 |                                   |                 | ACCOUNT TOTAL         | 28.82 *     |
| 6008            | 11894 BUSINESS CARD               | 0555SHERIFF0921 | PSTGE/MEALS/GAS/SUPP  | 291.54      |
|                 |                                   |                 | ACCOUNT TOTAL         | 291.54 *    |
| 6009            | 10622 ANDERSON TIRE CO INC        | WO22178730      | TIRE MOUNT & BALANCE  | 620.00      |
|                 | 15721 FISHER AUTO PARTS, INC.     | 056 2866665     | CAR BATTERY           | 141.59      |
|                 | 15721 FISHER AUTO PARTS, INC.     | 056 2866668     | KEYFOB BATTERY        | 3.32        |
|                 | 16102 GALLS LLC                   | 019070274       | LOCK OUT TOOL         | 67.89       |
|                 | 27490 RUNDSTROM AUTO LLC          | PECSO 070121    | REPLACE BATTERY       | 361.51      |
|                 | 32736 WOHLFORD'S RADAR            | 698072          | CALIBRATION           | 216.00      |
|                 |                                   |                 | ACCOUNT TOTAL         | 1,410.31 *  |
| 6010            | 10259 AMAZON CAPITAL SERVICES     | 1KQC 314X D4X4  | FIRST AID KIT         | 150.60      |
|                 | 10259 AMAZON CAPITAL SERVICES     | 1R3P 3YC6 TWJH  | VEHICLE ORGANIZER     | 29.95       |
|                 | 10860 ATLANTIS GLOBAL LLC         | 11156           | VEHICLE PRINTER PAPER | 365.00      |
|                 | 11894 BUSINESS CARD               | 0555SHERIFF0921 | PSTGE/MEALS/GAS/SUPP  | 313.92      |
|                 | 13012 DMV                         | 20212200177     | SPECIAL IDS           | 20.00       |
|                 | 16102 GALLS LLC                   | OR18524585      | SUPPLIES/UNIFORM SUP  | 525.76      |
|                 | 16102 GALLS LLC                   | 018747256       | SUPPLIES              | 312.80      |
|                 | 16102 GALLS LLC                   | 018944365       | BLT KEEPERS/HOLDER    | 142.11      |
|                 | 16102 GALLS LLC                   | 019040253       | BP VESTS              | 2,314.37    |
|                 | 16102 GALLS LLC                   | 019080363       | SUPPLIES/UNIFORM SUP  | 928.55      |
|                 | 23944 TOWN POLICE SUPPLY          | 0024453 0       | HOLSTER               | 92.99       |
|                 | 23944 TOWN POLICE SUPPLY          | 11679685821 0   | AMMO                  | 7,817.60    |
|                 | 27153 READ'S UNIFORMS LLC         | 77013 99        | FLASHLIGHTS/PANTS     | 217.14      |
|                 |                                   |                 | ACCOUNT TOTAL         | 13,230.79 * |
| 6011            | 10380 AMERICAN UNIFORM SALES      | 58508           | ARMOR SKINS           | 360.74      |

AP375H  
9/07/2021  
FUND # - 100 GENERAL FUND

LISTING OF INVOICES FOR 8/01/2021 -- 8/31/2021

AFTER CHECKS  
PAGE 11

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER NAME     | VENDOR<br>NAME                                        | INV#           | DESCRIPTION          | AMOUNT       |
|-----------------|---------------------------|-------------------------------------------------------|----------------|----------------------|--------------|
| 6021            | 29343                     | Bullet-Proof Vests Grant<br>TOWN POLICE SUPPLY-RCHMND | 58660          | ARMOR SKINS          | 204.74       |
|                 |                           |                                                       | 58697          | ARMOR SKINS          | 377.86       |
|                 |                           |                                                       | 58698          | BDU'S                | 224.70       |
|                 |                           |                                                       | 01874256       | SUPPLIES/UNIFORM SUP | 414.84       |
|                 |                           |                                                       | 018748121      | SUPPLIES             | 446.05       |
|                 |                           |                                                       | 018777701      | BDU'S                | 85.75        |
|                 |                           |                                                       | 018847035      | BELT                 | 27.00        |
|                 |                           |                                                       | 018847644      | BELT KEEPERS         | 149.48       |
|                 |                           |                                                       | 018900513      | BELTS                | 94.60        |
|                 |                           |                                                       | 018904592      | TIES                 | 185.18       |
|                 |                           |                                                       | 019031020      | BELT                 | 29.41        |
|                 |                           |                                                       | 019035101      | SHIRT                | 56.26        |
|                 |                           |                                                       | 019037296      | TRAFFIC VESTS        | 54.01        |
|                 |                           |                                                       | 019080363      | MACE HOLDER          | 39.64        |
|                 |                           |                                                       | 2021.39        | SUPPLIES/UNIFORM SUP | 47.50        |
|                 |                           |                                                       | AUGUST 16 2021 | SEW ON PATCHES       | 28.00        |
|                 |                           |                                                       | JULY 28 2021   | BADGE                | 127.00       |
|                 |                           |                                                       | 77013.99       | BADGES/NAMEPLATES    | 487.00       |
|                 |                           |                                                       | 77014.99       | FLASHLIGHTS/PANTS    | 56.94        |
|                 |                           |                                                       | 77041.99       | SHIRTS & PANTS       | 142.50       |
|                 |                           |                                                       | 78775.99       | PANTS                | 113.88       |
|                 |                           |                                                       | 82124.99       | PANTS                | 56.94        |
|                 |                           |                                                       |                | PATCHES              | 525.00       |
|                 |                           |                                                       |                | ACCOUNT TOTAL        | 4,335.02 *   |
| 031201          | SHERIFF - COURTS          |                                                       |                |                      |              |
| 2700            | 31421                     | Worker's Compensation<br>VACORP                       | 58660          | BULLET PROOF VESTS   | 2,205.00     |
|                 |                           |                                                       | 58697          | BULLET PROOF VESTS   | 2,205.00 *   |
|                 |                           |                                                       | 58698          | BULLET PROOF VESTS   | 65,046.60 ** |
|                 |                           |                                                       | 01874256       | WORKERS COMP INS     | 3,206.99     |
|                 |                           |                                                       | 018748121      | WORKERS COMP INS     | 3,206.99 *   |
|                 |                           |                                                       | 018777701      | WORKERS COMP INS     | 3,206.99 **  |
|                 |                           |                                                       | 018847035      | WORKERS COMP INS     | 3,206.99 **  |
|                 |                           |                                                       | 018847644      | WORKERS COMP INS     | 3,206.99 **  |
|                 |                           |                                                       | 018900513      | WORKERS COMP INS     | 3,206.99 **  |
|                 |                           |                                                       | 018904592      | WORKERS COMP INS     | 3,206.99 **  |
|                 |                           |                                                       | 019031020      | WORKERS COMP INS     | 3,206.99 **  |
|                 |                           |                                                       | 019035101      | WORKERS COMP INS     | 3,206.99 **  |
|                 |                           |                                                       | 019037296      | WORKERS COMP INS     | 3,206.99 **  |
|                 |                           |                                                       | 019080363      | WORKERS COMP INS     | 3,206.99 **  |
|                 |                           |                                                       | 2021.39        | WORKERS COMP INS     | 3,206.99 **  |
|                 |                           |                                                       | AUGUST 16 2021 | WORKERS COMP INS     | 3,206.99 **  |
|                 |                           |                                                       | JULY 28 2021   | WORKERS COMP INS     | 3,206.99 **  |
|                 |                           |                                                       | 77013.99       | WORKERS COMP INS     | 3,206.99 **  |
|                 |                           |                                                       | 77014.99       | WORKERS COMP INS     | 3,206.99 **  |
|                 |                           |                                                       | 77041.99       | WORKERS COMP INS     | 3,206.99 **  |
|                 |                           |                                                       | 78775.99       | WORKERS COMP INS     | 3,206.99 **  |
|                 |                           |                                                       | 82124.99       | WORKERS COMP INS     | 3,206.99 **  |
|                 |                           |                                                       |                | ACCOUNT TOTAL        | 2,205.00     |
|                 |                           |                                                       |                | ACCOUNT TOTAL        | 2,205.00 *   |
|                 |                           |                                                       |                | MAJOR TOTAL          | 65,046.60 ** |
| 032200          | VOLUNTEER FIRE DEPARTMENT |                                                       |                |                      |              |
| 7001            | 14801                     | Payment to Farmville VFD<br>ESO SOLUTIONS, INC        | 58660          | SOFTWARE             | 9,479.70     |
|                 |                           |                                                       | 58697          | GLOVES               | 1,264.88     |
|                 |                           |                                                       | 58698          | CHAIRS               | 796.00       |
|                 |                           |                                                       | 01874256       | FVFD WRKRS COMP INS  | 8,690.00     |
|                 |                           |                                                       | 018748121      | SHIPPING CHARGES     | 29.42        |
|                 |                           |                                                       | 018777701      | SHIPPING CHARGES     | 29.42        |
|                 |                           |                                                       | 018847035      | SHIPPING CHARGES     | 29.42        |
|                 |                           |                                                       | 018847644      | SHIPPING CHARGES     | 29.42        |
|                 |                           |                                                       | 018900513      | SHIPPING CHARGES     | 29.42        |
|                 |                           |                                                       | 018904592      | SHIPPING CHARGES     | 29.42        |
|                 |                           |                                                       | 019031020      | SHIPPING CHARGES     | 29.42        |
|                 |                           |                                                       | 019035101      | SHIPPING CHARGES     | 29.42        |
|                 |                           |                                                       | 019037296      | SHIPPING CHARGES     | 29.42        |
|                 |                           |                                                       | 019080363      | SHIPPING CHARGES     | 29.42        |
|                 |                           |                                                       | 2021.39        | SHIPPING CHARGES     | 29.42        |
|                 |                           |                                                       | AUGUST 16 2021 | SHIPPING CHARGES     | 29.42        |
|                 |                           |                                                       | JULY 28 2021   | SHIPPING CHARGES     | 29.42        |
|                 |                           |                                                       | 77013.99       | SHIPPING CHARGES     | 29.42        |
|                 |                           |                                                       | 77014.99       | SHIPPING CHARGES     | 29.42        |
|                 |                           |                                                       | 77041.99       | SHIPPING CHARGES     | 29.42        |
|                 |                           |                                                       | 78775.99       | SHIPPING CHARGES     | 29.42        |
|                 |                           |                                                       | 82124.99       | SHIPPING CHARGES     | 29.42        |
|                 |                           |                                                       |                | ACCOUNT TOTAL        | 20,260.00 *  |
| 7002            | 11772                     | Payment to Rice VFD<br>BUG BUSTERS PEST CONTROL       | 58660          | PEST CONTROL RVFD    | 45.00        |
|                 |                           |                                                       | 58697          | TRASH COLLECTION     | 57.45        |
|                 |                           |                                                       | 58698          | MOWING               | 340.00       |
|                 |                           |                                                       | 01874256       | MOWING               | 340.00       |
|                 |                           |                                                       | 018748121      | MOWING               | 340.00       |
|                 |                           |                                                       | 018777701      | MOWING               | 340.00       |
|                 |                           |                                                       | 018847035      | MOWING               | 340.00       |
|                 |                           |                                                       | 018847644      | MOWING               | 340.00       |
|                 |                           |                                                       | 018900513      | MOWING               | 340.00       |
|                 |                           |                                                       | 018904592      | MOWING               | 340.00       |
|                 |                           |                                                       | 019031020      | MOWING               | 340.00       |
|                 |                           |                                                       | 019035101      | MOWING               | 340.00       |
|                 |                           |                                                       | 019037296      | MOWING               | 340.00       |
|                 |                           |                                                       | 019080363      | MOWING               | 340.00       |
|                 |                           |                                                       | 2021.39        | MOWING               | 340.00       |
|                 |                           |                                                       | AUGUST 16 2021 | MOWING               | 340.00       |
|                 |                           |                                                       | JULY 28 2021   | MOWING               | 340.00       |
|                 |                           |                                                       | 77013.99       | MOWING               | 340.00       |
|                 |                           |                                                       | 77014.99       | MOWING               | 340.00       |
|                 |                           |                                                       | 77041.99       | MOWING               | 340.00       |
|                 |                           |                                                       | 78775.99       | MOWING               | 340.00       |
|                 |                           |                                                       | 82124.99       | MOWING               | 340.00       |
|                 |                           |                                                       |                | ACCOUNT TOTAL        | 45.00        |
|                 |                           |                                                       |                | ACCOUNT TOTAL        | 57.45        |
|                 |                           |                                                       |                | MAJOR TOTAL          | 340.00       |

AP375H  
9/07/2021  
FUND # - 100 GENERAL FUND

LISTING OF INVOICES FOR 8/01/2021 -- 8/31/2021

AFTER CHECKS  
PAGE 12

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER NAME            | INVOICE#        | DESCRIPTION          | AMOUNT        |
|-----------------|----------------------------------|-----------------|----------------------|---------------|
| 7004            | 18671 INDUSTRIAL REPAIR INC      | 4552            | REPAIR               | 546.47        |
|                 | 18671 INDUSTRIAL REPAIR INC      | 4553            | REPAIR               | 537.01        |
|                 | 18671 INDUSTRIAL REPAIR INC      | 4554            | INSPECTION           | 20.00         |
|                 | 21319 CENTURYLINK                | 310013979 0921  | PHONE                | 155.24        |
|                 | 28597 SOUTHERN STATES COOP INC   | L467235         | GAS                  | 170.89        |
|                 | 31846 DOMINION ENERGY VIRGINIA   | 4500495009 0821 | ELECTRIC             | 540.70        |
|                 |                                  |                 | ACCOUNT TOTAL        | 2,412.76 *    |
|                 | 12996 CYRUS PEST CONTROL CO      | JULY 2021 DHVFD | PEST CONTROL         | 45.00         |
|                 | 13083 DARLINGTON HGT FIRE DEPT   | REIMB 0821      | DUES/DIAGNSTCS       | 35.00         |
|                 | 13083 DARLINGTON HGT FIRE DEPT   | REIMB 0821      | DUES/DIAGNSTCS       | 70.00         |
|                 | 13083 DARLINGTON HGT FIRE DEPT   | REIMB 0821      | DUES/DIAGNSTC/INTRNT | 60.51         |
|                 | 15656 FIRE & SAFETY EQUIP CO     | 107146 DHVFD    | BOOTS                | 921.47        |
|                 | 23248 NAPA OF FARMVILLE          | 223823 DHVFD    | BATTERY              | 73.49         |
|                 | 28640 SOUTHSIDE ELECTRIC COOP    | 38156001 0721   | DHVFD ELECTRIC       | 436.25        |
|                 | 29440 PRINCE EDWARD CO TREAS     | DHVFD TRK 0821  | LOAN PAYMENT         | 33,600.00     |
|                 |                                  |                 | ACCOUNT TOTAL        | 35,241.72 *   |
| 7005            | 11772 BUG BUSTERS PEST CONTROL   | 680554          | PEST CONTROL HSVFD   | 45.00         |
|                 | 11772 BUG BUSTERS PEST CONTROL   | 684411          | PEST CONTROL HSVFD   | 45.00         |
|                 | 15908 FOSTER FUELS INC           | 850977 HSVFD    | PROPANE              | 419.48        |
|                 | 21319 CENTURYLINK                | 310187773 0821  | HSVFD PHONE          | 60.33         |
|                 | 23166 NAPECO INC                 | 1079260         | SILVEX PLUS HSVFD    | 880.00        |
|                 | 29440 PRINCE EDWARD CO TREAS     | HSVFD TRK 0821  | LOAN PAYMENT         | 19,620.00     |
|                 | 31846 DOMINION ENERGY VIRGINIA   | 8350720002 0821 | HSVFD ELECTRIC       | 382.91        |
|                 |                                  |                 | ACCOUNT TOTAL        | 21,452.72 *   |
| 7007            | 11255 BENCHMARK COMMUNITY BANK   | 15005201010 821 | TRUCK LOAN PAYMENT   | 10,000.00     |
|                 | 12942 CRYSTAL DIGITAL COMMUNICAT | INV065694       | TABLET COMPUTERS     | 11,002.92     |
|                 | 25246 PARKER OIL CO INC          | 831521 MVFD     | DIESEL MVFD          | 721.85        |
|                 | 25246 PARKER OIL CO INC          | 845749 63302A 3 | DIESEL               | 282.34        |
|                 | 25246 PARKER OIL CO INC          | 859159 63302A 3 | DIESEL               | 694.77        |
|                 | 31338 VERIZON WIRELESS           | 4347360633 0821 | PHONE                | 130.18        |
|                 | 31339 VERIZON WIRELESS           | 845749 63302A 3 | DIESEL MVFD          | 282.34        |
|                 | 31846 DOMINION ENERGY VIRGINIA   | 9884319536      | MVFD PHONE           | 230.73        |
|                 | 31846 DOMINION ENERGY VIRGINIA   | 0519881510 0821 | MVFD ELECTRIC        | 562.87        |
|                 | 31846 DOMINION ENERGY VIRGINIA   | 1913347348 0821 | MVFD ELECTRIC        | 32.91         |
|                 |                                  |                 | ACCOUNT TOTAL        | 23,940.91 *   |
|                 |                                  |                 | MAJOR TOTAL          | 103,308.11 ** |
| 032300          | AMBULANCE AND RESCUE SERVICES    |                 |                      |               |
| 7040            | 25880 PRINCE EDWARD VOL RESCUE   | INSURANCE 0621  | SQUAD INSURANCE      | 10,000.00     |
|                 |                                  |                 | ACCOUNT TOTAL        | 10,000.00 *   |
|                 |                                  |                 | MAJOR TOTAL          | 10,000.00 **  |
| 032500          | EMERGENCY SERVICES               |                 |                      |               |
| 2800            | 31421 VACORP                     | LODA 1/4 0821   | LINE OF DUTY INS     | 5,026.75      |
|                 |                                  |                 | ACCOUNT TOTAL        | 5,026.75 *    |



| MAJOR#<br>ACCT# | VENDOR<br>NUMBER          | VENDOR<br>NAME                                        | INV#            | DESCRIPTION          | ACCOUNT TOTAL | AMOUNT       |
|-----------------|---------------------------|-------------------------------------------------------|-----------------|----------------------|---------------|--------------|
| 3160            | 29280                     | Professional Service E-91<br>TIMMONS GROUP            | 266925 34335.10 | ADDRESS DATA MAINT   | 3,206.25      | 3,206.25 *   |
| 3162            | 29280                     | GIS System<br>TIMMONS GROUP                           | 268271 34335.10 | DATA CLEANUP/WEB LOG | 325.00        | 325.00       |
|                 | 29280                     | TIMMONS GROUP                                         | 268816 34335.10 | DATA CLEAN UP        | 2,643.75      | 2,643.75     |
| 6015            | 25825                     | Facility Costs - COVID VA<br>PRINCE ED-FARVILLE YOUTH | LEASE 0821 VAX  | RENT PEFYA BLDG      | 2,968.75      | 2,968.75 *   |
| 6016            | 31846                     | Clinic Operations - COVID<br>DOMINION ENERGY VIRGINIA | 5766386154 0721 | PEFYA VAX CLINIC     | 500.00        | 500.00 *     |
| 6017            | 21756                     | Public Info - COVID VAX<br>LETTERPRESS COMMUNICATIONS | 1999 CVD VAX    | PUBLIC INFORMATION   | 479.12        | 479.12 *     |
|                 | 21756                     | LETTERPRESS COMMUNICATIONS                            | 2004 CVD VX     | PUBLIC INFORMATION   | 3,300.00      | 3,300.00     |
|                 | 21756                     | LETTERPRESS COMMUNICATIONS                            | 2021            | PUBLIC INFORMATION   | 1,760.00      | 1,760.00     |
|                 | 21756                     | LETTERPRESS COMMUNICATIONS                            | 2035 CVD VAX    | PUBLIC INFORMATION   | 3,695.50      | 3,695.50     |
|                 | 21756                     | LETTERPRESS COMMUNICATIONS                            | 2045 CVD VAX    | PUBLIC INFORMATION   | 997.55        | 997.55       |
| 6900            | 10259                     | SLEMEG - CARES<br>AMAZON CAPITAL SERVICES             | LNKK 64WJ QRRC  | SUPPLIES             | 3,638.66      | 3,638.66     |
| 033200          | REGIONAL JAIL & DETENTION |                                                       |                 |                      | 13,391.71     | 13,391.71 *  |
| 3196            | 25375                     | Purchase of Services - Ja<br>PIEDMONT RGNL JUVENILE   | 1967            | JUVENILE DETENTION   | 2,304.49      | 2,304.49 *   |
| 034100          | BUILDING OFFICIAL         |                                                       |                 |                      | 27,877.07     | 27,877.07 ** |
| 2700            | 31421                     | Worker's Compensation<br>VACORP                       | WRKCOMPl/4 0821 | WORKERS COMP INS     | 2,500.00      | 2,500.00 *   |
| 3311            | 27770                     | Repairs & Maint-Auto<br>ROD & STAFF LLC               | 73673           | BRAKE/ROTORS         | 285.06        | 285.06 *     |
| 5230            | 31339                     | Telecommunications<br>VERIZON WIRELESS                | 242374982 0721  | CELLULAR SERVICE     | 23.38         | 23.38        |
|                 | 31339                     | VERIZON WIRELESS                                      | 242374982 0821  | CELLULAR SERVICE     | 23.38         | 23.38        |
| 5305            | 31421                     | Auto Insurance<br>VACORP                              | 79415           | AUTO INSURANCE       | 46.76         | 46.76 *      |
| 5307            | 31421                     | Public Official's Liabili<br>VACORP                   | 79415           | PO LIABILITY         | 528.42        | 528.42 *     |
|                 |                           |                                                       |                 |                      | 178.00        | 178.00 *     |
|                 |                           |                                                       |                 |                      | 1,318.01      | 1,318.01 **  |

| MAJOR#<br>ACCT#<br>035100 | VENDOR<br>NUMBER<br>ANIMAL CONTROL | VENDOR<br>NAME<br>ANIMAL CONTROL                  | INV#            | DESCRIPTION          | AMOUNT                   |
|---------------------------|------------------------------------|---------------------------------------------------|-----------------|----------------------|--------------------------|
| 2700                      | 31421                              | Worker's Compensation<br>VACORP                   | WRKCOMPL/4 0821 | WORKERS COMP INS     | 301.08 *<br>301.08 *     |
| 3110                      | 21153                              | Vet Care<br>CAPITAL ONE/ WALMART                  | 630109 0721     | ANIMAL MEDS          | 10.26                    |
|                           | 27524                              | RIDGE ANIMAL HOSPITAL                             | 310345          | VET SERVICES         | 75.25                    |
|                           | 27524                              | RIDGE ANIMAL HOSPITAL                             | 311021          | VET SERVICES         | 9.00                     |
|                           | 27524                              | RIDGE ANIMAL HOSPITAL                             | 312359          | VET SERVICES         | 9.00                     |
|                           | 27524                              | RIDGE ANIMAL HOSPITAL                             | 312814          | VET SERVICES         | 18.00                    |
|                           |                                    |                                                   |                 | <b>ACCOUNT TOTAL</b> | <b>121.51 *</b>          |
| 3310                      | 13730                              | Repairs/Maintenance<br>DODSON BROS EXTERMINATING  | 719313 0721     | PEST CONTROL         | 50.00<br>50.00 *         |
| 5110                      | 31846                              | Electrical Services<br>DOMINION ENERGY VIRGINIA   | 0890745003 0821 | ELECTRIC             | 243.43<br>243.43 *       |
| 5230                      | 21319                              | Telecommunications<br>CENTURYLINK                 | 310119726 0821  | PHONE                | 143.40                   |
|                           | 31339                              | VERIZON WIRELESS                                  | 242374982 0721  | CELLULAR SERVICE     | 81.02                    |
|                           | 31339                              | VERIZON WIRELESS                                  | 242374982 0821  | CELLULAR SERVICE     | 81.02                    |
|                           |                                    |                                                   |                 | <b>ACCOUNT TOTAL</b> | <b>305.44 *</b>          |
| 5305                      | 31421                              | Motor Vehicle Insurance<br>VACORP                 | 79415           | AUTO INSURANCE       | 1,585.25<br>1,585.25 *   |
| 6002                      | 10259                              | Supplies for Shelter<br>AMAZON CAPITAL SERVICES   | 1W03 KRRCR 36HL | NAIL CLIPPERS        | 27.45                    |
|                           | 11250                              | BENCHMARK COMMUNITY BANK                          | 1563 ADMIN 0721 | BUCKETS              | 473.91                   |
|                           | 11250                              | BENCHMARK COMMUNITY BANK                          | 1563 ADMIN 0821 | BED PARTS            | 137.46                   |
|                           | 999999                             | RETURN LOGISTICS INTL CORP                        | 042721005       | MED RETURN           | 124.00                   |
|                           |                                    |                                                   |                 | <b>ACCOUNT TOTAL</b> | <b>762.82 *</b>          |
| 6009                      | 10132                              | Vehicle & Powered Equip S<br>ADAMS ARIEL          | REIMB 0821      | REGISTRATION         | 5.00<br>5.00 *           |
| 8202                      | 27586                              | Equipment<br>RIVIERE CHRIS                        | REIMB 0821      | WATER TANKS          | 150.00<br>150.00 *       |
| 8205                      | 12738                              | Motor Vehicle<br>COLONIAL FORD TRK SALES          | 58171 ACO TRUCK | AC TRUCK             | 32,342.58<br>32,342.58 * |
|                           |                                    |                                                   |                 | <b>ACCOUNT TOTAL</b> | <b>35,867.11 **</b>      |
| 035300                    |                                    | MEDICAL EXAMINER                                  |                 |                      |                          |
| 3110                      | 29459                              | Professional Health Serv<br>TREASURER OF VIRGINIA | DENSON ROBERT   | CORONER              | 20.00                    |
|                           | 29459                              | TREASURER OF VIRGINIA                             | SHAW MAUREEN EL | CORONER              | 20.00                    |
|                           |                                    |                                                   |                 | <b>ACCOUNT TOTAL</b> | <b>40.00 **</b>          |
|                           |                                    |                                                   |                 | <b>MAJOR TOTAL</b>   | <b>40.00 **</b>          |

AP375H  
9/07/2021  
FUND # - 100 GENERAL FUND

LISTING OF INVOICES FOR 8/01/2021 -- 8/31/2021

AFTER CHECKS  
PAGE 15

| MAJOR# | VENDOR NUMBER | VENDOR NAME                            | INV#            | DESCRIPTION           | ACCOUNT TOTAL | AMOUNT       |
|--------|---------------|----------------------------------------|-----------------|-----------------------|---------------|--------------|
| 3150   | 10651         | Legal Services<br>AQUALAW PLC          | 13704           | PROFESSIONAL SERVICES | 1,288.00      | 1,288.00 *   |
| 3160   | 29280         | Professional Services<br>TIMMONS GROUP | 267907 46844    | SRR WITHDRAWL PERMIT  | 3,230.00      | 3,230.00     |
|        | 29280         | TIMMONS GROUP                          | 269979 46844    | SRR WITHDRAWL PERMIT  | 21,240.00     | 21,240.00    |
|        |               |                                        |                 | ACCOUNT TOTAL         | 24,470.00     | 24,470.00 *  |
|        |               |                                        |                 | MAJOR TOTAL           | 25,758.00     | 25,758.00 ** |
| 043200 |               | GENERAL PROPERTIES                     |                 |                       |               |              |
| 2700   | 31421         | Worker's Compensation<br>VACORP        | WRKCOMP1/4 0821 | WORKERS COMP INS      | 1,073.84      | 1,073.84 *   |
| 3310   |               | Repairs/Maintenance                    |                 |                       |               |              |
|        | 13730         | DODSON BROS EXTERMINATING              | R01988346 0821  | ANNUAL RENEWAL SCOPES | 108.00        | 108.00       |
|        | 13730         | DODSON BROS EXTERMINATING              | 158003 0721     | PEST CONTROL          | 38.00         | 38.00        |
|        | 13730         | DODSON BROS EXTERMINATING              | 158005 0721     | PEST CONTROL          | 38.00         | 38.00        |
|        | 13730         | DODSON BROS EXTERMINATING              | 158006 0721     | PEST CONTROL          | 38.00         | 38.00        |
|        | 13730         | DODSON BROS EXTERMINATING              | 158007 0721     | PEST CONTROL          | 85.00         | 85.00        |
|        | 13730         | DODSON BROS EXTERMINATING              | 158010 0721     | PEST CONTROL          | 38.00         | 38.00        |
|        | 15656         | FIRE & SAFETY EQUIP CO                 | 108208          | FIRE EXT INSP/CHARGE  | 492.60        | 492.60       |
|        | 15656         | FIRE & SAFETY EQUIP CO                 | 108209          | FIRE EXT INSP/CHARGE  | 493.15        | 493.15       |
|        | 15656         | FIRE & SAFETY EQUIP CO                 | 108210          | FIRE EXT INSP/CHARGE  | 475.50        | 475.50       |
|        | 15656         | FIRE & SAFETY EQUIP CO                 | 108211          | FIRE EXT INSP         | 45.40         | 45.40        |
|        | 15656         | FIRE & SAFETY EQUIP CO                 | 108212          | FIRE EXT CHARGE/INSP  | 42.15         | 42.15        |
|        | 15656         | FIRE & SAFETY EQUIP CO                 | 108213          | FIRE EXT CHARGE/INSP  | 229.15        | 229.15       |
|        | 15656         | FIRE & SAFETY EQUIP CO                 | 108214          | FIRE EXT CHARGE/INSP  | 192.40        | 192.40       |
|        | 15656         | FIRE & SAFETY EQUIP CO                 | 108215          | FIRE EXT CHARGE/INSP  | 328.45        | 328.45       |
|        | 15686         | FIRE & SAFETY EQUIP CO                 | 108219          | INSP/RECHARGE/WLL BKT | 245.85        | 245.85       |
|        | 15686         | FIRE SPRINKLER LTD                     | 7939 0821       | QUARTERLY INSPECTION  | 1,125.00      | 1,125.00     |
|        | 17877         | HUDSON-PAYNE ELECTRONICS               | 16069651        | ALARM CONTRACT DSS    | 400.00        | 400.00       |
|        | 17877         | HUDSON-PAYNE ELECTRONICS               | 16069683        | ALARM CONTRACT        | 400.00        | 400.00       |
|        | 21296         | LANGHORNE RON                          | 710 0821        | SPEEDBUFF FLOORING    | 1,740.00      | 1,740.00     |
|        | 29260         | VIRGINIA PAVING & SEALCOAT             | CH PKG LOT 0821 | STRIPED/LABELED LOT   | 700.00        | 700.00       |
| 3311   |               | Repairs & Maint-Auto & Eq              |                 |                       |               |              |
|        | 27770         | ROD & STAFF LLC                        | 73065           | BLDNG TRUCK REPAIR    | 748.52        | 748.52       |
|        | 32495         | WHITE CHELSEA                          | REIMB 0821      | VEHICLE UNLOCK        | 80.00         | 80.00        |
| 5110   |               | Electrical Services                    |                 |                       |               |              |
|        | 28640         | SOUTHSIDE ELECTRIC COOP                | 114379002 0721  | ELECTRIC              | 24.16         | 24.16        |
|        | 28640         | SOUTHSIDE ELECTRIC COOP                | 114379002 0821  | ELECTRIC              | 24.16         | 24.16        |
|        | 31846         | DOMINION ENERGY VIRGINIA               | 1230385005 0821 | ROY CLARK MONUMENT    | 7.92          | 7.92         |
|        | 31846         | DOMINION ENERGY VIRGINIA               | 1545926683 0921 | SCOPE BLDG            | 183.92        | 183.92       |
|        | 31846         | DOMINION ENERGY VIRGINIA               | 2786281903 0921 | COURTHOUSE            | 13,754.35     | 13,754.35    |
|        | 31846         | DOMINION ENERGY VIRGINIA               | 4883315659 0921 | STEPS HEADQUARTERS    | 1,226.26      | 1,226.26     |
|        |               |                                        |                 | ACCOUNT TOTAL         | 7,254.65      | 7,254.65 *   |
|        |               |                                        |                 | ACCOUNT TOTAL         | 828.52        | 828.52 *     |

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER | VENDOR<br>NAME            | INVOICE#        | DESCRIPTION          | AMOUNT      |
|-----------------|------------------|---------------------------|-----------------|----------------------|-------------|
| 5130            | 31846            | DONINION ENERGY VIRGINIA  | 4951935099 0821 | SHERIFF SHED         | 13.34       |
|                 | 31846            | DONINION ENERGY VIRGINIA  | 5856894620 0821 | WORSHAM CLERKS OFFCE | 114.71      |
|                 | 31846            | DONINION ENERGY VIRGINIA  | 6669158583 0821 | LIGHTS AT RICE       | 128.43      |
|                 | 31846            | DONINION ENERGY VIRGINIA  | 8105475944 0921 | AG BLDG              | 829.38      |
|                 | 31846            | DONINION ENERGY VIRGINIA  | 9670710004 0821 | SHOP ELECTRIC        | 18.53       |
|                 |                  |                           |                 | ACCOUNT TOTAL        | 16,325.16 * |
| 5230            |                  | Water & Sewer             |                 |                      |             |
|                 | 29332            | TOWN OF FARMVILLE         | AG BLDG 0821    | WATER & SEWER        | 55.49       |
|                 | 29332            | TOWN OF FARMVILLE         | CH LAWN 0821    | WATER                | 11.29       |
|                 | 29332            | TOWN OF FARMVILLE         | SCOPE 0821      | WATER & SEWER        | 34.84       |
|                 | 29332            | TOWN OF FARMVILLE         | STEPS 0821      | WATER & SEWER        | 139.28      |
|                 | 29332            | TOWN OF FARMVILLE         | 56 SMI WAY 0821 | WATER & SEWER        | 52.99       |
|                 |                  |                           |                 | ACCOUNT TOTAL        | 293.89 *    |
| 5301            |                  | Telecommunications        |                 |                      |             |
|                 | 10105            | AT&T                      | 7305055660 0821 | PHONE                | 47.20       |
|                 | 21319            | CENTURYLINK               | 310262069 0821  | PHONE                | 71.09       |
|                 | 21319            | CENTURYLINK               | 310441360 0821  | PHONE                | 121.66      |
|                 | 31339            | VERIZON WIRELESS          | 242374982 0721  | CELLULAR SERVICE     | 81.02       |
|                 | 31339            | VERIZON WIRELESS          | 242374982 0821  | CELLULAR SERVICE     | 81.02       |
|                 |                  |                           |                 | ACCOUNT TOTAL        | 401.99 *    |
| 5302            |                  | Boiler Insurance          |                 |                      |             |
|                 | 31421            | VACORP                    | 79415           | BOILER INSURANCE     | 3,160.00    |
|                 |                  |                           |                 | ACCOUNT TOTAL        | 3,160.00 *  |
| 5305            |                  | Fire Insurance            |                 |                      |             |
|                 | 31421            | VACORP                    | 79415           | FIRE INSURANCE       | 36,584.00   |
|                 | 31421            | VACORP                    | 79415           | FIRE INSURANCE       | 7,324.00    |
|                 | 31421            | VACORP                    | 79415           | FIRE INSURANCE       | 6,650.00    |
|                 |                  |                           |                 | ACCOUNT TOTAL        | 50,558.00 * |
| 5440            |                  | Auto Insurance            |                 |                      |             |
|                 | 31421            | VACORP                    | 79415           | AUTO INSURANCE       | 2,642.08    |
|                 |                  |                           |                 | ACCOUNT TOTAL        | 2,642.08 *  |
| 6001            |                  | Portable Toilet Rental    |                 |                      |             |
|                 | 28869            | STIFF O O INC             | 9316            | MONTHLY SERVICE      | 100.00      |
|                 |                  |                           |                 | ACCOUNT TOTAL        | 100.00 *    |
| 6005            |                  | Office Supplies           |                 |                      |             |
|                 | 20600            | KEY OFFICE SUPPLY         | 558453          | POCKETS/MARKERS      | 21.36       |
|                 |                  |                           |                 | ACCOUNT TOTAL        | 21.36 *     |
| 6007            |                  | Janitorial Supplies       |                 |                      |             |
|                 | 13367            | DIAMOND PAPER COMPANY     | 284636          | CLEANING SUPPLIES    | 275.31      |
|                 | 13367            | DIAMOND PAPER COMPANY     | 285915          | CLEANING SUPPLIES    | 1,340.69    |
|                 | 30239            | UNIFIRST CORPORATION      | 202 1163004     | CLEANING RENTALS     | 73.06       |
|                 | 30239            | UNIFIRST CORPORATION      | 202 1165175     | CLEANING RENTALS     | 73.06       |
|                 | 30239            | UNIFIRST CORPORATION      | 202 1167357     | CLEANING RENTALS     | 73.06       |
|                 |                  |                           |                 | ACCOUNT TOTAL        | 1,835.18 *  |
| 6007            |                  | Repairs and Maintenance S |                 |                      |             |
|                 | 10605            | APPOMATOX OUTDOOR EQUIPME | 43967           | BLOWER/FILE HOLDERS  | 234.01      |
|                 | 11250            | BENCHMARK COMMUNITY BANK  | 1563 ADMIN 0721 | PANIC BUTTON         | 299.01      |
|                 | 11250            | BENCHMARK COMMUNITY BANK  | 1563 ADMIN 0821 | SELF TAPPING/WASHERS | 6.61        |
|                 | 13369            | DIAMOND SPRINGS WATER INC | 003062/1478874  | WATER                | 22.47       |

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER<br>NAME                                    | INVT#                      | DESCRIPTION          | AMOUNT       |
|-----------------|-------------------------------------------------------------|----------------------------|----------------------|--------------|
| 6009            | 11250 Vehicle & Powered Equip S<br>BENCHMARK COMMUNITY BANK |                            | TOOL BOX/CUP/BLASTER | 346.97       |
|                 | 29083 TAYLOR-FORBES EQUIP CO                                | 1563 ADMIN 0821<br>IN89374 | CHAIN/OIL/FUEL       | 68.89        |
|                 |                                                             |                            | ACCOUNT TOTAL        | 415.86 *     |
|                 |                                                             |                            | MAJOR TOTAL          | 88,619.55 ** |
| 043400          | CANNERY                                                     |                            |                      |              |
| 2700            | 31421 Worker's Compensation<br>VACORP                       | WRKCOMP1/4 0821            | WORKERS COMP INS     | 230.86       |
|                 |                                                             |                            | ACCOUNT TOTAL        | 230.86 *     |
| 3161            | 31653 Professional Services-Can<br>VIRGINIA FOOD WORKS      | 604                        | COMMERCIAL CONTRACT  | 2,916.67     |
|                 |                                                             |                            | ACCOUNT TOTAL        | 2,916.67 *   |
| 3310            | 25680 Repairs & Maintenance<br>PRICE SUPPLY CO INC          | 2107 112396                | VOLT CAPACITOR       | 7.07         |
|                 | 29332 TOWN OF FARMVILLE                                     | WTR TEST 0721              | WATER TEST KIT       | 40.00        |
|                 | 29332 TOWN OF FARMVILLE                                     | WTR TEST 0721/2            | WATER TEST KIT       | 40.00        |
|                 |                                                             |                            | ACCOUNT TOTAL        | 87.07 *      |
| 5110            | 28640 Electrical Services<br>SOUTHSIDE ELECTRIC COOP        | 44435001 0721              | ELECTRIC             | 504.35       |
|                 | 28640 SOUTHSIDE ELECTRIC COOP                               | 44435001 0821              | ELECTRIC             | 508.31       |
|                 |                                                             |                            | ACCOUNT TOTAL        | 1,012.66 *   |
| 5120            | 25247 Heating Services<br>PARKER OIL COMPANY INC            | 821749 63792K 4            | HEATING OIL          | 623.58       |
|                 | 25247 PARKER OIL COMPANY INC                                | 854149 63792K 4            | HEATING OIL          | 818.25       |
|                 |                                                             |                            | ACCOUNT TOTAL        | 1,441.83 *   |
| 5230            | 21319 Telecommunications<br>CENTURYLINK                     | 310248529 0821             | PHONE                | 308.04       |
|                 |                                                             |                            | ACCOUNT TOTAL        | 308.04 *     |
|                 |                                                             |                            | MAJOR TOTAL          | 5,997.13 **  |

AP375H  
9/07/2021  
FUND # - 100

GENERAL FUND  
PRINCE EDWARD  
LISTING OF INVOICES FOR 8/01/2021 -- 8/31/2021

AFTER CHECKS  
PAGE 18

| MAJOR# | ACCT#  | VENDOR NUMBER | VENDOR NAME                | INV#            | DESCRIPTION           | AMOUNT       |
|--------|--------|---------------|----------------------------|-----------------|-----------------------|--------------|
| 3160   | 053500 |               | COMPREHENSIVE SERVICES ACT |                 |                       |              |
|        |        |               | CSA Programs               |                 |                       |              |
|        |        | 11490         | BRALEY & THOMPSON          |                 | PROFESSIONAL SERVICES | 4,154.00     |
|        |        | 12181         |                            |                 | PROFESSIONAL SERVICES | 735.00       |
|        |        | 12929         | CROSSROADS SERVICES BD     |                 | PROFESSIONAL SERVICES | 500.00       |
|        |        | 16672         | GRAFTON SCHOOL INC         |                 | PROFESSIONAL SERVICES | 7,073.00     |
|        |        | 20662         | KEYSTONE NEWPORT NEWS LLC  |                 | PROFESSIONAL SERVICES | 4,085.00     |
|        |        | 20662         | KEYSTONE NEWPORT NEWS LLC  |                 | PROFESSIONAL SERVICES | 13,200.00    |
|        |        | 23472         | NATIONAL COUNSELLING GROUP |                 | PROFESSIONAL SERVICES | 650.00       |
|        |        |               |                            |                 | ACCOUNT TOTAL         | 30,397.00 *  |
|        |        |               |                            |                 | MAJOR TOTAL           | 30,397.00 ** |
| 081100 |        |               | PLANNING                   |                 |                       |              |
| 2700   |        |               | Worker's Compensation      |                 |                       |              |
|        |        | 31421         | VACORP                     | WRKCOMP1/4 0821 | WORKERS COMP INS      | 631.40 *     |
|        |        |               |                            |                 | ACCOUNT TOTAL         | 631.40 *     |
| 3161   |        |               | Planning Commission        |                 |                       |              |
|        |        | 19875         | JONES ROBERT M             | AUGUST 17 2021  | COMMISSION MEETING    | 100.00       |
|        |        | 21525         | LEATHERWOOD CLIFFORD JACK  | AUGUST 17 2021  | COMMISSION MEETING    | 100.00       |
|        |        | 25047         | PAIGE WHITFIELD            | AUGUST 17 2021  | COMMISSION MEETING    | 100.00       |
|        |        | 25309         | PEERY JOHN W JR            | AUGUST 17 2021  | COMMISSION MEETING    | 100.00       |
|        |        | 25607         | PRENGAMAN JOHN C           | AUGUST 17 2021  | COMMISSION MEETING    | 100.00       |
|        |        | 28067         | SANDLIN TERESA             | AUGUST 17 2021  | COMMISSION MEETING    | 100.00       |
|        |        | 32150         | WATSON BRETT VON CANNON    | AUGUST 17 2021  | COMMISSION MEETING    | 100.00       |
|        |        | 32775         | WOMACK HENRY E             | AUGUST 17 2021  | COMMISSION MEETING    | 100.00       |
|        |        |               |                            |                 | ACCOUNT TOTAL         | 800.00 *     |
| 5230   |        |               | Telecommunications         |                 |                       |              |
|        |        | 31339         | VERIZON WIRELESS           | 242374982 0721  | CELLULAR SERVICE      | 81.02        |
|        |        | 31339         | VERIZON WIRELESS           | 242374982 0821  | CELLULAR SERVICE      | 81.02        |
|        |        |               |                            |                 | ACCOUNT TOTAL         | 162.04 *     |
| 5510   |        |               | Travel-Mileage             |                 |                       |              |
|        |        | 25047         | PAIGE WHITFIELD            | AUGUST 17 2021  | COMMISSION MEETING    | 8.96         |
|        |        | 25309         | PEERY JOHN W JR            | AUGUST 17 2021  | COMMISSION MEETING    | 1.68         |
|        |        | 25607         | PRENGAMAN JOHN C           | AUGUST 17 2021  | COMMISSION MEETING    | 5.60         |
|        |        | 28067         | SANDLIN TERESA             | AUGUST 17 2021  | COMMISSION MEETING    | 6.72         |
|        |        | 32775         | WOMACK HENRY E             | AUGUST 17 2021  | COMMISSION MEETING    | 7.22         |
|        |        |               |                            |                 | ACCOUNT TOTAL         | 30.18 *      |
| 5530   |        |               | Travel-Subsistence & Lodg  |                 |                       |              |
|        |        | 11250         | BENCHMARK COMMUNITY BANK   | 1563 ADMIN 0721 | COMMISSION MTG MEAL   | 142.10       |
|        |        | 11250         | BENCHMARK COMMUNITY BANK   | 1563 ADMIN 0821 | MTG MEAL              | 79.17        |
|        |        |               |                            |                 | ACCOUNT TOTAL         | 221.27 *     |
| 5540   |        |               | Travel-Convention & Educa  |                 |                       |              |
|        |        | 11250         | BENCHMARK COMMUNITY BANK   | 1563 ADMIN 0821 | TRAINING              | 85.00        |
|        |        |               |                            |                 | ACCOUNT TOTAL         | 85.00 *      |
| 5640   |        |               | Commonwealth Regional Cou  |                 |                       |              |
|        |        | 12745         | COMMONWEALTH REGIONAL      | SUPPRT 2-4 FY22 | FY22 SUPPORT          | 14,250.00    |
|        |        |               |                            |                 | ACCOUNT TOTAL         | 14,250.00 *  |

AP375H  
9/07/2021  
FUND # - 100 GENERAL FUND

LISTING OF INVOICES FOR 8/01/2021 -- 8/31/2021

AFTER CHECKS  
PAGE 19

| MAJOR#<br>ACCT#<br>6001 | VENDOR<br>NUMBER<br>NAME<br>Office Supplies           | INVOICE#        | DESCRIPTION          | AMOUNT    |
|-------------------------|-------------------------------------------------------|-----------------|----------------------|-----------|
| 081500                  | ECONOMIC DEVELOPMENT                                  |                 |                      |           |
| 2700                    | 31421 VACORP<br>Worker's Compensation                 | WRKCOMP1/4 0821 | WORKERS COMP INS     | 12.88 *   |
| 5230                    | 31339 VERIZON WIRELESS<br>Telecommunications          | 242374982 0721  | CELLULAR SERVICE     | 40.51     |
|                         | 31339 VERIZON WIRELESS                                | 242374982 0821  | CELLULAR SERVICE     | 40.51 *   |
| 6001                    | 11894 BUSINESS CARD<br>Office Supplies                | 0639PUCKETT0721 | ADOBE SUBSCRIPTION   | 14.99     |
|                         | 20600 KEY OFFICE SUPPLY                               | 557760          | NAME PLATES/HOLDERS  | 65.25     |
| 081600                  | TOURISM                                               |                 |                      | 174.14 ** |
| 2700                    | 31421 VACORP<br>Worker's Compensation                 | WRKCOMP1/4 0821 | WORKERS COMP INS     | 10.50 *   |
| 5110                    | 31846 DOMINION ENERGY VIRGINIA<br>Electrical Services | 0675198071 0821 | ELECTRIC             | 152.47    |
|                         | 31846 DOMINION ENERGY VIRGINIA                        | 1059387447 0821 | ELECTRIC             | 81.68     |
| 5130                    | 29332 TOWN OF FARMVILLE<br>Water & Sewer              | VISTRS CTR 0821 | WATER & SEWER        | 234.15 *  |
| 5210                    | 11894 BUSINESS CARD<br>Postal Services                | 0639PUCKETT0721 | UPS CHARGES          | 55.32 *   |
|                         | 11894 BUSINESS CARD                                   | 0639PUCKETT0721 | UPS CHARGES          | 5.44      |
|                         | 11894 BUSINESS CARD                                   | 0639PUCKETT0721 | UPS CHARGES          | 27.19     |
| 5230                    | 21319 CENTURYLINK<br>Telecommunications               | 310393238 0721  | PHONE                | 15.41     |
| 6001                    | 11894 BUSINESS CARD<br>Office Supplies                | 0639PUCKETT0721 | ZOOM SUBSCRIPTION    | 48.04 *   |
| 082300                  | FLOOD & EROSION CONTROL                               |                 |                      | 353.16 *  |
| 5470                    | 17925 HURT & PROFFITT, INC<br>Stormwater Review Fees  | 66069 20170901  | STRM WTR PLAN REVIEW | 353.16 *  |
|                         |                                                       |                 |                      | 15.74 *   |
|                         |                                                       |                 |                      | 15.74 *   |
|                         |                                                       |                 |                      | 716.91 ** |
|                         |                                                       |                 |                      | 420.00 *  |
|                         |                                                       |                 |                      | 420.00 ** |

AP375H  
9/07/2021  
FUND # - 100 GENERAL FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 8/01/2021 -- 8/31/2021

AFTER CHECKS  
PAGE 20

| MAJOR#<br>ACCT# | VENDOR<br>NUMBER<br>NAME               | INV#           | DESCRIPTION        | AMOUNT       |
|-----------------|----------------------------------------|----------------|--------------------|--------------|
| 5230            | 21319 CENTURLINK<br>Telecommunications | 309520098 0821 | PHONE              | 148.66 *     |
|                 |                                        |                | ACCOUNT TOTAL      | 148.66 *     |
|                 |                                        |                | MAJOR TOTAL        | 148.66 **    |
| 091000          | GENERAL EXPENSE                        |                |                    |              |
| 5230            | Internal Telecom Account               |                |                    |              |
|                 | 23933 SEGRA                            | 165866886 0821 | PHONE              | 2,543.04 *   |
|                 |                                        |                | ACCOUNT TOTAL      | 2,543.04 *   |
| 5803            | Internal Fuel Account                  |                |                    |              |
|                 | 19230 JAMES RIVER SOLUTIONS            | S111652-IN     | GAS                | 1,432.74     |
|                 | 19230 JAMES RIVER SOLUTIONS            | S113932-IN     | GAS                | 1,431.87     |
|                 | 19230 JAMES RIVER SOLUTIONS            | S116441-IN     | GAS                | 1,115.15     |
|                 | 19230 JAMES RIVER SOLUTIONS            | S118339-IN     | GAS                | 1,247.49     |
|                 | 19230 JAMES RIVER SOLUTIONS            | S119722-IN     | GAS                | 1,364.15     |
|                 |                                        |                | ACCOUNT TOTAL      | 6,591.40 *   |
|                 |                                        |                | MAJOR TOTAL        | 9,134.44 **  |
| 094000          | CAPITAL PROJECTS                       |                |                    |              |
| 0002            | Computer System                        |                |                    |              |
|                 | 12726 COMPRO COMPUTERS                 | 2178 0717      | COMPUTERS & EQUIP  | 8,504.40 *   |
|                 |                                        |                | ACCOUNT TOTAL      | 8,504.40 *   |
| 0007            | BUSINESS PARK ROAD DEVELO              |                |                    |              |
|                 | 29280 TIMMONS GROUP                    | 269982 49081   | BUSINESS PARK ROAD | 26,180.00 *  |
|                 |                                        |                | ACCOUNT TOTAL      | 26,180.00 *  |
| 0034            | Courthouse Renovation A&E              |                |                    |              |
|                 | 32152 WATSON & DUGGAN PLC              | 21091          | TOPO & LOCATIONS   | 2,500.00     |
|                 | 32152 WATSON & DUGGAN PLC              | 21091 DEPOSIT  | TOPO & LOCATIONS   | 1,000.00     |
|                 |                                        |                | ACCOUNT TOTAL      | 3,500.00 *   |
| 0043            | General Properties                     |                |                    |              |
|                 | 21283 LAND PLANNING & DESIGN ASS       | 21047 3        | LANDSCAPE DESIGN   | 1,067.50     |
|                 | 21283 LAND PLANNING & DESIGN ASS       | 21047 4        | LANDSCAPE DESIGN   | 1,020.00     |
|                 |                                        |                | ACCOUNT TOTAL      | 2,087.50 *   |
|                 |                                        |                | MAJOR TOTAL        | 40,271.90 ** |
|                 |                                        |                | FUND TOTAL         | 620,729.45   |



AP375H  
9/07/2021  
FUND # - 105

FORFEITED ASSETS FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 8/01/2021 -- 8/31/2021

AFTER CHECKS  
PAGE 21

| MAJOR# | VENDOR NUMBER | VENDOR NAME                                       | INV#      | DESCRIPTION           | AMOUNT   |
|--------|---------------|---------------------------------------------------|-----------|-----------------------|----------|
| 031700 | 29241         | Commonwealth Atty Expend-<br>THOMSON REUTERS-WEST | 844752360 | ONLINE SFTWRE SBSCRIP | 40.45    |
|        |               |                                                   |           |                       | 40.45 *  |
|        |               |                                                   |           |                       | 40.45 ** |
|        |               |                                                   |           |                       | 40.45    |

ACCOUNT TOTAL  
MAJOR TOTAL  
FUND TOTAL

AF375H  
9/07/2021  
FUND # - 120

EXPENDITURES - GRANITE FALLS CDA  
PRINCE EDWARD  
LISTING OF INVOICES FOR 8/01/2021 -- 8/31/2021

AFTER CHECKS  
PAGE 22

| MAJOR# | VENDOR NUMBER | VENDOR NAME             | INV#  | DESCRIPTION            | AMOUNT      |
|--------|---------------|-------------------------|-------|------------------------|-------------|
| 012110 | 31421         | Granite Falls Insurance | 79252 | CDA AUTO/LIABILITY INS | 1,532.00    |
| 5307   | VACORP        |                         |       |                        | 1,532.00 *  |
|        |               |                         |       | ACCOUNT TOTAL          | 1,532.00 ** |
|        |               |                         |       | MAJOR TOTAL            |             |
|        |               |                         |       | FUND TOTAL             | 1,532.00    |

AP375H  
9/07/2021  
FUND # - 205

EMS DISTRICT FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 8/01/2021 -- 8/31/2021

AFTER CHECKS  
PAGE 23

| MAJOR#<br>ACCT#<br>093000 | VENDOR<br>NUMBER | VENDOR<br>NAME                            | INV#           | DESCRIPTION         | AMOUNT       |
|---------------------------|------------------|-------------------------------------------|----------------|---------------------|--------------|
| 8212                      | 25880            | EMS Equipment<br>PRINCE EDWARD VOL RESCUE | GRNT MTCH 0821 | LIFTING EQUIP MATCH | 19,939.02    |
|                           |                  |                                           |                | ACCOUNT TOTAL       | 19,939.02 *  |
|                           |                  |                                           |                | MAJOR TOTAL         | 19,939.02 ** |
|                           |                  |                                           |                | FUND TOTAL          | 19,939.02    |

AP375H  
9/07/2021  
FUND # - 501

WATER FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 8/01/2021 -- 8/31/2021

AFTER CHECKS  
PAGE 24

| MAJOR# | VENDOR NUMBER | VENDOR NAME        | ACCT# | WATER FUND - EXPENDITURES | INV#  | DESCRIPTION            | AMOUNT    |
|--------|---------------|--------------------|-------|---------------------------|-------|------------------------|-----------|
| 5305   | 31421         | VACORP             |       | Auto Insurance            | 79655 | WSA AUTO/LIABILITY INS | 75.00 *   |
|        |               |                    |       |                           |       | ACCOUNT TOTAL          | 75.00 *   |
| 5307   | 31421         | VACORP             |       | Liability Insurance       | 79655 | WSA AUTO/LIABILITY INS | 331.50    |
|        | 31421         | VACORP             |       |                           | 79655 | WSA AUTO/LIABILITY INS | 8.00 -    |
|        |               |                    |       |                           |       | ACCOUNT TOTAL          | 323.50 *  |
|        |               |                    |       |                           |       | MAJOR TOTAL            | 398.50 ** |
| 043200 |               | GENERAL PROPERTIES |       |                           |       |                        |           |
| 5130   |               | Water Service      |       |                           |       |                        |           |
|        | 29332         | TOWN OF FARMVILLE  |       |                           |       | WATER TANK 0821        |           |
|        |               |                    |       |                           |       | WATER & SEWER          |           |
|        |               |                    |       |                           |       | ACCOUNT TOTAL          | 318.85 *  |
|        |               |                    |       |                           |       | MAJOR TOTAL            | 318.85 ** |
|        |               |                    |       |                           |       | FUND TOTAL             | 717.35    |

AP375H  
9/07/2021  
FUND # - 502 SEWER FUND

PRINCE EDWARD  
LISTING OF INVOICES FOR 8/01/2021 -- 8/31/2021

AFTER CHECKS  
PAGE 25

| MAJOR#<br>ACCT#<br>SEWER FUND - EXPENDITURES | VENDOR<br>NUMBER<br>SEWER FUND - EXPENDITURES | VENDOR<br>NAME           | INV#       | DESCRIPTION                | AMOUNT    |
|----------------------------------------------|-----------------------------------------------|--------------------------|------------|----------------------------|-----------|
| 5305                                         | 31421                                         | VACORP                   | 79655      | WSA<br>Auto Insurance      | 75.00 *   |
|                                              |                                               |                          |            | ACCOUNT TOTAL              | 75.00 *   |
| 5307                                         | 31421                                         | VACORP                   | 79655      | WSA<br>Liability Insurance | 331.50    |
|                                              |                                               |                          |            | ACCOUNT TOTAL              | 8.00 -    |
|                                              |                                               |                          |            | MAJOR TOTAL                | 323.50 *  |
|                                              |                                               |                          |            |                            | 398.50 ** |
| 043200                                       |                                               | GENERAL PROPERTIES       |            |                            |           |
| 5110                                         | 31846                                         | Dominion Energy Virginia | 4148700281 | 0921<br>SEWER PUMP         | 65.64 *   |
|                                              |                                               |                          |            | ACCOUNT TOTAL              | 65.64 *   |
|                                              |                                               |                          |            | MAJOR TOTAL                | 65.64 **  |
|                                              |                                               |                          |            | FUND TOTAL                 | 464.14    |



AP375H  
9/07/2021  
FUND # - 520

LISTING OF INVOICES FOR 8/01/2021 -- 8/31/2021

AFTER CHECKS  
PAGE 27

| MAJOR# | ACCT# | VENDOR NUMBER              | VENDOR NAME               | INV#            | DESCRIPTION          | AMOUNT       |
|--------|-------|----------------------------|---------------------------|-----------------|----------------------|--------------|
| 5440   | 28869 | STIFF O O INC              | Portable Toilet Rental    | 9316            | MONTHLY SERVICE      | 702.50 *     |
| 5601   | 13314 | DEPT OF ENVIRONMENTL QLT   | Annual Landfill Permit    | 905939          | SLF LANDFILL PERMIT  | 702.50 *     |
| 6008   | 14700 | ELLINGTON ENERGY SERVICE   | Vehicle & Powered Equip F | 3702            | FUEL                 | 3,984.50     |
|        | 14700 | ELLINGTON ENERGY SERVICE   |                           | 5380            | FUEL                 | 3,984.50 *   |
| 6009   | 23248 | NAPA OF FARMVILLE          | Vehicle & Powered Equip S | 223599          | GREASE               | 12.58        |
|        | 23248 | NAPA OF FARMVILLE          |                           | 223775          | BRAKE LINE/FLUID     | 134.90       |
| 042400 |       |                            | LANDFILL OPERATIONS       |                 |                      | 147.48 *     |
|        |       |                            |                           |                 |                      | 21,585.56 ** |
| 3006   | 20909 | KING EQUIPMENT RENTALS     | Seeding, Mowing, S&EC     | 1 503799 2      | RENTALS              | 3,173.79     |
|        | 28596 | SOUTHERN STATES            |                           | 1143732         | GRASS SEED/SUPPLIES  | 161.98       |
| 3011   | 21830 | LUCK STONE CORPORATION     | Maintenance of Roads      | 70830           | VDOT #57             | 379.68       |
|        | 21830 | LUCK STONE CORPORATION     |                           | 70843           | VDOT #57             | 380.10       |
|        | 21830 | LUCK STONE CORPORATION     |                           | 70852           | VDOT #57             | 378.84       |
| 3160   | 27191 | RESOURCE INTERNATIONAL     | Professional Services     | 50479 90094 37  | AERIAL TOPO          | 1,138.62 *   |
|        | 27191 | RESOURCE INTERNATIONAL     |                           | 50480 90094 12  | LANDFILL MONITORING  | 844.50       |
|        | 27191 | RESOURCE INTERNATIONAL     |                           | 50481 90094 18  | PJT MGMT EXPENSE     | 18,823.54    |
|        | 27191 | RESOURCE INTERNATIONAL     |                           | 50482 90094 27  | SWP PJT CMPLNCE MGMT | 1,404.00     |
|        | 27191 | RESOURCE INTERNATIONAL     |                           | 50544 90094 37  | CLRNG LIMITS/TOPO    | 643.50       |
|        | 27191 | RESOURCE INTERNATIONAL     |                           | 50545 90094 12  | LANDFILL MONITORING  | 151.00       |
|        | 27191 | RESOURCE INTERNATIONAL     |                           | 50546 90094 18  | PJT MGMT EXPENSE     | 7,831.97     |
| 3161   | 27148 | RED WING BUSINESS ADVANTAG | Uniforms                  | 20210826081090  | SAFETY BOOTS         | 538.00       |
| 3310   | 12220 | CARTER MACHINERY CO INC    | Repairs/Maintenance       | 3126255         | BOLTS & NUTS         | 30,236.51 *  |
|        | 15597 | FERGUSON ENTERPRISES LLC   |                           | 7945072         | PUMP REPAIR          | 754.36 *     |
|        | 15597 | FERGUSON ENTERPRISES LLC   |                           | 8158648         | PIPE PUMP REPAIR     | 294.96       |
|        | 28596 | SOUTHERN STATES            |                           | 1142891         | LANDFILL GATE REPAIR | 78.18        |
| 3311   | 11250 | BENCHMARK COMMUNITY BANK   | Equipment Repairs & Maint | 1563 ADMIN 0721 | LANDFILL RADIOS      | 39.25        |
|        | 11491 | ARC3 GASES                 |                           | 08174327        | CYLINDER RENT        | 313.94       |
|        | 11491 | ARC3 GASES                 |                           | 08196599        | CYLINDERS            | 726.33 *     |
|        |       |                            |                           |                 |                      | 956.05       |
|        |       |                            |                           |                 |                      | 29.76        |
|        |       |                            |                           |                 |                      | 26.65        |

| MAJOR# | ACCT# | VENDOR NUMBER | VENDOR NAME                | INV#           | DESCRIPTION          | AMOUNT       |
|--------|-------|---------------|----------------------------|----------------|----------------------|--------------|
|        |       | 12220         | CARTER MACHINERY CO INC    | 3067463        | 963C BUCKET REPAIR   | 796.20       |
|        |       | 12220         | CARTER MACHINERY CO INC    | 3083189        | 963B MANIFOLD REPAIR | 411.28       |
|        |       | 12220         | CARTER MACHINERY CO INC    | 3083190        | RETURN CREDIT        | 270.32       |
|        |       | 12220         | CARTER MACHINERY CO INC    | 3108579        | 963B REPAIRS         | 467.52       |
|        |       | 12220         | CARTER MACHINERY CO INC    | 3108580        | 963B REPAIR          | 2,454.64     |
|        |       | 12220         | CARTER MACHINERY CO INC    | 3117926        | CLAMP & FILTER       | 95.13        |
|        |       | 12220         | CARTER MACHINERY CO INC    | 3120412        | GASKET/MOTOR G       | 1,088.76     |
|        |       | 12220         | CARTER MACHINERY CO INC    | 3120413        | CHARGE/CREDIT        | 16.40        |
|        |       | 12220         | CARTER MACHINERY CO INC    | 3120413        | CHARGE/CREDIT        | 29.53        |
|        |       | 12220         | CARTER MACHINERY CO INC    | 3123570        | SEAL & V-BELT        | 275.53       |
|        |       | 12220         | CARTER MACHINERY CO INC    | 3131729        | CORE RETURN          | 531.90       |
|        |       | 12220         | CARTER MACHINERY CO INC    | 3134323        | V BELT SET           | 153.94       |
|        |       | 12220         | CARTER MACHINERY CO INC    | 3139571        | RETAINER/PIN         | 75.92        |
|        |       | 12220         | CARTER MACHINERY CO INC    | 3142289        | 963B REPAIR          | 263.65       |
|        |       | 13369         | DIAMOND SPRINGS WATER INC  | 003062/1478906 | WATER                | 58.43        |
|        |       | 13369         | DIAMOND SPRINGS WATER INC  | 003062/1513794 | EQUIP RENTAL         | 8.95         |
|        |       | 19221         | JAMES RIVER EQUIPMENT      | P65013         | RADIATOR/V BELT      | 115.90       |
|        |       | 19221         | JAMES RIVER EQUIPMENT      | P66153         | RADIATOR             | 82.52        |
|        |       | 23246         | NAPA AUTO PARTS (APPOMATTO | 188689         | OIL BARREL           | 705.36       |
|        |       | 23246         | NAPA AUTO PARTS (APPOMATTO | 189908         | OIL BARREL/SEALER    | 1,346.39     |
|        |       | 23248         | NAPA OF FARMVILLE          | 224414         | REFRIGRENT/FUSE/CLNR | 30.07        |
|        |       | 23248         | NAPA OF FARMVILLE          | 224426         | FUSE                 | 3.99         |
| 5230   |       | 21319         | Telecommunications         | 309326764      | PHONE                | 123.48       |
|        |       | 31339         | CENTURYLINK                | 242374982      | CELLULAR SERVICE     | 40.51        |
|        |       | 31339         | VERIZON WIRELESS           | 242374982      | CELLULAR SERVICE     | 40.51        |
| 5305   |       | 31421         | Insurance                  | 79415          | AUTO INSURANCE       | 204.50 *     |
| 6009   |       | 11491         | Vehicle & Powered Equip S  | 08141997       |                      | 3,170.50     |
|        |       | 23248         | ARC3 GASES                 | 223775         | OXYGEN/ACETYLENE     | 3,170.50 *   |
|        |       | 23248         | NAPA OF FARMVILLE          | 223775         | BRAKE LINE/FLUID     | 109.41       |
|        |       | 23248         | NAPA OF FARMVILLE          | 223775         | BRAKE LINE/FLUID     | 9.95         |
|        |       | 23248         | NAPA OF FARMVILLE          | 223775         | BRAKE LINE/FLUID     | 5.49         |
|        |       | 23248         | NAPA OF FARMVILLE          | 223775         | BRAKE LINE/FLUID     | 64.75        |
|        |       | 23248         | NAPA OF FARMVILLE          | 223775         | BRAKE LINE/FLUID     | 80.97        |
|        |       | 23248         | NAPA OF FARMVILLE          | 224119         | GAS CAN              | 84.43        |
|        |       | 23248         | NAPA OF FARMVILLE          | 224119         | GAS CAN              | 19.69        |
|        |       | 23248         | NAPA OF FARMVILLE          | 224125         | JUMP START BOX       | 399.00       |
|        |       | 23248         | NAPA OF FARMVILLE          | 224150         | DEGREASER            | 60.49        |
|        |       | 25680         | PRICE SUPPLY CO INC        | 2107 C12605    | AIR FILTER FCT/GRILL | 28.13        |
|        |       | 29083         | TAYLOR-FORBES EQUIP CO     | IN 89071       | BAR OIL/MIX/CHN FILE | 43.68        |
|        |       |               |                            |                | ACCOUNT TOTAL        | 866.61 *     |
|        |       |               |                            |                | MAJOR TOTAL          | 49,090.75 ** |
|        |       |               |                            |                | FUND TOTAL           | 70,676.31    |



AP375H  
9/07/2021  
FUND # - 605

PRINCE EDWARD  
LISTING OF INVOICES FOR 8/01/2021 -- 8/31/2021

AFTER CHECKS  
PAGE 29

| MAJOR# | VENDOR NUMBER | VENDOR NAME                      | INV#            | DESCRIPTION          | AMOUNT      |
|--------|---------------|----------------------------------|-----------------|----------------------|-------------|
| 0002   | 12280         | Donation Return<br>CENTRA HEALTH | OVR DONATN 0821 | REFND OF DBLE DONATN | 5,000.00    |
|        |               |                                  |                 | ACCOUNT TOTAL        | 5,000.00 *  |
|        |               |                                  |                 | MAJOR TOTAL          | 5,000.00 ** |
|        |               |                                  |                 | FUND TOTAL           | 5,000.00    |

| MAJOR# | VENDOR NUMBER | VENDOR NAME                                       | INV#            | DESCRIPTION          | ACCOUNT TOTAL | AMOUNT      |
|--------|---------------|---------------------------------------------------|-----------------|----------------------|---------------|-------------|
| 2700   | 31421         | Worker's Compensation VACORP                      | WRKCOMPL/4 0821 | WORKERS COMP INS     | 73.87         | 73.87 *     |
| 3199   | 999999        | Purchase of Services - Ot INTRINSIC INTERVENTIONS | 13963           | ALCOHOL TSTNG STRIPS | 102.50        | 102.50 *    |
| 3600   | 15240         | Advertising FARMVILLE NEWSMEDIA                   | 222650/0721     | ADVERTISING          | 100.00        | 100.00      |
|        | 15240         | FARMVILLE NEWSMEDIA                               | 222650/1249614  | ADVERTISING          | 200.00        | 200.00 *    |
| 5230   | 23933         | Telecommunications SEGRA                          | 174057257 0821  | PHONE                | 318.79        | 318.79      |
|        | 31339         | VERIZON WIRELESS                                  | 9885771010      | PHONE/EQUIPMENT      | 140.32        | 140.32      |
| 5420   | 28724         | Lease/Rent of Building SRP CORPORATION LLC        | RENT 0821       | RENT                 | 459.11        | 459.11 *    |
| 5510   | 12804         | Travel - Mileage COOPER KRISTEN                   | MILEAGE 0721    | MILEAGE              | 2,750.00      | 2,750.00 *  |
|        | 12804         | COOPER KRISTEN                                    | MILEAGE 0821    | MILEAGE              | 211.12        | 211.12      |
|        | 16160         | GEE RACHEL                                        | MILEAGE 0721    | MILEAGE              | 106.96        | 106.96      |
|        | 22688         | MORGAN ERIN                                       | MILEAGE 0721    | MILEAGE              | 152.88        | 152.88      |
|        | 27170         | REESE-THOMAS A ROCQUELLE                          | MILEAGE 0721    | MILEAGE              | 254.24        | 254.24      |
|        | 27170         | REESE-THOMAS A ROCQUELLE                          | MILEAGE 0721    | MILEAGE              | 134.40        | 134.40      |
|        | 31091         | VITALE MATT                                       | MILEAGE 0721    | MILEAGE              | 15.68         | 15.68       |
|        | 32682         | WILLIAMSON DONALD                                 | REIMB 0721      | MILEAGE/NEWSPAPERS   | 171.36        | 171.36      |
|        | 32682         | WILLIAMSON DONALD                                 | REIMB 0721      | MILEAGE/NEWSPAPERS   | 84.00         | 84.00       |
| 6001   | 28866         | Office Supplies STEPS, INC                        | 16368           | SHREDDING SERVICES   | 2.24          | 2.24        |
|        |               |                                                   |                 | ACCOUNT TOTAL        | 1,132.88      | 1,132.88 *  |
| 6012   | 15240         | Books & Subscriptions FARMVILLE NEWSMEDIA         | PCS 0521 DUP    | SUBSCRIPTION         | 108.00        | 108.00 *    |
|        | 32682         | WILLIAMSON DONALD                                 | REIMB 0721      | MILEAGE/NEWSPAPERS   | 36.00         | 36.00       |
| 6040   | 20904         | ADP Equipment KINEX NETWORKING SOLUTION           | 16682           | BACK UP              | 15.74         | 15.74       |
|        | 31339         | VERIZON WIRELESS                                  | 9885771010      | PHONE/EQUIPMENT      | 51.74         | 51.74 *     |
| 097001 | PCS           | SUPERVISION FEES EXPENDITURES                     |                 | ACCOUNT TOTAL        | 120.00        | 120.00      |
| 3199   | 15145         | PCS - Purchase of Service FADS                    | PCS210731       | DRUG TESTS           | 119.34        | 119.34      |
| 3310   | 12046         | PCS - Repairs and Mainten CMI INC                 | 8043067         | CALIBRATE ALCO SENSR | 239.34        | 239.34 *    |
|        |               |                                                   |                 | MAJOR TOTAL          | 5,117.44      | 5,117.44 ** |
|        |               |                                                   |                 | ACCOUNT TOTAL        | 2,260.00      | 2,260.00 *  |
|        |               |                                                   |                 | ACCOUNT TOTAL        | 25.00         | 25.00 *     |

| MAJOR# | VENDOR NUMBER | VENDOR NAME                              | INV#            | DESCRIPTION        | AMOUNT       |
|--------|---------------|------------------------------------------|-----------------|--------------------|--------------|
| 5110   | 29456         | PCS - Utilities<br>TREASURER OF VIRGINIA | PCS DCJS 2021/2 | GRNT# 21 A5034CC21 | 16.49 *      |
|        |               |                                          |                 |                    | 16.49 *      |
|        |               |                                          |                 |                    | 2,301.49 **  |
|        |               |                                          |                 | ACCOUNT TOTAL      |              |
|        |               |                                          |                 | MAJOR TOTAL        |              |
| 097004 |               | CCA/PSA GRANT                            |                 |                    |              |
| 5510   | 29456         | CCA/PSA Grant<br>TREASURER OF VIRGINIA   | PCS DCJS 2021   | GRNT# 21 Y6345CC21 | 30,377.03    |
|        | 29456         | TREASURER OF VIRGINIA                    | PCS DCJS 2021/2 | GRNT# 21 A5034CC21 | 143.51       |
|        |               |                                          |                 |                    | 30,520.54 *  |
|        |               |                                          |                 |                    | 30,520.54 ** |
|        |               |                                          |                 | ACCOUNT TOTAL      |              |
|        |               |                                          |                 | MAJOR TOTAL        |              |
|        |               |                                          |                 | FUND TOTAL         | 37,939.47    |
|        |               |                                          |                 | TOTAL DUE          | 757,038.19   |

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

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

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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 7-d  
**Department:** County Administration  
**Staff Contact:** Cheryl Stimpson  
**Agenda Item:** 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.

**COST:**

**ATTACHMENTS:** None.

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

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

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

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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 8a  
**Department:** Finance/County Administration  
**Staff Contact:** Crystal Baker  
**Agenda Item:** FY22 Appropriations – Sheriff’s Department

**SUMMARY:**

1. The Sheriff’s Department received a bill in the amount of \$28,904.12 dated August 20, 2021 from CAS Severn covering the remaining costs of the Mobile Data Terminals. The MDT’s were previously appropriated within the CRF Funding; however, the CARES Fund is now closed.

**FY22 BUDGET AMENDMENTS**

| Rev/Exp | Fund | Dept  | Object | Description                | Debit        | Credit      |
|---------|------|-------|--------|----------------------------|--------------|-------------|
| 3 (Rev) | 100  | 41050 | 0100   | General Fund Balance       |              | \$28,904.12 |
| 4 (Exp) | 100  | 94000 | 0002   | Capital Project - Computer | \$ 28,904.12 |             |

**Cost:** \$28,904.12 General Fund due to the late invoicing from CAS Severn and the closing of the CARES Fund.

**Attachment:** CAS Severn Invoice

**Recommendation:**

The Board Approve the FY22 Budget Amendment presented above and appropriate the same funds.

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

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

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

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



# INVOICE

Date 8/20/2021

Invoice # 3006185  
Customer PO# 2020-0914-1

Bill To: Prince Edward County Sheriff's Office

Ship To: Prince Edward County Sheriff's Office

PO Box 25  
Farmville, VA 23901

Major David Wilmoth  
dwilmoth@co.prince-edward.va.us  
124 S Main St,  
Farmville, VA  
23901

Federal ID #52-1116968

DUNS# 038988648

| Ln #         | Qty | Mfg. Part Number | Description                                                                                                                                                                                                                    | SN                                                                                                                                                                                               | Unit Price | Ext. Price         |
|--------------|-----|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------|
| 1            | 14  | SL2DZDDASDYX     | GETAC : S410 G3 Semi-Rugged<br>14IN Laptop, Intel Core i5<br>Processor, Win10 Pro+8GB<br>RAM, 256GB SSD, Sunlight<br>Readable, Red Backlit<br>Keyboard, WiFi+BT, Barcode<br>Reader, SD Card Reader, 3 Year<br>Limited Warranty | RLA03S0109<br>RLA03S0110<br>RLA03S0111<br>RLA03S0112<br>RLA03S0113<br>RLA03S0114<br>RLA03S0115<br>RLA03S0116<br>RLA03S0117<br>RLA03S0118<br>RLA03S0119<br>RLA03S0120<br>RLA03S0121<br>RLA03S0122 | \$2,064.58 | \$28,904.12        |
| SubTotal     |     |                  |                                                                                                                                                                                                                                |                                                                                                                                                                                                  |            | \$28,904.12        |
| Sales Tax    |     |                  |                                                                                                                                                                                                                                |                                                                                                                                                                                                  |            | \$0.00             |
| Shipping     |     |                  |                                                                                                                                                                                                                                |                                                                                                                                                                                                  |            | \$0.00             |
| <b>Total</b> |     |                  |                                                                                                                                                                                                                                |                                                                                                                                                                                                  |            | <b>\$28,904.12</b> |

REMIT CHECK BY/TO:  
DUE UPON RECEIPT  
CAS Severn, Inc.  
6201 Chevy Chase Drive  
Laurel, MD 20707

OR

WIRE TRANSFER:  
Routing/ABA # 026009593  
Account #25-6501-8405

ACH TRANSFER:  
Routing/ABA #052001633  
Account #25-6501-8405





**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 8b  
**Department:** Finance/County Administration  
**Staff Contact:** Crystal Baker  
**Agenda Item:** FY22 Appropriations – Solid Waste

**SUMMARY:**

Mr. Jones, Solid Waste Manager, requested the re-appropriation of funds in the amount of \$157,281 for the Landfill. These funds were previously appropriated within the FY21 Budget and time did not allow the completion of the necessary Compact Track Loader purchase, roller and track repairs, and construction of Landfill Maintenance Repair Shop. He's also requested the re-appropriation of the remaining \$23,069 from the FY21 Collections budget for dumpster repair and maintenance.

FY22 BUDGET AMENDMENTS

| Rev/Exp | Fund | Dept  | Object | Description                 | Debit     | Credit     |
|---------|------|-------|--------|-----------------------------|-----------|------------|
| 3 (Rev) | 520  | 41050 | 0100   | General Fund Balance        |           | \$ 180,350 |
| 4 (Exp) | 520  | 42400 | 8207   | Landfill Ops Physical Plant | \$ 65,000 |            |
| 4 (Exp) | 520  | 42400 | 8206   | Construction Vehicles       | \$ 70,000 |            |
| 4 (Exp) | 520  | 42400 | 3311   | Equipment Repair            | \$ 22,281 |            |
| 4 (Exp) | 520  | 42300 | 8301   | Collection Bins             | \$ 23,069 |            |
|         |      |       |        |                             |           |            |

**Cost:** \$180,350 of previously budgeted unused funds from the FY21.

**Attachment:** Quote from Bobcat for Compact Track Loader

**Recommendation:**

The Board Approve the FY22 Budget Amendment presented above and appropriate the same funds.

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

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

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

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



# Bobcat

## Product Quotation

Quotation Number: HMM-26737

Date: 2021-06-02 10:48:29

|                                           |                                                                                                                                          |                                                                                                                                                                                                        |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Customer Name/Address:                    | Bobcat Delivering Dealer                                                                                                                 | <b>ORDER TO BE PLACED WITH:<br/>Contract Holder/Manufacturer</b>                                                                                                                                       |
| Prince Edward County<br>FAIRFAX, VA 23901 | Josh Hall<br>Bobcat of Lynchburg,<br>Lynchburg, VA<br>3900 HARRIS LANE<br>LYNCHBURG VA 24501<br>Phone: 434-845-3171<br>Fax: 434-845-3173 | Clark Equipment Co dba Bobcat<br>Company<br>250 E Beaton Dr, PO Box 6000<br>West Fargo, ND 58078<br>Phone: 701-241-8719<br>Fax: 855-608-0681<br>Contact: Heather Messmer<br>Heather.Messmer@doosan.com |

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Part No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Qty | Price Ea.   | Total              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------|--------------------|
| <b>T66 T4 Bobcat Compact Track Loader</b><br>74.0 HP Tier 4 V2 Bobcat Engine<br>Auxiliary Hydraulics: Variable Flow<br>Backup Alarm<br>Bob-Tach<br>Bobcat Interlock Control System (BICS)<br>Controls: Bobcat Standard<br>Cylinder Cushioning - Lift, Tilt<br>Engine/Hydraulic Performance De-rate Protection<br>Glow Plugs (Automatically Activated)<br>Horn<br>Instrumentation: Standard 5" Display (Rear Camera Ready) with Keyless Start, Engine Temperature and Fuel Gauges, Hour meter, RPM and Warning Indicators. Includes maintenance interval notification, fault display, job codes, quick start, auto idle, and security lockouts.<br>Lift Arm Support | M0349                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1   | \$39,498.36 | \$39,498.36        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Lift Path: Vertical</b><br><b>Lights, Front and Rear LED</b><br><b>Operator Cab</b> <ul style="list-style-type: none"> <li>Includes: Adjustable Suspension Seat, Top and Rear Windows, Parking Brake, Seat Bar and Seat Belt</li> <li>Roll Over Protective Structure (ROPS) meets SAE-J1040 and ISO 3471</li> <li>Falling Object Protective Structure (FOPS) meets SAE-J1043 and ISO 3449, Level I; (Level II is available through Bobcat Parts)</li> </ul> Parking Brake: Spring Applied, Pressure Released (SAPR)<br>Solid Mounted Carriage with 4 Rollers<br>Tracks: Rubber, 12.6" Wide<br>Warranty: 2 years, or 2000 hours whichever occurs first |     |             |                    |
| P67 Performance Package<br>"Power Bob-Tach<br>7-Pin Attachment Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | M0349-P06-P67                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1   | \$4,140.84  | \$4,140.84         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Two-Speed, High Flow</b><br><b>Dual Direction Bucket Positioning"</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |             |                    |
| C88 Comfort Package<br>"Clear Sides Enclosed Cab with Auto HVAC<br>Sound Reduction<br>Touch Display with Radio & Bluetooth                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | M0349-P07-C88                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1   | \$6,384.18  | \$6,384.18         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Heated Cloth Air Ride Suspension Seat</b><br><b>Premium LED Lights</b><br><b>Rear View Camera"</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |     |             |                    |
| Selectable Joystick Controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | M0349-R01-C04                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1   | \$535.26    | \$535.26           |
| 15.7" C-Pattern Rubber Track                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | M0349-R09-C02                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1   | \$1,054.02  | \$1,054.02         |
| 5-Link Torsion Suspension Undercarriage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | M0349-R21-C13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1   | \$1,582.02  | \$1,582.02         |
| 84" Angle Broom                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 7337715                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1   | \$4,832.84  | \$4,832.84         |
| 74" Heavy Duty Bucket                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 7272680                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1   | \$872.48    | \$872.48           |
| --- Bolt-On Cutting Edge, 74"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 6718007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1   | \$248.50    | \$248.50           |
| 72" Brushcat (HF)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 7233002                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1   | \$5,820.08  | \$5,820.08         |
| --- Front Roller                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 7242261                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1   | \$813.79    | \$813.79           |
| --- Motor Cover                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 7244897                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 2   | \$158.43    | \$316.86           |
| <b>Total of Items Quoted</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |     |             | <b>\$66,099.23</b> |
| <b>Freight Charges</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |     |             | <b>\$1,752.00</b>  |
| <b>Dealer Assembly Charges</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |     |             | <b>\$190.00</b>    |
| <b>Quote Total - US dollars</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |     |             | <b>\$68,041.23</b> |

**Notes:**

**\*Prices per the Sourcewell Contract –040319-CEC**

**\*Terms Net 30 Days. Credit cards accepted.**

**\*FOB Origin within the 48 Contiguous States.**

**\*Delivery: 60 to 90 days from ARO.**

**\*State Sales Taxes apply. Must include a Tax Exempt Certificate with order placed.**

**\*TID# 38-0425350**

**\*Orders Must be Placed With: Clark Equipment dba Bobcat Company, Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078.**

**ORDER ACCEPTED BY:**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATED**

\_\_\_\_\_  
**PRINT NAME AND TITLE**

\_\_\_\_\_  
**PURCHASE ORDER #**

**SHIP TO ADDRESS:** \_\_\_\_\_

**BILL TO ADDRESS (if different than Ship To):** \_\_\_\_\_



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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 9  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Agenda Item:** Virginia Department of Forestry

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**SUMMARY:** Kirby Woolfolk with the Virginia Department of Forestry will be present to present the Board a check for the County's share of the Prince Edward-Gallion State Forest sale of timber proceeds.

**ATTACHMENTS:** None.

**RECOMMENDATION:** None.

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

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

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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 10  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Agenda Item:** Highway Matters

---

**SUMMARY:**

VDOT Resident Engineer, Scott D. Frederick, P.E., will be present at the September meeting to provide updates and discuss any highway matters with the Board.

**COST:**

**ATTACHMENTS:** None.

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

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

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

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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 11  
**Department:** Commonwealth Regional Council  
**Staff Contact:** Douglas P. Stanley  
**Agenda Item:** Commonwealth Regional Council Update

---

**SUMMARY:** Melody Foster, Executive Director of the Commonwealth Regional Council (CRC) will be present to update to Board on the work of the CRC.

**COST:**

**ATTACHMENT:**

**RECOMMENDATION:**

**SAMPLE MOTION:**

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

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

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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item No.:** 12  
**Department:** County Administration  
**Staff Contact:** Douglas Stanley, ACIP ICMA-CM County Administrator  
**Issue:** PUBLIC HEARING -- Approving Separate Tangible Personal Property Tax Rate for Computer Equipment and Peripherals used in Data Centers

**Summary:** In March 2020, the Board of Supervisors appropriated funding to the IDA that ultimately led to the purchase of the Lockwood property for use and marketing as a data center site.

One of the largest cost centers for such a project is payment of personal property taxes due to the large investment and the high tax rates for personal property. As such, most localities that are competing for such projects offer a reduced Personal Property tax rate to make their communities more competitive. Some communities have waited to adjust the rate once they have a prospect while others have lowered the rates to make themselves more competitive in marketing their communities. In talking with representatives with Dominion Energy, they have suggested proceeding with adopting a lower rate to make the community more competitive in marketing the site.

At this time, we are requesting that the Board of Supervisors consider a lower tax rate for computer equipment and peripherals used in a data center. In accordance with Section 58.1-3506(A)(43) of the Code of Virginia, computer equipment and peripherals used in a data center are considered a separate classification for local taxation. Accordingly, many localities have adopted a lower tax rate for such equipment to attract data centers to the locality. A comparison chart is attached for reference. Prince William County, Stafford County and Spotsylvania County all have a tax rate of \$1.25 per \$100. Fauquier County has a rate of \$2.30 per \$100. We are proposing that Prince Edward County adopt a rate of \$1.00 per \$100. Currently, the County taxes such equipment at the personal property rate of \$4.50 per \$100.

Furthermore, we are requesting that the County adopt a depreciation schedule similar to the other counties mentioned above. Section 58.1-3503(A)(17) states that computer equipment and peripherals used in a data center shall be valued by a means of a percentage or percentages of original cost or by such other method as may be reasonably be expected to determine the fair market value. Such proposed depreciation schedule would be 50% of assessed value in year one, 40% year two, 30% year three, 20% year four, and 10% year five and each year following. Data centers typically replace their equipment every four to five years. Currently in the County, equipment/furniture and fixtures are assessed by percentage of original costs (20%).

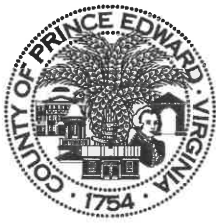
I have attached a comparison sheet of rates in Virginia. The following are some specific comparisons. It is important to not only look at the rate, but also as the depreciation. Prince Edward County values are assessed at 20% of value. Many of the other localities start off at a much higher percentage.

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

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

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

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



## Board of Supervisors Agenda Summary

### Current and Proposed Prince Edward PP/Data Center Rates:

|                      |        |      |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|----------------------|--------|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Prince Edward County | \$4.50 | Dep. | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    |
|                      |        | ETR  | \$0.90 | \$0.90 | \$0.90 | \$0.90 | \$0.90 | \$0.90 | \$0.90 | \$0.90 | \$0.90 | \$0.90 | \$0.90 | \$0.90 | \$0.90 | \$0.90 | \$0.90 | \$0.90 | \$0.90 | \$0.90 | \$0.90 |
| Prince Edward County | \$1.00 | Dep. | 50%    | 40%    | 30%    | 20%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    |
|                      |        | ETR  | \$0.50 | \$0.40 | \$0.30 | \$0.20 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 |

### Comparative Localities:

| Locality              | Nom. Rate | Year |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|-----------------------|-----------|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                       |           | 1    | 2      | 3      | 4      | 5      | 6      | 7      | 8      | 9      | 10     | 11     | 12     | 13     | 14     | 15     | 16     | 17     | 18     | 19     | 20     |
| Brunswick County      | \$0.40    | Dep. | 25%    | 25%    | 25%    | 25%    | 25%    | 25%    | 25%    | 25%    | 25%    | 25%    | 25%    | 25%    | 25%    | 25%    | 25%    | 25%    | 25%    | 25%    | 25%    |
|                       |           | ETR  | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 | \$0.10 |
| Buckingham County     | \$4.05    | Dep. | 15%    | 15%    | 15%    | 15%    | 15%    | 15%    | 15%    | 15%    | 15%    | 15%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 5%     |
|                       |           | ETR  | \$0.61 | \$0.61 | \$0.61 | \$0.61 | \$0.61 | \$0.61 | \$0.61 | \$0.61 | \$0.61 | \$0.61 | \$0.41 | \$0.41 | \$0.41 | \$0.41 | \$0.41 | \$0.41 | \$0.41 | \$0.41 | \$0.41 |
| Campbell County       | \$4.40    | Dep. | 25%    | 25%    | 25%    | 25%    | 25%    | 25%    | 25%    | 25%    | 25%    | 25%    | 15%    | 15%    | 15%    | 15%    | 15%    | 15%    | 15%    | 15%    | 15%    |
|                       |           | ETR  | \$1.10 | \$1.10 | \$1.10 | \$1.10 | \$1.10 | \$1.10 | \$1.10 | \$1.10 | \$1.10 | \$1.10 | \$0.66 | \$0.66 | \$0.66 | \$0.66 | \$0.66 | \$0.66 | \$0.66 | \$0.66 | \$0.66 |
| Chesapeake City       | \$0.40    | Dep. | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    |
|                       |           | ETR  | \$0.08 | \$0.08 | \$0.08 | \$0.08 | \$0.08 | \$0.08 | \$0.08 | \$0.08 | \$0.08 | \$0.08 | \$0.08 | \$0.08 | \$0.08 | \$0.08 | \$0.08 | \$0.08 | \$0.08 | \$0.08 | \$0.08 |
| Chesterfield County   | \$0.24    | Dep. | 50%    | 40%    | 20%    | 10%    | 5%     | 1%     | 1%     | 1%     | 1%     | 1%     | 1%     | 1%     | 1%     | 1%     | 1%     | 1%     | 1%     | 1%     | 1%     |
|                       |           | ETR  | \$0.12 | \$0.10 | \$0.05 | \$0.02 | \$0.01 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Dinwiddie County      | \$4.75    | Dep. | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    |
|                       |           | ETR  | \$0.95 | \$0.95 | \$0.95 | \$0.95 | \$0.95 | \$0.95 | \$0.95 | \$0.95 | \$0.95 | \$0.95 | \$0.95 | \$0.95 | \$0.95 | \$0.95 | \$0.95 | \$0.95 | \$0.95 | \$0.95 | \$0.95 |
| Frederick County      | \$1.25    | Dep. | 50%    | 35%    | 20%    | 10%    | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     |
|                       |           | ETR  | \$0.63 | \$0.44 | \$0.25 | \$0.13 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 |
| Goochland County      | \$3.95    | Dep. | 60%    | 45%    | 38%    | 30%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    |
|                       |           | ETR  | \$2.37 | \$1.78 | \$1.48 | \$1.19 | \$0.79 | \$0.79 | \$0.79 | \$0.79 | \$0.79 | \$0.79 | \$0.79 | \$0.79 | \$0.79 | \$0.79 | \$0.79 | \$0.79 | \$0.79 | \$0.79 | \$0.79 |
| Greensville County    | \$5.00    | Dep. | 50%    | 45%    | 40%    | 38%    | 35%    | 33%    | 30%    | 28%    | 25%    | 23%    | 20%    | 18%    | 15%    | 15%    | 15%    | 15%    | 15%    | 15%    | 15%    |
|                       |           | ETR  | \$2.50 | \$2.25 | \$2.00 | \$1.88 | \$1.75 | \$1.63 | \$1.50 | \$1.38 | \$1.25 | \$1.13 | \$1.00 | \$0.88 | \$0.75 | \$0.75 | \$0.75 | \$0.75 | \$0.75 | \$0.75 | \$0.75 |
| Loudoun County        | \$4.20    | Dep. | 50%    | 40%    | 30%    | 20%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    | 10%    |
|                       |           | ETR  | \$2.10 | \$1.68 | \$1.26 | \$0.84 | \$0.42 | \$0.42 | \$0.42 | \$0.42 | \$0.42 | \$0.42 | \$0.42 | \$0.42 | \$0.42 | \$0.42 | \$0.42 | \$0.42 | \$0.42 | \$0.42 | \$0.42 |
| Lunenburg County      | \$3.80    | Dep. | 33%    | 33%    | 33%    | 33%    | 33%    | 28%    | 28%    | 28%    | 28%    | 26%    | 26%    | 26%    | 26%    | 26%    | 18%    | 18%    | 18%    | 18%    |        |
|                       |           | ETR  | \$1.24 | \$1.24 | \$1.24 | \$1.24 | \$1.24 | \$1.05 | \$1.05 | \$1.05 | \$1.05 | \$0.97 | \$0.97 | \$0.97 | \$0.97 | \$0.97 | \$0.97 | \$0.67 | \$0.67 | \$0.67 |        |
| Mecklenburg County    | \$3.36    | Dep. | 80%    | 50%    | 40%    | 20%    | 10%    | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     |        |
|                       |           | ETR  | \$2.69 | \$1.68 | \$1.34 | \$0.67 | \$0.34 | \$0.17 | \$0.17 | \$0.17 | \$0.17 | \$0.17 | \$0.17 | \$0.17 | \$0.17 | \$0.17 | \$0.17 | \$0.17 | \$0.17 | \$0.17 |        |
| Powhatan County       | \$3.60    | Dep. | 60%    | 45%    | 38%    | 30%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    |        |
|                       |           | ETR  | \$2.16 | \$1.62 | \$1.35 | \$1.08 | \$0.72 | \$0.72 | \$0.72 | \$0.72 | \$0.72 | \$0.72 | \$0.72 | \$0.72 | \$0.72 | \$0.72 | \$0.72 | \$0.72 | \$0.72 | \$0.72 |        |
| Prince George County  | \$4.25    | Dep. | 60%    | 50%    | 40%    | 30%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    |        |
|                       |           | ETR  | \$2.55 | \$2.13 | \$1.70 | \$1.28 | \$0.85 | \$0.85 | \$0.85 | \$0.85 | \$0.85 | \$0.85 | \$0.85 | \$0.85 | \$0.85 | \$0.85 | \$0.85 | \$0.85 | \$0.85 | \$0.85 |        |
| Prince William County | \$1.35    | Dep. | 50%    | 35%    | 20%    | 10%    | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     |        |
|                       |           | ETR  | \$0.68 | \$0.47 | \$0.27 | \$0.14 | \$0.07 | \$0.07 | \$0.07 | \$0.07 | \$0.07 | \$0.07 | \$0.07 | \$0.07 | \$0.07 | \$0.07 | \$0.07 | \$0.07 | \$0.07 | \$0.07 |        |
| Spotsylvania County   | \$1.25    | Dep. | 50%    | 45%    | 40%    | 30%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    | 20%    |        |
|                       |           | ETR  | \$0.63 | \$0.56 | \$0.50 | \$0.38 | \$0.25 | \$0.25 | \$0.25 | \$0.25 | \$0.25 | \$0.25 | \$0.25 | \$0.25 | \$0.25 | \$0.25 | \$0.25 | \$0.25 | \$0.25 | \$0.25 |        |
| Stafford County       | \$1.25    | Dep. | 50%    | 35%    | 20%    | 10%    | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     | 5%     |        |
|                       |           | ETR  | \$0.63 | \$0.44 | \$0.25 | \$0.13 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 | \$0.06 |        |

The attached resolution proposes that the tangible personal property rate for computer equipment and peripherals used in a data centers shall be \$1.00 per \$100. The proposed resolution also includes the depreciation schedule outlined above. Such tax rate and depreciation schedule would not go into effect until January 1, 2022.

A public hearing is not required for this item however the County Attorney and I are recommending the Board hold one.

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

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

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

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



**Board of Supervisors  
Agenda Summary**

**Cost:** Reduction in potential investment.

**Attachments:** Draft Resolution

**Suggested Motion:**

I move that the Board of Supervisors approve the attached resolution to set a personal property tax rate of \$1.00 for computer equipment and peripherals used in a data center and to set a separate depreciation schedule for computer equipment and peripherals used in a data center. I further move that the Board adopt the revised Tax Levy Resolution for Calendar Year 2021.

OR

I move that the Board of Supervisors adopt the attached resolution to set a personal property tax rate of \$\_\_\_\_\_ for computer equipment and peripherals used in a data center and to set a separate depreciation schedule for computer equipment and peripherals used in a data center. I further move that the Board adopt the revised Tax Levy Resolution for Calendar Year 2021 with the revised rate.

OR

I move that the Board of Supervisors not adopt the attached resolution to adopting a personal property tax rate of \$1.00 for computer equipment and peripherals used in a data center and leave the current rate of \$4.50 and a depreciation rate of 20%.

OR

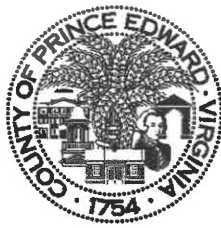
I move that the Board table the request for further discussion.

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

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

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

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



Please publish the following public hearing notice in **THE FARMVILLE HERALD** on Wednesday September 1, 2021 and Wednesday, September 8, 2021.

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### NOTICE OF PUBLIC HEARINGS

~~~~~

The Prince Edward County Board of Supervisors will hold a PUBLIC HEARING on Tuesday, September 14, 2021 at 7:30 p.m. in the Board of Supervisors Room located on the 3rd Floor of the Prince Edward County Courthouse, 111 N. South Street, Farmville, Virginia, to receive citizen input prior to considering the following:

1. The establishment of a separate category of tangible personal property that shall constitute a classification for local taxation separate from the other classifications for computer equipment and peripherals used in a data center and to set a separate depreciation schedule for computer equipment and peripherals used in a data center and to set a tax rate for said category at \$1.00 per \$100.00 of assessed value for Calendar Year 2021.

~~~~~

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

1. **In-Person Participation:** While county meetings have re-opened to the public, there is still limited seating. To enter the Prince Edward County Courthouse, individuals are required to wear a mask at all times and socially distance. The Board of Supervisors appreciates the public's patience as County staff continue to adapt to the public safety recommendations and guidelines of the Virginia Department of Health and the CDC.
2. **Written Comments:** Please limit word count to no more than 500 words. Comments must be received by 2:00 p.m. the day of the meeting.
  - a. **Mailed:** Board of Supervisors  
P.O. Box 382, Farmville, VA 23901.
  - b. **E-Mailed:** [board@co.prince-edward.va.us](mailto:board@co.prince-edward.va.us)
3. **Remote Participation:** Citizens may participate remotely during the meeting. To call in to the meeting, please dial: **1-844-890-7777**. When prompted for an Access Number: **390313**. Citizens are encouraged to pre-register with the County Administrator's Office at 434-392-8837 by 2:00 p.m. the day of the meeting. Callers must be on the line and ready to speak when called upon by the Chair. Please state your name and district of residence. Based upon the # of speakers, the Chair will determine the time allotted to each speaker.
4. **County YouTube Channel:** Citizen may also view the monthly Board of Supervisors meeting live (no public input) at the County's YouTube Channel: (link is also on County website under Meetings & Public Notices.) <https://www.youtube.com/channel/UCyfpsa5HEjIWejBSc5XwplA/featured>.

It is the County's intent to comply with the Americans with Disabilities Act. Should you have questions or require special accommodations, please contact the County Administrator's Office at 434-392-8837.

###



**RESOLUTION  
OF THE BOARD OF SUPERVISORS OF PRINCE EDWARD COUNTY  
TO ADOPT A SEPARATE TANGIBLE PERSONAL PROPERTY CATEGORY FOR  
COMPUTER EQUIPMENT AND PERIPHERALS USED IN DATA CENTERS AND TO  
SET A TAX RATE FOR SAID CATEGORY OF \$1.00 PER \$100.00 OF ASSESSED  
VALUE BECOMING EFFECTIVE OCTOBER 1, 2021**

**WHEREAS**, the Prince Edward County Board of Supervisors may establish certain classes of tangible personal property for the purposes of LOCAL taxation pursuant to Va. Code Ann. §58.1-3506; and

**WHEREAS**, Va. Code Ann. § 58.1-3506 provides that certain items enumerated therein shall be a separate class of property and shall constitute a classification for local taxation separate from the other classifications set forth in Chapter 35 of Title 48.1 of the Code of Virginia, 1960, as amended; and

**WHEREAS**, Va. Code Ann. § 58.1-3503(A)(17) requires that tangible personal property that has been classified as computer equipment and peripherals used in data centers be valued by means of a percentage or percentages of the original cost, or by some other method that may reasonably be expected to determine the actual fair market value; and

**WHEREAS**, the Prince Edward County Board of Supervisors has determined that it should adopt a separate category of tangible personal property for computer equipment and peripherals used in data centers to encourage economic development consistent with the County's Comprehensive Plan; and

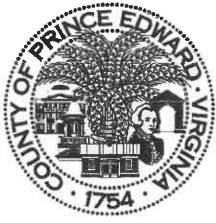
**WHEREAS**, the Prince Edward County Board of Supervisors has determined that it should adopt a depreciation schedule to assess the value of tangible personal property classified as computer equipment and peripherals used in data centers;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of Prince Edward County, Virginia, in accordance with the Virginia Code Ann. § 58.1-3506, approves the adoption of the tangible personal property category for computer equipment and peripherals used in data centers, and sets a tax rate for said category at \$1.00 per \$100.00 of assessed value beginning October 1, 2021.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Supervisors of Prince Edward County, Virginia, in accordance with Virginia Code Ann. § 58.1-3503, approves the adoption of the following depreciation schedule for computer equipment and peripherals used in data centers: 50% of assessed value for year one, 40% of assessed value for year two, 30% of assessed value for year three, 20% of assessed value for year four, and 10% of assessed value for year five beginning October 1, 2021.

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item No.:** 13  
**Department:** County Administration  
**Staff Contact:** Douglas Stanley, ACIP ICMA-CM  
**Issue:** Buildings & Grounds Update

---

**Summary:** Buildings & Grounds Supervisor Randy Cook will be present at the Board meeting to provide an update on the work and projects in his department.

**COST:**

**ATTACHMENTS:**

**RECOMMENDATION:**

**SAMPLE MOTION:**

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item No.:** 14  
**Department:** County Administration  
**Staff Contact:** Douglas Stanley, ACIP ICMA-CM  
**Issue:** Solid Waste Update

---

**Summary:** Solid Waste General Manager, Jeff Jones, will be present at the Board meeting to provide an update on the work and projects in his department.

**COST:**

**ATTACHMENTS:**

**RECOMMENDATION:**

**SAMPLE MOTION:**

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

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

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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item No.:** 15  
**Department:** Planning and Community Development  
**Staff Contact:** Robert Love  
**Issue:** Solar Energy Revenue Sharing Ordinance

---

**Summary:**

The County is receiving a large amount of interest from various companies seeking to locate Utility Scale Solar Energy facilities. To date there have been pre-development meetings for three projects with a combined total acreage of approximately 2,500 acres. These types of projects require a large amount of staff time and resources to process and review applications, and perform site inspections and provide oversight during construction.

These large-scale projects are permitted by Special Use Permits only and if approved could represent a significant source of revenue to the County. Currently, the State allows for two different ways to tax large-scale (over 5 megawatt (MW) solar facilities). The traditional way was to tax them using machinery and tools tax assessments. In 2020, the Code of Virginia was amended to allow Revenue Sharing. Per the Code of Virginia, a Revenue Sharing Ordinance first has to be advertised and adopted by the locality. Currently the Revenue Share Code (§58.1-2636 – see attached) imposes a limit of \$1,400 per MW per year. The most significant benefits of Revenue Share versus utilizing a Machinery and Tools (M&T) taxation is that M&T revenues fluctuate based on depreciation and they would negatively impact the Local Composite Index formula for State school funding.

Pollution control equipment and facilities are a separate class of property and are exempt from taxation based on the following criteria, as specified in § 58.1-3660, which specifies that a locality may elect to pass an ordinance to assess a revenue share of up to \$1,400 per megawatt of the nameplate capacity on projects for which an initial interconnection request form was filed with a Regional Transmission Operator (RTO) on or after January 1, 2019. As noted above, this only applies to projects greater than 5 MW. If a locality adopts the revenue share, then 100% of all projects greater than 5 MW are 100% exempt from taxation. This exemption does not apply to the land on which solar equipment or facilities are located. If the solar project is greater than 25 MW and the land is in the solar project’s name as stated in the interconnection agreement, then the land will be assessed by the SCC at 100% of FMV. All leased land will be assessed locally.

If the County elects to remain with taxation of the facilities with M&T tax valuation, solar equipment would go on the books at 90% of value and after 8 years start depreciating downward to approximately 50% after

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



**Board of Supervisors  
Agenda Summary**

25 years and 30% after 30. In addition, projects greater than 5 MW and less than 150 MW for which an initial interconnection request form was filed with an electric utility or RTO on or after

January 1, 2019, are 80% exempt in years 1-5, 70% exempt in years 6-10, and 60% exempt for all remaining years. One other danger is that the General Assembly could adjust the %'s or exemptions in future years.

In addition to a Revenue Share, the Code of Virginia allows for voluntary siting agreements between the County and applicants for solar energy facilities pursuant to Virginia Code § 15.2-2316.7 (B) that specifies: "The siting agreement may include terms and conditions, including (i) mitigation of any impacts of such solar facility; (ii) financial compensation to the host locality to address capital needs set out in the (a) capital improvement plan adopted by the host locality, (b) current fiscal budget of the host locality, or (c) fiscal fund balance policy adopted by the host locality; or (iii) assistance by the applicant in the deployment of broadband, as defined in § 56-585.1:9, in such locality."

Charlotte County is one of the neighboring that has adopted revenue sharing for solar facilities, Cumberland County will be considering revenue sharing at its September 14, 2021 meeting, while Buckingham County will be considering this matter at their October regular meeting. We have used the Charlotte ordinance (and others) as a basis for the proposed ordinance. A spreadsheet showing comparisons from other solar facilities in other jurisdictions and revenue estimates is attached for information.

**Attachments:**

- 1. Draft Revenue Share for Solar Energy Projects Ordinance
- 2. Revenue Opportunities Spreadsheet
- 3. Depreciation of Solar Energy Equipment Schedule
- 4. Assessment of Solar Facilities Summary
- 5. Code of Virginia § 58.1-2636 Revenue Share Taxation

**Recommendations:**

- 1. Authorize staff to advertise a Public Hearing on the proposed ordinance for the October Meeting.

**Recommended Motions:**

I move that the Board of Supervisors authorize staff to advertise a Public Hearing to consider a proposed amendment to Prince Edward County Code for the Revenue Share for Solar Energy Projects Ordinance at the October Regular Meeting.

OR

I move that the Board of Supervisors authorize staff to table the proposed amendment for the Revenue Share for Solar Energy Projects Ordinance to gather more information.

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

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

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

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

PRINCE EDWARD COUNTY BOARD OF SUPERVISORS

AN ORDINANCE TO AMEND THE PRINCE EDWARD COUNTY CODE OF ORDINANCES TO IMPLEMENT "REVENUE SHARE FOR SOLAR ENERGY PROJECTS" PURSUANT TO VA. CODE ANN. §58.1-2636

WHEREAS, the Virginia General Assembly enacted Va. Code Ann. §58.1-2636 titled "Revenue Share for Solar Energy Projects", effective December 1, 2021;

WHEREAS, Va. Code Ann. §58.1-2636 authorizes any locality to adopt an ordinance to assess a revenue share of up to \$1,400.00 per megawatt, as measured in alternating current (AC) generation capacity of the facility, based on submissions by the solar facility owners to the interconnecting utility, on any solar photovoltaic (electric energy) project, subject to certain exemptions set out in Va. Code §58.1-2636; and

WHEREAS, the County desires to amend the Prince Edward County Code of Ordinances to implement the provisions of Va. Code Ann. §58.1-2636.

NOW THEREFORE BE IT ORDAINED by the Prince Edward County Board of Supervisors as follows:

1. To add Article VIV titled "Revenue Share for Solar Energy Projects" to Chapter 70 titled "Taxation" to be numbered 70-241 through 70-243 of the Prince Edward County Code of Ordinances as follows:

Article V "Revenue Share for Solar Energy Projects"

Sec. 70-241. Purpose, Definition, Relation to Other Ordinances.

- (a) The purpose of this article is to implement Va. Code Ann. §58.1-2636 titled "Revenue Share for Solar Energy Projects" approved by the 2020 Regular Session of the Virginia General Assembly and signed into law by the Governor, effective July 1, 2020.
- (b) Terms used in this article shall have the defined meanings found in Va. Code Ann. §58.1-2636, §58.1-3660, §58.1-3507, or §58.1-3508.6, as amended.
- (c) To the extent that the provisions of this article conflict with any other prior ordinance or provision of the Prince Edward County, Virginia Code of Ordinances, this article shall control.

Sec. 70-242. Applicability.

- (a) This Article shall apply to all solar photovoltaic (electric energy) systems except those:
  - (i) Described in §56-594, §56-594.01, or §56-594.2 or Chapters 358 and 382 of the Acts of Assembly of 2013, as amended;
  - (ii) 20 megawatts or less, as measured in alternating current (AC) generation capacity, for which an initial interconnection request form has been filed with an electric utility or a regional transmission organization on or before December 31, 2018; or
  - (iii) Five megawatts or less.

- (b) This Article shall not apply to any solar photovoltaic (electric energy) project for which an application was filed with the County before July 1, 2020, unless:
  - (i) The County and the applicant or owner agree to revise any existing voluntary payment agreement, or enter into any new voluntary payment agreement, under which the applicant or owner agrees to voluntarily waive a portion of the exemption from machinery and tools as provided in Va. Code Ann. §58.13660, as amended.
  - (ii) The County and the applicant or owner agree to substitute the amount of such voluntary payment for a similar amount of a solar energy revenue share authorized by Va. Code Ann. §58.1-2636.
  - (iii) For purposes of this subsection, "application has been filed with the locality" means an applicant has filed an application for a zoning confirmation from the County for a by-right use, or an application for land use approval under the County's zoning ordinance to include an application for a conditional use permit, special use permit, special exception, or other application as set out in the locality's zoning ordinance.
- (c) Nothing in this Section shall preclude an applicant or owner of a solar photovoltaic (electric energy) project previously approved by the County or who filed an application with the County before July 1, 2020 from entering into a written agreement to submit such project to be subject to the provisions of this Ordinance.

Sec. 70-243. Revenue Share Rate Per Megawatt and Waiver of Machinery and Tool Tax.

- (a) The County hereby imposes a revenue share to be assessed at a rate of \$1,400.00 per megawatt on any solar photovoltaic (energy) project. The generation capacity shall be measured in alternating current(AC) generation capacity of the facility and the determination of the generation capacity shall be based on submissions by the facility owners to the interconnecting utility.
- (b) The exemption for solar photovoltaic (electric energy) projects greater than five megawatts as provided by Va. Code Ann. §58.1-3660, as amended, shall be one hundred percent (100%) of the assessed value.
- (c) Nothing contained herein shall be construed to prevent any other tax or fee as provided by the Code of Virginia.

2. This Ordinance shall become effective immediately upon adoption.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2021.



**Roll Call Vote:**

| SUPERVISORS          | YEA   | NAY   | ABSENT/ABSTAIN |
|----------------------|-------|-------|----------------|
| J. David Emert       | _____ | _____ | _____          |
| Odessa H. Pride      | _____ | _____ | _____          |
| Beverly M. Booth     | _____ | _____ | _____          |
| Llew W. Gilliam, Jr. | _____ | _____ | _____          |
| Pattie Cooper Jones  | _____ | _____ | _____          |
| Jerry R. Townsend    | _____ | _____ | _____          |
| James R. Wilck       | _____ | _____ | _____          |

The undersigned hereby certifies that the foregoing is an accurate account of the vote taken at a duly convened meeting of the Prince Edward County Board of Supervisors on Tuesday, October 12, 2021, at which meeting a quorum was present at the time the meeting was convened and at the time said vote was taken.

\_\_\_\_\_  
Clerk

| Revenue Opportunities |               |     |              |                    |                         |                                       |                                |                                       |                                       |                                                                        |
|-----------------------|---------------|-----|--------------|--------------------|-------------------------|---------------------------------------|--------------------------------|---------------------------------------|---------------------------------------|------------------------------------------------------------------------|
| County/City FIPS      | Permit Name   | MW  | Property Tax | M&T Tax            | Revenue Share Ordinance | CUP Conditional payment over 35 years | Siting Agreement over 35 years | Total revenue to county over 35 years | Total revenue / MW / yr over 35 years | Note                                                                   |
| Sussex County         | Cabin Point   | 75  | yes          | 80/70/60 exemption | no                      | \$ 250,000                            | \$ 2,954,000                   | \$ 7,863,000                          | \$ 2,995                              | Reported as \$10M over 45 years                                        |
| Richmond County       | Booker's Mill | 127 | yes          | 100 exemption      | yes                     | -                                     | \$ 1,656,000                   | \$ 9,839,000                          | \$ 2,213                              |                                                                        |
| Charlotte County      | Moody Creek   | 150 | \$ 2,953,644 | 80 exemption       | no                      | \$ 1,482,989                          | \$ 3,590,589                   | \$ 11,617,832                         | \$ 2,213                              |                                                                        |
| King and Queen County | Walnut Solar  | 150 | yes          | 80/70/60 exemption | no                      | \$ 4,000,000                          | \$ 3,475,000                   | \$ 16,670,000                         | \$ 3,177                              | Reported as \$19M over 40 years                                        |
| Spotsylvania County   | sPower        | 500 | yes          | 80 exemption       | no                      | yes                                   | no                             | \$ 28,895,000                         | \$ 1,651                              | Reported M&T as \$17.6M over 40 years (no data on conditional payment) |
| <b>Total = 1002</b>   |               |     |              |                    |                         |                                       |                                | <b>Total = \$ 74,884,832</b>          | <b>\$ 2,136</b>                       |                                                                        |

| Revenue Opportunities               |             |     |              |                      |                         |                                       |                                |                                       |                                       |                                                                                                                             |
|-------------------------------------|-------------|-----|--------------|----------------------|-------------------------|---------------------------------------|--------------------------------|---------------------------------------|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| County/City FIPS                    | Permit Name | MW  | Property Tax | M&T Tax              | Revenue Share Ordinance | CUP Conditional payment over 35 years | Siting Agreement over 35 years | Total revenue to county over 35 years | Total revenue / MW / yr over 35 years | Note                                                                                                                        |
| Charlotte County - Courthouse Solar | Option 1    | 167 | \$ 2,914,000 | 0 exemption          | no                      | \$ -                                  | \$ -                           | \$ 21,569,647                         | \$ 3,690                              | Do nothing approach                                                                                                         |
| Charlotte County                    | Option 2    | 167 | \$ 2,914,000 | "80/70/60 exemption" | no                      | \$ -                                  | \$ 850,000                     | \$ 10,042,000                         | \$ 1,718                              | NOVI offer: approximate state exemption and one time payment                                                                |
| Charlotte County                    | Option 3c   | 167 | \$ 2,914,000 | 100 exemption        | yes                     | \$ -                                  | \$ 1,000,000 and \$2,976,470   | \$ 15,073,226                         | \$ 2,579                              | Board selection: revenue share w 1.75% escalation (escalation value listed in siting agreement column) and one time payment |
| Charlotte County                    | Option 4    | 167 | \$ 2,914,000 | 100 exemption        | yes                     | \$ -                                  | \$ 850,000                     | \$ 11,946,756                         | \$ 2,044                              | Revenue share and one time payment                                                                                          |

Adopted for Solar for the 2021 Tax Year  
 Depreciation of Solar Energy Equipment - More than 25 megawatts (MW) in Generating Capacity\*

| Year(s) | Percent | Applied Percent |
|---------|---------|-----------------|
| 1       | 99.10%  | 90.00%          |
| 2       | 98.50%  | 90.00%          |
| 3       | 97.14%  | 90.00%          |
| 4       | 96.07%  | 90.00%          |
| 5       | 94.94%  | 90.00%          |
| 6       | 93.74%  | 90.00%          |
| 7       | 92.74%  | 90.00%          |
| 8       | 91.12%  | 90.00%          |
| 9       | 89.69%  | 89.69%          |
| 10      | 88.17%  | 88.17%          |
| 11      | 86.56%  | 86.56%          |
| 12      | 84.86%  | 84.86%          |
| 13      | 83.06%  | 83.06%          |
| 14      | 81.14%  | 81.14%          |
| 15      | 79.11%  | 79.11%          |
| 16      | 76.96%  | 76.96%          |
| 17      | 74.68%  | 74.68%          |
| 18      | 72.27%  | 72.27%          |
| 19      | 69.70%  | 69.70%          |
| 20      | 66.99%  | 66.99%          |
| 21      | 64.11%  | 64.11%          |
| 22      | 61.06%  | 61.06%          |
| 23      | 57.83%  | 57.83%          |
| 24      | 54.40%  | 54.40%          |
| 25      | 50.77%  | 50.77%          |
| 26      | 46.91%  | 46.91%          |
| 27      | 42.83%  | 42.83%          |
| 28      | 38.50%  | 38.50%          |
| 29      | 33.92%  | 33.92%          |
| 30      | 29.05%  | 29.05%          |
| 31      | 23.90%  | 23.90%          |
| 32      | 18.44%  | 18.44%          |
| 33      | 12.65%  | 12.65%          |
| 34      | 6.51%   | 10.00%          |
| 35-70   | 3.00%   | 10.00%          |

\* NOTE: In certain cases this table applies to facilities 25 MW or less in generating capacity that are under the same name of investor-owned utilities (IOUs) such as Dominion Energy and Appalachian Power.

## ASSESSMENT OF SOLAR FACILITIES Effective July 1, 2020

### § 58.1-3660. Certified Pollution Control Equipment and Facilities

Pollution control equipment and facilities are a separate class of property and are exempt from taxation based on the following criteria as specified in § 58.1-3660.

(The following exemptions apply to solar photovoltaic systems whether or not such property has been certified to the Department of Taxation by a state certifying authority)

- All projects greater than 20 megawatts for which an initial interconnection request form was filed with an electric utility or regional transmission organization (RTO) prior to **January 1, 2015**, are 100% taxable. No exemptions are allowed. Projects 20 megawatts or less prior to **January 1, 2015**, are 100% exempt.
- Projects 20 megawatts or less for which an initial interconnection request form was filed with an electric utility or RTO on or before **December 31, 2018**, are 100% exempt.
- Projects 20 megawatts or less that serve any of the public institutions of higher education listed in § 23.1-100 or private college as defined in § 23.1-105 are 100% exempt.
- Projects greater than 20 megawatts for which an initial interconnection request form has been filed with an electric utility or RTO between **January 1, 2015**, and **June 30, 2018**, are 80% exempt. \*There is no cap on the size of the facility to get the 80% exemption provided the project falls within the dates prescribed above.
- Projects greater than 20 megawatts and less than 150 megawatts for which an initial interconnection request form was filed with an electric utility or RTO on or after **July 1, 2018**, and first in service on or after **January 1, 2017**, are 80% exempt. \*If the project is over 150 megawatts it is 100% taxable.
- Projects equaling 5 megawatts or less for which an initial interconnection request form was filed with an electric utility or RTO on or after **January 1, 2019**, are 100% exempt.
- Projects greater than 5 megawatts and less than 150 megawatts for which an initial interconnection request form was filed with an electric utility or RTO on or after **January 1, 2019**, are 80% exempt in years 1-5, 70% exempt in years 6-10, and 60% exempt for all remaining years. On projects prior to January 1, 2019 this declining exemption does not apply. \*Please note that pursuant to § 58.1-3660 C. (ii) of the Code, this does not apply to projects equaling 20 megawatts or less that

Code of Virginia  
Title 58.1. Taxation  
Chapter 26. Taxation of Public Service Corporations

**§ 58.1-2636. Revenue share for solar energy projects and energy storage systems.**

- A. 1. Any locality may by ordinance assess a revenue share of (i) up to \$1,400 per megawatt, as measured in alternating current (AC) generation capacity of the nameplate capacity of the facility based on submissions by the facility owner to the interconnecting utility, on any solar photovoltaic (electric energy) project, or (ii) up to \$1,400 per megawatt, as measured in alternating current (AC) storage capacity, on any energy storage system.
2. Except as prohibited by subdivision 3, the maximum amount of the revenue share that may be imposed shall be increased on July 1, 2026, and every five years thereafter by 10 percent.
3. The provisions of subdivision 2 shall not apply to solar photovoltaic projects or energy storage systems for which an application has been filed with the locality, as defined by subsection D of § [58.1-3660](#), and such application has been approved by the locality prior to January 1, 2021. The provisions of subdivision 2 shall apply to all such projects and systems for which an application is approved by the locality on or after January 1, 2021.
- B. For purposes of this section, "solar photovoltaic (electric energy) project" shall not include any project that is (i) described in § [56-594](#), [56-594.01](#), [56-594.02](#), or [56-594.2](#); (ii) 20 megawatts or less, as measured in alternating current (AC) generation capacity, for which an initial interconnection request form has been filed with an electric utility or a regional transmission organization on or before December 31, 2018; or (iii) five megawatts or less.

2020, cc. [1224](#), [1270](#); 2021, Sp. Sess. I, cc. [49](#), [50](#), [429](#).

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 16  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley  
**Agenda Item:** Cigarette Tax

**SUMMARY:**

The General Assembly in 2020 adopted legislation allowing counties for the first time to adopt a cigarette tax. The maximum rate is 40 cents per pack. The county tax does not apply to cigarette sales in a town where the town imposes its own tax, either now or in the future, unless the town agrees that both the town and county tax should apply.

Earlier this year the General Assembly amended the legislation to allow at least six localities to create a Regional Cigarette Tax Board for the purpose of jointly administering cigarette taxes in a region. The regional tax board would be responsible for cigarette stamping in the localities who are members, collecting the tax for each locality and distributing it, and enforcing the cigarette tax ordinances to make sure that retailers and wholesalers were following the local ordinances.

There has been a Regional Cigarette Tax Board in Northern Virginia since 1970, which is comprised of Fairfax County, the City of Alexandria, the City of Fredericksburg, and several other small cities and towns in the region. There are currently 19 members. They have five employees, and it seems to have worked well.

Other areas of the state are considering establishing regional cigarette tax boards as well. Members of the Mount Rogers Planning District Commission, the Northern Neck/Middle Peninsula Planning District Commission, the Thomas Jefferson Planning District Commission, the Northern Shenandoah Planning District Commission, and the Rappahannock-Rapidan Planning District Commission. Other counties are considering adopting a cigarette tax without forming a regional cigarette tax board, which is the other option.

Several key points/questions:

1. Some advantages of a regional cigarette tax board are that each locality would not have to administer and enforce its own program, there would be uniform enforcement across the region, and if all of the localities had a cigarette tax it would be harder for a consumer to go across jurisdictional lines to buy cigarettes to avoid the tax, to the extent that would occur.
  
2. How much revenue would be generated for each locality if the governing body adopted a cigarette tax? There is no study that shows the amount for each locality, and it obviously will differ depending on the population and number of cigarettes sold in each locality. Colonial Heights adopted a cigarette tax in 2019 and collects about \$800,000 a year in tax. A study for the Middle

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



**Board of Supervisors  
Agenda Summary**

Peninsula Planning District Commission estimated that a county with 11,000 population with a tax of 30 cents per pack would collect approximately \$60,000 (using an average of 20 packs sold per capita per year) and a county of 17,000 would collect approximately \$100,000. In urban areas, where there are more convenience stores, the amount may be higher than for rural counties.

3. How much would it cost each locality to participate in a regional board? It is anticipated that it would require two or three employees depending on the number of localities that were members of the Board. One would be an office employee in charge of collecting and distributing the tax, and one or two would be in the field visiting retailers to enforce the tax. One or two vehicles would be required, as well as office space. If there were three employees, the annual operating budget for the Board could be approximately \$200,000. The expenses would be divided based on the percentage of packs of cigarettes sold in the region (not on tax collected), so a county selling 1% of the cigarettes would pay 1% of the expenses.
4. It takes six localities to form a regional cigarette tax board. Once there are six localities that have adopted a cigarette tax ordinance, the Board can begin operation. As long as the ordinance has been adopted, the Board can be formed even if the effective date of the ordinance is sometime in the future.
5. Once the Board is formed, the Board would decide how many employees it would need, whether they would be housed in locality office space or rental space, whether one of the localities would be the fiscal agent, and when the Board would actually start operations. There would be initial startup costs that would have to be funded before the tax was actually collected, which could be reimbursed to the localities from tax proceeds.
6. There is a question of timing. It would seem preferable that localities that have not adopted a cigarette tax do so beginning July 1, 2022 to coincide with a fiscal year. In order to form the Board and get it operational by that date, however, it would be important for localities that want to have a cigarette tax and to join the Board do so sometime prior to January 1, 2022 so that everyone knows who will be members.
7. One caveat for counties is that a county cigarette tax applies to sales in towns within the county unless the town adopts its own tax. Since many convenience stores are in towns, that might be a large percentage of the sales within a county. If the town adopts a cigarette tax, they collect the revenue, and the county does not. If the residents will pay the same tax regardless of whether the county or town imposes it, there is little incentive for a town not to adopt a tax if the county does.
8. One question is whether each locality needs to adopt the same rate on cigarette tax sales. The answer is no.

Amelia and Dinwiddie counties have indicated that they wish to participate.

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

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

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

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





**Board of Supervisors  
Agenda Summary**

The Town of Farmville currently has a tax rate of \$0.27 per pack. The proposed ordinance would not impact businesses that sell cigarettes that are located within the Town of Farmville unless the Town Council takes action to allow it to apply within Town limits.

During the FY 2021-2022 budget process, the Board asked that staff look at other revenue sources other than real estate to help address capital improvement needs. Bill Hefty, attorney for Hefty Wiley and Gore, who is assisting in the development of the Board, has indicated an estimated \$114,848 in revenue for Prince Edward County based on an average of 20 packs per person (for the 14,356 persons living outside town limits). We feel that this estimate would be lower since many will purchase in the town limits and would be perhaps around \$50,000 per year. The regional tax would only apply to cigarettes, not other tobacco products.

**ATTACHMENTS:**

§58.1-3830, Senate Bill 1326, Southside Regional Cigarette Tax Board concept outline, draft agreement, newspaper articles

**RECOMMENDATIONS:**

That the Board of Supervisors direct the County Administrator to notify the other Counties in the Southside region of Prince Edward County's intent to participate in the proposed Southside Regional Cigarette Tax Board concept.

**SAMPLE MOTION:**

I move that the Board of Supervisors direct the County Administrator to notify the other Counties in the Southside region of Prince Edward County's intent to participate in the proposed Southside Regional Cigarette Tax Board concept.

OR

I move that the Board of Supervisors officially state that it is not interested in participation of a regional cigarette tax board and the establishment of a county cigarette tax.

OR

I move that the Board table the request for further discussion.

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

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

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

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

Code of Virginia  
Title 58.1. Taxation  
Chapter 38. Miscellaneous Taxes

**§ 58.1-3830. Local cigarette taxes authorized; use of dual die or stamp to evidence payment.**

A. Any locality is authorized to levy taxes upon the sale or use of cigarettes. The governing body of any locality that levies a cigarette tax and permits the use of meter impressions or stamps to evidence its payment may authorize an officer of the local or joint enforcement authority to enter into an arrangement with the Department of Taxation under which a tobacco wholesaler who so desires may use a dual die or stamp to evidence the payment of both the local tax and the state tax, and the Department is hereby authorized to enter into such an arrangement. The procedure under such an arrangement shall be such as may be agreed upon by and between the authorized local or joint enforcement authority officer and the Department.

B. Any county cigarette tax imposed shall not apply within the limits of any town located in such county where such town now, or hereafter, imposes a town cigarette tax. However, if the governing body of any such town shall provide that a county cigarette tax, as well as the town cigarette tax, shall apply within the limits of such town, then such cigarette tax may be imposed by the county within such town.

C. The maximum tax rate imposed by a locality on cigarettes pursuant to the provisions of this section shall be as follows:

1. If such locality is (i) a city or town that, on January 1, 2020, had in effect a rate not exceeding two cents (\$0.02) per cigarette sold or (ii) a county, then the maximum rate shall be two cents (\$0.02) per cigarette sold.
2. If such locality is a city or town that, on January 1, 2020, had in effect a rate exceeding two cents (\$0.02) per cigarette sold, then the maximum rate shall be the rate in effect on January 1, 2020.

Code 1950, § 58-757.27; 1960, c. 392, § 27; 1962, c. 473; 1977, c. 595; 1984, c. 675; 2020, cc. [1214](#), [1263](#); 2021, Sp. Sess. I, c. [61](#).

SENATE BILL NO. 1326  
FLOOR AMENDMENT IN THE NATURE OF A SUBSTITUTE  
(Proposed by Senator Hanger  
on February 4, 2021)

(Patron Prior to Substitute--Senator Hanger)

*A BILL to amend and reenact § 58.1-3830 of the Code of Virginia and to amend the Code of Virginia by adding in Article 7 of Chapter 38 of Title 58.1 a section numbered 58.1-3832.1, relating to local cigarette taxes; regional cigarette tax boards.*

Be it enacted by the General Assembly of Virginia:

1. That § 58.1-3830 of the Code of Virginia is amended and reenacted and that the Code of Virginia is amended by adding in Article 7 of Chapter 38 of Title 58.1 a section numbered 58.1-3832.1 as follows:

§ 58.1-3830. Local cigarette taxes authorized; use of dual die or stamp to evidence payment.

A. ~~Any county, city, or town~~ locality is authorized to levy taxes upon the sale or use of cigarettes, *provided that such locality complies with the provisions of subsection C of § 58.1-3832.1.* The governing body of any ~~county, city, or town~~ locality that levies a cigarette tax and permits the use of meter impressions or stamps to evidence its payment may authorize an officer of the ~~county, city, or town~~ local or joint enforcement authority to enter into an arrangement with the Department of Taxation under which a tobacco wholesaler who so desires may use a dual die or stamp to evidence the payment of both the ~~county, city, or town~~ local tax; and the state tax, and the Department is hereby authorized to enter into such an arrangement. The procedure under such an arrangement shall be such as may be agreed upon by and between the authorized ~~county, city, town~~ local or joint enforcement authority officer and the Department.

B. Any county cigarette tax imposed shall not apply within the limits of any town located in such county where such town now, or hereafter, imposes a town cigarette tax. However, if the governing body of any such town shall provide that a county cigarette tax, as well as the town cigarette tax, shall apply within the limits of such town, then such cigarette tax may be imposed by the county within such town.

C. The maximum tax rate imposed by a locality on cigarettes pursuant to the provisions of this section shall be as follows:

1. If such locality is (i) a city or town that, on January 1, 2020, had in effect a rate not exceeding two cents (\$0.02) per cigarette sold or (ii) a county, then the maximum rate shall be two cents (\$0.02) per cigarette sold.

2. If such locality is a city or town that, on January 1, 2020, had in effect a rate exceeding two cents (\$0.02) per cigarette sold, then the maximum rate shall be the rate in effect on January 1, 2020.

§ 58.1-3832.1. *Regional cigarette tax boards.*

A. *As used in this section:*

*"Member locality" means a locality that elects to become a member of a regional cigarette tax board and have its local cigarette tax administered by the board.*

*"Region" means the group of localities for which the regional cigarette tax board administers local cigarette taxes.*

*"Regional cigarette tax board" means a board established by a group of at least six member localities pursuant to their powers under this article, Chapter 13 (§ 15.2-1300 et seq.) of Title 15.2, and the Regional Cooperation Act (§ 15.2-4200 et seq.), with the purpose of administering local cigarette taxes on a regional basis subject to the provisions of this section.*

B. *A regional cigarette tax board shall have the following duties:*

- 1. Providing for the use of a uniform meter impression or stamp as evidence of payment of any local cigarette tax within the region.*
  - 2. Entering into an arrangement, on behalf of or in cooperation with its member localities, with the Department pursuant to the provisions of subsection A of § 58.1-3830, for the use of a dual die or stamp as evidence of payment of any applicable local and state tax.*
  - 3. Providing a single point of contact for a stamping agent authorized under this article or Chapter 10 (§ 58.1-1000) to remit local cigarette taxes due to any member locality.*
  - 4. Providing a discount to a stamping agent as compensation for accounting for the tax due under this article. The discount shall be in the amount of two percent of the tax otherwise due.*
  - 5. Distributing any local cigarette taxes collected by the board to the appropriate member locality.*
  - 6. Enforcing all local cigarette tax ordinances within the region.*
  - 7. Promoting uniformity of cigarette tax ordinances among its member localities.*
  - 8. To the extent possible, encouraging uniformity of cigarette tax rates among its member localities.*
  - 9. Accomplishing any other purpose that helps promote the uniform administration of local cigarette taxes throughout the region.*
- C. No county shall impose a tax under this article unless it is a member of a regional cigarette tax board. However, if a county, on or after July 1, 2020, but before January 31, 2021, enacted a cigarette tax ordinance or adopted a resolution indicating its intent to impose a cigarette tax, such county shall not be required to be a member of a regional cigarette tax board until January 1, 2026. This subsection shall not apply to any county that imposed a tax under this article that was in effect prior to July 1, 2020.*
- 2. That the Northern Virginia Cigarette Tax Board shall be considered a regional cigarette tax board for purposes of this act.*

## **AGREEMENT**

**WHEREAS**, the Virginia General Assembly has authorized counties to charge a cigarette tax not in excess of 40 cents per pack beginning July 1, 2021, which authority previously was given only to cities and towns; and

**WHEREAS**, the legislation adds a new section to the Code of Virginia, Section 58.1-3832.1, which authorizes at least six localities who collect a local cigarette tax to establish a regional cigarette tax board for the purpose of collecting cigarette tax revenues for each member and distributing them to the member localities, enforcing all local cigarette tax ordinances among the member localities, promoting uniformity of cigarette tax ordinances among the member localities, and to the extent possible encouraging uniformity of cigarette tax rates among the member localities; and

**WHEREAS**, pursuant to such legislation, several localities in the Southside Virginia region which have adopted cigarette taxes in the past or after July 1, 2021 wish to establish a regional cigarette tax board.

**NOW THEREFORE, IT IS AGREED** by the undersigned localities (the "Member Jurisdictions") as follows:

**1. ESTABLISHMENT OF SOUTHSIDE REGIONAL CIGARETTE TAX BOARD.**

Pursuant to Section 58.1-3832.1 of the Code of Virginia, the Member Jurisdictions hereby establish the Southside Regional Cigarette Tax Board, which shall become effective upon the adoption of a resolution approving this agreement by at least six localities which have adopted a local cigarette tax ordinance.

**2. BOARD.**

The Board shall consist of one member from each Member Jurisdiction, which shall be the chief executive officer of that Member Jurisdiction. Each Member shall have one vote. Each Member Jurisdiction may also appoint one alternate member, who may attend meetings if the appointed member is unavailable. The terms of the members shall be as determined by each Member Jurisdiction.

The Board shall have the authority to hire employees to carry out the duties of the Board. Such employees may be deemed to be employees of the Board itself or the Board may enter into an agreement with one of the Member Jurisdictions to be the employer.

**6. DISBURSEMENT OF RECEIPTS AND MANAGEMENT OF FUNDS.**

- A. The Board shall approve a budget prior to March 1 of each year for the next fiscal year, which it shall distribute to the Member Jurisdictions. The expenses of the Board shall be paid out of the taxes collected prior to distribution in proportion to the amount of cigarette tax collected in each Member Jurisdiction in the previous fiscal year or, for the first fiscal year, the expected percentages of cigarette taxes to be collected from each Member Jurisdiction.
- B. The Board shall collect the cigarette taxes in each of the Member Jurisdictions and deposit the tax receipts in an account set up solely for that purpose. The account may be in the name of the Board, or the Board may contract with one of the Member Jurisdictions to serve as the fiscal agent.
- C. In order to have start up funds for the Board, each Member Jurisdiction agrees to contribute an amount determined by the Board to be necessary based on the expected percentage of taxes to be collected from the Member Jurisdictions. Such start up funds may be reimbursed by the Board from cigarette tax revenues.

**7. LOCATION OF OFFICES.**

The Board may rent space for its offices from the private sector, or may enter into an agreement with one of the Member Jurisdictions to use office space in that Member Jurisdiction on such terms as may be agreed upon.

**8. DISSOLUTION AND WITHDRAWAL.**

- A. Any member may withdraw from the Board by giving six months' written notice to the Board.
- B. In the event the Board has less than six Member Jurisdictions, the Board shall be considered dissolved. In addition, the Board may dissolve upon agreement of the Members. Upon dissolution, the assets of the Board shall be distributed to the Member Jurisdictions based upon each Member Jurisdiction's proportionate share of the number of taxable packs of cigarettes reported in the preceding twelve month period.

(<https://www.farmvilleherald.com>)

# The Farmville Herald

News for the past, help for the present, hope for the future.

## Regional tobacco tax considered



(<https://www.farmvilleherald.com/author/Alexa.Massey/>)

By **Alexa Massey** (<https://www.farmvilleherald.com/author/alexa-massey/>)

Email the author (<mailto:Alexa.Massey@FarmvilleHerald.com>)

Published 10:02 am Thursday, July 15, 2021

Counties in Southside Virginia, including Prince Edward, Buckingham and Cumberland, appear to be considering the formation of a regional tobacco tax board to bring in additional revenue in the form of a cigarette tax.

During the Monday, July 12, Buckingham County Board of Supervisors meeting, District 4 Supervisor and Board Vice Chair Thomas Jordan Miles III discussed with supervisors a presentation given at the latest Commonwealth Regional Council (CRC) meeting.

According to the minutes of the Wednesday, June 16, CRC meeting, a presentation was given by attorney Bill Hefty of the Hefty, Wiley and Gore law firm regarding the potential formation of a regional tobacco tax board.

The minutes explain that due to a recent change in state law, beginning July 1, counties are now able to assess a tax on cigarettes of up to 40 cents per pack. Towns which already have a tobacco tax, such as Farmville, can choose to "block" this additional tax or stack it on top of their own.

Per the packet, it seems the discussion of the tax board was prompted after recent meetings held by other nearby counties interested in forming their own regional board. Those discussions, initiated originally by Dinwiddie County, involved several localities in Southside Virginia including CRC members Amelia and Nottoway. Other CRC member counties include Buckingham, Cumberland, Prince Edward, Charlotte and Lunenburg.

If CRC's member counties elect to form a tobacco tax board, the board would be staffed by the localities. Staff would possess the authority to implement the tax program and enforce assessment and collection of the cigarette tax.

While counties can elect to tax cigarettes on their own without a regional board, the board would be beneficial in that the cost of the staffing to enforce the tax would be divided amongst member localities.

According to the packet, council members and county administrators present at the CRC meeting expressed interest in a regional tobacco tax board but noted they would each need to approach the local board of supervisors in order to gauge the county's interest.

On Monday night, Miles told fellow board members Hefty believed the county could make an estimated \$125,000 per year with the tax before administrative costs associated with board staffing.

Supervisors elected to refer the matter to the board's finance committee.

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ALERT | FEATURED | TOP STORY

## Albemarle to consider joining regional board to enact local cigarette tax

Allison Wrabel  
Aug 28, 2021



Tobacco 4 Less employee Joe Mirra grabs a carton of cigarettes at the Albemarle County store. The store's owner says he is not happy about the possibility of the county adopting a local cigarette tax.

ANDREW SHURTLEFF, THE DAILY PROGRESS

Allison Wrabel



id Patel thinks it's a bad time for Charlottesville-area municipalities to enact local cigarette taxes.

**S** Patel, owner of Tobacco 4 Less in Albemarle County, said the COVID-19 pandemic already has been hard on local business owners and community members, and adding a tax won't help. He also pointed to the state cigarette tax rate increasing from 30 cents to 60 cents per pack in 2020.

"The COVID pandemic has caused financial hardships for retailers who have worked very hard to remain open to serve their customers," he said. "The proposed local tax will cause customers to drive to a neighboring county or nearby city which does not impose this tax to purchase cigarettes or tobacco products at lower prices. The additional loss of sales would translate into lost jobs and likely store closures."

The regional tax would only apply to cigarettes, not other tobacco products.

State law changed in 2020 to allow counties the option to levy new taxes, similar to cities' longstanding taxing authority, including adding a local cigarette tax of up to 40 cents per pack.

Albemarle, Greene, Fluvanna, Nelson, Orange, Madison and Augusta counties are working with the Thomas Jefferson Planning District Commission to form the Blue Ridge Cigarette Tax Board, which would allow for uniform administration of local cigarette taxes throughout the region. The city of Charlottesville, which first implemented a local cigarette tax in 1993, also might join the board.

On Wednesday, the Albemarle County Board of Supervisors will be one of the first bodies to hold a public hearing on an ordinance to form the regional cigarette tax board.

At its Sept. 15 meeting, the board will vote on whether to schedule a public hearing to consider an ordinance to implement the tax.

Patel, who has been involved in the tobacco business for two decades, worries about losing customers who buy cartons, which hold 10 packs of cigarettes, and those who come to his business for its low prices.

“We have customers coming from Buckingham because we have good prices, so if we jump up the price, we’re going to lose customers coming from around the county,” he said.

Albemarle and other Central Virginia counties have advocated at the General Assembly to get equal taxing authority to cities in the state as a way to alleviate reliance on real estate taxes from property owners. In 2020, counties were granted the authority to enact some taxes that cities can, and to increase caps on existing taxes.

David Blount, the TJPDC’s deputy director and legislative director, has been working with the localities on the formation of the regional board. He said they’re looking at a model based on the Northern Virginia Cigarette Tax Board, which includes 19 localities.

“That is a model that the wholesalers at the state level will tell you worked well, because from their side, they’re dealing with one entity as opposed to dealing with 19 different entities,” he said.

In Northern Virginia, the wholesalers and distributors purchase dual stamps that cover the state cigarette tax and the local cigarette tax from the state Department of Taxation. Those cigarettes are then distributed to various retailers throughout the region, who in turn pay the wholesalers.

Instead of the distributors remitting funds collected from the retailers back to 19 localities, they remit to one cigarette tax board. The cigarette tax board then handles the distribution of the tax revenue to the localities from where it is collected, less an administrative fee to fund the operations of the regional body.

“If the locality were to do this on their own, then each locality would have to have their own interactions with the wholesalers and distributors. They would have to have their own interactions with retailers, they would have to conduct any education, awareness

and enforcement of their local ordinance that would be necessary, required or that they would desire to do, and you would see that then have to be replicated across every locality,” Blount said.

Every county in the planning district except Louisa County, as well as Orange, Madison and Augusta counties, adopted a resolution of interest in participating in a regional cigarette tax board. The ordinance to create the board says it will be formed once six or more localities formally agree. The board will always need involvement from six or more localities to exist.

If approved, the localities would still have to adopt local cigarette tax ordinances before collection by the regional board would start in January.

According to TJPDC estimates, the one-time costs for the board would be about \$212,650 for technology and equipment, a vehicle for enforcement, a reserve and other startup costs, which would be split among the involved localities.

In the first year, which would only be six months of the current fiscal year, ongoing costs are estimated to be about \$98,240. That total covers salaries and benefits for two staff members, mileage, a parking pass, other vehicle costs and other indirect costs. Ongoing costs in other fiscal years would be about \$196,480.

The TJPDC also estimated that in the first fiscal year, net revenues for the localities could range from about \$402,500 in Albemarle to \$48,822 in Madison, while in other years it could range from about \$961,000 to \$116,620, respectively.

The possible cigarette tax in Albemarle is one of the first ordinance changes to go through an equity impact assessment by the county’s Office of Equity and Inclusion.

During a presentation earlier this year, county staff noted that those most affected by the adoption of a cigarette tax will be smaller grocery and convenience store owners, people who are low-income, those who are Black, indigenous or persons of color and those experiencing severe mental illness and substance abuse disorders.

If the Albemarle board ultimately decides to enact a cigarette tax and join the regional board, it would decide how to allocate revenues during its fiscal year 2023 budget discussions, according to county staff.

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**Allison Wrabel**

Allison Wrabel is the Albemarle County reporter for The Daily Progress. Contact her at (434) 978-7261, [awrabel@dailyprogress.com](mailto:awrabel@dailyprogress.com) or [@craftypanda](https://twitter.com/craftypanda) on Twitter.



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

**Meeting Date:** September 14, 2021  
**Item No.:** 17  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas Stanley  
**Issue:** Marketing Assistant – Economic Development and Tourism

**Summary:** The Department of Economic Development and Tourism would like to advertise and fill a part-time, Marketing Assistant position. This position previously existed as late as 2012 classified as Secretary – Administrative Assistant with Grade 7/9. The position description has since been updated.

**Attachments:** Position Description

**Recommendation:** That the Board of Supervisors authorize the posting and filling of the Marketing Assistant position.

**SAMPLE MOTION:**

I move that the Board of Supervisors authorize posting and filling the Marketing Assistant position.

OR

I move that the Board table the request for further discussion.

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

Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_  
Gilliam \_\_\_\_\_

Jones \_\_\_\_\_  
Pride \_\_\_\_\_  
Southall \_\_\_\_\_

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

## MARKETING ASSISTANT - ECONOMIC DEVELOPMENT AND TOURISM

### **GENERAL DEFINITION OF WORK:**

*FLSA: Non-Exempt*

Utilizes a variety of skills in the development of marketing materials for the Virginia's Heartland Regional Visitor Center and Office of Economic Development. Work is performed under the supervision of the Director of Economic Development and Tourism and Grants.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Develops brochures, advertisements, power-point presentations, museum displays, and other marketing material as necessary for the function of the Visitor Center, Museum galleries, and Office of Economic Development. (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Works with volunteers to greet visitors to the Visitor Center and the Office of Economic Development
- Assembles business prospect, relocation, and tourism fulfillment packets.
- Prepares advertisements, power-point presentations, and marketing literature, and various forms of marketing materials and/or memorabilia.
- Helps organize and develop displays for the Heritage Museum galleries.
- Assists the Director of Economic Development in organizing business meetings and various tourism activities.
- Keeps Tourism and Economic Development web pages up to date.
- Performs a variety of general office duties.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Experience working with Microsoft Word, Excel, Powerpoint, photo-shop, and/or other graphic design computer programs. Experience with standard office practices, procedures, equipment, and office assistance techniques; proficient writing and oral skills; good organizational skills; works independently; and the ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and practical work experience equivalent to an Associates Degree or higher is required. Experience in graphic design, marketing, and office administration is preferred.

### **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, feeling and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word and detailed or loud talking to convey detailed or important spoken instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and ability to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perceptions, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities' the work is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item No.:** 18  
**Department:** Finance Committee  
**Staff Contact:** Douglas Stanley  
**Issue:** VATI Grant Match – Prince Edward County Contribution

**Summary:** Kinex Telecom, has won a contract through RDOF auction to provide broadband to rural census blocks that do not currently have broadband with at least 25 Mbps download speeds. This project will complete a broadband fiber buildout in unserved areas of Prince Edward County, and parts of Cumberland, and Lunenburg Counties. This project will provide broadband to over 9,000 eligible service locations. The total project budget is \$25,292,385.00. The funding includes the following:

- \$9,975,490 in FCC grants, which have already been awarded to Kinex
- \$6,000,000 SBA 15-year loan, which has been approved
- \$6,316,895 in project funding from Kinex which would be paid

A grant application submitted will be submitted by Prince Edward County and Kinex Telecom, Inc. to the Virginia Telecommunication Initiative (VATI) for \$15,000,000 by September 14, 2021. Technical assistance for this grant application is being provided by Commonwealth Regional Council (CRC). The minimum match requirement for this grant is 20%. At least 10% is required from private source such as Kinex. Kinex has committed over \$6 million to the overall project as mentioned above. There is also the pending request to the Tobacco Commission for \$4 million. The county administrators for Prince Edward, Lunenburg, and Cumberland discussed the following match contribution per county for the VATI grant:

**Match Contribution per County:**

|               |                |
|---------------|----------------|
| Prince Edward | \$2,153,500.00 |
| Lunenburg     | \$1,651,500.00 |
| Cumberland    | \$1,195,000.00 |

The Finance Committee discussed the project and County match at its meeting on August 31<sup>st</sup>. The use of Coronavirus Local Fiscal Recovery Funds (CLFRF) from the American Rescue Plan Act (ARPA) as the County match for the VATI grant will be included in the ultimate budget after public input. Since the meeting, we have been notified that we need to provide a letter of support for Kinex’s VATI application through the Commonwealth Regional Council. With the due date being

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



**Board of Supervisors  
Agenda Summary**

the date of the Board meeting, we have provided the letter and ask for formal Board action to retroactively approve the request to support the project.

We are currently working with VACO and CRC to address a question about procurement. Some localities have treated these partnerships with the private sector as needing a procurement process, and some don't. Given that Kinex has received almost \$10 million in FCC grants, it does not appear that any other vendor would be able to compete with the project. As we are currently under a declaration of emergency, Prince Edward County is exempt from the procurement requirement through 12/31/2021.

Kinex has indicated that they can complete the Prince Edward project in four years with the funding from VATI.

**Recommendation:** Staff requests that \$2,153,500 be committed as Prince Edward County's contribution to the match required for the VATI grant.

**SAMPLE MOTION:**

I move that the Board of Supervisors commit up to \$2,153,500 of its Coronavirus Local Fiscal Recovery Funds (CLFRF) from the American Rescue Plan Act (ARPA) as a match for a Virginia Telecommunication Initiative (VATI) grant match for the provision of broadband service to Prince Edward County.

OR

I move that the Board of Supervisors commit up to \$2,153,500 as a match for a Virginia Telecommunication Initiative (VATI) grant match for the provision of broadband service to Prince Edward County. I further move that it is the intent that the County use its Coronavirus Local Fiscal Recovery Funds (CLFRF) from the American Rescue Plan Act (ARPA) as the source of such match.

OR

I move that the Board table the request for further discussion.

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

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

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

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



**BOARD OF SUPERVISORS**

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



**COUNTY ADMINISTRATOR**

Douglas P. Stanley, AICP, ICMA-CM

Post Office Box 382  
111 N. South Street, 3<sup>rd</sup> Floor  
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**COUNTY OF PRINCE EDWARD, VIRGINIA**

**2022 Virginia Telecommunication Initiative  
VATI Application**

September 9, 2021

Tamarah Holmes, Ph.D.  
Director  
Office of Broadband  
Department of Housing and Community Development  
600 East Main Street, Ste 300  
Richmond, VA 23219

Dear Dr. Holmes:

On behalf of the Prince Edward County Board of Supervisors, I would like to advise you of our support of the multi-jurisdiction application with Cumberland and Lunenburg counties for the FY 2022 Virginia Telecommunication Initiative (VATI). This project will complete a broadband fiber buildout by Kinex Telecom, Inc in unserved areas of Prince Edward County, and portions of Cumberland and Lunenburg counties.

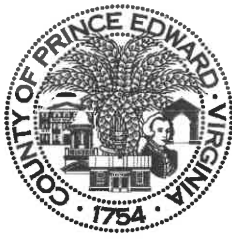
Prince Edward County will commit matching funds not to exceed \$2,153,500 in support of the VATI application. Please note that on August 31, 2021, the Prince Edward County Finance Committee discussed this project and expressed support. The Board of Supervisors will consider the request at its meeting on September 14<sup>th</sup>, after which we will provide an excerpt of the minutes.

Our thanks to DHCD for your favorable consideration of this critical application for the County of Prince Edward. If I can address any questions or concerns, please do not hesitate to contact me.

Sincerely,

Douglas P. Stanley, AICP, ICMA-CM  
County Administrator

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 19  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Agenda Item:** Posting County Property

**SUMMARY:** Annually, the Board takes action to direct County Animal Control to post the following County-owned property for “NO HUNTING”, as follows:

1. County-owned property at the Prince Edward County Landfill;
2. County-owned property at the Prince Edward County Industrial Park;
3. County-owned land along Granite Falls Boulevard; and
4. County-owned property adjoining the Piedmont Regional Jail.

The exception to this posting is for duck hunting at the Sandy River Reservoir. No Sunday hunting is permitted at Sandy River Reservoir.

**RECOMMENDATION:** Approval.

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

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

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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 20  
**Department:** Emergency Management  
**Staff Contact:** Sarah Elam Puckett/Trey Pyle  
**Agenda Item:** Emergency Management Update

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**Summary:** The monthly Emergency Management update will be distributed and discussed at the Board meeting.

**COST:**

**ATTACHMENT:**

**RECOMMENDATION:**

**SAMPLE MOTION:**

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

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

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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 21  
**Department:** County Attorney  
**Staff Contact:** Terri Atkins Wilson, Esq.  
**Agenda Item:** County Attorney Update

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**Summary:** The County Attorney will provide the Board an update on any outstanding legal issues.

**COST:**

**ATTACHMENT:**

**RECOMMENDATION:**

**SAMPLE MOTION:**

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

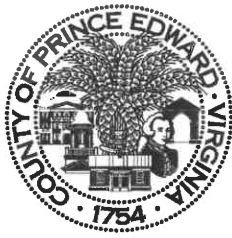
Booth \_\_\_\_\_  
Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item No.:** 22  
**Department:** County Administration  
**Staff Contact:** Douglas Stanley, ACIP ICMA-CM County Administrator  
**Issue:** County Administrator's Report

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**SUMMARY:** The County Administrator will provide the Board an update on any additional matters or concerns of the County.

**ATTACHMENTS:**

**COST:**

**RECOMMENDATION:**

**SUGGESTED MOTION:**

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

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

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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 23a - i  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley  
**Agenda Item:** Additional 1% Sales Tax

**SUMMARY:**

During the FY 2021-2022 budget discussions, Supervisor Jones requested that staff look at alternative revenue options for the County including the potential for having Prince Edward County added to the qualified list of counties that are allowed to collect up to 1% in additional sales tax revenue for the construction or renovation of schools within the locality. Currently the list of qualifying localities listed under §58.1-602 includes Charlotte County, Gloucester County, Halifax County, Henry County, Mecklenburg County, Northampton County, Patrick County, Pittsylvania County, or the City of Danville.

If the State Code is amended to include Prince Edward County then the Board of Supervisors would have to request that a referendum be held to ask the question if the County should be “authorized to levy an additional local general retail sales tax at a rate not to exceed one percent (1%) provided the revenues from the sales tax shall be used solely for capital projects for the construction or renovation of schools in the County, including bond and loan financing costs related to such construction or renovation.” The tax would only be allowed to be levied for a period of 20- to 30 years until the debt is paid off for the school construction.

Our Delegate, Delegate Edmunds, carried a similar bill HB 1631 in 2020 for Charlotte County. The referendum subsequently passed in Charlotte in November 2020 – 52.23% to 47.77%.

We have estimated that a 1% increase in sales tax would generate an estimated \$3,000,000-\$3,500,000 in annual revenue based on collections over the past five years. This is based on the County’s share of 50% of local collections and our proportionate split of the remaining 50% with the Town of Farmville based on school age population. Based on the audited sales tax collection number for Prince Edward and Farmville, Davenport has put together estimates. This would provide enough revenue to support significant improvements to the elementary school as well as middle and high schools.

**ATTACHMENTS:**

Davenport Estimate, Chapter §58.1-602 of the Code of Virginia, HB 1631, 2020 Charlotte Election Results, Department of Taxation Fiscal Impact Study

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

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

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

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



**Board of Supervisors  
Agenda Summary**

**RECOMMENDATIONS:**

That the Board of Supervisors direct the County Administrator to write a letter requesting Delegate James Edmunds to carry a bill in the upcoming General Assembly Session to add Prince Edward County to the list of localities eligible to collect the additional 1% sales tax for school construction or renovation.

**SAMPLE MOTION:**

I move that the Board of Supervisors request that Delegate Edmunds file a bill in the 2022 General Assembly session to have Prince Edward County added to the list of qualified localities under Chapter §58.1-602 that are allowed to collect up to 1% in additional sales tax revenue for the construction or renovation of schools within the locality.

OR

I move that the Board table the request for further discussion.

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

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

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

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

# Hypothetical Borrowing Capacity



- The County estimates that an additional 1% Local Sales and Use Tax will generate approximately \$3,000,000 of new revenue to the County.
- The table below demonstrates the borrowing capacity of the County under different scenarios where the amount of additional revenue produced is decreased from 100% to 80% and where interest rates increase from 3% to 4%.

| Anticipated Revenue | Collection Rate | 20-Year       |      | 20-Year       |      |
|---------------------|-----------------|---------------|------|---------------|------|
|                     |                 | Level Payment | Rate | Level Payment | Rate |
| \$ 3,000,000        | 100%            | \$ 44,600,000 | 3.0% | \$ 42,600,000 | 3.5% |
| \$ 2,700,000        | 90%             | \$ 40,100,000 | 3.0% | \$ 38,300,000 | 3.5% |
| \$ 2,400,000        | 80%             | \$ 35,700,000 | 3.0% | \$ 34,100,000 | 3.5% |
|                     |                 |               |      |               | 4.0% |

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01.13.14 JC | JS

Code of Virginia  
 Title 58.1. Taxation  
 Chapter 6. Retail Sales and Use Tax

This section has more than one version with varying effective dates. Scroll down to see all versions.

**§ 58.1-602. (Effective until September 1, 2021) Definitions.**

As used in this chapter, unless the context clearly shows otherwise:

"Advertising" means the planning, creating, or placing of advertising in newspapers, magazines, billboards, broadcasting and other media, including, without limitation, the providing of concept, writing, graphic design, mechanical art, photography and production supervision. Any person providing advertising as defined in this section shall be deemed to be the user or consumer of all tangible personal property purchased for use in such advertising.

"Amplification, transmission and distribution equipment" means, but is not limited to, production, distribution, and other equipment used to provide Internet-access services, such as computer and communications equipment and software used for storing, processing and retrieving end-user subscribers' requests.

"Business" includes any activity engaged in by any person, or caused to be engaged in by him, with the object of gain, benefit or advantage, either directly or indirectly.

"Cost price" means the actual cost of an item or article of tangible personal property computed in the same manner as the sales price as defined in this section without any deductions therefrom on account of the cost of materials used, labor, or service costs, transportation charges, or any expenses whatsoever.

"Custom program" means a computer program that is specifically designed and developed only for one customer. The combining of two or more prewritten programs does not constitute a custom computer program. A prewritten program that is modified to any degree remains a prewritten program and does not become custom.

"Distribution" means the transfer or delivery of tangible personal property for use, consumption, or storage by the distributee, and the use, consumption, or storage of tangible personal property by a person that has processed, manufactured, refined, or converted such property, but does not include the transfer or delivery of tangible personal property for resale or any use, consumption, or storage otherwise exempt under this chapter.

"Gross proceeds" means the charges made or voluntary contributions received for the lease or rental of tangible personal property or for furnishing services, computed with the same deductions, where applicable, as for sales price as defined in this section over the term of the lease, rental, service, or use, but not less frequently than monthly. "Gross proceeds" does not include finance charges, carrying charges, service charges, or interest from credit extended on the lease or rental of tangible personal property under conditional lease or rental contracts or other conditional contracts providing for the deferred payments of the lease or rental price.

"Gross sales" means the sum total of all retail sales of tangible personal property or services as defined in this chapter, without any deduction, except as provided in this chapter. "Gross sales" does not include the federal retailers' excise tax or the federal diesel fuel excise tax imposed in § 4091 of the Internal Revenue Code if the excise tax is billed to the purchaser separately from the selling price of the article, or the Virginia retail sales or use tax, or any sales or use tax imposed by any county or city under § [58.1-605](#) or [58.1-606](#).

"Import" and "imported" are words applicable to tangible personal property imported into the Commonwealth from other states as well as from foreign countries, and "export" and "exported" are words applicable to tangible personal property exported from the Commonwealth to other states as well as to foreign countries.

"In this Commonwealth" or "in the Commonwealth" means within the limits of the Commonwealth of Virginia and includes all territory within these limits owned by or ceded to the United States of America.

"Integrated process," when used in relation to semiconductor manufacturing, means a process that begins with the research or development of semiconductor products, equipment, or processes, includes the handling and storage of raw materials at a plant site, and continues to the point that the product is packaged for final sale and either shipped or conveyed to a warehouse. Without limiting the foregoing, any semiconductor equipment, fuel, power, energy, supplies, or other tangible personal property shall be deemed used as part of the integrated process if its use contributes, before, during, or after production, to higher product quality, production yields, or process efficiencies. Except as otherwise provided by law, "integrated process" does not mean general maintenance or administration.

"Internet" means collectively, the myriad of computer and telecommunications facilities, which comprise the interconnected worldwide network of computer networks.

"Internet service" means a service that enables users to access proprietary and other content, information electronic mail, and the Internet as part of a package of services sold to end-user subscribers.

"Lease or rental" means the leasing or renting of tangible personal property and the possession or use thereof by the lessee or renter for a consideration, without transfer of the title to such property.

"Manufacturing, processing, refining, or conversion" includes the production line of the plant starting with the handling and storage of raw materials at the plant site and continuing through the last step of production where the product is finished or completed for sale and conveyed to a warehouse at the production site, and also includes equipment and supplies used for production line testing and quality control. "Manufacturing" also includes the necessary ancillary activities of newspaper and magazine printing when such activities are performed by the publisher of any newspaper or magazine for sale daily or regularly at average intervals not exceeding three months.

The determination of whether any manufacturing, mining, processing, refining or conversion activity is industrial in nature shall be made without regard to plant size, existence or size of finished product inventory, degree of mechanization, amount of capital investment, number of employees or other factors relating principally to the size of the business. Further, "industrial in nature" includes, but is not limited to, those businesses classified in codes 10 through 14 and 20 through 39 published in the Standard Industrial Classification Manual for 1972 and any supplements issued thereafter.

"Modular building" means, but is not limited to, single and multifamily houses, apartment units, commercial buildings, and permanent additions thereof, comprised of one or more sections that are intended to become real property, primarily constructed at a location other than the permanent site, built to comply with the Virginia Industrialized Building Safety Law (§ [36-70](#) et seq.) as regulated by the Virginia Department of Housing and Community Development, and shipped with most permanent components in place to the site of final assembly. For purposes of this chapter, "modular building" does not include a mobile office as defined in § [58.1-2401](#) or any manufactured building subject to and certified under the provisions of the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. § 5401 et seq.).

"Modular building manufacturer" means a person that owns or operates a manufacturing facility and is engaged in the fabrication, construction and assembling of building supplies and materials into modular buildings, as defined in this section, at a location other than at the site where the modular building will be assembled on the permanent foundation and may or may not be engaged in the process of affixing the modules to the foundation at the permanent site.

"Modular building retailer" means any person that purchases or acquires a modular building from a modular building manufacturer, or from another person, for subsequent sale to a customer residing within or outside of the Commonwealth, with or without installation of the modular building to the foundation at the permanent site.

"Motor vehicle" means a "motor vehicle" as defined in § [58.1-2401](#), taxable under the provisions of the Virginia Motor Vehicles Sales and Use Tax Act (§ [58.1-2400](#) et seq.) and upon the sale of which all applicable motor vehicle sales and use taxes have been paid.

"Occasional sale" means a sale of tangible personal property not held or used by a seller in the course of an activity for which it is required to hold a certificate of registration, including the sale or exchange of all or substantially all



the assets of any business and the reorganization or liquidation of any business, provided that such sale or exchange is not one of a series of sales and exchanges sufficient in number, scope and character to constitute an activity requiring the holding of a certificate of registration.

"Open video system" means an open video system authorized pursuant to 47 U.S.C. § 573 and, for purposes of this chapter only, also includes Internet service regardless of whether the provider of such service is also a telephone common carrier.

"Person" includes any individual, firm, copartnership, cooperative, nonprofit membership corporation, joint venture, association, corporation, estate, trust, business trust, trustee in bankruptcy, receiver, auctioneer, syndicate, assignee, club, society, or other group or combination acting as a unit, body politic or political subdivision, whether public or private, or quasi-public, and the plural of "person" means the same as the singular.

"Prewritten program" means a computer program that is prepared, held or existing for general or repeated sale or lease, including a computer program developed for in-house use and subsequently sold or leased to unrelated third parties.

"Qualifying locality" means Charlotte County, Gloucester County, Halifax County, Henry County, Mecklenburg County, Northampton County, Patrick County, Pittsylvania County, or the City of Danville.

"Railroad rolling stock" means locomotives, of whatever motive power, autocars, railroad cars of every kind and description, and all other equipment determined by the Tax Commissioner to constitute railroad rolling stock.

"Remote seller" means any dealer deemed to have sufficient activity within the Commonwealth to require registration under § [58.1-613](#) under the criteria specified in subdivision C 10 or 11 of § [58.1-612](#) or any software provider acting on behalf of such dealer.

"Retail sale" or a "sale at retail" means a sale to any person for any purpose other than for resale in the form of tangible personal property or services taxable under this chapter, and shall include any such transaction as the Tax Commissioner upon investigation finds to be in lieu of a sale. All sales for resale must be made in strict compliance with regulations applicable to this chapter. Any dealer making a sale for resale which is not in strict compliance with such regulations shall be personally liable for payment of the tax.

The terms "retail sale" and a "sale at retail" specifically include the following: (i) the sale or charges for any room or rooms, lodgings, or accommodations furnished to transients for less than 90 continuous days by any hotel, motel, inn, tourist camp, tourist cabin, camping grounds, club, or any other place in which rooms, lodging, space, or accommodations are regularly furnished to transients for a consideration; (ii) sales of tangible personal property to persons for resale when because of the operation of the business, or its very nature, or the lack of a place of business in which to display a certificate of registration, or the lack of a place of business in which to keep records, or the lack of adequate records, or because such persons are minors or transients, or because such persons are engaged in essentially service businesses, or for any other reason there is likelihood that the Commonwealth will lose tax funds due to the difficulty of policing such business operations; (iii) the separately stated charge made for automotive refinish repair materials that are permanently applied to or affixed to a motor vehicle during its repair; and (iv) the separately stated charge for equipment available for lease or purchase by a provider of satellite television programming to the customer of such programming. Equipment sold to a provider of satellite television programming for subsequent lease or purchase by the customer of such programming shall be deemed a sale for resale. The Tax Commissioner is authorized to promulgate regulations requiring vendors of or sellers to such persons to collect the tax imposed by this chapter on the cost price of such tangible personal property to such persons and may refuse to issue certificates of registration to such persons. The terms "retail sale" and a "sale at retail" also specifically include the separately stated charge made for supplies used during automotive repairs whether or not there is transfer of title or possession of the supplies and whether or not the supplies are attached to the automobile. The purchase of such supplies by an automotive repairer for sale to the customer of such repair services shall be deemed a sale for resale.

The term "transient" does not include a purchaser of camping memberships, time-shares, condominiums, or other similar contracts or interests that permit the use of, or constitute an interest in, real estate, however created or sold

and whether registered with the Commonwealth or not. Further, a purchaser of a right or license which entitles the purchaser to use the amenities and facilities of a specific real estate project on an ongoing basis throughout its term shall not be deemed a transient, provided, however, that the term or time period involved is for seven years or more.

The terms "retail sale" and "sale at retail" do not include a transfer of title to tangible personal property after its use as tools, tooling, machinery or equipment, including dies, molds, and patterns, if (i) at the time of purchase, the purchaser is obligated, under the terms of a written contract, to make the transfer and (ii) the transfer is made for the same or a greater consideration to the person for whom the purchaser manufactures goods.

"Retailer" means every person engaged in the business of making sales at retail, or for distribution, use, consumption, or storage to be used or consumed in the Commonwealth.

"Sale" means any transfer of title or possession, or both, exchange, barter, lease or rental, conditional or otherwise, in any manner or by any means whatsoever, of tangible personal property and any rendition of a taxable service for a consideration, and includes the fabrication of tangible personal property for consumers who furnish, either directly or indirectly, the materials used in fabrication, and the furnishing, preparing, or serving for a consideration of any tangible personal property consumed on the premises of the person furnishing, preparing, or serving such tangible personal property. A transaction whereby the possession of property is transferred but the seller retains title as security for the payment of the price shall be deemed a sale.

"Sales price" means the total amount for which tangible personal property or services are sold, including any services that are a part of the sale, valued in money, whether paid in money or otherwise, and includes any amount for which credit is given to the purchaser, consumer, or lessee by the dealer, without any deduction therefrom on account of the cost of the property sold, the cost of materials used, labor or service costs, losses or any other expenses whatsoever. "Sales price" does not include (i) any cash discount allowed and taken; (ii) finance charges, carrying charges, service charges or interest from credit extended on sales of tangible personal property under conditional sale contracts or other conditional contracts providing for deferred payments of the purchase price; (iii) separately stated local property taxes collected; (iv) that portion of the amount paid by the purchaser as a discretionary gratuity added to the price of a meal; or (v) that portion of the amount paid by the purchaser as a mandatory gratuity or service charge added by a restaurant to the price of a meal, but only to the extent that such mandatory gratuity or service charge does not exceed 20 percent of the price of the meal. Where used articles are taken in trade, or in a series of trades as a credit or part payment on the sale of new or used articles, the tax levied by this chapter shall be paid on the net difference between the sales price of the new or used articles and the credit for the used articles.

"Semiconductor cleanrooms" means the integrated systems, fixtures, piping, partitions, flooring, lighting, equipment, and all other property used to reduce contamination or to control airflow, temperature, humidity, vibration, or other environmental conditions required for the integrated process of semiconductor manufacturing.

"Semiconductor equipment" means (i) machinery or tools or repair parts or replacements thereof; (ii) the related accessories, components, pedestals, bases, or foundations used in connection with the operation of the equipment, without regard to the proximity to the equipment, the method of attachment, or whether the equipment or accessories are affixed to the realty; (iii) semiconductor wafers and other property or supplies used to install, test, calibrate or recalibrate, characterize, condition, measure, or maintain the equipment and settings thereof; and (iv) equipment and supplies used for quality control testing of product, materials, equipment, or processes; or the measurement of equipment performance or production parameters regardless of where or when the quality control, testing, or measuring activity takes place, how the activity affects the operation of equipment, or whether the equipment and supplies come into contact with the product.

"Storage" means any keeping or retention of tangible personal property for use, consumption or distribution in the Commonwealth, or for any purpose other than sale at retail in the regular course of business.

"Tangible personal property" means personal property that may be seen, weighed, measured, felt, or touched, or is in any other manner perceptible to the senses. "Tangible personal property" does not include stocks, bonds, notes, insurance or other obligations or securities. "Tangible personal property" includes (i) telephone calling cards upon their initial sale, which shall be exempt from all other state and local utility taxes, and (ii) manufactured signs.

"Use" means the exercise of any right or power over tangible personal property incident to the ownership thereof, except that it does not include the sale at retail of that property in the regular course of business. "Use" does not include the exercise of any right or power, including use, distribution, or storage, over any tangible personal property sold to a nonresident donor for delivery outside of the Commonwealth to a nonresident recipient pursuant to an order placed by the donor from outside the Commonwealth via mail or telephone. "Use" does not include any sale determined to be a gift transaction, subject to tax under § [58.1-604.6](#).

"Use tax" refers to the tax imposed upon the use, consumption, distribution, and storage as defined in this section.

"Used directly," when used in relation to manufacturing, processing, refining, or conversion, refers to those activities that are an integral part of the production of a product, including all steps of an integrated manufacturing or mining process, but not including ancillary activities such as general maintenance or administration. When used in relation to mining, "used directly" refers to the activities specified in this definition and, in addition, any reclamation activity of the land previously mined by the mining company required by state or federal law.

"Video programmer" means a person that provides video programming to end-user subscribers.

"Video programming" means video and/or information programming provided by or generally considered comparable to programming provided by a cable operator, including, but not limited to, Internet service.

Code 1950, §§ 58-441.2, 58-441.3, 58-441.6; 1966, c. 151; 1972, c. 680; 1973, c. 313; 1974, c. 431; 1976, cc. 375, 489, 666, 712, 764, 770; 1977, cc. 247, 504; 1978, cc. 50, 82, 181, 505, 656, 665, 706, 784, 819; 1979, cc. 148, 205, 555, 556, 557, 558, 561, 562, 564, 572, 575; 1980, cc. 81, 610, 611, 617, 618, 621, 631, 753, 756; 1981, cc. 398, 400, 405, 409, 416, 599; 1982, cc. 533, 546, 547, 636, 649; 1983, cc. 100, 184, 384, 414, 557, 565, 599; 1984, cc. 419, 522, 675, 683, 690, 693; 1985, c. 473; 1986, c. 22; 1988, c. 899; 1989, cc. 581, 739; 1995, c. [96](#); 1999, cc. [138](#), [187](#), [723](#), [981](#); 2000, c. [425](#); 2004, c. [60](#); 2005, cc. [121](#), [122](#), [355](#); 2006, cc. [519](#), [541](#), [568](#), [602](#); 2007, c. [751](#); 2013, cc. [766](#), [783](#); 2014, c. [359](#); 2015, c. [252](#); 2017, c. [104](#); 2018, cc. [838](#), [840](#); 2019, cc. [815](#), [816](#), [854](#); 2020, cc. [327](#), [427](#), [428](#), [705](#), [708](#), [865](#).

## **§ 58.1-602. (Effective September 1, 2021) Definitions.**

As used in this chapter, unless the context clearly shows otherwise:

"Accommodations" means any room or rooms, lodgings, or accommodations in any hotel, motel, inn, tourist camp, tourist cabin, camping grounds, club, or any other place in which rooms, lodging, space, or accommodations are regularly furnished to transients for a consideration.

"Accommodations fee" means the room charge less the discount room charge, if any, provided that the accommodations fee shall not be less than \$0.

"Accommodations intermediary" means any person other than an accommodations provider that facilitates the sale of an accommodation, charges a room charge to the customer, and charges an accommodations fee to the customer, which fee it retains as compensation for facilitating the sale. For purposes of this definition, "facilitates the sale" includes brokering, coordinating, or in any other way arranging for the purchase of the right to use accommodations via a transaction directly, including via one or more payment processors, between a customer and an accommodations provider.

"Accommodations intermediary" does not include a person:

1. If the accommodations are provided by an accommodations provider operating under a trademark, trade name, or service mark belonging to such person; or
2. Who facilitates the sale of an accommodation if (i) the price paid by the customer to such person is equal to the price paid by such person to the accommodations provider for the use of the accommodations and (ii) the only compensation received by such person for facilitating the sale of the accommodation is a commission paid from the accommodations provider to such person.

"Accommodations provider" means any person that furnishes accommodations to the general public for compensation. The term "furnishes" includes the sale of use or possession or the sale of the right to use or possess.

"Advertising" means the planning, creating, or placing of advertising in newspapers, magazines, billboards, broadcasting and other media, including, without limitation, the providing of concept, writing, graphic design, mechanical art, photography and production supervision. Any person providing advertising as defined in this section shall be deemed to be the user or consumer of all tangible personal property purchased for use in such advertising.

"Affiliate" means the same as such term is defined in § [58.1-439.18](#).

"Amplification, transmission and distribution equipment" means, but is not limited to, production, distribution, and other equipment used to provide Internet-access services, such as computer and communications equipment and software used for storing, processing and retrieving end-user subscribers' requests.

"Business" includes any activity engaged in by any person, or caused to be engaged in by him, with the object of gain, benefit or advantage, either directly or indirectly.

"Cost price" means the actual cost of an item or article of tangible personal property computed in the same manner as the sales price as defined in this section without any deductions therefrom on account of the cost of materials used, labor, or service costs, transportation charges, or any expenses whatsoever.

"Custom program" means a computer program that is specifically designed and developed only for one customer. The combining of two or more prewritten programs does not constitute a custom computer program. A prewritten program that is modified to any degree remains a prewritten program and does not become custom.

"Discount room charge" means the full amount charged by the accommodations provider to the accommodations intermediary, or an affiliate thereof, for furnishing the accommodations.

"Distribution" means the transfer or delivery of tangible personal property for use, consumption, or storage by the distributee, and the use, consumption, or storage of tangible personal property by a person that has processed, manufactured, refined, or converted such property, but does not include the transfer or delivery of tangible personal property for resale or any use, consumption, or storage otherwise exempt under this chapter.

"Gross proceeds" means the charges made or voluntary contributions received for the lease or rental of tangible personal property or for furnishing services, computed with the same deductions, where applicable, as for sales price as defined in this section over the term of the lease, rental, service, or use, but not less frequently than monthly. "Gross proceeds" does not include finance charges, carrying charges, service charges, or interest from credit extended on the lease or rental of tangible personal property under conditional lease or rental contracts or other conditional contracts providing for the deferred payments of the lease or rental price.

"Gross sales" means the sum total of all retail sales of tangible personal property or services as defined in this chapter, without any deduction, except as provided in this chapter. "Gross sales" does not include the federal retailers' excise tax or the federal diesel fuel excise tax imposed in § 4091 of the Internal Revenue Code if the excise tax is billed to the purchaser separately from the selling price of the article, or the Virginia retail sales or use tax, or any sales or use tax imposed by any county or city under § [58.1-605](#) or [58.1-606](#).

"Import" and "imported" are words applicable to tangible personal property imported into the Commonwealth from other states as well as from foreign countries, and "export" and "exported" are words applicable to tangible personal property exported from the Commonwealth to other states as well as to foreign countries.

"In this Commonwealth" or "in the Commonwealth" means within the limits of the Commonwealth of Virginia and includes all territory within these limits owned by or ceded to the United States of America.

"Integrated process," when used in relation to semiconductor manufacturing, means a process that begins with the research or development of semiconductor products, equipment, or processes, includes the handling and storage of raw materials at a plant site, and continues to the point that the product is packaged for final sale and either shipped or conveyed to a warehouse. Without limiting the foregoing, any semiconductor equipment, fuel, power, energy,

supplies, or other tangible personal property shall be deemed used as part of the integrated process if its use contributes, before, during, or after production, to higher product quality, production yields, or process efficiencies. Except as otherwise provided by law, "integrated process" does not mean general maintenance or administration.

"Internet" means collectively, the myriad of computer and telecommunications facilities, which comprise the interconnected worldwide network of computer networks.

"Internet service" means a service that enables users to access proprietary and other content, information electronic mail, and the Internet as part of a package of services sold to end-user subscribers.

"Lease or rental" means the leasing or renting of tangible personal property and the possession or use thereof by the lessee or renter for a consideration, without transfer of the title to such property.

"Manufacturing, processing, refining, or conversion" includes the production line of the plant starting with the handling and storage of raw materials at the plant site and continuing through the last step of production where the product is finished or completed for sale and conveyed to a warehouse at the production site, and also includes equipment and supplies used for production line testing and quality control. "Manufacturing" also includes the necessary ancillary activities of newspaper and magazine printing when such activities are performed by the publisher of any newspaper or magazine for sale daily or regularly at average intervals not exceeding three months.

The determination of whether any manufacturing, mining, processing, refining or conversion activity is industrial in nature shall be made without regard to plant size, existence or size of finished product inventory, degree of mechanization, amount of capital investment, number of employees or other factors relating principally to the size of the business. Further, "industrial in nature" includes, but is not limited to, those businesses classified in codes 10 through 14 and 20 through 39 published in the Standard Industrial Classification Manual for 1972 and any supplements issued thereafter.

"Modular building" means, but is not limited to, single and multifamily houses, apartment units, commercial buildings, and permanent additions thereof, comprised of one or more sections that are intended to become real property, primarily constructed at a location other than the permanent site, built to comply with the Virginia Industrialized Building Safety Law (§ [36-70](#) et seq.) as regulated by the Virginia Department of Housing and Community Development, and shipped with most permanent components in place to the site of final assembly. For purposes of this chapter, "modular building" does not include a mobile office as defined in § [58.1-2401](#) or any manufactured building subject to and certified under the provisions of the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. § 5401 et seq.).

"Modular building manufacturer" means a person that owns or operates a manufacturing facility and is engaged in the fabrication, construction and assembling of building supplies and materials into modular buildings, as defined in this section, at a location other than at the site where the modular building will be assembled on the permanent foundation and may or may not be engaged in the process of affixing the modules to the foundation at the permanent site.

"Modular building retailer" means any person that purchases or acquires a modular building from a modular building manufacturer, or from another person, for subsequent sale to a customer residing within or outside of the Commonwealth, with or without installation of the modular building to the foundation at the permanent site.

"Motor vehicle" means a "motor vehicle" as defined in § [58.1-2401](#), taxable under the provisions of the Virginia Motor Vehicles Sales and Use Tax Act (§ [58.1-2400](#) et seq.) and upon the sale of which all applicable motor vehicle sales and use taxes have been paid.

"Occasional sale" means a sale of tangible personal property not held or used by a seller in the course of an activity for which it is required to hold a certificate of registration, including the sale or exchange of all or substantially all the assets of any business and the reorganization or liquidation of any business, provided that such sale or exchange is not one of a series of sales and exchanges sufficient in number, scope and character to constitute an activity requiring the holding of a certificate of registration.

"Open video system" means an open video system authorized pursuant to 47 U.S.C. § 573 and, for purposes of this chapter only, also includes Internet service regardless of whether the provider of such service is also a telephone common carrier.

"Person" includes any individual, firm, copartnership, cooperative, nonprofit membership corporation, joint venture, association, corporation, estate, trust, business trust, trustee in bankruptcy, receiver, auctioneer, syndicate, assignee, club, society, or other group or combination acting as a unit, body politic or political subdivision, whether public or private, or quasi-public, and the plural of "person" means the same as the singular.

"Prewritten program" means a computer program that is prepared, held or existing for general or repeated sale or lease, including a computer program developed for in-house use and subsequently sold or leased to unrelated third parties.

"Qualifying locality" means Charlotte County, Gloucester County, Halifax County, Henry County, Mecklenburg County, Northampton County, Patrick County, Pittsylvania County, or the City of Danville.

"Railroad rolling stock" means locomotives, of whatever motive power, autocars, railroad cars of every kind and description, and all other equipment determined by the Tax Commissioner to constitute railroad rolling stock.

"Remote seller" means any dealer deemed to have sufficient activity within the Commonwealth to require registration under § [58.1-613](#) under the criteria specified in subdivision C 10 or 11 of § [58.1-612](#) or any software provider acting on behalf of such dealer.

"Retail sale" or a "sale at retail" means a sale to any person for any purpose other than for resale in the form of tangible personal property or services taxable under this chapter, and shall include any such transaction as the Tax Commissioner upon investigation finds to be in lieu of a sale. All sales for resale must be made in strict compliance with regulations applicable to this chapter. Any dealer making a sale for resale which is not in strict compliance with such regulations shall be personally liable for payment of the tax.

The terms "retail sale" and a "sale at retail" specifically include the following: (i) the sale or charges for any accommodations furnished to transients for less than 90 continuous days; (ii) sales of tangible personal property to persons for resale when because of the operation of the business, or its very nature, or the lack of a place of business in which to display a certificate of registration, or the lack of a place of business in which to keep records, or the lack of adequate records, or because such persons are minors or transients, or because such persons are engaged in essentially service businesses, or for any other reason there is likelihood that the Commonwealth will lose tax funds due to the difficulty of policing such business operations; (iii) the separately stated charge made for automotive refinish repair materials that are permanently applied to or affixed to a motor vehicle during its repair; and (iv) the separately stated charge for equipment available for lease or purchase by a provider of satellite television programming to the customer of such programming. Equipment sold to a provider of satellite television programming for subsequent lease or purchase by the customer of such programming shall be deemed a sale for resale. The Tax Commissioner is authorized to promulgate regulations requiring vendors of or sellers to such persons to collect the tax imposed by this chapter on the cost price of such tangible personal property to such persons and may refuse to issue certificates of registration to such persons. The terms "retail sale" and a "sale at retail" also specifically include the separately stated charge made for supplies used during automotive repairs whether or not there is transfer of title or possession of the supplies and whether or not the supplies are attached to the automobile. The purchase of such supplies by an automotive repairer for sale to the customer of such repair services shall be deemed a sale for resale.

The term "transient" does not include a purchaser of camping memberships, time-shares, condominiums, or other similar contracts or interests that permit the use of, or constitute an interest in, real estate, however created or sold and whether registered with the Commonwealth or not. Further, a purchaser of a right or license which entitles the purchaser to use the amenities and facilities of a specific real estate project on an ongoing basis throughout its term shall not be deemed a transient, provided, however, that the term or time period involved is for seven years or more.

The terms "retail sale" and "sale at retail" do not include a transfer of title to tangible personal property after its use as tools, tooling, machinery or equipment, including dies, molds, and patterns, if (i) at the time of purchase, the

purchaser is obligated, under the terms of a written contract, to make the transfer and (ii) the transfer is made for the same or a greater consideration to the person for whom the purchaser manufactures goods.

"Retailer" means every person engaged in the business of making sales at retail, or for distribution, use, consumption, or storage to be used or consumed in the Commonwealth.

"Room charge" means the full retail price charged to the customer by the accommodations intermediary for the use of the accommodations, including any accommodations fee, before taxes. The room charge shall be determined in accordance with 23VAC10-210-730 and the related rulings of the Department on the same.

"Sale" means any transfer of title or possession, or both, exchange, barter, lease or rental, conditional or otherwise, in any manner or by any means whatsoever, of tangible personal property and any rendition of a taxable service for a consideration, and includes the fabrication of tangible personal property for consumers who furnish, either directly or indirectly, the materials used in fabrication, and the furnishing, preparing, or serving for a consideration of any tangible personal property consumed on the premises of the person furnishing, preparing, or serving such tangible personal property. A transaction whereby the possession of property is transferred but the seller retains title as security for the payment of the price shall be deemed a sale.

"Sales price" means the total amount for which tangible personal property or services are sold, including any services that are a part of the sale, valued in money, whether paid in money or otherwise, and includes any amount for which credit is given to the purchaser, consumer, or lessee by the dealer, without any deduction therefrom on account of the cost of the property sold, the cost of materials used, labor or service costs, losses or any other expenses whatsoever. "Sales price" does not include (i) any cash discount allowed and taken; (ii) finance charges, carrying charges, service charges or interest from credit extended on sales of tangible personal property under conditional sale contracts or other conditional contracts providing for deferred payments of the purchase price; (iii) separately stated local property taxes collected; (iv) that portion of the amount paid by the purchaser as a discretionary gratuity added to the price of a meal; or (v) that portion of the amount paid by the purchaser as a mandatory gratuity or service charge added by a restaurant to the price of a meal, but only to the extent that such mandatory gratuity or service charge does not exceed 20 percent of the price of the meal. Where used articles are taken in trade, or in a series of trades as a credit or part payment on the sale of new or used articles, the tax levied by this chapter shall be paid on the net difference between the sales price of the new or used articles and the credit for the used articles.

"Semiconductor cleanrooms" means the integrated systems, fixtures, piping, partitions, flooring, lighting, equipment, and all other property used to reduce contamination or to control airflow, temperature, humidity, vibration, or other environmental conditions required for the integrated process of semiconductor manufacturing.

"Semiconductor equipment" means (i) machinery or tools or repair parts or replacements thereof; (ii) the related accessories, components, pedestals, bases, or foundations used in connection with the operation of the equipment, without regard to the proximity to the equipment, the method of attachment, or whether the equipment or accessories are affixed to the realty; (iii) semiconductor wafers and other property or supplies used to install, test, calibrate or recalibrate, characterize, condition, measure, or maintain the equipment and settings thereof; and (iv) equipment and supplies used for quality control testing of product, materials, equipment, or processes; or the measurement of equipment performance or production parameters regardless of where or when the quality control, testing, or measuring activity takes place, how the activity affects the operation of equipment, or whether the equipment and supplies come into contact with the product.

"Storage" means any keeping or retention of tangible personal property for use, consumption or distribution in the Commonwealth, or for any purpose other than sale at retail in the regular course of business.

"Tangible personal property" means personal property that may be seen, weighed, measured, felt, or touched, or is in any other manner perceptible to the senses. "Tangible personal property" does not include stocks, bonds, notes, insurance or other obligations or securities. "Tangible personal property" includes (i) telephone calling cards upon their initial sale, which shall be exempt from all other state and local utility taxes, and (ii) manufactured signs.

"Use" means the exercise of any right or power over tangible personal property incident to the ownership thereof, except that it does not include the sale at retail of that property in the regular course of business. "Use" does not include the exercise of any right or power, including use, distribution, or storage, over any tangible personal property sold to a nonresident donor for delivery outside of the Commonwealth to a nonresident recipient pursuant to an order placed by the donor from outside the Commonwealth via mail or telephone. "Use" does not include any sale determined to be a gift transaction, subject to tax under § [58.1-604.6](#).

"Use tax" refers to the tax imposed upon the use, consumption, distribution, and storage as defined in this section.

"Used directly," when used in relation to manufacturing, processing, refining, or conversion, refers to those activities that are an integral part of the production of a product, including all steps of an integrated manufacturing or mining process, but not including ancillary activities such as general maintenance or administration. When used in relation to mining, "used directly" refers to the activities specified in this definition and, in addition, any reclamation activity of the land previously mined by the mining company required by state or federal law.

"Video programmer" means a person that provides video programming to end-user subscribers.

"Video programming" means video and/or information programming provided by or generally considered comparable to programming provided by a cable operator, including, but not limited to, Internet service.

Code 1950, §§ 58-441.2, 58-441.3, 58-441.6; 1966, c. 151; 1972, c. 680; 1973, c. 313; 1974, c. 431; 1976, cc. 375, 489, 666, 712, 764, 770; 1977, cc. 247, 504; 1978, cc. 50, 82, 181, 505, 656, 665, 706, 784, 819; 1979, cc. 148, 205, 555, 556, 557, 558, 561, 562, 564, 572, 575; 1980, cc. 81, 610, 611, 617, 618, 621, 631, 753, 756; 1981, cc. 398, 400, 405, 409, 416, 599; 1982, cc. 533, 546, 547, 636, 649; 1983, cc. 100, 184, 384, 414, 557, 565, 599; 1984, cc. 419, 522, 675, 683, 690, 693; 1985, c. 473; 1986, c. 22; 1988, c. 899; 1989, cc. 581, 739; 1995, c. [96](#); 1999, cc. [138](#), [187](#), [723](#), [981](#); 2000, c. [425](#); 2004, c. [60](#); 2005, cc. [121](#), [122](#), [355](#); 2006, cc. [519](#), [541](#), [568](#), [602](#); 2007, c. [751](#); 2013, cc. [766](#), [783](#); 2014, c. [359](#); 2015, c. [252](#); 2017, c. [104](#); 2018, cc. [838](#), [840](#); 2019, cc. [815](#), [816](#), [854](#); 2020, cc. [327](#), [427](#), [428](#), [705](#), [708](#), [865](#); 2021, Sp. Sess. I, c. [383](#).



**HOUSE BILL NO. 1631**

Offered January 16, 2020

*A BILL to amend and reenact §§ 58.1-602, 58.1-605, 58.1-605.1, and 58.1-606.1 of the Code of Virginia, relating to additional local sales and use tax in Charlotte County; appropriations of Charlotte County to incorporated towns for educational purposes.*

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Patron-- Edmunds  
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Referred to Committee on Finance  
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Be it enacted by the General Assembly of Virginia:

1. That §§ 58.1-602, 58.1-605, 58.1-605.1, and 58.1-606.1 of the Code of Virginia are amended and reenacted as follows:

§ 58.1-602. Definitions.

As used in this chapter, unless the context clearly shows otherwise:

"Advertising" means the planning, creating, or placing of advertising in newspapers, magazines, billboards, broadcasting and other media, including, without limitation, the providing of concept, writing, graphic design, mechanical art, photography and production supervision. Any person providing advertising as defined in this section shall be deemed to be the user or consumer of all tangible personal property purchased for use in such advertising.

"Amplification, transmission and distribution equipment" means, but is not limited to, production, distribution, and other equipment used to provide Internet-access services, such as computer and communications equipment and software used for storing, processing and retrieving end-user subscribers' requests.

"Business" includes any activity engaged in by any person, or caused to be engaged in by him, with the object of gain, benefit or advantage, either directly or indirectly.

"Cost price" means the actual cost of an item or article of tangible personal property computed in the same manner as the sales price as defined in this section without any deductions therefrom on account of the cost of materials used, labor, or service costs, transportation charges, or any expenses whatsoever.

"Custom program" means a computer program that is specifically designed and developed only for one customer. The combining of two or more prewritten programs does not constitute a custom computer program. A prewritten program that is modified to any degree remains a prewritten program and does not become custom.

"Distribution" means the transfer or delivery of tangible personal property for use, consumption, or storage by the distributee, and the use, consumption, or storage of tangible personal property by a person that has processed, manufactured, refined, or converted such property, but does not include the transfer or delivery of tangible personal property for resale or any use, consumption, or storage otherwise exempt under this chapter.

"Gross proceeds" means the charges made or voluntary contributions received for the lease or rental of tangible personal property or for furnishing services, computed with the same deductions, where applicable, as for sales price as defined in this section over the term of the lease, rental, service, or use, but not less frequently than monthly. "Gross proceeds" does not include finance charges, carrying charges, service charges, or interest from credit extended on the lease or rental of tangible personal property under conditional lease or rental contracts or other conditional contracts providing for the deferred payments of the lease or rental price.

"Gross sales" means the sum total of all retail sales of tangible personal property or services as defined in this chapter, without any deduction, except as provided in this chapter. "Gross sales" does not include the federal retailers' excise tax or the federal diesel fuel excise tax imposed in § 4091 of the Internal Revenue Code if the excise tax is billed to the purchaser separately from

the selling price of the article, or the Virginia retail sales or use tax, or any sales or use tax imposed by any county or city under § 58.1-605 or 58.1-606.

"Import" and "imported" are words applicable to tangible personal property imported into the Commonwealth from other states as well as from foreign countries, and "export" and "exported" are words applicable to tangible personal property exported from the Commonwealth to other states as well as to foreign countries.

"In this Commonwealth" or "in the Commonwealth" means within the limits of the Commonwealth of Virginia and includes all territory within these limits owned by or ceded to the United States of America.

"Integrated process," when used in relation to semiconductor manufacturing, means a process that begins with the research or development of semiconductor products, equipment, or processes, includes the handling and storage of raw materials at a plant site, and continues to the point that the product is packaged for final sale and either shipped or conveyed to a warehouse. Without limiting the foregoing, any semiconductor equipment, fuel, power, energy, supplies, or other tangible personal property shall be deemed used as part of the integrated process if its use contributes, before, during, or after production, to higher product quality, production yields, or process efficiencies. Except as otherwise provided by law, "integrated process" does not mean general maintenance or administration.

"Internet" means collectively, the myriad of computer and telecommunications facilities, which comprise the interconnected worldwide network of computer networks.

"Internet service" means a service that enables users to access proprietary and other content, information electronic mail, and the Internet as part of a package of services sold to end-user subscribers.

"Lease or rental" means the leasing or renting of tangible personal property and the possession or use thereof by the lessee or renter for a consideration, without transfer of the title to such property.

"Manufacturing, processing, refining, or conversion" includes the production line of the plant starting with the handling and storage of raw materials at the plant site and continuing through the last step of production where the product is finished or completed for sale and conveyed to a warehouse at the production site, and also includes equipment and supplies used for production line testing and quality control. "Manufacturing" also includes the necessary ancillary activities of newspaper and magazine printing when such activities are performed by the publisher of any newspaper or magazine for sale daily or regularly at average intervals not exceeding three months.

The determination of whether any manufacturing, mining, processing, refining or conversion activity is industrial in nature shall be made without regard to plant size, existence or size of finished product inventory, degree of mechanization, amount of capital investment, number of employees or other factors relating principally to the size of the business. Further, "industrial in nature" includes, but is not limited to, those businesses classified in codes 10 through 14 and 20 through 39 published in the Standard Industrial Classification Manual for 1972 and any supplements issued thereafter.

"Modular building" means, but is not limited to, single and multifamily houses, apartment units, commercial buildings, and permanent additions thereof, comprised of one or more sections that are intended to become real property, primarily constructed at a location other than the permanent site, built to comply with the Virginia Industrialized Building Safety Law (§ 36-70 et seq.) as regulated by the Virginia Department of Housing and Community Development, and shipped with most permanent components in place to the site of final assembly. For purposes of this chapter, "modular building" does not include a mobile office as defined in § 58.1-2401 or any manufactured building subject to and certified under the provisions of the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. § 5401 et seq.).

"Modular building manufacturer" means a person that owns or operates a manufacturing facility and is engaged in the fabrication, construction and assembling of building supplies and materials into modular buildings, as defined in this section, at a location other than at the site where the modular building will be assembled on the permanent foundation and may or may not be engaged in the process of affixing the modules to the foundation at the permanent site.

"Modular building retailer" means any person that purchases or acquires a modular building from a modular building manufacturer, or from another person, for subsequent sale to a customer residing within or outside of the Commonwealth, with or without installation of the modular building to the foundation at the permanent site.

"Motor vehicle" means a "motor vehicle" as defined in § 58.1-2401, taxable under the provisions of the Virginia Motor Vehicles Sales and Use Tax Act (§ 58.1-2400 et seq.) and upon the sale of which all applicable motor vehicle sales and use taxes have been paid.

"Occasional sale" means a sale of tangible personal property not held or used by a seller in the course of an activity for which it is required to hold a certificate of registration, including the sale or exchange of all or substantially all the assets of any business and the reorganization or liquidation of any business, provided that such sale or exchange is not one of a series of sales and exchanges sufficient in number, scope and character to constitute an activity requiring the holding of a certificate of registration.

"Open video system" means an open video system authorized pursuant to 47 U.S.C. § 573 and, for purposes of this chapter only, also includes Internet service regardless of whether the provider of such service is also a telephone common carrier.

"Person" includes any individual, firm, copartnership, cooperative, nonprofit membership corporation, joint venture, association, corporation, estate, trust, business trust, trustee in bankruptcy, receiver, auctioneer, syndicate, assignee, club, society, or other group or combination acting as a unit, body politic or political subdivision, whether public or private, or quasi-public, and the plural of "person" means the same as the singular.

"Prewritten program" means a computer program that is prepared, held or existing for general or repeated sale or lease, including a computer program developed for in-house use and subsequently sold or leased to unrelated third parties.

*"Qualifying locality" means Halifax County or Charlotte County.*

"Railroad rolling stock" means locomotives, of whatever motive power, autocars, railroad cars of every kind and description, and all other equipment determined by the Tax Commissioner to constitute railroad rolling stock.

"Remote seller" means any dealer deemed to have sufficient activity within the Commonwealth to require registration under § 58.1-613 under the criteria specified in subdivision C 10 or 11 of § 58.1-612 or any software provider acting on behalf of such dealer.

"Retail sale" or a "sale at retail" means a sale to any person for any purpose other than for resale in the form of tangible personal property or services taxable under this chapter, and shall include any such transaction as the Tax Commissioner upon investigation finds to be in lieu of a sale. All sales for resale must be made in strict compliance with regulations applicable to this chapter. Any dealer making a sale for resale which is not in strict compliance with such regulations shall be personally liable for payment of the tax.

The terms "retail sale" and a "sale at retail" specifically include the following: (i) the sale or charges for any room or rooms, lodgings, or accommodations furnished to transients for less than 90 continuous days by any hotel, motel, inn, tourist camp, tourist cabin, camping grounds, club, or any other place in which rooms, lodging, space, or accommodations are regularly furnished to transients for a consideration; (ii) sales of tangible personal property to persons for resale when because of the operation of the business, or its very nature, or the lack of a place of business in which to display a certificate of registration, or the lack of a place of business in which to keep records, or the lack of adequate records, or because such persons are minors or transients, or because such persons are engaged in essentially service businesses, or for any other reason there is likelihood that the Commonwealth will lose tax funds due to the difficulty of policing such business operations; (iii) the separately stated charge made for automotive refinish repair materials that are permanently applied to or affixed to a motor vehicle during its repair; and (iv) the separately stated charge for equipment available for lease or purchase by a provider of satellite television programming to the customer of such programming. Equipment sold to a provider of satellite television programming for subsequent lease or purchase by the customer of such programming shall be deemed a sale for resale. The Tax Commissioner is authorized to promulgate regulations requiring vendors of or sellers to such persons to collect the tax imposed by this chapter on the cost price of such tangible personal property to such persons and may refuse to issue certificates of registration to such persons. The terms "retail sale" and a "sale at retail" also specifically include the separately stated charge made for supplies used during automotive repairs whether or not there is transfer of title or possession of the supplies and whether or not the supplies are attached to the automobile. The purchase of such supplies by an automotive repairer for sale to the customer of such repair services shall be deemed a sale for resale.

The term "transient" does not include a purchaser of camping memberships, time-shares, condominiums, or other similar contracts or interests that permit the use of, or constitute an interest in, real estate, however created or sold and whether registered with the Commonwealth or not. Further, a purchaser of a right or license which entitles the purchaser to use the amenities and facilities of a specific real estate project on an ongoing basis throughout its term shall not be deemed a transient, provided, however, that the term or time period involved is for seven years or more.

The terms "retail sale" and "sale at retail" do not include a transfer of title to tangible personal property after its use as tools, tooling, machinery or equipment, including dies, molds, and patterns, if (i) at the time of purchase, the purchaser is obligated, under the terms of a written contract, to make the transfer and (ii) the transfer is made for the same or a greater consideration to the person for whom the purchaser manufactures goods.

"Retailer" means every person engaged in the business of making sales at retail, or for distribution, use, consumption, or storage to be used or consumed in the Commonwealth.

"Sale" means any transfer of title or possession, or both, exchange, barter, lease or rental, conditional or otherwise, in any manner or by any means whatsoever, of tangible personal property and any rendition of a taxable service for a consideration, and includes the fabrication of tangible personal property for consumers who furnish, either directly or indirectly, the materials used in fabrication, and the furnishing, preparing, or serving for a consideration of any tangible personal property consumed on the premises of the person furnishing, preparing, or serving such tangible personal property. A transaction whereby the possession of property is transferred but the seller retains title as security for the payment of the price shall be deemed a sale.

"Sales price" means the total amount for which tangible personal property or services are sold, including any services that are a part of the sale, valued in money, whether paid in money or otherwise, and includes any amount for which credit is given to the purchaser, consumer, or lessee by the dealer, without any deduction therefrom on account of the cost of the property sold, the cost of materials used, labor or service costs, losses or any other expenses whatsoever. "Sales price" does not include (i) any cash discount allowed and taken; (ii) finance charges, carrying charges, service charges or interest from credit extended on sales of tangible personal property under conditional sale contracts or other conditional contracts providing for deferred payments of the purchase price; (iii) separately stated local property taxes collected; (iv) that portion of the amount paid by the purchaser as a discretionary gratuity added to the price of a meal; or (v) that portion of the amount paid by the purchaser as a mandatory gratuity or service charge added by a restaurant to the price of a meal, but only to the extent that such mandatory gratuity or service charge does not exceed 20 percent of the price of the meal. Where used articles are taken in trade, or in a series of trades as a credit or part payment on the sale of new or used articles, the tax levied by this chapter shall be paid on the net difference between the sales price of the new or used articles and the credit for the used articles.

"Semiconductor cleanrooms" means the integrated systems, fixtures, piping, partitions, flooring, lighting, equipment, and all other property used to reduce contamination or to control airflow, temperature, humidity, vibration, or other environmental conditions required for the integrated process of semiconductor manufacturing.

"Semiconductor equipment" means (i) machinery or tools or repair parts or replacements thereof; (ii) the related accessories, components, pedestals, bases, or foundations used in connection with the operation of the equipment, without regard to the proximity to the equipment, the method of attachment, or whether the equipment or accessories are affixed to the realty; (iii) semiconductor wafers and other property or supplies used to install, test, calibrate or recalibrate, characterize, condition, measure, or maintain the equipment and settings thereof; and (iv) equipment and supplies used for quality control testing of product, materials, equipment, or processes; or the measurement of equipment performance or production parameters regardless of where or when the quality control, testing, or measuring activity takes place, how the activity affects the operation of equipment, or whether the equipment and supplies come into contact with the product.

"Storage" means any keeping or retention of tangible personal property for use, consumption or distribution in the Commonwealth, or for any purpose other than sale at retail in the regular course of business.

"Tangible personal property" means personal property that may be seen, weighed, measured, felt, or touched, or is in any other manner perceptible to the senses. "Tangible personal property" does not include stocks, bonds, notes, insurance or other obligations or securities. "Tangible personal property" includes (i) telephone calling cards upon their initial sale, which shall be exempt from all other state and local utility taxes, and (ii) manufactured signs.

"Use" means the exercise of any right or power over tangible personal property incident to the ownership thereof, except that it does not include the sale at retail of that property in the regular course of business. "Use" does not include the exercise of any right or power, including use, distribution, or storage, over any tangible personal property sold to a nonresident donor for delivery outside of the Commonwealth to a nonresident recipient pursuant to an order placed by the donor from outside the Commonwealth via mail or telephone. "Use" does not include any sale determined to be a gift transaction, subject to tax under § 58.1-604.6.

"Use tax" refers to the tax imposed upon the use, consumption, distribution, and storage as defined in this section.

"Used directly," when used in relation to manufacturing, processing, refining, or conversion, refers to those activities that are an integral part of the production of a product, including all steps of an integrated manufacturing or mining process, but not including ancillary activities such as general maintenance or administration. When used in relation to mining, "used directly" refers to the activities specified in this definition and, in addition, any reclamation activity of the land previously mined by the mining company required by state or federal law.

"Video programmer" means a person that provides video programming to end-user subscribers.

"Video programming" means video and/or information programming provided by or generally considered comparable to programming provided by a cable operator, including, but not limited to, Internet service.

§ 58.1-605. To what extent and under what conditions cities and counties may levy local sales taxes; collection thereof by Commonwealth and return of revenue to each city or county entitled thereto.

A. No county, city or town shall impose any local general sales or use tax or any local general retail sales or use tax except as authorized by this section or § 58.1-605.1.

B. The council of any city and the governing body of any county may levy a general retail sales tax at the rate of one percent to provide revenue for the general fund of such city or county. Such tax shall be added to the rate of the state sales tax imposed by §§ 58.1-603 and 58.1-604 and shall be subject to all the provisions of this chapter and the rules and regulations published with respect thereto. No discount under § 58.1-622 shall be allowed on a local sales tax.

C. 1. The council of any city and the governing body of any county desiring to impose a local sales tax under this section may do so by the adoption of an ordinance stating its purpose and referring to this section, and providing that such ordinance shall be effective on the first day of a month at least 60 days after its adoption. A certified copy of such ordinance shall be forwarded to the Tax Commissioner so that it will be received within five days after its adoption.

2. Prior to any change in the rate of any local sales and use tax, the Tax Commissioner shall provide remote sellers with at least 30 days' notice. Any change in the rate of any local sales and use tax shall only become effective on the first day of a calendar quarter. Failure to provide notice pursuant to this section shall require the Commonwealth and the locality to apply the preceding effective rate until 30 days after notification is provided.

D. Any local sales tax levied under this section shall be administered and collected by the Tax Commissioner in the same manner and subject to the same penalties as provided for the state sales tax.

E. All local sales tax moneys collected by the Tax Commissioner under this section shall be paid into the state treasury to the credit of a special fund which is hereby created on the Comptroller's books under the name "Collections of Local Sales Taxes." Such local sales tax moneys shall be credited to the account of each particular city or county levying a local sales tax under this section. The basis of such credit shall be the city or county in which the sales were made as shown by the records of the Department and certified by it monthly to the Comptroller, namely, the city or county of location of each place of business of every dealer paying the tax to the Commonwealth without regard to the city or county of possible use by the purchasers. If a dealer has any place of business located in more than one political subdivision by reason of the boundary line or lines passing through such place of business, the amount of sales tax paid by such a dealer with respect to such place of business shall be treated for the purposes of this section as follows: one-half shall be assignable to each political subdivision where two are involved, one-third where three are involved, and one-fourth where four are involved.

F. As soon as practicable after the local sales tax moneys have been paid into the state treasury in any month for the preceding month, the Comptroller shall draw his warrant on the Treasurer of Virginia in the proper amount in favor of each city or county entitled to the monthly return of its local sales tax moneys, and such payments shall be charged to the account of each such city or county under the special fund created by this section. If errors are made in any such payment, or adjustments are otherwise necessary, whether attributable to refunds to taxpayers, or to some other fact, the errors shall be corrected and adjustments made in the payments for the next two months as follows: one-half of the total adjustment shall be included in the payments for the next two months. In addition, the payment shall include a refund of amounts erroneously not paid to the city or county and not previously refunded during the three years preceding the discovery of the error. A correction and adjustment in payments described in this subsection due to the misallocation of funds by the dealer shall be made within three years of the date of the payment error.

G. Such payments to counties are subject to the qualification that in any county wherein is situated any incorporated town constituting a special school district and operated as a separate school district under a town school board of three members appointed by the town council, the county treasurer shall pay into the town treasury for general governmental purposes the proper proportionate amount received by him in the ratio that the school age population of such town bears to the school age population of the entire county. If the school age population of any town constituting a separate school district is increased by the annexation of territory since the last estimate of school age population provided by the Weldon Cooper Center for Public Service, such increase shall, for the purposes of this section, be added to the school age population of such town as shown by the last such estimate and a proper reduction made in the school age population of the county or counties from which the annexed territory was acquired.

H. One-half of such payments to counties are subject to the further qualification, other than as set out in subsection G, that in any county wherein is situated any incorporated town not constituting a separate special school district that has complied with its charter provisions providing for the election of its council and mayor for a period of at least four years immediately prior to the adoption of the sales tax ordinance, the county treasurer shall pay into the town treasury of each such town for general governmental purposes the proper proportionate amount received by him in the ratio that the school age population of each such town bears to the school age population of the entire county, based on the latest estimate provided by the Weldon Cooper Center for Public Service. The preceding requirement pertaining to the time interval between compliance with election provisions and adoption of the sales tax ordinance shall not apply to a tier-city. If the school age population of any such town not constituting a separate special school district is increased by the annexation of territory or otherwise since the last estimate of school age population provided by the Weldon Cooper Center for Public Service, such increase shall, for the purposes of this section, be added to the school age population of such town as shown by the last such estimate and a proper reduction made in the school age population of the county or counties from which the annexed territory was acquired.

I. Notwithstanding the provisions of subsection H, the board of supervisors of a county may, in its discretion, appropriate funds to any incorporated town not constituting a separate school district within such county that has not complied with the provisions of its charter relating to the elections of its council and mayor, an amount not to exceed the amount it would have received from the tax imposed by this chapter if such election had been held; however, *Halifax County and Charlotte County* may appropriate any amount to any such incorporated town.

J. It is further provided that if any incorporated town which would otherwise be eligible to receive funds from the county treasurer under subsection G or H be located in a county that does not levy a general retail sales tax under the provisions of this law, such town may levy a general retail sales tax at the rate of one percent to provide revenue for the general fund of the town, subject to all the provisions of this section generally applicable to cities and counties. Any tax levied under the authority of this subsection shall in no case continue to be levied on or after the effective date of a county ordinance imposing a general retail sales tax in the county within which such town is located.

§ **58.1-605.1**. Additional local sales tax in certain localities; use of revenues for construction or renovation of schools.

A. 1. In addition to the sales tax authorized under § **58.1-605**, ~~Halifax County~~ *a qualifying locality* may levy a general retail sales tax at a rate not to exceed one percent as determined by its governing body to provide revenue solely for capital projects for the construction or renovation of schools in ~~Halifax County~~ *each such locality*. Such tax shall be added to the rates of the state and local sales tax imposed by this chapter and shall be subject to all the provisions of this chapter and the rules and regulations published with respect thereto. No discount under § **58.1-622** shall be allowed on this local sales tax.

2. Any tax imposed pursuant to this section shall expire (i) if the capital projects for the construction or renovation of schools are to be financed by bonds or loans, on the date by which such bonds or loans shall be repaid or (ii) if the capital projects for the construction or renovation of schools are not to be financed by bonds or loans, on a date chosen by the governing body and specified in any resolution passed pursuant to the provisions of subdivision B 1. Such expiration date shall not be more than 20 years after the date of the resolution passed pursuant to the provisions of subdivision B 1.

B. 1. This tax may be levied only if the tax is approved in a referendum within ~~Halifax County~~ *the qualifying locality* held in accordance with § 24.2-684 and initiated by a resolution of the local governing body. Such resolution shall state (i) if the capital projects for the construction or renovation of schools are to be financed by bonds or loans, the date by which such bonds or loans shall be repaid or (ii) if the capital projects for the construction or renovation of schools are not to be financed by bonds or loans, a specified date on which the sales tax shall expire.

2. The clerk of the circuit court shall publish notice of the referendum in a newspaper of general circulation in ~~Halifax County~~ *the qualifying locality* once a week for three consecutive weeks prior to the election. The question on the ballot for the referendum shall include language stating (i) that the revenues from the sales tax shall be used solely for capital projects for the construction or renovation of schools and (ii) the date on which the sales tax shall expire.

C. The governing body of ~~Halifax County~~ *the qualifying locality*, if it elects to impose a local sales tax under this section after approval at a referendum as provided in subsection B shall do so by the adoption of an ordinance stating its purpose and referring to this section and providing that such ordinance shall be effective on the first day of a month at least 120 days after its adoption. Such ordinance shall state the date on which the sales tax shall expire. A certified copy of such ordinance shall be forwarded to the Tax Commissioner so that it will be received within five days after its adoption.

D. Any local sales tax levied under this section shall be administered and collected by the Tax Commissioner in the same manner and subject to the same exemptions and penalties as provided for the state sales tax; however, the local sales tax levied under this section shall not be levied on food purchased for human consumption, as defined in § 58.1-611.1.

E. All local sales tax moneys collected by the Tax Commissioner under this section shall be paid into the state treasury to the credit of a special fund that is hereby created on the Comptroller's books *for each qualifying locality* under the name "Collections of Additional Local Sales Taxes in ~~Halifax County~~ \_\_\_\_\_ (*INSERT NAME OF THE QUALIFYING LOCALITY*)."~~The~~ Each fund shall be administered as provided in § 58.1-605. *A separate fund shall be created for each qualifying locality. Only local sales tax moneys collected in that qualifying locality shall be deposited in that locality's fund.*

F. As soon as practicable after the local sales tax moneys have been paid into the state treasury in any month for the preceding month, the Comptroller shall draw his warrant on the State Treasurer in the proper amount in favor of ~~Halifax County~~ *each qualifying locality*, and such payments shall be charged to the account of ~~Halifax County~~ *the qualifying locality* under ~~the~~ its special fund created by this section. If errors are made in any such payment, or adjustments are otherwise necessary, whether attributable to refunds to taxpayers or to some other fact, the errors shall be corrected and adjustments made in the payments for the next two months as follows: one-half of the total adjustment shall be included in the payment for each of the next two months. In addition, the payment shall include a refund of amounts erroneously not paid to ~~Halifax County~~ *each qualifying locality* and not previously refunded during the three years preceding the discovery of the error. A correction and adjustment in payments described in this subsection due to the misallocation of funds by the dealer shall be made within three years of the date of the payment error.

G. The revenues from this tax shall be used solely for capital projects for new construction or major renovation of schools in ~~Halifax County~~ *the qualifying locality*, including bond and loan financing costs related to such construction or renovation.

§ 58.1-606.1. Additional local use tax in certain localities; use of revenues for construction or renovation of schools.

A. 1. The governing body of ~~Halifax County~~ *a qualifying locality* may levy a use tax at the rate of such sales tax under § 58.1-605.1 to provide revenue for capital projects for the construction or renovation of schools in ~~Halifax County~~ *such locality*. Such tax shall be added to the rates of the state and local use tax imposed by this chapter and shall be subject to all the provisions of this chapter, and all amendments thereof, and the rules and regulations published with respect thereto, except that no discount under § 58.1-622 shall be allowed on a local use tax.

2. Any tax imposed pursuant to this section shall expire (i) if the capital projects for the construction or renovation of schools are to be financed by bonds or loans, on the date by which such bonds or loans shall be repaid or (ii) if the capital projects for the construction or renovation of schools are not to be financed by bonds or loans, on a date chosen by the governing body and specified in any resolution passed pursuant to the provisions of subsection B. Such expiration date shall not be more than 20 years after the date of the resolution passed pursuant to the provisions of subsection B.

B. The governing body of ~~Halifax County~~ *the qualifying locality*, if it elects to impose a local use tax under this section may do so only if it has previously imposed the local sales tax authorized by § 58.1-605.1, by the adoption of an ordinance stating its purpose and referring to this section and providing that the local use tax shall become effective on the first day of a month at least 120 days after its adoption. Such ordinance shall state the date on which the use tax shall expire. A certified copy of such ordinance shall be forwarded to the Tax Commissioner so that it will be received within five days after its adoption.

C. Any local use tax levied under this section shall be administered and collected by the Tax Commissioner in the same manner and subject to the same exemptions and penalties as provided for the state use tax; however, the local sales tax levied under this section shall not be levied on food purchased for human consumption, as defined in § 58.1-611.1.

D. The local use tax authorized by this section shall not apply to transactions to which the sales tax applies, the situs of which for state and local sales tax purposes is the locality of location of each place of business of every dealer paying the tax to the Commonwealth without regard to the locality of possible use by the purchasers. However, the local use tax authorized by this section shall apply to tangible personal property purchased outside the Commonwealth for use or consumption within the locality imposing the local use tax, or stored within the locality for use or consumption, where the property would have been subject to the sales tax if it had been purchased within the Commonwealth. The local use tax shall also apply to leases or rentals of tangible personal property where the place of business of the lessor is outside the Commonwealth and such leases or rentals are subject to the state tax. Moreover, the local use tax shall apply in all cases in which the state use tax applies.

E. Out-of-state dealers who hold certificates of registration to collect the use tax from their customers for remittance to the Commonwealth shall, to the extent reasonably practicable, in filing their monthly use tax returns with the Tax Commissioner, break down their shipments into the Commonwealth by counties and cities so as to show the county or city of destination. If, however, the out-of-state dealer is unable accurately to assign any shipment to a particular county or city, the local use tax on the tangible personal property involved shall be remitted to the Commonwealth by such dealer without attempting to assign the shipment to any county or city.

F. Local use tax revenue shall be deposited in the special fund established pursuant to subsection E of § 58.1-605.1. The Comptroller shall distribute the revenue to ~~Halifax County~~ *the qualifying locality*.

G. All revenue from this local use tax revenue shall be used solely for capital projects for new construction or major renovation of schools in ~~Halifax County~~ *the qualifying locality*, including bond and loan financing costs related to such construction or renovation.





## 2020 November General

### Official Results

Absentee ballots may be accepted until noon on November 6th. Therefore, results are incomplete. Results will be certified on November 16th.

[Virginia Department of Elections](#) > [Election Results](#) > 2020 November General > [CHARLOTTE COUNTY](#) > Sales Tax (CHARLOTTE COUNTY)

### Sales Tax (CHARLOTTE COUNTY)

Should Charlotte County, Virginia, be authorized to levy an additional local general retail sales tax at a rate not to exceed one percent (1%), provided the revenues from the sales tax shall be used solely for capital projects for the construction or renovation of schools in the County, including bond and loan financing costs related to such construction or renovation? If this additional sales tax is levied, it shall expire on August 1, 2050. YES NO

| Response | Votes | Percent |
|----------|-------|---------|
| Yes      | 3,163 | 52.23%  |
| No       | 2,893 | 47.77%  |

### # AB - Central Absentee Precinct

| Response | Votes | Percent |
|----------|-------|---------|
| Yes      | 1,543 | 53.86%  |
| No       | 1,322 | 46.14%  |

Last Modified on 11/06/2020 03:44 PM

## Provisional

| Response | Votes | Percent |
|----------|-------|---------|
| Yes      | 1     | 50.00%  |
| No       | 1     | 50.00%  |

Last Modified on 11/05/2020 04:20 PM

## 101 - COUNTY SEAT

| Response | Votes | Percent |
|----------|-------|---------|
| Yes      | 175   | 44.08%  |
| No       | 222   | 55.92%  |

Last Modified on 11/03/2020 08:47 PM

## 201 - RED OAK WYLLIESBURG

| Response | Votes | Percent |
|----------|-------|---------|
| Yes      | 298   | 53.12%  |
| No       | 263   | 46.88%  |

Last Modified on 11/03/2020 08:47 PM

## 302 - DRAKES BRANCH

| Response | Votes | Percent |
|----------|-------|---------|
| Yes      | 204   | 48.00%  |
| No       | 221   | 52.00%  |

Last Modified on 11/03/2020 08:47 PM

## 401 - KEYSVILLE

| Response | Votes | Percent |
|----------|-------|---------|
| Yes      | 282   | 51.74%  |
| No       | 263   | 48.26%  |

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## 501 - CULLEN/RED HOUSE

| Response | Votes | Percent |
|----------|-------|---------|
| Yes      | 217   | 53.32%  |
| No       | 190   | 46.68%  |

Last Modified on 11/03/2020 08:47 PM

## 602 - PHENIX

| Response | Votes | Percent |
|----------|-------|---------|
| Yes      | 275   | 51.69%  |
| No       | 257   | 48.31%  |

Last Modified on 11/06/2020 04:18 PM

## 702 - BACON/SAXE

| Response | Votes | Percent |
|----------|-------|---------|
| Yes      | 168   | 52.17%  |
| No       | 154   | 47.83%  |

Last Modified on 11/03/2020 08:47 PM

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### Legend



Showing a summary of results.



Showing partial race results. Click for full race results.



This office has multiple contested seats.



This locality has a local contest.



This locality does not have a local contest.

**DEPARTMENT OF TAXATION  
2020 Fiscal Impact Statement**

1. **Patron** James E. Edmunds, II

2. **Bill Number** HB 1631

3. **Committee** Passed House and Senate

**House of Origin:**  
 **Introduced**  
 **Substitute**  
 **Engrossed**

4. **Title** Retail Sales and Use Tax: Charlotte County;  
Additional Sales and Use Tax

**Second House:**  
 **In Committee**  
 **Substitute**  
 **Enrolled**

**5. Summary/Purpose:**

This bill would authorize Charlotte County to impose, by ordinance, an additional local sales and use tax at a rate of up to one percent as determined by its local governing body. The additional tax would not be levied on food purchased for human consumption that is taxed at a reduced rate. Revenue from the tax would be required to be used solely for capital projects for the construction or improvement of schools.

Under current law, only Halifax County is authorized to impose an additional one percent sales tax for capital projects for the construction or improvement of schools.

The additional tax would be required to first be approved by voters at a referendum and initiated by a resolution of the local governing body.

Any local sales tax levied under this legislation would be administered and collected by the Tax Commissioner in the same manner and subject to the same exemptions and penalties as the state sales tax.

This bill would become effective July 1, 2020.

6. **Budget amendment necessary:** No

7. **Fiscal Impact Estimates are:** Not available. (See Line 8.)

**8. Fiscal implications:**

Administrative Costs

The Department of Taxation ("the Department") considers implementation of this bill as routine and does not require additional funding.

## Revenue Impact

This bill would have no impact on state revenues. To the extent that Charlotte County authorizes an additional sales and use tax, there would be an unknown positive impact to local revenues.

### **9. Specific agency or political subdivisions affected:**

Department of Taxation  
Charlotte County

### **10. Technical amendment necessary: No**

### **11. Other comments:**

#### Background

Under current law, counties and cities may levy a general retail sales and use tax at the rate of one percent to provide revenue for the general fund of such city or county. The tax is added to the rate of the state sales and use tax and is administered and collected by the Tax Commissioner in the same manner and subject to the same penalties as the state tax. The revenue from the local portion of the sales tax is distributed by the Department to each locality monthly.

Legislation passed during the 2018 session of the General Assembly imposed an additional one percent sales and use tax in the "Historic Triangle," defined as the City of Williamsburg and the Counties of James City and York. Fifty percent of the revenues generated by the tax are transferred to the newly created Tourism Council of the Greater Williamsburg Chamber and Tourism Alliance to market, promote, and advertise the Historic Triangle as a tourism destination. The other fifty percent is distributed to the localities in which the revenues were collected.

Legislation passed during the 2019 session of the General Assembly authorized Halifax County to impose, by ordinance, an additional local sales and use tax at a rate of up to one percent as determined by its local governing body. This tax would be in addition to the one percent general local sales and use tax authorized under current law. The additional tax would be required to first be approved by voters at a referendum and initiated by a resolution of the local governing body. Further, the tax would expire on the date by which bonds or loans are repaid if the capital projects for the construction or renovation of schools are to be financed by bonds or loans; or if the capital projects for the construction or renovation of schools are not financed by bonds or loans, on a date chosen by the governing body and specified in any resolution that imposes the additional tax. The expiration date would not be permitted to be more than 20 years after the date of the resolution. Halifax County has adopted this additional local sales and use tax at the rate of one percent, effective July 1, 2020.

## Proposal

This bill would authorize Charlotte County to impose, by ordinance, an additional local sales and use tax at a rate of up to one percent as determined by its local governing body. This tax would be in addition to the one percent general local sales and use tax authorized under current law. The additional tax would not be levied on food purchased for human consumption that is taxed at a reduced rate. However, the additional one percent tax would apply to essential personal hygiene items that are generally subject to the same reduced rate that applies to food for human consumption. Revenue from the tax must be used solely for capital projects for the construction or improvement of schools.

The additional tax would be required to first be approved by voters at a referendum and initiated by a resolution of the local governing body. Further, the tax would expire on the date by which bonds or loans are repaid if the capital projects for the construction or renovation of schools are to be financed by bonds or loans; or if the capital projects for the construction or renovation of schools are not financed by bonds or loans, on a date chosen by the governing body and specified in any resolution that imposes the additional tax.

The expiration date would not be permitted to be more than 20 years after the date of the resolution. Any local sales tax levied under this legislation would be administered and collected by the Tax Commissioner in the same manner and subject to the same exemptions and penalties as the state sales tax.

This bill would become effective July 1, 2020.

## Similar Legislation

**Senate Bill 224** would authorize Gloucester County to impose an additional local sales and use tax at a rate not to exceed one percent, as determined by the governing body to be used solely for capital projects for new construction or major renovation of schools.

**Senate Bill 1028** would authorize Northampton County to impose an additional local sales and use tax at a rate not to exceed one percent, as determined by the governing body to be used solely for capital projects for new construction or major renovation of schools.

**House Bill 200** and **Senate Bill 943** would authorize Mecklenburg County to impose an additional local sales and use tax at a rate not to exceed one percent, as determined by the governing body to be used solely for capital projects for new construction or major renovation of schools.

**House Bill 486** would authorize Henry County, Northampton County, Patrick County, Pittsylvania County, and the City of Danville to impose an additional local sales and use tax at a rate not to exceed one percent, as determined by the governing body to be used solely for capital projects for new construction or major renovation of schools in the locality enacting the tax.

cc: Secretary of Finance  
Date: 3/6/2020 SK  
HB1631FER161



# TAX BULLETIN 21-6

## *Virginia Department of Taxation*

April 22, 2021

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### **ADDITIONAL SALES AND USE TAX IN CHARLOTTE, GLOUCESTER, NORTHAMPTON, AND PATRICK COUNTIES**

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Effective July 1, 2021, a new one percent additional retail sales and use tax will be levied in the Counties of Charlotte, Gloucester, Northampton, and Patrick (the “additional local tax”). The sales and use tax levied in these counties will total 6.3 percent, comprised of the 4.3 percent state tax, the 1.0 percent local option tax, and the 1.0 percent additional local tax.

#### **Background**

The retail sales and use tax is imposed at a total combined rate of 5.3 percent statewide. The tax consists of the 4.3 percent state tax and the 1.0 percent local option tax.

In the Northern Virginia, Hampton Roads, and Central Virginia regions, a 0.7 percent regional state tax is also imposed to fund transportation, resulting in a combined rate of 6.0 percent in these regions. See Tax Bulletin 20-8 and Public Document 13-103 for more information.

An additional one percent sales and use tax is levied in the City of Williamsburg and the Counties of James City and York (the “Historic Triangle”). The rate of the tax in these three localities totals 7.0 percent, comprised of the 4.3 percent state tax, the 0.7 percent Hampton Roads regional tax, the 1.0 percent local option tax, and the 1.0 percent Historic Triangle additional tax. See Tax Bulletin 18-3 for more information.

An additional one percent sales and use tax was imposed in Halifax County effective July 1, 2020 and in Henry County effective April 1, 2021, bringing the total sales and use tax rate in the Counties of Halifax and Henry to 6.3 percent. See Tax Bulletins 20-6 and 21-2 for more information.

#### **New Additional Local Option Tax**

Chapters 327, 705, 708, and 865 of the 2020 *Acts of Assembly* granted the Counties of Charlotte, Gloucester, Northampton, and Patrick the authority to levy an additional sales



**Tax Bulletin 21-6: Additional Sales and Use Tax  
April 22, 2021**

and use tax of up to one percent. Each locality held a successful referendum and subsequently adopted an ordinance to levy an additional one percent tax beginning July 1, 2021. The sales and use tax levied in the Counties of Charlotte, Gloucester, Northampton, and Patrick will total 6.3 percent, comprised of the 4.3 percent state tax, the 1.0 percent local option tax, and the 1.0 percent additional local tax.

Sales made on or after July 1, 2021 will be subject to the new tax rate. Items delivered to a purchaser and paid for on or after July 1, 2021 will be taxed at the 6.3 percent rate, regardless of when the property was ordered. The increased rate will not apply to property delivered prior to July 1, 2021, but paid for on or after July 1, 2021. Also, the increased rate will not apply when a taxable sale or lease payment is paid for in full prior to July 1, 2021, even though delivery may occur on or after July 1, 2021, or the paid-in-full lease payment covers a lease period beginning on or after July 1, 2021.

When goods are purchased from a business that does not collect the sales tax or goods are purchased tax-free while outside Virginia and brought into Virginia, the goods are generally subject to the consumer use tax, including the additional local tax.

**Food Purchased for Home Consumption**

The rate of tax on food purchased for home consumption is unaffected by the law change and will remain at the current 2.5 percent (1.5 percent state and 1 percent local) rate statewide.

**Essential Personal Hygiene Products**

Effective January 1, 2020, the retail sales and use tax rate on qualifying essential personal hygiene products was reduced to 2.5% statewide. "Essential personal hygiene products" means "nondurable incontinence products such as diapers, disposable undergarments, pads, and bed sheets; and menstrual cups and pads, panty liners, sanitary napkins, tampons, and other products used to absorb or contain menstrual flow." Please see Tax Bulletin 19-8 for more information. The additional local tax in the Counties of Charlotte, Gloucester, Northampton, and Patrick will not apply to essential personal hygiene products.

**Sourcing Rules**

The additional local tax in the Counties of Charlotte, Gloucester, Northampton, and Patrick is sourced in the same manner as the local option sales and use tax, the Northern Virginia and Hampton Roads regional taxes, the Historic Triangle additional tax, and the additional local tax in the Counties of Halifax and Henry.

For intrastate sales, the local option sales tax is generally sourced to the city or county of the place of business of the dealer collecting the tax. In-state dealers should collect the additional local tax on sales made in places of business located within the Counties of

**Tax Bulletin 21-6: Additional Sales and Use Tax**  
**April 22, 2021**

Charlotte, Gloucester, Northampton, or Patrick, even if the goods are delivered outside of one of those counties. Likewise, in-state dealers not located within the Counties of Charlotte, Gloucester, Northampton, or Patrick should not collect the additional tax, even if the goods are delivered into one of those counties.

1. When tangible personal property is purchased at the place of business of the seller, the sale is sourced to that place of business, even if the goods are ultimately delivered to the purchaser at another location.

**Example 1:**

Dealer A makes a sale to a customer on July 1, 2021 at his place of business within Charlotte County. The sale is sourced to Charlotte County. Dealer A should collect 6.3 percent (4.3 percent state, 1.0 percent local, and 1.0 percent additional local tax) sales tax on the purchase.

**Example 2:**

Dealer B makes a sale to a customer on July 1, 2021 at his place of business within Gloucester County. Dealer B has the goods shipped to the customer's home in the City of Roanoke. The sale is sourced to Gloucester County. Dealer B should collect 6.3 percent (4.3 percent state, 1.0 percent local, and 1.0 percent additional local tax) sales tax on the purchase.

2. When tangible personal property is purchased remotely (by telephone, Internet, or mail order) from an in-state dealer with a place of business in Virginia, the sale is sourced to the location in which the order was first taken, even if the goods are ultimately delivered to the customer at another location.

**Example 3:**

Customer C orders merchandise from Dealer D on August 1, 2021 by placing a call to Dealer D's store, located in Northampton County. The goods will be shipped to Customer C's home in the City of Charlottesville. The sale is sourced to Northampton County. Dealer D should collect 6.3 percent (4.3 percent state, 1.0 percent local, and 1.0 percent additional local tax) sales tax on the purchase.

**Example 4:**

Customer E orders merchandise from Dealer F on August 1, 2021 by placing a call to Dealer F's store, located in Rockingham County. The goods will be shipped to Customer E's residence in Patrick County. The sale is sourced to Rockingham County. Dealer F should collect 5.3 percent (4.3 percent state and 1.0 percent local) sales tax on the purchase.

**Tax Bulletin 21-6: Additional Sales and Use Tax**  
**April 22, 2021**

3. Pursuant to 2019 *Acts of Assembly*, Chapters 815 and 816, remote sellers and marketplace facilitators that conduct or facilitate sales of greater than \$100,000 or numbering at least 200 transactions annually to Virginia customers are required to register to collect the sales and use tax, including the additional local tax in the Counties of Charlotte, Gloucester, Northampton, and Patrick. Remote sellers and marketplace facilitators should consult the Department of Taxation's online lookup tool to determine the correct local tax rate. See [Guidelines for Remote Sellers and Marketplace Facilitators](#) or the Department of Taxation's [Economic Nexus Page](#) for additional information.

When tangible personal property is purchased remotely from an out-of-state dealer or marketplace facilitator that is registered to collect Virginia sales tax and it is not received by the purchaser at the dealer's business location, the sale is sourced to the city or county of destination. (See 23 Virginia Administrative Code § 10-210-2070). Similarly, remote sellers and marketplace facilitators accepting and processing orders to Virginia customers through a website or electronic application may also use destination sourcing if unable to associate the order with a physical place of business in Virginia. See [Guidelines for Remote Sellers and Marketplace Facilitators](#) for additional information.

**Example 5:**

Customer G orders merchandise from remote seller Dealer H's website on August 1, 2021, which has a place of business and warehouse in North Carolina. Dealer H has economic nexus with Virginia as a result of conducting greater than \$100,000 of sales to Virginia customers last year and is therefore required to register to collect the Virginia sales tax. The invoice indicates that the merchandise will be shipped to Customer G's residence in Charlotte County. Because Dealer H's place of business and warehouse are located outside of Virginia, the sale is sourced to the location where the merchandise is delivered, Charlotte County. Dealer H should collect 6.3 percent (4.3 percent state, 1.0 percent local, and 1.0 percent additional local tax) sales tax on the purchase.

The result would have been the same if Dealer H had a fulfillment center or warehouse in Virginia but accepted and processed the order through its website and was unable to associate the order with a physical place of business in Virginia.

4. When tangible personal property is leased from an in-state lessor, the sale is sourced to the lessor's place of business.

**Example 6:**

Customer I enters into a rental agreement with a lessor with a place of business in Patrick County. The equipment will be used for a highway construction project in Fairfax County. The sale is sourced to the lessor's place of business in Patrick County.

**Tax Bulletin 21-6: Additional Sales and Use Tax  
April 22, 2021**

The lessor should collect the tax at the rate of 6.3 percent (4.3 percent state, 1.0 percent local, and 1.0 percent additional local tax).

**Transient Accommodations**

The additional local tax in the Counties of Charlotte, Gloucester, Northampton, and Patrick applies to rentals of accommodations to transients on and after July 1, 2021. Accommodations i) furnished to transients on or after July 1, 2021, and ii) paid for on or after July 1, 2021, are taxed at the 6.3 percent rate in the Counties of Charlotte, Gloucester, Northampton, and Patrick, regardless of when the rental was reserved. The increased tax rate will not apply to accommodations furnished to transients prior to July 1, 2021, but paid for on or after July 1, 2021; nor will it apply when the accommodations are paid for in full prior to July 1, 2021, even if the accommodations are not furnished to the transient until on or after July 1, 2021.

**Example 7:**

Customer J reserves a stay in a summer rental house in Gloucester County for the first week in October 2021. Customer J makes the reservation and pays for the accommodation in full on June 15, 2021. Even though the accommodation will not be furnished to Customer J until after July 1, 2021, as the accommodation is paid in full prior to July 1, 2021, the accommodation is subject to sales tax at the rate of 5.3 percent (4.3 percent state and 1.0 percent local). The accommodation would not be subject to the additional local tax.

**Example 8:**

Customer K reserves a stay in a bed and breakfast inn in Gloucester County for the first week in August 2021. Customer K makes the reservation and pays a deposit on June 15, 2021. Customer K pays the remaining amount at the end of the stay in August. As the accommodation was furnished to Customer K after July 1, 2021, and paid in full after July 1, 2021, the accommodation is subject to sales tax at the increased rate of 6.3 percent (4.3 percent state, 1.0 percent local, and 1.0 percent additional local tax).

**Filing of Returns**

The July 1 additional local tax will be reported on dealers' retail sales and use tax returns and on business' consumer's use tax returns. Returns for January through June of 2021 are not affected by the legislation. Monthly and quarterly filers should use the new returns for periods beginning with the month of July 2021.

**Tax Bulletin 21-6: Additional Sales and Use Tax**  
**April 22, 2021**

**Additional Information**

This Tax Bulletin and the Department's Public Documents are available on-line in the [Laws, Rules & Decisions](#) section of [www.tax.virginia.gov](http://www.tax.virginia.gov). If you have any questions regarding this Tax Bulletin, please contact the Department at (804) 367-8037.

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 23a - ii  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley  
**Agenda Item:** Finance and Human Resources – Position Descriptions and Compensation

**SUMMARY:**

We have recently completed interviewing candidates for the position of Finance Director. As part of the process, we interviewed several internal candidates. At this point in time, it is the unanimous decision of the interview committee to offer the position of Finance Director to HR Office Associate Cheryl Stimpson. Cheryl's background/educational background and experience, and her performance over the past year had her stand out over the other candidates.

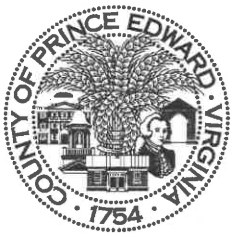
As part of the organization of the Department, we are proposing to merge the HR/CSA functions including HR, CSA, payroll, risk management, landfill billing management, meeting IT, and the insurance/benefits functions under the direction of the Finance Director. As such, we have proposed modifications to the Finance Director position description to incorporate those duties.

In addition, we are proposing to create a position of Finance Manager and appoint Accounts Payable Clerk Crystal Baker to that position. The position would be established at a Grade 17. The expectation is that Crystal will have the opportunity to grow into the position and seek outside educational opportunities with the understanding that the position could be upgraded at a later date.

Once these changes are made we would immediately work to backfill the Accounts Payable position with added support responsibilities for human resources. The Human Resources Office Associate would not be backfilled but we would anticipate some duties to be taken over by the Accounts Payable position, office receptionist, and/or combined into one of the other positions.

| Department               | Position          | Grade | Min          | Mid          | Max           | Current      |
|--------------------------|-------------------|-------|--------------|--------------|---------------|--------------|
| Piedmont Court Services  | Director          | 22    | \$ 60,940.54 | \$ 76,535.83 | \$ 97,972.33  | \$ 74,970.00 |
| Economic Development     | Director          | 21    | \$ 58,038.61 | \$ 72,891.26 | \$ 93,306.98  | \$ 63,068.00 |
| Human Resources          | Office Associate  | 9     | \$ 32,318.07 | \$ 40,588.58 | \$ 51,956.82  | \$ 43,152.00 |
| Finance Manager/Proposed | Manager           | 17    | \$50,135.94  | \$62,966.21  | \$80,602.08   | N/A          |
| Finance Director         | Director          | 23    | \$ 63,987.57 | \$ 80,362.62 | \$ 102,870.94 | N/A          |
| Planning and Zoning      | Director          | 23    | \$ 63,987.57 | \$ 80,362.62 | \$ 102,870.94 | \$ 74,250.00 |
| Building Department      | Building Official | 19    | \$ 35,630.67 | \$ 44,748.91 | \$ 57,282.39  | \$ 53,595.00 |
| Landfill Operations      | General Manager   | 20    | \$ 55,274.87 | \$ 69,420.25 | \$ 88,863.79  | \$ 86,100.00 |
| Building and Grounds     | Supervisor        | 20    | \$ 55,274.87 | \$ 69,420.25 | \$ 88,863.79  | \$ 65,992.50 |

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



**Board of Supervisors  
Agenda Summary**

**ATTACHMENTS:**

Position Descriptions

**RECOMMENDATIONS:**

That the Board of Supervisors approve the request to merge the HR/CSA and Finance Director functions into a new Department of Finance and Human Services, to create a Finance Manager position and job description at a Grade 17 effective September 1, 2021, and adopt a revised job description for the Office Associate position.

**SAMPLE MOTION:**

I move that the Board of Supervisors approve the request to merge the HR/CSA and Finance Director functions into a new Department of Finance and Human Services, to create a Finance Manager position and job description at a Grade 17 effective September 1, 2021, and to revise the Office Associate – HR/Accounts Payable job description.

OR

I move that the Board table the request for further discussion.

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

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

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

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



## DIRECTOR OF FINANCE

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs difficult professional and administrative work in planning, organizing and directing the financial activities of the County; does related work as required. Work is performed under general supervision of the County Administrator. Supervision is exercised over all department personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, directing and participating in the accounting, payroll and financial recordkeeping programs of the County; overseeing accounts payable and purchasing functions and the preparation and maintenance of financial records and systems.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans and directs the functions of the finance and human resources office; establishes and maintains the financial and accounting systems for the County; oversees payroll and accounts payable functions; reviews monthly payroll computations and accounts payable.
- Provides oversight to ensure completion and accuracy of details such as employee contact information, job classification, pay rates, organizational structure, and other key employee details; develops HR/Payroll reports as requested.
- Maintains all accounting procedures and financial reporting systems for the County.
- Coordinates external audit process; acts as primary contact for auditors; prepares various schedules by auditors; oversees the preparation of financial statements and related reports; reconciles general ledger expenditures and cash with records of County Treasurer for funds; ensures accuracy of accounting data, makes journal entries.
- Performs financial analysis and assists with the development and implementation of financial matters; compiles information for annual budget process; prepares revenue forecasts for annual budget.
- Prepares annual budget advertisement, annual budget report, and budget resolution; attends all work sessions regarding budget; prepares departmental budget reports; prepares and processes budget appropriation and transfer requests.
- Maintains County fixed assets inventories and procedures related to additions, deletions and transfer of assets; prepares annual fixed asset schedules.
- Provides guidance on routine financial matters to department heads and other county staff, including training on the County's accounting software.
- Manages the County's credit card program.
- Complies, submits, and responsible for budget preparation requests, operating budget requests and monthly allocations.
- Hires, trains, develops and appraises staff effectively. Takes corrective action as necessary on a timely basis and in accordance with County policy.
- Reviews and submits supplemental appropriations requests and budget amendments where needed.
- Coordinates maintenance of County debt service with Treasurer and the School Board.
- Serves as the financial liaison with the school administration and outside agencies.
- Responsible for maintaining and updating employee accruals and payouts according to County policy.
- Coordinates and prepares agenda items related to County finance; provides information for annual Cost Allocation Plan.
- Oversees system administration for AS/400 ensuring system performance, system upgrades, nightly data and other regularly scheduled system backups; resolves user problems; implements and maintains security.
- Designs, creates, and maintains queries extracting information from AS/400 databases to perform financial analyses and to provide information as requested both for the Finance Office and other County departments.
- Oversees County purchasing function; prepares proposal specifications as needed; receives bids, prepares analysis, prepares information for Board as directed by County Administrator; monitors federal and state grant awards; prepares acceptance papers; prepares and submits on-line grant financial reports.
- Provides oversight through support pertaining to payroll and benefits administration per State and Federal regulations; backup for processing monthly payroll and monthly, quarterly and year-end tax processing for employees.
- Directs and manages the Children's Services Act program.
- Provides guidelines and oversight of purchasing and procurement activities according to State Code and County regulations.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of general laws and administrative policies governing financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; thorough knowledge of the principles and practices of a local government purchasing system; thorough knowledge of the practices, methods and laws relating to local government bond financing; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to develop long-range financial plans; ability to establish and maintain effective working relationships with County officials, associates and the general public.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting, business administration or related field and extensive experience in public finance administration. Supervisory experience preferred.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

Certified Public Accountant or ability to obtain certification preferred. Completion of Virginia Government Finance Officers' Association (VGFOA) Certificate Program within two years.

## FINANCE MANAGER

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Non-Exempt*

The Finance Manager position is responsible for maximizing the return on financial assets by collaborating with the Director of Finance to establish financial policies, procedures, controls and reporting systems. This position ensures legal and regulatory compliance for all accounting and financial reporting functions. The Finance Manager will assist the Director of Finance with supervision over general accounting, accounts payable, accounts receivable, and payroll/benefits.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Position reports to the Director of Finance. Position oversees the Procurement function. Serves as the Coordinator for the Children Services Act (CSA) program.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position).

- Assists with the preparation and review of the Comprehensive Annual Financial Report
- Assists with the development and preparation of the annual budget.
- Prepares year-end budget adjusting journal entries.
- Protects assets by establishing, monitoring and enforcing internal controls.
- Oversees the Procurement Process.
- Keeps up-to-date on information and technology affecting functional area(s) to increase innovation and ensure compliance.
- Establish and maintain systems and controls that verify the integrity of all systems, processes and data, and enhance the county's value.
- Oversees the activities of the department, ensuring the accurate and timely processing of accounts payable, procurement activities, payroll processing and total government payroll tax compliance.
- Oversees the activities of accounts receivable to ensure the accurate and timely management of all accounts receivable aging components including billings, cash receipts application, etc.
- Acts as the Coordinator for the Children Services Act (CSA) program to include FAPT/CPMT meetings, working with team members to ensure compliance with applicable manuals, and working with vendors as needed.
- Assists departments with pre-employment selection process, to include posting jobs, and hiring of new employees.
- Processes employee monthly payroll; processes monthly, quarterly and year-end tax processing for employees.
- Renews, maintains and processes various legal documents.
- Performs other related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

The incumbent must possess knowledge of general laws and administrative policies governing financial practices and procedures; general knowledge of the principles and practices of accounting and budgeting in government; thorough knowledge of the County's government purchasing system. The incumbent must also possess excellent oral and written communication skills; strong analytical skills including the ability to organize, summarize and display complex information effectively in tabular, graphic or narrative form; excellent computer skills with proficiency in use of spreadsheets, word processing, presentations, and Windows; ability to work effectively with all units and levels of the organization; ability to function well with internal and external customers; overall knowledge and understanding of various budget/accounting systems; ability to use office software and email.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree from an accredited college or university with major course work in business, accounting, finance or related field or equivalent combination of education and experience.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, crouching, reaching, standing, walking, pulling, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

Knowledge of Financial Management systems required. Notary or ability to become a Notary within 3 months.

## OFFICE ASSOCIATE – HR/ACCOUNTS PAYABLE

### **GENERAL DEFINITION OF WORK:**

*FLSA: Non-Exempt*

Performs intermediate skilled accounting, clerical and responsible technical work involving a variety of administrative support and accounting functions in an office environment; does related work as required. Responsible for recording financial transactions to include accounts payable and accounts receivables. Responsible for ensuring administrative and clerical support involving financial matters are completed – 1099s, W-9s and W-2s, reimbursement requests, and billings. Attention to detail and ability to meet deadlines is critical. Position reports to the Director of Finance, but must be able to function with a minimum of supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Serving as customer service representative; preparing and maintaining detailed and/or confidential records and files; preparing reports and maintaining records of financial transactions by establishing accounts, posting transactions and ensuring legal requirements are met.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Processes A/P, A/R, budgetary and other financial data, reconciles invoices with payment vouchers; prepares bills; performs calculations and posts to County's financial software, applying knowledge of state and local regulations.
- Charges expenses to accounts/cost centers by analyzing invoice/expense reports
- Reconciles A/R ledger to ensure all payments are properly posted
- Produces reports such as balance sheets, income statements and detailed revenue and expense reports.
- Checks for accuracy in postings and reports.
- Matches credit card bills with invoices and receipts to ensure accurate billing and coding.
- Generates 1099s and W-2s
- Processes new hire and termination paperwork; processes various benefit paperwork; maintains employee files.
- Prepares and files workman compensation, FMLA and COBRA paperwork
- Responsible for performance management and development/maintaining performance reviews.
- Backs-up receptionist, as needed; instructs janitorial, maintenance and receptionist, as needed.
- Operates a variety of standard office equipment.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of standard office practices, procedures, equipment and administrative support techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of departmental programs and policies; ability to make arithmetical calculations; ability to follow oral and written instructions; ability to read and understand detailed and complicated policies, procedures and materials that contain specialized words and phrases; ability to operate a variety of office equipment to produce complex/technical documents; ability to establish and maintain effective working relationships with public officials, associates and the general public. A sense of urgency and ability to meet deadlines. Ability to work independently with a minimum of supervision. Extensive experience with data entry and record keeping.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school supplemented by designated courses; Associates Degree or equivalent from a two-year college with accounting experience preferred. Notary or ability to become a Notary within 3 months.

### **PHYSICAL REQUIREMENTS:**

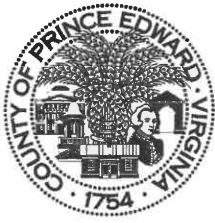
This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, crouching, reaching, standing, walking, pulling, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item No.:** 23-b  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley  
**Issue:** Committee Reports: Properties Committee

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**Summary:** The Properties Committee has a meeting scheduled for Tuesday, September 14, 2021 at 5:30 p.m. Following the committee meeting, I anticipate there may be a recommendation forthcoming to the Board of Supervisors regarding the creation of a “residential refuse” sticker to enable our convenience and landfill workers to clearly delineate in-county vs. out-of-county vehicles.

**Attachment:**

**Recommendation:** Pending Committee Review

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

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

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

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

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item No.:** 24  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley/Sarah Elam Puckett  
**Issue:** Correspondence/Informational

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**Summary:**

**Attachments:**

- a. Letter from Powhatan County
- b. New County Administrator Announced in Nottoway County

**Recommendation:**

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

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

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

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

*Board of Supervisors*  
*Karin M. Carmack, Chair*  
*Michael W. Byerly, Vice Chair*  
*David T. Williams*  
*Thomas E. Berry*  
*Bill L. Cox*



County Administrator  
*Ned Smither*

*The County of*  
***Powhatan***

September 1, 2021

Chairman of the Prince Edward County Board of Supervisors  
PO Box 382  
Farmville, VA 23901

Honorable Chair,

On August 23, 2021, by a 3-2 vote, the Powhatan County Board of Supervisors adopted the attached resolution which calls upon the Virginia General Assembly to amend the relevant statutes dealing with mandating medical treatment, and the delegation of that authority to the Executive Branch.

The Powhatan Board of Supervisors request that this, or a similar resolution, be adopted by the Counties, Cities and Towns of the Commonwealth and to call on your elected representatives to convene a special session of the Virginia General Assembly to consider these issues.

I have attached a copy of the adopted resolution for your review.

Respectfully,

*Holly Tole*

Holly Tole  
Deputy Clerk, Board of Supervisors



**RESOLUTION R-2021-39**

WHEREAS, the Virginia Bill of Rights contains a provision Article I, § 16 of the Constitution of Virginia that states, in part, that [no individual] “shall be enforced, restrained, molested, or burthened in his body or goods, nor shall otherwise suffer on account of his religious opinions or belief; but all men shall be free to profess and by argument to maintain their opinions in matters of religion, and the same shall in nowise diminish, enlarge, or affect their civil capacities”;

WHEREAS, this constitutional protection against government’s burdening of the exercise of religious convictions is self-executing, as the Supreme Court of Virginia has held, and requires no legislative implementation because it appears in the Virginia Bill of Rights;

WHEREAS, every individual enjoys the constitutional right to refuse medical treatment on the grounds that it is contrary to his or her religious belief;

WHEREAS, every individual also enjoys a constitutional right to personal integrity and bodily autonomy and to refuse medical treatment as a function of his or her right to liberty under the Due Process Clause of the United States Constitution and the Constitution of Virginia;

WHEREAS, certain actions of government officials of the Commonwealth of Virginia and the United States that purport to impose or threaten future imposition of mandates on Virginians



regarding vaccinations and the wearing of face masks unconstitutionally impinge on the constitutional rights of the people;

WHEREAS, the Board of Supervisors of Powhatan County have an obligation to speak on behalf of the residents of the County when actions or threatened actions of the federal or Virginia officials would burden the constitutional rights of the people;

WHEREAS, the authority of Virginia officials in the Executive Branch to impose mandates is derived from powers delegated to them by the General Assembly and is not a power inherent in any executive office;

WHEREAS, officials to whom the General Assembly has delegated the authority to impose mandates have abused that authority by requiring those who assert religious or medical exemptions to comply with burdensome and discriminatory tests and other conditions that violate their constitutional rights;

WHEREAS, the judiciary has failed to date to vindicate the constitutional rights of the people that are or would be violated by such mandates;

WHEREAS, the governing bodies of local governments in Virginia lack the legal and practical means of directing and controlling the constitutional officers, including Commonwealth's Attorneys, Sheriffs and school boards, who are charged with enforcing such mandates;



WHEREAS, the most effective, expeditious and timely response to the unconstitutional imposition of mandates would be a repeal by the General Assembly of Virginia of the authority delegated to executive officials to impose mandates on the people; and

WHEREAS, should the General Assembly decline to repeal the authority delegated to officials to impose mandates and officials who have imposed the mandates do not withdraw or appropriately revise the mandates, the people will be left with the extreme remedy of civil disobedience, which carries the risk of conviction, fine and/or imprisonment;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Powhatan County, Virginia calls upon the General Assembly to amend the relevant statutes dealing with mandating medical treatment by establishing a clear and limiting delegation of authority to those in the Executive Branch and in local government offices to impose mandates, which overbroad delegation has been abused, and urges every local governing body and school board in the Commonwealth to join in this appeal to the General Assembly.

Certified Copy

*Holly B. Cole*  
Deputy Clerk to the Board of Supervisors



ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON AUGUST 23, 2021



ATTEST:

*Ned Smither*

Ned Smither, Clerk  
Powhatan County Board of Supervisors

*Karin Carmack*

Karin M. Carmack, Chair  
Powhatan County Board of Supervisors

**Recorded Vote:**

|                                      |            |
|--------------------------------------|------------|
| <i>David T. Williams</i>             | <u>AYE</u> |
| <i>Thomas E. Berry</i>               | <u>AYE</u> |
| <i>Bill L. Cox</i>                   | <u>AYE</u> |
| <i>Michael W. Byerly, Vice Chair</i> | <u>NO</u>  |
| <i>Karin M. Carmack, Chair</i>       | <u>NO</u>  |

OFFICE OF  
**THE BOARD OF SUPERVISORS**  
NOTTOWAY COUNTY

**SUPERVISORS**

SHERMAN C. VAUGHN, CHAIRMAN  
DISTRICT 4  
LYNN K. SHEKLETON, VICE CHAIRMAN  
DISTRICT 5  
STEVE W. BOWEN  
DISTRICT 1  
JOHN A. ROARK  
DISTRICT 2  
HELEN M. SIMMONS  
DISTRICT 3



P. O. BOX 92  
344 W. COURTHOUSE RD.  
NOTTOWAY, VIRGINIA 23955  
TELEPHONE (434) 645-8696  
FAX NO. (434) 645-8667  
E-MAIL: [nottoway@nottoway.org](mailto:nottoway@nottoway.org)  
[www.nottoway.org](http://www.nottoway.org)

**INTERIM ADMINISTRATOR**  
JOHN A. ANZIVINO

**FINANCE DIRECTOR**  
KATY J. TOMER

**BUILDING & CODE OFFICIAL**  
DEAN S. LEWIS


August 23, 2021

To Whom It May Concern:

Effective Monday, August 23, 2021, the County Administrator of Nottoway is P. S. T. (Ted) Costin.

The Board of Supervisors and I look forward to working with Mr. Costin to serve the citizens of Nottoway County.

Sincerely,

  
Sherman C. Vaughn  
Chairman, Board of Supervisors

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** September 14, 2021  
**Item #:** 25  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Monthly Reports

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**SUMMARY:**

Please see attachments.

**COST:**

**ATTACHMENTS:**

- a. Animal Control
- b. Building Official
- c. Cannery – Home Canning Operations
- d. Cannery – Commercial Operations
- e. Commonwealth Regional Council
- f. Prince Edward County Public Schools
- g. Tourism

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

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

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

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

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



**Animal Control Monthly Report**

**"August 2021"**

**Dogs**

|                     |   |
|---------------------|---|
| Surrendered         | 2 |
| Picked Up           | 5 |
| Claimed By Owner    | 0 |
| Adopted             | 4 |
| Transferred P/U     | 0 |
| Euthanized          | 0 |
| Injured / Euth.     | 0 |
| Transferred to SPCA | 5 |
| Seized              | 2 |
| Bite Case           | 1 |
| Other               | 0 |

**Fees Collected** \$200

**Cats**

|                     |   |
|---------------------|---|
| Surrendered         | 3 |
| Picked Up           | 0 |
| Claimed By Owner    | 0 |
| Adopted             | 0 |
| Transferred         | 0 |
| Euth - Injury       | 0 |
| Euthanized          | 0 |
| Died in Kennel      | 0 |
| Transferred to SPCA | 3 |
| Dead on Arrival     | 0 |
| Bite case           | 0 |

**Fees Collected** \$0.00

|                                   |                 |
|-----------------------------------|-----------------|
| <b>Bill the Town of Farmville</b> |                 |
| 1 animal housed.                  |                 |
| <b>Total Billed:</b>              | <b>\$235.00</b> |

**Wildlife**

|             |   |
|-------------|---|
| Handled     | 2 |
| Euthanized  | 0 |
| Rabies Case | 0 |

**Livestock**

|                   |    |
|-------------------|----|
| Returned to Owner | 10 |
| Sold at Market    | 0  |
| Adopted           | 0  |

**Fees Collected** \$0.00

**Other Companion Animals**

|                   |   |
|-------------------|---|
| Returned to Owner | 0 |
| Surrendered       | 0 |
| Transferred       | 0 |
| Adopted           | 0 |

**Miles Driven** 2,500

**Days at or above capacity** 31

**Number of Calls to Shelter** 147

**Summons Issued** 12

**Warrants Served** 0

**Days in Court** 3

**Nuisance Dogs** 3

**Dangerous Dogs** 1

**Calls After Hours/On Call** 12

**Dogs Brought in by Farmville PD** 1

**Total Fees Collected** \$200.00

*Chris Riviere, Chief Animal Control Officer*

*Ariel Adams, Deputy Animal Control Officer*

**Notes:**

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**Prince Edward County Animal Control**

**Boarding and Services Invoice**

**All companion animals held by Prince Edward Animal Control for separate agencies are charged a \$25.00 impoundment fee and \$10.00 a day boarding and care. Livestock or other animals are billed at actual cost at time of service. Veterinary care is assessed at cost as needed.**

Boarding and Transfer of Canine ID# 07302199.

Dates held 07/30/2021-08/20/2021 21 days

Reason for disposition: Adopted.

Total fees: \$235.00

# BUILDING OFFICIAL

Permits Issued Report  
8/01/2021 Through 8/31/2021

|                           |                   |                     |
|---------------------------|-------------------|---------------------|
| ADDITIONS                 | - Issued          | 4                   |
|                           | - Value           | \$91,024.00         |
|                           | - Permit Fees     | \$426.60            |
|                           | - 2.00% STATE TAX | \$8.53              |
|                           | - Fees Collected  | \$ .00              |
| COMMERCIAL                | - Issued          | 1                   |
|                           | - Value           | \$1,148,996.00      |
|                           | - Permit Fees     | \$15,693.92         |
|                           | - 2.00% STATE TAX | \$313.88            |
|                           | - Fees Collected  | \$ .00              |
| ONE & TWO FAMILY DWELLING | - Issued          | 3                   |
|                           | - Value           | \$565,000.00        |
|                           | - Permit Fees     | \$960.80            |
|                           | - 2.00% STATE TAX | \$19.21             |
|                           | - Fees Collected  | \$ .00              |
| ELECTRICAL                | - Issued          | 20                  |
|                           | - Value           | \$505,498.00        |
|                           | - Permit Fees     | \$1,050.00          |
|                           | - 2.00% STATE TAX | \$21.00             |
|                           | - Fees Collected  | \$ .00              |
| MECHANICAL                | - Issued          | 6                   |
|                           | - Value           | \$11,050.00         |
|                           | - Permit Fees     | \$320.00            |
|                           | - 2.00% STATE TAX | \$6.40              |
|                           | - Fees Collected  | \$ .00              |
| MECHANICAL/GAS            | - Issued          | 17                  |
|                           | - Value           | \$70,241.00         |
|                           | - Permit Fees     | \$850.00            |
|                           | - 2.00% STATE TAX | \$17.00             |
|                           | - Fees Collected  | \$ .00              |
| MANUFACTURED HOMES        | - Issued          | 3                   |
|                           | - Value           | \$114,000.00        |
|                           | - Permit Fees     | \$322.40            |
|                           | - 2.00% STATE TAX | \$6.45              |
|                           | - Fees Collected  | \$ .00              |
| PLUMBING                  | - Issued          | 7                   |
|                           | - Value           | \$4,600.00          |
|                           | - Permit Fees     | \$350.00            |
|                           | - 2.00% STATE TAX | \$7.00              |
|                           | - Fees Collected  | \$ .00              |
| IN LIEU OF SOIL & EROSION | - Issued          | 5                   |
|                           | - Value           | \$ .00              |
|                           | - Permit Fees     | \$ .00              |
|                           | - Fees Collected  | \$ .00              |
| Total Permits             | - Issued          | 66                  |
| Total Permits             | - Value           | \$2,510,409.00      |
| Total Permits             | - Permit Fees     | \$19,973.72         |
| Total Permits             | - Sales Tax 2%    | \$ 399.47           |
|                           |                   | <u>\$ 20,373.19</u> |

INSPECTIONS FOR AUGUST 76

# PRINCE EDWARD COUNTY CANNERY

7916 Abilene Road  
Farmville, Virginia 23901

Patty Gulick  
Cannery Manager  
434-223-8664

## AUGUST 2021 Cannery Report

The cannery report for August:

|                       |         |                          |
|-----------------------|---------|--------------------------|
| 2483 (qts.)           | @.55 =  | \$1,365.65               |
| 379 (pts.)            | @.43 =  | \$ 162.97                |
| 29 Gallons            | @1.35 = | \$ 39.15                 |
| 41 Patrons usage      | @1.00 = | \$ 41.00                 |
| 30% out of County =   |         | \$ 140.48                |
| Non-processing fees = |         | \$ 20.00                 |
| 0 LBS. Meat Cut       | @.25 =  | \$ 00.00                 |
| <b>Total</b>          |         | <b><u>\$1,769.25</u></b> |

The Cannery had a total of 41 registered county patrons. The total number of participants including their family members, friends & neighbors that helped these patrons and enjoyed the experience & knowledge of the cannery was 94.

P. Gulick

kef



# VFW August 2021 Report

Hannah Evans

Director

401-864-0402

[info@virginiafoodworks.org](mailto:info@virginiafoodworks.org)

| <b>August 2021</b>         |             |
|----------------------------|-------------|
| Total # of Units Processed | 3,421       |
| Retail value of Products   | \$28,797.13 |
| # Clients                  | 11          |
| # New Clients              | 2           |
| # Processing Days          | 13          |
| Revenue generated (PEC)    | \$1,493     |

### From the Production Floor:

August was our busiest month of 2021, with 13 processing days for the first time all year! We were able to serve more clients, produce the highest number of units, and reach the highest retail value of product this year. We were also able to generate the highest revenue of any month for the county in 2021. We are incredibly thankful to be able to safely have clients back in the building working alongside our staff, as it makes a huge difference in our production capabilities!

Along with a higher productivity, August also saw an incredible amount of variety in produce, including some firsts for the cannery! We worked with tomatoes, blackberries, blueberries, pears, raspberries, strawberries, figs, tea leaves, peppers, peaches and chicken bone broth this month! A large portion of this produce was grown in Virginia, which we try to encourage by offering clients a discount for locally grown ingredients. Notably, it was our first time producing fig butter with a new client, Eastern Shore Fig Company, and figs proudly sourced from Virginia's eastern shore.

### In the Office:

Our production manager, Kathleen, officially retired at the end of August. After 7 years with VFW, Kat has SO much incredible knowledge stored up, so we are excited to keep her around on a consulting basis as Dominique and I continue to grow into our new positions. Kat's incredible work ethic and leadership will be missed by the staff and by many of our longtime clients. We are so grateful for the way that she has shaped VFW over the years.



IN PARTNERSHIP WITH

The Counties of Amelia | Buckingham | Charlotte | Cumberland | Lunenburg | Nottoway  
Prince Edward

**CRC August 2021 Items of Interest**

**New Ventures**

- Charlotte County and the Town of Kenbridge have received the DHR Subaward Agreement for the Emergency Supplemental Historic Preservation Fund grant to be executed.
- Eleven (11) selected consulting firms entered in contracts with the CRC beginning August 2, 2021 for the NEW CRC On-Call Consulting Program. All CRC member counties, including towns and IDA's and school boards will have direct access to these firms for services without issuing an RFP for services.
- CRC staff will be organizing a meeting for localities to discuss the possible formation of a Regional Economic Initiative in the region.
- CRC staff are assisting Nottoway Rescue Squad to apply for RSAF funds.
- CRC staff are assisting the Town of Crewe to seek funding to purchase generators for public works/town hall.
- The CRC continues to pass on information gathered regarding the process of establishing a possible Tobacco Tax and Regional Tobacco Tax Board to counties for consideration.
- CRC staff are assisting Amelia, Lunenburg & Prince Edward Counties as well as the Town of Farmville with VDOT Applications for funding, as all 4 pre-applications were screened-in allowing eligibility to file a full application by the October 1, 2021 deadline.
- CRC staff are assisting Prince Edward, Lunenburg and Cumberland counties in partnership with Kinex to submit a Regional VATI Application to DHCD to request funding for broadband.
- CRC staff are assisting Longwood University with an EDA Application for Construction funds for the Seed Innovation Hub. Longwood and its Consultant are reviewing EDA comments to assist in completing the application.
- CRC staff are assisting Cumberland County in pursuing VDOT Economic Development Access funds.
- **Next CRC Meeting, Wednesday, September 15, 2021 at 9:30 a.m., Farmville, Virginia.**

**Activity**

- Dillwyn CDBG Housing Rehabilitation Project – The Contractor working on 84 White has completed all work, except for an ADA ramp that will be installed once the former home is removed. This is the final house for the project.
- Phenix Water System Project – The Town has decided to use Town funds to complete the water system project. Therefore, the CRC's assistance will no longer be needed on the project.
- Regional Emergency Planning – The Draft Regional Resource Inventory has been completed after receiving comments from the local emergency managers. The Draft Regional Continuity of Operations Plan has been completed and sent to local emergency planners for review and comment. Staff are drafting the Regional PPE Stockpile Plan with a Fall review anticipated. The CRC is working with local Registrars on the Election Security Improvement grant award to determine the current status of election security, as this grant was on hold by FEMA.
- DEQ Watershed Implementation Plan (WIP) III Assistance: The CRC conducted the 2nd educational series – *Foundations of Clean Water* to local government participants. The next series will be September 24, 2021.
- PE County Access Road Project Administration: The County's Consultant is working with VDOT to address VDOT comments regarding right-of-way issues.
- CRC Housing Development Program Grant: CRC staff participated in an onboarding meeting with Virginia Housing staff. CRC staff are working on a program plan and will be reaching out to housing partners in the coming months.
- CRC Regional Hazard Mitigation Plan: CRC staff held a Kick-Off Meeting in May with the Project Management Team. Staff are currently working on the Draft Sections I & II.
- Nottoway County Comprehensive Plan: CRC staff met with the Working Committee on August 17<sup>th</sup> to review the Summary Report of the Community Meeting, Draft Sections I & II and to discuss the development of the draft citizen survey.
- CRC Regional Hazard Mitigation Plan Update: Staff are currently working on the first three sections of the Draft Plan.



IN PARTNERSHIP WITH

The Counties of Amelia | Buckingham | Charlotte | Cumberland | Lunenburg |  
Nottoway | Prince Edward

TO: Prince Edward County Board of Supervisors

FROM: Melody Foster, Executive Director

SUBJECT: Prince Edward Access Road Project – Update

DATE: September 7, 2021

The CRC is assisting Prince Edward County with administration of the Prince Edward Access Road Project.

The consultant is addressing comments from VDOT to resolve Right-of-Way issues for the project revised plan.

COMMONWEALTH REGIONAL COUNCIL  
One Mill Street, Suite 202 | P.O. Box P  
Farmville, VA 23901 | 434.392.6104 PHONE  
[www.virginiashheartland.org](http://www.virginiashheartland.org)



Prince Edward County Public Schools  
**Summary Financial Report**  
**August 31, 2021**

| <u>Revenues</u>         | <u>Current Month</u>       | <u>Year to Date</u>        | <u>Budget</u>                  | Variance<br>Actual Under<br>(Over)<br><u>Budget</u> | YTD as a<br>Percent of<br><u>Budget</u> |
|-------------------------|----------------------------|----------------------------|--------------------------------|-----------------------------------------------------|-----------------------------------------|
| From the State:         |                            |                            |                                |                                                     |                                         |
| State Sales Tax         | 162,566.86                 | 427,730.70                 | \$ 3,103,342.00                | \$ 2,675,611.30                                     | 13.78                                   |
| Basic School Aid        | 500,156.08                 | 1,000,312.16               | \$ 6,115,319.00                | \$ 5,115,006.84                                     | 16.36                                   |
| All Other               | 348,028.25                 | 696,509.39                 | \$ 6,847,363.00                | \$ 6,150,853.61                                     | 10.17                                   |
| <b>Total State</b>      | <b>1,010,751.19</b>        | <b>2,124,552.25</b>        | <b>\$ 16,066,024.00</b>        | <b>\$ 13,941,471.75</b>                             | <b>13.22</b>                            |
| From the Federal Gov't. | 429,809.71                 | 553,736.11                 | \$ 2,276,701.21                | \$ 1,722,965.10                                     | 24.32                                   |
| General Fund (County)   | 394,455.45                 | 508,302.97                 | \$ 9,255,574.00                | \$ 8,747,271.03                                     | 5.49                                    |
| Cash Book -Local        | 3,673.83                   | 8,500.28                   | \$ 287,521.00                  | \$ 279,020.72                                       | 2.96                                    |
| <b>Total Revenues</b>   | <b><u>1,838,690.18</u></b> | <b><u>3,195,091.61</u></b> | <b><u>\$ 27,885,820.21</u></b> | <b><u>\$ 24,690,728.60</u></b>                      | <b>11.46</b>                            |

| <u>Expenditures</u>       | <u>Current Month</u>       | <u>Year to Date</u>        | <u>Outstanding Encumbrances</u> | <u>Budget</u>                  | Expended &<br>Encumbered<br>(Over) Under<br><u>Budget</u> | Expn. &<br>Encumbrance<br>as a % of<br><u>Budget</u> |
|---------------------------|----------------------------|----------------------------|---------------------------------|--------------------------------|-----------------------------------------------------------|------------------------------------------------------|
| 1000-Instruction          | 1,359,805.81               | 1,859,104.07               | \$ 14,059,020.91                | \$ 20,524,496.21               | \$ 4,606,371.23                                           | 77.56                                                |
| 2000-Admin.,Health/Atten. | 125,242.85                 | 222,561.31                 | \$ 946,655.05                   | \$ 1,702,607.00                | \$ 533,390.64                                             | 68.67                                                |
| 3000-Transportation       | 94,948.74                  | 134,145.08                 | \$ 794,165.80                   | \$ 1,825,479.00                | \$ 897,168.12                                             | 50.85                                                |
| 4000-Operation/Maintenanc | 99,734.29                  | 270,040.89                 | \$ 341,373.34                   | \$ 1,764,782.00                | \$ 1,153,367.77                                           | 34.65                                                |
| 6000-Facilities           | 0.00                       | 0.00                       | \$ 24,902.54                    | \$ 150,000.00                  | \$ 125,097.46                                             | 16.60                                                |
| 7000 - Debt. Service      | 605.00                     | 494,348.66                 | \$ -                            | \$ 552,259.00                  | \$ 57,910.34                                              | 89.51                                                |
| 8000 - Technology         | 158,353.49                 | 214,891.60                 | \$ 641,889.44                   | \$ 1,366,197.00                | \$ 509,415.96                                             | 62.71                                                |
| <b>Total Expenditures</b> | <b><u>1,838,690.18</u></b> | <b><u>3,195,091.61</u></b> | <b><u>\$ 16,808,007.08</u></b>  | <b><u>\$ 27,885,820.21</u></b> | <b><u>\$ 7,882,721.52</u></b>                             | <b>71.73</b>                                         |

saved as August 21-22 Summary Financial Report

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

**2021-2022**  
**Comparative Receipts and Expenditures**  
**Food Service Department**  
**Year to Date**

**Month of August 31, 2021**

| <b>Receipts:</b>          | <b>Fiscal 2021</b> |                     |                | <b>Fiscal 2022</b> |                     |                | <b>Diff.</b> |
|---------------------------|--------------------|---------------------|----------------|--------------------|---------------------|----------------|--------------|
|                           | <b>Budgeted</b>    | <b>Rec. YTD</b>     | <b>Percent</b> | <b>Budgeted</b>    | <b>Rec. YTD</b>     | <b>Percent</b> |              |
| State School Food         | 47,093             | 0.00                | 0.00           | 35,314             | 0.00                | 0.00           | 0.00         |
| Fresh Fruit & Vegetable   | 55,000             | 0.00                | 0.00           | 55,000             | 0.00                | 0.00           | 0.00         |
| <b>Total State</b>        | <b>102,093</b>     | <b>0.00</b>         | <b>0.00</b>    | <b>90,314</b>      | <b>0.00</b>         | <b>0.00</b>    | <b>0.00</b>  |
| Federal Reimbursement     | 1,229,760          | 87,534.00           | 7.12           | 1,229,760          | 29,536.54           | 2.40           | -4.72        |
| Cash Book - Local         | 148,000            | 829.00              | 0.56           | 108,500            | 467.56              | 0.43           | -0.13        |
| <b>Total Revenue</b>      | <b>\$1,479,853</b> | <b>88,363.00</b>    | <b>5.97</b>    | <b>\$1,428,574</b> | <b>30,004.10</b>    | <b>2.10</b>    | <b>-3.87</b> |
| <br>                      |                    |                     |                |                    |                     |                |              |
| <b>Expenditures:</b>      | <b>Budgeted</b>    | <b>Expended YTD</b> | <b>Percent</b> | <b>Budgeted</b>    | <b>Expended YTD</b> | <b>Percent</b> | <b>Diff.</b> |
| Salary                    | 439,233            | 46,290.00           | 10.54          | 422,221            | 41,519.50           | 9.83           | -0.71        |
| Fringe Benefits           | 186,605            | 17,159.00           | 9.20           | 202,338            | 16,211.33           | 8.01           | -1.18        |
| Purchased Services        | 55,000             | 210.00              | 0.38           | 55,000             | 0.00                | 0.00           | -0.38        |
| Refunds                   | 0                  | 0.00                | 0.00           | 0                  | 0.00                | 0.00           | 0.00         |
| Travel                    | 5,000              | 0.00                | 0.00           | 5,000              | 0.00                | 0.00           | 0.00         |
| Materials & Supplies      | 40,000             | 0.00                | 0.00           | 40,000             | 0.00                | 0.00           | 0.00         |
| Food Supplies             | 634,015            | 15,853.00           | 2.50           | 634,015            | 0.00                | 0.00           | -2.50        |
| Repairs & Maintenance     | 20,000             | 201.00              | 1.01           | 20,000             | 0.00                | 0.00           | -1.01        |
| Furniture/Equipment       | 100,000            | 0.00                | 0.00           | 50,000             | 0.00                | 0.00           | 0.00         |
| <b>Total Expenditures</b> | <b>\$1,479,853</b> | <b>79,713.00</b>    | <b>5.39</b>    | <b>\$1,428,574</b> | <b>57,730.83</b>    | <b>4.04</b>    | <b>-1.35</b> |

Prince Edward County Public Schools  
 2021-2022  
 CARES ACT  
 Summary Financial Report  
 August 31, 2021

| <u>Revenues</u>       | <u>Current<br/>Month</u> | <u>Year to<br/>Date</u> | <u>Budget</u> | <u>Variance<br/>Under/Over<br/>Budget</u> |
|-----------------------|--------------------------|-------------------------|---------------|-------------------------------------------|
| <b>Total Revenues</b> | 120,534.88               | 120,534.88              | 3,143,231.00  | 3,022,696.12                              |

| <u>Expenditures</u>       | <u>Current<br/>Month</u> | <u>Year to<br/>Date</u> | <u>Outstanding<br/>Encumbrances</u> | <u>Budget</u>   | <u>Unencumbered<br/>Balance</u> |
|---------------------------|--------------------------|-------------------------|-------------------------------------|-----------------|---------------------------------|
| <b>Total Expenditures</b> | \$ 218,166.25            | \$ 218,166.25           | \$ 337,790.31                       | \$ 3,143,231.00 | \$ 2,587,274.44                 |

Saved as August 20-21 CARES ACT

**Prince Edward County Public Schools  
2021-2022**

**Comparative Receipts and Expenditures  
Year to Date - Month of August 31, 2021**

| Receipts:                 | Fiscal 2021         |                          |                       | Fiscal 2022          |                          |                       | Fiscal Year<br>\$ Difference | Fiscal Year<br>% Difference |
|---------------------------|---------------------|--------------------------|-----------------------|----------------------|--------------------------|-----------------------|------------------------------|-----------------------------|
|                           | Approved<br>Budget  | Received<br>Year-to-Date | Percent of<br>Revenue | Approved<br>Budget   | Received<br>Year-to-Date | Percent of<br>Revenue |                              |                             |
| Sales Tax                 | 3,125,839           | 387,785.00               | 12.41%                | 3,103,342.00         | 427,730.70               | 13.78%                | 39,945.70                    | 1.38%                       |
| Basic Aid                 | 6,249,990           | 1,036,858.00             | 16.59%                | 6,115,319.00         | 1,000,312.16             | 16.36%                | -36,545.84                   | -0.23%                      |
| Other State               | 5,901,400           | 578,312.00               | 9.80%                 | 6,847,363.00         | 696,509.39               | 10.17%                | 118,197.39                   | 0.37%                       |
| Total State               | 15,277,229          | 2,002,955.00             | 13.11%                | 16,066,024.00        | 2,124,552.25             | 13.22%                | 121,597.25                   | 0.11%                       |
| Federal Funds             | 2,155,220           | 1,364,399.00             | 63.31%                | 2,276,701.21         | 553,736.11               | 24.32%                | -810,662.89                  | -38.98%                     |
| Local Funds               | 8,793,062           | 0.00                     | 0.00%                 | 9,255,574.00         | 508,302.97               | 5.49%                 | 508,302.97                   | 5.49%                       |
| Cash Book                 | 287,344             | 31,041.00                | 10.80%                | 287,521.00           | 8,500.28                 | 2.96%                 | -22,540.72                   | -7.85%                      |
| <b>Total Revenue</b>      | <b>\$26,512,855</b> | <b>3,398,395.00</b>      | <b>12.82%</b>         | <b>27,885,820.21</b> | <b>3,195,091.61</b>      | <b>11.46%</b>         | <b>-203,303.39</b>           | <b>-1.36%</b>               |
| <b>Expenditures:</b>      |                     |                          |                       |                      |                          |                       |                              |                             |
| Instruction               | 19,401,951          | 1,839,999.00             | 9.48%                 | 20,524,496.21        | 1,859,104.07             | 9.06%                 | 19,105.07                    | -0.43%                      |
| Administration            | 1,610,508           | 169,065.00               | 10.50%                | 1,702,607.00         | 222,561.31               | 13.07%                | 53,496.31                    | 2.57%                       |
| Transportation            | 1,796,019           | 139,535.00               | 7.77%                 | 1,825,479.00         | 134,145.08               | 7.35%                 | -5,389.92                    | -0.42%                      |
| Maintenance               | 1,746,512           | 243,259.00               | 13.93%                | 1,764,782.00         | 270,040.89               | 15.30%                | 26,781.89                    | 1.37%                       |
| Facilities                | 150,000             | 2,896.00                 | 1.93%                 | 150,000.00           | 0.00                     | 0.00%                 | -2,896.00                    | -1.93%                      |
| Debt Service              | 606,757             | 448,841.00               | 73.97%                | 552,259.00           | 494,348.66               | 89.51%                | 45,507.66                    | 15.54%                      |
| Technology                | 1,201,108           | 205,843.00               | 17.14%                | 1,366,197.00         | 214,891.60               | 15.73%                | 9,048.60                     | -1.41%                      |
| <b>Total Expenditures</b> | <b>\$26,512,855</b> | <b>3,049,438.00</b>      | <b>11.50%</b>         | <b>27,885,820.21</b> | <b>3,195,091.61</b>      | <b>11.46%</b>         | <b>145,653.61</b>            | <b>-0.04%</b>               |

Prince Edward County Public Schools  
**2021-2022**  
**Food Service Department**  
**Summary Financial Report**  
**August 31, 2021**

| <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 State:         |                      |                     |                     |                                            |                                   |
| State School Food       | 0.00                 | 0.00                | \$ 35,314           | \$ 35,314.00                               | 0.00%                             |
| Fresh Fruit & Vegetable | 0.00                 | 0.00                | \$ 55,000           | \$ 55,000.00                               | 0.00%                             |
| Total State Funds       | 0.00                 | 0.00                | \$ 90,314           | \$ 90,314.00                               | 0.00%                             |
| Federal Reimbursement   | 7,119.01             | 29,536.54           | \$ 1,229,760        | \$ 1,200,223.46                            | 2.40%                             |
| Cash Book - Local       | 0.00                 | 467.56              | \$ 108,500          | \$ 108,032.44                              | 0.43%                             |
| <b>Total Revenues</b>   | <b>7,119.01</b>      | <b>30,004.10</b>    | <b>\$ 1,428,574</b> | <b>\$ 1,398,569.90</b>                     | <b>2.10%</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                    | 34,893.83            | 41,519.50           | 352,627.06                      | \$ 422,221          | \$ 28,074.44                                         | 93.35%                                           |
| Fringe Benefits           | 14,709.82            | 16,211.33           | 158,420.93                      | \$ 202,338          | \$ 27,705.74                                         | 86.31%                                           |
| Purchased Services        | 0.00                 | 0.00                | 42,227.00                       | \$ 55,000           | \$ 12,773.00                                         | 76.78%                                           |
| Refunds                   | 0.00                 | 0.00                | -                               | \$ -                | \$ -                                                 | 0.00%                                            |
| Travel                    | 0.00                 | 0.00                | -                               | \$ 5,000            | \$ 5,000.00                                          | 0.00%                                            |
| Materials & Supplies      | 0.00                 | 0.00                | 20,000.00                       | \$ 40,000           | \$ 20,000.00                                         | 50.00%                                           |
| Food Supplies             | 0.00                 | 0.00                | 193,800.00                      | \$ 634,015          | \$ 440,215.00                                        | 30.57%                                           |
| Repairs & Maintenance     | 0.00                 | 0.00                | 500.00                          | \$ 20,000           | \$ 19,500.00                                         | 2.50%                                            |
| Furniture/Equipment       | 0.00                 | 0.00                | 8,500.00                        | \$ 50,000           | \$ 41,500.00                                         | 17.00%                                           |
| <b>Total Expenditures</b> | <b>49,603.65</b>     | <b>57,730.83</b>    | <b>\$ 776,074.99</b>            | <b>\$ 1,428,574</b> | <b>\$ 594,768.18</b>                                 | <b>58.37%</b>                                    |

Saved as August 21-22 Month Rept Food Service

## Tourism & Visitor Center Monthly Report for August 2021

| HEARTLAND REGIONAL VISITOR CENTER GUESTBOOK SIGNINGS: |                    |                 |                    |              |                                |
|-------------------------------------------------------|--------------------|-----------------|--------------------|--------------|--------------------------------|
|                                                       | Virginia<br>Guests | Other<br>States | Other<br>Countries | Total Guests | Average Visitors per<br>Month: |
| YTD 2021                                              | 1,166              | 246             | 0                  | 1,412        | 176.5                          |
| 2020                                                  | 1,352              | 193             | 12                 | 1,557        | 129.8                          |

### Requests for Information:

|              | Phone<br>Inquiries | Video<br>Views (All) | Center<br>Visits | GoogleMyBusiness<br>Finding the<br>Visitor Center | Monthly Totals: |
|--------------|--------------------|----------------------|------------------|---------------------------------------------------|-----------------|
| August 2021  | 27                 | 7                    | 280              | 1,613                                             | 1,927           |
| August 2020  | 63                 | 123                  | 131              | 2,474                                             | 2,791           |
| % Difference | -57.14%            | -94.31%              | 113.74%          | 100.00%                                           | -30.96%         |

| TOTAL YTD    |         |        |        | Total YTD Inquiries: |
|--------------|---------|--------|--------|----------------------|
| 2021 YTD     | 195     | 473    | 1,411  | 8,397                |
| 2020 YTD     | 343     | 244    | 816    | 14,483               |
| % Difference | -43.15% | 93.85% | 72.92% | -42.02%              |

### Report to September Board of Supervisors:

Visitation has remained pretty steady even with the recent surge of COVID-19 cases. We have worked with the maintenance department to adopted more protocols to ensure the health and safety of staff and visitors including regular fogging of the first floor, more frequent cleaning, updated signage, adding a hand sanitizing station, and requiring masks and temperature checks upon entering the building.