

March 15, 2022

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 15th day of March, 2022; at 5:30 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; and Crystal Baker, Finance Manager.

Chairman Pride called the special meeting to order.

*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.*

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:

- 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.
- 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/UCyfpsa5HEjIWejBSc5XwplA/featured> .

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

In Re: Presentation of County Administrator's Budget

Mr. Stanley stated that during this meeting, he will discuss an issue in the Commissioner of Revenue's Office, and the possibility of hiring assistance to get the Real Estate records caught up; and will present an update on the Elementary School Roof Repair.

Mr. Stanley stated that following his proposed budget presentation, next week the Board will hear donation requests from outside agencies. He thanked Mrs. Cheryl Stimpson, Finance Director, and Mrs. Crystal Baker, Finance Manager, for their assistance in keeping everything running smoothly.

Mr. Stanley said the General Assembly has adjourned without a final budget; he said the County is still awaiting Compensation Board budget numbers for the Constitutional Officers, but the largest amount of funding the Schools receive is from the State. He said originally the Board was going to meet with the Schools on March 15<sup>th</sup> regarding the School budget, but without the budget information from the State, they could not. He said only so much can be figured without the budget amounts from the State.

Mr. Stanley reviewed the County Budget Presentation; he reviewed budget goals and revenue cost drivers, and proposed funding changes. He said that by law, the Board is to present an adopted budget by May 1, but that may be pushed back. He said the projected date is April 26.

Mr. Stanley stated goals include the following:

- Maintain or improve current levels of service, stay competitive with staff salaries, address compression issues.
- Continue financial planning process for capital improvement projects.
- Promote Economic Development.
- Maintain low real estate tax rate.

Mr. Stanley said cost drivers include:

- Flat revenue.
- Catch up on bare-bones budgets.
- Personnel priorities and discussed the need for a County IT department.
- The Library requested to be included in the Virginia Retirement System (VRS); he said as they are a 501(c)(3), they cannot join at this time.
- Updated the Board on several Capital Improvement Plan (CIP) items, including the Chiller, landfill compactor, the radio system consultant review for Emergency Management, waste management infrastructure, and the Animal Shelter.
- Discussed the Regional Economic Development Initiative; he said the CRC is leading the regional partners (Buckingham, Cumberland, Amelia, Nottoway and Prince Edward Counties) in working together to secure regional economic advantages.
- VRS rates are increasing from 8.56% to 9.72%.
- DSS “Catch-up” – At the end of the year, the County is paying approximately 60% of the cost of services. Last year, left the funding equal to the prior year (approximately \$481,000) but next year may be closer to \$740,000. He said the amount fluctuates, and expects this year to be approximately \$583,000.

Mr. Stanley then reviewed Budget Revenue:

- Real Estate is stable, going from \$8,717,094 to \$8,750,000.
- Personal Property Tax is expected to be \$5.6 million.
- Sales Tax increased last year, but may not hold at the same level this year. Mr. Stanley said he expects it to remain at 3.5%. He said the one caveat is that the General Assembly is pushing to get rid of the grocery tax, which has two components: 1.5% State sales tax and a 1% local sales tax. In getting rid of this tax, it may get rid of the 1% to the localities.
- Transient Occupancy Tax is expected to provide \$20,000; of the 7%, 2% goes to the General Fund, 3% must be used for tourism, the final 2% can go to the General Fund.
- Retirement of 2011 Series Bonds, approximately \$100,000 from the YMCA.
- Personal Property values increased significantly, may provide a valuation reduction.
- Personnel increases were not included except for merit increases for a few specific employees; the overall salaries are on hold to see what can be afforded with the overall budget. He said the Compensation has proposed a 5% increase with the Senate, and the House proposed a 4% COLA and 1% bonus. He said he built in a 3% COLA and a 2.5% step.
- Health insurance has increased 1.3% this year, and 10% has been budgeted.
- Several merit increases have been proposed.
- Additional positions requested – Commissioner of Revenue requested three additional positions, Full-Time Deputy Position; Treasurer requests a Part-Time Deputy made Full-Time Deputy; Administration requests the Part-Time Receptionist be made Full-Time

Receptionist; IT is currently outsourced, and he requested hiring of someone to work for a half year to work with Mr. Lawson Headley to transition and learn the AS400 system.

- Sheriff's Department increased overtime costs from \$85,000 - \$100,000.
- Sheriff's Office Equipment maintenance increased from \$60,000 - \$85,000.
- Sheriff's Office Vehicle Maintenance increased from \$40,000 - \$54,000.
- Sheriff's Office Vehicle purchase increased from \$165,000 - \$180,000.
- Pick up fuel costs for Volunteer Fire Departments and Meherrin EMS.
- Added Meherrin EMS to insurance payments
- Increased EMS contributions (PEVRS from \$84,000 to \$96,000, Meherrin from \$13,000 to \$25,000)

Mr. Stanley reviewed potential costs:

- IT for six months, \$52,940
- Comp Plan Update, \$50,000
- Reassessment (four-year cycle), \$50,000 - \$75,000
- Legal (anticipated Code modification and update) \$25,000 - \$50,000
- Building Inspections, lease of new vehicle, \$15,000
- Regional Economic Development Initiative, \$25,000
- School CIP Funding, \$250,000
- Solid Waste: Paving, \$45,000, New Scale House, \$20,000
- CIP, \$608,708
- Sandy River: Engineering, \$185,000; Legal, \$17,500; Debt Service, \$200,000
- Contingency Funding, \$60,265 - \$75,000

Mr. Stanley said this does not include the increase in state revenue including potential raises for State-funded Compensation Board positions, the School budget operating funds (Federal/State/Local), Grocery Tax Repeal implications, and any outside agency increases. He said the budget is currently out by \$442,033; to close that gap, the County will receive approximately \$120,000 in revenue for Comp Board position salary increases. Mr. Stanley stated there are some things that can be cut, and the County can use the fund balance for one-time capital items, and cut items from the budget based on priorities to balance the budget.

Mr. Stanley said the Commissioner of Revenue's Office needs assistance in entering the Real Estate Transfers; he said they are currently more than a year behind. The office is 13 months behind. He said there is also "mismatch" of the [data] system and the GIS system; the data information cannot access the parcel information, which is a major issue for five County departments. Mr. Stanley requested an appropriation of \$8,000 to hire someone to assist with the data entry for four months, three days per week, to get the data entry caught up.

Supervisor Emert made a motion, seconded by Supervisor Cooper-Jones, to appropriate \$8,000 for the hiring of a person to assist the Commissioner of Revenue's Office with data entry; the motion carried:

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

Mr. Stanley provided an update on the Elementary School; he said images were posted showing the condition at the Elementary School with a wheelbarrow being pushed full of water. He stated an RFP was issued for the proposed heavy renovation at the Elementary School; the School Board received five proposals. The Ad Hoc Committee is beginning the process to review the proposals. He recommended to Dr. Johnson that a repair be done to shore up the roof, at a cost of approximately \$20,000-\$30,000 to keep the water from getting into the building; they are moving forward and should have proposals by next month on that temporary fix. He said the Board appropriated \$2.7 million and could help with the design of the Elementary School renovation, to help fix the short-term problems and resurface the [high school] track which was also a Capital Improvement Project. The Board supports the School Board in its immediate concerns and wants to get to the larger issues, but the Board has to determine how to fund the renovation which won't happen until the County gets more help from the General Assembly. He said keeping \$250,000 in the budget is making progress towards the estimated debt service for the Elementary School.

Supervisor Wilck stated he listed evaluation ratings and all comments regarding a Personnel matter. Supervisor Wilck then stated he needs to resign from the Personnel Committee and recommended Supervisor Cooper-Jones fill his vacated position. Following some discussion, the Board concurred.

Supervisor Wilck then resigned from the Library Committee, adding that he would like someone appointed to that committee within the next three months. He said he will continue to work on the Third Street Ramp project, the Schools project, and the Data Center project until such time as he relocates.

Supervisor Cooper-Jones requested a resolution be made ready for the Longwood University men's and women's basketball teams for their accomplishments on making the NCAA tournaments for the first time.

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

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

the meeting was recessed at 6:45 p.m. until Tuesday, March 22, 2022 at 2:00 p.m. at the Prince Edward County Board of Supervisors Room, 111 N. South Street, Third Floor, Farmville, Virginia.