

March 29, 2022

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 29th 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
James R. Wilck

Absent: Jerry R. Townsend

Also present: Douglas P. Stanley, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Trey Pyle, Deputy Emergency Management Coordinator; and Terri Atkins Wilson, County Attorney.

Chair 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.

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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/UCyfpsa5HEjIWejBSc5XwplA/featured> .

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

Chair Pride made the following statement:

*I wish to recognize that Board Member Robert M. Jones is participating this evening via remote telephone access. As required by the Board of Supervisors' Electronic Meeting Policy and Section 2.2-3708.2 of the Code of Virginia, Supervisor Jones has provided notice that he would have to be physically absent from tonight's meeting, due to a work conflict. He has requested remote participation in tonight's meeting from his home in Rice, Virginia. His request is in conformance with the Board's Electronic Meeting Policy and the requirements of the Code of Virginia.*

*Pending an objection from a member of this Board, the remote participation of Supervisor Jones shall be approved, and noted in the minutes of this meeting.*

Mr. Stanley stated Supervisor Townsend was unable to attend the meeting as he was out of town.

#### In Re: Public Hearing, Redistricting

Chair Pride announced that this was the date and time scheduled for a public hearing to receive public comment and input regarding a proposed *Ordinance to Provide for the Reapportionment of Members of County Board of Supervisors of Prince Edward County, to Establish boundary Lines of the Election Districts, to Number Each Election District and to set Representation from Each Election District*, and the associated maps, and to repeal and re-enact Chapter 42. Elections. of the *Prince Edward County Code*. Notice of this hearing was advertised according to law in the Wednesday, February 16, 2022 and Wednesday, February 23, 2022 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Chair Pride opened the public hearing.

Mrs. Sarah Elam Puckett, Assistant County Administrator, stated that this public hearing is the second of the two public hearings that the Board authorized to enable citizen input on the update of the County's Redistricting Plan and the comprehensive amendments to Chapter 42, Elections of the County Code. Following tonight's hearing, the Board will take no action and this item will return to the April Board meeting, at which time the Board will consider approval or amendment. There are no comments received from the public.

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

In Re: Emergency Operations Plan Approval

Mrs. Puckett stated that Section 44-146.19 of the Code of Virginia requires that each political subdivision of the Commonwealth shall prepare and keep current a local emergency operations plan for its area. The plan shall include, but not be limited to, responsibilities of all local agencies and shall establish a chain of command.

The Emergency Operations Plan consists of two main parts: (1) the Basic Plan, and (2) the Support Annexes. Every four years, each locality shall conduct a comprehensive review and revision of its plan to ensure that the plan remains current. The plan shall be formally adopted by the governing body.

At the March 8th Board meeting, a copy of the draft update of the 2018 Plan was provided to the Board. The County plan covers the area of Prince Edward County outside the corporate limits of the Town of Farmville. The Town of Farmville also has a plan that applies inside the corporate limits.

Mrs. Puckett stated there is a new provision in the Code of Virginia that wants each locality to acknowledge that the Emergency Operations Plan will be applied equitably, and that specifically the needs of minority and vulnerable communities will be met in emergencies. She said that in Prince Edward County, that has been proven to be true through the ice storm, and during the efforts taken through COVID; the Code of Virginia now requires that there be language in the Plan to acknowledge that the Board is directing the Director of Emergency Management and all staff that this is a priority for Prince Edward County. She stated the adoption of the Resolution for the Adoption of the County Emergency Operations Plan is the approval of the 2022 update.

Supervisor Emert made a motion, seconded by Supervisor Gilliam, to approve the Resolution to adopt the 2022 Update of the County Emergency Operations Plan; the motion carried:

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

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

**ADOPTION OF 2022 UPDATE OF  
PRINCE EDWARD COUNTY EMERGENCY OPERATIONS PLAN**

**WHEREAS**, the Board of Supervisors of the County of Prince Edward, Virginia, recognizes the need to mitigate, prepare for, respond to, and recover from natural and manmade disasters; and

**WHEREAS**, the County of Prince Edward has a responsibility to provide for the safety and well-being of its citizens and visitors; and

**WHEREAS**, the Board of Supervisor of the County of Prince Edward, Virginia, has established and appointed a Director of Emergency Management and a Coordinator of Emergency Management and a Deputy Coordinator of emergency Management;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Prince Edward, Virginia, the 2022 Update of the Prince Edward County Emergency Operations Plan, as revised, is officially adopted; and

**BE IT FURTHER RESOLVED, AND ORDERED** that the Director of Emergency Management, or his/her designee, is tasked and authorized to maintain and revise, as necessary, this document during the next four (4) year period or until such time it be ordered to come before this Board.

In Re: Extension of Construction Deadline

Mr. Stanley stated that at the Board's February 9, 2016 meeting, the Board approved the sale of Lot 7-A consisting of 3.489 acres for \$20,000 per acre in the Prince Edward County Industrial Park. Tri-Boro acquired the property in question on June 1, 2017 at a cost of \$20,000 per acre (3.489 acres at purchase price of \$69,780). As part of the purchase agreement, the County granted Tri-Boro the ability to request an annual extension for a period of up to five (5) years to commence construction on the parcel designated as Lot 7-A.

Mr. Stanley said that to his knowledge, there has been no extension requested by Tri-Boro nor any extensions granted by the Prince Edward County Industrial Development Authority (IDA). Based on the signed agreement, the five-year period will expire on June 1, 2022.

Mr. Stanley said at this time, the County needs the approval of Tri-Boro of the attached plat and deed, to include acquisition of the following portion of Lot 7-A:

- Dedication of 10,277.11 (0.236 acre) square feet (SF) of right-of-way
- Dedication of 125.25 SF (0.003 acre) of permanent public drainage easement
- Dedication of 880.52 SF (0.020 acre) of temporary construction easement
- Dedication of 4,204.36 SF (0.097 acre) of permanent slope and drainage easement

In total, the project requires 14,606.72 SF (0.335 acre) which does not include the 0.20-acre temporary construction easement. After negotiation, Tri-Boro and the IDA have, in consideration of this request and the items which were identified in the Board's memorandum of June 28, 2021, the following is offered:

- \$16,802.80 for the purchase of 14,606.72 SF (0.335 acre);
- The County would include a commercial entrance and gate for Tri-Boro off the new road; and
- The County will grant an extension of the timeline as requested for the project of an additional seven years.

Supervisor Emert requested clarification on the proposed terms. Mr. Stanley said the first offer to Tri-Boro was for \$10,000; the \$16,802.80 is based on the current assessed value, which is closer to \$50,000 per acre. Mr. Stanley said it has been a delicate dance of trying to be a good neighbor and trying to work this issue out.

Supervisor Wilck made a motion, seconded by Supervisor Cooper-Jones, to approve the request to grant up to a seven (7) year extension for the requirement for Tri-Boro to commence construction of a new building on Lot 7-A, as outlined; the motion carried:

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

In Re: Revised FY 2022-2023 Budget Schedule Adoption

Mr. Stanley said originally this was to be a budget meeting; with the current situation with the General Assembly finishing their session without a budget, the Governor has called a special session which will begin April 4. Everyone's hope is that they will come out of the special session with a budget. He said what affects every community in Virginia is that where the State budget falls impacts Constitutional Officer salaries and the School system budget. He said that following this meeting, Dr. Johnson, Prince Edward County Schools

Superintendent, will take part in a Joint Finance Committee meeting regarding the various State school budgets, the House version and the Senate version which have approximately \$2.2 million gap between the two budgets. Mr. Stanley said counties that send tax bills twice-a-year have had to make some assumptions in order to get their tax bills out on time; if the State returns with more revenue than anticipated, more than 1% over what has been budgeted, then another public hearing must be held to amend the budget and re-appropriate the additional funding. Mr. Stanley said Prince Edward County bills go later in the year, but there is a need to get the budget complete to allow the School system to provide contracts for teachers. He said there needs to be discussion of options with Dr. Johnson; one option is that they may not require any additional local funds and another is that they could be asking for significant local funds, and it would be difficult for the Board to be flexible to make those decisions as the County budget moves farther into the process. He said once tax rates are advertised, it will be almost impossible to change.

Mr. Stanley reviewed the proposed revised FY 2022-2023 Budget Schedule, which would move the Public Hearing on the proposed Budget to May 3, 2022 and to adopt the Budget on May 10.

Supervisor Wilck questioned the reasoning behind providing a budget so early; Mr. Stanley said the Code of Virginia states that Counties are to provide a budget to the School Board by May 1, dictated to allow them time to issue teacher contracts. Mr. Stanley said that while it is in the Code, it is his understanding there is no penalty.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Wilck, to approve the amendment to the FY 2022-2023 Budget Schedule as presented; 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>James R. Wilck | Nay: None |
| Absent: | Jerry R. Townsend                                                                                                                         |           |

**County of Prince Edward  
FY 2022-2023 Budget Schedule**

| DATE             | ACTIVITY                                                                              | TIME/LOCATION |
|------------------|---------------------------------------------------------------------------------------|---------------|
| January 21, 2022 | Budget Preparation Guide distributed to County Departments and Constitutional Offices |               |

|                   |                                                                                                              |                                                                                                   |
|-------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| January 21, 2022  | Donation Request forms distributed                                                                           |                                                                                                   |
| Feb. 1-25, 2022   | Budget work sessions between Departments and County Administrator                                            |                                                                                                   |
| February 15, 2022 | Joint Finance Committee Meeting of Board of Supervisors and School Board                                     | 5:30 p.m.<br>School Board Office                                                                  |
| February 22, 2022 | Board of Supervisors Budget Planning Meeting (Davenport Presentation)                                        | 5:30 p.m.<br>Board of Supervisors Room                                                            |
| February 25, 2022 | Budget worksheets submitted to County Administrator                                                          |                                                                                                   |
| March 2, 2022     | Joint Finance Committee Meeting of Board of Supervisors and School Board                                     | 1:00 p.m.<br>School Board Office                                                                  |
| March 11, 2022    | Revenue estimated completed by County Administrator                                                          |                                                                                                   |
| March 15, 2022    | Presentation of County Administrator's proposed budget to Board of Supervisors                               | 5:30 p.m.<br>Board of Supervisors Room                                                            |
| March 22, 2022    | Board of Supervisors budget work session - presentations by outside agencies                                 | 2:00 p.m.<br>Board of Supervisors Room                                                            |
| March 29, 2022    | Joint Finance Committee Meeting of Board of Supervisors and School Board                                     | 6:00 p.m.<br>Board of Supervisors Room                                                            |
| April 5, 2022     | Board of Supervisors budget work session (If needed)                                                         | 5:30 p.m.<br>Board of Supervisors Room                                                            |
| April 12, 2022    | Board of Supervisors Budget Work Session & School Superintendent budget presentation to Board of Supervisors | 5:30 p.m.<br>Board of Supervisors Room<br>or<br>Prince Edward County<br>Middle School - Room 151) |
| April 19, 2022    | Board of Supervisors authorizes Public Hearing for May 3rd (Ad date -April 27th)                             | 5:30 p.m.<br>Board of Supervisors Room                                                            |
| May 3, 2022       | Public Hearing on County & School Budgets & Tax Rates                                                        | 7:00 p.m.<br>Board of Supervisors Room                                                            |
| May 10, 2022      | Budget Work Session, Adoption of County & School Budgets & Tax Rates                                         | 7:00 p.m.<br>Board of Supervisors Room                                                            |
| June 7, 2022      | Approval of Appropriations                                                                                   | 7:00 p.m.<br>Board of Supervisors Room                                                            |

Adopted by the Board of Supervisor at its meeting on October 12, 2021.

*Revised by the Board of Supervisors March 29, 2022.*

Subject to change, by action of the Board of Supervisors.

**On motion of Supervisor Emert, seconded by Supervisor Cooper-Jones, and adopted by the following vote:**

|                |                                                                                                                                           |             |      |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------|------|
| <b>Aye:</b>    | 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>James R. Wilck | <b>Nay:</b> | None |
| <b>Absent:</b> | Jerry R. Townsend                                                                                                                         |             |      |

the meeting was recessed at 5:55 p.m. until Tuesday, April 5, 2022 at 5:30 p.m. at the Prince Edward County Board of Supervisors Room, 111 N. South Street, Third Floor, Farmville, Virginia.