

June 14, 2022

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 14th day of June, 2022; at 7:00 p.m., there were present:

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

Also present: Douglas P. Stanley, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Chelsey White, Director of Economic Development and Tourism; Kim Allen, Department of Social Services Director; Patty Gulick, Cannery Manager; Cheryl Stimpson, Director of Finance; and Terri Atkins Wilson, County Attorney.

Chairman Pride called the June meeting to order.

Chairman Pride 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.*

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.

In Re: Conflict of Interest Act

Supervisor Booth made the following statement:

*As a member of the Prince Edward County Board of Supervisors, I, Beverly M. Booth, am disclosing that I have an interest in the adoption of the FY 23 Prince Edward County Budget, as my husband is an employee of the Prince Edward County Sheriff's Office, which means he is a member of a group affected by the Board's decision. I am able to participate in the adoption of the county 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.*

Supervisor Townsend made the following statement:

*As a member of the Prince Edward County Board of Supervisors, I, Jerry R. Townsend, am disclosing that I have a personal interest in the transactions for the adoption of the FY 23 Prince Edward County budget and the approval of local funding for the FY 23 School Budget. My wife is an employee of the Prince Edward County Public Schools and I am an employee of the Piedmont Regional Jail. I am able to participate pursuant to Section 2.2-3112(B)l of the Code of Virginia, because the FY 23 Prince Edward County Budget and the local funding for the FY 23 School Budget affects groups of three or more, which are all County-funded employees, all county agencies funded*

*by the County budget and all employees of the Prince Edward County Public Schools. Additionally, I am able to participate in the adoption of the FY 23 Prince Edward County Budget and the approval of local funding for the FY 23 School Budget fairly, objectively and in the public interest. I have filed a declaration of disclosure with the Office of the Prince Edward County Administrator, a copy of which is available for public review.*

In Re: Recognitions

Mrs. Kimberly Allen, Social Services Director, stated "Recognitions" is an opportunity for the Board of Supervisors to recognize achievements in our community, with a focus on the accomplishments of students, employees and our citizen volunteers who serve the County of Prince Edward.

Mrs. Allen said:

“We would like to recognize Prince Edward County's June Employee of the Month, Shelby Atkins, a Benefits Program Specialist with the Prince Edward County Department of Social Services. Shelby Atkins has demonstrated the County's core values of Customer Service, Teamwork, Innovation, Initiative, Attitude Displayed and Positive Action. Shelby's customer service to her clients is demonstrated by the grace and patience she displays to her clients, which is overheard in the cubicle area by her co-workers. Shelby is always lending a helping hand and working together with co-workers, so that we can all learn and grow from each experience and situation citizen cases may bring. Shelby's innovation is shown by adapting to new thorough and faster ways to provide answers and process client's request timely. Shelby takes great initiative in listening to her co-workers and stepping in to be there to help guide them in the right direction when handling situations with clients and cases. Shelby displays a wonderful attitude as she takes on each working day. Shelby's attitude displayed is well presented and positive to others she surrounds. Shelby shows positive action in the way she approaches other co-workers in the most helpful manner, and if she can't help anyone herself, she would direct them to help find answers and then follow up for the answer herself so she can also grow. Congratulations, Shelby! Thank you for your continued hard work and dedication to the people of Prince Edward County and the County.”

Mr. Stanley then stated:

*“This past Thursday, Prince Edward County Assistant County Administrator Sarah Elam Puckett was honored at the Virginia Local Government Administration Association’s Summer Conference in Virginia Beach with the Marcia Mashaw Outstanding Assistant Award. This statewide honor is presented yearly to recognize Virginia’s top assistant local government manager. Named in memory of Marcia Mashaw, Assistant Town Manager of the Town of Blacksburg in the 1980’s, the award is presented to a Deputy or Assistant Manager or Administrator who has demonstrated outstanding performance, particularly with a*

*special project or during a period of unique conditions or circumstances. Let me say that COVID has certainly presented unique conditions and circumstances. Sarah, Assistant County Administrator since 1998, also served as Prince Edward County's Emergency Management Coordinator. She did a big part of our response to the COVID-19 epidemic, and during the pandemic, she made sure that all segments of our population had access to such necessities as masks, gloves and hand sanitizer. Included in her role as Emergency Management Coordinator, her responsible efforts to acts of nature such as the ice storm we had a year ago; during the ice storm, many residents were without power for two weeks. Sarah was in charge of working with local fire departments to provide response efforts to provide meals for those without power, and coordinated with power companies to ensure that power was restored as quickly as possible. She also made sure people had the opportunity to get a shower at the YMCA. She has built a reputation across County government for having a take-charge response. She has long been an advocate for equity and inclusion, and makes sure that all voices have a seat at the table, a trait that makes her exceptional at her job. Even before I came to Prince Edward County in 2020, I heard about Sarah and what a great community advocate she was, and working with her has only reinforced my appreciation of what she brings to the office every day."*

Mrs. Allen noted that two Department of Social Services employees would be retiring at the end of June. She recognized and thanked Deana Bennett, Benefit Programs Manager, for her 41 years of service and Kathy Bryant, Human Services Assistant, for her 23 years of service to the Department of Social Services.

#### In Re: Public Participation

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

Vicky Page, Leigh District, expressed her appreciation to the Board and specifically Supervisor Wilck for the existence of one of the County's true treasures, the Barbara Rose Johns Farmville-Prince Edward Community Library. She said the Library is a tremendous resource in the County, open seven days a week and the only one in a five-county area that is open Sundays. She said Supervisor Wilck has been a stalwart supporter of the Library, and in 2017, the Friends of the Library awarded a Certificate of

Appreciation to Supervisor Wilck for his support of the Library and the Friends [of the Library], and was made an honorary lifetime member. She thanked Supervisor Wilck for his years of service.

In Re: Board Comments

The Board members welcomed all in attendance, and thanked all for their participation and guidance to the Board.

In Re: Consent Agenda

On motion of Supervisor Emert, seconded by Supervisor Gilliam, and carried:

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

the Board accepted the April 2022 Treasurer’s Report; the minutes of the meetings held May 3, 2022, May 10, 2022, and May 20, 2022; Accounts and Claims, Board Mileage Sheets; and Salaries.

**Prince Edward Treasurer's Report - April 2022**

| Name of Bank                  | Bank Balance    | Available Balance |
|-------------------------------|-----------------|-------------------|
| Benchmark Pooled Fund Account | \$21,887,883.95 | \$21,887,883.95   |
| Benchmark Social Services     | \$282,138.63    | \$282,138.63      |
| Benchmark School Fund         | \$1,829,021.09  | \$1,829,021.09    |
| Benchmark Food Service        | \$451,475.66    | \$451,475.66      |
| TOTAL                         |                 | \$24,450,519.33   |

**Certificates of Deposit**

|                                    |                |
|------------------------------------|----------------|
| Benchmark                          | \$2,652,154.57 |
| Farmers Bank                       | \$2,454,586.50 |
| Benchmark 5 Yr CD-letter of credit | \$658,143.24   |
| TOTAL                              | \$5,764,884.31 |

|             |                 |
|-------------|-----------------|
| GRAND TOTAL | \$30,215,403.64 |
|-------------|-----------------|

In Re: Highway Matters

Supervisor Townsend expressed his thanks to VDOT on their job on Mill Creek Road with the Rural Rustic project.

Supervisor Emert stated that the storm caused many trees throughout the County to stick out from the edges of the roads and inside rights-of-way. He then thanked Supervisor Townsend for his efforts coordinating trash pickup.

Chair Pride reported the roundabout [at Kingsville] is coming along well. She asked the expected date of completion. Mrs. Sarah Elam Puckett, Assistant County Administrator, stated the project was scheduled to coordinate with the schools, which will reopen in August; she said the project should be complete by the end of October.

Mr. Trey Pyle added that when Phase 2 of the project completes, the roundabout will be operational. Some discussion followed.

In Re: Cannery Update – 2022 Season

Patty Gulick, Cannery Manager, presented an update on the upcoming 2022 home canning season. She thanked the Board for the new boiler and stated it will bring new life to the Cannery. She praised Mr. Randy Cook and his crew for their dedication and support in keeping the old one going. Ms. Gulick stated she is looking forward to the upcoming season and the users are happy to come to the Cannery. She thanked the Board for their time and support.

Hannah Evans, Virginia Food Works Director, reported on the Commercial Cannery activities. She stated she is excited for the installation of the new boiler after the lull of the past two months. She stated they offer both commercial and home uses at the Cannery. She invited the Board to visit the Cannery and meet Dominique Miller, the new Production Manager. Ms. Evans expressed her appreciation to the Board and presented samples of products made at the Cannery.

Mr. Stanley encouraged the Board to visit the Cannery to see the canning process.

In Re: Economic Development

Chelsey White, Director of Economic Development and Tourism, reported highlights of her activities:

- Continued to work with industrial and commercial developer prospects to find sites around Prince Edward County including the Prince Edward Business Park and privately-owned industrial properties. Presented information on the benefits of the Enterprise Zone Program to citizens and developers upon request.
- Participated in the SOVA Innovation Hub video projects which combined footage from around the region that shows the work happening through RISE Collaborative. The footage included economic development partners and community members brainstorming the design concept in the space.
- Attended the MBC board meeting at Longwood University to speak about the need for the facility in the economic development realm and the impact it could have in building the next generation for an innovative workforce. Also answered questions about the County's efforts to develop the HIT Park.
- Participated in the GOVA Region 3 Minority Engagement Workgroup meeting. Our regional entrepreneurship/innovation implementation grant includes a strong commitment to diversity, equity, and inclusion in programs developed.
- Assisted the IDA with the closing of the TRRC Community and Business Lending program loan for the Kinex Broadband Expansion project.
- Assisted the CRC with completing the TRRC Southern Virginia Grant request for A&E for the Elevated Water Tank to be located at the HIT Park.
- Prince Edward County was awarded \$530,100 in grant funding from the Tobacco Commission for a water tank in the HIT Park.
- Assisted with the Access Road Project which went out to bid on June 1st.
- Assisted the IDA on the HSC bond issue closing for the dorm renovation project.
- Continued to participate in economic development programs, collaborations, and educational opportunities through regional and state organizations including VEDP, SOVA RISE, and the Virginia Economic Development Association (VEDA).
- The Virginia Tourism Commission (VTC) application for the Virginia Regional Marketing Program: DMO Marketing Grant #0322-0032-DMO, A Wonderful Week(end): Wellness, Working Remotely, Working Out has been approved in the requested amount of \$20,000.
- Continued to manage the tourism marketing logo development and the THOYA brochure update.
- Participated in Virginia's Crossroads quarterly meeting in Charlotte County at Patrick Henry's Red Hill to plan for any carry out regional tourism marketing campaigns and initiatives.
- Visited local businesses to coordinate tourism-related projects and marketing campaigns.

- The Visitor Center hosted registration for High Bridge Trail State Park's National Trails Day Race event on June 1st.
- Shot Visitor Center video promotional videos to be debuted on new social media platforms. Continued planning for the launch of Facebook and Instagram social media platforms to market tourism opportunities in Prince Edward County.
- Continued participation in County marketing efforts with Letterpress Communications. Continued to participate in local, regional, and state organizations including THOYA, Virginia's Crossroads, and the Virginia Tourism Corporation in marketing the County's tourism opportunities.
- The Visitor Center is open again every Saturday. The hours of operation are Monday through Saturday from 8:30 am until 4:30 pm.

In Re: Prince Edward County Tourism Council

Ms. White then stated that on June 8, 2021, the Prince Edward County Board of Supervisors amended and approved Ordinance 70-221 thru 70.231 pertaining to the Transient Occupancy Tax (TOT). Effective July 1, 2021, a TOT of seven percent of the total amount paid for lodging for hotels, motels, campgrounds, and other facilities offering lodging within the county, and outside the Town of Farmville (as Farmville has its own occupancy tax), shall be reported to the Commissioner of the Revenue on or before the last day of the following calendar month. The TOT will allow the County to collect money to be spent for tourism purposes and it will allow the County to put additional resources into branding and marketing the community as a destination. Additionally, this would allow the County to support and enhance restaurants, lodging establishments, and the many amenities in the community. To comply with Section 58.1-3819 of the Code of Virginia, as amended, a tourism council could be developed to consult the County on marketing and tourism initiatives.

Staff presented draft bylaws for Board review for the creation of the Prince Edward County Tourism Council. The Council will advise, assist, support, and advocate for tourism policies, programs, and activities to market and promote Prince Edward County. This Council will serve as the "local tourism industry organization" referred to in Section 58.1-3819 of the Code of Virginia, as amended, and will include local lodging partners as indicated in the Code section. The Council will be composed of not less than five (5) nor more than nine (9) voting members. The Director of Economic Development and Tourism will serve on the Council as a non-voting member. The Marketing Assistant will serve on the Council as a non-voting member



and as a recording secretary. To the extent practicable, the Tourism Council will have a diverse representation from the following tourism-related industries: outdoor recreation, higher education, destination, shopping/retail, lodging, museums, state parks, spirits (wineries/vineyards, breweries), and/ or the Chamber of Commerce in Prince Edward County, with no more than one-third of the Council members representing a single tourism industry.

A similar organization existed from 2007 to about 2012, named the Prince Edward County Tourism Advisory Board. It was a joint board set forth by Prince Edward County and the Town of Farmville. The proposed Tourism Council bylaws were developed using examples from Greene County and Warren County/the Town of Front Royal.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Wilck, to approve the proposed Bylaws as presented for the Prince Edward County Tourism Council; the motion carried:

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

### **PRINCE EDWARD COUNTY TOURISM COUNCIL BY-LAWS**

The Prince Edward County Board of Supervisors and the Prince Edward County Tourism Council adopt the following articles in order to provide guidance to the members in the performance of their duties.

#### **ARTICLE I - GENERAL**

1. NAME: There will be a Prince Edward County Tourism Council, hereafter "the Council", under the guidance of the Prince Edward County Board of Supervisors, hereafter "BOS". The Council will work in conjunction with the Director of Economic Development and Tourism, hereafter "Director" and the office of Economic Development and Tourism, hereafter "EDT".
2. GENERAL PROCEDURE: In all matters not prescribed by the Code of Virginia or these by-laws, the Council will follow the procedure set forth in Robert's Rules of Order.

3. PURPOSE: The principal purpose of the Council is to work in conjunction with the Director on how best to promote Prince Edward County as a travel destination and raise the tourism economic impact. The Council shall serve as the local organization required by State Code 58.1-3819 requiring the County to "consult with local tourism industry organizations" to ensure Transient Occupancy Tax (TOT) revenues are designated and spent solely for local tourism and travel, marketing of tourism or initiatives to generate tourism revenues in the locality.
4. FUNDING: The Council is an advisory body to the BOS and the EDT and receives no direct funding. Prince Edward County tourism initiatives are funded by 3/7 of the 7% Transient Occupancy Tax (TOT) paid to the General Fund of Prince Edward County to be used for the promotion of tourism within Prince Edward County. Annually, the Council will advise the Director in proposing the Tourism Marketing Budget to the BOS through the County's budgeting process. Tourism funds will be managed by the Director with guidance from the Council according to an annual Tourism operating budget approved by the BOS.
5. COMPENSATION: Council members shall serve without monetary compensation.

## **ARTICLE II - STRUCTURE AND PROCEDURE**

1. COMPOSITION: The Council will be composed of not less than five ( 5) nor more than nine (9) voting members. The Director will serve on the Council as a non-voting member. The Marketing Assistant will serve on the Council as a non-voting member and as a recording secretary. Additional staff members from EDT may attend Council meetings as needed as non-voting members. Council members shall either be residents of Prince Edward County or work for or own a business in Prince Edward County or in a tourism adjacent industry. To the extent practicable, the Tourism Council will have a diverse representation from the following tourism-related industries: outdoor recreation, higher education, destination shopping/retail, lodging, museums, state parks, spirits (wineries/vineyards, breweries), and/or the Chamber of Commerce in Prince Edward County, with no more than one-third of the Council members representing a single tourism industry.
2. TERMS: Members will be elected for two-year terms. Each Member will hold office for two years or until a successor shall have been duly qualified and elected or until the Member shall resign or shall

have been removed in the manner herein provided. Upon expiration of terms, duly qualified successors will be identified and recommended by Tourism Council members, BOS members, EDT staff members, or a combination thereof. Qualified successors will be subject to approval by the BOS. If any member should leave the Council before the completion of their appointed term, the Council will make a recommendation to the BOS.

3. **OFFICERS:** The officers of the Council will be the Chair and Vice-Chair. They will be elected for one year by the Council and will hold office until duly qualified successors are elected. The specific duties of the officers of the Council are described in Article III.
4. **MEETINGS:** Regular meetings will be held by the Council every other month on the third Wednesday. Special meetings of the Council may be called at any time by the Chair, to be held at a time and place designated by the Chair in the call of the meeting. Notices of both regular and special meetings shall be emailed by the Marketing Assistant to each member of the Council not less than five (5) days before any such meeting unless agreed upon by all members with less than 5 days' notice. Notices of special meetings shall state the purposes thereof. Robert's Rules of Order shall govern the conduct of meetings. Emergency meetings may be convened by the Chairman with a 24-hour telephone notice attempt to reach all members.
5. **QUORUM REQUIREMENTS:** A quorum at any meeting shall consist of a majority of the entire membership of the Council. A majority of such quorum may decide any question that may come before the meeting.
6. **SUBCOMMITTEES:** The Council may appoint a subcommittee to address a specific project or task. The subcommittee shall be chaired by a member of the Council, but Prince Edward County citizens or business owners not on the Council may be appointed by the Council to serve as members of the subcommittee. The duties, responsibilities, and term length of the subcommittee will be determined by the Council at the time of its creation. Subcommittees will follow the same general procedures as followed by the Council.
7. **REMOVAL:** If any Council member is absent from three consecutive meetings, has been properly notified, and has not notified the Council of his/her intended absence, the remaining Council

members may request by a majority vote of the entire Council that the member be removed and replaced.

8. MINUTES: The minutes of all meetings shall be kept and retained by the Secretary.
9. DUTIES AND RESPONSIBILITIES: The Council will undertake various activities to promote tourism in Prince Edward County, including the following duties and responsibilities:
  - a. Working with the Director, recommend to the BOS a budget for use of TOT funding for the promotion of tourism.
  - b. In coordination with the Director, develop an annual advertising plan.
  - c. Assist EDT to ensure the general information pages about Prince Edward County on the state Virginia Tourism Corporation (VTC) website are accurate and up-to-date and to encourage tourism businesses in Prince Edward County to maintain a listing on the VTC website.
  - d. Advise EDT on the production of brochures to advertise the County.
  - e. Advise EDT on consistent branding of Prince Edward County Tourism.
  - f. Advise EDT on updating the Prince Edward County Tourism webpages.
  - g. Encourage new ways of promoting tourism in the County as new technologies and media development.
  - h. Promote Prince Edward County as a venue for events by assisting, encouraging, and advising organizations that seek to hold events in Prince Edward County.
  - i. Advise the Marketing Assistant in maintaining a calendar of events for Prince Edward County to be posted on the Tourism webpages and at the Visitor Center.
  - j. Assist EDT in maintaining a database of local vendors and suppliers and encourage event planners to use them.
  - k. Actively promote the Visitor Center and assist the Marketing Assistant as needed.
  - I. Consult with other organizations and groups in the County, region, and state that can assist Prince Edward County's tourism growth, such as the Virginia Tourism Corporation, and Farmville Downtown Partnership (FDP).
10. FINANCIAL MATTERS: The Council is authorized to apply for and accept gifts, grants, or donations from public or private sources to enable the Committee to carry out its objectives.

- a. Prince Edward County shall be designated as a fiscal agent to administer and maintain financial records for the Council.
  - b. Each tourism project that is approved by the Council shall include a budget and funding plan. The funding plan shall include any grant and/or private funds that may be used toward the project.
10. ADMINISTRATIVE MATTERS: The Committee shall make quarterly reports to the Prince Edward County Board of Supervisors. No individual member of the Committee shall make representations or commitments on the Committee's behalf without formal approval or endorsement by the majority of the membership of the Committee
11. LOGO: The Committee may have a logotype or seal that identifies its purposes for use in any brochures, letterheads, and other official publications issued by the Committee on its behalf. The Committee may authorize the use of such a graphic by others when such use helps further the Committee's goals and objectives.

### **ARTICLE III - OFFICERS' DUTIES AND RESPONSIBILITIES**

1. CHAIR: The Chair of the Council will undertake the following duties and responsibilities:
- a. Preside over all meetings of the Council, and with the help of the EDT staff develop the agenda for those meetings.
  - b. Call special meetings when it is deemed advisable.
  - c. Sign official papers of the Council.
  - d. Assist potential subcommittees and attend their meetings as needed.
  - e. Perform such other duties as are incident to the office or are properly required by the Council.
2. VICE-CHAIR: The Vice-Chair of the Council will undertake the following duties and responsibilities:
- a. In the absence of the Chair, perform all the duties of the Chair. (In the absence of both the Chair and the Vice-Chair, the Committee shall elect a Chair Pro Tempore who shall perform all duties of the Chair.)
  - b. Assist potential subcommittees and attend their meetings as needed.

- c. Perform such other duties as are incident to the office or are properly required by the Council.
3. SECRETARY: maintains the minutes of the meetings and issues notices of meetings as provided herein.

#### **ARTICLE IV – GOALS**

1. MISSION: Consistent with its purpose, the Council shall establish objectives and strategies (Plan of Work) for achieving the goals set forth below. In doing so, the Committee will provide direction and oversight to any public employees who may be specifically assigned to carry out the Committee's mission.
2. Citizen Understanding- Increase the economic value of tourism and travel to Prince Edward County and its citizens and businesses, and encourage inter-community collaboration on all matters relating to tourism development and promotion.
3. Tourism - Broaden awareness of the community's existing attractions, both natural and man-made, its heritage and historic sites, and services provided for travelers. This effort shall include awareness within the tourism industry and among the traveling public, with emphasis on multi-county initiatives whenever possible.
4. Hospitality - Ensure that travelers to and through Prince Edward County are served hospitably and have ready access to information on tourist services and points of interest.
5. Tourism Development - Pursue with the County an overall economic development program to include the development of additional visitor accommodations such as lodging and conference facilities, restaurants, campgrounds, public parks, and other attractions.
6. Scenic Beauty - Encourage programs that's purposes are to preserve and enhance the scenic beauty of the Town and County, particularly along its public highways.

#### **ARTICLE V -AMENDMENTS**

1. PROCEDURE: These by-laws may be amended, repealed, or altered, in whole or in part, at any time, by the BOS. The Council may make a recommendation to the BOS by a two-thirds majority vote of the entire Council.

In Re: Public Hearing – American Rescue Plan Act (ARPA) Funding

Chairman Pride announced that this was the date and time scheduled for a public hearing in accordance with Section 15.2-2507 of the *Code of Virginia*, the Board will consider amendments to the FY 22 County Budget and FY 22 County School Budget, and accept the distribution of \$1,114,577.00 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, June 1, 2022, and Wednesday, June 8, 2022 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Stanley stated that as the Board is aware, the Prince Edward County Public Schools has received a total of \$1,114,557.00 of additional CARES Act- ESSER III Funding for addressing unfinished learning, before and after school programs, and summer programs.

Prior to the expenditure and in accordance with 15.2-2507 of the *Code of Virginia*, the Board will hold a public hearing to increase the FY 22 County and School Budgets, accepting the distribution of federal funds and appropriate the funding to the FY 22 County and School Budgets.

Chair Pride opened the public hearing.

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

Supervisor Emert made a motion, seconded by Supervisor Townsend, to approve the increase to the FY 22 County and School Budgets by \$1,114,557 and appropriate the same funds to enable the expenditure of the Federal ARPA funding; the motion carried:

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

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

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

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

J. Paul Stoltzfus will be appointed to the Board of Appeals for Building Code for a term of five years beginning July 1, 2022 and ending June 30, 2027.

In Re: Citizen Volunteer Appointments – County Industrial Development Authority

A vote was taken on the candidates for the four-year term of the Industrial Development Authority.

| <u>Candidate</u>      | <u>Vote</u>                                                                                                                                 |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Caryn B. Kayton       | (None)                                                                                                                                      |
| Lorenzo Navon Simmons | (None)                                                                                                                                      |
| C. R. “Bob” Timmons   | (None)                                                                                                                                      |
| Brad Watson           | Beverly M. Booth<br>Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Odessa H. Pride<br>Jerry R. Townsend<br>James R. Wilck |
| Rhett L. Weiss        | (None)                                                                                                                                      |

Brad Watson will be appointed to the Industrial Development Authority for a term of four years beginning July 1, 2022 and ending June 30, 2026.

In Re: Citizen Volunteer Appointments – Social Services Board

A vote was taken on the candidates for the four-year term of the Social Services Board.



| <u>Candidate</u>        | <u>Vote</u>                                                                                                                                 |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Gwen S. Akers-Booker    | (None)                                                                                                                                      |
| Theresa A. Clark, Ph.D. | Beverly M. Booth<br>Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Odessa H. Pride<br>Jerry R. Townsend<br>James R. Wilck |
| Lorenzo Navon Simmons   | (None)                                                                                                                                      |

Theresa A. Clark, Ph.D. will be appointed to the Social Services Board for a term of four years beginning July 1, 2022 and ending June 30, 2026.

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

A vote was taken on the candidates for the four-year term of the Central Virginia Regional Library Board.

| <u>Candidate</u>      | <u>Vote</u>                                                                                                                                 |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Gwen S. Akers-Booker  | Beverly M. Booth<br>Pattie Cooper-Jones<br>J. David Emert<br>Llew W. Gilliam, Jr.<br>Odessa H. Pride<br>Jerry R. Townsend<br>James R. Wilck |
| Lorenzo Navon Simmons | (None)                                                                                                                                      |

Gwen S. Akers-Booker will be appointed to the Central Virginia Regional Library Board for a term of four years beginning July 1, 2022 and ending June 30, 2026.

In Re: Surplus Vehicles and Property

Mrs. Puckett stated the following vehicles are no longer required by the County and it is requested the Board declare them surplus. Once declared surplus, the County will dispose of the vehicles. She added that Randy Cook, Building and Grounds Supervisor, suggested making the offer the Habitat for Humanity ReStore to check the surplus Additional Items to see if they could use any of the surplus.

| <u>YEAR</u> | <u>MAKE/MODEL</u>         | <u>LAST 4 VIN</u> | <u>COMMENTS</u>                                                                                                      |
|-------------|---------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------|
| 2005        | Ford Explorer             | 8770              | Transmission issues                                                                                                  |
| ----        | GMC Safari Van            | 2039              | Inoperable. May already be surplus                                                                                   |
| 2019        | F250 Truck bed and bumper |                   | Est. Value: \$3,600-\$4,000<br>Fourth St. Motor and Burkeville Body Shop gave estimates, but not intended in buying. |
| 2011        | Ford Sedan                | 4294              | Condition unknown                                                                                                    |
| 2005        | Ford Expedition           | 4828              | Condition unknown                                                                                                    |

Additional items:

- About 15 4-foot ground lights
- Honda push mower, broken and not worth repairing; estimate of over \$300 to fix.
- Miscellaneous old chairs/benches – in back of shop and need to be sorted.
- At DSS: 14 desks and various desk pieces (wooden and metal) file cabinet, mailbox cabinet, two open-type file folder cabinets, a couple of chairs; consider allowing Habitat Restore to remove what they will.

Supervisor Townsend made a motion, seconded by Supervisor Wilck, to declare the vehicles listed above and all other items to be surplus and authorize the County Administrator to dispose of the property appropriately; the motion carried:

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

In Re: Amendment to Sandy River Fishing Tournament Regulations

Mrs. Puckett stated that as the Board is aware, the County permits fishing tournaments at the Sandy River Reservoir, based on the attached regulations that were adopted by the Board in 2003. In a recent conversation with a representative of the County's liability insurance provider, VACORP, it was recommended the County require fishing tournament sponsors provide a Certificate of Insurance naming the County as an "Additional Insured" with limits of \$1,000,000 per occurrence and \$2,000,000 in aggregate.

She reviewed the proposed amendments to the County Fishing Tournament Regulations and the Application for Fishing Tournament Permit.

It is recommended this amendment be made effective July 1, 2022. At present, there is one tournament permitted and scheduled between now and July 1. There is one additional tournament scheduled and permitted for September, both of which are Sandy River Bassmasters. Pending Board action, county staff will reach out to them about this new requirement.

Supervisor Emert made a motion, seconded by Supervisor Townsend, to approve the amendments to the County Fishing Tournament Regulations requiring each applicant furnish a certificate of insurance on a general liability insurance policy naming the County as an “additional insured” with limits of \$1,000,000 per occurrence and \$2,000,000 in aggregate, and that the changes take effect July 1, 2022; the motion carried:

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

**COUNTY OF PRINCE EDWARD, VIRGINIA  
SANDY RIVER RESERVOIR**

**FISHING TOURNAMENT REGULATIONS**

1. All articles contained Section 82-31 of the Code of the County of Prince Edward, Virginia, shall be enforced;
2. All applicable State and Federal laws, regulations and administrative code requirements shall be enforced;
3. Not more than four fishing tournament permits shall be issued to any qualifying organization/tournament sponsor annually;
4. The definition of a qualifying organization is one that meets the requirements of the IRS Regulations for 501(c)(3);
5. Not more than four tournaments shall be scheduled per month, and tournaments shall be scheduled for not more than two Saturdays and two Sundays per month;
6. The Reservoir shall be closed to fishing tournaments from July 15 to September 15;
7. The Sandy River Reservoir shall be closed to fishing tournaments on peak vacation/family summer days and weekends, to include Memorial Day Weekend, July 4, and Labor Day Weekend, and others, if so designated by the Board of Supervisors;
8. Fishing tournament sponsors shall be responsible, within two weeks of the date of the tournament, for submitting to the Virginia Department of Game and Inland Fisheries creel survey data in a form as provided by the County of Prince Edward;

9. Organizations that fail to submit creel survey data to the Virginia Department of Game and Inland Fisheries shall not be approved for additional fishing tournaments;
10. The fee for fishing tournament permits shall be established by the Board of Supervisors of the County of Prince Edward;
11. Based on the available public parking at the Sandy River Reservoir; the maximum total number of boats allowed per tournament shall not exceed forty (40);
12. Tournament sponsors shall be responsible for insuring that the "Proper Care of Tournament Caught Fish" guidelines, as provided by the Virginia Department of Game and Inland Fisheries, are followed by all participants in the tournament;
13. The Sandy River Reservoir shall remain open for public use to all user groups on dates of scheduled fishing tournaments;
14. Fishing tournaments at the Sandy River Reservoir shall be approved and scheduled by the County Administrator and/or his/her designee, based on the date a properly executed County Tournament Permit Application is submitted to the Prince Edward County Administrator's Office;
15. Effective July 1, 2022, the applicant for a fishing tournament must furnish a Certificate of Insurance on a general liability insurance policy, protecting the County, its elected and appointed officials, employees and agents from and against any and all claims which may result from or in connection with the fishing tournament. The County of Prince Edward must be named as an 'Additional Insured' on the certificate. Applicants must produce a copy of the policy with all endorsements. The County Administrator's Office or designee must receive the certificate at the time the application is filed. Limits of insurance are \$1,000,000.00 (one million) per occurrence and \$2,000,000.00 (two million) aggregate for death or bodily injury and property damage. Applicant must furnish written proof of liability insurance to cover the tournament prior to being granted permission to hold a tournament. Failure to furnish written proof of insurance will result in termination of reservation.
16. The Board of Supervisors of the County of Prince Edward, Virginia shall amend these policies, as needed, to protect and enhance the public recreational enjoyment of the Sandy River Reservoir for all user groups.

For additional information, please contact the Prince Edward County Administrator's Office at 434-392-8837.

In Re: SCOPE Building – Designation as Surplus Property

Mr. Stanley reported that pursuant to County Policy adopted October 9, 2007, whenever the Board of Supervisors of Prince Edward County, Virginia deems it in the best interest of the citizens of said County to dispose of any surplus real property owned by said County, the Board shall first conduct a public hearing prior to the disposition. After the public hearing and upon affirmative vote of a majority of the members of the Board, the property shall be declared surplus and shall be advertised for sale. The County shall also obtain an appraisal of value of the property and shall accept no bid which is less than the appraised value.

Phillip Moore, Building Official, completed a courtesy inspection of the SCOPE Building prior to allowing rental of the building to the general public or reuse by Piedmont Senior Resources for providing meals to the public. After inspection, Phillip has determined the building cannot function safely for public gatherings. The rear of the building has significant rot in the crawlspace which has caused settling of the floor. Based on his inspection, rental of the building is suspended. The Meals-on-Wheels Office in the front of the building can still be utilized. Based on previous discussions with the Properties Committee, Staff have obtained an appraisal of the building to propose offering the building for sale to the public in lieu of renovating and correcting the building issues.

As part of a previous agreement, the County is responsible for providing office space for Meals-on-Wheels. Staff are currently in discussion with STEPS, DSS and others to provide space in their building; in return, STEPS would receive a credit on their rent paid to offset the office space/SF.

Supervisor Emert made a motion, seconded by Supervisor Cooper-Jones, pursuant to the County's Procedure for Disposition of Surplus Real Property, authorize advertisement of a public hearing to declare the SCOPE Building, located at 505 Griffin Boulevard, as surplus property; the motion carried:

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

In Re: Audit Services

Mr. Stanley stated a request for proposal (RFP) for audit services was advertised in the Farmville Herald, posted on the County's website, and mailed directly to a list of firms that perform such work.

The County received one response for the RFP from Robinson, Farmer, Cox Associates, the County's current auditor.

The RFP Review Committee consisted of Finance Director Cheryl Stimpson, Assistant County Administrator Sarah Puckett, and County Administrator Doug Stanley. It was the unanimous recommendation of the Review Committee to recommend that a contract be awarded to Robinson, Farmer, Cox Associates (RFC). The recommendation is based on the fact that RFC has done a good job in

development of past audits for the County, that they are highly recommended by other similarly sized jurisdictions in the state of Virginia and that their proposed price estimate fit the County's budget. RFC currently conducts audits for approximately 70% of the 95 counties in Virginia and 20% of its cities.

Mr. Stanley reported RFC has proposed a fee of \$49,500 for the FY2022 audit. Staff recommends the selection of the firm of Robinson, Farmer, Cox, Associates to perform audit services for Fiscal Years ending June 30, 2022 through June 30, 2024 with the option to renew for three (3) additional one-year terms.

In accordance with the RFP, the contract could be extended for three additional one-year periods with the mutual consent of both parties. Due to the need to schedule field work with the successful firm in June, Staff needs a decision quickly from the Board.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Emert, to approve the request to award a contract to Robinson, Farmer, Cox Associates as outlined to perform audit services for Fiscal Years ending June 30, 2022 through June 30, 2024 with the option to renew for three (3) additional one-year terms; the motion carried:

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

In Re: County Attorney Update

Mrs. Terri Atkins Wilson, County Attorney, stated she has been working with the Industrial Development Authority (IDA) on several projects: Kinex contract, Hampden Sydney [College] bond, right-of-way easement and work with the courts due to the untimely loss of Supervisor Jones.

In Re: County Administrator Update

Mr. Stanley stated that the regular date for the Board of Supervisors meeting for July would normally be the 12<sup>th</sup>, the second Tuesday of the month. However, due to some scheduling issues, staff is requesting the date be changed.

Following some discussion, Supervisor Cooper-Jones made a motion, seconded by Supervisor Wilck, that the July Board of Supervisors meeting will be held July 19, 2022 at 7:00 p.m. in the Board of Supervisors Room; the motion carried:

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

Mr. Stanley presented an update on his activities:

- June 1<sup>st</sup> the General Assembly approved the State budget, with the 5% salary increase for comp board positions effective August 1; an additional 5% across-the-board increase effective July 1, 2023; provided funding for support of salary compression increases for officers in the Sheriff's Department and for folks in comp board positions for a minimum of three years up to 30 years.
- Prince Edward County Industrial Park Access Road is out to bid; there will be a non-mandatory pre-bid conference will be held June 16, and bids are due June 30.
- Robinson, Farmer, Cox Audit work is being performed; the goal is to have it complete on time
- Route 15, Kingsville intersection will be closed for two months and will reopen in time for school reopening in August.
- On May 23, crews were able to locate Mrs. Amelia Walton; he thanked everyone involved for a successful outcome. He said this highlighted the strong Prince Edward County team: Sheriff Epps, Sarah Puckett, Trey Pyle and others.
- Attended the Data intensive computing Conference in Reston, VA, with Joe Hines and Rhett Weiss, and networked with three data center developers
- MBC, Middle Mile Fiber Expansion from Cumberland to Farmville – the DEQ is currently taking comments on the Environmental Impact Statement for the project; construction of the fiber optic route is planned to begin after September 2022, with an estimated completion of September 2024. This project is critical to the development of the HIT Park infrastructure.
- Courthouse power washing has been done and removed stains on the brick. He said the lawn began Monday, which should be complete by September or October.
- Public Safety Radio System needs – the consultant, CTA held the kick-off meeting for stakeholders to get a better understanding of the work that will be performed on our communication system and development of needs assessment.
- Congratulations to Crystal Baker, Finance Manager, on her graduation from the National Association Leadership.
- Cannery Boiler will be installed next Monday (June 20)
- Effective July 1, the Solid Waste department will be restructured beginning July 1; a Landfill Operations Supervisor position is being created to manage the employees involved in the daily operations of the working phase of the landfill, equipment maintenance and repair. This will free up Jeff Jones for more operational management and planning; he will also be busy in the coming years with the building and construction of the new sites.

In Re: Fire-EMS Committee Report

Mr. Trey Pyle stated the Virginia Office of EMS receives funding allocated from the Four-For-Life program annually. The funding is legislated by the *Code of Virginia* 46.2-694 which stipulates that an additional \$4 per year is charged and collected at the time of vehicle registration and set aside as a special fund to be used only for EMS purposes, specifically training of EMS personnel and the purchase of equipment and supplies for emergency medical and rescue services.

Mr. Pyle reported staff has been working with Fire-EMS Committee to establish a formula for distribution between the three County EMS agencies (two transport and one first-responder) – Prince Edward, Meherrin and Hampden-Sydney.

Supervisor Emert asked if any back pay is owed and what year the County started to provide funding. Mr. Pyle stated the program began in 1999 as Two-for-Life and changed to Four-for-Life starting in the mid-2000s.

Mr. Stanley said the County absorbed that revenue and in theory, gave it back out to the Departments as part of their annual budget allocation. He said that two years ago, budgeting that revenue was stopped as that money cannot be used to supplant the budget. He said that moving forward, the Departments will receive 2021 and 2022 funding separate from their budget allocation.

Supervisor Emert stated this came into the County shouldn't have been in what the County gave as it was their funding to begin with. He said it is very specific in what the funding may be used for, and is limited to equipment, training, and supply related items.

The Committee met at 6:00 p.m. just prior to the Board meeting and recommend distribution the Four-For-Life as follows:

**FY22 BUDGET AMENDMENTS-FY 20 FUNDS**

| <b>Rev/Exp</b> | <b>Fund</b> | <b>Dept</b> | <b>Object</b> | <b>Description</b>        | <b>Debit</b> | <b>Credit</b> |
|----------------|-------------|-------------|---------------|---------------------------|--------------|---------------|
| 3 (Rev)        | 100         | 24040       | 0015          | EMS Four for Life         | \$18,263.44  |               |
| 4 (Exp)        | 100         | 32300       | 7005          | PEVRS                     |              | \$12,297.58   |
| 4 (Exp)        | 100         | 32300       | 7008          | Meherrin EMS              |              | \$5,065.86    |
| 4 (Exp)        | 100         | 32200       | 7005          | H-S VFD (First Responder) |              | \$2,000.00    |



Supervisor Townsend made a motion, seconded by Supervisor Cooper-Jones, to approve the recommendation of the Fire-EMS Committee to allocate the Four-For-Life program funding and approve the appropriations as presented; the motion carried:

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

In Re: Appropriation of FY23 Prince Edward County Budget

Mr. Stanley stated that on June 7, 2022, the Board of Supervisors approved the FY23 Budget for Prince Edward County. The Resolution adopted on that date listed a total budget of \$67,161,030, which included a School budget of \$29,369,880 and a School Cafeteria Budget of \$1,431,406.

Supervisor Townsend made a motion, seconded by Supervisor Emert, to approve the Annual Resolution of FY23 Appropriations and appropriate the FY23 Budget for each County Department and Fund; the motion carried:

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

**ANNUAL RESOLUTION OF APPROPRIATION OF THE COUNTY OF PRINCE EDWARD FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

*A resolution to appropriate designated funds and accounts from specified estimated revenues for FY 2023 for the operating budget and the Capital Improvements Program for the County of Prince Edward and to authorize and empower County officers to expend funds and manage cash assets; and to establish policies under which funds will be expended and managed.*

The Prince Edward County Board of Supervisors does hereby resolve on this 14<sup>th</sup> day of June 2022 that, for the fiscal year beginning on July 1, 2022, and ending on June 30, 2023, the following sections are hereby adopted.

- Section 1. The cost centers shown on the attached letter labeled FY 2022-2023 Appropriations are hereby appropriated from the designated estimated revenues as approved by the Board of Supervisors on June 7, 2022 for FY 2022-2023.
- Section 2. Appropriations, in addition to those contained in this general Appropriations Resolution, may be made by the Board of Supervisors, only if deemed appropriate and there is available in the fund unencumbered or unappropriated sums sufficient to meet such appropriations.
- Section 3. All appropriations herein authorized shall be on the basis of cost centers for all departments and agencies and by Category.
- Section 4. The Social Services Board is separately granted authority for implementation of the appropriated funds for their respective operations. By this resolution the Social Services Board is authorized to approve the transfer of any unencumbered balance or portion thereof from one classification of expenditure to another within its respective funds in any amount.
- Section 5. The School Board is separately granted authority for implementation of the appropriated funds for their respective operations. Appropriations for the School Board are by Category. By this resolution the School Board is authorized to approve the transfer of any unencumbered balance or portion thereof from one classification of expenditure to another within a category.
- Section 6. The County Administrator is expressly authorized to approve transfers of any unencumbered balance or portion thereof from one classification of expenditure to another within the same Fund with the exception of Constitutional Officers for the efficient operation of government. Transfers into or out of a department of a Constitutional Officer requires prior approval of the Board of Supervisors.
- Section 7. All outstanding encumbrances, both operating and capital, at June 30, 2022 shall be re-appropriated to the FY 2023 fiscal year to the same cost center and account for which they are encumbered in the previous year.
- Section 8. At the close of the fiscal year, all unencumbered appropriations lapse for budget items other than those involving ongoing operational projects, or programs supported by grants or County funds, which must be preapproved by the County Administrator or his designee and submitted to the Board of Supervisors for final approval. Such funds must be applied to the purpose for which they were originally approved.
- Section 9. Appropriations previously designated for capital projects will not lapse at the end of the fiscal year but shall remain appropriated until the completion of the project if funding is available from all planned sources, or until the Board of Supervisors, by appropriate ordinance, resolution or other action changes or eliminates the appropriation. Upon completion of a capital project, the County Administrator is hereby authorized to close out the project and return to the funding source any remaining balances. This section applies to all existing appropriations for capital projects at June 30, 2022 and appropriations as they are made in the FY 2023 Budget. The County Administrator is hereby authorized to

approve construction change orders to contracts up to an increase of \$10,000.00 or five percent, whichever is greater, as long as funds are available from the funding sources and approve all change orders for reduction of contracts.

- Section 10. The approval of the Board of Supervisors of any grant of funds to the County shall constitute the appropriation of both the revenue to be received from the grant and the County's expenditure required by the terms of the grant, if any. The appropriation of grant funds will not lapse at the end of the fiscal year but shall remain appropriated until completion of the project or until the Board of Supervisors, by appropriate action, changes or eliminates the appropriation. The County Administrator may increase or reduce any grant appropriation to the level approved by the granting agency during the fiscal year. The County Administrator may approve necessary accounting transfers between departments and funds to enable the grant to be accounted for in the correct manner. Upon completion of a grant project, the County Administrator is authorized to close out the grant and return to the funding source any remaining balance. This section applies to appropriations for grants outstanding at June 30, 2022 and appropriations in the FY 2023 Budget.
- Section 11. The County Administrator may reduce revenue and expenditure appropriations related to programs funded all or in part by the Commonwealth of Virginia and/or the Federal Government to the level approved by the responsible state or federal agency.
- Section 12. The County Administrator is authorized to make transfers to the various funds for which there are transfers budgeted. The County Administrator shall transfer funds as deemed necessary up to amounts budgeted or in accordance with any existing bond resolutions that specify the matter in which transfers are to be made.
- Section 13. The Treasurer may advance monies to and from the various funds of the County to allow maximum cash flow efficiency. The advances must not violate County bond covenants or other legal restrictions that would prohibit an advance. The Treasurer is authorized and directed to credit all interest received from the investment of all County funds to the General fund, with the exception of the School Construction Fund, Economic Development Fund, Recreation Fund, Forfeited Assets Fund, Landfill Fund, D.A.R.E. Fund, VDOT Revenue Sharing Fund (non-local money only) and the Piedmont Court Services Fund, wherein all interest earned will be credited to the respective funds.
- Section 14. All procurement activities with funds appropriated herein shall be made in accordance with the County purchasing policy and applicable state statutes.
- Section 15. It is the intent of this resolution that funds be expended for the purpose indicated in the budget; therefore, budgeted funds may not be transferred from operating expenditures to capital projects or from capital projects to operating expenses without the prior approval from the Board of Supervisors. Also, funds may not be transferred from one capital project to another without the prior approval of the Board of Supervisors.
- Section 16. The County Administrator is authorized, pursuant to State statute, to issue orders and checks for payments where funds have been budgeted, appropriated, and where sufficient

funds are available. A listing of vendor payments shall be presented to the Board of Supervisors for information not less frequently than monthly.

Section 17 Subject to the qualifications in this resolution contained, all appropriations are declared to be maximum, conditional and proportionate appropriations - the purpose being to make the appropriations payable in full in the amount named herein if necessary and then only in the event the aggregate revenues collected and available during the fiscal year for which the appropriations are made are sufficient to pay all the appropriations in full. Otherwise, the said appropriations shall be deemed to be payable in such proportions as the total sum of all realized revenue of the respective funds is to the total amount of revenue estimated to be available in the said fiscal year by the Board of Supervisors.

Section 18. All revenues received by an agency under the financial control of the Board of Supervisors or by the School Board or by the Social Services Board not included in its estimate of revenue for the financing of the fund budget as submitted to the Board of Supervisors may not be expended by said agency under the financial control of the Board of Supervisors or by the School Board or by the Social Services Board without the consent of the Board of Supervisors being first obtained, and those sums appropriated to the budget. Any grant approved by the Board for application shall not be expended until the grant is approved by the funding agency for drawdown. Nor may any of these agencies or boards make expenditures which will exceed a specific item of an appropriation.

Section 19. Allowances out of any of the appropriations made in this ordinance by any or all County departments, commissions, bureaus, or agencies under the financial control of the Board of Supervisors to any of their officers and employees for expense on account of the use of such officers and employees of their personal automobiles in the discharge of their official duties shall be paid at the same rate as that established by the internal revenue service and shall be subject to change by the County Administrator from time to time to maintain like rates.

Section 20. All previous appropriation ordinances or resolutions to the extent that they are inconsistent with the provisions of this ordinance shall be and the same are hereby repealed.

Section 21. This ordinance shall become effective on July 1, 2022.

***Certification***

*I hereby certify the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia at a regular meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed by a vote of 7 in favor and 0 opposed, this 14<sup>th</sup> day of June, 2022.*

In Re: Prince Edward County Public School Board Appropriations

Mrs. Cheryl Stimpson, Finance Director, stated the County has received request from the Prince Edward County Public Schools for appropriations totaling \$241,114.53 to the school operating budget. These

funds are federal reimbursement grants and CARES Act grants, and either correct previously submitted School Board Appropriations letters submitted in March and April, 2022, or are a new appropriation. There is no County match required.

**FY22 BUDGET AMENDMENTS**

| <b>Rev/Exp</b> | <b>Fund</b> | <b>Dept</b> | <b>Object</b> | <b>Description</b>  | <b>Debit</b> | <b>Credit</b> |
|----------------|-------------|-------------|---------------|---------------------|--------------|---------------|
| 3 (Rev)        | 250         | 033020      | 0101          | CARES Act           | \$141,615.43 |               |
| 3 (Rev)        | 250         | 033020      | 0099          | Other Federal Funds | \$100,000.00 |               |
| 3 (Rev)        | 250         | 033020      | 0101          | CARES Act           |              | \$100,000.00  |
| 3 (Rev)        | 250         | 033020      | 0041          | School Improvement  |              | \$49,800.00   |
| 4 (Exp)        | 250         | 033020      | 0041          | School Improvement  |              | \$2,500.00    |
| 4 (Exp)        | 250         | 061000      | 0001          | Instruction         | \$2,500.00   |               |

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to approve the FY22 Budget Amendment presented above and appropriate the same funds; the motion carried:

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

In Re: Tri-Boro Shelving, Inc. Easement and Agreement, Industrial Development Authority Right of Way Easement

Mr. Stanley said that in the planning stages for the construction of an access right of way, adjacent to property owned by the Commonwealth of Virginia, Department of Transportation, located on State Route 628, Commerce Road, Staff discovered there would be the need for additional right of way property, with the need to gain land both from Tax Map Parcel #37-6-7A, owned by Tri-Boro Shelving, Inc. and Tax Map Parcel #37-6-7B, owned by the Industrial Development Authority of Prince Edward County. While the deed of easement from the Industrial Development Authority is fairly straight forward, Tri-Boro Shelving, Inc. requested several items in return for the granting of the Deed of Easement. They requested the following:

- 1) Payment of \$16,802.80;
- 2) A construction of a commercial entrance and gate off of the new access road for Tri-Boro;
- 3) An Extension for a period of seven (7) years to develop Lot 7-A, from June 1, 2022 to May 31, 2029;
- 4) These terms shall survive settlement until the conditions and terms are met;

- 5) The IDA will pay the Grantor's tax, all recording and closing costs including Tri-Boro's attorneys' fees up to an amount of \$1,500.00.

A copy of this Agreement for Deed of Easement, Prince Edward County Tax Map 3 7-6-7 A, with the related documents, including the Deed of Easement was presented to the Board, along with a copy of the Deed of Easement for the Industrial Development Authority property, Prince Edward County Tax Map 3 7-6-7B.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Booth, to accept the stated terms and conditions of the agreement and Deed of Easement with Tri-Boro Shelving, Inc., and to accept the Deed of Easement from the Industrial Development Authority of Prince Edward County, the documents of which are necessary in order to secure the necessary right of way and easements to construct an access road to several remaining lots in the Industrial Park; and to authorize the County Administrator to sign the necessary documents on behalf of the Prince Edward County Board of Supervisors as it relates to the agreement and the two Deeds of Easement; the motion carried:

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

This deed is exempt from recordation tax pursuant to Virginia Code Section 58 .1-811 (A) (3).

**THIS DEED OF EASEMENT**, made and entered into as of June14, 2022, by and between, **PRINCE EDWARD COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY**, a political subdivision of the Commonwealth of Virginia, to be indexed as a GRANTOR and a GRANTEE, herein-referred to as "**I.D.A. OF PRINCE EDWARD COUNTY**", whose address is: P.O. Box 382, Farmville, VA 23901; and **THE BOARD OF SUPERVISORS OF PRINCE EDWARD COUNTY, VIRGINIA**, a political subdivision of the Commonwealth of Virginia, to be indexed as a GRANTEE, herein-referred to as "**PRINCE EDWARD COUNTY**", whose address is 111 North South Street, Farmville, VA 23901.

WHEREAS, I.D.A. OF PRINCE EDWARD COUNTY is the owner of that certain real property, herein-referred to as the "Property", in the County of Prince Edward, Virginia, more particularly described as follows:

All that certain lot or parcel of land, with improvements thereon and appurtenances thereto, situated in the Farmville Magisterial District, County of Prince Edward, Virginia, located

off of State Route 628, containing 6.052 acres, more or less, shown as New Lot 7B of Prince Edward Industrial Park Subdivision, on a plat entitled "Plat Showing Redivision of Lot 7, Prince Edward Industrial Park, Farmville Magisterial District, Prince Edward County, Virginia" by Hurt & Proffitt, Incorporated, dated December 1, 2009, recorded January 20, 2017 in the Clerk's Office of the Circuit Court of the County of Prince Edward, Virginia, as Instrument No. 170000105, Slide B 24 #5, which plat is herein-referred to as the "Lot 7B 2009 Plat"; being a portion of the same property conveyed to the Industrial Development Authority of Prince Edward County, by deed from Prince Edward County, Virginia, dated January 13, 2015, recorded in the afore-mentioned Clerk's Office as Instrument No. 150000129.

The Property is currently identified as Tax Map Parcel No. 37-6-7B. The Lot 7B 2009 Plat is made a part hereof, and reference to which is made for the full particulars thereof which are incorporated herein by reference thereto; and

WHEREAS, I.D.A. OF PRINCE EDWARD COUNTY and/or PRINCE EDWARD COUNTY desire certain permanent easements (the "Easements") over the Property identified as "Right-of-Way Dedication" across 0.636 acre, "Permanent Public Slope & Drainage Easement" across 0.208 acre, and "Permanent Public Slope & Drainage Easement" across 0.353 acre, as specifically shown and identified on a plat entitled "Plat Showing Right of Way Dedication, and Permanent Public Slope & Drainage Easements Across TM 37-6-7B" by William R. Herx, L.S., of Timmons Group, dated April 15, 2021, herein-referred to as the "Easement Plat" which Easement Plat is made a material part hereof and recorded herewith;

WHEREAS, I.D.A. OF PRINCE EDWARD COUNTY is willing to convey the Easements in the locations shown on the Easement Plat, as more particularly set forth hereinafter;

NOW, THEREFORE, WITNESSETH:

FOR AND IN CONSIDERATION of good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I.D.A. OF PRINCE EDWARD COUNTY does hereby GRANT and CONVEY with GENERAL WARRANTY unto I.D.A. OF PRINCE EDWARD COUNTY and PRINCE EDWARD COUNTY, and their successor and assigns:

A non-exclusive easement appurtenant of right-of-way for ingress and egress, as well as utilities, which will run with the land, over and across a 0.636 acre portion of the Property owned by I.D.A. OF PRINCE EDWARD COUNTY in that location specifically shown on the Easement Plat as "RIGHT-OF-WAY DEDICATION";

FURTHER FOR AND IN CONSIDERATION of good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I.D.A. OF PRINCE EDWARD COUNTY does hereby GRANT and CONVEY with GENERAL WARRANTY unto PRINCE EDWARD COUNTY, and its successor and assigns:

A non-exclusive easement appurtenant, which will run with the land, over and across 0.208 acre and 0.353 acre, respectively, portions of the Property owned by I.D.A. OF PRINCE EDWARD COUNTY in those locations specifically shown on the Easement Plat as "PERMANENT PUBLIC SLOPE & DRAINAGE EASEMENT".

The Easements hereby conveyed are subject to any and all easements, restrictions, reservations and conditions contained in duly recorded deeds, plats and other instruments constituting constructive notice in

the chain of the title to the above-described property which has not expired by a time limitation contained therein or have not otherwise become ineffective.

PRINCE EDWARD COUNTY INDUSTRIAL  
DEVELOPMENT AUTHORITY

By: \_\_\_\_\_ (SEAL)  
Brad Watson, Chair

COMMONWEALTH OF VIRGINIA }  
COUNT/CITY OF \_\_\_\_\_ }to-wit

The foregoing Deed of Easement was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022, by **Brad Watson, Chair, and Duly Authorized Agent for the Prince Edward County Industrial Development Authority.**

\_\_\_\_\_  
Notary Public

Notary Commission Expiration/ID No.:

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

By: \_\_\_\_\_(SEAL)  
**Douglas P. Stanley, County Administrator**

COMMONWEALTH OF VIRGINIA }  
COUNT/CITY OF \_\_\_\_\_ }to-wit

The foregoing Deed of Easement was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022, by **Douglas P. Stanley, County Administrator, and Duly Authorized Agent for the Board of Supervisors of Prince Edward County.**

\_\_\_\_\_  
Notary Public

Notary Commission Expiration/ID No.:



In Re: Closed Session

Chairman Pride made a motion, seconded by Supervisor Emert, that the Board convene in Closed Session for discussion and consideration of the applications for the appointment to fill the District 2 seat on the Board of Supervisors, pursuant to the exemption provided for in Section 2.2-3711(A)(1) of the *Code of Virginia*; the motion carried:

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

The Board returned to regular session by motion of Supervisor Emert, seconded by Supervisor Townsend and adopted as follows:

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

On motion of Supervisor Gilliam, and seconded by Chair Pride, and carried by the following roll call vote:

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Prince Edward County Board of Supervisors hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully

exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Prince Edward County Board of Supervisors.

In Re: Board Vacancy

At its May 20, 2022 Special Meeting, the Board authorized the County Attorney to file the petition for a Writ of Election from the Prince Edward County Circuit Court for a special election to be held on November 8, 2022 and authorized County staff to advertise for applicants for an interim appointment to fill the vacancy for the District 2 (Lockett) seat on the Board.

A public notice was advertised in The Herald and placed on the County's website and Facebook page asking for any resident and qualified voter of the Lockett District, who wishes to be considered, to complete and return a Board of Supervisors Vacancy - Citizen Application to the County Administrator's Office by no later than 4:00 p.m. on Friday, June 10, 2022. A press release was also issued.

In total, the County received ten applications for the seat. Based on the 45-day time limit required by the *Code of Virginia*, the Board must make an appointment by June 29<sup>th</sup>.

Upon appointment, this individual will serve on the Board of Supervisors and exercise all powers of the elective office until the Special Election to fill the vacancy is held on Tuesday, November 8, 2022 and the person so elected has qualified. Supervisor Jones' term of office would have ended December 31, 2023. The winner of the special election for District 201 will then serve until December 31, 2023 and would be eligible for re-election, if they so choose.

Chair Pride thanked every applicant and expressed the Board's appreciation of the interest in the position. She indicated the field of applicants was narrowed to three recommendations. They are: Caryn B. Kayton, J. Charles Garnett, and Carol R. Stiff.

A vote was taken on the candidates, as follows:

| <u>Candidate</u>   | <u>Vote</u>          |
|--------------------|----------------------|
| Caryn B. Kayton    | J. David Emert       |
| J. Charles Garnett | Llew W. Gilliam, Jr. |
|                    | Jim R. Wilck         |
|                    |                      |

|                |                     |
|----------------|---------------------|
| Carol R. Stiff | Beverly M. Booth    |
|                | Pattie Cooper-Jones |
|                | Odessa H. Pride     |
|                | Jerry R. Townsend   |

Ms. Carol Stiff will fill the interim position on the Board of Supervisors, and hold office until the vacancy is filled by special election and the person so elected has qualified.

Supervisor Emert made a motion, seconded by Chair Pride, for a vote of acclamation in support of Carol R. Stiff as the newly appointed District 201 member of the Board of Supervisors; the motion carried unanimously:

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

In Re: Other Business

Supervisor Wilck presented his resignation from the Board of Supervisors to Chair Pride, effective following the end of the current meeting.

Chair Pride read:

*“This is to officially notify you of my resignation from the Board of Supervisors at the close of the meeting the night of June 14, 2022. I have enjoyed my terms on the Board and my work with you and the other Supervisors, and I plan to make myself available as an unpaid consultant by means of Zoom or phone, from my location in Plano, Texas. I strongly recommend that Cannon Watson be appointed to my seat until the election in November when I understand he would run for the seat to fill out my term of four years. His experience of over 10 years on the Planning Commission would also make him an excellent choice to take over Bobby Jones’ dual seat on the Planning Commission, if your Board should decide to appoint him to that position. It has been extremely valuable in the past to have a Supervisor that always sits on the Planning Commission, readily available to answer questions at Supervisory Board meetings. Bob Timmons would be an excellent choice to fill Bobby Jones’ seat on the Planning Commission and if you have Cannon and Bob in those two seats, you could not find better and more experienced people. I will notify you of my contact phone numbers and new email address as soon as I get them in Texas. Respectfully, Jim Wilck.”*

Supervisor Wilck stated his move had to be delayed and will be in the area until mid-July.

Supervisor Emert said it has been a pleasure working with Supervisor Wilck, and he appreciates the assistance Supervisor Wilck provided when he was new to the Board.

Chair Pride thanked Supervisor Wilck for doing a wonderful job on the Board and for the years of service.

Mr. Stanley said that on behalf of staff, he expressed appreciation for all of Supervisor Wilck's contributions and support.

Supervisor Wilck said that it is extremely important to get the right person for the Board positions; he said the County is very fortunate to have Mr. Stanley and Mrs. Puckett, the best combination in the entire state, and that there is good talent at the top with these two. He added that he will continue to assist the County on the Data Center project, the Water project, and the Third Street ramp project.

In Re: Animal Warden's Report

Mr. Chris Riviere, Deputy Animal Control Officer, submitted a report for the month of May 2022, which was reviewed and ordered to be filed with the Board papers.

In Re: Building Official's Report

Mr. Phillip Moore, Building Inspector, submitted a report for the month of May 2022, which was reviewed and ordered to be filed with the Board papers.

In Re: Commonwealth Regional Council Items of Interest

Ms. Melody Foster, Executive Director, submitted a report for the month of May 2022, 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 month of May 2022, which was reviewed and ordered to be filed with the Board papers.

In Re: Tourism and Visitor Center Report

Ms. Chelsey White, Director of Economic Development and Tourism, submitted a report for the month of May 2022, which was reviewed and ordered to be filed with the Board papers.

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

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

the meeting was recessed at 9:25 p.m.