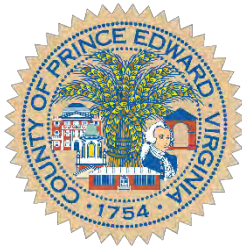




## MISSION STATEMENT

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

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## BOARD OF SUPERVISORS MEETING AGENDA

January 11, 2023

The Prince Edward County Board of Supervisors encourages citizens participation in public 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.

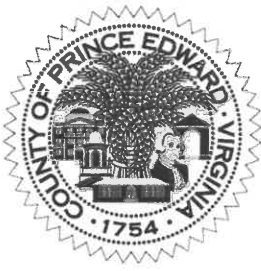
### ~~~~~ AGENDA

		<u>STAFF CONTACT</u>	<u>PAGE #</u>
<u>5:00 P.M.</u>	<u>Work Session:</u> FOIA/COIA Training for New Board Members	Teri Atkins Wilson Karin Everhart	
<u>7:00 P.M.</u>	1. The Chair will call to order the <u>January</u> meeting of the Board.		5
	2. Invocation		5
	3. Pledge of Allegiance		5
	4. Conflict of Interest Disclosures		7
	5. Election of Chair		9
	6. Election of Vice Chair		9
	7. Set Day, Time and Place of Regular Meetings		9
	8. Adoption of Board By-Laws		9 (10)
	9. Selection of Operating System: Committees or Committee-of-the-Whole		9
	10. Committee Appointments		9
	11. Adoption of Board Rules of Procedure for Public Hearings		17
	12. Adoption of Board Protocol for Public Participation		19
	13. Adoption of Protocol for Board of Supervisors Comments		21
	14. Recognitions	Crystal Baker	23
	15. <b><u>PUBLIC PARTICIPATION:</u></b> <i>Citizens wishing to address the Board are asked to please sign the Public Participation Register prior to the beginning of the meeting.</i>		25
	16. Board of Supervisors Comments		27
	17. <u>Consent Agenda:</u>		
	a. Treasurer's Report:		29
	b. Approval of Minutes		33
	c. Review of Accounts & Claims/Board Mileage Reports/County Attorney Invoices		81
	d. The County Administrator reported that checks have been issued pursuant to the order of the Board of Supervisors as to salaries, etc., the amount of which salaries have been heretofore approved.		119
	18. Presentation of FY 22 Audit – Josh Roller, CPS, Robinson Farmer Cox		121

19.	<u>Community Partners Update:</u>		123
	a. Crossroads Community Services Board, Dr. Melba Moore, Executive Director		
20.	<u>Constitutional Officer Report:</u>		125
	a. Sheriff		
21.	Highway Matters	Sarah Puckett	127
22.	<u>Event Permit Applications:</u>	Sarah Puckett	129
	a. Virginia State Coonhound Championship		
23.	<u>Appointments:</u>	Sarah Puckett	
	a. Board of Supervisors and Outside Agencies		133
	b. Citizen Volunteer Position – Piedmont Senior Resources		135
24.	AFID Grant - Cannery	Sarah Puckett	137
25.	Emergency Management Update	Trey Pyle	143
26.	Sandy River Reservoir – Consultant Services Agreement	Doug Stanley	145
27.	General Service Director – Position Description	Doug Stanley	153
28.	<u>Finance &amp; Human Resources Report</u>	Cheryl Stimpson	
	a. Sheriff's Department: Insurance Recoveries		155
	b. Clerk of Court: Technology Trust Funds		157
	c. STEPS		161
29.	County Attorney's Report	Terri Atkins Wilson	165
30.	County Administrator's Report	Doug Stanley	167
31.	<u>Correspondence/Informational:</u>	Doug Stanley	169
	a. Citizen Email – Personal Property Tax Payment Schedule		170
	b. SVCC Newsletter		171
32.	<u>Monthly Reports:</u>	Doug Stanley	175
	a. Animal Control		176
	b. Building Official		179
	c. Cannery		180
	d. Commonwealth Regional Council		181
	e. Tourism		182

*(NOTE: Additional agenda items may be added to the Table Pack is available for review after 4:30 p.m. on January 10, 2023.)*





**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 1, 2, 3  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Call to Order, Invocation, Pledge of Allegiance, Remote Participation

---

**SUMMARY:**

1. **Call To Order:** Board Chair Pride will call to order the January organizational meeting of the Prince Edward Board of Supervisors.
2. **Invocation**
3. **Pledge of Allegiance**

**COST:**

**ATTACHMENTS:**

**RECOMMENDATION:**

**SAMPLE MOTION:**

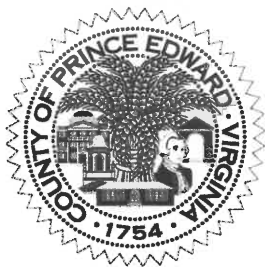
Motion \_\_\_\_\_  
Second \_\_\_\_\_

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 4  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Conflict of Interest Act Disclosures

---

**SUMMARY:**

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

**COST:**

**ATTACHMENTS:**

**RECOMMENDATION:**

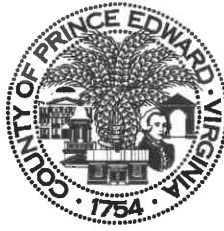
**SAMPLE MOTION:**

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



## STATEMENT OF DISCLOSURE

### **DECLARATION OF INTEREST**

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

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

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

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

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

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

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

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

### **DECLARATION OF ACCURACY**

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

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

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

Address \_\_\_\_\_

\_\_\_\_\_



## Board of Supervisors Agenda Summary

**Meeting Date:** January 10, 2023  
**Item #:** 5 – 10  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Board Organization

**SUMMARY:** The first meeting in January of each year is the organizational meeting of the Board of Supervisors. The Board will wish to act on the following agenda items:

5. Elect a Chair -- One-year term of office.
6. Elect a Vice Chair -- One-year term of office.
7. Set Day, Time and Place of Regular Board Meetings. *(Historically, the second Tuesday of each month at 7:00 p.m. in the Board of Supervisors Room, Prince Edward County Courthouse.)*
8. Adopt Board By-Laws – Attached are the Board By-Laws, last updated and approved in January 2022, as related to the annually updated rotation for Chair/Vice Chair. The Board will wish to consider the proposed amendments (noted in red) to Section II of the By-Laws.
9. Establish an Operating System – The By-Laws of the Board state that “*at the January meeting of each year, the Board shall vote whether to operate with a system of standing committees during the year. If it does, the Board shall specify the name, composition, and function of each of the several committees.*” If the Board votes not to have standing committees, it may act as a “committee-of-the-whole”.
10. Appointments: The Chair will wish to make the appointments of the members and designate the Chair of each of the proposed standing and ad-hoc committees for 2023.

<u>Standing Committees</u>	<u>Ad Hoc Committees</u>
1. Finance	1. School Traffic
2. Legislative	2. School Building
3. Properties/Community Development	
4. Strategic Planning	
5. Personnel	
6. Audit	
7. Public Safety	

**Attachments:** 2023 By-Laws of the Board of Supervisors, with draft amendments.

**Recommendation:** Board action.

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



## COUNTY OF PRINCE EDWARD, VIRGINIA

### 2023 BYLAWS OF THE BOARD OF SUPERVISORS

#### I. ATTENDANCE AND ADJOURNMENT

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

A majority of the members of the Board shall constitute a quorum and must be present to proceed to business. A smaller number of members may adjourn or send for absentees. Special meetings of the Board may be called in accordance with Section 15.2-1418 of the Code of Virginia, 1950, as amended.

The Chair shall take the chair at the hour set by the Board for regular or special meetings. He shall immediately call the Board to order and determine if a quorum is present; if so, he shall have the minutes of the preceding meeting submitted. Any errors or omissions shall, upon motion and carried, then be corrected. The minutes, being found correct, shall be signed by the Chair and Clerk and shall be the authentic record of the proceedings of the Board of Supervisors.

#### II. CHAIR AND VICE-CHAIR

Annually at the first meeting in January of the Board of Supervisors, the Board shall elect from its membership a Chair and Vice-Chair, each of whom shall serve a term for one year, expiring on December 31 of the year elected, or until their respective successors shall be elected. In the case of the absence of the Chair, the Vice-Chair shall preside at the meeting; in the absence of both the Chair and Vice-Chair, the members present shall choose one of its members as temporary Chair.

The position of Chair and Vice-Chair of the Board shall be rotated annually among the Board members. The rotation process will commence with the most senior member, that is being the member from District 101 serving as Chair and the member from District 201 serving as Vice Chair. Seniority will be based on cumulative months/years of service on the Board of Supervisors, which need not be consecutive. In keeping with this policy, the selected Vice Chair will be elevated the following year to serve as Chair. Upon completion of serving a term as Chair that district's Board member would move to the end of the rotation list. A Board member shall have a minimum of one year of service on the Board prior to election as the Vice-Chair and two years of service prior to election as the Chair. Should a member of the Board decline to seek the nomination as Chair or Vice Chair that district's Board member would move to the end of the rotation list of

seniority and the rotation would proceed to the next higher district number. If a tie shall occur in the seniority of Board members, the Board member from the lower numbered district shall succeed as Vice Chair/Chair first.

Commencing with the organizational meeting held in January of 2016, a rotation for Chair and Vice Chair based upon the members in office shall be established at the annual organizational meeting of the Board. The rotation commencing January 1, 2023 is as follows:

<u>Year</u>	<u>District Number</u> <u>Chair</u>	<u>District Number</u> <u>Vice Chair</u>
2023	501	<del>101</del> <u>801</u>
2024	<del>101</del> <u>801</u>	<del>201</del> <u>101</u>
2025	<del>201</del> <u>101</u>	<del>801</del> <u>201</u>
2026	<del>801</del> <u>201</u>	701
2027	701	301
2028	301	601
2029	601	401
2030	401	501

The Board Chair and Vice Chair for prior years are as follows:

<u>Year</u>	<u>District Number</u> <u>Chair</u>	<u>District Number</u> <u>Vice Chair</u>
2016	101	201
2017	201	801
2018	801	701
2019	701	301
2020	301	601
2021	601	401
2022	401	501

The day, time, and place of regular board meetings shall be determined at the January meeting. If a Board of Supervisors meeting is cancelled due to inclement weather, the meeting will be held on the following Thursday, unless a holiday, in which case the meeting would be held on the following Tuesday. Pursuant to Virginia Code 15.2-1416, all hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

### III. CLERK

The County Administrator shall serve as Clerk to the Board. The minutes of the meetings of the Board shall be duly drawn by the Clerk and shall be submitted for approval at the next regular monthly meeting following their draft. The Clerk shall appoint a deputy as recording secretary if required or needed by the Board.

#### IV. ORDER OF BUSINESS

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

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

#### V. PREPARATION OF AGENDA

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

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

#### VI. CONSENT AGENDA

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

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



## VII. CONDUCT OF BUSINESS

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

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

## VIII. TAKING THE VOTE

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

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

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

The *Code of Virginia*, 1950, as amended, Title 2.2, Chapter 31, (State & Local Government Conflict of Interest Act) shall control with respect to a member's participation and voting.

## IX. RECONSIDERATION

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

## X. WITHDRAWAL OF EXHIBITS

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

## XI. MANUAL AND RULES

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

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

## XII. APPOINTMENTS

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

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

If the Board votes not to have standing committees, it may act as a committee of the whole on matters normally referred to standing committees. However; the Chair after consulting with the County Administrator, may appoint special (ad hoc) committees to carry out specific tasks. This shall be done after soliciting from members of the Board their preferences as to committee assignments. A special committee shall automatically cease to exist once it has completed its specific task.

## XIII. PUBLIC HEARINGS

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

#### XIV. CLOSED SESSIONS

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

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

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

---

### ROBERT'S RULES OF ORDER, NEWLY REVISED

#### PROCEDURE IN SMALL BOARDS

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

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

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

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

--Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion having been introduced. Unless agreed to by general consent, however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.

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

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

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

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

As amended and approved: 1/8/08, 1/14/14, 1/12/16, 1/9.18, 1/8/19, 1/14/20, 1/12/21, 1/11/22.



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 11  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Adoption of Board Rules of Procedure for Public Hearings

---

**SUMMARY:**

Attached for your consideration are the Board's *Rules of Procedure for Public Hearings*. While these have historically been adopted annually, the Board typically does not strictly adhere to this protocol (specifically the order of speakers).

**Attachments:** Board of Supervisors *Rules of Procedure for Public Hearings*.

**Recommendation:** Approval.

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



## BOARD OF SUPERVISORS PUBLIC HEARINGS RULES OF PROCEDURE

1. Public Hearings – the order of presentation shall be as follows, unless varied by the Chairman.

- a. Staff report.
- b. Applicant's presentation.
- c. Comments, statements or presentations from members of the public.

The order of speakers will be:

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

- d. Additional rules:

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

2. Speakers arriving after the commencement of the hearing and/or who are not on the sign-up sheet will be recognized at the discretion of the Chairman.
3. Repetitive testimony is discouraged.
4. The Chairman shall have the authority to end a presentation that violates these rules or for other cause.
5. Following discussion of all matters considered in the public hearing, the Board members will consider one of three actions regarding each matter:
  - Approval (with conditions, as applicable);
  - Denial; or
  - Table for further review.
6. Once the public comment period has been closed, no further public input will be permitted unless clarification is requested by a Board member. The response shall address only those questions raised by the member.



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 12  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Adoption of Protocol for Public Participation

---

**SUMMARY:**

The Board will wish to consider the adoption of the Protocol for Public Participation.

**Attachments:** Board of Supervisors Protocol for Public Participation.

**Recommendation:** Approval.

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



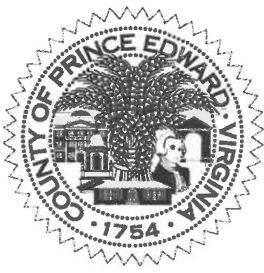
*Mission Statement of the Board of Supervisors of the County of Prince Edward*

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

## **PROTOCOL FOR PUBLIC PARTICIPATION**

- The Board of Supervisors sets aside twenty (20) minutes near the beginning of each regular board meeting for citizen comment.
- This regular agenda item is termed "Public Participation". During this period the Board receives comment from any citizen of Prince Edward County on any matter not scheduled for a public hearing.
- This is an opportunity for citizens to speak and the Board to listen carefully to citizen expressions of concern and opinion.
- Citizens may ask questions of the Board or individual Board members; however, Public Participation is not designed to allow debate between Board members and citizens.
- Citizens are expected to conduct research on topics prior to Board meetings and this forum provides citizens with an opportunity to inform elected officials of their findings and positions on matters of public interest and concern.
- Citizens wishing to speak during Public Participation are asked to please sign the Public Participation register prior to the beginning of the meeting.
- Citizens may also participate remotely by using the call-in information: 1-844-890-7777, Access Code: 390313. Citizens participating remotely are asked to pre-register by calling the County Administrator's Office at 434-392-8837, prior to 4:00 p.m. the day of the meeting.
- Citizens are respectfully requested to state their full name and address for the record.
- The Chairman of the Board will establish the order of speakers and will maintain decorum.
- Citizens shall speak for a maximum of five (5) minutes, unless more time is granted by the Chair.
- In the event that more than four (4) speakers wish to be heard during citizen's time, the Chairman shall allocate the twenty (20) minutes among speakers in an equitable manner. An extension to the twenty (20) minute limit can be granted by the Chair.
- Comments from citizens who are not residents of Prince Edward County will be entertained once all County residents are heard.
- Signs, placards, posters or like material are not permitted in the Board Chamber, adjoining areas or County offices.
- The Board asks that citizens remain seated during the meeting unless called upon to stand for recognition as a speaker, official duties, physical necessity, or to enter/leave the meeting.
- The use of profane, vulgar, obscene or threatening speech is not permitted and can result in removal from the meeting.
- Citizens are requested to turn off or deactivate the sound from all cell phones, pagers, or other electronic communication devices.
- Should you require special accommodations in order to participate in a Board meeting, please contact the Prince Edward County Administrator's Office at 434-392-8837.





**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 13  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Adoption of Protocol for Board of Supervisors Comments

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**SUMMARY:**

The Board will wish to consider the adoption of the Protocol for Board of Supervisors Comments.

**Attachments:** Board of Supervisors Protocol for Board of Supervisors Comments.

**Recommendation:** Approval.

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



*Mission Statement of the Board of Supervisors of the County of Prince Edward*

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

**PROTOCOL FOR BOARD OF SUPERVISORS COMMENTS**

- The Board of Supervisors sets aside ten (10) minutes near the beginning of each regular board meeting for each member of the Board of Supervisors to respond to comments made by citizens during "Public Participation," if he/she so desires.
- This is an opportunity for each individual member of the Board to express his/her own personal opinion in response to a citizen's concerns on matters of public interest.
- "Board of Supervisors Comments" is not designed to allow debate between Board members and citizens.
- The Chairman of the Board will establish the order of speakers and will maintain decorum.
- Each Board member shall be allotted an opportunity to speak for a maximum of one (1) minute; unless additional time is yielded by another member of the Board. In the event a Board member or member(s) shall be absent, unallocated time shall not be allocated to Board members in attendance.
- Following each Board member's comment period, the remaining two (2) minutes shall be set aside for appropriate response, and shall be divided equally between those members of the Board wishing to respond, and as directed by the Chairman.

Adopted: May 12, 2009



## Board of Supervisors Agenda Summary

**Meeting Date:** January 10, 2023  
**Item #:** 14  
**Department:** Human Resources  
**Staff Contact:** Crystal Baker  
**Agenda Item:** Recognitions

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**Summary:** 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.

1. Employee of the Month -- The Board would like to recognize Amy Bryant as Employee of the Month for January! Amy is a team player who goes above and beyond to get things done. This tax season she assisted the Commissioner of Revenue’s office with assessing while also completing her assigned duties within the Treasurer’s office. Amy is pleasantly helpful and an asset to Prince Edward County!

**Attachments:**

**Recommendation:**

**SAMPLE MOTION:**

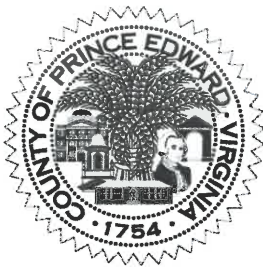
Motion \_\_\_\_\_  
Second \_\_\_\_\_

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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## Board of Supervisors Agenda Summary

**Meeting Date:** January 10, 2023  
**Item #:** 15  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Public Participation

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

### OPPORTUNITIES FOR PUBLIC PARTICIPATING & PUBLIC INPUT

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

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

**Attachments:** Public Participation Tracking Form

**Recommendation:** None.

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

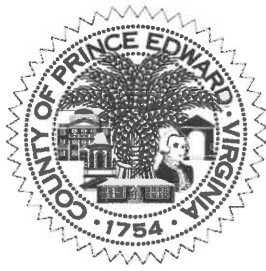
Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

# PUBLIC INPUT TRACKING LOG

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



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 16  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Board of Supervisors Comments

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**SUMMARY:**

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

**Cost:**

**Attachments:**

**Recommendation:** None.

**Sample Motion:**

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

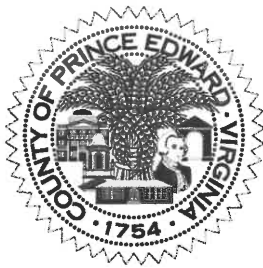
Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 17-a  
**Department:** Board of Supervisors  
**Staff Contact:** Donna Nunnally  
**Agenda Item:** Treasurer's Report

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**SUMMARY:**

The Treasurer's Report is attached.

**Cost:**

**Attachments:** Treasurer's Report

**Recommendation:** Approval.

**Sample Motion:**

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

**Prince Edward Board of Supervisors Treasurer's Report  
NOVEMBER 2022**

Bank Account Balances					
Name of Bank	Ref #	Int. Rate	Bank Balance		Available Balance
Benchmark Pooled Fund Account	7654		\$ 10,031,273.69		\$ 10,031,273.69
Benchmark Social Services	9746		\$ 169,347.26		\$ 169,347.26
Benchmark School Fund	3352		\$ 1,351,963.14		\$ 1,351,963.14
Benchmark Food Service	3742		\$ 477,120.14		\$ 477,120.14
<b>TOTAL</b>					<b>\$ 12,029,704.23</b>

**\*Note:** School Fund and Cafeteria Fund balances shown above are estimated balances.

Certificates of Deposit					
<b>Benchmark</b>					
	0994	1.00	\$ 122,275.88		
	0995	1.00	\$ 122,275.88		
Recreation Fund	0998	0.50	\$ 17,507.66		
Benchmark 5 Yr CD-letter of credit	0632	1.00	\$ 661,447.11		\$ 923,506.53
Benchmark Investment Acct L796	OLD	1.85	\$ 371,229.54		
	NEW	3.35	\$ 2,048,558.24		\$ 2,419,787.78
<b>Farmers Bank</b>					
	2465	0.50	\$ 109,770.30		
	2466	0.50	\$ 109,770.30		
Underground Storage	2478	0.60	\$ 22,938.96		
	2501	2.09	\$ 2,236,971.94		
	3418	3.75	\$ 2,500,000.00		
	3419	3.35	\$ 2,500,000.00		\$ 7,479,451.50
<b>TOTAL</b>					<b>\$ 10,822,745.81</b>

<b>GRAND TOTAL</b>					<b>\$ 22,852,450.04</b>
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**Prince Edward Board of Supervisors Treasurer's Report - October 2021**

<b>Name of Bank</b>	<b>Bank Balance</b>			<b>Available Balance</b>
Benchmark Pooled Fund Account	\$ 10,008,852.50			\$ 10,008,852.50
Benchmark Social Services	\$ 154,601.66			\$ 154,601.66
Benchmark School Fund	\$ 1,347,152.69			\$ 1,347,152.69
Benchmark Food Service	\$ 254,489.55			\$ 254,489.55
<b>TOTAL</b>				<b>\$ 11,765,096.40</b>
<b>Certificate of Deposits</b>				
Benchmark				\$ 624,666.04
Farmers Bank				\$ 4,452,759.97
Benchmark 5 Yr CD-letter of credit				\$ 654,873.77
<b>TOTAL</b>				<b>\$ 5,732,299.78</b>
<b>GRAND TOTAL</b>				<b>\$ 17,497,396.18</b>

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 17-b  
**Department:** Board of Supervisors  
**Staff Contact:** Karin Everhart  
**Agenda Item:** Approval of Minutes

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**SUMMARY:**

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

**Cost:**

**Attachments:** Board minutes.

**Recommendation:** Approval.

**Sample Motion:**

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

December 13, 2022

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 13<sup>th</sup> day of December, 2022; at 7:00 p.m., there were present:

Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Victor "Bill" Jenkins  
E. Harrison Jones  
Odessa H. Pride  
Jerry R. Townsend  
Cannon Watson

Also present: Douglas P. Stanley, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Robert Love, Director of Planning & Community Development; Trey Pyle, Deputy Emergency Management Coordinator; Cheryl Stimpson, Director of Finance; Terri Atkins Wilson, County Attorney; Chris Riviere, Chief Animal Control Officer; Randy Cook, Buildings & Grounds Supervisor; Phillip Moore, Building Official; Chelsey White, Director of Economic Development and Tourism; and Jeff Jones, Solid Waste General Manager.

Chairman Pride called the December meeting to order.

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

In Re: Conflict of Interest Act

(None)

In Re: Recognitions

"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. Cheryl Stimpson stated the December Employee of the Month is the Registrar's Office, with Lynette Wright, Registrar and Caitlyn Bryant.

The Board would like to recognize the Registrar's Office as December's employee team of the month! This "dynamic duo" was nominated by citizen Bruce Davis, who wrote:

“I would like to nominate Lynette Wright and her staff for their hard work and dedication for making sure the election season ran smooth. Any time you had a problem or question they were willing to get the answer to you as quickly as possible. When entering the office, you could be guaranteed to be greeted with a smile. They gave you their full attention and truly want to see that you get the answer. They stand for what our county is all about, Friendly and Willing to Help to Get the Job Done.”

The Registrar's Office ensured the election season ran smoothly while adhering to ever-changing laws and regulations with a smile and can-do attitude. In November, they were given the challenge to hold state elections, Prince Edward County special elections and Town of Farmville elections all in one. It was a success! Congratulations, Lynette Wright and Caitlyn Bryant on a job well done! Your hard work and dedication SHINE!

#### In Re: Public Participation

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

Daniel Eacho, former resident of Prince Edward County, requested the Board consider a prorated system for personal property taxes. He stated that after moving to Pennsylvania in late 2021, he received a personal property tax bill for 2022 because he did not register his vehicle in PA until January 2022. He said that he understands the current system, but asked that the Board review the policy and not penalize people that move out of the County.

#### In Re: Board Comments

Supervisor Jones thanked all for coming out to the meeting; he then thanked Mr. Stanley, Mrs. Puckett and staff for their welcoming him to the Board. He then said to his fellow Board members that he recognizes he is young and has much to learn, but it is a blessing, honor and privilege to sit alongside of them and learn from their experience, and to grow as they serve Prince Edward County together.

Supervisor Gilliam welcomed the citizens and all the new Board members; he said the Board is here to serve the citizens. He then wished all a Merry Christmas.

Supervisor Cooper-Jones welcomed all citizens and new members. She said she is impressed and thanked the Administration and staff members, the Courthouse and lawn looks beautiful and inviting. She then thanked Scott Davis, Farmville Town Manager, and Town Council for all they are doing to help the community.

Supervisor Jenkins said it is good to know that all are interested and concerned about helping the County. He said everyone is friendly and happy, and he is honored to be among these members.

Supervisor Watson welcomed all in attendance and said that it is hard to address a problem unless the citizens bring the issues to the Board; he thanked all for their engagement.

Supervisor Townsend welcomed the citizens and new members; he said the Board is a team with a common goal, which is to do what is best for the County.

Supervisor Emert thanked and welcomed the citizens; he said sometimes the Board doesn't see all that is going on and appreciates them bringing their concerns. He wished all Happy Holidays and a Merry Christmas.

Chair Pride welcomed the citizens and new members; she said she looks forward to working with the new members.

In Re: Consent Agenda

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

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Llew W. Gilliam, Jr.	
	Victor "Bill" Jenkins	
	E. Harrison Jones	
	Odessa H. Pride	
	Jerry R. Townsend	
	Cannon Watson	

the Board accepted the October 2022 Treasurer's Report; the minutes of the meeting held November 10, 2022; Accounts and Claims, Board Mileage Sheets; and Salaries.



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

<b>Name of Bank</b>	<b>Ref #</b>	<b>Int. Rate</b>	<b>Bank Balance</b>	<b>Available Balance</b>
Benchmark Pooled Fund Account	7654		\$14,097,495.34	\$14,097,495.34
Benchmark Social Services	9746		\$209,223.84	\$209,223.84
Benchmark School Fund	3352		\$1,147,483.79	\$1,147,483.79
Benchmark Food Service	3742		\$437,336.11	\$437,336.11
<b>TOTAL</b>				<b>\$15,891,439.08</b>

**\*Note:** School Fund and Cafeteria Fund balances shown above are estimated balances.

<b>Certificates of Deposit</b>				
Benchmark	0994	1.00	\$122,275.88	
	0995	1.00	\$122,275.88	
Recreation Fund	0998	0.50	\$17,485.62	
Benchmark 5 Yr CD-letter of credit	0632	1.00	\$661,447.11	\$923,484.49
Benchmark Investment Acct L796	OLD	1.85	\$371,229.54	
	NEW	3.35	\$2,048,558.24	\$2,419,787.78
Farmers Bank	2465	0.50	\$109,770.30	
	2466	0.50	\$109,770.30	
Underground Storage	2478	0.60	\$22,938.96	
	2501	2.09	\$2,225,313.77	\$2,467,793.33
<b>TOTAL</b>				<b>\$5,811,065.60</b>
<b>GRAND TOTAL</b>				<b>\$21,702,604.68</b>

**In Re: Community Partner Update – Town of Farmville**

Scott Davis, LP.D., Town Manager, wished all a Merry Christmas. He then provided an update on the Town and Town Council's activities. He stated the Council is changing the Town Charter, with the assistance of Delegate Edmunds and Senator Peake. He then reported the United Methodist Church donated playground equipment, which will be installed at the park on Andrews Drive. A group also donated and built picnic tables and benches for use at that park.

Mr. Davis stated the Council will review an amendment to their Zoning Ordinance regarding sign height; a special meeting will be held to discuss the ordinance, and seal the ability to sign the sale of the Municipal Golf Course. He then reported the Town is purchasing a new fire engine, and getting ready on the FY 2023-2024 budget process.

In Re: Highway Matters

Scott D. Frederick, P.E., VDOT Resident Engineer, discussed the status of the Route 460-Route 307 intersection. He said since the November 2020 Smart Scale Project work on the intersection, while the rear-end collisions went away, angle crashes and road departures increased. He said VDOT added striping, rumble strips and put “shields” on the road, but they do not seem to help. He said a larger, 48” STOP sign is being installed; this sign is double-indicated with flashing yellow lights, and a STOP AHEAD sign is being installed. He said three message boards are also in use.

Mr. Frederick reported on changes that will be installed; he added a portable camera has been deployed at the intersection, providing real-time coverage. He said there is no recording capability for that camera. He said VDOT placed orders for red diamond-shaped object markers, white flex posts which will be installed on Route 307 and on the island where Route 460 merges onto Route 307, a LED STOP AHEAD flashing sign and stripes for Route 460 to merge traffic to one-lane (left) near the current first sign. He said in order to make a right onto Route 307, drivers will have to make a deliberate turn; this will be done when the intersection is repaved by May 2023. Mr. Frederick said VDOT wants to implement dynamic light flashing, an updated design process, and overhead lighting prior to lowering the speed limit.

Mr. Frederick then stated that on Route 15 South, work is currently being done on the bridge over the railway.

Mr. Stanley asked Mr. Frederick to look at the traffic at the Elementary School. He said there are a lot of ideas to alleviate the morning congestion; he proposed a Task Force to work out a solution.

Mr. Frederick said routine maintenance continues with crews finishing the mowing, litter pick-up, and said the snow equipment is ready for the possibility of snow.

Supervisor Emert asked Mr. Frederick to check the Spring Creek bridge on County Line Road; trucks are getting hung up.

Supervisor Townsend requested attention on Herzig Road. Mrs. Sarah Elam Puckett, Assistant County Administrator, stated the bridge over the railroad is in the State Corporation Commission and would have to question the Commission.

Mrs. Puckett said Solid Waste asked for the trees to be trimmed along Oliver Road and Hard Times Road as the tree limbs are hitting the trucks. Mrs. Puckett then requested access to the camera at the

intersection of Route 460 and Route 307; Mr. Frederick said VDOT will have it posted on “511”; Trey Pyle reported it is already live on “511.”

In Re: Public Hearing – Amendment to County Elections Ordinance for the Relocation of the District 7-West End (Precinct 701) Polling Place

Chair Pride announced that this was the date and time scheduled for a public hearing on an amendment to the *Chapter 42-Elections of the County Code*, to move the polling place location for District 7-West End, Precinct 701 from the Farmville Volunteer Fire Department to the Farmville Train Station, located at 510 West Third Street, Farmville. Notice of this hearing was advertised according to law in the Wednesday, November 30, 2022, and Wednesday, December 7, 2022 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Currently, the District 7-West End (Precinct 701) polling place is located at the Farmville Volunteer Fire Department. Following the November 8, 2022 election, the Fire Department will no longer be available. The Town of Farmville has offered and approved moving the polling place to the Farmville Train Station.

The first step in moving a polling place requires an amendment to the *Chapter 42-Elections of the County Code* and a public hearing. Following the public hearing and board action, the County will then request a certificate of no objection from the Office of the Attorney General, Office of Civil Rights, as required under the *Virginia Rights of Voters Act*.

Chair Pride opened the public hearing.

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

Supervisor Townsend made a motion, seconded by Supervisor Emert, to approve the proposed amendments to Chapter 42 (Elections) of the County Code to move the District 7-West End (Precinct 701) polling place from the Farmville Volunteer Fire Department to the Farmville Train Station and adopt the resolution that affirms the action of the Board; the motion carried:

Aye: Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Victor "Bill" Jenkins  
E. Harrison Jones  
Odessa H. Pride  
Jerry R. Townsend  
Cannon Watson

Nay: None

**CODIFIED ORDINANCE AMENDMENT TO  
CHAPTER 42 (ELECTIONS), SEC. 42-32 (2)  
OF THE PRINCE EDWARD COUNTY CODE OF ORDINANCES  
REGARDING THE RELOCATION/CHANGE OF THE  
DISTRICT 7-WEST END (PRECINCT 701) POLLING PLACE LOCATION  
TO THE FARMVILLE TRAIN STATION, 510 WEST THIRD STREET, FARMVILLE,  
VIRGINIA**

**WHEREAS**, the Board of Supervisors of Prince Edward County, Virginia, pursuant to both general and specific authority granted by the Code of Virginia (1950), as amended, has enacted certain provisions of Chapter 42 (Elections) of the Prince Edward County Code of Ordinances, to establish election districts, and their respective boundaries, and to establish corresponding precincts and polling places in the County; and

**WHEREAS**, effective November 9, 2022, the space used for the District 7-West End (Precinct 701) polling place at the Farmville Volunteer Fire Department, 1000 West Third Street, Farmville, Virginia, 23901, is no longer available for use as a polling place; and

**WHEREAS**, it is the Board's desire to amend Chapter 42, in particular, Section 42-32 (2) of the Prince Edward County Code of Ordinances, which amendment is intended to effectuate the relocation/change of the location/address of a polling place, namely to change the polling place location for District 7-West End (Precinct 701) from the Farmville Volunteer Fire Department, 1000 West Third Street, Farmville, Virginia, to a new location at the Farmville Train Station, 510 West Third Street, Farmville, Virginia 23901; and

**WHEREAS**, the proposed new location for the District 7-West End (Precinct 701) polling place at the Farmville Train Station, 510 West Third Street, Farmville, Virginia 23901 is located within the precinct boundary line and/ or within the requisite distance of the precinct boundary line as required by Va. Code Ann., Sec. 24.2-310; and

**WHEREAS**, the proposed new location for the District 7-West End (Precinct 701) polling place at the Farmville Train Station, 510 West Third Street, Farmville, Virginia 23901 will serve the interests, rights, and capabilities of the electorate to vote, and is accessible in accordance with applicable federal and state law.

**NOW, THEREFORE, BE IT ORDAINED** that the Board of Supervisors of Prince Edward County, Virginia, hereby adopts the amendments to Chapter 42, Section 42-32 (2) of the Prince Edward County Code of Ordinances, as found in Attachment A.

*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 8 in favor and 0 opposed, this 13<sup>th</sup> day of December 2022.*

In Re: Public Hearing – Amendment to Chapter 70 (Taxation) to add Section 70-6

Chair Pride announced that this was the date and time scheduled for a public hearing on an amendment to the *Chapter 70-Taxation of the County Code*, to add Section 70-6 for due date, interest and collection fee for real estate, personal property, and machinery and tools tax and vehicle license fee payments. Notice of this hearing was advertised according to law in the Wednesday, November 30, 2022, and Wednesday, December 7, 2022 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

At its November 8, 2022 meeting, the Board approved an Emergency Ordinance to add Section 70-6 to Chapter 70 (Taxation) of the County Code. The Emergency Ordinance established the due date, interest, collection fee for real estate, personal property, machinery and tools and vehicle license fee taxes payments. Additionally, the Emergency Ordinance provided that the penalty for late payment and interest imposed upon late payment for Tax Year 2022 shall not be imposed until January 6, 2023.

Section 15.2-1427 of the Code of Virginia provides that an emergency ordinance will expire 60 days from the date of enactment (November 8, 2022), unless sooner declared void by the Board of Supervisors or adopted following a properly advertised public hearing. To enable Section 70-6 to be added permanently to Chapter 70 (Taxation), the Board authorized a public hearing for the December 13, 2022 meeting.

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 adopt the ordinance to amend Chapter 70 (Taxation) of the Prince Edward County Code and to add Section 70-6 for due date, interest, and collection fee for real estate, personal property, and machinery and tools tax and vehicle license fee payments; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Llew W. Gilliam, Jr.	
	Victor "Bill" Jenkins	
	E. Harrison Jones	
	Odessa H. Pride	
	Jerry R. Townsend	
	Cannon Watson	

**AN ORDINANCE TO AMEND CHAPTER 70 (TAXATION) OF THE PRINCE EDWARD  
COUNTY CODE TO ADD A SECTION FOR DUE DATE, INTEREST, AND COLLECTION FEE  
FOR REAL ESTATE, PERSONAL PROPERTY, AND MACHINERY AND TOOLS TAX AND  
VEHICLE LICENSE FEE PAYMENTS**

**BE IT ORDAINED BY THE PRINCE EDWARD COUNTY BOARD OF SUPERVISORS** that the Prince Edward County Code (Taxation) be amended as follows:

**Sec. 70-6 Due date; interest; collection fee.**

- A. Tax payments for real estate, personal property, and machinery and tools taxes shall be due and payable to the Treasurer of Prince Edward County on December 5th of each year.
- B. A penalty of 10% of the tax past due or \$10, whichever is the greater, shall be added to any tax not paid by the due date, provided that in no case may the penalty exceed the amount of the tax assessable.
- C. Interest shall be added to any delinquent taxes and penalties at the rate of 10% per year with interest commencing on the first day following the date by which taxes are due to be paid.
- D. The penalty for late payment and interest imposed upon late payment for Tax Year 2022 shall not be imposed until January 6, 2023. On January 6, 2023, a penalty of 10% or \$10.00 or whichever is greater, of the amount of such taxes which have not yet been paid, provided that in no case may the penalty exceed the amount of tax payable and the interest upon late payment shall be 0% until January 6, 2023, after which interest shall accrue upon such taxes and any penalties imposed thereon at a rate of 10% per annum.
- E. The due date for real estate taxes upon principal residences and for personal property taxes on qualifying vehicles (as defined in § 58.1-3523 of the Code of Virginia) of active-duty military personnel who are deployed overseas on the due dates described in subsection A, above, shall be extended without penalty or interest until 90 days after such active-duty military personnel returns to the United States from such overseas deployment.
- F. In the event an attorney (including, but not limited to, the County Attorney) or collection agency is employed by the Treasurer for the collection of delinquent taxes, penalties and interest, an additional fee equal to 20% of the taxes and other charges due and owing shall be imposed and added to cover administrative costs and reasonable attorney's or collection agency's fees actually contracted for.

**In Re: Public Hearing – Siting Agreement, IPS Development LLC, Solar Energy Facility**

Mr. Robert Love, Director of Planning & Community Development, reported the applicant has requested postponement of this public hearing in order to allow their legal team to further review the siting agreement.

**In Re: Citizen Volunteer Appointments – Planning Commission**

Supervisor Emert made a motion, seconded by Supervisor Townsend, to recommend reappointment of John Prengaman, Jack Leatherwood, Jack Peery and Rhett Weiss to the Prince Edward County Planning

Commission, with terms of four years beginning January 1, 2023 and ending December 31, 2026; the motion carried unanimously:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Llew W. Gilliam, Jr.	
	Victor "Bill" Jenkins	
	E. Harrison Jones	
	Odessa H. Pride	
	Jerry R. Townsend	
	Cannon Watson	

John Prengaman, Jack Leatherwood, Jack Peery and Rhett Weiss will be appointed to the Prince Edward County Planning Commission, with terms of four years beginning January 1, 2023 and ending December 31, 2026.

In Re: Citizen Volunteer Appointments – Board of Zoning Appeals

Supervisor Emert made a motion, seconded by Supervisor Townsend, to recommend reappointment of John Prengaman to the Circuit Court Judge for re-appointment to the Board of Zoning Appeals, for a term of five years, beginning January 1, 2023 and ending December 31, 2027; the motion carried unanimously:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Llew W. Gilliam, Jr.	
	Victor "Bill" Jenkins	
	E. Harrison Jones	
	Odessa H. Pride	
	Jerry R. Townsend	
	Cannon Watson	

John Prengaman will be recommended to the Circuit Court Judge for reappointment to the Board of Zoning Appeals for a term of five years, beginning January 1, 2023 and ending December 31, 2027.

In Re: Event Permit – Dog Trial for Jack Russell Terriers

Mr. Stanley said the County has received an Event Permit application for a "Dog Trial for Jack Russell Terriers," to be held March 11 and March 12, 2023 at the Five County Fairgrounds.

Supervisor Gilliam made a motion, seconded by Supervisor Cooper-Jones, to approve the permit application for a “Dog Trials for Jack Russell Terriers,” to be held March 11 and March 12, 2023 at the Five County Fairgrounds; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Llew W. Gilliam, Jr.	
	Victor “Bill” Jenkins	
	E. Harrison Jones	
	Odessa H. Pride	
	Jerry R. Townsend	
	Cannon Watson	

In Re: Event Permit – Alpha Sigma Phi Fraternity Alumni/Social Event

The County has received an event permit application from Alpha Sigma Phi Fraternity at Longwood University for its annual Alumni/Social Event, tentatively scheduled for Saturday, April 22, 2023 from 11:00 a.m. to 4:00 p.m. The event location is a privately-owned field just past the 911 address of 873 Vaughan Road, Prospect.

Trey Grzelecki and Nick Moore, both members of Alpha Sigma Phi Fraternity, will be present at the Board meeting to help answer any questions the Board may have.

The Board received for consideration numerous supporting documents, to include: (1) a copy of the event permit application and (2) an Event and Logistics Brief prepared by the fraternity. As some Board members will recall, there was a similar event held April 22, 2022. This event was also held in years past, pre-Covid, but was not permitted by the County.

There are a number of items to review and for the Board's deliberation:

1. **ATTENDANCE:** The fraternity is asking to almost double the number of participants for 2023. In 2022, the County permitted 500 tickets, which would place the estimated attendance at 550 participants. For 2023, the request is for 900 tickets and 950 persons in attendance.
2. **SANITATION:** Per the Virginia Department of Health regulations one port-o-john per 100 people and they recommend one handwashing station per five port-o-johns. (As per email and attachments from Paul Freed, VDH);
3. **TRASH:** The Fraternity indicates that its members will clean the property and surrounding area after the event and the following day. No trash complaints were received last year. An inspection of Vaughan Road on Monday, May 1, 2022 showed there was no trash present in or along the VDOT right-of-way.



4. **FOOD/WATER:** The fraternity will provide water and snacks and to solicit two food trucks to sell food at the event, but they are not yet confirmed.
5. **MEDICAL:** The fraternity's plan for adequate medical facilities, as required by the County's ordinance is to contract with PEVRS for an on-scene/stand-by unit from 11 :00 a.m. to 5:00 p.m. Staff recommends to require this as a condition of the permit. While PEVRS will typically have two staffed crews in the County during this event, the response time to the event site could be +20 minutes.
6. **PARKING:** All parking must be on private property. not along Vaughan Road. VDOT has noted and as required by Section 46.2-1209 of the Code of Virginia, "No person shall leave any motor vehicle, trailer, semitrailer, or part or combination thereof immobilized or unattended on or adjacent to any roadway if it constitutes a hazard in the use of the highway." There were no parking/traffic complaints in 2022.
7. **SECURITY/SAFETY:** The "Event and Logistics Brief" indicates the fraternity will hire two private security officers that are both certified and trained for event management and crowd enforcement. Staff recommends this to the Board as a permit condition. Additionally, to supplement the private security, two fraternity brothers will be scheduled in shifts throughout the event.
8. **PRESENCE OF ALCOHOL:** In 2022, when I spoke with the local ABC Officer, he indicated that no ABC permit is required, as the event is on private property. Please note the paragraph in the Fraternity's Event and Logistics Brief concerning alcohol. Underage possession by consumption and driving under the influence are two of the most significant risk factors of the event.

To the best of our knowledge, there were no neighborhood complaints or other reported issues related to the 2022 event. Additionally, to the best of our knowledge, there were no alcohol-related accidents or incidents this year. However, there remains a grave concern about speed and driver impairment, especially for the rural secondary roads - Vaughan, Hixburg and Olive Branch, and then U.S. 460.

In 2022, the fraternity had indicated they were hiring three designated drivers for the crowd at-large, and that each participating Greek organization had designated drivers for their own members. There is no mention of designated drivers for 2023 but staff would urge the Board to include this as a permit requirement.

Lastly, in 2022, when I spoke with the Virginia State Police, they indicated their intention to saturate the area with directed patrols on the day of the event. Again, if approved, the County will coordinate closely with the Virginia State Police, Virginia ABC, the Sheriff and the University to ensure the safety of the participants and the travelling public.

9. **NOISE:** In 2022, there was no band, and music was played by personal vehicles/speakers. For 2023, the fraternity is requesting to add a band and a stage. The County Noise requires that music should not be plainly audible at a distance of 50 feet from its source. Additionally, a stage may require a building permit and inspection and I am not sure about electrical hookups, but will turn all of that over to the Building Office.

10. **NEIGHBORS:** The closest neighbor is approximately 900-1,000 feet from the estimated location on the 28-acre parcel that is hosting the event. There are six 911 addresses on Vaughan Road, including the event location.
11. **UNIVERSITY INVOLVEMENT:** It is noted in the Event and Logistics Brief that the Office of Fraternity and Sorority Life, the Vice President for Student Affairs and the Longwood University Chief of Police are all aware of the date, location and details of the event.
12. **RIGHT OF ENTRY:** The County Ordinance states: *No permit shall be issued under this article unless the applicant (and in this case the owner of the property) shall furnish to the board written permission for the board, its lawful agents, or duly constituted law enforcement officers to go upon the property at any reasonable time for the purpose of determining compliance with the provisions of this article. The board shall have the right to revoke any permit issued under this article upon noncompliance with any of its provisions and conditions.*

Should the Board elect to approve this permit, County staff will again coordinate and communicate with the Sheriff, the Prince Edward Volunteer Rescue Squad, Virginia ABC, Virginia Department of Transportation, Virginia Department of Health, the Prospect Volunteer Fire Department and the Virginia State Police.

Chair Pride expressed her concern regarding the increase of participants. Nick Moore, Alpha Sigma Phi Fraternity, stated the increased participation will allow them to provide more charitable donations to philanthropies.

Supervisor Gilliam questioned if there will be shuttles to transport attendees. Mr. Moore stated only one-quarter of the field was used last year.

Supervisor Jones asked if there is a weather contingency planned. Mr. Moore stated their primary concern is public safety.

Supervisor Gilliam asked if the Fraternity or University have liability insurance. Mr. Moore said he believes insurance is provided through the University. Mrs. Puckett added the County has no liability in the event. Some discussion followed.

Supervisor Jones then asked Sheriff Epps about any concerns regarding this application. Sheriff Epps stated there were no issues last year

Following further discussion, Supervisor Emert made a motion, seconded by Supervisor Townsend, to approve the permit application contingent upon evidence being provided to the satisfaction of the County Administrator and County Attorney of the following conditions:

- a. Cap the event attendance at 950 participants;
- b. The event shall cease at 4:00 p.m. and the premises vacated by guests by 5:00 p.m.;
- c. A contract and payment for nine (9) port-o-johns (1/100 attendees) and two (2) handwashing stations (1/5 toilets);
- d. The University will help ensure the fraternity members follow through on the trash pick-up of the event site, Vaughan Road, Olive Branch Road and Hixburg Road;
- e. Agreements for the two food trucks/catering services;
- f. An agreement for one on-scene/stand-by EMS unit (PEVRS, etc.) from 11:00 a.m. – 5:00 p.m. the day of the event;
- g. All parking will be contained on the private property;
- h. A contract for the hiring of four (4) security officers for the entirety of the event;
- i. The University will help ensure the fraternity provides designated drivers;
- j. The County Noise Ordinance will be adhered to and all permit and inspection requirements for the stage and performance by a band will be obtained;
- k. Notarized authorization by the applicant and the landowner providing right of entry, as stipulated in the County Ordinance.

The motion carried:

Aye:	Pattie Cooper-Jones J. David Emert Llew W. Gilliam, Jr. Victor "Bill" Jenkins E. Harrison Jones Odessa H. Pride Jerry R. Townsend Cannon Watson	Nay: None
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In Re: County Department Year-End Updates

Animal Control - Chris Riviere, Chief Animal Control Officer, introduced Ariel Adams, Deputy Animal Control Officer, and reported on status and activities, including that the rescues are full and the Prince Edward County Animal Control has reached the 200 animal mark. He said there are 11 runs at the current shelter; there are times when they have to make space prior to being able to pick up more animals. He stated they are in the process of obtaining equipment to assist in saving larger animals from wells, silos and sewage pits. He said the Prince Edward County Animal Shelter is a certified FEMA shelter as a Fear Free shelter to reduce the stress felt by the animals. He thanked the Board for the two vehicles and equipment which allows the Animal Control officers to be visible and identified when in the community. He said the two officers serve a 354-square mile community.

Supervisor Gilliam asked if the animals are presented for adoption. Chief Riviere stated that they will be bringing that back into the procedure and will post to social media.

Building & Grounds – Randy Cook presented a summary of the department’s activities:

- Replacement of the Cannery boiler, pressure reducing valves and steam cutoffs
- Replacement of the Courthouse chiller and pumps
- Power washing of the Courthouse
- Front lawn demolition and renovation
- Installation of new Courthouse telephone system
- Stripping, waxing and buffing of floors in the Courthouse
- Reseal and restriping parking areas at the Sandy River reservoir and the Agricultural building
- Leaking roof repaired at county shop
- Navigated eVA State of Virginia purchasing site to receive quotes on a truck for our building inspector and a dump body truck with snow plow for public works. (Thank you for your approval!)
- Installed new signage at the Landfill and convenience sites
- The Cupola is scheduled for repair and painting this spring
- We are waiting for contractor to install new flooring in ground floor hallways, work should start first of the year
- Replacement of the Magistrates and Sheriff department exterior doors is also being scheduled as parts become available
- Renovation plans at the YakAttack building are in process
- Renovation plans are in process for the Agricultural building reception area
- Painted the visitors center roof
- Installed new floor in front reception area of visitor center
- Painting in various areas of the courthouse, walls, trim, and elevator doors
- Painting the common areas hallways and bathrooms in the Agricultural building
- Maintained grounds of Courthouse, Agriculture building, Old Clerks’ Office, and Debtors’ Prison. Sandy River reservoir parking, area, SCOPE building and Department of Social Services, where we removed construction soil, put down top soil, and planted grass and shrubs
- At the convenience sites, we cut brush from around the perimeter of convenience sites, sprayed weed and brush killer, repaired lighting, and weeded to help maintain sites
- Trimmed trees around Cannery and repaired leaking pipes
- Bush-hogged IDA properties on Commerce Drive, Dominion Drive and Persimmon Tree Fork Road, including cutting the grass at the Lockwood property (HIT property)
- Repaired shafts in our AHU Units, rebuilt the squirrel cage in AHU 1, which blew apart when the supply fan drive failed. We have 2 HVAC units on which the drives have failed. We have contracts to repair them, however, parts won’t be available till around April
- Rodded sewer line from Shred-it several times, seems we don’t have enough fall to get solids to the sewer. Josh Bower, architect with Crabtree Rohrbaugh and Associates is looking into this.
- We periodically are taking water meter readings at The Manor cottages and checking on the sewer pump station at The Manor. We have control circuit issues there, the drives are failing, Mercoide type fluid level monitor inoperable, counters erratic in operation, communication is also an issue. A contractor has been scheduled to quote repair of these items.
- Working with a local Eagle Scout, Barrett Motter, who is designing plans to install a bench at the Sandy River Reservoir and landscaping for trees for his Eagle Scout project.

Mr. Cook said all of these things are only possible with the support and help of his hard-working staff:

- Sarah Trent, and Florence Hatcher are working to keep the courthouse clean and sanitized.
- They are assisted by our parttime housekeeper Martha Jones who is stationed in the courtroom sanitizing between cases.
- Kenny Brown, part-time housekeeper, is working diligently cleaning the Agricultural Building, cleaning all areas of the building and taking special care to make sure the conference room is cleaned between meetings, and has taken ownership of the building. The building is looking great.

- Steve Lee wears many hats at the courthouse, helping clean, removing trash, repairs furniture, moving desk and file cabinets, hanging pictures, repairing plumbing, lighting, HVAC motors, valves, belts and operating the building automation systems, also maintaining the courthouse grounds.
- Dwayne Duffy stepped up when we were short a man this spring and kept the grass mowed and properties looking good.
- Marty Gibson is an asset because he is versatile in his many skill sets,
- Adam Mumma has been a great help in any field of work he has been tasked to undertake.
- Steve, Dwayne, Marty, and Adam have been mowing, repairing, painting, landscaping, moving furniture, installing 911 markers, road signs, and responding to daily work orders as we receive them.

Mr. Cook said, “I am Proud of the way my staff has worked as a team. We are not perfect, but strive every day to make our county facilities a place where we are all proud of.”

Building Office – Phillip Moore, Building Official, reported it has been a busy year; he presented a brochure to the Board reviewing some of the highlights from his office. He said this year has brought a 20% increase in permits and inspections. He stated that he is also assisting the Town of Farmville two days a week. Mr. Moore said the Building Code fees have been updated, and now confirms with the Treasurer’s office to make sure applicant’s taxes are current prior to issuing the permit. He said he is working with Mr. Headley, IT, on updating the system to provide updated language on the permits; he can now look at the permits on the system to ensure they are paid for, and citizens must call to schedule inspections.

Mr. Moore said the system is being reviewed to make the process faster, and he hopes to be able to offer same-day service. He added he is working to achieve greater Code compliance, and a way to get customer feedback for ways to improve their process.

Supervisor Watson asked if there are repeat offenders for non-compliance. Mr. Moore said non-compliance issues are most often from people that are out of town. He said once they are contacted, they come into compliance.

Economic Development & Tourism – Chelsey White presented her report:

- Awarded a \$640,000 grant through the VEDP BRSP for infrastructure development at the IDT Park.
- Broadband expansion project began this year with Kinex receiving a \$15 million VATI grant.
- Awarded \$25,000 Sandy River Distillery VDACS AFID grant.

- Awarded a \$530,100 Southside Economic Development grant from the Tobacco Commission to help fund the development of the construction plans for the HIT Park, including engineering design and approvals of the elevated water storage tank and water booster pump.
- GO Virginia Region 3 awarded a \$65,000 grant to the CRC to help fund the launching of a new regional economic development organization (REDO) for the county and neighboring localities in Region 3.
- Awarded \$20,000 VTC grant for A Wonderful Week(end): Wellness, Working Remotely, Working Out marketing campaign.
- \$30,000 VTC ARPA grant spending plan for tourism recovery was submitted and approved. This grant will fund phase one and part of phase two of the wayfinding masterplan project.
- The Access Road Project contract has been finalized with J.R. Caskey, Inc. The project will begin in February 2023.
- PEC Business Park Comparative Market Analysis completed for IDA/county-owned properties.
- New tourism logo finalized.
- New PEC Tourism Council established.
- Participated in the Virginia Business Ready Sites Program virtual site tour of the HIT Park. This is the next step in the \$10,843,000 grant application process. If received, the grant will fund the waterline to the site and the water storage tank and booster pump construction.
- Attended Prince Edward County Public Schools Career and Technical Education Advisory Committee Meeting.
- Submitted \$25,000 Tobacco Commission RFP for the Southern Virginia Program Grant Fund.
- Attended the DHCD Local Zone Administrator Annual Report Review Training.
- Attended the Virginia Industrial Development Authorities Institute Training Session for EDA/IDA Members.
- Continued working with industrial and commercial developer prospects to find sites around Prince Edward County including the Prince Edward Business Park and privately-owned industrial properties. Presented information on the benefits of the Enterprise Zone Program to citizens and developers upon request.
- Participated in the grant-funded GOVA Region3 Minority Engagement Workgroup. The regional entrepreneurship/innovation implementation grant includes a strong commitment to diversity, equity, and inclusion in programs developed.
- Helped coordinate the first-ever Summit for Black & Brown Business Allies event with the GOVA Region3 Minority Engagement Workgroup. The event took place on 11/12/22.
- 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).
- Held the first Prince Edward County Tourism Council Meeting.
- 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.
- Recent tourism article that features Farmville/Prince Edward County:  
<https://www.onlyinyourstate.com/virginia/small-towns-that-define-va/>

Emergency Management – Trey Pyle presented a summary of activities:

- Monitored the weather
- Partnered with the Town of Farmville on festivals
- Reviewed and adopted Emergency Operations Plan
- Three Search & Rescue operations; 13 days long
- Six Hazmat incidents
- One propane cylinder industrial accident
- PPE for COVID-19 support
- Firefighters Association Grant awarded, \$383,000
- Thermal drone now in-house, for the Public Safety Unit
- Radio upgrade in progress
- Everbridge Systems for Employees

In 2023, plans include:

- Search & Rescue Training, set up
- Emergency Plan Committee meeting

Planning & Community Development – Robert Love stated it was a busy year.

- Seven Special Use Permit applications filed; five approved, two withdrawn.
- Six projects adding business entities
- Four Code updates
- 196 Zoning permits
- Seven Capital Improvement Plan projects completed
- Zoning Code update is ongoing
- Update of Comprehensive Plan scheduled to begin 2023
- Several Commercial projects are expected in 2023
- Development Review Committee formed to work with developers coming in to work on commercial projects; committee members include the Town of Farmville, Public Works, the Health Department, VDOT, Building Code, Economic Development, and Planning & Zoning. He said this will provide an established vetting process which will provide better plan sets and more information, and will be Code compliant. This will help applicants before they get to the public hearing stage to know what they need to get a project completed in Prince Edward County.
- Calls continue to be received from Solar companies
- Certifications kept updated in Stormwater Management; staff is fully certified
- QC, QA, County-wide GIS updates; assessment data and visual parcels
- Moved to new suite on Third Floor with conference space to allow better service to citizens

Solid Waste – Jeff Jones reported:

- Prebid meeting for the Rice convenience site contractors
- As of July 1, 2022, the Solid Waste collected 4,613 tons of trash with 11,690 loads crossing the scale

- Shop is complete
- Loader will be on-site by January 2023
- Five new open-top containers (need to purchase 5-8 more)
- Set up temporary site to use during renovation of Rice convenience site
- Placed rock/gravel at convenience sites; Worsham site will be next
- New sheds, more lights at convenience sites

Mr. Jones thanked the Board for its support.

Mr. Stanley thanked all department heads; he said the volume of work is increasing and the value the departments bring back millions on the investments made through grants has increased. He said the staff appreciates the Board's investing in the staff and community.

**In Re: 5 Pillar Meats: Tobacco Commission Resolution**

Chelsey White, Director of Economic Development and Tourism, stated that at the October 7, 2022, IDA meeting, staff was authorized to apply to the Tobacco Region Revitalization Commission (TRRC) FY23 Southern Virginia Program for \$25,000, on behalf of 5 Pillar Meats, LLC. This application required project endorsement resolutions as attachments from both the IDA and the Board of Supervisors. The application was submitted on October 20, 2022, along with a resolution delay statement which stated that a resolution for this request would not be available until after the IDA meeting on November 18, 2022. The authority adopted the required resolution at the November 18, 2022, IDA meeting. A resolution is still required from the Board of Supervisors.

Pursuant to recent conversations with VDACS, staff requested that TRRC consider allowing Prince Edward County to increase the request for the Five Pillar Meats project (Project Clementine) from \$25,000 to \$75,000. Additionally, this project will be awarded an anticipated \$25,000 in Enterprise Zone incentive grants. The anticipated combined total of grants from TRRC and the Enterprise Zone program will amount to \$100,000 and can be used as match funding for the VDACS program. This will allow the county to increase the request to VDACS to \$100,000 through the AFID program which requires a one-to-one match. Ultimately, this will provide greater support for the project and increase its chance of success.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to adopt the proposed resolution for the Tobacco Region Revitalization Commission FY23 Southern Virginia Program and authorize the Chairman and County Administrator/Clerk to sign all necessary documents; the motion carried:



Aye: Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Victor "Bill" Jenkins  
E. Harrison Jones  
Odessa H. Pride  
Jerry R. Townsend  
Cannon Watson

Nay: None

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

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

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

**WHEREAS**, the County of Prince Edward Board of Supervisors would like to submit a grant application for \$25,000 to the Virginia Tobacco Indemnification and Community Revitalization Commission from the "Southern Virginia Program Grant Fund" due by October 20, 2022.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of the County of Prince Edward, Virginia, does hereby support a grant application to the Virginia Tobacco Indemnification and Community Revitalization Commission, for the purpose of inducing the company, 5 Pillar Meats, LLC, to construct and operate an agriculture, and value-added facility, using Virginia-grown products in the locality, thereby making a significant capital investment, creating a significant number of new jobs, and new full-time equivalent positions; and using a significant amount of Virginia-grown agricultural products; and

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

*Certification*

*I hereby certify that the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia at a regular board meeting in Prince Edward County, Virginia, at which a quorum was present and that same passed this 13th day of December 2022.*

In Re: Sandy River Distillery, Inc., AFID Performance Agreement

Ms. White stated that this past spring, VDACS awarded the County a \$25,000 grant through the Agriculture and Forestry Industries Development Fund (AFID) program for the development of Sandy River Distillery, Inc. Staff has been working on a Performance Agreement (PA) along with the company and VDACS. Funding from the state will not be disbursed until the PA has been finalized and executed.

Originally, the PA stated that once the company has achieved a minimum number of five employees and a minimum investment of \$1,000,000, it shall be entitled to an annual cash grant to be dispensed by the Industrial Development Authority over a consecutive 10-year period beginning in 2020. This language was also reflected in the Master Agreement that was approved by the IDA at the November 19, 2021, IDA meeting and subsequent Board of Supervisors Meeting. The Company later requested that the PA be modified to include that once the company has achieved a minimum investment of \$150,000, and four new jobs, it shall be entitled to five equal payments over a five-year period. The agreement has been modified to include these changes on page five of the attached PA.

These changes were presented to the IDA at the October 7, 2022, IDA meeting. Staff was also directed to make several needed language edits and check with Mr. Love, the Director of Planning and Community Development for the County, to make sure that the proposed agreement does not contradict the special use permit that is in place for the property.

Staff has since made the necessary changes and the PA has been reviewed by the company, VDACS, and Mr. Robert Love. The PA has been approved by VDACS. Pages two through three of the Master Agreement have also been edited to match the PA. The revised agreements were approved at the November 18, 2022, IDA meeting. Both agreements now need approval by the Board of Supervisors.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to approve the proposed modified Sandy River Distillery Performance Agreement for the Agriculture & Forestry Industries Development Fund and the Master Agreement, and to authorize the Board Chairman and County Administrator to sign all necessary documents; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Llew W. Gilliam, Jr.	
	Victor "Bill" Jenkins	
	E. Harrison Jones	
	Odessa H. Pride	
	Jerry R. Townsend	
	Cannon Watson	

**GOVERNOR'S AGRICULTURE & FORESTRY INDUSTRIES DEVELOPMENT FUND**  
**PERFORMANCE AGREEMENT**

This **PERFORMANCE AGREEMENT** (the "Agreement") made and entered into this

\_\_\_\_\_ day of \_\_\_\_\_, 2022, by and among the **COUNTY OF PRINCE EDWARD, VIRGINIA** (the "Locality") a political subdivision of the Commonwealth of Virginia (the "Commonwealth"), **INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF PRINCE EDWARD** and **SANDY RIVER DISTILLERY, INC** (the "Company"), a

Corporation authorized to transact business in the Commonwealth.

WITNESSETH:

WHEREAS, the Locality has been awarded a grant of and expects to receive \$25,000 from the Governor's Agriculture & Forestry Industries Development Fund (an "AFID Grant") through the Virginia Department of Agriculture and Consumer Services ("VDACS") for the purpose of inducing the Company to construct and operate an agriculture and/or forestry processing/value-added facility using Virginia-grown products in the Locality (the "Facility"), thereby making a significant Capital Investment, as hereinafter defined, creating a significant number of New Jobs and New Full-Time Equivalent Positions (FTEs), as hereinafter defined; and using a significant amount of Virginia-Grown Agricultural and Forestal Products, as such capitalized items are hereinafter defined.

WHEREAS, the Locality is willing to provide the funds to the Authority with the expectation that the Authority will provide the funds to or for the use of the Company, provided that the Company promises to meet certain criteria relating to Capital Investment, New Jobs and FTEs, and use of Virginia-Grown Agricultural and Forestal Products;

WHEREAS, the Locality, the Authority and the Company desire to set forth their understanding and agreement as to the payout of the AFID Grant, the use of the AFID Grant proceeds, the obligations of the Company regarding Capital Investment, New Job creation, use of Virginia-Grown Agricultural and Forestal Products, and the repayment by the Company of all or part of the AFID Grant under certain circumstances;

WHEREAS, the construction and operation of the Facility will entail taxable capital expenditures by or on behalf of the Company of approximately \$528,000.

WHEREAS, the construction and operation of the Facility will further entail the creation of 6 New Jobs and 4 New FTEs at the Facility;

WHEREAS, the construction and operation of the Facility will further lead to the use of Virginia-Grown Agricultural and Forestal Products in the following amount: \$25,325 (or 40,623 pounds); and

WHEREAS, the stimulation of the additional tax revenue and economic activity to be generated by the Capital Investment, New Jobs, and use of Virginia-Grown Agricultural and Forestal Products constitutes a valid public purpose for the expenditure of public funds and is the animating purpose for the AFID Grant:

NOW, THEREFORE, in consideration of the foregoing, the mutual benefits, promises and undertakings of the parties to this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties covenant and agree as follows.

## **Section 1. Definitions.**

For the purposes of this Agreement, the following terms shall have the following definitions:

“Capital Investment” means a capital expenditure by or on behalf of the Company in taxable real property, taxable tangible personal property, or both the Capital Investment must be in addition to the capital improvements at the Facility as of the date of the Grant Award Date: October 28, 2021. A capital expenditure related to a leasehold interest in real property will be considered to be made “on behalf of the Company” if a lease between a developer and the Company is a capital lease, or is an operating lease having a term of at least ten years, and the real property would not have been constructed or improved but for the Company’s interest in leasing some or all of the real property. Only the capital expenditures allocated to the portion of the real property to be leased by the Company will count as “Capital Investment.” The purchase or lease of furniture, fixtures, machinery and equipment, including under an operating lease, and expected building up-fit and tenant improvements by or on behalf of the Company will qualify as Capital Investment.

“Grant Award Date” means October 28, 2021. This is the date from which progress towards the achievement of all Targets begins. Progress towards achievement of Targets before this date will not be counted, unless such progress is approved in writing by VDACS, in consultation with the Locality and Authority.

“Maintain” means that the New Jobs and FTEs created pursuant to the AFID Grant will continue without interruption from the date of creation through the Performance Date. Positions for the New Jobs and FTEs will be treated as Maintained during periods in which such positions are not filled due to (i) temporary reductions in the Company’s employment levels (so long as there is active recruitment for open positions), (ii) strikes and (iii) other temporary work stoppages.

“New Job” means new permanent full-time employment of an indefinite duration at the Facility for which the standard fringe benefits are paid by the Company for the employee, and for which the Company pays an average annual wage of at least \$30,000. Average annual wage means the average annual salary of full-time positions at the Facility determined by dividing total payroll (of a type included in W-2 compensation) provided to full-time positions at the Facility by the number of full-time positions at the Facility. Each New Job must require a minimum of either (i) 35 hours of an employee’s time per week for the entire normal year of the Company’s operations, which “normal year” must consist of at least 48 weeks, or (ii) 1,680 hours per year. Seasonal or temporary positions, positions created when a job function is shifted from an existing location in the Commonwealth, and positions with construction contractors, vendors, suppliers and similar multiplier or spin-off jobs shall not qualify as New Jobs. Net new jobs in the Commonwealth for contractors or employees of contractors who provide dedicated full-time service to the Company may count as New Jobs, even though the Company is not directly paying the wages or providing the fringe benefits, if the other conditions set forth in this paragraph have been satisfied.

New Full-Time Equivalent Positions (FTEs), are part-time and seasonal positions created by the project on a predictable, annual basis, which do not meet the definition of New Job, and for which the Company pays an average annual wage of at least \$30,000. For the purposes of the AFID Grant, these positions should be converted into New Full-Time Equivalent Positions (FTEs), based on one FTE equaling 2,000 hours per year.

“Performance Date” means June 30, 2024. If the Locality, in consultation with the Authority and VDACS, deems that good faith and reasonable efforts have been made and are being made by the Company to achieve the Targets, the Locality may agree to extend the Performance Date by up to 15 months. If the Performance Date is extended, the Locality shall send written notice of the extension to the Authority, the Company and the Secretary of Agriculture and Forestry and the date to which the Performance Date has been extended shall be the “Performance Date” for the purposes of this Agreement.

“Targets” means the Company’s obligations to make Capital Investments at the Facility of at least \$528,000, to create and maintain at least 6 New Jobs at an average annual wage of \$30,000 and 4 FTEs at an average annual wage of \$30,000 at the Facility, and to use at least \$25,325 of net new Virginia-Grown Agricultural and Forestal Products as defined in Appendix A, all as of the Performance Date.

“Virginia Code” means the Code of Virginia of 1950, as amended.

“Virginia-Grown Agricultural and Forestal Products” means crops, livestock, and livestock products, including field crops, fruits, vegetables, horticultural specialties, cattle, sheep, hogs, goats, horses, poultry, fur-bearing animals, milk, eggs, aquaculture, commercially harvested wild fish, commercially harvested wild shellfish, and furs; as well as, timber, pulpwood, posts, firewood, Christmas trees, and other tree and wood products for sale or for farm use, which are grown or produced in Virginia for commercial purposes and to which the Company adds value to at the Facility. The use of Virginia-Grown Agricultural and Forestal Products at the Facility must be in addition to the annual usage of these products in the year preceding the Grant Award Date.

## **Section 2. Targets.**

The Company will develop and operate the Facility in the Locality, make a Capital Investment of at least \$528,000, create and Maintain at least 6 New Jobs at an average annual wage of \$30,000 and 4 FTEs at an average annual wage of \$30,000, and use: \$25,325 of net new Virginia-Grown Agricultural and Forestal Products (see Appendix A), at the Facility, all as of the Performance Date. If the dollar amount of new purchases of Virginia-Grown Agricultural and Forestal Products is not met, the Company can still achieve the purchase target by demonstrating they substantively achieved the same volume of Virginia-Grown Agricultural and Forestal Products they proposed in Appendix A.

The average annual wage of the New Jobs will be at least \$30,000.

The average annual wage of FTEs will be at least \$30,000.

The average prevailing wage in the locality in October 28 is \$40,999.

## **Section 3. Disbursement of AFID Grant.**

(a) *Disbursement of the AFID Grant:* By execution and delivery of this Agreement, the Locality requests that the AFID Grant be disbursed to it. VDACS will promptly arrange for the payment of the \$25,000 AFID Grant to the Locality. Within 30 days of its receipt of the AFID Grant proceeds, the Locality will disburse the AFID Grant proceeds to the Authority. Within 30 days of its receipt of the AFID Grant proceeds, the Authority will disburse the AFID Grant proceeds to the Company.

The disbursement of the AFID Grant proceeds to the Company will serve as an inducement to the Company to achieve the Targets.

(b) *Use of the AFID Grant Proceeds:* The Company will use the AFID Grant proceeds to pay or reimburse the cost of building improvements as permitted by Section 3.2-304(C) of the Virginia Code.

## **Section 4. Break-Even Point; State and Local Government Incentives.**

(a) *State-Level Incentives:* VDACS has estimated that the Commonwealth will reach its “break-even point” by the Performance Date. The break-even point compares new revenues realized as a result of the Capital Investment and New Jobs at the Facility with the Commonwealth’s expenditures on incentives, including but not limited to the AFID Grant. With regard to the Facility, the Commonwealth expects to provide incentives in the following amounts:

<u>Category of Incentive:</u>	<u>Total Amount</u>
AFID Grant	\$25,000

The proceeds of the AFID Grant shall be used for the purposes described in Section 3.

(b) *Local-Level Incentives:* The Locality expects to provide the following incentives, as matching grants or otherwise, for the Facility by the Performance Date:

<u>Category of Incentive:</u>	<u>Total Amount</u>
Local Cash Grants	\$31,000

If, by the Performance Date, the funds disbursed or committed to be disbursed by the Locality to the Company total less than the \$25,000 AFID Grant awarded to the Company, minus any AFID funds to be repaid under Section 7(b), the Locality, subject to appropriation, will make an additional grant to the Company of the difference at the Performance Date.

The proceeds of the Locality's Local Cash Grant shall be used by the Company for building improvements and equipment purchases.

(c) *Other Incentives:* This Agreement relates solely to the AFID Grant. The qualification for, and payment of, all State-Level Incentives and Locality-Level Incentives, except for the AFID Grant, will be governed by separate arrangements between the Company and the entities offering the other incentives.

#### **Local Level Incentives**

Once Sandy River Distillery, Inc. has achieved a minimum number of four (4) FTE employees and a minimum investment of \$150,000, it shall be entitled to an annual cash grant to be dispensed by the Industrial Development Authority over a consecutive five (5) year period beginning in 2022, which will be paid as follows:

The entire grant shall be paid in five equal installments of \$11,200 each year with the first being due 45 days after the County receives funding from the state.

The local incentive agreement will equate to an estimated \$6,319.54 total over five (5) years of the grant. In addition, once Sandy River Distillery achieves a minimum number of three (3) new employees and makes an investment of \$150,000 in equipment, Sandy River Distillery shall also be entitled to an annual cash tourism grant over a consecutive five (5) year period starting in 2022 (hereinafter the "Tourism Grant") for \$5,000 per year.

#### **Section 5. Company Reporting.**

The Company shall provide, at the Company's expense, detailed verification reasonably satisfactory to the Locality, the Authority and VDACS of the Company's progress on the Targets. Such progress reports will be provided annually, using a form provided by VDACS, starting June 30, 2022, and at such other times as the Locality, the Authority or VDACS may reasonably require. The first progress report will cover the period from October 28, 2021 to June 30, 2022, the second progress report will cover the period from July 1, 2022 to June 30, 2023, and the third and final progress report will cover the period from July 1, 2023 to June 30, 2024.

With each progress report, the Company shall report to VDACS (i) the amount of taxable expenditures made at the facility for this project, (ii) the number of New Jobs and FTES created and

Maintained during the reporting period, (iii) the amount purchased and the purchase price paid by the Company, or the fair market value of the Virginia-Grown Agricultural or Forestal Products utilized, through the prior year. VDACS has represented to the Company that it considers such information to be confidential proprietary information that is exempt from public disclosure under the Freedom of Information Act and that such information will be used by VDACS solely in calculating aggregate return on invested capital expenditures, New Jobs and FTES created and maintained, and use of Virginia-Grown Agricultural or Forestal Products for purposes of gauging the overall effectiveness of economic development incentives.

The Locality and Company agree to retain all books, records, data and other documents relative to this agreement for a period of three (3) years after the end of this agreement, or until audited by the Commonwealth of Virginia, whichever is sooner. VDACS and its authorized agents, and/or state auditors (both the Auditor of Public Accounts and/or VDACS Internal Auditor) shall have full access to and the right to examine any of said materials and records relating to this agreement during this period.

## **Section 6. Verification of Targets.**

(a) *Verification of Capital Investment:* The Company must submit copies of fixed assets reports, business personal property tax filings, personal property tax assessment invoices, and real estate tax assessment invoices. The Company hereby authorizes the Locality, including the Locality's Commissioner of the Revenue and Treasurer, to release to VDACS the Company's real estate tax, business personal property tax and machinery and tools tax information. Such information shall be marked and considered confidential and proprietary and shall be used by VDACS solely for verifying satisfaction of the Capital Investment Target. If the Locality, the Office of the Commissioner of the Revenue or the Office of the Treasurer should require additional documentation or consents from the Company to access such information, the Company shall promptly provide, at the Company's expense, such additional documentation or consents as the Locality, the Authority, or VDACS may request. If the Company wishes to count as Capital Investments the capital expenditures made on its behalf by a lessor or a developer of the Facility, the Company is responsible for assembling and distributing the documentation necessary to verify the capital expenditures made on behalf of the Company.

In addition to the verification data described above, in the sole discretion of the Locality, the Authority, or VDACS, the Locality, the Authority, or VDACS, may each require such other documentation, including invoices, or audits as may be required to properly verify the Capital Investment.

(b) *Verification of New Jobs, FTEs and Wages:* VDACS will verify New Jobs, FTEs, and wages through the Virginia Employment Commission (VEC). If requested by VDACS, the Company shall provide to VDACS copies of the Company's Employer Quarterly Tax Report (Form FC 20) filings with VEC covering the period from the date of this Agreement through the Performance Date. The forms shall be marked and considered confidential and proprietary and shall be used by VDACS solely for verifying satisfaction of the New Jobs and FTEs Target. In accordance with the Virginia Code Section 60.2-114, VDACS is entitled to receive the Company's employment level and wage from the Virginia Employment Commission. If the Company wishes to count as New Jobs the employees of contractors, to the extent permitted in the definition of "New Jobs" in Section 1, the Company is responsible for assembling and distributing the documentation necessary to verify such New Jobs, including whether such jobs are net New Jobs in the Commonwealth.

For FTES, the company is responsible for assembling and distributing the documentation necessary to verify such positions, including individuals' names, hours worked, and salaries.

The Company agrees that it will report to VDACS with respect to its employees at a facility-level, rather than at the company-level.

In addition to the verification data described above, in the sole discretion of the Locality, the

Authority, or VDACS, the Locality, the Authority or VDACS, may each require such other documentation or audits as may be required to properly verify the New Jobs.

(c) *Verification of use of Virginia-Grown Agricultural and Forestal Products:* The Company must provide to VDACS an accounting system generated report of the amount of Virginia-Grown Agricultural and Forestal Products purchased or used, including the purchase price paid by the Company, or the fair market value of the Virginia-Grown Agricultural or Forestal Products utilized, through the prior year. If the Company wishes to count as used the Virginia-Grown Agricultural and Forestal Products that is not directly purchasing or using, but is instead purchasing from another company which is making the Virginia-Grown Agricultural and Forestal Products, the Company is responsible for assembling and distributing the documentation necessary to verify these purchases.

In addition to the verification data described above, in the sole discretion of the Locality, the Authority, or VDACS, the Locality, the Authority, or VDACS, may each require such other documentation, including invoices, or audits as may be required to properly verify the use of Virginia-Grown Agricultural and Forestal Products.

## **Section 7. Repayment Obligation.**

(a) *Determination of Inability to Comply:* If the Locality or VDACS determines at any time before the Performance Date (a "Determination Date") that the Company is unable or unwilling to meet and Maintain at least fifty (50) percent of its Targets by and through the Performance Date (i.e., by making a Capital Investment of at least \$264,000 at the Facility, to creating and Maintaining at least 5 New Jobs and FTEs at the Facility, or purchasing at least \$12,663 of Virginia-Grown Agricultural and Forestal Products by the Performance Date), and if the Locality or VDACS have notified the Company of such determination, the entire AFID Grant must be repaid by the Company to the Authority. Such a determination by the Locality or VDACS will be based on such circumstances as a written acknowledgement by the company, a filing by or on behalf of the Company under Chapter 7 of the U.S. Bankruptcy Code, the liquidation of the Company, an abandonment of the Facility by the Company or other similar significant event that demonstrates the Company will be unable or is unwilling to satisfy the Targets for the AFID Grant.

(b) *Repayment of AFID Grant:* For purposes of repayment, the AFID Grant is to be allocated as \$8,333 (33%) for the Company's Capital Investment Target, \$8,333 (33%) for its New Jobs and FTEs Target, and \$8,333 (33%) for the Virginia-Grown Agricultural and Forestal Products Target. If the Company has met at least ninety percent (90%) of each of the three Targets at the Performance Date, then and thereafter the Company is no longer obligated to repay any portion of the AFID Grant. If the Company has not met at least ninety percent (90%) of each of the three of its Targets at the Performance Date, the Company shall repay to the Authority that part of the AFID Grant that is proportional to the Target or Targets for which there is a shortfall. For example, if at the Performance Date, if the Company meets seventy-five percent (75%) of each performance target, the Company shall repay to the Authority twenty-five percent (25%) of the moneys allocated to the Capital Investment Target (\$2,083) plus, twenty-five percent (25%) of the moneys allocated to the New Jobs and FTEs Target (\$2,083), and plus twenty-five percent (25%) of the moneys allocated to the purchase of Virginia-Grown Agricultural and Forestal Products Target (\$2,083).

(c) *Repayment:* The Company shall be liable for any repayment of all or a portion of the AFID Grant, as described in this Section 7. ***Such repayment shall be due from the Company to the Authority within ninety days of the Performance Date or the Determination Date, as applicable.*** Any moneys repaid by the Company to the Authority hereunder shall be repaid by the Authority to the Locality and shall be repaid by the Locality promptly to VDACS for redeposit into the AFID fund. The Locality and the Authority shall use their best efforts to recover all such funds, including legal action for breach of this Agreement. The Locality shall assume primary responsibility for filing and prosecuting any such legal action, and the Authority shall cooperate with the Locality's efforts. Neither the Locality nor the Authority shall have any responsibility for the repayment of any sums hereunder unless said sums have



been received by the Authority from the Company.

(d) *Failure to Repay:* If the Company fails to repay AFID funds following a determination of its liability for repayment pursuant to this Section 7, VDACS may determine that further collection action is required and may refer the matter to the Office of the Attorney General (the "OAG") for collection pursuant to Section 2.2-518 of the Virginia Code. In such event, by their signatures below, the Locality and the Authority will be deemed to have assigned to the Commonwealth all of their rights, title and interest in and to this Section 7. In any matter referred to the OAG for collection, the Company shall be liable to pay interest, administrative charges, attorney fees and other applicable fees. Interest on any outstanding repayment referred to the OAG shall accrue at the rate set forth in Section 6.2-301 A. of the Virginia Code (currently 6.0% per year) for the period from the Performance Date or the Determination Date, as applicable, until paid.

**Section 8. Notices.**

Formal notices and communications between the Parties shall be given either by (i) personal service, (ii) delivery by a reputable document delivery service that provides a receipt showing date and time of delivery, (iii) mailing utilizing a certified or first class mail postage prepaid service of the United States Postal Service that provides a receipt showing date and time of delivery, or (iv) delivery by facsimile or electronic mail (email) with transmittal confirmation and confirmation of delivery, addressed as noted below. Notices and communications personally delivered or delivered by document delivery service shall be deemed effective upon receipt. Notices and communications mailed shall be deemed effective on the second business day following deposit in the United States mail. Notices and communications delivered by facsimile or email shall be deemed effective the next business day, not less than 24 hours, following the date of transmittal and confirmation of delivery to the intended recipient. Such written notices and communications shall be addressed to:

if to the Company, to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Attention: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Attention: \_\_\_\_\_

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

with a copy to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Attention: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Attention: \_\_\_\_\_

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\_\_\_\_\_

Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Attention: \_\_\_\_\_

Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Attention: \_\_\_\_\_

Secretary of Agriculture and Forestry Office of  
Governor  
Commonwealth of Virginia  
1111 East Broad Street  
Richmond, Virginia 23219  
Attention: AFID

AFID Compliance Coordinator  
Va Dept. of Agriculture & Consumer  
Services  
102 Governor St., Room 353  
Richmond, Virginia 23219  
Attention: AFID

**Section 9. Miscellaneous.**

(a) *Entire Agreement; Amendments:* This Agreement constitutes the entire agreement among the parties hereto as to the AFID Grant and may not be amended or modified, except in writing, signed by each of the parties hereto. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. The Company may not assign its rights and obligations under this Agreement without the prior written consent of the Locality, the Authority and the Secretary of Agriculture and Forestry (Secretary).

(b) *Governing Law; Venue:* This Agreement is made, and is intended to be performed, in the Commonwealth and shall be construed and enforced by the laws of the Commonwealth. Jurisdiction and venue for any litigation arising out of or involving this Agreement shall lie in the Circuit Court of the Locality and such litigation shall be brought only in such court.

(c) *Counterparts:* This Agreement may be executed in one or more counterparts, each of which shall be an original, and all of which together shall be one and the same instrument.

(d) *Severability:* If any provision of this Agreement is determined to be unenforceable, invalid or illegal, then the enforceability, validity and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.

(e) *Attorney's Fees:* Except as provided in Section 7, attorney's fees shall be paid by the party incurring such fees.

(f) *Interpretation of Language:* Any potential dispute in language shall be determined by VDACS or the Secretary. For any terms which any party to the Agreement might seek interpretation, the party or parties seeking interpretation must write VDACS or the Secretary describing the need for interpretation and any related context, factual or legal, which the party believes will aid the interpretation. When seeking interpretation, parties must notify all other parties to the Agreement of any interpretation request. Requests must indicate whether the other parties consent to the interpretation request. Parties that do not consent to requests may write their own requests for interpretation. All parties shall cooperate with the efforts made by VDACS and the Secretary in making any interpretations and such interpretations shall be conclusive and binding upon all parties to the Agreement.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have executed this Performance Agreement as of the date first written above.

**COUNTY OF PRINCE EDWARD, VIRGINIA**

By \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**INDUSTRIAL DEVELOPMENT AUTHORITY OF THE  
 COUNTY OF PRINCE EDWARD, VIRGINIA**

By \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**SANDY RIVER DISTILLERY, INC**

By \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

APPENDIX A

**VIRGINIA AGRICULTURE PURCHASE PROJECTIONS**

PROJECTED AGRICULTURE PURCHASES								
	Year 1 \$ Value	Year 1 Volume (lbs.)	Year 2 \$ Value	Year 2 Volume (lbs.)	Year 3 \$ Value	Year 3 Volume (lbs.)	Net New \$ Value	Net New Volume (lbs.)
<b>Total Ag Products Purchase</b>	<b>\$3,800</b>	<b>19,861</b>	<b>\$11,319</b>	<b>29,791</b>	<b>\$17,129</b>	<b>39,721</b>	<b>\$32,248</b>	<b>89,373</b>
Corn	\$1,053	13,000	\$7,199	19,500	\$11,636	26,000	\$19,888	58,500
Berries	\$1,805	3,611	\$2,707	5,416	\$3,610	7,221	\$8,122	16,248
Rye	\$942	3,250	\$1,413	4,875	\$1,883	6,500	\$4,238	14,625
<b>Total Virginia Ag Products Purchase</b>	<b>\$1,805</b>	<b>3,611</b>	<b>\$8,438</b>	<b>13,541</b>	<b>\$15,082</b>	<b>23,471</b>	<b>\$25,325</b>	<b>40,623</b>
Corn	\$0	0	\$5,260	6,500	\$10,530	13,000	\$15,790	19,500
Berries	\$1,805	3,611	\$2,707	5,416	\$3,610	7,221	\$8,122	16,248
Rye	\$0	0	\$471	1,625	\$942	3,250	\$1,413	4,875
<b>Percentage that is Virginia-grown</b>	<b>48%</b>	<b>18%</b>	<b>75%</b>	<b>45%</b>	<b>88%</b>	<b>59%</b>	<b>79%</b>	<b>45%</b>

\*These metrics are in addition to minor agricultural purchases made during pilot pha

**MASTER AGREEMENT BETWEEN THE INDUSTRIAL DEVELOPMENT  
AUTHORITY, THE COUNTY OF PRINCE EDWARD, VIRGINIA AND  
SANDY RIVER DISTILLERY**

THIS MASTER AGREEMENT, dated \_\_\_\_\_, 2022, by the COUNTY OF PRINCE EDWARD, VIRGINIA, a political subdivision of the Commonwealth of Virginia (hereinafter the “County”), the INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF PRINCE EDWARD, a political subdivision of the Commonwealth of Virginia (hereinafter the “IDA”) and SANDY RIVER DISTILLERY, INC., a Virginia limited liability company (hereinafter “Sandy River Distillery”) provides as follows:

**RECITALS:**

A. Project Description.

- 1) Sandy River Distillery is located on the property, 5.3 acres in size, located at 185 Monroe Church Road, Rice, Virginia which is also identified as Tax Map Number 053, Section A, as parcel 27E (hereinafter the “Property”).
- 2) Sandy River Distillery is a Distillery as defined by Prince County Code § 180-49.3 and produces beer on-site and serves beer and food on the premises.
- 3) Sandy River Distillery intends to expand operations by adding a pole barn that will house larger brewing equipment and a larger tasting room.
- 4) Sandy River Distillery desires certain financial assistance to pursue the expansion.

B. Approval by Industrial Development Authority.

- 1) In accordance with the Code of Virginia Ann. § 15.2-4905, it is the intent of the County, through the IDA, to offer grants to Sandy River Distillery to expand its operations.
- 2) The prime objectives of both the County and the IDA are the expansion of the tax base and the creation of jobs.
- 3) The Tourism Grant is contingent on matching funding from the United States Department of Agriculture.

NOW, THEREFORE, in consideration of the mutual covenants, terms, and conditions contained herein, the parties hereto mutually covenant and agree as follows:

A. The Incentive Grant.

1. Once Sandy River Distillery has a minimum investment of \$150,000 in equipment, Sandy River Distillery shall be entitled to an annual cash grant over a consecutive five (5) year period starting in the 2022 tax year (hereinafter the “Incentive Grant”).
2. The Incentive Grant shall not be awarded unless Sandy River Distillery has paid in full at the time of the Incentive Grant and remains current in all Prince Edward County real estate taxes and fees.
3. The Incentive Grant shall be paid to Sandy River Distillery through the IDA on an annual basis. Sandy River Distillery shall request the first Incentive Grant payment within ninety (90) days after the first installment of real estate, machinery, tools, and personal property taxes are due to the County. Sandy River Distillery shall request the second Incentive Grant payment within ninety (90) days after the second installment of real estate taxes are due to the County. Incentive Grant payments to Sandy River Distillery shall only be issued following certification of payment of all Prince Edward County real estate, machinery and tools, and personal property taxes and fees from the previous calendar year. The Incentive Grant will be paid as follows:
  - (i.) The entire grant shall be paid in five equal installments of \$11,200 each year with the first being due 45 days after the County receives funding from the state.
  - (ii.) The local incentive agreement will equate to an estimated \$6,319.54 total over five (5) years of the grant. In addition, once Sandy River Distillery achieves a minimum number of three (3) new employees and makes an investment of \$150,000 in equipment, Sandy River Distillery shall also be entitled to an annual cash tourism grant over a consecutive five (5) year period starting in 2022 (hereinafter the “Tourism Grant”) for \$5,000 per year.

**B. Tourism Grant.**

1. In addition, once Sandy River Distillery achieves a minimum number of three (3) new employees and makes an investment of \$150,000 in equipment, Sandy River Distillery shall also be entitled to an annual cash tourism grant over a consecutive five (5) year period starting in 2022 (hereinafter the “Tourism Grant”) for \$5,000 per year. Sandy River Distillery shall also be entitled to an annual cash

tourism grant over a consecutive five (5) year period starting in 2022 (hereinafter the “Tourism Grant”) in the amount of \$5,000 per year.

2. The Tourism Grant shall be paid to Sandy River Distillery through the IDA on an annual basis by March 31st of each year following certification of payment of all Prince Edward County taxes and fees from the previous calendar year.

C. Contingencies.

1. The award of the Incentive Grant shall be contingent upon all of the following conditions:
  - i. Sandy River Distillery must pay in full and remain current in all Prince Edward County real estate taxes and fees.
  - ii. Sandy River Distillery must meet all requirements of the Prince Edward County Zoning Ordinance, Uniform Statewide Building Code, Virginia Department of Transportation, and Prince Edward County Health Department in the design and operation of the facility.
2. The award of the Tourism Grant shall be contingent upon the following conditions:
  - i. Sandy River Distillery must receive matching funding from the Governor’s Agriculture and Forestry Industries Development Fund (hereinafter the “AFID”). In the event Sandy River Distillery does not receive matching funding from the AFID, Sandy River Distillery shall not receive the Tourism Grant as set forth herein.
  - ii. In accordance with Prince County Code § 70-1, Sandy River Distillery shall file all returns of tangible personal property including machinery and tools, owned on January 1 of each year, with the office of the Commissioner of the Revenue, on forms approved by such office, on or before February 15<sup>th</sup> of each calendar year.
  - iii. Sandy River Distillery must submit to the County a copy of the payroll for the previous calendar year by February 15<sup>th</sup> of each calendar year.
  - iv. Sandy River Distillery must maintain a minimum number of five new employees paying to qualify for the Tourism Grant each calendar year.
  - v. Sandy River Distillery must meet all requirements of the Prince Edward County Zoning Ordinance, Uniform Statewide Building Code, Virginia Department of Transportation, and Prince Edward County Health Department in the design and operation of the facility.
3. If any of the foregoing conditions are not met, the County and IDA may terminate this Agreement without penalty or further obligation hereunder.

- D. Clawback Provision. If Sandy River Distillery ceases to operate its business at any point during the five (5) year consecutive term of the Incentive Grant, Sandy River Distillery

shall pay back to the County within thirty (30) days the Incentive Grant that has been awarded to Sandy River Distillery by the County for any of the previous calendar years.

If Sandy River Distillery ceases to operate its business at any point during the five (5) year consecutive term of the Tourism Grant, Sandy River Distillery shall pay back to the County within thirty (30) days the Tourism Grant that has been awarded to Sandy River Distillery by the County of any of the previous calendar years.

- E. Binding Effect/Assignability. This Agreement shall be binding upon and shall inure to the benefit of the parties and their respective successors and assigns. This Agreement shall not be assigned by any party without the prior written consent of the others.
- F. Notice. All notices to the parties shall be in writing and shall be given by personal delivery or overnight courier services to the parties addressed as follows:

To County:

Douglas P. Stanley  
County Administrator  
P.O. Box 382  
111 N. South Street, 3<sup>rd</sup> Floor  
Farmville, Virginia 23901

To IDA:

Industrial Development Authority of County of  
Prince Edward, Virginia d/b/a IDA  
P.O. Box 625  
Farmville, Virginia 23901

To Sandy River Distillery:

SANDY RIVER DISTILLERY, Inc.  
185 Monroe Church Road  
Rice, Virginia 23966

- G. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the Commonwealth of Virginia.
- H. Entire Agreement. This Agreement is the entire agreement of the parties with respect to the subject matter thereof.
- I. Severability. If any provision hereof shall be deemed invalid or unenforceable, the other provisions hereof shall remain valid and enforceable.
- J. Waiver. Any failure by either party to enforce any provision hereof shall not constitute a waiver of any other breach of such provision or prejudice the right of either party to enforce the provision at any subsequent time.

- K. Modification. No modification to this Agreement shall be valid unless made in writing and signed by the parties hereto.
- L. Counterparts. This Agreement may be executed in counterparts, each of which shall be an original of this agreement.
- M. Conflicts. In the event of any conflicts between the provision of this Agreement and any other agreement or document, the provisions of this Agreement shall govern and control.

**[THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK]**



**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date first above written. By execution of this Agreement, all parties certify they are authorized to execute on behalf of their respective entities.

This Agreement is hereby entered into by the County of Prince Edward, Virginia, as evidenced by the signature of the undersigned, who is authorized to enter into this Agreement on behalf of the County of Prince Edward, as evidenced by a Motion authorizing the same adopted by the Prince Edward County Board of Supervisors on \_\_\_\_\_, 20\_\_\_\_.

**COUNTY OF PRINCE EDWARD**

\_\_\_\_\_  
Odessa Pride, Chairman  
Board of Supervisors

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

Attest:

\_\_\_\_\_  
Douglas P. Stanley, Clerk  
Board of Supervisors

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

This Agreement is hereby entered into by the Industrial Development Authority of the County of Prince Edward, Virginia d/b/a IDA, as evidenced by the signature of the undersigned, who is authorized to enter into this Agreement on behalf of the IDA, as evidenced by a Motion authorizing the same adopted by the IDA on \_\_\_\_\_, 20\_\_\_\_.

**INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF PRINCE EDWARD, VIRGINIA D/B/A THE IDA**

\_\_\_\_\_  
Bradley L. Watson, Chairman

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

Attest:

\_\_\_\_\_  
Chelsey White, Clerk

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

This Agreement is hereby entered into by SANDY RIVER DISTILLERY, Inc., as evidenced by the signature of the undersigned, who is authorized to enter into this Agreement on behalf of SANDY RIVER DISTILLERY, Inc.

**SANDY RIVER DISTILLERY, INC.**

\_\_\_\_\_  
Mark S. Smith, President

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

Attest:

\_\_\_\_\_

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

By: \_\_\_\_\_  
(print name and title)

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Terri Atkins Wilson  
County Attorney

In Re: LCVA Partnership – Courthouse Artwork Project

Mr. Stanley reported that County staff have been talking with the Longwood Center for the Visual Arts (LCVA) off and on for the past year about a partnership to establish a community experience in the Prince Edward County Courthouse to integrate visual art and literacy. The concept is to utilize some of the blank wall space to provide room for a rotating display of art to the public. This would include the ability to brighten the juvenile court area for children.

Mr. Stanley said that he previously has been part of such an effort and found that it was a great way for the local artists to display their work as well as a way to expose a segment of the public that may not normally view art in a gallery.

The initial cost to the County should only be the cost of hanging equipment. LCVA will be responsible for switching out the artwork on a rotational basis. If the County wants to add a mural, we would evaluate the cost at that time.

Supervisor Townsend made a motion, seconded by Supervisor Cooper-Jones, to approve the request to partner with LCVA for the establishment of a public display of art in the Courthouse complex; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Llew W. Gilliam, Jr.	
	Victor "Bill" Jenkins	
	E. Harrison Jones	
	Odessa H. Pride	
	Jerry R. Townsend	
	Cannon Watson	

#### In Re: FEMA AFG 2021

Trey Pyle, Deputy Emergency Management Coordinator, reported that in December 2021, the County submitted a FEMA Assistance to Firefighters Grant (AFG), with the help of the CRC, on behalf of the Prince Edward County Firefighters Association. The grant application would fund the replacement of out dated and aging Self-Contained Breathing Apparatus (SCBA).

The FEMA AFG is a reimbursable federally-funded grant that requires a 5% match by the recipient. This grant funding will bring all Prince Edward County Fire Departments together with a standardized SCBA allowing for the interoperability and safety of all firefighters countywide.

On September 14, 2022 we were notified that the County had been awarded the FEMA AFG for 42 MSA G1 SCBAs and three (3) Rapid Intervention Packs (RIT). The Firefighter's Association is requesting the county assist with covering the upfront cost of the grant until reimbursement is received by FEMA. Each department will provide their portion of the 5% match back to the County.

Supervisor Emert made a motion, seconded by Supervisor Gilliam, to approve the request of the Firefighters Association to have the County front the funds for the purchase of the grant-funded equipment which will be

reimbursed by FEMA and the fire departments, and to appropriate funds as follows to allow for the purchase of the equipment. as presented:

**FY23 BUDGET SUPPLEMENT**

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	33010	0101	AF Grant		\$383,153.29
4 (Exp)	100	32200	8208	AF Grant	\$383,153.29	

The motion carried:

Aye:	Pattie Cooper-Jones J. David Emert Llew W. Gilliam, Jr. Victor "Bill" Jenkins E. Harrison Jones Odessa H. Pride Jerry R. Townsend Cannon Watson	Nay: None
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**In Re: Lease Purchase of Landfill Loader**

On October 25, 2022 the Board approved the lease purchase of the John Deere 755K Crawler Loader for a total cost of \$446,606, utilizing VML/VACO to finance the total purchase on a 5-year term for an estimated annual cost of \$100,963, and authorized the Administrator to sign the contract and other necessary documents for the purchase with VML/VACO.

VML/VACO originally quoted an estimated interest rate of 4.55%. VML/VACO solicited proposals from dozens of banks, including local, regional, and national financial institutions. They received four proposals with Truist being the lowest at a rate of 4.37%.

In order to complete the transaction with Truist through VML/VACO, the Board is asked to consider the approval of the proposed resolution.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Gilliam, to approve the proposed resolution for financing of the John Deere 755k Crawler Loader through VML/VACO; the motion carried:

Aye:	Pattie Cooper-Jones J. David Emert Llew W. Gilliam, Jr. Victor "Bill" Jenkins E. Harrison Jones Odessa H. Pride Jerry R. Townsend Cannon Watson	Nay: None
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### **Resolution Approving Financing Terms**

**WHEREAS:** Prince Edward County, VA ("Borrower") has previously determined to undertake a project for the financing of a new landfill loader (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED, as follows:**

1. The Borrower hereby determines to finance the Project through Truist Bank ("Lender") in accordance with the proposal dated November 10, 2022. The amount financed shall not exceed \$447,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 4.37%, and the financing term shall not exceed five (5) years from closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Borrower are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Borrower officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The Borrower shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations.
5. The Borrower intends that the adoption of this resolution will be a declaration of the Borrower's official intent to reimburse expenditures for the Project that are to be financed from the proceeds of the Lender financing described above. The Borrower intends that funds that have been advanced, or that may be advanced, from the Borrower's general fund or any other Borrower fund related to the Project, for project costs may be reimbursed from the financing proceeds.
6. All prior actions of Borrower officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

#### **Certification**

*I hereby certify that the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia at a regular board meeting in Prince Edward County, Virginia, at which a quorum was present and that same pass this 13th day of December, 2022.*

In Re: 2023 General Assembly – Legislative Priorities

Mr. Stanley reviewed the list of the proposed legislative priorities for the Board for the upcoming 2023 General Assembly session. Included in the list are the following:

1. **1% Sales Tax for Local School Construction or Renovation** - The Board of Supervisors of Prince Edward County has requested that Delegate Edmunds introduce a bill in the upcoming General Assembly session that would add Prince Edward County to the list of counties that are enabled to collect up to 1% in additional sales tax revenue for the construction or renovation of schools within the locality. Currently localities listed under §58.1-602 include Charlotte County, Gloucester County, Halifax County, Henry County, Mecklenburg County, Northampton County, Patrick County, Pittsylvania County, or the City of Danville.

The County has estimated that a 1% increase in sales tax would generate an estimated \$3,000,000-\$3,500,000 in annual revenue based on collections over the past five years. This is based on the County's share of 50% of local collections and our proportionate split of the remaining 50% with the Town of Farmville based on school age population. This would provide enough revenue to support significant improvements to the County elementary school as well as middle and high schools.

2. **Allowing Prince Edward County to Establish a Solid Waste Fee** - The Board of Supervisors of Prince Edward County requests that the General Assembly amend §15.2-2159 of the Code of Virginia to add Prince Edward County to the list of counties that are enabled to establish a fee for solid waste management. As you may be aware, the County's solid waste management systems includes a county-owned sanitary landfill and seven convenience/recycling center sites. Currently, as outlined in Subsection A, the counties of Accomack, Augusta, Buckingham, Floyd, Highland, Pittsylvania, Russell, and Wise Counties may by ordinance, and after a public hearing, levy a fee for the disposal of solid waste not to exceed the actual cost incurred by the county in procuring, developing, maintaining, and improving the landfill and for such reserves as may be necessary for capping and closing such landfill in the future. Bath, Buckingham, Russell, and Southampton Counties may by ordinance, and after a public hearing, levy a fee for the management of solid waste not to exceed the actual cost incurred by the county in removing and disposing of solid waste. Such fee as collected shall be deposited in a special account to be expended only for the purposes for which it was levied. Additionally, the Counties of Floyd, Pittsylvania, Russell, Southampton and Wise Counties are enabled to purchase or subsidize the purchase of equipment used for the collection of solid waste. The Board of Supervisors would like Prince Edward to be added to §15.2-2159 as noted on the attachment.

In the last year, the County has hired a new engineering firm, LaBella, and they have been tasked with review of the County's solid waste operations and making recommendations on making the County's Solid Waste Enterprise fund self-sufficient. As part of the solution, the County would like to be able to establish a solid waste fee to help offset the cost of handling and disposal of County waste.

3. **Budget Support for the Piedmont Regional Jail Authority (PRJA)** - PRJA is requesting support of critically-needed funding for additional staff positions. PRJA has a staffing crisis and they need 47 additional positions, which include mental health professionals, security personnel and a rehabilitation counselor. The cost of these positions would be \$1,332,829 in fiscal year 2024.

While PRJA was formed to serve the counties of Amelia, Buckingham, Cumberland, Lunenburg, Nottoway and Prince Edward, they also often house some of the most egregious offenders from all over Virginia. Because the Virginia Center for Behavioral Rehabilitation is in Nottoway, an inmate is sent to us when they are no longer

able to stay at the treatment enter and are awaiting sentencing. These inmates are sexually violent predators who require additional security in order to ensure the safety of all our staff and inmates.

4. **Sandy River Reservoir Project** - The Board of Supervisors of Prince Edward County requests that the General Assembly take any necessary steps to support the Sandy River Reservoir Project and the provision of water and sewer from Prince Edward to the State facilities in Nottoway County.

5. In addition, we have the Board supporting the VACO Legislative Priorities.

Supervisor Townsend made a motion, seconded by Supervisor Cooper-Jones, to approve the proposed 2023 Legislative Priorities List as presented; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	None
	J. David Emert		
	Llew W. Gilliam, Jr.		
	Victor "Bill" Jenkins		
	E. Harrison Jones		
	Odessa H. Pride		
	Jerry R. Townsend		
	Cannon Watson		

**In Re: New Hire – Information Technology Manager**

As the Board is aware, we currently contract our IT services through Business Data of Virginia since 2001. The County's current contract with Business Data expires on June 30, 2023. For the 2022 calendar year to 11/21/2022, we have paid Business Data of Virginia \$71,497.32 for Travel and Mileage, software upgrades, hardware replacements, and the maintenance contract. In addition, Business Data of Virginia provides programming support for the Commissioner of Revenue and Treasurer's Office. While Business Data of Virginia has been providing these services for many years to our satisfaction, County Staff believe with the changing technology needs of the County and Cybersecurity on the rise, it would be in the County's best interest to pursue hiring a full-time Information Technology Manager to serve the county. Attached is the job description for the new position. County staff anticipate advertising the position effective January 2023, with a hire date of March 1, 2023 to allow for overlap between the new hire and Business Data of Virginia through the end of their contract date. Depending on the qualifications of the individual hired, we anticipate continuing to contract with Business Data of Virginia for program support for the Commissioner of Revenue and Treasurer.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to approve County staff to hire a full-time Information Technology Manager within the salary range listed, with a hire date of approximately March, 2023; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Llew W. Gilliam, Jr.	
	Victor "Bill" Jenkins	
	E. Harrison Jones	
	Odessa H. Pride	
	Jerry R. Townsend	
	Cannon Watson	

In Re: State Minimum Wage Increase

Mrs. Stimpson stated the State of Virginia is increasing the minimum wage for employees effective January 1, 2023 to \$12.00 per hour. We currently have 19 employees that will be under the minimum wage effective January 1, 2023, including 18 convenience site workers and one Registrar's office employee.

Supervisor Townsend made a motion, seconded by Supervisor Emert, to approve the minimum wage increase to \$12.00 per hour for the 19 County employees affected by the state's change to Article 1.1, Code of Virginia, effective January 1, 2023; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Llew W. Gilliam, Jr.	
	Victor "Bill" Jenkins	
	E. Harrison Jones	
	Odessa H. Pride	
	Jerry R. Townsend	
	Cannon Watson	

In Re: County Attorney Update

Mrs. Terri Atkins Wilson, County Attorney, reported work continues on the review and revision of County ordinances; other work included an unclaimed body, 5 Pillars Meats at the Business Park, contracts, Zoning issues, and a landlord/tenant issue with the Sheriff's department.



## In Re: County Administrator Update

Mr. Stanley presented his report:

- Tax Collections – As the Board knows we extended the penalty and interest date for the December 5<sup>th</sup> tax deadline to January 5<sup>th</sup>. As of December 12<sup>th</sup>, the Treasurer had deposits that showed we have collected about 45% of taxes due. They are still working through mail in the office which should put us at about 50% collection.
- County Emergency Communications Study – The County has received a final report from our Radio System Consultant CTA. The plan of action is recommending planning and budgeting for a new Countywide UHF P25 Phase 2 Trunked Simulcast System. A final presentation will be made to the Fire and EMS Committee. As part of the study, the Town and County are evaluating combining communications systems. County staff are working to schedule site visits to joint communications systems in Charlottesville and Harrisonburg in early January.
- Flagpole BZA Appeal Case – The Virginia Supreme Court has scheduled February 6, 2023 to hear the appeal for the Board of Supervisors.
- Sandy River Project/PPEA – On December 6<sup>th</sup>, the County officially received the full PPEA proposal from Prince Edward County Infrastructure, LLC/MEB for construction of the water treatment facility and transmission line to the Nottoway County line. We have sent the package off to Pennoni, our consulting engineer, for review. Ultimate acceptance of the proposal by the Board will depend on reaching final agreement with the Virginia Department of General Services (DGS) on a contract to provide water to the three state facilities (Piedmont Geriatric Hospital, Virginia Center for Behavioral Rehabilitation (VCBR), and Nottoway Prison) and the Town of Burkeville.
- Solar Project/Community Meeting – Sun Tribe Solar community meeting was held on December 7<sup>th</sup>. The meeting is for an approximate 25-acre solar project located on Elam Road. In addition to County staff, Whitfield Page from the Planning Commission attended.
- Piedmont Habitat – Piedmont Habitat has invited the Board members for a groundbreaking on December 10<sup>th</sup> at 2:00 pm at 901 Andrews Drive.
- Sandy River Project – Our project team will meet with the Burkeville Town Council at their Council meeting on January 24<sup>th</sup>; rescheduled from December 6<sup>th</sup>.
- Kinex/Broadband Project – We have received a number of complaints regarding severed utility lines caused by the installation of the conduit for the fiber project. In talking with Kinex, most of the issue is stemming from the failure of the utility marking company (Stake Center) hired BY CenturyLink and MBC to adequately mark existing utilities. It is our understanding that Kinex is calling in the tickets to Miss Utility but Stake Center is not adequately marking. Stake Center has replaced the person responsible for the work. We will see if we see improvement. In the meantime, if someone reports an outage, please have them contact the utility. If the homeowner needs assistance refer them to us.
- As of 12/12, Kinex has 28.40 miles of RDOF conduit install and 1.50 miles of VATI install with a total of 693 passings and 19 installs.
- Rice Convenience Site – The ad for improvements for the Rice Convenience Site was in the December 2<sup>nd</sup> Herald and is available on the County website. We will have a non-mandatory pre-bid meeting at the site on December 14<sup>th</sup> at 10:00 am with bids due on January 11<sup>th</sup>. The plan is to have the project awarded so the contractor can start in the spring.

- Solar Project/Community Meeting – Sun Tribe Solar community meeting scheduled for November 29<sup>th</sup> has been rescheduled to December 7<sup>th</sup>. The meeting is for an approximate 25-acre solar project located on Elam Road. The meeting will be held from 5:30 pm to 7:30 pm at the Prospect Fire Station.
- Meat Slaughter Facility – The County met virtually last week with the Tobacco Commission and the Department of Agriculture on the project and we will be amending our requests to apply for \$100,000 AFID grant and a \$75,000 Tobacco Commission grant to support the project. The only County match will be the estimated \$25,000 in Enterprise Zone incentives that Five Pillars will be eligible for in the Enterprise Zone.
- Piedmont Habitat – Piedmont Habitat has invited the Board members for a groundbreaking on December 10<sup>th</sup> at 2:00 pm at 901 Andrews Farm Drive.

Mr. Stanley reminded the Board of the employee luncheon at noon on December 14, and wished all a Merry Christmas.

In Re: Upcoming

Mr. Stanley reviewed the events being held in January 2023 and asked that the Board members let staff know if they are interested in attending in order that arrangements can be made:

- Virginia Local Government Day – January 19, 2023
- Opioid Settlement Workshops – January 19-20, 2023
- VACo Chairperson Institute – January 20-21, 2023
- Supervisor Certification Program – January 25, 2023 (Opening Session) – March 22, 2023 (Closing Session)

In Re: Closed Session

Chair Pride made a motion, seconded by Supervisor Cooper-Jones, that the Board convene in Closed Session for discussion and consideration of the annual performance reviews of the County Attorney, pursuant to the exemptions provided for in Section 2.2-3711(A)(1) of the *Code of Virginia*; the motion carried:

Aye:	Pattie Cooper-Jones J. David Emert Llew W. Gilliam, Jr. Victor “Bill” Jenkins E. Harrison Jones Odessa H. Pride Jerry R. Townsend Cannon Watson	Nay: None
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The Board returned to regular session by motion of Supervisor Emert, seconded by Supervisor Townsend and adopted as follows:

Aye: Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Victor "Bill" Jenkins  
E. Harrison Jones  
Odessa H. Pride  
Jerry R. Townsend  
Cannon Watson

Nay: None

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

Aye: Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Victor "Bill" Jenkins  
E. Harrison Jones  
Odessa H. Pride  
Jerry R. Townsend  
Cannon Watson

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: Annual Performance Review of County Attorney

Supervisor Emert made a motion, seconded by Supervisor Townsend, to extend the contract of the County Attorney, Terri Atkins Wilson, for one year, effective November 10, 2022; the motion carried:

Aye: Pattie Cooper-Jones  
J. David Emert  
Llew W. Gilliam, Jr.  
Victor "Bill" Jenkins  
E. Harrison Jones  
Odessa H. Pride  
Jerry R. Townsend  
Cannon Watson

Nay: None

Supervisor Cooper-Jones thanked Mrs. Atkins Wilson for making the improvements suggested and for all she is doing for the County.

In Re: Animal Warden's Report

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

In Re: Cannery - Home

Patty Gulick, Cannery Manager, submitted a report for the month of November 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 November 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 November 2022, which was reviewed and ordered to be filed with the Board papers.

On motion of Chair Pride, seconded by Supervisor Emert, and adopted by the following vote

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Llew W. Gilliam, Jr.	
	Victor "Bill" Jenkins	
	E. Harrison Jones	
	Odessa H. Pride	
	Jerry R. Townsend	
	Cannon Watson	

the meeting was adjourned at 10:01 p.m.



**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 17-c  
**Department:** County Administration  
**Staff Contact:** Crystal Baker  
**Agenda Item:** Review of Accounts & Claims

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**SUMMARY:**

The Bill List, Mileage Reports, and County Attorney Invoices are attached.

**Cost:**

**Attachments:**

**Recommendation:**

**Sample Motion:**

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

FROM DATE- 12/01/2022  
TO DATE- 12/30/2022

ACCOUNTS PAYABLE CHECKS  
PRINCE EDWARD

FUND NO.	DESCRIPTION	\$	PAY	\$
100	GENERAL FUND	\$768,144.03		
115	CDA SPECIAL LEVY FUND	\$35,733.00		
125	DARE FUND	\$1,392.03		
135	PUBLIC/PRIVATE EDUCATION ACT FUND	\$367,211.00		
205	EMS DISTRICT FUND	\$1,258.36		
501	WATER FUND	\$222.63		
502	SEWER FUND	\$52.75		
520		\$52,840.63		
741	PIEDMONT COURT SERVICES FUND	\$5,765.37		
	TOTAL	1,232,619.80		

MAJOR# ACCT# 011010	VENDOR NUMBER BOARD OF SUPERVISORS	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
3160	15955 FRANCES K. WILLIS 21756 LETTERPRESS COMMUNICATIONS	Professional Services	3108 2510	PHOTO JENKINS/JONES HEADSHOTS/FLAG PHOTO	157.95 1,320.00 1,477.95 *
3161	21756 Letterpress Communications	Strategic Planning	2510	CTY COMM NOV HRS	ACCOUNT TOTAL 3,217.50 3,217.50 *
3600	15240 FARMVILLE NEWSMEDIA 15240 FARMVILLE NEWSMEDIA 15241 FARMVILLE HERALD 15241 FARMVILLE HERALD	Advertising	129579 15196932 129579 1542301 222498 1531530 222498 1534429	BOS MTG DATE CHANGE DELQ LANDFILL ACCTS BOS BLDG PRMT FEES BOS RHETSON COMPNY	98.32 221.22 366.05 319.96 1,005.55 *
5510	25738 PRIDE ODESSA H 29368 TOWNSEND JERRY R 32150 WATSON BRETT VON CANNON	Travel-Mileage	MILEAGE REIMB MILEAGE 1122 MILEAGE 1122	MILEAGE REIMBURSEMNT MILEAGE REIMBURSMNT MILEAGE REIMBURSEMNT	166.25 81.25 82.50 330.00 *
5530	11250 BENCHMARK COMMUNITY BANK 11250 BENCHMARK COMMUNITY BANK 11250 BENCHMARK COMMUNITY BANK 11250 BENCHMARK COMMUNITY BANK	Travel-Subsistence & Lodg	1555 ADMIN 1222 1555 ADMIN 1222 1563 ADMIN 1222 1563 ADMIN 1222	HILTON TOWNSEND HILTON WATSON CONF GILLIAM MARRIOT CONF PRIDE MARRIOTT	468.39 431.72 477.28 396.72 1,774.11 *
6040	31339 VERIZON WIRELESS	ADP Equipment	242374982 1222	CELL PHONE	560.45 560.45 * 8,365.56 **
012110	COUNTY ADMINISTRATOR				
2700	31421 VACORP	Worker's Compensation	102440 W/C 3/4	WORKERS COMP INS	ACCOUNT TOTAL 71.46 71.46 *
3160	11353 BMS DIRECT 13099 DAVENPORT & COMPANY LLC	Professional Services	164282 PF22-241	INSERTS FOR TX BILLS FINANCIAL REVIEW	4,606.56 16,015.39 20,621.95 *
5230	31339 VERIZON WIRELESS	Telecommunications	242374982 1222	CELL PHONE	ACCOUNT TOTAL 113.81 113.81 *
5530	11250 BENCHMARK COMMUNITY BANK	Travel-Subsistence & Lodg	1563 ADMIN 1222	LUNCH TREAS OFFICE	ACCOUNT TOTAL 47.78 47.78 *
5810	18658 ICMA	Dues & Association Member	352714 1222	MEMBERSHIP RENEWAL	910.00 910.00 *

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
6001		Office Supplies			
	10259	AMAZON CAPITAL SERVICES	1FWV-3YNJ-6KCL	BRFCSE/PENS/RPT CVR	220.57
	11250	BENCHMARK COMMUNITY BANK	1563 ADMIN 1222	ZOOM SUBSCRIPTIN	149.90
	11902	BUSINESS DATA OF VA, INC.	01-2143	NORTON RENEWAL	134.97
	11902	BUSINESS DATA OF VA, INC.	01-2150	NORTON RENEWAL	44.99
	11902	BUSINESS DATA OF VA, INC.	01-2166	FUSERS CS & KE	884.80
	13369	DIAMOND SPRINGS WATER INC	3062 3183902	WATER COOLER RENT	8.95
	20600	KEY OFFICE SUPPLY	415 CR 1/22/22	CREDIT ON ACCOUNT	83.76-
	20600	KEY OFFICE SUPPLY	415 CR 11/2/22	CREDIT ON ACCOUNT	74.99-
	20600	KEY OFFICE SUPPLY	415 573384	BLK CARTRIDGES	185.76
	20600	KEY OFFICE SUPPLY	415 573514	BOS NAMEPLATES	39.98
	20600	KEY OFFICE SUPPLY	415 573538	TABLE FOR HALLWAY	89.53
	20600	KEY OFFICE SUPPLY	415 574010	FILE JACKETS	79.95
	20600	KEY OFFICE SUPPLY	415 574011	AAA BATTERIES	37.32
	20600	KEY OFFICE SUPPLY	415 574012	BLACK RING BINDERS	226.80
6012		Books and Subscriptions		ACCOUNT TOTAL	1,944.77 *
	11250	BENCHMARK COMMUNITY BANK	1563 ADMIN 1222	START MEETING	19.34
	22211	RELX INC. DBA LEXIS NEXIS	34428100	VA CODE RULE VII	26.69
012210		LEGAL SERVICES		ACCOUNT TOTAL	46.03 *
				MAJOR TOTAL	23,755.80 **
3160		Professional Services			
	28062	SANDS ANDERSON PC	567386 106962	REDISTRICTING	252.00
	28062	SANDS ANDERSON PC	567387 107766	BOWMAN ZONING APPEAL	2,934.00
	29126	TERRI ATKINS WILSON PC	OCT 2022 1048	PROFESSIONAL SERVICE	2,150.00
3191		Ordinance Codification		ACCOUNT TOTAL	5,336.00 *
	22950	CIVICPLUS, LLC	248368	CODE SUPPLEMENTS	2,461.84
012220		PERSONNEL		ACCOUNT TOTAL	2,461.84 *
				MAJOR TOTAL	7,797.84 **
5530		Employee Recognition			
	10259	AMAZON CAPITAL SERVICES	1DWJ-THXC-4MFW	DIPLOMA FRAMES	699.86
	11080	BAKER CRYSTAL	REIMB 1222	REIMB HOLIDAY LUNCH	145.17
	11250	BENCHMARK COMMUNITY BANK	1563 ADMIN 1222	PLAQUE	118.23
	11250	BENCHMARK COMMUNITY BANK	1563 ADMIN 1222	EMP REC CLOCKS	326.04
	11250	BENCHMARK COMMUNITY BANK	1563 ADMIN 1222	PLAQUE/CLOCKS EMPLOY	361.75
	15993	FUQUA CATERING	61618 2022	RECOGNITION LUNCHEON	5,664.00
012310		COMMISSIONER OF REVENUE		ACCOUNT TOTAL	7,315.05 *
				MAJOR TOTAL	7,315.05 **
2700		Worker's Compensation			
	31421	VACORP	102440 W/C 3/4	WORKERS COMP INS	36.01
				ACCOUNT TOTAL	36.01 *



MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	DESCRIPTION	INV#	AMOUNT
6012	18968 J D POWER	Books & Subscriptions	USED CAR GUIDE 2023	ORDUS193269	252.00
	18968 J D POWER		BOOKRV 2023	ORDUS195943	125.00
	18968 J D POWER		BOOK POWER SPORTS 23	ORDUS195944	82.50
	18968 J D POWER		BOOK CLASSIC CAR 23	ORDUS195946	72.50
	18968 J D POWER		BOOK MARINE 23	ORDUS197062	125.00
	18968 J D POWER		BOOK OLDR USED CR 23	ORDUS197064	204.00
	18968 J D POWER		COMM TRUCK GUIDE 23	ORDUS197171	84.00
			ACCOUNT TOTAL		945.00 *
			MAJOR TOTAL		981.01 **
012410	TREASURER				
2700	31421 VACORP	Worker's Compensation	WORKERS COMP INS	102440 W/C 3/4	37.18
			ACCOUNT TOTAL		37.18 *
3600	15241 FARMVILLE HERALD	Advertising	2022 BILL AD	130364 1548347	159.77
			ACCOUNT TOTAL		159.77 *
5230	11250 BENCHMARK COMMUNITY BANK	Telecommunications	PAYPAL/PAYFLOW	2777 TREAS 1222	6.30
			ACCOUNT TOTAL		6.30 *
5410	26125 QUADIENT LEASING USA, INC.	Lease/Rent Equipment	LEASE ON PSTG MCH	N9689548	1,611.96
			ACCOUNT TOTAL		1,611.96 *
6001	11353 BMS DIRECT	Office Supplies	PERSONAL PRPTY 2022	163730	763.19
	11353 BMS DIRECT		RE BILLS 2022	163731	2,241.01
	20600 KEY OFFICE SUPPLY		FOLDERS/CARTRIDGE	433 572373	138.09
	20600 KEY OFFICE SUPPLY		ERASER REFILLS	433 572400	2.10
	20600 KEY OFFICE SUPPLY		PAPER	433 572669	79.95
	20600 KEY OFFICE SUPPLY		ADD/CC ROLLS/COR TPE	433 572671	31.56
	20600 KEY OFFICE SUPPLY		BATTERIES/HIGHLIGHTERS	433 573009	22.67
			ACCOUNT TOTAL		3,278.57 *
6014	28866 STEPS, INC	Other Operating Supplies	SHREDDING	17544	53.50
			ACCOUNT TOTAL		53.50 *
6020	13012 DMV	DMV Stops	DMV STOP FEES	202233400709	2,050.00
			ACCOUNT TOTAL		2,050.00 *
			MAJOR TOTAL		7,197.28 **
012510	INFORMATION TECHNOLOGY				
3160	11902 BUSINESS DATA OF VA, INC.	Professional Services	TRAVEL & EXPENSE	01-2133	125.00
	11902 BUSINESS DATA OF VA, INC.		TRAVEL & EXPENSE	01-2134	125.00
	11902 BUSINESS DATA OF VA, INC.		TRAVEL & EXPENSE	01-2135	125.00
	11902 BUSINESS DATA OF VA, INC.		TRAVEL & EXPENSE	01-2136	125.00

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	11902	BUSINESS DATA OF VA, INC.	01-2137	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01-2138	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01-2139	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01-2140	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01-2141	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01-2142	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01-2143	TRAVEL/EXP/NORTON	169.99
	11902	BUSINESS DATA OF VA, INC.	01-2144	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01-2145	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01-2146	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01-2147	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01-2148	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01-2149	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01-2150	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01-2151	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01-2152	CONTRACT AGREEMENT	4,500.00
	11902	BUSINESS DATA OF VA, INC.	01-2157	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01-2157	PROFESSIONAL DISCONT	27.50-
	11902	BUSINESS DATA OF VA, INC.	01-2159	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01-2162	TRAVEL & EXPENSE	125.00
	11902	BUSINESS DATA OF VA, INC.	01-2166	CBLS/PWCRD/SWT/CRT	114.93
	12726	COMPRO COMPUTERS	PEC12062022 A	BAIT BACKUP IT	424.75
	12726	COMPRO COMPUTERS	PEC12062022 A	HP LASERJET IT	589.95
3161		Webpage Services		ACCOUNT TOTAL	8,397.12 *
	28330	SITEVISION INC	24767	WEB HOSTING	179.85
3320		Maintenance Service		ACCOUNT TOTAL	179.85 *
	11537	BAI MUNICIPAL SOFTWARE	WATS2023B-1043	TECHNICAL SUPPORT	15,328.00
013100		ELECTORAL BOARD AND OFFICIALS		ACCOUNT TOTAL	15,328.00 *
3160		Professional Services		MAJOR TOTAL	23,904.97 **
	14551	ELECTION SYSTEMS &	CD2050990	PDF CREATION/SETUP	474.00
3500		Printing		ACCOUNT TOTAL	474.00 *
	24985	OWEN G DUNN CO	29269	PAPER BALLOTS	4,796.18
013200		REGISTRAR		ACCOUNT TOTAL	4,796.18 *
2700		Worker's Compensation		MAJOR TOTAL	5,270.18 **
	31421	VACORP	102440 W/C 3/4	WORKERS COMP INS	17.18
6001		Office Supplies		ACCOUNT TOTAL	17.18 *
	20600	KEY OFFICE SUPPLY	1275 572532	IND CRDS/HILITERS	38.52

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	20600	KEY OFFICE SUPPLY	1275 572543	TUB/FLDRS/PAPER	153.96
	20600	KEY OFFICE SUPPLY	1275 572708	COPY PAPER	51.96
	20600	KEY OFFICE SUPPLY	1275 572755	COPY PAPER	97.98
	20600	KEY OFFICE SUPPLY	1275 573076	BLK CARTRIDGE	119.99
	32961	WRIGHT LYNETTE	REIMB 1122	PENS/FOLDERS	20.69
				ACCOUNT TOTAL	483.10 *
				MAJOR TOTAL	500.28 **
021100		CIRCUIT COURT			
2700	31421	Worker's Compensation VACORP	102440 W/C 3/4	WORKERS COMP INS	5.52
6001		Office Supplies AMAZON CAPITAL SERVICES	13NV-W7LJ-KJD92	DESK CALENDAR 22-23	5.52 *
	20600	KEY OFFICE SUPPLY	8868 572469	HIGHLIGHTERS	19.99
	20600	KEY OFFICE SUPPLY	8868 572494	COPY PAPER	45.55
	20600	KEY OFFICE SUPPLY	8868 573242	CRTD/CUPS/PENS/WATER	97.98
				ACCOUNT TOTAL	380.95
				MAJOR TOTAL	544.47 *
				MAJOR TOTAL	549.99 **
021200		GENERAL DISTRICT COURT			
5210	30560	Postal Services U S POSTAL SERVICE	BOX #41 RENT 23	P O BOX RENT	92.00
				ACCOUNT TOTAL	92.00 *
				MAJOR TOTAL	92.00 **
021250		JUVENILE & DOMESTIC COURT			
3160	28866	Professional Services STEPS, INC	17542	CONSOLE	21.40
6001		Office Supplies AMAZON CAPITAL SERVICES	14LP-3TXD-64V3	WRIST REST PAD	21.40 *
	13369	DIAMOND SPRINGS WATER INC	12135 3188751	WATER COOLER RENT	41.88
	20600	KEY OFFICE SUPPLY	1326 573130	PEN/HIGHLIGHTER/GLUE/PLN	11.95
				ACCOUNT TOTAL	30.47
				MAJOR TOTAL	84.30 *
				MAJOR TOTAL	105.70 **
021600		CLERK OF THE CIRCUIT COURT			
2700	31421	Worker's Compensation VACORP	102440 W/C 3/4	WORKERS COMP INS	55.80
5230	21319	Telecommunications BRIGHTSPEED	309863799 1222	PHONE CIRCUIT CT	55.80 *
5850	999999	Jurors/Witnesses XXXXXXXXXXXXXXXXXXXX	JUROR 11292022	JUROR	60.23
				ACCOUNT TOTAL	60.23 *
				MAJOR TOTAL	30.00

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	999999	XXXXXXXXXXXXXX	JUROR 11292022	JUROR	30.00
	999999	XXXXXXXXXXXXXX	JUROR 11292022	JUROR	30.00
				ACCOUNT TOTAL	90.00 *
6001		Office Supplies			
	13369	DIAMOND SPRINGS WATER INC	11151 3188276	WATER COOLER RENT	9.95
	13369	DIAMOND SPRINGS WATER INC	11151 3201759	5 GALLON SPRING	19.13
	20600	KEY OFFICE SUPPLY	572380	COPY PAPER	319.80
	20600	KEY OFFICE SUPPLY	572381	FLEPCKS/PENS	159.29
	20600	KEY OFFICE SUPPLY	572384	21289 PAPER	21.59
	20600	KEY OFFICE SUPPLY	572479	FLASH DRIVES	15.98
	20600	KEY OFFICE SUPPLY	572557	COPY PAPER	26.06
	20600	KEY OFFICE SUPPLY	572568	PENS/CF258A	508.85
				ACCOUNT TOTAL	1,080.65 *
				MAJOR TOTAL	1,286.68 **
021800		LAW LIBRARY			
6012		Books and Subscriptions			
	22211	RELX INC. DBA LEXIS NEXIS	3094186088	NOV 22 PAYMENT	403.00
				ACCOUNT TOTAL	403.00 *
				MAJOR TOTAL	403.00 **
022100		COMMONWEALTH'S ATTORNEY			
2700		Worker's Compensation			
	31421	VACORP	102440 W/C 3/4	WORKERS COMP INS	65.01
				ACCOUNT TOTAL	65.01 *
3320		Maintenance Service Contr			
	11902	BUSINESS DATA OF VA, INC.	01-2150	NORTON RENEWAL	44.99
				ACCOUNT TOTAL	44.99 *
5210		Postal Services			
	25483	PITNEY BOWES GLOBAL FINAN	3316684537	POSTAGE PURCHASE	159.99
				ACCOUNT TOTAL	159.99 *
5810		Dues & Association Member			
	11250	BENCHMARK COMMUNITY BANK	2256 CWA 1222	NDAA DUES	181.00
				ACCOUNT TOTAL	181.00 *
5899		Miscellaneous			
	28866	STEPS, INC	17541	SUPPLIES	74.90
				ACCOUNT TOTAL	74.90 *
6001		Office Supplies			
	11250	BENCHMARK COMMUNITY BANK	2256 CWA 1222	OFFICE SUPPLIES	28.02
	11250	BENCHMARK COMMUNITY BANK	2256 CWA 1222	OFFICE SUPPLIES	63.09
	11250	BENCHMARK COMMUNITY BANK	2256 CWA 1222	OFFICE SUPPLIES	15.10
	11250	BENCHMARK COMMUNITY BANK	2256 CWA 1222	RETURN OF OFFICE SUP	15.10-
	11250	BENCHMARK COMMUNITY BANK	2256 CWA 1222	OFFICE SUPPLIES	36.18
	20600	KEY OFFICE SUPPLY	6 572673	OFFICE SUPPLIES	287.60
				ACCOUNT TOTAL	414.89 *
6012		Books and Subscriptions			
	11253	BLUE360 MEDIA LLC	IN2212175953	MVLAWS/PLCE/C&O	782.34
				ACCOUNT TOTAL	782.34 *
				MAJOR TOTAL	1,723.12 **

MAJOR# ACCT# 022200	VENDOR NUMBER VICTIM WITNESS ASSISTANCE PROGRAM	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
2700	31421	Workmen's Compensation VACORP	102440 W/C 3/4	WORKERS COMP INS	8.23 8.23 * 8.23 **
031200	SHERIFF			ACCOUNT TOTAL MAJOR TOTAL	
2700	31421	Worker's Compensation VACORP	102440 W/C 3/4	WORKERS COMP INS	8,798.37 8,798.37 *
3110	12945	Animal Care/Services CUMBERLAND ANIMAL HOSPITAL	159682	VET CARE	14.40 14.40 *
3310	22495	Repairs/Maintenance-Radio MOBILE COMMUNICATIONS AMER	419000389-1	FCC FEES FOR RADIOS	600.00 600.00 *
3311	12365	Repairs & Maint-Auto & Eq CHARLOTTE COLLISION CENTER	WRKFLE F9E893F0	2014 DODG DURANGO	2,097.90
	14915	EXPRESS CARE	27721	OIL CHANGE	91.98
	14915	EXPRESS CARE	29090	OIL CHANGE	96.98
	14915	EXPRESS CARE	29243	OIL CHANGE	113.96
	14915	EXPRESS CARE	29330	OIL CHANGE/AIR FILT	126.97
	14915	EXPRESS CARE	29850	OIL CHANGE	91.98
	14915	EXPRESS CARE	30248	OIL CHANGE	115.96
	27490	RUNDSTROM AUTO LLC	SHERIFF MOTOR 1	DWNPMT FOR MTR 5072	3,824.00
	29199	THIRD STREET WRECKER INC	T10790	WRECKER SERVICE	250.00
	29199	THIRD STREET WRECKER INC	T10853	WRECKER SERVICE	250.00
	29925	TRI-COUNTY FORD INC	151569	CHECK ENGINE LIGHT	73.67
	999999	CUMBERLAND AUTO SERVICE	70985	WRECKER SERVICE	85.00
3320		Maintenance Service Contr		ACCOUNT TOTAL	7,218.40 *
	10102	AT&T MOBILITY	82451 1222	GPS SERVICE	437.06
	28587	SOUTHERN COPIER	221122-0022	METER CHARGE	131.13
	28587	SOUTHERN COPIER	221122-0023	METER CHARGE	184.01
	28587	SOUTHERN COPIER	221122-0024	ANNUAL SVC CHARGE	300.00
	31339	VERIZON WIRELESS	9921610515	MDT'S MTHLY SVC	1,042.37
5210		Postal Services		ACCOUNT TOTAL	2,094.57 *
	11894	BUSINESS CARD	0555SHERIFF1222	POSTAGE	125.40 125.40 *
5230		Telecommunications		ACCOUNT TOTAL	
	10102	AT&T MOBILITY	677451 1122	CELLULAR SERVICE	5,521.43
	10102	AT&T MOBILITY	677451 1222	CELLULAR SERVICE	1,289.91
	20904	KINEX NETWORKING SOLUTION	2212-0011774	RMT B/U & FBR CONN	119.95
	21319	BRIGHTSPEED	309468839 1222	VCON	10.36
	21319	BRIGHTSPEED	309558628 1222	PHONE	7.97
	21319	BRIGHTSPEED	489989564 12222	SALLY PORT LINE	82.36
				ACCOUNT TOTAL	7,031.98 *

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MAJOR# ACCT# 5510	VENDOR NUMBER 11894	VENDOR NAME Travel-Mileage BUSINESS CARD	INV# 0555SHERIFF1222	DESCRIPTION TOLLS	ACCOUNT TOTAL	AMOUNT 5.20 5.20 *
5530	11894	Travel-Subsistence & Lodg BUSINESS CARD	0555SHERIFF1222 REIMB 1122 2	MEALS MEAL		396.51 11.92
6001	10259	Office Supplies AMAZON CAPITAL SERVICES	1VT1-CYLL-9WGG 1X9P-KVQQ-GMHT	HEATER STORAGE BUCKETS		64.99 27.16
	11894	BUSINESS CARD	0555SHERIFF1222	ADOBE		14.99
	11902	BUSINESS DATA OF VA, INC.	01-2143	NORTON RENEWAL		44.99
	13369	DIAMOND SPRINGS WATER INC	12832 3189053	NORTON RENEWAL		44.99
	13369	DIAMOND SPRINGS WATER INC	12832 3201761	WATER COOLER RENT		24.90
	20600	KEY OFFICE SUPPLY	545 573044	5 GALLON SPRING		24.80
	20600	KEY OFFICE SUPPLY	545 573154	DIV/PRTCTRS/ENVE/MAI		140.77
	20600	KEY OFFICE SUPPLY	545 573155	BLK CARTRIDGE		114.43
	20600	KEY OFFICE SUPPLY	545 573156	YELLOW CARTRIDGE		127.04
	21153	CAPITAL ONE/ WALMART	636325 1222	PLANNER		14.99
	22166	CREATIVE MONOGRAMMING	13813	BATT/CANDY/LYSOL		546.12
6004	28640	Virso Comm Center Crime P SOUTHSIDE ELECTRIC COOP	526776002 1222	POLOS	ACCOUNT TOTAL	150.00 1,340.17 *
6008	11894	Vehicle & Powered Equip F BUSINESS CARD	0555SHERIFF1222	VIRSO ELEC SVC	ACCOUNT TOTAL	14.18 14.18 *
6009	11894	Vehicle & Powered Equip S BUSINESS CARD	0555SHERIFF1222	GAS	ACCOUNT TOTAL	262.56 262.56 *
6010	10259	Police Supplies AMAZON CAPITAL SERVICES	0555SHERIFF1222 221954	CARMATS TIRES		42.92 638.56
	16102	GALLS LLC	222351	TIRE		173.01
	23944	TOWN POLICE SUPPLY	222528	TIRES		669.92
	27153	READ'S UNIFORMS LLC	056-314462	HEADLIGHT BULB		55.73
	28592	SOUTHERN POLICE EQUIP CO	1MKF-WTFF-R9V1	ACCOUNT TOTAL		1,580.14 *
6011	16102	Uniforms & Wearing Appare GALLS LLC	022705611	VEHICLE LAPTOP		885.00
	23232	MC MILLIAN, MATT	R84926	FLASHLIGHT		151.30
	27153	READ'S UNIFORMS LLC	157035-99	GUN HOLSTERS		265.00
	27153	READ'S UNIFORMS LLC	207716	FLASHLIGHT		113.73
	27153	READ'S UNIFORMS LLC	022859475	BP VESTS		14,259.00
	27153	READ'S UNIFORMS LLC	REIMB 1122	ACCOUNT TOTAL		15,674.03 *
	27153	READ'S UNIFORMS LLC	157028-99	SHOES		80.96
	27153	READ'S UNIFORMS LLC	157029-99	UNIFORM SUP/JACKET		68.23
	27153	READ'S UNIFORMS LLC	157030-99	PANTS		131.44
	27153	READ'S UNIFORMS LLC	157031-99	PANTS		197.16
	27153	READ'S UNIFORMS LLC		SHIRTS		109.90
	27153	READ'S UNIFORMS LLC		COAT		316.02

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	27153	READ'S UNIFORMS LLC	157033-99	PANTS	65.72
	27153	READ'S UNIFORMS LLC	157034-99	SHIRTS	86.48
	27153	READ'S UNIFORMS LLC	157037-99	BDU SHIRT	59.16
	27153	READ'S UNIFORMS LLC	160818-99	PANTS	65.68
	27153	READ'S UNIFORMS LLC	160820-99	BDU SHIRT	36.42
	27153	READ'S UNIFORMS LLC	160821-99	BDU SHIRTS	78.16
6018		Highway Safety Grant		ACCOUNT TOTAL	1,295.33 *
	21040	KUSTOM SIGNALS INC	12079 379600	RADARS DMV SFTY GRNT	5,312.00
8205		Motor Vehicles		ACCOUNT TOTAL	5,312.00 *
	22813	MOTOROLA SOLUTIONS, INC.	1187088363	RADIOS NEW VEHICLES	41,611.64
				ACCOUNT TOTAL	41,611.64 *
				MAJOR TOTAL	93,386.80 **
031201	SHERIFF - COURTS				
2700		Worker's Compensation			
	31421	VACORP	102440 W/C 3/4	WORKERS COMP INS	2,047.80
				ACCOUNT TOTAL	2,047.80 *
				MAJOR TOTAL	2,047.80 **
032200	VOLUNTEER FIRE DEPARTMENT				
7001		Payment to Farmville VFD			
	10169	AIR-CARE INC	20262 FVFD	COMPRESSOR SERVICE	828.69
	15520	FARMVILLE VOL FIRE DEPT	FEMAPA 2021 ICE	FEMA PA 2021 ICE	2,574.84
	15520	FARMVILLE VOL FIRE DEPT	REIMB 1122	REIMB FOR IPAD DATA	320.08
	25880	PRINCE EDWARD VOL RESCUE	EMT TUTIN 1122	EMT TUITION MAYER	750.00
	25880	PRINCE EDWARD VOL RESCUE	EMT TUTN 1122 2	EMT TUITION DAWSON	750.00
	25880	PRINCE EDWARD VOL RESCUE	EMT TUTN 1122 3	EMT TUITION GAUTRAU	750.00
	29949	TRITECH SOFTWARE SYSTEMS,	366215 FVFD	CAD ANNUAL MAINTENANCE	625.12
	32734	WITMER PUBLIC SAFETY GRP	INV142624 FVFD	(2) PENS GOLD	149.14
				ACCOUNT TOTAL	6,747.87 *
7002		Payment to Rice VFD			
	10850	ATLANTIC EMERGENCY	14080RIC	RPR INTL 7400	14,981.89
	11772	BUG BUSTERS PEST CONTROL	813506 RVFD	PEST CONTROL	48.15
	12845	GFL/COUNTY WASTE	KD0000157462	TRASH COLLECTION	94.04
	14695	ELLINGTON'S LAWN SERVICE	107 RVFD	MOWING	90.00
	14801	ESO SOLUTIONS, INC	ESO-98567 RVFD	TRAINING/PERS MGMT	3,249.20
	19235	JARCK TRUCK & EQUIPMENT RE	2133 RVFD	REPAIRS HME E71	460.22
	21319	BRIGHTSPEED	310013979 1222	PHONE RVFD OCT/NOV	345.59
	25268	PATRIOT SAFETY SUPPLY	4639 RVFD	TRAFFIC CONTROLLER	1,496.83
	27330	RICE VOL FIRE DEPT	FEMAPA 2021 ICE	FEMA PA 2021 ICE	4,577.89
	27490	RUNDSTROM AUTO LLC	RVFD 10312022	REPAIR CHEV SILVERDO	594.39
	31846	DOMINION ENERGY VIRGINIA	4500495009 1222	ELECTRIC RVFD	279.71
	32734	WITMER PUBLIC SAFETY GRP	INV145225 RVFD	TROUSERS/HEMMING	46.14
	32734	WITMER PUBLIC SAFETY GRP	INV148051 RVFD	TROUSER/SEW PATCH	51.14
	32734	WITMER PUBLIC SAFETY GRP	INV148061 RVFD	TROUSER/SHIRT/PATCH	95.44

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	DESCRIPTION NAME BADGES	INV#	AMOUNT
	32734	WITMER PUBLIC SAFETY GRP			92.84
7003		Payment to Prospect VFD			26,503.47 *
	25920	PROSPECT VOL FIRE DEPT	FEMA PA 2021 ICE		2,125.15
7004		Payment to Darlington VFD			2,125.15 *
	12024	C W WILLIAMS	DOOR LATCH		45.69
	13083	DARLINGTON HGT FIRE DEPT	FEMA PA 2021 ICE		6,747.20
	14300	EAST END MOTOR CO INC	VIASAT INTERNET		61.05
	14300	EAST END MOTOR CO INC	STATE INSPECTION		51.00
	14300	EAST END MOTOR CO INC	STATE INSPECTION		51.00
	14700	ELLINGTON ENERGY SERVICE	STATE INSPECTION		20.00
	14700	ELLINGTON ENERGY SERVICE	PROPANE		188.23
	28640	SOUTHSIDE ELECTRIC COOP	PROPANE		342.82
			ELECTRIC DHVFD		289.06
7005		Payment to Hampden-Sydney			7,796.05 *
	12024	C W WILLIAMS	60V BATTERY		379.70
	15908	FOSTER FUELS INC	PROPANE/LP GAS		268.73
	17208	HAMPDEN-SYDNEY FIRE DEPT	FEMA PA 2021 ICE		8,470.58
	21319	BRIGHTSPEED	PHONE HSVFD		77.71
	32926	WRIGHT AUTO SUPPLY	BATTERY 2008 CHEV		321.92
7006		Payment to Pamplin VFD			9,518.64 *
	25200	PAMPLIN VOL FIRE DEPT	FMA PA 2021 ICE		2,582.56
	25210	PAMPLIN EXXON	VEHICLE MAINTENANCE		51.00
7007		Payment to Meherrin VFD			2,633.56 *
	12024	C W WILLIAMS	ADAPTERS ENGINE 5		1,633.10
	12915	CREEDLE, JONES & ASSOCIATE	990 TAX RETURN		1,950.00
	12915	CREEDLE, JONES & ASSOCIATE	20/21 990 TAX RETURN		2,700.00
	20674	KEYSVILLE AUTO PARTS, LLC	EXACT FIT BLADE		30.58
	20674	KEYSVILLE AUTO PARTS, LLC	CHAIN		22.20
	20674	KEYSVILLE AUTO PARTS, LLC	INTENSE TIRE WET		55.96
	22349	MEHERRIN FIRE & RESCUE	DIXIE THUNDER CLEARE		10.99
	25246	PARKER OIL CO INC	FEMA PA 2021 ICE		13,170.20
	25246	PARKER OIL CO INC	PROPANE		979.63
	29083	TAYLOR-FORBES EQUIP CO	PROPANE MVFD		797.64
	31339	VERIZON WIRELESS	PARTS FOR STIHL		1,369.55
	31846	DOMINION ENERGY VIRGINIA	CELLULAR		229.43
	31846	DOMINION ENERGY VIRGINIA	ELECTRIC MVFD		409.06
	32516	WHITE'S BLDG SUPPLY INC.	ELECTRIC MFR		36.07
			TIE DOWN TAC 5		27.99
7010		First Responders			23,422.40 *
	17776	HAMPDEN-SYDNEY VOL FIRE	22-23 SUPPORT		2,500.00
7041		VFD Fuel			2,500.00 *
	25210	PAMPLIN EXXON	FUEL		71.01



MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	25210	PAMPLIN EXXON	5849 PVFD	FUEL	42.20
	25210	PAMPLIN EXXON	9789 PVFD	FUEL	102.00
	25246	PARKER OIL CO INC	316259 63302A-3	DIESEL	1,484.12
	25246	PARKER OIL CO INC	318213 63302A-3	DIESEL	911.20
	25246	PARKER OIL CO INC	339239 63302A 3	DIESEL MVFD	1,360.53
	29440	PRINCE EDWARD CO TREAS	PVD GAS 0722	GAS	55.41
	29440	PRINCE EDWARD CO TREAS	PVD GAS 0822	GAS	34.86
	29440	PRINCE EDWARD CO TREAS	PVD GAS 0922	GAS	146.79
8010		PE Firefighters Assoc		ACCOUNT TOTAL	4,208.12 *
	25720	PRINCE EDWARD AREA FIRE-	22-23 SUPRT 2/2	22-23 SUPPORT	4,000.00
				ACCOUNT TOTAL	4,000.00 *
				MAJOR TOTAL	89,455.26 **
032300		AMBULANCE AND RESCUE SERVICES			
7005		Prince Edward Rescue Squa			
	25880	PRINCE EDWARD VOL RESCUE	22-23 SUPRT 3/4	22-23 SUPPORT	24,500.00
				ACCOUNT TOTAL	24,500.00 *
7008		Meherrin Rescue			
	22349	MEHERRIN FIRE & RESCUE	22-23 SUPRT 3/4	22-23 SUPPORT	6,250.00
				ACCOUNT TOTAL	6,250.00 *
				MAJOR TOTAL	30,750.00 **
032500		EMERGENCY SERVICES			
2800		Line of Duty			
	31421	VACORP	LODA 3/4	LINE OF DUTY INS	5,026.75
				ACCOUNT TOTAL	5,026.75 *
6015		Facility Costs - COVID VA			
	10251	ALLIED SECURITY SYSTEMS, I	312332 CVD VAX	PEFYA AUTO FIRE TEST	31.00
				ACCOUNT TOTAL	31.00 *
6016		Clinic Operations - COVID			
	21319	BRIGHTSPEED	491005300 12222	CVD VAX CLINIC WIFI	138.04
				ACCOUNT TOTAL	138.04 *
6901		LEMPG			
	11250	BENCHMARK COMMUNITY BANK	1555 ADMIN 1222	LEMPG	6,157.00
				ACCOUNT TOTAL	6,157.00 *
				MAJOR TOTAL	11,352.79 **
033200		REGIONAL JAIL & DETENTION			
3196		Purchase of Services - Ja			
	25375	PIEDMONT RGNL JUVENILE	2069	JUVENILE DETENTION	3,750.00
	31649	VIRGINIA ELECTRONIC	0012822	ELECTRONIC MONITOR	825.00
				ACCOUNT TOTAL	4,575.00 *
9001		Jail Rev Bond 2017			
	25380	PIEDMONT REGIONAL JAIL	4102	REVENUE BOND	42,982.42
				ACCOUNT TOTAL	42,982.42 *
				MAJOR TOTAL	47,557.42 **

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MAJOR# ACCT# 034100	VENDOR NUMBER BUILDING OFFICIAL	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
2700	31421	Worker's Compensation VACORP	102440 W/C 3/4	WORKERS COMP INS	263.39
				ACCOUNT TOTAL	263.39 *
5230	31339	Telecommunications VERIZON WIRELESS	242374982 1222	CELL PHONE	23.21
				ACCOUNT TOTAL	23.21 *
6001	11250	Office Supplies BENCHMARK COMMUNITY BANK	1563 ADMIN 1222	ELECTRIC BKS BUILDNG	180.95
		11902 BUSINESS DATA OF VA, INC.	01-2143	NORTON RENEWAL	44.99
				ACCOUNT TOTAL	225.94 *
8205	11250	Motor Vehicle BENCHMARK COMMUNITY BANK	1555 ADMIN 1222	SEAT COVERS BUILDING	183.18
		11250 BENCHMARK COMMUNITY BANK	1563 ADMIN 1222	BED LINER BUILDING	620.99
				ACCOUNT TOTAL	804.17 *
				MAJOR TOTAL	1,316.71 **
035100		ANIMAL CONTROL			
2700	31421	Worker's Compensation VACORP	102440 W/C 3/4	WORKERS COMP INS	205.98
				ACCOUNT TOTAL	205.98 *
3110	11250	Vet Care BENCHMARK COMMUNITY BANK	1563 ADMIN 1222	ANIMAL CARE	183.00
		27524 RIDGE ANIMAL HOSPITAL	339527	VET CARE BEAGLE	87.50
		27524 RIDGE ANIMAL HOSPITAL	340131	VET CARE COLLAR DOG	256.90
				ACCOUNT TOTAL	527.40 *
3310	13730	Repairs/Maintenance DODSON BROS EXTERMINATING	719313 1122	ANIMAL SHELTER	50.00
		25560 POULSTON'S	22675	LTD SWITCH ANIML SHL	72.95
		25560 POULSTON'S	22828	DRYER BELT	16.95
				ACCOUNT TOTAL	139.90 *
3311	11250	Repairs & Maint-Auto & Po BENCHMARK COMMUNITY BANK	1563 ADMIN 1222	PART FOR VEHICLE	245.75
		27770 ROD & STAFF LLC	77127	OIL CHANGE	66.58
		27770 ROD & STAFF LLC	77228	TIRES/OIL CHNGE	1,096.17
				ACCOUNT TOTAL	1,408.50 *
5110	31846	Electrical Services DOMINION ENERGY VIRGINIA	089074500312222	ANIMAL CONTROL	672.62
				ACCOUNT TOTAL	672.62 *
5230	21319	Telecommunications BRIGHTSPEED	310119726 1222	ANIMAL CONTROL PHONE	139.03
		31339 VERIZON WIRELESS	242374982 1222	CELL PHONE	80.60
				ACCOUNT TOTAL	219.63 *
6002	21811	Supplies for Shelter LOWE'S	906240-KDQOVH	SHELTER SUPPLIES	162.26
		21811 LOWE'S	906677-KATOGY	PEST CNTRL/WTR NZL	65.95
		27586 RIVIERE CHRIS	REIMB 1222	AMMO PURCHASED	40.95
				ACCOUNT TOTAL	269.16 *

MAJOR# ACCT# 8202	VENDOR NUMBER 27586	VENDOR NAME RIVIERE CHRIS Equipment	INV# 1122	DESCRIPTION CASH PD FOR WASH MCH	ACCOUNT TOTAL MAJOR TOTAL	AMOUNT 100.00 100.00 3,543.19
035300		MEDICAL EXAMINER				
3110	29459	Professional Health Serv TREASURER OF VIRGINIA	CAVAZOS, LISA A	CORONER	ACCOUNT TOTAL MAJOR TOTAL	20.00 20.00 20.00
042610		SANDY RIVER RESERVOIR				
3310	25440	Repairs/Maintenance PIEDMONT SOIL & WATER	#12 MOWING 1122	MOWING DAM #12	ACCOUNT TOTAL MAJOR TOTAL	2,500.00 2,500.00 2,500.00
043200		GENERAL PROPERTIES				
2700	31421	Worker's Compensation VACORP	102440 W/C 3/4	WORKERS COMP INS	ACCOUNT TOTAL	891.48 891.48
3310	12744	Repairs/Maintenance COMFORT SYSTEMS USA	124680	PM SVC AGREEMENT		500.00
	13730	DODSON BROS EXTERMINATING	158003 1122	CANNERY		39.00
	13730	DODSON BROS EXTERMINATING	158005 1122	6383 FARMVILLE ROAD		39.00
	13730	DODSON BROS EXTERMINATING	158007 1122	COURTHOUSE		85.00
	13730	DODSON BROS EXTERMINATING	158010 1122	VA HRTLAND VIS CTR	ACCOUNT TOTAL	39.00 702.00
3311	11250	Repairs & Maint-Auto & Eq BENCHMARK COMMUNITY BANK	3197 ADMIN 1222	MOBILE DETAILING	ACCOUNT TOTAL	85.00 85.00
5110	28640	Electrical Services SOUTHSIDE ELECTRIC COOP	114379002 12222	SANDY RIVER		25.56
	31846	DOMINION ENERGY VIRGINIA	12303850051222	ROY CLARK MONUMENT		7.87
	31846	DOMINION ENERGY VIRGINIA	154592668312222	SCOPE BUILDING		104.09
	31846	DOMINION ENERGY VIRGINIA	278628190312222	ELECTRIC COURTHOUSE		15,220.37
	31846	DOMINION ENERGY VIRGINIA	364626252112222	SOUTH ST PARK LOT		74.58
	31846	DOMINION ENERGY VIRGINIA	488331565912222	STEPS HEADQUARTERS		1,193.91
	31846	DOMINION ENERGY VIRGINIA	495193509912222	SHERIFF SHED		6.59
	31846	DOMINION ENERGY VIRGINIA	585689462012222	WORSHAM CLERK OFFICE		32.67
	31846	DOMINION ENERGY VIRGINIA	6669158583 1222	LIGHTS AT RICE		145.16
	31846	DOMINION ENERGY VIRGINIA	810547594412222	AG BUILDING		1,666.08
	31846	DOMINION ENERGY VIRGINIA	967071000412222	ELECTRIC	ACCOUNT TOTAL	161.86 18,638.74
5120	25247	Heating Services PARKER OIL COMPANY INC	329895 63792K-5	#2 HEATING OIL		959.44

MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	25247	PARKER OIL COMPANY INC	344649	PROPANE SOCIAL SVCS	1,365.24
5130		Water & Sewer		ACCOUNT TOTAL	2,324.68 *
	29332	TOWN OF FARMVILLE	AG BLDG 1222	WATER & SEWER	62.41
	29332	TOWN OF FARMVILLE	CH LAWN 1222	WATER	12.29
	29332	TOWN OF FARMVILLE	SCOPE 1222	WATER & SEWER	38.04
	29332	TOWN OF FARMVILLE	STEPS 1222	WATER & SEWER	102.57
	29332	TOWN OF FARMVILLE	56 SMI WAY 1222	WATER & SEWER	55.50
5230		Telecommunications		ACCOUNT TOTAL	270.81 *
	10105	AT&T	7305055660	PHONE	46.22
	21319	BRIGHTSPEED	310262069	PHONE	74.23
	21319	BRIGHTSPEED	310441360	PHONE ELEVATOR	120.46
	31339	VERIZON WIRELESS	242374982	CELL PHONE	80.60
5440		Portable Toilet Rental		ACCOUNT TOTAL	321.51 *
	28869	STIFF O O INC	10238	MONTHLY SERVICE	125.00
6001		Office Supplies		ACCOUNT TOTAL	125.00 *
	20600	KEY OFFICE SUPPLY	415	CARTRIDGE 119	134.00
6005		Janitorial Supplies		ACCOUNT TOTAL	134.00 *
	13367	DIAMOND PAPER COMPANY	307222-2	CLEANING SUPPLIES	121.00
	13367	DIAMOND PAPER COMPANY	307961-1	CLEANING SUPPLIES	121.00
	13367	DIAMOND PAPER COMPANY	309931	JANITORIAL SUPPLIES	2,630.37
	21811	LOWE'S	901183-KBDVRK	JANITORIAL SUPPLIES	19.14
	30239	UNIFIRST CORPORATION	1680046423	JANITORIAL SUPPLIES	48.70
	30239	UNIFIRST CORPORATION	1680048674	JANITORIAL SUPPLIES	48.70
6007		Repairs and Maintenance S		ACCOUNT TOTAL	2,988.91 *
	10172	AIR CONDITIONING EQUIPMNT	13320	DIR COUPLED ACTUATR	316.00
	10259	AMAZON CAPITAL SERVICES	1VYL-96YM-7LV1	SMOKER POLE	94.99
	10259	AMAZON CAPITAL SERVICES	1VYL-96YM-7LV1	CHRISTMAS BULBS	22.98
	10259	AMAZON CAPITAL SERVICES	1VYL-96YM-7LV1	CORK TILES	13.89
	11250	BENCHMARK COMMUNITY BANK	3197 ADMIN 1222	LIGHTS	33.56
	13369	DIAMOND SPRINGS WATER INC	3062 3183904	WATER COOLER RENT	8.95
	13369	DIAMOND SPRINGS WATER INC	3062 3183905	WATER COOLER RENT	8.95
	15560	FARMVILLE WHSALE ELECTRIC	754365	BULBS	6.51
	15560	FARMVILLE WHSALE ELECTRIC	755254	MAINT SUPPLIES	93.32
	15560	FARMVILLE WHSALE ELECTRIC	755346	120V ELTRN BAL	87.04
	15560	FARMVILLE WHSALE ELECTRIC	755473	CONTACTOR	88.29
	15560	FARMVILLE WHSALE ELECTRIC	755712	120-277V LED	12.46
	15560	FARMVILLE WHSALE ELECTRIC	755946	30A, 2P, 120V	61.00
	16671	GRAINGER	9479520216	PENLT/JACK BAR STEEL	180.65
	16671	GRAINGER	9518866687	SAW BLDE/GLOVES	120.45
	16671	GRAINGER	9537760267	PIPE/ADJ WRENCHES	293.14
	16671	GRAINGER	9539617499	LEATHER GLOVES	34.86
	17877	HUDSON-PAYNE ELECTRONICS	16071490	PROX CARDS	311.37
	19371	JOE GILES SIGNS INC	4118	GREEN BAY SIGN	1,354.00

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6009		19371	JOE GILES SIGNS INC	4119	PROSPECT SIGN	1,354.00
		19371	JOE GILES SIGNS INC	4120	WORSHAM SIGN	1,354.00
		19371	JOE GILES SIGNS INC	4131	(1) 12" KOMATEX SIGN	55.00
		20600	KEY OFFICE SUPPLY	415 573292	SUPER GLUE	9.38
		20600	KEY OFFICE SUPPLY	415 573538	CART	206.59
		21005	KORMAN SIGNS	369930	(3) GREEN/WH ST SGNS	223.79
		21296	LANGHORNE RON	1019	2ND FL SCRUB/WAX/BUF	1,538.00
		21296	LANGHORNE RON	1021	SHERIFF DEPT SCR/WX	2,477.00
		21296	LANGHORNE RON	1024	SPDUF SHERIFF FL	1,238.50
		21811	LOWE'S	901141-KDH MVP	MAINT SUPPLIES	46.02
		21811	LOWE'S	901310-KBIWQK	BRUSH CUPS	17.09
		21811	LOWE'S	901361-KBIWQT	MAINTENANCE SUPPLIES	174.75
		21811	LOWE'S	901781-KCLRRRC	MAINT SUPPLIES	39.28
		21811	LOWE'S	906201-KBDVQT	WHITE VINYL	59.82
		21811	LOWE'S	906245-KAFCUW	MAINT SUPPLIES	209.55
		21811	LOWE'S	906278-KAFCUX	MAINT SUPPLIES	175.86
		21811	LOWE'S	906346-KAFCUY	PRMR WIRE/NOSE PLIER	124.44
		21811	LOWE'S	906371-KCXPWS	MAINT SUPPLIES	40.61
		21811	LOWE'S	906430-KCLRQS	MAINT SUPPLIES	24.27
		21811	LOWE'S	906469-KBIWPZ	MAINTENANCE SUPPLIES	97.82
		21811	LOWE'S	906555-KCQAXF	TITENHD MECH	9.46
		21811	LOWE'S	906611-KDCOYW	MAINT SUPPLIES	94.97
		21811	LOWE'S	906667-KAJLRJ	PWRDCT TL/CIR SAW	360.05
		21811	LOWE'S	906668-KAJLRK	RECIP SAW/BARETOOL	208.04
		25352	HELPS LOCKSMITH SERVICE	1129	REKEY AG BUILDING	110.00
		25680	PRICE SUPPLY CO INC	2211-145159	OIL FLTR/OIL NOZZLE	16.46
		25680	PRICE SUPPLY CO INC	2211-145186	CAD CELL EYE WESTWD	14.88
		25680	PRICE SUPPLY CO INC	2211-146127	CAD CELL EYE ONLY	5.42
		25680	PRICE SUPPLY CO INC	2211-146586	MAINTENANCE SUPPLIES	176.08
		28352	SHERWIN WILLIAMS CO	0013-1	CTHSE OFF WHITE	174.22
		28352	SHERWIN WILLIAMS CO	9767-3	SG EXTRA PAINT	99.98
		28352	SHERWIN WILLIAMS CO	9835-8	PAINT	113.91
		31351	VERNON COMPANY	2575843RI	(1) 5X8 NYLON FLAG	217.04
		31351	VERNON COMPANY	2575869RI	(6) 5X8 NYLON FLAGS	1,563.14
					ACCOUNT TOTAL	15,771.83 *
6011		32926	Vehicle & Powered Equip S			
		32926	WRIGHT AUTO SUPPLY	244849	BATTERY CHARGER/MANT	207.99
		32926	WRIGHT AUTO SUPPLY	244852	EXTENSION CORD	30.90
					ACCOUNT TOTAL	238.89 *
27922		27922	Uniforms & Wearing Appare			
		27922	CINTAS CORPORATION #524	4139107694	UNIFORM RENTAL	82.72
		27922	CINTAS CORPORATION #524	4139856598	UNIFORM RENTAL	87.63
27922		27922	CINTAS CORPORATION #524	4140488967	UNIFORM RENTAL	82.72
					ACCOUNT TOTAL	253.07 *
					MAJOR TOTAL	42,745.92 **
043400	CANNERY					
2700		31421	Worker's Compensation			
			Worker's Compensation	102440 W/C 3/4	WORKERS COMP INS	179.33
			VACORP		ACCOUNT TOTAL	179.33 *

MAJOR#	VENDOR	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER	NAME			
3161	31653	Professional Services-Can	734	COMM CANNERY CONTRCT	2,916.67
		VIRGINIA FOOD WORKS			2,916.67 *
3310	24073	Repairs & Maintenance	10984	REPAIR PARTS CANNERY	174.04
		ODEN MACHINERY INC			174.04 *
5110	28640	Electrical Services	44435001	CANNERY	500.88
		SOUTHSIDE ELECTRIC COOP			500.88 *
5230	21319	Telecommunications	310248529	CANNERY PHONE	114.66
		BRIGHTSPEED			114.66 *
					3,885.58 **
051100	HEALTH DEPARTMENT				
5610	25840	Payment To Local Health D	22-23 SUPRT 3/4	22-23 SUPPORT	43,500.00
		PRINCE EDWARD HEALTH DPT			43,500.00 *
					43,500.00 **
052500	CHAPTER X BOARD				
5640	12928	Payment to Crossroad Ser	22-23 SUPRT 3/4	22-23 SUPPORT	15,000.00
		CROSSROAD SERVICES BOARD			15,000.00 *
					15,000.00 **
053500	COMPREHENSIVE SERVICES ACT				
3160	CSA Programs				
	11191	BEAR CREEK ACADEMY	1122	PROFESSIONAL SERVICE	5,700.00
	12929	CROSSROADS SERVICES BD	1122	PROFESSIONAL SERVICE	500.00
	12929	CROSSROADS SERVICES BD	1122	PROFESSIONAL SERVICE	367.31
	12929	CROSSROADS SERVICES BD	1122	PROFESSIONAL SERVICE	367.31
	12929	CROSSROADS SERVICES BD	1122	PROFESSIONAL SERVICE	367.31
	12929	CROSSROADS SERVICES BD	1122	PROFESSIONAL SERVICE	500.00
	15965	FULCRUM COUNSELORS, LLC	1122	PROFESSIONAL SERVICE	690.00
	15965	FULCRUM COUNSELORS, LLC	1122	PROFESSIONAL SERVICE	1,200.00
	16672	GRAFTON SCHOOL INC	1122	PROFESSIONAL SERVICE	8,811.45
	18816	INTERCEPT YOUTH SERVICES	1122	PROFESSIONAL SERVICE	7,409.40
	21784	LIFE PUSH, LLC	1122	PROFESSIONAL SERVICE	385.00
	23872	NORTH SPRING BEHAVIORAL	1122	PROFESSIONAL SERVICE	2,527.46
	27578	SH VARSITY ACQUISITION SUB	1122	PROFESSIONAL SERVICE	4,734.00
	29252	THREE RIVERS TREATMENT CEN	1122	PROFESSIONAL SERVICE	3,330.00
					36,889.24 *
					36,889.24 **
053501	OTHER WELFARE/SOCIAL SERVICES				
5608	28097	SCOPE/Meals on Wheels	22-23 SUPRT 2/2	22-23 SUPPORT	2,500.00
		SCOPE/MEALS ON WHEELS			2,500.00 *

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MAJOR# ACCT#	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5609	25400	Piedmont Senior Resources PIEDMONT SR RESOURCES	22-23 SUPRT 3/4	22-23 SUPPORT	5,613.50
5610	28866	STEPS Inc STEPS, INC	22-23 SUPRT 3/4	22-23 SUPPORT	5,613.50 *
5613	19750	Jolly Glee Senior Citizen JOLLY GLEE SENIOR CENTER	22-23 SUPRT 2/2	22-23 SUPPORT	5,000.00
5615	28866	STEPS-Community Action Pr STEPS, INC	22-23 SUPRT 3/4	22-23 SUPPORT	5,000.00 *
5637	15140	FACES FACES, INC	22-23 SUPRT 2/2	22-23 SUPPORT	1,250.00
5652	17481	Heart of Virginia Free Cl HEART OF VIRGINIA FREE	22-23 SUPRT 2/2	22-23 SUPPORT	1,250.00 *
5654	17006	Habitat for Humanity HABITAT FOR HUMANITY	22-23 SUPRT 2/2	22-23 SUPPORT	5,542.75
5670	25371	Piedmont Area Verterans C PIEDMONT AREA VETERANS COU	22-23 SUPRT 3/4	22-23 SUPPORT	5,542.75 *
068100	CONTRIBUTIONS TO COLLEGES				3,125.00
5640	28960	Payment To Community Coll SOUTHSIDE VA COMM COLLEGE	22-23 SUPRT 2/2	22-23 SUPPORT	3,125.00 *
071100	SUPERVISION OF PARKS & RECREATION				3,000.00
5642	17480	Heart of Virginia Festiva HEART OF VA FESTIVAL	22-23 SUPRT 1/1	22-23 SUPPORT	3,000.00 *
072200	MUSEUMS				4,216.00
5641	27650	Robert R. Moton Museum ROBERT RUSSA MOTON MUSEUM	22-23 SUPRT 2/2	22-23 SUPPORT	4,216.00 *
073500	PUBLIC LIBRARY				4,216.00 **
5640	15400	Contribution To Library FARMVILLE-PE COMM LIBRARY	22-23 SUPRT 3/4	22-23 SUPPORT	3,000.00
				ACCOUNT TOTAL	3,000.00 *
				MAJOR TOTAL	3,000.00 **
				ACCOUNT TOTAL	4,250.00
				MAJOR TOTAL	4,250.00 *
				ACCOUNT TOTAL	4,250.00 **
				MAJOR TOTAL	4,250.00 **
				ACCOUNT TOTAL	71,868.00
				MAJOR TOTAL	71,868.00 *
				ACCOUNT TOTAL	71,868.00 **
				MAJOR TOTAL	71,868.00 **

MAJOR# ACCT# 081100	VENDOR NUMBER PLANNING	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
2700	31421	Worker's Compensation VACORP	102440 W/C 3/4	WORKERS COMP INS	443.18 *
3600	15241	Advertising FARMVILLE HERALD	222498 1523198	PLNG RHETSON COMPNY	443.18 *
5230	31339	Telecommunications VERIZON WIRELESS	242374982 1222	CELL PHONE	467.44 *
6001	11250	Office Supplies BENCHMARK COMMUNITY BANK	1563 ADMIN 1222	ADOBE	467.44 *
				ACCOUNT TOTAL	80.60 *
				ACCOUNT TOTAL	80.60 *
				ACCOUNT TOTAL	14.99
				ACCOUNT TOTAL	14.99 *
				MAJOR TOTAL	1,006.21 **
081200		COMMUNITY DEVELOPMENT			
5648	29332	Farmville Airport TOWN OF FARMVILLE	22-23 SUPRT 2/2	22-23 SUPPORT	3,800.00
5650	29332	Farmville Area Bus TOWN OF FARMVILLE	22-23 SUPRT 3/4	22-23 SUPPORT	3,800.00 *
5652	25368	Piedmont Area Transit TOWN OF BLACKSTONE	22-23 SUPRT 2/2	22-23 SUPPORT	6,250.00
5655	13763	Downtown Farmville DOWNTOWN FARMVILLE	22-23 SUPRT 2/2	22-23 SUPPORT	6,250.00 *
				ACCOUNT TOTAL	4,240.00
				ACCOUNT TOTAL	4,240.00 *
				ACCOUNT TOTAL	4,000.00
				ACCOUNT TOTAL	4,000.00 *
				MAJOR TOTAL	18,290.00 **
081500		ECONOMIC DEVELOPMENT			
2700	31421	Worker's Compensation VACORP	102440 W/C 3/4	WORKERS COMP INS	9.46
3600	21756	Advertising LETTERPRESS COMMUNICATIONS	2510	ED RETAINER NOV HRS	9.46 *
5230	31339	Telecommunications VERIZON WIRELESS	242374982 1222	CELL PHONE	27.50
6001	11250	Office Supplies BENCHMARK COMMUNITY BANK	1563 ADMIN 1222	ADOBE SUBSCRIPTION	27.50 *
				ACCOUNT TOTAL	40.30 *
				ACCOUNT TOTAL	40.30 *
				ACCOUNT TOTAL	19.99
				ACCOUNT TOTAL	19.99 *
				MAJOR TOTAL	97.25 **
081600		TOURISM			
2700	31421	Worker's Compensation VACORP	102440 W/C 3/4	WORKERS COMP INS	9.14
				ACCOUNT TOTAL	9.14 *



MAJOR# ACCT# 3600	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	15241	FARMVILLE HERALD	222498 1529560	TOURISM COUNCIL MTG	221.64
	21756	LETTERPRESS COMMUNICATIONS	2510	TRSM NOVEMBER HRS	385.00
				ACCOUNT TOTAL	606.64 *
3700	21756	Transient Occupancy Tax E	2510	TRSM MELTWTR DEC	150.00
		LETTERPRESS COMMUNICATIONS		ACCOUNT TOTAL	150.00 *
5110	31846	Electrical Services	067519807112222	ELECTRIC	239.05
	31846	DOMINION ENERGY VIRGINIA	105938744712222	ELECTRIC	31.30
				ACCOUNT TOTAL	270.35 *
5130	29332	Water & Sewer	VISTRS CTR 1222	WATER & SEWER	53.04
		TOWN OF FARMVILLE		ACCOUNT TOTAL	53.04 *
5210	11250	Postal Services	1555 ADMIN 1222	POSTAGE	27.25
	11250	BENCHMARK COMMUNITY BANK	1563 ADMIN 1222	UPS CHARGES	11.69
	11250	BENCHMARK COMMUNITY BANK	1563 ADMIN 1222	UPS CHARGES	10.83
	11250	BENCHMARK COMMUNITY BANK	1563 ADMIN 1222	VA TECH VIDA REG	75.00
				ACCOUNT TOTAL	124.77 *
5230	21319	Telecommunications	310393238 11222	PHONE ECON DEV	362.00
		BRIGHTSPEED		ACCOUNT TOTAL	362.00 *
5897	31903	Virginia's Retreat	22-23 SUPRT 2/2	22-23 SUPPORT	2,250.00
		VIRGINIA'S RETREAT		ACCOUNT TOTAL	2,250.00 *
				MAJOR TOTAL	3,825.94 **
082300		FLOOD & EROSION CONTROL			
5470	17925	Stormwater Review Fees	74803 20220727	PEC PLAN REVIEW	750.00
		HURT & PROFFITT, INC		ACCOUNT TOTAL	750.00 *
				MAJOR TOTAL	750.00 **
082400		SOIL & WATER CONSERVATION DISTRICT			
5641	25440	Donation - PS&WCD	22-23 SUPRT 3/4	22-23 SUPPORT	2,960.00
		PIEDMONT SOIL & WATER		ACCOUNT TOTAL	2,960.00 *
				MAJOR TOTAL	2,960.00 **
083500		COOPERATIVE EXTENSION OFFICE			
5230	21319	Telecommunications	309520098 11222	PHONE PE COOP EXT	147.46
		BRIGHTSPEED		ACCOUNT TOTAL	147.46 *
				MAJOR TOTAL	147.46 **

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MAJOR# ACCT# 091000	VENDOR NUMBER GENERAL	VENDOR NAME EXPENSE	INV#	DESCRIPTION	AMOUNT
5230		Internal Telecom Account			
	20904	KINEX NETWORKING SOLUTION	2212-0012244	PHONE COUNTY ADMIN	140.30
	20904	KINEX NETWORKING SOLUTION	2212-0012245	PHONE SHERIFF	102.99
	20904	KINEX NETWORKING SOLUTION	2212-0012246	PHONE JUV/DOMESTIC	55.35
	20904	KINEX NETWORKING SOLUTION	2212-0012247	PHONE PEC HLTH DEPT	88.75
	20904	KINEX NETWORKING SOLUTION	2212-0012248	PHONE MAGISTRATE	55.35
	20904	KINEX NETWORKING SOLUTION	2212-0012249	PHONE REGISTRAR	55.35
	20904	KINEX NETWORKING SOLUTION	2212-0012250	PHONE BUILD/PLANNING	17.45
	20904	KINEX NETWORKING SOLUTION	2212-0012251	PHONE TREASURER	70.85
	20904	KINEX NETWORKING SOLUTION	2212-0012252	PHONE GEN DIST CT	70.30
	20904	KINEX NETWORKING SOLUTION	2212-0012253	PHONE CIRCUIT CT	116.20
	20904	KINEX NETWORKING SOLUTION	2212-0012254	PHONE COMM ATTY	71.80
	20904	KINEX NETWORKING SOLUTION	2212-0012255	PHONE COMM OF REV	71.80
	20904	KINEX NETWORKING SOLUTION	2212-0012256	PHONE PIED HLTH DIST	85.25
	20904	KINEX NETWORKING SOLUTION	2212-0012257	PHONE JUV PRO/PAROLE	55.85
	20904	KINEX NETWORKING SOLUTION	2212-0012258	PHONE VICTIM/WIT	15.45
	20904	KINEX NETWORKING SOLUTION	2212-0012259	PHONE JUDGE BLESSING	55.35
	23933	SEGRA	165866886 1222	PHONE	2,699.59
				ACCOUNT TOTAL	3,827.98 *
				MAJOR TOTAL	3,827.98 **
094000		CAPITAL PROJECTS			
0002		Computer System			
	11902	BUSINESS DATA OF VA, INC.	01-2166	HP LASERJET TREAS.	473.23
	12726	COMPRO COMPUTERS	PEC12062022 A	HP LASERJET TREAS	679.95
	22265	MCCI LLC	PS10913	LASERFICHE	19,845.50
	22265	MCCI LLC	RN10127	LASERFICHE REN CVRG	10,787.00
				ACCOUNT TOTAL	31,785.68 *
0003		Sandy River Project			
	29280	TIMMONS GROUP	295566 53411	SR WATER SAMPLING	48,097.42
				ACCOUNT TOTAL	48,097.42 *
0007		BUSINESS PARK ROAD DEVELO			
	29280	TIMMONS GROUP	301993 46958	PE BUS PRK ACCS RD	1,400.00
	29280	TIMMONS GROUP	302227 49081	PEBP ACC RD REDSN SU-	204.00
	29280	TIMMONS GROUP	302230 56908	PEBP ACC RD CONSTRUCT	1,350.00
				ACCOUNT TOTAL	2,954.00 *
0010		Compactor Site Improvemen			
	29280	TIMMONS GROUP	296524 49005	RICE CONV SITE	435.00
	29280	TIMMONS GROUP	302229 56519	RICE CONV STE BID PA	2,000.00
				ACCOUNT TOTAL	2,435.00 *
0022		Telephone System			
	20904	KINEX NETWORKING SOLUTION	2211-0011497	PHONE EQUIPMENT	3,785.00
	20904	KINEX NETWORKING SOLUTION	2211-0011499	PHONE EQUIPMENT	1,095.00
	20904	KINEX NETWORKING SOLUTION	2211-0011500	PHONE EQUIPMENT	3,745.00
	20904	KINEX NETWORKING SOLUTION	2211-0011501	PHONE EQUIPMENT	700.00
	20904	KINEX NETWORKING SOLUTION	2211-0011502	PHONE EQUIPMENT	2,255.00

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FUND # - 100 GENERAL FUND						
MAJOR#	VENDOR	DESCRIPTION	INV#	ACCOUNT TOTAL	AMOUNT	
ACCT#	NUMBER	NAME				
	20904	KINEX NETWORKING SOLUTION	2211-0011503		1,270.00	
	20904	KINEX NETWORKING SOLUTION	2211-0011504		4,500.00	
					17,350.00 *	
0037		Courthouse Lawn Renovatio				
	19506	FORMS BY FEDERATED	22-12-01		747.00	
	21283	LAND PLANNING & DESIGN ASS	2107015 2022684		1,776.24	
					2,523.24 *	
5641						
	22740	Mary E Branch Community C			4,521.20	
		MOSELEY ARCHITECTS PC	614804-003		4,521.20 *	
					109,666.54 **	
					768,144.03	

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FUND # - 115	CDA SPECIAL LEVY FUND	

MAJOR#	VENDOR	INV#	DESCRIPTION	AMOUNT
ACCT#	NUMBER			
012110	CDA SPECIAL LEVY			
0001	Special Levy Payment to C			
	25545 POPLAR HILL COMMUNITY	SPECIALLEVY1222	SPECIAL LEVY	
				35,733.00
			ACCOUNT TOTAL	35,733.00 *
			MAJOR TOTAL	35,733.00 **
			FUND TOTAL	35,733.00

MAJOR# ACCT# 031299	VENDOR NUMBER ***DARE FUND EXPENSES***	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
0001	12913	Expenditures - Dare Donat CREATIVE PRODUCT SOURCING	149626	SHIRTS/MEDALLIONS	1,392.03
				ACCOUNT TOTAL	1,392.03 *
				MAJOR TOTAL	1,392.03 **
				FUND TOTAL	1,392.03

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PUBLIC/PRIVATE EDUCATION ACT FUND						
MAJOR# ACCT# 010000	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT	
3160	25327	Professional Service-Engi PENNONI ASSOCIATES INC.	1148127 21001	COPE21001 PPEA ENG	2,961.00	
				ACCOUNT TOTAL	2,961.00	*
3161	25821	Prof Serv. - Sandy River P PRINCE EDWARD COUNTY INFRA	CAFP NO.3 22014	SRR WATER PROJECT	364,250.00	
				ACCOUNT TOTAL	364,250.00	*
				MAJOR TOTAL	367,211.00	**
				FUND TOTAL	367,211.00	

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FUND # - 205 EMS DISTRICT FUND

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MAJOR# ACCT# 032301	VENDOR NUMBER EMS	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
7008		Meherrin EMS			
	10861	AUTOMOTIVE EXCELLENCE ELIT			
	11491	ARC3 GASES	8695	2015 RAM CRANKSHAFT	501.53
	11491	ARC3 GASES	9340460	CYLINDER RENTAL	43.40
	11491	ARC3 GASES	9364930	OXYGEN	83.08
	11491	ARC3 GASES	9364992	OXYGEN	27.69
	11491	ARC3 GASES	9366203	OXYGEN	137.64
	11491	ARC3 GASES	9382437	OXYGEN	32.68
	14734	EMERGENCY MEDICAL PRODUCT	2486475	STETHOSCOPE	3.99
	14734	EMERGENCY MEDICAL PRODUCT	2506649	EMS SUPPLIES	428.35
				ACCOUNT TOTAL	1,258.36 *
				MAJOR TOTAL	1,258.36 **
				FUND TOTAL	1,258.36

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FUND # - 501 WATER FUND					
MAJOR#	VENDOR	INV#	DESCRIPTION	AMOUNT	
ACCT#	NUMBER				
012110	WATER FUND - EXPENDITURES				
3180	Professional Services-Eng				
	17925 HURT & PROFFITT, INC	74861 20221750	MANOR GRAVITY SEWER	ACCOUNT TOTAL	150.00 *
				MAJOR TOTAL	150.00 **
043200	GENERAL PROPERTIES				
5130	Water Service				
	29332 TOWN OF FARMVILLE				
		WATER TANK 1222	WATER & SEWER	ACCOUNT TOTAL	72.63 *
				MAJOR TOTAL	72.63 **
				FUND TOTAL	222.63



MAJOR# ACCT# 043200	VENDOR NUMBER GENERAL PROPERTIES	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
5110	31846	Electrical Services DOMINION ENERGY VIRGINIA	414870028112222	SEWER PUMP	52.75
ACCOUNT TOTAL					52.75 *
MAJOR TOTAL					52.75 **
FUND TOTAL					52.75

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MAJOR# ACCT# 042300	VENDOR NUMBER COLLECTIONS	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
2700	31421	Workers Compensation VACORP	102440 W/C 3/4	WORKERS COMP INS	3,972.97
				ACCOUNT TOTAL	3,972.97 *
3310	14300	Repairs & Maintenance EAST END MOTOR CO INC	222726	FLAT TIRE REPAIR	47.00
	21830	LUCK STONE CORPORATION	IV-101704279	VIRSO DUMP SITE GRVL	714.79
	22910	MOUNTAIN CREEK SIGNS	1480	YARD SIGN SITE CLSD	200.00
				ACCOUNT TOTAL	961.79 *
3311	14300	Repairs & Maint-Auto & Eq EAST END MOTOR CO INC	221974	LARGE PLUG PATCH	36.40
	21811	LOWE'S	906932-KDHMVA	OIL FILLED RADIA	85.49
				ACCOUNT TOTAL	121.89 *
3840	10254	Contract Landfill - POS REPUBLIC SERVICES #974	0974-000613731	TRASH COLLECTION	452.61
	10254	REPUBLIC SERVICES #974	0974-000613732	TRASH COLLECTION	235.80
	10254	REPUBLIC SERVICES #974	0974-000613733	TRASH COLLECTION	291.89
				ACCOUNT TOTAL	980.30 *
3841	14723	Purchase of Service - Rec EMANUEL TIRE OF VIRGINIA	503323	TIRE RECYCLING	546.00
	14723	EMANUEL TIRE OF VIRGINIA	503324	TIRE RECYCLING	1,226.00
	14723	EMANUEL TIRE OF VIRGINIA	503382	TIRE RECYCLING	652.50
	28866	STEPS, INC	NOVEMBER 2022	RECYCLING	2,366.28
				ACCOUNT TOTAL	4,790.78 *
5110	28640	Electrical Services SOUTHSIDE ELECTRIC COOP	114379001 12222	DARLINGTON HGTS SITE	95.81
	28640	SOUTHSIDE ELECTRIC COOP	114379003 1222	160 VIRSO RD RECY CT	99.26
	31846	DOMINION ENERGY VIRGINIA	059950743112222	RICE COLLECTION CTR	96.69
	31846	DOMINION ENERGY VIRGINIA	067004056712222	CELL C PUMP STATION	21.08
	31846	DOMINION ENERGY VIRGINIA	11442041101222	GREEN BAY CONV SITE	136.62
	31846	DOMINION ENERGY VIRGINIA	426894851212222	ELECTRIC	357.33
	31846	DOMINION ENERGY VIRGINIA	518116721312222	SCLHSE LEACHATE PUMP	526.10
	31846	DOMINION ENERGY VIRGINIA	747165357112222	WORSHAM CONV SITE	79.19
	31846	DOMINION ENERGY VIRGINIA	853565563612222	ELECTRIC	12.84
	31846	DOMINION ENERGY VIRGINIA	860116151912222	PROSPECT SITE	125.10
	31846	DOMINION ENERGY VIRGINIA	897073750112222	SCALE HOUSE	202.45
	31846	DOMINION ENERGY VIRGINIA	917684725012222	ELECTRIC	74.58
				ACCOUNT TOTAL	1,827.05 *
5230	21319	Telecommunications BRIGHTSPEED	309553498 1222	PHONE RICE	61.75
	21319	BRIGHTSPEED	309615846 1222	PHONE TUGGLE	74.60
	21319	BRIGHTSPEED	309714661 12222	PHONE	79.98
	21319	BRIGHTSPEED	310039285 1222	WORSHAM PHONE	56.61
	31339	VERIZON WIRELESS	242374982 1222	CELL PHONE	23.21
				ACCOUNT TOTAL	296.15 *
5440	28869	Portable Toilet Rental STIFF O O INC	10238	MONTHLY SERVICE	877.50
				ACCOUNT TOTAL	877.50 *
				MAJOR TOTAL	13,828.43 **

MAJOR# ACCT# 042400	VENDOR NUMBER LANDFILL OPERATIONS	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
3011		Maintenance of Roads			
	21830	LUCK STONE CORPORATION	IV-101704899	LANDFILL GRAVEL	1,248.94
	21830	LUCK STONE CORPORATION	IV-101711424	LANDFILL VDOT #3	3,283.99
				ACCOUNT TOTAL	4,532.93 *
3160		Professional Services			
	13779	DRAPER ADEN ASSOCIATES	101055 017149	SWMP 5 YR CERT RSPNS	428.00
	21105	LABELLA ASSOCIATES, D.P.C.	182802 2223133	PEC 23 ENV ANNUL SVC	18,224.68
				ACCOUNT TOTAL	18,652.68 *
3310		Repairs/Maintenance			
	12904	CREWE TRACTOR & EQUIPMENT	402017	NEW HOLLAND TRACTOR	152.37
	15560	FARMVILLE WHSALE ELECTRIC	755167	PLUG & COND STRAP	19.16
	21811	LOWE'S	905273-KBOPLB	OIL/DEWALT/DSL CAN	515.36
	32926	WRIGHT AUTO SUPPLY	244635	BATTRY/BUE DEF	624.82
				ACCOUNT TOTAL	1,311.71 *
3311		Equipment Repairs & Maint			
	11491	ARC3 GASES	9420151	CYLINDER RENTAL	31.50
	13369	DIAMOND SPRINGS WATER INC	3062 3183903	WATER COOLER RENT	8.95
	15560	FARMVILLE WHSALE ELECTRIC	755234	120/240 PLG IN	16.79
	32270	WATTS INDUSTRIAL EQUIPMNT	510034	JD EXC REPAIRS	1,910.38
	32926	WRIGHT AUTO SUPPLY	245579	5W20 OIL	23.99
				ACCOUNT TOTAL	1,991.61 *
5230		Telecommunications			
	21319	BRIGHTSPEED	309326764 1222	PHONE LANDFILL	121.16
	31339	VERIZON WIRELESS	242374982 1222	CELL PHONE	80.31
				ACCOUNT TOTAL	201.47 *
6008		Fuel			
	25247	PARKER OIL COMPANY INC	344609 63792K-6	FUEL	9,024.85
				ACCOUNT TOTAL	9,024.85 *
6009		Vehicle & Powered Equip S			
	12904	CREWE TRACTOR & EQUIPMENT	401660	WEATHERSTRIP/GLASS	516.93
	15560	FARMVILLE WHSALE ELECTRIC	754744	WIRE/CABLE	811.48
	15721	FISHER AUTO PARTS, INC.	056-312399	ANTIFRZ/LEAK REPR	46.96
	32926	WRIGHT AUTO SUPPLY	244405	OIL/WNDSHLD WASHER	1,265.14
	32926	WRIGHT AUTO SUPPLY	244690	LOADER CHN/FLUID	455.53
				ACCOUNT TOTAL	3,096.04 *
6011		Uniforms & Wearing Appare			
	27922	CINTAS CORPORATION #524	4139107694	UNIFORM RENTAL	66.97
	27922	CINTAS CORPORATION #524	4139856598	UNIFORM RENTAL	66.97
	27922	CINTAS CORPORATION #524	4140488967	UNIFORM RENTAL	66.97
				ACCOUNT TOTAL	200.91 *
				MAJOR TOTAL	39,012.20 **
				FUND TOTAL	52,840.63

MAJOR#	VENDOR	INVOICE#	DESCRIPTION	AMOUNT
ACCT#	NAME			
021400	PIEDMONT COURT SERVICES			
2700	Worker's Compensation			
	31421 VACORP	102440 W/C 3/4	WORKERS COMP INS	ACCOUNT TOTAL
				54.26 *
3199	Purchase of Services - Ot			
	15145 FADS	PCS221130	OBSRVD DRUG TESTS	50.00
	28095 ALERE TOXICOLOGY SERV INC	L338351	LAB CONFIRMATIONS	20.66 *
				70.66 *
5420	Lease/Rent of Building			
	28724 SRP CORPORATION LLC	RENT 1222	DECEMBER RENT 2022	ACCOUNT TOTAL
				2,750.00 *
5510	Travel - Mileage			
	12595 COLE, BRITTNEY	MILEAGE OCT/NOV	MILEAGE REIMBURSMNT	263.62
	16944 STIMPSON CONNIE	MILEAGE 1122	MILEAGE REIMBURSMNT	5.44
	22496 MITCHELL, TUYSHAWN	MILEAGE 1122	TRAVEL-MILEAGE	175.00
	27170 REESE-THOMAS A ROCQUELLE	MILEAGE 1122	MILEAGE REIMBURSMNT	37.50
	28833 STATON REBECCA	MILEAGE 1122	MILEAGE REIMBURSMNT	33.12
	31352 VESLEY, JACKIE	MILEAGE 1122	TRAVEL-MILEAGE	125.00
	32682 WILLIAMSON DONALD	MILEAGE 1122	MILEAGE REIMBURSMNT	136.88
			ACCOUNT TOTAL	776.56 *
5530	Travel - Subsistence & Lo			
	28833 STATON REBECCA	REIMB 1122	VCCJA ANNUAL CONF	249.94
	32682 WILLIAMSON DONALD	REIMB 1122 2	VCCJA ANNUAL CONF	271.76
			ACCOUNT TOTAL	521.70 *
6001	Office Supplies			
	15380 FARMVILLE PRINTING	20218532	BUSINESS CARDS	27.50
	20600 KEY OFFICE SUPPLY	573374	PRINTER CARTRIDGE	55.41
			ACCOUNT TOTAL	82.91 *
6012	Books & Subscriptions			
	32682 WILLIAMSON DONALD	REIMB 1122 1	ZOOM	15.74 *
			ACCOUNT TOTAL	15.74 *
			MAJOR TOTAL	4,271.83 **
097001	PCS SUPERVISION FEES EXPENDITURES			
3160	PCS - Professional Servic			
	999999 ANDREA COLO	INTERPRETER1222	INTERPRETER SERVICE	ACCOUNT TOTAL
				150.00 *
3199	PCS - Purchase of Service			
	28095 ALERE TOXICOLOGY SERV INC	L338351	LAB CONF PROBATION	165.28 *
			ACCOUNT TOTAL	165.28 *
5210	PCS - Postal Services			
	16944 STIMPSON CONNIE	REIMB 1122	ALCOSNRS/ROLL STAMP	71.00 *
			ACCOUNT TOTAL	71.00 *
5230	PCS - Telecommunications			
	23933 SEGRA	174057257 1222	TELECOMMUNICATIONS	296.82 *
			ACCOUNT TOTAL	296.82 *
5810	PCS - Dues & Association			
	31306 VCCJA	2023 MEMBERSHIP	(10) MEMBERSHIPS	300.00 *
			ACCOUNT TOTAL	300.00 *

MAJOR# ACCT# 6001	VENDOR NUMBER	VENDOR NAME	INV#	DESCRIPTION	AMOUNT
	15380	PCS - Office Supplies			
	20600	FARMVILLE PRINTING	20218532	BUSINESS CARDS	82.50
	20600	KEY OFFICE SUPPLY	401 573584	NAME PLATES	58.40
	20600	KEY OFFICE SUPPLY	573374	PRINTER CARTRIDGES	222.02
	26525	QUILL CORPORATION	29361267	VCIN RIBBON	16.14
	26525	QUILL CORPORATION	29363369	TONER/ISSUES/NOTES	131.38
				ACCOUNT TOTAL	510.44 *
				MAJOR TOTAL	1,493.54 **
				FUND TOTAL	5,765.37
				TOTAL DUE	1,232,619.80

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

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

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

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

P.E. Board of Supervisors  
**Odessa Pride's Mileage Record**  
**October – December 2022**



EVENT	NO. MILES	DATE
Special BOS Meeting	32	10/25/22
VDOT Dedication & Ribbon Cutting / Distribution of Halloween Candy	32	10/31/22
VACo Conference – Marriot Hotel, Richmond, VA.	170	11/13/22
Audit Committee Meeting	32	12/12/22

**Odessa H. Pride**



THE LAW OFFICES OF  
**TERRI ATKINS WILSON, P.C.**

117 North Main Street  
Farmville, VA 23901  
Phone 434-392-1422  
Fax 434-392-1777  
tawilson@tawlaw.net  
www.terriatkinswilsonlaw.com

November 30, 2022

Prince Edward County, Virginia  
Post Office Box 382  
Farmville, VA 23901

dstanley@co.prince-edward.va.us

spuckett@co.prince-edward.va.us

cbaker@co-prince-edward.va.us

**FOR PROFESSIONAL SERVICES RENDERED:**

**Invoice #1049**

General Legal Representation:

11/2/22	Email from Sarah Puckett regarding Farmville Herald advertisement re: delinquent accounts and also review of letter for delinquent accounts. Reviewed and advised of approval of letter, for landfill collections.	.75 hr.
11/7/22	Email from Doug Stanley requesting an update of the sale of the SCOPE building on Griffin Boulevard. Response and research to prepare update.	.75 hr.
11/7/22	LISTSERV email message forwarded to Doug Stanley concerning litigation in Hanover County regarding elections material. Also received inquiry from Lynette Wright, Registrar, concerning records retention.	.75 hr.
11/7/22	Receipt and review of monthly Board Packet for meeting.	1.00 hr.
11/7/22	Review and revise contract for county attorney position and sent draft to Dr. Pride and Pattie Cooper Jones, personnel committee.	.75 hr.
11/8/22	Receipt of email from Doug Stanley with citizen email concerning real estate taxes.	.25 hr.

11/9/22	Email from Sarah Puckett concerning Board of Supervisor's interim appointees, special election, order and oath of Office. Prepare memo after research.	1.00 hr.
11/10/22	Email from Doug Stanley concerning emergency ordinance of taxation and delay of penalty for personal property taxes.	.50 hr.
11/10/22	Regularly scheduled meeting of Board of Supervisors.	2.00 hrs.
11/11/22	Email to Lowe's Counsel re: meeting to discuss Drainage and Sewage Easements.	.25 hr.
11/11/22	Email from Sarah Puckett concerning items to take action following regular monthly Board meeting.	.25 hr.
11/14/22	Receipt and review of County Attorney Contract by email from Cheryl Stimpson.	.50 hr.
11/14/22	Email from Lowe's General Counsel to set up phone conference.	.25 hr.
11/16/22	Receipt of contract to be reviewed re: CSG General Services. Review and responded to Doug with comments.	.50 hr.
11/16/22	Phone conference with Lowe's legal counsel. List of concerns sent to Doug Stanley.	.50 hr.
11/17/22	Petition and Order for Deceased Unclaimed Body of James Joseph Elmer. Email discussions with Sheriff and Sarah Puckett.	.75 hr.
11/18/22	Email discussion with Karen Fulcher re: Board of Building Code Appeals meeting on December 1 and December 8, 2022.	.25 hr.
11/29/22	Email to Karen Fulcher re: the dates for training for Board of Building Code Appeals.	.25 hr.
11/29/22	Email message to Doug Szabo, Esq. concerning the responses to his comments on the Drainage and Sewer Easements for Lowe's.	.75 hr.



11/30/22 Email from Sarah Puckett with the review of the  
"To Do" list from the November BOS meeting.  
.25 hr.

Total hours = 12.25hrs. @ \$200.00/hr.

**BALANCE DUE** **\$2,450.00**

**DUE UPON RECEIPT**

Please make check payable to Terri Atkins Wilson, P.C

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 17-d  
**Department:** County Administration  
**Staff Contact:** Cheryl Stimpson  
**Agenda Item:** Salaries

---

**SUMMARY:**

The County Administrator reported that checks have been issued pursuant to the order of the Board of Supervisors as to salaries, etc., the amount of which salaries have been heretofore approved.

**COST:**

**ATTACHMENTS:** None.

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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## Board of Supervisors Agenda Summary

**Meeting Date:** January 10, 2023  
**Item #:** 18  
**Department:** Finance/HR  
**Staff Contact:** Cheryl Stimpson  
**Agenda Item:** Fiscal Year 2021-2022 Audit Report

---

**Summary:** The County's lead Auditor, Josh Roller, CPA, Robinson, Farmer, Cox Associate (RFC) will be in attendance at the Board meeting to present the County's Fiscal Year 2021-2022 Audit.

- The Auditors found no material weaknesses in internal control over financial reporting for the County.
- The audit did identify a repeat compliance finding of the Annual School Report not being filed by the September 15 deadline.
- The Management Letter also noted for School Expenditures: The bank reconciliation is a critical component of the County's system of internal controls over cash balances, cash receipts, and cash disbursements. Part of the bank reconciliation process is reconciling the school expenditures from the school accounting system to the bank statement and county accounting system. On multiple occasions, the school expenditures were changed, and back-dated after provided to the Treasurer's office for the reconciliation process. When voids or check reissuances are necessary, they should never be reissued in prior periods.

The Audit was presented to the Audit Committee on December 12<sup>th</sup> and it is the recommendation of the Committee that the Board approve and accept the audit.

**Attachments:** Fiscal Year 2021-2022 Audit (separate attachment)

**PROPOSED MOTION:** I move that the Board of Supervisors approve and accept the Fiscal Year 2021-2022 Audit as presented.

**ALTERNATE MOTION:** I move that the Board of Supervisors table the request for further discussion.

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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## Board of Supervisors Agenda Summary

**Meeting Date:** January 10, 2023  
**Item #:** 19  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley  
**Agenda Item:** Community Partner Update

---

**SUMMARY:** The following community partner will present an update to the Board at the January meeting:

- Dr. Melba Moore, Executive Director, Crossroads Community Services Board.

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 20  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley  
**Agenda Item:** Constitutional Officer Update

---

**SUMMARY:** Sheriff Tony Epps has asked for an opportunity to update the Board of Supervisors on the work and accomplishments of his office. He will make a presentation at the January Board meeting.

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 21  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Agenda Item:** Highway Matters

---

**SUMMARY:**

VDOT Resident Engineer, Scott D. Frederick, P.E., will not be in attendance at the January meeting.

Staff will record any highway matters from the Board.

**COST:**

**ATTACHMENTS:** None.

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 22  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley/Sarah Elam Puckett  
**Agenda Item:** Event Permit

---

**SUMMARY:** Attached for the Board's consideration is an event permit application:

- a. ***Virginia State Coonhound Championship*** – The permit application is attached; event is scheduled for March 17-18, 2023 at the Five County Fairgrounds.

**COST:**

**ATTACHMENTS:** Event Permit Application.

**RECOMMENDATION:** Approval.

**SAMPLE MOTION:**

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

APPLICATION FOR EVENT / FESTIVAL PERMIT  
PRINCE EDWARD COUNTY

Organization / Agency Conducting Event: UNITED EASTERN VIRGINIA COONHUNTERS ASSOCIATION  
UNITED EASTERN COONHUNTERS

Person(s) Representing Organization: SEE ATTACHED

EVENT

Type: VIRGINIA STATE COONHOUND CHAMPIONSHIP (HUNT & BENCH SHOW)

Location: FIVE COUNTY FAIRGROUNDS

Date(s): MARCH 17 + 18, 2023 Time(s): \_\_\_\_\_

# of Tickets for Sale: NONE

Estimated # of Persons to Attend: 90

Name(s) / Address(es) / Phone # of Promoters:

SEE ATTACHED

Financial backing of the event: UNITED EASTERN VIRGINIA COONHUNTERS ASSOCIATION  
UNITED EASTERN COONHUNTERS

Name of all persons or groups that will perform: COONHUNTERS

Name and Address of property owner which event is to be held: FIVE COUNTY FAIR ASSOCIATION

285 GULLY TAVERN RD, RICE, VA 22650

MR. ALBURN ESTES

Nature and interest of applicant(s) in the property on which the event is to be held (if any):

HOST BENCH SHOW, VENDORS, & MEETING PLACE FOR HUNTERS.

Detailed plan for adequate sanitation facilities / garbage and trash disposal (must be approved by the county health inspector): CLUB WILL HANDLE ALL TRASH DISPOSAL

UTILIZING PROVIDED CONTAINERS. BATHROOMS ON PREMISES WILL BE UTILIZED AND SANITIZED AFTER USE.

Plan for providing food, water, and lodging for persons at event (must be approved by the county health inspector): ALL WILL BE TAKEN CARE OF BY THE CLUB.

Plan for adequate medical facilities for persons at the event (must be approved by the county health inspector): LOCAL RESCUE SQUAD.  
RESCUE

Plan for adequate parking facilities and traffic control in and around event:

15 ACRES AVAILABLE. ALL PARKING HANDLED BY THE CLUB.

Plan for adequate fire protection (must be approved by the county forestry warden):

LOCAL FIRE DEPARTMENT

Statement specifying whether any outdoor lights or lighting are to be utilized, (if so, a plan showing the location of such lights and shielding devices or other equipment to prevent unreasonable glow beyond the property on which the event is held: NO LIGHTING WILL BE UTILIZED

THAT WILL INTERFERE WITH ANY ROADWAY.

Statement that no music shall be played, either by mechanical device or live performance, in such a manner that the sound emanating therefrom shall be unreasonably audible beyond the property on which the event is located:

NO MUSIC WILL BE UTILIZED.

Applications must be filed in duplicate with the Clerk of the Board, at least twenty-one (21) days prior to the event date.

Music shall not be rendered nor entertainment provided for more than eight (8) hours in any twenty-four (24) hour period, such twenty-four (24) hours to be measured from the beginning of the first performance at the event.

No person under the age of eighteen (18) years of age shall be admitted unless accompanied by a parent or guardian, the parent or guardian to remain with the person at all times.

Specific reference is hereby made to Section 6 - 66-71, et. Seq., of the Code of Prince Edward County, Virginia, which provisions are incorporated herein by reference.

Date

12/16/22

Signature of Applicant(s)

Chris Sizemore

Date

Approval by

County Administrator  
Clerk of the Board

Fee \$ 50 Fee Paid By Christopher Sizemore  
clerk 203

Date Received 12/22/2022

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## Board of Supervisors Agenda Summary

**Meeting Date:** January 10, 2023  
**Item #:** 23-a  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Agenda Item:** Appointments – Board of Supervisors & Outside Agencies

**Summary:** The following positions require appointment/re-appointment:

**Granite Falls CDA**

E. Harrison Jones  
Victor “Bill” Jenkins  
B. VonCannon Watson

**Term Expires**

12/31/2023  
12/31/2023  
12/31/2025

**Va's Heartland W&S Authority**

E. Harrison Jones  
Victor “Bill” Jenkins  
B. VonCannon Watson

**Term Expires**

12/31/2023  
12/31/2023  
12/31/2025

**Workforce Development Consortium**

Board Chair/Designee (Odessa H. Pride, Ed.D.)

**Term Expires**

12/31/2023

**Moton Board**

Jerry R. Townsend (Eligible for Re-Appointment)

**Term Expires**

12/31/2023

**Poplar Hill CDA**

Cannon Watson (Eligible for Re-Appointment)

**Term Expires**

6/30/2025

**Crossroads CSB**

Vacant

**Term Expires**

12/31/2025

**Recommendation:** Make appointments as noted above.

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 23-b  
**Department:** County Administration  
**Staff Contact:** Sarah Elam Puckett  
**Agenda Item:** Appointments – Citizen Volunteer

---

**Summary:** The County received the attached email from Justine Young, Chief Executive Officer, Piedmont Senior Resources Area Agency on Aging, requesting the re-appointment of Dr. Purohit to the PSR Board.

**Piedmont Senior Resources**  
Girish Purohit, M.D.

**Term Expires**  
1/15/2023

**Attachment:** Email from Justine Young, CEO, PSR

**Recommendation:** The Board may choose to make the appointment, or advertise the vacancy and then make the appointment for the three-year term of office.

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

**From:** Justine Young <JYOUNG@psraaa.org>  
**Sent:** Thursday, January 5, 2023 3:45 PM  
**To:** Doug Stanley; spuckett@co.prince-edward.va.us  
**Subject:** Dr. Purohit's reappointment to the PSR board

Dear Mr. Stanley and Mrs. Puckett,

Dr. Purohit's term on the PSR board expires on January 15, 2023. He is willing to continue serving and we would request that you reappoint him for a second term. His background as a cardiologist is extremely helpful for many of the grants we apply for that are health related. In addition, he personally met with staff and clients at PSR who had concerns regarding COVID. His presence on the PSR board is quite appreciated.

Thank you for your assistance in this matter.

Regards,

Justine

*Justine A. Young, RN, BSN, MBA*

*Chief Executive Officer*

*Piedmont Senior Resources*

*Advocating, Advancing, and Achieving Independence for the  
Aging Community*

*1413 South Main Street*

*Farmville, Va 23901*

*Ph. 434-767-5588*

*Fax 434-767-2529*



## Board of Supervisors Agenda Summary

**Meeting Date:** January 10, 2023  
**Item #:** 24  
**Department:** Cannery  
**Staff Contact:** Sarah Elam Puckett  
**Agenda Item:** AFID Grant

---

**SUMMARY:** As the Board is aware, the County has been awarded a \$50,000 Agriculture and Forestry Industries Development (AFID) Grant to assist with additional investments to improve the operational efficiency at the cannery. The grant is primarily for funding capital projects/equipment to include: (1) replacement of deteriorating steam pipes, traps, valves and gauges (\$77,500); (2) replacement of the ½ ton chain hoist (\$4,000); (3) replacement of the pressure/temperature recorders (\$5,000); (4) replacement of steam pot stems (\$1,800); and (5) replacement of the blades on the robot coupe (\$700), for a total estimated project of \$89,000.

The County is still awaiting final grant award documents from the Virginia Department of Agriculture; however, with Board approval, staff may begin moving forward with the project, and initiate the research and procurement process for the items outlined above. The goal is to complete the majority of the grant project prior to the June opening of the cannery.

**ATTACHMENT:** Governor's Press Release

### RECOMMENDATIONS:

- (1) Approve acceptance of the AFID Grant in the amount of \$50,000.
- (2) Authorize the County Administrator to execute all grant documents on behalf of the County.
- (3) Authorize county staff to move forward on researching and receiving bids for the items outlined above and come back to the Board with a final grant budget, to include a request for the appropriation of the required local match.

### SAMPLE MOTIONS:

- (1) I move that the Board approve acceptance of the \$50,000 AFID Grant for the Prince Edward Cannery; and
- (2) I move the Board authorize staff to complete the procurement of the items, as outlined in the grant application; and
- (3) I move the Board authorize the County Administrator to execute all grant and documents on behalf of the County.

**OR**

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

**OR**

I move that the Board not accept the grant funds and cancel the project.

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



GOVERNOR OF VIRGINIA

Glenn Youngkin

STRENGTHEN THE SPIRIT OF VIRGINIA

**For Immediate Release:** December 29, 2022**Contacts:** Office of the Governor: Macaulay Porter,  
Macaulay.Porter@governor.virginia.gov | Virginia Department of Agriculture and  
Consumer Services Michael Wallace Email: michael.wallace@vdacs.virginia.gov

## Governor Glenn Youngkin Announces Grants Supporting Local Food Systems

*Largest grant round ever for Governor's program that invests in local  
food and farming infrastructure*

**RICHMOND, VA** - Governor Glenn Youngkin today announced the largest ever award round from the Governor's Agriculture and Forestry Industries Development (AFID) Fund Infrastructure Grant Program supporting local farms and food producers. A total of ten projects will receive \$368,885 in competitively awarded, matching grants for new community infrastructure development projects that support local food production and sustainable agriculture. Created by the General Assembly in 2021, AFID Infrastructure grants are awarded biannually to support locally identified investments that aid small-scale farmers and food producers in growing their operations. This largest ever grant round is a result of the 2022 General Assembly's decision to double the maximum award to \$50,000. Independent businesses engaged in the processing of meat, poultry, and vegetables will benefit from funding this round, alongside multiple food processing facilities that are operated by non-profits or local governments.

"I am pleased to announce the AFID Infrastructure investments to support local producers and non-profits grow their operations and achieve success," **said Governor Glenn Youngkin**. "Given the importance of agriculture and forestry to the foundation of Virginia's economy, my administration is committed to supporting the continued development of these industries as a growth engine and source of jobs throughout rural Virginia."

"As a farmer myself, I understand how important it is for producers to have access to the processing infrastructure they need to get their

products to their customers,” said **Secretary of Agriculture and Forestry Matthew Lohr**. “This latest round of funding demonstrates the ability of the AFID program to deliver on the Commonwealth’s commitment to supporting and growing our entire agricultural sector by supporting producers of all sizes.”

Administered by the Virginia Department of Agriculture and Consumer Services, the AFID Infrastructure Grant Program, in partnership with local governments, awards grants to develop community infrastructure in support of local food production and sustainable agriculture. Applications for the next round of this semi-annual grant program will be accepted from April 1 through May 15, 2023, with the awards announced in June. Additional information about the program is available at <https://www.vdacs.virginia.gov/agriculture-afid-infrastructure-grants.shtml>. Questions about the program should be directed to [Jennifer.Perkins@vdacs.virginia.gov](mailto:Jennifer.Perkins@vdacs.virginia.gov).

The following projects are receiving funding in this round of the AFID Infrastructure Grant Program:

**Turkey Processing, Albemarle County**

**\$24,000**

Albemarle County requests funding to purchase grinding, vacuum packaging, and freezing

equipment for Kelly Turkeys to expand its existing product line of whole birds and bone-in breasts by adding ground turkey to its offerings. In operation since 2015, Kelly Turkeys grows and processes Kelly Bronze birds, an internationally known breed of heritage turkeys raised using sustainable farming methods.

**Commercial Kitchen, Bedford County**

**\$21,500**

Bedford County seeks funding to support a new commercial kitchen by established meat processor EcoFriendly Foods. The company has had success selling value-added products, such as hand pies, soups, and stews, which are prepared in rented kitchen space. The company anticipates sales to double with consistent access to a kitchen facility. Grant funds will purchase commercial kitchen equipment, including a tilt skillet and additional refrigerated storage space.

**Vegetable Processing, Carroll County**

**\$50,000**

Carroll County seeks funding to support the Virginia Produce Company with the purchase and installation of high-efficiency vacuum cooling equipment for produce. Vacuum cooling safely chills produce and removes problematic surface moisture in a fraction of the time as conventional methods, while also using 75% less energy. This rapid and efficient cooling method reduces product lost through moisture damage and increases shelf life, which expands the potential customer market. The Virginia Produce Company sources from more than 40 farms in the region to supply fresh produce to major food retailers.

**Commercial Kitchen, City of Charlottesville****\$50,000**

The Charlottesville Economic Development Authority requests funding to support New Hill Development Corporation, an African American led non-profit community development corporation, in the construction of a shared-use commercial kitchen. The Black Entrepreneurial Advancement and Community Opportunity Network (BEACON) kitchen will include packaging and production equipment to house up to 16 local food businesses. The BEACON kitchen will offer lower rental fees, helping producers overcome a barrier to entry for food startups.

**Commercial Kitchen, Culpeper County****\$50,000**

Culpeper County seeks funding to purchase and install a walk-in freezer and cooler as part of a larger commercial kitchen project in the George Washington Carver Food Enterprise Center, a non-profit focused on food security and training in the Piedmont. This facility will serve as a food business incubator and will offer courses on value-added food production, food safety, and business management. The center will primarily serve the broader Rappahannock-Rapidan region, as well as users from beyond.

**Meat Processing, Franklin County****\$33,333**

Franklin County seeks funding to support an expansion by KC Farms Meats, a family-owned custom meat processing business. KC Farms Meats offers custom meat processing services to 39 livestock producers in the region who sell directly to their customers. Funds will be used to purchase a new smoker and walk-in freezer, which will allow the business to expand its product offerings to include specialty sausages, hotdogs, bacon, and ham.

**Farmers' Market, City of Galax****\$15,052**

The city of Galax seeks funding to improve the Galax Farmers' Market. When the Galax Farmers' Market was constructed in 2000, brick pavers were built around two oak trees that have since died. As a result, the remaining space is unsightly and inaccessible to people with disabilities. This funding will be used to rebuild the patio, which will improve the appearance and overall customer experience. In addition, the new patio will increase the space available for vendors and market opportunities for local producers. Appalachian Independence, a group that advocates for people with disabilities, has provided strong support for this project.

**Apple Processing, Nelson County****\$25,000**

Nelson County requests funding to purchase new UltraUV processing equipment for two apple orchards, Silver Creek and Seamans' Orchards. Due to the increased demand for fresh sweet cider, the orchards seek to



upgrade to a larger UV processing machine to triple production. The equipment will be located at a packing shed owned by the orchards and will be able to process the majority of juice apples grown in Nelson County. The UV treatment allows orchards to produce an FDA-approved product with an extended shelf life, which will allow locally produced cider to be distributed throughout the region.

#### **Community Cannery, Prince Edward County**

**\$50,000**

Prince Edward County seeks funding for equipment upgrades at its community cannery, a shared-use facility that is operated commercially by the food business incubator non-profit Virginia Food Works. Since 2020, the non-profit reports that nearly 100 clients have clocked nearly 1,700 hours of facility usage preparing foods for commercial sale. The public also relies on the cannery's services to prepare and process seasonal vegetables and meats to supply foods for their families and businesses. This project builds on the AFID-funded installation of a new boiler at the facility. New funding will be used to replace many vital components of the cannery's infrastructure, to include steam pipes, traps, valves, gauges, a half-ton chain hoist, pressure/temperature recorders, steam pot stems, and other equipment.

#### **Food Hub, City of Roanoke**

**\$50,000**

The city of Roanoke requests funding to support the Local Environmental Agriculture Project (LEAP), a non-profit focused on creating economically viable outlets for local farmers and food producers, such as farmers markets and commercial kitchens. LEAP aggregates and distributes food to an estimated 10,000 people each year. In addition, LEAP's commercial kitchen supports over 40 food businesses with equipment, resources, and training. Their farmers markets host 50 local vendors, the majority of which are meat, produce, and dairy producers. In 2021, LEAP received support from the city of Roanoke to create a commercial kitchen and food hub in the underserved West End neighborhood. Funds will be used for the purchase and installation of a large walk-in cooler at the new food hub.

###

[Return to top](#)



GOVERNOR OF VIRGINIA

Glenn Youngkin

Translations ▼

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 25  
**Department:** County Administration  
**Staff Contact:** Trey Pyle/Sarah Elam Puckett  
**Agenda Item:** Emergency Management Update

---

**Summary:** It was a busy holiday season for County Emergency Management and Emergency Services. Staff will provide an update to the Board on the County's winter storm/power outage response and other incidents.

**Attachments:**

**Recommendation:**

**SAMPLE MOTION:**

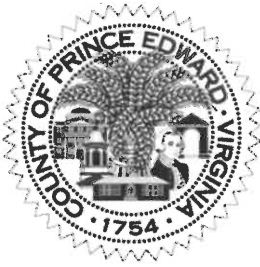
Motion \_\_\_\_\_  
Second \_\_\_\_\_

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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## Board of Supervisors Agenda Summary

**Meeting Date:** January 10, 2023  
**Item #:** 26  
**Department:** Board of Supervisors  
**Staff Contact:** Douglas P. Stanley  
**Agenda Item:** PPEA – Engineering Review Services

---

### **SUMMARY:**

As part of the PPEA process the County has brought legal, financial, and engineering experts under contract to help us review of the application(s) and, potentially, development of contract(s). We have received a proposal from Pandak & Taves for legal services, Davenport for Financial Services, and Pennoni for review of the interim agreement and preliminary proposal.

At this time, we have requested that Pennoni provide a proposal to provide an engineering review and negotiation of the comprehensive price proposal and 15% design. The proposal would provide professional engineering and other consulting in the complete review of the 593-page document prepared by Prince Edward County Infrastructure, LLC and titled "Price Proposal: Sandy River Water Project: Prince Edward County VA. The proposed fee for this phase of work is \$33,000. They have estimated that it would take 21 days to complete the review.

Pennoni has done a great job with the review of the preliminary plans and recommendations to the County in our discussions/negotiations in the past on review projects including reviewing a septage receiving facility design. In this case they have no connection with the project or other projects in the region.

For professional services such as engineering, competition for contracts between \$20,001 to \$50,000, whenever feasible competition will be utilized but the Board may establish alternate procedures for the acquisition of services. Given that Pennoni has been involved in the preliminary review of the project, that it is not cost effective and recommend that the Board waive solicitation of proposals.

As part of the PPEA submittal, Prince Edward County Infrastructure, LLC submitted a check in the amount of \$50,000 to offset review costs of the preliminary submittal to the County. We currently have approximately \$25,950 remaining to help the County cover the costs of the legal, financial, and engineering evaluations.

### **ATTACHMENTS:**

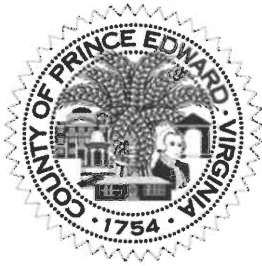
Pennoni Proposal

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



**Board of Supervisors  
Agenda Summary**

**RECOMMENDATIONS:**

That the Board of Supervisors approve and authorize the County Administrator to sign contract with Pennoni for engineering services.

**PROPOSED MOTION:**

I move that the Board of Supervisors approve and authorize the County Administrator to sign a contract with Pennoni for engineering services as outlined.

**ALTERNATIVE MOTIONS:**

I move that the Board of Supervisors not approve and authorize the County Administrator to sign a contract with Pennoni for engineering services as outlined in the proposal dated December 19, 2022.

OR

I move that the Board of Supervisors table the request until \_\_\_\_\_ for further discussion.

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

December 19, 2022

Mr. Doug Stanley  
County Administrator  
County of Prince Edward, Virginia  
111 N South Street  
Post Office Box 382  
Farmville, VA 23901

**Re: Prince Edward County – Professional and Consulting Services - Review and Negotiation of PECI Comprehensive Price Proposal and 15% Design Sandy River Water Supply, Treatment and Distribution Project**

Dear Mr. Stanley:

This proposed letter proposal is in response to your request to provide professional engineering and other consulting in the complete review of a 593-page document prepared by PECI and titled “Price Proposal: Sandy River Water Project: Prince Edward County VA.” Included within this document are several sections for review to include:

- Over Letter dated December 5, 2022
- Section 01 – Project Pricing Summary Table
- Section 02 – 15% Design Narrative and Supporting Calculations, Electrical Load List, and Hydraulic Modeling Results
- Section 03 – 15% Design Plans, including the Intake and Raw Water Pump Station, the Water treatment Plant, and Distribution System projects #1, #2, #3A, #3B, and #4 covering eastern and western service areas and the Rice area and geotechnical reports
- Section 04 – Timmons response to Pennoni comments
- Section 05 – Comprehensive Agreement

Upon our review of these documents we will provide a letter report with comments, suggestions and recommendations regarding the technical proposal, the pricing proposal, and the terms of the proposed Comprehensive Agreement, with a focus on both functionality and value from the County’s perspective as well as terms and conditions that are in the best interest of the County going forward. Our proposal also makes a reasonable allowance for further discussions with Timmons regarding any technical review comments as well as allowing for consultations with the County, the County’s attorney, and the County’s financial advisor regarding negotiations of the terms of the Comprehensive Agreement. This proposal also covers our fees associated with a brief preliminary preview of a draft narrative and design documents requested by Timmons in November 2022.

Given the nature of this type of review, we believe it best for both the County and for Pennoni to provide the services herein on a time and material basis, utilizing the attached 2023 Schedule of Fees, with the total services under this Proposal not to exceed Thirty-three Thousand Dollars (\$33,000).

If this proposal is acceptable, please so indicate in the space provided below, the corporation, partnership, or other entity, authorized to transact business in the Commonwealth of Virginia, which will be a party to this agreement, provide the signatures of its authorized representative and return one executed copy. The executed proposal will serve as our agreement for professional services to be rendered and shall be interpreted in accordance with the laws of the Commonwealth of Virginia.

**PENNONI ASSOCIATES INC.**



Tom Frederick, PE  
Associate Vice President  
Water/Wastewater Practice Leader

Enclosures - Attachment A – Terms & Conditions  
Pennoni North Carolina and Virginia 2023 Schedule of Fees

Acknowledged and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

By:	_____	_____
	Signature	Title
For:	_____	(    )
	Company Name	Phone Number



# Billing Rates

## Pennoni – Northern Virginia 2023 SCHEDULE OF FEES

Pennoni provides engineering consulting services to its clients in accordance with the terms and conditions of our contract. Pennoni's compensation will be based on the following schedule of fees and charges unless our contract specifies otherwise.

LABOR CATEGORY	RATES: \$/HOUR
Senior Principal Professional.....	\$275
Principal Professional.....	\$238
Senior Professional.....	\$225
Project Professional.....	\$201
Staff Professional.....	\$178
Associate Professional.....	\$159
Graduate Professional.....	\$123
Technician III.....	\$111
Technician II.....	\$104
Technician I.....	\$95
Survey Crew.....	\$200
3-Man Survey Crew.....	\$249
Senior Field Technician.....	\$117
Field Technician.....	\$89
Laboratory Technician.....	\$89
Building Code Official.....	\$106
Project Assistant.....	\$95

- Add 15% to above Survey Crew rates when OSHA 40-hour training required
- Technical Support/Expert Testimony Fee provided upon request

"Professional" includes all disciplines (Engineer, Landscape Architect, Surveyor, Geologist, etc.)

### EXPENSES:

Pennoni does not bill for routine office management or accounting services; however, direct expense charges described below are subject to an additional administrative and handling fee as indicated:

- Subconsultant/Subcontractor services: cost plus 10%
- Project Related Travel and Living Expenses: cost plus 10%
- Field Equipment, Expendable Materials/Supplies and Outside Reproduction: cost plus 10%
- Passenger Vehicles: per IRS standard rate





## PENNONI ASSOCIATES INC. GENERAL TERMS & CONDITIONS

1. Unless withdrawn sooner, proposals are valid for thirty (30) days.
2. The technical and pricing information in proposals is the confidential and proprietary property of Pennoni Associates Inc. ("Pennoni") or any Pennoni subsidiary or affiliate. Client agrees not to use or to disclose to third parties any technical or pricing information without Pennoni's written consent.
3. The agreement created by the Client's acceptance of a proposal and these Terms & Conditions is hereinafter referred to as the "Agreement." If a proposal is submitted to Client and Client fails to return a signed copy of the proposal but knowingly allows Pennoni to proceed with the services, then Client shall be deemed to have accepted the terms of the proposal and these General Terms & Conditions. If there is a conflict or inconsistency between any express term or condition in the proposal and these General Terms & Conditions, then the proposal shall take precedence. The proposal and these General Terms & Conditions constitute the entire Agreement, and supersede any previous agreement or understanding.
4. Payment is due upon receipt of invoices as submitted. If Client chooses to make any payment via major credit card, Client agrees to pay a 3% surcharge or 1.03 times the total amount invoiced. Client agrees to pay interest at the rate of 1½ percent per month on invoices that are more than 30 days past due. If an invoice is 30 or more days past due, then Pennoni may suspend services and refuse to release work on this Agreement or any other agreement between Client and Pennoni until Client has paid all amounts due. Unless Pennoni receives written notice of Client's dispute of an invoice within 30 days of the invoice date, the invoice will be presumed correct. If payment is not made in accordance with the Agreement, then Client agrees to pay reasonable costs and attorney's fees incurred by Pennoni to collect payment.
5. All drawings, sketches, specifications and other documents ("Documents") in any form, including electronic, prepared by Pennoni are instruments of Pennoni's services, and as such are and shall remain Pennoni's property. Upon payment in accordance with the Agreement, Client shall have the right to use and reproduce the Documents solely for the purposes of constructing, remediating, using or maintaining the project contemplated by the Agreement ("Project"). The Documents are prepared for use on this Project only, and are not appropriate for use on other projects, any additions or alterations of the Project, or completion of the Project by others. Client shall not use the Documents in violation of this paragraph without Pennoni's express written consent; and such use is at the Client's sole risk. Client agrees to indemnify, defend and hold harmless Pennoni from any claims, damages, losses, liabilities and expenses arising from such prohibited use.
6. The proposed fees and schedule constitute Pennoni's best estimate of the charges and time required to complete the Project. As the Project progresses, facts uncovered may dictate revisions in scope, schedule or fee. The hourly rate schedule for services provided on a time and material basis will be subject to increases annually.
7. Fee and schedule commitments will be subject to change for delays caused by Client's failure to provide specified facilities or information, or for delays caused by third parties, unpredictable occurrences or force majeure.
8. Where the method of payment is based on time and materials, Client agrees that the following will apply: The minimum time segment for charging work is one-quarter hour, except the minimum time segment for charging of field survey work is four (4) hours. Client reimbursable expenses include travel and living expenses of personnel when away from the home office on business connected with the Project; subcontractor and subconsultant costs; identifiable communications, mailing and reproduction costs; identifiable drafting and stenographic supplies; and expendable materials and supplies purchased specifically for the Project. A ten (10) percent administrative and handling charge will be added to client reimbursable expenses.
9. Client's termination of this Agreement will not be effective unless Client gives Pennoni seven (7) days prior written notice with accompanying reasons and details, and affords Pennoni an opportunity to respond. Where the method of payment is "Lump Sum," Client agrees that the final invoice will be based on services performed to the effective date of cancellation, plus an equitable adjustment to provide for costs Pennoni incurred for commitments made prior to cancellation. Where the method of payment is time and materials, Client agrees that the final invoice will include all services and direct expenses up to the effective date of cancellation plus an equitable adjustment to provide for costs Pennoni incurred for commitments made prior to cancellation.
10. Pennoni will maintain at its own expense Workman's Compensation insurance, Commercial General Liability insurance, and Professional Liability insurance.

11. Neither the Client nor Pennoni shall assign this Agreement without the written consent of the other.
12. Pennoni does not represent or warrant that any permit or approval will be issued by any governmental or regulatory body. Pennoni will endeavor to prepare applications for such permit or approval in conformance with applicable requirements; but, in view of the complexity of and the frequent changes in applicable rules and regulations and interpretations by the authorities, Pennoni cannot guarantee that any such application will be considered complete or will conform to all applicable requirements.
13. Pennoni will perform its work in accordance with generally accepted professional standards. THERE ARE NO OTHER WARRANTIES, EXPRESSED OR IMPLIED. This Agreement is solely for the benefit of the Client and its successors. There is no third-party beneficiary of this Agreement.
14. CLIENT AND PENNONI HAVE CONSIDERED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, AS WELL AS PENNONI'S TOTAL FEE FOR SERVICES. CLIENT AGREES THAT, TO THE FULLEST EXTENT PERMITTED BY LAW, PENNONI'S TOTAL AGGREGATE LIABILITY (INCLUDING THE LIABILITY OF ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, SUBCONTRACTORS AND CONSULTANTS) TO THE CLIENT (AND ANYONE CLAIMING BY, THROUGH OR UNDER THE CLIENT) FOR ANY AND ALL INJURIES, CLAIMS, LOSSES, EXPENSES OR DAMAGES ARISING OUT OF THIS AGREEMENT FROM ANY CAUSE OR CAUSES IS LIMITED TO THE TOTAL FEE RECEIVED BY PENNONI UNDER THIS AGREEMENT OR \$50,000, WHICHEVER IS GREATER. SUCH CAUSES INCLUDE, BUT ARE NOT LIMITED TO, PENNONI'S NEGLIGENCE, ERRORS, OMISSIONS, STRICT LIABILITY, OR BREACH OF CONTRACT OR WARRANTY.

IN THE EVENT THE CLIENT IS UNABLE TO ACCEPT THE ABOVE LIMITATION OF LIABILITY, PENNONI AGREES TO INCREASE THE LIMITATION TO \$1,000,000 UPON ITS RECEIPT, PRIOR TO PERFORMING ANY SERVICES, OF CLIENT'S WRITTEN AGREEMENT TO PAY AN ADDITIONAL SUM OF NOT LESS THAN 10% OF THE TOTAL FEE UNDER THIS AGREEMENT OR \$1,000, WHICHEVER IS GREATER.

15. Client shall make no claim against Pennoni unless the Client first provides a written certification, executed by an independent design professional, specifying those acts or omissions which the independent design professional contends is a violation of generally accepted professional standards and upon which the claim will be premised. The independent design professional must be licensed to practice in the state where the Project is located and in the discipline related to the claim. Client agrees that the independent design professional's certification is a condition precedent to the Client's right to institute any judicial proceeding.
16. If required under the scope of services, Pennoni shall visit the Project site to become generally familiar with the progress and quality of the work for which Pennoni prepared contract documents, and Pennoni shall not make exhaustive or continuous onsite inspections. Pennoni's services do not include supervision or direction of the contractor's work. Observation by Pennoni field representatives shall not excuse the contractor for defects or omissions in its work. Pennoni shall not control construction means, methods, techniques, sequences, or procedures, and the contractor is solely responsible for all work on the Project, including safety of all persons and property.
17. If Client does not retain Pennoni to render construction phase services, then Client waives any claim it may have against Pennoni and agrees to indemnify, defend, and hold harmless Pennoni from any loss or liability, including attorneys fees and other defense costs, arising out of or related to the interpretation of Pennoni's plans and specifications, the review of shop drawings, the evaluation of contractor's request for change orders, or the failure to detect and correct obvious errors or omissions in Pennoni's plans and specifications.
18. Unless and until a court determines that Pennoni's preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs, specifications and/or Pennoni's giving or failure to give instructions is the primary cause of any damage, claim, loss or expenses, Client shall indemnify, defend and hold harmless Pennoni and its officers, employees and consultants from and against all damages, claims, losses or expenses, including reasonable attorneys fees and other costs of defense, arising out of this Agreement. In the event the Client is required to defend Pennoni under this paragraph, Pennoni shall have the right to select its attorneys.
19. Client agrees to pay reasonable expert witness fees if Pennoni or any of its employees is subpoenaed to testify as a fact or opinion witness in any court proceeding, arbitration, or mediation to which the Client is a party.
20. Unless otherwise provided in this proposal, Pennoni shall have no responsibility for the discovery, presence, handling, removal, or disposal of hazardous materials or underground structures at the Project site.
21. Client and Pennoni waive consequential damages arising out of this Agreement.
22. This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania.
23. Both Pennoni and Client agree to waive the right to subrogation for covered losses and each shall obtain similar waivers from Owner, subcontractors, property and casualty insurers, and any other party involved in this Project.

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## Board of Supervisors Agenda Summary

**Meeting Date:** January 10, 2023  
**Item #:** 27  
**Department:** Finance/HR  
**Staff Contact:** Cheryl Stimpson  
**Agenda Item:** General Services Director

---

**Summary:** On April 13, 2021, County staff came to the Board of Supervisors to request an upgrade to the Building and Grounds Supervisor's position from a Grade 10 to a Grade 20, as well as make the position exempt, based on the duties he was assigned. Tonight, County staff come before you with a request to change the Job Description from a Buildings and Grounds Supervisor to a General Services Director, putting the position more in line with the specific duties Mr. Cook currently accomplishes. At this time, staff are not requesting an increase in pay, as we believe the duties of the new position are in line with Mr. Cook's current grade.

**Attachments:** General Services Director Job Description

### **PROPOSED MOTION:**

I move that the Board of Supervisors approve the change to Mr. Cook's job description from a Building and Grounds Supervisor to a General Services Director, with no change to Mr. Cook's current pay.

### **ALTERNATE MOTION:**

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

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

## GENERAL SERVICES DIRECTOR

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

*FLSA Status: Exempt*

Performs complex and difficult administrative work overseeing the general services operations, to include building and grounds, and capital improvement projects, as well as the supervision of employees engaged in the cleaning, maintenance and repair of buildings, facilities, and grounds; does related work as required. Work is performed under the general supervision of the County Administrator. Supervision is exercised over maintenance workers and housekeeping staff.

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

**Planning, organizing, and directing the operation, maintenance, and repair of public buildings and facilities, and custodial services; assisting with the planning of major capital improvement projects; assisting with coordinating alterations and/or new construction projects; supervising grounds maintenance and housekeeping staff.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, prioritizes, schedules, assigns, and reviews maintenance programming for buildings and facilities.
- Plans, prioritizes, schedules, assigns, and reviews buildings and facilities improvements; determines needed repair and establishes and monitors a maintenance and repair program.
- Assists with planning and coordinating alterations and/or new construction projects.
- Prepares Requests for Proposals (RFPs) and Requests for Bids; oversees procurement process; schedules and participates in vendor interviews; manages approved contracts for designated County functions.
- Coordinates reviews of County projects to ensure compliance with regulations.
- Responsible for managing inventory and the disposal of all surplus vehicles, equipment, furniture, etc., including public auctions.
- Provides recommendations for enhancements to all areas regarding the County's property maintenance and related activities.
- Responsible for maintaining the County's street sign program.
- Responsible for assuring employee and public safety at County facilities during inclement weather.
- Enforces work procedures and standards; evaluates employee performance.
- Prepares periodic or special reports; oversees the maintenance of records.
- Prepares notices, resolutions, agenda items, etc., as necessary.
- Maintains cannery building, boiler room; canning machines and all other equipment related to the cannery.
- Maintains County recycling centers and other County properties.
- Provides upkeep for various buildings and facilities.
- Oversees County vehicle maintenance and repairs.
- Maintains electrical, plumbing and heating/cooling for animal shelter.
- Maintains required maintenance records.
- Orders supplies and repair parts.
- Schedules and supervises the work of maintenance and housekeeping personnel.
- Trains new maintenance workers.
- On-call for buildings and grounds emergencies.
- Performs related tasks as required.

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

Comprehensive knowledge of principles, practices and techniques of management administration and planning and of the organization, function, and methods of operation of county government; thorough knowledge of tools, materials and equipment utilized in building and grounds maintenance programs; thorough knowledge of principles and practices of work execution in buildings and grounds maintenance; thorough knowledge of occupational hazards and safety precautions of work; some knowledge of building trades; ability to gather and analyze facts on a variety of subject matter and to assemble reports; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with local, state, and federal officials, community and business leaders, contractors, media associates, and the general public; ability to read building plans/blueprints; computer-based building management experience; ability to solve problems within scope of responsibility; ability to supervise the work of unskilled, semiskilled and skilled personnel; dependability.



## Board of Supervisors Agenda Summary

**Meeting Date:** January 10, 2023  
**Item #:** 28-a  
**Department:** Finance/HR  
**Staff Contact:** Cheryl Stimpson  
**Agenda Item:** FY23 Appropriations - Sheriff

---

**Summary:** The Sheriff's Department received payments from VACORP Claims totaling \$247.38. The Board is asked to appropriate the \$247.38 to the Sheriff's Department vehicle repair line item to cover repair costs.

### FY23 BUDGET SUPPLEMENTS

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	019020	0006	Insurance Recoveries		\$247.38
4 (Exp)	100	031200	3311	Motor Vehicle Repair	\$247.38	

**PROPOSED MOTION:** I move that the Board of Supervisors approve the FY23 Budget Supplement presented above and appropriate the same funds.

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

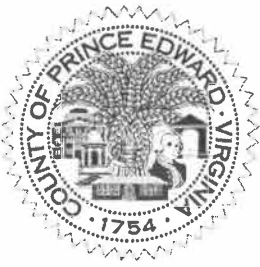
Cooper-Jones \_\_\_\_\_  
Emert \_\_\_\_\_

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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## Board of Supervisors Agenda Summary

**Meeting Date:** January 10, 2023  
**Item #:** 28-b  
**Department:** Finance  
**Staff Contact:** Crystal Baker  
**Agenda Item:** Technology Trust Funds

---

### Summary:

The Clerk of Circuit Court has requested \$4,547.60 from the State Compensation Board as reimbursement from the Technology Trust Fund (ITF) that has been collected in Prince Edward. The funds will be used to pay for Records Management Maintenance and Secured Remote Access Systems.

### FY23 BUDGET SUPPLEMENT

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	23000	0080	Technology Trust Funds		\$ 4,547.60
4 (Exp)	100	21600	5880	Technology Trust Fund	\$ 4,547.60	

**Attachments:** Request from the Circuit Clerk, Lynette Coe.

### Recommendation:

The Board approve the appropriation of the \$4,547.60 to the Technology Trust Fund.

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

**LYNNETTE COE**  
**CLERK OF CIRCUIT COURT**  
**PRINCE EDWARD COUNTY**  
Prince Edward County Courthouse  
111 South Street, 1<sup>st</sup> Floor • P.O. Box 304  
Farmville, Virginia 23901-0304  
(434) 392-5145

**Deputies**

Jennifer A. Trombley  
Chief Deputy Clerk  
Teresa N. Estes  
Melinda P. Toney  
Chelsey R. George  
Heather L. Cottrell  
Jessica N. Dedmond

**Judges**

Hon. Donald C. Blessing  
Chief Judge  
  
Hon. S. Anderson Nelson  
Hon. J. William Watson, Jr.  
Hon. Robert H. Morrison

January 4, 2023

To: Prince Edward County Board of Supervisors

From: Lynnette Coe, Clerk  
Prince Edward County Circuit Court

I have requested reimbursement in the amount of \$4,547.60 from the State Compensation Board from our Technology Trust Fund money we have collected. The County was presented an invoice in the amount of \$4,547.60 in November, 2022 out of account code 21600-5880, Technology Trust Fund, for our Records Management Maintenance and Secured Remote Access Systems. Once the Treasurer has received the \$4,547.60, I am asking that it be appropriated back to account code 21600-5880.

Please let me know if you need additional information.

Thank you,



Lynnette Coe  
Clerk

cc: Donna Bowman Nunnally  
Cheryl Stimpson  
Dale Anderson



**Supreme Court of Virginia**  
**Office of the Executive Secretary**  
Telephone (804) 786-7817

# Invoice

Invoice #
23-147C-RMS1

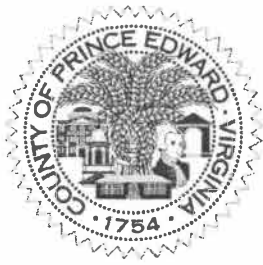
Invoice To		Send Payment To		
Hon. Lynette Coe, Clerk Prince Edward Circuit Court P. O. Box 304 Farmville, VA 23901-0304		Treasurer of Virginia c/o Supreme Court of Virginia Attention: Fiscal Director 100 N. Ninth Street, 3rd Floor Richmond, VA 23219		
Invoice Date		Invoice Due Date		
10/14/22		11/14/22		
Item	Description	Quantity	Unit Price	Amount
1	Annual Records Management System (RMS/CIS)	0.5	6895.20	\$3,447.60
2	Annual Secure Remote Access Maintenance (SRA/OCRA)	0.5	1500.00	\$750.00
3	Annual DocuSign Cost	0.5	700.00	\$350.00
Please reference invoice number with payment! Any questions pertaining to billing, please call Pearl Friend at (804) 786-7817		Total		\$4,547.60
		Total Amount Due By State		\$0.00
		Total Amount Due By Customer		\$4,547.60

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

*Michael P. Ryan* 10/13/22

21600-5880  
Rec'd 10-19-22

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 28-c  
**Department:** Finance  
**Staff Contact:** Crystal Baker  
**Agenda Item:** Reappropriation of Funds

---

**Summary:**

Since the closure of Madeline's House, STEPS has been asked by the state domestic violence hotline to assist victims. They have agreed to provide transportation and temporary hotel sheltering until the state finds a shelter bed. STEPS is currently utilizing their existing homeless services funds to provide assistance, but their current fiscal year shelter funds will be exhausted by late February.

We're asking the Board to appropriate the unspent \$4,800 previously budgeted to Madeline's House to STEPS to assist with domestic violence victim services.

**Attachments:** STEPS Request

**Recommendation:**

The Board of Supervisors approve the reappropriation of the \$4,800 from Madeline's House to STEPS in order to assist with domestic violence services.

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

**From:** Shawn Rozier <[srozier@steps-inc.org](mailto:srozier@steps-inc.org)>

**Sent:** Wednesday, December 21, 2022 4:25 PM

**To:** Doug Stanley <[dstanley@co.prince-edward.va.us](mailto:dstanley@co.prince-edward.va.us)>; Karl Carter

<[kcarter@buckinghamcounty.virginia.gov](mailto:kcarter@buckinghamcounty.virginia.gov)>; Derek Stamey <[DStamey@cumberlandcounty.virginia.gov](mailto:DStamey@cumberlandcounty.virginia.gov)>;

[tcostin@nottoway.org](mailto:tcostin@nottoway.org); Tracy Gee <[tgee@lunenburgva.net](mailto:tgee@lunenburgva.net)>; Taylor Harvie

<[taylor.harvie@ameliacova.com](mailto:taylor.harvie@ameliacova.com)>

**Cc:** Sharon Harrup <[sharrup@steps-inc.org](mailto:sharrup@steps-inc.org)>

**Subject:** STEPS Assistance to Domestic Violence Victims- Funding Request

Good afternoon,

I am reaching out to let you all know what STEPS has been doing to respond to the closure of Madeline's House. We were asked by the state domestic violence hotline how we could assist victims during these situations, and we agreed to provide transportation and temporary hotel sheltering when needed until a shelter bed is identified somewhere in the state. We are utilizing our existing homeless services funds to provide these services, but our current year shelter funds will be exhausted in mid to late February.

Virginia DCJS and DSS have both indicated that the process for funding another DV provider for our area will take a considerable period of time (likely several months). I am writing everyone to ask if there are localities that had allocated funds to Madeline's House, but had not sent them prior to their closure. If so, would you consider reallocating them to STEPS so that we can continue to provide these temporary services in the interim period before a provider is selected?

Along those lines STEPS is actively preparing to apply to provide these services for our region. We have reached out to the owners of the home that was utilized by Madeline's House, and they will be giving us a tour of the home in early January. They are interested in renting it to us if we were to be the provider selected.

In the meantime, we hope to continue filling the gap in this critical service for our region with the temporary services mentioned above. We would appreciate any support that you all can provide to do this, and look forward to your response to our request.

Please let me know if you have any questions.

Thanks,

Shawn

*Shawn M. Rozier*

Vice-President of Housing | STEPS, Inc.

📍 56 SMI Way Suite A. Farmville VA, 23901

☎ 434.315.5909 ext. 261 | 📠 434.390.2303  
🌐 [www.steps-inc.org](http://www.steps-inc.org) | [www.stepsheadstart.com](http://www.stepsheadstart.com)



**Confidential Notice:**

Please be aware that communications can be intercepted or misdirected. Do **not** send any Personally Identifiable Information (PII) by telephone, fax, or email unless it is encrypted. The information contained in this message is intended for the recipients identified above and may be privileged or confidential. If you are **not** the intended recipient, please know that any use or distribution of this communication or any attachments is unauthorized and may be unlawful. If you received this message in error, please notify the sender immediately

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 29  
**Department:** County Attorney  
**Staff Contact:** Terri Atkins Wilson, Esq.  
**Agenda Item:** County Attorney Update

---

**SUMMARY:**

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

**COST:**

**ATTACHMENT:**

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 30  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley  
**Agenda Item:** County Administrator's Report

---

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

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 31  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Correspondence/Informational

---

**SUMMARY:**

Please see attachments.

**COST:**

**ATTACHMENTS:**

- a. Citizen Email - Personal Property Tax Payment Schedule
- b. SVCC Newsletter

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_

**From:** govAccess CMS Site <princeedward.va.us@enotify.visioninternet.com>  
**Sent:** Friday, December 30, 2022 12:59 AM  
**To:** Stanley, Douglas P.  
**Subject:** Email contact from Prince Edward County, VA

Message submitted from the <Prince Edward County, VA> website.

**Site Visitor Name:** Emma Webb  
**Site Visitor Email:** Webbsixpoints@gmail.com

Hello! As a resident of Prince Edward County I would like to request the board of supervisors to consider the proposed change be made for personal property tax for vehicles from being due in December each year to being due in June. Neighboring counties have successfully made this transition years ago. December is a hard time of year for many families and by moving it to June families could

Utilize tax refunds to support paying  
their personal property tax which would help many families not having additional financial strain during the holiday season.

Thank you for your consideration in this area.

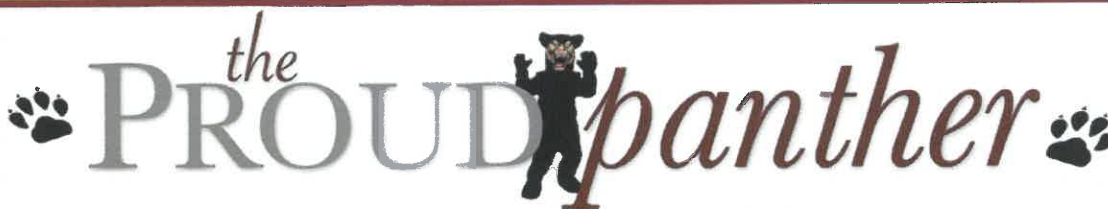
Sincerely,

Emma Webb

**From:** Southside VA Community College <svcc@www-southside.ccsend.com> on behalf of Southside VA Community College <svcc.newsletter@southside.edu>  
**Sent:** Thursday, December 22, 2022 4:00 PM  
**To:** board@co.prince-edward.va.us  
**Subject:** December 2022 Newsletter



SOUTHSIDE VIRGINIA COMMUNITY COLLEGE



December 2022



## Brent E. Richey Memorial Scholarship Established

Our SVCC family are all saddened by the death of Brent Richey. Brent was a long-time fixture at the college and faithfully served our students in many capacities including Associate Professor, Director of Financial Aid and Dean of Enrollment. Brent enjoyed the students and was always a willing volunteer for the college and for our SVCC Foundation. His culinary grilling abilities were much appreciated at foundation golf tournaments and his students who were lucky enough to build rockets with Mr. Richey were indeed fortunate.

The Brent E. Richey Memorial Scholarship has been established through the Southside Virginia

Community College Foundation, Inc. Contributions to this fund can be made through the button below or, by mailing a check to the SVCC Foundation, 108 Campus Drive, Alberta, VA 23821.

Brent E. Richey Memorial Scholarship

## New Dean Welcomed



Dr. Charletta Barringer-Brown has recently joined SVCC as Dean of Humanities, Social Sciences, and Business. She comes to SVCC after serving as a tenured professor in the department of political science and public administration and as the faculty director of general education at Virginia State University. Earlier in her career, Dr. Barringer-Brown served as an assistant dean, department chair, and director of research at Fayetteville State University in North Carolina from 2004 to 2018.

Dr. Keith Harkins Vice President - Academics & Workforce states, "We are thrilled for Dr. Barringer-Brown to join us at SVCC and I look forward to her sharing her talents and experience in our campus community. We are indeed fortunate to have her."

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## SVCC Foundation Receives Grant from Virginia Credit Union



The Southside Virginia Community College Foundation is excited to announce that they are a recent recipient of a \$2,500 grant from Virginia Credit Union in support of the Career Coach program.

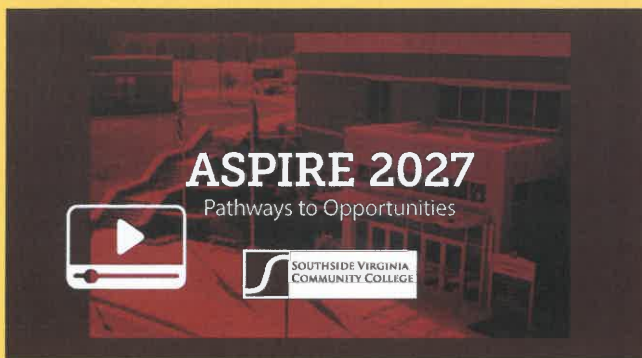
The Career Coach program offers mentoring and advising services to students in all of the region's public schools, three private schools, and the local homeschool community.

Dr. Robin Daniel, SVCC's Director of Institutional Effectiveness and Strategic Partnerships, states "SVCC is extremely grateful for Virginia Credit Union's support. The Career Coach program equips our local high school students with the tools needed to excel in their career and educational endeavors." Representing Virginia Credit Union is Mark Creason, Financial Partnership Manager.

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## Aspire 2027: Pathways to Opportunities





In the 2021-22 academic year, the Collaborative Strategic Planning Committee developed SVCC's next Strategic Plan. The process included obtaining internal and external stakeholder feedback. Approved by the Local Board in July 2022, SVCC's strategic plan is Aspire 2027: Pathways to Opportunities.



## Holiday Luncheon

SVCC faculty and staff recently joined together to share in

a holiday luncheon. A special thanks to the following for providing door prizes:

Benchmark Community Bank  
Citizens Bank & Trust  
Estes Trucking  
Fern Bank Farm  
First Citizens Bank  
The Fishin' Pig  
Mecklenburg Electric Cooperative  
North Street Press Club  
Southside Electric Cooperative  
Touchstone Bank  
Virginia Asset Management

## Congratulations to Fall 2022 Esports Championship winners!



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**Board of Supervisors  
Agenda Summary**

**Meeting Date:** January 10, 2023  
**Item #:** 32  
**Department:** County Administration  
**Staff Contact:** Douglas P. Stanley / Sarah Elam Puckett  
**Agenda Item:** Monthly Reports

---

**SUMMARY:**

Please see attachments.

**COST:**

**ATTACHMENTS:**

- a. Animal Control
- b. Building Official
- c. Cannery
- d. Commonwealth Regional Council
- e. Tourism

**RECOMMENDATION:** None.

**SAMPLE MOTION:**

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

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

Gilliam \_\_\_\_\_  
Jenkins \_\_\_\_\_  
Jones \_\_\_\_\_

Pride \_\_\_\_\_  
Townsend \_\_\_\_\_  
Watson \_\_\_\_\_



## Animal Control Monthly Report

"December 2022"

### Dogs

Surrendered	1
Picked Up	11
Claimed By Owner	1
Adopted	1
Transferred P/U	0
Euthanized	3
Injured / Euth.	0
Transferred to SPCA	7
Seized	0
Bite Case	0
Other	0

**Fees Collected** \$25

### Cats

Surrendered	3
Picked Up	0
Claimed By Owner	0
Adopted	0
Transferred	0
Euth - Injury	0
Euthanized	0
Died in Kennel	0
Transferred to SPCA	3
Dead on Arrival	0
Bite case	0

**Fees Collected** \$0.00

**Bill the Town of Farmville**

5 animals housed.

**Total Billed:** \$1,395.00

### Wildlife

Handled	2
Euthanized	2
Rabies Case	2

### Livestock

Returned to Owner	12
Sold at Market	0
Adopted	0

**Fees Collected** \$0.00

### Other Companion Animals

Returned to Owner	0
Surrendered	0
Transferred	0
Adopted	0

**Miles Driven** 1,300

**Days at or above capacity** 29

**Number of Calls to Shelter** 105

**Summons Issued** 1

**Warrants Served** 0

**Days in Court** 0

**Nuisance Dogs** 6

**Dangerous Dogs** 0

**Calls After Hours/On Call** 10

**Dogs Brought in by Farmville PD** 2

**Total Fees Collected** \$25.00

*Chris Riviere, Chief Animal Control Officer*

*Ariel Adams, Deputy Animal Control Officer*

**Notes:**

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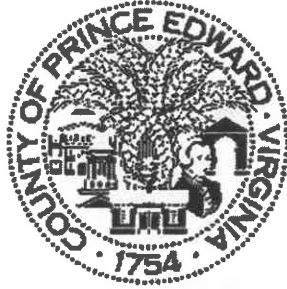


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form 8 - 2020



**Prince Edward County Animal Control**

**Boarding and Services Invoice**

**December 2022**

**All companion animals held by Prince Edward Animal Control for separate agencies are charged a \$25.00 impoundment fee and \$10.00 a day boarding and care. Livestock or other animals are billed at actual cost at time of service. Veterinary care is assessed at cost as needed.**

Boarding and Transfer of Canine ID# 100322175

Dates held 10/03/2022-12/13/2022 72 Days

Reason for disposition: Euthanized.

Total fees: \$ 745.00

Boarding and Transfer of Canine ID# 111622188

Dates held 11/16/2022-12/02/2022 17 Days

Reason for disposition: Transferred to SPCA

Total fees: \$195.00

Boarding and Transfer of Feline ID# 112822193

Dates held 11/28/2022-12/08/2022 11 Days

Reason for disposition: Transferred to SPCA

Total fees: \$135.00

Boarding and Transfer of Feline ID# 112822192

Dates held 11/28/2022-12/08/2022 11 Days

Reason for disposition: Transferred to SPCA

Total fees: \$135.00

Boarding and transfer of Feline ID#112322191

Dates held 11/23/2022-12/08/2022 16 Days

Reason for disposition: Transferred to SPCA

Total fees: \$185.00

Total for Invoice: \$1395.00

# BUILDING OFFICIAL

Permits Issued Report  
12/01/2022 Through 12/31/2022

ADDITIONS	<ul style="list-style-type: none"> <li>- Issued 15</li> <li>- Value \$113,400.00</li> <li>- Permit Fees \$3,686.25</li> <li>- 2.00% STATE TAX \$73.57</li> <li>- Fees Collected \$2,690.86</li> </ul>																		
ONE & TWO FAMILY DWELLING	<ul style="list-style-type: none"> <li>- Issued 3</li> <li>- Value \$220,150.00</li> <li>- Permit Fees \$1,412.00</li> <li>- 2.00% STATE TAX \$28.24</li> <li>- Fees Collected \$265.20</li> </ul>																		
ELECTRICAL	<ul style="list-style-type: none"> <li>- Issued 23</li> <li>- Value \$145,150.00</li> <li>- Permit Fees \$2,835.28</li> <li>- 2.00% STATE TAX \$56.68</li> <li>- Fees Collected \$1,542.96</li> </ul>																		
MECHANICAL	<ul style="list-style-type: none"> <li>- Issued 11</li> <li>- Value \$ .00</li> <li>- Permit Fees \$1,585.28</li> <li>- 2.00% STATE TAX \$31.68</li> <li>- Fees Collected \$675.96</li> </ul>																		
MECHANICAL/GAS	<ul style="list-style-type: none"> <li>- Issued 6</li> <li>- Value \$46,040.00</li> <li>- Permit Fees \$600.00</li> <li>- 2.00% STATE TAX \$12.00</li> <li>- Fees Collected \$510.00</li> </ul>																		
MANUFACTURED HOMES	<ul style="list-style-type: none"> <li>- Issued 6</li> <li>- Value \$1,026,800.00</li> <li>- Permit Fees \$3,204.00</li> <li>- 2.00% STATE TAX \$64.08</li> <li>- Fees Collected \$1,089.36</li> </ul>																		
PLUMBING	<ul style="list-style-type: none"> <li>- Issued 11</li> <li>- Value \$ .00</li> <li>- Permit Fees \$1,585.28</li> <li>- 2.00% STATE TAX \$31.68</li> <li>- Fees Collected \$675.96</li> </ul>																		
REMODELING	<ul style="list-style-type: none"> <li>- Issued 2</li> <li>- Value \$80,400.00</li> <li>- Permit Fees \$344.40</li> <li>- 2.00% STATE TAX \$6.89</li> <li>- Fees Collected \$239.09</li> </ul>																		
SIGN	<ul style="list-style-type: none"> <li>- Issued 1</li> <li>- Value \$925.00</li> <li>- Permit Fees \$50.00</li> <li>- 2.00% STATE TAX \$1.00</li> <li>- Fees Collected \$ .00</li> </ul>																		
IN LIEU OF SOIL & EROSION	<ul style="list-style-type: none"> <li>- Issued 14</li> <li>- Value \$ .00</li> <li>- Permit Fees \$325.00</li> <li>- Fees Collected \$50.00</li> </ul>																		
SPRINKLER	<ul style="list-style-type: none"> <li>- Issued 1</li> <li>- Value \$207,600.00</li> <li>- Permit Fees \$641.70</li> <li>- 2.00% STATE TAX \$12.83</li> <li>- Fees Collected \$ .00</li> </ul>																		
<table border="0" style="width: 100%;"> <tbody> <tr> <td style="width: 30%;">Total Permits - Issued</td> <td style="width: 30%; text-align: right;">93</td> <td style="width: 40%;"></td> </tr> <tr> <td>Total Permits - Value</td> <td style="text-align: right;">\$1,840,465.00</td> <td></td> </tr> <tr> <td>Total Permits - Permit Fees</td> <td style="text-align: right;">\$16,269.19</td> <td></td> </tr> <tr> <td>Total Permits - Surcharge Fee</td> <td style="text-align: right;">\$318.65</td> <td></td> </tr> <tr> <td>Total Permits - Other Fees</td> <td style="text-align: right;">\$ .00</td> <td></td> </tr> <tr> <td>Total Permits - Fees Collected</td> <td style="text-align: right;">\$7,739.39</td> <td></td> </tr> </tbody> </table>		Total Permits - Issued	93		Total Permits - Value	\$1,840,465.00		Total Permits - Permit Fees	\$16,269.19		Total Permits - Surcharge Fee	\$318.65		Total Permits - Other Fees	\$ .00		Total Permits - Fees Collected	\$7,739.39	
Total Permits - Issued	93																		
Total Permits - Value	\$1,840,465.00																		
Total Permits - Permit Fees	\$16,269.19																		
Total Permits - Surcharge Fee	\$318.65																		
Total Permits - Other Fees	\$ .00																		
Total Permits - Fees Collected	\$7,739.39																		

INSPECTIONS FOR DECEMBER 103

## December 2022 Cannery Report

Cannery report is as follows:

967 (qts.)	@1.05=	\$1015.35
0 (pts.)	@.60=	\$00.00
0 Gallons	@2.00=	\$00.00
16 Patrons usage	@1.00 =	\$16.00
30% out of County =		\$51.97
Non-processing fees =		\$40.00
Meat Cut (\$10.00min)		\$10.00

---

<b>Total</b>	<b><u>\$1133.32</u></b>
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### CRC December 2022 Items of Interest

#### New Ventures

- The Town of Kenbridge was awarded \$32,040 from the Virginia Economic Development's Virginia Brownfields Assistance Fund to fund lead abatement and asbestos remediation at two commercial properties on South Broad Street that is slated for redevelopment. The CRC assisted the Town with this application.
- The CRC is assisting STEPS, Inc. with an application to Virginia Housing's Capacity Building Grant to fund the update of their Strategic Plan.
- The CRC assisted Buckingham County in submitting an application to National Park Service's Save America's Treasures Grant to restore the Buckingham Courthouse.
- The CRC assisted the Town of Drakes Branch in submitting an application to Department of Environmental Quality's American Rescue Plan Act Wastewater Funds to undertake repairs and address issues pertaining to the sewer system.
- The CRC assisted the Town of Blackstone in submitting an application to the USDA Rural Development Grant to purchase equipment for the Hospitality Training Program that will be located at the Harris Memorial Armory.
- **Next CRC Meeting, Wednesday, January 18, 2023 at 9:30 a.m., Prince Edward Court House, Farmville, Virginia.**

#### Activity

- Blackstone Armory Environmental Cleanup Project: The Town Council approved both bids for underground tank removal and asbestos abatement. The CRC is working with the Town and consultant to prepare a IFB for lead abatement.
- DEQ Watershed Implementation Plan (WIP) III Assistance: CRC staff is working to submit a final report for the WIP III contract. The contract for 2023-2024 has been signed and forwarded to DEQ for execution.
- PE County Access Road Project Administration: The County worked with J.R. CASKEY, INC., to execute a contract. Work is estimated to begin in Spring 2023 and be completed by August 2023. The CRC is corresponding with the County to receive documents on permitting necessary for the project.
- CRC Affordable Workforce Housing Development Program: Housing partners: Piedmont Habitat for Humanity has been informed that their first manufactured home will be delivered in early February 2023; Smyth Properties, LLC is working to finish gutting the upstairs of 114 S Broad Street, Kenbridge and is working with the architect to draw up plans; and the Town of Blackstone sent out an IFB and has received three bids to construct their first home.
- CRC Regional Hazard Mitigation Plan: The CRC has sent the Draft Plan to VDEM for a final review prior to FEMA submission. The CRC is expecting to have preliminary approval from FEMA sometime in February 2023.
- Nottoway County Comprehensive Plan Update: The Planning Commission had a quorum at the December meeting and agreed to send the Plan to a joint public hearing with Board of Supervisors on January 25, 2023.
- Charlotte County Comprehensive Plan Update: The CRC Staff is working with the Planning Commission on revising the Community Resources sections and creating Draft Section on Land Use (IV) of the comprehensive plan.
- Drakes Branch SLFRF Administration: The Town has received and is reviewing Summit's bid documents for water meters, new software and system to generate billing. The Town has accepted a bid for building an ADA pad to enter the new fire department/Municipal building and construction is currently underway.
- DHR ESHPF Kenbridge Town Hall Repairs & Charlotte County Courthouse Complex Drainage Projects: Charlotte is still waiting for the delivery of HVAC parts and Kenbridge has been granted a one-year extension due to weather constraints.
- GO VAR3 Entrepreneurship & Innovation Implementation Project: The CRC is currently assembling the 4<sup>th</sup> reimbursement request covering the last quarter to GO Virginia for reimbursement.
- CRC Regional VATI Broadband Grant (Cumberland, Lunenburg & Prince Edward): Kinex is currently laying fiber in Prince Edward, Lunenburg, and Cumberland County completing 1,640 new passings. Kinex and their contractor are working to address issues with the firm that marks existing utility lines in the project areas.
- CRC REDO Strategy and Business Plan: The CRC has executed a Contract with DHCD with completion date of November 2023. The CRC has sent out invitations for individuals to serve on the Advisory Board and working subcommittee.
- SEED Innovation Hub: The CRC staff has coordinated with Longwood and the Architect, LITTLE, to review bid documents for submission to EDA for their review and approval. The CRC staff has also coordinated with GO Virginia and Longwood staff to develop appropriate reimbursement categories for GOVA fund reimbursements.

## Tourism & Visitor Center Monthly Report for December 2022

HEARTLAND REGIONAL VISITOR CENTER ATTENDANCE:					
	Virginia Guests	Other States	Other Countries	Total Guests	Average Visitors per Month:
YTD 2022	1,257	314	35	1,606	133.8
2021	1,352	193	12	1,557	129.8
					Total / 12 Months
					Total / ALL of 2022

### Requests for Information:

	Phone Inquiries	Video Views (All)	Center Visits	GoogleMyBusiness Finding the Visitor Center	Monthly Totals:
December 2022	23	1	161	1,238	1,423
December 2021	21	16	143	591	771
% Difference	9.52%	-93.75%	12.59%	100.00%	84.57%

TOTAL YTD	Total YTD Inquiries:			
2022 YTD	270	62	1,537	13,389
2021 YTD	307	512	2,278	13,716
% Difference	-12.05%	-87.89%	-32.53%	-2.38%

### January Report to Board of Supervisors:

Overall tourism numbers for 2022 are up and trending in the right direction for the Visitor Center regarding visitation and engagement. Most of our end-of-the-year numbers are higher than last year's numbers. Overall, we did experience fewer phone inquiries this year; however, that could be because more people can find the information they need on our website so they don't need to call as our GoogleMyBusiness numbers are significantly higher than last year. We have created new videos that we hope to launch soon on our social media platforms which should increase our Video Views.