

BOARD OF SUPERVISORS MEETING

ADDENDUM PACKET

August 8, 2023

<u>Item #</u>		
20.	Consent Agenda:	133
	a. Accounts & Claims	
21.	Planning Commission Vacancy	137
22.	2024 Big South Tournament	141
23.	<u>Finance Report:</u>	
	a. VDOT Reimbursement	143
	b. Generator Appropriation	145
	c. FY 24 Appropriation – VFD Carryover Funds	147
24.	Properties Committee Report	149
25.	Monthly Reports:	151
	a. Cannery Report	152

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**Board of Supervisors
Agenda Summary**

Meeting Date: August 8, 2023
Item #: 20-a
Department: County Administration
Staff Contact: Crystal Baker
Agenda Item: Review of Accounts & Claims

SUMMARY:

The County Attorney Invoices are attached.

Cost:

Attachments:

Recommendation:

Sample Motion:

Motion _____
Second _____

Cooper-Jones _____
Emert _____

Gilliam _____
Jenkins _____
Jones _____

Pride _____
Townsend _____
Watson _____



June 30, 2023

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 #1056

General Legal Representation:

6/6/23	Email from Doug Stanley with an update on Draft Contract for County Reassessment in 2025.	.25 hr.
6/7/23	Email follow-up with Sarah Puckett for Robin R. Perkins, Deceased in reference to unclaimed body. Email response from Tharp Funeral Home. Email regarding increase in price from 2020.	.50 hr.
6/9/23	Receipt and review of Upcoming Board of Supervisors Board Packet for 6/13/2023 Meeting.	1.00 hr.
6/12/23	Email from Doug Stanley with Contract review request for proposal with Cloud Permit Software Service Agreement of 46 pages.	1.00 hr.
6/12/23	Email discussion with Doug Stanley concerning the recording of the plat for the Claude Walker property.	.25 hr.
6/13/23	Regular Meeting of the Prince Edward County Board of Supervisors.	3.75 hr.

6/14/23	Email with Doug Stanley and Gary Elder regarding the County and Town Sewer Line at Business Park.	.50 hr.
6/22/23	Review of Berkeley Group Contract and email to Doug Stanley.	1.00 hr.
6/23/23	Preparation of Petition and Order to Appoint Ms. Shaunna Hunter-McKinney to the Board of Zoning Appeals.	1.00 hr.
6/23/23	Slight revision to Business Park agreement with the Town of Farmville concerning sewer line under Access Road.	.75 hr.
6/23/23	Receipt of report from Cheryl Stimpson regarding the top 10 delinquent accounts for collection. Preparation of collection letters.	2.75 hr.
6/26/23	Email and phone conversation with Phillip Moore, Building Inspector regarding several open issues.	1.00 hr.
6/27/23	Email inquiry from Doug Stanley concerning an email from citizen.	.50 hr.
6/27/23	Preparation of petition and order for Robin Roberts Perkins, deceased, an unclaimed body.	.75 hr.
6/30/23	Email and phone discussion with Commissioner of Revenue, Edna Goldman, concerning taxpayer inquiry for leased property.	.75 hr.

Total hours = 15.75 hrs. @ \$200.00/hr.

BALANCE DUE **\$3,150.00**

DUE UPON RECEIPT

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**Board of Supervisors
Agenda Summary**

Meeting Date: August 8, 2023
Item #: 21
Department: County Administration
Staff Contact: Douglas P. Stanley
Agenda Item: Planning Commission Vacancy

Summary: At its meeting on April 11, 2006, the Board of Supervisors passed a resolution to increase the membership of the Prince Edward County Planning Commission to its current 10 members.

Since I have been with the County, there have been comments made by members of the Board of Supervisors, the Planning Commission, and the public of shifting to a District appointment process for membership. In that format, there would be 8 appointees and the Board member appointee which would reduce the overall membership from 10 to 9 members. In June, Preston Hunt resigned from the Commission which presents an opportunity to consider this option. As the attached spreadsheet shows, the current membership is distributed among the districts with the Buffalo District having 3 members, Town – 701 with 2, and Districts, 201, 301 (now vacant), and 801 with no representation.

With the upcoming start of the Comprehensive Plan and the updating of the CIP, I am not advocating asking members of the current Planning Commission to resign. Honestly, we need their background and experience. If, the Board wants to move forward with the concept, we could not fill the current vacancy and, as each vacancy occurs in the future, look to restructure the Commission with the goal of a representative of each District.

The other option is to try to refill the current vacancy with another resident of District 301 (Leigh) and readdress the membership when we have vacancies in the future.

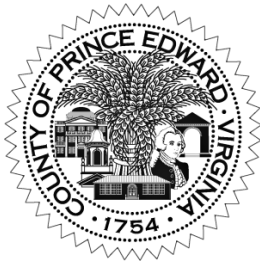
Attachments: Letter of Resignation, Spreadsheet showing current Planning Commission Membership

Recommendation: Make a determination whether the Board wishes to shift to a District appointment for Planning Commission members or stay with the status quo of nine appointees and one Board member.

Sample Motion: I move the Board of Supervisors direct staff to draft a resolution for the Board to consider to provide for the ultimate restructuring of the Planning Commission so that one member will be appointed from each Election District. Such restructuring will be accomplished as members of the current Planning Commission are reappointed.

OR

Motion _____ Cooper-Jones _____ Gilliam _____ Pride _____
Second _____ Emert _____ Jenkins _____ Townsend _____
Jones _____ Watson _____



**Board of Supervisors
Agenda Summary**

I move the Board of Supervisors Board of Supervisors reaffirm the current membership of the Planning Commission and direct staff to advertise for the current vacancy created by the resignation of Preston L. Hunt.

OR

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

Motion _____
Second _____

Cooper-Jones _____
Emert _____

Gilliam _____
Jenkins _____
Jones _____

Pride _____
Townsend _____
Watson _____

Preston L. Hunt
193 RR Eppes Road
Meherrin, VA 23594

June 16, 2023

Prince Edward County Planning Commission
Post Office Box 382
111 N. South Street, 3rd Floor
Farmville, VA 23901
Attn: Robert Love

Dear Mr. Love,

Due to personal reasons, it is with regret that I inform you that I am resigning from the planning commission, effective immediately.

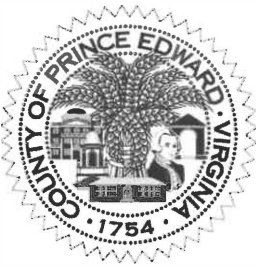
It was a great experience and I'd like to thank everyone for the opportunity to serve on the committee.

Thank you again.

Respectfully,
Preston L. Hunt
Preston L. Hunt

Planning Commission Members (2023)

John Prengaman	Buffalo (District 5)	Term expires 12/31/26
Clifford Leatherwood	Farmville (District 1)	Term expires 12/31/26
Rhett Weiss	Farmville (District 7-West)	Term expires 12/31/26
John "Jack" Peery, Jr.	Farmville (District 7-West)	Term expires 12/31/26
Whitfield M. Paige	Prospect (District 6)	Term expires 12/31/23
Henry Womack (Preston Hunt)	Buffalo (District 5) (Leigh District) (District 3)	Term expires 12/31/24 resigned (12/31/24)
Brad Fuller	Hampden (District 4)	Term expires 12/31/25
Teresa Sandlin	Buffalo (District 8 / 2)	Term expires 12/31/25
Llew W. Gilliam, Jr.	Board Representative (Buffalo-5)	Term expires 12/31/25



**Board of Supervisors
Agenda Summary**

Meeting Date: August 8, 2023
Item #: 22
Department: County Administration
Staff Contact: Douglas P. Stanley
Agenda Item: 2024 Big South Men’s and Women’s Basketball Tournament Sponsorship

Summary: See attached request for support for Longwood’s application to host the 2024 Big South Men’s and Women’s Basketball Tournament. Longwood has asked by the Town and County to provide a financial contribution to support the endeavor and show community commitment to the effort.

The Tournament, typically held the first week of March, would provide a significant local economic boost the week of the tournament bringing players, coaches, staff, families, and fans of 20 Division I men’s and women’s basketball teams to town. It would have a significant impact on meals, lodging, and sales tax for the community.

If the request is approved, we would propose using lodging tax proceeds to support the effort.

Attachments: Letter from Longwood

Recommendation: Approve a contribution in the range of \$10,000 - \$15,000

Sample Motion: I move the Board of Supervisors Board of Supervisors approve the contribution of \$15,000 to support Longwood University in its bid to host the 2024 Big South Men’s and Women’s Basketball Tournament.

OR

I move the Board of Supervisors Board of Supervisors approve the contribution of \$10,000 to support Longwood University in its bid to host the 2024 Big South Men’s and Women’s Basketball Tournament.

OR

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

Motion _____ Cooper-Jones _____ Gilliam _____ Pride _____
Second _____ Emert _____ Jenkins _____ Townsend _____
Jones _____ Watson _____

LONGWOOD UNIVERSITY

OFFICE OF THE PRESIDENT

July 17, 2023

Dear Doug,

Thank you for your conversation last week and the support you expressed for Longwood's application to bring the 2024 Big South Men's and Women's Basketball Tournaments to Longwood, Farmville and Prince Edward County. This would be an economic boon for our region, with the players, coaches, staff, families and fans of 20 Division I men's and women's basketball programs, as well as conference officials, sponsors and media, and a national television audience, present over a nearly week-long period. But more broadly it would serve as an outstanding opportunity to showcase the new arena and our broader community as a venue for events of this scale and caliber - no doubt opening the door to other opportunities in the future as the Joan Perry Brock Center establishes itself as a major regional venue.

Longwood is making a substantial commitment of time, energy and resources in our application to host the event. It is clear a successful application to the conference will require a meaningful cash commitment to the conference as part of our application. We have had positive discussions with the Town of Farmville and it is our understanding they hope to move forward with a \$50,000 commitment. The University would also make a commitment on a comparable scale to that. We recognize the direct financial benefits of hotel and meals tax would accrue mainly to the town. However, we do believe having the County on board will help convey to the selection committee broad-based community support, and are hopeful Prince Edward might consider a commitment in the range of \$10-\$15,000. Naturally, the commitment would only come into effect if our application to host is successful and we are awarded the Tournament.

To anticipate a question you and the County leadership may have, as we are working through the application and requirements for hosting, we do not currently see anything we believe would cause any notable impact on County services or resources (Longwood will of course be hosting basketball games regularly at the JPB this season; the difference here is simply multiple games and visiting programs over a period of days). Certainly we would be in regular communication with you regarding our plans, in particular, primarily with the Town, regarding transport and traffic management. In general, Longwood will be able to manage this event on and around campus without any significant logistical ask of the County. However, we will of course keep you updated as that planning progresses, and are ready to answer any questions you may have.



Justin Pope

Vice President and Chief of Staff

Longwood University

201 HIGH STREET, FARMVILLE, VIRGINIA 23909

434.395.2001



**Board of Supervisors
Agenda Summary**

Meeting Date: August 8, 2023
Item #: 23-a
Department: Finance
Staff Contact: Crystal Baker
Agenda Item: VDOT Reimbursement

Summary:

The County received a disbursement in May totaling \$214,724.90 from VDOT for the Business Park Road Development Project. The Board is asked to approve the appropriation of these funds as follows.

FY23 BUDGET SUPPLEMENT

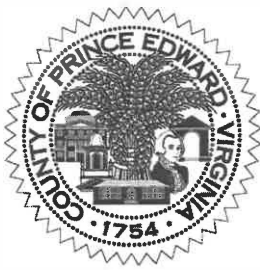
Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	24040	0021	VDOT Access Road Prjct		\$ 214,724.90
4 (Exp)	100	94000	0007	Business Park Road Dev	\$ 214,724.90	

Recommendation: The Board approve and appropriate the FY23 Budget Supplement as outlined.

SAMPLE MOTION: I move the Board approve the FY23 Budget Supplement and appropriate funds as outlined above.

Motion _____	Cooper-Jones _____	Gilliam _____	Pride _____
Second _____	Emert _____	Jenkins _____	Townsend _____
		Jones _____	Watson _____

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**Board of Supervisors
Agenda Summary**

Meeting Date: August 8, 2023
Item #: 23-b
Department: Finance
Staff Contact: Crystal Baker
Agenda Item: Generator Appropriation

Summary:

General Properties incurred a cost of \$45,670.25 for the repair of the emergency generator. We ask that the Board approve and appropriate as follows:

FY23 BUDGET SUPPLEMENT

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	41050	0100	General Fund Balance		\$ 45,670.25
4 (Exp)	100	43200	3310	Repairs/Maintenance	\$ 45,670.25	

Recommendation: The Board approve and appropriate \$45,670.25 to FY23 for the repair of the emergency generator.

SAMPLE MOTION: I move the Board approve the FY23 Budget Supplement and appropriate funds as outlined above.

Motion _____ Cooper-Jones _____ Gilliam _____ Pride _____
 Second _____ Emert _____ Jenkins _____ Townsend _____
 Jones _____ Watson _____

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**Board of Supervisors
Agenda Summary**

Meeting Date: August 8, 2023
Item #: 23-c
Department: Finance
Staff Contact: Crystal Baker
Agenda Item: FY24 Appropriations – VFD Carryover funds

Summary:

On June 30, 2023, the following fire departments had unexpended or over expended funds to be carried forward into the FY24 budget. The Board is asked to approve and appropriate the carryover funds from FY23 to FY24 as follows:

FY24 BUDGET SUPPLEMENT

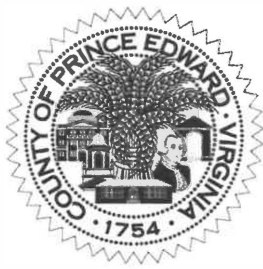
Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	41050	0100	From General Fund Balance		\$ 211,047.21
4 (Exp)	100	32200	7001	Farmville Vol Fire Dept	-\$14.49	
4 (Exp)	100	32200	7002	Rice Vol Fire Dept	\$14,956.32	
4 (Exp)	100	32200	7003	Prospect Vol Fire Dept	\$127,416.94	
4 (Exp)	100	32200	7004	Darlington Heights VFD	\$36,335.12	
4 (Exp)	100	32200	7005	Hampden-Sydney VFD	\$1,430.47	
4 (Exp)	100	32200	7006	Pamplin Vol Fire Dept	\$5,073.17	
4 (Exp)	100	32200	7007	Meherrin Vol Fire Dept	\$25,849.68	

Recommendation: The Board approve and appropriate the FY24 Budget carryover supplement as outlined.

SAMPLE MOTION: I move the Board approve the FY24 Budget Supplement and appropriate funds as outlined above.

Motion _____ Cooper-Jones _____ Gilliam _____ Pride _____
Second _____ Emert _____ Jenkins _____ Townsend _____
 Jones _____ Watson _____

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**Board of Supervisors
Agenda Summary**

Meeting Date: August 8, 2023
Item #: 24
Department: Board of Supervisors
Staff Contact: Douglas P. Stanley/Sarah Elam Puckett
Agenda Item: Properties Committee Report

Summary: The Properties Committee met Tuesday, August 8, 2023 at 5:00 p.m. The Committee Chair and/or County Administrator will provide a verbal report to the Board on any Committee recommendations that require Board action.

Attachments:

Recommendation: To be determined.

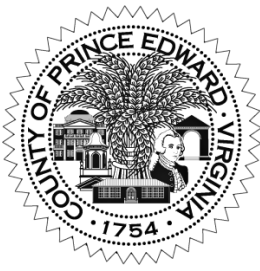
Motion _____
Second _____

Cooper-Jones _____
Emert _____

Gilliam _____
Jenkins _____
Jones _____

Pride _____
Townsend _____
Watson _____

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**Board of Supervisors
Agenda Summary**

Meeting Date: August 8, 2023
Item #: 25-a
Department: County Administration
Staff Contact: Douglas P. Stanley / Sarah Elam Puckett
Agenda Item: Monthly Reports

SUMMARY:

Please see attachments.

COST:

ATTACHMENTS:

- a. Cannery - Home

RECOMMENDATION: None.

SAMPLE MOTION:

Motion _____
Second _____

Cooper-Jones _____
Emert _____

Gilliam _____
Jenkins _____
Jones _____

Pride _____
Townsend _____
Watson _____

July 2023

Cannery Report

Cannery report is as follows

1118 quarts

1032 quarts @ \$1.05 = \$1083.60

86 quarts @ \$1.37 = \$ 117.82

364 pints @ \$0.60 = \$ 218.40

10 gallons @ \$2.60 = \$ 26.00

4 gallons @ \$2.00 = \$ 8.00

Non Processing

Fee of \$10.00 +

\$1.00 usage fee \$11.00 = \$22.00

Usage fee for each

Customer @ \$1.00 = \$22.00

This month we had a variety of produce canned including string beans, Roma, cabbage, squash, tomatoes, potatoes, corn and collard greens.

The total revenue from visits \$1497.82