

January 8, 2019

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 8th day of January, 2019; at 7:00 p.m., there were present:

Pattie Cooper-Jones

J. David Emert

Robert M. Jones

Odessa H. Pride

Gene A. Southall

C. Robert Timmons, Jr.

Jerry R. Townsend

James R. Wilck

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Terri Atkins Wilson, County Attorney; and Carrie Shephard, Acting Resident Engineer, VDOT.

Chairman Cooper-Jones called the January organizational meeting to order. Supervisor Townsend offered the invocation and led the Pledge of Allegiance.

In Re: Conflict of Interest Disclosures

(None)

In Re: Selection of Chair and Vice-Chair

Chairman Cooper-Jones stated that at the organizational meeting in 2016, it was determined the selection of Chairman and Vice-Chair would be by rotation.

Chairman Cooper-Jones made a motion, seconded by Supervisor Emert, to select the Chairman by rotation as set up during the 2016 organizational meeting, and approving the selection of James R. Wilck as Chairman for 2019; the motion carried:

Aye: Pattie Cooper-Jones
J. David Emert
Robert M. Jones
Odessa H. Pride
Gene A. Southall
C. Robert Timmons, Jr.
Jerry R. Townsend
James R. Wilck

Nay: None

The position of Chairman for 2019 is held by James R. Wilck.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Southall, to select the Vice-Chair by rotation as set up during the 2016 organizational meeting, and approving the selection of Jerry R. Townsend as Vice-Chair for 2019; the motion carried:

Aye: Pattie Cooper-Jones
J. David Emert
Robert M. Jones
Odessa H. Pride
Gene A. Southall
C. Robert Timmons, Jr.
Jerry R. Townsend
James R. Wilck

Nay: None

The position of Vice-Chairman for 2019 is held by Jerry R. Townsend.

In Re: Date, Time, and Place of Board Meetings

Supervisor Timmons moved, seconded by Supervisor Cooper-Jones, that the regular monthly meetings of the Prince Edward County Board of Supervisors be held on the second Tuesday of each month, at 7:00 p.m., in the Board of Supervisors' Room of the Court House Building, 111 South Street, Farmville, Virginia. The motion carried:

Aye: Pattie Cooper-Jones
J. David Emert
Robert M. Jones
Odessa H. Pride
Gene A. Southall
C. Robert Timmons, Jr.
Jerry R. Townsend
James R. Wilck

Nay: None

In Re: Adoption of Board By-Laws

Supervisor Pride made a motion to amend the Board of Supervisors By-Laws to state that should the Board member decline to hold the Chair or Vice-Chair position, that member may nominate any other eligible Board member to serve in the position, the full Board would then vote on that nomination; the Board

member declining to serve would move to the end of the rotation list of seniority and the rotation would proceed to the next higher district number; the motion failed:

Aye:	Pattie Cooper-Jones	Nay:	J. David Emert
	Odessa H. Pride		Robert M. Jones
	Jerry R. Townsend		Gene A. Southall
	James R. Wilck		C. Robert Timmons, Jr.

Chairman Wilck proposed an amendment for the By-Laws to include an Inclement Weather Policy, that if a Board of Supervisors meeting is cancelled due to inclement weather, the meeting would be held the following Thursday unless that date is a holiday, and in that case the meeting would be held 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."

Supervisor Timmons made a motion, seconded by Supervisor Townsend, to include an Inclement Weather Policy, that if a Board of Supervisors meeting is cancelled due to weather conditions, the meeting would be held the following Thursday unless that date is a holiday, and in that case the meeting would be held the following Tuesday, and no further advertisement would be required, and to accept the By-Laws as amended; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	None
	J. David Emert		
	Robert M. Jones		
	Odessa H. Pride		
	Gene A. Southall		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	James R. Wilck		

PRINCE EDWARD COUNTY
RULES OF
THE BOARD OF SUPERVISORS

(As amended January 2019)

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 Chairman 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 Chairman 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 Chairman and Clerk and shall be the authentic record of the proceedings of the Board of Supervisors.

II. CHAIRMAN AND VICE-CHAIRMAN

Annually at the first meeting in January of the Board of Supervisors, the Board shall elect from its membership a Chairman and Vice-Chairman, 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 Chairman, the Vice-Chairman shall preside at the meeting; in the absence of both the Chairman and Vice-Chairman, the members present shall choose one of its members as temporary Chairman.

The position of Chairman and Vice-Chairman 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 Chairman and the member from District 201 serving as Vice Chairman. 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 Chairman will be elevated the following year to serve as Chairman. Upon completion of serving a term as Chairman 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-Chairman and two years of service prior to election as the Chairman. Should a member of the Board decline to seek the nomination as Chairman or Vice Chairman, 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 on January of 2016, the following would be the rotation based upon the members in office as of January 2016:

<u>Chairman District Number</u>	<u>Vice Chairman District Number</u>	<u>Year</u>
701	301	2019
301	501	2020
501	601	2021
601	401	2022
401	101	2023
101	201	2024
201	801	2025
801	701	2026

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 15.2-1516, 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 Chairman, absent objection by the Board. At the organizational meeting in January, the first order of business shall be the election of the Chairman and Vice-Chairman 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
- F. County Administrator's Report
- G. Closed Session
- H. Correspondence
- I. Informational Items
- J. Upcoming Meetings
- K. Monthly Reports from Local Departments
- L. 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 Chairman 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 place 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 Chairman shall preserve order and decorum. When two or more members speak at the same time, the Chairman shall name the person who shall speak first.

A motion or proposition shall be reduced to writing, if desired by the Chairman 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 Chairman shall then state the exact motion and indicate that it is open to debate. After the motion has been debated, the Chairman 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 Chairman of the Board shall make nominations after soliciting from members of the Board their preferences as to committee assignments. The Board may amend the Chairman'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 Chairman 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 Chairman may, at his 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 Chairman may adjourn or continue, in accordance with the Code of Virginia.

XIV. CLOSED SESSIONS

All discussions held in Closed Session as outlined in the 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 purpose of 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 Chairman 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 chairman need not rise while putting questions to vote.

--The chairman 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.

In Re: Selection of Operating System: Committees or Committees-of-the-Whole

The Rules 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 would vote not to have standing committees, it may act as a “committee of the whole.”

Chairman Wilck recommended the Board operate as a committee of the whole, with the following standing committees: the Finance Committee, the Legislative Committee, the Personnel Committee, the Property & Community Development Committee, the Strategic Planning Committee, the Library Committee, the Audit Committee, and the Bus Committee is an ad hoc committee.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to operate as a system of standing committees; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	Gene A. Southall	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	James R. Wilck	

Chairman Wilck presented the following for consideration by the Board:

Finance Committee: Supervisor Cooper-Jones (Chair), Supervisor Emert, Supervisor Timmons
Legislative Committee: Supervisor Jones (Chair), Supervisor Pride, Supervisor Townsend
Properties Committee: Supervisor Timmons (Chair), Supervisor Townsend, Supervisor Cooper-Jones
Strategic Planning Committee: Supervisor Pride (Chair), Supervisor Emert, Supervisor Southall
Personnel Committee: Supervisor Wilck (Chair), Supervisor Pride, Supervisor Townsend
Library Committee: Supervisor Wilck (Chair), Supervisor Southall, Supervisor Pride
Audit Committee: Supervisor Townsend, Supervisor Wilck
Commonwealth Regional Council Representative/Alternate: Supervisor Emert, Supervisor Pride
Bus Committee (Ad Hoc): Supervisor Southall, Supervisor Cooper-Jones, Bemeché Hicks

The Board concurred with the committee appointments.

In Re: Adoption of Board Rules of Procedure for Public Hearings

On motion of Supervisor Pride, seconded by Supervisor Cooper-Jones, and carried:

Aye: Pattie Cooper-Jones
J. David Emert
Robert M. Jones
Odessa H. Pride
Gene A. Southall
C. Robert Timmons, Jr.
Jerry R. Townsend
James R. Wilck

Nay: None

the Prince Edward County Board of Supervisors readopted the following procedures to govern public hearings:

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.
- If able, speakers must stand at the lectern 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.

In Re: Adoption of Board Protocol for Public Participation

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

Aye:	Pattie Cooper-Jones J. David Emert Robert M. Jones Odessa H. Pride Gene A. Southall C. Robert Timmons, Jr. Jerry R. Townsend James R. Wilck	Nay: None
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the Prince Edward County Board of Supervisors readopted the following Protocol for Public Participation:

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 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 or 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.

In Re: Adoption of Protocol for Board of Supervisors Comments

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

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	Gene A. Southall	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	James R. Wilck	

the Prince Edward County Board of Supervisors readopted the Protocol for Board of Supervisors Comments:

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 members 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.

In Re: Recognitions

Chairman Wilck stated there were no "Recognitions" scheduled during the January meeting.

In Re: Public Participation

Chairman Wilck stated 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.

Katy Overby, Ag & Natural Resources Extension Agent and Unit Coordinator, stated Dan Gorlick has accepted the position as Associate Director for Food Economy and Community; she then introduced Nicole Shuman, Community Food Systems Extension Agent.

Nicole Shuman presented a brief summary of her qualifications and stated she will be working on improving access to and awareness of local foods in Prince Edward County.

Brian Roseboro congratulated Chairman Wilck and Supervisor Townsend, and stated he is planning a community event to be held in April, in conjunction with the Moton Museum and would like participation from Prince Edward County, the Town of Farmville, Prince Edward County Schools and Fuqua Schools. He said this event would review the history, present and future of the community and educate, motivate and inspire the youth in the area to follow their dreams. He added he is looking for sponsorships and partnerships to help fund the event.

In Re: Board Comments

Supervisor Emert thanked everyone for attending the meeting.

Supervisor Pride wished everyone a Happy New Year.

Supervisor Townsend wished everyone a Happy New Year and stated he looks forward to the support of his constituents.

Supervisor Cooper-Jones stated she is truly honored to have served as Chair in 2018; she said she enjoyed her position.

Supervisor Southall thanked all for attending.

Supervisor Timmons read a statement, as follows:

This is the first meeting of Board year 2019 and the first meeting of my second year of my second term as the Buffalo District Board member.

Over the past five years, the Board has been through many changes and has made multiple decisions regarding the governance of Prince Edward County.

The Board has adopted a conservative approach to the County spending by maintaining a low tax rate. Over the past five years, the County has underrun the annual budget while at the same time improving the County services to its citizens. The annual underrun of the County budget has been used to increase its fund balance. Additionally, the County's debt service has decreased and the County has recently taken advantage of refinancing the remaining debt at a lower rate thus reducing the annual payments.

The Fund balance now has sufficient funds to pay for much, if not all, of the upcoming projects at the STEPS building, the new County Social Services building, and for the revisions/upgrades to the Courthouse.

The County has also experienced a growth in new businesses with the latest partner being the YakAttack manufacturing facility.

This Board has instituted many procedural changes to guarantee fair and equal treatment of every citizen in Prince Edward County and not just the privileged few.

The Board has moved from personal agendas that were prevalent in the past to a place where personal agendas have been set aside. I urge the Board to continue with this approach to governance.

Each of us must be totally honest and continually ask ourselves why we vote the way we do and will this vote benefit the citizens of Prince Edward County.

At this time, I am respectfully submitting my resignation to be effective January 31, 2019. I wish each of the Board members the very best and that each of you seek God's wisdom for every decision that you make.

I also wish to thank the citizens of the Buffalo District and Prince Edward County for their trust, support, and confidence by allowing me to serve them these past five years.

May God bless the United States, the great State of Virginia, and especially the citizens of Prince Edward County.

Finally, Mr. Chair, I move that this Board continue to maintain control of its destiny by appointing my successor and authorizing the advertisement for my replacement.

Supervisor Timmons made a motion, seconded by Supervisor Cooper-Jones, to authorize the advertisement for the upcoming vacancy on the Board of Supervisors due to Supervisor Timmons' resignation; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	Gene A. Southall	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	James R. Wilck	

Discussion followed regarding the procedure necessary for advertisement and appointment of a Board of Supervisors member. Mrs. Sarah E. Puckett said Staff will get a schedule to the Board with the deadlines for action.

In Re: Consent Agenda

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

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	Gene A. Southall	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	James R. Wilck	

the Board accepted the Treasurer's Report for November 2018; the minutes of the meetings held December 11, 2018 and December 12, 2018; Accounts and Claims, Board Mileage Sheets and County Attorney Invoice; and Salaries.

Prince Edward Treasurer's Report - November 2018

Name of Bank	Bank Balance	Available Balance
Benchmark Pooled Fund Account	12,186,306.22	12,186,306.22
Wells Fargo Social Services	341,681.91	341,681.91
Benchmark School Fund	2,632,036.54	2,632,036.54
Benchmark Food Service	118,546.22	118,546.22
TOTAL		15,278,570.89
Certificates of Deposit		
Benchmark		609,724.91
Farmers Bank		210,882.92
TOTAL		820,607.83
GRAND TOTAL		16,099,178.72

BOARD OF SUPERVISORS

Farmville Newsmedia	Advertising	362.56
Business Card	Credit card charges	648.08
US Cellular	iPad service / Hot spot	285.47
Verizon Wireless	iPad service	465.54

COUNTY ADMINISTRATOR

VACORP	Workers compensation	82.00
US Cellular	Cellular service	76.94
Business Card	Credit card charges	317.48
Sarah E. Puckett	Mouse / charging cord	27.13
Key Office Supply	Office supplies	389.01
Matthew Bender & Company, Inc.	Books	23.69
	Rules V11 11/18 Supp	23.69 47.38

LEGAL SERVICES

Terri Atkins Wilson, PC	Legal service	2,400.00
VACORP	Workers compensation	15.00

COMMISSIONER OF REVENUE

VACORP	Workers compensation	40.00
Treasurer of Virginia	Online service	82.05

TREASURER

VACORP	Workers compensation	45.00
Farmville Newsmedia	Advertising	147.48
Benchmark Community Bank	Payflow / Paypal	14.60

Treasurer of Virginia	Online service		82.06
Mail Finance	Equipment lease		1,527.00
BMS Direct	Envelopes		228.60
Key Office Supply	Copy paper	119.85	
	Rubber bands	3.31	
	File folders	8.39	
	Black cartridge	272.97	404.52
DMV	DMV Stop fees		150.00

INFORMATION TECHNOLOGY

Business Data of Virginia, Inc.	Travel expense		500.00
Sitevision, Inc.	Web hosting		179.85
BAI Municipal Software	Technical support		11,428.00
ComputerPlus Sales / Service	Printer service contract		79.00

ELECTORAL BOARD AND OFFICIALS

Election Systems & Software	Ballot layout	193.00	
	Ballot coding	1,464.52	
	Ballot audio	735.25	2,392.77
Owen G. Dunn Company	Paper ballots		255.99

REGISTRAR

VACORP	Workers compensation		15.00
Farmville Printing	Envelopes		556.00
Key Office Supply	Returned cartridge	-134.98	
	Office supplies	54.31	
	File folders	7.87	
	Labels	33.81	
	Copy paper	63.90	24.91

CIRCUIT COURT

VACORP	Workers compensation		7.00
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GENERAL DISTRICT COURT

Mail Finance	Mail machine lease		376.17
U. S. Postal Service	PO Box service fee		62.00
US Cellular	Phone		57.38

CLERK OF THE CIRCUIT COURT

VACORP	Workers compensation		72.00
AtWork Franchise, Inc.	Part-time employee		2,494.80
Key Office Supply	Copier maintenance contracts (2)	1,509.00	
	Coffee / creamer / sweetener	53.85	
	Crackers / water / granola	28.96	
	Envelopes	37.20	
	Copy paper	307.65	
	Toner	126.58	
	Keyboard	79.95	
	Kleenex	24.96	
	Ink cartridge	249.55	
	Paper	11.18	

	Envelope moistener	10.18	2,439.06
Mail Finance	Lease postage machine		407.13
CenturyLink	Phone		54.04
Amy Bryant	Juror		30.00
Karren DeJarnette	Juror		30.00
Calvin Gray	Juror		30.00
Patricia Jenkins	Juror		30.00
Edgar Jones	Juror		30.00
Patricia Toney	Juror		30.00
Brian Vincent	Juror		30.00
Wanda B. Adams	Juror		30.00
Otis F. Asal	Juror		30.00
Jonathan D. Atkinson	Juror		30.00
Kimberly D. Boettcher	Juror		30.00
Vanessa L. Booker	Juror		30.00
Gwendolyn R. Brooks	Juror		30.00
Tiffany C. Brown	Juror		30.00
Lee W. Butler	Juror		30.00
Laquasia R. Carter	Juror		30.00
Richard F. Cralle, III	Juror		30.00
Tina M. Davis	Juror		30.00
Shirley D. Eanes	Juror		30.00
Any C. Eberly	Juror		30.00
Clyde S. Hamlin	Juror		30.00
Frances E. Jenkins	Juror		30.00
Mark S. Kendrick	Juror		30.00
Darrel R. Killebrew	Juror		30.00
Frank W. Lacey	Juror		30.00
Joseph E. Miller	Juror		30.00
David G. Norman	Juror		30.00
Rita B. Oakes	Juror		30.00
Julie F. Ragland	Juror		30.00
Lillian W. Rucks	Juror		30.00
Rita A. Saunders	Juror		30.00
Walter W. Wichrowski	Juror		30.00
Ramona J. Wickizer	Juror		30.00
Ronald G. Womack	Juror		30.00
Treasurer of Virginia	Maintenance - Records management		4,350.00
T&N Printing	Plats		16.05

COMMONWEALTH'S ATTORNEY

VACORP	Workers compensation		106.00
Megan Clark	Mileage	127.53	
	Meals & hotel	245.23	372.76
Wendy Hannah	Mileage	71.50	
	Meals & hotel	253.34	324.84
National District Attorney Association	2019 Dues		181.00
Halasz Reporting & Video	Trial transcript		456.00
Key Office Supply	Office supplies	311.35	
	Stamp	16.99	328.34

VICTIM WITNESS ASSISTANCE PROGRAM

VACORP	Workers compensation		11.00
Cindy Sams	Mileage	30.52	
	Meal	13.10	43.62
	<u>SHERIFF</u>		
VACORP	Workers compensation		6,177.00
B&G Auto, Inc.	State inspection	16.00	
	Sway bar install	359.51	
	Fluid / alignment / rckins	430.82	806.33
East End Motor Company, Inc.	Repair steering rack / inspection	1,066.97	
	Oil change & fluids	55.44	
	Headlight repair	95.77	
	Battery	149.29	1,367.47
Express Care	Oil changes		300.76
Kenbridge Tire	Calibration		75.00
Third Street Wrecker, Inc.	Windshield repair		65.00
Business Card	Postage	37.50	
	Mileage	4.30	
	Meals & lodging	139.50	
	Gas	64.81	
	DMV Renewal	25.00	271.11
Kinex Networking Solutions	Remote backup		19.95
CenturyLink	Phone Sheriff's office	9.71	
	Sheriff VCIN	15.32	25.03
US Cellular	Cellular phone		773.23
Central VA Criminal Justice Academy	Training		225.00
Compro Computers	Microsoft Office		350.00
Farmville Printing	Envelopes		691.95
Key Office Supply	Lockbox / labels / forks	264.95	
	Hub adapter	12.99	
	Flash drives	48.95	326.89
Southside Electric Cooperative	Virso electric bill		14.18
Fisher Auto Parts, Inc.	Wiper blades	41.41	
	Light bulb	6.25	
	Key fob batteries	4.12	51.78
Galls, LLC	Police supplies	69.11	
	Mag light / easy wedge	295.00	
	Handcuff case	56.27	
	Boots	90.00	
	Gloves	27.00	
	Boots credit	-130.00	
	Uniform supplies	53.17	
	Belt	73.00	
	Boot	80.83	614.38
Moore Medical, LLC	Gloves		130.18
American Uniform Sales	Shirts / vests	653.49	
	Shirts / armor skins	594.20	
	Shirts	339.02	1,586.71
Creative Monogramming	Hats Sheriff's dept		504.00
Premium Marketing & Sales	Badge		82.50

Intoximeters, Inc.	Meter supplies		145.00
<u>SHERIFF - COURTS</u>			
VACORP	Workers compensation		1,529.00
<u>FARMVILLE VOLUNTEER FIRE DEPARTMENT</u>			
Blue Ridge Rescue Suppliers	Patch bunker gear		156.28
Arc3 Gases	Oxygen cylinder		270.51
Elecom, Inc.	Belt clip / charger		64.60
Farmville Volunteer Fire Department	Insurance renewal		4,766.00
Fire & Safety Equipment Company	Insignia bugles		13.40
Witmer Public Safety Group	Isolation gown		14.00
<u>RICE VOLUNTEER FIRE DEPARTMENT</u>			
County Waste	Trash collection		65.68
Ellington's Lawn Service	Mowing		600.00
Harris - PSPC	Radio equipment		14,071.95
Industrial Repair, Inc.	Battery		241.50
CenturyLink	Phone		205.68
Southern States Cooperative, Inc.	LP gas		2,393.65
Dominion Energy Virginia	Electric		516.24
Witmer Public Safety Group	Uniforms & badges	1,026.66	
	Ties & badges	87.39	1,114.05
<u>PROSPECT VOLUNTEER FIRE DEPARTMENT</u>			
Prince Edward County Public School	Diesel		162.91
Prince Edward County Treasurer	Gas		26.84
<u>DARLINGTON HEIGHTS VOLUNTEER FIRE DEPARTMENT</u>			
Cyrus Pest Control Company	Exterminating service		45.00
Darlington Heights Volunteer Fire Dept	Batteries	215.85	
	Radio parts	274.04	
	Inspections	48.47	
	Landscaping material	118.75	
	Internet	98.17	
	Workers comp insurance renewal	1,881.00	2,636.28
East End Motor Company, Inc.	Inspections		102.00
Ellington Energy Services	LP service		224.86
Southside Electric Cooperative	Electric service		566.94
<u>PAMPLIN VOLUNTEER FIRE DEPARTMENT</u>			
C W Williams	Protective gear	301.32	
	Helmets	1,300.99	
	Equipment	6,715.18	
	Hose / couplings	4,040.60	
	Adapter hanger	70.47	
	Mounting plates	102.53	
	Jacket / pants	683.94	
	Quic-Loc	310.48	13,525.51
Carpet House	Kitchen flooring		792.00
Fire & Safety Equipment Company	Fire extinguisher / bracket		108.58

Foster Fuels, Inc.	Propane		186.41
<u>MEHERRIN VOLUNTEER FIRE DEPARTMENT</u>			
Fire & Safety Equipment Company	Fire helmets		1,037.94
Parker Oil Company, Inc.	Diesel	695.97	
	Diesel for trucks	712.88	
	Propane for station	567.29	1,976.14
Verizon	Phone		194.55
Dominion Energy Virginia	Electric MVF		420.51
<u>FIRST RESPONDERS</u>			
Hampden-Sydney Volunteer Fire Dept	18-19 Support		1,250.00
<u>PE FIREFIGHTERS ASSOCIATION</u>			
Prince Edward Area Firefighters Association	18-19 Support		4,000.00
<u>AMBULANCE & RESCUE SERVICES</u>			
Prince Edward Volunteer Rescue Squad	18-19 Support		18,700.00
Pamplin Volunteer Fire Dept EMS	18-19 Support		2,500.00
Meherrin Fire & Rescue	18-19 Support		3,250.00
<u>EMERGENCY SERVICES</u>			
VACORP	Line of Duty Insurance		4,087.50
Korman Signs	Mile posts		2,352.48
<u>BUILDING OFFICIAL</u>			
VACORP	Workers compensation		361.00
US Cellular	Cellular service		182.49
Coy Leatherwood	Meals	8.58	
	Meeting registration	15.00	23.58
<u>ANIMAL CONTROL</u>			
VACORP	Workers compensation		264.00
Dominion Energy Virginia	Electric		602.50
CenturyLink	Phone (Animal shelter)		149.79
Walmart Community /SYNCB	Phone chargers	25.76	
	Trash bags / bleach	34.39	60.15
Pairt's, Inc.	Shirt		10.00
<u>GENERAL PROPERTIES</u>			
VACORP	Workers compensation		1,029.00
Air Conditioning Equipment	Sensor		12.00
Dodson Brothers Exterminating	Pest control - Cannery	38.00	
	Pest control - Worsham	38.00	
	Pest control - SCOPE	38.00	
	Pest control - CH	85.00	
	Pest control - Visitors Center	38.00	237.00
Southside Electric Cooperative	Electric		30.04
Dominion Energy Virginia	Roy Clark monument	7.63	
	SCOPE building	261.88	

	Courthouse	11,902.76	
	Sheriff Department shed	6.59	
	Worsham Clerk office	336.24	
	STEPS Centre	1,218.54	
	Lights at Rice	113.78	
	Ag blog	1,982.17	
	Shop	55.41	1,765.00
Ellington Energy Service	Heating oil		6,360.00
Parker Oil Company	Heating oil		457.99
Town of Farmville	Water & sewer		706.57
AT&T	Phone (Shop)		45.22
CenturyLink	Phone		159.08
US Cellular	Cellular service		125.43
O. O. Stiff, Inc.	Monthly service		100.00
Diamond Paper Company	Cleaner / tissue	218.94	
	Floor pads	80.44	
	Towels / tissue / soap	323.10	622.48
Walmart Community / SYNCB	Housekeeping supplies		120.18
Business Card	Credit card charges		194.59
Farmville Wholesale Electric	Screwdriver / wire conn	103.34	
	Globes / light bulb / surg	81.34	
	Light bulbs	778.75	963.43
Key Office Supply	Batteries		3.56
Lowe's	Tub / mortar mix / block	25.74	
	Screwdriver / door knob	53.15	
	Christmas decorations	75.92	
	Duct tape	4.74	
	Hitch	22.49	182.04
Cintas Corporation #524	Uniform rental		473.62
East End Motor Company, Inc.	Vehicle maintenance		348.93
NAPA of Farmville	Trailer light		66.99

CANNERY

VACORP	Workers compensation		68.00
Virginia Food Works	Commercial contract		2,916.67
Fisher Auto Parts, Inc.	Gasket maker		7.48
Southside Electric Cooperative	Electric service		343.58
Ellington Energy Service	Heating fuel		786.61
Parker Oil Company, Inc.	Heating oil		889.55
CenturyLink	Phone		285.88

HEALTH DEPARTMENT

Prince Edward Health Department	3rd Quarter support		40,506.08
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COMPREHENSIVE SERVICES ACT

Blue Ridge Therapy Assoc.	Professional service		2,520.00
Centra Health	Professional service		25,145.50
Elk Hill	Professional service		3,990.00
Faison School for Autism	Professional service		6,680.00
James River Therapy Services	Outpatient services	150.00	
	Mentoring services	825.00	975.00

Christopher Doyle Jones	Basic maintenance PY	1,400.00	
	Maintenance clothing	239.35	1,639.35
National Counseling Group	Professional service		1,103.13
Pediatric Therapies, Inc.	Professional service		720.00
Key Office Supply	Pens / ink cartridge		187.95

OTHER WELFARE / SOCIAL SERVICES

SCOPE / Meals on Wheels	18-19 Support		2,500.00
Piedmont Senior Resources	18-19 Support		3,064.00
STEPS, Inc.	18-19 Support	5,000.00	
	18-19 Support (Comm. Action Program)	3,622.00	8,622.00
FACES, Inc.	18-19 Support		2,137.50
Southside Center for Violence Prevention	18-19 Support		2,400.00
Heart of VA Free Clinic	18-19 Support		3,000.00
Habitat for Humanity	18-19 Support		1,600.00

CONTRIBUTIONS TO COLLEGES

Longwood Small Business Development Center	18-19 Support		3,375.00
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SUPERVISION OF PARKS & RECREATION

Heart of Virginia Festival	18-19 Support		2,000.00
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MUSEUMS

Robert Russa Moton Museum	18-19 Support		4,000.00
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PUBLIC LIBRARY

Farmville-PE Community Library	18-19 Support		58,519.50
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PLANNING

VACORP	Workers compensation		916.00
Donald B. Gilliam	Commission meeting	100.00	
	Mileage	21.80	121.80
Preston Hunt	Commission meeting	100.00	
	Mileage	21.80	121.80
Timothy Mark Jenkins	Commission meeting	100.00	
	Mileage	11.99	111.99
Robert M. Jones	Commission meeting	100.00	
	Mileage	5.45	105.45
Clifford Jack Leatherwood	Commission meeting		100.00
Whitfield Paige	Commission meeting	100.00	
	Mileage	8.70	108.70
John W. Peery, Jr.	Commission meeting	100.00	
	Mileage	1.63	101.63
John C. Prengaman	Commission meeting	100.00	
	Mileage	5.45	105.45
Teresa Sandlin	Commission meeting	100.00	
	Mileage	6.54	106.54
Brett Von Cannon Watson	Commission meeting		100.00
Farmville Newsmedia	Advertising		571.49
US Cellular	Cellular service		46.55
Business Card	Credit card charges		156.00

COMMUNITY DEVELOPMENT

Town of Farmville	18-19 Support / Airport		3,800.00
Town of Blackstone	18-19 Support (Piedmont Area Transit)		4,000.00
Downtown Farmville	18-19 Support		4,000.00

ECONOMIC DEVELOPMENT

VACORP	Workers compensation		11.00
Kate Eggleston	USPS Certified mail	18.60	
	Mileage to VGA meetings	239.80	258.40
US Cellular	Cellular service		40.34
Hampden Sydney College	Manor Road		4,250.00
Business Card	Credit card charges		49.99
James Early	Logo design		500.00

TOURISM

VACORP	Workers compensation		10.00
Professional Printers, Inc.	Reprint brochures		5,370.00
Dominion Energy Virginia	Electric		149.70
Ellington Energy Service	Propane - Visitor's Center		447.00
Town of Farmville	Water/sewer		48.84
Business Card	Credit card charges		20.05
Key Office Supply	Comp book / calendar		4.48
Lowe's	Christmas decorations		77.14

SOIL & WATER CONSERVATION DISTRICT

Piedmont Soil & Water Conservation District	18-19 Support		2,960.00
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COOPERATIVE EXTENSION OFFICE

CenturyLink	Phone		115.08
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GENERAL EXPENSE

Lumos Networks	Phone		2,856.21
Treasurer of Virginia	Ins termination		4,025.32
Southern States - Amelia	Gas		11,404.11
Sarah E. Puckett	Sheet - WWI event	15.24	
	Resolution frames	20.79	36.03

CAPITAL PROJECTS

Compro Computers	Router / memory / CSEFNS	389.85	
	HP monitors	319.90	
	HP monitors shipping	179.90	889.65
Commtronics of Virginia	FCC Fees radio system		450.00
DH Wireless Solutions	Modem	12,136.50	
	Antenna / modem	5,031.60	17,168.10
Crabtree, Rohrbaugh & Associates	STEPS Roof replacement		643.86
Craftsman Roofing, Inc.	STEPS Centre roofing		254,095.92

CDA SPECIAL LEVY

Poplar Hill Community Development Authority	Special Levy payment		65,708.95
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	<u>WATER FUND</u>	
Town of Farmville	Water	62.96
	<u>SEWER FUND</u>	
Dominion Energy Virginia	Sewer pump	292.03
	<u>COLLECTIONS</u>	
VACORP	Workers compensation	2,309.00
Lowe's	Anchor adhesive	37.94
NAPA of Farmville	Rachets	61.98
	Brake fluid	25.99
	Hyd oil / adjust wrench	106.97
	Air filter	120.99
	Lamps	39.98
	Def	137.88
	Seal beam	10.99
	Bulbs	4.90
	Warranty / core / battery	265.98
	Battery warranty / core return	-311.98
Republic Services #974	Trash collection	463.68
Emanuel Tire of Virginia	Tire recycling	624.37
STEPS, Inc.	Processing paper	669.60
Southside Electric Cooperative	Electric	24.92
	Virso site	97.12
Dominion Energy Virginia	Rice site	140.76
	Green Bay site	140.76
	Worsham site	123.75
CenturyLink	Phone	152.36
US Cellular	Cellular service	342.07
O. O. Stiff, Inc.	Monthly service	260.46
Prince Edward County Public Schools	Diesel	43.03
East End Motor Company, Inc.	Tires	702.50
		1,166.29
		530.00
	<u>LANDFILL OPERATIONS</u>	
VACORP	Workers compensation	2,951.00
Resource International	Landfill project management	3,508.46
	Project management expense	4,328.95
	Storm water PRMT project mgmt	891.00
Southern States	Lime / grass seed	80.77
	Drain spd / marking pnt	81.96
	Heat tape / lime	81.54
D&A Contractors	Well / tank / pump	244.27
Dominion Energy Virginia	Power upgrade	5,500.00
Arc3 Gases	Welding wire / blanket	760.27
	Tank rental	104.93
Carter Machinery Company, Inc.	Spring assembly	9.30
	Filter elements	114.23
Cavalier Hose & Fittings	Hose / fittings	320.18
Farmville Wholesale Electric	Electric upgrade 40 AMP	222.00
	Electric prt 400 AMP	542.18
Ferguson Enterprises, Inc.	PVC elbow	7.79
		57.36
		827.74
		208.63
		1,036.37

	Electrical tape	6.76	14.55
Llewellyn Metal Works, Inc.	U-bolts / washers / nuts	179.80	
	Nuts / bolts / spcr pipe	31.00	210.80
Lowe's	Cement	20.40	
	Deck boards	146.14	
	Screws	9.11	175.65
NAPA of Farmville	Belts	99.00	
	Grease gun	169.99	
	Nylon tubing	72.93	
	Couplings	43.98	
	Batteries	379.98	
	Freon	22.99	
	U-Joint / lamps	28.97	
	Roller bearing guard	133.97	
	Fuel / oil / air filters	198.46	
	Locking collar	105.52	
	U-Joint / tie-downs	61.86	
	Exhaust pipe connector	27.36	
	Oil	1,373.88	
	Caliper	32.99	
	Hose clamp / cable tie	56.89	
	Brake chamber	56.99	
	Clevis	9.99	
	Bulbs	12.90	
	Wire trm kit / crimp T	52.58	
	Hyd oil / adjust wrench	31.99	
	Paint / tape	21.98	
	Warranty / core / battery	192.99	
	Booster cable / return	-192.99	
	Booster cable / return	131.99	
	Adhesive	18.49	
	Alternator / core	74.49	
	Brake warranty / brakeshoe	-1,395.92	
	Brake warranty / brakeshoe	1,395.92	3,220.17
Pairet's, Inc.	Vinyl lettering		15.00
Pearson Equipment Company	Equipment rental		419.50
Taylor-Forbes Equipment Company	Pipe / O ring / shipping		101.22
CenturyLink	Phone		53.42
US Cellular	Cellular service		49.52
Ellington Energy Service	Fuel		6,247.50
Prince Edward County Public Schools	Diesel		677.27
Anderson Tire Company, Inc.	Tires / O ring		2,621.90
Rod & Staff, LLC	Tires		755.50
Watts Industrial Equipment	Clutch parts / install		1,746.73

RETIREMENT BENEFIT FUND

Vicki K. Johns	Retiree benefit		1,156.11
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PIEDMONT COURT SERVICES

VACORP	Workers compensation		80.00
Alere Toxicology Services, Inc.	Lab services		58.44

Amelia Bulletin Monitor	Advertising		35.00
Farmville Newsmedia	Advertising		110.23
Southside Messenger	Advertising		120.00
CenturyLink	Phone		70.79
Lumos Networks	Phone		312.60
SRP Corporation, LLC	Rent		2,750.00
Zachary Ayoub	Mileage	111.83	
	Books / subscription	1.58	113.41
Connie Stimpson	Office supplies	5.69	
	Mileage	86.69	92.38
Andy Mays	Mileage		110.09
Rachel Stahlman	Mileage		70.85
Rebecca Staton	Mileage		123.07
Thomas Woodall	Mileage		97.01

In Re: Highway Matters

Ms. Carrie Shepherd, Acting Resident Engineer, VDOT, said crews are repairing gravel roads, fixing potholes and cleaning up debris. She then reviewed various projects and their expected completion dates:

Route 686, Alan Farm Road	Contractor beginning, expected completion by late winter
Route 613, Miller Lake Road	Headwalls and wingwalls for the pipes are being constructed, completion by early to mid-spring
Route 600, Gully Tavern Road	Bridge deck design reviewed for approval; once approved, the contractor can install and it will be over the road, expected completion by early to mid-spring
Route 628, Leigh Mountain Road	Traffic study completed in 2016, and wasn't recommended for guardrails Chevrons were installed. She said she will resubmit the concern; will meet with Supervisor Townsend at site
Route 634, New Bethel Road	Will check status

Supervisor Timmons said a good job was done clearing the debris in the Darlington Heights area; he asked when mowing the grass will be finished. He said the grass was never cut and is high and on the roads.

Supervisor Emert reported Featherfin Road, off Route 626, is completely washed out. He said work needs to be done on Chinquapin Road.

Supervisor Townsend reported that at the intersection of Route 15 South and Route 634, a stop sign has been moved and there is a pothole where the sign had been.

In Re: Public Hearing – Special Use Permit – Par 5 Development Group, LLC

Chairman Wilck announced that this was the date and time scheduled for a public hearing on a Special Use Permit application from Par 5 Development Group, LLC to permit the construction of a retail establishment, along with illuminated signage, located at 8277 Patrick Henry Highway (US 360) on Tax Map Parcels 107-A-30, 107-A-31, 107-A-32, and 107-A-33, owned by Harvie and Rebecca Whitus. Notice of this hearing was advertised according to law in the Wednesday, December 26, 2018 and Wednesday, January 2, 2019 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Fowler stated the County has received a special use permit application from Par 5 Development Group, LLC to permit the construction of a retail establishment, along with illuminated signage, located at 8277 Patrick Henry Highway (US 360) on Tax Map Parcels 107-A-30, 107-A-31, 107-A-32, and 107-A-33, owned by Harvie and Rebecca Whitus.

Mr. Fowler said the proposed Dollar General store will be approximately 9,100 square feet and provide 35 parking spaces and have illuminated signage. This is an allowed use in the A1, Agricultural Conservation District by Special Use Permit. The store will operate between the hours of 8:00 a.m. to 10:00 p.m., Monday through Sunday, receive one delivery by tractor trailer once a week during normal operation hours, and utilize “Night Friendly” LED lighting. The developer is working with VDOT staff to address traffic controls, safety concerns and necessary road improvements.

The Planning Commission conducted a Public Hearing on December 18, 2018; two neighbors and one person who owns rental property across Patrick Henry Highway from the proposed project spoke. No one spoke against the proposed project, but did raise concerns regarding lighting, buffers and stormwater issues and trash/litter. The developer agreed to the following:

- Construct a privacy fence along the sides and rear of the property
- All lighting will be Night Sky friendly and face downward
- Would research if the wall sign could be dimmed after the store closed
- That the site would be monitored for trash and litter daily
- That an approved Erosion and Sediment Control/Stormwater Plan would be submitted and approved by Prince Edward County
- The site will comply with all landscape regulations

Mr. Fowler said the Planning Commission recommended forwarding the matter to the Board of Supervisors for approval with the following conditions:

- Landscape buffer consisting of privacy fencing along the sides and rear of the property lines
- Monument sign internally illuminated with no changeable copy
- Brick veneer front with wainscoting trim (similar to the Rice Store location)
- VDOT approval
- Final Site Plan approval from County Staff
- Approved Erosion & Sediment Control/Stormwater Plan

Mr. Fowler said Staff does not have any concerns of negative impacts on the surrounding properties associated with the request, per section 5-124.1 B.2.

Chairman Wilck opened the public hearing.

There being no one wishing to speak, Chairman Wilck closed the public hearing.

Supervisor Jones stated an individual had questions about trash and lighting; the citizen no longer has concerns regarding those issues.

Supervisor Jones made a motion, seconded by Supervisor Townsend, to approve the Special Use Permit application from Par 5 Development Group, LLC to permit the construction of a retail establishment, along with illuminated signage, located at 8277 Patrick Henry Highway (US 360) on Tax Map Parcels 107-A-30, 107-A-31, 107-A-32, and 107-A-33 with the following conditions:

- Landscape buffer consisting of privacy fencing along the sides and rear of the property lines
- Monument sign internally illuminated with no changeable copy
- Brick veneer front with wainscoting trim (similar to the Rice Store location)
- VDOT approval
- Final Site Plan approval from County Staff
- Approved Erosion & Sediment Control/Stormwater Plan, with at least 60% treated on site

The motion carried:

Aye:	Pattie Cooper-Jones J. David Emert Robert M. Jones Odessa H. Pride Gene A. Southall C. Robert Timmons, Jr. Jerry R. Townsend James R. Wilck	Nay: None
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In Re: Public Hearing – Jamestown Presbyterian Church Private Educational Facility

Chairman Wilck announced that this was the date and time scheduled for a public hearing on a request by Jamestown Presbyterian Church for a Special Use Permit to construct a new building to operate a Private Educational Facility located on Tax Map Parcel 27-(6)-C-O, just North of 1751 Lockett Road, Rice,

VA. This is an A1, Agricultural Conservation District. Notice of this hearing was advertised according to law in the Wednesday, December 26, 2018 and Wednesday, January 2, 2019 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Fowler stated the County has received a special use permit application from Jamestown Presbyterian Church for the construction and operation of a Private Educational Facility for up to fifty (50) children located on Tax Map Parcel 27-(6)-C-O, just North of 1751 Lockett Road, Rice, and owned by Jamestown Presbyterian Church.

The proposed facility will offer full-time and part-time enrollment options for K-12 grade students and will operate Monday through Friday from 8:00 a.m. to 3:00 p.m. After-school activities will occur from 3:00 p.m. to 5:00 p.m., on occasion. The proposed school will utilize a combination of outdoor learning and community service projects as a foundation for the curriculum development and transportation will be provided by the parents. There will be up to seven teachers/staff employed.

Mr. Fowler said the property is zoned A1, Agricultural Conservation, and this zoning classification permits a Private Educational Facility by Special Use Permit. Access to the new facility will be provided through the existing church access.

The Planning Commission conducted a public hearing on December 18, 2018 concerning this application and made a recommendation for approval. No one spoke against and four spoke in support of the application at the public hearing. The Planning Commission recommended forwarding the matter to the Board of Supervisors for approval. Staff does not have any concerns of negative impacts on the surrounding properties associated with the request.

Angela Whittaker, Director of the Full Circle School, stated there is a wonderful partnership with the school and church. She said they intend to keep the expansion as “green” as is possible. She said the grades will expand to include second grade through high school; she added they are grateful for and appreciate the support.

Supervisor Southall asked how many will be employed at the school. Ms. Whittaker said there are currently two employees are full time and one is part time; she said next year there will be three full-time employees. They currently have 11 students and by the end of this school year, expect to have 15-17 enrolled, and by fall they expect at least 22 students attending the school.

Beverly Hines, Jamestown Presbyterian Church Trustee, said they have enjoyed having the school at the church; it is a wonderful opportunity to use the school as a mission. She said they anticipate capping the enrollment at about 50 students, but the school has outgrown the building.

Chairman Wilck opened the public hearing.

There being no one wishing to speak, Chairman Wilck closed the public hearing.

Supervisor Timmons asked if the Planning Commission had additional conditions; Supervisor Jones said there were no additional to the normal building requirements.

Supervisor Emert made a motion, seconded by Supervisor Townsend, to approve the Special Use Permit application from Jamestown Presbyterian Church to construct a new building to operate a Private Educational Facility located on Tax Map Parcel 27-(6)-C-O, just North of 1751 Lockett Road, Rice; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	Gene A. Southall	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	James R. Wilck	

In Re: Fire Association Capital Expenditure Financing Fund

Mr. Bartlett stated that in 2011, the Board of Supervisors approved the creation of the Fire Association Capital Expenditure Financing Fund. He said the County makes available to the members of the Fire Association up to \$600,000 in low interest financing for the purchase of trucks, apparatus and equipment. Section 15.2-954 of the *Code of Virginia* authorizes any locality to make loans to any nonprofit organization furnishing firefighting or rescue services.

At present, the Prospect Volunteer Fire Department and the Prince Edward Volunteer Rescue Squad have outstanding loans. Prospect borrowed \$187,500 in March of 2016 and still has \$75,000 outstanding. PEVRS borrowed \$120,000 in March of 2017 and still has \$96,000 outstanding.

Mr. Bartlett reviewed the Master Agreement, signed by all of the VFD and the Rescue Squad, which contains the procedures by which the Fire Association will request funds to be provided and for which organization, and the County will create a promissory note, which provides that in the event of a default each member of the Association guarantees repayment of the loan.

At its December 19, 2018 meeting, the Prince Edward Area Firefighters Association approved a request from the Hampden-Sydney Volunteer Fire Department for \$90,000 of funding to finance the purchase of self-contained breathing apparatus (Airpaks).

Chief L. W. Gilliam, Hampden-Sydney Fire & Rescue, requested a loan for \$90,000 for SCBA Airpaks; he said the current Airpaks are 28 years old. He said the company that provides the current style was bought out twice and is closing, and in two years they will not be able to get parts. He said new packs would provide an extra 25 minutes of working time; each new Airpak is \$7,500. He stated the \$90,000 would only replace half of the current inventory.

Supervisor Timmons asked about the grant they were awarded several years ago and reminded Chief Gilliam about the free grants service offered by the CRC.

Chief Gilliam said the grant was for turnout gear four or five years ago. He said they have applied for grants each year for the past three years and have been denied; he said they tried to have a region-wide application but currently, the [Firefighters] Association doesn't have things in place to allow them to submit for grants as a County organization.

Mr. Bartlett said the County provides loans to the Fire Departments; he said this would be repaid at about \$19,000 a year for five years.

Chief Gilliam said this is different as they are requesting equipment and not a truck.

Supervisor Pride thanked Chief Gilliam for their support to herself and the County.

Supervisor Timmons made a motion, seconded by Supervisor Pride to authorize the County Administrator to finalize the financing agreement between Hampden-Sydney Volunteer Fire Department and the County; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	None
	J. David Emert		
	Robert M. Jones		
	Odessa H. Pride		
	Gene A. Southall		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	James R. Wilck		

Supervisor Cooper-Jones made a motion, seconded by Supervisor Emert to authorize the Chair to execute the agreement on behalf of the County; the motion carried:

Aye: Pattie Cooper-Jones
J. David Emert
Robert M. Jones
Odessa H. Pride
Gene A. Southall
C. Robert Timmons, Jr.
Jerry R. Townsend
James R. Wilck

Nay: None

PROMISSORY NOTE

\$90,000.00

Farmville, Virginia
January 9, 2019

FOR VALUE RECEIVED, the undersigned, Hampden-Sydney Volunteer Fire Department, promise(s) to pay to the County of Prince Edward, Virginia, or order, the principal sum of Ninety Thousand Dollars (\$90,000), with interest from date at the rate of three per cent (3.00%) per annum on the unpaid balance until paid. The said principal and interest shall be payable at the office of the Prince Edward County Administrator at P.O. Box 382, Farmville, Virginia 23901, or at such place as the holder may designate in writing, in annual installments of principal and interest beginning on August 1, 2019 in the amount of \$19,507.50; on August 1, 2020 in the amount of \$20,160.00; on August 1, 2021 in the amount of \$19,620.00; on August 1, 2022 in the amount of \$19,080.00 and on August 1, 2023 a final payment of \$18,540.00. Hampden-Sydney Volunteer Fire Department shall have the right to pre-pay this note without penalty.

If default be made in any payment as above provided the unpaid balance of this Note with all accrued interest thereon may, at the option of the holder, be declared due and payable at once. Failure to exercise this option shall not constitute a waiver of the right to exercise the same in the event of any subsequent default.

Each and every maker or endorser of this note severally waives presentment, demand, protest and notice of dishonor, as well as the benefit of any exemption under the homestead laws, and agrees to remain bound for the payment hereof notwithstanding any agreement or agreements for the extension of the due date of any said installments, in whole or in part, made by the holder, before, on or after maturity thereof, even though without their or any of their consent, or without notice to them or any of them, but reserve the right of anticipation and agrees to pay a twenty per cent attorney's fee if placed in the hands of an attorney for collection.

NOTICE: THE DEBT SECURED HEREBY IS SUBJECT TO CALL IN FULL OR THE TERMS THEREOF BEING MODIFIED IN THE EVENT OF SALE OR CONVEYANCE OF THE PROPERTY SECURED HEREBY.

In Re: Appointments to Outside Agency Boards

Mr. Bartlett said the following positions require appointment /re-appointment by the Board of Supervisors:

Granite Falls Community Development Authority (CDA)

The members of the Board of Supervisors serve on the Granite Falls CDA concurrent with their respective terms of office on the Board.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Emert, to appoint Supervisor Southall to the Granite Falls Community Development Authority; the motion carried:

Aye: Pattie Cooper-Jones
J. David Emert
Robert M. Jones
Odessa H. Pride
Gene A. Southall
C. Robert Timmons, Jr.
Jerry R. Townsend
Jim R. Wilck

Nay: None

Virginia's Heartland Water & Sewer Authority

The members of the Board of Supervisors serve on the Water & Sewer Authority concurrent with their respective terms of office on the Board.

Supervisor Emert made a motion, seconded by Supervisor Jones, to appoint Supervisor Southall to the Virginia's Heartland Water & Sewer Authority; the motion carried:

Aye: Pattie Cooper-Jones
J. David Emert
Robert M. Jones
Odessa H. Pride
Gene A. Southall
C. Robert Timmons, Jr.
Jerry R. Townsend
Jim R. Wilck

Nay: None

South Central Workforce Development Board

Each member of the Workforce Board is required to appoint a member and an alternate to its Board. The Board is named the Chief Local Elected Official (CLEO). The appointed member must be an elected member of the Board of Supervisors but does not have to be the Chairman, while the alternate may be either an elected official or an appointed official. Historically, the County Administrator has served as the alternate. Supervisor Simpson and Mr. Bartlett were appointed for one-year terms in January 2018 that expired on December 31, 2018.

Chairman Cooper-Jones made a motion, seconded by Supervisor Jones, to appoint Supervisor Townsend as Board representative and Mr. Bartlett as alternate; the motion carried:

Aye: Pattie Cooper-Jones
J. David Emert
Robert M. Jones
Odessa H. Pride
Gene A. Southall
C. Robert Timmons, Jr.
Jerry R. Townsend
Jim R. Wilck

Nay: None

Moton Museum Council:

The Moton Museum Board of Trustees has a standing committee, the Moton Museum Council which makes the recommendations to the Board of Trustees. Eleven of the Council members serve as categorical members representing specific institutions, community groups, and governmental agencies to include Prince Edward County. Supervisor Townsend currently represents Prince Edward County on the Moton Council and his term expired on December 31, 2018.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Emert, to appoint Supervisor Townsend to the Moton Museum Council for 2019; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	None
	J. David Emert		
	Robert M. Jones		
	Odessa H. Pride		
	Gene A. Southall		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	Jim R. Wilck		

Crossroads Community Service Board (CCSB)

Community Service Boards serve as the single point of entry for the Virginia public mental health system to include substance abuse disorders. The CCSB serves seven counties and is tasked with reviewing and evaluating the community based mental health, substance abuse and developmental services delivery system in the seven counties served. Each County appoints two members to the CCSB with one being a member of the Board of Supervisors and one being a citizen appointee. Our citizen representative is Mr. Maurice Finney. His three-year term of office expired December 31, 2018. Re-appointment of Mr. Finney to the Crossroads Board has been requested by the Executive Director. The Board will wish to consider re-appointment Mr. Finney to the Crossroads Board.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to reappoint Mr. Maurice Finney to the Crossroads Board for a term of three years from January 1, 2019 to December 31, 2021; the motion carried:

Aye: Pattie Cooper-Jones
J. David Emert
Robert M. Jones
Odessa H. Pride
Gene A. Southall
C. Robert Timmons, Jr.
Jerry R. Townsend
Jim R. Wilck

Nay: None

In Re: County Administrator's Report – FY 20 Budget Schedule

Mr. Bartlett reviewed the revised FY20 Budget Schedule; the schedule had been sent to Dr. Johnson, Superintendent of Prince Edward County Public Schools, and revisions were made to benefit all parties.

Mr. Bartlett said the proposed schedule closely follows last year's schedule. Budget planning kicks off with a meeting on February 5, 2019, whose primary purpose will be for the Board of Supervisors to provide budget guidance to the County Administrator, Constitutional Officers and County Staff. The schedule contains one joint meeting of the Finance Committees of the School Board and the Board of Supervisors (February 12, 2019) and will be held at the County Administrator's Office at the Courthouse. Mr. Bartlett said a meeting of the Finance Committees was added on March 6, 2019. He said the scheduled meeting on March 14 to March 19, 2019; that is a joint meeting of the Board of Supervisors and the School Board to be held at 5:30 at the High School Library. The next change was when the County would advertise the budgets; that was scheduled for April 2, which is in the middle of Spring Break; that has been changed to April 9, which moves the public hearing to April 23; a meeting will be held on April 30 for the adoption of the budgets and the tax rates.

Supervisor Townsend made a motion, seconded by Supervisor Pride, to approve the revised FY20 Budget Schedule; the motion carried:

Aye: Pattie Cooper-Jones
J. David Emert
Robert M. Jones
Odessa H. Pride
Gene A. Southall
C. Robert Timmons, Jr.
Jerry R. Townsend
James R. Wilck

Nay: None

**County of Prince Edward
Proposed FY 20 Budget Schedule**

DATE	ACTIVITY	TIME/LOCATION
February 1, 2019	Budget Preparation Guide distributed to County Departments and Constitutional Offices	
February 1, 2019	Donation Request forms distributed	
Feb. 8-Mar 8, 2019	Budget work sessions between Departments and County Administrator	
February 5, 2019	Board of Supervisors Budget Planning meeting	5:30 p.m. 3 rd Floor Conference Room
February 12, 2019	Joint meeting of Finance Committees of the Board of Supervisors and School Board.	5:30 p.m. School Board Conference Room
February 25, 2019	Budget worksheets submitted to County Administrator.	
March 5, 2019	Board of Supervisors budget work session - presentation by Outside Agencies	5:30 p.m. 3 rd Floor Conference Room
March 6, 2019	Joint meeting of Finance Committees of the Board of Supervisors and School Board.	1:00 p.m. School Board Conference Room
March 19, 2019	Joint budget work session of Board of Supervisors and School Board	5:30 p.m. P.E. High School Library
March 22, 2019	School Superintendent submits local funding request to County Administrator	
March 22, 2019	Revenue estimates completed by County Administrator	
March 26, 2019	Presentation of County Administrator's proposed budget to Board of Supervisors.	5:30 p.m. Board of Supervisors Room
March 28, 2019	Board of Supervisors budget work session	2:00 p.m. Board of Supervisors Room
March 28, 2019	Superintendent submits school budget to County Administrator	
April 2, 2019	Board of Supervisors budget work session	5:30 p.m. 3 rd Floor Conference Room
April 9, 2019	Board of Supervisors budget work session - Presentation of School Budget. Board authorizes Public Hearing for April 23 (Ad dates April 12 & 19)	5:30 p.m. Board of Supervisors Room
April 16, 2019	Board of Supervisors Budget Work Session	5:30 p.m. 3 rd Floor Conference Room
April 23, 2019	Budget Work Session	5:30 p.m. 3 rd Floor Conference Room
April 23, 2019	Joint Public Hearing on County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
April 30, 2019	Budget Work Session, Adoption of County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
June 11, 2019	Approval of Appropriations.	7:00 p.m. Board of Supervisors Room

Note: Schedule subject to change by authority of the Board of Supervisors.

In Re: Reassessment

Mr. Bartlett said it is time for Prince Edward County to conduct reassessment. He requested authorization to release an RFP to hire a vendor to perform the reassessment work.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to authorize the County Administrator to issue an RFP for reassessment services; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	Gene A. Southall	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	James R. Wilck	

Mr. Bartlett said the instructions to the assessor will include tweaks, such as the instruction regarding siting of homesites on each parcel; he said previously, 1,085 parcels were removed. He said the Board can give directions to the assessor.

Chairman Wilck asked who did the previous assessment; Mr. Bartlett said Wampler Eanes did the reassessment in 2013-2014.

Supervisor Timmons said he received many complaints during that reassessment process. Mr. Bartlett said there were issues with the lead assessor; that assessor is no longer with the firm.

Supervisor Timmons stated the County needs to insure the same issues do not occur. Discussion followed.

In Re: Personnel Committee Report

Mr. Bartlett stated the Personnel Committee, comprising Supervisor James Wilck, Chair; Supervisor Pride, Supervisor Timmons and Supervisor Townsend, met Tuesday, January 8, 2019 to discuss salary adjustments for the County employees not discussed at the December 2018 meeting. As the Board will recall, he said he mentioned during the Budget process that salaries for some employees were no longer competitive, making hiring and retention difficult. In response, the Board budgeted \$50,000 in the pay raise reserve to assist in correcting that problem. During the December meeting, the Board approved pay adjustments that increase our annual costs about \$5,320, and mainly focused on clerical and custodial positions that work inside the Courthouse. The Board instructed Mr. Bartlett to do the same salary survey for the maintenance,

landfill and some of the Visitor's Center employees. The Personnel Committee reviewed that information and found positions at the landfill only need one minor adjustment. He said that if approved, these will be effective as of January 1, 2019. The total impact of all the adjustment recommended, including benefits, would increase the cost by about \$42,009. Adding that amount to the \$5,320 totals \$47,329.

Mr. Bartlett reviewed adjustments as follows:

Heavy Equipment Operator, \$37,808
Solid Waste, \$61,244 when he receives his Operators License;
from Pay Grade 18 to Pay Grade 20
Part-time Trash Truck Driver, \$15/hr.
Convenience Site Employees, \$10/hr.
Part-time Visitor's Center Employees, one to \$10/hr.,
and the employee with over 11 years' experience, to \$12/hr.
Tourism Director, from Pay Grade 9 to Pay Grade 13, \$43,524
Part-time Building Official, \$23.82/hr.

Mr. Bartlett said it will need to be adjusted next year due to the anticipated increase of salaries the General Assembly and the Governor have put in the budget; we will have to see what happens at the end of the General Assembly session. Discussion followed.

Supervisor Timmons made a motion, seconded by Supervisor Townsend, to approve the salary adjustments as requested and to set an effective date of January 1, 2019; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	Gene A. Southall	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	James R. Wilck	

In Re: Update of County EMS Response Plan

Mrs. Sarah Elam Puckett, Assistant County Administrator, stated the County received a letter from Farmville Fire Chief, Dean Farmer, requesting an update of the County's EMS Response Plan. The County authorized the Farmville Volunteer Fire Department to operate emergency medical responder services within the corporate limits of the Town of Farmville. The impetus for this update is the licensing process for the Farmville First Responder. All of the County's EMS agencies are included in the updated resolution to represent the overall response plan for the County.

Mrs. Puckett stated that last month, the Board approved the operational status of the Farmville Fire Department as a First Responder; this Resolution Adopting an Emergency Medical Services Response Plan is an Amendment to the County EMS Response Plan, which was last updated in 2015; this adds the Farmville Volunteer Fire Department as an Emergency Medical Responder with a primary response area coterminous with the corporate limits with the Town of Farmville, which reflects the action the Board took last month on their operational status. Chief Farmer made this request so he may finalize the permitting process with the Office of EMS with the State and get operational.

Discussion followed on the fire district map.

Supervisor Timmons made a motion, seconded by Supervisor Cooper-Jones, to approve the Resolution Adopting an Emergency Medical Services Response Plan for the County of Prince Edward, Virginia; the motion carried:

Aye:	Pattie Cooper-Jones	Nay:	None
	J. David Emert		
	Robert M. Jones		
	Odessa H. Pride		
	Gene A. Southall		
	C. Robert Timmons, Jr.		
	Jerry R. Townsend		
	James R. Wilck		

**RESOLUTION OF THE BOARD OF SUPERVISORS
ADOPTING AN EMERGENCY MEDICAL SERVICES RESPONSE PLAN
FOR THE COUNTY OF PRINCE EDWARD, VIRGINIA**

WHEREAS, regulations governing Emergency Medical Services (EMS) in the Commonwealth of Virginia, as codified in 12VAC5-31-370, mandate that each EMS agency that responds to medical emergencies for its primary service area shall be a Designated Emergency Response Agency (DERA), and shall provide services within its primary service area as defined by the local EMS response plan as required by EMS regulation 12VAC5-31-610; and

WHEREAS, the following EMS agencies are Designated Emergency Response Agencies as defined by EMS Regulation 12VAC5-31-10 in Prince Edward County:

Prince Edward Volunteer Rescue Squad, Inc.
Hampden-Sydney Volunteer Fire Department, Inc.
Meherrin Volunteer Fire & Rescue, Inc.
Pamplin Volunteer Fire Department and EMS, Inc.
Farmville Volunteer Fire Department, Inc.

WHEREAS, Prince Edward County has been divided into seven fire districts which are identified on the Fire District Response Map maintained by the Farmville Emergency Communications (911) Center; and

WHEREAS, the individual EMS agencies are independent corporations that are best able to determine compliance with EMS regulations and to formulate a response plan for their primary service areas;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF PRINCE EDWARD, VIRGINIA, that the EMS primary service areas in Prince Edward County, Virginia, shall be assigned according to fire department response areas, as follows:

1. Prince Edward Volunteer Rescue Squad, Inc. shall have a primary EMS response area that is coterminous with the following fire district(s): Farmville, Company 1; Hampden-Sydney, Company 2; Prospect, Company 4; Darlington Heights, Company 6; and Rice, Company 7;
2. Hampden-Sydney Volunteer Fire Department, Inc. shall have an Emergency Medical Responder primary response area coterminous with the following fire district(s): Hampden-Sydney, Company 2; and Darlington Heights, Company 6;
3. Meherrin Volunteer Fire & Rescue, Inc. shall have a primary EMS response area that is coterminous with the following fire district(s): Meherrin, Company 5; and
4. Pamplin Volunteer Fire Department and EMS, Inc. shall have a primary EMS response area that is coterminous with the following fire district(s): Pamplin, Company 3; and
5. Farmville Volunteer Fire Department, Inc. shall have an Emergency Medical Responder primary response area coterminous with the corporate limits of the Town of Farmville.

BE IT FURTHER RESOLVED, that the individual designated EMS agencies shall establish an EMS response plan as required by EMS Regulation 12VAC5-31-601 which shall apply to the agency's primary response area and shall file a copy of that plan with the Prince Edward County Administrator; and

BE IT FURTHER RESOLVED, that the designated EMS agencies shall document compliance with the established EMS response capability, unit mobilization interval, and the responding interval standards contained in the individual plans.

In Re: Closed Session

Supervisor Townsend made a motion, seconded by Supervisor Pride, that the Board convene in Closed Session for the disposition of publicly-held real property, the building formerly known as STEPS, where discussion in an open meeting would adversely affect the bargaining position of the County, pursuant to the exemption provided for in Section 2.2-3711(A)(3) of the *Code of Virginia*; the motion carried:

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	Gene A. Southall	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	James R. Wilck	

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

Aye:	Pattie Cooper-Jones J. David Emert Robert M. Jones Odessa H. Pride Gene A. Southall C. Robert Timmons, Jr. Jerry R. Townsend James R. Wilck	Nay: None
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On motion of Supervisor Townsend, and seconded by Supervisor Timmons, and carried by the following roll call vote:

Aye:	Pattie Cooper-Jones J. David Emert Robert M. Jones Odessa H. Pride Gene A. Southall C. Robert Timmons, Jr. Jerry R. Townsend James R. Wilck	Nay: None
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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: Properties & Community Development Committee Report

Supervisor Timmons made a motion, seconded by Supervisor Townsend, to approve the bid and request the contractor's required documents, to authorize the architect to begin the negotiation process, and to execute the contract, and to authorize a public hearing to amend the General Fund Budget for the modification to the renovation of the STEPS building; the motion carried:

Aye: Pattie Cooper-Jones
J. David Emert
Robert M. Jones
Odessa H. Pride
Gene A. Southall
C. Robert Timmons, Jr.
Jerry R. Townsend
James R. Wilck

Nay: None

Supervisor Timmons stated the County will be receiving the bids for the new STEPS building on Tuesday, January 22 [2019]; he would like to have a Properties Committee meeting on Wednesday, January 23, 2019 at 5:30 p.m., and to have a called meeting of the Board of Supervisors on Thursday, January 24, 2019, at 5:00 p.m. He said the called meeting is to get the decision made on the STEPS building contractor and not wait till the February meeting which would cause a three-week delay in the project.

In Re: Animal Warden's Report

Mr. Adam Mumma, Animal Control Officer, submitted a report for the month of December 2018, which was reviewed and ordered to be filed with the Board papers.

In Re: Building Official's Report

Mr. Coy Leatherwood, Building Inspector, submitted a report for the month of December 2018, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery – Home Canning

Ms. Pattie Gulick, Cannery Manager, submitted a report for November 2018, which was reviewed and ordered to be filed with the Board papers.

In Re: Prince Edward County Public Schools

Dr. Barbara Johnson, Superintendent, submitted a financial summary report for the month of November 2018, which were reviewed and ordered to be filed with the Board papers.

In Re: Tourism and Visitor Center Report

Mrs. Magi Van Eps, Tourism & Visitor Center Coordinator, submitted a report for the month of December 2018, which was reviewed and ordered to be filed with the Board papers.

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

Aye:	Pattie Cooper-Jones	Nay: None
	J. David Emert	
	Robert M. Jones	
	Odessa H. Pride	
	Gene A. Southall	
	C. Robert Timmons, Jr.	
	Jerry R. Townsend	
	James R. Wilck	

the meeting was recessed at 8:57 p.m. until Thursday, January 24, 2019, at 5:00 p.m. in the Prince Edward County Board of Supervisors Room, 111 South Street, Third Floor, Farmville, Virginia.