

November 9, 2023

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 9th day of November, at 7:00 p.m., there were present:

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

Also present: Douglas P. Stanley, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Cheryl Stimpson, Director of Finance; Trey Pyle, Deputy Emergency Management Coordinator; Terri Atkins Wilson, County Attorney; Kevin Faubion, Twin Lakes State Park; Daniel Jordan, High Bridge Trail State Park; and Melba Moore, DBA, MS, Crossroads Community Services Board.

Chairman Gilliam called the November meeting to order.

Supervisor Jones offered the invocation and led the Pledge of Allegiance.

In Re: Conflict of Interest Act Disclosures

(None)

In Re: Recognitions

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

The Board would like to recognize Matthew McMillian as Employee of the Month for November. Investigator McMillan "is one of the most helpful people in [the Sheriff's Office]. When there is a project that needs doing or that others need help with, he is always the first person to volunteer. He will start a project on his own if he thinks it will benefit the office. He always has a positive attitude and never seems to fail to transfer that to the rest of the office personnel. Team work is also an attribute as his work ethic seems to help every member of our office to

strive to be more like him." We thank McMillian for his helpful spirit, hard work and positive attitude. We look forward to working with you for many years to come.

Mr. Stanley then recognized Prince Edward County's Veteran employees, thanking them for their service:

- David Emert, Board of Supervisors
- James Graves, Sheriff's Office
- Kendasia Hensley, Commission of Revenue's Office
- Charlie Huddleston, Solid Waste
- John Johnson, Sheriff's Office
- Cindy Sams, Victim Witness
- Mark Stephens, Sheriff's Office
- Cheryl Stimpson, County Administration
- James Taylor, Sheriff's Office

In Re: Public Participation

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

Nehemiah Braxton, President of the Affordable Housing Board, presented an update on the Timberlake I, Timberlake II, and Evergreen apartments. He stressed that the Board is required by HUD to have a management agency, which is Crossroads. He stated there has been difficulty getting participation on the Board and asked if anyone is interested in joining, they could contact him or Crossroads. He said without the Board following the HUD guidelines, the housing could be closed. Some discussion followed regarding previous management and the ownership of the three apartment buildings. Mr. Stanley said that years ago, there were complaints, but he has not heard anything negative in the past one and a half years.

In Re: Board of Supervisors Comments

The Board members congratulated the winners of the recent election, thanked those in attendance and said citizen input is important to for the Board to address the issues.

In Re: Consent Agenda

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

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

the Board accepted the September 2023 Treasurer's Report; the minutes of the meeting held October 10, 2023; Accounts and Claims, Board Mileage Sheets; and Salaries.

Prince Edward Treasurer's Report - September 2023

Name of Bank	Ref #	Int. Rate	Int. Paid	Bank Balance
Benchmark Pooled Fund Account	7654	4.25	\$34,690.05	\$8,634,406.91
Benchmark Social Services	9746			\$218,946.10
Benchmark School Fund	3352			\$1,903,851.58
Benchmark Food Service	3742			\$408,110.72
TOTAL				\$11,165,315.31

*Note: School Fund and Cafeteria Fund balances shown above are estimated balances due to end of the fiscal year.

Certificates of Deposit

	Ref #	Int. Rate	Bank Balance	Available Balance
Benchmark	0994	1.00	\$123,192.71	
	0995	1.00	\$123,192.71	
Recreation Fund	0998	0.50	\$17,573.21	
Benchmark 5 Yr CD-letter of credit	0632	1.00	\$666,406.72	\$930,365.35
Benchmark Investment Acct	L796	3.35	\$2,495,000.06	\$2,495,000.06
Farmers Bank	2465	0.50	\$110,316.67	
	2466	0.50	\$110,316.67	
Underground Storage	2478	0.60	\$23,042.06	
	3465	4.15	\$2,546,004.17	
	3454	4.65	\$2,528,500.69	
	3457	4.75	\$5,000,000.00	\$10,318,180.26
TOTAL				\$13,743,545.67
GRAND TOTAL				<u><u>\$24,908,860.98</u></u>

In Re: Correction to Meeting Minutes – January 10, 2023

In our research for the upcoming training offerings, we discovered an error in the Board of Supervisors meeting minutes.

The following meeting minutes from January 10, 2023, inadvertently omitted the term "Freedom of Information Act training" when labeling the type of training the Board members were undertaking. The training included both COIA and FOIA training.

We need a correction to the official minutes, Supervisors Record Book #35, Page 53. Proposed amendments are red and bold.

In Re: Virginia Conflict of Interest Act and **Freedom of Information Act Training**

Doug Stanley, County Administrator, stated the Code of Virginia states the Conflict of Interest Act (COIA) and Freedom of Information Act (FOIA) Training must occur every two years. All elected and re-elected officials are to take the training two months of assuming office. He said having everyone take this course this evening and on a two-year cycle will keep everyone current.

The Board members began the Conflict of Interest Act training.

Vice-Chairman Gilliam recessed the meeting at 6:55 p.m.

*Vice-Chairman Gilliam reconvened the meeting at 9:00 p.m. to **enable the County Attorney to complete the Board's FOIA and COIA training.***

Vice-Chairman Gilliam declared the meeting adjourned at 9:10 p.m.

Supervisor Jones made a motion, seconded by Supervisor Emert, to approve the correction to the January 10, 2023 meeting minutes to include the amendments as presented; the motion carried:

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

In Re: Community Partner Updates

Kevin Faubion, Twin Lakes State Park, presented a brief history and an update on Twin Lakes State Park. He said there will be new exhibit space at the Visitor Center to highlight the rich cultural history of the Park. He then presented information on the economic impact of the Park on the local economy, with the total value to the local economy of \$4.9 million, with \$385,000 generated in state and local taxes. He added the attendance has already reached 129,000 in 2023. The Park is open year-round, with certain amenities closing after Labor Day, and the campground closes the first weekend of December and reopens the first weekend in March. The conference center and cabins are open year round.

Chairman Gilliam asked if the Park connects to the Rails to Trails [Park]; Mr. Faubion said they do not connect at this time but it is in the long-term Master Plans to do so.

Daniel Jordan, High Bridge Trail State Park, presented an update on High Bridge Trail State Park. He said there are more state parks in Virginia than in any other state, with 41 state parks. He reviewed statistics and said the economic impact on the local economy for this year is \$6.4 million. He reviewed events that are held during the year and said Pamplin has donated the finished parking lot to the State Parks and has just signed a contract to construct the Trail from Heights School Road to Pamplin. The Visitor Center completion date is estimated to be December 31, and the road will be paved at the end of the month.

Melba Moore, DBA, MS, Crossroads Community Services Board, stated that to answer Mr. Braxton's question, Housing Alternatives, Inc., owns the group home, Evergreen; Opportunity, Inc. owns Timberlake II; and Residential Opportunity, Inc. owns Timberlake I. Those are the names of the properties that the HUD Board is responsible for, and Crossroads serves as property management. She then presented information on the past 19 months of operations. Ms. Moore reviewed the accomplishments of the team, moving to the modernization of the agency and focus of the organization, stressing improvements in the financial, communications and workforce aspects.

Supervisor Emert expressed his gratitude for what Ms. Moore has accomplished at Crossroads.

In Re: Highway Matters

Sarah Elam Puckett, Assistant County Administrator, distributed an email that was received from Paul Maserjian regarding Monroe Church Road, along with her response.

Supervisor Pride stated Mud Dusty Road is to be considered as part of the [Six-Year Plan] project. Supervisor Townsend said the financing was limited and nothing was added to the priority list for 2023-2024.

Chairman Gilliam said the Route 460 Exit sign on the eastbound ramp, south of Farmville to get onto Route 15, is on the ground. He added crews did a good job cutting the trees but more needs done from Buffalo Creek to Stockton Lake on Five Forks Road before winter.

In Re: Public Hearing – Amendments to the FY24 County Budget and FY24 County School Budget

Chairman Gilliam announced that this was the date and time scheduled for a public hearing to receive citizen input prior to considering amendments to the FY 2024 County Budget and FY 2024 County School Budget and accept the Distribution of \$1,763,012.93 of Federal Coronavirus Relief Funds. Notice of this hearing was advertised according to law in the Wednesday, November 1, 2023 edition of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Stanley stated that as the Board is aware, the Prince Edward County Public Schools has received a total of \$1,763,012.93 of additional CARES Act Funding for addressing unfinished learning, before and after school programs, and other programs.

Supervisor Emert made a motion, seconded by Supervisor Jones, to approve the increase to the FY 24 County Budget and the FY 24 School Budget by \$1,763,012.93 and appropriate the same funds; the motion carried:

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

In Re: Litter Prevention and Recycling Grant

Prince Edward County has been awarded a non-competitive grant from the Virginia Department of Environmental Quality for Litter Prevention and Recycling Program activities in the amount of \$14,767.00. This grant is typically used to cover the expenses of recycling televisions and other electronic products through Synergy.

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	024040	0007	Litter Control		\$14,767.00
4 (Exp)	520	042300	3841	POS-Recycling	\$14,767.00	

Supervisor Jones made a motion, seconded by Supervisor Pride, to approve the FY24 County Budget supplement and appropriate the same funds; the motion carried:

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

In Re: Emergency Management Report – Mutual Aid Agreement

At the October 10, 2023 Board of Supervisors meeting, the Board approved a mutual aid agreement with the County of Charlotte and authorized the County Administration to execute the agreement on behalf of the County.

To expedite the process of developing mutual aid agreements with our remaining six neighbors, staff is requesting the Board consider issuing blanket approval to the agreement, as presented last month, and authorization to the County Administrator to execute said agreement with a neighboring locality. Staff will continue to involve the Prince Edward Area Firefighters Association (PEVRS) and to work with neighboring jurisdictions on reviewing the fire department districts to ensure the closest departments are being dispatched to assist with incidents in Prince Edward County.

Supervisor Townsend made a motion, seconded by Supervisor Cooper-Jones, to approve the mutual aid agreement for execution with any neighboring jurisdiction and authorize the County Administrator to execute the agreement on behalf of the County of Prince Edward; the motion carried:

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

In Re: Appropriations – EMS Levy

At its August 13, 2019 meeting, the Board of Supervisors adopted the Prince Edward County Emergency Medical Service (EMS) District, which encompasses the entire county. The creation of the District enables the Board

to annually levy a special tax within the district. Any amount collected from such levy must be kept separate from all other moneys of the County and shall only be used for the maintenance and operations of EMS services in the District, as outlined in Section 50-42 of the County Ordinance.

On September 13, 2022, the Board of Supervisors appropriated the available EMS Levy Funds the three EMS agencies in the county, Prince Edward Volunteer Rescue Squad, Meherrin Vol. Fire & Rescue, and the Hampden Sydney Vol. Fire Department First Responder, along with starting a contingency fund for emergency situations only (e.g., accident replacement, vehicle motor or transmission replacements, etc.). The agencies would be responsible to budget their funds for operations, maintenance and vehicle replacement. The funds will remain within the county account and invoices shall be submitted for payment or reimbursement.

The current available balance as of October 31, 2023 is \$ 379,561.61.

FY2023 Fund Disbursement: Contingency: \$100,000.00
 Remaining Balance: PEVRS – 70%, MVFR – 25%, HSVFD – 5%

FY23 BUDGET SUPPLEMENT

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	205	41050	0205	EMS Levy Fund Balance		\$379,561.61
4 (Exp)	205	93000	5807	EMS Contingency	\$100,000.00	
4 (Exp)	205	32301	7005	PEVRS	\$195,693.13	
4 (Exp)	205	32301	7008	Meherrin EMS	\$69,890.40	
4 (Exp)	205	32301	7010	Hampden Sydney EMS	\$13,978.08	

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to approve the FY23 Budget Supplement, as presented and appropriate the same funds for the EMS Levy; the motion carried:

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

Nay: None

In Re: Virginia’s Heartland Regional Industrial Facility Authority – Annual Report

Mr. Stanley presented the FY 2023 audit report for the Virginia's Heartland Regional Industrial Facility Authority. The audit serves as the annual report from the Authority and is for informational purposes.

In the past fiscal year, Eastern Engineered Wood Products opened their-facility. The project is located on a 32-acre tract in the Industrial Park and includes 22 acres of paved storage including office space, storage buildings,

a cutoff shed and rail spur. Eastern Wood distributes structural floor and roof systems to the professional contractor trade through a network of retail lumber dealers and truss manufacturers. The facility will employ an estimated 20 employees at full capacity.

In Re: 2024 General Assembly – Legislative Priorities

Mr. Stanley presented the list of proposed legislative priorities for the upcoming 2024 General Assembly session:

1. **1% Sales Tax for Local School Construction or Renovation** - The Board of Supervisors of Prince Edward County will need to request that Delegate Wright introduce a bill in the upcoming General Assembly session that would add Prince Edward County to the list of counties that are enabled to collect up to 1 % in additional sales tax revenue for the construction or renovation of schools within the locality. Currently localities listed under §58.1-602 include Charlotte County, Gloucester County, Halifax County, Henry County, Mecklenburg County, Northampton County, Patrick County, Pittsylvania County, or the City of Danville. The County has estimated that a 1 % increase in sales tax would generate an estimated \$3,000,000 in annual revenue based on collections over the past five years. This is based on the County's share of 50% of local collections and our proportionate split of the remaining 50% with the Town of Farmville based on school age population. This would provide enough revenue to support significant improvements to the County elementary school as well as middle and high schools.

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

In 2022, the County hired a new landfill engineering firm, LaBella, and they have reviewed the County's solid waste operations and made recommendations on making the County's Solid Waste Enterprise fund self-sufficient. As part of the solution, the County would like to be able to establish a solid waste fee to help offset the cost of handling and disposal of County waste.

3. **Amendment to Allow for Extension of Enterprise Zone #48** - The counties of Prince Edward, Lunenburg, and Charlotte are requesting that the Enterprise Zone, which is currently scheduled to phase out on December 31, 2024 be granted, an additional 5-year grace period. Since Enterprise Zone #48

(Charlotte/Lunenburg/Prince Edward) was created prior to July 1, 2005 (2000) we would request modification of the language from one to two five-year renewal periods.

4. **Sandy River Reservoir Project-** The Board of Supervisors of Prince Edward County requests that the General Assembly take any necessary steps to support the Sandy River Reservoir Project and the provision of water and sewer from Prince Edward to the State facilities in Nottoway County.
5. In addition, the Board supports the **2024 VACO Legislative Priorities**.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to approve the proposed 2024 Legislative Priorities list as proposed; the motion carried:

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

In Re: FY 2024-2025 Budget Schedule

Mr. Stanley reviewed the proposed FY 2024-2025 budget schedule. The budget has been coordinated with the School budget schedule.

Supervisor Townsend made a motion, seconded by Supervisor Cooper-Jones, to adopt the FY 2024-2025 Budget Schedule and Departmental Budget Forms as presented; the motion carried:

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

DATE	ACTIVITY	TIME/LOCATION
January 19, 2024	Budget Preparation Guide distributed to County Departments and Constitutional Offices	
January 19, 2024	Donation Request forms distributed	
Feb. 1-23, 2024	Budget work sessions between Departments and County Administrator	

February 13, 2024	Joint Finance Committee Meeting of Board of Supervisors and School Board	5:00 p.m. Board of Supervisors Room
February 20, 2024	Board of Supervisors Budget Planning Meeting (Davenport Presentation)	5:30 p.m. Board of Supervisors Room
February 23, 2024	Budget worksheets submitted to County Administrator	
February 29, 2024	Joint Finance Committee Meeting of Board of Supervisors and School Board	1:00 p.m. School Board Office
March 8, 2024	Revenue estimate completed by County Administrator	
March 12, 2024	Presentation of County Administrator's proposed budget to Board of Supervisors	5:30 p.m. Board of Supervisors Room
March 19, 2024	Board of Supervisors budget work session – presentations by outside agencies	2:00 p.m. Board of Supervisors Room
March 26, 2024	School Superintendent budget presentation to Board of Supervisors and School Board Board of Supervisors authorizes Public Hearing for April 16 (Ad date – April 5)	5:30 p.m. Board of Supervisors Room
April 9, 2024	Board of Supervisors Budget Work Session (if needed)	5:30 p.m. 3 rd Floor Conference Room
April 16, 2024	Board of Supervisors Budget Work Session (if needed)	5:30 p.m. 3 rd Floor Conference Room
April 16, 2024	Public Hearing on County & School Budgets & Tax Rates (Planning Commission Meeting will need to be rescheduled)	7:00 p.m. Board of Supervisors Room
April 23, 2024	Budget Work Session, Adoption of County & School Budgets & Tax Rates	7:00 p.m. Board of Supervisors Room
June 11, 2024	Approval of Appropriations	7:00 p.m. Board of Supervisors Room

In Re: County Attorney Update

Mrs. Terri Atkins Wilson, County Attorney, congratulated the Board members on their re-election and expressed gratitude for the Veterans, and for the opportunity to work with the Board.

Mrs. Atkins Wilson then reported work included:

- discussion on the rules of the Conflict of Interest Act as they apply to the Board of Supervisors;
- clarification of property owned by the County and IDA;
- meeting with Sandy River Distillery;
- work on the Memorandum of Understanding for the sewer line
- meetings with the Animal Control Officers for discussion of the Animal Control Ordinance regarding Running at Large and the seizure of an animal in poor living conditions

In Re: County Administrator Update

Mr. Stanley presented his report:

- **2023 Tax Bills and Annual Report** – County taxpayers should have received a copy of their 2023 real estate and personal property tax bills this week.
- **Elementary School Construction Grant** – The Board Chair signed a letter in support of the request (required by the State). The School System submitted the grant on November 3rd.
- **HIT Park** – On November 6-7th, Chelsey White, and I, along with our data center consultant, attended the DCD Connect Data Center Conference in Lansdowne. The conference had 500+ attendees that are involved in data center design, construction, and operation.
- **Sandy River Project** – Our project team submitted a response letter to DEQ to address the 3 comments that were submitted. A copy of the response is attached. If DEQ received 25 or more comments there would be a mandatory public hearing required on the application. With 3, it is up to DEQ whether they want to hold one.
- **Comprehensive Plan** – The Comprehensive Plan Survey has been distributed. It will be available November 1 – December 31 for citizens to fill out and submit. A link can be found on our Comprehensive Plan page and will be on Facebook, or a printed copy in the Administrator’s Office. Please feel free to share with your friends and neighbors. Our goal is to get 15%+ response rate from the community. Our first public workshop will be held on Thursday, November 16th at 6:00 pm at Crawley Forum.
- **Comprehensive Plan Meeting** – November 16th at 6:00 pm at Moton.
 - **Comp Plan Survey**
 - **Introduction:** This survey is an opportunity for residents and neighbors of Prince Edward County to share thoughts and opinions on the future growth and development of the County. Your feedback will be used by the County’s staff, Planning Commission, and Board of Supervisors as we work to update the County’s Comprehensive Plan.
 - **Upcoming Meetings**
 - Comprehensive Plan Work Session 5:30 pm – Crawley Forum HSC – 11/16
 - Comprehensive Plan Work Session 5:30 pm – Moton Museum – 12/13

In Re: Personnel Committee Report

Mrs. Puckett stated the Personnel Committee met Tuesday, October 31, 2023 at 3:00 p.m. Members present were Pattie Cooper-Jones, Committee Chair; and Supervisors Odessa Pride, Ed.D., and Harrison Jones.

The Committee discussed staffing in the Animal Control Department. At present, there are two full-time animal control officers and one part-time (29 hours per week at \$15.00 per hour) kennel attendant. The part-time position is very difficult to keep filled and there is fairly consistent turnover. When that position is vacant, the two officers have to pick up those duties of care and cleaning of the animals and shelter, on top of their animal control responsibilities and their on-call/after-hours duties.

Our officers are consistently earning compensatory time and are having a difficult time using leave when they are either on-call or covering the part-time vacancy. Currently, both officers have well over 100 hours of compensatory time. The annual maximum carry-over is 40.

The Committee reviewed the cost of the compensatory time and the cost of taking the part-time position to a full-time position. A proposed new full-time position, Kennel Attendant/Deputy Animal Control Officer, was discussed. This position will be needed when the new animal shelter is constructed.

The Committee recommends transitioning of the part-time animal control position to a full-time position and appropriate \$10,000 (the amount needed for the remainder of the current fiscal year) to the Animal Control Department for wages and benefits to enable the County Administrator to immediately advertise and fill this new vacancy.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Jones, to approve the full-time position in the Animal Control Department and appropriate \$10,000 to the Animal Control Department; the motion carried:

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

In Re: Closed Session

Supervisor Emert made a motion, seconded by Supervisor Townsend, that the Board convene in Closed Session for discussion and consideration of the annual performance of the County Administrator and the County Attorney, pursuant to the exemptions provided for in Section 2.2-3711 (A)(l) of the *Code of Virginia*; and for consultation with legal counsel related to an unsolicited proposal for an intergovernmental contract, pursuant to the exemptions provided for in Section 2.2-3711(A)(8) of the *Code of Virginia*; the motion carried:

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

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

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

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

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

the 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: Animal Warden's Report

Mr. Adam Mumma, Chief Animal Control Officer, submitted a report for the month of October 2023, which was reviewed and ordered to be filed with the Board papers.

In Re: Building Official's Report

Mr. Phillip Moore, Building Inspector, submitted a report for the month of October 2023, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery - Home

Rodney Scott, Cannery Manager, submitted a report for the month of October 2023, which was reviewed and ordered to be filed with the Board papers.

In Re: Commonwealth Regional Council Items of Interest

Ms. Melody Foster, Executive Director, submitted a report for the month of October 2023, which was reviewed and ordered to be filed with the Board papers.

In Re: Tourism and Visitor Center Report

Ms. Chelsey White, Director of Economic Development and Tourism, submitted a report for the month of October 2023, which was reviewed and ordered to be filed with the Board papers.

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

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

the meeting was adjourned at 9:19 p.m.