

January 9, 2024

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 January, 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; Terri Atkins Wilson, County Attorney; Crystal Hensley, Commissioner of Revenue; and Chelsey White, Director of Economic Development and Tourism.

Chairman Gilliam called the January meeting to order.

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

In Re: Selection of Chair

At the organizational meeting in 2016, it was determined the selection of Chairman and Vice-Chair would be by rotation.

Supervisor Townsend 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 Pattie Cooper-Jones as Chair for 2024; 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	Abstain:
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The position of Chairman for 2024 is Pattie Cooper-Jones.

In Re: Adoption of Board By-Laws

Supervisor Jones made a motion, seconded by Supervisor Townsend, to amend the Bylaws regarding rotation of the Vice-Chair as set up during the 2016 organizational meeting; the motion carried:

Aye:	Pattie Cooper-Jones J. David Emert Llew W. Gilliam, Jr. Victor "Bill" Jenkins E. Harrison Jones Odessa H. Pride Jerry R. Townsend Cannon Watson	Nay: None
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Supervisor Emert made a motion, seconded by Townsend, to accept the By-Laws as amended; the motion carried:

Aye:	Pattie Cooper-Jones J. David Emert Llew W. Gilliam, Jr. Victor "Bill" Jenkins E. Harrison Jones Odessa H. Pride Jerry R. Townsend Cannon Watson	Nay: None
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**COUNTY OF PRINCE EDWARD, VIRGINIA
2024 BYLAWS OF THE BOARD OF SUPERVISORS**

I. ATTENDANCE AND ADJOURNMENT

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

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

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

II. CHAIR AND VICE-CHAIR

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

Chair shall preside at the meeting; in the absence of both the Chair and Vice-Chair, the members present shall choose one of its members as temporary Chair.

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

Commencing with the organizational meeting held in January of 2016, a rotation for Chair and Vice Chair based upon the members in office shall be established at the annual organizational meeting of the Board. **The rotation commencing January 1, 2024 is as follows:**

<u>Year</u>	<u>District Number</u> <u>Chair</u>	<u>District Number</u> <u>Vice Chair</u>
2024	801	101 201
2025	101 201	201 101
2026	201 101	701
2027	701	301
2028	301	601
2029	601	401
2030	401	501
2031	501	801

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

<u>Year</u>	<u>District Number</u> <u>Chair</u>	<u>District Number</u> <u>Vice Chair</u>
2016	101	201
2017	201	801
2018	801	701
2019	701	301
2020	301	601
2021	601	401
2022	401	501
2023	501	801

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

III. CLERK

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

IV. ORDER OF BUSINESS

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

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

V. PREPARATION OF AGENDA

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

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

VI. CONSENT AGENDA

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

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

VII. CONDUCT OF BUSINESS

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

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

VIII. TAKING THE VOTE

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

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

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

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

IX. RECONSIDERATION

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

X. WITHDRAWAL OF EXHIBITS

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

XI. MANUAL AND RULES

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

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

XII. APPOINTMENTS

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

At the January meeting of each year, the Board shall vote whether to operate with a system of standing committees during the year. If it does, the Board shall specify the name, composition, and function of each of the several committees. The committees shall meet at the regular times and in conformity with the Virginia Freedom of

Information Act. In selecting members of committees, the Chair of the Board shall make nominations after soliciting from members of the Board their preferences as to committee assignments. The Board may amend the Chair's nominations and shall confirm the assignments. Standing committees shall consider such matters as referred by the Board, and shall report at regular meetings of the Board.

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

XIII. PUBLIC HEARINGS

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

XIV. CLOSED SESSIONS

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

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

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

ROBERT'S RULES OF ORDER, NEWLY REVISED

PROCEDURE IN SMALL BOARDS

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

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

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

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

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

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

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

EFFECT OF PERIODIC PARTIAL CHANGE IN BOARD MEMBERSHIP

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

As amended and approved: 1/8/08, 1/14/14, 1/12/16, 1/9.18, 1/8/19, 1/14/20, 1/12/21, 1/11/22. **1/10/23.**

In Re: Selection of Vice-Chair

Supervisor Emert made a motion, seconded by Supervisor Townsend, to select the Vice-Chair by rotation as amended during the 2024 organizational meeting, and approving the selection of Victor “Bill” Jenkins as Vice-Chair for 2024; 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 position of Vice-Chairman for 2024 is held by Victor “Bill” Jenkins.

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

Supervisor Emert moved, seconded by Supervisor Townsend, 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 N. South Street, Farmville, Virginia. The motion carried:

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

Nay: None

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.”

Supervisor Emert made a motion, seconded by Supervisor Townsend, to operate with a system of standing committees; 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

Chair Cooper-Jones set forth the following recommendations for committee membership, as follows:

- Finance Committee: Supervisor Cooper-Jones (Chair), Supervisor Emert, Supervisor Watson
- Properties Committee: Supervisor Emert (Chair), Supervisor Jenkins, Supervisor Townsend
- Strategic Planning Committee: Supervisor Pride (Chair), Supervisor Jones, Supervisor Watson
- Personnel Committee: Supervisor Cooper-Jones (Chair), Supervisor Jones, Supervisor Pride
- Audit Committee: Supervisor Gilliam (Chair), Supervisor Cooper-Jones, Supervisor Watson
- Public Safety Committee: Supervisor Townsend (Chair), Supervisor Jenkins, Supervisor Gilliam

Supervisor Emert made a motion, seconded by Supervisor Gilliam, to accept the Committee assignments 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: Adoption of Board Rules of Procedure for Public Hearings

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

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

the Prince Edward County Board of Supervisors re-adopted the following procedures to govern public hearings, as amended:

BOARD OF SUPERVISORS PUBLIC HEARINGS
RULES OF PROCEDURE - 2024

1. Public Hearings – the order of presentation shall be as follows, unless varied by the Chairman.
 - a. Staff report.
 - b. Applicant’s presentation.
 - c. Questions of the applicant by members of the Board of Supervisors.
 - d. Comments from members of the public. Speakers shall be heard in the order in which they registered on the public sign-in sheet.
 - e. Rebuttal by applicant/applicant’s representative (time determined by Chair).
 - f. Questions by the Board members of speakers.

2. Following discussion of all matters to be considered and once the public hearing has been closed, the Board will consider one of the following three actions regarding each matter:
 - a. Approval (with conditions, as applicable);
 - b. Denial; or
 - c. Table for further review.

PUBLIC HEARING GUIDELINES

- Individuals wishing to speak should register using the sign-in sheet posted outside the Board of Supervisors room on the night of the meeting. Individuals wishing to participate remotely may register in advance with the Deputy Clerk or call into the meeting and remain on the line until acknowledged by the Board Chair.

- Speakers will be asked to stand at the lectern and address the Board, if able, unless participating remotely, and to provide their name and district.
- Speakers arriving after the commencement of the hearing or who are participating remotely, and who are not on the sign-up sheet, will be recognized after the registered speakers have finished and at the discretion of the Chair.
- The Chair may establish a time limit for each speaker and 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.
- 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. Citizen comments may be supplemented by written comments and/ or handouts and should bring ten copies for distribution to the Board of Supervisors.
- Speakers are asked to keep comments brief and to avoid repetitive testimony. Each speaker may speak once at a hearing. Remarks shall be confined to the matter under discussion and shall be relevant.
- The Chair has the authority to vary these guidelines as may be necessary and to end a presentation or comments that violate the rules or for other cause. The Board will not tolerate personal attacks by anyone on any participant in the proceedings.
- 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 Emert, seconded by Supervisor 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
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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 may also participate remotely by using the call-in information: 1-844-890-7777, Access Code: 390313. Citizens participating remotely are asked to pre-register by calling the County Administrator's Office at 434-392-8837, prior to 4:00 p.m. the day of the meeting.
- Citizens are respectfully requested to state their full name and address for the record.
- The Chairman of the Board will establish the order of speakers and will maintain decorum.
- Citizens shall speak for a maximum of five (5) minutes, unless more time is granted by the Chair.
- In the event that more than four (4) speakers wish to be heard during citizen's time, the Chairman shall allocate the twenty (20) minutes among speakers in an equitable manner. An extension to the twenty (20) minute limit can be granted by the Chair.
- Comments from citizens who are not residents of Prince Edward County will be entertained once all County residents are heard.
- Signs, placards, posters or like material are not permitted in the Board Chamber, adjoining areas or County offices.
- The Board asks that citizens remain seated during the meeting unless called upon to stand for recognition as a speaker, official duties, physical necessity, or to enter 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.
- Should you require special accommodations in order to participate in a Board meeting, please contact the Prince Edward County Administrator's Office at 434-392-8837.

In Re: Adoption of Protocol for Board of Supervisors Comments

On motion of Supervisor Emert, seconded by Supervisor 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
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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

"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.

Chair Cooper-Jones presented a plaque to Supervisor Gilliam in recognition of his service to Prince Edward County, Virginia as Chair of the Board of Supervisors, from January 1, 2023 through December 31, 2023.

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.

Howard Armistead, Center District, presented information on pandemics and the benefits of selenium. He stressed that Prince Edward County had a 50% higher mortality rate than the rest of Virginia due to receiving one-third less vaccinations.

Rick Ewing, Central Virginia Regional Library Director, announced the Cumberland library joining the system effective this week; he also announced there is a new Children’s Services employee at the Barbara Rose Johns library in Farmville.

In Re: Board of Supervisors Comments

The Board thanked all in attendance and said for all to be safe going home.

Supervisor Pride thanked everyone for their support in the loss of her son.

Supervisor Watson expressed his heartfelt condolences; he then congratulated Supervisor Gilliam on a fine job done as Chair, and for Chair Cooper-Jones assuming the role.

Supervisor Jones wished all a Happy New Year and thanked the Board and staff for all they do behind the scenes.

Chair Cooper-Jones thanked all for braving the weather; she said this will be a prosperous and happy year. She then expressed her condolences to and support of Supervisor Pride.

In Re: Consent Agenda

On motion of Supervisor Jones, seconded by Supervisor Townsend, 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
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the Board accepted the November 2023 Treasurer’s Report; the minutes of the meeting held December 12, 2023; Accounts and Claims, Board Mileage Sheets; and Salaries.

Prince Edward Treasurer's Report - November 2023

Name of Bank	Ref #	Int. Rate	Int. Paid	Bank Balance
Benchmark Pooled Fund Account	7654	4.00	\$35,850.70	\$15,839,842.06
Benchmark Social Services	9746			\$160,730.97
Benchmark School Fund	3352			\$1,566,138.54
Benchmark Food Service	3742			\$453,509.17
TOTAL				\$18,020,220.74

*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	\$123,503.22	
	0995	1.00	\$123,503.22	
Recreation Fund	0998	0.50	\$17,595.36	
Benchmark 5 Yr CD-letter of credit	0632	1.00	\$668,086.43	\$932,688.23
Benchmark Investment Acct	L796	3.09	\$2,495,000.06	\$2,514,141.92
Farmers Bank	2465	0.50	\$110,316.67	
	2466	0.50	\$110,316.67	
Underground Storage	2478	0.60	\$23,076.91	
	3465	4.66	\$2,598,706.46	
	3454	4.65	\$2,557,643.07	
	3457	4.64	\$5,117,679.17	\$10,517,738.95
TOTAL				\$13,964,569.10
GRAND TOTAL				<u><u>\$31,984,789.84</u></u>

In Re: Constitutional Officer Report

Crystal Hensley, Commissioner of Revenue, presented a report on the changes in the Commissioner of Revenue’s Office. She stated Mrs. Beverly Booth, former Commissioner of the Revenue, has agreed to assist with training. Ms. Hensley said one of the goals is to get the bills out on time. There is new technology available in the office that will help. She said she is updating the office procedures to be more efficient and better serve the taxpayers of the County. She said currently real estate records are about 14 months behind and they are working hard to get records up to date and get everything out in a timely manner.

Mr. Stanley added the goal ultimately is to implement twice a year billing and proration, and the staff is getting things in order.

In Re: Public Hearing – CARES Act Funding

Chair Cooper-Jones announced that this was the date and time scheduled for a public hearing to receive citizen input prior to considering amendments to the FY 24 County Budget and FY 24 County School Budget and accept the distribution of \$6,237,616.37 of Federal Coronavirus Relief Funds to be appropriated by the Board of Supervisors and distributed to the Prince Edward County Public Schools. Notice of this hearing was advertised

according to law in the Wednesday, January 3, 2024 edition of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Stanley said that as the Board is aware, the Prince Edward County Public Schools have received a total of \$6,237,616.37 of additional CARES Act Funding for addressing unfinished learning, before and after school programs, and other programs.

Prior to the expenditure and in accordance with 15.2-2507 of the Code of Virginia, the Board will hold a public hearing to increase the FY 24 County and School Budgets, accepting the distribution of federal funds and appropriate the funding to the FY 24 County and School Budgets.

Superintendent Johnson presented information on what the funds has been used for, including coaches; services with literacy, math and science; Fulcrum counseling; playground equipment; buses; signing bonuses and full reimbursement of tuition; Zoom accounts; hotspots and GoGuardian (Child Internet Protection Act); Chromebooks, PPE supplies; HVAC; window shatterproof film; safety doorknobs (intruder deterrent); and to improve instruction and safety.

Chair Cooper-Jones opened the public hearing.

There being no one wishing to speak, Chair Cooper-Jones closed the public hearing.

Supervisor Jones made a motion, seconded by Supervisor Townsend, to increase the FY 24 County and School Budgets by \$6,237,616.37 and appropriate the same funds to enable the expenditure of the federal CARES Act funding; 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: Economic Development Update

Chelsey White, Director of Economic Development and Tourism, presented her department update for 2023:

2023 Economic Development and Tourism Highlights:

- IDA brought on marketing consultant, Rhett Weiss, of Dealtek Ltd., to market the HIT Park site.

- Economic Development Director participated in the Data Center Dynamics Connect Virginia conference, which had close to 1,000 attendees, to market the HIT Park for development.
- Completed the Industrial Access Road at Prince Edward Business Park.
- Onboarding of new Marketing Assistant, Molly Kinahan.
- Approval of MOU with the Town of Farmville for sewer line at Industrial Access Road.
- The sale of two PEC Business Park lots for the development of 5 Pillar Meats and a new car wash, followed by the start of construction of the two lots and WaWa.
- \$25,000 AFID grant was received and appropriated to the IDA and then awarded to Sandy River Distillery for its development.
- \$20,000 AFID Planning grant was awarded to fund the development of an economic development strategic plan.
- \$50,000 AFID Planning grant was awarded to awarded to 5 Pillar Meats for its development.
- \$75,000 TRRC grant was awarded to 5 Pillar Meats for its development.
- Awarded a \$10,000 VTC Microbusiness Marketing Leverage Program (MMLP) grant titled Forever Starts in Prince Edward County. The campaign will market Prince Edward County as a premier wedding destination. The marketing campaign is mixed media and will feature and promote wedding-related local venues, retail shops, and vendors.
- Awarded a \$10,000 VTC VA250 grant titled Celebrating Virginia’s History: A Look at Prince Edward County which will support a new exhibit in the Visitor Center about local history and will help bolster market the county as a tourism destination.
- In 2023, five Economic Development and Tourism Grants were awarded totaling \$165,000. (1. AFID Planning Grant, 2. TRRC 5 Pillar Meats, 3. VTC MMLP, 4. VTC VA250, 5. AFID 5 Pillar Meats)

Economic Development:

- Held a meeting with RKG Associates to coordinate the launch of the IDA’s economic development strategic plan which will launch in January 2024.
- Submitted a \$16.9 million pre-application grant proposal to the Virginia Business Ready Sites Program for funding to further develop infrastructure at the HIT Park. The projects that this grant will fund if awarded include connecting the site to the Town of Farmville water system, elevated tank and booster pump construction, connecting the site to the Sandy River Reservoir water source, and site optioning/acquisition/control.
- Participated in the Data Center Dynamics Connect Virginia conference in Loudoun to connect Prince Edward County directly with data center owner-operators looking to expand their portfolio of sites. Represented Prince Edward County and the HIT Park with a branded stand and discussed the site with conference attendees. Used the current brochure to highlight building potential for leading data center owners in Prince Edward County and promote the site as an attractive place to build with easy regional transport links.
- Attended the Virginia Economic Developers Conference in Portsmouth, VA at the end of September (for the first time).
- IDA Meeting updates – there is continued interest in the PEC Business Park from commercial developers and the IDA and staff continued to work with prospects; two RFI were submitted for sites in Prince Edward County; ongoing marketing of the HIT Park with the consultant and site visits to the HIT Park.
- Participated in the CRC REDO Working Committee Kickoff Meeting which included reviewing the draft strategic and organizational plan. Discussion included:
 - Draft vision and mission
 - Economic development strategies

- Board structure
- Staffing plan
- Target budget
- Continued to participate in economic development programs, collaborations, and educational opportunities through regional and state organizations including VEDP, SOVA, Longwood SBDC, RISE, and VEDA.

Tourism

- Held PECTC Wayfinding Signage Task Group meetings to finalize the gateway and trailblazer sign designs.
- Participated in the VA-1 Governor’s Tourism Summit conference in Richmond in November (for the first time).
- The Wonderful Wellness Weekend (Be Well in PEC) campaign has commenced with great results.
- The campaign included a streaming and video advertisement running from May through June. The Facebook campaign resulted in reaching just under 88,000 Facebook users. The audience included Facebook users from the following locations: Baltimore, MD, Virginia Beach, Roanoke, Richmond, and Boydton, VA.
- The website results include 809 total page views of the newly refreshed tourism webpages which featured our 13 local campaign partners. The campaign also included over 400 promotional gift bags that were given out to visitors staying in hotels located in Prince Edward County.
- Participated in quarterly Virginia’s Crossroad Meetings held in September and December.
- Continued participation in County marketing efforts with Letterpress Communications.
- Continued to participate in local, regional, and state organizations including THOYA, Virginia's Crossroads, and the Virginia Tourism Corporation in marketing the County's tourism opportunities.
- Recent article that features Farmville/Prince Edward County:
https://www.virginia.org/blog/post/amazing-fall-rentals/?utm_term=Amazing%20Fall%20Rentals%20This%20Way&utm_campaign=SeptemberConsumer09142023&utm_content=email&utm_source=Act-On+Software&utm_medium=email&cm_mmc=Act-On%20Software-_-email-_-Open%20for%20Some%20Epic%20Fall%20Travel%20Inspo%20%5CuD83D%5CuDE0F%5CuD83C%5CuDF42-_-Amazing%20Fall%20Rentals%20This%20Way
- The hours of operation for the Visitor Center have changed. It is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, Saturday from 12:30 p.m. to 4:30 p.m., and is closed on Sundays.

In Re: 2023 Planning Commission Annual Report

Mr. Stanley said an annual report is submitted as required by Title 15.2, Chapter 22, Section 2221 of the Code of Virginia, which requires an annual report be submitted to the Governing Body concerning the operation of the Planning Commission and the status of planning within Prince Edward County.

The 2023 annual report provides a summary of the Planning Commission's public hearing activities concerning zoning cases & special use permit, code amendments, major activities, and accomplishments over the

past year. Also included is Community Development permitting activities and progress made on items contained in the Capital Improvement Plan (CIP).

Mr. Stanley stated there were 12 Special Use Permits, 212 Zoning permits, 889 building permits, 1,437 building inspections performed, and 14 Capital Improvement Plan projects either completed or in progress. He added that 46 one- and two-family homes and 26 manufactured homes were issued.

In Re: Highway Matters

Mrs. Sarah Elam Puckett, Assistant County Administrator, stated staff would record any concerns from the Board to report to Scott Frederick, P.E., VDOT. She stated that currently, there were six secondary roads with closures and portions of [Route] 360 were under water. She said it could increase overnight, and crews will be working overnight but cleanup is expected to take a week or more. She urged citizens to take care and please call any concerns in.

Mr. Stanley said the Sheriff and his staff are out to make sure all areas are clear and safe.

Supervisor Townsend reported that at the intersection of Zion Hill Road and Old Bridge [Road], the culvert may be backed up.

Supervisor Townsend then reported that the constituent at 4191 Five Forks Road has a lot of junk and trash in the yard; it had been reported previously but has not been maintained. Mr. Stanley said that it appears to be a tenant/landlord issue.

Supervisor Townsend then asked for a status on junk conditions on a previously reported property on Rice Creek Road.

Supervisor Gilliam reported the contractor did an excellent job on Five Forks Road, and asked if there was any damage to the bridge that was hit by the truck.

Supervisor Townsend reported work has begun on the bridge on Worsham [Road] over Briery Creek.

In Re: Event Permit – Virginia State Coonhound Championship

The County received a permit application to hold the Virginia State Coonhound Championship, scheduled for March 15 and 16, 2024 at the Five County Fairgrounds.

Supervisor Gilliam made a motion, seconded by Supervisor Emert, to approve the permit application to hold the Virginia State Coonhound Championship, scheduled for March 15 and 16, 2024 at the Five County Fairgrounds; the motion carried:

Aye:	Pattie Cooper-Jones J. David Emert Llew W. Gilliam, Jr. Victor “Bill” Jenkins E. Harrison Jones Odessa H. Pride Jerry R. Townsend Cannon Watson	Nay: None
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In Re: Appointments – Board of Supervisors and Outside Agencies

The following positions require appointment/re-appointment:

<p><u>Granite Falls CDA</u> Pattie Cooper-Jones Victor “Bill” Jenkins E. Harrison Jones Odessa H. Pride, Ed.D.</p>	<p>Term Expires 12/31/2027 12/31/2027 12/31/2027 12/31/2027</p>
<p><u>Va's Heartland W&S Authority</u> Pattie Cooper-Jones Victor “Bill” Jenkins E. Harrison Jones Odessa H. Pride, Ed.D.</p>	<p>12/31/2027 12/31/2027 12/31/2027 12/31/2027</p>
<p><u>Workforce Development Consortium</u> Odessa H. Pride, Ed.D.</p>	<p>12/31/2024 (1-Year Term)</p>
<p><u>Moton Board</u> Jerry R. Townsend</p>	<p>12/31/2023 (1-Year Term)</p>

Supervisor Emert made a motion, seconded by Supervisor Harrison, to approve the appointments 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
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In Re: Community Policy Management Team Appointments

The General Assembly created the Children's Services Act (CSA) to create a collaborative system of services and funding that is child-centered, family focused, and community based to address the needs of troubled at-risk youths and their families. Chapter 52 of Title 2.2 of the Code of Virginia outlines the requirements of this program.

To receive CSA funds from the Commonwealth of Virginia Section 2.2-5204 of the Code, directs every County to establish a Community Policy and Management Team (CPMT). Membership of the CPMT is specified in Section 2.2-5205 of the Code and shall include:

One elected official or an appointed official (presently the County Administrator)

- The local agency heads or their designees of the following - (1) Community Services Board, (2) Juvenile Court Services Unit, (3) Department of Health, (4) Department of Social Services, and (4) Local School division.
- Representative of a private organization or association of providers for children's or family services if such organizations are located within the locality.
- A parent representative.

The CPMT is requesting the Board appoint Ms. Kandy Hayes to serve as the representative of a private organization. Ms. Hayes is employed by Strategic Therapy Associates, located at 217 W. Third Street, Suite 5. She has served on numerous Family Assessment Planning Teams (FAPT) and CPMT teams in the region. She is aware of the challenges faced by families and their youth who will require services administered through the CSA program. She is engaged in the community and has successfully found cost effective solutions for families facing mental health challenges. The appointment will be effective immediately and expires on June 30, 2026.

The CPMT is requesting the Board appoint Ms. Le' Tina Giles of Farmville to serve as the parent representative. The appointment will be effective immediately and expire on June 30, 2026.

Supervisor Watson made a motion, seconded by Supervisor Emert, to appoint Ms. Kandy Hayes and Ms. Le' Tina Giles to the CPMT whose terms will be effective immediately and will expire June 30, 2026; 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: Appropriation – VTC Grant

On October 13, 2023, Prince Edward County was awarded the VTC Microbusiness Grant for our "Forever Starts in Prince Edward County" campaign. This is a reimbursement grant through the Virginia Tourism Corporation in the amount of \$10,000.

FY24 BUDGET SUPPLEMENTS

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	24040	0105	VTC 4Ever Prince Edward County Grant		\$10,000.00
4 (Exp)	100	81600	5891	VTC 4Ever Prince Edward County Grant	\$10,000.00	

Supervisor Emert made a motion, seconded by Supervisor Townsend, to approve the FY24 County Budget supplement 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: Appropriation – National Opioid Settlement

Prince Edward County has received funds totaling \$2,339.42 from the Opioid Settlement Fund Trust. The County is required to use these funds for opioid remediation.

FY24 BUDGET SUPPLEMENTS

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	018990	0056	National Opioid Settlement		\$2,339.42
4 (Exp)	100	052400	5601	Opioid Remediation	\$2,339.42	

Supervisor Emert made a motion, seconded by Supervisor Townsend, to approve the FY24 County Budget supplement 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: Appropriation – Stronger Connections Grant and Security Equipment Grant

The Board of Supervisors has received a request from the Prince Edward County School Board to appropriate the federal and state funds described below for a total of \$323,479.08 for the 2023-2024 school year. There is a local match of \$348.50 for the School Security Equipment Grant, which will be absorbed in the school division’s local operating budget.

FY24 BUDGET SUPPLEMENTS

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	250	33020	0014	Title IV – Part A		\$322,085.08
3 (Rev)	250	24020	01016	Safety and Security Equip Grant		\$1,394.00
4 (Exp)	250	61000	0001	Instruction	\$323,479.08	

Supervisor Emert made a motion, seconded by Supervisor Townsend, 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: Appropriation – Acceptance of Opioid Abatement Authority Grant

The County received word in December that we were awarded a \$44,750 joint planning grant from the Opioid Abatement Authority. The grant will cover Prince Edward, Buckingham, and Cumberland counties and will provide a roadmap on how we utilize our abatement funds moving forward. The grant will help us conduct a gap analysis of treatment, services, and infrastructure for persons affected by substance use disorder in the county and surrounding areas. This analysis will determine the best and highest use of the opioid abatement funds available to the locality. The goal is to identify needs and develop a comprehensive plan that identifies and prioritizes community needs and how best to meet immediate and future needs. This effort will culminate with coordinated applications to use the opioid abatement resources available.

Prince Edward County’s share of \$5,250 grant match is \$1,750; the funds to be used are from the Opioid Distribution.

Supervisor Emert made a motion, seconded by Supervisor Townsend, to accept the planning grant from the Virginia Opioid Abatement Authority and authorize the County Administrator to sign the grant acceptance letter; the motion carried:

Aye:	Pattie Cooper-Jones J. David Emert Llew W. Gilliam, Jr. Victor “Bill” Jenkins E. Harrison Jones Odessa H. Pride Jerry R. Townsend Cannon Watson	Nay: None
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In Re: Authorize Payment for New Information Technology (IT) Equipment

The Information Technology (IT) department has received a quote from IT Noble, Inc., in the amount of \$38,156.00 for new servers and other equipment to meet the needs of the County staff in the commission of their responsibilities to the citizens of Prince Edward County. The Board is asked to approve not more than \$38,156.00 for the purchase of the equipment and allow the County Administrator to execute any documents necessary for the purchase of the equipment.

Supervisor Emert made a motion, seconded by Supervisor Townsend, to approve the amount not to exceed \$38,156.00 for equipment for the IT Department and allow the County Administrator to execute any necessary documents for the purchase of the equipment; the motion carried:

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

The current lease agreement between Piedmont Court Services (PCS) and SRP Corporation for the office space located at 1012 W 3rd Street expires this month. PCS has been at this location since it relocated off Main Street. The lease contains an option to review for an additional five years. The lease was originally approved in 2002 with Statewide Realty. The property was sold in 2003 to SRP Corporation and the lease has been extended a number of times (2008, 2013, 2018) since. As part of the lease, the landlord is responsible for paying for water and sewer

and the tenant the cost of all other utilities. The proposed lease of 4,174 SF is for \$3,000 per month which reflects an increase of \$250 per month over the current lease.

Supervisor Townsend made a motion, seconded by Supervisor Emert, to renew the lease with SRP Corporation for the office space located at 1012 W. 3rd Street and authorize the County Administrator to execute the proposed lease agreement; 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		

THIS AGREEMENT OF LEASE, made and entered into this 17th day of January, 2024 by and between SRP, LLC, part of the first part, hereinafter referred to as "Landlord", and PIEDMONT COURT SERVICES, parties of the second part, hereinafter referred to as "Tenants".

WITNESSETH:

That for and in consideration of the provisions, stipulations and conditions hereinafter set forth, it is mutually agreed by and between the parties hereto, as follows:

1. Landlord does hereby lease unto Tenants, and Tenants do hereby lease from Landlord that certain unit, of approximately 4,174 square feet, located at 1012-G West Third St., Farmville, VA 23901.
2. The term of this lease shall commence on the 17th day of January, 2024 and shall extend for a five-year period, with an option for five additional years, with negotiated price agreed upon. Should the Dept. of Criminal Justice Services fail to fund Piedmont Court Services or Piedmont Court Services' funding be substantially decreased, or if the program is canceled, terminated or ceases to exist for any reason, this lease may be voided at option of tenants. Tenants agree to give a 30-day notice should the lease need to be voided.
3. Tenants agree to pay a cash rental, payable by the 20th day of each month following the month of occupancy, in the amount of \$3,000 for the term of this lease. If rent is more than ten (10 days) late, a penalty of 5% will be added.
4. Landlord agrees to pay water and sewer. Tenants are to pay all other utilities.
5. Landlord will be responsible for normal repairs to the heating, plumbing, electrical systems, and basic structure unless due to negligence or misuse on the part of the Tenants.
6. Tenants are to replace all broken glass and light bulbs. Tenants are responsible for changing air filters for the HV AC system on routine basis.
7. The property is not to be sublet.
8. Tenants accept the premises as they are with any representation as to its suitability or desirability for the purposes contemplated and Tenants shall maintain the premises in good repair and good order, normal wear and tear expected. Tenants shall not make any changes in structure of the said building without first obtaining the written consent of the Landlord and Tenants agree that they will not store on the premises any articles which will endanger the building or increase hazards of fire.
9. Landlord is to carry insurance on the building. Tenants are to carry insurance on their possessions.

In Re: County Attorney Update

Mrs. Terri Atkins Wilson, County Attorney, reported work over the past month included:

- Review of skill games; the General Assembly may make a determination;
- Working with the BZA on an 1,100 page Motorola contract;
- Worked on final arrangements for a few unclaimed, deceased bodies.

Mrs. Atkins Wilson thanked the Board for their confidence in her and that she enjoys working for the County. She added the holiday luncheon was a wonderful event.

In Re: County Administrator Update

Mr. Stanley presented his report:

County GIS - Prince Edward County geographic information system (GIS) data will be available online by the end of the week. The County's mapping data was updated and a web application added by The Timmons Group, an engineering and consulting firm based out of Richmond. Timmons is also hosting the site for the County. The site has been in development since 2017 and we will have some data issues but we realize that it can still be a tool for local realtors, surveyors, and the general public.

The GIS browser will provide access to geographic and tax record information currently maintained by Prince Edward, Virginia for individual parcels of property. The maps and data are for illustration purposes and should not be used for making financial or other commitments. These maps are not designed or intended to be used as a substitute for an accurate field survey, as performed by a Registered Land Surveyor. Prince Edward County, Virginia and Timmons Group assume no responsibility for errors or omissions.

Kinex Broadband Project - As of December 3rd, a total of 205 miles of middle-mile conduit and fiber have been installed in Prince Edward County (37 miles/VA TI and 178/RDOF) and 2,680 passings have been completed with a total of 301 customer installs. Kinex indicated on their call today that customer installs should start ramping up to 100 per month starting after the first of the year.

Employee Evaluations - I am pleased to report that for the 3rd year in a row, all of our employees have received their annual evaluations. We have a dedicated and hard working staff and the annual evaluation process provides an opportunity for the supervisors and employees to have a conversation about performance, required support, and setting expectations for the coming year.

Sandy River Project - DEQ issued a letter on our permit stating that, even though the project did not meet the regulatory threshold for convening a public hearing for the permit, given the significant interest raised by the neighboring jurisdictions, the DEQ Director has recommended that that a hearing be held. We anticipate that to happen in February.

Solar Project/Old Ridge Road - After the public hearing on December 16th, the Planning Commission voted unanimously to recommend denial of the special use permit application for the 3MW project located on Old Ridge Road in part to its determination that the project is not in compliance with the County comprehensive plan. The applicant subsequently asked staff to postpone the planned Board public hearing in January to give them additional time to talk with the neighbors. They have subsequently appealed the Planning Commission's determination that the project was not in substantial accord with the County's Comprehensive Plan.

Comprehensive Plan -The Comprehensive Plan survey has received approximately 800+ responses. We are looking to extend deadline to January 15th

Five Pillars Meats, LLC - The Governor's Office announced AFID grant the last week of December. Coupled with their groundbreaking last week we are excited to see this project get off the ground and going. It will be a great boost to the local farmers to get their product to market and provide citizens with a local meat source. Congrats to the IDA Board and Chelsey for their support of the project. We will plan a ribbon cutting probably early summer with the Governor in attendance.

2023 Accomplishments List- Attached is list of County Administration Accomplishments during 2023. I am particularly proud of the nearly \$1.5 million in grant funds received, the progress made on capital improvements, and the economic and tourism achievements. A copy of this list will be published on the County's website and social media.

Sandy River Project - The Commonwealth of Virginia issued a Request for Information (RFI) soliciting proposals for the provision of water for the state facilities in Nottoway on December 19th Proposals are due on March 8, 2024. Prince Edward will be putting our proposal together. We have reached out to Crewe to see if they want to partner on the response. We are expecting them to decline.

Landfill/Cell F - Bid request for Cell F will go in the January 3rd edition of the Farmville Herald. Plan is to award bid this spring and start construction by summer. Completion of Cell F will provide an additional 12 years of operational life at the landfill.

Solar Community Meeting - CEP Solar will be holding a community meeting on January 17th from 5:30 pm to 7:00 pm at Salem Chapel at 327 Rice's Depot Road. The purpose of the Community Meeting is to provide information and answer questions regarding the two proposed Solar Farms:

- The Miller Lake project will contain up to 5 MW ac. The project is located on Parcel IDs: 069-A-16 and 069-A-15 off Miller Lake Rd and Piney Grove Rd. in Prince Edward County, VA.
- The Piney Grove project will contain up to 8 MW ac. The project is located on Parcel IDs: 069-A-9, 069-A-10, 069-A-3 off Taylor Rd and Piney Grove Rd. in Prince Edward County, VA.

Worsham Road Closure - Beginning on January 29th, the portion of Worsham Road over Briery Creek will be closed for bridge replacement. VDOT will be putting out a public notice and installing message boards to alert motorists.

Economic Development Prospect Updates - The following are updates on our various economic development projects:

- Five Pillars Meats - Project is under construction
- Wawa - Site grading has commenced.
- IDA Parcel next to Wawa -.Site grading has commenced.
- Harbor Freight - Site plan, Stormwater, E&S approved - awaiting final building plans and closing on property. IDA granted a 60-day contract extension on the sales contract at their meeting on 8/11. Anticipate early 2024 start of construction. Zoning permit issued and performance bond received. Site grading work can begin.
- Kingsville Dollar General - Erection of building currently underway. - Temporary C/O issued, store open for business. Final Architectural trim on building façade completed.
- Fairground Road Modular Subdivision -The County has reviewed
- E&S/Stormwater plans for Phase I & Phase II and issued comments to the developer & engineer for revisions. Plans separately submitted to VDOT for roadway construction review. - VDOT reviewed construction plans and issued comments, developer now working on required edits / changes for second submittal to VDOT /County.

Grants - County staff are currently working on grant applications for:

- VDOT Raise Grant for 460 East interchange

- VEDP Business Ready Sites Program - HIT Park
- Assistance to Firefighter's Grant - Radio System

In Re: Closed Session

Supervisor Emert made a motion, seconded by Supervisor Townsend, that the Board convene in Closed Session for discussion of the investment of public funds in the Sandy River Reservoir Water Treatment and Distribution Project where competition and bargaining are involved, and if such discussions are made public initially, the financial interest of the County would be adversely affected, pursuant to the exemption provided for in Section 2.2- 3711(A)(6) of the Code of Virginia; and for consultation with the County Administrator and County Attorney pertaining to pending litigation related to (1) the payment of personal property taxes and (2) a contract for a construction project, where such discussions in an open meeting would adversely affect the litigating posture of the County, pursuant to the exemption provided for in Section 2.2-3711(A)(7) of the Code of Virginia; and for consultation with legal counsel regarding the provision of legal advice by such counsel related to an unsolicited proposal for an intergovernmental contract, pursuant to the exemption provided for in Section 2.2-3711(A)(8) of the Code of Virginia; the motion carried:

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

Aye:	Pattie Cooper-Jones J. David Emert Llew W. Gilliam, Jr. Victor “Bill” Jenkins E. Harrison Jones Odessa H. Pride Jerry R. Townsend Cannon Watson	Nay: None
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On motion of Supervisor Emert, seconded by Supervisor Jones and carried by the following roll call vote:

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

Nay: None

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Prince Edward County Board of Supervisors hereby certifies that to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Prince Edward County Board of Supervisors.

In Re: Sandy River Reservoir – Water Sampling and Treatability Study

The County received a proposal from the Timmons Group to assist the County with supplemental water sampling and testing in response to the Request for Information that was issued on December 19, 2023 by the Commonwealth of Virginia entitled Water Needs for Department of Corrections and Behavioral Health Facilities in Nottoway County.

The supplemental sampling will enable the County to meet the additional water testing requirements required by the state’s RFI, which is due March 8, 2024.

Supervisor Emert made a motion, seconded by Supervisor Jones, to approve the supplemental water sampling program and additional testing required in response to the December 19, 2023 RFI by the Commonwealth of Virginia, 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

Supervisor Jones made a motion, seconded by Supervisor Gilliam, authorize the County Administrator to execute Modification 1 to the Interim Agreement with PECEI, in an amount not to exceed \$100,000; 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	

**MODIFICATION 1 TO
INTERIM AGREEMENT
SANDY RIVER WATER TREATMENT & DISTRIBUTION PROJECT**

THIS MODIFICATION 1 TO INTERIM AGREEMENT (this "Modification to Interim Agreement" or "Modification"), is entered into as of 9 January, 2024, (the "**Effective Date**"), between the:

THE COUNTY OF PRINCE EDWARD, VIRGINIA, a political subdivision of the Commonwealth of Virginia (the "**Owner**" or the "**County**"), and PRINCE EDWARD COUNTY INFRASTRUCTURE, LLC, a Virginia limited liability company ("**Design-Builder**" or "PECEI"), licensed to perform construction contracting in Virginia. PECEI is a joint venture of MEB General Contractors, Inc. and Faulconer Construction Company, Inc., and PECEI will subcontract work under this Agreement to them.

The County and Design-Builder are referred to individually as a "Party" and collectively as "the Parties."

RECITALS:

1. On September 6, 2022, the County and PECEI entered into an Interim Agreement pursuant to the Public-Private Education Facilities and Infrastructure Act of 2002 (Va. Code §56-575.1, *et seq.*) ("PPEA"), and the County's PPEA Implementation Guidelines.
2. The Purpose of the Interim Agreement was to have PECEI prepare a detailed proposal for the design and construction of the Sandy River Reservoir Water Treatment and Distribution Project ("Project").-
3. The Project design prepared by PECEI included systems to deliver water to facilities owned by the Commonwealth of Virginia in Nottoway County.
4. On or about December 19, 2023, the Commonwealth issued a Request for Information (RFI) entitled: "Water Needs for Department of Corrections and Behavioral Health Facilities in Nottoway County," seeking proposals from interested applicants for the design and construction of a water treatment system to serve the Nottoway Correctional Center, Piedmont Geriatric Hospital, and Virginia Center for Behavioral Rehabilitation.
5. The County intends to submit a proposal in response to the RFI, and is seeking the assistance of PECEI in preparing that proposal or submission. The services to be provided by PECEI in support of the County's proposal or submission are an extension of, and integrally related to, the work performed by PECEI for the County under the Interim Agreement, and therefore execution of this Modification to the Interim Agreement is deemed by the Parties to be the most efficient and cost-effective means of providing the proposal assistance needed by the County to respond to the RFI.

NOW THEREFORE, for and in consideration of the mutual promises, conditions, and covenants herein set forth, the Parties agree as follows:

1. The foregoing Recitals are incorporated as terms of this Modification. Except as specifically stated herein, the terms of the Interim Agreement remain unchanged and in effect.
2. **Design-Builder's Responsibilities.**
 - a. Design-Builder shall perform all Services set forth in the Scope of Work below (the "Services").
3. **County's Responsibilities.** The County, as Owner of the Project, shall perform the following functions under this Interim Agreement:
 - a. Furnish available information pertinent to the Project and the County's Proposal, as is reasonably requested by Design-Builder to enable it to complete its Services.
 - b. Pay Design-Builder for the Services in accordance with the terms of this Modification and the Interim Agreement.
4. **Price and Payments**
 - a. Owner shall pay Design-Builder as set forth below for the Services described in Exhibit MI.
 - b. Progress Payments.
 - i. Owner shall pay Design-Builder for the Services set forth in Exhibit MI, on a time and material basis, including all related expenses, as follows:
 - (1) Reimbursement of costs paid to Timmons Group (billed at Timmons Group standard rates and multiplier); and
 - (2) Markup for overhead and profit on such costs at fifteen percent (15%).
 - ii. Payments to PECI for reimbursement of costs plus markup shall be capped at \$100,000.00.
 - iii. The Modification Services Price includes compensation for Design-Builder's Services and services of Design-Builder's Subcontractors, engineers, and consultants, if any.
 - iii. Payment for Modification Services shall be paid as a lwnp swm upon completion of the Services. Design-Builder pay Design-Builder's Invoice for Modification Services within 30 days of receipt.
5. **Schedule.**
 - a. The Design-Builder shall complete performance of all Services by March 7, 2024. This completion shall be extended day for day on account of any revision to the Commonwealth's RFI extending the required date for submission of Proposals.
 - b. No actual or liquidated damages are assessable against Design-Builder for failure to accomplish the Services to be provided in this Interim Agreement in accordance with the Schedule.

6. **Exhibit:** The following Exhibit is attached and made part of the contract:

M1 Design-Builder's Modification Services Scope of Work

IN WITNESS WHEREOF, the Parties have executed this Interim Agreement as of the day and year first above written.

COUNTY OF PRINCE EDWARD, VIRGINIA

By: _____

Name: _____

Title: _____

ATTEST:

County Clerk

Approved as to form:

_____, County Attorney

Approved as to form:

_____, Outside Legal Counsel

PRINCE EDWARD COUNTY INFRASTRUCTURE, LLC

By: _____

Name _____

Title: _____

Exhibit MI

SCOPE OF MODIFICATION SERVICES TO BE PROVIDED BY DESIGN-BUILDER

1. Modification Design and Engineering Services to be performed by Design-Builder.

- a. The Design-Builder will provide assistance and support services for Prince Edward County in order to develop a response to the Request for Information for "Water Needs for Department of Corrections and Behavioral Health Facilities in Nottoway County" issued by the Commonwealth of Virginia Dated December 19, 2023
- b. Assistance and support services will include, but not be limited to the following:
 - Updated pricing for the Comprehensive Agreement submitted to Prince Edward County dated December 5, 2022
 - Pricing additional projects as necessary to deliver a complete and functional water system to the state facilities. At the minimum this will include a concept design and pricing for a finished water line from the Nottoway County line to the proposed interconnection point at the base of the state owned elevated storage tank
 - Develop project delivery schedule
 - Marketing support and assistance with preparing the proposal submission
 - Other support as deemed necessary by Prince Edward County and/or it's agents (i.e. AquaLaw, Davenport, Timmons Group, etc.)

In Re: Animal Warden's Report

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

On motion of Supervisor Jones, seconded by Supervisor Gilliam, 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 8:50 p.m.