

April 30, 2019

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 30<sup>th</sup> day of April, 2019; at 5:00 p.m., there were present:

Pattie Cooper-Jones

J. David Emert

Llew W. Gilliam, Jr.

Robert M. Jones

Odessa H. Pride

Gene A. Southall

Jerry R. Townsend

James R. Wilck

Also present: Wade Bartlett, County Administrator.

Chairman Wilck called the special meeting to order.

In Re: Approval of Remote Access Participation

Mr. Bartlett said:

*I wish to recognize that Supervisor Llew Gilliam is with us this evening via remote telephone access. As required by the Board of Supervisors' Electronic Meeting Policy and Section 2.2-3708.2 of the Code of Virginia, Supervisor Gilliam provided notice that he would have to be physically absent from tonight's Board meeting, because his job required that he be in Luray, Virginia. He has requested remote participation in tonight's Board meeting from Noah Turner's farm off State Route 211, Luray, Virginia. His request is in conformance with the Board's Electronic Meeting Policy and the requirements of the Code of Virginia.*

*Pending an objection from a member of this Board of Supervisors, Supervisor Gilliam's participation from his remote location in Luray, Virginia, shall be approved, and shall be recorded in the minutes of this meeting.*

There were no objections by the Board of Supervisors members.

In Re: FY20 Decision Points

The Board of Supervisors requested that the Superintendent of the Prince Edward County Public Schools and the President of STEPS attend the meeting to provide additional information regarding certain aspects of their respective funding requests from Prince Edward County.

Dr. Barbara A. Johnson, Superintendent, presented further information regarding her request for funding for an additional assistant principal for the Middle school and an additional Technology Assistant. She stated an administrator has a teaching as well as administrative endorsement, that position has the flexibility to monitor instruction, teach, supervise students and staff, confer with parents regarding disciplinary, instructional and personnel concerns, and facilitate special education/IEP education meetings. Teachers and other positions do not allow this flexibility. She said the middle school has a significantly higher level of defiance than at the other two levels. Dr. Johnson reviewed the amount requested, stating the schools pay 100% healthcare for administrators and supervisors; the policy was established prior to March 1983. She said the base salary would be \$71,000, plus the 15.68% for VRS, 1.2% for the health care credit, 1.31% for health insurance, 7.65% for FICA and applicable supplements and other stipends, brings the amount between \$122,579 and \$127,079. She said the Schools are requesting a 5.12% increase which equates to \$944,426 in the instructional category to cover additional academic personnel and materials.

Mr. Thomas Foster, Principal, stated that the need for an assistant principal at the Middle school primarily is to support the teachers and instruction in the classroom. He said the assistant principals that can be in the classroom can assist the teachers with instructional strategies. He said that Middle school is a developmental time in the students lives that can end in infractions or referrals; if the teacher is tied up taking care of those, that prevents them from being in the class and providing instruction. He said there have been 600 referrals this year, which takes time to allow for due process, having the students tell their side of the story, and perform an investigation prior to giving a consequence for that student. Additional assistance is needed during the 12 SOLs tested at the Middle school; he said fifth grade is included in the Middle school level.

Supervisor Cooper-Jones asked which SOLs are taken by fifth graders. Mr. Foster said they take Social Studies, Science, English, and Math tests.

Supervisor Pride asked out of approximately 600 referrals, what grade level seems to have the majority of the referrals. Mr. Foster said eighth grade has the least number of referrals; fifth, sixth and

seventh are about equal; he said he will focus on fifth grade next year if given the additional assistant principal, and will create culture and expectations that the school will follow. The assistant principals would pick up the grade levels after that.

Supervisor Townsend asked if the numbers could be skewed due to the severity of the cause of a referral, from clapping hands to an assault. He said some of those might not have warranted a referral.

Mr. Foster agreed that the referrals range in severity. He said some, when processed and sent to the assistant principal, should not have ended in referral.

Supervisor Southall asked if there are “repeat offenders.” Mr. Foster said there are.

Supervisor Pride questioned the number of fourth graders that will progress to fifth grade next year. Dr. Johnson said there are 149 fourth graders; there are 153 fifth graders this year.

Dr. Johnson then explained the need for an additional tech assistant; she said with the increase in STEM/STEAM programs, the need for technology has increased. She said over the past two years, they have added 1,269 Chromebooks, 1,000 iPads; there are currently 25 computer labs, and each classroom has two to five computers. In addition, each classroom has a promethium board. She said currently, they have a Senior Network Technician and two PC Support Technicians. Their jobs are very different. As the school expands its server, the Senior Network Technician is responsible for the active directory which manages permissions and access to the network. He is the system administrator for the MS server environment, works on spam filters, email, antivirus protection, phone systems, file and print systems, testing cache server and firewalls, among others. He also works to support the Piedmont Regional Jail, the Juvenile Detention Center; he trains the other technicians and assists with the technicians when the school staff is overwhelmed.

Dr. Johnson said the two technicians go between the High, Middle and Elementary schools, the Tech Center and the Central Office. She listed their duties, to include troubleshooting of hardware and software, repairs, set up of computers, imaging all computers and iPads, and manages security recording footage. She said the additional PC Support technician would allow support at each of the schools, and said that currently, 75 Chromebooks are waiting to be imaged due to lack of time. She said these are needed for testing and anytime a tech is pulled for a different job, it keeps them from doing the imaging. She said the technology is only useful if in the hands of users. She added they have one instructional resource teacher per school, who go into classrooms to instruct the teachers how to use the technology; they have been pulled to work on some of the technology troubleshooting.

Supervisor Cooper-Jones asked how they get the computers ready for the testing. Dr. Johnson said they must work overtime until completed.

Discussion followed on the comparison between Prince Edward County schools and other neighboring localities' schools.

Discussion then turned to the behavior at the Middle school and referrals, and the duties of an additional assistant principal. Dr. Johnson stated that if the administration is constantly running to take care of different types of infractions, they cannot monitor instruction. Discussion followed regarding accountability and the needs for the school.

Supervisor Jones said that all want the schools to the best possible; he said Dr. Johnson is running the schools and feels that this is necessary, and if it doesn't work out, she can regroup. He said he is in support of giving the funding for both positions. Supervisor Southall agreed.

Supervisor Gilliam asked if there is anyone in mind for either of these positions. Dr. Johnson said there is not; they are currently interviewing for an assistant principal at the high school due to a resignation, and out of 17 applicants, seven were asked for interviews.

Supervisor Gilliam asked the status of the math teacher. Dr. Johnson said there is a candidate that is expected to give their answer tomorrow.

Chairman Wilck introduced Sharon Harrup, President and CEO of STEPS.

Ms. Harrup reviewed the service delivery during the last fiscal year, showing Prince Edward County citizens have received the majority of the services provided. She then reviewed employee earnings per county, vendor payments per county and recycling data. She said the financial request was not based on utilization but based on poverty rate, updated on the data provided from the 2018 census data. She reviewed the changes from 2014 to 2018, and the amounts provided from neighboring counties.

Ms. Harrup announced STEPS was awarded the Workforce Innovation & Opportunity Act Grant to assist 125 out-of-school youth.

Ms. Harrup then presented information on the recycling program. She said 51.77 tons of cardboard and newspaper were collected from July 1, 2018 to March 31, 2019, which generated revenue of \$3,635.65. She said 12,980 pounds of plastics were received, providing \$1,727.64 in revenue from the sale of the plastic. She said the workers at the recycling center were paid \$14,828.67 from July 1, 2018 through March 31, 2019, and \$56,706 were paid to all employees at the recycling center. She added there has been \$8,000 spent in

maintenance repairs on the baler and fork truck. She added all the labor that separates and processes the recyclables is done by young men with disability.

Supervisor Cooper-Jones asked how much revenue was received from the sale of the equipment at the Victoria site. Ms. Harrup said the equipment was purchased in 1997 when the plant was opened. She said they allowed a facility like theirs, a sheltered workshop that employs people with disabilities from southwest Virginia to come in and mark the machinery that they could put in their shop to continue to employ; that sale was \$35,000. She said they hired a company from Alabama that will be liquidating the rest and expect about \$5,000-\$8,000 from what is left. She said the equipment is old. She said adding in the \$35,000 from the sale of the equipment, they are still \$30,000 in the red for this year. She said there are no raw materials left; the raw materials were provided to STEPS for the Army jackets.

Supervisor Emert asked about a tipping fee. Ms. Harrup said the charge to the County \$15/ton to process the cardboard and paper, and \$0.46/pound to process the plastics. She said the drop boxes do not come in as clean materials and must be sorted; she said STEPS pays a tipping fee to get rid of the trash that is left in the recycle bins, anywhere between \$30-\$600 per invoice.

Following additional discussion, Supervisor Jones stated Dr. Johnson should be given the opportunity to turn the schools around. He said it would be great to see the schools accredited, and both the assistant principal and tech position should be funded.

Supervisor Southall asked if it can be handled in the budget; Mr. Bartlett said both are contained in the budget as proposed.

Supervisor Cooper-Jones asked about the status of the traveling counselor; Mr. Bartlett said it is not in the budget.

Discussion followed regarding funding for the schools and STEPS.

In Re: FY 20 County Budget

Mr. Bartlett stated the proposed budget is \$57,657,743 and includes four additions from the budget originally submitted. These are:

1. \$2,000 for the Longwood Small Business Development Center in the General Fund
2. \$10,000 for a new expenditure line called "County Recreation" in the General Fund
3. \$8,000 for the Robert R. Moton Museum in the General Fund

4. \$23,368 in the Economic Development Fund, to allow the County to participate in the VGA for one additional year

The \$20,000 in the General Fund is balanced by a corresponding revenue increase of \$20,000 in the Local Sales Tax.

The \$23,368 in the Economic Development Fund is balanced by the use of a corresponding amount from the Fund Balance of that Fund.

In Re: Resolution to Set the Calendar Year 2019 Tax Rates

Supervisor Jones made a motion, seconded by Supervisor Emert, to approve the Resolution to Impose Tax Levies for Calendar Year 2019; the motion carried:

Aye:	Pattie Cooper-Jones J. David Emert Llew W. Gilliam, Jr. Robert M. Jones Odessa H. Pride Gene A. Southall Jerry R. Townsend James R. Wilck	Nay: None
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***A Resolution to Impose Tax Levies for Calendar Year 2019***

**Whereas**, the Prince Edward County Board of Supervisors establishes the levies for the County of Prince Edward, Virginia; and

**Whereas**, for calendar year 2019, beginning January 1, 2019 and ending December 31, 2019, the Board of Supervisors has duly advertised and on April 23, 2019 held a public hearing on the subject tax levies:

**Now, Therefore, Be It Resolved**, by the Board of Supervisors of the County of Prince Edward that the following tax levies be, and hereby are, imposed for the calendar year 2019:

Levy	Nominal Tax Rate (per \$100 of assessed valuation)	Value Used for Assessment Purposes	Effective Tax Rate (Per \$100 of assessed valuation)
Real Estate	\$0.51	Fair Market Value	\$0.51
Mobile Homes	\$0.51	Fair Market Value	\$0.51
Merchant’s Capital	\$0.70	100% of Original Cost	\$0.70
Tangible Personal Property - Motor Vehicles	\$4.50	N.A.D.A. Guide, Loan Value	\$4.50
Tangible Personal Property – Business Furniture & Fixtures	\$4.50	20% of Original Cost	\$0.90
Tangible Personal Property – Heavy Equipment	\$4.50	20% of Original Cost	\$0.90

Machinery & Tools	\$4.20	10% of Original Cost	\$0.42
Farm Machinery & Equipment	\$0.00	----	\$0.00
<b>Additional Special Levy – Poplar Hill CDA District Only</b>			
<b>Levy</b>	<b>Nominal Tax Rate</b> (per \$100 of assessed valuation)	<b>Value Used for</b> <b>Assessment Purposes</b>	<b>Effective Tax Rate</b> (Per \$100 of assessed valuation)
Poplar Hill CDA Real Estate Special Levy	\$1.00	Fair Market Value	\$1.00

In Re: FY 20 Prince Edward County School Budget

Supervisor Jones made a motion, seconded by Supervisor Southall, that the FY 20 Prince Edward County School Budget be approved as follows:

School Fund – The total for the School Fund is \$ 26,080,279, of which \$8,912,671 is local revenue as a transfer from the County General Fund.

School Cafeteria Fund – The total for the School Cafeteria Fund is \$1,219,760 of which \$0.00 is local revenue as a transfer from the County General Fund.

This provides for an overall FY20 Prince Edward County School Budget in the amount of \$27,300,039.

The motion failed:

<p>Aye:        Robert M. Jones               Gene A. Southall</p>	<p>Nay:        Pattie Cooper-Jones               J. David Emert               Llew W. Gilliam, Jr.               Odessa H. Pride               Jerry R. Townsend               James R. Wilck</p>
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Supervisor Townsend made a motion, seconded by Supervisor Cooper-Jones, that the FY 20 Prince Edward County School Budget be approved as follows:

School Fund – The total for the School Fund is \$25,955,279, of which \$8,912,671 is local revenue as a transfer from the County General Fund.

School Cafeteria Fund – The total for the School Cafeteria Fund is \$1,463,775 of which \$0.00 is local revenue as a transfer from the County General Fund.

This provides for an overall FY 20 Prince Edward County School Budget in the amount of \$27,419,054.

The motion carried:

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

In Re: FY 20 County Budget

Supervisor Jones made a motion, seconded by Supervisor Townsend, to approve the Resolution for the FY20 County budget; the motion carried:

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

***A Resolution to Approve the FY 20 Prince Edward County Budget***

**WHEREAS**, it is the responsibility of the Prince Edward County Board of Supervisors to approve and control the fiscal plan for the County of Prince Edward, Virginia for Fiscal Year 2020 (FY 20); and

**WHEREAS**, February 5, 2019, the Board of Supervisors provided guidance to the County Administrator on the development of the FY 20 Budget; and

**WHEREAS**, on March 26, 2019 the County Administrator submitted to the Board of Supervisors the Proposed FY 20 Budget; and

**WHEREAS**, the Board of Supervisors has conducted a total of eleven meetings / work sessions on the FY 20 County Budget; and

**WHEREAS**, the Board of Supervisors has received citizen input on the proposed budget and proposed tax rates at a duly advertised Public Hearing held April 23, 2019; and

**WHEREAS**, it is the intent of the Board of Supervisors that departments and agencies shall adhere to the budgeted funds in accordance with departmental budgets presented by the County Administrator and amended by the Board of Supervisors;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Prince Edward, that the FY 20 Budget for Prince Edward County of \$57,657,743 is hereby approved and effective July 1, 2019.



In Re: Reimbursement Resolution

Mr. Bartlett reviewed a reimbursement resolution which will allow the County to reimburse itself for expenditures made on the capital projects prior to the issuance of any tax-exempt bonds. He said this is a standard resolution that the County's Financial Advisor and Bond Attorney have reviewed and the County has used in the past.

Mr. Bartlett said the \$11,000,000 is for planning purposes only and does not lock the County in on an actual amount of borrowing. He said it is recommended this amount be greater than anticipated in case of unforeseen expenses.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Townsend, to approve the Reimbursement Resolution; the motion carried:

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

**RESOLUTION OF THE BOARD OF SUPERVISORS OF  
THE COUNTY OF PRINCE EDWARD, VIRGINIA DECLARING ITS INTENTION  
TO REIMBURSE ITSELF FROM THE PROCEEDS OF ONE OR MORE  
FINANCINGS FOR CERTAIN CONSTRUCTION AND RENOVATION CAPITAL PROJECTS**

The Board of Supervisors of the County of Prince Edward, Virginia (the "County") has determined that it may be necessary or desirable to advance money to pay the costs of certain construction and renovation capital projects for economic development, Courthouse renovations and expansion of administrative spaces (the "Projects").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF PRINCE EDWARD, VIRGINIA:

1. The Board of Supervisors adopts this declaration of official intent under Treasury Regulations Section 1.150-2.
2. The Board of Supervisors reasonably expects to reimburse advances made or to be made by the County to pay the costs of the Projects from the proceeds of its debt or other financings. The maximum amount of debt or other financing expected to be issued in one or more series for the Projects is \$11,000,000.
3. This resolution shall take effect immediately upon its adoption.

Mr. Bartlett said he will submit the VRA application today; he said the Courthouse renovation cost estimates have increased due to material costs. He said more will be known May 9, 2019; there may be three contractors bidding on the project.

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

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

the meeting was adjourned at 6:42 p.m.