

March 26, 2024

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 26th day of March, at 5:30 p.m., there were present:

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

Absent: Jerry R. Townsend

Also present: Douglas P. Stanley, County Administrator; Cheryl Stimpson, Director of Finance; and Crystal Baker, Finance Manager.

Chair Cooper-Jones called the reconvened meeting to order.

In Re: Review of Donation Requests

Mr. Douglas Stanley, County Administrator, presented recommendations for the donation requests.

Supervisor Jenkins entered the meeting during the donation requests portion of the meeting.

Presentations and donation requests from the various agencies were as follows:

AGENCY / ORGANIZATION	REQUESTED	RECOMMENDED	AMOUNT PROPOSED IN
		BY ADMINISTRATOR	WORK SESSION
Prince Edward Firefighters Association	\$8,000	\$8,000	\$8,000
Farmville VFD	\$85,000	\$80,000	\$80,000
Rice VFD	\$85,000	\$80,000	\$80,000
Prospect VFD	\$85,000	\$80,000	\$80,000
Hampden-Sydney VFD	\$85,000	\$80,000	\$80,000
Darlington Heights VFD	\$85,000	\$80,000	\$80,000
Meherrin VFD	\$85,000	\$80,000	\$80,000
Pamplin VFD	\$85,000	\$80,000	\$80,000
VFD Insurance	\$60,000	\$60,000	\$60,000
VFD Fuel	\$40,000	\$40,000	\$40,000
Prince Edward Rescue Squad	\$110,000	\$98,000	\$98,000
Meherrin Rescue	\$25,000	\$25,000	\$25,000
Hampden-Sydney First Responder	\$5,000	\$5,000	\$5,000
STEPS – Community Action Program	\$22,171	\$22,171	\$22,171
Southside VA ASAP	\$5,000	\$5,000	\$5,000
Farmville/Prince Edward Library	\$316,118	\$316,118	\$316,118

Piedmont Soil & Water District	\$6,840-Operations \$5,000 Dam Maint.	\$6,840-Operations \$5,000 Dam Maint.	\$6,840-Operations \$5,000 Dam Maint.
Crossroads Community Services	\$130,868	\$100,000	\$100,000
Commonwealth Regional Council	\$19,000	\$19,000	\$19,000
SVCC	\$8,649	\$8,649	\$8,649
Virginia's Retreat/Virginia's Crossroads	\$4,500	\$4,500	\$4,500
Farmville Airport	\$7,600	\$7,600	\$7,600
Farmville Area Bus	\$25,000	\$25,000	\$25,000
Virginia Cooperative Extension	\$85,024	\$75,000	\$75,000
Habitat for Humanity	\$5,000	\$5,000	\$5,000
Virginia Legal Aid	\$1,534	\$1,534	\$1,534
PE-FA Youth Association	\$25,000	\$25,000	\$25,000
Downtown Farmville	\$12,000	\$8,000	\$8,000
Heart of Virginia Free Clinic	\$6,000	\$6,000	\$6,000
Piedmont Senior Resources	\$30,036	\$30,036	\$30,036
YMCA	\$60,000	\$10,000 Summer Program \$20,000 Co Program	\$10,000 Summer Program \$20,000 Co Program
		\$30,000 Total	\$30,000 Total
R. R. Moton Museum	\$8,500	\$8,500	\$8,500
Heart of Virginia Festival	\$4,000	\$3,000	\$3,000
STEPS	\$20,000	\$20,000	\$20,000
Longwood Small Business	\$6,500	\$6,500	\$5,000
Special Olympics	\$1,200	\$1,200	\$1,200
FACES	\$6,650	\$6,250	\$6,650
Madeline's House	\$20,000	\$10,000	\$5,500
Longwood Center for Visual Arts	\$2,000	\$2,000	\$2,000
VA Children's Book Festival	\$5,000	\$0	\$0
Jolly Glee Senior Citizens	\$2,500	\$2,500	\$2,500
Blackstone Area Bus	\$8,480	\$8,480	\$0
Piedmont Area Veterans Council	\$20,000	\$15,000	\$15,000
Meals on Wheels		\$5,000	\$5,000
Farmville Chamber of Commerce	\$300	\$300	\$300
Contingency Fund	\$5,000	\$5,000	\$5,000

The Board concurred on the recommendations by the County Administrator on all donation requests with the following changes:

Supervisor Emert made a motion, seconded by Supervisor Gilliam, to provide \$5,500 to Madeline's House for FY24-25; 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	
	Cannon Watson	
Absent:	Jerry R. Townsend	

Supervisor Emert made a motion, seconded by Supervisor Jones, to approve the County Administrator's recommendation to decline provision of funding for the Virginia Children's Book Festival for FY24-25; the motion carried:

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

Supervisor Watson made a motion, seconded by Supervisor Jones, to decline provision of funding for the Blackstone Area Bus for FY24-25; the motion carried:

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

In Re: FY 2024-2025 Budget and Tax Rates

Mr. Stanley presented the proposed Advertisement for the FY25 budget. The format closely follows those of previous years. As the state code dictates the attached advertisement is for informational purposes. A full copy of the budget and a comparison of the FY24 and FY25 budgets would be available for public inspection/review on the County's website.

Mr. Stanley said that on Monday, Prince Edward County Public Schools received their budget number from the State. The School Board is scheduled to meet tomorrow (March 27th) to discuss and make recommendations to the Board. For this reason, the Superintendent will not be present tonight to present the school budget.

We have plugged in the School's estimated numbers for Federal and State revenue and proposed expenses, including their share of the 3% State salary increase, additional 0.5% between steps on the salary scale (0.5% Step given in FY 23), one additional Governor's School spot, and two additional teaching positions. Based on the current

numbers in the School System budget, they are requesting \$10,989,342 in local dollars which is an increase of \$892,971 over the current fiscal year (\$10,096,371). The preliminary budget that we have prepared includes an increase of \$250,000 in operating funds leaving a deficit of \$642,971. In looking at the last five fiscal years, we have UNDERSPENT the school budget by at least \$1.6 million each year. I feel comfortable saying that we can budget the \$642,971 using fund balance (unspent FY 23 school budget) and cover the deficit IF the School System were to spend their entire budget. The danger is that if they did not, we would need to increase revenue the following year to address the shortfall. If we were to raise the real estate tax currently, it would take approximately \$0.0367 to cover the amount.

To maintain the County's budget schedule the Board of Supervisors would need to act tonight on authorizing the advertisement of a Public Hearing for April 16, 2024 at 7:00 pm. This public hearing would be for both the County and School budgets and tax levies. The advertisement for the budget and tax levies hearing would appear in the April 5th edition of the Farmville Herald. I have provided 3 options to consider:

- Advertise current tax rates with a \$250,000 increase in local school funding
- Advertise current tax rates with the requested \$892,971 increase in school funding to make up the difference
- Advertise an increased real estate tax increase to cover all or a portion of the school deficit

By at least advertising the larger amount under Option #2 above using fund balance, we could lower the rate after the public hearing. This could include cutting funding for the ½% Step. We can lower the budget, but we cannot increase it once advertised.

Final County Budget Notes:

1. Budget includes an across the board 3.00% Cost of Living Adjustment (COLA) for ALL employees. In addition, 13 employees have been identified for a 1-4 step merit increase.
2. The proposed budget is balanced at a real estate rate of \$0.51 and personal property rate of \$4.50 (current rates).
3. We have included a revised 5% increase for the Health Insurance costs. This is a reduction from the original estimate of 10%.
4. Outside agency budgets have been included as recommended by the County Administrator and will be adjusted, as needed, based on the Board's recommendations during tonight's work session.
5. Prince Edward Sheriff's Office:
 - Overtime Increase from \$175,800 to \$200,000
 - Parttime Increase from \$140,000 to \$200,000
 - Equipment Maintenance from \$95,000 to \$114,750
 - Vehicle Maintenance from \$75,000 to \$90,000
 - Police Supplies from \$50,000 to \$60,000
 - Vehicle Purchase from \$155,000 to \$312,000 (Partly funded by grant in FY24)
6. Courts:
 - Parttime Increase from \$70,000 to \$120,000
7. Fire and Rescue:

- Level Contributions
 - Emergency Communications System Upgrade -\$100,000 to \$250,000
8. General Properties Repairs -\$15,000+
 9. Reassessment Increase to go to 4-Year Cycle -\$150,000 to \$200,000
 10. Registrar PT Salaries -\$31,000 to \$40,550
 11. Regional Economic Development Initiative -\$25,000 to \$40,000
 12. Audit Services -\$100,000 to \$125,000
 13. School CIP Funding -\$425,000 to \$450,000
 14. Solid Waste
 - Professional Services (\$200,000 to \$275,000)
 - Paving (\$45,000)
 - New scale house (\$26,000)
 - New Bins (\$40,000)
 15. CIP -(\$508,708)
 16. Sandy River
 - Engineering (\$200,000)
 - Legal (\$17,500)
 - Debt Service (\$750,000)
 17. Contingency Funding (\$135,634)

As noted above, the budget is balanced at a real estate (RE) tax rate of \$0.51 and a personal property (PP) rate of \$4.50 based on 100% of the 2023 NADA Clean Loan value assessment. As discussed with Davenport, the Board needs to give consideration of addition increase in the RE rate to continue to plan for the eventual debt service needed for the Sandy River and Elementary School projects.

Once advertised, a tax rate cannot be increased unless it is readvertised and a new public hearing held. There is no such requirement if the Board would like to decrease that rate.

Supervisor Emert made a motion, seconded by Supervisor Gilliam, to authorize the proposed FY 2024-2025 budget and tax levies as proposed with a real estate tax rate of \$0.51 for advertisement for a public hearing as outlined with an increase in the local school appropriation of \$892,971; the motion carried:

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

In Re: Buildings & Grounds Personnel Reclassification

As of April 1, one of our Buildings and Grounds Maintenance staff will be retired, which will leave a vacant position. As was discussed with the Personnel Committee on March 12, and in an effort to form a future succession plan, we recommend the position to be reclassified as a Multi-Skilled Trades Worker at a Pay Grade 10. This will enable the County to hire a qualified individual to focus more on the County’s trades needs as opposed to general building and grounds maintenance.

After closer evaluation of the current positions, it appears all housekeeping and maintenance staff are currently at a Pay Grade 5.

It is requested that the Maintenance position be upgraded from a Grade 5 to a Grade 8 and reclassify two positions to Multi-Skilled Trades Worker, Grade 10. No additional funding will be needed, as their current salaries are well within the ranges listed.

Dept	Emp#	Position	Grade	Min	Mid	Max	Current
B&G	1	Housekeeping	5	\$28,865	\$36,251	\$46,405	\$32,885
B&G	2	Housekeeping	5	\$28,865	\$36,251	\$46,405	\$32,130
B&G	3	Trades Worker	10	\$36,839	\$46,267	\$59,226	\$48,594
B&G	4	Maintenance	8	\$33,414	\$41,966	\$53,719	\$48,293
B&G	5	Maintenance	8	\$33,414	\$41,966	\$53,719	\$42,840
B&G	6	Trades Worker	10	\$36,839	\$46,267	\$59,226	\$48,041

Supervisor Emert made a motion, seconded by Supervisor Jones, to approve the reclassification of two Maintenance Staff positions to Multi-Skilled Trades Worker, Grade 10 and upgrade Maintenance Staff to Grade 8; the motion carried:

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

In Re: Approval of Purchase of New Containers

As the Board is aware, for the last couple of years the Solid Waste Department has been budgeting for and purchasing new containers and compactors to replace those that are irreparable.

The Board is requested to consider an invoice for \$37,617.00 to purchase two 30-yard containers, two 40-yard containers and one 40-yard compactor container.

Funding was included in the FY24 budget and no additional appropriation is required.

Supervisor Emert made a motion, seconded by Supervisor Jones, to approve the purchase of the containers and compactors, as outlined above for a cost of \$37,617.00; the motion carried:

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

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

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

the meeting was recessed at 6:48 p.m., until Tuesday, April 16, 2024 at 5:30 p.m.