



BOARD OF SUPERVISORS MEETING

ADDENDUM PACKET

July 9, 2024

Item #

- | | | |
|-----|--|-----|
| 20. | <u>Consent Agenda:</u> | |
| | a. Accounts & Claims | 245 |
| 21. | <u>Finance & Human Resources Report:</u> | |
| | a. School Appropriation (Committed Funds): Elementary School Renovations | 251 |
| 22. | <u>Closed Session:</u> | 253 |
| | a. Va. Code, 2.2-3711(a)(3), Acquisition/Disposition of Real Property | |
| | b. Va. Code, 2.2-3711(a)(5), Prospective Business | |
| | c. Va. Code, 2.2-3711(a)(7), Pending Litigation | |

ADJOURN

[This page intentionally left blank]



**Board of Supervisors
Agenda Summary**

Meeting Date: July 9, 2024
Item #: 20-a
Department: County Administration
Staff Contact: Crystal Baker
Agenda Item: Review of Accounts & Claims

SUMMARY:

A Board, Mileage Report and County Attorney Invoice are attached.

Cost:

Attachments:

Recommendation:

Sample Motion:

Motion _____
Second _____

Cooper-Jones _____
Emert _____

Gilliam _____
Jenkins _____
Jones _____

Pride _____
Townsend _____
Watson _____



THE LAW OFFICES OF
TERRI ATKINS WILSON, P.C.

117 North Main Street
Farmville, VA 23901
Phone 434-392-1422
Fax 434-392-1777
tawilson@tawlaw.net
www.terriatkinswilsonlaw.com

December 31, 2023

Prince Edward County, Virginia
P.O. Box 382
Farmville, VA 23901

dstanley@co.prince-edward.va.us

finance@co.prince-edward.va.us

FOR PROFESSIONAL SERVICES RENDERED:

Invoice #1062

General Legal Representation:

12/1/2023	Review and respond to email from Doug Stanley and Adam at Hurt and Profitt concerning notice of survey of County Line.	.25 hr.
12/4/2023	Email from Rob Love regarding the review of the siting agreement for Elam Road Solar New Point of Contact. Signature on agreement requested.	.25 hr.
12/5/2023	Draft notice concerning upcoming County survey with Nottoway line and comments in email to Doug Stanley.	.50 hr.
12/5/2023	Email from Sarah Puckett concerning review of Code Section concerning the right of appeal on filing requirements for a taxpayer.	.50 hr.
12/5/2023	Discussion and email from Animal Control Officer concerning a husband and wife ownership/possession question of a dog. Review of Code Section.	.50 hr.
12/5/2023	Email from Animal Control Officer concerning an owner of a dog in custody with an \$800 Vet Bill info is not responding.	.50 hr.

12/6/2023	Email and discussion with Doug Stanley and Sarah Puckett concerning possible conflict of interest for Board Member.	.25 hr.
12/7/2023	Email and review of photos from email of Sarah Puckett concerning Rice dumpster site. Response on 12/8/2023.	.25 hr.
12/8/2023	Scheduling note from Sarah Puckett concerning upcoming FOIA/COIA for Board of Supervisor members.	.25 hr.
12/8/2023	Receipt and review of Monthly Board Packet for 12/12/2023.	.75 hr.
12/11/2023	Review of draft COIA Disclosure for member of Board of Supervisors.	.25 hr.
12/12/2023	Regular scheduled meeting of the Prince Edward County Board of Supervisors.	Flat Fee \$500.00
12/13/2023	Email from Doug Stanley concerning an article for SKILL GAMES.	.25 hr.
12/13/2023	Sarah Puckett, review of email for tasks from meeting.	.25 hr.
12/15/2023	Receipt and review of skill game statement via Doug Stanley email and from Charlotte County.	.25 hr.
12/18/2023	Citizen Volunteer Appointments for Board of Zoning Appeals for Kimberly S. Lettner, Whitfield Page Planning Committee.	.25 hr.
12/20/2023	Receipt of Motorola contract for Review, a 2-page overview of the terms and conditions.	.50 hr.
12/20/2023	Total Motorola contract, on a flash drive, consisting of over 1,000 pages.	2.00 hrs.

12/20/2023	Email from Doug Stanley concerning contract Design review Meeting trigger to contract.	.50 hr.
12/21/2023	Email with Motorola Contract person concerning language modification.	.50 hr.
12/21/2023	Signature on final Motorola Radio System Contract at County office and notarizing of signatures.	.25 hr.
12/22/2023	Review of Animal Shelter contract from Moseley Architects on Standard Contract.	1.00 hr.
12/22/2023	Email update on Commissioner of Revenue Tax issue.	.25 hr.
12/28/2023	Email notification for unclaimed body of Edward Godfrey Nassef from the Sheriff's Office via email from Sarah Puckett.	.25 hr.
	Total Hours =10.5 hrs. @ \$200.00/hr.	\$2,100.00
	Total Flat Fee	<u>\$500.00</u>
	BALANCE DUE	\$ 2,600.00

DUE UPON RECEIPT

Please make check payable to Terri Atkins Wilson, P.C.

[This page intentionally left blank]



**Board of Supervisors
Agenda Summary**

Meeting Date: July 9, 2024
Item #: 21-a
Department: Finance
Staff Contact: Crystal Baker
Agenda Item: FY25 PECPS Committed Funds Appropriation

Summary: The County received an invoice totaling \$392,566.08 from Kenbridge Construction Company for the construction of the Mobile Classroom Complex. The PECPS Capital Improvement Committed Fund available balance is currently \$1,770,929.01. The Board is being asked to transfer \$392,566.08 from the PECPS Capital Improvement committed funds to the School CIP line within the General Fund to cover these expenses.

FY25 BUDGET SUPPLEMENT

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	41050	0202	Transfer from SP Fund		\$ 392,566.08
4 (Exp)	100	94000	0250	School CIP	\$ 392,566.08	
3 (Rev)	202	41050	0202	From SP Fund Balance		\$ 392,566.08
4 (Exp)	202	93000	0100	Transfer to General Fund	\$ 392,566.08	

FY25 TRANSFER

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	100	41050	0202	Transfer from SP Fund		\$ 392,566.08
0	100	100	0001	Cash with Treasurer	\$ 392,566.08	
0	202	100	0001	Cash with Treasurer		\$ 392,566.08
4 (Exp)	202	93000	0100	Transfer to General Fund	\$ 392,566.08	
0	999	300	0100	General Fund		\$ 392,566.08
0	999	300	0202	Special Projects Fund	\$ 392,566.08	
0	202	300	0001	SP Fund Balance		\$ 392,566.08
0	202	300	0310	SP – PECPS Cap Imp	\$ 392,566.08	

Attachments: Kenbridge Construction Application & Certification for Payment – Mobile Classroom Complex

Recommendation: See sample motion below.

SAMPLE MOTION: I move the Board of Supervisors approve and appropriate the FY25 Budget Supplement and transfer as outlined above.

Motion _____ Cooper-Jones _____ Gilliam _____ Pride _____
 Second _____ Emert _____ Jenkins _____ Townsend _____
 Jones _____ Watson _____

[This page intentionally left blank]



Board of Supervisors
Agenda Summary

Meeting Date: July 9, 2024
Item #: 22
Department: Board of Supervisors
Staff Contact: Douglas P. Stanley/Terri Atkins Wilson
Agenda Item: Closed Session

I. MOTION GOING INTO CLOSED SESSION

- I move the Prince Edward County Board of Supervisors convene in Closed Session:
 - a) For the discussion and consideration of the acquisition of real property and the disposition of publicly-held real property for a public purpose and related to easements and/or rights of way for water lines and electric and county-owned property near the county landfill, where discussion in an open meeting would adversely affect the bargaining position of the County, pursuant to the exemptions provided for in Section 2.2-3711(A)(3) of the *Code of Virginia*; and
 - b) For discussion concerning a prospective business where no previous public announcement has been made of the business' interest in locating in Prince Edward County, pursuant to the exemptions provided for in Section 2.2-3711(A)(5) of the *Code of Virginia*; and
 - c) For consultation with legal counsel pertaining to litigation related to the assessment and collection of taxes, where such discussion 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*.
- Chair: Is there a second to the motion?
- Chair: Roll call vote.
- Chair: **The Board is now convened in Closed Session.**

II. MOTION FOR COMING OUT OF CLOSED SESSION

(Note: Please confirm Deputy Clerk is present to record motion and vote.)

- I move that the Board of Supervisors return to open session.
- Chair: Is there a second to the motion?
- Chair: Roll call vote.
- Chair: **The Board is returned to Open Session.**

III. MOTION AFTER RETURNING TO OPEN SESSION:

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

(continues to following page)

Motion _____
Second _____

Cooper-Jones _____
Emert _____

Gilliam _____
Jenkins _____
Jones _____

Pride _____
Townsend _____
Watson _____



**Board of Supervisors
Agenda Summary**

Whereas, Section 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia Law;

Now, therefore, be it resolved that the Board hereby certifies that to the best of each member's knowledge: (i) only public business matters lawfully exempted from open meeting requirements of Virginia law were discussed in closed session to which this certification resolution applies; and (ii) only such public matters as were identified in the motion by which the closed session was convened were heard, discussed, or considered in the meeting by the Board.

- Chair: Is there a second to the motion?
- Chair: Any member who believes that there was a departure from the requirements of clauses (i) and (ii) shall state the substance of the departure that, in his judgement has taken place. (Such statement will be recorded in the minutes.)
- Chair: Roll call vote.

(Note: A "yes" vote affirms the closed session motion.)

Motion _____
Second _____

Cooper-Jones _____
Emert _____

Gilliam _____
Jenkins _____
Jones _____

Pride _____
Townsend _____
Watson _____