

## PLANNING COMMISSION MEETING AGENDA

October 15, 2024

The Prince Edward County Planning Commission encourages citizens participation in public meetings through in-person participation, written comments and/or remote participation by calling: **1-844-890-7777, Access Code: 390313** (*If busy, please call again.*) Additionally, citizens may view the Commission meeting live in its entirety at the County's YouTube Channel, the link to which is provided on the County's website.

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**AGENDA**

- 6:00 P.M.**
1. The Chair will call to order the October meeting of the Planning Commission to order.
  2. Invocation
  3. Pledge of Allegiance
  4. Conflict of Interest Disclosures
  5. Approval of Minutes 3
  6. Capital Improvement Planning (CIP) 2025-2027 25
  7. Review of Supervisors Actions
  8. Old Business
  9. New Business
  10. Next Meetings:
    - a. Joint Worksession with the Board of Supervisors – Wednesday, October 23, 2024 at 6:00 p.m. at Moton Museum
    - b. Regular Meeting - Tuesday, November 19, 2024 at 7:00 p.m.
  11. Adjournment

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**Planning Commission  
Agenda Summary**

**Meeting Date:**        **October 15, 2024**  
**Item No.:**            **5**  
**Department:**        **Planning and Community Development**  
**Staff Contact:**      **Robert Love**  
**Issue:**                **Approval of Minutes**

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**Summary:**  
For approval.

**Attachments:**  
August 20, 2024 Draft Planning Commission meeting minutes.

|              |                   |                 |               |
|--------------|-------------------|-----------------|---------------|
| Motion _____ | Fuller _____      | Paige _____     | Sandlin _____ |
| Second _____ | Gilliam _____     | Peery _____     | Weiss _____   |
|              | Leatherwood _____ | Prengaman _____ | Womack _____  |



**Prince Edward County Planning Commission  
Meeting Minutes  
August 20, 2024  
7:00 pm**

Members Present: Brad Fuller Llew W. Gilliam, Jr.  
Clifford Jack Leatherwood Whitfield M. Paige  
John “Jack” W. Peery, Jr. John Prengaman  
Henry Womack

Absent: Teresa Sandlin, Rhett Weiss

Staff Present: Robert Love, Planning/Zoning Director Doug Stanley, County Administrator

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Public Hearing comments for Planning Commission meetings will be subject to the “Citizen Guide for Providing Input During Public Participation and Public Hearings For Prince Edward County Government Meetings” revised October 12, 2022.

Chairman Prengaman called the August 20, 2024 meeting to order at 7:00 p.m., established there was a quorum, gave the invocation and led the Pledge of Allegiance.

**In Re: Approval of Minutes**

Commissioner Womack made a motion, seconded by Commissioner Peery, to approve the meeting minutes from May 21, 2024, and June 20, 2024; the motion carried:

Aye: Brad Fuller Llew W. Gilliam, Jr.  
Clifford Jack Leatherwood  
Whitfield M. Paige  
John “Jack” W. Peery, Jr.  
John Prengaman  
Henry Womack

Nay:

Absent: Teresa Sandlin  
Rhett Weiss

**In Re: Public Hearing – Special Use Permit – Prospect Gospel Tabernacle Church**

Chairman Prengaman announced this was the date and time scheduled to receive citizen input prior to considering a request by Prospect Gospel Tabernacle Church for a Special Use Permit to replace an existing pole sign with a 32-square foot electronic sign having a total height of 19 feet, on Tax Map Parcel 031-A-40,

located at 4307 Prince Edward Highway (Route 460), near its intersection with Milford Lane, which is zoned A-1, Agriculture Conservation. Notice of this hearing was advertised according to law in the Wednesday, July 31, 2024 and Wednesday, August 7, 2024 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Love stated the County has received an application request Prospect Gospel Tabernacle Church for a Special Use Permit to replace an existing pole sign with a 32 square foot electronic sign having a total height of 19 feet, on Tax Map Parcel 031-A-40 located at 4307 Prince Edward Highway (US Route 460) near its intersection with Milford Lane, which is zoned A-1, Agricultural Conservation. Mr. Love stated they intend to reuse the existing pole and replace the sign with a larger sign. He said it is two feet taller and does meet the requirements. He added that he has received no negative comments regarding this special use permit application.

County staff is of the opinion the use is compatible with the zoning district and will have minimal impact on surrounding properties.

Tammy Stalker, Applicant, stated the church has built a gym and wants to advertise events on the sign. Currently, when driving from Appomattox towards Farmville, just the top of the sign can be seen as the pole was placed in a ravine. She said they would like to have this done as soon as possible.

Commissioner Peery asked if the sign will only advertise events that are church-related. Ms. Stalker said yes, it is just for church events.

Chairman Pregelman opened the public hearing.

There being no one wishing to speak, Chairman Pregelman closed the public hearing.

Mr. Love stated the applicant has reviewed and accepted the proposed conditions.

Commissioner Gilliam made a motion, seconded by Commissioner Peery, that the Planning Commission recommends approval to the Board of Supervisors the request by Prospect Gospel Tabernacle Church for a Special Use Permit to replace an existing pole sign with a 32-square foot electronic sign with the following conditions; the motion carried:

|         |                           |      |
|---------|---------------------------|------|
| Aye:    | Brad Fuller               | Nay: |
|         | Llew W. Gilliam, Jr.      |      |
|         | Clifford Jack Leatherwood |      |
|         | Whitfield M. Paige        |      |
|         | John "Jack" W. Peery, Jr. |      |
|         | John Pregelman            |      |
|         | Henry Womack              |      |
| Absent: | Teresa Sandlin            |      |
|         | Rhett Weiss               |      |

**Special Use Permit – Prospect Gospel Tabernacle Church  
Tax Parcel Map #: 031-A-40  
CONDITIONS**

**SITE PLAN**

1. Development activities on the site shall be limited to those as specified in the Special Use Permit Application and Site Plan. The final locations of facilities may be adjusted provided no such adjustment violates any buffers, setbacks, or other statutory requirement. The concepts reflected in the filed special use permit submitted 7/9/2024 are hereby made part of these development conditions.

2. Final sign permit zoning and building permit applications for the one (1) electronic sign shall be submitted to the Planning and Community Development office for final review and approval pursuant to Appendix B of the Prince Edward County Code (Zoning) and Chapter 18 of the Prince Edward County Code (Buildings and Building Regulations).

#### **GENERAL**

3. All landscaping around sign shall be mulched and maintained to the reasonable satisfaction of the Prince Edward County Planning and Community Development Director. Any vegetation found to be of poor condition shall be replaced and/or improved at the reasonable direction of the Planning and Community Development Director or his designee.
4. No sign shall be may be located within VDOT right-of-way or impede sight distance.
5. Site signage shall be limited to Pole type, one 32 square foot sign not to exceed nineteen (19) feet in total height.
6. Sign installation shall be in conformance with all applicable provisions of federal, state, and local statues and regulations.
7. Any sign lighting shall be designed and installed so as to minimize glare onto adjoining properties or any public access road.
8. This Permit is non-transferable, except and unless written notice from the Permittee regarding the transfer, and a signed document from the proposed new Permittee is received by the Planning and Community Development Office which states that the new Permittee agrees to comply with all terms and Conditions imposed with the original Permit Issuance. If the proposed new Permittee desires to amend the original Permit Conditions, amendments must be addressed by the Prince Edward County Planning Commission and Board of Supervisors through the Special Use Permit process.
9. Failure of Permittee to full conform to all terms and conditions may result in revocation of this Special Use Permit if said failure or failures are not corrected or addressed to the satisfaction, not to be unreasonably withheld, of the County within thirty (30) days of written notice from the County.

#### **In Re: Public Hearing – Special Use Permit – North Branch Solar, LLC**

Chairman Pregarman announced this was the date and time scheduled to receive citizen input prior to considering an application filed by North Branch Solar, LLC and to make a determination if the project is substantially in accord with the Prince Edward County Comprehensive Plan and for the proposal to construct and operate a 3MWac solar energy facility on a 40 acre portion of land totaling 147.5+/- acres denoted as Tax Map Parcel 043-A-34, located on the east side of Thomas Jefferson Highway (State Route 47), across from its intersection with Point Road (State Route 725), which is zoned A-1, Agricultural Conservation. Notice of this hearing was advertised according to law in the Wednesday, July 31, 2024 and Wednesday, August 7, 2024 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Love stated the County has received an application request by North Branch Solar, LLC for a Special Use Permit to construct and operate a 3MWac solar energy facility on a 40-acre portion of land totaling 147.5+/- acres denoted as Tax Map Parcel 043-A-34, located on the east side of Thomas Jefferson Highway (State Route 47), across from its intersection with Point Road (State Route 725), which is zoned A-1, Agricultural Conservation.

Mr. Love then stated the following stipulations:

- Purpose of the review under Virginia Code Section 15.2-2232:

- As required by VA Code § 15.2-2232, requires that the Planning Commission review all proposed developments that include a "public utility facility" prior to the construction or authorization of such facility. A public hearing is required to determine whether the location, character, and extent of the proposed solar facility is in substantial accord with the Prince Edward County Comprehensive Plan, prior to any approval of the special use permit for the facility.
- Existing Conditions and Zoning:
- The application property consists of mostly timber land. It is bordered by existing agricultural land consisting of pasture and timber land, as well as single-family residential homes. The property is shown as Agricultural and Forestal on the Future Land Use map as described in the Prince Edward County Comprehensive Plan.
- Comprehensive Plan Citations:
  - The following are relevant excerpts of Prince Edward County Comprehensive Plan.
  - Chapter VI, Special Policy Areas, on Pg. 75 notes "When future development requests require Commission review and Board of Supervisors approval, the economic and quality of life benefits of open space and agricultural and forest land uses should be considered as well as the adequacy of public facilities and services to the area."
- Goals, Objectives, and Strategies, Land Use on Pg. 94-95 "Goal: Ensure optimal use of land resources within Prince Edward County, and promote and support an environmentally sound future land use pattern that provides for a variety of community needs, minimizes conflicts between existing, and proposed land uses, and can be supported by adequate public facilities."
- Land Use Objective #1: Strategies on Pg. 95 "Utilize well planned site designs and effective buffer areas to mitigate the impacts of adjacent land uses of differing intensities."
- Historic and Cultural Resources Strategies on Pg. 105. "Evaluate the impact of new development on local historic structures and areas. Support development proposals and site designs that respect and promote the character of adjacent or nearby historic properties."

Mr. Love said this proposed project is at the convergence of three localities – Charlotte County, Appomattox County and Prince Edward County. He said this parcel was part of a previous solar project that had approval in 2019 but was never started and is null and void.

John Townsend, Associate Director of Project Development, Sun Tribe and North Branch Solar, LLC, presented a company overview and information about the proposed project, and said the project would use 38 acres of the 147-acre parcel. He said this would be a low impact use, and would not impact the county or taxpayers, providing approximately \$380,000 in revenue to the County. He said once operational, this would be a quiet neighbor with a low visual profile. He added that this is a 3MWac site with no battery storage, as it is adjacent to the Pamplin substation. Mr. Townsend said this site has a minimum of 100' setback with 3,000' of new vegetative buffer along the western side to screen the facility from the train tracks, and on the south side to screen the project from the Elder's and Jamerson's properties. The project will connect to an existing distribution power line and substation.

Mr. Townsend reviewed the benefits of solar energy; he said these sites are non-permanent and an interim land use, and do not draw on county resources. He said native grasses and pollinators will be used on the site. This is a well-hidden, small portion of the property, and is 500' from the nearest residence, a minimum setback of 100' from resource protection areas; there are still 100+ acres available for agriculture use. Mr. Townsend said there will be a rigorous review of stormwater and erosion and sediment control, and best management practices will be used to protect streams, wetlands and wildlife. He stated safety is paramount.

Mr. Townsend stated this project conforms with the Comprehensive Plan of 2014; he said he understands that the County is currently going through an update of the Comprehensive Plan.

Mr. Townsend then reviewed the health and safety factors of solar projects; he said they have been around for a long time, and are made of aluminum, glass, plastic and silicone. There is no evidence that they contaminate groundwater.

Mr. Townsend then said construction would take less than ten months, and the site will be in operation up to 40 years. He said the panels are designed to be outside in the elements for that length of time, generating electricity. He said decommissioning will eliminate the entire project and the materials will be reused or recycled, at the company's expense. He added a cost review will occur for the life of the project, updating it every five years. The land reverts to the landowner at the end of the lease.

Chairman Prengaman asked if they have seen and agree with the proposed conditions; Mr. Townsend said that is correct. Mr. Love stated the template for the decommissioning bond is reviewed every five years and soil testing, formally, is to be done annually, instead of every three years.

Chairman Prengaman asked if they will utilize the existing gravel road. Mr. Townsend said they will.

Chairman Prengaman then asked if they will hire Virginia employees. Mr. Townsend said they may not all be from Virginia but will look to hire local contractors.

Commissioner Fuller asked if the project is located on the east side of Route 47, which on the east side of the railroad tracks. Mr. Townsend said that is correct, and the closest resident is 500' of the west side of Route 47.

Commissioner Gilliam stated a citizen asked him when citizens would see the benefit to their electric bill from these solar farms. Mr. Townsend said that they should start seeing the benefit when the facilities come online. Some discussion followed.

Commissioner Womack asked if there are any projects with Southside Electric [Cooperative]. Mr. Townsend said they do not, with this project. Mr. Douglas Stanley, County Administrator, said there are 100+ solar projects across southside Virginia with Southside Electric that are currently under review. He added that Dominion Power has been providing electricity for about 100 years to get to where they're at today; in 15 years, they are going to have double the need for power. He said some of that is due to data centers and large electric users, but the whole electric grid will be turned upside down in the next decade or so. Some discussion followed.

Commissioner Womack then asked when training for the firefighters would begin. Mr. Townsend stated he has been in touch with several people regarding the Elam site in particular, and that the Emergency Response Plan was approved recently. He said that when the project goes to operation, that is when the training will be about introducing and familiarizing the fire department with the facility itself, where the access points are, where the [power] shut-offs are located. He added that firefighting techniques are probably not something that is covered and they would rely on the firefighters as the experts.

Mr. Love said that Trey Pyle is going to coordinate that with the County. He said that Mr. Pyle is coordinating the road site, the training, the entry, the Knox boxes, and all of the training will be set up during construction; he said the project hasn't gotten to that point yet.

Commissioner Womack then said we know what the materials are in the panels; he asked what would happen if the panels are destroyed, and if they have insurance to clean it up. Mr. Townsend said it would be covered by liability insurance.

Commissioner Peery said when they first saw these projects, there was a concern about the components of the solar panels because they contained cobalt or cadmium. He asked if these are newer generation solar panels where this is not a problem. Mr. Townsend said he has no knowledge of any confirmed sites where leaching happened from the panels. Mr. Townsend said that any independent study that are included in the application, even in the worst case scenarios, highlight that the panels are not harmful to humans or the



environment. He said the sites are monitored 24/7, so if a panel were to get damaged, someone will know and repair or replace them right away. Discussion followed.

Commissioner Peery then asked if there are any problems with soil erosion and sediment control. Mr. Townsend said the State has updated the guidelines so projects moving forward are under a different set of regulations to help manage this, and to protect the environment.

Mr. Love said Sun Tribe elected to have the County inspect the site; he said Prince Edward County is unique in that we are a Virginia Stormwater Management Authority, and Trey Pyle and he can do the inspections. Mr. Love asked Mr. Townsend if they intend to file locally for VSMP on this project. Mr. Townsend said it may be too early to say, but Sun Tribe has several DEQ-approved inspectors and plan reviewers on staff as well.

Chairman Prengaman opened the public hearing.

Andrew Elder, Pamplin, said [his property] will be beside this solar farm, and he is in support of this project.

John Menefee, Pamplin, stated they will be neighbors; he and his family just moved to Pamplin a few years ago. He voiced his concerns regarding property values going down, and asked if the site will stop at 38 acres or do they intend to bring more in. He said the best thing is that there is nothing in Pamplin; he said he and his family are growing their own food and doing all they can to be self-sustaining. He opposes the project.

Mr. Townsend said the project is capped at 3MWac and there will be no expansion. He said concern regarding real estate value data shows well-sited and well-screened and buffered solar projects should not have a negative impact on adjacent properties. He said these are proven to be innocuous use and create no lights, noise or traffic, and are considered a passive neighbor.

Mr. Love stated the site cannot increase unless the applicant would come before the Planning Commission again.

Commissioner Womack asked if these remain with this company or are they sold through an investment corporation. Mr. Townsend said that they have sold some of their projects; he said the utility company could by the project itself is a collection of legally-binding enforceable agreements. He said sometimes the projects change hands similarly to other businesses or residences that change hands.

Mr. Menefee said that this is said to be a free source of fuel compared to what the substation is already doing, but does this lessen the amount of fuel used. Mr. Townsend said it does, that by adding this power to the grid it is being used somewhere.

There being no one further wishing to speak, Chairman Prengaman closed the public hearing.

Chairman Prengaman said there are no new roadways to install. He said the guidelines that are currently in place with the County are better than four or five years ago.

Commissioner Peery said this is a Virginia-based company.

Commissioner Paige said having the 40-acre cap is a plus.

Chairman Prengaman asked if the 3MWac was determined by Dominion. Mr. Townsend said yes, all of the studies are based on that size, so the project would have to start over if there were a change.

Commissioner Fuller made a motion, seconded by Commissioner Peery, to forward to the Board of Supervisors that the North Branch Solar, LLC proposed 3MWac solar energy facility as described the Special Use Permit application, is substantially in accord with the Prince Edward County Comprehensive Plan and that the Planning Commission recommends approval of the Special Use Permit request with the proposed conditions:

Aye: Brad Fuller  
 Clifford Jack Leatherwood  
 Whitfield M. Paige  
 John "Jack" W. Peery, Jr.  
 John Prengaman  
 Henry Womack

Nay:

Abstain: Llew W. Gilliam, Jr.

Absent: Teresa Sandlin  
 Rhett Weiss

**North Branch Solar, LLC  
 PRINCE EDWARD COUNTY, VIRGINIA  
 Special Use Permit Conditions**

**SECTION I. GENERAL PROVISIONS**

1. This Special Use Permit applies to the following properties for which a special use permit application was submitted: Tax Map Parcel Identification Number: 043-A-34  
 The Special Use Permit application was submitted on 07/17/2024 by North Branch Solar, LLC on behalf of the owners of the said properties, and compliance with these conditions is the express duty of, and these conditions shall bind, the Applicant and any assignee of the Applicant who operates the Solar Facility.
2. The Site shall be developed, constructed, operated, and decommissioned in compliance with all of the following:
  - a. All applicable federal, state, and local laws, statutes, ordinances, and regulations.
  - b. All written agreements entered into between the Applicant and the County, expressly including, but not limited to, a Solar Facility Siting Agreement.
  - c. The Site Plan approved by Prince Edward County.
  - d. The Decommissioning Plan approved by Prince Edward County.
  - e. The Emergency Response Plan approved by Prince Edward County.
  - f. The Construction Traffic Management Plan approved by Prince Edward County.
  - g. The Erosion and Sediment Control Plan approved by Prince Edward County.
  - h. The Stormwater Management Plan approved by Prince Edward County and/or DEQ.

Violation by the Applicant or by any one or more of Applicant's agents, employees or contractors of any terms, conditions, or provisions of any of the foregoing shall constitute a violation of this Special Use Permit if Applicant has failed to begin and diligently pursue (or has failed to cause its agents, employees or contractors, as applicable, to begin and diligently pursue) correction of the violation within thirty (30) days after written notice by the County to Applicant.

3. The following terms shall have the following meanings if or when used in these Conditions:
  - a. "**Abandoned**" means the discontinuation of power generation by the Solar Facility for a period of at least 180 consecutive days, except in the event of a force majeure event requiring reconstruction.
  - b. "**Applicant**" means North Branch Solar, LLC.
  - c. "**Approved Site Plan**" means the detailed drawing showing all equipment, excavation, landscaping, and other changes or improvements to be made to the real property or properties for the development of the Project following approval of the Special Use Permit Application by the Prince Edward County Planning Commission,

and the Prince Edward County Board of Supervisors and administrative review and approval by Prince Edward County staff.

- d. **"Board"** means the Board of Supervisors of Prince Edward County, Virginia.
  - e. **"Commercial Operation"** means the period beginning on the date that the sale of electricity generated from the Solar Facilities to a third party through the Grid commences pursuant to a Power Purchase Agreement and terminating contemporaneously with the commencement of Decommissioning.
  - f. **"County"** means Prince Edward County, Virginia.
  - g. **"County Administrator"** means the county administrator of Prince Edward County, Virginia.
  - h. **"Decommission" or "Decommissioning" or "Decommissioning Activities"** means the work on the Solar Facility to remove improvements on the real property and to otherwise comply with the Decommissioning Plan.
  - i. **"Decommissioning Commencement Date"** means the earliest date on which Decommissioning is required to begin under the terms set forth in these Special Use Permit Conditions.
  - j. **"Decommissioning Plan"** means the plan for Decommissioning Activities submitted by North Branch Solar, LLC and approved by the County.
  - k. **"Grid"** means the interconnected network for delivering electricity from producers to consumers (consisting of generating stations, electrical substations, high voltage transmission lines, and distribution lines that connect individual customers) to which the Project is connected and provides power.
  - l. **"Investor Owned Utility Company"** means an electric utility as defined in Section 56-576 of the Code of Virginia.
  - m. **"Operator"** means any party which undertakes the management, maintenance, and operation of the Solar Facility, including, but not limited to, as assignee of the Applicant.
  - n. **"Power Purchase Agreement"** means the written agreement pursuant to which electricity generated from the Solar Facilities is sold to a third party.
  - o. **"Project"** means the Solar Facility on the parcel, including the following: (i) the development, design, procurement, construction, installation, commissioning, testing, interconnection, and start-up of the Solar Facility on the Site; (ii) the operation, repair, replacement, and maintenance of the Solar Facility on the Site; and (iii) the decommissioning and removal of the Solar Facility from the Site.
  - p. **"Related Entity" or "Related Entities"** means any two or more entities described in I.R.C. § 267(b).
  - q. **"Site" or "Solar Facility Site"** means all properties to be leased or purchased by the Applicant or any Related Entity for development in connection with the Project, identified as follows: Prince Edward County Tax Map Identification Number 043-A-34.
  - r. **"Site Plan"** means the detailed drawing showing all equipment, landscaping, roads, retention facilities, fencing, buffers, and other changes or improvements to be made to the real property or properties for the development of the Project.
  - s. **"Solar Facility" or "Solar Facilities"** means the Site together with all equipment, apparatus, or other items of personal property used for the construction, operation, or decommissioning of the Project.
  - t. **"Surety Review Date"** means the date by which the Applicant will update the cost estimate in the Decommissioning Plan every five (5) years and reimburse the County for the actual and reasonable, out-of-pocket costs of each such independent review and analysis by a licensed engineer of each decommissioning cost estimate revision.
4. The Site shall be developed in general conformance with the information and exhibits submitted with the Special Use Permit application (the "SUP" Application), except as modified by associated conditions, the Approved Site Plan, and as required by the land development ordinances of Prince Edward County.

5. This Special Use Permit (SUP) is issued to the owners of the properties for which the special use permit application was submitted (the Properties) and shall run with the land unless and until this SUP is revoked, expires, or is voided.
6. An Approved Site Plan shall be required for this use.
7. Prior to the issuance of construction permits, the Applicant shall record in the Circuit Court Clerk's Office of Prince Edward County, Virginia a plat of survey delineating the property boundary and total acreage.
8. The Applicant shall submit an Emergency Response Plan (the "ER Plan") with the submission of the Site Plan. The ER Plan shall include fire suppression methods that can be deployed during both the construction and operation of the project. The ER Plan shall also include a program of education and training to be provided for County emergency response staff covering onsite emergency response.
9. Unless approved in writing by the County, no signage shall be permitted on the Site; except that signage containing notices, warnings, or other information, if required by law or by applicable codes and standards, or deemed by the County to be in the interest of the safety and welfare of the community, shall be required.
10. North Branch Solar, LLC will reimburse, or cause to be reimbursed, to the County all reasonable, out-of-pocket costs and fees incurred for professional services engaged for purposes of assisting the County during the application process and during construction, including, but not limited to, legal fees and consulting fees; however legal fees shall not be assessed to North Branch Solar, LLC after construction is completed. The purpose of the reimbursement payments is to defray the costs and expenses incurred by the County in connection with (i) the zoning and permitting processes related to the approval of the Solar Facility, (ii) the permitting process with federal and state agencies, as applicable, and (iii) the construction of the Solar Facility. Should the special use permit application submitted by North Branch Solar, LLC for the Project not be approved by the County, no reimbursement under this paragraph will be owed by North Branch Solar, LLC to the County.
11. The Project owner or operator will, in coordination with the Prince Edward County Fire Department, provide education and training on how to respond in the event of a fire or other emergency on the premises. "Knox Boxes" will be added at access gate locations, so that Fire Department resources can gain access inside the security fence.

## **SECTION II. BUFFERS, HEIGHTS, AND SETBACKS**

12. Buffers throughout the Site shall include the following:
  - a. All setbacks shall be no less than those shown on the site plan approved by Prince Edward County.
  - b. The Site Plan will identify a maximum extent of Project area, outside of which solar panels or other equipment will not be located. The solar panels or other equipment of the Solar Facility will not be located within the standard setbacks established by Section 7-110 (D) of the County Ordinance.
  - c. The Site Plan will include a vegetative buffering plan (the "Vegetative Buffer Plan") that will limit the visibility of the Solar Facility from the public rights-of-way adjacent to the Site. For purposes of this Condition, "Solar Facility" does not include the

perimeter security fencing, gravel access road, or interconnection equipment. Also, the "Solar Facility" is not an objectionable feature, within the meaning of County Ordinance Section 7-110 (F). All vegetative buffering areas, as shown on the Vegetative Buffer Plan, shall enable insolation of the Solar Facility and may be both natural and planted, shall be a part of the approved Project, and should be protected from harvest so long as the Site is operated as a solar facility.

- d. Vegetative buffering areas shall be installed (pursuant to the screening suggestions attached as Exhibit A) and, as necessary, managed to ensure health and preservation of the vegetation. Any vegetative buffering that is dead during the operating period shall be removed and replaced in conformance with the approved site plan, within a six (6) month time period during a typical growing period. The type and height of replacement vegetation shall be similar to that of which was originally planted during construction. In the event that the vegetative buffering is severely damaged due to an unusual weather occurrence or natural catastrophe, the Project shall have one year or one growing season, whichever is sooner, to replace or replant.
- e. A 15' screening buffer shall be observed with any bordering standing timber harvested after construction of the solar facility.
- f. Electrical lines leaving the solar facility shall be underground until the point of reaching the first pole outside of the facility as to not impact the screening plan unless: (a) otherwise approved by the County in the final site plan; (b) otherwise approved by the County in connection with building permit approvals, including electrical permits; (c) underground lines conflict with other applicable permitting standards, including environmental permits; or (d) underground lines are not reasonably practical given site constraints.
- g. Any historical resources of significance as determined by the Virginia Department of Historic Resources Map shall be assessed in consultation with VDHR, and if VDHR requires preservation measures, these will be reflected on the Site Plan.
- h. The maximum height of ground mounted systems, equipment, and structures, as measured from the grade or base of the improvements to the highest point, shall not exceed eighteen (18) feet in height. Excluded from this height requirement are overhead electric distribution and transmission lines and poles, project substation, and utility switchyard.

### **SECTION III. CONSTRUCTION, TRAFFIC, and ROAD REPAIRS**

- 13. Subject to compliance with applicable site safety requirements and upon reasonable prior notice, the County Administrator, building official, zoning administrator, or environmental codes and compliance officer, or any party or parties designated by any one or more of those county officials, including other federal, state, or local government officials, shall be allowed to enter the Site at any time during construction. Once the facility has commenced Commercial Operation, subject to compliance with applicable Site safety requirements, County officials may enter the Site upon at least one week's advance notice to the Solar Facility liaison.
- 14. All construction entrances for the Site shall be in general conformance with the information and exhibits submitted with this Special Use Permit application and must be authorized and approved by the Virginia Department of Transportation (VDOT).
- 15. All construction activity shall be conducted during daylight hours Monday-Saturday. Activities allowed on Sundays include only the following: onsite planning, walking and riding the Site by passenger vehicle (not heavy construction trucks or equipment), office work, and other activities that do not produce large quantities of traffic on the surrounding roads or loud

construction noises within the Site. The Applicant shall comply with the Prince Edward County Noise Ordinance Chapter 46, Article II during operation but shall not be required to do so during construction.

16. All heavy construction traffic, including, but not limited to, dump trucks, tractors and trailers, supplier vehicles, and trucks hauling equipment shall enter the site at the designated private driveway along Llama Road.
17. The Applicant shall submit a Construction Traffic Management Plan (“CTMP”) as part of the Site Plan. The CTMP shall address traffic control measures, an evaluation of the condition of the public roads along the Delivery Routes prior to construction, and a description and an estimate of any anticipated repairs to public roads that may arise due to damages attributable to construction of the Solar Facilities, which CTMP must be reviewed by a third-party selected by the County and paid by, and at the sole cost of, the Applicant.
18. Dust containment measures shall be utilized at all times, as necessary, to contain dust from constituting a nuisance to nearby residents.
19. No burning of stumps and/or debris will be allowed onsite at the subject solar facility.
20. The Solar Facilities shall be enclosed within chain link security fencing not less than six (6) feet in height.
21. The Project will not utilize permanent lighting. If installed at a later date, lighting will be downward facing, motion activated security lighting located at the Project entrance gate or at the control panels near the equipment pad.
22. Prior to commencement of construction, the Applicant shall provide the County a bond equal to 100% of the cost of the anticipated repairs to be made to the public road along the Delivery Routes, as defined in paragraph 22 below, including the entire public right of way along the Delivery Route. The bond may be in the form of a letter of credit, a surety bond, or a cash bond given to the County, to be held by the County without interest, but the form of any surety bond must be approved by the County Administrator. The County will release, return, and terminate the roadway surety upon completion of construction and Commercial Operation of the Project.
23. Delivery Routes to the site shall include State Route 47 (Thomas Jefferson Highway) to the private road (Llama Road) to the North Branch Solar, LLC site entrance.
24. The Solar Facilities shall have commenced construction within three (3) years of approval. The Board of Supervisors may approve one extension of up to one (1) year each upon written request from the Applicant detailing the need for an extension.
25. Solar panels will be constructed, maintained, and operated in accordance with national industry standards and regulations including the National Electrical Code, International Fire Code of the International Code Council and the National Fire Protection Association Fire Code, as provided in Va. Code 15.2-2286. In the event of a conflict between the national industry standards and these Conditions, the national industry standards shall control so that as technology advances, updated technology may be used by the Applicant. Notwithstanding any of the foregoing, the use of any of the following materials at any time, whether in construction, maintenance, or operation of the facility.
26. Storage on the Site of power generated by the Facility or generated elsewhere is prohibited.
27. No panels, inverters, pyranometers, substations, or any other component of the Solar Facility, except fencing, shall be located in a floodplain.

28. Upon completion of the construction of the Solar Facilities, the Applicant shall submit a post-construction evaluation of the condition of the roads along the Delivery Routes to the County Administrator for approval. The post-construction evaluation shall include a plan for repairing any damage caused to the public roads along the Delivery Route directly attributable to the Applicant. The Applicant shall be responsible for causing such repairs to be completed to the satisfaction of the VDOT and shall be responsible for coordination of repairs with VDOT. All roadway repairs along the Delivery Routes shall be made at the sole expense of the Applicant.

#### SECTION IV. ENVIRONMENTAL

29. The Applicant shall submit a Stormwater Management Plan and an Erosion and Sediment Control Plan as part of the Site Plan. The Applicant shall reimburse, or cause to be reimbursed to, the County all reasonable, out-of-pocket costs incurred by the County related to retaining such third-party inspectors, plan reviewers, and advisors as reasonably necessary for project review and inspections. All such payments shall be remitted to the County within thirty (30) days of invoicing. The County shall retain the right to inspect the Site to verify the findings of the third-party inspectors upon reasonable, prior notice and subject to compliance with Site safety requirements. The phasing of land disturbance shall be detailed in the Erosion and Sediment Control plan and accompanying project narrative.
30. Stabilization of the Site shall be maintained at all times in compliance with Virginia Department of Environmental Quality (DEQ) standards, rules, requirements, and regulations. The Applicant and the Operator, or either one of them, shall notify the County within twenty-four (24) hours of receiving any DEQ notice of less than full compliance by the Project and shall, within forty-eight (48) hours of receipt, provide the County with a copy of the notice. Thereafter, the Applicant and the Operator, or either one of them, shall provide to the County within forty-eight (48) hours of transmission or receipt copies of all correspondence with DEQ regarding Project noncompliance issue until such time as the matter is fully resolved to the satisfaction of DEQ.
31. Soil testing shall be conducted on the Site as follows:
  - a. Testing shall be conducted in no less than three (3) locations on the Site, at least one location being within proximity to panels of each different type or manufacturer. Samples will be collected from a depth of six inches below ground surface.
  - b. Testing shall be conducted prior to the issuance of a land disturbance permit and annually thereafter. Testing also shall be conducted immediately prior to Decommissioning and immediately following the termination of Decommissioning.
  - c. Samples shall be analyzed for Priority Pollutant 13 Metals (arsenic, antimony, beryllium, cadmium, chromium, copper, lead, mercury, nickel, selenium, silver, thallium, and zinc) in accordance with EPA methods SW 6020, SW 6020A, SW1312, and 200.8.
  - d. Testing shall be performed by a service provider retained by the Operator but approved by the County.
  - e. A test report for each testing event, including an executive summary, shall be provided to the Prince Edward County zoning administrator within ten (10) days of the completion of such report.
  - f. No costs shall be incurred by Prince Edward County for soil testing or reports of soil testing provided to Prince Edward County.

## SECTION V. DECOMMISSIONING

32. Decommissioning shall be conducted in accordance with the Decommissioning Plan approved by Prince Edward County.
33. The Applicant or the Operator shall provide a Notice of Decommission to the County Administrator of Prince Edward County within thirty days of a determination to cease Operation of the Solar Facility.
34. Prior to the commencement of construction, the Applicant shall submit to the County and receive County approval of a Decommissioning Plan. The Applicant shall comply with all terms and conditions of the Decommissioning Plan as approved by the County. The Decommissioning Plan at a minimum shall include provisions regarding the following:
  - a. Specifications for the removal of all solar equipment, buildings, cabling, electrical components, foundations, pilings, and fencing.
  - b. A requirement that all Site real property must be restored to the condition of the property as of the date Construction commences (reasonable wear and tear excepted).
  - c. A requirement that the property must be stabilized so as to adequately control, prevent, and minimize any and all erosion or sediment runoff, consistent with the approved Erosion and Sediment Control Plan.
35. Decommissioning shall begin immediately after the Facility has, for a period of six (6) consecutive months, ceased operating as a solar energy facility distributing energy to the electrical grid and shall be diligently pursued, as determined by the County in its sole discretion, and completed within eighteen (18) months from the Decommissioning Commencement Date. Prior to its expiration, the County may extend this Decommissioning period by six (6) months if the County finds that the Operator commenced Decommissioning the Solar Facility diligently and continuously worked to Decommission the Facility throughout the Decommissioning period, and is reasonably expected to complete the Decommissioning within the additional six-month period.
36. Periods during which the Facility is not operational for maintenance, repair, or due to a catastrophic event beyond the control of North Branch Solar, LLC during which time North Branch Solar, LLC works diligently to return the Facility to full Commercial Operation, shall not constitute the cessation of operations requiring the initiation of Decommissioning requirements herein. North Branch Solar, LLC must provide written notice and evidence of the Solar Facility status and repair efforts to the County Administrator during the period in which the Solar Facility is not fully operational. Such notice shall identify the last day on which the Facility was fully operational. Regardless of the efforts of North Branch Solar, LLC to return the Solar Facility to full Commercial Operation, if the Solar Facility does not operate as a solar energy facility distributing energy to the electrical grid after the catastrophic event for a period of eighteen (18) months, the Project shall be deemed Abandoned and North Branch Solar, LLC shall commence Decommissioning no later than the 548th day after the catastrophic event.
37. Any change of party responsible for Decommissioning of the facility, or change in any part of the contact information, shall be reported to the County Administrator within sixty (60) days of the change(s).
38. If Decommissioning Activities are not completed within the allotted time, or if the Project is Abandoned, the County may complete or have completed at its expense the Decommissioning Activities required under the terms of the Decommissioning Plan and may recover all costs of completing those Decommissioning Activities from the surety provided as set forth herein.



39. To secure the costs of Decommissioning, North Branch Solar, LLC or its successor shall at all times, beginning at commencement of construction and until the termination of Decommissioning, provide financial surety in a form and in an amount approved by the County. If the Solar Facility is transferred to a public utility or an Investor or Member Owned Utility Company (e.g.: Dominion Energy, Old Dominion Electric Cooperative or its successor entity), the surety required of the Applicant may be cancelled at the time of the transfer and no further surety will be required.
40. The amount of the surety required shall be 100% of the estimated Decommissioning costs estimated at each Surety Review Date, less the scrap or repurposing value of the Solar Facility. The estimated costs and surety to meet the above requirements shall be reviewed by the County Administrator on each Surety Review Date, at which time the County Administrator shall determine if the estimates adequately reflect the Decommissioning costs and any scrap or repurposing value and that the surety will guarantee performance. Should the County Administrator determine that estimated costs and surety are insufficient, the County Administrator and North Branch Solar, LLC shall mutually agree to determine the correct surety amount; and North Branch Solar, LLC shall then provide the agreed, adequate surety within one hundred eighty (180) days following the Surety Review Date or, if later, within thirty (30) days after the County Administrator and North Branch Solar, LLC agree on the adequate surety amount.
41. Surety must be provided in the form of a cash bond deposited with the County; by an irrevocable letter of credit provided for the County's benefit; or by a surety bond listing the County as the obligee, a hypothecated account, an escrow account, or a guaranty issued by a credit-worthy entity, or as otherwise provided in Section 15.2-2241.2 of the Code of Virginia.
  - a. A cash bond shall be in the form of a cashier's check or certified check deposited with the County which has cleared all issuing institutions. Any interest accruing on such funds shall be added to the total amount and retained by the County for Decommissioning. The deposit shall be accompanied by a letter agreement, acceptable to, and issued by, the County Administrator, confirming that the cash deposit is to be held by the County to guarantee the performance of the Decommissioning work required herein, and should the Solar Facility be Abandoned or should the Decommissioning work not be diligently undertaken or performed according to the requirements herein, or should the Special Use Permit be revoked, lapse, expire, or be voided due to violation thereof, the County may expend the deposited funds to undertake the Decommissioning work required herein, without more, after providing written notice to the person identified as owner of the property in the land records of Prince Edward County as of the date of the notice. Within six (6) months of the completion of the Decommissioning work required herein by a person or entity other than the County or a contractor engaged by the County, as confirmed by the County Administrator, the cash bond and accrued interest, less any amounts expended by the County as allowed herein, shall be released and paid to North Branch Solar, LLC or, if the Project has been Abandoned, to the person identified as owner of the property in land records of Prince Edward County as of the date of the completed Decommissioning or as otherwise directed by that owner of the property.
  - b. An irrevocable letter of credit shall mean an instrument provided by a lending institution guaranteeing payment to the County within seventy-two (72) hours of the County's written notice to the institution that the Solar Facility has been Abandoned or the Decommissioning Activities have not been diligently undertaken or performed according to the requirements herein and demand to the institution for the funds, without more. The letter of credit shall have no expiration date or required renewal

and shall remain in effect for the benefit of the County and shall under no circumstances be withdrawn before the Decommissioning Activities required herein are completed or the amount guaranteed has been fully drawn by the County. The letter of credit shall require that the County be notified thirty (30) days prior to any cancellation or alteration of the letter of credit. Should the County receive notice that the letter of credit will be cancelled or otherwise become unavailable or decrease, or should this Special Use Permit be revoked, lapse, expire or be voided due to violation thereof by North Branch Solar, LLC, the County may, immediately draw down the entirety of the letter of credit and convert the surety to a cash bond to be deposited with the County and subject to the terms herein; this shall be specifically reflected in the language of the irrevocable letter of credit. The County may expend the guaranteed funds, without more, to undertake the Decommissioning Activities required herein and required pursuant to the terms of the Decommissioning Plan after providing written notice to North Branch Solar, LLC or, if the Project is Abandoned, to the person identified as the owner of the Property in the land records of Prince Edward County as of the date of the notice. Within six (6) months following the completion of the Decommissioning Activities required herein and required pursuant to the terms of the Decommissioning Plan by a person or entity other than the County or a contractor engaged by the County, as confirmed by the County Administrator, the letter of credit shall be released by the County and any amounts drawn on the letter of credit, less any amounts expended by the County as allowed herein, shall be released and paid to North Branch Solar, LLC or, if the Project has been Abandoned, to the person identified as owner of the property in land records of Prince Edward County as of the date of the completed Decommissioning or as otherwise directed by that owner of the property.

- c. A surety bond shall mean a bond issued by a company with an AM Best rating of A++, that is treasury listed, and that is licensed to do business in the Commonwealth of Virginia. The surety bond shall list the County as an obligee and shall remain in effect for the benefit of the County and shall under no circumstances be withdrawn or cancelled before the Decommissioning Activities required herein and required by the terms of the Decommissioning Plan are completed or the amount guaranteed has been fully paid to the County. The surety bond shall require that the County be notified thirty (30) days prior to any cancellation or alteration of the bond. Should the County receive notice that the surety bond will be cancelled or otherwise become unavailable or decrease below the limits required herein, or should the Special Use Permit be revoked, lapse, expire or be voided due to violation thereof by North Branch Solar, LLC, the County may, immediately file a claim, for the entirety of the amount of the bond, the guarantor shall pay the amounts guaranteed and the County shall convert the surety to a cash bond to be deposited with the County and subject to the terms herein; this shall be specifically reflected in the language of the surety bond. The County may expend the guaranteed funds, without more, to undertake the Decommissioning Activities required herein and required pursuant to the terms of the Decommissioning Plan, after providing written notice to North Branch Solar, LLC, or, if the Project is Abandoned, to the person identified as the owner of the Property in the land records of Prince Edward County as of the date of the notice. Within six (6) months following the completion of the Decommissioning Activities required herein by a person or entity other than the County or a contractor engaged by the County, as confirmed by the County Administrator, the surety bond shall be released by the County, and the bond funds paid to the County less any amounts expended by the County as allowed herein, shall be released and paid to North Branch Solar, LLC or, if the Project has been Abandoned, to the person identified as owner of the property in land records of Prince Edward County as of the date of the completed Decommissioning or as otherwise directed by that owner of the property.

42. Should this Special Use Permit be revoked, lapse, expire, or be voided due to violation thereof, the County may immediately draw down all of the surety funds and convert them into a cash bond for purposes of Decommissioning as set forth hereunder and as set forth in the Decommissioning Plan. In such case, no contractual agreement shall be required for the cash bond. This shall be reflected in the surety provided.
43. Should the funds guaranteed for the Decommissioning Activities for any reason not be sufficient for the County to complete the Decommissioning Activities as allowed for herein and as set forth in the Decommissioning Plan, North Branch Solar, LLC or its successor, shall be and shall remain liable to the County for the difference between the guaranteed funds and the amounts required to Decommission the Solar Facility and shall pay the difference to the County upon demand. The County shall not be liable to any party in any way for the funds drawn pursuant to the conditions set out herein and expended in relation to Decommissioning.
44. Should the Facility be Abandoned, or should the Special Use Permit be revoked, lapse, expire, or be voided due to violation thereof, or should the Decommissioning Activities not be diligently undertaken or performed, and should the County draw down the funds for the purpose of performing the Decommissioning Activities and mobilize its contractors to perform the Decommissioning Activities or otherwise incur liability to its contractors for the performance of the Decommissioning Activities, North Branch Solar, LLC, its successor or agent, shall have no right to perform the Decommissioning Activities unless specifically authorized by the County in a writing that confirms that the County has incurred no liability to any contractors to perform the Activities or that any such liability is transferrable as deemed acceptable to the County. The Applicant or the Operator shall immediately, upon written demand by the County or any person or entity authorized to act on behalf of the County, without more, grant or release to the County, or any person or entity authorized to act on behalf of the County, under terms deemed acceptable by the County, all necessary real property rights, personal property rights, either or both, as determined solely by the County, other than fee simple ownership or a leasehold interest of the real property, so that the County or any person or entity authorized to act on behalf of the County may undertake any required Decommissioning Activities that have not otherwise been performed as required. This shall include, but may not be limited to, releasing any interest in the personal property, facilities, fixtures, and structures which are to be removed and recycled, disposed of, or otherwise demolished.

**In Re: Review of Supervisors Actions**

Mr. Love stated the CEP Solar site applications have been approved with the one-year extension provided for the completion of the project, but they must return to the Board of Supervisors for extensions. He said the soil testing will need to be done annually, and the Surety Bond for decommissioning will be reviewed every five years.

**Old Business**

Mr. Love reported that the Wawa is under construction; he added that Elam Road Solar, LLC is under construction.

**New Business**

Mr. Love stated there will be a joint work session with the Board of Supervisors on the Comprehensive Plan, on August 29 at 6:00 p.m. at the Moton Museum. He said discussion will be on the Land Use chapter. The next regular Planning Commission meeting will be held September 17.

On motion of Commissioner Womack, seconded by Commissioner Fuller, and adopted by the following vote:

|         |                           |      |
|---------|---------------------------|------|
| Aye:    | Brad Fuller               | Nay: |
|         | Llew W. Gilliam, Jr.      |      |
|         | Clifford Jack Leatherwood |      |
|         | Whitfield M. Paige        |      |
|         | John "Jack" W. Peery, Jr. |      |
|         | John Pregelman            |      |
|         | Henry Womack              |      |
| Absent: | Teresa Sandlin            |      |
|         | Rhett Weiss               |      |

the meeting was adjourned at 8:09 p.m.

**Next Meetings: Thursday, August 29, 2024, and Tuesday, September 17, 2024**

August 29, 2024

At the special meeting of the Board of Supervisors of Prince Edward County, held at the Robert Russa Moton Museum, 900 Griffin Boulevard, Farmville, Virginia, thereof, on Thursday, the 29<sup>th</sup> day of August, at 6:00 p.m., there were present:

|                       |                           |
|-----------------------|---------------------------|
| Pattie Cooper-Jones   | Brad Fuller               |
| J. David Emert        | Whitfield Paige           |
| Victor "Bill" Jenkins | John "Jack" W. Peery, Jr. |
| E. Harrison Jones     | Teresa Sandlin            |
| Cannon Watson         | Henry Womack              |

Absent: Llew W. Gilliam, Jr., Odessa H. Pride, Jerry R. Townsend, Clifford Jack Leatherwood, John Prengaman, Rhett Weiss

Also present: Douglas P. Stanley, County Administrator; Robert Love, Director of Planning & Community Development; Scott Frederick, PE, VDOT Resident Engineer; Benjamin W. Tripp, CECd, AICP, CZO, Senior Planner, Berkley Group; Brooke Frink, CZA, Planner I, Berkley Group; and Tom Dennison.

Board of Supervisors Chair Cooper-Jones called the special meeting to order.

Planning Commission Vice-Chairman Jack Peery called the special meeting to order.

In Re: Personal Property Tax Relief Act (PPTRA)

The County Administrator and IT Consultant have computed the Personal Property Tax Relief Act (PPTRA) percentage of tax relief from the Commonwealth to be 26.00% of assessed value based upon guidelines provided by the Commonwealth for the 2024 Tax Year.

Supervisor Emert made a motion, seconded by Supervisor Jones, to approve the resolution to set the Personal Property Tax Relief Act (PPTRA) percentage of tax relief from the Commonwealth at 26.00% for 2024.; the motion carried:

|      |                       |           |
|------|-----------------------|-----------|
| Aye: | Pattie Cooper-Jones   | Nay: None |
|      | J. David Emert        |           |
|      | Victor "Bill" Jenkins |           |
|      | E. Harrison Jones     |           |
|      | Cannon Watson         |           |

|         |                      |
|---------|----------------------|
| Absent: | Llew W. Gilliam, Jr. |
|         | Odessa H. Pride      |
|         | Jerry R. Townsend    |

**PPTRA RESOLUTION FOR 2024  
County of Prince Edward, Virginia**

In accordance with the requirements set forth in *VA. CODE ANN. §58.1-3524 C.2. and §58.1-3912 E.*, as amended by *Chapter 1 of the Acts of Assembly (2004 Special Session I)* and as set forth in *Item 503.E. (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly*, any qualifying vehicle situated within the County of Prince Edward, Virginia commencing January 1, 2024, shall receive personal property tax relief in the following manner:

- Personal use vehicles with assessed value of \$1,000 or less will be eligible for 26.00% tax relief; and
- Personal use vehicles with assessed value of \$1,001 or more shall receive 26.00% tax relief on the first \$20,000 in assessed value; and
- All other vehicles which do not meet the definition of “qualifying” (such as business use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program; and
- In accordance with *Item 503.D.1. of Chapter 951 of the 2005 Acts of Assembly*, the entitlement to personal property tax relief for qualifying vehicles for tax year 2005 and all prior tax years shall expire on September 1, 2006. Supplemental assessments for tax years 2005 and prior years that are made on or after September 1, 2006 shall be deemed “non-qualifying” for purposes of state tax relief and the local share due from the taxpayer shall represent 100% of the tax assessable.

**Certification**

*I hereby certify that the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia at a reconvened board meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed by a vote of 5 in favor and 0 opposed, this 29<sup>th</sup> day of August, 2024.*

**In Re: Joint Comprehensive Plan Work Session**

Mr. Douglas P. Stanley, County Administrator, turned the meeting over to Mr. Benjamin W. Tripp.

Benjamin W. Tripp, Berkeley Group, stated this Chapter is on Transportation and Connectivity, and introduced Brooke Frink, who presented an update on the schedule and the process.

Ms. Frink reviewed Chapter 7: Transportation and Connectivity, discussing the existing transportation network. She then moved on to “Creating a Multi-Modal Network” and shared transportation, such as public transit, rail, and Ride-Share. She said the third main area is “Coordinating Transportation and Land Use”; she said there are additional transportation considerations. Ms. Frink then discussed “Investing in Transportation Improvements.” She said they will then review goals and strategies relating to transportation.

Ms. Frink then reviewed a proposed statement: *“Prince Edward County should provide a multi-modal transportation system that is safe, efficient, and connects residents and visitors to the essential services and amenities needed to maintain a high quality of life.”* Some discussion followed regarding available programs and expansion of the Highway Corridor Overlay Zoning District along all of Route 460.

Discussion followed on several areas within the county with traffic issues and potential solutions.

Ms. Frink then led a discussion on the Multi-Modal Network. Discussion followed on the current \$0.25 fee for bus fare on PERT lines and whether to recommend eliminating it, and what can be done to increase the safety level around Amish buggies and other slow-moving vehicles.

Ms. Frink then reviewed Coordinating Transportation and Land Use. Some discussion followed on electric vehicle (EV) charging infrastructure. She then reviewed a chart of ten transportation projects that were identified to be prioritized in the Comprehensive Plan. She said these projects were reviewed by staff during the drafting process. Some discussion followed.

Ms. Frink then reviewed the next steps in the process; she asked that Board of Supervisors and Planning Commission members provide comments on the Comment Tracker on Chapter 7 by September 13 (2024) to county staff. The next work session will potentially be held Thursday, October 17, 2024 at 6:00 p.m. to discuss “Land Use” and “Implementation.”

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

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

the Board of Supervisors meeting was adjourned at 6:55 p.m.

Planning Commission Vice Chair Peery declared the Planning Commission meeting adjourned at 6:55 p.m.

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**Planning Commission  
Agenda Summary**

**Meeting Date:** October 15, 2024  
**Item No.:** 6  
**Department:** Planning and Community Development  
**Staff Contact:** Robert Love/Doug Stanley  
**Issue:** Capital Improvement Plan (CIP) Projects – Review and Scoring

**Summary:**

The Capital Improvement Plan (CIP) is intended as a guide to assist the Board of Supervisors in the development of the County’s budget.

The Prince Edward County CIP includes major capital projects that are: 1) Non-recurring 2) Should have a “useful life” of five years or more 3) The estimated cost of the expenditure must exceed \$50,000 for a general government project and \$100,000 for a school project. All figured used represent estimated expenditures by the County.

The CIP process began with the submission of fourteen (10) capital expenditure requests from County Departments and associated agencies. The Commission will need to score each of the projects to determine a recommended priority for the various projects and the draft Plan will be finalized by staff. The final draft Plan will be ready for review at the November meeting with an anticipated advisory Public Hearing to be held on the final draft Plan in December.

**Attachments:**

- 1. CIP Process Timeline
- 2. CIP Draft Projects and Project Rating Sheets
- 3. CIP Overall Evaluation Form

**Recommendations:**

- 1. Score individual projects for any necessary changes to Plan before holding a Public Hearing at the Regular December meeting.

**Recommended Motions:**

None

Motion \_\_\_\_\_  
Second \_\_\_\_\_

Fuller \_\_\_\_\_  
Gilliam \_\_\_\_\_  
Leatherwood \_\_\_\_\_

Paige \_\_\_\_\_  
Peery \_\_\_\_\_  
Prengaman \_\_\_\_\_

Sandlin \_\_\_\_\_  
Weiss \_\_\_\_\_  
Womack \_\_\_\_\_



# FY 2025-2027 Capital Improvement Planning (CIP) Process

| Items                                                         | 2024 |     |     |     |     |     |     |  |  |  |  |  |  |
|---------------------------------------------------------------|------|-----|-----|-----|-----|-----|-----|--|--|--|--|--|--|
|                                                               | July | Aug | Sep | Oct | Nov | Dec | Jan |  |  |  |  |  |  |
| Send memorandum to Departments Requesting Projects            |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Project Submissions (August 15 <sup>th</sup> Deadline)        |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Planning Commission Review and Evaluation of Project Requests |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Meet With Individual Departments                              |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Complete CIP Draft                                            |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Revise and Present CIP to Planning Commission                 |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Planning Commission - CIP Public Hearing                      |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Present CIP to Board of Supervisors                           |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Board of Supervisors - CIP Public Hearing                     |      |     |     |     |     |     |     |  |  |  |  |  |  |

\* Departments include all Constitutional Offices, Administrative Departments, Public Library, and the Prince Edward County School Board.



## FY 2025-2027 CAPITAL IMPROVEMENTS PLAN INDIVIDUAL DESCRIPTION AND JUSTIFICATION FORM

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** New Animal Shelter

**Date Prepared:** 8-19-24

**Agency:** Prince Edward County Animal Control

**Agency Contact Person:** Adam Mumma

**Email Address:** chiefaco@co.prince-edward.va.us

**Location of Project:** Commerce Road, Prince Edward County

**Magisterial District:** \_\_\_\_\_

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**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

The proposed new animal shelter would replace the exiting shelter located at 255 County Shop Road, which was constructed sometime in the 1970s. The current building has been modified multiple times over the years and is a masonry block building with concrete floors. Currently, the shelter can house 9 cats and 11 dogs, legally. The State Veterinarian's Office has cited the county multiple times in recent years for failing the inspection standards for floor and wall surfaces in the dog runs. The County just spent \$16,000 to replace the outside gates on the runs after they failed state inspection standards. The current isolation room and euthanasia room also do not meet all state requirements.

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**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

Needs Assessment - currently underway. Completion date: August 30, 2024

County's architect, Mosely Architects, has outlined the following tentative schedule:

Conceptual/schematic design - 15 weeks (August 30 - December 13, 2024)

Design Development - 13 weeks (December 20, 2024 - March 14, 2025)

Construction Documents - 14 weeks (April 18 - June 20, 2025)

Building Permit Review - 5 weeks (July 4 - July 25, 2025)

Bidding and Award - 9 weeks (July 27 - September 22, 2025)

Construction and Fixtures - 13 months (September 22, 2025 - October 22, 2026)

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**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

The Prince Edward County Animal Shelter serves every citizen in Prince Edward County and is jointly used by the Town of Farmville. On average, the shelter brings in 15-25 animal per year.

Waitlist

% of euthenasia

---

**Please describe the need for the project.**

The current Animal Shelters is deficient in both space and in the quality of the construction and the finishes. The shelter stays full for long periods of time and as a result Animal Control is unable to accept animals when needed. There is inadequate space to house cats, inadequate space for isolating sick animals and inadequate space for storage. The block construction and lack of a vapor barrier promotes high humidity and causes continual problems with paint adhering to walls and floors. The County is unable to modify the current building to meet current needs or mandated state facility requirements. Repair costs to the shelter are beginning to reach the point of becoming unjustifiable in comparison to replacement. A new shelter will allow the County to house more animals in a safer environment without the threat of state fines or shutdown due to violations.

---

**Please describe and justify the proposed location of the project.**

The proposed site for the new shelter is IDA-owned property on Commerce Road between the Social Security Building and FACES. This site would provide municipal water and sewer and would significantly enhance the visibility of the shelter for adoptions. As the property is owned by the IDA, there would be no site acquisition cost for the project.

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

**Project Priority:** 1 \_\_\_\_\_

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

The Animal Shelter project is currently priority project #1.

**Estimated Cost (in 2024 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                |       |
| Land<br>Acquisition                   |                            |                            |                            |                            |                            |                |       |
| Site Preparation<br>&<br>Improvements |                            |                            |                            |                            |                            |                |       |
| Construction                          |                            |                            |                            |                            |                            |                |       |
| Furniture and<br>Equipment            |                            |                            |                            |                            |                            |                |       |
| Other                                 |                            |                            |                            |                            |                            |                |       |
| <b>Total</b>                          |                            |                            |                            |                            |                            |                |       |

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- “Preliminary” estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element              | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total |
|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------|
| General Fund         |                            |                            |                            |                            |                            |                |       |
| Other Fund           |                            |                            |                            |                            |                            |                |       |
| State Grants         |                            |                            |                            |                            |                            |                |       |
| Bonds and<br>Debts   |                            |                            |                            |                            |                            |                |       |
| Other<br>Fundraising |                            |                            |                            |                            |                            |                |       |
| <b>Total</b>         |                            |                            |                            |                            |                            |                |       |

**Please describe the funding (i.e. type of grant):**

Funding for this project would come from the County General Fund unless grant funds can be identified and secured.

**Impact on Operating Budget:** Indicate the impact of the project on the department’s operating budget.

**IMPACT ON OPERATIONS**

| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               |                                       |                       |                                               |
| Offsetting Revenue     |                                       |                       |                                               |
| Net Cost               |                                       |                       |                                               |



# Prince Edward County Capital Project Rating Criteria FY 2025-2027 CIP

Agency: \_\_\_\_\_ Project Title: \_\_\_\_\_

| Prioritization                                 | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| 1) Public health & safety                      | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/ safety.                                                      | No health or safety impact associated with project.                               |        |
| 2) External requirements                       | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities            | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                            | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                       | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                  | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/ other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                   | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                        | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                               | Project requires completion before implementation of a related project or approved program initiative.                                |                                                                                                                                          | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                      | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                             | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/or programs.        | Project does not fill a need in the community.                                    |        |





## FY 2025-2027 CAPITAL IMPROVEMENTS PLAN INDIVIDUAL DESCRIPTION AND JUSTIFICATION FORM

RETURN TO: COUNTY ADMINISTRATION

Project Name: VDOT Revenue Sharing Project

Date Prepared: August 2, 2024

Agency: Prince Edward County Administration

Agency Contact Person: Douglas P. Stanley

Email Address: dstanley@co.prince-edward.va.us

Location of Project: Countywide

Magisterial District: Potentially Each District

---

**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

The Virginia Department of Transportation has a matching program whereby localities may pay 50% of the cost of construction of transportation improvements. These funds can be used outside of the County's Primary and Secondary road improvement plans to make necessary improvements.

The County is currently working with VDOT to complete a Ready, Set Go! study along Zion Hill Road to look at a potential project to provide safe pedestrian access, connecting the schools, the Farmville Sports Arena, and the Poplar Forest apartment complex.

---

**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

It is anticipated that the County will apply for revenue sharing projects each year to upgrade and/or improve public roads to meet the demands of our transportation system.

---

**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

The road improvement projects that could be funded under this program have the potential to serve the entire community. Improved roads provide better access for property owners, reduce damage to vehicles, enhance property values and improve public safety response times. One of the most significant issues identified as a community need has been the upgrading of substandard roads.

The County was awarded revenue sharing funding through the program for proposed turn lanes for Manor House Drive. The turn lanes are required for the build-out of the project. The project is currently under design.

The pedestrian access project along Zion Hill would impact close to 2,000 students.

---

**Please describe the need for the project.**

Transportation concerns remain one of the top citizen complaints. The Revenue Sharing program provides an avenue for the County augment funding to get projects completed in a more timely fashion.

---

**Please describe and justify the proposed location of the project.**

N/A

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

N/A

**Project Priority:** 2

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

VDOT has approved the Manor project and it is currently in design. The project should be constructed in 2029-2030.

The Transportation Alternatives Program (TAP) project along Zion Hill would be applied for in 2025.

**Estimated Cost (in 2024 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total          |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|----------------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                |                |
| Land<br>Acquisition                   |                            |                            |                            |                            |                            |                |                |
| Site Preparation<br>&<br>Improvements |                            |                            |                            |                            |                            |                |                |
| Construction                          | 75,000                     | 100,000                    | 125,000                    | 150,000                    | 150,000                    |                | 600,000        |
| Furniture and<br>Equipment            |                            |                            |                            |                            |                            |                |                |
| Other                                 |                            |                            |                            |                            |                            |                |                |
| <b>Total</b>                          | <b>75,000</b>              | <b>100,000</b>             | <b>125,000</b>             | <b>150,000</b>             | <b>150,000</b>             |                | <b>600,000</b> |

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element           | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total   |
|-------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|---------|
| General Fund      | 75,000                     | 100,000                    | 125,000                    | 150,000                    | 150,000                    |                | 600,000 |
| Other Fund        |                            |                            |                            |                            |                            |                |         |
| State Grants      |                            |                            |                            |                            |                            |                |         |
| Bonds and Debts   |                            |                            |                            |                            |                            |                |         |
| Other Fundraising |                            |                            |                            |                            |                            |                |         |
| <b>Total</b>      | 75,000                     | 100,000                    | 125,000                    | 150,000                    | 150,000                    |                | 600,000 |

**Please describe the funding (i.e. type of grant):**

Estimated expenditures are based on anticipated County 50% share of the revenue sharing program.

**Impact on Operating Budget:** Indicate the impact of the project on the department's operating budget.

**IMPACT ON OPERATIONS**


| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               |                                       |                       |                                               |
| Offsetting Revenue     |                                       |                       |                                               |
| Net Cost               |                                       |                       |                                               |



# Prince Edward County Capital Project Rating Criteria FY 2025-2027 CIP

Agency: \_\_\_\_\_ Project Title: \_\_\_\_\_

| Prioritization                                 | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| 1) Public health & safety                      | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/ safety.                                                      | No health or safety impact associated with project.                               |        |
| 2) External requirements                       | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities            | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                            | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/ or personnel additions.                         | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                       | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                  | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/ other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                   | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                        | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                               | Project requires completion before implementation of a related project or approved program initiative.                                |                                                                                                                                          | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                      | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                             | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/ or programs.       | Project does not fill a need in the community.                                    |        |

|                                                                                   |                                                                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
|  | <b>FY 2025-2027 CAPITAL IMPROVEMENTS PLAN<br/>INDIVIDUAL DESCRIPTION AND<br/>JUSTIFICATION FORM</b> |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** Voting Equipment

**Date Prepared:** July 2024

**Agency:** Voter Registration & Elections Office

**Agency Contact Person:** Lynette Wright

**Email Address:** registrar@co.prince-edward.va.us

**Location of Project:** Prince Edward

**Magisterial District:** \_\_\_\_\_

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**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

Prince Edward County voting equipment was purchased in 2017. The expected life of the equipment is about 10 years. We have kept and maintained our equipment to get as much life expectancy as we can from them. I have planned on saving each year to purchase New voting equipment when the times arrives. I expect to have minimum of over 60,000 saved by the expected time of purchase in 2027-2028 but only if needed or mandated.

---

**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

See above

**BOARD OF SUPERVISORS**

Pattie Cooper-Jones  
Chair  
Victor "Bill" Jenkins  
Vice Chair  
J. David Emert  
Llew W. Gilliam, Jr  
E. Harrison Jones  
Odessa H. Pride, Ed.D.  
Jerry R. Townsend  
B. VonCannon Watson

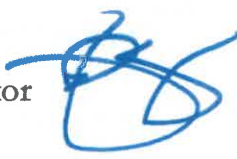


**COUNTY OF PRINCE EDWARD, VIRGINIA**

**COUNTY ADMINISTRATOR**  
Douglas P. Stanley, AICP, ICMA-CM  
Post Office Box 382  
111 N. South Street, 3<sup>rd</sup> Floor  
Farmville, VA 23901  
Office: (434) 392-8837  
Fax: (434) 392-6683  
[dstanley@co.prince-edward.va.us](mailto:dstanley@co.prince-edward.va.us)  
[www.co.prince-edward.va.us](http://www.co.prince-edward.va.us)

**Memorandum**

**TO:** All County Departments and Constitutional Offices  
Prince Edward County Public Schools  
David Wilmouth, President, PEVRS  
Deanna Fehrer, PSWCD  
Brad Watson, Prince Edward County Industrial Development  
Authority  
Rick Ewing, Farmville Library

**FROM:** Douglas P. Stanley, County Administrator 

**DATE:** June 21, 2024

**RE:** *FY 2025-2027 Capital Improvement Plan*

---

Enclosed you will find a copy of the justification forms for capital improvements projects for the Fiscal Year 2025-2027 Capital Improvements Plan (CIP). If you have projects that you would like included on the list, please complete the enclosed form electronically, and return it to me by 5:00 p.m., August 15, 2024.

While filling out the request forms remember that, for the purpose of the CIP, a capital expenditure is one that is: 1) Non-recurring, 2) Should have a "useful life" of five years or more and 3) The estimated cost of the expenditure must exceed \$25,000 for a general government project and \$100,000 for a school project. Expenditures above this amount will be considered "capital", and those below it "operating".

*If you do not anticipate a capital request in the projected five (5) years of the Plan, please write on the form or send a letter stating that your department has no projects to be included in the Prince Edward County FY 2025-2027 Capital Improvements Plan.*

If you have any questions in completing the forms, please contact me at [dstanley@co.prince-edward.va.us](mailto:dstanley@co.prince-edward.va.us).

DPS  
Attachment

Cc: The Chairman and Members of the Board of Supervisors  
The Chairman and Members of the Planning Commission  
Read file



---

**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

The voting equipment will be used to serve all residents of Prince Edward County and the Town of Farmville.

---

**Please describe the need for the project.**

Voting equipment is essential to Elections.

---

**Please describe and justify the proposed location of the project.**

Prince Edward County

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

N/A

**Project Priority:** \_\_\_\_\_

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

**Estimated Cost (in 2024 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                |       |
| Land<br>Acquisition                   |                            |                            |                            |                            |                            |                |       |
| Site Preparation<br>&<br>Improvements |                            |                            |                            |                            |                            |                |       |
| Construction                          |                            |                            |                            |                            |                            |                |       |
| Furniture and<br>Equipment            |                            |                            |                            |                            |                            |                |       |
| Other                                 |                            |                            |                            |                            |                            |                |       |
| <b>Total</b>                          |                            |                            |                            |                            |                            |                |       |

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

Please see quote attached. Does not include all equipment. Express Vote machines are currently in certification and do not have a price yet.

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element              | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total |
|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------|
| General Fund         |                            |                            |                            |                            |                            |                |       |
| Other Fund           |                            |                            |                            |                            |                            |                |       |
| State Grants         |                            |                            |                            |                            |                            |                |       |
| Bonds and<br>Debts   |                            |                            |                            |                            |                            |                |       |
| Other<br>Fundraising |                            |                            |                            |                            |                            |                |       |
| <b>Total</b>         |                            |                            |                            |                            |                            |                |       |

**Please describe the funding (i.e. type of grant):**

N/A

**Impact on Operating Budget:** Indicate the impact of the project on the department’s operating budget.

**IMPACT ON OPERATIONS**

| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               |                                       |                       |                                               |
| Offsetting Revenue     |                                       |                       |                                               |
| Net Cost               |                                       |                       |                                               |



# FY 2025-2027 Capital Improvement Planning (CIP) Process

| Items                                                         | 2024 |     |     |     |     |     |     |  |  |  |  |  |  |
|---------------------------------------------------------------|------|-----|-----|-----|-----|-----|-----|--|--|--|--|--|--|
|                                                               | July | Aug | Sep | Oct | Nov | Dec | Jan |  |  |  |  |  |  |
| Send memorandum to Departments Requesting Projects            |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Project Submissions (August 15 <sup>th</sup> Deadline)        |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Planning Commission Review and Evaluation of Project Requests |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Meet With Individual Departments                              |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Complete CIP Draft                                            |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Revise and Present CIP to Planning Commission                 |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Planning Commission - CIP Public Hearing                      |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Present CIP to Board of Supervisors                           |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Board of Supervisors - CIP Public Hearing                     |      |     |     |     |     |     |     |  |  |  |  |  |  |

\* Departments include all Constitutional Offices, Administrative Departments, Public Library, and the Prince Edward County School Board.

Please Enter Customer Name on Customer Information Tab

Purchase Proposal Quote

Submitted by Election Systems & Software

**Purchase Solution Includes:**

| Quantity | Item Description | Unit Price | Extended Price |
|----------|------------------|------------|----------------|
|----------|------------------|------------|----------------|

**Tabulation Hardware**

|                                                |                                                                                             |            |              |
|------------------------------------------------|---------------------------------------------------------------------------------------------|------------|--------------|
| <b>DS300 Poll Place Scanner and Tabulator:</b> |                                                                                             |            |              |
| 18                                             | DS300 (Includes Internal Backup Battery, Paper Roll and One (1) Standard 4GB Memory Device) | \$5,995.00 | \$107,910.00 |
| 18                                             | DS300 Ballot Box with Power Supply and AC Cord                                              | \$995.00   | \$17,910.00  |

**Services**

|   |                                       |  |            |
|---|---------------------------------------|--|------------|
| X | Tabulation Equipment Installation     |  | \$2,340.00 |
| X | 1 Year Hardware and Software Warranty |  | Included   |
| X | Estimated Shipping and Handling       |  | \$6,840.00 |

**Total Purchase Solution** **\$135,000.00**

**Payment Terms**  
 Amount due within thirty (30) calendar days of contract execution: \$67,500.00  
 Amount due within thirty (30) calendar days of delivery of Hardware and/or Software: \$67,500.00

**Annual Post-Warranty License and Maintenance and Support Fees**  
 (Fees are Based Upon a 1-Year Customer Commitment to Subscribe to the Following Services)

|                                                                                |                                                       |          |            |
|--------------------------------------------------------------------------------|-------------------------------------------------------|----------|------------|
| <b>Annual Post-Warranty Hardware Maintenance and Support Fees:</b>             |                                                       |          |            |
| 18                                                                             | HMA DS300 - Extended Warranty with Annual Maintenance | \$215.00 | \$3,870.00 |
| <b>Annual Post-Warranty Firmware License and Maintenance and Support Fees:</b> |                                                       |          |            |
| 18                                                                             | Firmware License - DS300                              | \$100.00 | \$1,800.00 |

**Total Annual Post-Warranty License and Maintenance and Support Fees** **\$5,670.00**

**Footnotes:**

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Rates valid for thirty (30) days and thereafter may change.
3. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
4. Subject to state, municipal, jurisdictional, provincial or territory laws to the contrary, the above pricing information is confidential, proprietary and trade secret information of ES&S and is intended only for the use of the individual or entity to which the document is directed to. This information may not be disclosed or reproduced either publicly or to any other individual or entity without the prior written authorization of ES&S.



# Prince Edward County Capital Project Rating Criteria FY 2025-2027 CIP

Agency: \_\_\_\_\_ Project Title: \_\_\_\_\_

| Prioritization                                | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| 1) Public health & safety                     | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/safety.                                                       | No health or safety impact associated with project.                               |        |
| 2) External requirements                      | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities           | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                           | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                      | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                 | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                  | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                       | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                              | Project requires completion before implementation of a related project or approved program initiative.                                |                                                                                                                                          | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                     | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                            | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/or programs.        | Project does not fill a need in the community.                                    |        |

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## FY 2025-2027 CAPITAL IMPROVEMENTS PLAN INDIVIDUAL DESCRIPTION AND JUSTIFICATION FORM

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** Fire/Rescue SCBA Air Trailer

**Date Prepared:** August 7, 2024

**Agency:** Emergency Management

**Agency Contact Person:** Trey Pyle

**Email Address:** tpyle@co.prince-edward.va.us

**Location of Project:** Countywide

**Magisterial District:** 10th

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**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

The Prince Edward Area Firefighters Association is currently operating an outdated and mechanically plagued 1996 International Air and Light Utility Truck that was purchased from DeKalb County, Georgia. The current apparatus is unreliable and unable to fill the new Self Contained Breathing Apparatus (SCBA) fully that the county fire departments switched to. This project would replaced the current truck with a tow able enclosed trailer outfitted with new air compressor filling station, bottles, generator, and lights. By switching to a trailer, the need for upkeep and maintenance on the vehicle is eliminated, thus lowing operating and maintenance cost over the life of the trailer.

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**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

Over the past year the Firefighter's Association has been looking at options to replace the current apparatus. Once an order is placed, the build out of the the Air Trailer would be 6-7 months.

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**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

This project benefits all emergency service personnel in Prince Edward County along with the estimated 22,000 citizens they protect daily, included both Longwood University and Hampden Sydney College.

---

**Please describe the need for the project.**

Due to the consistent mechanical issues faced with the current Air/Utility Truck owned by the Prince Edward Firefighters Association, along with the out dated air compressor system, it has become unreliable when needed for any emergency. The ability to maintain vital air supply to fill SCBA bottles at the scene of a structure fire allows firefighters to continuously work to extinguish the fires, search for victims, or save valuable property. With the ability to refill SCBA bottles on scene the departments are able place apparatus back in service quicker making them available for the next emergency.

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**Please describe and justify the proposed location of the project.**

This project will serve a county wide public safety purpose.

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

N/A

**Project Priority:** \_\_\_\_\_

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

N/A

**Estimated Cost (in 2024 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total               |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|---------------------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                |                     |
| Land<br>Acquisition                   |                            |                            |                            |                            |                            |                |                     |
| Site Preparation<br>&<br>Improvements |                            |                            |                            |                            |                            |                |                     |
| Construction                          |                            | \$150,000.00               |                            |                            |                            |                |                     |
| Furniture and<br>Equipment            |                            |                            |                            |                            |                            |                |                     |
| Other                                 |                            |                            |                            |                            |                            |                |                     |
| <b>Total</b>                          | <b>\$0</b>                 | <b>\$150,000.00</b>        |                            |                            |                            |                | <b>\$150,000.00</b> |

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)  
Vendor estimate based off currently models and prices.

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element           | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total |
|-------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------|
| General Fund      |                            | 150,000.00                 |                            |                            |                            |                |       |
| Other Fund        |                            |                            |                            |                            |                            |                |       |
| State Grants      |                            |                            |                            |                            |                            |                |       |
| Bonds and Debts   |                            |                            |                            |                            |                            |                |       |
| Other Fundraising |                            |                            |                            |                            |                            |                |       |
| <b>Total</b>      |                            | 150,000.00                 |                            |                            |                            |                |       |

**Please describe the funding (i.e. type of grant):**

Grants sources would have to be explored but grants for fire departments purchases of this amounts are normally limited.

**Impact on Operating Budget:** Indicate the impact of the project on the department’s operating budget.

**IMPACT ON OPERATIONS**

| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               |                                       |                       |                                               |
| Offsetting Revenue     |                                       |                       |                                               |
| <b>Net Cost</b>        |                                       |                       |                                               |



# Prince Edward County Capital Project Rating Criteria FY 2025-2027 CIP

Agency: \_\_\_\_\_ Project Title: \_\_\_\_\_

| Prioritization                                | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| 1) Public health & safety                     | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/safety.                                                       | No health or safety impact associated with project.                               |        |
| 2) External requirements                      | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities           | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                           | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                      | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                 | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                  | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                       | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                              | Project requires completion before implementation of a related project or approved program initiative.                                |                                                                                                                                          | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                     | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                            | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/or programs.        | Project does not fill a need in the community.                                    |        |



# FY 2025-2027 CAPITAL IMPROVEMENTS PLAN INDIVIDUAL DESCRIPTION AND JUSTIFICATION FORM

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** Fire/Rescue Knox Box Project

**Date Prepared:** August 7, 2024

**Agency:** Emergency Management

**Agency Contact Person:** Trey Pyle

**Email Address:** tpyle@co.prince-edward.va.us

**Location of Project:** Countywide

**Magisterial District:** 10th

**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

The Prince Edward Area Firefighters Association is currently looking to convert Farmville Fire Department's Knox Box Program into a county wide, county managed Knox Box Program. The Knox Box System provides responders access lock boxes on businesses, homes, and solar facilities that will have access cards or keys inside. This system allow responders access inside the property without having to force their way in, causing property damage.

The equipment needed for fire/rescue for this project is the secure devices that mounts in each apparatus. The equipment locks the access keys in each apparatus until needed and provides accountability each time the keys are used.

**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

This project would take 3-5 months to complete once order is placed for equipment.

---

**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

This project benefits all emergency service personnel in Prince Edward County along with the estimated 22,000 citizens they protect daily, included both Longwood University and Hampden Sydney College.

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**Please describe the need for the project.**

This project is needed to ensure responders have access to businesses, homes, solar farms, or even access gates to secure facilities. The electronic access key stored on the apparatus has built in security to maintain accountability of the keys use.

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**Please describe and justify the proposed location of the project.**

This project will serve a county wide public safety purpose.



**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

N/A

**Project Priority:** \_\_\_\_\_

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

N/A

**Estimated Cost (in 2024 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total              |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|--------------------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                |                    |
| Land<br>Acquisition                   |                            |                            |                            |                            |                            |                |                    |
| Site Preparation<br>&<br>Improvements |                            |                            |                            |                            |                            |                |                    |
| Construction                          |                            | \$80,000.00                |                            |                            |                            |                |                    |
| Furniture and<br>Equipment            |                            |                            |                            |                            |                            |                |                    |
| Other                                 |                            |                            |                            |                            |                            |                |                    |
| <b>Total</b>                          | <b>\$0</b>                 | <b>\$80,000.00</b>         |                            |                            |                            |                | <b>\$80,000.00</b> |

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)  
Vendor estimate based off 21 units and current prices.

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element              | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total |
|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------|
| General Fund         |                            | 80,000.00                  |                            |                            |                            |                |       |
| Other Fund           |                            |                            |                            |                            |                            |                |       |
| State Grants         |                            |                            |                            |                            |                            |                |       |
| Bonds and<br>Debts   |                            |                            |                            |                            |                            |                |       |
| Other<br>Fundraising |                            |                            |                            |                            |                            |                |       |
| <b>Total</b>         |                            | <b>80,000.00</b>           |                            |                            |                            |                |       |

Please describe the funding (i.e. type of grant):

**Impact on Operating Budget:** Indicate the impact of the project on the department's operating budget.

**IMPACT ON OPERATIONS**


| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               |                                       |                       |                                               |
| Offsetting Revenue     |                                       |                       |                                               |
| Net Cost               |                                       |                       |                                               |



# Prince Edward County Capital Project Rating Criteria FY 2025-2027 CIP

Agency: \_\_\_\_\_ Project Title: \_\_\_\_\_

| Prioritization                                | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| 1) Public health & safety                     | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/safety.                                                       | No health or safety impact associated with project.                               |        |
| 2) External requirements                      | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities           | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                           | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                      | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                 | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                  | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                       | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                              | Project requires completion before implementation of a related project or approved program initiative.                                | Project should be completed before implementation of a related project or approved program initiative.                                   | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                     | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                            | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/or programs.        | Project does not fill a need in the community.                                    |        |

|                                                                                   |                                                                                                            |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|  | <p><b>FY 2025-2027 CAPITAL IMPROVEMENTS PLAN<br/>INDIVIDUAL DESCRIPTION AND<br/>JUSTIFICATION FORM</b></p> |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** Courthouse Generator Replacement

**Date Prepared:** 09-18-24

**Agency:** General Services

**Agency Contact Person:** Randy Cook

**Email Address:** rcook@co.prince-edward.va.us

**Location of Project:** Prince Edward County Courthouse

**Magisterial District:** \_\_\_\_\_

---

**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

Replacement of 400 watt generator at the courthouse. The current generator was installed when the courthouse was expanded and renovated in 1998. It now has 26 years and 785 hours of use.

Estimated cost does not include the rental of a temporary generator cost during replacement of old unit.

Est.\$10,000.00

---

**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

---

**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

Serves the Courts and all county offices in the courthouse in the event of a power outage. The generator also maintains the operations of the dispatch of law enforcement out in the county in response to 911 calls and the operations of the Sheriff's department.

---

**Please describe the need for the project.**

The age of the generator makes it a candidate for failure. Planned replacement is preferable to having it fail during a prolonged power outage. Failure of the generator would be crippling to the operations of the Sheriff's Office.

---

**Please describe and justify the proposed location of the project.**

The replacement location would be the current location.

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

n/a

**Project Priority:** \_\_\_\_\_

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

**Estimated Cost (in 2024 dollars):**

**PROPOSED EXPENDITURES**

| Element                         | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total |
|---------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------|
| Planning, Surveying, & Design   |                            |                            |                            |                            |                            |                |       |
| Land Acquisition                |                            |                            |                            |                            |                            |                |       |
| Site Preparation & Improvements |                            |                            |                            |                            |                            |                |       |
| Construction                    | \$240,835.00               |                            |                            |                            |                            |                |       |
| Furniture and Equipment         |                            |                            |                            |                            |                            |                |       |
| Other                           | \$10,000.00                |                            |                            |                            |                            |                |       |
| <b>Total</b>                    | <b>\$250,835.00</b>        |                            |                            |                            |                            |                |       |

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element           | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total |
|-------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------|
| General Fund      |                            |                            |                            |                            |                            |                |       |
| Other Fund        |                            |                            |                            |                            |                            |                |       |
| State Grants      |                            |                            |                            |                            |                            |                |       |
| Bonds and Debts   |                            |                            |                            |                            |                            |                |       |
| Other Fundraising |                            |                            |                            |                            |                            |                |       |
| <b>Total</b>      |                            |                            |                            |                            |                            |                |       |

**Please describe the funding (i.e. type of grant):**

General fund.



**Impact on Operating Budget:** Indicate the impact of the project on the department’s operating budget.

**IMPACT ON OPERATIONS**

| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               |                                       |                       |                                               |
| Offsetting Revenue     |                                       |                       |                                               |
| Net Cost               |                                       |                       |                                               |

## TURNKEY AGREEMENT

Prince Edward County

Courthouse

400kW

Generator Replacement

Proposal

*Presented to*  
Randy Cook

*Prepared by*

Rob Everhart

BDM | Fidelity Power Systems

(804) 283-1875 | [reverhart@fidelity-ps.com](mailto:reverhart@fidelity-ps.com)

9-10-24

Fidelity Power Systems® is one of the nation's largest distributors of KOHLER® generators and power systems. We offer a full line of commercial, industrial, and residential emergency power systems, including stand-by generators, automatic transfer switches, paralleling switchgear, and replacement parts.

Fidelity Power Systems has a long and successful history of delivering reliable backup power solutions to companies of all sizes. Dedication to reliability, innovative solutions, and continuous advancements allows Fidelity Power Systems to be a top name in power generation in the Mid-Atlantic.

Fidelity Power Systems' award-winning service teams are staffed with factory-trained and authorized service technicians who specialize in emergency power systems, supporting commercial, industrial, health care, critical facilities, and more.

**9-10-24**

**Quotation: Prince Edward County Courts**

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Dear Randy,

Thank you for the opportunity to submit our proposal for this scope of work. We look forward to a successful partnership and hearing from you soon.

If we can be of further assistance or help answer any questions you may have, please feel free to contact us directly.

Respectfully,

**Rob Everhart**

Business Development Manager  
Email Address: [reverhart@fidliety-ps.com](mailto:reverhart@fidliety-ps.com)  
Office: 804-749-8600 x. 4005  
Cell: 804-283-1875  
Fax: 804-749-8622



## EXECUTIVE SUMMARY

This proposal is being provided to replace the existing 400 kW Kohler generator with a new Kohler model 400REOZJC in a custom enclosure to match the dimensions on site. The existing generator will be lifted from its pad and set on a county provided truck for removal from site. The existing feeders and distribution will be reused.

We are utilizing Sourcewell for this proposal: Kohler Contract#: 092222-KOH.

## PROPOSED SCOPE OF WORK

- A new custom housing for the generator will be procured to match the current site dimensions.
- The existing generator will be disconnected, craned from the pad and set on a County provided truck for disposal. (Customer to have fuel removed by their supplier before work begins)
- The new Kohler 400 kW generator will be set on the existing concrete pad.
- The existing conductors will be reused and extended as needed from the generator to the ATS.
- The existing control wiring will be reused and extended as needed.
- The owner, Prince Edward County, shall fill the fuel tank with diesel fuel (750 gallons).
- The new generator shall be started and tested by a technician from Fidelity Power Systems.
- This will complete the project.

### Not Included in our Proposal:

- Correcting existing code violations
- Utility Fees and Costs
- Landfill and Dumpster Fees
- Overtime and Weekend labor
- New Fuel
- Temporary Power
- Removal of old fuel
- Removing old generator from site



## CLARIFICATIONS

- Proposal is valid for 30 days
- All work to be done during normal business hours, unless noted otherwise
- Proposal based on current/standard equipment lead times. Lead times are subject to change
- The equipment and services listed in this proposal constitute the only items being offered and are our interpretation of the scope/specification and application requirements as agreed upon by the Customer.
- Removal of property - If the proposal includes the removal of property/equipment by Fidelity Power Systems, then Buyer acknowledges that it intends to abandon its rights to the property/equipment and that by agreeing to the proposal or subsequently entering into a separate contract for the work set forth in the proposal, Buyer does not claim or retain any interest in the property/equipment.

## EXCLUSIONS

- Engineered drawings and/or permits, including air permits (unless otherwise noted in our scope of work)
- Deficiency reports or pre-demo readings
- Energy meters
- Generator fuel (fuel to be provided by customer and not included as part of this proposal)
- Wall cutting, patching, and painting, including building penetrations (unless otherwise noted in our scope of work)
- Testing and removal of hazardous materials
- Wage scale, bond, liquidated damages or OCIP participation
- Building commissioning assistance
- Landscaping
- Mechanical work, unless noted otherwise
- Delay or costs due to COVID-19 and/or unit/site access
- Quick ship fees and/or dedicated truck (shipping)
- Fire and life safety controls/interlocks, including key switches and indicator lights
- Leveling and rework associated with existing equipment pads
- Service, commissioning, and/or repair of existing/remaining equipment, exhaust systems, louvers, switches, and tanks.
- Building louvers as required for indoor unit installations, unless noted otherwise
- Generator system load verification, unless noted otherwise
- Demolition of existing system equipment, unless noted otherwise
- Minority participation
- Building structural verification and/or work, including GPR or X-Ray
- Temporary back-up power (i.e. rentals), unless noted otherwise



## TERMS & CONDITIONS

### Throughout this Agreement

**Prince Edward County** shall be known as the **OWNER/BUYER**.

**Fidelity Power Systems®** shall be known as the **SELLER/CONTRACTOR**.

Notwithstanding any provision in the bid documents to the contrary, if as a result of the COVID-19 epidemic, Fidelity Power Systems work is delayed, disrupted, suspended, or otherwise impacted, or if, subsequent to the date of the Proposal, any COVID-19 guidelines and/or regulations are enacted by the Centers for Disease Control, U.S. Department of Labor, U.S. Department of Health and Human Services, and/or any comparable state or local agencies having jurisdiction over Fidelity Power Systems home office and/or the location of the Project, then Fidelity Power Systems shall be entitled to an equitable adjustment to the Project schedule and to the contract price. This provision is an essential term of this Proposal and shall be incorporated by reference into the contract.

All acts in fulfillment of this order which are done outside of the State of Maryland are intended and shall be construed as interstate commerce and not as business done by Seller as a foreign corporation in any other state; no claims or rights to the contrary shall be asserted.

Seller will extend standard Manufacturers warranties on equipment furnished under this contract but no other service or guarantee is given unless otherwise stated in this form. The contractor guarantees all workmanship, equipment and material for the period specified on the first page of this contract, from the date the system is started up for the beneficial use of the Owner, or upon completion of the Contractors work defined herein, whichever occurs first.

This contract, its price and performance are all subject to delays or inability to perform caused by or resulting from labor scarcity, strikes, either on the work done this contract or any other work affecting the same directly or indirectly, lockouts, accidents, fire, floods, breakdowns, war, riot, rebellion, lack of material, delays of transportation, acts of Government, including but not restricted to priorities and allocations, regulations, or any other Government agency, judicial authority, acts of God, or any other cause beyond the Sellers ability to obtain materials with priorities, allotments, or certificates, as furnished by the Buyer.

Deliveries may be withheld at any time if Seller believes that Buyers credit has become impaired or if payments are not promptly made as provided herein, but Buyer remains liable for all shipments previously made and for damages suffered by the Seller. In the event Buyer requires Seller to delay shipment or erection of the equipment under this order, payment for the equipment shall not be withheld on such account and Buyer agrees to pay to the Seller any increased cost of loss caused by said delay. In the event the Buyer breaches this contract in any manner, the Seller shall be under no obligation to make further shipments and may elect to forfeit the deposit and any other payments on account as liquidated damages, or the Seller may pursue any legal or equitable remedy as provided by law. In the event the Buyer shall return the said property without the consent in writing of the Seller, the latter may store the same to the order and at the expense of the Buyer. In case of default in the terms of payment, as stated herein, the Buyer agrees to pay the full amount of indebtedness due, plus charges and fees stated on the first page of this contract.



## TERMS & CONDITIONS (CONTD.)

It is understood that the Seller will be provided with all the usual construction services such as light, power, water, toilet facilities, storage space, trash removal from common trash site, and any other space requirements including free and unobstructed access necessary in conjunction with this Proposal without cost to Seller.

The title and ownership of goods called for and furnished hereunder shall remain with Seller until full and final payment therefore shall have been made by the Buyer. In case of default, Seller may repossess the goods covered hereunder, wherever found, and shall not be liable in any action of law, on the part of Buyer, for such reclamation of its property, nor for the return of any money or monies which may have been paid by the Buyer in part payment therefore. The Buyer shall provide and maintain adequate insurance for the equipment herein specified against loss or damage by fire or other causes during the time between delivery and final payment, in an amount fully protecting the Seller, and loss or damage by fire or other causes within such period shall not relieve the Buyer from his obligation under this contract.

Any changes which increase the cost of erection to the Seller such as, but not limited to, architectural changes, interference with other trades, relocation of equipment, duct work, grilles, registers, piping, insulation, etc. shall be considered extra work not included in the price quoted in this Proposal. The additional cost of this work will be billed to the Buyer.

**Back Charges:** No claim for services rendered or materials or equipment furnished by the Buyer to the Seller or purportedly on behalf of the Seller shall be made unless authorized in writing by the Seller unless the Seller shall have unreasonably refused to give such authorization.

Liability of Seller arising out of the design, manufacture, sale, erection or performance of the equipment hereunder, or its use whether on the warranties or otherwise, except as herein provided, shall not in any case exceed the cost of correcting defects in the equipment or workmanship. No claim for consequential damages shall be made by the Buyer. In no event shall the Seller be liable for liquidation or other damages suffered by the Buyer unless agreed to herein. Seller shall not be liable for any defective material repaired or replaced without Seller's written consent.

Orders submitted on Buyer's own purchase form, which forms may contain statements, clauses, or conditions modifying, adding to, repugnant to, or inconsistent with the terms and provisions herein contained, are accepted by the Seller only upon condition and with the express understanding that notwithstanding any such statements, clauses, or conditions, contained in any order forms of Buyer, the liabilities of Seller shall be determined solely by its own terms and conditions of sale, and in accepting and consummating any such order Seller shall not be deemed in any way to have changed, enlarged, or modified its liability or obligations as fixed by the terms and conditions of sale stated by Seller herein.

Payment to the Seller of amounts due under this contract shall not be contingent upon, nor shall it be delayed by, prior payment of any insurance claim to a third party by the Buyer or representative thereof.



**QUOTATION #: Prince Edward County Courts**

**SCOPE OF WORK INVESTMENT\***

**TOTAL PROPOSED PRICE = \$ 240,835.00 Adder: One Year Bi Annual PM Agreement.....\$ 1,750.00**

\* Taxes not included in pricing above. If your organization has tax exempt status, please provide tax exempt paperwork.

**PRICING POLICY**

- Pricing valid for thirty (10) days unless extended by Fidelity Power Systems.
- If bond required, add 2% to total price.
- A service charge of 1.5% per month will be applied to all balances over thirty (30) days unless customer and Fidelity Power Systems mutually agree otherwise.

**PAYMENT TERMS & SCHEDULE**

- Net 30 days, Fidelity Power Systems retains title to said property and accessories until paid in full.
- Payment Schedule:
  - 50% Due within 30 days of contract execution.
  - 40% Due upon delivery and installation of generator on pad
  - 10% Due on upon startup and commissioning

**Prince Edward County**

**FIDELITY POWER SYSTEMS**

Signature \_\_\_\_\_

Title \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Title Sales Manager

Print Name Alex Lori

Date \_\_\_\_\_

**PLEASE SIGN AND RETURN TO:**

**By Email:** reverhart@fidelity-ps.com

**By Mail:** Fidelity Power Systems  
 3595 Mayland Court  
 Henrico Va 23233  
ATTN: Rob Everhart

**By Fax:** (804) 749-8622

FIDELITY POWER SYSTEMS WILL SIGN AND RETURN A FULLY EXECUTED HARD COPY TO YOU FOR YOUR RECORDS.





**THANK YOU**

## Contact Us

**Rob Everhart**

Business Development Manager | Fidelity Power Systems

(804) 283-1875

[reverhart@fidelity-ps.com](mailto:reverhart@fidelity-ps.com)



# Prince Edward County Capital Project Rating Criteria FY 2025-2027 CIP

Agency: \_\_\_\_\_ Project Title: \_\_\_\_\_

| Prioritization                                | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| 1) Public health & safety                     | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/safety.                                                       | No health or safety impact associated with project.                               |        |
| 2) External requirements                      | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities           | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                           | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                      | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                 | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                  | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                       | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                              | Project requires completion before implementation of a related project or approved program initiative.                                |                                                                                                                                          | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                     | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                            | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/or programs.        | Project does not fill a need in the community.                                    |        |



## FY 2025-2027 CAPITAL IMPROVEMENTS PLAN INDIVIDUAL DESCRIPTION AND JUSTIFICATION FORM

RETURN TO: COUNTY ADMINISTRATION

Project Name: Convenience Site Upgrade (Prospect/Tuggle)

Date Prepared: 8-28-24

Agency: Solid Waste

Agency Contact Person: Jeff Jones, Solid Waste General Manager

Email Address: jjones@co.prince-edward.va.us

Location of Project: Prospect

Magisterial District: Prospect

---

**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

The County is proposing to upgrade and consolidate the Prospect and Tuggle Convenience Sites to provide better customer experience for our citizens. Upgrades would include a new site location, paving, new fencing, signage, concrete pads for compactors and open top dumpsters, site lighting and security cameras.

---

**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

The County would plan to fund and construct the new site in FY 27-28.

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**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project. These improvements would serve the entire community with those living outside Farmville town limits getting the most benefit. This would become the primary convenience site for the Prospect District.

---

**Please describe the need for the project.**

The Prospect Convenience Site is located on US 460 just west of Prospect. It is too small and wedged between High Bridge Trail and US 460. There is no opportunity to expand the site footprint. The Tuggle Convenience Site Current is located at the front entrance of the landfill. With the construction of Cell F, the plan to redesign the entrance into the landfill and with the significant increase in traffic at the landfill, this convenience site is not a good location for routine citizen traffic. Both sites are unpaved, typically with potholes and/or mud due to weather. The current locations are very hard to maneuver for costumers and county truck drivers. These sites do not have adequate lighting and site screening. It is uninviting to the public and reflects poorly on the community. By combining the two sites into one larger site, the citizens of that area of the county will be better served with one safer, larger site and the county will reduce staffing expenses by operating only one site, instead of two.

---

**Please describe and justify the proposed location of the project.**

A new site location will need to be selected and purchased as we plan to consolidate the Prospect and Tuggle sites into one new larger location. The two sites now are just a few miles apart and a new location along US 460 would combine both and serve the citizens of the County efficiently and cost-effectively.

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

No coordination required.

**Project Priority:** 7

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

**Estimated Cost (in 2024 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                |       |
| Land<br>Acquisition                   |                            |                            | \$200,000                  |                            |                            |                |       |
| Site Preparation<br>&<br>Improvements |                            |                            |                            |                            |                            |                |       |
| Construction                          |                            |                            | \$800,000                  |                            |                            |                |       |
| Furniture and<br>Equipment            |                            |                            |                            |                            |                            |                |       |
| Other                                 |                            |                            |                            |                            |                            |                |       |
| <b>Total</b>                          |                            |                            | \$1,000,000                |                            |                            |                |       |

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element              | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total |
|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------|
| General Fund         |                            |                            | \$1,000,000                |                            |                            |                |       |
| Other Fund           |                            |                            |                            |                            |                            |                |       |
| State Grants         |                            |                            |                            |                            |                            |                |       |
| Bonds and<br>Debts   |                            |                            |                            |                            |                            |                |       |
| Other<br>Fundraising |                            |                            |                            |                            |                            |                |       |
| <b>Total</b>         |                            |                            | \$1,000,000                |                            |                            |                |       |

Please describe the funding (i.e. type of grant):

**Impact on Operating Budget:** Indicate the impact of the project on the department’s operating budget.

**IMPACT ON OPERATIONS**

| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     | \$82,039.50/year                      | \$37,071.00/year      | \$44,968.50/year                              |
| Fringe Benefits        | 9,522.00/year                         | 4,303.13/year         | 5,219.85                                      |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               |                                       |                       |                                               |
| Offsetting Revenue     |                                       |                       |                                               |
| <b>Net Cost</b>        | <b>\$91,562.48</b>                    | <b>\$41,374.13</b>    | <b>\$50,188.35</b>                            |



**FY 2025-2027**

**Capital Improvement Planning (CIP) Process**

| Items                                                         | 2024 |     |     |     |     |     |     |  |  |  |  |  |  |
|---------------------------------------------------------------|------|-----|-----|-----|-----|-----|-----|--|--|--|--|--|--|
|                                                               | July | Aug | Sep | Oct | Nov | Dec | Jan |  |  |  |  |  |  |
| Send memorandum to Departments Requesting Projects            |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Project Submissions (August 15 <sup>th</sup> Deadline)        |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Planning Commission Review and Evaluation of Project Requests |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Meet With Individual Departments                              |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Complete CIP Draft                                            |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Revise and Present CIP to Planning Commission                 |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Planning Commission - CIP Public Hearing                      |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Present CIP to Board of Supervisors                           |      |     |     |     |     |     |     |  |  |  |  |  |  |
| Board of Supervisors - CIP Public Hearing                     |      |     |     |     |     |     |     |  |  |  |  |  |  |

\* Departments include all Constitutional Offices, Administrative Departments, Public Library, and the Prince Edward County School Board.



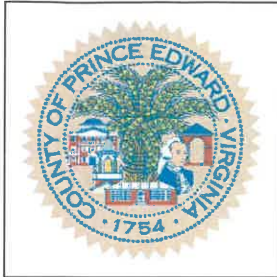


# Prince Edward County Capital Project Rating Criteria FY 2025-2027 CIP

Agency: \_\_\_\_\_ Project Title: \_\_\_\_\_

| Prioritization                                 | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                               | 0                                                                                 | Rating |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| 1) Public health & safety                      | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/safety.                                                | No health or safety impact associated with project.                               |        |
| 2) External requirements                       | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                   | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities            | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                           | No existing facility involved.                                                    |        |
| 4) Operating budget                            | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                   | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                       | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                 | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                  | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                               | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/ other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                           | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                   | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                       | No financing arrangements currently exist.                                        |        |
| 9) Economic development                        | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                 | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                               | Project requires completion before implementation of a related project or approved program initiative.                                | Project should be completed before implementation of a related project or approved program initiative.                                   |                                                                                                 | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                      | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                              | Less than 10% served.                                                             |        |
| 12) Community need                             | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/or programs. | Project does not fill a need in the community.                                    |        |

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## FY 2025-2027 CAPITAL IMPROVEMENTS PLAN INDIVIDUAL DESCRIPTION AND JUSTIFICATION FORM

RETURN TO: COUNTY ADMINISTRATION

Project Name: Convenience Site Upgrade (Worsham)

Date Prepared: 8-28-24

Agency: Solid Waste

Agency Contact Person: Jeff Jones, Solid Waste General Manager

Email Address: jjones@co.prince-edward.va.us

Location of Project: Worsham Site

Magisterial District: \_\_\_\_\_

---

**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

The County is proposing to upgrade the Worsham Convenience Site to provide better customer experience. Upgrades will include paving, new fencing, signage, concrete pads for compactors and open top dumpsters, site security and site lighting.

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**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

The County would to fund improvements to the site in late 2024 early 2025.

---

**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

These improvements would serve the entire community with those living outside Farmville town limits getting the most benefit. This is the primary site for citizens living in the Hampden District, southern portions of Farmville District and northern portions of the Leigh District.

---

**Please describe the need for the project.**

Current site is unpaved, typically potholes or mud due to weather. Does not have adequate lighting, screening and no security cameras. It is uninviting to the public and reflects poorly on the community.

---

**Please describe and justify the proposed location of the project.**

Site improvements will take place in the current location with an expanded footprint.

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

No coordination required.

**Project Priority:** 7 \_\_\_\_\_

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

**Estimated Cost (in 2024 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                |       |
| Land<br>Acquisition                   |                            |                            |                            |                            |                            |                |       |
| Site Preparation<br>&<br>Improvements | 800,000                    |                            |                            |                            |                            |                |       |
| Construction                          |                            |                            |                            |                            |                            |                |       |
| Furniture and<br>Equipment            |                            |                            |                            |                            |                            |                |       |
| Other                                 |                            |                            |                            |                            |                            |                |       |
| <b>Total</b>                          | <b>800,000</b>             |                            |                            |                            |                            |                |       |

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element           | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total |
|-------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------|
| General Fund      | 800,000                    |                            |                            |                            |                            |                |       |
| Other Fund        |                            |                            |                            |                            |                            |                |       |
| State Grants      |                            |                            |                            |                            |                            |                |       |
| Bonds and Debts   |                            |                            |                            |                            |                            |                |       |
| Other Fundraising |                            |                            |                            |                            |                            |                |       |
| <b>Total</b>      | <b>800,000</b>             |                            |                            |                            |                            |                |       |

**Please describe the funding (i.e. type of grant):**

**Impact on Operating Budget:** Indicate the impact of the project on the department’s operating budget.

**IMPACT ON OPERATIONS**

| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               |                                       |                       |                                               |
| Offsetting Revenue     |                                       |                       |                                               |
| <b>Net Cost</b>        |                                       |                       |                                               |



# FY 2025-2027 Capital Improvement Planning (CIP) Process

| Items                                                         | 2024 |     |     |     |     |     |     |  |  |  |
|---------------------------------------------------------------|------|-----|-----|-----|-----|-----|-----|--|--|--|
|                                                               | July | Aug | Sep | Oct | Nov | Dec | Jan |  |  |  |
| Send memorandum to Departments Requesting Projects            |      |     |     |     |     |     |     |  |  |  |
| Project Submissions (August 15 <sup>th</sup> Deadline)        |      |     |     |     |     |     |     |  |  |  |
| Planning Commission Review and Evaluation of Project Requests |      |     |     |     |     |     |     |  |  |  |
| Meet With Individual Departments                              |      |     |     |     |     |     |     |  |  |  |
| Complete CIP Draft                                            |      |     |     |     |     |     |     |  |  |  |
| Revise and Present CIP to Planning Commission                 |      |     |     |     |     |     |     |  |  |  |
| Planning Commission - CIP Public Hearing                      |      |     |     |     |     |     |     |  |  |  |
| Present CIP to Board of Supervisors                           |      |     |     |     |     |     |     |  |  |  |
| Board of Supervisors - CIP Public Hearing                     |      |     |     |     |     |     |     |  |  |  |

\* Departments include all Constitutional Offices, Administrative Departments, Public Library, and the Prince Edward County School Board.






# Prince Edward County Capital Project Rating Criteria FY 2025-2027 CIP

Agency: \_\_\_\_\_ Project Title: \_\_\_\_\_

|                                               | 3                                                                                                                          | 2                                                                                                                             | 1                                                                                                      | 0                                                                                 | Rating |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| <b>Prioritization</b>                         |                                                                                                                            |                                                                                                                               |                                                                                                        |                                                                                   |        |
| 1) Public health & safety                     | Project needed to alleviate existing health or safety standard.                                                            | Project needed to alleviate potential health or safety hazard.                                                                | Project would promote or maintain health/safety.                                                       | No health or safety impact associated with project.                               |        |
| 2) External requirements                      | Project is required by law, regulation, or mandate.                                                                        | Project is required by agreement with another jurisdiction.                                                                   | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities           | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.      | Project will repair systems important to facility operations.                                                                 | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                           | Project will result in decreased operating costs.                                                                          | Project will have minimal or no operating and maintenance costs.                                                              | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                      | Project will improve environmental quality of the County and its neighbors.                                                | Project may improve environmental quality of the County.                                                                      |                                                                                                        | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                 | Meets the needs of the community for next 20 years or more.                                                                | Meets needs of community for next 15 to 19 years.                                                                             | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/other plans | Project is included in a formal plan approved by Board of Supervisors.                                                     | Project is included in written plans adopted by a County board or commission.                                                 | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                  | Project revenues will support project expenses.                                                                            | Non-county revenues have been identified and applied for.                                                                     | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                       | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                              | Project requires completion before implementation of a related project or approved program initiative.                     | Project requires completion before implementation of a related project or approved program initiative.                        | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                     | 50% or more served.                                                                                                        | 25% to 49% served.                                                                                                            | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                            | Project fills a current need in the community.                                                                             | Project fills a future need in the community.                                                                                 | Project does not fill a need in the community but enhances existing facilities and/or programs.        | Project does not fill a need in the community.                                    |        |

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|                                                                                   |                                                                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
|  | <b>FY 2025-2027 CAPITAL IMPROVEMENTS PLAN<br/>INDIVIDUAL DESCRIPTION AND<br/>JUSTIFICATION FORM</b> |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|

RETURN TO: COUNTY ADMINISTRATION

Project Name: Scale House / Landfill Office Replacement

Date Prepared: 8/28/24

Agency: Solid Waste

Agency Contact Person: Jeff Jones

Email Address: jjones@co.prince-edward.va.us

Location of Project: Landfill

Magisterial District: \_\_\_\_\_

---

**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

Replacement of the scale house. 16x26 mobile office trailer with 3 offices a restroom and a break area/ Kitchen area. This building will hold the landfill employees and the scale operator. Area will be for 9 employees.

---

**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

The building will take 12 weeks to build once a purchase order is issued. No other studies are needed.

---

**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.

This new unit will provide restroom, eating area and offices for the solid waste staff. All employees will be in one building. Well and septic system are already in place.

---

**Please describe the need for the project.**

The current scale house was installed 10 years ago and was a "used construction trailer" when purchased. It has many leaks that staff are continually fixing. The doors do not close properly, which is a security/safety issue. The restroom is not up to code. There is no central heat and air in the unit. There is no floor in the unit only plywood. The building has problems with bugs and rodents entering. Dust is a very big issue as the windows have gaps. The current scale house and the separate office trailer (old mobile home) are older structures which require significant energy to heat and cool. A new facility will be much more energy efficient.

---

**Please describe and justify the proposed location of the project.**

The current scale house is very old and in very poor shape. The unit is not up to code for the restroom or the amount of people that use it. With the new building, all the Landfill employees can be in one building. Employees will have a area to clean up after work or if landfill debris get on them. A lunch area for the employees to sit and eat out of the weather and elements. The Solid Waste General Manager and Landfill Supervisors will also each have an office. This will enable the County to remove the old mobile home from the landfill property that currently houses the offices.

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

No other projects

**Project Priority:** n/a

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

None

**Estimated Cost (in 2024 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total          |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|----------------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                |                |
| Land<br>Acquisition                   |                            |                            |                            |                            |                            |                |                |
| Site Preparation<br>&<br>Improvements | 25,000                     |                            |                            |                            |                            |                | 25,000         |
| Construction                          | 140,000                    |                            |                            |                            |                            |                | 140,000        |
| Furniture and<br>Equipment            | 10,000                     |                            |                            |                            |                            |                | 10,000         |
| Other                                 |                            |                            |                            |                            |                            |                |                |
| <b>Total</b>                          | <b>175,000</b>             |                            |                            |                            |                            |                | <b>175,000</b> |

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element           | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total            |
|-------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|------------------|
| General Fund      | 120,000                    |                            |                            |                            |                            |                | 120,000          |
| Other Fund        | 55,000                     |                            |                            |                            |                            |                | 55,000           |
| State Grants      |                            |                            |                            |                            |                            |                |                  |
| Bonds and Debts   |                            |                            |                            |                            |                            |                |                  |
| Other Fundraising |                            |                            |                            |                            |                            |                |                  |
| <b>Total</b>      | <b>\$175,000</b>           |                            |                            |                            |                            |                | <b>\$175,000</b> |

**Please describe the funding (i.e. type of grant):**

We will use a company on state contract and have money in the budget for this unit.

**Impact on Operating Budget:** Indicate the impact of the project on the department's operating budget.

**IMPACT ON OPERATIONS**

| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               |                                       |                       |                                               |
| Offsetting Revenue     |                                       |                       |                                               |
| <b>Net Cost</b>        |                                       |                       |                                               |



# FY 2025-2027 Capital Improvement Planning (CIP) Process

| Items                                                         | 2024 |     |     |     |     |     |     |  |  |  |
|---------------------------------------------------------------|------|-----|-----|-----|-----|-----|-----|--|--|--|
|                                                               | July | Aug | Sep | Oct | Nov | Dec | Jan |  |  |  |
| Send memorandum to Departments Requesting Projects            |      |     |     |     |     |     |     |  |  |  |
| Project Submissions (August 15 <sup>th</sup> Deadline)        |      |     |     |     |     |     |     |  |  |  |
| Planning Commission Review and Evaluation of Project Requests |      |     |     |     |     |     |     |  |  |  |
| Meet With Individual Departments                              |      |     |     |     |     |     |     |  |  |  |
| Complete CIP Draft                                            |      |     |     |     |     |     |     |  |  |  |
| Revise and Present CIP to Planning Commission                 |      |     |     |     |     |     |     |  |  |  |
| Planning Commission - CIP Public Hearing                      |      |     |     |     |     |     |     |  |  |  |
| Present CIP to Board of Supervisors                           |      |     |     |     |     |     |     |  |  |  |
| Board of Supervisors - CIP Public Hearing                     |      |     |     |     |     |     |     |  |  |  |

\* Departments include all Constitutional Offices, Administrative Departments, Public Library, and the Prince Edward County School Board.



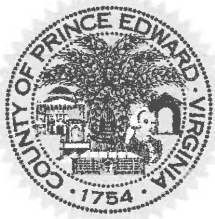


# Prince Edward County Capital Project Rating Criteria FY 2025-2027 CIP

Agency: \_\_\_\_\_ Project Title: \_\_\_\_\_

|                                               | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| <b>Prioritization</b>                         |                                                                                                                                       |                                                                                                                                          |                                                                                                        |                                                                                   |        |
| 1) Public health & safety                     | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/safety.                                                       | No health or safety impact associated with project.                               |        |
| 2) External requirements                      | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities           | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                           | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                      | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                 | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                  | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                       | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                              | Project requires completion before implementation of a related project or approved program initiative.                                | Project requires completion before implementation of a related project or approved program initiative.                                   | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                     | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                            | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/or programs.        | Project does not fill a need in the community.                                    |        |

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|                                                                                   |                                                                                                            |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|  | <p><b>FY 2025-2027 CAPITAL IMPROVEMENTS PLAN<br/>INDIVIDUAL DESCRIPTION AND<br/>JUSTIFICATION FORM</b></p> |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|

RETURN TO: COUNTY ADMINISTRATION

**Project Name:** Compactor Replacement

**Date Prepared:** 7/31/2024

**Agency:** Solid Waste

**Agency Contact Person:** Jeff Jones

**Email Address:** jjones@co.prince-edward.va.us

**Location of Project:** Prospect, Tuggle, Virso

**Magisterial District:** PROSPECT, LEIGH

**Project Description:** Give a brief (1-2) paragraph description of the project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

Compactor Replacement at Prospect, Tuggle and Virso. The compactors at these location's now are 1999 models which makes them 25 years old. They are begining to have major rust issuse and mechanical issues are starting to be more costly then the machines are worth.

**Schedule:** If the project will take several years to complete, outline the schedule here. Be sure to include any work that might have been done in the previous years, including studies or other planning.

The first compcator would be placed at Prospect the second will be at Tuggle and the third will go to Virso. The current machines have had wiring repairs and metal replaced on the top, legs and compaction ramps.

---

**Project Justification:** Please project the number of persons, dwellings, students, or units to be served or the units of service to be provided by the project.  
Citizens in the Prospect, Tuggle and the Virso locations

---

**Please describe the need for the project.**

Compactor Replacement at Solid Waste Locations. Current Compactors are rusted badly, Wiring needs repair/replacement.

---

**Please describe and justify the proposed location of the project.**

Current Compactors are years old.

**Coordination:** If the project is dependent upon or is being planned in conjunction with any other project(s), identify it/them and indicate the relationship between the projects.

**Project Priority:** \_\_\_\_\_

If previously included in the Capital Improvements Plan, please indicate previous priority and current status of project.

**Estimated Cost (in 2024 dollars):**

**PROPOSED EXPENDITURES**

| Element                               | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------|
| Planning,<br>Surveying, &<br>Design   |                            |                            |                            |                            |                            |                |       |
| Land<br>Acquisition                   |                            |                            |                            |                            |                            |                |       |
| Site Preparation<br>&<br>Improvements |                            |                            |                            |                            |                            |                |       |
| Construction                          |                            |                            |                            |                            |                            |                |       |
| Furniture and<br>Equipment            |                            | 33,500                     | 37,000                     | 40,000                     |                            |                |       |
| Other                                 |                            |                            |                            |                            |                            |                |       |
| <b>Total</b>                          |                            | <b>33,500</b>              |                            |                            |                            |                |       |

**Basis of Cost Estimates:** Check one of the following. If you want to provide more detailed information on the estimate, please do so in the space provided.

- Cost of comparable facility or equipment
- From cost estimate provided by an engineer, architect, or vendor
- From bids received **± 10% INFLATION ON PRICE EACH YEAR**
- "Preliminary" estimate, (e.g. no other basis for estimate)
- Other (please explain)

**Source of Funding:** Indicate the projected amount for each funding source.

**PROPOSED FUNDING SOURCES**

| Element           | 1 <sup>st</sup> FY<br>2025 | 2 <sup>nd</sup> FY<br>2026 | 3 <sup>rd</sup> FY<br>2027 | 4 <sup>th</sup> FY<br>2028 | 5 <sup>th</sup> FY<br>2029 | Beyond<br>FY 5 | Total |
|-------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------|-------|
| General Fund      |                            |                            |                            |                            |                            |                |       |
| Other Fund        |                            |                            |                            |                            |                            |                |       |
| State Grants      |                            |                            |                            |                            |                            |                |       |
| Bonds and Debts   |                            |                            |                            |                            |                            |                |       |
| Other Fundraising |                            |                            |                            |                            |                            |                |       |
| <b>Total</b>      |                            |                            |                            |                            |                            |                |       |

Please describe the funding (i.e. type of grant):

**Impact on Operating Budget:** Indicate the impact of the project on the department's operating budget.

**IMPACT ON OPERATIONS**

| <b>Element</b>         | <b>Agency Budget Prior to Project</b> | <b>Project Impact</b> | <b>Agency Budget First Year After Project</b> |
|------------------------|---------------------------------------|-----------------------|-----------------------------------------------|
| Personnel Expenses     |                                       |                       |                                               |
| Fringe Benefits        |                                       |                       |                                               |
| Contract Services      |                                       |                       |                                               |
| Materials and Supplies |                                       |                       |                                               |
| Leases & Rentals       |                                       |                       |                                               |
| Other Operations       |                                       |                       |                                               |
| Subtotal               |                                       |                       |                                               |
| Offsetting Revenue     |                                       |                       |                                               |
| <b>Net Cost</b>        |                                       |                       |                                               |

new quote



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# SOURCEWELL PROPOSAL

Remittance Address for Deposits:

10641 Cordova Road  
Easton, MD 21601

**SOLD TO**

Jeff Jones  
Prince Edward County Of  
130 Trashmore Rd  
Propect, VA 23960

**SHIP TO**

Jeff Jones  
Prince Edward County Of  
130 Trashmore Rd  
Propect, VA 23960

Quote #: RSSQ41193

Account:

Terms:

Date: 07/23/24

jjones@co.prince-edward.va.us

jjones@co.prince-edward.va.us

Sales Rep Paul Nobles

SOURCEWELL MEMBER # 186019

CONTRACT # Sourcewell #040621-MEC (Mar)

| QTY  | DESCRIPTION                                                                                            | RETAIL PRICE | SOURCEWELL PRICE |
|------|--------------------------------------------------------------------------------------------------------|--------------|------------------|
| 1.00 | Marathon RJ-325 Stationary 3 Yard Compactor                                                            | \$30,130.00  | \$25,007.90      |
| 1.00 | 15HP 3PH 230 Volt LH Power Unit                                                                        | \$0.00       |                  |
| 1.00 | Multi-Cycle Timer - Specify number of cycles                                                           | \$0.00       |                  |
| 1.00 | Side feed hopper- 3 sided - extended to container side - 12" lip- specify left hand or right hand feed | \$5,130.00   | \$4,257.90       |
| 1.00 | Controls on 13' Sealtite (in lieu of mounting in panel box face - TC Models)                           | \$0.00       |                  |
| 1.00 | Pressure Gauge on 15' Hydraulic Hose                                                                   | \$515.00     | \$427.45         |
| 1.00 | Hinged Breaker Bar Teeth - Mounted (5 CY)                                                              | \$900.00     | \$747.00         |
| 1.00 | Container Guide - 5' Long                                                                              | \$275.00     | \$228.25         |
| 1.00 | Container Stops                                                                                        | \$390.00     | \$323.70         |
| 1.00 | Freight                                                                                                | \$2,501.00   | \$2,501.00       |

WAR-3YS-CS Warranty 3 Year Structural  
1 WAR-2YP-CS Warranty 2 Year Parts  
1 WAR-1YL-CS Warranty 1 Year Labor

\*\*\*\*\*Quote Expires on 8/22/2024\*\*\*\*\*

Terms: Net 30 Days

Approximate Delivery: 6-8 Weeks After Receipt of Signed Sales Order and Deposit (if applicable).

Due to the volatility of the fuel and steel markets, prices are subject to change without notice.

All customers claiming to be tax exempt, must provide appropriate documentation with the return of a signed quote.

Price includes freight.

All built per manufacturer's standard specifications.



| QTY | DESCRIPTION | RETAIL PRICE | SOURCEWELL PRICE |
|-----|-------------|--------------|------------------|
|-----|-------------|--------------|------------------|

*Customer responsible for offloading equipment at time of arrival.*

*Customer To Install Compactor/Baler*

1.00

\$0.00

Quote expires 30 days from proposal date. Due to fluctuating materials and fuel charges, final price can change without notice. We appreciate the opportunity to work with you on this!

|                    |             |                    |
|--------------------|-------------|--------------------|
| Subtotal           | 39,841      | \$33,493.20        |
| Federal Excise Tax | \$0.00      | \$0.00             |
| Sales Tax          | \$0.00      | \$0.00             |
| TOTAL*             | \$39,841.00 | <b>\$33,493.20</b> |

\*Total does not include optional items

*Any cancellation or modification of order will result in a 20% restocking charge to Buyer.*



## TERMS AND CONDITIONS

### 1. General

No terms or condition of Buyer's purchase order which is different from or in addition to Seller's terms and conditions set forth herein shall bind Seller unless expressly agreed to in writing by Seller's duly authorized representative. Buyer's acceptance of any offer made by Seller is expressly limited to the terms and conditions provided herein. Unless otherwise stated, Seller's quotation may be modified or withdrawn prior to acceptance, and in any event, shall expire after 30 days from its date. This order is not binding on MID-ATLANTIC WASTE SYSTEMS until officially approved. The said machinery, equipment and/or parts are ordered and will be purchased subject to written contract only, and are not affected by any verbal representations or agreements, nor is this order subject to cancellation by the Purchaser without the Seller's consent. Any cancellation or modification of order will result in a 20% restocking charge to Buyer.

### 2. Price and Payment

**\*\*Payments Accepted:** Cash, Checks, ACH & Wires. Credit Card payments above \$5,000 will incur a 3% fee.

(a) Prices quoted herein are exclusive of all taxes. Any taxes levied or which may become due, and other charges or assessments made by any taxing authority in connection with this contract or the sale, except those measured by Seller's net income, shall be the expense of the Buyer and shall be payable to Seller at or before such tax or other amount is due. When Buyer is entitled to exemption from any tax, Buyer shall furnish Seller with a tax exemption certificate acceptable to the taxing authorities.

(b) Interest at the rate of one and one-half per cent (1.5%) per month (18% per annum), or the maximum lawful rate allowable, will be charged, whichever is less, on all past due invoices. The undersigned agrees to pay all expenses, charges, costs and fees, including, without limitation, attorney's fees and expenses, of any nature whatsoever paid or incurred by, or on behalf of MID-ATLANTIC WASTE SYSTEMS, DIVISION OF THC ENTERPRISES, INC., in connection with any collection action brought hereunder. The invalidity of all or any part of any provision of this Agreement shall not render invalid the remainder of such provision or any other part of this Agreement.

(c) MID-ATLANTIC WASTE SYSTEMS, DIVISION OF THC ENTERPRISES, INC., shall retain ownership of and title to the above machinery, equipment and parts covered by this order until fully paid for in cash and until any note given in evidence of indebtedness, and any renewals thereof, have been fully paid. If any such note is not paid in full at its maturity, all other notes and obligations given in evidence of indebtedness hereof shall at once become due, and the said MID-ATLANTIC WASTE SYSTEMS, DIVISION OF THC ENTERPRISES, INC., shall have the right to take possession of said machinery wheresoever it may be situated and sell the same pursuant to the conditional sales statutes of the State of Maryland.

### 3. Delivery

(a) Delivery dates are estimated and not guaranteed by Seller and, in any event are conditioned upon receipt of all specifications and other data required to be furnished by the Buyer.

(b) If shipment or delivery is delayed because of an act or omission of the Buyer, payment shall be due upon notification by Seller that goods are ready for shipment. Buyer shall pay any additional charges including, but not limited to, cost of storage, handling, and insurance.

### 4. WARRANTY AND LIMITATIONS OF LIABILITY

ANY EXPRESS WRITTEN WARRANTY PROVIDED BY THE MANUFACTURER OF THE EQUIPMENT DESCRIBED IN THIS QUOTATION IS GIVEN IN LIEU OF ALL OTHER WARRANTIES EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. SELLER SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES RESULTING FROM DEFECTIVE GOODS, SELLER'S NEGLIGENCE, BREACH OF WARRANTY OR CONTRACT, OR CLAIMS BASED UPON STRICT LIABILITY. IN NO EVENT SHALL SELLER BE LIABLE FOR CONSEQUENTIAL DAMAGES COMMERCIAL IN NATURE.

5. Delays

Seller shall not be liable for the failure or delay in the performance of any term, condition, or obligation hereunder due to any cause beyond the Seller's control, including but not limited to Acts of God, acts of the Buyer, war, insurrections or riots, fires, floods, accidents, acts, orders or regulations of any government, inability to obtain necessary materials, services or facilities, strikes or other labor troubles.

6. Development Changes

Changes in design, specifications, construction or materials, may be made at Seller's discretion, and without Buyer's consent, where such changes do not materially affect price, delivery or guaranteed performance (if any) of the goods, or make unusable any other item of goods furnished hereunder.

7. Termination

No order may be terminated without Seller's written consent. Upon any termination Buyer shall pay reasonable termination charges, including but not limited to, manufacturing and sales costs, overhead, costs or goods and profit. Any cancellation or modification of order will result in a 20% restocking charge to Buyer.

8. Miscellaneous

This agreement shall be binding upon the successors and assigns of the parties. If any provision herein is found to be invalid as a matter of law or by public policy, it shall be considered severed from the remainder of the provisions which shall remain in full force and effect. This agreement shall be governed by the laws of the State of Maryland.

**Equipment Purchase Agreement - [MUST BE COMPLETED OR A PURCHASE ORDER\* MUST BE ATTACHED TO PROCESS ORDER]**

PO attached

\*\*PURCHASE ORDER MUST INCLUDE BILLING INFORMATION, TAX STATUS AND EXEMPTION (IF APPLICABLE) TO BE ACCEPTED IN LIEU OF COMPLETING BELOW.

Sales Tax Status - MUST SELECT AN OPTION NOT EXEMPT  TAX EXEMPT \*  \* COPY OF TAX EXEMPTION ATTACHED

PLEASE NOTE: Tax exemption form is mandatory if the "Tax Exempt" box is checked, otherwise sales tax will be applied if supporting document is not provided. We are not able to remove sales tax once billed. It will be the customers responsibility to contact the state agency in order to request a refund.

Billing Information:

CHECK IF SAME AS SOLD TO ABOVE. IF NOT, PLEASE FILL OUT BELOW.

BILL TO NAME(S): \_\_\_\_\_

NAME CONT.): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADD CONT. \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL (where invoice is to be sent): \_\_\_\_\_

NOTE: Please read carefully. This quote becomes a sales order if signed by customer. Your order will be processed as written! Notify of any changes needed within five (5) days of signing. Financing available, subject to credit approval. I have read and understand the terms and conditions on this Order.

You are agreeing to be invoiced \$33,493.20 per quote RSSQ41193

**X** \_\_\_\_\_  
Customer Approval to Process Order

\_\_\_\_\_  
Date

*Thank you for the opportunity to earn your business!*



# Prince Edward County Capital Project Rating Criteria FY 2025-2027 CIP

Agency: \_\_\_\_\_ Project Title: \_\_\_\_\_

| Prioritization                                | 3                                                                                                                                     | 2                                                                                                                                        | 1                                                                                                      | 0                                                                                 | Rating |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|
| 1) Public health & safety                     | Project needed to alleviate existing health or safety standard.                                                                       | Project needed to alleviate potential health or safety hazard.                                                                           | Project would promote or maintain health/safety.                                                       | No health or safety impact associated with project.                               |        |
| 2) External requirements                      | Project is required by law, regulation, or mandate.                                                                                   | Project is required by agreement with another jurisdiction.                                                                              | Project is conducted in conjunction with other jurisdictions.                                          | Project is County only and not externally required.                               |        |
| 3) Protection of capital facilities           | Project is critical to save structural integrity of existing facility or repair significant structural deterioration.                 | Project will repair systems important to facility operations.                                                                            | Project will improve facility appearance or defer future expenditure.                                  | No existing facility involved.                                                    |        |
| 4) Operating budget                           | Project will result in decreased operating costs.                                                                                     | Project will have minimal or no operating and maintenance costs.                                                                         | Project will have some additional operating costs and/or personnel additions.                          | Project will require significant additions in personnel or other operation costs. |        |
| 5) Environmental quality                      | Project will improve environmental quality of the County and its neighbors.                                                           | Project may improve environmental quality of the County.                                                                                 |                                                                                                        | Project will have no affect on the environmental quality of the County.           |        |
| 6) Life expectancy of project                 | Meets the needs of the community for next 20 years or more.                                                                           | Meets needs of community for next 15 to 19 years.                                                                                        | Meets needs of community for next 10 to 14 years.                                                      | Meets needs of community for less than 10 years.                                  |        |
| 7) Relation to Comprehensive Plan/other plans | Project is included in a formal plan approved by Board of Supervisors.                                                                | Project is included in written plans adopted by a County board or commission.                                                            | Project is included in written plans of County staff.                                                  | Project is not included in any written plan.                                      |        |
| 8) Availability of financing                  | Project revenues will support project expenses.                                                                                       | Non-county revenues have been identified and applied for.                                                                                | Potential for non-county revenues exists.                                                              | No financing arrangements currently exist.                                        |        |
| 9) Economic development                       | Project will encourage capital investment, increase in tax base, and improve job opportunities or produce public or private revenues. | Project may encourage capital investment, increase in tax base, and may improve job opportunities or produce public or private revenues. |                                                                                                        | Project will have no direct impact on economic development in the County.         |        |
| 10) Prerequisite                              | Project requires completion before implementation of a related project or approved program initiative.                                | Project requires completion before implementation of a related project or approved program initiative.                                   | Project should be completed before implementation of a related project or approved program initiative. | Project has no prerequisites.                                                     |        |
| 11) Population served (%)                     | 50% or more served.                                                                                                                   | 25% to 49% served.                                                                                                                       | 10% to 24% served.                                                                                     | Less than 10% served.                                                             |        |
| 12) Community need                            | Project fills a current need in the community.                                                                                        | Project fills a future need in the community.                                                                                            | Project does not fill a need in the community but enhances existing facilities and/or programs.        | Project does not fill a need in the community.                                    |        |

**2025-2027 Prince Edward County  
Capital Improvement Projects  
Evaluation Form**  
Listed by Department in Order of Department Priority

| Department/Project                         | Criteria Evaluation Scores* |   |   |   |   |   |   |   |   |    |    |    | Total |
|--------------------------------------------|-----------------------------|---|---|---|---|---|---|---|---|----|----|----|-------|
|                                            | 1                           | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |       |
| <b>Animal Control</b>                      |                             |   |   |   |   |   |   |   |   |    |    |    |       |
| New Animal Shelter                         |                             |   |   |   |   |   |   |   |   |    |    |    |       |
| <b>County Administration</b>               |                             |   |   |   |   |   |   |   |   |    |    |    |       |
| VDOT Revenue Sharing Program               |                             |   |   |   |   |   |   |   |   |    |    |    |       |
| <b>Fire and Rescue</b>                     |                             |   |   |   |   |   |   |   |   |    |    |    |       |
| Fire/Rescue SCBA Air Trailer               |                             |   |   |   |   |   |   |   |   |    |    |    |       |
| Fire/Rescue Knox Box Project               |                             |   |   |   |   |   |   |   |   |    |    |    |       |
| <b>General Services</b>                    |                             |   |   |   |   |   |   |   |   |    |    |    |       |
| Courthouse – Backup Generator              |                             |   |   |   |   |   |   |   |   |    |    |    |       |
| <b>Public Works</b>                        |                             |   |   |   |   |   |   |   |   |    |    |    |       |
| Convenience Site Upgrade (Prospect/Tuggle) |                             |   |   |   |   |   |   |   |   |    |    |    |       |
| Convenience Site Upgrade (Worsham)         |                             |   |   |   |   |   |   |   |   |    |    |    |       |
| Scalehouse Replacement                     |                             |   |   |   |   |   |   |   |   |    |    |    |       |
| Compactor Replacement                      |                             |   |   |   |   |   |   |   |   |    |    |    |       |
| <b>Registrar</b>                           |                             |   |   |   |   |   |   |   |   |    |    |    |       |
| Voting Machines                            |                             |   |   |   |   |   |   |   |   |    |    |    |       |

\*Criterion scoring corresponds to criteria sheet used by the Planning Commission for FY 2025-2027 CIP.