

May 10, 2016

At the regular meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Tuesday, the 10th day of May, 2016, at 7:00 p.m., there were present:

Pattie Cooper-Jones

Calvin L. Gray

Robert M. Jones

Odessa H. Pride

Howard F. Simpson

C. Robert Timmons, Jr.

Jerry R. Townsend

Jim R. Wilck

Also present: Wade Bartlett, County Administrator; Sarah Elam Puckett, Assistant County Administrator; Brian Butler, Deputy County Attorney; Rob Fowler, Zoning Administrator; and Sharon Lee Carney, Economic Development Director.

Chairman Simpson called the meeting to order. Supervisor Gray offered the invocation and led the Pledge of Allegiance.

Mr. Brian Butler, Deputy County Attorney, recommended adding the Conflict of Interest Disclosure to regular procedure; he said that as the Board is reviewing the packet, if they feel there is a possible conflict of Interest, they may declare on the Declaration form. He said if they have any questions, they may contact him or Mr. Jim Ennis.

In Re: Public Participation

Val Montgomery, Leigh District, expressed her support for Dr. Wayne McWee, candidate for School Board.

In Re: Board of Supervisors Comments

Supervisor Gray requested the addition of the Board’s mission statement to be read or put on the forefront of the agenda as a reminder.

Supervisor Pride, Supervisor Timmons, Chairman Simpson, Supervisor Townsend, and Supervisor Cooper-Jones thanked all for their attendance and support.

Supervisor Jones and Supervisor Wilck expressed their support for Supervisor Gray’s suggestion to include the Mission statement as part of the opening or printed on the agenda.

In Re: Consent Agenda

On motion of Supervisor Wilck, seconded by Supervisor Gray, and carried:

| | | |
|------|---|-----------|
| Aye: | Pattie Cooper-Jones Calvin L. Gray Robert M. Jones Odessa H. Pride Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck | Nay: None |
|------|---|-----------|

the Board accepted the Treasurer’s Report for March 2016; the minutes of the meetings held April 5, 2016, April 12, 2016 at 5:30 p.m., April 12, 2016 at 7:00 p.m., April 19, 2016 at 5:30 p.m., April 19, 2016 at 7:00 p.m., and April 28, 2016; Accounts and Claims; Salaries; and appropriations as follows:

| FY 2016 Budget Amendment | | | | | | |
|---------------------------------|------|-------|--------|--------------------------|--------|--------|
| REV/EXP | FUND | DEPT | OBJECT | DESCRIPTION | DEBIT | CREDIT |
| 3 (Rev) | 100 | 23000 | 0080 | Technology Trust Fund | | \$ 924 |
| 4 (Exp) | 100 | 21600 | 5880 | Circuit Court Clerk –TTF | \$ 924 | |
| | | | | | | |

Prince Edward Treasurer's Report - March 2016

| Name of Bank | Bank Balance | Available Balance |
|------------------------------------|---------------------|--------------------------|
| Benchmark Pooled Fund Account | 12,087,795.76 | 12,087,795.76 |
| Wells Fargo Social Services | 85,485.74 | 85,485.74 |
| Bank of America School Fund | 92,427.31 | 92,427.31 |
| Bank of America Food Service | 4,425.06 | 4,425.06 |
| Benchmark School Fund | 643,106.53 | 643,106.53 |
| Benchmark Food Service | 407,843.95 | 407,843.95 |
| TOTAL | | 13,321,084.32 |
| Certificates of Deposit | | |
| Benchmark | | 357,397.98 |
| Citizens Bank Recreation | | 16,518.43 |
| Farmers Bank | | 432,521.32 |
| TOTAL | | 806,437.73 |
| GRAND TOTAL | | 14,127,522.05 |

BOARD OF SUPERVISORS

| | | |
|------------------------|--------------|--------|
| Farmville Newsmedia | Advertising | 627.82 |
| Calvin Gray | Mileage | 71.28 |
| Robert M. Jones | Mileage | 59.40 |
| Howard F. Simpson | Mileage | 594.00 |
| C. Robert Timmons, Jr. | Mileage | 466.02 |
| Jerry R. Townsend | Mileage | 313.20 |
| Business Card | Refreshments | 19.73 |

COUNTY ADMINISTRATOR

| | | |
|-----------------------------|--------------------------|----------|
| Business Card | Postage / UPS | 26.13 |
| | Lodging | 123.99 |
| | Planner | 22.72 |
| U. S. Postal Service | Postage | 1,000.00 |
| US Cellular | Phone | 138.48 |
| Diamond Springs Water, Inc. | Water & equipment rental | 15.90 |

COMMISSIONER OF REVENUE

| | | |
|-------------------------------------|----------------|--------|
| Treasurer of Virginia | Online service | 76.86 |
| Commissioner of Revenue Association | Dues | 240.00 |
| Business Data of Virginia, Inc. | Norton update | 29.95 |

| | | | |
|---------------------------|--------------------------|--------|--------|
| | Vehicle assessment books | 275.00 | 304.95 |
| National Appraisal Guides | Classic car guide | | 86.00 |

TREASURER

| | | | |
|--------------------------------|-------------------|--------|--------|
| Virginia Employment Commission | VEC Access fee | | 931.00 |
| Benchmark Community Bank | Payflow/PayPal | | 6.70 |
| Treasurer of Virginia | Online service | | 76.86 |
| Donna Nunnally | Mileage | 219.91 | |
| | Lodging | 227.72 | |
| | Meals | 51.70 | 499.33 |
| University of Virginia | Training | | 210.00 |
| M&W Printers, Inc. | Window envelopes | | 347.32 |
| STEPS, Inc. | Shredding service | | 35.00 |

INFORMATION TECHNOLOGY

| | | | |
|---------------------------------|------------------------------|----------|----------|
| Business Data of Virginia, Inc. | Contract agreement | 7,400.00 | |
| | Travel expense | 1,375.00 | 8,775.00 |
| ComputerPlus Sales / Service | Printer maintenance contract | | 79.00 |

REGISTRAR

| | | | |
|----------------|---------|--------|--------|
| Lynette Wright | Mileage | 132.30 | |
| | Meals | 86.02 | 218.32 |

CIRCUIT COURT

| | | | |
|-------------------------|-------------------------|--------|--------|
| Key Office Supply | Toner / binders | 159.07 | |
| | Sheet protectors / tabs | 24.28 | 183.35 |
| Virginia Lawyers Weekly | Subscription | | 369.00 |

GENERAL DISTRICT COURT

| | | | |
|-----------------------|---------------|--|--------|
| US Cellular | Phone | | 24.21 |
| ESI of Virginia, Inc. | Ink cartridge | | 152.00 |

SPECIAL MAGISTRATES

| | | | |
|-------------------|----------------|--|--------|
| Key Office Supply | Ink cartridges | | 101.98 |
|-------------------|----------------|--|--------|

CLERK OF THE CIRCUIT COURT

| | | | |
|------------------------------|--------------------------------------|--------|----------|
| CenturyLink | Phone | | 49.31 |
| VA Court Clerk's Association | Tuition | | 250.00 |
| Julie Adams | Juror | | 30.00 |
| David Bennett | Juror | | 30.00 |
| R. Scott Case | Juror | | 30.00 |
| Shelda Daniels | Juror | | 30.00 |
| Sherry Honeycutt | Juror | | 30.00 |
| Ann Howard | Juror | | 30.00 |
| Anna V. Elzey | Mileage | | 71.50 |
| Treasurer of Virginia | Record management system maintenance | | 4,000.00 |
| Key Office Supply | Shredder | 859.95 | |
| | Pens | 18.29 | |
| | Hand towels | 32.99 | 911.23 |

| | | |
|---------------------------|----------------------|--------|
| | <u>LAW LIBRARY</u> | |
| AT&T | Phone | 42.73 |
| CenturyLink | Phone | 40.83 |
| Relx, Inc. DBA LexisNexis | Monthly subscription | 268.00 |

| | | |
|--------------------------------------|--------------------------------|----------|
| | <u>COMMONWEALTH'S ATTORNEY</u> | |
| Treasurer of Virginia | IPad service | 131.22 |
| Robert Bauer | Mileage | 115.56 |
| | Parking | 38.00 |
| | Lodging | 310.38 |
| | Meals | 171.83 |
| Megan Clark | Parking | 13.00 |
| | Mileage | 178.20 |
| | Lodging | 206.92 |
| | Meals | 119.95 |
| Wendy Hannah | Mileage | 112.32 |
| | Parking | 42.50 |
| | Tolls | 3.30 |
| | Lodging | 310.38 |
| | Meals | 154.88 |
| George Pisano | Mileage | 173.34 |
| | Lodging | 331.38 |
| | Meals | 63.00 |
| VA Association of Commonwealth Atty. | Dues | 350.00 |
| STEPS, Inc. | Shredding service | 35.00 |
| Compro Computers | Laptops / software | 4,249.20 |

| | | |
|------------|--|--------|
| | <u>VICTIM WITNESS ASSISTANCE PROGRAM</u> | |
| Cindy Sams | Mileage | 156.60 |

| | | |
|------------------------------|--------------------------|----------|
| | <u>SHERIFF</u> | |
| Commtronics of Virginia | Radio repair | 610.40 |
| East End Motor Company, Inc. | Pads / rotors / calipers | 954.92 |
| | Flat repair | 23.00 |
| | Oil change / sensor | 123.93 |
| | Control arm assemblies | 669.95 |
| | Remote batteries | 15.90 |
| | Inspection / bulb | 26.99 |
| | Washer nozzle | 77.92 |
| | Heater hose | 210.19 |
| | Tires | 7,891.11 |
| Express Care | Oil changes | 179.85 |
| Rockwell Audio | Install grill lights | 404.99 |
| | Programmed key | 69.00 |
| | Installed radar | 72.99 |
| Treasurer of Virginia | VCIN | 52.74 |
| | Notary | 45.00 |
| Kinex Networking Solutions | Remote backup | 19.95 |
| CenturyLink | Phone | 18.49 |

| | | | |
|-----------------------------------|--------------------------|----------|----------|
| US Cellular | Phone | | 839.82 |
| Robert Goldman | Meals | | 39.65 |
| Sarah Coen | Meals | | 30.00 |
| Business Data of Virginia, Inc. | Norton update | | 29.95 |
| Clerk of Circuit Court | Notary | | 10.00 |
| Diamond Springs Water, Inc. | Water & equipment rental | | 93.40 |
| Farmville Printing | Office forms | | 60.70 |
| Staples Advantage | Office supplies | 959.50 | |
| | Credit | -25.98 | 933.52 |
| Walmart Community / RFCSELLC | Paper plates | 11.88 | |
| | Frames | 28.00 | |
| | Shotgun case | 19.94 | 59.82 |
| Southside Electric Cooperative | Virso Community Center | | 9.66 |
| Ellington Energy Service | Gas | | 86.77 |
| NAPA of Farmville | De-icer | | 29.88 |
| DMV | Special ID | | 50.00 |
| Evident, Inc. | Police supplies | | 38.00 |
| Fisher Auto Parts, Inc. | Button cell battery | | 2.19 |
| Galls, LLC | Flashlights | 140.00 | |
| | Clipboard | 34.50 | |
| | Lockout tool kit | 207.00 | |
| | Credit memo | -14.29 | |
| | Credit memo | -240.00 | |
| | Uniforms | 1,948.47 | |
| | Cuff case | 20.54 | |
| | Credit memo | -98.50 | |
| | Boots | 108.00 | |
| | Credit memo | -455.00 | 1,650.72 |
| Printech, Inc. | Traffic summons | | 954.68 |
| Sirchie Finger Print Labs | Integrity bags | | 90.46 |
| Southern Police Equipment Company | Mag lights | 178.00 | |
| | Cuffs / leg irons | 176.90 | |
| | Badge | 59.00 | |
| | Radio & badge cases | 47.69 | |
| | Belt keepers | 24.99 | 486.58 |
| Quality Uniform Company, Inc. | Uniforms | | 77.00 |
| Matthew Bender & Company, Inc. | 2016 Session summary | | 95.08 |

FARMVILLE VOLUNTEER FIRE DEPARTMENT

| | | | |
|---------------------------------|-------------|--|--------|
| Elecom, Inc. | Radio & mic | | 575.00 |
| Key Office Supply | Folders | | 29.99 |
| Keystone Emergency Vehicles | Labels | | 190.07 |
| Taylor-Forbes Equipment Company | Motomix | | 62.00 |

RICE VOLUNTEER FIRE DEPARTMENT

| | | | |
|-------------------------|------------------|--|--------|
| Dominion Virginia Power | Electric service | | 249.13 |
|-------------------------|------------------|--|--------|

PROSPECT VOLUNTEER FIRE DEPARTMENT

| | | | |
|------------------------------|-------------|--|-------|
| Davis GMC Truck, Inc. | Oil change | | 66.27 |
| Farmville Wholesale Electric | Light bulbs | | 64.10 |

| | | | |
|-------------------------------------|----------------|--|--------|
| Ferguson Enterprises, Inc. | Ice melt | | 26.00 |
| Fire & Safety Equipment Company | Helmet letters | | 33.99 |
| Fisher Auto Parts, Inc. | Tarp straps | | 37.81 |
| Foster Fuels, Inc. | Propane | | 587.94 |
| Pamplin Exxon | Inspection | | 44.62 |
| Price Supply Company, Inc. | Faucet | | 208.22 |
| Prince Edward County Public Schools | Diesel | | 44.44 |
| Prince Edward County Treasurer | Gas | | 79.64 |

DARLINGTON HEIGHTS VOLUNTEER FIRE DEPARTMENT

| | | | |
|--------------------------------|-----------------------|--|--------|
| Cyrus Pest Control Company | Exterminating service | | 45.00 |
| Southside Electric Cooperative | Electric service | | 283.02 |

PAMPLIN VOLUNTEER FIRE DEPARTMENT

| | | | |
|---------------------------------|--------------------------|--|--------|
| AT&T | Phone | | 42.84 |
| C W Williams | Body primer kit | | 335.72 |
| Fire & Safety Equipment Company | Extinguisher maintenance | | 38.45 |
| Key Office Supply | File cabinet keys | | 58.64 |
| Verizon | Phone | | 59.50 |
| Dominion Virginia Power | Electric service | | 391.65 |

MEHERRIN VOLUNTEER FIRE DEPARTMENT

| | | | |
|--------------------------|---------------------|--------|----------|
| Amelia Overhead Doors | Motor & repairs | | 1,346.50 |
| Larry's Auto Parts, Inc. | Truck filters | 407.95 | |
| | Truck filters / def | 95.40 | 95.40 |
| Parker Oil Company, Inc. | Propane | 389.86 | |
| | Motor oil | 767.73 | |
| | Diesel | 278.28 | 1,435.87 |
| Dominion Virginia Power | Electric service | | 267.80 |

EMERGENCY SERVICES

| | | | |
|---------------|----------------|--------|--------|
| Timmons Group | 911 Addressing | | 180.00 |
| Business Card | Lodging | 204.92 | |
| | Training | 375.00 | 579.92 |

REGIONAL JAIL & DETENTION

| | | | |
|--|---------------------------|--|------------|
| Irongate Boundary Management | Electronic monitoring | | 4,147.50 |
| Piedmont Regional Juvenile Detention Center | Juvenile detention | | 14,400.00 |
| Piedmont Regional Jail | Inmate days - 4th quarter | | 246,343.00 |

BUILDING OFFICIAL

| | | | |
|-----------------------|---------------------------|-------|--------|
| US Cellular | Phone | | 24.21 |
| Coy Leatherwood | Meals | 7.40 | |
| | Meeting registration | 15.00 | 22.40 |
| Business Card | Dues | | 40.00 |
| Treasurer of Virginia | Permit levy - 3rd quarter | | 261.92 |

ANIMAL CONTROL

| | | | |
|-------------------------|------------------|--|--------|
| Dominion Virginia Power | Electric service | | 299.57 |
|-------------------------|------------------|--|--------|

| | | | |
|-----------------------------|-------------------|--------|--------|
| CenturyLink | Phone | | 99.15 |
| US Cellular | Phone | | 80.94 |
| Walmart Community / RFCSLLC | Dog food | 183.78 | |
| | Cleaning supplies | 46.80 | |
| | Shoes | 72.74 | 303.32 |
| Business Card | Pharmacy license | | 120.00 |

REFUSE DISPOSAL

| | | | |
|-------------------------------------|--------------------------|----------|-----------|
| Resource International | Misc. work tasks | 1,718.70 | |
| | Storm water compliance | 285.75 | |
| | Groundwater monitoring | 8,520.93 | 10,525.38 |
| Farmville Wholesale Electric | Electrical supplies | 175.32 | |
| | Light bulbs | 27.96 | |
| | Light fixtures | 250.80 | |
| | Surge protector / elbow | 14.27 | |
| | Socket extenders | 5.68 | 474.03 |
| NAPA of Farmville | Absorbent | 13.98 | |
| | Def | 94.93 | |
| | Oil / def | 30.88 | 139.79 |
| Jimmy Whirley / Powerwash | Washed rolloff | | 75.00 |
| James P. Childress, Jr. | Brake chamber / fittings | 219.75 | |
| | Oil change / filter | 635.10 | 854.85 |
| Republic Services #974 | Trash collection | | 394.78 |
| Wright's Excavating | Landfill operation | | 48,093.75 |
| Emanuel Tire of Virginia | Tire recycling | | 4,083.00 |
| STEPS, Inc. | Recycling fee | | 1,857.46 |
| Synergy Recycling, LLC | Electronic recycling | | 2,293.44 |
| Southside Electric Cooperative | DH site | 70.82 | |
| | Virso site | 128.86 | 199.68 |
| Dominion Virginia Power | Rice site | 108.09 | |
| | Cell C pump station | 13.60 | |
| | Green Bay site | 71.62 | |
| | Leachate pump | 347.06 | |
| | Worsham site | 114.32 | |
| | Prospect site | 77.96 | |
| | Scalehouse | 90.19 | |
| | Landfill site | 64.21 | 887.05 |
| AT&T | Phone | | 98.21 |
| CenturyLink | Phone | | 249.69 |
| US Cellular | Phone | | 24.21 |
| Verizon | Phone | | 131.63 |
| O. O. Stiff, Inc. | Monthly service | | 702.50 |
| Prince Edward County Public Schools | Diesel | | 1,246.34 |

GENERAL PROPERTIES

| | | | |
|--------------------------------|--------------------------|--------|----------|
| W. C. Newman Company, Inc. | Sidewalk | | 686.00 |
| ThyssenKrupp Elevator | Service contract Apr-Jun | | 2,696.82 |
| Southside Electric Cooperative | SRR lights | | 30.02 |
| Dominion Virginia Power | Roy Clark monument | 13.93 | |
| | SCOPE Building | 165.16 | |

| | | | |
|-------------------------------------|-------------------------------|-----------|----------|
| | Courthouse | 11,027.97 | |
| | Sheriff Department shed | 6.59 | |
| | Worsham Clerk office | 142.96 | |
| | Lights at Rice | 111.00 | |
| | Ag building | 985.41 | |
| | Shop | 23.77 | |
| Town of Farmville | Water & sewer | | 129.56 |
| AT&T | Phone | | 42.73 |
| CenturyLink | Phone | | 54.14 |
| Ranson's, Inc. | Bluetooth headset | | 19.99 |
| US Cellular | Phone | | 119.64 |
| O. O. Stiff, Inc. | Monthly service | | 100.00 |
| Diamond Paper Company | Tissue / towels / soap | | 1,024.57 |
| Unifirst Corporation | Janitorial supplies | | 74.56 |
| Diamond Springs Water, Inc. | Equipment rental | | 8.85 |
| Farmer's Daughter | Mulch | | 180.00 |
| Flameless Specialties | Hacksaw blades | | 4.95 |
| Lowe's | Tile adhesive / blades | 78.75 | |
| | Screws / pins / hasp | 31.85 | |
| | Keys / keyrings | 7.50 | |
| | Stakes / lumber | 61.43 | |
| | Grindstone / flapwheel | 44.84 | 224.37 |
| NAPA of Farmville | Rings / pliers | 21.75 | |
| | Battery | 106.49 | 128.24 |
| Rod & Staff, LLC | Roof extensions | | 1,135.00 |
| Cintas Corporation #524 | Uniform rental | | 446.55 |
| Sherwin Williams Company | Angle / tape / gloves | 13.00 | |
| | Paint / brush | 68.98 | 81.98 |
| Ronald Van Eps | Bearings | | 6.98 |
| East End Chevron | Diesel | | 61.00 |
| Prince Edward County Public Schools | Diesel | | 191.09 |
| Fisher Auto Parts, Inc. | Antifreeze | 19.96 | |
| | Battery / oil / gas treatment | 54.52 | |
| | Trailer connector kit | 9.49 | 83.97 |
| Taylor-Forbes Equipment Company | Mower battery | | 48.24 |
| Wagstaff Sales & Service | Mower muffler | | 249.40 |

CANNERY

| | | | |
|--------------------------------|------------------|--|----------|
| Virginia Food Works | Contract payment | | 2,916.67 |
| Southside Electric Cooperative | Electric service | | 318.96 |
| CenturyLink | Phone | | 243.27 |
| Lowe's | Paper towels | | 13.28 |

COMPREHENSIVE SERVICES ACT

| | | | |
|--------------------------------|----------------------|--|-----------|
| Accurate Interpretation | Foster care | | 400.00 |
| Bear Creek Academy | Professional service | | 3,135.00 |
| Rescare / Braley & Thompson | Professional service | | 6,231.00 |
| Center for Pediatric Therapies | Professional service | | 560.00 |
| Centra Health | Professional service | | 23,100.00 |
| Ruth & Chris Copenhaver | Foster care | | 111.52 |

| | | |
|-------------------------------|----------------------|-----------|
| Elk Hill | Professional service | 3,230.00 |
| Family & Community Support | Professional service | 1,595.00 |
| Grafton School, Inc. | Professional service | 27,228.50 |
| Hallmark Youthcare - Richmond | Professional service | 2,508.00 |
| Ifetayo Imanchinello | Foster care | 2,085.00 |
| Keystone Newport News, LLC | Professional service | 8,050.00 |
| Ashley Long | Foster care | 4,222.00 |
| Mountain Youth | Professional service | 2,875.00 |
| Northstar Academy, Inc. | Professional service | 3,242.00 |
| Kids R Us | Foster care | 230.00 |

MUSEUMS

| | | |
|--------|-----------------------|--------|
| Lowe's | Siding boards / nails | 688.63 |
|--------|-----------------------|--------|

PLANNING

| | | |
|---------------------|-------------|-------|
| Farmville Newsmedia | Advertising | 71.75 |
| US Cellular | Phone | 57.22 |

ECONOMIC DEVELOPMENT

| | | |
|--------------------|----------------------|-------|
| Farmville Printing | 2-Sided color flyers | 24.00 |
|--------------------|----------------------|-------|

TOURISM

| | | |
|-------------------------|-----------------------------|--------|
| Uptown Coffee Café | Platters - 10th anniversary | 225.00 |
| Magi Van Eps | Anniversary supplies | 47.58 |
| Dominion Virginia Power | Electric service | 181.08 |
| Town of Farmville | Water & sewer | 47.65 |
| Business Card | UPS | 83.48 |
| U. S. Postal Service | Box rent | 138.00 |
| CenturyLink | Phone | 354.26 |

FLOOD & EROSION CONTROL

| | | |
|--------------------------------------|------------------------|----------|
| Stormwater Solutions & Services, LLC | Stormwater plan review | 3,185.75 |
|--------------------------------------|------------------------|----------|

COOPERATIVE EXTENSION OFFICE

| | | |
|--------------------------|---------------------|-----------|
| Treasurer, Virginia Tech | 3rd Quarter support | 15,501.85 |
| CenturyLink | Phone | 107.86 |

GENERAL EXPENSE

| | | |
|-------------------------------|-----|----------|
| Petroleum Traders Corporation | Gas | 5,649.40 |
|-------------------------------|-----|----------|

CAPITAL PROJECTS

| | | |
|-----------------------|--------------------|----------|
| Compro Computers | Printer / software | 916.35 |
| Metal Roof & Building | Generate contract | 4,000.00 |

CDA SPECIAL LEVY FUND

| | | |
|--|--------------|----------|
| Poplar Hill Community Development Fund | Special levy | 4,119.00 |
|--|--------------|----------|

LANDFILL CONSTRUCTION FUND

| | | |
|------------------------|----------------------|----------|
| Resource International | Cell E bidding phase | 2,932.00 |
|------------------------|----------------------|----------|

| | | | |
|---------------------------------|--|--------|----------|
| | <u>WATER FUND</u> | | |
| Town of Farmville | Water | | 20.11 |
| | <u>SEWER FUND</u> | | |
| Dominion Virginia Power | Sewer pump | | 58.05 |
| | <u>RETIREMENT BENEFIT FUND</u> | | |
| Vicki K. Johns | Retiree benefit | | 1,129.00 |
| | <u>PIEDMONT COURT SERVICES FUND</u> | | |
| Farmville Herald | Advertising | | 52.80 |
| Connie Stimpson | Postage | 3.78 | |
| | Mileage | 36.34 | |
| | Office supplies | 222.22 | |
| | Fire safe | 94.99 | 357.33 |
| Mail Finance | Postage meter lease | | 190.68 |
| USPS-Hasler | Postage | | 800.00 |
| U. S. Postal Service | Postcards | | 950.00 |
| CenturyLink | Phone | | 62.85 |
| Jessica Harding | Mileage | 73.44 | |
| | Newspapers | 2.00 | 75.44 |
| Ashley Nash | Mileage | | 185.76 |
| Megan Newman | Mileage | | 150.12 |
| Jeanene Rice | Mileage | | 197.10 |
| Joshua Williams | Mileage | | 48.60 |
| Fred Pryor Seminars | Training | | 119.00 |
| National Curriculum/Training | Training | | 351.74 |
| Key Office Supply | Ink / labels / binders | 260.73 | |
| | Copy paper | 599.00 | |
| | Correction fluid | 2.39 | |
| | Office supplies | 306.87 | |
| | Credit | -33.38 | |
| | Clocks | 44.98 | 1,180.59 |
| Quill Corporation | Folders / gloves | 296.38 | |
| | Copy paper | 158.93 | |
| | Office supplies | 442.70 | 898.01 |
| Administrative Professional | Subscription | | 101.00 |
| Farmville Herald | Annual subscription | | 34.00 |
| Compucom Systems, Inc. | G-Link renewal | | 45.00 |
| | <u>PCS SUPERVISION FEES EXPENDITURES</u> | | |
| SRP Corporation, LLC | Rent | | 2,500.00 |
| Connie Stimpson | PCCJB Dinner meeting | | 278.55 |
| | <u>PCS DRUG TESTING FEES</u> | | |
| Alere Toxicology Services, Inc. | Drug testing | | 58.44 |

In Re: Highway Matters

Supervisor Pride reported she received positive reports from citizens on the work done by VDOT in the Hampden District.

Supervisor Timmons stated the pond on Morris Creek Road is eroding and needs repair after receiving over eight inches of rain over the past few weeks.

Supervisor Townsend stated he has a list of unanswered concerns and will provide that list to Mrs. Puckett for submission to VDOT.

Mrs. Sarah Elam Puckett, Assistant County Administrator, stated the Board will wish to consider scheduling its Six-Year Plan work session with Scot Shippee for Tuesday, June 14, 2016 at 5:30 p.m. Following the work session, the Board will authorize advertising the Six-Year Plan Public Hearing for the July 12, 2016 meeting.

Supervisor Jones made a motion, seconded by Supervisor Townsend, to schedule a work session on the Six-Year Plan on Tuesday, June 14, 2016 at 5:30 p.m. and to authorize advertisement of the Six-Year Plan Public Hearing for the July 12, 2016 meeting; the motion carried:

| | | |
|------|------------------------|-----------|
| Aye: | Pattie Cooper-Jones | Nay: None |
| | Calvin L. Gray | |
| | Robert M. Jones | |
| | Odessa H. Pride | |
| | Howard F. Simpson | |
| | C. Robert Timmons, Jr. | |
| | Jerry R. Townsend | |
| | Jim R. Wilck | |

In Re: Industrial Revitalization Fund Program Grant (IRF)

Prince Edward County has received a request from STEPS, Inc. concerning applying for a grant through the Department of Housing & Community Development (DHCD) known as the Industrial Revitalization Fund program (IRF). The General Assembly allocated \$2 million for FY17 for redevelopment of deteriorated industrial properties whose current condition serves as a substantial deterrent for future economic development. The program is meant to leverage local and private resources to achieve redevelopment of the structure. The IRF provides funding of up to \$600,000 for projects and requires a one to one match. Only local governments or regional or local economic or industrial development authorities

may apply for funds. The match would be satisfied with cash contributions from FeedMore, STEPS and FACES and the value of the STEPS building.

STEPS and FACES are partnering with a regional non-profit called FeedMore. FeedMore is a hunger relief agency which serves 34 cities and counties in central Virginia. They serve more than 200,000 people in the region, and their primary function is to provide food to the region's most vulnerable citizens. The partnership will use 28,000 square feet of space in the STEPS building to create a regional food distribution hub and house FACES' current operations. The roof over this area must be replaced before the food hub can begin to operate. A few years ago the County received a DMME grant which was used to replace about half of the roof on the STEPS building. The cost of this project is approximately \$1.4 million. The grant request will be for the maximum amount of \$600,000 with FeedMore committed to advance funding for the roof replacement to be reimbursed from this grant. FeedMore has also committed to take the lead in helping to secure funding from corporations, foundations and individuals for the remaining \$800,000 for the project, including interior renovations, in collaboration with STEPS and FACES. STEPS will provide the value of the building and about \$10,000 in cash. FACES will provide approximately \$30,000 in cash or in-kind and possibly more, depending upon the grant requirements of what can be counted as matching funds.

The County originally obtained the building from Craddock-Terry through the bankruptcy court, using \$400,000 in Community Development Block Grant (CDBG) funds. One of the stipulations of the grant was the building had to be used by STEPS for 20 years to meet their goals. If STEPS ceased to use the building prior to the 20 years, the County would obtain control of the building and the County would be responsible for repaying a prorated portion of \$400,000. There are four years remaining on this obligation. Because of the County's interest in the building, if STEPS wishes to use the building as collateral they must obtain the Board's approval for STEPS to use the building as a match for the grant.

The partners (STEPS, FACES, FeedMore) are requesting the County submit an application for the grant. FeedMore has agreed to pay all the invoices and receive reimbursement once the grant funds have been received by the County.

FeedMore is a large organization with cash and investments of almost \$10.5 million. FeedMore submitted a Form 990 covering the period ending June 30, 2015 showing FeedMore had revenues of almost \$48 million with expenses of about \$46.6 million. FeedMore has the financial strength to fund this project.

Mr. Bartlett stated submitting the grant application will not bind the County to any obligation. If the grant application is successful, the County will have a period of time to review the project to ensure all partners are still in place and FeedMore is still willing to fund the project. It will also allow time for the County to develop a contract with FeedMore obligating them to front any funds required before reimbursement is received from DHCD.

Supervisor Timmons questioned the cost of the roof repair; Sharon Harrup, STEPS, Inc. CEO, stated the cost is between \$550,000-\$600,000. She stated two layers must be removed and the new roof installed, and the HVAC boxes need to be sandblasted and repainted. She added that part of the \$1.4 million would go towards mold remediation, including new drywall. She stated some of the area used by FACES and FeedMore would be converted to offices.

Supervisor Timmons questioned the relocation of FACES to the STEPS building. Dr. Ellery Sedgwick stated FACES would relocate and be able to expand its service. He stated the partnership with FeedMore and STEPS will allow expansion and assist with the development of the food supply in the eight county region.

Supervisor Timmons questioned the plan of “people movement” with FeedMore moving into the building.

Mr. Tim McDermott, FeedMore, said they would not be moving in. The strategic plan calls for FeedMore to deliver more of a particular food, such as fresh produce and perishable food. This will be done in partnership with FACES, who will be moving in. This will enable them to receive and distribute more food across the service area. It would be FACES’ warehouse; they would be a redistribution center for FeedMore. He said their purpose is to ship the food to pantries within the eight county region that are now going to Richmond to pick up the food. There will be increased refrigeration and cooler capacity in that building, to enable more perishable food to be distributed.

Supervisor Jones questioned the portion of the building FACES will be using. Ms. Harrup stated that to the left of the main portion currently used, a wall is constructed; the 28,000 square foot space on the other side of that wall is what FACES will take over, and it will not affect any other operation in the building. She added schematics have been drawn up and will show separate entrances and separate bathroom facilities. The STEPS Board has agreed to a ten year, \$0.00 lease with the option of an extension for a second ten years.

The investment in the roof and the partnership will allow the expansion of FACES and is good for the community. Ms. Harrup said parts of the roof that had been repaired by the Department of Mines and Energy Grant are seeing regression and water is finding entry points into the other side of the wall. This would protect and secure the section used for community events and also gives FACES a new home.

Supervisor Gray questioned the revitalization of the building providing more value. Ms. Harrup said it would; the value is determined by assessment of the building and the roof currently is a hold back for any value of the 73,000 square foot building. She said they are looking into having separate water, sewer and electric meters.

Supervisor Timmons wished to clarify there is no request for funding from the County. Ms. Harrup stated they are presenting a multi-tier request. The first request, from STEPS alone, is for the County to allow STEPS to use the building as collateral for the dollar to dollar match; the other request is for the County to apply for the grant on the behalf of STEPS, FACES and FeedMore. FeedMore has agreed to front the money for the grant and expenses; the County would receive the funds from DHCD and reimburse FeedMore. Ms. Harrup said that this would take 28,000 square feet of space that is currently detrimental to the building and retrofits it for a very positive use. She stated there is a draft MOU that will clearly spell out what each entity will be responsible for doing. She assured the Board that if the grant is awarded, the Board still has the option to accept the award or decline it.

Mr. Bartlett said any requirements necessary will be set forth before the acceptance of the grant.

Dr. Sedgwick said this grant and partnership is a significant opportunity and benefit to the community. FACES saves low income people approximately \$2 million a year in food costs; he said there are over 600 families served. Dr. Sedgwick stated this area is a “food desert” meaning people do not have access to grocery stores within a reasonable driving distance.

Supervisor Townsend made a motion, seconded by Supervisor Gray, to approve the County serving as the grant applicant and authorize the IRF grant application; to request the Commonwealth Regional Council write and manage the grant; to approve that STEPS may use the building as collateral for part of the grant matching requirements; and to approve the resolution and local certification as part of the grant submittals; the motion carried:

Aye: Pattie Cooper-Jones
Calvin L. Gray
Robert M. Jones
Odessa H. Pride
Howard F. Simpson
C. Robert Timmons, Jr.
Jerry R. Townsend
Jim R. Wilck

Nay: None

In Re: School Board Appointments - Announcement of Nominees

Chairman Simpson announced that this was the date and time scheduled for a public hearing on the School Board Nominees. Notice of this hearing was advertised according to law in the Friday, April 29, 2016 and Friday, May 6, 2016 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

At its April 12, 2016 meeting, the Board of Supervisors authorized a public hearing on the candidates for School Board for Districts #301 and #501:

| | |
|------------------------|--|
| Leigh District 301 - | Timothy W. Corbett, Sr., MD Wayne E. McWee, Ed.D. |
| Buffalo District 501 - | Patricia A. Bobenreith Wilkie W. Chaffin, Ph.D. |

Chairman Simpson opened the public hearing.

Patricia Bobenreith gave a review of her qualifications for the position and stated her goals for changes to the schools. She said she wishes to be a liaison between the superintendent, administration, teachers, parents and students.

Supervisor Timmons asked what she perceives as the largest challenges facing the School Board and what she would do to correct those issues. Mrs. Bobenreith stated participation must increase and the communication between all parties must improve. She said she plans to be the liaison to work with all groups towards a viable solution.

Supervisor Pride asked what she would do to get more involvement in the educational process; Mrs. Bobenreith stated her first step would be to create newsletters to provide information to the parents.

Supervisor Gray asked her view of Common Core; Mrs. Bobenreith stated the children need Common Core to build upon.

Supervisor Townsend stated the School Board meetings are held at 4:30 p.m.; he said changing that time to make the meetings more accessible to the parents would likely help. Mrs. Bobenreith stated newsletters sent home to all parents would help in getting the word out about meetings.

Supervisor Timmons asked her views on the change of start times for the school day. Mrs. Bobenreith stated she was not aware of those reports but would investigate.

Supervisor Pride asked how Mrs. Bobenreith would be actively involved with the different grade levels; Mrs. Bobenreith stated she has reported to help any teacher that called, at any of the schools.

Kathy Biggers expressed her support for Mrs. Bobenreith, stating she is dependable and has been involved in the school system, volunteering and tutoring. She added the School Board needs someone that knows what it's like in the classroom.

Wilkie Chaffin stated he began researching the issues facing the schools such as performance, budgeting and the loss of students, adding that the issues won't be learned by reading statistics. He said it is misleading and dangerous to let the scoring represent the entire school system. Dr. Chaffin stated many schools are facing the same issues with scoring and the decline in enrollment. He said that if appointed, he will research to find solutions to the issues, and may have an impact on how the Board operates.

Supervisor Gray asked Dr. Chaffin for his overall view and opinion on Common Core; Dr. Chaffin stated public education is the best option for most students; he is not a fan of private education or homeschooling. Dr. Chaffin then stated Common Core is a defined set of standards and should be set by the locality, not by Washington [DC].

Supervisor Gray asked about previous involvement and policies Dr. Chaffin would change. Dr. Chaffin stated he has not volunteered nor attended the School Board meetings regularly as the time is inconvenient; he added the standards are well documented and is happy that the schools recognize academic achievements.

Supervisor Pride asked what would be done to get the superintendent, administration, teachers, students and parents working together. Dr. Chaffin stated the Superintendent is responsible to inspire the others in the school system and to make successful improvements.

Supervisor Timmons asked what Dr. Chaffin feels are the two largest challenges facing Prince Edward County Schools. Dr. Chaffin said the student achievement and the enrollment exodus from the

schools are the two largest issues; he stated rural systems do not typically do as well as urban schools, but some very small systems are doing quite well, and he would contact them to see what they are doing.

Supervisor Wilck stated that when Dr. Chaffin began in his other roles on other boards, he didn't have experience, but learned and led the groups. Dr. Chaffin listed positions held in various boards and committees.

Supervisor Timmons asked about Dr. Chaffin's public teaching experience; Dr. Chaffin stated he taught high school math long ago; he taught at Old Dominion University for 22 years, and at Longwood University.

Dr. Timothy Corbett, Sr., expressed his desire to be reappointed to the School Board, stating he is optimistic in the direction the Schools have taken and he wants to see it continue. He gave a brief biography and stated he welcomes constructive criticism.

Supervisor Pride asked his biggest accomplishment on the School Board. Dr. Corbett stated he has identified some of the problems and directed correction of the problems.

Supervisor Townsend questioned his accomplishments during his role as Vice-Chair; Dr. Corbett stated the Vice-Chair is a supportive role; he said he also became Chairman of the Discipline Committee, striving to keep more students in school. He said communication is important; all must be responsible for the students' outcome.

Supervisor Townsend said some students do not wish to attend college and asked if the public schools are preparing the graduates for the workforce. Dr. Corbett stated they have the basics and need to be employable upon graduation.

Dr. Peter Gur expressed his support for Dr. Corbett for reappointment to the School Board.

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

Chairman Simpson stated the Board will appoint School Board members at its June 9, 2016 meeting.

In Re: Public Hearing – Amendments to the County Subdivision Ordinance

Chairman Simpson announced that this was the date and time scheduled for a public hearing on the Amendments to the County Subdivision Ordinance. Notice of this hearing was advertised according to law

in the Friday, April 29, 2016 and Friday, May 6, 2016 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Mr. Rob Fowler, Planning & Community Development Director, stated the Planning Commission conducted Public Hearings on March 15, 2016 to consider the proposed amendments to the County Subdivision Ordinance:

Amending Section 4, General Regulations regarding Improvements:

1. To provide additional measures to ensure better developments of streets, roads and entrances.
2. To ensure that developers comply with the current Virginia Department of Transportation's (VDOT) secondary street acceptance requirements and pavement guidelines.
3. To address bonding requirements to ensure they are developed and completed as approved by the County.

Mr. Fowler said no one spoke at the public hearing held by the Planning Commission; the County Attorney has reviewed the ordinance.

Supervisor Timmons asked who verifies the installation; Mr. Fowler stated the engineer does the design of the road system to VDOT standards. Supervisor Timmons then questioned who verifies the construction. Mr. Fowler stated once application for inclusion into the state system is made, VDOT requires material testing.

Mr. Bartlett stated that normally on road construction, the developer will hire the construction company and there will be a separate company will do the validation of the various specifications which they will then submit for approval.

Supervisor Timmons stated Section 4-4(b)(1) still holds the developer financially responsible to build the road once it is started. Any fallback to the County would be either bond or letter of credit posted for that period of time which will ensure that there will not be incomplete roads in subdivisions.

Mr. Fowler stated this would ensure the road in the subdivision is taken into the state system for maintenance.

Mr. Bartlett stated the purpose of the amendments is to provide intermediate steps; this allows the developer to complete partial construction of the road until he is able to sell a certain percentage of the lots in that subdivision. This would allow the developer to reap some investment and then proceed with the completion of the road.

Mr. Fowler stated the amendments set forth a timeline of expectations.

Chairman Simpson opened the public hearing.

Cornell Walker, Prospect District, presented an issue he has with the subdivision of a parcel and being told it is not considered a subdivision but had to record the deeds as a subdivision, and had to have an easement. He asked what constitutes a subdivision.

Mr. Bartlett stated the definition is in the Zoning Ordinance, and there is a difference between “subdividing” and a “subdivision.” He stated each case is reviewed separately; each parcel must have frontage or an easement. A subdivision has internal roads; the Family designation has less restrictive criteria.

Supervisor Jones stated the Zoning Ordinance was made less restrictive for families.

Discussion followed.

Southard Brumfield said Section 4-4(b)(1) states that when developer or subdivider puts in a subdivision, he may put in a road to VDOT standards, get a bond or get a letter of credit. He requested the additional stipulation of allowing a guarantee by a quasi-governmental body with an acceptable income stream. Mr. Brumfield stated Poplar Hill could do much for the community; tax advantages are obvious, and each water and sewer hookup at The Manor would be \$9,000 immediately. There have been no homes built there since 2009. Discussion followed.

Mr. Butler stated the language requires a definite surety relationship because the developer must have the definite ability to pay for it. Mr. Bartlett asked if the CDA secured a surety bond on their own because they have the revenue stream that would be acceptable, the County would not care who provides the surety. Mr. Butler stated if the surety is acceptable to the County, then that could be acceptable to his purposes.

Supervisor Timmons said that Mr. Brumfield is asking for the addition of language to allow the CDA to stand without a bond or surety; Mr. Butler said he would have to review mandated provisions of the State Code regarding the Subdivision Ordinance. Mr. Butler stated that in the absence of an actual surety, a “guaranteed document” could be filled out but it would have to be acceptable, providing it comported with the State statute; a performance bond would guarantee the funding availability.

Chairman Simpson questioned the use of collateral as being a sufficient way; Mr. Butler stated it would depend upon the value of the property. Supervisor Timmons said that would not provide the cash for

the County to build [the road], and it would require a foreclosure process and would be “years down the road.” Mr. Butler said the intent of the ordinance is to have a guaranteed source of income or revenue to pay for the completion [of the road] if the subdivision does not complete it.

Discussion followed.

Mr. Butler added there is additional limiting language in the ordinance, “the amount of such certified check, cash escrow, bond or letter of credit.” He said that is limiting to the terms, and does not include a guarantee by another organization.

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

Supervisor Timmons made a motion, seconded by Supervisor Cooper-Jones, to adopt the proposed amendments to the Prince Edward County Subdivision Ordinance; the motion carried:

| | | |
|------|------------------------|-----------|
| Aye: | Pattie Cooper-Jones | Nay: None |
| | Calvin L. Gray | |
| | Robert M. Jones | |
| | Odessa H. Pride | |
| | Howard F. Simpson | |
| | C. Robert Timmons, Jr. | |
| | Jerry R. Townsend | |
| | Jim R. Wilck | |

Sec: 4-4 Acceptance of dedication to public use: bonding.

- (a) The act of approval and recordation of a subdivision plat shall be acceptance of dedication for public use of any right of way located within any subdivision which is constructed or proposed to be constructed within the subdivision or section thereof, subject to the exceptions set forth in §4-4 of this Code.
- (b) (1) Any street, curb, gutter, sidewalk, bicycle trail, drainage or sewerage system, waterline as part of a public system or other improvement dedicated for public use, and maintained by the County, the Commonwealth, or other public agency, and other site-related improvements required by local ordinances for vehicular ingress and egress, including traffic signalization and control, for public access streets, for structures necessary to ensure stability of critical slopes, and for stormwater management facilities, financed or to be financed in whole or in part by private funds shall be accepted only if the owner or developer (i) certifies to the governing body that the construction costs have been paid to the person constructing such facilities; (ii) furnishes to the governing body a certified check or cash escrow in the amount of the estimated costs of construction or a personal, corporate or property bond, with surety satisfactory to the governing body, in an amount sufficient for and conditioned upon the construction of such facilities, or a contract for the construction of such facilities, and the contractor’s bond with like surety, in like amount and so conditioned; or (iii) furnishes to the governing body a bank or savings institution’s irrevocable letter of credit on certain designated funds satisfactory to the governing body as to the bank or savings institution, the amount and the form. The amount of such certified check, cash escrow, bond, or letter of credit shall not exceed the total of the estimated cost of construction based on unit prices for new public or private sector construction in the County and a reasonable allowance for

estimated administrative costs, inflation, and potential damage to existing roads or utilities, which shall not exceed twenty-five percent of the estimated construction costs. “Such facilities,” as used in this section, means those facilities specifically provided for in this section, subject to the following conditions:

- 1. No more than 60 percent of the building permits in any recorded section of a subdivision shall be issued until the first layer of asphalt concrete on all streets in that section has been completed.**
- 2. Except as provided in subparagraph (3) below, no more than 90 percent of the building permits in any section of a subdivision shall be issued until the streets have been constructed to state standards and accepted into the state system.**
- 3. An exception may be approved by the County Administrator to conditions one and two. The subdivider or its successor or assigns requesting an extension may appeal the County Administrator's decision to the Board of Supervisors which shall render a decision upon the appeal within two months after the date of the Board's first hearing on the matter unless the subdivider consents to action beyond such time or withdraws his appeal.**
- 4. Upon written request by the subdivider, the administrator may approve surety reductions in a cumulative amount of not more than 90 percent of the total cost of satisfactorily completed improvements and may approve further surety reductions, as appropriate, based upon the percentage of satisfactorily completed improvements. Surety reductions may not occur before the completion of at least 30 percent of the improvements.**

Upon final completion and acceptance of said improvements in residential or residential townhouse subdivisions with streets, the release of any remaining surety shall be subject to the requirements of Section 4-4. For the purpose of final release, the term “acceptance” shall be defined as the date the board of supervisors meeting at which the board adopts the resolution requesting the street acceptance into the VDOT state system for street maintenance.

Construction Requirements:

All subdivision streets or roads shall also be constructed in accordance with the current Virginia Department of Transportation's (VDOT) secondary street acceptance requirements and the pavement design guide and any other VDOT requirements that apply to secondary streets.

Such standards and guidelines address, among other things, the location, number, spacing and design of entrances, median openings, turn lanes, street intersections, traffic signal, and interchanges. When the state regulations and this ordinance are in conflict, the more stringent of the two shall apply.

Street or road construction shall commence no later than the time of issuance of the first building permit for a lot located on such streets or roads. Within twelve (12) months of issuance date the street or road shall be built and maintained to the minimum standard of the VDOT Pavement Design Guide for Subdivision and Secondary Roads prior to completion of the base coat per the engineers approved design. Additional construction requirements can be found in section 4-4 above. Construction of the street or road shall be inclusive of its entire length from point of connection with an existing VDOT street or road. Interior streets or roads adjoining the first street or road shall meet the same criteria.

If the deadlines required by this section are not met, the Administrator shall be authorized to deny or suspend the final approval of any building permits for lots in the subdivision applied for by the subdivider or its successor or assigns and initiate such actions as may be appropriate to use the financial guarantee provided under Section 4 to complete such streets or roads in accordance with VDOT standards, until such time as the subdivider is in compliance with this section.

- (b) (2) If a developer records a final plat which may be a section of a subdivision as shown on an approved preliminary plat and furnishes to the governing body a certified check, cash escrow, bond, or letter of credit in the amount of the estimated cost of construction to the facilities to be dedicated within said section for public use and maintained by the County, the Commonwealth, or other public agency, the developer shall have the right to record the remaining sections shown on the preliminary plat for a period of five years from the recordation date of the first section, or for such longer period as the local commission or other agent may, at the approval, determine to be reasonable, taking into consideration the size and phasing of the proposed development subject to the terms and conditions of this ordinance and subject to engineering and construction standards and zoning requirements in effect at the time that each remaining section is recorded. If the governing body has accepted the dedication of a road for public use and such road due to factors other than its quality of construction is not acceptable into the secondary system of state highways, then the subdivider or developer shall be required to furnish the County with a maintenance and indemnifying bond, commercial or County, with surety satisfactory to the governing body, in an amount sufficient for and conditioned upon the maintenance of such road until such time as it is accepted into the secondary system of state highways. In lieu of such bond, the governing body may accept a bank or savings institution's irrevocable letter of credit on certain designated funds satisfactory to the governing body as to the bank or savings institution, the amount and the form or accept payment of a negotiated sum of money sufficient for and conditioned upon the maintenance of such road until such time as it is accepted into the secondary system of state highways and assume the subdivider's or developer's liability for maintenance of such road. "Maintenance of such road" as used in this section means maintenance of the streets, curb, gutter, drainage facilities, utilities or other street improvements, including the correction of defects or damages and the removal of snow, water or debris, so as to keep such road reasonably open for public usage.
- (c) In the case of harvesting and reforestation of a tract of timber, if an easement for ingress and egress to and from the tract of timber is clearly designated on a plat showing such way, then the provisions of the foregoing paragraph of this section shall not apply provided that the final subdivision plat submitted for approval to the Planning Commission, or Agent, as the case may be, shall bear the notation, "The easement of way shown hereon is for ingress and

gress for the purposes of harvesting and reforestation only, and shall not be considered to be a dedicated way and shall, upon the completion of harvesting and reforestation be deemed to be extinguished by operation of law.”

- (d) Notwithstanding the provisions of paragraph (b)(2) of this section, provided the developer and the governing body have agreed upon the delineation of sections within a proposed development, the developer shall not be required to furnish to the governing body a certified check, cash escrow, bond or letter of credit in the amount of the estimated cost of construction of facilities to be dedicated for public use within each section of the development until such time as construction plans are submitted for the section in which such facilities are to be located.

In Re: Amendments to the County Redistricting Ordinance

Mr. Brian T. Butler, Deputy County Attorney, stated that as the Board is aware, the County Attorneys are reviewing and updating the County’s Code of Ordinance. Through this process they have determined that updates are needed to the County’s Redistricting Ordinance, specifically the descriptions of the boundaries of the election precincts.

At present, two of the County’s eight election districts have more than one precinct. Buffalo District and Leigh District each have two precincts. Election boundaries (voting districts or precincts) must be drawn using physical features (roads, creeks, etc.) that are discernible from the ground. Based on this legal requirement, the boundaries of the precincts in the Leigh District will require minor changes in order to bring them into compliance. No changes are needed on the precincts in the Buffalo District.

Following a review of the maps, Mr. Butler stated the changes do not have to be submitted to the Department of Justice for approval. He said the changes do not change the Supervisor for the District, it just may change the polling location.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Wilck, to authorize a public hearing on the proposed amendments for the June 14, 2016 Board meeting; the motion carried:

| | | |
|------|------------------------|-----------|
| Aye: | Pattie Cooper-Jones | Nay: None |
| | Calvin L. Gray | |
| | Robert M. Jones | |
| | Odessa H. Pride | |
| | Howard F. Simpson | |
| | C. Robert Timmons, Jr. | |
| | Jerry R. Townsend | |
| | Jim R. Wilck | |

In Re: Approval of Attorney for Tax Collection

Mr. Butler presented Section 48.1-3934 of the *Code of Virginia*, "...the governing body may appoint or hire, with the approval of the treasurer and upon such terms as may be agreed upon, one or more attorneys to collect any local taxes or other charges which may have been delinquent for six months or more ..."

In an attempt to improve the collection of delinquent taxes, the Treasurer has asked Deputy County Attorney Brian Butler if he would be willing to expand the scope of services provided to the County in his capacity as Deputy County Attorney and assist with the collection of delinquent taxes. Mr. Butler has agreed, pending approval of the Board. Mr. Butler would be providing these services as the Deputy County Attorney at the rates so established. The cost of collection (advertising, postage, Mr. Butler's cost, etc.) would be charged to the delinquent taxpayer.

Mr. Bartlett stated the County Treasurer has hired outside attorneys in the past to assist in the collection of delinquent taxes. These attorneys have not been local and the responsiveness of these attorneys has not always been satisfactory.

Mr. Butler stated there are currently 52 parcels that are delinquent, with back taxes owed in the amount of \$154,000. He said any levy or assessment would be collected, and would accrue penalties for non-payment. Discussion followed.

Supervisor Timmons made a motion, seconded by Supervisor Gray, to approve the expanded scope of services for Brian T. Butler to assist the Treasurer in the collection of delinquent local taxes under the authority of Section 48.1-3934 of the *Code of Virginia*; the motion carried:

| | | | |
|------|------------------------|------|------|
| Aye: | Pattie Cooper-Jones | Nay: | None |
| | Calvin L. Gray | | |
| | Robert M. Jones | | |
| | Odessa H. Pride | | |
| | Howard F. Simpson | | |
| | C. Robert Timmons, Jr. | | |
| | Jerry R. Townsend | | |
| | Jim R. Wilck | | |

In Re: Resolution for Payment of Administrative Costs

Mr. Butler stated Section 48.1-3958 of the *Code of Virginia* enables localities to assess an administrative fee associated with the collection of delinquent taxes and other delinquent charges. This helps offset the costs to the locality for the additional work required by the Treasurer to collect delinquent taxes.

Mr. Bartlett stated there are sections in the *Code of Virginia* that will allow the County to take actions against properties that have nuisance issues. There have been a considerable number of complaints about nuisance properties; research will be conducted to see what may help resolve these derelict properties. This will help recoup some of the costs incurred in cleaning up these properties.

Supervisor Timmons made a motion, seconded by Supervisor Townsend, to approve the Resolution for Payment of Administrative Costs; the motion carried:

| | | |
|------|------------------------|-----------|
| Aye: | Pattie Cooper-Jones | Nay: None |
| | Calvin L. Gray | |
| | Robert M. Jones | |
| | Odessa H. Pride | |
| | Howard F. Simpson | |
| | C. Robert Timmons, Jr. | |
| | Jerry R. Townsend | |
| | Jim R. Wilck | |

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF PRINCE EDWARD, VIRGINIA**

PAYMENT OF ADMINISTRATIVE COSTS

WHEREAS, Section 58.1-3958, *Code of Virginia*, 1950, as amended, provides authority to the governing body of a county to impose upon each person chargeable with delinquent taxes or other delinquent charges, fees to cover the administrative costs and reasonable attorney's or collection agency's fees actually contract for;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County of Prince Edward, Virginia, that effective the date of adoption, delinquent taxpayers shall pay a fee, to cover the administrative costs associated with the collection of delinquent taxes or other delinquent charges; and this fee shall be in addition to all penalties and interest, and shall be in the amount of thirty dollars (\$30.00) for taxes or other charges collected subsequent to filing a warrant or other appropriate legal document, but prior to judgment, and in the amount of thirty-five dollars (\$35.00) for taxes or other charges collected subsequent to judgment; and

BE IT FURTHER RESOLVED, that if the collection activity is to collect on a nuisance abatement lien, the fee for administrative costs shall be \$150 or 25 percent of the cost, whichever is less; however, in no event shall the fee be less than \$25.

In Re: Amendments to County 2016 Tax Rate Ordinance

Mr. Butler stated Section 58.1-3965.2 of the *Code of Virginia* enables localities to adopt an ordinance which will authorize the sale of land for delinquent special tax levies within any district covered by a community development authority if the property is delinquent on the first anniversary of the date on which the special tax becomes due. As the Board will recall, the special tax levy requested by the Poplar Hill

CDA is only assessed on properties within the Poplar Hill CDA District. This expedites the collection of special tax levies, but does not impact other taxpayers of the County.

Mr. Butler stated this would accelerate the time when the County could sell property for non-payment of the tax; normally it is three years from the first anniversary, and this amendment would allow the time to be reduced by two years.

Supervisor Timmons made a motion, seconded by Supervisor Gray, to authorize a public hearing on the proposed Ordinance to Amend the County 2016 Tax Rate Ordinance for the June 14, 2016 Board meeting; the motion carried:

| | | |
|------|------------------------|-----------|
| Aye: | Pattie Cooper-Jones | Nay: None |
| | Calvin L. Gray | |
| | Robert M. Jones | |
| | Odessa H. Pride | |
| | Howard F. Simpson | |
| | C. Robert Timmons, Jr. | |
| | Jerry R. Townsend | |
| | Jim R. Wilck | |

In Re: Boundary Adjustment

Mr. Butler stated Section 15.2-3106 et. Seq. of the *Code of Virginia* allows a county and town to relocate and change the boundary lines between them. At present, there are three County property owners with parcels contiguous to the existing corporate limits of the Town of Farmville who have requested in writing a boundary adjustment whereby their property would be within the town limits. They are:

- 1) Blue Sky Development, LLC – 231 acres +/- (adjacent to Crestview Subdivision/Germantown Road)
- 2) Barry Dowdy – 2 acres +/- (adjacent to Germantown Road)
- 3) Cedar Level, LLC – 48.52 acres +/- (located on Milnwood Road)

A Voluntary Boundary Agreement between the Town and County has been prepared by the Town Attorney. A public hearing is required to receive citizen input prior to approval of the agreement by the Board of Supervisors. Once approved, a joint petition will be filed with the Prince Edward County Circuit Court to obtain an order approving the boundary change.

Supervisor Timmons made a motion, seconded by Supervisor Cooper-Jones, to authorize a joint public hearing for June 8, 2016 at 6:00 p.m. in the Farmville Town Council Chambers; the motion carried:

Aye: Pattie Cooper-Jones
Calvin L. Gray
Robert M. Jones
Odessa H. Pride
Howard F. Simpson
C. Robert Timmons, Jr.
Jerry R. Townsend
Jim R. Wilck

Nay: None

In Re: County Administrator's Report – House Bill 818

Mr. Bartlett reported that House Bill 818 (HB818) amends Section 2.2-3704.1 and adds Section 2.2-3704.2 relating to the Virginia Freedom of Information Act (FOIA). Section 2.2-3704.1 will now require all Counties, Cities or Towns with a population of more than 250 to post various information concerning FOIA on their websites. Section 2.2-3704.2 requires the County to name a FOIA Officer or Officers and publicly identify that officer or officers and require those so designated to be trained at least annually by legal Counsel for the County or the Virginia FOIA Council. County staff will ensure these requirements are met by July 1, 2016.

Supervisor Timmons asked if the Schools must also follow these regulations; Mr. Bartlett stated the Schools will do their own, and each Constitutional Officer has to do their own.

Supervisor Jones made a motion, seconded by Supervisor Townsend, to designate the County Administrator and Assistant County Administrator as the FOIA Officers for Prince Edward County; the motion carried:

Aye: Pattie Cooper-Jones
Calvin L. Gray
Robert M. Jones
Odessa H. Pride
Howard F. Simpson
C. Robert Timmons, Jr.
Jerry R. Townsend
Jim R. Wilck

Nay: None

In Re: County Administrator's Report - Strategic Retreat

Mr. Bartlett stated the Prince Edward County Board of Supervisors held a strategic planning session on February 26 and 27, 2016, at the Prince Edward Volunteer Rescue Squad headquarters. Ms. Tyler St. Clair served as the facilitator. The purpose of the session was to enable the Board to work together to identify

a collective strategic direction for the County with long range outcomes and near term priorities, and to develop strategies that will support implementation of the goals. This process was tabled to allow the development and adoption of the FY17 Budget. With the budget process completed, it is now time to turn attention back to this issue. Ms. St. Clair completed a Retreat Report and has provided that to the County. The last page of the report contains a section titled “Next Steps.”

Chairman Simpson appointed Supervisor Gray, Supervisor Timmons, Supervisor Townsend and himself to the Strategic Plan Committee; the Board concurred.

In Re: IDA Resignation

Mr. Bartlett reported Ms. Virginia Price informed the County she will resign from the Prince Edward County Industrial Development Authority (IDA) effective June 30, 2016. With the Board’s approval, the County will add this to the advertising for vacant positions on the IDA.

Supervisor Jones stated the Board should recognize her many years of service on the IDA.

Supervisor Cooper-Jones made a motion, seconded by Supervisor Wilck, to authorize advertising the vacancy on the IDA; the motion carried:

| | | |
|------|------------------------|-----------|
| Aye: | Pattie Cooper-Jones | Nay: None |
| | Calvin L. Gray | |
| | Robert M. Jones | |
| | Odessa H. Pride | |
| | Howard F. Simpson | |
| | C. Robert Timmons, Jr. | |
| | Jerry R. Townsend | |
| | Jim R. Wilck | |

In Re: Closed Session

Supervisor Jones made a motion, seconded by Supervisor Cooper-Jones, that the Board convene in Closed Session for consultation with legal counsel pertaining to pending litigation concerning Crossroads Community Services Board, pursuant to the exemption provided for in Section 2.2-3711(A)(7) of the *Code of Virginia*; and for consultation with legal counsel retained by the Board of Supervisors regarding a specific legal matter related to the enforcement of the County’s erosion and sediment control ordinance requiring the provision of legal advice by such counsel, pursuant to the exemption provided for in Section 2.2-3711(A)(7) of the *Code of Virginia*; and for discussion of the disposition of publicly-held real property in the Prince

Edward County Industrial Park, where discussion in an open meeting would adversely affect the negotiating strategy of the County, pursuant to the exemptions provided for in Section 2.2-3711(A)(3) of the *Code of Virginia*; the motion carried:

| | | |
|------|---|-----------|
| Aye: | Pattie Cooper-Jones Calvin L. Gray Robert M. Jones Odessa H. Pride Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck | Nay: None |
|------|---|-----------|

The Board returned to regular session by motion of Supervisor Jones, seconded by Supervisor Cooper-Jones, and adopted as follows:

| | | |
|------|---|-----------|
| Aye: | Pattie Cooper-Jones Calvin L. Gray Robert M. Jones Odessa H. Pride Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck | Nay: None |
|------|---|-----------|

On motion of Supervisor Jones and seconded by Supervisor Cooper-Jones and carried by the following roll call vote:

| | | |
|------|---|-----------|
| Aye: | Pattie Cooper-Jones Calvin L. Gray Robert M. Jones Odessa H. Pride Howard F. Simpson C. Robert Timmons, Jr. Jerry R. Townsend Jim R. Wilck | Nay: None |
|------|---|-----------|

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

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

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

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

Supervisor Timmons requested that the loan agreement with the YMCA that was tabled until after the budget process be drafted to make certain there are documents for the loan that was granted.

Supervisor Jones made a motion, seconded by Supervisor Townsend, to recommend to the Industrial Development Authority that they sell 3.489 acres to Tri-Boro Rack for \$20,000 an acre; the motion carried:

| | | |
|------|------------------------|-----------|
| Aye: | Pattie Cooper-Jones | Nay: None |
| | Calvin L. Gray | |
| | Robert M. Jones | |
| | Odessa H. Pride | |
| | Howard F. Simpson | |
| | C. Robert Timmons, Jr. | |
| | Jerry R. Townsend | |
| | Jim R. Wilck | |

Supervisor Timmons made a motion, seconded by Supervisor Wilck, to request the County Administrator and/or staff to draft a loan agreement with the Southside Virginia Family YMCA for review at the June Board meeting;

| | | |
|------|------------------------|-----------|
| Aye: | Pattie Cooper-Jones | Nay: None |
| | Calvin L. Gray | |
| | Robert M. Jones | |
| | Odessa H. Pride | |
| | Howard F. Simpson | |
| | C. Robert Timmons, Jr. | |
| | Jerry R. Townsend | |
| | Jim R. Wilck | |

In Re: Animal Warden's Report

Mr. Mark Cronk, Animal Warden, submitted a report for the month of April 2016, which was reviewed and ordered to be filed with the Board papers.

In Re: Building Official's Report

Mr. Coy Leatherwood, Building Inspector, submitted a report for the month of April 2016, which was reviewed and ordered to be filed with the Board papers.

In Re: Cannery (Commercial)

Ms. Emily Wells, Commercial Manager, submitted a report for April 2016, which was reviewed and ordered to be filed with the Board papers.

In Re: Cooperative Extension Report

Ms. Jennifer R. Bowen, Senior Extension Agent, submitted the First Quarterly Report for the VCE Prince Edward County Office, which was reviewed and ordered to be filed with the Board papers.

In Re: Prince Edward County Public Schools

Mr. K. David Smith, School Superintendent, submitted a financial summary report for the month of April 2016, which was reviewed and ordered to be filed with the Board papers.

In Re: Tourism and Visitor Center Report

Mrs. Magi Van Eps, Tourism & Visitor Center Coordinator, submitted a report for the month of April 2016, which was reviewed and ordered to be filed with the Board papers.

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

| | | |
|------|------------------------|-----------|
| Aye: | Pattie Cooper-Jones | Nay: None |
| | Calvin L. Gray | |
| | Robert M. Jones | |
| | Odessa H. Pride | |
| | Howard F. Simpson | |
| | C. Robert Timmons, Jr. | |
| | Jerry R. Townsend | |
| | Jim R. Wilck | |

the meeting was recessed at 10:04 p.m. until Wednesday, June 8, 2016 at 6:00 p.m. for a Joint Public Hearing with Town Council in the Farmville Town Council Chambers.