

*Public Display*

**BOARD PACKET**  
**BOARD OF SUPERVISORS**  
**ADJOURNED MEETING**

**MAY 17, 2016**







**CONSENT AGENDA**

- 6. (a) Racecourse Approval –Healing Race Foundation 2016“Live It Well” 5K Race / 1 Mile Fun Walk – **Pages 14-27**
- (b) Proclamation – National Dairy Month – June 2016 – **Pages 28-29**
- (c) Proclamation – Community Action Month – May 2016 – **Pages 30-31**
- (d) Proclamation – Business Appreciation Week – June 6-10, 2016 – **Pages 32-33**
- (e) Resolution 2016-05-03; William H. Pritchett – **Pages 34-35**
- (f) Resolution 2016-05-04; Goodyear-Danville 50<sup>th</sup> Anniversary – **Pages 36-37**

**Motion:** Barber Hagerman Blackstock Davis Searce Warren Barksdale  
**Second:** Barber Hagerman Blackstock Davis Searce Warren Barksdale

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**PUBLIC HEARINGS**

**Rezoning Cases**

**Case 1: George E. Greenwell & Nancy C. Greenwell – Staunton River Election District:  
R-16-011 R-1, Residential Suburban Subdivision District to A-1, Agricultural District**

**Open:** \_\_\_\_\_ **Close:** \_\_\_\_\_

**Speakers:** \_\_\_\_\_

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**Motion:** Barber Hagerman Blackstock Davis Searce Warren Barksdale  
**Second:** Barber Hagerman Blackstock Davis Searce Warren Barksdale

**Roll Call Vote**

	<b>Y</b>	<b>N</b>	<b>A</b>
Barber			
Hagerman			
Blackstock			
Searce			
Davis			
Warren			
Barksdale			

**Comments:** \_\_\_\_\_

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\_\_\_\_\_  
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**(Roll Call Vote Y or N)**

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7. **Public Hearing to receive citizen input on an amendment to the county budget for fiscal year 2015-16. (School Energy Project) – Pages 39-40**

Open: \_\_\_\_\_ Close: \_\_\_\_\_

Speakers: \_\_\_\_\_

Motion: Barber Hagerman Blackstock Davis Searce Warren Barksdale  
Second: Barber Hagerman Blackstock Davis Searce Warren Barksdale

**Roll Call Vote**

	Y	N	A
Barber			
Hagerman			
Blackstock			
Searce			
Davis			
Warren			
Barksdale			

Comments: \_\_\_\_\_

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(Roll Call Vote Y or N)

**PRESENTATIONS**

8. **Larry Aaron, President of the Pittsylvania County Historical Society: Pittsylvania County's 250<sup>th</sup> Anniversary; 1767-2017 – Page 42**

Motion: Barber Hagerman Blackstock Davis Searce Warren Barksdale  
Second: Barber Hagerman Blackstock Davis Searce Warren Barksdale

Comments: \_\_\_\_\_

\_\_\_\_\_

9. **Pittsylvania County Wireless Internet Project – Phase 1 – Page 43**

Motion: Barber Hagerman Blackstock Davis Searce Warren Barksdale  
Second: Barber Hagerman Blackstock Davis Searce Warren Barksdale

Comments: \_\_\_\_\_

\_\_\_\_\_

**UNFINISHED**

- 10. Fire & Rescue Apparatus Appropriation – Request from Fire & Rescue Association  
*At the Board of Supervisors' May 2, 2016 meeting, a motion was made by Mr. Warren, seconded by Mr. Barber that required a 10-Day Layover that has now been met.*  
 – Pages 45-47

**Roll Call Vote required.**

**Roll Call Vote**

	Y	N	A
Barber			
Hagerman			
Blackstock			
Scearce			
Davis			
Warren			
Barksdale			

**Comments:** \_\_\_\_\_

\_\_\_\_\_

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*(Roll Call Vote Y or N)*

- 11. Appropriation for Professional Services– Springsted, Inc. – Pages 48-50  
*At the Board of Supervisors' May 2, 2016 meeting, a motion was made by Mr. Warren, seconded by Mr. Blackstock that required a 10-Day Layover that has now been met.*

**Roll Call Vote required.**

**Roll Call Vote**

	Y	N	A
Barber			
Hagerman			
Blackstock			
Scearce			
Davis			
Warren			
Barksdale			

**Comments:** \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

*(Roll Call Vote Y or N)*

**NEW BUSINESS**

- 12. Recommendations from Finance Committee –*The Finance Committee will meet at 4:00pm on Tuesday, May 17, 2016. Recommendations, if any, will be presented to the Board of Supervisors.*  
 – Page 52

**Motion:** Barber Hagerman Blackstock Davis Scearce Warren Barksdale  
**Second:** Barber Hagerman Blackstock Davis Scearce Warren Barksdale

**Comments:** \_\_\_\_\_

**Motion:** Barber Hagerman Blackstock Davis Scearce Warren Barksdale  
**Second:** Barber Hagerman Blackstock Davis Scearce Warren Barksdale

**Comments:** \_\_\_\_\_

13. Request for Public Hearing - Code of Ethics/Board of Supervisor Bylaws Revision  
– Pages 53-64

*Motion: Barber Hagerman Blackstock Davis Scearce Warren Barksdale*  
*Second: Barber Hagerman Blackstock Davis Scearce Warren Barksdale*

*Comments:* \_\_\_\_\_

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14. Deeds of Dedication – Bennett Street – Pages 65-87

Roll Call Vote

	Y	N	A
Barber			
Hagerman			
Blackstock			
Scearce			
Davis			
Warren			
Barksdale			

*Comments:* \_\_\_\_\_

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*(Roll Call Vote Y or N)*

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15. Request for Tipping Fee Waiver – Leesville Lake Beautification Day – Page 88

Roll Call Vote

	Y	N	A
Barber			
Hagerman			
Blackstock			
Scearce			
Davis			
Warren			
Barksdale			

*Comments:* \_\_\_\_\_

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*(Roll Call Vote Y or N)*

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16. Request from Registrar to repurpose existing Capital Funds – Page 89

Roll Call Vote

	Y	N	A
Barber			
Hagerman			
Blackstock			
Scearce			
Davis			
Warren			
Barksdale			

*Comments:* \_\_\_\_\_

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*(Roll Call Vote Y or N)*

**APPOINTMENTS**

17. Tri-County Lake Administrative Commission – Pittsylvania County Citizen Representative – Page 91

*Motion: Barber Hagerman Blackstock Davis Scearce Warren Barksdale*  
*Second: Barber Hagerman Blackstock Davis Scearce Warren Barksdale*

*Comments:* \_\_\_\_\_

**BOARD ANNOUNCEMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REPORTS FROM LEGAL COUNSEL**

\_\_\_\_\_

**REPORTS FROM COUNTY ADMINISTRATOR**

\_\_\_\_\_  
\_\_\_\_\_

**CLOSED SESSION**

*Time Entered in Closed Session:* \_\_\_\_\_

*Motion: Barber Hagerman Blackstock Davis Scearce Warren Barksdale*  
*Second: Barber Hagerman Blackstock Davis Scearce Warren Barksdale*

**Roll Call Vote**

Y N A

- Barber
- Hagerman
- Blackstock
- Scearce
- Davis
- Warren
- Barksdale

*(Roll Call Vote Y or N)*

**RETURN TO OPEN SESSION AND CERTIFICATION**

*Motion to return to Open Session: Barber Hagerman Blackstock Davis Searce Warren Barksdale*  
*Second: Barber Hagerman Blackstock Davis Searce Warren Barksdale*

*Time Returned to Open Session: \_\_\_\_\_*

**PITTSYLVANIA COUNTY BOARD OF SUPERVISORS  
CERTIFY CLOSED MEETING**

**BE IT RESOLVED** that at the Meeting of the Pittsylvania County Board of Supervisors on May 17, 2016, the Board hereby certifies by a recorded vote that to the best of each board member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed meeting were heard, discussed or considered in the closed meeting. If any member believes that there was a departure from the requirements of the Code, he shall so state prior to the vote indicating the substance of the departure. The statement shall be recorded in the minutes of the Board.

	<b><u>Vote</u></b>
Tim R. Barber	Yes/No
Jerry A. Hagerman	Yes/No
Elton W. Blackstock	Yes/No
Joe B. Davis	Yes/No
Ronald S. Searce	Yes/No
Robert W. Warren	Yes/No
Jessie L. Barksdale	Yes/No

18.

- (a) Discussion or consideration of assignment, promotion, performance or salaries of specific employees of a public body.

Authority: §2.2-3711(A)(1) of the Code of Virginia, 1950, as amended  
 Subject Matter: County Administrator  
 Purpose: Employment Contract

*Motion: Barber Hagerman Blackstock Davis Searce Warren Barksdale*  
*Second: Barber Hagerman Blackstock Davis Searce Warren Barksdale*

- (b) Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

Legal Authority: Virginia Code Section 2.2-3711(A)(5)  
 Subject: Project Beginning  
 Purpose: Discussion of Potential Economic Development Incentives

*Motion: Barber Hagerman Blackstock Davis Searce Warren Barksdale*  
*Second: Barber Hagerman Blackstock Davis Searce Warren Barksdale*

**ADJOURNMENT**

*Motion: Barber Hagerman Blackstock Davis Scearce Warren Barksdale*  
*Second: Barber Hagerman Blackstock Davis Scearce Warren Barksdale*

Time: \_\_\_\_\_

**TO BE ADDED**

# HEARING OF CITIZENS

# **CONSENT AGENDA**

# PITTSYLVANIA COUNTY

## Board of Supervisors

### EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b> Racecourse Approval –Healing Race Foundation 2016“Live It Well” 5K Race/1 Mile Fun Walk	<b><u>AGENDA DATE:</u></b> 05-17-2016	<b><u>ITEM NUMBER:</u></b> 6(a)
<b><u>SUBJECT/PROPOSAL/REQUEST</u></b> Racecourse Approval	<b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
<b><u>STAFF CONTACT(S):</u></b> Mr. Monday	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b> 1) Letter of Request 2) Racecourse map/detailed description 3) VDOT Land Use Permit – Special Events Use application	
	<b><u>REVIEWED BY:</u></b> 	

#### **BACKGROUND:**

The Healing Race Foundation has planned its Healing Race 5K/1 Mile Walk Run for October 1, 2016. The 2016 Healing Race is designed to raise awareness about caregiving and preventive health care. The event will focus on celebrating caregivers and sharing strategies that will help support and enhance this important work.

The event location is Beacon Ridge Retreat Center located at 1148 Union Hall School Road, Chatham, Virginia.

#### **DISCUSSION:**

Attached hereto, is a copy of the map of the racecourse, which includes a detailed description of the course. Part of the Virginia Department of Transportation’s Land Use -Special Events Use Permit process for the allowance of these types of races on public highways is that the local governing body of the racecourse’s location needs to sign off approval, as well as the local law enforcement agency and the Virginia State Police. A copy of this permit is attached.

#### **RECOMMENDATION:**

Staff recommends the Board of Supervisors approves the racecourse and authorize the County Administrator to sign the permit application contingent upon approval of the Pittsylvania County Sheriff’s Office and the Virginia State Police and verification of the same racecourse and information provided to Pittsylvania County.

## Rebecca Flippen

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**From:** Debra Clark Jones <debra@healingrace.com>  
**Sent:** Monday, April 25, 2016 10:59 PM  
**To:** Kathy Parrish  
**Subject:** 2016 Healing Race Foundation Application and Permit  
**Attachments:** LUP-SEA\_Special\_Event\_Approvals.pdf; 2016 Healing Race Weekend VDOT Land Use Application 04-26-16.pdf

Hi Kathy,

I met you last year when we were planning the 5K and 1 Mile Walk Run for the 2015 Healing Race Weekend. You assisted me in obtaining the necessary signature.

We are having the very same event this year at the same location. This year's event is on October 1, 2016.

Attached, please find the VDOT Special Event Approval form. We are requesting a signature from a county administrator. This form is identical to the one that was executed last year. We are securing a signature from the Sheriff's office as well.

I am also including the full application package containing the other documents for your review. If you have any questions or need any additional information, please give me a call at 919.449.6397.

I plan to be in the area May 2<sup>nd</sup> – 3<sup>rd</sup> and will contact you to see if I can pick up the form. Finally, as with last year, I will email you a copy of the final application package with all signatures.

Thanks again for your help!!

Best,

Debra



Debra C. Jones, President  
Healing Race Foundation  
1827 Laurel Park Highway  
Hendersonville, NC 28739  
mobile: 919.449.6397  
fax: 877.785.7727  
email: [debra@healingrace.com](mailto:debra@healingrace.com)  
website: [healingrace.com](http://healingrace.com)

"You never change anything by fighting the existing reality.  
To change something, build a new model



**LAND USE PERMIT  
LUP-SEA  
Special Event Approvals  
August 26, 2014**

\_\_\_\_\_  
**APPROVAL DATE**                      **COUNTY ADMINISTRATOR / TOWN MANAGER OR DESIGNEE**

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**APPROVAL DATE**                      **LOCAL LAW ENFORCEMENT AGENCY**

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**APPROVAL DATE**                      **VIRGINIA STATE POLICE (Sergeant/Area/Division)**

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**APPROVAL DATE**                      **VDOT REPRESENTATIVE**

Remarks (include any changes that may be made by VDOT): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Cc:     County/Town Administration  
       Local Law Enforcement  
       Virginia State Police  
       VDOT Residency Office / Maintenance AHQ



LAND USE PERMIT
LUP-A
Land Use Permit Application
September 24, 2014

APPLICATION is hereby made for permit as shown on the accompanying plan or sketch and as described below. Said activity(s) will be done under and in accordance with the rules and regulations of the Commonwealth Transportation Board of Virginia...

Type or print clearly

Applicant Driver's license or Tax ID No. 27-0380817
Owner Name Healing Race Foundation
Address 1827 Laurel Park Highway
City Hendersonville State NC Zip Code 28739

Contact Name Debra Clark Jones
E-mail Address debra@healingrace.com
Telephone Number (919) 449-6397
Emergency Telephone Number (919) 917-2369

Agent Driver's license or Tax ID No.
Agent Name
Address
City State Zip Code

Contact Name
E-mail Address
Telephone Number
Emergency Telephone Number
Fax Number

Permit Term Requested SE Fees Enclosed \$ Check Number Coupon Number(s)
Money Order Other Estimated cost of work to be performed on VDOT Right of Way \$

Surety Information: Surety Posted by: Owner [ ] Agent [ ] Surety Refund to: Owner [ ] Agent [ ] Surety Waived [ ]
Amount of Surety \$ Obligation Amount \$ Check #
Surety Company Name Bond #

[ ] LUP-CS CASH SURETY AFFIDAVIT PROVIDED FOR CASH SURETY

Applicant has provided proof of the following requirements in accordance as defined in §2.2-1151.1 of the Code of Virginia

- (1) The utility company has registered as an operator with the appropriate notification center.
(2) Attached is a notarized affidavit, stating that the utility owner has notified the commercial and residential developer, owner of commercial or multifamily real estate, or local government entities with a property interest in any parcel of land located adjacent to the property over which the land use is being requested, that application for the permit has been made.

Request permission to perform the following activity(s): Would like to use Union Hall School Road (Route 612) and Gap Road (Route 815) for part of a 5K Walk/Run event on October 1, 2016. Would ideally like part of the road closed for safety purposes.

as per attached plans.

Location: [X] County [ ] Town [ ] City of Pittsylvania County Route No. 612 & 815 Street Name Union Hall School Rd and Gap Rd
Latitude Longitude Tax Map Number Applicant Job No.
Between Route No. Street Name and Route No. Street Name

[ ] IF APPLICABLE, I AGREE TO PAY THE FULL SALARY AND EXPENSES OF A STATE ASSIGNED INSPECTOR IN CONJUNCTION WITH ACTIVITIES AUTHORIZED UNDER THE AUSPICES OF A VDOT LAND USE PERMIT

Signature of Applicant: Debra C Jones Title President Date 04-25-2016
Signature of Agent: Title Date

All applicable items on this form must be completed to avoid delay in processing the issuance of a VDOT Land Use Permit. Prepayment required with remittance payable to Virginia Department of Transportation.

VDOT USE ONLY

Receipt is hereby acknowledged for: CHECK No. COUPON No. MONEY ORDER No.
In the Amount of \$ for PERMIT FEE \$ CASH SURETY \$
Authorized VDOT Signature: Date:



LAND USE PERMIT  
LUP-SEI  
Special Event Information  
August 26, 2014

Type or print clearly

TYPE OF EVENT (Parade, March, Walk Bike-A-Thon, Block Party, etc.):  
5K Road Race

DATE OF EVENT: October 1, 2016 Increment Weather Date: (n/a)  
Beginning Time: 8:00 AM / PM Ending Time: 11:00 AM / PM

ROUTE OF EVENT (Attach detailed map including Event Starting & Ending Point & State Route No.):  
From Beacon Ridge Retreat Center at 1148 Union Hall School Road: Take Trail at Beacon Ridge  
Retreat Center to Gap Rd. (Rt 815); Turn left on Gap Rd.; Turn right on Union Hall School Rd.(Rt. 612);  
Go 0.79 mile to turnabout (just before County Rd. (Rt. 887)); Make U-Turn; Turn left on Gap Rd.; Go 0.40 mile to  
turnabout (before Sunshine Acres); Make U-Turn; Go 0.39 mile and turn left onto Trail at Beacon Ridge Retreat Center.

NAME OF APPLICANT/ORGANIZATION: Healing Race Foundation  
Mailing Address of Applicant/Organization: 1827 Laurel Park Highway  
Hendersonville, NC

CONTACT PERSON: Debra Clark Jones  
Mailing Address of Contact Person: (same as above)

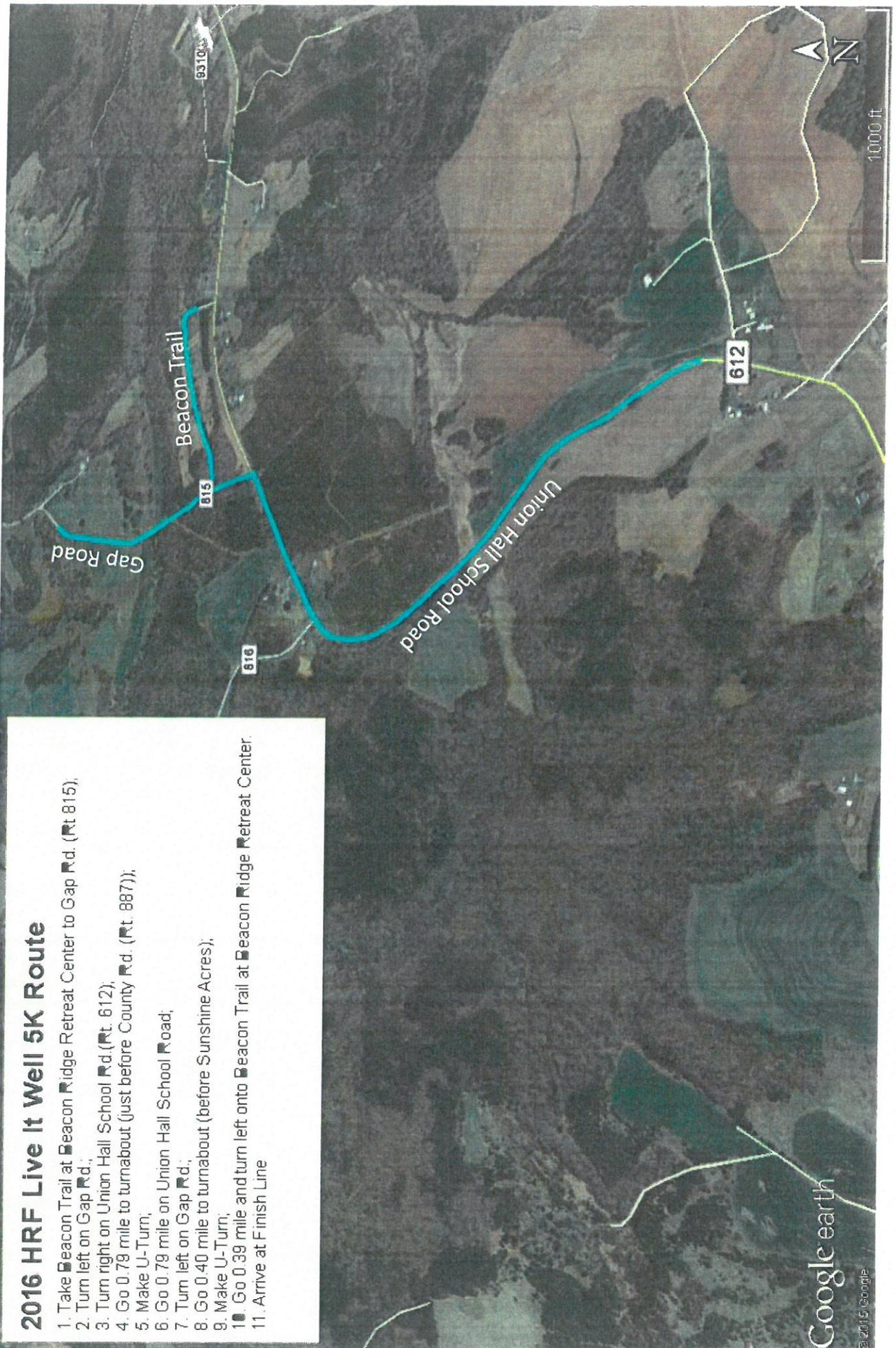
Telephone No.: ( 919 ) 449 \_ 6397  
E-Mail Address: debra@healingrace.com

SPECIAL EQUIPMENT REQUEST:

- Cones Number Requested: 100??
- Advance Warning / Event Ahead Signage Number. Requested: 3
- Variable Message Board Message: Road Closed for Road Race 8:00 am - 10:00 am October 1, 2016

## 2016 HRF Live It Well 5K Route

1. Take Beacon Trail at Beacon Ridge Retreat Center to Gap Rd. (Rt 815);
2. Turn left on Gap Rd.;
3. Turn right on Union Hall School Rd. (Rt. 612);
4. Go 0.79 mile to turnabout (just before County Rd. (Rt. 887));
5. Make U-Turn;
6. Go 0.79 mile on Union Hall School Road;
7. Turn left on Gap Rd.;
8. Go 0.40 mile to turnabout (before Sunshine Acres);
9. Make U-Turn;
10. Go 0.39 mile and turn left onto Beacon Trail at Beacon Ridge Retreat Center.
11. Arrive at Finish Line





LAND USE PERMIT  
LUP-SPG  
Special Provisions - General  
August 27, 2014

Permittee Agreement for Land Use Permit Issuance

I the undersigned hereby acknowledge that I am fully cognizant of all of the following requirements associated with the issuance of a VDOT Land Use Permit:

Applicant Name: Healing Race Foundation, Inc.

Applicant Signature: *Debra C. Jones*

Project Name: Healing Race Live It Well 5K Walk/Run

District: Lynchburg County: Pittsylvania Route Number: 612 & 815

VDOT Land Use Permit Required by Law

The General Rules and Regulations of the Commonwealth Transportation Board provide that no work of any nature shall be performed on any real property under the ownership, control, or jurisdiction of VDOT until written permission has been obtained from VDOT. Written permission is granted for the above-referenced activity through the issuance of a land use permit.

By issuing a permit, VDOT is giving permission only for whatever rights it has in the right-of-way; the permittee is responsible for obtaining permission from others who may also have an interest in the property.

The permittee will be civilly liable to the Commonwealth for expenses and damages incurred by VDOT as a result of violation of any of the rules and regulations of this chapter. Violators shall be guilty of a misdemeanor and, upon conviction, shall be punished as provided for in [§33.2-210](#) of the Code of Virginia.

Any of the following provisions that may apply, shall apply:

General Requirements

- 1) Permittee acceptance and use of a Virginia Department of Transportation (VDOT) land use permit is prima facie evidence that the permittee has read and is fully cognizant of all required permit provisions, applicable traffic control plans and associated construction standards to be employed. All applicants to whom permits are issued shall at all times indemnify and save harmless the Commonwealth Transportation Board, members of the Board, the Commonwealth, and all Commonwealth employees, agents, and officers, from responsibility, damage, or liability arising from the exercise of the privileges granted in such permit to the extent allowed by law including any sums ordered to be paid or expended by VDOT by any governmental entity as a fine, penalty or damages for any violation of any applicable environmental law, or to remediate any hazardous or other material, including illicit discharge into VDOT maintained storm sewer systems.
- 2) The permittee assumes full responsibility for any and all (downstream flooding, erosion, siltation, etc.) damages that may occur as a result of the work performed under this permit. Furthermore, the Department will in no way be responsible for any damage to the facility being placed as a result of future maintenance or construction activities performed by the Department.

- 3) The permittee agrees to move, remove, alter, or change any installation that interferes with the ultimate construction of the highway in alignment or grade at no cost to the Department unless otherwise stipulated and agreed to by the Department.
- 4) The permittee shall immediately correct any situation that may arise as a result of these activities that the district administrator's designee deems hazardous to the traveling public.
- 5) Any and all highway signs, right-of-way markers, etc., disturbed as a result of work performed under this permit shall be accurately reset by the permittee immediately following the work in the vicinity of the disturbed facility. The services of a certified land surveyor with experience in route surveying may be required.
- 6) It shall be the permittee's responsibility to obtain any and all necessary permits that may be required by any other government agencies, i.e., U.S. Army Corp. of Engineers, Department of Environmental Quality, Department of Conservation and Recreation, etc.
- 7) A copy of the VDOT land use permit shall be maintained at the work site at all times.
- 8) The permittee shall notify the local district permit office at least 48 hours prior to commencement of any work requiring inspection and/or testing as stipulated in VDOT's Road and Bridge Standards (current edition) and VDOT's Road and Bridge Specifications (current edition). Failure to carry out this requirement may result in permit revocation.
- 9) The permittee is required to notify local district permit office and the regional traffic engineering section when planned excavation is within 1,000 feet of a signalized intersection. Failure to carry out this requirement may result in permit revocation.
- 10) The permittee shall to notify "Miss Utility" (or each operator of an underground utility where no notification center exists) of any planned excavation within state maintained right-of-way. This notification must be provided at least 48 hours (excluding weekends and holidays) in advance of commencing with any planned excavation within state maintained right-of-way. Failure to carry out this requirement may result in permit revocation.
- 11) It is the duty of the district administrator's designee to keep all roads maintained in a safe and travelable condition at all times. Therefore, any permit may be denied, revoked or suspended when in the opinion of the district administrator's designee, the safety, use or maintenance of the highway so requires.
- 12) The permittee shall at all times give strict attention to the safety and rights of the traveling public, their employees and themselves. VDOT reserves the right to stop work at anytime due to safety problems and/or non-compliance with the terms of the permit. The Department may, at its discretion, complete any of the work covered in the permit or restore the right-of-way to the department's standards and invoice the permittee for the actual cost of such work. The permittee may be required to move, alter, change or remove from state maintained right-of-way, in a satisfactory manner, any installation made under this permit.
- 13) All work authorized under the auspices of a VDOT land use permit shall be subject to VDOT's direction and be in accordance with VDOT's Road and Bridge Standards (current edition) and VDOT's Road and Bridge Specifications (current edition).
- 14) Design changes, specified material changes and/or field changes from the approved plans shall be submitted to the appropriate district administrator's designee for review and approval prior to proceeding with the proposed changes. This submittal shall include written justification, supplemental documentation and/or engineering calculations that support the requested changes.

- 15) The permittee shall meet or exceed the existing pavement design and typical section when constructing pavement widening adjacent to an existing state maintained roadway. The proposed pavement design and typical section shall be approved by the district administrator's designee prior to commencing with any work within state maintained right-of-way. All pavement widening shall be in accordance with VDOT's Road and Bridge Standard 303.02.

#### **Insurance Requirements (excluding County, Town or City)**

The permittee or their agent shall secure and maintain insurance to protect against liability for personal injury and property damage that may arise from the activities performed under the authority of a land use permit and from the operation of the permitted activity up to one million dollars (\$ 1,000,000) each occurrence to protect the Board members and the Department's agents or employees; seventy-five thousand dollars (\$75,000) each occurrence to protect the Board, the Department, or the Commonwealth in event of suit. Insurance must be obtained prior to start of the permitted work and shall remain valid through the permit completion date. VDOT staff may require a valid certificate or letter of insurance from the issuing insurance agent or agency prior to issuing the land use permit.

#### **Traffic Control and Safety**

- 1) The permittee shall at all times give strict attention to the safety and rights of the traveling public, their employees, and contractors. Any permit may be revoked or suspended when in the opinion of the district administrator's designee, the safety, use or maintenance of the highway so requires.
- 2) In accordance with the Virginia Department of Transportation (VDOT) Road and Bridge Specification, Special Provision 105.14, all activities performed under the auspices of a VDOT Land Use Permit involving the installation, maintenance and removal of work zone traffic control devices must have at least one (1) person on-site who, at a minimum, is accredited by VDOT in Basic Work Zone Traffic Control. The accredited person must have their VDOT Work Zone Traffic Control accreditation card in their possession while on-site.
- 3) A person accredited by VDOT in Intermediate Work Zone Traffic Control must be on-site to provide supervision for adjustment to the approved layout of any standard Typical Traffic Control (TTC) layouts outlined in the Virginia Work Area Protection Manual.
- 4) All traffic control plans shall be prepared by a person verified by VDOT in Advanced Work Zone Traffic Control.
- 5) All activities that require the disruption (stoppage) of traffic shall utilize VDOT certified flaggers. Flag persons shall be provided in sufficient number and locations as necessary for control and protection of vehicular and pedestrian traffic in accordance with the Virginia Work Area Protection Manual. All flaggers must have their certification card in their possession when performing flagging operations within state maintained right-of-way. Any flag person found not in possession of his/her certification card shall be removed from the flagging site and the district administrator's designee will suspend all permitted activities.
- 6) Any VDOT certified flag person found to be performing their duties improperly shall have their certification revoked.
- 7) The permittee shall be exempt from the requirements of Virginia Department of Transportation (VDOT) Road and Bridge Specification, Special Provision 105.14 if the authorized activity is not within the roadway (as defined in 24VAC30-151) of a state maintained highway.
- 8) Traffic shall not be blocked or detoured without permission, documented in writing or electronic communication, being granted by the district administrator's designee.
- 9) The permittee shall immediately correct any situation that may arise as a result of these activities that the district administrator's designee deems hazardous to the traveling public.

- 10) During authorized activities, the permittee shall furnish all necessary signs, flag persons and other devices to provide for the protection of traffic and workers in accordance with the Virginia Work Area Protection Manual or as directed by the district administrator's designee.
- 11) All signs shall be in accordance with the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
- 12) All lane or shoulder closures on highways in the Northern Virginia construction district classified as arterial or collector routes must be authorized, documented in writing or by electronic communication by the VDOT Transportation Operations Center (NRO/TOC).
- 13) The permittee shall notify the following appropriate VDOT Transportation Operations Center (TOC) 30 minutes prior to the installation of a lane closure or shoulder closure on non-limited access primary routes and within 30 minutes of removing the lane or shoulder closure:
  - Eastern Region (757) 424-9920: All localities within the Hampton Roads construction district excluding Greenville County and Sussex County
  - Northern Virginia (703) 877-3401: All localities within the NOVA construction district including Spotsylvania County and Stafford County
  - Central Region (804) 796-4520: All localities within the Richmond construction district including Greenville County and Sussex County. All localities within the Fredericksburg district excluding Spotsylvania County and Stafford County
  - SW Region (540) 375-0170: All localities within the Salem, Bristol, and Lynchburg construction districts
  - NW Region (540) 332-9500: All localities within the Staunton and Culpeper construction districts

#### **Authorized Hours and Days of Work**

Normal hours for work under the authority of a VDOT land use permit are from 9:00 a.m. to 3:30 p.m. for all highways classified as arterial or collector. All highways classified as local roads will have unrestricted work hours and days.

The district administrator's designee may establish alternate time restrictions in normal working hours for single use permits.

The central office permit manager may establish alternate time restrictions in normal working hours for district-wide permits.

The classifications for all state maintained highways can be found at the following link: [http://www.virginiadot.org/projects/fxn\\_class/maps.asp](http://www.virginiadot.org/projects/fxn_class/maps.asp)

#### **Emergency Repair**

In the event of an emergency situation that requires immediate action to protect persons or property, work may proceed within the right-of-way without authorization from the district administrator's designee; however, the utility owner must contact the VDOT Emergency Operations Center as soon as reasonably possible but no later than 48 hours after the end of the emergency situation.

The utility owner must apply for a separate land use permit from the local district permit office for any emergency work performed on state maintained right-of-way when the following actions are proposed:

- Stopping or impeding highway travel in excess of 15 minutes, or,
- Accessing facilities within limited access right-of-way, or,
- Cutting the highway pavement or shoulders.

The district administrator's designee shall determine the applicable permit fee for emergency repair permits.

### **Holiday Restrictions**

Permitted non-emergency work will not be allowed on arterial and collector highway classifications from noon on the preceding weekday through the following state observed holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If the observed holiday falls on a Monday, the permit will not be valid from noon on the preceding Friday through noon on Tuesday.

### **Excavation**

All excavation within state maintained rights-of-way shall comply with OSHA Technical Manual, Chapter 2, Title Excavation: Hazard Recognition in Trenching and Shoring. A professional engineer shall certify all shoring and/or trench boxes.

No excavated material is to be placed or tracked on the pavement without written permission from the District Administrator's designee. When so authorized, the pavement shall be satisfactorily cleaned by a VDOT approved method. No cleated (track-mounted) equipment is to be used on the pavement without properly protecting the pavement from damage.

### **Inspection and Restoration**

- 1) Inspection and testing of all backfill and pavement sections shall be performed in accordance with all applicable sections of VDOT's Road and Bridge Specifications (current edition).
- 2) If during or before construction it is deemed necessary for the local district permit office to assign an inspector to the project, the permittee shall pay the Department an additional inspection fee in an amount that will cover the salary, expense allowance, and mileage allowance for the inspection(s) assigned by the Department for handling work covered by this permit. Said inspection fee shall be paid promptly each month on invoices rendered by the Department.
- 3) It shall be the decision of the district administrator's designee whether to assign an inspector to monitor the placement of all backfill and pavement restoration activities.
- 4) The absence of a VDOT inspector does not in any way relieve the permittee of their responsibility to perform the work in accordance with the approved plans, provisions of the attached permit, VDOT's Road and Bridge Standards (current edition) and VDOT's Road and Bridge Specifications (current edition).
- 5) The permittee shall be responsible for any settlement of all backfill or pavement restoration necessitated by authorized excavation activities for a period of two (2) years after the completion date of permit, and for the continuing maintenance of the facilities placed within the highway right-of-way. A one (1) year restoration warranty period may be considered, provided the permittee adheres to the following criteria:
  - The permittee retains the services of a professional engineer (or certified technician under the direction of the professional engineer) to observe the placement of all backfill and pavement restoration.
  - The professional engineer (or certified technician under the direction of the professional engineer) performs any required inspection and testing in accordance with all applicable sections of VDOT's Road and Bridge Specifications.
  - The professional engineer submits all testing reports for review and approval, and provides written certification that all restoration procedures have been completed in accordance with all applicable sections of VDOT's Road and Bridge Specifications prior to completion of the work authorized by the permit.

- 6) Whenever existing pavement is permitted to be cut, not over one-half of the roadway width shall be disturbed at one time and the first open cut trench section shall be satisfactorily restored to allow for the passage of traffic prior to the second half of the roadway surface can be disturbed.
- 7) All crossing of existing pavement shall be bored, pushed or jacked an appropriate distance from the edge-of-pavement so as not to impede the normal flow of traffic or damage the existing pavement section. Existing pavement shall not be cut unless approved by the district administrator's designee and then only if justifiable circumstances prevail or proof is shown that a thorough attempt has been made to push, bore or jack.
- 8) Authorized daily trench excavation within pavement sections shall not exceed 500 feet in length.
- 9) Pavement restoration shall be in accordance with the VDOT [LUP-OC](#) Pavement Open Cut Special Provisions. This document can also be found at: <http://www.virginiadot.org/business/bu-landUsePermits.asp>
- 10) Where the pavement is disturbed or deemed weakened in its entirety or such portions as deemed desirable by the Department, the pavement shall be restored or replaced in a manner that is satisfactory to the district administrator's designee.

#### **Environmental**

- 1) In accordance with the Virginia Department of Transportation (VDOT) Road and Bridge Specification [§107.16](#), all contractors performing regulated land disturbing activities within VDOT right-of-way must have at least one (1) employee that has successfully completed the VDOT Erosion & Sediment Control Contractor Certification training. This person shall be on site during all land disturbance activities and will be responsible for insuring compliance with all applicable local, state and federal erosion and sediment control regulations during land disturbance activities. This person must have their certification card with them while on the project site. The land use permit will be suspended if proof of certification cannot be provided. Regulated land disturbing activities are defined as those activities that disturb 2,500 square feet or greater in Tidewater, Virginia or 10,000 square feet or greater in all other areas of the State. The Department will require evidence of this certification with any land use permit application that involves utility and/or commercial right of way improvement. Improper installation, maintenance and removal of erosion and sediment control devices may result in revocation of VDOT Erosion & Sediment Control Contractor Certification.
- 2) The permittee is responsible for pursuing and obtaining any and all environmental permits which may be required to pursue the proposed activity prior to any work beginning within state maintained right-of-way.
- 3) In the event hazardous materials or underground storage tanks are encountered within state maintained right-of-way during authorized activities, the permittee shall suspend all work immediately then notify the local district permit office and other responsible parties, i.e., the local fire department, emergency services, Department of Environmental Quality, etc. The permittee is responsible for coordination and completion of all required remediation necessary to complete the permitted activities within the state maintained right-of-way. The permittee shall provide evidence of such compliance to the local district permit office prior to commencement of permitted activities.
- 4) In the event cultural resources, archaeological, paleontological, and/or rare minerals are encountered within the right of way during authorized activities, the permittee shall suspend all work immediately then notify the local district permit office and the proper state authority charged with the responsibility for investigation and evaluation of such finds. The permittee will meet all necessary requirements for resolving any conflicts prior to continuing with the proposed activities within the state maintained right-of-way, and shall provide evidence of such compliance to the local district permit office.

- 5) Roadway drainage shall not be blocked or diverted. The shoulders, ditches, roadside, drainage facilities and pavement shall be kept in an operable condition satisfactory to the Department. Necessary precautions shall be taken by the permittee to insure against siltation of adjacent properties, streams, etc., in accordance with VDOT's current standards or as prescribed by the Department's Environmental Manual and the district administrator's designee.

#### Entrances

- 1) VDOT's authority to regulate highway entrances is provided in §, [§33.2-240](#), and [§33.2-241](#) of the Code of Virginia and its authority to make regulations concerning the use of highways generally is provided in [§33.2-210](#) of the Code of Virginia. Regulations regarding entrances are set forth in VDOT's regulations promulgated pursuant to [§33.2-245](#) of the Code of Virginia.
- 2) The permittee shall be responsible for the design and installation of a private entrance under the auspices of a VDOT land use permit however the permittee may request that VDOT forces install the private entrance at the permittee's expense.
- 3) Street connections, private entrances, and construction entrances shall be kept in satisfactory condition during all activities authorized under the auspices of a VDOT land use permit. Entrances shall not be blocked. Ample provisions must be made to provide safe ingress and egress to adjacent properties at all times. Entrances that are disturbed shall be restored to the satisfaction of the property owner and the district administrator's designee.

#### Utilities

- 1) Prior to any excavation, the permittee shall comply with the terms of [Title 56, Chapter 10.3](#) of the Underground Utility Damage Prevention Act and [§56-265.14](#) through [§56-265.20](#) of the Code of Virginia. This permit does not grant permission to grade on or near property of others, or, adjust or disturb in anyway existing utility poles or underground facilities within the permitted area. Permission to do so must be obtained from the impacted utility company and any expense involved shall be borne by the permittee. Any conflicts with existing utility facilities must be resolved between the permittee and the utility owner(s) involved.
- 2) All underground utility installations within limited access right-of-way shall have a minimum of 36 inches of cover. All underground utilities within non-limited access right-of-way will require a minimum of 36 inches of cover, except underground cables that provide telecommunications service shall be at a minimum of 30 inches of cover.
- 3) Where feasible, all aboveground installations (such as fire hydrants, telephone pedestals, markers, etc.) shall be located adjacent to the outside edge of the right-of-way line and in accordance with minimum clear zone requirements. All manhole covers, valve box, etc., shall be installed two inches below existing ground line and shall conform to existing contours.
- 4) No poles, guys, anchors, etc., are to be placed on state maintained right-of-way unless authorized under the auspices of a VDOT land use permit. At no time will any such facilities be allowed between the ditch line and the traveled roadway.
- 5) All overhead installations crossing non-limited access highways shall provide a minimum of 18 feet of vertical clearance or at a minimum height as established by the National Electric Safety Code, whichever is greater. All overhead utility installations within limited access right-of-way shall maintain a minimum of 21 feet of vertical clearance. The vertical clearance for all new overhead parallel installations within non-limited access rights-of-way shall be in compliance with standards as specified in the National Electric Safety Code.

### **Final Inspection and Completion of Permit**

Upon completion of the work covered by this permit all disturbed areas outside of the roadway prism shall be restored to their original condition as found prior to starting such work.

Completion of this permit is contingent upon the permittee's completion of the authorized work in accordance with the approved plan and compliance with all governing bodies involved in the total completion of work on state maintained right-of-way.

Upon completion of the work under permit, the permittee shall provide notification, documented in writing or electronic communication, to the district administrator's designee requesting final inspection. This request shall include the permit number, county name, route number and name of the party or parties to whom the permit was issued. The district administrator's designee shall promptly schedule an inspection of the work covered under the permit and advise the permittee of any necessary corrections.

### **Permit Revocation**

At the discretion of the district administrator's designee, a land use permit may be revoked upon written finding that the permittee was not in compliance with all requirements contained herein and/or violated the terms of the permit, or any state and local laws and ordinances regulating activities within the right-of-way.

### **Permittee Notice**

The preceding provisions are intentionally condensed in format and should not be loosely interpreted by the permittee without consultation with the central office permit manager and affirmation from the [Land Use Permit Regulations](#).

**PITTSYLVANIA COUNTY**  
**Board of Supervisors**

**EXECUTIVE SUMMARY**

<p><b><u>AGENDA TITLE:</u></b>          Proclamation– National Dairy Month; June 2016</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>          Proclamation</p> <p><b><u>STAFF CONTACT(S):</u></b>          Mr. Monday</p>	<p><b><u>AGENDA DATE:</u></b>          05-17-2016</p> <p><b><u>ACTION:</u></b>          Yes</p> <p><b><u>CONSENT AGENDA:</u></b>  <b><u>ACTION:</u></b></p> <p><b><u>ATTACHMENTS:</u></b>          1) Proclamation</p> <p><b><u>REVIEWED BY:</u></b> </p>	<p><b><u>ITEM NUMBER:</u></b>          6(b)</p> <p><b><u>INFORMATION:</u></b></p> <p><b><u>INFORMATION:</u></b></p>
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**BACKGROUND:**

On June 14, 2010, Congress adopted a resolution declaring June as National Dairy Month. Pittsylvania County has seven (7) dairies; Mountain View Dairy; Van Der Hyde Dairy; Hammock Dairy; Motley Dairy; Grandview Holsteins, Inc.; Waller Farms; and Moore Dairy, and the County is 3<sup>rd</sup> for milk production in Virginia. Combined, these 7 dairies represent approximately 6,900 milk cows in Pittsylvania County that produce an average of 50,370 gallons of milk *per day*.

**DISCUSSION:**

Attached here is a Proclamation from the Board of Supervisors declaring June as National Dairy Month in Pittsylvania County, and honoring the dairies within the County that contribute not only to the revenue and employment within the County, but also for providing countless people throughout the United States with a high quality, nutritious product.

**RECOMMENDATION:**

Staff recommends the Board of Supervisors approve the Proclamation declaring June as National Dairy Month in Pittsylvania County and authorize the County Administrator to forward a copy to the local media.

# Pittsylvania County Board of Supervisors

## PROCLAMATION NATIONAL DAIRY MONTH JUNE 2016

**VIRGINIA:** At an adjourned meeting of the Board of Supervisors of Pittsylvania County, Virginia, held on Tuesday, May 17, 2016, the following proclamation was presented and adopted to recognize **June 2016 as National Dairy Month** in Pittsylvania County, Virginia.

**WHEREAS,** the Virginia Department of Agriculture and Consumer Services (VDACS) states the Virginia dairy industry has contributed to the development of the state's economy and the well-being of its citizens since dairy cows arrived in Jamestown in 1611, and more than 400 years later, Virginia's dairy industry consistently ranks near the top when compared to the state's other principle crops, livestock and livestock products; and

**WHEREAS,** Pittsylvania County has the following seven (7) dairies in operation: Mountain View Dairy, Van Der Hyde Dairy, Hammock Dairy, Motley Dairy, Grandview Holsteins, Inc., Waller Farms and Moore Dairy. Combined, these 7 dairies produce nearly 1.5 million gallons of milk annually within Pittsylvania County; and

**WHEREAS,** the dairy industry is a major industry in Pittsylvania County and makes a significant contribution to the economy of the County; and

**WHEREAS,** real milk and dairy foods are superior to their imitations in quality, value and taste; and

**WHEREAS,** besides the great taste, dairy products are nutrient-dense, providing 72% of the calcium available in the American diet, along with nine essential vitamins and minerals, including potassium, riboflavin, phosphorus, vitamins A, D, and B-12, as well as protein, and studies indicate that eating three to four servings of dairy per day could help lower the risk of high blood pressure, osteoporosis and some forms of cancer, as well as assist with weight management, supporting the catch phrase, "Milk-it does a body good!"; and

**WHEREAS,** the 80<sup>th</sup> celebration of June Dairy Month, highlighting the dairy industry, will occur during June 2016; then

**THEREFORE, BE IT PROCLAIMED** by the Board of Supervisors that the month of **June 2016** is designated to the celebration of **June Dairy Month**, and calls upon all the agencies and citizens of Pittsylvania County to observe the month with appropriate programs and activities ; and

**BE IT FURTHER PROCLAIMED that** a copy of this Proclamation be forwarded to local media sources.

Given under my hand this 17<sup>th</sup> day of May, 2016.

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Jessie L. Barksdale, Chair  
Pittsylvania County Board of Supervisors

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Clarence C. Monday, Clerk  
Pittsylvania County Board of Supervisors

# PITTSYLVANIA COUNTY

## Board of Supervisors

### EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b>  Proclamation– National Community Action Month; May 2016	<b><u>AGENDA DATE:</u></b> 05-17-2016	<b><u>ITEM NUMBER:</u></b> 6(c)
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>  Proclamation	<b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>
<b><u>STAFF CONTACT(S):</u></b> Mr. Monday	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b> 1) Proclamation	
	<b><u>REVIEWED BY:</u></b> 	

#### **BACKGROUND:**

Community Action Month marks a commemoration of family and community achievements, as well as an opportunity to spotlight the great work done by Community Action Agencies all year long.

#### **DISCUSSION:**

Attached here is a Proclamation from the Board of Supervisors observing May 2016 as National Community Action Month.

Ms. Everlena Ross, Executive Director for the Pittsylvania County Community Action Agency, will be present to accept the proclamation.

#### **RECOMMENDATION:**

Staff recommends the Board of Supervisors approve the Proclamation observing May 2016 as National Community Action Month in Pittsylvania County and authorize the County Administrator to forward a copy to the local media.

# Pittsylvania County Board of Supervisors Proclamation

## *Community Action Month May 2016*

**WHEREAS**, for more than 52 years, Community Action agencies have put a human face on poverty by advocating for those who do not have a voice; and

**WHEREAS**, Community Action builds and promotes economic stability as an essential aspect of enabling and enhancing stronger communities; and

**WHEREAS**, Community Action enhances millions of American lives by providing essential, life-changing services and opportunities such as affordable housing, economic development, health care, energy assistance, and natural disaster relief; and

**WHEREAS**, Virginia Community Action agencies leverage more than \$12 for each dollar of Community Services Block Grant funding to provide programs and services to about 170,000 low-income individuals; and

**WHEREAS**, Community Actions revitalizes communities and moves individuals towards self-sufficiency; and

**WHEREAS**, Virginia Community Action Agencies will continue to implement innovative and cost-effective programs to improve the lives and living conditions of impoverished Virginians; provide support and opportunities for all citizens in need of assistance; and serve as voices of reason in establishing system reforms; then

**NOW, THEREFORE**, the Pittsylvania County Board of Supervisors do hereby recognize *May 2016 as Community Action Month* in Pittsylvania County, and call this observance to all citizens of Pittsylvania County;

**BE IT FURTHER PROCLAIMED** that the Pittsylvania County Board of Supervisors authorizes the County Administrator to forward a copy of this proclamation to the local media.

Given under my hand this Tuesday, 17<sup>th</sup> day of May, 2016.

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Jessie L. Barksdale, Chair  
Pittsylvania County Board of Supervisors

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Clarence C. Monday, Clerk  
Pittsylvania County Board of Supervisors

**PITTSYLVANIA COUNTY  
Board of Supervisors**

**EXECUTIVE SUMMARY**

<p><b><u>AGENDA TITLE:</u></b> Proclamation – Business Appreciation Week</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Proclamation – Business Appreciation Week</p> <p><b><u>STAFF CONTACT(S):</u></b> Mr. Monday</p>	<p><b><u>AGENDA DATE:</u></b> 05-17-2016</p> <p><b><u>ACTION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b> Yes</p> <p><b><u>ATTACHMENTS:</u></b> Proclamation</p> <p><b><u>REVIEWED BY:</u></b> </p>	<p><b><u>ITEM NUMBER:</u></b> 6 (d)</p> <p><b><u>INFORMATION:</u></b></p> <p><b><u>INFORMATION:</u></b></p>
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**BACKGROUND:**

Each year the Pittsylvania County Board of Supervisors, in cooperation Danville-Pittsylvania County Chamber of Commerce, sets up and supports Business Appreciation Week.

**DISCUSSION:**

Attached hereto, is Proclamation designating June 6-10, 2016 as “Business Appreciation Week” in Pittsylvania County.

Ms. Laurie Moran, Executive Director for the Danville-Pittsylvania County Chamber of Commerce will be present at the Board of Supervisors’ regular meeting on June 6, 2016 to accept the proclamation.

**RECOMMENDATION:**

Staff recommends that the Board of Supervisors approve the Proclamation designating June 6-10, 2016 as “Business Appreciation Week”, and authorize the County Administrator to distribute a copy to all local media sources.

# Pittsylvania County Board of Supervisors

## PROCLAMATION BUSINESS APPRECIATION WEEK JUNE 6-10, 2016

**WHEREAS**, Pittsylvania County is pleased to have a thriving base of business and industry to support the local economy; and

**WHEREAS**, these businesses provide essential employment opportunities for the citizens of Pittsylvania County; and

**WHEREAS**, these businesses provide local revenues from which the entire local citizenry benefit; and

**WHEREAS**, these businesses also make significant contributions in our communities to promote educational opportunities for our children and promote a variety of activities which increase the quality of life of the area; and

**WHEREAS**, the Board of Supervisors and citizens of Pittsylvania County recognizes and appreciates these businesses; then

**NOW, THEREFORE**, the Board of Supervisors of Pittsylvania County does hereby proclaim the week of **June 6 – 10, 2016** as “**Business Appreciation Week**” in Pittsylvania County; and

**BE IT FURTHER PROCLAIMED**, that a copy of this Proclamation be forwarded to local media sources.

Given under my hand this 17<sup>th</sup> day of May, 2016.

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Jessie L. Barksdale, Chairman  
Pittsylvania County Board of Supervisors

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Clarence C. Monday, Clerk  
Pittsylvania County Board of Supervisors

**PITTSYLVANIA COUNTY  
Board of Supervisors**

**EXECUTIVE SUMMARY**

<p><b><u>AGENDA TITLE:</u></b> Resolution 2016-05-03: William H. Pritchett</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>  Resolution</p> <p><b><u>STAFF CONTACT(S):</u></b>  Mr. Monday</p>	<p><b><u>AGENDA DATE:</u></b> 05-17-2016</p> <p><b><u>ACTION:</u></b>  <b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b> Yes</p> <p><b><u>ATTACHMENTS:</u></b> Resolution 2016-05-03</p> <p><b><u>REVIEWED BY:</u></b> </p>	<p><b><u>ITEM NUMBER:</u></b> 6 (e)</p> <p><b><u>INFORMATION:</u></b>  <b><u>INFORMATION:</u></b></p>
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**BACKGROUND:**

On May 7, 2016, former Board of Supervisors member William H. Pritchett passed away. Mr. William H. Pritchett served on the Board for 20 years: January 1992 until retiring December 31, 2011.

**DISCUSSION:**

Attached hereto, is Resolution 2016-05-03, expressing the Board of Supervisors sympathy of Mr. William H. Pritchett's passing.

Family will be present at a future Board meeting to accept this resolution.

**RECOMMENDATION:**

Staff recommends that the Board of Supervisors approve Resolution 2016-05-03.

# Pittsylvania County Board of Supervisors

## RESOLUTION

2016-05-03

**VIRGINIA:** At the adjourned meeting of the Pittsylvania County Board of Supervisors held on May 17, 2016, in the General District Courtroom of the Edwin R. Shields Courthouse Addition, the following resolution was presented and adopted:

**WHEREAS,** Mr. William H. Pritchett, was elected to the Pittsylvania County Board of Supervisors in 1991 and served five terms representing the Banister District before retiring in 2011; and

**WHEREAS,** Mr. William H. Pritchett began his exemplary career with Pittsylvania County in January, 1992 as the first elected African American representative on the Pittsylvania County Board of Supervisors; and

**WHEREAS,** Mr. William H. Pritchett served as the Chairman of the Board of Supervisors in 1996 and Vice-Chairman of the Board of Supervisors upon six different occasions; and served on the following subcommittees of the Board of Supervisors during his twenty-year tenure: Finance, Solid Waste, Personnel, Property and Building, Legislative, Computer Telecommunications, Fire and Rescue Policy Board, and the Board of Supervisor/School Board Liaison Committee and the Joint Sites and Facilities Committee; and

**WHEREAS,** Mr. William H. Pritchett's long standing civic career included serving on the Danville-Pittsylvania Regional Industrial Facilities Authority Board, the Danville-Pittsylvania County Small Business Development Center, the Pittsylvania County Social Services Board, the Pittsylvania County Community Services Board, the Pittsylvania County Community Action Agency's Board of Directors, and the Pittsylvania County Planning Commission. In addition, Mr. Pritchett was the leader in organizing the West Piedmont Work Force Investment Board and served for over ten years as Chairman of the Local Elected Officials Consortium. Furthermore, Mr. William H. Pritchett served as Chairman, Vice-Chairman and Treasurer of the West Piedmont Planning District Commission over his twenty year public service career; and

**WHEREAS,** Mr. William H. Pritchett, through his dedication, vision, and leadership, contributed to major developments in Education, Economic Development, Recreation, and Community Development; and

**WHEREAS,** Mr. William H. Pritchett was a man of the highest integrity who well deserved the great respect and admiration of his fellow Board of Supervisors members; then

**BE IT HEREBY RESOLVED** that Pittsylvania County Board of Supervisors expresses its sincere regret and grief over the passing of Mr. William H. Pritchett, former member of the Pittsylvania County Board of Supervisors as well as an honored and respected citizen of Pittsylvania County, and expresses its deep condolences to the family of Mr. William H. Pritchett for their loss; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the family of Mr. William H. Pritchett.

Given under my hand this 17<sup>th</sup> day of May, 2016.

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Jessie L. Barksdale, Chairman  
Pittsylvania County Board of Supervisors

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Clarence C. Monday, Clerk  
Pittsylvania County Board of Supervisors

**PITTSYLVANIA COUNTY**  
**Board of Supervisors**

**EXECUTIVE SUMMARY**

<b><u>AGENDA TITLE:</u></b> Resolution 2016-05-04; Goodyear-Danville 50 <sup>th</sup> Anniversary	<b><u>AGENDA DATE:</u></b> 05-17-2016	<b><u>ITEM NUMBER:</u></b> 6(f)
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>  Resolution	<b><u>ACTION:</u></b>  <b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>  <b><u>INFORMATION:</u></b>
<b><u>STAFF CONTACT(S):</u></b>  Mr. Monday	<b><u>ATTACHMENTS:</u></b> Resolution 2016-05-04	
	<b><u>REVIEWED BY:</u></b> 	

**BACKGROUND:**

This year, Goodyear marks its 50<sup>th</sup> anniversary of operation in Danville, Virginia. The Board of Supervisors recognizes the company's milestone, noting more than 100 million truck and aircraft tires have been produced for the world market at this Goodyear plant.

**DISCUSSION:**

Attached hereto, is Resolution 2016-05-04, congratulating Goodyear-Danville on achieving this milestone.

Ms. Laura Singleton, Goodyear's Communication Manager, and Mr. Jeff Dixon, Local Union 831 Vice President, will be present to accept the resolution.

**RECOMMENDATION:**

Staff recommends the Board of Supervisors approve and present Resolution 2016-05-04.

# Pittsylvania County Board of Supervisors

## RESOLUTION

2016-05-04

**VIRGINIA:** At the adjourned meeting of the Pittsylvania County Board of Supervisors held on May 17, 2016, in the General District Courtroom of the Edwin R. Shields Courthouse Addition, the following resolution was presented and adopted:

**WHEREAS,** The Goodyear Tire & Rubber Company broke ground in Danville, Virginia on December 15, 1965, and construction began in March 1966; and

**WHEREAS,** The Goodyear-Danville plant cured its first tire on November 26, 1966; and

**WHEREAS,** More than 100 million truck and aircraft tires have been produced for the world market in the Danville plant; and

**WHEREAS,** Goodyear-Danville is the largest producer of commercial truck and bus tires in North America, as well as aircraft tires; and

**WHEREAS,** Goodyear-Danville initially produced bias truck and aircraft tires, but its production schedule has evolved to meet constantly changing market conditions with the plant now producing radial truck tires, bias aircraft tires, and radial aircraft tires with Goodyear-Danville being the exclusive producer of Goodyear's newest medium radial truck steer tires, the G399LHS; and

**WHEREAS,** Goodyear-Danville is Danville's largest employer with approximately 2,162 employees; and

**WHEREAS,** Goodyear-Danville supports an estimated \$1.25 billion in total output in cumulative value of products and services for the Danville Micropolitan Area; and

**WHEREAS,** Goodyear-Danville annually sponsors one of the premier golf tournaments in the area, the Ed Steffey Memorial Education Open, and is a supporter of many special community activities each year.

**NOW, THEREFORE, THE BOARD OF SUPERVISORS OF PITTSYLVANIA COUNTY, VIRGINIA,** do hereby commend Goodyear-Danville on its 50<sup>th</sup> anniversary in Danville, Virginia and, furthermore, wish Goodyear-Danville many more prosperous years in our community; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be presented to representatives of Goodyear-Danville.

Given under my hand this 17<sup>th</sup> day of May, 2016.

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Jessie L. Barksdale, Chairman  
Pittsylvania County Board of Supervisors

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Clarence C. Monday, Clerk  
Pittsylvania County Board of Supervisors

# **PUBLIC HEARING**

**PITTSYLVANIA COUNTY**  
**Board of Supervisors**

**EXECUTIVE SUMMARY**

<b><u>AGENDA TITLE:</u></b> Public Hearing: School Energy Project	<b><u>AGENDA DATE:</u></b> 5-17-16	<b><u>ITEM NUMBER:</u></b> 7
	<b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>
	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b> Public Hearing Notice	
<b><u>STAFF CONTACT(S):</u></b> Monday; Van Der Hyde	<b><u>REVIEWED BY:</u></b> 	

**BACKGROUND:**

The Board of Supervisors approved Resolution #2015-12-05 at their adjourned meeting, 12-15-15 to allow the Pittsylvania County School Board to obtain financing for their School Energy Project. The closing for this project occurred on January 20, 2016. The proceeds received for this project totalled \$3,313,595.

**DISCUSSION:**

Now that we have received proceeds and the project is underway, it is necessary for the Board of Supervisors to appropriate the funds for this project. Since the amount of the project exceeds one percent of the total expenditures included in the 2016 budget, § 15.2-2507 of the Code of Virginia, 1950 as amended, requires that a public hearing be held prior to the approval of such appropriation. The advertisement requirement for tonight's public hearing were accomplished when a notice of public hearing was published in the Star Tribune on May 4, 2016.

**RECOMMENDATION:**

Staff recommends that the Board of Supervisors amend the FY2015-16 Budget and approve an appropriation of \$3,313,595 in the FY2016 budget for the School Energy Project.

## NOTICE OF PUBLIC HEARING

The Board of Supervisors of Pittsylvania County will hold a public hearing in the General District Courtroom in the Edwin R. Shields Courthouse Addition in Chatham, Virginia on Tuesday, May 17, 2016 at 7:00 p.m. to hear citizen input on an amendment to the county budget for fiscal year 2015-2016. A complete copy of the amendment to the county budget is available for public examination at the County Administrator's Office, 1 Center Street, Chatham, Virginia, Monday through Friday, 8:00 a.m. to 5:00 p.m.

### **Budget Amendment 2015-2016**

#### **REVENUES**

Current Budgeted Revenues		\$ 187,512,679.39
School Energy Project	\$3,313,595.00	
<b>Proposed Amended Revenues</b>		<b>\$ 190,826,274.39</b>

#### **EXPENDITURES**

Current Budgeted Expenditures		\$ 187,512,679.39
School Energy Project	\$3,313,595.00	
<b>Proposed Amended Expenditures</b>		<b>\$ 190,826,274.39</b>

# **PRESENTATIONS**

**PITTSYLVANIA COUNTY**  
**Board of Supervisors**

**EXECUTIVE SUMMARY**

<b><u>AGENDA TITLE:</u></b> Presentation from Larry Aaron, President of the Pittsylvania County Historical Society	<b><u>AGENDA DATE:</u></b> 05-17-2016	<b><u>ITEM NUMBER:</u></b> 8
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>  Pittsylvania County's upcoming 250 <sup>th</sup> Anniversary; 1767-2017	<b><u>ACTION:</u></b>  <b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b> Yes  <b><u>INFORMATION:</u></b>
<b><u>STAFF CONTACT(S):</u></b>  Mr. Monday	<b><u>ATTACHMENTS:</u></b> No  <b><u>REVIEWED BY:</u></b> 	

**BACKGROUND:**

**DISCUSSION:**

Mr. Larry Aaron, President of the Pittsylvania County Historical Society, will give a presentation to the Board of Supervisors concerning possible activities for Pittsylvania County's upcoming 250<sup>th</sup> anniversary in 2017.

**RECOMMENDATION:**

Staff submits this to the Board of Supervisors for their review and consideration.

**PITTSYLVANIA COUNTY**  
**Board of Supervisors**

**EXECUTIVE SUMMARY**

<b><u>AGENDA TITLE:</u></b> Pittsylvania County Wireless Internet Project – Phase 1	<b><u>AGENDA DATE:</u></b> 05-17-2016	<b><u>ITEM NUMBER:</u></b> 9
	<b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b> Yes
	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>STAFF CONTACT(S):</u></b> Mr. Monday; Mr. Rowe	<b><u>ATTACHMENTS:</u></b> No

**BACKGROUND:**

During its April 19, 2016 meeting, the Board approved Staff to execute a professional services contract with the firm DesignNine, Inc., to assist with phase 1 of the County's internet project. The executed contract is for professional services associated with the project and the total expenditures shall not exceed \$9,900.00.

**DISCUSSION:**

Matt Bussing, Broadband Planner with DesignNine, Inc., will be introduced to the Board and will go over the anticipated process for phase 1 of the County's internet project. Mr. Bussing will be available for questions from the Board.

**RECOMMENDATION:**

N/A

# **UNFINISHED BUSINESS**

**PITTSYLVANIA COUNTY**  
**Board of Supervisors**

**EXECUTIVE SUMMARY**

<p><b><u>AGENDA TITLE:</u></b>          Fire &amp; Rescue Apparatus Appropriation</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>          10-Day Layover</p> <p><b><u>STAFF CONTACT(S):</u></b>          Mr. Monday</p>	<p><b><u>AGENDA DATE:</u></b>          05-17-2016</p> <p><b><u>ACTION:</u></b>          Yes</p> <p><b><u>CONSENT AGENDA:</u></b>  <b><u>ACTION:</u></b></p> <p><b><u>ATTACHMENTS:</u></b>          1. 05-02-2016 Executive Summary          2. Letter from Dan Fowler, Fire &amp; Rescue Assoc. President</p> <p><b><u>REVIEWED BY:</u></b> </p>	<p><b><u>ITEM NUMBER:</u></b>          10</p> <p><b><u>INFORMATION:</u></b></p> <p><b><u>INFORMATION:</u></b></p>
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**BACKGROUND:**

**DISCUSSION:**

At the Board of Supervisors May 2, 2016 meeting, a motion was made by Mr. Warren, seconded by Mr. Barber, to appropriate up to \$75,000.00 for the purchase of Fire & Rescue Apparatus. This motion required a 10-Day Layover that has now been met.

**RECOMMENDATION:**

Staff recommends the Board of Supervisors appropriate up to \$75,000 for the purchase of Fire & Rescue Apparatus. This motion requires a **Roll Call Vote**.

PITTSYLVANIA COUNTY

EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b> Fire & Rescue Apparatus Appropriation – Request from Fire & Rescue Association	<b><u>AGENDA DATE:</u></b> 05-02-2016	<b><u>ITEM NUMBER:</u></b> 5(a)
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Fire & Rescue Apparatus Appropriation – Request from Fire & Rescue Association	<b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>
<b><u>STAFF CONTACT(S):</u></b> Mr. Monday	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	
	<b><u>INFORMATION:</u></b>	
	<b><u>ATTACHMENTS:</u></b> 1) Letter from Dean Fowler, Fire & Rescue Association President	
	<b><u>REVIEWED BY:</u></b> 	

**BACKGROUND:**

Currently the Fire & Rescue Association owns a 1994 Chevrolet Step Van with high mileage that was bought used by the Association. The truck was used for a breathing air refill unit and a rehab unit for fire operations. This truck has been out of service for approximately 18 months due to a blown engine. Mr. Fowler, President of the Fire & Rescue Association, has had Diesel Engine and Repair appraise the repair work needed and the repair shop recommended the vehicle be replaced as the cost of the repairs would exceed the value of the truck in running condition.

**DISCUSSION:**

The Fire & Rescue Association, during the Board’s budget process, had requested last year’s carryover of \$124,178.80 to be designated for replacing this vehicle. The Fire & Rescue Association did a needs assessment, as had the Fire & Rescue Study Committee from the State, and both agreed this vehicle be replaced with a rescue truck that would serve multiple functions, included but not limited to special operations team equipment, the air refill system, and other technical rescue and rehab equipment for personnel at large scale incidents. This vehicle would be housed at Blairs Fire Department as the previous truck.

The Fire & Rescue Association has located a prospective truck in Lancaster, Pennsylvania that the Association feels will meet its needs. The truck is a 2003 Pierce Rescue truck with 59,000 miles and the asking price is \$195,000. The Fire & Rescue Association is requesting additional funding of \$75,000 to purchase this vehicle.

**RECOMMENDATION:**

Staff submits this to the Board of Supervisors for their review, consideration and approval. A 10-Day Layover is required.

# PITTSYLVANIA COUNTY FIRE AND RESCUE ASSOCIATION

“SO THAT OTHERS CAN LIVE”

Background ; Currently the county fire and rescue association owns a 1994 Chevrolet Step van (that was previously a Lance cracker delivery truck) with high mileage. The truck was used for a breathing air refill unit and a rehab unit for fire operations. This truck has been out of service for approximately 18 months with an engine that is blown up. I have had Diesel Engine and Repair take a look at the vehicle and they gave me a recommendation of replacing rather than fixing because the repairs would exceed the value of the truck in running condition.

Discussion ; All that being considered Fire and Rescue requested the boards authorization last year carryover \$ 124,178.80 to be designated for replacing this vehicle. The fire and rescue done a needs assessment as did the fire and rescue study committee from the state and it is the recommendation from both parties that we replace this vehicle with a rescue truck that would serve multiple functions. In reviewing this project we have decided to try to put a vehicle in place that will carry the special operations team equipment, the air refill system, other technical rescue equipment and rehab equipment for personnel at large scale incidents. This vehicle will be housed at Blairs Fire Department as was the previous truck.

The fire and Rescue Association has found a perspective truck in Landcaster Pennsylvania that we feel will fill the void. The truck is a 2003 Pierce Rescue truck with 59000 miles on it. The asking price is \$ 195,000.00. We would like to request funding in the amount of \$ 75,000.00 additional funding to purchase this vehicle.

Your attention to this matter is greatly appreciated,

Dean Fowler,  
Fire and Rescue Association President

**PITTSYLVANIA COUNTY**  
**Board of Supervisors**

**EXECUTIVE SUMMARY**

<b><u>AGENDA TITLE:</u></b> Appropriation for Professional Services – Springsted, Inc.	<b><u>AGENDA DATE:</u></b> 05-17-2016	<b><u>ITEM NUMBER:</u></b> 11
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>  10-Day Layover	<b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>
<b><u>STAFF CONTACT(S):</u></b>  Mr. Monday	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b> 1. 05-02-2016 Executive Summary 2.	
	<b><u>REVIEWED BY:</u></b> <i>GAS</i>	

**BACKGROUND:**

**DISCUSSION:**

At the Board of Supervisors May 2, 2016 meeting, a motion was made by Mr. Warren, seconded by Mr. Blackstock, to appropriate \$21,100 from unassigned fund balance for Springsted, Inc.'s professional services for the County Administrator search. This motion required a 10-Day Layover that has now been met.

**RECOMMENDATION:**

Staff recommends the Board of Supervisors appropriate \$21,100 from unassigned fund balance for Springsted, Inc.'s professional services for the County Administrator search. This motion requires a **Roll Call Vote**.

# PITTSYLVANIA COUNTY

## EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b> Appropriation for Professional Services and Approval of Scope of Work – Springsted, Inc.	<b><u>AGENDA DATE:</u></b> 05-02-2016	<b><u>ITEM NUMBER:</u></b> 8
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Appropriation for Professional Services and Approval of Scope of Work – Springsted, Inc.	<b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>
<b><u>STAFF CONTACT(S):</u></b> Mr. Monday	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	
	<b><u>INFORMATION:</u></b>	
	<b><u>ATTACHMENTS:</u></b>	
	<b><u>REVIEWED BY:</u></b>	

### **BACKGROUND:**

At their April 19, 2016 adjourned meeting, the Board of Supervisors:

- 1) Voted unanimously to hire Springsted, Inc., a professional executive recruiting firm, to coordinate the search for a County Administrator; and
- 2) Directed staff to seek financial support for the above services.

### **DISCUSSION:**

Springsted is approved via State Contract to assist a local governing body through the entire executive search process, from advertising to selection of a County Administrator. The specific scope of work is flexible to meet the exact needs of the Board and will be defined in the near future. Negotiated fees equal \$21,100. Standard services include the following Scope of Work:

- Developing position profile specific for the County
- Advertising
- Receiving Applications
- Reviewing applications and comparing credentials/experience to position profile
- Recommending slate for consideration by Board of Supervisors and providing full report of candidates
- Assisting Board of Supervisors in narrowing candidates
- Scheduling interviews
- Conducting background check
- Assisting during interviews as directed by the Board of Supervisors
- Negotiating terms and contract

Staff has solicited financial assistance locally and is expected to receive positive news within the month.

Springsted staff plans to meet with the Board of Supervisors at their June 6, 2016 meeting. At that time, the Board should be prepared to offer input as to the skills set, experience, and qualifications desired from County Administrator candidates. Such information will be utilized to prepare a Position Profile used in concert with the advertisement. A timeline will be developed and shared with the Board to keep the process moving.

In order to proceed, appropriation of funds is required to start the 10-Day Layover. Final approval of the appropriation will be on the May 17, 2016 agenda at which time confirmation of cost sharing is anticipated.

**RECOMMENDATION:**

Staff recommends the Board of Supervisors approve appropriating \$21,100 from unassigned fund balance for Springsted, Inc. Professional Services for the County Administrator search. **A 10-Day Layover is required.**

# **NEW BUSINESS**

**PITTSYLVANIA COUNTY**  
**Board of Supervisors**

**EXECUTIVE SUMMARY**

<b><u>AGENDA TITLE:</u></b> Recommendations from Finance Committee	<b><u>AGENDA DATE:</u></b> 05-17-2016	<b><u>ITEM NUMBER:</u></b> 12
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>  Committee Recommendations.	<b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>
<b><u>STAFF CONTACT(S):</u></b>  Mr. Monday	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b> No	
	<b><u>REVIEWED BY:</u></b> 	

**BACKGROUND:**

**DISCUSSION:**

The Finance Committee will meet at 4:00 PM on Tuesday, May 17, 2016. Any recommendations from the Committee will be presented to the Board of Supervisors. Agenda items for that meeting are as follows:

- (a) Personal Property Tax
  - 1. Current Rates for Boats, Boat Trailers, and Campers
  - 2. Formulas/Assessment Methods
- (b) Merchants Capital vs. BPOL Tax
- (c) Bond Issuance Update
- (d) Open Discussion/Questions/Comments
- (e) Recommendation(s) to BOS

**RECOMMENDATION:**

Staff submits this to the Board of Supervisors for their review and consideration.

**PITTSYLVANIA COUNTY  
Board of Supervisors**

**EXECUTIVE SUMMARY**

<p><b><u>AGENDA TITLE:</u></b> Board of Supervisors' Bylaws/Code of Ethics</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Public Hearing Authorization</p> <p><b><u>STAFF CONTACT(S):</u></b> Mr. Monday; Mr. Hunt</p>	<p><b><u>AGENDA DATE:</u></b> 05-17-2016</p> <p><b><u>ACTION:</u></b> Yes</p> <p><b><u>ATTACHMENTS:</u></b> 1) Revised Board of Supervisors' Bylaws/Code of Ethics</p> <p><b><u>REVIEWED BY:</u></b> </p>	<p><b><u>ITEM NUMBER:</u></b> 13</p>
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**BACKGROUND:**

On April 21, 2016, at 3:00 PM, the Legislative Committee met and recommended revising the Board of Supervisors' Bylaws/Code of Ethics. At the May 2, 2016, Board of Supervisors meeting, the Board of Supervisors directed Staff to revise Section 8.1 thereof to include a public hearing requirement for any Board of Supervisors' Bylaw revision. Staff has made the requested change.

**DISCUSSION:**

Staff submits this to the Board of Supervisors for its review and consideration. Should the Board of Supervisors agree with the recommended revisions, Staff asks the Board of Supervisors to authorize the advertisement and holding of a public hearing at the first appropriate Board of Supervisors meeting to potentially adopt said revisions to the Board of Supervisors' Bylaws/Code of Ethics. Authorization of said public hearing could occur with a simple majority vote.

**RECOMMENDATION:**

Staff recommends the Board of Supervisors authorize the advertisement and holding of a public hearing at the first appropriate Board of Supervisors meeting to potentially adopt said revisions to the Board of Supervisors' Bylaws/Code of Ethics.

**BY-LAWS, RULES OF PROCEDURE, AND STANDARDS OF CONDUCT**  
**OF THE BOARD OF SUPERVISORS OF**  
**PITTSYLVANIA COUNTY, VIRGINIA**

(B.S.M. 2/02/04, 4/15/08, 2/02/09, 2/01/10, 4/20/10, 9/20/11, 6/19/12, 2/4/13, 7/01/13, 10/06/14,  
11/03/14)

**PURPOSE:**

To establish and set forth certain rules to provide for the orderly conduct of County business, to prescribe the manner and procedure by which the Board of Supervisors shall conduct matters of business, and to provide for the efficient handling thereof.

**GENERAL:**

The term "Board of Supervisors" shall also be understood to mean "the Board" wherein it appears.

**ARTICLE I. Election, Composition, and Function of the Board.**

1.1. The Board shall be composed of seven (7) members who shall be elected by the qualified voters of the County; one (1) member shall be elected from each of the seven (7) election districts. Pursuant to § 24.2-219 of the Code of Virginia, 1950, as amended, beginning with the November 2015 General Election, the Pittsylvania County Board of Supervisors shall be elected to staggered terms as follows: the voters in the Banister, Callands-Gretna, and Dan River Election Districts shall elect a member of the Board of Supervisors for a two-year term, and the voters in the Chatham-Blairs, Staunton River, Tunstall, and Westover Election Districts shall elect a member of the Board of Supervisors for a four-year term. At the November 2017 General Election, the voters in the three (3) Election Districts in which a Supervisor was elected for a two-year term shall elect a Supervisor for a four-year term, and thereafter elections for all Supervisors will be held on a biennial basis for four-year terms.

1.2. At the first regular meeting of the Board in January each year, there shall be elected a chairman to serve for a period of one (1) year expiring on December 31st, or until replaced by the Board membership. The County Administrator, serving as temporary Chairman, shall take nominations. Nominations require a second, and the vote will be taken in the order the nominations are made. A majority vote is required; a majority shall mean four (4) votes. It shall be the Chairman's duty to preside at all Board meetings, to maintain the orderly conduct thereof, and rule on all matters of parliamentary procedure. He shall sign all voucher warrants of the County; and when the Board is not in session, he shall provide policy guidance to the County Administrator and the County Attorney. The Chairman shall continue to be a voting member of the Board.

1.3. The Board shall also elect a Vice-Chairman to serve a concurrent term with the Chairman. In absence or incapacity of the Chairman, the Vice-Chairman shall assume all the duties and

functions of the Chairman. In the case where the Chairman and Vice Chairman are absent from a meeting, the members present shall choose one of their number as temporary Chairman.

1.4. The Board shall have both administrative and legislative responsibilities, some of which shall be discharged in their role as governing body and some of which they derive as an administrative political subdivision of the Commonwealth. The powers and duties of the Board shall include, but not be limited to, the following: preparation and adoption of the County Budget, levying of taxes, appropriating funds, constructing and maintaining County buildings, making and enforcing ordinances, providing for the general health safety and welfare of the public, and generally exercising all other powers and functions normally attributed to government and permitted by the Laws of the Commonwealth.

## **ARTICLE II. Meetings.**

2.1. The Board shall meet regularly on the first Monday and the third Tuesday of each month at 7:00 p.m. for the purpose of discharging their administrative and legislative responsibilities.

2.2. All such meetings shall be open to the public and shall be conducted in an orderly fashion with “Robert’s Rules of Order” modified by State Law, being used as the parliamentary procedure.

2.3. The Sheriff of the County or his designee shall act as “Sergeant of Arms” at all meetings of the Board and shall, when so directed by the Chairman, expel any person or persons from such meetings.

2.4. For the purpose of address and order, the Board and its staff shall sit in front of the “public rail” in the Courtroom and all other persons shall sit behind the “public rail”.

2.5. Agendas shall be prepared by the Board’s staff and used at all meetings. All items requested to be placed on the agenda shall be submitted in writing to the County Administrator five (5) working days before the meeting; however, members of the Board of Supervisors may make oral requests. Any items received after that time shall appear on the next regular meeting agenda unless all members of the Board are present and by a unanimous vote to place such items upon the agenda.

2.6. The order of business at all regular meetings of the Board shall be as follows. No additional items of business shall be considered after the agenda is approved.

Call to Order  
Moment of Silence and/or Silent Prayer  
Roll Call  
Pledge of Allegiance  
Items to be Added to the Agenda  
Approval of Agenda  
Consent Agenda  
Public Hearing (if any)

Presentations/Recognitions  
Hearing of Citizens  
Unfinished Business  
New Business  
Appointments  
Reports from Board Members  
Reports from Officers and Committees  
Reports from County Attorney  
Reports from County Administrator  
Closed Meeting (if needed)  
Adjournment

2.7. All presentations to the Board shall normally be limited to no more than ten (10) minutes, except as herein provided.

2.8. Public hearings shall be conducted as follows and any person wishing to address the Board shall do so in this manner:

Each person addressing the Board shall step up, give his/her name and district in an audible tone of voice for the record, and unless further time is granted by the Chairman, shall limit his/her address to three (3) minutes; speakers for a group shall be limited to ten (10) minutes. Speakers shall conclude their remarks at that time unless the consent of the Board is affirmatively given to extend the speakers allotted time. No person shall be permitted to address the Board more than once on the same subject in any one (1) meeting, but may also address the Board once on more than one (1) subject. All remarks shall be addressed to the Board as a body and not to any individual member thereof. No person, other than the Board and the person having the floor, shall be permitted to enter into any discussion, either directly or indirectly or through a member of the Board, without first being recognized by the Chairman. No question shall be asked a Board member except through the Chairman.

2.8.1. Hearing of Citizens shall be identified on the agenda of regular meetings of the Board of Supervisors.

Each person addressing the Board shall be a resident or land owner of Pittsylvania County, or the registered agent of such resident or land owner. Each person shall step up, give his/her name and district in an audible tone of voice for the record, and unless further time is granted by the Chairman, shall limit his/her address to three (3) minutes. Speakers shall conclude their remarks at that time, unless the consent of the Board is affirmatively given to extend the speaker's allotted time. All remarks shall be addressed to the Board as a body and not to any individual member thereof. No person, other than the Board and the person having the floor, shall be permitted to enter into any discussion, either directly or indirectly or through a member of the Board, without first being recognized by the Chairman. No question shall be asked a Board member except through the Chairman.

2.9. The Board may from time-to-time hold special, adjourned, and informational meetings in accordance with the laws of the Commonwealth.

2.10. Each oral motion or resolution shall be taken down by the Deputy Clerk or Chairman and read back to the whole Board by the Deputy Clerk or the Chairman before any vote is taken.

2.11. Matters presented by the Board are generally used for individual Board members to share information with other members of the Board and the public. Prior to the agenda being prepared, a member of the Board may contact the Clerk or Deputy Clerk and have an item included under this heading. The County Administrator shall prepare an Executive summary which will inform other members of the Board of the particulars pertaining to this item.

2.12. Closed Meetings of the Board shall be requested in the same manner as prescribed in Section 2.5, or by a motion to suspend the rules carried by a majority of the Board; provided all Board members are present.

#### 2.13. Quorum and Method of Voting

At any meeting a majority of the supervisors shall constitute a quorum. All questions submitted to the Board for decision shall be determined by a *viva voce* vote of a majority of the supervisors voting on any such question, unless otherwise provided by law. The name of each member voting and how he or she voted must be recorded. The Board of Supervisors has elected not to have a tie breaker as provided for by the Code of Virginia, and a tie vote on any motion shall be considered defeated as provided for in Section 15.2-1420 of the Code of Virginia, 1950, as amended.

Each member present when a question is put shall vote "yes" or "no." No member shall be excused from voting except on matters involving the consideration of his own official conduct or where his own financial interests are involved or where he may have a conflict of interest, pursuant to the Virginia State and Local Government Conflict of Interests Act (Title 2.2, Chapter 31 of the Code of Virginia, Section 2.2-3100, 1950, as amended).

#### 2.14. Procedure for Roll Call for Board Members

- (1) The Members of the Board shall cast votes in district order on a rotating basis.
- (2) The Chairman of the Board of Supervisors shall cast the last vote.

#### 2.15. Remote Participation in Board Meeting

As authorized by § 2.2-3708.1 of the Code of Virginia, 1950, as amended, the Board of Supervisors of Pittsylvania County, Virginia, shall allow the participation of members of the Board in a meeting through electronic communication means from a remote location that is not open to the public subject to complying with all parts of the following written policy:

1. On or before the day of a meeting, the Supervisor shall notify the Board Chairman that the Supervisor is unable to attend the meeting due to an emergency or a personal matter and the Supervisor shall identify with specificity the nature of the emergency or personal matter, or the Supervisor shall notify the Board Chairman that the Supervisor is unable to attend a meeting due

to a temporary or permanent disability or other medical condition that prevents the Supervisor's physical attendance. The Board shall record the specific nature of the emergency, personal matter, or fact of temporary or permanent disability, and the remote location from which the absent Supervisor participated in its minutes.

2. If the absent Supervisor's remote participation is disapproved because such participation would violate the strict and uniform application of this written policy, such disapproval shall be recorded in the Board's minutes.

3. Such participation by the absent Supervisor shall be limited in each calendar year to two (2) meetings, or 25 percent (25%) of the meetings of the Board, whichever is fewer.

4. A quorum of the Board shall be physically assembled at the primary or central meeting location.

5. The Board shall make arrangements for the voice of the absent Supervisor to be heard by all persons in attendance at the primary or central meeting location.

### **Article III. County Administrator.**

3.1. The Board may appoint a County Administrator who shall serve at the pleasure of the Board. Once appointed, the County Administrator shall be the Chief Administrative Officer of the County and shall perform his/her duties in accordance with the laws of the commonwealth and the policies of the County as established by the Board in regular or special session for that purpose. When the Board is not in session, the County Administrator shall receive guidance concerning policy from the Chairman, and in his absence, the Vice-Chairman.

3.2. The County Administrator shall be in complete charge of personnel of the County and shall, in accordance with established policy, hire and fire. Any action of the County Administrator concerning dismissal of personnel is subject to review by the Board and can be reversed by a two-thirds vote of the Board. Such review shall be limited to charges of discrimination and failure to follow personnel policies on the part of the Administrator in the conduct of dismissal.

3.3. The County Administrator shall serve as the purchasing agent for the County as defined by Chapter 26, Section 2, of the Pittsylvania County Code.

3.4. He shall have charge of the administration of the financial affairs of the County, and to that end, shall have authority and be required to:

(a) Cooperate with the Board of Supervisors in compiling estimates for the current expense and capital budgets.

(b) Supervise and control all encumbrances, expenditures, and disbursements to insure that budget appropriations are not exceeded; and keep the Board of Supervisors advised as to the financial needs of the County.

(c) Require at such intervals as he may deem expedient or as instructed by the Board of Supervisors, report of receipts from each of the departments, boards, commissions, agencies, and he may prescribe the times at, and the manner in which, money is received by them shall be paid to the County Treasurer or deposited subject to modifications as prescribed and set forth in the general laws of the Commonwealth of Virginia.

Examine all contracts, purchase orders, and other documents, which create financial obligations against the County, and approve the same only upon ascertaining that money has been appropriated and allotted therefore, subject, however, to the provision that the Board of Supervisors may in its discretion and judgment, amend, modify, and alter this requirement to meet a specific need or requirement of a particular piece of legislation approved by the Board of Supervisors.

#### **ARTICLE IV. Standing Committees.**

4.1. The Standing Committees of the Board shall be as follows:

(a) Finance/Insurance: To aid and advise in the preparation on the County Budget and make recommendations concerning Fiscal Policy.

(b) Personnel: To review policies and practices and make recommendations regarding the same.

(c) Property/Building: To view buildings and grounds and make recommendations regarding the same.

(d) Legislative Committee: The Legislative Committee, in collaboration with the County Attorney, shall review, propose changes, and maintain current revisions to the Bylaws, Rules of Order and Standards of Conduct of the Pittsylvania County Board of Supervisors; review, propose changes and maintain current revisions to the Pittsylvania County Board of Supervisors Policies and Procedures Manual; and review, propose changes, set public hearings for any proposed changes, and maintain current revisions to the Pittsylvania County Codes and Compliances.

4.2. Membership to the above-committees shall be appointed by the Board Chairman from the membership of the Board and may include citizen membership. Any appointment so made shall be for a specific term of office as determined by the Chairman.

4.3. The Board may, from time-to-time, direct that the Chairman appoint committees for a specific purpose with a limited duration.

4.4. The Chairman shall be authorized to temporarily participate, including voting, in any committee of the Board of Supervisors for the purpose of creating a quorum and/or taking action.

#### **ARTICLE V. Certain Ordinances and Resolutions to Lie Over.**

5.1. No ordinance or resolution imposing taxes or appropriating money from general fund balances, not included in the adopted budget, in excess of \$5,000, shall be passed until after ten (10) days from the introduction thereof. This shall not restrict the appropriation of State, Federal, or other funds not in the current General Fund balances.

#### **ARTICLE VI. Recordation of Ordinances and Resolutions.**

6.1. Every resolution upon its final passage shall be recorded in a book kept for that purpose, and shall be authenticated by the signature of the presiding officer and the County Administrator.

6.2. Every resolution shall be authenticated and recorded in the same manner as in 7.1-above.

6.3. Every motion appropriating funds or adopting an ordinance shall be by roll call vote.

6.4. Every ordinance passed by the Board of Supervisors shall be incorporated into the Pittsylvania County Code.

#### **ARTICLE VII. Standards of Conduct.**

##### **Preamble**

The citizens and businesses of Pittsylvania County, Virginia, are entitled to have fair, ethical, and accountable local government, which has earned the public's full confidence for integrity. The effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial, and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Pittsylvania County Board of Supervisors has adopted this Standards of Conduct for members of the Board and of the County's boards, commissions, and committees, to assure public confidence in the integrity of local government and its effective and fair operation.

##### **1. Act in the Public Interest**

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Pittsylvania County and not for any private or personal interest, and they will assure fair and equitable treatment of all persons, claims, and transactions coming before the Pittsylvania County Board of Supervisors, boards, commissions, and committees.

##### **2. Comply with the Law**

Members shall comply with the laws of the nation, the Commonwealth of Virginia, and the County of Pittsylvania, Virginia, in the performance of their public duties. These laws include,

but are not limited to: the United States and Virginia constitutions; the Code of the County of Pittsylvania, Virginia; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and County ordinances and policies.

### **3. Conduct of Members**

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members of the Board of Supervisors, boards, commissions, and committees, the staff or public.

### **4. Respect for Process**

Members shall perform their duties in accordance with the processes and rules of order established by the Board of Supervisors and boards, committees, and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board of Supervisors by County staff.

### **5. Conduct of Public Meetings**

Members shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings.

### **6. Decisions Based on Merit**

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

### **7. Communication**

Members shall publicly share substantive information that is relevant to a matter under consideration by the Board of Supervisors or boards, committees, and commissions, which they may have received from sources outside of the public decision-making process.

### **8. Conflict of Interest**

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest and shall disclose any substantial organizational responsibility or personal or business relationship to the parties in any matter coming before them. This paragraph is not intended to unduly restrict members who have minor business or professional dealings with clients whose matters come before them. In accordance with the law, members

shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts of interest exist.

#### **9. Gifts and Favors**

A member should never accept for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.

#### **10. Confidential Information**

Members shall respect the confidentiality of information concerning the property, personnel, or affairs of the County. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests.

#### **11. Use of Public Resources**

Members shall not use public resources that are not available to the public in general, such as County staff time, equipment, supplies, or facilities, for private gain or personal purposes.

#### **12. Representation of Private Interests**

In keeping with their role as stewards of the public interest, members of the Board shall not appear on behalf of the private interests of third parties before the Board of Supervisors or any board, committee, commission, or proceeding of the County, nor shall members of boards, committees, or commissions appear before their own bodies or before the Board of Supervisors on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

#### **13. Advocacy**

Members shall represent the official policies or positions of the Board of Supervisors, boards, commissions, or committees to the best of their ability when designated as delegates for this purpose. When representing their individual opinions and positions, members shall explicitly state they do not represent their body or Pittsylvania County, nor will they allow the inference that they do.

#### **14. Policy Role of Members**

The Board of Supervisors determines the policies of the County with the advice, information, and analysis provided by the public, boards, commissions, and committees, and County staff. The Board of Supervisors delegates authority for the administration of the County to the County Administrator. Members, therefore, shall not interfere with the administrative functions of the County or the professional duties of County staff, nor shall they impair the ability of staff to

implement Board policy decisions. Inquiries to staff shall be made through the County Administrator or the appropriate department manager or director.

#### **15. Independence of Board and Commissions**

Because of the value of the independent advice of boards, committees, and commissions to the public decision-making process, members of the Board of Supervisors shall refrain from using their positions to unduly influence the deliberations or outcomes of board, committee, or commission proceedings.

#### **16. Positive Work Place Environment**

Members shall support the maintenance of a positive and constructive workplace environment for County employees and for citizens and businesses dealing with the County. Members shall recognize their special role in dealings with County employees and in no way create the perception of inappropriate direction to staff.

#### **17. Implementation**

As an expression of the standards of conduct for members expected by the County, the Pittsylvania County Standards of Conduct is intended to be self-enforcing. Therefore, it becomes most effective when members are thoroughly familiar with and embrace its provisions. For this reason, ethical standards shall be included in the regular orientations for candidates for the Board of Supervisors, applicants to boards, committees, commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they have read and understood the Pittsylvania County Standards of Conduct. In addition, the Board of Supervisors, boards, committees, and commissions, shall annually review the Standards of Conduct and the Board of Supervisors shall consider recommendations from boards, committees, and commissions to update it as necessary.

#### **18. Compliance and Enforcement**

The Pittsylvania County Standards of Conduct expresses standards of ethical conduct expected of members of the Pittsylvania County Board of Supervisors, boards, committees, and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards, committees, and commissions and the Chairman of the Board of Supervisors have the additional responsibility to intervene when actions of members that appear to be in violation of the Standards of Conduct are brought to their attention.

~~As allowed by law, the Board of Supervisors may impose sanctions and fines on members whose conduct does not comply with the County's ethical standards, such as public or private reprimand, formal censure, loss of seniority or committee assignment, or budget restriction.~~

~~Where allowed by law, the Board of Supervisors also may remove members of Board-appointed boards, committees, and commissions from office.~~

A violation of this Standards of Conduct shall not be considered a basis for challenging the validity of a Board of Supervisors, board, committee, or commission's decision.

**MODEL OF EXCELLENCE**  
**PITTSYLVANIA COUNTY BOARD OF SUPERVISORS,**  
**BOARDS, COMMITTEES, AND COMMISSIONS**  
**MEMBER STATEMENT**

As a member of the Pittsylvania County Board of Supervisors, or of a Pittsylvania County board, committee, or commission, I agree to uphold the Standards of Conduct for elected and appointed officials adopted by the County. I affirm that I have read and understand the Pittsylvania County Standards of Conduct.

Signature \_\_\_\_\_  
Date: \_\_\_\_\_  
Name (printed): \_\_\_\_\_  
Office/Board/Committee/Commission: \_\_\_\_\_

**ARTICLE VIII. Amendments and Adoptions.**

8.1. Amendments to these By-Laws, Rules of Procedure, and Standards of Conduct may be made at any meeting of the board by a majority vote of the Board present, after a notice of intent to amend has been given to each Board member not less than ten (10) days prior to such meeting and after a duly advertised and conducted public hearing on said amendment(s).

8.2. Adoption of the By-Laws and procedures shall be by simple majority vote of the Board and shall be in force and effect on the day after their passage.

~~Amended this 4th day of February, 2013, by a recorded vote of:~~

~~Ayes Nays~~

PITTSYLVANIA COUNTY  
Board of Supervisors

EXECUTIVE SUMMARY

<p><b><u>AGENDA TITLE:</u></b> Bennett Street Right-of-Way Dedication Acceptance</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Accept Right-of-Way</p> <p><b><u>STAFF CONTACT(S):</u></b> Mr. Monday; Mr. Hunt</p>	<p><b><u>AGENDA DATE:</u></b>      <b><u>ITEM NUMBER:</u></b> 05-17-2016                      14</p> <p><b><u>ACTION:</u></b> Yes</p> <p><b><u>ATTACHMENTS:</u></b> 1) Deeds of Right-of-Way Dedication 2) Bennett Street Plat</p> <p><b><u>REVIEWED BY:</u></b> </p>
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**BACKGROUND:**

At a previous Board of Supervisors' meeting, the Board of Supervisors authorized County Staff to take the necessary steps to assist VDOT in making improvements to Bennett Street, via Rural Addition Funds, to take the private street into the VDOT system. Said improvements would involve paving the road, repairing potholes, realigning the road, and creation of a cul-de-sac at its terminus; thereby, allowing for a bus turnaround. Before VDOT will do the Bennett Street improvements, the County was required to secure appropriate right-of-way from the property owners adjoining Bennett Street. As evinced from the attached deeds, the County has done so. VDOT improvement of Bennett Street will be done by previously allocated Rural Addition Funds. No funds are required from the County at this time for the Bennett Street work.

**DISCUSSION:**

For the Board of Supervisors' review and consideration. If the Board of Supervisors desires to proceed with this project, a roll call vote authorizing the acceptance of the Right-of-Way Dedication is required. Once accepted, the County will put the deeds to record and send the appropriate documentation to VDOT so it can commence its Bennett Street improvement work.

**RECOMMENDATION:**

Staff recommends the Board of Supervisors proceed with the Bennett Street project and authorize the acceptance of the Right-Of-Way Dedication. ***Roll Call Vote Required***

*Exempt from Recordation Taxes and Fees under Sections 58.1-822(A) (3), 58.1-811(C) (4J), 58.1-811(C) (5), 58.1-3315, 42.1-70, 17.1-266 and 17.1-279(E) of the Code of Virginia, 1950, as amended.  
The existence of title insurance is unknown to the Preparer.*

This deed was prepared by:  
J. Vaden Hunt, Esq.  
Pittsylvania County Attorney  
1 Center Street  
P.O. Box 426  
Chatham, Virginia 24531  
VSB # 65574  
GPIN#: 1386-79-9506

## **DEED OF DEDICATION OF RIGHT-OF-WAY**

THIS DEED OF DEDICATION OF RIGHT-OF-WAY, made this 31 day of March 2016, by CAROL BRUMFIELD ("Grantor"), party of the first part, and the BOARD OF SUPERVISORS OF THE COUNTY OF PITTSYLVANIA, VIRGINIA, a political subdivision of the Commonwealth of Virginia ("Grantee"), party of the second part.

WITNESSETH:

WHEREAS, Grantor is the owner of a certain parcel of land situated in the Westover Magisterial District of Pittsylvania County, Virginia, (the "Property"), more particularly shown on the attached plat having acquired said Property by Instrument No. 08-0000493, and Map Book 43, at Page 121D, of the land records of Pittsylvania County, Virginia, and being said parcels referenced by Geographic Parcel Identification Number ("GPIN") 1386-79-9506;

WHEREAS, Grantor desires to dedicate a certain additional portion of the Property's right-of-way to Grantee for the extension and construction of a cul-de-sac at the end of State Route No. 1009, also being known as Bennett Street; and

WHEREAS, the Grantor covenants that he is the rightful and lawful owner of the Property, and that he has the legal right and authority to convey the same to the Grantee; free and clear from all encumbrances.

NOW THEREFORE in consideration of the premises and the sum of One Dollar (\$1.00), cash in hand paid, the receipt and sufficiency of which are hereby acknowledged, Grantor does hereby convey in fee simple, with General Warranty to Grantee, its successors and assigns, that portion of additional right-of-way land containing 0.051 acres described more fully and shown on the plat attached hereto and made a part hereof entitled "Plat of Survey for the County of Pittsylvania, Virginia Showing Proposed Right-of-Way for the Extension and Construction of a Cul-de-sac at the end of State Route No. 1009 (also being known as Bennett Street) Adjacent to Properties Identified as GPIN's 1386-79-4521, 1386-79-3144, 1386-79-4130, 1386-79-6036, 1386-79-6872, and 1386-79-9506, Westover District, Pittsylvania County, Virginia," prepared on January 19, 2016, by Fred O. Shanks, III, Land Surveyor, No. 1544, Shanks Associates, P.C.

By their signatures hereto, all parties join in the execution of this Deed of Dedication of Right-of-Way to acknowledge their consent to the terms and conditions herein expressed and their acceptance to the right-of-way herein conveyed and received.

WITNESS the following signatures and seals:

**GRANTOR:**

**CAROL BRUMFIELD**

By: Carol Brumfield



To wit:

COMMONWEALTH OF VIRGINIA  
COUNTY OF PITTSYLVANIA

I, Lisa D. Wyatt, a Notary Public in and for the County of Pittsylvania, Virginia, do hereby certify that Carol Brumfield, whose name is signed to the foregoing Deed of Dedication of Right-of-Way bearing the date of March 31, 2016, has personally appeared before me and acknowledged the same.

Given under my hand this 31<sup>st</sup> day of March, 2016.

My commission expires: 11/30/2018

Lisa D. Wyatt  
Notary Public

239357  
Notary Public Number

**GRANTEE:**

THE BOARD OF SUPERVISORS OF THE COUNTY  
OF PITTSYLVANIA, VIRGINIA

By: \_\_\_\_\_ (SEAL)

Jessie L. Barksdale  
Chairman

To wit:

COMMONWEALTH OF VIRGINIA  
COUNTY OF PITTSYLVANIA

I, \_\_\_\_\_, a Notary Public in and for the County of  
Pittsylvania, Virginia, do hereby certify that Jessie L. Barksdale, Chairman of the Board of  
Supervisors of the County of Pittsylvania, Virginia, whose name is signed to the foregoing Deed  
of Dedication of Right-of-Way bearing the date of \_\_\_\_\_, 2016, has personally  
appeared before me and acknowledged the same.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public Number

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

\_\_\_\_\_  
J. Vaden Hunt, Esq.  
Pittsylvania County Attorney

*Exempt from Recordation Taxes and Fees under Sections 58.1-822(A) (3), 58.1-811(C) (4J), 58.1-811(C) (5), 58.1-3315, 42.1-70, 17.1-266 and 17.1-279(E) of the Code of Virginia, 1950, as amended.  
The existence of title insurance is unknown to the Preparer.*

This deed was prepared by:  
J. Vaden Hunt, Esq.  
Pittsylvania County Attorney  
1 Center Street  
P.O. Box 426  
Chatham, Virginia 24531  
VSB # 65574  
GPIN#: 1386-79-6872

**DEED OF DEDICATION OF RIGHT-OF-WAY**

THIS DEED OF DEDICATION OF RIGHT-OF-WAY, made this 3<sup>rd</sup> day of April 2016, by MICHAEL R. SEEPE and CAROLYN S. SEEPE ("Grantors"), party of the first part, and the BOARD OF SUPERVISORS OF THE COUNTY OF PITTSYLVANIA, VIRGINIA, a political subdivision of the Commonwealth of Virginia ("Grantee"), party of the second part.

WITNESSETH:

WHEREAS, Grantors are the owner of a certain parcel of land situated in the Westover Magisterial District of Pittsylvania County, Virginia, (the "Property"), more particularly shown on the attached plat having acquired said Property by Deed Book 1085, at Page 60, and Map Book 17, at Page 23, of the land records of Pittsylvania County, Virginia, and being said parcels referenced by Geographic Parcel Identification Number ("GPIN") 1386-79-6872;

WHEREAS, Grantors desire to dedicate a certain additional portion of the Property's right-of-way to Grantee for the extension and construction of a cul-de-sac at the end of State Route No. 1009, also being known as Bennett Street; and

WHEREAS, the Grantors covenant that they are the rightful and lawful owners of the Property, and they have the legal right and authority to convey the same to the Grantee; free and clear from all encumbrances.

NOW THEREFORE in consideration of the premises and the sum of One Dollar (\$1.00), cash in hand paid, the receipt and sufficiency of which are hereby acknowledged, Grantors do hereby convey in fee simple, with General Warranty to Grantee, its successors and assigns, that portion of additional right-of-way land containing 0.352 acres described more fully and shown on the plat attached hereto and made a part hereof entitled "Plat of Survey for the County of Pittsylvania, Virginia Showing Proposed Right-of-Way for the Extension and Construction of a Cul-de-sac at the end of State Route No. 1009 (also being known as Bennett Street) Adjacent to Properties Identified as GPIN's 1386-79-4521, 1386-79-3144, 1386-79-4130, 1386-79-6036, 1386-79-6872, and 1386-79-9506, Westover District, Pittsylvania County, Virginia," prepared on January 19, 2016, by Fred O. Shanks, III, Land Surveyor, No. 1544, Shanks Associates, P.C.

By their signatures hereto, all parties join in the execution of this Deed of Dedication of Right-of-Way to acknowledge their consent to the terms and conditions herein expressed and their acceptance to the right-of-way herein conveyed and received.

WITNESS the following signatures and seals:

**GRANTORS:**

MICHAEL R. SEEPE AND CAROLYN S. SEEPE

By: Michael R. Seepe (SEAL)

By: Carolyn S. Seepe



To wit:

COMMONWEALTH OF VIRGINIA  
COUNTY OF PITTSYLVANIA

I, Lisa G. Wyatt, a Notary Public in and for the County of Pittsylvania, Virginia, do hereby certify that Michael R. Seepe and Carolyn S. Seepe, whose names are signed to the foregoing Deed of Dedication of Right-of-Way bearing the date of April 3, 2016, have personally appeared before me and acknowledged the same.

Given under my hand this 3rd day of April, 2016.

My commission expires: Nov. 30, 2018

Lisa G. Wyatt  
Notary Public

239357  
Notary Public Number

**GRANTEE:**

**THE BOARD OF SUPERVISORS OF THE COUNTY  
OF PITTSYLVANIA, VIRGINIA**

By: \_\_\_\_\_ (SEAL)  
Jessie L. Barksdale  
Chairman

To wit:

COMMONWEALTH OF VIRGINIA  
COUNTY OF PITTSYLVANIA

I, \_\_\_\_\_, a Notary Public in and for the County of  
Pittsylvania, Virginia, do hereby certify that Jessie L. Barksdale, Chairman of the Board of  
Supervisors of the County of Pittsylvania, Virginia, whose name is signed to the foregoing Deed  
of Dedication of Right-of-Way bearing the date of \_\_\_\_\_, 2016, has personally  
appeared before me and acknowledged the same.

Given under my hand this \_\_\_\_ day of \_\_\_\_\_, 2016.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public Number

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

\_\_\_\_\_  
J. Vaden Hunt, Esq.  
Pittsylvania County Attorney

*Exempt from Recordation Taxes and Fees under Sections 58.1-822(A) (3), 58.1-811(C) (4J), 58.1-811(C) (5), 58.1-3315, 42.1-70, 17.1-266 and 17.1-279(E) of the Code of Virginia, 1950, as amended.  
The existence of title insurance is unknown to the Preparer.*

This deed was prepared by:  
J. Vaden Hunt, Esq.  
Pittsylvania County Attorney  
1 Center Street  
P.O. Box 426  
Chatham, Virginia 24531  
VSB # 65574  
GPIN#: 1386-79-4130

### **DEED OF DEDICATION OF RIGHT-OF-WAY**

THIS DEED OF DEDICATION OF RIGHT-OF-WAY, made this 3<sup>rd</sup> day of April 2016, by ADRON T. CHAPMAN and FAY CHAPMAN ("Grantors"), party of the first part, and the BOARD OF SUPERVISORS OF THE COUNTY OF PITTSYLVANIA, VIRGINIA, a political subdivision of the Commonwealth of Virginia ("Grantee"), party of the second part.

WITNESSETH:

WHEREAS, Grantors are the owner of a certain parcel of land situated in the Westover Magisterial District of Pittsylvania County, Virginia, (the "Property"), more particularly shown on the attached plat having acquired said Property by Instrument No. 10-0005169, and Map Book 43, Page 158N, of the land records of Pittsylvania County, Virginia, and being said parcels referenced by Geographic Parcel Identification Number ("GPIN") 1386-79-4130;

WHEREAS, Grantors desire to dedicate a certain additional portion of the Property's right-of-way to Grantee for the extension and construction of a cul-de-sac at the end of State Route No. 1009, also being known as Bennett Street; and

WHEREAS, the Grantors covenant that they are the rightful and lawful owners of the Property, and they have the legal right and authority to convey the same to the Grantee; free and clear from all encumbrances.

NOW THEREFORE in consideration of the premises and the sum of One Dollar (\$1.00), cash in hand paid, the receipt and sufficiency of which are hereby acknowledged, Grantors do hereby convey in fee simple, with General Warranty to Grantee, its successors and assigns, that portion of additional right-of-way land containing 0.004 acres described more fully and shown on the plat attached hereto and made a part hereof entitled "Plat of Survey for the County of Pittsylvania, Virginia Showing Proposed Right-of-Way for the Extension and Construction of a Cul-de-sac at the end of State Route No. 1009 (also being known as Bennett Street) Adjacent to Properties Identified as GPIN's 1386-79-4521, 1386-79-3144, 1386-79-4130, 1386-79-6036, 1386-79-6872, and 1386-79-9506, Westover District, Pittsylvania County, Virginia," prepared on January 19, 2016, by Fred O. Shanks, III, Land Surveyor, No. 1544, Shanks Associates, P.C.

By their signatures hereto, all parties join in the execution of this Deed of Dedication of Right-of-Way to acknowledge their consent to the terms and conditions herein expressed and their acceptance to the right-of-way herein conveyed and received.

WITNESS the following signatures and seals:

**GRANTORS:**

**ADRON T. CHAPMAN and FAY CHAPMAN**

By: Adron Chapman (SEAL)

By: Fay D Chapman



To wit:

COMMONWEALTH OF VIRGINIA  
COUNTY OF PITTSYLVANIA

I, Lisa G. Wyatt, a Notary Public in and for the County of Pittsylvania, Virginia, do hereby certify that Adron T. Chapman and Fay Chapman, whose names are signed to the foregoing Deed of Dedication of Right-of-Way bearing the date of April 3, 2016, have personally appeared before me and acknowledged the same.

Given under my hand this 3<sup>rd</sup> day of April, 2016.

My commission expires: Nov. 30, 2018

Lisa G. Wyatt  
Notary Public

239357  
Notary Public Number

**GRANTEE:**

**THE BOARD OF SUPERVISORS OF THE COUNTY  
OF PITTSYLVANIA, VIRGINIA**

By: \_\_\_\_\_ (SEAL)  
Jessie L. Barksdale  
Chairman

To wit:

COMMONWEALTH OF VIRGINIA  
COUNTY OF PITTSYLVANIA

I, \_\_\_\_\_, a Notary Public in and for the County of Pittsylvania, Virginia, do hereby certify that Jessie L. Barksdale, Chairman of the Board of Supervisors of the County of Pittsylvania, Virginia, whose name is signed to the foregoing Deed of Dedication of Right-of-Way bearing the date of \_\_\_\_\_, 2016, has personally appeared before me and acknowledged the same.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public Number

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

\_\_\_\_\_  
J. Vaden Hunt, Esq.  
Pittsylvania County Attorney

*Exempt from Recordation Taxes and Fees under Sections 58.1-822(A) (3), 58.1-811(C) (4J), 58.1-811(C) (5), 58.1-3315, 42.1-70, 17.1-266 and 17.1-279(E) of the Code of Virginia, 1950, as amended.  
The existence of title insurance is unknown to the Preparer.*

This deed was prepared by:  
J. Vaden Hunt, Esq.  
Pittsylvania County Attorney  
1 Center Street  
P.O. Box 426  
Chatham, Virginia 24531  
VSB # 65574  
GPIN#: 1386-79-3144

## **DEED OF DEDICATION OF RIGHT-OF-WAY**

THIS DEED OF DEDICATION OF RIGHT-OF-WAY, made this 3<sup>rd</sup> day of April 2016, by ADRON T. CHAPMAN and FAY CHAPMAN ("Grantors"), party of the first part, and the BOARD OF SUPERVISORS OF THE COUNTY OF PITTSYLVANIA, VIRGINIA, a political subdivision of the Commonwealth of Virginia ("Grantee"), party of the second part.

### WITNESSETH:

WHEREAS, Grantors are the owner of a certain parcel of land situated in the Westover Magisterial District of Pittsylvania County, Virginia, (the "Property"), more particularly shown on the attached plat having acquired said Property by Instrument No. 10-0005169, and Deed Book 1103, at Page 282 (Map), of the land records of Pittsylvania County, Virginia, and being said parcels referenced by Geographic Parcel Identification Number ("GPIN") 1386-79-3144;

WHEREAS, Grantors desire to dedicate a certain additional portion of the Property's right-of-way to Grantee for the extension and construction of a cul-de-sac at the end of State Route No. 1009, also being known as Bennett Street; and

WHEREAS, the Grantors covenant that they are the rightful and lawful owners of the Property, and they have the legal right and authority to convey the same to the Grantee; free and clear from all encumbrances.

NOW THEREFORE in consideration of the premises and the sum of One Dollar (\$1.00), cash in hand paid, the receipt and sufficiency of which are hereby acknowledged, Grantors do hereby convey in fee simple, with General Warranty to Grantee, its successors and assigns, that portion of additional right-of-way land containing 0.004 acres described more fully and shown on the plat attached hereto and made a part hereof entitled "Plat of Survey for the County of Pittsylvania, Virginia Showing Proposed Right-of-Way for the Extension and Construction of a Cul-de-sac at the end of State Route No. 1009 (also being known as Bennett Street) Adjacent to Properties Identified as GPIN's 1386-79-4521, 1386-79-3144, 1386-79-4130, 1386-79-6036, 1386-79-6872, and 1386-79-9506, Westover District, Pittsylvania County, Virginia," prepared on January 19, 2016, by Fred O. Shanks, III, Land Surveyor, No. 1544, Shanks Associates, P.C.

By their signatures hereto, all parties join in the execution of this Deed of Dedication of Right-of-Way to acknowledge their consent to the terms and conditions herein expressed and their acceptance to the right-of-way herein conveyed and received.

WITNESS the following signatures and seals:

**GRANTORS:**

**ADRON T. CHAPMAN and FAY CHAPMAN**

By: Adron Chapman (SEAL)

By: Fay D Chapman (SEAL)



To wit:

COMMONWEALTH OF VIRGINIA  
COUNTY OF PITTSYLVANIA

I, Lisa G. Wyatt, a Notary Public in and for the County of Pittsylvania, Virginia, do hereby certify that Adron T. Chapman and Fay Chapman, whose names are signed to the foregoing Deed of Dedication of Right-of-Way bearing the date of April 3, 2016, have personally appeared before me and acknowledged the same.

Given under my hand this 3rd day of April, 2016.

My commission expires: Nov. 30, 2018

Lisa G. Wyatt  
Notary Public

239357  
Notary Public Number

**GRANTEE:**

**THE BOARD OF SUPERVISORS OF THE COUNTY  
OF PITTSYLVANIA, VIRGINIA**

By: \_\_\_\_\_ (SEAL)  
Jessie L. Barksdale  
Chairman

To wit:

COMMONWEALTH OF VIRGINIA  
COUNTY OF PITTSYLVANIA

I, \_\_\_\_\_, a Notary Public in and for the County of  
Pittsylvania, Virginia, do hereby certify that Jessie L. Barksdale, Chairman of the Board of  
Supervisors of the County of Pittsylvania, Virginia, whose name is signed to the foregoing Deed  
of Dedication of Right-of-Way bearing the date of \_\_\_\_\_, 2016, has personally  
appeared before me and acknowledged the same.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public Number

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

\_\_\_\_\_  
J. Vaden Hunt, Esq.  
Pittsylvania County Attorney

*Exempt from Recordation Taxes and Fees under Sections 58.1-822(A) (3), 58.1-811(C) (4J), 58.1-811(C) (5), 58.1-3315, 42.1-70, 17.1-266 and 17.1-279(E) of the Code of Virginia, 1950, as amended.  
The existence of title insurance is unknown to the Preparer.*

This deed was prepared by:  
J. Vaden Hunt, Esq.  
Pittsylvania County Attorney  
1 Center Street  
P.O. Box 426  
Chatham, Virginia 24531  
VSB # 65574  
GPIN#: 1386-79-4521

## **DEED OF DEDICATION OF RIGHT-OF-WAY**

THIS DEED OF DEDICATION OF RIGHT-OF-WAY, made this 3<sup>rd</sup> day of April 2016, by SAMUEL H. WRAY ("Grantor"), party of the first part, and the BOARD OF SUPERVISORS OF THE COUNTY OF PITTSYLVANIA, VIRGINIA, a political subdivision of the Commonwealth of Virginia ("Grantee"), party of the second part.

### WITNESSETH:

WHEREAS, Grantor is the owner of a certain parcel of land situated in the Westover Magisterial District of Pittsylvania County, Virginia, (the "Property"), more particularly shown on the attached plat having acquired said Property by Deed recorded in Deed Book 1003, at Page 774, and Deed Book 635, at Page 774 (Plat), of the land records of Pittsylvania County, Virginia, and being said parcels referenced by Geographic Parcel Identification Number ("GPIN") 1386-79-4521;

WHEREAS, Grantor desires to dedicate a certain additional portion of the Property's right-of-way to Grantee for the extension and construction of a cul-de-sac at the end of State Route No. 1009, also being known as Bennett Street; and

WHEREAS, the Grantor covenants that he is the rightful and lawful owner of the Property, and that he has the legal right and authority to convey the same to the Grantee; free and clear from all encumbrances.

NOW THEREFORE in consideration of the premises and the sum of One Dollar (\$1.00), cash in hand paid, the receipt and sufficiency of which are hereby acknowledged, Grantor does hereby convey in fee simple, with General Warranty to Grantee, its successors and assigns, that portion of additional right-of-way land containing 0.006 acres described more fully and shown on the plat attached hereto and made a part hereof entitled "Plat of Survey for the County of Pittsylvania, Virginia Showing Proposed Right-of-Way for the Extension and Construction of a Cul-de-sac at the end of State Route No. 1009 (also being known as Bennett Street) Adjacent to Properties Identified as GPIN's 1386-79-4521, 1386-79-3144, 1386-79-4130, 1386-79-6036, 1386-79-6872, and 1386-79-9506, Westover District, Pittsylvania County, Virginia," prepared on January 19, 2016, by Fred O. Shanks, III, Land Surveyor, No. 1544, Shanks Associates, P.C.

By their signatures hereto, all parties join in the execution of this Deed of Dedication of Right-of-Way to acknowledge their consent to the terms and conditions herein expressed and their acceptance to the right-of-way herein conveyed and received.

WITNESS the following signatures and seals:

GRANTOR:

SAMUEL H. WRAY

By: Samuel H. Wray



To wit:

COMMONWEALTH OF VIRGINIA  
COUNTY OF PITTSYLVANIA

I, Lisa G. Wyatt, a Notary Public in and for the County of Pittsylvania, Virginia, do hereby certify that Samuel H. Wray, whose name is signed to the foregoing Deed of Dedication of Right-of-Way bearing the date of April 3, 2016, has personally appeared before me and acknowledged the same.

Given under my hand this 3rd day of April, 2016.

My commission expires: Nov. 30, 2018

Lisa G. Wyatt  
Notary Public

239357

Notary Public Number

GRANTEE:

THE BOARD OF SUPERVISORS OF THE COUNTY OF PITTSYLVANIA, VIRGINIA

By: \_\_\_\_\_ (SEAL)  
Jessie L. Barksdale  
Chairman

To wit:

COMMONWEALTH OF VIRGINIA  
COUNTY OF PITTSYLVANIA

I, \_\_\_\_\_, a Notary Public in and for the County of Pittsylvania, Virginia, do hereby certify that Jessie L. Barksdale, Chairman of the Board of Supervisors of the County of Pittsylvania, Virginia, whose name is signed to the foregoing Deed of Dedication of Right-of-Way bearing the date of \_\_\_\_\_, 2016, has personally appeared before me and acknowledged the same.

Given under my hand this \_\_\_\_ day of \_\_\_\_\_, 2016.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public Number

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

\_\_\_\_\_  
J. Vaden Hunt, Esq.  
Pittsylvania County Attorney

*Exempt from Recordation Taxes and Fees under Sections 58.1-822(A) (3), 58.1-811(C) (4J), 58.1-811(C) (5), 58.1-3315, 42.1-70, 17.1-266 and 17.1-279(E) of the Code of Virginia, 1950, as amended.  
The existence of title insurance is unknown to the Preparer.*

This deed was prepared by:  
J. Vaden Hunt, Esq.  
Pittsylvania County Attorney  
1 Center Street  
P.O. Box 426  
Chatham, Virginia 24531  
VSB # 65574  
GPIN#: 1386-79-6036

## **DEED OF DEDICATION OF RIGHT-OF-WAY**

THIS DEED OF DEDICATION OF RIGHT-OF-WAY, made this 2<sup>nd</sup> day of May 2016, by LENORD C. PHELPS, JR., and ELIZABETH ANN PHELPS ("Grantors"), party of the first part, and the BOARD OF SUPERVISORS OF THE COUNTY OF PITTSYLVANIA, VIRGINIA, a political subdivision of the Commonwealth of Virginia ("Grantee"), party of the second part.

### WITNESSETH:

WHEREAS, Grantors are the owner of a certain parcel of land situated in the Westover Magisterial District of Pittsylvania County, Virginia, (the "Property"), more particularly shown on the attached plat having acquired said Property by Instrument No. 08-0001230, and Deed Book 448, at Page 526 (Plat), of the land records of Pittsylvania County, Virginia, and being said parcels referenced by Geographic Parcel Identification Number ("GPIN") 1386-79-6036;

WHEREAS, Grantors desire to dedicate a certain additional portion of the Property's right-of-way to Grantee for the extension and construction of a cul-de-sac at the end of State Route No. 1009, also being known as Bennett Street; and

WHEREAS, the Grantors covenant that they are the rightful and lawful owners of the Property, and they have the legal right and authority to convey the same to the Grantee; free and clear from all encumbrances.

NOW THEREFORE in consideration of the premises and the sum of One Dollar (\$1.00), cash in hand paid, the receipt and sufficiency of which are hereby acknowledged, Grantors do hereby convey in fee simple, with General Warranty to Grantee, its successors and assigns, that portion of additional right-of-way land containing 0.001 acres described more fully and shown on the plat attached hereto and made a part hereof entitled "Plat of Survey for the County of Pittsylvania, Virginia Showing Proposed Right-of-Way for the Extension and Construction of a Cul-de-sac at the end of State Route No. 1009 (also being known as Bennett Street) Adjacent to Properties Identified as GPIN's 1386-79-4521, 1386-79-3144, 1386-79-4130, 1386-79-6036, 1386-79-6872, and 1386-79-9506, Westover District, Pittsylvania County, Virginia," prepared on January 19, 2016, by Fred O. Shanks, III, Land Surveyor, No. 1544, Shanks Associates, P.C.

By their signatures hereto, all parties join in the execution of this Deed of Dedication of Right-of-Way to acknowledge their consent to the terms and conditions herein expressed and their acceptance to the right-of-way herein conveyed and received.

WITNESS the following signatures and seals:

**GRANTORS:**

**LENORD C. PHELPS, JR., and ELIZABETH ANN PHELPS**

By: Lenord C Phelps JR (SEAL)

By: \_\_\_\_\_ (SEAL)

To wit:

COMMONWEALTH OF VIRGINIA  
COUNTY OF PITTSYLVANIA

I, Brenda O. Robertson, a Notary Public in and for the County of Pittsylvania, Virginia, do hereby certify that Lenord C. Phelps, Jr., and Elizabeth Ann Phelps, whose names are signed to the foregoing Deed of Dedication of Right-of-Way bearing the date of May 2, 2016, have personally appeared before me and acknowledged the same.

Given under my hand this 2<sup>nd</sup> day of May, 2016.

My commission expires: May 31, 2019

Brenda O. Robertson

Notary Public

**Brenda O'Nece Robertson**  
NOTARY PUBLIC

712 8443

Commonwealth of Virginia  
My Commission Expires 5/31/2019

Notary Public Number

**GRANTEE:**

**THE BOARD OF SUPERVISORS OF THE COUNTY OF PITTSYLVANIA, VIRGINIA**

By: \_\_\_\_\_ (SEAL)  
Jessie L. Barksdale  
Chairman

To wit:

COMMONWEALTH OF VIRGINIA  
COUNTY OF PITTSYLVANIA

I, \_\_\_\_\_, a Notary Public in and for the County of Pittsylvania, Virginia, do hereby certify that Jessie L. Barksdale, Chairman of the Board of Supervisors of the County of Pittsylvania, Virginia, whose name is signed to the foregoing Deed of Dedication of Right-of-Way bearing the date of \_\_\_\_\_, 2016, has personally appeared before me and acknowledged the same.

Given under my hand this \_\_\_\_ day of \_\_\_\_\_, 2016.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public Number

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

\_\_\_\_\_  
J. Vaden Hunt, Esq.  
Pittsylvania County Attorney

*Exempt from Recordation Taxes and Fees under Sections 58.1-822(A) (3), 58.1-811(C) (4J), 58.1-811(C) (5), 58.1-3315, 42.1-70, 17.1-266 and 17.1-279(E) of the Code of Virginia, 1950, as amended.  
The existence of title insurance is unknown to the Preparer.*

This deed was prepared by:  
J. Vaden Hunt, Esq.  
Pittsylvania County Attorney  
1 Center Street  
P.O. Box 426  
Chatham, Virginia 24531  
VSB # 65574  
GPIN#: 1386-79-6036

## **DEED OF DEDICATION OF RIGHT-OF-WAY**

THIS DEED OF DEDICATION OF RIGHT-OF-WAY, made this 12<sup>th</sup> day of April 2016, by LENORD C. PHELPS, JR., and ELIZABETH ANN PHELPS ("Grantors"), party of the first part, and the BOARD OF SUPERVISORS OF THE COUNTY OF PITTSYLVANIA, VIRGINIA, a political subdivision of the Commonwealth of Virginia ("Grantee"), party of the second part.

### WITNESSETH:

WHEREAS, Grantors are the owner of a certain parcel of land situated in the Westover Magisterial District of Pittsylvania County, Virginia, (the "Property"), more particularly shown on the attached plat having acquired said Property by Instrument No. 08-0001230, and Deed Book 448, at Page 526 (Plat), of the land records of Pittsylvania County, Virginia, and being said parcels referenced by Geographic Parcel Identification Number ("GPIN") 1386-79-6036;

WHEREAS, Grantors desire to dedicate a certain additional portion of the Property's right-of-way to Grantee for the extension and construction of a cul-de-sac at the end of State Route No. 1009, also being known as Bennett Street; and

WHEREAS, the Grantors covenant that they are the rightful and lawful owners of the Property, and they have the legal right and authority to convey the same to the Grantee; free and clear from all encumbrances.

NOW THEREFORE in consideration of the premises and the sum of One Dollar (\$1.00), cash in hand paid, the receipt and sufficiency of which are hereby acknowledged, Grantors do hereby convey in fee simple, with General Warranty to Grantee, its successors and assigns, that portion of additional right-of-way land containing 0.001 acres described more fully and shown on the plat attached hereto and made a part hereof entitled "Plat of Survey for the County of Pittsylvania, Virginia Showing Proposed Right-of-Way for the Extension and Construction of a Cul-de-sac at the end of State Route No. 1009 (also being known as Bennett Street) Adjacent to Properties Identified as GPIN's 1386-79-4521, 1386-79-3144, 1386-79-4130, 1386-79-6036, 1386-79-6872, and 1386-79-9506, Westover District, Pittsylvania County, Virginia," prepared on January 19, 2016, by Fred O. Shanks, III, Land Surveyor, No. 1544, Shanks Associates, P.C.

By their signatures hereto, all parties join in the execution of this Deed of Dedication of Right-of-Way to acknowledge their consent to the terms and conditions herein expressed and their acceptance to the right-of-way herein conveyed and received.

WITNESS the following signatures and seals:

**GRANTORS:**

**LENORD C. PHELPS, JR., and ELIZABETH ANN PHELPS**

By: \_\_\_\_\_ (SEAL)

By:  \_\_\_\_\_ (SEAL)

To wit:

~~COMMONWEALTH OF VIRGINIA~~ State of North Carolina  
~~COUNTY OF PITTSYLVANIA~~ Buncombe

~~Buncombe~~ I, Matthew T. Pertillar, a Notary Public in and for the County of ~~Pittsylvania~~, ~~Virginia~~, <sup>North Carolina</sup> do hereby certify that ~~Lenord C. Phelps, Jr.~~, and Elizabeth Ann Phelps, whose names are signed to the foregoing Deed of Dedication of Right-of-Way bearing the date of April 12, 2016, have personally appeared before me and acknowledged the same.

Given under my hand this 12 day of April, 2016.

My commission expires: May 30, 2020



Notary Public

200515300066

Notary Public Number

**GRANTEE:**

**THE BOARD OF SUPERVISORS OF THE COUNTY  
OF PITTSYLVANIA, VIRGINIA**

By: \_\_\_\_\_ (SEAL)  
Jessie L. Barksdale  
Chairman

To wit:

COMMONWEALTH OF VIRGINIA  
COUNTY OF PITTSYLVANIA

I, \_\_\_\_\_, a Notary Public in and for the County of  
Pittsylvania, Virginia, do hereby certify that Jessie L. Barksdale, Chairman of the Board of  
Supervisors of the County of Pittsylvania, Virginia, whose name is signed to the foregoing Deed  
of Dedication of Right-of-Way bearing the date of \_\_\_\_\_, 2016, has personally  
appeared before me and acknowledged the same.

Given under my hand this \_\_\_\_ day of \_\_\_\_\_, 2016.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public Number

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

\_\_\_\_\_  
J. Vaden Hunt, Esq.  
Pittsylvania County Attorney

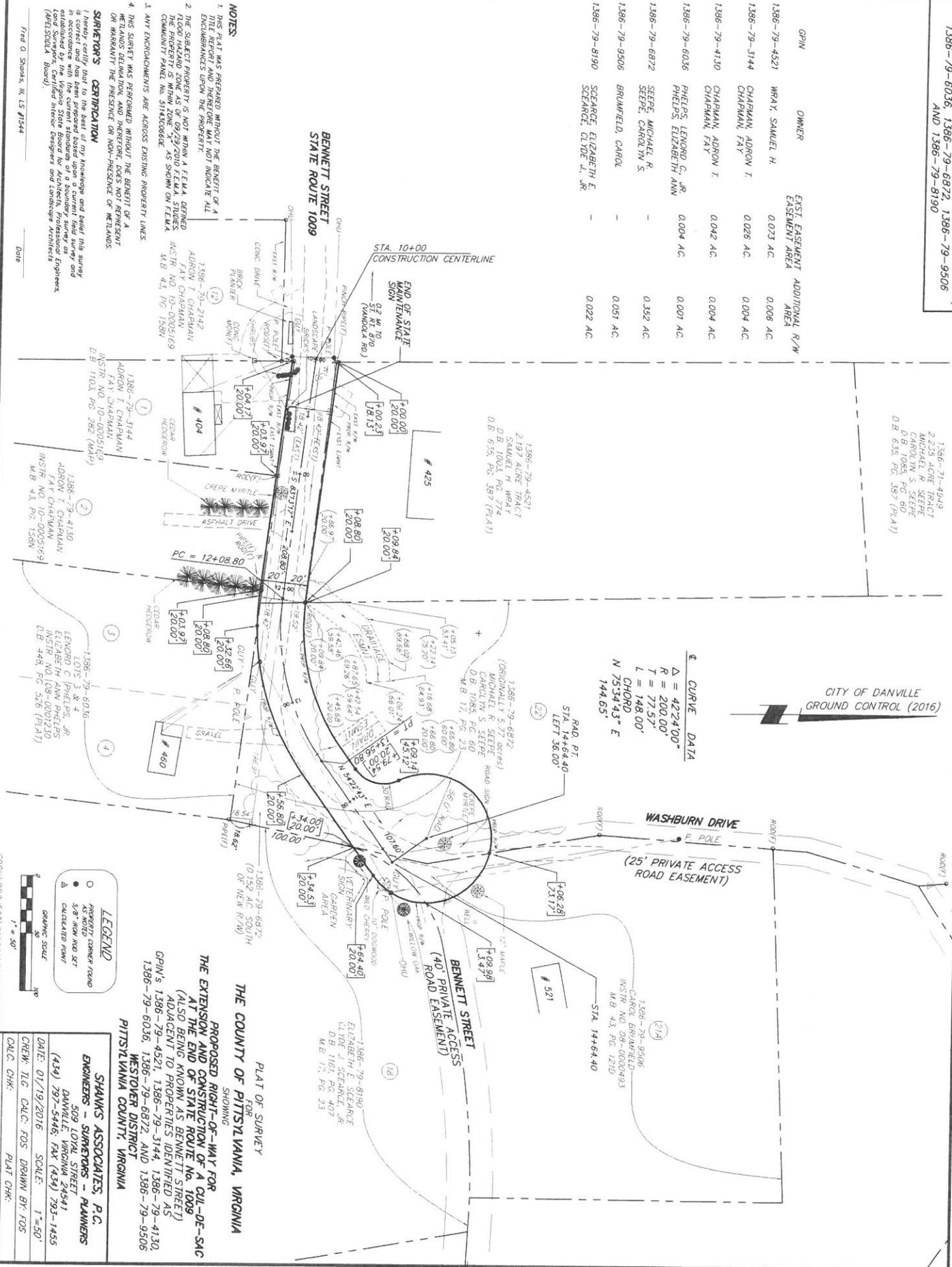
GIN's 1386-79-4521, 1386-79-3144, 1386-79-4130,  
1386-79-6036, 1386-79-6872, 1386-79-9506  
AND 1386-79-8190

1386-79-4919  
2.20 AC. CREP  
MICHAEL R. SEFFE  
CAROLYN S. SEFFE  
D.B. 1085, PG. 60  
D.B. 635, PG. 387 (PLA1)

GIN	OWNER	EXIST. EASEMENT EASEMENT AREA	ADDITIONAL R/W AREA
1386-79-4521	WRAY, SAMUEL H.	0.073 AC.	0.006 AC.
1386-79-3144	CHAPMAN, ADRON T. CHAPMAN, FAY	0.028 AC.	0.004 AC.
1386-79-4130	CHAPMAN, ADRON T. CHAPMAN, FAY	0.042 AC.	0.004 AC.
1386-79-6036	PHILIPS, LENORD C., JR. PHILIPS, ELIZABETH ANN	0.004 AC.	0.001 AC.
1386-79-6872	SEFFE, MICHAEL R. SEFFE, CAROLYN S.	-	0.352 AC.
1386-79-9506	BRUMFIELD, CAROL	-	0.051 AC.
1386-79-8190	SCARAGE, ELIZABETH E. SCARAGE, CLYDE L., JR.	-	0.022 AC.

CITY OF DANVILLE  
GROUND CONTROL (2016)

Δ = 42°24'00"  
R = 200.00'  
T = 77.57'  
L = 148.00'  
CHORD  
N 75°34'43" E  
144.65'



PLAT OF SURVEY  
FOR  
THE COUNTY OF PITTSYLVANIA, VIRGINIA  
SHOWING  
PROPOSED RIGHT-OF-WAY FOR  
THE EXTENSION AND CONSTRUCTION OF A 40'-DE-SIC  
AT THE END OF STATE ROUTE NO. 1009  
(ALSO BEING KNOWN AS BENNETT STREET)  
ADJACENT TO PROPERTIES IDENTIFIED AS  
GIN's 1386-79-4521, 1386-79-3144, 1386-79-4130,  
1386-79-6036, 1386-79-6872, AND 1386-79-9506  
WESTOVER DISTRICT  
PITTSYLVANIA COUNTY, VIRGINIA

SHANKS ASSOCIATES, P.C.  
ENGINEERS - SURVEYORS PLANNERS  
509 TOWN CENTER DRIVE  
DANVILLE, VIRGINIA 22821-1541  
(434) 797-5446; FAX (434) 793-1455  
DATE: 01/19/2016 SCALE: 1"=50'  
CREW: TIG C.A.C. FOS DRAWN BY: FOS  
CALC. CHK: PLAT CHK:  
F.B.: 13.01 JOB NO.: 916001

- NOTES:**
1. THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND THEREFORE MAY NOT INDICATE ALL ENCUMBRANCES UPON THE PROPERTY.
  2. THE SUBJECT PROPERTY IS NOT WITHIN A FEMA DEEMED FLOOD HAZARD ZONE AS OF 09/29/2010 FEMA STUDIES COMMUNITY PANEL NO. 311030866.
  3. ANY ENCROACHMENTS ARE ACROSS EXISTING PROPERTY LINES.
  4. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A METEOROLOGICAL BELMONT, AND THEREFORE DOES NOT REPRESENT OR WARRANT THE PRESENCE OR NON-PRESENCE OF METEOROLOGICAL BELMONT.
- SURVEYORS - CERTIFICATION**
- I hereby certify that the best of my knowledge and belief this survey is correct and has been prepared in accordance with the current standards of a boundary survey as set forth by the Virginia State Board for Architects, Professional Engineers, and Land Surveyors and the Virginia State Board for Architects, Professional Engineers, and Land Surveyors. I am a duly Licensed Surveyor and Land Surveyor in the State of Virginia.
- Fred O. Shanks, III, LS 11544



**PITTSYLVANIA COUNTY**  
**Board of Supervisors**

**EXECUTIVE SUMMARY**

<b><u>AGENDA TITLE:</u></b> Request for Tipping Fee Waiver – Leesville Lake Association	<b><u>AGENDA DATE:</u></b> 05-17-2016	<b><u>ITEM NUMBER:</u></b> 15
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>  Request for Tipping Fee Waiver	<b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>
<b><u>STAFF CONTACT(S):</u></b>  Mr. Monday	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b> No	
	<b><u>REVIEWED BY:</u></b>	

**BACKGROUND:**

**DISCUSSION:**

The Leesville Lake Association (LLA) will sponsor its 13<sup>th</sup> annual Beautification and Volunteer Appreciation Day on Saturday, June 11, 2016. The LLA has acquired a 30 cubic foot container to collect trash in and requests a tipping fee waiver for the trash in the container once its brought to the Pittsylvania County Landfill.

**RECOMMENDATION:**

Staff recommends the Board of Supervisors to waive the landfill tipping fees for a 30 cubic foot container with debris from Leesville Lake Association's 2016 Beautification Day Event. ***Roll Call Vote required.***

**PITTSYLVANIA COUNTY  
Board of Supervisors**

**EXECUTIVE SUMMARY**

<u><b>AGENDA TITLE:</b></u> Request from Registrar to repurpose existing Capital Funds  <u><b>SUBJECT/PROPOSAL/REQUEST:</b></u>  Approval to repurpose capital funds in the FY 2016 budget for the Electoral Board  <u><b>STAFF CONTACT(S):</b></u> <b>Monday, VanDerHyde</b>	<u><b>AGENDA DATE:</b></u> 5-17-16	<u><b>ITEM NUMBER:</b></u> 16
	<u><b>ACTION:</b></u> Yes	<u><b>INFORMATION:</b></u>
	<u><b>CONSENT AGENDA:</b></u> <u><b>ACTION:</b></u>	<u><b>INFORMATION:</b></u>
	<u><b>ATTACHMENTS:</b></u>	<u><b>REVIEWED BY:</b></u> 

**BACKGROUND:**

The Board of Supervisors approved a total of \$28,000 for the Electoral Board in the FY2016 budget for the purchase of new software for the electronic poll books. This budget was approved on April 6, 2015. Before the end of FY2015, the Registrar was able to utilize existing resources to fund the software before 6-30-15.

**DISCUSSION:**

The Registrar, Kelly Bailess, would like to request that \$22,979.17 of the original \$28,000 be repurposed for the following purchases:

- 30 cases of voting booths – \$2,998.50
- 2 Ballot Boxes - \$1,640.00
- 1 AutoMark Voting Machine and 32 ballot box (Tote Bin) - \$6,609.55
- 75 ID Barcode scanners w/stand and networking cables - \$11,109.00 and \$622.12

**RECOMMENDATION:**

Staff recommends that the Board of Supervisors approve the repurposed use of \$22,979.17 for the items listed above to be paid out of the Electoral Board’s Capital Outlay-Equipment line item (100-4-013100-8102).

# APPOINTMENTS

**PITTSYLVANIA COUNTY  
Board of Supervisors**

**EXECUTIVE SUMMARY**

<p><b><u>AGENDA TITLE:</u></b> Appointment to the Tri-County Lake Administrative Commission (TLAC): Citizen representative</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>  Appointment</p> <p><b><u>STAFF CONTACT(S):</u></b>  Mr. Monday</p>	<p><b><u>AGENDA DATE:</u></b> 05-17-2016</p> <p><b><u>ACTION:</u></b> Yes</p> <p><b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b></p> <p><b><u>ATTACHMENTS:</u></b> No</p> <p><b><u>REVIEWED BY:</u></b> <i>GIS</i></p>	<p><b><u>ITEM NUMBER:</u></b> 17</p> <p><b><u>INFORMATION:</u></b></p> <p><b><u>INFORMATION:</u></b></p>
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**BACKGROUND:**

In February 2016, Mr. Henry A. "Hank" Davis, Jr. was appointed as the Pittsylvania County Citizen representative to TLAC. TLAC's requires that the citizen representative must live in a district that borders Smith Mountain Lake. Mr. Davis resides in the Chatham-Blairs Electoral District, and therefore, does not qualify as a citizen representative to TLAC.

**DISCUSSION:**

The Honorable Jerry A. Hagerman has nominated Lionel Reynolds, a resident in the Callands-Gretna Electoral District, as the Pittsylvania County Citizen Representative to TLAC. Once approved, this term would begin immediately and end January 31, 2017, thus filling the unexpired term.

**RECOMMENDATION:**

Staff submits this nomination to the Board of Supervisors for their review, consideration, and approval.

# **REPORTS FROM BOARD MEMBERS**

# **REPORTS FROM LEGAL COUNSEL**

**REPORTS FROM  
COUNTY  
ADMINISTRATOR**

# **CLOSED SESSION**

# ADJOURNMENT