



**BOARD OF SUPERVISORS
WORK SESSION
Tuesday, March 17, 2020 – 4:30 PM**

**Main Conference Room
County Administration Building, 1 Center Street
Chatham, Virginia 24531**

AGENDA

- 1. CALL TO ORDER (4:30 PM)**
- 2. ROLL CALL**
- 3. AGENDA ITEMS TO BE ADDED**
- 4. APPROVAL OF AGENDA**

For the citizens' convenience, all Work Session and Committee Meetings are now being recorded and can be viewed on the same YouTube location as the Board of Supervisor's Business Meetings. Please remember that the Board's Work Session is designed for internal Board and County Staff communication, discussion, and work. It is not a question and answer session with the audience. Accordingly, during the Work Session, no questions or comments from the audience will be entertained. Respectfully, any outbursts or disorderly conduct from the audience will not be tolerated and may result in the offending person's removal from the Work Session. As a reminder, all County citizens, and other appropriate parties as designated by the Board's Bylaws, are permitted to make comments under the Hearing of the Citizens' Section of tonight's Business Meeting.

- 5. PRESENTATIONS**
 - a. SCS Broadband Update (Contact: Clay Stewart); (15 minutes)
- 6. STAFF, COMMITTEE, AND/OR CONSTITUTIONAL OFFICER REPORTS**
 - a. Monthly Department Spotlight (Treasurer); (Staff Contact: Vincent Shorter); (15 minutes)
 - b. Building Maintenance Request (Pittsylvania County Community Action); (Staff Contact: Richard N. Hicks); (10 minutes)
- 7. BUSINESS MEETING DISCUSSION ITEMS**

8. CLOSED SESSION

- a. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body (Staff Contact: J. Vaden Hunt, Esq.)

(1) Legal Authority: Virginia Code § 2.2-3711(A)(1)

Subject Matter: Pittsylvania County Service Authority (“PCSA”)

Purpose: Discussion of Board’s PCSA Appointees

9. RETURN TO OPEN SESSION & CLOSED SESSION CERTIFICATION

- a. Closed Session Certification

10. ADJOURNMENT



Board of Supervisors
EXECUTIVE SUMMARY
INFORMATION ITEM

Agenda Title:	SCS Broadband Update (Contact: Clay Stewart); (15 minutes)		
Staff Contact(s):	Kimberly G. Van Der Hyde		
Agenda Date:	March 17, 2020	Item Number:	5.a
Attachment(s):			
Reviewed By:	KH		

Clay Stewart, SCS Broadband CEO, will update the Board on the SCS Broadband Project in the County.



Board of Supervisors
EXECUTIVE SUMMARY

INFORMATION ITEM

Agenda Title:	Monthly Department Spotlight (Treasurer); (Staff Contact: Vincent Shorter); (15 minutes)		
Staff Contact(s):	Vincent Shorter		
Agenda Date:	March 17, 2020	Item Number:	6.a
Attachment(s):	Pittsylvania County Treasurers Office		
Reviewed By:	VH		

The Honorable Vincent Shorter, Treasurer, will present to the Board the third installment of the Monthly Department Spotlight. He will discuss the current happenings and state of the County's Treasurer Office.



Pittsylvania County Treasurer's Office

VINCENT SHORTER, MGT

Mission Statement

The Treasurer is a Constitutional Officer that originates in the Virginia Constitution of 1870. The Virginia Constitutional format provides local government with a system of fiscal checks and balances. This system allows the Treasurer to perform their duties and responsibilities as an independent officer accountable directly to the citizens. Responsibilities include collecting real estate tax, personal property tax, motor vehicle license fees, solid waste fees, state income tax, estimated income tax, administration of the dog license program, administration of MVL exemption for first responders, issuing payments for jurors, receipt and deposit of all other revenues originating in other departments. The Treasurer also maintains and balances bank accounts for all county departments, school division and social services. It is the responsibility of the Treasurer to appropriately account for the receipt and disbursement of revenue. They also invest public funds for return on investment with security of the investment given the highest priority. It is the mission of the Treasurer's office to perform these and all other required duties of the office within the constraints of the law and to the highest standard obtainable.



THE FACE OF THE COUNTY

Billable Statistics

- Number of taxable parcels 48,320
- Number of parcels in land use program 5,096
- Number of real estate transfers 2,567
- Number of taxable personal property items 116,276
- Number of motor vehicle license fees billed 58,438



Number of bills issued to customers

- Real Estate Bills Mailed 72,916
- Real Estate Bills redirected to mortgage co. 15,490
- Business PP bills mailed 4,019
- Personal property bills mailed 68,702
- Solid waste bills mailed 43,901
- E-bills issued 646
- Delinquent bills mailed 24,873
- Total bills issued 230,547



Vincent E. Shorter, MGT
Treasurer of Pittsylvania County
 PO Box 230 - Chatham VA 24531
 Phone: (434) 432-7960 - Fax: (434) 432-7968
 www.pittgov.org

IMPORTANT TAX INFORMATION

1. For this tax year the tax relief on qualifying vehicles is set at 48%.
2. If vehicle was owned on January 1st of this year, you are liable for the payment of taxes and license fee.
3. Any payments received pertaining to this account will first be applied to any existing delinquent taxes.
4. Envelopes must be postmarked on or before the due date to avoid penalty charge.
5. All abatements/adjustments, if required, will be made to this original bill by the Commissioner of the Revenue. There will be no new billing due to abatements or adjustments. Be sure to contact the Treasurer's office for new balance due.
6. If check is not honored by bank, receipt is VOID.

IMPORTANT TAX STATEMENT ENCLOSED

10.00% Penalty will be added after December 20
 10.00% Annual Interest will accrue monthly after December 20

*002452/1-S 0-B 0

If you have any assessment questions, please call the Commissioner of the Revenue: 434-432-7940

To receive future bills by email visit <https://pittsylvania.billztrack.com/enroll.htm>

2019 PERSONAL PROPERTY TAXES
 2nd INSTALLMENT - DUE DECEMBER 20, 2019

ACCOUNT NO. 190638 Page 1 of 1

TAX RATE PER \$100	QTY	PERSONAL PROPERTY DESCRIPTION	VIN NUMBER	ASSESSED VALUE	TAX	LICENSE FEE	2ND INSTALLMENT	
9.000	*	2007*HONDA*4DR SDN	1HGCM56367A004673	960	44.93	40.75	22.47	
							PAST DUE TAXES DUE ON THIS ACCOUNT	66.70
							TOTAL DUE BY DECEMBER 20, 2019	89.17

Supplemental Information

•Change of address per NCOA	5,803
•Returned Checks processed/collected	138
•Installment Agreements processed	46
•Number of dog tags sold	4,606
•Solid waste fines processed	803
•Warrants issued for unpaid solid waste fines	139
•Number of refund/juror checks issued	3,974
•Number of cases submitted to unclaimed property	147

Treasurers' Association of Virginia Accredited (TAV)

Of the 131 total localities in Virginia (95 counties and 36 cities) the Treasurers' Association Accreditation puts Pittsylvania County in the top half.

- Less than half of the localities meet the accreditation standards.
- While it is not required for any treasurer's office to be accredited, receiving accreditation acknowledges that the office meets the statewide best practices for performance in treasury management.
- As part of the accreditation process, offices must successfully pass an outside audit with no findings of material weakness.
 - Accreditation also requires proof of continuing education,
 - Written policies in place for areas such as personnel, customer service, and delinquent collections

State Comp Board Career Development Program

- Our office meets the requirements of the Career Development Program
 - 4 in our office are currently certified
 - 3 Deputy Treasurers
 - 1 Treasurer
 - 3 more are on track to be certified by the end of the year
- Our goal is to have all our staff certified in this program
- Certified personnel allows our office to receive more state funding.



Real Estate Sales



6.a.a

- We attempt to conduct two auctions per year.
 - We are the most successful when the properties are redeemed prior to the sale.
- When we publish the initial ad of properties to be sold, on average 40% are redeemed.
- In 2019, we conducted two auctions and sold 18 parcels of land.
 - These auctions resulted in \$127,704.15 being remitted to the Circuit Court Clerk as excess funds.
 - We have claimed and recovered a total of \$121,243.56 in excess funds from auctions over the past four years.

Questions





Board of Supervisors
EXECUTIVE SUMMARY

INFORMATION ITEM

Agenda Title:	Building Maintenance Request (Pittsylvania County Community Action); (Staff Contact: Richard N. Hicks); (10 minutes)		
Staff Contact(s):	Richard N. Hicks		
Agenda Date:	March 17, 2020	Item Number:	6.b
Attachment(s):	06-21-2002-PCCA Office 348 N Main Street-06-05-2002 Community Action Repair Estimates 2020		
Reviewed By:	RH		

Pittsylvania County Community Action, Inc. ("PCCA"), is currently leasing a building from the County located at 348 North Main Street in Chatham, Virginia, for \$200.00 per month. For your review and information, a copy of said Lease is attached. Per the Lease's terms, PCCA covenants to keep, repair, maintain, and upgrade, if necessary at its expense, the building and all plumbing, heating, air conditioning, electrical and mechanical devices, appliances, equipment and systems of every kind and nature affixed to or serving the building in good repair, condition and working order during the Initial Term and any Renewal Terms. Moreover, again per the Lease's Terms, PCCA duties to repair and maintain any systems that need repair and maintenance as a result of normal use and wear and tear, and as a result of any intentional or negligent act by PCCA employees or invitees.

There is currently a significant plumbing issue at the building and the bathrooms are currently closed due to said issue. Mrs. Ross, PCCA's Executive Director, has obtained two (2) quotes for the necessary repairs, which include replacing the waste lines in the building and out to the street. AA Plumbing provided a quote of \$12,300 for the repairs and Roto Rooter provided a quote of \$8,900 for the repairs. For your review and consideration, both quotes are attached.

Ms. Ross is requesting that the County cover the cost of the repairs, because she feels that the extent of the repairs exceeds the building maintenance costs. Several years ago, the roof on the building was replaced, and that cost was paid by the County.

County Staff is requesting guidance on the repairs to the County-owned facility.

DEED OF LEASE

This DEED OF LEASE, made and entered into this 5th day of June, 2002, by and between the Pittsylvania County Board of Supervisors, hereinafter referred to as the "Lessor", and the Pittsylvania County Community Action, Inc., hereinafter referred to as the "Lessee".

WITNESSETH

For and in consideration of the terms, conditions, covenants, promises and agreements herein made, Lessor hereby leases and demises unto Lessee the following described real property, and all appurtenances thereunto belonging, hereinafter referred to as the "Demised Premises", and described as follows:

All that certain lot or parcel of land, and all improvements appurtenant thereunto, lying and being in the Town of Chatham, Pittsylvania County, Virginia, on the west side of business U.S. 29 and beginning at a point on the western margin of a sidewalk as shown on a Map Showing Topographic Survey of Property for Pittsylvania County Health Center made February 8 and 9, 1960, by E.L. Moore, CLS. thence a line South 50 degrees 08 min west a distance of 169' to a point and iron stake on the western margin of a sidewalk adjacent to U.S. Route 29, on North Main Street, Chatham, Virginia; thence a new line north 28 degrees 57 min west 252.41' to a point and iron stake to property owned now or formerly by Hargrave Military Academy; thence a new line along the dividing line North 81 degrees 14 min east of distance of 157' to a point and iron stake; thence a new line along the dividing line of property now or formerly of H.E. Taylor, south 35 degrees 19 min east 167.30' to the point and place of beginning, and being the exact property conveyed unto L. Melvin Giles and Grayson W. Jacobs, on behalf of the Board of Supervisors of Pittsylvania County, Virginia by Deed of R.E. Wallace and Lizzie Eaton Wallace dated March 18, 1960, said Deed being recorded in the Office of the Clerk of Pittsylvania County, Virginia in Deed Book 397, page 94, to which reference is hereby made for a more particular description of the property which is the subject of this Lease.

1. INITIAL TERM OF LEASE: The demised premises are hereby leased to Lessee for a period of five (5) years, beginning on the 1st day of June, 2002 and

terminating on the 31st day of May, 2007

2. RENT: Lessee covenants to pay Lessor the sum of two hundred dollars (\$200.00) per month as rent during the first lease term, said payments being due and payable on the first day of each month beginning June 1, 2002.

Rent shall be made payable to the Treasurer of Pittsylvania County, and mailed to the Office of County Administrator, P.O. Box 426, Chatham, Virginia 24531, or to such other party and such other place as Lessor may from time to time designate in writing as provided herein.

3. PURPOSE AND USE OF DEMISED PREMISES: The Demised Premises are leased to be used and occupied by Lessee and their agents and employees, for such purposes and uses as Lessee and Pittsylvania County Community Action, Inc. may now or hereafter be empowered by law to use the same.
4. DELIVERY OF POSSESSION: Lessor covenants to deliver quiet possession of the Demised Premises at the commencement of the initial term.

The parties acknowledge that the premises is being delivered in "as is - where is" condition. Lessor makes no representations as to the condition of the property, its structures, fixtures, appliances or systems. Lessor does not warrant the premises in any manner, or for use for any particular purpose.

Lessee acknowledges that it has made a thorough inspection of the premises, and accepts the premises, its structures, fixtures, appliances and systems in their condition as they exist at the beginning of the initial term.

5. MAINTENANCE: Lessee covenants to keep, repair, maintain, and upgrade, if necessary at Lessee's expense, the Demised Premises and all plumbing, heating, air conditioning, electrical and mechanical devices, appliances, equipment and systems of every kind or nature affixed to or serving the Demised Premises in good repair, condition and working order during the initial term and any renewal terms. As used herein, the word "repair" shall be deemed to mean and include the replacement of broken or cracked glass.

Lessee's duties herein to repair and maintain apply to those systems described herein that need repair and maintenance as a result of normal use and wear and tear, and as a result of any intentional or negligent act by Lessee's employees or invitees. Lessee shall take reasonable steps to provide that none of Lessee's employees, or any other person on the premises with Lessee's consent intentionally or negligently causes damage or the need to repair or maintain any of the systems described herein.

If Lessee fails to keep, repair and maintain the Demised Premises and all

plumbing, heating, air condition, electrical and mechanical devices, appliances, equipment and systems of every kind and nature affixed to or serving the Demised Premise in good repair, condition and working order as required herein, then Lessor, at its option, may either (a) terminate this Lease and all obligations hereunder, or (b) proceed to make or cause to be made such upkeep, repair and/or maintenance, at Lessee's expense. Lessee's failure to comply with the above requirements will be grounds for Lessor's termination of this Lease.

Lessee covenants to keep and maintain the Demised Premises and the building of which the Demised Premises forms a part free of friable asbestos and any other adverse environmental condition which is deemed hazardous to the health or safety of persons entering the building.

6. UTILITIES: Lessee shall provide all heating and air conditioning as conditions require, electricity, water, sewage and trash disposal, snow and ice removal from the parking lot, access road and walk ways, and janitorial services and supplies, to and for the Demised Premises during the initial term and any renewal terms. In the event that any one or more such utilities are not provided, then Lessee shall be entitled to take such steps as are necessary to provide for such services, and the cost thereof shall be born by Lessee.
7. ALTERNATIONS BY LESSEE: Lessee may make such alternations, modifications, additions and/or improvements upon or to the Demised Premises and may install or remove such fixtures and partitions as Lessee may deem proper; provided, however, that any structural alterations of the roof, foundation or exterior walls shall require the prior written consent of Lessor. However, it is agreed that any and all alterations and additions shall be and become a permanent part of the real estate, and as such, the property of Lessor upon termination or expiration of this Lease, with the exception of shelving, and other appliances belonging to Lessee which can be removed without injury to the building.
8. DAMAGE OR DESTRUCTION OF DEMISED PREMISES: If during the term of this Lease or any subsequent terms hereof the buildings on the Demised Premises are destroyed by fire or other casualty or are so damaged thereby that they cannot be repaired with reasonable diligence within a reasonable time this Lease shall terminate as of the date of the damage or destruction. However, if said building can with reasonable diligence be repaired within a reasonable time, said building shall be repaired by Lessor as quickly as is reasonable possible, and this Lease shall remain in full force and effect, provided, however, that rent shall be abated for any part of the building which is rendered unfit for occupancy for the period such unfitness continues.
9. RENEWAL OF LEASE: Unless otherwise terminated as herein provided, at the end of the initial term, this lease shall automatically renew and continue

in full force and effect from year to year ("renewal term") at the same monthly rental rate, for subsequent renewal terms for twelve (12) months, and subject to all terms, conditions, covenants, promises and agreements herein contained, such twelve month renewal terms shall continue to renew automatically unless terminated by either party in such manner and at such time as hereinafter provided for termination of the initial term.

10. **TERMINATION:** This lease and any renewal term of this lease may be terminated by either party only upon written notice to the other party by certified or registered mail, return receipt requested, at least three (3) months prior to the expiration of the initial term or any renewal term; otherwise, this lease shall renew and continue as provided in paragraph nine.
11. **NOTICE:** Any and all notices affecting this lease may be served by the parties hereto, or by their duly authorized agents, as effectively as if the same was served by any officer authorized by law to serve such notices. The return of such party, or its duly authorized agent, showing the time, place and manner of service of such notice shall have the same force and affect in any legal proceeding based thereon as a return of service by any office authorized by law to serve such notice.

All notices required by law to be served upon and all notices permitted by this lease to be mailed to a party to this lease shall be served upon or mailed to, as the case may be, the following agents for each party who are appointed and designated as such for the purpose of receiving all such notices:

- (1) Lessor's agent will be County Administrator of the Pittsylvania County Board of Supervisors, whose address is P.O. Box 426, Chatham, Virginia 24531.
- (2) Lessee's agent shall be executive Director, Pittsylvania County Community Action, Inc., whose address is 514 N. Main Street, Chatham, Virginia 24531.

Each party shall immediately notify the other party, in writing, of any change of agents, and no change of agents shall be effective until such notice is given.

Where under the terms of this lease a notice is required or permitted to be mailed by certified or registered mail, return receipt requested, and such notice is not mailed in such manner, the notice shall be effective if actually received by the party, or its appointed agent, to whom the notice is directed.

12. **BINDING UPON SUCCESSORS:** This lease shall be binding upon the parties hereto and their successors in interest, including but not limited to

heirs, assigns or purchasers.

13. **LIABILITY:** The Lessor shall not be liable to Lessee or any other person for any loss or damage suffered during the lease on account of any defective condition or depreciation of the Demised Premises or any equipment on the Demised Premises and Lessee shall assume all risks to persons or property due to latent or patent defects in the premise and fixtures thereon.
- Lessee hereby agrees, for himself, his heirs, and assigns, to indemnify Lessor against all claims, demands, and liability for any loss, damage, injury, or other casualty to person or property, whether that of either of the parties hereto or of third persons, caused by or happening in connection with Lessee's use and occupancy of the premises, structures, equipment, appliances, or fixtures located on or to be located thereon, or by reason of any other casualty, whether due to Lessee's negligence or otherwise. Lessee further agrees that during the term of this lease it will indemnify and exonerate and save the Lessor harmless from any and all liability and from all claims from any damage, loss, or injury to members of the public, guests, invitees, officers or employees or the property of the Lessee, or any other person, occasioned by or resulting from the conduct and operation of the business of the Lessee or the occupation by the Lessee of the Demised Premises.
14. **APPLICABLE LAW; ENTIRE UNDERSTANDING:** This lease shall be governed by the applicable laws of the Commonwealth of Virginia.
- This lease, including exhibits, and/or attachments, expresses the entire understanding and all agreements of the parties. Neither party has made or shall be bound by any agreement or representation to the other party which is not expressly set forth herein or in the attachments or exhibits attached hereto.
15. **MODIFICATION:** This Deed of Lease shall not be modified, altered or amended except by written agreement executed by the parties hereto with the same formality as this agreement.
16. **PARAGRAPH HEADINGS:** Headings to the paragraphs are mere catch words and are illustrative only; they do not form a part of this lease nor are they intended to be used in construing the same.
17. **SEVERABILITY:** Any provision of this lease which is prohibited by, or unlawful, or unenforceable under Virginia law shall be ineffective only to the extent of such prohibition, without invalidating the remaining provisions of this lease.
18. **INSURANCE:** Prior to occupancy of the Demised Premises, the Lessee

shall obtain and, during the term of this lease and any renewals thereof, maintain in full force and affect insurance against liability for personal injury and/or property damage incurred by invitees of Lessee, with limits of no less than \$ 2,000,000 /\$ 1,000,000 per occurrence, and medical payments coverage of at least \$5,000.00 per person, per occurrence. Lessee shall provide landlord with written verification from said insurance company evidencing such coverage.

All insurance required by this section shall be carried in favor of Lessee and Lessor as their respective interest may appear. Lessee's insurance company must be acceptable to Lessor, and Lessee shall provide Lessor with written notice ten (10) days in advance of Lessee's intent to change insurance companies, cancel the aforesaid policies required, or amend the terms of any policies required under this section.

19. ASSIGNMENT AND SUBLETTING: The tenant shall not assign this lease or sublet any part of the Demised Premises without the Lessor's prior written consent, which consent shall not be unreasonably withheld.
20. INSPECTION OF PREMISES: Lessor specifically reserves the right to inspect the Demised Premises in its entirety upon reasonable notice to Lessee.
21. BREACH BY LESSEE: If (a) Lessee fails to pay rent within five (5) days after the date when due; (b) Lessee commits a material breach of this lease; (c) Lessee denies Lessor's exercise of any rights under this lease or by law; (d) legal proceedings are begun by or against Lessee to levy upon or dispose of Lessee's leasehold interest in the Demised Premises; or (e) the Demised Premises are used by Lessee or others for any illegal purposes, Lessor will have the right to sue for rent and to enter and take possession through legal proceedings, or if the Demised Premises are abandoned, to enter and take possession by and lawful means. The premises shall be deemed abandoned if no agent of Lessee is present on the premises for a period exceeding seven (7) days. In addition, Lessor will have the right to pursue all or other remedies available, including a claim for damages. If Lessor pursues any such remedies (and regardless of whether such remedies are prosecuted to judgement), Lessee will be liable as follows:
 - (1) For all past due rent and other charges;
 - (2) For all additional rent (future rent) that would have accrued until the expiration of the term of occupancy under this lease or until a new lease term begins, provided (i) that this will not effect Lessor's duty to minimize the damages by making reasonable efforts to enter into a new lease as soon as practicable, and (ii) that if Lessor obtains a judgment for future rent,

Lessor shall apply as a credit towards the judgment all funds received by Lessor as rent for the premises for those months for which the judgment for future rent was awarded.

- (3) For all expenses landlord may incur for cleaning, painting, and repairing the premises due to Lessee's failure to leave the premises thoroughly cleaned and in good condition, reasonable wear and tear accepted.
- (4) For any court cost and reasonable attorney's fees incurred by Lessor (i) in collecting rent or other charges or damages, and (ii) in obtaining possession of the premises.
- (5) For a collection fee equal to twenty-five percent (25%) of the judgment amount for rent, damages, court cost, and attorney's fees. Lessee understands and agrees that this amount represents damages Lessor will likely incur in efforts to obtain a judgment against Lessee (including time and effort spent) in case investigation, correspondence, filing suit, discussion with lawyers, case corporation, and court attendance) and to collect such judgment.

If Lessee has breached this lease by failing to pay rent when due, Lessor shall give a written notice to Lessee stating that the lease will terminate within five (5) days if the rent is not paid. If Lessee fails to pay the rent within that five (5) days, Lessor may terminate the lease and proceed to obtain possession of the premises by filing an unlawful detainer proceeding. In that proceeding, Lessor may pursue a claim for the entire amount of rent due and payable under the full term of the lease, and other damages.

In connection with breaches other than the failure to pay rent, if a material non-compliance with the lease exists or if there is a violation materially affecting health and safety, Lessor may serve Lessee with a written notice stating acts or admissions constituting a breach and stating (i) that the lease will terminate upon a date not less than thirty (30) days after Lessee receives the notice unless the breach is remedied within twenty-one (21) days, and (ii) that the lease will terminate as set forth in the notice. If the breach is remedied by repairs or the payment of damages and Lessee adequately remedies the breach within twenty-one (21) days or such longer period of time as the Lessor may allow, the lease shall not terminate. On the other hand, if the breach is not remediable, Lessor's written notice to Lessee may state the acts and omissions constituting the breach and state that the lease will terminate upon a specific date, which date may not be less than thirty (30) days after Lessor receives the notice.

In WITNESS WHEREOF, the parties have affixed their signatures and seals.

LESSOR: PITTSYLVANIA COUNTY BOARD OF SUPERVISORS,
William D. Sleeper, Pittsylvania County Administrator

By: William D. Sleeper
(Signature) (Title)

LESSEE PITTSYLVANIA COUNTY COMMUNITY ACTION, INC.
Sherman Saunders, Executive Director

By: Sherman M. Saunders
(Signature) (Title)

COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF Pittsylvania, to-wit:

The foregoing Lease Agreement was acknowledged before me by William D. Sleeper on the 5th day of June, 2002, in the jurisdiction aforesaid.

My commission expires: July 31, 2005
Doris S. Patterson
Notary Public

COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF Pittsylvania, to-wit:

The foregoing Lease Agreement was acknowledged before me by Sherman M. Saunders on the 6th day of June, 2002, in the jurisdiction aforesaid.

My commission expires: July 31, 2005
Doris S. Patterson
Notary Public

APPROVED AS TO FORM:

[Signature]
PITTSYLVANIA COUNTY ATTORNEY
6/16/02
DATE

Attachment: 06-21-2002-PCCA Office 348 N Main Street-06-05-2002 (1964 : Building Maintenance Request (Pittsylvania County Community



Fax Cover Sheet



PITTSYLVANIA COUNTY COMMUNITY ACTION INC
 PO BOX 1119 / 348 NORTH MAIN STREET
 CHATHAM VIRGINIA 24531
 Phone: (434) 432-8250
 Fax: (434) 432-3729
 Email: adm@pccalnc.org
 Website: www.pccalnc.org

Richard Hicks -
432 1768-

Recipient's Name	Mr. David Smitherman
Fax Number	434-432-7714
Telephone Number	
Sender's Name	Sheryl Royal / Mrs. Ross
Date	2/28/2020
Subject	Estimates for Repair Pipes
Number of Pages	

Urgent
 Reply ASAP
 Please Comment
 For Your Records

Comments:

Mr. Smitherman, This information is regarding my call to you regarding the estimate for repair. I have two estimates which are attached. Please let me know if you need any additional information

Everlena Ross

Cell (434) 548-1561

Office (434) 432-8250



Pittsylvania County Community Action, Inc.

348 NORTH MAIN STREET • POST OFFICE BOX 1119 • CHATHAM, VIRGINIA 24531

Good Morning Mr. Smitherman:

The bathrooms in the building at 348 N. Main Street, Chatham, Virginia are not operational. After speaking with Mr. Dalton, who advised for me to speak with you regarding the lease agreement signed by Mr. Saunders many years ago and the problems and expenses as identified in the attachments. While Mr. Dalton and I discussed the lease agreement, because of the extent of the repair which I feel exceeds the building maintenance cost, it was suggested I speak directly with you in reference to this matter for assistance. Please contact me as soon as possible so that we can resolve this matter. Thank you

Everlena B. Ross

Pittsylvania County Community Action, Inc.

348 North Main Street – P.O. Box 1119

Chatham, VA 24531

(434) 432-8250 Office

(434) 548-1561 Cell

(434) 432-3729 Fax

You may call me at 434-548-1561 or 434-432-8250. Thank you very much.

The link below can be used to review the video from Roto Rooter

<https://go.servicetitan.com/PublicResource/File/410122878/f999ea28-450b-4489-ad09-53aefe7f9624?tenant=rrstepowoyvirginia>

An Equal Opportunity Agency

Attachment: Community Action Repair Estimates 2020 (1964 : Building Maintenance Request (Pittsylvania County Community Action): (Staff



Roto-Rooter
Remit Address:
742 Memorial Drive
Danville, VA 24541
Tax ID: 61-1828523

Estimate 33051584
Job 33041083
Estimate Date 2/25/2020
Technicians Derrek McGhee
Dustin Sloan

Billing Address
Pittsylvania County Community Action
P.O. Box 1119
Chatham, VA 24531 USA

Customer PO
Job Address
PCCA (Sheryl Royal)
348 South Main Street
Chatham, VA 24531 USA

Estimate Details

Camera : Camera sewer line and find broken and damaged pipes

Task #	Description	Quantity	Your Price	Your Total
CC5900	Commercial Camera Inspection. Camera inspection of waste drain under building and sewer lateral to city tap. When available, includes recording and location of issues.	1.00	\$425.00	\$425.00

Sub-Total	\$425.00
Tax	\$0.00
Total	\$425.00

Thank you for choosing Roto-Rooter, we appreciate your business!

I authorize the services listed and agree to pay the amounts indicated. I have read and agree to the Terms and Conditions, including Roto-Rooter's responsibility in those terms.

2/25/2020

Attachment: Community Action Repair Estimates 2020 (1964 : Building Maintenance Request (Pittsylvania County Community Action): (Staff



must present the warranty claim to Roto-Rooter at the time we perform the work. For problems or inquiries, you should contact our General Manager at the phone number listed on the front of our Invoice.

5. **Limitations of Damages** Our liability to you for any claim arising out of our work on any job (other than a claim permitted by these terms for personal or bodily injury) will in no event exceed three times the amount you actually pay us for the work on that job. EXCEPT FOR A CLAIM PERMITTED BY THESE TERMS FOR PERSONAL OR BODILY INJURY OR PROPERTY DAMAGE, YOU WAIVE ANY RIGHT TO RECOVER INCIDENTAL DAMAGES, CONSEQUENTIAL DAMAGES, OR DELAY DAMAGES.
6. **Overdue Amounts** If you fail to pay us any amount when due, we will charge you interest on the amount due at the rate of 1.5% per month (but not exceeding the highest rate legally permissible). You will reimburse us for the reasonable attorney's fees we incur in all stages of collection.
7. **General** These terms are part of our contractual agreement and will prevail over any inconsistent terms in any other agreement between us, including the terms of any purchase order, and may be modified only in written instrument signed by both of us which specifically refers to the provisions to be modified. If any of these terms is held invalid or unenforceable, the remaining provisions will not be affected and will continue to apply.

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Roto-Rooter
Remit Address:
742 Memorial Drive
Danville, VA 24541
Tax ID: 61-1828523

Estimate 33050954
Job 33041083
Estimate Date 2/25/2020
Technicians Derrek McGhee
Dustin Sloan

Customer PO
Job Address
PCCA (Sheryl Royal)
348 South Main Street
Chatham, VA 24531 USA

Billing Address
Pittsylvania County Community Action
P.O. Box 1119
Chatham, VA 24531 USA

Estimate Details

Repair both spots: Sewer main has two spots that have to be repaired.

Task #	Description	Quantity	Your Price	Your Total
S00CPD	Special Commercial Plumbing Drain Project. Make both repairs in hallway and under rock floor in main entrance.	1.00	\$8,900.00	\$8,900.00
			Sub-Total	\$8,900.00
			Tax	\$0.00
			Total	\$8,900.00

Thank you for choosing Roto-Rooter, we appreciate your business!

I authorize the services listed and agree to pay the amounts indicated. I have read and agree to the Terms and Conditions, including Roto-Rooter's responsibility in those terms.
2/25/2020

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Estimate 33052994
Job 33041083
Estimate Date 2/25/2020
Technicians Derrek McGhee
Dustin Sloan

Customer PO
Job Address
PCCA (Sheryl Royal)
348 South Main Street
Chatham, VA 24531 USA

Billing Address
Pittsylvania County Community Action
P.O. Box 1119
Chatham, VA 24531 USA

Estimate Details

Sewer main replacement : Sewer main is so rusted and catches everything that is flushed

Task #	Description	Quantity	Your Price	Your Total
S00CPD	Special Commercial Plumbing Drain Project. Repipe entire sewer main lines in building. Branch lines will be camered when lines are excavated to see shape of sewer lines. Approximately 100' of main are in building and would have to be excavated and repaired.	1.00	\$24,000.00	\$24,000.00
Sub-Total				\$24,000.00
Tax				\$0.00
Total				\$24,000.00

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Board of Supervisors
EXECUTIVE SUMMARY
INFORMATION ITEM

Agenda Title:	Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body (Staff Contact: J. Vaden Hunt, Esq.)		
Staff Contact(s):	J. Vaden Hunt, Esq.		
Agenda Date:	March 17, 2020	Item Number:	8.a
Attachment(s):			
Reviewed By:	<i>JH</i>		

- (1) Legal Authority: Virginia Code § 2.2-3711(A)(1)
 Subject Matter: Pittsylvania County Service Authority ("PCSA")
 Purpose: Discussion of Board's PCSA Appointees



Board of Supervisors
EXECUTIVE SUMMARY
INFORMATION ITEM

Agenda Title:	Closed Session Certification		
Staff Contact(s):	J. Vaden Hunt, Esq.		
Agenda Date:	March 17, 2020	Item Number:	9.a
Attachment(s):			
Reviewed By:			

PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
CLOSED MEETING CERTIFICATION

BE IT RESOLVED that at the Meeting of the Pittsylvania County Board of Supervisors (the “Board”) on March 17, 2020, 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 (the “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 Act, he shall so state prior to the vote indicating the substance of the departure. The Statement shall be recorded in the Board’s Minutes.

	<u>Vote</u>
Joe B. Davis	Yes/No
Timothy W. Dudley	Yes/No
Ben L. Farmer	Yes/No
William “Vic” Ingram	Yes/No
Charles H. Miller, Jr.	Yes/No
Ronald S. Scarce	Yes/No
Robert “Bob” W. Warren	Yes/No