



**BOARD OF SUPERVISORS  
WORK SESSION  
Tuesday, December 20, 2022 – 4:30 PM**

**Board Meeting Room  
39 Bank Street, SE,  
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. School Board Gun Resolution Presentation (Staff Contacts: The Honorable Bryan Haskins and the Honorable Sheriff Taylor); (15 minutes)
- b. 2022 Comprehensive Annual Financial Report Presentation (Staff Contact: Kimberly G. Van Der Hyde); (Presenter: Scott Wickham); (45 minutes)
- c. Mid-Year County Budget Amendments Review (Staff Contact: Kimberly G. Van Der Hyde); (10 minutes)
- d. Personal Property Tax Rate Discussion (Staff Contact: Kimberly G. Van Der Hyde); (10 minutes)

- e. Potential Resolution Supporting Arming Public School Teachers Discussion (Contact: Supervisor Scearce); (10 minutes)
- f. Christmas 2022 Solid Waste Plan Discussion (Staff Contact: Chris D. Adcock); (10 minutes)

**6. STAFF, COMMITTEE, AND/OR CONSTITUTIONAL OFFICER REPORTS**

**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. (Contact: Board of Supervisors)

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

Subject Matter: County Administrator Search/Interim County Administrator Discussion

Purpose: Discussion of Next Steps

- 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. (Staff Contact: Matthew D. Rowe)

(1) Legal Authority: Virginia Code § 2.2-3711(A)(5)

Subject Matters: Projects Polo and Tank

Purpose: Economic Development Updates on Unannounced Prospective Business/Industry or Expansion of Existing Business/Industry

**9. RETURN TO OPEN SESSION & CLOSED SESSION CERTIFICATION**

- a. Closed Session Certification (Staff Contact: Kaylyn M. McCluster)

**10. ADJOURNMENT**



**Board of Supervisors**  
**EXECUTIVE SUMMARY**

**INFORMATION ITEM**

<b>Agenda Title:</b>	School Board Gun Resolution Presentation (Staff Contacts: The Honorable Bryan Haskins and the Honorable Sheriff Taylor); (15 minutes)		
<b>Staff Contact(s):</b>	Kaylyn M. McCluster		
<b>Agenda Date:</b>	December 20, 2022	<b>Item Number:</b>	5.a
<b>Attachment(s):</b>			
<b>Reviewed By:</b>			

The Honorable Bryan Haskins, Commonwealth's Attorney, and the Honorable Mike Taylor, Sheriff, will discuss with the Board implications of the School Board's recently adopted Gun Free Zone Resolution.



**Board of Supervisors**  
**EXECUTIVE SUMMARY**

**ACTION ITEM**

<b>Agenda Title:</b>	2022 Comprehensive Annual Financial Report Presentation (Staff Contact: Kimberly G. Van Der Hyde); (Presenter: Scott Wickham); (45 minutes)		
<b>Staff Contact(s):</b>	Kimberly G. Van Der Hyde		
<b>Agenda Date:</b>	December 20, 2022	<b>Item Number:</b>	5.b
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	<i>VH</i>		

Scott Wickham, CPA, Robinson, Farmer, Cox Associates, will present the County's FY2022 Comprehensive Annual Financial Report. He will provide the Board a copy of the Report at the Board's Work Session.



**Board of Supervisors**  
**EXECUTIVE SUMMARY**

**ACTION ITEM**

<b>Agenda Title:</b>	Mid-Year County Budget Amendments Review (Staff Contact: Kimberly G. Van Der Hyde); (10 minutes)		
<b>Staff Contact(s):</b>	Kimberly G. Van Der Hyde		
<b>Agenda Date:</b>	December 20, 2022	<b>Item Number:</b>	5.c
<b>Attachment(s):</b>	2023 BUDGET MID-YEAR ADJUSTMENTS-PUBLIC HEARING with Attachment		
<b>Reviewed By:</b>	VH		

At mid-year, a review of financials is performed to ensure that proper County Budget amounts have been appropriated by the Board. These appropriations are primarily for grants, insurance claims, and contributions that have occurred since the adoption of the FY2023 County Budget. This list has been circulated to all Board members via the Friday Update. Prior to approval of the attached FY2023 County Budget Amendments, per the Virginia Code, due to the total dollar amount of Budget amendments, a Public Hearing is legally required to be held.

A Public Hearing will be held at the Board's December Business Meeting to hear citizen input on the advertised Budget Amendments. After said Public Hearing, County Staff recommends the Board approve the FY2023 County Budget Amendments as attached and presented. The transfers have no monetary effect on the County Budget since monies are simply being moved from one (1) line item to the next to cover shortages. The Budget Appropriations included are utilizing 2023 actual revenues that have not been previously budgeted. These appropriations will cover the various line items listed in detail on the attached list.

**PUBLIC HEARING NOTICE**

Pursuant to §15.2-2507, Code of Virginia, 1950, as amended, the Pittsylvania County Board of Supervisors will hold a public hearing on Tuesday, December 20, 2022, at 7:00 p.m., in the Board Meeting Room, 39 Bank Street, SE, Chatham, Virginia, 24531, to receive citizen input on the proposed FY2023 Budget Amendments. Public hearing documents are available for public inspection Monday-Friday, 8 am – 5 pm, in the Pittsylvania County Administration Building, 1 Center Street, Chatham, Virginia, 24531, and on the County’s website, www.pittsylvaniacountyva.gov.

**Proposed  
Budget  
Amendments  
2022-2023**

**REVENUES**

Current Budgeted Revenues	\$261,134,849.73
General Fund Revenues	27,462.05
Department of Social Services Revenues	23,700.00
Grants Fund Revenue	102,500.00
Workforce Investment Board Funds	427.79
Industrial Development Funds	48,252.92
Economic Development Grant Funds	2,880,154.00
Industrial Development Cyclical Funds	60,663.58
Water & Sewer Grant Funds	2,400,000.00
Water & Sewer Capital Reserve Funds	<u>600,000.00</u>

**Proposed Amended Revenues** **\$267,278,010.07**

**EXPENDITURES**

Current Budgeted Expenditures	\$261,134,849.73
General Fund Operating Budget	27,462.05
Department of Social Services Operating Budget	23,700.00
Grants Fund Expense	102,500.00
Workforce Investment Board Budget	427.79
Industrial Development Budget	2,989,070.50
Water & Sewer Capital Budget	<u>3,000,000.00</u>

**Proposed Amended Expenditures** **\$267,278,010.07**

Attachment: 2023 BUDGET MID-YEAR ADJUSTMENTS-PUBLIC HEARING with Attachment (3487 : Mid-Year County Budget Amendments

Pittsylvania County  
 FY 2023 Mid-Year Budget Amendments

Department	Amount	Reason for Addition	Line Item Description	Account Number	Recommended Amount
<b>COUNTY AMENDMENTS</b>					
Information Management	11,915.05	Contract Management Software for Economic Development and Purchasing-These funds will come from revenue generated from the use of the County Credit Card during FY2022 (100-3-000000-180301)	IM-Software	100-4-012515-5841	11,915.05
Sheriff	15,397.00	Donations received by the Sheriff's Office for this year's Trunk or Treat Event held at the ODAC on 10-29-22 (100-3-000000-189913)	Halloween-Contributions	100-4-031200-5878	15,397.00
Sheriff	150.00	Donations received by the Sheriff's Office for the Project Lifesaver Program (100-3-000000-189903)	Project Lifesaver Expenses	100-4-031200-5882	150.00
<b>TOTAL GENERAL FUND</b>	<b>27,462.05</b>				<b>27,462.05</b>
<b>DEPARTMENT OF SOCIAL SERVICES (DSS) FUND</b>					
DSS-Operational Budget	23,700.00	Funds received from an insurance claim on a totaled vehicle (201-3-000000-180301)	Capital Outlay-Vehicle	201-4-053100-8105	23,700.00
<b>TOTAL DEPARTMENT OF SOCIAL SERVICES</b>	<b>23,700.00</b>				<b>23,700.00</b>
<b>TOTAL DSS FUND</b>	<b>23,700.00</b>				<b>23,700.00</b>
<b>GRANTS FUND</b>					
John Henry Eldred, Jr. Foundation Dorothy Louise Kyler Fund Grant	2,500.00	Grant funding received to be used by the Pittsylvania County Library for Books (100-3-000000-073318)	Library-Books & Subscriptions	250-4-073318-6012	2,500.00

Attachment: 2023 BUDGET MID-YEAR ADJUSTMENTS-PUBLIC HEARING with Attachment (3487 : Mid-

Pittsylvania County  
 FY 2023 Mid-Year Budget Amendments

Department	Amount	Reason for Addition	Line Item Description	Account Number	Recommended Amount
National Opioid Settlement	100,000.00	Funds approved by the Board of Supervisors on 9-20-22 for a contribution to DPCS for a Crisis Intervention Center-Opioid Settlement funding determined to be an acceptable use of funds (250-3-000000-094600)	National Opioid Settlement-Contribution-Crisis Center	250-4-094600-5705	100,000.00
<b>TOTAL-GRANTS FUND</b>	<b>102,500.00</b>				<b>102,500.00</b>
<b>WORKFORCE INVESTMENT BOARD (WIB) FUND</b>					
Expenditure Refunds	427.79	Funds received by the WIB for the Summer Intern Program/Auto Insurance Refund (251-3-000000-180301)	Unrestricted Non-WOIA	251-4-353665-6014	427.79
<b>TOTAL-WIB FUND</b>	<b>427.79</b>				<b>427.79</b>
<b>INDUSTRIAL DEVELOPMENT FUND</b>					
Expenditure Refunds	48,252.92	Reimbursement from RIFA for Regional Site Visits from Prospects (325-3-000000-180301)	Industrial Prospects	325-4-081500-8223	48,252.92
SVMP Site Grading -Lot 2- Pittsylvania County TIC Grant	1,262,201.00	Pittsylvania County-Tobacco Commission Grant for Property & Improvements to Lot 2 of the Southern Virginia Multimodal Park (325-3-000000-190210) GRANT FUNDING-1,262,201 (325-4--081500-8222) LOCAL MATCH 1,489,998 (Already appropriated-Transfer Only-See attached for breakdown)	SVMP Park Improvements	325-4-86010-82164	1,262,201.00

Attachment: 2023 BUDGET MID-YEAR ADJUSTMENTS-PUBLIC HEARING with Attachment (3487 : Mid-



Pittsylvania County  
 FY 2023 Mid-Year Budget Amendments

Department	Amount	Reason for Addition	Line Item Description	Account Number	Recommended Amount
SVMP Site Grading -Lot 2-City of Danville TIC Grant	742,875.00	City of Danville-Tobacco Commission Grant for Property & Improvements to Lot 2 of the Southern Virginia Multimodal Park (325-4-000000-190210) GRANT FUNDING-742,875	SVMP Park Improvements	325-4-86010-82164	742,875.00
SVMP Site Grading -Lot 2-City of Danville Local Match	875,078.00	City of Danville- LOCAL MATCH 875,078 (325-3-000000-180326)	Engineering SVMP Park Improvements Purchase of Property	325-4-86010-3163 325-4-86010-82164 325-4-86010-8250	96,500 367,878 410,700
<b>TOTAL-INDUSTRIAL DEV FUND</b>	<b>2,928,406.92</b>				<b>2,928,406.92</b>
<b>INDUSTRIAL DEVELOPMENT FUND (CYCLICAL)</b>					
Industrial Development Cyclical Fund Balance	60,663.58	Unused Cyclical Fund Balance 330-3-000000-410502	Industrial Prospects	325-4-081500-8223	60,663.58
<b>TOTAL-INDUSTRIAL DEV FUND</b>	<b>60,663.58</b>				<b>60,663.58</b>
<b>WATER AND SEWER FUND</b>					
EDA Public Water Funding for Water/Sewer System Improvements	3,000,000.00	EDA Grant Funding in the amount of \$2,400,000 and local match of \$600,000 to be funded from capital reserves for Water/Sewer system improvements	Mt Hermon Water Booster Station Blairs Sewer Lift Station Imp Brockway Sewer Main Install/Lift St Critical Deficiencies Imp-Water Critical Deficiencies Imp-Sewer Hodnett's Mill Sewer Lift Station Ragsdale Sewer Lift Station Imp Vista Pointe Sewer Lift Station Imp	501-4-094165-8209 \$314,704 501-4-094166-8214 \$396,472 501-4-094166-8215 \$699,486 501-4-094165-8210 \$131,376.25 501-4-094166-8210 \$393,128.75 501-4-094166-8211 \$394,535 501-4-094166-8212 \$299,387 501-4-094166-8213 \$370,911	3,000,000.00
<b>TOTAL-WATER SEWER FUND</b>	<b>3,000,000.00</b>				<b>3,000,000.00</b>
<b>GRAND TOTAL - ALL FUNDS</b>	<b>6,143,160.34</b>				<b>6,143,160.34</b>

Attachment: 2023 BUDGET MID-YEAR ADJUSTMENTS-PUBLIC HEARING with Attachment (3487 : Mid-

Exhibit B

Budget Categories & Line Items	SVMP Site Grading & Improvements - Lot 2			TRRC #3659 Pittsylvania County (63%)		TRRC #3663 City of Danville (37%)	
	Total Project Budget			Approved Grant Budget		Approved Grant Budget	
	TRRC	Match	Total	TRRC	Match	TRRC	Match
<b>PROPERTY &amp; IMPROVEMENTS</b>							
Acquisition - 74 acres @ \$15,000 per acre (pad site, access road and SWM)	\$ -	\$ 1,110,000	\$ 1,110,000	\$ -	\$ 699,300	\$ -	\$ 410,700
Site Development - SVMP 50 Acre Pad - Pad and Roadway Construction	\$ 2,005,076	\$ 994,265	\$ 2,999,341	\$ 1,262,201	\$ 626,387	\$ 742,875	\$ 367,878
Contractual - A&E Services- Permitting, Design and Construction Admin.	\$ -	\$ 260,812	\$ 260,812	\$ -	\$ 164,312	\$ -	\$ 96,500
<b>TOTAL</b>	<b>\$ 2,005,076</b>	<b>\$ 2,365,077</b>	<b>\$ 4,370,153</b>	<b>\$ 1,262,201</b>	<b>\$ 1,489,998</b>	<b>\$ 742,875</b>	<b>\$ 875,078</b>
	\$ 2,005,076	\$ 2,365,077	\$ 4,370,153		63%		37%

Attachment: 2023 BUDGET MID-YEAR ADJUSTMENTS-PUBLIC HEARING with Attachment (3487 : Mid-



**Board of Supervisors**  
**EXECUTIVE SUMMARY**

**ACTION ITEM**

<b>Agenda Title:</b>	Personal Property Tax Rate Discussion (Staff Contact: Kimberly G. Van Der Hyde); (10 minutes)		
<b>Staff Contact(s):</b>	Kimberly G. Van Der Hyde		
<b>Agenda Date:</b>	December 20, 2022	<b>Item Number:</b>	5.d
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	<i>VFH</i>		

The Honorable Robert (“Bob”) W. Warren requested the Personal Property Tax Rate be discussed at today’s Work Session. This discussion, facilitated by Kimberly G. Van Der Hyde, Finance Director, will explore with the Board the possibility of changing the County’s current Personal Property Tax Rate to mirror surrounding localities.



**Board of Supervisors**  
**EXECUTIVE SUMMARY**

**INFORMATION ITEM**

<b>Agenda Title:</b>	Potential Resolution Supporting Arming Public School Teachers Discussion (Contact: Supervisor Scarce)		
<b>Staff Contact(s):</b>	Supervisor Scarce		
<b>Agenda Date:</b>	December 20, 2022	<b>Item Number:</b>	5.e
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	VH		

Supervisor Scarce will discuss with the Board about the potential adoption of future Resolution supporting the arming of County Public School teachers.



**Board of Supervisors**  
**EXECUTIVE SUMMARY**

**INFORMATION ITEM**

<b>Agenda Title:</b>	Christmas 2022 Solid Waste Plan Discussion (Staff Contact: Chris D. Adcock); (10 minutes)		
<b>Staff Contact(s):</b>	Chris Adcock		
<b>Agenda Date:</b>	December 20, 2022	<b>Item Number:</b>	5.f
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	VA		

County Public Works (Solid Waste) Staff proposes to close County Convenience Sites (“sites”) at 8:00 p.m. on Christmas Eve, December 24, 2022, and have the sites closed on Sunday, Christmas Day, December 25, 2022. Sites would open as normal at 6:00 a.m. on Monday, December 26, 2022. This schedule would give the County’s 40+ site attendants time to spend with their families on Christmas Day. By having the sites closed on Sunday, County Solid Waste Staff will be more prepared to handle the Christmas trash load during their regular daily schedule, as opposed to playing catch-up to sites that may get overwhelmed on Sunday, Christmas Day. Other plans are to do compaction efforts at needed sites on Christmas Eve, focus and monitor cameras to catch any illegal dumping at gates, communicate to County citizens via County’s social media platforms, secure assistance from contract haulers, and provide extra containers at the County’s busiest sites. County Public Works Staff feels most of the public will understand this Christmas Day closure and the County’s hard-working Public Works Staff will get a much-needed break.

County Public Works Staff has also researched how surrounding Counties operate for Holidays. Henry County closes all its sites on Thanksgiving, Christmas, and New Year’s Day. Bedford County’s gated collection sites are closed on those Holidays, in addition to Memorial Day, July 4<sup>th</sup>, and Labor Day. Caswell County’s sites are closed on Sundays and Christmas Day. Franklin County, VA’s manned green box sites are also closed on Christmas. Pending the County’s successful completion of this Christmas Day closure, County Public Works Staff desires, in the future, that the Board to consider closing County sites on all major Holidays.



**Board of Supervisors**  
**EXECUTIVE SUMMARY**  
**INFORMATION ITEM**

<b>Agenda Title:</b>	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. (Contact: Board of Supervisors)		
<b>Staff Contact(s):</b>	Board of Supervisors		
<b>Agenda Date:</b>	December 20, 2022	<b>Item Number:</b>	8.a
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	<i>VA</i>		

- (1) Legal Authority: Virginia Code § 2.2-3711(A)(1)  
 Subject Matter: County Administrator Search /Interim County Administrator Discussion  
 Purpose: Discussion of Next Steps




**Board of Supervisors**  
**EXECUTIVE SUMMARY**  
**INFORMATION ITEM**

<b>Agenda Title:</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. (Staff Contact: Matthew D. Rowe)		
<b>Staff Contact(s):</b>	Matthew D. Rowe		
<b>Agenda Date:</b>	December 20, 2022	<b>Item Number:</b>	8.b
<b>Attachment(s):</b>			
<b>Reviewed By:</b>	<i>VR</i>		

- (1) Legal Authority: Virginia Code § 2.2-3711(A)(5)  
 Subject Matters: Projects Polo and Tank  
 Purpose: Economic Development Updates on Unannounced  
 Prospective Business/Industry or Expansion of Existing  
 Business/Industry



**Board of Supervisors**  
**EXECUTIVE SUMMARY**  
**INFORMATION ITEM**

<b>Agenda Title:</b>	Closed Session Certification (Staff Contact: Kaylyn M. McCluster)		
<b>Staff Contact(s):</b>	J. Vaden Hunt, Esq.		
<b>Agenda Date:</b>	December 20, 2022	<b>Item Number:</b>	9.a
<b>Attachment(s):</b>			
<b>Reviewed By:</b>			

**PITTSYLVANIA COUNTY BOARD OF SUPERVISORS'**  
**CLOSED MEETING CERTIFICATION**

**BE IT RESOLVED** that at the Pittsylvania County Board of Supervisors' ("Board") Work Session on December 20, 2022, 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 ("Act") and identified in the Motion authorizing the Closed Meeting were heard, discussed, or considered in the Closed Meeting. If any Board 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>
Timothy W. Chesher	Yes/No
Darrell W. Dalton	Yes/No
Timothy W. Dudley	Yes/No
Ronald S. Searce	Yes/No
Robert M. Tucker, Jr.	Yes/No
Robert ("Bob") W. Warren	Yes/No
William V. ("Vic") Ingram	Yes/No