

Matthew L. Walker  
*County Administrator*



Ann Marie Ricardi  
*Assistant County Administrator*

County of Middlesex  
Office of the County  
Administrator

January 2, 2026

TO: Board of Supervisors

FROM: Shanae Hammond, Executive Assistant

SUBJECT: 2026 Board of Supervisors Meeting Schedule

The draft 2026 Board meeting schedule is in the board packet for review. This draft is based on the same "first Tuesday of every month" schedule followed in previous years.

**2026**  
**Board of Supervisors**  
**Regular Meeting Schedule**

The Board of Supervisors will hold their regular business meetings on the first Tuesday of every month unless otherwise stated below, beginning at 3:00 p.m., in the Board room of the Historic Courthouse. The Board may hold additional meetings and work sessions, either announced at their regular meeting or called pursuant to Section 15.2-1418 of the Code of Virginia.

If a meeting cannot be held due to inclement weather, the Board meeting will be held the next business day or as soon thereafter as possible.

**February 3<sup>rd</sup>**

**March 3<sup>rd</sup>**

**April 7<sup>th</sup>**

**May 5<sup>th</sup>**

**June 2<sup>nd</sup>**

**July 7<sup>th</sup>**

**August 4<sup>th</sup>**

**September 1<sup>st</sup>**

**October 6<sup>th</sup>**

**November 4<sup>th</sup>**, (moved to Wednesday for Election Day)

**December 1<sup>st</sup>**

**January 5<sup>th</sup> 2027** (Organizational and Regular meeting)



**2026 COMMITTEE APPOINTMENTS BY CHAIRMAN**

**Randy Crittenden**

- Emergency Services Committee
- Middle Peninsula Economic Development Resource Organization/Middle Peninsula Alliance
- Middle Peninsula Regional Security Center (Jail Authority)
- Middle Peninsula Juvenile Detention Commission

**Reginald Williams**

- Middle Peninsula Planning District Commission
- Airport Committee
- Recreation Committee
- Community Policy and Management Team (CPMT)
- Planning Commission Liaison

**Don Harris**

- Museum Board
- Rappahannock River Basin Commission
- Historic Courthouse Committee
- Joint School Finance Committee
- High School Renovation Project Committee

**Wayne Jessie**

- VACo Legislative Liaison
- Sports Complex Commission
- Oyster Festival Foundation
- Middle Peninsula Planning District Commission
- Director of Emergency Services
- Emergency Services Committee
- High School Renovation Project Committee
- Middlesex Broadband Authority (Chairman)

**Bill Harris**

- Joint School Finance Committee
- Middlesex Water Authority
- Middlesex Foundation
- Sewer Committee (Inactive)

**County Administrator**

- Community Policy and Management Team Chairman (CPMT)
- Middle Peninsula Regional Security Center (Jail Authority) (Alternate)
- DSS Advisory Board
- Virginia Peninsulas Public Service Authority (Alternate)
- Middle Peninsula Chesapeake Bay Public Access Authority
- Middle Peninsula Planning District Commission
- Joint School Finance Committee
- High School Renovation Project Committee

**Draft**  
**2025 COMMITTEE APPOINTMENTS BY CHAIRMAN**  
(Page 2)

**Ann Marie Ricardi**

- Virginia Peninsulas Public Service Authority
- DSS Advisory Board (Alternate)
- Middle Peninsula Juvenile Detention Commission (Alternate)
- Joint School Finance Committee
- High School Renovation Project Committee
- Recreation Committee
- Keep Middlesex Beautiful/Litter Committee

**Kevin Gentry**

- Rappahannock Community College Board

**Dave Kretz**

- Tidewater Soil & Water Conservation District
- Middle Peninsula Chesapeake Bay Public Access Authority (Alternate)

**Mike Hurd**

- Middle Peninsula Community Criminal Justice Board

**Sheriff or Deputy (TBD)**

- Middle Peninsula Community Criminal Justice Board

**MIDDLESEX COUNTY BOARD OF SUPERVISORS**

**AGENDA**  
**January 6, 2026**  
**3:00 P.M.**

Board Room in the Historic Courthouse  
Saluda, Virginia

- CALL TO ORDER** **3:00 P.M.**  
*Prayer and Pledge of Allegiance*  
**Roll Call**
1. Annual Meeting 3:03 P.M.
    - A. Call to Order by the County Administrator
    - B. Election of Chairman – Matt Walker
    - C. Election of Vice Chairman - Chairman
    - D. Establish Time and Place of Regular Meetings – Chairman (*pages 1-2*)
    - E. Assign Committee Appointment by Chairman (*pages 3-4*)
  
  2. Approval of the Consent Agenda 3:13 P.M.
    - A. Meeting Agenda (*pages 5-7*)
    - B. Minutes
      1. December 2, 2025 BOS Regular Meeting (*pages 8-17*)
      2. December 8, 2025 BOS Special Meeting (*pages 18-19*)
    - C. Disbursements (*pages 20-38*)
    - D. Payroll (*pages 39-42*)
  
  3. Public Comments 3:14 P.M.
  
  4. Constitutional Officers 3:20 P.M.
    - A. Treasurer – Report Only (*pages 43-47*)
    - B. Commissioner of the Revenue – Report Only (*page 48*)
  
  5. Agency and Staff Reports 3:20 P.M.
    - A. VDOT – Report Only (*pages 49-50*)
    - B. School Matters – Dr. Seitz (*page 51*)
      1. Budget Supplement Request FY 2026-08, Appropriate funds for Restraint & Seclusion Grant
      2. CIP funds for FY26 Discussion
    - C. Social Services – Report Only (*pages 52-53*)
  
  6. Regular Agenda Items 3:40 P.M.
    - A. PPE Grant Award Letter Acceptance – David Layman (*pages 54-55*)
    - B. Fee waiver for Habitat for Humanity for new dwellings (*pages 56-61*)
    - C. Surplus Item (*pages 62-63*)
      - a. Old Airport Terminal Building
    - D. Citizen Appointments – Ann Marie Ricardi (*page 64*)
  
  7. Administrator Updates 4:00 P.M.
    - A. Cigarette Tax – Report Only (*page 65*)
    - B. Staff Reports – Report Only (*pages 66-70*)
  
  8. County Attorney Update 4:00 P.M.
  
  9. Unfinished and New Business

A. Unfinished Business

B. New Business

9. Matters Presented by the Board

10. Public Comment

11. Closed Session

A. Pursuant to Code of Virginia, Section 2.2-3711(A)(1), For the discussion of personnel matters regarding the County Administrator.

12. **Public Hearing**

**7:00 P.M.**

- A. 2026 Capital Improvements Plan for FY 2027-2031. The Middlesex County Capital Improvements Plan is strictly advisory. The Plan is intended for use as a Capital Facilities planning document and is not a request for funding allocations or a County Capital Budget. The CIP is intended as a planning tool to assist the Board of Supervisors in the development of the County budget. – Dave Kretz (*pages 71-99*)
- B. Ordinance Amendment #2025-05, initiated by Board of Supervisors. The request is for the purpose of amending the Middlesex County Subdivision Ordinance to comply with recent amendments to the Code of Virginia. The amendment requires review of Subdivisions to be performed by the Designated Agent, removing the Planning Commission and the Governing Body from the review process and modifying review time frames for the Designated Agent. – Dave Kretz (*pages 100-116*)
- C. Ordinance Amendment #2024-05, initiated by Board of Supervisors. The request is for the purpose of amending the Middlesex County Subdivision Ordinance by establishing water connection requirements within the Middlesex County Water Authority Service District areas. – Dave Kretz (*pages 117-119*)
- D. Ordinance Amendment #2025-01, initiated by Planning Commission. The request is for the purpose of amending the Middlesex County Zoning Ordinance by establishing water connection requirements within the Middlesex County Water Authority Service District areas. – Dave Kretz (*pages 120-123*)

13. Public Comment

## **ADJOURN**

### **Upcoming Meetings:** (meetings subject to change)

- Thursday, January 8, 2026 – 9:00 a.m. - BOS work session
- Thursday, January 15, 2026 – 9:00 a.m. – BOS work session Budget Kickoff

**(Meetings to be held in the Board Room of the Historic Courthouse, unless otherwise noted)  
All times listed are intended as guides only.**

Items scheduled for the afternoon session may be moved to the evening session if one is scheduled.

## **PUBLIC COMMENT AND PUBLIC HEARING PROCEDURES**

### General Requirements:

1. Each speaker will give his or her name and address for the record.
2. Each speaker or individual will be given one opportunity to speak.
3. All comments and/or remarks will be addressed to the Board of Supervisors, not the audience.

### Public Hearing Order:

1. Presentation of Application by Staff.
2. Chairman opens the Hearing for comments from the public.
3. Presentation by Applicant.
4. Comments from speaker(s) representing a group:
  - A. Must represent four (4) or more individuals;
  - B. Individuals must stand and acknowledge that they are being represented by the speaker and that they forfeit their individual time to speak;
  - C. Are allowed 12 minutes to make their presentation(s).
5. Comments from individuals – allowed three (3) minutes each.
6. Applicant Rebuttal – allowed five (5) minutes.
7. Chairman closes hearing for comments from public.
8. Questions and discussion by Board members

AT A MEETING OF THE MIDDLESEX COUNTY BOARD OF SUPERVISORS  
HELD ON TUESDAY, DECEMBER 2, 2025, IN THE BOARD ROOM OF THE  
HISTORIC COURTHOUSE, SALUDA, VIRGINIA:

Present: Wayne H. Jessie, Sr., Jamaica District  
Don R. Harris, Saluda District  
Reginald A. Williams, Sr., Harmony Village District  
Randy Crittenden, Pinetop District  
William A. Harris, Hartfield District

Matthew L. Walker, County Administrator  
Ann Marie Ricardi, Assistant County Administrator  
Heather W. Lewis, County Attorney  
Shanae Hammond, Executive Assistant /Deputy Clerk

**CALL TO ORDER**

Chairman Don Harris called the meeting to order at 3:02 p.m.

**ROLL CALL**

Attendance was taken by Mrs. Hammond with the following roll call: Supervisor Williams – Present; Supervisor Bill Harris – Present; Supervisor Crittenden – Present; Supervisor Jessie – Present; and Chairman Don Harris – Present. There was a quorum. Supervisor Williams led the group in prayer; Mrs. Hammond led in the Pledge of Allegiance.

**CONSENT AGENDA**

The Consent Agenda included approval of minutes from the October 14, 2025 BOS and School Board Joint Work Session, November 5, 2025 BOS Regular Meeting, and November 19, 2025 BOS and School Board Joint Work Session; disbursements dated November 6, 2025 - December 2, 2025, numbered 106894-106994, totaling \$461272.89; and payroll dated November 15, 2025, numbered 1059037-1059054, totaling \$559799.10.

Supervisor Jessie made a motion to approve the consent agenda, which was seconded by Supervisor Crittenden. The motion was carried by the following roll call: Supervisor Bill Harris – Aye; Supervisor Crittenden – Aye; Supervisor Jessie – Aye; Supervisor Williams – Aye and Chairman Don Harris – Aye.

Chairman Don Harris opened the public comments period at 3:05 p.m.

There were no comments at this time.

Chairman Don Harris closed the public comment period at 3:05 p.m.

## **CONSTITUTIONAL OFFICERS**

Traci Wright, Treasurer, was not present at the meeting. Report Only.

Mae Burke Diggs, Commissioner of the Revenue, was present at the meeting. Report Only.

## **AGENCY AND STAFF REPORTS**

### **VDOT:**

Mr. McKnight updated the Board on current VDOT activities and upcoming projects and addressed the board's questions and concerns. He addressed the following items:

#### **1. Snow Season Preparedness**

- VDOT and contractors are fully prepared for winter weather response.

#### **2. Dragon Run Bridge Replacement (Route 17):**

- Construction begins early 2026; completion expected December 2027.
- Bridge will increase from 23 ft to 40 ft in width and be raised about 10 ft.
- ADT is approximately 12,000 vehicles per day; eight bridge strikes have occurred in the past three years.
- Northbound lanes will close during construction; both directions will shift to the southbound span with one free-flow lane each and no temporary signals.

#### **3. Harmony Grove Signal Adjustment:**

- Flashing yellow arrow removed between 7:00 a.m. and 7:00 p.m. to allow a protected left turn toward the Norris Bridge.
- VDOT will continue monitoring the intersection and adjust as needed.

#### **4. St. Clare Walker Middle School Signal:**

Chairman Don Harris asked about timing issues and flashing yellow sequencing. Mr. McKnight said that he will review the signal and follow up.

#### **5. Proposed Roundabout – Route 3 at Stampers Bay Road:**

- Submitted Smart Scale through 2022; estimated cost \$6.95M.
- Preliminary engineering is underway.
- A Design Public Hearing will be scheduled once design progresses, location TBD, but likely near the project site.

- Property impacts depend on final design; options will be shared with the public for feedback.

### **SCHOOLS:**

Dr. Seitz addressed the Board with Budget Supplement Request FY 2026-06 to be appropriated, noting that all items listed are additional federal, state, or grant funds.

Supervisor Jessie made a motion to approve Budget Supplement Request FY 2026-06, to appropriate the additional funds into the FY26 budget, which was seconded by Supervisor Bill Harris. The motion was carried by the following roll call: Supervisor Crittenden – Aye; Supervisor Jessie – Aye; Supervisor Williams – Aye; Supervisor Bill Harris – Aye and Chairman Don Harris – Aye.

Dr. Seitz addressed the Budget Supplement Request FY 2026-07, which is an adjustment to the FY26 budget revenue. This will reflect projected revenue actuals based on the current average daily membership (ADM).

Chairman Don Harris asked when the state would confirm its budget, noting that in past years it was often uncertain. Dr. Seitz replied that the current fiscal year's budget is already set. For FY 26–27, the governor is expected to release his proposed biennial budget on December 17 (no later than December 20), followed by budget proposals from the General Assembly.

Supervisor Crittenden made a motion to approve Budget Supplement Request FY 2026-07, for the adjustment of funds to the FY26 budget revenue, which was seconded by Supervisor Jessie. The motion was carried by the following roll call: Supervisor Jessie – Aye; Supervisor Williams – Aye; Supervisor Bill Harris – Aye; Supervisor Crittenden – Aye and Chairman Don Harris – Aye.

### **SOCIAL SERVICES:**

Report Only.

### **AUDIT PRESENTATION AND ACCEPTANCE:**

Jay Sanudo with Robinson, Farmer, and Cox addressed the Board regarding the audit of the year-end June 30, 2025. He said that the County had received an unmodified opinion on their financial statements, which was the best opinion. The net position balance is approximately \$26,049,473.00 at the end of the year, which is an increase of \$2,487,995. The balance sheet is on a modified accrual basis, which is better for the Board to review because it does not include all the adjustments from the state. This showed a fund balance of \$20.6 million at the end of the fiscal year compared to \$18.5 million at the end of fiscal year 2024, with an increase of \$2,100,000.00 from last year, and expenditures of \$43.5 million, an increase of \$36.2 million from last year. Mr. Sanudo

showed the board the new financial statements for the Airport Fund's balance sheet, income statement, and cash flow. Mr. Sanudo continued his presentation with the following information:

- There is \$14.4 million in long-term debt for the County and about \$6.3 million of long-term debt for the School Board; debt payments will continue through the year 2055.
- The county's contribution to the schools was \$12.1 million.
- The county's budget for revenue was \$34,990,452, receiving \$38,320,716.
- The county's budget for expenditure was \$43,449,694 and the money spent was \$43,449,694. The report showed that the county was \$1.7 million over budget for the boat ramp dredging, but capital projects accounted for only \$175,000.00 of the budget.
- The Compliance Supplement was released on November 25<sup>th</sup>, and the opinion over federal programs will come later.

Mr. Sanudo stated that there were no findings and that the County is still considered low risk.

Supervisor Jessie made a motion to accept the audit, as presented, which was seconded by Supervisor Crittenden. The following roll call carried the motion: Supervisor Williams—Aye; Supervisor Bill Harris - Aye; Supervisor Crittenden - Aye; Supervisor Jessie - Aye; and Chairman Don Harris - Aye.

#### **AIRPORT UPDATE:**

Mr. Lewis asked the board to authorize Mr. Walker or the Chairman to sign the right-of-way, allowing Dominion Power to schedule installation of the new terminal building. Mr. Lewis also shared photos showing the progress on the new terminal building.

Supervisor Bill Harris made a motion to authorize Mr. Walker to sign the right-of-way agreement with Dominion Power to schedule the installation at the new terminal building, which was seconded by Supervisor Williams. The motion was carried by the following roll call: Supervisor Bill Harris – Aye; Supervisor Crittenden – Aye; Supervisor Jessie – Aye; Supervisor Williams – Aye and Chairman Don Harris – Aye.

#### **ENGINEER UPDATE:**

Mr. England updated the board on the RFP for architectural and engineering professional services. He explained the selection process, the top six firms, and recommended awarding contracts to Raymond Global Incorporated and DJG Incorporated.

After the board and Mr. England discussed the terms of the contracts, Supervisor Jessie made a motion to authorize the County Administrator to execute the contracts with Raymond Global Incorporated and DJG Incorporated, which was seconded by Supervisor Bill Harris. The motion was carried by the following roll call: Supervisor Crittenden – Aye;

Supervisor Jessie – Aye; Supervisor Williams – Aye; Supervisor Bill Harris – Aye and Chairman Don Harris – Aye.

**PLANNING UPDATE:**

Mr. Kretz gave a brief update on the Wake boat ramp, stating that it is about 75% complete, but was open for Thanksgiving. He also informed the board of the importance of the post-dredge survey, which Bay Design Group will verify that the job is done correctly.

Mr. Kretz requested authorization for \$3,500 to pay Bay Design Group once the post-dredge survey was completed.

Supervisor Bill Harris made a motion to authorize Mr. Kretz to issue the payment of \$3,500 to Bay Design Group after the post-dredge survey is completed, which was seconded by Supervisor Williams. The motion was carried by the following roll call: Supervisor Jessie – Aye; Supervisor Williams – Aye; Supervisor Bill Harris – Aye; Supervisor Crittenden – Aye and Chairman Don Harris – Aye.

**REASSESSMENT UPDATE:**

Jason Cowan with Cowan Services updated the board on the general assessment, explaining the purpose and the four main tasks of assessors. He also discussed the discovery phase, listing properties, and valuing properties. He informed the board that property visits are expected to be completed by late spring or early summer, followed by two to three months of data entry. The full reassessment is anticipated to be finalized and effective the following January, with any potential tax rate changes not occurring until spring 2027. Mr. Cowan shared the data on the residential market, which showed a strong and healthy market with a median home price increase of 17%. He said that it is important to monitor market trends and adjust assessments accordingly.

Mr. Cowan also reviewed the following.

- MLS data reflects about a 33% increase in property values; federal data shows a similar 30% increase.
- The State Department of Taxation's 2024 report indicates an assessment level of 73%, suggesting a 27% increase is needed to reach full market value.
- Mr. Cowan noted that actual assessment changes will vary by property type, with some values increasing or decreasing depending on market conditions.
- Mr. Cowan conducted an internal study using local MLS data, showing an assessment level of 64%.
- The study indicates a 35% increase would be needed to reach a 100% assessment level.
- Mr. Cowan emphasized the importance of fair assessments across all areas, property types, and home ages.
- The internal study found no systematic bias by home age or zip code.

- He reviewed the quality rating system used for housing assessments, with properties scored from A to M.
- Mr. Cowan discussed the legal requirement for reassessments every six years.
- He noted that more frequent reassessments, as practiced in some counties, can help avoid large increases and reduce taxpayer burden.
- Maintaining accurate and timely assessments helps prevent significant fluctuations in future tax bills.

## **REGULAR AGENDA ITEMS**

### ***Resolution R-2025-012, Surplus Property***

Mrs. Lewis reminded the board of prior discussions with the School Board regarding the unused property behind the RCE building at Cook's Corner. She explained that the School Board formally declared the property surplus about a year ago and has now adopted the required resolution to convey the property to the Board of Supervisors. She noted that all necessary paperwork has been prepared, including the School Board's resolution and the deed. Mrs. Lewis stated that the code requires the Board to authorize her to accept the property on its behalf, which is why the resolution is written in its current form. She added that she will sign the deed once authorized by a majority vote of the Board.

Supervisor Jessie made a motion to adopt Resolution R – 2025-012 to accept the property and authorize Mrs. Lewis to sign the deed, which was seconded by Supervisor Crittenden. The motion was carried by the following roll call: Supervisor Williams—Aye; Supervisor Bill Harris - Aye; Supervisor Crittenden - Aye; Supervisor Jessie - Aye; and Chairman Don Harris - Aye.

### ***Budget Supplement Request FY2025-005***

Ms. Ricardi addressed the board with Budget Supplement Request FY 2026-005. She reminded the board that in November, they approved Mr. Layman's request to purchase 45 radios, which required quick action due to limited sale pricing. While the purchase was authorized, the necessary paperwork was not completed at that time. She is requesting approval for Budget Supplement Request FY 2026-005 to finalize the documentation and align it with the Board's prior action.

A motion to approve Budget Supplement Request FY 2026-005 to finalize the documentation was made by Supervisor Jessie and seconded by Supervisor Bill Harris. The motion was carried by the following roll call: Supervisor Bill Harris – Aye; Supervisor Crittenden – Aye; Supervisor Jessie – Aye; Supervisor Williams – Aye and Chairman Don Harris – Aye.

**Budget Supplement Request FY2025-006:**

Ms. Ricardi addressed the board with Budget Supplement Request FY 2026-006, to appropriate \$14,096.16 for the distribution of funds to the Volunteer Rescue Squad. The grant is for iPads, pediatric bags and medical equipment.

Supervisor Crittenden made a motion to approve Budget Supplement Request FY 2026-006, for \$14,096.16 to appropriate funds to the rescue squad, which was seconded by Supervisor Bill Harris. The motion was carried by the following roll call: Supervisor Crittenden – Aye; Supervisor Jessie – Aye; Supervisor Williams – Aye; Supervisor Bill Harris – Aye and Chairman Don Harris – Aye.

**Surplus Items:**

Ms. Ricardi asked the board to authorize staff to dispose of or sell items on GovDeals.com. These items are no longer needed by any department and have been in storage for some time.

Supervisor Bill Harris made a motion to declare all items surplus and to authorize staff to dispose of or sell items on GovDeals.com, which was seconded by Supervisor Jessie. The motion was carried by the following roll call: Supervisor Jessie – Aye; Supervisor Williams – Aye; Supervisor Bill Harris – Aye; Supervisor Crittenden – Aye and Chairman Don Harris – Aye.

**Citizen's Appointment**

Ms. Ricardi reported that there were no appointments to approve at this time. However, she noted two upcoming term expirations on the Economic Development Authority (EDA): Mr. McMinn and Ms. Holmes. Reappointment letters were sent.

**ADMINISTRATOR UPDATES**

**Cigarette Tax:**

Report Only.

**Staff Report:**

Report Only.

**FY2027 Draft Budget Calendar**

Mr. Walker presented updates to the draft budget calendar, noting that all Friday meetings were removed and rescheduled to Thursdays. The calendar continues the expedited budget process used in recent years and aligns with the School Board's schedule, including the February 10 meeting for the school budget request. He also noted a correction to a typo, changing a listed Board meeting date from April 1 to April 7.

Supervisor Jessie made a motion to accept the budget calendar as presented with the changes, which was seconded by Supervisor Crittenden. The motion was carried by the following roll call: Supervisor Bill Harris – Aye; Supervisor Crittenden – Aye; Supervisor Jessie – Aye and Chairman Don Harris – Aye.

### **COUNTY ATTORNEY UPDATE**

Mrs. Lewis had no reports at this time.

### **UNFINISHED/NEW BUSINESS**

#### ***Unfinished Business:***

None.

#### ***New Business:***

None.

### **MATTERS PRESENTED BY THE BOARD**

Supervisor Jessie addressed the board with the following.

- He attended the VaCo conference.
- He attended the Middle Peninsula Planning Commission District (PDC), where they discussed the energy storage with Dominion Energy coming to Middlesex County.
- He attended the River County Community Foundation, where they discussed appropriate funding for the Bay Aging workforce Housing project.

Supervisor Crittenden addressed the board with the following.

- He attended the VaCo conference.
- He attended the Jail Authority meeting.

Supervisor Williams addressed the board with the following.

- He attended the VaCo conference.

Supervisor Bill Harris addressed the board with the following.

- He attended the VaCo conference.

### **PUBLIC COMMENT**

Chairman Don Harris opened the public comment period.

There were no public comments.

Chairman Don Harris closed the public comment period.

### **CLOSED SESSION**

- A. Pursuant to Virginia Code Sections 2.2-3711(A)(1), for the discussion of personnel matters regarding the County Administrator and the County Attorney.
- B. Pursuant to Virginia Code Sections 2.2-3711(A)(3) and (A)(8), for the purpose of discussion about the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and for consultation with legal counsel regarding specific legal matters, procedures, and questions about the acquisition of said property.

A motion to convene in closed session pursuant to Virginia Code Sections 2.2-3711(A)(1), for the discussion of personnel matters regarding the County Administrator and the County Attorney, and pursuant to Virginia Code Sections 2.2-3711(A)(3) and (A)(8), for the purpose of discussion about the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and for consultation with legal counsel regarding specific legal matters, procedures, and questions about the acquisition of said property was made by Supervisor Jessie and seconded by Supervisor Crittenden, and it was carried by the following roll call: Supervisor Bill Harris– Aye; Supervisor Crittenden– Aye; Supervisor Jessie – Aye; Supervisor Williams– Aye and Chairman Don Harris – Aye

### **RETURN TO OPEN SESSION**

A motion to return from closed sessions, with the following statement, was made by Supervisor Jessie, seconded by Supervisor Bill Harris, and carried by the following roll call: Supervisor Crittenden – Aye; Supervisor Jessie – Aye; Supervisor Williams – Aye; Supervisor Bill Harris - Aye and Chairman Don Harris – Aye.

To the best of the members' knowledge, only public business matters lawfully exempted in the motion by which the closed session was called were considered or discussed in said closed session.

### **PUBLIC HEARING**

Mr. Walker stated that staff recommends the Board consider the offer to sell the property and proceed with a contract with the offeror, with the condition that the conveyance be by special warranty deed rather than a general warranty deed.

Supervisor Bill Harris made a motion to authorize the sale of the County-owned property identified as Tax Map No. 40-214, located at 318 Paradise Lane, Deltaville, Virginia, for \$350,000, conveyed by special warranty deed, to Mr. Martin and Mrs. Miss Arthur.

**ADJOURN**

Supervisor Jessie made a motion to adjourn, seconded by Supervisor Crittenden. The motion was carried by the following roll call: Supervisor Williams—Aye; Supervisor Bill Harris — Aye; Supervisor Crittenden — Aye; Supervisor Jessie; and Chairman Don Harris—Aye.

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Don R. Harris, Chairman  
Board of Supervisors

DRAFT

AT A MEETING OF THE MIDDLESEX COUNTY BOARD OF SUPERVISORS  
HELD ON TUESDAY, DECEMBER 8, 2025, IN THE BOARD ROOM OF THE  
HISTORIC COURTHOUSE, SALUDA, VIRGINIA:

Present: Wayne H. Jessie, Sr., Jamaica District  
Don R. Harris, Saluda District  
Reginald A. Williams, Sr., Harmony Village District  
Randy Crittenden, Pinetop District  
William A. Harris, Hartfield District

Matthew L. Walker, County Administrator  
Ann Marie Ricardi, Assistant County Administrator  
Heather W. Lewis, County Attorney

**CALL TO ORDER**

Chairman Don Harris called the meeting to order at 8:55 a.m.

**ROLL CALL**

Attendance was taken by Ms. Ricardi with the following roll call: Supervisor Williams – Present; Supervisor Bill Harris – Present; Supervisor Crittenden – Present; Supervisor Jessie – Present; and Chairman Don Harris – Present. There was a quorum. Supervisor Williams led the group in prayer; Ms. Ricardi led in the Pledge of Allegiance.

**CLOSED SESSION**

A. Pursuant to Virginia Code Sections 2.2-3711(A)(1), for the discussion of personnel matters regarding the County Administrator.

A motion to convene in closed session pursuant to Virginia Code Sections 2.2-3711(A)(1), for the discussion of personnel matters regarding the County Administrator, was made by Supervisor Jessie and seconded by Supervisor Bill Harris. The motion was carried by unanimous vote, 5-0.

**RETURN TO OPEN SESSION**

A motion to return from closed sessions, with the following statement, was made by Supervisor Jessie, seconded by Supervisor Crittenden. The motion was carried by unanimous vote, 4-0.

To the best of the members' knowledge, only public business matters lawfully exempted in the motion by which the closed session was called were considered or discussed in said closed session.

**ADJOURN**

Supervisor Jessie made a motion to adjourn, seconded by Supervisor Crittenden. The motion was carried by unanimous vote, 4-0.

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Don R. Harris, Chairman  
Board of Supervisors

DRAFT

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$\$	PAY	\$\$\$
DEPT # - 011010 ** BOARD OF SUPERVISORS **										
** BOARD OF SUPERVISORS **										
RAPPAHANNOCK RECORD	ADVERTISING		284716	12/17/2025		12/17/2025	107560		135.00	
RAPPAHANNOCK RECORD	ADVERTISING		286089	12/17/2025		12/17/2025	107560		135.00	
SOUTHSIDE SENTINEL	ADVERTISING		97900	12/11/2025		12/11/2025	107518		136.00	
									406.00 *	
JESSIE, WAYNE	TRAVEL (SUBSIS. & LO		DEC 2025	12/11/2025		12/11/2025	107478		392.10	
BANK OF AMERICA	TRAVEL (SUBSIS. & LO		305/1225	12/11/2025		12/11/2025	107430		2,214.78	
									2,606.88 *	
BANK OF AMERICA	MISCELLANEOUS		305/1225	12/11/2025		12/11/2025	107430		31.85	
									31.85 *	
									TOTAL	3,044.73

DEPT # - 012010 \*\* COUNTY ADMINISTRATOR \*\*

** COUNTY ADMINISTRATOR **										
VACORP	VLDP		NOV 2025	12/11/2025		12/11/2025	107539		94.09	
									94.09 *	
HEALTH EQUITY	PROFESSIONAL SERVICE		MAMW845	12/11/2025		12/11/2025	107467		36.00	
									36.00 *	
PITNEY BOWES BANK INC.	POSTAGE		1335373/1225	12/11/2025		12/11/2025	107509		687.50	
PITNEY BOWES BANK INC.	POSTAGE		6089715/1225	12/11/2025		12/11/2025	107509		6.43	
									693.93 *	
VERIZON	TELEPHONES & TELEPHO		01-65/1225	12/17/2025		12/17/2025	107570		80.13	
VERIZON WIRELESS	TELEPHONES & TELEPHO		6129235137	12/11/2025		12/11/2025	107531		40.01	
WALKER, MATTHEW	TELEPHONES & TELEPHO		JAN 26	1/06/2026		1/06/2026	107599		60.00	
									180.14 *	
QUILL LLC	OFFICE SUPPLIES		46683985	12/11/2025		12/11/2025	107510		239.99	
STAPLES	OFFICE SUPPLIES		6048970539	12/11/2025		12/11/2025	107521		51.48	
									291.47 *	
MANSFIELD OIL COMPANY	VEH & POWER EQUIP SU		SQLCD-1144907	12/11/2025		12/11/2025	107497		55.25	
MANSFIELD OIL COMPANY	VEH & POWER EQUIP SU		SQLCD-1155163	1/06/2026		1/06/2026	107582		31.41	
EDDIE'S AUTO SERVICE	VEH & POWER EQUIP SU 2007 EXPEDITION		31600	12/11/2025		12/11/2025	107453		811.29	
BANK OF AMERICA	VEH & POWER EQUIP SU		305/1225	12/11/2025		12/11/2025	107430		31.63	
									929.58 *	
BANK OF AMERICA	TRAVEL (SUBSIS. & LO		305/1225	12/11/2025		12/11/2025	107430		1,624.44	
									1,624.44 *	
ENTERPRISE FLEET MANAGEMEN	LEASED VEHICLES		444592B-120325	12/11/2025		12/11/2025	107457		1,070.00	
									1,070.00 *	
									TOTAL	4,919.65

DEPT # - 012040 \*\* COUNTY ATTORNEY \*\*

** COUNTY ATTORNEY **										
VACORP	VLDP		NOV 2025	12/11/2025		12/11/2025	107539		67.00	
									67.00 *	

12/29/2025  
 AP375  
 FUND # - 001

FROM DATE-12/03/2025  
 TO DATE- 1/06/2026

ACCOUNTS PAYABLE LIST  
 MIDDLESEX COUNTY  
 DEPT # - 012040 \*\* COUNTY ATTORNEY \*\*

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
VERIZON WIRELESS	TELEPHONE		6129235137	12/11/2025		12/11/2025	107531	40.50		
								40.50 *		
						TOTAL		107.50		
DEPT # - 012080 ** INDEPENDENT AUDITOR **										
MAGUIRE ASSOCIATES OF	** INDEPENDENT AUDITOR ** PROFESSIONAL SERVICE		13851	12/17/2025		12/17/2025	107554	2,300.00		
								2,300.00 *		
						TOTAL		2,300.00		
DEPT # - 012090 ** COMMISSIONER OF REVENUE **										
VACORP	** COMMISSIONER OF REVENUE ** VLDP	NOV 2025		12/11/2025		12/11/2025	107539	27.00		
								27.00 *		
RICOH USA, INC	MAINTENANCE SERVICE		41061250	12/11/2025		12/11/2025	107511	120.78		
								120.78 *		
VERIZON WIRELESS	TELEPHONE		6129235137	12/11/2025		12/11/2025	107531	32.48		
								32.48 *		
SHRED-IT USA	OFFICE SUPPLIES		8012859683	12/17/2025		12/17/2025	107562	56.75		
STAPLES	OFFICE SUPPLIES		6048977118	12/11/2025		12/11/2025	107521	502.66		
								559.41 *		
BUC INTERNATIONAL CORP	BOOKS & SUBSCRIPTION		U130-17471	12/11/2025		12/11/2025	107435	460.32		
								460.32 *		
						TOTAL		1,199.99		
DEPT # - 012100 ** ASSESSOR **										
COWAN SERVICES, LLC	** ASSESSOR ** PROFESSIONAL SERVICE		1	12/17/2025		12/17/2025	107545	11,500.00		
								11,500.00 *		
						TOTAL		11,500.00		
DEPT # - 012130 ** TREASURER **										
VACORP	** TREASURER ** VLDP	NOV 2025		12/11/2025		12/11/2025	107539	68.00		
								68.00 *		
VERIZON WIRELESS	TELEPHONE		6129235137	12/11/2025		12/11/2025	107531	75.02		
								75.02 *		
SHRED-IT USA	OFFICE SUPPLIES		8012859683	12/17/2025		12/17/2025	107562	189.34		
STAPLES	OFFICE SUPPLIES		6048976712	12/11/2025		12/11/2025	107521	50.04		
AMERICAN SOLUTIONS FOR BUS	OFFICE SUPPLIES		INV08402001	1/06/2026		1/06/2026	107573	235.86		
								475.24 *		
DEPT OF MOTOR VEHICLES	DMV \$20.00 STOP		202533400614	1/06/2026		1/06/2026	107576	1,850.00		
								1,850.00 *		

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$\$	PAY	\$\$\$
FIRST-CITIZENS BANK & TRUS	LEASE/RENTAL OF EQUI		48170128	12/11/2025		12/11/2025	107462		149.47	
									149.47 *	
							TOTAL		2,617.73	
DEPT # - 012190 ** INSURANCE/RISK MANAGEMENT **										
	** INSURANCE/RISK MANAGEMENT **									
VACORP	WORKER'S COMPENSATIO		114942	12/11/2025		12/11/2025	107538		7,532.00	
									7,532.00 *	
VACORP	LINE OF DUTY ACT		114942	12/11/2025		12/11/2025	107538		6,933.50	
									6,933.50 *	
							TOTAL		14,465.50	
DEPT # - 012200 ** TECHNOLOGY SERVICES **										
	** TECHNOLOGY SERVICES **									
RICOH USA, INC	MAINTENANCE SERVICE	IM6000	41060541	12/11/2025		12/11/2025	107511		296.00	
RICOH USA, INC	MAINTENANCE SERVICE		41162993	1/06/2026		1/06/2026	107588		296.00	
NETWORKING TECHNOLOGIES	MAINTENANCE SERVICE		156341	1/06/2026		1/06/2026	107587		5,578.10	
									6,170.10 *	
VERIZON	TELEPHONE		01-65/1225	12/17/2025		12/17/2025	107570		38.93	
VERIZON WIRELESS	TELEPHONE		6129235137	12/11/2025		12/11/2025	107531		50.50	
									89.43 *	
BANK OF AMERICA	INTERNET SERVICE		305/1225	12/11/2025		12/11/2025	107430		103.72	
									103.72 *	
AMAZON CAPITAL SERVICES	SUPPLIES		1F3W-PNPX-RRK4	12/17/2025		12/17/2025	107541		709.89	
									709.89 *	
NETWORKING TECHNOLOGIES	ADP EQUIPMENT		156054	12/11/2025		12/11/2025	107504		877.94	
BANK OF AMERICA	ADP EQUIPMENT		305/1225	12/11/2025		12/11/2025	107430		379.84	
CDW GOVERNMENT, INC.	ADP EQUIPMENT		AH1GH5H	12/17/2025		12/17/2025	107544		317.24	
									1,575.02 *	
							TOTAL		8,648.16	
DEPT # - 013010 ** ELECTORAL BOARD **										
	** ELECTORAL BOARD **									
MIDDLESEX COUNTY PUBLIC SC	PROFESSIONAL SERVICE		1290	12/11/2025		12/11/2025	107502		134.56	
BANK OF AMERICA	PROFESSIONAL SERVICE		305/1225	12/11/2025		12/11/2025	107430		247.56	
									382.12 *	
BANK OF AMERICA	OTHER OPERATING SUPP		305/1225	12/11/2025		12/11/2025	107430		9.47	
									9.47 *	
VEBA	DUES		2026 DUES	1/06/2026		1/06/2026	107597		250.00	
									250.00 *	
							TOTAL		641.59	
DEPT # - 013020 ** REGISTRAR **										
	** REGISTRAR **									
VACORP	VLDP		NOV 2025	12/11/2025		12/11/2025	107539		58.00	
									58.00 *	

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$\$	PAY \$\$\$
VERIZON WIRELESS	TELEPHONES		6129235137	12/11/2025		12/11/2025	107531		40.01
									40.01 *
QUILL LLC	OFFICE SUPPLIES		46721261	12/11/2025		12/11/2025	107510		134.95
									134.95 *
RICOH USA, INC	LEASE/RENT EQUIPMENT		109632476	12/11/2025		12/11/2025	107512		304.62
PITNEY BOWES	LEASE/RENT EQUIPMENT		3321571453	12/11/2025		12/11/2025	107508		153.00
									457.62 *
									TOTAL 690.58

DEPT # - 021010 \*\* COURT FACILITY \*\*

\*\* COURT FACILITY \*\*

KATHLEEN R ARMSTRONG	COMPENSATION JURORS		119J2525112-1	12/11/2025		12/11/2025	107485		50.00
WILLIAM C CARR	COMPENSATION JURORS		119J2525112-10	12/11/2025		12/11/2025	107536		50.00
DAVID E CARSON	COMPENSATION JURORS		119J2525112-11	12/11/2025		12/11/2025	107445		50.00
DAMON S CHOWNING	COMPENSATION JURORS		119J2525112-12	12/11/2025		12/11/2025	107442		50.00
THOMAS S COOPER	COMPENSATION JURORS		119J2525112-13	12/11/2025		12/11/2025	107525		50.00
DAVID N CULVER	COMPENSATION JURORS		119J2525112-14	12/11/2025		12/11/2025	107447		50.00
MARSHALL J DAVIS	COMPENSATION JURORS		119J2525112-15	12/11/2025		12/11/2025	107498		50.00
ROBERT J DAVIS	COMPENSATION JURORS		119J2525112-16	12/11/2025		12/11/2025	107513		50.00
HAROLD N DIGGS, JR	COMPENSATION JURORS		119J2525112-17	12/11/2025		12/11/2025	107466		50.00
KIMBERLY A DUBEAU	COMPENSATION JURORS		119J2525112-18	12/11/2025		12/11/2025	107486		50.00
JENNIFER M DUKE	COMPENSATION JURORS		119J2525112-19	12/11/2025		12/11/2025	107476		50.00
GEORGIANNA T ASBURY	COMPENSATION JURORS		119J2525112-2	12/11/2025		12/11/2025	107463		50.00
VINCENT L EPISCOPO	COMPENSATION JURORS		119J2525112-20	12/11/2025		12/11/2025	107533		50.00
SYDNEY C FUNK	COMPENSATION JURORS		119J2525112-21	12/11/2025		12/11/2025	107524		50.00
STANLEY E GRESHAM, SR	COMPENSATION JURORS		119J2525112-22	12/11/2025		12/11/2025	107520		50.00
KAREN S HAESEKER	COMPENSATION JURORS		119J2525112-23	12/11/2025		12/11/2025	107484		50.00
VERONICA T HINCKLE	COMPENSATION JURORS		119J2525112-24	12/11/2025		12/11/2025	107532		50.00
CHARLES I HOLMES	COMPENSATION JURORS		119J2525112-25	12/11/2025		12/11/2025	107440		50.00
ERICH L HOLSHOUSE	COMPENSATION JURORS		119J2525112-26	12/11/2025		12/11/2025	107459		50.00
ELIZABETH A HUTCHINGS	COMPENSATION JURORS		119J2525112-27	12/11/2025		12/11/2025	107454		50.00
ANITA D JOHNSON	COMPENSATION JURORS		119J2525112-28	12/11/2025		12/11/2025	107424		50.00
JEFFREY T JOHNSON	COMPENSATION JURORS		119J2525112-29	12/11/2025		12/11/2025	107475		50.00
VIRGINIA T ASHFORD	COMPENSATION JURORS		119J2525112-3	12/11/2025		12/11/2025	107535		50.00
ELLIS F LEIGH, JR	COMPENSATION JURORS		119J2525112-30	12/11/2025		12/11/2025	107455		50.00
KAREN C LUMSDEN	COMPENSATION JURORS		119J2525112-31	12/11/2025		12/11/2025	107483		50.00
MICHAEL R MARTINS	COMPENSATION JURORS		119J2525112-32	12/11/2025		12/11/2025	107500		50.00
JOHN D MCDANIEL	COMPENSATION JURORS		119J2525112-33	12/11/2025		12/11/2025	107479		50.00
DAVID K MCKESSON	COMPENSATION JURORS		119J2525112-34	12/11/2025		12/11/2025	107446		50.00
JESSICA C MUSICK	COMPENSATION JURORS		119J2525112-35	12/11/2025		12/11/2025	107477		50.00
LINDSAY C PORZIO	COMPENSATION JURORS		119J2525112-36	12/11/2025		12/11/2025	107492		50.00
BARRY W POWELL	COMPENSATION JURORS		119J2525112-37	12/11/2025		12/11/2025	107431		50.00
JOHN M ROBINS	COMPENSATION JURORS		119J2525112-38	12/11/2025		12/11/2025	107480		50.00
ROGER L RUNYON, III	COMPENSATION JURORS		119J2525112-39	12/11/2025		12/11/2025	107514		50.00
VIRGINIA L BAGBY	COMPENSATION JURORS		119J2525112-4	12/11/2025		12/11/2025	107534		50.00
ALENA SAMUEL	COMPENSATION JURORS		119J2525112-40	12/11/2025		12/11/2025	107420		50.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$\$	PAY \$\$\$
BENJAMIN C SLIDER, IV	COMPENSATION JURORS		119J2525112-41	12/11/2025		12/11/2025	107432		50.00
STEVEN V TROTHEN	COMPENSATION JURORS		119J2525112-42	12/11/2025		12/11/2025	107522		50.00
WILLIAM R WAKEFIELD, JR.	COMPENSATION JURORS		119J2525112-43	12/11/2025		12/11/2025	107537		50.00
DEBORAH A WARNICK	COMPENSATION JURORS		119J2525112-44	12/11/2025		12/11/2025	107449		50.00
DIANE L WEIDNER	COMPENSATION JURORS		119J2525112-45	12/11/2025		12/11/2025	107451		50.00
KAREN A WHITMAN	COMPENSATION JURORS		119J2525112-46	12/11/2025		12/11/2025	107482		50.00
SUSAN M WILLIAMS	COMPENSATION JURORS		119J2525112-47	12/11/2025		12/11/2025	107523		50.00
PATRICIA S ZERAN	COMPENSATION JURORS		119J2525112-48	12/11/2025		12/11/2025	107507		50.00
JAMES D BATES	COMPENSATION JURORS		119J2525112-5	12/11/2025		12/11/2025	107473		50.00
PATRICIA L BEASLEY	COMPENSATION JURORS		119J2525112-6	12/11/2025		12/11/2025	107506		50.00
CASEY D BENFIELD	COMPENSATION JURORS		119J2525112-7	12/11/2025		12/11/2025	107438		50.00
ALLISON N BLANKENSHIP	COMPENSATION JURORS		119J2525112-8	12/11/2025		12/11/2025	107421		50.00
CHRISTINE M BRUCE	COMPENSATION JURORS		119J2525112-9	12/11/2025		12/11/2025	107441		50.00
KIMBERLY R PARKS	COMPENSATION JURORS		120225-A	12/11/2025		12/11/2025	107487		50.00
LINDA H MACCORKLE	COMPENSATION JURORS		120225-B	12/11/2025		12/11/2025	107490		50.00
DAVID R MARCIL	COMPENSATION JURORS		120225-C	12/11/2025		12/11/2025	107448		50.00
CELIA H. COLLIER	COMPENSATION JURORS		120225-D	12/11/2025		12/11/2025	107439		50.00
LINDA J PATT	COMPENSATION JURORS		120225-E	12/11/2025		12/11/2025	107491		50.00
JOHN P SAXON	COMPENSATION JURORS		120225-F	12/11/2025		12/11/2025	107481		50.00
									2,700.00 *
VERIZON	SECURITY TELEPHONES		01-58/1225	12/17/2025		12/17/2025	107570		209.01
									209.01 *
									TOTAL
									2,909.01

DEPT # - 021020 \*\* GENERAL DISTRICT COURT \*\*

** GENERAL DISTRICT COURT **									
RICOH USA, INC	MAINTENANCE SERVICE		109649422	12/17/2025		12/17/2025	107561		185.69
SHRED-IT USA	MAINTENANCE SERVICE		8012633576	12/11/2025		12/11/2025	107517		152.45
									338.14 *
VERIZON	TELEPHONE		01-65/1225	12/17/2025		12/17/2025	107570		146.47
									146.47 *
H & H DISTRIBUTING CO.	OFFICE SUPPLIES	GEN DIST COURT	57111	12/11/2025		12/11/2025	107465		20.00
									20.00 *
									TOTAL
									504.61

DEPT # - 021040 \*\* MAGISTRATE \*\*

** MAGISTRATE **									
VERIZON WIRELESS	TELEPHONE		6129236315	12/11/2025		12/11/2025	107531		41.59
VERIZON	TELEPHONE		01-94/1225	12/17/2025		12/17/2025	107571		86.12
									127.71 *
									TOTAL
									127.71

DEPT # - 021060 \*\* CIRCUIT COURT CLERK \*\*

** CIRCUIT COURT CLERK **									
VACORP	VLDP		NOV 2025	12/11/2025		12/11/2025	107539		56.00
									56.00 *

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$\$	PAY	\$\$\$
RICOH USA, INC	MAINTENANCE SERVICE		41050163	12/11/2025		12/11/2025	107511		436.00	
									436.00 *	
US POSTAL SERVICE	POSTAGE		BOX 158	12/11/2025		12/11/2025	107530		126.00	
STAPLES	POSTAGE		7007788498	12/11/2025		12/11/2025	107521		129.36	
									255.36 *	
QUILL LLC	SUPPLIES		46623949	12/11/2025		12/11/2025	107510		20.58	
QUILL LLC	SUPPLIES		46656742	12/11/2025		12/11/2025	107510		190.32	
QUILL LLC	SUPPLIES		46721357	12/11/2025		12/11/2025	107510		39.58	
H & H DISTRIBUTING CO.	SUPPLIES	CIRCUIT COURT	57112	12/11/2025		12/11/2025	107465		50.00	
									300.48 *	
									TOTAL	1,047.84

DEPT # - 021070 \*\*VICTIM/WITNESS ASSIST.PROGRAM\*\*

**VICTIM/WITNESS ASSIST.PROGRAM**										
VACORP	VLDP		NOV 2025	12/11/2025		12/11/2025	107539		28.00	
									28.00 *	
VVAN	DUES		03394	1/06/2026		1/06/2026	107598		150.00	
									150.00 *	
									TOTAL	178.00

DEPT # - 021100 \*\* JUVENILE COURT \*\*

** JUVENILE COURT **										
STAPLES	SUPPLIES		6048730901	12/11/2025		12/11/2025	107521		579.99	
									579.99 *	
									TOTAL	579.99

DEPT # - 022010 \*\* COMMONWEALTH'S ATTORNEY \*\*

** COMMONWEALTH'S ATTORNEY **										
VACORP	VLDP		NOV 2025	12/11/2025		12/11/2025	107539		66.00	
									66.00 *	
RICOH USA, INC	MAINTENANCE SERVICE		41049880	12/11/2025		12/11/2025	107511		166.89	
RICOH USA, INC	MAINTENANCE SERVICE		41127921	1/06/2026		1/06/2026	107588		166.89	
THOMSON REUTERS- WEST	MAINTENANCE SERVICE		852927671	1/06/2026		1/06/2026	107592		58.00	
									391.78 *	
VERIZON WIRELESS	TELEPHONE		6129235137	12/11/2025		12/11/2025	107531		40.50	
									40.50 *	
STAPLES	SUPPLIES		6048973532	12/11/2025		12/11/2025	107521		9.42	
STAPLES	SUPPLIES		6048973534	12/11/2025		12/11/2025	107521		36.74	
									46.16 *	
MATTHEW BENDER & CO., INC	TRANSCRIPTS & BOOKS		47282126	12/11/2025		12/11/2025	107499		431.31	
									431.31 *	
									TOTAL	975.75

DEPT # - 031020 \*\* SHERIFF \*\*

** SHERIFF **										
VACORP	VLDP		NOV 2025	12/11/2025		12/11/2025	107539		95.00	
									95.00 *	

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	CHECK DATE	CHECK#	\$\$\$	PAY	\$\$\$
CANON SOLUTIONS AMERICA	MAINTENANCE SERVICE		6014001362	12/11/2025	12/11/2025	107437		66.69	
CANON SOLUTIONS AMERICA	MAINTENANCE SERVICE		6014002162	12/11/2025	12/11/2025	107437		156.06	
								222.75 *	
SOUTHSIDE SENTINEL	HIRING EXPENSES		97805	12/17/2025	12/17/2025	107565		153.50	
								153.50 *	
VERIZON	TELEPHONE		01-65/1225	12/17/2025	12/17/2025	107570		391.28	
VERIZON WIRELESS	TELEPHONE		6129236315	12/11/2025	12/11/2025	107531		500.49	
								891.77 *	
BANK OF AMERICA	SUPPLIES		305/1225	12/11/2025	12/11/2025	107430		19.99	
STAPLES	SUPPLIES		7007908539	12/17/2025	12/17/2025	107566		16.20	
STAPLES	SUPPLIES		7007921849	12/17/2025	12/17/2025	107566		30.85	
STAPLES	SUPPLIES		7007969552	12/17/2025	12/17/2025	107566		35.38	
STAPLES	SUPPLIES		7007991605	1/06/2026	1/06/2026	107591		42.79	
								145.21 *	
LEASURE'S WRECKER SERVICE	VEHICLE REPAIR	#230300 TOWING	9784	1/06/2026	1/06/2026	107580		203.00	
DANNY'S GLASS, INC.	VEHICLE REPAIR	#200500 DOOR	1476732	12/11/2025	12/11/2025	107443		525.18	
ATLANTIC COMMUNICATIONS	VEHICLE REPAIR		227695	12/11/2025	12/11/2025	107429		2,000.00	
DELTAVILLE AUTO	VEHICLE REPAIR	#130400 BALL JOINT	040303	12/11/2025	12/11/2025	107450		998.02	
BILL HUDGINS GMC, INC.	VEHICLE REPAIR	#220200 LUBE	6024529/1	12/11/2025	12/11/2025	107434		186.81	
BILL HUDGINS GMC, INC.	VEHICLE REPAIR	#230300 LUBE	6024685/2	12/17/2025	12/17/2025	107543		2,556.56	
BILL HUDGINS GMC, INC.	VEHICLE REPAIR	#220100 INSPECTION	6024726/1	12/17/2025	12/17/2025	107543		20.00	
BILL HUDGINS GMC, INC.	VEHICLE REPAIR	#240500 LUBE	6024811/1	12/17/2025	12/17/2025	107543		73.50	
BANK OF AMERICA	VEHICLE REPAIR		305/1225	12/11/2025	12/11/2025	107430		15.00	
DANIEL'S WELDING & TIRES,	VEHICLE REPAIR	#200500 TIRE	5-134803	1/06/2026	1/06/2026	107574		702.19	
VALVOLINE LLC	VEHICLE REPAIR	#250300 OIL CHANGE	16277	1/06/2026	1/06/2026	107596		95.10	
								7,375.36 *	
MANSFIELD OIL COMPANY	VEHICLE EXP -GASOLIN		MBINV-11129031	12/17/2025	12/17/2025	107555		790.34	
MANSFIELD OIL COMPANY	VEHICLE EXP -GASOLIN		SQLCD-1144908	12/11/2025	12/11/2025	107497		2,968.21	
MANSFIELD OIL COMPANY	VEHICLE EXP -GASOLIN		SQLCD-1151280	12/17/2025	12/17/2025	107555		2,175.26	
MANSFIELD OIL COMPANY	VEHICLE EXP -GASOLIN		SQLCD-1155164	1/06/2026	1/06/2026	107582		2,321.35	
								8,255.16 *	
HOME DEPOT CREDIT SERVICES	POLICE SUPPLIES		CR 8102959	12/11/2025	12/11/2025	107469		79.98-	
HOME DEPOT CREDIT SERVICES	POLICE SUPPLIES		1521176	12/11/2025	12/11/2025	107469		162.90	
HOME DEPOT CREDIT SERVICES	POLICE SUPPLIES		7012346	12/11/2025	12/11/2025	107469		63.96	
ARC3 GASES	POLICE SUPPLIES		12453777	12/17/2025	12/17/2025	107542		10.20	
BANK OF AMERICA	POLICE SUPPLIES		305/1225	12/11/2025	12/11/2025	107430		1,000.44	
AMAZON CAPITAL SERVICES	POLICE SUPPLIES		CR 1FRMN96VJQPY	12/17/2025	12/17/2025	107541		7.99-	
AMAZON CAPITAL SERVICES	POLICE SUPPLIES		CR 1KKY94V4PKJH	12/17/2025	12/17/2025	107541		61.49-	
AMAZON CAPITAL SERVICES	POLICE SUPPLIES		1DK6-Y93X-PT7W	12/11/2025	12/11/2025	107422		73.95	
AMAZON CAPITAL SERVICES	POLICE SUPPLIES		1NNT-RGMQ-TCKL	12/11/2025	12/11/2025	107422		14.22	
AMAZON CAPITAL SERVICES	POLICE SUPPLIES		1YFF-YJDD-WKVR	12/17/2025	12/17/2025	107541		746.98	
AMAZON CAPITAL SERVICES	POLICE SUPPLIES		1Y3F-W4M9-PKRX	12/11/2025	12/11/2025	107422		385.24	
AMAZON CAPITAL SERVICES	POLICE SUPPLIES		1Y7Q-G3T3-R34T	12/17/2025	12/17/2025	107541		7.99	
HORNS MIDDLESEX ACE	POLICE SUPPLIES		36787/3	12/11/2025	12/11/2025	107472		11.99	
								2,328.41 *	
SOUTHERN POLICE EQUIPMENT	UNIFORMS		213555	12/17/2025	12/17/2025	107563		186.53	
SPORT SHACK	UNIFORMS		1473	12/11/2025	12/11/2025	107519		66.00	

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$\$	PAY	\$\$\$
AMAZON CAPITAL SERVICES	UNIFORMS		197D-WTJM-FLLR	12/17/2025		12/17/2025	107541		19.98	
									272.51 *	
BANK OF AMERICA	TRAVEL (SUBSIS. & LO		305/1225	12/11/2025		12/11/2025	107430		1,817.71	
									1,817.71 *	
BANK OF AMERICA	TRAVEL (CONV. & EDUC		305/1225	12/11/2025		12/11/2025	107430		175.00	
									175.00 *	
TRANSUNION RISK & BANK OF AMERICA	COMMUNICATIONS EQUIP COMMUNICATIONS EQUIP		202511-1 305/1225	12/11/2025 12/11/2025		12/11/2025 12/11/2025	107527 107430		100.00 1,461.99	
									1,561.99 *	
LEXISNEXIS RISK SOLUTIONS	INVESTIGATIVE SOFTWA		1300209695	12/11/2025		12/11/2025	107489		192.94	
									192.94 *	
AT&T MOBILITY	MDT PROJECT & E-TICK		123X11282025	12/11/2025		12/11/2025	107428		831.00	
									831.00 *	
L3HARRIS PSPC	GRANTS - MISC		93464098	12/17/2025		12/17/2025	107553		2,623.00	
BANK OF AMERICA	GRANTS - MISC		305/1225	12/11/2025		12/11/2025	107430		1,895.39	
ERGOGENESIS WORKPLACE SOLU	GRANTS - MISC		581999	12/11/2025		12/11/2025	107458		7,759.42	
									12,277.81 *	
									TOTAL	36,596.12

DEPT # - 032010 \*\* VOLUNTEER FIRE DEPARTMENTS \*\*

\*\* VOLUNTEER FIRE DEPARTMENTS \*\*

DOMINION ENERGY VIRGINIA	MIDDLESEX VOL. FIRE		0233767508/0126	12/17/2025		12/17/2025	107548		268.55	
DOMINION ENERGY VIRGINIA	MIDDLESEX VOL. FIRE		9058141970/0126	1/06/2026		1/06/2026	107577		13.45	
MIDDLESEX VOLUNTEER FIRE	MIDDLESEX VOL. FIRE		JAN 26	1/06/2026		1/06/2026	107586		8,301.33	
									8,583.33 *	
DOMINION ENERGY VIRGINIA	UPPER MIDDLESEX VOL.		4787195363/0126	12/17/2025		12/17/2025	107549		180.81	
UPPER MIDDLESEX VOLUNTEER	UPPER MIDDLESEX VOL.		JAN 26	1/06/2026		1/06/2026	107595		8,402.52	
									8,583.33 *	
DOMINION ENERGY VIRGINIA	HARTFIELD VOL. FIRE		0872130000/0126	12/17/2025		12/17/2025	107548		434.24	
DOMINION ENERGY VIRGINIA	HARTFIELD VOL. FIRE		5942207506/0126	1/06/2026		1/06/2026	107577		327.02	
HARTFIELD VOL FIRE DEPT.	HARTFIELD VOL. FIRE		JAN 26	1/06/2026		1/06/2026	107579		7,822.05	
									8,583.31 *	
DOMINION ENERGY VIRGINIA	DELTAVILLE VOL. FIRE		5642922503/0126	12/17/2025		12/17/2025	107550		531.47	
DELTAVILLE VOLUNTEER FIRE	DELTAVILLE VOL. FIRE		JAN 26	1/06/2026		1/06/2026	107575		8,051.86	
									8,583.33 *	
									TOTAL	34,333.30

DEPT # - 032030 \*\* RESCUE SQUADS \*\*

\*\* RESCUE SQUADS \*\*

DOMINION ENERGY VIRGINIA	MIDDLESEX VOL. RESCU		0007692598/0126	12/17/2025		12/17/2025	107548		165.12	
DOMINION ENERGY VIRGINIA	MIDDLESEX VOL. RESCU		1442040810/0126	1/06/2026		1/06/2026	107577		272.12	
DOMINION ENERGY VIRGINIA	MIDDLESEX VOL. RESCU		3349171375/0126	1/06/2026		1/06/2026	107577		182.44	
DOMINION ENERGY VIRGINIA	MIDDLESEX VOL. RESCU		4371350382/0126	1/06/2026		1/06/2026	107577		107.39	
DOMINION ENERGY VIRGINIA	MIDDLESEX VOL. RESCU		7642972504/0126	12/17/2025		12/17/2025	107551		688.69	
MIDDLESEX VOLUNTEER	MIDDLESEX VOL. RESCU		JAN 26	1/06/2026		1/06/2026	107585		19,270.07	
									20,685.83 *	
									TOTAL	20,685.83

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$\$	PAY	\$\$\$
DEPT # - 034010 ** BUILDING INSPECTOR **										
** BUILDING INSPECTOR **										
VACORP	VLDP		NOV 2025	12/11/2025		12/11/2025	107539	26.00		26.00 *
PITNEY BOWES BANK INC.	POSTAGE		6089715/1225	12/11/2025		12/11/2025	107509	47.65		47.65
PITNEY BOWES	POSTAGE		3321635397	12/17/2025		12/17/2025	107558	159.48		159.48
VERIZON WIRELESS	TELEPHONE		6129235137	12/11/2025		12/11/2025	107531	81.00		81.00 *
MANSFIELD OIL COMPANY	VEH & POWERED EQUIPM		SQLCD-1144907	12/11/2025		12/11/2025	107497	40.15		40.15
MANSFIELD OIL COMPANY	VEH & POWERED EQUIPM		SQLCD-1151279	12/17/2025		12/17/2025	107555	86.50		86.50
MANSFIELD OIL COMPANY	VEH & POWERED EQUIPM		SQLCD-1155163	1/06/2026		1/06/2026	107582	42.11		42.11
ENTERPRISE FLEET MANAGEMEN	LEASED VEHICLES		444592B-120325	12/11/2025		12/11/2025	107457	577.51		577.51 *
								TOTAL		1,060.40
DEPT # - 035010 ** ANIMAL SHELTER **										
** ANIMAL SHELTER **										
VACORP	HYBRID DISABILITY		NOV 2025	12/11/2025		12/11/2025	107539	19.00		19.00 *
VERIZON	TELEPHONE		01-61/1225	12/17/2025		12/17/2025	107570	83.40		83.40 *
BANK OF AMERICA	FEED		305/1225	12/11/2025		12/11/2025	107430	52.64		52.64 *
QUILL LLC	JANITORIAL SUPPLIES		46748219	12/17/2025		12/17/2025	107559	87.98		87.98
BANK OF AMERICA	JANITORIAL SUPPLIES		305/1225	12/11/2025		12/11/2025	107430	95.77		95.77
MANSFIELD OIL COMPANY	VEHICLE MAINTENANCE		SQLCD-1144907	12/11/2025		12/11/2025	107497	38.23		38.23
MANSFIELD OIL COMPANY	VEHICLE MAINTENANCE		SQLCD-1151279	12/17/2025		12/17/2025	107555	35.34		35.34
MANSFIELD OIL COMPANY	VEHICLE MAINTENANCE		SQLCD-1155163	1/06/2026		1/06/2026	107582	42.96		42.96
								TOTAL		455.32
DEPT # - 035030 ** MEDICAL EXAMINER **										
** MEDICAL EXAMINER **										
TREAS.OF VIRGINIA	PROFESSIONAL SVCS	KENNETH BAKER	BAKER 120325	1/06/2026		1/06/2026	107593	20.00		20.00 *
								TOTAL		20.00
DEPT # - 036010 ** RESCUE SQUAD COVERAGE **										
** RESCUE SQUAD COVERAGE **										
EMERGENCY SERVICES	CONTRACTED SERVICES		1044	12/11/2025		12/11/2025	107456	119,745.00		119,745.00 *
								TOTAL		119,745.00

DEPT # - 036050 \*\* EMERGENCY SERVICES \*\*

\*\* EMERGENCY SERVICES \*\*

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$\$	PAY \$\$\$
SOUTHERN SOFTWARE, INC	MAINTENANCE SERVICE		262214	12/17/2025		12/17/2025	107564	6,793.00	
SOUTHERN SOFTWARE, INC	MAINTENANCE SERVICE		262215	12/17/2025		12/17/2025	107564	11,467.00	
								18,260.00 *	
VERIZON	TELEPHONE		01-65/1225	12/17/2025		12/17/2025	107570	236.81	
								236.81 *	
PENNCARE	AED's		M146387.02	12/17/2025		12/17/2025	107557	614.25	
								614.25 *	
MANSFIELD OIL COMPANY	VEHICLE FUEL		SQLCD-1144907	12/11/2025		12/11/2025	107497	54.39	
MANSFIELD OIL COMPANY	VEHICLE FUEL		SQLCD-1151279	12/17/2025		12/17/2025	107555	56.98	
MANSFIELD OIL COMPANY	VEHICLE FUEL		SQLCD-1155163	1/06/2026		1/06/2026	107582	106.02	
								217.39 *	
BANK OF AMERICA	OTHER OPERATING SUPP		305/1225	12/11/2025		12/11/2025	107430	168.33	
								168.33 *	
L3HARRIS PSPC	PROGRAMS & PROJECTS		93463295	12/11/2025		12/11/2025	107493	577.20	
								577.20 *	
L3HARRIS PSPC	EMERGENCY SERVICES -		93463497	12/11/2025		12/11/2025	107493	121,575.88	
								121,575.88 *	
ENTERPRISE FLEET MANAGEMEN	VEHICLE		444592B-120325	12/11/2025		12/11/2025	107457	25.00	
								25.00 *	
BANK OF AMERICA	MNTHLY RECURRNG CSTS		305/1225	12/11/2025		12/11/2025	107430	477.68	
								477.68 *	
								TOTAL	142,152.54

DEPT # - 036090 \*\* E911/GIS MAPPING \*\*

\*\* E911/GIS MAPPING \*\*

VERIZON	TELEPHONE		01-65/1225	12/17/2025		12/17/2025	107570	143.24	
VERIZON WIRELESS	TELEPHONE		6129235137	12/11/2025		12/11/2025	107531	40.01	
								183.25 *	
AT&T	MONTHLY RECURRING CH		9550708015	12/11/2025		12/11/2025	107427	3,866.37	
BANK OF AMERICA	MONTHLY RECURRING CH		305/1225	12/11/2025		12/11/2025	107430	398.72	
								4,265.09 *	
								TOTAL	4,448.34

DEPT # - 042030 \*\* CONVENIENCE CENTERS \*\*

\*\* CONVENIENCE CENTERS \*\*

VACORP	VLDP		NOV 2025	12/11/2025		12/11/2025	107539	12.00	
								12.00 *	
TRUDYS PORTABLE TOILETS, I	TOILET RENTAL	42 RECYCLE DR	I8380	12/11/2025		12/11/2025	107528	128.00	
TRUDYS PORTABLE TOILETS, I	TOILET RENTAL	10989 GEN PULLER HWY	I8381	12/11/2025		12/11/2025	107528	128.00	
TRUDYS PORTABLE TOILETS, I	TOILET RENTAL	60 WATER VIEW	I8407	12/11/2025		12/11/2025	107528	128.00	
TRUDYS PORTABLE TOILETS, I	TOILET RENTAL	42 RECYCLE DR	I8724	1/06/2026		1/06/2026	107594	128.00	
TRUDYS PORTABLE TOILETS, I	TOILET RENTAL	10989 GEN PULLER HWY	I8725	1/06/2026		1/06/2026	107594	128.00	
								640.00 *	

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	CHECK DATE	CHECK#	\$\$\$	PAY \$\$\$
VERIZON	TELEPHONE		01-65/1225	12/17/2025	12/17/2025	107570		202.29
								202.29 *
					TOTAL			854.29
DEPT # - 042070 ** VPPSA **								
ARM GROUP LLC	** VPPSA ** GROUNDWATER MONITORI		0025626	12/11/2025	12/11/2025	107426		5,324.46
								5,324.46 *
					TOTAL			5,324.46
DEPT # - 043020 ** GENERAL PROPERTIES **								
	** GENERAL PROPERTIES **							
MACC	REPAIR		40579	12/11/2025	12/11/2025	107495		4,584.00
PARTLETT PAINTING LLC	REPAIR		NOV 2025	12/11/2025	12/11/2025	107505		6,450.00
								11,034.00 *
LAMB EXTERMINATING	MAINTENANCE SERVICE		57744	12/11/2025	12/11/2025	107488		642.00
MAINTAINX INC.	MAINTENANCE SERVICE		F48C319E-0005	12/11/2025	12/11/2025	107496		4,116.00
								4,758.00 *
DOMINION ENERGY VIRGINIA	ELECTRICITY		0015990984/0126	12/17/2025	12/17/2025	107548		234.44
DOMINION ENERGY VIRGINIA	ELECTRICITY		0016886777/0126	12/17/2025	12/17/2025	107548		2,532.39
DOMINION ENERGY VIRGINIA	ELECTRICITY		0487742926/0126	12/17/2025	12/17/2025	107548		209.15
DOMINION ENERGY VIRGINIA	ELECTRICITY		0576810238/0126	12/17/2025	12/17/2025	107548		329.84
DOMINION ENERGY VIRGINIA	ELECTRICITY		0761075894/0126	12/17/2025	12/17/2025	107548		376.31
DOMINION ENERGY VIRGINIA	ELECTRICITY		1200874814/0126	12/17/2025	12/17/2025	107548		179.38
DOMINION ENERGY VIRGINIA	ELECTRICITY		1334782503/0126	12/17/2025	12/17/2025	107549		860.48
DOMINION ENERGY VIRGINIA	ELECTRICITY		1606110003/0126	12/17/2025	12/17/2025	107549		7.59
DOMINION ENERGY VIRGINIA	ELECTRICITY		1686722883/0126	12/17/2025	12/17/2025	107549		7.59
DOMINION ENERGY VIRGINIA	ELECTRICITY		2754877500/0126	12/17/2025	12/17/2025	107549		704.32
DOMINION ENERGY VIRGINIA	ELECTRICITY		2770647564/0126	12/17/2025	12/17/2025	107549		152.68
DOMINION ENERGY VIRGINIA	ELECTRICITY		3552061164/0126	12/17/2025	12/17/2025	107549		417.14
DOMINION ENERGY VIRGINIA	ELECTRICITY		4592707501/0126	12/17/2025	12/17/2025	107549		7.59
DOMINION ENERGY VIRGINIA	ELECTRICITY		6114800003/0126	12/17/2025	12/17/2025	107550		180.58
DOMINION ENERGY VIRGINIA	ELECTRICITY		6812892500/0126	1/06/2026	1/06/2026	107577		95.39
DOMINION ENERGY VIRGINIA	ELECTRICITY		6904920003/0126	12/17/2025	12/17/2025	107550		252.03
DOMINION ENERGY VIRGINIA	ELECTRICITY		6914995003/0126	12/17/2025	12/17/2025	107550		33.14
DOMINION ENERGY VIRGINIA	ELECTRICITY		6954982507/0126	12/17/2025	12/17/2025	107550		175.15
DOMINION ENERGY VIRGINIA	ELECTRICITY		6956127507/0126	12/17/2025	12/17/2025	107550		76.54
DOMINION ENERGY VIRGINIA	ELECTRICITY		7060869612/0126	1/06/2026	1/06/2026	107577		22.53
DOMINION ENERGY VIRGINIA	ELECTRICITY		7297244373/0126	12/17/2025	12/17/2025	107550		485.34
DOMINION ENERGY VIRGINIA	ELECTRICITY		7438707445/0126	12/17/2025	12/17/2025	107550		490.39
DOMINION ENERGY VIRGINIA	ELECTRICITY		7477637602/0126	1/06/2026	1/06/2026	107577		36.21
DOMINION ENERGY VIRGINIA	ELECTRICITY		7529656469/0126	12/17/2025	12/17/2025	107550		73.76
DOMINION ENERGY VIRGINIA	ELECTRICITY		7555117501/0126	12/17/2025	12/17/2025	107550		12.97
DOMINION ENERGY VIRGINIA	ELECTRICITY		7963279687/0126	12/17/2025	12/17/2025	107551		234.70
DOMINION ENERGY VIRGINIA	ELECTRICITY		8752055007/0126	12/17/2025	12/17/2025	107551		204.01

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$\$	PAY \$\$\$
DOMINION ENERGY VIRGINIA	ELECTRICITY		9205846067/0126	12/17/2025		12/17/2025	107551	7,942.40	
DOMINION ENERGY VIRGINIA	ELECTRICITY		9211865499/1225	12/11/2025		12/11/2025	107452	2,153.14	
DOMINION ENERGY VIRGINIA	ELECTRICITY		9401957825/0126	12/17/2025		12/17/2025	107551	382.19	
								18,869.37 *	
MIDDLESEX WATER AUTHORITY	WATER		0104/1125	12/17/2025		12/17/2025	107556	57.00	
MIDDLESEX WATER AUTHORITY	WATER		0105/1125	12/17/2025		12/17/2025	107556	150.28	
MIDDLESEX WATER AUTHORITY	WATER		0106/1125	12/17/2025		12/17/2025	107556	57.00	
MIDDLESEX WATER AUTHORITY	WATER		0107/1125	12/17/2025		12/17/2025	107556	318.07	
MIDDLESEX WATER AUTHORITY	WATER		0108/1125	12/17/2025		12/17/2025	107556	358.90	
MIDDLESEX WATER AUTHORITY	WATER		0109/1125	12/17/2025		12/17/2025	107556	57.00	
MIDDLESEX WATER AUTHORITY	WATER		0126/1125	12/17/2025		12/17/2025	107556	89.67	
MIDDLESEX WATER AUTHORITY	WATER		0127/1125	12/17/2025		12/17/2025	107556	57.00	
AQUA	WATER	COURTHOUSE	0605735/1225	12/11/2025		12/11/2025	107425	277.56	
AQUA	WATER	SHERIFF	0607226/1225	12/11/2025		12/11/2025	107425	38.21	
AQUA	WATER	WOODWARD	0620831/1225	12/11/2025		12/11/2025	107425	93.53	
AQUA	WATER	PROF CTR	0621246/1225	12/11/2025		12/11/2025	107425	39.32	
								1,593.54 *	
TRUDYS PORTABLE TOILETS, I	TOILET RENTAL		I8382	12/11/2025		12/11/2025	107528	128.00	
TRUDYS PORTABLE TOILETS, I	TOILET RENTAL	110 MILLSTONE	I8406	12/11/2025		12/11/2025	107528	128.00	
TRUDYS PORTABLE TOILETS, I	TOILET RENTAL	3285 CANOE HOUSE RD	I8408	12/11/2025		12/11/2025	107528	128.00	
TRUDYS PORTABLE TOILETS, I	TOILET RENTAL	2784 GEN PULLER HWY	I8409	12/11/2025		12/11/2025	107528	128.00	
TRUDYS PORTABLE TOILETS, I	TOILET RENTAL	784 LOCKLIES CREEK	I8726	1/06/2026		1/06/2026	107594	128.00	
								640.00 *	
BANK OF AMERICA	INTERNET SVC/VOIP		305/1225	12/11/2025		12/11/2025	107430	1,902.00	
CALLTOWER	INTERNET SVC/VOIP		202863414	12/11/2025		12/11/2025	107436	1,224.21	
								3,126.21 *	
THRIFT OIL COMPANY	REPAIR & MAINT. SUPP	CCOC	81857	12/11/2025		12/11/2025	107526	310.48	
THRIFT OIL COMPANY	REPAIR & MAINT. SUPP	COURTHOUSE	81867	12/11/2025		12/11/2025	107526	1,339.02	
THRIFT OIL COMPANY	REPAIR & MAINT. SUPP	CCOC	81868	12/11/2025		12/11/2025	107526	376.75	
THRIFT OIL COMPANY	REPAIR & MAINT. SUPP	FREESHAD	81869	12/11/2025		12/11/2025	107526	130.82	
THRIFT OIL COMPANY	REPAIR & MAINT. SUPP	WOODWARD	81871	12/11/2025		12/11/2025	107526	208.26	
THRIFT OIL COMPANY	REPAIR & MAINT. SUPP	CCOC	81880	12/17/2025		12/17/2025	107567	563.27	
THRIFT OIL COMPANY	REPAIR & MAINT. SUPP	NEW COURTHOUSE	81885	12/17/2025		12/17/2025	107567	909.34	
FERGUSON ENTERPRISES, INC	REPAIR & MAINT. SUPP		CR PA443341	12/11/2025		12/11/2025	107461	536.70-	
FERGUSON ENTERPRISES, INC	REPAIR & MAINT. SUPP		CR PY8521386	12/11/2025		12/11/2025	107461	255.92-	
FERGUSON ENTERPRISES, INC	REPAIR & MAINT. SUPP		8521386-1	12/11/2025		12/11/2025	107461	566.69	
FERGUSON ENTERPRISES, INC	REPAIR & MAINT. SUPP		8873883	12/11/2025		12/11/2025	107461	264.81	
M&M BUILDING SUPPLY	REPAIR & MAINT. SUPP		B704499	12/11/2025		12/11/2025	107494	12.47	
M&M BUILDING SUPPLY	REPAIR & MAINT. SUPP		B704537	12/11/2025		12/11/2025	107494	21.99	
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		CR F85906/3	12/11/2025		12/11/2025	107470	17.98-	
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		CR F87480/3	12/11/2025		12/11/2025	107470	8.59-	
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		36550/3	12/11/2025		12/11/2025	107470	35.98	
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		36552/3	12/11/2025		12/11/2025	107470	35.98	
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		36595/3	12/11/2025		12/11/2025	107470	49.16	
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		36597/3	12/11/2025		12/11/2025	107470	11.98	
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		36598/3	12/11/2025		12/11/2025	107470	17.98	
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		36620/3	12/11/2025		12/11/2025	107470	14.58	

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	CHECK DATE	CHECK#	\$\$\$	PAY \$\$\$
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		36622/3	12/11/2025	12/11/2025	107470		32.16
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		36623/3	12/11/2025	12/11/2025	107470		50.97
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		36666/3	12/11/2025	12/11/2025	107471		19.82
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		36673/3	12/11/2025	12/11/2025	107471		26.97
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		36696/3	12/11/2025	12/11/2025	107471		25.98
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		36702/3	12/11/2025	12/11/2025	107471		8.99
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		36705/3	12/11/2025	12/11/2025	107471		25.58
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		36714/3	12/11/2025	12/11/2025	107471		59.14
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		36715/3	12/11/2025	12/11/2025	107471		9.99
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		36725/3	12/11/2025	12/11/2025	107471		19.77
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		36740/3	12/11/2025	12/11/2025	107471		13.99
HORNS MIDDLESEX ACE	REPAIR & MAINT. SUPP		36762/3	12/11/2025	12/11/2025	107471		42.99
JAMES RIVER EQUIPMENT	REPAIR & MAINT. SUPP		CR P47649	12/11/2025	12/11/2025	107474		84.81-
JAMES RIVER EQUIPMENT	REPAIR & MAINT. SUPP		P48213	12/11/2025	12/11/2025	107474		83.90
JAMES RIVER EQUIPMENT	REPAIR & MAINT. SUPP		P49237	12/11/2025	12/11/2025	107474		84.33
JAMES RIVER EQUIPMENT	REPAIR & MAINT. SUPP		P49405	12/11/2025	12/11/2025	107474		32.98
BANK OF AMERICA	REPAIR & MAINT. SUPP		305/1225	12/11/2025	12/11/2025	107430		1,176.99
BANK OF AMERICA	REPAIR & MAINT. SUPP		305/1225	12/11/2025	12/11/2025	107430		136.58
AMAZON CAPITAL SERVICES	REPAIR & MAINT. SUPP		1F3W-PNPX-RRK4	12/17/2025	12/17/2025	107541		18.99
AMAZON CAPITAL SERVICES	REPAIR & MAINT. SUPP		1F3W-PNPX-RRK4	12/17/2025	12/17/2025	107541		55.98
EUBANK'S TRUCKING, INC	REPAIR & MAINT. SUPP		2008	1/06/2026	1/06/2026	107578		8,400.00
AIR QUALITY PRO	REPAIR & MAINT. SUPP		423	1/06/2026	1/06/2026	107572		2,610.00
								16,901.66 *
SALUDA AUTO PARTS, INC.	VEH. & POWERED EQUIP		14740-310863	12/11/2025	12/11/2025	107516		87.03
SALUDA AUTO PARTS, INC.	VEH. & POWERED EQUIP		14740-311150	12/11/2025	12/11/2025	107516		7.82
MANSFIELD OIL COMPANY	VEH. & POWERED EQUIP		MBINV-11129034	12/17/2025	12/17/2025	107555		209.34
MANSFIELD OIL COMPANY	VEH. & POWERED EQUIP		SQLCD-1144907	12/11/2025	12/11/2025	107497		250.08
MANSFIELD OIL COMPANY	VEH. & POWERED EQUIP		SQLCD-1151279	12/17/2025	12/17/2025	107555		176.75
MANSFIELD OIL COMPANY	VEH. & POWERED EQUIP		SQLCD-1155163	1/06/2026	1/06/2026	107582		236.08
BANK OF AMERICA	VEH. & POWERED EQUIP		305/1225	12/11/2025	12/11/2025	107430		103.55
								1,070.65 *
H & H DISTRIBUTING CO.	OTHER OPERATING SUPP	HARTFIELD CONV	57101	12/11/2025	12/11/2025	107465		21.00
H & H DISTRIBUTING CO.	OTHER OPERATING SUPP	DELTAVILLE CONV	57107	12/11/2025	12/11/2025	107465		21.00
								42.00 *
GFL ENVIRONMENTAL	TRASH COLLECTION SER		KA0003021719	12/11/2025	12/11/2025	107464		2,892.12
								2,892.12 *
								TOTAL
								60,927.55

DEPT # - 043040 \*\* CUSTODIAL SERVICES \*\*

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	CHECK DATE	CHECK#	\$\$\$	PAY \$\$\$
VACORP	VLDP		NOV 2025	12/11/2025	12/11/2025	107539		29.00
								29.00 *
VERIZON WIRELESS	TELEPHONE		6129235137	12/11/2025	12/11/2025	107531		39.50
								39.50 *
QUILL LLC	JANITORIAL SUPPLIES		46702551	12/11/2025	12/11/2025	107510		65.98
								65.98 *

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$\$	PAY	\$\$\$
RUTHERFORD SUPPLY	REPAIR & MAINT SUPPL		1426922	12/11/2025		12/11/2025	107515		352.77	
RUTHERFORD SUPPLY	REPAIR & MAINT SUPPL		1429024	1/06/2026		1/06/2026	107589		361.46	
									714.23 *	
									TOTAL	848.71
DEPT # - 052010 ** MPNN CSB-BH MENTAL HEALTH **										
** MPNN CSB-BH MENTAL HEALTH **										
MIDDLE PENINSULA-NORTHERN	CONTRIBUTIONS		JAN 26	1/06/2026		1/06/2026	107583		3,500.00	
									3,500.00 *	
									TOTAL	3,500.00
DEPT # - 053010 ** WELFARE/SOCIAL SERVICES ADMIN.**										
** WELFARE/SOCIAL SERVICES ADMIN.**										
VACORP	VLDP		NOV 2025	12/11/2025		12/11/2025	107539		206.00	
									206.00 *	
MANSFIELD OIL COMPANY	VEH. & POWERED EQUIP		SQLCD-1144907	12/11/2025		12/11/2025	107497		110.45	
MANSFIELD OIL COMPANY	VEH. & POWERED EQUIP		SQLCD-1151279	12/17/2025		12/17/2025	107555		100.83	
MANSFIELD OIL COMPANY	VEH. & POWERED EQUIP		SQLCD-1155163	1/06/2026		1/06/2026	107582		116.71	
									327.99 *	
DANNY'S GLASS, INC.	MOTOR VEHICLES		1479345	12/17/2025		12/17/2025	107546		449.42	
ENTERPRISE FLEET MANAGEMEN	MOTOR VEHICLES		444592B-120325	12/11/2025		12/11/2025	107457		1,120.00	
									1,569.42 *	
									TOTAL	2,103.41
DEPT # - 053100 ** VOCATIONAL REHAB VERSABILITY **										
** VOCATIONAL REHAB VERSABILITY **										
LEWIS B. PULLER CENTER	CONTRIBUTIONS		JAN 26	1/06/2026		1/06/2026	107581		416.67	
									416.67 *	
									TOTAL	416.67
DEPT # - 053140 ** FOOD BANK **										
** FOOD BANK **										
HEALTHY HARVEST FOOD BANK	CONTRIBUTIONS		FY26	12/11/2025		12/11/2025	107468		5,000.00	
									5,000.00 *	
									TOTAL	5,000.00
DEPT # - 071010 ** PARKS & RECREATION **										
** PARKS & RECREATION **										
VERIZON	TELEPHONE		01-65/1225	12/17/2025		12/17/2025	107570		69.52	
									69.52 *	
AMAZON CAPITAL SERVICES	EDUCATION & RECREATI		1F3W-PNPX-RRK4	12/17/2025		12/17/2025	107541		62.95	
									62.95 *	
									TOTAL	132.47

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
DEPT # - 071040 ** SPORTS COMPLEX **										
** SPORTS COMPLEX **										
DOMINION ENERGY VIRGINIA	ELECTRICITY		8785985287/0126	12/17/2025		12/17/2025	107551	67.07		
								67.07	*	
							TOTAL	67.07		
DEPT # - 071050 ** YMCA **										
** YMCA **										
YMCA	CONTRIBUTION		JAN 26	1/06/2026		1/06/2026	107600	3,958.33		
								3,958.33	*	
							TOTAL	3,958.33		
DEPT # - 073020 ** MIDDLESEX LIBRARIES **										
** MIDDLESEX LIBRARIES **										
MIDDLESEX CO LIBRARY	CONTRIBUTION		JAN 26	1/06/2026		1/06/2026	107584	12,500.00		
								12,500.00	*	
							TOTAL	12,500.00		
DEPT # - 081010 ** PLANNING **										
** PLANNING **										
SOUTHSIDE SENTINEL	ADVERTISING		97901	12/11/2025		12/11/2025	107518	185.00		
								185.00	*	
PITNEY BOWES BANK INC.	POSTAGE		6089715/1225	12/11/2025		12/11/2025	107509	254.80		
PITNEY BOWES	POSTAGE		3321635397	12/17/2025		12/17/2025	107558	159.48		
								414.28	*	
ESI ELECTRONIC SYSTEMS	OFFICE SUPPLIES		IN3717154	12/11/2025		12/11/2025	107460	10.98		
								10.98	*	
ENTERPRISE FLEET MANAGEMEN	LEASED VEHICLES		444592B-120325	12/11/2025		12/11/2025	107457	503.90		
								503.90	*	
US BANK EQUIPMENT FINANCE	LEASE/RENT OF EQUIPM		569662406	12/11/2025		12/11/2025	107529	401.74		
								401.74	*	
							TOTAL	1,515.90		
DEPT # - 081050 ** ECON.DEV./TOURISM **										
** ECON.DEV./TOURISM **										
VACORP	VLDP		NOV 2025	12/11/2025		12/11/2025	107539	14.00		
								14.00	*	
							TOTAL	14.00		
DEPT # - 082040 ** ENVIRON.ENFORCE./WETLANDS **										
** ENVIRON.ENFORCE./WETLANDS **										
SOUTHSIDE SENTINEL	ADVERTISING		97901	12/11/2025		12/11/2025	107518	391.00		
								391.00	*	

12/29/2025  
 AP375  
 FUND # - 001

FROM DATE-12/03/2025  
 TO DATE- 1/06/2026

ACCOUNTS PAYABLE LIST  
 MIDDLESEX COUNTY  
 DEPT # - 082040 \*\* ENVIRON.ENFORCE./WETLANDS \*\*

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
VERIZON WIRELESS	TELEPHONE		6129235137	12/11/2025		12/11/2025	107531	40.50		40.50 *
MANSFIELD OIL COMPANY	VEH & POWERED EQUIP.		SQLCD-1155163	1/06/2026		1/06/2026	107582	29.55		29.55 *
TOTAL										461.05
DEPT # - 083030 ** COOPERATIVE EXT SERVICE **										
** COOPERATIVE EXT SERVICE **										
AMAZON CAPITAL SERVICES	4-H/EDUCATIONAL SUPP		1F3W-PNPX-RRK4	12/17/2025		12/17/2025	107541	91.29		91.29 *
TOTAL										91.29
DEPT # - 089000 ** NON-DEPARTMENTAL EXPENDITURES **										
** NON-DEPARTMENTAL EXPENDITURES **										
TREASURER, MIDDLESEX CO.	PR DEDUCTION/CLEARIN	DEC 25		12/17/2025		12/17/2025	107569	799.68		
MINNESOTA LIFE INSURANCE C	PR DEDUCTION/CLEARIN	NOV 2025		12/11/2025		12/11/2025	107503	328.98		
AMERICAN HERITAGE LIFE INS	PR DEDUCTION/CLEARIN	NOV 25		12/11/2025		12/11/2025	107423	580.15		
STANDARD INSURANCE COMPANY	PR DEDUCTION/CLEARIN	10872999		1/06/2026		1/06/2026	107590	149.51		
TOTAL										1,858.32 *
TOTAL										1,858.32
FUND TOTAL										515,528.71

12/29/2025  
AP375  
FUND # - 049

FROM DATE-12/03/2025  
TO DATE- 1/06/2026

ACCOUNTS PAYABLE LIST  
MIDDLESEX COUNTY  
DEPT # - 010010 \*\* CAPITAL IMPROVEMENTS EXPEND \*\*

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
DEPT # - 010010 ** CAPITAL IMPROVEMENTS EXPEND **										
** CAPITAL IMPROVEMENTS EXPEND **										
MID- ATLANTIC INSTALLERS,	NEW COURTHOUSE BASEM		32619	12/11/2025		12/11/2025	107501	6,863.58		
DATUM STORAGE SOLUTIONS	NEW COURTHOUSE BASEM		2967408	12/11/2025		12/11/2025	107444	7,562.19		
AIR TECH SOLUTIONS, INC	NEW COURTHOUSE BASEM		IFB 2025-03	12/11/2025		12/11/2025	107540	30,633.27		
								45,059.04 *		
ENTERPRISE FLEET MANAGEMEN	SHERIFF DEPT VEHICLE		444592B-120325	12/11/2025		12/11/2025	107457	16,840.02		
								16,840.02 *		
BERRYDUNN	ENTERPRISE SOFTWARE		474186	12/11/2025		12/11/2025	107433	6,560.00		
								6,560.00 *		
							TOTAL	68,459.06		
							FUND TOTAL	68,459.06		



VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	PO#	CHECK DATE	CHECK#	\$\$	PAY	\$\$
DEPT # - 010020 ** AIRPORT EXPENDITURES **										
** AIRPORT EXPENDITURES **										
TITAN AVIATION FUELS	FUEL PURCHASED		4688222	12/17/2025		12/17/2025	107568	30,453.11		
								30,453.11 *		
DOMINION ENERGY VIRGINIA	ELECTRICITY		0662442508/0126	12/17/2025		12/17/2025	107548	7.59		
DOMINION ENERGY VIRGINIA	ELECTRICITY		2837459904/0126	12/17/2025		12/17/2025	107549	139.31		
DOMINION ENERGY VIRGINIA	ELECTRICITY		3252377506/0126	12/17/2025		12/17/2025	107549	282.61		
								429.51 *		
PITNEY BOWES BANK INC.	POSTAGE		1335373/1225	12/11/2025		12/11/2025	107509	163.54		
								163.54 *		
VERIZON	TELEPHONE		01-65/1225	12/17/2025		12/17/2025	107570	213.57		
VERIZON WIRELESS	TELEPHONE		6129235137	12/11/2025		12/11/2025	107531	40.50		
								254.07 *		
BANK OF AMERICA	INTERNET		305/1225	12/11/2025		12/11/2025	107430	146.49		
								146.49 *		
BANK OF AMERICA	TRAVEL MEALS AND LOD		305/1225	12/11/2025		12/11/2025	107430	333.35		
								333.35 *		
BANK OF AMERICA	TRAVEL & TRAINING RE		305/1225	12/11/2025		12/11/2025	107430	77.90		
								77.90 *		
DELAWARE CORPORATION	CAPITAL - OTHER		6938	12/17/2025		12/17/2025	107547	389,783.83		
								389,783.83 *		
								421,641.80		
								TOTAL		
								FUND TOTAL		421,641.80
								TOTAL DUE		1,011,498.37

Approved at meeting of \_\_\_\_\_ on \_\_\_\_\_.

Signed \_\_\_\_\_  
 Title \_\_\_\_\_ Date \_\_\_\_\_

Employee Name	Gross Pay	Net Pay
ACKIES, SHANTE R	\$ 4,837.55	\$ 3,321.80
ADAMS, SUSAN M	\$ 1,012.85	\$ 881.41
ANDERSON, THERESA M	\$ -	\$ -
ANDREWS, MICHAEL A	\$ 4,999.50	\$ 3,757.28
ARMENTROUT, BONNIE	\$ 460.00	\$ 424.81
ATTERHOLT, MARY W	\$ 5,782.26	\$ 4,326.03
BAGBY, TAMMY R	\$ 4,412.17	\$ 3,474.61
BAIRD, DIANE C	\$ 1,175.00	\$ 1,073.65
BAIRD, DIANE C	\$ 5,065.74	\$ 3,621.48
BASS, NICHOLE L	\$ -	\$ -
BEVERLEY, KASHAE C	\$ 151.13	\$ 139.57
BILODEAU, MALLORY R	\$ 5,833.59	\$ 4,332.98
BLAKE, FAITH C	\$ 2,917.51	\$ 2,076.98
BOHANNON, R MICHELE G	\$ 3,242.00	\$ 2,456.35
BOWMAN, VICTORIA L	\$ 1,097.26	\$ 1,012.16
BOYD, JOHN E	\$ 100.00	\$ 92.35
BRAY, ALVA	\$ 118.16	\$ 109.12
BREWINGTON, CHRISTOPHER D	\$ 100.00	\$ 92.35
BRIDGE, CATHERINE E	\$ 1,832.13	\$ 1,556.96
BRIGGS, KELSEY H	\$ 2,930.76	\$ 2,434.88
BRITTINGHAM, CORTNEY	\$ 2,403.34	\$ 1,931.79
BROOKS, BRENT N	\$ 1,582.96	\$ 1,370.00
BROOKS, JANICE D.	\$ 400.00	\$ 369.40
BROOKS, JANICE D.	\$ 4,290.09	\$ 3,218.69
BROOKS, SARAH A	\$ 750.00	\$ 662.21
BROOKS, SARAH A	\$ 4,291.67	\$ 3,197.75
BRYANT, WILLIAM S	\$ 956.54	\$ 883.36
BURCH, KIMBERLY J K	\$ 4,720.83	\$ 3,474.86
BURRELL, TAMMY	\$ 3,545.91	\$ 2,524.64
BURRELL, WILLIAM L	\$ 1,350.47	\$ 1,216.88
BUSHEY, DAVID P.	\$ 11,114.66	\$ 7,201.48
BUTLER, BEVERLY N	\$ -	\$ -
CARAMBIA, JORDAN	\$ 157.59	\$ 145.53
CHEEK, CHRISTOPHER NICOLE	\$ 5,130.42	\$ 3,733.48
COCKRELL, BARBARA C.	\$ 346.00	\$ 319.53
COLLIER, JODY S	\$ 4,077.09	\$ 3,147.97
CRITTENDEN, RANDALL S	\$ 666.67	\$ 615.67
CROXTON, JAMES A III	\$ 967.54	\$ 888.75
CULLISON, CARRIE P	\$ 3,681.43	\$ 2,796.75
DEAGLE, ZACHARIAS T	\$ -	\$ -
DEGRAW, CARRIE L.	\$ 4,148.82	\$ 3,234.69
DEVRIES, KEVIN	\$ 831.16	\$ 688.54
DIGGS, ETHEL M	\$ 7,612.08	\$ 5,153.52
DOLEZAL, FRED W	\$ 150.00	\$ 138.53
DUKE, BRITTANY D	\$ 4,239.59	\$ 3,014.35
DUKE, ERIN	\$ 1,150.00	\$ 1,059.81
EASTER, CHRISTOPHER J	\$ 5,583.67	\$ 4,360.19
EASTER, CHRISTOPHER J II	\$ 2,737.13	\$ 2,275.16

EASTER, MARY R	\$	1,150.00	\$	1,051.82
EASTER, MARY R	\$	1,713.39	\$	1,543.93
ELKINS, MORIAH C	\$	8,231.51	\$	5,737.59
ENGLAND, CHARLES	\$	7,725.01	\$	5,242.20
ENGLAND, JOHN D	\$	-	\$	-
EVANS, JOYCE	\$	(1,223.87)	\$	(1,120.21)
EVANS, JOYCE	\$	970.65	\$	893.11
EVANS, JOYCE	\$	-	\$	-
FAISON, CLINTON	\$	200.00	\$	184.70
FAISON, CLINTON	\$	4,681.07	\$	3,708.60
FOLEY, THOMAS	\$	173.00	\$	159.77
FOMIN, DANIEL V	\$	5,192.91	\$	3,876.71
FUNKHOUSER, TRENTON	\$	5,062.74	\$	3,571.94
GAILEY, HOLLY Y	\$	4,608.50	\$	3,642.68
GARNETT, JENNIFER	\$	3,690.84	\$	2,939.54
GATLING, WILLIAM C	\$	5,802.41	\$	3,965.58
GENTRY, KEVIN E	\$	1,450.00	\$	1,222.20
GENTRY, KEVIN E	\$	8,611.66	\$	5,425.33
GILES, JACK A	\$	966.00	\$	888.91
GONZALEZ, JUSTIN	\$	-	\$	-
GRACA, JOAO J	\$	5,027.00	\$	3,533.40
GREEN, ESYLYNN A	\$	1,068.90	\$	981.76
HALL, KAREN K	\$	4,734.34	\$	3,414.62
HAMMOND, DENITA E	\$	-	\$	-
HAMMOND, SHANAE D	\$	4,096.50	\$	2,190.03
HARRIS, DON R	\$	716.67	\$	661.85
HARRIS, WILLIAM A	\$	666.67	\$	615.67
HARTENBACH, RACHEL K	\$	10,605.84	\$	7,722.85
HENDERSON, JENNIFER	\$	1,603.68	\$	1,398.11
HICKS, LILY	\$	915.88	\$	805.39
HILL, DINA A	\$	3,314.00	\$	2,031.31
HILL, SUSAN	\$	3,084.99	\$	2,349.29
HODGES, ANTHONY C	\$	1,012.86	\$	931.25
HOGGE, MELISSA A	\$	3,530.01	\$	2,801.46
HOLMES, ELRICA J	\$	3,635.58	\$	2,895.08
HOOKS, DIANA C	\$	-	\$	-
HUBER, CARL L	\$	1,237.93	\$	1,128.63
HUGHES, BRITTANY R	\$	368.14	\$	319.97
HUGHES, DANIAL R	\$	2,528.88	\$	2,015.80
HURD, MICHAEL T	\$	14,258.66	\$	7,920.57
INDORF, MICHAEL S	\$	-	\$	-
INGRAM, RYAN	\$	-	\$	-
JACKSON, CHRISTOPHER	\$	-	\$	-
JACKSON, HANNAH M	\$	3,468.50	\$	2,678.13
JACOBS, RAHMA M	\$	5,305.24	\$	3,981.02
JESSIE, WAYNE H.	\$	666.67	\$	538.72
JOHNSON, JAMES T	\$	834.31	\$	768.39
JOHNSON, JESSICA	\$	843.64	\$	748.08
JOHNSON, ROLAND D	\$	-	\$	-
JONES, GORDON L	\$	-	\$	-
JUNKINS, LAUREN	\$	1,735.39	\$	1,514.61
KARBER, JAMES C	\$	6,260.91	\$	4,586.85

KECK, MICHAEL	\$	787.77	\$	727.51
KENYEAR, THEODORE	\$	-	\$	-
KRETZ, DAVID W	\$	7,295.84	\$	5,028.97
KROM, LESLIE S	\$	5,758.33	\$	4,308.41
LANDGRAF, MARY LYNN	\$	-	\$	-
LANG-MURPHY, ALEXANDRIA G	\$	850.00	\$	782.55
LANG-MURPHY, ALEXANDRIA G	\$	3,545.92	\$	2,732.69
LASTER, ERIN L	\$	6,897.27	\$	5,098.17
LAYMAN, DAVID E	\$	4,834.99	\$	3,642.16
LEE, LATUNYA A	\$	3,815.34	\$	3,037.53
LEWIS, HEATHER W	\$	9,301.34	\$	6,736.17
LEWIS, RICHARD M JR	\$	1,879.75	\$	1,597.01
LINDGREN, DANICA L	\$	3,972.41	\$	3,188.91
LONGEST, MARC K	\$	5,278.75	\$	4,089.89
MAJOR, JODI ANN	\$	-	\$	-
MALDONADO, DREW D	\$	650.00	\$	597.77
MALDONADO, DREW D	\$	2,662.02	\$	2,132.47
MCCLURE, RICHARD D	\$	1,175.00	\$	873.65
MORALES, ALISON	\$	2,171.57	\$	1,917.31
MORALES, DAVID M	\$	-	\$	-
MORGAN, REBECCA J	\$	9,405.08	\$	6,502.59
MULLER, LYNDA H	\$	173.00	\$	159.77
MURRAY, SARA P	\$	2,758.25	\$	2,132.10
NEGRON, VINCENT	\$	4,627.67	\$	3,672.16
NELSON, HOPE E	\$	458.48	\$	423.40
NELSON, HOPE E	\$	4,974.67	\$	3,294.18
NIX, GLENN A	\$	5,571.91	\$	4,086.00
O'DONNELL, PATRICK	\$	8,643.83	\$	5,203.09
OLIVER, WALTER E	\$	1,011.03	\$	804.60
PERKINSON, HERBERT R	\$	-	\$	-
PHILLIPS, DEVERA	\$	3,333.14	\$	2,473.03
POWELL, WILLIAM ALLAN	\$	-	\$	-
PRATT, GALE F	\$	415.34	\$	383.57
PULEO, CAROLINE	\$	425.00	\$	392.49
PULEO, CAROLINE	\$	2,036.94	\$	1,747.87
PULEO, ROBERT J	\$	3,377.99	\$	2,533.93
RAINEY, KAITLEN M	\$	5,027.00	\$	3,674.85
REED, KAREN SUTHERLIN	\$	3,858.74	\$	2,625.88
RICARDI, ANN MARIE S	\$	8,995.08	\$	5,732.93
RILEE, KARA A	\$	4,416.67	\$	3,350.91
ROBINSON, EARNEST J.	\$	1,996.25	\$	1,773.59
ROVNIK, JAY	\$	337.44	\$	311.63
ROWLETT, PAIGE N	\$	4,565.50	\$	3,806.41
RUNYON, BILLIE LEE	\$	1,561.56	\$	1,411.31
RUSSELL, BRIAN S	\$	4,627.67	\$	3,371.65
SAMPSON, MICHAEL E.	\$	8,683.25	\$	6,632.02
SANDERS, MONICA	\$	100.00	\$	92.35
SCHAFFER, SCOTT	\$	100.00	\$	92.35
SCOTT, JESSICA	\$	3,264.57	\$	2,669.39
SELPH, G. DAVID	\$	6,929.34	\$	4,993.02
SHELTON, SUSAN M	\$	2,005.37	\$	1,740.93

SICKAL, BRITANI A	\$ 2,532.18	\$ 2,018.15
SMITH, DAVID E	\$ 844.04	\$ 778.71
SOUTH, MARILYN S	\$ -	\$ -
STALLINGS, LORI T	\$ 6,283.00	\$ 4,519.69
STANLEY, ANDREW L	\$ 4,627.67	\$ 3,661.51
Taylor, Jacqueline	\$ -	\$ -
TEMPLE, HAYLEIGH M	\$ 3,545.92	\$ 2,732.68
THOMAS, DWAYNE S	\$ 6,355.63	\$ 4,282.14
THOMPSON, MCKAYLA	\$ 3,545.92	\$ 2,732.70
TILLAGE, NANCY A	\$ 5,714.59	\$ 4,127.23
TOWNES, CHARLES E	\$ -	\$ -
TRANER, SUSAN C	\$ 4,356.33	\$ 2,958.25
VAN METRE, SCARLET	\$ 702.82	\$ 649.05
VANFOSSEN, ERIC R	\$ 5,128.25	\$ 4,208.09
VANFOSSEN, JOHN	\$ 1,739.88	\$ 1,518.10
WALKER, MATTHEW LEE	\$ 14,500.51	\$ 9,243.33
WATTS, ANGELICA T	\$ 3,958.00	\$ 3,313.39
WELCH, MELISSA D	\$ 7,612.25	\$ 4,565.80
WILLIAMS, DEBORAH A	\$ 1,913.85	\$ 1,606.00
WILLIAMS, REGINALD A	\$ 666.67	\$ 615.67
WISE, JOYCE R	\$ 4,440.75	\$ 3,346.91
WORLEY, BARRETT	\$ 3,776.67	\$ 2,067.58
WRIGHT, TRACI B	\$ 7,612.08	\$ 4,390.04
WYATT, JOHNATHAN L.	\$ 200.00	\$ 184.70
WYATT, JOHNATHAN L.	\$ 5,027.00	\$ 3,817.54
<b>TOTAL</b>	<b>\$ 544,406.70</b>	<b>\$ 400,259.13</b>

Interest Received November 2025

Truist Money Market	\$2,258.89
LGIP	\$2,327.64
Chesapeake Now	\$102.08
Primis	\$6.74
C&F Bank	\$62,059.81
Total	<u>\$66,755.16</u>

Treasurer's Tax Collection Comparison Report					
	Tax Year	Taxes Owed	Payments Received	Not Received	% Collected
<b>Real Estate Tax</b>					
YTD Collected through 12/27/2025	2025 1 <sup>st</sup> ½	\$ 7,669,244.39	\$ 7,472,402.43	\$ 196,841.96	97.43%
	2025 2 <sup>nd</sup> ½	\$ 7,692,433.87	\$ 7,282,358.28	\$ 410,075.59	94.67%
Collected through 11/30/2025	2025 1 <sup>st</sup> ½	\$ 7,669,296.24	\$ 7,407,716.28	\$ 261,579.96	96.59%
	2025 2 <sup>nd</sup> ½	\$ 7,693,195.51	\$ 3,320,144.61	\$ 4,373,050.90	43.16%
Collected through 11/30/2025	2024 1 <sup>st</sup> ½	\$ 7,666,934.18	\$ 7,584,851.63	\$ 82,082.55	98.93%
	2024 2 <sup>nd</sup> ½	\$ 7,660,061.41	\$ 7,537,065.39	\$ 122,996.02	98.39%
Collected through 11/30/2024	2023 1 <sup>st</sup> ½	\$ 7,605,381.18	\$ 7,517,484.71	\$ 87,896.47	98.84%
	2023 2 <sup>nd</sup> ½	\$ 7,592,808.51	\$ 748,063.52	\$ 111,944.99	98.53%
<b>Business License Tax</b>					
YTD Collected through 12/27/2025	2025	\$ 467,969.07	\$ 463,506.03	\$ 4,463.04	99.05%
YTD Collected through 11/30/2025	2025	\$ 463,149.49	\$ 457,779.86	\$ 5,369.63	98.84%
Collected through 11/30/2025	2024	\$ 430,946.39	\$ 426,572.59	\$ 4,373.80	98.99%
Collected through 11/30/2024	2023	\$ 449,442.59	\$ 443,111.74	\$ 6,330.85	98.59%
Collected through 11/30/2023	2022	\$ 430,433.81	\$ 423,589.93	\$ 6,843.88	98.41%
<b>Meals Tax</b>					
YTD Collected through 12/27/2025	2025	\$ 480,891.10	\$ 474,462.42	\$ 6,428.68	98.66%
YTD Collected through 11/30/2025	2025	\$ 451,991.38	\$ 447,644.87	\$ 4,346.51	99.04%
Collected through 11/30/2025	2024	\$ 573,664.55	\$ 567,159.88	\$ 6,504.67	98.87%
Collected through 11/30/2024	2023	\$ 523,846.56	\$ 502,440.93	\$ 21,405.63	95.91%
Collected through 11/30/2023	2022	\$ 471,858.61	\$ 452,493.73	\$ 19,364.88	95.90%
<b>Transient Occupancy Tax</b>					
YTD Collected through 12/27/2025	2025	\$ 242,974.46	\$ 242,974.46	\$ -	100.00%
YTD Collected through 11/30/2025	2025	\$ 226,839.03	\$ 226,839.03	\$ -	100.00%
Collected through 11/30/2025	2024	\$ 270,051.69	\$ 270,051.69	\$ -	100.00%
Collected through 11/30/2024	2023	\$ 262,148.25	\$ 262,148.25	\$ -	100.00%
Collected through 11/30/2023	2022	\$ 226,333.71	\$ 225,841.91	\$ 491.80	99.78%
<b>Personal Property Tax</b>					
YTD Collected through 12/27/2025	2025	\$ 6,240,953.19	\$ 5,011,048.94	\$ 1,229,904.25	80.29%
YTD Collected through 11/30/2025	2025	\$ 6,251,399.63	\$ 2,576,552.29	\$ 3,674,847.34	41.22%
Collected through 11/30/2025	2024	\$ 6,117,393.68	\$ 5,710,854.84	\$ 406,538.84	93.35%
Collected through 11/30/2024	2023	\$ 6,165,880.19	\$ 5,731,302.49	\$ 434,577.70	92.95%
Collected through 11/30/2023	2022	\$ 6,521,139.81	\$ 6,020,708.04	\$ 500,431.77	92.33%
Collected through 11/30/2022	2021	\$ 4,803,589.85	\$ 4,477,534.66	\$ 326,055.19	93.21%

12/29/25  
FUND #-099

\*GL070\*  
\*\* TREASURER'S ACCT. \*\*

MIDDLESEX COUNTY  
BALANCE SHEET  
12/29/2025

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
	** TREASURER'S ACCT. **				
	** CASH **				
100-1010	PETTY CASH - TREASURER'S OFFICE	200.00			200.00
100-1011	CIB - TRUIST-CHECKING X3600	5,527,233.64	10,008,883.45	9,723,695.13-	5,812,421.96
100-1013	CIB - BB&T - INSURED INVESTORS				
100-1014	CIB - PLAYGROUND EQUIPMENT				
100-1015	CIB - SPORTS COMPLEX				
100-1016	CIB - BB&T - AIRPORT	206.50-			206.50-
100-1017	CIB - BB&T - CD				
100-1018	CIB - SOUTHSIDE BANK - CD				
100-1019	CASH IN BANK-SOUTHSIDE-CDS				
100-1020	CASH IN BANK-SOUTHSIDE-SAVINGS				
100-1021	CIB - TRUIST MONEY MARKET ACT X884	2,248,938.01	4,948.08		2,253,886.09
100-1022	CIB - BB&T CAPITAL MARKETS				
100-1023	CIB - C&F MONEY MARKET ACCT X3261	1,925,006.08	21,203.55		1,946,209.63
100-1024	CIB - C & F CD 9603	171,111.35			171,111.35
100-1025	CIB - SOUTHSIDE SUPER SAVINGS				
100-1026	CIB - C & F - APPROP.NOTE ASSET				
100-1027	CIB - SOUTHSIDE BANK - TRIGON CD				
100-1028	CIB - CHES BK - #13544796				
100-1029	CIB - BB&T - SPECIAL ED PROGRAM				
100-1030	CIB - TRUIST - SCHOOL FOOD	144,145.83	244,389.77	202,794.63-	185,740.97
100-1031	CIB - BB&T - SCHOOL FOOD - MMA				
100-1032	CIB - C&F CARES - COUNTY X5887				
100-1033	CIB - MONEY RATE SAVINGS-SAFETY NE				
100-1034	CIB - CHECKING - SAFETY NET				
100-1035	CIB - LGIP	692,896.34	4,820.38		697,716.72
100-1036	CIB - DAVENPORT & CO.				
100-1037	CIB - CHESAPEAKE NOW ACCT X8890	223,233.03	223.18		223,456.21
100-1038	CIB - BANK OF LANCASTER				
100-1039	CIB - SOUTHSIDE BANK - TRIGON STOC				
100-1040	CIB - BB&T - SCHOOL TEXTBOOK				
100-1041	CIB - C&F ARPA FUNDS ACT X7251				
100-1042	CIB - C&F CARES - ELECTORAL X5933				
100-1043	CIB - BB&T - CD2				
100-1044	CIB - BB&T - CD3				
100-1045	CIB - BB&T - CD4				
100-1046	CIB - BB&T - CD5				
100-1047	CIB - BB&T - CD6				
100-1048	CIB - BB&T - CD7				
100-1049	CIB - BB&T CD8				
100-1050	CIB - TRUIST - SPECIAL WELFARE	24,171.18	16,145.00	2,838.54-	37,477.64
100-1051	CIB - BB&T - CD9				
100-1052	CIB - BB&T - CD10				
100-1053	B B & T CD #11				
100-1054	B B & T CD#12				
100-1055	BB&T CD#13				
100-1056	BB&T CD#14				

12/29/25  
FUND #-099

\*GL070\*  
\*\* TREASURER'S ACCT. \*\*

MIDDLESEX COUNTY  
BALANCE SHEET  
12/29/2025

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
100-1057	CHESAPEAKE BANK CD#15				
100-1058	CHESAPEAKE BANK CD #16				
100-1059	CHESAPEAKE BANK CD#17				
100-1060	CIB - CNB - SECURITY CENTER				
100-1061	CIB - CNB - SECURITY CENTER - MMA				
100-1062	CIB - TRUIST - RAPID RE-HOUSING	1,282.09		339.00-	943.09
100-1063	CIB - PRIMIS 25% REFUND ACCOUNT	175,733.87	14.20		175,748.07
100-1064	CIB - C&F CD 2065410	2,634,624.61	28,090.15		2,662,714.76
100-1065	CIB - FIRST VA BANK - SNAP				
100-1066	CIB - CHESAPEAKE NATL - SNAP				
100-1067	CIB - CHES.NATL.MIDD.SERIES-BOND				
100-1068	CIB - WACHOVIA - SNAP				
100-1069	CIB - CHESAPEAKE BANK ACCOUNT X688				
100-1070	CIB - FIRST LIBERTIES FINANCIAL				
100-1071	CIB - C&F CD SCHOOL CONS GRT X2034	1,197,356.07	12,766.11		1,210,122.18
100-1079	CIB - BB&T-STATE.SAV. - M/H				
	** CASH **	14,965,725.60	10,341,483.87	9,929,667.30-	15,377,542.17
	TOTAL ASSETS	14,965,725.60	10,341,483.87	9,929,667.30-	15,377,542.17
200-0000	FUND BALANCES				
	FUND BALANCES				
	TOTAL LIABILITIES				
300-0071	FUND BALANCE SCHOOL OPERATING				
300-0072	FUND BALANCE FOOD SERVICE				
300-0073	FUND BALANCE TEXTBOOK ACCOUNT	44,538.97-			44,538.97-
300-0074	FUND BALANCE CAPITAL IMPROVEMENT	44,538.97			44,538.97
300-0075	FUND BALANCE FIELD TRIPS/EVENTS				
300-0076	FUND BALANCE CBGS				
	FUND BALANCE SCHOOL OPERATING				
	TOTAL PRIOR YR FUND BALANCE				
	TOTAL REVENUE				
	TOTAL EXPENDITURE				
	TOTAL CURRENT FUND BALANCE				
400-0105	TOTAL LIABILITIES AND FUND BALANCE				
	COMMONWEALTH CURRENT CREDIT	778.55-	5,110.62	5,185.62-	853.55-
	COMMONWEALTH CURRENT CREDIT	778.55-	5,110.62	5,185.62-	853.55-
		778.55-	5,110.62	5,185.62-	853.55-
	UNCOLLECTED COUNTY TAXES				
	RECEIVABLE - REAL ESTATE				

12/29/25  
FUND #-099

\*GL070\*  
\*\* TREASURER'S ACCT. \*\*

MIDDLESEX COUNTY  
BALANCE SHEET  
12/29/2025

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ACCOUNT NUMBER -----	ACCOUNT DESCRIPTION -----	PREVIOUS BALANCE -----	DEBIT -----	CREDIT -----	ENDING BALANCE -----
505-0001	RECEIVABLE - PERSONAL PROPERTY RECEIVABLE - PUBLIC SERVICE CORP **VEHICLE LICENSE RECEIVABLE** ** ADMINISTRATIVE FEES ** ADMINISTRATIVE FEES ** ADMINISTRATIVE FEES **				
506-1010	DMV - RECEIVABLE DMV - RECEIVABLE	450.12 450.12			450.12 450.12
	PPTRA - POSSIBLE C/W REIMBURSEMENTS REQUESTED C/W PPTRA REIMBURSEMENT UNCOLLECTED STATE INCOME TAXES UNCOLLECTED ESTIMATED STATE TAXES				

## Commissioner's Report

### Comparison of Taxes Billed January to November

	<b>2023 Tax Billed Jan. - Nov.</b>	<b>2024 Tax Billed Jan. - Nov.</b>	<b>2025 Tax Billed Jan. - Nov.</b>
<b>BPOL (count)</b>	\$ 462,219.14	\$ 423,693.41	\$ 505,678.10
# of accounts billed	945	992	994
<b>Meals Tax</b>	\$ 490,886.04	\$ 536,889.23	\$ 480,891.10
	<b>2023 Tax Billed Jan. - Nov.</b>	<b>2024 Tax Billed Jan. - Nov.</b>	<b>2025 Tax Billed Jan. - Nov.</b>
<b>Transient Occupancy</b>	\$ 257,851.43	\$ 264,535.08	\$ 242,974.46

\*Transient Occupancy began July 1, 2018

\*Transient Occupancy tax rate increased to 5% July 1, 2020.



## Fredericksburg

### Middlesex County Board of Supervisors January 2026 VDOT Transportation Briefing

#### **Construction Projects**

None

#### **Construction Projects Next 24 Months**

UPC 123878 – Route 3/33 @ 626 Intersection Improvement projected start December 2026

#### **Bridge Projects Next 24 Months**

UPC 118288 – Route 17 NB Bridge Replacement over Dragon Run projected early 2026 start

#### **Meetings of Significance**

None

#### **Traffic Engineering Requests**

None

#### **Supervisor Requests/Updates**

None

#### **Maintenance Operation Highlights**

##### **Completed Projects**

- Routes 3 and 609 Tree Trimming/Pruning
- Routes 3, 17, 227, 602, 621 and 657 Debris Brush Removal
- Routes 33 and 604 Tree Removal
- Route 620 Pipe Repair
- Sign repair countywide
- Pothole Potholes countywide

##### **Upcoming Projects**

- Ditching countywide
- Pipe Repair countywide
- Tree Trimming/Pruning countywide
- Continue to patch potholes countywide.

**Land Use Highlights**

- Site Plan reviews completed: 3
- Subdivision reviews completed: 0
- Average number of days per review: 10.7
- Number of permits issued: 2
- Number of permits completed: 7

**Contact for questions or concerns:**

Lee McKnight

Residency Administrator

(804) 286-3115

[lee.mcknight@vdot.virginia.gov](mailto:lee.mcknight@vdot.virginia.gov)

Jamie Horne

Assistant Residency Administrator

(804) 286-3118

[larry.horne@vdot.virginia.gov](mailto:larry.horne@vdot.virginia.gov)

**VIRGINIA IS FOR LOVERS,  
NOT LITTER**

# BUDGET SUPPLEMENT REQUEST FORM

FY 2026 – 08

## REVENUE

FUND	ACCOUNT LINE	AMOUNT
3-071	018991-2000 <u>Miscellaneous Revenue/Other Funds</u>	(\$ 4,073.35)

## EXPENSE

FUND	ACCOUNT LINE	AMOUNT
4-071	061100-3000-900-200 <u>Purchased Services (Special Education)</u>	\$ 3,823.35
4-071	061100-5500-900-200 <u>Travel (Special Education)</u>	\$ 250.00

**PURPOSE:** Appropriate Restraint & Seclusion Grant into the FY26 budget.

**PERSON MAKING REQUEST:** Dr. Tracy B. Seitz

**DATE OF ACTION:** 1-6-2026

**TYPE OF ACTION:**

Approved \$ \_\_\_\_\_  
Denied

**VOTE:** Randy Crittenden \_\_\_\_\_  
Don R. Harris \_\_\_\_\_  
William A. Harris \_\_\_\_\_  
Wayne H. Jessie, Sr. \_\_\_\_\_  
Reginald A. Williams, Sr. \_\_\_\_\_

# Middlesex Department of Social Services

Monthly Report November 2025

Services			Cases	Total
<b>Child Protective Services</b>				
		Valid Reports Received	4	
		In Home cases	6	10
<b>Children in Foster Care</b>			2	2
<b>Adoption</b>				
		Pending cases	0	
		Subsidies	13	13
<b>Adult Protective Services</b>				
		Adult Services	4	
		Adult Protective Services	7	
		Guardianships	23	34
<b>Benefits</b>				<b>Total</b>
		SNAP cases		775
		TANF		21
		Medicaid		1673
		Childcare		43
<b>Administration</b>				<b>Total</b>
		Client phone calls/visits to the agency		756

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DEPARTMENT OF SOCIAL SERVICES MONTHLY REPORT

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Items of Note:

- There was a great turnout at the annual community holiday party - families enjoyed the various crafts and photos with Santa. The Agency looks forward to 2026 as we plan to prioritize more community engagement.

Moriah Elkins (she/her)

Assistant Director

Middlesex Department of Social Services

2893 General Puller Hwy, Saluda, VA 23149

PO Box 216, Urbanna, VA 23175

T: 804.758.2348

F:804.758.2357



## January Board of Supervisors Agenda Item

### Virginia Department of Fire Programs – FY2026 Personal Protective Equipment (PPE) Grant

**Grant Manager:** David Layman, Emergency Services Coordinator

Middlesex County has been awarded a Virginia Department of Fire Programs (VDFP) FY2026 Personal Protective Equipment (PPE) Grant in the amount of **\$60,532.96**. This grant will fund **four complete sets of new PPE for each of the County's four volunteer fire departments**, for a total of **16 sets**.

Firefighting PPE has a service life of **ten (10) years** in accordance with **NFPA standards**. Several existing PPE sets have reached the end of their service life and must be replaced to maintain firefighter safety, performance, and regulatory compliance.

The grant award will fund the following PPE components:

- Turnout coat
- Bunker pants
- Firefighting boots
- Firefighting helmet
- FireDex protective hood
- Structural firefighting gloves

The cost of one complete set of PPE is **\$4,783.31 per firefighter**. The majority of the project cost is funded by the Commonwealth through the grant award (**\$60,532.96**). The required **local match of \$1,000.00 per PPE set**, totaling **\$16,000.00**, will be funded through the existing **Grant Match cost code** within the Emergency Services budget. No additional County funding is required.

#### **Action Item:**

Board of Supervisors approval and acceptance of the grant.

Attachment: Award Letter



# COMMONWEALTH of VIRGINIA

**Brad Creasy**  
EXECUTIVE DIRECTOR

**Nicholas Nanna**  
DEPUTY DIRECTOR

## Virginia Department of Fire Programs

**Theresa Hunter**  
CHIEF OF ADMINISTRATION

December 12, 2025

David Layman  
Middlesex County, VA

Dear Mr. Layman,

We are pleased to advise Middlesex County, **Virginia**, of a grant award of **\$60,532.96** according to the scope of work included in the original application submitted for the Personal Protective Equipment (PPE) Grant program. The Virginia Fire Services Board (VFSB) approved the grant funding on December 2, 2025.

To remain eligible for this award, the enclosed Award Acceptance Certification must be completed and returned no later than **January 16, 2026**. By signing the certification, Middlesex County affirms their commitment to obtaining all the items listed in the application; failure to do so will result in forfeiture of the award.

Please be aware the performance period for this grant is 12/12/2025 – 12/13/2026, work performed outside this performance period will NOT be reimbursable under this grant. The full terms and conditions of the grant are set forth in the Firefighter Personal Protective Equipment Grant Program policy.

The PPE Grant award payments are reimbursement only and will be issued upon completion of the project and submission of the required closeout documentation. *If the applicant is experiencing financial hardship and would like it to be considered for an advance grant payment, please submit a written request with justification for the Virginia Fire Service Board consideration. Request will be addressed at the next Board meeting.*

*The award will be issued via Electronic Funds Transfer (EDI) to the bank account on file or establish through the submission of the EDI form.*

If you have any questions, feel free to contact me at my office 804-325-8942 or via email at [Zeina.altaha@vdfp.virginia.gov](mailto:Zeina.altaha@vdfp.virginia.gov).

Respectfully,

A handwritten signature in cursive script that reads "Zeina Altaha".

Zeina Altaha  
Grants Program Manager

1005 Technology Park Drive, Glen Allen, VA 23059-4500  
Phone: (804) 371-0220 or Fax: (804) 371-3444  
[www.vafire.com](http://www.vafire.com)

Matthew L. Walker  
County Administrator



**County of Middlesex**  
Office of the County Administrator

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TO: Board of Supervisors  
FROM: Ann Marie S. Ricardi, Assistant County Administrator  
VIA: Matt Walker, County Administrator  
DATE: December 22, 2025  
SUBJECT: Request for Waiving of fees Habitat for Humanity on January Agenda

Habitat for Humanity has requested that the Board waive building permit fees totaling \$471.50 for a new 1,288 square foot single-family home, as well as waive the permit fees for the remaining vacant lot within the same subdivision. Construction of the homes is anticipated to be completed in 2026 and 2027.

Records indicate that the Board may have approved a permit fee waiver for all six lots in this subdivision in August 2021; however, the Building Department has advised that any prior approval has since expired.

Habitat for Humanity of Middlesex is dedicated to providing safe, affordable single-family housing for residents of Middlesex County who might otherwise be unable to achieve homeownership. Completion of this home will mark the organization's 18th home built within the county.

Staff recommends that the Board consider approving a permit fee waiver in the amount of \$471.50 for the current Habitat for Humanity project and waive the permit fees for the final lot in this subdivision.

MIDDLESEX COUNTY  
Saluda, VA 23149 0428  
LIEN AGENT:

BUILDING

PERMIT NUMBER: 0018080 - 2025  
USBC: 2021  
APPLICATION DATE: 12/16/2025  
ISSUANCE DATE: 12/22/2025  
RENEWAL DATE:  
DATE: 12/22/2025

OWNER NAME/ADDRESS  
HABITAT FOR HUMANITY  
115 CEDAR POINTE DR  
URBANNA, VA. 23175 00000

SITE ADDRESS  
MELTON WAY

CONTRACTOR NAME/ADDRESS  
RIVER WOOD WORKS INC.  
PO BOX 213  
WAKE, VA. 23176

PHONE:

PHONE: 804 761 4721

RE ACCOUNT#:  
TAX MAP NO.: 37 (11) 5D

DESCRIPTION OF CONSTRUCTION LOCATION  
LOT: BLOCK: SECTION: BLDG NO.:

SET-BACKS:  
FRONT: BACK:  
RIGHT: LEFT:  
CNTR: FRTGE:

HEALTH PERMIT NO.: 159250147  
FLOODPLAIN:  
AREA:  
RIGHT-OF-WAY:

DISTRICT:  
SUB-DIVISION:  
ZONE: Village Community  
S/E CUP NO.:

SITE PLAN:

DIRECTIONS TO SITE: ZONING: PER SUBMITTED MATERIALS

USE GROUP: DWELLING  
CNST.TYPE: 5B

USE CODE: dwelling  
NATURE/WRK: SINGLE FAMILY DWELLING

SQ FEET:

Basement  
Garage  
Vinyl sid.  
Other  
CBPA  
Mech.Lien  
Windows

BUILDING  
1st 1,288 SF  
Porch 40 SF  
#Bedrooms 3  
#Bathrooms 2  
WQIA

2nd  
Deck  
Patio  
Variance

Loft  
Stor. Bldg  
Sunroom  
Masonry FP

ADDRESS:  
Carport


ADDRESS:  
COMMENTS:

JOB VALUE: 125,000.00

PERMIT FEE:  
LEVY :  
PLANS REVIEW :  
ASSESSMENT FEE :

PERMIT IS GRANTED FOR WORK SHOWN ON PLANS AND APPLICATION FORMS FILED FOR THIS JOB. SEPARATE ELECTRIC, PLUMBING AND MECHANICAL PERMITS ARE REQUIRED IF INSTALLED. PERMIT WILL BECOME NULL AND VOID IF CONSTRUCTION WORK IS NOT STARTED WITHIN SIX MONTHS OF THE ABOVE DATE. ALL CONSTRUCTION SHALL CONFORM TO THE REGULATIONS IN THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE. WORK MUST BE INSPECTED. Approved plans must be retained on job and Permit kept posted until final inspection has been approved. Where a Certificate of Occupancy is required, such building shall not be occupied until final inspection has been approved.

TOTAL FEES:



REQUIRED SIGNATURES

G. David Selph, Building Off.

24 HOUR NOTICE REQUIRED

(804) 758-4305

MIDDLESEX COUNTY  
Saluda, VA 23149 0428  
LIEN AGENT:

Electrical

PERMIT NUMBER: 0018080 - 2025  
USBC: 2021  
APPLICATION DATE: 12/16/2025  
ISSUANCE DATE: 12/22/2025  
RENEWAL DATE:  
DATE: 12/22/2025

OWNER NAME/ADDRESS	SITE ADDRESS	CONTRACTOR NAME/ADDRESS
HABITAT FOR HUMANITY 115 CEDAR POINTE DR URBANNA, VA. 23175 00000	MELTON WAY	OWNER
PHONE:		PHONE: 000 000 0000

RE ACCOUNT#:	DESCRIPTION OF CONSTRUCTION LOCATION			
TAX MAP NO.:	LOT:	BLOCK:	SECTION:	BLDG NO.:
37 (11) 5D				
SET-BACKS:	HEALTH PERMIT NO.:	159250147	DISTRICT:	
FRONT: BACK:	FLOODPLAIN:		SUB-DIVISION:	
RIGHT: LEFT:	AREA:		ZONE: Village Community	
CNTR : FRTGE:	RIGHT-OF-WAY:		S/E CUP NO.:	SITE PLAN:

DIRECTIONS TO SITE: ZONING: PER SUBMITTED MATERIALS

USE GROUP: DWELLING	USE CODE: dwelling	SQ FEET:
CNST.TYPE: 5B	NATURE/WRK: SINGLE FAMILY DWELLING	

Electrical			
Ceiling OT	Switches	Receptcls	Air heater 1
Range 1	Sign	Water Heat 1	Other Cir. 16
Motors	Panel Size 200 AMP	Base Board	Relocate
Sub. feed	Dishwasher	Reconnect	Upgrade
Temp. serv	Ceiling fa		
Disconnect	Whirpool		Well Pump
Microwave	Dryer		Comments

JOB VALUE:

PERMIT FEE:  
LEVY :

TOTAL FEES:



REQUIRED SIGNATURES

G. DAVID SELPH, BLDG. OFFICIAL

804-758-4305

MIDDLESEX COUNTY  
Saluda, VA 23149 0428  
LIEN AGENT:

PLUMBING

PERMIT NUMBER: 0018080 - 2025  
USBC: 2021  
APPLICATION DATE: 12/16/2025  
ISSUANCE DATE: 12/22/2025  
RENEWAL DATE:  
DATE: 12/22/2025

OWNER NAME/ADDRESS: HABITAT FOR HUMANITY  
115 CEDAR POINTE DR  
URBANNA, VA. 23175 00000  
PHONE:  
SITE ADDRESS: MELTON WAY  
CONTRACTOR NAME/ADDRESS: OWNER  
PHONE: 000 000 0000

RE ACCOUNT#: TAX MAP NO.: 37 (11) 5D  
DESCRIPTION OF CONSTRUCTION LOCATION: LOT: BLOCK: SECTION: BLDG NO.:  
SET-BACKS: FRONT: BACK: HEALTH PERMIT NO.: 159250147 DISTRICT:  
RIGHT: LEFT: FLOODPLAIN: SUB-DIVISION:  
CNTR: FRTGE: AREA: ZONE: Village Community  
RIGHT-OF-WAY: S/E CUP NO.: SITE PLAN:

DIRECTIONS TO SITE: ZONING: PER SUBMITTED MATERIALS

USE GROUP: DWELLING USE CODE: dwelling SQ FEET:  
CNST.TYPE: 5B NATURE/WRK: SINGLE FAMILY DWELLING

PLUMBING  
Sinks 3 Bath Tubs 1 Labvatory WaterClose 1  
Tank/Heat 1 Sewage Ej. Fountain Dishwasher 1  
Floor Dra. 1 Showers 2 Washer 1 Hose Bibs 2  
Spa/Whirpo Disposal Sump Pump Humidifier  
Urinal Drains  
Laun. Tub Water Pump 1 Lines  
Other Cat. Basin Comments

JOB VALUE:

PERMIT FEE:  
LEVY:

TOTAL FEES:

Empty rectangular box for signature or stamp.

REQUIRED SIGNATURES

G. David Selph, Building Off

804-758-4305

MIDDLESEX COUNTY  
Saluda, VA 23149 0428  
LIEN AGENT:

Zoning Permit

PERMIT NUMBER: 0018080 - 2025  
USBC: 2021  
APPLICATION DATE: 12/16/2025  
ISSUANCE DATE: 12/22/2025  
RENEWAL DATE:  
DATE: 12/22/2025

OWNER NAME/ADDRESS  
HABITAT FOR HUMANITY  
115 CEDAR POINTE DR  
URBANNA, VA. 23175 00000

SITE ADDRESS  
MELTON WAY

CONTRACTOR NAME/ADDRESS  
OWNER

PHONE:

PHONE: 000 000 0000

RE ACCOUNT#:  
TAX MAP NO.: 37 (11) 5D

DESCRIPTION OF CONSTRUCTION LOCATION  
LOT: BLOCK:

SECTION: BLDG NO.:

SET-BACKS:  
FRONT: BACK:  
RIGHT: LEFT:  
CNTR : FRIDGE:

HEALTH PERMIT NO.: 159250147  
FLOODPLAIN:  
AREA:  
RIGHT-OF-WAY:

DISTRICT:  
SUB-DIVISION:  
ZONE: Village Community  
S/E CUP NO.:

SITE PLAN:

DIRECTIONS TO SITE: ZONING: PER SUBMITTED MATERIALS

USE GROUP: DWELLING  
CNST.TYPE: 5B

USE CODE: dwelling  
NATURE/WRK: SINGLE FAMILY DWELLING

SQ FEET:

CBPA  
VMRC#  
AGENT:

LD Permit  
WQIA#  
SUB#

Zoning Permit

Variance  
CBPA EXC#  
REZONE

Spec. Exc.  
RPA PERMIT

PROJECT: DWELLING  
COMMENTS: SEE NOTE UNDER DIRECTIONS

CURNT.USE:

JOB VALUE:

PERMIT FEE:

ANY PERSON AGGRIEVED BY THIS NOTICE MAY HAVE THE RIGHT OF  
APPEAL. ANY APPEAL SHALL BE FILED WITHIN THIRTY (30) DAYS  
AND BE IN ACCORDANCE WITH SECTION 15.2-2311 OF THE CODE OF  
VIRGINIA. THIS DECISION SHALL BE FINAL AND UNAPPEALABLE IF  
NOT APPEALED WITHIN THIRTY (30) DAYS.

TOTAL FEES:

*March 2025*  
ZONING ADMINISTRATOR  
PLANNING DEPT. 758-4715

REQUIRED SIGNATURES

MIDDLESEX COUNTY  
Saluda, VA 23149 0428  
LIEN AGENT:

E & S AGREEMENT

PERMIT NUMBER: 0018080 - 2025  
USBC: 2021  
APPLICATION DATE: 12/16/2025  
ISSUANCE DATE: 12/22/2025  
RENEWAL DATE:  
DATE: 12/22/2025

OWNER NAME/ADDRESS	SITE ADDRESS	CONTRACTOR NAME/ADDRESS
HABITAT FOR HUMANITY 115 CEDAR POINTE DR URBANNA, VA. 23175 00000	MELTON WAY	OWNER
PHONE:		PHONE: 000 000 0000

RE ACCOUNT#:	DESCRIPTION OF CONSTRUCTION LOCATION			
TAX MAP NO.:	LOT:	BLOCK:	SECTION:	BLDG NO.:
37 (11) 5D				
SET-BACKS:	HEALTH PERMIT NO.:	159250147	DISTRICT:	
FRONT: BACK:	FLOODPLAIN:		SUB-DIVISION:	
RIGHT: LEFT:	AREA:		ZONE: Village Community	
CNTR: FRTGE:	RIGHT-OF-WAY:		S/E CUP NO.:	SITE PLAN:

DIRECTIONS TO SITE: ZONING: PER SUBMITTED MATERIALS

USE GROUP: DWELLING	USE CODE: dwelling	SQ FEET:
CNST.TYPE: 5B	NATURE/WRK: SINGLE FAMILY DWELLING	

HYDRO UNIT	LAND DIST.	E & S AGREEMENT	CBP AREA
	1,288 SF		

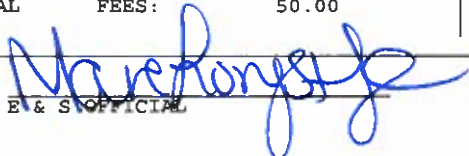
3	REQUIRED 1 SILT FENCE	2 GRAVEL ENTRANCE
	COMMENTS #15073 PARSLEY	

JOB VALUE:

PERMIT FEE: 50.00

TOTAL FEES: 50.00

Land Disturbance for this project must comply with any reasonable requirements determined necessary by the County. Such requirements shall be based on the standards contained in the E & S Control Ordinance, and shall represent the minimum practices necessary to provide adequate control of erosion and sedimentation on or resulting from this project. As a minimum, all denuded areas on the lot shall be stabilized within 7 days of final grading with permanent vegetation or a protective ground cover suitable for the time of year. Failure to comply with requirements could result in violation.

  
E & S OFFICIAL

REQUIRED SIGNATURES

CALL 758-0500 BEFORE STARTING



# Middlesex County Board of Supervisors Agenda Summary

**MEETING DATE: January 6, 2025**

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**TO:** Board of Supervisors

**FROM:** Ann Marie Ricardi, Assistant County Administrator and  
Richard Lewis, Airport Manager

**DATE:** January 6<sup>th</sup>, 2025

**SUBJECT:** Old Airport Terminal Building

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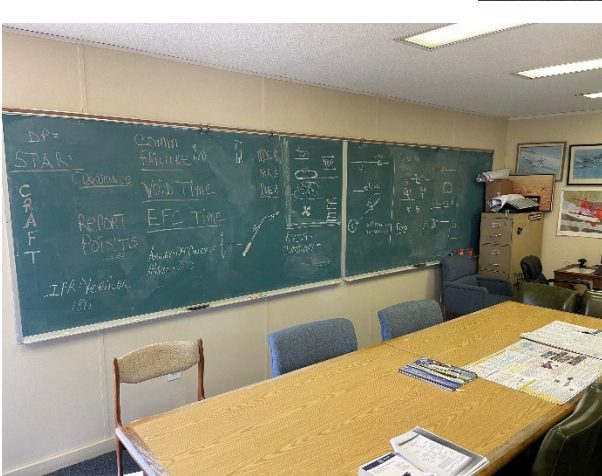
With the construction of the new airport terminal, Middlesex County staff has determined that there will no longer be an internal use for the current airport terminal building and much of its contents. .

The plan for disposition is as follows:

1. Salvage what is needed into the new building
2. Put onto the Govdeals fixtures or equipment that isn't transferred to the new building or transferred to another County Department
3. Offer the empty building on Govdeals (It must be removed from the site.)
4. Demo it if it doesn't sell

**Item for Surplus (see photos below)**





## Requested Action

That the Board of Supervisors declare the old airport terminal and its contents to be surplus and authorize staff to sell the building and any remaining contents, then dispose of all deemed unsellable.



## Middlesex County Board of Supervisors Agenda Summary

**MEETING DATE:** January 6, 2026

**PREPARER:** Ann Marie Ricardi

**Summary of Action Item:** Monthly updated list of vacant and upcoming expiring committee appointments.

**Background:**

The following chart shows the vacant positions, with names of applicants received, if any.

<u>Position</u>	<u>Held by</u>	<u>Term expiration and length</u>	<u>Applications Received</u>
Board of Zoning Appeals (Jamaica District)	VACANT	4/30/2025 (can serve multiple five-year terms)	None
Economic Development Authority	Doug McMinn	Upcoming term exp: 1/30/2026 (can serve multiple four-year terms)	Received response by email
Economic Development Authority	Hallie Holmes	Upcoming term exp: 1/30/2026 (can serve multiple four-year terms)	Received response by phone

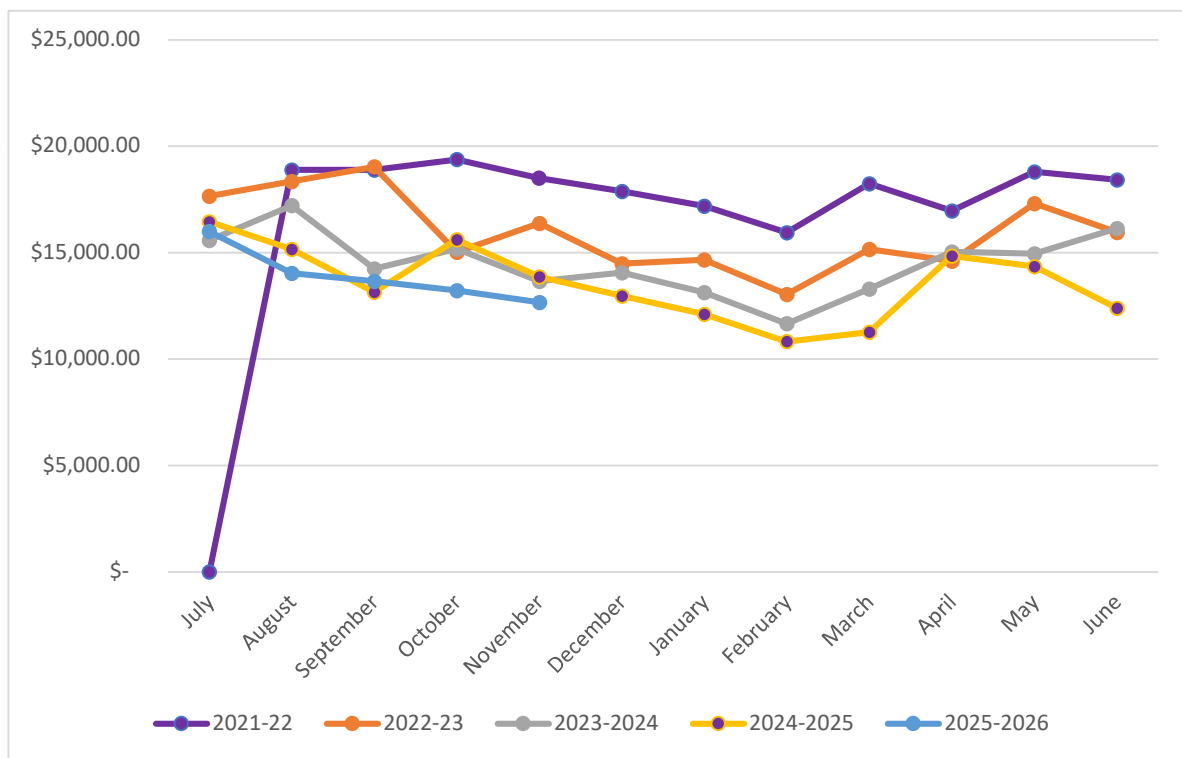
**Attachments:** N/A

**Staff Recommendation:**

- **Consider a motion to reappoint recruits to fill vacant positions.**
  - **Doug McMinn - Reappointment to Economic Development Authority**
  - **Hallie Holmes - Reappointment to Economic Development Authority**

**Cigarette Tax Receipts**  
**(Tax Started August 1, 2021)**

For month ended	2021-22	2022-23	2023-2024	2024-2025	2025-2026
July	\$ -	\$ 17,655.48	\$ 15,581.26	\$ 16,456.06	\$ 16,002.09
August	\$ 18,895.58	\$ 18,355.60	\$ 17,215.74	\$ 15,156.00	\$ 14,035.43
September	\$ 18,895.58	\$ 19,040.85	\$ 14,244.35	\$ 13,145.79	\$ 13,659.69
October	\$ 19,387.89	\$ 15,033.83	\$ 15,182.83	\$ 15,607.34	\$ 13,216.17
November	\$ 18,495.99	\$ 16,381.91	\$ 13,659.69	\$ 13,875.69	\$ 12,669.10
December	\$ 17,890.10	\$ 14,490.14	\$ 14,065.59	\$ 12,963.29	
January	\$ 17,186.26	\$ 14,672.61	\$ 13,134.25	\$ 12,103.05	
February	\$ 15,938.72	\$ 13,045.23	\$ 11,671.06	\$ 10,823.85	
March	\$ 18,251.32	\$ 15,167.89	\$ 13,298.47	\$ 11,268.50	
April	\$ 16,970.27	\$ 14,613.03	\$ 15,037.19	\$ 14,840.19	
May	\$ 18,806.20	\$ 17,312.93	\$ 14,944.47	\$ 14,344.53	
June	\$ 18,418.90	\$ 15,964.83	\$ 16,136.15	\$ 12,400.97	
<b>Total</b>	<b>199,136.81</b>	<b>191,734.33</b>	<b>174,171.05</b>	<b>162,985.26</b>	<b>69,582.48</b>



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## DEPARTMENTAL REPORTS – STAFF MEETING JANUARY 2026

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### **ASSISTANT COUNTY ADMINISTRATOR, ANN MARIE RICARDI**

- Prepared for and attended board meetings and workshops, including preparing agenda memorandum.
- Continued quotes and/or purchase orders for various projects, such as temporary parking, fencing for the Cooks Corner Central Park/Buddy Playground, and related signage.
- Attended quarterly regional tax board.
- Interviewed applicants for both Administrative and Facilities Assistance, hiring the Administrative Service Worker, Carlos, but the Facilities Supervisor determined that the Facilities position was not needed at this time.
- Continued discussions with multiple vendors to discuss future HVAC maintenance at new courthouse.
- For the County and the Library, Administration staff ran payroll and accounts payable checks.
- Met with Donna Web of “Champ One” to discuss their health insurance add-on program that reduces employee’s pretax income.
- Began the process for the 2026 litter grant projects, including meeting with the committee chair and reaching out to restaurants about Styrofoam
- For December, the animal shelter took in 3 dogs. During the month, two dogs were claimed by owner, 6 were adopted and 3 (puppies) were sent to another shelter, leaving at the end of the month 22 at the shelter, and 11 in foster care. For the year, the shelter took in 87 dogs, 11 of which were claimed by owner, 56 were adopted, 12 were sent to another shelter, and 3 were health related euthanized.
- Began reviewing and entering 2026-27 budget requests
- Confirmed action compliance with rules and provided guidance thereon, such as procurement, invoices, space rentals, grants, and employee issues such as performance, hiring, advertising, employment verifications, and unemployment reporting.
- Responded to residents’ requests for services, updates or information.

### **COUNTY ATTORNEY, HEATHER LEWIS**

- Water Authority: Continue to assist upon request.
- Broadband Authority: Working on questions as they arise.
- Economic Development Authority: Assisting when requested. Drafted office lease as requested; awaiting response from Administration.
- Administration: Continue to await direction from BOS as to what other changes they would like made to the draft Guiding Principles. Continue regular meetings and discussions regarding property acquisition projects. Continue to spend a substantial amount of time working on the Landfill RFP Solar Project. Spent a substantial amount of time reviewing vendor contracts for the new financial software project; attended meetings with the consultant re vendor contracts. Submitted Budget Request. Researched the enforcement of a new law prohibiting

restaurants from using Styrofoam containers and provided guidance to the Administration as requested.

- FOIA: Assisted with FOIA requests that were received and processed.
- Zoning: Continued to work with Staff on revisions to Zoning and Subdivision Ordinances per state code changes.
- Boyscout Campground: Finalized an agreement with ELS and VDOT regarding the road expansion to the Boyscout Campground. Awaiting ELS to come forward and present the matter to the BOS.
- Violations/Enforcement: Discussed enforcement of cases as requested.
- Airport: Address questions as they arise.
- Litter Committee: Awaiting recommendations from Committee re possible changes to County Ordinances to better assist with litter enforcement per BOS.
- Constitutional Officers: working as requested with Constitutional Officers.
- Regional Jail: Received notice of a potential personal injury claim; notified insurance. No further updates at this time.
- Sewer: Awaiting further direction from Board.
- BOS: Working on personnel matter as requested. Researched various questions from Board members.

#### **INFORMATION TECHNOLOGY DIRECTOR, KEVIN GENTRY**

- Met with Emergency Services Coordinator and Harris Radio for new radio programming. Select radios will now update over the air. Migrated radio programming software to new computers.
- Configured JDR LAN connections for printer, phone and card reader.
- DHCD formally announced closeout of Broadband Authority's Virginia Affordability and Adoption Planning Grant (VAAPG)
- Ordered SFF laptops for BOS.
- Assisted the Commonwealth's Attorney with trial exhibits
- Met with LEAD Steering Committee
- Met with Siemens about HVAC at New Courthouse
- Set up a temporary office for VASAP employees
- Worked with citizens to advocate for broadband needs and issues
- 24/7 Desktop, CAD, and Public Safety MDT Support Trouble Calls
- Applied routine security updates for Windows Server, VMware, and CAD systems.
- Met with Broadcom
- Webex Control Hub phone device changes, line adds/removals
- Troubleshoot O365/Sophos email filtering
- Troubleshoot and resolve camera and access control issues
- Review Azure logs
- Review Security Center threats
- Attend MS-ISAC Security Briefings
- Setup and Take Down Presentations/Meetings
- Manage AV and Stream BOS Sessions
- Troubleshooting for Deputy MDT's
- Issue fobs and credentials for new employees

- Assist Emergency Services
- Sophos Phishing Email Training
- Check Sophos quarantine logs
- Website/Facebook announcement updates
- Manage Backups
- Attended Cybersecurity and Infrastructure Security Agency meeting

### **DEPARTMENT OF EMERGENCY MANAGEMENT, DAVID LAYMAN**

- Drafted a Knox Box policy and established an inventory system to be presented to the Emergency Services Committee for consideration.
- Met with L3Harris representatives to develop a new radio programming system and update the numeric radio identification system.
- Drafted a mutual aid communications response policy to be presented to the Emergency Services Committee for consideration.
- Began inventorying, setting up, and programming new mobile and portable multiband radios.
- Coordinated with the vendor to complete radio repairs and install equipment in HVFD's new tanker, MCVRS's new medic unit, and Sheriff's Office vehicles.
- Submitted the FY27 budget request to County Administration.
- Updated and revised the Virginia Surplus Authorization Form for county participation.
- Attended a meeting with County IT, the Sheriff's Office, and the 911 Center to discuss upcoming FY27 PSAP grants.
- Participated in a conference call with the Middle Peninsula Planning District Commission regarding the Hazard Mitigation Plan update.
- Submitted the FY26-27 Local Emergency Management Planning Grant to the Virginia Department of Emergency Management.
- Met with King and Queen County officials to begin rewriting multiband radio programming to include additional mutual-aid partners.
- Processed identification cards for Rescue Squad and Sheriff's Office personnel.
- Responded to daily emails and phone calls from regional partners, the public, and volunteers to address various requests and issues.

### **COUNTY ENGINEER, CHIP ENGLAND**

- ***County Engineer***
  - A/E Professional Services Term Contracts finalized and signed on 12/3/25 with Raymond Global and DJG.
  - Landfill Solar Project - Attended project team virtual coordination meeting on 12/4/25.
  - Dredged Materials Removal – On written requests received from Docks of the Bay, White Stone, on 11/5/25. Returned comments on 11/12/25 and awaiting resubmission.

- Met with E911 Call Center Manager on 12/15/25 to discuss possible space improvements and assist with grant funding application.
- **Middlesex Water Authority**
  - Reviewed submitted construction plans and easement plat for Tupelo Street extension (350 feet). Finalizing Utility Service Agreement and easement deed.
  - Bi-monthly Board of Directors meeting held on 12/17/25.
  - Utility Engineering Professional Services Term Contract with Whitman, Requardt & Associates, LLP (WRA) finalized and signed on 12/18/25.
  - Contract Operator soliciting additional proposals for adding SCADA improvements to Rosegill and Deltaville pump stations.
  - Attended VDOT's Utility Field Inspection on 12/16/25 for their upcoming project (UPC 123878) at the intersection of Rt 3/33 and Regent Road. The project appears to be adding turning lanes and may necessitate them relocating the MWA waterline.

## **PLANNING DIRECTOR, DAVE KRETZ**

- **Planning Commission**
  - The Planning Commission met on December 11 to consider the Capital Improvements Plan and the Ordinance amendments related to water connection requirements and the addition of the Designated Agent. The Planning Commission recommended approval for all four items.
- **Mill Creek Boat Ramp Dredge Update**
  - The Dredge has been completed, and staff are currently preparing post-dredge documentation.
- **Capital Improvements Plan Update**
  - Will be considered by the Board during their January meeting.
- **Comprehensive Plan Update**
  - Revisions to the plan should commence after the new year.
  - Ordinance Amendments for Utility Connection Requirements:
  - Will be considered by the Board during their January meeting.
- **Hummel Airport Terminal and Taxiway**
  - Construction of the Terminal Building continues to progress. The review process for the aviation-related industrial subdivision being developed by Oscar Barber is nearing conclusion.
- **FEMA All-Hazards Mitigation Plan**
  - No updates to report from the Planning Department. MPPDC continues to make appropriate revisions to the draft document. Staff attended the December meeting.
- **Department Updates**

- Department staff will be assisting the Administration with the permitting of the Broad Creek public dock replacement located at the end of State Route 636.

### **AIRPORT MANAGER, RICHARD LEWIS**

- Continue to monitor the terminal building project.
- Continued to work with the IT department on infrastructure for the new terminal building.
- Continue work with the airport engineer to ensure the AWOS system remains certified.
- Working with purchasing staff to purchase furniture for the new terminal building.
- The annual inventory of based aircraft started.

### **ECONOMIC DEVELOPMENT AUTHORITY DIRECTOR, TRENTON FUNKHOUSER**

- Aquaculture/Agriculture/Forestry – Kick-off meeting to be held in January for advisory committee work on GO Virginia Region 6 grant project for our study in Middle Peninsula and Northern Neck region. One-year project in cooperation with Virginia Tech’s Center for Economic and Community Engagement focusing on how localities and private sector can increase the landings, processing, marketing and sales of Blue Catfish. Blue Catfish Workgroup has submitted its report General Assembly.
- Business & Community Development – Energy Grant staff kick-off meeting held 12/18 with next meeting scheduled for 01/07 to establish timeline for required work through 04/30/27. Cooperative effort between Town and EDA through MPPDC to provide commercial and residential energy audits, community education and workforce development (education on business/career opportunities plus business entry or expansion of services).
- Tourism Promotion – Attended Monthly MSX VA250 Committee meetings, VRR bi-weekly meetings and monthly Museums of Middlesex (MOM) meetings. Successful holiday events in Urbanna and Deltaville. VRR is working on Restaurant week promotions throughout region for January.
- Workforce Development – Participating in advisory committee for health care career development as part of a GO Virginia Region 6 grant led by Bay Workforce Investment Board. EDA is establishing a special committee to focus on Marine Industries development on recently acquired property in Deltaville.
- Workforce Housing – January meeting scheduled with Bay Housing staff on possible grant options to move project forward.
- Infrastructure, Business and Industrial Sites/Prospects – EDA conducted a public information meeting Project Access in Deltaville on November 12th. EDA is working with County and MPPDC staff on submitting a “Build” application to provide boat ramp facilities and recoup as much land investment costs as possible. Director had Initial discussions with commercial site developer seeking sites for future development.



## Middlesex County Board of Supervisors Staff Report

**MEETING DATE: January 6, 2026**

**PREPARER: Dave Kretz**

---

### **Request:**

1. **2026 Capital Improvements Plan for FY 2027-2031.** The Middlesex County Capital Improvements Plan is strictly advisory. The Plan is intended for use as a Capital Facilities planning document and is not a request for funding allocations or a County Capital Budget. The CIP is intended as a planning tool to assist the Board of Supervisors in the development of the County budget.

### **Summary:**

For your consideration is the updated FY 2027- 2031 Capital Improvements Plan. The Middlesex County Capital Improvements Plan is strictly advisory. The Plan is intended for use as a Capital Facilities planning document and is not a request for funding allocations or a County Capital Budget. The CIP is intended as a planning tool to assist the Board of Supervisors in the development of the County budget.

### **Staff Recommendation:**

- Approve the Capital Improvements plan as submitted.

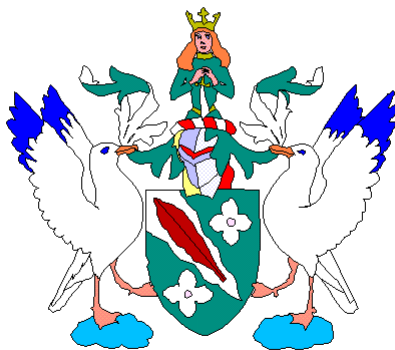
### **Planning Commission Recommendation:**

- The Planning Commission voted unanimously, 7-0, with 4 absent, to approve the 2026 FY 2027-2031 Capital Improvements Plan with the recommended addition of "Impacts on Operating Costs" to the project overview. Staff have incorporated the recommendation into the document being presented to the Board.

### **Attachments:**

2026- FY 2027-2031 CIP

# MIDDLESEX COUNTY VIRGINIA



## CAPITAL IMPROVEMENTS PLAN 2026 FY 2027 – FY 2031

*\*\*adopted January 6, 2026*

### MIDDLESEX COUNTY

Department of Planning and Community Development

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**“DRAFT”**

**Middlesex County Board of Supervisors**

Don R. Harris, Chairman (TBD)  
Reginald A. Williams, Sr., Vice Chairman (TBD)  
Wayne H. Jessie, Sr.  
Randy S. Crittenden  
William A. Harris

**Middlesex County Planning Commission**

R.D. Johnson, II, Chairman  
John England, Vice Chairman  
Theresa Anderson, Secretary  
Bev Butler  
Tyler Crittenden  
Marilyn South  
Meriwether Putney  
Denita Hammond  
Mary Landgraf  
Russ Perkinson  
Board of Supervisors Representative (Reginald A. Williams, Sr.)

**Capital Improvements Plan Subcommittee**

Bev Butler  
R.D. Johnson, II  
William Cawthorn  
Ray Kostas  
Theresa Anderson

**Department of Planning and Community Development**

David Kretz, Director of Planning and Zoning  
Jody Collier, Office Manager-Community Development/Building  
Marc Longest, Environmental Planner

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## INTRODUCTION

This update to the Capital Improvements Plan (CIP) for Middlesex County, Virginia, was developed in accordance with Section 15.2-2239 of the Code of Virginia, which assigns the responsibility for capital outlay programs to the local planning commissions. In accordance with the Code of Virginia, the CIP is to be updated on an annual basis with individual projects removed and added from the plan as they are completed and priorities change. This update contains new projects and others held over from the 2026-2030 Capital Improvements Plan.

This CIP process began with a re-evaluation of the existing capital projects by the Middlesex County Planning Commission’s Capital Improvements Plan Subcommittee using a list of evaluation criteria (*see Appendix A*). The current evaluation criteria were established to provide objectivity in the project evaluation process. The Subcommittee, using the evaluation criteria scored and determined a recommended priority for the various departmental requests. All departments were asked to re-submit even previously listed projects with updated project descriptions and project costs estimates for inclusion in the 2026 plan.

Based on this evaluation, the Planning Commission held a public hearing on December 11, 2025, where they voted 7-0, with 4 absent, to recommend Approval of the Capital Improvements Plan for FY 2027-FY 2031 to the Board of Supervisors.

The Board of Supervisors, acting upon this formal recommendation, held a public hearing on January 6, 2026, where the Board voted \_\_\_\_\_ to \_\_\_\_\_ the 2026 Capital Improvements Plan for FY 2027-FY 2031.

The Middlesex County Capital Improvements Plan is strictly advisory. The Plan is intended for use as a capital facilities planning document and is not a request for funding allocations or a County capital budget. The CIP is intended as a planning tool to assist the Board of Supervisors in the development of the County budget. Once the CIP is adopted, individual project priorities may change throughout the course of the year. It is quite possible that a certain project may not be funded during the year indicated in the CIP. The requesting department must submit new individual project funding requests annually as a part of the County’s budget process. Due to budgetary circumstances, this CIP may not be completely implemented, and many projects may be carried over into subsequent CIP’s.

## DEFINITION OF CAPITAL EXPENDITURES

For the purpose of the Middlesex County CIP, the definitions for “operating” and “capital” budget expenditures are as follows:

- Operating expenditures are recurring personal service or consumable asset expenditures, the costs of which are usually consistent and annual. Those costs are not included in the CIP.
- Capital expenditures are non-recurring expenditures that have a useful life of more than five (5) years and have a total cost that exceeds \$50,000 in total funding. The capital cost includes all manpower, implementation costs and capital outlay required to fully implement each project. Fleet vehicles and ongoing maintenance are excluded as capital costs.

All capital projects must be justified on the basis of providing a basic service, improving or rehabilitating deteriorated facilities, reducing ongoing operating costs, complying with directives from higher authorities or benefiting a large population segment within the County. In addition, capital projects must be compatible with other planned projects and the County’s adopted Comprehensive Plan.

## **CAPITAL IMPROVEMENTS PLAN FY 2027 – 2031 CAPITAL IMPROVEMENTS CALENDAR**

<u>November 29, 2025:</u>	CIP Advisory Committee Meetings.
<u>December 11, 2025:</u>	Public hearing on CIP update by Planning Commission
<u>January 6, 2026:</u>	Public hearing on CIP update by Board of Supervisors

## FY 2027 – 2031 MIDDLESEX COUNTY CAPITAL IMPROVEMENTS PLAN

The table below outlines the Middlesex County FY 2027–2031 Capital Improvements Plan (CIP), including the County priority and evaluation score for each project. Cost estimates submitted by County departments for inclusion in the Middlesex County Capital Improvements Plan are current. Estimated Costs to Middlesex County may include matching state and federal grants or other non county funds. Please reference the Notes section following the table for further explanation and general comments made by the CIP Committee members.

CIP Comm. Priority	CIP Comm. Eval. Score	Dept. Priority	Projects Board of Supervisors Priority	Estimated Cost to Middlesex County					Total Project Cost
				2027	2028	2029	2030	2031	
1	13.8	Urgent	Public Safety Radio System Maintenance Upgrade (See Note 1)	\$1,300,000					\$1,300,000
2	13.4	Necessary	Multi-band Public Safety Radio Transition		\$296,130				\$296,130
3	13.0	Necessary	Facilities Asset Rehab/Renovation/Replacement	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
4	12.2	Necessary	Courthouse HVAC Improvements	\$300,000					\$300,000
5	12.2	Urgent	Middlesex High School Renovation (Note 2)	\$65,000,000					\$65,000,000
6	12.0	Necessary	St. Claire Walker Fire Access Panel		\$135,000				\$135,000
7	11.6	Urgent	School Bus Replacement	\$305,000	\$160,500	\$340,000	\$180,000	\$380,000	\$1,365,500
8	11.2	Urgent	High School Roof Top Units	\$250,000					\$250,000
9	10.6	Necessary	ERP System Software	\$287,000	\$100,000				\$387,000
10	10.6	Urgent	Hummel Field Storage Building (See Note 3)		\$88,000				\$88,000
11	10.6	Desirable	Bulk Water Storage Tank for Fire Protection	\$200,000					\$200,000
12	10.4	Necessary	Bus Shop Renovation		\$650,000				\$650,000
13	10.2	Necessary	Paving, Sealing, and Painting Parking Lots	\$240,000	\$53,000	\$53,000	\$25,000	\$25,000	\$396,000

Middlesex County Capital Improvements Plan – FY 2027 – 2031

CIP Comm. Priority	CIP Comm. Eval. Score	Dept. Priority	Projects Board of Supervisors Priority	Estimated Cost to Middlesex County					Total Project Cost
				2027	2028	2029	2030	2031	
				14	10.0	Necessary	HVAC Controls Upgrade at St. Claire Walker Middle School		
15	9.6	Necessary	Boiler Replacement at Middlesex Elementary				\$350,000		\$350,000
16	9.2	Necessary	Hummel Field Pump Island (See Note 4)	\$350,000					\$350,000
17	8.6	Necessary	RCE Building Repair and Restoration	\$4,000,000					\$4,000,000
18	8.4	Urgent	Syd Thrift Complex Renovation & Pole Vault Construction	\$400,000					\$400,000
19	8.0	Desirable	Hummel Airport New Hangers (See Note 5)		\$1,740,000				\$1,740,000
20	7.6	Necessary	Cook Corner Park Restrooms			\$135,000			\$135,000
21	7.4	Necessary	County Docks Project	\$40,000	\$70,000	\$70,000	\$40,000		\$220,000
22	7.0	Desirable	Heritage Trail Extension		\$190,000				\$190,000
23	6.8	Desirable	Animal Shelter Expansion				\$200,000		\$200,000
			<b>TOTALS</b>	\$72,872,000	\$3,847,630	\$798,000	\$995,000	\$605,000	\$79,117,630

NOTES:.

1. Source of Cost Estimate: L3 Harris-Radio System provider
2. Source of Cost Estimate: Mosley Architects
3. \$44,000 County/\$44,000 State
4. \$115,500 County/\$234,500 State
5. \$1,392,000 County/348,000 State

## PROJECT SUMMARIES

A summary of the projects in the Capital Improvements Plan (CIP) is included below. Each project is associated with a specific County department or constitutional office and will include the total cost of the project over the next five (5) years. All figures used represent estimated expenditures of the County as provided by the requesting County department or constitutional office. The cost of each project represents current projects estimates. Each project summary also includes a brief description, departmental priority, evaluation score, justification and the project’s relationship to the County’s Comprehensive Plan.

### COUNTY ADMINISTRATION PROJECTS

#### Facilities Asset Rehab/Renovation/Replacement

Description: This project is intended to provide resources to proactively address the needs of the County’s existing facilities assets with priorities based on asset condition and mission criticality. Asset items projected to be addressed in FY26 as resources allow include HVAC items at the Courthouse, Kidd Building, CSB, Health Dept, Woodward, and CCOC.

Departmental Priority: Necessary

Evaluation Score: 13.0

Capital Cost: \$1,000,000

Justification: this project establishes resources to proactively take care of the County’s assets over time. County Engineering completed an inventory and assessment of the County’s facilities assets during the summer of 2025. The County has over 840 assets at multiple facility locations. Deferment of needed attention leads to more costly asset failures and emergency repairs and could impact County operations.

Anticipated Start Date: July 1, 2026

Anticipated Completion Date: Ongoing

Impact on Operating Costs: Proactively addressing facilities asset needs is expected to save or reduce the increase in operating costs, including maintenance and energy, over time. The County should also realize operating cost controls through reduction in emergency and unplanned service calls over time.

#### Courthouse HVAV Improvements/Replacement/Upgrade

Description: This project seeks to address continuing staff concerns related to comfort and safety throughout the building. This project will include working with the assistance of the County’s term contract architect’s mechanical engineering experts to determine the necessary improvements to the building HVAC systems and associated controls along with updating estimated costs, followed by any necessary design and preparation of technical specifications for and assistance with the RFP process, followed by construction.

Departmental Priority: Necessary

Evaluation Score: 12.2

Capital Cost: \$300,000

Justification: During FY24-25 and FY25-25 staff have been called out on multiple occasions to service the aging HVAC equipment. Some of the equipment is no longer supported by the manufacturer. Life expectancy for chillers, pumps and AC units are 20 years, boilers are 24 years and controllers are 15 years; and the Courthouse is now over 20 years old. This submission adds to \$200,000 previously appropriated in FY25-26 to provide the total resources estimated to complete the project.

Anticipated Start Date: January 1, 2026

Anticipated Completion Date: December 31, 2026

Impact on Operating Costs: Once improvements are implemented operating costs savings are expected to be realized, including maintenance and energy, over time. The County should also realize operating cost controls through reduction in emergency and unplanned service calls over time.

**ERP (Enterprise Resource Planning) System Software**

Description: Replace the county’s accounting, payroll, financial, treasury systems with a current software to enhance reporting and fiscal accountability. A new system would be intuitive, provide report writing, data tracking, automate routine processes and provide meaningful data insights. It would reduce errors and redundancy.

Departmental Priority: Necessary

Evaluation Score: 10.6

Capital Cost: \$387,000

Justification: The County’s Financial system (BAI Municipal Software) is the primary Accounting/ Budget/Payroll software used by the County, which is green screen AS400 operated. Bright is over 30 years old. It is recommended to replace this system with a modern windows-based data analysis solution; during FY 24-25, an ERP committee made a recommendation to the board for purchase.

Anticipated Start Date: July 2026

Anticipated Completion Date: December 2029

Impact on Operating Costs: Annual costs for systems recommended is \$169,700, representing the annual subscription and cloud costs, which eventually will replace a current ongoing cost of \$55,000, and the need for R&M on the AS400.

**Paving, Sealing, Painting Parking Lots**

Description: This project is intended to provide resources to repave and repair parking areas owned by the county, including areas such as new courthouse, 911 center, skate park, convenience centers and parks.

Departmental Priority: Necessary

Evaluation Score: 10.2

Capital Cost: \$396,000

Justification: Preventive maintenance (periodic crack fill and sealing) has not been done on a routine basis, the last being done in 2016. Large cracks are present, some large and deep enough to have grass coming through; too much for crack filling.

Anticipated Start Date: July 2026  
Anticipated Completion Date: Ongoing  
Impact on Operating Costs: None expected

**RCE Building Repair and Restoration**

Description: A Board selected committee was created during FY23-24 to determine the needed RCE building improvements which included at a minimum roof, flooring, bathrooms, ceilings, and windows. The committee recommended developing the RCE building into a multipurpose recreational style building. This project will include working with the assistance of the County’s term contract architect to determine the use of the facility, phased design and construction administration followed by construction.

Departmental Priority: Necessary  
Evaluation Score: 8.6  
Capital Cost: \$4,000,000  
Justification:

This historically notable former school building in Middlesex is in a prime location to be useful to serve the County. Upgrades are needed before the building falls into any further disrepair.

Anticipated Start Date: January 2026  
Anticipated Completion Date: June 2028  
Impact on Operating Costs: Once restored, annual operating costs are estimated to be \$60,000/yr for utilities, custodial, and other O&M needs.

**Cooks Corner Park Restrooms**

Description: New outdoor park area at Cook’s Corner needs bathrooms. We will have a porta let there until this project is finished.

Departmental Priority: Necessary  
Evaluation Score: 7.6  
Capital Cost: \$135,000  
Justification:

We will have porta lets at the BBall/Pball, skate park and playground, but at some point need real bathrooms. First choice would have been a remodel of the RCE building to have outdoor accessible bathrooms. But if this doesn’t happen, real bathrooms will be needed.

Anticipated Start Date: September 2028  
Anticipated Completion Date: December 2028  
Impact on Operating Costs: Porta lets are \$125/each per month. (\$1500 per year) A two hole bathroom will require 3/week cleanings, plus water, hand drying/electricity maybe, and paper supplies, maybe \$3000/year. Porta lets are cheaper.

**County Docks Projects**

Description: County docks are in need of extensive repairs. Options include replace existing standard boat docks with floating docks, due to the continued problems with the pilings, decking and railings due to

rising tides, or replacing them with standard wooden docks. Docks are located in Waterview/Locklies Creek, Broad Creek/Timberneck, Lovers Lane and Mill Creek/Wake Boat Ramp.

Departmental Priority: Necessary  
Evaluation Score: 7.40  
Capital Cost: \$220,000  
Justification: County docks are in need of extensive repairs due to wear and age.  
Anticipated Start Date: TBD  
Anticipated Completion Date: TBD  
Impact on Operating Costs: Perhaps reducing maintenance cost by \$1000 annually, plus staff time.

### **Heritage Trail Extension**

Description: Heritage Trail was designed as a mile long trail around the CCOC area. The first phase was installed in 2021. The trail will continue behind CCOC.

Departmental Priority: Desirable  
Evaluation Score: 7.0  
Capital Cost: \$190,000  
Justification: After COVID, it became apparent that we needed more outdoor activities. This trail extension was designed, but not completed due to lack of funding.

Anticipated Start Date: July 2028  
Anticipated Completion Date: December 2028  
Impact on Operating Costs: Increase by \$1000 annually for cleaning, trash pickup and repairs.

### **Animal Shelter Expansion**

Description: We propose the addition of approximately 22 feet by 40 feet of climate-controlled indoor space. This expansion would accommodate new kennel areas, an isolation unit for sick or exposed animals, and potentially an improved adoption area. The new space will enhance animal welfare by reducing stress, illness, and cross-contamination, while also improving operational efficiency and public accessibility.

Departmental Priority: Desirable  
Evaluation Score: 6.8  
Capital Cost: \$200,000  
Justification: The Middlesex County Animal Shelter is in need of additional indoor space to meet current and projected demands for animal care and housing. The existing facility, constructed of outdated concrete block materials, was designed for a significantly smaller intake volume than we experience today. As a result, the needs of the animals frequently exceed our available capacity, leading to overcrowding and limited flexibility in housing arrangements and there is limited space for adoption interactions.

Anticipated Start Date: 2029  
Anticipated Completion Date: 2030  
Impact on Operating Costs: No impact

## **EMERGENCY SERVICES PROJECTS**

### **Public Safety Radio System Maintenance/Upgrade**

<u>Description:</u>	This proposal is a two-part complete upgrade solution to the VIDA SR11 platform from the existing VIDA SR10A.2 for our current Public Safety Radio System. This includes the replacement/upgrade of the following: VIDA primary network switching center core (NSC), VIDA secondary NSC, Saluda site Network Sentry to Win 10SW, Jamaica site Network Sentry to Win 10SW, Hartfield site Network Sentry to Win 10SW, 911 Dispatch Symphony SDP 3.0, project management, system/network engineering, factory staging, and installation.
<u>Departmental Priority:</u>	Urgent
<u>Evaluation Score:</u>	13.8
<u>Capital Cost:</u>	\$1,300,000
<u>Justification:</u>	The importance of this project is to update and maintain public safety radio system which was originally installed in 2018. Since the original installation, software and hardware components have evolved and it is imperative to update these systems to ensure proper operation and protect against a cyber security breach. This system serves as a component of the county’s critical infrastructure to ensure public safety communication between the 911 Center, law enforcement, fire, and EMS
<u>Anticipated Start Date:</u>	July 2026
<u>Anticipated Completion Date:</u>	June 2028
<u>Impact on Operating Costs:</u>	The implementation of this project cannot be funded through annual operating budgets. This equipment was not funded in initial capital public safety radio project but discussed as a potential future need after system implementation. This is a critical need to ensure the safety and survivability of our first responders and protect our communication’s infrastructure against cybersecurity attacks.

### **Multiband Public Safety Mobile Radio Transition**

<u>Description:</u>	To address a critical communications gap, Middlesex County Emergency Services seeks funding to acquire L3Harris XL-200 multi-band mobile, completing the transition for all fire, EMS, and Sheriff’s Office emergency vehicles. These departments currently face significant interoperability challenges that hinder emergency response operations and pose risks to public safety. This project will equip all emergency response vehicles with advanced XL-200 radios capable of seamless interoperability across multiple frequency bands, including 700 MHz and UHF 400 MHz.
<u>Departmental Priority:</u>	Necessary
<u>Evaluation Score:</u>	13.4
<u>Capital Cost:</u>	\$296,130
<u>Justification:</u>	Currently, Middlesex County operates on a 700 MHz public safety radio system used by law enforcement, fire, and EMS personnel. However, all surrounding jurisdictions use a 400 MHz UHF system,

creating a significant interoperability barrier during mutual aid responses. Without a shared communication platform, first responders must rely on time-consuming workarounds, such as relaying messages through dispatch centers, that delay response times, increase the risk of miscommunication, and endanger both responders and civilians. See attached documentation.

Anticipated Start Date: July 2026  
Anticipated Completion Date: June 2028  
Impact on Operating Costs: The completion of this project cannot be funded through annual operating budget. Only a limited amount of multi-band radios were purchased in the initial capital public safety radio projects but discussed as a potential future need. This is a critical need to ensure the safety and survivability of our first responders and citizens.

### **Bulk Water Storage Tank and Transfer Pump for Fire Protection**

Description: This project involves the construction and installation of a bulk water storage tank and transfer pump to enhance fire protection capabilities in the upper portion of Middlesex County. The Upper Middlesex Volunteer Fire Department has identified a property owner willing to donate land off Route 17, with existing crossover access, to support the department’s future service expansion. The initial phase of this project focuses on establishing a reliable and readily accessible water supply system to facilitate rapid refilling of fire department tankers during rural firefighting operations.

Departmental Priority: Desirable  
Evaluation Score: 10.6  
Capital Cost: \$200,000  
Justification: This project is necessary to address the limited water supply resources available for firefighting operations along the Route 17 corridor in upper Middlesex County. Currently, the only accessible bulk water sources in this area are in Saluda or at the Essex County Fire Station in Center Cross, both several miles away. During emergency incidents, this distance significantly increases tanker turnaround times, delays water delivery to the fireground, and reduces overall firefighting effectiveness. Installing a bulk water storage tank and transfer pump in this region will provide a reliable, local water source to support faster response times and enhance fire protection coverage for residents and businesses in northern Middlesex County.

Anticipated Start Date: July 2026  
Anticipated Completion Date: June 2028  
Impact on Operating Costs: The completion of this project cannot be funded through the annual operating budget and will require capital funding for construction and equipment acquisition. Once operational, the water storage tank and transfer pump will have minimal ongoing maintenance costs, primarily associated with routine inspections, pump servicing, and site upkeep. More importantly, this project will reduce operational

strain on neighboring fire departments by providing a local water source, decreasing tanker travel distances, and fuel consumption. By improving efficiency and response capabilities, the project indirectly reduces overall emergency response costs and enhances long-term sustainability of fire protection services for northern Middlesex County.

## **MIDDLESEX COUNTY PUBLIC SCHOOLS PROJECTS**

### **Middlesex High School Renovation**

Description: Extensive Renovation at Middlesex High School  
Departmental Priority: Urgent  
Evaluation Score: 12.2  
Capital Cost: \$65,000,000  
Justification: Portions of Middlesex High School date back to the late 1940's. A number of additions and renovations have occurred, with the latest being in 2002. Moseley Architects completed a Master Study, to include a conditions assessment of the mechanical, electrical, plumbing, and structural systems, as well as code compliance. There are a number of concerns involving ADA compliance as well as the presence of asbestos containing building materials. At the conclusion of their Study, Mosley Architects presented three options that address the aforementioned concerns, as well as provide an educational environment that meets the needs of students and staff through renovating and reconfiguring every space, ADA compliance, assuring adequate classroom space per VDOE recommendations, expanding the cafeteria, adding an auxiliary gym and 500-seat auditorium, and adding an 8th grade wing through the demolition of the existing east wing. The procurement of adjoining properties needs to be examined as to add area/options to the proposed campus.

Anticipated Start Date: July 1, 2026  
Anticipated Completion Date: TBD  
Impact on Operating Costs: Energy efficiency through the upgrades of building systems and reduced maintenance costs.

### **St. Clare Walker Fire Access Control Panel (FACP)**

Description: Replace Fire Access Control Panel at St. Clare Walker Middle School  
Departmental Priority: Necessary  
Evaluation Score: 12.0  
Capital Cost: \$135,000  
Justification: The current Notifier Fire Access Control Panel (FACP) is original to St. Clare Walker Middle School's construction in 1994. Replacing the outdated fire access control panel is a crucial investment in safety, compliance, and operational efficiency. By adopting a modern solution, we not only enhance the protection of lives and property but also position ourselves to adapt to future challenges effectively

Anticipated Start Date: July 1, 2027  
Anticipated Completion Date: TBD  
Impact on Operating Costs: Improved reliability and lower maintenance costs.

### **School Bus Replacement**

<u>Description:</u>	School Bus Replacement.
<u>Departmental Priority:</u>	Urgent
<u>Evaluation Score:</u>	11.6
<u>Capital Cost:</u>	\$1,365,500
<u>Justification:</u>	Replacing school buses is a vital investment for enhancing student safety, reliability, and environmental responsibility. The Virginia Department of Education recommends pulling buses off of full-time routes once they are fifteen years old. Furthermore, it is advised that plans be made annually to replace 10% of a school's fleet. Newer models offer advanced safety systems and improved fuel efficiency, significantly reducing emissions and the carbon footprint of school transportation. Additionally, maintaining aging buses can lead to escalating repair costs, while newer buses provide a safer and reliable ride for students. The proposed cycle for replacement of school buses alternates between one and two school buses per year while also taking into consideration the best practices for school bus replacement.
<u>Anticipated Start Date:</u>	July 1, 2026
<u>Anticipated Completion Date:</u>	June 30, 2030
<u>Impact on Operating Costs:</u>	Improved reliability, better fuel efficiency, and lower maintenance costs.

### **Middlesex High School Roof Top Units**

<u>Description:</u>	Replacement of kitchen and cafeteria rooftop units at Middlesex High School
<u>Departmental Priority:</u>	Urgent
<u>Evaluation Score:</u>	11.2
<u>Capital Cost:</u>	\$250,000
<u>Justification:</u>	<p>This project is a resubmission for the approved CIP replacement of two packaged rooftop HVAC units serving the Middlesex High School cafeteria and kitchen.</p> <p>The existing units (manufactured in 2002) have exceeded their ASHRAE life expectancy, are unreliable, and require frequent, costly service calls.</p> <p>The initial budget was based on a severely underbudgeted Honeywell quote. The discrepancy is due to two factors:</p> <ol style="list-style-type: none"><li>1. Honeywell abandoned the old standard of quoting by tonnage (no longer allowed by manufacturers)</li><li>2. Major new legislative mandates (2023 DOE Sustainability/Efficiency and 2024 Refrigeration Change) have substantially inflated equipment costs.</li></ol> <p>Because the current budget now only covers one unit, this resubmission provides the accurate, increased pricing required to replace both critical units and secure a reliable, long-term solution.</p>

Anticipated Start Date: July 1, 2026  
Anticipated Completion Date: TBD  
Impact on Operating Costs: Energy efficiency and reduced maintenance costs.

**Bus Shop Renovation**

Description: Renovation of Middlesex County Public Schools’ Bus Shop  
Departmental Priority: Necessary  
Evaluation Score: 10.4  
Capital Cost: \$650,000  
Justification:

The existing Bus Shop at the Cooks Corner Office Complex is in need of updating to enhance operational efficiency and safety. A renovation would consist of the following; upgrade undersized electrical panel; abatement of vinyl composite tile and glue; scrape lead paint from rear soffit; demo and replace 5 single pain broken windows; repair and polish concrete floors; tear off existing metal roof and apply fleecback EPDM roof system; paint interior and exterior CMU; replace garage doors; install two 5-ton Carrier gas packaged units with associated duct work; install high bay LED lights. This project will prolong the life of the facility while also ensuring compliance with current health and safety regulations.

Anticipated Start Date: July 1, 2027  
Anticipated Completion Date: TBD  
Impact on Operating Costs: Energy upgrades through the upgrades of building systems and reduced maintenance costs.

**HVAC Controls Upgrade at St. Clare Walker Middle School**

Description: Replace Pneumatic Controls with Direct Digital Controls (DDC) at St. Clare Walker Middle School.  
Departmental Priority: Necessary  
Evaluation Score: 10.0  
Capital Cost: \$165,000  
Justification:

Replacing the school's original 1993 pneumatic controls with Direct Digital Controls (DDC) is critical because the existing system is well beyond its expected lifespan and increasingly unreliable, leading to higher failure rates and specialized maintenance costs. Furthermore, DDC offers centralized remote monitoring and diagnostics, drastically reducing troubleshooting time and allowing staff to address mechanical issues before they impact comfort or waste energy. The accuracy of digital controls ensures tighter temperature regulation, creating a more comfortable and productive learning environment for students and faculty. Ultimately, this project is a strategic investment that transitions the school from obsolete, high-maintenance technology to a modern, efficient, and reliable building automation platform.

Anticipated Start Date: July 1, 2027  
Anticipated Completion Date: TBD  
Impact on Operating Costs: The transition to DDC controls will positively impact operating costs by achieving significant energy savings through more precise control

and optimization of the HVAC system, alongside reducing labor and maintenance expenses due to remote diagnostics and the elimination of aging pneumatic system failures.

**Boiler Replacements at Middlesex Elementary School**

Description: Replace two boilers at Middlesex Elementary School  
Departmental Priority: Necessary  
Evaluation Score: 9.6  
Capital Cost: \$350,000  
Justification: At 24 years old, the firetube boilers at MES are at the end of their 20-25 year lifespan, presenting a high risk of catastrophic failure and necessitating escalating, unpredictable repair costs. These older boilers operate inefficiently, likely wasting 15-20% of fuel by only achieving about 80-85% thermal efficiency. Replacing them with modern condensing technology will immediately raise efficiency to 95-99%, guaranteeing significant, long-term annual fuel cost savings. Therefore, this proactive replacement is essential to ensure reliable, uninterrupted heating and to quickly provide a strong financial return on investment.

Anticipated Start Date: July 1, 2029  
Anticipated Completion Date: TBD  
Impact on Operating Costs: Replacing an 80% efficient boiler with a 95%+ efficient model can result in annual fuel cost savings of 15% to 20% or more, providing a clear and quantifiable return on investment (ROI) for the replacement project.

**Syd Thrift Athletic Complex Renovation & Pole Vault Construction**

Description: Repair drainage and renovate track at the Syd Thrift Athletic Complex & Pole Vault  
Departmental Priority: Urgent  
Evaluation Score: 8.4  
Capital Cost: \$400,000  
Justification: The existing drainage solution at the Syd Thrift Athletic Complex track has failed, resulting in a number of sink holes along the interior of the track. In order to repair the drainage issue, the existing drain needs to be removed which consists of cutting into lane 1 and excavating down to remove the old drain. A new perforated pipe would be placed along the inside of the track and connected into the existing storm water drainage pipes. The existing rubber would be removed from the entire track, new pavement added to raise the surface of the track, new rubber installed, and markings painted. This project would address a major safety issue that has been a concern for many of our student-athletes. This project would also include the construction of a pole vault runway, pit, and pad so that the invitationals could be held at the complex.

Anticipated Start Date: July 1, 2026  
Anticipated Completion Date: TBD  
Impact on Operating Costs: Reduced maintenance costs, improved safety and performance, extended lifespan, and enhanced drainage.

## **HUMMEL AIRPORT PROJECTS**

### **Hummel Airport Storage Building**

<u>Description:</u>	This project would construct a storage building/maintenance workshop as illustrated in the “Revised” Airport Layout Plan.
<u>Departmental Priority:</u>	Urgent
<u>Evaluation Score:</u>	10.6
<u>Capital Cost:</u>	\$88,000
<u>Justification:</u>	Equipment that is purchased with state airport funds are required by statute to be kept at the airport. Currently there is no facility to store / maintain this equipment out of the elements.
<u>Anticipated Start Date:</u>	Spring 2028
<u>Anticipated Completion Date:</u>	Summer 2028
<u>Impact on Operating Costs:</u>	No impact.

### **Hummel Airport Pump Island Improvement**

<u>Description:</u>	This project would replace the existing Fuel Pump equipment & electrical wiring with a Digital Analog Fuel Pump and associated equipment, wiring and controls. Project will also include upgrading site area drainage and pavement.
<u>Departmental Priority:</u>	Necessary
<u>Evaluation Score:</u>	9.20
<u>Capital Cost:</u>	\$350,000
<u>Justification:</u>	The existing Fuel Pump is the original mechanical pump with internal gears that are well past its useful life. Continued maintenance is frequent and costly.
<u>Anticipated Start Date:</u>	Fall of 2027
<u>Anticipated Completion Date:</u>	Fall of 2027
<u>Impact on Operating Costs:</u>	Not Provided.

### **Hummel Airport New Hangers**

<u>Description:</u>	This project would construct a combination of Box Hangars and “T” Hangars as illustrated in the “Revised” Airport Layout Plan.
<u>Departmental Priority:</u>	Desirable
<u>Evaluation Score:</u>	8.0
<u>Capital Cost:</u>	\$1,740,000
<u>Justification:</u>	Due to ease of access and the popularity of Hummel Field, there is an increased demand for Hangar space and facilities for storage and/or parking of aircraft.
<u>Anticipated Start Date:</u>	Spring 2028
<u>Anticipated Completion Date:</u>	Summer 2028
<u>Impact on Operating Costs:</u>	No impact.

# APPENDIX A:

## PROJECT EVALUATION CRITERIA 2027-2031 CIP EVALUATION CRITERIA

Department: \_\_\_\_\_

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

Criteria	Measure Score	Weight		Total
<b>Life Expectancy of Project</b> 3 - functional life of 20 years or more 2 - functional life of 15 to 19 years 1 - functional life of 10 to 14 years 0 - functional life of less than 10 years		1		
<b>Population Served</b> 3 points - serves 50% or more of the County's Population 2 points - serves 25% - 49% of the County's Population 1 point - serves 10% - 24% of the County's Population 0 points - serves less than 10% of the County's Population		1		
<b>Improves Health and Safety</b> 2 - addresses a major hazard 1 - addresses a minor hazard 0 - addresses no hazard		1		
<b>Meet legal requirements</b> 2 - required within 2 years 1 - required after 2 years 0 - not required		1		
<b>Impact on Operating Budget</b> 3 - reduces operating budget by more than 10% 2 - reduces operating budget by 5 to 9.9% 1 - reduces operating budget by less than 5% 0 - provides no reduction or increases operating budget		1		
<b>Relationship to Adopted Plans and Policies</b> 2 - clearly meets or implements plans and policies 1 - does not conflict with plans and policies 0 - conflicts with plans and policies		1		
<b>Economic Development, job creation</b> 3 - facilitate creation of 100 or more jobs 2 - facilitate creation of 50 to 99 jobs				

1 - facilitate creation of 10 to 49 jobs 0 - facilitate creation of less than 10 jobs		1		
<b>Economic Development, tax base expansion (m=million)</b> 3 - facilitate creation of new taxable property of 10m or more 2 - facilitate creation of new taxable property of 5m to 9.9m 1 - facilitate creation of new taxable property of .5m to 4.9m 0 - facilitate creation of new taxable property of less than .5m		1		
<b>Readiness to proceed</b> 2 - within 1 year 1 - within 2 years 0 - more than 2 years		1		
<b>Quality of Life</b> 2 - project has positive aesthetic and/or social effects 1 - project has neither positive or negative effects 0 - project has negative aesthetic and/or social effects		1		
<b>Environmental Impact</b> 2 - project has a positive impact on Total Maximum Daily Load 1 - project has neither positive or negative impact on TMDL's 0 - project has negative impact on TMDL's		1		
<b>Departmental priority</b> 2 - urgent 1 - necessary 0 - desirable only		1		

**Total Score \_\_\_\_\_  
(Weighted Criteria)**

**Project Evaluation Criteria for  
Capital Improvement Programming**

**Population Served**

- What is the percentage of citizens that will gain potential benefit from the project?

**Public Health, Safety, or Welfare**

- Does the project eliminate or reduce unsafe or unhealthful conditions?
- What health or safety impacts will result from the project?

**Legal Requirements**

- Is the project needed to meet legal requirements?
- Is the project needed to meet state or federal mandates?

- Is the county under threat of any sanction or fine in the near term for failure to comply?

#### **Fiscal Impacts**

- What local government revenues will be affected by the project?
- What net impact will the project have on the operating budget?
- Does the project improve energy requirements?
- Will the project increase the efficiency of the service delivery?
- Are the expected benefits greater than the project's costs?
- Does the project reduce or avoid potential liabilities?

#### **Community Plans and Policies**

- Is the project consistent with the comprehensive plan and other plans?
- Is the project consistent with the governing body's policies?
- Does the project location comply with or complement county development patterns and intended growth areas?

#### **Community Economic Impact**

##### **(Job Creation)**

- Does the project increase the number of jobs available to the local workforce?
- Does the project add more job choice and diversification to the local labor market?
- Will the project complement and/or supplement the local economy?

##### **(Tax base)**

- Does the project increase the valuation of local property?
- Will deferral of the project increase land acquisition costs?
- Does the project provide a service needed for economic development?

#### **Readiness to Proceed**

- Is the project essential to the success of other proposed projects already under development?
- Is the project part of a larger program already funded?
- Does the project complete or make fully usable a major public improvement?

#### **Quality of Life**

- Does the project have positive aesthetic and social effects?
- Will the project cause inconvenience to the public during construction?

#### **Environmental Impact**

- What potential positive environmental impacts will result from the project?
- How much can the county lower its TMDL as a result of the project?

## **APPENDIX B:**

# **EXISTING CAPITAL FACILITIES INVENTORY**

### Middlesex County, Virginia Existing Capital Facilities Inventory 2025

Facility	Tax Map #	Address	Zoning District	Total Value	Latitude	Longitude	Acreage
<u>Land @ Canoe House Landing (Route 605)</u>	3-3	Canoe House Road	LDR	\$4,000	37°45'4.566"N	76°39'41.558"W	1.00
<u>Jamaica Convenience Center</u>	12-98B	Waterview Road	VC	\$109,700	37°41'37.648"N	76°41'0.687"W	2.00
<u>Old Dumpster Site @ Pine Tree</u>	19-41	Warner Rd. & Virginia St.	LDR	\$4,800	37°39'5.695"N	76°36'34.331"W	0.96
<u>Land @ Watson Landing</u>	26- 90B		LDR	\$50,000	37°37'12.281"N	76°35'24.982"W	0.8
<u>Office Space on Bowden Street</u>	26B-1-72	105 Bowden Street	VC	\$698,300	37°36'24.95"N	76°35'33.582"W	1.730
<u>Adjacent to Sheriff's Office</u>	26B- 1-84	Oakes Landing Rd.	R	\$26,300	37°36'27.694"N	76°35'41.902"W	1.2531
<u>Middlesex Historic Courthouse</u>	26B- 1-77	865/877 General Puller Hwy	GB	\$2,596,800	37°36'23.754"N	76°35'40.556"W	1.43
<u>New Courthouse</u>	26B - 1 - 86	73 Bowden St	GB	\$7,049,600	37°36'25.274"N	76°35'37.576"W	2.5115
<u>Middlesex County Sheriff's Office (Old)</u>	26B- 1- 82&83	75 Oakes Landing Road	GB	\$515,000 (Total)	37°36'26.526"N	76°35'41.663"W	
<u>Middlesex High school</u>	26B-1-16	454 General Puller Hwy	VC	\$6,546,000	37°36'29.474"N	76°36'7.741"W	17.826
<u>Land @ Oakenham</u>	26-51B	Adjacent to High School	VC	\$29,900	37°36'17.641"N	76°36'13.086"W	3.47

<b>Facility</b>	<b>Tax Map #</b>	<b>Address</b>	<b>Zoning District</b>	<b>Total Value</b>	<b>Latitude</b>	<b>Longitude</b>	<b>Acreage</b>
<u>Adjacent to 27-52A</u>	27-51	1793 Gen. Puller Hwy	VC	\$74,800	37°36'1.824"N	76°34'52.805"W	5.428
<u>WasteWater Treatment Plant</u>	27-52A	Gen.Puller Hwy.	VC	\$110,000	37°36'8.923"N	76°34'54.422"W	30.32
<u>Property Near Landfill</u>	27-83	Faraway Road	LDR	\$12,000	37°35'5.888"N	76°33'56.766"W	6.00
<u>Property Adjacent Landfill</u>	27-84	372 Faraway Road	LDR	\$203,200	37°35'0.138"N	76°33'59.502"W	35.4
<u>Rappahannock Central</u>	27-122	2840 Gen.Puller Hwy	VC	\$436,900	37°36'7.833"N	76°33'43.728"W	4.0830
<u>Kidd Bldg./Dog Park</u>	27-122A		VC	\$565,800	37°36'4.223"N	76°33'40.474"W	6.3688
<u>School Board/Vacant Property</u>	27-123A		VC	\$115,900	37°35'.56.808"N	76°33'34.482"W	19.3154
<u>Cooks Corner Office Complex</u>	27-177	General Puller Hwy	VC	\$49,300	37°36'19.529"N	76°33'43.956"W	13.71
<u>Cooks Corner Office Complex</u>	27-178 & 179A	2893 General Puller Hwy	VC	\$1,224,600	37°36'13.923"N	76°33'40.78"W	6.674
<u>Middlesex County Health Dept</u>	27-9-A	2780 General Puller Hwy	VC	\$491,200	37°36'0.738"N	76°33'35.043"W	3.00
<u>Middlesex County Sheriff's Office (New) Puller Center</u>	27-9-B	2788 General Puller Hwy	VC	\$772,600	37°36'0.06"N	76°33'42.669"W	5.3473

<b>Facility</b>	<b>Tax Map #</b>	<b>Address</b>	<b>Zoning District</b>	<b>Total Value</b>	<b>Latitude</b>	<b>Longitude</b>	<b>Acreage</b>
<u>Public Landing @RT634 Whiting Creek</u>	28C-3-5	Marsh Pungo Rd.	LDR	\$47,700	37°36'35.979"N	76°30'22.157"W	0.36
<u>Middlesex Elementary School</u>	28-110	823 Philpot Rd	LDR	\$8,006,300	37°35'21.286"N	76°30'12.967"W	53.0912
<u>Sports Complex</u>	29-27C	84 Sports Complex Rd	LDR	\$326,000	37°35'23.777"N	76°29'59.743"W	15.6275
<u>SCW Middle School</u>	29-27B	6814 General Puller Hwy	LDR	\$6,531,900	37°35'27.726"N	76°29'54.735"W	16.82
<u>Public Landing Off of Cox Landing Road</u>	(Adj.) 29A-4-1A	Off of Cox Landing Rd	LDR		37°36'28.771"N	76°27'46.559"W	
<u>Public Landing @ RT621</u>	30E -1-8A	Locklies Creek Rd.	WC	\$151,500	37°35'37.834"N	76°26'6.654"W	0.46
<u>Hummel Airport</u>	30 -110	310 Plainview Rd	LDR	\$1,077,700	37°35'37.834"N	76°26'6.654"W	63.298
<u>Hummel Airport</u>	30-116A	310 Plainview Rd	LDR	\$280,000	37°36'27.088"N	76°26'47.413"W	8.50
<u>Hummel Airport</u>	30-116B	310 Plainview Rd	LDR	\$270,000	37°36'27.088"N	76°26'43.431"W	6.00
<u>Middlesex County Landfill</u>	35 - 10	371 Faraway Rd.	LDR	\$590,100	37°34'55.571"N	76°33'54.998"W	60.18
<u>Shooters Hill Dumpster Site</u>	36-4-6A	Pointe Anne Dr./Tree Ln.	LDR	\$1,500	37°33'40.797"N	76°29'54.094"W	0.19

<b>Facility</b>	<b>Tax Map #</b>	<b>Address</b>	<b>Zoning District</b>	<b>Total Value</b>	<b>Latitude</b>	<b>Longitude</b>	<b>Acreage</b>
<u>Hartfield Convenience Center</u>	38 – 142B	Wood Brothers Rd.	GB	\$41,200	37°33'13.493"N	76°26'48.173"W	1.36
<u>Old Wilton Elementary (YMCA)</u>	38 – 132	11487 General Puller Hwy	VC	\$2,154,400	37°33'4.551"N	76°26'19.438"W	10.00
<u>Freeshade Community Center</u>	38 – 316	1544 Regent Rd.	VC	\$210,300	37°34'34.031"N	76°27'17.191"W	3.00
<u>Freeshade Community Center</u>	38 – 317	Regent Rd.	VC	\$36,000	37°34'35.871"N	76°27'19.201"W	2.00
<u>Paradise Lane Property</u>	40-214	318 Paradise Ln.	VC	\$271,800	37°32'55.683"N	76°20'43.078"W	7.05
<u>Public Landing @North End Rd</u>	40-6-9A	North End Rd.	R	\$7,500	37°34'21.471"N	76°21'34.674"W	0.75
<u>Maritime Museum</u>	41-82	287 Jackson Creek Rd	R	\$1,451,800	37°33'7.124"N	76°19'26.887"W	17.5
<u>Land @ Jackson Creek</u>	41-27-A	18200 General Puller Hwy	R	\$358,200	37°33'10.535"N	76°19'22.399"W	4.57
<u>Land on Jackson Creek Road</u>	41-28-4	Jackson Creek Rd.	R	\$59,600	37°33'5.028"N	76°19'40.717"W	14.73
<u>Deltaville Convenience Center</u>	41-11A-2D	42 Recycling Dr.	VC	\$71,900	37°33'22.924"N	76°19'41.46"W	1.332

<b>Facility</b>	<b>Tax Map #</b>	<b>Address</b>	<b>Zoning District</b>	<b>Total Value</b>	<b>Latitude</b>	<b>Longitude</b>	<b>Acreage</b>
<u>Land on Jackson Creek Road</u>	41-28-4	Jackson Creek Rd.	R	\$59,600	37°33'5.028"N	76°19'40.717"W	14.73
<u>Deltaville Convenience Center</u>	41-11A-2D	42 Recycling Dr.	VC	\$71,900	37°33'22.924"N	76°19'41.46"W	1.332
<u>Public Dock @ RT636</u>	41-112A	Timberneck Road	WC	\$47,900	37°33'37.855"N	76°18'57.367"W	
<u>Dredge Spoils Site</u>	41-69-4A	General Puller Hwy	R	\$33,600	37°33'19.237"N	76°19'40.717"W	10.846

**Middlesex Water Authority Existing Capital Facilities Inventory 2023**

<b>Facility</b>	<b>Tax Map #</b>	<b>Address</b>	<b>Zoning District</b>	<b>Total Value</b>	<b>Latitude</b>	<b>Longitude</b>	<b>Acreage</b>
<u>Land off Urbanna Road</u>	27-10-1A	Urbanna Road	VC	\$105,600	37°37'11.218"N	76°34'15.11"W	1.9145
<u>Land off General Puller Hwy.</u>	40-290A	General Puller Hwy.	VC	\$2,600	37°33'15.339"N	76°21'58.287"W	1.00

Note: All Assessment values obtained from the Commissioner of Revenue's Office.



# Middlesex County Board of Supervisors Staff Report

**MEETING DATE: January 6, 2026**

**PREPARER: Dave Kretz**

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## **AM 2025-05: Subdivision Ordinance Revisions for Requirement for Designated Agent Review**

### **Request:**

1. **Ordinance Amendment #2025-05**, initiated by Board of Supervisors. The request is for the purpose of amending the Middlesex County Subdivision Ordinance to comply with recent amendments to the Code of Virginia. The amendment requires review of Subdivisions to be performed by the Designated Agent, removing the Planning Commission and the Governing Body from the review process and modifying review time frames for the Designated Agent.

### **Summary:**

The purpose of the application is to amend sections of the Middlesex County Subdivision Ordinance as they relate to Planning Commission and Board of Supervisors review of Subdivision Plans and Plats. These amendments are required by recent changes in the Code of Virginia. Included is draft amended text. Staff has reviewed the Ordinance and has made recommended changes related to code requirement and has included them in this report.

### **Planning Commission Recommendation:**

- The Planning Commission voted 7-0, with 4 absent, to Approve AM 2025-05 as submitted.

### **Staff Recommendation:**

- Approve the Amendment as submitted.

### **Attachments:**

See below for text amendments-

## Subdivision Ordinance Revisions-

### Proposed

#### **2-1. Designation of Agent.**

The Planning Director is hereby designated as the Designated Agent, to whom responsibility for administration and enforcement of this ordinance is delegated. The Board of Supervisors may designate an alternate Agent, to whom the same responsibilities for administration and enforcement shall be delegated, to serve under such conditions and for a term as prescribed by the Board. (amended 10/01/83, 4/18/00)

#### **2-2. Duties of Designated Agent.**

The agent shall have the following duties:

- A. To review and approve or disapprove plats and plans for minor subdivisions;
- B. To conduct the informal conference with the subdivider as provided for in Section 5.1 of this ordinance;
- C. To ~~assist the Commission with evaluation of~~ evaluate preliminary plats and plans for major subdivisions;
- D. To review and approve or disapprove final plats and plans for major subdivisions;
- E. To take such actions as are necessary, proper, and legally permissible to prevent, terminate, remove, or correct violations of this ordinance; and
- F. To recommend to the Governing Body, as needed, amendments to this ordinance.

#### **2-3. Duties of Commission.**

The Commission shall have the following duties:

- A. To review and make recommendations to the Board of Supervisors regarding necessary changes and amendments to this Ordinance;
- B. To review preliminary or conceptual subdivision plats and plans submitted in conjunction with a rezoning request at the time of the rezoning hearing and make appropriate recommendations to the Board of Supervisors.

1)

~~For purposes of this ordinance, the Commission shall have the duty of reviewing preliminary plats and plans for major subdivisions and recommending any changes to be incorporated in the final plats and plans thereof in order to ensure compliance with the standards and requirements of this ordinance.~~

#### **2-3.2-4. Consultation.**

In the performance of their duties, the Designated Agent ~~and the Commission~~ may call for advice or written decisions or opinions from other departments and agencies when evaluating details of submitted plats. This authority shall have particular reference to the Virginia Department of Transportation and the Health Department.

#### **5-6. Procedure for Preliminary Plat Review of Major Subdivisions.**

- A. Submission Requirements: The subdivider shall submit to the agent twenty (20) copies of a preliminary plat for a major subdivision. Upon submittal, the subdivider shall pay the appropriate subdivision plat review fee according to the Middlesex County Fee Ordinance.
- B. Review Process: Upon meeting all the submittal requirements of Section 5-8, the agent shall transmit copies of the preliminary plat to those County departments and state and/or federal agencies deemed appropriate for their review and comment and shall establish a date for which written comments shall be returned to the agent. The agent shall prepare a composite report on the proposed subdivision to determine if it meets the requirements of this ordinance and other applicable regulations. The report shall include requirements by other agencies. ~~The Commission shall review the preliminary plat and agent's report.~~
- a. Community Impact Statement: In the case of major subdivisions of twenty-five (25) or more dwelling units, or where the potential for the creation of twenty-five (25) or more dwelling units exists through resubdivision, or where in the opinion of the Planning Director the proposed development is expected to have a significant impact on the County services, the major subdivision application shall be accompanied by a Community Impact Statement analyzing the proposed development and its expected impacts upon existing municipal facilities and services. The Community Impact Statement shall provide qualified opinions regarding the following:
- i. Population impact, providing an estimate of population to be added to the municipal population and broken down into data for age groupings;
  - ii. School impact, providing an estimate of preschool and school age children to be generated by project development broken down into school grades and an analysis of the ability of the public school system to absorb the projected increase. The analysis is to provide data on school facility capacity, existing enrollments, cumulative projections of new students, impacts on facilities, support staff, and added costs to the school district;
  - iii. Services impact, providing an analysis of the services provided by the County to serve proposed development and the impact of the development on the services; and
  - iv. Fiscal impact, providing an analysis of the estimated tax revenues to be generated versus the cost of public improvements to be financed by the County.
- b. Traffic Impact Statement: In the case of major subdivisions of twenty-five (25) or more dwelling units, or where the potential for the creation of twenty-five (25) or more dwelling units exists through resubdivision, or where in the opinion of the ~~Planning Director Designated Agent~~ and VDOT the proposed development is expected to have a significant impact on the transportation network, the major subdivision application shall be accompanied by a Traffic Impact Statement providing an analysis of the existing road network available to serve the proposed development. The Traffic Impact Statement shall analyze the levels of service impacts of the proposed development based on a twenty (20) year demand projection, the capacity of the existing and proposed roadways, the existing and proposed traffic volumes, the existing roadway conditions, the roadway improvements that are required to serve the development and the cost for improvements. If, upon the advise of VDOT, such additional traffic would, in their opinion, exceed the standard for public safety and corrective action would not be feasible the, in such event, the ~~Planning Commission- Designated Agent~~ may:
1. Require the developer to reduce the size of the development to a number of lots or dwelling units deemed to be safe;
  2. Require deed restrictions to prevent the resubdivision of properties or the creation of additional dwelling units; or

3. Deny the approval of the application.

3. Additional Studies: The ~~Planning Commission~~ Designated Agent may undertake or require the applicant to undertake any study that it reasonably deems essential to ensure that the development can satisfy the purposes found in Section 1-1 of this Ordinance. The applicant shall pay the reasonable cost of any such study.
- C. Notification of Major Subdivision Application: ~~Upon meeting all the submittal requirements of Section 5-8, the agent shall provide written notice to adjacent property owners by certified mail. Written notice shall also be provided to members of the Board of Supervisors. All major subdivisions reviewed by the Planning Commission shall require a public hearing. Advertising shall be in accordance with Section 15.2 2204 of the Code of Virginia, as amended. The Zoning Administrator shall not accept revisions, amendments or additions within five (5) business days of a public hearing date to review the major subdivision. The Planning Commission may accept revisions, amendments, or additions at the meeting when reviewing of the application. All major subdivisions shall be kept on file by the Zoning Administrator and made available to the public for review during established office hours. (Removed by Amendment 07/08/2025)~~
- D. Timeframe for Approval: The ~~Commission~~ Designated Agent shall ~~consider~~ act on the any proposed plat within 60 days after it has been officially submitted for approval by either approving or disapproving the plat in writing, and giving with the latter specific reasons therefor. and either grant approval or disapprove it within ninety (90) days of submittal to the agent. If approval of a feature or features of the plat by a state agency or public authority authorized by state law is necessary, the Designated Agent shall forward the plat to the appropriate state agency or authority for review within five business days of receipt of such plat. Upon receipt of the approvals from all state agencies and other agencies, the Designated Agent shall act upon the plat within 35 days. The plat may be granted preliminary approval with conditions. The agent shall notify the applicant of the Commission's findings within seven (7) days of the Commission meeting. Such notice shall state any actions, changes, conditions, or additional information that shall be required to secure final plat approval of the subdivision. If disapproved, the notice shall state the specific reasons for disapproval. The reasons for disapproval shall identify deficiencies in the plat which cause the disapproval by reference to specific duly adopted ordinances, regulations or policies and shall generally identify such modifications or corrections as will permit approval of the plat.
- E. Effect of Approval: Approval by ~~the commission or the~~ Designated aAgent of the preliminary plat shall not constitute a guarantee of approval by the agent of the final plat.
- F. Term of Validity: The subdivider shall have not more than a period of five (5) years after the date of preliminary plat approval to obtain final plat approval, provided the subdivider (i) submits a final plat for all or a portion of the property within one (1) year of such approval, and (ii) thereafter diligently pursues approval of the final plat. "Diligent pursuit of approval" means that the subdivider has incurred extensive obligations or substantial expenses relating to the submitted final subdivision plat or modifications thereto. Failure to file a final plat within this timeframe shall make the preliminary plat null and void. The final plat shall incorporate any changes required by the ~~Commission~~ Designated Agent, County departments and state and/or federal agencies as being necessary to comply with the requirements of this ordinance.

## Article 9: Definitions

DESIGNATED AGENT means any agent employed or authorized by a locality and designated by the governing body to review and act on subdivision plats, site plans, and plans of development. "Designated agent" does not include the local planning commission. For the purposes of this definition, Designated Agent shall mean the Director of Planning, his or her designee or other agent assigned by the Board of Supervisors. Where noted in this ordinance, the term "Agent" and "Designated Agent" shall be deemed synonymous.

# VIRGINIA ACTS OF ASSEMBLY - 2025 SESSION

## CHAPTER 594

*An Act to amend and reenact §§ 15.2-2201, 15.2-2241, 15.2-2245, 15.2-2254, 15.2-2258, 15.2-2259, 15.2-2260, 15.2-2261, 15.2-2269, 15.2-2270, 15.2-2271, and 15.2-2307 of the Code of Virginia, relating to subdivision ordinance; plan review by designated agent.*

[S 974]

Approved March 24, 2025

**Be it enacted by the General Assembly of Virginia:**

**1. That §§ 15.2-2201, 15.2-2241, 15.2-2245, 15.2-2254, 15.2-2258, 15.2-2259, 15.2-2260, 15.2-2261, 15.2-2269, 15.2-2270, 15.2-2271, and 15.2-2307 of the Code of Virginia are amended and reenacted as follows:**

**§ 15.2-2201. Definitions.**

As used in this chapter, unless the context requires a different meaning:

"Affordable housing" means, as a guideline, housing that is affordable to households with incomes at or below the area median income, provided that the occupant pays no more than thirty percent of his gross income for gross housing costs, including utilities. For the purpose of administering affordable dwelling unit ordinances authorized by this chapter, local governments may establish individual definitions of affordable housing and affordable dwelling units including determination of the appropriate percent of area median income and percent of gross income.

"Conditional zoning" means, as part of classifying land within a locality into areas and districts by legislative action, the allowing of reasonable conditions governing the use of such property, such conditions being in addition to, or modification of the regulations provided for a particular zoning district or zone by the overall zoning ordinance.

*"Designated agent" means any agent employed or authorized by a locality and designated by the governing body to review and act on subdivision plats, site plans, and plans of development. "Designated agent" does not include the local planning commission. However, the local planning commission may serve as the designated agent of any locality with a population of 5,000 or less.*

"Development" means a tract of land developed or to be developed as a unit under single ownership or unified control which is to be used for any business or industrial purpose or is to contain three or more residential dwelling units. The term "development" shall not be construed to include any tract of land which will be principally devoted to agricultural production.

"Historic area" means an area containing one or more buildings or places in which historic events occurred or having special public value because of notable architectural, archaeological or other features relating to the cultural or artistic heritage of the community, of such significance as to warrant conservation and preservation.

"Incentive zoning" means the use of bonuses in the form of increased project density or other benefits to a developer in return for the developer providing certain features, design elements, uses, services, or amenities desired by the locality, including but not limited to, site design incorporating principles of new urbanism and traditional neighborhood development, environmentally sustainable and energy-efficient building design, affordable housing creation and preservation, and historical preservation, as part of the development.

"Local planning commission" means a municipal planning commission or a county planning commission.

"Military installation" means a base, camp, post, station, yard, center, homeport facility for any ship, or other activity under jurisdiction of the U.S. Department of Defense, including any leased facility, or any land or interest in land owned by the Commonwealth and administered by the Adjutant General of Virginia or the Virginia Department of Military Affairs. "Military installation" does not include any facility used primarily for civil works, rivers and harbors projects, or flood control projects.

"Mixed use development" means property that incorporates two or more different uses, and may include a variety of housing types, within a single development.

"Official map" means a map of legally established and proposed public streets, waterways, and public areas adopted by a locality in accordance with the provisions of Article 4 (§ 15.2-2233 et seq.) hereof.

"Planned unit development" means a form of development characterized by unified site design for a variety of housing types and densities, clustering of buildings, common open space, and a mix of building types and land uses in which project planning and density calculation are performed for the entire development rather than on an individual lot basis.

"Planning district commission" means a regional planning agency chartered under the provisions of Chapter 42 (§ 15.2-4200 et seq.) of this title.

"Plat" or "plat of subdivision" means the schematic representation of land divided or to be divided and information in accordance with the provisions of §§ 15.2-2241, 15.2-2242, 15.2-2258, 15.2-2262, and

15.2-2264, and other applicable statutes.

"Preliminary subdivision plat" means the proposed schematic representation of development or subdivision that establishes how the provisions of §§ 15.2-2241 and 15.2-2242, and other applicable statutes will be achieved.

"Resident curator" means a person, firm, or corporation that leases or otherwise contracts to manage, preserve, maintain, operate, or reside in a historic property in accordance with the provisions of § 15.2-2306 and other applicable statutes.

"Site plan" means the proposal for a development or a subdivision including all covenants, grants or easements and other conditions relating to use, location and bulk of buildings, density of development, common open space, public facilities and such other information as required by the subdivision ordinance to which the proposed development or subdivision is subject.

"Special exception" means a special use that is a use not permitted in a particular district except by a special use permit granted under the provisions of this chapter and any zoning ordinances adopted herewith.

"Street" means highway, street, avenue, boulevard, road, lane, alley, or any public way.

"Subdivision," unless otherwise defined in an ordinance adopted pursuant to § 15.2-2240, means the division of a parcel of land into three or more lots or parcels of less than five acres each for the purpose of transfer of ownership or building development, or, if a new street is involved in such division, any division of a parcel of land. The term includes resubdivision and, when appropriate to the context, shall relate to the process of subdividing or to the land subdivided and solely for the purpose of recordation of any single division of land into two lots or parcels, a plat of such division shall be submitted for approval in accordance with § 15.2-2258. Nothing in this definition, section, nor any ordinance adopted pursuant to § 15.2-2240 shall preclude different owners of adjacent parcels from entering into a valid and enforceable boundary line agreement with one another so long as such agreement is only used to resolve a bona fide property line dispute, the boundary adjustment does not move by more than 250 feet from the center of the current platted line or alter either parcel's resultant acreage by more than five percent of the smaller parcel size, and such agreement does not create an additional lot, alter the existing boundary lines of localities, result in greater street frontage, or interfere with a recorded easement, and such agreement shall not result in any nonconformity with local ordinances and health department regulations. Notice shall be provided to the zoning administrator of the locality in which the parcels are located for review. For any property affected by this definition, any division of land subject to a partition suit by virtue of order or decree by a court of competent jurisdiction shall take precedence over the requirements of Article 6 (§ 15.2-2240 et seq.) and the minimum lot area, width, or frontage requirements in the zoning ordinance so long as the lot or parcel resulting from such order or decree does not vary from minimum lot area, width, or frontage requirements by more than 20 percent. A copy of the final decree shall be provided to the zoning administrator of the locality in which the property is located.

"Variance" means, in the application of a zoning ordinance, a reasonable deviation from those provisions regulating the shape, size, or area of a lot or parcel of land or the size, height, area, bulk, or location of a building or structure when the strict application of the ordinance would unreasonably restrict the utilization of the property, and such need for a variance would not be shared generally by other properties, and provided such variance is not contrary to the purpose of the ordinance. It shall not include a change in use, which change shall be accomplished by a rezoning or by a conditional zoning.

"Working waterfront" means an area or structure on, over, or adjacent to navigable waters that provides access to the water and is used for water-dependent commercial, industrial, or governmental activities, including commercial and recreational fishing; tourism; aquaculture; boat and ship building, repair, and services; seafood processing and sales; transportation; shipping; marine construction; and military activities.

"Working waterfront development area" means an area containing one or more working waterfronts having economic, cultural, or historic public value of such significance as to warrant development and reparation.

"Zoning" or "to zone" means the process of classifying land within a locality into areas and districts, such areas and districts being generally referred to as "zones," by legislative action and the prescribing and application in each area and district of regulations concerning building and structure designs, building and structure placement and uses to which land, buildings and structures within such designated areas and districts may be put.

**§ 15.2-2241. Mandatory provisions of a subdivision ordinance.**

A. A subdivision ordinance shall include reasonable regulations and provisions that apply to or provide:

1. For plat details which shall meet the standard for plats as adopted under § 42.1-82 of the Virginia Public Records Act (§ 42.1-76 et seq.);
2. For the coordination of streets within and contiguous to the subdivision with other existing or planned streets within the general area as to location, widths, grades and drainage, including, for ordinances and amendments thereto adopted on or after January 1, 1990, for the coordination of such streets with existing or planned streets in existing or future adjacent or contiguous to adjacent subdivisions;
3. For adequate provisions for drainage and flood control, for adequate provisions related to the failure of

impounding structures and impacts within dam break inundation zones, and other public purposes, and for light and air, and for identifying soil characteristics;

4. For the extent to which and the manner in which streets shall be graded, graveled or otherwise improved and water and storm and sanitary sewer and other public utilities or other community facilities are to be installed;

5. For the acceptance of dedication for public use of any right-of-way located within any subdivision or section thereof, which has constructed or proposed to be constructed within the subdivision or section thereof, any street, curb, gutter, sidewalk, bicycle trail, drainage or sewerage system, waterline as part of a public system or other improvement dedicated for public use, and maintained by the locality, the Commonwealth, or other public agency, and for the provision of other site-related improvements required by local ordinances for vehicular ingress and egress, including traffic signalization and control, for public access streets, for structures necessary to ensure stability of critical slopes, and for storm water management facilities, financed or to be financed in whole or in part by private funds only if the owner or developer (i) certifies to the governing body that the construction costs have been paid to the person constructing such facilities or, at the option of the local governing body, presents evidence satisfactory to the governing body that the time for recordation of any mechanics lien has expired or evidence that any debt for said construction that may be due and owing is contested and further provides indemnity with adequate surety in an amount deemed sufficient by the governing body or its designated administrative agency agent; (ii) furnishes to the governing body a certified check or cash escrow in the amount of the estimated costs of construction or a personal, corporate or property bond, with surety satisfactory to the governing body or its designated administrative agency agent, in an amount sufficient for and conditioned upon the construction of such facilities, or a contract for the construction of such facilities and the contractor's bond, with like surety, in like amount and so conditioned; or (iii) furnishes to the governing body a bank or savings institution's letter of credit on certain designated funds satisfactory to the governing body or its designated administrative agency agent as to the bank or savings institution, the amount and the form. The amount of such certified check, cash escrow, bond, or letter of credit shall not exceed the total of the estimated cost of construction based on unit prices for new public or private sector construction in the locality and a reasonable allowance for estimated administrative costs, inflation, and potential damage to existing roads or utilities, which shall not exceed 10 percent of the estimated construction costs. If the owner or developer defaults on construction of such facilities, and such facilities are constructed by the surety or with funding from the aforesaid check, cash escrow, bond or letter of credit, the locality shall be entitled to retain or collect the allowance for administrative costs to the extent the costs of such construction do not exceed the total of the originally estimated costs of construction and the allowance for administrative costs. "Such facilities," as used in this section, means those facilities specifically provided for in this section.

If a developer records a final plat which may be a section of a subdivision as shown on an approved preliminary subdivision plat and furnishes to the governing body a certified check, cash escrow, bond, or letter of credit in the amount of the estimated cost of construction of the facilities to be dedicated within said section for public use and maintained by the locality, the Commonwealth, or other public agency, the developer shall have the right to record the remaining sections shown on the preliminary subdivision plat for a period of five years from the recordation date of any section, or for such longer period as the local commission or other agent may, at the approval, determine to be reasonable, taking into consideration the size and phasing of the proposed development, subject to the terms and conditions of this subsection and subject to engineering and construction standards and zoning requirements in effect at the time that each remaining section is recorded. In the event a governing body of a county, wherein the highway system is maintained by the Department of Transportation, has accepted the dedication of a road for public use and such road due to factors other than its quality of construction is not acceptable into the secondary system of state highways, then such governing body may, if so provided by its subdivision ordinance, require the subdivider or developer to furnish the county with a maintenance and indemnifying bond, with surety satisfactory to the governing body or its designated administrative agency agent, in an amount sufficient for and conditioned upon the maintenance of such road until such time as it is accepted into the secondary system of state highways. In lieu of such bond, the governing body or its designated administrative agency agent may accept a bank or savings institution's letter of credit on certain designated funds satisfactory to the governing body or its designated administrative agency agent as to the bank or savings institution, the amount and the form, or accept payment of a negotiated sum of money sufficient for and conditioned upon the maintenance of such road until such time as it is accepted into the secondary system of state highways and assume the subdivider's or developer's liability for maintenance of such road. "Maintenance of such road" as used in this section, means maintenance of the streets, curb, gutter, drainage facilities, utilities or other street improvements, including the correction of defects or damages and the removal of snow, water or debris, so as to keep such road reasonably open for public usage.

As used in this section, "designated administrative agency" means the planning commission of the locality or an agent designated by the governing body of the locality for such purpose as set forth in §§ 15.2-2258 through 15.2-2261;

6. For conveyance of common or shared easements to franchised cable television operators furnishing cable television and public service corporations furnishing cable television, gas, telephone and electric service to the proposed subdivision. Once a developer conveys an easement that will permit electric, cable or telephone service to be furnished to a subdivision, the developer shall, within 30 days after written request by a cable television operator or telephone service provider, grant an easement to that cable television operator or telephone service provider for the purpose of providing cable television and communications services to that subdivision, which easement shall be geographically coextensive with the electric service easement, or if only a telephone or cable service easement has been granted, then geographically coextensive with that telephone or cable service easement; however, the developer and franchised cable television operator or telephone service provider may mutually agree on an alternate location for an easement. If the final subdivision plat is recorded and does not include conveyance of a common or shared easement as provided herein, the **local planning commission or agent designated by the governing body to review and act on submitted subdivision plats designated agent** shall not be responsible to enforce the requirements of this subdivision;

7. For monuments of specific types to be installed establishing street and property lines;

8. That unless a plat is filed for recordation within six months after final approval thereof or such longer period as may be approved by the governing body, such approval shall be withdrawn and the plat marked void and returned to the approving official; however, in any case where construction of facilities to be dedicated for public use has commenced pursuant to an approved plan or permit with surety approved by the **governing body or its designated administrative agency agent**, or where the developer has furnished surety to the **governing body or its designated administrative agency agent** by certified check, cash escrow, bond, or letter of credit in the amount of the estimated cost of construction of such facilities, the time for plat recordation shall be extended to one year after final approval or to the time limit specified in the surety agreement approved by the **governing body or its designated administrative agency, whichever is greater agent**;

9. For the administration and enforcement of such ordinance, not inconsistent with provisions contained in this chapter, and specifically for the imposition of reasonable fees and charges for the review of plats and plans, and for the inspection of facilities required by any such ordinance to be installed; such fees and charges shall in no instance exceed an amount commensurate with the services rendered taking into consideration the time, skill and administrator's expense involved. All such charges heretofore made are hereby validated;

10. For reasonable provisions permitting a single division of a lot or parcel for the purpose of sale or gift to a member of the immediate family of the property owner in accordance with the provisions of § 15.2-2244; **and**

11. For the periodic partial and final complete release of any bond, escrow, letter of credit, or other performance guarantee required by the governing body under this section in accordance with the provisions of § 15.2-2245;

**12. For the review of plats, site plans, and plans of development solely involving parcels of commercial or residential real estate as set forth in §§ 15.2-2259 and 15.2-2260; and**

**13. For the identification of deficiencies, corrections, or modifications of proposed and resubmitted plats and plans as set forth in §§ 15.2-2259 and 15.2-2260.**

B. No locality shall require that any certified check, cash escrow, bond, letter of credit or other performance guarantee furnished pursuant to this chapter apply to, or include the cost of, any facility or improvement unless such facility or improvement is shown or described on the approved plat or plan of the project for which such guarantee is being furnished. Furthermore, the terms, conditions, and specifications contained in any agreement, contract, performance agreement, or similar document, however described or delineated, between a locality or its governing body and an owner or developer of property entered into pursuant to this chapter in conjunction with any performance guarantee, as described in this subsection, shall be limited to those items depicted or provided for in the approved plan, plat, permit application, or similar document for which such performance guarantee is applicable.

**§ 15.2-2245. Provisions for periodic partial and final release of certain performance guarantees.**

A. A subdivision ordinance shall provide for the periodic partial and final complete release of any bond, escrow, letter of credit, or other performance guarantee required by the governing body under this article within thirty days after receipt of written notice by the subdivider or developer of completion of part or all of any public facilities required to be constructed hereunder unless the **governing body or its designated administrative agency agent** notifies the subdivider or developer in writing of nonreceipt of approval by an applicable state agency, or of any specified defects or deficiencies in construction and suggested corrective measures prior to the expiration of the thirty-day period. Any inspection of such public facilities shall be based solely upon conformance with the terms and conditions of the performance agreement and the approved design plan and specifications for the facilities for which the performance guarantee is applicable, and shall not include the approval of any person other than an employee of the governing body, its administrative agency, the Virginia Department of Transportation or other political subdivision or a person who has contracted with the governing body, its administrative agency, the Virginia Department of

Transportation or other political subdivision.

B. If no such action is taken by the **governing body or administrative agency designated agent** within the time specified above, the request shall be deemed approved, and a partial release granted to the subdivider or developer. No final release shall be granted until after expiration of such thirty-day period and there is an additional request in writing sent by certified mail return receipt to the chief administrative officer of such governing body. The **governing body or its designated administrative agency agent** shall act within ten working days of receipt of the request; then if no action is taken the request shall be deemed approved and final release granted to the subdivider or developer.

C. After receipt of the written notices required above, if the governing body or administrative agency takes no action within the times specified above and the subdivider or developer files suit in the local circuit court to obtain partial or final release of a bond, escrow, letter of credit, or other performance guarantee, as the case may be, the circuit court, upon finding the governing body or its administrative agency was without good cause in failing to act, shall award such subdivider or developer his reasonable costs and attorneys' fees.

D. No **governing body or administrative agency designated agent** shall refuse to make a periodic partial or final release of a bond, escrow, letter of credit, or other performance guarantee for any reason not directly related to the specified defects or deficiencies in construction of the public facilities covered by said bond, escrow, letter of credit or other performance guarantee.

E. Upon written request by the subdivider or developer, the **governing body or its designated administrative agency agent** shall be required to make periodic partial releases of such bond, escrow, letter of credit, or other performance guarantee in a cumulative amount equal to no less than ninety percent of the original amount for which the bond, escrow, letter of credit, or other performance guarantee was taken, and may make partial releases to such lower amounts as may be authorized by the **governing body or its designated administrative agency agent** based upon the percentage of public facilities completed and approved by the governing body, local administrative agency, or state agency having jurisdiction. Periodic partial releases may not occur before the completion of at least thirty percent of the public facilities covered by any bond, escrow, letter of credit, or other performance guarantee. The **governing body or administrative agency designated agent** shall not be required to execute more than three periodic partial releases in any twelve-month period. Upon final completion and acceptance of the public facilities, the **governing body or administrative agency designated agent** shall release any remaining bond, escrow, letter of credit, or other performance guarantee to the subdivider or developer. For the purpose of final release, the term "acceptance" means: when the public facility is accepted by and taken over for operation and maintenance by the state agency, local government department or agency, or other public authority which is responsible for maintaining and operating such public facility upon acceptance.

F. For the purposes of this section, a certificate of partial or final completion of such public facilities from either a duly licensed professional engineer or land surveyor, as defined in and limited to § 54.1-400, or from a department or agency designated by the locality may be accepted without requiring further inspection of such public facilities.

**§ 15.2-2254. Statutory provisions effective after ordinance adopted.**

After the adoption of a subdivision ordinance in accordance with this chapter, the following provisions shall be effective in the territory to which the ordinance applies:

1. No person shall subdivide land without making and recording a plat of the subdivision and without fully complying with the provisions of this article and of the subdivision ordinance.

2. No plat of any subdivision shall be recorded unless and until it has been submitted to and approved by the **local planning commission or by the governing body or its duly authorized designated agent**, of the locality wherein the land to be subdivided is located; or by the **commissions, governing bodies or designated agents**, as the case may be, of each locality having a subdivision ordinance, in which any part of the land lies.

3. No person shall sell or transfer any land of a subdivision, before a plat has been duly approved and recorded as provided herein, unless the subdivision was lawfully created prior to the adoption of a subdivision ordinance applicable thereto. However, nothing herein contained shall be construed as preventing the recordation of the instrument by which such land is transferred or the passage of title as between the parties to the instrument.

4. Any person violating the foregoing provisions of this section shall be subject to a fine of not more than \$500 for each lot or parcel of land so subdivided, transferred or sold and shall be required to comply with all provisions of this article and the subdivision ordinance. The description of the lot or parcel by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from the penalties or remedies herein provided.

5. No clerk of any court shall file or record a plat of a subdivision required by this article to be recorded until the plat has been approved as required herein. The penalties provided by § 17.1-223 shall apply to any failure to comply with the provisions of this subsection.

**§ 15.2-2258. Plat of proposed subdivision and site plans to be submitted for approval.**

Whenever the owner or proprietor of any tract of land located within any territory to which a subdivision ordinance applies desires to subdivide the tract, he shall submit a plat of the proposed subdivision to the

planning commission of the locality, or an agent designated by the governing body *designated agent* thereof for such purpose. When any part of the land proposed for subdivision lies in a drainage district such fact shall be set forth on the plat of the proposed subdivision. When any part of the land proposed for subdivision lies in a mapped dam break inundation zone such fact shall be set forth on the plat of the proposed subdivision. When any grave, object or structure marking a place of burial is located on the land proposed for subdivision, such grave, object or structure shall be identified on any plans or site plans required by this article. When the land involved lies wholly or partly within an area subject to the joint control of more than one locality, the plat shall be submitted to the *planning commission or other designated agent* of the locality in which the tract of land is located. Site plans or plans of development required by subdivision A 8 of § 15.2-2286 shall also be subject to the provisions of §§ 15.2-2258 through 15.2-2261, mutatis mutandis.

**§ 15.2-2259. Designated agent to act on proposed final plat.**

A. 1. Except as otherwise provided in subdivisions 2 and 3, the *local planning commission or other designated agent* shall act on any proposed plat within 60 days after it has been officially submitted for approval by either approving or disapproving the plat in writing, and giving with the latter specific reasons therefor. *The Commission or designated agent* shall thoroughly review the plat and shall make a good faith effort to identify all deficiencies, if any, with the initial submission. However, if approval of a feature or features of the plat by a state agency or public authority authorized by state law is necessary, the *commission or designated agent* shall forward the plat to the appropriate state agency or *agencies authority* for review within ~~10~~ *five business days* of receipt of such plat. The state agency shall respond in accord with the requirements set forth in § 15.2-2222.1, which shall extend the time for action by the *local planning commission or other designated agent*, as set forth in subsection B. Specific reasons for disapproval shall be contained either in a separate document or on the plat itself. The reasons for disapproval shall identify deficiencies in the plat that cause the disapproval by reference to specific duly adopted ordinances, regulations, or policies and shall identify modifications or corrections as will permit approval of the plat. The *local planning commission or other designated agent* shall act on any proposed plat that it has previously disapproved within 45 days after the plat has been modified, corrected and resubmitted for approval.

2. The approval of plats, site plans, and plans of development solely involving parcels of commercial or residential real estate by a *local planning commission or other designated agent* shall be governed by subdivision 3 and subsections B, C, and D. For the purposes of this section, the term "commercial" means all real property used for commercial or industrial uses, and the term "residential" means all real property used for single-family or multifamily use.

3. The *local planning commission or other designated agent* shall act on any proposed plat, site plan or plan of development within 60 days after it has been officially submitted for approval by either approving or disapproving the plat in writing, and giving with the latter specific reasons therefor. The *local planning commission or other designated agent* shall not delay the official submission of any proposed plat, site plan, or plan of development by requiring presubmission conferences, meetings, or reviews. The *Commission or designated agent* shall thoroughly review the plat or plan and shall in good faith identify, to the greatest extent practicable, all deficiencies, if any, with the initial submission. However, if approval of a feature or features of the plat or plan by a state agency or public authority authorized by state law is necessary, the *commission or designated agent* shall forward the plat or plan to the appropriate state agency or agencies for review within ~~10 business~~ *five business days* of receipt of such plat or plan. The state agency shall respond in accord with the requirements set forth in § 15.2-2222.1, which shall extend the time for action by the *local planning commission or other designated agent*, as set forth in subsection B. Specific reasons for disapproval shall be contained either in a separate document or on the plat or plan itself. The reasons for disapproval shall identify deficiencies in the plat or plan that caused the disapproval by reference to specific duly adopted ordinances, regulations, or policies and shall identify, to the greatest extent practicable, modifications or corrections that will permit approval of the plat or plan.

In the review of a resubmitted proposed plat, site plan or plan of development that has been previously disapproved, the *local planning commission or other designated agent* shall consider only deficiencies it had identified in its review of the initial submission of the plat or plan that have not been corrected in such resubmission and any deficiencies that arise as a result of the corrections made to address deficiencies identified in the initial submission. In the review of the resubmission of a plat or plan, the *local planning commission or other designated agent* shall identify all deficiencies with the proposed plat or plan that caused the disapproval by reference to specific duly adopted ordinances, regulations or policies and shall identify modifications or corrections that will permit approval of the plat or plan. Upon the second resubmission of such disapproved plat or plan, the *local planning commission or other designated agent's* review shall be limited solely to the previously identified deficiencies that caused its disapproval.

The *local planning commission or other designated agent* shall act on any proposed plat, site plan or plan of development that it has previously disapproved within 45 days after the plat or plan has been modified, corrected and resubmitted for approval. The failure of a *local planning commission or other designated agent* to approve or disapprove a resubmitted plat or plan within the time periods required by this section shall cause the plat or plan to be deemed approved.

Notwithstanding the approval or deemed approval of any proposed plat, site plan or plan of development, any deficiency in any proposed plat or plan, that if left uncorrected, would violate local, state or federal law, regulations, mandatory Department of Transportation engineering and safety requirements, and other mandatory engineering and safety requirements, shall not be considered, treated or deemed as having been approved by the ~~local planning commission or other designated agent~~. Should any resubmission include a material revision of infrastructure or physical improvements from the earlier submission or if a material revision in the resubmission creates a new required review by the Virginia Department of Transportation or by a state agency or public authority authorized by state law, then the ~~local planning commission or other designated agent's~~ review shall not be limited to only the previously identified deficiencies identified in the prior submittals and may consider deficiencies initially appearing in the resubmission because of such material revision.

B. Any state agency or public authority authorized by state law making a review of a plat forwarded to it under this article, including, without limitation, the Virginia Department of Transportation and authorities authorized by Chapter 51 (§ 15.2-5100 et seq.), shall complete its review within 45 days of receipt of the plat upon first submission and within 45 days for any proposed plat that has previously been disapproved, provided, however, that the time periods set forth in § 15.2-2222.1 shall apply to plats triggering the applicability of said section. The Virginia Department of Transportation and authorities authorized by Chapter 51 (§ 15.2-5100 et seq.) shall allow use of public rights-of-way dedicated for public street purposes for placement of utilities by permit when practical and shall not unreasonably deny plat approval. If a state agency or public authority authorized by state law does not approve the plat, it shall comply with the requirements, and be subject to the restrictions, set forth in subsection A, with the exception of the time period therein specified. Upon receipt of the approvals from all state agencies and other agencies, ~~the local designated~~ agent shall act upon a plat within 35 days.

C. If the ~~commission or other designated agent~~ fails to approve or disapprove the plat within 60 days after it has been officially submitted for approval, or within 45 days after it has been officially resubmitted after a previous disapproval or within 35 days of receipt of any agency response pursuant to subsection B, the subdivider, after 10-days' written notice to the ~~commission, or designated agent~~, may petition the circuit court for the locality in which the land involved, or the major part thereof, is located, to decide whether the plat should or should not be approved. The court shall give the petition priority on the civil docket, hear the matter expeditiously in accordance with the procedures prescribed in Article 2 (§ 8.01-644 et seq.) of Chapter 25 of Title 8.01 and make and enter an order with respect thereto as it deems proper, which may include directing approval of the plat.

D. If ~~a commission or other the designated agent~~ disapproves a plat and the ~~subdivider applicant~~ contends that the disapproval was not properly based on the ordinance applicable thereto, or was arbitrary or capricious, he may appeal to the circuit court having jurisdiction of such land and the court shall hear and determine the case as soon as may be, provided that his appeal is filed with the circuit court within 60 days of the written disapproval by the ~~commission or other designated agent~~.

**§ 15.2-2260. Localities may provide for submission of preliminary subdivision plats; how long valid.**

A. Nothing in this article shall be deemed to prohibit the local governing body from providing in its ordinance for the mandatory submission of preliminary subdivision plats for tentative approval for plats involving more than 50 lots, provided that any such ordinance provides for the submission of a preliminary subdivision plat for tentative approval at the option of the landowner for plats involving 50 or fewer lots. The ~~local planning commission, or an designated agent designated by the commission or by the governing body to review preliminary subdivision plats~~ shall complete action on the preliminary subdivision plats within 60 days of submission. However, if approval of a feature or features of the preliminary subdivision plat by a state agency or public authority authorized by state law is necessary, the ~~commission or designated agent~~ shall forward the preliminary subdivision plat to the appropriate state agency or ~~agencies authority~~ for review ~~within 40 five~~ business days of receipt of such preliminary subdivision plat.

B. Any state agency or public authority authorized by state law making a review of a preliminary subdivision plat forwarded to it under this section, including, without limitation, the Virginia Department of Transportation and authorities authorized by Chapter 51 (§ 15.2-5100 et seq.), shall complete its review within 45 days of receipt of the preliminary subdivision plat upon first submission and within 45 days for any proposed plat that has previously been disapproved, provided, however, that the time period set forth in § 15.2-2222.1 shall apply to plats triggering the applicability of said section. The Virginia Department of Transportation and authorities authorized by Chapter 51 (§ 15.2-5100 et seq.) shall allow use of public rights-of-way for public street purposes for placement of utilities by permit when practical and shall not unreasonably deny plat approval. If a state agency or public authority authorized by state law does not approve the plat, it shall comply with the requirements, and be subject to the restrictions, set forth in subsection A of § 15.2-2259 with the exception of the time period therein specified. Upon receipt of the approvals from all state agencies, the ~~local designated agent~~ shall act upon a preliminary subdivision plat within 35 days.

**C. If a commission has the responsibility of review of preliminary subdivision plats and conducts a public**

hearing, ~~it~~ *The designated agent* shall act on the plat within 45 days after receiving approval from all state agencies. If the ~~local designated agent or commission~~ does not approve the preliminary subdivision plat, the ~~local designated agent or commission~~ shall set forth in writing the reasons for such denial and shall state what corrections or modifications will permit approval by ~~such the designated agent or commission~~. With regard to plats involving commercial or residential property, as those terms are defined in subdivision A 2 of § 15.2-2259, the review process for such plats shall be the same as provided in subdivisions A 2 and A 3 of § 15.2-2259. However, no ~~commission or designated agent~~ shall be required to approve a preliminary subdivision plat in less than 60 days from the date of its original submission to the ~~commission or designated agent~~, and all actions on preliminary subdivision plats shall be completed by the ~~designated agent or commission~~ and, if necessary, state agencies, within a total of 90 days of submission to the ~~local designated agent or commission~~.

D. If the ~~commission or other designated agent~~ fails to approve or disapprove the preliminary subdivision plat within 90 days after it has been officially submitted for approval, the subdivider after 10 days' written notice to the ~~commission, or designated agent~~, may petition the circuit court for the locality in which the land involved, or the major part thereof, is located to enter an order with respect thereto as it deems proper, which may include directing approval of the plat.

E. If a ~~commission or other designated~~ agent disapproves a preliminary subdivision plat and the subdivider contends that the disapproval was not properly based on the ordinance applicable thereto, or was arbitrary or capricious, he may appeal to the circuit court having jurisdiction of such land and the court shall hear and determine the case as soon as may be, provided that his appeal is filed with the circuit court within 60 days of the written disapproval by the ~~commission or other designated agent~~.

F. Once a preliminary subdivision plat is approved, it shall be valid for a period of five years, provided the subdivider (i) submits a final subdivision plat for all or a portion of the property within one year of such approval or such longer period as may be prescribed by local ordinance, and (ii) thereafter diligently pursues approval of the final subdivision plat. "Diligent pursuit of approval" means that the subdivider has incurred extensive obligations or substantial expenses relating to the submitted final subdivision plat or modifications thereto. However, no sooner than three years following such preliminary subdivision plat approval, and upon 90 days' written notice by certified mail to the subdivider, the ~~commission or other designated~~ agent may revoke such approval upon a specific finding of facts that the subdivider has not diligently pursued approval of the final subdivision plat.

G. Once an approved final subdivision plat for all or a portion of the property is recorded pursuant to § 15.2-2261, the underlying preliminary plat shall remain valid for a period of five years from the date of the latest recorded plat of subdivision for the property. The five year period of validity shall extend from the date of the last recorded plat.

#### **§ 15.2-2261. Recorded plats or final site plans to be valid for not less than five years.**

A. An approved final subdivision plat which has been recorded or an approved final site plan, hereinafter referred to as "recorded plat or final site plan," shall be valid for a period of not less than five years from the date of approval thereof or for such longer period as the ~~local planning commission or other designated agent~~ may, at the time of approval, determine to be reasonable, taking into consideration the size and phasing of the proposed development. A site plan shall be deemed final once it has been reviewed and approved by the locality if the only requirements remaining to be satisfied in order to obtain a building permit are the posting of any bonds and escrows or the submission of any other administrative documents, agreements, deposits, or fees required by the locality in order to obtain the permit. However, any fees that are customarily due and owing at the time of the agency review of the site plan shall be paid in a timely manner.

B. 1. Upon application of the subdivider or developer filed prior to expiration of a recorded plat or final site plan, the ~~local planning commission or other designated agent~~ may grant one or more extensions of such approval for additional periods as the ~~commission or other designated agent~~ may, at the time the extension is granted, determine to be reasonable, taking into consideration the size and phasing of the proposed development, the laws, ordinances and regulations in effect at the time of the request for an extension.

2. If the ~~commission or other designated~~ agent denies an extension requested as provided herein and the subdivider or developer contends that such denial was not properly based on the ordinance applicable thereto, the foregoing considerations for granting an extension, or was arbitrary or capricious, he may appeal to the circuit court having jurisdiction of land subject to the recorded plat or final site plan, provided that such appeal is filed with the circuit court within sixty days of the written denial by the commission or other agency.

C. For so long as the final site plan remains valid in accordance with the provisions of this section, or in the case of a recorded plat for five years after approval, no change or amendment to any local ordinance, map, resolution, rule, regulation, policy or plan adopted subsequent to the date of approval of the recorded plat or final site plan shall adversely affect the right of the subdivider or developer or his successor in interest to commence and complete an approved development in accordance with the lawful terms of the recorded plat or site plan unless the change or amendment is required to comply with state law or there has been a mistake, fraud or a change in circumstances substantially affecting the public health, safety or welfare.

D. Application for minor modifications to recorded plats or final site plans made during the periods of validity of such plats or plans established in accordance with this section shall not constitute a waiver of the provisions hereof nor shall the approval of minor modifications extend the period of validity of such plats or plans.

E. The provisions of this section shall be applicable to all recorded plats and final site plans valid on or after January 1, 1992. Nothing contained in this section shall be construed to affect (i) any litigation concerning the validity of a site plan pending prior to January 1, 1992, or any such litigation nonsuited and thereafter refiled; (ii) the authority of a governing body to impose valid conditions upon approval of any special use permit, conditional use permit or special exception; (iii) the application to individual lots on recorded plats or parcels of land subject to final site plans, to the greatest extent possible, of the provisions of any local ordinance adopted pursuant to the Chesapeake Bay Preservation Act (§ 62.1-44.15:67 et seq.); or (iv) the application to individual lots on recorded plats or parcels of land subject to final site plans of the provisions of any local ordinance adopted to comply with the requirements of the federal Clean Water Act, Section 402 (p.) of the Stormwater Program and regulations promulgated thereunder by the Environmental Protection Agency.

F. An approved final subdivision plat that has been recorded, from which any part of the property subdivided has been conveyed to third parties (other than to the developer or local jurisdiction), or a recorded plat dedicating real property to the local jurisdiction or public body that has been accepted by such grantee, shall remain valid for an indefinite period of time unless and until any portion of the property is subject to a vacation action as set forth in §§ 15.2-2270 through 15.2-2278.

**§ 15.2-2269. Plans and specifications for utility fixtures and systems to be submitted for approval.**

A. If the owners of any such subdivision desire to construct in, on, under, or adjacent to any streets or alleys located in such subdivision any gas, water, sewer or electric light or power works, pipes, wires, fixtures or systems, they shall present plans or specifications therefor to the governing body of the locality in which the subdivision is located or its authorized designated agent, for approval. If the subdivision is located beyond the corporate limits of a municipality but within the limits set forth in § 15.2-2248, such plans and specifications shall be presented for approval to the governing body of such municipality, or its authorized designated agent, if the county has not adopted a subdivision ordinance. The governing body, or designated agent, shall have 45 days in which to approve or disapprove the same. In event of the failure of any governing body, or its designated agent, to act within such period, such plans and specifications may be submitted, after ten days' notice to the locality, to the circuit court for such locality for its approval or disapproval, and its approval thereof shall, for all purposes of this article be treated and considered as approval by the locality or its authorized designated agent.

B. Any state agency or public authority authorized by state law making a review of any plat forwarded to it under this article, including, without limitation, the Virginia Department of Transportation and authorities authorized by Chapter 51 (§ 15.2-5100 et seq.), shall complete its review within 45 days of receipt of the plans, provided, however, that the time periods set forth in § 15.2-2222.1 shall apply to plats triggering the applicability of said section. The Virginia Department of Transportation and authorities authorized by Chapter 51 (§ 15.2-5100 et seq.) shall allow use of public rights-of-way dedicated for public street purposes for placement of utilities by permit when practical and shall not unreasonably deny plan approval. If a state agency or public authority by state law does not approve the plan, it shall comply with the requirements, and be subject to the restrictions, set forth in subsection A of § 15.2-2259, with respect to the exception of the time period therein specified. Upon receipt of the approvals from all state agencies, the local designated agent shall act upon a preliminary subdivision plat within 35 days.

**§ 15.2-2270. Vacation of interests granted to a locality as a condition of site plan approval.**

Any interest in streets, alleys, easements for public rights of passage, easements for drainage, and easements for a public utility granted to a locality as a condition of the approval of a site plan may be vacated according to either of the following methods:

1. By a duly executed and acknowledged written instrument of the owner of the land which has been or is to be developed in accordance with the site plan, declaring the interest or interests to be vacated, provided the governing body or authorized designated agent of the locality where the land lies consents to the vacation. The instrument shall be recorded in the same clerk's office wherein is recorded the written instrument describing the interest in real property to be vacated. The execution and recordation of the instrument shall operate to divest all public rights in, and to reinvest the owner with the title to the interests which formerly were held by the governing body; or

2. By ordinance of the governing body in the locality in which the property which is the subject of an approved site plan lies, provided that no interest shall be vacated in an area in which facilities, for which bonding is required pursuant to §§ 15.2-2241 through 15.2-2245, have been constructed.

The ordinance shall not be adopted until after notice has been given as required by § 15.2-2204. Any person may appear at the meeting for the purpose of objecting to the adoption of the ordinance. An appeal from the adoption of the ordinance may be filed within thirty days of the adoption of the ordinance with the circuit court having jurisdiction of the land over which the governing body's interest is located. Upon appeal,

the court may nullify the ordinance if it finds that the owner of the property, which has been developed or is to be developed in accordance with the approved site plan, will be irreparably damaged. If no appeal from the adoption of the ordinance is filed within the time above provided or if the ordinance is upheld on appeal, a certified copy of the ordinance of vacation may be recorded in the clerk's office of any court in which the instrument creating the governing body's interest is recorded.

The execution and recordation of an ordinance of vacation shall operate to destroy the effect of the instrument which created the governing body's interest so vacated and to divest all public rights in and to the property and vest title in the streets, alleys, easements for public rights of passage, easements for drainage, and easements for a public utility as may be described in, and in accordance with, the ordinance of vacation.

**§ 15.2-2271. Vacation of plat before sale of lot therein; ordinance of vacation.**

Where no lot has been sold, the recorded plat, or part thereof, may be vacated according to either of the following methods:

1. With the consent of the **governing body, or its authorized designated agent**, of the locality where the land lies, by the owners, proprietors and trustees, if any, who signed the statement required by § 15.2-2264 at any time before the sale of any lot therein, by a written instrument, declaring the plat to be vacated, duly executed, acknowledged or proved and recorded in the same clerk's office wherein the plat to be vacated is recorded and the execution and recordation of such writing shall operate to destroy the force and effect of the recording of the plat so vacated and to divest all public rights in, and to reinvest the owners, proprietors and trustees, if any, with the title to the streets, alleys, easements for public passage and other public areas laid out or described in the plat; or

2. By ordinance of the governing body of the locality in which the property shown on the plat or part thereof to be vacated lies, provided that no facilities for which bonding is required pursuant to §§ 15.2-2241 through 15.2-2245 have been constructed on the property and no facilities have been constructed on any related section of the property located in the subdivision within five years of the date on which the plat was first recorded.

The ordinance shall not be adopted until after notice has been given as required by § 15.2-2204. Any person may appear at the meeting for the purpose of objecting to the adoption of the ordinance. An appeal from the adoption of the ordinance may be filed within thirty days of the adoption of the ordinance with the circuit court having jurisdiction of the land shown on the plat or part thereof to be vacated. Upon appeal the court may nullify the ordinance if it finds that the owner of the property shown on the plat will be irreparably damaged. If no appeal from the adoption of the ordinance is filed within the time above provided or if the ordinance is upheld on appeal, a certified copy of the ordinance of vacation may be recorded in the clerk's office of any court in which the plat is recorded.

The execution and recordation of the ordinance of vacation shall operate to destroy the force and effect of the recording of the plat, or any portion thereof, so vacated, and to divest all public rights in and to the property and reinvest the owners, proprietors and trustees, if any, with the title to the streets, alleys, and easements for public passage and other public areas laid out or described in the plat.

**§ 15.2-2307. Vested rights not impaired; nonconforming uses.**

A. Nothing in this article shall be construed to authorize the impairment of any vested right. Without limiting the time when rights might otherwise vest, a landowner's rights shall be deemed vested in a land use and such vesting shall not be affected by a subsequent amendment to a zoning ordinance when the landowner (i) obtains or is the beneficiary of a significant affirmative governmental act which remains in effect allowing development of a specific project, (ii) relies in good faith on the significant affirmative governmental act, and (iii) incurs extensive obligations or substantial expenses in diligent pursuit of the specific project in reliance on the significant affirmative governmental act.

B. For purposes of this section and without limitation, the following are deemed to be significant affirmative governmental acts allowing development of a specific project: (i) the governing body has accepted proffers or proffered conditions which specify use related to a zoning amendment; (ii) the governing body has approved an application for a rezoning for a specific use or density; (iii) the governing body or board of zoning appeals has granted a special exception or use permit with conditions; (iv) the board of zoning appeals has approved a variance; (v) the **governing body or its designated agent** has approved a preliminary subdivision plat, site plan or plan of development for the landowner's property and the applicant diligently pursues approval of the final plat or plan within a reasonable period of time under the circumstances; (vi) the **governing body or its designated agent** has approved a final subdivision plat, site plan or plan of development for the landowner's property; or (vii) the zoning administrator or other administrative officer has issued a written order, requirement, decision or determination regarding the permissibility of a specific use or density of the landowner's property that is no longer subject to appeal and no longer subject to change, modification or reversal under subsection C of § 15.2-2311.

C. A zoning ordinance may provide that land, buildings, and structures and the uses thereof which do not conform to the zoning prescribed for the district in which they are situated may be continued only so long as the then existing or a more restricted use continues and such use is not discontinued for more than two years, and so long as the buildings or structures are maintained in their then structural condition; and that the uses of

such buildings or structures shall conform to such regulations whenever, with respect to the building or structure, the square footage of a building or structure is enlarged, or the building or structure is structurally altered as provided in the Uniform Statewide Building Code (§ 36-97 et seq.). If a use does not conform to the zoning prescribed for the district in which such use is situated, and if (i) a business license was issued by the locality for such use and (ii) the holder of such business license has operated continuously in the same location for at least 15 years and has paid all local taxes related to such use, the locality shall permit the holder of such business license to apply for a rezoning or a special use permit without charge by the locality or any agency affiliated with the locality for fees associated with such filing. Further, a zoning ordinance may provide that no nonconforming use may be expanded, or that no nonconforming building or structure may be moved on the same lot or to any other lot which is not properly zoned to permit such nonconforming use.

D. Notwithstanding any local ordinance to the contrary, if (i) the local government has issued a building permit, the building or structure was thereafter constructed in accordance with the building permit, and upon completion of construction, the local government issued a certificate of occupancy or a use permit therefor, (ii) a property owner, relying in good faith on the issuance of a building permit, incurs extensive obligations or substantial expenses in diligent pursuit of a building project that is in conformance with the building permit and the Uniform Statewide Building Code (§ 36-97 et seq.), or (iii) the owner of the building or structure has paid taxes to the locality for such building or structure for a period of more than the previous 15 years, a zoning ordinance shall not provide that such building or structure is illegal and subject to removal solely due to such nonconformity. Such building or structure shall be nonconforming. A zoning ordinance may provide that such building or structure be brought in compliance with the Uniform Statewide Building Code, provided that to do so shall not affect the nonconforming status of such building or structure. If the local government has issued a permit, other than a building permit, that authorized construction of an improvement to real property and the improvement was thereafter constructed in accordance with such permit, the ordinance may provide that the improvements are nonconforming, but not illegal. If the structure is one that requires no permit, and an authorized local government official informs the property owner that the structure will comply with the zoning ordinance, and the improvement was thereafter constructed, a zoning ordinance may provide that the structure is nonconforming but shall not provide that such structure is illegal and subject to removal solely due to such nonconformity. In any proceeding when the authorized government official is deceased or is otherwise unavailable to testify, uncorroborated testimony of the oral statement of such official shall not be sufficient evidence to prove that the authorized government official made such statement.

E. A zoning ordinance shall permit the owner of any residential or commercial building damaged or destroyed by a natural disaster or other act of God to repair, rebuild, or replace such building to eliminate or reduce the nonconforming features to the extent possible, without the need to obtain a variance as provided in § 15.2-2310. If such building is damaged greater than 50 percent and cannot be repaired, rebuilt or replaced except to restore it to its original nonconforming condition, the owner shall have the right to do so. The owner shall apply for a building permit and any work done to repair, rebuild or replace such building shall be in compliance with the provisions of the Uniform Statewide Building Code (§ 36-97 et seq.) and any work done to repair, rebuild or replace such building shall be in compliance with the provisions of the local flood plain regulations adopted as a condition of participation in the National Flood Insurance Program. Unless such building is repaired, rebuilt or replaced within two years of the date of the natural disaster or other act of God, such building shall only be repaired, rebuilt or replaced in accordance with the provisions of the zoning ordinance of the locality. However, if the nonconforming building is in an area under a federal disaster declaration and the building has been damaged or destroyed as a direct result of conditions that gave rise to the declaration, then the zoning ordinance shall provide for an additional two years for the building to be repaired, rebuilt or replaced as otherwise provided in this paragraph. For purposes of this section, "act of God" shall include any natural disaster or phenomena including a hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake or fire caused by lightning or wildfire. For purposes of this section, owners of property damaged by an accidental fire have the same rights to rebuild such property as if it were damaged by an act of God. Nothing herein shall be construed to enable the property owner to commit an arson under § 18.2-77 or 18.2-80, and obtain vested rights under this section.

F. Notwithstanding any local ordinance to the contrary, an owner of real property shall be permitted to replace an existing on-site sewage system for any existing building in the same general location on the property even if a new on-site sewage system would not otherwise be permitted in that location, unless access to a public sanitary sewer is available to the property. If access to a sanitary sewer system is available, then the connection to such system shall be required. Any new on-site system shall be installed in compliance with applicable regulations of the Department of Health in effect at the time of the installation.

G. Nothing in this section shall be construed to prevent a locality, after making a reasonable attempt to notify such property owner, from ordering the removal of a nonconforming sign that has been abandoned. For purposes of this section, a sign shall be considered abandoned if the business for which the sign was erected has not been in operation for a period of at least two years. Any locality may, by ordinance, provide that following the expiration of the two-year period any abandoned nonconforming sign shall be removed by the

owner of the property on which the sign is located, if notified by the locality to do so. If, following such two-year period, the locality has made a reasonable attempt to notify the property owner, the locality through its own agents or employees may enter the property upon which the sign is located and remove any such sign whenever the owner has refused to do so. The cost of such removal shall be chargeable to the owner of the property. Nothing herein shall prevent the locality from applying to a court of competent jurisdiction for an order requiring the removal of such abandoned nonconforming sign by the owner by means of injunction or other appropriate remedy.

H. Nothing in this section shall be construed to prevent the land owner or home owner from removing a valid nonconforming manufactured home from a mobile or manufactured home park and replacing that home with another comparable manufactured home that meets the current HUD manufactured housing code. In such mobile or manufactured home park, a single-section home may replace a single-section home and a multi-section home may replace a multi-section home. The owner of a valid nonconforming mobile or manufactured home not located in a mobile or manufactured home park may replace that home with a newer manufactured home, either single- or multi-section, that meets the current HUD manufactured housing code. Any such replacement home shall retain the valid nonconforming status of the prior home.



# Middlesex County Board of Supervisors Staff Report

**MEETING DATE: January 6, 2026**

**PREPARER: Dave Kretz**

## **AM 2024-05: Subdivision Ordinance Revisions for Water Connection Requirements**

### **Request:**

1. **Ordinance Amendment #2024-05**, initiated by Board of Supervisors. The request is for the purpose of amending the Middlesex County Subdivision Ordinance by establishing water connection requirements within the Middlesex County Water Authority Service District areas.

### **Summary:**

The Board of Supervisors and the Planning Commission have initiated Subdivision and Zoning Ordinance amendments for the purpose of requiring water connections to Middlesex County Water Authority public water system in specific situations. Also, in conjunction with initiated amendments to those ordinances, § 15.2-2232 of the Code of Virginia requires localities to designate exclusive service areas in their Comprehensive Plan. Included herewith, please find the Zoning Ordinance changes as they relate to the public water connection requirement amendment. Those changes are noted in red. Below you will find a summary of the changes to Subdivision Ordinance along with the detailed proposed text changes.

### **Amendment Summary:**

- Middlesex Water Authority Service Area is the entire county with exceptions noted in Article 15-30. Defined in Article 9 and Article 22.
- Connection to the system is not required for existing uses. Even if MWA water is available, existing uses utilizing a private well may replace a failed well with another private well. The existing user would still have the option to connect to MWA verses replacing a well.
- The changes are directed at new construction and development.
- The provision requires construction of a central water system dedicated to MWA for 25 or more lots (Subdivision Ordinance)/25 or more dwelling units (Zoning Ordinance). The system will have to be designed and constructed in accordance with MWA standards and specifications.
- Definitions added

### **History:**

The amendments to the Subdivision and Zoning Ordinance have been duly initiated by the Board of Supervisors and the Planning Commission. The Comprehensive Plan has been given a compliance audit by the Berkley Group and is currently under review. The Comprehensive Plan will be updated in two phases. The priority focus will be on establishing the water service district.

## Planning Commission Recommendation:

- The Planning Commission voted 6-0, with 1 abstention and 4 absent, to Approve AM 2025-05 as submitted.

## Staff Recommendation:

- Approve the Amendment as submitted.

## Attachments:

See below for text amendments-

### Subdivision Ordinance Revisions-

#### Proposed

### **Article 6: Subdivision Improvements**

#### **6-3. Water.**

~~Major subdivisions with twenty five (25) or more dwelling units shall have a central water system and adequate fire protection as required by the Middlesex County Emergency Services Committee and the Middlesex County Subdivision Agent. Major subdivisions where the potential for the creation of twentyfive (25) or more dwelling units exists through re-subdivision or phased subdivision shall provide a central water system for the subdivision. (Amended 4-21-09)~~

Any subdivision located within the Middlesex Water Authority's (MWA) service area, as defined in Article 9 (Definitions) of this ordinance And Article 22 (Definitions) of the Middlesex County Zoning Ordinance, shall be required to connect to the MWA system. All structures, hydrants, equipment and appurtenances associated with the main distribution of water shall be installed and constructed by the developer in accordance with Middlesex Water Authority design standards and dedicated to the Authority. Private central water systems, not located within the MWA service area serving 25 (twenty-five) or more lots, shall construct a central water system to MWA design standards and dedicate all associated infrastructure, except service lines, to the Authority. Where a central water system is provided/available, service shall be extended to all lots within the subdivision.

Major Subdivisions having lots greater than 2.5 acres in size or having a density less than .4 dwelling units per acre with deed covenants prohibiting further subdivision to lot sizes less than 2.5 acres in size or densities higher than .4 dwelling units per acre within such subdivisions are exempt from this requirement. (Amended 4-21-09)

Every lot in a proposed subdivision of less than twenty five (25) dwelling units to be used for residential purposes shall be served by either a central water system or an individual on-site water supply system. The Health Department shall approve all individual wells prior to final approval of the subdivision plat. (Amended 4-21-09)

The subdivider may install a properly designed central water system, provided that any such system(s) shall meet all requirements of the State Water Control Board, State Department of Health, and any other state or local agencies having authority over such system(s). Where a central water system is available, service shall be extended to all lots in the subdivision. The subdivider shall make and have approved by the Agent arrangements for perpetual operation and maintenance of any central water system installed. Any central water system shall include an adequate number of fire hydrants at locations approved by the Agent after consultation with the proper authority. (Amended 10-21-08)

## **Article 9: Definitions**

~~CENTRAL WATER SYSTEM: Please refer to Middlesex County Zoning Ordinance, Article 22: Definitions. (amended 10/21/08)~~

CENTRAL WATER SYSTEM: Please refer to Middlesex County Zoning Ordinance, Article 22: Definitions. (amended \_\_/\_\_/2025)

DEVELOPER: An owner or agent for the owner of property being subdivided or developed.

EXTENSION: The construction of a part or parts of a water system to be dedicated to the Middlesex Water Authority.

MIDDLESEX WATER AUTHORITY (the “Authority”) aka “MWA”: Please refer to Middlesex County Zoning Ordinance, Article 22: Definitions. (amended 10/21/08)

MIDDLESEX WATER AUTHORITY SERVICE AREA: Please refer to Middlesex County Zoning Ordinance, Article 22: Definitions. (amended 10/21/08)

PUBLIC WATER SYSTEM: A water system owned and operated by the MWA (Middlesex Water Authority) or any other public utility or authority.

WATER MAIN: A conduit used for the purpose of conveying water from a source to a point where an individual user may make a connection for service, or to a dead-end water line.

WATER SYSTEM: The term shall mean, collectively, well lots, wells, or other sources, pumping stations, treatment plants, water mains, storage facilities, valves, fire hydrants and all other appurtenances, except the private individual water lines from the property side of the water meter to its destination, when a meter is present, and from the water main to its destination, when a meter is not present, such lines being the property and responsibility of the water user.

## **Zoning Ordinance Revisions- For Subdivision Definition Reference**

### **Article 22: Definitions**

~~CENTRAL WATER SYSTEM: A publicly or privately owned water system designed to serve more than one dwelling unit or nonresidential structure in which all connections in the subdivision are served by one or more water sources through a common distribution system owned and operated by a company or association, including all structures, hydrants, property, equipment and appurtenances used in the collection, storage and distribution of water. Such system consists of a well or wells that are not located on any of the lots or parcels served.~~

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shall have the general management and control of the MWA water system and the properties appertaining thereto.

MIDDLESEX WATER AUTHORITY SERVICE AREA: Any area located within the boundaries of Middlesex County, as designated in the Middlesex County Comprehensive Plan, except areas specifically exempted pursuant to Article 15, Section 15-30. of this ordinance or The Middlesex County Comprehensive Plan.

PUBLIC WATER SYSTEM: A water system owned and operated by the MWA (Middlesex Water Authority).

PRIVATE FIRE PROTECTION SYSTEM: A fire suppression system serving one (1) building or facility, not interconnected with the facility's potable water system, consisting of a low flow meter and water mains, pipe, valves, sprinklers, and other facilities on private premises and located outside a County utility easement for the purpose of providing water from the public water system for fire suppression inside a building.

WATER MAIN: A conduit used for the purpose of conveying water from a source to a point where an individual user may make a connection for service, or to a dead-end water line.

WATER SYSTEM: The term shall mean, collectively, well lots, wells, or other sources, pumping stations, treatment plants, water mains, storage facilities, valves, fire hydrants and all other appurtenances, except the private individual water lines from the property side of the water meter to its destination, when a meter is present, and from the water main to its destination, when a meter is not present, such lines being the property and responsibility of the water user



# Middlesex County Board of Supervisors Staff Report

**MEETING DATE: January 6, 2026**

**PREPARER: Dave Kretz**

## **AM 2025-01 Zoning Ordinance Revisions for Water Connection Requirements**

### **Request:**

1. **Ordinance Amendment #2025-01**, initiated by Planning Commission. The request is for the purpose of amending the Middlesex County Zoning Ordinance by establishing water connection requirements within the Middlesex County Water Authority Service District areas.

### **Summary:**

The Board of Supervisors and the Planning Commission have initiated Subdivision and Zoning Ordinance amendments for the purpose of requiring water connections to Middlesex County Water Authority public water system in specific situations. Also, in conjunction with initiated amendments to those ordinances, § 15.2-2232 of the Code of Virginia requires localities to designate exclusive service areas in their Comprehensive Plan. Included herewith, please find the Zoning Ordinance changes as they relate to the public water connection requirement amendment. Those changes are noted in red. Below you will find a summary of the changes to the two ordinances along with the detailed proposed text changes.

### **Amendment Summary:**

- Middlesex Water Authority Service Area is the entire county with exceptions noted in Article 15-30. Defined in Article 9 and Article 22.
- Connection to the system is not required for existing uses. Even if MWA water is available, existing uses utilizing a private well may replace a failed well with another private well. The existing user would still have the option to connect to MWA versus replacing a well.
- The changes are directed at new construction and development.
- The provision requires construction of a central water system dedicated to MWA for 25 or more lots (Subdivision Ordinance)/25 or more dwelling units (Zoning Ordinance). The system will have to be designed and constructed in accordance with MWA standards and specifications.
- Definitions added

### **History:**

The amendments to the Subdivision and Zoning Ordinance have been duly initiated by the Board of Supervisors and the Planning Commission. The Comprehensive Plan has been given a compliance audit by the Berkley Group and is currently under review. The Comprehensive Plan will be updated in two phases. The priority focus will be on establishing the water service district.

## Planning Commission Recommendation:

- The Planning Commission voted 6-0, with 1 abstention and 4 absent, to Approve AM 2025-05 as submitted.

## Staff Recommendation:

- Approve the Amendment as submitted.

## Attachments:

See below-

### Zoning Ordinance Revisions-

#### Proposed

### **Article 15: SUPPLEMENTARY DISTRICT REGULATIONS**

#### **15-30. Water Connection Requirements. (Added by Amendment \_\_/\_\_/2025)**

1. *Connection required.* Every occupied building located on property within the county where the public water ~~system~~ is system is at the property line, or within a street, alley, right-of-way or easement abutting such property, shall be connected with such system.
2. *Connection requirement exceptions.* Unless otherwise required in the Middlesex County Code, connection will not be required where:
  - a. Providing public water to the property requires an extension of the water system other than an installation of a service lateral 100 feet or less in length; or
  - b. The occupied house, buildings or properties are located more than two hundred (200) feet from the property line nearest the public water; or
  - c. Any occupied buildings are utilizing private water systems at the time public water service is made available to the property, provided such water systems are operated and maintained in strict conformance with the requirements of all governmental agencies having jurisdiction over such systems and are not altered, enlarged or replaced without the appropriate approval(s) and permit(s) of such governmental agencies;\_

### **Article 17D: Multi-Family, Condominium and Townhouse Developments**

#### **17D-2 Development Standards.**

All multi-family, condominium and townhouse developments shall meet the following requirements:

~~2. *Water and Sewer:* All developments shall construct central water and sewer systems, including distribution lines, storage and supply facilities within the development. The central water and sewer systems shall be extended to all dwelling units. The central water and sewer systems shall meet all requirements of and by approved in writing by the State Water Control Board, State Department of Health and any other state or local agencies having authority over such system(s). The central water system shall be perpetually operated and maintained through provisions of a recorded homeowner's association charter.~~

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approved in writing by the State Water Control Board, State Department of Health and any other state or local agencies having authority over such system(s). The Private central water systems shall be perpetually operated and maintained through provisions of a recorded homeowner's association charter. Any development located within the Middlesex Water Authority's (MWA) service area, as defined in Article 22 (Definitions). of this ordinance, shall be required to connect to the MWA system. All structures, hydrants, equipment and appurtenances associated with the main distribution of water shall be installed and constructed by the developer in accordance with Middlesex Water Authority design standards and dedicated to the Authority. Central water systems, not located within the MWA service area serving 25 (twenty-five) or more dwelling units, shall construct a central water system to MWA design standards and dedicate all associated infrastructure, except service lines, to the Authority. Where a central water system is provided/available, service shall be extended to all lots within the subdivision.

## **Article 22: Definitions**

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# MIDDLESEX COUNTY BOARD OF SUPERVISORS

## NOTICE OF PUBLIC HEARING

Notice is hereby given pursuant to Section 15.2-2204 of the Code of Virginia that a public hearing will be held by the **Middlesex County Board of Supervisors** on Tuesday, January 6, 2026, at 7:00 PM to consider the following:

- 1. 2026 Capital Improvements Plan for FY 2027-2031.**  
The Middlesex County Capital Improvements Plan is strictly advisory. The Plan is intended for use as a Capital Facilities planning document and is not a request for funding allocations or a County Capital Budget. The CIP is intended as a planning tool to assist the Board of Supervisors in the development of the County budget.
- 2. Ordinance Amendment #2025-05**, initiated by Board of Supervisors. The request is for the purpose of amending the Middlesex County Subdivision Ordinance to comply with recent amendments to the Code of Virginia. The amendment requires review of Subdivisions to be performed by the Designated Agent, removing the Planning Commission and the Governing Body from the review process and modifying review time frames for the Designated Agent.
- 3. Ordinance Amendment #2024-05**, initiated by Board of Supervisors. The request is for the purpose of amending the Middlesex County Subdivision Ordinance by establishing water connection requirements within the Middlesex County Water Authority Service District areas.
- 4. Ordinance Amendment #2025-01**, initiated by Planning Commission. The request is for the purpose of amending the Middlesex County Zoning Ordinance by establishing water connection requirements within the Middlesex County Water Authority Service District areas.

The public hearing will be held in the Boardroom of the Historic Courthouse, 865 General Puller Highway, Saluda, VA 23149 on **Tuesday, January 6, 2026, at 7:00 PM**. Copies of this application are available for public inspection during normal business hours at the Department of Planning and Community Development, 865 General Puller Highway, Saluda, VA 23149, or for additional questions you may contact Planning and Community Development staff at telephone number (804) 758-3382. All interested persons are encouraged to submit written comments or attend the **Meeting to present** their views on the matters described in this public notice.