

**At a Special (BWS) Meeting of the  
Sussex County Board of Supervisors  
Held in the Social Services Conference on  
Thursday, February 8, 2024 at 6 pm**

**BOARD MEMBERS PRESENT**

Thomas W. Baicy, III  
C. Eric Fly, Sr.  
A. G. Futrell  
Wayne O. Jones  
Phyllis T. Tolliver  
Rufus E. Tyler, Sr.  
Steve E. White

**STAFF PRESENT:**

Richard Douglas, County Administrator  
David Conmy, Deputy County Administrator/  
Economic Development Director  
Debbie Broughton, Animal Services Director  
Deste J. Cox, Treasurer  
Jeffrey Gary, Public Works Director  
Ernest Giles, Sheriff  
Felicia Hartman, Chief Commonwealth's Attorney  
Michael Kessinger, Captain  
Kelly W. Moore, Finance Director  
Titiana Nicholson, CSA Coordinator  
Laveeta Saunders, Benefits Programs Supervisors  
Nick Sheffield, Emergency Services Chief  
Regina Sykes, Commonwealth's Attorney  
Tawana Toran, DSS Director  
Jessica Upton, Benefits Programs Supervisors  
Shilton R. Butts, Assistant to the County Administrator/  
Clerk to the Board of Supervisors

**Item 1. Call to Order/Determine Quorum (6:08 p.m.)**

Chairman W. Jones called the February 8, 2024 Special (BWS) meeting of the Sussex County Board of Supervisors to order.

**Item 2. The Invocation**

The Invocation was offered by Supervisor White.

**Item 3. The Pledge of Allegiance**

The Pledge of Allegiance was recited by all.

Item 4. Agenda Amendments

There were no agenda amendments.

Item 5. Approval of Agenda

ON MOTION OF SUPERVISOR WHITE, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approved the February 8, 2024 Special (BWS) meeting agenda as presented. All Board members present voted aye.

Item 6. Budget Discussions of Department Heads FY24 Big Ticket Items  
(Personnel, programmatic changes and/or Capital Improvements, Property)

County Administrator Douglas stated that if Big Tickets items were not presented at this Budget Work Session, it will not be considered. He also noted that this was just a presented. No items would be considered for approval at this meeting.

Jeffrey Gary, Public Works Director, presented the following Big Ticket requests:

1. 8 x 16 Enclosed Trailer for Road Sign Installation (\$16,500)
2. Public Safety Building – Replace 3 Zones of HVAC (\$35,000)
3. F-350 crew cab 4x4 Pickup (\$55,000)
4. Waverly Convenience Site – Complete Roadway Repairs (\$35,000)
5. Replace HVAC at Health Department (\$34,000)
6. Paint and wallpaper corridors at Courthouse (\$35,000)
7. Provide funding to assess failed gutter system (TBD)
8. Replace HVAC Control panel and sensors at Courthouse (\$45,000)
9. Replace generator switchgear and panel at Courthouse (\$35,000)
10. Add concrete ramp for ADA compliance-BoE required (\$35,000)  
(Public Safety Building)

Tawana Toran, DSS Director, presented the following items for Big Ticket request for salary increases for DSS Positions to align salaries (\$380,000).

Titiana Nicholson, CSA Coordinator, presented the following Big Ticket request for a Management Specialist Position (\$51,268.96 - \$74,350.56).

Debbie Broughton, Animal Services Director, presented the following items for Big Ticket requests.

1. Salary Increase (\$5,800)
2. FT Kennel Attendant – 1 more (\$38,000)
3. One Additional Sworn ACO (\$45,000)
4. One Used Truck/Van for Officer (\$45,000)
5. Used/New Truck to Replace F-150 2018 (\$55,000)

- (132,000 miles)
- 6. Used/New Explorer to Replace 2018 Explorer (\$60,000)  
(123,000 miles)
- 7. New/Used Van to Replace 2020 Cayo Van (\$45,000)  
(38,000 miles)

Regina Sykes, Commonwealth’s Attorney, presented the following Big Ticket requests for salary supplement for staff (\$30,000) and updated Criminal Case Management System.

David Conmy, Deputy County Administrator/Economic Development Director, presented the following Big Ticket items for Economic Development budget (\$105,500) growing the Economic Development budget for County. He provided a table of what funds could be used for:

- 1. Website for Megasite
- 2. Marketing Material
- 3. IEDC Classes
- 4. Training/Conference/Memberships

Ernest Giles, Sheriff, presented the following Big Ticket requests:

- 1. Holiday Payout (\$292,381)
- 2. Vehicles – Lease Program (\$598,334.03)  
6 SUVs & 4 Pickup Trucks
- 3. Jail Building Repairs (\$61,932.74)
- 4. Personnel Salary Increases (\$4,910.17)
- 5. Investigative Tools (\$106,650.58)

Nick Sheffield, Chief of Fire & Rescue, presented the following Big Ticket requests

- 1. Reclassify EMS Supervisor Contract Staff position (\$43,424.490)
- 2. 10 Sets of Turnout Gear for Firefighters (\$35,000)
- 3. Purchase another staff vehicle and camper shell (\$70,000)
- 4. Narcotics Storage System – associated equipment & supplies (\$26,000)

A packet of the Big Ticket items were provided to the Board members.

Item 7. Citizens’ Comments

There were no citizens’ comments.

*Supervisor Futrell department at 9:06 p.m.*

Item 8. Adjournment

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR WHITE and carried:  
RESOLVED that the Sussex County Board of Supervisors hereby adjourned the February 8, 2024  
Special meeting at 9:12 p.m.