

**At a Retreat of the Sussex County Board of Supervisors
held in the Point Yancey Building, Airfield 4-H Center, Wakefield VA
on Friday, February 4, 2011 at 8:00 a.m.**

BOARD MEMBERS PRESENT

T. Wayne Birdsong
Harris L. Parker

Charlie E. Caple, Jr.
Rufus E. Tyler, Sr.

Wayne M. Harrell

BOARD MEMBER ABSENT

C. Eric Fly, Sr.

STAFF PRESENT

George E. Morrison, III, Interim County Administrator
Henry A. Thompson, Sr., County Attorney
Jerry L. Whitaker, Director of Finance
Deborah A. Davis, Assistant to County Administrator
Eddie T. Vick, Public Safety Coordinator
W. Travis Luter, Building Official
Brenda H. Drew, Housing Programs Coordinator
Montaque M. Gilliam, Building and Grounds Supervisor
Andre M. Greene, Director of Planning

Item 1. Call To Order

The February 4, 2011 Retreat of the Sussex County Board of Supervisors was called to order by Chairman Parker.

Item 2. Adoption of Agenda

ON MOTION OF SUPERVISOR HARRELL, seconded by SUPERVISOR BIRDSONG and carried: RESOLVED that the agenda of the February 4, 2011 retreat of the Sussex County Board of Supervisors is hereby approved with the following additions: (1) Add Personnel Issues to discuss the Personnel Policy and County Administrator's vacancy; (2) Stipend for the Board.

Voting aye: Supervisors Birdsong, Caple, Harrell, Parker

Voting nay: none

Absent during vote: Supervisor Tyler

Absent: supervisor Fly

Item 3. Opening Session

George E. Morrison, Interim County Administrator, provided an overview of the schedule for the retreat.

After lengthy discussions, the Board discussed various issues and provided a list of goals, objectives and outcomes. They are as follows:

Goal #1: Hire County Administrator

Objectives:

1. Hire before June 2011
2. Need Economic Director to assist

Goal #2: Encourage businesses to come to the County (Economic Development)

Objectives:

1. Keep population numbers up (County lost 400 people)
2. Need Economic Development Director (full time)
3. Stronger Chamber of Commerce
4. Planning Commission looking for business
5. Education - Our schools/system
6. Positive press coverage on the County of Sussex - conversations with editor of Sussex-Surry Dispatch
7. Diversify economy (more jobs/varying types of industry)

Goal #3 Compete Personnel Policy

Objectives

1. Review Written Draft
2. Adopt prior to hiring County Administrator
3. See County Attorney

Goal #4: Do not go over budget (No department excluded)

Objectives

1. Let the word go out! Inform everyone
2. Monthly Financial Reports to the Board of Supervisors, highlight large %'s in red

Goal #5: Employee Morale/Development

Objectives

1. Support of County Employees by the Board of Supervisors
2. Personnel Policy Revision
3. Evaluate employees' performance on a regular basis
4. Once a year bonus (December 1st) – Budgeted
5. Picnic this year for employees and family

Goal #6: Tax Increase – Also ranked #10 out of #6

Objective

1. Adopt January 2012 (Supervisor Parker's suggestion)
2. Adopt January 2013 (Director of Finance's suggestion)
3. Look at elderly and disable tax relief

Item 4: Budget and Finance Session

Jerry L. Whitaker, Director of Finance, addressed the Board and introduced Roland Kooch of Davenport & Company, LLC.

Mr. Kooch provided a Plan of Finance for the following projects:

1. Anticipated economic development project which involves the purchasing of approximately 610 acres of land; and
2. Implementation of a Plan of Finance at the most favorable cost of funds while not encumbering the land; and
3. Maintain any debt capacity for the future School Project.

Jerry L. Whitaker, Director of Finance, distributed the FY 2012 budget work books to the Board members.

The Board members held a lengthy discussion regarding the FY 2012 budget.

(Supervisor Tyler arrived at 11:30 a.m.)

(County Attorney Thompson arrived at 12:15 p.m.)

Item 5: Afternoon Session

George E. Morrison, III, Interim County Administrator, welcomed department heads and Constitutional Officers to the Board's Retreat. Reports and presentations were heard from the following:

- Lyndia Person-Ramsey, Commonwealth's Attorney – spoke about the proposed building space/renovations for her office and she distributed information from Dewberry, the architectural firm that she has been working with.
- Henry A. Thompson, Sr., County Attorney – reported on tax relief for the elderly and disabled.
- Onnie L. Woodruff, Treasurer – spoke about the financing for the school project, delinquent tax notices; advised that the new AS400 computer system was delivered on yesterday.

- Raymond R. Bell, Sheriff – advised that his department’s revenue side is up; has been in communications with Ford Motor Company about possibly leasing nine (9) vehicles over a three (3) year period for \$75,000.00 per year.
- William R. Jenkins, General Registrar – provided status report to the Board
- George E. Morrison, III, Interim County Administrator -provided the status report for the Animal Control Department.
- W. Travis Luter, Building Official – provided his department’s six (6) goals.
- Henry A. Thompson, Sr., County Attorney – reported that he is providing more assistance to Constitutional Officers; has two areas of concern (1) advised the Board of be careful when discussing issues about County employees when they are on leave; (2) there is a terrible morale problem among County employees; Board members need to be more mindful of what they say publically.
- George E. Morrison, III, Interim County Administrator – provided the status report for Building and Grounds Department.
- George E. Morrison, III, Interim County Administrator - provided the status report and advised that all overtime paid to Environmental Inspections employees is reimbursed totally by Atlantic Waste Disposal, Inc.; a vehicle is needed for the Environmental Inspectors; a new cell was opened at Atlantic Waste, Inc. approximately six (6) months ago and is nearly full; previous cells took several years to fill up. Perhaps an internal audit can be done; also reported on abuse at convenience sites, the Board may need to consider changing hours, security, etc.

Supervisor Birdsong advised that the Board needs to find funds for a truck for Environmental Inspections.

Supervisor Parker advised that we need to get a truck – not a sedan.

- Brenda H. Drew, Housing Programs Coordinator – provided a status report to the Board.

Supervisor Parker asked County Attorney Thompson to research the Code to find out if there is a statute that requires landlords to maintain his/her property.

- Andre M. Greene, Director of Planning – provided a status report to the Board. He discussed rezoning properties from agricultural to industrial; possibly establishing a business license program and Broadband Planning.
- Eddie T. Vick, Public Safety Coordinator – spoke about a plan to implement fee for services for the County’s rescue squad agencies.

Supervisor Birdsong advised that he will accompany Mr. Vick when he goes to speak with EMS agencies and hopefully will have a report for the Board within sixty (60) to ninety (90) days.

Item 5: Recess

The Board recessed until February 5, 2011, 8:00 a.m.

