

**At A Meeting of the Sussex County Board of Supervisors  
Held in the General District Courtroom, Sussex Judicial Center  
Thursday, January 16, 2014 – 7:00 p.m.**

**Board Members Present:**

Charlie E. Caple, Jr.  
C. Eric Fly, Sr.  
Alfred G. Futrell  
Robert Earl Hamlin  
John A. Stringfield  
Raymond L. Warren

**Staff Present:**

Thomas E. Harris, County Administrator  
Michael R. Packer, County Attorney  
Raymond R. Bell, Sheriff  
Onnie L. Woodruff, Treasurer/Interim Director of Finance  
Chequila H. Fields, Director of Social Services  
Anne P. Ellis, Accounts Payable Clerk  
Patricia G. Baird, Secretary/Receptionist  
Deborah A. Davis, Assistant to County Administrator

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**Item 1. Call To Order/Determine Quorum 7:08pm**

The January 16, 2014 meeting of the Sussex County Board of Supervisors was called to order by Chairman Fly.

**Item 2. The Invocation**

The Invocation was offered by Supervisor Stringfield.

**Item 3. The Pledge of Allegiance**

The Pledge of Allegiance was recited by all.

**Item 4. Organizational Meeting**

Chairman Fly announced that the Board has to reorganize during the first meeting of the year. He turned the meeting over to County Administrator Harris to conduct the election of the Chairman for Calendar Year 2014.

**a. Election of Chairman for Calendar Year 2014**

County Administrator advised that nominations will be accepted for the position of the Chairman of the Board of Supervisors for Calendar Year 2014. He stated that once the selection is made,

the meeting will be turned over to the Chairman. He asked that County Attorney Packer explain information regarding the procedure for our tie breaker.

County Packer noted that this is the first organization that the County has had where a tie breaker is in place. The County Administrator will ask for nominations and however many nominations there are, they will be voted upon in reverse alphabetical order in accordance with Robert's Rules of Order. If any of those nominated receive a majority of the members present, that individual will become the Chairman. In the event that there is a tie and no one is appointed by majority vote, then the tie breaker will break the tie. But the Board will vote on all nominations first and if that fails to accomplish the appointment of a Chairman and also results in a tie on any of the votes, then the tie breaker can break the tie on that particular vote. The same procedure will hold true for the appointment of Vice Chair.

County Administrator Harris asked for nominations for Chairman of the Sussex County Board of Supervisors for Calendar Year 2014.

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR HAMLIN that Supervisor Fly be nominated as Chairman of the Sussex County Board of Supervisors for Calendar Year 2014.

County Administrator Harris then asked for a motion to close on said nomination.

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby closes the nomination on said name of C. Eric Fly, Sr., as Chairman for Calendar Year 2014.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

County Administrator Harris then asked for a roll call vote for Supervisor Fly as Chairman of the Sussex County Board of Supervisors for Calendar Year 2014.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

#### **b. Election of Vice Chairman for Calendar Year 2014**

Chairman Fly asked for nominations for Vice Chairman of the Sussex County Board of Supervisors for Calendar Year 2014.

Supervisor Caple nominated Supervisor Hamlin for Vice Chairman; Chairman Fly nominated Supervisor Warren for Vice Chairman.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby closes the nominations on said names for Vice Chairman of the Board of Supervisors for Calendar Year 2014.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

By roll call, for Supervisor Warren as Vice Chairman for Calendar Year 2014:

Supervisor Stringfield – nay  
Supervisor Fly - aye  
Supervisor Warren – aye  
Supervisor Caple – nay  
Supervisor Futrell – nay  
Supervisor Hamlin - nay

The motion fails.

By roll call, for Supervisor Hamlin as Vice Chairman for Calendar Year 2014:

Supervisor Hamlin – aye  
Supervisor Futrell – aye  
Supervisor Caple – aye  
Supervisor Warren – aye  
Supervisor Fly - aye  
Supervisor Stringfield – aye

Chairman Fly announced Supervisor Hamlin as the new Vice Chairman of the Sussex County Board of Supervisors for Calendar Year 2014.

#### **Item 6. Agenda Amendments**

Supervisor Futrell requested the following amendments: (1) Add as Item 13a under Unfinished Business, Cactus Hill Project; (2) Add as Item 13 b under Unfinished Business, County Recreation Program; (3) Add as Item 14b under New Business, Status of Finance Director.

County Administrator requested the following amendment: (1) Add as Item 10a11 under County Administrator's Report, Budget Process.

#### **Item 7. Approval of Regular Agenda**

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Regular Agenda with the following amendments: (1) Add as Item 13a under Unfinished Business, Cactus Hill Project; (2) Add as Item 13 b under Unfinished Business, County Recreation Program; (3) Add as Item 14b under New Business, Status of Finance Director; (4) Add as Item 10a11 under County Administrator's Report, Budget Process.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

#### **Item 8. Approval of Consent Agenda**

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR HAMLIN and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Consent Agenda, to wit:

- a. Appropriate and Authorize Transfer of Funds: Kenbridge Construction Company; \$615,381.47; balance of appropriations needed to fund the \$999,750.00 contract
- b. Approve, Appropriate, and Authorize Transfer of Funds: Hancock Timberland LLC; \$22,050.00; Land Acquisition Option Contract Deposit
- c. Approve, Appropriate, and Authorize Transfer of Funds: Timmons Group; Mega Site Industrial Park; \$4,000.00; Master Planning & Preliminary Engineering Report
- d. Approve, Appropriate, and Authorize Transfer of Funds: Timmons Group; Mega Site Industrial Park; \$5,000.00; Master Planning & Preliminary Engineering Report
- e. Approve, Appropriate, and Authorize Transfer of Funds: Phillips Telecommunications; \$250.00; Replaced PC for BCM Phone System
- f. Approval of Invoice; Kenbridge Construction Company; \$57,609.42; Application and Certificate for Payment #3
- g. Restoration of funds received from VACoRP; \$6,600.00 for the total loss of Unit 54, to 4-302-913-11
- h. Restoration of funds received from VACoRP; \$1,832.31 for the de-install of Unit 54, to Vehicle Maintenance 5100-1265-512-510
- i. Restoration of Funds received from VACoRP; \$6,116.02 for the install of equipment in the new Unit 54, to Vehicle Maintenance 51100 1265 512 510
- j. Restoration of funds received from VACoRP; \$150.00 for towing of Unite 54 to Vehicle Maintenance 51100-1265-512-510
- k. Approval of Warrants and Vouchers

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

County Attorney Packer reminded the Board that listed on the agenda is the adoption of the Bylaws.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of the adoption of the Board's bylaws, which includes keeping the meetings of the Board on the third Thursdays of each month, beginning at 7:00 pm, to be held in the General District Courtroom.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 9. Approval of Minutes of December 19, 2013 Board Meeting** (see *Page 11* of the draft minutes and Item 10a6, Page 4 of the Regular Agenda)

County Attorney recommended that the Board adopt the minutes as presented.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR HAMLIN and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of the minutes of the December 19, 2013 meeting.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren  
Voting nay: none

## **Item 10. Standing Reports/Staff/Committees/Organizations**

### **Item 10a. County Administrator/s Report**

#### **Item 10a1. Courthouse Lease/Historical Society/Old Courthouse Repairs/Contract**

No report at this time.

**Item 10a2. Wood Fuel Developers, LLC Tax Agreement: Wood Fuel Developers LLC:** County asked the Board to be advised that after reviewing the minutes from March 7, 2011 it is apparent that the five year 50% tax reimbursement was offered not by Wood Fuel Developers LLC but rather by the Sussex County Board of Supervisors. Once received the tax proposal and subsequently agreed to by the Company. As such, Wood Fuel Developers, LLC needs an adopted Resolution for legal/financial purposes.

**Recommendation:** *To approve the attached Resolution providing Wood Fuel Developers LLC a fifty (50%) percent rebate on County real estate and machinery and tools taxes for five years.*

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the following resolution:

WHEREAS, the Sussex County Board of Supervisors has agreed to offer a five (5) tax refund of fifty percent (50%) per year on both the Real Estate and Machinery and Tools Taxes to Wood Fuel Developers, LLC as an incentive and as their local share of contribution toward any and all grants received; and

THEREFORE BE IT RESOLVED that the Sussex County Board of Supervisors hereby adopts a resolution approving a five (5) year tax refund of fifty percent (50%) per year on both the Real Estate and Machinery and Tool Taxes paid by Wood Fuel Developers, LLC, and supersedes all other resolutions relating to this project.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

ON MOTION OF SUPERVISOR HAMLIN, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves and appropriates a fifty percent (50%) tax refund of \$106,660.59 to Wood Fuel Developers, LLC for Tax Year 2013.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item10a3. Radio Hardware and Upgrade RFP Project Update:** County Administrator Harris reported that he has met with Mr. Eddie T. Vick, Public Safety Coordinator several times on this matter and given the comprehensive and technical intricacies of moving our Public Safety communication system from Analog to Digital, compounded by a system that is antiquated, further complicated by the need for increased/improved coverage and finally due to the ultimate costs of the new system, he and Mr. Vick have determined that in order to insure that we meet the current and future public safety needs while minimizing the capital and operational costs to the County, we quite frankly need to contract technical expertise to draft and evaluate a cost effective RFP. Of course the problem is only exacerbated by the fact that to the layperson even the cost of a RFP is enormous ... but the County Administrator can assure the Board that absolutely necessary and further are consistent with other RFP's of this magnitude.

County Administrator Harris further stated that he believes we should approve the utilization of our consultants to draft and evaluate the submittals but realize that the Board may not be ready to do so. If that is the case, it was Mr. Harris' suggestion that we put this proposal into our Capital Improvement Plan for FY 2015 and not let it fail, due to any financial trepidation. The simple truth is, for public safety reasons, Sussex County must upgrade its communication system, has completed a complete analysis and is ready to have our consultants complete the aforementioned RFP and analysis.

This item was tabled until the next meeting.

**Item 10a4. Introduction of New Employee:** Ms. Deborah A. Davis, Assistant to the County Administrator addressed the Board. She explained that twenty-nine (29) applications were received for the Secretary I/Receptionist position in the County Administrator's Office. There were three independent staff persons who reviewed the applications and listed their top ten (10) candidates. Of those ten (10), nine (9) were interviewed. The interview panel consisted of Ms. Deborah Davis, Mrs. Anne Ellis, Ms. Mary Schrum (Executive Assistant to Superintendent Arthur Jarrett) and Ms. Angela Simmons (Clerk/Treasurer Town of Jarratt). The top candidate is Ms. Patricia Baird who began work on January 6<sup>th</sup>. She has an Associate Degree from Richard Bland College and last served as a secretary/receptionist for Colonial Orthopaedics.

Ms. Baird spoke briefly to the Board and expressed her gratitude for the opportunity.

**Item 10a5. Contracts and RFPs:** I would like to personally thank Mrs. Anne Ellis, Accounts Payable Clerk, Ms. Deborah Davis, Assistant to the County Administrator and Mr. Michael Packer, County Attorney for all of their hard work and legal review of our RFPs.

- a. **Dog Food RFP:** To this end, upon completion of our review of the two bids received for Dog Food at the Sussex County Animal Shelter by staff and although the RFP was based on other bids for dog food from comparable jurisdictions it is our opinion that the County did not receive a bid that met the RFP as advertised and therefore have concluded that we didn't have any responsive bidders. As such, I am recommending that these two bids be rejected and ask permission to rebid with different criteria. I am sorry that we were not successful on this bid, but I hope that you agree with me that we have worked too hard to both minimize costs to our taxpayers and to do things right to stop now.

**Recommendation:** *To reject the two bids received for Dog Food at the Sussex County Animal Shelter and direct the County Administrator to work with Animal Control, Finance and Legal to complete a public bid process for Dog Food at the Shelter.*

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby rejects the two bids for Dog Food at the Sussex County Animal Shelter and direct the County Administrator work with Animal Control, Finance and Legal Counsel to complete a public bid process for Dog Food at the Shelter.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

- b. Replacement of Steps and Ramps at County Administration Offices:** As you are aware, the steps/ramp to the County Administration Offices have corroded and are in need of repair. As such, staff has now completed a review of the bids to replace them. We had three bids submitted to construct the steps/ramp out of pressure treated lumber.

**Recommendation:** *To accept the lowest responsible bid (G. Lee Simmons, Contractor) and authorize the County Administrator to enter into a contract for the construction.*

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisor hereby accepts the lowest responsible bid from G. Lee Simmons, Contractor) and authorize the County Administrator to enter into a contract for the construction of new steps/ramps for the County Administration building.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Commonwealth's Attorney's Office:** County Administrator Harris advised that work continues on the Commonwealth's Attorney Office Building and every effort is being made to complete the facility in a timely manner (Spring 2014). Please be further advised that we have been notified by the Chief Magistrate that they will not have a future need for the office space that was designed for them.

**Item 10a6. Clarification of Sheriff's Department Leave Carry Over:** County Administrator Harris advised that there is some confusion regarding the December Motion and in an effort to make sure the Board has met its intention; recommended that the following motion be approved this evening:

**Recommendation:** *To rescind Resolution #13-09, titled Approval and Appropriation of Excess Leave Pay, adopted by the Sussex County Board of Supervisors on February 21, 2013; and to approve the carry-over of the current annual, vacation, compensatory and holiday leave balances of those employees affected by the audit as provided by Administration (Mrs. Louise Brucato) at the December 19, 2013 Board of Supervisors Meeting for FY 2014/15.*

ON MOTION OF SUPERVISOR STRINGFIELD, seconded by SUPERVISOR HAMLIN and carried: RESOLVED that the Sussex County Board of Supervisors hereby rescinds Resolution #13-09, titled Approval and Appropriation of Excess Leave Pay, adopted by the Sussex County

Board of Supervisors on February 21, 2013; and to approve the carry-over of the current annual, vacation, compensatory and holiday leave balances of those employees affected by the audit as provided by Administration (Mrs. Louise Brucato) at the December 19, 2013 Board of Supervisors Meeting for FY 2014/15.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 10a7. Fee Reimbursement for Local Government – Town of Waverly:** County Administrator Harris reported that the Town of Waverly has undertaken the enlargement of the Allen W. Gibson, Jr. Park and has asked the County of Sussex to waive the Land Disturbance Permit Fee (\$324.70) and the Site Plan Review Fee (\$524.70). Given the need for recreational opportunities in Sussex, as well as the fact that the Board of Supervisors has made considerable financial contributions for the Park; he recommended approval of a reimbursement of fees.

**Recommendation:** *To approve the reimbursement of the Land Disturbance Permit Fee and the Site Plan Review Fee for the Town of Waverly.*

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the reimbursement of the Land Disturbance Permit Fee and the Site Plan Review Fee for the Town of Waverly Allen W. Gibson, Jr. Park Project.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 10a9. Senior Citizens Van:** County Administrator Harris advised that the initial grant opportunity that was provided the County related to a Transportation System – not just for a van. He is now researching to see if the County is eligible for any other grant(s).

**Item 10a10. Upcoming Events:**

1. Reminder: Unity In Our Community event to be held at Sussex Central High School, Monday evening, February 24, 2014, from 5pm to 7pm. There will be exhibits, guest speakers, etc. More information will be forthcoming.

**Item 10a11.** County Administrator Harris distributed a memo to all departments regarding the Fiscal Year 2014 Expenditures and Fiscal 2014//2015 Budget and explained the proposed budget process.

**Item 10b. County Attorney:**

**Item 10b1.** Re-codification: County Attorney Packer explained that work is underway for the re-codification of the County Ordinances and in an effort to both improve the product and to expedite the process, there needs to be an allocation/appropriation to allow for some part time secretarial and research assistance.

**Recommendation:** *To authorize the County Attorney to solicit assistance on this project and for the Board to appropriate \$6,500.00 for Personnel and incidental costs.*

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR HAMLIN and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of the allocation and appropriation of \$6,500.00 to pay for secretarial and research services as it relates to the re-codification of the Sussex County Code.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 10.c County Treasurer/Interim Finance Director** (*Report included*)

**Item 10.d Commissioner of the Revenue Report:** (*No report at this time*)

**Item 10e. Sheriff's Department Report** (*No report at this time*).

**Item 10e1. Request For Appropriation:** Sheriff Bell requested an appropriation from Selective Enforcement into the SPOT line item in the amount of \$25,000.00. This is in response to the current negative balance in SPOT and to cover ongoing operations that will require payment.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the appropriation of \$25,000.00 from Selective Enforcement to SPOT line item, to cover the negative balances and ongoing operations.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

Sheriff Bell asked about the status of the Noise Ordinance.

County Attorney Packer stated that he had provided a draft of the Noise Ordinance to the Board several months ago, but as of this date, the Board has not taken positive action.

Chairman Fly stated that any Board member that wants to place it on a future agenda, they may do so.

**Item 10f. Superintendent of Schools Report:**

**Item 10f1. Sussex County School Capital Improvement** (*copy included in the packet; tabled from last month's meeting*)

**Recommendation:** *It is once again my recommendation that the Board of Supervisors accept the School Board's proposed CIP and direct the County Administrator to incorporate it as part of the Board's FY 2015 CIP.*

ON MOTION OF SUPERVISOR STRINGFIELD, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby accepts the School Board's Capital Improvement Plan and further directs the County Administrator to incorporate it as part of the Board of Supervisors FY 2015 Capital Improvement Plan.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 10g. Director of Social Services Report:** *(No report at this time)*

**Item 10h. General Registrar Report:** *(No report at this time)*

**Item 10i. Health Department:** *(No report at this time)*

**Item 11. Appointments**

**Item 11a. Planning Commission** – Mrs. Brenda Burgess’ term on the Planning Commission is due to expire January 31, 2014. Mrs. Burgess has been contacted and stated that she would like to continue to serve, if reappointed.

**Recommendation:** *To reappointment Mrs. Brenda Burgess, 205 East Main Street, Waverly VA 23890, to the Planning Commission for a period of four (4) years ... expiring January 31, 2018.*

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR HAMLIN and carried: RESOLVED that the Sussex County Board of Supervisors hereby reappoints Mrs. Brenda Burgess, 205 East Main Street Waverly VA 23890 to the Sussex County Planning Commission for a period of four (4) years, term expiring January 31, 2018.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 11b. Board of Zoning Appeals:** Mr. Robert Pegram’s term on the Board of Zoning Appeals will expire on January 31, 2014. Mr. Pegram has been contacted and stated that he would like to be reappointed.

**Recommendation:** *To request that the Circuit Court Judge reappoint Mr. Robert Pegram, Post Office Box 34, Jarratt VA 23847, to the Sussex County Board of Zoning Appeals for a term of five (5) years, expiring January 31, 2019.*

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of recommending to the Circuit Court Judge, the reappointment of Mr. Robert Pegram, Post Office Box 34, Jarratt VA 23867, for a term of five years, expiring January 31, 2019.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 12. Citizens’ Comments (9:00 p.m.)**

Comments were heard from Bill Collins, Courthouse District.

**Item 13. Unfinished Business**

**Item 13a. Cactus Hill Project**

Supervisor Futrell asked about the status of the Cactus Hill Project. He suggested that the Board allow Mrs. Lou Savedge and Mr. Chester Carter an opportunity to work on this project.

Mr. Carter addressed the Board and stated that we have an asset in Sussex County in that someone who has moved to Sussex County is knowledgeable in this area. Mr. Carter provided a copy of the National Register Bulletin (How To Apply to the National Register Criteria for Evaluation).

Supervisor Futrell requested that the Board begin the process of working on Cactus Hill project.

County Administrator stated that several individuals that have expressed an interest in serving on the Committee. He suggested that staff come back to the Board at the next meeting with a list of Committee members.

ON MOTION OF SUPERVISOR HAMLIN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes the County Administrator to develop a Cactus Hill Project Committee.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

### **Item 13b. County Recreation Program**

Supervisor Futrell stated that he and Chairman Fly have been trying to establish some form of recreation over the Christmas holiday; to come up with a plan before a recreation department has been established; to get the children off the street and create better relationships. They were considering a Pilot program for tournament games.

County Administrator Harris reminded the Board that Supervisors Hamlin and Futrell initiated a meeting with school board representatives and community at large to begin the process of looking at recreation in the County. In addition to that, Mr. Harris stated that he has been working with Dr. Arthur Jarrett, School Superintendent to see if a formal working agreement can be established to use school facilities after hours.

Supervisor Hamlin explained that one meeting has been held and another meeting will be planned. This program will be a Pilot program just to see how it will work. At the meeting, they also discussed identifying places throughout the County that can be utilized for recreation from children up to seniors. The Pilot program is important because that is the first step in seeing how the rest of the program will work within the County.

### **Item 14. New Business**

#### **Item 14a. Status of Finance Director**

Supervisor Futrell asked the County Administrator about the status of the Director of Finance position.

County Administrator Harris explained that the position has been advertised and we had three respondents. He is waiting to hear back from one respondent; one has withdrawn and we are setting up interviews for next week or week after next, depending on the response. The applicants were qualified.

**Item 14b. Animal Control Department's Request For Vehicle:** County Administrator Harris has provided documentation regarding the cost of a new vehicle for Animal Control.

Chairman Fly recommended that this item be included in the upcoming budgetary process.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby agrees to place the request for a new vehicle for the Animal Control Department in the budgetary process.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

### **Item 15. Board Members' Reports/Comments**

**a. Blackwater District** – no report

**b. Courthouse District** – no report

**c. Henry District** – Supervisors Hamlin thanked everyone for showing confidence to vote him in as Vice Chairman and he stated that he will try the best job he can.

**d. Stony Creek District** - Supervisor Caple asked for an update on Murrell Lane.

**e. Wakefield District** – Supervisor Stringfield asked for the progress of the clean up in Pocahontas

**f. Waverly District** – no report

### **Item 16. Closed Session**

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby enters Closed Session for the following (1), Consultation with Legal Counsel relating to actual litigation, applicable Code Section 2.2-3711(A)(7).

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield and Warren

Voting nay: none

### **Item 17. Return To Open Session**

ON MOTION OF SUPERVISOR STRINGFIELD, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby returns to Open Session; and

WHEREAS the Board of Supervisors of Sussex County, Virginia convened a Closed Meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia, as amended, requires a certification by the Board that such Closed Meeting was conducted in conformity with Virginia law.

NOW THEREFORE BE IT RESOLVED that the Board of Supervisors hereby certifies that, to the best of each member's knowledge (i) only public business matters lawfully exempted from Open Meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the Closed Meeting were heard discussed or considered.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 19. Action Taken on Closed Session Items - none**

**Item 20. Other Matters**

County Administrator Harris reminded the Board that they authorized the construction of the step/ramps, no funds were appropriated. He therefore requested an appropriation of \$5,000.00.

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR HAMLIN and carried: RESOLVED that the Sussex County Board of Supervisors hereby appropriates the amount of \$5,000.00 for the replacement of steps/ramp at the County Administration Building.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 21. Recess/Adjourn**

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby adjourns the January 16, 2014 meeting.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none