

**Sussex County Board of Supervisors Meetings
Regular Meeting Agenda
Thursday, June 19, 2014, 7:00 p.m.
General District Courtroom – Sussex Judicial Center**

AGENDA

Item 1. Call To Order/Determine Quorum

Item 2. The Invocation

Item 3. The Pledge of Allegiance

Item 4. Agenda Amendments

Item 5. Approval of Regular Agenda

Item 6. Approval of Consent Agenda

- a. Approval of Minutes of May 1, 2014 Meeting
- b. Approval of Minutes of May 8, 2014 Meeting
- c. Approval of Minutes of May 15, 2014 Meeting
- d. Approval of Minutes of May 22, 2014 Meeting
- e. Approval of Minutes of June 11, 2014 Meeting
- f. Approve, Appropriate and Transfer; McGuire Woods; \$396.00; Mega Site; Professional Services
- g. Approve, Appropriate and Transfer; Timmons Group; \$20,115.00; Mega Site/Hancock Tract; Land Development
- h. Approve, Appropriate and Transfer; Timmons Group; \$67,900.00; Mega Site/Hancock Tract; Boundary Survey
- i. Approve, Appropriate and Transfer; Timmons Group; \$19,600.00; Mega Site; Formal Jurisdictional Delineation

- j. Approval of Application & Certificate for Payment, Kenbridge Construction \$128,371.68 Commonwealth's Attorney Building
- k. Request for Appropriate of \$318,555.00, to complete the local match funds for the Tobacco Commission Grant #2822 for land purchase at the Sussex County Mega site (Hancock Tract).
- l. Approval of Warrants and Vouchers
- m. Approval of Resolution for VRS Contribution Rate @10.68%

Item 7. Motion to Enter Public Hearing

Item 7a. Noise Ordinance

The Sussex County Board of Supervisors will consider for passage, an amendment to the ordinance previously enacted declaring certain loud noises to be unlawful. The proposed ordinance amendment will delete the specific provisions in said noise ordinance that prohibit the discharge of firearms during certain hours on Sundays. Such deletion has previously been enacted by an emergency ordinance, and, as required by law, must be readopted, after this notice, to remain enforceable. The Board may also consider additional amendments to said ordinance, such changes to be no more restrictive than those presently adopted.

Public Comment

Board Comment

Item 8. Return To Open Session

Item 9. Action on Public Hearing Item

Item 10. Appointments

Item 10a. Appointment to the Social Services Board: The term of Mrs. Cynthia Pegram-Wyche, 11449 North Halifax Road, Stony Creek VA 23882, will expire on June 30, 2014. Mrs. Wyche has been contacted and has advised that she would like to serve again. She is eligible for reappointment.

Recommendation: To reappoint Mrs. Cynthia Pegram Wyche to the Social Services Board for a four year term, beginning July 1, 2014 and ending June 30, 2018.

Item 10b. Appointment to Planning Commission: The term of Mr. Dennis Mason, 407 East Main Street, Wakefield VA 23888 will expire on June 30, 2014. Mr. Mason has been contacted and has advised that he would like to serve again. He is eligible for reappointment.

Recommendation: To reappoint Mr. Dennis Mason to the Planning Commission for a four year term, beginning July 1, 2014 and ending June 30, 2018.

Item 10c. Appointment to Planning Commission: The term of a current member of the Planning Commission member, who represents the Stony Creek District will expire on June 30, 2014. The Board representative for the Stony Creek District has contacted Mr. Jeffery Gary, 14044 Courthouse Road, Waverly VA 23890 and he has agreed to serve, if appointed.

Recommendation: To appoint Mr. Jeffery Gary to the Planning Commission for a four year term, beginning July 1, 2014 and ending June 30, 2018.

Item 10d. Appointment to Building Code Appeals Board: The term of Mr. Meade Fronfelter, Post Office Box 65, Waverly VA 23890 will expire June 30, 2014. Mr. Fronfelter has been contacted and has agreed to serve again, if reappointed. He is eligible to be reappointed.

Recommendation: To reappoint Mr. Meade Fronfelter to the Building Code Appeals Board for a three year term, beginning July 1, 2014 and ending June 30, 2017.

Item 10e. Appointment to Building Code Appeals Board: The term of Mr. Jeffery Gary, Post Office Box 65, Waverly VA 23890 will expire June 30, 2014. Mr. Gary has been contacted and has agreed to serve again, if reappointed. He is eligible to be reappointed.

Recommendation: To reappoint Mr. Gary to the Building Code Appeals Board for a three year term, beginning July 1, 2014 and ending June 30, 2017.

Item 10f. Appointment to Blackwater Regional Library Board: The term of Mrs. Charlene Pope, 8593 Harrell Mill Road, Waverly VA 23890 will expire on June 30, 2014. Staff has received correspondence from the Library Director requesting that she be reappointed (letter included in Board packet).

Recommendation: To reappoint Mrs. Pope to the Blackwater Regional Library Board of Trustees for a four year term, beginning July 1, 2014 and ending June 30, 2018.

Item 11. Staff/Committees/Organizations – Standing Reports

Item 11a. County Administrator’ Report

Item 11b. Route 460 Corridor Improvement Project Update, Mike Tugman, P.E. (HDR)

The Route 460 (Commonwealth Connector) project staff will be making a short presentation on the current status of the 460 Project. *(Report included in Board packet)*

Item 11c. Smart Beginnings Crater Report, Alison Noble, Coalition Coordinator: Ms. Noble will provide to the Board, a brief presentation regarding the services and programs provided by Smart Beginnings Crater.

Item 11d. Historical Society – Grant Application

Mrs. Sally McGrath of the Sussex Historical Society will present a status report on a grant application to the Cameron Foundation (due June 27) to be awarded in October. The Society has utilized the expertise of Heritage Custom Builders. The grant application will be in the amount of \$121,400 and requires no local match. To this end, I would recommend approval of the grant application and the County’s cooperation with the Historical Society to complete this much needed project. (A formal letter will be drafted to submit to the Cameron Foundation).

Item 11e. Hunting Lease on Jarratt Site

At the direction of the Board of Supervisors, staff is in the process of developing an RFP for the leasing of the County owned property formerly hunted on by the Jarratt-Chuckatuck Hunt Club who have asked to renew their lease. Once completed, we will advertise upon approval of the County Attorney.

Item 11f. Sussex Service Authority Operating Agreement

The Sussex Service Authority has forwarded an Operating Agreement to the County for approval and execution. The new agreement reflects any necessary amendments to the contract including any necessary increases. The contract has not been adjusted for some time and the cost of operations has continued to rise.

The Service Authority has made clarifications on the work being done and therefore I would recommend approval upon final review of the County Attorney.

Recommendation: To approve and authorize the County Administrator to sign the contract upon final review of the County Attorney.

Item 11g. Office Space Reserved for Magistrates / Office Space for Sheriff's Department (in new building of the Commonwealth's Attorney)

In keeping with the County's efforts to connect the complex with fiber I would recommend that the Sheriff's Office be allowed to utilize this space for our Investigators in exchange for adequate space at the Sheriff's Office so that we can bring the fiber line to the 911 Center (24/7 coverage and security).

Recommendation: To approve and authorize the County Administrator to work with Sheriff Bell to locate the County Sheriff Department Investigative Staff in the Offices formerly to be used by the Magistrates in exchange for adequate space in the Sheriff's Office for fiber cable connection and equipment.

Item 11h. Fiscal Year 2015 Budget

As each of us is now aware, the Governor and General Assembly have been unable to date to draft and approve a Biennium Budget for this year. This failure may have an enormous impact on Sussex County's ability to meet its programs, services and budgetary commitments for FY 2015 (and quite candidly may very well affect FY 2014 as I now understand the Department of Social Services may not receive June reimbursements.

As such I believe that it is imperative for the Governing Body to adopt some emergency expenditure policies to help minimize the negative impact on the County's service delivery and therefore I would make the following recommendations:

1. Due to the lingering fiscal concerns regarding the Commonwealth of Virginia State Budget crisis, the County Administrator and Finance Director hereby recommend that the Sussex County Board of Supervisors temporarily adopt the following emergency expenditure policies to help minimize any negative impacts on County financial resources resulting from the delayed FY- 2015 State Budget.
 - a. **Outside Agencies:** Unless it is deemed an operational emergency no Outside Agency will receive full FY-2015 approved funding from Sussex County until no less than 45 days after the FY-2015 State Budget is approved or July 1, 2014 whichever occurs last.
 - b. **Capital Projects:** Unless it is deemed critical to County Service delivery, a public safety need or will cost Sussex County penalties and/or interest, all approved FY-2015 Capital Projects will be delayed until at least 45

days after the FY-2015 State Budget is approved or July 1, 2014 whichever occurs last.

- c. **Personnel:** Currently existing vacant positions will be delayed until no later than 45 days after the FY-2015 State Budget is approved or July 1, 2014 whichever occurs last, if such appointment or hiring will require additional funding.

Item 11i. The following questions have been raised by the Honorable Chairman Eric Fly:

- 1. **Sussex County Housing:** What is the long term plan for housing? Please be ready with a recommendation.

Of course this is ultimately a Board of Supervisors decision but I believe that I have previously made known my feelings regarding housing in Sussex County. First I believe a viable and progressive housing program is essential to the future of Sussex County. As such I believe that it would be much more effective to create a Housing Authority (and I would suggest a Regional Authority if at all possible) so that adequate funding could be generated to really address the deplorable housing stock in Sussex County.

Of course if done I would require that current County staff be offered positions, and would continue to include all existing programs based on the identified needs of our community and on the strength of Housing being one of the eight highest identified needs during our elongated Vision 20/20 public forums.

- 2. **Economic Development Update:** Please advise the Board of all companies looking to locate in Sussex County.

A summary of my (and staffs) efforts regarding Economic Development in Sussex County will be provided at the Board meeting. As you can readily see, we have been very active. As such, I would like to acknowledge both Mr. Andre M. Greene, Director of Community Development and Mr. Michael R. Packer, County Attorney for their extraordinary contributions to our efforts, as well as to publicly acknowledge the VEDP (*Liz Povar and her staff*) and Gateway (*Renee Chapline and her staff*) for their diligence and support.

And finally, I would like to seek direction from the Board as I am now in serious conversation with two potential projects. If the Board is ready to entertain this matter I would ask for a Closed Session so that we can protect our ability to negotiate with potential prospects.

3. Excess Economic Development Property: Please advise on all properties the County owns that can be sold.

The Board may recall that on March 8, 2014, I provided a summary of our economic development sites and the strengths and weaknesses of each. As such I am of the opinion that we need to continue to aggressively market the Mega-site and the Cabin Point Road site (which I would submit both need to be named for marketing purposes) while the two sites in the Jarratt area each has a tangible value to the County. For example:

Henry Technology Park: Henry Technology Park has 1.14 worth of timber today which will increase as it grows as well as a potential value of up to 1.5 million dollars as a potential wetlands preservation/bank.

Other site: 194 acres with roughly 80 acres of timber (90 acres of open land and 22 acres of wetlands)

If you want to land manage this site the County could clear cut, reforest and make about \$35,000.00 and still retain ownership of the property.

4. Old Administration Building: Please provide an update and timeline for the renovation of the old administration building.

Because I do not have the expertise to determine the structural integrity of the existing building/roof) ... and there seemed to be some confusion regarding what was actually being directed to accomplish, I am pleased to provide the following information/estimates regarding the Old County Administration Offices.

Structural Integrity

Moseley Architects investigation and analysis will only cover what is necessary to assess the feasibility of the new roof, and should not be considered an overall structural condition assessment I see our scope of work as follows:

- **Visit the building to investigate existing conditions**
- **Perform an analysis to determine if the building can accommodate the roof trusses**
- **Prepare a report of our findings**

Our proposed lump sum fee for these services is **\$2500**. That will also cover any reimbursable expenses.

If Moseley staff find that it is feasible to add roof trusses, and the owner would like us to prepare construction documents, we will provide a proposal for those services when requested.

ESTIMATED REMODELING COSTS

Mr. Luter has provided the following estimates which include new HVAC equipment.

Of course to get a better estimate the contractors would need to a scope of work and to visit the site.

Mold Remediation	\$25,000	to	\$30,000
Roof Replacement	\$75,000	to	\$80,000
Electrical	\$7,500	to	\$10,000
Plumbing	\$2,500	to	\$5,000
Mechanical	\$15,000		
Building Renovations	\$25,000	to	\$30,000 (<i>windows, doors, locks, ramps, steps, handrails, drywall, painting, interior trim, flooring</i>)
TOTAL			\$150,000 to \$170,000

ESTIMATED FLAT ROOF REPAIR

Estimated cost of the old flat roof, drain pipes repair on the Old County Administrator Office – as is

- Remove top cap and construct bond beam for plate attachment
- Trusses
- Plywood sheathing
- Metal roofing
- Metal soffit
- Hard siding gable ends
- Gutters/downspouts
- Supervision/OH&P

All of this work is in the **\$100,000** to **\$115,000** range.

In summary, if the County decides to definitely pursue the project then all of the subs can be given specifics, at that time, and of course, the contractor would need construction plans that follow this scope.

And finally, please note that FINANCE -3 of the County Administrator’s March 20 Directive requires the Administrator to “Receive Board approval for funds to complete projects” and therefore this project was placed in the FY 2015 Budget and has now been approved to begin in F Y2015.

Item 11j. The Honorable Vice-Chairman Robert Hamlin asked that this item be added to the Agenda: *Please advise how the County goes about auctioning surplus property (surplus modules at vacated schools and surplus items at the County Animal Shelter.*

Like the prior surplus property sale (vehicles for County and school items for the School Division) we would utilize either a local firm or GovDeals.com. Items would be inventoried and sold either individually or in blocks depending on the anticipated “highest return” for County taxpayers/citizens.

If the Board would like to proceed we are prepared to move forward.

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- Item 11b. Treasurer’s Report** *(Report included)*
- Item 11c. Commissioner of the Revenue** *(No report at this time)*
- Item 11d. Sheriff’s Report** *(No report at this time)*
- Item 11e. Superintendent of Schools** *(Report Included)*
- Item 11f. Department of Social Services** *(No report at this time)*
- Item 11g. General Registrar** *(No report at this time)*
- Item 11h. Health Department** *(No report at this time)*
- Item 11i. County Attorney** *(No report at this time)*
- Item 12. Hearing of Citizens’ Comments (9:00p.m.)**
- Item 13. Unfinished Business**
- Item 14. New Business**
- Item 15. Monthly Department Reports**
- Item 16. Closed Session(s)**
- a) Advice of Legal Counsel, applicable Closed Session 2.2-3711(A)(7)**
- Item 17. Return To Open Session**
- Item 18. Certification of Closed Session**
- Item 19. Action on Closed Session Item**
- Item 20. Recess/Adjournment**