

**At a Regular Meeting of the Sussex County Board of Supervisors  
Held in the General District Courtroom on  
Thursday, November 17, 2016 at 7 pm**

**BOARD MEMBERS PRESENT**

Keith C. Blowe  
C. Eric Fly, Sr.  
Alfred G. Futrell  
Susan B. Seward  
John A. Stringfield  
Rufus E. Tyler, Sr.

**STAFF PRESENT:**

Vandy V. Jones, III, Deputy County Administrator  
Mark Flynn, County Attorney  
Ellen G. Boone, Commissioner of the Revenue  
Shilton R. Butts, Assistant to the County Administrator/Deputy Clerk to the Board  
Deste J. Cox, Chief Deputy Treasurer  
Kelly Moore, Accounts Payable Clerk  
Lyndia P. Ramsey, Commonwealth's Attorney

**1. Commencement**

**1.01 Call to Order/Determine Quorum**

The November 17, 2016 meeting of the Sussex County Board of Supervisors was called to order by Chairman Blowe.

**1.02 The Invocation**

The Invocation was offered by Supervisor Fly.

**1.03 The Pledge of Allegiance**

The Pledge of Allegiance was recited by all.

**1.04 Agenda Amendments**

Chairman Blowe requested to add under Closed Session, Item 12.a Personnel Matter pursuant to Code Section 2.2-3711(A)1 and as Item 12b Legal Matter pursuant to Code Section 2.2-3711(A)7 (item that discussed that was not completed in the November 17, 2016 Special Meeting Closed Session);

Staff requested to delete under Action Items, Item 6.04 Request for Emergency Appropriation: Sheriff's Office - \$26,000.00.

Supervisor Fly requested to add under Action Items, Item 6.04 Discussion of Stony Creek Park.

Staff requested to add under Report of Departments as Item 7.08 Presentation by Virginia's Gateway Region – Renee Chapline.

#### 1.05 Approval of Regular Agenda

ON MOTION OF SUPERVISOR STRINGFIELD, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the November 17, 2016 regular agenda, inclusive of the following: (1) adding under Closed Session, Item 12.a Personnel Matter pursuant to Code Section 2.2-3711(A)1 and as a Item 12b Legal Matter pursuant to Code Section 2.2-3711(A)7 (item that discussed that was not completed in the November 17, 2016 Special Meeting Closed Session); (b) deleting under Action Items, Item 6.04 Request for Emergency Appropriation: Sheriff's Office - \$26,000.00; (c) adding under Action Items, Item 6.04 Discussion of Stony Creek Park; and (d) adding under Report of Departments as Item 7.08 Presentation by Virginia's Gateway Region – Renee Chapline.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

#### **2. Approval of Consent Agenda**

ON MOTION OF SUPERVISOR STRINGFIELD, seconded SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Consent Agenda inclusive of the following: (a) Minutes of October 20, 2016 meeting; (b) Approval of Warrants and Vouchers; (c) Accept and Appropriate Funds - \$800.00 for Tornado Relief Fund; and (d) Restoration of Funds - \$60.30 Sheriff's Office Sam's Club Reimbursement., Litter Recycling Grant; (d) Accept and Appropriate Funds, \$8,000.00 for Tornado Relief Fund.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

#### **3. Recognitions/Awards**

##### 3.01-3.02 Resolutions in Recognition of the Late Robbie Owens and Ms. Hannah Baines

Supervisor Fly requested that staff prepare resolutions in recognition of the late Robbie Owens and Ms. Hannah Baines.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes County Administration to move forward in preparing resolutions for the Late Robbie Owens and Ms. Hannah Baines.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

#### **4. Public Hearings - none**

#### **5. Appointments**

##### 5.01 Appointment to Crater District Area Agency on Aging Board of Directors

The term of Mrs. Brenda Burgess, 405 East Main Street, Waverly, Virginia 23890 on the Crater District Area Agency on Aging Board of Directors will expire December 31, 2016. Staff has contacted the Agency and confirmed that Mrs. Burgess is eligible for reappointment. Mrs. Burgess was contacted as well and is willing to serve again, if reappointed.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby reappoints Mrs. Brenda Burgess, 405 East Main Street, Waverly, Virginia 23890, to the Crater District Area Agency on Aging Board of Directors for a term of two (2) years, expiring December 31, 2018.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

##### 5.02 Appointment South Centre Corridor Resource Conservation and Development (RC&D) Council

The term of Mr. Crockett Morris, 11365 Cerney Lane, Waverly, Virginia 23890 on the South Centre Corridor Resource Conservation and Development Council will expire December 31, 2016. Staff has contacted the RC&D Council and confirmed that Mr. Morris is eligible for reappointment. Mr. Morris was contacted as well and is willing to serve again, if reappointed.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby reappoints Mr. Crockett Morris to the South Centre Corridor Resource Conservation and Development (RC&D) Council for a term of four (4) years, expiring December 31, 2020.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

##### 5.03 Appointment to Sussex Service Authority Board of Directors

The term of Mr. Raymond L. Warren, 33507 Walnut Hill Road, Waverly, Virginia 23890, on the Sussex Service Authority Board of Directors will expire December 31, 2016. Staff has contacted Mr. Frank Irving, the Executive Director of the Sussex Service Authority and was advised that he, Mr. Irving, needed to communicate with Mr. Mark Flynn, the County Attorney, regarding a discrepancy relating to the term expiration. In the meantime, Mr. Warren was contact and advised that he was willing to serve again, if reappointed.

County Attorney Flynn discussed that in his research, there was a discrepancy with Sussex Service Authority in the term of service when Mr. Warren was appointed to complete the member at large term. That term of service, as reflected in the November 2015 meeting minutes, was to expire December 31, 2016; however, after meeting with Mr. Irving reviewing Sussex Service Authority paperwork, County Attorney Flynn advised that the term should have expired December 31, 2019 instead of December 31, 2016; however, the Board had the right to enlist the lesser term, one (1) year term.

Supervisor Futrell made the motion, seconded by Supervisor Tyler to appoint Ms. Valarie Patterson Ricks to the Sussex Service Authority Board of Directors being that she was already an alternate and was aware of projects.

After continued discussions, Chairman Blowe requested that this item be tabled until the December 15, 2016 Board meeting to provide clarity of this matter before moving forward.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Board of Supervisors hereby tables the appointment to the Sussex Service Authority Board of Directors to the December 15, 2016 Board meeting.  
Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler  
Voting nay: none

## **6. Action Items**

### 6.01 Request to Appropriate Funds: Housing Office - \$20,000.00

Deputy County Administrator Jones reported that in accordance with the approved Program Income Plan, Sussex County continues to receive monthly payments from beneficiaries of the County's Housing Rehabilitation Program that was previously funded the Virginia Department of Housing and Community Development. It is being requested to use \$20,000.00 of these funds generated through loan repayments made to the Treasurer to be used as matched funds to provide housing rehabilitation and related services for projects in for FY2017.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves and appropriates revenues and expenditures, in Fund 121 (IPR Program Income Account) as a revolving account for Housing Rehabilitation Services in the amount of \$20,000.00 to administer and provide housing rehabilitation and related services for projects in FY2017.  
Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler  
Voting nay: none

### 6.02 Request to Accept DHCD Grant (Urgent Need Tornado Recovery) - \$30,000.00

On November 7, 2016, the Department of Housing and Community Development (DHCD) informed the County that it had been awarded a planning grant in the amount of \$30,000.00 to assess the needs of damage caused by the tornado that struck the Town of Waverly and other areas of Sussex County. The planning grant activities will result in the preparation

and submittal of an application to DHCD for funding to assist residents affected by the tornado with housing repairs, clearance of debris, and other related activities. The Town of Waverly is eligible to receive up to \$700,000.00 in Urgent Need funds. The County of Sussex is eligible to receive \$700,000.00 as well. There is no local match required for Urgent Need Grants.

Supervisor Tyler made the motion, seconded by Supervisor Stringfield to authorize county administration to accept and move forward with the planning grant. However, Deputy County Administrator Jones requested to amend the motion to include the three (3) actions as noted in the Board packet. Supervisor Tyler accepted the amendments to the motion.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby (1) accepts the Urgent Need Tornado Planning Grant in the amount of \$30,000.00, (2) authorizes the County Administrator to execute the Planning Grant contract documents, and (3) to execute the contract (in the amount of \$30,000.00) with the consulting firm of Community Planning Partners who will be assisting with the completion of the planning grant activities and preparation of the Urgent Need grant application.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

#### 6.03 Former County Administration Building (Citizens Committee to be Formed)

Supervisor Fly stated that a group of citizens is requesting that the Board allow them to form a committee of volunteers to renovate the old County Administrator Building. Supervisor Fly stated that he could chair the committee to look at renovating the building. The committee would renovate the building if the County provided the material.

After discussion of liability and risk to the County, mold and asbestos, citizens from different areas of the County, and conflict issues, it was decided that this item will be tabled until the December 15, 2016 Board meeting.

#### 6.04 Discussion of Stony Creek Park

Supervisor Fly stated that there has been discussion over the last five (5) years as to the County donating the Stony Creek Park (the "Park") to the Town of Stony Creek. Initially, the Town of Stony Creek didn't want to accept the Stony Creek Park, Supervisor Fly stated that Mayor Jackson has requested to bring to the Board that the Town of Stony Creek would like to accept the Stony Creek Park if the County is still willing to donate the Park at this time.

Mrs. Jackson, a member of Stony Creek Town Council, was present. Council member Jackson advised that the Town is requesting the Board to donate the Stony Creek Park to the Town. Town Council has discussed and has a recorded, unanimous vote to approve accepting the Park, if donated. They have the funds for the upkeep of maintenance.

Chairman Blowe reiterated that Stony Creek Town Council will have to have an agreement with County Administration before bringing this item to the Board.

This item has been tabled until the December 15, 2016 Board meeting agenda to allow County Administration the opportunity to speak with a representative of the Stony Creek Town Council.

## **Reports of Departments/Agencies**

### 7.01 Treasurer's Report – included in Board packet

### 7.02 Atlantic Waste Disposal, Inc., Jason Williams

Mr. Jason Williams, Senior District Manager of Atlantic Waste Disposal, gave a brief update on Atlantic Waste Disposal activities.

Mr. Williams reported that the Phase II capping project is approximately 60% complete. The project is anticipated to be completed by the end of the year.

Phase III capping project design is still scheduled to start in early 2017.

Phase IV clay capping project which is at the top of the landfill is approximately 75% complete. It is anticipated to be completed by the end of the year.

Mr. Williams reported that they are still on schedule with the Waste Water Treatment Plant. The Waste Water Treatment Plant is still expected to be completed in the second quarter of 2017.

Mr. Williams stated that there are a few issues Atlantic Waste Disposal are still working through in regards to the convenience centers around the County. It is still anticipated to have most of the cameras installed this year with the remainder to be installed in early 2017.

*There was discussion on temporary fixes for convenience site with no power. Mr. Matt Venable, Director of Environmental Inspections is scheduled to speak with someone regarding the situation.*

Mr. Williams stated that the helicopter pad has been constructed. Atlantic Waste Disposal is working with Mr. Vick to finalize some minor details. The helicopter pad is anticipated to be fully complete and available at the beginning of December.

### 7.03 Animal Services/Public Safety Monthly Report

There were concerns at the October 20, 2016 Board meeting regarding the Airfield 4-H Conference Center not being listed as an emergency shelter. Mr. Eddie T. Vick, Public Safety Coordinator, reported that the Airfield 4-H Conference Center was never listed or designated as an emergency shelter.

There was discussion that Sussex Service Authority donated a generator. The Board of Supervisors paid to have the generator installed at the Airfield 4-H Conference Center for the purpose of it being an emergency shelter. However, Mr. Vick stated that it was never designated as a shelter because of the inability to get to the Center in bad weather due to flooding and trees down. The Conference Center is away from the population. Again, there would be an inability to get food and other assistance to the citizens.

Supervisor Fly expressed concerns of not having an emergency shelter in the Waverly and Wakefield area. There are other alternatives of buildings to use as emergency shelters.

It was noted that the designated shelters are Sussex Central High School (Sussex), Galilee Baptist Church (Stony Creek), and Club Paradise Restaurant and Lounge (Jarratt).

Mr. Vick was asked to work with Ms. Chequila Fields, the Director of Social Services, to locate other buildings for emergency shelter.

A copy of the Animal Services/Public Safety Monthly Report was included in the Board packet.

#### 7.04 Personnel Committee Report

Supervisor Tyler reported that the Personnel Committee (Supervisors Tyler-Chairman, Fly and Futrell) met on December 10, 2016 per the Board's request to look at the organizational structure of Administration and/or the County and to discuss contracting out Building and Grounds' maintenance functions.

At that time, data had not been collected regarding costs to contract out the Building and Ground maintenance services. As a result, the Personnel Committee could not make comparisons to provide a recommendation to the Board of Supervisors.

Supervisor Tyler stated that the Personnel Committee didn't find that the organizational chart was in line with the function of the County. Administration has been asked to review the organizational chart and make some modifications in terms of lines of supervision. Staff has also been tasked with updating the job descriptions.

The Personnel Committee recommends that two (2) members of the Personnel Committee may serve on the Interview Committee for the selection of staff.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby accepts the recommendations of the Personnel Committee to have County Administration to review organizational chart and make modifications in terms of lines of supervision; and

FURTHER RESOLVED that two (2) members of the Personnel Committee may serve on the Interview Committee for the selection of staff.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler



Voting nay: none

7.05 County Administrator's Report – included in Board packet

7.06 Mission Ministries

Rev. Connie Gibbs-Morris, President of Mission Ministries, provided an update to the Board.

Rev. Gibbs-Morris reported to the Board that one of the victims of the tornado was able to buy a house already built instead of building a new house. She advised that UMCOR is anticipating replacing one of the houses on Main Street with the assistance of HUD.

*The county attorney has been requested to research whether funds could be used to help with repairs for a non-resident building (a commercial building); as well as research spending money to repair a house that was not damaged by the tornado.*

A copy of Mission Ministries report was provided to the Board members as well as a report included in the Board packet.

7.07 Housing Department Report – included in Board packet

7.08 Virginia's Gateway Region, Ms. Renee Chapline

Ms. Renee Chapline, Virginia's Gateway Region (VGR), thanked the Board of Supervisors and its members for their leadership and their help on different Boards.

Ms. Chapline stated that Virginia's Gateway Region is a regional organization with a mission to enhance and help economic environment in the area. VGR serves 484,000 people, 2,800 square miles, five (5) counties and three (3) cities. Ms. Chapline reviewed different things that are done to help bring projects to the County such as provide request for information (RFI). VGR's goal is to increase export by forty percent (40%) by 2020.

It was advised that most companies look at infrastructure development, preparedness and the quality of life for the people in the area. The sites that get the second visits are those with maximum readiness and defined comprehensive plans.

Some of the services VGR offer are workforce training, recruitment assistance, construction and engineer as well as other services.

The average size of acreage requested is 113 acres with a medium of 50.

VGR's budget is approximately \$1.1 million. Of that \$1.1 million, Sussex County provides \$32,050.00. The remainder is provided through private foundations and other places.

A copy of Ms. Chapline's report was provided to Board members.



**8. Citizens' Comments (8:54 pm) - none**

**9. Unfinished Business - none**

**10. New Business - none**

**11. Board Member Comments**

11.01 Blackwater District – none.

11.02 Courthouse District – Delegate Tyler assisted a citizen with an issue in Richmond and got it resolved the next day.

11.03 Henry District – VACo Conference very informative and educational; broadband.

11.04 Stony Creek District – State has \$1.8 billion deficit; expect this to affect everyone.

11.05 Wakefield District – Requested the Board to direct staff to board up windows and lock doors at Chambliss Elementary School.

11.06 Waverly District- none

**12. Closed Session**

12.01 Convene into Closed Session

ON MOTION OF SUPERVISOR STRINGFIELD, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby enters Closed Session for (1) discussion of legal matters of a perspective business where no prior announcement and business have been made pursuant to applicable Code Section 2.2-3711(A)5 pertaining to Atlantic Waste, and (2) discussion of a personnel matter pursuant to Code Section 2.2-3711(A)1pertaining to county administrator.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

12.02 Reconvene to Open Session

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby returns to Open Session.

Voting aye: Supervisors Blowe, Fly, Seward, Stringfield, Tyler

Voting nay: none

Absent during vote: Supervisor Futrell

12.03 Certification

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves adoption of resolution for certification, to-wit:

WHEREAS, that the Sussex County Board of Supervisors 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 Blowe, Fly, Seward, Stringfield, Tyler

Voting nay: none

Absent during vote: Supervisor Futrell

#### 12.04 Action Resulting from Closed Session

No action was taken on closed session item.

### **13. Recess/Adjournment**

#### 13.01 Adjournment

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the November 17, 2016 meeting of the Sussex Board of Supervisors is hereby adjourned at 11:10 p.m.

Voting aye: Supervisors Blowe, Fly, Seward, Stringfield, Tyler

Voting nay: none

Absent during vote: Supervisors Futrell

#### 13.02 Special Meeting

The Board of Supervisors is scheduled for a Special Meeting on Thursday, December 15, 2016 at 5:45 p.m. in the General District Courtroom – Judicial Center located at 15098 Courthouse Road, Sussex, VA 23884.

#### 13.03 Next Regular Meeting

The next Board of Supervisors meeting will be Thursday, December 15, 2016 at 7:00 p.m. in the General District Courtroom – Judicial Center located at 15098 Courthouse Road, Sussex, VA 23884.