

At a Special Virtual Meeting (Budget Work Session) of the Board of Supervisors  
Held in the Social Services Conference Room on  
Thursday, January 28, 2021 – 6 pm

**BOARD MEMBERS PRESENT**

Marian D. Johnson  
Debbie P. Jones  
Wayne O. Jones  
Susan M. Seward  
Rufus E. Tyler, Sr.  
Steve White, Tie Breaker

**BOARD MEMBER ABSENT**

C. Eric Fly

*Vice Chairman Jones departed at 6:15 p.m.*

**STAFF PRESENT**

Richard Douglas, County Administrator  
Deste J. Cox, Treasurer  
G. Reid Foster, Public Safety Coordinator  
Jeffrey Gary, Director of Public Works  
Kelly W. Moore, Director of Finance  
Lisa Moseley, Animal Services Officer  
Beverly H. Walkup, Interim Director of Planning  
Shilton R. Butts, Assistant to the County Administrator/Deputy Clerk

**Item 1. Call to order/Determine Quorum (6:28 p.m.)**

The January 28, 2021 Virtual Special meeting (Budget Work Session) of the Sussex County Board of Supervisors was called to order by Chairman Seward.

**Item 2. The Invocation**

No Invocation was done.

**Item 3. Agenda Amendment**

There were no agenda amendments.

**Item 4. Approval of Agenda**

By general consensus the agenda was approved.

**Item 5. Budget Discussions**

County Administrator Douglas stated that the purpose of the meeting was to discuss “big ticket” items, such as any new positions, capital project items, new vehicles, and or any new programs that would increase the departments’ budget, etc.—with a threshold of \$5,000. This Budget Work Session was focused on departments under the County Administration umbrella. The Budget Work Session for Constitutional Officers, the Public Schools and the Department of Social Services for big ticket items will be held February 4, 2021.

The meeting is for informational purposes. No decisions and or actions will be done at this meeting.

Mr. Reid Foster, Public Safety Coordinator, stated that he had been informed that Sussex County would be receiving 500 vaccines for 1A and 1B residents for Saturday. However, he was later informed that the vaccines would not be available until the following Monday. Mr. Foster stated that the plan is to vaccine event will be the following Saturday, February 6 from 9:00 a.m. to 4:00 p.m. at Sussex Central High School.

Mr. Foster discussed the need of assistance at his office with answering phones and registering residents. He discuss the procedure of the registering process.

Supervisor Tyler volunteered the assistance of his health care staff at the Improvement Association to work the phones and help with the event.

#### Item 5a. Animal Services

Ms. Lisa Moseley, Animal Services Officer, discussed the number animals received at the Animal Shelter.

Ms. Moseley is requesting \$5,000 for the Spay/Neuter Program. This program will be free to many of the residents. There was discussion of separate line items. It was recommended to have a separate line to earmark dedicated donations.

There were requests for a tractor at an approximate cost of \$15,875 and a horse stock trailer (for seizing animals) at an approximate cost of \$14,000. There was also a request for \$22,000 to be used to convert the building in to a livestock area which will include wiring and lighting. There was a request to upgrade cat cages and condos for an estimated cost of \$6,000.

There was also a request for a position so that there will be a staff cross trained in the event the ASO was out.

#### Item 5b. Housing Department

There were no big ticket item requests from the Housing Department.

County Administrator Douglas mentioned conversations with neighboring localities regarding the regional agreement regarding revenue from those agencies.

### Item 5c. Planning Department

Ms. Beverly Walkup, Interim Planning Director, requests two (2) big ticket items. One (1) request is for the GIS consolidation at approximately \$50,000. There are three (3) different GIS systems—Planning, Commission of the Revenue and the Sheriff’s office.

The second request is for the Comp Plan amendment. The request is for \$80,000.

*Mr. Douglas noted that the Community Development Department had been changed to the Planning Department. It was noted that it is listed in the budget at the Planning Department.*

### Item 5d. Public Safety

Mr. Reid Foster, Public Safety Coordinator, stated that he has three (3) big ticket items—two (2) capital projects and one (1) in the regular budget.

Mr. Foster stated that the County has signed a maintenance agreement with L3Harris Radio. A MOU is in place with the Virginia Department of Corrections to pay one half of the agreement, which is \$303,000. This payment will be in the next fiscal budget when it comes in in March 2022. He stated that the County will have to pay the full amount and invoice VDOC for their half for costs.

Mr. Foster stated that one of his capital project items is the generator for the EOC at the Waverly office. There isn’t an operating generator there. He got an estimate from Source Wells for a diesel generator. He has requested \$75,000 for the generator purchase.

The second capital project item requested is the Rescue Association’s CIP Phase II to build two (2) fire stations over a ten (10) year period in which land will need to be purchased—with the use of engineering service. Mr. Foster stated that Stony Creek Volunteer Fire Department has been donated nine (9) acres of land.

There are two (2) options for the station in Waverly. Waverly Volunteer Rescue Squad are in the design phase of their building. He discussed purchasing at least (6) acres of land. The estimated cost will be approximately \$3 million. Mr. Foster is estimating \$250,000 to start the project.

There was general discussion of the acquisition of the land and the project costs.

### Item 5e. Public Works

*Mr. Douglas noted that Public Works is comprised of the Building Inspections Department, Building and Grounds Department, and Solid Waste Services (formerly Environmental Inspections).*

#### 1. Building Inspections

There were no big ticket requests.

## 2. Building and Grounds

Mr. Jeffrey Gary, Director of Public Works, stated that there is a request for two (2) John Deere Zero turn mowers at a cost of \$20,600 for both. Other requests include paint exterior of the Social Service Building for \$6,000; repair of Maintenance Building for \$18,000; repair of the exterior of the Administration Building for \$8,500; Painting and repair of the Court Building for \$25,000; paving and sealing parking at Complex for \$45,800; a 2021 F-150 Crew Cab 4 x 4 at a cost of \$32,380; and, repair of roof and rehab windows in the old Courthouse Building at a cost of \$55,000.

## 3. Solid Waste Services

There is a request for a Ford F350 Heavy Duty Truck at an estimated cost of \$43,635 and a 5 x 10 Dump Trailer 5,430 to use to pick up things dumped on the side of the road.

He is also requesting to purchase solid waste bulk containers to implement a new program at a cost of \$42,499.20 which includes the weekly haul fees for each site and rental fees.

Mr. Douglas stated that it was being considered to reallocate staff for litter pickup—roadside dumping and general littering.

There was discussion of a fuel tracking system.

## Item 6. Administration and Finance

Mr. Douglas discussed splitting the funding for the Deputy County Administrator position and reallocating it to other positions. There is consideration of an Economic Development (part time) position, a Human Resource (part time) position cross-trained in Payroll and Accounts Payable and a Front Desk position. Reallocating the funding would eliminate increasing the budget.

There was discussion of the county attorney's role in human resource responsibilities.

County Administrator Douglas stated that there would be no surprises of what's in the budget. Items not mentioned in these "big ticket" budget work sessions will not be added to the budget.

## **Item 6. Citizens' Comments**

There were no Citizens' Comments.

## **Item 7. Adjournment**

Chair Seward adjourned the meeting at approximately 8:50 p.m.