

**Sussex County Board of Supervisors Regular Meeting**  
**Thursday, December 15, 2022 – 6 pm**  
**General District Courtroom – Sussex Judicial Center**  
**15098 Courthouse Road, Sussex VA 23884**

**ZOOM LINK**

**<https://us02web.zoom.us/j/84370107913>**

**Meeting ID: 843 7010 7913**

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**1. Commencement**

- 1.01 Call to Order/Determine Quorum
- 1.02 The Invocation
- 1.03 The Pledge of Allegiance
- 1.04 Agenda Amendment(s)
- 1.05 Approval of Regular Agenda

**2. Approval of Consent Agenda**

- 2.01 Approval of Minutes: November 17, 2022 Board of Supervisors Regular Meetings
- 2.02 Warrants and Vouchers
- 2.03 Treasurer’s Report & Financial Update – *for information only*
- 2.04 Departmental Reports – *for information only*
- 2.05 Davenport Debt Capacity Analysis Budget Amendment
- 2.06 Employee Annual Leave Extension
- 2.07 Draft FY24 Budget Planning Calendar
- 2.08 DMV Select Revenue Resolution & FYE Budget Amendment Resolution

**3. Recognitions/Awards/Presentation**

- 3.01 Presentation: Improvement Association Head Start Program Performance
- 3.02 Resolution: Mrs. Nan Ellen Bland Seeley 90<sup>th</sup> Birthday
- 3.03 Airfield 4-H Conference Center Update – Millard Stith & Kathy Guindon
- 3.04 Resolution: Recognition of Mr. Charles “Dan” Hudson’s Retirement – Sussex Sheriff’s Office
- 3.05 Recognition of Deputy Bonner for Community Assistance
- 3.06 Clenera/Blackwater Solar Project Overview – Ed Rumler, Clenera

**4. Public Hearing**

- 4.01 Conditional Use Permit #2022-04, Howell Godfrey, Jr., Applicant
  - (a) Public Comments
  - (b) Board Comments
  - (c) Action on Public Hearing Item

**5. Appointments** – none

**6. Action Items**

- 6.01 Historic Courthouse Analysis Findings and Recommendations, and Phase 2 Recommendations – Russell Pearlman, Wooten Company; and Andrew Moore, Glave & Holmes

- 6.02 County Building Improvement Recommendations to House EMS – Russell Pearlman, Wooten Company & Jeff Gary, Public Works Director
- 6.03 Proposed Legislative Recommendations – David Conmy
- 6.04 Proposed Changes to Outside Organization Funding Guidelines – David Conmy
- 6.05 Glyndon & Carver Right-of-Way Certification Resolution
- 6.06 Resolution Designating Shilton R. Butts as County Clerk

**7. Citizens' Comments**

**8. Unfinished Business** – none

**9. New Business** – none

**10. Board Members Comments**

- 10.01 Blackwater District
- 10.02 Courthouse District
- 10.03 Henry District
- 10.04 Stony Creek District
- 10.05 Wakefield District
- 10.06 Waverly District

**11. Closed Session** – none

**12. Recess/Adjournment**

- 12.01 Recess/Adjournment
- 12.02 Next Regular Meeting, January 19, 2023 @ 6 p.m.

**At a Regular Meeting of the  
Sussex County Board of Supervisors  
Held in the General District Courtroom on  
Tuesday, November 17, 2022 at 6 pm**

**BOARD MEMBERS PRESENT**

C. Eric Fly, Sr.  
A. G. Futrell  
Debbie P. Jones  
Wayne O. Jones  
Susan M. Seward  
Rufus E. Tyler, Sr.  
Steve White, Tie Breaker

**BOARD MEMBER ABSENT**

**STAFF PRESENT:**

Richard Douglas, County Administrator  
David Conmy, Deputy County Administrator  
Jeff Gore, County Attorney  
Deste J. Cox, Treasurer  
Jeffrey Gary, Public Works Director  
Ernest Giles, Sheriff  
Eric Danuser, IT Manager (Virtual)  
Faith McClintock, Title  
Kelly W. Moore, Finance Director  
Michael Poarch, Planner  
Beverly Walkup, Planning Director  
Matthew Westheimer, Shared Building Official  
Monica J. Whitney, Permit Technician  
Milton Jones, Shared Building Inspector  
Shilton R. Butts, Assistant to the County Administrator/  
Deputy Clerk to the Board of Supervisors

**1. Commencement**

**1.01 Call to Order/Determine Quorum (6:11 p.m.)**

Chair Seward called the November 17, 2022 regular meeting of the Sussex County Board of Supervisors to order.

**1.02 The Invocation**

The Invocation was offered by Supervisor Tyler.

### 1.03 The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

### 1.04 Agenda Amendments

Supervisor Futrell requested to move Consent Agenda Item 2.06 Animal Services Budget Amendment (Shelter Improvements) to Item 6. Action Items, as Item 6.04.

Under Item 3. Recognitions, Supervisor Fly requested to postpone (move) Item. 301 Resolution: Mrs. Nan Ellen Bland Seeley 90<sup>th</sup> Birthday to the Board's December 15, 2022 regular meeting.

### 1.05 Approval of Regular Agenda

ON MOTION OF SUPERVISOR D. JONES, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the November 17, 2022 regular agenda inclusive of under Item 3. Recognitions postponing (moving) Item. 301. Resolution: Mrs. Nan Ellen Bland Seeley 90<sup>th</sup> Birthday to the Board's December 15, 2022 regular meeting and Consent Agenda Item 2.06 Animal Services Budget Amendment (Shelter Improvements) to Item 6. Action Items, as Item 6.04. All Board members present voted aye.

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

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Consent agenda inclusive of the following: (a) October 20, 2022 regular Board of Supervisors Meeting minutes; (b) the Approval of Warrants and Vouchers; (c) the Treasurer's Report and Financial Update; (d) Departmental Reports; (e) Tobacco Commission Grant Resolution; (f) Public Safety Budget Amendment; and (g) Approval of Governor's AFID Fund Performance Agreement, Project Arbie (Restoration Bioproducts). All Board members present voted aye.

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

*Vice Chairman W. Jones entered at 6:17 p.m.*

### 3.01 RESOLUTION: Mrs. Nan Ellen Bland Seeley 90<sup>th</sup> Birthday

This item was moved to the December 15, 2022 regular Board meeting.

### 302 RESOLUTION: Recognition of Wilborne Baptist Church 155th Anniversary

Wilborne Baptist Church is located on Newville Road near Waverly, Virginia. The County presented a resolution to the Church for its 155th Anniversary.

Ms. Baker, a member of the Wilborne Baptist Church, was present to receive the resolution and thanked the Board for their respect for the legacy of Wilborne Baptist Church.

ON MOTION OF SUPERVISOR TYLER, seconded by D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves Resolution #22-133 Recognizing the 155th Anniversary of Wilborne Baptist Church, to-wit:

WHEREAS, Wilborne Baptist Church is located at 7138 Newville Road outside the Town of Waverly, and has been an historical asset of Sussex County for over one and one-half centuries; and

WHEREAS, Madison Wilborne, a local third generation free African-American carpenter born in 1827, donated the property on which the church was to be built, and the first building was erected about 50 yards from its present site; and

WHEREAS, the donated site was named in honor of Mr. Wilborne and with the initial construction of a bush harbor provided a place of worship for families in the community just two years after the end of slavery, and was formally deeded in 1872; and

WHEREAS, the first pastor and organizer of Wilborne Baptist Church was Reverend Branch, who served from 1867 to 1882, and 15 pastors have served the church over the years; and

WHEREAS, other Sussex County churches to grow out of Wilborne Baptist Church include Easter Baptist Church and Plank Road Baptist Church; and

WHEREAS, Wilborne Baptist Church served the educational needs of area African-American children in the community by providing a one-room school that housed 1st through 5th graders in the 1940s and 1950s; and

WHEREAS, members of Wilborne Baptist Church have actively defended our country and served in World War I, World War II, Korean War, Vietnam War, and Gulf War; and

WHEREAS, Wilborne Baptist Church has promoted the value of higher education and provided scholarships over the years, with members graduating from institutions such as the University of Virginia, Virginia Tech, Ohio State University, Virginia Commonwealth University, Virginia State University, Saint Paul's College, Morgan State University, North Carolina A&T University, Norfolk State University, and Richard Bland College; and

WHEREAS, under the leadership of Ms. Pauline Giles, Chairperson of the Trustee Board, and Deacon Winfred Everson, Chairperson of the Deacon Board, the congregation of Wilborne Baptist Church remains active today in providing a place of worship and supporting the community and its local charities; and

THEREFORE, BE IT RESOLVED BY THE SUSSEX COUNTY BOARD OF SUPERVISORS that Wilborne Baptist Church is recognized for its significant accomplishment in reaching the milestone of its 155th anniversary, to be celebrated on November 20, 2022, during its 11 am Sunday service, and is recognized for its important role over the past one and one-half centuries serving the residents of Sussex County.

ADOPTED this 17th day of November 2022, by the Sussex County Board of Supervisors. All Board members present voted aye.

### 3.03 VACo Achievement Award Presentation and Recognition of Building Services Staff

Joe Lerch, VACo Director of Local Government Policy, was in attendance at the meeting and recognized Sussex County for its VACo Achievement Award in partnership with Surry County, for the joint building services program, one of 29 award recipients throughout Virginia (or 29 percent of submitted entries) under the 2022 Achievement Award program.

Mr. Lerch gave a brief background of the VACo Achievement Award program.

Building Official Matt Westheimer provided an overview of the joint building services program. Mr. Westheimer introduced the building services staff serving Sussex and Surry Counties which included Milton Jones (Shared Building Inspector), Monica Whitney (Permit Technician-Sussex) and Wanda Pittman (Permit Technician-Surry).

Surry County Administrator Melissa Rollins and Deputy County Administrator David Harrison were in attendance as well.

Copies of the VACo Achievement Award email; VACo Achievement Award press release; and VACo's winning Achievement Award submissions document were included in the Board packet.

## **4. Public Hearings**

### 4.01 Zoning Amendment #2022-02 Costa Verde Investment, LLC, Applicant

Beverly Walkup, Planning Director, provided the staff report for Zoning Amendment #2022-02 Costa Verde Investment, LLC, applicant.

The applicant, Costa Verde Investment, LLC under ZA #2022-02 seeks to rezone Tax Parcel Number 137-A-15 & 137-A-15A containing a total of 4.91 acres from A-1, General Agricultural to I-1, Limited Industrial to accommodate a wholesale business (food warehouse distribution). The property is located at 21330 Blue Star Highway in Jarratt in the Election District of Henry District.

The CSX Railroad along its northern side borders the proposed location for the rezoning located at 21330 Blue Star Highway in Jarratt. To the west, there is Rideout Equipment Company, Inc., which includes two manufactured homes, and 301 self-storage. To the east, there is a communication tower and forested land. To the south, Blue Star Highway (Rt. 301) and I-95 runs parallel to the site.

## BACKGROUND

The subject property previously operated as a material recycling facility for plastic, cardboard, and aluminum under a Conditional Use Permit approved on March 19, 2015. Prior to March 2015, there were previous Conditional Use Permits that allowed for the storage of sand, gravel, and mineral sands on the property.

### DESCRIPTION

The applicant is requesting rezoning to the Limited Industrial District (I-1) to accommodate the use of a wholesale food warehouse distribution facility. The applicant proposes to use the existing buildings and infrastructure that are already in place.

The parcel is currently zoned General Agricultural District (A-1). The A-1 zoning district does not allow for a wholesale business (food warehouse distribution).

### COMPREHENSIVE PLAN REVIEW

The current Comprehensive Plan land use designation for this property is commercial. Development at the I-95 interchanges and along U.S. 301 will ideally be concentrated into higher-density commercial centers, rather than occurring in strips along the area's major roadways. The presence of vacant and/or abandoned commercial structures in the Planning Area provide ample opportunities for reuse and should also guide the location of future commercial uses.

The proposed rezoning and use is consistent with the Comprehensive Plan.

### ORDINANCE REVIEW

The current zoning designation for this property is A-1. The district is established to protect land and property values, ground water and surface water quality, and other resources. The intent is to provide for the continued security of the county's agricultural sector by encouraging the orderly and responsible growth of its livestock, dairy, and poultry industry. Limited residential development is anticipated in these areas.

The proposed rezoning designation for this property is I-1. The I-1 district is to permit certain industries, which do not in any way detract from residential desirability, to be located in any area adjacent to residential uses. The limitations on (or provisions relating to) height, horsepower, heating, flammable liquids or explosives, controlling emissions of fumes, odors and/or noise, landscaping, and the number of persons employed are imposed to protect and foster adjacent residential desirability while permitting industries to locate near a labor supply.

The applicant is currently proposing to use the site as currently developed. Any expansion of the site will require site plan review, including review and consideration of any anticipated additional traffic impacts, possible improvements to mitigate and other potential impacts that may be noted at the time of review.

### AGENCY COMMENTS:

VDOT reviewed the application and noted no concerns with traffic impacts. VDOT concerns were included in the Board packet.

#### STAFF CONCLUSIONS:

##### Strengths:

1. Allows an opportunity to bring in more commercial uses in this area.
2. Repurposes an existing site with buildings and infrastructure (well and septic) already in place.
3. Adjacent to an existing commercial use (Rideout Equipment Company, Inc.).
4. Access to Blue Star Highway; Proximity to I-95 interchange; Potential access to the railroad.
5. Consistent with the Comprehensive Plan.

##### Weaknesses:

1. None identified at this time.

The Planning Commission recommends approval for this rezoning.

Staff recommends that the Board approves Zoning Amendment #2022-02 Costa Verde Investment, LLC, applicant.

Chair Seward opened the Public Hearing.

Public Comments were heard from Mr. Percy E. Chacon, the owner. Gabriella was present as the translator. He purchasing the property. One of the conditions the property is the zoning has to be changed.

Chair Seward closed the Public Hearing.

Comments were heard from Supervisor Seward, Tyler, and Futrell.

Copies of the Application for Rezoning/Conditional Zoning Amendment, Application Narrative Description and Reason for Rezoning Staff Report, photos of the property, supporting documentation and the Notice of the Public Hearing were included in the Board packet.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves Zoning Amendment #2022-02, Costa Verde Investment, LLC.

Voting aye: Supervisors Fly, Futrell, D. Jones, W. Jones, Seward, Tyler

Voting nay: none

#### 4.02 Building Services Fee Schedule Ordinance Amendment

County Administrator Douglas stated that a public hearing has been scheduled and advertised to consider a minor change to the Sussex County Building Department Permit Fee Schedule.



In May 2022 the Board of Supervisors adopted an updated building code schedule ordinance, which incorporated a new fee schedule as an exhibit (identical to the Surry County fee schedule since we share a building services program). This exhibit contained a typographical error related to applicable building permit fees for new commercial/industrial construction that needs to be corrected to apply the correct fees to commercial/industrial projects. The Surry County Board of Supervisors approved a similar resolution correcting this error at its last regular meeting.

Building Official Matt Westheimer noted that there was a small clerical error for the building fee for the commercial building. Mr. Westheimer stated that it was supposed to have been one percent. It had been one percent the previous year. He stated that drafts listed as one percent; however, the final draft the field was blank with residential in parenthesis. He noted that Residential and Commercial fees are not the same. The Commercial Fee should be one percent as in the past. The amended Ordinance is merely a cleanup/correct the Commercial Fee.

Chair Seward opened the Public Hearing.

There were no public comments.

Chair Seward closed the Public Hearing.

There were no Board comments.

Staff recommended adoption of the ordinance to amend the building permit fee schedule at end of the public hearing,

Copies of Resolution and Fee Schedule were included in the Board Packet.

ON MOTION OF W. JONES, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopts the ordinance amending the Sussex County Building Department Permit Fee Schedule, to-wit:

WHEREAS, the County incurs significant costs administering and enforcing the Uniform Statewide Building Code; and

WHEREAS, pursuant to § 36-105 of the Code of Virginia, the County may impose reasonable fees for the issuance of building permits and for enforcement of the Building Code to defray the County's costs to administer its program; and

WHEREAS, in accordance with state law at its regular meeting of May 19, 2022, the Board of Supervisors adopted an updated Building Code Fee Schedule Ordinance, which includes new fees applicable to solar voltaic panels; and

WHEREAS, the Building Code Fee Schedule Ordinance incorporated the new fee schedule as an Exhibit, which contained a typographical error related to the applicable building permit fees for new commercial/industrial construction; and

WHEREAS, in order to correct the typographical error, the adoption of an amended Building Code Fee Schedule is necessary; and

WHEREAS, this Ordinance was properly advertised, as required by § 15.2-1427 of the Code of Virginia; and

NOW THEREFORE, BE IT ORDAINED, by the Sussex County Board of Supervisors, that the Building Code Fee Schedule Ordinance adopted on May 19, 2022, is hereby amended to correct the typographical error related to commercial/industrial building permit fees as shown on the attached Sussex County Building Department Permit Fee Schedule, which is incorporated herein.

BE IT FURTHER ORDAINED, that this Ordinance shall become effective immediately upon adoption.

Sussex County Building Department  
Permit Fee Schedule

- A. Generally. No permit required by the building code to begin work for new construction or any other building operation shall be issued until the fees prescribed by this section have been paid, nor shall an amendment , for any reason, to a permit be approved until the additional fee has been paid.
- B. Administrative Services.  
The fees for administrative services shall be as follows:
1. Permit amendments, renewals, extensions, reinstatement and change of ownership/contract change, \$40.00
  2. If an application for a permit is cancelled by written request to the Building Official within six months of the application date or within twelve months of the issue date, a refund will be granted. The following fee will be deducted from the refund: 30%
  3. Public service request/Staff research/FOIA Fee Actual Admin Cost/  
1 hr minimum
- C. Building Permits. Building fees shall be as follows:
1. State Levy on all applicable permit fees 2.00%
    - a. Base permit fee \$75
    - b. Minimum permit fee \$75
  2. Re-inspection Fee \$100
  3. Code Investigation Fee \$100

4. New Construction (Residential and Commercial) Base fee plus:

<u>Residential</u> : All usable areas constructed; includes finished and unfinished;sq.ft. on site built construction, modular homes, manufactured homes, additions alterations, remodels, decks, porches, garages, sheds, carports, etc.	\$0.16 per Finished \$.08 per sq.ft. Unfinished
<u>Commercial/industrial</u> : All usable areas constructed; includes finished and unfinished; churches, schools, industrialized buildings, etc. . including patios decks, etc.	(same as residential) 1% of Contract

5. Swimming Pools \$70.00

6. Fences around swimming pools and residential fences over 6' in height \$40.00

7. Commercial Fence (regardless of height) \$40.00

8. Signs up to 10 sq ft in surface area, 20 sq ft for a double-sided sign, the top of the sign being 10' or less from the ground \$40.00

Signs more than 10 sq ft in surface area, 20 sq ft for a double-sided sign, the top of the sign being more than 10' from the ground \$60.00

9. Demolition or Moved structure \$70.00

10. Chimney \$70.00

11. Commercial re-roofing \$50.00

12. Tents (over 900 square feet) \$80.00

13. Elevator (Initial and annual re-certification) \$50.00

14. Retaining Walls (as defined by the Building Code), Towers, Piers, etc \$50.00

15. Amusement Rides	current:	proposed:
a) Kiddie/ Small mechanical/ Inflatable		\$55.00
b) Circular ride or flat less than 20'		\$75.00
c) Spectacular Ride		\$100.00
d) Coaster exceeding 30'		\$200.00
		Coaster exceeding 60' \$400.00
		Generator for amusement device \$165.00

16. Commercial Plan Review (New Construction)	\$250.00
Residential Plan Review (New Construction)	\$50.00
17. Commercial Change of Occupancy/Use	Building Permit needed
18. Appeals	\$0.00
<b>D. <u>Electrical Permits.</u></b>	
1. Residential (New Construction)	Base fee plus \$.06 per sq. ft.
2. Electrical Upgrade or relocation of electrical service	\$50.00
3. Temporary Electric Pole (TEP)	\$50.00
4. Early meter release (Not a part of any other inspection)	\$50.00
5. Connections and Outlets (lights, etc in additions/remodels)	\$50.00
6. Commercial (New Construction)	1% of Contract (unchanged)
7. Generator	\$75.00 + Gas

Voting aye: Supervisors Fly, Futrell, D. Jones, W. Jones, Seward, Tyler  
Voting nay: none

**5. Appointments**

There were no Appointments. However, there was discussion regarding the Industrial Development Authority Board of Directors' attendance and appointments.

**6. Action Items**

6.01 Technology Zone Ordinance

Deputy County Administrator provided the Technology Zone Ordinance.

Section 58.1-3850 of the Code of Virginia authorizes any city, county, or town to establish a technology zone or zones by ordinance. Establishment of such a zone authorizes the locality to grant tax incentives and certain regulatory flexibility in the technology zone. Establishment of such a zone for Sussex County for the Megasite and surrounding area could be a strategic incentive to attract future economic development prospects to the zone area. The attached draft ordinance provides incentives based on qualifying criteria and is revenue neutral (emphasis added). Advertisement notifying the public of this proposed ordinance was included in the Sussex-Surry Dispatch newspaper on November 2nd and 9th, 2022.

Deputy County Administrator  
Staff recommends that the Board of Supervisors adopt the ordinance.

A Draft Ordinance to Amend the Code of the County of Sussex, Virginia, to Add a Technology Zone and a copy of Public Notice were included in the Board packet.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopts Ordinance to amend the Code of the County of Sussex, Virginia to add a Technology Zone, to-wit:

WHEREAS, the Code of Virginia §58.1-3850 enables localities to establish Technology Zones which help cultivate economic growth by providing tax incentives or regulatory flexibility to qualified technology businesses; and

WHEREAS, a technology zone can be a valuable tool for the encouragement of new and expanding business investments in Sussex County; and

WHEREAS, the Board of Sussex County has determined that establishing technology zones will serve the public health and welfare of the County and citizens.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of Sussex, County, Virginia that the Code of the County of Sussex, is amended by adding the following:

#### TECHNOLOGY ZONE

##### Sec. 1. Purpose of Technology Zone.

The County of Sussex (or the “County”) has determined that the development of its commercial tax base requires incentives, and further determines that an appropriate method of offering incentives for the County is to create a Technology Zone.

##### Sec. 2. Definitions.

For the purpose of this article, the following words and phrases shall have the meanings given below, unless clearly indicated to the contrary:

*Administrator* means the County Administrator or his designee.

*Base Year* means the calendar year preceding the calendar year in which the applicant submits the Technology Zone Program Qualification Application.

*Capital Investment* means money used by a Technology Business to purchase Fixed Assets and not moneys used for day-to-day operating expenses. Fixed Assets owned by the Technology Business that are moved into the Technology Zone from another location within the County shall not be included in the calculation of Capital Investments.

*Employee* means a person who is on the payroll of the Technology Business’s establishment within the Technology Zone and whose workstation’s primary location is within the Technology Zone.

*Existing Business* means one that was actively engaged in the conduct of trade or business in the County prior to an area being designated as a Technology Zone.

*Fixed Asset* means long-lived tangible property owned by a Technology Business that is used by the Technology Business in the production of its income including real estate, plant, machinery, and equipment.

*Full-Time Employee* means an Employee who is employed in a job for an indefinite duration at a Technology Business located in a Technology Zone and is required to work at least minimum number of hours as determined by the Federal Government to qualify as a Full-Time Employee per week for a period consisting of forty-eight (48) consecutive weeks.

Seasonal, temporary, leased, contract labor or an Employee whose job function is shifted from an existing location within the County to a Technology Business within the Technology Zone is not a Full-Time Employee.

*Incentive Period* means a ten (10) year period during which a Qualified Technology Business receives the benefit of Technology Zone incentives.

*New Business* means a business not previously operating within the County prior to an area being designated as a Technology Zone.

*Technology Business* means a Business whose primary purpose is the research, development, or manufacture, distribution and/or design for lease, sale, or license of Technology Products, Processes or Related Services. Technology business may also include any advanced manufacturing operations utilized in the research and development or production of consumer or commercial products, data center operations or information technology operations. Technology business may also include distribution and warehousing operations, particularly those utilizing automated systems, robotics, or other advanced technologies in the warehousing or distribution of products for business or consumer use.

*Technology Products, Processes or Related Services* means engaging in the activities of automation, automotive vehicles, automotive components, autonomous vehicles or components, batteries, biotechnology, biomedical research, chemicals, computer hardware, computer software, defense, electric vehicles or components, electronics, energy, environmental, homeland security, manufacturing equipment, advanced materials, medical technologies, pharmaceuticals, photonics, electronic-based sub-assemblies and components, testing and measurement, telecommunications, systems integration, information systems, internet software, or data and data warehousing or training in the above concentration areas.

In no case will the use of computers or telecommunication services used by a Business in its administrative operations qualify the Business as a Technology Business.

*Qualified Technology Business* means a Technology Business that has met the qualifications set forth in this chapter and continues to meet the required qualifications.

### Sec. 3. Administration.

This article shall be administered and enforced by the County Administrator.

An applicant seeking to obtain the benefits of the Technology Zone will hold preliminary discussions with the County Administrator and Director of Economic Development, prior to any investment, resulting in submittal of a completed Technology Zone Program Qualification Application to the Director of Economic Development.

The Director of Economic Development, in consultation with the County Administrator, will review the application to determine if the project meets the required criteria for Qualified Technology Business and is consistent with the County's policy for the consideration of Technology Zone incentives. Applications must be signed by an official representative of the Qualified Technology Business authorized to sign on its behalf.

No incentive application from an Existing Technology Business shall be approved until the Commissioner of the Revenue determines that no unpaid taxes are outstanding. Further, an Existing Technology Business shall not qualify for Technology Zone incentives by reorganizing or changing its form in a manner that does not alter the basis of the Technology Business assets or result in a taxable event.

### Sec. 4. Boundaries.

The Boundaries of the Technology Zone shall be within the areas described in Appendix A of this Chapter.

As technology zones are established by the Board of Supervisors, they shall be further identified by reference to the map entitled "Sussex County Technology Zones" which shall be incorporated into and made a part of this chapter and all future ordinances establishing a technology zone.

### Sec. 5. Incentive Period.

Subject to the requirements of this chapter, Qualified Technology Businesses shall receive the benefits of the Technology Zone incentives consecutively for up to a 10-year Incentive Period.

### Sec. 6. Eligibility Requirements.

- (a) Existing and new businesses. The following requirements shall apply to all businesses seeking the Incentives provided in this chapter:
  - i. Business must be engaged in a qualified technology business;
  - ii. Wages paid to Full-Time Employees must be at least 25% above the region's average prevailing wage for similar positions in the applicable industry sector, as reported by

- the Federal Bureau of Labor Statistics (BLS) or Occupational Employment and Wage Statistics (Virginia Employment Commission);
- iii. Machinery and equipment that is either purchased or leased, must be new to the County and associated with a qualifying plant expansion or renovation within the Technology Zone;
  - iv. Businesses must commit to the creation of at least five net new jobs and at least \$5,000,000 in Capital Investment (machinery and equipment or real property); or, creation of 10 net new jobs and at least \$1,000,000 in new Capital Investment;
  - v. Businesses must make a capital investment of at least \$1,000,000 to be eligible for the Business Tangible Personal Property rebate; and
  - vi. The increase in capital investment and new or additional full-time positions required to qualify must occur within the investment and job creation schedule agreed upon between the County Administrator and an official representative of the Qualified Technology Business at the time of application.
- (b) Any assets owned by a business which are moved into a technology zone from another location within the County shall not be included in the increased new investment.

#### Sec. 7. Incentives.

Incentives of the Technology Zone must be accessed by the Qualified Technology Business within one year of start of operations in the Technology Zone, or within one year of a qualified facility expansion or renovation in order to receive the Incentives as outlined in this Chapter.

In the case of a qualified facility expansion or renovation, the rebate shall be limited to 100 percent of the tax on the increase in the assessed value over the value from the Base Year assessed value. The incentive period cannot be extended solely by relocating within or to another zone or by an ownership change. The Treasurer shall issue a rebate within 60 days of receipt of full payment of the taxes for each year of the incentive period.

The amount and schedule of incentives shall be as follows:

- (a) Machinery & Tools:
  - i. 100% rebate on Machinery & Tools Tax Years 1-5; and
  - ii. 75% rebate in Years 6-10
- (b) Business Tangible Personal Property:
  - i. 100% rebate on Business Tangible Personal Property Tax Years 1-5; and
  - ii. 75% rebate in Years 6-10
- (c) Merchant's Capital Tax:
  - i. 50% rebate on Merchant's Capital Tax Years 1-5
- (d) Waiver of all site development fees (i.e. land disturbance, site plan review)
- (e) Waiver of all building permit (i.e. plans review) and inspection fees, including structural, electrical, plumbing and mechanical



- (f) Waiver of rezoning, conditional use permit, or special exception fees

The amount and schedule of exemption may from time to time be amended in order to sustain the economic development priorities established by the County.

#### Sec. 8. Certification Procedure.

The following certification procedure applies to Technology Businesses seeking to obtain the benefits of the technology zone:

- (a) A Technology Business must submit a Technology Zone Program Qualification Application to the Director of Economic Development for certification as a Qualified Technology Business.
- (b) After a Technology Business has been certified as a Qualified Technology Business, in order to receive a rebate, it must annually submit a Technology Zone Program Annual Certification form with qualifying criteria and annual return of machinery and tools, business tangible personal property, merchant's capital tax, a detailed list of assets, along with the number of Full-Time Employees employed by the Qualified Technology Business, and an official Virginia Employment Commission report for wage verification to the Commissioner of Revenue and the County Administrator, by the stated filing date.
- (c) The Qualified Technology Business must pay the resulting machinery and tools tax, business tangible personal property tax, and merchant's capital tax, and then the allowable portion of these taxes will be rebated. The Commissioner may request additional documentation from the business, and that documentation must be received within ten days from the date of this request unless the Commissioner agrees, in his/her sole discretion, to an extension of time for the submission of such documentation. In no case, however, shall the extension exceed 90 days. Failure to request the rebate or to submit the required documentation in a timely manner, as determined by the Commissioner, shall result in forfeiture of the machinery and tools, business tangible personal property, or merchant's capital tax rebate incentive for that year of the incentive period. Neither a sale and lease-back agreement nor a subsequent purchase of equipment originally leased shall extend the incentive period beyond the original incentive period.
- (d) The rebate of tax on qualifying leased property must be issued directly to the lessor.

#### Sec. 9. Compliance.

- (a) Failure of the Qualified Technology Business to pay in full by the due date any taxes imposed by the County shall result in the loss of the exemption or rebate for that calendar year. The County Administrator may withdraw the Qualified Technology Business status for any business that is not compliant with any ordinance, regulation, or other legal requirement pertaining to that business.

- (b) If a Qualified Technology Business files for bankruptcy during any ten-year Incentive Period, this will result in disqualification and the business will be ineligible to receive Technology Zone incentives for the remainder of the Incentive Period.
- (c) In the event that the Technology Business ceases to be a Qualified Technology Business, or removes itself from operation in the County during any year within the first five years of the ten-year Incentive Period, it shall be required, except as otherwise provided in this ordinance, to Action Items - Page 6 repay a pro-rated portion of incentives received within 30 days to the County of Sussex. The pro-rated repayment will be determined by the County Administrator and based on the life-to-date percentage of capital investment and full-time jobs created in comparison to the commitments made at the time of application for Technology Zone incentives.
- (d) In the event a Technology Business is unable to continue to meet the eligibility requirements within the timeframe established pursuant to Section 6(a)(vi), and the business contacts the County Administrator within 90 days of the annual certification and filing date, the County Administrator may in his/her discretion, approve an action plan for the business which, among other things, may provide the business additional time to meet the requirements of a Qualified Technology Business. If the business fails to meet the eligibility requirements after the timeframe set forth in the action plan, it shall be required to repay 100% of the incentives received within 30 days to the County of Sussex.

#### Sec. 10. Nonwaiver.

Unless expressly stated herein, this chapter shall not be construed to waive the requirement of any ordinance, regulation, or policy of the County, including, but not limited to, those ordinances, regulations, and policies that require permits and approvals for land use and construction except as expressly mentioned in this chapter. Additionally, unless stated otherwise herein, nothing in this chapter shall be construed as waiving the right of the County to enforce its ordinances, regulations, or policies to collect any taxes, fees, fines, penalties, or interest imposed by law on a qualified technology business or upon real or personal property owned or leased by a Qualified Technology Business.

#### Sec. 11. Zoning Ordinance Not Affected.

This chapter is an economic development incentive and is not a zoning change. Nothing herein shall be construed to affect any provision or requirement of the County Zoning Ordinance.

#### Sec. 12. Education and Promotion.

The County Administrator shall develop strategies and marketing tools to promote the benefits of the Technology Zone to the public and potential businesses.

State Law Reference—Virginia Code Section 58.1-3850

This ordinance shall become effective upon adoption.

Voting aye: Supervisors Fly, Futrell, D. Jones, W. Jones, Seward, Tyler  
Voting nay: none

#### 6.02 PPT Deadline Extension Resolution

County Administrator Douglas stated that a resolution to extend the personal and real estate property tax payment deadline for tax year 2022, as prepared by the County Attorney, was included in the packet for the Board's consideration.

This resolution was requested by Chairwoman Seward with input from Treasurer Cox, to provide additional time for tax payments (based on impacts from COVID, inflation, and increased vehicle values). If approved, this resolution will extend the payment deadline from December 5, 2022, to March 5, 2023.

Staff recommended that the Board of Supervisors approves Resolution #22-137 to extend the personal property tax payment deadline for Tax Year 2022 to March 5, 2022.

A copy of Resolution #22-137 was included in the Board packet.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approved Resolution #137 to extend the personal and real estate property tax payment deadline for Tax Year 2022 to March 5, 2023, to-wit:

WHEREAS, national, state, and local economies have been negatively impacted by the COVID-19 pandemic; and

WHEREAS, due to the recent effect that inflation has had on the value of real estate and personal property, the Board of Supervisors wants to provide residents some relief in paying tax bills; and

WHEREAS, the real estate and personal property tax payments are due by December 5, 2022, subject to penalties and interest for late payments; and

WHEREAS, Section 58.1-3916 of the Code of Virginia empowers the Sussex County Board of Supervisors to grant by resolution an extension of time, not to exceed 90 days, for the payment of real estate and personal property taxes whenever good cause exists; and

WHEREAS, COVID-19 and the recent effect that inflation has had on the value of real estate and personal property constitutes good cause, and the Board of Supervisors wants to provide residents some relief in paying tax bills and desires to provide all support possible to the community at this time.

NOW, THEREFORE, BE IT RESOLVED BY THE SUSSEX COUNTY BOARD OF SUPERVISORS, VIRGINIA:

§1. That the due date in FY 2022 for the payment of real estate taxes and personal property taxes(to include merchant's capital, machinery & tools, and mobile home taxes, vehicles, trailers, motorcycles

and boats) is hereby extended from December 5, 2022, to March 5, 2023, and that payment can be made up to that time without late penalties and interest.

§ 2. That this resolution shall have no legal impact upon prior delinquencies.

§ 3. That staff immediately communicate the extension information to the community.

§ 4. That this resolution is effective upon adoption.

Voting aye: Supervisors Fly, Futrell, D. Jones, W. Jones, Seward, Tyler

Voting nay: none

### 6.03 Gro52 Property Buy-Back

The Board of Supervisors approved the sale of 22.5 acres of property on Cabin Point Road in October 2020 to Gro52, at a price of \$44,586, for the construction of a commercial hemp growing facility. Unfortunately the company has yet to begin construction, and the purchase agreement provides for a county buy-back of the property at the original price if the facility is not constructed within 24 months of closing. Because this property is adjacent to county-owned mega site property that is extremely important from an economic development perspective for the county, staff recommends that the buy-back process be initiated by the County Attorney. A copy of his recommended process, as well as a copy of the sales agreement and plat, are attached for your review.

Staff recommends approval to initiate the buy-back process for the Gro52 property on Cabin Point Road.

Copies of the County Attorney email, Gro52 sales agreement, and plat were included in the Board packet.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves initiating the buy-back process for the Gro52 property on Cabin Point Road. All Board members present voted aye.

### 6.04 Animal Services Budget Amendment (Shelter Improvements)

This item was moved from Item 2. Consent Agenda (Item 2.06) to Item 6. Action Items, as Item 6.04.

County Administrator Douglas stated that a budget amendment for animal shelter improvements necessary to maintain state operational compliance, totaling \$34,372 was included in the packet for the Board's consideration.

The improvements are itemized in an email from the Animal Services Director and are related to moisture issues necessitating the replacement of shelter flooring and cat room walls. These costs are in addition to improvements completed under a recent donation from Energix related to sealing all indoor and outdoor kennel flooring.

Staff recommends approval.

A copy of Resolution #22-130 FY23 Budget Amendment and email from the Animal Services Director were included in the Board packet.

ON MOTION OF SUPERVISOR D. JONES, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves Animal Services Budget Amendment (Shelter Improvements) #22-130, to-wit:

BE IT RESOLVED by the Sussex County Board of Supervisors that the following budget amendment for the Fire, Rescue, & Emergency Services function be and hereby is made for the period of July 1, 2022 through June 30, 2023. This resolution will appropriate local reserve funds to the Animal Services department for animal shelter renovations.

FUND # 100 GENERAL FUND

REVENUE

Fund 135 Local Reserves	\$34,400
Total Revenues	\$34,400

EXPENDITURE

Fund 100 Administration	\$34,400
Total Expenditures	\$34,400

*Finance Department Note: Sufficient documentation has not been met to meet the County's Small Purchase Policy.*

Voting aye: Supervisors Fly, D. Jones, W. Jones, Seward

Voting nay: Supervisor Futrell

Abstained: Supervisor Tyler

**7. Citizens' Comments**

Comments were heard from Kevin Bracy (Courthouse District) regarding the Animal Shelter; buildings on the complex; scrap metal; convenience sites-90 days to rectify problem; and 911 calls on vicious dogs.

**8. Unfinished Business**

There was no Unfinished Business.

**9. New Business**

There was no New Business.

**10. Board Member Comments**

10.01 Blackwater District –Keep animals current on rabies shots.

10.02 Courthouse District – In regards/response to Waverly District: noted Grievance Policy for problems with employees and Social Services Advisory Board.

10.03 Henry District – Employees at Jarratt Convenience Center - no lights, getting dark earlier; asked Administration to expedite getting lights.

10.04 Stony Creek District – Stony Creek Annual Christmas parade 1st Sunday, December 4th; wished everyone a Happy Thanksgiving.

10.05 Wakefield District – Have same approach in improving County buildings as for Animal Services buildings.

10.06 Waverly District – Personnel Committee – convenience - convenience site employees threatened; requested Personnel Committee meeting; letter for Courthouse District; Social Services and Social Services Director and Board; vehicle logos.

*There was discussion of Board's role regarding personnel.*

## **11. Closed Session**

There was no Closed Session.

## **12. Adjournment**

### 12.01 Adjournment

ON MOTION OF SUPERVISOR D. JONES, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the November 17, 2022 regular meeting of the Sussex County Board of Supervisors hereby adjourned at 8:15 p.m. All Board members present voted aye.

### 12.02 Next Meeting

The next regular Board of Supervisors meeting is scheduled to be held, Thursday, December 15, 2022 at 6 p.m.

September 15, 2022

**WARRANTS & VOUCHERS SUMMARY**

<b>TOTAL ALL WARRANTS FOR APPROVAL</b>	<b>\$690,873.81</b>
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<b>TOTAL ALL VOID CHECKS FOR APPROVAL</b>	<b>\$0.00</b>
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<b>ACCOUNTS PAYABLE WARRANTS:</b>	<b>CHECK NO.</b>	<b>AMOUNTS</b>	<b>PROCESS DATE</b>
FOR MONTH OF Augst 2022	222715-222753	\$ 63,033.76	RUN DATE 8/4/2022
	222754-222761	\$ 110,149.35	RUN DATE 8/4/2022
	222773-222819	\$ 65,847.22	RUN DATE 8/11/2022
	222820-222827	\$ 25,562.83	RUN DATE 8/11/2022
	222828	\$ 1,495.65	RUN DATE 8/17/2022
	222829-222857	\$ 158,143.39	RUN DATE 8/18/2022
	222858-222859	\$ 186.94	RUN DATE 8/18/2022
	222860	\$ 497.30	RUN DATE 8/22/2022
	222861-222865	\$ 150.00	RUN DATE 8/23/2022
	222879-222881	\$ 4,300.52	RUN DATE 8/25/2022
	222882-222928	\$ 132,465.25	RUN DATE 8/25/2022
	222929-222938	\$ 26,537.66	RUN DATE 8/31/2022
<b>Total Regular Warrants</b>		<b>\$588,369.87</b>	
PAY. DEDUCTION WARRANTS:	222762-222772	\$ 51,996.11	RUN DATE 8/16/2022
	222866-222878	\$ 50,507.83	RUN DATE 8/31/2022
<b>Total Deduction Warrants:</b>		<b>\$102,503.94</b>	
<b><u>TOTAL VOUCHERS &amp; WARRANTS FOR APPROVAL</u></b>		<b>\$690,873.81</b>	

# ACCOUNTS PAYABLE CHECKS





P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000923	ALL SEASONS TERMITE & DISC. TOTAL	4027072722	7/27/2022	95.00	4100-051500-1272-551-510	95.00	222715	.00	Building Maintenance & Repair	01809 SUSSEX COUNTY JAIL
0000000	001917	AMAZON CAPITAL SERVICES	16X0-K9RC-RVJ0	7/31/2022		4100-021500-1241-253-210	60.98	222716		Office Supplies	01809 # A1UJ8S5ECTAJC
0000000	001917	AMAZON CAPITAL SERVICES	1KF1-7QVT-GYMG	7/26/2022		4100-021600-1247-261-210	59.75	222716		Janitorial Supplies	01809 # A1UJ8S5ECTAJC
0000000	001917	AMAZON CAPITAL SERVICES	1MLR-KCVA-77H4	7/26/2022		4100-021600-1242-261-210	118.24	222716		Agricultural Supplies	01809 # A1UJ8S5ECTAJC
0000000	001917	AMAZON CAPITAL SERVICES	134T-LWK-6LDM	7/25/2022		4100-021600-1242-261-210	509.94	222716		Agricultural Supplies	01809 # A1UJ8S5ECTAJC
0000000	001472	BRACY, KEVIN	KB 071122	8/02/2022	150.00	4100-021400-1217-241-210	150.00	222718		Commission/Board Compensation	01809 SUSSEX ANML CONTR
0000000	000738	BUTLER'S TOWING AND DISC. TOTAL	11008	7/13/2022	123.22	4100-021600-1265-261-210	123.22	222719		Vehicle Maintenance & Repairs	01809 SUSSEX ANML CONTR
0000000	001251	CABIN POINT VETERINARY	73039	7/20/2022		4100-021600-1227-261-210	197.00	222720		Medical Services	01809 # 4177
0000000	001251	CABIN POINT VETERINARY	73045	7/20/2022		4100-021600-1227-261-210	327.05	222720		Medical Services	01809 # 1707
0000000	001251	CABIN POINT VETERINARY	73173	7/27/2022		4100-021600-1227-261-210	123.00	222720		Medical Services	01809 # 1707
0000000	001251	CABIN POINT VETERINARY	73183	7/29/2022		4100-021600-1227-261-210	456.00	222720		Medical Services	01809 # 1707
0000000	001251	CABIN POINT VETERINARY	73221	8/01/2022		4100-021600-1227-261-210	375.90	222720		Medical Services	01809 # 1707
0000000	001485	CENTRAL AGRIBUSINESS	JR29759	7/27/2022	61.60	4100-051500-1246-551-510	61.60	222721		Food Supplies	01809 SUSSEX SHERIFF
0000000	002055	COMMONWEALTH CALIBRATIONS	2022-057	7/20/2022		4100-051100-1265-512-510	75.00	222722		Vehicle Maintenance & Repairs	01809 SUSSEX SHERIFF
0000000	002055	COMMONWEALTH CALIBRATIONS	2022-062	7/20/2022		4100-051100-1265-512-510	75.00	222722		Vehicle Maintenance & Repairs	01809 SUSSEX SHERIFF
0000000	002055	COMMONWEALTH CALIBRATIONS	2022-072	7/22/2022		4100-051100-1265-512-510	75.00	222722		Vehicle Maintenance & Repairs	01809 SUSSEX SHERIFF
0000000	002055	COMMONWEALTH CALIBRATIONS	2022-077	7/16/2022		4100-051100-1265-512-510	75.00	222722		Vehicle Maintenance & Repairs	01809 SUSSEX SHERIFF
0000000	002055	COMMONWEALTH CALIBRATIONS	2022-62	7/28/2022		4100-051100-1265-512-510	75.00	222722		Vehicle Maintenance & Repairs	01809 SUSSEX SHERIFF
0000000	000020	COWLING BROTHERS	298983	7/07/2022	80.70	4100-021600-1272-261-210	80.70	222723		Building Maintenance & Repair	01809 # SCA002
0000000	999999	CRATER REGIONAL WORKFORCE	072922	8/04/2022	1.819.00	4100-021100-1299-211-210	1.819.00	222724		Miscellaneous Others	01809 SUSSEX COUNTY
0000000	000024	CRATER YOUTH CARE	23005-01	7/21/2022		4100-081800-2110-863-810	7.402.08	222725		Crater Youth Care Commission	01809 JULY 2022 USAGE FE
0000000	000024	CRATER YOUTH CARE	23005-02	7/21/2022		4100-081800-2110-863-810	16.532.25	222725		Crater Youth Care Commission	01809 1ST QUARTER FY23
0000000	000871	CRYSTAL SPRINGS	6091788	7/21/2022	28.44	4100-062100-1277-621-620	28.44	222726		Water Services	01809 # 11421076091788
0000000	001185	DISPUTANTA ANIMAL HOSPITAL	271665	7/26/2022		4100-021600-1227-261-210	76.00	222727		Medical Services	01809 SUSSEX COUNTY
0000000	001185	DISPUTANTA ANIMAL HOSPITAL	271667	7/26/2022		4100-021600-1227-261-210	76.00	222727		Medical Services	01809 SUSSEX COUNTY

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000000	000902	DOC FARMER'S MARKET	MKT93643	8/01/2022		4100-051500-1246-551-510	353.75	222728		Food Supplies	01809 SUSSEX COUNTY JAIL
							.00	EPY PMT TOTAL			353.75
00000000	001651	DOCUMENT SYSTEMS	124617	8/02/2022		4100-021100-1252-211-210	111.44	222729		Equipment Lease/Rental	01809 # SC05-003
							.00	EPY PMT TOTAL			111.44
00000000	000123	EDMOND, J. LAFAYETTE	JLE 071122	8/02/2022		4100-021400-1217-241-210	150.00	222730		Commission/Board Compensation	01809 PLANNING COMMISSIO
							.00	EPY PMT TOTAL			150.00
00000000	001703	HEFFTY WILEY & GORE P.C.	11913	7/25/2022		4100-022100-1223-281-220	8,500.00	222731		Legal Services	01809 SUSSEX COUNTY
							.00	EPY PMT TOTAL			8,500.00
00000000	001475	IRVING, FRANK	FI 071122	8/02/2022		4100-021400-1217-241-210	150.00	222732		Commission/Board Compensation	01809 PLANNING COMMISSIO
							.00	EPY PMT TOTAL			150.00
00000000	001477	KING, ROGER	RK 071122	8/02/2022		4100-021400-1217-241-210	150.00	222733		Commission/Board Compensation	01809 PLANNING COMMISSIO
							.00	EPY PMT TOTAL			150.00
00000000	000129	LOGAN SYSTEMS, INC	56738	7/15/2022		4100-062100-1236-621-620	671.42	222734		Microfilming & Scanning Servi	01809 SUSSEX CIRCUIT COU
							.00	EPY PMT TOTAL			671.42
00000000	001943	MARK D. MILITANA MD PC	JULY 2022	8/02/2022		4100-051500-1293-551-510	3,750.00	222735		Inmate Medical Expenses	01809 SUSSEX SHERIFF
							.00	EPY PMT TOTAL			3,750.00
00000000	001392	MASON, DENWIS	DM 071122	8/02/2022		4100-021400-1217-241-210	75.00	222736		Commission/Board Compensation	01809 PLANNING COMMISSIO
							.00	EPY PMT TOTAL			75.00
00000000	000309	MASSENBURG, TERRY	TM 071122	8/02/2022		4100-021400-1217-241-210	200.00	222737		Commission/Board Compensation	01809 PLANNING COMMISSIO
							.00	EPY PMT TOTAL			200.00
00000000	001600	MAYES, ANDREW W.	AM 071122	8/02/2022		4100-021400-1217-241-210	75.00	222738		Commission/Board Compensation	01809 PLANNING COMMISSIO
							.00	EPY PMT TOTAL			75.00
00000000	001187	OMEN PRINTING COMPANY	37699	7/18/2022		4100-021100-1233-211-210	84.97	222739		Printing	01809 SUSSEX COUNTY
							.00	EPY PMT TOTAL			84.97
00000000	000165	POSTMASTER	BOXRENT190	8/02/2022		4100-081300-2110-822-810	90.00	222740		VA Cooperative Extension	01809 BOX RENT 190
							.00	EPY PMT TOTAL			90.00
00000000	001160	RAINES GARDEN CENTER	152350	7/28/2022		4100-021100-1299-211-210	35.00	222741		Miscellaneous Others	01809 SUSSEX COUNTY
							.00	EPY PMT TOTAL			35.00
00000000	001023	RICOH USA, INC.	36818944	7/15/2022		4100-063100-1252-631-630	232.32	222742		Equipment Lease/Rental	01809 # 37023603
							.00	EPY PMT TOTAL			232.32
00000000	001023	RICOH USA, INC.	36818944	7/15/2022		4100-063100-1252-632-630	232.32	222742		Equipment Lease/Rental	01809 # 37023603
							.00	EPY PMT TOTAL			232.32
00000000	000063	RUTHERFORD SUPPLY	1265222	7/27/2022		4100-021200-1247-221-210	219.87	222743		Janitorial Supplies	01809 # 118601
							.00	EPY PMT TOTAL			219.87
00000000	001866	SHANDS, RUDOLPH	RS 071122	8/02/2022		4100-021400-1217-241-210	150.00	222744		Commission/Board Compensation	01809 PLANNING COMMISSIO
							.00	EPY PMT TOTAL			150.00

AP100 8/04/2022 SUSSEX COUNTY A/P CHECK REGISTER TIME: 13:48:55 ActPd - 2022/08

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001618	SHRED-IT USA, LLC	8002085360	7/31/2022	ACH PMT TOTAL	4100-021100-1228-211-210	259.28	222745	.00	Contractual Services	01809 # 1000528107
			CHECK TOTAL			.00		EPY PMT TOTAL			259.28
0000000	002056	THE JARRATT SENIOR CITIZENS CENTER		8/02/2022	ACH PMT TOTAL	4100-081600-2110-849-810	2,500.00	222746	.00	Jarratt Senior Citizens Center	01809 FY23 ALLOCATION
			CHECK TOTAL			.00		EPY PMT TOTAL			2,500.00
0000000	001224	VA LEGAL AID SOCIETY	FY23	8/02/2022	ACH PMT TOTAL	4100-081300-2110-820-810	638.00	222747	.00	Virginia Legal Aid Society	01809 FY23 ALLOCATION
			CHECK TOTAL			.00		EPY PMT TOTAL			638.00
0000000	001232	WAVERLY YOUTH ASSOCIATION	FY23	8/02/2022	ACH PMT TOTAL	4100-081600-2110-845-810	1,750.00	222748	.00	Waverly Youth Association	01809 FY23 ALLOCATION
			CHECK TOTAL			.00		EPY PMT TOTAL			1,750.00
0000000	001644	XEROX FINANCIAL SERVICES	3371633	7/12/2022	ACH PMT TOTAL	4100-062100-1252-621-620	149.63	222749	.00	Equipment Lease/Rental	01809 # 02000128117001
			CHECK TOTAL			.00		EPY PMT TOTAL			149.63
0000000	000871	CRYSTAL SPRINGS	12841556	7/16/2022	ACH PMT TOTAL	4100-063100-1277-631-630	3.45	222750	.00	Water Services	01809 # 114253012841556
			CHECK TOTAL			.00		EPY PMT TOTAL			3.45
0000000	001187	OMEN PRINTING COMPANY	37813	7/28/2022	ACH PMT TOTAL	4100-023100-1233-291-230	95.00	222751	.00	Printing	01809 SUSSEX REGISTRAR
			CHECK TOTAL			.00		EPY PMT TOTAL			95.00
0000000	001644	XEROX FINANCIAL SERVICES	3378223	7/16/2022	ACH PMT TOTAL	4100-061100-1252-612-610	106.36	222752	.00	Equipment Lease/Rental	01809 # 0200078186001
			CHECK TOTAL			.00		EPY PMT TOTAL			106.36
0000000	000871	CRYSTAL SPRINGS	7302164	7/21/2022	ACH PMT TOTAL	4100-061100-1277-611-610	49.79	222753	.00	Water Services	01809 # 37281837302164
			CHECK TOTAL			.00		EPY PMT TOTAL			49.79
			CHECK TOTAL			.00		EPY PMT TOTAL			63,033.76
			CHECK TOTAL			.00		EPY PMT TOTAL			63,033.76

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 63,033.76- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

8/4/2022  
 DATE 8/4/2022  
 DATE 8/4/2022  
 DESTE J. COX, TREASURER

Approved by: *Richard Douglas*  
 DIRECTOR OF FINANCE  
 COUNTY OF SUSSEX ADMINISTRATION

AP100 8/04/2022 SUSSEX COUNTY A/P CHECK REGISTER TIME-13:59:28 ActPd - 2022/08

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
0000000	001251	CABIN POINT VETERINARY	66264	1/13/2021		4100-021600-1227-261-210	368.00	222754		Medical Services	01810 # 1707
0000000	001251		67038-REISSUE	3/30/2021		4100-021600-1227-261-210	351.00	222754		Medical Services	01810 # 1707
0000000	001251		68023	6/14/2021		4100-021600-1227-261-210	231.00	222754		Medical Services	01810 # 1707
0000000	001251		68031	6/15/2021		4100-021600-1227-261-210	140.00	222754		Medical Services	01810 # 1707
0000000	001251		69538-REISSUE	10/15/2021		4100-021600-1227-261-210	220.00	222754		Medical Services	01810 # 1707
0000000	001251		69577-REISSUE	10/20/2021		4100-021600-1227-261-210	202.00	222754		Medical Services	01810 # 1707
0000000	001251		69670-REISSUE	10/27/2021		4100-021600-1227-261-210	209.00	222754		Medical Services	01810 # 1707
0000000	001251		69698-REISSUE	10/29/2021		4100-021600-1227-261-210	213.00	222754		Medical Services	01810 # 1707
0000000	001251		69707-REISSUE	11/01/2021		4100-021600-1227-261-210	60.00	222754		Medical Services	01810 # 1707
0000000	001251		70541-REISSUE	1/07/2022		4100-021600-1227-261-210	94.00	222754		Medical Services	01810 # 1707
		DISC. TOTAL					.00				
		CHECK TOTAL					2,088.00				
		ACH PMT TOTAL					.00				
		CPA PMT TOTAL					.00				
0000000	001251	CABIN POINT VETERINARY	70699-REISSUE	1/19/2022		4100-021600-1227-261-210	59.20	222755		Medical Services	01810 # 1707
		DISC. TOTAL					.00				
		CHECK TOTAL					59.20				
		ACH PMT TOTAL					.00				
		CPA PMT TOTAL					.00				
0000000	000622	COUNTY OF GREENSVILLE	2971	8/03/2022		4100-061100-1214-611-610	2,934.29	222756		Comp Court Administrator	01810 ACCT# 65
		DISC. TOTAL					.00				
		CHECK TOTAL					2,934.29				
		ACH PMT TOTAL					.00				
		CPA PMT TOTAL					.00				
0000000	001651	DOCUMENT SYSTEMS	124110	7/06/2022		4100-062100-1252-621-620	46.15	222757		Equipment Lease/Rental	01810 # SC07
		DISC. TOTAL					.00				
		CHECK TOTAL					46.15				
		ACH PMT TOTAL					.00				
		CPA PMT TOTAL					.00				
0000000	001115	LIFESTAR AMBULANCE	SC062022	7/08/2022		4100-021500-2110-252-210-524	21,888.00	222758		Emergency Med. SVC - Pd EMT.	01810 JUNE 2022
0000000	001115		WAV062022	7/09/2022		4100-021500-2110-252-210-524	51,840.00	222758		Emergency Med. SVC - Pd EMT.	01810 JUNE 2022
0000000	001115		WT062022	7/08/2022		4100-021500-2110-252-210-524	27,000.00	222758		Emergency Med. SVC - Pd EMT.	01810 SUSSEX PUBLIC SAFE
		DISC. TOTAL					.00				
		CHECK TOTAL					100,728.00				
		ACH PMT TOTAL					.00				
		CPA PMT TOTAL					.00				
0000000	001952	POSTGEN SOFTWARE, INC.	SIN017350	5/05/2022		4100-062100-1255-621-620	3,378.25	222759		Maintenance Service Contract	01810 SUSSEX CIRCUIT COU
		DISC. TOTAL					.00				
		CHECK TOTAL					3,378.25				
		ACH PMT TOTAL					.00				
		CPA PMT TOTAL					.00				
0000000	001975	STAPLES, INC.	7359575464-0-1	6/24/2022		4100-021600-1247-261-210	334.90	222760		Janitorial Supplies	01810 # 27065688
0000000	001975		7359575464-0-2	6/29/2022		4100-021600-1247-261-210	435.56	222760		Janitorial Supplies	01810 # 27065688
		DISC. TOTAL					.00				
		CHECK TOTAL					770.46				
		ACH PMT TOTAL					.00				
		CPA PMT TOTAL					.00				
0000000	001644	XEROX FINANCIAL SERVICES	3328361	6/24/2022		4100-031100-1252-311-310	145.00	222761		Equipment Lease/Rental	01810 # 020-0099060-001
		DISC. TOTAL					.00				
		CHECK TOTAL					145.00				
		ACH PMT TOTAL					.00				
		CPA PMT TOTAL					.00				
0000000	001975			110.149.35			.00				
		DISC. TOTAL					.00				
		CHECK TOTAL					110.149.35				
		ACH PMT TOTAL					.00				
		CPA PMT TOTAL					.00				

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED. THE TOTAL 110,149.35. EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

8/4/2022

DATE 8/4/2022

DATE 8/4/22

APPROVED BY: *Richard Douglas*  
 COUNTY ADMINISTRATOR  
 DESTE J. COX, TREASURER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001047	AMERICAN RED CROSS	FY23	8/11/2022		4100-081300-2110-816-810	1,000.00	222773		Red Cross	01811 FY23 ALLOCATION
			CHECK TOTAL								1,000.00
0000000	000009	BAI MUNICIPAL SOFTWARE	ESD2022-36	7/26/2022		4100-021700-1221-271-210	3,544.00	222774		Accounting System	01811 # 10056 3,544.00
			CHECK TOTAL								TOTAL
0000000	001507	BARKSDALE OILS INC.	SUSSECTY 073122	7/31/2022		4100-021400-1264-241-210	84.80	222775		Mileage	01811 # SUSSECTY
			CHECK TOTAL				445.85	222775			01811 # SUSSECTY
0000000	001507		SUSSECTY 073122	7/31/2022		4100-021600-1264-261-210	95.73	222775		Mileage	01811 # SUSSECTY
			CHECK TOTAL				856.14	222775			01811 # SUSSECTY
0000000	001507		SUSSECTY 073122	7/31/2022		4100-021600-1264-262-210	311.92	222775		Mileage	01811 # SUSSECTY
			CHECK TOTAL				281.73	222775		Mileage/Gas	01811 # SUSSECTY
0000000	001507		SUSSECTY 073122	7/31/2022		4100-051100-1264-512-510	10,396.78	222775		Mileage/Gas	01811 # SUSSECTY
			CHECK TOTAL				735.79	222775		Gasoline	01811 # SUSSECTY
			CHECK TOTAL								13,208.64
0000000	002047	BURNO, WILLIAM	WB 072022	8/03/2022		4100-051500-1244-551-510	71.43	222776		Uniform Services	01811 REIMBURSEMENT
			CHECK TOTAL								71.43
0000000	000738	BUTLER S TOWING AND	11187	8/05/2022		4100-051100-1265-519-510	44.53	222777		Vehicle Maintenance Repairs	01811 SUSSEX SHERIFF
			CHECK TOTAL				20.00	222777		Vehicle Maintenance & Repairs	01811 SUSSEX SHERIFF
			CHECK TOTAL								64.53
0000000	001251	CABIN POINT VETERINARY	73294	8/02/2022		4100-021600-1227-261-210	676.00	222778		Medical Services	01811 # 1707
			CHECK TOTAL				182.66	222778		Medical Services	01811 # 1707
			CHECK TOTAL								858.66
0000000	000728	CARQUEST OF WAKEFIELD	15335-37398	8/08/2022		4100-051100-1265-512-510	14.69	222779		Vehicle Maintenance & Repairs	01811 # 5001
			CHECK TOTAL								14.69
0000000	001485	CENTRAL AGRIBUSINESS	JR29846	8/03/2022		4100-051500-1246-551-510	61.60	222780		Food Supplies	01811 SUSSEX SHERIFF
			CHECK TOTAL								61.60
0000000	002055	COMMONWEALTH CALIBRATIONS	2022-63	8/01/2022		4100-051100-1265-512-510	75.00	222781		Vehicle Maintenance & Repairs	01811 SUSSEX SHERIFF
			CHECK TOTAL								75.00
0000000	001449	CONVERGENT TECHNOLOGIES	24907	8/02/2022		4100-051100-1224-516-510	359.00	222782		Information System Services	01811 SUSSEX SHERIFF
			CHECK TOTAL								359.00
0000000	002018	DILLARD ELECTRICAL	DE 080222	8/02/2022		4100-021200-1273-221-210	4,200.00	222783		Building Systems Main & Repai	01811 SUSSEX COUNTY
			CHECK TOTAL								4,200.00
0000000	000084	DOMINION VIRGINIA POWER	0482572328	7/27/2022		4100-021600-1276-263-210	3,149.35	222784		Electric	01811 # 0482572328
			CHECK TOTAL								3,149.35
0000000	001723	GARDAWORLD SECURITY SERVI	863355	7/29/2022		4100-021600-1229-264-210	1,122.42	222785		Other Professional Services	01811 # SUS001
			CHECK TOTAL				1,122.42	222785		Other Professional Services	01811 # SUS001
0000000	001723		863357	7/29/2022		4100-021600-1229-264-210	1,122.42	222785		Other Professional Services	01811 # SUS001
			CHECK TOTAL				1,122.42	222785		Other Professional Services	01811 # SUS001
0000000	001723		863358	7/29/2022		4100-021600-1229-264-210	1,122.42	222785		Other Professional Services	01811 # SUS001
			CHECK TOTAL				1,122.42	222785		Other Professional Services	01811 # SUS001
0000000	001723		863359	7/29/2022		4100-021600-1229-264-210	1,122.42	222785		Other Professional Services	01811 # SUS001
			CHECK TOTAL				1,122.42	222785		Other Professional Services	01811 # SUS001

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
0000000 001723		863361	7/29/2022		4100-021600-1229-264-210	1.122.42	222785		Other Professional Services	01811 # SUS001
0000000 001723		863362	7/29/2022		4100-021600-1229-264-210	1.122.42	222785		Other Professional Services	01811 # SUS001
						.00			TOTAL	8,979.36
0000000 001637	HALEY FORD SOUTH	46845480	7/26/2022		4100-051100-1265-512-510	929.97	222786		Vehicle Maintenance & Repairs	01811 SUSSEX SHERIFF
						.00			TOTAL	929.97
0000000 000049	JARRATT HARDWARE	2207-126354	7/14/2022		4100-051500-1272-551-510	17.86	222787		Building Maintenance & Repair	01811 # 159
0000000 000049		2207-127354	7/23/2022		4100-051500-1272-551-510	83.98	222787		Building Maintenance & Repair	01811 # 159
						.00			TOTAL	101.84
0000000 001969	JENSEN MECHANICAL INC.	1681	8/02/2022		4100-021200-1273-221-210	316.00	222788		Building Systems Main & Repa	01811 SUSSEX COUNTY
						.00			TOTAL	316.00
0000000 001433	LOWE'S	909170	7/07/2022		4100-021200-1272-221-210	172.64	222789		Building Maintenance & Repair	01811 # 99000502080
0000000 001433		911152	7/18/2022		4100-021200-1272-221-210	131.96	222789		Building Maintenance & Repair	01811 # 99000502080
0000000 001433		912751	7/12/2022		4100-021200-1272-221-210	325.29	222789		Building Maintenance & Repair	01811 # 99000502080
						.00			TOTAL	629.89
0000000 001046	MCI	4342465511	7/13/2022		4100-021600-1234-263-210	85.17	222790		Telecommunications	01811 # 8692926192
						.00			TOTAL	85.17
0000000 001983	MID-ATLANTIC PEST AND LAW MAPL	080922	8/09/2022		4100-021600-1229-261-210	75.00	222791		Other Professional Services	01811 SUSSEX ANWL CONTRO
						.00			TOTAL	75.00
0000000 001963	NATIONAL BAND & TAG CO	177157	7/29/2022		4100-021600-1241-261-210	1.040.00	222792		Office Supplies	01811 # 108315
						.00			TOTAL	1,040.00
0000000 999999	NEWMAN, MICHAEL	MN 0722	8/01/2022		4100-051500-1215-551-510	54.00	222793		Inmate Pay	01811 INMATE PAY
						.00			TOTAL	54.00
0000000 001256	PAJ SERVICES	SUC0072022	7/10/2022		4100-021600-1247-264-210	315.00	222794		Janitorial Supplies	01811 SUSSEX COUNTY
						.00			TOTAL	315.00
0000000 002057	PARRHAM, RAVEN	RP 080322 01	8/03/2022		4100-041100-1205-411-410	96.50	222795		Meals	01811 REIMBURSEMENT
0000000 002057		RP 080322 02	8/03/2022		4100-041100-1264-411-410	152.19	222795		Gasoline/Mileage-Non Training	01811 REIMBURSEMENT
						.00			TOTAL	248.69
0000000 000163	PEARSON'S APPRAISAL SERV #14		8/09/2022		4100-031100-1225-312-310	8,750.00	222796		Management Consulting Service	01811 SUSSEX COUNTY
						.00			TOTAL	8,750.00
0000000 001246	PHILLIPS TELECOMMUNICATION 32896		8/02/2022		4100-021600-1234-263-210	492.55	222797		Telecommunications	01811 SUSSEX COUNTY
						.00			TOTAL	492.55
0000000 999999	RICHARDSON, LUTHER	LR 0722	8/01/2022		4100-051500-1215-551-510	18.90	222798		Inmate Pay	01811 INMATE PAY
						.00			TOTAL	18.90
0000000 002025	ROBERT JAMES CAMPBELL, JR.	2022-5	8/05/2022		4100-021500-1254-253-210	1,105.00	222799		Equipment Maintenance	01811 SUSSEX PUBLIC SAFE
						.00			TOTAL	1,105.00
0000000 001488	RRS FOODSERVICE	2243163	8/04/2022		4100-051500-1246-551-510	2,738.52	222800		Food Supplies	01811 # 118626
						.00			TOTAL	2,738.52

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000832	SAM'S CLUB DIRECT	7600	7/07/2022		4100-051500-1246-551-510	72.16	222801		Food Supplies	01811 # 0402188473177
0000000	000832		7601	7/07/2022		4100-051500-1277-551-510	65.92	222801		Water Services	01811 # 0402188473177
0000000	000832		7601	7/07/2022		4100-051500-1247-551-510	37.92	222801		Janitorial Supplies	01811 # 0402188473177
		DISC. TOTAL			176.00						176.00
0000000	001709	SCHULTZ LANMSCAPES, INC.	37121	7/01/2022		4100-021200-1229-221-210	5.155.07	222802		Other Professional Services	01811 SUSSEX COUNTY
0000000	001709		37121	7/01/2022		4100-021600-1229-264-210	1.140.48	222802		Other Professional Services	01811 SUSSEX COUNTY
0000000	001709		37831	8/04/2022		4100-021500-1229-253-210	648.56	222802		Other Professional Services	01811 SUSSEX COUNTY
		DISC. TOTAL			6.944.11						6.944.11
0000000	001787	SIMPLE COM	17412-OTS	8/05/2022		4100-051500-1224-551-510	25.00	222803		Information Systems Services	01811 SUSSEX SHERIFF
0000000	001787		17412-OTS	8/05/2022		4100-051100-1224-512-510	25.00	222803		Information System Services	01811 SUSSEX SHERIFF
		DISC. TOTAL			50.00						50.00
0000000	999999	SMITH, TORI ANDO	TS 0722	8/01/2022		4100-051500-1215-551-510	144.00	222804		Inmate Pay	01811 INMATE PAY
		DISC. TOTAL			144.00						144.00
0000000	001975	STAPLES, INC.	7361402591-0-1	7/21/2022		4100-021100-1241-211-210	270.72	222805		Office Supplies	01811 # 270655688
		DISC. TOTAL			270.72						270.72
0000000	000067	STONY CREEK PHARMACY	SCP 080822	8/08/2022		4100-051500-1293-551-510	427.23	222806		Inmate Medical Expenses	01811 JULY 2022
		DISC. TOTAL			427.23						427.23
0000000	000162	SUFFOLK ENERGIES INC	611704	7/31/2022		4100-051100-1264-512-510	61.44	222807		Mileage/Gas	01811 # 66740352
		DISC. TOTAL			61.44						61.44
0000000	000485	THOMSON WEST	846812707	8/01/2022		4100-063100-1202-631-630	317.00	222808		Pub. Subsc. Books Ref. Mat	01811 # 1005559182
		DISC. TOTAL			317.00						317.00
0000000	001833	TRANSUNION RISK & ALTRNA	5687311-202207	8/01/2022		4100-051100-1229-512-510	75.00	222809		Other Professional Services	01811 # 5687311
		DISC. TOTAL			75.00						75.00
0000000	000080	TRI CITY OFFICE PRODUCTS	0142924-001	8/03/2022		4100-063100-1241-631-630	1.210.32	222810		Office Supplies	01811 # SYCMAT-0
0000000	000080		0143036-001	8/04/2022		4100-063100-1234-631-630	336.06	222810		Telecommunications	01811 # SYCMAT-0
0000000	000080		0143036-002	8/09/2022		4100-063100-1241-631-630	440.31	222810		Office Supplies	01811 # SYCMAT-0
		DISC. TOTAL			1.986.69						1.986.69
0000000	000087	VAN CLEEF AUTO PARTS INC	634233	7/07/2022		4100-021500-1265-253-210	38.00	222811		Vehicle Maintenance & Repairs	01811 # 27430
0000000	000087		635467	8/04/2022		4100-021600-1242-261-210	150.00	222811		Agricultural Supplies	01811 # 27430
		DISC. TOTAL			188.00						188.00
0000000	000769	VERIZON	0695890348 0722	7/31/2022		4100-051100-1234-516-510	314.83	222812		Telecommunications	01811 # 351333549000198
		DISC. TOTAL			314.83						314.83
0000000	000873	WASTE MANAGEMENT OF	3640958-2424-9	7/25/2022		4100-021600-1229-263-210	638.85	222813		Other Professional Services	01811 # 103305252006
		DISC. TOTAL			638.85						638.85
0000000	000090	WAVERLY MOTORS, INC	17169	7/27/2022		4100-051100-1265-512-510	20.00	222814		Vehicle Maintenance & Repairs	01811 SUSSEX SHERIFF
0000000	000090		17171	7/28/2022		4100-051100-1265-512-510	185.00	222814		Vehicle Maintenance & Repairs	01811 SUSSEX SHERIFF
		DISC. TOTAL			205.00						205.00

AP100 8/11/2022 SUSSEX COUNTY A/P CHECK REGISTER TIME-15:14:33 ActPd - 2022/08

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC	BATCH INV DESCRIPTION
0000000	001056	WINDOWWARE INC.	2022-236	7/10/2022		4100-021400-1224-242-210	1,400.00	222815	.00	Information Systems Services	01811 SUSSEX BLDG DEPT
			CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	1,400.00
0000000	001408	WITHER PUBLIC SAFETY GRP	INV78465	8/01/2022		4100-051100-1244-519-510	111.00	222816	.00	Uniform Services	01811 SUSSEX SHERIFF
			CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	111.00
0000000	000738	BUTLER'S TOWING AND	11087	7/25/2022		4100-021600-1265-261-210	12.50	222817	.00	Vehicle Maintenance & Repairs	01811 SUSSEX ANML CONTR
			CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	12.50
0000000	000049	JARRATT HARDWARE	2207-127532	7/26/2022		4100-021200-1272-221-210	12.88	222818	.00	Building Maintenance & Repair	01811 # 136
			CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	12.88
0000000	000832	SAM'S CLUB DIRECT	1774	7/06/2022		4100-021200-1247-221-210	25.18	222819	.00	Janitorial Supplies	01811 # 0402194646154
			CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	25.18
			CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	65,847.22
			CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	65,847.22

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 65,847.22 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

8-11-22  
 DATE  
 8/11/2022  
 DATE  
 8/11/2022  
 DATE

*Richard Douglas*  
 DIRECTOR OF FINANCE  
 COUNTY ADMINISTRATION  
*Destie J. Cox*  
 DESTIE J. COX, TREASURER



AP100 8/11/2022 SUSSEX COUNTY A/P CHECK REGISTER TIME 15:26:26 ActPd - 2022/08

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT TOTAL	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001651	DOCUMENT SYSTEMS	123984	7/01/2022		4100-021500-1232-253-210	64.51	222820			Equipment Lease/Rental	01812 # SC14
	DISC. TOTAL						.00				.00	64.51
0000000	000084	DOMINION VIRGINIA POWER	0561293952	7/28/2022		4100-021600-1276-263-210	6.59	222821			Electric	01812 # 0561293952
0000000	000084		2406362505	7/29/2022		4100-051500-1276-551-510	2.63	222821			Electric	01812 # 2406362505
0000000	000084		5080737736	7/27/2022		4100-021600-1276-263-210	74.28	222821			Electric	01812 # 5080737736
0000000	000084		5690307508	7/28/2022		4100-021500-1279-251-210	187.65	222821			Propane Gas & Electric	01812 # 5690307508
0000000	000084		6305358712	7/28/2022		4100-021600-1276-264-210	71.38	222821			Electric	01812 # 6305358712
0000000	000084		7378703693	7/28/2022		4100-021600-1276-264-210	63.79	222821			Electric	01812 # 7378703693
0000000	000084		885852839	7/28/2022		4100-021600-1276-263-210	483.42	222821			Electric	01812 # 885852839
0000000	000084		9073933633	7/28/2022		4100-051500-1276-551-510	118.40	222821			Electric	01812 # 9073933633
0000000	000084		9447701492	7/26/2022		4100-021600-1276-263-210	18.93	222821			Electric	01812 # 9447701492
0000000	000084		9660330003	7/28/2022		4100-021600-1276-263-210	240.11	222821			Electric	01812 # 9660330003
	DISC. TOTAL						.00				.00	3,908.17
0000000	002058	DOMINION VOTING SYSTEMS, I	DVS143122	1/20/2022		4100-023100-1224-291-230	2,736.00	222822			Information Systems Services	01812 # USVASUSSEX
	DISC. TOTAL						.00				.00	2,736.00
0000000	000276	GREENSVILLE COUNTY WATER	1175 082022	8/20/2022		4100-021600-1277-263-210	58.29	222823			Water Services	01812 # 1175
	DISC. TOTAL						.00				.00	58.29
0000000	001590	MARK FLYNN LEGAL SERVICES	070122	7/01/2022		4100-022100-1223-281-220	7,741.60	222824			Legal Services	01812 SUSSEX COUNTY
	DISC. TOTAL						.00				.00	7,741.60
0000000	001709	SCHULTZ LAWNSCAPES, INC.	36636	6/01/2022		4100-021200-1229-221-210	6,971.92	222825			Other Professional Services	01812 SUSSEX COUNTY
	DISC. TOTAL						.00				.00	8,915.53
0000000	001975	STAPLES, INC.	7358651399-0-1	6/10/2022		4100-021100-1241-211-210	1,784.94	222826			Office Supplies	01812 # 27065688
0000000	001975		7358651399-0-2	6/10/2022		4100-021100-1241-211-210	2.98	222826			Office Supplies	01812 # 27065688
0000000	001975		7358651399-0-3	6/17/2022		4100-021100-1241-211-210	35.98	222826			Office Supplies	01812 # 27065688
	DISC. TOTAL						.00				.00	1,823.90
0000000	000769	VERIZON	0695890348 0622	6/30/2022		4100-051100-1234-516-510	314.83	222827			Telecommunications	01812 # 351333549000198
	DISC. TOTAL						.00				.00	314.83
	DISC. TOTAL						.00				.00	25,562.83
	DISC. TOTAL						.00				.00	25,562.83

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 25,562.83 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

*[Signature]*  
 DIRECTOR OF FINANCE  
 COUNTY ADMINISTRATION  
 DESTE J. COX, TREASURER

8-11-22  
 DATE  
 8/11/2022  
 DATE  
 8/12/22  
 DATE

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
0000000	999999 BROADMAX, ELTON L.	081622-SALARY	8/17/2022	1,495.65	4100-099900-9999-	1,495.65	222828	01816	Direct Pay	081622
	DISC. TOTAL	.00	CHECK TOTAL	1,495.65	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		Undistributed Expenses	1,495.65
		.00	CHECK TOTAL	1,495.65	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	1,495.65
		.00	CHECK TOTAL	1,495.65	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	1,495.65

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 THE TOTAL 1,495.65- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

8-17-22  
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8-18-22  
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8/17/22  
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*[Signature]*  
 DIRECTOR OF FINANCE

*[Signature]*  
 COUNTY ADMINISTRATION

*[Signature]*  
 DESTE J. COX, TREASURER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000000	0003000	BATTERY BARN OF VA INC	407704	8/12/2022	A/P	4100-051100-1245-512-510	409.50	222829	.00	Law Enforcement Supplies	01813 # 513
			CHECK TOTAL					EPY PMT TOTAL			409.50
00000000	000181	BUCKLEY'S SECURITY/SMITHS	98356	8/04/2022	A/P	4100-021200-1272-221-210	160.00	222830	.00	Building Maintenance & Repair	01813 SUSSEX COUNTY
			CHECK TOTAL					EPY PMT TOTAL			160.00
00000000	000738	BUTLER'S TOWING AND	11239	8/15/2022	A/P	4100-051100-1265-512-510	20.00	222831	.00	Vehicle Maintenance & Repairs	01813 SUSSEX SHERIFF
			CHECK TOTAL					EPY PMT TOTAL			20.00
00000000	000738		11246	8/15/2022	A/P	4100-051100-1265-512-510	20.00	222831	.00	Vehicle Maintenance & Repairs	01813 SUSSEX SHERIFF
			CHECK TOTAL					EPY PMT TOTAL			20.00
00000000	000728	CARQUEST OF WAKEFIELD	15335-37601	8/15/2022	A/P	4100-051100-1265-512-510	8.25	222832	.00	Vehicle Maintenance & Repairs	01813 # 5001
			CHECK TOTAL					EPY PMT TOTAL			8.25
00000000	000728		15335-37626	8/16/2022	A/P	4100-051100-1265-512-510	191.25	222832	.00	Vehicle Maintenance & Repairs	01813 # 5001
			CHECK TOTAL					EPY PMT TOTAL			191.25
00000000	001485	CENTRAL AGRIBUSINESS	JR29931	8/09/2022	A/P	4100-051500-1246-551-510	61.60	222833	.00	Food Supplies	01813 SUSSEX SHERIFF
			CHECK TOTAL					EPY PMT TOTAL			61.60
00000000	002055	COMMONWEALTH CALIBRATIONS	2022-057-2	8/08/2022	A/P	4100-051100-1265-512-510	75.00	222834	.00	Vehicle Maintenance & Repairs	01813 SUSSEX SHERIFF
			CHECK TOTAL					EPY PMT TOTAL			75.00
00000000	002055		2022-65	8/13/2022	A/P	4100-051100-1265-512-510	75.00	222834	.00	Vehicle Maintenance & Repairs	01813 SUSSEX SHERIFF
			CHECK TOTAL					EPY PMT TOTAL			75.00
00000000	002055		2022-770	8/12/2022	A/P	4100-051100-1265-512-510	75.00	222834	.00	Vehicle Maintenance & Repairs	01813 SUSSEX SHERIFF
			CHECK TOTAL					EPY PMT TOTAL			75.00
00000000	002055		2022-84	8/08/2022	A/P	4100-051100-1265-519-510	75.00	222834	.00	Vehicle Maintenance Repairs	01813 SUSSEX SHERIFF
			CHECK TOTAL					EPY PMT TOTAL			75.00
00000000	001613	CUSTOM CLEANERS	12146	7/30/2022	A/P	4100-051100-1244-512-510	22.00	222835	.00	Uniform Services	01813 SUSSEX SHERIFF
			CHECK TOTAL					EPY PMT TOTAL			22.00
00000000	001613		12148	7/30/2022	A/P	4100-051500-1244-551-510	126.00	222835	.00	Uniform Services	01813 SUSSEX SHERIFF
			CHECK TOTAL					EPY PMT TOTAL			126.00
00000000	000193	DEPART OF MOTOR VEHICLES	202221200699	8/08/2022	A/P	4100-041100-1299-411-410	2,250.00	222836	.00	Misc.Oth-DMW Stops	01813 # 546001642019
			CHECK TOTAL					EPY PMT TOTAL			2,250.00
00000000	002018	DILLARD ELECTRICAL	DE 080922	8/09/2022	A/P	4100-021200-1273-221-210	4,340.00	222837	.00	Building Systems Main & Repat	01813 SUSSEX COUNTY
			CHECK TOTAL					EPY PMT TOTAL			4,340.00
00000000	000902	DOC FARMER'S MARKET	MKT93803	8/08/2022	A/P	4100-051500-1246-551-510	168.60	222838	.00	Food Supplies	01813 SUSSEX COUNTY JAIL
			CHECK TOTAL					EPY PMT TOTAL			168.60
00000000	000902		MKT93961	8/15/2022	A/P	4100-051500-1246-551-510	268.40	222838	.00	Food Supplies	01813 SUSSEX COUNTY JAIL
			CHECK TOTAL					EPY PMT TOTAL			268.40
00000000	000084	DOMINION VIRGINIA POWER	0963166285	8/02/2022	A/P	4100-021600-1276-263-210	185.84	222839	.00	Electric	01813 # 0963166285
			CHECK TOTAL					EPY PMT TOTAL			185.84
00000000	000084		1088433121	7/29/2022	A/P	4100-021600-1276-263-210	122.44	222839	.00	Electric	01813 # 1088433121
			CHECK TOTAL					EPY PMT TOTAL			122.44
00000000	000084		3500335009	7/29/2022	A/P	4100-021600-1276-263-210	1,295.77	222839	.00	Electric	01813 # 3500335009
			CHECK TOTAL					EPY PMT TOTAL			1,295.77
00000000	000084		3776508966	8/01/2022	A/P	4100-021600-1276-263-210	6.59	222839	.00	Electric	01813 # 3776508966
			CHECK TOTAL					EPY PMT TOTAL			6.59
00000000	000084		4204030300	7/28/2022	A/P	4100-021600-1276-263-210	28.06	222839	.00	Electric	01813 # 4204030300
			CHECK TOTAL					EPY PMT TOTAL			28.06
00000000	000084		4714897313	7/29/2022	A/P	4100-021600-1276-263-210	169.93	222839	.00	Electric	01813 # 4714897313
			CHECK TOTAL					EPY PMT TOTAL			169.93
00000000	000084		4723819456	8/02/2022	A/P	4100-021600-1276-263-210	318.22	222839	.00	Electric	01813 # 4723819456
			CHECK TOTAL					EPY PMT TOTAL			318.22
00000000	000084		6138125478	8/02/2022	A/P	4100-021600-1276-264-210	31.02	222839	.00	Electric	01813 # 6138125478
			CHECK TOTAL					EPY PMT TOTAL			31.02
00000000	000084		6860160149	7/29/2022	A/P	4100-021600-1276-263-210	612.18	222839	.00	Electric	01813 # 6860160149
			CHECK TOTAL					EPY PMT TOTAL			612.18
00000000	000084		7190905005	7/29/2022	A/P	4100-021600-1276-263-210	100.76	222839	.00	Electric	01813 # 7190905005
			CHECK TOTAL					EPY PMT TOTAL			100.76
			CHECK TOTAL					EPY PMT TOTAL			2,870.81
00000000	000084	DOMINION VIRGINIA POWER	7248699964	8/02/2022	A/P	4100-021600-1276-263-210	1,033.73	222840	.00	Electric	01813 # 7248699964
			CHECK TOTAL					EPY PMT TOTAL			1,033.73
00000000	000084		7860242267	7/29/2022	A/P	4100-021600-1276-263-210	438.32	222840	.00	Electric	01813 # 7860242267
			CHECK TOTAL					EPY PMT TOTAL			438.32

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000084		9293060001	0822	8/02/2022	4100-021600-1276-264-210	94.33	222840		Electric	01813 # 9293060001
0000000	000084		9560347503	0722	7/29/2022	4100-021600-1276-263-210	2,811.50	222840		Electric	01813 # 9560347503
0000000	000084		9630317502	0722	7/29/2022	4100-021600-1276-263-210	583.63	222840		Electric	01813 # 9630317502
0000000	000084		9650330005	0722	7/29/2022	4100-021600-1276-263-210	298.16	222840		Electric	01813 # 9650330005
0000000	000084		9670342501	0722	7/29/2022	4100-021600-1276-263-210	317.29	222840		Electric	01813 # 9670342501
	DISC. TOTAL		CHECK TOTAL	5,576.96	ACH PMT TOTAL		.00	EPY PMT TOTAL			
0000000	001692	FERRELLGAS	1119947986		7/06/2022	4100-051500-1279-551-510	885.36	222841		Propane Gas	01813 # 112364120
	DISC. TOTAL		CHECK TOTAL	885.36	ACH PMT TOTAL		.00	EPY PMT TOTAL			
0000000	001723	GARDAWORLD SECURITY SERVI	866752		8/05/2022	4100-021600-1229-264-210	1,122.42	222842		Other Professional Services	01813 # SUS001
0000000	001723		866753		8/05/2022	4100-021600-1229-264-210	1,122.42	222842		Other Professional Services	01813 # SUS001
0000000	001723		866754		8/05/2022	4100-021600-1229-264-210	1,122.42	222842		Other Professional Services	01813 # SUS001
0000000	001723		866755		8/05/2022	4100-021600-1229-264-210	1,122.42	222842		Other Professional Services	01813 # SUS001
0000000	001723		866756		8/05/2022	4100-021600-1229-264-210	1,122.42	222842		Other Professional Services	01813 # SUS001
0000000	001723		866757		8/05/2022	4100-021600-1229-264-210	1,122.42	222842		Other Professional Services	01813 # SUS001
0000000	001723		866758		8/05/2022	4100-021600-1229-264-210	1,122.42	222842		Other Professional Services	01813 # SUS001
0000000	001723		866759		8/05/2022	4100-021600-1229-264-210	1,122.42	222842		Other Professional Services	01813 # SUS001
	DISC. TOTAL		CHECK TOTAL	8,979.36	ACH PMT TOTAL		.00	EPY PMT TOTAL			
0000000	001115	LIFESTAR AMBULANCE	SC072022		8/12/2022	4100-021500-2110-252-210-524	23,616.00	222843		Emergency Med. SVC - Pd EMT.	01813 JULY 2022
0000000	001115		WAV07022022		8/12/2022	4100-021500-2110-252-210-524	53,568.00	222843		Emergency Med. SVC - Pd EMT.	01813 JULY 2022
0000000	001115		WTD7022022		8/12/2022	4100-021500-2110-252-210-524	27,900.00	222843		Emergency Med. SVC - Pd EMT.	01813 SUSSEX PUBLIC SAFE
	DISC. TOTAL		CHECK TOTAL	105,084.00	ACH PMT TOTAL		.00	EPY PMT TOTAL			
0000000	001433	LOWE'S	909079		7/07/2022	4100-051500-1272-551-510	22.87	222844		Building Maintenance & Repair	01813 # 99003370360
	DISC. TOTAL		CHECK TOTAL	22.87	ACH PMT TOTAL		.00	EPY PMT TOTAL			
0000000	000711	MATTHEW BENDER & CO	32162413		7/01/2022	4100-041100-1202-411-410	82.18	222845		Publ... Subsc... Books..	01813 # 5757965001
	DISC. TOTAL		CHECK TOTAL	82.18	ACH PMT TOTAL		.00	EPY PMT TOTAL			
0000000	000056	OMEN FORD, INC	19190		8/04/2022	4100-021200-1265-221-210	485.81	222846		Vehicle Maintenance & Repairs	01813 SUSSEX COUNTY
	DISC. TOTAL		CHECK TOTAL	485.81	ACH PMT TOTAL		.00	EPY PMT TOTAL			
0000000	001772	SOUTHSIDE ELECTRIC	561962001	0822	8/03/2022	4100-021600-1276-264-210	84.62	222847		Electric	01813 # 561962001
	DISC. TOTAL		CHECK TOTAL	84.62	ACH PMT TOTAL		.00	EPY PMT TOTAL			
0000000	001975	STAPLES, INC.	7360056350-0-1		7/01/2022	4100-021400-1241-241-210	62.98	222848		Office Supplies	01813 # 270656688
	DISC. TOTAL		CHECK TOTAL	62.98	ACH PMT TOTAL		.00	EPY PMT TOTAL			
0000000	001766	THE SUPPLY ROOM	4697929-0		8/10/2022	4100-051100-1241-512-510	28.45	222849		Office Supplies	01813 SUSSEX SHERIFF
	DISC. TOTAL		CHECK TOTAL	28.45	ACH PMT TOTAL		.00	EPY PMT TOTAL			
0000000	001816	THG CONSTRUCTION	225 BUTLER ST#3		8/01/2022	4123-085000-5210-	8,000.00	222850		Construction - Budget Project	01813 225 BUTLER STREET
	DISC. TOTAL		CHECK TOTAL	8,000.00	ACH PMT TOTAL		.00	EPY PMT TOTAL			
0000000	000296	TREASURER OF VIRGINIA	081522		8/15/2022	4100-021400-9003-244-210	13,200.00	222851		Pocahontas-CDBG Grant	01813 CDBG#17-10 RTNDFUN
	DISC. TOTAL		CHECK TOTAL	13,200.00	ACH PMT TOTAL		.00	EPY PMT TOTAL			
0000000	000873	WASTE MANAGEMENT OF	3219806-2425-8		8/01/2022	4123-085000-5210-	654.42	222852		Construction - Budget Project	01813 # 265500053008
	DISC. TOTAL		CHECK TOTAL	654.42	ACH PMT TOTAL		.00	EPY PMT TOTAL			

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001408	WITMER PUBLIC SAFETY GRP.	INV78455	8/01/2022		4100-051100-1244-512-510	28.00	222853			Uniform Services	01813 SUSSEX SHERIFF
0000000	001408		INV78866	8/02/2022		4100-051500-1244-551-510	34.00	222853			Uniform Services	01813 SUSSEX SHERIFF
0000000	001408		INV81269	8/04/2022		4100-051500-1244-551-510	281.26	222853			Uniform Services	01813 SUSSEX SHERIFF
		DISC. TOTAL	.00	CHECK TOTAL	343.26	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	343.26
0000000	000879	WOMACK PUBLISHING CO.	43446	7/20/2022		4100-021400-1235-241-210	420.60	222854			Advertising	01813 # 5449
		DISC. TOTAL	.00	CHECK TOTAL	420.60	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	420.60
0000000	001296	WORK ZONE, LLC	111387	7/29/2022		4100-021200-1244-221-210	119.90	222855			Uniform Services	01813 SUSSEX COUNTY
0000000	001296		111438	8/02/2022		4100-021200-1244-221-210	119.90	222855			Uniform Services	01813 SUSSEX COUNTY
		DISC. TOTAL	.00	CHECK TOTAL	239.80	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	239.80
0000000	000873	WASTE MANAGEMENT OF	3217228-2425-7	8/01/2022		4100-021600-1229-264-210	2,720.31	222856			Other Professional Services	01813 # 250963363000
		DISC. TOTAL	.00	CHECK TOTAL	2,720.31	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	2,720.31
0000000	000879	WOMACK PUBLISHING CO.	700 RENEWAL-22	8/03/2022		4100-021400-1202-241-210	56.00	222857			Public., Susc./ Books, Ref.	M01813 # 150700
		DISC. TOTAL	.00	CHECK TOTAL	56.00	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	56.00
			.00	CHECK TOTAL	158,143.39	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	158,143.39
			.00	CHECK TOTAL	158,143.39	ACH PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	158,143.39

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 158,143.39- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

8-18-22  
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8/18/22  
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*Keely 3/0*  
 DIRECTOR OF FINANCE

*Richard L...*  
 COUNTY ADMINISTRATION

*West J. Cox*  
 DESTE J. COX, TREASURER

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR	ACCOUNT NO.	CHECK NO.	CHECK TOTAL	ACH PMT TOTAL	NET AMOUNT	CHECK NO.	ACH PMT TOTAL	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000084 DOMINION VIRGINIA POWER	2921584914	0722	7/29/2022	4100-051500-1276-551-510	6.59	6.59	.00 CPA PMT TOTAL	6.59	222858	6.59	Electric	01814 # 2921584914
	DISC. TOTAL	.00							.00				6.59
0000000	001781 RICHWOOD GRAPHICS	27050	0722	6/28/2022	4100-021100-1244-211-210	180.35	180.35	.00 CPA PMT TOTAL	180.35	222859	180.35	Uniform Services	01814 SUSSEX COUNTY
	DISC. TOTAL	.00							.00				180.35
		.00							.00				186.94
		.00							.00				186.94

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 THE TOTAL 186.94- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

8-18-22  
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*[Signature]*  
 DIRECTOR OF FINANCE

*[Signature]*  
 COUNTY ADMINISTRATION

*[Signature]*  
 DESTE J. COX, TREASURER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	002059	AMERICAN PRIDE	2521018	8/09/2022	4100-021700-1265-271-210	.00	497.30	222860	497.30	Vehicle Maintenance	01817 SUSSEX COUNTY
			CHECK TOTAL	ACH PMT TOTAL	CPA PMT TOTAL		.00	EPY PMT TOTAL	497.30	.00	497.30
			CHECK TOTAL	ACH PMT TOTAL	CPA PMT TOTAL		.00	EPY PMT TOTAL	497.30	.00	497.30
			CHECK TOTAL	ACH PMT TOTAL	CPA PMT TOTAL		.00	EPY PMT TOTAL	497.30	.00	497.30

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 497.30 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

8.22.22  
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 8/22/2022

8/22/22  
 DATE

*[Signature]*  
 DIRECTOR OF FINANCE  
 Kelly Vanhook

*[Signature]*  
 COUNTY ADMINISTRATION  
 DESTIE J. COX, TREASURER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	9999999	Eric William Hvard	000000384220510JU	5/10/2022	30.00	4100-061100-1213-611-610	30.00	222861	Witness Fees	01820 JUROR PAYMNT	
			CHECK TOTAL				.00	EPY PMT TOTAL		30.00	
										TOTAL	
0000000	9999999	MARK WILLIARD VEJMAR	000001996220510JU	5/10/2022	30.00	4100-061100-1213-611-610	30.00	222862	Witness Fees	01820 JUROR PAYMNT	
			CHECK TOTAL				.00	EPY PMT TOTAL		30.00	
										TOTAL	
0000000	9999999	RUDDOLPH VINCENT SHANDS	000001995220510JU	5/10/2022	30.00	4100-061100-1213-611-610	30.00	222863	Witness Fees	01820 JUROR PAYMNT	
			CHECK TOTAL				.00	EPY PMT TOTAL		30.00	
										TOTAL	
0000000	9999999	SHARON CARLISS ARTIS	000000734220510JU	5/10/2022	30.00	4100-061100-1213-611-610	30.00	222864	Witness Fees	01820 JUROR PAYMNT	
			CHECK TOTAL				.00	EPY PMT TOTAL		30.00	
										TOTAL	
0000000	9999999	SYLVIA D. JACKSON	000001997220510JU	5/10/2022	30.00	4100-061100-1213-611-610	30.00	222865	Witness Fees	01820 JUROR PAYMNT	
			CHECK TOTAL				.00	EPY PMT TOTAL		30.00	
										TOTAL	
										TOTAL	150.00
										TOTAL	150.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 150.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

8-25-22  
 DATE

8-24-22  
 DATE

8/25/22  
 DATE

*Keely 31-977*  
 DIRECTOR OF FINANCE  
*Destie J. Cox*  
 COUNTY ADMINISTRATOR  
 DESTIE J. COX, TREASURER



P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
0000000	000602 FIRE-X CORPORATION	618662	6/30/2022		4100-062100-1254-621-620	616.40	222879		Equipment Maintenance	01819 # SU0025 616.40
DISC. TOTAL						.00	EPY PMT TOTAL			
0000000	001969 JENSEN MECHANICAL INC.	1398-REISSUE	2/09/2022		4100-021200-1273-221-210	292.00	222880		Building Systems	Main & Repair
0000000	001969 JENSEN MECHANICAL INC.	1399-REISSUE	2/09/2022		4100-021200-1273-221-210	580.00	222880		Building Systems	Main & Repair
DISC. TOTAL						.00	EPY PMT TOTAL			
0000000	000162 SUFFOLK ENERGIES INC	609047	6/30/2022		4100-021200-1278-221-210	310.70	222881		Oil	01819 # 66740484
0000000	000162 SUFFOLK ENERGIES INC	609047	6/30/2022		4100-021600-1278-261-210	574.13	222881		Oil	01819 # 66740484
0000000	000162 SUFFOLK ENERGIES INC	609047	6/30/2022		4100-021600-1278-264-210	1,399.99	222881		Diesel Fuel	01819 # 66740484
0000000	000162 SUFFOLK ENERGIES INC	609047	6/30/2022		4100-021100-1299-211-210	527.30	222881		Miscellaneous	01819 # 66740484
DISC. TOTAL						.00	EPY PMT TOTAL			2,812.12
						.00	CPA PMT TOTAL			4,300.52
						.00	EPY PMT TOTAL			4,300.52

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 4,300.52- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

8-25-22 DATE  
 8-24-22 DATE  
 8/25/22 DATE

*Kay M...*  
 DIRECTOR OF FINANCE

*Richard...*  
 COUNTY ADMINISTRATION

*Wesley G. Cox*  
 WESLEY J. COX, TREASURER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT TOTAL	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001960	ACI PAYMENTS, INC.	1000076130	8/15/2022	8/15/2022	4100-041100-1292-411-410	115.13	222882	.00	115.13	Bank/CC & Other Fees	01818 # 39343 115.13
0000000	001011	ANTHEM BLUE CROSS& SHIELD	532739039560	8/15/2022	8/15/2022	4100-051500-1293-551-510	209.38	222883	.00	209.38	Immate Medical Expenses	01818 # 5327370866 209.38
0000000	001769	ATLANTIC EMERGENCY SOLUTI	31178EQU	8/10/2022	8/10/2022	4100-021500-2110-251-504	325.00	222884	.00	325.00	State Fireman's Fund	01818 # 17366 325.00
0000000	000009	BAI MUNICIPAL SOFTWARE	WATS20222-10056	8/22/2022	8/22/2022	4100-021700-1221-271-210	13,225.00	222885	.00	13,225.00	Accounting System	01818 # 10056 13,225.00
0000000	000300	BATTERY BARN OF VA INC.	407957	8/18/2022	8/18/2022	4100-051100-1245-512-510	288.00	222886	.00	288.00	Law Enforcement Supplies	01818 # 513 288.00
0000000	001676	BERKLEY GROUP	WC#9A INV#3	8/16/2022	8/16/2022	4100-021400-1225-241-210	3,333.33	222887	.00	3,333.33	Management Consulting Service	01818 PLANNER POSITION
0000000	001676	BERKLEY GROUP	WC#9B INV#3	8/16/2022	8/16/2022	4100-021400-1225-241-210	2,800.00	222887	.00	2,800.00	Management Consulting Service	01818 PLANNING DIRECTOR
0000000	000108	BOONE, ELLEN	FB 071222	7/12/2022	7/12/2022	4100-031100-1231-311-310	165.00	222888	.00	165.00	Postage	01818 REIMBURSEMENT 165.00
0000000	000183	BRITT'S SERVICE CENTER	647733	8/19/2022	8/19/2022	4100-051100-1265-519-510	19.95	222889	.00	19.95	Vehicle Maintenance Repairs	01818 SUSSEX SHERIFF 19.95
0000000	000738	BUTLER'S TOWING AND	11271	8/17/2022	8/17/2022	4100-051100-1265-512-510	195.00	222890	.00	195.00	Vehicle Maintenance & Repairs	01818 SUSSEX SHERIFF 195.00
0000000	001251	CABIN POINT VETERINARY	73410	8/16/2022	8/16/2022	4100-021600-1227-261-210	442.80	222891	.00	442.80	Medical Services	01818 # 1707 442.80
0000000	000728	CARQUEST OF WAKEFIELD	15335-37647	8/16/2022	8/16/2022	4100-051100-1265-512-510	22.00	222892	.00	22.00	Vehicle Maintenance & Repairs	01818 # 5001
0000000	000728		15335-37661	8/17/2022	8/17/2022	4100-051100-1265-512-510	47.52	222892	.00	47.52	Vehicle Maintenance & Repairs	01818 # 5001
0000000	000728		15335-37707	8/18/2022	8/18/2022	4100-051100-1265-519-510	39.68	222892	.00	39.68	Vehicle Maintenance Repairs	01818 # 5001
0000000	000728		15335-37815	8/22/2022	8/22/2022	4100-051100-1265-512-510	176.28	222892	.00	176.28	Vehicle Maintenance & Repairs	01818 # 5001
0000000	000728		15335-37815	8/22/2022	8/22/2022	4100-051500-1272-551-510	14.99	222892	.00	14.99	Building Maintenance & Repair	01818 # 5001
0000000	000728		5484-172201	8/18/2022	8/18/2022	4100-051100-1265-512-510	37.25	222892	.00	37.25	Vehicle Maintenance & Repairs	01818 # 5001
0000000	001485	CENTRAL AGRIBUSINESS	JR30014	8/17/2022	8/17/2022	4100-051500-1246-551-510	61.60	222893	.00	61.60	Food Supplies	01818 SUSSEX SHERIFF 61.60
0000000	001630	CHENEY BROTHERS	12-923312307	8/16/2022	8/16/2022	4100-051500-1246-551-510	2,831.37	222894	.00	2,831.37	Food Supplies	01818 # 60030700 2,831.37
0000000	000538	CHESTERFIELD CO. TREASURER	FY23	8/05/2022	8/05/2022	4100-021500-2110-252-210-523	800.00	222895	.00	800.00	Chesterfield Co. - Med. Fligh	01818 FY23 CONTRIBUTION 800.00
0000000	002063	CITY OF RICHMOND	JULY 2022	8/01/2022	8/01/2022	4100-021100-1299-211-210	300.00	222896	.00	300.00	Miscellaneous Others	01818 SUSSEX SHERIFF 300.00

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT TOTAL	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000000	002055	COMMONWEALTH CALIBRATIONS	2022-081	8/22/2022		4100-051100-1265-519-510	75.00	222897	75.00	75.00	Vehicle Maintenance Repairs	01818 SUSSEX SHERIFF
							.00					75.00
00000000	002061	COUNTY OF CHESTERFIELD	AR070537	8/04/2022		4100-021100-1229-211-210	2,400.00	222898	2,400.00	2,400.00	Other Professional Services	01818 SUSSEX COUNTY
							.00					2,400.00
00000000	000020	COMLING BROTHERS	315297	7/20/2022		4100-021600-1272-261-210	25.82	222899	25.82	25.82	Building Maintenance & Repair	01818 # SCA002
							.00					25.82
00000000	000845	CROWN CASTLE GT COMPANY	38944080	9/01/2022		4100-021500-1252-253-210	1,382.35	222900	1,382.35	1,382.35	Equipment Lease/Rental	01818 # 106663
							.00					1,382.35
00000000	000871	CRYSTAL SPRINGS	12841556	8/16/2022		4100-063100-1277-631-630	8.99	222901	8.99	8.99	Water Services	01818 # 114253012841556
							.00					8.99
00000000	002064	DELL FINANCIAL SERVICES L	81393345	8/17/2022		4100-051100-1253-512-510-601	27,682.10	222902	27,682.10	27,682.10	MDT's Lease/Purchase	01818 # 001-6853524-001
							.00					27,682.10
00000000	001892	DIRECTV, LLC	34959122X220810	8/10/2022		4100-021500-1234-253-210	91.67	222903	91.67	91.67	Telecommunications	01818 # 34959122
							.00					91.67
00000000	001185	DISPUTANTA ANIMAL HOSPITA	272981	8/16/2022		4100-021600-1227-261-210	193.80	222904	193.80	193.80	Medical Services	01818 SUSSEX COUNTY
							69.70	222904	69.70	69.70	Medical Services	01818 SUSSEX COUNTY
							1.90	222904	1.90	1.90	Medical Services	01818 SUSSEX COUNTY
							.00					265.40
00000000	001651	DOCUMENT SYSTEMS	124743	8/05/2022		4100-062100-1252-621-620	47.82	222905	47.82	47.82	Equipment Lease/Rental	01818 # SC07
							37.99	222905	37.99	37.99	Equipment Lease/Rental	01818 # SC08
							.00					85.81
00000000	001937	EMPORIA MEDICAL ASSOCIATE	1604	8/23/2022		4100-021100-1227-211-210	25.00	222906	25.00	25.00	Medical Services	01818 SUSSEX COUNTY
							.00					25.00
00000000	001899	FARMERS UNITED INC	130479	8/15/2022		4100-021600-1242-261-210	170.50	222907	170.50	170.50	Agricultural Supplies	01818 SUSSEX ANML CONTRO
							.00					170.50
00000000	001692	FERRELLGAS	1120282905	8/18/2022		4100-051500-1279-551-510	886.68	222908	886.68	886.68	Propane Gas	01818 # 112364120
							.00					886.68
00000000	001605	GLOBAL SIGNAL ACQUISITIONS	38907976	9/01/2022		4100-021500-1252-253-210	477.62	222909	477.62	477.62	Equipment Lease/Rental	01818 # 393860
							.00					477.62
00000000	001409	KOFILE TECHNOLOGIES	INV-KT-007494	7/20/2022		4100-062100-1252-621-620-700	52,321.00	222910	52,321.00	52,321.00	Equipment - Record Grant	01818 SUSSEX CIRCUIT COU
							.00					52,321.00
00000000	001918	PIERCE, BREYON	BP 081622	8/16/2022		4100-081300-2110-822-810	108.00	222911	108.00	108.00	VA Cooperative Extension	01818 REIMBURSEMENT
							.00					108.00
00000000	001023	RICOH USA, INC.	36910161	8/10/2022		4100-063100-1252-631-630	23.23	222912	23.23	23.23	Equipment Lease/Rental	01818 # 37023603
							.00					23.23

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000162	SUFFOLK ENERGIES INC	611699	7/31/2022		4100-021600-1278-261-210	663.85	222913		O11	01818 # 66740484
0000000	000162		611699	7/31/2022		4100-021200-1278-221-210	153.61	222913		O11	01818 # 66740484
0000000	000162		611699	7/31/2022		4100-021600-1278-264-210	1,403.15	222913		Diesel Fuel	01818 # 66740484
0000000	000162		611699	7/31/2022		4100-021100-1299-211-210	3.12	222913		Miscellaneous Others	01818 # 66740484
							.00			CHECK TOTAL	2,223.73
										ACH PMT TOTAL	
0000000	002065	SUSSEX COUNTY SHERIFF'S O SCSO 072422		7/24/2022		4100-021100-1299-211-210	425.00	222914		Miscellaneous Others	01818 SUSSEX SHERIFF
							.00			CHECK TOTAL	425.00
										ACH PMT TOTAL	
0000000	000844	SUSSEX CTY YOUNG MEN'S	FY23	8/18/2022		4100-081600-2110-841-810	1,250.00	222915		Sussex County Young Men Ath.	01818 FY23 ALLCOCAATION
							.00			CHECK TOTAL	1,250.00
										ACH PMT TOTAL	
0000000	001872	TAXING AUTHORITY CONSULTI	8109	8/16/2022		4100-041100-1291-411-410	68.00	222916		Judicial Land Sale Expenses	01818 SUSSEX COUNTY
							.00			CHECK TOTAL	68.00
										ACH PMT TOTAL	
0000000	001766	THE SUPPLY ROOM		7/14/2022		4100-023100-1241-291-230	71.40	222917		Office Supplies	01818 SUSSEX REGISTRAR
							.00			CHECK TOTAL	71.40
										ACH PMT TOTAL	
0000000	001966	THE WOOTEN COMPANY	76417	4/07/2022		4100-021500-1229-253-210	1,804.02	222918		Other Professional Services	01818 PROJ# 3399-B
0000000	001966		76540	5/04/2022		4100-021500-1229-253-210	705.00	222918		Other Professional Services	01818 PROJ# 3399-B
							.00			CHECK TOTAL	2,509.02
										ACH PMT TOTAL	
0000000	001659	TOPSIDE RENTALS INC.	TR 081822	8/18/2022		4100-051100-1299-512-510	1,361.42	222919		Miscellaneous Others	01818 SUSSEX SHERIFF DEP
							.00			CHECK TOTAL	1,361.42
										ACH PMT TOTAL	
0000000	000184	VA NETWORK FOR VICTIMS	2819	7/28/2022		4100-063100-1203-632-630	125.00	222920		Workshops and Conferences	01818 WYATT, KELLI
							.00			CHECK TOTAL	125.00
										ACH PMT TOTAL	
0000000	000769	VERIZON	0601250741	7/21/2022		4100-021600-1234-261-210	72.73	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-063100-1234-632-630	57.87	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-061100-1234-612-610	57.87	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-061100-1234-611-610	57.86	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-021100-1234-211-210	57.86	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-023100-1234-291-230	57.87	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-031100-1234-311-310	57.87	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-061100-1234-612-610	282.68	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-021500-1234-253-210	28.84	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-021100-1234-211-210	28.84	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-041100-1234-411-410	28.84	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-061100-1234-611-610	28.84	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-061100-1234-611-610	28.84	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-061100-1234-612-610	28.83	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-061100-1234-612-610	28.83	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-061100-1234-611-610	28.83	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-021100-1234-211-210	28.83	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-061100-1234-612-610	28.84	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-061100-1234-611-610	28.83	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-061100-1234-612-610	28.83	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-061100-1234-612-610	28.83	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-061100-1234-612-610	72.73	222921		Telecommunications	01818 # 55132667/5000162
0000000	000769		0601250741	7/21/2022		4100-061100-1234-612-610	50.08	222921		Telecommunications	01818 # 55132667/5000162

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT TOTAL	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000769		0601250741	0722	7/21/2022	4105-071100-1234-711-710	57.88	222921			Telecommunications	01818 # 551326675000162 1,258.14
	DISC. TOTAL	.00	CHECK TOTAL	1,258.14	ACH PMT TOTAL		.00	EPY PMT TOTAL			TOTAL	
0000000	000039	VERIZON WIRELESS	9913341298	8/12/2022		4100-051100-1234-516-510	1,163.12	222922			Telecommunications	01818 # 520620824-00001
0000000	000039		9913341298	8/12/2022		4100-051100-1234-512-510	1,163.12	222922			Telecommunications	01818 # 520620824-00001
0000000	000039		9913341298	8/12/2022		4100-051500-1234-551-510	155.77	222922			Telecommunications	01818 # 520620824-00001
	DISC. TOTAL	.00	CHECK TOTAL	2,482.01	ACH PMT TOTAL		.00	EPY PMT TOTAL			TOTAL	2,482.01
0000000	000373	VLGMA	VLGMA 071322	7/13/2022		4100-021100-1201-211-210	395.81	222923			Organization Membership	01818 DOUGLAS, RICHARD 395.81
	DISC. TOTAL	.00	CHECK TOTAL	395.81	ACH PMT TOTAL		.00	EPY PMT TOTAL			TOTAL	
0000000	000090	WAVERLY MOTORS, INC	17149	7/07/2022		4100-021700-1265-271-210	76.00	222924			Vehicle Maintenance	01818 SUSSEX COUNTY 76.00
	DISC. TOTAL	.00	CHECK TOTAL	76.00	ACH PMT TOTAL		.00	EPY PMT TOTAL			TOTAL	
0000000	001644	XEROX FINANCIAL SERVICES	3434179	8/15/2022		4100-021600-1252-261-210	118.00	222925			Equipment Lease/Rental	01818 # 0200074478001 118.00
	DISC. TOTAL	.00	CHECK TOTAL	118.00	ACH PMT TOTAL		.00	EPY PMT TOTAL			TOTAL	
0000000	000871	CRYSTAL SPRINGS	1352055 081822	8/18/2022		4100-061100-1277-612-610	60.42	222926			Water Services	01818 # 11421181352055 60.42
	DISC. TOTAL	.00	CHECK TOTAL	60.42	ACH PMT TOTAL		.00	EPY PMT TOTAL			TOTAL	
0000000	001995	TRUIST BANK	2346 0822 01	8/02/2022		4100-041100-1206-411-410	15.00	222927			Transportation	01818 # 4046011199882346
0000000	001995		2346 0822 01	8/02/2022		4100-041100-1204-411-410	215.04	222927			Lodging	01818 # 4046011199882346
0000000	001995		2346 0822 02	8/08/2022		4100-021200-1273-221-210	2,285.70	222927			Building Systems Main & Repair	01818 # 4046011199882346
0000000	001995		2346 0822 03	8/10/2022		4100-021200-1244-221-210	1,073.77	222927			Uniform Services	01818 # 4046011199882346
0000000	001995		2346 0822 04	8/13/2022		4100-041100-1241-411-410	42.96	222927			Office Supplies	01818 # 4046011199882346
0000000	001995		2346 0822 05	8/12/2022		4100-041100-1241-411-410	8.41	222927			Office Supplies	01818 # 4046011199882346
0000000	001995		2346 0822 06	8/19/2022		4100-021200-1273-221-210	57.11	222927			Building Systems Main & Repair	01818 # 4046011199882346
0000000	001995		2346 0822 07	8/19/2022		4100-021200-1254-221-210	68.40	222927			Equipment Maintenance	01818 # 4046011199882346 3,766.39
	DISC. TOTAL	.00	CHECK TOTAL	3,766.39	ACH PMT TOTAL		.00	EPY PMT TOTAL			TOTAL	
0000000	001995	TRUIST BANK	2338 0822 01	7/25/2022		4100-021100-1299-211-210	1,251.57	222928			Miscellaneous Others	01818 # 4046011199882338
0000000	001995		2338 0822 02	7/27/2022		4100-021100-1258-211-210	29.98	222928			Computer Software/Applications	01818 # 4046011199882338
0000000	001995		2338 0822 03	8/09/2022		4100-021100-1203-211-210	667.66	222928			Workshops and Conferences	01818 # 4046011199882338
0000000	001995		2338 0822 04	8/15/2022		4100-021200-1273-221-210	2,891.25	222928			Building Systems Main & Repair	01818 # 4046011199882338 4,840.46
	DISC. TOTAL	.00	CHECK TOTAL	4,840.46	ACH PMT TOTAL		.00	EPY PMT TOTAL			TOTAL	
.00	CHECK TOTAL	132,465.25	ACH PMT TOTAL				.00	EPY PMT TOTAL			TOTAL	132,465.25
.00	CHECK TOTAL	132,465.25	ACH PMT TOTAL				.00	EPY PMT TOTAL			TOTAL	132,465.25

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 132,465.25- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

8-25-22  
 DATE  
 8-24-22  
 DATE  
 8/25/22  
 DATE

DIRECTOR OF FINANCE  
 COUNTY ADMINISTRATION  
 DESTE J. COX, TREASURER

# PAYROLL DEDUCTION CHECKS



P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	000245	AFLAC	DC040220816220800	8/16/2022	100-000200-0100-	945.78	222762		00000
00000	000245		DC040220816220800	8/16/2022	105-000200-0100-	87.17	222762		00000
00000	000245		DC041220816220800	8/16/2022	100-000200-0100-	732.56	222762		00000
00000	000245		DC041220816220800	8/16/2022	105-000200-0100-	102.51	222762		00000
					CHECK TOTAL	1,868.02			
00000	000881	ANTHEM BLUE CROSS AND	DC005220816220800	8/16/2022	100-000200-0100-	4,210.50	222763		00000
00000	000881		DC005220816220800	8/16/2022	105-000200-0100-	601.50	222763		00000
00000	000881		DC015220816220800	8/16/2022	100-000200-0100-	5,265.00	222763		00000
00000	000881		DC126220816220800	8/16/2022	100-000200-0100-	27,625.00	222763		00000
00000	000881		DC126220816220800	8/16/2022	105-000200-0100-	6,175.00	222763		00000
					CHECK TOTAL	43,877.00			
00000	001397	LEGAL SHIELD	DC097220816220800	8/16/2022	100-000200-0100-	44.88	222764		00000
00000	001397		DC097220816220800	8/16/2022	105-000200-0100-	14.95	222764		00000
					CHECK TOTAL	59.83			
00000	001021	MINNESOTA LIFE INS CO	DC200220816220800	8/16/2022	100-000200-0100-	453.05	222765		00000
00000	001021		DC200220816220800	8/16/2022	105-000200-0100-	95.78	222765		00000
					CHECK TOTAL	548.83			
00000	000872	NATIONWIDE RETIREMENT	DC090220816220800	8/16/2022	100-000200-0100-	870.00	222766		00000
00000	000872		DC090220816220800	8/16/2022	105-000200-0100-	25.00	222766		00000
					CHECK TOTAL	895.00			
00000	001570	NEW JERSEY FAMILY	DC108220816220800	8/16/2022	100-000200-0100-	179.84	222767		00000
					CHECK TOTAL	179.84			
00000	001851	NYS CHILD SUPPORT PROCESS	DC114220816220800	8/16/2022	100-000200-0100-	121.33	222768		00000
					CHECK TOTAL	121.33			
00000	001819	PRINCE GEORGE COUNTY TREA	DC117220816220800	8/16/2022	100-000200-0100-	569.75	222769		00000
					CHECK TOTAL	569.75			
00000	000247	TREASURER OF VIRGINIA	DC080220816220800	8/16/2022	100-000200-0100-	2,376.19	222770		00000
00000	000247		DC080220816220800	8/16/2022	105-000200-0100-	437.50	222770		00000
					CHECK TOTAL	2,813.69			
00000	000831	VACORP	DC035220816220800	8/16/2022	100-000200-0100-	242.71	222771		00000
00000	000831		DC035220816220800	8/16/2022	105-000200-0100-	95.11	222771		00000
					CHECK TOTAL	337.82			
00000	001027	VALIC RETIREMENT	DC091220816220800	8/16/2022	100-000200-0100-	725.00	222772		00000
					CHECK TOTAL	725.00			
					CLASS TOTAL	51,996.11			
					FINAL TOTAL	51,996.11-			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 51,996.11- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

8-10-22  
DATE  
8/10/22

*Richard W. Taylor*  
COUNTY ADMINISTRATOR  
*Destef. Gys*

P/O NO.	8/31/2022	AP/ P CHECK REGISTER	TIME-11:40:21	PAGE 1
PAYROLL DEDUCTION CHECKS				
VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.
P/O NO.				
00000	000245 AFLAC	DC040220831220800	8/31/2022	100-000200-0100-
00000	000245	DC040220831220800	8/31/2022	105-000200-0100-
00000	000245	DC041220831220800	8/31/2022	100-000200-0100-
00000	000245	DC041220831220800	8/31/2022	105-000200-0100-
			CHECK TOTAL	
			1,710.84	
00000	000881 ANTHEM BLUE CROSS AND	DC005220831220800	8/31/2022	100-000200-0100-
00000	000881	DC005220831220800	8/31/2022	105-000200-0100-
00000	000881	DC015220831220800	8/31/2022	100-000200-0100-
00000	000881	DC126220831220800	8/31/2022	100-000200-0100-
00000	000881	DC126220831220800	8/31/2022	105-000200-0100-
			CHECK TOTAL	
			5,012.50	
			601.50	
			5,265.00	
			26,325.00	
			5,525.00	
			42,729.00	
00000	002060 CITY OF HAMPTON, TREASURE	DC128220831220800	8/31/2022	100-000200-0100-
			CHECK TOTAL	
			45.06	
00000	002062 FRANKLIN CITY COMBINED CO	DC129220831220800	8/31/2022	105-000200-0100-
			CHECK TOTAL	
			119.22	
00000	001397 LEGAL SHIELD	DC097220831220800	8/31/2022	100-000200-0100-
00000	001397	DC097220831220800	8/31/2022	105-000200-0100-
			CHECK TOTAL	
			44.88	
			14.95	
			59.83	
00000	001021 MINNESOTA LIFE INS CO	DC200220831220800	8/31/2022	100-000200-0100-
00000	001021	DC200220831220800	8/31/2022	105-000200-0100-
			CHECK TOTAL	
			453.05	
			95.78	
			548.83	
00000	000872 NATIONWIDE RETIREMENT	DC090220831220800	8/31/2022	100-000200-0100-
00000	000872	DC090220831220800	8/31/2022	105-000200-0100-
			CHECK TOTAL	
			870.00	
			25.00	
			895.00	
00000	001570 NEW JERSEY FAMILY	DC108220831220800	8/31/2022	100-000200-0100-
			CHECK TOTAL	
			179.84	
00000	001851 NYS CHILD SUPPORT PROCESS	DC114220831220800	8/31/2022	100-000200-0100-
			CHECK TOTAL	
			121.33	
			121.33	
00000	002003 SOUTHAMPTON COMBINED COUR	DC123220831220800	8/31/2022	105-000200-0100-
			CHECK TOTAL	
			200.72	
			200.72	
00000	000247 TREASURER OF VIRGINIA	DC080220831220800	8/31/2022	100-000200-0100-
00000	000247	DC080220831220800	8/31/2022	105-000200-0100-
			CHECK TOTAL	
			2,497.84	
			437.50	
			2,935.34	
00000	000831 VACORP	DC035220831220800	8/31/2022	100-000200-0100-
00000	000831	DC035220831220800	8/31/2022	105-000200-0100-
			CHECK TOTAL	
			242.71	
			95.11	
			337.82	
00000	001027 VALIC RETIREMENT	DC091220831220800	8/31/2022	100-000200-0100-
			CHECK TOTAL	
			625.00	
			625.00	
			CLASS TOTAL	
			50,507.83	
			FINAL TOTAL	
			50,507.83	

*lbe*

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.



THE TOTAL 50.507.83- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

8-24-22  
DATE

8/25/22

*Richard J. Cox*  
COUNTY ADMINISTRATOR

*Richard J. Cox*

SUSSEX COUNTY  
TREASURER'S REPORT  
AND  
FINANCIAL UPDATE  
SUBMITTED BY DESTE J. COX, TREASURER  
NOVEMBER 30, 2022



## TREASURER'S OFFICE

*DESTE JARRATT COX  
TREASURER  
SUSSEX COUNTY*

*15074 COURTHOUSE ROAD  
P.O. BOX 1399  
SUSSEX, VA. 23884*

*Phone (434)246-1086 or  
(434)246-1087  
Fax (434)246-2347*

Statement of money in the banks to the credit of Sussex County as shown by the Treasurer's books at the close of business November 30, 2022

**TRUIST #201- SUSSEX, VA**

Bank Balance -----	\$42,494.36	
Bank Fees/Adjustments -----	\$121.44	
Deposits in Transit-----	(\$5,913.27)	
Outstanding Checks-----	\$0.00	\$36,702.53
Investments and CD's-----		
#679672 - Truist #251	\$2,325,000.00	\$2,325,000.00

**BSV #301- STONY CREEK, VA**

Bank Balance-----	\$9,849,198.53	
Bank Fees/Returned Checks-----	\$208.01	
Credit Card Fees/Adjustments-----	\$445.73	
Deposits in Transit -----	\$9,328.24	
Outstanding Checks-----	(\$807,777.81)	\$9,051,402.70

**PRIMIS #401- WAVERLY, VA**

Bank Balance-----	\$105,842.26	
Deposits in Transit-----	(\$16,039.25)	\$89,803.01
Investments and CD's-----		
#30383118 - Primis #451	\$1,020,167.51	
#30383043 - Primis #451	\$2,020,772.95	
		\$3,040,940.46

**QZAB -06 #702** Investment Balance----- 2,212,327.47

**LGIP INVESTMENT #803** Investment Balance----- 2,113,126.18

**VA INV POOL #804** Investment Balance----- 145,261.89

TOTAL IN BANKS REC W/GL----- \$19,014,564.24

Letters or statements from each of the above mentioned banks are on file in the Treasurer's Office of Sussex County certifying the balance as listed above.

Respectfully submitted:

  
 \_\_\_\_\_  
 Deste J. Cox, Treasurer

**SUSSEX COUNTY - DESTE J. COX, TREASURER**  
**REVENUE/EXPENDITURE SUMMARY REPORT**  
**NOVEMBER 2022**

**General Fund** **FUND BALANCE as of 11/30/22 = \$ 8,096,126**

<b>REVENUES</b>		<b>ANNUAL APPROPRIATED</b>	<b>CURRENT MONTH ACTIVITY</b>	<b>YTD ACTUAL 11/30/2022</b>	<b>PRIOR FY - YTD Through 11/30/2021</b>	<b>COLLECTED % YTD</b>
Real Estate - 2022		5,511,434	2,654,755	2,725,799	2,866,782	49.5%
Public Service Corp - 2022		713,720	202,599	202,658	223,682	28.4%
Personal Property - 2022		3,858,156	1,926,321	1,972,464	1,677,715	51.1%
Machinery & Tools - 2022		560,919	108,712	108,712	458,429	19.4%
Local Sales & Use Taxes (net)		1,040,124	90,108	468,795	455,575	45.1%
Transient Occupancy Tax		80,000	4,234	38,879	35,044	48.6%
Consumer Utility Taxes		93,000	7,891	32,337	40,368	34.8%
Business License Taxes		70,050	3,342	15,902	16,476	22.7%
Motor Vehicle Licenses		229,800	70,397	80,412	88,248	35.0%
Landfill Tipping Fees		5,550,000	400,445	2,292,093	2,344,194	41.3%
Delinquent Taxes RE		172,500	20,584	86,626	52,586	50.2%
Delinquent Tax Personal Property		88,100	6,895	52,646	46,796	59.8%
Penalties - All Property		115,000	3,141	14,412	12,114	12.5%
Interest - All Property		30,000	3,257	9,270	9,052	30.9%
Court Fines		840,000	57,884	287,112	342,137	34.2%
EMS Billing		300,000	0	6,821	n/a	2.3%
State		4,122,872	1,147,957	2,466,847	2,369,372	59.8%
Federal		1,500	0	0	84,077	0.0%
Transfer in from Reserve		304,331	51,125	304,331	351,047	100.0%
Designated Use of Fund Balance		3,098,739	0	0	0	0.0%
<b>EXPENDITURES</b>		<b>ANNUAL APPROPRIATED</b>	<b>CURRENT MONTH ACTIVITY</b>	<b>YTD ACTUAL 11/30/2022</b>	<b>PRIOR FY - YTD Through 11/30/2021</b>	<b>SPENT % YTD</b>
General Government		3,646,421	203,086	1,137,381	892,591	31.2%
Judicial Administration		1,290,437	90,294	553,950	477,278	42.9%
Fire, Rescue, EMS		2,748,996	173,871	1,395,810	1,006,604	50.8%
Sheriff's Operations & Jail		6,434,447	383,216	2,167,883	2,117,631	33.7%
Public Works		2,078,465	134,228	966,909	587,943	46.5%
Health & Welfare		908,783	44,044	265,650	655,019	29.2%
Education		7,750,121	661,490	2,763,782	2,431,704	35.7%
Parks Rec & Cultural Enrichment		273,760	1,750	144,880	154,436	52.9%
Planning/Community Dev		1,413,623	78,155	437,892	298,275	31.0%
Debt Service		1,581,016	221,443	1,345,256	1,335,757	85.1%

**General Fund**

			ANNUAL	CURRENT MONTH	ACTUAL 11/30/2022	YTD 11/30/2021	Spent %
<b>EXPENDITURES BY DEPARTMENT</b>			<b>APPROPRIATED</b>	<b>ACTIVITY</b>	<b>YEAR TO DATE</b>	<b>PRIOR FISCAL YEAR</b>	<b>YTD</b>
Board of Supervisors			168,687	15,115	61,234	51,688	36.3%
Administration			2,028,334	72,098	439,741	368,710	21.7%
Contingency Acct ( 7/1/22 = \$100,000)			21,854	0	0	0	0.0%
HRA Admin Fee			5,600	0	0	N/A	0.0%
HRA Employer Spend			160,000	26,351	91,881	N/A	57.4%
IT & Central Acct			102,093	192	77,040	23,306	75.5%
County Attorney			150,000	8,500	50,242	56,004	33.5%
Registrar/Board of Elections			247,538	19,438	99,280	83,667	40.1%
Com of Revenue			277,659	20,285	109,280	104,202	39.4%
Reassessment Services			48,163	9,000	40,815	32,951	84.7%
Treasurer			436,493	32,108	167,870	172,063	38.5%
<b>General Government</b>			<b>3,646,421</b>	<b>203,086</b>	<b>1,137,381</b>	<b>892,591</b>	<b>31.2%</b>
Courts			110,423	3,914	41,724	37,748	37.8%
Clerk of Courts			457,126	31,414	213,622	157,292	46.7%
Com Atty/Vic Wit			722,888	54,966	298,604	282,237	41.3%
<b>Judicial Administration</b>			<b>1,290,437</b>	<b>90,294</b>	<b>553,950</b>	<b>477,278</b>	<b>42.9%</b>
Fire/Rescue/EMS			2,237,671	136,530	1,205,581	835,985	53.9%
Aminal Control			511,325	37,341	190,229	170,619	37.2%
<b>Fire, Rescue, EMS</b>			<b>2,748,996</b>	<b>173,871</b>	<b>1,395,810</b>	<b>1,006,604</b>	<b>50.8%</b>
Court Sec/Spot/FO/E911			4,299,923	223,894	1,343,637	1,291,499	31.2%
Confinement of Inmates			1,979,571	135,388	761,574	797,252	38.5%
Crater Crim Justice Aca.			154,954	23,934	62,673	28,880	40.4%
<b>Sheriff's Operations &amp; Jail</b>			<b>6,434,447</b>	<b>383,216</b>	<b>2,167,883</b>	<b>2,117,631</b>	<b>33.7%</b>
Building & Grounds			1,045,151	68,348	515,263	192,047	49.3%
Envir Inspections			197,540	8,280	52,967	76,903	26.8%
General Works			297,197	11,420	116,590	93,337	39.2%
Convenience Ctrs.			538,577	46,180	282,089	225,655	52.4%
<b>Public Works</b>			<b>2,078,465</b>	<b>134,228</b>	<b>966,909</b>	<b>587,943</b>	<b>46.5%</b>
Health - Outside Agencies			236,615	0	43,149	112,276	18.2%
Com. Support Services - Outside Agencies			202,815	9,036	91,771	144,445	45.2%
Local Contrib to DSS			289,353	0	47,684	158,667	16.5%
Local Contrib to CSA			180,000	35,009	83,046	239,631	46.1%
<b>Health &amp; Welfare</b>			<b>908,783</b>	<b>44,044</b>	<b>265,650</b>	<b>655,019</b>	<b>29.2%</b>
Educ Contrib - Outside Agencies			951	0	951	2,982	100.0%
Local Contrib to Sch Fd			7,749,170	661,490	2,762,831	2,428,722	35.7%
<b>Education</b>			<b>7,750,121</b>	<b>661,490</b>	<b>2,763,782</b>	<b>2,431,704</b>	<b>35.7%</b>
Library/Cultural - Outside Agencies			204,260	0	101,380	106,076	49.6%
Recreational Contrib- Outside Agencies			69,500	1,750	43,500	48,360	62.6%
<b>Parks Rec &amp; Cultural Enrichment</b>			<b>273,760</b>	<b>1,750</b>	<b>144,880</b>	<b>154,436</b>	<b>52.9%</b>
DHCD UNOS Grt			576,732	56,519	216,854	133,838	37.6%
Planning/Building/Zoning			483,630	21,636	151,601	176,362	31.3%
CDBG Pochantas Grt			283,325	0	12,000	-67,538	4.2%
Crater Planning Com			8,771	0	8,771	4,895	100.0%
IDA			12,500	0	0	0	0.0%
Va Gateway Region			47,166	0	47,166	47,417	100.0%
Crater SBDC			1,500	0	1,500	3,300	100.0%
<b>Planning/Community Dev</b>			<b>1,413,623</b>	<b>78,155</b>	<b>437,892</b>	<b>298,275</b>	<b>31.0%</b>
Debt Service			1,581,016	221,443	1,345,256	1,335,757	85.1%
<b>Debt Service</b>			<b>1,581,016</b>	<b>221,443</b>	<b>1,345,256</b>	<b>1,335,757</b>	<b>85.1%</b>

**SUSSEX COUNTY  
REVENUE/EXPENDITURE SUMMARY REPORT  
NOVEMBER 2022**

Capital Projects Fund - Fund 302

FUND BALANCE as of 11/30/22 = \$ 130,235 plus  
\$669,470 F&R Dedicated Funds

<i>REVENUES</i>	<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 11/30/2022</i>	<i>PRIOR FY - YTD Through 11/30/2021</i>
Interest Earned	900	0	3,131	128
Gifts/Donations Fire & Rescue	0	0	0	0
Transfer from General Fund	0	0	0	0
<b>Total Capital Projects Fund Revenues</b>	<b>900</b>	<b>0</b>	<b>3,131</b>	<b>128</b>
<i>EXPENDITURES</i>	<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 11/30/2022</i>	<i>PRIOR FY - YTD Through 11/30/2021</i>
Replace E911 Equip	56,322.00	0	0	0
Voting Machines	8,625.00	0	0	0
Sheriff Patrol Vehicle	53,739.77	0	0	68,394
Brush Truck - CH Vol FD	0	0	0	0
Transfer to Other Funds	17,626	16,726	16,726	175,054
Communications	20,000.00	0	0	0
Renovations-Co. Buildings	216,303.00	0	0	0
School Projects	27,000.00	0	0	0
Animal Shelter & Complex	0.00	0	0	0
<b>Total Capital Projects Fund Expenditures</b>	<b>399,616</b>	<b>16,726</b>	<b>16,726</b>	<b>243,448</b>

**SUSSEX COUNTY  
REVENUE/EXPENDITURE SUMMARY REPORT  
NOVEMBER 2022**

Reserve Fund 135

FUND BALANCE as of 11/30/22 = \$ 5,877,921

<i>REVENUES</i>	<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 11/30/2022</i>	<i>PRIOR FY - YTD Through 11/30/2021</i>
Interest	4,000	15,539	15,539	1,066
Transfer from General Fund	2,000,000	2,000,000	2,000,000	0
<b>Total Reserve Fund Revenues</b>	<b>2,004,000</b>	<b>2,015,539</b>	<b>2,015,539</b>	<b>1,066</b>
<i>EXPENDITURES</i>	<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 11/30/2022</i>	<i>PRIOR FY - YTD Through 11/30/2021</i>
Transfer to General Fund	291,605	34,400	287,605	176,020
Transfer to VPA Fund	0	0	0	579
Transfer to Cap Proj Fund	0	0	0	0
<b>Total Reserve Fund Expenditures</b>	<b>291,605</b>	<b>34,400</b>	<b>287,605</b>	<b>176,599</b>

# **BUILDING INSPECTIONS DEPARTMENT**



## **December 15, 2022 Monthly Report**



## MEMORANDUM

DATE: December 1, 2022  
 TO: Richard Douglas, County Administrator  
 FROM: Matt Westheimer, Building Official  
 SUBJECT: November 2022 - Monthly Report

Please accept this as the November 2022 update for the Building Department.

### BUILDING ACTIVITY

- November 2022

<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing &amp; Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
8	13	5	5	77	\$6,283,658.40	\$69,776.82

- November 2021

<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing &amp; Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
12	8	2	4	72	\$1,079,501.00	\$3,790.16

- January 2022 – December 2022 (Yearly totals)

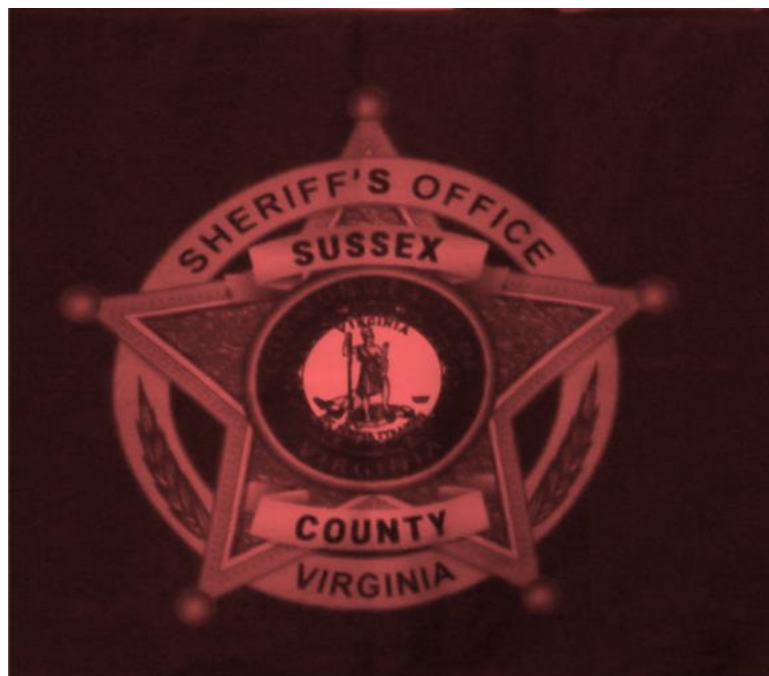
<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing &amp; Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
124	153	54	86	930	\$19,548,300.08	\$143,767.23

<i>Inspections completed within 24 hours For July</i>	100%
<i>Plans reviewed within 10 business days For July</i>	100%





# **Sheriff's Department**



## **December 15, 2022 Monthly Report**



**“ONE FAMILY, ONE MISSION,  
ONE GOAL”**

**Sheriff E. L. Giles, Sr.**  
Sussex County Sheriff's Office  
P. O. Box 1326  
Sussex, Virginia 23884

Telephone 434-246-5000  
Fax 434-246-5714  
[www.sussexsheriffva.com](http://www.sussexsheriffva.com)  
Email [egiles@susova.us](mailto:egiles@susova.us)

**Sussex County Sheriff's Office Monthly Report  
Month of November 2022**

**PATROL**

CALLS FOR SERVICE	
Type:	Total:
Sheriff	1,424
Fire	68
Rescue	237
Animal Control	50
Town of Wakefield	23
Traffic	927
<b>TOTAL</b>	<b>2,729</b>

**COURTS**

Court:	Days of Court:
Circuit Court	5
General District	9
JDR Court	3

Court:	Judges:
Circuit Court	5
General District	6
JDR Court	3

**CIVIL**

Type:	Total:
Subpoenas Served	2277
Jury Summoned	0
Criminal Warrants	69
DMV Notices	1
Levies	0
TDO	0
ECO	1
Other Civil	99

Fines and Forfeitures	\$53,543.32
Sheriff's Fees	\$450.00
Courthouse Security	\$6,823.23

Gallons of Fuel Used	<b>5,450.31</b> gallons
----------------------	-------------------------

**JAIL**

During the month of November 2022, our average daily population was 30.90 inmates. The jail booked in 29 individuals during November 2022.

The classification of these inmates as reported by the Commonwealth of Virginia's LIDS computer system is as follows:

Pre- Trial	31 inmates, having been confined a total of 433 days
Sentenced Misdemeanant	7 inmates, having been confined a total of 63 days
Sentenced Felons	10 inmates, having been confined a total of 242 days.
Others	10 inmates, convicted but not sentenced, etc.
Weekenders	2 inmates serving a misdemeanor sentence.

Transports of inmates for various reasons are listed below:

Court / Jail	18
Medical	4
Juvenile	0
Road Crew	0
TDO (Mental)	1
TOTAL	28

# **PUBLIC WORKS DEPARTMENT**

**Solid Waste**



**Building & Grounds  
Department**



## **BOS MEETING December 15, 2022**

**Origin / Material Summary Report**

**Criteria: 10/01/2022 12:00 AM to 10/31/2022 11:59 PM**

**Name: Atlantic Waste Disposal - S05136 (USA)**

Origin	Material	Tons
DC	Special Misc-Tons	523.50
<b>Origin Total</b>		<b>523.50</b>
DE	MSWT	171.39
DE	Sandblast Grit-Tons	64.32
<b>Origin Total</b>		<b>235.71</b>
MD	Sludge Indus-Tons	48.14
MD	SludgeIndus-Tons	82.53
<b>Origin Total</b>		<b>130.67</b>
NC	CDTC	49.67
NC	MSW-Tons	0.37
NC	MSWT	3,503.75
NC	Special Misc-Tons	4,619.40
<b>Origin Total</b>		<b>8,173.19</b>
NY	MSWT	51,786.18
<b>Origin Total</b>		<b>51,786.18</b>
PA	MSWT	66.28
<b>Origin Total</b>		<b>66.28</b>
SUSS BUS	MSWT	27.38
SUSS BUS	Sludge Indus-Tons	1,052.31
<b>Origin Total</b>		<b>1,079.69</b>
SUSS RES	CDTC	2.45
SUSS RES	MSWT	369.41
<b>Origin Total</b>		<b>371.86</b>
VA	Auto Fluff-Tons	734.95
VA	CDTC	53.47
VA	MSWT	21,833.04
VA	Off Spec Food-Load	161.72
VA	SludgeIndus-Tons	29.15
VA	Special Misc-Tons	43.22
VA	Spwaste Cover RGC-Tons	91.08
<b>Origin Total</b>		<b>22,946.63</b>
<b>Totals</b>		<b>85,313.71</b>

**Origin / Material Summary Report**

**Criteria: 11/01/2022 12:00 AM to 11/30/2022 11:59 PM**

**Name: Atlantic Waste Disposal - S05136 (USA)**

Origin	Material	Tons
DC	Special Misc-Tons	452.31
<b>Origin Total</b>		<b>452.31</b>
DE	MSWT	420.11
DE	Sandblast Grit-Tons	28.13
DE	Special Misc-Tons	22.79
<b>Origin Total</b>		<b>471.03</b>
MD	CDTC	46.51
MD	MSWT	104.68
MD	Sludge Indus-Tons	44.36
MD	SludgeIndus-Tons	59.06
<b>Origin Total</b>		<b>254.61</b>
NC	CDTC	30.96
NC	MSW-Tons	1.10
NC	MSWT	3,853.54
NC	Special Misc-Tons	5,306.88
<b>Origin Total</b>		<b>9,192.48</b>
NJ	MSWT	84.98
<b>Origin Total</b>		<b>84.98</b>
NY	MSWT	59,936.47
<b>Origin Total</b>		<b>59,936.47</b>
PA	MSWT	60.96
<b>Origin Total</b>		<b>60.96</b>
SC	MSWT	18.27
<b>Origin Total</b>		<b>18.27</b>
SUSS BUS	MSWT	26.33
SUSS BUS	Sludge Indus-Tons	983.85
<b>Origin Total</b>		<b>1,010.18</b>
SUSS RES	MSWT	426.34
<b>Origin Total</b>		<b>426.34</b>
VA	Auto Fluff-Tons	109.82
VA	CDTC	491.69
VA	DCLN	61.91
VA	MSWT	20,706.93
VA	Off Spec Food-Load	565.21
VA	SludgeIndus-Tons	13.43
VA	Special Misc-Tons	58.35
VA	Spwaste Cover RGC-Tons	491.12
<b>Origin Total</b>		<b>22,498.46</b>
<b>Totals</b>		<b>94,406.09</b>

**BOARD ACTION FORM**

**Agenda Item:** Consent Agenda Item #2.05

**Subject:** Davenport Debt Capacity Analysis Budget Amendment

**Board Meeting Date:** December 15 2022

=====

**Summary:** Staff recommends payment of the attached invoice for services received from Davenport & Company, LLC in the amount of \$37,560.05 associated with debt capacity and debt affordability analyses and deliverables prepared for the Board of Supervisors that were necessary to determine the County’s capacity to move forward with various capital projects (administrative building/historic courthouse renovation, fire/EMS stations, utility improvements, etc.). While these costs are typically included as part of project debt-related fees, Davenport has requested payment now or in multiple payments over 2023, since it is not anticipated that the County will move forward with securing debt over the next several months (the board may elect to be “reimbursed” for these fees as part of a debt application process). The attached resolution provides the necessary funding to pay the Davenport invoice in its entirety.

**Recommendation:** Board approves resolution for payment.

**Attachments:** Draft Copy of Resolution #22-143 and Davenport Invoice Number PF22-234

=====

**REQUESTED ACTION:** The Board approves Resolution #22-143 for payment to Davenport in the amount of \$37,560.05 for services.

\_\_\_\_\_  
\_\_\_\_\_

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			S. White (Tie Breaker)	___	___

**RESOLUTION #22-143**  
**FY23 BUDGET AMENDMENT**

BE IT RESOLVED by the Sussex County Board of Supervisors that the following budget amendment for the General Government and Administration department be and hereby is made for the period of July 1, 2022 through June 30, 2023. This resolution will appropriate local reserve funds for the debt capacity and debt affordability analyses provided by Davenport.

**FUND # 100**  
**GENERAL FUND**

REVENUE

Fund 135 Local Reserves	<u>\$37,560</u>
<b>Total Revenues</b>	<b>\$37,560</b>

EXPENDITURE

Fund 100 Administration	<u>\$37,560</u>
<b>Total Expenditures</b>	<b>\$37,560</b>

\_\_\_\_\_  
Susan B. Seward, Chairman  
Sussex County Board of Supervisors

ATTEST:

\_\_\_\_\_  
Richard Douglas, Clerk  
Sussex County Board of Supervisors

Adopted this 15<sup>th</sup> day of December, 2022.



# Invoice

<b>Date:</b>	November 15, 2022	<b>Davenport Contact:</b>	Roland Kooch
<b>Invoice Number:</b>	PF22-234		804-697-2906
<b>Client:</b>	Sussex County, Virginia	<b>Accounting Information:</b>	Ben Wilson
<b>Attention:</b>	Mr. Richard Douglas		804-697-2920

## Remit To (If Via Check)

Davenport & Company LLC  
 Attn: William R.B. Hershey  
 Post Office Box 85678  
 Richmond, Virginia 23285-5678  
 Please Reference Invoice Number

## Remit To (If Via Wire)

<b>Bank:</b>	Truist Bank, Richmond, VA
<b>Account Name:</b>	Davenport & Company LLC
<b>ABA Routing Number:</b>	061-000-104
<b>Account Number:</b>	001027956
<b>Information With Wire:</b>	Please Reference Invoice Number
<b>Attention:</b>	Melinda Greene (804) 698-2632

## Description of Services

Financial Advisory Services associated with Debt Capacity and Debt Affordability analyses and deliverables prepared for the Board of Supervisors, as invoiced under the agreement dated April 29, 2019.

## Amounts Due on Account

Financial Advisory Services	\$35,000.00
Additional Fee (Equal to 4% of Fee Amount)	1,400.00
Direct Expenses	1,160.05
▪ Includes hotel, meals, and mileage	
<b>Total Due:</b>	<b>\$37,560.05</b>

**BOARD ACTION FORM**

**Agenda Item:** Consent Agenda #2.06

**Subject:** Request for Leave Carryover

**Board Meeting Date:** December 15 2022

=====

**Summary:** As the end of the year approaches, employees have been monitoring their leave closely to avoid losing any at the end of the year due to the maximum carryover limits. Due to the lack of staffing, some employees will forfeit many hours if not used by the end of the year. This will affect employees that follow County leave policies-which include those under County Administration and the Sheriff’s Department.

County Administration and the Sheriff’s Department are requesting an extension to use their vacation/annual, holiday and compensatory leave until May 1<sup>st</sup>.

Please note that the Sheriff’s Department has requested that leave for staff be recorded internally effective January 31, 2023 pay period.

**Recommendation:** That the Board approves the request for extension to use vacation/annual, holiday and compensatory leave until May 1<sup>st</sup>.

**Attachments:** Copies of Sheriff Giles’ Letters

=====

**REQUESTED ACTION:** That the Board approves the request for extension to use vacation/annual, holiday and compensatory leave until May 1<sup>st</sup> for County Administration and the Sheriff’s Department.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___



"ONE FAMILY, ONE MISSION,  
ONE GOAL"

Sheriff E. L. Giles, Sr.  
Sussex County Sheriff's Office  
P. O. Box 1326  
Sussex, Virginia 23884

Telephone 434-246-5000  
Fax 434-246-5714  
[www.sussexsheriffva.com](http://www.sussexsheriffva.com)  
Email [egiles@susova.us](mailto:egiles@susova.us)

November 28, 2022

Mr. Richard Douglas, County Administrator  
County of Sussex  
P. O. Box 1397  
Sussex, Virginia 23884

IN RE: Employee Leave Balances Extension

Dear Mr. Douglas:

I submitted a letter on November 18, 2022, requesting that the Board of Supervisors approve an extension of employee leave balances and annual leave and holiday leave that they would forfeit at the end of this calendar year. I am requesting an extension of Comp. Leave as well. As you all know, we have been short-staffed and employees have been unable to use their accrued time.

I am requesting for an extension to May 1, 2023 to allow employees to use their leave balances,

I appreciate your consideration into this matter. Should you have any questions, please do not hesitate to contact me.

Respectfully,

A handwritten signature in cursive script, appearing to read "Ernest L. Giles, Sr.".

Ernest L. Giles, Sr., Sheriff  
County of Sussex

cc: The Honorable Susan Seward, Board Chairman  
Ms. Shilton Ricks, Assistant to the County Administrator  
Ms. Louise Brucato, Payroll Division ✓  
File



"ONE FAMILY, ONE MISSION,  
ONE GOAL"

Sheriff E. L. Giles, Sr.  
Sussex County Sheriff's Office  
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Fax 434-246-5714  
[www.sussexsheriffva.com](http://www.sussexsheriffva.com)  
Email [egiles@susova.us](mailto:egiles@susova.us)

November 18, 2022

Mr. Richard Douglas, County Administrator  
County of Sussex  
P. O. Box 1397  
Sussex, Virginia 23884

IN RE: Sheriff's Office Leave Balances

Dear Mr. Douglas:

I am respectfully requesting that the Board of Supervisors approve for the Sussex County Sheriff's Office to keep our employee's leave balances internally as other Constitutional Officer's do. I am requesting this so that the Sheriff's Office will have current leave balance records for our employees.

Currently, we provide employees leave balances to the County's Payroll Division along with salary and overtime to be paid. Going forward, we wish to implement keeping employee leave records internally and provide the Payroll Division with just salary and overtime information.

I appreciate your consideration into this matter. Should you have any questions, please do not hesitate to contact me.

Respectfully,

A handwritten signature in black ink, appearing to read "Ernest L. Giles, Sr.", written over a circular flourish.

Ernest L. Giles, Sr., Sheriff  
County of Sussex

cc: The Honorable Susan Seward, Board Chairman  
Ms. Shilton Ricks, Assistant to the County Administrator  
Ms. Louise Brucato, Payroll Division  
File

**BOARD ACTION FORM**

**Agenda Item:** Consent Agenda Item #2.07

**Subject:** Draft FY24 Budget Planning Calendar

**Board Meeting Date:** December 15 2022

=====  
**Summary:** Attached for your consideration is the Draft FY24 Budget Planning Calendar for the upcoming FY24 fiscal year.

**Recommendation:**

**Attachment:** Draft Copy of FY24Budget Planning Calendar

=====  
**REQUESTED ACTION:** Staff approves FY24 Budget Planning Calendar or make adjustments as needed.

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**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			S. White (Tie Breaker)	___	___

**Sussex County**  
**FY2024 Budget Planning Calendar**

<b>November 2022</b>	FY2024 Budget Planning
<b>December 20, 2022</b>	Distribution of Budget Schedules to County Departments and to Outside Agencies with instructions from the County Administrator
<b>January 21, 2023</b>	Department Budget Schedules and External Agency requests due to County Administration
<b>January - March 2023</b>	Development of Revenue Estimates with Treasurer, Commissioner & Finance
<b>January 26, 2023</b>	Planning Session/BOS Retreat
<b>January 30 – Feb. 10, 2023</b>	County Administrator Budget Work Sessions with Departments
<b>February – April 2023</b>	Preparation of Proposed Operating Budget and 5-Year CIP
<b>February 16, 2023</b>	Departmental “Big Ticket” Presentations – Constitutional Officers
<b>March 2, 2023</b>	Departmental “Big Ticket” Presentations - Administration
<b>March 16, 2023</b>	Budget Work Session - Health Insurance & Schools
<b>March 23, 2023</b>	Budget Work Session - Revenue & Expenditures
<b>March 30, 2023</b>	Budget Work Session - External Agencies
<b>April 20, 2023</b>	Present FY2024 Proposed Operating Budget and 5-Year CIP to BOS
<b>April 26, 2023</b>	Advertise FY2024 Proposed Budget and CY2023 Tax Rates
<b>May 18, 2023</b>	FY2024 Budget Public Hearing
<b>June 1, 2023</b>	Adoption of the FY2024 Operating Budget, FY2024 – FY2027 CIP and Calendar Year 2024 Tax Rates

**BOARD ACTION FORM**

**Agenda Item:** Consent Agenda Item #2.08

**Subject:** DMV Select Revenue & FYE Budget Amendment Resolutions

**Board Meeting Date:** December 15 2022

=====

**Summary:** Treasurer Cox has requested, and the County Administrator is in agreement, that funds be allocated from future DMV-related revenue (estimated to be approximately \$32,000/year) to provide a salary supplement for her staff to provide the DMV Select services. Presently two staff member salaries are less than a customer service position salary at a DMV full service center. The DMV Select opened on October 11<sup>th</sup> providing residents of Sussex County access to selected DMV services through the Treasurer’s office, and has been well received to date. As you may recall, the state requires at least 80 percent of the revenues generated shall be appropriated by Sussex County to the Treasurer to compensate for the additional work involved with processing transactions, so this request is consistent with the state requirement.

Since the DMV Select has been only been operational since October, it is requested that reserve funds be used to provide this supplement through the current fiscal year. The attached resolution provides \$18,750 in local reserves for a supplement retroactive to October 1<sup>st</sup>.

**Recommendation:** Staff recommends approval of the attached resolutions (#22-146A & #22-146B) appropriating local reserves to provide for a local supplement for Treasurer staff providing DMV Select services retroactive to October 1, 2022.

**Attachments:** Copies of Resolution #22-146A DMV Select Revenue & #22-146B FYE23 Budget Amendment

=====

**REQUESTED ACTION:** Board approves Resolutions #22-146A & #22-146B appropriating local reserves to provide for a local supplement for Treasurer staff providing DMV Select services retroactive to October 1, 2022

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>		<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___		W. Jones	___	___
Futrell	___	___		Seward	___	___
D. Jones	___	___		Tyler	___	___
			S. White	___	___	
			(Tie Breaker)			

**SUSSEX COUNTY RESOLUTION**

**At a Meeting of the Board of Supervisors of the County of Sussex held at the Courthouse therefore, on the 15<sup>th</sup> day of December 2022.**

---

**PRESENT:**

Susan B. Seward, Chair  
Wayne O. Jones, Vice Chair  
C. Eric Fly, Sr.  
Alfred G. Futrell  
Rufus E. Tyler, Sr.  
Debbie P. Jones

**VOTE:**

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**RESOLUTION #22-146A**

**WHEREAS**, DMV Select opened on October 11, 2022, providing residents of Sussex County access to selected DMV services through the Treasurer’s office; and

**WHEREAS**, in accordance with FY23-24 State Biennial Budget, at least 80 percent of the revenues generated shall be appropriated by Sussex County (“County”) to the Office of the Treasurer to compensate the Office for the additional work involved with processing transactions; and

**WHEREAS**, to ensure employees in the Treasurer’s Office are adequately compensated for the extra duties, the Treasurer and County agree that 100 percent the first \$25,000 in revenue will be provided to the County and said funds shall be used to supplement the salaries and fringe benefits of employees in the Treasurer’s Office; and

**WHEREAS**, any remaining revenue shall be divided with 80 percent appropriated to the Treasurer’s Office to support the costs associated with running DMV Select, and 20 percent to the County; and

**WHEREAS**, this formula shall apply retroactively to October 1, 2022.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Supervisors for Sussex County, Virginia, as follows:

- §1. That 100 percent of the first \$25,000 in revenue will be provided to the County and said funds shall be used to supplement the salaries and fringe benefits of employees in the Treasurer’s Office; and
- §2. Any remaining revenue shall be divided between the parties with 80 percent appropriated to the Treasurer’s Office and 20 percent to the County; and
- §3. This formula shall be retroactive to October 1, 2022.



Approved by the Sussex County Board of Supervisors and effective this 15<sup>th</sup> day of December 2022.

By: \_\_\_\_\_  
Susan Seward, Chair

Attest: \_\_\_\_\_  
Clerk to the Board

DRAFT

RESOLUTION #22-146B  
FYE23 BUDGET AMENDMENT

BE IT RESOLVED by the Sussex County Board of Supervisors that the following budget amendment for the Treasurer's Office be and hereby is made for the period of July 1, 2022 through June 30, 2023. This resolution will appropriate local reserve funds to the Treasurer's Office for DMV Select salary supplements.

REVENUE

Fund 135 Local Reserves	<u>\$18,750</u>
<b>Total Revenues</b>	<b>\$18,750</b>

EXPENDITURE

Fund 100 Treasurer's Office	<u>\$18,750</u>
<b>Total Expenditures</b>	<b>\$18,750</b>

\_\_\_\_\_  
Susan B. Seward, Chairman  
Sussex County Board of Supervisors

ATTEST:

\_\_\_\_\_  
Richard Douglas, Clerk  
Sussex County Board of Supervisors

Adopted this 15<sup>th</sup> day of December 2022.

**BOARD ACTION FORM**

**Agenda Item:** Recognition #3.01

**Subject:** Presentation – Improvement Association Head Start Performance

**Board Meeting Date:** December 15 2022

=====

**Summary:** Staff from the Improvement Association will be in attendance with the Head Start students to sing Christmas Carols.

**Recommendation:** N/A

**Attachment:** N/A

=====

**ACTION:** N/A

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___

**BOARD ACTION FORM**

**Agenda Item:** Recognitions #3.02

**Subject:** RESOLUTION: Mrs. Nan Ellen Bland Seeley 90<sup>th</sup> Birthday

**Board Meeting Date:** December 15 2022

=====  
**Summary:** Per Supervisor Fly's request, the Board approved this resolution a previous Board meeting recognizing Mrs. Nan Ellen Bland Seeley on her 90<sup>th</sup> birthday on September 27<sup>th</sup>. Ms. Seeley has spent the majority of her adult life in Sussex County. She has been dedicated to the teaching of music to hundreds of children and citizens in the County.

Supervisor Fly would like to take this opportunity to thank and recognize Mrs. Seeley for the selfless giving of herself to provide peace and inspiration to the children and citizens of Sussex County.

A family member and or friend will be present to accept the resolution.

**Recommendation:**

**Attachment:** A copy of the resolution celebrating Mrs. Nan Ellen Bland Seeley

=====

**ACTION:** None

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>	<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			S. White (Tie Breaker)	___	___

## Resolution



### Recognizing Ms. Nan Ellen Bland Seeley

Now, let it be known that the Sussex County Board of Supervisors do hereby adopt this resolution on this Thursday, October 20, 2022 to celebrate the 90th birthday of Nan Ellen Bland Seeley who has brought great joy and happiness to so many youth and adults in Sussex County.

On September 27, 1932, Nan Ellen Bland Seeley was born in Charlottesville, Virginia to Reverend Lineous Preston Bland Jr. and Mrs. Ethel Price Heckman Bland. Under the guidance and nurturing of her parents, family and friends, Nan Ellen Bland Seeley would grow in stature and spiritual strength in preparation for her life long mission of serving others and bringing joy to the world in many ways and with the many talents she was given by God.

Furthermore, let it be known across Sussex County that Mrs. Seeley would pursue and excel in her educational endeavors and graduated from Longwood College in 1954, the third oldest public college in Virginia and would embark on a life long mission to teach music to God's children.

Once again God would move His mighty hand and prepare the path that would allow Mrs. Seeley to spend the majority of her adult life in Sussex County, making life better for each of us.

Let it be known that on June 16, 1956 Nan Ellen Bland would marry Walter Clifton Seeley Jr. and out of this blessed union, Nan Ellen Bland Seeley would grow her family with the birth of three sons, Mark Evans Seeley, Scott Preston Seeley and Jeffrey Anderson Seeley.

Now let it be declared that the Sussex County Board of Supervisors does hereby recognize the great contributions that Nan Ellen Bland Seeley has and continues to provide to the County of Sussex through her selfless community service and her inspiring dedication to the teaching of music to the children and citizens of Sussex County.

We further recognizes that Mrs. Seeley has taught and inspired hundreds of children and adults to learn and discover the joy of music and to embrace the inter and outward peace that can only be experienced through the gift of music. In this we can truly say that Nan Ellen Bland Seeley has brought peace to an unsettled world fulling the promise, "blessed are the peacemakers for they shall be called the children of God"

Therefore, Nan Ellen Bland Seeley, we the Board of Supervisors of Sussex County along with her citizens do thank God and recognize that you are a gift from Him to us and we thank you for the many gifts you have given to all who have lived and who will live in our great County.

Therefore, we the Board of Supervisors of Sussex County, do put our hands to paper and order the clerk of this Board to spread this resolution across the minutes of this County so that all may know and celebrate the 90th birthday of Nan Ellen Bland Seeley.

**BOARD ACTION FORM**

**Agenda Item:** Recognition #3.03

**Subject:** Airfield 4-H Conference Center Update – Millard Stith & Kathy Guindon

**Board Meeting Date:** December 15 2022

=====

**Summary:** Mr. Millard Stith, the former interim Director of the Airfield 4-H Conference, will be in attendance to provide an update and to introduce Dr. Kathy Guindon, the Center Director .

**Recommendation:** N/A

**Attachment:** N/A

=====

**ACTION:** N/A

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___

**BOARD ACTION FORM**

**Agenda Item:** Recognition #3.04

**Subject:** Resolution: Recognition of Mr. Charles “Dan” Hudson Retirement – Sussex Sheriff’s Office

**Board Meeting Date:** December 15 2022

=====

**Summary:** Staff received a request from Sheriff Giles to have the Board of Supervisors to recognize and adopt a resolution for Mr. Charles “Dan” Hudson—after serving 26 combined years in the public service sector of Law Enforcement.

Fellow co-workers in the Sheriff’s office, the Board, County Administration and county staff would like to congratulate Mr. Hudson on this major accomplishment of retiring.

**Recommendation:** That the Board approves and adopts the resolution honoring Mr. Charles “Dan” Hudson on his retirement.

**Attachment:** Copy of the Resolution #22-147

=====

**ACTION:** That the Board approves and adopts the resolution honoring Mr. Charles “Dan” Hudson on his retirement.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___

## Resolution #22-147



### In Recognition of the Retirement Charles “Dan” Hudson

WHEREAS, Charles “Dan” Hudson began his career in the corrections field prior to joining Sussex County Sheriff’s office on September 1, 1997; and

WHEREAS, on June 2, 2000, Mr. Hudson resigned to work for the County of Surry with Sheriff Brown as a Patrol Deputy; and

WHEREAS, on September 8, 2003, he returned to the County of Sussex as a Patrol Deputy until he rose through the ranks; and

WHEREAS, on January 1, 2020, Mr. Hudson was promoted to Sergeant;

WHEREAS, on November 1, 2022, Sergeant Hudson officially retired from the Sussex County’s Sheriff’s Office with a combined 26 years of service in the public service sector of Law Enforcement.

BE IT RESOLVED that the Sussex County Board of Supervisors, by this recognition, hereby commend and extend our appreciation to Mr. Charles “Dan” Hudson on his retirement with best wishes for many happy and productive years in the future.

NOW, THEREFORE BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the minutes of this Board meeting this 15<sup>th</sup> day of December 15, 2022.

---

Susan B. Seward, Chair  
Board of Supervisors





**"ONE FAMILY, ONE MISSION,  
ONE GOAL"**

**Sheriff E. L. Giles, Sr.**  
Sussex County Sheriff's Office  
P. O. Box 1326  
Sussex, Virginia 23884

Telephone 434-246-5000  
Fax 434-246-5714  
[www.sussexsheriffva.com](http://www.sussexsheriffva.com)  
Email [egiles@susova.us](mailto:egiles@susova.us)

### Retirement of Charles "Dan" Hudson

Charles "Dan" Hudson began his career in the corrections field prior to joining the Sussex County Sheriff's Office on September 1, 1997 until his resignation on June 2, 2000 to work for Sheriff Brown as a Patrol Deputy in the County of Surry. On September 8, 2003, Charles "Dan" Hudson returned to the County of Sussex as a Patrol Deputy until he rose through the ranks where he was promoted to Sergeant on January 1, 2020. Sgt. Hudson officially retired from the Sussex County Sheriff's Office on November 1, 2022, with a combined 26 years of service in the public service sector of Law Enforcement.

**BOARD ACTION FORM**

**Agenda Item:** Recognition #3.05

**Subject:** Recognition of Deputy Bonner for Community Assistance

**Board Meeting Date:** December 15 2022

=====

**Summary:** Chairwoman Seward will recognize Deputy Bonner for his quick response and life saving measures involving a resident in the Waverly area on October 11<sup>th</sup>. A copy of an email sent to the County Administrator from the resident that details this medical incident and expresses her gratitude to Deputy Bonner and Lifestar, is attached for your review.

**Recommendation:** No action requested

**Attachment:** Copy of email from resident

=====

**ACTION:**

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

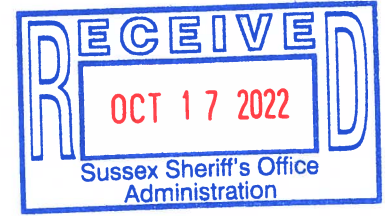
<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>	<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___

(Original)

**Jessica Harrison**

---

**From:** Richard Douglas <rdouglas@sussexcountyva.gov>  
**Sent:** Sunday, October 16, 2022 7:19 PM  
**To:** Ernest Giles; Reid Foster  
**Subject:** Fwd: Contact Form from Brenda Morris



Get [Outlook for iOS](#)

---

**From:** sussexcountyva.gov <noreply@sussexcountyva.gov>  
**Sent:** Sunday, October 16, 2022 6:43 PM  
**To:** Richard Douglas  
**Subject:** Contact Form from Brenda Morris

CAUTION: This email originated from outside of the organization. Do not follow guidance, click links, or open attachments unless you know the content is safe.

iPlasmaCMS Contact Form Message  
Generated on October 16, 2022

Name: Brenda Morris  
Phone: 804.720.8531  
Email: Greensupt@aol.com

Message: Dear Mr Douglas:

In the early morning hours of Tuesday, October 11, my husband dialed 911 for help because I was having heart pain. The response from Deputy Bonner was immediate, followed very closely by The Waverly Rescue Squad. Their prompt arrival and assessment and administration of life saving techniques of heart attack is the only reason I am here today. They transported me to the helicopter and that itâEUR(tm)s crew and their wise decisions brought me to Chippenham Hospital, where the care was seamless, prompt and successful. I cannot tell you how grateful and proud I am of Deputy Bonner and Jenny and Cliff, with the Waverly Rescue Squad. Their service is priceless. Great decisions led to life saving, I am forever grateful.

Just one final note that is of utmost importance, the Walnut Hill Road sign we discussed in June, has not been installed to date. The crew confirmed it missing, but GPS brought them to me. Again, I am very proud of the Sussex SheriffâEUR(tm)s Department and The Waverly Rescue Squad. They are the best!

IP ADDRESS: 141.193.239.128  
USER AGENT: Mozilla/5.0 (iPad; CPU OS 15\_6 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko)  
GSA/233.0.478398274 Mobile/15E148 Safari/604.1

**BOARD ACTION FORM**

**Agenda Item:** Presentation #3.06

**Subject:** Clenera/Blackwater Solar Project Overview – Ed Rumler, Clenera

**Board Meeting Date:** December 15 2022

=====

**Summary:** Ed Rumler, Development Manager for Clenera of Boise, Idaho, will provide an overview of his company and a planned application for the Blackwater solar project near Wakefield. Mr. Rumler briefed the Planning Commission at its December 5<sup>th</sup> regular meeting.

**Recommendation:** No action requested at this time.

**Attachment:** Copy of Presentation

=====

**ACTION:** N/A

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___

**BOARD ACTION FORM**

**Agenda Item:** Public Hearing Item #4.01

**Subject:** Conditional Use Permit #2022-04, Howell Godfrey, Jr., Applicant

**Board Meeting Date:** December 15 2022

=====

**Summary:** The applicant seeks a conditional use permit (CUP) to operate a public shooting range on approximately 20 acres of land. The property is currently owned by the Town of Waverly and is the site of the former Waverly airport.

**Recommendation:** The Planning Commission held a public on the application on November 7, 2022 and recommended approval contingent upon the recommended conditions.

**Attachments:** See attached staff report and application documents.

=====

**ACTION:**

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___



## STAFF REPORT

### APPLICATION SUMMARY:

Project:	The Blackwater Outdoor Shooting Range
Location:	The property is located on the north side of Rt. 460 (General Mahone Highway), approximately 2 miles northwest from the Town of Waverly.
Tax Parcel Number(s):	Portion of Tax Parcel 16-A-1
Proposal:	Outdoor Shooting Range as a commercial business
Applicant:	Howell Godfrey Jr. 4076 Spring Grove Claremont, VA 23899

### APPLICATION:

The applicant, Howell Godfrey Jr. under CUP #2022-04 seeks a conditional use permit for a shooting range on approximately 20 acres of land. The intent is to have an outdoor shooting range that is available for public use. The property is located on the north side of Rt. 460 approximately 2 miles northwest from the Town of Waverly.

### ELECTION DISTRICT:

Blackwater Election District

### LOCATION:

The location for the proposed shooting range is on tax parcel 16-A-1 which includes 20 acres out of a 167-acre parcel. To the north, there is mostly forested or agricultural lands. To the south, there is Butler's Towing & Repair and a communication tower. To the west, there is Garrison Enterprise, John's Auto Body, and two nearby residences. To the east, the property is adjacent to Sussex Shooting Sports, Emanuel Tires, and forested lands.

### BACKGROUND:

The applicant has entered into a purchase agreement to purchase 40 acres of tax parcel 16-A-1, which is currently zoned for General Agriculture (A-1). The applicant plans to utilize this site to open a publicly available outdoor shooting range. On August 18, 2022, the County amended the Zoning Ordinance for the A-1 district to require a Conditional Use Permit (CUP) for shooting clays,



field and pistol ranges. Therefore, the applicant will need to obtain a conditional use permit in order to proceed his plans for this specific use.

**DESCRIPTION:**

The applicant is requesting a Conditional Use Permit to operate an outdoor shooting range as a commercial business to be available to the public. They will offer lane rentals for firearms such as handguns, rifles, and shotguns. The shooting range anticipates having 3 employees on staff which will be Certified Range Safety Officers. The hours of operation will vary depending on the amount of daylight. The hours of operation would be typically 10:00 am to 6:00 pm for Wednesday & Thursday and 9:00 am to 6:00 pm for Friday through Sunday.

**COMPREHENSIVE PLAN REVIEW:**

The current Comprehensive Plan future land use designation for this property is Industrial. Future industry and investment should build on existing industrial development along U.S. 460 and near Cabin Point Road north and west of the Town of Waverly. This area contains existing facilities (landfill, composting facility, and feed mill) and land being actively marketed for commercial and/or industrial investment (Sussex mega site and Cabin Point site).

**ORDINANCE REVIEW:**

The current zoning designation for this property is A-1. The district is established to protect land and property values, ground water and surface water quality, and other resources. The intent is to provide for the continued security of the county’s agricultural sector by encouraging the orderly and responsible growth of its livestock, dairy, and poultry industry. Limited residential development is anticipated in these areas.

The zoning district only allows this use through a CUP. If the CUP is granted, the applicant will be required to submit a site plan for staff approval prior to construction of any new site improvements, including building expansion.

**STAFF CONCLUSIONS:**

**Strengths:**

1. There are no residences immediately adjacent to the 20 acre site to be developed as part of the shooting range.
2. The use provides an opportunity to bring in a new commercial business.
3. Provides a recreational activity for public use in the form of shooting sports.
4. There are no known publicly available shooting ranges within a 30 miles radius.



**Weaknesses:**

1. Located adjacent to a similar “private” use- Sussex Shooting Sports.
2. The use has the potential to create a noise impact as proposed with shooting to occur completely outdoors.
3. The proposed use is less than 200’ to a major roadway (Route 460)

**AGENCY/DEPARTMENT COMMENTS:**

• **Department of Environmental Quality (DEQ):**

In response to the request below, there is not enough information provided for DEQ staff to determine if there are applicable state environmental laws and regulations for this proposal. The applicant for the local zoning conditional use permit should consult with the DEQ - Piedmont Regional Office to determine if environmental permitting is required. As a reminder if land disturbing activities are proposed, erosion and sediment control plans and Construction Stormwater General Permit coverage may be required prior to commencing construction activities. Additionally, any proposed impacts to surface waters may require a Virginia Water Protection Permit from DEQ.

• **Virginia Department of Transportation (VDOT):**

- 1) The existing entrance that is proposed for use as the site main entrance shall be improved to accommodate 2-way traffic and shall meet the moderate volume commercial entrance design standard as shown in Figure 4-15 of Appendix F of the VDOT Road Design Manual.
- 2) Sight distance is sufficient for exiting vehicles, however, we recommend clearing of brush and small trees in order to make the entrance more visible and to provide increased sight distance.
- 3) A new commercial entrance permit shall be obtained by the applicant from the Department for the proposed site access.

• **Virginia Department of Health (VDH):**

If they planning to construct any facilities that would require a well and septic system, they will need to submit plans to VDH to review.

• **Sussex County Erosion and Sediment Control Program:**

If the project disturbs over 10,000 square feet, Erosion and Sediment Control Plans will be required for County review and approval, and issuance of a land disturbance permit.

• **Public Safety:**

The Public Safety has stated that he is not in favor of the project unless there is a berm for them to be shooting into.





- **Sussex Service Authority**

Question about the use of restrooms or portable potties. What does this do for future development of the remaining property?

**THE PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission recommends approval of the conditional use permit contingent with the following conditions:

1. The hours of operation shall be 10:00 am to 6:00 pm for Wednesday & Thursday and 9:00 am to 6:00 pm for Friday through Sunday.
2. The shooting range itself shall have a minimum setback of 300 feet from Rt. 460.
3. The applicant shall maintain an undisturbed natural or man-made sound buffer/barrier a minimum distance of 200' around the entire perimeter of the shooting area. The buffer shall be enhanced and/or created where insufficient or non-existent, specifically along the front of the property parallel with Rt. 460 to add an additional safety measure and to lessen the noise impact.
4. Impact berms shall be installed at a minimum height of 20' for rifle and 16' for pistols as shown on the conceptual site plan dated 6/6/22, to stop any misdirected rounds that may tend to travel slightly to one side or the other either by accident or ricochet. A side berm shall be added on the east side of the rifle range to provide for additional safety. Side berms shall be a minimum of 15'.
5. All berms shall be free from rocks, stones or objects that may tend to increase the possibility of ricochets.
6. The surface of the entire range shall be relatively clear of any objects, stones, or excessive growth that may tend to enhance the possibility of ricochets, or create bad footing conditions. The entire range shooting area shall be relatively flat and level.
7. A line of target brackets or holders shall be placed on the target area. Materials shall be designed so as not to create any ricochet hazard.
8. The target line shall be placed no more than 20' in from of the impact berm. There shall be a space between each target bracket or holder, approximately equal to the width of one target. The top of the targets, when attached to the brackets or holder, should be approximately 6' off the ground and in a relatively straight and level line.
9. The firing line shall be clearly marked on the ground surface across the entire width of each firing range. The numbered distance shall be placed on both sides of each firing line to indicate the distance from the firing line to the target.
10. There shall be an audible sound system to amplify voice commands. The sound system shall enable the range officer to project loud and clear voice commands to all shooters during actual shooting exercises. An adequate communications system shall be established to allow all shooting officers, and other staff to communicate with one another, and should be conveniently located to minimize the loss of time between an emergency and the call for assistance. The system shall also be capable of contacting the appropriate assistance in case of injuries or other unforeseen emergencies.



11. A control tower shall be placed at the center point of the range, approximately 15 to 20 yards behind the farthest firing line, and provide the range office with a clear unobstructed view of all shooters and the range personnel. The floor decking shall be at least 6' higher than the ground. A flag pole, for displaying a red flag or banner whenever the range is in use, shall be installed close to or attached directly to the control tower. The top of this pole should be at least 26' higher than ground level. The flag or banner should be large enough to be conspicuously viewed from any location in the range area.
12. Adequate lighting shall be provided as determined by the Zoning Administrator.
13. A rest or break area shall be available in a location that is safe from any firing line.
14. A security fence shall be installed to keep other pedestrians and vehicles from entering the shooting area while in use.
15. Adequate parking shall be provided as determined by the Zoning Administrator.
16. The range shall contain some form of storage shed or field office. The structure shall be relatively secure for the storage of target materials.
17. Any future site or building improvements to the site will require site plan review.
18. The existing entrance that is proposed for use as the main entrance to the site shall be improved to accommodate 2-way traffic and shall meet the moderate volume commercial entrance design standard as shown in Figure 4-15 of Appendix F of the VDOT Road Design Manual.
19. The area around entrance shall be cleared of brush and small trees in order to make the entrance more visible and to provide increased sight distance to the satisfaction of VDOT.
20. A new commercial entrance permit shall be obtained by the applicant from the Department for the proposed site entrance.
21. The site shall provide a toilet facility for men and women, handwashing stations, and potable water available for its employees prior to full operation.
22. Suitable access to the range site shall be provided for emergency vehicles. Emergency personnel should be familiar with the access road(s) and location of the range site. Additionally, emergency personnel shall be notified of the hours of operation for the shooting range.
23. Follow EPA Best Management Practices regarding Lead Management and Reclamation.

**Following the Planning Commission Meeting:**

Since the Planning Commission meeting, concerns were raised with regard to allowing this type of use to run indefinitely with the property. Staff discussed this concern with the applicant regarding adding a condition that would limit the CUP to 2 years to construct the shooting range or the CUP will be void. The applicant agreed; therefore, staff recommends adding condition #24, as follows:

**Condition #24. The Blackwater Outdoor Shooting Range shall be in full operation within 2 years of obtaining the CUP or the CUP shall be null and void.**



**ATTACHMENTS:**

- Application
- Statement of Reasons Letter
- Property Description
- Conceptual Plan
- Standard Operating Procedure



## COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
23116 Mehem Road  
COURTLAND, VIRGINIA 23837

September 27, 2022

Michael Poarch  
Community Development  
Sussex County  
P. O. Box 1397  
Sussex, VA 23884

**RE: Blackwater Outdoor Shooting Sports  
TM #16-A-1  
General Mahone Highway (Rt. 460)  
Sussex County**

The Residency has completed its review of the submitted Conditional Use Permit application dated September 16, 2022 and received by the VDOT Land Development Office September 21, 2022 for the Blackwater Outdoor Shooting Sports. We submit the following comments and recommendations:

- 1) The existing entrance that is proposed for use as the site main entrance shall be improved to accommodate 2-way traffic and shall meet the moderate volume commercial entrance design standard as shown in Figure 4-15 of Appendix F of the VDOT Road Design Manual.
- 2) Sight distance is sufficient for exiting vehicles, however, we recommend clearing of brush and small trees in order to make the entrance more visible and to provide increased sight distance.
- 3) A new commercial entrance permit shall be obtained by the applicant from the Department for the proposed site access.

Information about Land Use Permitting as well as the required forms can be found on the VDOT website at:

<http://www.virginiadot.org/business/bu-landUsePermits.asp>.

If you have any questions, please contact me at (757) 346-3068 or [Joshua.Norris@vdot.virginia.gov](mailto:Joshua.Norris@vdot.virginia.gov).

Sincerely,

VirginiaDOT.org  
WE KEEP VIRGINIA MOVING

A handwritten signature in black ink, appearing to read "Joshua R. Norris". The signature is fluid and cursive, with the first name being the most prominent.

Joshua R. Norris  
Land Use Engineer  
Virginia Department of Transportation  
Franklin Residency

**Re: Review of Conditional Use Permit Application for Outdoor Shooting Range**

Robb, Jaime Bauer <jaime.robb@deq.virginia.gov>

Wed 9/21/2022 8:46 PM

To: Michael Poarch <mpoarch@sussexcountyva.gov>

**CAUTION:** This email originated from outside of the organization. Do not follow guidance, click links, or open attachments unless you know the content is safe.

In response to the request below, there is not enough information provided for DEQ staff to determine if there are applicable state environmental laws and regulations for this proposal. The applicant for the local zoning conditional use permit should consult with the DEQ - Piedmont Regional Office to determine if environmental permitting is required. As a reminder if land disturbing activities are proposed, erosion and sediment control plans and Construction Stormwater General Permit coverage may be required prior to commencing construction activities. Additionally, any proposed impacts to surface waters may require a Virginia Water Protection Permit from DEQ.

Respectfully,

*Jaime Robb*

Deputy Regional Director | DEQ - Piedmont Regional Office | 804-527-5086 | [jaime.robb@deq.virginia.gov](mailto:jaime.robb@deq.virginia.gov)

On Wed, Sep 21, 2022 at 4:25 PM Michael Poarch <[mpoarch@sussexcountyva.gov](mailto:mpoarch@sussexcountyva.gov)> wrote:

Good Afternoon,

We received a conditional use permit application that will be presented to the Planning Commission on November 7, 2022. As part of the review, we wanted to gather initial feedback or comments from each respective agency or department.

**Brief Description**

The application of the Blackwater Outdoor Shooting Range is for a conditional use permit to develop an outdoor shooting range. The property is located on General Mahone Highway (Route 460) where the old Waverly Airport use to be.

Please see the attached documents for your review and reference. Please provide any comments or feedback.

Sincerely,

**M. Poarch**

County Planner

Sussex County Planning & Zoning Department

## Review of Conditional Use Permit Application for Outdoor Shooting Range

Garcia, Karen <karen.garcia@vdh.virginia.gov>

Mon 9/26/2022 1:38 PM

To: Michael Poarch <mpoarch@sussexcountyva.gov>

**CAUTION:** This email originated from outside of the organization. Do not follow guidance, click links, or open attachments unless you know the content is safe.

Good Afternoon Mr. Poarch

I am the new EHS for Sussex HD, Courtney sent me the plans for the Shooting Range at Waverly.

Would you please confirm with the project's owner if they are planning to construct any facilities that would require a well and septic system? If so, they need to submit plans to VDH to review.

Let me know if you have any questions

Thank you.

--

Karen Garcia  
Environmental Health Specialist Sr.  
Virginia Department of Health, Crater Health District  
Sussex County/Surry County Health Departments

20103 Princeton Rd, Sussex, VA 23884 (Sussex Office)  
Sussex Office Number: (434) 246-8611, ext. 17  
**\*\*Office days: Mondays, Wednesdays, & Fridays**

474 Colonial Trail West, Dendron, VA 23839 (Surry Office)  
Surry Office Number: (757) 294-3185, ext. 10  
**\*\*Office days: Tuesdays & Thursdays**

Re: Review of Conditional Use Permit Application for Outdoor Shooting Range

Frank Irving <firing@ssa-va.org>

Thu 10/20/2022 10:06 AM

To: Michael Poarch <mpoarch@sussexcountyva.gov>

**CAUTION:** This email originated from outside of the organization. Do not follow guidance, click links, or open attachments unless you know the content is safe.

Michael

The application does not say what they are going to use for restrooms. Do you know if they are going to simply have a portable potty out their or not.

Also am curious to know what does this do for future development of the remaining property.

Sussex Sporting Sports was owned by the Dances who own Dances Sporting Goods in Colonial Heights.

Thanks  
Frank

On Oct 20, 2022, at 9:18 AM, Michael Poarch <mpoarch@sussexcountyva.gov> wrote:

Good Morning,

I just wanted to follow up to see if you have any comments in regards to this Conditional Use Permit Application. As a side note, do any of you have any information about the Sussex Sporting Sports that is on Route 460? If you do, please let me know.

Sincerely,

M. Poarch  
County Planner  
Sussex County Planning & Zoning Department

---

From: Michael Poarch

Sent: Wednesday, September 21, 2022 4:24 PM

To: Fowler, Jason <jason.fowler@vdot.virginia.gov>; Jaime Bauer Robb <jaime.robb@dep.virginia.gov>; Reid Foster <rfoster@sussexcountyva.gov>; 'Frank Irving' <firing@ssa-va.org>; Courtney Thomas <Courtney.thomas@vdh.virginia.gov>

Cc: Beverly Walkup <bwalkup@sussexcountyva.gov>

Subject: Review of Conditional Use Permit Application for Outdoor Shooting Range

Good Afternoon,

We received a conditional use permit application that will be presented to the Planning Commission on November 7, 2022. As part of the review, we wanted to gather initial feedback or comments from each respective agency or department.

**Brief Description**

The application of the Blackwater Outdoor Shooting Range is for a conditional use permit to develop an outdoor shooting range. The property is located on General Mahone Highway (Route 460) where the old Waverly Airport use to be.

Please see the attached documents for your review and reference. Please provide any comments or feedback.

Sincerely,

M. Poarch  
County Planner  
Sussex County Planning & Zoning Department  
<CUP #2022-04- Blackwater Outdoor Shooting Range.pdf> <Location of subject property.pdf>



## RE: Review of Conditional Use Permit Application for Outdoor Shooting Range

Reid Foster <[rfoster@sussexcountyva.gov](mailto:rfoster@sussexcountyva.gov)>

Thu 10/20/2022 10:16 AM

To: Michael Poarch <[mpoarch@sussexcountyva.gov](mailto:mpoarch@sussexcountyva.gov)>

I am no in favor of this. There is no berm for them to be shooting into. Dances Sporting goods owns the Sussex Sporting Sports

**From:** Michael Poarch <[mpoarch@sussexcountyva.gov](mailto:mpoarch@sussexcountyva.gov)>

**Sent:** Thursday, October 20, 2022 9:18 AM

**To:** 'Frank Irving' <[franking@ssa-va.org](mailto:franking@ssa-va.org)>; Reid Foster <[rfoster@sussexcountyva.gov](mailto:rfoster@sussexcountyva.gov)>

**Subject:** Fw: Review of Conditional Use Permit Application for Outdoor Shooting Range

**Importance:** High

Good Morning,

I just wanted to follow up to see if you have any comments in regards to this Conditional Use Permit Application. As a side note, do any of you have any information about the Sussex Sporting Sports that is on Route 460? If you do, please let me know.

Sincerely,

**M. Poarch**

County Planner

Sussex County Planning & Zoning Department

---

**From:** Michael Poarch

**Sent:** Wednesday, September 21, 2022 4:24 PM

**To:** Fowler, Jason <[jason.fowler@vdot.virginia.gov](mailto:jason.fowler@vdot.virginia.gov)>; Jaime Bauer Robb <[jaime.robb@deg.virginia.gov](mailto:jaime.robb@deg.virginia.gov)>; Reid Foster <[rfoster@sussexcountyva.gov](mailto:rfoster@sussexcountyva.gov)>; 'Frank Irving' <[franking@ssa-va.org](mailto:franking@ssa-va.org)>; Courtney Thomas <[Courtney.thomas@vdh.virginia.gov](mailto:Courtney.thomas@vdh.virginia.gov)>

**Cc:** Beverly Walkup <[bwalkup@sussexcountyva.gov](mailto:bwalkup@sussexcountyva.gov)>

**Subject:** Review of Conditional Use Permit Application for Outdoor Shooting Range

Good Afternoon,

We received a conditional use permit application that will be presented to the Planning Commission on November 7, 2022. As part of the review, we wanted to gather initial feedback or comments from each respective agency or department.

### **Brief Description**

The application of the Blackwater Outdoor Shooting Range is for a conditional use permit to develop an outdoor shooting range. The property is located on General Mahone Highway (Route 460) where the old Waverly Airport use to be.

Please see the attached documents for your review and reference. Please provide any comments or feedback.

Sincerely,

**M. Poarch**

County Planner

Sussex County Planning & Zoning Department



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Sussex County, Virginia

Planning and Zoning Department

### **SUBMITTAL CHECKLIST FOR CONDITIONAL PERMIT APPLICATIONS**

In conjunction with Article XV, *Administration and Enforcement* of the Sussex County Zoning Ordinance, as amended, the following information shall be submitted for a Conditional Use Permit Application. Please note that it is the applicant's responsibility to ensure that the application is in compliance with all Federal, State and County regulations.

No application for a Conditional Use shall be certified as complete unless the following information is provided, unless the Zoning Administrator reduces the number of required copies.

- 1. Fifteen (15) copies of the original, executed application and one (1) original executed application. Both the applicant(s) and the property owner(s) must have their signature(s) notarized on page No. 2 of the application.
- 2. The appropriate fees have been submitted with the application. Checks should be made payable to: Treasurer, Sussex County.
- 3. Fifteen (15) copies of a statement of the reasons for seeking such permit, and if applicable, a statement of conditions.
- 4. Fifteen (15) copies of a narrative description of the property which shall include the Tax Parcel Identification Number.
- 5. One (1) copy of the most recent deed(s) for the property(s) associated with the application.
- 6. A concept plan of the property showing all existing and proposed physical improvements and such other information as is necessary to clearly indicate to the Planning Commission and Board of Supervisors that adequate provisions shall be made for compliance with all standards for that particular use and the extent of the property to be so used on a given parcel or parcels. Such document shall be drawn to scale and shall include the following information:
  - 1. A vicinity map at a scale of no less than one (1) inch equals two thousand (2,000) feet
  - 2. Title of drawing
  - 3. Date of drawing
  - 4. Existing wood line
  - 5. North arrow
  - 6. Scale bar
  - 7. Dimensions of property, location, size and elevation of existing buildings and proposed buildings, roadways, sidewalks, parking and loading spaces, and landscaping.
  - 8. Current zoning of parcel(s) to be rezoned, including tax map number(s) and owner(s)
  - 9. Current zoning of adjacent parcel(s), including tax map number(s) and owner(s)
  - 10. Street names including route number and width(s) of the right-of-way(s)
  - 11. Fifteen (15) full size copies, with one (1) reduced 11-inch X 17-inch copy shall be submitted
  - 12. Please note that additional information on the site layout may be requested by the Zoning Administrator during the review process in order to more effectively review the application and prepare the staff reports for the Planning Commission and Board of Supervisors.



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Planning and Zoning Department

- 7. Fifteen (15) copies of such supplemental material as may be necessitated by the proposal.
- 8. One (1) electronic copy of all application documents.
- 9. All real estate taxes must be paid and current at the time of submittal; otherwise, the submittal will be refused at the counter. Proof of the most recent tax payment to the County must accompany the application.

I, the undersigned, certify that this application is complete, accurate and contains all required and requested information, documents and other submittals, and that all statements made herein are, to the best of my knowledge, true and correct. I further certify that I have exercised due diligence to obtain the most recent, complete and correct information available. I understand that any section not completed in its entirety may delay processing of this application and the date of the Planning Commission public hearing and that the submittal of a complete application does not guarantee the application will be placed on the next available Planning Commission agenda.

**Howell Percell Godfrey Jr.**

Printed or Typed Name

*H. P. Godfrey Jr.*  
Signature

9/16/2022

Date



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 Sussex County, Virginia  
 Planning and Zoning Department

**APPLICATION FOR CONDITIONAL USE PERMIT**

This application should be used to petition for a permit for certain uses which, because of their unique characteristics or potential impacts on adjacent land uses, are not generally permitted in certain zoning districts as a matter of right, but which may, under the right set of circumstances and conditions be acceptable in certain specific locations. The following application requirements are consistent with the procedures set forth in Section 16-274, *Public hearing on Conditional Use Permit*, of the Sussex County Zoning Ordinance, as amended.

**A. APPLICATION:**

Conditional Use Permit (Are applicant proposed conditions attached?):  Yes  No

The proposed use or activity is listed as a conditional use in the A-1 zoning district as per Section Sec. 34-193 in Article III of the Sussex County Zoning Ordinance.

Proposed Use, Activity, or Type of Improvement: Commercial business - outdoor shooting range

Fair Market Value of Improvements? \$ 100,000

**B. PROJECT DESCRIPTION:**

Project Name: The Blackwater Outdoor Shooting Range

Property Address (if any): 4401 General Mahone Hwy Waverly, VA 23890

Election District: Blackwater

Comprehensive Plan Designation: Recreational

The use permit will apply to 20 acres out of 151 total acres

Tax Parcel Identification # 16-A-1 Number of acres to be effected: 20

Tax Parcel Identification # \_\_\_\_\_ Number of acres to be effected: \_\_\_\_\_

Tax Parcel Identification # \_\_\_\_\_ Number of acres to be effected: \_\_\_\_\_

Proposed Utilities (check all that apply): Public Water  Private Well

Public Sewer  Private Septic

Are there any deed restrictions on the property?  Yes  No  
 (If yes, please attach a copy of the deed restrictions.)



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Planning and Zoning Department

**C. APPLICATION INFORMATION:**

Applicant(s) Name(s): Howell Godfrey Jr.

Address: 4076 Spring Grove Ave

City, State, Zip Code: Claremont, VA 23899

Phone No.: 7579456285 Email: howellgodfrey43@gmail.com Fax No.: \_\_\_\_\_

Property Owner(s) Name(s): The Town of Waverly

Address: 119 Bank St

City, State, Zip Code: Waverly, VA 23890

Phone No.: (804) 834-2330 Email: amcphaul@town.waverlyva.us Fax No.: \_\_\_\_\_

**Applicants/Owners Affidavit (including compliance with all deed restrictions and covenants)**

This application must be signed by the owner(s) of the subject property or must have attached written evidence of the owner's consent, which may be in the form of a binding contract of sale with the owner's signature or a letter signed by the owner(s), containing written authorization to act with full authority on the owner(s) behalf in filing this use permit application. Signing this application shall certify the owner's compliance with all deed restrictions and covenants, and shall constitute the granting of authority of the County to enter onto the property for the purpose of conducting site analyses and compliance with Federal, State and County regulations.

Applicant: Howell Percell Godfrey Jr.  
Printed or Typed Name

Owner: Angela McPhaul  
Printed or Typed Name

Applicant: H. P. Godfrey Jr. Date: 8/31/2022  
Signature

Owner: AMcPhaul Date: 9/7/2022  
Signature

County of Sussex, Commonwealth of Virginia

County of Sussex, Commonwealth of Virginia

Subscribed and sworn to before me 8/31/22  
Mary Jane Beasley, A Notary Public in and for  
the County of Sussex, Commonwealth of Virginia,  
this 31 day of August, 2022

Subscribed and sworn to before me 9/7/2022  
Raven Gwaltney Sims, A Notary Public in and for  
the County of Sussex, Commonwealth of Virginia,  
this 7 day of September, 2022

Mary Jane Beasley  
Notary Public

Raven Gwaltney Sims  
Notary Public

My Commission Expires 12/31/35

My Commission Expires 4/30/2023





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Sussex County, Virginia

Planning and Zoning Department

Owner: \_\_\_\_\_  
Printed or Typed Name

Owner: \_\_\_\_\_  
Printed or Typed Name

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

County of Sussex, Commonwealth of Virginia

County of Sussex, Commonwealth of Virginia

Subscribed and sworn to before me \_\_\_\_\_  
\_\_\_\_\_, A Notary Public in and for  
the County of Sussex, Commonwealth of Virginia,  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Subscribed and sworn to before me \_\_\_\_\_  
\_\_\_\_\_, A Notary Public in and for  
the County of Sussex, Commonwealth of Virginia,  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

My Commission Expires \_\_\_\_\_



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Sussex County, Virginia

Planning and Zoning Department

COUNTY OF SUSSEX

DISCLOSURE OF REAL ESTATE HOLDINGS

Applicant Howell Percell Godfrey Jr.

Address 4076 Spring Grove Ave

Claremont VA 23899  
City State Zip

REAL ESTATE HOLDINGS TO BE AFFECTED

Table with 2 columns: Location or Address, Description. Row 1: 4401 General Mahone Hwy Waverly, VA 23890 | 151 acres of woodlands

OTHER OWNERS OF AFFECTED REAL ESTATE

(Not Required for Corporation whose stock is traded on a national or local stock exchange or having more than 500 shareholders.)

Table with 2 columns: Name of Individuals Corporation/Partnership Business Association, Address. Row 1: The Town of Waverly, Inc | 119 Bank St, Waverly, VA 23890

Does any member of the Sussex County Planning Commission or governing body have any interest in such property...?  Yes  No

If yes, names of members:

I do solemnly swear that the foregoing statement(s) and attachment(s), if any, are complete, correct and true. Applicant: Howell Percell Godfrey Jr. Applicant: H. P. Godfrey Jr. Date: 8/31/2022

Commonwealth of Virginia  
County of Sussex

Subscribed and sworn to before me Mary Jane Beasley  
A Notary Public in and for the County of Sussex, Commonwealth of Virginia, this 31 day of August, 2022.

Mary Jane Beasley  
Notary Public

My Commission Expires 12/31/25



THIS DEED, made this 1st day of November, 1934, by and between H. A. Gray and Pearl Gray, his wife, Garland Gray and Agnes T. Gray, his wife, and Ella V. Gray, parties of the first part, and the Town of Waverly, Incorporated, of Virginia, party of the second part.

WITNESSETH: that for and in consideration of the sum of nine hundred six (\$906.00) dollars, cash in hand paid, receipt whereof is hereby acknowledged, the said parties of the first part do hereby grant and convey; with General Warranty, unto the said party of the second part, the following described property, to-wit:

All of that certain piece or parcel of land located in Waverly Magisterial District, Sussex County, Virginia, containing by estimation one hundred fifty one (151) acres, more or less, known as the "Waverly Airport", and described as follows: beginning at a point north of U. S. Route No. 460 where the western boundary of a tract of land belonging to the Virginia Portland Cement Company crosses said U. S. Route No. 460, running westward along the northern boundary of said U. S. Route No. 460 a distance of two thousand eight hundred (2800) feet; thence running northward by a line parallel with the western boundary of the said tract of land belonging to the Virginia Portland Cement Company to a point located two thousand seven hundred ninety eight (2798) feet from the Norfolk and Western right of way; thence eastward in a straight line to a point on the western boundary of the said tract of land belonging to the said Virginia Portland Cement Company located two thousand seven hundred ninety eight (2798) feet from the Norfolk and Western right of way; thence running southward along the western boundary of the said Portland Cement Company's land to the point of beginning. It is expressly understood and agreed, though the measurements of this deed are from the Norfolk and Western right of way, the land located between the Norfolk and Western right of way and the said U. S. Route No. 460, within the confines of these measurements, is not included in this conveyance and remains the property of the parties of the first part.

The said parties of the first part covenant that they have the right to convey the said land to the grantee; that they have done no act to encumber the said land; that the grantee shall have quiet possession of said land, free from all encumbrances, and they, the said parties of the first part will execute such other and further assurance of said land as may be requisite.

Witness the following signatures and seals.

H. A. Gray	(SEAL)
Pearl F. Gray	(SEAL)
Garland Gray	(SEAL)
Agnes T. Gray	(SEAL)
Ella V. Gray	(SEAL)

State of Virginia, County of Sussex, to-wit:

I, H. E. Herbert, a notary public in and for the County of Sussex, State of Virginia, do hereby certify that H. A. Gray and Pearl Gray, his wife, Garland Gray and Agnes T. Gray, his wife, and Ella V. Gray, whose names are signed to the foregoing deed dated the 1st day of November, 1934, have each acknowledged the same before me in my county and state aforesaid. My commission expires September 24, 1935.

Given under my hand this 2nd day of November, 1934.

H. E. Herbert Notary Public.

Virginia: In the Clerk's Office of Sussex Circuit Court December 15, 1934.

This Deed of Sale from H. A. Gray et als to Town of Waverly, Inc. was this day lodged in the said office, and with the certificate annexed, admitted to record at 11 o'clock A. M. and indexed as required by law.

*End*

Tests:

*Jess Hargrave*

Clerk.

*August 20, 1935  
H. A. Gray  
Pearl F. Gray  
Garland Gray  
Agnes T. Gray  
Ella V. Gray*

*41-5-1935*



## Statement of Reasons

### The Timberneck Corporation

#### The Blackwater Outdoor Shooting Range Project

The Timberneck Corporation has entered into a purchase agreement to purchase 40 acres of tax ID: 16-A-1, which is currently zoned for General Agriculture (A-1). The corporation plans to utilize this site to open a publicly available outdoor shooting range, The Blackwater Outdoor Shooting Range (BOSR). As such we are required by Sussex County to obtain a conditional use permit to operate this business on the aforementioned property.

All operations will adhere and not deviate from the established Standard Operation Procedure (SOP). This also includes how patrons will enter/exit the range and occupy lanes. BOSR's operation hours will be 10AM – 6PM for Wednesday & Thursday and 9AM – 6PM for Friday - Sunday. These hours will be applicable as daylight permits and may be extended during the summer months. The staff will initially consist of 3 employees, not including ownership. All employees will be 'Range Safety Officer' certified by the National Rifle Association.

- 1 – General Manager
- 2 – Range Safety Officer

We will offer lane rentals for firearms use for handguns, rifles, and shotguns. We will have age restrictions such as listed below. More information can be found in our SOP.

- Individuals under age 18 are prohibited from entering all range facilities. (Does not include special events and sponsored programs)
- Individuals ages 18 - 20 will be permitted to use the range for shotguns or rifles only if not accompanied by an adult 21 or older.
- Individuals under the age of 21 who possess a handgun will not be allowed on the range and will be asked to leave the property unless accompanied by someone 21 or older.

BOSR will have a positive impact on the following areas:

1. Community
  - a. The facilities will be utilized by the Sussex Sheriff Department.
  - b. The business will be a place of recreation for the citizens of the surrounding areas.
  - c. We will offer hunter and youth safety classes.
  - d. This business complements the rural culture of the county.
2. Exclusivity
  - a. This will be the only publicly available outdoor shooting range within a 45-mile radius of the site.
  - b. This will be the only minority and veteran owned shooting range in the state of Virginia.
3. Economic Activity
  - a. Through our exclusivity, the business will increase tourism throughout the area.

H. P. Godfrey Jr. 

Howell P. Godfrey Jr.

President, The Timberneck Corporation

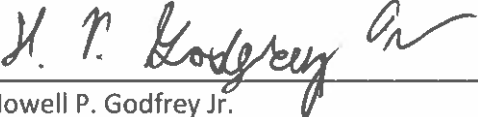
Property Narrative Description

The Timberneck Corporation

The Blackwater Outdoor Shooting Range Project

Tax Parcel Identification Number: 16-A-1

All of that certain piece or parcel of land located in Waverly Magisterial District, Sussex County, Virginia, containing by estimation one hundred fifty-one (151) acres, more or less, known as the "Waverly Airport", and described as follows: beginning at a point north of U.S. Route No. 450 where the western boundary of a tract or land belonging to the Grayland Company LP crosses said U.S. Route No. 460, running westwardly along the northern boundary of said U.S. Route No. 460 a distance of two thousand eight hundred (2800) feet; thence running northward by a line parallel with the western boundary of the said tract of land belonging to the Grayland Company LP to a point located two thousand seven hundred ninety eight (2798) feet from the Norfolk and Western right of way; thence eastward in a straight line to a point on the western boundary of the said tract of land belonging to the said Grayland Company LP located two thousand seven hundred ninety eight (2798) feet from the Norfolk and Western right of way; thence running southward along the western boundary of the said Grayland Company's land to the point or beginning. It is expressly understood and agreed, though the measurements of this deed are from the Norfolk and Western right of way, the land located between the Norfolk and Western right of way and the said U. s. Route No. 460, within the confines of these measurements, is not included in this conveyance and remain the property of the parties of the first part.

  
\_\_\_\_\_  
Howell P. Godfrey Jr.  
President, The Timberneck Corporation



RATCHET DESIGNS  
 7118 LANTANA AVENUE  
 FORT MYERS, FL 33907  
 PHONE: 888.334.2626

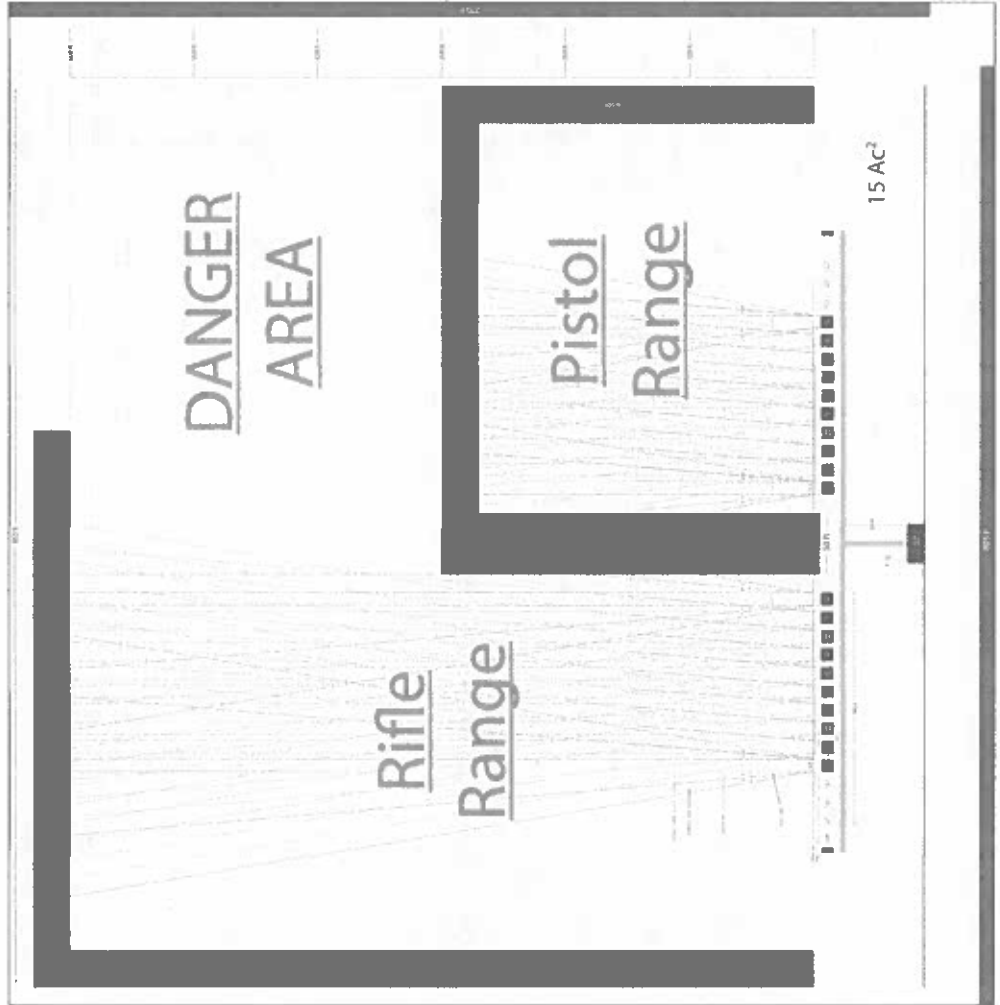
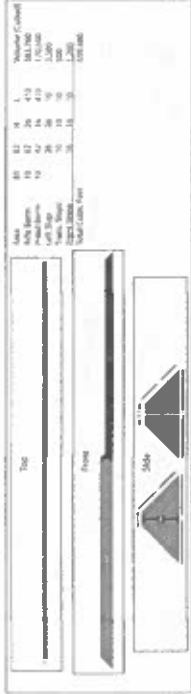
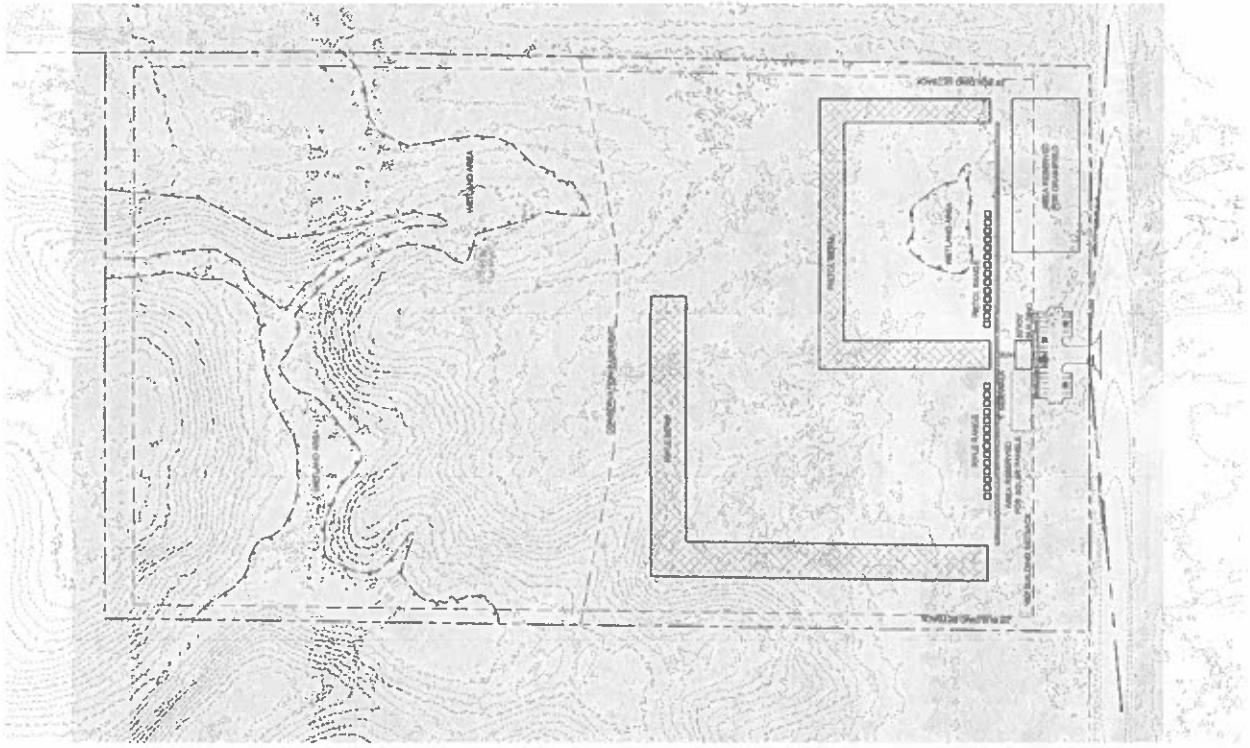


NO.	DATE	DESCRIPTION

BLACKWATER  
 OUTDOOR SHOOTING RANGE  
 CONCEPTUAL OVERALL PLAN  
 SUSSEX COUNTY, VA

PROJECT NO: 13101  
 DATE: 08/06/2012  
 DRAWN BY: MCMAN  
 CHECKED BY: MCMAN  
 REVIEWED BY: MCMAN

SHEET NO.  
**FIG 1**



NOT FOR CONSTRUCTION



RATCHETT DESIGNS  
 7710 BRADSHAW PARK DRIVE  
 SUITE 100  
 CHARLOTTE, NC 27715  
 704.488.1111



NO.	DESCRIPTION	DATE

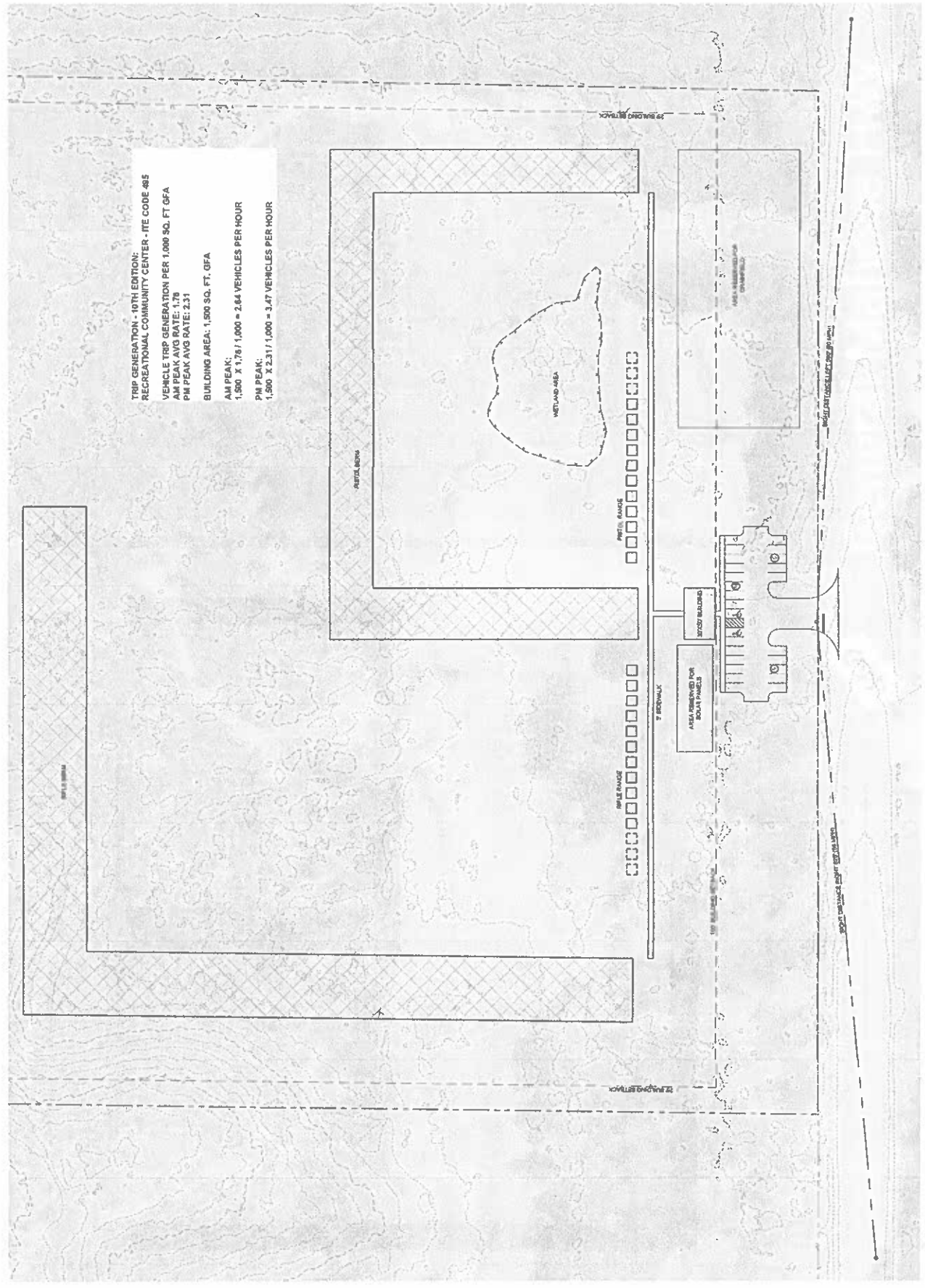
BLACKWATER  
 OUTDOOR SHOOTING RANGE  
 SUSSEX COUNTY VA  
 CONCEPTUAL SITE PLAN

PROJECT NO. 0101  
 DATE: 08/08/2022  
 DESIGNED BY: MCMUR  
 CHECKED BY: MCMUR  
 REVIEW BY:

SHEET NO.

FIG 2

NOT FOR CONSTRUCTION



TRIP GENERATION - 10TH EDITION:  
 RECREATIONAL COMMUNITY CENTER - ITE CODE 485  
 VEHICLE TRIP GENERATION PER 1,000 SQ. FT. GFA  
 AM PEAK AVG RATE: 1.78  
 PM PEAK AVG RATE: 2.31  
 BUILDING AREA: 1,500 SQ. FT. GFA  
 AM PEAK:  
 1,500 X 1.78 / 1,000 = 2.64 VEHICLES PER HOUR  
 PM PEAK:  
 1,500 X 2.31 / 1,000 = 3.47 VEHICLES PER HOUR

# THE BLACKWATER OUTDOOR SHOOTING RANGE

## STANDARD OPERATING PROCEDURE



THE TIMBERNECK CORPORATION  
DBA: THE BLACKWATER OUTDOOR SHOOTING RANGE  
ADDRESS: 4401 General Mahone Hwy, Waverly, VA 23890  
PHONE: (757) 945-6285  
EMAIL: [blackwater.osr@gmail.com](mailto:blackwater.osr@gmail.com)  
<https://www.facebook.com/BOSR460>

Chief Range Safety Officer: Breyona Dandridge

**DEDICATED TO THE PROMOTION OF SAFETY SPORTSMANSHIP AND  
MARKSMANSHIP**

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## **CHAPTER 1: CORPORATE INFORMATION**

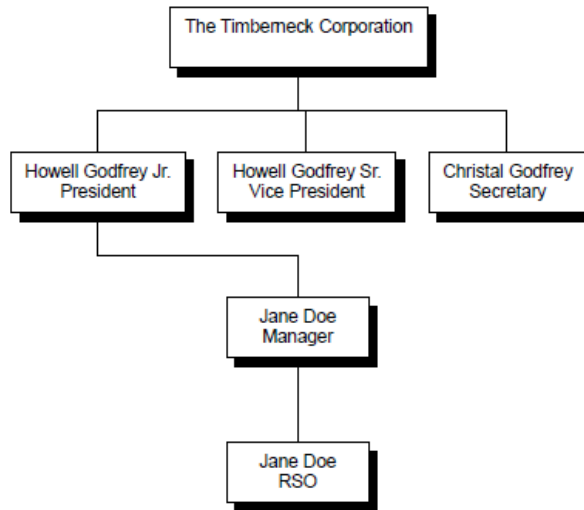
### **A. Preamble**

This procedure outlines the rules and regulations governing the use of the outdoor gun range located at the BOSR facility with the physical address of 4392 General Mahone Hwy, Waverly, VA 23890. While shooting incidents are rare on ranges, the following range rules and regulations are established to ensure safety and discipline for individuals using the range as well as the safety for our neighbors and surrounding properties.

## B. Organizational Chart

### The Blackwater Outdoor Shooting Range (BOSR)

---



## CHAPTER 2: SAFETY PLAN

### A. Safety Planning

The expression "safety is no accident" implies the necessity of planning. During weekly range operating personnel staff meetings, safety shall be the first order of business. Observations made during the preceding week shall be discussed and suggestions made to correct or improve effectiveness will be evaluated. A written record shall be maintained of suggestions that are adopted for inclusion in the next revision of this Safety Plan. This plan is a living document, that will be continually evolving, undergoing constant change as safety procedures are enhanced.

This document has been printed and distributed to all range personnel and members, plus notices shall be made both verbally and in writing that copies are available for public review and for purchase at a nominal fee. The annual review date for this document is January 15, at which time this document will be formally reviewed, modified and updated with, if necessary, with revisions formally approved by the Board of Directors.

#### **ALWAYS POINT FIREARMS IN A SAFE DIRECTION**

The **SAFE** direction on this facility is straight down when approaching or departing a range. The **SAFE** direction when on a range is downrange. As this facility is surrounded by populated areas, an unintentional discharge, if carrying the firearm with the muzzle pointed upward, could result in property damage or personal injury.

### B. Planning for Safety

All elements of a safety plan must fit into an integrated package. Safety is a function of what is best described as "the Four E's": which include evaluation, engineering, education, and enforcement.

Another purpose of this plan is to continually **evaluate** the needs of range operating personnel, members and general public shooters as it relates to existing and planned use of the facility (desired activities and procedures). Safety rules will vary somewhat with each activity, i.e., rifle, pistol, trap, skeet, sporting clays, and then there are more subtle differences as it pertains to rim-fire and center-fire firearms.

Since there will be a variety of live-fire activities conducted at this facility, each one must be evaluated as it relates to the overall operation. The primary reason for this constant vigilance and planning is based on design criteria. For example, a smallbore rifle range used for high power rifle, may defeat the original design criteria and would likely result in damage to the range, and possibly create a safety hazard involving projectile escapement. Hence, it is necessary to **engineer** (construct or modify) the range(s) to accommodate a particular live-fire activity. The use of a range facility outside its original design limits, violates acceptable engineering practices and breeches the basic concept of this safety plan. Range operating personnel must be constantly vigilant to ensure that firearms and ammunition calibers used on a particular range are authorized. (See Ammunition Check Section for a notation of authorized firearms/calibers). While it is a good practice to engineer a range to accommodate multiple shooting activities, each must be evaluated against engineering concepts to ensure the activity IS acceptable for a particular

range.

With the engineering phase complete, **education** of both range operating personnel and members, general public shooters or customers is the next step. Training focuses on special criteria to help range operating personnel become proficient in spotting potential hazards and take timely corrective action. During live-firing activities, education and training are constant and ongoing.

All range operating personnel will be trained in the teaching methods of basic marksmanship in rifle, pistol, and shotgun as currently prescribed by the National Rifle Association of America's Basic Firearms Education Courses. Training shall include periods of instruction designed to qualify range personnel as Range safety officers and Safety officers. This training will be designed to enhance safety and reduce risks. Such training also provides greater opportunity for beginning shooters to obtain additional instruction on the basic elements of safety and marksmanship.

The safety of range operating personnel, members and the general public or customers is primary and the reasoning behind the aforementioned training programs. Those persons using this facility expect to have an enjoyable and safe experience. It will be our goal to ensure that will be the case.

Safety rules and emergency procedures shall be written and prominently posted about the facility, to include the final part of the four E's, **enforcement**.

**Enforcement** procedures constitute actions taken to correct errant behavior and shall become an important part of the safety plan. All range operating personnel, members and the general public or customers shall be notified of penalties that may be imposed for violating established operating and safety rules and regulations.

Enforcement includes two types of control: Passive: meaning single shooter no supervision; or Active: meaning either a range safety officer is in charge or any customer or instructors are on hand to maintain close supervision. Passive control is practiced more frequently on ranges where individual members, qualified to do so, are allowed individual unsupervised access. At this facility unsupervised access will only be approved by the Board of Directors, once the individual concerned has demonstrated the desired level of competency, and will be considered an exception rather than the rule. Individuals receiving this privilege will be carefully instructed and evaluated. Those individuals receiving this approval will be maintained in a separate log signed personally by the facility manager. Even with this privilege, a second competent individual must accompany the person that will be shooting to be available to make a call for assistance if it should become necessary.

For all public shooting and basic firearms education exercises, active control shall be required and will be implemented on this facility.

## **C. The Safety Plan**

The facilities provided are available to club members, organizations, and the general public. The general public shooters will normally be limited to those facilities designated for use by the public. An assigned range safety officer will always be required for any general public activities. Access on to the ranges shall be through the main office or other points so designated on or within the facility.

## **D. Perimeter Gates, Fencing, and Signs**

Weekly, the facility manager will cause a physical check of the perimeter fence, gates and signs. An assigned range volunteer or employee of the range will physically patrol the fence to ensure the fence is intact and the signs on the fence are current and legible. A report of the results of the check will be made to the facility manager and the facility manager will record the results of the patrol in the appropriate log. Once per quarter, minimum, the facility manager will accompany the individual making the fence patrol. (See Appendix 10 for sample log to record the results of the patrols.)

A pathway to accomplish this patrol will be cleared just inside the fence wide enough to accommodate a vehicle. The path for the vehicle is necessary not only to accomplish the patrol, but to effect repairs.

The timing of the patrols will be varied as to the time of day and the day of the week. Patrols may be made more often if deemed appropriate by the facility manager. The fence patrols will be made only during times that the range is in a non-firing status.

Reports indicating a break in the fence or the loss or destruction of signs on the fence will be repaired within two working days. Spare wire and signs will be maintained for this purpose.

It is recommended the individual making this patrol carry a "point-and-shoot" or digital camera capable of taking medium range telephoto photographs. Anyone observed in or around the property or the fence giving the appearance of causing or doing damage to the fence shall be photographed. The photographs will be released to the local law enforcement agency having jurisdiction to investigate the trespass or of the damage to the property; i.e., the fence or the signs on the fence.

## **E. Firearms Check**

All firearms shall be visually checked by either a safety officer or range safety officer, as appropriate, prior to their use. This activity involves the observation of the members or general public customers as they arrive at the field or range to ensure that firearm actions are open and said firearm is not loaded. Signs shall inform visitors to the range, that firearms must be unloaded prior to entry into the parking lot. Further, that all firearm actions must be open prior to removal from the conveyance in which they were transported to the range. Cased firearms may remain cased until they are taken to the field or range firing line. Upon taking their place on a range firing line within the facility, their firearms will be visually checked by a range safety officer as it is uncased (or carried) and set into a gun rack, or carried onto a field, or up to a firing point. Prior to removing a firearm from the case in which it is carried to the range, the action will be opened.

## **F. Ammunition Check**

Range safety officers (rifle and handgun) will check the ammunition intended to be used by the customer to verify it is a gauge or caliber that has been approved for use on that field or range and that the ammunition is the proper gauge or caliber for the firearm to be used. No Armor Piercing, Incendiary, or Tracer Ammunition may be fired on these ranges:

- a. Handgun/ Shotgun Range

- i. All currently recognized handgun ammunition, .22 cal. LR rimfire through .45 Government calibers may be used.
  - ii. Many rifle cartridges have been adapted to handgun use; i.e., in the Thompson Center Contender and the Remington XP100, etc. these firearms are also permitted to be used on this range.
  - iii. Rifles firing the .22 cal LR rimfire and the .22 cal Winchester Rimfire Magnum cartridges may also be fired on this range.
  - iv. In all cases, range safety officers will have the authority to stop anyone from firing any caliber when the shooter demonstrates insufficient skill or control of the firearm where the fired bullets are not striking on or near the target and may cause damage to the range equipment or barriers.
  - v. Members and general public customers that are required to stop firing, as cited above, will be encouraged to use a substantially smaller caliber until they demonstrate a sufficient level of skill where they can return to the larger caliber.
- b. Rifle Range
- i. All currently recognized rifle ammunition, up to .308 caliber may be used.
  - ii. In all cases, range safety officers will have the authority to stop anyone from firing any caliber when the shooter demonstrates insufficient skill or control of the firearm where the fired bullets are not striking on or near the target and may cause damage to the range equipment or barriers.
  - iii. Members and general public customers that are required to stop firing, as cited above, will be encouraged to use a substantially smaller caliber until they demonstrate a sufficient level of skill where they can return to the larger caliber.

## **G. Safety Plan Reference**

All range management and operating personnel shall be required to reference this safety plan during the planning phase of any modifications to existing ranges, prior to effecting any new installations, or the construction and use of any existing facility or any use of any range or field, that ensures such use would not be outside current design specifications.

Any revisions made to this document shall include a record of when and by whom said revisions were made and accompanied by signatures of the Board of Directors and corporate officers approving same.

All revisions shall stipulate which portions are superseded and/ or replaced and all previous copies distributed shall be destroyed and. Or public notice given to those possessing same to destroy outdated material. The review date for this document is \_\_\_\_\_,

And thereafter on January 15 of each succeeding year. Updated copies of this document will then be ready right after the first of March following the annual review.

Any exceptions to the rules or regulations as defined herein shall be noted and advisory bulletins issued to specify the duration of such exceptions and the implications, if any. Exceptions may be found after each rule to which a specific exception might apply. For example, alcoholic beverages may be consumed on the premises during parties and award presentations so long as all ranges are closed and all firearms are secured. (if this provision were to be considered, it is obvious that strict and positive controls must be imposed.)

The consequence of a person's failure to comply with the provisions of this safety plan may result in additional instruction, a warning, the suspension of range privileges for a specified period of time, permanent suspension of range privileges or legal action. If range operating personnel or an employee is involved in inappropriate behavior, disciplinary actions may warrant verbal and/ or written warnings, and/ or dismissal. A notation of said disciplinary actions, if any, shall become a part of the range operating personnel or employee's personnel record.



## CHAPTER 3: RANGE OPERATIONS

### A. Purpose

This procedure outlines the rules and regulations governing the use of the outdoor gun range located at the BOSR facility with the physical address of \_\_\_\_\_.

While shooting incidents are rare on ranges, the following range rules and regulations are established to ensure safety and discipline for individuals using the range as well as the safety for our neighbors and surrounding properties.

### B. General

Live fire conducted at the range is designed to provide authorized personnel access to a facility where they can become proficient with firearms and practice both individual and group shooting sports.

Individuals using the range shall become familiar with these safety rules and procedures prior to using the range. The range safety rules and procedures help to provide range supervision and allow for enforcement of these rules to reduce or eliminate incidents from occurring.

All users are required to abide by and enforce these rules. All users are expected to politely point out to any user in violation of these rules, the nature of the violation, request they stop and if continued violation occurs, report the incident along with the violators name, if possible, to the Range safety officer on duty or the Surry County Sherriff's Department for further action.

#### **Definitions**

**Approved Firing**: deliberate, controlled and aimed fire, which results in every shot hitting the impact berm.

**Firing Line**: that part of the range where shooting benches are placed designated as a Live Fire Activities area.

**Live Fire Activities**: an activity that involves the firing of a gun. Individuals involved in a live fire activity include the shooter, Range safety officer, and supporting personnel such as score keepers, timers, and other individuals participating in a shooting activity on a Hot Range.

**Range safety officer**: an employee or designee of BOSR that is charged with monitoring and enforcing all rules outlined in this SOP as they pertain to the outdoor range use.

**Rapid Firing**: firing more than two shots in a one second period.

**Uncontrolled Firing**: firing from the hip, firing a rifle/carbine/shotgun without the butt of the stock against the shooter's shoulder, or any other type of firing in which the firearm is not aimed by having the shooter's eye aligned with the firearm sights and the sights aligned with an approved target.

**Cease Fire**: shooters stop shooting, firearms are cleared of all ammunition and placed on shooting bench with actions open and muzzle pointed down range.

**Hot Range:** no Cease Fire is in effect; guns may be handled and fired.

**Cease Fire Range:** Cease Fire is in effect, stay away from shooting benches and **NO HANDLING FIREARMS.**

## C. Facilities for Use

Live-fire shooting is normally limited to the following ranges and equipment:

1. Handgun/ Shotgun Range: Handguns up to .45 caliber and shotguns any gauge. (No magnum, tracer or armor-piercing ammunition)
2. Rifle Range: Rifles smaller than .50 caliber centerfire. (No tracer or armor-piercing ammunition)

## D. Range Use Requirements

The use of the BOSR outdoor gun range is covered by these Standard Operating Procedures (SOP's). These SOPs define what every person engaged in live-fire activities must know prior to being permitted to use the outdoor range facility. These SOPs define what every member and public participant must know to utilize the BOSR outdoor range. These SOPs are available from the BOSR office and website <https://www.facebook.com/BOSR460>.

### Restrictions

The following are strictly prohibited on BOSR property:

1. **ALL CELL PHONES SILENT.** To be courteous to all shooters concentrating on hitting their target on the range, all cell phones are to be placed on silent.
2. No shooting at wildlife.
3. No shooting cross-range.
4. Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) that will affect his or her ability to participate with a maximum state of awareness and in a completely safe manner, before or during live fire activities. The Range safety officer will deny range access to anyone that is or appears to be in violation.
5. **50 BMG CALIBER FIREARMS ARE PROHIBITED**
6. **FIRING OF ARMOR-PIERCING OR TRACER AMMUNITION IS PROHIBITED.** Armor piercing ammunition means a projectile or projectile core which may be used in a firearm and which is constructed entirely, excluding the presence of traces of other substances, of tungsten alloys, steel, iron, brass, bronze, beryllium copper, or a combination of tungsten alloys, steel, iron, brass, bronze, or beryllium copper.
7. No bullet impacts off the range, into buildings, signs, storage containers, sheds, or any other structure or range feature not a BOSR approved impact area.
8. No repeated misses of the target board, or bullet strikes that ricochet causing a danger of bullets leaving the range.
9. No disruptive activities, such as loud music or children that are not supervised properly on the firing line.
10. No loaded firearms are allowed on the BOSR property other than on the Firing Line under a Hot Range condition
  - a. Exceptions to this are for BOSR employees, BOSR members and customers who are properly licensed Virginia Carry & Conceal Licensed individuals, and Law Enforcement personnel.

## **E. Allowable Firearms**

1. Handguns up to 45 Long Colt do not need to be checked in with the Range safety officer on duty.
2. Handguns with a caliber of .45 and larger along with AK and AR style pistols must be checked in with the Range safety officer on duty.
3. Rifles (shoulder fired) - all calibers with the exception of those identified in the "Restrictions" section above.
4. Muzzle loaders - all types. Those individuals shooting muzzle loaders must check in with the RSO for bench assignments so as to not interfere with other shooters with the smoke discharge when firing.
5. Shotguns - all types.

## **F. Range Safety Officers**

All RSO on duty are required to have taken the NRA Range safety officer training and possess a certificate identifying them as an NRA certified RSO.

Range Safety Officers (RSO) are required as part of open shooting at the outdoor range. Everyone using the BOSR range must first watch the safety video and receive a validated video card to be used as a challenge system by the RSO before anyone can start a live fire scenario. A designated RSO will be in charge of the firing line(s) and range at all times.

The RSO on duty is tasked with:

- Ensuring that all BOSR members, guests, and customers adhere to the rules and SOPs in this document.
- Stopping and addressing any and all unsafe behavior. The RSO will address an individual to inform and point out all unsafe behavior and ensure that they are aware of any safety concerns. The RSO may call a "Cease Fire" and address the entire line at his/her discretion.
- Escorting anyone (to include members) off the range if the person(s) is deemed a safety risk to others on the range.
- Require anyone shooting on the range be given additional training before being allowed to shoot on the range again.
- Reporting to BOSR management any incidents on the range to include:
  - Accidental discharges
  - Personal injuries such as slide bites, forehead scope hits, and etc. that draw blood
  - Trespassers - to include wildlife, pets, and unauthorized people
  - Any other incidents deemed reportable

## G. Range Rules

The rules for using the range are outlined as follows, along with noting any unique rules.

### Liability Waiver and Age Restrictions

All users of the BOSR range must fill out and sign a liability waiver on each day that they use the range. Members must have a current and signed liability waiver on file before using the range.

- Individuals under age 18 are prohibited from entering all range facilities.
- Individuals ages 18 - 20 will be permitted to use the range for shotguns or rifles only if not accompanied by an adult 21 or older.
- BOSR rules on age and gun possession are in line with federal and state laws.
- Individuals under the age of 21 who possess a handgun will not be allowed on the range and will be asked to leave the property unless accompanied by someone 21 or older.

## H. Range Training Requirements

All potential users of the BOSR range must complete a range orientation. The orientation may be one or any combination of a safety video, in-person briefing, and formal classroom training. The amount of training will be determined by the BOSR management and/or RSO on duty.

Each potential user of the BOSR range will be given a card indicating that they have seen the required safety video which is endorsement for use of the range. Members will only be issued their membership card upon completion of watching the required safety video.

**NOTE:** The RSO on duty is tasked with the authority to require anyone shooting on the range be given additional training before being allowed to shoot on the range again and revoking their range use endorsement card.

## I. General Range Rules

1. Everyone is required to adhere to the written Range Safety Operating Procedures (SOP).
2. All scheduled event use of the range shall take precedence over any individual or personal activity - **NO EXCEPTIONS**.
3. All vehicles shall be parked in the designated parking area, unless authorized by the BOSR management.
4. Range is to be used as posted, or as directed by the RSO on duty.
5. BOSR members must sign in at the desk prior to using the range and must have their membership card in their possession in order to receive discounts & benefits.
6. All patrons must sign in at the desk, and pay for their range use, targets, ammunition, and any other consumables that they may need on the range, as a receipt is necessary to show the RSO on duty in order to get an assigned bench. Signing in at the desk prior to using the range also allows for any updates on special activities that may need to be made known to everyone.
7. Targets may be purchased in the store. Personal targets may be used if they meet the requirements of BOSR. Plastic bottles, glass targets, tin or aluminum cans, explosive targets, and any other exotic items may not be used as targets at any time without the permission of the BOSR management and then only in a closed range or shoot/match scenario. **Each shooter on the**

**range must clean up their bench and targets down range prior to leaving - this will be enforced by the RSO on duty.**

8. Exercise caution not to accidentally discharge guns in the direction of range property, range signs, and stationary furniture.
9. All shooting can only be done from the firing line.
10. Offhand, sitting, and prone shooting of center fire rifles is only allowed by allocated bench positions assigned or observed by the RSO.
11. If your rounds are not going to hit solidly in the berm - **DO NOT FIRE!**
12. Police up your brass and spent caps when finished shooting. All targets are to be removed from down range when finished shooting - but only during an RSO called "Cease Fire".
13. All shooters and spectators on the firing lines and staging areas must wear ear and eye protection. Safety ear and eyewear is available for rent in at the desk.
14. As part of the range safety procedures, all safety rules will be followed.
15. Vaping is prohibited on the range.
16. **ALL firearms must be unloaded**, cased, or actions open when taken to and from the firing line.
17. Inexperienced shooters are to advise the RSO if assistance is needed.
18. When a "Cease Fire" is called by an RSO, **stop all shooting and wait for instruction from the RSO.**
19. **NO firearms are to be handled or moved until the RSO gives a Hot Range command.** All firearms in need of cleaning or repair during a "Cease Fire" must move to a designated repair area as identified by the RSO.
20. Firing in a careless manner will not be tolerated. Shoot at your target only. Do not shoot at any elevation that will allow a bullet to travel over the backstop berm. **Any bullet strikes to facility equipment, structures, or the like other than a designated target carry a fine/fee to cover costs of replacement and/or repairs.** Those individuals firing in a careless manner will be dismissed from the range for the rest of the day. A Safety Incident Report will be filled out by the RSO and will be reported via radio to the staff & desk clerk for collection of fees. See "Replacement and Repair Costs" chart at the end of this document to be used by the RSO to determine fines/fees to be assessed.
21. **NO open carry of a loaded firearm on your person is allowed.** The RSO and staff along with Law Enforcement personnel are the exception.
22. RSO commands and range rules must be accepted at this range. Challenge to any rule or RSO command may be made in writing or in person to the BOSR management.
23. Any adult supervising a child will not be allowed to shoot on the range leaving the child unsupervised.
24. The minimum age to shoot on the range by one's self is 18 for rifle/shotgun and 21 for handgun.
25. The RSO on duty will be equipped with first aid supplies, basic tools, and radio for communications with other RSO and staff.
26. **Keep your area used clean - the RSO will enforce this.** Please respect the equipment and clean up your area when you are through shooting. If you move something, **PUT IT BACK.** If you break something, **REPORT IT** so it can be repaired for future use. If you make a mess - **CLEAN IT UP.**

## **J. Hours of Operation**

Monday – Tuesday: CLOSED

Wednesday – Thursday: 10AM – 6PM, or dark, whichever comes first

Friday – Saturday: 9AM – 6PM, or dark, whichever comes first

## **K. Staff Meetings**

All staff and employees will attend the weekly staff meeting either in-person or via virtual access, such as Zoom. Meetings and schedules for the next 30 days will be posted by the manager by the 15<sup>th</sup> of the current month.

## L. Alcohol/ Drug Policy

Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) that will affect his or her ability to participate with a maximum state of awareness and in a completely safe manner, before or during live fire activities. The Range safety officer will deny range access to anyone that is or appears to be in violation.

## M. Personnel Responsibilities

### Manager

1. Maintain all range facilities.
2. Ensure RSOs receive written range schedules no later than Thursday for the following week. Schedules should include matches, recreational fire, and any special instructions.
3. Conduct CRSO and RSO training as needed using the NRA Range Safety Officer Training Program.
4. Ensure proper range flags are displayed as required. Raise and lower range flags pre and post range operations.

### Range Safety Officers

The manager must first approve anyone desiring to become an RSO. RSO status is accomplished by attending an RSP class given by an NRA certified instructor. Information on dates and times for these classes can be obtained via <https://rso.nra.org/>

1. Check in with the manager a half-hour prior to the first scheduled live fire.
2. Present membership identification card with RSO stamp.
3. Obtain the following:
  - a. Wavier and Release from Liability agreement forms
  - b. Range Use agreement forms
  - c. Radio
  - d. First-aid kit
  - e. Range binder
  - f. Flags
  - g. Any special instructions
4. Test the radio to ensure it works correctly.
5. Conduct range inspection using the appropriate range checklist. Handgun/ shotgun range, Rifle range (Appendix 8)
6. Check that all shooters have current receipts and/ or membership cards, and that all shooter and visitors fill out wavier and release from liability and range use agreements. **Ensure at least two individuals (RSO + one) are on the range at all times.**
7. Conduct range safety briefing. (Appendix 9)
8. Request permission to conduct live fire from the manger.
9. Conduct live fire in accordance with the General Rules of this chapter. Failure of shooters to abide by the procedures listed in this chapter will result in immediate eviction from the range and possible suspension of future shooting privileges. Report all incidents to the manager.

10. Announce "Change in status in \_\_\_ minutes before calling the range cold. (Normally 10 minutes)
11. Notify the manager by radio when live fire is finished and request a range inspection.
12. Turn in all gear.

### Instructors

The manager must first approve anyone desiring to become an instructor. All instructors must be RSO certified, instructor certified, certified in the course to be instructed, and certified on the firearm(s) to be utilized during instruction.

1. Check in with the manager a half-hour prior to the first scheduled course.
2. Present membership identification card with RSO stamp.
3. Obtain the following:
  - a. Wavier and Release from Liability agreement forms
  - b. Range Use agreement forms
  - c. "Hold Harmless" agreement forms
  - d. Radio
  - e. First-aid kit
  - f. Range binder
  - g. Flags
  - h. Any other needed instructional materials
4. Test the radio to ensure it works correctly.
5. Conduct range inspection using the appropriate range checklist. Handgun/ shotgun range, Rifle range (Appendix 8)
6. Check that all shooters have current receipts and/ or membership cards, and that all shooter and visitors fill out wavier and release from liability, range use, and "hold harmless" agreements. **Ensure at least two individuals (RSO + one) are on the range at all times.**
7. Conduct range safety briefing. (Appendix 9)
8. Request permission to conduct live fire from the manger.
9. Conduct live fire in accordance with the General Rules of this chapter. Failure of shooters to abide by the procedures listed in this chapter will result in immediate eviction from the range and possible suspension of future shooting privileges. Report all incidents to the manager.
10. Notify the manager by radio when live fire is finished and request a range inspection.
11. Turn in all gear.

### Customer

1. All shooters must check in with the designated RSO in the scheduled range.
2. All shooters and spectators must fill out a wavier and release from liability and range use agreements.
3. All shooters attending instructional courses at the range complex must fill out a "hold harmless" agreement.
4. Shooters will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests they bring.
5. All shooters are responsible for their guns and ammunition while on the complex.
6. Guns that are out of the case and not being fired must be benched. (Actions open and facing up, chambers empty, muzzles pointing downrange, and safeties on.)
7. Only load guns on the firing line after the RSO has given the command to load.
8. Do not point guns at anything other than authorized targets.
9. Fire only at your own target.
10. Give the command "Cease firing" if an unsafe condition exists.
11. Follow all instructions from the RSO.

12. Assist in policing the area of brass and any other debris.
13. No pets are allowed on the range complex.

## **N. Medical Support**

In the event of a medical emergency, call 911 and notify the staff immediately.

## **O. Hold Harmless Agreement Form**

A "hold harmless" agreement form will be completed annually by each RSO and given to the manager by January 30<sup>th</sup> of the current year. (Appendix 7)

## **P. Wavier and Release from Liability Agreement Form**

A wavier and release from liability agreement form will be completed by each customer prior to occupying the range for each visit and submitted to the staff. (Appendix 6)

## **Q. Range Use Agreement Form**

A range use agreement form will be completed by each customer prior to occupying the range for each visit and submitted to the staff. (Appendix 5)

## **R. Range Safety**

### **Range Commands**

To indicate emergency or hazardous conditions:

#### **"CEASE FIRE"**

To stop all shooting routinely or, in the case of an emergency, immediately. Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove finger from the trigger, unload and clear the firearm placing the firearm on the bench with chamber in view and wait for further instructions.

#### **"MISSFIRE"**

To notify the RSO and other participants that a round did not fire when the trigger was pulled and to alert other shooters along the line that a hazardous condition may exist.

To prepare the range for live fire:

#### **"MOVE FORWARD"**

To get shooters into position to prepare to begin shooting. Shooters will move from behind the ready line to their assigned position. **DO NOT TOUCH FIREARM!** Get comfortable, adjust your position make sure you are on the correct side of the bench.

#### **"PROTECTIVE GEAR ON"**



To prepare the shooter for a safe experience. Shooters should put on first their eye protection then ear protection.

**"YOU MAY PICK UP YOUR FIREARM"**

To prepare line for firing. Shooters will pick up their firearm, sight in on the target, make any final adjustments and prepare to load.

**"LOAD"**

To notify the shooters that they may load their first round. Shooters will load their first round and keep finger off the trigger and stand ready for the next command.

**"IS THE LINE READY?"**

To determine if all shooters along the line are ready. All shooters NOT ready should indicate their status to the RSO. Sufficient time will be allowed for the shooter to complete his/her preparation.

**"READY ON THE RIGHT?"**

To declare that the shooters have indicated they are ready on the right side of the range. Any shooter not ready at this command may choose to either alert the RSO that he/she is not ready or to complete the process of getting ready before the final command has been given.

**"READY ON THE LEFT?"**

To declare that the shooters have indicated they are ready on the left side of the range. Any shooter not ready at this command may choose to either alert the RSO that he/she is not ready or to complete the process of getting ready before the final command has been given.

**"READY ON THE FIRING LINE?"**

To notify all shooters that the range is about to be under live fire and that if anyone is not ready at that point, he/she should notify the RSO; Otherwise await the next command. Shooters simply await the next command.

**"COMMENCE FIRING" or "HOT RANGE"**

To declare the range formally open for live fire. The shooters may commence the prescribed course of fire.

**To STOP FIRING and declare the range SAFE:**

**"SHOOTERS, YOU HAVE \_\_\_\_\_ MINUTES REMAINING"**

To alert all shooters that a general cease fire is about to be called and to allow the slower shooters to complete the course of fire.

**"CEASE FIRE"**

To stop all firing. All shooters shall open the bolt/cylinder, clear the chamber, remove the magazine - unload the cylinder and lay the firearm down with the bolt/cylinder open and wait for further instructions.

**"COLD RANGE"**

To inform the firing line that the range is safe. The RSO is telling all shooters that all guns are unloaded.

Other Common Commands:

**"ON THE FIRING LINE"**

To tell shooters to take their assigned place at their firing point and prepare to fire, but do not load.

**"CEASE FIRE - ACTIONS OPEN, SAFETIES ON!"**

To notify the shooters to stop firing immediately and all chambers and magazines are unloaded and shooters leave the firing line with the actions of their firearms open.

**"GO FORWARD, SCORE TARGETS AND PASTE"**

Authorizes shooters to move downrange to score, change, remove or repair target faces.

**"RANGE IS CLEAR, YOU MAY HANDLE YOUR FIREARMS"**

Shooters may approach the firing line and handle their firearms since no personnel are down range.

**"MOVE OUT OF POSITION AND REMOVE YOUR EQUIPMENT FROM THE FIRING LINE"**

Authorizes shooters to remove their gear.

**"POLICE YOUR ASSIGNED FIRING POINT"**

Shooters are to pick up their spent ammunition and clean their firing point of all debris.

**"AS YOU WERE"**

Means to disregard the previous command just given.

**"CARRY ON"**

Means to proceed with whatever was being done before the interruption occurred.

**"REMOVE PROTECTIVE GEAR"**

Shooters may remove protective gear.

**"MOVE BACK BEHIND THE READY LINE"**

Means to move behind the ready line and wait for further instructions from the RSO.

**"YOU MAY GO CHECK YOUR TARGETS"**

Shooters may move downrange to the target area.

## **S. Firearms Carry & Handling**

1. Except when shooting on the range, all firearms outside a case "open carry" must always be unloaded, with the magazines/cylinders out and chamber empty.
2. Firearms in a bag or case must remain in the bag or case when transporting them between the parking lot, clubhouse, and range.
3. Hot Range Procedure: proceed to a shooting bench as directed by the RSO. Uncase the firearm with the muzzle pointing downrange ensuring the action is open, only take out magazines and ammunition out of the case for the firearm to be shot. Only one firearm on the firing line bench at one time.
4. Cease Fire Procedure: Remain behind the firing line and do not uncase any firearms until the

cease fire has been completed and the range is back to a hot range status. Uncase the firearm with the muzzle pointing downrange ensuring the action is open, only take out magazines and ammunition out of the case for the firearm to be shot. Only one firearm on the firing line bench at one time.

## **T. Cease Fire Procedure**

1. When a verbal "Cease Fire" is heard all shooting must stop immediately, unload firearm ensuring the chamber is empty and remove magazines.
2. Fix actions open and insert empty chamber flag
3. Place firearms on the bench with muzzles pointed downrange, or in a proper rack with muzzles pointing up.
4. Before anyone moves downrange, all persons must move behind the firing line and acknowledge the cease fire verbally or visually to the RSO.
5. Fly Cease Fire Flag (white flag)
6. Absolutely no firearm handling during a cease fire. Everyone is either downrange at the targets, picking up brass in front of the firing line, or behind the firing line.
7. Brass forward of the firing line may be picked up during a cease fire, but the person must then return behind the firing line without stopping at the shooting bench.
8. Anyone handling a firearm during a cease fire or carelessly sweeping people on a Hot Range should be reported to the RSO.

AT ALL TIMES THE NRA GUN SAFETY RULES MUST BE OBSERVED:

- a. Always keep the gun pointed in a safe direction
- b. Always keep your finger off the trigger until ready to shoot
- c. Always keep the gun unloaded until ready to use

## **U. Firing Line Rules**

1. Eye protection is mandatory at all times on the range to include staging areas. Designated spectator areas do not require eye protection, but it is recommended.
2. Ear protection is mandatory at all time in all range designated areas during Hot Range (live fire) activities. Designated spectator areas do require ear protection.
3. Each firing position is labeled to a corresponding target stand position. Shooters must only shoot in their prospective shooting lane.
4. While firing off a bench or otherwise, bullets may not leave the impact area. The shooter must not be able to see above the berm (no blue sky). Anyone caught firing over the berm will be escorted off the range by the RSO after calling a Cease Fire. No warnings will be given.
5. During a cease fire, all firearms are to be unloaded and empty chamber flags inserted into the chamber.
6. No one is allowed forward of the firing line unless the range has been declared safe by the RSO.
7. Once on the firing line, a firearm's muzzle must be pointed down range at all times.
8. Loaded firearms must be pointed down range with barrel horizontal at all times.
9. Only one firearm and matching ammunition is allowed on the bench at one time.
10. Only shooting from the bench is allowed, unless approved by the RSO.
11. Shoot only at designated targets.
12. If there is a misfire be sure to keep the muzzle pointed down range (preferably on target) for at least 45 seconds, in case it is a hang fire.

13. After a misfire or jam, the firearm must be cleared. A misfire is when a cartridge does not fire after the primer has been struck by the firing pin. A hangfire is a perceptible delay in the ignition of a cartridge after the primer has been struck by the firing pin. The normal procedure for handling misfires or hangfires is to:
  - i. Keep the gun pointed downrange (safe direction).
  - ii. Wait at least 30 seconds in case it is a hangfire. With muzzleloaders, wait at least two minutes.
  - iii. Squib load is when there is less than normal pressure or bullet velocity after ignition of the cartridge and the bullet gets lodged in the barrel. The normal procedure for handling a squib load is:
14. Stop firing immediately
  - i. Keep the gun pointed downrange
  - ii. Unload the gun - make sure the chamber is empty
  - iii. Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.
15. Only one shooter's target is allowed per frame, unless approved by the RSO.
16. Smoking is not allowed under any circumstance on the range, staging areas, or spectator areas. Smoking is only allowed in a designated area outside the clubhouse.
17. IN ALL CASES THE RSO'S DECISIONS ARE FINAL AND BINDING. HIS/HER DECISIONS ARE BASED ON THE CURRENT SITUATION AS IT EXISTS, AND HIS/HER JUDGEMENT DICTATES. THE RSO'S DECISIONS MAY SUPERCEDE THE GENERAL PRINTED RULES OR SOP.

## **V. Range Rules Specific to Black Powder Firearms**

1. No smoking around black powder firearms period. This includes any black powder firearms situated in a designated smoking area.
2. No charging of muzzleloaders from powder cans or flasks. They are only to be charged from a powder measure, pre-measured charges, or pellets.
3. Muzzleloaders are to be loaded at the tables behind the firing line, but they are to remain visibly uncapped (such as in the half-cock position, or in the case of flintlocks the pan unprimed with the frizzen open and hammer down) until they are on the firing line and ready to fire.
4. Powder containers are not to be brought up to the firing line. They should be kept on the staging area tables/benches behind the firing line. Close all powder containers when not in use. Only small quantities of priming powder are allowed on the firing line.
5. Muzzles must remain pointed vertically until the loaded firearm is brought to the firing line. Once primed or capped, the muzzle must remain at or below the horizontal position.
6. Clearing a misfire
  - i. Wait a minimum of two minutes to ensure that the gun will not go off due to hangfire.
  - ii. Remove the cap or check the flint. Clear the flash channel to ensure the flash will reach the powder, then recap or prime. Attempt to fire.
  - iii. If it still fails to fire, use a hand-held CO2 discharger to blow the load downrange. There are adapters designed to fit every type of muzzleloader.
  - iv. Check the bore for a load (insert ramrod into barrel to check if there is already a load in the barrel)
  - v. Half-cock/position the gun for loading (pull the hammer to half-cock and position the gun. Stand the gun on the ground between your legs so that the muzzle is pointed up and away from your body. Never work directly over the muzzle.)

## **W. NRA Hygiene Guidelines**

- Refrain from eating, drinking, smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a firearm.
- Wash your hands and face with soap and water after leaving the range or cleaning area before eating, or drinking.
- Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

## **X. Emergencies and Incident Reporting**

In the event of an Emergency please follow these procedures:

- Cease Fire Immediately.
- Notify the RSO.
- Follow all instructions given by the RSO.
- Offer assistance if you are able.
- Take charge of the situation. Determine seriousness of injury.
- Render aid. First-aid kit is located in the RSO duty pack.
- Use RSO radio to notify manager on duty to call for help. Manager on duty will call 911 or the appropriate emergency number(s).
- Direct help to location. Stand post by the main gate to direct emergency personnel as needed.
- There is an Automatic Defibrillator device located in the behind the desk of the main building.
- Take notes as soon as practical. Interview witnesses and get written statements. Safety Incident report sheets are located in the RSO duty pack.

## **Y. First Aid Procedures**

All personnel rendering first aid should be aware of the precautions surrounding bloodborne pathogens in the event of an accident. The following guidelines should be followed if someone is injured and you come in contact with biohazardous materials including but not limited to: blood, secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, anybody fluid visibly contaminated with blood, any un-affixed organ or tissue from a human living or dead, and the disposal of cleaning items and first aid dressings.

Universal precautions should be used; all blood and body fluids listed above must be treated as potentially infectious.

Government guidelines can be found at [www.OSHA.gov](http://www.OSHA.gov), search for OSHA Occupational Exposure to Bloodborne Pathogens.

## **Z. Personal Protective Equipment**

The following equipment should be used when coming in contact with biohazardous material:

1. Gloves, eye and face protection
2. Fluid-proof over garments
3. Shoe coverings

4. Resuscitation mouthpieces for CPR

## **AA. Procedure for Cleaning Surfaces Contaminated with Biohazardous Material**

Only those personnel trained and designated as the Bloodborne Pathogen Team should be in charge of the cleanup procedure. In addition to training, each individual should be inoculated for Hepatitis C. Your local physician is capable of administering the vaccine regimen.

1. An approved Bloodborne Pathogen Cleanup Kit must be used for cleaning if at all possible.
2. If a large amount of blood or other biohazardous material exists on surfaces or on equipment, the area must be roped off with "Caution Biohazard" tape. The personnel in charge of the cleanup must adorn whatever amount of personal protective equipment is needed for protection. The biohazardous material must be wiped up with paper towels or sprinkled with liquid-congealing powder. The paper towels or powder must then be placed in a red biohazard bag.
3. The surface, floor, or equipment must then be decontaminated using an approved germicidal liquid. The solution must remain on the surface for ten minutes or as directed and then wiped off with water. In addition to commercially available germicides, a 1-part solution of sodium hypochlorite (common household bleach) to 10 parts water prepared daily is an effective germicide.
4. For a small drop of blood or other biohazardous material that exists on a surface or equipment, wipe off with approved germicidal liquid. Do not use rubbing alcohol as a cleaning solution as it does not kill viruses. The solution must remain on equipment or surface for 10 minutes and then wipe off with water.

Disposal of Contaminated Material (i.e., paper towels, personal protective equipment, saturated dressing):

All contaminated materials including personal protective equipment must be placed in a red biohazard bag; the bag must be closed with a metal twist closure or tied in a knot. The bag must then be taken to a Biohazard Laboratory for proper disposal.

## **BB. Facility Operating Procedures**

### **Main Building - Opening Procedure**

Designated manager/person will:

1. Unlock the main door.
2. Turn on lights and open window curtains in all customer areas.
3. Make bank run for prior day/weekend business deposits as well as change orders.
4. Put out rental guns.
5. Stock ammunition and any other necessary retail items from back-stock.
6. Wipe-down/clean retail areas, counters, floors, and bathrooms as needed.
7. Check out radio for communications with RSOs and test as each RSO reporting for duty checks out his/her radio to ensure everyone has proper and working communications.
8. Verify and make ready range rental/retail items:
  - a. Lead sleds
  - b. Shooting bags

- c. Spotting scopes
- d. Binoculars
- e. Bullseye Target Camera
- f. Eye protection
- g. Ear protection
- h. Targets
- i. Ammunition

### **Store/Building - Closing Procedure**

1. Verify that all range rental items have been checked in, accounted for, and cleaned for the next business day.
  - a. Lead sleds
  - b. Shooting bags
  - c. Spotting scopes
  - d. Binoculars
  - e. Bullseye Target Camera
  - f. Eye protection
  - g. Ear protection
  - h. Targets
  - i. Ammunition
2. Check in communication equipment. Verify all equipment checked out has been checked-in and are hooked up to be charged for the next business day use.
3. Empty garbage cans taking all trash to the dumpster.
4. Put rental guns away in vault.
5. Close out cash drawer using the system's end of day closing process and prepare bank deposit to be deposited the next business day.
6. Put cash drawer and bank deposit away in vault.
7. Turn off all other equipment.
8. Turn off lights and close window curtains in all customer areas.
9. Ensure all outside doors are locked from the outside.

### **Range - Opening Procedure**

All RSOs reporting for duty will:

1. Check out RSO duty pack
2. Ensure all items are in RSO duty pack:
  - a. Copy of this SOP
  - b. Incident Reports
  - c. FULL first aid kit
  - d. Tourniquet
  - e. Pens/Pencils
  - f. Sharpie Marker
  - g. Note Pad
  - h. Witness statement sheets
  - i. Rubber Gloves
  - j. Trauma Kit
  - k. Range inspection sheets

3. Check out communication equipment and test with staff on duty
4. If not wearing an approved safety shirt, check out RSO vest from desk.
5. Fill assigned range/bay water cooler(s) with sufficient bottled water and ice and place in designated area(s).
6. If a private event scheduled for a designated range:
  - a. Review "Event Checklist" and perform the appropriate tasks:
    - i. Post appropriate "Event" signage on the range(s) announcing a closed range event
    - ii. Ensure appropriate targets are made ready for event and placed on range(s) as necessary and outlined in event checklist
    - iii. Ensure appropriate shooting line/stations are identified and made ready
    - iv. Ensure appropriate supplies - garbage cans, brass buckets,
    - v. Identify event spokesperson prior to event starting and coordinate duties of any volunteers and/or event staff
    - vi. Give safety briefing for event with all participants to include those not shooting - SAFETY FIRST!
7. Verify and make ready rental/retail items (all ammunition only available in store):
  - a. Lead sleds
  - b. Shooting bags
  - c. Spotting scopes
  - d. Binoculars
  - e. Bullseye Target Camera
  - f. Eye protection
  - g. Ear protection
  - h. Targets

## **CC.Range - Operating Procedure**

1. Range inspection:
  - a. Ensure that there are no hazards/obstructions between the firing line and the impact area. keep the area clean.
  - b. Correct any problems before opening the range.
  - c. If a problem is found that can't be corrected immediately you will have to determine if the range/bay can be run safely with the existing problem. For example: If a section of the primary impact berm is damaged or eroded away, the range could still be opened but the affected section/bench will not be used. However, if you determine that the range cannot be operated safely - DO NOT OPEN THE RANGE/BAY. Report the problem to the manager as soon as possible so that range operators/owners can address the problem; hang a sign so that every RSO coming to the range will be aware of the problem.
2. Supplies:
  - a. Extra targets, safety glasses, and ear protection will be made available to shooter(s) in limited quantities by the RSO for a fee.
3. Make sure all target frames are in good working condition. Replace backer boards as needed.
4. For each shooter using the range:
  - a. Shooter(s) must present a current day receipt for range use or member card to the RSO on duty.
  - b. Shooter(s) must present a range safety video card in order to use any of the ranges and be assigned a bench by the RSO. Members will have seen the range safety video as part



- of the membership application process.
- c. Friends of employees are paying customers - not free loaders. Friends are to be treated as a customer and follow the same rules as a paying customer.
  - d. Family of employees are defined as a spouse, and single sons and daughters of the employee and/or spouse under the age of twenty-one (21). Any single sons and daughters of the employee and/or spouse that is a full-time student under the age of twenty-five (25) shall be construed to be "family." Family of employees may shoot for no fees, but only if there are operating range benches available. Paying customers have priority.
  - e. Upon successful current day receipt and safety video card - or member card - presentation, RSO assigns a bench to shoot from.
  - f. Any rental items such as a lead sled, shooting bag, spotting scope, or other item, a receipt must be presented and surrendered to staff prior to staff issuing rental item.
  - g. When a shooter(s) has completed their shooting session and rental items are returned to staff, brass policed and bench area cleaned up, the RSO will inform the desk clerk so shooter(s) can close-out their tab.
5. In the event of an incident:
- a. **ANY minor injury** - slide bite, forehead scope event, or any other minor injury event that draws blood or otherwise injures a shooter or by-stander, an incident report will be filled out by the RSO and signed by the shooter(s) - or witness if shooter(s) is not able to sign.
  - b. **ANY Catastrophic or serious/fatal injury** - RSO or ANY shooter/bystander on the range will call a CEASE FIRE! RSO will radio all RSOs and staff on duty to CEASE FIRE on all range/bays and lock-down the entire facility while emergency and first responders perform necessary tasks. Range closure may be necessary, and in the case of a range closure of this nature, SAFETY FIRST by following first responder and RSO directions followed by SAFE egress of shooters and members from the range to either the main store building or from the property as directed.
  - c. **ANY Accidental Discharge** - RSO will fill out an incident report and have shooter(s) and/or witness(es) acknowledge and sign report. It will be up to the RSO to determine if the shooter(s) can remain on the range or if their shooting session is concluded.

### **Making the Line Hot**

1. After all shooters are back from putting out target frames or changing targets and are back behind the benches and the firing line, double check to ensure that no one is down range.
2. After confirming that the range is clear and it is safe to shoot, announce: "PUT ON YOUR EYE AND EAR PROTECTION. "
3. After confirming that everyone on the range has put on their ear and eye protection, announce: "THE LINE IS HOT, YOU MAY COMMENCE FIRING WHEN YOU ARE READY."
4. Fly Hot Range Flag (red flag)
5. An RSO must always be monitoring the firing line condition. If the RSO must help a shooter and is on duty alone, the line must be shut down until he is free to continue his duty.

### **Making the Line Safe**

1. A couple of minutes before calling a cease-fire, warn shooters of the upcoming target change by announcing: "LAST ROUND, ONE MORE ROUND BEFORE CEASE-FIRE."
2. Once you have determined that adequate time has elapsed, (couple of minutes for shooters to

fire their last round), then announce: "WE ARE MAKING THE LINE SAFE. CEASE-FIRE, CEASE-FIRE. UNLOAD ALL FIREARMS AND REMOVE DETACHABLE MAGAZINES. OPEN YOUR FIREARM'S ACTION, PUT THE SAFETY ON, AND STEP BACK AWAY FROM THE BENCHES BEHIND THE FIRING LINE. DO NOT TOUCH ANY FIREARM UNTIL FURTHER NOTICE. STAY BEHIND THE FIRING LINE UNTIL IT HAS BEEN MADE SAFE."

3. Go down the firing line and inspect all firearms. Confirm that:
  - a. All firearms are unloaded with detachable magazines removed.
  - b. Their actions are open with chambers empty and visible (chamber flags inserted if available) and safeties applied.
  - c. If an action cannot be locked open, use an empty case, chamber flag, or other inert object to keep the action from fully closing.
  - d. Muzzleloaders unloaded, visibly uncapped (or in the case of flintlocks the pan unprimed and the frizzen open and the hammer down).
  - e. Everyone is standing back behind the firing line, away from the benches.
  - f. No one is touching a firearm.
4. Once you are satisfied that it is safe to go down range, fly the cease fire flag (white flag) and announce: "THE LINE IS SAFE. YOU CAN NOW GO DOWN RANGE AND CHANGE TARGETS. THERE IS TO BE NO HANDLING OF FIREARMS UNTIL FURTHER NOTICE."
5. Remind shooters to:
  - a. Stay away from the shooting benches and stay behind the firing line while people are forward of the benches down range. Spent cases around the benches are not to be picked up now. They can be picked up later when all shooters have returned back behind the firing line and the RSO gives the command to approach the benches.
  - b. Take staplers, tape, and any other target items with them down range so as to minimize the time spent down range.
  - c. Keep their safety glasses on down range at all times.
  - d. That now is also a good time to pick up any brass that has fallen forward of the benches and pad and to deposit it in the designated brass buckets if they don't want it. Brass on the firing line can be picked up after the RSO gives the command to do so after all shooters have returned behind the firing line.
  - e. Bring their target frames back if they are done shooting.

### **Range - Closing Procedure**

All RSOs closing the range will:

1. Make the line safe for the last time. Verify firearms are empty and cleared prior to directing everyone to case their firearms before declaring the line safe and allowing shooters down range.
2. Maintain observation of the line until all shooters have removed their firearms from the range.
3. Put any equipment such as sandbags and rests in their storage location.
4. Pick up all trash and dispose of properly. Sweep off shooting area if required.
5. Place stools on top of shooting benches.
6. Make sure all baffle doors are UP and secured.
7. After all shooters have left the range, turn off all lights and electrical equipment.
8. Return spotting scopes and other items to the store to be put away.
9. Close and lock all doors of supply cabinets and other secured storage.
10. Ensure that everyone has left the range.
11. Ensure all items are in RSO duty pack and replace/refill items that were used for the shift:
  1. Copy of this SOP

2. Incident Reports
  - a. FULL first aid kit
  - b. Tourniquet
  - c. Pens/Pencils
  - d. Sharpie Marker
  - e. Note Pad
  - f. Witness statement sheets
  - g. Rubber Gloves
  - h. Trauma Kit
    1. Range inspection sheets
12. Check in RSO duty pack.
13. Check in communications equipment and ensure that it is plugged in to recharge the batteries.
14. Check in RSO vest, if issued one.
15. Drain and put away assigned range/bay water cooler(s).
16. If a match or private event was held for a designated range:
  - a. Perform the appropriate tasks:
    - i. Remove "Event" signage on the range(s) announcing a closed range event
    - ii. Remove event targets and put them away.
    - iii. Ensure shooting line/stations are cleaned up.
    - iv. Ensure garbage cans and any other debris are emptied into the dumpster
    - v. Ensure any full brass buckets are replaced with empty buckets. All full brass buckets are to be put in the designated storage area.
17. Verify and secure rental/retail items (all ammunition only available in store):
  - a. Lead sleds
  - b. Shooting bags
  - c. Spotting scopes
  - d. Binoculars
  - e. Bullseye Target Camera
  - f. Eye protection
  - g. Ear protection
  - h. Targets

## APPENDIXES

## APPENDIX 1: Facilities Use Agreement

This Facilities Use Agreement (“Agreement”) is made and entered into on \_\_\_\_\_ (“Effective Date”) between The Timberneck Corporation (DBA: The Blackwater Outdoor Shooting Range (“Auxiliary”)) and \_\_\_\_\_ (“User”). The Auxiliary and the User are sometimes referred to collectively as the “Parties.

Auxiliary, The Blackwater Outdoor Shooting Range is located at: 4392 General Mahone Hwy, Waverly, VA 23890 (“Range”). User, \_\_\_\_\_ is located at \_\_\_\_\_

For and in consideration of the following promises, covenants and conditions, Auxiliary and User hereby agree as follows:

### Use of Facility

Auxiliary hereby permits User to use the following premises:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

which is located at, 4392 General Mahone Hwy, Waverly, VA 23890 (the “Facility”).

User shall use the Facility for the following event(s) or purpose(s):

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

(the “Event”) **only and for no other event or purpose.** User acknowledges that use of the Facility is conditioned on User and Auxiliary’s execution of this Agreement and User’s payment of the required Deposit and Facility Use Fee (if applicable). User acknowledges and understands that no binding or enforceable agreement regarding use of the Facility shall exist until and unless (1) this Agreement has been signed by User and received by Auxiliary and (2) User has paid the required Deposit and Facility Use Fee (if applicable).

### Date(s) and Time of Use

User shall be permitted to use the Facility on the following dates:

- 1) \_\_\_\_\_ (MMM/DD/YYYY)
- 2) \_\_\_\_\_ (MMM/DD/YYYY)

3) \_\_\_\_\_ (MMM/DD/YYYY)

4) \_\_\_\_\_ (MMM/DD/YYYY)

5) \_\_\_\_\_ (MMM/DD/YYYY)

between the hours of 09:00 AM and 06:00 PM and on the day(s) of \_\_\_\_\_ (the "Event Date(s)") only.

**Access and Event Times**

The Facility access and use must be within the time specified above. Date(s) and use times include individual/organization preparation, decorating, and or rehearsal time, as well as time after the Event to remove decoration, User equipment, and other items.

**Deposit and Facility Use Fee (if applicable)**

User agrees to pay to Auxiliary a Deposit of \$\_\_\_\_\_ within five business days of the execution of this Agreement. User agrees to pay to Auxiliary a Facility Use Fee in the amount of \$\_\_\_\_\_ for the use of the Facility.

The Facility Use Fee must be received by the Auxiliary at least 30 days before the Event Date. If either the Deposit or Facility Use Fee is not timely received by the Auxiliary, this Agreement shall be automatically void and User shall have no right to use the Facility.

The deposit is non-refundable and non-transferable. If the User cancels the Event, User shall forfeit the deposit. Cancellations must be received 15 business days prior to Event Date, or no refund of the Facility Use Fee will be provided.

**Responsible Party/Event Coordinating Deadline.**

The person(s) who completes and signs this Agreement shall be the Responsible Party. The Responsible Party shall coordinate all Event details with the Auxiliary and agrees to complete this coordination for the following:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

The Responsible Party, or designated representative, must be the host and in attendance throughout the Event. The Responsible Party shall take all reasonable actions to assure event safety, to prevent damage to the Facility and equipment, and to see that these conditions and other policies and regulations,

outlined in this Agreement are met.

**User's Obligations.**

- a. User shall not violate any Federal, State, or local law, or rules of the Auxiliary, the Owners/ Investors of the Timberneck Corporation, or the Range. User shall not allow any Federal, State, local law, or rules of the Auxiliary, the Owners/ Investors of the Timberneck Corporation, or the Range to be violated.
  
- b. User shall not make any alterations to the Facility, any fixtures, building systems, or equipment. At the end of the Event, the Facility shall be left in a clean, safe condition. The User shall remove from the Facility all property and materials belonging to the User. If User damages the Facility, Auxiliary shall have the option of either (i) requiring User, at User's own expense and risk, to restore the Facility to the condition existing prior to the Event, or (ii) itself making the repairs and restorations to the Facility. Auxiliary shall have sole and complete discretion in deciding which option to exercise. If Auxiliary decides to itself make the repairs and restorations to the Facility, the costs for same shall be borne solely by User. User shall reimburse Auxiliary for any repairs or restoration necessary to repair damages to the Facility caused by User or the attendees of the Event no later than 30 business days after Auxiliary presents User with a written statement or invoice reflecting the nature and costs of the repairs.
  
- c. User shall exercise care in the use of the Facility and adjacent Range areas and shall comply with guidelines to reduce excessive wear or damage. User agrees to keep the Facility and adjacent areas on the Range in a clean and orderly condition and to remove all waste material at the conclusion of the Event, unless Auxiliary agrees, in writing, to be responsible for cleanup, removal of waste or recycling.
  
- d. Specific limitations apply as to the use of tape, balloons, glitter, candles, markers, tack, nails, other such materials, and signage. Decorations must be fire retardant. User should consult with the Auxiliary for a full overview of allowable decorations and signage items and to appropriately accommodate User's needs. Decorations/signage which causes damage or additional cleaning requirements will result in additional charges to the User. All decorations and all outdoor and indoor directional signage must be removed by the User immediately following the Event

**User's Property**

Neither the Auxiliary nor Range insure the personal property of the User its employees, agents, guests or attendees against damage or loss by any means. User assumes the risk of any such damage or loss.

**No Assignment or Subletting**

This Agreement is non-assignable and non-transferable.

**Right to Enter**

Auxiliary reserves the right to enter and inspect the Facility at any time for any purpose during the Event. User shall follow all directives from Auxiliary staff.

## **Insurance Requirements**

User shall procure and maintain for the duration of the rental period insurance against claims for injuries to persons or damages to property which may arise from or in connection with the rental of the facilities and the activities of the renter, his guests, agents, representatives, employees, or subcontractors. The cost of such insurance shall be borne by User.

Coverage shall be at least as broad as Insurance Services Office Form CG 00 01 covering Commercial General Liability (CGL) on an "occurrence" basis, including products-completed operations, personal and advertising injury, with limits no less than \$1,000,000 per occurrence.

## **Other Insurance Provisions**

The general liability policy is to contain, or be endorsed to contain, the following provisions:

- a) For claims arising out of liability arising out of this Agreement and the User's use of the Facility, the User's insurance coverage shall be primary insurance as respects the Auxiliary and any insurance or self-insurance maintained by the Auxiliary shall be excess of the User's insurance and shall not contribute with it.
  
- b) The User's Insurance Company agrees to waive all rights of subrogation against the Auxiliary for losses paid under the terms of any policy covering the facility rental or any activities of the User, its guests, agents, representatives, employees or subcontractors.

## **Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII, unless otherwise acceptable to the Auxiliary.

## **Verification of Coverage**

User shall furnish the Auxiliary with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements must be actually received by the Auxiliary at least 15 days before the Event Date. If the certificates and endorsements are not timely delivered to and received by the Auxiliary, this Agreement shall be automatically and immediately void and User shall have no right to use the Facility. Auxiliary may in its sole discretion, decide not to approve or accept User's insurance coverage in which event this Agreement shall be automatically and immediately void and User shall have no right to use the Facility

## **Special Events Coverage**

Special events coverage may be available for an additional fee to provide the liability insurance required by this Agreement. User can obtain additional information and cost from the Auxiliary.

## **Right to Modify**

Auxiliary reserves the right to modify these insurance requirements at any time without any advance notice, including limits, based on the nature of the risk, prior experience, prior events, insurer, coverage,



or other special circumstances.

**Reassignment of Facilities**

Should the Facility become unavailable due to an emergency, the Auxiliary reserves the right to reassign the User to another Range facility or reschedule the event to the next available date.

**Termination/Cancellation**

This Agreement to use the Facility is granted subject to observance of the Facility’s standard operating procedures, policies, and regulations. The Auxiliary may revoke this Agreement effective immediately upon User’s failure to timely comply with any pre-Event requirement, for any violation of use conditions or regulations required by the Auxiliary or governmental agency, or at any time for misrepresentation. The Auxiliary may terminate any part of this Agreement without notice in the event of an emergency which, in the opinion and sole discretion of the Auxiliary, would make the Event unfeasible. Refunds of any Deposits and/or Facility Use Fees paid will be determined at the discretion of the Auxiliary, on a case-by-case basis.

**Modification of this Agreement**

This Agreement contains the entire agreement and any modifications, changes or amendments to this Agreement must be written and signed by all the Parties to this Agreement. Notwithstanding the above, the Parties to this Agreement incorporate by reference, as though fully set forth herein, those specific paragraphs initialed by the Parties in the attached Facilities Use Agreement Addendum.

**Acceptance of Terms**

I have read and understand the above terms and conditions and agree to abide by these terms and conditions.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Date:\_\_\_\_\_

\_\_\_\_\_  
Howell P. Godfrey Jr.  
President, The Timberneck Corporation

Date:\_\_\_\_\_

## APPENDIX 2: Safety Incident Report

Documented by: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of person(s) involved: \_\_\_\_\_

Indicate Type of Incident		
<input type="checkbox"/> Accidental Discharge	<input type="checkbox"/> Personal Injury	<input type="checkbox"/> Other
<input type="checkbox"/> Near Miss	<input type="checkbox"/> Property	

Put a mark (X) under the appropriate response	Yes	No
Was the person(s) involved a member of BOSR?		
Was the proper protective equipment being worn?		
Was the incident the result of firearm/ equipment malfunction?		
Did the incident seem to be the result of improper/ disregard for/ lack of training/ lack of firearm and safety education?		
Was First Aid administered?		
Was 911 or other emergency personnel called to the scene?		
Was CPR or use of the defibrillator required?		
Were bodily fluids/ biohazardous materials properly cleaned up?		
First-Aid kit need refilled?		
Biohazard Kit need refilled?		

All "NO" answers or "Other" type of incident must be commented on in the space provided below. Provide as much detail as possible for the incident being reported. All incidents must be reported to management for investigation.

1. Describe the nature and extent of the incident (specify part of body):
  
2. Describe how the incident occurred:

3. Disposition (specify name of hospital, telephone numbers, time of transport, etc.):

4. Notification of next of kin (specify time, person contacted, and method):

5. Location of incident and conditions of area:

6. Describe steps taken to preserve the scene (equipment, photographs, etc.):

7. Comments:

8. Follow-up:

**Signature:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

(Add additional blank pages if necessary)

## **APPENDIX 3: Eye Witness Form**

What did you see?

What did you hear?

What did you do?

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

## APPENDIX 4: Replacement and Repair Costs

The following chart of costs for damages to facility equipment as the result of careless or accidental firearm discharges or other negligent/accidental actions are to be identified and used by the RSO when filling out the Safety Incident Report with fines/fees:

<b>What</b>	<b>Fine/Fee</b>
Baffle Strike	\$10
Target Stand Damage	\$50 + Replacement Cost
Spotting Scope Damage	\$50 + Replacement Cost
Binocular Damage	\$50 + Replacement Cost
Chrono Damage	\$50 + Replacement Cost
Bullseye Camera Damage	\$50 + Replacement Cost
Facility Structures	\$200 + Actual Repair Costs
All other equipment not listed above	\$50 + Replacement Cost

## APPENDIX 5: Emergency Report Sheet

Effective Date:

### EMERGENCY COMMUNICATIONS

Contact	Point of Contact	Address	Primary Phone Number	Secondary Phone Number	Primary Frequency	Secondary Frequency
Waverly Rescue Squad		115 Bank St, Waverly, VA 23890	(804) 834- 2835			
Sussex Sheriff's Dept.		20212 Thorton Square, Stony Creek, VA 23882	(434) 246- 5000			
Waverly Vol. Fire Dept.		119 Bank St. Waverly, VA 23890	(804) 834- 2324			
Sussex Emergency Operations Center		15080 Courthouse Rd, Sussex, VA 23884	(434) 246- 8224			
Range Control	Howell Godfrey Sr.	4362 General Mahone Hwy, Waverly, VA 23890	(757) 817- 7292	(757) 871- 0357		
Cellular Phone	Howell Godfrey Jr.		(757) 945- 6285	(202) 465- 0920		

### IMMEDIATE RESPONSES FOR INJURIES OR ILLNESS

- Call a cease fire if the injured is near the firing line or downrange. Ensure that all guns are unloaded and clear.
- \_\_\_\_\_ will coordinate edging or pulling of targets, if possible, and securing the scene and the injured person's gear.
- \_\_\_\_\_ will notify EMS at (434) 246-8224 from the nearest telephone/ radio located at 4362 General Mahone Hwy, Waverly, VA 23890 and provide the following information:
  1. Specific Location or Address of Incident with Directions
    - a. Location:
    - b. Address: 4362 General Mahone Hwy, Waverly, VA 23890
    - c. Directions:
      - 1)Head north on State Rte. 735 toward Thorton Square
      - 2)Turn right onto VA-40 E

- 3) Turn left after McDonald's (on the left)
- 4) Continue to follow US-460 W
- 5) Destination will be on the right

2. Telephone number that you are calling from:

3. Your name:

4. What happened and possible hazards for rescuers:

5. Condition of injured or ill:

6. First aid provided:

- Wait for EMS to hang up first. Return to the injured and continue care until EMS arrives.
- \_\_\_\_\_ is currently certified in American Red Cross (ARC) Standard First Aid and CPR. He/ she will evaluate the situation for hazards, protect the injured, and provide first aid until relieved by more qualified personnel, e.g., physician or EMS. Person listed above will:
  1. Identify self to the injured.
  2. Inform injured of training. (American Red Cross Standard First Aid & CPR)
  3. Inform injured of aid offered.
  4. Receive verbal permission from injured prior to giving care.
  5. Refrain from giving care to a conscious injured person whom objects.
  6. Assume implied permission if the injured is unconscious or unable to respond.
  7. Move the injured only if life is endangered.
  8. Check injured for life threatening condition before providing care. Provide care only within level of training.
  9. Never dispense aspirin or medications; administer activated charcoal or syrup of Ipecac (or other treatments) unless directed by EMS or Emergency Operations Center.
- \_\_\_\_\_ will retrieve the first-aid kit located at the check-in desk and assist EMS personnel as needed.
- If the incident involves chemical burns, an eye flush station is located at the check-in desk.
- If the incident involves a gun injury, \_\_\_\_\_ will notify police and preserve the scene as it appeared at the time of the incident.
- \_\_\_\_\_ Will go to the range entrance and direct EMS personnel to the injured.



## **COORDINATION**

- \_\_\_\_\_ Will supervise the situation and ensure fulfillment of emergency procedures by:
  1. Getting names of witnesses and taking statements.
  2. Providing EMS with treatment release forms, medical history information (maintained on employees and staff) and next of kin information for the injured.
  3. Notifying next of kin once EMS has examined the injured and prepared for transportation to a medical facility.
  4. Completing injury report forms.
  5. Notifying official of the organization range, club, etc. concerning activation of the emergency plan.
  6. Notifying insurance company (personal and/ or organization as appropriate).
  7. Filing copies of the injure report form with records as appropriate.
  8. Following up with physician for recommendations and release prior to allowing ill or injured to participate.
  9. Following up with physician for recommendations and release prior to allowing ill or injured to participate.

## **HELICOPTER MEDICAL EVACUATION (MEDEVAC)**

A suitable MEDEVAC site is available at (location and coordinate). Orange flags, smoke signals, chemical illumination are available for marking the landing site, and are stored at the check-in desk.  
\_\_\_\_\_ Will mark the landing site and guide the MEDEVAC approach and landing.  
If smoke is displayed, initiate smoke downwind of the landing zone.

## **RANGE EMERGENCY RESPONSE PACKET**

An emergency response packet for this range dated \_\_\_\_\_ is on file with EMS, police, and the fire departments. The packet contains phone numbers, aerial photographs, maps, designations of possible routes, helicopter and medical evacuation sites and hazards, assembly area(s), floor plans of buildings indicating gas lines/ mains, electrical sources, and specified locations of hazardous materials with listings of types and quantities.

**APPENDIX 6: Range Use Agreement**

**1) Fill Out Both Sheet (Front & Back) 2) Watch Video 3) Get in Line at the Check-In Desk**

**CUSTOMER INFORMATION (PLEASE WRITE LEGIBLY):**

**NAME:**

**ADDRESS:**

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:**

**TELEPHONE:**

**EMAIL ADDRESS:**

**ID TYPE:** \_\_\_\_\_ **NUMBER:**

HAVE YOU EVER BEEN CONVICTED OF A FELONY?      YES      NO

IS THERE ANY LEGAL REASON THAT PROHIBITS YOU FROM POSSESSING A FIREARM?      YES      NO

HOW WOULD YOU RATE YOUR LIVE FIREARMS EXPERIENCE?

1<sup>ST</sup> TIMER      BEGINNER      INTERMEDIATE      EXPERT

HOW DID YOU HEAR ABOUT US?

RADIO    EMAIL    SOCIAL MEDIA    WEBSITE    DROVE BY FACILITY    WORD-OF-MOUTH  
OTHER (PLEASE SPECIFY):

BY COMPLETING THIS FORM, YOU AGREE TO GIVE THE BLACKWATER OUTDOOR SHOOTING RANGE PERMISSION TO CONTACT YOU USING THE EMAIL ADDRESS PROVIDED. YOU MUST BE AT LEAST 18 YEARS OF AGE TO COMPLETE THIS FORM. YOUR PHONE, ADDRESS AND EMAIL ADDRESS WILL BE KEPT CONFIDENTIAL AND NOT PROVIDED TO 3<sup>RD</sup> PARTIES.

FOR INTERNAL USE ONLY

<b>DATE:</b> __/__/__	<b>CHECK IN TIME:</b> _____	<b>CHECK OUT TIME:</b> _____
<b>SAFETY BRIEFING VERIFIED BY:</b> _____		
<b>ASSIGNED RANGE #:</b> _____	<b>LANE #:</b> _____	
<b>GUN ID:</b> _____	<b>GUN ID:</b> _____	<b>GUN ID:</b> _____

## **APPENDIX 7: Waiver and Release from Liability Agreement**

I, \_\_\_\_\_, HEREBY WAIVE AND RELEASE, indemnify, hold harmless and forever discharge THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION and its agents, managers, members, sponsors, employees, officers, directors, affiliates, successors and assigns, of and from any and all claims, demands, debts, contracts, expenses, causes of actions, lawsuits, damages and liabilities, of every kind and nature, whether known or unknown, in law or equity, that I ever had or may have, arising from or in any way related to my participation in any of the events or activities conducted by, on the premises of, or for the benefit of, THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION, provided that this waiver of liability does not apply to any acts of gross negligence, or intentional, willful or wanton misconduct.

I UNDERSTAND THAT THE ACTIVITIES THAT I WILL PARTICIPATE IN ARE INHERENTLY DANGEROUS, THAT FIREARMS BY THEIR VERY NATURE ARE UNPREDICTABLE AND MAY CAUSE SERIOUS OR GRIEVOUS INJURIES, INCLUDING BODILY INJURY, DAMAGE TO PERSONAL PROPERTY AND/OR DEATH. I UNDERSTAND THAT CERTAIN RISKS, DANGERS, AND INJURIES DUE TO INADEQUATE OR DEFECTIVE EQUIPMENT, AND ALL OTHER POTENTIAL DANGERS

INHERENT TO ACTIVITIES INVOLVING FIREARMS EXIST. On behalf of myself, my heirs, assigns and next of kin, I waive all claims for damages, injuries and death sustained by me or to my property that I may have against the aforementioned released party to such activity whether caused by the ordinary negligence of the released party or otherwise, with the exception of acts of gross negligence, or intentional, willful or wanton misconduct as indicated above.

By this Waiver, I assume any risk, and take full responsibility and waive any claims of personal injury, death or damage to personal property associated with THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION, including but not limited to target shooting, using the facilities or equipment in any manner, form or fashion, and engaging in any other related activities. In the event that I cause injury to another person or their property at THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION, I agree to indemnify and hold harmless THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION and its agents, managers, members, sponsors, employees, officers, directors, affiliates, successors and assigns from any and all claims for injuries, damages brought by that injured person as a result of my acts or omissions whether negligent or otherwise.

I hereby expressly consent to THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION and its agents, managers, members, sponsors, employees, officers, directors, affiliates, successors and assigns, the irrevocable and perpetual right to use my picture, image, voice and other reproductions of the same, (whether by still camera image or video film) in any manner for marketing, advertising purposes or for the purpose of trade. I waive and release any claim I may have against THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION and its agents, managers, members, sponsors, employees, officers, directors, affiliates, successors and assigns for defamation, invasion of privacy or publicity and any other claims in connection with such use by THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION and its agents, managers, members, sponsors, employees, officers, directors, affiliates, successors and assigns.

This WAIVER AND RELEASE contains the entire agreement between the parties, and supersedes any prior written oral agreements between them concerning the subject matter of this WAIVER AND RELEASE. The provisions of this WAIVER AND RELEASE may be waived, altered, amended or repealed, in whole or in part, only upon the prior written consent of all parties.

The provisions of this WAIVER AND RELEASE will continue in full force and effect even after the termination of the activities conducted by, on the premises of, or for the benefit of THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION, whether by agreement, by operation of law, or otherwise.

I have read, understand and fully agree to the terms of this WAIVER AND RELEASE. I understand and confirm that by signing this WAIVER AND RELEASE I have given up considerable future legal rights. I have signed this Agreement freely, voluntarily, under no duress or threat of duress, without inducement, promise or guarantee being communicated to me. My signature is proof of my intention to execute a complete and unconditional WAIVER AND RELEASE of all liability to

the full extent of the law. I am 18 years of age or older and mentally competent to enter into this waiver.

**Printed Name:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

THE BLACKWATER OUTDOOR SHOOTING RANGE

**DATE:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

## **APPENDIX 8: Release, Wavier, Indemnification, Hold Harmless, and Assumption of Risk Agreement**

WHERE AS, in consideration of being permitted to attend a course for instruction in guns, for the instruction in guns, for use of premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Undersigned agrees to the following:

Undersigned agrees to indemnify, hold harmless and defend \_\_\_\_\_ (hereinafter referred to as "**Instructor**"), from any and all fault, liabilities, costs, expenses, claims, demands or lawsuits arising out of, related to or connected with: Undersigned's presence at and/ or participation in the course of instruction; the discharge of guns by Undersigned; Undersigned's presence on or use of the range, buildings, land and premises ("Premises"); and, any and all acts or omissions of Undersigned.

Undersigned furthermore waives for himself/ herself and for his/ her executors, personal representatives, administrators, assignees, heirs and next of kin, any and all rights and claims for damages, losses, demands and any other actions or claims whatsoever, which he/ she may have or which may arise against Instructor (including but not limited to the death of Undersigned and/ or any and all injuries, damages or illnesses suffered by Undersigned or Undersigned's property), which may, in any way whatsoever, arise out of, be related to or be connected with: the course of instruction: the Premises: Undersigned's property (whether or not entrusted to Instructor); and, the discharge of guns. Instructor shall not be liable for, and Undersigned, on behalf of himself/ herself and on behalf of his/ her executors, personal representatives, administrators, assignees, heirs and next of kin, hereby expressly releases the Instructor from any and all such claims and liabilities.

Undersigned hereby expressly assumes the risk of taking part in the course for instruction in guns and taking part in the activities on the Premises, which include, but are not limited to, instruction in the use of guns, the discharge of guns and the firing of live ammunition.

Undersigned hereby acknowledges and agrees that Undersigned has read this instrument and understands its terms and is executing this instrument voluntarily. Undersigned furthermore hereby acknowledges and agrees that he/ she has read, understands and will at all times abide by all range rules and procedures and any other rules and procedures stated by the Instructor.

Undersigned expressly agrees that this instrument is intended to be as broad and inclusive as permitted by law, and that if any provision of this instrument is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. No remedy conferred by any of the specific provisions of this instrument is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedy hereunder by the Instructor shall not constitute and wavier of Instructor's right to pursue other available remedies. This instrument binds Undersigned and his/ her executors, personal representatives, administrators, assignees, heirs and next of kin.

UNDERSIGNED:

Printed Name: \_\_\_\_\_

DATE: \_\_\_\_\_

Signature: \_\_\_\_\_

## APPENDIX 9: Range Inspection Checklist

Inspected by: \_\_\_\_\_

DATE: \_\_\_\_\_

Range Type: \_\_\_\_\_

	Yes	No
Controlled Access/ Fencing/ Gates Closed		
Flags or Signs Displayed		
Left and Right Range Limits Displayed		
Backstop/ Impact Area Inspected		
Number Boards Painted and Visible		
Target Frames/ Mounts in Good Repair		
Firing Line Marked		
Firing Points Numbered/ Clean		
Shooting Benches/ Tables Inspected		
Sandbags/ Gun Rests on Hand		
Ready Line/ Area Marked		
Spectator Area Designated		
Scoring Area Established		
Supplies Available		
RSO Control Area Centralized		
Emergency Communications Working		
First-Aid Kit Filled/ Accessible		
PA System/Bullhorn Working		
Range Rules Posted		
Bulletin Board Hung		
Gun Racks Available		
Empty Trash Receptacles Available		
Brass/ Dud Buckets Labeled		
Wash Area Identified		
Lockable Storage		

Comments:

## APPENDIX 10: Range Safety Brief

**Follow** this outline when conducting range safety briefings. **Issue** copies of the shooting range rules to all range users. **Conduct** the briefing on the range immediately prior to range use. **Stand** where posted rules, demonstrations and explanations of range equipment can be included in the briefing. **Involve** range users. Have them read rules from posters and handouts. Ask questions to reinforce understanding. If guns are used during the briefing, *the RSO must follow the NRA Gun Safety Rules.*

### A. Purpose of The Shooting Event

- **State** the purpose, e.g., recreational shooting.
- **Provide** an overview of the event.
- **State** the total number of shots and time available.

### Range Personnel

- **State** where range personnel will be located.
- **Introduce** range personnel.
- **Explain** that their role is to ensure safety.
- **Indicate** how they may be identified. E.g., orange vest and hat.

### B. Range Layout and Limits

- Conduct a range orientation on, or within view of, the range.

### C. Range Safety Rules

#### 1. NRA Gun Safety Rules

- i. Three Fundamental NRA Rules for Safe Gun Handling
  - Ask:** What is the first rule for safe gun handling?
    1. **ALWAYS keep the gun pointed in a safe direction.**  
**Ask:** What does a “safe direction” mean?  
The gun is pointed so that even if it were to go off, it would not cause injury or damage to anyone or anything.  
**Ask:** What is the second rule for safe gun handling?
      2. **ALWAYS keep your finger off the trigger until ready to shoot.**  
**Ask:** Unless shooting, where should the shooter’s finger rest?  
The finger should rest alongside the gun, i.e., on the frame, receiver, or trigger guard.  
**Ask:** What is the third rule for safe gun handling?
        3. **ALWAYS keep the gun unloaded until ready to use. (Emphasize that safeties can fail. Safe gun handling rules should be followed all the time!)**

#### 2. Rules for Safe Use

- i. Know your target and what is beyond.  
**ASK:** What is meant by “know your target and what is beyond?”



1. The shooter must be sure that projectiles will safely impact into the backstop
  - ii. Be sure the gun is safe to operate.
  - iii. Know how to use the gun safely.

**ASK:** What is meant by “know how to use the gun safely?”

1. Shooters need to know how the gun operates, its basic parts, how to safely open and close the action, and how to remove ammunition or projectiles.
  - iv. Use only the correct ammunition for your gun.

**ASK:** What is meant by “use only the correct ammunition?”

1. Only ammunition designed for a particular gun can be safely fired in that gun. Shooters should ensure that the caliber marked on the barrel, ammo box, and cartridge case match. This is especially true for antique guns.
  - v. Wear eye and ear protection as appropriate.

**ASK:** Why should range users wear both eye and ear protection?

1. Many guns are loud, and the noise can cause hearing damage. Guns can also emit debris, hot gas, and cartridge cases that could cause eye injuries.
2. Users of air gun ranges, including spectators, need eye protection to prevent injuries from ricochets.
  - vi. Never use alcohol or drugs or while shooting.

**ASK:** What type of substance is implied by “never use alcohol or drugs...?”

1. Any substance that may impair normal mental or physical bodily functions. Examples include prescription and non-prescription drugs, e.g., cold medicines that may cause drowsiness, nervousness, balance problems, etc.
2. Anyone taking any medication or substance that may impair normal mental or physical bodily functions is not allowed on the range.

### 3. General Range Safety Rules

**ASK** range users to read rules as you (RSO) point to range posters or refer to handouts.

1. Know and obey all range commands.
2. Know where others are at all times.
3. Shoot only at authorized targets.
4. Do not handle a gun or stand at the firing line where guns are present while other are downrange.
5. Stop shooting immediately upon the command of “Cease Firing”.

**ASK:** Why is it important to shoot only at authorized targets?

1. Shooting at different targets, e.g., steel targets or at different distances or angles, may result in hazardous conditions.

**ASK:** What actions should shooters perform during a cease fire?

1. Stop shooting immediately.
2. Await further instructions from the RSO.

#### ii. Stoppages

**Explain that there are three common ammunition stoppages.**

1. A misfire is when a cartridge does not fire after the primer has been struck by the firing pin.
2. A hangfire is when a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.
3. The normal procedure for handling misfires or hangfires is to:
  1. Keep the gun pointed down range (safe direction)
  2. Wait at least 30 seconds in case it is a hangfire. With black powder guns, wait at least two minutes.
4. A squib load is when there is less than normal pressure or bullet velocity after ignition of the cartridge. The bullet may or may not exit the barrel. Squib loads are identified by difference in recoil or noise.
5. The normal procedure for handling a squib load is:
  1. Keep the gun pointed downrange (safe direction).
  2. Unload the gun – make sure the chamber is empty.
  3. Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

#### 4. NRA Hygiene Guidelines

- **Explain** that NRA hygiene guidelines are intended to minimize exposure to airborne particulate lead and cleaning product residues.
  - **Emphasize** that everybody exposed at the range or cleaning area – even if he/ she did not participate in the shooting session – should follow these guidelines.
  - **Remind** range users of these guidelines prior to, during, and immediately after occupying the range.
- i. Refrain from eating, drinking smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a gun.
  - ii. Wash your hands and face with cold water after leaving the range or cleaning area before eating or drinking.
  - iii. Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

#### 5. Site-Specific Range Rules

**ASK:** range users to read rules as you (RSO) point to range posters or refer to handouts.

1. **NO SHOOTING OVER BACKSTOP IMPACT BERMS EVER!**
2. Armor-piercing and tracer ammunition is not allowed.
3. Muzzleloading guns are not allowed.
4. Targets must be placed at the shooter's eye level to ensure bullets hit the impact area.
5. Leave dropped ammunition on the floor until the stage of fire is completed and guns are benched or grounded.
6. Notify the RSO when there is a gun stoppage or malfunction.
7. Dry firing is **ONLY** permitted at the firing line and **ONLY** when authorized.
8. All guns must remain unloaded with actions open except when on the firing line and authorized to be loaded.
9. When guns are benched or grounded, keep the actions open and ejection ports facing upward so chambers are visible.

10. Ammunition is not permitted in the cleaning area.

**ASK:** Why are shooters required to leave dropped ammunition on the floor until firing is completed and guns are benched or grounded?

1. This policy prevents shooters from unintentionally pointing the gun at other users while retrieving dropped ammunition, or inadvertently moving in front of the firing line.

**ASK:** Why are shooters required to notify the RSO of gun stoppage or malfunctions?

1. Notification is critical for safety.

#### D. **FIRING LINE COMMANDS**

**State and explain** standard range commands that will be used for specific shooting events, e.g., formal competition rules are specified in NRA Rule Books.

- "CEASE FIRE"**: To stop all shooting routinely or, in the case of an emergency, immediately. Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove finger from the trigger, unload and clear the firearm placing the firearm on the bench with chamber in view and wait for further instructions.
- "MISSFIRE"**: To notify the RSO and other participants that a round did not fire when the trigger was pulled and to alert other shooters along the line that a hazardous condition may exist.
- "MOVE FORWARD"**: To get shooters into position to prepare to begin shooting. Shooters will move from behind the ready line to their assigned position. **DO NOT TOUCH FIREARM!** Get comfortable, adjust your position make sure you are on the correct side of the bench.
- "PROTECTIVE GEAR ON"**: To prepare the shooter for a safe experience. Shooters should put on first their eye protection then ear protection.
- "YOU MAY PICK UP YOUR FIREARM"**: To prepare line for firing. Shooters will pick up their firearm, sight in on the target, make any final adjustments and prepare to load.
- "LOAD"**: To notify the shooters that they may load their first round. Shooters will load their first round and keep finger off the trigger and stand ready for the next command.
- "IS THE LINE READY?"**: To determine if all shooters along the line are ready. All shooters NOT ready should indicate their status to the RSO. Sufficient time will be allowed for the shooter to complete his/her preparation.
- "READY ON THE RIGHT?"**: To declare that the shooters have indicated they are ready on the right side of the range. Any shooter not ready at this command may choose to either alert the RSO that he/she is not ready or to complete the process of getting ready before the final command has been given.
- "READY ON THE LEFT?"**: To declare that the shooters have indicated they are ready on the left side of the range. Any shooter not ready at this command may choose to either alert the RSO that he/she is not ready or to complete the process of getting ready before the final command has been given.
- "READY ON THE FIRING LINE?"**: To notify all shooters that the range is about to be under live fire and that if anyone is not ready at that point, he/she should notify the RSO; Otherwise await the next command. Shooters simply await the next command.
- "COMMENCE FIRING" or "HOT RANGE"**: To declare the range formally open for live

- fire. The shooters may commence the prescribed course of fire.
- xii. **"SHOOTERS, YOU HAVE x MINUTES REMAINING"**: To alert all shooters that a general cease fire is about to be called and to allow the slower shooters to complete the course of fire.
  - xiii. **"COLD RANGE"**: To inform the firing line that the range is safe. The RSO is telling all shooters that all guns are unloaded.
  - xiv. **"ON THE FIRING LINE"**: To tell shooters to take their assigned place at their firing point and prepare to fire, but do not load.
  - xv. **"GO FORWARD, SCORE TARGETS AND PASTE"**: Authorizes shooters to move downrange to score, change, remove or repair target faces.
  - xvi. **"RANGE IS CLEAR, YOU MAY HANDLE YOUR FIREARMS"**: Shooters may approach the firing line and handle their firearms since no personnel are down range.
  - xvii. **"MOVE OUT OF POSITION AND REMOVE YOUR EQUIPMENT FROM THE FIRING LINE"**: Authorizes shooters to remove their gear.
  - xviii. **"POLICE YOUR ASSIGNED FIRING POINT"**: Shooters are to pick up their spent ammunition and clean their firing point of all debris.
  - xix. **"AS YOU WERE"**: Means to disregard the previous command just given.
  - xx. **"CARRY ON"**: Means to proceed with whatever was being done before the interruption occurred.
  - xxi. **"REMOVE PROTECTIVE GEAR"**: Shooters may remove protective gear.
  - xxii. **"MOVE BACK BEHIND THE READY LINE"**: Means to move behind the ready line and wait for further instructions from the RSO.
  - xxiii. **"YOU MAY GO CHECK YOUR TARGETS"**: Shooters may move downrange to the target area.

**ASK:** What two range commands may be issued by shooters?

- i. "Cease firing" and "Stop"

**ASK:** What does "misfire" mean?

- ii. That the gun failed to fire and a hazardous condition may exist. The misfire could actually be a hangfire, which is a delay in the ignition of the cartridge.

**ASK:** What actions are taken during a misfire?

- iii. Due to the possibility of a hangfire, the shooter keeps the gun pointed downrange and waits at least 30 seconds for modern guns, or at least two minutes for muzzleloading guns, prior to correcting the malfunction.

**ASK:** Where and when may shooter dry fire?

- iv. Only at their firing points and only when authorized to do so.

## E. EMERGENCY PROCEDURES

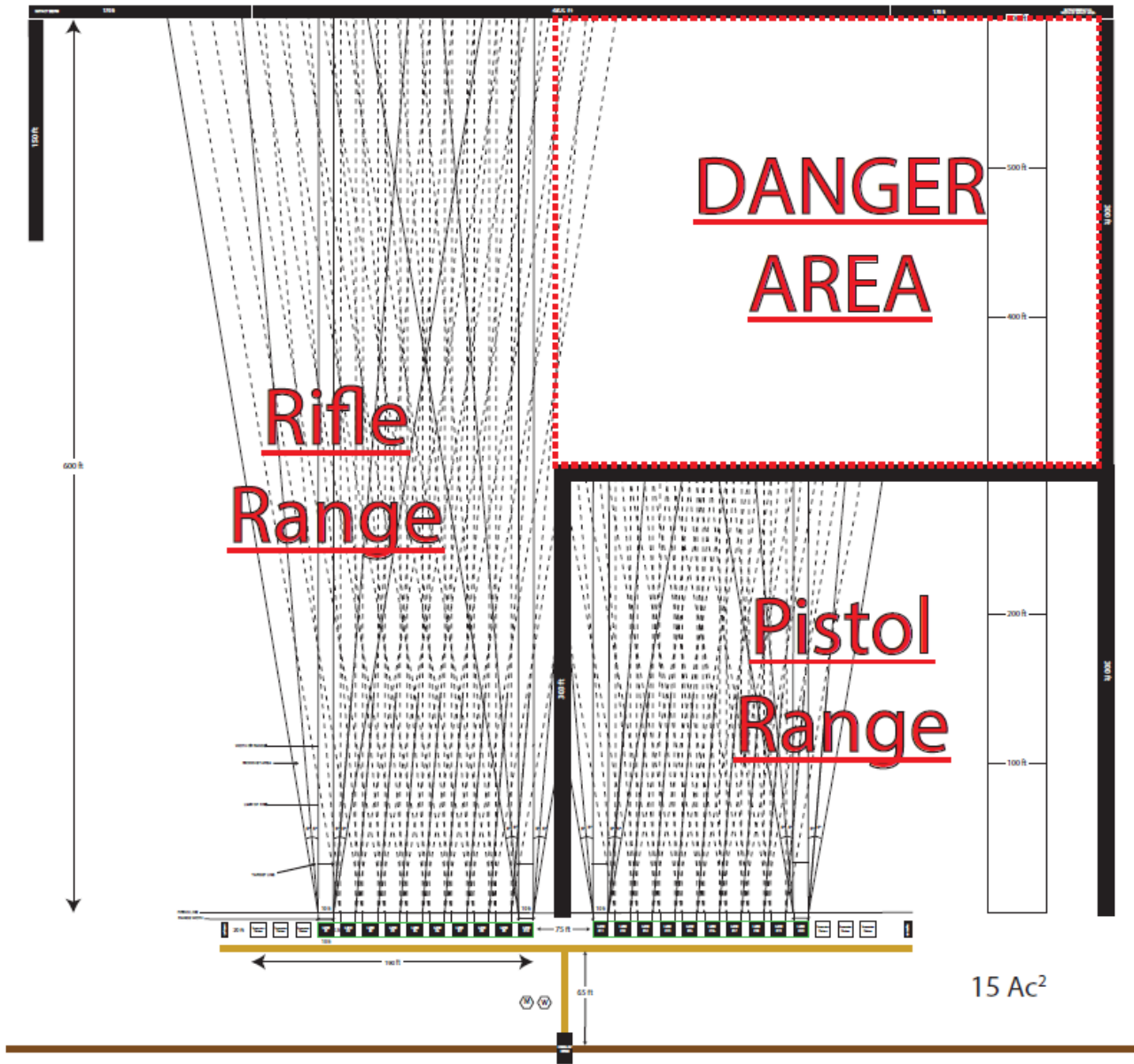
1. Take charge of the situation. (Determine seriousness of injury and assigned duties).
2. Render aid. First-aid kit should be centrally located.
3. Call for help via radio or telephone. Emergency phone numbers and information list should be centrally located.
4. Direct help to location.
5. Take notes. Emergency report sheet should be located in range SOP's binder (See Appendix 3).

## APPENDIX 11: Fence Patrol Log

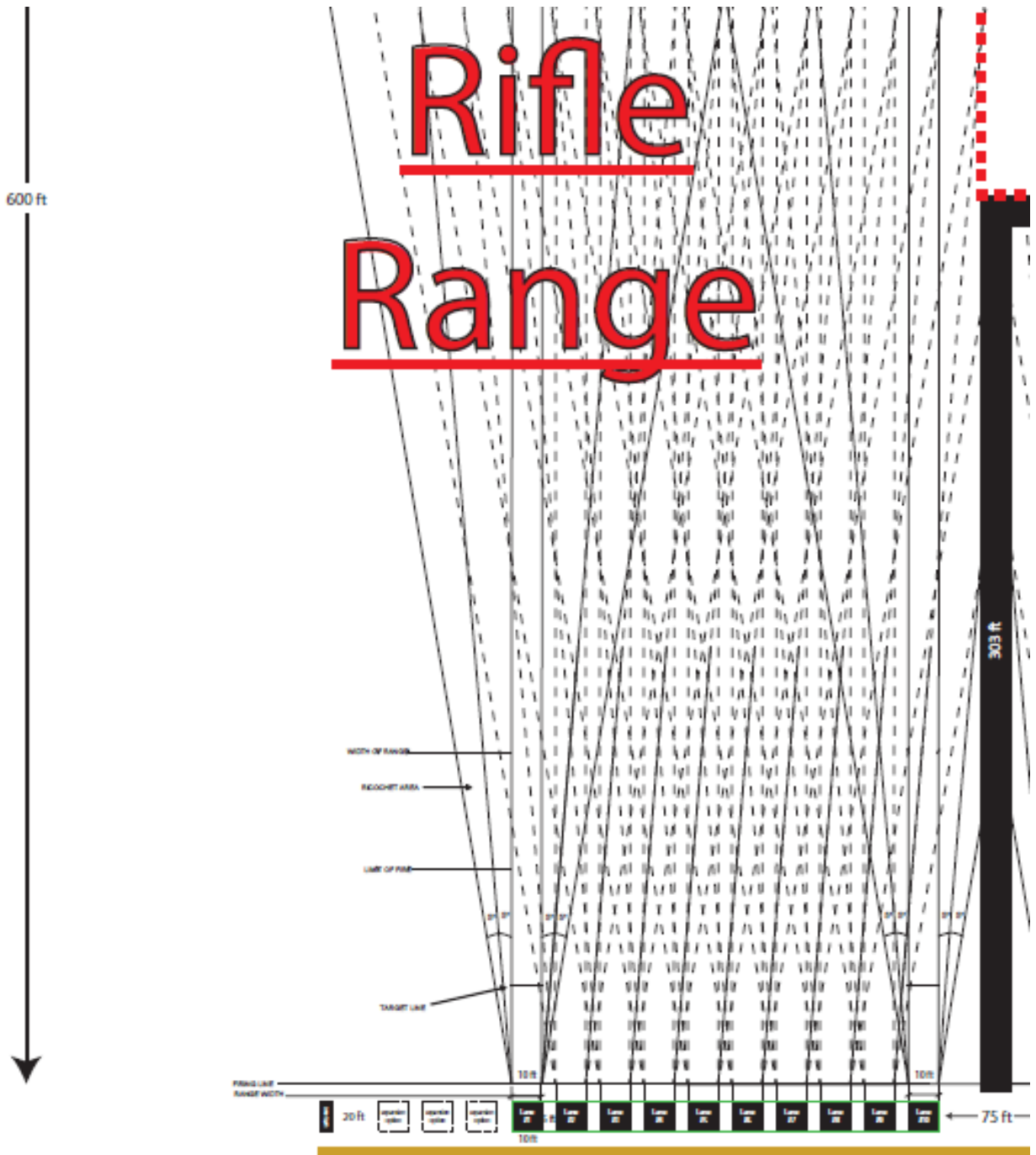
Date	Time	Person	Report of Discrepancies

# APPENDIX 12: Range Layout

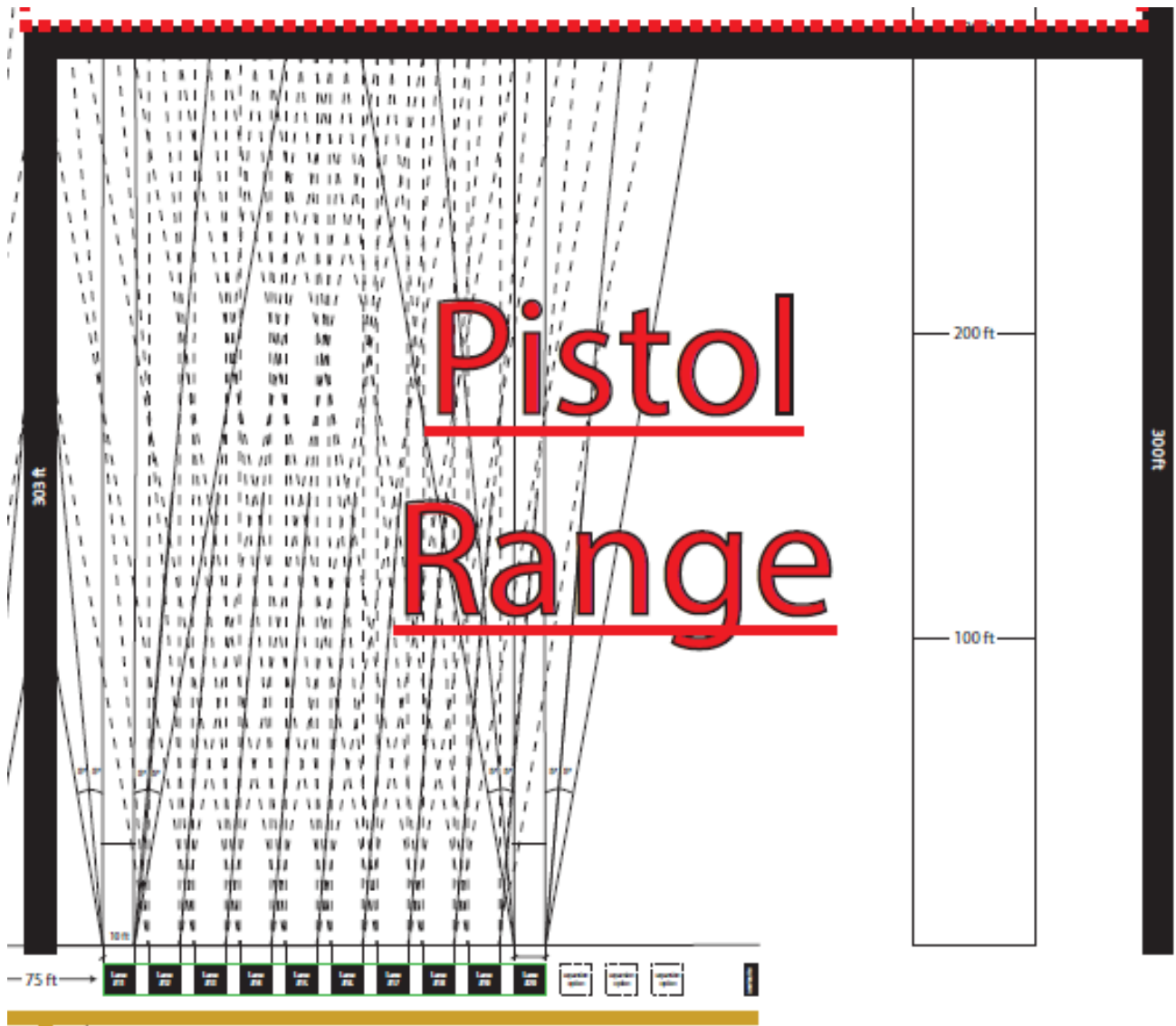
## Site Layout



# Rifle Range



Handgun/ Shotgun Range





## **Notice of Public Hearings Sussex County**

Pursuant to Section 15.2-2204 of the Virginia Code, notice is hereby given that the Board of Supervisors will hold a public hearing at its regular meeting on Thursday, December 15, 2022 beginning at 6:00 p.m. in the General District Courtroom – Sussex Judicial Center, 15098 Courthouse Road, Sussex, Virginia 23884 to consider the following:

**Conditional Use Permit #2022-04:** The applicant, Howell Godfrey Jr. under CUP #2022-04 seeks a conditional use permit for a shooting range on approximately 20 acres of land. The intent is to have an outdoor shooting range that is available for public use. The property is located on the north side of Rt. 460 approximately 2 miles northwest from the Town of Waverly.

A copy of the application, along with supporting documentation are available for review on the County website as well as in the Planning & Zoning Department located at 20135 Princeton Road, Sussex, Virginia, during regular business hours Monday through Friday from 8:30 a.m. to 5:00 p.m., Phone number (434) 246-1042 or 1043.

Due to the ongoing COVID health crisis, if attending in person face coverings are encouraged and social distancing measures should be followed. Comments may also be submitted in writing to [bwalkup@sussexcountyva.gov](mailto:bwalkup@sussexcountyva.gov) or via mail to the Department of Planning, 20135 Princeton Road, Sussex, VA 23884, no later than noon on Monday, December 15, 2022. Any persons needing assistance or accommodations under the provisions of the American Disabilities Act should contact Sussex County Administration at 434-246-1000 at least seven (7) days in advance of the hearing.

Submitted by: Beverly Walkup, Director of Planning

**BOARD ACTION FORM**

**Agenda Item:** Action Item #6.01

**Subject:** Historic Courthouse Analysis Findings and Recommendations, Phase 2  
Recommendations – Russell Pearlman, Wooten Company; and Andrew Moore, Glave & Holmes

**Board Meeting Date:** December 15 2022

=====  
**Summary:** Russell Pearlman of the Wooten Company and Andrew Moore/other representatives of Glave & Holmes will present their findings and recommendations related to the analysis of the historic courthouse. This work was approved the Board of Supervisors at the July regular meeting and is considered the first phase in determining how to move forward with building renovation and construction within the courthouse complex. The architects will also discuss proposed Phase 2 steps, including the possible addition of the historic Bannister House located across the road from the historic courthouse. Based on their findings and recommendations, the board should determine if it wishes to move forward in the process.

**Recommendation:** No specific action is recommended at this time.

**Attachment:** None

=====

**ACTION:** None

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>	<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___

**BOARD ACTION FORM**

**Agenda Item:** Action Item #6.02

**Subject:** County Building Improvement Recommendations to House EMS – Russell Pearlman,  
Wooten Company & Jeffrey Gary, Public Works Director

**Board Meeting Date:** December 15 2022

=====

**Summary:** Russell Pearlman of the Wooten Company will provide an overview of his recommendations on necessary upgrades to the Sussex County office building in Waverly that is currently providing temporary housing for contracted EMS staff, based on his inspection of the facility in March. Staff has not moved forward with recommending any upgrades to this point because of ongoing good faith efforts to discuss possible use of the Waverly Rescue Squad building for EMS housing; however, the Waverly Rescue Squad did not provide a price for a proposed two-year lease of the building by November as requested by the County Administrator. This inspection was the result of concerns expressed by the Town of Waverly for use of the office building to provide housing for EMS employees. Mr. Pearlman’s findings are related to separation of sleeping quarters from the rest of the building and are outlined in the attached letter.

Public Works Director Jeff Gary will brief the board on receiving bids for this work, estimated to be approximately \$85,000.

**Recommendation:** Staff recommends appropriation of the necessary funds to bring the county building into compliance with all applicable codes, as outlined in the letter from Russell Pearlman.

**Attachment:** Copy of Wooten letter

=====

**ACTION:** That the Board appropriates the necessary funds to bring the county building into compliance with all applicable codes, as outlined in the letter from Russell Pearlman.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___

March 29, 2022

Mr. Richard Douglas  
County Administrator  
Sussex County  
PO Box 1397  
Sussex, VA 23844

Dear Richard:

Re: Sussex County Rescue Squad  
Emergency Medical Services Building at 233 L, South County Drive, Waverly, Virginia

It was a pleasure meeting with you, Reid, Matt, Lee, Jeff, Eric, Michael, and David, on the 10<sup>th</sup> of this month in Sussex and Southampton counties. We have reviewed the Use and Occupancy matter for the above building and our analysis is recorded below.

Mr. Lee D. Copeland, Zoning Administrator and Public Safety Director of the Town of Waverly had the following concern:

5. The VCC, Sections 301.1, and 302 (concerns Use and Occupancy Classification). The VCC, Sec 304 Business Use Group B, 310 Residential Use R, and 310.3 Residential Group R-2, concerns the descriptions of Uses for the different Use Groups. VCC Section 508 concerns Mix Use Groups and the required two-hour Fire Separations between the R and B Use Groups.

We have determined the following:

1. The building is classified as Business Group B:
  - a. Business Group B occupancy includes, among others, the use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts.
2. The two sleeping areas would be most closely classified as Residential Group R-3:
  - a. Congregate living facilities (transient) with 10 or fewer occupants.
3. The sleeping areas would be considered an Accessory Occupancy:
  - a. Aggregate accessory occupancies shall not occupy more than 10 percent of the floor area of the story in which they are located.
  - b. You have two sleeping rooms

- i. Large bedroom 12 feet by 20.6
  - ii. Small bedroom: 10 feet by 12
  - iii. 6.1% of the 6,015 Square foot building.
4. The Accessory sleeping areas shall be separated from the Business Group B Occupancy by Fire Partitions.
  - a. Fire Partitions shall have a fire-resistance rating of not less than 1 hour.
  - b. In this building, the Fire Partitions shall extend from the top of the floor slab to a fire-resistance-rated ceiling rated not less than 1 hour and shall be securely attached thereto.
  - c. The Fire Partitions shall be fireblocked per code (718.2) at the ceiling level
5. You can achieve the required rating on your ceilings and walls with
  - a. Two layers of 5/8" Type-X Sheetrock
  - b. Applied as two layers to one side of wood studs or
  - c. Applied in one layer to both sides of wood studs
6. Penetrations into or through your fire partitions and rated ceilings must be protected per code (714)
  - a. Grills for HVAC
  - b. Light fixtures
  - c. Electrical boxes
  - d. Data boxes
7. Fire-rated door assemblies to include the door, frame, hardware shall be rated at 20 minutes.
  - a. In the partitions noted above
8. In your Group R-3 accessory occupancies provisions shall be made for emergency escape and rescue openings.
  - a. You will need operable windows complying with the code (1030).

If I may clarify any of the above for you, don't hesitate to reach out. Do confirm with Matt Westheimer, Building Official for Surry and Sussex Counties, that your installation complies with the above.

Prepared by,  
THE WOOTEN COMPANY



Russell D. Pearlman, AIA  
rdp



**BOARD ACTION FORM**

**Agenda Item:** Action Item #6.03

**Subject:** Proposed Legislative Recommendations

**Board Meeting Date:** December 15 2022

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**Summary:** The Board of Supervisors recently granted staff the authority to develop a Legislative Program for Sussex County. In furtherance of that request, the following legislative wish list has been prepared for the Board’s consideration. Generally, this wish list addresses three topics:

1. The Virginia Department of Corrections’ exemption from making PILOT payments to Sussex County for the Sussex I & II prisons
2. Granting the Town of Waverly the ability to create a vacant building registry
3. Endorsing the 2023 Legislative Program of the Virginia Association of Counties (VACo)

If adopted by the Board of Supervisors, staff would reach out to the County’s state legislative delegation (Delegate Otto Wachsmann and Senator Louise Lucas) to request that they introduce legislation and/or amendments to effect these changes.

**Recommendation:** Staff recommends the Board of Supervisors adopt the draft 2023 Legislative Program.

**Attachments:** Draft 2023 Legislative Program

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**ACTION:** That the Board adopt the draft 2023 Legislative Program.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___



**"Rooted in the past...Growing for the Future!"**

**2023 Legislative Program  
December 2022**

**Board of Supervisors**

Susan B. Seward, Chair  
Wayne O. Jones, Vice-Chair  
C. Eric Fly, Sr.  
Alfred G. Futrell  
Debbie P. Jones  
Rufus E. Tyler, Sr.

**County Administrator**

Richard Douglas  
Post Office Box 1397  
20135 Princeton Road  
Sussex, Virginia 23884  
Telephone: (434) 246-1000  
Facsimile: (434) 246-6013  
[www.sussexcountyva.gov](http://www.sussexcountyva.gov)

**Budget Priority**

**Remove Department of Corrections PILOT Payment Exemption**

**Relevant Statute:** Item 404 (G), Chapter 1, 2022 Acts of Assembly, Special Session I (attached with highlights)

**Background**

Section 58.1-3403 of the Code of Virginia, as amended, provides that “a service charge may be levied on real property owned by the Commonwealth if the value of all such property located within a county, city or town exceeds three percent of the value of all real property located within such county, city or town.” The service charge is generally referred to as payments in lieu of taxes (PILOTs), which Chapter 34 of Title 58.1 of the Code of Virginia governs. Generally, these payments are made to compensate localities for the cost of furnishing police and fire protection, collection and disposal of refuse, and the cost of public school education (when student and faculty housing of an educational institution is involved).

Provisions within the State Budget have provided the Virginia Department of Corrections (DOC) with an exemption to this PILOT requirement since 2010. More specifically, the budget language states “Notwithstanding the provisions of § 58.1-3403, Code of Virginia, the Department of Corrections shall be exempt from the payment of service charges levied in lieu of taxes by any county, city, or town.” There are two such DOC facilities in Sussex County: Sussex I & II State Prisons.

This exemption has a significant effect on Sussex County’s budget. Based on available local records, Sussex County has missed \$3,366,580.15 in PILOT payments since 2015, which represents an average of \$420,822.52 per year and 1.61% of the County’s average revenues. According to the annual “Report on Comparative Revenue Capacity, Revenue Effort, and Fiscal Stress of Virginia’s Cities and Counties” produced by the Commission on Local Government (CLG), Sussex County is one of most fiscally stressed counties in the Commonwealth of Virginia (ranked 4<sup>th</sup> highest out of 95 counties). These two factors suggest that the DOC PILOT exemption strains the Sussex County’s ability to provide services – many of which are state-mandated – to county citizens.

Resolution of this matter would make a significant difference to the County, which not only affects Sussex but also many other similarly situated localities across the Commonwealth, including approximately 18 facilities in Senate District 18 and 14 facilities in House District 75 – both of which represent Sussex County at the state legislative level.<sup>1</sup>

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<sup>1</sup> Based on a review of listed DOC facilities for the “Eastern Region” at the following link: <https://vadoc.virginia.gov/facilities-and-offices/> The exact numbers of facilities may be lower because some facilities may be leased and some localities are only partially covered by the House and Senate Districts.



**Initiative**

**Add the Town of Waverly to list of localities authorized to create a vacant building registry**

**Relevant Statute:** § 15.2-1127 of the Code of Virginia (attached)

**Background**

Section 15.2-1127 of the Code of Virginia, as amended, authorizes any city and the Towns of Clifton Forge (Alleghany County), Pulaski (Pulaski County),<sup>2</sup> and Timberville (Rockingham County) to require the owner or owners of buildings (1) that have been continuously vacant for 12 months or more and (2) that meet the definition of “derelict building” in § 15.2-907.1 of the Code of Virginia, as amended, to register such buildings on an annual basis. Such registration may include the imposition of a registration fee – not to exceed \$100 – to defray the cost of processing such registration. Failure of the owner or owners to register such buildings shall be a \$200 civil penalty.

According to the Local Initiatives Support Corporation (LISC), a U.S. non-profit community development financial institution, vacant and neglected buildings provide cover for activities such as vandalism and drug dealing. Moreover, they can create a sense of insecurity in a community. This aligns with the “broken window” theory of community development that posits that visible signs of crime, anti-social behavior, and civil disorder create an urban environment that encourages further crime and disorder, including serious crimes.

A vacant building registry is commonly listed as a best practice to address this challenge, including by organizations such as the Center for Community Progress and the U.S. Department of Housing and Urban Development. Virginia’s Gateway Region (VGR) recently commissioned an analysis by Downtown Strategies to enhance, revitalize, and mobilize the community’s efforts towards revitalizing and rejuvenating downtown communities within the VGR area. One recommendation from this study was to develop a Vacant Storefront Tax “to incentivize property owners to rehabilitate, lease, or sell their buildings within the Downtown area.” A vacant building registry with potential registration fees would closely align with this recommendation.

The Town of Waverly has been actively engaged in efforts to revitalize their community, especially in parts of their downtown area. This effort has been successful with several new buildings opening along West Main Street in the last several years. Granting the Town such a power could help augment these successes in an impactful way and in alignment with community development best practices.

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<sup>2</sup> Limited to conservation and rehabilitation districts of the Town of Pulaski.

**Position Statement**

**Endorsement of Virginia Association of Counties’ (VACo) 2023 Legislative Program**

**Relevant Document:** VACo 2023 Legislative Program for the 2023 General Assembly Session (attached)

The Virginia Association of Counties exists to support County officials and to effectively represent, promote and protect the interests of counties to better serve the people of Virginia. VACo is the predominant voice of local government interests in the General Assembly, providing crucial assistance to local governments as they seek to obtain enabling legislation to benefit their citizens. Sussex County is a member-locality of VACo.

Each year, VACo membership adopts an annual legislative program with the most recent program being adopted on November 15, 2022. The program contains a variety of policy positions on topics of interest to Sussex County including: economic development and planning, education funding, energy, farm and forestland preservation, water supply, and the mitigation of the effects of tax-exempt property on the local tax base.

DRAFT

## Attachments

DRAFT

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# VIRGINIA STATE BUDGET

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2022 Special Session I

## Budget Bill - HB30 (Chapter 2)

Bill Order » Office of Public Safety and Homeland Security » Item 404

Department of Corrections

Item 404	First Year - FY2023	Second Year - FY2024
<b>Administrative and Support Services (39900)</b>	<b>\$193,189,083</b>	<b>\$192,727,270</b>
General Management and Direction (39901)	\$33,235,862	\$32,977,922
Information Technology Services (39902)	\$80,215,543	\$80,201,040
Accounting and Budgeting Services (39903)	\$6,327,168	\$6,327,168
Architectural and Engineering Services (39904)	\$18,395,849	\$17,973,910
Jail Regulation, Inspections, and Investigations (39905)	\$971,215	\$971,215
Human Resources Services (39914)	\$13,806,733	\$14,039,302
Planning and Evaluation Services (39916)	\$1,917,612	\$1,917,612
Procurement and Distribution Services (39918)	\$16,842,666	\$16,842,666
Training Academy (39929)	\$11,144,616	\$11,144,616
Offender Classification and Time Computation Services (39930)	\$10,331,819	\$10,331,819
Fund Sources:		
General	\$185,743,442	\$185,281,629
Special	\$7,290,106	\$7,290,106
Dedicated Special Revenue	\$155,535	\$155,535

Authority: §§ [53.1-1](#) and [53.1-10](#), Code of Virginia.

A.1. Any plan to modernize and integrate the automated systems of the Department of Corrections shall be based on developing the integrated system in phases, or modules. Furthermore, any such integrated system shall be designed to provide the department the data needed to evaluate its programs, including that data needed to measure recidivism.

2. The appropriation in this Item includes \$600,000 the first year and \$600,000 the second year from the Contract Prisoners Special Revenue Fund to defray a portion of the costs of maintaining and enhancing the offender management system.

B. Included in this appropriation is \$550,000 the first year and \$550,000 the second year from nongeneral funds to be used for installation and operating expenses of the telemedicine program operated by the Department of Corrections. The source of the funds is revenue from inmate fees collected for medical services.

C. Included in this appropriation is \$1,100,000 the first year and \$1,100,000 the second year from nongeneral funds

to be used by the Department of Corrections for the operations of its Corrections Construction Unit. The State Comptroller shall continue the Corrections Construction Unit Special Operating Fund on the books of the Commonwealth to reflect the activities of contracts between the Corrections Construction Unit and (i) institutions within the Department of Corrections for work not related to a capital project and (ii) agencies without the Department of Corrections for work performed for those agencies.

D. Notwithstanding the provisions of § 53.1-20 A. and B., Code of Virginia, the Director, Department of Corrections, shall receive offenders into the state correctional system from local and regional jails at such time as he determines that sufficient, secure and appropriate housing is available, placing a priority on receiving inmates diagnosed and being treated for HIV, mental illnesses requiring medication, or Hepatitis C. The director shall maximize, consistent with inmate and staff safety, the use of bed space in the state correctional system. The director shall report monthly to the Secretary of Public Safety and Homeland Security and the Department of Planning and Budget on the number of inmates housed in the state correctional system, the number of inmate beds available, and the number of offenders housed in local and regional jails that meet the criteria set out in § 53.1-20 A. and B.

E. Notwithstanding any requirement to the contrary, any building, fixture, or structure to be placed, erected or constructed on, or removed or demolished from the property of the Commonwealth of Virginia under the control of the Department of Corrections shall not be subject to review and approval by the Art and Architectural Review Board as contemplated by § 2.2-2402, Code of Virginia. However, if the Department of Corrections seeks to construct a facility that is not a secure correctional facility or a structure located on the property of a secure correctional facility, then the Department of Corrections shall submit that structure to the Art and Architectural Review Board for review and approval by that board. Such other structures could include probation and parole district offices or regional offices.

F. The Commonwealth of Virginia shall convey 45 acres (more or less) of property, being a portion of Culpeper County Tax Map No. 75, parcel 32, lying in the Cedar Mountain Magisterial District of Culpeper County, Virginia, in consideration of the County's construction of water capacity and service line(s) adequate to serve the needs of the Department of Corrections' Coffeewood Facility and the Department of Juvenile Justice's Culpeper Juvenile Correctional Facility (hereinafter "the facilities"). The cost of the water improvements necessary to serve the facilities, including an eight-inch water service line, and including engineering and land/easement acquisition costs, shall be paid by the Commonwealth, less and except (i) the value of the property for the jail conveyed by the Commonwealth to the County (\$150,382, based on valuation by the Culpeper County Assessor), and (ii) the cost of increasing the size of the water service line from eight inches to twelve inches, in order to accommodate planned county needs.

G. Notwithstanding the provisions of § 58.1-3403, Code of Virginia, the Department of Corrections shall be exempt from the payment of service charges levied in lieu of taxes by any county, city, or town.

H. The Department of Corrections shall serve as the Federal Bonding Coordinator and shall work with the Virginia Community College System and its workforce development programs and services to provide fidelity bonds to those offenders released from jails or state correctional centers who are required to provide fidelity bonds as a condition of employment. The department is authorized to use funds from the Contract Prisoners Special Revenue Fund to pay the costs of this activity.

I. In the event the Department of Corrections closes a correctional facility for which it has entered into an agreement with any locality to pay a proportionate share of the debt service for the establishment of utilities to serve the facility, the department shall continue to pay its agreed upon share of the debt service, subject to the schedule previously agreed upon.

J. Included in the appropriation for this Item is \$1,000,000 the first year and \$1,000,000 the second year from the general fund for the costs of security technology and hardware for the inmate telephone system.

K. From the appropriation in this Item, \$500,000 the first year and \$500,000 the second year from the general fund shall be used to present seminars on overcoming obstacles to re-entry and to promote family integration in the correctional centers designated for intensive re-entry programs. The department shall submit a report by October 15 of each year to the Chairs of the House Appropriations and Senate Finance and Appropriations Committees, the Secretary of Public Safety and Homeland Security, and the Department of Planning and Budget on the use of this funding.

L. Included in the appropriation for this Item is \$426,832 the first year and \$426,832 the second year from the general fund and four positions to assist the State Board of Local and Regional Jails in carrying out its duties under the authority of § 53.1-69.1, Code of Virginia, to review deaths of inmates in local correctional facilities. One of the positions provided is for an Executive Director.

M.1. Consistent with the provisions of Chapter 198 of the 2017 Session of the General Assembly, the Director, Department of Corrections, shall implement the recommendations relating to the Department of Corrections made by the Department of Medical Assistance Services in its November 30, 2017 report on streamlining the Medicaid application and enrollment process for incarcerated individuals.

2. For the purpose of implementing these recommendations, included in the appropriation for this item are \$37,400 the first year and \$37,400 the second year from the general fund, and \$112,200 the first year and \$112,200 the second year from nongeneral funds and two positions.

N. By September 1 of each year, the Department of Corrections shall remit data to the Director of the Department of Planning and Budget and the Chairs of the House Appropriations and Senate Finance and Appropriations Committees regarding medical treatment provided to offenders at each facility. The data shall include, as a proportion of average daily population at each facility, the levels of inmates who received care, including: the specific proportions of inmates from each facility who were treated as inpatients, the specific proportion of inmates from each facility who were treated as outpatients, data on prescription drug administration, and the proportion of inmates from each facility who received other discrete services. When negotiating contracts with healthcare vendors, the Department of Corrections shall include the reporting of data required under this paragraph as a requirement within the contract.

O. The Department of Corrections is authorized to purchase from the Town of Craigsville approximately 122 acres, more or less, located adjacent to the Augusta Correctional Center. In consideration for this acreage, the Department will provide wastewater treatment services to the Town at no cost for a period adequate to equal the value of the property conveyed. The value of the property shall be established by averaging the value of one appraisal provided by the Department of Corrections and one by the Town of Craigsville.

P. The Commonwealth of Virginia shall convey 65 acres of property consisting of Clarke County Tax Map No. 27, new parcel A, situated in the Greenway Magisterial District of Clarke County, Virginia, to the Virginia Port Authority (VPA), on behalf of the Virginia Inland Port (VIP). The VPA, on behalf of the VIP, shall collaborate with representatives of Clarke County to promote the use of the land for economic development purposes. The VIP shall enter into a memorandum-of-understanding with Clarke County on the development and execution of mutually advantageous economic development proposals.

Q.1. Included within the appropriation for this item is \$7,281,666 the first year and \$7,281,666 the second year from the general fund and \$1,000,000 the first year and \$1,000,000 the second year from the Contract Prisoners Special Revenue Fund for implementation of an electronic health records system in all facilities.

2. The Department of Corrections shall report on the total costs of implementing electronic health records at all of its facilities based on the selected vendor and the sufficiency of its on-going funding for full implementation at all facilities. The report shall identify all funding currently budgeted for the project, the timeline for implementation,

and the inter-operability of the system with the information technology systems used by the Department and its vendors. The Department shall utilize its nongeneral funds appropriated for this purpose prior to using the general fund appropriation. The Department shall provide a report containing the aforementioned information to the Chairs of the House Appropriations and Senate Finance and Appropriations Committees within 60 days of selecting its vendor.

R. 1. Included in the appropriation for this item is \$7,909,652 in the first year and \$8,125,783 in the second year and 105 positions from the general fund for the Department to implement the earned-sentence-credit structure set forth in House Bill 5148 and Senate Bill 5034 of the 2020 Special Session I.

2. Notwithstanding the provisions of § 53.1-202.3, Code of Virginia, a maximum of 4.5 sentence credits may be earned for each 30 days served on a sentence that is concurrent with or consecutive to a sentence for a conviction of an offense enumerated in subsection A of § 53.1-202.3, Code of Virginia.

S. Included in the appropriation for this Item is \$500,000 the first year from the general fund for the estimated net increase in the operating cost of adult correctional facilities resulting from the enactment of sentencing legislation as listed below. This amount shall be paid into the Corrections Special Reserve Fund, established pursuant to § 30-19.1:4, Code of Virginia.

1. House Bill 434 -- \$50,000
2. House Bill 451 -- \$50,000
3. House Bill 496 and Senate Bill 687 -- \$50,000
4. House Bill 740 and Senate Bill 729 -- \$50,000
5. House Bill 993 and Senate Bill 440 -- \$50,000
6. House Bill 763 and Senate Bill 403 -- \$50,000
7. House Bill 1332 and Senate Bill 700 -- \$50,000
8. House Bill 1306 -- \$50,000
9. Senate Bill 227 -- \$50,000
10. Senate Bill 249 -- \$50,000

Code of Virginia  
Title 15.2. Counties, Cities and Towns  
Subtitle II. Powers of Local Government  
Chapter 11. Powers of Cities and Towns  
Article 2. Additional Powers of Cities and Towns

## § 15.2-1127. Vacant building registration; civil penalty

The Town of Clifton Forge, the Town of Pulaski, in a conservation and rehabilitation district of the town, the Town of Timberville, and any city, by ordinance, may require the owner or owners of buildings that have been vacant for a continuous period of 12 months or more, and which meet the definition of "derelict building" under § 15.2-907.1, to register such buildings on an annual basis and may impose an annual registration fee not to exceed \$100 to defray the cost of processing such registration. The registration of buildings shall be on forms designated by the locality and filed with the agency designated by the locality. Failure to register shall be a \$200 civil penalty; however, failure to register in conservation and rehabilitation districts designated by the governing body, or in other areas designated as blighted pursuant to § 36-49.1:1, shall be punishable by a civil penalty not exceeding \$400. Notice shall be mailed to the owner or owners, at the address to which property tax notices are sent, at least 30 days prior to the assessment of the civil penalty.

1993, c. 829, § 15.1-29.24; 1997, c. 587; 1999, c. 250; 2006, c. 299; 2013, cc. 253, 355, 405; 2020, c. 145.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.





# VACo 2023 LEGISLATIVE PROGRAM

*For the 2023 General Assembly Session*



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ADOPTED BY VACO  
MEMBERSHIP ON  
NOVEMBER 15, 2022

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# 2023 Legislative Program Virginia Association of Counties

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45 **ECONOMIC DEVELOPMENT AND**  
46 **PLANNING**

47  
48 **Priority**

49  
50 **Broadband**

51 VACo requests that the Commonwealth provide 100 percent funding to counties  
52 to build the necessary telecommunications infrastructure to deploy universal  
53 affordable access to the internet for all areas, particularly in underserved and  
54 rural areas, and streamline the application process for Virginia  
55 Telecommunication Initiative (VATI) grants. Additionally, VACo supports  
56 legislation that provides additional tools for counties to finance, build and  
57 operate open access networks in partnership with commercial internet service  
58 providers. VACo also supports efforts to streamline the permitting of broadband  
59 infrastructure in the VDOT right-of-way, at railroad crossings, and within utility  
60 easements.

61  
62 **Affordable and Workforce Housing**

63 VACo supports increasing federal and state funding and appropriate incentives to  
64 assist localities in fostering affordable housing, as well as workforce housing for  
65 employees such as teachers and first responders.

66  
67 **Positions**

68  
69 **Economic Development**

70 VACo supports economic development policies and programs that bolster local  
71 and regional development efforts by maintaining and expanding state funding,  
72 streamlining state and federal processes, and granting additional funding and  
73 authority to promote local and regional initiatives. VACo also supports the  
74 provision of state funding to support the mission of regional economic  
75 development organizations (REDOs) to foster regional cooperation in expanding  
76 business and job opportunities. VACo also supports additional state and federal  
77 funding for the maintenance and expansion of infrastructure, including airports,  
78 to foster regional economic development.

79  
80 **Land Use**

81 VACo supports maintaining and expanding local authority to plan and regulate  
82 land use and opposes any legislation that weakens these key local responsibilities.  
83 VACo also supports legislation that grants localities additional tools to adequately  
84 meet increasing needs for public services driven by new development without  
85 burdening current residents with the cost of new growth through increased real  
86 estate taxes. Such additional tools may include broad impact fee authority for all  
87 counties, and adequate public facilities provisions.

88  
89

90 **Regulation of Event Spaces**

91 VACo opposes exemptions to local review and enforcement of building, fire, and other  
92 health and safety regulations for event and assembly spaces.  
93

94 **Regulation of Home-based Businesses**

95 VACo opposes any legislation that limits or restricts local authority to regulate  
96 home-based businesses, including short-term rentals regardless of whether  
97 services or goods are purchased through an online hosting platform.  
98

99 **Impacts of Federal and Military Facilities**

100 VACo supports maintaining federal and state funding and technical assistance to  
101 mitigate the impacts on counties affected by federal budget cuts and to sustain  
102 current and future federal facilities in Virginia. VACo supports state and local  
103 partnerships that work to prevent encroachment and non-compatible land uses  
104 next to military installations. VACo also supports workforce training and  
105 retraining for programs that support defense activities in Virginia.  
106

107 **Impacts of State Facilities**

108 VACo recommends that prior to the proposed closure, and/or sale, or disposition  
109 of any state facilities, the Department of General Services shall provide a detailed  
110 plan to the locality regarding removal, demolition, rehabilitation and/or adaptive  
111 reuse of buildings. VACo also recommends that the state provide technical and  
112 financial resources to assist localities in ameliorating the impacts any closure will  
113 have on the local economy.  
114

115 **Maintain Public Sector Role in Onsite Sewer Program**

116 VACo supports an onsite sewage program at the Virginia Department of Health  
117 (VDH) that protects public health and the environment in all regions of the  
118 Commonwealth. The Commonwealth should give special focus to addressing the  
119 challenge of failing septic systems and allow localities authority to develop and  
120 implement policies that support the state's program. VACo supports the private  
121 sector providing onsite sewage system design, installation, and repair services, as  
122 long as the services can be provided at affordable rates and in a timely manner,  
123 and as long as VDH continues to provide these direct services as well.  
124

125 **Siting of Transmission Lines**

126 VACo supports requiring utilities to seek input from localities and property  
127 owners before any actions to construct, modify or enlarge transmission facilities.  
128

129 **Electric Grid Capacity Planning**

130 VACo supports legislation and policy that requires electric grid operators to  
131 continually share with localities where current and planned infrastructure to  
132 transmit and store energy exists that may feasibly accommodate the development  
133 of large-scale renewable energy facilities.  
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# EDUCATION

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## Priority

### **Education Funding**

VACo urges the General Assembly to provide full state funding for public education, including the Standards of Quality (SOQ) as recommended by the Board of Education, where these recommendations coincide with prevailing local practice, targeted incentive programs, capital, and maintenance support, and teacher salaries. Full state funding should be achieved without reduction to other parts of state public education budgets or to other core services.

VACo supports additional state resources and additional statewide funding options for localities for capital and school construction costs, including expanding dedicated local sales and use tax authority first given to select counties by the General Assembly in 2019 as well as continuing to fund the School Construction Grant Program and School Construction Assistance Program.

VACo supports voluntary incentives that encourage localities to increase teacher salaries to reflect the national average in compensation, as long as this is done without a required minimum local match. The state share of compensation for the base rate of salaries should reflect the actual average salary as determined by prevailing local practice.

VACo supports additional state efforts and resources to educate, train, and credential students, especially in high-demand and critical shortage fields of employment.

## Positions

### **Appointed School Boards**

VACo supports local authority to choose the selection process for school board members.

### **Charter Schools**

VACo supports the continuation of local authority to establish charter schools.

### **Laboratory Schools**

VACo supports innovative approaches to K-12 education as long as they do not divert state or local funds away from local public schools.

### **Childhood Development and School Readiness**

VACo supports efforts to increase at-risk children's access to high-quality, enriching learning environments, including more resources and flexibility for localities participating in programs like the Virginia Preschool Initiative and Head Start.

VACo supports additional federal and state funding for programs such as the Child Care and Development Block Grant (CCDBG) to support increased

182 demand for childcare services. VACo supports local flexibility to administer or  
183 expand support services for childcare.

184  
185 **Critical Thinking Skills**

186 VACo supports changes to educational programs and standards that rely less on  
187 standardized testing and more on critical thinking skills such as performance-  
188 based assessments. VACo opposes efforts to impose additional standardized  
189 testing burdens on students and school staff.

190  
191 **Funding Support Personnel**

192 VACo supports full restoration of budget cuts, including the elimination of the  
193 funding cap on support positions, and full reinstatement of the Cost of  
194 Competing Adjustment “COCA” for support staff. In addition to meeting its  
195 obligations to fully fund instructional staff, the Commonwealth should meet its  
196 obligation to fully fund K-12 support staff.

197  
198 **Library System**

199 VACo supports additional state resources for the funding of the local library  
200 system.

201  
202 **Reversion of Funds**

203 VACo supports the current practice whereby all year-end funds appropriated to  
204 the school divisions by the locality revert to the locality, retaining discretion with  
205 the governing body to evaluate and approve the reallocation of year-end fund  
206 balances.

207  
208 **School Consolidation and Regionalism**

209 VACo supports additional state resources, flexibility and incentives that allow  
210 counties to voluntarily consolidate or regionalize K-12 services to increase  
211 operational efficiencies.

212  
213 **School Safety and Security**

214 VACo supports efforts to improve school safety and preparedness. VACo supports  
215 continued local authority and state funding to implement appropriate security,  
216 preparedness, and health measures. VACo supports dedicated state funding that  
217 may include capital and operational costs.

218  
219 **Special Education Regional Tuition Reimbursement Program**

220 VACo supports enhancing local capacity to serve children with high-level support  
221 needs in the least restrictive environment, including regional special education  
222 programs. VACo supports local flexibility in the structure of such programs.

223  
224 **K-12 Staff Shortage and Retention**

225 VACo urges the General Assembly to approve and fund strategies addressing the  
226 teacher shortage in the Commonwealth. VACo supports a targeted approach to  
227 teacher shortage by prioritizing areas in critical need, as recommended by the

228 Virginia Department of Education. VACo supports using district-level data to  
229 determine how to best fill shortage gaps, especially in hard-to-staff divisions.

230 VACo supports reducing burdens on the teacher workforce in the  
231 Commonwealth. VACo supports programs aimed at reducing student debt for  
232 teaching in public schools. VACo also supports programs that encourage teachers  
233 to stay in the profession including measures that provide mentorship, guidance  
234 and other forms of support for teachers in their first five years in the profession.

235 VACo also supports similar efforts to address the shortage of school bus  
236 drivers at both the state and federal level including incentives to recruit and  
237 retain drivers and additional flexibility regarding driver requirements.

238

### 239 **Workforce-Ready Students**

240 VACo supports changes in curriculum and funding that will increase the number  
241 of students leaving the K-14 system with workforce-ready credentials. VACo  
242 supports incorporating career and technical education curriculum at the  
243 elementary and middle school levels. VACo supports high school students  
244 earning academic credit for participating in an internship, apprenticeship,  
245 credential, and other work programs. VACo supports innovative models for  
246 schools to give academic credit for students that earn industry workforce skills  
247 through certifications, or licensure from an approved education or training  
248 provider.

249 VACo supports establishing partnerships to strengthen the school-to-  
250 workforce pipeline in a variety of ways including guaranteed employment  
251 opportunities with local businesses and learning opportunities shared between  
252 local community colleges and high schools. VACo supports opportunities for  
253 students to physically visit and train at actual work sites in cooperation with local  
254 employers and economic development entities.

255 VACo supports the expansion and funding of workforce training programs  
256 such as the Virginia Talent Accelerator Program and the Virginia Jobs  
257 Investment Program to leverage federal grant programs with state funding.

258 VACo supports the mission and activities of local Workforce Development  
259 Boards across the Commonwealth of Virginia to assist businesses in securing a  
260 qualified workforce that meets current and future job demand, including efforts  
261 to coordinate actions across state agencies within Virginia under the  
262 Commonwealth's Workforce Innovation and Opportunity Act (WIOA) plan.

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# ENERGY

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## Priority

### **Energy Policy**

VACo supports energy policies and goals that reduce greenhouse gas emissions without compromising reliable and affordable access to electricity, and that address potential environmental impacts and life cycle costs for the manufacture, disposal, re-use, or recycle of material inputs. New sources of potential energy generation should include a range of technologies such as solar, wind, hydroelectric, hydrogen, and small modular nuclear reactors. Such policies should allow for responsible coal and natural gas extraction, processing, and transport while protecting agricultural interests and natural resources.

## Positions

### **Renewable Energy Production and Energy Efficiency**

VACo supports legislation allowing counties to implement renewable energy and energy efficiency goals. This includes the allowance of third-party power purchase agreements (PPAs) to serve municipal electric accounts, as well as other creative financing mechanisms that enable the development of renewable energy sources and energy efficiency programs and measures.

### **Utility-Scale Renewable Energy Generation and Energy Storage**

VACo supports maintaining local authority to address all impacts and all choices associated with utility-scale installations of solar power, wind power, and energy storage facilities.

### **Utility-Scale Energy Generation and Transmission Projects**

VACo supports the provision of adequate direction and resources at the state level to improve monitoring and enforcement of erosion and sediment control (ESC) and stormwater (SWM) requirements by entities constructing utility-scale projects for energy generation or transmission (including fuel). The state should have relevant agencies conduct an annual review of the standards, specifications, and construction general permit requirements to determine adequate protection of water quality, water supply, and natural resources.

### **Local Tax Revenue**

VACo opposes any imposition, expansion, or extension of state-mandated exemptions on local property taxes for energy generating and storage equipment.



# ENVIRONMENT AND AGRICULTURE

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## Priority

### **Water Quality Funding**

VACo supports sufficient and sustained financial and technical assistance to counties to improve water quality and meet all federal and state standards to reduce pollution.

## Positions

### **Agriculture and Forestry Best Management Practices**

VACo supports voluntary state and federal conservation programs, including the United States Department of Agriculture's (USDA) Environmental Quality Incentives Program and the Conservation Stewardship Program, to assist producers with the implementation of best management practices.

### **Biosolids**

VACo supports an effective statewide regulatory program governing land application of biosolids. Such a program should not infringe upon the authority of local governments to monitor compliance. VACo supports the ability of local governments to propose amendments to biosolids permits as they are considered by DEQ. VACo further recommends the Governor appropriate funds to DEQ to conduct a study to determine the implications of restricting the use of biosolids in agriculture and forestry.

### **Chesapeake Bay**

VACo supports efforts to continue to restore and protect the Chesapeake Bay but opposes additional nutrient regulations on wastewater treatment facilities that are scientifically unsound, economically infeasible, or unnecessary for meeting the Commonwealth's goals.

### **Dam Safety**

VACo supports programs that keep downstream owners and developers aware of potential inundation zones. VACo also supports sufficient state and federal funding for the repair and maintenance of dams.

### **Farm and Forestland Preservation**

VACo supports increasing state allocations to the Office of Farmland Preservation (OFP) Purchase of Development Rights (PDR) locality matching funds program. VACo also supports increasing allocations to the newly established Forest Sustainability Fund, created as an incentive for the establishment and maintenance of local forest land use valuation programs. Such programs preserve prime soils for food production and protect important forest land and environmentally sensitive areas in the Commonwealth.

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**Flood Preparedness**

VACo supports continued funding and resources that assist localities in preventing and reducing the impacts of flooding. VACo supports greater flexibility in these programs and funding sources that will maximize their benefits and best suit local and regional needs.

**Hydraulic Fracturing**

VACo supports a stringent state regulatory program for hydraulic fracturing (“fracking”) that addresses the potential to tap into natural gas reserves in ways that protect public and private groundwater supplies and preserve local government authority to regulate and/or ban this type of mining activity through their land use ordinances. VACo supports transparency efforts that require the disclosure of all chemicals and chemical mixes used in the fracking process prior to their use.

**Invasive Species and Noxious Weeds**

VACo supports funding for, and the complete implementation of, the Virginia Invasive Species Management Plan. VACo supports an amendment to the term, “noxious weeds,” enabling additional invasive plants to be considered for regulation. All programs and proposals should be evaluated for their commercial impact, allowing no more than a negligible impact on Virginia’s agricultural industry. Finally, VACo supports requiring better state prevention and mitigation practices, including coordination with the Virginia Department of Transportation (VDOT) to assist counties in species control.

**Predator Control**

VACo urges state and federal agencies to support the agricultural industry by allowing farmers and producers sufficient flexibility when protecting livestock against predatory animals. VACo encourages the USDA Wildlife Services Division and the Virginia Department of Agriculture and Consumer Services to allow producers access to the predator control tools required for the continuation of effective livestock production. VACo also supports USDA’s Livestock Indemnity Program and the financial relief it provides to producers who have lost livestock to the attacks of federally protected predators.

**Southern Rivers Watershed**

VACo supports continued funding for the Southern Rivers Watershed Enhancement Program to improve water quality in non-Chesapeake Bay watersheds.

**Stormwater Programs**

VACo supports state funding that enables local governments to fully satisfy the resource and funding needs associated with local stormwater management programs. VACo supports legislation that proposes creative and cost-effective stormwater management practices. VACo supports initiatives that clarify and modernize stormwater regulations and permitting processes, including measures that make permitting more efficient, reevaluate the fee structure system, and

414 allow for considerations of factors such as long-term maintenance costs. VACo  
415 supports legislation that proposes new and innovative solutions to facilitate  
416 compliance with stormwater standards in ways that promote economic  
417 development while achieving water quality goals.

### 418 **Tree Conservation and Replacement**

419 VACo supports strengthening and expanding tree replacement and tree  
420 conservation statutes to include all localities in Virginia. VACo supports  
421 providing greater flexibility to all local governments to achieve their specific  
422 goals.  
423

### 424 **Onsite Wastewater Systems**

425 VACo supports legislation ensuring that potential buyers of real property are told  
426 about the type, size and maintenance requirements and associated costs of the  
427 wastewater systems on the property prior to the signing of the initial sales  
428 contract and the recordation of engineered systems plat and deed at the time of  
429 sale.  
430

### 431 **Uranium Mining**

432 VACo supports continuation of a moratorium on uranium mining and milling  
433 within the Commonwealth of Virginia.  
434

### 435 **Technical Assistance**

436 VACo supports robust state funding for entities that provide critical resources  
437 and technical assistance to localities in their efforts to comply with  
438 environmental policies and regulations. This includes, but is not limited to,  
439 organizations such as Soil and Water Conservation Districts, the Virginia  
440 Cooperative Extension, and Planning District Commissions (PDCs).  
441

### 442 **Water Supply**

443 VACo supports appropriations adequate to ensure full funding by the state for the  
444 ongoing development and implementation of state-mandated water supply plans.  
445 VACo does not support overly burdensome permitting processes or applications  
446 for water usage. VACo supports initiatives by the state to assure adoption of  
447 actions to reduce high chloride concentrations and loss of artesian head pressure  
448 in Virginia's aquifers. VACo also supports a review of regulations and supports  
449 education initiatives that promote reclamation of water on a local level for  
450 industrial and irrigation uses to offset future demands on all ground and surface  
451 water used for human consumption.  
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# FINANCE

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## Priorities

### **Local Finance**

VACo supports preserving the authority of county governments to collect revenues necessary to provide local public services.

VACo appreciates the starting point that the discussions in the 2022 legislative session took regarding adjustments to sales taxes on food purchased for human consumption and essential personal hygiene products -- that any local revenue losses would be replaced. VACo believes that the compromise forged in the budget negotiations in 2022 protects local K-12 revenue and respectfully requests that no further changes be made to this important local funding source.

## Positions

### **Appeals of Tax Assessments**

VACo opposes proposals to make major changes to the current appeals processes for real or tangible personal property assessments, such as changes to the assessor's presumption of correctness or the role of the state Tax Commissioner with respect to valuation of property.

### **Federal Relief and Infrastructure Funds**

VACo encourages coordination with local governments in deployment of American Rescue Plan Act and Infrastructure Investment and Jobs Act funds so that each federal dollar can be maximized for the benefit of the residents of the Commonwealth.

### **Funding for State Mandated Positions and Jails**

The Commonwealth must meet its obligations to fund appropriate staffing, to include competitive salaries, for the state's system of justice, to include clerks, magistrates, Commonwealth's Attorneys, public defenders, district court employees, and probation office employees. In the absence of adequate state support for this critical function of government, localities are frequently placed in the untenable position of supplementing the justice system with local dollars in order to ensure its continued functioning.

VACo urges the Commonwealth to meet its full funding obligations, to include realistic levels of staffing to enable constitutional offices to meet their responsibilities and limit the need for localities to provide additional locally-funded positions.

VACo supports flexibility in the use of state funds for compensation of constitutional officers and state-supported local employees, as well as state funding levels for compensation increases that more closely reflect the true cost of providing such increases across the state-supported local workforce, which encompasses both state-supported and locally-funded positions. For example, state-funded salary increases typically provide funding only for Compensation Board-funded positions for employees in Constitutional offices and for

507 instructional and support positions recognized in the Standards of Quality for  
508 school divisions. In these instances, in addition to any required local matches for  
509 state-recognized positions, localities must provide comparable salary increases  
510 for locally-funded positions purely from local dollars in order to preserve parity  
511 between state-funded and locally-funded positions in the workforce.

512 VACo supports a more robust state-local partnership in funding local and  
513 regional jails. In FY 2020, the Compensation Board reported \$1.05 billion in  
514 total expenditures, including capital costs, to house inmates in local and regional  
515 jails – localities contributed \$605.1 million of these costs, and an additional \$15.6  
516 million to house inmates in other jurisdictions, while the state contributed  
517 \$364.7 million.

518 A key mechanism through which the state assists with operating costs is  
519 per diem payments. Prior to action by the 2022 General Assembly, per diem  
520 rates had not been adjusted since FY 2011, when the payment of \$8 per day for  
521 local-responsible inmates was reduced to \$4 per day, and the state-responsible  
522 rate was adjusted from a bifurcated rate of 8 per day for the first 60 days and \$14  
523 per day thereafter to a standard rate of \$12 per day. VACo is grateful for action  
524 taken in 2022 to increase the state-responsible rate by \$3 (from \$12 to \$15), a  
525 step toward more realistic funding levels. VACo supports continued efforts to  
526 increase per diem rates to levels that better represent the costs of housing  
527 inmates and to adjust the rates in the future so that payments keep pace with  
528 rising costs. While the increase in the state-responsible rate is an important step  
529 in the right direction, the current rates remain inadequate and represent an  
530 underfunded mandate on counties. The Compensation Board estimated a total  
531 average daily cost of operating local and regional jails at \$100.32 per inmate in  
532 FY 2020, of which \$55.30 was contributed by localities.

533 VACo supports a requirement for the Department of Corrections to accept  
534 state-responsible inmates into the state correctional system unless a local or  
535 regional jail agrees to continue holding such inmates at the applicable per diem  
536 rate. The Department of Corrections is better equipped than local and regional  
537 jails to provide intensive re-entry programming, offering more than 125  
538 academic, job training, and therapeutic programs to offenders who are in prison  
539 and individuals under community supervision. The Department of Corrections  
540 reports that state-responsible inmates who spend their entire sentences in local  
541 or regional jails recidivate at a higher rate than offenders who spend at least part  
542 of their incarceration in a Department of Corrections facility (26.9 percent and 21  
543 percent, respectively).

544 VACo supports payment of the medical costs of inmates using a cost-  
545 effective program jointly funded at the federal and state levels.

546 The state must provide sufficient funding to enable local and regional jails  
547 to meet any new standards for the provision of health care, including behavioral  
548 health care, for individuals incarcerated in these facilities. A report issued in  
549 2021 by the Department of Criminal Justice Service and the Compensation Board  
550 estimating compliance costs for proposed behavioral health standards suggests  
551 that jails will need certain baseline staffing to comply with the standards, to  
552 include 24/7 coverage, either on-site or on-call, by a registered nurse; on-call and  
553 regularly scheduled services from a psychiatric provider; a qualified mental

554 health professional to provide group and individual therapy services; and  
555 behavioral health case management services, to include discharge planning. The  
556 2022 Appropriation Act included funding for 125 behavioral health case manager  
557 positions and 127 partially-funded medical/treatment positions, to be phased in  
558 over the biennium, representing approximately half of the staffing recommended  
559 by the Compensation Board. This funding is a significant investment in helping  
560 jails to comply with proposed behavioral health standards. VACo supports a  
561 continued state partnership with localities in ensuring that jails are able to meet  
562 state standards in caring for these vulnerable individuals.

563  
564 **Mitigation of the Effects of Tax-Exempt Property on the Local Tax**  
565 **Base**

566 VACo supports reinstating state payments (PILT) to counties that mitigate the  
567 impacts of state correctional and behavioral healthcare facilities on county  
568 revenue. VACo supports measures to ameliorate the effects of large amounts of  
569 other tax-exempt property on the local tax base, including state assistance with  
570 the costs of state-mandated property tax exemptions.

571  
572 **Legislation with Local Fiscal Impact**

573 VACo supports legislation or other measures providing additional time for  
574 localities to review legislation that may have an impact on local revenues or  
575 expenditures.

576  
577 **Modernization of Communications Sales and Use Tax Structure**

578 VACo supports updating the Communications Sales and Use Tax (CSUT) to  
579 ensure that it reflects the modern telecommunications landscape, which has  
580 evolved since the CSUT took effect in January 2007.

581 VACo opposes any further diversion of Communications Sales and Use Tax  
582 Trust Fund dollars beyond the uses already specified in statute. These revenues  
583 should be held in trust for localities and not diverted for general state purposes.  
584 Currently, funds from the Communications Sales and Use Tax Trust Fund are  
585 taken “off the top” for the Department of Taxation’s costs to administer the tax,  
586 the telephone relay center operated by the Department for the Deaf and Hard of  
587 Hearing, and any franchise fees owed to localities. Language adopted in the  
588 2018-2020 biennium budget and continued in the 2021 Appropriations Act  
589 provides for an additional diversion of funds to the state General Fund from  
590 assumed savings in the telephone relay contract; these funds would otherwise  
591 flow to localities.

592  
593 **Real and Personal Property Tax Exemptions Enacted Prior to 2003**

594 VACo supports providing localities the ability to decide whether to maintain  
595 property tax exemptions granted by the General Assembly prior to passage of the  
596 Constitutional amendment vesting the authority to grant such exemptions with  
597 localities. The Constitutional amendment which was passed by the voters in  
598 2002 and took effect in January 2003 placed decision-making authority about  
599 local tax exemptions with local governing bodies, within certain limits, and this  
600 authority should apply to exemptions granted before 2003 as well.

# GENERAL GOVERNMENT

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## Priorities

### **Local Authority**

VACo supports relaxation of the Dillon Rule and supports legislation maintaining and enhancing local authority and autonomy in matters including land use, revenue measures, procurement, and other issues of local concern. VACo supports extending powers currently granted to some local governments to all local governments. VACo opposes legislation that erodes local authority.

### **Unfunded Mandates**

VACo opposes unfunded mandates and shifting fiscal responsibility for existing and new programs by the Commonwealth from the state to localities. When funding for a mandated program is altered, the mandate should be suspended until full funding is restored. When legislation with a cost to localities is passed by the General Assembly, the cost should be borne by the Commonwealth, and the legislation should contain a sunset clause providing that the mandate is not binding on localities until funding by the Commonwealth is provided.

## Positions

### **Collective Bargaining for Public Employees**

VACo opposes any effort to mandate collective bargaining for public employees.

### **Election Administration**

VACo supports legislation that would decrease the costs of elections to localities and establish a more robust state-local relationship in funding this vital function of government. Cost reduction solutions include requiring parties to pay for primary elections, having one date for primary elections, establishing countywide voting places and other similar measures. The state should provide adequate funding to localities for voting equipment and registrar costs and should assist localities with the resources necessary to implement state requirements, such as meeting election security standards. VACo also supports legislation to minimize or eliminate Split Voting Precincts. Additionally, VACo supports a streamlined process to address situations in which census boundaries do not align with locally drawn or commonly adhered to boundaries. VACo supports additional flexibility for localities in the requirements for drawing precinct and district boundaries.

### **Ethics Reform**

VACo supports common sense efforts to strengthen Virginia's public ethics and conflicts of interest laws that are applicable and practical at the local level.

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**False Reports / Swatting**

VACo supports efforts that discourage and hold individuals accountable for making false reports that result in the deployment of law enforcement or other first responders.

**First Responder Recruitment, Retention, Training, and Support**

VACo urges the General Assembly to provide additional resources that would assist local governments with the recruitment, retention, training, and support of first responders such as law enforcement, fire and EMS personnel, and 9-1-1 dispatchers.

**Freedom of Information Act (FOIA)**

VACo opposes changes to the Virginia Freedom of Information Act that would impose additional burdens on localities. VACo supports the option for local and regional bodies to meet electronically. VACo supports protecting the confidentiality of citizen complainants' personal information from disclosure under FOIA.

**Grievance Hearings**

VACo supports legislation authorizing localities to use an administrative hearing officer and existing grievance panels and procedures, and opposes the mandate of a three-member panel. VACo also supports providing immunity to local government employees, officers, volunteers, administrative hearing officers and panel members for claims arising out of participation in personnel grievance procedures.

**Interoperability**

VACo supports the state's goal that agencies and their representatives at the local, regional, state and federal levels be able to communicate using compatible systems to respond more effectively during day-to-day operations and major emergencies.

VACo supports increased interoperability and the Commonwealth's transition to Next Generation 9-1-1 (NG9-1-1) in a way that does not unfairly burden localities, financially or otherwise.

**Local Government Representation in the Courtroom**

VACo supports legislation that provides local government entities the right to have a representative/ witness in the courtroom for the full duration of a trial.

**Pretrial Services**

VACo supports increased funding for and expansion of pretrial services. If the Commonwealth adopts a funding formula for pretrial services, it must hold harmless the localities currently participating.

**Public Notice, Public Hearing and Public Procurement**

VACo supports legislation to streamline required newspaper advertising for public notices, public hearings and public procurement including legislation to



693 give localities the option to use electronic or other forms of notification as an  
694 alternative to newspaper advertising.

695

696 **Public Safety – Body Worn Cameras**

697 VACo supports maintaining the ability of local governments to adopt policies and  
698 practices regarding body worn cameras that reflect local needs and fiscal realities.

699

700 **Sovereign Immunity**

701 VACo opposes any substantive change in local governments’ present defense of  
702 qualified immunity and sovereign immunity. VACo opposes bringing counties  
703 under the Virginia Tort Claims Act.

704

705 **State Assistance for Police Departments**

706 VACo supports increasing state assistance for police departments through “599”  
707 Aid to Localities. This funding is designed to equalize state funding between  
708 counties in which the sheriff department provides law enforcement and those  
709 cities, counties, and towns with a police department.

710

711 **Workers’ Compensation Presumptions**

712 VACo opposes any effort to expand workers’ compensation presumptive illnesses  
713 eligibilities for public employees that is not done in concert with additional state  
714 funding assistance to local governments to offset additional insurance liabilities.

715

716 **Cybersecurity**

717 VACo supports dedicated state and federal funding for local governments to  
718 acquire and maintain advanced cybersecurity to protect vital systems and  
719 sensitive data. Incident reporting requirements should not impose an undue  
720 burden or interfere with local incident response.

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# HEALTH AND HUMAN RESOURCES

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## Priorities

### **Health and Human Resources Funding**

VACo supports transparent state policies and funding to ensure the Commonwealth’s at-risk families have access to high quality and appropriate services. The Commonwealth should provide full funding to localities and their state administrative entities for state-mandated human services and provide the necessary program flexibility to enable localities to provide comprehensive and case-tailored services.

VACo supports resources necessary for behavioral health and mental health facilities to ensure the protection of residents’ and staff health and safety, such as appropriate staff qualifications, training, compensation, and condition of the facilities.

### **Crisis Services and State Hospital Capacity to Accept Individuals Subject to Temporary Detention Orders**

VACo supports efforts to address census pressures at state hospitals through near-term funding measures that will enable all state hospitals to receive admissions of individuals subject to temporary detention orders without delays. VACo supports competitive salaries and training for state hospital direct care staff. In addition, ongoing efforts to support community-based crisis services must continue.

## Positions

### **Aging/Long-Term Care**

VACo supports efforts that allow seniors to remain at home in a safe and secure environment. VACo urges the General Assembly to provide sufficient funding for companion services, in-home services, and home-delivered meals. Due to the increasing number of older adults in Virginia and the rise of Adult Protective Services (APS) cases, VACo supports additional state resources to ensure adequate training for APS workers on topics such as financial exploitation.

### **Behavioral Healthcare**

VACo supports continued funding by the Commonwealth sufficient to allow Community Services Boards (CSBs) (or equivalent county agencies)<sup>1</sup> to meet adequately the charge of providing services through a community-based system of care. State support must adequately enable CSBs to provide the services mandated by the General Assembly as part of the STEP-VA initiative, as well as

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<sup>1</sup> The term “Community Services Boards” is used here to encompass the operating or administrative policy Community Services Boards, behavioral health authority, and local government departments with policy-advisory Community Services Boards.

781 any additional requirements that may be added. Funding must be sufficient to  
782 ensure adequate staffing in a competitive market.

783 Any changes to CSB funding should involve meaningful consultation with  
784 localities as key funding partners in the behavioral health system. In addition to  
785 local contributions to CSBs, localities make significant commitments to  
786 behavioral health through support for services funded through the Children's  
787 Services Act and local spending on behavioral health care in local and regional  
788 jails, among other funding commitments.

789 Proposed changes to the funding structure, such as the creation of new  
790 funding formulae, should apply only to new funding. As an alternative, hold-  
791 harmless funds must be provided to those CSBs that would stand to lose state  
792 funding under any new funding structure.

793 VACo supports the ability of the Department of Behavioral Health and  
794 Developmental Services to waive local matching requirements for CSB funding  
795 for localities experiencing financial hardships.

796 Realignment of the behavioral health funding structure to incentivize  
797 community-based treatment rather than use of state hospitals will require  
798 additional state dollars and must not rely on local funding to backfill  
799 unanticipated costs for hospitalization.

800 VACo supports the provision of additional resources to meet the  
801 behavioral health needs of justice-involved individuals, such as mobile crisis  
802 services and other diversion programs that may be appropriate substitutes for, or  
803 supplements to, law enforcement responses. Such work should be coordinated  
804 with existing local and state efforts. A sustained commitment of resources from  
805 the state will be necessary to ensure successful implementation of the Marcus  
806 Alert system; these resources must be in addition to, and not at the expense of,  
807 the funding needed to provide the array of community-based services established  
808 under STEP-VA.

809 VACo recognizes the need for specialized services for individuals with  
810 cognitive impairments who may experience behavioral health challenges, and  
811 supports the provision of resources to enable these individuals to remain in the  
812 community, such as continued funding for dementia behavioral specialists and  
813 other supports for caregivers.

814 VACo supports the creation of additional Medicaid waiver slots to serve  
815 individuals with intellectual and developmental disabilities in the community,  
816 approximately 13,877 of whom were on a wait-list as of August 2022.

817 VACo supports efforts to improve efficiency and save staff time for child  
818 abuse or neglect or family abuse cases in juvenile and domestic relations courts  
819 by allowing behavioral health care providers the ability to submit written reports  
820 documenting mental health conditions, similar to the current ability for  
821 documentation of physical conditions or injuries to be submitted in writing by  
822 certain health care providers, provided that all current standards of  
823 confidentiality are preserved.

824

### 825 **Children's Services Act**

826 VACo supports equitable cost-sharing between the state and localities for the  
827 costs involved in the placements of children in residential treatment facilities for

828 non-educational reasons. VACo opposes proposals to limit state participation in  
829 funding services for children and youth who are mandated to be provided with  
830 special education and foster care services.

831 VACo supports enhancing the ability of local school divisions to serve  
832 children with disabilities, to include flexibility in use of state pool funds to serve  
833 children with high-level needs in local or regional programs tailored to meet  
834 those needs, at local option; exploration of enhancements to the Students with  
835 Intensive Support Needs Application (SISNA) or a similar funding mechanism  
836 within the Department of Education to enable more children to be supported  
837 within the public school environment; and additional support for special  
838 education wraparound services to help support children in their communities.

839 VACo supports state assistance to localities with contracting for CSA  
840 services to improve localities' ability to negotiate with providers of these services,  
841 such as private day placements. Rate setting by the state must not limit the  
842 state's funding obligation at the expense of localities if a provider refuses to  
843 accept the negotiated rate.

844 VACo appreciates the investment of an additional \$500,000 per year in  
845 state administrative funds in the 2022 Appropriation Act and supports continued  
846 investment of state resources to assist in the local administration of CSA  
847 programs. As CSA becomes increasingly complex and the Office of Children's  
848 Services is charged with ensuring effective implementation, the state should  
849 provide funding and other resources to support local programs.

850

### 851 **Early Intervention**

852 VACo supports sustainable funding for Part C Early Intervention, which is an  
853 entitlement program that provides services for Virginia's infants and toddlers.  
854 VACo requests that the General Assembly continue to increase state general  
855 funding to address growth in caseloads and fund rates that address the costs of  
856 providing the services. Underfunding this entitlement program puts pressure on  
857 local revenues to fill funding gaps for this mandated service.

858

### 859 **Emergency Medical Transportation**

860 VACo supports policies to protect consumers who require air ambulance services.  
861 VACo opposes proposals that would add additional legal and administrative  
862 burdens on local first responders regarding decisions about methods of  
863 transportation in emergency situations.

864

### 865 **Foster Care**

866 VACo supports continued state efforts to ensure successful implementation of  
867 federal legislation governing federal funding for children placed in foster care, to  
868 include improving access to the evidence-based prevention services that may be  
869 funded by Title IV-E dollars and ensuring that congregate care providers are able  
870 to meet new standards required in the law. This legislation will allow federal  
871 participation in prevention services that previously have been funded by state  
872 and local dollars, but services must meet certain standards in order to qualify for  
873 federal funding.

874 VACo supports state assistance in recruiting appropriate foster families to  
875 care for children who must be removed from their homes. VACo supports state  
876 assistance in recruiting and retaining child welfare workers to address high rates  
877 of turnover in local departments of social services, such as by increasing the  
878 number of partnerships with universities in Virginia, improving training for child  
879 welfare workers by implementing an academy model, and expanding the Child  
880 Welfare Stipend program.

881  
882 **Healthcare**

883 VACo supports continued state funding for dental care, school nurses and  
884 preventive services and maternal and child health programs offered through local  
885 health departments and local school systems. VACo encourages the state to  
886 prepare for emergency health services access to care and to develop and fund  
887 incentives that would alleviate the nursing shortages felt in many communities.

888 VACo supports efforts to reduce the cost of prescription drugs for  
889 individual consumers as well as for local governments' health insurance plans for  
890 county employees, such as through an affordability review process and the  
891 establishment of Upper Payment Limits for high-cost prescription drugs,  
892 provided there is an opportunity for local representation in such a process.

893  
894 **Human Trafficking**

895 VACo supports treating survivors of human trafficking as victims, not criminals,  
896 and supports their access to services available to other trauma victims, such as  
897 job placement services, housing assistance, access to education, legal services,  
898 and mental health services.

899  
900 **Implementation of Medicaid Expansion**

901 VACo supports continued state funding for the local costs associated with  
902 Medicaid expansion, such as local eligibility workers, as well as state assistance  
903 with reviewing the Medicaid eligibility of more than 1.2 million cases as required  
904 after the termination of the federal public health emergency (which has barred  
905 disenrollment of individuals during the emergency period as a condition of the  
906 state's receipt of the enhanced federal match rate).

907  
908 **Local EMS Involvement**

909 VACo supports increased local involvement in state EMS planning to ensure  
910 statewide needs are met and to avoid imposing unnecessary barriers to  
911 volunteerism.

912  
913 **Prevention Services**

914 VACo supports increased state general funding for community-based service  
915 programs. VACo recognizes programs such as Healthy Families, Comprehensive  
916 Health Investment Project (CHIP) of Virginia, Smart Beginnings, and Resource  
917 Mothers as important models and requests that the General Assembly provide  
918 additional funding for these home- and community-based activities. Investments  
919 in programs that ensure a strong start for children can help reduce the need for  
920 costlier interventions later in life.

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**Substance Abuse**

Efforts to address substance dependency must be comprehensive and coordinated with localities. The state should develop and support evidence-based prevention initiatives and should continue to improve access to treatment.

**Telehealth**

VACo supports the use of electronic information and telecommunications technologies to support long-distance clinical health care, patient and professional health-related education, public health and health administration. Flexibility in the delivery of these services is essential in meeting the needs of residents.

DRAFT

# TRANSPORTATION

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## Priority

### **Transportation Funding**

VACo supports continued study and action to address the causes for declining growth in transportation revenues and to develop recommendations to grow revenue over time to meet increasing demands for new construction and maintenance for existing transportation infrastructure. Such action must address the secondary road needs of counties throughout the Commonwealth, including additional funding for the paving of unpaved roads.

VACo supports changes to simplify the Smart Scale process for allocating transportation funds to reduce time and costs to prepare and review applications. VACo supports adequate funding levels to maintain existing transit capital state match rates.

VACo supports continuing efforts to replace the regional funding that was redirected from the Northern Virginia Transportation Authority.

VACo supports efforts to replace revenue lost due to eliminating the state sales tax on groceries, without redirecting funding for other transportation purposes.

While VACo supports the passage of the 2021 Infrastructure Investment and Jobs Act (IIJA), this funding should not replace the necessary funding the Commonwealth should provide localities regarding their transit and infrastructure needs. VACo supports flexible funding for transportation, transit and infrastructure projects across the Commonwealth.

### **Local-State Cooperation**

VACo is committed to the protection of local government authority to regulate land use. This authority must be recognized by Virginia Department of Transportation (VDOT) and the Commonwealth Transportation Board (CTB) when evaluations are conducted to determine the consistency between local transportation plans and the Commonwealth's transportation priorities. VACo also opposes the reduction of local control that is associated with the CTB's process of designating Corridors of Statewide Significance and the implementation of Arterial Preservation. Additionally, VACo supports additional flexibility within the VDOT project approval process and standards to be responsive to localities' individual needs, including utility coordination. VACo supports the expansion of authority and discretion of Resident Administrators of VDOT to approve modifications to design standards where appropriate with local needs, including reduction of speed limits.

## Positions

### **Airports**

VACo supports additional state and federal funding for the maintenance and expansion of airports to foster regional economic development.

1014 **Autonomous Vehicles**  
1015 VACo supports continued collaboration with local governments on the  
1016 development, deployment, and restrictions of use for autonomous vehicles, aerial  
1017 systems, and related support infrastructure.

1018  
1019 **Electric Vehicle Charging Stations**  
1020 VACo supports increased state and federal funding that provides for the  
1021 availability and installation of interoperable, electric vehicle charging stations in  
1022 collaboration with localities.

1023  
1024 **Devolution of Secondary Roads**  
1025 VACo opposes legislative or administrative initiatives that would transfer to  
1026 counties the responsibility for the construction, maintenance or operation of new  
1027 and existing roads.

1028  
1029 **Maintenance Priorities**  
1030 VACo supports a requirement imposed upon VDOT to implement a notification  
1031 plan with the local governing body to establish maintenance priorities.

1032  
1033 **Orphaned Drainage Outfalls**  
1034 VACo supports the recommendations of the Evaluation of Drainage Outfalls Final  
1035 Report to mitigate the impacts of drainage outfalls with no assigned maintaining  
1036 entity across the Commonwealth.

1037  
1038 **Parking**  
1039 VACo supports general authority for counties to adopt ordinances regulating,  
1040 including prohibiting, the parking of boats, RVs, utility trailers, campers, etc. on  
1041 subdivision streets. In addition, VACo supports additional authority that would  
1042 allow localities with parking ordinances the ability to enforce such ordinances  
1043 using law enforcement, uniformed local employees, or uniformed personnel  
1044 under contract with the locality.

1045  
1046 **Railways**  
1047 VACo supports efforts by the Commonwealth to expand sustainable passenger  
1048 and commuter rail service, including Transforming Rail in Virginia, to currently  
1049 unserved areas of the Commonwealth as well as areas where demand exceeds  
1050 available service. VACo supports continued collaboration with local governments  
1051 regarding Commonwealth Rail Fund projects funded by the state and constructed  
1052 within their jurisdictions. VACo supports efforts to safely improve mobility issues  
1053 on roads that cross railway lines.

1054  
1055 **Recordation Tax Distribution to Localities**  
1056 VACo supports the restoration of state recordation tax revenues distributed to  
1057 counties and cities for use of transportation or public education purposes.

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1061 **Regional Transportation Funding**  
1062 VACo opposes any efforts to divert existing dedicated regional transportation  
1063 revenues to areas and purposes outside of that region unless additional dedicated  
1064 funding sources are provided to hold such funding harmless.

1065  
1066 **Truck Size and Weight**  
1067 VACo opposes any legislation that seeks to increase truck size or weight beyond  
1068 the current federal standards, thereby stressing the capacity of the  
1069 Commonwealth’s road systems and putting highways, roads and bridges at risk of  
1070 increased damage or deterioration.

1071  
1072 **Transit**  
1073 State funding for transit should account for the needs of each region and  
1074 community to foster regional economic development.

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**BOARD ACTION FORM**

**Agenda Item:** Action Item #6.04

**Subject:** Proposed Changes to Outside Organization Funding Guidelines

**Board Meeting Date:** December 15 2022

=====

**Summary:** The Board of Supervisors adopted a Policy Governing Contributions to External Organizations which establishes guidelines and procedures related to external organizations that will be funded by the County. Upon implementation of the policy during the Fiscal Year 2023 budget cycle, staff identified potential refinements to the policy. Generally, these recommendations help clarify policy elements, provide for a more streamlined review, and ensure greater equity among the diverse organizations that have historically received funding from the County.

The attached document contains the red-lined changes to the existing policy based upon the recommendation of staff.

**Recommendation:** Staff recommends the Board of Supervisors adopts the recommended changes to the existing policy.

**Attachment:** Policy Governing Contributions to External Organizations – Proposed Changes

=====

**ACTION:** That the Board adopts the recommended changes to the existing policy.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>	<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___

County of Sussex, Virginia

Policy Governing Contributions to External Organizations  
Approved by the Board of Supervisors:  
Effective Date:

I. Purpose

Sussex County desires to assist non-profit and community organizations that provide important public services. The Board of Supervisors agrees the services provided by these external organizations are vital to the success of the community but are not within the scope of the County government. In these cases, outside agencies may be able to provide the service in a more efficient and effective manner than if the program were managed directly by the County.

The requests from outside agencies are expansive and, unfortunately, the County cannot fund all requests. The purpose of this policy is to establish guidelines and procedures related to external organizations that will be funded by the County.

II. Scope

This policy applies to all external entities seeking financial assistance from Sussex County for any purpose. This does not apply to established Fire and Rescue volunteer agencies, ~~and~~ other governmental organizations that are statutorily entitled to funding, and organizations for which the County has a contractual obligation to provide funding.

Examples of applicable organizations include: nonprofit agencies; community groups; groups managing and promoting festivals and other cultural events; arts groups; sports groups; educational groups; and animal welfare groups.

Whenever a question arises as to whether or not an organization is subject to the Sussex County's Policy Governing Contributions to External Organizations, final determination shall be made by the County Administrator in consultation with the Finance Director and/or Treasurer.

III. Objectives

1. Ensure that Sussex County considers all requests fairly and responsibly, with a clear and consistent set of standards and procedures.
2. Ensure that contributions are consistent with the County's overall goals for the community
3. Ensure transparency in the funding request and approval process

IV. Eligibility

Organizations shall be subject to certain eligibility requirements based upon the level of funding for which they apply, which shall be broken down into three thresholds. Those thresholds and the eligibility requirements for each are listed below:

- Tier One Organizations: funding requests up to \$10,000
  - Must be located in Sussex County or have their principle clientele within the County
  - Must be a nonprofit, charitable, or similarly established organization
  - Must submit all required information in Section V of this policy.
- Tier Two Organizations: funding requests between \$10,001 and \$50,000
  - Must be located in Sussex County or have their principle clientele within the County
  - Must be a nonprofit, charitable, or similarly established organization
  - Must be registered as active and in good standing with the Virginia State Corporation Commission
  - Must be registered as a tax exempt organization with the Internal Revenue Service or similar tax exemption status
  - Must submit all required information in Section V of this policy.
- Tier Three Organizations: funding requests greater than \$50,000
  - Must be located in Sussex County or have their principle clientele within the County
  - Must be a nonprofit, charitable, or similarly established organization
  - Must be registered as active and in good standing with the Virginia State Corporation Commission
  - Must be registered as a tax exempt organization with the Internal Revenue Service
  - Must have an unqualified audited financial statement for the most recently concluded fiscal year
  - Must submit all required information in Section V of this policy

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~~In order to receive County funding, organizations must meet the following criteria:~~

- ~~1. Must be registered and in good standing as a tax exempt organization with the Commonwealth of Virginia and the Internal Revenue Service~~
- ~~2. Must be located in Sussex County or have their principle clientele within the County~~

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~~3. Must submit all required information in Section V of this policy~~

The following organizations are ~~not~~ **NOT** eligible for County funding under this policy:

1. For profit organizations
2. Individual persons
3. Any entity involved in any illegal activities
4. Any group involved in partisan political activity

V. Procedures

1. All contributions will be in compliance with the Code of Virginia §15.2-953.
2. Contributions to external entities will be considered once annually during the County's budget process through an external organization funding request application process developed by County Administration.
3. Organizations interested in County funding ~~will~~ **shall** submit an application to the County Administration in accordance with timelines established by County Administration so that the requests may be reasonably reviewed during development of the County's fiscal year budget, submit a request in writing to the Finance Department by January 15 of each year. Should that date occur on a weekend or holiday, the due date will be extended to 5:00pm on the next business day.
4. ~~Generally, applications shall include but not be limited to requesting the following information from organizations~~ **Written requests shall include the following, which shall be set out in more detail in the required grant application form:**
  - a. Name of the organization
  - b. Name of the principal point of contact for the organization
  - c. Contact information for the principal point of contact
    - At a minimum, an email address or phone number shall be provided
  - d. Description of how the organization meets the criteria of being a nonprofit, charitable, or similarly established organization
  - e. Description of the organization's principal location/service area and/or principal clientele
  - f. Total amount requested in the following fiscal year
    - ~~a.g.~~ The purpose of the funding request
    - ~~b.h.~~ If this is a one-time request or will be an ongoing annual request
    - ~~e.i.~~ A description of the other funding sources for the funding request, including but not limited to other localities
    - j. A description of the organization's mission and goals
    - ~~d.k. and a.~~ An overview of the organization's principal leadership demonstrating the ability to implement the project or program for which funding is requested
    - ~~e.l.~~ A description of the project or program for which funding is requested to include the goals, methods of implementation, and evaluation of success for the proposed project or program for which funding is sought.
    - ~~f.m.~~ A description of how the project or program meets the goals of the County or meets needs that have not already been identified
    - ~~g.n.~~ A description of how the project or program will have long-term positive effects on the County and the community
5. ~~Additionally, the following additional information shall be provided based on tier levels (based on the amount of requested funding):~~
  - a. For Tier Two Organizations (those requesting funding between \$10,001 and \$50,000)

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- Proof of the organization’s “Active” and “In Good Standing” status with the Virginia State Corporation Commission
  - Proof of the organization’s tax exemption status with the Internal Revenue Service or similar tax exemption status
  - b. For Tier Three Organizations (those requesting funding greater than \$50,000)
  - Proof of the organization’s “Active” and “In Good Standing” status with the Virginia State Corporation Commission
  - Proof of the organization’s tax exemption status with the Internal Revenue Service or similar tax exemption status
  - Proof of the organization’s unqualified audited financial statement for the most recently concluded fiscal year.
  - h. A copy of the organization’s articles of incorporation
  - i. A copy of the organization’s most recent financial statement (close of the most recent fiscal year)
  - j. List of the current Board of Directors, their terms and a discussion of appointment procedures.
  - k. A copy of the organization’s most recent IRS form 990
  - l. A copy of the organization’s tax exempt status
- ~~5.6.~~ Once requests are received, the Finance Department County Administration will determine if the request meets eligibility requirements and prepare a review summary of all applications.
- ~~6.7.~~ By the regular March Board of Supervisors meeting annually, the County Administrator will submit to the Board of Supervisors a report of eligible projects, amount requested, summary of project or program requested for funding, and a recommendation for funding given present budget constraints. This information will be submitted to the Board of Supervisors within a reasonable time period to assist the Board with budget considerations in the upcoming fiscal year budget.
- ~~7.8.~~ The Board of Supervisors will consider each request during the budget development process and will determine if each request will be funded. The Board’s consideration will be based solely upon the written request application submitted by the organization. The Board will not consider any request unless written an application has been submitted application is made as specified in accordance with this policy.
- ~~8.~~ The Board of Supervisors may establish additional conditions of the award of financial support

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for any project or program.

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## VI. Additional Provisions

Organizations that do not comply with the requirements and procedures found within this policy or established by the Board of Supervisors will be ineligible for funding the next fiscal year. Additionally, the County Administrator will withhold funding from any organization that is found to be in non-compliance with the requirements set forth herein.

In addition to the above, the following requirements are established:

~~1. The County will fund no more than 50% of the annual budget for any individual agency, though the County may cover the cost of entire programs within individual agencies.~~

~~a. Agencies that are funded more than 50% at the time of approval of this policy may remain at their current funding amount for subsequent years but may not receive any additional funds until such time as the County's contribution equals less than 50% of the agency's total annual budget. For example, if the County provides \$50,000 to an agency, which accounts for 60% of the agency's budget, that agency may continue to receive an annual appropriation of no more than \$50,000 until such time as the County's contribution is less than 50% of the agency's total annual budget. If the percentage of the total annual budget falls below 50%, the agency would be eligible to request more than the \$50,000 in subsequent budgets.~~

~~2.1.~~ Funds must be used by the organization for the activity stated in the application. Utilizing funds for purpose other than stated in the written request is prohibited unless a formal request is submitted and presented to the Board of Supervisors for consideration.

~~2.2.~~ Funds may not be transferred to another organization.

~~3.~~ Organizations must submit regular progress reports to the County Administration regarding the use of their funding allocation. Such reports shall be collected using a form and method as determined by County Administration and shall include questions on the quantitative and qualitative impacts of the funding on the organization's programming. Reporting shall be submitted based on tier levels:

~~a.~~ For tier one organizations (those requesting up to \$10,000), progress reports shall be submitted annually by the last business day in July (covering the entire fiscal year)

~~b.~~ For tier two organizations (those requesting between \$10,001 and \$50,000), progress reports shall be submitted semi-annually by:

~~• the last business day in January (covering the period July 1<sup>st</sup> through December 31<sup>st</sup>)~~

~~• the last business day in July (covering the period January 1<sup>st</sup> through June 30<sup>th</sup>)~~

~~c.~~ For tier three organizations (those requesting more than \$50,000), progress reports shall be submitted quarterly by:

~~• the last business day in October (covering the period July 1<sup>st</sup> through September 30<sup>th</sup>)~~

~~• the last business day in January (covering the period October 1<sup>st</sup> through December 31<sup>st</sup>)~~

~~• the last business day in April (covering the period January 1<sup>st</sup> through March 31<sup>st</sup>)~~

~~4. • the last business day in July (covering the period April 1<sup>st</sup> through June 30<sup>th</sup>)~~

~~Organizations that seek consecutive annual funding for any single project or program must submit a written assessment to explain how the money was used in the prior year and evaluate the success of the program or project. This submission must be received by September 1 of each subsequent fiscal year. Failure to submit this evaluation will result in ineligibility in the following year.~~

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**SUSSEX COUNTY EXTERNAL ORGANIZATION GRANT APPLICATION FORM FY 2022-2023**

**Commented [DC1]:** This form will be updated after action is taken – if any – by the Board of Supervisors during their December 15, 2022, meeting.

Additionally, it is likely that the application process will be migrated over to an online application system through an online survey system such as Survey Monkey.

1. COVER FORM Organization Name:

Organization Legal Name, if different: Project Name(s):

Organization's Federal Tax ID#: Year Established:

Number of Years Organization has operated in Sussex County or served Sussex County Residents:

Organization's Mailing Address: Required Information (Include Street Address, City, State, Zip)

Organization's Sussex Address (if different): (Include Street Address, City, State, Zip)

Organization's Authorizing Official Contact Information: Required Information (Include First Name, Last Name, Title, Phone Number, Email)

Organization's Application Contact Person (if different): (Include First Name, Last Name, Title, Phone Number, Email)

Organization 2021 Operating Budget: Total Cost of Services/Project: Amount of Grant Funding Request:

Current Fiscal Year Start/End Date: Brief Overview of Request:

First Time Applicant: Y/N

2. GRANT APPLICATION

**a. Statement of Need**

Describe the scope of the need for your service(s), including:

What need does your program address? Describe what the proposed funding will be used for

1. Describe your service population's needs within Sussex County (i.e. number of children in poverty; number of women in shelters, number of clients on a wait list, number of County residents served specifically within service area, etc.).

Describe how you track the overall number of Sussex County residents served by your program? Are you able to track unduplicated numbers of participants among all of your programs? If so, how?

- o Describe the data collected to inform and improve service delivery to this population (i.e. client satisfaction surveys, pre- post- surveys, client focus groups, client participation on your board) for assessing proposed service.

**b. Project Description and Timeline**

Based on your responses in the Statement of Need, please respond to the following:

2. What is your proposed solution to the need identified? Why was this service approach chosen?
3. Describe any program characteristics or specializations that set your services apart from similar providers in Sussex County. Describe the duration (number of visits) and intensity (minutes or hours per visit) of your services provided to the population described.



4. Within the grant period, what is your plan for implementing the program or service?
5. What results are you committed to achieving during the grant period? What evidence will you provide to show you achieved your results?

**c. Organizational Background, Qualifications and Expertise –**

Based on your responses in section a. and b., respond to the following questions about your organization:

Describe your organization including the following:

1. Describe organizational capacity to achieve project objectives (include proven ability to manage grants, program management, prior experience with area of need and how this program fits with your organization's mission, goals and values).
2. Describe your staff and the role and expertise of your board of directors.
3. If your organization has multiple programs, briefly describe the overall populations served.
4. Describe current activities (i.e. current board initiatives, strategic plan), recent accomplishments within the past 3 years, and future plans.

**e. Budget and Supporting Financial Documents**

1. Provide a line item budget and justification.
  - Submit all of the following: Most recent audit or financial statement (for the prior 2 years if applicable)
  - IRS Letter of Determination
  - Certificate of Good Standing with Virginia SCC

**BOARD ACTION FORM**

**Agenda Item:** Action Item #6.05

**Subject:** Glyndon & Carver Right-of-Way Certification Resolution

**Board Meeting Date:** December 15 2022

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**Summary:** Attached for your consideration is a Rural Addition resolution required by VDOT to accept Glyndon and Carver Lanes in Wakefield into the state system and provide for necessary paving/upgrades. A key component of this resolution is the certification of all necessary right-of-way and easements. Staff is working to finalize the last needed deeds and easements for consideration of this resolution at the December board meeting (staff has worked recently with VDOT to include a T-turnaround at the end of Carver Lane as an alternative to a cul-de-sac). Supervisor Wayne Jones, administrative and planning staff, the County Attorney, and contracted legal and surveying services have worked for an extended period of time to acquire all necessary right-of-way and easements so that these roads can be paved and better serve the area residents. If the attached resolution is adopted at the December board meeting, VDOT staff has pledged to complete some much needed road maintenance prior to Christmas, with paving slated in early 2023 (subject to weather conditions).

**Recommendation:** Staff recommends approval of the Rural Addition resolution for Glyndon and Carver Lanes.

**Attachment:** Resolution #22-152 Rural Addition for Glyndon and Carver Lanes

=====

**ACTION:** That the Board approves the Rural Addition resolution #22-152 for Glyndon and Carver Lanes.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___

**Rural Addition Resolution per State Code §33.2-335  
Rural Addition Requiring Funds for Improvement**

The Board of Supervisors of Sussex County, in regular meeting on the 15th day of December, 2022, adopted the following:

RESOLUTION #22-152

WHEREAS, the street(s) described below was established Glyndon Lane and Carver Lane, and currently serves 10 owner occupied dwelling units, and

WHEREAS, the Virginia Department of Transportation has deemed this county's current subdivision control ordinance meets all necessary requirements to qualify this county to recommend additions to the secondary system of state highways, pursuant to §33.2-335, Code of Virginia, and

WHEREAS, after examining the ownership of all property abutting this street(s), including the deeds and related plats, this Board finds no restriction on the use of public funds for the improvement of the road, and

WHEREAS, after examining the ownership of all properties abutting this street, this Board finds that speculative interest does not exist; and

WHEREAS, this Board has identified available funding to make improvements required to qualify the street(s) for addition to the Secondary System of State Highways, based on the Department's cost estimate of \$149,127;

NOW, THEREFORE, BE IT RESOLVED, pursuant to §33.2-335, Code of Virginia, this Board requests the following street(s) to be added to the Secondary System of State Highways maintained by the Virginia Department of Transportation and hereby guarantees the right-of-way of the street(s) to be clear, unencumbered, and unrestricted, which right-of-way guarantee shall include any necessary easements required for cuts, fills, and drainage:

Name of Subdivision: Carver Heights

Name of Street: Glyndon Lane

From: Railroad Avenue

To: Carver Lane

Length: .0341 Miles

Guaranteed Right

Of Way Width: 40 Feet

Name of Street: Carver Lane  
 From: Glyndon Lane  
 To: Dead end

Length: .0398 Miles  
 Guaranteed Right  
 Of Way Width: 40 Feet

Plat Recorded:           Date: March 6, 1961, Deed Book: 61, Page: 141

BE IT FURTHER RESOLVED, this Board requests the Virginia Department of Transportation to improve said street(s) to the prescribed minimum standards, funding said improvements with the following funds:

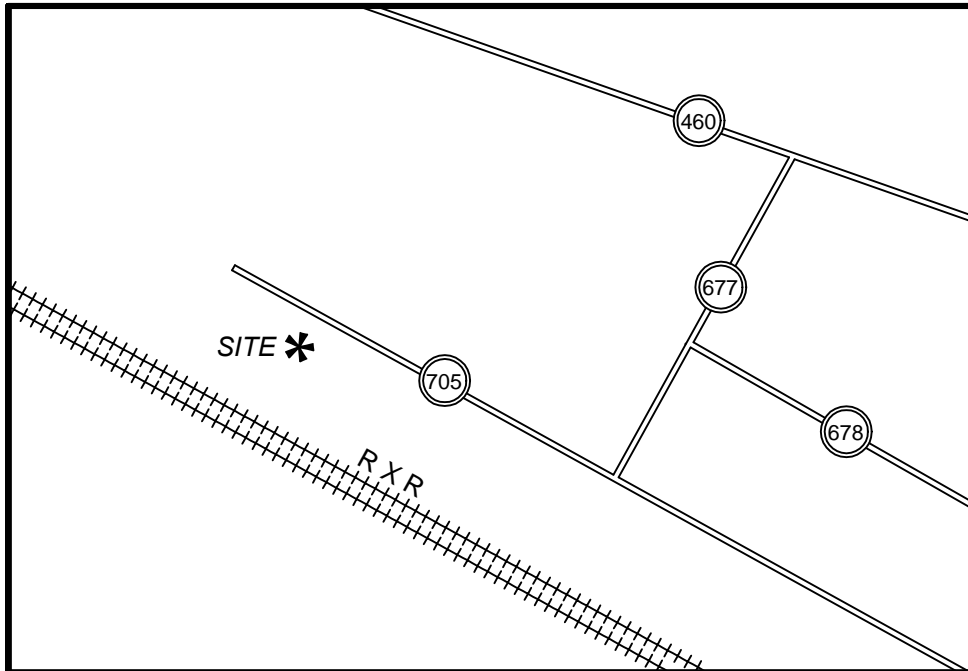
Source of Funds	Amount
Secondary funding	\$149,127

BE IT FURTHER RESOLVED, this Board agrees to reimburse, within 45-days of receiving an invoice, all costs that the Virginia Department of Transportation incurs to relocate existing utilities within the right-of-way that are discovered during the course of and in conflict with the construction, drawing such funds from resources other than those administered by the Department; and

BE IT FURTHER RESOLVED, this Board agrees to reimburse, within 45-days of receiving an invoice, all costs that the Virginia Department of Transportation incurs in the construction of necessary improvements to the road that are over and above the estimated cost of improvements or to otherwise identify an eligible source of funds administered by the Department to cover such costs.

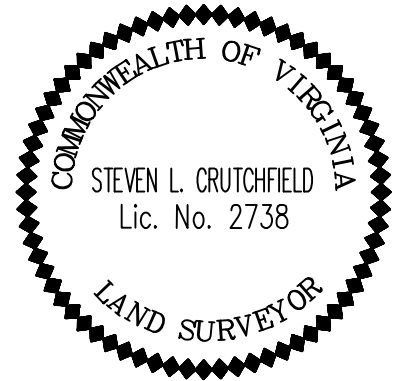
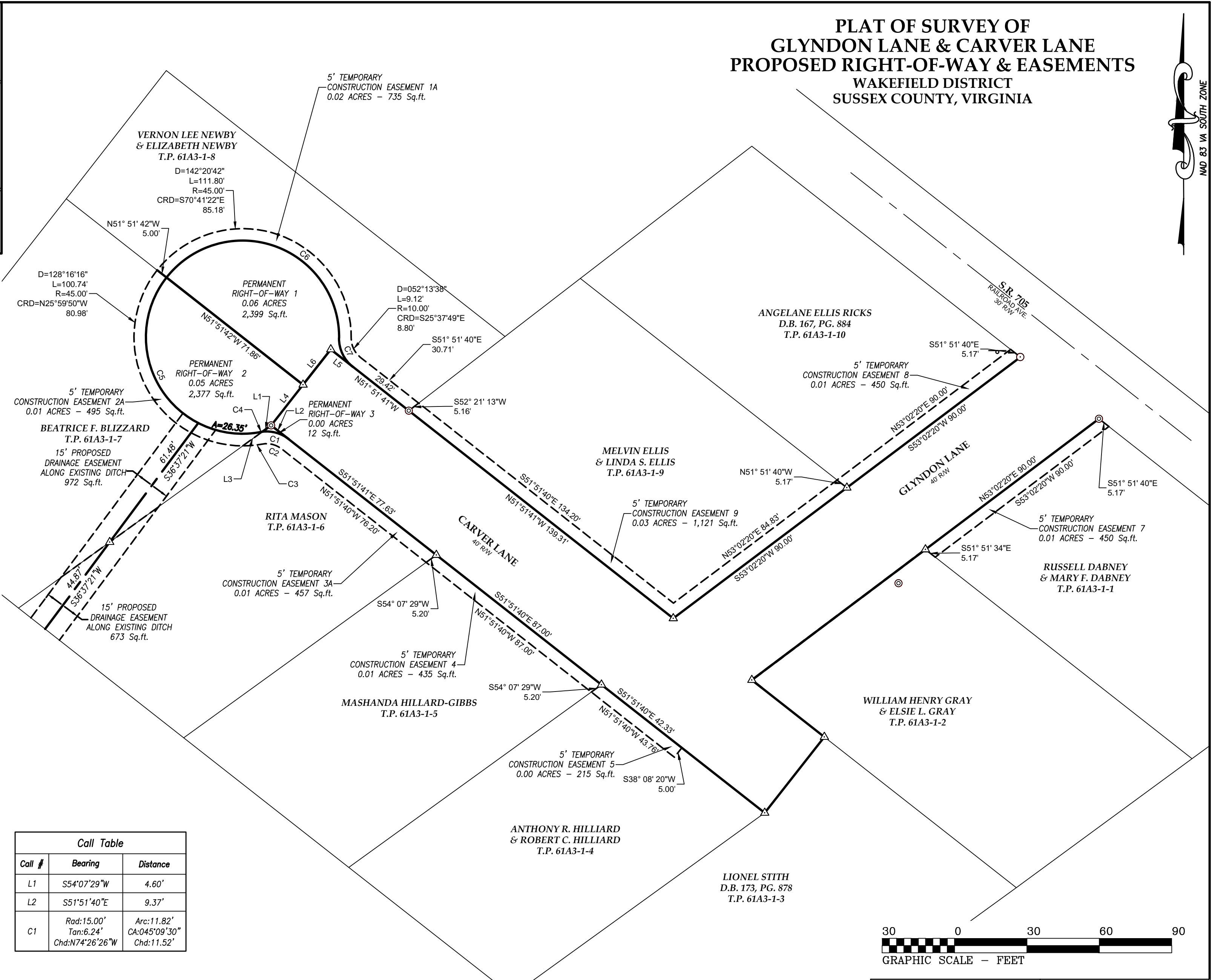
**PLAT OF SURVEY OF  
GLYNDON LANE & CARVER LANE  
PROPOSED RIGHT-OF-WAY & EASEMENTS  
WAKEFIELD DISTRICT  
SUSSEX COUNTY, VIRGINIA**

MAD 83 VA SOUTH ZONE



**LEGEND**

- RBR --- REBAR
- FD --- FOUND
- D.B. --- DEED BOOK
- PG. --- PAGE
- R/W --- RIGHT OF WAY
- P.B. --- PLAT BOOK
- IN. --- INSTRUMENT NUMBER
- T.P. --- TAX PARCEL



**SURVEYORS CERTIFICATE**

I HEREBY CERTIFY THAT THIS CURRENT BOUNDARY SURVEY, TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND CERTIFIED LANDSCAPE ARCHITECTS.

STEVEN L. CRUTCHFIELD, PLS  
VIRGINIA CERTIFICATE NUMBER: 2738

Call #	Bearing	Distance
L1	S54°07'29"W	4.60'
L2	S51°51'40"E	9.37'
C1	Rad:15.00' Tan:6.24' Chd:N74°26'26"W	Arc:11.82' CA:045°09'30" Chd:11.52'

Call #	Bearing	Distance
L4	S38°08'20"W	21.40'
L1	S54°07'29"W	4.60'
C4	Rad:15.00' Tan:0.45' Chd:S81°16'43"W	Arc:0.89' CA:003°24'12" Chd:0.89'
C5	Rad:40.00' Tan:105.75' Chd:N31°08'32"W	Arc:96.73' CA:138°33'40" Chd:74.83'

Call #	Bearing	Distance
C1	Rad:15.00' Tan:6.24' Chd:N74°26'26"W	Arc:11.82' CA:045°09'30" Chd:11.52'
L3	S54°07'29"W	9.89'
C2	Rad:10.00' Tan:4.51' Chd:N76°08'32"W	Arc:8.48' CA:048°33'42" Chd:8.22'
C3	Rad:45.00' Tan:4.05' Chd:S84°43'20"W	Arc:8.08' CA:010°17'24" Chd:8.07'

Call #	Bearing	Distance
C6	Rad:40.00' Tan:117.31' Chd:S70°41'22"E	Arc:99.38' CA:142°20'42" Chd:75.72'
C7	Rad:15.00' Tan:7.37' Chd:S25°41'21"E	Arc:13.70' CA:052°20'40" Chd:13.23'
L5	N51°51'40"W	11.68'
L6	S38°08'20"W	18.60'



WAKEFIELD DISTRICT	SUSSEX COUNTY, VA
REV. DATE: 11/15/2022	SCALE: 1"=30'
SHEET 1 OF 1	J.N.: 18626RW
DRAWN BY: SMS	CHECK BY: SLC
RATIO OF PRECISION = 1:40,000+	

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**BOARD ACTION FORM**

**Agenda Item:** Action Item #6.06

**Subject:** Resolution Designating Shilton R. Butts as County Clerk

**Board Meeting Date:** December 15 2022

=====

**Summary:** Attached for your consideration is a resolution that designates Shilton Ricks Butts as Clerk to the Sussex County Board of Supervisors, a designation currently held by the County Administrator. Ms. Ricks Butts currently administers most roles of the County Clerk, so this resolution formally recognizes that role. Ms. Ricks Butts is an active member of the Virginia Municipal Clerks Association (VMCA) and the International Institute of Municipal Clerks (IIMC). She is currently pursuing her Certified Municipal Clerk designation, with a goal of completing the program within the next two years. In consultation with the Board Chair, it is requested that Ms. Ricks Butts be given a \$1,500 annual salary increase in recognition of designating her as Clerk to the Board of Supervisors.

**Recommendation:** Staff recommends approval of resolution designating Shilton Ricks Butts as Clerk to the Sussex Board of Supervisors and approval of a \$1,500 annual salary increase effective December .

**Attachment:** Resolution #22-153 Appointing Clerk to the Board of Supervisors

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**ACTION:** That the Board approves Resolution #22-153 Appointing Shilton Ricks Butts as Clerk to the Sussex County Board of Supervisors and approve a \$1,500 annual salary increase.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___

**Sussex County Board of Supervisors**

**Resolution #22-153  
Appointing Clerk to the Board of Supervisors**

Resolved by the Sussex County Board of Supervisors that the Board hereby appoints Shilton Ricks Butts as the Clerk to the Board pursuant to § 15.2-1538 of the Code of Virginia.

Be it Further Resolved, that in her role as Clerk to the Board of Supervisors, Ms. Ricks shall have the all the duties and be vested with all the authority set out in § 15.2-1539 of the Code of Virginia.

Adopted by the Sussex County Board of Supervisors this \_\_\_\_ day of \_\_\_\_\_, 2022.

By: \_\_\_\_\_  
Susan Seward, Chair

Code of Virginia

Title 15.2. Counties, Cities and Towns

Chapter 15. Local Government Personnel, Qualification for Office, Bonds, Dual Office Holding and Certain Local Government Officers

**§ 15.2-1539. General duties of clerk.**

It shall be the clerk's general duty to:

1. Record in a book the proceedings of the governing body;
2. Make regular entries of all its ordinances, resolutions and decisions on all questions concerning the raising of money, and within five days after any order for a levy is made, to deliver a copy thereof to the commissioner of revenue of his locality or the person performing such commissioner's duties, as the case may be;
3. Record the vote of each supervisor or council member on any question submitted to the board or council, as required by law or his governing body; and
4. Preserve and file all accounts acted upon by the governing body, with its actions thereon, for a period of five years after audit and thereafter until the governing body shall authorize their destruction in accordance with retention regulations for records established pursuant to the Virginia Public Records Act.

Code 1950, § 15-237; 1956, c. 710; 1960, c. 34; 1962, c. 623, § 15.1-532; 1982, c. 493; 1997, c. 587.