

**Sussex County Board of Supervisors Meeting**  
**Thursday, December 17, 2020 – 6 pm**  
**Sussex Elementary School Gymnasium**  
**21392 Sussex Drive, Stony Creek VA 23882**

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**1. Commencement**

- 1.01 Call to Order/Determine Quorum
  - A. Approval of Board Member(s) Participating by Phone under Board Remote Participation Policy
- 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 19, 2029 Regular Board Meeting
- 2.02 Warrants and Vouchers
- 2.03 Treasurer's Report – *for information only*
- 2.04 Financial Update – *for information only*
- 2.05 Animal Services Report – *for information only*
- 2.06 Community Development Report – *for information only*
- 2.07 Housing Department Report – *for information only*
- 2.08 Environmental Inspections Report – *for information only*
- 2.09 Sheriff's Department Report – *for information only*
- 2.10 Public Safety Department Report – *for information only*

**3. Recognitions/Awards/Presentation**

- 3.01 FY20 Audit of the Sussex County – Aaron Hawkins, Robinson, Farmer, Cox Associates

**4. Public Hearing**

- 4.01 Elderly/Disabled Tax Relief Ordinance – Deste Cox, Treasurer
  - Public Comments
  - Board Comments
  - Action on Public Hearing (if any)

**5. Appointments – none**

**6. Action Items**

- 6.01 Stony Creek WasteWater Treatment Plant (WWTP) Capacity Evaluation Study
- 6.02 Virginia Department of Corrections Radio System Maintenance Cost Sharing Agreement
- 6.03 CARES Funding Update and Allocation for Volunteer Fire Departments and Rescue Squads
- 6.04 Shands Energy Siting Agreement Termination
- 6.05 FY21-22 Operating Budget Schedule
- 6.06 COVID-19 Municipal Utility Relief Program Utility Agreement

6.07 CDBG Asbestos Abatement and Billing Demolition Funding Agreement with the Town of Waverly

**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 21, 2020 @ 6 p.m.

**At a Regular Meeting of the  
Sussex County Board of Supervisors  
Held in the Sussex Elementary School Gymnasium on  
Thursday, November 19, 2020 at 6 pm**

**BOARD MEMBERS PRESENT**

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

**STAFF PRESENT:**

Richard Douglas, County Administrator  
Jeff Gore, County Attorney  
Ellen G. Boone, Commissioner of the Revenue  
Deste J. Cox, Treasurer  
G. Reid Foster, Public Safety  
Jeffrey Gary, Director of Public Works/Building Inspector  
William Jenkins, General Registrar  
Shilton R. Butts, Assistant to the County Administrator/  
Deputy Clerk to the Board of Supervisors

**1. Commencement**

**1.01 Call to Order/Determine Quorum (6:00 p.m.)**

The November 19, 2020 regular meeting of the Sussex County Board of Supervisors was called to order by Chair Seward.

**1.01a Approval of Board Members Participating by Board's Remote Participation Policy**

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of remote participation of Supervisors Johnson, D. Jones and Mr. Steve White, Tie Breaker. All Board members present voted aye.

**1.02 The Invocation**

The Invocation was offered by Supervisor Fly.

**1.03 The Pledge of Allegiance**

The Pledge of Allegiance was recited by all.

#### 1.04 Agenda Amendments

There were no agenda amendments.

#### 1.05 Approval of Agenda

ON MOTION OF SUPERVISOR W. JONES seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the November 19, 2020 regular agenda as presented. All Board members present voted aye.

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

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the November 19, 2020 Consent agenda inclusive of the following: (a) Minutes of October 15 Regular and October 29, 2020 Recessed Board meetings; (b) the Approval of Warrants and Vouchers; (c) the Treasurer's Report; (d) Financial Update; (e) Animal Services Report; (f) Community Development Report; (g) Housing Report; (h) Environmental Inspections Report; (i) Sheriff's Department Report; (j) Request to Remove Leave and Compensatory Time Cap for 2020; (k) Courthouse Fire Truck Title Transfer; and (l) Courthouse Fire Station Paving Budget Amendment. All Board members present voted aye.

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

#### 3.01 Virginia Department of Transportation (VDOT) Update –Jerry Kee, Assistant Residency Administrator

Mr. Jerry Kee, VDOT's Assistant Residency Administrator, stated that he and Mr. Catlett of VDOT met with the County Administrator in October 2020. They discussed the Six Year Plan, the Carver and Glyndon Lane project and maintenance issues with trash and things of that nature.

Mr. Kee stated that one of the items discussed was the unpaved road Six Year Plan numbers. He stated that the Board needed to identify some routes to transfer the money from removing the Steel Bridge Road project. Mr. Kee stated that there was approximately \$551,000 available that could probably complete a couple of routes on the list.

A map and highlighted area of discussion was provided to the Board.

Mr. Kee stated that the Board of Supervisors and VDOT will begin working on the upcoming Secondary Six Year Plan in the next couple of months. He reviewed the following items that need to be addressed before the new plan is passed by the Board:

In 2019, Route 635 (Steele Bridge Road) was removed from the Six Year Plan at the request of the Board of Supervisors. At that time, no other road was selected to replace Route 635 in the plan.

During a later Board Meeting, Route 609 (Gray Road) was requested, but during VDOT’s review, it was noted that the traffic count did not meet the minimum of 50 vehicles per day (VPD) to qualify for the unpaved road funds. The newest traffic count is only 30 VPD. Mr. Kee stated that he had identified other funding that could be used for Route 609. He stated that the County already had approximately \$104,000 available in TeleCommunication Funds in the plan that can be transferred.

The following is a list of the routes that does qualify for funding under this program:

Route	Road Name	From	To	Traffic Count
604	Chinquapin Road	606	621	90
611	Mill Path Road	609	610	70
632	Hunting Quarter Road	609	610	90
636	Longevity Road	626	40	80
640	Cabin Stick Road	637	626	70

Route 735 UPC# 107435

Mr. Kee stated that no action was required at the time; however, action will be needed in the next 60 to 90 days for the upcoming year.

Mr. Kee stated that drainage/draining ditches were also discussed. Mr. Kee stated that the process had changed. He stated that VDOT does roadside ditches and will do outfall ditches if they are causing damage to the road. They are done on a case by case basis.

Mr. Kee stated that if anyone had any issues, they could call Customer Service on their 800 number, 800-FOR-ROAD (800-367-7623).

He stated that VDOT was finished with their final mowing for the year. The contract is due in to do all of the primaries. Trash is included in the contract and will be picked up at that time. He noted that there are a lot of work orders for litter. They are viewed on a case by case basis. Mr. Kee stated that there was a Memorandum of Understanding Agreement wherein inmates can be used to help pick up trash.

He stated that VDOT was working on Route 613 and a section of Routes 634 and 636. Mr. Kee noted Route 35 was their break point. Waverly’s VDOT handles everything northeast of Route 35. Stony Creek’s VDOT basically handles everything southeast of Route 35. There was a request for speed study on Beaver Dam Road. A crosswalk study is currently being done in Waverly Route 460 and Route 40. A safety study is being done for the Route 35 and Route 40 intersection. He stated there has been a number of accidents at that intersection.

In regards to the status of Glyndon and Carver Lane, VDOT needs recorded plats and documentation for Right of Way acquisition before the roadway can be taken into the system. VDOT has funding available and is ready to initiate construction as soon as the final documentation has been received from the County.

### 3.02 Solid Waste Management Recommendation – Scott Bost and Major Terri Hall

Chair Seward stated that the Board of Supervisors will receive recommendations and updates related to solid waste operations from Mr. Scott Bost (Smith Gardner) and an update on convenience center operations from Major Hall (Garda World). Mr. Williams wasn't able to be in attendance.

Mr. Bost had been tasked by the Interim County Administrator to review all aspects of Sussex County's solid waste operations and staffing. He provided a brief summary/overview of his findings.

Mr. Bost stated that the landfill was very well run and operated. Atlantic Waste Disposal, Inc. operates and manages the County's Solid Waste Management Facility and other waste services throughout the County including solid waste convenience sites. There are eight (8) solid waste convenience centers.

Mr. Bost noted that the waste was covered. He noted that Atlantic Waste Disposal, Inc. took care of maximum space of air space of the landfill.

He reviewed all the operating records. They were in compliance. He provided a log for daily use.

Mr. Bost toured the convenience sites. They were found well managed, clean and well run.

Please note that Mr. Bost has agreed to serve as the Director of Environmental Inspections on an interim basis, to further determine specific tasks and responsibilities of County landfill staff, and to assist with the other aspects of solid waste collection. He will start January 1, 2021, approximately two or three days a week.

Mr. Bost stated that there are two (2) ways to get tonnage—one way is from a skilled inspector; the other is from the State.

There was discussion of positions, job descriptions and training. There was discussion of certifications (Class 1 and Class2); where will classes be conducted; and, if staff development issues—who paid and what were costs.

Mr. Bost's full report was included in the Board packet.

Staff has been working with Major Hall to improve the overall operations of the County's convenience centers managed by GardaWorld, including assuring that only appropriate solid waste is collected at the centers. In addition, staff has been working with Major Hall and Waste Management to add bulk waste collection at the convenience centers.

Major Hall stated that she has been working with Sussex for almost three years. There are 20 security officers that are residents of Waverly and Sussex County. They have all received training. They are certified security officers. Three (3) more security officers have been hired.

Major Hall stated that she goes out every couple of weeks checking convenience sites. During the pandemic, she stated that she didn't have any security officers affected by COVID-19. If staff is affected by COVID-19, another security officer will be available immediately.

Major Hall stated that they had talked about getting other dumpsters out to convenience sites.

There was discussion of an easier way to dispose of metal recycling, old household appliances, mattresses, etc.

There was discussion of providing separate containers for refrigerators, etc. to accommodate citizens and budgeting for the disposal.

It was recommended to continue as is through the end of the year, until it is determined if the recyclables will be taken to the landfill.

County Administrator Douglas noted that County staff had no special privileges for dumping mattresses, etc.

No action was requested at this time

### 3.03 Election Update – Bill Jenkins, General Registrar

Mr. William "Bill" Jenkins, Sussex's General Registrar, gave a brief overview of the November 2020 Election update.

Mr. Jenkins stated that there was a total different way of voting this year. He stated that Virginia has 45 days of absentee voting. He stated the difference this year was, there was no more excuse which in essence made it early voting.

He stated 1,600 people voted in person in the Registrar's office. There were 721 voters by mail ballots. Ballots were counted the night of the election. Only two absentee ballots came in late by mail. There were a few provisional ballots when the voter didn't bring their ballot to the poll.

On the machine of 1,600, there were 143. There was 73% percentage voter turnout.

There were two (2) difference set ups to vote in the office. Sussex was one of the two drive through offices for voting in Virginia. Voting was safe for both workers and voters. Social distancing was in place.

Mr. Jenkins stated that the Registrar's office was running a poll and mailing absentee ballots at the same time.

Mr. Jenkins noted the comparison of by mail voting in 2016 and 2020. In 2016, there were 235 by mail votes. In 2020, there were 721 by mail votes.

The Board was provided a copy of Mr. Jenkin's update which included a 2016 Absentee Ballot report.

#### **4. Public Hearing**

##### 4.01 CARES Act Funding Round 2

County Administrator Douglas stated that on July 28, 2020, the County was notified by the Secretary of Finance that it would receive its second and final allocation in Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020, Coronavirus Relief Funds in the amount of \$973,580.00. The total amount exceeds the 1% of total expenditures of the FY21 Adopted Budget requiring a public hearing and formal adoption by the governing body.

The County was also awarded broadband funding pursuant to the federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) in the amount of \$469,151 for the Old Forty/Robinson Road Project.

A copy of the draft Resolution approving a Budget Amendment & Supplemental Appropriation for Federal Categorical Aid Received to Respond to the Coronavirus Pandemic and a copy of Advertisement were included in the Board packet.

Chair Seward opened the Public Hearing.

##### Public Comments

There were no public comments.

Chair Seward closed the Public Hearing.

##### Board Comments

There were no Board member comments.

##### Action on Public Hearing

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby accepts and appropriates the CARES Act funding, in the amount of \$1,442,731 and authorizes the Office of Management and Budget and the Finance Department to process the budget adjustment required for this appropriation, upon receipt of awards; and

FURTHER RESOLVED that the Board adopts resolution approving a Budget Amendment and Supplemental; to wit:

WHEREAS, the Sussex County Board of Supervisors adopted its original budget on June 18, 2020 for FY21, and



WHEREAS, the coronavirus pandemic was an unanticipated event for which response funds were not included, and

WHEREAS, federal categorical aid has been made available to assist the County in fighting the spread of coronavirus and ensuring the safety of its citizenry, and

WHEREAS, the appropriate advertisements and public hearings, as required by Section 15.2-2507 of the Code of Virginia, have been conducted; and

WHEREAS, the proposed operational expenditures are expected to be completed over fiscal year 2021;

NOW, THEREFORE, BE IT RESOLVED, that the Sussex County Board of Supervisors hereby approves and adopts the Fiscal Year 2021 budget amendment, and appropriates all funds as set forth in the amendment below:

**GENERAL FUND**

Revenues:

Federal Government \$1,442,731

Total Revenues

\_\_\_1,442,731\_\_\_

–  
Expenditures:

Public Safety \$ 1,442,731

Total Expenditures \$ 1,442,731 and

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

Voting nay: none

Abstained: Supervisor Tyler

**5. Appointments**

There were no appointments.

**6. Action Items**

6.01 Elderly/Disabled Real Property Tax Ordinance – Deste J. Cox, Treasurer

Ms. Deste Cox, the County Treasurer, presented information on a potential tax relief program for elderly and disabled persons.

This concept was presented to the Board of Supervisors in Spring 2020. At the request of Supervisor Johnson, it has been brought back to the Board. If the Board wishes to move forward with the ordinance, a public hearing will have to be advertised for the December regular meeting.

Ms. Cox stated that the ordinance would authorize 100% tax relief on the home and one acre of land that the home is located on for taxpayers 65 years of age or older or permanently and totally disabled to meet the requirements of the ordinance. Those requirements would be number one. The home will be the full residence of the taxpayer who is claiming the exemption. The gross household income will be less than \$25,000.00 which will include the owner and anyone living in the dwelling except for caregivers and tenants. The next requirement would be a gross financial worth of the owner and spouse of \$100,000.00, excluding the value of the dwelling and up to one acre upon which the dwelling is situated. The taxpayer will be required to file annually with the Commissioner of the Revenue, between January 1 and April 1, and maybe requested to provide any reasonable supporting documentation required by the Commissioner to verify income and financial worth.

Based on the survey provided to the Board in the Spring and the requirements of the \$25,000.00 and \$100,000.00, there will be approximately 193 taxpayers that will qualify. The revenue impact will be approximately \$70,000.00. Ms. Cox stated that the figures could change. The revenue impact could change based who qualifies and who does not qualify and the value of the land.

Particular issues that will need to be considered include an income threshold for the tax exemption and limitation on the amount of land to be exempted. The real estate must be owned by, and be occupied as the sole dwelling of someone at least 65 years of age.

A draft ordinance was prepared by the County Attorney and could serve as the basis for such a program. Also included for review is a resident survey and background information, including information on tax relief programs of surrounding counties.

County Attorney Gore noted to mention that the expected effective date would be for the 2022 tax year, which staff recommends due to the logistics of putting the program in place, having forms ready, educating the citizens, etc.

A copy of the draft Ordinance to Adopt a Tax Relief Program for Elderly & Disabled Persons and the survey and backing Information on Surrounding Counties Tax Relief Programs were included in the Board packet. It was noted that a revised draft Ordinance was provided to the Board members at the meeting.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby directs staff to move forward with holding a Public Hearing at its December 17, 2020 Board meeting to consider an Elderly/ Disabled Real Property Tax Ordinance. All Board members present voted aye.

## 6.02 CARES Act Broadband Grant Performance Agreement

County Administrator Douglas stated that for consideration is a CARES Act Broadband Grant Performance Agreement, prepared by the County Attorney, to be executed by the Board of Supervisors, Industrial Development Authority (IDA) Board of Directors, and PGEC Enterprises (PGECE).

Mr. Douglas noted that he had previously mentioned applying for the CARES Act Broadband Grant with PGEC Enterprises.

Sussex County was awarded a \$469,151.00 broadband grant by the Governor's Office on October 28. This agreement will allow PGECE to move forward with a broadband project to serve the Old Forty/Robinson Road area. PGECE will be required to complete this project by December 25<sup>th</sup>. It was noted that funds were already received.

This contract was considered by the IDA at a meeting held on November 18<sup>th</sup> in which the IDA approved the agreement contingent upon the Board of Supervisors' approval.

Mr. Casey Logan gave a brief overview of the project. Mr. Logan stated that broadband would be hooked up 45 homes and make it available to another 150 homes. He stated that the County Administrator worked with the Superintendent of Sussex County schools to see how many homes were in the area that served students going to school.

A copy of a revised draft CARES Act Broadband Performance Agreement for fiber to the home broadband expansion and the Sussex CRF Award letter, dated October 28, 2020 were provided to the Board.

ON MOTION OF SUPERVISOR W. JONES, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the CARES Act grant performance agreement with PGECE to install broadband infrastructure in the Old Forty/Robinson Road area PGEC Enterprises project. All Board members present voted aye.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby appropriates \$469,151.00 to the Industrial Development Authority Board of Directors for payment to PGEC Enterprises. All Board members present voted aye.

## **7. Citizens' Comments**

- Jamica Giles (Waverly District) – Improvement Association.
- Zhanasia Shaw (Waverly District) – Improvement Association
- Frank Irving (Sussex Service Authority/Waverly District) – CARES ACT Funding for Utility Bills Relief.

ON MOTION OF SUPERVISOR W. JONES, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby directs staff to work with Sussex Service Authority to help get the application CARES ACT Funding completed by November 30, 2020. All Board members present voted aye.

## **8. Unfinished Business**

There were no Unfinished Business.

## **9. New Business**

There was no New Business.

## **10. Board Member Comments**

10.01 Blackwater District – Gro52 Groundbreaking; trash tax.

10.02 Courthouse District – Resolution defunding police.

10.03 Henry District – none

10.04 Stony Creek District – Wished everyone a Happy Thanksgiving.

10.05 Wakefield District – VDOT drainage system in Wakefield (Virginia Diner); Happy Thanksgiving.

10.06 Waverly District – Wished everyone a Happy Thanksgiving; precautions of COVID-19.

## **11. Closed Session**

There was no Closed Session.

## **12. Adjournment**

### 12.01 Adjournment

ON MOTION OF SUPERVISOR W. JONES, seconded by SUPERVISOR TYLER and carried: RESOLVED that the November 19, 2020 regular meeting of the Sussex County Board of Supervisors hereby adjourned at 8:19 p.m. All Board members present voted aye.

### 12.02 Next Meeting

The next regular Board of Supervisors meeting will be held on Thursday, December 17, 2020 at 6 p.m.

December 17, 2020

WARRANTS & VOUCHERS SUMMARY

**TOTAL ALL WARRANTS FOR APPROVAL \$782,531.84**

**TOTAL ALL VOID CHECKS FOR APPROVAL \$0.00**

<b>ACCOUNTS PAYABLE WARRANTS:</b>	<b>CHECK NO.</b>	<b>AMOUNTS</b>	<b>PROCESS DATE</b>
FOR MONTH OF NOVEMBER 2020	217356-217402	\$ 130,751.70	RUN DATE 11/05/20
	217413-217462	\$ 324,514.07	RUN DATE 11/12/20
	217463-217468	\$ 180.00	RUN DATE 11/16/20
	217469-217518	\$ 133,786.78	RUN DATE 11/19/20
	217583-217614	\$ 69,999.09	RUN DATE 11/24/20

**Total Regular Warrants \$659,231.64**

PAY. DEDUCTION WARRANTS:	217403-217412	\$ 61,903.26	RUN DATE 11/16/20
	217519-217571	\$ 8,520.00	RUN DATE 11/19/20
	217572-217582	\$ 52,876.94	RUN DATE 11/25/20

**Total Deduction Warrants: \$123,300.20**

**TOTAL VOUCHERS & WARRANTS FOR APPROVAL \$782,531.84**

**VOID CHECKS See attached \$ -**

# ACCOUNTS PAYABLE CHECKS



P O NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PNT	ACH PNT TOTAL	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
00000000	000923	ALL SEASONS TERMITE & SHIELD	4027102820	10/28/2020	65.00	4100-051500-1272-551-510	65.00	217356			Building Maintenance & Repair	01670 SUSSEX COUNTY JAIL
		DISC. TOTAL					.00				TOTAL	65.00
00000000	001011	ANTHEM BLUE CROSS& SHIELD	532734740204	10/22/2020	4,048.14	4100-051500-1293-551-510	4,048.14	217357			Inmate Medical Expenses	01670 # 5327370866
		DISC. TOTAL					.00				TOTAL	4,048.14
00000000	000010	BANK OF SOUTHSIDE VA	0222 1020 01	9/11/2020	27.33	4100-051500-1299-551-510	27.33	217358			Miscellaneous Others	01670 V.GIVENS ACCT
		DISC. TOTAL					.00				TOTAL	27.33
00000000	001767	BB&T	2338 1020 01	9/25/2020		4100-021300-9006-231-210	315.82	217359			VHDA HUD COVID-19 GRANT	01670 # 4046011199882338
		DISC. TOTAL					758.97	217359			VHDA HUD COVID-19 GRANT	01670 # 4046011199882338
00000000	001767	BB&T	2338 1020 02	9/28/2020		4100-021300-9006-231-210	15.74	217359			Publ... Subsc... Books, Ref.	01670 # 4046011199882338
		DISC. TOTAL					517.82	217359			Building Maintenance & Repair	01670 # 4046011199882338
00000000	001767	BB&T	2338 1020 03	10/01/2020		4100-021600-1272-261-210	396.00	217359			Information System Services	01670 # 4046011199882338
		DISC. TOTAL					75.44	217359			COVID-19 Expenses	01670 # 4046011199882338
00000000	001767	BB&T	2338 1020 06	10/02/2020		4100-021100-1224-271-210	1.95	217359			Telecommunications	01670 # 4046011199882338
		DISC. TOTAL					53.80	217359			Water Services	01670 # 4046011199882338
00000000	001767	BB&T	2338 1020 07	10/07/2020		4100-021100-1234-211-210	418.31	217359			VHDA HUD COVID-19 GRANT	01670 # 4046011199882338
		DISC. TOTAL					1,880.89	217359			COVID-19 Expenses	01670 # 4046011199882338
		DISC. TOTAL					.00				TOTAL	4,434.74
00000000	001767	BB&T	2338 1020 11	10/09/2020		4100-021300-9006-231-210	1,339.62	217360			VHDA HUD COVID-19 GRANT	01670 # 4046011199882338
		DISC. TOTAL					4,120.00	217360			COVID-19 Expenses	01670 # 4046011199882338
00000000	001767	BB&T	2353 1020 12	10/20/2020		4100-021100-1258-211-210	179.88	217360			Computer Software/Applications	01670 # 4046011199882353
		DISC. TOTAL					356.97	217360			Office Supplies	01670 # 4046011199882353
00000000	001767	BB&T	2353 1020 02	9/24/2020		4100-061100-1241-613-610	400.00	217360			Information System Services	01670 # 4046011199882353
		DISC. TOTAL					162.37	217360			Office Supplies	01670 # 4046011199882353
00000000	001767	BB&T	2353 1020 04	9/25/2020		4100-021700-1224-271-210	150.00	217360			Workshops and Conferences	01670 # 4046011199882353
		DISC. TOTAL					33.95	217360			Office Supplies	01670 # 4046011199882353
00000000	001767	BB&T	2353 1020 05	9/25/2020		4100-011100-1203-111-110	45.00	217360			Organization Membership	01670 # 4046011199882353
		DISC. TOTAL					438.49	217360			Office Supplies	01670 # 4046011199882353
		DISC. TOTAL					.00				TOTAL	7,226.28
00000000	001767	BB&T	2353 1020 11	10/16/2020		4100-061100-1241-613-610	806.05	217361			Office Supplies	01670 # 4046011199882353
		DISC. TOTAL					33.39	217361			Office Supplies	01670 # 4046011199882353
		DISC. TOTAL					.00				TOTAL	839.44
00000000	999999	BOYKINS, CHARLIE	CB 1020	11/04/2020	223.20	4100-051500-1215-551-510	223.20	217362			Inmate Pay	01670 INMATE PAY
		DISC. TOTAL					.00				TOTAL	223.20
00000000	999999	BROOKS, ANTHONY	AB 1020	11/04/2020	170.10	4100-051500-1215-551-510	170.10	217363			Inmate Pay	01670 INMATE PAY
		DISC. TOTAL					.00				TOTAL	170.10
00000000	000181	BUCKLEY'S SECURITY	SMITHS 95379	10/29/2020	255.00	4100-021200-1272-221-210	255.00	217364			Building Maintenance & Repair	01670 SUSSEX COUNTY
		DISC. TOTAL					.00				TOTAL	255.00
00000000	000738	BUTLER'S TOWING AND	7105	10/26/2020	19.95	4100-051100-1265-512-510	19.95	217365			Vehicle Maintenance & Repairs	01670 SUSSEX SHERIFF
		DISC. TOTAL					.00				TOTAL	19.95
00000000	001530	C W WILLIAMS & CO. LLC	631305	10/19/2020	7,602.30	4100-021500-2110-251-210-504	7,602.30	217366			State Fireman's Fund	01670 # 80203
		DISC. TOTAL					.00				TOTAL	7,602.30



P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PNT	ACH ACH PNT	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
0000000	000728	CARQUEST OF WAKEFIELD	15335-18548	9/25/2020		4100-051100-1265-512-510	35.38	217367			Vehicle Maintenance & Repairs01670 # 5001	
0000000	000728		15335-18598	9/28/2020		4100-051100-1265-512-510	17.39	217367			Vehicle Maintenance & Repairs01670 #5001	
0000000	000728		15335-18605	9/28/2020		4100-051100-1265-512-510	42.53	217367			Vehicle Maintenance & Repairs01670 #5001	
0000000	000728		15335-19173	10/18/2020		4100-051100-1265-512-510	104.98	217367			Vehicle Maintenance & Repairs01670 #5001	
0000000	000728		15335-19352	10/23/2020		4100-051100-1265-512-510	36.97	217367			Vehicle Maintenance & Repairs01670 # 5001	
		00 CHECK TOTAL		237.25	ACH PNT TOTAL						00 EPY PNT TOTAL	TOTAL 237.25
0000000	001485	CENTRAL AGRIBUSINESS	JR29062	10/28/2020		4100-051500-1246-551-510	77.00	217368			Food Supplies	01670 SUSSEX SHERIFF
		00 CHECK TOTAL		77.00	ACH PNT TOTAL						00 EPY PNT TOTAL	TOTAL 77.00
0000000	001630	CHENEY BROTHERS	10-920086616	10/28/2020		4100-051500-1246-551-510	1,990.83	217369			Food Supplies	01670 # 60030700
		00 CHECK TOTAL		1,990.83	ACH PNT TOTAL						00 EPY PNT TOTAL	TOTAL 1,990.83
0000000	001682	COMPUTER PROJECTS OF ILLI	20-10-243ME	10/23/2020		4100-051100-1224-516-510	360.00	217370			Information System Services	01670 SUSSEX SHERIFF
		00 CHECK TOTAL		360.00	ACH PNT TOTAL						00 EPY PNT TOTAL	TOTAL 360.00
0000000	000411	CRATER CRIMINAL JUSTICE	2315	10/30/2020		4100-051500-1244-551-510	470.90	217371			Uniform Services	01670 SUSSEX SHERIFF
		00 CHECK TOTAL		470.90	ACH PNT TOTAL						00 EPY PNT TOTAL	TOTAL 470.90
0000000	000983	DELL MARKETING L P	10427154665	9/28/2020		4100-031100-1241-312-310	369.51	217372			Office Supplies	01670 # 1453579
0000000	000983		10434673437	10/30/2020		4100-021100-2120-211-210-203	614.77	217372			COVID-19 Expenses	01670 # 1453579
		00 CHECK TOTAL		984.28	ACH PNT TOTAL						00 EPY PNT TOTAL	TOTAL 984.28
0000000	000902	DOC FARMER'S MARKET	MKT79230	10/26/2020		4100-051500-1246-551-510	342.15	217373			Food Supplies	01670 SUSSEX CO JAIL
0000000	000902		MKT79385	11/02/2020		4100-051500-1246-551-510	296.75	217373			Food Supplies	01670 SUSSEX CO JAIL
		00 CHECK TOTAL		638.90	ACH PNT TOTAL						00 EPY PNT TOTAL	TOTAL 638.90
0000000	000084	DOMINION VIRGINIA POWER	0482572328	10/26/2020		4100-021600-1276-263-210	2,898.85	217374			Electric	01670 # 0482572328
0000000	000084		5080737736	10/26/2020		4100-021200-1276-221-210	41.18	217374			Electric	01670 # 5080737736
0000000	000084		9447701492	10/22/2020		4100-021200-1276-221-210	6.76	217374			Electric	01670 # 9447701492
		00 CHECK TOTAL		2,946.79	ACH PNT TOTAL						00 EPY PNT TOTAL	TOTAL 2,946.79
0000000	001692	FERRELLGAS	1113237139	10/29/2020		4100-021600-1279-261-210	248.70	217375			Propane	01670 # 112364120
0000000	001692		1113237145	10/29/2020		4100-021600-1279-261-210	173.56	217375			Propane	01670 # 112364120
0000000	001692		1113306886	11/02/2020		4100-021600-1272-261-210	152.28	217375			Building Maintenance & Repair01670 # 112364120	
		00 CHECK TOTAL		574.54	ACH PNT TOTAL						00 EPY PNT TOTAL	TOTAL 574.54
0000000	001122	GOVERNMENT FINANCE	2986259	10/27/2020		4100-021100-1202-211-210	249.00	217376			Publ . Subsc . Books Ref	Ma01670 # 300145560
		00 CHECK TOTAL		249.00	ACH PNT TOTAL						00 EPY PNT TOTAL	TOTAL 249.00
0000000	001616	INTRENSIC LLC	1292	11/01/2020		4100-051100-1255-512-510	9,358.65	217377			Maintenance Service Contract	01670 SUSSEX SHERIFF
		00 CHECK TOTAL		9,358.65	ACH PNT TOTAL						00 EPY PNT TOTAL	TOTAL 9,358.65
0000000	001779	JAD BUILDERS, INC	345 BANK 110420	11/04/2020		4100-021300-9004-231-210	8,630.35	217378			UNOS-CDBG Housing Grt	01670 345 BANK STREET
0000000	001779		615 HIGG 110420	11/04/2020		4100-021300-9003-231-210	10,454.50	217378			Pocahontas-CDBG Housing Grt	01670 615 HIGGINS ST
		00 CHECK TOTAL		19,084.85	ACH PNT TOTAL						00 EPY PNT TOTAL	TOTAL 19,084.85
0000000	000049	JARRATT HARDWARE	2010-062336	10/13/2020		4100-021200-1272-221-210	9.95	217379			Building Maintenance & Repair01670 # 136	
		00 CHECK TOTAL		9.95	ACH PNT TOTAL						00 EPY PNT TOTAL	TOTAL 9.95
0000000	001538	JIM WHELAN'S SERV. CENTER	95891	10/02/2020		4100-051100-1265-512-510	49.95	217380			Vehicle Maintenance & Repairs01670 SUSSEX SHERIFF	
		00 CHECK TOTAL		49.95	ACH PNT TOTAL						00 EPY PNT TOTAL	TOTAL 49.95



P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	A/P ACRL	ACCOUNT NO.	INVOICE DATE	ACH PMT	ACH PMT TOTAL	NET AMOUNT	CHECK NO.	ACH PHT	ACH PHT TOTAL	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
00000000	001147	JOHN'S AUTO BODY & PAINT	2536		4100-051100-1265-512-510	10/26/2020	1,519.40	1,519.40	1,519.40	217381		1,519.40	Vehicle Maintenance & Repairs	01670 SUSSEX SHERIFF
		DISC. TOTAL			00 CPA PHT TOTAL				.00	EPY PHT TOTAL				1,519.40
00000000	999999	KING, DAVID	DK 1020		4100-051500-1215-551-510	11/04/2020	7.65	7.65	7.65	217382		7.65	Immrate Pay	01670 IMMATE PAY
		DISC. TOTAL			00 CPA PHT TOTAL				.00	EPY PHT TOTAL				7.65
00000000	999999	LIONS CLUB INTERNATIONAL	RO 102020		4100-021100-1201-211-210	10/20/2020	78.00	78.00	78.00	217383		78.00	Organization Membership	01670 DOUGLAS, RICHARD
		DISC. TOTAL			00 CPA PHT TOTAL				.00	EPY PHT TOTAL				78.00
00000000	001433	LOME'S	909904		4100-021200-1274-221-210	10/02/2020	42.62	42.62	42.62	217384		42.62	Grounds Maintenance & Repairs	01670 # 99000502080
		DISC. TOTAL			4100-021200-1272-221-210	10/02/2020	30.34	30.34	30.34	217384		30.34	Building Maintenance & Repair	01670 # 99000502080
		DISC. TOTAL			00 CPA PHT TOTAL				.00	EPY PHT TOTAL				72.96
00000000	000061	PRINCE GEORGE ELECTRIC	1413003200	1020	4100-021600-1276-263-210	10/28/2020	49.63	49.63	49.63	217385		49.63	Electric	01670 # 1413003200
		DISC. TOTAL			4100-021600-1276-263-210	10/28/2020	79.59	79.59	79.59	217385		79.59	Electric	01670 # 1423010000
		DISC. TOTAL			4100-021200-1276-221-210	10/28/2020	120.06	120.06	120.06	217385		120.06	Electric	01670 # 1667000200
		DISC. TOTAL			00 CPA PHT TOTAL				.00	EPY PHT TOTAL				249.28
00000000	999999	PROCTISE, WESLEY	WP 1020		4100-051500-1215-551-510	11/04/2020	90.00	90.00	90.00	217386		90.00	Immrate Pay	01670 IMMATE PAY
		DISC. TOTAL			00 CPA PHT TOTAL				.00	EPY PHT TOTAL				90.00
00000000	001226	R. M. WILKINSON OIL CO.	INC 50990		4100-021500-1279-253-210	10/20/2020	16.20	16.20	16.20	217387		16.20	Propane Gas	01670 SUSSEX PUBLIC SAFE
		DISC. TOTAL			00 CPA PHT TOTAL				.00	EPY PHT TOTAL				16.20
00000000	001488	RRS FOODSERVICE	2152606		4100-051500-1246-551-510	11/04/2020	1,743.98	1,743.98	1,743.98	217388		1,743.98	Food Supplies	01670 # 118626
		DISC. TOTAL			00 CPA PHT TOTAL				.00	EPY PHT TOTAL				1,743.98
00000000	000832	SAM'S CLUB DIRECT	3176		4100-051500-1247-551-510	9/22/2020	386.92	386.92	386.92	217389		386.92	Janitorial Supplies	01670 # 0402188473177
		DISC. TOTAL			00 CPA PHT TOTAL				.00	EPY PHT TOTAL				386.92
00000000	000968	SIXTH JUDICIAL CIRCUIT	COU NOVEMBER 2020		4100-061100-1241-611-610	10/28/2020	231.04	231.04	231.04	217390		231.04	Office Supplies	01670 OFFICE EXPENSES
		DISC. TOTAL			00 CPA PHT TOTAL				.00	EPY PHT TOTAL				231.04
00000000	000901	SIXTH JUDICIAL CIRCUIT	CO NOVEMBER 2020		4100-061100-1241-611-610	10/28/2020	231.04	231.04	231.04	217391		231.04	Office Supplies	01670 OFFICE EXPENSES
		DISC. TOTAL			00 CPA PHT TOTAL				.00	EPY PHT TOTAL				231.04
00000000	001796	SIXTH JUDICIAL CIRCUIT	CO NOVEMBER 2020		4100-061100-1241-611-610	10/28/2020	231.04	231.04	231.04	217392		231.04	Office Supplies	01670 OFFICE EXPENSES
		DISC. TOTAL			00 CPA PHT TOTAL				.00	EPY PHT TOTAL				231.04
00000000	000615	SOUTHEAST 4-H EDUCATION	102008		4100-021100-1210-211-210-203	10/26/2020	50,000.00	50,000.00	50,000.00	217393		50,000.00	COVID-19 Expenses	01670 SUSSEX COUNTY
		DISC. TOTAL			00 CPA PHT TOTAL				.00	EPY PHT TOTAL				50,000.00
00000000	001868	TASHANDA JONES	TJ 102020-1		4100-051500-1205-551-510	10/20/2020	61.89	61.89	61.89	217394		61.89	Meals	01670 REIMBURSEMENT
		DISC. TOTAL			4100-051500-1264-551-510	10/26/2020	176.22	176.22	176.22	217394		176.22	Gasoline/Mileage-Non Training	01670 REIMBURSEMENT
		DISC. TOTAL			00 CPA PHT TOTAL				.00	EPY PHT TOTAL				238.11
00000000	999999	TAYLOR, DARRELL	OT 1020		4100-051500-1215-551-510	11/04/2020	18.90	18.90	18.90	217395		18.90	Immrate Pay	01670 IMMATE PAY
		DISC. TOTAL			00 CPA PHT TOTAL				.00	EPY PHT TOTAL				18.90
00000000	000080	TRI CITY OFFICE PRODUCTS	0137471-001		4100-051100-1241-512-510	10/23/2020	32.51	32.51	32.51	217396		32.51	Office Supplies	01670 # SCSD-0
		DISC. TOTAL			00 CPA PHT TOTAL				.00	EPY PHT TOTAL				32.51

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	QTR END	COMMISSION	DISC. TOTAL	CHECK TOTAL	INVOICE DATE	ACH DATE	ACH PNT	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PNT	ACH PNT TOTAL	BATCH INV DESCRIPTION
		VA EMPLOYMENT COMMISSION	093020	10/16/2020	9.890 77		4100-099900-1128-		00	CPA		00	CPA PNT TOTAL	9.890 77	217397		Worker's Comp - Self Ins Unemp
																	01670 # 0001890204
																	9.890 77
																	TOTAL
		VAN CLEEF AUTO PARTS INC	605356	10/30/2020	10/30/2020	485 10	4100-021600-1262-261-210		00	CPA		00	CPA PNT TOTAL	20 00	217398		Vehicle Maintenance & Repairs
			605356	10/30/2020	10/30/2020	485 10	4100-021600-1262-261-210		00	CPA		00	CPA PNT TOTAL	465 10	217398		01670 ACCT# 27430
																	01670 ACCT# 27430
																	TOTAL
																	485 10
																	TOTAL
		VERIZON	0635121520	10/24/2020	10/24/2020	217399	4100-081300-2110-822-810		00	CPA		00	CPA PNT TOTAL	96 22	217399		VA Cooperative Extension
			0695890348	10/31/2020	10/31/2020	217399	4100-051100-1234-516-510		00	CPA		00	CPA PNT TOTAL	375 32	217399		01670 # 351693721000187
			0745850378	10/24/2020	10/24/2020	217399	4100-063100-1234-631-630		00	CPA		00	CPA PNT TOTAL	73 20	217399		01670 # 351333549000198
			0777088064	10/24/2020	10/24/2020	217399	4100-021300-1234-231-210		00	CPA		00	CPA PNT TOTAL	171 82	217399		01670 # 252384783000121
			0973062717	10/27/2020	10/27/2020	217399	4100-021100-1234-211-210		00	CPA		00	CPA PNT TOTAL	215 93	217399		01670 # 351693721000187
			0973062717	10/27/2020	10/27/2020	217399	4100-021400-1234-241-210		00	CPA		00	CPA PNT TOTAL	47 98	217399		01670 # 951295778000179
			0973062717	10/27/2020	10/27/2020	217399	4100-021400-1234-242-210		00	CPA		00	CPA PNT TOTAL	71 97	217399		01670 # 951295778000179
			0973062717	10/27/2020	10/27/2020	217399	4100-021500-1234-253-210		00	CPA		00	CPA PNT TOTAL	23 99	217399		01670 # 951295778000179
			0973062717	10/27/2020	10/27/2020	217399	4100-023100-1234-291-230		00	CPA		00	CPA PNT TOTAL	71 97	217399		01670 # 951295778000179
			0973062717	10/27/2020	10/27/2020	217399	4100-041100-1234-411-410		00	CPA		00	CPA PNT TOTAL	95 96	217399		01670 # 951295778000179
			0973062717	10/27/2020	10/27/2020	217399	4100-031100-1234-311-310		00	CPA		00	CPA PNT TOTAL	95 96	217399		01670 # 951295778000179
			0973062717	10/27/2020	10/27/2020	217399	4100-063100-1234-631-630		00	CPA		00	CPA PNT TOTAL	119 95	217399		01670 # 951295778000179
			0973062717	10/27/2020	10/27/2020	217399	4100-062100-1234-621-620		00	CPA		00	CPA PNT TOTAL	143 94	217399		01670 # 951295778000179
			0973062717	10/27/2020	10/27/2020	217399	4100-063100-1234-632-630		00	CPA		00	CPA PNT TOTAL	23 99	217399		01670 # 951295778000179
			0973062717	10/27/2020	10/27/2020	217399	4105-071100-1234-711-710		00	CPA		00	CPA PNT TOTAL	647 74	217399		01670 # 951295778000179
																	TOTAL
																	2.299 93
		VERIZON WIRELESS	9865275235	10/19/2020	10/19/2020	217400	4100-051500-1234-551-510		00	CPA		00	CPA PNT TOTAL	189 20	217400		Telecommunications
			9865275235	10/19/2020	10/19/2020	217400	4100-051100-1234-516-510		00	CPA		00	CPA PNT TOTAL	189 20	217400		01670 # 742314083-00002
			9865275235	10/19/2020	10/19/2020	567 61	4100-051100-1234-512-510		00	CPA		00	CPA PNT TOTAL	189 21	217400		01670 # 742314083-00002
																	TOTAL
																	567 61
		VIRGINIA STAFFING GROUP	9774	10/25/2020	10/25/2020	158 55	4100-021100-1229-211-210		00	CPA		00	CPA PNT TOTAL	158 55	217401		Other Professional Services
																	TOTAL
																	158 55
		XEROX FINANCIAL SERVICES	2276862	9/14/2020	9/14/2020	258 34	4100-021300-1252-231-210		00	CPA		00	CPA PNT TOTAL	129 17	217402		Equipment Lease/Rental
			2320194	10/15/2020	10/15/2020	258 34	4100-021300-1252-231-210		00	CPA		00	CPA PNT TOTAL	129 17	217402		01670 # 0200074478001
																	TOTAL
																	258 34
																	TOTAL
																	130.751 70
																	TOTAL
																	130.751 70

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 130,751.70- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

11-5-2020  
 DATE  
 11-5-20  
 DATE  
 11/5/2020  
 DATE

  
 DIRECTOR OF FINANCE

  
 COUNTY ADMINISTRATION

  
 TRESTURER  
 DUSTY J. COX

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT TOTAL	BATCH INVENTORY DESCRIPTION
0000000	001506	ATCO INTERNATIONAL	10566364	11/04/2020		4100-021600-1247-261-210	125.45	217413		125.45	01671 # 700205
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00				125.45
0000000	001769	ATLANTIC EMERGENCY SOLUTIONS	25278EQ	10/28/2020		4100-021500-2110-251-210-504	1,417.54	217414		1,417.54	01671 # 17366
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00				1,417.54
0000000	001507	BARKSDALE OILS INC.	SUSSTCY 1020	10/31/2020		4100-021600-1264-261-210	162.49	217415		162.49	01671 ACCT# SUSSTCY
0000000	001507		SUSSTCY 1020	10/31/2020		4100-021200-1264-221-210	128.87	217415		128.87	01671 ACCT# SUSSTCY
0000000	001507		SUSSTCY 1020	10/31/2020		4100-021400-1264-242-210	92.45	217415		92.45	01671 ACCT# SUSSTCY
0000000	001507		SUSSTCY 1020	10/31/2020		4100-021600-1264-262-210	530.91	217415		530.91	01671 ACCT# SUSSTCY
0000000	001507		SUSSTCY 1020	10/31/2020		4100-021300-1264-231-210	26.62	217415		26.62	01671 ACCT# SUSSTCY
0000000	001507		SUSSTCY 1020	10/31/2020		4100-021400-1264-241-210	137.28	217415		137.28	01671 ACCT# SUSSTCY
0000000	001507		SUSSTCY 1020	10/31/2020		4100-021500-1264-253-210	158.29	217415		158.29	01671 ACCT# SUSSTCY
0000000	001507		SUSSTCY 1020	10/31/2020		4100-051100-1264-512-510	5,003.70	217415		5,003.70	01671 ACCT# SUSSTCY
0000000	001507		SUSSTCY 1020	10/31/2020		4105-071100-1264-711-710	323.59	217415		323.59	01671 ACCT# SUSSTCY
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00				6,564.20
0000000	000300	BATTERY BARN OF VA INC	374343	10/26/2020		4100-021500-1254-251-210	39.00	217416		39.00	01671 # 749
0000000	000300		374459	10/28/2020		4100-021500-1254-251-210	216.00	217416		216.00	01671 # 749
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00				255.00
0000000	001767	BB&T	2346 1020 01	9/22/2020		4100-021100-2120-211-210-203	1,436.80	217417		1,436.80	01671 # 404601199882346
0000000	001767		2346 1020 02	9/22/2020		4100-021100-2120-211-210-203	938.00	217417		938.00	01671 # 404601199882346
0000000	001767		2346 1020 03	9/30/2020		4100-023100-1241-291-230	16.76	217417		16.76	01671 # 404601199882346
0000000	001767		2346 1020 04	10/01/2020		4100-021100-2120-211-210-203	46.10	217417		46.10	01671 # 404601199882346
0000000	001767		2346 1020 05	9/30/2020		4100-023100-1241-291-230	553.94	217417		553.94	01671 # 404601199882346
0000000	001767		2346 1020 06	10/01/2020		4100-023100-1241-291-230	138.96	217417		138.96	01671 # 404601199882346
0000000	001767		2346 1020 07	10/04/2020		4100-023100-1241-291-230	32.05	217417		32.05	01671 # 404601199882346
0000000	001767		2346 1020 08	10/12/2020		4100-023100-1241-291-230	82.91	217417		82.91	01671 # 404601199882346
0000000	001767		2346 1020 09	10/16/2020		4100-021100-2120-211-210-203	165.00	217417		165.00	01671 # 404601199882346
0000000	001767		2346 1020 10	10/19/2020		4100-021100-2120-211-210-203	168.96	217417		168.96	01671 # 404601199882346
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00				3,579.48
0000000	001530	C.W. WILLIAMS & CO LLC	631374	10/21/2020		4100-021500-1259-251-210	9,013.52	217418		9,013.52	01671 # 80203
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00				9,013.52
0000000	001630	CHENEY BROTHERS	10-919953M13	9/30/2020		4100-051500-1246-551-510	2,910.34	217419		2,910.34	01671 # 60030700
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00				2,910.34
0000000	000803	COMMERCIAL LAUNDRY	3037682-PF	9/09/2020		4100-021100-2120-211-210-203	18,962.00	217420		18,962.00	01671 SUSSEX PUBLIC SAFE
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00				18,962.00
0000000	001449	CONVERGENT TECHNOLOGIES	23519	11/02/2020		4100-051100-1224-512-510	306.25	217421		306.25	01671 SUSSEX SHERIFF
0000000	001449		23538	11/02/2020		4100-051100-1224-516-510	359.00	217421		359.00	01671 SUSSEX SHERIFF
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00				665.25
0000000	000193	DEPART OF MOTOR VEHICLES	202030500678	11/09/2020		4100-041100-1299-412-410	975.00	217422		975.00	01671 # 546001642019
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00				975.00
0000000	001185	DISPUTANTA ANIMAL HOSPITAL	233814	10/30/2020		4100-021600-1227-261-210	77.10	217423		77.10	01671 SUSSEX COUNTY
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00				77.10

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	001651	DOCUMENT SYSTEMS	111083	11/04/2020		4100-021100-2120-211-210-203	99.00	217424		COVID-19 Expenses	01671 SUSSEX COUNTY
0000000	001651		111154	11/05/2020		4100-061100-1252-612-610	37.99	217424		Equipment Lease/Rental	01671 SUSSEX GEN DIST CR
		DISC. TOTAL					00.00			00	136.99
		CHECK TOTAL					136.99				
0000000	001220	DOMINION CHEMICAL	60000218	10/29/2020		4100-021600-1247-261-210	352.20	217425		Janitorial Supplies	01671 SUSSEX ANHL CONTRO
		DISC. TOTAL					00.00			00	352.20
		CHECK TOTAL					352.20				
0000000	000084	DOMINION VIRGINIA POWER	0561293952	10/27/2020		4100-021200-1276-221-210	6.59	217426		Electric	01671 # 0561293952
0000000	000084		0963166285	10/30/2020		4100-021200-1276-221-210	109.87	217426		Electric	01671 # 0963166285
0000000	000084		1088433121	10/28/2020		4100-021200-1276-221-210	52.50	217426		Electric	01671 # 1088433121
0000000	000084		2406362505	10/28/2020		4100-051500-1276-551-510	1,758.84	217426		Electric	01671 # 2406362505
0000000	000084		2921584914	10/27/2020		4100-051500-1276-551-510	6.67	217426		Electric	01671 # 2921584914
0000000	000084		3500335009	10/28/2020		4100-021200-1276-221-210	957.51	217426		Electric	01671 # 3500335009
0000000	000084		3776508966	10/29/2020		4100-021200-1276-221-210	6.59	217426		Electric	01671 # 3776508966
0000000	000084		4204030300	10/27/2020		4100-021600-1276-264-210	26.82	217426		Electric	01671 # 4204030300
0000000	000084		4723819456	10/30/2020		4100-021200-1276-221-210	158.79	217426		Electric	01671 # 4723819456
0000000	000084		5690307508	10/27/2020		4100-021500-1279-231-210	120.88	217426		Propane Gas & Electric	01671 # 5690307508
		DISC. TOTAL					00.00			00	3,205.06
		CHECK TOTAL					3,205.06				
0000000	000084	DOMINION VIRGINIA POWER	6138125478	10/30/2020		4100-021600-1276-264-210	26.63	217427		Electric	01671 # 6138125478
0000000	000084		6860160149	10/28/2020		4100-021200-1276-221-210	294.46	217427		Electric	01671 # 6860160149
0000000	000084		7190905005	10/28/2020		4100-021600-1276-263-210	70.59	217427		Electric	01671 # 7190905005
0000000	000084		7248699964	10/30/2020		4100-021200-1276-221-210	539.14	217427		Electric	01671 # 7248699964
0000000	000084		7378703693	10/27/2020		4100-021600-1276-264-210	43.15	217427		Electric	01671 # 7378703693
0000000	000084		7860242267	10/28/2020		4100-021200-1276-221-210	239.51	217427		Electric	01671 # 7860242267
0000000	000084		8855852839	10/27/2020		4100-021200-1276-221-210	388.48	217427		Electric	01671 # 8855852839
0000000	000084		9073933633	10/27/2020		4100-051500-1276-551-510	31.39	217427		Electric	01671 # 9073933633
0000000	000084		9293060001	10/30/2020		4100-021600-1276-264-210	85.05	217427		Electric	01671 # 9293060001
0000000	000084		9560347503	10/28/2020		4100-021200-1276-221-210	1,892.95	217427		Electric	01671 # 9560347503
		DISC. TOTAL					00.00			00	3,611.35
		CHECK TOTAL					3,611.35				
0000000	000084	DOMINION VIRGINIA POWER	9630317502	10/28/2020		4100-021200-1276-221-210	317.80	217428		Electric	01671 # 9630317502
0000000	000084		9650330005	10/28/2020		4100-021200-1276-221-210	135.62	217428		Electric	01671 # 9650330005
0000000	000084		9660330003	10/27/2020		4100-021200-1276-221-210	112.73	217428		Electric	01671 # 9660330003
0000000	000084		9670342501	10/28/2020		4100-021200-1276-221-210	81.85	217428		Electric	01671 # 9670342501
		DISC. TOTAL					00.00			00	648.00
		CHECK TOTAL					648.00				
0000000	001725	EDMUNDS WASTE REMOVAL INC	93957	11/01/2020		4100-021600-1247-264-210	425.00	217429		Janitorial Supplies	01671 SUSSEX COUNTY
		DISC. TOTAL					00.00			00	425.00
		CHECK TOTAL					425.00				
0000000	001777	FARM AND LAWN SERVICE	01-21123	11/05/2020		4100-021200-1254-221-210	245.70	217430		Equipment Maintenance	01671 # 3739
		DISC. TOTAL					00.00			00	245.70
		CHECK TOTAL					245.70				
0000000	001692	FERRELLGAS	ANHLSTR101920	10/19/2020		4100-021200-1279-221-210	568.41	217431		Propane Gas	01671 # 112364120
0000000	001692		1113326741	11/02/2020		4100-051500-1279-551-510	615.38	217431		Propane Gas	01671 # 112364120
		DISC. TOTAL					00.00			00	1,183.79
		CHECK TOTAL					1,183.79				
0000000	000152	GALLS, LLC	016767020	10/22/2020		4100-051500-1244-551-510	237.48	217432		Uniform Services	01671 # 5417395
0000000	000152		016787494	10/24/2020		4100-051500-1244-551-510	69.30	217432		Uniform Services	01671 # 5417395
		DISC. TOTAL					00.00			00	306.78
		CHECK TOTAL					306.78				

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
0000000	001723	GARDAWORLD SECURITY SERVI	546010	8/14/2020		4100-021600-1229-264-210	994.50	217433			Other Professional Services	01671 # SUS001
0000000	001723		575664	10/30/2020		4100-021600-1229-264-210	994.50	217433			Other Professional Services	01671 # SUS001
0000000	001723		575665	10/30/2020		4100-021600-1229-264-210	994.50	217433			Other Professional Services	01671 # SUS001
0000000	001723		575666	10/30/2020		4100-021600-1229-264-210	994.50	217433			Other Professional Services	01671 # SUS001
0000000	001723		575667	10/30/2020		4100-021600-1229-264-210	994.50	217433			Other Professional Services	01671 # SUS001
0000000	001723		575668	10/30/2020		4100-021600-1229-264-210	994.50	217433			Other Professional Services	01671 # SUS001
0000000	001723		575669	10/30/2020		4100-021600-1229-264-210	994.50	217433			Other Professional Services	01671 # SUS001
0000000	001723		575670	10/30/2020		4100-021600-1229-264-210	994.50	217433			Other Professional Services	01671 # SUS001
0000000	001723		575671	10/30/2020		4100-021600-1229-264-210	994.50	217433			Other Professional Services	01671 # SUS001
							8,950.50				CPA PMT TOTAL	8,950.50
0000000	001792	GENE REAMS AND ASSOCIATES	091520	9/15/2020		4100-021500-1229-253-210	1,375.00	217434			Other Professional Services	01671 SUSSEX PUBLIC SAFE
0000000	001792		101520	10/15/2020		4100-021500-1229-253-210	1,375.00	217434			Other Professional Services	01671 SUSSEX PUBLIC SAFE
							2,750.00				CPA PMT TOTAL	2,750.00
0000000	000276	GREENSVILLE COUNTY WATER	1175 102920	10/29/2020		4100-021200-1277-221-210	62.00	217435			Water Services	01671 # 1175
											CPA PMT TOTAL	62.00
0000000	001637	HALEY FORD SOUTH	FL1918	11/04/2020		4100-051100-7002-512-510	43,956.78	217436			Vehicle Purchase	01671 SUSSEX SHERIFF
0000000	001637		FL1918	11/04/2020		4100-051100-1265-512-510	510.02	217436			Vehicle Maintenance & Repairs	01671 SUSSEX SHERIFF
0000000	001637		FL2251	11/04/2020		4100-021100-2120-211-210-203	43,229.18	217436			COVID-19 Expenses	01671 SUSSEX SHERIFF
0000000	001637		FL2252	11/04/2020		4100-021100-2120-211-210-203	43,229.18	217436			COVID-19 Expenses	01671 SUSSEX SHERIFF
0000000	001637		FL2253	11/04/2020		4100-021100-2120-211-210-203	43,229.18	217436			COVID-19 Expenses	01671 SUSSEX SHERIFF
0000000	001637		FL2254	11/04/2020		4100-021100-2120-211-210-203	43,229.18	217436			COVID-19 Expenses	01671 SUSSEX SHERIFF
							217,383.52				CPA PMT TOTAL	217,383.52
0000000	001895	HUBBARD, ALFRED	AH 103120	10/31/2020		4100-051500-1264-551-510	293.70	217437			Gasoline/Mileage-Non Training	01671 REIMBURSEMENT
											CPA PMT TOTAL	293.70
0000000	001538	JIM WHELAN'S SERV CENTER	96714	11/06/2020		4100-051100-1265-512-510	49.95	217438			Vehicle Maintenance & Repairs	01671 SUSSEX SHERIFF
											CPA PMT TOTAL	49.95
0000000	001193	JUNIOR PERSON	JPP 080420	8/04/2020		4100-021200-1272-221-210	4,500.00	217439			Building Maintenance & Repair	01671 SUSSEX COUNTY
0000000	001193		JPP 092120	9/21/2020		4100-021200-1272-221-210	450.00	217439			Building Maintenance & Repair	01671 SUSSEX COUNTY
0000000	001193		JPP 092320	9/23/2020		4100-021200-1272-221-210	6,800.00	217439			Building Maintenance & Repair	01671 SUSSEX COUNTY
0000000	001193		JPP 101520	10/15/2020		4100-021200-1272-221-210	756.00	217439			Building Maintenance & Repair	01671 SUSSEX COUNTY
0000000	001193		JPP 102320	10/23/2020		4100-021200-1272-221-210	200.00	217439			Building Maintenance & Repair	01671 SUSSEX COUNTY
							12,700.00				CPA PMT TOTAL	12,700.00
0000000	001308	LONGWOOD SMALL BUSINESS	2020CR10	11/05/2020		4100-081800-2110-869-810	3,300.00	217440			Crater Small Bus Dev Cent	01671 F20/21 ALLOCATION
											CPA PMT TOTAL	3,300.00
0000000	001046	MCI	4342462428 1020	10/17/2020		4100-061100-1234-613-610	35.01	217441			Telecommunications	01671 # 2DG40965
0000000	001046		4342462453 1020	10/17/2020		4100-061100-1234-613-610	35.01	217441			Telecommunications	01671 # 2DG40966
											CPA PMT TOTAL	70.02
0000000	001882	MOBILE COMMUNICATIONS AHE	408000081-1	10/20/2020		4100-021500-1254-251-210	45.00	217442			Equipment Maintenance	01671 # 118941
											CPA PMT TOTAL	45.00
0000000	000947	MUNICIPAL EMERGENCY	IN1491503	8/26/2020		4100-021500-1254-251-210	329.36	217443			Equipment Maintenance	01671 # C36508
											CPA PMT TOTAL	329.36





P.O. NO.	VENDOR NAME	INVOICE NO	INVOICE DATE	A/P ACCR	ACCOUNT NO	NET AMOUNT	CHECK NO	ACH PMT	ACH PMT	G/L ACCOUNT DESC	BATCH INV DESCRIPTION
0000000 000039		9865274784	10/19/2020		4100-021500-1234-253-210	37.66	217456			Telecommunications	01671 # 74228484300001
0000000 000039		9865274784	10/19/2020		4100-041100-1234-411-410	139.95	217456			Telecommunications	01671 # 74228484300001
0000000 000039		9865274784	10/19/2020		4100-063100-1234-632-630	64.40	217456			Telecommunications	01671 # 74228484300001
0000000 000039		9865274784	10/19/2020		4100-023100-1234-291-230	79.33	217456			Telecommunications	01671 # 74228484300001
0000000 000039		9865274784	10/19/2020		4100-081300-2110-822-810	53.48	217456			VA Cooperative Extension	01671 # 74228484300001
	DISC. TOTAL				00 CPA PMT TOTAL	1,559.05					1,559.05
0000000 000873	WASTE MANAGEMENT OF	3055734-2425-9	11/02/2020		4100-021300-9004-231-210	903.91	217457			UNOS-CDBG Housing Grt	01671 # 228780893006
0000000 000873		3470309-2424-0	10/26/2020		4100-021600-1229-264-210	636.18	217457			Other Professional Services	01671 # 103305252006
0000000 000873		3472677-2424-8	11/02/2020		4100-021600-1229-264-210	175.90	217457			Other Professional Services	01671 # 203115233003
	DISC. TOTAL				00 CPA PMT TOTAL	1,715.99					1,715.99
0000000 000890	HAVERLY MOTORS, INC	16053	10/08/2020		4100-051100-1265-512-510	250.34	217458			Vehicle Maintenance & Repairs	01671 SUSSEX SHERIFF
	DISC. TOTAL				00 CPA PMT TOTAL	250.34					250.34
0000000 001408	WITHER PUBLIC SAFETY GRP	2056224	10/31/2020		4100-021600-1244-261-210	1.025.08	217459			Uniform Services	01671 # SUSC03
	DISC. TOTAL				00 CPA PMT TOTAL	1.025.08					1.025.08
0000000 000879	WOMACK PUBLISHING CO.	1896983	8/28/2019		4100-021100-1235-211-210	59.70	217460			Advertising	01671 # W0048
0000000 000879		1896984	8/28/2019		4100-021100-1235-211-210	59.70	217460			Advertising	01671 # W0048
0000000 000879		1902530	11/06/2019		4100-021100-1235-211-210	69.85	217460			Advertising	01671 # W0048
0000000 000879		20676	7/08/2020		4100-021100-1235-211-210	229.95	217460			Advertising	01671 # 5449
0000000 000879		21220	7/15/2020		4100-021100-1235-211-210	229.95	217460			Advertising	01671 # 5449
0000000 000879		22301	7/29/2020		4100-021300-1235-231-210	109.50	217460			Advertising	01671 # 5449
0000000 000879		25422	9/02/2020		4100-021400-1235-241-210	624.15	217460			Advertising	01671 # 5449
0000000 000879		25423	9/02/2020		4100-021100-1235-211-210	109.50	217460			Advertising	01671 # 5449
0000000 000879		25999	9/09/2020		4100-021400-1235-241-210	624.15	217460			Advertising	01671 # 5449
0000000 000879		26000	9/09/2020		4100-021100-1235-211-210	109.50	217460			Advertising	01671 # 5449
	DISC. TOTAL				00 CPA PMT TOTAL	2,225.95					2,225.95
0000000 000879	WOMACK PUBLISHING CO.	27762	9/30/2020		4100-021100-1235-211-210	251.85	217461			Advertising	01671 # 5449
0000000 000879		27763	9/30/2020		4100-021400-1235-241-210	139.61	217461			Advertising	01671 # 5449
0000000 000879		7093	2/05/2020		4100-021400-1235-241-210	131.40	217461			Advertising	01671 # 5449
0000000 000879		7783	2/12/2020		4100-021400-1235-241-210	131.40	217461			Advertising	01671 # 5449
0000000 000879		7784	2/12/2020		4100-021100-1235-211-210	210.19	217461			Advertising	01671 # 5449
0000000 000879		8433	2/19/2020		4100-021100-1235-211-210	210.19	217461			Advertising	01671 # 5449
0000000 000879		8434	2/19/2020		4100-021100-1235-211-210	295.65	217461			Advertising	01671 # 5449
	DISC. TOTAL				00 CPA PMT TOTAL	1,370.29					1,370.29
0000000 001644	XEROX FINANCIAL SERVICES	2321062	10/16/2020		4100-061100-1252-612-610	111.99	217462			Equipment Lease/Rental	01671 # 0200078186001
	DISC. TOTAL				00 CPA PMT TOTAL	111.99					111.99
0000000 000879		324.514.07	ACH PMT TOTAL			324.514.07					324.514.07
0000000 000879		324.514.07	ACH PMT TOTAL			324.514.07					324.514.07

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED. THE TOTAL 324,514.07 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

11-12-2020

DATE

11-12-20

DATE

11/12/2020

*Kelly Zippin*  
 DIRECTOR OF FINANCE  
*Richard J. Cox*  
 COUNTY ADMINISTRATION  
*Robert G. Cox*

DATE

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 PHT	G/L ACCOUNT DESC	BATCH INV DESCRIPTION
0000000	9999999	DARCY PAUL PURCELL, JR.	000001849200908JU	9/08/2020	ACH PHT TOTAL	4100-061100-1213-611-610	30.00	217463		Witness Fees	01673 JUROR PAYMNT
		DISC. TOTAL	CHECK TOTAL				.00	EPY PHT TOTAL		.00	30.00
0000000	9999999	HUNTER HUGH HARRRELL	000001847200908JU	9/08/2020	ACH PHT TOTAL	4100-061100-1213-611-610	30.00	217464		Witness Fees	01673 JUROR PAYMNT
		DISC. TOTAL	CHECK TOTAL				.00	EPY PHT TOTAL		.00	30.00
0000000	9999999	JUSTINA ROSE	000001400200908JU	9/08/2020	ACH PHT TOTAL	4100-061100-1213-611-610	30.00	217465		Witness Fees	01673 JUROR PAYMNT
		DISC. TOTAL	CHECK TOTAL				.00	EPY PHT TOTAL		.00	30.00
0000000	9999999	LAURIE SOOE LATHAM	000001848200908JU	9/08/2020	ACH PHT TOTAL	4100-061100-1213-611-610	30.00	217466		Witness Fees	01673 JUROR PAYMNT
		DISC. TOTAL	CHECK TOTAL				.00	EPY PHT TOTAL		.00	30.00
0000000	9999999	MARCELLA DENISE GILES	000001468200908JU	9/08/2020	ACH PHT TOTAL	4100-061100-1213-611-610	30.00	217467		Witness Fees	01673 JUROR PAYMNT
		DISC. TOTAL	CHECK TOTAL				.00	EPY PHT TOTAL		.00	30.00
0000000	9999999	ONYEJI OLISAH	000001846200908JU	9/08/2020	ACH PHT TOTAL	4100-061100-1213-611-610	30.00	217468		Witness Fees	01673 JUROR PAYMNT
		DISC. TOTAL	CHECK TOTAL				.00	EPY PHT TOTAL		.00	30.00
							.00	EPY PHT TOTAL		.00	180.00
							.00	EPY PHT TOTAL		.00	180.00

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

THE TOTAL 180.00 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

11-16-2020  
DATE

11-19-20  
DATE

11-19-2020  
DATE

*Keeny D. G...*  
DIRECTOR OF FINANCE

*Jeffrey D. ...*  
COURT ADMINISTRATION

*Dest J. ...*  
DESTE CO. 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	999999	BLUNT, SANDRA J.	SUB 110920	11/09/2020		4100-061100-1212-611-610	150.00	217469		Compensation Jury Commission	01672 JURY COMMISSIONER
			CHECK TOTAL	150.00		00 CPA PMT TOTAL				TOTAL	150.00
00000000	001530	C.W. WILLIAMS & CO, LLC	631610	10/30/2020		4100-021100-2120-211-210-203	17,453.88	217470		COVID-19 Expenses	01672 # 80203
			CHECK TOTAL	17,453.88		00 CPA PMT TOTAL				TOTAL	17,453.88
00000000	001485	CENTRAL AGRIBUSINESS	JR29144	11/04/2020		4100-051500-1246-551-510	77.00	217471		Food Supplies	01672 SUSSEX SHERIFF
			CHECK TOTAL	77.00		00 CPA PMT TOTAL				TOTAL	77.00
00000000	000196	CHEEK, TOMMY	TC 111020	11/10/2020		4100-051500-1272-551-510	84.24	217472		Building Maintenance & Repair	01672 REIMBURSEMENT
			CHECK TOTAL	84.24		00 CPA PMT TOTAL				TOTAL	84.24
00000000	001630	CHENEY BROTHERS	10-920152440	11/11/2020		4100-051500-1246-551-510	2,835.23	217473		Food Supplies	01672 # 60030700
			CHECK TOTAL	2,835.23		00 CPA PMT TOTAL				TOTAL	2,835.23
00000000	000845	CROWN CASTLE GT COMPANY	33038060	12/01/2020		4100-021500-1252-253-210	1,277.18	217474		Equipment Lease/Rental	01672 # 106663
			CHECK TOTAL	1,277.18		00 CPA PMT TOTAL				TOTAL	1,277.18
00000000	000871	CRYSTAL SPRINGS	15692716 102820	10/28/2020		4100-041100-1277-411-410	7.46	217475		Water Services	01672 # 695034615692716
			CHECK TOTAL	7.46		00 CPA PMT TOTAL				TOTAL	7.46
00000000	001860	DARLENE WHITING	DW 111820	11/18/2020		4100-021300-1217-231-210	150.00	217476		Commission/Board Compensation	01672 HOUSING OVERSIGHT
			CHECK TOTAL	150.00		00 CPA PMT TOTAL				TOTAL	150.00
00000000	000983	DELL MARKETING L.P.	10427559899	9/29/2020		4100-021300-9005-231-210	154.77	217477		VHDA COVID-19	01672 # 1453579
			CHECK TOTAL	154.77		00 CPA PMT TOTAL				TOTAL	154.77
00000000	001892	DIRECTV, LLC	34959122X20110	10/10/2020		4100-021500-1299-253-210-601	29.08	217478		VDEM/FY19 LEHPG	01672 # 034959122
			CHECK TOTAL	29.08		00 CPA PMT TOTAL				TOTAL	29.08
00000000	001892	DIRECTV, LLC	34959122X201110	11/10/2020		4100-021500-1299-253-210-601	83.61	217478		VDEM/FY19 LEHPG	01672 # 034959122
			CHECK TOTAL	83.61		00 CPA PMT TOTAL				TOTAL	83.61
00000000	001892	DIRECTV, LLC	37756501242	9/10/2020		4100-021500-1299-253-210-601	140.70	217478		VDEM/FY19 LEHPG	01672 # 034959122
			CHECK TOTAL	140.70		00 CPA PMT TOTAL				TOTAL	140.70
00000000	001651	DOCUMENT SYSTEMS	110507	10/06/2020		4100-021300-1252-231-210	85.23	217479		Equipment Lease/Rental	01672 SUSSEX HOUSING
			CHECK TOTAL	85.23		00 CPA PMT TOTAL				TOTAL	85.23
00000000	001651	DOCUMENT SYSTEMS	111122	11/05/2020		4100-021100-1252-211-210	522.74	217479		Equipment Lease/Rental	01672 SUSSEX COUNTY
			CHECK TOTAL	522.74		00 CPA PMT TOTAL				TOTAL	522.74
00000000	001890	ELECTRICAL INSTALLATION & EIR	100220	10/02/2020		4100-021600-1272-261-210	491.00	217480		Building Maintenance & Repair	01672 SUSSEX ANML SHELTE
			CHECK TOTAL	491.00		00 CPA PMT TOTAL				TOTAL	491.00
00000000	001692	FERRELLGAS	1113126278	10/14/2020		4100-021200-1279-221-210	440.07	217481		Propane Gas	01672 # 112364120
			CHECK TOTAL	440.07		00 CPA PMT TOTAL				TOTAL	440.07
00000000	001723	GARDAWORLD SECURITY SERVI	579276	11/06/2020		4100-021600-1229-264-210	994.50	217482		Other Professional Services	01672 # SUS001
			CHECK TOTAL	994.50		00 CPA PMT TOTAL				TOTAL	994.50
00000000	001723	GARDAWORLD SECURITY SERVI	579277	11/06/2020		4100-021600-1229-264-210	994.50	217482		Other Professional Services	01672 # SUS001
			CHECK TOTAL	994.50		00 CPA PMT TOTAL				TOTAL	994.50
00000000	001723	GARDAWORLD SECURITY SERVI	579278	11/06/2020		4100-021600-1229-264-210	994.50	217482		Other Professional Services	01672 # SUS001
			CHECK TOTAL	994.50		00 CPA PMT TOTAL				TOTAL	994.50
00000000	001723	GARDAWORLD SECURITY SERVI	579279	11/06/2020		4100-021600-1229-264-210	994.50	217482		Other Professional Services	01672 # SUS001
			CHECK TOTAL	994.50		00 CPA PMT TOTAL				TOTAL	994.50
00000000	001723	GARDAWORLD SECURITY SERVI	579280	11/06/2020		4100-021600-1229-264-210	994.50	217482		Other Professional Services	01672 # SUS001
			CHECK TOTAL	994.50		00 CPA PMT TOTAL				TOTAL	994.50
00000000	001723	GARDAWORLD SECURITY SERVI	579281	11/06/2020		4100-021600-1229-264-210	994.50	217482		Other Professional Services	01672 # SUS001
			CHECK TOTAL	994.50		00 CPA PMT TOTAL				TOTAL	994.50
00000000	001723	GARDAWORLD SECURITY SERVI	579282	11/06/2020		4100-021600-1229-264-210	994.50	217482		Other Professional Services	01672 # SUS001
			CHECK TOTAL	994.50		00 CPA PMT TOTAL				TOTAL	994.50
00000000	001723	GARDAWORLD SECURITY SERVI	579283	11/06/2020		4100-021600-1229-264-210	994.50	217482		Other Professional Services	01672 # SUS001
			CHECK TOTAL	994.50		00 CPA PMT TOTAL				TOTAL	994.50
00000000	001723	GARDAWORLD SECURITY SERVI	579284	11/06/2020		4100-021600-1229-264-210	994.50	217482		Other Professional Services	01672 # SUS001
			CHECK TOTAL	994.50		00 CPA PMT TOTAL				TOTAL	994.50
00000000	001723	GARDAWORLD SECURITY SERVI	579285	11/06/2020		4100-021600-1229-264-210	994.50	217482		Other Professional Services	01672 # SUS001
			CHECK TOTAL	994.50		00 CPA PMT TOTAL				TOTAL	994.50

P. O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH ACH PMT	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
00000000	001792	GENE REAMS AND ASSOCIATES	111520	11/15/2020		4100-021500-1229-253-210	1,375.00	217483	0.00	0.00	Other Professional Services	01672 SUSSEX PUBLIC SAFE
			CHECK TOTAL								TOTAL	1,375.00
00000000	001605	GLOBAL SIGNAL ACQUISITIONS	33094633	12/01/2020		4100-021500-1252-253-210	450.20	217484	0.00	0.00	Equipment Lease/Rental	01672 # 393860
			CHECK TOTAL								TOTAL	450.20
00000000	001066	GREENE, TANISHA	IG 111820	11/16/2020		4100-021300-1217-231-210	150.00	217485	0.00	0.00	Commission/Board Compensation	01672 HOUSING OVERSIGHT
			CHECK TOTAL								TOTAL	150.00
00000000	001253	JAMES RIVER EQUIPMENT	P41168	11/10/2020		4100-021200-1254-221-210	109.38	217486	0.00	0.00	Equipment Maintenance	01672 # SUSSE002
			CHECK TOTAL								TOTAL	109.38
00000000	001550	KINEX NETWORKING SOLUTION	8049	11/30/2020		4100-021100-1234-211-210	97.24	217487	0.00	0.00	Telecommunications	01672 # 383
			CHECK TOTAL								TOTAL	97.24
00000000	001550		8049	11/30/2020		4100-021400-1234-241-210	97.22	217487	0.00	0.00	Telecommunications	01672 # 383
			CHECK TOTAL								TOTAL	97.22
00000000	001550		8049	11/30/2020		4100-041100-1234-411-410	97.22	217487	0.00	0.00	Telecommunications	01672 # 383
			CHECK TOTAL								TOTAL	97.22
00000000	001550		8049	11/30/2020		4100-031100-1234-311-310	97.22	217487	0.00	0.00	Telecommunications	01672 # 383
			CHECK TOTAL								TOTAL	97.22
00000000	001550		8049	11/30/2020		4100-023100-1234-291-230	97.22	217487	0.00	0.00	Telecommunications	01672 # 383
			CHECK TOTAL								TOTAL	97.22
00000000	001550		8049	11/30/2020		4100-021500-1234-253-210	97.22	217487	0.00	0.00	Telecommunications	01672 # 383
			CHECK TOTAL								TOTAL	97.22
00000000	001550		8049	11/30/2020		4100-051100-1234-516-510	97.22	217487	0.00	0.00	Telecommunications	01672 # 383
			CHECK TOTAL								TOTAL	97.22
00000000	001550		8049	11/30/2020		4100-063100-1234-631-630	97.22	217487	0.00	0.00	Telecommunications	01672 # 383
			CHECK TOTAL								TOTAL	97.22
00000000	001115	LIFESTAR AMBULANCE	SC102020	11/09/2020		4100-021500-2110-252-210-524	23,268.00	217488	0.00	0.00	Emergency Med. SVC - Pd EMT	01672 OCTOBER 2020
			W102020	11/09/2020		4100-021500-2110-252-210-524	53,568.00	217488	0.00	0.00	Emergency Med. SVC - Pd EMT	01672 OCTOBER 2020
			CHECK TOTAL								TOTAL	76,836.00
00000000	000129	LOGAN SYSTEMS, INC	54360	10/15/2020		4100-062100-1236-621-620	948.47	217489	0.00	0.00	Microfilming & Scanning Serv	01672 SUSSEX CIRCUIT COU
			54464	11/15/2020		4100-062100-1236-621-620	666.70	217489	0.00	0.00	Microfilming & Scanning Serv	01672 SUSSEX CIRCUIT COU
			CHECK TOTAL								TOTAL	1,615.17
00000000	001433	LOWE'S	911703	10/29/2020		4100-051500-1272-551-510	102.50	217490	0.00	0.00	Building Maintenance & Repair	01672 # 99003370360
			CHECK TOTAL								TOTAL	102.50
00000000	001046	MCI	4342465511	11/13/2020		4100-021100-1234-211-210	18.85	217491	0.00	0.00	Telecommunications	01672 # 08692926192
			4342465511	11/13/2020		4100-021400-1234-242-210	3.14	217491	0.00	0.00	Telecommunications	01672 # 08692926192
			4342465511	11/13/2020		4100-021300-1234-231-210	9.43	217491	0.00	0.00	Telecommunications	01672 # 08692926192
			4342465511	11/13/2020		4100-021400-1234-241-210	3.14	217491	0.00	0.00	Telecommunications	01672 # 08692926192
			4342465511	11/13/2020		4100-021600-1234-261-210	2.59	217491	0.00	0.00	Telecommunications	01672 # 08692926192
			4342465511	11/13/2020		4100-021500-1234-253-210	1.57	217491	0.00	0.00	Telecommunications	01672 # 08692926192
			4342465511	11/13/2020		4100-023100-1234-291-230	4.71	217491	0.00	0.00	Telecommunications	01672 # 08692926192
			4342465511	11/13/2020		4100-041100-1234-411-410	6.29	217491	0.00	0.00	Telecommunications	01672 # 08692926192
			4342465511	11/13/2020		4100-031100-1234-311-310	6.65	217491	0.00	0.00	Telecommunications	01672 # 08692926192
			4342465511	11/13/2020		4100-063100-1234-631-630	7.86	217491	0.00	0.00	Telecommunications	01672 # 08692926192
			4342465511	11/13/2020		4100-062100-1234-621-620	15.71	217491	0.00	0.00	Telecommunications	01672 # 08692926192
			4342465511	11/13/2020		4100-063100-1234-632-630	1.57	217491	0.00	0.00	Telecommunications	01672 # 08692926192
			4342465511	11/13/2020		4100-061100-1234-611-610	1.27	217491	0.00	0.00	Telecommunications	01672 # 08692926192
			4342465511	11/13/2020		4100-061100-1234-612-610	22.37	217491	0.00	0.00	Telecommunications	01672 # 08692926192
			4342465511	11/13/2020		4100-081300-2110-822-810	7.86	217491	0.00	0.00	VA Cooperative Extension	01672 # 08692926192
			4342465511	11/13/2020		4100-061100-1234-613-610	4.71	217491	0.00	0.00	Telecommunications	01672 # 08692926192
			4342465511	11/13/2020		4100-051100-1234-512-510	5.49	217491	0.00	0.00	Telecommunications	01672 # 08692926192

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	001046	00	4342465511	11/13/2020		4100-021600-1234-262-210	38	217491		Telecommunications	01672 # 08692926192
00000000	001046	00	4342465511	11/13/2020		4105-071100-1234-711-710	44.54	217491		Telecommunications	01672 # 08692926192
	DISC. TOTAL		168.13	ACH PMT TOTAL			00	EPY PMT TOTAL		TOTAL	168.13
00000000	001882	MOBILE COMMUNICATIONS AWE	408000145-1	11/06/2020		4100-021500-1256-253-210	1.143.80	217492		Communication Equipment	01672 # 118941
	DISC. TOTAL		1.143.80	ACH PMT TOTAL			00	EPY PMT TOTAL		TOTAL	1.143.80
00000000	000051	MSAG LLC	C313303	9/30/2020		4100-021400-1225-241-210	184.00	217493		Management Consulting Service	01672 SUSSEX COUNTY
00000000	000051	00	C313313	10/30/2020		4100-021400-1225-241-210	46.00	217493		Management Consulting Service	01672 SUSSEX COUNTY
	DISC. TOTAL		230.00	ACH PMT TOTAL			00	EPY PMT TOTAL		TOTAL	230.00
00000000	999999	NEWTON, CRAIG BARRETT	CBN 11092020	11/09/2020		4100-061100-1212-611-610	60.00	217494		Compensation Jury Commission	01672 JURY COMMISSIONER
	DISC. TOTAL		60.00	ACH PMT TOTAL			00	EPY PMT TOTAL		TOTAL	60.00
00000000	000159	ORKIN PEST CONTROL	199317518	10/09/2020		4100-021200-1272-221-210	350.14	217495		Building Maintenance & Repair	01672 # 1032945
	DISC. TOTAL		350.14	ACH PMT TOTAL			00	EPY PMT TOTAL		TOTAL	350.14
00000000	999999	PARHAM, PHYLLIS BURROW	PRP 110920	11/09/2020		4100-061100-1212-611-610	60.00	217496		Compensation Jury Commission	01672 JURY COMMISSIONER
	DISC. TOTAL		60.00	ACH PMT TOTAL			00	EPY PMT TOTAL		TOTAL	60.00
00000000	001889	PEGRAM, GLOVER W.	GWP 110920	11/09/2020		4100-023100-1264-291-230	318.62	217497		Gasoline/Mileage-Non Training	01672 REIMBURSEMENT
	DISC. TOTAL		318.62	ACH PMT TOTAL			00	EPY PMT TOTAL		TOTAL	318.62
00000000	001655	PETA	1981184	11/10/2020		4100-021600-1227-261-210	20.00	217498		Medical Services	01672 SUSSEX ANML CONTRO
	DISC. TOTAL		20.00	ACH PMT TOTAL			00	EPY PMT TOTAL		TOTAL	20.00
00000000	001845	POPE, CHARLENE W.	CP 111820	11/18/2020		4100-021300-1217-231-210	100.00	217499		Commission/Board Compensation	01672 HOUSING OVERSIGHT
	DISC. TOTAL		100.00	ACH PMT TOTAL			00	EPY PMT TOTAL		TOTAL	100.00
00000000	000061	PRINCE GEORGE ELECTRIC	2006028100	11/04/2020		4100-021200-1276-221-210	480.46	217500		Electric	01672 # 2006028100
	DISC. TOTAL		480.46	ACH PMT TOTAL			00	EPY PMT TOTAL		TOTAL	480.46
00000000	001226	R. M. WILKINSON OIL CO. INC	51112	10/26/2020		4100-021500-1279-253-210	52.80	217501		Propane Gas	01672 SUSSEX PUBLIC SAFE
	DISC. TOTAL		52.80	ACH PMT TOTAL			00	EPY PMT TOTAL		TOTAL	52.80
00000000	000064	RAWLINGS MECHANICAL CORP.	47275	11/06/2020		4100-021200-1273-221-210	189.00	217502		Building Systems Main & Repair	01672 SUSSEX COUNTY
	DISC. TOTAL		189.00	ACH PMT TOTAL			00	EPY PMT TOTAL		TOTAL	189.00
00000000	000005	SIXTH DISTRICT COURT	FY20/21-1	11/12/2020		4100-061100-1229-614-610	4,470.50	217503		Sixth Judicial CSU - VJCCCA	01672 FY20/21 1ST HALF
	DISC. TOTAL		4,470.50	ACH PMT TOTAL			00	EPY PMT TOTAL		TOTAL	4,470.50
00000000	001772	SOUTHSIDE ELECTRIC COOPER	561962001	11/05/2020		4100-021600-1276-264-210	74.86	217504		Electric	01672 # 561962001
	DISC. TOTAL		74.86	ACH PMT TOTAL			00	EPY PMT TOTAL		TOTAL	74.86
00000000	000162	SUFFOLK ENERGIES INC	37626261	10/12/2020		4100-021200-1278-221-210	153.07	217505		Oil	01672 # 66740484
	DISC. TOTAL		153.07	ACH PMT TOTAL			00	EPY PMT TOTAL		TOTAL	153.07
00000000	000452	TREASURER OF VIRGINIA	21-C3274-VPN	10/23/2020		4100-063100-1224-631-630	72.00	217506		Information Systems Services	01672 SUSSEX COMM ATTY
	DISC. TOTAL		72.00	ACH PMT TOTAL			00	EPY PMT TOTAL		TOTAL	72.00
00000000	001254	TREASURER OF VIRGINIA	COMMVA 102920	10/29/2020		4100-051100-1227-512-510	20.00	217507		Medical Services Inc/k9	01672 MEDICAL FEES
	DISC. TOTAL		20.00	ACH PMT TOTAL			00	EPY PMT TOTAL		TOTAL	20.00



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	9999999	WINFIELD, KAREN H.	KWJ 110920	11/09/2020		4100-061100-1212-611-610	60.00	217515	60.00	Compensation Jury Commission	01672 JURY COMISSONER
			CHECK TOTAL	60.00		00 CPA PMT TOTAL				TOTAL	60.00
0000000	001408	WITHER PUBLIC SAFETY GRP.	2071014	10/31/2020		4100-051100-1244-512-510	308.54	217516	308.54	Uniform Services	01672 # SUSCOU
			2071014	10/31/2020		4100-051500-1244-551-510	308.54	217516	308.54	Uniform Services	01672 # SUSCOU
			CHECK TOTAL	617.08		00 CPA PMT TOTAL				TOTAL	617.08
0000000	000879	HOWACK PUBLISHING CO.	16132	5/20/2020		4100-021300-1235-231-210	131.40	217517	131.40	Advertising	01672 # 1852
			16725	5/27/2020		4100-021300-1235-231-210	131.40	217517	131.40	Advertising	01672 # 1852
			CHECK TOTAL	262.80		00 CPA PMT TOTAL				TOTAL	262.80
0000000	000093	XEROX CORPORATION	011456272	10/01/2020		4100-062100-1252-621-620	209.59	217518	209.59	Equipment Lease/Rent(a)	01672 # 099018525
			011723746	11/01/2020		4100-062100-1252-621-620	205.66	217518	205.66	Equipment Lease/Rent(a)	01672 # 099018525
			CHECK TOTAL	415.25		00 CPA PMT TOTAL				TOTAL	415.25
			CHECK TOTAL	133,786.78		00 CPA PMT TOTAL				TOTAL	133,786.78
			CHECK TOTAL	133,786.78		00 CPA PMT TOTAL				TOTAL	133,786.78

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 133,786.78- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

11-24-2020 DATE  
 11-19-20 DATE  
 11/19/2020 DATE

*[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	ACH PMT	BATCH INV. DESCRIPTION
0000000	001392	MASON, DENNIS	DM 100520	11/20/2020		4100-021400-1217-241-210	75.00	217596			Commission/Board Compensation01674 PLANNING COMMISSIO
			CHECK TOTAL								TOTAL
											75.00
0000000	000309	MASSENBURG, TERRY	TH 100520	11/20/2020		4100-021400-1217-241-210	75.00	217597			Commission/Board Compensation01674 PLANNING COMMISSIO
			CHECK TOTAL								TOTAL
											75.00
0000000	001174	OSBURN, JOHN	JO 111820	11/18/2020		4100-051500-1272-551-510	17.61	217598			Building Maintenance & Repair01674 REIMBURSEMENT
			CHECK TOTAL								TOTAL
											17.61
0000000	001893	PARKER, QUENTIN H	QP 111720 01	11/17/2020		4100-051500-1264-551-510	430.76	217599			Gasoline/Mileage-Non Training01674 REIMBURSEMENT
0000000	001893		QP 111720 02	11/17/2020		4100-051500-1264-551-510	313.28	217599			Gasoline/Mileage-Non Training01674 REIMBURSEMENT
0000000	001893		QP 111820 01	11/18/2020		4100-051500-1205-551-510	87.31	217599			Meals
0000000	001893		QP 111820 02	11/18/2020		4100-051500-1205-551-510	99.76	217599			Meals
			CHECK TOTAL								TOTAL
											931.11
0000000	001416	POST MASTER - WAVERLY	HOMUSING 112020	11/20/2020		4100-021300-1231-231-210	12.00	217600			Postage
			CHECK TOTAL								TOTAL
											12.00
0000000	001488	RRS FOODSERVICE	2154861	11/18/2020		4100-051500-1246-551-510	4,462.75	217601	N		Food Supplies
			CHECK TOTAL								TOTAL
											01674 # 118626
											4,462.75
0000000	001866	SHANDS, RUDOLPH	RS 100520	11/20/2020		4100-021400-1217-241-210	75.00	217602			Commission/Board Compensation01674 PLANNING COMMISSIO
			CHECK TOTAL								TOTAL
											75.00
0000000	00187	SHANKO, JAMES	JS 112320	11/23/2020		4100-051500-1272-551-510	25.15	217603			Building Maintenance & Repair01674 REIMBURSEMENT
			CHECK TOTAL								TOTAL
											25.15
0000000	001628	SIMS-CURLEY, ARIZONA E.	ASC 111420	11/14/2020		4100-051500-1244-551-510	54.00	217604			Uniform Services
			CHECK TOTAL								TOTAL
											01674 REIMBURSEMENT
											54.00
0000000	000077	SUSSEX SERVICE AUTHORITY	200814991	10/31/2020		4100-021600-1277-263-210	3,862.80	217605			Water Services
			CHECK TOTAL								TOTAL
											01674 #2699
											3,862.80
0000000	001868	TASHANDA JONES	TJ 111920 01	11/19/2020		4100-051500-1205-551-510	62.93	217606			Meals
0000000	001868		TJ 111920 02	11/19/2020		4100-051500-1264-551-510	176.22	217606			Gasoline/Mileage-Non Training01674 REIMBURSEMENT
			CHECK TOTAL								TOTAL
											239.15
0000000	000963	TIMMONS GROUP	247709	10/08/2020		4100-011100-1229-111-110	6,240.00	217607			Other Professional Services
0000000	000963		251145	11/09/2020		4100-011100-1229-111-110	2,400.00	217607			Other Professional Services
			CHECK TOTAL								TOTAL
											01674 PROJ# 46339
											01674 PROJ# 46339
											8,640.00
0000000	000080	TRI CITY OFFICE PRODUCTS	0137591-001	11/05/2020		4100-021300-1241-231-210	72.13	217608			Office Supplies
			CHECK TOTAL								TOTAL
											01674 # SAO-0
											72.13
0000000	000418	V A L E C O.	FY20/21 REISSUE	7/13/2020		4100-041100-1201-411-410	60.00	217609			Organization Membership
			CHECK TOTAL								TOTAL
											01674 FY20/21 DUES
											60.00
0000000	999999	VLGWA	0002	11/19/2020		4100-021100-1201-211-210	362.50	217610			Organization Membership
			CHECK TOTAL								TOTAL
											01674 DOUGLAS,RICHARD
											362.50
0000000	001894	WANNON,ASHLEIGH	AW 111420 01	11/14/2020		4100-051500-1264-551-510	210.49	217611			Gasoline/Mileage-Non Training01674 REIMBURSEMENT

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	000010	BANK OF SOUTHSIDE VA	0107 1120 01	10/28/2020		4100-051500-1246-551-510	8.10	217583		Food Supplies	01674 JAIL ACCT
00000000	000010		0107 1120 02	10/29/2020		4100-051500-1243-551-510	18.00	217583		Linens	01674 JAIL ACCOUNT
00000000	000010		0164 1120 01	10/29/2020		4100-051100-1203-512-510	55.00	217583		Workshops and Conferences	01674 J OGBURN ACCT
00000000	000010		0206 1120 01	10/12/2020		4100-051100-1241-512-510	31.98	217583		Office Supplies	01674 J HARRISON ACCT
00000000	000010		0206 1120 02	10/13/2020		4100-051100-1245-512-510	88.08	217583		Law Enforcement Supplies	01674 J HARRISON ACCT
00000000	000010		0206 1120 03	10/25/2020		4100-051100-1241-512-510	10.73	217583		Office Supplies	01674 J HARRISON ACCT
00000000	000010		0206 1120 04	11/03/2020		4100-051100-1299-512-510	99.97	217583		Miscellaneous Others	01674 J HARRISON ACCT
00000000	000010		0222 1120 01	10/12/2020		4100-051500-1293-551-510	12.00	217583		Inmate Medical Expenses	01674 V GIVENS ACCT
00000000	000010		0222 1120 02	10/15/2020		4100-051500-1246-551-510	3.50	217583		Food Supplies	01674 V GIVENS ACCT
00000000	000010		0222 1120 03	10/16/2020		4100-051500-1233-551-510	34.00	217583		Printing	01674 V GIVENS ACCT
		DISC. TOTAL			361.36	ACH PMT TOTAL			.00	EPY PMT TOTAL	361.36
00000000	000010	BANK OF SOUTHSIDE VA	0222 1120 05	10/28/2020		4100-051500-1246-551-510	19.94	217584		Food Supplies	01674 V GIVENS ACCT
00000000	000010		0222 1120 06	10/31/2020		4100-051500-1233-551-510	10.00	217584		Printing	01674 V GIVENS ACCT
00000000	000010		0222 1120 07	11/05/2020		4100-051500-1233-551-510	34.00	217584		Printing	01674 V GIVENS ACCT
00000000	000010		0248 1120 01	10/29/2020		4100-051100-1205-512-510	42.11	217584		Meals	01674 E JOHNSON ACCT
00000000	000010		0248 1120 02	10/29/2020		4100-051100-1205-512-510	17.78	217584		Meals	01674 E JOHNSON ACCT
		DISC. TOTAL			123.83	ACH PMT TOTAL			.00	EPY PMT TOTAL	123.83
00000000	001485	CENTRAL AGRIBUSINESS	JR29323	11/18/2020		4100-051500-1246-551-510	77.00	217585		Food Supplies	01674 SUSSEX SHERIFF
		DISC. TOTAL			77.00	ACH PMT TOTAL			.00	EPY PMT TOTAL	77.00
00000000	001887	CONGLOBAL INDUSTRIES,LLC	IVCG1910059034	11/02/2020		4100-021200-1272-221-210	8,962.50	217586		Building Maintenance & Repair	01674 SUSSEX COUNTY
		DISC. TOTAL			8,962.50	ACH PMT TOTAL			.00	EPY PMT TOTAL	8,962.50
00000000	000494	CRATER HEALTH DISTRICT	18101-2021-01	7/28/2020		4100-081100-2110-801-810	37,079.25	217587		Crater Health District	01674 FIRST QUARTER 2021
		DISC. TOTAL			37,079.25	ACH PMT TOTAL			.00	EPY PMT TOTAL	37,079.25
00000000	000871	CRYSTAL SPRINGS	7302164 111220	11/12/2020		4100-061100-1277-611-610	15.41	217588		Water Services	01674 # 37281837302164
		DISC. TOTAL			15.41	ACH PMT TOTAL			.00	EPY PMT TOTAL	15.41
00000000	001651	DOCUMENT SYSTEMS	111121	11/05/2020		4100-021400-1252-241-210	457.77	217589		Equipment Lease/Rental	01674 SUSSEX COUNTY
		DISC. TOTAL			457.77	ACH PMT TOTAL			.00	EPY PMT TOTAL	457.77
00000000	000123	EDMOND, J. LAFAYETTE	JLE 100520	11/20/2020		4100-021400-1217-241-210	100.00	217590		Commission/Board Compensation	01674 PLANNING COMMISSIO
		DISC. TOTAL			100.00	ACH PMT TOTAL			.00	EPY PMT TOTAL	100.00
00000000	001707	HICKS,SHENIKA SHANTAE	SH 111820	11/18/2020		4100-051500-1244-551-510	46.50	217591		Uniform Services	01674 REIMBURSEMENT
		DISC. TOTAL			46.50	ACH PMT TOTAL			.00	EPY PMT TOTAL	46.50
00000000	001885	HUBBARD, ALFRED	AH 111720	11/17/2020		4100-051500-1205-551-510	124.28	217592		Meals	01674 REIMBURSEMENT
		DISC. TOTAL			124.28	ACH PMT TOTAL			.00	EPY PMT TOTAL	124.28
00000000	001475	IRVING, FRANK	FI 100520	11/20/2020		4100-021400-1217-241-210	75.00	217593		Commission/Board Compensation	01674 PLANNING COMMISSIO
		DISC. TOTAL			75.00	ACH PMT TOTAL			.00	EPY PMT TOTAL	75.00
00000000	001888	KEVIN L. FLOYD P. E.	46407	10/13/2020		4100-021500-1229-253-210	1,581.04	217594		Other Professional Services	01674 SUSSEX CVFD
		DISC. TOTAL			1,581.04	ACH PMT TOTAL			.00	EPY PMT TOTAL	1,581.04
00000000	001477	KING, ROGER	RK 100520	11/20/2020		4100-021400-1217-241-210	75.00	217595		Commission/Board Compensation	01674 PLANNING COMMISSIO
		DISC. TOTAL			75.00	ACH PMT TOTAL			.00	EPY PMT TOTAL	75.00



P O NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT TOTAL	BATCH INV DESCRIPTION
00000000	001894		AW 111420 02	308 39	11/14/2020		4100-051500-1264-551-510	97 90	217611		Gasoline/Mileage-Non Training	01674 REIMBURSEMENT
	DISC. TOTAL							.00	EPY PMT TOTAL		TOTAL	308.39
00000000	000879	WOMACK PUBLISHING CO	28421		10/07/2020		4100-021400-1235-241-210	251 85	217612		Advertising	01674 # 5449
00000000	000879		29035		10/14/2020		4100-021400-1235-241-210	139 61	217612		Advertising	01674 # 5449
00000000	000879		29641		10/21/2020		4100-021400-1235-241-210	109 50	217612		Advertising	01674 # 5449
00000000	000879		29642		10/21/2020		4100-021400-1235-241-210	109 50	217612		Advertising	01674 # 5449
	DISC. TOTAL							.00	EPY PMT TOTAL		TOTAL	906.80
00000000	001644	XEROX FINANCIAL SERVICES	2355182		11/10/2020		4100-051100-1252-512-510	332 88	217613		Equipment Lease/Rental	01674 # 0200081249001
00000000	001644		2355182		11/10/2020		4100-051500-1252-551-510	332 88	217613		Equipment Lease/Rental	01674 # 0200081249001
	DISC. TOTAL							.00	EPY PMT TOTAL		TOTAL	665.76
00000000	000312	YOUNG, ROBERT JR	RY 100520		11/20/2020		4100-021400-1217-241-210	75 00	217614		Commission/Board Compensation	01674 PLANNING COMMISSIO
	DISC. TOTAL							.00	EPY PMT TOTAL		TOTAL	75.00
								.00	EPY PMT TOTAL		TOTAL	69.999 09
								.00	EPY PMT TOTAL		TOTAL	69.999 09

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED THE TOTAL 69,999.09. EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

11-24-2020  
 DATE  
 11-24-20  
 DATE  
 11/24/2020  
 DATE

Keaysr.n.m  
 DIRECTOR OF FINANCE

County Administration  
 COUNTY ADMINISTRATION

Dustie J. Cox  
 DESTIE J. COX, TREASURER

# PAYROLL DEDUCTION CHECKS



P/O NO	VEID NO	VENDOR NAME	INVOICE NO	INVOICE DATE	ACCOUNT NO	NET AMOUNT	CHECK NO	DESCRIPTION	BATCH
00000	000245	AFLAC	DC040201116201100	11/16/2020	100-000200-0100-	825.68	217403		00000
00000	000245		DC040201116201100	11/16/2020	105-000200-0100-	128.40	217403		00000
00000	000245		DC041201116201100	11/16/2020	100-000200-0100-	600.69	217403		00000
00000	000245		DC041201116201100	11/16/2020	105-000200-0100-	156.08	217403		00000
					CHECK TOTAL	1,710.85			
00000	000881	ANTHEM BLUE CROSS AND	DC001201116201100	11/16/2020	100-000200-0100-	32,455.50	217404		00000
00000	000881		DC001201116201100	11/16/2020	105-000200-0100-	9,694.50	217404		00000
00000	000881		DC002201116201100	11/16/2020	100-000200-0100-	1,560.00	217404		00000
00000	000881		DC002201116201100	11/16/2020	105-000200-0100-	780.00	217404		00000
00000	000881		DC003201116201100	11/16/2020	100-000200-0100-	1,138.00	217404		00000
00000	000881		DC004201116201100	11/16/2020	100-000200-0100-	939.50	217404		00000
00000	000881		DC004201116201100	11/16/2020	105-000200-0100-	939.50	217404		00000
00000	000881		DC006201116201100	11/16/2020	100-000200-0100-	1,930.50	217404		00000
00000	000881		DC012201116201100	11/16/2020	100-000200-0100-	939.50	217404		00000
00000	000881		DC015201116201100	11/16/2020	100-000200-0100-	1,531.00	217404		00000
					CHECK TOTAL	51,908.00			
00000	001397	LEGAL SHIELD	DC097201116201100	11/16/2020	100-000200-0100-	11.98	217405		00000
00000	001397		DC097201116201100	11/16/2020	105-000200-0100-	31.90	217405		00000
					CHECK TOTAL	43.88			
00000	001021	MINNESOTA LIFE INS CO	DC200201116201100	11/16/2020	100-000200-0100-	368.29	217406		00000
00000	001021		DC200201116201100	11/16/2020	105-000200-0100-	107.36	217406		00000
					CHECK TOTAL	475.65			
00000	000872	NATIONWIDE RETIREMENT	DC090201116201100	11/16/2020	100-000200-0100-	945.00	217407		00000
00000	000872		DC090201116201100	11/16/2020	105-000200-0100-	170.00	217407		00000
					CHECK TOTAL	1,115.00			
00000	001570	NEW JERSEY FAMILY	DC108201116201100	11/16/2020	100-000200-0100-	238.34	217408		00000
					CHECK TOTAL	238.34			
00000	001851	NYS CHILD SUPPORT PROCESS	DC114201116201100	11/16/2020	100-000200-0100-	182.00	217409		00000
					CHECK TOTAL	182.00			
00000	000247	TREASURER OF VIRGINIA	DC080201116201100	11/16/2020	100-000200-0100-	2,339.63	217410		00000
					CHECK TOTAL	2,339.63			
00000	000831	VACORP	DC035201116201100	11/16/2020	100-000200-0100-	168.91	217411		00000
00000	000831		DC035201116201100	11/16/2020	105-000200-0100-	106.00	217411		00000
					CHECK TOTAL	274.91			
00000	001027	VALIC RETIREMENT	DC091201116201100	11/16/2020	100-000200-0100-	3,615.00	217412		00000
					CHECK TOTAL	3,615.00			
					CLASS TOTAL	61,903.26			
					FINAL TOTAL	61,903.26			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 61,903.26- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

11-9-20  
 DATE  
 11/9/2020  
  
 COUNTY ADMINISTRATOR  


PR100C RPT RUN TIME- 11.52.34 RPT RUN DTE- 11/19/2020 CHECK REGISTER PR END DATE-2020/11/30

EMPL#	NAME	SOC. SEC.	CHECK#	NET PAY
000605	BANKS, BARBARA	XXX-XX-7560	217519	160.00
000656	BOHATEC, SHARON W	XXX-XX-4923	217520	160.00
000489	BROWN, VIOLA D.	XXX-XX-1596	217521	160.00
000654	CAHOON, MELINDA K	XXX-XX-5877	217522	160.00
000481	CLARK, LUANN	XXX-XX-5861	217523	180.00
000154	CLARKE, SUSIE A	XXX-XX-0012	217524	160.00
000540	CORL, CHRISTINE C	XXX-XX-7587	217525	160.00
000649	DAVIS, ALEXANDER JR	XXX-XX-3571	217526	160.00
000480	DAVIS, CORLISS W.	XXX-XX-4659	217527	180.00
000504	ELDER, BARBARA A	XXX-XX-8597	217528	160.00
000475	FAISON, KAREN R.	XXX-XX-6661	217529	160.00
000606	FORD-WESTBROOK, GAIL	XXX-XX-9840	217530	180.00
000488	GARY, POLLY U.	XXX-XX-8302	217531	160.00
000636	GETTIER, BRIANNA R	XXX-XX-7091	217532	160.00
000477	GILLES, HATTIE S.	XXX-XX-1034	217533	160.00
000515	GILES, PAULINE E.	XXX-XX-4294	217534	160.00
000650	GOFF, ROBERT M JR	XXX-XX-7927	217535	70.00
000602	GOODE, JACQUELINE W	XXX-XX-1908	217536	160.00
000206	GOODE, MARIAN	XXX-XX-0805	217537	160.00
000655	GRIFFIN, PAMELA E	XXX-XX-3303	217538	160.00
000512	HARRUP, PHYLLIS T.	XXX-XX-1719	217539	160.00
000518	HARRUP, RUTH J.	XXX-XX-7469	217540	180.00
000599	HARVELL, JEAN D	XXX-XX-1983	217541	160.00
000600	HILL, LUCY P	XXX-XX-5375	217542	160.00
000487	HILL, MARY J.	XXX-XX-9442	217543	180.00
000474	JOHNSON, EARLINE T.	XXX-XX-1226	217544	160.00
000483	MASON, MAE K.	XXX-XX-3370	217545	160.00
000502	MASON, REATHER S.	XXX-XX-1008	217546	160.00
000653	MASSENBURG, SALLIE M	XXX-XX-0949	217547	160.00
000601	MEADE, SHIRLEY D	XXX-XX-8891	217548	160.00
000594	MORRIS, DORTHEA A	XXX-XX-5317	217549	160.00
000498	NINIO, JAMES E.	XXX-XX-2354	217550	180.00
000604	O'BERRY, RUTH S	XXX-XX-9125	217551	160.00
000651	PARHAM, SANDRA B	XXX-XX-4722	217552	160.00
000485	PENNINGTON, FRANCES O.	XXX-XX-7758	217553	160.00
000541	PETTICOLAS, MAYVIS L	XXX-XX-8938	217554	160.00
000511	PHIPPS, JUDY E.	XXX-XX-0578	217555	160.00
000506	RIVERS, ROSE M.	XXX-XX-4595	217556	160.00
000648	ROSE, SHANEKA P	XXX-XX-5992	217557	160.00
000659	ROWLEY, DAVID I	XXX-XX-7120	217558	160.00
000519	SHIVER, VICKI F.	XXX-XX-0943	217559	160.00
000657	SKIPPER, LINDA J	XXX-XX-2369	217560	160.00
000561	SNYDER, SCOTT S	XXX-XX-6233	217561	70.00
000496	TAYLOR, EMMA P.	XXX-XX-8369	217562	160.00
000658	TRISVAN, BERNICE L	XXX-XX-8154	217563	160.00
000652	TURNER, QIANA M	XXX-XX-7348	217564	160.00
000560	VAUGHAN, HELENE M	XXX-XX-1958	217565	180.00
000501	VAUGHAN, MARGARET	XXX-XX-2685	217566	160.00
000514	WEST, JAMES F. JR	XXX-XX-4587	217567	180.00
000508	WESTBROOK, EVA M.	XXX-XX-9800	217568	160.00

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PR100C RPT RUN TIME- 11.52.34 RPT RUN DTE- 11/19/2020 --P/R CHECK REGISTER PR END DATE-2020/11/30

EMPLY#	NAME	SOC. SEC.	CHECK#	NET PAY
000471	WILLIAMS, DOROTHY G.	XXX-XX-5839	217569	160.00
000084	WILLIAMS, JEANETTE	XXX-XX-3390	217570	160.00
000497	WILLIAMS, YVONNE D.	XXX-XX-1228	217571	160.00
***COMPANY TOTAL***				8,520.00

GROSS-\$

8,520.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED. THE TOTAL 8,520.00 EQUALS THE CHECK REGISTER.

11-19-20  
 DATE  
 11/19/2020  
 COUNTY ADMINISTRATOR  
 Richard Taylor  
 West of Cox

P/O NO	VEND NO	VENDOR NAME	INVOICE NO	INVOICE DATE	ACCOUNT NO	NET AMOUNT	CHECK NO	BATCH	DESCRIPTION
00000	000245	AFLAC	DC040201130201100	11/25/2020	100-000200-0100-	825.68	217572	00000	
00000	000245		DC040201130201100	11/25/2020	105-000200-0100-	128.40	217572	00000	
00000	000245		DC041201130201100	11/25/2020	100-000200-0100-	600.69	217572	00000	
00000	000245		DC041201130201100	11/25/2020	105-000200-0100-	156.08	217572	00000	
					CHECK TOTAL	1,710.85			
00000	000881	ANTHEM BLUE CROSS AND	DC001201130201100	11/25/2020	100-000200-0100-	29,926.50	217573	00000	
00000	000881		DC001201130201100	11/25/2020	105-000200-0100-	8,851.50	217573	00000	
00000	000881		DC002201130201100	11/25/2020	100-000200-0100-	1,560.00	217573	00000	
00000	000881		DC002201130201100	11/25/2020	105-000200-0100-	780.00	217573	00000	
00000	000881		DC003201130201100	11/25/2020	100-000200-0100-	1,138.00	217573	00000	
00000	000881		DC004201130201100	11/25/2020	100-000200-0100-	939.50	217573	00000	
00000	000881		DC004201130201100	11/25/2020	105-000200-0100-	939.50	217573	00000	
00000	000881		DC006201130201100	11/25/2020	100-000200-0100-	643.50	217573	00000	
00000	000881		DC012201130201100	11/25/2020	100-000200-0100-	939.50	217573	00000	
00000	000881		DC015201130201100	11/25/2020	100-000200-0100-	1,531.00	217573	00000	
					CHECK TOTAL	45,370.00			
00000	001397	LEGAL SHIELD	DC097201130201100	11/25/2020	100-000200-0100-	11.98	217574	00000	
00000	001397		DC097201130201100	11/25/2020	105-000200-0100-	31.90	217574	00000	
					CHECK TOTAL	43.88			
00000	001021	MINNESOTA LIFE INS CO	DC200201130201100	11/25/2020	100-000200-0100-	364.79	217575	00000	
00000	001021		DC200201130201100	11/25/2020	105-000200-0100-	107.36	217575	00000	
					CHECK TOTAL	472.15			
00000	000872	NATIONWIDE RETIREMENT	DC090201130201100	11/25/2020	100-000200-0100-	945.00	217576	00000	
00000	000872		DC090201130201100	11/25/2020	105-000200-0100-	170.00	217576	00000	
					CHECK TOTAL	1,115.00			
00000	001570	NEW JERSEY FAMILY	DC108201130201100	11/25/2020	100-000200-0100-	238.34	217577	00000	
					CHECK TOTAL	238.34			
00000	001851	NYS CHLD SUPPORT PROCESS	DC114201130201100	11/25/2020	100-000200-0100-	182.00	217578	00000	
					CHECK TOTAL	182.00			
00000	001891	PARRISH AND LEBAR, L L P	DC120201130201100	11/25/2020	100-000200-0100-	30.28	217579	00000	
					CHECK TOTAL	30.28			
00000	000247	TREASURER OF VIRGINIA	DC080201130201100	11/25/2020	100-000200-0100-	2,339.63	217580	00000	
					CHECK TOTAL	2,339.63			
00000	000831	VACORP	DC035201130201100	11/25/2020	100-000200-0100-	153.81	217581	00000	
00000	000831		DC035201130201100	11/25/2020	105-000200-0100-	106.00	217581	00000	
					CHECK TOTAL	259.81			
00000	001027	VALIC RETIREMENT	DC091201130201100	11/25/2020	100-000200-0100-	1,115.00	217582	00000	
					CHECK TOTAL	1,115.00			
					CLASS TOTAL	52,876.94			
					FINAL TOTAL	52,876.94			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 52,876.94- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED

11-19-20

DATE

11/19/2020

Richard Taylor  
COURT ADMINISTRATOR  
R. Taylor



### 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, 2020

**BB&T #201- SUSSEX, VA**

Bank Balance - Money Market Checking-----	\$168,006.00	
Plus Cr Card Merch Fee - in bank, not in office---JE-----	\$341.10	
Plus Bank Service Charge - in bank, not in office---JE-----	\$190.06	
Plus Cr Card Deposits in Transit - in office, not in bank-----	\$3,568.04	
Less Deposits in Transit-----	(\$16,274.54)	
Less Outstanding Checks not cleared bank-----		\$155,830.66

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

Bank Balance-----	\$6,560,185.49	
Plus Deposits in Transit - in office, not in bank-----	\$1,368,524.66	
Plus Bank Service Charge - in bank, not in office---JE-----	\$78.79	
Plus Bank Service Fees - in bank, not in office---JE-----	\$11.89	
Less Outstanding Checks not cleared bank-----	(\$1,000,059.00)	
Less Deposits in Transit - in bank, not in office-----	(\$25,690.46)	\$6,903,051.37

**SONA #401- WAVERLY, VA**

Bank Balance-----	\$77,843.60	
Less Deposits in Transit - in bank, not in office-----	(\$37,870.81)	\$39,972.79
Investments and CD's-----		
#30380034 - SONA #451	\$2,296,447.97	
#30371954 - SONA #451	\$1,010,220.63	
#30381744 - SONA #451	\$2,000,000.00	
		\$5,306,668.60

<b>QZAB -05 #701</b> Investment Balance-----	\$977,273.85	
<b>QZAB -06 #702</b> Investment Balance-----	\$1,791,831.04	
<b>LGIP INVESTMENT #803</b> Investment Balance-----	\$2,384,161.28	
<b>VA INV POOL #804</b> Investn Investment Balance-----	\$618,272.64	

TOTAL IN BANKS REC W/GL----- \$18,177,062.23

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

kbe





FUND # -999 TREASURER'S ACCOUNTABILITY FUND  
GE070C

2017/07 - 2020/11

MAJOR#	DESCRIPTION	FY/2018	FY/2019	FY/2020	FY/2021
		Bal. Sheet 2017/07 Thru 2017/11	Bal. Sheet 2018/07 Thru 2018/11	Bal. Sheet 2019/07 Thru 2019/11	Bal. Sheet 2020/07 Thru 2020/11
000000-0000	TREASURER'S ACCOUNTABILITY FUND	.00	.00	.00	.00
	TREASURER'S ACCOUNTABILITY FUND	.00	.00	.00	.00
	ASSETS				
000100-0000	Cash in Office - Treasurer	600.00	600.00	1,000.00	1,000.00
000100-0201	BB&T - MM Checking	4,093,660.82	7,706,226.71	181,017.79	155,830.66
000100-0251	BB&T - CD's	.00	.00	.00	.00
000100-0252	BB&T - Repos	.00	.00	.00	.00
000100-0301	BSV - MM Checking	205,475.79	133,626.05	5,454,973.08	6,903,051.37
000100-0302	BSV - Investment Acct	.00	.00	.00	.00
000100-0351	BSV - CD's	.00	.00	.00	.00
000100-0352	BSV - Repos	.00	.00	.00	.00
000100-0401	SONA BANK (SB) CHECKING	99,023.49	54,108.72	48,813.08	39,972.79
000100-0451	SONA BANK (SB) CD'S	2,219,253.59	2,228,143.93	2,247,108.11	5,306,668.60
000100-0452	SONA BANK (SB) REPOS	.00	.00	.00	.00
000100-0701	Bank of America QZAB Acct	739,348.22	816,727.66	896,034.79	977,273.85
000100-0702	Bk of America QZAB 06 Escrow	1,355,919.43	1,497,742.11	1,642,974.22	1,791,831.04
000100-0803	LCip - Investments	4,601,490.80	2,429,767.37	3,340,073.15	2,384,161.28
000100-0804	VIP - Investments	.00	518,050.03	2,098,007.40	618,272.64
000100-0805	Mentor Snap - VPSA Bond Proceeds	.00	.00	.00	.00
000100-0806	Va.Snap/PFM-VPSA Int. Acct	.00	.00	.00	.00
000100-0901	NSF Checks	2,071.82	667.74	1,291.18	746.31
	ASSETS	13,316,843.96	15,385,660.32	15,911,292.80	18,178,808.54
	TOTAL ASSETS	13,316,843.96	15,385,660.32	15,911,292.80	18,178,808.54
	FUND EQUITY				
000300-0000	General Fund	5,678,106.95-	7,861,540.68-	5,016,829.93-	6,915,271.13-
000300-0100	VPA Fund	.00	.00	38,765.98-	71,654.62-
000300-0105	CSA Fund	4,995.50-	17,419.36	61,420.56	127,875.62
000300-0110	BJA Trust Fund	.00	.00	.00	.00
000300-0115	IPR Loan Program Fund	.00	.00	.00	.00
000300-0120	IPR Program Income Fund (11/02)	35,667.22-	38,082.31-	34,377.92-	19,706.65-
000300-0121	Disaster Recovery Relief Fund	.00	.00	.00	.00
000300-0122	CD&G Housing Program	58,410.99-	59,042.99-	59,540.99-	60,030.99-
000300-0123	Sussex Gardens Proj FD (Revl FD)	.00	.00	.00	.00
000300-0124	Drug Forfeiture Fund	18,368.40-	24,235.92-	17,637.69-	13,912.03-
000300-0125	Reserve for CP and DS	3,578,981.02-	3,593,312.02-	5,609,707.02-	5,552,270.02-
000300-0135	Criminal Justice Reserve Fund	.00	.00	.00	.00
000300-0140	Law Library Fund	27,959.81-	28,641.34-	29,817.97-	31,003.20-
000300-0201	School Fund	.00	.00	.00	.00
000300-0251	School Food Services Fund	11,099.14	12,642.04	35,053.78-	54,282.82-
000300-0252	Summer Food Service Fund	5,535.81-	5,933.61-	11,351.80-	.00
000300-0253	Title and Grant fund	753,746.52-	546,497.01-	1,037,568.23-	1,111,982.77-

FUND # -999 TREASURER'S ACCOUNTABILITY FUND  
GL070C

MAJOR#	DESCRIPTION	FY/2018 Bal. Sheet 2017/07 Thru 2017/11	FY/2019 Bal. Sheet 2018/07 Thru 2018/11	FY/2020 Bal. Sheet 2019/07 Thru 2019/11	FY/2021 Bal. Sheet 2020/07 Thru 2020/11
000300-0255	School Textbook Fund	240,689.93-	161,147.46-	196,041.32-	71,365.54-
000300-0256	Smart Beg. Early Childhood Dev	.00	.00	.00	.00
000300-0301	School Capital Projects Fund	198,002.09-	199,293.05-	203,067.05-	206,387.05-
000300-0302	General Capital Projects Fund	323,291.61-	379,230.44-	730,490.46-	1,022,074.86-
000300-0303	Elementary School Capital Proj Fund	.00	.00	.00	.00
000300-0305	Mega Site - Industrial Park Fund	72,660.39	135,135.27	25,025.77	29,525.77
000300-0306	Cabin Point - Industrial Park Fund	9,723.89	46,084.76	17,098.88	45,814.50-
000300-0307	Henry - Industrial Park Fund	5,000.00-	113,991.84-	153,980.77-	153,980.77-
000300-0722	Robert Mitchell Scholarship Fund	25,152.17-	25,146.17-	25,355.17-	25,519.17-
000300-0724	Wav/Wak Rotary Scholarship Fund	30,965.86-	28,161.86-	33,900.86-	30,578.86-
000300-0725	RICHARD CLEMENTS MOORE III SCH FUND	29,577.83-	30,308.83-	31,534.83-	33,218.83-
000300-0726	Millard D. Stith Sch. Fund	87,447.00-	101,864.00-	102,620.00-	.00
000300-0733	Special Welfare Fund	3,894.37-	5,642.14-	18,760.49-	71,855.43-
000300-0135-200	Restricted Res for Elem Loans	.00	.00	.00	.00
	FUND EQUITY	11,012,309.62-	12,990,790.24-	13,282,857.05-	15,333,507.85-
	TOTAL PRIOR YR FUND BALANCE	11,012,309.62-	12,990,790.24-	13,282,857.05-	15,333,507.85-
	OTHER ACCOUNTS	.00	.00	.00	.00
000400-0001	Treasurer's Deferred Account	1,344.51-	.00	.00	.00
000400-0002	Cash Over and Short	8.91	10.51-	43.30-	167.40-
000400-0011	Overpayments	.00	.00	.00	.00
000400-0012	Prepaid Taxes - PP	1,897.67-	2,874.28-	1,346.03-	2,365.28-
000400-0013	Prepaid Taxes - RE	9,173.42-	11,219.02-	11,302.41-	8,803.12-
000400-0014	Available PTR for Distrib \$1.093M	.00	.00	.00	.00
000400-0015	Escrow Acct. QZAB 2005	739,348.22-	816,727.66-	896,034.79-	977,273.85-
000400-0016	QZAB 2006 Escrow Acct.	1,355,919.43-	1,497,742.11-	1,642,974.22-	1,791,831.04-
000400-0021	Escrow Acct - Perf. Surety(ESCROW)	70,610.00-	66,296.50-	76,735.00-	64,860.00-
000400-0101	Commonwealth Current Credit Account	.00	.00	.00	.00
000400-0102	Commonwealth Current Debit Account	.00	.00	.00	.00
000400-0103	Commonwealth Cur C-DHCD In-Woodfue	.00	.00	.00	.00
000400-0104	Escrow Sheriff's Sales (SHSALE)	.00	.00	.00	.00
000400-0150	Health Insurance Cont. Fund (HINS)	.00	.00	.00	.00
	OTHER ACCOUNTS	2,178,284.34-	2,394,870.08-	2,628,435.75-	2,845,300.69-
000401-0000	ESCROW ACCTS. RESERVED CIF ACCTS	.00	.00	.00	.00
000401-0101	Escrow for Fire Dept. Vehicles	60,000.00-	.00	.00	.00
000401-0102	Escrow for Rescue Vehicles	66,250.00-	.00	.00	.00
	ESCROW ACCTS. RESERVED CIF ACCTS	126,250.00-	.00	.00	.00
	UNCOLLECTED TAXES - COUNTY	2,304,534.34-	2,394,870.08-	2,628,435.75-	2,845,300.69-
000501-0000	UNCOLLECTED TAXES - COUNTY	.00	.00	.00	.00
000501-1990	UNCOLLECTED TAXES - RE	.00	.00	.00	.00
000501-1990	Real Estate - 1990	.00	.00	.00	.00
000501-1991	Real Estate - 1991	.00	.00	.00	.00

BALANCE SHEET - COMPARATIVE PERIODS  
2017/07 - 2020/11

FUND # - 999 TREASURER'S ACCOUNTABILITY FUND  
GL070C

MAJOR#	DESCRIPTION	FY/2018		FY/2019		FY/2020		FY/2021	
		Bal. Sheet 2017/07	Thru 2017/11	Bal. Sheet 2018/07	Thru 2018/11	Bal. Sheet 2019/07	Thru 2019/11	Bal. Sheet 2020/07	Thru 2020/11
000501-1992	Real Estate - 1992	.00	.00	.00	.00	.00	.00	.00	.00
000501-1993	Real Estate - 1993	.00	.00	.00	.00	.00	.00	.00	.00
000501-1994	Real Estate - 1994	.00	.00	.00	.00	.00	.00	.00	.00
000501-1995	Real Estate - 1995	.00	.00	.00	.00	.00	.00	.00	.00
000501-1996	Real Estate - 1996	.00	.00	.00	.00	.00	.00	.00	.00
000501-1997	Real Estate - 1997	143.02	143.02	.00	.00	.00	.00	.00	.00
000501-1998	Real Estate - 1998	205.14	205.14	86.04	86.04	.00	.00	.00	.00
000501-1999	REAL ESTATE - 1999	240.78	240.78	121.68	121.68	121.68	121.68	.00	.00
000501-2000	Real Estate - 2000	258.00	258.00	168.00	168.00	168.00	168.00	168.00	168.00
000501-2001	Real Estate - 2001	345.00	345.00	168.00	168.00	168.00	168.00	168.00	168.00
000501-2002	Real Estate - 2002	487.50	487.50	182.00	182.00	182.00	182.00	182.00	182.00
000501-2003	Real Estate - 2003	508.30	508.30	182.00	182.00	182.00	182.00	182.00	182.00
000501-2004	REAL ESTATE - 2004	514.15	514.15	187.85	187.85	187.85	187.85	187.85	187.85
000501-2005	Real Estate - 2005	514.15	514.15	187.85	187.85	187.85	187.85	187.85	187.85
000501-2006	Real Estate - 2006	341.28	341.28	161.28	161.28	161.28	161.28	161.28	161.28
000501-2007	Real Estate - 2007	341.28	341.28	161.28	161.28	161.28	161.28	161.28	161.28
000501-2008	REAL ESTATE - 2008	476.91	476.91	274.41	274.41	264.55	264.55	264.55	264.55
000501-2009	RE - 2009	731.70	731.70	529.20	529.20	442.26	442.26	442.26	442.26
000501-2010	Real Estate - 2010	1,450.89	1,450.89	907.62	907.62	613.44	613.44	613.44	613.44
000501-2011	Real Estate - 2011	4,007.98	4,007.98	1,684.87	1,684.87	613.44	613.44	613.44	613.44
000501-2012	Real Estate - 2012	6,399.48	6,399.48	3,032.55	3,032.55	1,343.28	1,343.28	1,343.28	1,343.28
000501-2013	Real Estate - 2013	13,195.58	13,195.58	6,355.60	6,355.60	3,227.89	3,227.89	2,634.67	2,634.67
000501-2014	Real Estate - 2014	24,755.96	24,755.96	13,690.33	13,690.33	6,319.48	6,319.48	5,117.52	5,117.52
000501-2015	Real Estate - 2015	50,004.98	50,004.98	30,187.98	30,187.98	10,882.95	10,882.95	7,531.18	7,531.18
000501-2016	Real Estate - 2016	147,137.20	147,137.20	76,985.47	76,985.47	34,992.29	34,992.29	20,916.62	20,916.62
000501-2017	Real Estate - 2017	2,251,820.56	2,251,820.56	149,201.86	149,201.86	75,890.05	75,890.05	37,166.01	37,166.01
000501-2018	Real Estate - 2018	.00	.00	2,335,513.68	2,335,513.68	149,200.01	149,200.01	74,066.66	74,066.66
000501-2019	Real Estate - 2019	.00	.00	.00	.00	3,215,382.89	3,215,382.89	136,653.84	136,653.84
000501-2020	Real Estate - 2020	.00	.00	.00	.00	.00	.00	3,286,216.39	3,286,216.39
000501-9999	Reserve - Real Estate Taxes	2,503,879.84-	2,503,879.84-	2,619,969.55-	2,619,969.55-	3,500,692.47-	3,500,692.47-	3,574,769.48-	3,574,769.48-
000502-0000	UNCOLLECTED TAXES - RE	.00	.00	.00	.00	.00	.00	.00	.00
000502-2005	PP - 2005	.00	.00	.00	.00	.00	.00	.00	.00
000502-2006	PP - 2006	.00	.00	.00	.00	.00	.00	.00	.00
000502-2007	PP - 2007	.00	.00	.00	.00	.00	.00	.00	.00
000502-2008	PP - 2008	.00	.00	.00	.00	.00	.00	.00	.00
000502-2009	PP - 2009	.00	.00	.00	.00	.00	.00	.00	.00
000502-2010	PP - 2010	.00	.00	.00	.00	.00	.00	.00	.00
000502-2011	PP - 2011	.00	.00	.00	.00	.00	.00	.00	.00
000502-2012	PP - 2012	17,657.01	17,657.01	.00	.00	.00	.00	.00	.00
000502-2013	PP - 2013	12,142.14	12,142.14	10,697.37	10,697.37	.00	.00	.00	.00
000502-2014	PP - 2014	23,584.45	23,584.45	21,170.24	21,170.24	18,859.72	18,859.72	.00	.00

FUND # -999 TREASURER'S ACCOUNTABILITY FUND  
GL070C

MAJOR#	DESCRIPTION	FY/2018 Bal. Sheet 2017/07 Thru 2017/11	FY/2019 Bal. Sheet 2018/07 Thru 2018/11	FY/2020 Bal. Sheet 2019/07 Thru 2019/11	FY/2021 Bal. Sheet 2020/07 Thru 2020/11
000502-2015	PP - 2015	28,861.04	23,268.08	17,097.96	15,329.09
000502-2016	PP - 2016	132,685.04	100,279.87	91,974.37	67,898.38
000502-2017	PP - 2017	2,897,087.27	76,571.00	33,310.82	22,978.53
000502-2018	PP - 2018	.00	2,095,918.12	55,264.67	27,216.21
000502-2019	PP - 2019	.00	.00	2,459,159.17	92,921.32
000502-2020	PP - 2020	.00	.00	.00	2,600,623.25
000502-9999	Reserve - PP Taxes	3,112,016.95-	2,327,904.68-	2,675,666.71-	2,826,966.78-
	UNCOLLECTED TAXES - PP	.00	.00	.00	.00
000503-0000	UNCOLLECTED TAXES - PSC	.00	.00	.00	.00
000503-2006	PSC - 2006	.00	.00	.00	.00
000503-2007	PSC - 2007	.00	.00	.00	.00
000503-2008	PSC - 2008	.00	.00	.00	.00
000503-2009	PSC - 2009	.00	.00	.00	.00
000503-2010	PSC - 2010	.00	.00	.00	.00
000503-2011	PSC - 2011	.00	.00	.00	.00
000503-2012	PSC - 2012	.00	.00	.00	.00
000503-2013	PSC - 2013	.00	.00	.00	.00
000503-2014	PSC - 2014	.00	.00	.00	.00
000503-2015	PSC - 2015	.00	.00	.00	.00
000503-2016	PSC - 2016	.00	.00	.00	.00
000503-2017	PSC - 2017	176,591.50	110,352.56	694,582.22	440,050.80
000503-2018	PSC - 2018	.00	.00	.00	.00
000503-2019	PSC - 2019	.00	.00	.00	.00
000503-2020	PSC - 2020	.00	.00	.00	.00
000503-9999	Reserve - PSC Taxes	176,591.50-	110,352.56-	694,582.22-	440,050.80-
	UNCOLLECTED TAXES - PSC	.00	.00	.00	.00
000504-0000	UNCOLLECTED BUSINESS LICENSE	.00	.00	.00	.00
000504-2015	BL - 2015	.00	.00	.00	.00
000504-2016	BL - 2016	160.00-	.00	.00	.00
000504-2017	BL - 2017	.00	.00	.00	.00
000504-2018	BL - 2018	.00	2.00-	.00	.00
000504-2019	BL - 2019	.00	.00	.00	.00
000504-2020	BL - 2020	.00	.00	.00	.00
000504-9999	Reserve for Business License	160.00	2.00	.00	.00
	UNCOLLECTED BUSINESS LICENSE	.00	.00	.00	.00
000520-0000	DMV REGISTRATION WITHHOLDING FEES	.00	.00	.00	.00
000520-0001	DMV Withholding Fees Receivable	4,433.30-	.00	50.00-	50.00-
000520-9999	Reserve for DMV Withholding Fees	4,433.30	.00	50.00	50.00
	DMV REGISTRATION WITHHOLDING FEES	.00	.00	.00	.00
000521-0000	UNCOLLECTED ADMINISTRATIVE FEES	.00	.00	.00	.00
000521-0001	Administrative Fees Receivable	12,197.45-	.00	.00	.00
000521-9999	Reserve for Administrative Fees	12,197.45	.00	.00	.00

BALANCE SHEET - COMPARATIVE PERIODS

2017/07 - 2020/11

FUND #-999 TREASURER'S ACCOUNTABILITY FUND  
 61070C

MAJOR#	DESCRIPTION	FY/2018	FY/2019	FY/2020	FY/2021
		Bal. Sheet 2017/07 Thru 2017/11	Bal. Sheet 2018/07 Thru 2018/11	Bal. Sheet 2019/07 Thru 2019/11	Bal. Sheet 2020/07 Thru 2020/11
	UNCOLLECTED ADMINISTRATIVE FEES	.00	.00	.00	.00
	UNCOLLECTED TAXES - STATE	.00	.00	.00	.00
	UNCOLLECTED TAXES - STATE	.00	.00	.00	.00
	UNCOLLECTED TAXES - SI	.00	.00	.00	.00
000601-0000	State Income Tax - 2009	.00	.00	.00	.00
000601-2009	State Income Tax - 2010	.00	.00	.00	.00
000601-2010	State Income Tax - 2011	.00	.00	.00	.00
000601-2011	State Income Tax - 2012	.00	.00	.00	.00
000601-2012	State Income Tax - 2013	.00	.00	.00	.00
000601-2013	State Income Tax - 2014	.00	.00	.00	.00
000601-2014	State Income Tax - 2015	.00	.00	.00	.00
000601-2015	State Income Tax - 2016	.00	.00	.00	.00
000601-2016	State Income Tax - 2017	4,084.81	7,005.23	8,832.00	2,080.00
000601-2017	State Income Tax - 2018	.00	.00	.00	.00
000601-2018	State Income Tax - 2019	.00	.00	.00	.00
000601-2019	Reserve - State Income	4,084.81	7,005.23	8,832.00	2,080.00
	UNCOLLECTED TAXES - SI	.00	.00	.00	.00
	IPR Loan Payments Receivable	3,151.74	3,926.09	5,659.92	7,988.36
000702-0000	Reserve for IPR Loan Payments	3,151.74	3,926.09	5,659.92	7,988.36
000702-9999	IPR Loan Payments Receivable	.00	.00	.00	.00
	CDBG Loan Payments Receivable	.00	.00	.00	.00
000703-0000	Reserve for CDBG Loan Payments	.00	.00	.00	.00
000703-9999	CDBG Loan Payments Receivable	.00	.00	.00	.00





**REVENUE/EXPENDITURE SUMMARY REPORT**

**NOVEMBER 30, 2020**

**General Fund**

				<b>ANNUAL BUDGET</b>	<b>OCTOBER ACTIVITY</b>	<b>YTD ACTUAL 11/30/2020</b>	<b>PRIOR FY - YTD Through 11/30/2019</b>	<b>COLLECTED % YTD</b>
<b>REVENUES</b>								
Real Estate				4,993,400	1,572,212	1,868,925	1,954,787	37.4%
Public Service Corp				792,560	306,040	306,100	71,897	38.6%
Personal Property				2,743,150	1,121,290	1,230,019	834,451	44.8%
Machinery & Tools				1,118,800	477,197	477,197	567,398	42.7%
Local Sales & Use Taxes (net)				849,528	75,010	376,338	380,501	44.3%
Transient Occupancy Tax				48,000	208	12,259	26,947	25.5%
Consumer Utility Taxes				92,000	7,540	36,536	38,869	39.7%
Business License Tax				61,300	2,889	25,181	15,357	41.1%
Motor Vehicle Licenses				224,850	60,581	87,819	74,063	39.1%
Landfill Tipping Fees				5,536,489	-	2,005,567	3,072,652	36.2% *
Delinquent Taxes RE				122,000	14,235	99,880	105,268	81.9%
Delinquent Tax Personal Property				80,500	2,185	65,469	41,102	81.3%
Penalties - All Property				92,000	1,762	18,619	17,292	20.2%
Interest - All Property				23,000	1,873	14,518	11,885	63.1%
Court Fines				1,125,000	61,035	231,570	380,488	20.6%
State				3,973,184	1,503,285	3,721,005	2,294,397	93.7% **
Designated Use of Fund Balance				3,491,270	0	0	1,002,126	0.0%
<b>EXPENDITURES</b>								
				<b>ANNUAL BUDGET</b>	<b>OCTOBER ACTIVITY</b>	<b>YTD ACTUAL 11/30/2020</b>	<b>PRIOR FY - YTD Through 11/30/2019</b>	<b>SPENT % YTD</b>
General Government				3,678,800	411,954	1,889,802	920,837	51.4% ***
Judicial Administration				1,168,378	86,434	465,835	451,906	39.9%
Fire, Rescue, EMS				2,034,565	146,916	775,334	789,854	38.1%
Sheriff's Operations & Jail				4,653,361	350,282	1,768,755	1,751,020	38.0%
Public Works				1,602,742	85,315	510,740	598,949	31.9%
Health & Welfare				870,386	101,938	334,260	267,747	38.4%
Education				8,003,652	556,634	1,915,639	2,266,592	23.9%
Parks Rec & Cultural Enrichment				240,065	0	138,533	128,349	57.7%
Planning/Community Dev				2,419,027	528,646	1,212,973	541,550	50.1%
Debt Service				1,421,641	109,203	856,036	1,252,348	60.2%

\* FYE20 includes additional month fees in amount of \$536,509

\*\* FYE21 Includes \$973,580 Cares Act Funds & \$469,151 Broadband Cares Act Funds

\*\*\* FYE21 Includes Cares Act Expenditures



			ANNUAL	CURRENT MONTH	ACTUAL 11/30/2020	PRIOR FY - YTD 11/30/2019	Spent %
EXPENDITURES			BUDGET	ACTIVITY	YEAR TO DATE	11/30/2019	YTD
Board of Supervisors			168,117	18,134	84,153	61,691	50.1%
Administration			2,250,973	321,197	1,376,451	457,402	61.1%
IT & Central Acct			38,765	796	23,283	20,852	60.1%
County Attorney			150,000	0	35,917	63,963	23.9%
Registrar/Board of Elections			235,334	26,147	101,183	66,696	43.0%
Com of Rev/Reassess			415,316	19,706	109,500	100,573	26.4%
Treas/Lic Bureau			420,295	25,974	159,315	149,659	37.9%
<b>General Government</b>			<b>3,678,800</b>	<b>411,954</b>	<b>1,889,802</b>	<b>920,837</b>	<b>51.4%</b>
Courts			98,305	9,973	38,965	40,007	39.6%
Clerk of Courts			405,958	30,372	152,248	152,508	37.5%
Com Atty/Vic Wit			664,115	46,090	274,622	259,391	41.4%
<b>Judicial Administration</b>			<b>1,168,378</b>	<b>86,434</b>	<b>465,835</b>	<b>451,906</b>	<b>39.9%</b>
Fire/Rescue/EMS			1,666,407	125,482	599,623	697,814	36.0%
Aminal Control			368,158	21,434	175,711	92,039	47.7%
Fire, Rescue, EMS			2,034,565	146,916	775,334	789,854	38.1%
Court Sec/Spot/FO/E911			2,724,745	217,476	1,051,761	966,837	38.6%
Confinement of Inmates			1,807,719	132,806	665,977	736,512	36.8%
Crater Crim Justice Aca.			120,897	0	51,017	47,671	42.2%
<b>Sheriff's Operations &amp; Jail</b>			<b>4,653,361</b>	<b>350,282</b>	<b>1,768,755</b>	<b>1,751,020</b>	<b>38.0%</b>
Building & Grounds			590,624	49,403	242,976	243,011	41.1%
Envir Inspections			305,668	9,391	57,925	76,302	19.0%
General Works			92,400	7,001	34,329	67,375	37.2%
Convenience Ctrs.			491,550	19,520	173,166	203,790	35.2%
Refuse Disposal			122,500	0	2,344	8,471	1.9%
<b>Public Works</b>			<b>1,602,742</b>	<b>85,315</b>	<b>510,740</b>	<b>598,949</b>	<b>31.9%</b>
Health - Outside Agencies			225,534	0	75,197	136,064	33.3%
Com. Support Services - Outside Agencies			140,304	158	77,302	88,207	55.1%
Local Contrib to DSS			331,490	70,498	88,113	0	26.6%
Local Contrib to CSA			173,058	31,283	93,648	43,476	54.1%
<b>Health &amp; Welfare</b>			<b>870,386</b>	<b>101,938</b>	<b>334,260</b>	<b>267,747</b>	<b>38.4%</b>
Educ Contrib - Outside Agencies			4,482	0	3,482	2,995	77.7%
Local Contrib to Sch Fd			7,999,170	556,634	1,912,157	2,263,597	23.9%
<b>Education</b>			<b>8,003,652</b>	<b>556,634</b>	<b>1,915,639</b>	<b>2,266,592</b>	<b>23.9%</b>
Library/Cultural - Outside Agencies			204,065	0	108,533	103,349	53.2%
Recreational Contrib- Outside Agencies			36,000	0	30,000	25,000	83.3%
<b>Parks Rec &amp; Cultural Enrichment</b>			<b>240,065</b>	<b>0</b>	<b>138,533</b>	<b>128,349</b>	<b>57.7%</b>
Housing			128,548	9,752	48,766	48,906	37.9%
CDBG Pocahantas Grt			328,985	10,455	13,476	74,138	4.1%
DHCD UNOS Grt			959,650	9,534	27,379	208,314	2.9%
VHDA COVID19 Grt			40,000	155	5,524	0	13.8%
VHDA HUD COVID19 Grt			13,750	4,141	13,333	0	97.0%
Planning/Building/Zoning			494,613	22,160	171,259	168,772	34.6%
Crater Planning Com			9,790	0	4,895	4,895	50.0%
IDA			419,366	469,151	904,017	12,500	215.6%
Va Gateway Region			21,025	0	21,025	21,025	100.0%
Crater SBDC			3,300	3,300	3,300	3,000	100.0%
<b>Planning/Community Dev</b>			<b>2,419,027</b>	<b>528,646</b>	<b>1,212,973</b>	<b>541,550</b>	<b>50.1%</b>
Debt Service			1,421,641	109,203	856,036	1,252,348	60.2%
<b>Debt Service</b>			<b>1,421,641</b>	<b>109,203</b>	<b>856,036</b>	<b>1,252,348</b>	<b>60.2%</b>



# Animal Services

**December 17, 2020  
Monthly Report**





OFFICE OF PUBLIC SAFETY  
CECIL R STAINBACK  
ANIMAL SERVICES OFFICER  
(434) 246-1044 – FAX (434) 246-6013  
EMAIL: STAINBACK@SUSSEXCOUNTYVA.GOV



COUNTY OF SUSSEX, VIRGINIA  
POST OFFICE BOX 1397  
15080 COURTHOUSE ROAD  
SUSSEX, VIRGINIA 23884

December 8, 2020

TO: RICHARD DOUGLAS, COUNTY ADMINISTRATOR  
FROM: CECIL R STAINBACK, SENIOR ASO  
SUBJECT: NOVEMBER 2020 MONTHLY REPORT

=====

Enclosed is the NOVEMBER 2020 monthly report.

**Animal Services Monthly Report:** Attached is the NOVEMBER 2020 Monthly Report. As you can see, we are attempting to adopt, rescue and return as many animals as possible.

This month, three (3) canines were rescued, one (1) canine were returned to owner and zero (0) were adopted, one (1) canine fostered. Zero (0) canines was euthanized.

This month, one (1) feline rescued, zero (0) was adopted and zero (0) fostered. Five (5) felines were euthanized for unable to touch.

**Daily Operation Data:** Attached in the monthly daily operations data. The data shows the various task and functions preforms by the Officers daily. Please read the description for each category for a better understanding and the hours spent each month.

**Administration:** The Administration category is very broad and includes the officer's paperwork, time at the County Administration Office and taking moneys collected to the Treasurer's Office. Each animal that is picked-up and received at the shelter must have a report and paperwork throughout it's time there. This category also includes coping files, printing photographs for cases and court cases and written reports. **Total for November (17) Hours**

**Patrol:** Each Officer is required to patrol a designated area of the County each month. They are looking for stray animals, code violations, and animal welfare checks and ensure the citizens have their County Licenses and Rabies shots just to mention a few task. **Total for November (53.5) Hours**

**Total Number of Calls for Service:** A new category will be added to the report each month. This data is needed to understand the call volume within the Division. This number will be all calls received from the County Dispatch Center "# of calls" and, all "In house calls", those calls received at the shelter or direct calls to staffing. **Total for November (31) Calls**

**Complaints:** These are calls given to the Officers by the Dispatch Center or received from citizens by phone or word of mouth. **Total for November (38.5) Hours**

**Welfare Checks:** These are either response from phone calls and/or while on patrol. These times are recorded since we need to understand how many hours are spent on this task. **Total for November (7) Hours**

**Rabies/License Check:** While on Patrol or on-duty, if an animal, pen, kennel and/or evidence that an animal is present; the Officer will check to ensure the owner of the animals has their County License and their Rabies shots are current. **Total for November (4) Hours**

**Phone Call/In/Out:** During their daily task, the Officers receive and return phone calls throughout the day. These could include communications with the staff members, answering questions for the citizens and addressing concerns, just to list a few examples. **Total in November (5) Hours**

**Investigation:** While answering complaints and/or on patrol, the Officers may come across different situations such as animal cruelty, lack of care for the animals, neglect and lack of medical attention, improper care of the animals to list a few examples. The Officer will investigate the case to gather the facts, interview witnesses, communicate with the animal owner or caregiver, take photos to record the scene and gather evidence to present to the courts if needed. The Officer may have to return multiple times to gather the needed information. **Total in November (0) Hours**

**Follow up Visit:** While on Patrol or addressing a complaint, if an Officer identifies a code violation with an animal, the Officer will attempt to work with the owner/caregiver to resolve the issue through education provide the code section information and explain the violation and possible way to resolve the problem. The owner will be given 10 days to resolve the issue unless they have been cited for the same violation before or it is a safety, health and/or animal Welfare issue. In these listed cases, a follow-up visit is required to ensure compliance on the identified issue. **Total in November (10) Hours**

**Summons:** Whenever a code can't be resolved through education, information provided, working with the animal owner and other related examples, a summons will be given as a last result. In cases where the animal owner has been warned once before about an issue, cases of animal cruelty and neglect, not getting a county licenses/rabies shots and other related examples, a summons shall be issued. **Total in November (1.5) Hours**

**After Hour Cases:** Since emergency animal complaints and bites occur all the time, the Officers will be required to respond to such emergency after hours and on weekends. **Total in November (17.5) Hours**

**Training:** Each Officer is required to attend in-service hour each two (2) years. Also, the division provides training in-house during the month and also during our monthly staff meetings. **Total in November (49.5) Hours**

**Rabies Clinic:** The Officers assist the veterinarian with rabies vaccinations. Several times a year, a local rabies vaccination clinic is held throughout the county to reduce the normal cost to the citizens. **Total in November (0) Hours**

**Equipment/Shelter Maintenance:** The Officers provide maintenance on the shelter, traps; vehicles (wash and disinfect vehicles) and grounds whenever possible. This reduces the cost of operations and down time waiting on an outside vendor to respond to the request. **Total in November (5) Hours**

**Veterinarian:** Our Officers from time to time must carry animals from the shelter to our veterinarian for medical reasons, injuries, medical treatment and other related issues. **Total in November (23) Hours**

**Landfill:** Great strides are being made to reduce the number of Euthanized animals at our shelter. However, from time to time an animal may die within the shelter; an animal may have to be euthanized due to aggression, deemed dangerous by the courts and other related examples. In such rare cases, the animals must be properly disposed of at the county landfill. The shelter does have a large freezer to store the animals to avoid numerous trips each month. **Total in November (0) Hour**

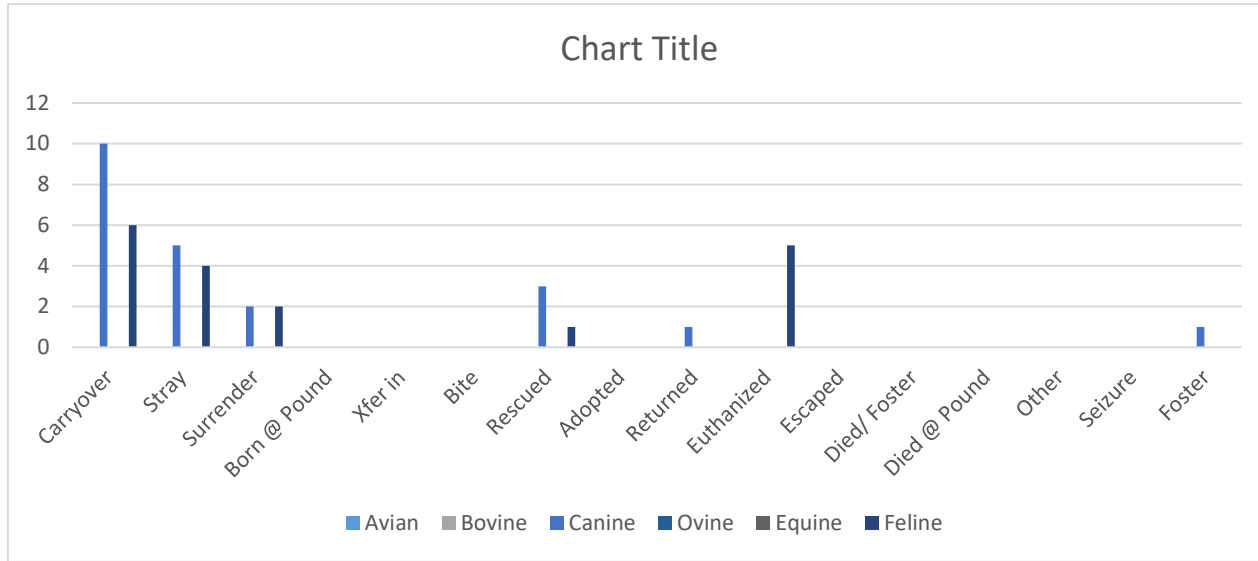
**Court:** In cases where the Officers attempt to resolve the animal code related issues fails, the animal owner/caretaker shall be issued a Summons to appear in court. **Total in November (3) Hours**

**Kennel Inspections:** Each week the Officers make kennel inspections within our shelter. They are looking for cleanliness, missing screws and/or hardware, sharp objects that could cut or injure the animals and/or possible safety and/or injury potentials to the staff and animals. **Total in November (4) Hour**

**Canine Shots:** Whenever needed, the Officers will provide shots to the canines within the shelter. This is based on the number of canines in the shelter. **Total in November (0) Hours**

**Shelter Related:** The Officers provide support to the pound attendants and act as the Adoption/Rescue Supervisors at the shelter. This includes but not limited to animal transports, animal feed from the storage bins to the shelter, transfer cleaning chemicals from the outside building to inside the shelter and many other related issues as an example. **Total in November (37) Hours**

# Sussex County Animal Control Monthly Intake Report November 2020



	Carryover	Stray	Surrender	Born @ Pound	Xfer in	Bite	Rescued	Adopted	Returned	Euthanized	Escaped	Died/ Foster	Died @ Pound	Other	Seizure	Foster
Avian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bovine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Canine	10	5	2	0	0	0	3	0	1	0	0	0	0	0	0	1
Ovine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Equine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Feline	6	4	2	0	0	0	1	0	0	5	0	0	0	0	0	0

<b>ACTIVE CASES</b>		<b>CANINE</b>	<b>13</b>	<b>FELINE</b>	<b>6</b>	EQUINE	0									
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<b>TOTALS</b>	<b>31</b>
<b>MILEAGE</b>	
<b>UNIT 5</b>	<b>1,410</b>
<b>UNIT 6</b>	<b>1,509</b>
<b>UNIT 7</b>	
<b>TOTALS</b>	<b>2,919.00</b>
<b>SUMMONS</b>	<b>23</b>

Calls

Gas

Diesel

Gas





Month: November 2020

Officers Man Hour Report

Date	Admin	Patrol	# of calls	In House calls	In House Assists	Complaints	Welfare Check	Rabies/Lic Check	Phone Calls In/Out	Invest	Follow up visit	Summons	After Duty Cases	Training	Rabies Clinic	Equip/Shelter Maint.	Vet	Landfill	Court	Kennel Inspect.	Canine Shots	Shelter Related
1																						
2	3		1			0.5								8		1						3.5
3													2	8								
4	3	2	1			1			1		1			8								
5		2	1			1								8			2					3
6	1			1		2								8						2		3
7																						
8																						
9	1	3.5		3		3	1	1			0.5						2.5					3.5
10		2.5	1	1		2								1.5			4					5
11																						
12		8		2		2			1		2					1	1					
13	1	5					1	1									4			1		3
14													12.5									
15																						
16		6	1	1		2.5			0.5								1		3			2
17	2	1.5		2		2.5	0.5	0.5	1													
18		2	1			1								8			2					3
19	1			1		5.5																1.5
20	2	2		1		1.5	0.5	0.5	0.5							1						
21													3									
22																						
23	1	5		1		1											4					2
24		3									2											3
25	2	4	2			5	1	1									2.5					
26		2		2		2			1		1					1				1		
27		3		1		1					1					1						1
28																						
29																						
30		2	3	4		5	3				2.5											3.5
31																						
Total	17	53.5	11	20	0	38.5	7	4	5	0	10	0	17.5	49.5	0	5	23	0	3	4	0	37

Admin will include: Paperwork, County Admin Office, Treasurers Office

Training will include Monthly Meetings

# Community Development

Community  
Development  
Programs



**December 17, 2020**  
**Monthly Report**

# Community Development Office Monthly November 2020

*Beverly Walkup, Interim Director of Community Development*

## *Community Development/Special Programs Grant Administration*

- *The Fairfield Inn site remains under construction.*
- *Management team meetings were held regarding the Waverly Tornado Recovery (UNOS) project and the Pocahontas Neighborhood project.*
- *The Office of Community Development attended The Sussex County Housing Department's Oversight Board meeting.*
- *Five (5) housing projects have been completed under the Pocahontas project, including three (3) substantial reconstructions and two (2) rehabilitations.*
- *Five (5) housing projects have been completed under the UNOS project, including three (3) substantial reconstructions and two (2) rehabilitations.*

## *Planning & Zoning*

- *The Planning Commission did not meet during the month of November.*
- *Three (3) Zoning Applications were reviewed and approved, including three (3) signs for Fairfield Inn, a new single-family dwelling, and a deck addition and porch replacement.*
- *Two (2) new address assignments were issued for new residential construction.*
- *Three (3) minor subdivision plats were approved creating one (1) new parcel for Gro52 and two (2) boundary line adjustments.*

## *Erosion & Sediment Control*

- *Five (5) E&S projects are active with inspections being made after each rain event.*
- *Letter of violation issued to Fairfield Inn for E&S violations.*



## MEMORANDUM

DATE: December 7, 2020  
 TO: Richard Douglas, County Administrator  
 FROM: Bart Nuckols, Interim Planning Director  
 SUBJECT: November 2020 - Monthly Report

Please accept this as the November 2020 update for the Community Development Department.

### BUILDING ACTIVITY

- November 2020

<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>
3	9	3	4	75	\$145,732.00	\$1,891.72

- November 2019

<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>
10	13	8	9	45	\$6,181,475.00	\$11,373.31

- January 2020 – December 2020 (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>
88	97	39	49	619	\$6,498,200	\$40,026.54





MONTHLY

# HOUSING REPORT

"PROMOTING SAFE, SANITARY, DECENT  
AND AFFORDABLE HOUSING"

December 6, 2020



MEMORANDUM

**TO:** Mr. Richard Douglas, County Administrator  
**FROM:** Brenda H. Drew, Housing Programs Coordinator  
**SUBJECT:** Housing Program Report  
**DATE:** December 6, 2020

As always, we are looking forward to continuing our partnerships and programs which promote family self-sufficiency, home ownership opportunities, housing counseling and home repairs, as well as, rental assistance to low to moderate income families in need.

During last month, the following general work tasks were performed:

<b><i>Task and Training</i></b>	<b><i>No.</i></b>
<b><i>Annual Inspections</i></b>	<b>5</b>
<b><i>Annual Re-certifications</i></b>	<b>12</b>
<b><i>Initial Inspection</i></b>	<b>3</b>
<b><i>Other Certifications</i></b>	<b>3</b>
<b><i>Family Briefings</i></b>	<b>0</b>
<b><i>Executing HCV Contracts</i></b>	<b>3</b>
<b><i>Certificates of Satisfaction</i></b>	<b>0</b>
<b><i>Program Income Housing Rehab projects pending</i></b>	<b>0</b>
<b><i>Total HCV applicants living or working in Sussex County</i></b>	<b>265</b>
<b><i>Reports Submitted in CAMS</i></b>	<b>0</b>
<b><i>Training and Meetings Attended (VaGHC Agenda attached)</i></b>	<b>4</b>



Again this year, it was wonderful to attend the Virginia Governor's Housing Conference on November 18- 20. This conference is the largest housing and networking event in the state. The agenda below shares valuable tools and educational sessions that were provided virtually to help address many community issues affecting all Virginians.

**VAGHC Agenda**  
**Virginia Governor's Housing Conference:**  
***"Responding Boldly in a Changing World"***  
**November 18- 20, 2020**

**Wednesday, November 18 – Welcome Plenary**

- WELCOME PLENARY- Responding Boldly in a Changing World

**Wednesday, November 18 – Concurrent Sessions**

- 14 New Laws that are Fair, Favorable, and Friendly to Tenants
- Drones, Zoom and Reaching our Low-Income Residents: Challenges and Innovations for the Future of Service Delivery in Housing
- SWVA Regional Collaboration and the Social Determinant of Health
- Housing Affordability, Resilience, and Equity
- Permanent Supportive Housing: What Affordable Housing Developers and Property Managers Need to Know
- The People's First Initiative and Putting People First in Place Marking

**Wednesday, November 18 – SNAP Sessions**

- Connecting Veterans to Housing and Behavioral Health Supports
- Housing Quality Standards, Inspections, and their Importance in Safe Housing
- Repositioning Public Housing Without Source of Income Discrimination
- Undocumented, Unhoused and Unstable: Helping Virginia's Immigrant Population

**Thursday, November 19 – Keynote Plenary**

- Keynote Plenary - Kevin Carroll

**Thursday, November 19 – Concurrent Sessions**

- Bringing Healthy Homes to Virginia
- Digital Equity: Availability, Affordability and Accessibility
- Opportunity Zone Housing: Challenges and Models for Success
- Identifying and Addressing Housing Challenges Before, During and After COVID-19
- Making it Right: How Housers Can Address Racial Inequalities and Close the Homeownership Gap
- Solutions for the Evictions Crisis

**Thursday, November 19 – SNAP Sessions**

- Real Estate Crowdfunding's Impact on Community Development
- Poverty Alleviation through Entrepreneurship
- From Obsolescence to Transcendence: Repurposing Obsolete Land for Affordable Housing
- Moving On Up: Fostering Upper Story Housing Development

**Friday, November 20 – Breakfast Plenary**

- Breakfast Plenary – Affordable Housing Study

# Environmental Inspections



**December 17, 2020**  
**Monthly Report**

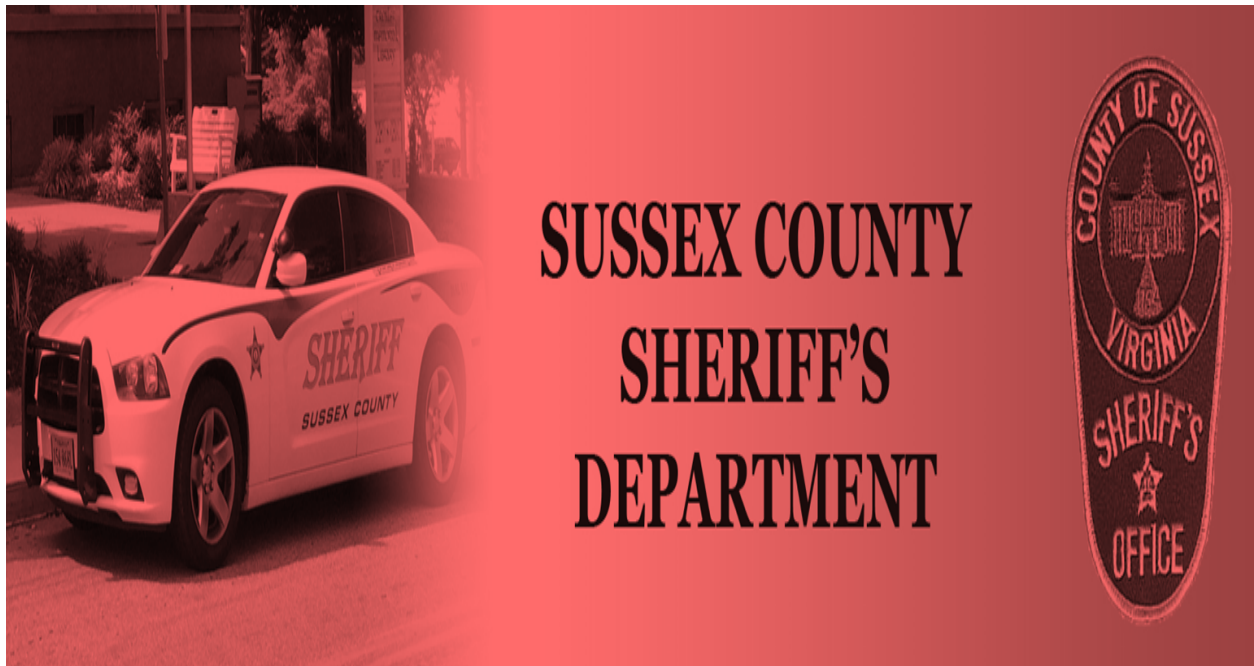
**Origin / Material Summary Report**

**Criteria: 11/01/2020 12:00 AM to 11/30/2020 11:59 PM**

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

<b>Origin</b>	<b>Material</b>	<b>Tons</b>
DC	Special Misc-Tons	651.33
<b>Origin Total</b>		<b>651.33</b>
DE	MSWT	25.90
DE	Sandblast Grit-Tons	5.97
<b>Origin Total</b>		<b>31.87</b>
MD	MSWT	499.94
MD	Sludge Indus-Tons	69.89
MD	SludgeIndus-Tons	20.57
MD	Special Misc-Tons	62.18
<b>Origin Total</b>		<b>652.58</b>
NC	CDTC	86.74
NC	MSWT	4,000.54
NC	Special Misc-Tons	2,087.32
<b>Origin Total</b>		<b>6,174.60</b>
NJ	Auto Fluff RGC-Tons	18,904.10
<b>Origin Total</b>		<b>18,904.10</b>
NY	MSWT	56,703.03
<b>Origin Total</b>		<b>56,703.03</b>
PA	MSWT	47.80
<b>Origin Total</b>		<b>47.80</b>
SUSS BUS	MSWT	113.60
SUSS BUS	Sludge Indus-Tons	1,199.64
<b>Origin Total</b>		<b>1,313.24</b>
SUSS RES	MSWT	486.73
<b>Origin Total</b>		<b>486.73</b>
VA	CDTC	79.27
VA	MSWT	10,593.76
VA	SludgeIndus-Tons	1,275.58
VA	Special Misc-Tons	879.69
<b>Origin Total</b>		<b>12,828.30</b>
<b>Totals</b>		<b>97,793.58</b>

# Sheriff's Department



## Monthly Report

**December 17, 2020**

**BOS Meeting**



**"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@sussexso.com](mailto:egiles@sussexso.com)

**Sussex County Sheriff's Office Monthly Report  
Month of NOVEMBER 2020**

**PATROL**

<b>CALLS FOR SERVICE</b>	
<b>Type:</b>	<b>Total:</b>
Sheriff	1,416
Fire	113
Rescue	319
Animal Control	14
Traffic	1,024
Town of Wakefield	22
<b>TOTAL</b>	<b>2,908</b>

**COURTS**

<b>Court:</b>	<b>Days of Court:</b>
Circuit Court	4
General District	8
JDR Court	3

<b>Court:</b>	<b>Judges:</b>
Circuit Court	2
General District	3
JDR Court	2

**CIVIL**

<b>Type:</b>	<b>Total:</b>
Subpoenas Served	262
Jury Summoned	0
Criminal Warrants	37

DMV Notices	2
Levies	0
TDO	0
ECO	0
Other Civil	89

<b>Fines and Forfeitures</b>	<b>\$67,780.07+ \$75.00 = \$67,855.07</b>
<b>Sheriff's Fees</b>	<b>\$218.00</b>
<b>Courthouse Security</b>	<b>\$7,998.71</b>

<b>Total Fuel Used:</b>	<b>2,587 gallons</b>
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### JAIL

During the month of NOVEMBER 2020, our average daily population was 48.57 inmates. The jail booked in 30 individuals during NOVEMBER.

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

Pre- Trial	36 inmates, having been confined a total of 751 days.
Sentenced Misdemeanant	14 inmates, having been confined a total of 103 days.
Sentenced Felons	16 inmates, having been confined a total of 458 days.
Others	7 inmates, convicted but not sentenced.
Weekenders	5 inmates, serving misdemeanor sentences.

Transports of inmates for various reasons are listed below:

Court / Jail	14
Medical	1
Juvenile	0
Road Crew	1
TDO	0
<b>TOTAL</b>	<b>16</b>



**Monthly Report  
December 17, 2020**





**OFFICE OF PUBLIC SAFETY**

G. Reid Foster, Jr  
PUBLIC SAFETY COORDINATOR  
(434) 246-1305 EXT. 22  
EMAIL: [RFOSTER@SUSSEXCOUNTY.GOV](mailto:RFOSTER@SUSSEXCOUNTY.GOV)

**COUNTY OF SUSSEX, VIRGINIA**

POST OFFICE BOX 1397  
15080 COURTHOUSE ROAD  
SUSSEX, VIRGINIA 23884

Dec. 9,2020

To: Richard Douglas

From: Reid Foster

November Report

Radio System

Worked with Dept . of Corrections on MOU have sent to county attorney for review

Still working with Harris on paging issues.

Generator at Courthouse Radio tower has been repaired

Working with Harris on setting up maintenance on all radios

Fire

E81 generator still out of service Waiting on OBX fire to get repaired this generator has been out of service for over 5 month

Met with Waverly, Courthouse and Jarratt to start the process of specking new engine's for their dept. we are now meeting with vendors on changes to get final price

Met with all departments on sizing new turnout gear, helmets, boots, and other PPE for depts. All equipment has been ordered and some have come in.

Met with Fire and Rescue association

Rescue

Still ordering PPE for providers

Ordered two EKG Monitors funding to come from cares and budget

Working with Stony Creek Rescue on spec for replacement of Unit 340 Reviewing spec and waiting on final price

Emergency Management

Still applying for grants for all areas of emergency management received two grants for PPE from OBIC and RSAF

Attended several conference calls and webinars for COVID 19

Still working with VDEM on getting grant for Wakefield for flooding

Worked with townships on using cares money for fire and ems

Ran two COVID test sites and set up more for December.

Dec.

**BOARD ACTION FORM**

**Agenda Item:** Recognition #3.01

**Subject:** PRESENTATION: FY20 Audit of the County of Sussex, Virginia – Mr. Aaron Hawkins  
(Robinson, Farmer, Cox Associates)

**Board Meeting Date:** December 19 2020

=====  
**Summary:** Mr. Aaron Hawkins, with Robinson, Farmer, Cox Associates, will be present to review  
the FY20 Final Audit Report.

A copy of the County of Sussex Annual Financial Report for the FYE June 30, 2020 will be provided  
under separate cover.

**Recommendation:** N/A

**Attachments:**

=====

**ACTION:**

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

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<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	___	___
Johnson	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White	___	___ (Tie Breaker)

**BOARD ACTION FORM**

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

**Subject:** Elderly/Disabled Real Property Tax Ordinance – Deste Cox

**Board Meeting Date:** December 17 2020

=====  
**Summary:** The public hearing is to consider and receive public comments regarding adopting an Elderly/Disabled Real Property Tax Ordinance for the County of Sussex.

Ms. Deste Cox, Treasurer, made presentation to the Board at its regular meeting in November, for a potential tax relief program for elderly and disabled persons. The Board voted to move forward with the Elderly/Disabled Real Property Tax Ordinance and a Public Hearing.

The attached ordinance was prepared by the County Attorney and could serve as the basis for such a program. Specific items to consider are property owner income and assets, and the amount of land to be exempted.

**Attachment:** (1) Draft Ordinance to Adopt a Tax Relief Program for Elderly & Disabled Persons  
(2) Copy of Advertisement

=====  
**REQUESTED ACTION:** That the Board adopts the Ordinance for a Tax Relief Program for Elderly and Disabled Persons.

**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	___	___
Johnson	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White	___	___ (Tie Breaker)

**AN ORDINANCE  
OF THE BOARD OF SUPERVISORS OF SUSSEX COUNTY, VIRGINIA  
TO ADOPT A REAL PROPERTY TAX RELIEF PROGRAM FOR ELDERLY AND  
DISABLED PERSONS**

**WHEREAS**, Section 58.1-3210, *et seq.*, of the *Code of Virginia* authorizes local governing bodies, such as the Sussex County Board of Supervisors, to exempt from taxation real estate and manufactured homes owned by qualifying elderly and permanently and totally disabled persons; and

**WHEREAS**, such ordinance may provide for an exemption from a certain portion of real property taxes for individuals the age of 65 or over, or individuals who are permanently and totally disabled; and

**WHEREAS**, the Sussex County Board of Supervisors finds that it is in the best interest of the county residents to adopt such ordinance that provides for an exemption from taxation for qualified elderly and permanently and totally disabled County residents; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Code of the Sussex County, Virginia, is hereby amended as follows:

**CHAPTER \_\_\_\_  
REAL PROPERTY EXEMPTION FOR ELDERLY AND PERMANENTLY AND  
TOTALLY DISABLED PERSONS**

**Sec. \_\_\_\_ Purpose of chapter.**

The purpose of this chapter is to provide for the exemption of payment of taxes for real estate and manufactured homes in accordance with the Code of Virginia, §§ 58.1-3210—58.1-3218, for those elderly and permanently and totally disabled county residents who qualify under the provisions of this chapter.

**Sec. \_\_\_\_ Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**“Affidavit”** means the real estate tax exemption affidavit.

**“Dwelling”** means the fulltime residence of the person or persons claiming exemption.

**“Bona fide caregiver”** means a person who provides direct care (as for children, elderly people, or chronically ill) in good faith without fraud or deceit.

**“Exemption”** means 100% exemption from taxes for real estate and manufactured homes pursuant to the provisions of this chapter.

**“Income”** means income from whatever source derived, including, but not limited to, Social Security payments, inheritance, gifts, gains from the sale or exchange of assets, proceeds of insurance, welfare receipts and benefits received from various pension plans.

**“Manufactured home”** shall mean that which is defined in Code of Virginia, § 36-85.3.

**“Net combined financial worth”** means the fair market value of assets, tangible or intangible, legal or equitable, of the owner or owners, and the spouse of any owner, but excluding the value of the dwelling and the land, as provided in section 16-55(3).

**“Permanently and totally disabled”** means unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment or deformity which can be expected to result in death or can be expected to last for the duration of such person's life.

**“Tax”** means the annual real estate and manufactured home tax, however assessed, of the county.

**“Taxable year”** means the calendar year, from January 1 until December 31, for which exemption is claimed.

**“Taxpayer”** means a person who owns and occupies, as his sole dwelling, property subject to the tax of the county.

**Sec. \_\_\_ Authorized; general prerequisites to grant.**

(a) A tax exemption is authorized for such real estate that is owned and occupied as the sole dwelling of such taxpayers who are not less than 65 years of age, or who are permanently and totally disabled, and who are eligible under the provisions of this chapter. A dwelling jointly held by spouses may qualify if either spouse is 65 or over or is permanently and totally disabled.

(b) Exemption is authorized only if:

(1) The total combined gross income during the immediately preceding calendar year from all sources of the owners of the dwelling living thereon and of the owners' relatives and non-relatives living in the dwelling, excluding bona fide caregivers of the owners and bona fide tenants, does not exceed **\$25,000.00** provided that the first **\$5,000** of the income of each relative, other than a spouse, of the owner who is living in the dwelling shall not be included in such total; and

(2) The gross combined financial worth, including equitable interests, as of December 31 of the immediately preceding calendar year of the owner and of the spouse of any owner, excluding the value of the dwelling and the land, not exceeding ONE ACRE upon which it is situated, does not exceed \$100,000.00.

**Sec. \_\_\_ Applies to residential property only.**

It is the express purpose of this chapter to confine the exemption to residential property exclusively used as such by the owners thereof. No income bearing residential property or combination of business and residential property shall be entitled to the exemption.

**Sec. \_\_\_ Taxpayer's affidavit and certificate of disability.**

(a) For a taxpayer to qualify for exemption, he must file annually, after January 1 but not later than April 1, with the commissioner of the revenue on forms provided by the commissioner of the revenue an affidavit under oath setting forth:

(1) The names of the related persons occupying such real estate; and

(2) That the total combined net worth including equitable interests and the combined income from all sources, of the persons specified above, does not exceed the limits prescribed in this ordinance.

(b) If a taxpayer is under 65 years of age such affidavit shall have attached thereto a certification by the Veterans Administration or the Railroad Retirement Board, or if the taxpayer is not eligible for certification by any of these agencies, a sworn affidavit by two medical doctors licensed to practice medicine in the state, to the effect that the taxpayer is permanently and totally disabled, as defined in *Virginia Code Section 58.1-3217*. The affidavit of at least one of such doctors shall be based upon a physical examination of the taxpayer by such doctor. The affidavit of one of the doctors may be based on information contained in the records of the civil service commission which is relevant to the standards for determining permanent and total disability as so defined.

**Sec. \_\_\_ Commissioner of the revenue may request production of documents and make inquiries of taxpayer.**

In administering this chapter, the commissioner of the revenue may request, if needed, certified tax returns or other documents of the taxpayer necessary to establish the income or financial worth of the taxpayer. The commissioner may make reasonably necessary inquiries of the taxpayer, requiring answers under oath, to determine qualifications specified in this chapter, including qualification as permanently and totally disabled.

If it is determined that the person is qualified for the exemption, the commissioner shall notify the person in writing of the amount of the exemption. If it is determined that the person is not eligible for the exemption, the commissioner shall notify the person in writing of the fact the exemption has been denied.

An individual who does not qualify for the exemption or deferral under this article based upon the previous year's income limitations and financial worth limitations, may nonetheless qualify for the current year by filing an affidavit that clearly shows a substantial change of circumstances, that was not volitional on the part of the individual to become eligible for the exemption or deferral, and will result in income and financial worth levels that are within the limitations of the ordinance.

**Sec. \_\_\_ Effect of applicant's residency in hospital, nursing home or similar facility.**

The fact that persons who are otherwise qualified for exemption pursuant to this chapter are residing in hospitals, nursing homes, convalescent homes or other facilities for physical or mental care for extended periods of time shall not be construed to mean that the property for which tax exemption is sought does not continue to be the sole dwelling of such persons during such extended periods of other residence, so long as such property is not used by or leased to others for consideration.



**Sec. \_\_\_ Nullification upon change in status.**

Changes in respect to income, financial worth, ownership of property or other factors occurring during the taxable year for which the affidavit is filed and having the effect of exceeding or violating the limitations and conditions provided herein shall nullify any exemption for the then current taxable year and the taxable year immediately following.

A change in ownership to a spouse less than 65 years of age and not totally and permanently disabled which resulted solely from the death of the qualified spouse shall result in a prorated exemption for the then current taxable year.

**Sec. \_\_\_ Effective Date.** The provision of this chapter shall apply commencing with the 2022 tax year.

Adopted by the Sussex Board of Supervisors on a motion by Supervisor \_\_\_\_\_  
\_\_\_\_\_ and seconded by Supervisor \_\_\_\_\_ and a vote of \_\_\_\_\_, at their  
regularly scheduled meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

ATTEST:

\_\_\_\_\_  
Shilton Ricks Butts, Clerk of the Board

Approved as to form:

\_\_\_\_\_  
County Attorney

**BOARD ACTION FORM**

**Agenda Item:** Action Item #6.01

**Subject:** Stony Creek WasteWater Treatment Plant (WWTP) Capacity Evaluation Study

**Board Meeting Date:** December 17 2020

=====  
**Summary:** Attached for your consideration is Work Order #8 from the Berkley Group, to complete a Stony Creek Wastewater Treatment Plant Capacity Evaluation Study in the amount of \$28,000. The Berkley Group will partner with the Wooten Company, an engineering firm from Raleigh, to determine future growth and wastewater treatment needs in the Stony Creek area. Staff has been working with the Sussex Service Authority and the Town of Stony Creek to address the need to increase wastewater capacity at the Stony Creek WWTP, which is currently being operated at permit capacity and cannot handle any additional flow under its state wastewater permit. This planning study may serve as the basis of a state grant application in Spring 2021 to design a new wastewater treatment facility.

The Flannelly Group recently approached the Town of Stony Creek about redevelopment opportunities within the town and reopening of the former Gibbs sawmill. Because sufficient wastewater capacity is not available to serve this proposed development or other potential commercial and industrial development in the Stony Creek area (thereby severely impacting economic development efforts), county staff began working with the Sussex Service Authority to address this issue.

**Recommendation:** Staff recommends approval of the Berkley Group’s Work Order #8 in the amount of \$28,000, and authorization for the County Administrator to execute these agreements

**Attachments:** (1) Work Order 8 Scope and Fee – Stony Creek WWTP Evaluation

=====  
**REQUESTED ACTION:** That the Board approves Berkley Group’s Work Order #8 in the amount of \$28,000, and authorization for the County Administrator to execute these agreements.

**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	___	___
Johnson	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
		White	___	___	(Tie Breaker)



December 10, 2020

Mr. Richard Douglas  
County Administrator  
20135 Princeton Road  
Sussex, VA 23884

**RE: Work Order #8: Stony Creek WWTP Capacity Evaluation Study**

Dear Mr. Douglas:

We are pleased to present the associated scope and fee to provide the County with project support that will expand the waste water treatment plant (WWTP) capacity for the Stony Creek area. Should you have any questions related to the scope and associated fee for the work order, please let me know.

Thank you for the opportunity to work with you and your staff to help achieve the County's goals.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew D. Williams".

Andrew D. Williams, AICP  
Chief Executive Officer

This serves as The Berkley Group's notice to proceed under the terms and conditions stated herein.

---

Richard Douglas  
County Administrator

---

Date

## **I. PROJECT DESCRIPTION**

The Stony Creek Wastewater Treatment Plant (WWTP) is owned and operated by the Sussex Service Authority in Sussex County, VA. The WWTP is 40,000 gallon per day (gpd) lagoon-style WWTP and operated under Permit VA0062669. The treatment facility consists of a static barscreen, two (2) stabilization lagoons, chlorination and dechlorination contact chamber, and a gravity feed cascade aerator prior to discharge. The WWTP serves the Town of Stony Creek (approximately 124 residents) and a commercial travel truck stop area including a travel center, two hotels, and several restaurants at an Interstate 95 (I-95) exit north of the WWTP. Currently, the WWTP has experienced instances where flows exceeded 40,000 gpd. Additional flows are expected from future growth at the travel center including a third hotel (expected to be in operation in the next few months) and other potential development along the I-95 corridor. While the WWTP is permitted for a flow of 40,000 gpd, a 60,000 gpd flowsheet is included as part of the permit. This indicates that the facility may be capable of treating more flow. However, if flows to the WWTP increase above the 40,000 gpd flowsheet, the permit compliance requirements will become stricter. As a result of the impending increased flows, there is a need to determine the realistic treatment capacity of the facility and determine at what point the current operational strategy is no longer suitable to meet the treatment demands. Sussex County desires to conduct a study to determine future wastewater capacity needs for the Stony Creek service area and evaluate alternatives to effectively handle future wastewater demands.

## **II. SCOPE OF SERVICES**

The Berkley Group will provide support to Sussex County to expand the WWTP capacity for the Stony Creek area.

### **Task 1 - Meetings/Site Visit/Existing Conditions**

- a. Hold project kick-off meeting with Sussex County staff. On the same day, visit the WWTP site and travel rest stop and the hotels. As part of the meeting, Wooten would need to obtain the following data from WWTP staff:
  - i. Existing WWTP design criteria, drawings, and O&M Manuals.
  - ii. Stony Creek and Travel Rest/Hotels water usage data for from Year 2017 to present.
  - iii. Wastewater influent and effluent flow and concentration data from Year 2017 to present.
  - iv. Vendor contact information on the existing Sequencing Batch Reactor (SBR) WWTP that the County currently operates.
- b. Discuss future planned commercial growth along the I-95 corridor, including the new hotel and lumber yard area.
- c. Conduct up to two virtual project review meetings during the process (as needed).

### **Task 2 - Flow and Load Projections**

- a. Evaluate current population figures and commercial growth projections for the service area. This task shall require coordination with both Sussex County and the Town of Stony Creek.
- b. Prepare future wastewater flow estimate for the WWTP service area. Total flow will include residential, commercial, industrial wastewaters, as well as an allowance for inflow and infiltration (I/I) at the Stony Creek WWTP.
- c. Provide Flow estimate to Sussex County Water and Sewer Authority so they can request limits from the State for the WWTP.

### **Task 3 – Rough Cost Opinion**

- a. Rough Cost Opinion - Based on the limits provide by the State and general knowledge of WWTP costs, we will provide the County with a rough Cost Opinion to assist the County in planning for the funding of a possible project.
- b. Evaluate if a new site is needed (such as neighboring farmland).

### **Task 4 – Summary Memo**

- a. Wooten will prepare a brief memo of text/information summarizing the data determined in Tasks 1 through 3 with supporting attachments and graphs (as appropriate).

### **ADDITIONAL SERVICES**

In addition to the foregoing services being performed, the following services may be provided upon prior written authorization of the Owner.

- (1) Prepare CAMA permit.
- (2) Prepare USACE Individual Permit.
- (3) Appear before courts or boards on matters of litigation or hearings related to the project.
- (4) Conduct additional work or extended services during construction due to the fault of the Contractor or due to the overrun in time for construction.
- (5) Grant/Loan administration.

### **SERVICES PROVIDED BY THE OWNER**

- (1) Designate a person to act as the Owner's representative with respect to the work to be performed under the agreement. Such person shall have complete authority to transmit instructions, receive information, interpret, and define the Owner policies.
- (2) Provide such legal, accounting, and insurance counseling services as may be required for the project.
- (3) Pay all permit and application fees required for the project approval and construction.
- (4) Assist by placing at disposal all available information pertinent to the projects as may be required.
- (5) Guarantee access to and make all provisions to enter upon public and private property as required to perform this service.
- (6) Examine all sketches, drawings, specifications, proposals, and other documents presented, obtaining advice of an attorney, insurance counselor, and other consultants as the Owner deems appropriate for such examination.
- (7) Give prompt written notice whenever the Owner observes or otherwise becomes aware of any defect in the project or changed circumstances.
- (8) Furnish in a timely manner with copies of pertinent correspondence relating to the project which would not otherwise have been delivered to the consultant.
- (9) Bear all cost of incidentals for the compliance with the requirements of this article and the foregoing article entitled "Additional services".

### **III. TERM OF SERVICE**

These services will be provided to Sussex County commensurate with the terms of the Master Agreement. The Consultant will commence work on or as soon as practicable after the date of the execution of this Scope of Work and receipt of a written Notice to Proceed (NTP). All work as set forth in the Scope of Services shall be completed as shown below:

- Complete the planning and preliminary engineering services described in approximately five (5) months following receipt of NTP.

### **IV. FEE**

The cost to provide services will be \$28,000. This price is lump sum unless amended with a change order approved by the County in writing.

**BOARD ACTION FORM**

**Agenda Item:** Action Item #6.02

**Subject:** Virginia Department of Corrections Radio System Maintenance Cost Sharing Agreement

**Board Meeting Date:** December 17 2020

=====  
**Summary:** Attached for your consideration is a “Memorandum of Understanding for Cost Sharing of Radio System Maintenance at Sussex” between the Virginia Department of Corrections (DOC) and Sussex County, to share in the future cost of maintenance of the radio system jointly operated by Sussex County and DOC and maintained by L3Harris. By the DOC entering into this agreement, Sussex County will save approximately \$175,000 per year in maintenance costs. This agreement was developed after County staff met with DOC representatives to discuss a cost sharing arrangement, and the agreement has been reviewed and approved by the County Attorney. Please note that the radio system maintenance agreement with L3Harris will be provided to the Board of Supervisors for consideration within the next 1-2 months.

**Recommendation:** Staff recommends approval of the “Memorandum of Understanding for Cost Sharing of Radio System Maintenance at Sussex” and authorization of the County Administrator to execute all related documents.

**Attachments:** (1) Letter of Intent  
(2) MOU of Cost Sharing of Radio System Maintenance at Sussex

=====  
**REQUESTED ACTION:** That the Board approves the “Memorandum of Understanding for Cost Sharing of Radio System Maintenance at Sussex” and authorization of the County Administrator to execute all related documents.

**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	___	___
Johnson	___	___		Seward	___	___
D. Jones	___	___	White	Tyler	___	___
			_____	_____ (Tie Breaker)		





# COMMONWEALTH of VIRGINIA

HAROLD W. CLARKE  
DIRECTOR

*Department of Corrections*

P. O. BOX 26963  
RICHMOND, VIRGINIA 23261  
(804) 674-3000

October 27, 2020

## LETTER OF INTENT

This Letter of Intent ("LOI") is entered into by and between the Virginia Department of Corrections ("VADOC"), located at 6900 Atmore Drive, Richmond, VA 23225, and Sussex County ("Sussex"), located at 15080 Courthouse Road, Sussex, Virginia 23884, and is effective on \_\_\_\_\_. Each or both of which will hereinafter be referred to as the "Party" or "Parties," respectively.

- I. **Purpose:** The Parties have entered into this LOI to memorialize their intent to enter into an agreement to share the maintenance cost of the radio communication system that is the subject of that certain System Purchase Agreement dated March 19, 2015. The Parties will engage in good-faith negotiations to enter into and execute a Memorandum of Understanding by February 1<sup>st</sup>, 2021, pursuant to which, VADOC and Sussex will share the annual maintenance fees.
- II. **Governing Law:** This LOI will be governed by the laws of the Commonwealth of Virginia, without the application of the principles of conflicts of laws.
- III. **Integration:** This LOI contains the entire understanding of the Parties regarding the subject matter hereof and regarding the matters contained herein, and supersedes all prior agreements or understandings. This LOI shall not be modified except in a writing signed by the Parties hereto.

**IN WITNESS WHEREOF**, the Parties hereto have executed this LOI through their duly authorized representatives as of the date first written above.

**VIRGINIA DEPARTMENT OF CORRECTIONS**

**SUSSEX COUNTY**

Name: Harold W. Clarke

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: Director

Title: \_\_\_\_\_

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

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

**Memorandum of Understanding (MOU) for  
Cost Sharing of Radio System Maintenance at Sussex**

**This MOU** is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the Virginia Department of Corrections, whose address is 6900 Atmore Drive, Richmond, VA 23225 (“VADOC”) and Sussex County, Virginia, whose address is 15080 Courthouse Road, Sussex, VA 23884 (“Sussex”).

**WHEREAS**, Sussex entered into a System Purchase Agreement with L3Harris Technologies Inc. (“L3Harris”, formerly Harris Corporation) dated March 19, 2015 for the purchase of a radio communication system. VADOC and Sussex share said radio communication system.

**WHEREAS**, Sussex entered into a System Maintenance Agreement with L3Harris dated March 19, 2015 to govern the optional maintenance of the radio communication system, which is the subject of the System Purchase Agreement.

**WHEREAS**, Sussex and L3Harris would like to amend the System Maintenance Agreement by way of a First Amendment to System Maintenance Agreement (“First Amendment” EXHIBIT A). The First Amendment will supersede the original System Maintenance Agreement.

**WHEREAS**, VADOC and Sussex agree to share the cost of the radio communication system maintenance performed by L3Harris under the First Amendment.

**NOW, THEREFORE** in consideration of the following mutual promises, the parties agree as follows:

**TERM/TERMINATION**

The Term of this MOU shall begin on the same date as the First Amendment Effective Date of \_\_\_\_\_, and continue for a one (1) year period. The MOU shall be automatically extended at the end of the initial year and on a succeeding yearly basis thereafter unless either party notifies the other, in writing, at least ninety (90 days) prior to the end of the then-current annual Term that the MOU shall not be extended.

**SCOPE**

VADOC and Sussex shall equally share the following maintenance expenses incurred in connection with the First Amendment:

- Repair, maintenance services, and parts as set forth in Section 3 and the Statement of Work attached and incorporated by reference into the First Amendment as Addendum IV.
- Repair, maintenance services, and parts of equipment listed in Addendum II (Equipment List) of First Amendment.

VADOC shall not be responsible for expenses associated with services performed by L3Harris that are not included in the Statement of Work, without VADOC’s prior written consent.

**GOVERNING LAW**

This MOU will be construed in accordance with, and governed by the laws of the Commonwealth of Virginia.

**MODIFICATIONS**

All modifications to this MOU must be in writing and signed by both parties.

**ENTIRE AGREEMENT**

This MOU constitutes the entire agreement of the parties pertaining to the radio communications system and supersedes any prior negotiations, representations, agreements and understandings of the parties with respect to such matters, whether written or oral.

**IN WITNESS WHEREOF**, the parties have signed this MOU as of the date set forth above by their duly authorized representatives.

**Virginia Department of Corrections**

By: \_\_\_\_\_

Name: Harold W. Clarke

Title: Director

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

**Sussex County**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**BOARD ACTION FORM**

**Agenda Item:** Action Item #6.03

**Subject:** CARES FUNDING Update and Allocation for Volunteer Fire Departments and Rescue Squads

**Board Meeting Date:** December 17 2020

=====

**Summary:** Attached for your information is a summary of expenditures from \$1.947 million in Sussex County CARES Act funding. Staff has done an outstanding job utilizing these funds to meet various needs in our COVID-response, and it is anticipated that very few funds will be returned to the State in late January. As part of these expenditures is a proposed contribution to each of the seven volunteer fire departments and rescue squads for \$15,000 each, that will address their inability to sufficiently raise funds through fundraising efforts this year (this contribution was also unanimously recommended by the county IDA).

**Recommendation:** Staff recommends approval of the \$15,000 contribution to each of the seven volunteer fire departments and rescue squads for COVID-related expenses.

**Attachment:** Spreadsheet – Sussex County CARES Act Funding Expenditures

=====

**REQUESTED ACTION:** That the Board approves the \$15,000 contribution to each of the seven volunteer fire departments and rescue squads for COVID-related expenses.

**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	___	___
Johnson	___	___		Seward	___	___
D. Jones	___	___	White	Tyler	___	___
				_____ (Tie Breaker)		

Sussex County CARES Act Funding									
	12/11/2020 11:01								
	<u>Invoice Date</u>	<u>Date Paid</u>	<u>Category</u>	<u>Dept.</u>	<u>Vendor</u>	<u>Item</u>	<u>Amount</u>	<u>Invoice Copy</u>	<u>Remaining Balance</u>
1	3/27/2020	4/30/2020	Government Operational Svcs	Admin	BB&T	Zoom/ BOS Meetings	\$ 14.99	X	\$1,947,145.01
2	4/1/2020	4/21/2020	Disinfection & Sanitation	Public Safety	Van Cleef	Multi-purpose Degreaser	\$ 190.80	X	\$1,946,954.21
3	4/7/2020	4/21/2020	PPE	Public Safety	C. W. Williams & Co.	Decon Cloth Wipes for Fire & EMS	\$ 313.62	X	\$1,946,640.59
4	4/8/2020	4/30/2020	Disinfection & Sanitation	Public Safety	BB&T	Sanitizer Bottles	\$ 95.70	X	\$1,946,544.89
5	4/16/2020	4/28/2020	PPE	Public Safety	C. W. Williams & Co.	Decon Cloths	\$ 309.23	X	\$1,946,235.66
6	4/16/2020	4/28/2020	PPE	General District Court	Faye Yelverton	Face Masks	\$ 150.00	X	\$1,946,085.66
7	4/21/2020	6/4/2020	PPE	Magistrate	BB&T	PPE/Masks	\$ 36.94	X	\$1,946,048.72
8	4/21/2020	4/30/2020	PPE	Public Safety	Stony Creek Vol. Rescue	Safety Spectacles,Gloves	\$ 261.58	X	\$1,945,787.14
9	4/21/2020	4/30/2020	Clean up-Exposure	Public Safety	Waverly Rescue Squad		\$ 600.00	X	\$1,945,187.14
10	4/23/2020	4/30/2020	Disinfection & Sanitation	Public Safety	Waverly Motors	Fire & EMS Cleaner	\$ 472.60	X	\$1,944,714.54
11	4/24/2020	6/4/2020	PPE	Magistrate	BB&T	PPE/Masks	\$ 21.95	X	\$1,944,692.59
12	4/28/2020	6/4/2020	Safe Access to Government	Administration	BB&T	ZOOM Virtual Mtgs	\$ 15.74	X	\$1,944,676.85
13	5/9/2020	6/4/2020	Building Modifications	Bldg & Grnds	BB&T	Plexi Glass Shields	\$ 122.24	X	\$1,944,554.61
14	5/9/2020	6/4/2020	Building Modifications	Bldg & Grnds	BB&T	Plexi Glass Shields	\$ 31.05	X	\$1,944,523.56
15	5/10/2020	5/21/2020	Telework for Government	Treasurer	Verizon Wireless	Phone	\$ 50.33	X	\$1,944,473.23
16	5/12/2020	6/4/2020	Building Modifications	Bldg & Grnds/Admin	Lowes	Plexi Glass Shields	\$ 246.57	X	\$1,944,226.66
17	5/13/2020	6/4/2020	Safe Access to Government	Treas/COR	BB&T	Pens (One-time Use) for Public	\$ 21.06	X	\$1,944,205.60
18	5/13/2020	6/4/2020	PPE	Treas/COR	BB&T	PPE/Masks & Gloves	\$ 92.65	X	\$1,944,112.95
19	5/15/2020	5/21/2020	Building	Bldg & Grnds/Admin	Agric VA	Tools/Supplies	\$ 10.51	X	\$1,944,102.44
20	5/15/2020	6/4/2020	PPE	Public Safety	Stony Creek Vol. Rescue	PPE	\$ 2,899.66	X	\$1,941,202.78
21	5/15/2020	6/4/2020	Building Modifications	Bldg & Grnds	BB&T	Plexi Glass Shields	\$ 163.43	X	\$1,941,039.35
22	5/15/2020	6/11/2020	Building Modifications	Admin/Treas	Thacker Hardware	Screws,Plexiglass	\$ 13.97	X	\$1,941,025.38
23	5/16/2020	6/11/2020	Building Modifications	Admin/Treas	Thacker Hardware	Nails/Plexiglass	\$ 3.79	X	\$1,941,021.59
24	5/17/2020	6/11/2020	Building Modifications	Admin/Treas	Thacker Hardware	Screws,Plexiglass	\$ 9.98	X	\$1,941,011.61
25	5/18/2020	5/21/2020	Building Modifications	Bldg & Grnds/Admin	Agric VA	Tools/Supplies	\$ 9.36	X	\$1,941,002.25
26	5/19/2020	5/21/2020	Other (Mileage)	Treasurer	Deste Cox	PPE supplies	\$ 46.28	X	\$1,940,955.97
27	5/19/2020	5/21/2020	PPE	Treasurer	Deste Cox	PPE supplies	\$ 97.17	X	\$1,940,858.80
28	5/19/2020	6/4/2020	PPE	Administration	BB&T	PPE/Masks	\$ 829.13	X	\$1,940,029.67
29	5/19/2020	5/28/2020	Building Modifications	County-wide	Agri VA	Plexi Glass Material	\$ 2.94	X	\$1,940,026.73
30	5/20/2020	6/4/2020	Safe Access to Government	Administration	BB&T	Webcam/Microphone for Virtual Mtgs	\$ 78.99	X	\$1,939,947.74
31	5/20/2020	6/25/2020	Telework for Government	Treasurer	DELL	PC/Telework	\$ 1,689.83	X	\$1,938,257.91

32	5/20/2020	6/25/2020	Telework for Government	Administration	DELL	PC/Telework	\$ 1,689.83	X	\$1,936,568.08	
33	5/26/2020	7/16/2020	Disinfection & Sanitation	County-wide	BB&T	Fogger Spray (JE NEEDED)	\$ 1,111.49	X	\$1,935,456.59	
34	5/27/2020	7/16/2020	Government Operational Svcs	Administration	BB&T	ZOOM	\$ 15.74	X	\$1,935,440.85	
35	5/29/2020	6/11/2020	PPE	Administration	Propac, Inc.	Gloves	\$ 1,012.80	X	\$1,934,428.05	
36	6/9/2020	6/25/2020	Telework for Government	Administration	DELL	PC/Telework	\$ 937.98	X	\$1,933,490.07	
37	6/9/2020	7/16/2020	Safe Access to Government	Administration	BB&T	Printer/Thermometer	\$ 220.33	X	\$1,933,269.74	
38	6/10/2020	8/13/2020	Telework for Government	Admin/Treas	Verizon Wireless	Wireless phones	\$ 108.05	X	\$1,933,161.69	
39	6/18/2020		Small Business Grant	County Businesses	IDA	Grants-Small Businesses	\$ 100,000.00		\$1,833,161.69	
40	6/25/2020	8/26/2020	Disinfection & Sanitation	Public Safety	Atlantic Emergency	Disinfectant Concentrate	\$ 2,462.00	X	\$1,830,699.69	
41	6/30/2020		Reid-Salary	Public Safety	Reid Foster	Payroll	\$ 15,192.76		\$1,815,506.93	\$ 131,653.07
42	7/2/2020	7/21/2020	PPE	Public Safety	Stony Creek Vol. Rescue	PPE	\$ 293.70	X	\$1,815,213.23	
43	7/10/2020	8/13/2020	Telework for Government	Admin/Treas	Verizon Wireless	Wireless phones	\$ 109.50	X	\$1,815,103.73	
44	7/13/2020	8/13/2020	PPE	Public Safety/Admin	BB&T	Face Masks	\$ 609.84	X	\$1,814,493.89	
45	7/14/2020	8/13/2020	PPE	Administration	BB&T	Face Masks	\$ 589.75	X	\$1,813,904.14	
46	7/15/2020	8/26/2020	Other-Grant Writer	Public Safety	Gene Reams and	Grant writing	\$ 1,375.00	X	\$1,812,529.14	
47	7/16/2020		Reid-Salary	Public Safety	Reid Foster	Payroll	\$ 1,670.24		\$1,810,858.90	
48	7/17/2020	9/3/2020	PPE	Environmental Inspections	Adams Store and	Face Masks	\$ 19.94	X	\$1,810,838.96	
49	7/27/2020	8/13/2020	Disinfection & Sanitation	Public Safety	Atlantic Emergency	Disinfectant Concentrate	\$ 2,462.00	X	\$1,808,376.96	
50	7/28/2020	7/29/2020	Government Operational Svcs	County-wide	Insercorp	Website Announcements	\$ 1,800.00	X	\$1,806,576.96	
51	7/31/2020		Reid-Salary	Public Safety	Reid Foster	Payroll	\$ 770.88		\$1,805,806.08	
52	8/10/2020	9/3/2020	Telework for Government	Admin/Treas	Verizon Wireless	Wireless phones	\$ 109.50	X	\$1,805,696.58	
53	8/12/2020		Test Kits	Sheriff			\$ 5,000.00		\$1,800,696.58	
54	8/13/2020	10/22/2020	(Other) Transfers	Town Allocation	Stony Creek	\$15,675x2	\$ 31,350.00	X	\$1,769,346.58	
55	8/13/2020	10/20/2020	(Other) Transfers	Town Allocation	Waverly	\$171,934x2	\$ 343,868.00	X	\$1,425,478.58	
56	8/13/2020	10/22/2020	(Other) Transfers	Town Allocation	Wakefield	\$72,434x2	\$ 144,868.00	X	\$1,280,610.58	
57	8/13/2020	10/22/2020	(Other) Transfers	Town Allocation	Jarratt	\$10,949x2	\$ 21,898.00	X	\$1,258,712.58	
58	8/13/2020	11/5/2020	School Recreation	4-H Center	Larry Hughes email	Adult/Youth Recreational Services	\$ 50,000.00	X	\$1,208,712.58	
59	8/13/2020	8/26/2020	PPE	Private Entity	Blackwater Regional Library	Disinfection & Sanitation	\$ 1,850.00	X	\$1,206,862.58	
60	8/16/2020		Reid-Salary	Public Safety	Reid Foster	Payroll	\$ 1,252.68		\$1,205,609.90	
61			Telework for Government	County-wide		Telework Equipment, Supplies	\$ 20,000.00		\$1,185,609.90	
62	8/19/2020	9/3/2020	Public Health Employees	Public Safety	C. W. Williams & Co.	Coveralls	\$ 821.25	X	\$1,184,788.65	
63	8/19/2020	9/17/2020	PPE	Registrar	BB&T	Election Supplies	\$ 67.78	X	\$1,184,720.87	
64	8/19/2020	9/17/2020	PPE	Registrar	BB&T	Election Supplies	\$ 478.75	X	\$1,184,242.12	
65	8/27/2020	9/9/2020	Government Operational Svcs	Sheriff	Municipal Emergency	Scan Kit/Tri-Pods	\$ 2,207.72	X	\$1,182,034.40	
66	9/2/2020	9/9/2020	Government Operational Svcs	Administration	Insercorp	Website/Grant Applications Small Bus.	\$ 1,200.00	X	\$1,180,834.40	
67	9/23/2020	9/23/2020	Sheriff Adjustments	Sheriff	(See schedule)	PPE, Disinfectant, Scanners	\$ 15,640.77	X	\$1,165,193.63	

68	9/30/2020		PPE	Public Safety	Atlantic Emergency Servic	Face Masks/Respirator	\$ 27,157.50		\$1,138,036.13	
69			Other (Safe Access to Government)	Sheriff	Haley Ford South	Vehicles (VAN)	\$ 44,999.21		\$1,093,036.92	\$ 722,470.01
70	9/30/2020	10/14/2020	PPE	Public Safety	Stony Creek Vol. Rescue	PPE	\$ 1,014.30		\$1,092,022.62	
71	10/5/2020		Public Safety	Public Safety	NAFECO	Turnout Gear	\$ 224,500.00		\$867,522.62	
72	10/8/2020	10/20/2020	Public Safety	Public Safety		AED'S	\$ 27,000.00	X	\$840,522.62	
73	10/15/2020	10/31/2020	Government Operational Svcs	All Departments	Employees	Hazardous Pay	\$ 166,319.26	X	\$674,203.36	
74					Courthouse Vol Fire Dept.		\$ 15,000.00		\$659,203.36	
75	9/4/2020	10/14/2020	Telework for Government	Administration	Staples	Printer	\$ 229.99	X	\$658,973.37	
76			Building Modifications	Per Richard		Animal Shelter Upgrades	\$ 180,000.00		\$478,973.37	
77					Wakefield Vol Fire Dept.		\$ 15,000.00		\$463,973.37	
78			Public Safety	Public Safety		Heart Monitors	\$ 65,000.00		\$398,973.37	
79					Stony Creek Vol Fire Dept.		\$ 15,000.00		\$383,973.37	
80					Jarratt Vol Fire Dept.		\$ 15,000.00		\$368,973.37	
81					Waverly Vol Fire Dept.		\$ 15,000.00		\$353,973.37	
82					Stony Creek Vol Rescue Squad		\$ 15,000.00		\$338,973.37	
83	10/30/2020	11/19/2020	Public Health Employees	Public Safety	C. W. Williams & Co.	Fire Helmets	\$ 17,453.88	X	\$321,519.49	
84			Telework for Government	Administration	Document Systems	Printer/Copier/Scanner December	\$ 150.00		\$321,369.49	
85	9/14/2020	9/24/2020	Disinfection & Sanitation	Public Safety	Atlantic Emergency Solutions	Gloves, Squeeze Bottles	\$ 1,765.00	X	\$319,604.49	
86	10/12/2020	10/22/2020	Building Modifications	Animal Shelter	Jeff Robinson & Assoc.	Enginnering Plans for Anml Shelter	\$ 1,350.75	X	\$318,253.74	
87	10/26/2020			County-wide	Payroll	Leave/Salaries	\$ 33,840.03		\$284,413.71	
88	10/27/2020	11/5/2020	Government Operational Svcs	County-wide	DELL	Web Cams	\$ 614.77	X	\$283,798.94	
89					Waverly Vol Rescue Squad		\$ 15,000.00		\$268,798.94	
90	11/4/2020	11/12/2020	Other (Safe Access to Government)	Sheriff	Haley Ford South	Vehicles	\$ 43,229.18	X	\$225,569.76	
91	11/4/2020	11/12/2020	Other (Safe Access to Government)	Sheriff	Haley Ford South	Vehicles	\$ 43,229.18	X	\$182,340.58	
92	11/4/2020	11/12/2020	Other (Safe Access to Government)	Sheriff	Haley Ford South	Vehicles	\$ 43,229.18	X	\$139,111.40	
93	11/4/2020	11/12/2020	Other (Safe Access to Government)	Sheriff	Haley Ford South	Vehicles	\$ 43,229.18	X	\$95,882.22	
94	11/4/2020	11/12/2020		Administration	Document Systems	Printer/Copier/Scanner October	\$ 99.00	X	\$95,783.22	
95	9/9/2020	11/12/2020	Public Health Employees	Public Safety	Commercial Laundry	Gear Dryer for Turn-Out Gear	\$ 18,962.00	X	\$76,821.22	
96	9/22/2020	11/12/2020	PPE	Public Safety	BB&T	Face Mask	\$ 1,436.80	X	\$75,384.42	
97	9/21/2020	11/12/2020	PPE	Public Safety	BB&T	Face Mask	\$ 938.00	X	\$74,446.42	
98	10/1/2020	11/12/2020		Registrar	BB&T		\$ 46.10	X	\$74,400.32	
99	10/16/2020	11/12/2020		Registrar	BB&T	Flag Coil	\$ 165.00	X	\$74,235.32	
100	10/19/2020	11/12/2020		Registrar	BB&T		\$ 168.96	X	\$74,066.36	
101	10/2/2020	11/5/2020	Disinfection & Sanitation	Treasurer	BB&T	Anti-Bacterial Surface Cleaner	\$ 75.44	X	\$73,990.92	





**BOARD ACTION FORM**

**Agenda Item:** Action Item #6.04

**Subject:** Shands Energy Siting Agreement Termination

**Board Meeting Date:** December 17 2020

=====  
**Summary:** Attached for your consideration is a request from East Point Energy to terminate the Solar Facility Siting Agreement between Shands Energy Center and Sussex County, dated September 17, 2020. East Point Energy is proposing to provide a \$50,000 contribution to the county for fire and rescue capital projects in lieu of a siting agreement payment and has submitted an initial contribution of \$5,000. S

**Recommendation:** Staff recommends that this request be approved, based on a review by the County Attorney and given the contribution being provided at least two years in advance of payment under a siting agreement.

**Attachments:** (1) Copy of Shands Energy Siting Agreement  
(2) Check from East Point Energy, LLC, dated 12.9.2020

=====  
**REQUESTED ACTION:** That the Board approves Shands Energy request to terminate the Solar Facility Siting Agreement between Shands Energy Center and Sussex County, based on a review by the County Attorney and given the contribution being provided at least two years in advance of payment under a siting agreement.

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

**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	___	___
Johnson	___	___		Seward	___	___
D. Jones	___	___	White	Tyler	___	___
				(Tie Breaker)		

## SOLAR FACILITY SITING AGREEMENT

This Solar Facility Siting Agreement (“Agreement”), dated as of \_\_\_\_\_, 2020 (the “Effective Date”), is by and between **Sussex County, Virginia**, a political subdivision of the Commonwealth of Virginia (the “County”) and **Shands Energy Center, LLC** a Virginia limited liability company (“Applicant”). The County and Applicant are herein each a “Party” and collectively, the “Parties”.

### RECITALS

WHEREAS, the Applicant intends to develop, install, build, and operate a utility scale energy storage facility (“Project”) on certain parcel(s) of land identified as Sussex County Tax Map Parcels 64-A-23, 64-A-21 (collectively, the “Property”);

WHEREAS, Pursuant to Chapter 22, Title 15.2, Article 7.3 of the Code of Virginia titled “Siting of Solar Energy Facilities” Applicant and the County may enter into a siting agreement (“Siting Agreement”) for energy storage facilities in those census tracts which meet the eligibility requirements for designation as a qualified opportunity zone by the U.S. Secretary of the Treasury via his delegation to the Internal Revenue Service;

WHEREAS, the Project is located in census tract number 51183870100 within Sussex County, and eligible for a designation as an opportunity zone;

WHEREAS, pursuant to Virginia Code § 15.2-2316.6 the Project is eligible for a Siting Agreement;

WHEREAS, after negotiation between the County and the Applicant, the Parties desire to enter into this Agreement to mitigate certain potential impacts of the Project.

WHEREAS, the Applicant, has agreed to the payments and financial terms contained herein;

WHEREAS, the County, pursuant to the requirement of Virginia Code § 15.2-2316.8 (B), the County has held a public hearing in accordance with subdivision A of Virginia Code § 15.2-2204 for the purpose of considering this Agreement, at which a majority of a quorum of the members of the Sussex County Board of Supervisors approved this agreement;

NOW, THEREFORE, pursuant to Chapter 22, Title 15.2, Article 7.3 of the Code of Virginia, intending to be legally bound hereby and in consideration of the mutual covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, the County and Applicant do hereby agree as follows:

**1. CUP conditions.** The Applicant acknowledges and agrees that it is subject to all the terms and conditions contained in conditional use permit #2019-04 (“CUP”) and any other conditional use permit approved by the Board of Supervisors for the Project. The CUP is attached hereto as **Exhibit A**, and is hereby incorporated herein. Violation by the Applicant or by any of

Sussex County – Shands Energy Center, LLC  
Solar Facility Siting Agreement

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Applicant's agents, assigns or successors in interest of any terms and conditions of the CUP or of any other applicable zoning requirements shall constitute a violation of this Agreement.

**2. RESERVED.**

**3. Annual valuation of taxable equipment.** As a condition precedent to County approval of this Agreement, Applicant agrees to provide County with a list of capital equipment, proposed to be installed. Thereafter, on an annual basis, Applicant shall provide County with any updates to this information.

**4. Capital Payment.** Applicant agrees to make, within one year of the Project Commercial Operation Date, a one-time \$50,000 contribution to the County for use in fire and rescue capital projects (the "Payment") Applicant agrees that by entering into this Agreement, pursuant to Virginia Code § 15.2-2316.6 et seq., the Payment is authorized by statute and it acknowledges, it is bound by law to make the Payment in accordance with this Agreement. The Parties acknowledge that this Agreement is fair and mutually beneficial to them both. The parties agree that the funding provided pursuant to this Agreement is beneficial in that it will help offset and mitigate any public safety potential impacts of the Project on the County, which will in turn also benefit Applicant. The Payment provides a fair value to both Parties. Notwithstanding the above, the Payments may, in the County's discretion, be used for any of the following purposes: (a) to fund the capital improvement program (CIP) of the County (b) to meet needs of the current fiscal budget of the County, (c) supplement or establish any fund for which the County maintains a balance policy; (d) support broadband funding, all as permitted § 15.2-2316.7.

**5. Mutual Covenants.** The Applicant covenants to the County that it will pay the County the amounts due hereunder when due in accordance with the terms of this Agreement, and will not seek to invalidate this Agreement, or otherwise take a position adverse to the purpose or validity of this Agreement. So long as Applicant is not in breach of this Agreement during its term, the County covenants to the Applicant that it will not seek to invalidate this Agreement or otherwise take a position adverse to the purpose or validity of this Agreement.

**6. No Obligation to Develop.** The Applicant has no obligation to develop the Project and this Agreement does not require any Payments until after the Commercial Operation Date. Any test energy or other energy produced prior to the Commercial Operation Date shall not trigger payment under this paragraph. It is understood that development of the Project by Applicant is contingent upon a number of factors including, but not limited to, regulatory approvals, availability and cost of equipment and financing, and demand for renewable energy and renewable energy credits. No election by the Applicant to terminate, defer, suspend or modify plans to develop the Project shall be deemed a default of Applicant under this Agreement.

**7. Successors and Assigns.** This Agreement will be binding upon the successors and assigns of the Applicant, and the obligations created hereunder shall be covenants running with the Property upon which the Project is developed. If Applicant sells, transfers, leases or assigns all or substantially all of its interest in the Project or the ownership of the Applicant, this Agreement will automatically be assumed by and be binding on the purchaser, transferee or assignee. Upon such assumption, the sale, transfer, lease or assignment shall relieve the Applicant of all obligations

and liabilities under this Agreement accruing from and after the date of sale or transfer, and the purchaser or transferee shall automatically become responsible under this Agreement. The Applicant shall execute such documentation as reasonably requested by the County to memorialize the assignment and assumption by the purchaser or transferee.

**8. Memorandum of Agreement.** A memorandum of this Agreement, in a form acceptable to the County Attorney, may be recorded in the land records of the Clerk's Office of the Circuit Court of the County of Sussex, Virginia. Such recordation shall be at the Applicant's sole cost and expense and shall occur as soon as reasonably practicable after the full execution of this Agreement. If the Applicant chooses to not develop the Project, in its sole discretion, the County shall execute a release of the memorandum filed in the aforementioned Clerk's Office.

**9. Notices.** Except as otherwise provided herein, all notices required to be given or authorized to be given pursuant to this Agreement shall be in writing and shall be delivered or sent by registered or certified mail, postage prepaid, by recognized overnight courier, or by commercial messenger to:

Sussex County, Virginia  
20233 Thornton Square  
Sussex, Virginia 23884  
Attn: County Administrator

Shands Energy Center, LLC  
c/o Nelson Teague  
200 Garrett Street  
Suite J  
Charlottesville, Virginia 22902

The County and Applicant, by notice given hereunder, may designate any further or different persons or addresses to which subsequent notices shall be sent.

**10. Governing Law; Jurisdiction; Venue.** THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE COMMONWEALTH OF VIRGINIA, WITHOUT REGARD TO ANY OF ITS PRINCIPLES OF CONFLICTS OF LAWS OR OTHER LAWS WHICH WOULD RESULT IN THE APPLICATION OF THE LAWS OF ANOTHER JURISDICTION. THE PARTIES HERETO (A) AGREE THAT ANY SUIT, ACTION OR OTHER LEGAL PROCEEDING, AS BETWEEN THE PARTIES HERETO, ARISING OUT OF OR RELATING TO THIS AGREEMENT SHALL BE BROUGHT AND TRIED ONLY IN THE CIRCUIT COURT OF SUSSEX COUNTY, VIRGINIA, (B) CONSENT TO THE JURISDICTION OF SUCH COURT IN ANY SUCH SUIT, ACTION OR PROCEEDING, AND (C) WAIVE ANY OBJECTION WHICH ANY OF THEM MAY HAVE TO THE LAYING OF VENUE OR ANY SUCH SUIT, ACTION, OR PROCEEDING IN SUCH COURT AND ANY CLAIM THAT ANY SUCH SUIT, ACTION, OR PROCEEDING HAS BEEN BROUGHT IN AN INCONVENIENT FORUM. THE PARTIES HERETO AGREE THAT A FINAL JUDGMENT IN ANY SUCH SUIT, ACTION, OR PROCEEDING SHALL BE CONCLUSIVE AND MAY BE ENFORCED IN OTHER

Sussex County – Shands Energy Center, LLC  
Solar Facility Siting Agreement

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9.9.20 DRAFT

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JURISDICTIONS BY SUIT ON THE JUDGMENT OR IN ANY OTHER MANNER PROVIDED BY LAW.

**11. Severability; Invalidity Clause.** Any provision of this Agreement that conflicts with applicable law or is held to be void or unenforceable shall be ineffective to the extent of such conflict, voidness or unenforceability without invalidating the remaining provisions hereof, which remaining provisions shall be enforceable to the fullest extent permitted under applicable law. If, for any reason, including a change in applicable law, it is ever determined by any court or governmental authority of competent jurisdiction that this Agreement is invalid then the parties shall, subject to any necessary County meeting vote or procedures, undertake reasonable efforts to amend and or reauthorize this Agreement so as to render the invalid provisions herein lawful, valid and enforceable. If the Parties are unable to do so, this Agreement shall terminate as of the date of such determination of invalidity, and the Property and Project will thereafter be assessed and taxed as though this Agreement did not exist. The Parties will cooperate with each other and use reasonable efforts to defend against and contest any challenge to this Agreement by a third party.

**12. Entire Agreement.** This Agreement and any schedules or exhibits constitute the entire agreement and supersedes all other prior agreements and understandings, both written and oral, between the parties hereto with respect to the subject matter hereof. No provision of this Agreement can be modified, altered or amended except in a writing executed by all parties hereto.

**13. Construction.** This Agreement was drafted with input by the County and the Applicant, and no presumption shall exist against any Party.

**14. Third Party Beneficiaries.** This Agreement is solely for the benefit of the Parties hereto and their respective successors and permitted assigns, and no other person shall have any right, benefit, priority or interest in, under or because of the existence of, this Agreement.

**15. Counterparts; Electronic Signatures.** This Agreement may be executed simultaneously in any number of counterparts, each of which shall be deemed to be an original, and all of which shall constitute but one and the same instrument. A signed copy of this Agreement delivered by facsimile, e-mail/PDF or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed by the officers whose names appear below as of the Effective Date.

**SHANDS ENERGY CENTER, LLC**

By: \_\_\_\_\_  
Name: Andrew Foukal  
Title: President

**SUSSEX COUNTY, VIRGINIA**

By: \_\_\_\_\_  
Name:  
Title: Chairman, Board of Supervisors

Approved as to form:

By: \_\_\_\_\_  
County Attorney

**ATTACHMENT A**  
**CONDITIONAL USE PERMIT**



December 9, 2020

**VIA ELECTRONIC MAIL AND USPS**

Sussex County Board of Supervisors  
Attention: Madame Chair Susan B. Seward  
20135 Princeton Road  
Sussex, Virginia 23884

Madame Chair Seward:

East Point Energy, LLC, owner of Shands Energy Center, LLC (“Shands”) is pleased to inform you that it is able to advance the \$50,000 contribution to Sussex County (the “County”) for use in fire and rescue capital projects (the “Payment”) that was agreed to as part of the Solar Facility Siting Agreement between Shands and the County dated September 17, 2020 (the “Agreement”). As of the date of this letter, East Point Energy has delivered an initial donation of \$5,000 and anticipates completion of the donation of the remaining \$45,000 no later than February 2021. The timing of this donation is approximately 2-3 years earlier than what was agreed to in the Agreement.

Shands agrees to continue its commitment to provide the County with a list of capital equipment proposed to be installed. Thereafter, on an annual basis, Shands shall provide the County with any updates to this information.

As a result of its commitments set forth in this letter, Shands requests that the parties terminate the Agreement concurrent with the County’s acceptance of the initial donation. Shands appreciates the support and continued opportunity to work with County on this project.

Sincerely yours,

A handwritten signature in black ink, appearing to read "A. Foukal", written over a light blue horizontal line.

Andrew Foukal  
President and CEO



**EAST POINT ENERGY, LLC**  
200 GARRETT ST STE J  
CHARLOTTESVILLE, VA 22902



DATE 12/9/2020

PAY TO THE  
ORDER OF

Sussex County, Virginia

\$ 5,000.00

Five thousand & 100

DOLLARS





Security Features  
Included.  
Details on Back.



ACH RT 061000104

FOR Donation - Shands Energy Center

MP

**BOARD ACTION FORM**

**Agenda Item:** Action Item #6.05

**Subject:** FY21-22 Operating Budget Schedule

**Board Meeting Date:** December 17 2020

=====  
**Summary:** Attached for your consideration is a budget schedule for the upcoming FY21-22 fiscal year. Changes to previous budget processes include a meeting between department heads/Constitutional Officers and the Board of Supervisors to discuss "big ticket" needs (additional personnel, vehicles/equipment, and programmatic changes that will result in new costs), as well as meetings with the Board of Supervisors prior to a draft budget being submitted for consideration, that will focus on revenues, outside funding requests, and general expenditure review. The budget public hearing and possible adoption are scheduled for May 2021.

**Recommendation:**

**Attachments:** (1) Draft Copy of FY22 Budget Planning Schedule

=====  
**REQUESTED 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	___	___
Johnson	___	___		Seward	___	___
D. Jones	___	___	White	Tyler	___	___
				_____ (Tie Breaker)		

**Sussex County**  
**Proposed FY 2022 Budget Calendar**

December 2020	Administrative Staff Meeting to discuss development of Operating & Capital Improvement Budgets
December 22, 2020	Distribution of Budget Schedules to County Departments and to Outside Agencies with instructions from the County Administrator
January - February 2020	Development of Revenue Estimates with Treasurer, Commissioner & Finance
January 26, 2020	Department Budget Schedules and Outside Agency requests due to County Administration
January 28, 2021	Departmental Presentations to BOS (Proposed Personnel, Equipment & Programmatic Changes)
February 2021	Budget Work Sessions (County Administrator, Departments Heads, Finance Director)
February – March 2021	Preparation of Proposed Operating Budget and 5-Year CIP
March 4, 2021	Budget Work Session with BOS (Revenue)
March 11, 2021	Budget Work Session with BOS (Expenditures)
March 25, 2021	Budget Work Session with BOS (Outside Agencies)
April 14, 2021	Advertise FY2022 Proposed Budget and CY2022 Tax Rates
April 15, 2021	Present FY2022 Proposed Operating Budget and 5-Year CIP to BOS
April – May 2021	Additional Budget Work Sessions if needed
May 20, 2021	Public Hearings; Adoption of the FY2022 Operating Budget, FY2022 – FY2025 CIP and Calendar Year 2022 Tax Rates

**BOARD ACTION FORM**

**Agenda Item:** Action Item #6.06

**Subject:** COVID-19 Municipal Utility Relief Program Utility Agreement

**Board Meeting Date:** December 17 2020

=====  
**Summary:** Attached for your consideration are agreements with the Sussex Service Authority and the Town of Waverly for the use of COVID-19 Municipal Utility Relief Program funds through the Virginia Department of Housing and Community Development. These funds are provided as a result of grant applications completed after discussion at the November Board of Supervisors meeting, which provide \$103,879.88 for the Sussex Service Authority and Town of Waverly and \$51,943.40 for the Sussex Service Authority, to cover delinquent utility accounts. The Town Attorney prepared these agreements for the administration of the funds, which must be completed in January.

**Recommendation:** Staff recommends approval of the COVID-19 Municipal Utility Relief Program agreements with the Sussex Service Authority and Town of Waverly.

**Attachments:** (1) Copy of Sussex Service Authority Municipal Relief Program MOU  
(2) Copy of Waverly Municipal Relief Program MOU

=====  
**REQUESTED ACTION:** That the Board approves the COVID-19 Municipal Utility Relief Program agreements with the Sussex Service Authority and Town of Waverly.

**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	___	___
Johnson	___	___		Seward	___	___
D. Jones	___	___	White	Tyler	___	___
				___	___	(Tie Breaker)

**MEMORANDUM OF UNDERSTANDING  
FOR COVID-19 MUNICIPAL UTILITY RELIEF PROGRAM IMPLEMENTATION**

**THIS MEMORANDUM OF UNDERSTANDING FOR COVID-19 MUNICIPAL UTILITY RELIEF PROGRAM IMPLEMENTATION** (“Memorandum”) is made and entered into the \_\_\_\_ day of December, 2020, by and between the County of Sussex, Virginia (“Locality”), and the Sussex County Services Authority (“Authority”) (each a “Party” and jointly the “Parties”).

**BACKGROUND**

A. Federal CARES Act Funds. In response to the COVID-19 pandemic disaster, the United States federal government enacted the Coronavirus Aid, Relief, and Economic Securities Act of 2020 (“CARES Act”) to provide funding for numerous programs to address the COVID-19 pandemic disaster, including \$150 billion in assistance to states, local, territorial, and tribal governments for direct impacts of the COVID-19 pandemic disaster through the establishment of the Coronavirus Relief Fund (“CRF”). The Commonwealth of Virginia received approximately \$3.1 billion as its share.

B. Federally Authorized Uses. Section 5001 of the CARES Act provides that the CRF may be used by state and local governments to cover costs that: (i) are necessary expenditures incurred due the public health emergency with respect to COVID-19; (ii) were not accounted for in the budget most recently approved as of March 27, 2020 for the County (except as may be permitted by the CRF guidelines established by the United States Department of the Treasury); and (iii) were incurred during the period that begins March 1, 2020, and ends on December 30, 2020.

C. Virginia’s Utility Relief Program. Consistent with the CARES Act, in November 2020 the General Assembly passed and Governor Northam signed into law the 2020 Special Session I Amendments to the 2020 Appropriation Act. Item 479.10 of this legislation appropriates \$100 million from the Commonwealth’s CARES Act CRF allocation to establish a COVID-19 Utility Relief Program (“Program”) and help provide direct assistance to utility customers with accounts over 30 days in arrears.

D. Authority’s CRF Award. As a water and/or wastewater service provider and eligible “municipal utility” within the meaning of the Program, the Authority has applied to the State Corporation Commission (“SCC”) for a suballocation of the appropriated funds for the purpose of providing direct assistance to its customers in accordance with applicable federal and state laws, regulations and guidance (“CRF Rules”). The Virginia Department of Housing and Community Development (“DHCD”) has issued an award letter to Authority (**Exhibit A** hereto) committing to funding assistance for eligible customers of the Authority in a specified amount (“Authority CRF Funds”).

E. Local Implementation. The County and the Authority desire to collaborate for the timely, effective and efficient implementation of the Program and provision of assistance to their

eligible utility customers in accordance with the CRF Rules. The DHCD is responsible for assisting the SCC in the implementation of the Program and passing along awarded CRF funding to municipal utilities. On November 24, 2020, DHCD issued a guidance memorandum providing additional information on the COVID-19 Municipal Utility Relief Program (“DHCD Guidance”), which requires that the award to the Authority be disbursed through a partnering city or county serving as the fiscal agent with the Virginia Department of Accounts (“DOA”). The County is willing to serve as the required fiscal agent to facilitate assistance to eligible customers experiencing economic hardship due to the COVID-19 pandemic.

## **AGREEMENT**

NOW, THEREFORE, in consideration of the mutual promises and obligations set forth in this Memorandum, including the recitals set forth above which are a material part of this Memorandum, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Fiscal Agent. The County agrees to act as the Authority’s fiscal agent as required by DHCD for the limited purpose of this Program.
2. Joint Certification. The County, in its capacity as fiscal agent, agrees to make the certification required by DHCD substantially in the form as shown in **Exhibit B** hereto (or any modification thereto made by DHCD and found to be agreeable by the County).
3. Funds Pass-Through. The County agrees to transfer the Authority CRF Funds to the Authority promptly upon the County’s receipt of such funds from DOA.
4. Compliance and Recordkeeping by Authority. The Authority agrees to comply with all applicable CRF Rules, U.S. Treasury guidance, and any and all other applicable state and federal regulations, including any audit. The Authority agrees to maintain records of its expenditures of the Authority CRF Funds for a period of five years and provide the County with copies of such records at no expense upon its request.
5. Repayment and Indemnification by Authority. If the United States or the Commonwealth lawfully requires repayment of some or all of the Authority CRF Funds, the Authority agrees to repay such amount to the County (or directly to the United States or the Commonwealth as applicable) for such purpose within twenty (20) days of any such requirement. In addition, Authority agrees to indemnify and hold the County harmless from any liability to the United States or the Commonwealth resulting from any act or omission of the Authority in its administration of the Authority CRF Funds, including as a result of any violation by the Authority of the CRF Rules. In the event that any suit or proceeding is brought against the County by the United States or the Commonwealth, the Authority, upon notice given to it by the County, will pay all costs of defending the County in any such action or other proceeding, including attorney’s fees. In the event of any settlement or any final judgment being awarded against the County, either independently or jointly with the Authority, the Authority will pay such settlement or judgment in full, pay all costs and expenses thereof, and hold the County harmless therefrom. The Authority shall bear no responsibility for the acts or omissions of the County or its officers or employees.

6. Return of Unexpended Authority CRF Funds. If all of the Authority CRF Funds are not expended to assist utility customers, the Authority must return all unexpended funds to the County no later than January 22, 2021.

7. Acknowledgment of Required Information. In accordance with the DHCD Guidance and related federal requirements for pass-through entities (2 C.F.R. §200.332), Authority hereby acknowledges receipt of **Exhibit C** hereto and the additional information set forth therein.

8. Further Cooperation. The Parties shall continue to cooperate with each other as reasonably necessary to confirm or bring about the transfers contemplated by this Agreement.

9. Term. This Memorandum shall be in effect from the date on which it is executed by the Parties through June 30, 2021.

10. Governing Law; Severability. This Agreement shall be construed in accordance with and governed for all purposes by the laws of the Commonwealth of Virginia. If any word or provision of this Agreement as applied to any Party or to any circumstance is adjudged by a court to be invalid or unenforceable, the same shall in no way affect any other circumstance or the validity or enforceability of any other word or provision.

11. Entire Agreement; Amendments. This Agreement contains the entire integrated agreement between the Parties as to the subject matter hereof and supersedes all previous written and oral negotiations, commitments, proposals and writings. No amendments may be made to this Agreement except by a writing signed by both Parties.

12. Counterparts; Signatures; Copies. This Agreement may be executed in counterparts, both of which shall be deemed an original, but all of which together shall constitute one and the same instrument. A facsimile or scanned signature may substitute for and have the same legal effect as an original signature. Any copy of this executed Agreement made by photocopy, facsimile or scanner shall be considered the original for all purposes.

13. Authorization. Each Party represents that its execution, delivery and performance under this Agreement have been duly authorized by all necessary action on its behalf, and do not and will not violate any provision of its charter or enabling legislation or result in a material breach of or constitute a material default under any agreement, indenture, or instrument of which it is a party or by which it or its properties may be bound or affected.

IN WITNESS WHEREOF, the Parties hereto have caused the execution of this Memorandum of Understanding as of the date first written above.

SUSSEX COUNTY SERVICES AUTHORITY

By: \_\_\_\_\_  
[NAME] \_\_\_\_\_  
[TITLE] \_\_\_\_\_

COUNTY OF SUSSEX

By: \_\_\_\_\_  
Susan B. Seward, Chair  
Board of Supervisors  
Sussex County, Virginia

Approved as to form:

\_\_\_\_\_  
County Attorney



**MEMORANDUM OF UNDERSTANDING  
FOR MUNICIPAL UTILITY RELIEF PROGRAM IMPLEMENTATION**

**EXHIBIT A**

**CRF Award Letter**

**MEMORANDUM OF UNDERSTANDING  
FOR MUNICIPAL UTILITY RELIEF PROGRAM IMPLEMENTATION**

**EXHIBIT B**

**DHCD Joint Certification Form**

**MEMORANDUM OF UNDERSTANDING  
FOR MUNICIPAL UTILITY RELIEF PROGRAM IMPLEMENTATION BETWEEN**

**EXHIBIT C**

**Pass-Through Information Requirements**

The following pass-through information requirements pertaining the subaward to Authority (i.e., the County's transfer of the Authority CRF Funds) are set forth below in satisfaction of 2 C.F.R. §200.332 and as directed by the DHCD Guidance. The Federal Award Identification for funds (subaward) addressed by this Memorandum is the Federal Coronavirus Aid, Relief and Economic Security Act (CARES Act) / Coronavirus Relief Fund.

- (i) Subrecipient's Name: SUSSEX COUNTY SERVICES AUTHORITY
- (ii) Subrecipient's Unique Entity Identifier: AUTHORITY'S DUNS NUMBER
- (iii) Federal Award Identification Number: FROM FINAL AWARD LETTER
- (iv) Federal Award Date: FROM FINAL AWARD LETTER
- (v) Subaward Period of Performance Start and End Date:  
Start Date is Date of this Memorandum; End Date is January 29, 2021
- (vi) Subaward Budget Period Start and End Date:  
Start Date is Date of this Memorandum; End Date is January 29, 2021
- (vii) Amount of Federal Funds Obligated by this Action by the Pass-Through Entity to the Subrecipient: \$51,936.48
- (viii) Total Amount of Federal Funds Obligated to the Subrecipient by the Pass-Through Entity Including the Current Financial Obligation: INSERT AMOUNT FROM AWARD LETTER ASSUMING COUNTY HAS NOT PROVIDED OTHER FEDERAL FUNDS TO AUTHORITY \$51,936.48
- (ix) Total Amount of the Federal Award Committed to the Subrecipient by the Pass-Through Entity: INSERT AMOUNT FROM AWARD LETTER ASSUMING COUNTY HAS NOT PROVIDED OTHER FEDERAL FUNDS TO AUTHORITY \$51,936.48
- (x) Federal Award Project Description, as Required to be Responsive to the Federal Funding Accountability and Transparency Act (FFATA): Coronavirus Relief Fund: Municipal Utility Relief Program to Assist Customers
- (xi) (A) Name of Federal Awarding Agency: U.S. Treasury Department

(B) Name of Pass-Through Entity: County of Sussex, Virginia

(C) Contact Information for Awarding Official of the Pass-Through Entity:

[INSERT]

[INSERT]

[INSERT]

(xii) Assistance Listings Number and Title (the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement):

CFDA Number and Title: 21.09, Coronavirus Relief Funds

(xiii) Identification of Whether the Award is R&D

Not R&D Award

(xiv) Indirect Cost rate for the Federal Award (including if the de minimis rate is charged) per §200.414:

N/A (no indirect costs can be charged by county/city or municipal utility)

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## AGREEMENT

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1. Fiscal Agent. The County agrees to act as the Town’s fiscal agent as required by DHCD for the limited purpose of this Program.
2. Joint Certification. The County, in its capacity as fiscal agent, agrees to make the certification required by DHCD substantially in the form as shown in **Exhibit B** hereto (or any modification thereto made by DHCD and found to be agreeable by the County).
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11. Entire Agreement; Amendments. This Agreement contains the entire integrated agreement between the Parties as to the subject matter hereof and supersedes all previous written and oral negotiations, commitments, proposals and writings. No amendments may be made to this Agreement except by a writing signed by both Parties.

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IN WITNESS WHEREOF, the Parties hereto have caused the execution of this Memorandum of Understanding as of the date first written above.

TOWN OF WAVERLY

By: \_\_\_\_\_  
Angela McPhaul, Mayor  
Town of Waverly, Virginia

Approved as to form:

\_\_\_\_\_  
Town Attorney

COUNTY OF SUSSEX

By: \_\_\_\_\_  
Susan B. Seward, Chair  
Board of Supervisors  
Sussex County, Virginia

Approved as to form:

\_\_\_\_\_  
County Attorney



**MEMORANDUM OF UNDERSTANDING  
FOR MUNICIPAL UTILITY RELIEF PROGRAM IMPLEMENTATION**

**EXHIBIT A**

**CRF Award Letter**

**MEMORANDUM OF UNDERSTANDING  
FOR MUNICIPAL UTILITY RELIEF PROGRAM IMPLEMENTATION**

**EXHIBIT B**

**DHCD Joint Certification Form**

**MEMORANDUM OF UNDERSTANDING  
FOR MUNICIPAL UTILITY RELIEF PROGRAM IMPLEMENTATION BETWEEN**

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**Pass-Through Information Requirements**

The following pass-through information requirements pertaining the subaward to Town (i.e., the County's transfer of the Town CRF Funds) are set forth below in satisfaction of 2 C.F.R. §200.332 and as directed by the DHCD Guidance. The Federal Award Identification for funds (subaward) addressed by this Memorandum is the Federal Coronavirus Aid, Relief and Economic Security Act (CARES Act) / Coronavirus Relief Fund.

- (i) Subrecipient's Name: TOWN OF WAVERLY, VIRGINIA
- (ii) Subrecipient's Unique Entity Identifier: TOWN'S DUNS NUMBER
- (iii) Federal Award Identification Number: FROM FINAL AWARD LETTER
- (iv) Federal Award Date: FROM FINAL AWARD LETTER
- (v) Subaward Period of Performance Start and End Date:  
Start Date is Date of this Memorandum; End Date is January 29, 2021
- (vi) Subaward Budget Period Start and End Date:  
Start Date is Date of this Memorandum; End Date is January 29, 2021
- (vii) Amount of Federal Funds Obligated by this Action by the Pass-Through Entity to the Subrecipient: \$51,936.48
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- (x) Federal Award Project Description, as Required to be Responsive to the Federal Funding Accountability and Transparency Act (FFATA): Coronavirus Relief Fund: Municipal Utility Relief Program to Assist Customers
- (xi) (A) Name of Federal Awarding Agency: U.S. Treasury Department

(B) Name of Pass-Through Entity: County of Sussex, Virginia

(C) Contact Information for Awarding Official of the Pass-Through Entity:

[INSERT]

[INSERT]

[INSERT]

(xii) Assistance Listings Number and Title (the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement):

CFDA Number and Title: 21.09, Coronavirus Relief Funds

(xiii) Identification of Whether the Award is R&D

Not R&D Award

(xiv) Indirect Cost rate for the Federal Award (including if the de minimis rate is charged) per §200.414:

N/A (no indirect costs can be charged by county/city or municipal utility)



Ralph S. Northam  
Governor

R. Brian Ball  
Secretary of  
Commerce and Trade

## COMMONWEALTH of VIRGINIA

Erik C. Johnston  
Director

### DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

December 7, 2020

**VIA EMAIL**

Richard Douglas  
County Administrator  
Sussex County/Sussex Service Authority

Re: Award Letter, Guidance, and Required Certification for COVID-19 Municipal Utility Relief Program to Assist Customers

Dear Richard Douglas:

On behalf of Governor Northam, it gives me great pleasure to inform you that Sussex County/Sussex Service Authority has been awarded federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds pursuant to the Appropriation Act mandated State Corporation Commission application process in the amount of \$51,943.40 to assist with municipal utility customer relief for all eligible customers of Sussex County/Sussex Service Authority. This funding is being provided under CFDA 21.019 – Coronavirus Relief Funds (CRF). Additional details concerning this program including guidance, requirements, and several model forms are included in the following pages.

Additional guidance concerning this program has been included with this letter, including a model customer intake form. Please read this carefully before proceeding with additional steps. Given the tight timeline for utilization of these funds and to ensure each utility directly receives these funds in an expedited manner you must return the attached certification in partnership with a city or county that will act as the fiscal agent to receive the funds from the Department of Accounts (DOA) and the city or county will then forward funds to the municipal utility to implement the program for the utility's customers. Once the project is complete, DOA will follow up regarding project outcomes and compliance. I want to reiterate that it is incumbent on Sussex County/Sussex Service Authority and the partnering city or county to ensure project expenses are properly documented and verified in case of audit.

For questions contact DHCD staff member David Conmy at [utility@dhcd.virginia.gov](mailto:utility@dhcd.virginia.gov).

Sincerely,

Handwritten signature of Erik C. Johnston in black ink.

Erik Johnston  
Director, Virginia Department of Housing and Community Development

CC: David Von Moll, Comptroller, Department of Accounts  
Encl: COVID-19 Municipal Utility Relief Program Guidance, Certification Form and Addendum, and Model Customer Intake Form

## **COVID-19 MUNICIPAL UTILITY RELIEF PROGRAM:**

### **Guidance and Required Certification**

Based on the response that the Virginia State Corporation Commission (SCC) received from your utility system in the Application for Coronavirus Relief Funds (Municipal Utilities), the SCC has determined your award amount which is reflected in your award letter. Accordingly, the award letter, guidance, and required certification will serve as the next steps in facilitating this program.

**Fundamentally, the goal of this program is to assist municipal utility customers experiencing economic hardship due to the COVID-19 pandemic.** As such, and because quick action is essential in order to address the public health needs of municipal utility customers, your award amount must be disbursed through a partnering county or city that will serve as the fiscal agent with the Department of Accounts (DOA) disbursing funds and having responsibility for sub recipient monitoring. Consequently, municipal utility systems, especially those that are not directly managed by a city or a county, will need to partner with a city or county to serve as the fiscal agent for this program. Cities and counties may serve as the fiscal agent for more than one municipal utility system. In order to receive your CRF funding for this program, the chief administrative officer for the partnering city or county and the authorized official representing the municipal utility will be required to certify their respective organization's participation in this program and its adherence to all associated CARES Act regulations. A standard certification for this program requiring signatures from both officials on behalf of their respective organizations has been included near the end of this document.

**Please note that the U.S. Treasury guidance requires attestation by utility customers of the COVID-19 economic hardship, which means utilities will need to collect and save these customer attestations before forgiving eligible arrearages.**

Any customer – with the exception of any government entity – shall be eligible for such arrearage assistance. Municipal utilities are encouraged to pay the full amount of arrearages owed by eligible customers that apply for arrearages owed from the March 1, 2020, through December 30, 2020 time period. Funds can only be used to provide direct assistance to customer accounts over 30 days in arrears during the covered period. Municipal utilities must prioritize assistance first to customers with accounts over 60 days in arrears and then for accounts 30 days in arrears. Municipal utilities are also encouraged to use their discretion to establish a maximum award amount for non-residential customers to ensure the majority of the available assistance awarded is not awarded to large customers. Arrearage assistance programs must strive for equity in program outreach to all customers and should focus outreach efforts on COVID-19 impacted customers.

The SCC has calculated the proportional share of available funding for each municipal utility system that applied by the SCC's November 30<sup>th</sup> application deadline. This information was forwarded to DHCD, which is facilitating the award letter and certification process for municipal utilities and their partnering city or county. These certifications will be accepted by DHCD on a

rolling basis after the date your award letter was distributed. **The awarded municipal utility and their city or county fiscal agent will be required to certify to abide by U.S. Treasury guidance and other regulatory matters concerning the use of CRF funds.** The intent is for this allocation to pass through the county or city directly to the municipal utility to serve eligible municipal utility customers. The municipal utility as the customer utility relief program operator should develop a sub agreement with the county or city fiscal agent assuring the city or county fiscal agent that the municipal utility will be responsible for compliance with state and federal law. Upon receipt by DHCD of this certification and award letter from the county/city and municipal utility, the Department of Accounts (DOA) will then distribute funds directly to cities and counties, which will serve as the fiscal agent on behalf of their partner municipal utility(ies). DOA will also be the lead state agency working with the city or county and their partnered utility system(s) on monitoring to ensure compliance with the program and federal guidelines.

**All applicants must certify that all administrative expenses for direct program implementation and direct relief provided to eligible customer arrearages for the covered time period March 1, 2020 – December, 30 2020 will be expended and any unspent funds returned to DOA by COB Friday January 29, 2021.**

Participating cities and counties may allow municipal utilities and their partners working directly to implement this program to utilize up to 5% of their allocation for direct administrative costs to support management of relief programs. **Proper recordkeeping on these administrative costs must also be maintained and made available for auditing purposes.**

**Additionally, it is important for participating localities to refrain from providing dual benefit to customers who have already received some level of assistance through other existing programs funded by the CARES Act for the same months of arrearages.** An example is to ensure business customers have not received utility relief for the same time period through the Rebuild Virginia Grant Fund or local CARES Act relief.

**Please note that approval of a CRF allocation for purposes of this utility arrearage program does not represent any assurance, legal or otherwise, that the approved project complies with all federal guidelines related to the use of these funds. Cities and counties in addition to their partner municipal utility(ies) are strongly encouraged to consult their legal counsel prior to expending the federal CRF funds that have been awarded through this program.**

**Chiefly, municipal utilities must justify and document use of CRF funds by assisting customers who are experiencing economic hardship due to the COVID-19 pandemic. Therefore, such applications will require self-certification by municipal utility customers in order to be considered eligible for arrearage relief.** A standard self-certification form/questionnaire is included near the end of this document that cities and counties and their partner municipal utility(ies) are encouraged to utilize. **Documentation of self-certification for all municipal utility customers participating in this program is required for state auditing purposes so please maintain accurate records for all customers receiving support from the program.** This certification may also be collected through other means such as over the phone interviews or

through an online form but should generally be harmonious with the form/questionnaire provided. Utility Customers may only receive a direct payment subsidy from this award once, per the state budget requirement. Utilities may not direct any funds provided to new deposits, down payments, fees, late fees, interest charges or penalties.

### **Federal CARES Act Guidance:**

It is extremely important to know and comply with all of the federal conditions that exist for CRF allocations. To that end, please refer to the federal guidance and frequently asked questions:

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

**This information is routinely updated, so guidance may have changed since you last consulted it.**

Compliance with the federal guidance is the responsibility of the city or county submitting the application on behalf of a municipal utility and failure to do so could result in disallowed expenses requiring repayment of the associated funds to the federal government. If the city or county fails to repay any funds spent for nonqualifying expenses on behalf of a municipal utility as required by the federal government, the State Comptroller will recover such amounts from future state payments to the locality via the State Aid Intercept Program. Consequently, cities and counties are encouraged to develop agreements or memorandums of understanding (MOU) with their partner municipal utility system(s) to indemnify cities and counties in the event the municipal utility system does not adhere to U.S. Treasury guidelines and consequently subjects the city or county to such State Aid Intercept action(s).

In addition to the revised federal guidance, on September 2, 2020, the U.S. Treasury's Office of the Inspector General issued information related to reporting and audit requirements. Information regarding the audit and reporting requirements can be found at the same link provided above. Further, the State Comptroller's office (DOA) has sub-recipient monitoring responsibilities that will necessitate evaluation and additional correspondence with cities and counties regarding the use of funds. Again, cities and counties are encouraged to develop MOUs that will help establish clarity concerning responsibility and accountability among all parties regarding this requirement.

As a reminder, the overarching federal guidance states that these funds must be used for qualifying expenses of state and local governments. Specifically, the CARES Act provides that payments from the CRF may only be used to cover costs that:

1. are necessary expenditures incurred due to the public health emergency with respect



- to the Coronavirus Disease 2019 (COVID–19);
2. were not accounted for in the budget most recently approved as of March 27, 2020, (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

The federal guidance continues to state that the CRF funds can be used only for the direct costs associated with the response to the COVID-19 pandemic and cannot be used to address revenue shortfalls. CRF funds should be considered "one time" monies and should not be used for ongoing services and/or base operations. Furthermore, fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Any unspent funds must be returned to DOA no later than COB January 29, 2021, so cities and counties working on behalf of their partner municipal utility(ies) are strongly encouraged to factor that deadline into the administration of their local programs.

### **Required Certification**

In order to receive the CRF funding amount calculated by SCC, each city and county and their partner municipal utility system(s) must complete a certification form (also at the end of this document). The certification form must be signed by the chief administrative officer for the city or county and the authorized official representing the municipal utility partner. In the event more than one municipal utility partners with a city or county, a separate certification will be needed for each partnership.

Before signing the certification, applicants are recommended to read and understand the federal guidance and the frequently asked questions contained in the links provided in Appendices A and B, respectively. The most recent information on this guidance and the frequently asked questions can be obtained at:

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

and

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

Please note that the certification statement includes an acknowledgment that recipients may not receive reimbursement or recipients may be required to return funds to the federal government if it is determined that those funds were spent for purposes that do not qualify. It is important to understand that the burden of ensuring that all CRF funds are spent for qualifying purposes falls to the city or county working on behalf of the municipal utility. Again, cities and counties are encouraged to develop MOUs that will help establish clarity concerning responsibility and accountability among all parties regarding this requirement.

Awardees are responsible for maintaining all necessary documentation to ensure compliance with the federal requirements. The State Comptroller is responsible for all sub-recipient monitoring and may require additional information in the future from each city or county and/or their partner municipal utility system(s) to address that responsibility.

If the federal government determines that awardees have used CRF funds for purposes that do not qualify, awardees must return those funds to the state promptly so that they may be returned to the federal government. As a condition of receiving CRF funds, awardees agree that the Commonwealth can use State Aid Intercept to recover any funds from the corresponding city or county necessary for expenses that were not for a qualifying purpose or not for expenses incurred during the eligible time period. Consequently, cities and counties are encouraged to develop agreements or memorandums of understanding (MOU) to indemnify cities and counties in the event the partner municipal utility system(s) does not adhere to U.S. Treasury guidelines and consequently subjects the city or county to such State Aid Intercept action(s).

### **Submission of Certification**

The certification form on the next page contains more specific details on the responsibilities of the city and county and partnered municipal utility.

The signed certification form should be submitted to DHCD through the following web portal: <https://survey.alchemer.com/s3/6053803/COVID-19-Municipal-Utility-Relief>. Certifications will be accepted on a rolling basis.

If you have any questions regarding the appropriate use of CRF funds, please refer to the U.S. Treasury Website and guidance linked above. For questions about this process or technical questions about the certification form or the distribution of the funds, please first refer to the FAQ documents provided and then send unresolved inquiries to: [utility@dhcd.virginia.gov](mailto:utility@dhcd.virginia.gov)

**Certification:**

**(Please update the yellow highlighted fields as it pertains to your circumstances)**

**CERTIFICATION for RECEIPT of CORONAVIRUS RELIEF FUND PAYMENTS**

**by**

**(CITY OR COUNTY NAME)**

**on behalf of**

**(MUNICIPAL UTILITY NAME)**

We, the undersigned, represent **(CITY OR COUNTY NAME)** and are working in partnership with **(MUNICIPAL UTILITY NAME)** (the utility), and we certify that:

1. The intent is for this allocation to pass through the county or city directly to the municipal utility to serve all eligible Virginia municipal utility customers. The customer utility relief program operator should develop a subagreement with the county or city fiscal agent that ensures they will be responsible for compliance with state and federal law.
2. We have the authority to request direct payment, on behalf of the utility from the Commonwealth of Virginia, of revenues from the Coronavirus Relief Fund (CRF) pursuant to section 601(b) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
3. We understand that the Commonwealth of Virginia will rely on this certification as a material representation in making a direct payment to the city or county.
4. The city or county and municipal utility's proposed uses of the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act will be used only to cover those costs that:
  - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
  - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the utility; and
  - c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
5. Any funds that are not expended or that will not be expended on necessary expenditures incurred before December 30, 2020, by the municipal utility or its grantee(s), must be returned to Commonwealth of Virginia no later than January 29, 2021, and that the Commonwealth of Virginia is entitled to invoke State Aid Intercept to recover any such unexpended funds.
6. We understand that customer attestations of the COVID-19 economic hardship must be obtained and saved by the utility relief program before forgiving arrearages.
7. We understand that the municipal utility will not receive continued funding beyond

December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.

8. Funds received as a direct payment from the Commonwealth of Virginia pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
9. Up to five percent of funds allocated to individual localities may be used for direct administrative costs to support management of the utility relief programs.
10. Any CRF funds expended by the municipal utility or its grantee(s) in any manner that does not adhere to official federal guidance or COVID-19 Municipal Utility Relief Program guidance shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to invoke State Aid Intercept on the city or county serving as fiscal agent to the partner municipal utility system to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.
11. As a condition of receiving the CRF funds pursuant to this certification, the city or county on behalf of the municipal utility system shall retain documentation of all uses of the funds, including but not limited to payroll time records, invoices, direct administrative costs, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia upon request.
12. The city or county on behalf of the municipal utility system must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.
13. Any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any other revenue source.
14. Fund payments may not be used for government revenue replacement, including the replacement of unpaid municipal utility fees.
15. Any CRF funds received pursuant to this certification will not be used for expenditures for which the municipal utility and its subrecipients have received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

<b>City or County Chief Administrative Officer (CAO)</b>	<b>Authorized Official Representing Municipal Utility Allocated Funds by SCC</b>
Name of City or County:	Name of Municipal Utility:
Printed Name of CAO:	Printed Name of Municipal Utility Official:
Signature:	Signature:
Title:	Title:
Date:	Date:

**Please provide city/county DUNS number:** \_\_\_\_\_

**Please provide municipal utility DUNS number:** \_\_\_\_\_

## **Certification Addendum**

**(Please update the yellow highlighted fields as it pertains to your circumstances)**

### **Federal Requirements for information to be included in agreement between county/city and municipal utility**

#### **§200.332 Requirements for pass-through entities.**

All pass-through entities must:

(a) Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:

(1) Federal award identification. (Federal Coronavirus Aid, Relief and Economic Security Act (CARES ACT, Coronavirus Relief Fund))

(i) Subrecipient name (which must match the name associated with its unique entity identifier); (Name of Municipal Utility with SCC allocation)

(ii) Subrecipient's unique entity identifier; (Municipal Utility's DUNS number. If municipal utility does not have, please note)

(iii) Subaward Period of Performance Start and End Date; (Determined by city/county and utility given program start date and January 29, 2021, deadline to return funds)

(iv) Subaward Budget Period Start and End Date; (Determined by city/county and utility given program start date and January 29, 2021, deadline to return funds)

(v) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient; (Amount in final award letter)

(vi) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation; (Amount in allocation letter plus any other federal grant to from county/city to the utility)

(vii) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity; (Amount in final award letter plus any other federal grant to from county/city to the utility)

(viii) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA); (Coronavirus Relief Fund: Municipal Utility Relief Program to Assist Customers)

(ix) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity; (U.S. Treasury Department/County or City/Contact for County or City Awarding Official)

(x) Assistance Listings number and Title; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement; (CFDA Number and Title are 21.09, Coronavirus Relief Funds)

(xi) Identification of whether the award is R&D; and (This is not R&D award)

(xii) Indirect cost rate for the Federal award (including if the de minimis rate is charged) per §200.414. (No indirect costs can be charged by county/city or municipal utility)

**Appendix A is available at:** <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

**Appendix B is available at:** <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>



# **COVID-19 MUNICIPAL UTILITY RELIEF PROGRAM**

## **Utility Arrearage Assistance**

### **Model Customer Intake Form**

#### **GENERAL INFORMATION**

1. Date of Customer's Application: \_\_\_\_\_
2. Account Number or Other Unique Identifier of the Customer Utility Bill: \_\_\_\_\_
3. Total Arrearage from March 1, 2020 – December 30, 2020 that is due (Provided by Municipal Utility with statement demonstrating amount attached): \_\_\_\_\_
4. Street Address (where utility service is provided): \_\_\_\_\_  
\_\_\_\_\_
5. City or County (where utility service is provided): \_\_\_\_\_
6. State (where utility service is provided): \_\_\_\_\_
7. ZIP Code (where utility service is provided): \_\_\_\_\_
8. Customer Phone Number: \_\_\_\_\_
9. Customer Type:  
 Residential  
 Non-Residential

#### **RESIDENTIAL CUSTOMERS COMPLETE THIS SECTION**

1. Name of Residential Account Holder:

\_\_\_\_\_

First	M.I.	Last	(Maiden)
-------	------	------	----------

2. For residential customers: place mark beside the applicable cause of economic hardship if you or a person in your household has experienced a loss of income due to the COVID-19 pandemic (check all that apply):

been laid off;

place of employment has closed;

have experienced a reduction in hours of work;

must stay home to care for children due to closure of day care and/or school;

lost child or spousal support;

- \_\_\_\_\_ not been able to work or missed hours due to contracting COVID-19;
- \_\_\_\_\_ unable to find work due to COVID-19;
- \_\_\_\_\_ unwilling/unable to participate in previous employment due to high risk of severe illness from COVID-19
- \_\_\_\_\_ other (describe) \_\_\_\_\_

**NON-RESIDENTIAL CUSTOMERS COMPLETE THIS SECTION**

1. **Name of Non-Residential Account Holder:** \_\_\_\_\_
2. **Property Name:** \_\_\_\_\_
3. Is the utility fee arrearage due to economic hardship experienced by the customer as a result of the COVID-19 pandemic? (Check Y/N)
4. \_\_\_\_\_ YES (Eligible for relief; provide explanation below.)
5. \_\_\_\_\_ NO (Not eligible for relief.)
6. Provide an explanation of the COVID-19 related economic hardship:  
 \_\_\_\_\_  
 \_\_\_\_\_

**CARES Act assistance application may:**

- Assist for bills dated March 1, 2020, to December 30, 2020, and may not be used for past due amounts prior to this time period or after this time period.
- Funding is designed to be a one-time opportunity, with only one payment per household (for residential) or account holder and their successors (for non-residential).
- Funding can be used for the following bills:
  - \_\_\_\_\_ Water
  - \_\_\_\_\_ Wastewater
  - \_\_\_\_\_ Electric
  - \_\_\_\_\_ Gas

---

**Applicant's Certification:**

- I desire to receive any assistance to which I am legally entitled under this program and its specifications.
- I certify that the reason I am eligible for this CARES Act assistance is correct to the best of my knowledge and belief.
- I understand that my signature on this form gives permission for the staff at (insert name of city or county and municipal utility) to verify records as necessary to verify my eligibility for assistance.

- I declare to the best of my knowledge that:
  - o (1) for residential applicants: I am the only person living in the household at the address shown on this form who has applied for this assistance, or
  - o (2) for non-residential applicants: I am the only person who has applied for/on behalf of the non-residential account holder, including their successors, at the address shown on this form and that I am not a government account holder.
- I certify that this customer has not received CARES act relief for any of the arrearages I am applying for from any other source including Rebuild VA Grants.
- I understand that if I give false information or withhold information in order to make myself eligible for benefits that I am not entitled to or apply for assistance at more than one site, I can be prosecuted for fraud and/or denied assistance in the future.
- I understand that the agencies involved in this program may verify all of the information which I have provided.
- I understand and my signature on this form gives permission to (insert name of municipal utility) to which I am applying to verify information concerning my need for assistance.
- Others?

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**Printed Name**

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**Signature**

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**Title (for non-residential account holders)**

<b>Municipal Utility Intake Information:</b>	<b>ACTION TAKEN</b>	<b>Screeener</b>	<b>Date</b>



Ralph S. Northam  
Governor

R. Brian Ball  
Secretary of  
Commerce and Trade

# COMMONWEALTH of VIRGINIA

Erik C. Johnston  
Director

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

December 7, 2020

### VIA EMAIL

Richard Douglas  
County Administrator  
Sussex County/Town of Waverly/Sussex Service Authority

Re: Award Letter, Guidance, and Required Certification for COVID-19 Municipal Utility Relief Program to Assist Customers

Dear Richard Douglas:

On behalf of Governor Northam, it gives me great pleasure to inform you that Sussex County/Town of Waverly/Sussex Service Authority has been awarded federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds pursuant to the Appropriation Act mandated State Corporation Commission application process in the amount of \$103,879.88 to assist with municipal utility customer relief for all eligible customers of Sussex County/Town of Waverly/Sussex Service Authority. This funding is being provided under CFDA 21.019 – Coronavirus Relief Funds (CRF). Additional details concerning this program including guidance, requirements, and several model forms are included in the following pages.

Additional guidance concerning this program has been included with this letter, including a model customer intake form. Please read this carefully before proceeding with additional steps. Given the tight timeline for utilization of these funds and to ensure each utility directly receives these funds in an expedited manner you must return the attached certification in partnership with a city or county that will act as the fiscal agent to receive the funds from the Department of Accounts (DOA) and the city or county will then forward funds to the municipal utility to implement the program for the utility's customers. Once the project is complete, DOA will follow up regarding project outcomes and compliance. I want to reiterate that it is incumbent on Sussex County/Town of Waverly/Sussex Service Authority and the partnering city or county to ensure project expenses are properly documented and verified in case of audit.

For questions contact DHCD staff member David Conmy at [utility@dhcd.virginia.gov](mailto:utility@dhcd.virginia.gov).

Sincerely,

Handwritten signature of Erik C. Johnston in black ink.

Erik Johnston  
Director, Virginia Department of Housing and Community Development

CC: David Von Moll, Comptroller, Department of Accounts  
Encl: COVID-19 Municipal Utility Relief Program Guidance, Certification Form and Addendum, and Model Customer Intake Form

## **COVID-19 MUNICIPAL UTILITY RELIEF PROGRAM:**

### **Guidance and Required Certification**

Based on the response that the Virginia State Corporation Commission (SCC) received from your utility system in the Application for Coronavirus Relief Funds (Municipal Utilities), the SCC has determined your award amount which is reflected in your award letter. Accordingly, the award letter, guidance, and required certification will serve as the next steps in facilitating this program.

**Fundamentally, the goal of this program is to assist municipal utility customers experiencing economic hardship due to the COVID-19 pandemic.** As such, and because quick action is essential in order to address the public health needs of municipal utility customers, your award amount must be disbursed through a partnering county or city that will serve as the fiscal agent with the Department of Accounts (DOA) disbursing funds and having responsibility for sub recipient monitoring. Consequently, municipal utility systems, especially those that are not directly managed by a city or a county, will need to partner with a city or county to serve as the fiscal agent for this program. Cities and counties may serve as the fiscal agent for more than one municipal utility system. In order to receive your CRF funding for this program, the chief administrative officer for the partnering city or county and the authorized official representing the municipal utility will be required to certify their respective organization's participation in this program and its adherence to all associated CARES Act regulations. A standard certification for this program requiring signatures from both officials on behalf of their respective organizations has been included near the end of this document.

**Please note that the U.S. Treasury guidance requires attestation by utility customers of the COVID-19 economic hardship, which means utilities will need to collect and save these customer attestations before forgiving eligible arrearages.**

Any customer – with the exception of any government entity – shall be eligible for such arrearage assistance. Municipal utilities are encouraged to pay the full amount of arrearages owed by eligible customers that apply for arrearages owed from the March 1, 2020, through December 30, 2020 time period. Funds can only be used to provide direct assistance to customer accounts over 30 days in arrears during the covered period. Municipal utilities must prioritize assistance first to customers with accounts over 60 days in arrears and then for accounts 30 days in arrears. Municipal utilities are also encouraged to use their discretion to establish a maximum award amount for non-residential customers to ensure the majority of the available assistance awarded is not awarded to large customers. Arrearage assistance programs must strive for equity in program outreach to all customers and should focus outreach efforts on COVID-19 impacted customers.

The SCC has calculated the proportional share of available funding for each municipal utility system that applied by the SCC's November 30<sup>th</sup> application deadline. This information was forwarded to DHCD, which is facilitating the award letter and certification process for municipal utilities and their partnering city or county. These certifications will be accepted by DHCD on a

rolling basis after the date your award letter was distributed. **The awarded municipal utility and their city or county fiscal agent will be required to certify to abide by U.S. Treasury guidance and other regulatory matters concerning the use of CRF funds.** The intent is for this allocation to pass through the county or city directly to the municipal utility to serve eligible municipal utility customers. The municipal utility as the customer utility relief program operator should develop a sub agreement with the county or city fiscal agent assuring the city or county fiscal agent that the municipal utility will be responsible for compliance with state and federal law. Upon receipt by DHCD of this certification and award letter from the county/city and municipal utility, the Department of Accounts (DOA) will then distribute funds directly to cities and counties, which will serve as the fiscal agent on behalf of their partner municipal utility(ies). DOA will also be the lead state agency working with the city or county and their partnered utility system(s) on monitoring to ensure compliance with the program and federal guidelines.

**All applicants must certify that all administrative expenses for direct program implementation and direct relief provided to eligible customer arrearages for the covered time period March 1, 2020 – December, 30 2020 will be expended and any unspent funds returned to DOA by COB Friday January 29, 2021.**

Participating cities and counties may allow municipal utilities and their partners working directly to implement this program to utilize up to 5% of their allocation for direct administrative costs to support management of relief programs. **Proper recordkeeping on these administrative costs must also be maintained and made available for auditing purposes.**

**Additionally, it is important for participating localities to refrain from providing dual benefit to customers who have already received some level of assistance through other existing programs funded by the CARES Act for the same months of arrearages.** An example is to ensure business customers have not received utility relief for the same time period through the Rebuild Virginia Grant Fund or local CARES Act relief.

**Please note that approval of a CRF allocation for purposes of this utility arrearage program does not represent any assurance, legal or otherwise, that the approved project complies with all federal guidelines related to the use of these funds. Cities and counties in addition to their partner municipal utility(ies) are strongly encouraged to consult their legal counsel prior to expending the federal CRF funds that have been awarded through this program.**

**Chiefly, municipal utilities must justify and document use of CRF funds by assisting customers who are experiencing economic hardship due to the COVID-19 pandemic. Therefore, such applications will require self-certification by municipal utility customers in order to be considered eligible for arrearage relief.** A standard self-certification form/questionnaire is included near the end of this document that cities and counties and their partner municipal utility(ies) are encouraged to utilize. **Documentation of self-certification for all municipal utility customers participating in this program is required for state auditing purposes so please maintain accurate records for all customers receiving support from the program.** This certification may also be collected through other means such as over the phone interviews or

through an online form but should generally be harmonious with the form/questionnaire provided. Utility Customers may only receive a direct payment subsidy from this award once, per the state budget requirement. Utilities may not direct any funds provided to new deposits, down payments, fees, late fees, interest charges or penalties.

### **Federal CARES Act Guidance:**

It is extremely important to know and comply with all of the federal conditions that exist for CRF allocations. To that end, please refer to the federal guidance and frequently asked questions:

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<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

**This information is routinely updated, so guidance may have changed since you last consulted it.**

Compliance with the federal guidance is the responsibility of the city or county submitting the application on behalf of a municipal utility and failure to do so could result in disallowed expenses requiring repayment of the associated funds to the federal government. If the city or county fails to repay any funds spent for nonqualifying expenses on behalf of a municipal utility as required by the federal government, the State Comptroller will recover such amounts from future state payments to the locality via the State Aid Intercept Program. Consequently, cities and counties are encouraged to develop agreements or memorandums of understanding (MOU) with their partner municipal utility system(s) to indemnify cities and counties in the event the municipal utility system does not adhere to U.S. Treasury guidelines and consequently subjects the city or county to such State Aid Intercept action(s).

In addition to the revised federal guidance, on September 2, 2020, the U.S. Treasury's Office of the Inspector General issued information related to reporting and audit requirements. Information regarding the audit and reporting requirements can be found at the same link provided above. Further, the State Comptroller's office (DOA) has sub-recipient monitoring responsibilities that will necessitate evaluation and additional correspondence with cities and counties regarding the use of funds. Again, cities and counties are encouraged to develop MOUs that will help establish clarity concerning responsibility and accountability among all parties regarding this requirement.

As a reminder, the overarching federal guidance states that these funds must be used for qualifying expenses of state and local governments. Specifically, the CARES Act provides that payments from the CRF may only be used to cover costs that:

1. are necessary expenditures incurred due to the public health emergency with respect

- to the Coronavirus Disease 2019 (COVID–19);
2. were not accounted for in the budget most recently approved as of March 27, 2020, (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

The federal guidance continues to state that the CRF funds can be used only for the direct costs associated with the response to the COVID-19 pandemic and cannot be used to address revenue shortfalls. CRF funds should be considered "one time" monies and should not be used for ongoing services and/or base operations. Furthermore, fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Any unspent funds must be returned to DOA no later than COB January 29, 2021, so cities and counties working on behalf of their partner municipal utility(ies) are strongly encouraged to factor that deadline into the administration of their local programs.

### **Required Certification**

In order to receive the CRF funding amount calculated by SCC, each city and county and their partner municipal utility system(s) must complete a certification form (also at the end of this document). The certification form must be signed by the chief administrative officer for the city or county and the authorized official representing the municipal utility partner. In the event more than one municipal utility partners with a city or county, a separate certification will be needed for each partnership.

Before signing the certification, applicants are recommended to read and understand the federal guidance and the frequently asked questions contained in the links provided in Appendices A and B, respectively. The most recent information on this guidance and the frequently asked questions can be obtained at:

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

and

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

Please note that the certification statement includes an acknowledgment that recipients may not receive reimbursement or recipients may be required to return funds to the federal government if it is determined that those funds were spent for purposes that do not qualify. It is important to understand that the burden of ensuring that all CRF funds are spent for qualifying purposes falls to the city or county working on behalf of the municipal utility. Again, cities and counties are encouraged to develop MOUs that will help establish clarity concerning responsibility and accountability among all parties regarding this requirement.



Awardees are responsible for maintaining all necessary documentation to ensure compliance with the federal requirements. The State Comptroller is responsible for all sub-recipient monitoring and may require additional information in the future from each city or county and/or their partner municipal utility system(s) to address that responsibility.

If the federal government determines that awardees have used CRF funds for purposes that do not qualify, awardees must return those funds to the state promptly so that they may be returned to the federal government. As a condition of receiving CRF funds, awardees agree that the Commonwealth can use State Aid Intercept to recover any funds from the corresponding city or county necessary for expenses that were not for a qualifying purpose or not for expenses incurred during the eligible time period. Consequently, cities and counties are encouraged to develop agreements or memorandums of understanding (MOU) to indemnify cities and counties in the event the partner municipal utility system(s) does not adhere to U.S. Treasury guidelines and consequently subjects the city or county to such State Aid Intercept action(s).

### **Submission of Certification**

The certification form on the next page contains more specific details on the responsibilities of the city and county and partnered municipal utility.

The signed certification form should be submitted to DHCD through the following web portal: <https://survey.alchemer.com/s3/6053803/COVID-19-Municipal-Utility-Relief>. Certifications will be accepted on a rolling basis.

If you have any questions regarding the appropriate use of CRF funds, please refer to the U.S. Treasury Website and guidance linked above. For questions about this process or technical questions about the certification form or the distribution of the funds, please first refer to the FAQ documents provided and then send unresolved inquiries to: [utility@dhcd.virginia.gov](mailto:utility@dhcd.virginia.gov)

**Certification:**

**(Please update the yellow highlighted fields as it pertains to your circumstances)**

**CERTIFICATION for RECEIPT of CORONAVIRUS RELIEF FUND PAYMENTS**

**by**

**(CITY OR COUNTY NAME)**

**on behalf of**

**(MUNICIPAL UTILITY NAME)**

We, the undersigned, represent **(CITY OR COUNTY NAME)** and are working in partnership with **(MUNICIPAL UTILITY NAME)** (the utility), and we certify that:

1. The intent is for this allocation to pass through the county or city directly to the municipal utility to serve all eligible Virginia municipal utility customers. The customer utility relief program operator should develop a subagreement with the county or city fiscal agent that ensures they will be responsible for compliance with state and federal law.
2. We have the authority to request direct payment, on behalf of the utility from the Commonwealth of Virginia, of revenues from the Coronavirus Relief Fund (CRF) pursuant to section 601(b) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
3. We understand that the Commonwealth of Virginia will rely on this certification as a material representation in making a direct payment to the city or county.
4. The city or county and municipal utility's proposed uses of the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act will be used only to cover those costs that:
  - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
  - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the utility; and
  - c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
5. Any funds that are not expended or that will not be expended on necessary expenditures incurred before December 30, 2020, by the municipal utility or its grantee(s), must be returned to Commonwealth of Virginia no later than January 29, 2021, and that the Commonwealth of Virginia is entitled to invoke State Aid Intercept to recover any such unexpended funds.
6. We understand that customer attestations of the COVID-19 economic hardship must be obtained and saved by the utility relief program before forgiving arrearages.
7. We understand that the municipal utility will not receive continued funding beyond

December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.

8. Funds received as a direct payment from the Commonwealth of Virginia pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
9. Up to five percent of funds allocated to individual localities may be used for direct administrative costs to support management of the utility relief programs.
10. Any CRF funds expended by the municipal utility or its grantee(s) in any manner that does not adhere to official federal guidance or COVID-19 Municipal Utility Relief Program guidance shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to invoke State Aid Intercept on the city or county serving as fiscal agent to the partner municipal utility system to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.
11. As a condition of receiving the CRF funds pursuant to this certification, the city or county on behalf of the municipal utility system shall retain documentation of all uses of the funds, including but not limited to payroll time records, invoices, direct administrative costs, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia upon request.
12. The city or county on behalf of the municipal utility system must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.
13. Any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any other revenue source.
14. Fund payments may not be used for government revenue replacement, including the replacement of unpaid municipal utility fees.
15. Any CRF funds received pursuant to this certification will not be used for expenditures for which the municipal utility and its subrecipients have received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

<b>City or County Chief Administrative Officer (CAO)</b>	<b>Authorized Official Representing Municipal Utility Allocated Funds by SCC</b>
Name of City or County:	Name of Municipal Utility:
Printed Name of CAO:	Printed Name of Municipal Utility Official:
Signature:	Signature:
Title:	Title:
Date:	Date:

**Please provide city/county DUNS number:** \_\_\_\_\_

**Please provide municipal utility DUNS number:** \_\_\_\_\_

## **Certification Addendum**

**(Please update the yellow highlighted fields as it pertains to your circumstances)**

### **Federal Requirements for information to be included in agreement between county/city and municipal utility**

#### **§200.332 Requirements for pass-through entities.**

All pass-through entities must:

(a) Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:

(1) Federal award identification. (Federal Coronavirus Aid, Relief and Economic Security Act (CARES ACT, Coronavirus Relief Fund))

(i) Subrecipient name (which must match the name associated with its unique entity identifier);  
(Name of Municipal Utility with SCC allocation)

(ii) Subrecipient's unique entity identifier; (Municipal Utility's DUNS number. If municipal utility does not have, please note)

(iii) Subaward Period of Performance Start and End Date; (Determined by city/county and utility given program start date and January 29, 2021, deadline to return funds)

(iv) Subaward Budget Period Start and End Date; (Determined by city/county and utility given program start date and January 29, 2021, deadline to return funds)

(v) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient; (Amount in final award letter)

(vi) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation; (Amount in allocation letter plus any other federal grant to from county/city to the utility)

(vii) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity; (Amount in final award letter plus any other federal grant to from county/city to the utility)

(viii) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA); (Coronavirus Relief Fund: Municipal Utility Relief Program to Assist Customers)

(ix) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity; (U.S. Treasury Department/County or City/Contact for County or City Awarding Official)

(x) Assistance Listings number and Title; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement; (CFDA Number and Title are 21.09, Coronavirus Relief Funds)

(xi) Identification of whether the award is R&D; and (This is not R&D award)

(xii) Indirect cost rate for the Federal award (including if the de minimis rate is charged) per §200.414. (No indirect costs can be charged by county/city or municipal utility)

**Appendix A is available at:** <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

**Appendix B is available at:** <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

# **COVID-19 MUNICIPAL UTILITY RELIEF PROGRAM**

## **Utility Arrearage Assistance**

### **Model Customer Intake Form**

#### **GENERAL INFORMATION**

1. Date of Customer's Application: \_\_\_\_\_
2. Account Number or Other Unique Identifier of the Customer Utility Bill: \_\_\_\_\_
3. Total Arrearage from March 1, 2020 – December 30, 2020 that is due (Provided by Municipal Utility with statement demonstrating amount attached): \_\_\_\_\_
4. Street Address (where utility service is provided): \_\_\_\_\_  
\_\_\_\_\_
5. City or County (where utility service is provided): \_\_\_\_\_
6. State (where utility service is provided): \_\_\_\_\_
7. ZIP Code (where utility service is provided): \_\_\_\_\_
8. Customer Phone Number: \_\_\_\_\_
9. Customer Type:  
 Residential  
 Non-Residential

#### **RESIDENTIAL CUSTOMERS COMPLETE THIS SECTION**

1. Name of Residential Account Holder:

\_\_\_\_\_

First	M.I.	Last	(Maiden)
-------	------	------	----------

2. For residential customers: place mark beside the applicable cause of economic hardship if you or a person in your household has experienced a loss of income due to the COVID-19 pandemic (check all that apply):

- been laid off;
- place of employment has closed;
- have experienced a reduction in hours of work;
- must stay home to care for children due to closure of day care and/or school;
- lost child or spousal support;



- \_\_\_\_\_ not been able to work or missed hours due to contracting COVID-19;
- \_\_\_\_\_ unable to find work due to COVID-19;
- \_\_\_\_\_ unwilling/unable to participate in previous employment due to high risk of severe illness from COVID-19
- \_\_\_\_\_ other (describe) \_\_\_\_\_

**NON-RESIDENTIAL CUSTOMERS COMPLETE THIS SECTION**

1. **Name of Non-Residential Account Holder:** \_\_\_\_\_
2. **Property Name:** \_\_\_\_\_
3. Is the utility fee arrearage due to economic hardship experienced by the customer as a result of the COVID-19 pandemic? (Check Y/N)
4. \_\_\_\_\_ YES (Eligible for relief; provide explanation below.)
5. \_\_\_\_\_ NO (Not eligible for relief.)
6. Provide an explanation of the COVID-19 related economic hardship:  
 \_\_\_\_\_  
 \_\_\_\_\_

**CARES Act assistance application may:**

- Assist for bills dated March 1, 2020, to December 30, 2020, and may not be used for past due amounts prior to this time period or after this time period.
- Funding is designed to be a one-time opportunity, with only one payment per household (for residential) or account holder and their successors (for non-residential).
- Funding can be used for the following bills:
  - \_\_\_\_\_ Water
  - \_\_\_\_\_ Wastewater
  - \_\_\_\_\_ Electric
  - \_\_\_\_\_ Gas

---

**Applicant's Certification:**

- I desire to receive any assistance to which I am legally entitled under this program and its specifications.
- I certify that the reason I am eligible for this CARES Act assistance is correct to the best of my knowledge and belief.
- I understand that my signature on this form gives permission for the staff at (insert name of city or county and municipal utility) to verify records as necessary to verify my eligibility for assistance.

- I declare to the best of my knowledge that:
  - o (1) for residential applicants: I am the only person living in the household at the address shown on this form who has applied for this assistance, or
  - o (2) for non-residential applicants: I am the only person who has applied for/on behalf of the non-residential account holder, including their successors, at the address shown on this form and that I am not a government account holder.
- I certify that this customer has not received CARES act relief for any of the arrearages I am applying for from any other source including Rebuild VA Grants.
- I understand that if I give false information or withhold information in order to make myself eligible for benefits that I am not entitled to or apply for assistance at more than one site, I can be prosecuted for fraud and/or denied assistance in the future.
- I understand that the agencies involved in this program may verify all of the information which I have provided.
- I understand and my signature on this form gives permission to (insert name of municipal utility) to which I am applying to verify information concerning my need for assistance.
- Others?

---

**Printed Name**

---

**Signature**

---

**Title (for non-residential account holders)**

<b>Municipal Utility Intake Information:</b>	<b>ACTION TAKEN</b>	<b>Screeener</b>	<b>Date</b>

**BOARD ACTION FORM**

**Agenda Item:** Action Item #6.07

**Subject:** CDBG Asbestos Abatement and Billing Demolition Funding Agreement with the Town of Waverly

**Board Meeting Date:** December 17 2020

=====

**Summary:** Attached for your consideration is a CDBG Asbestos Abatement and Building Demolition Funding Agreement with the Town of Waverly to cover the costs associated with the demolition of 315 West Main Street in Waverly (tornado damage) in the amount of \$69,300. This agreement was prepared by the County Attorney and provides for the use of CDBG funds from the UNOS project to cover demolition costs. Attached for your review is a letter from the Town of Waverly and attached quotes, as well as a CDBG budget revision request to the Virginia Department of Housing and Community Development (which must approve this budget revision).

**Recommendation:** Staff recommends approval of the CDBG Asbestos Abatement and Building Demolition Funding Agreement with the Town of Waverly.

- Attachments:** (1) CDBG Asbestos Demolition Agreement  
(2) UNOS Request Letter from Mayor McPhaul, dated September 29, 2020  
(3) Budget Revision Worksheet  
(4) Copies of Two Bids

=====

**REQUESTED ACTION:** That the Board approves the CDBG Asbestos Abatement and Building Demolition Funding Agreement with the Town of Waverly.

**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	___	___
Johnson	___	___		Seward	___	___
D. Jones	___	___	White	Tyler	___	___
				_____ (Tie Breaker)		

**Community Development Block Grant Project  
Asbestos Abatement and Building Demolition Funding Agreement**

This **AGREEMENT** made and entered this \_\_\_\_ day of December, 2020, by and among **THE COUNTY OF SUSSEX, VIRGINIA** (the “County”), a political subdivision of the Commonwealth of Virginia, and **THE TOWN OF WAVERLY** (the “Town”), a political subdivision of the Commonwealth of Virginia

Whereas, on August 31, 2020 the Town of Waverly (“Town”) issued a Request for Proposal seeking firms to provide asbestos abatement and building demolition services for several structures located at 315 W. Main Street in the Town of Waverly( the “Project”); and

Whereas, pursuant to that solicitation, the Town selected J & J Clearing and Demolition, Inc. (“Contractor”) to perform the services; and

Whereas, the subject structures pose an imminent threat to public safety and timing is of the essence that the Project services be performed; and

Whereas, Sussex County has been allocated Community Development Block Grant funds by the Virginia Department of Housing and Community Development for the purposes of covering the costs of this Project; and

Whereas, the County desires to provide the CDBG funds to the Town to cover Project costs.

Now, Therefore in consideration of the foregoing, the mutual benefits, promises and undertakings of the parties to this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledge, the parties covenant and agree as follows:

1. As soon as practicable after the execution of this agreement, the County shall pay to the Town the funds required for the Town to pay Contractor to perform the services as described in more detail in the RFP and Contactor’s Proposal (Attached as Exhibits A and B). Such funds paid by the County shall not exceed the lower of \$63,000.00 or the amount CDBG funds the County receives from the Commonwealth of Virginia for this Project, unless otherwise agreed to by the County in writing.
2. Upon receipt of the funds, the Town shall (i) execute its agreement with Contractor to perform the Project services set out in Exhibits A and B, (ii) commence the work promptly, (iii) require the Contractor to have all required state licenses and be appropriately insured, and (iv) be responsible for administering the agreement with Contractor.
3. The Town agrees that the funds shall be held in escrow with the Town Attorney to ensure utilization of the funds solely for this Project and no other purpose.

4. The Town agrees to provide the County with copies of all invoices received by Contractor and copies of receipts for all payments the Town makes to the Contractor for this Project.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

COUNTY OF SUSSEX, VIRGINIA, a political subdivision of the Commonwealth of Virginia

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Date

Approved as to Form:

\_\_\_\_\_  
County Attorney

TOWN OF WAVERLY, VIRGINIA, a political subdivision of the Commonwealth of Virginia

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Date

Approved as to Form:

\_\_\_\_\_  
Town Attorney

**EXHIBITS A and B**

Request for Proposal and Contractor Proposal



TOWN OF WAVERLY

P.O. Box 318  
WAVERLY, VIRGINIA 23680

(804) 834-2330  
FAX (804) 834-3764

119 BANK STREET

September 29, 2020

Richard Douglas, County Administrator  
County of Sussex  
20135 Princeton Road, P.O. Box 1397  
Sussex, VA 23884

Dear Mr. Douglas,

It was brought to our attention by Laura White that the Town of Waverly has approximately **\$86,000** left in the UNOS Grant that had originally been set aside for infrastructure repair and **\$2,900** left in a Demolition Line Item. Originally we had planned to use the infrastructure funds which had been estimated at \$250,000 to make sidewalk improvements or fix drainage issues. But with just \$86,000 left over it was not enough to make a dent in either project.

We asked Joanne Peerman to consider allowing us to use the remaining money to remove the asbestos and demolish 315 West Main Street, a building that collapsed in 2018 as a result of severe Tornado damage and a neglectful owner. Since 2018 a new restaurant and pharmacy have opened on West Main Street. Mr. Morrison bought four buildings on West Main Street and his Façade Grant has been approved. The Waverly Gym applied for the final remaining Façade Grant in March and we are hoping to hear something soon. 315 West Main Street is not just an eyesore but presents a dangerous situation since it collapsed nearly two years ago.

We have submitted the two estimates to Joanne for her review. Joanne asked me to send a letter of justification to you asking that the money be moved in the CAMS System; both the \$86,000 and the \$2,900. Then you would send confirmation that money had been reallocated in the CAMS System along with this letter of justification.

Please do not hesitate to contact me for any additional information at [amcphaul@town.waverlyva.us](mailto:amcphaul@town.waverlyva.us) or 804-834-2330.

Sincerely,

Angela McPhaul  
Mayor

cc: Director of Finance, Kelly Moore  
Clerk of Council, Kathleen Mayes  
Program Manager VDHC, Joanne Peerman

J & J Clearing & Demolition, Inc.

# Clearing and Demolition, Inc.

5476 Nansemond Parkway  
Suffolk, Virginia 23435

Phone: 757-488-5032 Fax: 757-488-4846

<b>PROPOSAL:</b>		DATE	ESTIMATE:
Franklin Cox Town of Waverly 119 Bank Street Waverly, VA 23890		9/25/2020	3062
		<b>Project/Job</b>	
		315 W Main ST	
<b>SCOPE OF WORK:</b>		Virginia License #: 2705 002229	
315 West Main ST, Waverly, VA 23890.****Abatement and building demo time frame-3 weeks*****		<b>Total</b>	
J & J Clearing and Demolition, Inc. is to provide all material, labor, and equipment to complete the following:		63,000.00	
Obtain demolition permit. Provide state notification. Provide 425' of site protection fencing.			
Abatement: Remove and dispose of identified asbestos containing multi-layer floor tile and tile mastics from the one story east and west wings. After all debris is removed from the collapsed building, we will return to remove the remaining floor, under the building. Provide disposal manifest for the ACM.			
Demolition:Demolish, remove and dispose of all three buildings, approximately 9500SF. Slab to remain.			
Note: Roof was not samples for asbestos. All roof membrane and coatings will be hauled and disposed as " assumed asbestos contained material". Dispose of debris at certified landfill and provide disposal manifest. Pay disposal fees.			
<i>Submitted By:</i>		<b>Total</b>	
<i>Accepted By:</i>			



**TIMBERLAND CONTRACTING INC.**

**Timberland Contracting, Inc**

P.O. Box 355  
Wakefield, VA 23888

Voice: 757-899-5900  
Fax:

**PO. Box 355**  
**Wakefield, VA 23888**  
**PH: (757) 899-5900**  
**Fax: (757) 899-3206**

**Mbtimberland@verizon.net**

**QUOTATION**

Quote Number: 9252020  
Quote Date: Sep 25, 2020  
Page: 1

<b>Quoted To:</b>
Town of Waverly P.O. Box 318 Waverly VA

Customer ID	Good Thru	Payment Terms	Sales Rep
Town of Waverly	10/25/20		

Quantity	Item	Description	Unit Price	Amount
		JOB DESCRIPTION: DEMOLITION OF 315 WEST MAIN ST WAVERLY VA 23890  JOB INCLUDES COMPLETE REMOVAL OF BRICKS, WOOD, STEEL, CONCRETE BLOCKS AND ALL STRUCTURES WITH ASBESTOS ( CONCRETE SLAB WILL REMAIN ) ** ORIGINAL QUOTE TOWN WAS GOING TO BE RESPONSIBLE FOR TIPPING FEE. (THIS NO LONGER STANDS. ) TIMBERLAND WILL CONTINUE TO TRY AND RECYCLE SOME BRICK AND CONCRETE TO CUT DOWN ON TIPPING FEE BID PRICE : \$ 57665.00		57,665.00
			<b>Subtotal</b>	57,665.00
			<b>Sales Tax</b>	
			<b>TOTAL</b>	<b>57,665.00</b>

# Eastern Virginia Environmental, LLC

1539 Eagle Glen Drive  
Chesapeake, VA 23322

Phone: (757) 436-0795  
Fax: (757) 549-1368

VA Lab License Number: 3333000260  
AIHA PAT Number: 102670

## ASBESTOS AIR MONITORING DATA - FINAL REPORT

CLIENT: J & J CLEARING & DEMOLITION  
5476 NANSEMOND PARKWAY  
SUFFOLK, VA 23435

SAMPLE DATE: 10/8/2018  
TYPE OF ACTIVITY: DEMOLITION OF BUILDING

PROJECT: 315 W. MAIN STREET WAVERLY, VA  
WORK AREA: ENTIRE BUILDING

PROJECT NUMBER: 180382.01  
BATCH NUMBER: 18100871  
TECHNICIAN NAME: FRED GUEST

SAMPLE NUMBER	TYPE OF SAMPLE	SAMPLE LOCATION	TOTAL SAMPLE VOLUME (L)	FIBERS/FIELDS COUNTED	F/CC
1	OSB	OUTSIDE BARRIER-MAIN STREET-DOWNWIND	347.5	0/100	<0.008
2	OSB	OUTSIDE BARRIER-BETWEEN 315 N. MAIN+POST OFFICE	345	0/100	<0.008

BLANK SAMPLE NUMBERS: 3, 4

BLANK FIBER AVERAGE: 0/100

ANALYSIS BY NIOSH 7400 METHOD, A RULES. NOT FIBER SPECIFIC

GRATICULE FIELD AREA: 0.00785 mm<sup>2</sup>

MICROSCOPE NUMBER 01

ANALYZED BY: STAN OTT

ANALYSIS DATE: 10/9/2018

ENTERED BY: SO1009

### TYPE OF SAMPLE

BKG: BACKGROUND  
IWA: INSIDE WORK AREA  
CLR: CLEAN ROOM  
HFE: HEPA FILTRATION EXHAUST  
OSB: OUTSIDE BARRIER  
FINAL: CLEARANCE

F/CC = FIBERS PER CUBIC CENTIMETER

NR-O = NOT READABLE-OVERLOADED

NS = NOT SUBMITTED

EPA RE-OCCUPANCY LEVEL = 0.01 F/CC

### COMMENTS:

EVE, LLC ASSUMES NO RESPONSIBILITY FOR FINANCIAL OR HEALTH CONSEQUENCES FOR ACTIONS TAKEN BY OUR CLIENTS OR THEIR AGENTS AS A RESULT OF THESE ANALYTICAL REPORTS. IF EVE, LLC DID NOT COLLECT THESE SAMPLES, WE CANNOT ATTEST TO THEIR PROPER COLLECTION AND THEREFORE ARE NEITHER RESPONSIBLE NOR LIABLE FOR THE ACCURACY, VALIDITY, OR COMPLETENESS OF THE CLIENT PROVIDED SAMPLE INFORMATION.

REVIEWED BY: 

ANALYZED BY: 

**WILLIAM M. GREENE**  
Chief Executive Officer

**JONI P. GREENE**  
President / Treasurer

**DONALD A. KOONCE**  
Vice President

**ERNESTINE R. DRIVER**  
Secretary / Comptroller



**ATLANTIC ENVIRONMENTAL**  
**C O M P A N I E S**

924 PROFESSIONAL PLACE - CHESAPEAKE, VIRGINIA 23320 • (757) 548-4888 • FAX (757) 548-8986

Web: [www.atlanticenvironmental.com](http://www.atlanticenvironmental.com) • Email: [info@atlanticenvironmental.com](mailto:info@atlanticenvironmental.com)

CERTIFIED WOMAN BUSINESS ENTERPRISE – WBE #650914

INCORPORATED IN THE STATE OF VIRGINIA IN 1989

**MARK R. WEST**  
General Manager

**CLARENCE H. "Butch" STEEVES**  
Estimator/Project Manager

**NATHAN W. GREENE**  
Estimator/Project Manager

**ARTHUR "ART" ODEH**  
Warehouse Manager

## **Report of Findings**

## **Asbestos Inspection**

**For**

**315 West Main Street  
Waverly, Virginia 23890**

**Prepared for**

**J&J Clearing and Demolition, Inc.  
5476 Nansemond Parkway  
Suffolk, Virginia 23435  
Attention: Mr. Brian Johnston**

**October 12, 2018**

**Prepared by**

**Atlantic Environmental Construction Co.  
924 Professional Place  
Chesapeake, Virginia 23320  
(757) 548-4888**

*Environmental and Contract Services for: Asbestos, Lead, PCB, HAZMAT, UST/AST, Contaminated Soil & Liquid Removal, IAQ/Mold Remediation, Duct Cleaning, Specialty, Interior & Whole Building Demolitions*



**ASBESTOS-CONTAINING MATERIAL (ACM) SURVEY**

**1.0 PURPOSE AND SCOPE:**

The purpose and scope of this project was to identify asbestos containing materials that may be impacted by the planned demolition of the structure described as 315 West Main Street, Waverly, Virginia 23890. The building is broken into three distinct sections and for the purpose of this inspection, will be described as the 1-story west, 2-story center, and 1-story east areas. The 2-story center area is structurally unsafe and has approximately 2/3 of the roof collapsed into the interior down to the ground level. Based on its condition, only very limited sampling was conducted. Additionally, the built-up roof of both adjacent 1-story areas are excluded from this survey and will be considered presumed asbestos containing materials. All suspect materials accessible will be sampled and analyzed.

**Asbestos-Containing Materials Survey:**

1. Environmental Protection Agency (EPA) and Virginia State accredited asbestos inspector(s) employed by AEC conducted the survey for materials suspected to contain asbestos. The survey was performed in accordance with the Occupational Health and Safety Administration (OSHA) construction standard and compiled with EPA requirements as described in the National Emissions Standard for Hazardous Air Pollutants (NESHAP). The survey for Asbestos Containing Materials (ACM) included:
  - a. Visual inspection of suspect building materials
  - b. Confirmation sampling and analysis to identify the presence or absence of asbestos
2. AEC collected bulk samples not in accordance with EPA guidelines, which identify a specific number of samples that must be collected from each homogeneous area. Three samples of suspected thermal system insulation, three to seven samples of suspected surfacing materials, and at least one of suspected miscellaneous materials are required.
3. Laboratories accredited under National Voluntary Laboratory Accreditation (NVLAP) program, analyzed the samples for asbestos fiber content by Polarized Light Microscopy (PLM) technique following the EPA methods 600/M4-82-020 and EPA 600/R-93/116.
4. Based upon field observations and the analytical results of suspect ACM, AEC identified types, locations, and conditions of accessible ACM.

**2.0 ASBESTOS-CONTAINING MATERIALS**

The following asbestos containing materials were identified during our survey conducted on Friday October 5, 2018.

Sample #	Description	Location	Asbestos %	Friable
04	Black and Brown Pliable Mastics associated with 12x12 Floor Tile	1-Story East Rear Area	4	No
05	Black and Brown Pliable Mastics associated with 12x12 Floor Tile	1-Story East Rear Area	5	No
06	Black Pliable Mastic associated with 12x12 Floor Tile	1-Story East Front Sanctuary Area	8	No



11	Black and Brown Pliable Mastic associated with Multi-Layer 12x12 Floor Tile	2-Story Center Front Collapse Area	4	No
17	Black Pliable Mastic associated with Multi-Layer 12x12 Floor Tile	1-Story West Front Retail Area	10	No
19	Black Pliable Mastic associated with Multi-Layer 12x12 Floor Tile	1-Story West Front Retail Area	10	No

AEC collected a total of twenty-two (22) samples of suspect asbestos containing building materials. Materials consisting of multiple layers were analyzed separately at the laboratory. A total of (30) samples/layers were analyzed for this survey. All samples were analyzed by Eastern Virginia Environmental, LLC (EVE), a NVLAP accredited laboratory using Polarized Light Microscope (PLM) techniques according to EPA methods 600/m4-82-020 and 600/r-92/116. EVE participates in the National Voluntary Accreditation Program (NVLAP), a quality assurance program for PLM laboratories, administered by the National Institute for Standards and Technology (NIST). The EVE laboratory is also accredited by NIST (Lab ID #200131-0) to perform PLM analysis for identifying asbestos in building materials.

Analysis reports are included in Attachment I, which contains a list of all analyzed samples, sample locations, and analytical results. Results are reported in percent asbestos by volume and indicate the type(s) of asbestos present. Other common non-asbestos components may also be noted on the analytical report.

Any material containing greater than one percent asbestos is considered an asbestos-containing material (ACM) and must be handled according to Occupational Health and Safety Administration (OSHA), Environmental Protection Agency (EPA), and any other state and local regulations.

### 3.0 CONCLUSIONS AND RECOMMENDATIONS

- Based upon the scope of work conducted for this survey, AEC concludes and recommends the following:
- The various black and brown flooring mastics throughout each of the (3) separate areas are considered a Category I non-friable ACM.
  - Because of the positive mastic samples were identified in all (3) areas, all existing floor tile and tile mastic throughout is considered an ACM.
  - Because of the unsafe structural condition and roof collapse within the 2-story center section, all demolition debris will be considered asbestos containing materials from within that area.
  - Additionally, all existing built-up roofing materials were not tested as a part of this inspection and shall be presumed to contain ACM
  - AEC recommends that all identified ACM be removed from the 1-story east and 1-story west areas prior to demolition to reduce the overall asbestos containing waste stream
  - All abatement must be conducted by a Virginia licensed asbestos abatement contractor and be performed in accordance with all local, state, and federal requirements

### 4.0 ASSUMPTIONS and LIMITATIONS

The findings and conclusions in this report are based on the conditions, which were observed on the date of the site survey. AEC and this report make no representation or assumptions as to the past conditions or future occurrences.



This survey and report is limited to only those materials that were visible and accessible at the time of the survey. AEC strongly recommends that if any additional suspect asbestos-containing materials are encountered during demolition activities, that all work in that area cease immediately and materials be sampled and tested to determine if they contain asbestos.

AEC assumes no responsibility for any action or lack of action taken by our client or their representative(s) as a result of this report.

This report is limited to generally accessible ACM at the site, in accordance with the scope of work.

*Mark R. West*

Date October 12, 2018

Mark R. West  
Asbestos Inspector #3303-000756



**ATLANTIC ENVIRONMENTAL**  
**C O M P A N I E S**

# **ATTACHMENT I**

### Eastern Virginia Environmental, LLC

1539 Eagle Glen Drive  
 Chesapeake, VA 23322  
 Phone: (757) 436-0795 Fax: (757) 549-1368  
 Virginia Asbestos Laboratory License #: 3333000260  
 NVLAP Lab Code: 200131-0



### Bulk Asbestos Sample Analysis Report

Date: 10/8/2018  
 Client: Atlantic Environmental Companies  
 924 Professional Place  
 Chesapeake, VA 23320

Project Name: 315 W. Main Street Waverly, VA  
 Project Location: (3) Separate Structures  
 Project Number: 180382.06  
 Batch Number: 18100869  
 Date Received: 10/08/2018  
 Date Analyzed: 10/08/2018

Contact: Mark West

Number of Samples: 22  
 Number of Layers: 30

Ref. No.:

Lab ID	Client Sample No.	No. of Layers	Sample Location Sample Description	Asbestos	Other Fibers		Matrix
				Type	%	Type	%
001	01	2	1 Story East Rear Beige and White, Fibrous/Granular Suspended Acoustical Ceiling Tile	No Asbestos Detected		Cellulose Fiberglass	60 20 Binder
002	02	2	1 Story East Rear Beige and White, Fibrous/Granular Suspended Acoustical Ceiling Tile	No Asbestos Detected		Cellulose Fiberglass	50 25 Binder
003	03	2	1 Story East Front Sanctuary Beige and White, Fibrous/Granular Suspended Acoustical Ceiling Tile	No Asbestos Detected		Cellulose Fiberglass	50 30 Binder
004	04	1	1 Story East Rear Black, Granular Floor Tile	No Asbestos Detected		None Detected	Binder
005	04	1	1 Story East Rear Black and Brown, Pliable Mastics	Chrysotile	4	Cellulose	2 Adhesive
005	05	1	1 Story East Rear White, Granular Floor Tile	No Asbestos Detected		None Detected	Binder
007	05	1	1 Story East Rear Black and Brown, Pliable Mastics	Chrysotile	5	None Detected	Adhesive
008	06	1	1 Story East Front Sanctuary Green, Granular Floor Tile	No Asbestos Detected		None Detected	Binder
009	06	1	1 Story East Front Sanctuary Black, Pliable Mastic	Chrysotile	8	Cellulose	2 Adhesive
010	07	3	1 Story East Front Sanctuary Beige, Brown and White, Fibrous/Granular Gypsum Wallboard and Mud	No Asbestos Detected		Cellulose Fiberglass	15 10 Binder
011	08	3	1 Story East Front Sanctuary Beige, Brown and White, Fibrous/Granular Gypsum Wallboard and Mud	No Asbestos Detected		Cellulose Fiberglass	25 5 Binder
012	09	3	1 Story East Front Sanctuary Beige, Brown and White, Fibrous/Granular Gypsum Wallboard and Mud	No Asbestos Detected		Cellulose Fiberglass	25 20 Binder
013	10	1	2 Story Center Front White, Granular Floor Tile	No Asbestos Detected		None Detected	Binder

NVLAP Accredited Analytical Methods: EPA 600/M4-82-020 and 600/R-93/116



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NVLAP Code: 200131-0



### Bulk Asbestos Sample Analysis Report

Page 2 of 3

Date: 10/8/2018

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924 Professional Place  
Chesapeake, VA 23320

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Project Location: (3) Separate Structures

Project Number: 180382.06

Batch Number: 18100869

Date Received: 10/08/2018

Date Analyzed: 10/08/2018

Contact: Mark West

Number of Samples: 22

Number of Layers: 30

Ref. No.:

Lab ID	Client Sample No.	No. of Layers	Sample Location Sample Description	Asbestos		Other Fibers		Matrix
				Type	%	Type	%	
014	10	1	2 Story Center Front Beige, Pliable Mastic	No Asbestos Detected		Cellulose Synthetic	1 1	Adhesive
015	11	1	2 Story Center Front White, Granular Floor Tile	No Asbestos Detected		None Detected		Binder
016	11	2	2 Story Center Front Black and Brown, Pliable Mastics	Chrysotile	4	Cellulose	2	Adhesive
017	12	1	1 Story West Rear Grey, Granular/Pliable Under-Sink Mastic	No Asbestos Detected		Cellulose	10	Binder
018	13	2	1 Story West Rear Beige and White, Fibrous/Granular Suspended Acoustical Ceiling Tile	No Asbestos Detected		Cellulose Fiberglass	60 20	Binder
019	14	2	1 Story West Center Area Beige and White, Fibrous/Granular Suspended Acoustical Ceiling Tile	No Asbestos Detected		Cellulose Fiberglass	60 15	Binder
020	15	3	1 Story West Center Area Beige, Brown and White, Fibrous/Granular Gypsum Wallboard and Mud	No Asbestos Detected		Cellulose	20	Binder
021	16	3	1 Story West Rear Beige, Brown and White, Fibrous/Granular Gypsum Wallboard and Mud	No Asbestos Detected		Cellulose	30	Binder
022	17	1	1 Story West Center Area Beige, Granular Floor Tile	No Asbestos Detected		None Detected		Binder
023	17	1	1 Story West Center Area Black, Pliable Mastic	Chrysotile	8	None Detected		Adhesive
024	18	1	1 Story West Front Retail Beige, Granular Floor Tile	No Asbestos Detected		None Detected		Binder
025	18	1	1 Story West Front Retail Beige, Pliable Mastic	No Asbestos Detected		None Detected		Adhesive
026	19	1	1 Story West Front Retail White, Granular Floor Tile	No Asbestos Detected		None Detected		Binder

NVLAP Accredited Analytical Methods: EPA 600/M4-82-020 and 600/R-93/116

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### Bulk Asbestos Sample Analysis Report

Date: 10/8/2018  
Client: Atlantic Environmental Companies  
924 Professional Place  
Chesapeake, VA 23320

Project Name: 315 W. Main Street Waverly, VA  
Project Location: (3) Separate Structures  
Project Number: 180382.06  
Batch Number: 18100869  
Date Received: 10/08/2018  
Date Analyzed: 10/08/2018  
Number of Samples: 22  
Number of Layers: 30

Contact: Mark West

Ref. No.:

027	19	1	1 Story West Front Retail Black, Pliable Mastic	Chrysotile	10	None Detected	Adhesive
028	20	2	1 Story West Front Retail Brown and White, Fibrous/Granular 12'x12' Ceiling Tile	No Asbestos Detected	Cellulose	90	Binder
029	21	1	1 Story West Front Retail White, Granular Glue on 12'x12' Ceiling Tile	No Asbestos Detected	None Detected		Binder
030	22	1	1 Story West Rear Exterior Roof Silver, Granular Paint	No Asbestos Detected	None Detected		Binder

Analyst and Approved Signatory:

  
Stan Ott

NVLAP Accredited Analytical Methods: EPA 600/M4-82-020 and 600/R-93/116

Fiber concentrations were determined by visually estimating the area percentage for each type. Samples estimated to contain less than ten percent asbestos may require quantification by point count. This service is available for an additional fee.

For all heterogeneous samples easily separated into sub-samples, each component will be analyzed separately. When layers can not be separated without compromising the layer/s, they will be analyzed as one sample. When a heterogeneous sample, except floor tile/mastic & cove base/mastic, contains no asbestos in any layer, reported results will be combined into one. When asbestos is detected in a layer/s of a heterogeneous sample, each individual layer will be reported separately.

Method Limitations: Analysis of floor tile and other resinously bound materials by Polarized Light Microscopy may yield false negative results due to method limitations. In these cases, alternative methods of analyses are recommended.

Enclosed test results relate only to items tested. This report shall not be reproduced, except in full, without the written approval of the laboratory. Additionally, this report can not be used to claim product endorsement by NVLAP or any other agency of the U.S. Government.

Eastern Virginia Environmental, LLC can not attest to nor be held liable for the proper collection of samples; and/or the accuracy of the sample information provided by the clients for sample/s collected and/or submitted by the clients.

Samples will be stored at the laboratory for thirty days after analysis, then disposed of if no other arrangements have been made.

**BULK SAMPLE COLLECTION FORM**

**Eastern Virginia Environmental, LLC**

1539 Eagle Glen Drive  
 Chesapeake, VA 23322  
 Phone (757) 436-0795 Fax: (757) 549-1368

Inspector(s)/TOB: Mark West - #3303 000756  
 Date Sampled: 10/5/18  
 Requested TAT: Normal  
 EVE Report/Batch #: 180303.06 18100869 (13)

Project Name: 315 W. MAIN ST. WAVERLY VA. 23390  
 Project Location: (3) SPONTANEOUS  
 Client Name/Contact: Atlantic Environmental  
 Client Reference #:

SAMPLE NUMBER	HGA #	LAB ID	SAMPLE LOCATION	FLOOR	TYPE	DIAMETER/ SIZE	QUANTITY	CONDITION	FRIABLE (Y/N)	SAMPLE DESCRIPTION	COMMENTS
01			1 SPONT EAST FRONT					FAIR	YES	2x4 SUB. ASSEMBLY CEILING TILES	
02			1 SPONT EAST REAR					FAIR	YES	"	
03			1 SPONT EAST FRONT SANITARY					FAIR	YES	"	
04			1 SPONT EAST REAR					GOOD	NO	6x12 FLOOR TILE w/ BLACK MASTIC	
05			1 SPONT EAST REAR					GOOD	NO	WHIT TILE FLOOR TILE w/ BLACK MASTIC	
06			1 SPONT EAST FRONT SANITARY					GOOD	NO	6x12 FLOOR TILE w/ BLACK MASTIC	
07			"					GOOD	NO	Gypsum wallboard and mud	
08			"					GOOD	NO	"	
09			"					GOOD	NO	"	
10			2 SPONT EAST FRONT					FAIR	NO	12x12 FLOOR TILE TOP LAYER 1 OF 2	BRITLY AREA HAS ROOF COLLAPSE UNSAFE AREA

**CHAIN OF CUSTODY**

SIGNED BY: Mark A. West  
 DATE/TIME: 10/5/18 / 1:00 PM  
 PRINTED NAME: MARK A. WEST

DELIVERED BY: Stan Ott  
 DATE/TIME: 10-8-18

RECEIVED BY: Stan Ott  
 DATE/TIME: 10-8-18



**BULK SAMPLE COLLECTION FORM**

**Eastern Virginia Environmental, LLC**

1539 Eagle Glen Drive  
Chesapeake, VA 23322  
Phone (757) 436-0795

Fax: (757) 549-1368

Project Name: **515 W. MAIN ST. WATERBURY, VA - 23619**  
 Project Location: **3) SCRAPED SPW/STARS**  
 Client Name/Contact: **Atlantic Environmental**  
 Client Reference #:

Inspector(s)/TOB: **Mark West - #3303 000756**  
 Date Sampled: **10/9/18**  
 Requested TAT: **Normal**  
 EVE Report/Batch #: **180302, 06 / 18100869 (2)**

SAMPLE NUMBER	HGA #	LAB ID	SAMPLE LOCATION	FLOOR	TYPE	DIAMETER/ SIZE	QUANTITY	CONDITION	FRIABLE (Y/N)	SAMPLE DESCRIPTION	COMMENTS
11			2 STARS CRACKS FRONT					FAIR	NO	12X12 FLOOR TILE BOTTOM LAYER 20FZ	ENTIRE AREA HAS BEEN COLLECTED NO SAFE
12			1 STARS WEST SIDE					GOOD	NO	6X6 UNIFORM SINK MASTIC	
13			"					FAIR	YES	2X4 SUBF. ACOUSTICAL CEILING TILE	
14			1 STARS WEST CRACK AREA					FAIR	YES	"	
15			"					GOOD	NO	GYPSON HANDSAND AND MUD	
16			1 STARS WEST SIDE					GOOD	NO	"	
17			1 STARS WEST CRACK AREA					GOOD	NO	BLACK 12X12 FLOOR TILE + GY MASTIC	
18			1 STARS WEST FRONT AREA					GOOD	NO	12X12 FLOOR TILE TOP LAYER 1 OF 2	UNIFORM CRACKS
19			"					GOOD	NO	12X12 FLOOR TILE w/ BLUE MASTIC BOTTOM LAYER 2 OF 2	
20			"					GOOD	YES	12X12 GROUTED CERAMIC TILE	ALONG SAFE

**COPY**

**CHAIN OF CUSTODY**

SIGNATURE	DATE/TIME	PRINTED NAME
<i>Mark R. West</i>	10/9/18 / 1:45	MARK R. WEST
<i>Jan Ott</i>	10-8-18	Jan Ott
<i>Jan Ott</i>	10-8-18	Jan Ott



BULK SAMPLE COLLECTION FORM

Eastern Virginia Environmental, LLC

1539 Eagle Glen Drive  
Chesapeake, VA 23322  
Phone (757) 436-0795

Fax: (757) 549-1368

Project Name:	315 W. ROBERTSON ST. JARVIS VA. 23890
Project Location:	(8) SPERMATOPHYTES
Client Name/Contact:	Atlantic Environmental
Client Reference #:	

Inspector(s)/TOB:	Mark West - #3303 000756
Date Sampled:	10/6/18
Requested TAT:	NORMAL
EVE Report/Batch #:	180382206/181000069

SAMPLE NUMBER	HGA #	LAB ID	SAMPLE LOCATION	FLOOR	TYPE	DIAMETER/ SIZE	QUANTITY	CONDITION	FRIABLE (Y/N)	SAMPLE DESCRIPTION	COMMENTS
21			1 STAIR W/ST FLOOR MATERIAL					GOOD	NO	WHITE MORTAR PUTT ASSOC. W/ 12X12 GYF ON GYF TILE	- ASBEST - SAMPLE
22			1 STAIR W/ST FROM EXTERIOR ROOF					GOOD	NO	SILVER PAINTS ON METAL PANEL ROOF	



CHAIN OF CUSTODY

	SIGNATURE	DATE/TIME	PRINTED NAME
SAMPLED BY:	Mark West	10/6/18 / 2:30	Mark R. West
DELIVERED BY:	Stan Ott	10-8-18	Stan Ott
RECEIVED BY:	Stan Ott	10-8-18	Stan Ott

ABC  
Atlantic Environmental Construction Co.  
924 Professional Place  
Chesapeake, Virginia 23320

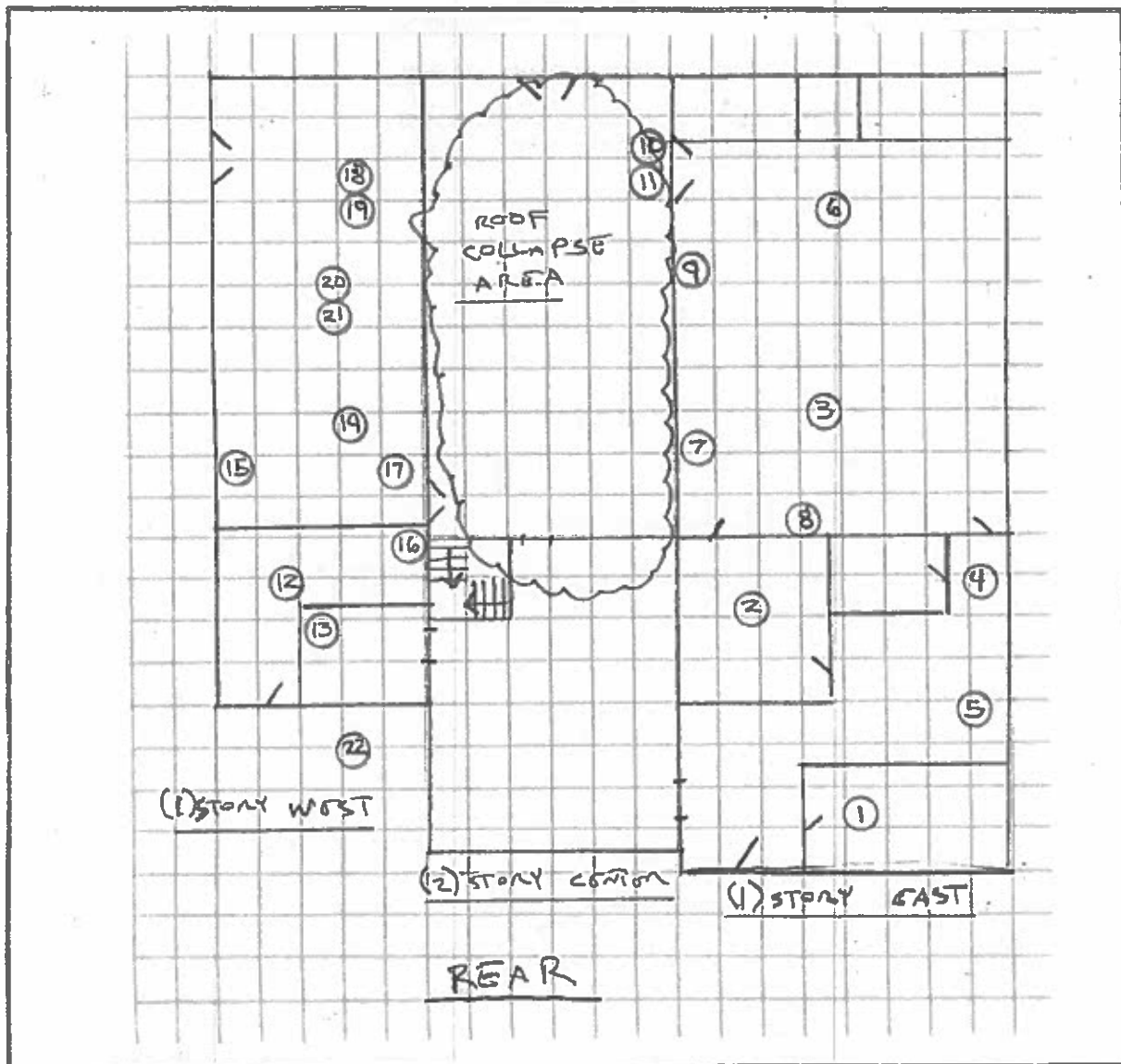
Phone: (757) 548-4888 Fax: (757) 548-8986

### SAMPLE LOCATION DIAGRAM

PROJECT NAME: 315 WEST MAIN STREET  
WAVERLY, VA, 23890

INSPECTOR: MARK WEST

DATE: 10/8/18



**ASBESTOS CERTIFICATION FORM**  
THIS FORM MUST BE NOTARIZED



**ATLANTIC ENVIRONMENTAL**  
C O M P A N I E S

IF THERE ARE ANY QUESTIONS CONCERNING THE REQUIREMENTS OF THE STANDARDS, PLEASE CONTACT THE ASBESTOS MANAGEMENT SECTION OF THE BUREAU OF CAPITAL OUTLAY MANAGEMENT AT (804) 225-4446.

ASBESTOS INSPECTOR Mark R. West  
STATE LICENSE NUMBER 3303 000756  
ASBESTOS INSPECTOR'S FIRM NAME Atlantic Environmental Construction Co.  
ADDRESS 924 Professional Place, Chesapeake, Virginia 23320 PHONE NUMBER (757) 548-4888

**INSPECTOR COMPETENCE:**

- I certify that I have successfully completed a minimum of two (2) weeks of intense field training under the direction of a Virginia licensed team leader or;
- I certify that I have a minimum of two (2) years experience in conducting field assessment surveys for asbestos containing materials in buildings.

**ASBESTOS CERTIFICATION:**

I have inspected the

- entire building at \_\_\_\_\_
- portion described as 1-Story West, 2-Story Center, and 1-Story East areas of 315 West Main Street, Waverly, VA to be demolished or renovated in accordance with the Virginia Asbestos Survey Standards for buildings and certify the either(check one)
- no asbestos was detected or;
- asbestos was detected and response actions to abate any risk to human health have been completed or;
- asbestos was detected and response actions to abate any risk to human health have been undertaken as part of the renovation project, only as required.

**NOTATIONS AND COMMENTS:**

Positive for asbestos >1%:

- Black and Brown Pliable Mastics
- Black Pliable Mastics

Signature of Inspector Mark R. West Date October 12, 2018

DATE \_\_\_\_\_  
BUILDING OWNER \_\_\_\_\_  
BUILDING OWNER'S ADDRESS \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_

I hereby certify the foregoing data to be correct and true.

Owner/Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary Public: \_\_\_\_\_ My Commission Expires \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
CITY OF \_\_\_\_\_ COMMONWEALTH/STATE OF \_\_\_\_\_

County of Sussex

Sussex County Regional Urgent Needs Project - County Project

CIG#17-UN-16 - Rev.12/1/2020

Budget Line Item	Current CDBG	Current Non-CDBG	Proposed CDBG	Proposed Non-CDBG	CDBG Budget Difference	+/- CDBG Percentage Change
<b>Administration</b>						
Execution of DHCD Contract	\$14,000		\$14,000			0%
Administration	\$56,000		\$56,000			0%
Other: Labor Compliance	\$7,000		\$7,000			0%
Other: Rehab Intake/Inc Verification	\$13,000		\$13,000			0%
Other: Legal		\$2,000		\$2,000		0%
Other: Advertising		\$1,000		\$1,000		0%
Other: Workshop Expenses/Travel		\$1,000		\$1,000		0%
Other: Recording Fees/Title Searches	\$4,000		\$4,000			0%
Satisfactory Compliance Review(s)	\$6,000		\$6,000			0%
<b>Subtotal</b>	<b>\$100,000</b>	<b>\$4,000</b>	<b>\$100,000</b>	<b>\$4,000</b>		<b>0%</b>
<b>Interim Assistance</b>						
Other: Tornado Cleanup		\$56,609		\$56,609		0%
<b>Subtotal</b>		<b>\$56,609</b>		<b>\$56,609</b>		<b>0%</b>
<b>Clearance &amp; Demolition</b>						
Demolition	\$40,000		\$109,300		\$69,300	+173.25%
<b>Subtotal</b>	<b>\$40,000</b>		<b>\$109,300</b>		<b>\$69,300</b>	<b>+173.25%</b>



Budget Line Item	Current CDBG	Current Non-CDBG	Proposed CDBG	Proposed Non-CDBG	CDBG Budget Difference	+/- CDBG Percentage Change
<b>Façade Improvements</b>						
Façade Construction	\$50,000		\$50,000			0%
Architectural Designs/Engineering	\$7,500		\$7,500			0%
Temporary Relocation	\$1,500		\$1,500			0%
HMEP	\$250		\$250			0%
Other: Waived Permit Fees		\$400		\$400		0%
<b>Subtotal</b>	<b>\$84,250</b>	<b>\$400</b>	<b>\$84,250</b>	<b>\$400</b>		<b>0%</b>
<b>Owner-Occupied Housing Rehabilitation</b>	\$580,364	\$1,800	\$580,364	\$1,800		0%
Owner-Occupied Construction	\$492,035		\$492,035			0%
Rehabilitation Specialist	\$49,219		\$49,219			0%
Temporary Relocation	\$34,600		\$34,600			0%
HMEP	\$4,510		\$4,510			0%
Other: Waived Permit Fees		\$1,800		\$1,800		0%
<b>Subtotal</b>	<b>\$580,364</b>	<b>\$1,800</b>	<b>\$580,364</b>	<b>\$1,800</b>		<b>0%</b>
<b>Rental Rehabilitation</b>	\$42,900	\$250	\$42,900	\$250		0%
Rental Rehab Construction	\$36,000		\$36,000			0%
Rehabilitation Specialist	\$3,600		\$3,600			0%
Temporary Relocation	\$3,000		\$3,000			0%
HMEP	\$300		\$300			0%
Other: Waived Permit Fees		\$250		\$250		0%
<b>Subtotal</b>	<b>\$42,900</b>	<b>\$250</b>	<b>\$42,900</b>	<b>\$250</b>		<b>0%</b>

Budget Line Item	Current CDBG	Current Non-CDBG	Proposed CDBG	Proposed Non-CDBG	CDBG Budget Difference	+/- CDBG Percentage Change
<b>Owner-Occupied Substantial Reconstruction</b>	\$484,500	\$2,100	\$484,500	\$2,100		0%
Owner-Occupied Construction	\$420,000		\$420,000			0%
Rehabilitation Specialist	\$42,000		\$42,000			0%
Temporary Relocation	\$21,000		\$21,000			0%
HMEP	\$1,500		\$1,500			0%
Other: Waived Permit Fees		\$2,100		\$2,100		0%
<b>Subtotal</b>	<b>\$484,500</b>	<b>\$2,100</b>	<b>\$484,500</b>	<b>\$2,100</b>		<b>0%</b>
<b>Drainage Improvements</b>						
Drainage System Repairs	\$6,500		\$6,500			0%
Other: Engineering	\$650		\$650			0%
Other: Inspections	\$600	\$500	\$600	\$500		0%
<b>Subtotal</b>	<b>\$7,750</b>	<b>\$500</b>	<b>\$7,750</b>	<b>\$500</b>		<b>0%</b>
<b>Street/Curbs</b>						
Street/Curb Repairs	\$45,900		\$0			-100%
Other: Engineering	\$3,555		\$0			-100%
Other: Inspections	\$3,325	\$1,000	\$0	\$1,000		-100%
<b>Subtotal</b>	<b>\$52,780</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$52,780</b>	<b>-100%</b>
<b>Sidewalks</b>						
Sidewalk/Power Pole Repairs	\$24,900	\$500	\$8,380	\$500	\$16,520	-66.34%
Other: Engineering	\$2,390		\$2,390			0%
Other: Inspections	\$2,210	\$1,000	\$2,210	\$1,000		0%
<b>Subtotal</b>	<b>\$29,500</b>	<b>\$1,500</b>	<b>\$12,980</b>	<b>\$1,500</b>	<b>\$16,520</b>	<b>-66.34%</b>

<b>Budget Line Item</b>	<b>Current CDBG</b>	<b>Current Non-CDBG</b>	<b>Proposed CDBG</b>	<b>Proposed Non-CDBG</b>	<b>CDBG Budget Difference</b>	<b>+/- CDBG Percentage Change</b>
<b>Subtotal Infrastructure</b>	\$90,030	\$3,000	\$20,730	\$3,000	\$69,300	-76.97%
<b>Total</b>	<b>\$1,397,044</b>	<b>\$68,159</b>	<b>\$1,397,044</b>	<b>\$68,159</b>		<b>0%</b>