

**At a Regular Meeting of the  
Sussex County Board of Supervisors  
Held in the General District Courtroom on  
Thursday, April 20, 2023 at 6 pm**

**BOARD MEMBERS PRESENT**

C. Eric Fly, Sr.  
Debbie P. Jones  
Wayne O. Jones (Virtual)  
Susan B. Seward  
Rufus E. Tyler, Sr.  
Steve White, Tie Breaker

**BOARD MEMBER ABSENT**

Alfred G. Futrell

**STAFF PRESENT:**

Richard Douglas, County Administrator  
David Conmy, Deputy County Administrator  
Deste J. Cox, Treasurer  
Jeff Gary, Public Works Director  
Ernest Giles, Sheriff  
Kelly W. Moore, Finance Director  
Michael Poarch, Planner  
Nick Sheffield, Emergency Services Chief  
Beverly Walkup, Planning Director  
Shilton R. Butts, Asst. to the County Administrator/  
Clerk to the Board of Supervisors (Virtual)

**1. Commencement**

1.01 Call to Order/Determine Quorum (6:15 p.m.)

Vice Chair Seward called the April 20, 2023 regular meeting of the Sussex County Board of Supervisors to order.

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

County Administrator Douglas requested to move under Item 2. Approval of Consent Agenda, Item 2.05 Solid Waste Convenience Center Budget Amendment. He also requested to remove under Item 3. Recognitions, Item 3.01 Resolution for Retired Lieutenant James J. Shanko, III.

Supervisor Fly requested to add under Item 6. Action Items, as Item 6.01 and 6.02, Chowan Basin Soil and Water Conservation District (CBSWC) Payment and Virginia Department of Correction Letter pertaining to EMS Services, respectively.

#### 1.05. Approval of Regular Agenda

ON MOTION OF SUPERVISOR D. JONES, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the April 20, 2023 regular agenda inclusive of removing under Item 2. Approval of Consent Agenda, Item 2.05 Solid Waste Convenience Center Budget Amendment; removing under Item 3. Recognitions, Item 3.01 Resolution for Retired Lieutenant James J. Shanko, III; adding under Item 6. Action Items as Items 6.02 and 6.03, Chowan Basin Soil and Water Conservation District (CBSWC) Payment and Virginia Department of Corrections Letter pertaining to EMS Services, respectively. All Board members present voted aye.

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

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Consent agenda inclusive of the following: (a) March 16, 2023 regular Board of Supervisors Meeting minutes; (b) the Approval of Warrants and Vouchers; (c) the Treasurer's Report and Financial Update; (d) Departmental Reports; (e) Appraisal Services Budget Amendment Resolution; (f) Request for Leave Carryover Extension until July 1, 2023; (g) FY23 IRF Planning Grant Award; (h) Virginia Tourism ARPA Funding for Carpenter Museum/Town of Waverly Budget Amendment Resolution; and (i) Fire Truck Donation Budget Amendment Resolution. All Board members present voted aye.

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

##### 3.01 RESOLUTION: Retired Lieutenant James J. Shanko, III

This item was removed during agenda amendments.

##### 302 RESOLUTION: Remembrance of Gladys L. Reed

County Administrator Douglas stated that Ms. Gladys L. Gilliam Reed was a lifelong resident of Sussex County and a graduate of Sussex Central High School. After 27 years of service, Ms. Reed retired from the Sussex County Sheriff's Department as a Sergeant.

Supervisor D. Jones would like to recognize and show appreciation of Ms. Reed's dedication and years of service to the County.

Supervisor D. Jones presented the Resolution in recognition of the late Gladys L. Gilliam Reed to her family.

The resolution was adopted by general consensus, as follows:

WHEREAS, on March 9, 2023, Sussex County lost one of its beloved residents, Ms. Gladys L. Gilliam Reed; and

WHEREAS, Ms. Reed was a life-long resident of Sussex County and a graduate of Sussex Central High School; and

WHEREAS, she became a member of New Hope Baptist Church at an early age, and was a dedicated servant on the Usher Board for many years; and

WHEREAS, she was employed at Brown and Williams in Petersburg for 15 years; and

WHEREAS, Ms. Reed served as a dispatcher with the Sussex County Sheriff's Department for 27 years, retiring in 2011, and was affectionately known as "Mama Reed;" and

WHEREAS, Ms. Reed was greatly loved and referred to by her siblings as "Sister Soldier."

THEREFORE BE IT RESOLVED by the Sussex County Board of Supervisors that this resolution recognizes Ms. Gladys L. Gilliam Reed for her services provided to Sussex County and its residents; and

BE IT FURTHER RESOLVED that a copy of this resolution be placed, recorded and retained in the minutes of the Sussex County Board of Supervisors on April 20, 2023.

A copy of the resolution was included in the Board packet.

### 3.03 Recognition of Casey Logan, Outgoing CEO of Prince George Electric Cooperative & Introduction of Sarat Yellepeddi, CEO

County Administrator Douglas stated that Casey Logan, outgoing CEO of Prince George Electric Cooperative (PGEC), will be leaving at the end of this month (April). The County would like recognize and thank Mr. Logan for his support and services to Sussex County with the Broadband application, Broadband implementation and economic development with the Mega Site.

Casey Logan thanked the Board and the County Administrator for having the pleasure of working with Board and the great things they have been able to do with Sussex County. He noted that they started with the Fiber Project four years ago to—bring the long awaited service along with electricity to the County and its citizens. Mr. Logan asked Supervisor Tyler to thank Delegate Tyler because she was very instrumental in getting the funds for the project for the residents.

Mr. Logan introduced the new Chief Executive Officer of Prince George Electric Cooperative, Mr. Sarat Yellepededdi, noting that he would be starting May 1st. Mr. Logan also advised the Board that Mr. Yellepededdi knows all of the projects.

County Administrator Douglas advised Mr. Logan that the County appreciated him being a strong partnership working with economic development. He presented Mr. Logan with a basket as a token of appreciation.

Vice Chair Seward advised Mr. Logan that he was appreciated. Supervisor Tyler thanked Mr. Logan for his leadership with making Broadband a reality and partnership with the County.

Mr. Sarat Yellepededdi thanked Mr. Logan and the Board. Mr. Yellepededdi stated that he appreciated having the opportunity of working with Supervisor Tyler, County Administrator Douglas and Deputy County Administrator Conmy in the past two months while he was transitioning. Mr. Yellepededdi stated that he appreciated being/working in the community to change their former way of life by bringing fiber to their homes. He noted that as of today, fiber is available to 1,460 homes/citizens. He stated that they have 458 connections to the system. There is approximately 559 pass-bys.

There were discussions of anticipated connection in the Henry District, the steps to installing and the take rate. There was discussion of how can a partnership be formed to make sure residents/citizens take advantage of the Broadband service.

There was discussion of the status of the installation. There was inquiry regarding status of working with rails and crossings. It was noted that if there were anymore dealings with crossings, Dominion would be dealing with that matter.

There was inquiry of approximately when the entire Sussex County will be served or have fiber available. It was noted that it couldn't be answered due to parts involving the railroad and VDOT; however, it could be advised of where they are with the project at this point. They are trying to partner with Dominion to expedite their part. . It was noted that there may be an extension process that can take place and this may have to be applied for.

County Administrator Douglas recognized Deputy County Administrator Conmy for taking the lead on the grant.

#### 3.04 Recognition of 2023 Clean Water Farm Award to Chuckie Lewis, Lewis Farms, LLC

Ronnie Nicholson is the Director of Chowan Basin Soil & Water for Sussex County, along with Mr. Dunn. Mr. Nicholson stated that Chowan Basin is one of 47 districts. They consist of Sussex, Southampton and Greensville Counties.

Mr. Nicholson stated that Chuckie Lewis, owner and operator of Lewis Farms, LLC, in Sussex County (Henry District), is receiving a 2023 Virginia Department of Conservation and Recreation (DCR) Clean Water Farm Award.

Mr. Lewis is a fourth generation farmer. He carries on the tradition and love of farming that was instilled in him as a child by his grandfather and his two great uncles who established the farm in 1925. They farmed corn, peanuts, soybeans and wheat on approximately 1,500 acres of farmland. Mr. Lewis has worked with NRCS and the District to introduce strip-till, cover crop, and other conservation practices to prevent soil erosion and nutrient loss and protect water quality on his farm.

Mr. Nicholson presented Mr. Chuckie Lewis with a sign to place on his farm.

A copy of their newsletter article on this award was included in the Board packet.

### 3.05 Introduction of Nick Sheffield, Sussex County Chief of Emergency Services

County Administrator Douglas stated that he wanted to formally introduce Nick Sheffield as the new Chief of Emergency Services (formerly Public Safety Coordinator), officially on May 1<sup>st</sup>. Mr. Sheffield has been working with Mr. Hicks to transition for several weeks.

County Administrator Douglas stated that he was extremely pleased have Mr. Sheffield join the team with his knowledge and background of the County and fire and emergency services.

Mr. Sheffield stated that he appreciates the opportunity to come back home. He has lived in the County since 1995. He volunteered for 17 years with Sussex Courthouse and Stony Creek Fire Departments. He stated that his goal to maintain the good working relationships.

## **4. Public Hearings**

There was no Public Hearing.

## **5. Appointments**

### 5.01 Appointment to District 19 Community Services Board

County Administrator Douglas stated that there is a vacancy on the District 19 Community Services Board. A new appointment will need to be made. Per D19 CSB, this appointment does not have to be the Director of Social Services.

The new appointment will be a three-year term, starting immediately, expiring April 30, 2026. (The three-year term will be determined by the month of the appointment per D19 CSB.)

The position description, By Laws and meeting schedule were included in the Board packet

This item was tabled.

### 5.02 Appointment to Planning Commission

County Administrator Douglas stated that included in the Board packet for their consideration is the reappointment of Mr. Rudolph Shands, 12267 Flowers Road, Stony Creek, Virginia 23882, to the Planning Commission.

Staff has spoken with Mr. Shands. He is willing to continue to serve if reappointed. If reappointed, his new term will expire June 30, 2026.

The confirmation letter and Planning Commission Members List were included in the Board packet.

ON MOTION OF SUPERVISOR D. JONES, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby reappoints Mr. Rudolph Shands to the Planning Commission (Stony Creek District) with a term expiring June 30, 2026. All Board members present voted aye.

### 5.03 Appointment to the Housing Rehabilitation Oversight (HRO) Board

County Administrator Douglas stated that at its regular meeting in March, the Board voted and approved the current Housing Rehabilitation Oversight (HRO) Board as listed, which only has two Neighborhood Sparkplugs, citizen representation.

The current Housing Rehabilitation Oversight Board members are Wayne Jones (Board of Supervisors Representative); Richard Douglas (County Administrator); Kelly Moore (Finance Director); Katrina Faltz (Neighborhood Sparkplug); and Robyn Croft (Neighborhood Sparkplug).

The HRO Board is requesting the approval of the appointment of Ms. Voila Brown, 119 Williams Lane, Wakefield, Virginia 23888, as a Neighborhood Sparkplug to the Board. Her information is included in the Board packet.

The application Form for the HRO Board for Ms. V. Brown was included in the Board packet.

ON MOTION OF SUPERVISOR D. JONES, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board hereby appoints Ms. Viola Brown to the Housing Rehabilitation Oversight Board. All Board members present voted aye.

## **6. Action Items**

### 6.01 Wakefield Drainage Improvements Update/VDEM Funding Application

County Administrator Douglas stated that Lester Lowe, engineer with The Wooten Company and project manager for the Wakefield drainage study project, was in attendance to present a summary of a proposed application for VDEM FY23 Hazard Mitigation Grant Program (HMGP) funding. This grant application is due April 28, and would provide up to \$5 million in State funding for stormwater improvements identified through US Army Corps of Engineers drainage analysis as part of the Wakefield Drainage Study Project. The targeted area for this project, the first in a series of needed improvements, would extend from the Virginia Diner to Railroad Avenue in Wakefield,

to include channel and culvert improvements, and could potentially include upstream drainage improvements along US 460 and under the Virginia Diner parking lot (a draft project scope is included for your review). A five percent local match is required for this grant, which would be \$250,000 if \$5 million is awarded in State funding, and would be requested from the Board if the application process is successful. Staff is requesting approval to move forward with the submission of a grant application for up to \$5 million.

Mr. Lowe presented a brief summary of the status of the Wakefield Drainage Study, as well as Phase 1 of the Wakefield Ditch Maintenance Project. Please note that with the receipt of the \$5 million grant funds, we would not proceed with additional phases of The Ditch Maintenance Project.

The construction progress summary noted that the Notice to Proceed started January 23, 2023 to Rickmond Contracting, Waverly, Virginia. The contract amount is \$84,274.90. The final completion is 120 days from Notice to Proceed. The project is 95% completion with a projected completion date of May 4, 2023. The Scope of Work includes clearing and snagging trees/vegetation/debris from the stream channel and adjacent streambank from Railroad Avenue to the N-S Railroad trestle for the unnamed tributary channel and Wildcat Swamp Channel and planting 150 tree saplings along the streambank. They are working under an United States Army Corps of Engineers (USACE) - NW 3 Maintenance Permit.

The project history timeline was reviewed to include the kickoff meeting with The Wooten Company (TWC), USACE and the County for scoping division work in April 2022 for base existing conditions model development (USACE) and pipe video inspections and report/preliminary improvements model and report (TWC) in June 2022. The Pipe Video Report was completed in October 2022. The USACE preliminary flood model was complete in March 2023.

VDEM notified the County that the State has been allocated \$12-\$15 million through FEMA's Hazard Mitigation Grant Program for projects that reduces or mitigates future disaster-related losses in their communities. The application period is open until April 28th (pre-application due April 15, final April 28th). Preliminary opinion of probable project costs were reviewed. State Funds were listed to be \$5 million. The local match was listed as \$250,000 in the preliminary opinion probable project cost.

Staff recommends approval to submit an application for \$5 million in HMGP funding (with the understanding of a \$250,000 local match) for Wakefield stormwater improvements.

The HMGP draft project scope and Phase 1 ditch maintenance photos were included in the Board packet.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves moving forward with grant applications.

Voting aye: Supervisors Fly, D. Jones, Seward

Voting nay: none

Abstaining: Supervisor Tyler



Absent: Supervisor Futrell

\*No Vote: Supervisor W. Jones (Virtual-not voted in)

#### 6.02 Chowan Basin Soil and Water Conservation District Payment

Supervisor Fly stated that Chowan Basin Soil and Water Conservation District was in the budget, but somehow was taken out the budget. He recommended they be placed back in the FY23 budget and make a one-time payment out of the Reserve Funds.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves funding Chowan Basin Soil and Water Conservation District a one-time payment for FY23 in the amount of \$7,415.00 from the Reserve Funds. All Board members voted aye.

#### 6.03 Virginia Department of Correction (VDOC) Letter pertaining EMS Services

Supervisor Fly stated that the Board started a project back in August and Delegate Tyler, some years ago, tried to restore the payment in lieu of taxes service fee that is owed to Sussex County. The State Code requires that prisons to pay the fee. A budget amendment was done. The payment was taken out of the budget. Supervisor Fly stated that Delegates Tyler and Wachsmann have worked on this; however, it hasn't been placed back in the budget.

Supervisor Fly stated that the County pays for Fire and Rescue for Sussex I and II State prisons. The County runs an average of 13-16 calls per month to the prisons. He stated that water and sewer rates haven't increased since 2001.

County Administrator Douglas suggested waiting until the County get their license.

Supervisor Fly made a motion, seconded by Supervisor Seward, authorizing the County Administrator to send a certified letter to VDOC stating starting September 1, 2023, Sussex County will no longer offer EMS services. However, after discussion Supervisor Fly withdrew his motion; Supervisor Seward withdrew her motion to second.

There was discussion of joining a coalition with other localities to take this to the General Assembly.

### **7. Citizens' Comments**

There were no citizens' comments.

### **8. Unfinished Business**

#### 8.01 DSS Advisory Board Bonus Request

Leah Brantley, Chair of the Sussex County DSS Advisory Board, thanked the Board for putting this item back on the agenda. Ms. Brantley stated that Valerie Pierce's, Interim DSS Director who



departure on April 4th, asked that this item be put back on the agenda. There was no action taken at the Board of Supervisors' meeting last month.

Supervisor Tyler made the motion, seconded by Supervisor D. Jones that the Board award the bonuses to the Department of Social Services staff. Supervisor Tyler explained that if the money wasn't spent, it would be sent back to the State.

County Administrator Douglas stated that there is a requirement to advertise for an ordinance. It has to be done in 14 days. The only action that can be taken at this meeting is to authorize the County Administrator to advertise for an ordinance.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors authorizes the County Administrator to advertise for the Ordinance for the bonus for the DSS staff.

Mr. Douglas stated that as the Administrative Board and County Administrator, he has the responsibility of all county employees, as well as those of the Constitutional Officers. County Administrator Douglas stated he doesn't think the bonus request is fair to all the employees. One of his primary concerns is that it would have to be returned to the State. The County is facing payback of various DSS monies due to audit findings. He noted that the County has to pay back \$47,000.

Mr. Bryan Gardiner, Interim Director of DSS, stated that the employees that were mentioned are no longer with the DSS. The bonus are not the employees that created the mistakes that were mentioned. It's for the employees that stayed. Employees are trying to catch up from the mistakes. He noted that the underperforming employees are no longer at DSS.

There was inquiry as to why the bonus was requested. Ms. Brantley advised that it was due to COVID and the after effect.

There was discussion of the morale of the employees and changing from the Administrative Board to an Advisory Board. There was inquiry as to whether the right message is being sent to the employees and boosting the employees' morale.

Supervisor Tyler withdrew his motion and made an amended motion. There was inquiry of the number of DSS employees. It was estimated to be 24. It was noted that there are approximately 100 County employees.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes the County Administrator to advertise the Ordinance for the Department of Social Services bonuses.

Voting aye: Supervisors D. Jones, Tyler

Voting nay: Supervisors Fly, Seward

There was discussion as to whether the Tie Breaker could vote. Mr. Steve White, Tie Breaker, stated that it was at his discretion as to whether he could vote. Mr. White stated that he was ready

to vote. Mr. White voted aye. With the Tie Breaker's vote, the motion carried. However, there was inquiry of the BOS Bylaws rule.

After researching the Bylaws, according to Section 6.12, the Tie Breaker may break a tie on any matter before the Board, provided all members of the Board of Supervisors and the Tie Breaker are present at the meeting of the Board of Supervisors at which a tie vote on any matter occurs, the Chairman shall call upon the Tie Breaker to break the tie vote immediately upon the occurrence of the tie vote. The Chairman shall ask Tie Breaker whether he is fully advised as to the matter upon which he is to vote and whether he is prepared to cast his vote. As a result, the motion failed due to a tie vote.

## **9. New Business**

### 9.01 Draft EMS Ordinance and EMS Billing Letter of Agreement

Interim Public Safety Coordinator Thomas Hicks stated that under the Board's direction, will present (1) a draft ordinance establishing a County Department of Fire and Rescue; (2) a proposed billing letter of agreement with the Northern Neck Planning District Commission for future EMS billing services; and (3) the potential acquisition of two surplus ambulances for future EMS operations.

The draft ordinance establishing a county department of fire and rescue is a required step in the application process for the county to acquire its own EMS license, as previously approved by the Board. Mr. Hicks has drafted this ordinance based on his extensive professional experience and related ordinances in other counties such as Henry and Mecklenburg. He has worked with the incoming Chief of Emergency Services, the County Administrator, and the County Attorney on this draft document, which will be shared with the county fire and rescue association and member organizations for review and input prior to it being considered for adoption by the Board of Supervisors ( anticipated for the May board meeting). The County Fire and Rescue are scheduled to meet May 10th.

This ordinance must be advertised prior to adoption, and staff recommends that a public hearing be held by the Board prior to consideration. This ordinance reflects current practices related to the volunteer fire departments and provides flexibility in addressing fire and EMS operational needs in the future. County Administrator Douglas stated that he wanted to make sure for the record that all the existing fire and volunteer rescue squads and their ability to maintain their own EMS licenses, billing services, medical directors, and other operational aspects, while providing flexibility for county provided (paid or contractual) EMS and related billing. Staff is requesting Board authorization to move forward with the ordinance process, to include the advertising of a public hearing for the May board meeting.

Mr. Hicks will also present a proposed letter of agreement with the Northern Neck Planning District Commission for future EMS billing services. Sussex County would be joining Mecklenburg County as served counties outside the Northern Neck region, with billing services to be provided at an extremely reasonable cost. Once the county EMS license is issued, this billing service could be used for EMS calls answered by the current contracted provider, or for other

contracted or county-provided EMS. Given the timeline needed for establishing a billing system, and the opportunity to immediately begin billing with the issuance of a county EMS license, staff recommends that this letter of agreement be approved at the April or May board meeting.

Some counties contract to provide services. A local director is the preference. He stated that there a simple course to get their credentials.

Mr. Hicks discussed getting directions for cost recovery. There are many private companies that provide cost recovery. Some organizations do this internally. Many companies that communities work with to provide the cost for collecting funds rates can typically range from 8% up to 25%. Northern Neck Planning District created a project 10 years ago made up of Richmond, Lancaster, Essex and Westmoreland Counties. As a non-profit Planning District, they created a cost recovery opportunity for those four counties. The program has expanded to include Mecklenburg County. They charge a rate of 5% on money received. There are no upfront costs. They discussed front end help with Medicaid/Medicare. County Administrator Douglas recommend approval to move forward with Northern Neck PDC.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes the County Administrator to enter in to an agreement with Northern Neck Planning District Commission for billing for EMS services. All Board members present voted aye.

Mr. Hicks discussed bringing a detailed overview to the Board next month on a proposal to move forward with the acquisition of two surplus ambulances fully stocked to immediately serve the county's EMS needs, with possible formal approval at the May board meeting. With the acquisition of two ambulances, the County will no longer have to pay the current contracted provider \$900 per day, and will provide needed operational flexibility. He stated that money could be saved in paying for ambulances in three months versus renting ambulances from LifeStar. By general consensus, the Board approved Mr. Hicks moving forward with the proposal and bringing it to the Board.

A copy of the draft County Fire and Rescue Ordinance was included in the Board packet.

#### 9.02 Proposed Solid Waste Convenience Center Operational and Staffing Changes

Public Works Director Jeff Gary reviewed some recommended Solid Waste Convenience Center proposals with the Board. Mr. Gary reviewed the current costs of services rate of \$12.60 assuming the 5% COLA. He reviewed the weekly administrative hour current rate and the updated 2023 rate of \$15.75 per hour assuming the 5% COLA. He reviewed the annual and monthly increases; the FICA increases; the comparison of the annual current and projected costs. The current monthly and projected monthly costs without overtime and benefit costs were reviewed.

Mr. Gary reviewed proposed cost reduction methods to:

- A. Reduce the operating hours at 3 sites by 24 hours per week to equal \$47,174.40  
Reduce the operating hours at all sites by 12 hour (1 day) (Wednesday) to equal \$62,899.92
- B. Solid Waste Annual Fee of \$40.00 per household to equal \$268,600.00

Solid Waste Annual Fee of \$52.00 per household to equal \$349,180.00

Mr. Gary stated that he was proposing the option to close the low performing sites two days a week—rotating days. He proposes no employee work over 24 hours per week. He discussed some employees helping with roadside pickup.

There was discussion of the preference to close the center for one-day versus the Solid Waste Fee.

Mr. Gary stated that he proposed the fees could pay for a full-time Solid Waste Supervisor to deal with Waste Management, cleanliness and personnel issues and oversight.

It was noted that Southampton County collects a \$200.00 annual fee per household which equals to \$1,343,000.00. (Based on 6,715 family units in the County.)

There was discussion of a \$20 instead of a \$40 Solid Waste Fee. There was discussion of billing all of the County, noting that towns are paying for taxes for trash pickups. There was discussion of providing bulk recycling costs at the next Board meeting.

A summary document was included in the Board packet.

### 9.03 Municode/CivicPlus Codification Update

County Administrator Douglas stated that County Attorney Jeff Gore provided a brief report on the process to establish an updated County Code through Municode/CivicPlus. Once the process is completed within the next few months, staff will request adoption by the Board. No action is required at this time.

In 2015/16, the County worked with Municode to develop a code of all County ordinances. We and staff noticed that over the intervening years, Municode had not been engaged to maintain and update the code. So over the past year or so, staff and our office have been working to reengage Municode, now called CivicsPlus, in order to update and codify the County's code.

This is ongoing and we expect to have it wrapped up this summer at which time we will provide the Board with the updated County code and an ordinance to adopt it. This process does not make any substantive changes to any previously adopted ordinances – it is purely a process to clearly organize county ordinances into a single, accessible code, similar to the State code, and to make sure the County and code company work together to keep it updated going forward as the Board adopts more ordinances, or amends current ordinances, in the future.

Once this is accomplished, the updated code will be posted online, which will be a great benefit to citizens, businesses, constitutional officers, the Board and staff. We are also in the process of updating a contract with CivicPlus to have them maintain the County code and keep it updated going forward, so we'll be presenting that contract to the Board for consideration this summer as well.

In short, this is a good project staff has undertaken and it will be good to have the County code formally updated, adopted, and available online going forward.

## **10. Board Member Comments**

10.01 Blackwater District – None

10.02 Courthouse District – Thanked Mr. Poarch and Ms. Walkup for the mapped provided at the Board meeting.

10.03 Henry District – none

10.04 Stony Creek District – none

10.05 Wakefield District – absent

10.06 Waverly District – absent

## **11. Closed Session**

There was no Closed Session.

## **12. Adjournment**

12.01 Adjournment

ON MOTION OF SUPERVISOR D. JONES, seconded by SUPERVISOR FLY and carried: RESOLVED that the April 20, 2023 regular meeting of the Sussex County Board of Supervisors hereby adjourned at 9:30 p.m. All Board members present voted aye.

12.02 Next Meeting

The next regular Board of Supervisors meeting is scheduled to be held, Thursday, May 18, 2022 at 6 p.m.