

**Sussex County Board of Supervisors
Regular Meeting Agenda
Thursday, January 16, 2014 – 7pm
General District Courtroom – Sussex Judicial Center**

Item 1. Call To Order/Determine Quorum

Item 2. The Invocation

Item 3. The Pledge of Allegiance

Item 4. Organizational Meeting

- a. **Election of Chairman for Calendar Year 2014** *(The Chairman will turn the meeting over to the County Administrator who will conduct this election. Upon completed the Meeting will be turned over to the 2014 Chairman).*
- b. **Election of Vice Chairman for Calendar Year 2014**
- c. **Adoption of By-Laws** *(to include either changing or reaffirming the date, time and location of Board meetings).*

Item 6. Agenda Amendments

Item 7. Approval of Regular Agenda

Motion: To approve January 16, 2014 Regular Meeting Agenda as presented (or as amended)

Item 8. Approval of Consent Agenda

- a. Appropriate and Authorize Transfer of Funds: Kenbridge Construction Company; \$615,381.47; balance of appropriations needed to fund the \$999,750.00 contract
- b. Approve, Appropriate, and Authorize Transfer of Funds: Hancock Timberland LLC; \$22,050.00; Land Acquisition Option Contract Deposit
- c. Approve, Appropriate, and Authorize Transfer of Funds: Timmons Group; Mega Site Industrial Park; \$4,000.00; Master Planning & Preliminary Engineering Report
- d. Approve, Appropriate, and Authorize Transfer of Funds: Timmons Group; Mega Site Industrial Park; \$5,000.00; Master Planning & Preliminary Engineering Report
- e. Approve, Appropriate, and Authorize Transfer of Funds: Phillips Telecommunications; \$250.00; Replaced PC for BCM Phone System
- f. Approval of Invoice; Kenbridge Construction Company; \$57,609.42; Application and Certificate for Payment #3

- g. Restoration of funds received from VACoRP; \$6,600.00 for the total loss of Unit 54, to 4-302-913-11
- h. Restoration of funds received from VACoRP; \$1,832.31 for the de-install of Unit 54, to Vehicle Maintenance 5100-1265-512-510
- i. Restoration of Funds received from VACoRP; \$6,116.02 for the install of equipment in the new Unit 54, to Vehicle Maintenance 51100 1265 512 510
- j. Restoration of funds received from VACoRP; \$150.00 for towing of Unite 54 to Vehicle Maintenance 51100-1265-512-510
- k. Approval of Warrants and Vouchers

Item 9. Approval of Minutes of December 19, 2013 Board Meeting (see *Page 11* of the draft minutes and Item 10a6, Page 4 of the Regular Agenda)

Item 10. Standing Reports/Staff/Committees/Organizations

Item 10a. County Administrator/s Report

Item 10a1. Courthouse Lease/Historical Society/Old Courthouse Repairs/Contract

No report at this time.

Item 10a2. Woodfuel Developers, LLC Tax Agreement: Wood Fuel Developers LLC: Please be advised that after reviewing the minutes from March 7, 2011 it is apparent that the five year 50% tax reimbursement was offered not by Woodfuel Developers LLC but rather by the Sussex County Board of Supervisors. Once received the tax proposal and subsequently agreed to by the Company. As such, Woodfuel Developers, LLC needs an adopted Resolution for legal/financial purposes.

Recommendation: *To approve the attached Resolution providing Wood Fuel Developers LLC a fifty (50%) percent rebate on County real estate and machinery and tools taxes for five years.*

Item10a3. Radio Hardware and Upgrade RFP Project Update: Mr. Eddie T. Vick, Public Safety Coordinator and I have met several times on this matter and given the comprehensive and technical intricacies of moving our Public Safety communication system from Analog to Digital, compounded by a system that is antiquated, further complicated by the need for increased/improved coverage and finally due to the ultimate costs of the new system, Mr. Vick and I have determined that in order to insure that we meet the current and future public safety needs while minimizing the capital and operational costs to the County, we quite frankly need to contract technical expertise to draft and evaluate a cost effective RFP. Of course the problem is only exacerbated by the fact that to the layperson even the cost of a RFP is enormous ... but I can assure you absolutely necessary and further are consistent with other RFP's of this magnitude.

Please understand that I believe we should approve the utilization of our consultants to draft and evaluate the submittals but realize that the Board may not be ready to do so. If that is the case, then I would suggest that we put this proposal into our CIP for FY 2015 and not let it fail due to any financial trepidation. The simple truth is, for public safety reasons, Sussex County must upgrade its communication system, has completed a complete analysis and is ready to have our consultants complete the aforementioned RFP and analysis.

Item 10a4. Introduction of New Employee: We are pleased to welcome Ms. Patricia G. Baird as Secretary/Receptionist in the County Administrator’s Office. Ms. Baird has an Associate Degree from Richard Bland College and last served as a secretary/receptionist for Colonial Orthopedics. At this time, I would like to both acknowledge and thank Ms. Deborah Davis, Mrs. Anne Ellis, Ms. Mary Schrum (Executive Assistant to Superintendent Arthur Jarrett) and Ms. Angela Simmons (Clerk/Treasurer Town of Jarratt) for participating on the Interview Panel. Of the twenty-nine (29) applications received, nine (9) finalists were interviewed.

Item 10a5. Contracts and RFPs: I would like to personally thank Mrs. Anne Ellis, Accounts Payable Clerk, Ms. Deborah Davis, Assistant to the County Administrator and Mr. Michael Packer, County Attorney for all of their hard work and legal review of our RFPs.

- a. **Dog Food RFP:** To this end, upon completion of our review of the two bids received for Dog Food at the Sussex County Animal Shelter by staff and although the RFP was based on other bids for dog food from comparable jurisdictions it is our opinion that the County did not receive a bid that met the RFP as advertised and therefore have concluded that we didn’t have any responsive bidders. As such, I am recommending that these two bids be rejected and ask permission to rebid with different criteria. I am sorry that we were not successful on this bid, but I hope that you agree with me that we have worked too hard to both minimize costs to our taxpayers and to do things right to stop now.

Recommendation: *To reject the two bids received for Dog Food at the Sussex County Animal Shelter and direct the County Administrator to work with Animal Control, Finance and Legal to complete a public bid process for Dog Food at the Shelter.*

- b. **Replacement of Steps and Ramps at County Administration Offices:** As you are aware, the steps/ramp to the County Administration Offices have corroded and are in

need of repair. As such, staff has now completed a review of the bids to replace them. We had three bids submitted to construct the steps/ramp out of pressure treated lumber.

Recommendation: *To accept the lowest responsible bid (G. Lee Simmons, Contractor) and authorize the County Administrator to enter into a contract for the construction.*

Commonwealth's Attorney's Office: Please be advised that work continues on the Commonwealth's Attorney Office Building and every effort is being made to complete the facility in a timely manner (Spring 2014). Please be further advised that we have been notified by the Chief Magistrate that they will not have a future need for the office space that was designed for them.

Item 10a6. Clarification of Sheriff's Department Leave Carry Over: Please be advised that there is some confusion regarding the December Motion and in an effort to make sure the Board has met its intention, I would recommend that the following motion be approved this evening:

Recommendation: *To rescind Resolution #13-09, titled Approval and Appropriation of Excess Leave Pay, adopted by the Sussex County Board of Supervisors on February 21, 2013; and to approve the carry-over of the current annual, vacation, compensatory and holiday leave balances of those employees affected by the audit as provided by Administration (Mrs. Louise Brucato) at the December 19, 2013 Board of Supervisors Meeting for FY 2014/15.*

Item 10a7. Fee Reimbursement for Local Government – Town of Waverly: The Town of Waverly has undertaken the enlargement of the Allen W. Gibson, Jr. Park and has asked the County of Sussex to waive the Land Disturbance Permit Fee (\$324.70) and the Site Plan Review Fee (\$524.70). Given the need for recreational opportunities in Sussex, as well as the fact that the Board of Supervisors has made considerable financial contributions for the Park I would recommend approval of a reimbursement of fees.

Recommendation: *To approve the reimbursement of the Land Disturbance Permit Fee and the Site Plan Review Fee for the Town of Waverly.*

Item 10a9. Senior Citizens Van: Please be advised that the initial grant opportunity that was provided the County related to a Transportation System – not just for a van. I am now researching to see if the County is eligible for any other grant.

Item 10a10. Upcoming Events:

1. Reminder: Unity In Our Community event to be held at Sussex Central High School, Monday evening, February 24, 2014, from 5pm to 7pm. There will be exhibits, guest speakers, etc. More information will be forthcoming.

Item 10b. County Attorney: Re-codification: Work is underway for the re-codification of the County Ordinances and in an effort to both improve the product and to expedite the process Mr. Packer needs an allocation/appropriation to allow for some part time secretarial and research assistance.

Recommendation: *To authorize the County Attorney to solicit assistance on this project and for the Board to appropriate \$6,500.00 for Personnel and incidental costs.*

Item 10.c County Treasurer/Interim Finance Director *(Report included)*

Item 10.d Commissioner of the Revenue Report: *(No report at this time)*

Item 10e. Sheriff’s Department Report *(No report at this time).*

Item 10f. Superintendent of Schools Report:

Item 10f1. Sussex County School Capital Improvement *(copy included in the packet; tabled from last month’s meeting)*

Recommendation: *It is once again my recommendation that the Board of Supervisors accept the School Board’s proposed CIP and direct the County Administrator to incorporate it as part of the Board’s FY 2015 CIP.*

Item 10g. Director of Social Services Report: *(No report at this time)*

Item 10h. General Registrar Report: *(No report at this time)*

Item 10i. Health Department: *(No report at this time)*

Item 11. Appointments

Item 11a. Planning Commission – Mrs. Brenda Burgess’ term on the Planning Commission is due to expire January 31, 2014. Mrs. Burgess has been contacted and stated that she would like to continue to serve, if reappointed.

Recommendation: *To reappointment Mrs. Brenda Burgess, 205 East Main Street, Waverly VA 23890, to the Planning Commission for a period of four (4) years ... expiring January 31, 2018.*

Item 11b. Board of Zoning Appeals: Mr. Robert Pegram’s term on the Board of Zoning Appeals will expire on January 31, 2014. Mr. Pegram has been contacted and stated that he would like to be reappointed.

Recommendation: *To request that the Circuit Court Judge reappoint Mr. Robert Pegram, Post Office Box 34, Jarratt VA 23847, to the Sussex County Board of Zoning Appeals for a term of five (5) years, expiring January 31, 2019.*

Item 12. Citizens’ Comments (9:00 p.m.)

Item 13. Unfinished Business

Item 14. New Business

Item 14a. Animal Control Department's Request For Vehicle: Please see the attached correspondence from Animal Control staff requesting to purchase a vehicle.

Item 15. Board Members' Reports/Comments

- a. Blackwater District
- b. Courthouse District
- c. Henry District
- d. Stony Creek District
- e. Wakefield District
- f. Waverly District

Item 16. Closed Session (*None at this time*)

Item 17. Return To Open Session

Item 8. Certification of Closed Session

Item 19. Action Taken on Closed Session Items

Item 20. Recess/Adjourn