

**At a Regular Meeting of the Sussex County Board of Supervisors  
Held on Thursday, June 19, 2014 at 7:00 p.m.  
General District Courtroom, Sussex Judicial Center, Sussex VA 23884**

**Board Members Present:**

Charlie E. Caple, Jr.  
C. Eric Fly, Sr.  
Alfred G. Futrell  
Robert E. Hamlin  
John A. Stringfield  
Raymond L. Warren

**Others Present:**

Thomas E. Harris, County Administrator  
Michael R. Packer, County Attorney  
Onnie L. Woodruff, Treasurer  
T. Robertson Blount, Director of Finance  
Deborah A. Davis, Acting Deputy County Administrator/Assistant to County Administrator  
Deste J. Cox, Deputy Treasurer  
Ellen G. Boone, Commissioner of the Revenue  
John Broderick, Director of Finance (Schools)  
Raymond R. Bell, Sheriff

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**Item 1. Call To Order/Determine Quorum**

The June 19, 2014 meeting of the Sussex County Board of Supervisors was called to order by Chairman Fly.

**Item 2. The Invocation**

The Invocation was offered by Supervisor Warren.

**Item 3. The Pledge of Allegiance**

The Pledge of Allegiance was recited by all.

Chairman Fly announced that he would deviate and change the order of some items on the agenda. He then entertained a motion to enter Public Hearing.

**Item 4. Motion to Enter Public Hearing**

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby enter public hearing to consider the Noise Ordinance.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

#### **Item 4a. Noise Ordinance**

County Administrator Harris reported that the Sussex County Board of Supervisors will consider for passage, an amendment to the ordinance previously enacted declaring certain loud noises to be unlawful. The proposed ordinance amendment will delete the specific provisions in said noise ordinance that prohibit the discharge of firearms during certain hours on Sundays. Such deletion has previously been enacted by an emergency ordinance, and, as required by law, must be readopted, after this notice, to remain enforceable. The Board may also consider additional amendments to said ordinance, such changes to be no more restrictive than those presently adopted.

#### **Item 4b. Public Comment Regarding Noise Ordinance**

Comments were heard from the following:

David Cloninger, Blackwater District  
Craig Newton, Courthouse District  
Rick Morseberger, Stony Creek District  
Kevin Bracy, Courthouse District  
Kevin Bain, Courthouse District

#### **Item 4c. Board Comment**

Comments were heard from Supervisors Hamlin, Futrell, and Stringfield.

#### **Item 5. Return To Open Session**

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR HAMLIN and carried: RESOLVED that the Sussex County Board of Supervisors hereby returns to open session.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

#### **Item 6. Action on Public Hearing Item**

ON MOTION OF SUPERVISOR HAMLIN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Noise Ordinance striking the language contained in Section 3.5 pertaining to hunting on Sundays, which reads as follows: "In addition to any other prohibitions contained in this ordinance, discharge of any firearm between the hours of 12:00 a.m. and 10:00 p.m. on any Sunday in such a manner as to permit sound to be heard inside the confines of the dwelling unit, house or apartment of another person or as to be plainly audible at a distance of 200 feet or more from its source. For the purposes of this ordinance, "firearm" means any weapon that will or is designed to or may readily be converted to expel single or multiple projectiles by the action of an explosion of a combustible material."

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

## **Item 7. Agenda Amendments**

ON MOTION OF SUPERVISOR HAMLIN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby adds the following items to the Consent Agenda: (1) an appropriation of \$238,980.00 (2) a budget adjustment of an additional \$3,125.00 for Sheriff's Department insurance reimbursement; (3) approval to transfer \$30,000.00 in personnel costs for a vacant position to a line item that will allow the County to purchase a truck for the Department of Environmental Inspections and; (4) a payment of \$53,360.00 for school construction in FY 2014.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

Supervisor Hamlin requested that the process of hiring a new County Administrator be added to the regular agenda as 14a under New Business.

Supervisor Stringfield requested that the approval of the December 3, 2012 Minutes of the Sussex County Board of Supervisors be added to the regular agenda, as 13a under Unfinished Business.

## **Item 8. Approval of Regular Agenda**

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR WARREN and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the June 19, 2014 regular agenda, to include adding 14a under New Business, process of hiring a new County Administrator and adding the approval of the December 3, 2012 Minutes of the Sussex County Board of Supervisors be added to the agenda, as 13a under Unfinished Business.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

## **Item 9. Approval of Consent Agenda**

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of the June 19, 2014 Consent Agenda, to wit: (a) Approval of Minutes of May 1, 2014 meeting; (b) Approval of Minutes of May 8, 2014 meeting; (c) Approval of Minutes of May 15, 2014 meeting; (d) Approval of Minutes of May 22, 2014 meeting; (e) Approval of Minutes of June 11, 2014 meeting; (f) Approve, Appropriate and Transfer; McGuire Woods; \$396.00; Mega Site; Professional Services (g) Approve, Appropriate and Transfer; Timmons Group; \$20,115.00; Mega Site/Hancock Tract, Land Development; (h) Approve, Appropriate and Transfer; Timmons Group; \$67,900.00; Mega Site/Hancock Tract, Boundary Survey; (i) Approve, Appropriate and Transfer; Timmons Group; \$19,600.00; Mega Site; Formal Jurisdictional Delineation; (j) Approval of Application and Certificate for Payment, Kenbridge Construction \$128,371.68, Commonwealth's Attorney Building; (k) Request for Appropriate of \$318,555.00, to complete the local match funds for the Tobacco Commission Grant #2822 for land purchase at the Sussex County Mega Site (Hancock Tract); (l) Approval of Warrants and Vouchers; (m) Approval of Resolution for Virginia Retirement System Contribution Rate at 10.68%; (n) Appropriation of \$238,980.00; (o) Approval of a budget adjustment of an additional \$3,125.00 for Sheriff's

Department insurance reimbursement; (p) Approval to transfer \$30,000.00 in personnel costs for a vacant position to a line item that will allow the County to purchase a truck for the Department of Environmental Inspections and; (q) a payment of \$53,360.00 for school construction in Fiscal Year 2014.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

## **Item 10. Appointments**

**Item 10a. Appointment to the Social Services Board:** The term of Mrs. Cynthia Pegram-Wyche, 11449 North Halifax Road, Stony Creek VA 23882, will expire on June 30, 2014. Mrs. Wyche has been contacted and has advised that she would like to serve again. She is eligible for reappointment.

**Recommendation:** To reappoint Mrs. Cynthia Pegram Wyche to the Social Services Board for a four year term, beginning July 1, 2014 and ending June 30, 2018.

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby reappoints Mrs. Cynthia Wyche Pegram, 11449 North Halifax Road, Stony Creek VA 23882, to the Social Services Board for a four year term, beginning July 1, 2014 and ending June 30, 2018.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 10b. Appointment to Planning Commission:** The term of Mr. Dennis Mason, 407 East Main Street, Wakefield VA 23888 will expire on June 30, 2014. Mr. Mason has been contacted and has advised that he would like to serve again. He is eligible for reappointment.

**Recommendation:** To reappoint Mr. Dennis Mason to the Planning Commission for a four year term, beginning July 1, 2014 and ending June 30, 2018.

ON MOTION OF SUPERVISOR STRINGFIELD, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby reappoints Mr. Dennis Mason, 407 East Main Street, Wakefield VA 23888 to the Planning Commission for a four year term, beginning July 1, 2014 and ending June 30, 2018.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 10c. Appointment to Planning Commission:** The term of a current member of the Planning Commission member, who represents the Stony Creek District will expire on June 30, 2014. The Board representative for the Stony Creek District has contacted Mr. Jeffery Gary, 14044 Courthouse Road, Waverly VA 23890 and he has agreed to serve, if appointed.

**Recommendation:** To appoint Mr. Jeffery Gary to the Planning Commission for a four year term, beginning July 1, 2014 and ending June 30, 2018.

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR HAMLIN and carried: RESOLVED that the Sussex County Board of Supervisors hereby appoints Mr. Jeffery Gary, 14044 Courthouse Road, Waverly VA 23890 to the Planning Commission for a four year term, beginning July 1, 2014 and ending June 30, 2018.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 10d. Appointment to Building Code Appeals Board:** The term of Mr. Meade Fronfelter, Post Office Box 65, Waverly VA 23890 will expire June 30, 2014. Mr. Fronfelter has been contacted and has agreed to serve again, if reappointed. He is eligible to be reappointed.

**Recommendation:** To reappoint Mr. Meade Fronfelter to the Building Code Appeals Board for a three year term, beginning July 1, 2014 and ending June 30, 2017.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR HAMLIN and carried: RESOLVED that the Sussex County Board of Supervisors hereby reappoints Mr. Meade Fronfelter, Post Office Box 65, Waverly VA 23890 to the Building Code Appeals Board for a three year term, beginning July 1, 2014 and ending June 30, 2018.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 10e. Appointment to Building Code Appeals Board:** The term of Mr. Jeffery Gary, 14044 Courthouse Road, Waverly VA 23890 will expire June 30, 2014. Mr. Gary has been contacted and has agreed to serve again, if reappointed. He is eligible to be reappointed.

**Recommendation:** To reappoint Mr. Gary to the Building Code Appeals Board for a three year term, beginning July 1, 2014 and ending June 30, 2017.

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR HAMLIN and carried: RESOLVED that the Sussex County Board of Supervisors hereby reappoints Mr. Jeffery Gary, 14044 Courthouse Road, Waverly VA 23890 to the Building Code Appeals Board for a three year term, beginning July 1, 2014 and ending June 30, 2017.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 10f. Appointment to Blackwater Regional Library Board:** The term of Mrs. Charlene Pope, 8593 Harrell Mill Road, Waverly VA 23890 will expire on June 30, 2014. Staff has received correspondence from the Library Director requesting that she be reappointed (letter included in Board packet).

**Recommendation:** To reappoint Mrs. Pope to the Blackwater Regional Library Board of Trustees for a four year term, beginning July 1, 2014 and ending June 30, 2018.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR WARREN and carried: RESOLVED that the Sussex County Board of Supervisors hereby reappoints Mrs. Charlene Pope, 8593 Harrell Mill Road, Waverly VA 23890 to the Blackwater Regional Library Board of Trustees for a four year term, beginning July 1, 2014 and ending June 30, 2018.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren  
Voting nay: none

**Item 11. Staff/Committees/Organizations – Standing Reports**

**Item 11b. Treasurer’s Report** *(Report included)*

**Item 11c. Commissioner of the Revenue** *(No report at this time)*

**Item 11d. Sheriff’s Report** *(No report at this time)*

**Item 11e. Superintendent of Schools**

John Broderick, Director of Finance of Sussex Public Schools gave the following report:

The Sussex County School Board approved its revised 2013-2014 Operating Budget at their meeting on June 18, 2013 including the additional \$173,000.00 that the County appropriated on June 6, 2013. On August 15, 2013 the County appropriated an additional \$50,615.50 to the School Board.

During this School Year, the School Board has approved the purchase of additional textbooks at a cost of \$124,414.00 that were paid for with Textbook Reserve Funds as well as a Capital Improvement Project removing asbestos tile from the unfinished section of the School Board Office at a cost of \$11,800.00 paid for with School Capital Improvement Funds. Additional funds need to be appropriated by the County to cover these expenditures. The School Board receives Federal Funds as per approved Grants and spends the money as per budget. Because Federal Grants operate on an October to September spending cycle, this creates a timing difference as to when money is spent according to our appropriated budget. An additional \$785,870.00 is needed in appropriation to cover these Federal Grant expenditures for 2013-2014. The School Board has approved these changes to the 2013-2014 budget at their regular meeting on June 12, 2014.

Recommendation: Request that the County Board of Supervisors appropriate additional funds for the School Division in the amount of \$922,084.00 (not \$785,870.00) as per revised School Board approved 2013-2014 Budget.

County Attorney Packer recommended that the Board table action on this request until the July 17, 2014 meeting. Even though it is an amendment to this fiscal year budget, it can be done at the next meeting by advertising for a public hearing because the total exceeds 1% of the budget.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR HAMLIN and carried: RESOLVED that the Sussex County Board of Supervisors hereby tables the request by the School Division to appropriate additional funds in the amount of \$922,084.00.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren  
Voting nay: none

**Item 11f. Department of Social Services** *(No report at this time)*



**Item 11g. General Registrar** *(No report at this time)*

**Item 11h. Health Department** *(No report at this time)*

**Item 11i. County Attorney** *(No report at this time)*

**Item 11a. County Administrator' Report**

**Item 11b. Route 460 Corridor Improvement Project Update, Susan Clizbe, Communications Manager, VDOT, Hampton Roads District**

The Route 460 (Commonwealth Connector) project staff will be making a short presentation on the current status of the 460 Project. *(Report included in Board packet)*

**Item 11c. Smart Beginnings Crater Report, Alison Noble, Coalition Coordinator**

Ms. Noble provided to the Board, a presentation regarding the services and programs provided by Smart Beginnings Crater. *(A copy of the brochure is included in the Board packet).*

ON MOTION OF SUPERVISOR HAMLIN, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of always keeping a member of the Board of Supervisors or an interested citizen on the Smart Beginnings Board

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 11d. Historical Society – Grant Application**

Mrs. Sally McGrath of the Sussex Historical Society will present a status report on a grant application to the Cameron Foundation (due June 27) to be awarded in October. The Society has utilized the expertise of Heritage Custom Builders. The grant application will be in the amount of \$121,400 and requires no local match. To this end, I would recommend approval of the grant application and the County's cooperation with the Historical Society to complete this much needed project. *(A formal letter will be drafted to submit to the Cameron Foundation).*

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby directs the County Administrator to draft a letter of support to the Cameron Foundation endorsing the grant application to be filed by the Sussex Historical Society, which is due June 27, 2014.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 11e. Hunting Lease on Jarratt Site**

County Administrator Harris reported that at the direction of the Board of Supervisors, staff is in the process of developing an RFP for the leasing of the County owned property formerly hunted

on by the Jarratt-Chuckatuck Hunt Club who have asked to renew their lease. Once completed, we will advertise upon approval of the County Attorney.

**Item 11f. Sussex Service Authority Operating Agreement**

The Sussex Service Authority has forwarded an Operating Agreement to the County for approval and execution. The new agreement reflects any necessary amendments to the contract including any necessary increases. The contract has not been adjusted for some time and the cost of operations has continued to rise.

The Service Authority has made clarifications on the work being done and therefore staff recommends approval, upon final review of the County Attorney.

**Recommendation:** To approve and authorize the County Administrator to sign the contract upon final review of the County Attorney.

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves and authorizes the County Administrator to sign the Sussex Service Authority Operating Agreement upon final review by the County Attorney.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 11g. Office Space Reserved for Magistrates/Office Space for Sheriff's Department (in new building of the Commonwealth's Attorney)**

County Administrator Harris advised that in keeping with the County's efforts to connect the complex with fiber, staff recommends that the Sheriff's Office be allowed to utilize this space for Investigators in exchange for adequate space at the Sheriff's Office so that we can bring the fiber line to the 911 Center (*24/7 coverage and security*).

**Recommendation:** To approve and authorize the County Administrator to work with Sheriff Bell to locate the County Sheriff Department Investigative Staff in the Offices formerly to be used by the Magistrates in exchange for adequate space in the Sheriff's Office for fiber cable connection and equipment.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR WARREN and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves and authorizes the County Administrator to work with Sheriff Raymond R. Bell to locate the County Sheriff's Department Investigative Staff in the Offices formerly to be used by the Magistrates in exchange for adequate space in the Sheriff's Office for fiber cable connection and equipment.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 11h. Fiscal Year 2015 Budget**



County Administrator Harris reported that the Governor and General Assembly have been unable to date to draft and approve a Biennium Budget for this year. This failure may have an enormous impact on Sussex County's ability to meet its programs, services and budgetary commitments for FY 2015 (and quite candidly may very well affect FY 2014 as it has not been said that the Department of Social Services may not receive June reimbursements.

County Administrator Harris stated that he believes that it is imperative for the Governing Body to adopt some emergency expenditure policies to help minimize the negative impact on the County's service delivery and made the following recommendations:

1. Due to the lingering fiscal concerns regarding the Commonwealth of Virginia State Budget crisis, the County Administrator and Finance Director hereby recommend that the Sussex County Board of Supervisors temporarily adopt the following emergency expenditure policies to help minimize any negative impacts on County financial resources resulting from the delayed FY- 2015 State Budget.
  - a. **Outside Agencies:** Unless it is deemed an operational emergency no Outside Agency will receive full FY-2015 approved funding from Sussex County until no less than 45 days after the FY-2015 State Budget is approved or July 1, 2014 whichever occurs last.
  - b. **Capital Projects:** Unless it is deemed critical to County Service delivery, a public safety need or will cost Sussex County penalties and/or interest, all approved FY-2015 Capital Projects will be delayed until at least 45 days after the FY-2015 State Budget is approved or July 1, 2014 whichever occurs last.
  - c. **Personnel:** Currently existing vacant positions will be delayed until no later than 45 days after the FY-2015 State Budget is approved or July 1, 2014 whichever occurs last, if such appointment or hiring will require additional funding.

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR HAMLIN and carried: RESOLVED that the Sussex County Board of Supervisors hereby gives approval to the County Administrator authority to enact the emergency expenditures policies to help minimize any negative impacts on the County's financial resources resulting from the delayed FY 2015 State Budget; to wit: (a) Outside Agencies: Unless it is deemed an operational emergency no Outside Agency will receive full FY-2015 approved funding from Sussex County until no less than 45 days after the FY-2015 State Budget is approved or July 1, 2014 whichever occurs last; (b) Capital Projects: Unless it is deemed critical to County Service delivery, a public safety need or will cost Sussex County penalties and/or interest, all approved FY-2015 Capital Projects will be delayed until at least 45 days after the FY-2015 State Budget is approved or July 1, 2014 whichever occurs last; (c) Personnel: Currently existing vacant positions will be delayed until no later than 45 days after the FY-2015 State Budget is approved or July 1, 2014 whichever occurs last, if such appointment or hiring will require additional funding.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 11i.** The following questions have been raised by the Honorable Chairman Eric Fly:

**(1) Sussex County Housing:** What is the long term plan for housing? Please be ready with a recommendation.

County Administrator's response: Of course, this is ultimately a Board of Supervisors decision but it is his belief that was previously made known regarding housing in Sussex County. I believe that a viable and progressive housing program is essential to the future of Sussex County and believes that it would be much more effective to create a Housing Authority (and I would suggest a Regional Authority if at all possible) so that adequate funding could be generated to really address the deplorable housing stock in Sussex County.

Of course, if done current County staff would be offered positions, and would continue to include all existing programs based on the identified needs of our community and on the strength of Housing being one of the eight (8) highest identified needs during our elongated Vision 20/20 public forums.

**(2) Economic Development Update:** Please advise the Board of all companies looking to locate in Sussex County.

A summary of and staff's efforts regarding Economic Development in Sussex County will be provided at the Board meeting. As you can readily see, staff has been very active. As such, acknowledgements were given to Andre M. Greene, Director of Community Development and Michael R. Packer, County Attorney for their extraordinary contributions to our efforts, as well as to publicly acknowledge the VEDP (*Liz Povar and her staff*) and Gateway (*Renee Chapline and her staff*) for their diligence and support.

County Administrator Harris requested direction from the Board as he is now in serious conversation with two potential projects. If the Board is ready to entertain this matter, a Closed Session is needed to further discuss this issue.

**(3) Excess Economic Development Property:** Please advise on all properties the County owns that can be sold.

County Administrator Harris reported that on March 8, 2014, a summary of economic development sites was provided including the strengths and weaknesses of each. County Administrator Harris advised that he is of the opinion that we need to continue to aggressively market the Mega Site and the Cabin Point Road Site (which both would need to be submitted to be named for marketing purposes) while the two sites in the Jarratt area each have tangible value to the County. For example:

**(4) Henry Technology Park:** Henry Technology Park has 1.14 million dollars worth of timber today, which will increase as it grows as well as a potential value of up to 1.5 million dollars as a potential wetlands preservation/bank.

Other site: 194 acres with roughly 80 acres of timber (90 acres of open land and 22 acres of wetlands)

If you want to land manage this site the County could clear cut, reforest and make about \$35,000.00 and still retain ownership of the property.

Chairman Fly asked Supervisors Hamlin and Warren to work with the County Administrator to come up with a plan on what to do with the County's surplus real estate and report at the July 17, 2014 meeting.

**(5) Old Administration Building:** Please provide an update and timeline for the renovation of the old administration building.

The following information/estimates regarding the Old County Administration Offices:

### **Structural Integrity**

Moseley Architects investigation and analysis will only cover what is necessary to assess the feasibility of the new roof, and should not be considered an overall structural condition assessment I see our scope of work as follows:

- Visit the building to investigate existing conditions
- Perform an analysis to determine if the building can accommodate the roof trusses
- Prepare a report of our findings

Our proposed lump sum fee for these services is \$2,500. That will also cover any reimbursable expenses.

If Moseley staff find that it is feasible to add roof trusses, and the owner would like us to prepare construction documents, we will provide a proposal for those services when requested.

### **ESTIMATED REMODELING COSTS**

Mr. Luter has provided the following estimates which include new HVAC equipment.

Of course to get a better estimate the contractors would need to a scope of work and to visit the site.

Mold Remediation	\$25,000	to	\$30,000
Roof Replacement	\$75,000	to	\$80,000
Electrical	\$7,500	to	\$10,000
Plumbing	\$2,500	to	\$5,000
Mechanical	\$15,000		
Building Renovations	\$25,000	to	\$30,000 ( <i>windows, doors, locks, ramps, steps, handrails, drywall, painting, interior trim, flooring</i> )

**TOTAL**

**\$150,000 to \$170,000**

**ESTIMATED FLAT ROOF REPAIR**

Estimated cost of the old flat roof, drain pipes repair on the Old County Administrator Office – as is

- Remove top cap and construct bond beam for plate attachment
- Trusses
- Plywood sheathing
- Metal roofing
- Metal soffit
- Hard siding gable ends
- Gutters/downspouts
- Supervision/OH&P

All of this work is in the **\$100,000 to \$115,000** range.

In summary, if the County decides to definitely pursue the project then all of the subs can be given specifics, at that time, and of course, the contractor would need construction plans that follow this scope.

And finally, please note that FINANCE -3 of the County Administrator’s March 20 Directive requires the Administrator to “Receive Board approval for funds to complete projects” and therefore this project was placed in the FY 2015 Budget and has now been approved to begin in FY 2015.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR WARREN and carried: RESOLVED that the Sussex County Board of Supervisors instructs the County Administrator to seek bids to repair the existing roof on the building formerly occupied by County Administration and bring the results back to the Board.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

**Item 12. Citizens’ Comments**

Comments were heard from the following citizens:

Stony Creek District: Otto Wachsmann, Chester Carter

Henry District: none

Waverly District: none

Blackwater District: Robert Richardson

Wakefield District: none

Courthouse District: Kevin Bracy, Craig Newton

**Item 11j.** The Honorable Vice-Chairman Robert Hamlin asked that this item be added to the Agenda: *Please advise how the County goes about auctioning surplus property (surplus modular buildings at vacated schools and surplus items at the County Animal Shelter).*

Like the prior surplus property sale (vehicles for County and school items for the School Division) we would utilize either a local firm or GovDeals.com. Items would be inventoried and sold either individually or in blocks depending on the anticipated “highest return” for County taxpayers/citizens. If the Board would like to proceed we are prepared to move forward.

ON MOTION OF SUPERVISOR HAMLIN, seconded by SUPERVISOR WARREN and carried: RESOLVED that the Sussex County Board of Supervisors hereby agrees to hold an auction to sell the surplus items that are located at Animal Shelter and the modular units, with the exception that citizens of Sussex County can convince the Board that they can make a good use of the modular units.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

County Attorney Packer commented that the Board has specific enabling legislation that will allow them to support through donations otherwise non-profit or charitable organizations who they (the Board) wish to support because of the benefits to the community. He suggested that an objective method of disposing of surplus items can be used, so that no particular individual or group would have any priority.

### **Item 13. Unfinished Business**

ON MOTION OF SUPERVISOR STRINGFIELD, seconded by SUPERVISOR HAMLIN and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the minutes of the December 3, 2012 meeting (since the litigation surrounding those minutes is now over).

Voting aye: Supervisors Caple, Futrell, Hamlin, Stringfield

Voting nay: Supervisors Fly, Warren

### **Item 14. New Business**

Supervisor Hamlin requested that the Board give consideration to hiring a consultant to hire the next County Administrator.

ON MOTION OF SUPERVISOR HAMLIN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby directs County Administration to immediately prepare and advertise a Request For Proposals for a consulting firm to perform the search for the next Sussex County Administrator, in accordance with the Procurement Act.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

### **Item 15. Monthly Department Reports (included in Board packet)**

### **Item 16. Closed Session(s)**

ON MOTION OF SUPERVISOR STRINGFIELD, seconded by SUPERVISOR WARREN and carried: RESOLVED that the Sussex County Board of Supervisors hereby enter Closed Session for the following: (a) Advice of Legal Counsel, applicable Closed Session 2.2-3711(A)(5) Discussion of prospective business or industry or the expansion of an existing business or industry, where no previous announcement has been made – general location near the Town of Waverly and to the south of the present US 460; and (b) Section 2.2-3711(A)(7) to receive advice from legal counsel and to discuss pending litigation, within the federal district court eastern district of Virginia, Richmond division, styled Morrison v Fly, et al.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

#### **Item 17. Return To Open Session**

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby returns to Open Session.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

#### **Item 18. Certification of Closed Session**

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR HAMLIN and carried: RESOLVED that the Sussex County Board of Supervisors convened a Closed Meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia, as amended, requires a certification by the Board that such Closed Meeting was conducted in conformity with Virginia law.

NOW THEREFORE BE IT RESOLVED that the Board of Supervisors hereby certifies that, to the best of each member's knowledge (i) only public business matters lawfully exempted from Open Meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the Closed Meeting were heard discussed or considered.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

#### **Item 19. Action on Closed Session Item**

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR HAMLIN and carried: RESOLVED that the Sussex County Board of Supervisors of the County of Sussex, Virginia (the "Board") hereby agrees to settle the matter styled George E. Morrison, III v Carl Eric Fly, Sr., et al, pending in the United States District Court for the Eastern District of Virginia, Richmond Division. Such settlement shall be in accord with the terms and provisions contained in a document entitled "Memorandum of Understanding Re Settlement Agreement," this document having been executed at the conclusion of the mediation conference prescribed by the



document Court but contingent upon approval of the Board. The Chairman and the Vice Chairman of the Board, either of whom may act, are hereby authorized to execute the agreement memorializing the provisions and terms of the settlement. Such agreement and all provisions and terms contained therein, shall be and shall remain confidential and, accordingly, shall not be subject to public access or disclosure, the agreement being a contract settling a public employee employment dispute and held in confidential as a personnel record specifically excepted from public access or disclosure by Section 2.2-3705.8 of the 1950 Code of Virginia, as amended, the Virginia Freedom of Information Act.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

#### **Item 20. Recess/Adjournment**

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR HAMLIN and carried: RESOLVED that the June 19, 2014 meeting of the Sussex County Board of Supervisors hereby is hereby adjourned.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none