

**At a Recessed Meeting of the Board of Supervisors
Held in the General District Courtroom on
Monday, June 27, 2016 – 7 pm**

BOARD MEMBERS PRESENT

Keith C. Blowe
Alfred G. Futrell
Susan B. Seward
John A. Stringfield
Rufus E. Tyler, Sr.

BOARD MEMBER ABSENT

C. Eric Fly, Sr.

STAFF PRESENT

Deborah A. Davis, County Administrator
Vandy V. Jones, III, Deputy County Administrator
Mark Flynn, County Attorney
Marycarol White, Financial Consultant
Raymond R. Bell, Sheriff
Shilton R. Butts, Assistant to the County Administrator/Deputy Clerk to the Board
Deste J. Cox, Deputy Treasurer
Chequila H. Fields, Director of Social Services

Item 1. Call To Order/Determine Quorum

The June 27, 2016 special meeting of the Board of Supervisors was called to order by Chairman Blowe.

Item 2. The Invocation

The Invocation was offered by Supervisor Tyler.

Item 3. The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

Item 4. Adoption of Agenda

Chairman Blowe stated that the primary purpose of the meeting was for the approval of the proposed budget and proposed taxes; therefore, the agenda items were moved accordingly.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR SEWARD and carried:
RESOLVED the agenda of the June 27, 2016 Special Meeting of the Sussex County Board of Supervisors is hereby approved

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

Item 5. Adoption and Appropriation of Budget for Fiscal Year 2017

Supervisor Tyler made a disclosure regarding the Certification for transaction on the budget item on the agenda tonight as the Director of the Improvement Association, one of the several charitable entities that receive funding from the County. Pursuant to Virginia Code Sections 2.2-3112(A)(2) and 2.2-3115(H), Supervisor Tyler certifies that he was able to participate in the transaction fairly, objectively, and in the public interest.

Supervisor Seward had concerns regarding Outside Agency funding for Legal Aid (\$1,049.00). County Administrator Davis spoke with Improvement Association staff. Legal Aid's Regional Office was located in Emporia; however, it closed several years ago. Legal Aid had a satellite office of the Improvement Association office. Due to limited participation of any clientele, Legal Aid ceased operation at the Improvement Association office.

It was discussed that no requests have been made.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR TYLER and carried the following ordinance was adopted, as amended:

AN ORDINANCE TO APPROVE THE BUDGETS AND APPROPRIATE FUNDS FOR THE COUNTY OF SUSSEX AND THE SUSSEX COUNTY SCHOOL DIVISION FOR THE FISCAL YEAR BEGINNING JULY 1, 2016, AND ENDING JUNE 30, 2017

WHEREAS, the County Administrator has submitted to the Sussex County Board of Supervisors a proposed annual budget for the County for the fiscal year beginning July 1, 2016 and ending July 1, 2017, which has been reviewed by the Board of Supervisors; and

WHEREAS, the Board has duly advertised and held a public hearing on the proposed budget for the fiscal year beginning July 1, 2016 and ending July 1, 2017; and

WHEREAS, it is necessary to adopt said budget and appropriate sufficient funds to cover the requirements included therein; and

WHEREAS, the Board of Supervisors, in exercising its independent judgement and in concert with the Sussex County School Board, has considered the school's annual operating budget; and

WHEREAS, after considering availability of local funds, approval of the Sussex County School Board's fiscal year 2017 educational budget is based upon funding from the federal government in the amount of \$2,200,212; from the state government in the amount of \$7,786,141; from the local appropriations in the amount of \$7,994,170; and other local revenues in the amount of \$391,975;

NOW, THEREFORE, BE IT ORDAINED by the Sussex County Board of Supervisors this 27th day of June, 2016, that the fiscal year 2017 annual budget of the Sussex County School Division for school operations in the amount of \$17,450,418 be, and is hereby, approved subject to and contingent upon the availability of funds as indicated in the preamble hereto.

BE IT FURTHER ORDAINED that the annual budget in the sum of \$922,110 for fiscal year 2017 be, and is hereby, approved for the operation of food service programs for purposes authorized and approved by the Sussex County School Board subject to and contingent upon the availability of funds.

BE IT STILL FURTHER ORDAINED that the fiscal year 2017 annual budget for the County of Sussex be, and is hereby, adopted as proposed on this date.

BE IT STILL FURTHER ORDAINED that the following annual appropriations for fiscal year 2017 be, and are hereby made in the General fund for the following functions:

Function	Amount
General Government	1674502
Judicial Administration	921935
Fire, Rescue & Emergency Services	1393895
Sheriff's Operations & Jail	4153708
Public Works	1008122
Health & Welfare	890662
Education	7999170
Parks, Recreation & Cultural	185985
Planning & Community Development	622565
Debt Service	2048710
Non-Departmental & Fund Transfers	776304
Total General Fund	21675558

BE IT STILL FURTHER ORDAINED that the \$7,994,170 appropriated above from the General Fund for Education, includes \$7,959,170 for the local contribution to the School Division for support of the School operating budget and, is appropriated as a non-categorical appropriation to be allocated among the various operating categories as the School Board deems necessary and the remaining \$35,000 is appropriated as the County's share of IT salary expenses and \$5,000 is appropriated for contributions to outside educational institutions.

BE IT STILL FURTHER ORDAINED that the annual appropriation in the sum of \$2,099,652 for fiscal year 2017 be, and is hereby, made in the Social Services Fund for the operations of the Sussex Department of Social Services.

BE IT STILL FURTHER ORDAINED that the annual appropriation of the Social Services Fund be, and is hereby, increased if and when additional federal and/or state funds or local contributions become available. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER ORDAINED that the annual appropriation in the sum of \$725,000 for fiscal year 2017 be, and is hereby, made in the CSA Fund to carry out the mandates of the Comprehensive Services Act.

BE IT STILL FURTHER ORDAINED that the annual appropriation of the CSA Fund be, and is hereby, increased if and when additional federal and/or state funds or local contributions

become available. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER ORDAINED that the annual appropriation in the sum of \$193,000 for fiscal year 2017 be, and is hereby, made in the Capital Projects Fund.

BE IT STILL FURTHER ORDAINED that the annual appropriation in the sum of \$580,000 for fiscal year 2017 be, and is hereby, made in the Cabin Point Park Fund.

BE IT STILL FURTHER ORDAINED that, upon receiving notice of grant of program opportunities offered by various federal, state, local and other outside organizations, the County Administrator or her designee be, and is hereby designated as the agent to execute the necessary grant or program application and other documentation, unless the terms of the grant or program require specific actions by the Board, to give such assurances as may be required by the agreement subject to approval as to form by the County Attorney and to provide such additional information as may be required by the awarding organization.

BE IT STILL FURTHER ORDAINED that interest earned on grant and program awards received from federal, state, local and other outside organizations be, and is hereby, appropriated to the appropriate functional area to be expended in accordance with the guidelines as established by the organizations.

BE IT STILL FURTHER ORDAINED that additional funds received for various County programs, including contributions and donations, be, and are hereby, appropriated for the purposes established by each program.

BE IT STILL FURTHER ORDAINED that funds received from the Federal Emergency Management Agency (FEMA) for reimbursements for expenses incurred as a result of unusual or infrequent events not to exceed \$30,000 per incident be, and are hereby, appropriated under this program for the appropriate functional area.

BE IT STILL FURTHER ORDAINED that funds received through insurance claims for damages incurred to County property as a result of unusual or infrequent events not to exceed \$30,000 per incident be, and are hereby, appropriated under this program to the appropriate functional area.

BE IT STILL FURTHER ORDAINED that upon receipt of written notification from the State Compensation Board of additional funds for the Constitutional Officers (Commonwealth's Attorney, Sheriff, Clerk of Court, Treasurer and Commissioner of the Revenue) be, and are hereby, appropriated in the General fund to be expended in accordance with guidelines as established by the state government.

BE IT STILL FURTHER ORDAINED that the monies be, and are hereby, appropriated for fiscal year 2017 in the various funds for the purpose of liquidating encumbered purchase transactions as of June 30, 2016 not to exceed the Reserves for Encumbrances as recorded in the County's audited accounting records. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

BE IT STILL FURTHER ORDAINED that the monies be, and are hereby, appropriated for fiscal year 2017 in the various funds for the purpose of continuing capital and special projects as of June 30, 2016 not to exceed the Designation of Subsequent Year's Expenditures as recorded

in the County's audited accounting records. The County Administrator shall advise the Board of Supervisors in writing of all such actions.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

Item 6. Laying of Levy for Calendar Year 2016

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR STRINGFIELD and carried: the following ordinance was adopted:

AN ORDINANCE TO IMPOSE TAX LEVIES UPON TANGIBLE PERSONAL PROPERTY, UPON MACHINERY AND TOOLS, UPON MERCHANT'S CAPITAL, UPON FIRE & RESCUE, UPON MOBILE HOMES, AND UPON REAL ESTATE FOR THE CALENDAR YEAR 2016

WHEREAS, it is necessary for the Board of Supervisors to establish real estate and personal property tax levies for the County of Sussex for calendar year beginning January 1, 2016 and ending December 31, 2016; and

WHEREAS, the Board has duly advertised and held a public hearing on the subject of tax levies;

NOW, THEREFORE, BE IT ORDAINED by the Sussex County Board of Supervisors this 27th day of June, 2016, that the following County tax levies be, and they hereby are, imposed for the calendar year 2016:

<u>Class of Property</u>	<u>Rate Per \$100 of Assessed Valuation</u>
Real Estate (including Public Service Corporations)	\$0.58
Mobile Homes	\$0.58
Machinery & Tools	\$2.43
Merchant's Capital	\$1.00
Fire & Rescue	\$2.43
Tangible Personal Property (including Public Service Corporations)	\$4.85

Voting aye: Supervisors Blowe, Stringfield, Tyler

Voting nay: Futrell, Seward

Absent: Supervisor Fly

Item 7. Distribution of the Tornado Disaster Relief Funds -\$46,391.62

County Administrator Davis stated that at a previous Board meeting, Mission Ministries was introduced to the Board as a possible venue to distribute the Tornado Disaster Relief Funds.

Mission Ministries provided information to staff as requested; the information was shared with the County Attorney.

County Administrator Davis also advised that the Treasurer's Office provided an update that the current balance is now \$46,416.62.

County Administrator Davis stated that information had been received from the Virginia Department of Emergency Management that they have a disaster relief program already in place. VDEM is willing to work with an organization if they so choose.

County Attorney Flynn stated that in regards to 501(C)3, the County has the authority to give contributions to a charitable entity that provides services in the locality. However, the County cannot give money to a charitable entity that is controlled by a sectarian society or by a church.

County Attorney Flynn confirmed that Mission Ministries is recognized as a 501(C)3 and is a Virginia corporation. In reviewing the bylaws of Mission Ministries, it shows no affiliation with a church. There was no indication that Mission Ministries was controlled by a church; therefore, Mission Ministries is eligible as a recipient for the funding from the County.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby award the Tornado Disaster Relief Funds in the amount of \$46,416.62 to Mission Ministries, Waverly, VA; and

FURTHER RESOLVED that Mission Ministries provide periodic reports to county administration include name of the individual assisted and the amount.

After further discussions regarding noting that funds to be used for citizens in Waverly and the receipt of additional funding, the motion was amended.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby award the Tornado Disaster Relief Funds in the amount of \$46,416.62 to Mission Ministries, Waverly, VA as well as additional funding received for the Tornado Disaster Relief Fund; and

WHEREAS Mission Ministries is to provide periodic reports to county administration to show accountability to include name of the individual assisted and the amount of funds used to assist the individual; and,

FURTHER RESOLVED that a Memorandum of Understanding or Agreement is developed to limit the use of the Tornado Disaster Relief Funds for citizens of Waverly.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

Item 8. Radio System Contingency (7:49)

Deputy County Administrator Jones provided a brief information update on the Radio System Contingency on actions required later in the new fiscal year. Deputy County Administrator Jones

stated that County has undertaken an upgrade of the County's radio system of the emergency communications.

Deputy County Administrator Jones stated that as the County is nearing the end of the project, the equipment has been received. In nearing the end of the project which is estimated to be by the end of the calendar year, costs are more definitive. Deputy County Administrator Jones stated according to documentation and speaking with former employees that were previously working on the project, there had been a recommendation from the Finance Director for funding to complete this project would be \$2.8 million allocation which would bring the total funding for this project to \$4.8 million. However, the funding that was adopted by the Board at that time was \$2.4 million, not \$2.8 million. Deputy County Administrator stated that according to his research, it appears the \$400,000.00 difference came from the contingency of \$400,000.00 that Mr. Eddie Vick, the Public Safety Coordinator, had placed in the contingency for the entire project. The County had a received a contract from Harris with specific numbers. Deputy County Administrator Jones stated that in conversations, the allocation was made closest to the contract amount versus what was in the contingency. Reason being, the County would work to the amount adopted by the Board versus the contract amount.

Deputy County Administrator Jones stated it is estimated that the amount of funding that will be needed will be between \$250,000.00 to \$300,000.00 difference that will be required to finish the project. He advised that if this is the case, County Administration will be coming back to the Board in the new fiscal year to request the allocation in the difference of this project.

This item will be added to the July 21, 2016 Board of Supervisors Regular Meeting agenda.

Item 9. Citizens' Comments

Comments were heard from:

Rev. Connie Gibbs Morris (Mission Ministries – Waverly, VA)
Bill Collins (Courthouse District)
Darren W. Clark (Medical Transport, LLC – Operations Manager)

Item 10. Adjournment

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that June 27, 2016 Special Meeting of the Sussex County Board of Supervisors is hereby adjourned at 8:00 p.m.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly