

At a Special Meeting of the Board of Supervisors
Held in the General District Courtroom
on Wednesday, May 24, 2023 – 6:00 pm

BOARD MEMBERS PRESENT

C. Eric Fly, Sr.
Alfred G. Futrell
Debbie P. Jones
Wayne O. Jones
Rufus E. Tyler, Sr.
Steve White, Tie Breaker (Virtual)

BOARD MEMBER ABSENT

Susan B. Seward

STAFF PRESENT

Richard Douglas, County Administrator
David Conmy, Deputy County Administrator and
Economic Development Director
Danielle Powell, County Attorney
Arthur Jarrett, Jr., Sussex County Public Schools Superintendent
John Broderick, Sussex County Public Schools Director of Finance and Operations
Deste J. Cox, Treasurer
Eric Danuser, IT Manager
Ernest Giles, Sheriff
Kelly Moore, Finance Director of Finance
Nick Sheffield, Emergency Services Chief
LaSonya White, Virginia Cooperative Extension
Shilton R. Butts, Assistant to the County Administrator/Clerk

Item 1. Call to order/Determine Quorum (6:00 p.m.)

The May 24, 2023 Special meeting of the Sussex County Board of Supervisors was called to order by Chairman W. Jones.

Item 2. Invocation

The Invocation was offered by Supervisor Tyler.

Item 3. The Pledge of Allegiance.

The Pledge of Allegiance was recited by all.

Item 4. Agenda Amendment

There were no agenda amendments.

County Attorney Powell advised that no amendment could be made due to the lack of the presence of the full Board.

Item 5. Approval of Agenda

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the May 24, 2023 Special meeting agenda as presented. All Board members present voted aye.

Item 6. Public Hearing

Chairman W. Jones opened the Public Hearing on the proposed FY24 Operating Budget.

ON MOTION OF SUPERVISOR D. JONES, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby open the Public Hearing on the proposed FY24 Operating Budget. All Board members present voted aye.

County Administrator Douglas stated that there was summary of proposed changes included in the Board packet that the Board approved and items that he had discussed at the previous meeting. He also noted that three options for the public schools funding and its impact on the budget were included

A. Proposed FY24 Operating Budget

1. Public Comments were heard from:

- Pete Stith (Sussex Community Coalition) – Thanked Board for help and consideration.
- Kathy Guindon (4-H Center Director) – Thanked Board for consideration and opportunity to present for funding and any funding received; it's use.

2. Board Comments were heard from Supervisors Fly, Futrell, W. Jones and Tyler:

- Supervisor Fly – School system and Administration; increase in salaries.

It was stated that most of the increases in salaries were due to the five percent (5%) COLA.

County Administrator Douglas stated the only notable change is the Public Works position previously discussed and the move of the CSA Coordinator contracted position with Franklin to a proposed position under Administration. He also mentioned the increase in adding the HR title and additional function to the Payroll position. He stated that he believe the noted items covered any additional costs for the employees. Ms. Moore, the Finance Director, stated that she would review her notes, because there were some requests submitted. County Administrator Douglas stated that there were some requests, but not included in the recommended budget.

Supervisor Fly inquired about:

New Line Item 81 Economic Development, page 3-3. The County Administrator advised that it was for miscellaneous costs for consultants and for road entrance improvements to be able to get prospects in to the property.

New Line Item 82 Sussex School Food/Seniors Meals, \$4,000. The County Administrator advised there was a long break in meals to senior citizens due to COVID. Meals were resumed around November 2022. No funding was budgeted because this line item used to be under Social Services. He stated this is a payment to the schools for delivered meals to senior citizens centers. He noted that the current year payment was paid out of the Contingency Fund. There is no placeholder in the budget for this item.

Big Ticket item in the amount of \$15,000. Ms. Moore advised that this item was for a storage facility/unit for Administration (Finance) to storage boxes. Supervisor Fly inquired about the cost to renovate/repair the old County Administration building. County Administrator Douglas stated that the renovation of the old County Administration building is part of the architect's plan, which includes whole Courthouse and Annex building, to present to the Board.

Supervisor Futrell inquired about prioritizing the County Administrator building. Supervisor Tyler inquired in regards to whether the Social Services building would be included and whether the expansion on the western end. County Administrator Douglas advised that it was included. County Administrator Douglas recommended waiting to receive the architects' feedback/recommendations.

Supervisor Fly requested to inquire about the schools. He stated that he had received a two-page report received from the public schools. Supervisor Fly also had a report from a citizen. Supervisor Fly made inquiry of the schools where (line item) were the ARPA funds being held—251 or 254 Funds line item. Dr. Jarrett, Public Schools Superintendent, advised that funds were held in the 254 Fund (Titles and Grants). There was inquiry of the 254 Fund.

John Broderick, Sussex Public Schools Director of Finance and Operations, stated that 254 Fund has all of the school's Title Grants - Title Grants I to V, VI-B (Special Education Grant), as well as COVID grants. He stated that they were working the ways through them. Some of them have deadlines in which they have met and spent the funds. He stated that currently for FY23-24, it's mainly their ESSER III (ARPA) Funds that are left.

There was discussion of 13.5 FTE employees. Mr. Broderick explained that in their budget, they build if a position named with a person attached to it, there's an FTE. However, there may be other salaries and benefits included that are a lump sum and not necessarily have an FTE associated with it. There's a lot of part-time. There's a lot of teachers paid for their hours before and after school included this lump sum line. Mr. Broderick noted that if he would have known if more detail was needed, he would have included it.

Supervisor Fly inquired as to how much funding had to be spent in the FY22/23 Budget and was there money left over for clarity of their budget. He inquired if the 254 Fund was the fund the County gave permission to go in the negative. Mr. Broderick advised that the 254 Fund stated that the 254 Fund included all the grants: all the Title and ESSER grants. He stated that the school

spends the fund. They go through the process of submitting a reimbursement to the State for approval for reimbursement of funds spent.

There was inquiry as to whether there were any CARES and or ARPA funds of any type that still need to be extended in the FY22-23 budget. Mr. Broderick stated that they have finished ESSER II funding and have transitioned to ESSER III that will be in FY22-23, most of it will be in FY23-24. A small amount will be FY24-25 because the deadline/end for ESSER III is September 30, 2025 because they follow the Federal Fiscal Year. There was inquiry of the estimated amount that need to be extended to the FY23-24 budget in the upcoming budget. Mr. Broderick stated that he didn't have the full detail. He estimated that it will be about \$2.5 million. They are funding quite a few positions with those funds. They are funding some nurses and trauma informed care specialists.

Supervisor Fly inquired about the process. He noted typically at the end of year surplus money rolls back to the County; and typically, it's rollback to the schools--most of the years the County did and some years the County didn't. There was inquiry as to whether there was anticipation of funds rolling back to the County on July 1. Mr. Broderick advised that for FY23, the school received some one-time State Construction Fund. All of this money is available to be spent over two school years, but they are funding all of it during January 1 through June 30, 2023 (of this year). Mr. Broderick stated that they are not going to spend all the money. There will be money left over, but it will be all State funds. He stated that he had Clauses and Statute that when it comes time to roll the money back to the schools, they will identify out of the \$1.2 million they received for State construction. There will be money left over, they will ask to have the funds re-appropriated to continue spending those funds in FY24. Mr. Broderick advised that the schools will spend the local appropriation, but the left over funds will be State funds that they will need to spend next year. He noted that there was a separate schedule in which they have to be very detailed about how the one-time funds were spent.

Supervisor Fly inquired of any Local funds being returned to the County. Mr. Broderick advised that there would be no Local funds left over to be returned to the County. The schools are still developing their end of year plan. They still don't have their final State revenue because they won't receive it until after the Spring.

There was inquiry of the "Skinny Budget". There was discussion of the FY22-23 adopted school budget, \$24,901,860. There was inquiry of the line item beside it (\$3 million), as to whether it refer to additional money that had to be spent. Mr. Broderick advised that the money was all in their self-sustaining fund.

There was inquiry of the increase of the FY22-23 budget and the FY23-24 budget. Mr. Broderick advised that it was all related to COVID funds mainly. There were other adjustments. There was estimates made.

There was discussion of the school's request for \$247,000.

Mr. Broderick stated that when the State funds are budgeted, it may include five percent (5%). However, the five percent (5%) is not for everyone. They are for Standard of Quality (SOQ) funded positions, which are the teachers and instruction aid (?) staff. Mr. Broderick stated that

there isn't anything in the State budget for the other positions. He stated that if a 5% raise is given to some, Dr. Jarrett has always tried to find a way to give it to all staff.

There was discussion of the percentage of Sussex's student economically disadvantaged.

By general consensus, the Public Hearing on the proposed FY24 Budget was closed.

For the record, County Administrator Douglas noted that there were three school options:

- 8a. \$7,749,170 Current Funding & Maintain \$125K in administrative contingency and remaining funds to Fund 135
Increase transfer Fund 135 to \$251,478
- 8b \$7,872,670 Current Funding plus \$123,500 (1/2 of \$247,000 request) & Maintain \$125K in administrative contingency and transfer remaining funds to Fund 135
Increase transfer to Fund 135 to \$127,978
- 8c \$7,996,170 Current Funding + \$247,000 request
No transfer to Fund 135

County Administrator Douglas noted that if there were no further changes, the Contingency Fund would \$129,478.

Finance Director Kelly Moore noted that the items could be voted upon separately if the Board so desired.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve Option C, the \$247,000 request from Sussex County Public Schools.

Voting aye: Supervisors Futrell, D. Jones, W. Jones, Tyler

Voting nay: Supervisor Fly

Absent: Supervisor Seward

Under the expenditures, there was inquiry about:

Line Item 102 (Page 3-4), \$2,400 for fuel and IT in central accounting. County Administrator Douglas that fuel wasn't centralized. It was for the IT Manager. The mileage from the school to Administration. It was also noted that the IT Manager travels to Waverly as well.

Line Item 147, Other Professional Services:

Line Item 159, Building Lease for Registrar's office. It was payment for polling places for the previous Registrar had in place.

Line Item 236 (Page 3-8) Big Ticket Item for the AS400. It was noted that the bathroom was included in the Treasurer's and Commissioner of the Revenue's office.

Line Item 252 (Page 3-10) \$10,000 This item is for Court Appointed Attorneys. It was noted to list/add a "Next" column for appropriations after the budget adoption. Ms. Moore noted that the budget process would have to start earlier.

Line Item 355 A new line item for \$5,000 for witness meals. County Administrator Douglas noted that this item was being paid for out of the Victim Witness budget. It was determined in the audit that it could not be paid for out the Victim Witness budget. As a result, a new line item was created/

Line Item 383 A new line item for Emergency witness expense. Ms. Moore advised that the Victim Witness Coordinator requested that emergency witness expenses be placed in this line item when they have to place someone in a hotel on an emergency basis and identity can't be revealed.

Line Item 390, (Page 3-16) Communication Equipment for \$40,000 for Fire and Rescue. It was noted that the budget wasn't put together by Mr. Sheffield. He was tasked with making sure there were no duplications. It was noted that this item might be the tower in Waverly on Beaver Dam Road. It was noted that there was no actual line item for the purchase of radios. It was also noted that Harris is no longer supporting the model of radios.

Line Item 397 Capital Request for \$1.6 billion but it was lined out. It was noted that it was Mr. Foster's request for the new building.

Line Item 449 (Page 3-17) It was noted that this line item was for anything not covered under Harris which included paying for the parts to be replaced on the tower. There was discussion of what payment to Harris cover which is third party software, software management, backend technology, apps, and the service agreement on the maintenance on the system that they are supposed to be performing.

There was inquiry regarding Emergency and Fire funding.

Line Item 498 Radio System \$9,000 increase in medical calls at the Animal Shelter. There is \$46,579 on medical services for the animal shelter. County Administrator Douglas noted that the County is taking in more animals at the shelter.

There was inquiry of the Board receiving a report of the numbers animals confiscated annually and the location that animals are found.

Line Item 521 Oil at Animal Shelter, \$5,500. Ms. Moore noted that it is no longer heating fuel. It should be listed under gas fuel for vehicles, Line Item 1264.

Line Item 526 Noted as Big Ticket item, \$73,000 new/used (lined out)

Line Item 573 Maintenance Service Contract, \$40,000 for equipment and contract agreements. Didn't have it in the current year. Will have in next year's budget.

Line Item 592 \$71,800 Task Force SWAT equipment and body cameras. Sheriff Giles stated that it was requested; however, he has applied for a grant to purchase. He noted that the full grant was received for \$201,000 which will cover the SWAT Team and 20 license plate readers/cameras that placed throughout the County. Four cameras were purchased with a \$10,000 grant received with Heat Program. The company used was sole sourced and posted. There was discussion of cost for obsolete bodycams. It was noted that the \$75,000 should be reduced by \$50,000. There may be a savings to the County through a grant.

Sheriff Giles clarified that in reference to \$71,000, that the total amount for a four year contract, 48-month term, is \$43,497.07. A \$4,000 credit was given for 32 obsolete bodycams that the Sheriff will trade-in for \$125 each.

Finance Director Moore noted that the \$71,000 was one of the first year payment plus the body task force that was at approximately \$60,000.

Line Item 741 Schultz Lawnscape, grass cutting up \$10,000 from \$70,000 for annual contract. There was discussion of a January start date. It was noted that yard services are done year round. There was inquiry of other locations in the County for beautification.

It was noted grass cutting at the Chambliss Elementary school.

Line Item 743 (Page 3-31) Printage and Signage. A new line item for \$8,500. It was noted that Signage was in the Planning Budget. It was zeroed out of the Planning into a new line item.

Line Item 750 Equipment Lease/Purchase, \$7,500. Ms. Moore advised that there are two separate lines. Lease purchases and Equipment lease have to be listed separately. There was inquiry of what the lease was for. However, she does know that the lease is.

Line Item 756 \$75,000 - a \$40,000 increase; Building Maintenance and Repairs for buildings on the complex.

There was inquiry of Building Maintenance and Repair, Building System and Repair, and Ground Maintenance and Repair, Maintenance Equipment and Repair for a total of an approximately \$69,000 increase.

There was inquiry of how and why Building and Grounds lunch hour was changed from 1 hour to 30 minutes when there isn't anything near except the school and traveling to Stony 10 minutes each way (20 minutes total) and the time to get your food with only 30 minutes.

There was also inquiry of the Building and Ground budget to include uniforms for staff. It was noted that in the budget, there was a line item for uniforms with a \$1,500 increase.

Line Item 757 \$75,000 Building System Maintenance and Repair for AC/Mechanical software. It was noted to keep line item separate for now until central system is in place. There was inquiry as to what system Building and Grounds had in place.

Line Item 773 Water Service to pay Sussex Service Authority for maintaining the water system. County Administrator stated that he may come back to the Board at the beginning of the year. Three quotes are needed.

Line Item 839 (Page 3-39) Bulk collections/recycling\$40,000. It was advised that this was for fees for collecting and recycling bulk items.

Line Item 973 (Page 3-42) Inquiry of request for \$183,000, but proposing \$220,000. This is a Berkley item. .Consolidated Planning and Solar Application Review.

Line Item 995 Building Inspection \$90,000 increase in salaries. The salaries is only the Permit Technician position. There was a savings on the Building Official and Inspector.

Line Item 1030 \$6,500 for a large scanner. A large scanner to scan everything in the Building Inspections, but may be used by other departments, to go paperless.

Line Item 1050 (Page 3-45) Crater Planning District helped with redistricting. Supervisor Fly stated that he served on the Board. Asking the Board to increase this line item as the Crater District Board's request from \$8,000 to \$17,039 to do some new projects. The County will evaluate. If they don't deliver, the funding will be cut.

There was discussion of the amount

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves Crater Planning District request an increase Line Item 1050 from \$8,000 to \$17,039 to complete some new projects. All Board members present voted aye.

There was inquiry of Item 5 on the FY24 Proposed Budget changes for the revision of CSA Coordinator position. It was noted that 5a should be \$25,580 reduction in Contingency.

There was inquiry of Item 4 of the FY24 Proposed Budget changes. It was noted the Item 4 was additional Payroll clerk and related benefits and additional HR policy assistance.

There was inquiry of #2 of the Additional Notes regarding saving from Convenience Centers closing one day a week for a savings of \$63,000. It was noted that it was listed in the budget. It was noted that the Board voted on this item and gave the green light. It was stated that this could come back before the Board if there were problems.

County Administrator Douglas noted that #1 of the Additional Notes represented the additional two percent (2%) COLA for an amount of \$96,423 (local only).

It was noted that budget was an increase of \$1.7 million. There was a request to capture the increase of the \$1.7 million in categories.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves Line items 3, 4, 5, 6 and 7 from the County Administrator's recommended changes:

- (3a) Add \$3,000 for Angel Tree to DSS total and local transfer; reduce Contingency by \$3,000;
- (4a) HR Technician title/function added to Payroll Clerk position with \$10,000 additional salary and related benefits and reduce Contingency by \$12,062;
- 5) Revision of CSA Coordinator position for additional salary and benefits reflecting approximately \$8,000 salary increase; and addition of administrative costs.
- 6) Revision of proposed Public Works Crew Leader position to Tradesman (no fiscal change) and no funding change.
- 7) Revision of proposed Public Works Solid Waste Coordinator position to Solid Waste Technician position (reduction in salary from \$45,000 to \$35,000 and related change in benefits.).

All Board members present voted aye.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves that Line Item 592 be reduced from \$71,875 to \$12,000. All Board members present voted aye.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves capping the Administrative Contingency at \$125,000 with the remaining balance to be transferred to the Fund 135. All Board members present voted aye.

There were no Public Comments.

Chairman W. Jones closed the Public Hearing.

B. CY23 Tax Rate Resolution

Chairman W. Jones opened the Public Hearing for the Calendar Year 2023 Tax Rate Resolution.

Comments will be received. CY 2023 Tax Rate resolution is available for review in the County Administrator's Office.

	Calendar Year 2022	Calendar Year 2023
Public Service	R.E. \$0.48/\$100 P.P. \$4.85/\$100	R.E. \$0.48/\$100 P.P. \$4.85/\$100
Real Estate	\$0.48/\$100	\$0.48/\$100
Mobile Homes	\$0.48/100	\$0.48/100
Machinery & Tools	\$2.43/\$100	\$2.43/\$100
Merchants Capital	\$1.00/\$100	\$1.00/\$10
Fire & Rescue	\$2.43/\$100	\$2.43/\$100
Personal Property	\$4.85/\$100	\$4.85/\$10

Pursuant to Va. Code Section 58.1-3523 et seq.:
Includes 40% PPTRA tax relief \$1,093,152 for Calendar Year Ending 2023

There were no Public comments.

There were no Board member comments.

ON MOTION OF SUPERVISOR FUTRELL and seconded: RESOLVED that the Sussex County Board of Supervisors hereby closes the Public Hearing for Calendar Year 2023.

Item 7. Citizens' Comments

Comments were heard from Kevin Bracy regarding Animal Control and vehicles, trackers on vehicles; numbers of animals that goes to Dr. Cupp and food taxes.

Supervisor Futrell discussed marking vehicles with County Seal.

Item 8. Adjournment

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby adjourned the May 24, 2023 Special Meeting at 9:25 p.m. All members present voted aye.