

**Special Meeting of the Sussex County Board of Supervisors  
Thursday, August 1, 2013 - 7pm  
General District Courtroom – Sussex Judicial Center**

**Board Members Present:**

Charlie E. Caple, Jr.  
C. Eric Fly, Sr.  
Alfred G. Futrell  
Raymond L. Warren

**Board Member Absent:**

John A. Stringfield

**Others Present:**

Thomas E. Harris, County Administrator  
Michael R. Packer, County Attorney  
Shannon D. Fennell, Assistant to the Director of Planning  
Chequila H. Fields, Director of Social Services  
John Broderick, Supervisor of Finance & Technology (Schools)  
Cecil T. Stainback, Animal Shelter Attendant  
Deborah A Davis, Assistant to County Administrator

**Item 1. Call to Order/Determine Quorum (7:07 pm)**

The August 1, 2013 Special 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 Caple.

**Item 3. The Pledge of Allegiance**

The Pledge of Allegiance was recited by all.

**Item 4. Agenda Amendments**

Agenda amendment is as follows: add Public Comments as Item 14a (at 9:00pm).

**Item 5. Approval of Agenda**

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the August 1, 2013 Special Meeting Agenda with one addition: Add Item 14a, Public Comments.

Voting aye: Supervisors Caple, Fly, Futrell, Warren

Voting nay: none  
Absent: John A. Stringfield

**Item 6. Banker's Insurance Invoice**

This item can be stricken because the County Administrator has resolved this issue, at no cost to the County.

**Item 7. Park/Recreation Transfer/Lease**

- a. Request to transfer the Stony Creek Park to the Town of Stony Creek**
- b. Wakefield Land- Transfer-Lease Agreement**

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby directs the County Administrator and County Attorney to look at a plan to dispose of or transfer properties from Sussex County to other entities; and

FURTHER the properties being considered are (1) Stony Creek Park; (2) Wakefield Land (where dump site is located); and (3) four lots in Pocahontas (Wakefield).

Voting aye: Supervisors Caple, Fly, Futrell, Warren

Voting nay: none

Absent: John A. Stringfield

**Item 8. Appointments**

- a. Social Services Board (2 appointments): Representative from the Board of Supervisors and a representative from the Wakefield District).**

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR FLY and carried: RESOLVED that Alfred G. Futrell, 524 Moore Street, Waverly VA 23890, be appointed to the Social Services Board to represent the Board of Supervisors, for a term that runs concurrently with his elected term of office (expiring December 31, 2015).

Voting aye: Supervisors Caple, Fly, Futrell, Warren

Voting nay: none

Absent: John A. Stringfield

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby appoints Mrs. Renita Lensey, 616 Higgins Street, Wakefield VA 23888, to the Sussex Social Services Board, as a representative to the Wakefield District, term beginning immediately and expiring June 30, 2017.

Voting aye: Supervisors Caple, Fly, Futrell, Warren

Voting nay: none

Absent: John A. Stringfield

**b. Appointment Virginia's Gateway Region Board of Directors**

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby appoints Mr. Rex Davis, 612 Brentmoore Drive, Glen Allen VA 23059, to Virginia's Gateway Region Board of Directors, to fill the unexpired term of a former Board member, term expiring December 31, 2013.

Voting aye: Supervisors Caple, Futrell, Warren

Voting nay: none

Abstaining: Supervisor Fly (stated that Mr. Davis is one of his clients)

Absent: John A. Stringfield

**c. Appointment of Clerk to the Board of Supervisors**

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby appoints Mr. Thomas E. Harris as the Clerk to the Board of Supervisors.

Voting aye: Supervisors Caple, Fly, Futrell, Warren

Voting nay: none

Absent: John A. Stringfield

**d. Approval of Thomas E Harris on Bank Signature Card**

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of Thomas E. Harris' name being added as a second signature on the County's bank accounts.

Voting aye: Supervisors Caple, Fly, Futrell, Warren

Voting nay: none

Absent: John A. Stringfield

**e. Appointments to Southside Community Criminal Justice Board**

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of the appointment of Ms. Antoinette Morris, Victim Witness Director, Post Office Box 1389, Sussex VA 23884 to the Southside Community Criminal Justice Board, term beginning immediately and expiring June 30, 2017.

Voting aye: Supervisors Caple, Fly, Futrell, Warren

Voting nay: none

Absent: John A. Stringfield

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of the appointment of Mrs. Anne K. Ellis, Accounts Payable Clerk, Post Office Box

1397, Sussex VA 23884 to the Southside Community Criminal Justice Board, term beginning immediately and expiring June 30, 2017.

Voting aye: Supervisors Caple, Fly, Futrell, Warren

Voting nay: none

Absent: John A. Stringfield

**f. Southside Virginia Education Center**

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR WARREN and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of the appointment of Ms. Deborah A. Davis, Assistant to the County Administrator, Post Office Box 1397, Sussex VA 23884, to the Southside Virginia Education Board, term beginning immediately and expiring June 30, 2017.

Voting aye: Supervisors Caple, Fly, Futrell, Warren

Voting nay: none

Absent: John A. Stringfield

**g. Henry District Board of Supervisors Member Appointment**

The advertisement has been placed in the newspaper notifying the public of the vacancy on the Sussex County Board of Supervisors representing the Henry District. Interested citizens residing in the Henry District may complete an application expressing their interest and return to the County Administrator's Office by 5:00 p.m. on August 12, 2013. The Board will take action on this issue at the regular meeting scheduled for August 15, 2013.

**Item 9. Stormwater Management/Sediment and Erosion Control Status Report**

A copy of the status report is retained in the August 1, 2013 Board packet.

**Item 10. Blackwater Regional Library Contract**

County Attorney Packer reported that he has reviewed the Blackwater Regional Library contract and there are no major changes. He recommended that the Board approve the execution of the contract.

The Board tabled action on this contract until the August 15, 2013 meeting.

**Item 11. IT Person In Conjunction With School**

The County Administrator Harris reported that he has spoken with School Administration staff regarding this issue. Dr. Arthur Jarrett, Division Superintendent informed him that the current agreement with the School Division allows the County access to the contracted IT person one day a week, while the School Division will utilize the individual four days a week.

**Item 12. Insurance Policy For Phone System**

County Administrator Harris advised the Board that contrary to what has been circulating Sussex County's Insurance Policy does in fact include the phone system. What we currently do not have is a "Maintenance Contract" which has led to some issues following the recent storm.

**Item 13. School System Update – Status Report of Track Repairs**

County Administrator Harris advised the Board that the subsurface of the track has been completed and the top surface will go on as soon as the weather permits. The track will be completed before the start of school and has been enlarged from six to eight lanes.

**Item 14. County's Plan To Receive Surplus School Buildings**

The Board of Supervisors is interested in determining the timeline for turning over surplus school buildings and then developing a plan to maximize the public value of these assets.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR WARREN and carried: RESOLVED that the Sussex County Board of Supervisors hereby directs the County Administrator meet with School Administration in a coordinated effort to develop a plan, so that when the School Board is ready to transfer surplus property, the Board of Supervisors is ready to accept the property and proceed accordingly with the disposal of those properties.

Voting aye: Supervisors Caple, Fly, Futrell, Warren

Voting nay: none

Absent: John A. Stringfield

**Item 15. Animal Control Operation and Review**

County Administrator Harris reported that he is working on an Animal Control both an Operations and Review, as well as determining the validity and/or accuracy of a series of an ideal time to comprehensively review the service needs of Sussex County.

**Item 16. Sussex County Organizational Review and Recommendations**

(Note: Items 15 and 16 were considered simultaneously).

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes the County Administrator to restructure the Sussex County organizational chart and bring to the Board of Supervisors for review and approval.

Voting aye: Supervisors Caple, Fly, Futrell, Warren

Voting nay: none

Absent: John A. Stringfield

**Item 17. Courthouse Lease/Historical Society Old Courthouse Repairs/Contract Review/Lease Regarding Repair Needs**

The Board of Supervisors will review the Lease Agreement by and between the Sussex Historical Society and Sussex County and take action at the August 15, 2013 meeting.

**Item 18. Cactus Hill Project**

Cactus Hill is one of the oldest archeological sites in Virginia and it is the Board's desire to request the County Administrator to investigate the possibility/means of converting the site into a Federal Park.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR WARREN and carried: RESOLVED that the Sussex County Board of Supervisors hereby instructs County Administrator to move forward with a plan to work with the federal government to develop Cactus Hill.

Voting aye: Supervisors Caple, Fly, Futrell, Warren

Voting nay: none

Absent: John A. Stringfield

**Item 19. Repair Of Old Administration Building (Status Report)**

County Administrator Harris reported that due to unforeseen emergency circumstances, County Administration will continue to gather information on this issue; look at replacing the current roof with an A-frame roof, stripping the interior, alleviating the mold, etc.

This issue was tabled until the August 15, 2013 Board meeting.

**Item 20. Sale of All Surplus Vehicles/Equipment/Auction (Status Report)**

Staff is working on this issue and contacts have been made with the Schools to hold a joint surplus sale.

**Item 21. Sell Four Lots in Pocahontas/Wakefield District**

County Administration has been contacted by the Habitat For Humanity (Virginia Chapter) and they are still interested in building homes in Sussex County. County Administrator Harris recommended that the Board authorize staff to work with the local Virginia Chapter of Habitat for Humanity, the Virginia Department of Housing and Community Development and Mrs. Brenda Drew to determine viable options for this property as we wait for the completion of the Sussex County Housing Study.

**Item 22. Part Time Director of Finance**

**Item 23. Deputy County Administrator**

(Note: Items #22 and 23 will be handled under Item 16 (organizational review).

The Board asked for an update to be provided at the August 15, 2013 meeting.

#### **Item 24. School Board Request**

Dr. Arthur Jarrett, Division Superintendent, on behalf of the School Board is requesting that the Board of Supervisors re-appropriate \$81,231.00 from FY 2013 to FY 2014. County Administrator Harris reported that he has spoken with Dr. Jarrett, who is supportive of a policy whereby the Board would allocate, by policy any unspent funds on a 50-50 basis. As such, 50% of the funds would go back to the School Division for Capital Projects (unless requested by the School Division for other purposes) and 50% would revert to the County of Sussex.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR WARREN and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes the County Administrator to draft a formal policy regarding the School Division's unspent funds.

Voting aye: Supervisors Caple, Fly, Futrell, Warren

Voting nay: none

Absent: John A. Stringfield

#### **Citizens' Comments 7:55:57 PM**

Comments were heard from the following citizens:

Kevin Bracy, Courthouse District  
Bill Collins, Courthouse District  
Ronald Atkins, Blackwater District  
Chester Carter, Stony Creek District  
Otto Wachsmann, Stony Creek District  
Lou Savedge, Courthouse District  
Ruth Harrell, Courthouse District  
Craig Newton, Courthouse District  
Rebecca Harris  
Cecil Stainback, Animal Shelter employee

#### **Item 25. Closed Session 8:18:16 PM**

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors shall hereby enter Closed Session for a discussion regarding the Henry Technology Park, applicable Code Section 2.2-3711(A)(3), Real Estate Matters.

Voting aye: Supervisors Caple, Fly, Futrell, Warren

Voting nay: none

Absent: John A. Stringfield

**Item 26. Return to Open Session [8:53:16 PM](#)**

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

WHEREAS, the County of Sussex Board of Supervisors has convened in a closed meeting on this date pursuant to an affirmative recorded vote in accordance with the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia, 1950, as amended, requires a certification by the County of Sussex Board of Supervisors that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED that the County of Sussex Board of Supervisors hereby certifies that to the best of each member's knowledge (1) only public business matters lawfully exempt from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed meeting to which this certification applies; and (2) only such public business matters as were identified in the motion by which the closed meeting was convened, we heard, discussed or considered in the meeting to which this certification applies.

Voting aye: Supervisors Caple, Fly, Futrell, Warren

Voting nay: none

Absent: John A. Stringfield

**Item 27. Adjournment [8:54:17 PM](#)**

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the August 1, 2013 special meeting of the Sussex County Board of Supervisors is hereby adjourned.

Voting aye: Supervisors Caple, Fly, Futrell, Warren

Voting nay: none

Absent: John A. Stringfield