

Sussex County Board of Supervisors Regular Meeting
Thursday, January 18, 2024 – 6 pm
General District Courtroom – Sussex Judicial Center
15098 Courthouse Road, Sussex VA 23884

ZOOM LINK

<https://us02web.zoom.us/j/83037218950>

Meeting ID: 830 3721 8950

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1. Commencement

- 1.01 Call to Order/Determine Quorum
 - a. Approval of Board Member(s) Participating by Phone under Board Remote Participation Policy
- 1.02 The Invocation
- 1.03 The Pledge of Allegiance
- 1.04 BOS Organizational Meeting for Calendar Year 2024
 - a. Election of Chairman for Calendar Year 2024
(Chairman will turn the meeting over to the County Administrator who will conduct this election. Upon completion, the meeting will be turned over to the 2024 Chairman.)
 - b. Election of Vice Chairman for Calendar Year 2024
 - c. Establishment of dates, times and place of regular meetings
 - d. Adoption of Rules and Procedures
- 1.05 Agenda Amendment(s)
- 1.06 Approval of Regular Agenda

2. Approval of Consent Agenda

- 2.01 Approval of Minutes: December 21, 2023 Board of Supervisors Regular Meetings
- 2.02 Warrants and Vouchers
- 2.03 Treasurer’s Report & Financial Update – *for information only*
- 2.04 Departmental Reports – *for information only*
- 2.05 Treasurer Certification – Budget Amendment
- 2.06 Ambulance Equipment/Supplies Outfitting Budget Amendment
- 2.07 DMV-Select ADA Compliant Restrooms Budget Amendment
- 2.08 Sheriff Vehicle Budget Amendment

3. Recognitions/Awards/Presentation

- 3.01 FY22-23 Audit
- 3.02 Introduction of Superintendent Dr. Julius Hamlin
- 3.03 Resolution: Recognition of Ms. Arizona Sims-Curly’s Retirement – Sussex Sheriff’s Office
- 3.04 Recognition of First Responders January 11th Water Rescue Event
- 3.05 Recognition of Certified Deputy Treasurer
- 3.06 Sussex Chamber of Commerce Update/2024 Overview – Jesse Hellyer

4. Public Hearing – none

5. Appointments

(next page)→

5.01 Appointments to Sussex Service Authority Board (2)

6. Action Items

6.01 Health Department Adjusted Funding Request

7. Citizens' Comments

8. Unfinished Business – none

9. New Business – none

10. Board Members Comments

10.01 Blackwater District

10.02 Courthouse District

10.03 Henry District

10.04 Stony Creek District

10.05 Wakefield District

10.06 Waverly District

10.07 Yale District

11. Closed Session – none

12. Recess/Adjournment

12.01 Recess/Adjournment

12.02 Next Meeting, TBD



SUSSEX COUNTY BOARD OF SUPERVISORS BYLAWS AND RULES OF PROCEDURE

Adopted: February 21, 2013
Latest amendment January 18~~6~~, 2020~~4~~

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INTRODUCTION

The Sussex County Board of Supervisors **BY-LAWS** (and Rules of Procedure) were designed and adopted for the benefit and convenience of the Governing Body. Their purpose is to help the Board conduct its affairs in a timely and efficient manner. They incorporate the general principles of parliamentary procedure found in Robert's Rules of Order (Newly Revised) and applicable Virginia law. The rules of procedure do not create substantive rights for third parties or participants in proceedings before the Sussex County Board of Supervisors. Further, the Board reserves the right to suspend or amend the By-Laws/Rules of Procedure whenever a majority of the Board so determines. The failure of Board of Supervisors to strictly comply with the rules of procedure shall not invalidate any action of the Board that otherwise complies with applicable law.

SECTION 1 - PURPOSE AND PRINCIPLES OF THE SUSSEX COUNTY BOARD BY-LAWS

- A. To enable the Sussex County Board of Supervisors to transact business fully, expeditiously and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Board member;
- C. To preserve a spirit of cooperation among Board members; and
- D. To determine the will of the Board on any matter.

Section 1-1 BASIC PRINCIPLES UNDERLYING THE BOARD BY-LAWS

- A. The business of the Board of Supervisors should proceed in the most efficient manner possible;
- B. The Board of Supervisors' rules of procedure must be followed consistently;
- C. Board actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of the Board at one time;
- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every member has equal rights to participate and vote on all issues;
- G. Every member must have equal opportunity to participate in decision making;

- H. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- I. The Sussex County Board of Supervisors must act as a single governing body.

SECTION 2 -- MEETINGS

Section 2-1 When and Where Regular Meetings are Held

- A. The time and place of regular meetings of the Board shall be held in the Sussex County General District Court Room on the third Thursday of each month or other location or date as designated and duly authorized by vote of the Board.
- B. Notification compliant with Virginia Freedom of Information Act will be made to the public if changes to the date or location are made.
- C. Workshops and/or work sessions of the Board, if desired or needed, shall be held in the Sussex County General District Court Room prior to the regularly scheduled meetings or as scheduled, duly voted on by the Board and appropriately advertised. When a conflict occurs due to any legal holiday, weather conditions or other events requiring rescheduling of the regular Board Meeting, the County Administrator shall notify the Chairman of the Board of the need to reschedule to an alternative date.
- D. Notification compliant with applicable Virginia law will be made to the public if changes to the date or location are made.
- E. The time for regular meetings shall be 6:00 p.m.
- F. If a majority of the Board fails to attend within half an hour after the time appointed for any meeting, the Clerk shall enter into the minute book the names of the members present and note the adjournment for lack of a quorum.
- G. Any supervisor may request a Closed Meeting for any of the permitted areas set forth in the Code of Virginia.
- H. Members shall address only the Chair, or address each other through the Chair. A member must be recognized by the Chair before he or she shall proceed; upon being recognized, a member shall not be interrupted during his or her comments except when a point of order is called or during discussion of the issue with other Board members.
- I. Individuals interested in addressing the Board or staff shall only do so at the lectern in order for their comments to be recorded as part of the record of the meeting, and shall only address the Board through the Chair, not the audience or the applicants.

- J. The Board may hold additional meetings or work sessions at other locations and times, or may change the locations and times of regularly scheduled meetings or work sessions as it deems appropriate to do so. Notice of such additional meetings or changes to the location or time of regularly scheduled meetings or work sessions shall be provided to the public and the press as required by State Code. Additional meetings shall be referred to as “additional scheduled meetings” and shall be approved by Board of Supervisors during a regularly scheduled meeting or work session.

Section 2-1.1 Continued Meetings

- A. Unless otherwise set by the Board, regular meetings shall be continued, if necessary to the following Thursday, or to the next regularly scheduled meeting, at the same time and place as the regular meeting. If the Chairman, or Vice-Chairman in his or her absence, following consultation with the County Administrator, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting, the meeting shall be rescheduled. Such finding shall be communicated to the Board members and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

Section 2-2 Special Meetings

- A. The Board may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. A special meeting of the Board shall be called pursuant to Section 15.2-1417 of the Code of Virginia (1950), as amended.
- B. Special meetings may be called by the Chairman or any two (2) members of the Board in writing to the Clerk of the Board for the purpose stated in the notice of the special meeting. The Clerk of Board shall forthwith notify the members of the Board of the time and place designated and the purpose of the meeting. Written notice, when possible, of the special meeting shall be delivered to each member of the Board by leaving a copy thereof at his or her place of abode or place of business at least twelve (12) hours before the time scheduled for the special meeting. Only matters specified in the notice of the special meeting shall be considered unless:
- 1) All of the members of the Board are present, and
 - 2) The Board determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.
- C. Notice to the public of any special meeting shall be given contemporaneously with the notice provided the members of the Board, the County Attorney, and the County Administrator.

Section 2-3 Legal Holiday

When a regularly scheduled meeting falls on a legal holiday, the meeting shall be held on the following business day unless the meeting is canceled by a majority vote of the Board.

Section 2-4 Adjourned or Recessed Meetings

- A. A meeting of the Board is adjourned when the Board has finished its business and is bringing the meeting to a close, with the intention of holding another meeting at a later date; additionally, the Chairman may adjourn a meeting at anytime in the event of an emergency affecting the safety of those present. Generally, when a meeting of the Board is adjourned, the next meeting of the Board is preceded by opening ceremonies. A meeting of the Board is recessed when the Board takes a break between sittings and after the recess business is resumed where it left off.
- B. A properly called regular, additional scheduled, or special meeting may be recessed or adjourned to a time and place certain by a motion made and adopted by a majority of the Board in open session during the regular, additional scheduled, or special meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed or adjourned session of a properly called regular, additional scheduled or special meeting.

Section 2-5 Cancellation or Rescheduling of Meetings

A regularly scheduled meeting may be cancelled or rescheduled, in special circumstances and for the convenience of the Board, if the change would not impact an advertised public hearing or a scheduled public presentation. The Chairman and Vice-Chairman shall agree to any such change and the remaining members of the Board shall be immediately notified of the change and the reason therefore. If any member of the Board objects, the regularly scheduled meeting may proceed as originally planned. In the event that no member of the Board objects, the public and the media shall be notified promptly of the change.

Section 2-6 Organizational Meeting

- A. The first meeting in January of each year shall be known as the organizational meeting. The Clerk of Board, Parliamentarian and/or County Attorney may preside during the organizational meeting pending the election of the Chairman.
- B. The Chairman shall be elected at the organizational meeting for a term of one year.
- C. Following the election of the Chairman, he or she shall preside during the election of the Vice Chairman.
- D. Following the election of the Vice Chairman, the Board shall:

1. Establish the dates, times and places for regular meetings; and
2. Adopt its Rules of Procedure.

Section 2-7 Procedure for Election of the Chairman and Vice Chairman

- A. The Clerk of the Board, Parliamentarian and/or County Attorney may preside during the meeting at which the Chairman is elected, pending the election of the Chairman. Following the election of the Chairman, he or she shall preside during the election of the Vice Chairman.
- 1) The presiding officer shall call for nominations from the membership.
 - 2) Any Board member, after being recognized by the presiding officer, may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominees.
 - 3) After all nominations have been made the presiding officer shall close the nominating process and open the floor for discussion.
 - 4) After discussion, the presiding officer shall call for the vote
 - 5) Each member shall cast one vote for any one nominee.
 - 6) In the case of three-way race, the candidate receiving the least number of votes will be dropped from the slate of nominees, and another vote will be taken.
 - 7) A majority of those voting shall be required to elect the Chairman or Vice Chairman.
- B. The Chairman and Vice Chairman shall serve until replaced.

Section 2-8 Seating Arrangement

- A. The Chairman shall occupy the center seat with the Vice Chairman occupying the seat at his or her immediate left. The remaining members of the Board shall determine their seating arrangement by seniority with the most senior member selecting his or her seat first and the remaining members selecting their respective seats in seniority order based on years served on the Board. In the event that two (2) or more Board members have equal seniority, the selection of seating for those members shall be determined by the Chairman.

SECTION 3 -- OFFICERS

Section 3-1 Chairman and Vice Chairman

The Chairman shall preside over all meetings of the Board. The Vice Chairman serves in the absence of the Chairman. In the absence from any meeting of both the Chairman and Vice Chairman, the Board members present shall choose one of their members as temporary presiding officer.

Section 3-2 Clerk of the Board

The Clerk of the Board shall be appointed by the Board. He or she shall prepare the agenda for Board meetings, shall attend all Board meetings, and shall keep an accurate record of the proceedings.

Section 3-3 Parliamentarian

The County Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure and the Code of Virginia (1950), as amended, as may be directed by the presiding officer, or as required as a result of a point of order raised by one or more Board member. If the County Attorney is unavailable, the County Administrator shall serve as the Parliamentarian.

Section 3-4 Preservation of Order

- A. At meetings of the Board, the presiding officer shall preserve order and decorum. The presiding officer shall have the following powers:
- 1) To rule motions in or out of order, including any motion not germane to the subject under discussion or patently offered for obstructive or dilatory purposes;
 - 2) To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
 - 3) To entertain and answer questions of parliamentary law or procedure;
 - 4) To call a brief recess at any time;
 - 5) To adjourn in an emergency.
- B. A decision by the presiding officer under any of the first three (3) powers listed above may be appealed to the Board upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order. There are two (2) exceptions to this right of appeal. The presiding officer may adjourn without the Board's vote or appeal in an emergency, and he or she may

also call a brief recess without a vote at any time, when necessary to "clear the air" and thus reduce friction among the members.

SECTION 4 – AGENDA

Section 4-1 Preparation

- A. The Clerk of the Board shall prepare an agenda for the regularly scheduled meetings conforming to the agenda calendar and acting at the direction of the Chairman of the Board of Supervisors.
- B. Any Board member may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the Board meeting for which they wish the item scheduled. Board members' items shall appear using the exact language requested. The Clerk shall place requested items on the agenda for the next regular meeting or work session, as appropriate, following the request.
- C. All items which are requested to be placed on the agenda and which have not been submitted within the prescribed deadline shall be placed on the following regular work session agenda for consideration.
- D. Nothing herein prohibits the Board from adding items to the agenda, provided that such a request is in the form of a motion, voted upon by a majority of the Board. Members must use discretion in requesting the addition of items on the agenda. It is considered desirable to have items listed on the published agenda.
- E. Unless required by law, no item will be scheduled for a public hearing unless by unanimous consent or the vote of a majority of the Board to hold a public hearing on the item.
- F. Any individual or group who wishes to address the Board during a regular meeting on any item of County business shall submit a written request to be on the agenda to the Clerk of the Board by noon on the Wednesday preceding the Board meeting.

Section 4-3 Delivery of Agenda

The Board meeting package, including the agenda and related materials, shall be delivered to each member of the Board of Supervisors, ~~including the Tie Breaker~~ and the County Attorney the Friday prior to the Thursday Board meeting, if possible.

Section 4-4 Copies

The Clerk of the Board shall prepare or cause to be prepared extra copies of the meeting package and shall make the same available to the public and the press in the County Administrator's Office contemporaneous with delivery to the Board. If possible, electronic

means should be used for delivery unless paper copy is requested by Board member. Copies of the Agenda will also be available at the Board meeting.

Section 4-5 Internet

The Clerk of Board shall post the Agenda for all Board meetings on the Internet for public information as promptly as possible.

SECTION 5 -- ORDER OF BUSINESS FOR BOARD MEETINGS

Section 5-1 Order of Business

- A. At regular meetings of the Sussex County Board of Supervisors shall be held on the third Thursday of each month at 6:00 p.m.; the order of business shall generally be as follows:

After the call to order, the Invocation, and Pledge of Allegiance, the Board shall proceed to the agenda. The order of the agenda shall normally be as below, subject to rearrangement by the Chairman, absent objection by the Board:

Sussex County of Supervisors Meeting

Thursday _____

General District Courtroom – Sussex Judicial Center

15098 Courthouse Road, Sussex VA 23884

1. Commencement

- 1.01 Call to Order/Determine Quorum
- 1.02 The Invocation
- 1.03 The Pledge of Allegiance
- 1.04 Agenda Amendment(s)
- 1.05 Approval of Regular Agenda

2. Approval of Consent Agenda

- 2.01 Minutes of Previous Meeting(s)
- 2.02 Approval of Warrants and Vouchers
- 2.03 Approval, Accept & Appropriate Funds
- ~~2.03~~2.04 *Departmental Reports - for information only*

3. Recognition/Award

4. Public Hearing(s) if any

- 4.01 Public Comment
- 4.02 Board Comment
- 4.03 Action on Public Hearing Item(s)

5. Appointments

6. Action Items

7. Report of Departments

9.7. Citizens Comments

10.8. Unfinished Business

11.9. New Business

12.10. Board Members Comments

11. County Administrator's Report

13.12. Closed Session

~~13.01~~12.01 Convene Into Closed Session

~~13.02~~12.02 Reconvene to Open Session

~~13.03~~12.03 Certification

~~13.04~~12.04 Action(s) Resulting from Closed Session

14.13. Adjournment

~~14.01~~13.01 Recess/Adjournment

- B. The above order of business may be modified by the Chairman of the Board to facilitate the business of the Board.
- C. Board work sessions are less formal meetings and the agenda may be as determined by the County Administrator with review by the Chairman to best facilitate the business of the County.

Section 5-2 Consent Agenda

- A. The consent agenda shall include, by way of illustration but not limited to the following:
 - 1) Approval of minutes.
 - 2) Ordinances or resolutions that are routine.
 - 3) Final/second readings of appropriations, ordinances or resolutions which received unanimous approval upon introduction at a previous meeting.
 - 4) Any item believed by the Clerk of the Board to be routine and not controversial in nature.

- B. The consent agenda shall be introduced by a motion “to approve,” and shall be considered by the Board as a single item.
- C. There may be a short discussion of consent agenda items to answer questions or clarify a matter. There shall be no lengthy debate or discussion of a consent agenda item.
- D. Upon request of any Board member, an item shall be removed from the Consent Agenda. The item shall be considered separately after adoption of the Consent Agenda.

Section 5-3 Citizen Participation

- A. Every petition, communication or address to the Board shall be in respectful language and is encouraged to be in writing.
- B. Public Presentations
 - 1) Individuals or groups wishing to speak at a regular Board meeting shall submit a written request to the Clerk of the Board by noon on the Wednesday a week prior to the regular meeting date on Thursday.
 - 2) Public presentations shall be for the purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Board. They shall not serve as a forum for debate with the Board.
 - 3) Remarks shall be addressed directly to the Board and not to staff, the audience, or the media.
 - 4) The presiding officer shall open the Public Presentations.
 - 5) Each speaker shall clearly state his or her name and address. If the speaker is uncomfortable stating his or her address in public, he or she may provide that information privately to the Clerk of the Board after speaking.
 - 6) There shall be a time limit for each individual speaker of 2 minutes.
 - 7) A representative of a group may have up to five (5) minutes to make a presentation. The representative shall identify the group at the beginning of his or her presentation.
 - 8) There shall be no comment during Public Presentations on a matter for which a public hearing is scheduled during the same meeting.

- 9) There shall be no comment during Public Presentations on a matter that has already been the subject of a previous public hearing where no final vote has been taken.
 - 10) Any issue raised by the public which the Board wishes to consider may be put on the agenda for a future Board meeting or work session by a majority vote.
 - 11) Board members shall not discuss issues raised by the public except by consent of a majority of the Board members present.
 - 12) Once the Board has heard a presentation from an individual or organization on a particular subject, the individual or organization may not make another presentation on the same subject within three (3) months of the first presentation, except by a majority vote of the members of the Board present and voting.
 - 13) The above rules notwithstanding, members of the public may present written comments to the Board or to individual Board members at any time during the meeting. Such written comments shall be submitted through the Clerk of Board.
- C. Other than as stipulated above or during public hearings, no person shall be permitted to address the Board orally, except by permission of the Board, and such permission shall not be granted unless with the consent of a majority of the members of the Board present at such meeting.
- D. No speaker's time shall be extended except by unanimous consent or a two-thirds (2/3) vote of the Board members present.
- E. Any outside agency who desires to submit written statements for forwarding to the Board prior to a Board meeting must submit eleven (11) copies to the Clerk of Board by 4:00 p.m. on the Tuesday a week prior to the Thursday Board meeting.

Section 5-4 Prohibited Conduct

- A. Persons appearing before the Board will not be allowed to:
- 1) Campaign for public office;
 - 2) Promote private business ventures;
 - 3) Use profanity or vulgar language or gestures;
 - 4) Use language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties, however, citizens have the right to comment on the performance, conduct, and qualifications of public figures;

- 5) Make non-germane or frivolous statements;
 - 6) Interrupt other speakers or engage in behavior that disrupts the meeting including but not limited to applause, cheers, jeers, etc.;
 - 7) Engage in behavior that intimidates others;
 - 8) Address the Board on issues that do not concern the services, policies or affairs of the county.
- B. The presiding officer shall preserve order and decorum at Board meetings. He or she may order the expulsion of any person for violation of these rules, disruptive behavior, or any words or action which incites violence or disorder, subject to appeal to the Board. Any person so expelled shall not be readmitted who at a later meeting again engages in behavior justifying expulsion may also be barred from attendance at future Board meetings for a specified and reasonable period of time not to exceed six months, or upon a still subsequent expulsion a period not to exceed one year either by the presiding officer, subject to appeal to the Board, or by motion passed by the Board.

Section 5-5 Public Hearings

- A. This section of the agenda shall be for public hearings as required by County, State, or Federal law, or as the Board may direct.
- B. The presiding officer shall conduct all public hearings. The order of public hearings shall be as follows:
1. The presiding officer shall open the public hearing.
 2. Hearings shall begin with a brief presentation from a staff member and/or representative from the cognizant board, authority, commission or committee by recognizing the County Administrator. The presentation shall summarize the facts about the issue and the staff recommendation. Board members may seek clarification during the presentation.
 3. In land use cases (rezoning or conditional use permit) the applicant or his or her representative shall be the first speaker(s). There shall be a time limit of ten (10) minutes for the applicant's or his or her representative's presentation.
 4. The presiding officer shall then solicit comments from the public, asking those in favor of the proposal to speak first, and then those opposed to the proposal. Each speaker must clearly state his or her name and address. If the speaker is uncomfortable stating his or her address in public, he or she may provide that information privately to the Clerk of the Board after speaking. There shall be

a time limit of two (2) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of five (5) minutes. A speaker representing a group shall identify the group at the beginning of his or her remarks. A group may have no more than one (1) spokesperson. The Board, by unanimous consent or by a two-thirds (2/3) vote of the members present, may allow any speaker to proceed past the time limit.

5. After public comments have been received, in a land use case, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.
 6. Upon the conclusion of public comments, or the applicant's rebuttal in a land use case, the presiding officer shall close the public hearing.
- D. When a public hearing has been closed by the presiding officer, no further public comment shall be permitted. Board members, however, may direct questions to the applicant, the representative of the cognizant board, authority, commission, committee, to a speaker, or to a staff member for clarification prior to taking any vote, if a vote is in order.
- E. Following the close of the public hearing, the presiding officer may entertain a motion to dispose of the issue and the Board may debate the merits of the issue.

Section 5-6 Unfinished and New Business

- A. **Unfinished Business:** This section of the agenda shall include items of a general nature previously considered by the Board of Supervisors. After the presiding officer has stated the item for consideration, if there are any questions the County Administrator may be asked to provide a brief summary.
- B. **New Business:** This section of the agenda shall include items of a general nature to be introduced and considered by the Board of Supervisors. After the presiding officer has stated the item for consideration, if there are any questions the County Administrator may be asked to provide a brief summary.

Section 5-7 Items Not on the AgendaCounty Administrator's Report

The County Administrator will provide an update on projects and activities in the County, if any, during the Board of Supervisors meeting.

~~With the Board of Supervisors' consent, items may be added to the agenda to respond to situations and/or questions of a critical nature which have arisen after the deadline has passed for items to be placed on the agenda.~~

Section 5-8 Items not on the AgendaClosed Meetings

With the Board of Supervisors' consent, items may be added to the agenda to respond to

situations and/or questions of a critical nature which have arisen after the deadline has passed for items to be placed on the agenda.

Section 5-9 Closed Meetings

- A. Closed Meetings should only be used when the matter to be discussed is too sensitive for discussion in public and only as allowed by law.

- B. No meeting shall become a Closed Meeting until the Board of Supervisors takes an affirmative recorded vote during the open meeting.
1. The motion shall state specifically the purpose or purposes which are the subject of the closed meeting and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of Information Act, which authorizes the Closed Meeting.
 2. Members shall request the assistance of the County Attorney when making additions to the published Closed Meeting agenda.
- C. No resolution, ordinance, rule, contract, regulation or motion considered in a Closed Meeting shall become effective until the Board of Supervisors reconvenes in an open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.
- D. At the conclusion of a Closed Meeting, the Board of Supervisors shall reconvene in open meeting immediately thereafter and shall cast a vote certifying that to the best of each member's knowledge:
1. Only public business matters lawfully exempted from open meeting requirements were discussed; and;
 2. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.
 3. Any member who believes that there was a departure from the above requirements shall so state prior to the presiding officer's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place.
- E. The failure of the certification to receive the affirmative vote of the majority of the members present during the Closed Meeting shall not affect the validity or confidentiality of the Closed Meeting with respect to matters considered therein in compliance with the Freedom of Information Act.
- F. The Board of Supervisors may permit non-members to attend a Closed Meeting if their presence would reasonably aid the Board of Supervisors in its consideration of an issue.

- G. Individuals attending a Closed Meeting should respect the Board of Supervisors' decision that the subject matter is too sensitive for public discussion and should treat the Closed Meeting discussion as confidential.

SECTION 6– RULES OF PROCEDURE FOR BOARD OF SUPERVISORS MEETINGS

Section 6-1 Quorum

- A. As provided by Section 15.2-1415 of the Code of Virginia, a majority of the members of the Board of Supervisors must be present to conduct business. A quorum is a majority of the entire membership of the Board of Supervisors, including any vacant seats.
- B. Quorum refers to the number of members present at a meeting, not the number of members voting on an issue. If no quorum is present or if a quorum is lost, the Board of Supervisors can only (i) adjourn, (ii) recess, or (iii) take steps to obtain a quorum.
- C. If a quorum fails to attend any meeting, those attending may adjourn to such other time prior to the next regular meeting as they may determine and the Clerk of Board of Supervisors shall enter such adjournment in the minute book of the Board of Supervisors and shall notify absent members thereof in the same manner as required for special meetings.
- D. If the Virginia Conflict of Interests Act prevents some of the members of the Board of Supervisors from participating in an item of business, Sections 2.2-3112 and 15.2-1415 of the Code of Virginia provide that a majority of the remaining members of the Board of Supervisors shall constitute a quorum.

Section 6-2 Priority in Speaking on the Board of Supervisors

When two (2) or more members of the Board of Supervisors wish to speak at the same time, the presiding officer shall name the one to speak.

Section 6-3 Comments, Queries of Board of Supervisors Members

Boards of Supervisors members are to observe the following rules during the discussion of agenda items:

- A. The presiding officer shall keep discussion germane to the subject. Points of clarification shall be limited to questions only. The presiding officer shall rule other comments out of order.
- B. Board of Supervisors members may address questions to the County Administrator who may, if needed, ask staff present at the meeting. If requested by the County Administrator, staff members are to be at a microphone when answering Board of

Supervisors members' questions. All legal questions should be addressed to the County Attorney.

Section 6-4 Action by the Board of Supervisors

- A. Items of business will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.
- B. When a proposal is perfectly clear to all present, and the proposal will not obligate the Board of Supervisors in any manner nor finally decide an issue before the Board of Supervisors, action can be taken upon the unanimous consent of the Board of Supervisors members present, without a motion having been introduced. However, unless agreed to by unanimous consent, all proposed actions of the Board of Supervisors must be approved by vote under these rules. Silence, or the lack of spoken dissent, is taken as consent.

Section 6-5 Motions

- A. Informal discussion of a subject is permitted while no motion is pending.
- B. Any member, including the presiding officer, may make a motion.
- C. Members are required to obtain the floor before making motions or speaking, which they can do while seated.
- D. A member may make only one motion at a time.
- E. Except for matters recommended by a Board of Supervisors' committee, or as otherwise stipulated in these rules of procedure, all motions require a second and a motion dies for lack of a second.

Section 6-6 Substantive Motions

- A. A substantive motion is any motion that deals with the merits of an item of business and is within the Board of Supervisors' legal powers, duties and responsibilities.
- B. A substantive motion is out of order while another substantive motion is pending.

Section 6-7 Procedural Motions

- A. Procedural motions are those motions that the Board of Supervisors may use to "act upon" a substantive motion by amending it, delaying consideration of it, and so forth. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

- B. In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion requires the floor and a second, is debatable, may be amended, and requires a majority of the votes cast, with a quorum being present, for adoption. Procedural motions are listed below in their order of priority. If a procedural option is not listed below, then it is not available.
- 1) **To Appeal a Procedural Ruling of the Presiding Officer:** A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Board of Supervisors which shall decide the matter by majority decision. Such an appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order.
 - 2) **Motion To Adjourn:** At a meeting of the Board of Supervisors, a motion to adjourn shall always be in order. The motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. The motion is not debatable and cannot be amended.
 - 3) **To Take a Brief Recess:** This motion allows the Board of Supervisors to pause briefly in its proceedings. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending.
 - 4) **To Suspend the Rules:** The Board of Supervisors may suspend provisions of its rules of procedure. The Board of Supervisors may not, however, suspend any provisions of the rules that state requirements imposed by law on the Board of Supervisors. For adoption, a motion to suspend the rules requires unanimous consent or an affirmative vote of the majority members present.
 - 5) **To Defer Consideration:** The Board of Supervisors may defer action on a substantive motion to a more convenient time. The Board of Supervisors may use the following motions to defer consideration of a substantive motion:
 - a. The motion to “lay on the table” is used to temporarily set aside an item of business to deal with a more urgent item. Once an item of business has been laid on the table, a motion to “take from the table” is needed to bring the item back before the public body for discussion.
 - b. The motion to “postpone” delays debate on an item of business so that it may be considered at a later date. An item of business may be “postponed definitely,” when it is continued to a definite time or date or “postponed indefinitely” if no future time or date is specified in the motion. A matter that

has been postponed to a certain time or day shall be brought up again automatically when that time arrives. When a matter has been postponed indefinitely it takes an affirmative vote of a majority of the Board of Supervisors to bring the matter back for further discussion.

- c. Section 15.2-2286 of the State Code requires that a zoning petition must be “acted upon” within a “reasonable time,” not exceeding one year. The Board of Supervisors may defer action on a zoning petition for consideration at a more convenient time. However, the Board of Supervisors may not dispose of a zoning petition with a motion to postpone indefinitely.
- 6) Call the Question: The motion to call the question is not in order until every member of the Board of Supervisors has had an opportunity to speak once and the deliberation by the Board of Supervisors on an item of business has exceeded thirty (30) minutes. The motion is not amendable or debatable.
- 7) To Amend: Any substantive motion properly on the floor may be amended. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a substitute motion. A motion may be amended no more than twice. Once a motion has been offered to the Board of Supervisors, it is up to the Board of Supervisors to decide whether or not it should be changed by amendment. It is not necessary for the person making the original motion to approve of any proposed amendment to the motion.
- 8) Substitute Motion: A substitute motion shall be allowed to replace any motion properly on the floor. It shall have precedence over an existing motion and may be discussed prior to being voted on. If the substitute motion fails, the former motion can then be voted on. If the substitute motion passes, the substitute motion replaces the main motion and the matter is decided. No more than one (1) substitute motion may be made.
- 9) Withdrawal of Motion: A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.
- 10) Motion to Reconsider: The Board of Supervisors may vote to reconsider its action on a matter. The motion to reconsider must be made no later than the next succeeding regular meeting of the Board of Supervisors and can only be made by a member who voted with the prevailing side. ~~In the event of a tie vote on the original motion, any Board of Supervisors member may introduce a motion to reconsider, only if the Tie Breaker is not prepared or unable to break the tie at that meeting.~~ The motion cannot interrupt deliberation on a pending matter but is in

order when action on a pending matter concludes. A motion to reconsider may not be used in a land use decision involving a rezoning or a conditional use permit.

- 11) Motion to Prevent Reintroduction for Six (6) Months: The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption a vote of the majority of the entire membership four (4) of the Board of Supervisors. If adopted, the restriction imposed by the motion remains in effect for six (6) months. As with every other procedural motion, the motion to prevent reintroduction may be dissolved by a motion to suspend the rules.

Section 6-8 Debate

- A. The presiding officer shall state the motion and then open the floor to debate. The presiding officer shall preside over the debate according to the following general principles:
 1. The maker of the motion is entitled to speak first;
 2. A member who has not spoken on the issue shall be recognized before someone who has already spoken;
 3. To the extent possible, the debate shall alternate between proponents and opponents of the measure.
 4. A member of the Board of Supervisors may vote against his or her motion, but may not speak against his or her motion.
 5. The presiding officer may participate in the debate prior to declaring the matter ready for a vote.

Section 6-9 Duty to Vote

- A. Each member of the Board of Supervisors who is present at a meeting shall be required to vote upon all issues presented for decision unless prohibited from doing so by the Virginia Conflict of Interests Act or unless excused from voting by the other members of the Board of Supervisors. A member who wishes to be excused from voting shall state his or her reasons for abstaining and the presiding officer shall ask if any of the remaining members object. If there are any objections, the Board of Supervisors shall take a vote of the remaining members on the question of whether or not to allow the member to abstain from voting.
- B. If there is an abstention, it shall be the responsibility of the Clerk of Board of Supervisors to note the abstention and the reason for abstaining for the record.

- C. Board member's vote shall be done by roll call; one vote maybe be done by calling each member beginning at one end of the table and the next time beginning at the other end of the table on votes on permanent effects such as adopting ordinances/laws, Closes Sessions and resolutions.

Board member's vote can be voice votes for temporary actions, procedural in nature by indication of voting ae or nay.

Section 6-10 Method of Voting

- A. After debate, the presiding officer shall ensure that the motion is clear and call for the vote.
- B. All questions submitted to the Board of Supervisors shall be determined by a majority vote of the members voting on any such question, unless otherwise required by special or general law. A majority is more than half.
- C. An "affirmative vote" by a majority of the Board of Supervisors present being necessary to adopt a motion, a tie vote means that the motion has been rejected. When a motion fails on a tie vote, the "noes" prevail.
- D. All questions submitted to the Board of Supervisors for decision shall be decided by a vote of the Board of Supervisors. The presiding officer may ask for an oral vote at which time the question shall be decided by a vote of "aye" or "nay". Any member may request a roll call vote. In any case, the presiding officer shall announce the results of the vote.

Section 6-11 Decisions on Points of Order

Any Board of Supervisors member may raise a point of order without being recognized by the presiding officer. The presiding officer shall refer any point of order to the Parliamentarian. The Parliamentarian shall advise the presiding officer who shall then make a ruling on the point of order. A Board of Supervisors member may appeal the ruling of the presiding officer to the full Board of Supervisors which shall decide the matter by majority decision.

~~Section 6.12 Tie Breaker~~

~~The Tie Breaker may break a tie on any matter before the Board. Provided all members of the Board of Supervisors and the Tie Breaker are present at the meeting of the Board of Supervisors at which a tie vote on any matter occurs, the Chairman shall call upon the Tie Breaker to break the tie vote immediately upon the occurrence of the tie vote. The Chairman shall ask Tie Breaker whether he is fully advised as to the matter upon which he is to vote and whether he is prepared to cast his vote.~~

- A. ~~If the Tie Breaker is prepared to cast his vote, then he shall assume a seat with the Board of Supervisors; the Clerk shall read the question before the Board and all members, including the Tie Breaker shall cast their vote.~~
- B. ~~If the Tie Breaker is not prepared to cast his vote, then he may require the Clerk to enter an order, adjourning the meeting to some future day to be named in the minutes, not to exceed thirty (30) days. The Chairman, Tie Breaker and Clerk shall confer to select a date, time and place for an additional meeting and the Chairman shall announce the decision to be recorded in the minutes. If the Chairman determines that the question upon which the tie occurred is not urgent in nature, then the question shall be carried to the next regular meeting.~~
- C. ~~If all members are not present at a meeting at which a tie vote occurs, then the question shall be carried to the next regular meeting. The Clerk shall promptly notify the Tie Breaker that a tie vote occurred and request his attendance at the next regular meeting. At the next regular meeting, the Clerk shall read the question and all members shall vote. If a tie vote occurs again, then the Chairman shall call upon the Tie Breaker to break the tie.~~
- D. ~~Notwithstanding subsection (B), if a tie occurs on a procedural matter and the Tie Breaker is not prepared or unable to cast the deciding vote immediately, then the Chairman shall follow these Bylaws and continue with the order of business.~~

SECTION 7 – BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

Section 7-1 Appointments to Boards, Authorities, Commissions, and Committees

- A. Members of boards, authorities, commissions and committees shall be appointed by an affirmative vote of a majority of the members of the Board of Supervisors to serve specified terms as may be deemed to be appropriate by the Board of Supervisors.
- B. Ad hoc committees, such as special task forces, may be created from time to time, for specific purposes, as determined by the Board of Supervisors.

Section 7-2 Standing Committees Roles and Guidelines

- A. Finance Committee: A Finance Committee should be appointed by the Chairman promptly after each annual meeting. It shall be the duty of this committee to assist in preparing budgets for the fiscal year beginning July 1st, prior to submission to the Board of Supervisors for action. The Board may assign and/or refer fiscal matters to this Committee for implementation, review and/or recommendation.
- B. Personnel Committee: A Personnel Committee shall be appointed by the Chairman promptly after each annual meeting. It shall be the duty of this committee to assist in

drafting policies and procedures for county staff, for the Board of Supervisors consideration. The Board may assign or refer other personnel related issues to this committee for review and/or recommendations.

- C. Other Committees may be established by the Board of Supervisors to facilitate the effective operations of the Board.

SECTION 8 – GENERAL OPERATING POLICY

Section 8-1 Numbering and Indexing of Resolutions and Ordinances

It shall be the responsibility of the Clerk to number and index all resolutions and ordinances adopted by the Board of Supervisors. The resolutions shall be numbered consecutively, and use the last two digits of the calendar year. Example: for the first resolution in January, 2013, the resolution number would be shown as: #R-13 – 01. Ordinances shall also be numbered consecutively.

Section 8-2 Minutes of the Board of Supervisors Meetings

The minutes of the Board of Supervisors meetings shall reflect the official acts of the Board of Supervisors. They shall provide a summary of discussion and record Board of Supervisors votes. Minutes shall be considered for approval within a reasonable time after the meeting they record.

Section 8-3 Amending the Rules of Procedure

These rules may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of the majority members of the Board of Supervisors.

Section 8-4 Special Rules of Procedure

The Board of Supervisors may adopt its own special rules of procedure to cover any situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a majority of a quorum of the Board of Supervisors.

SECTION 9 – REMOTE PARTICIPATION AND EMERGENCY MEETING POLICY

I. Remote Participation with Quorum Physically Assembled (Virginia Code §2.2-3708.3):

1. Remote Participation

- a. It is the policy of the Board of Supervisors ("Board") that individual members may, with the approval of a quorum that is physically assembled, participate in meetings by electronic communications means as permitted by Virginia Code Section 2.2-3708.2. A Board member who seeks to participate electronically must notify the Chair on or before the day of the meeting that:
 - i. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
 - ii. The member has a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance;
 - iii. The member's principal residence location more than 60 miles from the meeting location; or
 - iv. The member has a personal matter and identifies with specificity the nature of the personal matter.
- b. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
- c. Arrangements must be made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location.

2. Process to approve or disapprove remote participation

- a. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, or because their principal residence is located more than 60 miles from the meeting location the Board shall record in its minutes: (1) the Board's approval of the member's remote participation; and (2) a general description of the remote location from which the member participated. The remote location need not be open to the public.
- b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter, and a general description of the remote location from which the member participated. The remote location need not be open to the public.
- c. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

3. Strict and Uniform Application

This policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

II. Emergency Meetings Without Quorum Physically Assembled (Virginia Code §2.2-3708.2):

The Board may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency pursuant to Virginia Code Section 44-146.17 or the County has declared a local state of emergency pursuant to Virginia Code Section 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is provide for the continuity of operations of the County or the discharge of the Board's lawful purposes, duties, and responsibilities.

In so convening a public meeting, the Board shall:

1. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
2. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing (if already used by the County); and
3. Provide the public with the opportunity to comment at such when public comment is customarily received.

The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

AMENDMENTS

<u>Date Amended</u>	<u>Section</u>	<u>Reference</u>
April 3, 2013	Section 6-7(10) (added language)	Motion to reconsider, as it relates to the Tie Breaker
April 3, 2013	Section 6-9(C) (added language)	Roll Call Vote
January 21, 2016	Section 5-1(A) (removed initial language and replaced with new)	Order of Business
January 21, 2016	Section 6-12 (added entire section)	Tie Breaker
January 19, 2017	Section 2-1(B) (changed language) Section 2-1(E) (changed start time) Section 2-1(F) (removed public hearing advertisement) Section 5-1(A) Adopt Remote Participation Policy	Meetings Order of Business
January 18, 2018	Section 2-1(E) (changed start time)	Meetings
January 3, 2019	Section 2-1 (E) (corrected start time) Section 4-3 (Added language for delivery of Board package) Section 5-1(A.8) (corrected time)	Meetings Delivery of Agenda Order Business (Citizens' Comments)
January 16, 2020	Section 2-1 (E) (Change Start Time & remove end time) Section 5.1 (A) (Change time) Section 5.1(A) 8 Delete Citizens' Comment Time Section 6-9(C) Added language and voice votes	Meetings Order of Business Roll Call Vote

<p><u>January 18, 2024</u></p>	<p><u>Section 2 (added 2.04 Departmental Reports</u></p> <p><u>Section 4-3 (remove reference to tie breaker)</u></p> <p><u>Section 5-7 Add County Administrator's Report; renumber other Section 5 items after Sec. 5-7</u></p> <p><u>Section 6-7(10) (remove reference to tie breaker)</u></p> <p><u>Section 6-12 (remove tie breaker section)</u></p> <p><u>Added Section 9 (revised electronic Participation)</u></p>	<p><u>Departmental Reports</u></p> <p><u>Delivery of Agenda</u></p> <p><u>County Administrator's Report</u></p> <p><u>Procedural Motions</u></p> <p><u>Tie Breaker</u></p> <p><u>Remote participation and Emergency Meeting Policy</u></p>

Remote participation policy for Sussex County Board of Supervisors -

Mark Flynn
5 January 2017

It is the policy of Sussex County Board of Supervisors that individual board members and tie-breaker may participate in meetings of Board by electronic means as permitted by Virginia Code § 2.2-3708.1. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. Whenever an individual member wishes to participate from a remote location, the law requires a quorum of the Board to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. When such individual participation is due to an emergency or personal matter, such participation is limited by law to two meetings or 25 percent of the meetings of the public body per member each calendar year, whichever is fewer.

§ 2.2-3708.1. Participation in meetings in event of emergency or personal matter; certain disabilities; distance from meeting location for certain public bodies.

A.— A member of a public body may participate in a meeting governed by this chapter through electronic communication means from a remote location that is not open to the public only as follows and subject to the requirements of subsection B:

1.— If, on or before the day of a meeting, a member of the public body holding the meeting notifies the chair of the public body that such member is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, and the public body holding the meeting records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated. If a member's participation from a remote location is disapproved because such participation would violate the policy adopted pursuant to subsection B, such disapproval shall be recorded in the minutes with specificity.

Such participation by the member shall be limited each calendar year to two meetings or 25 percent of the meetings of the public body, whichever is fewer;

2.— If a member of a public body notifies the chair of the public body that such member is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the public body records this fact and the remote location from which the member participated in its minutes; or

3.— If, on the day of a meeting, a member of a regional public body notifies the chair of the public body that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting and the public body holding the meeting records in its minutes the remote location from which the member participated. If a member's participation from a remote location is disapproved because such participation would violate the policy adopted pursuant to subsection B, such disapproval shall be recorded in the minutes with specificity.

B.— Participation by a member of a public body as authorized under subsection A shall be only under the following conditions:

1. The public body has adopted a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation, subject to the express limitations imposed by this section. Once adopted, the policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting;

2.— A quorum of the public body is physically assembled at the primary or central meeting location; and

3.— The public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

Sussex County

It is the policy of the Board of Supervisors that individual Board members may participate in meetings of Board of Supervisors by electronic communication means from a remote location that is not open to the public only as permitted by Virginia Code § 2.2-3708.1, as amended, and this policy. This policy shall apply strictly and uniformly to the entire membership and without

regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. An individual member may participate from a remote location only if a quorum (4 members) of the Board of Supervisors is physically assembled at the primary or central meeting location, and the Board has made arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. Remote participation in a meeting due to an emergency or personal matter may be approved only if, before 12:00 noon on the day of the meeting, the requesting member notifies the Chairman of the Board that such member is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter. Remote participation in a meeting due to a temporary or permanent disability or other medical condition may be approved only if, before 12:00 noon on the day of the meeting, the requesting member notifies the Chairman of the Board that such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance. As required by law, in the event of any such participation by a member from a remote location, the Board shall record in its minutes the specific nature of the emergency, personal matter, temporary or permanent disability or other medical condition, and the location from which the Board member participated remotely. As required by law, remote participation that is due to an emergency or personal matter shall be limited in each calendar year for each individual member to two (2) meetings or 25 percent of the meetings of the Board, whichever is fewer. This limitation shall apply separately with respect to the meetings of each of the Board's Standing Committees. An individual member's request for participation from a remote location under this policy shall be considered approved upon communicating the request to the Chairman of the Board, pending review by the County Attorney for compliance with the Code of Virginia and this policy. If a member's participation from a remote location is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

**At a Regular Meeting of the
Sussex County Board of Supervisors
Held in the General District Courtroom on
Thursday, December 21, 2023 at 6 pm**

BOARD MEMBERS PRESENT

C. Eric Fly, Sr.
Alfred G. Futrell
Wayne O. Jones
Susan B. Seward
Rufus E. Tyler, Sr.
Steve White, Tie Breaker

BOARD MEMBER ABSENT

Debbie P. Jones

STAFF PRESENT:

Richard Douglas, County Administrator
David Conmy, Deputy County Administrator/
Economic Development Director
Danielle Powell, County Attorney
Ellen G. Boone, Commissioner of the Revenue
Deste J. Cox, Treasurer
Ernest Giles, Sheriff
Michael Kessinger, Captain
Kelly W. Moore, Finance Director
Titiana D. Nicholson, CSA Coordinator
Michael Poarch, Planner
Vincent Robertson, Commonwealth's Attorney
Nick Sheffield, Emergency Services Chief
Regina Sykes, Chief Deputy Commonwealth's Attorney
Shilton R. Butts, Asst. to the County Administrator/
Clerk to the Board of Supervisors

1. Commencement

1.01 Call to Order/Determine Quorum (6:15 p.m.)

Chairman W. Jones called the December 21, 2023 regular meeting of the Sussex County Board of Supervisors to order.

1.02 The Invocation

Vice Chair Seward offered the Invocation.

1.03 The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

1.04. Agenda Amendments

County Administrator Douglas requested to add under Item 3. Recognition, as Item 3.03 Recognition of outgoing Commonwealth's Attorney, moving the other items down. He also added under Item 11. Closed Session, as Item 11.01(b) Economic Development.

Vice Chair Seward inquired about hiring a lobbyist for PILOT. County Administrator Douglas requested to add under Item 8. Unfinished Business, as Item 8.02 the Hiring of Lobbyist for PILOT.

1.05. Approval of Regular Agenda

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve the December 21, 2023 regular agenda as amended to include (1) adding under Item 3. Recognitions/ Awards/Presentation, as Item 3.03 Recognition of outgoing Commonwealth's Attorney, moving the other items down; (2) adding as Item 8.02 the Hiring of Lobbyist for PILOT and; (3) adding under Item 11. Closed Session, as Item 11.01(b) Economic Development.

All Board members present voted aye.

2. Approval of Consent Agenda

ON MOTION OF SUPERVISOR SEWARD, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Consent agenda inclusive of the following: (a) November 16, 2023 regular Meeting minutes; (b) the Approval of Warrants and Vouchers; (c) the Treasurer's Report and Financial Update; (d) Departmental Reports; (e) Additional Funds for Ambulance Purchase Budget Amendment; (f) End of Year Leave Extension Request; (g) Temporary CSA Spending Cap; and (h) Draft FY25 Budget Planning Calendar. All Board members present voted aye.

3. Recognitions/Awards/Presentation

3.01 The Improvement Association Head Start Program Holiday Musical Performance

Ms. Keisha Kelly, the Head Start Director and Parent as Teacher Administrator, attended. Ms. Kelly thanked the Board for all that they had done for the Improvement Association on behalf of the Improvement Association, staff, families and customers served. The Improvement Association recognized the dedication in the support provided. The Improvement Association was grateful to serve the citizens of Sussex County and provide comprehensive services to make sure everyone had the opportunity to become successful and self-sufficient.

A handout was provided that displayed the Improvement Association's Sussex County Head Start Classrooms Fall 2023 Classroom Scoring System (CLASS) scores. CLASS is the measure tool

that used to assess the interactions occurring within classrooms. The tool looks at emotional support, classroom organization, and instructional support that occurs to foster a positive, loving and learning environment. The data provide comparison scores of the Improvement Association's Sussex Head Start classrooms and Nationwide classrooms.

There was data provided that displayed the Teaching Strategies Outcome Report for the components within the implemented Creative Curriculum. The data display the amount of students that are below, meeting, or exceeding the benchmarks set within the curriculum. As the school year progress, the data will show an increase of emotional and academic knowledge.

The Sussex Improvement Association Head Start students closed the presentation singing Christmas carols for the Board of Supervisors.

3.02 RESOLUTIONS: Recognizing Outgoing Board of Supervisors Members (The Honorable Susan Seward and the Honorable Debbie Jones)

Outgoing Board of Supervisors members Susan Seward and Debbie Jones were recognized by resolution for their service to the County.

Copies of the resolutions were provided to the Board.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approved the resolution for Honorable Susan Seward for her service on the Sussex County Board of Supervisors, to-wit:

WHEREAS, the Honorable Susan B. Seward began serving on the Board of Supervisors for the Blackwater District on January 1, 2016; and

WHEREAS, Supervisor Seward untiringly devoted eight years to the County and its communities exhibiting leadership that will continue to have a growing impact far beyond her term of office; and

WHEREAS, Supervisor Seward was voted Vice Chair of the Board of Supervisors at its 2016 organizational meeting January 21, 2016; and

WHEREAS, Supervisor Seward went on to be voted as Chair of the Board of Supervisors at its 2017 organizational meeting, serving for six years through December 31, 2022 until her announcement of relocation, wherein returning to serve as Vice Chair.

WHEREAS, Supervisor Seward , through the performance of her duties and responsibilities as a member of the Board of Supervisors, has made excellent and constructive contributions for the betterment of the County and improvement of a wide range of County operations.

THEREFORE BE IT RESOLVED that the Sussex County Board of Supervisors hereby recognizes and expresses sincere appreciation and thanks to the Honorable Susan B. Seward for her service to Sussex County and the Blackwater District.

BE IT FURTHER RESOLVED that the Board of Supervisors wishes the HONORABLE SUSAN B. SEWARD the best on her future endeavors.

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of this board meeting this 21st day of December, 2023.
All Board members present voted aye.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approved the resolution for Honorable Debbie Jones for her service on the Sussex County Board of Supervisors, to-wit:

WHEREAS, the Honorable Debbie P. Jones began serving on the Board of Supervisors for the Stony Creek District on January 1, 2020; and

WHEREAS, served on the Personnel Committee for four years; and

WHEREAS, Supervisor Jones has earned the admiration and high regard of those with whom she has come in contact; and

WHEREAS, Supervisor Jones has demonstrated her deep and genuine love for the Stony Creek District and the overall County; and

WHEREAS, Supervisor Jones has always placed her concern for the public as a priority.

BE IT RESOLVED that the Sussex County Board of Supervisors hereby recognizes and expresses sincere appreciation and thanks for her service to the County.

BE IT FURTHER RESOLVED that the Board of Supervisors wishes the HONORABLE DEBBIE P. JONES the best on her future endeavors.

BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the minutes of this Board meeting this 21st day of December, 2023.
All Board members present voted aye.

3.03 RECOGNITION: Outgoing Commonwealth's Attorney Vincent Robertson

Commonwealth's Attorney Vincent Robertson attended the meeting. He stated that as of December 31, 2023, he would be the former Commonwealth's Attorney. CWA Robertson thanked the Board and the County Administrator for the support given and the opportunity to work with Sussex County. He noted that he began employment at the height of COVID-19.

CWA Robertson introduced the incoming Commonwealth's Attorney Regina Sykes. Commonwealth's Attorney-elect Sykes' term will begin January 1, 2024. CWA Robertson stated that the CWA-elect Sykes practiced in the Commonwealth's Attorney offices in Portsmouth and Newport News, as well as private practice.

Commonwealth's Attorney-elect Sykes greeted everyone. She stated that it was her pleasure, as well as her privilege to serve the community and constituents of Sussex County. She stated that she was excited to get to know everyone on the Board. She thanked Sheriff Giles and his team. She looked forward to working together to protect the citizens of Sussex. She noted that she shared some of things she would like to do with the County Administrator. She hoped that she would have the opportunity to return to the Board to discuss those things. She advised that effective January 1, 2024, the Commonwealth's Attorney office would have a website up and running, a community Facebook page and Instagram the CWA office would be posting to keep everyone updated on what's going on in the Commonwealth's Attorney office.

3.04 RESOLUTION: Recognition Montaque Gilliam's Retirement

Montaque Gilliam retired November 1, 2023 after serving 25 years with Sussex County in the Building and Grounds Department.

The Board, fellow co-workers, and County Administration expressed their appreciation and extended their congratulations to Mr. Gilliam on his retirement.

A copy of the Resolution honoring Montaque Gilliam was included in the Board packet.

Ms. Ellen G. Boone accepted the Resolution and thanked the Board on behalf of Mr. Gilliam. Mr. Gilliam arrived and thanked the Board and County for the opportunity to work for the County.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Board approves and adopts the resolution honoring Mr. Montaque M. Gilliam on his retirement, to-wit:

WHEREAS, on November 1, 2023, Montaque M. Gilliam, retired from Sussex County's Public Works Building and Grounds Department; and

WHEREAS, he began his career part-time in late 1998 in the Building and Grounds Department until he was hired full time in 1999; and

WHEREAS, Mr. Gilliam was promoted to Building and Grounds Supervisor in 2007; and

WHEREAS, with over the 25 years of dedicated service, Mr. Gilliam displayed the highest example of character, ethics, morals, and unselfish service; and

WHEREAS, Mr. Gilliam, who is a humble person, didn't mind helping anyone or working with his staff to get the job done; and

WHEREAS, Mr. Gilliam will take with him a wealth of knowledge about the history and grounds of the Sussex County Administration complex.

BE IT RESOLVED that the Sussex County Board of Supervisors hereby recognizes and extend our congratulations to Mr. Montaque M. Gilliam on his retirement and wishes him the best in his future endeavors. NOW, THEREFORE BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the minutes of this Board meeting this 21st day of December, 2023. All Board members presented voted aye.

28:19

3.05 Stony Creek Wastewater Treatment Plant Needs (John Grey - The Wooten Company) and Sussex Service Authority Response (Frank Irving)

County Administrator Douglas provided a brief background that shortly after he started with tJohn Grey with the Wooten Company present a summary of their evaluation of the Stony Creek Wastewater Treatment Plant completed in 2021 (Work Order #8, Stony Creek WWTP Capacity Evaluation Study, attached for your review), as well as potential next steps for moving forward with increasing wastewater capacity in the Stony Creek area. At the request of Board member-elect Tom Baicy, Frank Irving with the Sussex Service Authority will share the SSA's position on this issue. No action is requested at this time, unless the board desires to move forward with the Wooten Company preparing a preliminary engineering report (PER) as the next step in the process.

The Summary of 2021 Stony Creek Wastewater Treatment Plant (WWTP) Capacity Eval Study presentation included the purpose of 2021 Study; summary of the study; and the possible next steps,

The purpose of the study include (1) with Berkley Group, estimate population growth if sewer were available; (2) Estimate future wastewater capacity needs based on population growth; (3) Evaluate existing capacity of Stony Creek WWTP; and (4) provide rough cost for WWTP expansion.

The estimated population projection for the next 20 years (2021-2041) for the Service Area. A map was provided to show service boundary and connected addresses, planning area address and Stony Creek planning Boundary and the Town of Stony Creek.

The Berkley Group completed a population projection showing the population and housing units from 2010 to 2020 with five-year projections. It also noted change based on Census of 2019 Tract and existing annual change.

The current commercial wastewater flows are approximately 27,300 GPD. The current residential wastewater flows are approximately 17,700 GPD. A total projected service area flow was provided for Residential, Commercial and Industrial for 2020, 2030 and 2040 for total design flow and peak hydraulic flow.

Estimate future wastewater capacity needs were based on the projections, the 20-year capacity needed is nearly 5.5 times that of the current WWTP's capacity (218,000 GPD/40,000 GPD). Therefore, the existing WWTP cannot meet the future projected needs and an expansion of

capacity is needed.

Permit expansion was requested by Sussex Service Authority for 150,000 GPD and 225,000 GPD.

Replacement WWTP would need to meet the limits provided in that expansion permit which was not received until after completion of the study.

There was discussion of the evaluation of existing Stony Creek WWTP. The existing WWTP is a lagoon system currently permitted for a capacity of 40,000 GPD.

The monthly flow for the WWTP influent from July 2018 – Nov 2020:

Table 1: WWTP Influent Flow (values in gpd)			
	2018	2019	2020
Average Daily Flow, ADF:	45,930	46,334	40,927
Maximum Monthly Flow, MMF:	51,817	57,229	54,850
Peak Daily Flow, PDF:	–	–	89,000
Percent of 0.40 MGD Capacity:	115%	116%	102%
Percent of 0.60 MGD Capacity:	77%	77%	68%

Table 2: WWTP Effluent Flow (values in gpd)			
	2018	2019	2020
Average Daily Flow, ADF:	37,114	35,217	33,709
Maximum Monthly Flow, MMF:	49,736	51,822	56,657
Peak Daily Flow, PDF:	89,724	75,876	89,217
Percent of 0.40 MGD Capacity:	93%	88%	84%
Percent of 0.60 MGD Capacity:	62%	59%	56%

Once the WWTP exceeds 95% of capacity (38,000 GPD) with the monthly average for more than 3 months **in a row**, then a Plan will have to be submitted within 90 days.

The Cost for Expansion of Stony Creek WWTP was provided. The summary memo reviewed the costs for a possible WWTP utilizing SBR process. The proposed plant was estimated in phases: Phase 1 – 150,000 GPD and Phase 2 – 225, 000 GPD.

The WWTP phase 1 would include 2 -75,000 GPD SBR units and phase 2 would add a third 75,000 GPD unit. Cost opinion for the SBRs was provided by Aqua-Aerobics Systems, Inc. GPD.

The rough Cost Opinion for Phase 1 in 2021 was \$7.2 million. The rough Cost Opinion for Phase 2 in 2021 was \$1.3 million. These costs do not include any improvements to the sewer collection system. These costs were based on assumed limits as the letter from DEQ had not been received at the time of the report

Possible next steps included: (1) Determine location of WWTP; (2) Verify size of plant desired; (3) Determine funding for WWTP, possibly – USDA, DEQ and/or other; (4) Based on funding, complete a Preliminary Engineering Report (PER); (5) High Inflation has occurred since the completion of the report so the PER would include an updated Cost Opinion; (6) Obtain funding approval of PER and proceed to Design; and (7) Procure Engineer for Design and Construction Services

An aerial map was provided showing the influent screen, chlorination contact chamber, aearator controls, Otis Blower Building

Mr. Frank Irving, Sussex Service Authority (SSA), thanked the Board for the opportunity to present. The SSA is a proprietary fund. They are there to maintain and operate and make sure their rates are there to maintain and operate. He stated that the SSA had been to the Board of Supervisors many times and advised the Board that Stony Creek is an issue. They did not have, at that time, the funding capacity. If any economic development, the County would have to partner with them. Mr. Irving stated that he never stated that the County would have to pay 100%. He stated the report Mr. Grey provided didn't include other options other than building another WWTP. He stated that they have hired engineers that have provided estimates of, for a plant today, closer to \$10-12 million.

The Town of Stony Creek has 142 customers. They have a total of 1,800 total residential customers. There are a total of 2,300 customers counted as commercial. He stated that if they burden where all of their customers share the burden of \$10-\$12 million, it would be approximately \$35 to \$50 added a month to each customer's sewer bill to cover that debt service.

Mr. Irving stated the capital project that SSA are responsible is to maintain their lines. He stated that the CHA firm has come up with some different ways that they could prolong this. He stated that they had a much cheaper way to "kick the can down the road", so to speak to see what happens.

He stated that SSA water system is about 65,000 gallons per day. He doesn't think that they can get any more water. He stated to put a plant in now, he doesn't see how it would benefit. He stated that they were not using half of the water basically.

Mr. Kearns, with SSA, stated they could pull 48 million gallons out the ground without a groundwater permit. They are using 24 million gallons annually. They have plenty of water in Stony Creek.

Mr. Irving stated that they were considering other alternatives. They were considering funding PR themselves through CHA. They were looking at two other options, which he would let Mr. Kearns address because he could answer the technical aspects. They were also looking at Inflow and Infiltration (I&I).

Mr. Kearns stated that he had been with the Sussex Service Authority for 13 years. Before the SSA, he worked in the County for 13 years. He stated that when he first came to the SSA, Stony Creek was close to their limit. He stated that the permit condition says that once you've reach 95%

of your influent capacity for three consecutive months, you have to submit a plan of are you going to design a new plan and how are you going to fix. Mr. Kearns stated that they have told Department of Environmental Quality (DEQ) a hand full of times that they have done this. From July 2019 to November 2023, the average influent of this timeframe to the plant is 35,973 gallons a day. The effluent is only 27,595 gallons a day. They are lagoons. Some five years prior, they went out and looked for I&Is. He stated the system seemed fairly tight. He didn't see a lot of signs of infiltration in the manholes.

Mr. Kearns stated shortly after the County Administrator began working at the County, a potential developer came to Stony Creek and was going to purchase one of the big farms an purchase property on Main Street to develop a project in Stony Creek. The potential developer needed 60,000 gallons of water per day. The developers need of 60,000 gallons and SSA's use of 40,000 would place the need of water to over 100,000 gallons a day. He reached out to Aqua Aerobics where they came up with the numbers of 150,000 and 225,000. At the time, SSA had submitted a permit renewal application to DEQ. They modified the permit renewal application to add two tiers so that SSA could expand to 150,000 gallons a day, with two 75,000 gallon tanks and reactors.

Mr. Kearns stated that they increased their permits from 40,000 gallons per day to 60,000 a day, but when DEQ came back with the revised permits, they lowered the limits. The lagoons they received the permits, DEQ had lower the gallons. The lagoon wouldn't take the treatment.

He stated that if someone builds a plant, they will turn it over to SSA to manage it.

There was inquiry as whether would stop allowing lagoon systems.

There was discussion of the future of the County being on Interstate 95.

There was discussion of an Equalization Plant. There was discussion of affordability.

Mr. Irving advised that as of July 1, 2024, debt service will reduce by \$780,000 a year.

Mr. Kearns advised that their contract with DOC expires June 30, 2038.

Wooten's Work Order #8 was included in the Board packet.

ON MOTION of SUPERVISOR FLY, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorize the County Administrator to organize a meeting in January with the County, Sussex Service Authority, Stony Creek Town Council and all of the consultants to meet and develop a plan.

All Board members present voted aye.

3.06 RECOGNITION: Michael Poarch Certified Zoning Official Certificate

County Administrator Douglas recognized Planner Michael Poarch for receiving his Certified Zoning Official (CZO) certification through the Virginia Association of Zoning Officials. On December 6, Mr. Poarch passed a comprehensive exam covering legal and technical aspects of planning and zoning. Mr. Poarch was commended for receiving the CZO credential and for an

outstanding job serving the public each day, complimenting the planning team contracted through the Berkley Group.

4. Public Hearings

4.01 Additional Appropriation/Budget Amendments to Meet Children's Services Act (CSA) Cost

A public hearing was scheduled to consider a budget amendment for increased funding for the Children Services Act Program for the current fiscal year (required by law because the amendment exceeds one percent of the adopted County operating budget for the current fiscal year).

County Administrator Douglas thanked Ms. Nicholson for taking on the CSA Coordinator position back in July 2023. He noted that there was a lot to learn. A lot of progress has been made.

Ms. Titiana Nicholson, the CSA Coordinator, provided an overview of the standing of the CSA program and the need of the additional appropriation.

Ms. Nicholson stated that Sussex County has experienced a significant increase in the number of foster children in the CSA program. She advised that the program started out with four children. They currently have 36 children in the CSA Program, resulting in additional CSA-related expenses. The cost of service and the room and board and basic needs of the foster care children has increased.

Ms. Nicholson stated that a request for a budget appropriation is being made for the CSA Department, in the amount of \$957,540, of which, \$297,232 reflects Local funds, and \$660,308 reflects State funds. She noted, just as a reminder, the County processes all CSA-related invoices, but the State Office of Children's Services (OSC) reimburses approximately 3/4 of the expenses paid.

County Administrator Douglas stated it is common for counties to appropriate additional funds for CSA expenses during a fiscal year, based on the number of children receiving services and the types and costs of services being provided.

Staff recommended the approval of the budget amendment increasing the appropriation of state and local funds to the County's CSA Fund.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby open the Public Hearing for additional appropriation/budget amendments to meeting Children's Services Act (CSA) costs. All Board members present voted aye.

There were no Public Comments.

Board members comments were heard from Chairman W. Jones, Vice Chair Seward and Supervisor Fly.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors hereby closed the Public Hearing. All Board members present voted aye.

Copies of Budget Amendment #23-100, Email dated October 2, 2023 from Carol Wilson (OSC), 2023 Foster Care Maintenance Rate Increase with signed Budget, and copy of the Public Hearing Advertisement were included in the Board packet.

ON MOTION OF SUPERVISOR SEWARD, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve Budget Amendment Resolution #23-100 increasing the appropriation of state and local funds to the County's CSA Fund. Resolution #23-100 FY24 Budget Amendment;

BE IT RESOLVED by the Sussex County Board of Supervisors that the following budget amendment for the CSA fund be and hereby is made for the period of July 1, 2023 through June 30, 2024.

This resolution will appropriate local reserve and state funds to the CSA FY24 annual operational budget.

FUND # 110 CSA

FUND REVENUE Fund 135 Local	\$297,232
<u>Fund 100 State</u>	<u>\$660,308</u>
Total Revenues	\$957,540

EXPENDITURE

Fund 110 CSA	<u>\$957,540</u>
Total Expenditures	\$957,540.

All Board members present voted aye.

5. Appointments

There were no appointments.

6. Action Items

There were no Action items.

7. Citizens' Comments

There were no Citizens' comments.

8. Unfinished Business

Item 8.01 Stony Creek Volunteer Rescue Squad ERP Compliance Plan of Action

County Administrator Douglas stated that summarized from the November meeting, it was identified that the response times during the weeknight hours of the Stony Creek area exceeds the 20-minute designated response time. County Administrator Douglas stated that, to Mr. Steve White's point, the average 24-hour puts the response time at approximately 20 minutes.

The County Administrator's summary provided in the Board packet stated that staff was directed to gather additional data reflecting evening response times for both the Waverly and Stony Creek EMS coverage areas. While the County's adopted emergency response plan requires a maximum 20-minute response to EMS calls (90 percent of the time), staff has determined that weeknight response, provided by SCVRS members, has consistently exceeded this response time over the past several months. As indicated at the November board meeting, SCVRS has countered that ERP compliance should be measured on 24-hour average response, in which case average response for SCVRS is approximately 20 minutes. As indicated on the attachment, the current contractor would charge approximately \$280,000 annually to provide coverage for weeknight hours (weeknights between 7 pm and 7 am are currently covered by SCVRS). The contractor has indicated a two-month need to accommodate this additional staffing, as well as additional station accommodations. (Staff and SCVRS are discussing these requested accommodations).

Stony Creek Volunteer Rescue Squad (SCVRS) response time and ERP compliance were discussed at the November regular Board meeting after initial discussion at the October 25th Finance Committee meeting. Supervisor Fly requested SCVRS to provide an ERP compliance plan of action (consistent with language in the adopted ERP that states that staff should identify and work to address these deficiencies on a quarterly basis).

Chairman W. Jones stated that at the last meeting, Emergency Services Chief Sheffield was supposed to meet/reach out to Captain Steve White. It was his understanding that the Board (or at least he) had agreed to wait. Input from all parties was not been heard. The data received/included for Stony Creek was not a good timeframe to base response times to evaluate response time, because it was during a transition of services.

Nick Sheffield, Emergency Services Chief, stated that on October 16, 2023, he sent an email requesting two and a half years (30 months) of historical data, which would have been data up to July of 2023. He noted that reporting software changed a couple of times during the year from one reporting software to ESO software which most are currently using. He noted that he had stated that he wasn't sure of the transition of both rescue squads. He was trying to obtain historical data for the Board.

He stated that he received data from Captain White that evening with attachments. He stated that it was basically the same attachments. He noted that there were four attachments. He noted that he had not received data requested at the last meeting. He doesn't have anything new, data-wise, to offer the Board an update. He stated that the time period would need to be addressed if it was a longer response time.

Mr. Sheffield stated that they were trying to stay fair. He noted the one constant with SCVRS is Monday through Friday evenings from 7 p.m. to 7 a.m. He stated that this was the one consistently staffed volunteer shift.

Mr. Sheffield stated that he received CAD data from Dispatch. He stated that it was a lower number that was in that timeframe.

There was discussion of better response time of paid staff or volunteer staff from their home. There discussion of addressing/fixing the front-end time, out-the-door time, which could be accomplished in several ways. There was also brief discussion on travel time.

There was discussion of Mutual Aid.

Chairman W. Jones recommended tabling this item.

There was discussion of paid staff on the east side of the County due no volunteers. There was a brief discussion of the 2-year plan and spending. It was noted that the Board was to provide resources needed to save the citizens' lives. Mr. Sheffield and the Rescue Squads Captains (??) were to provide their expertise.

Captain Steve White stated that, right now, SCVRS doesn't cost the County anything. They are not a burden to the County. He stated that last time SCVRS came before the Board, \$1,500 during the Pandemic--all volunteers. He stated that SCVRS had 10 volunteers during the Pandemic, when everyone were wearing masks, going out. He noted SCVRS was of value. Didn't care about response time. Then, Life Star left during the Pandemic. SCVRS made it work. They were all over the County. Now, all of a sudden, there's an issue. Captain White stated that SCVRS has a mutual aid with Greensville County. He discussed Mutual Aid Agreement with the closest locality.

Captain White stated that he had met with Emergency Service Chief Sheffield. He discussed actual, true 911 calls. Captain White noted that there is a lot of education that needs to go out around the County in the 911 System. Captain White stated that they discussed putting a Quick Response vehicle on the road, wherein you would leave from home and go directly to the call until the ambulance arrives. He discussed volunteers taking a backseat to a paid crew. He noted that t volunteers would be lost.

Captain White advised that SCVRS had seven EMTs and seven drivers.

There were inquiry of the number of volunteers in Stony Creek. It was noted that there were approximately 10 volunteers. ESC. Sheffield inquired of separation between providers and drivers for SCVRS. Captain White stated it's about five EMTs and eight drivers. There was inquiry, as with the number of volunteers, could the volunteer sacrifice one night a week at the station, so that calls are coming from the station. Captain White stated that subject was discussed. He recommends sending a First Response vehicle. He noted that it was discussed that if the volunteer lived less than 10 miles from the station, that volunteer could stay at home. If you lived further

than 10 miles, they would need to stay at the station or be in close proximity to respond in two to three minutes.

There was discussion of call volume for Stony Creek, which is approximately 800-900 calls. It was estimated that Waverly Rescue Squads has approximately 1,900 calls.

There was discussion of disparity in response time of 40 or 45 minutes of whether the data is separated for call times for true emergencies. It was noted that calls aren't separated. It was noted that the State doesn't separate calls.

There was discussion of potentially legal action if there is a bad outcome. It was stated that it should be the Rescue Squads responsibility, because they are licensed by the State.

ESC Sheffield stated that there had been discussions with Prince George and Southampton counties. There was discussion of the use of mutual aid and, if the County has a resource versus outsourcing from a neighboring County, leaving them without a resource based on the call.

There was discussion of EMS and Fire Department. There was discussion of travel to Stony Creek, Wakefield and Waverly. There was discussion of, other than cost, the downside of a paid crew from 7 p.m. to 7 a.m. in Stony Creek.

Supervisor Fly stated that he has citizens concerned in the Courthouse District of the response time for Stony Creek.

There was discussion of the need of a second crew in Waverly.

County Administrator Douglas stated that the County was paying for ALS. There was resource density. There was discussion of placing a night crew midway in the County.

A copy of ESS Pricing Sheet for Stony Creek Expansion was included in the Board packet.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve adding an additional paid crew in Stony Creek location from 7 p.m. to 7 a.m.

Voting aye: Supervisors Fly, Seward

Voting nay: Supervisors Futrell, W. Jones

Abstained: Supervisor Tyler

The motion failed.

There was discussion of 24/7 crew in Waverly. There was inquiry as to what happens between 9 p.m. and 9 a.m. It was noted that this was the peak time of calls in Waverly. There was inquiry of who covers Waverly during this time. It was stated that another paid crew covers Stony Creek.

There was inquiry of Stony Creek from Monday through Friday, there are volunteers from 7 p.m. to 7 a.m. Paid staff are in place from 7 a.m. to 7 p.m. and 24 hours paid staff on Saturday and Sunday.

Captain White stated that he had not received any calls of complaints. Nobody called him. The State called and advised of an anonymous there no finds or violations.

It was discussed that if they are waiting to develop a plan and provide it to the Board, the Board waits to have that plan presented to the Board for review, after which, they would meet with the Finance Committee.

Supervisor Fly stated that the first motion was to call the question. He stated that that motion failed. He stated he was repeating his motion.

There was clarification of additional help and not doing away with volunteers if hiring a paid crew in Stony Creek. There was inquiry of placing a crew at Courthouse; and, whether there was bunkrooms.

Supervisor Fly made the motion, seconded by Supervisor Seward to authorize the hiring of a paid crew in Stony Creek from 7 p.m. to 7 a.m.

Supervisor Tyler made a substitute motion.

There was discussion of adding an additional paid crew somewhere in the County and let the Chief make the decision of where to place the crew.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves allow staff to get data and develop a plan, present it to the Board for review; after which the Finance Committee could make a recommendation for next steps.

Voting aye: Supervisors Futrell, W. Jones, Tyler

Voting nay: Supervisors Fly, Seward

8.02 Hiring of Lobbyist

Vice Chair Seward stated that Sussex County is included in the Governor's proposed budget, not for a reinstatement Payment in lieu of Taxes (PILOT) for Sussex or anyone else. County is in the Department of Corrections (DOC) budget as a standalone line item. Vice Seward read, that, but in effect, the Governor proposes to give Sussex County \$500,000 in this budget year and the next budget year. Hopefully, it would be a recurring line item within DOC. Vice Chair stated every budget is different.

Vice Chair Seward stated that at least the County is looking at least a \$1,000,000 in the Governor's budget dedicated to EMS provision in the County to help offset what the County is spending in EMS provision at the now Sussex I prison. Vice Chair Seward stated that, in effect, they did not

reinstate the Payment in lieu of Taxes for the County or anybody, but because of the lobbying efforts in Sussex, the Governor offered a \$1 million to the County.

Vice Chair Seward noted that she, Supervisor Fly, County Administrator Douglas and Deputy County Administrator/Economic Development Director Conmy worked very hard. The County was notified that they were in the budget the previous week.

Vice Chair stated that the Board discussed at the October meeting, hiring additional auxiliary lobbying assistance at the General Assembly. She noted that most counties have their own full time lobbyist for that County; however, Sussex County does not have their own lobbyist. She stated that if the County was going to be successful, the County has to get it in the Senate and House of Delegates Budgets, as well, to be successful. It has to be in all three budgets. She stated that the budget was not her area of expertise. Vice Chair Seward noted that Supervisor Tyler requested to table the item previously, until the County was certain that they were in the Governor's budget. Supervisor Tyler clarified that he was referring to Payment in lieu of Taxes.

Vice Chair Seward stated that she wanted to revisit the topic. She stated she believed that County Attorney Gore had spoken with the County Administrator regarding the process.

County Administrator Richard stated that County Attorney Gore advised that it would be handled as a Small Purchase Solicitation. If the Board approved going forward, the solicitation prepared by County Attorneys Gore and Powell could be sent directly to a few firms. Firms could be selected from this process. The County Attorneys would prepare a contract for the selected firm. County Administrator Douglas stated that this could be delegated administratively with a cap, if so desired o placed on the January agenda.

Supervisor Tyler made a substitute motion to use the small purchase solicitation with a cap of \$20,000.

It was clarified that the discussion in October was regarding PILOT. It wasn't dealing with emergency services. There was a discussion of getting someone that understands the General Assembly and is a good lobbyist. The timeframe of the amount of time of completing the legwork.

Supervisor Fly stated that Senator Lucas requested that the County work with Senator Lashreese Aird and Delegate Don Scott.

There was discussion of the cost cap. There was discussion of the process of selecting of a lobbyist. County Attorney Powell clarified the difference between the process of an RFP versus the Small Purchase Policy and its response time.

County Attorney Powell advised that the County have a Small Purchase Policy in place. The cost could not exceed that cap. It was stated that the cost would be a fraction of that cap.

Supervisor Tyler recommended a cap of \$20,000. Supervisor Tyler made the motion for the \$20,000 cap.

Vice Chair Seward made a substitute motion.

ON MOTION OF SUPERVISOR SEWARD, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve the use of the Small Purchase Policy for up to \$25,000 to procure a lobbyist to help the County get the \$1,000,000. All Board members present voted aye.

It was discussed that the Board needed to know whom the lobbyist selected. It was recommended to the County Administrator to be very specific about the relationship/experience with the Budget Committees and budget staff, as well as the amount and nature of budget work budget done and your success rate.

9. New Business

There was no New Business.

10. Board Member Comments

10.01 Blackwater District - Vice Chair Seward stated that it had real and fun; thanked everyone for the honor and privilege of eight years on the Board of Supervisors.

10.02 Courthouse District – none

10.03 Henry District – Sign on I95, for hunters, if dog is lost to call the State or your Board member. The Board should be prep; know what the issue. Trespassing

10.04 Stony Creek District – absent

10.05 Wakefield District – Wished everyone a Merry Christmas. Asked Board members and citizens not to charge his actions on the Board to his heart. He's a straight up guy and transparent. He tells the truth and wants to see the best things for the citizens.

10.06 Waverly District – Wished everyone a Merry Christmas; told Ms. Seward it was good working with her.

11. Closed Session

11.01 Convene to Closed Session

ON MOTION OF SUPERVISOR FLYL, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors convene to Closed Session to (1) discussion or disposition the conveyance of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, applicable Virginia Code Section 2.2-3711(A)3, related to property in the County; and (2) Discussion concerning a prospective industry or the expansion of an industry where no previous

announcement has been made of the industry's interest in locating or expanding its facilities in the County; applicable Virginia Code Section 2.2-3711(A)5, economic development.

11.02/11.03 Reconvene to Open Session/Certification

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby 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, the Sussex County Board of Supervisors hereby approves adoption of resolution for certification, to-wit:

WHEREAS, 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 Fly, Futrell, W. Jones, Seward, Tyler

Voting nay: none

Absent: Supervisor D. Jones

11.04 Action Resulting from Closed Session, if any

ON MOTION OF SUPERVISOR SEWARD, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors hereby approved the County Administrator and Emergency Services Chief to enter in an agreement and purchase W. Main Street and Lobb Shop Road property for the fire station.

Voting aye: Supervisors Fly, Futrell, W. Jones, Seward, Tyler

Voting nay: none

Absent: Supervisor D. Jones

12. Adjournment

12.01 Adjournment

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the December 21, 2023 regular meeting of the Sussex County Board of Supervisors hereby adjourned at 10:40 p.m. All Board members present voted aye.

12.02 Next Meeting

The next regular Board of Supervisors meeting is scheduled to be held, Thursday, January 18, 2024 at 6 p.m.

DRAFT

January 18, 2024

WARRANTS & VOUCHERS SUMMARY

TOTAL ALL WARRANTS FOR APPROVAL	\$	641,804.43
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TOTAL ALL VOID CHECKS FOR APPROVAL	\$	-
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ACCOUNTS PAYABLE WARRANTS:	CHECK NO.	AMOUNTS	PROCESS DATE
FOR MONTH OF December 2023	226794-226854	\$ 144,112.55	1-Dec-23
	226855-226893	\$ 205,399.63	8-Dec-23
	226959-226964	\$ 300.00	13-Dec-23
	226965-226998	\$ 99,581.27	15-Dec-23
	226999-227002	\$ 300.00	15-Dec-23
	227014	\$ 200.00	19-Dec-23
	227015-227057	\$ 82,259.23	21-Dec-23
Total Regular Warrants		\$ 532,152.68	

PAY. DEDUCTION WARRANTS:	CHECK NO.	AMOUNTS	PROCESS DATE
FOR MONTH OF December 2023	226894-226933	\$ 8,485.00	8-Dec-23
	226934-226944	\$ 58,329.42	8-Dec-23
	227003-227013	\$ 56,473.25	12/15/2023
Total Payroll Deduction Warrants:		\$ 123,287.67	

CSA WARRANTS:	CHECK NO.	AMOUNTS	PROCESS DATE
FOR MONTH OF December 2023	226945-226958	\$ 181,545.83	12/13/2023
Total CSA Warrants:		\$ 181,545.83	

ACH PAYMENTS	CHECK NO.	AMOUNTS	PROCESS DATE
		\$ -	
		\$ -	
Total ACH Deduction Warrants:			
TOTAL VOUCHERS & WARRANTS FOR APPROVAL		\$ 836,986.18	

VOIDED	CHECK NO.	AMOUNTS	PROCESS DATE
		\$ -	
		\$ -	

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
226794	1960 ACI PAYMENTS, INC.	000	12/01/2023	2,820.98	.00
226795	923 ALL SEASONS, TERMITTE &	000	12/01/2023	95.00	.00
226796	1917 AMAZON CAPITAL SERVICES	000	12/01/2023	478.32	.00
226797	1746 AMERICAN HOUSING SPECIAL	000	12/01/2023	1,821.40	.00
226798	1011 ANTHEM BLUE CROSS & SHIELD	000	12/01/2023	1,245.74	.00
226799	14 ATLANTIC ELECTION	000	12/01/2023	4,065.10	.00
226800	383 BENJ. FRANKLIN PRINTING CO	000	12/01/2023	397.65	.00
226801	1676 BERKLEY GROUP	000	12/01/2023	9,212.00	.00
226802	2196 BRIGHTPOINT COMMUNITY COL	000	12/01/2023	943.00	.00
226803	183 BRITT'S SERVICE CENTER	000	12/01/2023	39.90	.00
226804	738 BUTLER'S TOWING AND	000	12/01/2023	45.00	.00
226805	1368 CAS SEVERN, INC.	000	12/01/2023	2,680.00	.00
226806	1485 CENTRAL AGRIBUSINESS	000	12/01/2023	61.60	.00
226807	1630 CHENEY BROTHERS	000	12/01/2023	3,020.84	.00
226808	1998 CITY OF HOPEWELL, VA	000	12/01/2023	5,600.00	.00
226809	2055 COMMONWEALTH CALIBRATIONS	000	12/01/2023	150.00	.00
226810	20 COWLING BROTHERS	000	12/01/2023	632.55	.00
226811	20 COWLING BROTHERS	000	12/01/2023	260.82	.00
226812	1074 COX, DESTE	000	12/01/2023	106.97	.00
226813	871 CRYSTAL SPRINGS	000	12/01/2023	98.41	.00
226814	1613 CUSTOM CLEANERS	000	12/01/2023	132.00	.00
226815	510 D. O. C. FARMER'S MARKET	000	12/01/2023	413.75	.00
226816	193 DEPART OF MOTOR VEHICLES	000	12/01/2023	1,075.00	.00
226817	1651 DOCUMENT SYSTEMS	000	12/01/2023	231.47	.00
226818	1840 EVIDENT, INC.	000	12/01/2023	371.18	.00
226819	1692 FERRELIGAS	000	12/01/2023	991.26	.00
226820	1637 HALEY FORD SOUTH	000	12/01/2023	4,059.93	.00
226821	1097 ID NETWORKS	000	12/01/2023	1,800.00	.00
226822	885 JARRATT FAST SHOP	000	12/01/2023	72.00	.00
226823	1550 KINEX NETWORKING SOLUTION	000	12/01/2023	1,350.00	.00
226824	2066 MESSIER, SAREESE	000	12/01/2023	161.07	.00
226825	1813 MOTOROLA SOLUTIONS	000	12/01/2023	12,931.77	.00
226826	1963 NATIONAL BAND & TAG CO	000	12/01/2023	1,005.48	.00
226827	1835 NICHOLSON, TITIANA	000	12/01/2023	1,207.82	.00
226828	2057 PARHAM, RAVEN	000	12/01/2023	42.00	.00
226829	1246 PHILLIPS TELECOMMUNICATION	000	12/01/2023	492.55	.00
226830	2176 R. W. BAKER & CO. FUNERAL	000	12/01/2023	800.00	.00
226831	2152 RADIO COMMUNICATION OF VI	000	12/01/2023	172.80	.00
226832	2083 READ'S UNIFORMS INC.	000	12/01/2023	1,679.91	.00
226833	2083 READ'S UNIFORMS INC.	000	12/01/2023	1,109.53	.00
226834	1023 RICOH USA, INC.	000	12/01/2023	464.65	.00
226835	2092 SIMMONS, CHESTNEY	000	12/01/2023	53.40	.00
226836	1975 STAPLES, INC.	000	12/01/2023	220.18	.00
226837	942 SUSSEX MINI MART	000	12/01/2023	8.49	.00
226838	2198 T-MOBILE USA INC.	000	12/01/2023	50.00	.00
226839	2173 TERRY'S COLLISION CENTER	000	12/01/2023	3,520.22	.00
226840	1822 TFEITSWELDING, LLC	000	12/01/2023	450.00	.00
226841	1831 THOMPSON UNLIMITED INC.	000	12/01/2023	1,199.00	.00
226842	80 TRI CITY OFFICE PRODUCTS	000	12/01/2023	263.89	.00
226843	2182 UNMANNED VEHICLE TECHNOLO	000	12/01/2023	1,875.00	.00
226844	39 VERIZON WIRELESS	000	12/01/2023	327.17	.00
226845	2197 VERIZON WIRELESS SERVICES	000	12/01/2023	170.00	.00

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
226855	1917	AMAZON CAPITAL SERVICES	000	12/08/2023	1,199.69	.00
226856	9	BAI MUNICIPAL SOFTWARE	000	12/08/2023	3,792.00	.00
226857	10	BANK OF SOUTHSIDE VA	000	12/08/2023	482.59	.00
226858	2041	BRANTLEY, LEAH	000	12/08/2023	100.00	.00
226859	183	BRITT'S SERVICE CENTER	000	12/08/2023	15.00	.00
226860	2042	BROWN VIOLA	000	12/08/2023	75.00	.00
226861	738	BUTLER'S TOWING AND	000	12/08/2023	168.71	.00
226862	1485	CENTRAL AGRIBUSINESS	000	12/08/2023	46.20	.00
226863	510	D.O.C. FARMER'S MARKET	000	12/08/2023	341.65	.00
226864	1931	DAVENPORT & COMPANY LLC	000	12/08/2023	27,555.65	.00
226865	1651	DOCUMENT SYSTEMS	000	12/08/2023	1,000.53	.00
226866	84	DOMINION VIRGINIA POWER	000	12/08/2023	82,489.12	.00
20 ACH					1,265.43	.00
226867	1418	FUTRELL, ALFRED G.	000	12/08/2023	75.00	.00
226868	2084	GRAY, BARBARA	000	12/08/2023	2,333.66	.00
226869	1747	HERC RENTALS INC.	000	12/08/2023	344.00	.00
226870	1705	J.D. POWER	000	12/08/2023	10,000.00	.00
226871	111	JARRATT VOL. FIRE DEPT	000	12/08/2023	75.00	.00
226872	1983	MID-ATLANTIC PEST AND LAW	000	12/08/2023	291.80	.00
226873	1187	OWEN PRINTING COMPANY	000	12/08/2023	89.00	.00
226874	829	PURCHASE POWER	000	12/08/2023	356.41	.00
226875	999999	RAILEY, BENJAMIN B.	000	12/08/2023	3,790.00	.00
226876	2083	READ'S UNIFORMS INC.	000	12/08/2023	75.00	.00
226877	1555	RICKMOND GENERAL CONTR.	000	12/08/2023	291.80	.00
226878	2043	ROGERS, EARL	000	12/08/2023	89.00	.00
226879	1488	RFS FOODSERVICE	000	12/08/2023	3,104.00	.00
226880	1709	SCHULTZ LAWNSCAPES, INC.	000	12/08/2023	13,156.70	.00
226881	1618	SHRED-IT USA, LLC	000	12/08/2023	275.39	.00
226882	1975	STAPLES, INC.	000	12/08/2023	451.78	.00
226883	67	STONY CREEK PHARMACY	000	12/08/2023	590.46	.00
226884	480	STONY CREEK VOLUNTEER	000	12/08/2023	10,000.00	.00
226885	686	SUSSEX SOCIAL SERVICES	000	12/08/2023	731.00	.00
226886	1831	THOMPSON UNLIMITED INC.	000	12/08/2023	54.00	.00
226887	1833	TRANSUNION RISK & ALTERNA	000	12/08/2023	3,433.07	.00
226888	1995	TRUIST BANK	000	12/08/2023	150.00	.00
226889	2156	UNITED SITE SERVICES OF M	000	12/08/2023	535.00	.00
226890	2050	VIRGINIA AMERICAN WATER C	000	12/08/2023	23.00	.00
226891	310	WHITE, STEVE E.	000	12/08/2023	967.93	.00
226892	1408	WITMER PUBLIC SAFETY GRP.	000	12/08/2023	224.83	.00
226893	1966	WOOTEN COMPANY, THE	000	12/08/2023	35,381.75	.00
		CLASS TOTAL			205,399.63	.00
		ACH TOTAL			82,489.12	.00
		CHECK TOTAL			122,910.51	.00
		EPY TOTAL			.00	.00
		FINAL TOTAL			205,399.63	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 205,399.63- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

12.8.23
 DATE

12-8-23

12/8/23

Kelly P. [Signature]
 DIRECTOR OF FINANCE

[Signature]
 Director of Finance

A/P CHECK REGISTER
Check Date - 12/13/2023

API00B 12/13/2023 SUSSEX COUNTY
TIME-15:13:16

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
226959	999999	EVANGELINE POARCH JONES	000	12/13/2023	50.00	.00
226960	999999	GEORGE CHRISTOPHER PRUITT	000	12/13/2023	50.00	.00
226961	999999	JENNIFER JARRATT-COOKE	000	12/13/2023	50.00	.00
226962	999999	LISA CHAPPELL GETTIER	000	12/13/2023	50.00	.00
226963	999999	Milton Reed, Sr	000	12/13/2023	50.00	.00
226964	999999	PAUL R. FENWICK	000	12/13/2023	50.00	.00
		CLASS TOTAL			300.00	.00

ACH TOTAL .00

CHECK TOTAL 300.00 *K*

EPY TOTAL .00

FINAL TOTAL 300.00 .00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 300.00 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

12.15.23
DATE

12/15/2023
DATE

Kelly J. Jones
DIRECTOR OF FINANCE

Documented by
Richard Dwyer
ADMINISTRATION

Desie J. Cox
DESIE J. COX, TREASURER

AP100B 12/15/2023 SUSSEX COUNTY
 TIME-11:41:16

A/P CHECK REGISTER
 Check Date - 12/15/2023

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
226965	1917	AMAZON CAPTIAL SERVICES	000	12/15/2023	2,639.08	.00
226966	183	BRITT'S SERVICE CENTER	000	12/15/2023	1,168.75	.00
226967	1251	CABIN POINT VETERINARY	000	12/15/2023	1,324.81	.00
226968	1251	CABIN POINT VETERINARY	000	12/15/2023	1,539.77	.00
226969	1251	CABIN POINT VETERINARY	000	12/15/2023	1,585.47	.00
226970	1251	CABIN POINT VETERINARY	000	12/15/2023	1,683.60	.00
226971	728	CARQUEST OF WAKEFIELD	000	12/15/2023	508.78	.00
226972	1485	CENTRAL AGRIBUSINESS	000	12/15/2023	61.60	.00
226973	1630	CHENEY BROTHERS	000	12/15/2023	2,877.52	.00
226974	20	COWLING BROTHERS	000	12/15/2023	24.08	.00
226975	1185	DISPUTANTA ANIMAL HOSPITA	000	12/15/2023	700.33	.00
226976	902	DOC FARMER'S MARKET	000	12/15/2023	167.05	.00
226977	1651	DOCUMENT SYSTEMS	000	12/15/2023	76.73	.00
226978	84	DOMINION VIRGINIA POWER	000	12/15/2023	6.83	.00
226979	2157	EMERGENCY SOLUTIONS, INC.	000	12/15/2023	66,960.00	.00
226980	1937	EMPORIA MEDICAL ASSOCIATE	000	12/15/2023	275.00	.00
226981	2184	HINES, YOLANDA	000	12/15/2023	113.87	.00
226982	1616	INTRENSIC LLC	000	12/15/2023	10,874.27	.00
226983	1213	LEETE TIRE & AUTO CENTER	000	12/15/2023	806.76	.00
226984	129	LOGAN SYSTEMS, INC	000	12/15/2023	672.49	.00
226985	1943	MARK D. MILITANA MD PC	000	12/15/2023	375.00	.00
226986	999999	MCLEAN, TRISTAN	000	12/15/2023	83.48	.00
226987	1983	MID-ATLANTIC PEST AND LAW	000	12/15/2023	75.00	.00
226988	999999	NEWMAN, MICHAEL	000	12/15/2023	217.80	.00
226989	1187	OWEN PRINTING COMPANY	000	12/15/2023	156.00	.00
226990	1787	SIMPLE COM	000	12/15/2023	50.00	.00
226991	1975	STAPLES INC.	000	12/15/2023	323.31	.00
226992	2022	STAR2STAR COMMUNICATIONS, L	000	12/15/2023	222.67	.00
226993	1215	SUSSEX COUNTY SCHOOL	000	12/15/2023	461.10	.00
226994	942	SUSSEX MINI MART	000	12/15/2023	146.10	.00
226995	87	VAN CLEEF AUTO PARTS INC	000	12/15/2023	5,404.39	.00
226996	1365	WILLIAM COLLIE	000	12/15/2023	50.00	.00
226997	1644	XEROX FINANCIAL SERVICES	000	12/15/2023	149.63	.00
226998	1987	3P TRADING COMPANY, LLC	000	12/15/2023	315.00	.00
		CLASS TOTAL			99,581.27	.00
		ACH TOTAL			.00	
		CHECK TOTAL			99,581.27	.00
		EPY TOTAL			.00	
		FINAL TOTAL			99,581.27	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 99,581.27 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

12/15/23

DATE
12/15/2023

12/15/23
DATE

Keyez 3/12/23
 DIRECTOR OF FINANCE
 Debra J. Cox
 COUNTY ADMINISTRATION
Debra J. Cox
 DESTE J. COX, TREASURER

AP100B 12/15/2023 SUSSEX COUNTY
TIME-13:45:50

A/P CHECK REGISTER
Check Date - 12/15/2023

ActPd - 2023/12 PAGE 1

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
226999	BARBARA JACKSON ELDER	000	12/15/2023	50.00	.00
227000	CAROLYN COOPER WRIGHT	000	12/15/2023	50.00	.00
227001	DAVID DOBIE PRINCE	000	12/15/2023	50.00	.00
227002	SANDRA J. BLUNT	000	12/15/2023	150.00	.00
	CLASS TOTAL			300.00	.00

ACH TOTAL .00

CHECK TOTAL 300.00

EPY TOTAL .00

FINAL TOTAL 300.00 .00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 300.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

12.15.23

DATE
12/15/2023

DATE
12/15/23
DATE

Richard Douglas
 DIRECTOR OF FINANCE
 COUNTY OF SUSSEX ADMINISTRATION
Deste J. Cox
 DESTE J. COX, TREASURER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
227014	2089	VIRGINIA ELECTORAL BOARD	000	12/19/2023	200.00	.00
		CLASS TOTAL			200.00	.00
		ACH TOTAL			.00	
		CHECK TOTAL			200.00	
		EPY TOTAL			.00	
		FINAL TOTAL			200.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 200.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

12.19.23
DATE

12-19-23
DATE

12/19/23
DATE

Kelly...
DIRECTOR OF FINANCE

Rachel...
COUNTY ADMINISTRATION

Deste J. Cox
DESTE J. COX, TREASURER

AP100B 12/21/2023 SUSSEX COUNTY
TIME-15:10:34

A/P CHECK REGISTER
Check Date - 12/21/2023

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
227015	1917 AMAZON CAPITAL SERVICES	000	12/21/2023	1,454.79	.00
227016	300 BATTERY BARN OF VA INC	000	12/21/2023	72.00	.00
227017	1676 BERKLEY GROUP	000	12/21/2023	10,595.50	.00
227018	2183 BOLLINGER, KIM	000	12/21/2023	115.80	.00
227019	738 BUTLER'S TOWING AND	000	12/21/2023	467.10	.00
227020	1251 CABIN POINT VETERINARY	000	12/21/2023	1,065.25	.00
227021	728 CARQUEST OF WAKEFIELD	000	12/21/2023	91.74	.00
227022	1485 CENTRAL AGRIBUSINESS	000	12/21/2023	46.20	.00
227023	999999 CLOX HEALTH	000	12/21/2023	87.23	.00
227024	1449 CONVERGENT TECHNOLOGIES	000	12/21/2023	359.00	.00
227025	2053 COV DESIGNS	000	12/21/2023	171.62	.00
227026	871 CRYSTAL SPRINGS	000	12/21/2023	449.00	.00
227027	983 DELL MARKETING L.P.	000	12/21/2023	725.00	.00
227028	193 DEPT OF MOTOR VEHICLES	000	12/21/2023	182.25	.00
227029	1651 DOCUMENT SYSTEMS	000	12/21/2023	5,289.72	.00
227030	84 DOMINION VIRGINIA POWER	000	12/21/2023	3,246.85	.00
227031	84 DOMINION VIRGINIA POWER	000	12/21/2023	491.18	.00
227032	1840 EVIDENT, INC.	000	12/21/2023	892.55	.00
227033	1692 FERRELLGAS	000	12/21/2023	907.50	.00
227034	1144 FIDELITY ENGINEERING CORP	000	12/21/2023	434.00	.00
227035	2030 FLORES & ASSOCIATES,LLC	000	12/21/2023	70.39	.00
227036	276 GREENSVILLE COUNTY WATER	000	12/21/2023	2,333.66	.00
227037	1747 HERC RENTALS INC.	000	12/21/2023	220.45	.00
227038	49 JARRATT HARDWARE	000	12/21/2023	182.60	.00
227039	390 KUSTOM SIGNALS, INC	000	12/21/2023	53.96	.00
227040	1433 LOWE'S	000	12/21/2023	225.00	.00
227041	1983 MID-ATLANTIC PEST AND LAW	000	12/21/2023	1,541.04	.00
227042	164 PITNEY-BOWES, LLC	000	12/21/2023	822.32	.00
227043	61 PRINCE GEORGE ELECTRIC	000	12/21/2023	272.92	.00
227044	618 QUILL CORPORATION	000	12/21/2023	1,704.87	.00
227045	1226 R.M. WILKINSON OIL CO,INC	000	12/21/2023	1,988.00	.00
227046	832 ROTO-ROOTER	000	12/21/2023	287.64	.00
227047	1772 SAM'S CLUB DIRECT	000	12/21/2023	93.88	.00
227048	162 SOUTHSIDE ELECTRIC COOPER	000	12/21/2023	2,034.01	.00
227049	1904 SUFFOLK ENERGIES INC	000	12/21/2023	115.77	.00
227050	1766 SYKES, REGINA	000	12/21/2023	128.98	.00
227051	1002 THE SUPPLY ROOM	000	12/21/2023	198.02	.00
227052	87 TYLER, RUFUS	000	12/21/2023	557.82	.00
227053	1601 VAN CLEEF AUTO PARTS, INC	000	12/21/2023	20.00	.00
227054	873 W.S.CAMPBELL TOWING & REP	000	12/21/2023	3,170.81	.00
227055	2135 WASTE MANAGEMENT OF	000	12/21/2023	14,283.71	.00
227056	2158 WEX INC	000	12/21/2023	23,491.60	.00
227057	1644 WILBERT WILLIAMS AND SONS	000	12/21/2023	553.08	.00
	2013 XEROX FINANCIAL SERVICES	000	12/21/2023	410.42	.00
	2013 1-800-PACK-RAT,LLC	000	12/21/2023	82,259.23	.00
	ACH TOTAL			14,717.71	
	CHECK TOTAL			67,541.52	
	EPY TOTAL			.00	
	FINAL TOTAL			82,259.23	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 82,259.23- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

12.21.23
12/21/2023

Keely M. Jones
 Keely M. Jones
 Registered Professional

West G. Cox
 West G. Cox

12/22/23

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DEC 12 2023

PAGE 1

ACCOUNTING DEPARTMENT
SUSSEX COUNTY

001

PR100C RPT RUN TIME- 14.49.05 RPT RUN DTE- 12/08/2023 CHECK REGISTER PR END DATE-2023/12/16

EMPL#	NAME	SOC. SEC.	CHECK#	NET PAY
000605	BANKS, BARBARA	XXX-XX-7560	226894	180.00
000662	BONNER, MOLLIE T	XXX-XX-0941	226895	180.00
000489	BROWN, VIOLA D.	XXX-XX-1596	226896	180.00
000654	CAHOON, MELINDA K	XXX-XX-5877	226897	200.00
000798	CLAIBORNE, CONNIE L	XXX-XX-2181	226898	180.00
000154	CLARKE, SUSIE A	XXX-XX-0012	226899	180.00
000794	CONNER, REBECCA B	XXX-XX-2719	226900	180.00
000540	CORL, CHRISTINE C	XXX-XX-7587	226901	180.00
000649	DAVIS, ALEXANDER JR	XXX-XX-3571	226902	180.00
000480	DAVIS, CORLISS W.	XXX-XX-4659	226903	200.00
000504	ELDER, BARBARA A	XXX-XX-8597	226904	800.00
000702	FENWICK, PAUL R	XXX-XX-7285	226905	200.00
000606	FORD-WESTBROOK, GAIL	XXX-XX-9840	226906	800.00
000488	GARY, POLLY U	XXX-XX-8302	226907	180.00
000515	GILES, HATTIE S.	XXX-XX-1034	226908	200.00
000661	GILES, PAULINE E.	XXX-XX-4294	226909	180.00
000602	GILL, AMANDA L	XXX-XX-6373	226910	200.00
000206	GOODE, JACQUELINE W	XXX-XX-1908	226911	180.00
000599	GOODE, MARIAN	XXX-XX-0805	226912	180.00
000600	HARVELL, JEAN D	XXX-XX-1983	226913	180.00
000487	HILL, LUCY P	XXX-XX-5375	226914	180.00
000795	HILL, MARY J	XXX-XX-9442	226915	200.00
000474	JACKSON, JANICE E	XXX-XX-4056	226916	25.00
000822	JOHNSON, EARLINE T.	XXX-XX-1226	226917	180.00
000483	LOGAN, RHONDA F	XXX-XX-9336	226918	180.00
000502	MASON, MAE K	XXX-XX-3370	226919	180.00
000653	MASON, REATHER S.	XXX-XX-1008	226920	180.00
000601	MEADE, SHIRLEY D	XXX-XX-0949	226921	180.00
000782	MESSIER, CAROLYN P	XXX-XX-8891	226922	180.00
000797	MORRIS, NANCY H	XXX-XX-1845	226923	180.00
000541	PETTICOLAS, MAYVIS L	XXX-XX-3778	226924	200.00
000659	ROWLEY, DAVID I	XXX-XX-8938	226925	200.00
000519	SHIVER, VICKI F.	XXX-XX-7120	226926	200.00
000496	TAYLOR, EMMA P.	XXX-XX-0943	226927	180.00
000658	TRISVAN, BERNICE L	XXX-XX-8369	226928	200.00
000560	VAUGHAN, HELENE M	XXX-XX-8154	226929	180.00
000501	VAUGHAN, MARGARET	XXX-XX-1958	226930	180.00
000471	WILLIAMS, DOROTHY G.	XXX-XX-2685	226931	180.00
000497	WILLIAMS, YVONNE D.	XXX-XX-5839	226932	180.00
	*****COMPANY TOTAL*****	XXX-XX-1228	226933	180.00
				8,485.00

GROSS-\$ 8,485.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW
OR PREVIOUSLY DOCUMENTED. THE TOTAL 8,485.00 EQUALS THE CHECK REGISTER.

12-8-23

DATE

12/8/23

Richard L. Taylor
COUNTY ADMINISTRATOR

Christy G

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	CHECK NO.	NET AMOUNT	DESCRIPTION	BATCH
00000	000245	AFLAC	DC040231216231200	12/15/2023	100-000200-0100-	226934	602.01		00000
00000	000245		DC040231216231200	12/15/2023	105-000200-0100-	226934	87.39		00000
00000	000245		DC041231216231200	12/15/2023	100-000200-0100-	226934	607.48		00000
00000	000245		DC041231216231200	12/15/2023	105-000200-0100-	226934	109.99		00000
					CHECK TOTAL		1,406.87		
00000	000881	ANTHEM BLUE CROSS AND	DC005231216231200	12/15/2023	100-000200-0100-	226935	10,576.00		00000
00000	000881		DC005231216231200	12/15/2023	105-000200-0100-	226935	2,644.00		00000
00000	000881		DC015231216231200	12/15/2023	100-000200-0100-	226935	5,787.00		00000
00000	000881		DC015231216231200	12/15/2023	105-000200-0100-	226935	964.50		00000
00000	000881		DC126231216231200	12/15/2023	100-000200-0100-	226935	26,775.00		00000
00000	000881		DC126231216231200	12/15/2023	105-000200-0100-	226935	4,998.00		00000
					CHECK TOTAL		51,744.50		
00000	002171	JAMES CITY COUNTY TREASUR	DC204231216231200	12/15/2023	100-000200-0100-	226936	100.00		00000
					CHECK TOTAL		100.00		
00000	001397	LEGAL SHIELD	DC097231216231200	12/15/2023	100-000200-0100-	226937	59.86		00000
00000	001397		DC097231216231200	12/15/2023	105-000200-0100-	226937	46.39		00000
					CHECK TOTAL		106.25		
00000	001410	MIDLAND FUNDING LLC	DC098231216231200	12/15/2023	100-000200-0100-	226938	161.67		00000
					CHECK TOTAL		161.67		
00000	001021	MINNESOTA LIFE INS CO	DC200231216231200	12/15/2023	100-000200-0100-	226939	395.71		00000
00000	001021		DC200231216231200	12/15/2023	105-000200-0100-	226939	82.03		00000
					CHECK TOTAL		477.74		
00000	000872	NATIONWIDE RETIREMENT	DC090231216231200	12/15/2023	100-000200-0100-	226940	345.00		00000
00000	000872		DC090231216231200	12/15/2023	105-000200-0100-	226940	100.00		00000
					CHECK TOTAL		445.00		
00000	001560	SUZANNE E WADE, TRUSTEE	DC107231216231200	12/15/2023	100-000200-0100-	226941	448.50		00000
					CHECK TOTAL		448.50		
00000	000247	TREASURER OF VIRGINIA	DC080231216231200	12/15/2023	100-000200-0100-	226942	2,424.17		00000
					CHECK TOTAL		2,424.17		
00000	000831	VACORP	DC035231216231200	12/15/2023	100-000200-0100-	226943	296.95		00000
00000	000831		DC035231216231200	12/15/2023	105-000200-0100-	226943	92.77		00000
					CHECK TOTAL		389.72		
00000	001027	VALIC RETIREMENT	DC091231216231200	12/15/2023	100-000200-0100-	226944	625.00		00000
					CHECK TOTAL		625.00		
					CLASS TOTAL		58,329.42		
					FINAL TOTAL		58,329.42		

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DEC 12 2023

ACCOUNTING DEPARTMENT
SUSSEX COUNTY

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 58,329.42- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

12-8-23
DATE
12/8/23
County Administrator
Destiny Cox

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DEC 27 2023

BATCH

ACCOUNTING DEPARTMENT
SHERBORN COUNTY

A/P CHECK REGISTER
PAYROLL DEDUCTION CHECKS

DESCRIPTION

CHECK NO.

NET AMOUNT

ACCOUNT NO.

INVOICE NO.

INVOICE DATE

VENDOR NAME

VEND. NO.

P/O NO.

P/O NO.

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	CHECK NO.	NET AMOUNT	DESCRIPTION
00000	000245	AFLAC	DC040231231231200	12/22/2023	100-000200-0100-	227003	602.01	
00000	000245		DC040231231231200	12/22/2023	105-000200-0100-	227003	87.39	
00000	000245		DC041231231231200	12/22/2023	100-000200-0100-	227003	607.48	
00000	000245		DC041231231231200	12/22/2023	105-000200-0100-	227003	109.99	
					CHECK TOTAL		1,406.87	
00000	000881	ANTHEM BLUE CROSS AND	DC005231231231200	12/22/2023	100-000200-0100-	227004	10,576.00	
00000	000881		DC005231231231200	12/22/2023	105-000200-0100-	227004	2,644.00	
00000	000881		DC015231231231200	12/22/2023	100-000200-0100-	227004	5,787.00	
00000	000881		DC015231231231200	12/22/2023	105-000200-0100-	227004	964.50	
00000	000881		DC126231231231200	12/22/2023	100-000200-0100-	227004	24,633.00	
00000	000881		DC126231231231200	12/22/2023	105-000200-0100-	227004	4,998.00	
					CHECK TOTAL		49,602.50	
00000	002171	JAMES CITY COUNTY TREASUR	DC204231231231200	12/22/2023	100-000200-0100-	227005	100.00	
					CHECK TOTAL		100.00	
00000	001397	LEGAL SHIELD	DC097231231231200	12/22/2023	100-000200-0100-	227006	59.86	
00000	001397		DC097231231231200	12/22/2023	105-000200-0100-	227006	46.39	
					CHECK TOTAL		106.25	
00000	001021	MINNESOTA LIFE INS CO	DC200231231231200	12/22/2023	100-000200-0100-	227007	395.71	
00000	001021		DC200231231231200	12/22/2023	105-000200-0100-	227007	82.03	
					CHECK TOTAL		477.74	
00000	000872	NATIONWIDE RETIREMENT	DC090231231231200	12/22/2023	100-000200-0100-	227008	345.00	
00000	000872		DC090231231231200	12/22/2023	105-000200-0100-	227008	100.00	
					CHECK TOTAL		445.00	
00000	002199	NORFOLK GENERAL DISTRICT	DC142231231231200	12/22/2023	100-000200-0100-	227009	421.00	
					CHECK TOTAL		421.00	
00000	001560	SUZANNE E WADE, TRUSTEE	DC107231231231200	12/22/2023	100-000200-0100-	227010	448.50	
					CHECK TOTAL		448.50	
00000	000247	TREASURER OF VIRGINIA	DC080231231231200	12/22/2023	100-000200-0100-	227011	2,450.67	
					CHECK TOTAL		2,450.67	
00000	000831	VACORP	DC035231231231200	12/22/2023	100-000200-0100-	227012	296.95	
00000	000831		DC035231231231200	12/22/2023	105-000200-0100-	227012	92.77	
					CHECK TOTAL		389.72	
00000	001027	VALIC RETIREMENT	DC091231231231200	12/22/2023	100-000200-0100-	227013	625.00	
					CHECK TOTAL		625.00	
					CLASS TOTAL		56,473.25	
					FINAL TOTAL		56,473.25	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 56,473.25-
EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

12-18-23
DATE

12/18/23

Richard C. Taylor
COUNTY ADMINISTRATOR

Melissa B. Ellis

Check Date - 12/13/2023

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
226945	3001 ALLIED INSTRUCTIONAL SERV	450	12/13/2023	1,000.74	.00
226946	3004 BELIEVE-N-U YOUTH EMPOWER	450	12/13/2023	48,670.00	.00
226947	3006 BRIGHTSTAR CARE OF RICHMO	450	12/13/2023	12,302.50	.00
226948	3039 BUILDING OUR YOUTH LLC	450	12/13/2023	2,400.00	.00
226949	3016 INTERCEPT YOUTH SERVICES	450	12/13/2023	289.00	.00
226950	3016 INTERCEPT YOUTH SERVICES	450	12/13/2023	8,897.50	.00
226951	3016 INTERCEPT YOUTH SERVICES	450	12/13/2023	32,344.70	.00
226952	3016 INTERCEPT YOUTH SERVICES	450	12/13/2023	47,597.98	.00
226953	3016 INTERCEPT YOUTH SERVICES	450	12/13/2023	293.70	.00
226954	3017 JACKSON FIELD HOMES, INC	450	12/13/2023	4,686.00	.00
226955	3033 NORTH SPRING BEHAVIORAL H	450	12/13/2023	5,329.31	.00
226956	3024 SH VARSITY ACQUISITION:DBA	450	12/13/2023	5,909.00	.00
226957	3025 SKIWITH ACADEMY AT WOODL	450	12/13/2023	8,505.00	.00
226958	3036 WEINSTEIN JEWISH COMMUNIT	450	12/13/2023	3,320.00	.00
	CLASS TOTAL			181,545.43	.00

ACH TOTAL .00

CHECK TOTAL 181,545.43

EPY TOTAL .00

FINAL TOTAL 181,545.43 MH .00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 181,545.43- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

12-13-23
DATE

12-13-23
DATE

12/13/23
DATE

Kelly J. Cox
DIRECTOR OF FINANCE

Richard Taylor
COUNTY ADMINISTRATION

Wesley J. Cox
WESLEY J. COX, TREASURER

SUSSEX COUNTY
TREASURER'S REPORT
AND
FINANCIAL UPDATE

SUBMITTED BY DESTE J. COX, TREASURER

DECEMBER 31, 2023

- Bank Reconciliation
- General Fund Revenue/Expenditure Summary
- Capital Projects Fund & Reserve Fund Revenue/Expense Summary
- Statement of Taxes - 2023



TREASURER'S OFFICE

DESTE JARRATT COX
TREASURER
SUSSEX COUNTY

15074 COURTHOUSE ROAD
P.O. BOX 1399
SUSSEX, VA. 23884

Phone (434)246-1086 or
(434)246-1087
Fax (434)246-2347

Statement of money in the banks to the credit of Sussex County as shown by the Treasurer's books at the close of business December 31, 2023

TRUIST #201- SUSSEX, VA

Bank Balance -----	\$140,153.75	
Bank Fees/Adjustments -----	164.33	
Deposits in Transit -----	(6,256.22)	
Outstanding Checks -----	0.00	\$134,061.86

BSV #301- STONY CREEK, VA

Bank Balance -----	\$6,467,466.88	
Bank Fees/Returned Checks -----	251.69	
Credit Card Fees/Adjustments -----	3,208.60	
Deposits in Transit -----	(105,989.04)	
Outstanding Checks -----	(964,059.36)	\$5,400,878.77

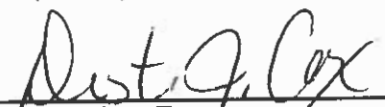
PRIMIS #401- WAVERLY, VA

Bank Balance -----	\$279,052.44	
Deposits in Transit -----	(10.44)	\$279,042.00
Investments and CD's -----		
#30392331 - Primis #451	\$1,043,844.95	
#30391992 - Primis #451	\$2,067,673.82	
#30390504 - Primis #451	\$2,574,589.31	
	\$5,686,108.08	

<u>LGIP INVESTMENT #803</u> Investment Balance -----	\$2,284,120.92	
<u>VA INV POOL #804</u> Investment Balance -----	\$6,770,876.29	
TOTAL IN BANKS REC W/GL -----	\$20,555,087.92	

Letters or statements from each of the above mentioned banks are on file in the Treasurer's Office of Sussex County certifying the balance as listed above.

Respectfully submitted:



 Deste J. Cox, Treasurer

SUSSEX COUNTY - DESTE J. COX, TREASURER
REVENUE/EXPENDITURE SUMMARY REPORT
DECEMBER 2023

General Fund FUND BALANCE as of 12/31/23 = \$ 13,733,617

<i>REVENUES</i>		<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 12/31/2023</i>	<i>PRIOR FY - YTD Through 12/31/2022</i>	<i>COLLECTED % YTD</i>
Real Estate - 2023		5,434,283	2,346,825	5,069,585	4,691,904	93.3%
Public Service Corp - 2023		711,534	505,642	580,402	726,038	81.6%
Personal Property - 2023		3,710,092	2,857,103	3,925,076	3,025,163	105.8%
Machinery & Tools - 2023		599,000	634,398	763,598	973,299	127.5%
Local Sales & Use Taxes (net)		1,125,928	117,303	637,429	561,065	56.6%
Transient Occupancy Tax		100,000	10,319	46,107	51,319	46.1%
Consumer Utility Taxes		93,000	12,880	46,579	46,141	50.1%
Business License Taxes		106,825	3,364	14,393	20,746	13.5%
Motor Vehicle Licenses		227,100	97,534	174,863	131,347	77.0%
Landfill Tipping Fees		5,500,000	466,837	2,761,086	2,735,331	50.2%
Delinquent Tax - Real Estate		140,000	14,195	110,461	98,422	78.9%
Delinquent Tax - Personal Property		93,350	37,485	192,539	60,052	206.3%
Penalties - All Property		105,000	18,238	45,092	16,343	42.9%
Interest - All Property		30,000	3,452	13,485	10,970	44.9%
Court Fines		750,000	54,367	318,191	368,784	42.4%
EMS Billing		200,000	0	0	6,821	0.0%
State		4,987,390	270,306	2,667,721	2,746,934	53.5%
Federal		4,631,848	200	751,879	200	16.2%
Transfer from Reserve & FR Escr		698,614	26,462	460,116	304,331	65.9%
Designated Use of Fund Balance		5,530,623	0	0	3,098,739	0.0%
<i>EXPENDITURES</i>		<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 12/31/2023</i>	<i>PRIOR FY - YTD Through 12/31/2022</i>	<i>SPENT % YTD</i>
General Government		3,007,628	296,802	1,412,645	1,290,988	47.0%
Judicial Administration		1,374,746	100,485	606,802	649,531	44.1%
Fire, Rescue, EMS		2,596,428	144,704	1,662,286	1,468,887	64.0%
Sheriff's Operations & Jail		6,944,760	426,818	2,961,555	2,573,630	42.6%
Public Works		2,075,889	106,652	945,996	1,112,918	45.6%
Health & Welfare		889,971	161,092	503,804	322,761	56.6%
Education		8,408,081	907,488	4,103,513	3,314,583	48.8%
Rec & Cultural Enrichment		236,645	0	120,073	149,880	50.7%
Planning/Community Dev		613,753	26,310	285,944	330,390	46.6%
Grants		4,575,439	84,597	1,136,940	74,723	24.8%
Debt Service		1,547,941	0	1,215,504	1,346,031	78.5%

** 2022 Tax Deadline Extension delayed delinquent collections activity into FYE24

** Federal YTD Includes VATI Grant

General Fund

				ANNUAL	CURRENT MONTH	ACTUAL 12/31/2023	YTD 12/31/2022	Spent %
EXPENDITURES BY DEPARTMENT				APPROPRIATED	ACTIVITY	YEAR TO DATE	PRIOR FISCAL YEAR	YTD
Board of Supervisors				163,427	12,236	72,783	70,960	44.5%
Administration				1,317,320	108,586	630,948	504,104	47.9%
Contingency Acct (7/1/23 = \$125,000)				37,522	0	0	21,853	0.0%
HRA Admin Fee				6,020	875	2,618	0	43.5%
HRA Employer Spend				188,000	82,048	140,415	106,056	74.7%
IT & Central Acct				59,500	4,600	24,432	77,810	41.1%
County Attorney				111,000	0	36,720	58,742	33.1%
Registrar/Board of Elections				261,518	28,414	133,030	122,322	50.9%
Com of Revenue				311,581	23,420	140,140	132,902	45.0%
Treasurer				551,740	36,623	231,560	196,238	42.0%
General Government				3,007,628	296,802	1,412,645	1,290,988	47.0%
ARPA - 2nd Tranche				107,781	0	0	0	0.0%
ARPA - Broadband				4,171,305	0	868,337	0	20.8%
Admin/Indust Dev Grants				111,424	35,382	99,032	31,972	88.9%
CDBG Pocahantas Grt				184,930	49,215	169,570	42,751	91.7%
Grants				4,575,439	84,597	1,136,940	74,723	24.8%
Courts				144,210	7,450	39,668	46,110	27.5%
Clerk of Courts				475,543	33,688	218,919	246,613	46.0%
Commonwealth Atty				656,902	51,384	308,706	307,941	47.0%
Victim Witness				98,091	7,964	39,508	48,867	40.3%
Judicial Administration				1,374,746	100,485	606,802	649,531	44.1%
Fire/Rescue/EMS				2,145,997	100,913	1,411,377	1,223,484	65.8%
Animal Control				450,431	43,791	250,909	245,403	55.7%
Fire, Rescue, EMS				2,596,428	144,704	1,662,286	1,468,887	64.0%
Court Sec/Spot/FO/E911				4,742,315	296,322	1,939,549	1,595,972	40.9%
Confinement of Inmates				2,070,867	130,496	961,099	907,582	46.4%
Crater Crim Justice Aca.				131,578	0	60,906	70,075	46.3%
Sheriff's Operations & Jail				6,944,760	426,818	2,961,555	2,573,630	42.6%
Building & Grounds				962,451	49,250	463,600	579,017	48.2%
Envir Inspections				262,911	1,022	41,487	61,642	15.8%
General Works				362,500	10,553	155,691	137,089	42.9%
Convenience Ctrs.				488,027	45,826	285,219	335,170	58.4%
Public Works				2,075,889	106,652	945,996	1,112,918	45.6%
Health - Outside Agencies				244,691	0	81,118	86,298	33.2%
Com. Support Services - Outside Agencies				167,691	40,000	112,191	92,507	66.9%
Local Contrib to DSS				300,951	77,758	114,434	47,684	38.0%
Local Contrib to CSA				176,638	43,335	196,061	96,272	111.0%
Health & Welfare				889,971	161,092	503,804	322,761	56.6%
Local Contrib to Sch Fd				8,408,081	907,488	4,103,513	3,314,583	48.8%
Education				8,408,081	907,488	4,103,513	3,314,583	48.8%
Library/Cultural - Outside Agencies				178,145	0	89,073	101,380	50.0%
Recreational Contrib- Outside Agencies				58,500	0	31,000	48,500	53.0%
Recreational & Cultural Enrichment				236,645	0	120,073	149,880	50.7%
Planning/Building/Zoning				465,548	26,310	221,003	222,953	47.5%
Crater Planning Com				17,039	0	17,039	8,771	100.0%
IDA				82,500	0	23,569	50,000	28.6%
Va Gateway Region				47,166	0	23,583	47,166	50.0%
Crater SBDC				1,500	0	750	1,500	50.0%
Planning/Community Dev				613,753	26,310	285,944	330,390	46.6%
Debt Service				1,547,941	0	1,215,504	1,346,031	78.5%
Debt Service				1,547,941	0	1,215,504	1,346,031	78.5%

**SUSSEX COUNTY
REVENUE/EXPENDITURE SUMMARY REPORT
DECEMBER 2023**

Capital Projects Fund - Fund 302 **FUND BALANCE as of 12/31/23 = \$ 41,702 plus \$445,000 F&R Dedicated Funds**

		ANNUAL APPROPRIATED	CURRENT MONTH ACTIVITY	YTD ACTUAL 12/31/2023	PRIOR FY - YTD Through 12/31/2022
REVENUES					
Interest Earned		4,000	0	8,603	3,131
Transfer from General Fund		0	0	0	0
Total Capital Projects Fund Revenues		4,000	0	8,603	3,131
EXPENDITURES					
Replace E911 Equip		19,323	0	0	0
Replace AS400 Server			2,680	60,521	0
Sheriff Patrol Vehicle		53,740	0	0	0
Communications		20,000	0	0	0
Renovations-Co. Buildings		216,303	0	0	0
Trf to General Fund		463,968	0	224,470	16,726
Trf to Fire/Rescue Escrow		4,000	0	0	0
Total Capital Projects Fund Expenditures		777,334	2,680	284,991	16,726

**SUSSEX COUNTY
REVENUE/EXPENDITURE SUMMARY REPORT
DECEMBER 2023**

Reserve Fund 135 **FUND BALANCE as of 12/31/23 = \$ 5,237.377**

		ANNUAL APPROPRIATED	CURRENT MONTH ACTIVITY	YTD ACTUAL 12/31/2023	PRIOR FY - YTD Through 12/31/2022
REVENUES					
Interest		30,000	0	66,209	15,539
Transfer from General Fund		0	0	0	2,000,000
Total Reserve Fund Revenues		30,000	0	66,209	2,015,539
EXPENDITURES					
Transfer to General Fund		240,646	26,462	235,646	287,605
Transfer to Cabin Point Indust		25,000	0	0	0
Total Reserve Fund Expenditures		265,646	26,462	235,646	287,605

12/31/2023

2023 STATEMENT OF TAXES AS OF 12/31/2023
 DESTE J. COX, TREASURER

TAX TYPE	2022 NET TAX ASSESSMENT	2023 NET TAX ASSESSMENT	OVER/(UNDER) LFY ACTUAL
PERSONAL PROP	\$6,781,061	\$7,103,990	\$322,929
REAL ESTATE	\$5,605,120	\$5,551,386	(\$53,735)
PUBLIC SERVICE	\$726,055	\$631,401	(\$94,654)
GRAND TOTAL	\$13,112,236	\$13,286,776	\$174,540

TAX TYPE	BUDGET FYE24	2023 TAX COLLECTED THROUGH 12/31/23	COLLECTED OVER/(UNDER) BUDGETED
PERSONAL PROP	\$4,521,692	\$4,846,406	\$324,714
REAL ESTATE	\$5,434,283	\$5,069,585	(\$364,698)
PUBLIC SERVICE	\$711,534	\$580,411	(\$131,123)
GRAND TOTAL	\$10,667,509	\$10,496,403	(\$171,106)

Assessed Tax Collected as of 12/31/23

Total	79.77%
PP	68.22%
RE	91.32%

FYE24 Budgeted Tax Collected as of 12/31/23

Total	100.24%
PP	107.18%
RE	93.29%

BUILDING INSPECTIONS DEPARTMENT



January 18, 2024 Monthly Reports



MEMORANDUM

DATE: January 3, 2023
 TO: Richard Douglas, County Administrator
 FROM: Matt Westheimer, Building Official
 SUBJECT: December 2023 - Monthly Report

Please accept this as the December 2023 update for the Building Department.

BUILDING ACTIVITY

- December 2023

<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing & Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
10	14	7	9	103	\$834,277.00	\$10,731.52

- December 2022

<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing & Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
7	16	6	7	94	\$531,800.75	\$8,704.43

- January 2023 – December 2023 (Yearly totals)

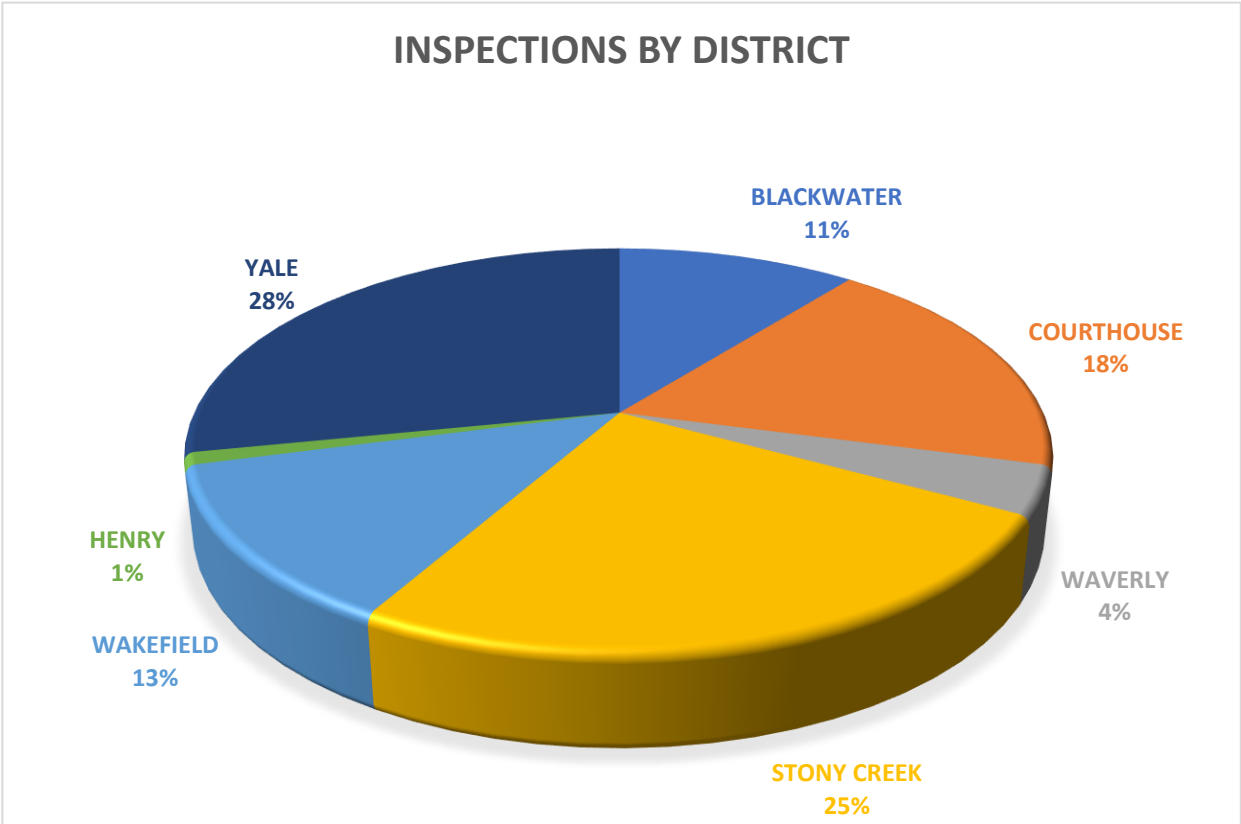
<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing & Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
134	145	55	79	853	\$37,392,907.90	\$406,729.82

<i>Inspections completed within 24 hours For December</i>	100%
<i>Plans reviewed within 10 business days For December</i>	100%

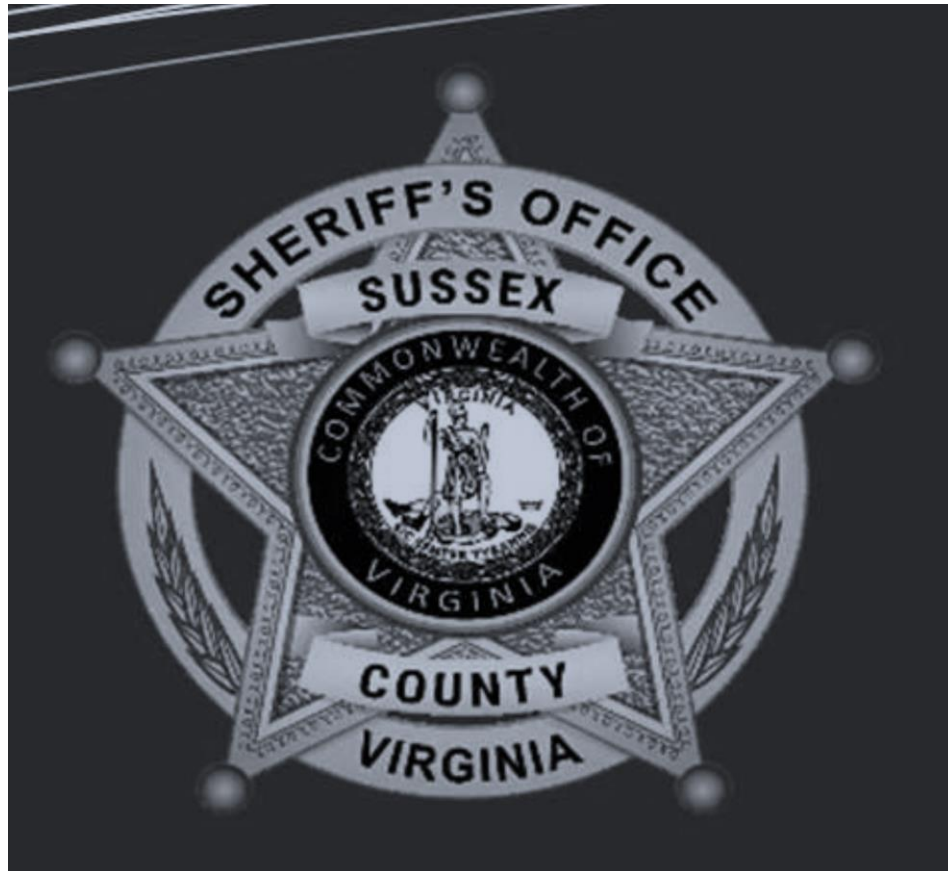


SUSSEX COUNTY INSPECTIONS PERFORMED BY DISTRICT DECEMBER 2023

DISTRICT	INSPECTIONS
BLACKWATER	11
COURTHOUSE	19
WAVERLY	4
STONY CREEK	26
WAKEFIELD	13
HENRY	1
YALE	29



Sheriff's Department



January 18, 2024

Monthly Reports



Sheriff E.L. Giles, Sr.
Sussex County Sheriff's Office

"One Family, One Mission, One Goal"

Sussex County Sheriff's Office Monthly Report
Month of December 2023

PATROL

CALLS FOR SERVICE	
Type:	Total:
Sheriff	1,184
Fire	74
Rescue	231
Animal Control	48
Town of Wakefield	33
Traffic	717
TOTAL	2,287

COURTS

Court:	Days of Court:
Circuit Court	5
General District	11
JDR Court	4

Court:	Judges:
Circuit Court	2
General District	4
JDR Court	3

P. O. Box 1326 Sussex, Virginia 23884
Telephone: 434-246-5000
Fax: 434-246-5714
Email: Egiles@susova.us

CIVIL

Type:	Total:
Subpoenas Served	255
Jury Summoned	97
Criminal Warrants	17
DMV Notices	4
Levies	0
TDO	1
ECO	0
Other Civil	130

Fines and Forfeitures	\$48,651.88
Sheriff's Fees	\$624.00
Courthouse Security	\$7,329.41

JAIL

During the month of December 2023, our average daily population was 24.55 inmates. The jail booked in 21 individuals during December 2023.

The classification of these inmates as reported by the Commonwealth of Virginia's LIDS computer system is as follows:

Pre- Trial	18 inmates, having been confined a total of 367 days
Sentenced Misdemeanant	5 inmates, having been confined a total of 37 days
Sentenced Felons	7 inmates, having been confined a total of 194 days.
Others	8 inmates, convicted but not sentenced, etc.
Weekenders	3 inmates serving a misdemeanor sentence.

Transports of inmates for various reasons are listed below:

Court / Jail	4
Medical	0
Juvenile	3
Road Crew	0
TDO (Mental)	0
TOTAL	7

BOARD ACTION FORM

Agenda Item: Consent Agenda #2.05

Subject: Treasurer Certification Budget Amendment

Board Meeting Date: January 18 2024

=====

Summary: Attached is a resolution/budget amendment providing funds for the remainder of the fiscal year to cover the state-mandated salary increase for Deputy Treasurer Raven Parham, as a result of receiving the Master Governmental Deputy Treasurer certification through the Treasurers' Association of Virginia.

Congratulations to Ms. Parham on this accomplishment!

Recommendation: Staff recommends approval.

Attachments: Budget Amendment #24-4A and Ms. Cox's Letters, dated December 31, 2023 and January 11, 2024

=====

ACTION: That the Board approves Budget Amendment #24-4A.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Tolliver	___	___
Fly	___	___	Tyler	___	___
Futrell	___	___	White	___	___
W. Jones	___	___			

RESOLUTION #24-4A
FY24 BUDGT AMENDMENT

BE IT RESOLVED by the Sussex County Board of Supervisors that the following budget amendment for the Treasurer’s Office be and hereby is made for the period of July 1, 2023 through June 30, 2024. This resolution will appropriate local reserve funds to the Treasurer’s annual operating budget

FUND # 100	
GENERAL FUND	
<u>REVENUE</u>	
Fund 135	<u>\$6,194.00</u>
Total	<u>\$6,194.00</u>

FUND #100	
GENERAL FUND	
<u>EXPENDITURE</u>	
Fund 100	
Treasurer’s Office	<u>\$6,195.00</u>
Total	<u>\$6,194.00</u>

Adopted this 18th day of January, 2024

Wayne O. Jones, Chairman
Sussex County Board of Supervisors

ATTEST:

Shilton Ricks, Clerk
Sussex County Board of Supervisors



SUSSEX COUNTY

DESTE JARRATT COX
TREASURER
15074 COURTHOUSE ROAD

TREASURER'S OFFICE
P O BOX 1399
SUSSEX, VA 23884

Phone (434) 246-1087

Fax (804) 246-2347

January 11, 2024

Sussex County Board of Supervisors
P O Box 1397
Sussex, VA 23884

Board Members:

I am pleased to share that Ms. Raven Parham, Deputy Treasurer, received certification as a Master Governmental Deputy Treasurer (MGDT) from the Treasurer's Association of Virginia on January 5, 2024.

The MGDT Certification Program is a 4-year program designed to advance the professionalism, knowledge and skills of the local governmental Treasurer's staff. Certified treasurers and deputy treasurers have chosen to take an extra step to ensure they are good stewards of their locality's funds, demonstrating hard work, dedication and integrity. In doing so, Ms. Parham has met the highest standards of achievement measured by our Association.

Please join me in congratulating Ms. Parham on her accomplishment.

Sincerely,

Deste J. Cox, Treasurer
Sussex County



SUSSEX COUNTY

DESTE JARRATT COX
TREASURER
15074 COURTHOUSE ROAD

TREASURERS OFFICE
P O BOX 1399
SUSSEX, VA 23884

Phone (434) 246-1087

Fax (804) 246-2347

December 31, 2023

Sussex County Board of Supervisors
Attn: The Honorable Wayne Jones, Chair
P O Box 1397
Sussex, VA 23884

Dear Mr. Jones:

I am proud to inform you that my Deputy, Ms. Raven Parham, has completed the requirements of the Treasurer's Association Career Development Program to become a Master Governmental Deputy Treasurer. The TAV Certification Committee approved her certification on January 5, 2024.

The state recognizes the importance of this program and the continued education it offers our employees. Therefore, the State Compensation Board funds a salary increase of 9.3% for Compensation Board funded deputies, who are certified through CDP. The amount reimbursed to the County for this funded position will increase by 9.3% in July 2024.

I am requesting a 9.3% increase in pay for Ms. Parham, effective January 17, 2024. Total salary and benefits increase will be \$6,193.48.

Thank you and please let me know if you have any questions.

Sincerely,

Deste Jarratt Cox, Treasurer
Sussex County

BOARD ACTION FORM

Agenda Item: Consent Agenda #2.06

Subject: Ambulance Equipment/Supplies Outfitting Budget Amendment

Board Meeting Date: January 18 2024

=====

Summary: Attached is a resolution/budget amendment providing funds to equip a recently purchased used ambulance with necessary equipment and supplies. This will provide for an ambulance that can be utilized for EMS response in the county as needed (as part of the county's EMS licensure process, the OEMS will inspect this ambulance when fully outfitted).

Recommendation: Staff recommends approval.

Attachments: Budget Amendment #24-4B

=====

ACTION: That the Board approves Budget Amendment #24-4B.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Tolliver	___	___
Fly	___	___	Tyler	___	___
Futrell	___	___	White	___	___
W. Jones	___	___			

RESOLUTION #24-4B
FY24 BUDGET AMENDMENT

BE IT RESOLVED by the Sussex County Board of Supervisors that the following budget amendment for Administration be and hereby is made for the period of July 1, 2023 through June 30, 2024. This resolution will appropriate local reserve funds to the Public Safety FY24 annual operational budget for the additional outfitting of an used ambulance.

FUND # 100
GENERAL FUND

REVENUE

Fund 135 Local	<u>\$60,000</u>
Total Revenues	\$60,000

EXPENDITURE

Fund 100 Public Safety	<u>\$60,000</u>
Total Expenditures	\$60,000

Adopted this 18th day of January, 2024.

Wayne O. Jones, Chairman
Sussex County Board of Supervisors

ATTEST:

Shilton R. Butts, Clerk
Sussex County Board of Supervisors

BOARD ACTION FORM

Agenda Item: Consent Agenda #2.07

Subject: DMV-Select ADA Compliant Restrooms Budget Amendment

Board Meeting Date: January 18 2024

=====

Summary: Attached is a budget resolution that appropriates \$32,000 in ARPA funds to provide for the design and construction of restrooms in the Treasurer’s/COR building to accommodate ADA compliance mandated for the DMV Select program. This project has previously been discussed and approved by the board.

Recommendation: Staff recommends approval.

Attachments: Budget Amendment #24-4C

=====

ACTION: That the Board approves Budget Amendment #24-4C.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Tolliver	___	___
Fly	___	___	Tyler	___	___
Futrell	___	___	White	___	___
W. Jones	___	___			

RESOLUTION #24-4C
FY24 BUDGET AMENDMENT

BE IT RESOLVED by the Sussex County Board of Supervisors that the following budget amendment be and hereby is made for the period of July 1, 2023 through June 30, 2024. This resolution will amend the budget to approve and appropriate a portion of the 2nd tranche of ARPA funds for DMV ADA compliance upgrades.

FUND # 100
GENERAL FUND

EXPENDITURE

Fund 100	<u>\$32,000</u>
Total Expenditures	\$32,000

Adopted this 18th day of January, 2024.

Wayne O. Jones, Chairman
Sussex County Board of Supervisors

ATTEST:

Shilton R. Butts, Clerk
Sussex County Board of Supervisors

BOARD ACTION FORM

Agenda Item: Consent Agenda #2.08

Subject: Sheriff Vehicle Budget Amendment

Board Meeting Date: January 18 2024

=====

Summary: Attached is a resolution/budget amendment providing funds for an attached invoice from Haley Ford for a replacement vehicle for the Sheriff’s Department, purchased in July 2021. While this vehicle has been in the fleet, it was a general oversight that the invoice was not processed for payment (this vehicle replaced a wrecked vehicle with approximately \$21,000 in insurance proceeds, and was purchased within the same timeframe as some other vehicles). Haley Ford recently contacted the Sheriff that the invoice had not been paid, and the Sheriff has been working with administration staff to address this issue.

Recommendation: Staff recommends approval.

Attachments: Budget Amendment #24-4D

=====

ACTION: That the Board approves Budget Amendment #24-4D.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Tolliver	___	___
Fly	___	___	Tyler	___	___
Futrell	___	___	White	___	___
W. Jones	___	___			

RESOLUTION #24-4D
FY24 BUDGET AMENDMENT

BE IT RESOLVED by the Sussex County Board of Supervisors that the following budget amendment be and hereby is made for the period of July 1, 2023 through June 30, 2024. This resolution will amend the budget to approve and appropriate a portion of the 2nd tranche of ARPA funds for DMV ADA compliance upgrades.

FUND # 100
GENERAL FUND

EXPENDITURE

Fund 100	<u>\$32,000</u>
Total Expenditures	\$32,000

Adopted this 18th day of January, 2024.

Wayne O. Jones, Chairman
Sussex County Board of Supervisors

ATTEST:

Shilton R. Butts, Clerk
Sussex County Board of Supervisors



Commercial and Fleet Division

10724 Jefferson Davis Highway
North Chesterfield, VA 23237

INVOICE

Bill To: SUSSEX COUNTY SHERIFF'S OFFICE **INVOICE No.** FL2255
PO BOX 1397
SUSSEX, VA 23884

ATTENTION: ACCOUNTS PAYABLE

Year: 2021 **VIN No.:** 1FMK8AB1MGA19681
Make: FORD **PO Number:** SUSSEXCOSO
Model: EXPLORER POLICE AWD **COLOR:** OXFORD WHITE

WE INVOICE YOU ON THE ABOVE REFERENCED VEHICLE FOR THE FOLLOWING AMOUNT PER YOUR PURCHASE ORDER.

VEHICLE	2021 FORD EXPLORER POLICE AWD	\$34,715.28
OTHER	EMERGENCY EQUIPMENT INSTALL	\$8,513.90
OTHER		
OTHER		
OTHER		
TOTAL AMOUNT DUE:		\$43,229.18

Reminder: Please remit payment directly to:
HALEY FORD SOUTH 10724 Jefferson Davis Highway North Chesterfield, VA 23237
Terms: Balance due in net 30 days.

DEALER: 

DATE: 07/23/2021

CUSTOMER: 

DATE: 7/23/2021

MILEAGE:

BOARD ACTION FORM

Agenda Item: Recognitions #3.01

Subject: FY22-23 Audit

Board Meeting Date: January 18 2024

=====

Summary: Adam Duncan with Robinson, Farmer, Cox Associates will present a summary of the FY23 Annual Financial Report (audit).

Copies of the audit will be provided at the board meeting.

Recommendation: N/A

Attachment:

=====

ACTION: No action requested.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___
Fly	___	___
Futrell	___	___
W. Jones	___	___

<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Tolliver	___	___
Tyler	___	___
White	___	___

BOARD ACTION FORM

Agenda Item: Recognitions #3.02

Subject: Introduction of Superintendent, Dr. Julius Hamlin

Board Meeting Date: January 18 2024

=====

Summary: Dr. Julius Hamlin, recently appointed Superintendent for Sussex County Schools, will be introduced. Staff have had positive interaction with Dr. Hamlin to begin his tenure and look forward to the opportunity to a great working relationship between county administration and the school system.

Recommendation: No action is requested.

Attachment: N/A

=====

ACTION: No action requested.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Tolliver	___	___
Fly	___	___	Tyler	___	___
Futrell	___	___	White	___	___
W. Jones	___	___			

BOARD ACTION FORM

Agenda Item: Recognitions #3.03

Subject: Resolution: Recognition of Ms. Arizona Sims-Curly's Retirement – Sussex Sheriff's Office

Board Meeting Date: January 18 2024

=====

Summary: : Sheriff Giles contacted Administration and requested recognition of Sergeant Sims-Curly retirement on January 1, 2024 after 30 years of service with the Sheriff's Department.

The Sheriff's Department, her co-workers, the Board, and County Administration would like to express our appreciation and extend our congratulations to Ms. Arizona Sims-Curly on her retirement.

Recommendation: N/A

Attachment: A copy of the Resolution

=====

ACTION: No action requested.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___
Fly	___	___
Futrell	___	___
W. Jones	___	___

<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Tolliver	___	___
Tyler	___	___
White	___	___

Resolution



**In Recognition of
Ms. Arizona Sims-Curly's
Retirement**

WHEREAS, Arizona Elizabeth Sims-Curley began her career in corrections with the Virginia Department of Corrections 19 years prior to being hired by Sheriff R. R. Bell; and

WHEREAS, Arizona Sims-Curley was hired with the Sussex County Sheriff's Office on 03/06/2017 as an E-911 Communications / Correctional Deputy; and

WHEREAS, she rose quickly in rank to the position of Sergeant on 02/01/2022 under Sheriff E.L. Giles, Sr.; and

WHEREAS, Sergeant Sims-Curley often refers to her appreciation of having an opportunity/stimulation our positive culture and for promotion and professional advancement given; and

WHEREAS, She often stressed the wonderful professionals and colleagues that she has met while serving and protecting the Community she loves.

BE IT RESOLVED Sergeant Sims-Curley retired from the Sheriff's Office on 01/01/2024

BE IT FURTHER RESOLVED that the Sussex County Board of Supervisors hereby recognizes and congratulates Ms. Arizona Sims-Curly on her retirement and wishes her the best in her future endeavors.

BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the minutes of this Board meeting this 18th day of January, 2024.

*Wayne O. Jones, Chairman
Sussex County Board of Supervisors*

BOARD ACTION FORM

Agenda Item: Recognitions #3.04

Subject: Recognition of First Responders January 11th Water Rescue Event

Board Meeting Date: January 18 2024

=====

Summary: Emergency Services Chief Sheffield will be in attendance to recognize First Responders for the January 11th Water Rescue Event.

Recommendation: N/A

Attachment: None

=====

ACTION: No action requested.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Tolliver	___	___
Fly	___	___	Tyler	___	___
Futrell	___	___	White	___	___
W. Jones	___	___			

BOARD ACTION FORM

Agenda Item: Recognitions #3.05

Subject: Recognition of Certified Deputy Treasurer

Board Meeting Date: January 18 2024

=====

Summary: Treasurer Deste Cox will recognize Deputy Treasurer Raven Parham for recently receiving the Master Governmental Deputy Treasurer certification through the Treasurers' Association of Virginia. This certification program for Treasurers and Deputy Treasurers is designed to advance the professionalism of the local governmental Treasurer and staff in Virginia. With Ms. Parham's certification, the Treasurer and both Deputy Treasurers are now certified. No action is requested, but an accompanying request for a state-mandated salary increase is included on the consent agenda.

Recommendation: N/A

Attachment: None

=====

ACTION: No action requested.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Tolliver	___	___
Fly	___	___	Tyler	___	___
Futrell	___	___	White	___	___
W. Jones	___	___			

BOARD ACTION FORM

Agenda Item: Recognitions #3.06

Subject: Sussex Chamber of Commerce Update/2024 Overview – Jesse Hellyer

Board Meeting Date: January 18 2024

=====

Summary: : Jesse Hellyer, President of the Sussex County Chamber of Commerce, will provide an update on Chamber activities, to include an overview of 2024 events. No action requested.

Recommendation: N/A

Attachment: None

=====

ACTION: No action requested.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Tolliver	___	___
Fly	___	___	Tyler	___	___
Futrell	___	___	White	___	___
W. Jones	___	___			

BOARD ACTION FORM

Agenda Item: Action Item #6.01

Subject: Health Department Adjusted Funding Request

Board Meeting Date: January 18 2024

=====

Summary: A copy of the FY24 agreement between the Virginia Department of Health (VDH) and Sussex County, as proposed by VDH based on the amended state budget, is attached for your review and consideration. This agreement addresses local funding for operations of the Sussex County Health Department, but a funding request was not provided by VDH as part of the FY24 county budget preparations. The proposed FY24 agreement is \$21,826 more than the FY23 agreement, or a total of \$153,550 for the fiscal year. While the Board of Supervisors typically appropriates funds to cover the proposed funding amount and this agreement is handled administratively, sufficient funds will need to be appropriated to cover the \$21,826 difference. In previous years the Board of Supervisors has raised concerns over the level of staffing and service to Sussex County, and the permanent closure of the office during the pandemic, and withheld some payment to VDH as a result.

Recommendation: Staff recommends that the Health Department be funded at the previously budgeted FY23 levels.

Attachment: Proposed FY24 funding agreement at the previously budgeted FY23 levels.

=====

ACTION: That the Board funds that Health Department at the previously budgeted FY23 Levels.

MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Tolliver	___	___
Fly	___	___	Tyler	___	___
Futrell	___	___	White	___	___
W. Jones	___	___			

**AGREEMENT BETWEEN THE VIRGINIA DEPARTMENT OF HEALTH AND
THE SUSSEX COUNTY BOARD OF SUPERVISORS FOR FUNDING AND
SERVICES OF THE SUSSEX COUNTY HEALTH DEPARTMENT**

This agreement (“Agreement”) for the services to be provided by the Sussex County Health Department and the funding therefore is by and between the Virginia Department of Health (“VDH”) and Sussex County Board of Supervisors (collectively “the Parties”).

The Agreement is created in satisfaction of the requirements of § 32.1-31 of the Code of Virginia (1950), as amended, in order to operate the Sussex County Health Department under the terms of this Agreement.

NOW, THEREFORE, in consideration of the covenants and agreements in this Agreement, the sufficiency of which is acknowledged, the Parties agree as follows.

§ 1. VDH, over the course of one fiscal year, will pay an amount not to exceed \$510,823.00, from the state general fund to support the cooperative budget in accordance with, and dependent upon, appropriations by the General Assembly, and in like time frame, the Board of Supervisors of Sussex County will provide by appropriation and in equal quarterly payments a sum of \$153,550. local matching funds and \$0.00 one-hundred percent local funds for a total of \$153,550. local funds for this fiscal year.

LB
01.05.24

In addition, the Board of Supervisors has approved the Sussex County Health Department to carry forward \$0.00 in local matching funds for a total of \$153,550 matching funds and an additional \$0.00 in one-hundred percent local funds from the prior fiscal year closing locality balance.

These joint funds will be distributed in timely installments, as services are rendered in the operation of the Sussex County Health Department, which shall perform public health services in Sussex County as indicated in Attachment A(1.), and will perform services required by local ordinances as indicated in Attachment A(2.). Payments from the local government are due on the third Monday of each fiscal quarter.

§ 2. The term of the agreement begins July 1,2023. This Agreement will be automatically extended on a state fiscal year to year renewal basis under the existing terms and conditions of the Agreement unless timely written notice of termination is provided by either party. Such written notice shall be given at least 60 days prior to the beginning of the fiscal year in which the termination is to be effective.

§ 3. The Commonwealth of Virginia (“Commonwealth”) and VDH shall be responsible for providing liability insurance coverage and will provide legal defense for state employees of the local health department for acts or occurrences arising from performance of activities conducted pursuant to state statutes and regulations.

- A. The responsibility of the Commonwealth and VDH to provide liability insurance coverage shall be limited to and governed by the Commonwealth of Virginia Public Liability Risk Management Plan, established under § 2.2-1837 of the Code of Virginia (1950), as amended. Such insurance coverage shall extend to the services specified in Attachments A(1.) and A(2.), unless the locality has opted to provide coverage for the employee under the Public Officials Liability Self-Insurance Plan, established under § 2.2-1839 of the Code of Virginia (1950), as amended, or under a policy procured by the locality.
- B. The Commonwealth and VDH will be responsible for providing legal defense for those acts or occurrences arising from the performance of those services listed in Attachment A(1.), conducted in the performance of this contract, as provided for under the Code of Virginia and as provided for under the terms and conditions of the Commonwealth of Virginia Public Liability Risk Management Plan.

- C. Services listed in Attachment A(2.), any services performed pursuant to a local ordinance, and any services authorized solely by Title 15.2 of the Code of Virginia (1950), as amended, when performed by a state employee, are herewith expressly exempted from any requirements of legal defense or representation by the Attorney General or the Commonwealth. For purposes of assuring the eligibility of a state employee performing such services for liability coverage under the Commonwealth of Virginia Public Liability Risk Management Plan , the Attorney General has approved, pursuant to § 2.2-507 of the Code of Virginia (1950), as amended, and the Commonwealth of Virginia Public Liability Risk Management Plan , the legal representation of said employee by the city or county attorney, and, the Board of Supervisors of Sussex County hereby expressly agrees to provide the legal defense or representation at its sole expense in such cases by its local attorney.
- D. In no event shall the Commonwealth or VDH be responsible for providing legal defense or insurance coverage for local government employees.

§ 4. Title to equipment purchased with funds appropriated by the local government and transferred to the Commonwealth, either as match for state dollars or as a purchase under appropriated funds expressly allocated to support the activities of the local health department, will be retained by the Commonwealth and will be entered into the Virginia Fixed Asset Accounting and Control System. Local appropriations for equipment to be locally owned and controlled should not be remitted to the Commonwealth, and the local government's procurement procedures shall apply in the purchase. The locality assumes the responsibility to maintain the equipment and all records thereon.

§ 5. This Agreement may only be amended or otherwise modified by an instrument in writing signed by the Parties.

 Robert W. Hicks
 Acting Deputy Commissioner
 Community Health Services
 Virginia Department of Health

 Local authorizing officer signature

Richard Douglas
 Authorizing officer printed name

 Date

County Administrator
 Authorizing officer title

 Alton Hart, Jr. MD, MPH, Mdiv
 District Health Director
 Crater Health District

 Date

 Date

Approved as to form by the Office of the Attorney General on July 23, 2018

Attachments: Local Government Agreement, Attachment A(1.)
 Local Government Agreement, Attachment A(2.)

SUSSEX COUNTY LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE **ASSURED** BY LOCAL HEALTH DEPARTMENTS
INCOME LEVEL A IS DEFINED BY THE BOARD OF HEALTH TO BE MEDICALLY INDIGENT ([32.1-11](#))

For Each Service Provided, Check Block for Highest Income Level Served			
COLLABORATIVE COMMUNITY HEALTH IMPROVEMENT PROCESS	Income A only	Defined by Federal Regulations	All (specify income level if not ALL)
Assure that ongoing collaborative community health assessment and strategic health improvement planning processes are established. To include public health, health care systems and community partners. As provided for in §32.1-122.03 Code Link- 32.1-122.03 ; State Health Plan Link Virginia Plan for Well-Being 2016-2020			X
COMMUNICABLE DISEASE SERVICES	Income A only	Defined by Federal Regulations	All (specify income level if not ALL)
Immunization of patients against certain diseases, including Childhood Immunizations As provided for in 32.1-46 Code Link- 32.1-46			X
Sexually transmitted disease screening, diagnosis, treatment, and surveillance 32.1-57, Districts may provide counseling Code Link- 32.1-57			X
Surveillance and investigation of disease 32.1-35 and 32.1-39 Code Links- 32.1-35 , 32.1-39 , 32.1-43			X
HIV/AIDS surveillance, investigation, and sero prevalence survey 32.1-36, 32.1-36.1, 32.1-39 Code Links- 32.1-36 , 32.1-36.1 , 32.1-39			X
Tuberculosis control screening, diagnosis, treatment, and surveillance 32.1-49, 32.1-50.1, and 32.1-54 Code Links- 32.1-49 , 32.1-50 , 32.1-50.1			X
FAMILY PLANNING SERVICES	Income A only	Defined by Federal Regulations	All
Clinic services including drugs and Contraceptive supplies Family Planning Population Research Act of 1970, Title X Code Link- 32.1-77 , 42 U.S.C 300 et seq., and 42 CFR Part 59		X	
Pregnancy testing and counseling Family Planning Population Research Act of 1970, Title X Code Link- 32.1-77 , 42 U.S.C. 300 et seq., and 42 CFR Part 59\		X	

SUSSEX COUNTY LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE **ASSURED** BY LOCAL HEALTH DEPARTMENTS
INCOME LEVEL A IS DEFINED BY THE BOARD OF HEALTH TO BE MEDICALLY INDIGENT ([32.1-11](#))

CHILD HEALTH SERVICES	Income A only	Defined by Federal Regulations	All
Children Specialty Services; diagnosis, treatment, follow-up, and parent teaching 32.1-77, 32.1-89 and 32.1-90 Code Links- 32.1-77 , 32.1-89 , 32.1-90			X
Screening for genetic traits and inborn errors of metabolism, and provision of dietary supplements Code Links- 32.1-65 , 32.1-67 , 32.1-68			X
Well child care up to age <u>18</u> Board of Health Code Link- 32.1-77	X		
WIC : Federal grant requirement Public Law 108-265 as amended, Child Nutrition Act of 1966; Child Nutrition and WIC Reauthorization Act 2009 Code Link 42 U.S.C. § 1786; 7 C.F.R. Part 26		X	
EPSDT: DMAS MOA Social Security Act section 1905(r) (5) Code Link- 32.1-11			X
Blood lead level testing Code Link- 32.1-46.1 , 32.1-46.2			X
Outreach, Patient and Community Health Education Code Link- 32.1-11 , 32.1-11.3 ,			X
Community Education Code Link- 32.1-11 , 32.1-23			X
Pre-school Physicals for school entry Code Link- 22.1-270	X		
Services for Children with Special health care needs Title V, Social Security Act Code Link- 32.1-77			X
Child restraints in motor vehicles Code Link- 46.2-1095 , 46.2-1097			X
Babycare, Child : DMAS MOA			X
MATERNAL HEALTH SERVICES	Income A only	Defined by Federal Regulations	All
Prenatal and post partum care for low risk and intermediate risk women, Title V, Social Security Act Code Link- 32.1-77		X	
Babycare, Maternal : DMAS MOA		X	
WIC: Federal grant requirement Public Law 108-265 as amended, Child Nutrition Act of 1966; Child Nutrition and WIC Reauthorization Act 2009 Code Link 42 U.S.C §1786 and 7CFR Part 26		X	

SUSSEX COUNTY LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

ENVIRONMENTAL HEALTH SERVICES
BASIC PUBLIC HEALTH SERVICES TO BE **ASSURED** BY LOCAL HEALTH DEPARTMENTS

<p>The following services performed in accordance with the provisions of the Code of Virginia, the regulation of the Board of Health and/or VDH agreements with other state or federal agencies and VDH policies. Data regarding the below services shall be entered in, or exported to, the statewide environmental health database for all available data fields. Local health department staff shall be responsible for responding to all complaints, constituent responses, media inquiries, and Freedom of Information Act request related to the following services.</p>	
<p>Investigation of communicable diseases: Pursuant to §§ 32.1-35 and 32.1-39 of the Code of the Code of Virginia, the local health director and local staff are responsible for investigating any outbreak or unusual occurrence of a preventable disease that the Board of Health requires to be reported. Code Links-32.1-35, 32.1-39</p>	X
<p>Marinas: Pursuant to § 32.1-246 of the Code of Virginia, local health department staff are responsible for permitting marinas and other places where boats are moored and is responsible for inspecting them to ensure that their sanitary fixtures and sewage disposal facilities are in compliance with the Marina Regulations (12VAC5-570-10 et seq.) Code Link-32.1-246</p>	X
<p>Migrant labor camps: Pursuant to §§ 32.1-203-32.1-211 of the Code of Virginia, local health departments are responsible for issuing, denying, suspending and revoking permits to operate migrant labor camps. Local health departments also must inspect migrant labor camps and ensure that the construction, operation and maintenance of such camps are in compliance with the Rules and Regulations Governing Migrant Labor Camps (12VAC5-501-10 et seq.). Code Links-32.1 Chapter 6 Article 6</p>	X
<p>Milk: Pursuant to §§ 3.2-5206, 3.2-5208 of the Code of Virginia and the agency's MOA with VDACS, the local health department is responsible for issuing, denying, suspending and revoking permits for Grade "A" milk processing plants which offer milk and or milk products for sale in Virginia. Local health departments are also responsible for the inspection of Grade "A" milk plants for compliance with the Regulations Governing Grade "A" Milk (2VAC5-490-10). Code Links- 3.2-5206, 3.2-5208</p>	X
<p>Alternative discharging sewage systems: Pursuant to § 32.1-164(A) of the Code of Virginia, local health departments are responsible for issuing, denying and revoking construction and operation permits for alternative discharging systems serving individual family dwellings with flows less than or equal to 1,000 gallons per day on a monthly average. Local health departments are also required to conduct regular inspections of alternative discharging systems in order to ensure that their construction and operation are in compliance with the Alternative Discharging Sewage Treatment Regulations for Individual Family Dwellings (12VAC5-640-10 et seq.). Code Link-32.1-164</p>	X
<p>Onsite sewage systems: Pursuant to § 32.1-163 et seq. of the Code of Virginia, local health department staff is responsible for reviewing and processing site evaluations and designs of onsite sewage systems in accordance with applicable state regulations and may perform such evaluations and designs as allowed. Local health department staff is also responsible for issuing, denying and revoking construction and operation permits for conventional and alternative onsite sewage systems. Local health department staff are responsible for assuring that onsite sewage systems are inspected at time of construction for compliance with the Sewage Handling and Disposal Regulations (12VAC5-610-20 et seq.; "SHDR") and the Alternative Onsite Sewage System Regulations (12VAC5-613-10 et seq.; "AOSS Regulations"); local health department staff may perform such inspections as required. Local health department staff is also responsible for assuring the performance, operation, and maintenance of onsite sewage systems are in compliance with the SHDR and AOSS Regulations. Code Link-32.1-163</p>	X
<p>Rabies: Pursuant to § 3.2-6500 et seq. of the Code of Virginia, the local health department is responsible for investigating complaints and reports of suspected rabid animals exposing a person, companion animal, or livestock to rabies. Code Link- 3.2-6500</p>	X

SUSSEX COUNTY LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

ENVIRONMENTAL HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE **ASSURED** BY LOCAL HEALTH DEPARTMENTS

<p>Restaurants/eating establishments: Pursuant to § 35.1-14 of the Code of Virginia, local health departments are responsible for issuing, denying, renewing, revoking and suspending permits to operate food establishments. In addition, local health departments are required to conduct at least one annual inspection of each food establishment to ensure compliance with the requirements of the Food Regulations (12VAC5-421-10 et seq.). These regulations include requirements and standards for the safe preparation, handling, protection, and preservation of food; the sanitary maintenance and use of equipment and physical facilities; the safe and sanitary supply of water and disposal of waste and employee hygiene standards. Code Link- 35.1-14</p>	<p>X</p>
<p>Hotels/Motels: In accordance with § 35.1-13 of the Code of Virginia, local health department staff is responsible for issuing, denying, revoking and suspending permits to operate hotels. The local health department is responsible for conducting inspections of hotels to ensure compliance with the Hotel Regulations (12VAC5-431-10 et seq.). These regulations include requirements and standards for physical plant sanitation; safe and sanitary housekeeping and maintenance practices; safe and sanitary water supply and sewage disposal and vector and pest control. Code Link-35.1-13</p>	<p>X</p>
<p>Wells: Pursuant to § 32.1-176.4, and the resulting authority provided by the Board, local health departments are responsible for issuing, denying and revoking construction permits and inspection statements for private wells. Local health departments are also responsible for inspecting private wells to ensure that their construction and location are in compliance with the Private Well Regulations. (12VAC5-630-10 et seq.) Code Link-32.1-176.4</p>	<p>X</p>
<p>Homes for adults: The local health department, at the request of the Department of Social Services (DSS), will inspect DSS-permitted homes for adults to evaluate their food safety operations, wastewater disposal and general environmental health conditions. (22VAC40-80-160(B)(3))</p>	<p>X</p>
<p>Juvenile Justice Institutions: Pursuant to § 35.1-23 of the Code of Virginia and the agency's memorandum of understanding with the Department of Corrections, local health departments are responsible for conducting at least one annual unannounced inspection of juvenile justice institutions in order to evaluate their kitchen facilities, general sanitation and environmental health conditions. Code Link-35.1-23</p>	<p>X</p>
<p>Jail inspections: Pursuant to § 53.1-68 of the Code of Virginia and the agency's memorandum of understanding with the Department of Corrections, local health departments are responsible for conducting at least one annual unannounced inspection of correction facilities in order to evaluate their kitchen facilities, general sanitation and environmental health conditions. Code Link-53.1-68</p>	<p>X</p>
<p>Daycare centers: At the request of DSS will inspect DSS-permitted daycare centers to evaluate their food safety operations, wastewater disposal and general environmental health conditions. (22VAC40-80-160(B)(3))</p>	<p>X</p>
<p>Radon Pursuant to § 32.1-229, local health department may assist VDH Central Office with Radon testing and analysis. Code Link-32.1-229.</p>	<p>X</p>
<p>Summer camps/ Campgrounds: Pursuant to §§ 35.1-16 and 35.1-17 of the Code of Virginia and the corresponding regulations, local health departments are responsible for issuing, denying, and revoking permits to operate summer camps and campgrounds. The local health department is responsible for conducting inspections of summer camps and campgrounds not less than annually to ensure that their construction, operation and maintenance are in compliance with the Regulations for Summer Camps (12VAC5-440-10 et seq.) and the Rules and Regulations Governing Campgrounds (12VAC5-450-10 et seq.). Code Links-35.1-16, 35.1-17</p>	<p>X</p>

SUSSEX COUNTY LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

OTHER PUBLIC HEALTH SERVICES
BASIC PUBLIC HEALTH SERVICES TO BE **ASSURED** BY LOCAL HEALTH DEPARTMENTS

The following services performed in accordance with the provisions of the Code of Virginia, the regulations of the Board of Health and/or the policies and procedures of the State Department of Health	
Pre-Admission Screenings (PAS) DMAS MOA Code Link- 32.1-330	X
Comprehensive Services Act Community Policy and Management Teams (CPMT) 2.2-5201-2.2-5211 Code Link- 2.2-5201 , 2.2-5211	X
Interagency Coordinating Council (Infants/Toddlers) Early Intervention Services Code Link- 2.2-5305 , 2.2-5306	X
Vital Records Code Link- 32.1-254 , 32.1-255 , 32.1-272	X
Immunizations for maternity and post-partum patients Code Link- 32.1-11 , 32.1-325 , 54.1-3408 .	X
AIDS Drug Assistance Program (ADAP) Code Link- 32.1-11 ,	X
Emergency Preparedness and Response Code Link- 32.1-42 , 32.1-43 et seq., 32.1-229 ,	X
HIV Counseling, Testing and Referral Code Link- 32.1-37.2	X

SUSSEX COUNTY LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

OPTIONAL PUBLIC HEALTH SERVICES

For Each Service Provided, Check Block for Highest Income Level Served			
	Income A only	Defined by Federal Regulations	All
COMMUNICABLE DISEASE SERVICES			
Foreign Travel Immunizations			
Other:			
CHILD HEALTH SERVICES			
Disabled disability Waiver Screenings DMAS MOA Code Link- 32.1-330 Other:			
Other			
MATERNAL HEALTH SERVICES	Income A only	Defined by Federal Regulations	All
Other:			
FAMILY PLANNING SERVICES	Income A only	Defined by Federal Regulations	All
Nutrition Education			
Preventive Health Services			
Pre-Conception Health Care			
Other:			
MEDICAL SERVICES - Please identify services	Income A only	Defined by Federal Regulations	All
Community Education			
Other			

SUSSEX COUNTY LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

OPTIONAL PUBLIC HEALTH SERVICES

For Each Service Provided, Check Block for Highest Income Level Served
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SPECIALTY CLINIC SERVICES - Please identify services	Income A only	Defined by Federal Regulations	All
DENTAL HEALTH SERVICES - Please identify services	Income A only	Defined by Federal Regulations	All

SUSSEX COUNTY LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(2.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

PUBLIC HEALTH ENVIRONMENTAL SERVICES PROVIDED
UNDER LOCAL ORDINANCE OR CONTRACT

Neither the <i>Code of Virginia</i> nor Regulations of the Board of Health requires the following services to be provided by the local health department	Place an X in this column if service is provided for locality	Local ordinance code cite	Provide a brief description of local ordinance requirements
Water supply sanitation-Inspection of Water Supplies. Code Link- 15.2-2144 on local regulation			
Other Environmental – identify services below			

