

Sussex County Board of Supervisors Regular Meeting
Thursday, January 19, 2023 – 6 pm
General District Courtroom – Sussex Judicial Center
15098 Courthouse Road, Sussex VA 23884

ZOOM LINK

<https://us02web.zoom.us/j/85496437320>

Meeting ID: 854 9643 7320

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1. Commencement

- 1.01 Call to Order/Determine Quorum
- 1.02 The Invocation
- 1.03 The Pledge of Allegiance
- 1.04 BOS Organizational Meeting for Calendar Year 2023
 - a. Election of Chairman for Calendar Year 2023
(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 2023 Chairman.)
 - b. Election of Vice Chairman for Calendar Year 2023
 - 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: November 17 regular and December 20, 2022 Special 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 Davenport Debt Capacity Analysis Budget Amendment
- 2.06 Employee Annual Leave Extension
- 2.07 Draft FY24 Budget Planning Calendar
- 2.08 DMV Select Revenue Resolution & FYE Budget Amendment Resolution
- 2.09 Legal Services for Glyndon and Carver Lanes Budget Amendment Resolution
- 2.10 Virginia Tourism ARPA Funding for Carpenter Museum/Town of Waverly
- 2.11 Rescheduling of the Board of Supervisors Regular February Meeting
- 2.12 Atlantic Waste Disposal, Inc. Request for Refund
- 2.13 County Purchasing Card Program Policy
- 2.14 Victim Witness DCJS OGMS Grant Repayment - \$4,357.79

3. Recognitions/Awards/Presentation

- 3.01 Resolution: Mrs. Nan Ellen Bland Seeley 90th Birthday
- 3.02 Resolution: Recognition of Mr. Charles “Dan” Hudson’s Retirement – Sussex Sheriff’s Office
- 3.03 Recognition of Deputy Bonner for Community Assistance
- 3.04 Recognition of Deputy for MADD Awards – Sheriff Giles

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3.05 Airfield 4-H Conference Center Update – Millard Stith & Kathy Guindon

4. Public Hearing

- 4.01 Conditional Use Permit #2022-04, Howell Godfrey, Jr., Applicant
(a) Public Comments
(b) Board Comments
(c) Action on Public Hearing Item

5. Appointments – none

6. Action Items

- 6.01 Sussex County Towns Economic Development Planning Grant - Jeff Sadler
6.02 Historic Courthouse Analysis Findings and Recommendations, and Phase 2 Recommendations – Russell Pearlman, Wooten Company; and Andrew Moore, Glave & Holmes
6.03 County Building Improvement Recommendations to House EMS – Russell Pearlman, Wooten Company & Jeff Gary, Public Works Director
6.04 Resolution Designating Shilton R. Butts as County Clerk

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

11. Closed Session – none

12. Recess/Adjournment

- 12.01 Recess/Adjournment
12.02 Next Meeting, TBD

At a Special Meeting of the Sussex County Board of Supervisors
Held in the Sussex County Social Services Conference Room on
Tuesday, December 20, 2022 – 4:00 pm

BOARD MEMBERS PRESENT

Alfred G. Futrell
Wayne O. Jones
Susan M. Seward
Rufus E. Tyler, Sr.

BOARD MEMBER ABSENT

C. Eric Fly, Sr.
Debbie P. Jones
Steve White, Tie Breaker

STAFF PRESENT

Richard Douglas, County Administrator
David Conmy, Deputy County Administrator/Economic Development Director
Kelly Moore, Director of Finance
Shilton R. Butts, Assistant to the County Administrator/Deputy Clerk

Item 1. Call to order/Determine Quorum (4:10 p.m.)

The December 20, 2022 Special meeting of the Sussex County Board of Supervisors was called to order by Chair Seward.

Item 2. Invocation

The Invocation was offered by Supervisor Futrell.

The Improvement Association staff sang a Christmas carol for the Board members.

Item 3. The Pledge of Allegiance.

The Pledge of Allegiance was recited by all.

Item 4. Agenda Amendment

There were no agenda amendments.

Item 5. Approval of Agenda

ON MOTION OF SUPERVISOR W. JONES, seconded by SUPERVISOR TYLER and carried:
RESOLVED that the Sussex County Board of Supervisors hereby approved the December 20,
2022 Special meeting agenda as presented. All members present voted aye.

Item 6. Glyndon & Carver Lanes Right-of-Way Certification Resolution

County Administrator Douglas thanked Supervisor W. Jones, Ms. Butts, Ms. Walkup, Attorney Gore, and contracted legal and surveying services for working an extended period of time to acquire all necessary right-of-way and easements so that these roads could be paved and better serve the area residents. It was noted that a key component of this resolution was the certification of all necessary right-of-way and easements. The last deeds and easements were finalized. They were signed, recorded and transferred. Staff had also worked with VDOT to include a T-turnaround at the end of Carver Lane as an alternative to a cul-de-sac.

County Administrator Douglas stated that if the resolution was adopted at the December board meeting, VDOT staff pledged to complete some much needed road maintenance prior to Christmas, with paving slated in early 2023 (subject to weather conditions). County Administrator Douglas stated that the resolution had been drafted for the Board's consideration for a Rural Addition required by VDOT to accept Glyndon and Carver Lanes in Wakefield into the state system and provide for necessary paving/upgrades.

Staff recommends approval of the Rural Addition resolution for Glyndon and Carver Lanes.

Resolution #22-152 Rural Addition for Glyndon and Carver Lanes and a copy of the plat survey of Glyndon Lane & Carver Lane Proposed Right-of-Way & Easements were included in the Board packet.

VDOT requested a correction to state that the streets were established July 1, 1965.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopts the Rural Addition Resolution #22-152 per State Code §§33.2-335 Requiring Funds for Improvement for Glyndon and Carver Lanes, to-wit:

WHEREAS, the street(s) described below was established July 1, 1965, and currently serves 10 owner occupied dwelling units, and

WHEREAS, the Virginia Department of Transportation has deemed this county's current subdivision control ordinance meets all necessary requirements to qualify this county to recommend additions to the secondary system of state highways, pursuant to §33.2-335, Code of Virginia, and

WHEREAS, after examining the ownership of all property abutting this street(s), including the deeds and related plats, this Board finds no restriction on the use of public funds for the improvement of the road, and WHEREAS, after examining the ownership of all properties abutting this street, this Board finds that speculative interest does not exist; and

WHEREAS, this Board has identified available funding to make improvements required to qualify the street(s) for addition to the Secondary System of State Highways, based on the Department's cost estimate of \$149,127;

NOW, THEREFORE, BE IT RESOLVED, pursuant to §33.2-335, Code of Virginia, this Board requests the following street(s) to be added to the Secondary System of State Highways maintained by the Virginia Department of Transportation and hereby guarantees the right-of-way of the street(s) to be clear, unencumbered, and unrestricted, which right-of-way guarantee shall include any necessary easements required for cuts, fills, and drainage:

Name of Subdivision: Carver Heights

Name of Street: Glyndon Lane

From: Railroad Avenue

To: Carver Lane

Length: .0347 Miles

Guaranteed Right
Of Way Width: 40 Feet

Name of Street: Carver Lane

From: Glyndon Lane

To: Dead end

Length: .0398 Miles

Guaranteed Right
Of Way Width: 40 Feet

Plat Recorded: Date: March 6, 1961 , Deed Book: 61 , Page: 141

BE IT FURTHER RESOLVED, this Board requests the Virginia Department of Transportation to improve said street(s) to the prescribed minimum standards, funding said improvements with the following funds:

<u>Source of Funds</u>	<u>Amount</u>
Secondary funding	\$149,127

BE IT FURTHER RESOLVED, this Board agrees to reimburse, within 45-days of receiving an invoice, all costs that the Virginia Department of Transportation incurs to relocate existing utilities within the right-of-way that are discovered during the course of and in conflict with the construction, drawing such funds from resources other than those administered by the Department; and

BE IT FURTHER RESOLVED, this Board agrees to reimburse, within 45-days of receiving an invoice, all costs that the Virginia Department of Transportation incurs in the construction of

necessary improvements to the road that are over and above the estimated cost of improvements or to otherwise identify an eligible source of funds administered by the Department to cover such costs.

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

Voting nay: none

Absent: Supervisors Fly, D. Jones

Item 7. Proposed Legislative Recommendations - David Conmy

Deputy County Administrator Conmy stated that the Board of Supervisors recently granted staff the authority to develop a Legislative Program for Sussex County. He noted that because counties are subdivisions of the State and are subject to the Dillon rule, any power that the County has comes from the State. In furtherance of that request, the following legislative wish list has been prepared for the Board's consideration. Generally, this wish list addresses three topics:

1. The Virginia Department of Corrections' exemption from making PILOT payments to Sussex County for the Sussex I & II prisons
2. Granting the Town of Waverly the ability to create a vacant building registry. It was noted that all buildings had to be continuously vacant for 12 months or more and meet the definition of a derelict building in the Code of Virginia. This allows any community that is empowered, to be able to require the owners of those buildings to register and impose a registration fee for processing that registration. This would help communities track vacant buildings. It also aligned with what's called the Broken Window Theory for best practices. He stated that through this request, the Town of Waverly would be added. The Town of Waverly was also recommended by a study recently completed by Virginia Gateway Region. He mentioned that studies noted that it was an option to which basically says that a lot of crime and illicit activity tend to follow vacant and abandoned buildings. Mr. Conmy stated that he had spoken to the Mayor; she supports it. He stated that it was an optional power bestowed upon Waverly if they chose not to exercise it, they didn't have to.
3. Endorsing the 2023 Legislative Program of the Virginia Association of Counties (VACo) If adopted by the Board of Supervisors, staff would reach out to the County's state legislative delegation (Delegate Otto Wachsmann and Senator Louise Lucas) to request that they introduce legislation and/or amendments to effect these changes.

Deputy County Administrator Conmy stated that if the Board adopted the Legislative Policy, he will forward it to State Delegation and attend Legislative Committee meetings, if necessary.

There was discussion of the prisons and the different localities affected. County Administrator Douglas stated that Delegate Otto Wachsmann suggested that Mr. Conmy could speak on this topic.

Supervisor Tyler discussed having a legislative proposal exclusively for the Town of Waverly. He noted that Sussex serves the entire County. He asked that it be postponed to next month's meeting to allow some dialogue with the towns. Supervisor Tyler made the motion to exclude the housing and vacant building from the policy for that night's meeting (December 20th). He had no problem with the other items. He noted that it's in May. The owner has to register and it costs \$400??. (There was no second to his motion.)

Mr. Conmy noted that he tried to engage in conversations with the towns and had a difficult time contacting the towns.

There was discussion that time was a factor due to the DOC portion of the Legislative Policy. There was discussion of moving forward and adding the other towns at a later time. There was discussion of the Town of Waverly to ask the Delegate to add the bill. There was discussion of deadline.

It was suggested to reach out to the Mayor of Waverly and Delegate Wachmann to add the bill for the Town of Waverly.

A copy of the Draft 2023 Legislative Program was provided to the Board members.

Staff recommends that the Board of Supervisors adopt the draft 2023 Legislative Program.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the adoption of the Sussex County 2023 Legislative Program with the amendment to remove the granting of the Town of Waverly the ability to create a vacant building registry from the program policy.

Voting aye: Supervisors Futrell, W. Jones, Tyler

Voting nay: Supervisor Seward

Absent: Supervisors Fly, Seward

Item 8. Proposed Changes to Outside Organizations Funding Guidelines - David Conmy

Deputy County Administrator Conmy stated that the Board of Supervisors adopted a Policy Governing Contributions to External Organizations which establishes guidelines and procedures related to external organizations that will be funded by the County. Upon implementation of the policy during the Fiscal Year 2023 budget cycle, staff identified potential refinements to the policy. Generally, these recommendations help clarify policy elements, provide for a more streamlined review, and ensure greater equity among the diverse organizations that have historically received funding from the County.

The document contains the red-lined changes to the existing policy based upon the recommendation of staff.

Mr. Conmy reviewed the policy and the changes. Some of the requirements include that the organization be registered and in good standing with the State and the Internal Revenue Service (IRS). The County is requesting Articles of Incorporation and an audited financial statement.

Mr. Conmy stated that organizations that were contractually obligated to be funded are not subject to the policy because there are contractual agreements. He noted that whenever there's a question of whether the policy applies, that determination is made by the County Administrator, Finance Director and the Treasurer, collectively.

Mr. Conmy stated that the application would be taken out of the policy and be made an electronic online application. He noted that the policy spoke to timeline review. The organizations are currently required to report on a quarterly basis. Organizations that received 50% of their funding from the County would be grandfathered in.

There was discussion of removing unqualified audits from the policy and request organizations to share their audit to the Board.

Organizations will be in tiers. There was inquiry of the definition of an outside agency.

There was discussion that Fire and Rescue are funded by the County; however, they are excluded from providing reports. It was suggested that Fire and Rescue be subjected to the policy, as well, be required to provide reports as other organizations in their tier. It was noted that Fire and Rescue are listed under Public Safety.

Staff recommended that the Board of Supervisors adopts the recommended changes to the existing policy.

There was inquiry as to why the Airfield 4-H Conference Center was not considered an outside agency.

A copy of the Policy Governing Contributions to External Organizations – Proposed Changes were provided to the Board members.

ON MOTION OF SUPERVISOR W. JONES, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopts the recommended changes to the existing policy subject to the changes made by the Board to include removing unqualified audits and request organizations to share/provide their to the Board. All Board members present voted aye.

Item 9. Citizens' Comments

There were no citizens' comments.

Item 10. Adjournment

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby adjourned the December 20, 2022 Special Meeting at 5:25 p.m. All members present voted aye.

**At a Regular Meeting of the
Sussex County Board of Supervisors
Held in the General District Courtroom on
Tuesday, November 17, 2022 at 6 pm**

BOARD MEMBERS PRESENT

C. Eric Fly, Sr.
A. G. Futrell
Debbie P. Jones
Wayne O. Jones
Susan M. Seward
Rufus E. Tyler, Sr.
Steve White, Tie Breaker

BOARD MEMBER ABSENT

STAFF PRESENT:

Richard Douglas, County Administrator
David Conmy, Deputy County Administrator
Jeff Gore, County Attorney
Deste J. Cox, Treasurer
Jeffrey Gary, Public Works Director
Ernest Giles, Sheriff
Eric Danuser, IT Manager (Virtual)
Faith McClintock, Title
Kelly W. Moore, Finance Director
Michael Poarch, Planner
Beverly Walkup, Planning Director
Matthew Westheimer, Shared Building Official
Monica J. Whitney, Permit Technician
Milton Jones, Shared Building Inspector
Shilton R. Butts, Assistant to the County Administrator/
Deputy Clerk to the Board of Supervisors

1. Commencement

1.01 Call to Order/Determine Quorum (6:11 p.m.)

Chair Seward called the November 17, 2022 regular meeting of the Sussex County Board of Supervisors to order.

1.02 The Invocation

The Invocation was offered by Supervisor Tyler.

1.03 The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

1.04 Agenda Amendments

Supervisor Futrell requested to move Consent Agenda Item 2.06 Animal Services Budget Amendment (Shelter Improvements) to Item 6. Action Items, as Item 6.04.

Under Item 3. Recognitions, Supervisor Fly requested to postpone (move) Item. 301 Resolution: Mrs. Nan Ellen Bland Seeley 90th Birthday to the Board's December 15, 2022 regular meeting.

1.05 Approval of Regular Agenda

ON MOTION OF SUPERVISOR D. JONES, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the November 17, 2022 regular agenda inclusive of under Item 3. Recognitions postponing (moving) Item. 301. Resolution: Mrs. Nan Ellen Bland Seeley 90th Birthday to the Board's December 15, 2022 regular meeting and Consent Agenda Item 2.06 Animal Services Budget Amendment (Shelter Improvements) to Item 6. Action Items, as Item 6.04. All Board members present voted aye.

2. Approval of Consent Agenda

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Consent agenda inclusive of the following: (a) October 20, 2022 regular Board of Supervisors Meeting minutes; (b) the Approval of Warrants and Vouchers; (c) the Treasurer's Report and Financial Update; (d) Departmental Reports; (e) Tobacco Commission Grant Resolution; (f) Public Safety Budget Amendment; and (g) Approval of Governor's AFID Fund Performance Agreement, Project Arbie (Restoration Bioproducts). All Board members present voted aye.

3. Recognitions/Awards/Presentation

Vice Chairman W. Jones entered at 6:17 p.m.

3.01 RESOLUTION: Mrs. Nan Ellen Bland Seeley 90th Birthday

This item was moved to the December 15, 2022 regular Board meeting.

302 RESOLUTION: Recognition of Wilborne Baptist Church 155th Anniversary

Wilborne Baptist Church is located on Newville Road near Waverly, Virginia. The County presented a resolution to the Church for its 155th Anniversary.

Ms. Baker, a member of the Wilborne Baptist Church, was present to receive the resolution and thanked the Board for their respect for the legacy of Wilborne Baptist Church.

ON MOTION OF SUPERVISOR TYLER, seconded by D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves Resolution #22-133 Recognizing the 155th Anniversary of Wilborne Baptist Church, to-wit:

WHEREAS, Wilborne Baptist Church is located at 7138 Newville Road outside the Town of Waverly, and has been an historical asset of Sussex County for over one and one-half centuries; and

WHEREAS, Madison Wilborne, a local third generation free African-American carpenter born in 1827, donated the property on which the church was to be built, and the first building was erected about 50 yards from its present site; and

WHEREAS, the donated site was named in honor of Mr. Wilborne and with the initial construction of a bush harbor provided a place of worship for families in the community just two years after the end of slavery, and was formally deeded in 1872; and

WHEREAS, the first pastor and organizer of Wilborne Baptist Church was Reverend Branch, who served from 1867 to 1882, and 15 pastors have served the church over the years; and

WHEREAS, other Sussex County churches to grow out of Wilborne Baptist Church include Easter Baptist Church and Plank Road Baptist Church; and

WHEREAS, Wilborne Baptist Church served the educational needs of area African-American children in the community by providing a one-room school that housed 1st through 5th graders in the 1940s and 1950s; and

WHEREAS, members of Wilborne Baptist Church have actively defended our country and served in World War I, World War II, Korean War, Vietnam War, and Gulf War; and

WHEREAS, Wilborne Baptist Church has promoted the value of higher education and provided scholarships over the years, with members graduating from institutions such as the University of Virginia, Virginia Tech, Ohio State University, Virginia Commonwealth University, Virginia State University, Saint Paul's College, Morgan State University, North Carolina A&T University, Norfolk State University, and Richard Bland College; and

WHEREAS, under the leadership of Ms. Pauline Giles, Chairperson of the Trustee Board, and Deacon Winfred Everson, Chairperson of the Deacon Board, the congregation of Wilborne Baptist Church remains active today in providing a place of worship and supporting the community and its local charities; and

THEREFORE, BE IT RESOLVED BY THE SUSSEX COUNTY BOARD OF SUPERVISORS that Wilborne Baptist Church is recognized for its significant accomplishment in reaching the milestone of its 155th anniversary, to be celebrated on November 20, 2022, during its 11 am Sunday service, and is recognized for its important role over the past one and one-half centuries serving the residents of Sussex County.

ADOPTED this 17th day of November 2022, by the Sussex County Board of Supervisors. All Board members present voted aye.

3.03 VACo Achievement Award Presentation and Recognition of Building Services Staff

Joe Lerch, VACo Director of Local Government Policy, was in attendance at the meeting and recognized Sussex County for its VACo Achievement Award in partnership with Surry County, for the joint building services program, one of 29 award recipients throughout Virginia (or 29 percent of submitted entries) under the 2022 Achievement Award program.

Mr. Lerch gave a brief background of the VACo Achievement Award program.

Building Official Matt Westheimer provided an overview of the joint building services program. Mr. Westheimer introduced the building services staff serving Sussex and Surry Counties which included Milton Jones (Shared Building Inspector), Monica Whitney (Permit Technician-Sussex) and Wanda Pittman (Permit Technician-Surry).

Surry County Administrator Melissa Rollins and Deputy County Administrator David Harrison were in attendance as well.

Copies of the VACo Achievement Award email; VACo Achievement Award press release; and VACo's winning Achievement Award submissions document were included in the Board packet.

4. Public Hearings

4.01 Zoning Amendment #2022-02 Costa Verde Investment, LLC, Applicant

Beverly Walkup, Planning Director, provided the staff report for Zoning Amendment #2022-02 Costa Verde Investment, LLC, applicant.

The applicant, Costa Verde Investment, LLC under ZA #2022-02 seeks to rezone Tax Parcel Number 137-A-15 & 137-A-15A containing a total of 4.91 acres from A-1, General Agricultural to I-1, Limited Industrial to accommodate a wholesale business (food warehouse distribution). The property is located at 21330 Blue Star Highway in Jarratt in the Election District of Henry District.

The CSX Railroad along its northern side borders the proposed location for the rezoning located at 21330 Blue Star Highway in Jarratt. To the west, there is Rideout Equipment Company, Inc., which includes two manufactured homes, and 301 self-storage. To the east, there is a communication tower and forested land. To the south, Blue Star Highway (Rt. 301) and I-95 runs parallel to the site.

BACKGROUND

The subject property previously operated as a material recycling facility for plastic, cardboard, and aluminum under a Conditional Use Permit approved on March 19, 2015. Prior to March 2015, there were previous Conditional Use Permits that allowed for the storage of sand, gravel, and mineral sands on the property.

DESCRIPTION

The applicant is requesting rezoning to the Limited Industrial District (I-1) to accommodate the use of a wholesale food warehouse distribution facility. The applicant proposes to use the existing buildings and infrastructure that are already in place.

The parcel is currently zoned General Agricultural District (A-1). The A-1 zoning district does not allow for a wholesale business (food warehouse distribution).

COMPREHENSIVE PLAN REVIEW

The current Comprehensive Plan land use designation for this property is commercial. Development at the I-95 interchanges and along U.S. 301 will ideally be concentrated into higher-density commercial centers, rather than occurring in strips along the area's major roadways. The presence of vacant and/or abandoned commercial structures in the Planning Area provide ample opportunities for reuse and should also guide the location of future commercial uses.

The proposed rezoning and use is consistent with the Comprehensive Plan.

ORDINANCE REVIEW

The current zoning designation for this property is A-1. The district is established to protect land and property values, ground water and surface water quality, and other resources. The intent is to provide for the continued security of the county's agricultural sector by encouraging the orderly and responsible growth of its livestock, dairy, and poultry industry. Limited residential development is anticipated in these areas.

The proposed rezoning designation for this property is I-1. The I-1 district is to permit certain industries, which do not in any way detract from residential desirability, to be located in any area adjacent to residential uses. The limitations on (or provisions relating to) height, horsepower, heating, flammable liquids or explosives, controlling emissions of fumes, odors and/or noise, landscaping, and the number of persons employed are imposed to protect and foster adjacent residential desirability while permitting industries to locate near a labor supply.

The applicant is currently proposing to use the site as currently developed. Any expansion of the site will require site plan review, including review and consideration of any anticipated additional traffic impacts, possible improvements to mitigate and other potential impacts that may be noted at the time of review.

AGENCY COMMENTS:

VDOT reviewed the application and noted no concerns with traffic impacts. VDOT concerns were included in the Board packet.

STAFF CONCLUSIONS:

Strengths:

1. Allows an opportunity to bring in more commercial uses in this area.
2. Repurposes an existing site with buildings and infrastructure (well and septic) already in place.
3. Adjacent to an existing commercial use (Rideout Equipment Company, Inc.).
4. Access to Blue Star Highway; Proximity to I-95 interchange; Potential access to the railroad.
5. Consistent with the Comprehensive Plan.

Weaknesses:

1. None identified at this time.

The Planning Commission recommends approval for this rezoning.

Staff recommends that the Board approves Zoning Amendment #2022-02 Costa Verde Investment, LLC, applicant.

Chair Seward opened the Public Hearing.

Public Comments were heard from Mr. Percy E. Chacon, the owner. Gabriella was present as the translator. He purchasing the property. One of the conditions the property is the zoning has to be changed.

Chair Seward closed the Public Hearing.

Comments were heard from Supervisor Seward, Tyler, and Futrell.

Copies of the Application for Rezoning/Conditional Zoning Amendment, Application Narrative Description and Reason for Rezoning Staff Report, photos of the property, supporting documentation and the Notice of the Public Hearing were included in the Board packet.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves Zoning Amendment #2022-02, Costa Verde Investment, LLC.

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

Voting nay: none

4.02 Building Services Fee Schedule Ordinance Amendment

County Administrator Douglas stated that a public hearing has been scheduled and advertised to consider a minor change to the Sussex County Building Department Permit Fee Schedule.

In May 2022 the Board of Supervisors adopted an updated building code schedule ordinance, which incorporated a new fee schedule as an exhibit (identical to the Surry County fee schedule since we share a building services program). This exhibit contained a typographical error related to applicable building permit fees for new commercial/industrial construction that needs to be corrected to apply the correct fees to commercial/industrial projects. The Surry County Board of Supervisors approved a similar resolution correcting this error at its last regular meeting.

Building Official Matt Westheimer noted that there was a small clerical error for the building fee for the commercial building. Mr. Westheimer stated that it was supposed to have been one percent. It had been one percent the previous year. He stated that drafts listed as one percent; however, the final draft the field was blank with residential in parenthesis. He noted that Residential and Commercial fees are not the same. The Commercial Fee should be one percent as in the past. The amended Ordinance is merely a cleanup/correct the Commercial Fee.

Chair Seward opened the Public Hearing.

There were no public comments.

Chair Seward closed the Public Hearing.

There were no Board comments.

Staff recommended adoption of the ordinance to amend the building permit fee schedule at end of the public hearing,

Copies of Resolution and Fee Schedule were included in the Board Packet.

ON MOTION OF W. JONES, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopts the ordinance amending the Sussex County Building Department Permit Fee Schedule, to-wit:

WHEREAS, the County incurs significant costs administering and enforcing the Uniform Statewide Building Code; and

WHEREAS, pursuant to § 36-105 of the Code of Virginia, the County may impose reasonable fees for the issuance of building permits and for enforcement of the Building Code to defray the County's costs to administer its program; and

WHEREAS, in accordance with state law at its regular meeting of May 19, 2022, the Board of Supervisors adopted an updated Building Code Fee Schedule Ordinance, which includes new fees applicable to solar voltaic panels; and

WHEREAS, the Building Code Fee Schedule Ordinance incorporated the new fee schedule as an Exhibit, which contained a typographical error related to the applicable building permit fees for new commercial/industrial construction; and

WHEREAS, in order to correct the typographical error, the adoption of an amended Building Code Fee Schedule is necessary; and

WHEREAS, this Ordinance was properly advertised, as required by § 15.2-1427 of the Code of Virginia; and

NOW THEREFORE, BE IT ORDAINED, by the Sussex County Board of Supervisors, that the Building Code Fee Schedule Ordinance adopted on May 19, 2022, is hereby amended to correct the typographical error related to commercial/industrial building permit fees as shown on the attached Sussex County Building Department Permit Fee Schedule, which is incorporated herein.

BE IT FURTHER ORDAINED, that this Ordinance shall become effective immediately upon adoption.

Sussex County Building Department
Permit Fee Schedule

- A. Generally. No permit required by the building code to begin work for new construction or any other building operation shall be issued until the fees prescribed by this section have been paid, nor shall an amendment , for any reason, to a permit be approved until the additional fee has been paid.
- B. Administrative Services.
The fees for administrative services shall be as follows:
1. Permit amendments, renewals, extensions, reinstatement and change of ownership/contract change, \$40.00
 2. If an application for a permit is cancelled by written request to the Building Official within six months of the application date or within twelve months of the issue date, a refund will be granted. The following fee will be deducted from the refund: 30%
 3. Public service request/Staff research/FOIA Fee Actual Admin Cost/
1 hr minimum
- C. Building Permits. Building fees shall be as follows:
1. State Levy on all applicable permit fees 2.00%
 - a. Base permit fee \$75
 - b. Minimum permit fee \$75
 2. Re-inspection Fee \$100
 3. Code Investigation Fee \$100

4. New Construction (Residential and Commercial) Base fee plus:

<u>Residential</u> : All usable areas constructed; includes finished and unfinished;sq.ft. on site built construction, modular homes, manufactured homes, additions alterations, remodels, decks, porches, garages, sheds, carports, etc.	\$0.16 per Finished \$.08 per sq.ft. Unfinished
<u>Commercial/industrial</u> : All usable areas constructed; includes finished and unfinished; churches, schools, industrialized buildings, etc. . including patios decks, etc.	(same as residential) 1% of Contract

5. Swimming Pools \$70.00

6. Fences around swimming pools and residential fences over 6' in height \$40.00

7. Commercial Fence (regardless of height) \$40.00

8. Signs up to 10 sq ft in surface area, 20 sq ft for a double-sided sign, the top of the sign being 10' or less from the ground \$40.00

Signs more than 10 sq ft in surface area, 20 sq ft for a double-sided sign, the top of the sign being more than 10' from the ground \$60.00

9. Demolition or Moved structure \$70.00

10. Chimney \$70.00

11. Commercial re-roofing \$50.00

12. Tents (over 900 square feet) \$80.00

13. Elevator (Initial and annual re-certification) \$50.00

14. Retaining Walls (as defined by the Building Code), Towers, Piers, etc \$50.00

15. Amusement Rides	current:	proposed:
a) Kiddie/ Small mechanical/ Inflatable		\$55.00
b) Circular ride or flat less than 20'		\$75.00
c) Spectacular Ride		\$100.00
d) Coaster exceeding 30'		\$200.00
		Coaster exceeding 60'
		\$400.00
		Generator for amusement device
		\$165.00

16. Commercial Plan Review (New Construction)	\$250.00
Residential Plan Review (New Construction)	\$50.00
17. Commercial Change of Occupancy/Use	Building Permit needed
18. Appeals	\$0.00
D. <u>Electrical Permits.</u>	
1. Residential (New Construction)	Base fee plus \$.06 per sq. ft.
2. Electrical Upgrade or relocation of electrical service	\$50.00
3. Temporary Electric Pole (TEP)	\$50.00
4. Early meter release (Not a part of any other inspection)	\$50.00
5. Connections and Outlets (lights, etc in additions/remodels)	\$50.00
6. Commercial (New Construction)	1% of Contract (unchanged)
7. Generator	\$75.00 + Gas

Voting aye: Supervisors Fly, Futrell, D. Jones, W. Jones, Seward, Tyler
Voting nay: none

5. Appointments

There were no Appointments. However, there was discussion regarding the Industrial Development Authority Board of Directors' attendance and appointments.

6. Action Items

6.01 Technology Zone Ordinance

Deputy County Administrator provided the Technology Zone Ordinance.

Section 58.1-3850 of the Code of Virginia authorizes any city, county, or town to establish a technology zone or zones by ordinance. Establishment of such a zone authorizes the locality to grant tax incentives and certain regulatory flexibility in the technology zone. Establishment of such a zone for Sussex County for the Megasite and surrounding area could be a strategic incentive to attract future economic development prospects to the zone area. The attached draft ordinance provides incentives based on qualifying criteria and is revenue neutral (emphasis added). Advertisement notifying the public of this proposed ordinance was included in the Sussex-Surry Dispatch newspaper on November 2nd and 9th, 2022.

Deputy County Administrator
Staff recommends that the Board of Supervisors adopt the ordinance.

A Draft Ordinance to Amend the Code of the County of Sussex, Virginia, to Add a Technology Zone and a copy of Public Notice were 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 adopts Ordinance to amend the Code of the County of Sussex, Virginia to add a Technology Zone, to-wit:

WHEREAS, the Code of Virginia §58.1-3850 enables localities to establish Technology Zones which help cultivate economic growth by providing tax incentives or regulatory flexibility to qualified technology businesses; and

WHEREAS, a technology zone can be a valuable tool for the encouragement of new and expanding business investments in Sussex County; and

WHEREAS, the Board of Sussex County has determined that establishing technology zones will serve the public health and welfare of the County and citizens.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of Sussex, County, Virginia that the Code of the County of Sussex, is amended by adding the following:

TECHNOLOGY ZONE

Sec. 1. Purpose of Technology Zone.

The County of Sussex (or the “County”) has determined that the development of its commercial tax base requires incentives, and further determines that an appropriate method of offering incentives for the County is to create a Technology Zone.

Sec. 2. Definitions.

For the purpose of this article, the following words and phrases shall have the meanings given below, unless clearly indicated to the contrary:

Administrator means the County Administrator or his designee.

Base Year means the calendar year preceding the calendar year in which the applicant submits the Technology Zone Program Qualification Application.

Capital Investment means money used by a Technology Business to purchase Fixed Assets and not moneys used for day-to-day operating expenses. Fixed Assets owned by the Technology Business that are moved into the Technology Zone from another location within the County shall not be included in the calculation of Capital Investments.

Employee means a person who is on the payroll of the Technology Business’s establishment within the Technology Zone and whose workstation’s primary location is within the Technology Zone.

Existing Business means one that was actively engaged in the conduct of trade or business in the County prior to an area being designated as a Technology Zone.

Fixed Asset means long-lived tangible property owned by a Technology Business that is used by the Technology Business in the production of its income including real estate, plant, machinery, and equipment.

Full-Time Employee means an Employee who is employed in a job for an indefinite duration at a Technology Business located in a Technology Zone and is required to work at least minimum number of hours as determined by the Federal Government to qualify as a Full-Time Employee per week for a period consisting of forty-eight (48) consecutive weeks.

Seasonal, temporary, leased, contract labor or an Employee whose job function is shifted from an existing location within the County to a Technology Business within the Technology Zone is not a Full-Time Employee.

Incentive Period means a ten (10) year period during which a Qualified Technology Business receives the benefit of Technology Zone incentives.

New Business means a business not previously operating within the County prior to an area being designated as a Technology Zone.

Technology Business means a Business whose primary purpose is the research, development, or manufacture, distribution and/or design for lease, sale, or license of Technology Products, Processes or Related Services. Technology business may also include any advanced manufacturing operations utilized in the research and development or production of consumer or commercial products, data center operations or information technology operations. Technology business may also include distribution and warehousing operations, particularly those utilizing automated systems, robotics, or other advanced technologies in the warehousing or distribution of products for business or consumer use.

Technology Products, Processes or Related Services means engaging in the activities of automation, automotive vehicles, automotive components, autonomous vehicles or components, batteries, biotechnology, biomedical research, chemicals, computer hardware, computer software, defense, electric vehicles or components, electronics, energy, environmental, homeland security, manufacturing equipment, advanced materials, medical technologies, pharmaceuticals, photonics, electronic-based sub-assemblies and components, testing and measurement, telecommunications, systems integration, information systems, internet software, or data and data warehousing or training in the above concentration areas.

In no case will the use of computers or telecommunication services used by a Business in its administrative operations qualify the Business as a Technology Business.

Qualified Technology Business means a Technology Business that has met the qualifications set forth in this chapter and continues to meet the required qualifications.

Sec. 3. Administration.

This article shall be administered and enforced by the County Administrator.

An applicant seeking to obtain the benefits of the Technology Zone will hold preliminary discussions with the County Administrator and Director of Economic Development, prior to any investment, resulting in submittal of a completed Technology Zone Program Qualification Application to the Director of Economic Development.

The Director of Economic Development, in consultation with the County Administrator, will review the application to determine if the project meets the required criteria for Qualified Technology Business and is consistent with the County's policy for the consideration of Technology Zone incentives. Applications must be signed by an official representative of the Qualified Technology Business authorized to sign on its behalf.

No incentive application from an Existing Technology Business shall be approved until the Commissioner of the Revenue determines that no unpaid taxes are outstanding. Further, an Existing Technology Business shall not qualify for Technology Zone incentives by reorganizing or changing its form in a manner that does not alter the basis of the Technology Business assets or result in a taxable event.

Sec. 4. Boundaries.

The Boundaries of the Technology Zone shall be within the areas described in Appendix A of this Chapter.

As technology zones are established by the Board of Supervisors, they shall be further identified by reference to the map entitled "Sussex County Technology Zones" which shall be incorporated into and made a part of this chapter and all future ordinances establishing a technology zone.

Sec. 5. Incentive Period.

Subject to the requirements of this chapter, Qualified Technology Businesses shall receive the benefits of the Technology Zone incentives consecutively for up to a 10-year Incentive Period.

Sec. 6. Eligibility Requirements.

- (a) Existing and new businesses. The following requirements shall apply to all businesses seeking the Incentives provided in this chapter:
 - i. Business must be engaged in a qualified technology business;
 - ii. Wages paid to Full-Time Employees must be at least 25% above the region's average prevailing wage for similar positions in the applicable industry sector, as reported by

- the Federal Bureau of Labor Statistics (BLS) or Occupational Employment and Wage Statistics (Virginia Employment Commission);
- iii. Machinery and equipment that is either purchased or leased, must be new to the County and associated with a qualifying plant expansion or renovation within the Technology Zone;
 - iv. Businesses must commit to the creation of at least five net new jobs and at least \$5,000,000 in Capital Investment (machinery and equipment or real property); or, creation of 10 net new jobs and at least \$1,000,000 in new Capital Investment;
 - v. Businesses must make a capital investment of at least \$1,000,000 to be eligible for the Business Tangible Personal Property rebate; and
 - vi. The increase in capital investment and new or additional full-time positions required to qualify must occur within the investment and job creation schedule agreed upon between the County Administrator and an official representative of the Qualified Technology Business at the time of application.
- (b) Any assets owned by a business which are moved into a technology zone from another location within the County shall not be included in the increased new investment.

Sec. 7. Incentives.

Incentives of the Technology Zone must be accessed by the Qualified Technology Business within one year of start of operations in the Technology Zone, or within one year of a qualified facility expansion or renovation in order to receive the Incentives as outlined in this Chapter.

In the case of a qualified facility expansion or renovation, the rebate shall be limited to 100 percent of the tax on the increase in the assessed value over the value from the Base Year assessed value. The incentive period cannot be extended solely by relocating within or to another zone or by an ownership change. The Treasurer shall issue a rebate within 60 days of receipt of full payment of the taxes for each year of the incentive period.

The amount and schedule of incentives shall be as follows:

- (a) Machinery & Tools:
 - i. 100% rebate on Machinery & Tools Tax Years 1-5; and
 - ii. 75% rebate in Years 6-10
- (b) Business Tangible Personal Property:
 - i. 100% rebate on Business Tangible Personal Property Tax Years 1-5; and
 - ii. 75% rebate in Years 6-10
- (c) Merchant's Capital Tax:
 - i. 50% rebate on Merchant's Capital Tax Years 1-5
- (d) Waiver of all site development fees (i.e. land disturbance, site plan review)
- (e) Waiver of all building permit (i.e. plans review) and inspection fees, including structural, electrical, plumbing and mechanical

- (f) Waiver of rezoning, conditional use permit, or special exception fees

The amount and schedule of exemption may from time to time be amended in order to sustain the economic development priorities established by the County.

Sec. 8. Certification Procedure.

The following certification procedure applies to Technology Businesses seeking to obtain the benefits of the technology zone:

- (a) A Technology Business must submit a Technology Zone Program Qualification Application to the Director of Economic Development for certification as a Qualified Technology Business.
- (b) After a Technology Business has been certified as a Qualified Technology Business, in order to receive a rebate, it must annually submit a Technology Zone Program Annual Certification form with qualifying criteria and annual return of machinery and tools, business tangible personal property, merchant's capital tax, a detailed list of assets, along with the number of Full-Time Employees employed by the Qualified Technology Business, and an official Virginia Employment Commission report for wage verification to the Commissioner of Revenue and the County Administrator, by the stated filing date.
- (c) The Qualified Technology Business must pay the resulting machinery and tools tax, business tangible personal property tax, and merchant's capital tax, and then the allowable portion of these taxes will be rebated. The Commissioner may request additional documentation from the business, and that documentation must be received within ten days from the date of this request unless the Commissioner agrees, in his/her sole discretion, to an extension of time for the submission of such documentation. In no case, however, shall the extension exceed 90 days. Failure to request the rebate or to submit the required documentation in a timely manner, as determined by the Commissioner, shall result in forfeiture of the machinery and tools, business tangible personal property, or merchant's capital tax rebate incentive for that year of the incentive period. Neither a sale and lease-back agreement nor a subsequent purchase of equipment originally leased shall extend the incentive period beyond the original incentive period.
- (d) The rebate of tax on qualifying leased property must be issued directly to the lessor.

Sec. 9. Compliance.

- (a) Failure of the Qualified Technology Business to pay in full by the due date any taxes imposed by the County shall result in the loss of the exemption or rebate for that calendar year. The County Administrator may withdraw the Qualified Technology Business status for any business that is not compliant with any ordinance, regulation, or other legal requirement pertaining to that business.

- (b) If a Qualified Technology Business files for bankruptcy during any ten-year Incentive Period, this will result in disqualification and the business will be ineligible to receive Technology Zone incentives for the remainder of the Incentive Period.
- (c) In the event that the Technology Business ceases to be a Qualified Technology Business, or removes itself from operation in the County during any year within the first five years of the ten-year Incentive Period, it shall be required, except as otherwise provided in this ordinance, to Action Items - Page 6 repay a pro-rated portion of incentives received within 30 days to the County of Sussex. The pro-rated repayment will be determined by the County Administrator and based on the life-to-date percentage of capital investment and full-time jobs created in comparison to the commitments made at the time of application for Technology Zone incentives.
- (d) In the event a Technology Business is unable to continue to meet the eligibility requirements within the timeframe established pursuant to Section 6(a)(vi), and the business contacts the County Administrator within 90 days of the annual certification and filing date, the County Administrator may in his/her discretion, approve an action plan for the business which, among other things, may provide the business additional time to meet the requirements of a Qualified Technology Business. If the business fails to meet the eligibility requirements after the timeframe set forth in the action plan, it shall be required to repay 100% of the incentives received within 30 days to the County of Sussex.

Sec. 10. Nonwaiver.

Unless expressly stated herein, this chapter shall not be construed to waive the requirement of any ordinance, regulation, or policy of the County, including, but not limited to, those ordinances, regulations, and policies that require permits and approvals for land use and construction except as expressly mentioned in this chapter. Additionally, unless stated otherwise herein, nothing in this chapter shall be construed as waiving the right of the County to enforce its ordinances, regulations, or policies to collect any taxes, fees, fines, penalties, or interest imposed by law on a qualified technology business or upon real or personal property owned or leased by a Qualified Technology Business.

Sec. 11. Zoning Ordinance Not Affected.

This chapter is an economic development incentive and is not a zoning change. Nothing herein shall be construed to affect any provision or requirement of the County Zoning Ordinance.

Sec. 12. Education and Promotion.

The County Administrator shall develop strategies and marketing tools to promote the benefits of the Technology Zone to the public and potential businesses.

State Law Reference—Virginia Code Section 58.1-3850

This ordinance shall become effective upon adoption.

Voting aye: Supervisors Fly, Futrell, D. Jones, W. Jones, Seward, Tyler
Voting nay: none

6.02 PPT Deadline Extension Resolution

County Administrator Douglas stated that a resolution to extend the personal and real estate property tax payment deadline for tax year 2022, as prepared by the County Attorney, was included in the packet for the Board's consideration.

This resolution was requested by Chairwoman Seward with input from Treasurer Cox, to provide additional time for tax payments (based on impacts from COVID, inflation, and increased vehicle values). If approved, this resolution will extend the payment deadline from December 5, 2022, to March 5, 2023.

Staff recommended that the Board of Supervisors approves Resolution #22-137 to extend the personal property tax payment deadline for Tax Year 2022 to March 5, 2022.

A copy of Resolution #22-137 was included in the Board packet.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approved Resolution #137 to extend the personal and real estate property tax payment deadline for Tax Year 2022 to March 5, 2023, to-wit:

WHEREAS, national, state, and local economies have been negatively impacted by the COVID-19 pandemic; and

WHEREAS, due to the recent effect that inflation has had on the value of real estate and personal property, the Board of Supervisors wants to provide residents some relief in paying tax bills; and

WHEREAS, the real estate and personal property tax payments are due by December 5, 2022, subject to penalties and interest for late payments; and

WHEREAS, Section 58.1-3916 of the Code of Virginia empowers the Sussex County Board of Supervisors to grant by resolution an extension of time, not to exceed 90 days, for the payment of real estate and personal property taxes whenever good cause exists; and

WHEREAS, COVID-19 and the recent effect that inflation has had on the value of real estate and personal property constitutes good cause, and the Board of Supervisors wants to provide residents some relief in paying tax bills and desires to provide all support possible to the community at this time.

NOW, THEREFORE, BE IT RESOLVED BY THE SUSSEX COUNTY BOARD OF SUPERVISORS, VIRGINIA:

§1. That the due date in FY 2022 for the payment of real estate taxes and personal property taxes (to include merchant's capital, machinery & tools, and mobile home taxes, vehicles, trailers, motorcycles

and boats) is hereby extended from December 5, 2022, to March 5, 2023, and that payment can be made up to that time without late penalties and interest.

§ 2. That this resolution shall have no legal impact upon prior delinquencies.

§ 3. That staff immediately communicate the extension information to the community.

§ 4. That this resolution is effective upon adoption.

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

Voting nay: none

6.03 Gro52 Property Buy-Back

The Board of Supervisors approved the sale of 22.5 acres of property on Cabin Point Road in October 2020 to Gro52, at a price of \$44,586, for the construction of a commercial hemp growing facility. Unfortunately the company has yet to begin construction, and the purchase agreement provides for a county buy-back of the property at the original price if the facility is not constructed within 24 months of closing. Because this property is adjacent to county-owned mega site property that is extremely important from an economic development perspective for the county, staff recommends that the buy-back process be initiated by the County Attorney. A copy of his recommended process, as well as a copy of the sales agreement and plat, are attached for your review.

Staff recommends approval to initiate the buy-back process for the Gro52 property on Cabin Point Road.

Copies of the County Attorney email, Gro52 sales agreement, and plat were included in the Board packet.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves initiating the buy-back process for the Gro52 property on Cabin Point Road. All Board members present voted aye.

6.04 Animal Services Budget Amendment (Shelter Improvements)

This item was moved from Item 2. Consent Agenda (Item 2.06) to Item 6. Action Items, as Item 6.04.

County Administrator Douglas stated that a budget amendment for animal shelter improvements necessary to maintain state operational compliance, totaling \$34,372 was included in the packet for the Board's consideration.

The improvements are itemized in an email from the Animal Services Director and are related to moisture issues necessitating the replacement of shelter flooring and cat room walls. These costs are in addition to improvements completed under a recent donation from Energix related to sealing all indoor and outdoor kennel flooring.

Staff recommends approval.

A copy of Resolution #22-130 FY23 Budget Amendment and email from the Animal Services Director were included in the Board packet.

ON MOTION OF SUPERVISOR D. JONES, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves Animal Services Budget Amendment (Shelter Improvements) #22-130, to-wit:

BE IT RESOLVED by the Sussex County Board of Supervisors that the following budget amendment for the Fire, Rescue, & Emergency Services function be and hereby is made for the period of July 1, 2022 through June 30, 2023. This resolution will appropriate local reserve funds to the Animal Services department for animal shelter renovations.

FUND # 100 GENERAL FUND

REVENUE

Fund 135 Local Reserves	\$34,400
Total Revenues	\$34,400

EXPENDITURE

Fund 100 Administration	\$34,400
Total Expenditures	\$34,400

Finance Department Note: Sufficient documentation has not been met to meet the County's Small Purchase Policy.

Voting aye: Supervisors Fly, D. Jones, W. Jones, Seward

Voting nay: Supervisor Futrell

Abstained: Supervisor Tyler

7. Citizens' Comments

Comments were heard from Kevin Bracy (Courthouse District) regarding the Animal Shelter; buildings on the complex; scrap metal; convenience sites-90 days to rectify problem; and 911 calls on vicious dogs.

8. Unfinished Business

There was no Unfinished Business.

9. New Business

There was no New Business.

10. Board Member Comments

10.01 Blackwater District –Keep animals current on rabies shots.

10.02 Courthouse District – In regards/response to Waverly District: noted Grievance Policy for problems with employees and Social Services Advisory Board.

10.03 Henry District – Employees at Jarratt Convenience Center - no lights, getting dark earlier; asked Administration to expedite getting lights.

10.04 Stony Creek District – Stony Creek Annual Christmas parade 1st Sunday, December 4th; wished everyone a Happy Thanksgiving.

10.05 Wakefield District – Have same approach in improving County buildings as for Animal Services buildings.

10.06 Waverly District – Personnel Committee – convenience - convenience site employees threatened; requested Personnel Committee meeting; letter for Courthouse District; Social Services and Social Services Director and Board; vehicle logos.

There was discussion of Board's role regarding personnel.

11. Closed Session

There was no Closed Session.

12. Adjournment

12.01 Adjournment

ON MOTION OF SUPERVISOR D. JONES, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the November 17, 2022 regular meeting of the Sussex County Board of Supervisors hereby adjourned at 8:15 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, December 15, 2022 at 6 p.m.

January 19, 2023

WARRANTS & VOUCHERS SUMMARY

TOTAL ALL WARRANTS FOR APPROVAL \$572,182.64

TOTAL ALL VOID CHECKS FOR APPROVAL \$0.00

ACCOUNTS PAYABLE WARRANTS:	CHECK NO.	AMOUNTS	PROCESS DATE
FOR MONTH OF December 2022	223713-223760	\$ 60,779.29	RUN DATE 12/01/2022
	223761-223831	\$ 85,856.08	RUN DATE 12/8/2022
	223884	\$ 30.00	RUN DATE 12/15/2022
	223885-223944	\$ 147,109.08	RUN DATE 12/15/2022
	223958-223962	\$ 8,595.38	RUN DATE 12/15/2022
	223963	\$ 9,620.53	RUN DATE 12/22/2022
	223964	\$ 50.00	RUN DATE 12/29/2022
	223965-224006	\$ 152,423.02	RUN DATE 12/29/2022
Total Regular Warrants		\$464,463.38	
PAY. DEDUCTION WARRANTS:			
	223832-222870	\$ 5,836.00	RUN DATE 12/12/2022
	223871-223883	\$ 51,768.02	RUN DATE 12/16/2022
	223945-223957	\$ 50,115.24	RUN DATE 12/22/2022
Total Deduction Warrants:		\$107,719.26	
TOTAL VOUCHERS & WARRANTS FOR APPROVAL		\$572,182.64	

ACCOUNTS PAYABLE CHECKS



AP100 12/01/2022 SUSSEX COUNTY A/P CHECK REGISTER TIME-12:52:02 AcPd - 2022/12

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001960	ACI PAYMENTS, INC.	10000081911	11/15/2022		4100-041100-1292-411-410	744.19	223713		Bank/CC & Other Fees	01840 # 39343
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	744.19
0000000	000923	ALL SEASONS TERMITE &	4027112322	11/23/2022		4100-051500-1272-551-510	95.00	223714		Building Maintenance & Repairs	01840 SUSSEX COUNTY JAIL
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	95.00
0000000	001917	AMAZON CAPITAL SERVICES	1J7V-JLDJ-7GDM	11/17/2022		4100-041100-1241-411-410	39.32	223715		Office Supplies	01840 # AIUJ83SECTAJC
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	39.32
0000000	001472	BRACY, KEVIN	KB 113022	11/30/2022		4100-021400-1217-241-210	75.00	223716		Commission/Board Compensation	01840 PLANNING COMMISSIO
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	75.00
0000000	002088	BRUCE FACILITY PLANNING C	287	7/01/2022		4100-021100-1228-211-210	9,800.00	223717		Contractual Services	01840 SUSSEX COUNTY
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	9,800.00
0000000	000738	BUTLER'S TOWING AND	11949	11/16/2022		4100-051100-1265-512-510	20.00	223718		Vehicle Maintenance & Repairs	01840 SUSSEX SHERIFF
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	20.00
0000000	000738	BUTLER'S TOWING AND	11950	11/16/2022		4100-051100-1265-512-510	20.00	223718		Vehicle Maintenance & Repairs	01840 SUSSEX SHERIFF
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	20.00
0000000	000738	BUTLER'S TOWING AND	11951	11/16/2022		4100-051100-1265-512-510	65.00	223718		Vehicle Maintenance & Repairs	01840 SUSSEX SHERIFF
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	65.00
0000000	000738	BUTLER'S TOWING AND	11961	11/21/2022		4100-051100-1265-519-510	211.66	223718		Vehicle Maintenance & Repairs	01840 SUSSEX SHERIFF
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	211.66
0000000	000738	BUTLER'S TOWING AND	12010	11/23/2022		4100-051100-1265-512-510	20.00	223718		Vehicle Maintenance & Repairs	01840 SUSSEX SHERIFF
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	20.00
0000000	000738	BUTLER'S TOWING AND	12014	11/28/2022		4100-051100-1265-512-510	24.00	223718		Vehicle Maintenance & Repairs	01840 SUSSEX SHERIFF
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	24.00
0000000	000738	BUTLER'S TOWING AND	360.66	11/28/2022		4100-051100-1265-512-510	360.66	223718		Vehicle Maintenance & Repairs	01840 SUSSEX SHERIFF
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	360.66
0000000	000728	CARQUEST OF WAKEFIELD	15335-40643	11/28/2022		4100-051100-1265-512-510	6.99	223719		Vehicle Maintenance & Repairs	01840 # 5001
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	6.99
0000000	001485	CENTRAL AGRIBUSINESS	JR30200	11/22/2022		4100-051500-1246-551-510	61.60	223720		Food Supplies	01840 SUSSEX SHERIFF
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	61.60
0000000	001485	CENTRAL AGRIBUSINESS	JR31024	11/16/2022		4100-051500-1246-551-510	61.60	223720		Food Supplies	01840 SUSSEX SHERIFF
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	123.20
0000000	001630	CHENEY BROTHERS	12-923730550	11/17/2022		4100-051500-1246-551-510	2,328.76	223721		Food Supplies	01840 # 60030700
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	2,328.76
0000000	001694	COMMONWEALTH INDUSTRIAL	24040	11/22/2022		4100-051100-1245-512-510	3,100.00	223722		Law Enforcement Supplies	01840 SUSSEX SHERIFF
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	3,100.00
0000000	000871	CRYSTAL SPRINGS	12841556	11/16/2022		4100-063100-1277-631-630	60.95	223723		Water Services	01840 # 114253012841556
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	60.95
0000000	000871	CRYSTAL SPRINGS	12841566	9/16/2022		4100-063100-1277-631-630	96.84	223723		Water Services	01840 # 114253012841556
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	157.79
0000000	001613	CUSTOM CLEANERS	12154	11/12/2022		4100-051500-1244-551-510	76.00	223724		Uniform Services	01840 SUSSEX SHERIFF
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	76.00
0000000	001613	CUSTOM CLEANERS	12231	11/12/2022		4100-051500-1244-512-510	24.00	223724		Uniform Services	01840 SUSSEX SHERIFF
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	100.00
0000000	001892	DIRECTV, LLC	34959122X221110	11/10/2022		4100-021500-1234-253-210	114.09	223725		Telecommunications	01840 # 34959122
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	114.09
0000000	000902	DOC FARMER'S MARKET	MKT96175	11/21/2022		4100-051500-1246-551-510	269.85	223726		Food Supplies	01840 SUSSEX COUNTY JAIL
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	269.85
0000000	000902	DOC FARMER'S MARKET	MKT96333	11/28/2022		4100-051500-1246-551-510	362.45	223726		Food Supplies	01840 SUSSEX COUNTY JAIL
		DISC. TOTAL				.00 CPA PMT TOTAL	.00			TOTAL	632.30

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000084	DOMINION VIRGINIA POWER	0963166285	10/31/2022		4100-021600-1276-263-210	138.56	223727		Electric	01840 # 0963166285
0000000	000084		4714897313	0922		4100-021600-1276-263-210	160.59	223727		Electric	01840 # 4714897313
0000000	000084		4723819456	1022		4100-021600-1276-263-210	153.63	223727		Electric	01840 # 4723819456
0000000	000084		7248699664	1022		4100-021600-1276-263-210	571.85	223727		Electric	01840 # 7248699664
0000000	000084		7378703693	1022		4100-021600-1276-264-210	61.42	223727		Electric	01840 # 7378703693
0000000	000084		9293060001	1022		4100-021600-1276-264-210	135.10	223727		Electric	01840 # 9293060001
			1.221.15				.00			EPY PMT TOTAL	1.221.15
0000000	000123	EDMOND, J. LAFAYETTE	JLE 113022	11/30/2022		4100-021400-1217-241-210	75.00	223728		Commission/Board Compensation	01840 PLANNING COMMISSIO
							.00			CPA PMT TOTAL	75.00
0000000	001703	HEFTY WILEY & GORE P.C.	12120	11/25/2022		4100-022100-1223-281-220	8,500.00	223729		Legal Services	01840 SUSSEX COUNTY
							.00			EPY PMT TOTAL	8,500.00
0000000	001687	HOWELL, JOSEPHINE	JH 112122	11/21/2022		4100-051500-1244-551-510	88.20	223730		Uniform Services	01840 REIMBURSEMENT
							.00			EPY PMT TOTAL	88.20
0000000	001097	ID NETWORKS	280059	12/01/2022		4100-051100-1255-516-510	1,800.00	223731		Maintenance Service Contract	01840 # SUS100
							.00			EPY PMT TOTAL	1,800.00
0000000	001475	IRVING, FRANK	FI 113022	11/30/2022		4100-021400-1217-241-210	75.00	223732		Commission/Board Compensation	01840 PLANNING COMMISSIO
							.00			EPY PMT TOTAL	75.00
0000000	001919	JAMES SHELTON GENERAL CON	112322	11/23/2022		4100-021600-1272-261-210-601	8,500.00	223733		Animal Shelter Improvements	01840 SUSSEX COUNTY
							.00			EPY PMT TOTAL	8,500.00
0000000	001662	JOHNSON, GEORGE	GJ 102622	10/26/2022		4100-021200-1254-221-210	65.00	223734		Equipment Maintenance	01840 SUSSEX COUNTY
							.00			EPY PMT TOTAL	65.00
0000000	001550	KINEX NETWORKING SOLUTION	2211-0011137	11/19/2022		4100-021600-1234-263-210	1,350.00	223735		Telecommunications	01840 # 2201-00004876
							.00			EPY PMT TOTAL	1,350.00
0000000	001477	KING, ROGER	RK 113022	11/30/2022		4100-021400-1217-241-210	75.00	223736		Commission/Board Compensation	01840 PLANNING COMMISSIO
							.00			EPY PMT TOTAL	75.00
0000000	001433	LOWE'S	911349-01	8/09/2022		4100-021200-1272-221-210	10.89	223737		Building Maintenance & Repair	01840 # 99000502080
			935037-01	8/22/2022		4100-021200-1272-221-210	.83	223737		Building Maintenance & Repair	01840 # 99000502080
							.00			EPY PMT TOTAL	11.72
0000000	001392	MASON, DENNIS	DM 113022	11/30/2022		4100-021400-1217-241-210	75.00	223738		Commission/Board Compensation	01840 PLANNING COMMISSIO
							.00			EPY PMT TOTAL	75.00
0000000	000309	MASSENBURG, TERRY	TM 113022	11/30/2022		4100-021400-1217-241-210	100.00	223739		Commission/Board Compensation	01840 PLANNING COMMISSIO
							.00			EPY PMT TOTAL	100.00
0000000	001600	MAYES, ANDREW W.	AM 113022	11/30/2022		4100-021400-1217-241-210	75.00	223740		Commission/Board Compensation	01840 PLANNING COMMISSIO
							.00			EPY PMT TOTAL	75.00
0000000	001882	MOBILE COMMUNICATIONS AME	315002304-1	11/18/2022		4100-021500-1254-253-210	5,632.35	223741		Equipment Maintenance	01840 # 110921
							.00			EPY PMT TOTAL	5,632.35

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001915	WYATT, KELLI D.	KDW 111722 01	11/17/2022		4100-063100-1204-632-630	123.90	223756			Lodging	01840 REIMBURSEMENT
0000000	001915		KDW 111722 02	11/17/2022		4100-063100-1205-632-630	50.00	223756			Meals	01840 REIMBURSEMENT
0000000	001915		KDW 111722 03	11/17/2022		4100-063100-1264-632-630	119.37	223756			Gasoline/Mileage-Non Training	01840 REIMBURSEMENT
0000000	001915		KDW 111722 04	11/17/2022		4100-063100-1206-632-630	10.00	223756			Transportation (exclude mtr)	01840 REIMBURSEMENT
			CHECK TOTAL	303.27	ACH PMT TOTAL		.00	EPY PMT TOTAL				303.27
0000000	001644	XEROX FINANCIAL SERVICES	3556665	10/16/2022		4100-061100-1252-612-610	106.36	223757			Equipment Lease/Rental	01840 # 0200078186001
			CHECK TOTAL	106.36	ACH PMT TOTAL		.00	EPY PMT TOTAL				106.36
0000000	001995	TRUIST BANK	2338 1122 01	10/24/2022		4100-041100-1241-411-410	141.67	223758			Office Supplies	01840 # 4046011199882338
0000000	001995		2338 1122 02	10/27/2022		4100-021100-1258-211-210	29.98	223758			Computer Software/Application	01840 # 4046011199882338
0000000	001995		2338 1122 03	10/27/2022		4100-041100-1231-411-410	8.80	223758			Postage	01840 # 4046011199882338
0000000	001995		2338 1122 04	11/04/2022		4100-041100-1201-411-410	125.00	223758			Organization Membership	01840 # 4046011199882338
0000000	001995		2338 1122 05	11/16/2022		4100-021100-1241-211-210	543.60	223758			Office Supplies	01840 # 4046011199882338
			CHECK TOTAL	849.05	ACH PMT TOTAL		.00	EPY PMT TOTAL				849.05
0000000	000879	WOMACK PUBLISHING CO.	46812	10/26/2022		4100-021400-1235-241-210	373.90	223759			Advertising	01840 # 17175
			CHECK TOTAL	373.90	ACH PMT TOTAL		.00	EPY PMT TOTAL				373.90
0000000	001995	TRUIST BANK	2346 1122 01	10/21/2022		4100-021700-1258-271-210	770.00	223760			Computer Software/application	01840 # 4046011199882346
0000000	001995		2346 1122 02	10/24/2022		4100-063100-1204-631-630	722.04	223760			Lodging	01840 # 4046011199882346
			CHECK TOTAL	1,492.04	ACH PMT TOTAL		.00	EPY PMT TOTAL				1,492.04
			CHECK TOTAL	60,779.29	ACH PMT TOTAL		.00	EPY PMT TOTAL				60,779.29
			CHECK TOTAL	60,779.29	ACH PMT TOTAL		.00	EPY PMT TOTAL				60,779.29

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 60,779.29 - EQUALS THE WEEKLY LOG SHEET TOTALS ADJUSTED.

12/1/2022 DATE
 12-1-22 DATE
 12/1/22 DATE

DIRECTOR OF FINANCIAL SERVICES
 COUNTY ADMINISTRATOR
 DESTE J. COX, TREASURER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001917	AMAZON CAPITAL SERVICES	1HP7-F4X0-R1WG	11/20/2022		4100-021600-1242-261-210	320.82	223761		Agricultural Supplies	01842 # AIU083SE5CTAJC
0000000	001917		IRYJ-00MW-LNLR	11/28/2022		4100-021100-1241-211-210	15.00	223761		Office Supplies	01842 # AIU083SE5CTAJC
0000000	001917		ITNX-TNCC-1XCM	10/16/2022		4100-021600-1242-261-210	100.30	223761		Agricultural Supplies	01842 # AIU083SE5CTAJC
0000000	001917		ITNX-TNCC-1XCM	10/16/2022		4100-021600-1205-261-210	110.77	223761		Meals	01842 # AIU083SE5CTAJC
0000000	001917		ITNX-TNCC-1XCM	10/16/2022		4100-021600-1247-261-210	89.44	223761		Janitorial Supplies	01842 # AIU083SE5CTAJC
		DISC. TOTAL		636.33			.00	EPY PMT TOTAL			636.33
0000000	000010	BANK OF SOUTHSIDE VA	0107 1122 01	10/12/2022		4100-051500-1259-551-510	51.97	223762		Other Equipment Purchases	01842 JAIL ACCT
0000000	000010		0107 1122 02	10/12/2022		4100-051500-1246-551-510	50.00	223762		Food Supplies	01842 JAIL ACCT
0000000	000010		0107 1122 03	10/17/2022		4100-051100-1299-512-510	29.40	223762		Miscellaneous Others	01842 JAIL ACCT
0000000	000010		0107 1122 04	10/18/2022		4100-051100-1299-512-510	32.34	223762		Miscellaneous Others	01842 JAIL ACCT
0000000	000010		0107 1122 05	10/25/2022		4100-051500-1246-551-510	24.00	223762		Food Supplies	01842 JAIL ACCT
0000000	000010		0107 1122 06	10/29/2022		4100-051500-1246-551-510	22.00	223762		Food Supplies	01842 JAIL ACCT
0000000	000010		0107 1122 07	11/01/2022		4100-051500-1246-551-510	50.00	223762		Food Supplies	01842 JAIL ACCT
0000000	000010		0255 1122 03	10/28/2022		4100-051100-1201-512-510	55.00	223762		Organization Membership	01842 SHERIFF ACCT
		DISC. TOTAL		314.71			.00	EPY PMT TOTAL			314.71
0000000	999999	BIVENS.DEVIN	DB 1122	12/01/2022		4100-051500-1215-551-510	12.15	223763		Inmate Pay	01842 INMATE MEDICAL
		DISC. TOTAL		12.15			.00	EPY PMT TOTAL			12.15
0000000	000738	BUTLER'S TOWING AND	11930	11/14/2022		4100-051100-1265-519-510	68.49	223764		Vehicle Maintenance & Repairs	01842 SUSSEX SHERIFF
0000000	000738		12043	11/30/2022		4100-051100-1265-512-510	85.00	223764		Vehicle Maintenance & Repairs	01842 SUSSEX SHERIFF
0000000	000738		12068	12/05/2022		4100-051100-1265-512-510	20.00	223764		Vehicle Maintenance & Repairs	01842 SUSSEX SHERIFF
0000000	000738		12071	12/05/2022		4100-051100-1265-512-510	65.00	223764		Vehicle Maintenance & Repairs	01842 SUSSEX SHERIFF
		DISC. TOTAL		238.49			.00	EPY PMT TOTAL			238.49
0000000	001251	CABTN POINT VETERINARY	74211	10/17/2022		4100-021600-1227-261-210	484.00	223765		Medical Services	01842 # 1707
0000000	001251		74273	10/19/2022		4100-021600-1227-261-210	58.00	223765		Medical Services	01842 # 1707
0000000	001251		74282	10/21/2022		4100-021600-1227-261-210	87.25	223765		Medical Services	01842 # 1707
0000000	001251		74314	10/24/2022		4100-021600-1227-261-210	181.00	223765		Medical Services	01842 # 1707
0000000	001251		74327	10/25/2022		4100-021600-1227-261-210	280.45	223765		Medical Services	01842 # 1707
0000000	001251		74336	10/28/2022		4100-021600-1227-261-210	551.00	223765		Medical Services	01842 # 1707
0000000	001251		74414	11/04/2022		4100-021600-1227-261-210	715.10	223765		Medical Services	01842 # 1707
0000000	001251		74481	11/07/2022		4100-021600-1227-261-210	385.95	223765		Medical Services	01842 # 1707
0000000	001251		74581	11/14/2022		4100-021600-1227-261-210	273.50	223765		Medical Services	01842 # 1707
0000000	001251		74688	11/21/2022		4100-021600-1227-261-210	298.00	223765		Medical Services	01842 # 1707
		DISC. TOTAL		3,314.25			.00	EPY PMT TOTAL			3,314.25
0000000	000728	CARQUEST OF WAKEFIELD	15335-40245	11/12/2022		4100-051100-1265-519-510	74.26	223766		Vehicle Maintenance Repairs	01842 # 5001
0000000	000728		5484-175453	12/02/2022		4100-051100-1265-519-510	7.07	223766		Vehicle Maintenance & Repairs	01842 # 5001
0000000	000728		5484-175461	12/02/2022		4100-051100-1265-512-510	7.07	223766		Vehicle Maintenance & Repairs	01842 # 5001
0000000	000728		5484-175462	12/02/2022		4100-051100-1265-512-510	51.23	223766		Vehicle Maintenance & Repairs	01842 # 5001
		DISC. TOTAL		125.49			.00	EPY PMT TOTAL			125.49
0000000	001485	CENTRAL AGRIBUSINESS	JR31099	11/29/2022		4100-051500-1246-551-510	77.00	223767		Food Supplies	01842 SUSSEX SHERIFF
		DISC. TOTAL		77.00			.00	EPY PMT TOTAL			77.00
0000000	001630	CHENEY BROTHERS	12-923788274	11/30/2022		4100-051500-1246-551-510	2,160.53	223768		Food Supplies	01842 # 60030700
		DISC. TOTAL		2,160.53			.00	EPY PMT TOTAL			2,160.53
0000000	001449	CONVERGENT TECHNOLOGIES	25184	12/02/2022		4100-051100-1224-516-510	359.00	223769		Information System Services	01842 SUSSEX SHERIFF
		DISC. TOTAL		359.00			.00	EPY PMT TOTAL			359.00

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000871	CRYSTAL SPRINGS	6091788	11/10/2022		4100-062100-1277-621-620	97.85	233770		Water Services	01842 # 11421076091788 97.85
		DISC. TOTAL	CHECK TOTAL			.00 CPA PMT TOTAL				TOTAL	
0000000	002018	DILLARD ELECTRICAL	DE 112322	11/23/2022		4100-021200-1273-221-210	265.00	233771		Building Systems Main & Repai	01842 SUSSEX ANML CONTRO 265.00
		DISC. TOTAL	CHECK TOTAL			.00 CPA PMT TOTAL				TOTAL	
0000000	001185	DISPUTANTA ANIMAL HOSPIITA	272997	8/16/2022		4100-021600-1227-261-210	68.00	233772		Medical Services	01842 SUSSEX ANML CONTRO
0000000	001185		273807	8/30/2022		4100-021600-1227-261-210	132.96	233772		Medical Services	01842 SUSSEX ANML CONTRO
0000000	001185		274772	9/14/2022		4100-021600-1227-261-210	224.00	233772		Medical Services	01842 SUSSEX ANML CONTRO
		DISC. TOTAL	CHECK TOTAL			.00 CPA PMT TOTAL				TOTAL	424.96
0000000	000902	DOC FARMER'S MARKET	MKT95859	11/07/2022		4100-051500-1246-551-510	240.10	233773		Food Supplies	01842 SUSSEX COUNTY JAIL
0000000	000902		MKT96017	11/14/2022		4100-051500-1246-551-510	266.85	233773		Food Supplies	01842 SUSSEX COUNTY JAIL
		DISC. TOTAL	CHECK TOTAL			.00 CPA PMT TOTAL				TOTAL	506.95
0000000	001651	DOCUMENT SYSTEMS	126673	11/07/2022		4100-062100-1252-621-620	46.15	233774		Equipment Lease/Rental	01842 # SC07
0000000	001651		127186	12/02/2022		4100-021100-1252-211-210	939.16	233774		Equipment Lease/Rental	01842 # SC05-002
0000000	001651		127187	12/02/2022		4100-021100-1255-211-210	59.57	233774		Maintenance Service Contract	01842 # SC05-003
		DISC. TOTAL	CHECK TOTAL			.00 CPA PMT TOTAL				TOTAL	1,044.88
0000000	00084	DOMINION VIRGINIA POWER	0482572328	11/28/2022		4100-021600-1276-263-210	3,263.25	233775		Electric	01842 # 0482572328
0000000	00084		5080737736	11/28/2022		4100-021600-1276-263-210	71.64	233775		Electric	01842 # 5080737736
0000000	00084		9447701492	11/22/2022		4100-021600-1276-263-210	19.94	233775		Electric	01842 # 9447701492
0000000	00084		9670342501	11/30/2022		4100-021600-1276-263-210	68.95	233775		Electric	01842 # 9670342501
		DISC. TOTAL	CHECK TOTAL			.00 CPA PMT TOTAL				TOTAL	3,423.78
0000000	001911	DOUGLAS, RICHARD	RD 120622	12/06/2022		4100-021100-1203-211-210	2,392.00	233776		Workshops and Conferences	01842 REIMBURSEMENT
		DISC. TOTAL	CHECK TOTAL			.00 CPA PMT TOTAL				TOTAL	2,392.00
0000000	001828	ENNIS, INC.	50679434	11/02/2022		4100-051100-1241-514-510	1,834.06	233777		Supplies for Warrants	01842 # 389923
0000000	001828		50715245	11/30/2022		4100-051100-1241-514-510	1,614.82	233777		Supplies for Warrants	01842 # 389923
		DISC. TOTAL	CHECK TOTAL			.00 CPA PMT TOTAL				TOTAL	3,448.88
0000000	002091	FELTS, GLENICE	GF 110522	11/14/2022		4100-051500-1244-551-510	88.20	233778		Uniform Services	01842 REIMBURSEMENT
		DISC. TOTAL	CHECK TOTAL			.00 CPA PMT TOTAL				TOTAL	88.20
0000000	000274	GALE WELDING & MACHINE	82291	10/28/2022		4100-021200-1272-221-210-603	13,200.00	233779		Registrar-ADA Compliance Proj	01842 SUSSEX COUNTY
		DISC. TOTAL	CHECK TOTAL			.00 CPA PMT TOTAL				TOTAL	13,200.00
0000000	000152	GALLS, LLC	22535509	10/29/2022		4100-051500-1244-551-510	74.69	233780		Uniform Services	01842 # 5417395
0000000	000152		22573611	11/02/2022		4100-051100-1244-512-510	39.65	233780		Uniform Services	01842 # 5417395
		DISC. TOTAL	CHECK TOTAL			.00 CPA PMT TOTAL				TOTAL	114.34
0000000	000276	GREENSVILLE COUNTY WATER	1175 122022	12/20/2022		4100-021600-1277-263-210	89.33	233781		Water Services	01842 # 1175
		DISC. TOTAL	CHECK TOTAL			.00 CPA PMT TOTAL				TOTAL	89.33
0000000	001747	HERC RENTALS, INC.	32571672-014	12/05/2022		4100-021600-1252-264-210	1,016.83	233782		Equipment Lease/Rental	01842 # 3041262
0000000	001747		32571882-013	12/05/2022		4100-021600-1252-264-210	1,016.83	233782		Equipment Lease/Rental	01842 # 3041262
		DISC. TOTAL	CHECK TOTAL			.00 CPA PMT TOTAL				TOTAL	2,033.66
0000000	002090	HUDSON, STEWART	SH 111622	11/28/2022		4100-051100-1244-512-510	58.29	233783		Uniform Services	01842 REIMBURSEMENT
		DISC. TOTAL	CHECK TOTAL			.00 CPA PMT TOTAL				TOTAL	58.29

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000049	JARRATT HARDWARE	2210-135483	10/11/2022	ACH PMT	4100-023100-1241-291-230	88.97	223784	.00	Office Supplies	01842 # 1045 88.97
			CHECK TOTAL							TOTAL	
0000000	001969	JENSEN MECHANICAL INC.	2007	12/05/2022	ACH PMT	4100-021200-1273-221-210	100.00	223785	.00	Building Systems	01842 SUSSEX COUNTY 100.00
			CHECK TOTAL							TOTAL	
0000000	001433	LOWE'S	911949	10/28/2022	ACH PMT	4100-051500-1272-551-510	26.94	223786	.00	Building Maintenance & Repair	01842 # 99003370360 26.94
			CHECK TOTAL							TOTAL	
0000000	001943	MARK D. MILITANA MD PC	NOVEMBER 2022	9/28/2022	ACH PMT	4100-051500-1293-551-510	3,750.00	223787	.00	Inmate Medical Expenses	01842 SUSSEX SHERIFF 3,750.00
			CHECK TOTAL							TOTAL	
0000000	001634	MASON, JAMES E.	JM 113022	11/30/2022	ACH PMT	4100-081300-2110-822-810	52.22	223788	.00	VA Cooperative Extension	01842 REIMBURSEMENT 52.22
			CHECK TOTAL							TOTAL	
0000000	001303	MCGRIFF INSURANCE SERVICE	1800048583	11/28/2022	ACH PMT	4100-021100-1228-211-210	9,500.00	223789	.00	Contractual Services	01842 ACCT# 52000231 9,500.00
			CHECK TOTAL							TOTAL	
0000000	001983	MID-ATLANTIC PEST AND LAW	MAPL 101122	10/11/2022	ACH PMT	4100-021600-1272-261-210	75.00	223790	.00	Building Maintenance & Repair	01842 SUSSEX ANML CONTRO 75.00
			CHECK TOTAL							TOTAL	
0000000	001983	MID-ATLANTIC PEST AND LAW	MAPL 111522	11/15/2022	ACH PMT	4100-021600-1272-261-210	75.00	223790	.00	Building Maintenance & Repair	01842 SUSSEX ANML CONTRO 75.00
			CHECK TOTAL							TOTAL	
0000000	999999	NEWMAN, MICHAEL	MN 1122	12/01/2022	ACH PMT	4100-051500-1215-551-510	28.80	223791	.00	Inmate Pay	01842 INMATE MEDICAL 28.80
			CHECK TOTAL							TOTAL	
0000000	000991	PARKER OIL CO	359860	11/29/2022	ACH PMT	4100-051500-1278-551-510	737.24	223792	.00	Oil	01842 # 87746E-1 737.24
			CHECK TOTAL							TOTAL	
0000000	001246	PHILLIPS TELECOMMUNICATIONS	32946	9/06/2022	ACH PMT	4100-021600-1234-263-210	300.00	223793	.00	Telecommunications	01842 SUSSEX COUNTY 300.00
			CHECK TOTAL							TOTAL	
0000000	001246	PHILLIPS TELECOMMUNICATIONS	33025	11/02/2022	ACH PMT	4100-021600-1234-263-210	492.55	223793	.00	Telecommunications	01842 SUSSEX COUNTY 492.55
			CHECK TOTAL							TOTAL	
0000000	001246	PHILLIPS TELECOMMUNICATIONS	33033	11/03/2022	ACH PMT	4100-021600-1234-263-210	400.00	223793	.00	Telecommunications	01842 SUSSEX COUNTY 400.00
			CHECK TOTAL							TOTAL	
0000000	001246	PHILLIPS TELECOMMUNICATIONS	33068	11/30/2022	ACH PMT	4100-021600-1234-263-210	492.55	223793	.00	Telecommunications	01842 SUSSEX COUNTY 492.55
			CHECK TOTAL							TOTAL	
0000000	000164	PITNEY-BOWES, LLC	1021837282	10/28/2022	ACH PMT	4100-063100-1252-632-630	146.32	223794	.00	Equipment Lease/Rental	01842 # 18433172 146.32
			CHECK TOTAL							TOTAL	
0000000	000061	PRINCE GEORGE ELECTRIC	1413003200	11/29/2022	ACH PMT	4100-021600-1276-263-210	55.39	223795	.00	Electric	01842 # 1413003200 55.39
			CHECK TOTAL							TOTAL	
0000000	000061	PRINCE GEORGE ELECTRIC	1423010000	11/29/2022	ACH PMT	4100-021600-1276-263-210	89.61	223795	.00	Electric	01842 # 1423010000 89.61
			CHECK TOTAL							TOTAL	
0000000	000061	PRINCE GEORGE ELECTRIC	1667000200	11/29/2022	ACH PMT	4100-021600-1276-263-210	147.45	223795	.00	Electric	01842 # 1667000200 147.45
			CHECK TOTAL							TOTAL	
0000000	000829	PURCHASE POWER	10888506	11/13/2022	ACH PMT	4100-063100-1231-632-630	133.43	223796	.00	Postage	01842 # 8000900010888506 133.43
			CHECK TOTAL							TOTAL	
0000000	000618	QUILL CORPORATION	29076121	11/17/2022	ACH PMT	4100-021100-1241-211-210	284.86	223797	.00	Office Supplies	01842 # 3342634 284.86
			CHECK TOTAL							TOTAL	
0000000	002083	READ'S UNIFORMS INC.	151865-99	11/04/2022	ACH PMT	4100-051100-1244-512-510	925.00	223798	.00	Uniform Services	01842 # 16956-99 925.00
			CHECK TOTAL							TOTAL	

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	999999	RICHARDSON, CORNELL	CR 1122	12/01/2022		4100-051500-1215-551-510	2.25	223799	.00	Inmate Pay	01842 INMATE MEDICAL
			CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL			2.25
0000000	001025	ROTO-ROOTER	188121	12/02/2022		4100-021600-1272-261-210	1.988	223800	.00	Building Maintenance & Repair	01842 SUSSEX ANML CONTRO
			CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL			1.988
0000000	000832	SAM'S CLUB DIRECT	152	11/02/2022		4100-051500-1277-551-510	49.44	223801	.00	Water Services	01842 # 0402188473177
			CHECK TOTAL	ACH PMT TOTAL			248.04	EPY PMT TOTAL			248.04
0000000	000832		153	11/02/2022		4100-051500-1247-551-510	17.96	223801	.00	Janitorial Supplies	01842 # 0402188473177
			CHECK TOTAL	ACH PMT TOTAL			34.58	EPY PMT TOTAL			34.58
0000000	000832		8698	11/01/2022		4100-051500-1246-551-510	.00	223801	.00	Food Supplies	01842 # 0402188473177
			CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL			350.02
0000000	001709	SCHULTZ LAWNSCAPES, INC.	38863	11/01/2022		4100-021200-1229-221-210	4.957	223802	.00	Other Professional Services	01842 SUSSEX COUNTY
			CHECK TOTAL	ACH PMT TOTAL			1.338	EPY PMT TOTAL			6.295
0000000	001709		38863	11/01/2022		4100-021600-1229-264-210	.00	223802	.00	Other Professional Services	01842 SUSSEX COUNTY
			CHECK TOTAL	ACH PMT TOTAL			371.17	EPY PMT TOTAL			371.17
0000000	001618	SHRED-IT USA, LLC	8002875069	11/30/2022		4100-021100-1228-211-210	.00	223803	.00	Contractual Services	01842 # 1000528107
			CHECK TOTAL	ACH PMT TOTAL			70.75	EPY PMT TOTAL			70.75
0000000	002092	SIMMONS, CHESTNEY	CS 120622	12/06/2022		4100-023100-1264-291-230	.00	223804	.00	Gasoline/Mileage-Non Training	01842 REIMBURSEMENT
			CHECK TOTAL	ACH PMT TOTAL			25.00	EPY PMT TOTAL			25.00
0000000	001787	SIMPLE COM	18936-OTS	11/09/2022		4100-051100-1224-512-510	25.00	223805	.00	Information System Services	01842 SUSSEX SHERIFF
			CHECK TOTAL	ACH PMT TOTAL			25.00	EPY PMT TOTAL			25.00
0000000	001787		18936-OTS	11/09/2022		4100-051500-1224-551-510	25.00	223805	.00	Information System Services	01842 SUSSEX SHERIFF
			CHECK TOTAL	ACH PMT TOTAL			25.00	EPY PMT TOTAL			25.00
0000000	001787		19487-OTS	12/06/2022		4100-051100-1224-512-510	25.00	223805	.00	Information System Services	01842 SUSSEX SHERIFF
			CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL			100.00
0000000	001787		19487-OTS	12/06/2022		4100-051500-1224-551-510	.00	223805	.00	Information System Services	01842 SUSSEX SHERIFF
			CHECK TOTAL	ACH PMT TOTAL			144.00	EPY PMT TOTAL			144.00
0000000	999999	SMITH, TORIANDO	TS 1122	12/01/2022		4100-051500-1215-551-510	.00	223806	.00	Inmate Pay	01842 INMATE MEDICAL
			CHECK TOTAL	ACH PMT TOTAL			197.66	EPY PMT TOTAL			197.66
0000000	002022	STAR2STAR COMMUNICATIONS, L	SUB01470346	12/05/2022		4100-021600-1234-263-210	.00	223807	.00	Telecommunications	01842 # 812800
			CHECK TOTAL	ACH PMT TOTAL			200.00	EPY PMT TOTAL			200.00
0000000	000763	SUSSEX COUNTY	SCCC 2023	12/02/2022		4100-021100-1201-211-210	.00	223808	.00	Organization Membership	01842 DUES 2023
			CHECK TOTAL	ACH PMT TOTAL			295.00	EPY PMT TOTAL			295.00
0000000	001816	THG CONSTRUCTION	120622	12/05/2022		4123-085000-5210-	.00	223809	.00	Construction - Budget Project	01842 225 BUTLER ST
			CHECK TOTAL	ACH PMT TOTAL			317.00	EPY PMT TOTAL			317.00
0000000	000485	THOMSON WEST	847475281	12/01/2022		4100-063100-1202-631-630	.00	223810	.00	Pub.. Subsc., Books, Ref. Mat	01842 # 1005559182
			CHECK TOTAL	ACH PMT TOTAL			2.754	EPY PMT TOTAL			2.754
0000000	000471	TREASURER OF VIRGINIA	21230	11/10/2022		4100-062100-1222-621-620	.00	223811	.00	Auditing Services	01842 SUSSEX CIRCUIT COU
			CHECK TOTAL	ACH PMT TOTAL			20.00	EPY PMT TOTAL			20.00
0000000	001254	TREASURER OF VIRGINIA	COMMA 102422	10/24/2022		4100-051100-1227-512-510	.00	223812	.00	Medical Services inc/k9	01842 MEDICAL FEES
			CHECK TOTAL	ACH PMT TOTAL			55.00	EPY PMT TOTAL			55.00
0000000	000080	TRI CITY OFFICE PRODUCTS	143479-002	11/10/2022		4100-062100-1241-621-620	125.82	223813	.00	Office Supplies	01842 # SXCC-0
			CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL			180.82
0000000	000080		143861-001	11/30/2022		4100-062100-1241-621-620	.00	223813	.00	Office Supplies	01842 # SXCC-0
			CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL			180.82

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	BATCH INV. DESCRIPTION
0000000	000087	VAN CLEEF AUTO PARTS INC	15683	11/28/2022		4100-021600-1265-261-210	20.00	223814		Vehicle Maintenance & Repairs01842 # 27430
0000000	000087		62215	11/01/2022		4100-021500-9000-253-210	970.00	223814		Fire Engine Equip. & Change 001842 # 27430
0000000	000087		639052	10/20/2022		4100-021600-1242-261-210	210.47	223814		Agricultural Supplies 01842 # 27430
0000000	000087		639053	10/20/2022		4100-021600-1265-261-210	16.59	223814		Vehicle Maintenance & Repairs01842 # 27430
0000000	000087		640744	11/28/2022		4100-021600-1242-261-210	130.00	223814		Agricultural Supplies 01842 # 27430
0000000	000087		641048	12/05/2022		4100-021600-1242-261-210	33.00	223814		Agricultural Supplies 01842 # 27430
0000000	000087		641102	12/06/2022		4100-021600-1242-261-210	130.00	223814		Agricultural Supplies 01842 # 27430
		DISC. TOTAL			1,510.06		.00	EPY PMT TOTAL		TOTAL
0000000	000769	VERIZON	0973062717	1122		4100-021100-1234-211-210	214.10	223815		Telecommunications 01842 # 951295778000179
0000000	000769		0973062717	1122		4100-021400-1234-241-210	47.58	223815		Telecommunications 01842 # 951295778000179
0000000	000769		0973062717	1122		4100-021400-1234-242-210	71.37	223815		Telecommunications 01842 # 951295778000179
0000000	000769		0973062717	1122		4100-021600-1234-261-210	23.79	223815		Telecommunications 01842 # 951295778000179
0000000	000769		0973062717	1122		4100-021500-1234-253-210	23.79	223815		Telecommunications 01842 # 951295778000179
0000000	000769		0973062717	1122		4100-023100-1234-291-230	71.37	223815		Telecommunications 01842 # 951295778000179
0000000	000769		0973062717	1122		4100-041100-1234-411-410	95.15	223815		Telecommunications 01842 # 951295778000179
0000000	000769		0973062717	1122		4100-031100-1234-311-310	95.15	223815		Telecommunications 01842 # 951295778000179
0000000	000769		0973062717	1122		4100-063100-1234-631-630	118.94	223815		Telecommunications 01842 # 951295778000179
0000000	000769		0973062717	1122		4100-062100-1234-621-620	142.73	223815		Telecommunications 01842 # 951295778000179
0000000	000769		0973062717	1122		4100-063100-1234-632-630	23.79	223815		Telecommunications 01842 # 951295778000179
0000000	000769		0973062717	1122		4105-071100-1234-711-710	642.29	223815		Telecommunications 01842 # 951295778000179
		DISC. TOTAL			1,570.05		.00	EPY PMT TOTAL		TOTAL
0000000	002050	VIRGINIA AMERICAN WATER C	976204	1122-01		4100-021200-1277-221-210	23.00	223816		Water Services 01842 # 1027-21004597620
		DISC. TOTAL			23.00		.00	EPY PMT TOTAL		TOTAL
0000000	000873	WASTE MANAGEMENT OF	3698003-2424-5	11/22/2022		4100-021600-1229-263-210	698.77	223817		Other Professional Services 01842 # 103305252006
		DISC. TOTAL			698.77		.00	EPY PMT TOTAL		TOTAL
0000000	002093	WEX BANK	84511130	10/23/2022		4100-021600-1278-264-210	1,337.40	223818		Diesel Fuel 01842 # 0496-00-926622-2
0000000	002093		84511130	10/23/2022		4100-021200-1278-221-210	23.61	223818		Oil 01842 # 0496-00-926622-2
0000000	002093		85182552	11/23/2022		4100-021600-1278-261-210	111.59	223818		Oil 01842 # 0496-00-926622-2
0000000	002093		85182552	11/23/2022		4100-021600-1278-264-210	1,726.00	223818		Diesel Fuel 01842 # 0496-00-926622-2
0000000	002093		85182552	11/23/2022		4100-021200-1299-221-210	284.18	223818		Miscellaneous Oth./First Aid 01842 # 0496-00-926622-2
0000000	002093		85182552	11/23/2022		4100-021600-1278-261-210	984.97	223818		Oil 01842 # 0496-00-926622-2
0000000	002093		85182552	11/23/2022		4100-021200-1278-221-210	294.70	223818		Oil 01842 # 0496-00-926622-2
		DISC. TOTAL			4,962.45		.00	EPY PMT TOTAL		TOTAL
0000000	001078	WILKINS & COMPANY, INC	112422	11/24/2022		4123-085000-5210-	175.00	223819		Construction - Budget Project01842 225 BUTLER ST
		DISC. TOTAL			175.00		.00	EPY PMT TOTAL		TOTAL
0000000	001408	WITMER PUBLIC SAFETY GRP.	INV124570	10/21/2022		4100-051100-1244-512-510	124.34	223820		Uniform Services 01842 SUSSEX SHERIFF
0000000	001408		INV125061	10/24/2022		4100-051100-1244-512-510	18.00	223820		Uniform Services 01842 SUSSEX SHERIFF
0000000	001408		INV125070	10/24/2022		4100-051500-1244-551-510	31.97	223820		Uniform Services 01842 SUSSEX SHERIFF
0000000	001408		INV125071	10/24/2022		4100-051500-1244-551-510	6.00	223820		Uniform Services 01842 SUSSEX SHERIFF
0000000	001408		INV125074	10/24/2022		4100-051500-1244-551-510	30.15	223820		Uniform Services 01842 SUSSEX SHERIFF
0000000	001408		INV133305	11/07/2022		4100-051100-1244-512-510	11.25	223820		Uniform Services 01842 SUSSEX SHERIFF
0000000	001408		INV137035	11/11/2022		4100-051100-1244-512-510	126.00	223820		Uniform Services 01842 SUSSEX SHERIFF
		DISC. TOTAL			347.71		.00	EPY PMT TOTAL		TOTAL
0000000	001644	XEROX FINANCIAL SERVICES	3614478	11/11/2022		4100-062100-1252-621-620	149.63	223821		Equipment Lease/Rental 01842 # 0200128117001
		DISC. TOTAL			149.63		.00	EPY PMT TOTAL		TOTAL

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000010	BANK OF SOUTHSIDE VA	0255 1122 01	10/20/2022		4100-051100-1204-512-510	123.90	223822		Lodging	01842 SHERIFF ACCT
0000000	000010		0255 1122 02	10/25/2022		4100-051100-1235-512-510	34.00	223822		Advertising	01842 SHERIFF ACCT
		CHECK TOTAL	157.90	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	157.90
0000000	000049	JARRATT HARDWARE	2210-134562	10/03/2022		4100-051500-1272-551-510	40.95	223823		Building Maintenance & Repair	01842 # 159
0000000	000049		2210-135817	10/14/2022		4100-051500-1272-551-510	10.28	223823		Building Maintenance & Repair	01842 # 159
		CHECK TOTAL	51.23	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	51.23
0000000	001787	SIMPLE COM	19437-OTS	12/06/2022		4100-021600-1234-263-210	192.00	223824		Telecommunications	01842 SUSSEX COUNTY
		CHECK TOTAL	192.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	192.00
0000000	000769	VERIZON	0601250741 1122	11/21/2022		4100-021600-1234-261-210	72.20	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-063100-1234-632-630	46.99	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-061100-1234-611-210	46.97	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-021100-1234-211-210	46.98	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-023100-1234-291-230	46.98	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-031100-1234-311-310	46.98	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-061100-1234-612-610	279.91	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-021500-1234-253-210	28.64	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-021100-1234-211-210	28.64	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-041100-1234-411-410	28.64	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-061100-1234-611-610	28.64	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-061100-1234-611-610	28.64	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-061100-1234-612-610	28.65	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-061100-1234-612-610	28.65	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-061100-1234-611-610	28.64	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-061100-1234-611-610	28.65	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-061100-1234-612-610	28.64	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-061100-1234-611-610	28.65	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-061100-1234-612-610	28.64	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-021100-1234-211-210	28.64	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-021100-1234-211-210	28.64	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-061100-1234-612-610	28.65	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-061100-1234-612-610	28.64	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-061100-1234-612-610	28.65	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-061100-1234-612-610	28.64	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-061100-1234-612-610	46.98	223825		Telecommunications	01842 # 551326675000162
0000000	000769		0601250741 1122	11/21/2022		4100-061100-1234-612-610	46.99	223825		Telecommunications	01842 # 551326675000162
		CHECK TOTAL	1,102.85	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	1,102.85
0000000	000039	VERIZON WIRELESS	9918051897	10/12/2022		4100-051100-1234-516-510	1,130.26	223826		Telecommunications	01842 # 520620824-00001
0000000	000039		9918051897	10/12/2022		4100-051100-1234-512-510	1,130.26	223826		Telecommunications	01842 # 520620824-00001
0000000	000039		9918051897	10/12/2022		4100-051500-1234-551-510	157.34	223826		Telecommunications	01842 # 520620824-00001
0000000	000039		9920436218	11/12/2022		4100-051100-1234-516-510	1,131.58	223826		Telecommunications	01842 # 520620824-00001
0000000	000039		9920436218	11/12/2022		4100-051100-1234-516-510	1,131.57	223826		Telecommunications	01842 # 520620824-00001
0000000	000039		9920436218	11/12/2022		4100-051500-1234-551-510	155.41	223826		Telecommunications	01842 # 520620824-00001
		CHECK TOTAL	4,836.42	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	4,836.42
0000000	000873	WASTE MANAGEMENT OF	3700921-2424-4	12/01/2022		4123-085000-5210-	462.58	223827		Construction - Budget Project	01842 # 271040723007
		CHECK TOTAL	462.58	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	462.58
0000000	001644	XEROX FINANCIAL SERVICES	3618554	11/15/2022		4100-061100-1252-611-610	106.36	223828		Equipment Lease/Rental	01842 # 0200078186001
		CHECK TOTAL	106.36	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	106.36
0000000	000039	VERIZON WIRELESS	9920339630	11/10/2022		4100-063100-1234-631-630	187.65	223829		Telecommunications	01842 # 905440571-00001

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT	BATCH INV. DESCRIPTION
0000000	0000039		9920339630	11/10/2022		4100-063100-1234-632-630	49.16	223829		Telecommunications	01842 # 905440571-00001
	DISC. TOTAL	.00	CHECK TOTAL	236.81	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	236.81
0000000	001644	XEROX FINANCIAL SERVICES	3602050	11/10/2022		4100-051100-1252-512-510	331.19	223830		Equipment Lease/Rental	01842 # 0200081249001
0000000	001644		3602050	11/10/2022		4100-051500-1252-551-510	331.19	223830		Equipment Lease/Rental	01842 # 0200081249001
	DISC. TOTAL	.00	CHECK TOTAL	662.38	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	662.38
0000000	0000039	VERIZON WIRELESS	9920972731	11/19/2022		4100-021600-1234-263-210	2.997	223831		Telecommunications	01842 # 742284843-00001
	DISC. TOTAL	.00	CHECK TOTAL	2.997	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	2.997
		.00	CHECK TOTAL	85.856	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	85.856
		.00	CHECK TOTAL	85.856	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	85.856

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 85,856.08 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

12-8-22
 DATE
 12-8-22
 DATE
 12/8/22
 DATE

Kelly...
 DIRECTOR OF FINANCE
Deste J. Cox
 COUNTY ADMINISTRATOR
 DESTIE J. COX, TREASURER

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	DEVIN J. GILES	00000194820525JU	5/25/2022		4100-061100-1213-611-610	30.00	223884		Witness Fees	01845 JUROR PAYMNT
		CHECK TOTAL	30.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00 EPY PMT TOTAL			.00	30.00
		CHECK TOTAL	30.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00 EPY PMT TOTAL			.00	30.00
		CHECK TOTAL	30.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00 EPY PMT TOTAL			.00	30.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 30.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

12-15-22
DATE

12-15-22
DATE

12-15-22
DATE

Kelly 2/11/22
DIRECTOR OF FINANCE

Richard Joya
COUNTY ADMINISTRATION

Melvin Bellis
DESTE J. COX, TREASURER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000084	DOMINION VIRGINIA POWER	0963166285	12/02/2022		4100-021600-1276-263-210	198.36	223897			Electric	01844 # 0963166285
0000000	000084		2406362505	11/30/2022		4100-051500-1276-551-510	2,390.58	223897			Electric	01844 # 2406362505
0000000	000084		2921584914	11/30/2022		4100-051500-1276-551-510	6.59	223897			Electric	01844 # 2921584914
0000000	000084		3776508966	12/01/2022		4100-021600-1276-263-210	6.59	223897			Electric	01844 # 3776508966
0000000	000084		4204030300	11/30/2022		4100-021600-1276-263-210	46.34	223897			Electric	01844 # 4204030300
0000000	000084		4714897313	11/30/2022		4100-021600-1276-263-210	182.57	223897			Electric	01844 # 4714897313
0000000	000084		4723819456	12/02/2022		4100-021600-1276-263-210	63.84	223897			Electric	01844 # 4723819456
0000000	000084		6138125478	12/02/2022		4100-021600-1276-263-210	56.37	223897			Electric	01844 # 6138125478
0000000	000084		7248699964	12/02/2022		4100-021600-1276-263-210	662.22	223897			Electric	01844 # 7248699964
0000000	000084		9073933633	11/29/2022		4100-051500-1276-551-510	25.54	223897			Electric	01844 # 9073933633
		DISC. TOTAL					3,639.00				.00 EPY PMT TOTAL	TOTAL
0000000	000084	DOMINION VIRGINIA POWER	9293060001	12/02/2022		4100-021600-1276-264-210	156.59	223898			Electric	01844 # 9293060001
		DISC. TOTAL					156.59				.00 EPY PMT TOTAL	TOTAL
0000000	002058	DOMINION VOTING SYSTEMS, I	DVSI44856	6/03/2022		4100-023100-1224-291-230	2,818.08	223899			Information Systems Services	01844 # USVASUSSEX
		DISC. TOTAL					2,818.08				.00 EPY PMT TOTAL	TOTAL
0000000	000123	EDMOND, J. LAFAYETTE	JLE 121222	12/12/2022		4100-021400-1217-241-210	100.00	223900			Commission/Board Compensation	01844 PLANNING COMMISSIO
		DISC. TOTAL					100.00				.00 EPY PMT TOTAL	TOTAL
0000000	001725	EDMUNDS WASTE REMOVAL INC	I25982	11/30/2022		4100-021600-1247-264-210	705.00	223901			Janitorial Supplies	01844 SUSSEX COUNTY
		DISC. TOTAL					705.00				.00 EPY PMT TOTAL	TOTAL
0000000	001692	FERRELLGAS	1121366435	12/08/2022		4100-021200-1279-221-210	1,699.41	223902			Propane Gas	01844 # 112364120
		DISC. TOTAL					1,699.41				.00 EPY PMT TOTAL	TOTAL
0000000	000240	FROEHLING & ROBERTSON	206290	11/03/2022		4100-021600-1272-261-210-601	2,800.00	223903			Animal Shelter Improvements	01844 # SUS0037836
		DISC. TOTAL					2,800.00				.00 EPY PMT TOTAL	TOTAL
0000000	001475	IRVING, FRANK	FI 121222	12/12/2022		4100-021400-1217-241-210	75.00	223904			Commission/Board Compensation	01844 PLANNING COMMISSIO
		DISC. TOTAL					75.00				.00 EPY PMT TOTAL	TOTAL
0000000	001705	J.D. POWER	ORDUS193258	1/01/2023		4100-031100-1241-311-310	168.00	223905			Office Supplies	01844 # C000052900
		DISC. TOTAL					168.00				.00 EPY PMT TOTAL	TOTAL
0000000	001919	JAMES SHELTON GENERAL CON	112322 01	11/23/2022		4100-021600-1272-261-210-601	600.00	223906			Animal Shelter Improvements	01844 SUSSEX COUNTY
		DISC. TOTAL					600.00				.00 EPY PMT TOTAL	TOTAL
0000000	000049	JARRATT HARDWARE	2210-134565	10/03/2022		4100-021200-1272-221-210	18.38	223907			Building Maintenance & Repair	01844 # 136
0000000	000049		2210-136889	10/24/2022		4100-021200-1272-221-210	11.95	223907			Building Maintenance & Repair	01844 # 136
0000000	000049		2210-137203	10/27/2022		4100-021200-1272-221-210	16.36	223907			Building Maintenance & Repair	01844 # 136
		DISC. TOTAL					46.69				.00 EPY PMT TOTAL	TOTAL
0000000	001477	KING, ROGER	RK 121222	12/12/2022		4100-021400-1217-241-210	75.00	223908			Commission/Board Compensation	01844 PLANNING COMMISSIO
		DISC. TOTAL					75.00				.00 EPY PMT TOTAL	TOTAL
0000000	001830	LEADSONLINE LLC	402583	12/15/2022		4100-051100-1229-512-510	3,773.00	223909			Other Professional Services	01844 ACCT# 6560
		DISC. TOTAL					3,773.00				.00 EPY PMT TOTAL	TOTAL
0000000	000711	MATTHEW BENDER & CO.	33596433	10/18/2022		4100-063100-1202-631-630	267.10	223910			Pub. Subsc. Books-Ref. Mat	01844 # 3407253001
		DISC. TOTAL					267.10				.00 EPY PMT TOTAL	TOTAL

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000162	SUFFOLK ENERGIES INC	37659579	10/28/2022		4100-021200-1278-221-210	1,594.88	23926			011	01844 # 66740484
0000000	000162		37664731	11/18/2022		4100-021200-1278-221-210	733.29	23926			011	01844 # 66740484
0000000	000162		613941	8/31/2022		4100-021200-1278-221-210	217.74	23926			011	01844 # 66740484
0000000	000162		613941	8/31/2022		4100-021600-1278-261-210	595.16	23926			011	01844 # 66740484
0000000	000162		613941	8/31/2022		4100-021600-1278-264-210	1,690.35	23926			011	01844 # 66740484
0000000	000162		613941	8/31/2022		4100-021100-1299-211-210	123.76	23926			011	01844 # 66740484
		DISC. TOTAL	4,955.18	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				4,955.18
0000000	001816	THG CONSTRUCTION	111822	11/18/2022		4100-021300-9004-231-210	14,833.40	23927			UNOS-CDBG Housing Grt	01844 922 W MAIN ST
		DISC. TOTAL	14,833.40	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				14,833.40
0000000	001833	TRANSUNION RISK & ALTERNA	5687311-202211	12/01/2022		4100-051100-1229-512-510	75.00	23928			Other Professional Services	01844 # 5687311
		DISC. TOTAL	75.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				75.00
0000000	001254	TREASURER OF VIRGINIA	COMWA 120222	12/02/2022		4100-051100-1227-512-510	40.00	23929			Medical Services inc/K9	01844 MEDICAL FEES
		DISC. TOTAL	40.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				40.00
0000000	000080	TRI CITY OFFICE PRODUCTS	0143499-001	10/04/2022		4100-031100-1241-311-310	183.80	23930			Office Supplies	01844 # SCR-0
0000000	000080		0143912-001	12/08/2022		4100-041100-1241-411-410	119.40	23930			Office Supplies	01844 # STO-0
		DISC. TOTAL	303.20	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				303.20
0000000	001218	U.S. BANK	6735034	11/25/2022		4100-095000-9420	775.00	23931			VPSA 2021C Loan	01844 # 0140189NS
		DISC. TOTAL	775.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				775.00
0000000	000039	VERIZON WIRELESS	9220973137	11/19/2022		4100-051100-1234-512-510	277.76	23932			Telecommunications	01844 # 742314083-00002
0000000	000039		9220973137	11/19/2022		4100-051500-1234-551-510	277.77	23932			Telecommunications	01844 # 742314083-00002
		DISC. TOTAL	555.53	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				555.53
0000000	999999	VERIZON WIRELESS SERVICES	9022310296	12/09/2022		4100-051100-1234-512-510	50.00	23933			Telecommunications	01844 ACCT# VA25347
		DISC. TOTAL	50.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				50.00
0000000	000873	WASTE MANAGEMENT OF	3253196-2425-1	12/01/2022		4100-021600-1229-264-210	3,097.33	23934			Other Professional Services	01844 # 250963363000
		DISC. TOTAL	3,097.33	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				3,097.33
0000000	001950	WHITE, LASONYA	LW 121422	12/14/2022		4100-081300-2110-822-810	352.23	23935			VA Cooperative Extension	01844 REIMBURSEMENT
		DISC. TOTAL	352.23	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				352.23
0000000	001078	WILKINS & COMPANY, INC	121422-01	12/14/2022		4100-021300-9004-231-210	5,652.73	23936			UNOS-CDBG Housing Grt	01844 241 DOGWOOD STREET
0000000	001078		121422-01	12/14/2022		4123-085000-5210	4,397.27	23936			Construction - Budget Project	01844 241 DOGWOOD STREET
		DISC. TOTAL	10,050.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				10,050.00
0000000	000879	WONACK PUBLISHING CO.	47078	11/02/2022		4100-021100-1235-211-210	262.15	23937			Advertising	01844 # 5449
0000000	000879		47079	11/02/2022		4100-021100-1235-211-210	241.59	23937			Advertising	01844 # 5449
		DISC. TOTAL	503.74	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				503.74
0000000	001966	WOOTEN COMPANY, THE	77785	12/08/2022		4100-021100-1228-211-210	1,010.00	23938			Contractual Services	01844 PROJ# 3399-C
		DISC. TOTAL	1,010.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				1,010.00
0000000	001738	WYATT SIGN COMPANY	20000046	11/29/2022		4100-021200-1272-221-210	285.00	23939			Building Maintenance & Repair	01844 SUSSEX COUNTY
		DISC. TOTAL	285.00	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL				285.00

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001644	XEROX FINANCIAL SERVICES	3567454	10/25/2022		4100-0311100-1225-311-310	145.00	223940		Management Consulting Service01844 # 0200099060001	
0000000	001644		3630532	11/24/2022		4100-0311100-1225-311-310	145.00	223940		Management Consulting Service01844 # 0200099060001	
		DISC. TOTAL		290.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		.00	290.00
0000000	001978	YELVERTON, FAYE	FY 121322	12/13/2022		4100-0611100-1241-612-610	47.35	223941		Office Supplies	01844 RETIMBURSMENT
		DISC. TOTAL		47.35	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		.00	47.35
0000000	001705	J.D. POWER	ORDUS196730	1/01/2023		4100-0311100-1241-311-310	136.00	223942		Office Supplies	01844 # C00009005
		DISC. TOTAL		136.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		.00	136.00
0000000	000049	JARRATT HARDWARE	2210-135483/1	11/30/2022		4100-0231100-1299-291-230	1.78	223943		MISCELLANEOUS	01844 # 1045
		DISC. TOTAL		1.78	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		.00	1.78
0000000	001078	WILKINS & COMPANY, INC	121422-02	12/14/2022		4100-021300-9004-231-210	12,000.00	223944		UNDS-CDBG Housing Grt.	01844 241 DOGWOOD STREET
		DISC. TOTAL		12,000.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		.00	12,000.00
		CHECK TOTAL		147,109.08	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		.00	147,109.08
		CHECK TOTAL		147,109.08	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		.00	147,109.08

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12-15-22 DATE
 12-15-22 DATE
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[Signature]
 DIRECTOR OF FINANCE

[Signature]
 COUNTY ADMINISTRATION
 HELEN B. ELLIS
 DESTE J. COX, TREASURER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001746	AMERICAN HOUSING SPECIAL	22-30	12/14/2022		4100-021300-9004-231-210	1,415.00	223958		UNOS-CDBG Housing Grt	01846 922 W. MAIN STREET
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		.00	1,415.00
0000000	999999	CRUTCHFIELD & ASSOCIATES	18-626	12/14/2022		4100-021400-1228-241-210	478.38	223959		Contractual Services	01846 SUSSEX CO. PLANNIN
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		.00	478.38
0000000	001918	PIERCE, BREYON	8P 111522	11/15/2022		4100-081300-2110-822-810	180.00	223960		VA Cooperative Extension	01846 REIMBURSEMENT
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		.00	180.00
0000000	000935	SENIOR CITIZENS OF	FY23 1ST HALF	12/15/2022		4100-081600-2110-843-810	5,000.00	223961		Senior Citizens, Eastern	01846 FY23 ALLOCATION
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		.00	5,000.00
0000000	001746	AMERICAN HOUSING SPECIAL	22-31	12/14/2022		4100-021300-9004-231-210	1,522.00	223962		UNOS-CDBG Housing Grt	01846 241 DOGWOOD STREET
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		.00	1,522.00
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		.00	8,595.38
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		.00	8,595.38

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 THE TOTAL 8,595.38- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE 12.15.22
 DATE 12/15/2022

Approved by:
 DIRECTOR OF FINANCE
Richard Douglas
 COUNTY: 80814736608408...
Destie J. Cox
 DESTIE J. COX, TREASURER

AP100 12/22/2022 SUSSEX COUNTY TIME-10:39:41 ActPd - 2022/12

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	002005	BANK OF AMERICA, N.A.	12/20/2022	12/20/2022		4100-021200-1272-221-210	.00	223963		Building Maintenance & Repair	LOCKE SUPPLY #306-
0000000	002005		12/20/2022	12/20/2022		4100-021200-1272-221-210	39.66	223963		Building Maintenance & Repair	LOCKE SUPPLY #306-
0000000	002005		12/20/2022	12/20/2022		4100-021200-1273-221-210	1,295.00	223963		Building Systems Main & Repair	GENTRY HELL WORKS
0000000	002005		12/20/2022	12/20/2022		4100-021200-1274-221-210	132.66	223963		Grounds Maintenance & Repairs	ALLAN MYERS MATL P
0000000	002005		12/20/2022	12/20/2022		4100-021600-1227-261-210	69.00	223963		Medical Services	CABIN POINT VETARI
0000000	002005		12/20/2022	12/20/2022		4100-021600-1227-261-210	376.00	223963		Medical Services	CABIN POINT VETARI
0000000	002005		12/20/2022	12/20/2022		4100-021600-1227-261-210	224.00	223963		Medical Services	DISPUTANTA ANIMAL
0000000	002005		12/20/2022	12/20/2022		4100-021600-1227-261-210	135.00	223963		Medical Services	CABIN POINT VETARI
0000000	002005		12/20/2022	12/20/2022		4100-021600-1227-261-210	591.50	223963		Medical Services	CABIN POINT VETARI
0000000	002005		12/20/2022	12/20/2022		4100-021600-1227-261-210	279.00	223963		Medical Services	CABIN POINT VETARI
0000000	002005		12/20/2022	12/20/2022		4100-021600-1227-261-210	135.20	223963		Medical Services	CABIN POINT VETARI
0000000	002005		12/20/2022	12/20/2022		4100-021600-1227-261-210	222.00	223963		Medical Services	CABIN POINT VETARI
0000000	002005		12/20/2022	12/20/2022		4100-021600-1227-261-210	115.00	223963		Medical Services	CABIN POINT VETARI
0000000	002005		12/20/2022	12/20/2022		4100-021600-1227-261-210	150.00	223963		Medical Services	CABIN POINT VETARI
0000000	002005		12/20/2022	12/20/2022		4100-021600-1227-261-210	35.00	223963		Medical Services	CABIN POINT VETARI
0000000	002005		12/20/2022	12/20/2022		4100-021600-1227-261-210	198.00	223963		Medical Services	CABIN POINT VETARI
0000000	002005		12/20/2022	12/20/2022		4100-061100-1277-611-610	151.65	223963		Water Services	WATER COFFEE DEL
0000000	002005		12/20/2022	12/20/2022		4100-021600-1227-261-210	295.25	223963		Medical Services	CABIN POINT VETARI
0000000	002005		12/20/2022	12/20/2022		4100-021600-1227-261-210	131.90	223963		Building Maintenance & Repair	LOWES #02918 - Pur
0000000	002005		12/20/2022	12/20/2022		4100-021200-1272-221-210	105.90	223963		DMW-Select ADA Compliance	LOWES #02918 - Pur
0000000	002005		12/20/2022	12/20/2022		4100-021200-1272-221-210	77.30	223963		DMW-Select ADA Compliance	LOWES #02918 - Pur
0000000	002005		12/20/2022	12/20/2022		4100-021200-1272-221-210	73.96	223963		DMW-Select ADA Compliance	LOWES #02918 - Pur
0000000	002005		12/20/2022	12/20/2022		4100-021200-1272-221-210	74.94	223963		DMW-Select ADA Compliance	LOWES #02918 - Pur
0000000	002005		12/20/2022	12/20/2022		4100-021200-1272-221-210	56.48	223963		Registrar-ADA Compliance	LOWES #02918 - Pur
0000000	002005		12/20/2022	12/20/2022		4100-021200-1272-221-210	65.62	223963		Registrar-ADA Compliance	LOWES #02918 - Pur
0000000	002005		12/20/2022	12/20/2022		4100-021200-1272-221-210	249.81	223963		Contractual Services	SHRED-IT USA LLC -
0000000	002005		12/20/2022	12/20/2022		4100-021100-1228-211-210	250.75	223963		Contractual Services	SHRED-IT USA LLC -
0000000	002005		12/20/2022	12/20/2022		4100-021100-1228-211-210	59.22	223963		DMW-Select ADA Compliance	GRAINGER - Purchas
0000000	002005		12/20/2022	12/20/2022		4100-021200-1272-221-210	249.52	223963		Animal Shelter Improvements	GRAINGER - Purchas
0000000	002005		12/20/2022	12/20/2022		4100-021600-1272-261-210	34.36	223963		Office Supplies	STAPLES 0010
0000000	002005		12/20/2022	12/20/2022		4100-021600-1241-221-210	56.20	223963		Office Supplies	STAPLES 0010
0000000	002005		12/20/2022	12/20/2022		4100-021600-1241-221-210	97.15	223963		Office Supplies	STAPLES 0010
0000000	002005		12/20/2022	12/20/2022		4100-021600-1278-264-210	476.01	223963		Diesel Fuel	SHELL OIL 57546555
0000000	002005		12/20/2022	12/20/2022		4100-021600-1278-264-210	405.01	223963		Diesel Fuel	SHELL OIL 57546555
0000000	002005		12/20/2022	12/20/2022		4100-021600-1278-264-210	23.74	223963		DMW-Select ADA Compliance	SHERWIN WILLIAMS 7
0000000	002005		12/20/2022	12/20/2022		4100-021200-1272-221-210	37.80	223963		DMW-Select ADA Compliance	THE HOME DEPOT #46
0000000	002005		12/20/2022	12/20/2022		4100-021200-1272-221-210	302.37	223963		DMW-Select ADA Compliance	THE HOME DEPOT #46
0000000	002005		12/20/2022	12/20/2022		4100-021200-1272-221-210	156.50	223963		DMW-Select ADA Compliance	THE HOME DEPOT #46
0000000	002005		12/20/2022	12/20/2022		4100-021200-1272-221-210	2,148.07	223963		Animal Shelter Improvements	SP HUNTER FAN COMP
0000000	002005		12/20/2022	12/20/2022		4100-021600-1272-261-210	105.00	223963		DMW-Select ADA Compliance	EXCEL AUTO SALES I
DISC. TOTAL						9,620.53				TOTAL	9,620.53
										TOTAL	9,620.53
										TOTAL	9,620.53

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED. THE TOTAL 9,620.53 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DocuSigned by
 RICHARD D. DOWD
 Richard Douglas
 COUNTY CLERK

HELL HELL

12-22-22
 DATE 12/22/2022
 DATE 12/22/22

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P DATE	ACH ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH TOTAL	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	999999	ARMSTRONG E. AMANDA	AA 122822	12/28/2022	12/28/2022		4100-099900-9999-	50.00	23964	50.00	50.00	Undistributed Expenses	01853 RETURNED FEE DEPOS
		DISC. TOTAL						.00					50.00
		CHECK TOTAL						.00					50.00
		CHECK TOTAL						.00					50.00
		CPA PMT TOTAL						.00					50.00
		CPA PMT TOTAL						.00					50.00
		CPA PMT TOTAL						.00					50.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 50.00- EQUALS THE WEEKLY LOG FREE PAYMENTS BY ADJUSTED.

12/29/2022

12/29/2022

12/29/2022

Richard Douglas
 DIRECTOR OF FINANCIAL SERVICES
 COUNTY OF SUSSEX
 RICHARD DOUGLAS
 COUNTY TREASURER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
0000000	000923	ALL SEASONS TERMITTE & DISC. TOTAL	4027122122	12/21/2022	95.00	4100-051500-1272-551-510	95.00	223965	.00	Building Maintenance & Repair	01852 SUSSEX COUNTY JAIL
0000000	001917	AMAZON CAPITAL SERVICES	177M-L91W-NFDK	12/21/2022	351.99	4100-021400-1241-241-210	351.99	223966	.00	Office Supplies	01852 # A1U083SE5ECTAJC
0000000	001507	BARKSDALE OILS INC.	SUSSCTY 103122	10/31/2022		4100-021400-1264-241-210	18.26	223967	.00	Mileage	01852 # SUSSCTY
0000000	001507	SUSSCTY 103122	SUSSCTY 103122	10/31/2022		4100-021600-1264-261-210	552.95	223967	.00	Mileage	01852 # SUSSCTY
0000000	001507	SUSSCTY 103122	SUSSCTY 103122	10/31/2022		4100-021200-1264-221-210	587.43	223967	.00	Mileage	01852 # SUSSCTY
0000000	001507	SUSSCTY 103122	SUSSCTY 103122	10/31/2022		4100-021600-1264-262-210	377.42	223967	.00	Mileage	01852 # SUSSCTY
0000000	001507	SUSSCTY 103122	SUSSCTY 103122	10/31/2022		4100-021400-1264-241-210	121.75	223967	.00	Mileage	01852 # SUSSCTY
0000000	001507	SUSSCTY 103122	SUSSCTY 103122	10/31/2022		4100-051100-1264-512-510	222.19	223967	.00	Mileage/Gas	01852 # SUSSCTY
0000000	001507	SUSSCTY 103122	SUSSCTY 103122	10/31/2022		4100-051100-1264-512-510	9.289.33	223967	.00	Mileage/Gas	01852 # SUSSCTY
0000000	001507	SUSSCTY 103122	SUSSCTY 103122	10/31/2022		4105-071100-1264-711-710	307.41	223967	.00	Gasoline	01852 # SUSSCTY
0000000	001676	BERKLEY GROUP	W0#9A INV#11	12/19/2022		4100-021400-1225-241-210	3.333.33	223968	.00	Management Consulting Service	01852 PLANNER POSITION
0000000	001676	BERKLEY GROUP	W0#9B INV#11	12/19/2022		4100-021400-1225-241-210	5.440.00	223968	.00	Management Consulting Service	01852 PLANNING DIRECTOR
0000000	002041	BRANTLEY, LEAH	LB 121922	12/19/2022		4105-071100-1217-711-710	100.00	223969	.00	Advisory Board Compensation	01852 DSS ADVISORY BOARD
0000000	000183	BRITT'S SERVICE CENTER	648077	12/16/2022		4100-051100-1265-512-510	19.95	223970	.00	Vehicle Maintenance & Repairs	01852 SUSSEX SHERIFF
0000000	000183	BRITT'S SERVICE CENTER	648083	12/20/2022		4100-051100-1265-512-510	19.95	223970	.00	Vehicle Maintenance & Repairs	01852 SUSSEX SHERIFF
0000000	002042	BROWN, VIOLA	VB 121922	12/19/2022		4105-071100-1217-711-710	75.00	223971	.00	Advisory Board Compensation	01852 DSS ADVISORY BOARD
0000000	000738	BUTLER'S TOWING AND	12213	12/23/2022		4100-051100-1265-512-510	117.50	223972	.00	Vehicle Maintenance & Repairs	01852 SUSSEX SHERIFF
0000000	000728	CARQUEST OF WAKEFIELD	15335-41300	12/21/2022		4100-051100-1265-512-510	84.88	223973	.00	Vehicle Maintenance & Repairs	01852 # 5001
0000000	001485	CENTRAL AGRIBUSINESS	JR31173	12/08/2022		4100-051500-1246-551-510	61.60	223974	.00	Food Supplies	01852 SUSSEX SHERIFF
0000000	002000	CHA CONSULTING, INC.	122822 01	12/28/2022		4100-021300-9004-231-210	1.342.84	223975	.00	UNOS-CDBG Housing Grt	01852 ADMINISTRATION
0000000	002000	CHA CONSULTING, INC.	122822 02	12/28/2022		4100-021300-9004-231-210	2.562.72	223975	.00	UNOS-CDBG Housing Grt	01852 ADMINISTRATION
0000000	002000	CHA CONSULTING, INC.	122822 03	12/28/2022		4100-021300-9004-231-210	15.480.63	223975	.00	UNOS-CDBG Housing Grt	01852 ADMINISTRATION
0000000	002000	CHA CONSULTING, INC.	122822 04	12/28/2022		4100-021400-9003-244-210	5.688.95	223975	.00	Pocahontas-CDBG Grant	01852 ADMINISTRATION
0000000	002000	CHA CONSULTING, INC.	122822 05	12/28/2022		4100-021400-9003-244-210	13.038.13	223975	.00	Pocahontas-CDBG Grant	01852 ADMINISTRATION
0000000	002000	CHA CONSULTING, INC.	122822 06	12/28/2022		4100-021400-9003-244-210	12.043.96	223975	.00	Pocahontas-CDBG Grant	01852 ADMINISTRATION
0000000	001630	CHENEY BROTHERS	12-923886738	12/20/2022		4100-051500-1246-551-510	2.187.09	223976	.00	Food Supplies	01852 # 60030700

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	002063	CITY OF RICHMOND	DECEMBER 2022	12/19/2022		4100-021100-1299-211-210	500.00	223977	.00	Miscellaneous Others	01852 SUSSEX SHERIFF
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					500.00
0000000	001339	COLONIAL CLEANING SERVICE	8171	12/09/2022		4100-021200-1247-221-210	44.95	223978	.00	Janitorial Supplies	01852 SUSSEX COUNTY
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					44.95
0000000	001569	COLONIAL HEIGHTS	25976	11/03/2022		4100-051100-1265-512-510	7,220.46	223979	.00	Vehicle Maintenance & Repairs	01852 SUSSEX SHERIFF
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					7,220.46
0000000	002055	COMMONWEALTH CALIBRATIONS	2022-074	12/14/2022		4100-051100-1265-512-510	75.00	223980	.00	Vehicle Maintenance & Repairs	01852 SUSSEX SHERIFF
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					75.00
0000000	002018	DILLARD ELECTRICAL	DE 121422	12/14/2022		4100-021600-1272-261-210-601	1,200.00	223981	.00	Animal Shelter Improvements	01852 SUSSEX COUNTY
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					1,200.00
0000000	000028	DISTRICT 19 COMMUNITY	#22-12	12/12/2022		4100-081100-2110-805-810	43,149.00	223982	.00	District 19 Community Service	01852 FY23 2ND HALF
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					43,149.00
0000000	000902	DOC FARMER'S MARKET	MKT96807	12/19/2022		4100-051500-1246-551-510	225.60	223983	.00	Food Supplies	01852 SUSSEX COUNTY JAIL
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					225.60
0000000	000084	DOMINION VIRGINIA POWER	MKT96965	12/27/2022		4100-051500-1246-551-510	70.90	223983	.00	Food Supplies	01852 SUSSEX COUNTY JAIL
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					70.90
0000000	000084	DOMINION VIRGINIA POWER	0561293952	11/29/2022		4100-021600-1276-263-210	6.59	223984	.00	Electric	01852 # 0561293952
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					6.59
0000000	000084	DOMINION VIRGINIA POWER	1088433121	11/30/2022		4100-021600-1276-263-210	151.07	223984	.00	Electric	01852 # 1088433121
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					151.07
0000000	000084	DOMINION VIRGINIA POWER	3500335009	11/30/2022		4100-021600-1276-263-210	1,455.09	223984	.00	Electric	01852 # 3500335009
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					1,455.09
0000000	000084	DOMINION VIRGINIA POWER	5690307508	11/29/2022		4100-021500-1279-251-210	253.86	223984	.00	Propane Gas & Electric	01852 # 5690307508
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					253.86
0000000	000084	DOMINION VIRGINIA POWER	6305358712	11/29/2022		4100-021600-1276-264-210	101.59	223984	.00	Electric	01852 # 6305358712
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					101.59
0000000	000084	DOMINION VIRGINIA POWER	6860160149	11/30/2022		4100-021600-1276-263-210	705.27	223984	.00	Electric	01852 # 6860160149
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					705.27
0000000	000084	DOMINION VIRGINIA POWER	7190905005	11/30/2022		4100-021600-1276-263-210	69.71	223984	.00	Electric	01852 # 7190905005
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					69.71
0000000	000084	DOMINION VIRGINIA POWER	7378703693	11/29/2022		4100-021600-1276-264-210	87.95	223984	.00	Electric	01852 # 7378703693
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					87.95
0000000	000084	DOMINION VIRGINIA POWER	7860242267	11/30/2022		4100-021600-1276-263-210	357.41	223984	.00	Electric	01852 # 7860242267
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					357.41
0000000	000084	DOMINION VIRGINIA POWER	8855852839	11/29/2022		4100-021600-1276-263-210	451.79	223984	.00	Electric	01852 # 8855852839
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					451.79
0000000	001692	FERRELLGAS	1121619478	12/22/2022		4100-051500-1279-551-510	2,022.02	223986	.00	Propane Gas	01852 # 112364120
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					2,022.02
0000000	001433	LOWE'S	902491	12/01/2022		4100-051500-1273-551-510	696.70	223987	.00	Building Systems Main & Repai	01852 # 99003370360
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					696.70
0000000	002032	MODERN MARKETING, INC.	MW1149357	12/22/2022		4100-051100-1245-512-510	220.25	223988	.00	Law Enforcement Supplies	01852 # MSD23884
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					220.25
0000000	001835	NICHOLSON, TITIANA	TN 122822-01	12/28/2022		4100-021100-1299-211-210	12.73	223989	.00	Miscellaneous Others	01852 REIMBURSEMENT
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					12.73
0000000	001835	NICHOLSON, TITIANA	TN 122822-02	12/28/2022		4100-021100-1299-211-210	112.69	223989	.00	Miscellaneous Others	01852 REIMBURSEMENT
		DISC. TOTAL	CHECK TOTAL	ACH PMT TOTAL		.00 CPA PMT TOTAL					112.69

AP100 12/29/2022 SUSSEX COUNTY A/P CHECK REGISTER TIME - 9:41:33 ActPd - 2022/12

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT TOTAL	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT TOTAL	BATCH INV. DESCRIPTION
0000000	001950 WHITE, LASONYA	LW 121622	12/16/2022		4100-081300-2110-822-810	152.03	224003	152.03	224003	152.03	224003	152.03	224003	01852 REIMBURSEMENT
	DISC. TOTAL	.00	152.03	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	EPY PMT TOTAL			152.03
0000000	000879 WOMACK PUBLISHING CO.	47076	11/02/2022		4100-021400-1235-241-210	384.63	224004	384.63	224004	384.63	224004	384.63	224004	01852 # 17175
	DISC. TOTAL	.00	779.99	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	EPY PMT TOTAL			779.99
0000000	002044 WYCHE, NATHALIA	NW 121922	12/19/2022		4105-071100-1217-711-710	75.00	224005	75.00	224005	75.00	224005	75.00	224005	01852 DSS ADVISORY BOARD
	DISC. TOTAL	.00	75.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	EPY PMT TOTAL			75.00
0000000	000039 VERIZON WIRELESS	9922696320	12/10/2022		4100-011100-1234-111-110	136.87	224006	136.87	224006	136.87	224006	136.87	224006	01852 # 805250394-00001
	DISC. TOTAL	.00	152.423.02	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	EPY PMT TOTAL			152.423.02
0000000	000039 VERIZON WIRELESS	9922696320	12/10/2022		4100-021100-1234-211-210	330.91	224006	330.91	224006	330.91	224006	330.91	224006	01852 # 805250394-00001
	DISC. TOTAL	.00	152.423.02	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	EPY PMT TOTAL			152.423.02
0000000	000039 VERIZON WIRELESS	9922696320	12/10/2022		4100-021200-1234-221-210	201.59	224006	201.59	224006	201.59	224006	201.59	224006	01852 # 805250394-00001
	DISC. TOTAL	.00	152.423.02	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	EPY PMT TOTAL			152.423.02
0000000	000039 VERIZON WIRELESS	9922696320	12/10/2022		4100-021500-1234-253-210	88.44	224006	88.44	224006	88.44	224006	88.44	224006	01852 # 805250394-00001
	DISC. TOTAL	.00	152.423.02	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	EPY PMT TOTAL			152.423.02
0000000	000039 VERIZON WIRELESS	9922696320	12/10/2022		4100-021600-1234-261-210	314.47	224006	314.47	224006	314.47	224006	314.47	224006	01852 # 805250394-00001
	DISC. TOTAL	.00	152.423.02	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	EPY PMT TOTAL			152.423.02
0000000	000039 VERIZON WIRELESS	9922696320	12/10/2022		4100-021600-1234-262-210	88.44	224006	88.44	224006	88.44	224006	88.44	224006	01852 # 805250394-00001
	DISC. TOTAL	.00	152.423.02	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	EPY PMT TOTAL			152.423.02
0000000	000039 VERIZON WIRELESS	9922696320	12/10/2022		4100-023100-1234-291-230	40.01	224006	40.01	224006	40.01	224006	40.01	224006	01852 # 805250394-00001
	DISC. TOTAL	.00	152.423.02	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	EPY PMT TOTAL			152.423.02
0000000	000039 VERIZON WIRELESS	9922696320	12/10/2022		4100-031100-1234-311-310	40.01	224006	40.01	224006	40.01	224006	40.01	224006	01852 # 805250394-00001
	DISC. TOTAL	.00	1,320.76	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	EPY PMT TOTAL			1,320.76
0000000	000039 VERIZON WIRELESS	9922696320	12/10/2022		4100-041100-1234-411-410	1,320.76	224006	1,320.76	224006	1,320.76	224006	1,320.76	224006	01852 # 805250394-00001
	DISC. TOTAL	.00	152,423.02	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	EPY PMT TOTAL			152,423.02
0000000	000039 VERIZON WIRELESS	9922696320	12/10/2022		4100-041100-1234-411-410	152,423.02	224006	152,423.02	224006	152,423.02	224006	152,423.02	224006	01852 # 805250394-00001
	DISC. TOTAL	.00	152,423.02	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			.00	EPY PMT TOTAL			152,423.02

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 152,423.02 - EQUALS THE WEEKLY LOG SHEET TOTALS SUBMITTED.

12/29/2022
 DATE
 12/29/2022
 DATE
 12/29/2022
 DATE

[Signature]
 DIRECTOR OF FINANCE
 COUNTY OF SUSSEX, DELAWARE
 Richard Douglas
 COUNTY ADMINISTRATOR

[Signature]
 DESTE J. BOOZ, TREASURER
 COUNTY OF SUSSEX, DELAWARE

PAYROLL DEDUCTION CHECKS



PR100C RPT RUN TIME- 8.50.03 RPT RUN DTE- 12/12/2022 CHECK REGISTER PR END DATE-2022/12/16

EMPL#	NAME	SOC. SEC.	CHECK#	NET PAY
000662	BONNER, MOLLIE T	XXX-XX-0941	223832	130.00
000690	BRASWELL, KATHRYN	XXX-XX-9525	223833	375.00
000489	BROWN, VIOLA D.	XXX-XX-1596	223834	130.00
000654	CAHOON, MELINDA K	XXX-XX-5877	223835	150.00
000720	CARR, BRIAN S	XXX-XX-4434	223836	130.00
000154	CLARKE, SUSIE A	XXX-XX-0012	223837	130.00
000540	CORL, CHRISTINE C	XXX-XX-7587	223838	130.00
000649	DAVIS, ALEXANDER JR	XXX-XX-3571	223839	130.00
000480	DAVIS, CORLISS W.	XXX-XX-4659	223840	150.00
000504	ELDER, BARBARA A	XXX-XX-8597	223841	375.00
000702	FENWICK, PAUL R	XXX-XX-7285	223842	150.00
000606	FORD-WESTBROOK, GAIL	XXX-XX-9840	223843	150.00
000488	GARY, POLLY U.	XXX-XX-8302	223844	130.00
000477	GILES, HATTIE S.	XXX-XX-1034	223845	150.00
000515	GILES, PAULINE E.	XXX-XX-4294	223846	130.00
000661	GILL, AMANDA I.	XXX-XX-6373	223847	150.00
000602	GOODE, JACQUELINE W	XXX-XX-1908	223848	130.00
000206	GOODE, MARIAN	XXX-XX-0805	223849	130.00
000599	HARVELL, JEAN D	XXX-XX-1983	223850	130.00
000600	HILL, LUCY P	XXX-XX-5375	223851	130.00
000487	HILL, MARY J.	XXX-XX-9442	223852	150.00
000474	JOHNSON, EARLINE T.	XXX-XX-1226	223853	130.00
000483	MASON, MAE K.	XXX-XX-3370	223854	130.00
000502	MASON, REATHER S.	XXX-XX-1008	223855	130.00
000653	MASSENBURG, SALLIE M	XXX-XX-0949	223856	130.00
000784	MCCOY, KAREN D	XXX-XX-7596	223857	56.00
000601	MEADE, SHIRLEY D	XXX-XX-8891	223858	130.00
000782	MESSIER, CAROLYN P	XXX-XX-1845	223859	130.00
000781	MORRIS, ASHLEY R	XXX-XX-7723	223860	130.00
000541	PETTICOLAS, MAYVIS L	XXX-XX-8938	223861	130.00
000659	ROWLEY, DAVID I	XXX-XX-7120	223862	150.00
000519	SHIVER, VICKI F.	XXX-XX-0943	223863	150.00
000783	TAYLOR, DONNA G	XXX-XX-4701	223864	130.00
000658	TRISVAN, BERNICE L	XXX-XX-8154	223865	130.00
000501	VAUGHAN, MARGARET	XXX-XX-2685	223866	300.00
000500	VEJNAR, MARK W.	XXX-XX-7987	223867	300.00
000508	WESTBROOK, EVA M.	XXX-XX-9800	223868	130.00
000471	WILLIAMS, DOROTHY G.	XXX-XX-5839	223869	130.00
000497	WILLIAMS, YVONNE D.	XXX-XX-1228	223870	130.00
COMPANY TOTAL*				5,836.00

GROSS-\$ 5,836.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED. THE TOTAL 5,836.00 EQUALS THE CHECK REGISTER.

12-12-22 DATE
 12/12/22
 [Signature] COUNTY ADMINISTRATOR
 [Signature] Dest Gap

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	000245	AFLAC	DC040221216221200	12/16/2022	100-000200-0100-	854.52	223871		00000
00000	000245		DC040221216221200	12/16/2022	105-000200-0100-	87.17	223871		00000
00000	000245		DC041221216221200	12/16/2022	100-000200-0100-	615.92	223871		00000
00000	000245		DC041221216221200	12/16/2022	105-000200-0100-	133.91	223871		00000
					CHECK TOTAL	1,691.52			
00000	000881	ANTHEM BLUE CROSS AND	DC005221216221200	12/16/2022	100-000200-0100-	7,218.00	223872		00000
00000	000881		DC005221216221200	12/16/2022	105-000200-0100-	1,203.00	223872		00000
00000	000881		DC015221216221200	12/16/2022	100-000200-0100-	5,265.00	223872		00000
00000	000881		DC126221216221200	12/16/2022	100-000200-0100-	25,350.00	223872		00000
00000	000881		DC126221216221200	12/16/2022	105-000200-0100-	5,200.00	223872		00000
					CHECK TOTAL	44,236.00			
00000	002034	CHAPPELL REAL ESTATE, INC	DC133221216221200	12/16/2022	100-000200-0100-	333.87	223873		00000
					CHECK TOTAL	333.87			
00000	001180	KAREN A. TAYLOR, TREASURER	DC068221216221200	12/16/2022	105-000200-0100-	266.84	223874		00000
					CHECK TOTAL	266.84			
00000	001397	LEGAL SHIELD	DC097221216221200	12/16/2022	100-000200-0100-	44.88	223875		00000
00000	001397		DC097221216221200	12/16/2022	105-000200-0100-	14.95	223875		00000
					CHECK TOTAL	59.83			
00000	001021	MINNESOTA LIFE INS CO	DC200221216221200	12/16/2022	100-000200-0100-	478.32	223876		00000
00000	001021		DC200221216221200	12/16/2022	105-000200-0100-	104.51	223876		00000
					CHECK TOTAL	582.83			
00000	000872	NATIONWIDE RETIREMENT	DC090221216221200	12/16/2022	100-000200-0100-	945.00	223877		00000
00000	000872		DC090221216221200	12/16/2022	105-000200-0100-	25.00	223877		00000
					CHECK TOTAL	970.00			
00000	001570	NEW JERSEY FAMILY	DC108221216221200	12/16/2022	100-000200-0100-	179.84	223878		00000
					CHECK TOTAL	179.84			
00000	001851	NYS CHILD SUPPORT PROCESS	DC114221216221200	12/16/2022	100-000200-0100-	121.33	223879		00000
					CHECK TOTAL	121.33			
00000	002087	TRANSWORLD SYSTEMS, INC.	DC134221216221200	12/16/2022	100-000200-0100-	222.14	223880		00000
					CHECK TOTAL	222.14			
00000	000247	TREASURER OF VIRGINIA	DC080221216221200	12/16/2022	100-000200-0100-	2,119.92	223881		00000
					CHECK TOTAL	2,119.92			
00000	000831	VACORP	DC035221216221200	12/16/2022	100-000200-0100-	274.17	223882		00000
00000	000831		DC035221216221200	12/16/2022	105-000200-0100-	84.73	223882		00000
					CHECK TOTAL	358.90			
00000	001027	VALIC RETIREMENT	DC091221216221200	12/16/2022	100-000200-0100-	625.00	223883		00000
					CHECK TOTAL	625.00			
					CLASS TOTAL	51,768.02			
					FINAL TOTAL	51,768.02			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 51,768.02 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	000245	AFLAC	DC040221231221200	12/22/2022	100-000200-0100-	824.31	223945		00000
00000	000245		DC040221231221200	12/22/2022	105-000200-0100-	87.17	223945		00000
00000	000245		DC041221231221200	12/22/2022	100-000200-0100-	584.52	223945		00000
00000	000245		DC041221231221200	12/22/2022	105-000200-0100-	133.91	223945		00000
					CHECK TOTAL	1,629.91			
00000	000881	ANTHEM BLUE CROSS AND	DC005221231221200	12/22/2022	100-000200-0100-	7,218.00	223946		00000
00000	000881		DC005221231221200	12/22/2022	105-000200-0100-	1,203.00	223946		00000
00000	000881		DC015221231221200	12/22/2022	100-000200-0100-	5,265.00	223946		00000
00000	000881		DC126221231221200	12/22/2022	100-000200-0100-	24,700.00	223946		00000
00000	000881		DC126221231221200	12/22/2022	105-000200-0100-	4,550.00	223946		00000
					CHECK TOTAL	42,936.00			
00000	002034	CHAPPELL REAL ESTATE, INC	DC133221231221200	12/22/2022	100-000200-0100-	65.24	223947		00000
					CHECK TOTAL	65.24			
00000	001180	KAREN A. TAYLOR, TREASURER	DC068221231221200	12/22/2022	105-000200-0100-	266.84	223948		00000
					CHECK TOTAL	266.84			
00000	001397	LEGAL SHIELD	DC097221231221200	12/22/2022	100-000200-0100-	44.88	223949		00000
00000	001397		DC097221231221200	12/22/2022	105-000200-0100-	14.95	223949		00000
					CHECK TOTAL	59.83			
00000	001021	MINNESOTA LIFE INS CO	DC200221231221200	12/22/2022	100-000200-0100-	455.78	223950		00000
00000	001021		DC200221231221200	12/22/2022	105-000200-0100-	104.51	223950		00000
					CHECK TOTAL	560.29			
00000	000872	NATIONWIDE RETIREMENT	DC090221231221200	12/22/2022	100-000200-0100-	945.00	223951		00000
00000	000872		DC090221231221200	12/22/2022	105-000200-0100-	25.00	223951		00000
					CHECK TOTAL	970.00			
00000	001570	NEW JERSEY FAMILY	DC108221231221200	12/22/2022	100-000200-0100-	179.84	223952		00000
					CHECK TOTAL	179.84			
00000	001851	NYS CHILD SUPPORT PROCESS	DC114221231221200	12/22/2022	100-000200-0100-	121.33	223953		00000
					CHECK TOTAL	121.33			
00000	002087	TRANSWORLD SYSTEMS, INC.	DC134221231221200	12/22/2022	100-000200-0100-	222.14	223954		00000
					CHECK TOTAL	222.14			
00000	000247	TREASURER OF VIRGINIA	DC080221231221200	12/22/2022	100-000200-0100-	2,119.92	223955		00000
					CHECK TOTAL	2,119.92			
00000	000831	VACORP	DC035221231221200	12/22/2022	100-000200-0100-	274.17	223956		00000
00000	000831		DC035221231221200	12/22/2022	105-000200-0100-	84.73	223956		00000
					CHECK TOTAL	358.90			
00000	001027	VALIC RETIREMENT	DC091221231221200	12/22/2022	100-000200-0100-	625.00	223957		00000
					CHECK TOTAL	625.00			
					CLASS TOTAL	50,115.24			
					FINAL TOTAL	50,115.24			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 50,115.24- *WBC* EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

December 15, 2022

WARRANTS & VOUCHERS SUMMARY

TOTAL ALL WARRANTS FOR APPROVAL \$520,053.41

TOTAL ALL VOID CHECKS FOR APPROVAL \$0.00

ACCOUNTS PAYABLE WARRANTS: CHECK NO. AMOUNTS PROCESS DATE

FOR MONTH OF November 2022

223509-223560	\$	121,981.13	RUN DATE 11/3/2022
223573-223622	\$	97,631.58	RUN DATE 11/10/2022
223623	\$	7,731.00	RUN DATE 11/15/2022
223624	\$	1,174.28	RUN DATE 11/15/2022
223638-223676	\$	164,066.08	RUN DATE 11/21/2022
223677-223712	\$	1,470.00	RUN DATE 11/29/2022

Total Regular Warrants \$394,054.07

PAY. DEDUCTION WARRANTS:

223561-553572	\$	49,821.93	RUN DATE 11/16/2022
223625-223637	\$	49,826.91	RUN DATE 11/23/2022

Total Deduction Warrants: \$99,648.84

TOTAL VOUCHERS & WARRANTS FOR APPROVAL \$520,053.41

ACH PAYMENTS

Flores & Associates \$ 26,350.50 RUN DATE 11/4/2022

ACCOUNTS PAYABLE CHECKS



P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT TOTAL	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001960	ACI PAYMENTS, INC.	1000078065	9/15/2022	218.14	4100-041100-1292-411-410	218.14	223509	.00	218.14	Bank/CC & Other Fees	01835 # 39343
		DISC. TOTAL					.00				TOTAL	218.14
0000000	000923	ALL SEASONS TERMITE &	4027102622	10/26/2022	95.00	4100-051500-1272-551-510	95.00	223510	.00	95.00	Building Maintenance & Repair	01835 SUSSEX COUNTY JAIL
		DISC. TOTAL					.00				TOTAL	95.00
0000000	000881	ANTHEM BLUE CROSS AND	532733508367	10/17/2022	774.70	4100-051500-1293-551-510	774.70	223511	.00	774.70	Inmate Medical Expenses	01835 # 5327370866
		DISC. TOTAL					.00				TOTAL	774.70
0000000	000010	BANK OF SOUTHSIDE VA	0255 1022 01	9/13/2022		4100-051100-1251-512-510	750.04	223512			Computer & Printer Purchase	01835 SHERIFF ACCT
			0255 1022 02	9/13/2022		4100-051100-1241-512-510	13.61	223512			Office Supplies	01835 SHERIFF ACCT
			0255 1022 03	9/14/2022		4100-051500-1272-551-510	35.88	223512			Building Maintenance & Repair	01835 SHERIFF ACCT
			0255 1022 04	9/15/2022		4100-051100-1241-512-510	20.99	223512			Office Supplies	01835 SHERIFF ACCT
			0255 1022 05	9/15/2022		4100-051100-1241-512-510	6.86	223512			Office Supplies	01835 SHERIFF ACCT
			0255 1022 06	9/15/2022		4100-051100-1241-512-510	40.23	223512			Office Supplies	01835 SHERIFF ACCT
			0255 1022 07	9/16/2022		4100-051500-1235-551-510	20.00	223512			Advertising	01835 SHERIFF ACCT
			0255 1022 08	9/16/2022		4100-051100-1241-512-510	13.89	223512			Office Supplies	01835 SHERIFF ACCT
			0255 1022 09	9/17/2022		4100-051100-1258-512-510	149.88	223512			Computer Software/Application	01835 SHERIFF ACCT
			0255 1022 10	9/20/2022		4100-051100-1205-512-510	120.08	223512			Meals	01835 SHERIFF ACCT
		DISC. TOTAL			1,171.46		.00			1,171.46	TOTAL	
0000000	000010	BANK OF SOUTHSIDE VA	0255 1022 11	9/20/2022		4100-051100-1244-512-510	40.78	223513			Uniform Services	01835 SHERIFF ACCT
			0255 1022 12	9/23/2022		4100-051500-1246-551-510	14.35	223513			Food Supplies	01835 SHERIFF ACCT
			0255 1022 13	9/23/2022		4100-051100-1205-512-510	444.38	223513			Meals	01835 SHERIFF ACCT
			0255 1022 14	9/23/2022		4100-051100-1205-512-510	444.38	223513			Meals	01835 SHERIFF ACCT
			0255 1022 15	9/28/2022		4100-051100-1241-516-510	101.86	223513			Office Supplies	01835 SHERIFF ACCT
			0255 1022 16	10/04/2022		4100-051100-1259-516-510	758.00	223513			Other Equipment Purchases	01835 SHERIFF ACCT
			0255 1022 17	10/04/2022		4100-051100-1244-512-510	120.00	223513			Uniform Services	01835 SHERIFF ACCT
			0255 1022 18	10/06/2022		4100-051100-1251-512-510	484.36	223513			Computer & Printer Purchase	01835 SHERIFF ACCT
			0255 1022 19	10/10/2022		4100-051100-1299-512-510	229.19	223513			Miscellaneous Others	01835 SHERIFF ACCT
		DISC. TOTAL			2,637.30		.00			2,637.30	TOTAL	
0000000	002041	BRANTLEY, LEAH	LB 102422	10/24/2022	225.00	4100-021100-1217-211-210	225.00	223514	.00	225.00	Board Compensation-Equalizat	01835 BOARD OF EQUALIZATI
		DISC. TOTAL					.00				TOTAL	225.00
0000000	000183	BRITT'S SERVICE CENTER	647965	10/27/2022		4100-051500-1265-551-510	52.92	223515			Vehicle Maintenance & Repairs	01835 SUSSEX SHERIFF
		DISC. TOTAL					19.95	223515			Vehicle Maintenance & Repairs	01835 SUSSEX SHERIFF
		DISC. TOTAL					.00				TOTAL	72.87
0000000	000738	BUTLER'S TOWING AND	11786	10/25/2022	20.00	4100-051100-1265-512-510	20.00	223516	.00	20.00	Vehicle Maintenance & Repairs	01835 SUSSEX SHERIFF
		DISC. TOTAL					.00				TOTAL	20.00
0000000	001251	CABIN POINT VETERINARY	62557	2/21/2020		4100-021600-1227-261-210	239.00	223517			Medical Services	01835 # 1707
			62558	2/24/2020		4100-021600-1227-261-210	167.00	223517			Medical Services	01835 # 1707
			64425	7/31/2020		4100-021600-1227-261-210	264.60	223517			Medical Services	01835 # 1707
			65396	10/26/2020		4100-021600-1227-261-210	44.00	223517			Medical Services	01835 # 1707
			67394	4/26/2021		4100-021600-1227-261-210	220.00	223517			Medical Services	01835 # 1707
			67400	4/26/2021		4100-021600-1227-261-210	40.00	223517			Medical Services	01835 # 1707
			68473	7/21/2021		4100-021600-1227-261-210	235.50	223517			Medical Services	01835 # 1707
			68488	7/21/2021		4100-021600-1227-261-210	417.50	223517			Medical Services	01835 # 1707
			68552	7/27/2021		4100-021600-1227-261-210	242.00	223517			Medical Services	01835 # 1707

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001251	.00	74045	10/05/2022		4100-021600-1227-261-210	636.50	223517	.00	Medical Services	01835 # 1707
	DISC. TOTAL		CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL		TOTAL	2,506.10
0000000	001492	CAROUSEL INDUSTRIES OF	IN451207	10/16/2022		4100-051100-1255-516-510	12,999.96	223518	.00	Maintenance Service Contract	01835 SUSSEX SHERIFF
	DISC. TOTAL		CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL		TOTAL	12,999.96
0000000	000728	CARQUEST OF WAKEFIELD	15335-39734	10/28/2022		4100-051100-1265-512-510	4.49	223519	.00	Vehicle Maintenance & Repairs	01835 # 5001
0000000	000728		15335-39761	10/28/2022		4100-051100-1265-512-510	33.58	223519	.00	Vehicle Maintenance & Repairs	01835 # 5001
0000000	000728		15335-39763	10/28/2022		4100-051100-1265-512-510	10.42	223519	.00	Vehicle Maintenance & Repairs	01835 # 5001
0000000	000728		5484-1/4263	10/25/2022		4100-051100-1265-519-510	418.75	223519	.00	Vehicle Maintenance Repairs	01835 # 5001
	DISC. TOTAL		CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL		TOTAL	467.24
0000000	001485	CENTRAL AGRIBUSINESS	JR30793	10/27/2022		4100-051500-1246-551-510	61.60	223520	.00	Food Supplies	01835 SUSSEX SHERIFF
	DISC. TOTAL		CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL		TOTAL	61.60
0000000	001682	COMPUTER PROJECTS OF ILLI	22-10-243ME	10/17/2022		4100-051100-1224-516-510	396.00	223521	.00	Information System Services	01835 SUSSEX SHERIFF
0000000	001682		22-10-259ME	10/17/2022		4100-051100-1245-519-510	198.00	223521	.00	Law Enforcement Supplies	01835 SUSSEX SHERIFF
	DISC. TOTAL		CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL		TOTAL	594.00
0000000	000020	COWLING BROTHERS	317517	9/02/2022		4100-021600-1272-261-210	4.47	223522	.00	Building Maintenance & Repair	01835 # SCA002
	DISC. TOTAL		CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL		TOTAL	4.47
0000000	002082	CRAFTMASTER HARDWARE, LLC	1521192	10/20/2022		4100-051500-1272-551-510	2,151.02	223523	.00	Building Maintenance & Repair	01835 # S1876
	DISC. TOTAL		CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL		TOTAL	2,151.02
0000000	000411	CRATER CRIMINAL JUSTICE	2481	4/07/2022		4100-051500-1244-551-510	141.85	223524	.00	Uniform Services	01835 SUSSEX SHERIFF
	DISC. TOTAL		CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL		TOTAL	141.85
0000000	000902	DOC FARMER'S MARKET	MKT95543	10/24/2022		4100-051500-1246-551-510	310.20	223525	.00	Food Supplies	01835 SUSSEX COUNTY JAIL
0000000	000902		MKT95701	10/31/2022		4100-051500-1246-551-510	372.70	223525	.00	Food Supplies	01835 SUSSEX COUNTY JAIL
	DISC. TOTAL		CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL		TOTAL	682.90
0000000	001651	DOCUMENT SYSTEMS	125516	9/16/2022		4100-041100-1251-411-410	1,700.00	223526	.00	Computer & Printer Purchase	01835 # SC05-001
0000000	001651		126166	10/19/2022		4100-041100-1255-411-410	659.37	223526	.00	Maintenance Service Contract	01835 # SC05-001
	DISC. TOTAL		CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL		TOTAL	2,359.37
0000000	000084	DOMINION VIRGINIA POWER	9447701492	10/21/2022		4100-021600-1276-263-210	18.35	223527	.00	Electric	01835 # 9447701492
	DISC. TOTAL		CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL		TOTAL	18.35
0000000	001703	HEFTY WILEY & GORE P. C.	12067	10/25/2022		4100-022100-1223-281-220	8,500.00	223528	.00	Legal Services	01835 SUSSEX COUNTY
	DISC. TOTAL		CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL		TOTAL	8,500.00
0000000	002067	J. S. ARCHER COMPANY, INC.	14814	10/21/2022		4100-021200-1272-221-210	3,875.00	223529	.00	Building Maintenance & Repair	01835 # 3029
	DISC. TOTAL		CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL		TOTAL	3,875.00
0000000	001740	JOHNSON CONTROLS FIRE	23178052	10/03/2022		4100-021200-1273-221-210	3,914.27	223530	.00	Building Systems Main & Repai	01835 # 68156
	DISC. TOTAL		CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL		TOTAL	3,914.27
0000000	002080	JONES, ANTIONETTE L.	AJ 102422	10/24/2022		4100-021100-1217-211-210	225.00	223531	.00	Board Compensation-Equalizat	01835 BOARD OFEQUALIZATI
	DISC. TOTAL		CHECK TOTAL	ACH PMT TOTAL			.00	EPY PMT TOTAL		TOTAL	225.00

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000 000010		0107 1022 04	9/26/2022		4100-051500-1246-551-510	31.50	223558		Food Supplies	01835 JAIL ACCT
0000000 000010		0107 1022 05	9/29/2022		4100-051500-1246-551-510	24.00	223558		Food Supplies	01835 JAIL ACCT
0000000 000010		0107 1022 06	10/01/2022		4100-051500-1246-551-510	15.75	223558		Food Supplies	01835 JAIL ACCT
0000000 000010		0107 1022 07	10/03/2022		4100-051500-1246-551-510	22.50	223558		Food Supplies	01835 JAIL ACCT
0000000 000010		0107 1022 08	10/04/2022		4100-051500-1246-551-510	22.50	223558		Food Supplies	01835 JAIL ACCT
0000000 000010		0107 1022 09	10/06/2022		4100-051500-1246-551-510	31.04	223558		Food Supplies	01835 JAIL ACCT
0000000 000010		0107 1022 10	10/08/2022		4100-051500-1246-551-510	22.90	223558		Food Supplies	01835 JAIL ACCT
		CHECK TOTAL	267.90	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		.00	TOTAL
0000000 000503	UNIVERSITY OF VIRGINIA	110322	11/03/2022		4100-041100-1203-411-410	75.00	223559		Workshops and Conferences	01835 ELLIS, KELLY
		CHECK TOTAL	75.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		.00	TOTAL
0000000 000879	WOMACK PUBLISHING CO.	44169	8/10/2022		4100-021400-1235-241-210	108.80	223560		Advertising	01835 # 5471
		CHECK TOTAL	108.80	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		.00	TOTAL
		CHECK TOTAL	121.981.13	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		.00	TOTAL
		CHECK TOTAL	121.981.13	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		.00	TOTAL

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED. THE TOTAL 121,981.13- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED

11-3-22 DATE
11-3-22 DATE
11/3/22 DATE

Kenneth
DIRECTOR OF FINANCE
Destie J. Cox
COUNTY ADMINISTRATION
DESTIE J. COX, TREASURER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001917	AMAZON CAPITAL SERVICES	IRX6-H7C1-4D3G	7/26/2022		4100-021400-1241-242-210	72.70	223573		Office Supplies	01837 # AIU083SECTAJC 72.70
		DISC. TOTAL								TOTAL	
0000000	001746	AMERICAN HOUSING SPECIAL	22-24	11/02/2022		4100-021300-9004-231-210	714.50	223574		UNOS-CDBG Housing Grt	01837 306 NEW STREET
		DISC. TOTAL					4,664.00	223574		UNOS-CDBG Housing Grt	01837 UNOS-233 DOGWOOD S 5,378.50
		DISC. TOTAL								TOTAL	
0000000	001676	BERKLEY GROUP	W0#5 INV#21	11/02/2022		4100-021400-1225-241-210	500.00	223575		Management Consulting Service01837 ENVIRONMENTAL SUPP	
		DISC. TOTAL					3,333.33	223575		Management Consulting Service01837 PLANNER POSITION	
		DISC. TOTAL					3,200.00	223575		Management Consulting Service01837 PLANNING DIRECTOR	
		DISC. TOTAL								TOTAL	7,033.33
0000000	999999	BIVENS,DEVIN	DB 1022	11/01/2022		4100-051500-1215-551-510	59.40	223576		Inmate Pay	01837 INMATE PAY 59.40
		DISC. TOTAL								TOTAL	
0000000	001639	BMS DIRECT INC.	163349	10/31/2022		4100-041100-1229-411-410	2,045.96	223577		Other Professional Services	01837 # MM421 2,045.96
		DISC. TOTAL								TOTAL	
0000000	002041	BRANTLEY, LEAH	LB 102122	10/21/2022		4105-071100-1217-711-710	100.00	223578		Advisory Board Compensation	01837 DSS ADVISORY BOARD 100.00
		DISC. TOTAL								TOTAL	
0000000	002042	BROWN, VIOLA	VB 102122	10/21/2022		4105-071100-1217-711-710	75.00	223579		Advisory Board Compensation	01837 DSS ADVISORY BOARD 75.00
		DISC. TOTAL								TOTAL	
0000000	001251	CABIN POINT VETERINARY	71172	2/28/2022		4100-021600-1227-261-210	46.00	223580		Medical Services	01837 # 1707
		DISC. TOTAL					541.60	223580		Medical Services	01837 # 1707
		DISC. TOTAL					216.60	223580		Medical Services	01837 # 1707
		DISC. TOTAL					437.00	223580		Medical Services	01837 # 1707
		DISC. TOTAL					45.00	223580		Medical Services	01837 # 1707
		DISC. TOTAL					94.00	223580		Medical Services	01837 # 1707
		DISC. TOTAL					139.00	223580		Medical Services	01837 # 1707
		DISC. TOTAL					100.00	223580		Medical Services	01837 # 1707
		DISC. TOTAL					1,186.30	223580		Medical Services	01837 # 1707
		DISC. TOTAL					1,866.00	223580		Medical Services	01837 # 1707
		DISC. TOTAL								TOTAL	4,671.50
0000000	001251	CABIN POINT VETERINARY	72145	5/13/2022		4100-021600-1227-261-210	620.50	223581		Medical Services	01837 # 1707
		DISC. TOTAL					25.00	223581		Medical Services	01837 # 1707
		DISC. TOTAL					298.00	223581		Medical Services	01837 # 1707
		DISC. TOTAL								TOTAL	943.50
0000000	000728	CARQUEST OF MAKEFIELD	15335-39886	11/02/2022		4100-051100-1265-519-510	65.07	223582		Vehicle Maintenance Repairs	01837 # 5001 65.07
		DISC. TOTAL								TOTAL	
0000000	001485	CENTRAL AGRIBUSINESS	JR30871	11/02/2022		4100-051500-1246-551-510	61.60	223583		Food Supplies	01837 SUSSEX SHERIFF 61.60
		DISC. TOTAL								TOTAL	
0000000	001449	CONVERGENT TECHNOLOGIES	25130	11/01/2022		4100-051100-1224-516-510	359.00	223584		Information System Services	01837 SUSSEX SHERIFF 359.00
		DISC. TOTAL								TOTAL	
0000000	000024	CRATER YOUTH CARE	23026-01	10/21/2022		4100-081800-2110-863-810	7,402.08	223585		Crater Youth Care Commission	01837 OCT 2022 USAGE FEE

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT TOTAL	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000024	.00	23026-02	10/21/2022		4100-081800-2110-863-810	16,532.25	223585			Crater Youth Care Commission	01837 2ND QUARTER FY23
	DISC. TOTAL		CHECK TOTAL	23,934.33		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	23,934.33
0000000	001651	DOCUMENT SYSTEMS	125412	9/07/2022		4100-021100-1252-211-210	99.00	223586			Equipment Lease/Rental	01837 # SC05-004
	DISC. TOTAL		CHECK TOTAL	1,265.14		4100-031100-1252-311-310	81.99	223586			Equipment Lease/Rental	01837 # SC10
			CHECK TOTAL	180.99		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	180.99
0000000	000084	DOMINION VIRGINIA POWER	0482572328	10/25/2022		4100-021600-1276-263-210	3,240.75	223587			Electric	01837 # 0482572328
	DISC. TOTAL		CHECK TOTAL	10,884,331.21		4100-021600-1276-263-210	169.62	223587			Electric	01837 # 1088433121
			CHECK TOTAL	240,632,505		4100-051500-1276-551-510	2,041.27	223587			Electric	01837 # 240632505
			CHECK TOTAL	292,158,491.4		4100-051500-1276-551-510	7.08	223587			Electric	01837 # 2921584914
			CHECK TOTAL	377,650,896.6		4100-021600-1276-263-210	6.59	223587			Electric	01837 # 3776508966
			CHECK TOTAL	420,403,030		4100-021600-1276-263-210	31.49	223587			Electric	01837 # 4204030300
			CHECK TOTAL	471,489,731.3		4100-021600-1276-263-210	90.97	223587			Electric	01837 # 4714897313
			CHECK TOTAL	508,073,736		4100-021600-1276-263-210	53.77	223587			Electric	01837 # 508073736
			CHECK TOTAL	71,909,500.5		4100-021600-1276-263-210	29.14	223587			Electric	01837 # 7190950005
			CHECK TOTAL	907,393,363.3		4100-051500-1276-551-510	89.22	223587			Electric	01837 # 9073933633
	DISC. TOTAL		CHECK TOTAL	5,759.90		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	5,759.90
0000000	000084	DOMINION VIRGINIA POWER	9670342501	10/27/2022		4100-021600-1276-263-210	63.61	223588			Electric	01837 # 9670342501
	DISC. TOTAL		CHECK TOTAL	63.61		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	63.61
0000000	001725	EDMUNDS WASTE REMOVAL INC	124592	10/31/2022		4100-021600-1247-264-210	705.00	223589			Janitorial Supplies	01837 SUSSEX COUNTY
	DISC. TOTAL		CHECK TOTAL	705.00		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	705.00
0000000	002084	GRAY, BARBARA	BG 102122	10/21/2022		4105-071100-1217-711-710	75.00	223590			Advisory Board Compensation	01837 DSS ADVISORY BOARD
	DISC. TOTAL		CHECK TOTAL	75.00		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	75.00
0000000	000276	GREENSVILLE COUNTY WATER	1175 112022	11/20/2022		4100-021600-1277-263-210	61.16	223591			Water Services	01837 # 1175
	DISC. TOTAL		CHECK TOTAL	61.16		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	61.16
0000000	001637	HALEY FORD SOUTH	44435735	10/24/2022		4100-051100-1265-515-510	700.50	223592			Vehicle Maintenance & Repairs	01837 SUSSEX SHERIFF
	DISC. TOTAL		CHECK TOTAL	444,357.43		4100-051100-1265-512-510	367.44	223592			Vehicle Maintenance & Repairs	01837 SUSSEX SHERIFF
			CHECK TOTAL	1,067.94		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	1,067.94
0000000	001983	MID-ATLANTIC PEST AND LAW	3388	11/01/2022		4100-021200-1274-221-210	440.00	223593			Grounds Maintenance & Repairs	01837 SUSSEX COUNTY
	DISC. TOTAL		CHECK TOTAL	3,389		4100-021600-1229-264-210	320.00	223593			Other Professional Services	01837 SUSSEX COUNTY
			CHECK TOTAL	760.00		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	760.00
0000000	001345	MYRON CORP.	132038407	10/25/2022		4100-051100-1235-512-510	1,035.57	223594			Advertising	01837 # 12200464
	DISC. TOTAL		CHECK TOTAL	1,035.57		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	1,035.57
0000000	999999	NEWMAN, CHRISTINA	CN 1022	11/01/2022		4100-051500-1215-551-510	18.00	223595			Immte Pay	01837 IMMATE PAY
	DISC. TOTAL		CHECK TOTAL	18.00		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	18.00
0000000	999999	NEWMAN, MICHAEL	MN 1022	11/01/2022		4100-051500-1215-551-510	93.15	223596			Immte Pay	01837 IMMATE PAY
	DISC. TOTAL		CHECK TOTAL	93.15		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	93.15
0000000	000550	OGBURN SIGN CO. LLC	OP6031	10/26/2022		4100-023100-1233-291-230	65.00	223597			Printing	01837 SUSSEX REGISTRAR
	DISC. TOTAL		CHECK TOTAL	65.00		.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	65.00

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000000	000056	OWEN FORD, INC.	20307	10/31/2022		4100-051100-1265-519-510	824.73	223598		Vehicle Maintenance Repairs	01837 SUSSEX SHERIFF
		DISC. TOTAL					.00	EPY PMT TOTAL			824.73
00000000	000061	PRINCE GEORGE ELECTRIC	1413003200	10/27/2022		4100-021600-1276-263-210	55.39	223599		Electric	01837 # 1413003200
		DISC. TOTAL					89.61	223599			01837 # 1423010000
							104.27	223599			01837 # 1667000200
							.00	EPY PMT TOTAL			249.27
00000000	999999	RICHARDSON, LUTHER	LR 1022	11/01/2022		4100-051500-1215-551-510	18.90	223600		Inmate Pay	01837 INMATE PAY
		DISC. TOTAL					.00	EPY PMT TOTAL			18.90
00000000	002043	ROGERS, EARL	ER 102122	10/21/2022		4105-071100-1217-711-710	75.00	223601		Advisory Board Compensation	01837 DSS ADVISORY BOARD
		DISC. TOTAL					.00	EPY PMT TOTAL			75.00
00000000	001488	RRS FOODSERVICE	2257101	11/02/2022		4100-051500-1246-551-510	3,004.36	223602		Food Supplies	01837 # 118626
		DISC. TOTAL					.00	EPY PMT TOTAL			3,004.36
00000000	000832	SAM'S CLUB DIRECT	140-01	10/18/2022		4100-051100-1299-512-510	16.96	223603		Miscellaneous Others	01837 # 0402188473177
		DISC. TOTAL					7.02	223603			01837 # 0402188473177
							52.14	223603			01837 # 0402188473177
							86.24	223603			01837 # 0402188473177
							.00	EPY PMT TOTAL			162.36
00000000	001709	SCHULTZ LAWNSCAPES, INC.	38437	10/01/2022		4100-021200-1229-221-210	4,957.09	223604		Other Professional Services	01837 SUSSEX COUNTY
		DISC. TOTAL					1,338.46	223604			01837 SUSSEX COUNTY
							.00	EPY PMT TOTAL			6,295.55
00000000	999999	SMITH, TORIANDO	TS 1022	11/01/2022		4100-051500-1215-551-510	144.00	223605		Inmate Pay	01837 INMATE PAY
		DISC. TOTAL					.00	EPY PMT TOTAL			144.00
00000000	001975	STAPLES, INC.	7367980496-0-1	11/05/2022		4100-021400-1241-241-210	66.94	223606		Office Supplies	01837 # 27065668
		DISC. TOTAL					.00	EPY PMT TOTAL			66.94
00000000	000067	STONY CREEK PHARMACY	SCP 110722	11/07/2022		4100-051500-1293-551-510	737.83	223607		Inmate Medical Expenses	01837 OCTOBER 2022
		DISC. TOTAL					.00	EPY PMT TOTAL			737.83
00000000	000162	SUFFOLK ENERGIES INC	619169	10/31/2022		4100-051100-1264-512-510	93.14	223608		Mileage/Gas	01837 # 66740352
		DISC. TOTAL					.00	EPY PMT TOTAL			93.14
00000000	000485	THOMSON WEST	847306992	11/01/2022		4100-063100-1202-631-630	317.00	223609		Pub. Subsc. Books, Ref. Mat	01837 # 1005559182
		DISC. TOTAL					.00	EPY PMT TOTAL			317.00
00000000	001833	TRANSUNION RISK & ALTERNA	5687311-202210	11/01/2022		4100-051100-1229-512-510	75.00	223610		Other Professional Services	01837 # 5687311
		DISC. TOTAL					.00	EPY PMT TOTAL			75.00
00000000	002045	UMPHLETT, WINNIE	WU 102122	10/21/2022		4105-071100-1217-711-710	75.00	223611		Advisory Board Compensation	01837 DSS ADVISORY BOARD
		DISC. TOTAL					.00	EPY PMT TOTAL			75.00
00000000	000769	VERIZON	0156873625 0522	5/31/2022		4100-061100-1234-613-610	407.09	223612		Telecommunications	01837 # 850451987000185
		DISC. TOTAL					79.37	223612			01837 # 850451987000185
							79.37	223612			01837 # 850451987000185

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
0000000	000769		0156873625	8/31/2022		4100-061100-1234-613-610	84.37	223612		Telecommunications	01837 # 850451987000185
0000000	000769		0156873625	10/31/2022		4100-061100-1234-613-610	84.37	223612		Telecommunications	01837 # 850451987000185
	DISC. TOTAL		734.57	ACH PMT TOTAL			.00	EPY PMT TOTAL			734.57
0000000	000757	VERIZON BUSINESS	6558200	11/10/2022		4100-021600-1234-263-210	431.75	223613		Telecommunications	01837 # Y2694822
	DISC. TOTAL			ACH PMT TOTAL			.00	EPY PMT TOTAL			431.75
0000000	000039	VERIZON WIRELESS	9918588351	10/19/2022		4100-051500-1234-551-510	277.76	223614		Telecommunications	01837 # 742314083-00002
0000000	000039		9918588351	10/19/2022		4100-051100-1234-512-510	277.77	223614		Telecommunications	01837 # 742314083-00002
	DISC. TOTAL		555.53	ACH PMT TOTAL			.00	EPY PMT TOTAL			555.53
0000000	001209	VIRGINIA COOPERATIVE EXT BILL SALRY	23/1	11/02/2022		4100-081300-2110-822-810	8,683.22	223615		VA Cooperative Extension	01837 FY23 1ST QUARTER
	DISC. TOTAL		8,683.22	ACH PMT TOTAL			.00	EPY PMT TOTAL			8,683.22
0000000	001962	VIRGINIA'S GATEWAY REGION	1455	7/31/2022		4100-021100-1229-211-210	2,500.00	223616		Other Professional Services	01837 SUSSEX COUNTY
0000000	001962		1466	10/31/2022		4100-021100-1229-211-210	2,500.00	223616		Other Professional Services	01837 SUSSEX COUNTY
	DISC. TOTAL		5,000.00	ACH PMT TOTAL			.00	EPY PMT TOTAL			5,000.00
0000000	000873	WASTE MANAGEMENT OF	3684292-2424-0	10/25/2022		4100-021600-1229-263-210	701.44	223617		Other Professional Services	01837 # 10-33052-52006
	DISC. TOTAL			ACH PMT TOTAL			.00	EPY PMT TOTAL			701.44
0000000	000090	MAVERLY MOTORS, INC	17309	10/31/2022		4100-051100-1265-512-510	40.00	223618		Vehicle Maintenance & Repairs	01837 SUSSEX SHERIFF
0000000	000090		17310	10/31/2022		4100-051100-1265-512-510	20.00	223618		Vehicle Maintenance & Repairs	01837 SUSSEX SHERIFF
	DISC. TOTAL		60.00	ACH PMT TOTAL			.00	EPY PMT TOTAL			60.00
0000000	001966	WOOTEN COMPANY, THE	77619	11/04/2022		4100-021200-1226-221-210-601	13,365.00	223619		ARPA-Prelim. Arch. Feastib.	St01837 PROJ# 3399-E
	DISC. TOTAL		13,365.00	ACH PMT TOTAL			.00	EPY PMT TOTAL			13,365.00
0000000	001915	HWATT, KELLI D.	KDW 110722	11/07/2022		4100-063100-1241-632-630	172.68	223620		Office Supplies	01837 REIMBURSEMENT
	DISC. TOTAL			ACH PMT TOTAL			.00	EPY PMT TOTAL			172.68
0000000	002044	WYCHE, NATHALIA	NW 102122	10/21/2022		4105-071100-1217-711-710	75.00	223621		Advisory Board Compensation	01837 DSS ADVISORY BOARD
	DISC. TOTAL			ACH PMT TOTAL			.00	EPY PMT TOTAL			75.00
0000000	000162	SUFFOLK ENERGIES INC	37657919	3/30/2022		4100-021200-1278-221-210	1,028.10	223622		011	01837 # 66740484
	DISC. TOTAL			ACH PMT TOTAL			.00	EPY PMT TOTAL			1,028.10
	DISC. TOTAL		97,631.58	ACH PMT TOTAL			.00	EPY PMT TOTAL			97,631.58
	DISC. TOTAL		97,631.58	ACH PMT TOTAL			.00	EPY PMT TOTAL			97,631.58

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED. THE TOTAL 97,631.58- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

11-10-22
DATE
11-10-22
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11/10/22
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Kelli J. Cox
DIRECTOR OF FINANCE
Richard J. Cox
COUNTY ADMINISTRATION
Wesley J. Cox
WESLEY J. COX, TREASURER

AP100 11/15/2022 SUSSEX COUNTY A/P CHECK REGISTER TIME - 8:58:26 ActPd - 2022/11

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L ACCOUNT DESC.	Purchases TOTAL	BATCH INV. DESCRIPTION
0000000	002085 SURRY EQUIPMENT	111422	11/14/2022		4100-021200-1259-221-210	7.731.00	223623	.00	.00	Other Equipment	7.731.00	01838, SUSSEX COUNTY
	DISC. TOTAL					.00		.00	.00			7.731.00
											TOTAL	7.731.00
											TOTAL	7.731.00

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 THE TOTAL 7.731.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

11-15-22
 DATE
 11/15/2022

Richard Douglas
 RICHARD DOUGLAS
 COUNTY TREASURER

Destiny Ox
 DESTINY OX
 COUNTY CLERK

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
0000000	002005	BANK OF AMERICA, N.A.	11/01/2022	11/01/2022		4100-021200-1272-221-210	.00	223624		Building Maintenance & Repair	01836 GRAINGER - Credit
0000000	002005		11/01/2022	11/01/2022		4100-021200-1272-221-210-602	59.22	223624		DMW-Select ADA Compliance	01836 GRAINGER - Purchas
0000000	002005		11/01/2022	11/01/2022		4100-021600-1276-263-210	519.98	223624		Electric	01836 GRAINGER - Purchas
0000000	002005		11/01/2022	11/01/2022		4100-021600-1276-263-210	530.43	223624		Electric	01836 GRAINGER - Purchas
0000000	002005		11/01/2022	11/01/2022		4100-021200-1274-221-210	64.65	223624		Grounds Maintenance & Repairs	01836 GRAINGER - Purchas
0000000	002005		11/01/2022	11/01/2022		4100-021200-1272-221-210-603	59.22	223624		Registrar-ADA Compliance	Proj01836 GRAINGER - Purchas
0000000	002005		11/01/2022	11/01/2022		4100-021200-1272-221-210-603	59.22	223624		Registrar-ADA Compliance	Proj01836 GRAINGER - Purchas
		DISC. TOTAL					.00			TOTAL	1.174.28
		CHECK TOTAL					1.174.28			TOTAL	1.174.28
		ACH PMT TOTAL					.00			TOTAL	1.174.28

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 1.174.28- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

11-15-22
 DATE
 11/15/2022
 DATE
 11/15/22
 DATE

[Signature]
 RICHARD D. DUNN
 TREASURER
 RICHARD DUNN
 COUNTY REGISTER

[Signature]
 DESTE J. COX
 TREASURER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	001917	AMAZON CAPITAL SERVICES	IGRX-91DV-9HVT	10/24/2022		4100-021600-1241-261-210	77.62	223638			Office Supplies	01839 # AIU0835E5CTAJC
0000000	001917		IPD9-V6FR-64Y1	10/23/2022		4100-021600-1247-261-210	62.55	223638			Janitorial Supplies	01839 # AIU0835E5CTAJC
0000000	001917		1130-6X69-6XKG	11/15/2022		4100-021100-1241-211-210	33.75	223638			Office Supplies	01839 # AIU0835E5CTAJC
0000000	001917		19GL-HYYP-JP94	10/14/2022		4100-021100-1241-211-210	65.98	223638			Office Supplies	01839 # AIU0835E5CTAJC
		DISC. TOTAL					.00		239.90		TOTAL	239.90
0000000	000014	ATLANTIC ELECTION	607	11/08/2022		4100-023100-1233-291-230	239.35	223639			Printing	01839 SUSSEX ELECT BOARD
0000000	000014		615	11/16/2022		4100-023100-1229-291-230	3,475.50	223639			Other Professional Services	01839 SUSSEX ELECT BOARD
		DISC. TOTAL					.00				TOTAL	3,714.85
0000000	001676	BERKLEY GROUP	MC#9A INV#9	11/16/2022		4100-021400-1225-241-210	3,333.33	223640			Management Consulting Service	01839 PLANNER POSITION
0000000	001676		MC#9B INV#9	11/16/2022		4100-021400-1225-241-210	4,480.00	223640			Management Consulting Service	01839 PLANNING DIRECTOR
		DISC. TOTAL					.00				TOTAL	7,813.33
0000000	001680	BLUE 360 MEDIA, LLC	IN2207164116	9/09/2022		4100-063100-1202-631-630	391.17	223641			Pub. Subsc. Books, Ref. Mat	01839 # B100105006505
0000000	001680		IN2209168753	9/29/2022		4100-063100-1202-631-630	195.59	223641			Pub. Subsc. Books, Ref. Mat	01839 # B100105006505
		DISC. TOTAL					.00				TOTAL	586.76
0000000	999999	BLUNT, SANDRA J.	SJB 111522	11/15/2022		4100-061100-1212-611-610	150.00	223642			Compensation Jury Commission	01839 JURY COMMISSIONER
		DISC. TOTAL					.00				TOTAL	150.00
0000000	000183	BRITT'S SERVICE CENTER	648005	11/15/2022		4100-051100-1265-512-510	19.95	223643			Vehicle Maintenance & Repairs	01839 SUSSEX SHERIFF
		DISC. TOTAL					.00				TOTAL	19.95
0000000	000738	BUTLER'S TOWING AND	11800	10/27/2022		4100-021600-1265-261-210	103.14	223644			Vehicle Maintenance & Repairs	01839 SUSSEX ANML CONTRO
		DISC. TOTAL					.00				TOTAL	103.14
0000000	001530	C.W. WILLIAMS & CO. LLC	648488	10/31/2022		4100-021500-2110-251-210-504	16,787.92	223645			State Fireman's Fund	01839 # 80203
0000000	001530		648510	11/02/2022		4100-021500-9000-253-210	1,531.30	223645			Fire Engine Equip. & Change	001839 # 80203
0000000	001530		648511	11/02/2022		4100-021500-9000-253-210	1,531.30	223645			Fire Engine Equip. & Change	001839 # 80203
		DISC. TOTAL					.00				TOTAL	19,850.52
0000000	000728	CARQUEST OF WAKEFIELD	15335-39926	11/03/2022		4100-021600-1265-262-210	37.71	223646			Vehicle Maintenance & Repairs	01839 # 2836
		DISC. TOTAL					.00				TOTAL	37.71
0000000	000020	COWLING BROTHERS	319429	10/19/2022		4100-021600-1272-261-210	132.22	223647			Building Maintenance & Repair	01839 # SCA002
0000000	000020		319494	10/20/2022		4100-021600-1272-261-210	174.31	223647			Building Maintenance & Repair	01839 # SCA002
0000000	000020		319495	10/20/2022		4100-021600-1272-261-210	3.92	223647			Building Maintenance & Repair	01839 # SCA002
0000000	000020		319555	10/21/2022		4100-021600-1272-261-210	31.23	223647			Building Maintenance & Repair	01839 # SCA002
		DISC. TOTAL					.00				TOTAL	341.68
0000000	001074	COX, DESTE	DC 111022 01	11/10/2022		4100-041100-1241-411-410	44.82	223648			Office Supplies	01839 REIMBURSEMENT
0000000	001074		DC 111022 02	11/10/2022		4100-041100-1264-411-410	195.80	223648			Gasoline/Mileage-Non Training	01839 REIMBURSEMENT
		DISC. TOTAL					.00				TOTAL	240.62
0000000	000845	CROWN CASTLE GT COMPANY	39693157	12/01/2022		4100-021500-1252-253-210	1,382.35	223649			Equipment Lease/Rental	01839 # 106663
		DISC. TOTAL					.00				TOTAL	1,382.35
0000000	000871	CRYSTAL SPRINGS	1352055 111022	11/10/2022		4100-061100-1277-612-610	73.86	223650			Water Services	01839 # 11421181352055
		DISC. TOTAL					.00				TOTAL	73.86

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000000	000129	LOGAN SYSTEMS, INC	57062	10/15/2022		4100-062100-1236-621-620	671.73	223662		Microfilming & Scanning	Servi01839 SUSSEX CIRCUIT COU
00000000	000129		57171	11/15/2022		4100-062100-1236-621-620	771.14	223662		Microfilming & Scanning	Servi01839 SUSSEX CIRCUIT COU
		DISC. TOTAL		1.442.87	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	1.442.87
00000000	001634	MASON, JAMES E.	JM 110922	11/09/2022		4100-081300-2110-822-810	172.37	223663		VA Cooperative Extension	01839 REIMBURSEMENT
00000000	001634		JM 111522	11/15/2022		4100-081300-2110-822-810	180.00	223663		VA Cooperative Extension	01839 REIMBURSEMENT
		DISC. TOTAL		352.37	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	352.37
00000000	000783	NACO	202216991	10/15/2022		4100-011100-1201-111-110	450.00	223664		Organization Membership	01839 # 51183
		DISC. TOTAL		450.00	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	450.00
00000000	000550	OGBURN SIGN CO. LLC	OP6041	11/05/2022		4100-023100-1233-291-230	175.00	223665		Printing	01839 SUSSEX ELECT BOARD
		DISC. TOTAL		175.00	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	175.00
00000000	000164	PITNEY-BOWES, LLC	1021952255	11/15/2022		4100-021100-1241-211-210	118.99	223666		Office Supplies	01839 # 16519256
		DISC. TOTAL		118.99	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	118.99
00000000	001226	R. M. WILKINSON OIL CO. INC	68242	10/28/2022		4100-021500-1279-253-210	175.95	223667		Propane Gas	01839 SUSSEX PUBLIC SAFE
		DISC. TOTAL		175.95	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	175.95
00000000	001787	SIMPLE COM	18885-OTS	11/09/2022		4100-021700-1228-271-210	192.00	223668		Contractual Services	01839 SUSSEX COUNTY
		DISC. TOTAL		192.00	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	192.00
00000000	001772	SOUTHSIDE ELECTRIC COOPER	561962001	11/04/2022		4100-021600-1276-264-210	91.17	223669		Electric	01839 # 561962001
		DISC. TOTAL		91.17	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	91.17
00000000	001975	STAPLES, INC.	7367974941-0-1	11/05/2022		4100-021100-1241-211-210	232.90	223670		Office Supplies	01839 # 27065688
		DISC. TOTAL		232.90	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	232.90
00000000	002022	STAR2STAR COMMUNICATIONS, L	SUB01453883	11/05/2022		4100-021600-1234-263-210	197.66	223671		Telecommunications	01839 # 812800
		DISC. TOTAL		197.66	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	197.66
00000000	000686	SUSSEX SOCIAL SERVICES	SCSS 111522	11/15/2022		4105-071100-1299-711-110	3,000.00	223672		Undistributed Expenditures	01839 SUSSEX COUNTY
		DISC. TOTAL		3,000.00	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	3,000.00
00000000	000087	VAN CLEEF AUTO PARTS INC	62152	10/12/2022		4100-021600-1242-261-210	47.97	223673		Agricultural Supplies	01839 # 27430
		DISC. TOTAL		47.97	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	47.97
00000000	000087		640330	11/16/2020		4100-021500-1265-251-210	419.70	223673		Vehicle Maintenance & Repairs	01839 # 27430
		DISC. TOTAL		467.67	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	467.67
00000000	000039	VERIZON WIRELESS	9920315692	11/10/2022		4100-011100-1234-111-110	136.95	223674		Telecommunications	01839 # 805250394-00001
		DISC. TOTAL		136.95	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	136.95
00000000	000039		9920315692	11/10/2022		4100-021100-1234-211-210	330.99	223674		Telecommunications	01839 # 805250394-00001
		DISC. TOTAL		330.99	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	330.99
00000000	000039		9920315692	11/10/2022		4100-021200-1234-221-210	198.98	223674		Telecommunications	01839 # 805250394-00001
		DISC. TOTAL		198.98	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	198.98
00000000	000039		9920315692	11/10/2022		4100-021500-1234-253-210	88.48	223674		Telecommunications	01839 # 805250394-00001
		DISC. TOTAL		88.48	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	88.48
00000000	000039		9920315692	11/10/2022		4100-021600-1234-261-210	314.64	223674		Telecommunications	01839 # 805250394-00001
		DISC. TOTAL		314.64	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	314.64
00000000	000039		9920315692	11/10/2022		4100-021600-1234-262-210	88.50	223674		Mobile Telecommunications	01839 # 805250394-00001
		DISC. TOTAL		88.50	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	88.50
00000000	000039		9920315692	11/10/2022		4100-021600-1234-263-210	40.01	223674		Telecommunications	01839 # 805250394-00001
		DISC. TOTAL		40.01	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	40.01
00000000	000039		9920315692	11/10/2022		4100-023100-1234-291-230	40.01	223674		Telecommunications	01839 # 805250394-00001
		DISC. TOTAL		40.01	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	40.01
00000000	000039		9920315692	11/10/2022		4100-031100-1234-311-310	40.01	223674		Telecommunications	01839 # 805250394-00001
		DISC. TOTAL		40.01	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	40.01
00000000	000039		9920315692	11/10/2022		4100-041100-1234-411-410	40.01	223674		Telecommunications	01839 # 805250394-00001
		DISC. TOTAL		40.01	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	40.01
		DISC. TOTAL		1,318.64	ACH PMT TOTAL		.00	EPY PMT TOTAL		TOTAL	1,318.64

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	000873 WASTE MANAGEMENT OF	3244300-2425-1	11/01/2022		4100-021600-1229-264-210	1,370.07	223675			Other Professional Services	01839 # 25-09633-6300
0000000	000873	3687234-2424-9	11/01/2022		4123-085000-5210-	130.97	223675			Construction - Budget Project	01839 # 27-10407-23007
	DISC. TOTAL	.00	CHECK TOTAL	1,501.04	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	1,501.04
0000000	001644 XEROX FINANCIAL SERVICES	3550761	10/12/2022		4100-062100-1252-621-620	149.63	223676			Equipment Lease/Rental	01839 # 0200128117
	DISC. TOTAL	.00	CHECK TOTAL	149.63	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	149.63
		.00	CHECK TOTAL	164,066.08	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	164,066.08
		.00	CHECK TOTAL	164,066.08	.00 CPA PMT TOTAL	.00	EPY PMT TOTAL			TOTAL	164,066.08

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11-21-22
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[Signature]
DIRECTOR OF FINANCE

[Signature]
COUNTY ADMINISTRATOR

[Signature]
DESTE J. COX, TREASURER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT TOTAL	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	999999	ALLYSSA D. CASTLE	000002010220913JU	9/13/2022		4100-061100-1213-611-610	30.00	223677	30.00	30.00	Witness Fees	01841 JUROR PAYMNT
	DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL					30.00
0000000	999999	AMY CARROLL	000002011220913JU	9/13/2022		4100-061100-1213-611-610	60.00	223678	60.00	60.00	Witness Fees	01841 JUROR PAYMNT
	DISC. TOTAL	.00	CHECK TOTAL	60.00	ACH PMT TOTAL	.00	CPA PMT TOTAL					60.00
0000000	999999	ANGELA C. DIJNN	000001570220913JU	9/13/2022		4100-061100-1213-611-610	30.00	223679	30.00	30.00	Witness Fees	01841 JUROR PAYMNT
	DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL					30.00
0000000	999999	ARKELEGA OLIVER LUCAS	000001286220913JU	9/13/2022		4100-061100-1213-611-610	30.00	223680	30.00	30.00	Witness Fees	01841 JUROR PAYMNT
	DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL					30.00
0000000	999999	BRANDON C. ALLEN	000002020220913JU	9/13/2022		4100-061100-1213-611-610	30.00	223681	30.00	30.00	Witness Fees	01841 JUROR PAYMNT
	DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL					30.00
0000000	999999	CAITYLN ELIZABETH CHASE	000002029220913JU	9/13/2022		4100-061100-1213-611-610	30.00	223682	30.00	30.00	Witness Fees	01841 JUROR PAYMNT
	DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL					30.00
0000000	999999	CANDIE R. WILLIAMS	000002016220913JU	9/13/2022		4100-061100-1213-611-610	60.00	223683	60.00	60.00	Witness Fees	01841 JUROR PAYMNT
	DISC. TOTAL	.00	CHECK TOTAL	60.00	ACH PMT TOTAL	.00	CPA PMT TOTAL					60.00
0000000	999999	CAREY RANDALL COMLING	000002004220913JU	9/13/2022		4100-061100-1213-611-610	30.00	223684	30.00	30.00	Witness Fees	01841 JUROR PAYMNT
	DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL					30.00
0000000	999999	CAROLYN B. PERRY	000002014220913JU	9/13/2022		4100-061100-1213-611-610	60.00	223685	60.00	60.00	Witness Fees	01841 JUROR PAYMNT
	DISC. TOTAL	.00	CHECK TOTAL	60.00	ACH PMT TOTAL	.00	CPA PMT TOTAL					60.00
0000000	999999	CECILIA HOLLOWAN	000002028220913JU	9/13/2022		4100-061100-1213-611-610	30.00	223686	30.00	30.00	Witness Fees	01841 JUROR PAYMNT
	DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL					30.00
0000000	999999	CYNTHIA PEGRAM-WYCHE	000002003220913JU	9/13/2022		4100-061100-1213-611-610	30.00	223687	30.00	30.00	Witness Fees	01841 JUROR PAYMNT
	DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL					30.00
0000000	999999	DAJUN T. JONES	000002021220913JU	9/13/2022		4100-061100-1213-611-610	30.00	223688	30.00	30.00	Witness Fees	01841 JUROR PAYMNT
	DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL					30.00
0000000	999999	GERALD R. PARHAM II	000002027220913JU	9/13/2022		4100-061100-1213-611-610	30.00	223689	30.00	30.00	Witness Fees	01841 JUROR PAYMNT
	DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL					30.00
0000000	999999	HEATHER N. WILLIAMS	000002013220913JU	9/13/2022		4100-061100-1213-611-610	30.00	223690	30.00	30.00	Witness Fees	01841 JUROR PAYMNT
	DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL					30.00
0000000	999999	JACQUELYN C. TAYLOR	000002015220913JU	9/13/2022		4100-061100-1213-611-610	30.00	223691	30.00	30.00	Witness Fees	01841 JUROR PAYMNT
	DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL					30.00
0000000	999999	JAMES M. JACKSON	000002008220913JU	9/13/2022		4100-061100-1213-611-610	60.00	223692	60.00	60.00	Witness Fees	01841 JUROR PAYMNT
	DISC. TOTAL	.00	CHECK TOTAL	60.00	ACH PMT TOTAL	.00	CPA PMT TOTAL					60.00
0000000	999999	JOYCE COOPER	000001671220913JU	9/13/2022		4100-061100-1213-611-610	30.00	223693	30.00	30.00	Witness Fees	01841 JUROR PAYMNT
	DISC. TOTAL	.00	CHECK TOTAL	30.00	ACH PMT TOTAL	.00	CPA PMT TOTAL					30.00

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCR	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
0000000	999999	KEITH C. BLOWE	000002025220913JU	9/13/2022	30.00	4100-061100-1213-611-610	30.00	223694	ACH PMT TOTAL	Witness Fees	01841 JUROR PAYMNT
		DISC. TOTAL					.00			.00	30.00
0000000	999999	KRISTEE S. MITCHELL	000002005220913JU	9/13/2022	30.00	4100-061100-1213-611-610	30.00	223695	ACH PMT TOTAL	Witness Fees	01841 JUROR PAYMNT
		DISC. TOTAL					.00			.00	30.00
0000000	999999	LESLIE DENINA SANDLAIN	000000506220913JU	9/13/2022	30.00	4100-061100-1213-611-610	30.00	223696	ACH PMT TOTAL	Witness Fees	01841 JUROR PAYMNT
		DISC. TOTAL					.00			.00	30.00
0000000	999999	LORENZO HATCH, JR	000000265220913JU	9/13/2022	60.00	4100-061100-1213-611-610	60.00	223697	ACH PMT TOTAL	Witness Fees	01841 JUROR PAYMNT
		DISC. TOTAL					.00			.00	60.00
0000000	999999	LORENZO PARHAM	000002006220913JU	9/13/2022	30.00	4100-061100-1213-611-610	30.00	223698	ACH PMT TOTAL	Witness Fees	01841 JUROR PAYMNT
		DISC. TOTAL					.00			.00	30.00
0000000	999999	MARIE ANN MITCHELL	000001420220913JU	9/13/2022	30.00	4100-061100-1213-611-610	30.00	223699	ACH PMT TOTAL	Witness Fees	01841 JUROR PAYMNT
		DISC. TOTAL					.00			.00	30.00
0000000	999999	MARY L. BABISH	000002026220913JU	9/13/2022	60.00	4100-061100-1213-611-610	60.00	223700	ACH PMT TOTAL	Witness Fees	01841 JUROR PAYMNT
		DISC. TOTAL					.00			.00	60.00
0000000	999999	MATTHEW B. JONES	000002007220913JU	9/13/2022	30.00	4100-061100-1213-611-610	30.00	223701	ACH PMT TOTAL	Witness Fees	01841 JUROR PAYMNT
		DISC. TOTAL					.00			.00	30.00
0000000	999999	PAMELA HANZLIK	000002017220913JU	9/13/2022	60.00	4100-061100-1213-611-610	60.00	223702	ACH PMT TOTAL	Witness Fees	01841 JUROR PAYMNT
		DISC. TOTAL					.00			.00	60.00
0000000	999999	PHYLLIS A. BUTTROM	000002024220913JU	9/13/2022	60.00	4100-061100-1213-611-610	60.00	223703	ACH PMT TOTAL	Witness Fees	01841 JUROR PAYMNT
		DISC. TOTAL					.00			.00	60.00
0000000	999999	RAQUAN J. CRAIG	000002018220913JU	9/13/2022	60.00	4100-061100-1213-611-610	60.00	223704	ACH PMT TOTAL	Witness Fees	01841 JUROR PAYMNT
		DISC. TOTAL					.00			.00	60.00
0000000	999999	REBECCA ANN PRICE	000001308220913JU	9/13/2022	30.00	4100-061100-1213-611-610	30.00	223705	ACH PMT TOTAL	Witness Fees	01841 JUROR PAYMNT
		DISC. TOTAL					.00			.00	30.00
0000000	999999	RICHELLE G. HINES	000002023220913JU	9/13/2022	60.00	4100-061100-1213-611-610	60.00	223706	ACH PMT TOTAL	Witness Fees	01841 JUROR PAYMNT
		DISC. TOTAL					.00			.00	60.00
0000000	999999	ROBERT DALE EBERSOLE	000001146220913JU	9/13/2022	30.00	4100-061100-1213-611-610	30.00	223707	ACH PMT TOTAL	Witness Fees	01841 JUROR PAYMNT
		DISC. TOTAL					.00			.00	30.00
0000000	999999	SHEILA TRIMIEW-JOHNSON	000002019220913JU	9/13/2022	60.00	4100-061100-1213-611-610	60.00	223708	ACH PMT TOTAL	Witness Fees	01841 JUROR PAYMNT
		DISC. TOTAL					.00			.00	60.00
0000000	999999	STANFORD W. ALLEN	000002009220913JU	9/13/2022	30.00	4100-061100-1213-611-610	30.00	223709	ACH PMT TOTAL	Witness Fees	01841 JUROR PAYMNT
		DISC. TOTAL					.00			.00	30.00
0000000	999999	TOMMY DUNN	000002022220913JU	9/13/2022	60.00	4100-061100-1213-611-610	60.00	223710	ACH PMT TOTAL	Witness Fees	01841 JUROR PAYMNT
		DISC. TOTAL					.00			.00	60.00

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK TOTAL	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	999999	VICTORIA A. LORD	000002012220913JU	30.00	9/13/2022		4100-061100-1213-611-610	30.00	223711		Witness Fees	01841 JUROR PAYMNT
								.00	EPY		.00	30.00
												TOTAL
0000000	999999	WILLIE LEE TURNER, JR	000000189220913JU	60.00	9/13/2022		4100-061100-1213-611-610	60.00	223712		Witness Fees	01841 JUROR PAYMNT
								.00	EPY		.00	60.00
												TOTAL
												TOTAL
												TOTAL
												TOTAL

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 1,470.00- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

11-29-22
DATE

11-29-22
DATE

11/30/22
DATE

Kelly A. Lord
DIRECTOR OF FINANCE

Deste J. Cox
COUNTY ADMINISTRATOR

Deste J. Cox
DESTIE J. COX, TREASURER

PAYROLL DEDUCTION CHECKS



P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	000245	AFLAC	DC040221116221100	11/16/2022	100-000200-0100-	854.52	223561		00000
00000	000245		DC040221116221100	11/16/2022	105-000200-0100-	103.92	223561		00000
00000	000245		DC041221116221100	11/16/2022	100-000200-0100-	615.92	223561		00000
00000	000245		DC041221116221100	11/16/2022	105-000200-0100-	163.75	223561		00000
					CHECK TOTAL	1,738.11			
00000	000881	ANTHEM BLUE CROSS AND	DC005221116221100	11/16/2022	100-000200-0100-	7,819.50	223562		00000
00000	000881		DC005221116221100	11/16/2022	105-000200-0100-	1,203.00	223562		00000
00000	000881		DC015221116221100	11/16/2022	100-000200-0100-	4,387.50	223562		00000
00000	000881		DC126221116221100	11/16/2022	100-000200-0100-	24,700.00	223562		00000
00000	000881		DC126221116221100	11/16/2022	105-000200-0100-	4,550.00	223562		00000
					CHECK TOTAL	42,660.00			
00000	002034	CHAPPELL REAL ESTATE, INC	DC133221116221100	11/16/2022	100-000200-0100-	198.82	223563		00000
					CHECK TOTAL	198.82			
00000	002078	CUMBERLAND COMBINED COURT	DC132221116221100	11/16/2022	100-000200-0100-	212.84	223564		00000
					CHECK TOTAL	212.84			
00000	001397	LEGAL SHIELD	DC097221116221100	11/16/2022	100-000200-0100-	44.88	223565		00000
00000	001397		DC097221116221100	11/16/2022	105-000200-0100-	14.95	223565		00000
					CHECK TOTAL	59.83			
00000	001021	MINNESOTA LIFE INS CO	DC200221116221100	11/16/2022	100-000200-0100-	452.16	223566		00000
00000	001021		DC200221116221100	11/16/2022	105-000200-0100-	126.71	223566		00000
					CHECK TOTAL	578.87			
00000	000872	NATIONWIDE RETIREMENT	DC090221116221100	11/16/2022	100-000200-0100-	945.00	223567		00000
00000	000872		DC090221116221100	11/16/2022	105-000200-0100-	25.00	223567		00000
					CHECK TOTAL	970.00			
00000	001570	NEW JERSEY FAMILY	DC108221116221100	11/16/2022	100-000200-0100-	179.84	223568		00000
					CHECK TOTAL	179.84			
00000	001851	NYS CHLD SUPPORT PROCESS	DC114221116221100	11/16/2022	100-000200-0100-	121.33	223569		00000
					CHECK TOTAL	121.33			
00000	000247	TREASURER OF VIRGINIA	DC080221116221100	11/16/2022	100-000200-0100-	2,119.92	223570		00000
					CHECK TOTAL	2,119.92			
00000	000831	VACORP	DC035221116221100	11/16/2022	100-000200-0100-	274.17	223571		00000
00000	000831		DC035221116221100	11/16/2022	105-000200-0100-	83.20	223571		00000
					CHECK TOTAL	357.37			
00000	001027	VALIC RETIREMENT	DC091221116221100	11/16/2022	100-000200-0100-	625.00	223572		00000
					CHECK TOTAL	625.00			
					CLASS TOTAL	49,821.93			
					FINAL TOTAL	49,821.93-			

✓

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 49,821.93- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

11-9-22

11/9/22

Richard Taylor
Destiny O'Neil

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	000245	AFLAC	DC040221130221100	11/23/2022	100-000200-0100-	854.52	223625		00000
00000	000245		DC040221130221100	11/23/2022	105-000200-0100-	70.42	223625		00000
00000	000245		DC041221130221100	11/23/2022	100-000200-0100-	615.92	223625		00000
00000	000245		DC041221130221100	11/23/2022	105-000200-0100-	104.07	223625		00000
					CHECK TOTAL	1,644.93			
00000	000881	ANTHEM BLUE CROSS AND	DC005221130221100	11/23/2022	100-000200-0100-	7,819.50	223626		00000
00000	000881		DC005221130221100	11/23/2022	105-000200-0100-	1,203.00	223626		00000
00000	000881		DC015221130221100	11/23/2022	100-000200-0100-	4,387.50	223626		00000
00000	000881		DC126221130221100	11/23/2022	100-000200-0100-	25,350.00	223626		00000
00000	000881		DC126221130221100	11/23/2022	105-000200-0100-	3,900.00	223626		00000
					CHECK TOTAL	42,660.00			
00000	002034	CHAPPELL REAL ESTATE, INC	DC133221130221100	11/23/2022	100-000200-0100-	65.24	223627		00000
					CHECK TOTAL	65.24			
00000	001180	KAREN A. TAYLOR, TREASURER	DC068221130221100	11/23/2022	105-000200-0100-	266.84	223628		00000
					CHECK TOTAL	266.84			
00000	001397	LEGAL SHIELD	DC097221130221100	11/23/2022	100-000200-0100-	44.88	223629		00000
00000	001397		DC097221130221100	11/23/2022	105-000200-0100-	14.95	223629		00000
					CHECK TOTAL	59.83			
00000	001021	MINNESOTA LIFE INS CO	DC200221130221100	11/23/2022	100-000200-0100-	452.16	223630		00000
00000	001021		DC200221130221100	11/23/2022	105-000200-0100-	82.31	223630		00000
					CHECK TOTAL	534.47			
00000	000872	NATIONWIDE RETIREMENT	DC090221130221100	11/23/2022	100-000200-0100-	945.00	223631		00000
00000	000872		DC090221130221100	11/23/2022	105-000200-0100-	25.00	223631		00000
					CHECK TOTAL	970.00			
00000	001570	NEW JERSEY FAMILY	DC108221130221100	11/23/2022	100-000200-0100-	179.84	223632		00000
					CHECK TOTAL	179.84			
00000	001851	NYS CHILD SUPPORT PROCESS	DC114221130221100	11/23/2022	100-000200-0100-	121.33	223633		00000
					CHECK TOTAL	121.33			
00000	002087	TRANSWORLD SYSTEMS, INC.	DC134221130221100	11/23/2022	100-000200-0100-	222.14	223634		00000
					CHECK TOTAL	222.14			
00000	000247	TREASURER OF VIRGINIA	DC080221130221100	11/23/2022	100-000200-0100-	2,119.92	223635		00000
					CHECK TOTAL	2,119.92			
00000	000831	VACORP	DC035221130221100	11/23/2022	100-000200-0100-	274.17	223636		00000
00000	000831		DC035221130221100	11/23/2022	105-000200-0100-	83.20	223636		00000
					CHECK TOTAL	357.37			
00000	001027	VALIC RETIREMENT	DC091221130221100	11/23/2022	100-000200-0100-	625.00	223637		00000
					CHECK TOTAL	625.00			
					CLASS TOTAL	49,826.91			
					FINAL TOTAL	49,826.91-			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 49,826.91- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

11-17-22
DATE
11/17/22

Richard J. [unclear]
COUNTY ADMINISTRATOR
Des J. [unclear]

ACH PAYMENTS



AP1000 11/04/2022 SUSSEX COUNTY A/P CHECK REGISTER BY DEPARTMENT- 4-100-093200 TIME: 11:30:28 PAGE 1 ActPg - 2022/11

P.O. NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK/ACH NO.	DESCRIPTION	BATCH
00000	FLORES & ASSOCIATES, LLC	093022-102822	11/04/2022		4100-093200-9404-ACH TOTAL	00	26 350 50	3-ACH	HRA Employer Spend	01828
					CLASS TOTAL	00	26 350 50			
					ACH TOTAL		26 350 50			
					CHK TOTAL		26 350 50			
					FINAL TOTAL	00	26 350 50			
					ACH TOTAL		26 350 50			
					CHK TOTAL		26 350 50			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED
 THE TOTAL 26 350 50 EQUALS THE WEEKLY LOG SHEET TOTAL 26 350 50

11/7/2022

DATE 11-7-22
 DATE 11/7/22
 DATE

DIRECTOR OF FINANCE
 COUNTY ADMINISTRATION
 DESTIE J COX, TREASURER

SUSSEX COUNTY
TREASURER'S REPORT
AND
FINANCIAL UPDATE

SUBMITTED BY DESTE J. COX, TREASURER

NOVEMBER 30, 2022



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 November 30, 2022

TRUIST #201- SUSSEX, VA

Bank Balance -----	\$42,494.36	
Bank Fees/Adjustments -----	\$121.44	
Deposits in Transit-----	(\$5,913.27)	
Outstanding Checks-----	\$0.00	\$36,702.53
Investments and CD's-----		
#679672 - Truist #251	\$2,325,000.00	\$2,325,000.00

BSV #301- STONY CREEK, VA

Bank Balance-----	\$9,849,198.53	
Bank Fees/Returned Checks-----	\$208.01	
Credit Card Fees/Adjustments-----	\$445.73	
Deposits in Transit -----	\$9,328.24	
Outstanding Checks-----	(\$807,777.81)	\$9,051,402.70

PRIMIS #401- WAVERLY, VA

Bank Balance-----	\$105,842.26	
Deposits in Transit-----	(\$16,039.25)	\$89,803.01
Investments and CD's-----		
#30383118 - Primis #451	\$1,020,167.51	
#30383043 - Primis #451	\$2,020,772.95	
		\$3,040,940.46

QZAB -06 #702 Investment Balance----- 2,212,327.47

LGIP INVESTMENT #803 Investment Balance----- 2,113,126.18

VA INV POOL #804 Investment Balance----- 145,261.89

TOTAL IN BANKS REC W/GL----- \$19,014,564.24

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
NOVEMBER 2022

General Fund **FUND BALANCE as of 11/30/22 = \$ 8,096,126**

REVENUES		ANNUAL APPROPRIATED	CURRENT MONTH ACTIVITY	YTD ACTUAL 11/30/2022	PRIOR FY - YTD Through 11/30/2021	COLLECTED % YTD
Real Estate - 2022		5,511,434	2,654,755	2,725,799	2,866,782	49.5%
Public Service Corp - 2022		713,720	202,599	202,658	223,682	28.4%
Personal Property - 2022		3,858,156	1,926,321	1,972,464	1,677,715	51.1%
Machinery & Tools - 2022		560,919	108,712	108,712	458,429	19.4%
Local Sales & Use Taxes (net)		1,040,124	90,108	468,795	455,575	45.1%
Transient Occupancy Tax		80,000	4,234	38,879	35,044	48.6%
Consumer Utility Taxes		93,000	7,891	32,337	40,368	34.8%
Business License Taxes		70,050	3,342	15,902	16,476	22.7%
Motor Vehicle Licenses		229,800	70,397	80,412	88,248	35.0%
Landfill Tipping Fees		5,550,000	400,445	2,292,093	2,344,194	41.3%
Delinquent Taxes RE		172,500	20,584	86,626	52,586	50.2%
Delinquent Tax Personal Property		88,100	6,895	52,646	46,796	59.8%
Penalties - All Property		115,000	3,141	14,412	12,114	12.5%
Interest - All Property		30,000	3,257	9,270	9,052	30.9%
Court Fines		840,000	57,884	287,112	342,137	34.2%
EMS Billing		300,000	0	6,821	n/a	2.3%
State		4,122,872	1,147,957	2,466,847	2,369,372	59.8%
Federal		1,500	0	0	84,077	0.0%
Transfer in from Reserve		304,331	51,125	304,331	351,047	100.0%
Designated Use of Fund Balance		3,098,739	0	0	0	0.0%
EXPENDITURES		ANNUAL APPROPRIATED	CURRENT MONTH ACTIVITY	YTD ACTUAL 11/30/2022	PRIOR FY - YTD Through 11/30/2021	SPENT % YTD
General Government		3,646,421	203,086	1,137,381	892,591	31.2%
Judicial Administration		1,290,437	90,294	553,950	477,278	42.9%
Fire, Rescue, EMS		2,748,996	173,871	1,395,810	1,006,604	50.8%
Sheriff's Operations & Jail		6,434,447	383,216	2,167,883	2,117,631	33.7%
Public Works		2,078,465	134,228	966,909	587,943	46.5%
Health & Welfare		908,783	44,044	265,650	655,019	29.2%
Education		7,750,121	661,490	2,763,782	2,431,704	35.7%
Parks Rec & Cultural Enrichment		273,760	1,750	144,880	154,436	52.9%
Planning/Community Dev		1,413,623	78,155	437,892	298,275	31.0%
Debt Service		1,581,016	221,443	1,345,256	1,335,757	85.1%

General Fund

			ANNUAL	CURRENT MONTH	ACTUAL 11/30/2022	YTD 11/30/2021	Spent %
EXPENDITURES BY DEPARTMENT			APPROPRIATED	ACTIVITY	YEAR TO DATE	PRIOR FISCAL YEAR	YTD
Board of Supervisors			168,687	15,115	61,234	51,688	36.3%
Administration			2,028,334	72,098	439,741	368,710	21.7%
Contingency Acct (7/1/22 = \$100,000)			21,854	0	0	0	0.0%
HRA Admin Fee			5,600	0	0	N/A	0.0%
HRA Employer Spend			160,000	26,351	91,881	N/A	57.4%
IT & Central Acct			102,093	192	77,040	23,306	75.5%
County Attorney			150,000	8,500	50,242	56,004	33.5%
Registrar/Board of Elections			247,538	19,438	99,280	83,667	40.1%
Com of Revenue			277,659	20,285	109,280	104,202	39.4%
Reassessment Services			48,163	9,000	40,815	32,951	84.7%
Treasurer			436,493	32,108	167,870	172,063	38.5%
General Government			3,646,421	203,086	1,137,381	892,591	31.2%
Courts			110,423	3,914	41,724	37,748	37.8%
Clerk of Courts			457,126	31,414	213,622	157,292	46.7%
Com Atty/Vic Wit			722,888	54,966	298,604	282,237	41.3%
Judicial Administration			1,290,437	90,294	553,950	477,278	42.9%
Fire/Rescue/EMS			2,237,671	136,530	1,205,581	835,985	53.9%
Aminal Control			511,325	37,341	190,229	170,619	37.2%
Fire, Rescue, EMS			2,748,996	173,871	1,395,810	1,006,604	50.8%
Court Sec/Spot/FO/E911			4,299,923	223,894	1,343,637	1,291,499	31.2%
Confinement of Inmates			1,979,571	135,388	761,574	797,252	38.5%
Crater Crim Justice Aca.			154,954	23,934	62,673	28,880	40.4%
Sheriff's Operations & Jail			6,434,447	383,216	2,167,883	2,117,631	33.7%
Building & Grounds			1,045,151	68,348	515,263	192,047	49.3%
Envir Inspections			197,540	8,280	52,967	76,903	26.8%
General Works			297,197	11,420	116,590	93,337	39.2%
Convenience Ctrs.			538,577	46,180	282,089	225,655	52.4%
Public Works			2,078,465	134,228	966,909	587,943	46.5%
Health - Outside Agencies			236,615	0	43,149	112,276	18.2%
Com. Support Services - Outside Agencies			202,815	9,036	91,771	144,445	45.2%
Local Contrib to DSS			289,353	0	47,684	158,667	16.5%
Local Contrib to CSA			180,000	35,009	83,046	239,631	46.1%
Health & Welfare			908,783	44,044	265,650	655,019	29.2%
Educ Contrib - Outside Agencies			951	0	951	2,982	100.0%
Local Contrib to Sch Fd			7,749,170	661,490	2,762,831	2,428,722	35.7%
Education			7,750,121	661,490	2,763,782	2,431,704	35.7%
Library/Cultural - Outside Agencies			204,260	0	101,380	106,076	49.6%
Recreational Contrib- Outside Agencies			69,500	1,750	43,500	48,360	62.6%
Parks Rec & Cultural Enrichment			273,760	1,750	144,880	154,436	52.9%
DHCD UNOS Grt			576,732	56,519	216,854	133,838	37.6%
Planning/Building/Zoning			483,630	21,636	151,601	176,362	31.3%
CDBG Pochantas Grt			283,325	0	12,000	-67,538	4.2%
Crater Planning Com			8,771	0	8,771	4,895	100.0%
IDA			12,500	0	0	0	0.0%
Va Gateway Region			47,166	0	47,166	47,417	100.0%
Crater SBDC			1,500	0	1,500	3,300	100.0%
Planning/Community Dev			1,413,623	78,155	437,892	298,275	31.0%
Debt Service			1,581,016	221,443	1,345,256	1,335,757	85.1%
Debt Service			1,581,016	221,443	1,345,256	1,335,757	85.1%

**SUSSEX COUNTY
REVENUE/EXPENDITURE SUMMARY REPORT
NOVEMBER 2022**

Capital Projects Fund - Fund 302

FUND BALANCE as of 11/30/22 = \$ 130,235 plus
\$669,470 F&R Dedicated Funds

<i>REVENUES</i>	<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 11/30/2022</i>	<i>PRIOR FY - YTD Through 11/30/2021</i>
Interest Earned	900	0	3,131	128
Gifts/Donations Fire & Rescue	0	0	0	0
Transfer from General Fund	0	0	0	0
Total Capital Projects Fund Revenues	900	0	3,131	128
<i>EXPENDITURES</i>	<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 11/30/2022</i>	<i>PRIOR FY - YTD Through 11/30/2021</i>
Replace E911 Equip	56,322.00	0	0	0
Voting Machines	8,625.00	0	0	0
Sheriff Patrol Vehicle	53,739.77	0	0	68,394
Brush Truck - CH Vol FD	0	0	0	0
Transfer to Other Funds	17,626	16,726	16,726	175,054
Communications	20,000.00	0	0	0
Renovations-Co. Buildings	216,303.00	0	0	0
School Projects	27,000.00	0	0	0
Animal Shelter & Complex	0.00	0	0	0
Total Capital Projects Fund Expenditures	399,616	16,726	16,726	243,448

**SUSSEX COUNTY
REVENUE/EXPENDITURE SUMMARY REPORT
NOVEMBER 2022**

Reserve Fund 135

FUND BALANCE as of 11/30/22 = \$ 5,877,921

<i>REVENUES</i>	<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 11/30/2022</i>	<i>PRIOR FY - YTD Through 11/30/2021</i>
Interest	4,000	15,539	15,539	1,066
Transfer from General Fund	2,000,000	2,000,000	2,000,000	0
Total Reserve Fund Revenues	2,004,000	2,015,539	2,015,539	1,066
<i>EXPENDITURES</i>	<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 11/30/2022</i>	<i>PRIOR FY - YTD Through 11/30/2021</i>
Transfer to General Fund	291,605	34,400	287,605	176,020
Transfer to VPA Fund	0	0	0	579
Transfer to Cap Proj Fund	0	0	0	0
Total Reserve Fund Expenditures	291,605	34,400	287,605	176,599

SUSSEX COUNTY
TREASURER'S REPORT
AND
FINANCIAL UPDATE

SUBMITTED BY DESTE J. COX, TREASURER

DECEMBER 31, 2022



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, 2022

TRUIST #201- SUSSEX, VA

Bank Balance -----	\$73,032.08	
Bank Fees/Adjustments -----	\$287.16	
Deposits in Transit-----	(\$1,114.50)	
Outstanding Checks-----	\$0.00	\$72,204.74
Investments and CD's-----		
#679672 - Truist #251	\$2,325,000.00	\$2,325,000.00

BSV #301- STONY CREEK, VA

Bank Balance-----	\$12,905,898.54	
Bank Fees/Returned Checks-----	\$70.29	
Credit Card Fees/Adjustments-----	\$3,160.07	
Deposits in Transit -----	\$11,909.95	
Outstanding Checks-----	(\$729,698.22)	\$12,191,340.63

PRIMIS #401- WAVERLY, VA

Bank Balance-----	\$166,524.24	
Bank Deposit Error-----	(\$0.02)	
Deposits in Transit-----	(\$1,427.60)	\$165,096.62
Investments and CD's-----		
#30383118 - Primis #451	\$1,020,167.51	
#30383043 - Primis #451	\$2,020,772.95	
		\$3,040,940.46

<u>QZAB -06 #702</u> Investment Balance-----	2,212,327.47
<u>LGIP INVESTMENT #803</u> Investment Balance-----	2,119,616.32
<u>VA INV POOL #804</u> Investment Balance-----	145,261.89
TOTAL IN BANKS REC W/GL-----	<u>\$22,271,788.13</u>

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 2022

General Fund **FUND BALANCE as of 12/31/22 = \$ 11,897,656**

<i>REVENUES</i>		<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 12/31/2022</i>	<i>PRIOR FY - YTD Through 12/31/2021</i>	<i>COLLECTED % YTD</i>
Real Estate - 2022		5,511,434	1,966,106	4,691,904	4,735,431	85.1%
Public Service Corp - 2022		713,720	523,380	726,038	728,273	101.7%
Personal Property - 2022		3,858,156	1,052,700	3,025,163	2,718,971	78.4%
Machinery & Tools - 2022		560,919	864,587	973,299	548,204	173.5%
Local Sales & Use Taxes (net)		1,040,124	92,270	561,065	547,114	53.9%
Transient Occupancy Tax		80,000	12,440	51,319	46,178	64.1%
Consumer Utility Taxes		93,000	13,805	46,141	43,437	49.6%
Business License Taxes		70,050	4,844	20,746	17,769	29.6%
Motor Vehicle Licenses		229,800	50,935	131,347	164,003	57.2%
Landfill Tipping Fees		5,550,000	443,237	2,735,331	2,787,078	49.3%
Delinquent Taxes RE		172,500	11,796	98,422	83,043	57.1%
Delinquent Tax Personal Property		88,100	7,405	60,052	52,822	68.2%
Penalties - All Property		115,000	1,931	16,343	24,586	14.2%
Interest - All Property		30,000	1,699	10,970	16,414	36.6%
Court Fines		840,000	84,481	385,666	424,880	45.9%
EMS Billing		300,000	0	6,821	n/a	2.3%
State		4,122,872	280,087	2,746,934	2,640,193	66.6%
Federal		1,500	0	200	84,077	13.3%
Transfer in from Reserve		304,331	0	304,331	351,047	100.0%
Designated Use of Fund Balance		3,098,739	0	0	0	0.0%
<i>EXPENDITURES</i>		<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 12/31/2022</i>	<i>PRIOR FY - YTD Through 12/31/2021</i>	<i>SPENT % YTD</i>
General Government		3,646,421	205,555	1,342,937	1,100,180	36.8%
Judicial Administration		1,290,437	95,581	649,531	583,096	50.3%
Fire, Rescue, EMS		2,748,996	73,077	1,468,887	1,173,179	53.4%
Sheriff's Operations & Jail		6,434,447	405,746	2,573,630	2,524,448	40.0%
Public Works		2,078,465	146,009	1,112,918	731,780	53.5%
Health & Welfare		908,783	57,112	322,761	760,666	35.5%
Education		7,750,121	551,752	3,315,534	3,339,601	42.8%
Parks Rec & Cultural Enrichment		273,760	5,000	149,880	154,436	54.7%
Planning/Community Dev		1,413,623	164,161	602,646	356,830	42.6%
Debt Service		1,581,016	775	1,346,031	1,335,757	85.1%

General Fund

				ANNUAL	CURRENT MONTH	ACTUAL 12/31/2022	YTD 12/31/2021	Spent %
EXPENDITURES BY DEPARTMENT				APPROPRIATED	ACTIVITY	YEAR TO DATE	PRIOR FISCAL YEAR	YTD
Board of Supervisors				168,687	9,727	70,960	62,558	42.1%
Administration				2,028,334	96,335	536,076	457,470	26.4%
Contingency Acct (7/1/22 = \$100,000)				21,854	0	0	0	0.0%
HRA Admin Fee				5,600	0	0	N/A	0.0%
HRA Employer Spend				160,000	14,175	106,056	N/A	66.3%
IT & Central Acct				102,093	770	77,810	23,498	76.2%
County Attorney				150,000	8,500	58,742	85,412	39.2%
Registrar/Board of Elections				247,538	23,042	122,322	100,408	49.4%
Com of Revenue				277,659	23,622	132,902	124,467	47.9%
Reassessment Services				48,163	1,015	41,830	42,384	86.9%
Treasurer				436,493	28,369	196,238	203,983	45.0%
General Government				3,646,421	205,555	1,342,937	1,100,180	36.8%
Courts				110,423	4,386	46,110	46,214	41.8%
Clerk of Courts				457,126	32,991	246,613	197,624	53.9%
Com Atty/Vic Wit				722,888	58,204	356,808	339,258	49.4%
Judicial Administration				1,290,437	95,581	649,531	583,096	50.3%
Fire/Rescue/EMS				2,237,671	17,903	1,223,484	971,476	54.7%
Animal Control				511,325	55,174	245,403	201,703	48.0%
Fire, Rescue, EMS				2,748,996	73,077	1,468,887	1,173,179	53.4%
Court Sec/Spot/FO/E911				4,299,923	252,335	1,595,972	1,521,857	37.1%
Confinement of Inmates				1,979,571	146,009	907,582	944,830	45.8%
Crater Crim Justice Aca.				154,954	7,402	70,075	57,760	45.2%
Sheriff's Operations & Jail				6,434,447	405,746	2,573,630	2,524,448	40.0%
Building & Grounds				1,045,151	63,754	579,017	234,626	55.4%
Envir Inspections				197,540	8,675	61,642	84,804	31.2%
General Works				297,197	20,499	137,089	120,032	46.1%
Convenience Ctrs.				538,577	53,081	335,170	292,317	62.2%
Public Works				2,078,465	146,009	1,112,918	731,780	53.5%
Health - Outside Agencies				236,615	43,149	86,298	187,473	36.5%
Com. Support Services - Outside Agencies				202,815	736	92,507	149,101	45.6%
Local Contrib to DSS				289,353	0	47,684	180,200	16.5%
Local Contrib to CSA				180,000	13,226	96,272	243,892	53.5%
Health & Welfare				908,783	57,112	322,761	760,666	35.5%
Educ Contrib - Outside Agencies				951	0	951	2,982	100.0%
Local Contrib to Sch Fd				7,749,170	551,752	3,314,583	3,336,619	42.8%
Education				7,750,121	551,752	3,315,534	3,339,601	42.8%
Library/Cultural - Outside Agencies				204,260	0	101,380	106,076	49.6%
Recreational Contrib- Outside Agencies				69,500	5,000	48,500	48,360	69.8%
Parks Rec & Cultural Enrichment				273,760	5,000	149,880	154,436	54.7%
DHCD UNOS Grt				576,732	54,809	272,257	133,838	47.2%
Planning/Building/Zoning				483,630	28,601	180,202	234,918	37.3%
CDBG Pochantas Grt				283,325	30,751	42,751	-67,538	15.1%
Crater Planning Com				8,771	0	8,771	4,895	100.0%
IDA				12,500	50,000	50,000	0	400.0%
Va Gateway Region				47,166	0	47,166	47,417	100.0%
Crater SBDC				1,500	0	1,500	3,300	100.0%
Planning/Community Dev				1,413,623	164,161	602,646	356,830	42.6%
Debt Service				1,581,016	775	1,346,031	1,335,757	85.1%
Debt Service				1,581,016	775	1,346,031	1,335,757	85.1%

**SUSSEX COUNTY
REVENUE/EXPENDITURE SUMMARY REPORT
DECEMBER 2022**

Capital Projects Fund - Fund 302

**FUND BALANCE as of 12/31/22 = \$ 130,235 plus
\$669,470 F&R Dedicated Funds**

		<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 12/31/2022</i>	<i>PRIOR FY - YTD Through 12/31/2021</i>
REVENUES					
Interest Earned		900	0	3,131	128
Gifts/Donations Fire & Rescue		0	0	0	0
Transfer from General Fund		0	0	0	0
Total Capital Projects Fund Revenues		900	0	3,131	128
EXPENDITURES					
Replace E911 Equip		56,322.00	0	0	0
Voting Machines		8,625.00	0	0	0
Sheriff Patrol Vehicle		53,739.77	0	0	68,394
Transfer to Other Funds		17,626	16,726	16,726	175,054
Communications		20,000.00	0	0	0
Renovations-Co. Buildings		216,303.00	0	0	0
School Projects		27,000.00	0	0	0
Animal Shelter & Complex		0.00	0	0	0
Total Capital Projects Fund Expenditures		399,616	16,726	16,726	243,448

**SUSSEX COUNTY
REVENUE/EXPENDITURE SUMMARY REPORT
DECEMBER 2022**

Reserve Fund 135

FUND BALANCE as of 12/31/22 = \$ 5,877,921

		<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 12/31/2022</i>	<i>PRIOR FY - YTD Through 12/31/2021</i>
REVENUES					
Interest		4,000	15,539	15,539	1,066
Transfer from General Fund		2,000,000	2,000,000	2,000,000	0
Total Reserve Fund Revenues		2,004,000	2,015,539	2,015,539	1,066
EXPENDITURES					
Transfer to General Fund		291,605	0	287,605	176,020
Transfer to VPA Fund		0	0	0	579
Transfer to Cap Proj Fund		0	0	0	0
Total Reserve Fund Expenditures		291,605	0	287,605	176,599

BUILDING INSPECTIONS DEPARTMENT



**December 15, 2022
&
January 19, 2023
Monthly Reports**



MEMORANDUM

DATE: January 4, 2023
 TO: Richard Douglas, County Administrator
 FROM: Matt Westheimer, Building Official
 SUBJECT: December 2022 - Monthly Report

Please accept this as the December 2022 update for the Building Department.

BUILDING ACTIVITY

- 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

- December 2021

<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>
27	13	8	12	65	\$9,787,933.00	\$26,977.22

- January 2022 – December 2022 (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>
131	169	60	93	1024	\$20,080,100.83	\$152,471.66

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





MEMORANDUM

DATE: December 1, 2022
 TO: Richard Douglas, County Administrator
 FROM: Matt Westheimer, Building Official
 SUBJECT: November 2022 - Monthly Report

Please accept this as the November 2022 update for the Building Department.

BUILDING ACTIVITY

- November 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>
8	13	5	5	77	\$6,283,658.40	\$69,776.82

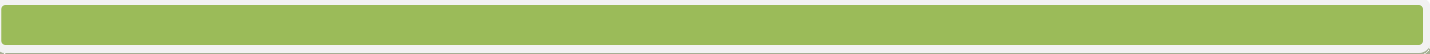
- November 2021

<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>
12	8	2	4	72	\$1,079,501.00	\$3,790.16

- January 2022 – December 2022 (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>
124	153	54	86	930	\$19,548,300.08	\$143,767.23

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



Planning Department



December 15, 2022

&

January 19, 2023

Monthly Reports

Planning & Zoning Department

Monthly Report for November and December 2022

Michael Poarch, County Planner

Community Development/Special Programs/Grant Administration

Current Developments

- *Site Work for Waverly Solar LLC Phase I (Substation)*
- *Site Work for Pit Crew LLC*
- *Site Plan Review for Waverly Solar LLC Phase II, and Phase III*
- *ESC Plan Review for Waverly RNG Project- Pipeline*
- *ESC Plan Review for Stony Creek Shell Diesel Islands*
- *ESC Plan Approval for Waverly RNG Project- Access Road*
- *Subdivision/ESC Plan Review for Evergreen Acres "Section 2"*

Sussex County Urgent Need (UNOS) Project

- *Thirteen (13) housing projects have been completed under the UNOS project, including six (6) substantial reconstructions and seven (7) rehabilitations. Façade Improvement work for three (3) businesses has been completed.*
- *Close out for Sussex County Urgent Need (UNOS) Project, per the 12/31/2022 deadline.*

Pocahontas Neighborhood Improvement Project

- *Five (5) housing projects have been completed under the Pocahontas project, including three (3) substantial reconstructions and two (2) rehabilitations.*
- *One (1) housing rehabilitation project has been negotiated and is pending Phase II approval from DHCD.*
- *Deadline for Pocahontas Neighborhood Improvement Project Phase I was September 30, 2022. Pending DHCD approval to proceed with Phase II.*

Planning & Zoning

- *The Planning Commission held a public hearing to consider the following amendment(s) at its November meeting:*
 - *The Planning Commission recommended approval contingent upon recommended conditions along with three additional/revised conditions for Conditional Use Permit #2022-04, Howell Godfrey, Jr, applicant to The Board of Supervisors.*
- *Four (4) Zoning Applications were reviewed and approved for November: two (2) for Garage, one (1) for solar rack as an accessory use to a single family dwelling, and (1) for a home occupation.*
- *Six (6) Zoning Applications were reviewed and approved for December: three (3) for single family dwelling, one (1) for handicap ramp, one (1) for an equipment shed, and one (1) for a pool.*

- *Two (2) new address assignments were issued for new residential construction on Courthouse Road and Petersburg Road for December.*

Erosion & Sediment Control

- *Required Monthly Land Disturbance Reports to DEQ are up-to-date.*
- *One (1) Land Disturbance Application was approved for Waverly Align RNG Project- Access Road.*
- *Five (5) E&S projects are active with inspections being made within a two-week period or after each significant rainfall event. Periodic inspections are also being done for Agreement in Lieu of an Erosion and Sediment Control Plan for single family dwellings.*

PUBLIC WORKS DEPARTMENT

Solid Waste



Building & Grounds
Department



BOS MEETING
December 15, 2022
&
January 19, 2023
Monthly Reports

Origin / Material Summary Report

Criteria: 12/01/2022 12:00 AM to 12/31/2022 11:59 PM

Name: Atlantic Waste Disposal - S05136 (USA)

Origin	Material	Tons
DC	Special Misc-Tons	571.96
Origin Total		571.96
DE	MSWT	231.30
DE	Special Misc-Tons	24.99
Origin Total		256.29
MD	CDTC	21.64
MD	MSWT	95.71
MD	POTW Sludge-Tons	19.48
MD	Sludge Indus-Tons	91.89
MD	SludgeIndus-Tons	121.62
Origin Total		350.34
NC	MSWT	3,645.60
NC	Special Misc-Tons	3,173.56
Origin Total		6,819.16
NJ	MSWT	66.48
Origin Total		66.48
NY	MSWT	63,116.55
Origin Total		63,116.55
PA	MSWT	67.72
Origin Total		67.72
SUSS BUS	MSWT	21.89
SUSS BUS	Sludge Indus-Tons	1,288.96
Origin Total		1,310.85
SUSS RES	MSWT	409.80
Origin Total		409.80
VA	Auto Fluff-Tons	3,029.81
VA	CDTC	98.62
VA	MSWT	23,357.86
VA	Off Spec Food-Load	317.38
VA	SludgeIndus-Tons	607.90
VA	Special Misc-Tons	159.73
VA	Spwaste Cover RGC-Tons	142.74
Origin Total		27,714.04
Totals		100,683.19

Origin / Material Summary Report

Criteria: 11/01/2022 12:00 AM to 11/30/2022 11:59 PM

Name: Atlantic Waste Disposal - S05136 (USA)

Origin	Material	Tons
DC	Special Misc-Tons	452.31
Origin Total		452.31
DE	MSWT	420.11
DE	Sandblast Grit-Tons	28.13
DE	Special Misc-Tons	22.79
Origin Total		471.03
MD	CDTC	46.51
MD	MSWT	104.68
MD	Sludge Indus-Tons	44.36
MD	SludgeIndus-Tons	59.06
Origin Total		254.61
NC	CDTC	30.96
NC	MSW-Tons	1.10
NC	MSWT	3,853.54
NC	Special Misc-Tons	5,306.88
Origin Total		9,192.48
NJ	MSWT	84.98
Origin Total		84.98
NY	MSWT	59,936.47
Origin Total		59,936.47
PA	MSWT	60.96
Origin Total		60.96
SC	MSWT	18.27
Origin Total		18.27
SUSS BUS	MSWT	26.33
SUSS BUS	Sludge Indus-Tons	983.85
Origin Total		1,010.18
SUSS RES	MSWT	426.34
Origin Total		426.34
VA	Auto Fluff-Tons	109.82
VA	CDTC	491.69
VA	DCLN	61.91
VA	MSWT	20,706.93
VA	Off Spec Food-Load	565.21
VA	SludgeIndus-Tons	13.43
VA	Special Misc-Tons	58.35
VA	Spwaste Cover RGC-Tons	491.12
Origin Total		22,498.46
Totals		94,406.09

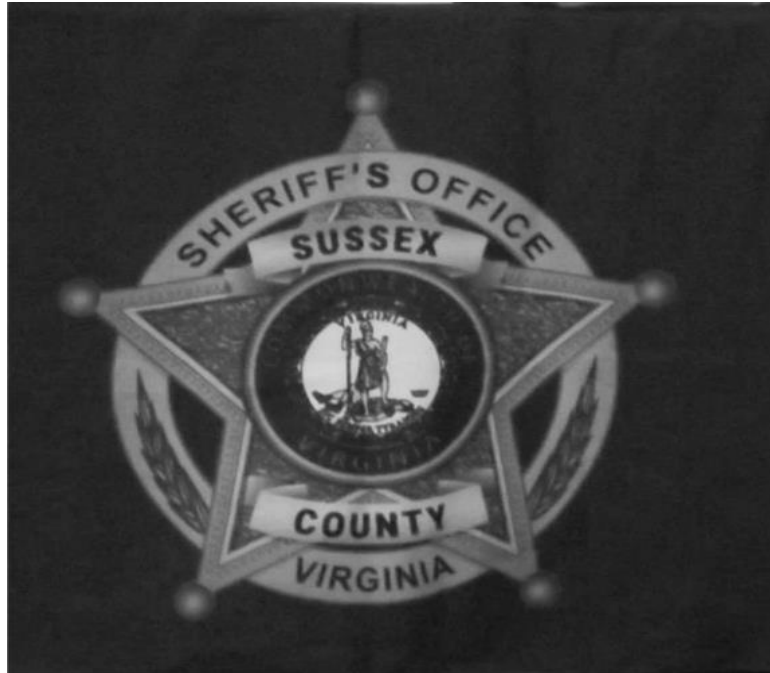
Origin / Material Summary Report

Criteria: 10/01/2022 12:00 AM to 10/31/2022 11:59 PM

Name: Atlantic Waste Disposal - S05136 (USA)

Origin	Material	Tons
DC	Special Misc-Tons	523.50
Origin Total		523.50
DE	MSWT	171.39
DE	Sandblast Grit-Tons	64.32
Origin Total		235.71
MD	Sludge Indus-Tons	48.14
MD	SludgeIndus-Tons	82.53
Origin Total		130.67
NC	CDTC	49.67
NC	MSW-Tons	0.37
NC	MSWT	3,503.75
NC	Special Misc-Tons	4,619.40
Origin Total		8,173.19
NY	MSWT	51,786.18
Origin Total		51,786.18
PA	MSWT	66.28
Origin Total		66.28
SUSS BUS	MSWT	27.38
SUSS BUS	Sludge Indus-Tons	1,052.31
Origin Total		1,079.69
SUSS RES	CDTC	2.45
SUSS RES	MSWT	369.41
Origin Total		371.86
VA	Auto Fluff-Tons	734.95
VA	CDTC	53.47
VA	MSWT	21,833.04
VA	Off Spec Food-Load	161.72
VA	SludgeIndus-Tons	29.15
VA	Special Misc-Tons	43.22
VA	Spwaste Cover RGC-Tons	91.08
Origin Total		22,946.63
Totals		85,313.71

Sheriff's Department



December 15, 2022

&

January 19, 2023

Monthly Reports



**“ONE FAMILY, ONE MISSION,
ONE GOAL”**

Sheriff E. L. Giles, Sr.
Sussex County Sheriff's Office
P. O. Box 1326
Sussex, Virginia 23884

Telephone 434-246-5000
Fax 434-246-5714
www.sussexsheriffva.com
Email egiles@susova.us

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

PATROL

CALLS FOR SERVICE	
Type:	Total:
Sheriff	1,362
Fire	102
Rescue	225
Animal Control	72
Town of Wakefield	14
Traffic	780
TOTAL	2,555

COURTS

Court:	Days of Court:	Court:	Judges:
Circuit Court	3	Circuit Court	2
General District	10	General District	6
JDR Court	5	JDR Court	3

CIVIL

Type:	Total:
Subpoenas Served	270
Jury Summoned	77
Criminal Warrants	55
DMV Notices	4
Levies	0
TDO	2
ECO	2
Other Civil	130

Fines and Forfeitures	\$47,662
Sheriff's Fees	\$327.00
Courthouse Security	\$6,468.94

Gallons of Fuel Used	2,447.7 gallons
----------------------	------------------------

JAIL

During the month of December 2022, our average daily population was 30.61 inmates. The jail booked in 24 individuals during December 2022.

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

Pre- Trial	29 inmates, having been confined a total of 535 days
Sentenced Misdemeanant	12 inmates, having been confined a total of 73 days
Sentenced Felons	9 inmates, having been confined a total of 220 days.
Others	6 inmates, convicted but not sentenced, etc.
Weekenders	0 inmates serving a misdemeanor sentence.

Transports of inmates for various reasons are listed below:

Court / Jail	16
Medical	2
Juvenile	4
Road Crew	0
TDO (Mental)	2
TOTAL	24



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Fax 434-246-5714
www.sussexsheriffva.com
Email egiles@susova.us

**Sussex County Sheriff's Office Monthly Report
Month of November 2022**

PATROL

CALLS FOR SERVICE	
Type:	Total:
Sheriff	1,424
Fire	68
Rescue	237
Animal Control	50
Town of Wakefield	23
Traffic	927
TOTAL	2,729

COURTS

Court:	Days of Court:
Circuit Court	5
General District	9
JDR Court	3

Court:	Judges:
Circuit Court	5
General District	6
JDR Court	3

CIVIL

Type:	Total:
Subpoenas Served	2277
Jury Summoned	0
Criminal Warrants	69
DMV Notices	1
Levies	0
TDO	0
ECO	1
Other Civil	99

Fines and Forfeitures	\$53,543.32
Sheriff's Fees	\$450.00
Courthouse Security	\$6,823.23

Gallons of Fuel Used	5,450.31 gallons
----------------------	-------------------------

JAIL

During the month of November 2022, our average daily population was 30.90 inmates. The jail booked in 29 individuals during November 2022.

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

Pre- Trial	31 inmates, having been confined a total of 433 days
Sentenced Misdemeanant	7 inmates, having been confined a total of 63 days
Sentenced Felons	10 inmates, having been confined a total of 242 days.
Others	10 inmates, convicted but not sentenced, etc.
Weekenders	2 inmates serving a misdemeanor sentence.

Transports of inmates for various reasons are listed below:

Court / Jail	18
Medical	4
Juvenile	0
Road Crew	0
TDO (Mental)	1
TOTAL	28

BOARD ACTION FORM

Agenda Item: Consent Agenda Item #2.05

Subject: Davenport Debt Capacity Analysis Budget Amendment

Board Meeting Date: January 19 2023

=====

Summary: Staff recommends payment of the attached invoice for services received from Davenport & Company, LLC in the amount of \$37,560.05 associated with debt capacity and debt affordability analyses and deliverables prepared for the Board of Supervisors that were necessary to determine the County’s capacity to move forward with various capital projects (administrative building/historic courthouse renovation, fire/EMS stations, utility improvements, etc.). While these costs are typically included as part of project debt-related fees, Davenport has requested payment now or in multiple payments over 2023, since it is not anticipated that the County will move forward with securing debt over the next several months (the board may elect to be “reimbursed” for these fees as part of a debt application process). The attached resolution provides the necessary funding to pay the Davenport invoice in its entirety.

Recommendation: Board approves resolution for payment.

Attachments: Draft Copy of Resolution #22-143 and Davenport Invoice Number PF22-234

=====

REQUESTED ACTION: The Board approves Resolution #22-143 for payment to Davenport in the amount of \$37,560.05 for services.

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			S. White (Tie Breaker)	___	___

RESOLUTION #23-03A
FY23 BUDGET AMENDMENT

BE IT RESOLVED by the Sussex County Board of Supervisors that the following budget amendment for the General Government and Administration department be and hereby is made for the period of July 1, 2022 through June 30, 2023. This resolution will appropriate local reserve funds for the debt capacity and debt affordability analyses provided by Davenport.

FUND # 100
GENERAL FUND

REVENUE

Fund 135 Local Reserves	<u>\$37,560</u>
Total Revenues	\$37,560

EXPENDITURE

Fund 100 Administration	<u>\$37,560</u>
Total Expenditures	\$37,560

Susan B. Seward, Chairman
Sussex County Board of Supervisors

ATTEST:

Richard Douglas, Clerk
Sussex County Board of Supervisors

Adopted this 19th day of January, 2023.

BOARD ACTION FORM

Agenda Item: Consent Agenda #2.06

Subject: Request for Leave Carryover

Board Meeting Date: January 19 2023

=====

Summary: As the end of the year approaches, employees have been monitoring their leave closely to avoid losing any at the end of the year due to the maximum carryover limits. Due to the lack of staffing, some employees will forfeit many hours if not used by the end of the year. This will affect employees that follow County leave policies-which include those under County Administration and the Sheriff’s Department.

County Administration and the Sheriff’s Department are requesting an extension to use their vacation/annual, holiday and compensatory leave until May 1st.

Please note that the Sheriff’s Department has requested that leave for staff be recorded internally effective January 31, 2023 pay period.

Recommendation: That the Board approves the request for extension to use vacation/annual, holiday and compensatory leave until May 1st.

Attachments: Copies of Sheriff Giles’ Letters

=====

REQUESTED ACTION: That the Board approves the request for extension to use vacation/annual, holiday and compensatory leave until May 1st for County Administration and the Sheriff’s Department.

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___



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www.sussexsheriffva.com
Email egiles@susova.us

November 28, 2022

Mr. Richard Douglas, County Administrator
County of Sussex
P. O. Box 1397
Sussex, Virginia 23884

IN RE: Employee Leave Balances Extension

Dear Mr. Douglas:

I submitted a letter on November 18, 2022, requesting that the Board of Supervisors approve an extension of employee leave balances and annual leave and holiday leave that they would forfeit at the end of this calendar year. I am requesting an extension of Comp. Leave as well. As you all know, we have been short-staffed and employees have been unable to use their accrued time.

I am requesting for an extension to May 1, 2023 to allow employees to use their leave balances,

I appreciate your consideration into this matter. Should you have any questions, please do not hesitate to contact me.

Respectfully,

A handwritten signature in cursive script, appearing to read "Ernest L. Giles, Sr.".

Ernest L. Giles, Sr., Sheriff
County of Sussex

cc: The Honorable Susan Seward, Board Chairman
Ms. Shilton Ricks, Assistant to the County Administrator
Ms. Louise Brucato, Payroll Division ✓
File



"ONE FAMILY, ONE MISSION,
ONE GOAL"

Sheriff E. L. Giles, Sr.
Sussex County Sheriff's Office
P. O. Box 1326
Sussex, Virginia 23884

Telephone 434-246-5000
Fax 434-246-5714
www.sussexsheriffva.com
Email egiles@susova.us

November 18, 2022

Mr. Richard Douglas, County Administrator
County of Sussex
P. O. Box 1397
Sussex, Virginia 23884

IN RE: Sheriff's Office Leave Balances

Dear Mr. Douglas:

I am respectfully requesting that the Board of Supervisors approve for the Sussex County Sheriff's Office to keep our employee's leave balances internally as other Constitutional Officer's do. I am requesting this so that the Sheriff's Office will have current leave balance records for our employees.

Currently, we provide employees leave balances to the County's Payroll Division along with salary and overtime to be paid. Going forward, we wish to implement keeping employee leave records internally and provide the Payroll Division with just salary and overtime information.

I appreciate your consideration into this matter. Should you have any questions, please do not hesitate to contact me.

Respectfully,

A handwritten signature in black ink, appearing to read "Ernest L. Giles, Sr.", written over a circular flourish.

Ernest L. Giles, Sr., Sheriff
County of Sussex

cc: The Honorable Susan Seward, Board Chairman
Ms. Shilton Ricks, Assistant to the County Administrator
Ms. Louise Brucato, Payroll Division
File

BOARD ACTION FORM

Agenda Item: Consent Agenda Item #2.07

Subject: Draft FY24 Budget Planning Calendar

Board Meeting Date: January 19 2023

=====
Summary: Attached for your consideration is the Draft FY24 Budget Planning Calendar for the upcoming FY24 fiscal year.

Recommendation:

Attachment: Draft Copy of FY24Budget Planning Calendar

=====
REQUESTED ACTION: Staff approves FY24 Budget Planning Calendar or make adjustments as needed.

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			S. White (Tie Breaker)	___	___

Sussex County
FY2024 Budget Planning Calendar

November 2022	FY2024 Budget Planning
December 20, 2022	Distribution of Budget Schedules to County Departments and to Outside Agencies with instructions from the County Administrator
January 21, 2023	Department Budget Schedules and External Agency requests due to County Administration
January - March 2023	Development of Revenue Estimates with Treasurer, Commissioner & Finance
January 30 – Feb. 10, 2023	County Administrator Budget Work Sessions with Departments
February – April 2023	Preparation of Proposed Operating Budget and 5-Year CIP
March 2, 2023	Departmental “Big Ticket” Presentations – Administration & Constitutional Officers
March 9, 2023	Board of Supervisors Planning Session/ Retreat
March 16, 2023	Budget Work Session - Health Insurance & Schools
March 23, 2023	Budget Work Session - Revenue & Expenditures
March 30, 2023	Budget Work Session - External Agencies
April 20, 2023	Present FY2024 Proposed Operating Budget and 5-Year CIP to BOS
April 26, 2023	Advertise FY2024 Proposed Budget and CY2023 Tax Rates
May 18, 2023	FY2024 Budget Public Hearing
June 1, 2023	Adoption of the FY2024 Operating Budget, FY2024 – FY2028 CIP and Calendar Year 2023 Tax Rates

BOARD ACTION FORM

Agenda Item: Consent Agenda Item #2.08

Subject: DMV Select Revenue & FYE Budget Amendment Resolutions

Board Meeting Date: January 19 2023

=====

Summary: Treasurer Cox has requested, and the County Administrator is in agreement, that funds be allocated from future DMV-related revenue (estimated to be approximately \$32,000/year) to provide a salary supplement for her staff to provide the DMV Select services. Presently two staff member salaries are less than a customer service position salary at a DMV full service center. The DMV Select opened on October 11th providing residents of Sussex County access to selected DMV services through the Treasurer’s office, and has been well received to date. As you may recall, the state requires at least 80 percent of the revenues generated shall be appropriated by Sussex County to the Treasurer to compensate for the additional work involved with processing transactions, so this request is consistent with the state requirement.

Since the DMV Select has been only been operational since October, it is requested that reserve funds be used to provide this supplement through the current fiscal year. The attached resolution provides \$18,750 in local reserves for a supplement retroactive to October 1st.

Recommendation: Staff recommends approval of the attached resolutions (#22-146A & #22-146B) appropriating local reserves to provide for a local supplement for Treasurer staff providing DMV Select services retroactive to October 1, 2022.

Attachments: Copies of Resolution #22-146A DMV Select Revenue & #22-146B FYE23 Budget Amendment

=====

REQUESTED ACTION: Board approves Resolutions #22-146A & #22-146B appropriating local reserves to provide for a local supplement for Treasurer staff providing DMV Select services retroactive to October 1, 2022

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>		<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___		W. Jones	___	___
Futrell	___	___		Seward	___	___
D. Jones	___	___		Tyler	___	___
			S. White	___	___	
			(Tie Breaker)			

SUSSEX COUNTY RESOLUTION

At a Meeting of the Board of Supervisors of the County of Sussex held at the Courthouse therefore, on the 19th day of January 2023.

PRESENT:

C. Eric Fly, Sr.
Alfred G. Futrell
Debbie P. Jones
Wayne O. Jones, Vice Chairman
Rufus E. Tyler, Sr.
Susan B. Seward, Chair

VOTE:

RESOLUTION #23-03D

WHEREAS, DMV Select opened on October 11, 2022, providing residents of Sussex County access to selected DMV services through the Treasurer’s office; and

WHEREAS, in accordance with FY23-24 State Biennial Budget, at least 80 percent of the revenues generated shall be appropriated by Sussex County (“County”) to the Office of the Treasurer to compensate the Office for the additional work involved with processing transactions; and

WHEREAS, to ensure employees in the Treasurer’s Office are adequately compensated for the extra duties, the Treasurer and County agree that 100 percent the first \$25,000 in revenue will be provided to the County and said funds shall be used to supplement the salaries and fringe benefits of employees in the Treasurer’s Office; and

WHEREAS, any remaining revenue shall be divided with 80 percent appropriated to the Treasurer’s Office to support the costs associated with running DMV Select, and 20 percent to the County; and

WHEREAS, this formula shall apply retroactively to October 1, 2022.

NOW THEREFORE, BE IT RESOLVED, by the Board of Supervisors for Sussex County, Virginia, as follows:

§1. That 100 percent of the first \$25,000 in revenue will be provided to the County and said funds shall be used to supplement the salaries and fringe benefits of employees in the Treasurer’s Office; and

§2. Any remaining revenue shall be divided between the parties with 80 percent appropriated to the Treasurer’s Office and 20 percent to the County; and

§3. This formula shall be retroactive to October 1, 2022.

Approved by the Sussex County Board of Supervisors and effective this 19th day of January, 2023.

By: _____
Susan Seward, Chair

Attest: _____
Clerk to the Board

DRAFT

RESOLUTION #23-03D
FYE23 BUDGET 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, 2022 through June 30, 2023. This resolution will appropriate local reserve funds to the Treasurer's Office for DMV Select salary supplements.

REVENUE

Fund 135 Local Reserves	<u>\$18,750</u>
Total Revenues	\$18,750

EXPENDITURE

Fund 100 Treasurer's Office	<u>\$18,750</u>
Total Expenditures	\$18,750

Susan B. Seward, Chairman
Sussex County Board of Supervisors

ATTEST:

Richard Douglas, Clerk
Sussex County Board of Supervisors

Adopted this 19th day of January, 2023.

BOARD ACTION FORM

Agenda Item: Consent Agenda Item #2.09

Subject: Legal Services for Carver & Glyndon Lanes (Outside Counsel Fees)

Board Meeting Date: January 19 2023

=====
Summary: The Glyndon and Carver Lanes Project was a long standing project with complex property ownership issues affecting the acquisition of deeds and easements required to complete the project. VDOT began some of its upgrading work just before the holidays in preparation for paving in the Spring.

Outside counsel was retained as recommended by the County Attorney from Attorney F. Adam Cherry, III with Randolph, Boyd, Cherry, Vaughn, PLC for legal services regarding this project for the Carver Lane and Glyndon Lane Improvement Project. Enclosed is the first and final itemized bill for professional services for all time from May 20 to December 21, 2022.

The attached resolution for budget amendment will appropriate local reserve funds for payment of fees.

Recommendation: That the Board approves resolution appropriate funds for payment in the amount of \$7,247.

Attachments: Budget Amendment Resolution and Attorney F. Adam Cherry letter and Invoice #20341.

=====
REQUESTED ACTION: That the Board approves resolution appropriate funds for payment.

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			S. White (Tie Breaker)	___	___

RESOLUTION #23-03E
FY23 BUDGET AMENDMENT

BE IT RESOLVED by the Sussex County Board of Supervisors that the following budget amendment for the General Government and Administration department be and hereby is made for the period of July 1, 2022 through June 30, 2023. This resolution will appropriate local reserve funds for legal services regarding the Sussex County condemnations Carver Lane and Glyndon Lane Improvement Project.

FUND # 100
GENERAL FUND

REVENUE

Fund 135 Local Reserves	<u>\$7,247</u>
Total Revenues	\$7,247

EXPENDITURE

Fund 100 Administration	<u>\$7,247</u>
Total Expenditures	\$7,247

_____, Chairman
Sussex County Board of Supervisors

ATTEST:

Richard Douglas, Clerk
Sussex County Board of Supervisors

Adopted this 19th day of January, 2023.

LAW OFFICES
RANDOLPH, BOYD, CHERRY & VAUGHAN, PLC

14 EAST MAIN STREET
RICHMOND, VIRGINIA 23219
(804) 643-6611
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rbcvlaw.com

Writer's Direct Number: 804-592-4184
e-mail: acherry@rbcvlaw.com

B. RANDOLPH BOYD
FRANCIS A. CHERRY, JR.
SARAH M. SAUNDERS
J. BAKER McCLANAHAN, JR.
F. ADAM CHERRY, III

ERNEST C. VAUGHAN, JR., *Retired*

H. ARMISTEAD BOYD (1912-1979)
BEVERLEY H. RANDOLPH, JR. (1908-1987)

December 21, 2022

Jeffrey S. Gore, Esq.
Hefty Wiley & Gore
100 West Franklin Street – Suite 300
Richmond, Virginia 23220

**Re: Sussex County Condemnations
Carver Lane and Glyndon Lane Improvement Project**

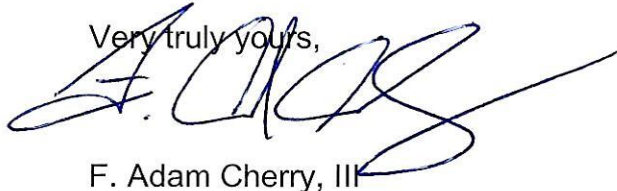
Dear Jeff:

I am glad the County was able to resolve all of the acquisitions on the project through voluntary conveyances and without the need to use eminent domain. Enclosed is our first and final bill for services which I would appreciate your processing for payment.

We are now closing our files on this project and by way of reminder our firm is providing no title certifications as per our engagement letter.

I enjoyed working with you and appreciate your asking us to assist with this matter.

Very truly yours,



F. Adam Cherry, III

AC/ckg
Enclosure

RANDOLPH, BOYD, CHERRY & VAUGHAN, PLC
14 East Main Street
Richmond, VA 23219
Tax ID #54-1116143

Invoice submitted to:
Sussex County
c/o Jeffrey S. Gore, Esq.
Hefty Wiley & Gore
100 West Street - Suite 300
Richmond, VA 23220

December 21, 2022

In Reference To: **Sussex County Condemnations**

Carver Lane and Glyndon Lane Improvement Project

FIRST AND FINAL BILL FOR ALL TIME FROM MAY
20 THROUGH DECEMBER 21, 2022

Invoice # 20341
Professional services

		<u>Hours</u>	<u>Amount</u>
5/23/2022 AC	Review initial documents from Jeffrey Gore re title and easements; notes to file; exchange emails with J. Gore re same;	0.50	\$155.50
5/25/2022 AC	Receive and begin reviewing original title reports and documents; notes to file; draft memo to J. Gore re questions/comments and recommendations for each of the 9 parcels on project;	3.00	\$933.00
5/30/2022 AC	Review various emails and prepare for meeting tomorrow with County;	0.50	\$155.50

			<u>Hours</u>	<u>Amount</u>
5/31/2022	AC	Review Mason file and prepare deed in VDOT format;	0.80	\$248.80
	AC	Review title report and other documents on Newby property; draft deed in VDOT format;	1.00	\$311.00
	AC	Conference call with J. Gore, W. Jones, R. Douglas and others re project and moving forward; notes to file; exchange follow up emails with J. Gore;	1.50	\$466.50
6/1/2022	AC	Review subdivision plat and VDOT functional classification map; notes to file; exchange emails with J. Gore re same;	0.30	\$93.30
	AC	Prepare for conference call with VDOT re TCE/right of entry agreement;	0.50	\$155.50
6/2/2022	AC	Conference call with County officials and VDOT resident engineer re project; notes to file;	1.00	\$311.00
6/8/2022	AC	Review general file and notes to file re possible utility relocation; exchange emails with J. Gore re same;	0.30	\$93.30
6/24/2022	AC	Review title reports and documents on Mason and Blizzard; notes to file re same; email to J. Gore re Blizzard list of heirs;	1.00	\$311.00

		<u>Hours</u>	<u>Amount</u>
6/27/2022	AC Review Mason deed/list of heirs; review title report; edits to deed and list of heirs; exchange emails with J. Gore and S. Ricks;	1.00	\$311.00
6/29/2022	AC Receive and review recorded agreements; notes to file re cases settled and cases that must still be resolved;	0.50	\$155.50
7/21/2022	AC Review files and exchange emails with J. Gore re R. Gray and Blizzard acquisitions;	0.80	\$248.80
9/8/2022	AC Review files and email to J. Gore re status;	0.30	\$93.30
9/23/2022	AC Review email from J. Gore re status of project; review file and title documents; email to Gore re same; notes to file re acquisitions resolved;	0.70	\$217.70
10/28/2022	AC Exchange emails with J. Gore re status and follow up conf. call; brief review of files to prepare for conf. call with County; notes to file;	0.50	\$155.50
11/2/2022	AC Virtual call/meeting with J. Gore and County to discuss status of project/right of way and moving forward on the three remaining parcels; notes to file;	1.00	\$311.00
	AC Review assessment information and project plans; notes to file; email to J. Gore re resolution and County's opinion of just compensation;	1.00	\$311.00

		<u>Hours</u>	<u>Amount</u>
11/4/2022	AC Exchange emails with J. Gore re Resolution;	0.30	\$93.30
11/15/2022	AC Exchange emails with J. Gore re Blizzard acquisition/condemnation; review file and draft Resolution;	1.00	\$311.00
11/16/2022	AC Review and edits to draft Resolution; email to J. Gore re same;	0.50	\$155.50
12/2/2022	AC Review email from J. Gore explaining status and change in project, along with attachments; review Title 33.2; exchange emails with J. Gore re same; notes to file;	1.00	\$311.00
12/5/2022	AC Draft deed for new Ellis acquisition and easement agreement for new Hillard Gibbs acquisition; review files and title documents in preparation of same; notes to file;	1.20	\$373.20
12/9/2022	AC Review updated plat; edits to Ellis deed, Hillard easement agreement and draft Mason easement agreement; exchange various emails with surveyor and County re same;	1.50	\$466.50
12/13/2022	AC Exchange emails with J. Gore re Ellis deed and status of remaining acquisitions;	0.20	\$62.20
12/14/2022	AC Review revised plat and email County re gap in the Ellis TCE; notes to file;	0.40	\$124.40

		<u>Hours</u>	<u>Amount</u>
12/15/2022 AC	Telephone conf. J. Gore re Ellis acquisition; edits to deed and email to County re same;	0.70	\$217.70
12/21/2022 AC	Exchange emails with County re closing out the project; brief review of files and notes to same;	0.30	\$93.30
For professional services rendered		<u>23.30</u>	<u>\$7,246.30</u>

Attorney Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
F. Adam Cherry	23.30	\$311.00	\$7,246.30

BOARD ACTION FORM

Agenda Item: Consent Agenda Item #2.10

Subject: Virginia Tourism ARPA Funding for Carpenter Museum/Town of Waverly

Board Meeting Date: January 19 2023

=====

Summary: Sussex County was awarded \$30,000 in American Rescue Plan Act (ARPA) funds from Virginia Tourism Corporation (VTC) to assist in the revitalization of Virginia’s tourism industry with financial resources to overcome the negative impact of COVID-19 and support attracting visitors to destinations across the state. Funds are required to be designated for tourism marketing, media, public relations, sales, and product development.

Recently, the Town of Waverly initiated discussions with the Miles B. Carpenter Folk Art Museum in an effort to restart its operations. This museum celebrated the life and legacy of Miles B. Carpenter, who was a Waverly resident and a famous American folk sculptor whose work is featured in the Smithsonian American Art Museum. Since the pandemic, the museums’ functions have ceased and the board supporting these efforts has had difficulty restarting operations. Moreover, the facility has fallen into disrepair. This deprives the community and other would-be visitors of a culturally enriching experience and recreational amenity. Recently, however, the Town of Waverly has been actively considering acquisition of the facility so that it may once again serve as an arts, culture, and recreation destination in the community.

Sussex County, in partnership with the Town of Waverly and Sussex County Chamber of Commerce, proposed to use its \$30,000 in ARPA funds for tourism product development supporting the museum. These funds would be used to bring the facility back into better condition with particular emphasis on repair/replacement of structures used for tourism-related activities including a pavilion and outdoor stage. Additionally, funds would be used to repair and/or upgrade signage and lighting surrounding the facility.

The attached document contains the County’s proposal which was submitted to VTC on December 22, 2022.

Recommendation: This is being provided for informational purposes only. No action is needed.

Attachments: (1) Plan Narrative – Sussex County, (2) Budget Breakdown – Sussex County

=====

ACTION: That the Board

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___



Board of Supervisors

Susan B. Seward, Chairman
Wayne O. Jones, Vice-Chair
C. Eric Fly, Sr.
Alfred G. Futrell
Debbie P. Jones
Rufus E. Tyler, Sr.

Post Office Box 1397
20135 Princeton Road
Sussex, Virginia 23884

Richard Douglas
County Administrator

Telephone: (434) 246-1000
Facsimile: (434) 246-6013
www.sussexcountyva.gov

Sussex County American Rescue Plan Act Tourism Recovery Program December 14, 2022

Sussex County, part of Virginia's Gateway Region (VGR), is strategically centered between Richmond, Hampton Roads, and Southside along the I-95 and US-460 corridors. According to the U.S. Census, 10,829 persons live in Sussex County, which is broken down into the following race and ethnicities:

- American Indian & Alaska Native: 0.1%
- Asian: 0.1%
- Black or African American: 53.4%
- Hispanic or Latino: 2.8%
- Native Hawaiian & Other Pacific Islander: 0.1%
- Some Other Race: 0.2%
- Two or More Races: 2.9%
- White: 40.6%

Much like many other communities during the pandemic, Sussex County's economy declined. The annual unemployment rate for Sussex County in 2020 was 8.6%, nearly double its rate of 4.6% in 2019 before the onset of the COVID pandemic. This includes significant impacts to the accommodation and food services industry – which covers many tourism-related jobs and is the fourth highest employment sector in Sussex County according to the Virginia Employment Commission. Moreover, the current unemployment rate (6.5% for 2021) still remains higher than the County's rate prior to the COVID pandemic and exceeds the current rate for the Commonwealth (3.9%) and the United States (5.3%). Additionally, as most research has indicated, the effects of the pandemic were more acutely deleterious to communities of color, which constitute a majority of the County's population.

While the County is still in a state of recovery, it has begun efforts to kick-start its economic revival, including through tourism and in partnership with its four towns, two of which are strategically located along the U.S. Highway 460 corridor. According to Virginia Department of Transportation statistics, over 11,000 vehicles traverse this corridor daily. This creates a prime opportunity to focus on tourism-related ventures and for which the community has already seen recent success, including the opening of several restaurants and other businesses in the Towns of Waverly and Wakefield.

Recently, the Town of Waverly initiated discussions with the Miles B. Carpenter Folk Art Museum in an effort to restart its operations. This museum celebrated the life and legacy of Miles B. Carpenter, who was a Waverly resident and a famous American folk sculptor whose work is featured in the Smithsonian American Art Museum. Before his death, Mr. Carpenter donated his house and attached property so that it could be used for the public's enjoyment, and so a museum celebrating his legacy was established there in 1986. The museum is a Virginia Historic Landmark, and is on the National Register of Historic Places. The Folk Art Society of America designated the Museum a national folk art site in May 2000.

The museum offered a variety of art classes and served as a primary focal point for promoting the arts in Sussex, Surry, and Prince George Counties in addition to the greater Petersburg tri-cities area. The

facility was open year-round and received visitors from all over the United States and world. The site includes the First Peanut Museum in the United States, which celebrates the County's and Town's history as the site of the first commercial peanut cultivation and distribution in the United States. The facility also contains the Thomas E. Yancey Nature Trail, which provides an outdoor recreational amenity on the site's 8 acres. In addition to the above activities, the facility hosted numerous flea markets, arts and crafts sales, festivals, musical and dance performances, yard sales, and summer art camps.

Since the pandemic, the museums' functions have ceased and the board supporting these efforts has had difficulty restarting operations. Moreover, the facility has fallen into disrepair. This deprives the community and other would-be visitors of a culturally enriching experience and recreational amenity. Recently, however, the Town of Waverly has been actively considering acquisition of the facility so that it may once again serve as an arts, culture, and recreation destination in the community. Given the notoriety of Mr. Carpenter and the facility's adjacency to the significant volume of U.S. Route 460 traffic, this represents one of the greatest tourism-related opportunities in the community at this time. Not only would restarting this facility be a cultural boost to the community, it would also stimulate additional economic activity by creating demand for other existing and future accommodations-related businesses.

Sussex County, in partnership with the Town of Waverly and Sussex County Chamber of Commerce, proposes to use its \$30,000 in ARPA funds for tourism product development supporting the museum. These funds would be used to bring the facility back into better condition with particular emphasis on repair/replacement of structures used for tourism-related activities including a pavilion and outdoor stage. Additionally, funds would be used to repair and/or upgrade signage and lighting surrounding the facility. These activities are summarized in greater detail below and in the attached budget.

1. Update, repair, and/or replace existing pavilion structure (see attached pictures)
 - a. Benefit: This would provide a safe sturdy structure for facility activities that may require shelter but which could otherwise be held outdoors.
 - b. Funding Amount: approximately \$10,000
 - c. Estimated Timeline: anticipated completion of June 30, 2023
2. Update, repair, and/or replace existing stage structure (see attached pictures)
 - a. Benefit: This would provide a safe sturdy structure that would enhance the public's experience of various arts and cultural events performed outdoors at the site.
 - b. Funding Amount: approximately \$7,500
 - c. Estimated Timeline: anticipated completion of June 30, 2023
3. Update, repair, and/or replace existing facility signage (see attached pictures)
 - a. Benefit: This would provide fresh, attractive, directional signage for visitors and promote the facility to other future visitors.
 - b. Funding Amount: approximately \$5,000
 - c. Estimated Timeline: anticipated completion of June 30, 2023
4. Update, repair, and/or replace existing facility lighting
 - a. Benefit: This would make the signage and facility more visible to visitors and travelers, especially during non-daylight hours.
 - b. Funding Amount: approximately \$7,500
 - c. Estimated Timeline: anticipated completion of June 30, 2023

Sussex County

Budget Breakdown - December 14, 2022

Category	Activity	Description	Timeline	Funding Amount
Tourism Product Development	Update, repair, and/or replace pavilion	We will hire a contractor to assess existing pavilion structure and update, repair, or replace based on assessment.	January 2022 to July 2022	\$ 10,000.00
Tourism Product Development	Update, repair, and/or replace outdoor stage	We will hire a contractor to assess existing outdoor stage structure and update, repair, or replace based on assessment.	January 2022 to July 2022	\$ 7,500.00
Tourism Product Development	Update, repair, and/or replace signage	We will hire a contractor to assess existing signage and identify additional signage needs. Update, repair, or replacement will occur based on assessment.	January 2022 to July 2022	\$ 5,000.00
Tourism Product Development	Update, repair, and/or replace lighting	We will hire a contractor to assess existing lighting and identify additional lighting needs. Update, repair, or replacement will occur based on assessment.	January 2022 to July 2022	\$ 7,500.00
Total				\$ 30,000.00

BOARD ACTION FORM

Agenda Item: Consent Agenda Item #2.11

Subject: Rescheduling of the Board of Supervisors Regular February Meeting

Board Meeting Date: January 19 2023

=====

Summary: County Administrator Douglas is the co-chairman of the Virginia Local Government Management Association (VLGMA). The VLGMA conference will be February 15th-17th. The February Board meeting is February 16th. The Deputy County Administrator will be in attendance as well. Due to the conflict in schedule, County Administrator Douglas is requesting that the February regular Board meeting be rescheduled to Thursday, February 23rd.

Recommendation: That the Board approves rescheduling the Board’s regular meeting from February 16th to February 23rd.

Attachment: None

=====

REQUESTED ACTION: That the Board approves rescheduling the Board’s regular meeting from February 16th to February 23rd.

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			S. White (Tie Breaker)	___	___

BOARD ACTION FORM

Agenda Item: Consent Agenda Item #2.12

Subject: Atlantic Waste Disposal, Inc. Request for Refund

Board Meeting Date: January 19 2023

=====
Summary: Attached is request from Atlantic Waste Disposal for a refund of \$380,233.13 for M&T taxes related to the landfill. This request is based on overpayment and error on their part, and these funds were not included in the FY23 revenue projections. According to the Treasurer, this refund will not significantly impact county revenues, and with a refund, M&T revenue will still exceed the budgeted amount.

Recommendation: Staff recommends approval.

Attachment: Copy of Letter to Chair Seward from the Ms. Boone (Commissioner of the Revenue) of the Atlantic Waste Disposal Request Refund, Dated January 9, 2023

=====
REQUESTED ACTION: That the Board approves Atlantic Waste Disposal request for refund for M&T taxes related to the landfill based on an overpayment and error on their part.

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			S. White (Tie Breaker)	___	___



Office of Commissioner of the Revenue
Sussex County

Ellen G. Boone
Commissioner

January 9, 2023

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

ATTENTION: Mrs. Susan Seward, Chairperson

Dear Mrs. Seward,

For the taxable year 2022, Atlantic Waste Disposal, filed a personal property tax return with my office on April 12, 2022, listing Machinery & Tools equipment to be taxed. In December, I was notified that some of the equipment was filed in error. The company did not realize that some of the equipment listed was Pollution Control Equipment which is tax exempt.

Please refund Atlantic Waste Disposal, C/O Marvin F. Poer & Company, P O Box 52427, Atlanta Georgia, 30355, value assessed 15,647,454 tax totaling to be \$380,233.13.

Thanking you in advance, I am

Very truly yours,

Ellen G. Boone
Commissioner of the Revenue

Cc: Mrs. Deste J. Cox

BOARD ACTION FORM

Agenda Item: Consent Agenda Item #2.13

Subject: County Purchasing Card Program Policy

Board Meeting Date: January 19 2023

=====

Summary: Attached for the Board’s consideration is a purchase card policy that has been reviewed and discussed with the management team. This policy was based on similar policies from other counties with spending limits recommended by Bank of America. The use of purchase cards will provide flexibility for needed department purchases while providing a greater level of control (including restricting purchase of certain categories of purchases and easily matching purchases with a specific employee), and would replace county credit cards. This policy was recommended for approval in the review of our financial policies and operations by Davenport/Ann Seward and follows a test period for limited administrative functions. Please let me know if you have any questions.

Recommendation: Staff recommends approval.

Attachment: Copy of the County Purchasing Card Program Policy

=====

REQUESTED ACTION: That the Board approves the County Purchasing Card Program Policy.

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			S. White (Tie Breaker)	___	___

COUNTY OF SUSSEX

Purchasing Card Program Procedures Manual & Guidelines

DRAFT

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DEFINITIONS / RESPONSIBILITIES

Purchasing Card (P-Card) Program

A purchasing program designed to cut costs and streamline the purchasing process by reducing paperwork and processing time. For purchases under \$750 (\$1,000 for Department Heads) on behalf of the County. Credit limits will be set to \$10,000. (Constitutional Officers may opt-in to this policy).

P-Card

Commercial purchasing card (charge card) that allows authorized employees to make purchases on behalf of the County.

Works

The Bank of America online system used for P-Card administration.

Cardholder

An employee approved to make P-Card purchases according to the guidelines established in the policy and procedures. The Cardholder is authorized by their Department Head. This employee has read and signed the "Agreement to Accept P-Card."

- Obtains verbal or written approval from Department Head before making a purchase
- Accountable for all P-Card transactions
- Verifies that purchases do not include VIRGINIA SALES TAX
- Contacts the vendor to resolve any transaction discrepancies
- Submits all supporting documentation (receipts, packing slips, etc.) within 24 hours to the Department Head
- Responsible for the security of the card
- Complies with the P-Card policy and procedures
- Reports lost or stolen P-Card immediately to Bank of America and Program Administrator
- Surrenders P-Card upon termination and reconciles charges before the final paycheck is issued

Department Head

Must ensure appropriations are available before approving purchases to ensure the annual budget is not exceeded. May or may not be a Cardholder. Collects and reconciles P-Card receipts in Works.

- Authorizes which departmental employee(s) will receive P-Card
- Responsible for ensuring purchase orders are in place if required
- Responsible for authorizing P-Card usage and expenditures
- Conducts an annual review of department Cardholders and reconciles with Program Administrator
- Collects P-Card from terminated employees and arranges for card cancellation
- Verifies if any employee transferred into department with P-Card access should retain P-Card privileges or if card should be cancelled. Forwards information to Program Administrator
- Monitors the status of the assigned Cardholder's P-Cards
- Responsible for collecting P-Card receipts, reviewing and/or approving posted transactions in Works
- Reconciles the receipts to the online activity reported for each assigned Cardholder
- Forwards the transaction report and signed original receipts to the Accounts Payable Clerk for processing and payment

Program Administrator/Director of Finance

May or may not be a Cardholder. County employee who is responsible for managing all aspects of the P-Card program.

Accounts Payable Clerk

- Provides training for authorized P-Card users
- Coordinates the enrollment, changes and termination of P-Cards
- Notifies the appropriate Department Head of unauthorized P-Card usage

PROGRAM OVERVIEW

This program introduces a new way of purchasing through electronic invoicing and payment processing using Works.

The program allows an authorized Cardholder to acquire materials and supplies needed to maintain the daily operations of the County. The objectives of the program are:

1. Reduce cost of processing high volume, low dollar transactions
2. Reduce approval processing time
3. Reduce paperwork and documentation e.g. checks, stubs
4. Eliminate lead time needed to purchase materials and supplies

This program is NOT intended to avoid or bypass appropriate purchasing or payment procedures. The County's Small Purchase Policies, as applicable, must be complied with when purchasing goods or services on behalf of the County. This program is intended to enhance the existing purchasing process.

The P-Card program is designed for purchasing materials and supplies with a single transaction limit of \$750 (temporary increases shall be approved by the County Administrator.)

This program is designed to be simple and easy to use for small dollar transactions. Controls are in place to provide protection to the Cardholders and the County.

The P-Card can be used for in-store purchases, internet, telephone or fax orders, and can be used with any approved vendor or supplier who accepts MasterCard.

Each Cardholder is responsible for the security of the card and accountable for all transactions on his/her P-Card.

1. The card is issued in the employee's name; therefore, the P-Card CAN ONLY be used by the Cardholder
2. Cardholder may not use a personal rewards card of any type (e.g. frequent flyer miles, Plenti, Advantage, Fuel Perks, etc.) in connection with County P-Card purchases.

THE P-CARD IS NOT TO BE USED FOR PERSONAL PURCHASES UNDER ANY CIRCUMSTANCES

As we continue to improve the way we conduct business, the use of the P-Card program will help make significant reductions in processing small dollar transactions.

Feedback is essential to ensure the ongoing success of the program. We want to know if there are issues and welcome your thoughts and suggestions.

If there are any questions about the program or additional information is needed, please contact the Accounts Payable Clerk or the Program Administrator.

CARDHOLDER GUIDELINES

REQUESTING A P-CARD

The request for P-Card must be approved by the employee's Department Head and County Administrator:

- A. Employee completes the Purchase Card (P-Card) Request Form (p. 11)
- B. Approved P-Card request forms are forwarded to the Program Administrator
- C. Employee attends scheduled training
- D. Employee signs the "Agreement to Accept P-Card" (p. 10)
- E. The Program Administrator issues P-Card to the employee

NOTE: The employee's signature on the "Agreement to Accept P-Card" indicates an understanding of the program and agreement to adhere to the policies and guidelines established for the program.

Although the card is issued in the employee's name, it is the property of Bank of America. It is to be used for County purchases only and in accordance with these guidelines.

CARD ISSUANCE/ADMINISTRATION

All cards will be issued by the Program Administrator with the approval of the Department Head and the County Administrator.

County funds are committed each time the P-Card is used. This is a responsibility that needs to be taken seriously.

Random audits will be conducted of P-Card activity. Consequences, ranging from revocation of P-Card privileges to termination of employment will be invoked for improper use of the program.

CARD CONTROLS AND LIMITS

The P-Card program is designed to give the greatest amount of flexibility for County purchasing needs. Any restrictions placed on the card are designed to protect the Cardholders and the County. **If a Cardholder attempts a purchase which exceeds the spending limit, or from a merchant outside of the approved merchant category codes, the transaction will be declined.** This ensures the purchase is within controls and limits established to safeguard against improper or fraudulent use.

- A. The P-Card program has an established single transaction purchase limit of \$750 (temporary increases shall be approved by the County Administrator)
- B. Cardholders shall not intentionally split a purchase that exceeds the spending limit with the intent of processing smaller transactions to avoid the transaction limit
- C. County Administrator approval is **required** to increase a Cardholder's single transaction limit.
- D. The Program Administrator restricts items or merchants according to how each department needs to use the card
- E. For **Unauthorized Card Use**, see Page 7.

PURCHASE GUIDELINES

MAKING A PURCHASE

Cardholder should confirm the vendor is entered in the County's accounting software. If not, cardholder should obtain a W-9 before purchasing good. Cardholder should also confirm the vendor accepts MasterCard.

All receipts must be signed by the Cardholder and submitted to the Level Manager for reconciliation.

- In Store Purchases – Cardholder must sign the charge receipt and obtain a detailed receipt as supporting documentation
- Internet Orders – Must be ordered through a County of Sussex network connection. Cardholder can **ONLY** make purchases from “secure sites.” **DO NOT SAVE CARD NUMBER ON ANY WEBSITE.**
 - A secure website uses <https://www>. The “s” means the website is secure
 - The “lock” symbol indicates the website is secure
- Telephone Orders – Request a faxed or emailed order confirmation as your receipt. If not available, provide a signed written description of the item(s) ordered
- Fax Orders – Do not fax card number. Cardholder must call and give card number over the phone

For out of town travel, Cardholders shall submit paper receipts within 5 days.

Purchases cannot include VIRGINIA SALES TAX. If vendor requires a sales tax exemption form, contact the Program Administrator or Accounts Payable Clerk.

The person whose name is on the P-Card is the only one authorized to use the card. This person is also responsible for ensuring that all charges are in compliance with these guidelines.

The Cardholder is responsible for obtaining all documentation (packing slip, etc.) regardless of who receives the shipment.

Acceptable receipt documentation includes a signed credit card slip, a sales receipt, packing slip, cash register tape or a combination thereof, which contains all of the following:

- Vendor name
- Purchase amount
- Description of the item(s) purchased
- Date of purchase
- Cardholder signature

Please take precautions to store and maintain receipts until it is time to submit them.

If Cardholder cannot produce a receipt, they are required to sign and complete the *Lost Receipt* section of the P-Card Administrative Form (p. 9.) Cardholder may be required to reimburse the County for undocumented purchases if subsequent review indicates the purchase was an unauthorized use.

If there is a discrepancy, refer to the Disputed Transaction Resolution section of this document (p. 8.)

Habitual failure to retain and turn in receipts will result in revocation of P-Card privileges.

Department Heads are responsible for spending within their annual appropriation budget

PURCHASE ORDER REQUIRED

- All transactions over \$10,000 per the Small Purchase Policy

ALLOWABLE TYPE OF EXPENSES

- Subscriptions, books, memberships
- Office supplies
- Computer supplies, software
- Materials, supplies, tools
- Education and meeting expenses (not including meals)
- Uniforms
- Fuel for County vehicles during travel out of town or when County fuel pumps are disabled

UNAUTHORIZED CARD USE

PURCHASE CARD VIOLATIONS

- Cash advances
- Personal use
- Contractual and/or professional services, where a contract requires County Administrator approval
- Donations to charitable organizations
- Construction trade work
- Electronic online auction house purchases (eBay, etc.), unless approved by the Department Head in advance, in writing
- Alcoholic beverages
- Entertainment
- Payments to individuals and/or employees
- Prescription drugs and controlled substances
- Weapons and ammunition (except as approved by the Sheriff/Animal Services Director)
- Hazardous chemicals, except as needed in the normal operations of a department
- Gift cards
- Travel related expenses (hotel, airfare, etc.), without an approved Pre-Travel Expense Voucher
- Personal travel expenses (in-room movies, mini-bar, alcoholic beverages, etc.)
- Food, unless prior approval has been obtained
- Meals for which a per diem has been paid to the employee
- Meal tips in excess of 20%

ABUSE/NEGLIGENT USE

- Intentionally splitting a purchase to circumvent delegated authority or transaction limit
- Failing to maintain receipts and other documentation or approvals
- Lack of care in protecting card information
- Allowing others to use the card

MISUSE OF CARD

- Will result in revocation of P-Card privileges and cancellation of card
- A Cardholder found to have fraudulently used a P-Card is personally liable for all fraudulent charges and is required to reimburse the County for the charges, which may be through payroll deduction
- Cardholder may be subject to disciplinary action up to and including termination of employment, and the matter may be referred to the Commonwealth Attorney for further action, including criminal prosecution
- For certain types of fraudulent misuse, employment termination is mandatory and immediate

REVOCAION PROCEDURE

- Immediately notify the Program Administrator by email
- Program Administrator will cancel the P-Card with Bank of America
- Cardholder must surrender card to Program Administrator within 24 hours

ACCOUNTING REQUIREMENTS

RECONCILIATION AND PAYMENT PROCESS

Record keeping is essential to ensure the success of this program:

- Receipts must be submitted to the Department Head within 24 hours of purchase
- Department Head reconciles receipts in Works
- Department Head reviews, approves and signs P-Card expenses printout
- The monthly statement billing cycle ends on the last day of every month. Approved and signed printout and all receipts sent to the Accounts Payable Clerk within 7 days of receiving the monthly statement
- All original receipts will be retained by Finance Department
- P-Card activity can be audited at any time
- **P-Card transactions may be restricted at year-end**

DISPUTED TRANSACTION RESOLUTION

It is the Cardholder's responsibility to contact the vendor. If the vendor agrees an error has been made, the Cardholder's account should be corrected. The Department Head and P-Card Administrator must be informed the transaction is being disputed as a reminder that the item is still pending resolution. Use the *Disputes* section of the P-Card Administrative Form (p. 9) to make a record of all conversations and/or correspondence.

If the vendor does not agree an error has been made, contact the Program Administrator. Provide a copy of the completed P-Card Administrative Form noting the amount in question. Keep a copy for your records. Disputes should be resolved within 60 days.

LOST OR STOLEN CARDS

The P-Card is the property of Bank of America and should be secured the same as a personal credit card. If the card is lost or stolen, report it immediately to the number shown below. Written confirmation of cancellation must then be confirmed to the Program Administrator by completing the *Lost or Stolen P-Card* section of the P-Card Administrative Form (p. 9.) Prompt action in this situation can reduce the County's liability for fraudulent charges. Upon receipt of the call, the P-Card will be cancelled. Re-issuance of the P-Card will be coordinated through the Program Administrator.

During Regular Business Hours	Monday – Friday	9:00 a.m. to 4:00 p.m.
Program Administrator	Kelly Moore	434.246.1006
Back-Up Program Administrator	Titiana Nicholson	434.246.1003
After Business Hours	Contact Immediately	
Bank of America	Customer Service	800.822.5985
<i>Cardholder must contact the Program Administrator the next business day to report cancellation of card</i>		

LOST RECEIPTS

It is the responsibility of the Cardholder to request a duplicate receipt from the vendor. If unable to obtain a duplicate, complete the *Lost Receipt* section of the P-Card Administrative Form (p. 9.)

P-CARD ADMINISTRATIVE FORM

Cardholder: _____

Department: _____

Card No.: _____

Work Phone: _____

Cardholder Signature

Date

Department Head Signature

Date

Forward the original form to your Level Manager.

Email copy of signed form to: Program Administrator: kmoore@sussexcountyva.gov

DISPUTES

DISPUTE (check one):

Credit Not Posted (attach Credit Slip)

Incorrect Amount (attach Sales Receipt)

Duplicate Posting

Other

Merchant Name: _____

Dollar Amount: _____

Describe Dispute: _____

LOST OR STOLEN P-CARD

REASON (check one):

Lost card

Stolen card

Other

Describe Situation: _____

NOTE: Cardholder MUST contact Bank of America Customer Service to report missing P-Card.
Phone No.: 800.316.6056

Date card was reported to Bank of America: _____

Approval for ordering replacement card: _____

Department Head Signature and Date

LOST RECEIPT

What was Purchased: _____ Purchase Amount: _____

Vendor Name and Address: _____

EXPLANATION: _____

AGREEMENT TO ACCEPT P-CARD

The County of Sussex Finance Department is pleased to present you with this Bank of America Purchasing Card ("P-Card.") It represents your Department Head and the County's trust in you. You are being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of the County. Your signature below is verification that you have read the Purchasing Card Program Procedures Manual & Guidelines, and agree to comply with them, as well as with the following responsibilities. You also acknowledge that you have received P-Card # ~~xxx-xxx-xxx~~_____

1. I understand the card is for County-approved purchases only and I agree not to make any personal purchases with this card.
2. I have received training and a copy of the Purchasing Card Program Procedures Manual & Guidelines regarding the proper usage of this card.
3. I understand that improper use of this card is considered misappropriation of County funds and my card can be revoked. Improper use of this card can also result in disciplinary action, up to and including termination of employment and prosecution.
4. If the card is lost or stolen, I will immediately notify the Program Administrator or Bank of America P-Card Customer Service (as determined in the Manual.) If the notification is made directly to Bank of America Customer Service, I will confirm to the Program Administrator by using the P-Card Administrative Form (p. 11.)
5. I agree to surrender the P-Card immediately upon termination of employment, whether voluntary or involuntary, and I understand my final paycheck will not be issued until I have surrendered the P-Card and all charges are reconciled.
6. The card is issued in my name. I will not allow any other person to use the card. I am responsible for any and all charges billed against the card.
7. All charges will be billed directly to and paid directly by the County. The bank cannot accept any money from me directly. Any unapproved charges billed on my P-Card would be considered misappropriation of County funds and subject me to disciplinary action, as well as payroll deduction for these charges.
8. I understand I am required to comply with internal control procedures designed to protect County assets. This may include being asked to produce the card to validate its existence and account number. The County will have access to any and all records related to the use of my P- Card.
9. Since I am responsible for all charges on the P-Card, I will resolve any discrepancies by contacting the vendor.
10. The charges made against my card are assigned to various General Ledger accounts as specified by my Department Head.
11. When using this card, I will strive to obtain the best value for the County, and will not use any personal rewards card for purchases.
12. My card may be revoked based on change of assignment or location.

Employee Signature

Date

Employee Printed Name

Department Head Signature

Date

County of Sussex
Purchase Card (P-Card) Request Form

Before submitting this form, please be sure you have read and understand the Purchasing Card Program Procedures Manual & Guidelines. By making this request, you agree to go through the required training, and abide by these procedures and guidelines. Failure to follow the procedures and/or comply with the guidelines may result in revoking of P-Card privileges and potentially subject you to disciplinary action, up to and including dismissal.

Employee Name:
(as it will appear on P-Card)

Department:

Position:

For registration purposes:
(Legal Name)

Work Phone No.:

Home Address:

(You will be contacted by the Program Administrator and asked to provide a 4-digit and/or letter identifier that you will need to know if you have to contact Bank of America Customer Service about your card.)

I have received and read the Purchasing Card Program Procedures Manual & Guidelines, including the Agreement to Accept P-Card. I hereby agree to comply with its terms and conditions. I understand that if this request is approved, my continued use of the P-Card is at the discretion of my County Administrator and Department Head, and also that this program can be modified or discontinued at any time.

Employee's Signature

Date

Department Head Signature

Date

County Administrator Signature

Date

BOARD ACTION FORM

Agenda Item: Consent Agenda Item #2.14

Subject: Victim Witness DCJS OGMS Grant Repayment - \$4,357.79

Board Meeting Date: January 19 2023

=====

Summary: Attached for your consideration is a budget amendment that provides payment to the State in the amount of \$4,357.79, related to a recent routine audit by the Virginia Department of Criminal Justice Services of the county's Victim/Witness Assistance Program (state grant funded and managed by Commonwealth's Attorney). While the audit overall was very positive, one finding was \$4,357.79 in unallowable costs, with a requirement that these funds be paid by February 20th. Staff is currently working with the Commonwealth's Attorney office to develop a MOA to address procurement/financial and other operational areas.

Recommendation: Staff recommends approval.

Attachments: Budget Amendment Resolution #23-03K

=====

REQUESTED ACTION: That the Board approves Budget Amendment #23-03K to provide payment to the State in the amount of \$4,357.79.

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			S. White (Tie Breaker)	___	___

RESOLUTION #23-03K
FY23 BUDGET AMENDMENT

BE IT RESOLVED by the Sussex County Board of Supervisors that the following budget amendment for the Judicial Administration be and hereby is made for the period of July 1, 2022 through June 30, 2023. This resolution will appropriate local reserve funds to Administration to return to DCJS for unallowable costs per the state's FY21 program audit.

FUND # 100
GENERAL FUND

REVENUE

Fund 135	<u>\$4,358</u>
Total Revenues	\$4,358

EXPENDITURE

Fund 100 Administration	<u>\$4,358</u>
Total Expenditures	\$4,358

Susan B. Seward, Chairman
Sussex County Board of Supervisors

ATTEST:

Richard Douglas, Clerk
Sussex County Board of Supervisors

Adopted this 19th day of January, 2023.

BOARD ACTION FORM

Agenda Item: Recognitions #3.01

Subject: RESOLUTION: Mrs. Nan Ellen Bland Seeley 90th Birthday

Board Meeting Date: January 19 2023

=====

Summary: Per Supervisor Fly's request, the Board approved this resolution a previous Board meeting recognizing Mrs. Nan Ellen Bland Seeley on her 90th birthday on September 27th. Ms. Seeley has spent the majority of her adult life in Sussex County. She has been dedicated to the teaching of music to hundreds of children and citizens in the County.

Supervisor Fly would like to take this opportunity to thank and recognize Mrs. Seeley for the selfless giving of herself to provide peace and inspiration to the children and citizens of Sussex County.

A family member and or friend will be present to accept the resolution.

Recommendation:

Attachment: A copy of the resolution celebrating Mrs. Nan Ellen Bland Seeley

=====

ACTION: None

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			S. White (Tie Breaker)	___	___

Resolution



Recognizing Ms. Nan Ellen Bland Seeley

Now, let it be known that the Sussex County Board of Supervisors do hereby adopt this resolution on this Thursday, October 20, 2022 to celebrate the 90th birthday of Nan Ellen Bland Seeley who has brought great joy and happiness to so many youth and adults in Sussex County.

On September 27, 1932, Nan Ellen Bland Seeley was born in Charlottesville, Virginia to Reverend Lineous Preston Bland Jr. and Mrs. Ethel Price Heckman Bland. Under the guidance and nurturing of her parents, family and friends, Nan Ellen Bland Seeley would grow in stature and spiritual strength in preparation for her life long mission of serving others and bringing joy to the world in many ways and with the many talents she was given by God.

Furthermore, let it be known across Sussex County that Mrs. Seeley would pursue and excel in her educational endeavors and graduated from Longwood College in 1954, the third oldest public college in Virginia and would embark on a life long mission to teach music to God's children.

Once again God would move His mighty hand and prepare the path that would allow Mrs. Seeley to spend the majority of her adult life in Sussex County, making life better for each of us.

Let it be known that on June 16, 1956 Nan Ellen Bland would marry Walter Clifton Seeley Jr. and out of this blessed union, Nan Ellen Bland Seeley would grow her family with the birth of three sons, Mark Evans Seeley, Scott Preston Seeley and Jeffrey Anderson Seeley.

Now let it be declared that the Sussex County Board of Supervisors does hereby recognize the great contributions that Nan Ellen Bland Seeley has and continues to provide to the County of Sussex through her selfless community service and her inspiring dedication to the teaching of music to the children and citizens of Sussex County.

We further recognizes that Mrs. Seeley has taught and inspired hundreds of children and adults to learn and discover the joy of music and to embrace the inter and outward peace that can only be experienced through the gift of music. In this we can truly say that Nan Ellen Bland Seeley has brought peace to an unsettled world fulling the promise, "blessed are the peacemakers for they shall be called the children of God"

Therefore, Nan Ellen Bland Seeley, we the Board of Supervisors of Sussex County along with her citizens do thank God and recognize that you are a gift from Him to us and we thank you for the many gifts you have given to all who have lived and who will live in our great County.

Therefore, we the Board of Supervisors of Sussex County, do put our hands to paper and order the clerk of this Board to spread this resolution across the minutes of this County so that all may know and celebrate the 90th birthday of Nan Ellen Bland Seeley.

BOARD ACTION FORM

Agenda Item: Recognition #3.02

Subject: Resolution: Recognition of Mr. Charles “Dan” Hudson Retirement – Sussex Sheriff’s Office

Board Meeting Date: January 19 2023

=====

Summary: Staff received a request from Sheriff Giles to have the Board of Supervisors to recognize and adopt a resolution for Mr. Charles “Dan” Hudson—after serving 26 combined years in the public service sector of Law Enforcement.

Fellow co-workers in the Sheriff’s office, the Board, County Administration and county staff would like to congratulate Mr. Hudson on this major accomplishment of retiring.

Recommendation: That the Board approves and adopts the resolution honoring Mr. Charles “Dan” Hudson on his retirement.

Attachment: Copy of the Resolution #22-147

=====

ACTION: That the Board approves and adopts the resolution honoring Mr. Charles “Dan” Hudson on his retirement.

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___

Resolution #22-147



In Recognition of the Retirement Charles “Dan” Hudson

WHEREAS, Charles “Dan” Hudson began his career in the corrections field prior to joining Sussex County Sheriff’s office on September 1, 1997; and

WHEREAS, on June 2, 2000, Mr. Hudson resigned to work for the County of Surry with Sheriff Brown as a Patrol Deputy; and

WHEREAS, on September 8, 2003, he returned to the County of Sussex as a Patrol Deputy until he rose through the ranks; and

WHEREAS, on January 1, 2020, Mr. Hudson was promoted to Sergeant;

WHEREAS, on November 1, 2022, Sergeant Hudson officially retired from the Sussex County’s Sheriff’s Office with a combined 26 years of service in the public service sector of Law Enforcement.

BE IT RESOLVED that the Sussex County Board of Supervisors, by this recognition, hereby commend and extend our appreciation to Mr. Charles “Dan” Hudson on his retirement with best wishes for many happy and productive years in the future.

NOW, THEREFORE BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the minutes of this Board meeting this 15th day of January 19, 2023.

Susan B. Seward, Chair
Board of Supervisors



**"ONE FAMILY, ONE MISSION,
ONE GOAL"**

Sheriff E. L. Giles, Sr.
Sussex County Sheriff's Office
P. O. Box 1326
Sussex, Virginia 23884

Telephone 434-246-5000
Fax 434-246-5714
www.sussexsheriffva.com
Email egiles@susova.us

Retirement of Charles "Dan" Hudson

Charles "Dan" Hudson began his career in the corrections field prior to joining the Sussex County Sheriff's Office on September 1, 1997 until his resignation on June 2, 2000 to work for Sheriff Brown as a Patrol Deputy in the County of Surry. On September 8, 2003, Charles "Dan" Hudson returned to the County of Sussex as a Patrol Deputy until he rose through the ranks where he was promoted to Sergeant on January 1, 2020. Sgt. Hudson officially retired from the Sussex County Sheriff's Office on November 1, 2022, with a combined 26 years of service in the public service sector of Law Enforcement.

BOARD ACTION FORM

Agenda Item: Recognition #3.03

Subject: Recognition of Deputy Bonner for Community Assistance

Board Meeting Date: January 19 2023

=====

Summary: Chairwoman Seward will recognize Deputy Bonner for his quick response and life saving measures involving a resident in the Waverly area on October 11th. A copy of an email sent to the County Administrator from the resident that details this medical incident and expresses her gratitude to Deputy Bonner and Lifestar, is attached for your review.

Recommendation: No action requested

Attachment: Copy of email from resident

=====

ACTION: N/A

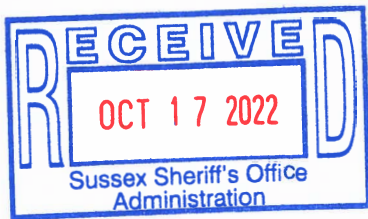
MOTION BY: _____ **SECONDED BY:** _____

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___

(Original)

Jessica Harrison

From: Richard Douglas <rdouglas@sussexcountyva.gov>
Sent: Sunday, October 16, 2022 7:19 PM
To: Ernest Giles; Reid Foster
Subject: Fwd: Contact Form from Brenda Morris



Get [Outlook for iOS](#)

From: sussexcountyva.gov <noreply@sussexcountyva.gov>
Sent: Sunday, October 16, 2022 6:43 PM
To: Richard Douglas
Subject: Contact Form from Brenda Morris

CAUTION: This email originated from outside of the organization. Do not follow guidance, click links, or open attachments unless you know the content is safe.

iPlasmaCMS Contact Form Message
Generated on October 16, 2022

Name: Brenda Morris
Phone: 804.720.8531
Email: Greensupt@aol.com

Message: Dear Mr Douglas:

In the early morning hours of Tuesday, October 11, my husband dialed 911 for help because I was having heart pain. The response from Deputy Bonner was immediate, followed very closely by The Waverly Rescue Squad. Their prompt arrival and assessment and administration of life saving techniques of heart attack is the only reason I am here today. They transported me to the helicopter and that itâEUR(tm)s crew and their wise decisions brought me to Chippenham Hospital, where the care was seamless, prompt and successful. I cannot tell you how grateful and proud I am of Deputy Bonner and Jenny and Cliff, with the Waverly Rescue Squad. Their service is priceless. Great decisions led to life saving, I am forever grateful.

Just one final note that is of utmost importance, the Walnut Hill Road sign we discussed in June, has not been installed to date. The crew confirmed it missing, but GPS brought them to me.

Again, I am very proud of the Sussex SheriffâEUR(tm)s Department and The Waverly Rescue Squad. They are the best!

IP ADDRESS: 141.193.239.128
USER AGENT: Mozilla/5.0 (iPad; CPU OS 15_6 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko)
GSA/233.0.478398274 Mobile/15E148 Safari/604.1

BOARD ACTION FORM

Agenda Item: Recognition #3.04

Subject: Recognition of Deputies for the MADD Award – Sheriff Giles

Board Meeting Date: January 19 2023

=====

Summary: Sheriff Giles will be in attendance to recognize Patrol Officer Deputy Sheriffs for the MADD Award.

Recommendation: No action requested

Attachment:

=====

ACTION: N/A

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___

BOARD ACTION FORM

Agenda Item: Recognition #3.05

Subject: Airfield 4-H Conference Center Update – Millard Stith & Kathy Guindon

Board Meeting Date: January 19 2023

=====

Summary: Mr. Millard Stith, the former interim Director of the Airfield 4-H Conference, will be in attendance to provide an update and to introduce Dr. Kathy Guindon, the Center Director .

Recommendation: N/A

Attachment: N/A

=====

ACTION: N/A

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___

BOARD ACTION FORM

Agenda Item: Public Hearing Item #4.01

Subject: Conditional Use Permit #2022-04, Howell Godfrey, Jr., Applicant

Board Meeting Date: January 19 2023

=====

Summary: The applicant seeks a conditional use permit (CUP) to operate a public shooting range on approximately 20 acres of land. The property is currently owned by the Town of Waverly and is the site of the former Waverly airport.

Recommendation: The Planning Commission held a public on the application on November 7, 2022 and recommended approval contingent upon the recommended conditions.

Attachments: See attached staff report and application documents.

=====

ACTION:

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___



STAFF REPORT

APPLICATION SUMMARY:

Project: The Blackwater Outdoor Shooting Range

Location: The property is located on the north side of Rt. 460 (General Mahone Highway), approximately 2 miles northwest from the Town of Waverly.

Tax Parcel Number(s): Portion of Tax Parcel 16-A-1

Proposal: Outdoor Shooting Range as a commercial business

Applicant: Howell Godfrey Jr.
4076 Spring Grove
Claremont, VA 23899

APPLICATION:

The applicant, Howell Godfrey Jr. under CUP #2022-04 seeks a conditional use permit for a shooting range on approximately 20 acres of land. The intent is to have an outdoor shooting range that is available for public use. The property is located on the north side of Rt. 460 approximately 2 miles northwest from the Town of Waverly.

ELECTION DISTRICT:

Blackwater Election District

LOCATION:

The location for the proposed shooting range is on tax parcel 16-A-1 which includes 20 acres out of a 167-acre parcel. To the north, there is mostly forested or agricultural lands. To the south, there is Butler’s Towing & Repair and a communication tower. To the west, there is Garrison Enterprise, John’s Auto Body, and two nearby residences. To the east, the property is adjacent to Sussex Shooting Sports, Emanuel Tires, and forested lands.

BACKGROUND:

The applicant has entered into a purchase agreement to purchase 40 acres of tax parcel 16-A-1, which is currently zoned for General Agriculture (A-1). The applicant plans to utilize this site to open a publicly available outdoor shooting range. On August 18, 2022, the County amended the Zoning Ordinance for the A-1 district to require a Conditional Use Permit (CUP) for shooting clays,



field and pistol ranges. Therefore, the applicant will need to obtain a conditional use permit in order to proceed his plans for this specific use.

DESCRIPTION:

The applicant is requesting a Conditional Use Permit to operate an outdoor shooting range as a commercial business to be available to the public. They will offer lane rentals for firearms such as handguns, rifles, and shotguns. The shooting range anticipates having 3 employees on staff which will be Certified Range Safety Officers. The hours of operation will vary depending on the amount of daylight. The hours of operation would be typically 10:00 am to 6:00 pm for Wednesday & Thursday and 9:00 am to 6:00 pm for Friday through Sunday.

COMPREHENSIVE PLAN REVIEW:

The current Comprehensive Plan future land use designation for this property is Industrial. Future industry and investment should build on existing industrial development along U.S. 460 and near Cabin Point Road north and west of the Town of Waverly. This area contains existing facilities (landfill, composting facility, and feed mill) and land being actively marketed for commercial and/or industrial investment (Sussex mega site and Cabin Point site).

ORDINANCE REVIEW:

The current zoning designation for this property is A-1. The district is established to protect land and property values, ground water and surface water quality, and other resources. The intent is to provide for the continued security of the county’s agricultural sector by encouraging the orderly and responsible growth of its livestock, dairy, and poultry industry. Limited residential development is anticipated in these areas.

The zoning district only allows this use through a CUP. If the CUP is granted, the applicant will be required to submit a site plan for staff approval prior to construction of any new site improvements, including building expansion.

STAFF CONCLUSIONS:

Strengths:

1. There are no residences immediately adjacent to the 20 acre site to be developed as part of the shooting range.
2. The use provides an opportunity to bring in a new commercial business.
3. Provides a recreational activity for public use in the form of shooting sports.
4. There are no known publicly available shooting ranges within a 30 miles radius.



Weaknesses:

1. Located adjacent to a similar “private” use- Sussex Shooting Sports.
2. The use has the potential to create a noise impact as proposed with shooting to occur completely outdoors.
3. The proposed use is less than 200’ to a major roadway (Route 460)

AGENCY/DEPARTMENT COMMENTS:

• **Department of Environmental Quality (DEQ):**

In response to the request below, there is not enough information provided for DEQ staff to determine if there are applicable state environmental laws and regulations for this proposal. The applicant for the local zoning conditional use permit should consult with the DEQ - Piedmont Regional Office to determine if environmental permitting is required. As a reminder if land disturbing activities are proposed, erosion and sediment control plans and Construction Stormwater General Permit coverage may be required prior to commencing construction activities. Additionally, any proposed impacts to surface waters may require a Virginia Water Protection Permit from DEQ.

• **Virginia Department of Transportation (VDOT):**

- 1) The existing entrance that is proposed for use as the site main entrance shall be improved to accommodate 2-way traffic and shall meet the moderate volume commercial entrance design standard as shown in Figure 4-15 of Appendix F of the VDOT Road Design Manual.
- 2) Sight distance is sufficient for exiting vehicles, however, we recommend clearing of brush and small trees in order to make the entrance more visible and to provide increased sight distance.
- 3) A new commercial entrance permit shall be obtained by the applicant from the Department for the proposed site access.

• **Virginia Department of Health (VDH):**

If they planning to construct any facilities that would require a well and septic system, they will need to submit plans to VDH to review.

• **Sussex County Erosion and Sediment Control Program:**

If the project disturbs over 10,000 square feet, Erosion and Sediment Control Plans will be required for County review and approval, and issuance of a land disturbance permit.

• **Public Safety:**

The Public Safety has stated that he is not in favor of the project unless there is a berm for them to be shooting into.



- **Sussex Service Authority**

Question about the use of restrooms or portable potties. What does this do for future development of the remaining property?

THE PLANNING COMMISSION RECOMMENDATION:

The Planning Commission recommends approval of the conditional use permit contingent with the following conditions:

1. The hours of operation shall be 10:00 am to 6:00 pm for Wednesday & Thursday and 9:00 am to 6:00 pm for Friday through Sunday.
2. The shooting range itself shall have a minimum setback of 300 feet from Rt. 460.
3. The applicant shall maintain an undisturbed natural or man-made sound buffer/barrier a minimum distance of 200' around the entire perimeter of the shooting area. The buffer shall be enhanced and/or created where insufficient or non-existent, specifically along the front of the property parallel with Rt. 460 to add an additional safety measure and to lessen the noise impact.
4. Impact berms shall be installed at a minimum height of 20' for rifle and 16' for pistols as shown on the conceptual site plan dated 6/6/22, to stop any misdirected rounds that may tend to travel slightly to one side or the other either by accident or ricochet. A side berm shall be added on the east side of the rifle range to provide for additional safety. Side berms shall be a minimum of 15'.
5. All berms shall be free from rocks, stones or objects that may tend to increase the possibility of ricochets.
6. The surface of the entire range shall be relatively clear of any objects, stones, or excessive growth that may tend to enhance the possibility of ricochets, or create bad footing conditions. The entire range shooting area shall be relatively flat and level.
7. A line of target brackets or holders shall be placed on the target area. Materials shall be designed so as not to create any ricochet hazard.
8. The target line shall be placed no more than 20' in from of the impact berm. There shall be a space between each target bracket or holder, approximately equal to the width of one target. The top of the targets, when attached to the brackets or holder, should be approximately 6' off the ground and in a relatively straight and level line.
9. The firing line shall be clearly marked on the ground surface across the entire width of each firing range. The numbered distance shall be placed on both sides of each firing line to indicate the distance from the firing line to the target.
10. There shall be an audible sound system to amplify voice commands. The sound system shall enable the range officer to project loud and clear voice commands to all shooters during actual shooting exercises. An adequate communications system shall be established to allow all shooting officers, and other staff to communicate with one another, and should be conveniently located to minimize the loss of time between an emergency and the call for assistance. The system shall also be capable of contacting the appropriate assistance in case of injuries or other unforeseen emergencies.



11. A control tower shall be placed at the center point of the range, approximately 15 to 20 yards behind the farthest firing line, and provide the range office with a clear unobstructed view of all shooters and the range personnel. The floor decking shall be at least 6' higher than the ground. A flag pole, for displaying a red flag or banner whenever the range is in use, shall be installed close to or attached directly to the control tower. The top of this pole should be at least 26' higher than ground level. The flag or banner should be large enough to be conspicuously viewed from any location in the range area.
12. Adequate lighting shall be provided as determined by the Zoning Administrator.
13. A rest or break area shall be available in a location that is safe from any firing line.
14. A security fence shall be installed to keep other pedestrians and vehicles from entering the shooting area while in use.
15. Adequate parking shall be provided as determined by the Zoning Administrator.
16. The range shall contain some form of storage shed or field office. The structure shall be relatively secure for the storage of target materials.
17. Any future site or building improvements to the site will require site plan review.
18. The existing entrance that is proposed for use as the main entrance to the site shall be improved to accommodate 2-way traffic and shall meet the moderate volume commercial entrance design standard as shown in Figure 4-15 of Appendix F of the VDOT Road Design Manual.
19. The area around entrance shall be cleared of brush and small trees in order to make the entrance more visible and to provide increased sight distance to the satisfaction of VDOT.
20. A new commercial entrance permit shall be obtained by the applicant from the Department for the proposed site entrance.
21. The site shall provide a toilet facility for men and women, handwashing stations, and potable water available for its employees prior to full operation.
22. Suitable access to the range site shall be provided for emergency vehicles. Emergency personnel should be familiar with the access road(s) and location of the range site. Additionally, emergency personnel shall be notified of the hours of operation for the shooting range.
23. Follow EPA Best Management Practices regarding Lead Management and Reclamation.

Following the Planning Commission Meeting:

Since the Planning Commission meeting, concerns were raised with regard to allowing this type of use to run indefinitely with the property. Staff discussed this concern with the applicant regarding adding a condition that would limit the CUP to 2 years to construct the shooting range or the CUP will be void. The applicant agreed; therefore, staff recommends adding condition #24, as follows:

Condition #24. The Blackwater Outdoor Shooting Range shall be in full operation within 2 years of obtaining the CUP or the CUP shall be null and void.



ATTACHMENTS:

- Application
- Statement of Reasons Letter
- Property Description
- Conceptual Plan
- Standard Operating Procedure



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
23116 Meherrin Road
COURTLAND, VIRGINIA 23837

September 27, 2022

Michael Poarch
Community Development
Sussex County
P. O. Box 1397
Sussex, VA 23884

**RE: Blackwater Outdoor Shooting Sports
TM #16-A-1
General Mahone Highway (Rt. 460)
Sussex County**

The Residency has completed its review of the submitted Conditional Use Permit application dated September 16, 2022 and received by the VDOT Land Development Office September 21, 2022 for the Blackwater Outdoor Shooting Sports. We submit the following comments and recommendations:

- 1) The existing entrance that is proposed for use as the site main entrance shall be improved to accommodate 2-way traffic and shall meet the moderate volume commercial entrance design standard as shown in Figure 4-15 of Appendix F of the VDOT Road Design Manual.
- 2) Sight distance is sufficient for exiting vehicles, however, we recommend clearing of brush and small trees in order to make the entrance more visible and to provide increased sight distance.
- 3) A new commercial entrance permit shall be obtained by the applicant from the Department for the proposed site access.

Information about Land Use Permitting as well as the required forms can be found on the VDOT website at:

<http://www.virginiadot.org/business/bu-landUsePermits.asp>.

If you have any questions, please contact me at (757) 346-3068 or Joshua.Norris@vdot.virginia.gov.

Sincerely,

VirginiaDOT.org
WE KEEP VIRGINIA MOVING



Joshua R. Norris
Land Use Engineer
Virginia Department of Transportation
Franklin Residency

Re: Review of Conditional Use Permit Application for Outdoor Shooting Range

Robb, Jaime Bauer <jaime.robb@deq.virginia.gov>

Wed 9/21/2022 8:46 PM

To: Michael Poarch <mpoarch@sussexcountyva.gov>

CAUTION: This email originated from outside of the organization. Do not follow guidance, click links, or open attachments unless you know the content is safe.

In response to the request below, there is not enough information provided for DEQ staff to determine if there are applicable state environmental laws and regulations for this proposal. The applicant for the local zoning conditional use permit should consult with the DEQ - Piedmont Regional Office to determine if environmental permitting is required. As a reminder if land disturbing activities are proposed, erosion and sediment control plans and Construction Stormwater General Permit coverage may be required prior to commencing construction activities. Additionally, any proposed impacts to surface waters may require a Virginia Water Protection Permit from DEQ.

Respectfully,

Jaime Robb

Deputy Regional Director | DEQ - Piedmont Regional Office | 804-527-5086 | jaime.robb@deq.virginia.gov

On Wed, Sep 21, 2022 at 4:25 PM Michael Poarch <mpoarch@sussexcountyva.gov> wrote:

Good Afternoon,

We received a conditional use permit application that will be presented to the Planning Commission on November 7, 2022. As part of the review, we wanted to gather initial feedback or comments from each respective agency or department.

Brief Description

The application of the Blackwater Outdoor Shooting Range is for a conditional use permit to develop an outdoor shooting range. The property is located on General Mahone Highway (Route 460) where the old Waverly Airport use to be.

Please see the attached documents for your review and reference. Please provide any comments or feedback.

Sincerely,

M. Poarch

County Planner

Sussex County Planning & Zoning Department

Review of Conditional Use Permit Application for Outdoor Shooting Range

Garcia, Karen <karen.garcia@vdh.virginia.gov>

Mon 9/26/2022 1:38 PM

To: Michael Poarch <mpoarch@sussexcountyva.gov>

CAUTION: This email originated from outside of the organization. Do not follow guidance, click links, or open attachments unless you know the content is safe.

Good Afternoon Mr. Poarch

I am the new EHS for Sussex HD, Courtney sent me the plans for the Shooting Range at Waverly.

Would you please confirm with the project's owner if they are planning to construct any facilities that would require a well and septic system? If so, they need to submit plans to VDH to review.

Let me know if you have any questions

Thank you.

--

Karen Garcia
Environmental Health Specialist Sr.
Virginia Department of Health, Crater Health District
Sussex County/Surry County Health Departments

20103 Princeton Rd, Sussex, VA 23884 (Sussex Office)
Sussex Office Number: (434) 246-8611, ext. 17
****Office days: Mondays, Wednesdays, & Fridays**

474 Colonial Trail West, Dendron, VA 23839 (Surry Office)
Surry Office Number: (757) 294-3185, ext. 10
****Office days: Tuesdays & Thursdays**

Re: Review of Conditional Use Permit Application for Outdoor Shooting Range

Frank Irving <firing@ssa-va.org>

Thu 10/20/2022 10:06 AM

To: Michael Poarch <mpoarch@sussexcountyva.gov>

CAUTION: This email originated from outside of the organization. Do not follow guidance, click links, or open attachments unless you know the content is safe.

Michael

The application does not say what they are going to use for restrooms. Do you know if they are going to simply have a portable potty out their or not.

Also am curious to know what does this do for future development of the remaining property.

Sussex Sporting Sports was owned by the Dances who own Dances Sporting Goods in Colonial Heights.

Thanks
Frank

On Oct 20, 2022, at 9:18 AM, Michael Poarch <mpoarch@sussexcountyva.gov> wrote:

Good Morning,

I just wanted to follow up to see if you have any comments in regards to this Conditional Use Permit Application. As a side note, do any of you have any information about the Sussex Sporting Sports that is on Route 460? If you do, please let me know.

Sincerely,

M. Poarch
County Planner
Sussex County Planning & Zoning Department

From: Michael Poarch
Sent: Wednesday, September 21, 2022 4:24 PM
To: Fowler, Jason <jason.fowler@vdot.virginia.gov>; Jaime Bauer Robb <jaime.robb@dep.virginia.gov>; Reid Foster <rfoster@sussexcountyva.gov>; 'Frank Irving' <firing@ssa-va.org>; Courtney Thomas <Courtney.thomas@vdh.virginia.gov>
Cc: Beverly Walkup <bwalkup@sussexcountyva.gov>
Subject: Review of Conditional Use Permit Application for Outdoor Shooting Range

Good Afternoon,

We received a conditional use permit application that will be presented to the Planning Commission on November 7, 2022. As part of the review, we wanted to gather initial feedback or comments from each respective agency or department.

Brief Description

The application of the Blackwater Outdoor Shooting Range is for a conditional use permit to develop an outdoor shooting range. The property is located on General Mahone Highway (Route 460) where the old Waverly Airport use to be.

Please see the attached documents for your review and reference. Please provide any comments or feedback.

Sincerely,

M. Poarch
County Planner
Sussex County Planning & Zoning Department
<CUP #2022-04- Blackwater Outdoor Shooting Range.pdf> <Location of subject property.pdf>

RE: Review of Conditional Use Permit Application for Outdoor Shooting Range

Reid Foster <rfoster@sussexcountyva.gov>

Thu 10/20/2022 10:16 AM

To: Michael Poarch <mpoarch@sussexcountyva.gov>

I am no in favor of this. There is no berm for them to be shooting into. Dances Sporting goods owns the Sussex Sporting Sports

From: Michael Poarch <mpoarch@sussexcountyva.gov>

Sent: Thursday, October 20, 2022 9:18 AM

To: 'Frank Irving' <franking@ssa-va.org>; Reid Foster <rfoster@sussexcountyva.gov>

Subject: Fw: Review of Conditional Use Permit Application for Outdoor Shooting Range

Importance: High

Good Morning,

I just wanted to follow up to see if you have any comments in regards to this Conditional Use Permit Application. As a side note, do any of you have any information about the Sussex Sporting Sports that is on Route 460? If you do, please let me know.

Sincerely,

M. Poarch

County Planner

Sussex County Planning & Zoning Department

From: Michael Poarch

Sent: Wednesday, September 21, 2022 4:24 PM

To: Fowler, Jason <jason.fowler@vdot.virginia.gov>; Jaime Bauer Robb <jaime.robb@deg.virginia.gov>; Reid Foster <rfoster@sussexcountyva.gov>; 'Frank Irving' <franking@ssa-va.org>; Courtney Thomas <Courtney.thomas@vdh.virginia.gov>

Cc: Beverly Walkup <bwalkup@sussexcountyva.gov>

Subject: Review of Conditional Use Permit Application for Outdoor Shooting Range

Good Afternoon,

We received a conditional use permit application that will be presented to the Planning Commission on November 7, 2022. As part of the review, we wanted to gather initial feedback or comments from each respective agency or department.

Brief Description

The application of the Blackwater Outdoor Shooting Range is for a conditional use permit to develop an outdoor shooting range. The property is located on General Mahone Highway (Route 460) where the old Waverly Airport use to be.

Please see the attached documents for your review and reference. Please provide any comments or feedback.

Sincerely,

M. Poarch

County Planner

Sussex County Planning & Zoning Department



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Sussex County, Virginia

Planning and Zoning Department

SUBMITTAL CHECKLIST FOR CONDITIONAL PERMIT APPLICATIONS

In conjunction with Article XV, *Administration and Enforcement* of the Sussex County Zoning Ordinance, as amended, the following information shall be submitted for a Conditional Use Permit Application. Please note that it is the applicant's responsibility to ensure that the application is in compliance with all Federal, State and County regulations.

No application for a Conditional Use shall be certified as complete unless the following information is provided, unless the Zoning Administrator reduces the number of required copies.

- 1. Fifteen (15) copies of the original, executed application and one (1) original executed application. Both the applicant(s) and the property owner(s) must have their signature(s) notarized on page No. 2 of the application.
- 2. The appropriate fees have been submitted with the application. Checks should be made payable to: Treasurer, Sussex County.
- 3. Fifteen (15) copies of a statement of the reasons for seeking such permit, and if applicable, a statement of conditions.
- 4. Fifteen (15) copies of a narrative description of the property which shall include the Tax Parcel Identification Number.
- 5. One (1) copy of the most recent deed(s) for the property(s) associated with the application.
- 6. A concept plan of the property showing all existing and proposed physical improvements and such other information as is necessary to clearly indicate to the Planning Commission and Board of Supervisors that adequate provisions shall be made for compliance with all standards for that particular use and the extent of the property to be so used on a given parcel or parcels. Such document shall be drawn to scale and shall include the following information:
 - 1. A vicinity map at a scale of no less than one (1) inch equals two thousand (2,000) feet
 - 2. Title of drawing
 - 3. Date of drawing
 - 4. Existing wood line
 - 5. North arrow
 - 6. Scale bar
 - 7. Dimensions of property, location, size and elevation of existing buildings and proposed buildings, roadways, sidewalks, parking and loading spaces, and landscaping.
 - 8. Current zoning of parcel(s) to be rezoned, including tax map number(s) and owner(s)
 - 9. Current zoning of adjacent parcel(s), including tax map number(s) and owner(s)
 - 10. Street names including route number and width(s) of the right-of-way(s)
 - 11. Fifteen (15) full size copies, with one (1) reduced 11-inch X 17-inch copy shall be submitted
 - 12. Please note that additional information on the site layout may be requested by the Zoning Administrator during the review process in order to more effectively review the application and prepare the staff reports for the Planning Commission and Board of Supervisors.



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Sussex County, Virginia
Planning and Zoning Department

- 7. Fifteen (15) copies of such supplemental material as may be necessitated by the proposal.
- 8. One (1) electronic copy of all application documents.
- 9. All real estate taxes must be paid and current at the time of submittal; otherwise, the submittal will be refused at the counter. Proof of the most recent tax payment to the County must accompany the application.

I, the undersigned, certify that this application is complete, accurate and contains all required and requested information, documents and other submittals, and that all statements made herein are, to the best of my knowledge, true and correct. I further certify that I have exercised due diligence to obtain the most recent, complete and correct information available. I understand that any section not completed in its entirety may delay processing of this application and the date of the Planning Commission public hearing and that the submittal of a complete application does not guarantee the application will be placed on the next available Planning Commission agenda.

Howell Percell Godfrey Jr.

Printed or Typed Name

H. P. Godfrey Jr.
Signature

9/16/2022

Date



"Good Things Are Happening in Sussex County!"
 Sussex County, Virginia
 Planning and Zoning Department

APPLICATION FOR CONDITIONAL USE PERMIT

This application should be used to petition for a permit for certain uses which, because of their unique characteristics or potential impacts on adjacent land uses, are not generally permitted in certain zoning districts as a matter of right, but which may, under the right set of circumstances and conditions be acceptable in certain specific locations. The following application requirements are consistent with the procedures set forth in Section 16-274, *Public hearing on Conditional Use Permit*, of the Sussex County Zoning Ordinance, as amended.

A. APPLICATION:

Conditional Use Permit (Are applicant proposed conditions attached?): Yes No

The proposed use or activity is listed as a conditional use in the A-1 zoning district as per Section Sec. 34-193 in Article III of the Sussex County Zoning Ordinance.

Proposed Use, Activity, or Type of Improvement: Commercial business - outdoor shooting range

Fair Market Value of Improvements? \$ 100,000

B. PROJECT DESCRIPTION:

Project Name: The Blackwater Outdoor Shooting Range

Property Address (if any): 4401 General Mahone Hwy Waverly, VA 23890

Election District: Blackwater

Comprehensive Plan Designation: Recreational

The use permit will apply to 20 acres out of 151 total acres

Tax Parcel Identification # 16-A-1 Number of acres to be effected: 20

Tax Parcel Identification # _____ Number of acres to be effected: _____

Tax Parcel Identification # _____ Number of acres to be effected: _____

Proposed Utilities (check all that apply): Public Water Private Well

Public Sewer Private Septic

Are there any deed restrictions on the property? Yes No
 (If yes, please attach a copy of the deed restrictions.)



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Sussex County, Virginia
Planning and Zoning Department

C. APPLICATION INFORMATION:

Applicant(s) Name(s): Howell Godfrey Jr.
 Address: 4076 Spring Grove Ave
 City, State, Zip Code: Claremont, VA 23899
 Phone No.: 7579456285 Email: howellgodfrey43@gmail.com Fax No.: _____
 Property Owner(s) Name(s): The Town of Waverly
 Address: 119 Bank St
 City, State, Zip Code: Waverly, VA 23890
 Phone No.: (804) 834-2330 Email: amcphaul@town.waverlyva.us Fax No.: _____

Applicants/Owners Affidavit (including compliance with all deed restrictions and covenants)

This application must be signed by the owner(s) of the subject property or must have attached written evidence of the owner's consent, which may be in the form of a binding contract of sale with the owner's signature or a letter signed by the owner(s), containing written authorization to act with full authority on the owner(s) behalf in filing this use permit application. Signing this application shall certify the owner's compliance with all deed restrictions and covenants, and shall constitute the granting of authority of the County to enter onto the property for the purpose of conducting site analyses and compliance with Federal, State and County regulations.

Applicant: Howell Percell Godfrey Jr. Owner: Angela Mcphaul
 Printed or Typed Name Printed or Typed Name

Applicant: H. T. Godfrey Jr. Date: 8/31/2022 Owner: APhaul Date: 9/7/2022
 Signature Signature

County of Sussex, Commonwealth of Virginia

County of Sussex, Commonwealth of Virginia

Subscribed and sworn to before me 8/31/22
Mary Jane Beasley, A Notary Public in and for
 the County of Sussex, Commonwealth of Virginia,
 this 31 day of August, 2022

Subscribed and sworn to before me 9/7/2022
Raven Gwaltney Sims, A Notary Public in and for
 the County of Sussex, Commonwealth of Virginia,
 this 7 day of September, 2022

Mary Jane Beasley
 Notary Public

Raven Gwaltney Sims
 Notary Public

My Commission Expires 12/31/35

My Commission Expires 4/30/2023





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Sussex County, Virginia

Planning and Zoning Department

Owner: _____
Printed or Typed Name

Owner: _____
Printed or Typed Name

Owner: _____ Date: _____
Signature

Owner: _____ Date: _____
Signature

County of Sussex, Commonwealth of Virginia

County of Sussex, Commonwealth of Virginia

Subscribed and sworn to before me _____
_____, A Notary Public in and for
the County of Sussex, Commonwealth of Virginia,
this _____ day of _____, 20_____

Subscribed and sworn to before me _____
_____, A Notary Public in and for
the County of Sussex, Commonwealth of Virginia,
this _____ day of _____, 20_____

Notary Public

Notary Public

My Commission Expires _____

My Commission Expires _____



"Good Things Are Happening in Sussex County!"

Sussex County, Virginia

Planning and Zoning Department

COUNTY OF SUSSEX

DISCLOSURE OF REAL ESTATE HOLDINGS

Applicant Howell Percell Godfrey Jr.

Address 4076 Spring Grove Ave

Claremont VA 23899
City State Zip

REAL ESTATE HOLDINGS TO BE AFFECTED

Location or Address	Description
4401 General Mahone Hwy Waverly, VA 23890	151 acres of woodlands

OTHER OWNERS OF AFFECTED REAL ESTATE

(Not Required for Corporation whose stock is traded on a national or local stock exchange or having more than 500 shareholders.)

Name of Individuals Corporation/Partnership Business Association	Address
The Town of Waverly, Inc	119 Bank St, Waverly, VA 23890

Does any member of the Sussex County Planning Commission or governing body have any interest in such property, either individually, by ownership of stock in a corporation owning such land, partnership, as the beneficiary of a trust, or the settlor of a revocable trust, or whether a member of the immediate household of any member of the Planning Commission or governing body has any such interest? Yes No

If yes, names of members:

I do solemnly swear that the foregoing statement(s) and attachment(s), if any, are complete, correct and true.
Applicant: Howell Percell Godfrey Jr. Applicant: H. P. Godfrey Jr. Date: 9/31/2022
Printed or Typed Name Signature

Commonwealth of Virginia
County of Sussex

Subscribed and sworn to before me Mary Jane Beasley
A Notary Public in and for the County of Sussex, Commonwealth of Virginia, this 31 day of August, 2022.

Mary Jane Beasley
Notary Public

My Commission Expires 12/31/25



THIS DEED, made this 1st day of November, 1934, by and between H. A. Gray and Pearl Gray, his wife, Garland Gray and Agnes T. Gray, his wife, and Ella V. Gray, parties of the first part, and the Town of Waverly, Incorporated, of Virginia, party of the second part.

WITNESSETH: that for and in consideration of the sum of nine hundred six (\$906.00) dollars, cash in hand paid, receipt whereof is hereby acknowledged, the said parties of the first part do hereby grant and convey; with General Warranty, unto the said party of the second part, the following described property, to-wit:

All of that certain piece or parcel of land located in Waverly Magisterial District, Sussex County, Virginia, containing by estimation one hundred fifty one (151) acres, more or less, known as the "Waverly Airport", and described as follows: beginning at a point north of U. S. Route No. 460 where the western boundary of a tract of land belonging to the Virginia Portland Cement Company crosses said U. S. Route No. 460, running westwardly along the northern boundary of said U. S. Route No. 460 a distance of two thousand eight hundred (2800) feet; thence running northward by a line parallel with the western boundary of the said tract of land belonging to the Virginia Portland Cement Company to a point located two thousand seven hundred ninety eight (2798) feet from the Norfolk and Western right of way; thence eastward in a straight line to a point on the western boundary of the said tract of land belonging to the said Virginia Portland Cement Company located two thousand seven hundred ninety eight (2798) feet from the Norfolk and Western right of way; thence running southward along the western boundary of the said Portland Cement Company's land to the point of beginning. It is expressly understood and agreed, though the measurements of this deed are from the Norfolk and Western right of way, the land located between the Norfolk and Western right of way and the said U. S. Route No. 460, within the confines of these measurements, is not included in this conveyance and remains the property of the parties of the first part.

The said parties of the first part covenant that they have the right to convey the said land to the grantee; that they have done no act to encumber the said land; that the grantee shall have quiet possession of said land, free from all encumbrances, and they, the said parties of the first part will execute such other and further assurance of said land as may be requisite.

Witness the following signatures and seals.

H. A. Gray	(SEAL)
Pearl F. Gray	(SEAL)
Garland Gray	(SEAL)
Agnes T. Gray	(SEAL)
Ella V. Gray	(SEAL)

State of Virginia, County of Sussex, to-wit:

I, H. E. Herbert, a notary public in and for the County of Sussex, State of Virginia, do hereby certify that H. A. Gray and Pearl Gray, his wife, Garland Gray and Agnes T. Gray, his wife, and Ella V. Gray, whose names are signed to the foregoing deed dated the 1st day of November, 1934, have each acknowledged the same before me in my county and state aforesaid. My commission expires September 24, 1935.

Given under my hand this 2nd day of November, 1934.

H. E. Herbert Notary Public.

Virginia: In the Clerk's Office of Sussex Circuit Court December 15, 1934. This Deed of Sale from H. A. Gray et als to Town of Waverly, Inc. was this day lodged in the said office, and with the certificate annexed, admitted to record at 11 o'clock A. M. and indexed as required by law.

Tests: *Jessie Hargrave* Clerk.

*Original
K. W. O'Shea
Waverly, Va.
August 20, 1935*

*47
552 P.B. 19 D 9. 174*

Statement of Reasons

The Timberneck Corporation

The Blackwater Outdoor Shooting Range Project

The Timberneck Corporation has entered into a purchase agreement to purchase 40 acres of tax ID: 16-A-1, which is currently zoned for General Agriculture (A-1). The corporation plans to utilize this site to open a publicly available outdoor shooting range, The Blackwater Outdoor Shooting Range (BOSR). As such we are required by Sussex County to obtain a conditional use permit to operate this business on the aforementioned property.

All operations will adhere and not deviate from the established Standard Operation Procedure (SOP). This also includes how patrons will enter/exit the range and occupy lanes. BOSR's operation hours will be 10AM – 6PM for Wednesday & Thursday and 9AM – 6PM for Friday - Sunday. These hours will be applicable as daylight permits and may be extended during the summer months. The staff will initially consist of 3 employees, not including ownership. All employees will be 'Range Safety Officer' certified by the National Rifle Association.

- 1 – General Manager
- 2 – Range Safety Officer

We will offer lane rentals for firearms use for handguns, rifles, and shotguns. We will have age restrictions such as listed below. More information can be found in our SOP.

- Individuals under age 18 are prohibited from entering all range facilities. (Does not include special events and sponsored programs)
- Individuals ages 18 - 20 will be permitted to use the range for shotguns or rifles only if not accompanied by an adult 21 or older.
- Individuals under the age of 21 who possess a handgun will not be allowed on the range and will be asked to leave the property unless accompanied by someone 21 or older.

BOSR will have a positive impact on the following areas:

1. Community
 - a. The facilities will be utilized by the Sussex Sheriff Department.
 - b. The business will be a place of recreation for the citizens of the surrounding areas.
 - c. We will offer hunter and youth safety classes.
 - d. This business complements the rural culture of the county.
2. Exclusivity
 - a. This will be the only publicly available outdoor shooting range within a 45-mile radius of the site.
 - b. This will be the only minority and veteran owned shooting range in the state of Virginia.
3. Economic Activity
 - a. Through our exclusivity, the business will increase tourism throughout the area.

H. P. Godfrey Jr. ✓

Howell P. Godfrey Jr.

President, The Timberneck Corporation

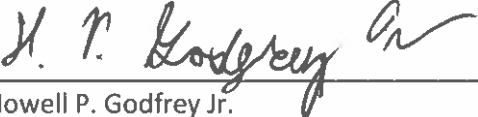
Property Narrative Description

The Timberneck Corporation

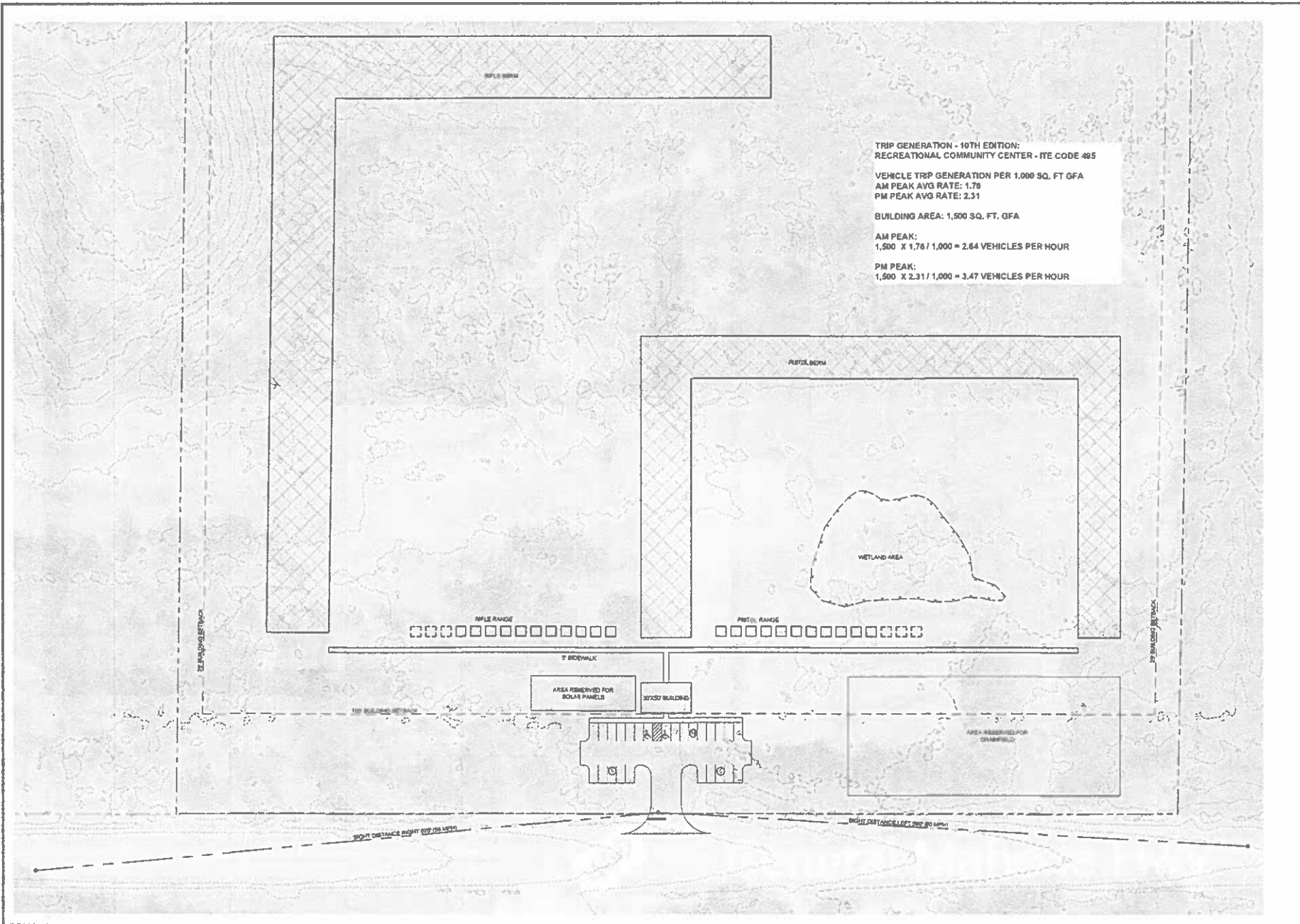
The Blackwater Outdoor Shooting Range Project

Tax Parcel Identification Number: 16-A-1

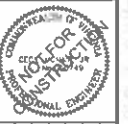
All of that certain piece or parcel of land located in Waverly Magisterial District, Sussex County, Virginia, containing by estimation one hundred fifty-one (151) acres, more or less, known as the "Waverly Airport", and described as follows: beginning at a point north of U.S. Route No. 450 where the western boundary of a tract or land belonging to the Grayland Company LP crosses said U.S. Route No. 460, running westwardly along the northern boundary of said U.S. Route No. 460 a distance of two thousand eight hundred (2800) feet; thence running northward by a line parallel with the western boundary of the said tract of land belonging to the Grayland Company LP to a point located two thousand seven hundred ninety eight (2798) feet from the Norfolk and Western right of way; thence eastward in a straight line to a point on the western boundary of the said tract of land belonging to the said Grayland Company LP located two thousand seven hundred ninety eight (2798) feet from the Norfolk and Western right of way; thence running southward along the western boundary of the said Grayland Company's land to the point or beginning. It is expressly understood and agreed, though the measurements of this deed are from the Norfolk and Western right of way, the land located between the Norfolk and Western right of way and the said U. s. Route No. 460, within the confines of these measurements, is not included in this conveyance and remain the property of the parties of the first part.



Howell P. Godfrey Jr.
President, The Timberneck Corporation



TRIP GENERATION - 10TH EDITION:
 RECREATIONAL COMMUNITY CENTER - ITE CODE 485
 VEHICLE TRIP GENERATION PER 1,000 SQ. FT GFA
 AM PEAK AVG RATE: 1.78
 PM PEAK AVG RATE: 2.31
 BUILDING AREA: 1,500 SQ. FT. GFA
 AM PEAK:
 1,500 X 1.78 / 1,000 = 2.64 VEHICLES PER HOUR
 PM PEAK:
 1,500 X 2.31 / 1,000 = 3.47 VEHICLES PER HOUR



REVISIONS	DATE	DESCRIPTION

**BLACKWATER
 OUTDOOR SHOOTING RANGE**
 SUSSEX COUNTY, VA
 CONCEPTUAL SITE PLAN

PROJECT NO: 10101
 DATE: 06/06/2022
 DRAWN BY: MCHAIR
 DESIGN BY: MCHAIR
 REVIEW BY:

SHEET NO.
FIG 2

NOT FOR CONSTRUCTION

THE BLACKWATER OUTDOOR SHOOTING RANGE

STANDARD OPERATING PROCEDURE



THE TIMBERNECK CORPORATION
DBA: THE BLACKWATER OUTDOOR SHOOTING RANGE
ADDRESS: 4401 General Mahone Hwy, Waverly, VA 23890
PHONE: (757) 945-6285
EMAIL: blackwater.osr@gmail.com
<https://www.facebook.com/BOSR460>

Chief Range Safety Officer: Breyona Dandridge

**DEDICATED TO THE PROMOTION OF SAFETY SPORTSMANSHIP AND
MARKSMANSHIP**

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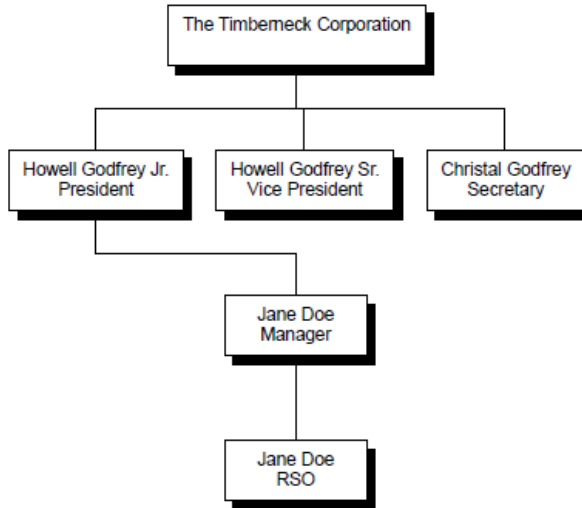
CHAPTER 1: CORPORATE INFORMATION

A. Preamble

This procedure outlines the rules and regulations governing the use of the outdoor gun range located at the BOSR facility with the physical address of 4392 General Mahone Hwy, Waverly, VA 23890. While shooting incidents are rare on ranges, the following range rules and regulations are established to ensure safety and discipline for individuals using the range as well as the safety for our neighbors and surrounding properties.

B. Organizational Chart

The Blackwater Outdoor Shooting Range (BOSR)



CHAPTER 2: SAFETY PLAN

A. Safety Planning

The expression "safety is no accident" implies the necessity of planning. During weekly range operating personnel staff meetings, safety shall be the first order of business. Observations made during the preceding week shall be discussed and suggestions made to correct or improve effectiveness will be evaluated. A written record shall be maintained of suggestions that are adopted for inclusion in the next revision of this Safety Plan. This plan is a living document, that will be continually evolving, undergoing constant change as safety procedures are enhanced.

This document has been printed and distributed to all range personnel and members, plus notices shall be made both verbally and in writing that copies are available for public review and for purchase at a nominal fee. The annual review date for this document is January 15, at which time this document will be formally reviewed, modified and updated with, if necessary, with revisions formally approved by the Board of Directors.

ALWAYS POINT FIREARMS IN A SAFE DIRECTION

The **SAFE** direction on this facility is straight down when approaching or departing a range. The **SAFE** direction when on a range is downrange. As this facility is surrounded by populated areas, an unintentional discharge, if carrying the firearm with the muzzle pointed upward, could result in property damage or personal injury.

B. Planning for Safety

All elements of a safety plan must fit into an integrated package. Safety is a function of what is best described as "the Four E's": which include evaluation, engineering, education, and enforcement.

Another purpose of this plan is to continually **evaluate** the needs of range operating personnel, members and general public shooters as it relates to existing and planned use of the facility (desired activities and procedures). Safety rules will vary somewhat with each activity, i.e., rifle, pistol, trap, skeet, sporting clays, and then there are more subtle differences as it pertains to rim-fire and center-fire firearms.

Since there will be a variety of live-fire activities conducted at this facility, each one must be evaluated as it relates to the overall operation. The primary reason for this constant vigilance and planning is based on design criteria. For example, a smallbore rifle range used for high power rifle, may defeat the original design criteria and would likely result in damage to the range, and possibly create a safety hazard involving projectile escapement. Hence, it is necessary to **engineer** (construct or modify) the range(s) to accommodate a particular live-fire activity. The use of a range facility outside its original design limits, violates acceptable engineering practices and breeches the basic concept of this safety plan. Range operating personnel must be constantly vigilant to ensure that firearms and ammunition calibers used on a particular range are authorized. (See Ammunition Check Section for a notation of authorized firearms/calibers). While it is a good practice to engineer a range to accommodate multiple shooting activities, each must be evaluated against engineering concepts to ensure the activity IS acceptable for a particular

range.

With the engineering phase complete, **education** of both range operating personnel and members, general public shooters or customers is the next step. Training focuses on special criteria to help range operating personnel become proficient in spotting potential hazards and take timely corrective action. During live-firing activities, education and training are constant and ongoing.

All range operating personnel will be trained in the teaching methods of basic marksmanship in rifle, pistol, and shotgun as currently prescribed by the National Rifle Association of America's Basic Firearms Education Courses. Training shall include periods of instruction designed to qualify range personnel as Range safety officers and Safety officers. This training will be designed to enhance safety and reduce risks. Such training also provides greater opportunity for beginning shooters to obtain additional instruction on the basic elements of safety and marksmanship.

The safety of range operating personnel, members and the general public or customers is primary and the reasoning behind the aforementioned training programs. Those persons using this facility expect to have an enjoyable and safe experience. It will be our goal to ensure that will be the case.

Safety rules and emergency procedures shall be written and prominently posted about the facility, to include the final part of the four E's, **enforcement**.

Enforcement procedures constitute actions taken to correct errant behavior and shall become an important part of the safety plan. All range operating personnel, members and the general public or customers shall be notified of penalties that may be imposed for violating established operating and safety rules and regulations.

Enforcement includes two types of control: Passive: meaning single shooter no supervision; or Active: meaning either a range safety officer is in charge or any customer or instructors are on hand to maintain close supervision. Passive control is practiced more frequently on ranges where individual members, qualified to do so, are allowed individual unsupervised access. At this facility unsupervised access will only be approved by the Board of Directors, once the individual concerned has demonstrated the desired level of competency, and will be considered an exception rather than the rule. Individuals receiving this privilege will be carefully instructed and evaluated. Those individuals receiving this approval will be maintained in a separate log signed personally by the facility manager. Even with this privilege, a second competent individual must accompany the person that will be shooting to be available to make a call for assistance if it should become necessary.

For all public shooting and basic firearms education exercises, active control shall be required and will be implemented on this facility.

C. The Safety Plan

The facilities provided are available to club members, organizations, and the general public. The general public shooters will normally be limited to those facilities designated for use by the public. An assigned range safety officer will always be required for any general public activities. Access on to the ranges shall be through the main office or other points so designated on or within the facility.

D. Perimeter Gates, Fencing, and Signs

Weekly, the facility manager will cause a physical check of the perimeter fence, gates and signs. An assigned range volunteer or employee of the range will physically patrol the fence to ensure the fence is intact and the signs on the fence are current and legible. A report of the results of the check will be made to the facility manager and the facility manager will record the results of the patrol in the appropriate log. Once per quarter, minimum, the facility manager will accompany the individual making the fence patrol. (See Appendix 10 for sample log to record the results of the patrols.)

A pathway to accomplish this patrol will be cleared just inside the fence wide enough to accommodate a vehicle. The path for the vehicle is necessary not only to accomplish the patrol, but to effect repairs.

The timing of the patrols will be varied as to the time of day and the day of the week. Patrols may be made more often if deemed appropriate by the facility manager. The fence patrols will be made only during times that the range is in a non-firing status.

Reports indicating a break in the fence or the loss or destruction of signs on the fence will be repaired within two working days. Spare wire and signs will be maintained for this purpose.

It is recommended the individual making this patrol carry a "point-and-shoot" or digital camera capable of taking medium range telephoto photographs. Anyone observed in or around the property or the fence giving the appearance of causing or doing damage to the fence shall be photographed. The photographs will be released to the local law enforcement agency having jurisdiction to investigate the trespass or of the damage to the property; i.e., the fence or the signs on the fence.

E. Firearms Check

All firearms shall be visually checked by either a safety officer or range safety officer, as appropriate, prior to their use. This activity involves the observation of the members or general public customers as they arrive at the field or range to ensure that firearm actions are open and said firearm is not loaded. Signs shall inform visitors to the range, that firearms must be unloaded prior to entry into the parking lot. Further, that all firearm actions must be open prior to removal from the conveyance in which they were transported to the range. Cased firearms may remain cased until they are taken to the field or range firing line. Upon taking their place on a range firing line within the facility, their firearms will be visually checked by a range safety officer as it is uncased (or carried) and set into a gun rack, or carried onto a field, or up to a firing point. Prior to removing a firearm from the case in which it is carried to the range, the action will be opened.

F. Ammunition Check

Range safety officers (rifle and handgun) will check the ammunition intended to be used by the customer to verify it is a gauge or caliber that has been approved for use on that field or range and that the ammunition is the proper gauge or caliber for the firearm to be used. No Armor Piercing, Incendiary, or Tracer Ammunition may be fired on these ranges:

- a. Handgun/ Shotgun Range

- i. All currently recognized handgun ammunition, .22 cal. LR rimfire through .45 Government calibers may be used.
 - ii. Many rifle cartridges have been adapted to handgun use; i.e., in the Thompson Center Contender and the Remington XP100, etc. these firearms are also permitted to be used on this range.
 - iii. Rifles firing the .22 cal LR rimfire and the .22 cal Winchester Rimfire Magnum cartridges may also be fired on this range.
 - iv. In all cases, range safety officers will have the authority to stop anyone from firing any caliber when the shooter demonstrates insufficient skill or control of the firearm where the fired bullets are not striking on or near the target and may cause damage to the range equipment or barriers.
 - v. Members and general public customers that are required to stop firing, as cited above, will be encouraged to use a substantially smaller caliber until they demonstrate a sufficient level of skill where they can return to the larger caliber.
- b. Rifle Range
- i. All currently recognized rifle ammunition, up to .308 caliber may be used.
 - ii. In all cases, range safety officers will have the authority to stop anyone from firing any caliber when the shooter demonstrates insufficient skill or control of the firearm where the fired bullets are not striking on or near the target and may cause damage to the range equipment or barriers.
 - iii. Members and general public customers that are required to stop firing, as cited above, will be encouraged to use a substantially smaller caliber until they demonstrate a sufficient level of skill where they can return to the larger caliber.

G. Safety Plan Reference

All range management and operating personnel shall be required to reference this safety plan during the planning phase of any modifications to existing ranges, prior to effecting any new installations, or the construction and use of any existing facility or any use of any range or field, that ensures such use would not be outside current design specifications.

Any revisions made to this document shall include a record of when and by whom said revisions were made and accompanied by signatures of the Board of Directors and corporate officers approving same.

All revisions shall stipulate which portions are superseded and/ or replaced and all previous copies distributed shall be destroyed and. Or public notice given to those possessing same to destroy outdated material. The review date for this document is _____,

And thereafter on January 15 of each succeeding year. Updated copies of this document will then be ready right after the first of March following the annual review.

Any exceptions to the rules or regulations as defined herein shall be noted and advisory bulletins issued to specify the duration of such exceptions and the implications, if any. Exceptions may be found after each rule to which a specific exception might apply. For example, alcoholic beverages may be consumed on the premises during parties and award presentations so long as all ranges are closed and all firearms are secured. (if this provision were to be considered, it is obvious that strict and positive controls must be imposed.)

The consequence of a person's failure to comply with the provisions of this safety plan may result in additional instruction, a warning, the suspension of range privileges for a specified period of time, permanent suspension of range privileges or legal action. If range operating personnel or an employee is involved in inappropriate behavior, disciplinary actions may warrant verbal and/ or written warnings, and/ or dismissal. A notation of said disciplinary actions, if any, shall become a part of the range operating personnel or employee's personnel record.

CHAPTER 3: RANGE OPERATIONS

A. Purpose

This procedure outlines the rules and regulations governing the use of the outdoor gun range located at the BOSR facility with the physical address of _____.

While shooting incidents are rare on ranges, the following range rules and regulations are established to ensure safety and discipline for individuals using the range as well as the safety for our neighbors and surrounding properties.

B. General

Live fire conducted at the range is designed to provide authorized personnel access to a facility where they can become proficient with firearms and practice both individual and group shooting sports.

Individuals using the range shall become familiar with these safety rules and procedures prior to using the range. The range safety rules and procedures help to provide range supervision and allow for enforcement of these rules to reduce or eliminate incidents from occurring.

All users are required to abide by and enforce these rules. All users are expected to politely point out to any user in violation of these rules, the nature of the violation, request they stop and if continued violation occurs, report the incident along with the violators name, if possible, to the Range safety officer on duty or the Surry County Sherriff's Department for further action.

Definitions

Approved Firing: deliberate, controlled and aimed fire, which results in every shot hitting the impact berm.

Firing Line: that part of the range where shooting benches are placed designated as a Live Fire Activities area.

Live Fire Activities: an activity that involves the firing of a gun. Individuals involved in a live fire activity include the shooter, Range safety officer, and supporting personnel such as score keepers, timers, and other individuals participating in a shooting activity on a Hot Range.

Range safety officer: an employee or designee of BOSR that is charged with monitoring and enforcing all rules outlined in this SOP as they pertain to the outdoor range use.

Rapid Firing: firing more than two shots in a one second period.

Uncontrolled Firing: firing from the hip, firing a rifle/carbine/shotgun without the butt of the stock against the shooter's shoulder, or any other type of firing in which the firearm is not aimed by having the shooter's eye aligned with the firearm sights and the sights aligned with an approved target.

Cease Fire: shooters stop shooting, firearms are cleared of all ammunition and placed on shooting bench with actions open and muzzle pointed down range.

Hot Range: no Cease Fire is in effect; guns may be handled and fired.

Cease Fire Range: Cease Fire is in effect, stay away from shooting benches and **NO HANDLING FIREARMS.**

C. Facilities for Use

Live-fire shooting is normally limited to the following ranges and equipment:

1. Handgun/ Shotgun Range: Handguns up to .45 caliber and shotguns any gauge. (No magnum, tracer or armor-piercing ammunition)
2. Rifle Range: Rifles smaller than .50 caliber centerfire. (No tracer or armor-piercing ammunition)

D. Range Use Requirements

The use of the BOSR outdoor gun range is covered by these Standard Operating Procedures (SOP's). These SOPs define what every person engaged in live-fire activities must know prior to being permitted to use the outdoor range facility. These SOPs define what every member and public participant must know to utilize the BOSR outdoor range. These SOPs are available from the BOSR office and website <https://www.facebook.com/BOSR460>.

Restrictions

The following are strictly prohibited on BOSR property:

1. **ALL CELL PHONES SILENT.** To be courteous to all shooters concentrating on hitting their target on the range, all cell phones are to be placed on silent.
2. No shooting at wildlife.
3. No shooting cross-range.
4. Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) that will affect his or her ability to participate with a maximum state of awareness and in a completely safe manner, before or during live fire activities. The Range safety officer will deny range access to anyone that is or appears to be in violation.
5. **50 BMG CALIBER FIREARMS ARE PROHIBITED**
6. **FIRING OF ARMOR-PIERCING OR TRACER AMMUNITION IS PROHIBITED.** Armor piercing ammunition means a projectile or projectile core which may be used in a firearm and which is constructed entirely, excluding the presence of traces of other substances, of tungsten alloys, steel, iron, brass, bronze, beryllium copper, or a combination of tungsten alloys, steel, iron, brass, bronze, or beryllium copper.
7. No bullet impacts off the range, into buildings, signs, storage containers, sheds, or any other structure or range feature not a BOSR approved impact area.
8. No repeated misses of the target board, or bullet strikes that ricochet causing a danger of bullets leaving the range.
9. No disruptive activities, such as loud music or children that are not supervised properly on the firing line.
10. No loaded firearms are allowed on the BOSR property other than on the Firing Line under a Hot Range condition
 - a. Exceptions to this are for BOSR employees, BOSR members and customers who are properly licensed Virginia Carry & Conceal Licensed individuals, and Law Enforcement personnel.

E. Allowable Firearms

1. Handguns up to 45 Long Colt do not need to be checked in with the Range safety officer on duty.
2. Handguns with a caliber of .45 and larger along with AK and AR style pistols must be checked in with the Range safety officer on duty.
3. Rifles (shoulder fired) - all calibers with the exception of those identified in the "Restrictions" section above.
4. Muzzle loaders - all types. Those individuals shooting muzzle loaders must check in with the RSO for bench assignments so as to not interfere with other shooters with the smoke discharge when firing.
5. Shotguns - all types.

F. Range Safety Officers

All RSO on duty are required to have taken the NRA Range safety officer training and possess a certificate identifying them as an NRA certified RSO.

Range Safety Officers (RSO) are required as part of open shooting at the outdoor range. Everyone using the BOSR range must first watch the safety video and receive a validated video card to be used as a challenge system by the RSO before anyone can start a live fire scenario. A designated RSO will be in charge of the firing line(s) and range at all times.

The RSO on duty is tasked with:

- Ensuring that all BOSR members, guests, and customers adhere to the rules and SOPs in this document.
- Stopping and addressing any and all unsafe behavior. The RSO will address an individual to inform and point out all unsafe behavior and ensure that they are aware of any safety concerns. The RSO may call a "Cease Fire" and address the entire line at his/her discretion.
- Escorting anyone (to include members) off the range if the person(s) is deemed a safety risk to others on the range.
- Require anyone shooting on the range be given additional training before being allowed to shoot on the range again.
- Reporting to BOSR management any incidents on the range to include:
 - Accidental discharges
 - Personal injuries such as slide bites, forehead scope hits, and etc. that draw blood
 - Trespassers - to include wildlife, pets, and unauthorized people
 - Any other incidents deemed reportable

G. Range Rules

The rules for using the range are outlined as follows, along with noting any unique rules.

Liability Waiver and Age Restrictions

All users of the BOSR range must fill out and sign a liability waiver on each day that they use the range. Members must have a current and signed liability waiver on file before using the range.

- Individuals under age 18 are prohibited from entering all range facilities.
- Individuals ages 18 - 20 will be permitted to use the range for shotguns or rifles only if not accompanied by an adult 21 or older.
- BOSR rules on age and gun possession are in line with federal and state laws.
- Individuals under the age of 21 who possess a handgun will not be allowed on the range and will be asked to leave the property unless accompanied by someone 21 or older.

H. Range Training Requirements

All potential users of the BOSR range must complete a range orientation. The orientation may be one or any combination of a safety video, in-person briefing, and formal classroom training. The amount of training will be determined by the BOSR management and/or RSO on duty.

Each potential user of the BOSR range will be given a card indicating that they have seen the required safety video which is endorsement for use of the range. Members will only be issued their membership card upon completion of watching the required safety video.

NOTE: The RSO on duty is tasked with the authority to require anyone shooting on the range be given additional training before being allowed to shoot on the range again and revoking their range use endorsement card.

I. General Range Rules

1. Everyone is required to adhere to the written Range Safety Operating Procedures (SOP).
2. All scheduled event use of the range shall take precedence over any individual or personal activity - **NO EXCEPTIONS**.
3. All vehicles shall be parked in the designated parking area, unless authorized by the BOSR management.
4. Range is to be used as posted, or as directed by the RSO on duty.
5. BOSR members must sign in at the desk prior to using the range and must have their membership card in their possession in order to receive discounts & benefits.
6. All patrons must sign in at the desk, and pay for their range use, targets, ammunition, and any other consumables that they may need on the range, as a receipt is necessary to show the RSO on duty in order to get an assigned bench. Signing in at the desk prior to using the range also allows for any updates on special activities that may need to be made known to everyone.
7. Targets may be purchased in the store. Personal targets may be used if they meet the requirements of BOSR. Plastic bottles, glass targets, tin or aluminum cans, explosive targets, and any other exotic items may not be used as targets at any time without the permission of the BOSR management and then only in a closed range or shoot/match scenario. **Each shooter on the**

range must clean up their bench and targets down range prior to leaving - this will be enforced by the RSO on duty.

8. Exercise caution not to accidentally discharge guns in the direction of range property, range signs, and stationary furniture.
9. All shooting can only be done from the firing line.
10. Offhand, sitting, and prone shooting of center fire rifles is only allowed by allocated bench positions assigned or observed by the RSO.
11. If your rounds are not going to hit solidly in the berm - **DO NOT FIRE!**
12. Police up your brass and spent caps when finished shooting. All targets are to be removed from down range when finished shooting - but only during an RSO called "Cease Fire".
13. All shooters and spectators on the firing lines and staging areas must wear ear and eye protection. Safety ear and eyewear is available for rent in at the desk.
14. As part of the range safety procedures, all safety rules will be followed.
15. Vaping is prohibited on the range.
16. **ALL firearms must be unloaded**, cased, or actions open when taken to and from the firing line.
17. Inexperienced shooters are to advise the RSO if assistance is needed.
18. When a "Cease Fire" is called by an RSO, **stop all shooting and wait for instruction from the RSO.**
19. **NO firearms are to be handled or moved until the RSO gives a Hot Range command.** All firearms in need of cleaning or repair during a "Cease Fire" must move to a designated repair area as identified by the RSO.
20. Firing in a careless manner will not be tolerated. Shoot at your target only. Do not shoot at any elevation that will allow a bullet to travel over the backstop berm. **Any bullet strikes to facility equipment, structures, or the like other than a designated target carry a fine/fee to cover costs of replacement and/or repairs.** Those individuals firing in a careless manner will be dismissed from the range for the rest of the day. A Safety Incident Report will be filled out by the RSO and will be reported via radio to the staff & desk clerk for collection of fees. See "Replacement and Repair Costs" chart at the end of this document to be used by the RSO to determine fines/fees to be assessed.
21. **NO open carry of a loaded firearm on your person is allowed.** The RSO and staff along with Law Enforcement personnel are the exception.
22. RSO commands and range rules must be accepted at this range. Challenge to any rule or RSO command may be made in writing or in person to the BOSR management.
23. Any adult supervising a child will not be allowed to shoot on the range leaving the child unsupervised.
24. The minimum age to shoot on the range by one's self is 18 for rifle/shotgun and 21 for handgun.
25. The RSO on duty will be equipped with first aid supplies, basic tools, and radio for communications with other RSO and staff.
26. **Keep your area used clean - the RSO will enforce this.** Please respect the equipment and clean up your area when you are through shooting. If you move something, **PUT IT BACK.** If you break something, **REPORT IT** so it can be repaired for future use. If you make a mess - **CLEAN IT UP.**

J. Hours of Operation

Monday – Tuesday: CLOSED

Wednesday – Thursday: 10AM – 6PM, or dark, whichever comes first

Friday – Saturday: 9AM – 6PM, or dark, whichever comes first

K. Staff Meetings

All staff and employees will attend the weekly staff meeting either in-person or via virtual access, such as Zoom. Meetings and schedules for the next 30 days will be posted by the manager by the 15th of the current month.

L. Alcohol/ Drug Policy

Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) that will affect his or her ability to participate with a maximum state of awareness and in a completely safe manner, before or during live fire activities. The Range safety officer will deny range access to anyone that is or appears to be in violation.

M. Personnel Responsibilities

Manager

1. Maintain all range facilities.
2. Ensure RSOs receive written range schedules no later than Thursday for the following week. Schedules should include matches, recreational fire, and any special instructions.
3. Conduct CRSO and RSO training as needed using the NRA Range Safety Officer Training Program.
4. Ensure proper range flags are displayed as required. Raise and lower range flags pre and post range operations.

Range Safety Officers

The manager must first approve anyone desiring to become an RSO. RSO status is accomplished by attending an RSP class given by an NRA certified instructor. Information on dates and times for these classes can be obtained via <https://rso.nra.org/>

1. Check in with the manager a half-hour prior to the first scheduled live fire.
2. Present membership identification card with RSO stamp.
3. Obtain the following:
 - a. Wavier and Release from Liability agreement forms
 - b. Range Use agreement forms
 - c. Radio
 - d. First-aid kit
 - e. Range binder
 - f. Flags
 - g. Any special instructions
4. Test the radio to ensure it works correctly.
5. Conduct range inspection using the appropriate range checklist. Handgun/ shotgun range, Rifle range (Appendix 8)
6. Check that all shooters have current receipts and/ or membership cards, and that all shooter and visitors fill out wavier and release from liability and range use agreements. **Ensure at least two individuals (RSO + one) are on the range at all times.**
7. Conduct range safety briefing. (Appendix 9)
8. Request permission to conduct live fire from the manger.
9. Conduct live fire in accordance with the General Rules of this chapter. Failure of shooters to abide by the procedures listed in this chapter will result in immediate eviction from the range and possible suspension of future shooting privileges. Report all incidents to the manager.

10. Announce "Change in status in ___ minutes before calling the range cold. (Normally 10 minutes)
11. Notify the manager by radio when live fire is finished and request a range inspection.
12. Turn in all gear.

Instructors

The manager must first approve anyone desiring to become an instructor. All instructors must be RSO certified, instructor certified, certified in the course to be instructed, and certified on the firearm(s) to be utilized during instruction.

1. Check in with the manager a half-hour prior to the first scheduled course.
2. Present membership identification card with RSO stamp.
3. Obtain the following:
 - a. Wavier and Release from Liability agreement forms
 - b. Range Use agreement forms
 - c. "Hold Harmless" agreement forms
 - d. Radio
 - e. First-aid kit
 - f. Range binder
 - g. Flags
 - h. Any other needed instructional materials
4. Test the radio to ensure it works correctly.
5. Conduct range inspection using the appropriate range checklist. Handgun/ shotgun range, Rifle range (Appendix 8)
6. Check that all shooters have current receipts and/ or membership cards, and that all shooter and visitors fill out wavier and release from liability, range use, and "hold harmless" agreements. **Ensure at least two individuals (RSO + one) are on the range at all times.**
7. Conduct range safety briefing. (Appendix 9)
8. Request permission to conduct live fire from the manger.
9. Conduct live fire in accordance with the General Rules of this chapter. Failure of shooters to abide by the procedures listed in this chapter will result in immediate eviction from the range and possible suspension of future shooting privileges. Report all incidents to the manager.
10. Notify the manager by radio when live fire is finished and request a range inspection.
11. Turn in all gear.

Customer

1. All shooters must check in with the designated RSO in the scheduled range.
2. All shooters and spectators must fill out a wavier and release from liability and range use agreements.
3. All shooters attending instructional courses at the range complex must fill out a "hold harmless" agreement.
4. Shooters will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests they bring.
5. All shooters are responsible for their guns and ammunition while on the complex.
6. Guns that are out of the case and not being fired must be benched. (Actions open and facing up, chambers empty, muzzles pointing downrange, and safeties on.)
7. Only load guns on the firing line after the RSO has given the command to load.
8. Do not point guns at anything other than authorized targets.
9. Fire only at your own target.
10. Give the command "Cease firing" if an unsafe condition exists.
11. Follow all instructions from the RSO.

12. Assist in policing the area of brass and any other debris.
13. No pets are allowed on the range complex.

N. Medical Support

In the event of a medical emergency, call 911 and notify the staff immediately.

O. Hold Harmless Agreement Form

A "hold harmless" agreement form will be completed annually by each RSO and given to the manager by January 30th of the current year. (Appendix 7)

P. Wavier and Release from Liability Agreement Form

A wavier and release from liability agreement form will be completed by each customer prior to occupying the range for each visit and submitted to the staff. (Appendix 6)

Q. Range Use Agreement Form

A range use agreement form will be completed by each customer prior to occupying the range for each visit and submitted to the staff. (Appendix 5)

R. Range Safety

Range Commands

To indicate emergency or hazardous conditions:

"CEASE FIRE"

To stop all shooting routinely or, in the case of an emergency, immediately. Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove finger from the trigger, unload and clear the firearm placing the firearm on the bench with chamber in view and wait for further instructions.

"MISSFIRE"

To notify the RSO and other participants that a round did not fire when the trigger was pulled and to alert other shooters along the line that a hazardous condition may exist.

To prepare the range for live fire:

"MOVE FORWARD"

To get shooters into position to prepare to begin shooting. Shooters will move from behind the ready line to their assigned position. **DO NOT TOUCH FIREARM!** Get comfortable, adjust your position make sure you are on the correct side of the bench.

"PROTECTIVE GEAR ON"

To prepare the shooter for a safe experience. Shooters should put on first their eye protection then ear protection.

"YOU MAY PICK UP YOUR FIREARM"

To prepare line for firing. Shooters will pick up their firearm, sight in on the target, make any final adjustments and prepare to load.

"LOAD"

To notify the shooters that they may load their first round. Shooters will load their first round and keep finger off the trigger and stand ready for the next command.

"IS THE LINE READY?"

To determine if all shooters along the line are ready. All shooters NOT ready should indicate their status to the RSO. Sufficient time will be allowed for the shooter to complete his/her preparation.

"READY ON THE RIGHT?"

To declare that the shooters have indicated they are ready on the right side of the range. Any shooter not ready at this command may choose to either alert the RSO that he/she is not ready or to complete the process of getting ready before the final command has been given.

"READY ON THE LEFT?"

To declare that the shooters have indicated they are ready on the left side of the range. Any shooter not ready at this command may choose to either alert the RSO that he/she is not ready or to complete the process of getting ready before the final command has been given.

"READY ON THE FIRING LINE?"

To notify all shooters that the range is about to be under live fire and that if anyone is not ready at that point, he/she should notify the RSO; Otherwise await the next command. Shooters simply await the next command.

"COMMENCE FIRING" or "HOT RANGE"

To declare the range formally open for live fire. The shooters may commence the prescribed course of fire.

To STOP FIRING and declare the range SAFE:

"SHOOTERS, YOU HAVE _____ MINUTES REMAINING"

To alert all shooters that a general cease fire is about to be called and to allow the slower shooters to complete the course of fire.

"CEASE FIRE"

To stop all firing. All shooters shall open the bolt/cylinder, clear the chamber, remove the magazine - unload the cylinder and lay the firearm down with the bolt/cylinder open and wait for further instructions.

"COLD RANGE"

To inform the firing line that the range is safe. The RSO is telling all shooters that all guns are unloaded.

Other Common Commands:

"ON THE FIRING LINE"

To tell shooters to take their assigned place at their firing point and prepare to fire, but do not load.

"CEASE FIRE - ACTIONS OPEN, SAFETIES ON!"

To notify the shooters to stop firing immediately and all chambers and magazines are unloaded and shooters leave the firing line with the actions of their firearms open.

"GO FORWARD, SCORE TARGETS AND PASTE"

Authorizes shooters to move downrange to score, change, remove or repair target faces.

"RANGE IS CLEAR, YOU MAY HANDLE YOUR FIREARMS"

Shooters may approach the firing line and handle their firearms since no personnel are down range.

"MOVE OUT OF POSITION AND REMOVE YOUR EQUIPMENT FROM THE FIRING LINE"

Authorizes shooters to remove their gear.

"POLICE YOUR ASSIGNED FIRING POINT"

Shooters are to pick up their spent ammunition and clean their firing point of all debris.

"AS YOU WERE"

Means to disregard the previous command just given.

"CARRY ON"

Means to proceed with whatever was being done before the interruption occurred.

"REMOVE PROTECTIVE GEAR"

Shooters may remove protective gear.

"MOVE BACK BEHIND THE READY LINE"

Means to move behind the ready line and wait for further instructions from the RSO.

"YOU MAY GO CHECK YOUR TARGETS"

Shooters may move downrange to the target area.

S. Firearms Carry & Handling

1. Except when shooting on the range, all firearms outside a case "open carry" must always be unloaded, with the magazines/cylinders out and chamber empty.
2. Firearms in a bag or case must remain in the bag or case when transporting them between the parking lot, clubhouse, and range.
3. Hot Range Procedure: proceed to a shooting bench as directed by the RSO. Uncase the firearm with the muzzle pointing downrange ensuring the action is open, only take out magazines and ammunition out of the case for the firearm to be shot. Only one firearm on the firing line bench at one time.
4. Cease Fire Procedure: Remain behind the firing line and do not uncase any firearms until the

cease fire has been completed and the range is back to a hot range status. Uncase the firearm with the muzzle pointing downrange ensuring the action is open, only take out magazines and ammunition out of the case for the firearm to be shot. Only one firearm on the firing line bench at one time.

T. Cease Fire Procedure

1. When a verbal "Cease Fire" is heard all shooting must stop immediately, unload firearm ensuring the chamber is empty and remove magazines.
2. Fix actions open and insert empty chamber flag
3. Place firearms on the bench with muzzles pointed downrange, or in a proper rack with muzzles pointing up.
4. Before anyone moves downrange, all persons must move behind the firing line and acknowledge the cease fire verbally or visually to the RSO.
5. Fly Cease Fire Flag (white flag)
6. Absolutely no firearm handling during a cease fire. Everyone is either downrange at the targets, picking up brass in front of the firing line, or behind the firing line.
7. Brass forward of the firing line may be picked up during a cease fire, but the person must then return behind the firing line without stopping at the shooting bench.
8. Anyone handling a firearm during a cease fire or carelessly sweeping people on a Hot Range should be reported to the RSO.

AT ALL TIMES THE NRA GUN SAFETY RULES MUST BE OBSERVED:

- a. Always keep the gun pointed in a safe direction
- b. Always keep your finger off the trigger until ready to shoot
- c. Always keep the gun unloaded until ready to use

U. Firing Line Rules

1. Eye protection is mandatory at all times on the range to include staging areas. Designated spectator areas do not require eye protection, but it is recommended.
2. Ear protection is mandatory at all time in all range designated areas during Hot Range (live fire) activities. Designated spectator areas do require ear protection.
3. Each firing position is labeled to a corresponding target stand position. Shooters must only shoot in their prospective shooting lane.
4. While firing off a bench or otherwise, bullets may not leave the impact area. The shooter must not be able to see above the berm (no blue sky). Anyone caught firing over the berm will be escorted off the range by the RSO after calling a Cease Fire. No warnings will be given.
5. During a cease fire, all firearms are to be unloaded and empty chamber flags inserted into the chamber.
6. No one is allowed forward of the firing line unless the range has been declared safe by the RSO.
7. Once on the firing line, a firearm's muzzle must be pointed down range at all times.
8. Loaded firearms must be pointed down range with barrel horizontal at all times.
9. Only one firearm and matching ammunition is allowed on the bench at one time.
10. Only shooting from the bench is allowed, unless approved by the RSO.
11. Shoot only at designated targets.
12. If there is a misfire be sure to keep the muzzle pointed down range (preferably on target) for at least 45 seconds, in case it is a hang fire.

13. After a misfire or jam, the firearm must be cleared. A misfire is when a cartridge does not fire after the primer has been struck by the firing pin. A hangfire is a perceptible delay in the ignition of a cartridge after the primer has been struck by the firing pin. The normal procedure for handling misfires or hangfires is to:
 - i. Keep the gun pointed downrange (safe direction).
 - ii. Wait at least 30 seconds in case it is a hangfire. With muzzleloaders, wait at least two minutes.
 - iii. Squib load is when there is less than normal pressure or bullet velocity after ignition of the cartridge and the bullet gets lodged in the barrel. The normal procedure for handling a squib load is:
14. Stop firing immediately
 - i. Keep the gun pointed downrange
 - ii. Unload the gun - make sure the chamber is empty
 - iii. Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.
15. Only one shooter's target is allowed per frame, unless approved by the RSO.
16. Smoking is not allowed under any circumstance on the range, staging areas, or spectator areas. Smoking is only allowed in a designated area outside the clubhouse.
17. IN ALL CASES THE RSO'S DECISIONS ARE FINAL AND BINDING. HIS/HER DECISIONS ARE BASED ON THE CURRENT SITUATION AS IT EXISTS, AND HIS/HER JUDGEMENT DICTATES. THE RSO'S DECISIONS MAY SUPERCEDE THE GENERAL PRINTED RULES OR SOP.

V. Range Rules Specific to Black Powder Firearms

1. No smoking around black powder firearms period. This includes any black powder firearms situated in a designated smoking area.
2. No charging of muzzleloaders from powder cans or flasks. They are only to be charged from a powder measure, pre-measured charges, or pellets.
3. Muzzleloaders are to be loaded at the tables behind the firing line, but they are to remain visibly uncapped (such as in the half-cock position, or in the case of flintlocks the pan unprimed with the frizzen open and hammer down) until they are on the firing line and ready to fire.
4. Powder containers are not to be brought up to the firing line. They should be kept on the staging area tables/benches behind the firing line. Close all powder containers when not in use. Only small quantities of priming powder are allowed on the firing line.
5. Muzzles must remain pointed vertically until the loaded firearm is brought to the firing line. Once primed or capped, the muzzle must remain at or below the horizontal position.
6. Clearing a misfire
 - i. Wait a minimum of two minutes to ensure that the gun will not go off due to hangfire.
 - ii. Remove the cap or check the flint. Clear the flash channel to ensure the flash will reach the powder, then recap or prime. Attempt to fire.
 - iii. If it still fails to fire, use a hand-held CO2 discharger to blow the load downrange. There are adapters designed to fit every type of muzzleloader.
 - iv. Check the bore for a load (insert ramrod into barrel to check if there is already a load in the barrel)
 - v. Half-cock/position the gun for loading (pull the hammer to half-cock and position the gun. Stand the gun on the ground between your legs so that the muzzle is pointed up and away from your body. Never work directly over the muzzle.)

W. NRA Hygiene Guidelines

- Refrain from eating, drinking, smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a firearm.
- Wash your hands and face with soap and water after leaving the range or cleaning area before eating, or drinking.
- Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

X. Emergencies and Incident Reporting

In the event of an Emergency please follow these procedures:

- Cease Fire Immediately.
- Notify the RSO.
- Follow all instructions given by the RSO.
- Offer assistance if you are able.
- Take charge of the situation. Determine seriousness of injury.
- Render aid. First-aid kit is located in the RSO duty pack.
- Use RSO radio to notify manager on duty to call for help. Manager on duty will call 911 or the appropriate emergency number(s).
- Direct help to location. Stand post by the main gate to direct emergency personnel as needed.
- There is an Automatic Defibrillator device located in the behind the desk of the main building.
- Take notes as soon as practical. Interview witnesses and get written statements. Safety Incident report sheets are located in the RSO duty pack.

Y. First Aid Procedures

All personnel rendering first aid should be aware of the precautions surrounding bloodborne pathogens in the event of an accident. The following guidelines should be followed if someone is injured and you come in contact with biohazardous materials including but not limited to: blood, secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, anybody fluid visibly contaminated with blood, any un-affixed organ or tissue from a human living or dead, and the disposal of cleaning items and first aid dressings.

Universal precautions should be used; all blood and body fluids listed above must be treated as potentially infectious.

Government guidelines can be found at www.OSHA.gov, search for OSHA Occupational Exposure to Bloodborne Pathogens.

Z. Personal Protective Equipment

The following equipment should be used when coming in contact with biohazardous material:

1. Gloves, eye and face protection
2. Fluid-proof over garments
3. Shoe coverings

4. Resuscitation mouthpieces for CPR

AA. Procedure for Cleaning Surfaces Contaminated with Biohazardous Material

Only those personnel trained and designated as the Bloodborne Pathogen Team should be in charge of the cleanup procedure. In addition to training, each individual should be inoculated for Hepatitis C. Your local physician is capable of administering the vaccine regimen.

1. An approved Bloodborne Pathogen Cleanup Kit must be used for cleaning if at all possible.
2. If a large amount of blood or other biohazardous material exists on surfaces or on equipment, the area must be roped off with "Caution Biohazard" tape. The personnel in charge of the cleanup must adorn whatever amount of personal protective equipment is needed for protection. The biohazardous material must be wiped up with paper towels or sprinkled with liquid-congealing powder. The paper towels or powder must then be placed in a red biohazard bag.
3. The surface, floor, or equipment must then be decontaminated using an approved germicidal liquid. The solution must remain on the surface for ten minutes or as directed and then wiped off with water. In addition to commercially available germicides, a 1-part solution of sodium hypochlorite (common household bleach) to 10 parts water prepared daily is an effective germicide.
4. For a small drop of blood or other biohazardous material that exists on a surface or equipment, wipe off with approved germicidal liquid. Do not use rubbing alcohol as a cleaning solution as it does not kill viruses. The solution must remain on equipment or surface for 10 minutes and then wipe off with water.

Disposal of Contaminated Material (i.e., paper towels, personal protective equipment, saturated dressing):

All contaminated materials including personal protective equipment must be placed in a red biohazard bag; the bag must be closed with a metal twist closure or tied in a knot. The bag must then be taken to a Biohazard Laboratory for proper disposal.

BB. Facility Operating Procedures

Main Building - Opening Procedure

Designated manager/person will:

1. Unlock the main door.
2. Turn on lights and open window curtains in all customer areas.
3. Make bank run for prior day/weekend business deposits as well as change orders.
4. Put out rental guns.
5. Stock ammunition and any other necessary retail items from back-stock.
6. Wipe-down/clean retail areas, counters, floors, and bathrooms as needed.
7. Check out radio for communications with RSOs and test as each RSO reporting for duty checks out his/her radio to ensure everyone has proper and working communications.
8. Verify and make ready range rental/retail items:
 - a. Lead sleds
 - b. Shooting bags

- c. Spotting scopes
- d. Binoculars
- e. Bullseye Target Camera
- f. Eye protection
- g. Ear protection
- h. Targets
- i. Ammunition

Store/Building - Closing Procedure

1. Verify that all range rental items have been checked in, accounted for, and cleaned for the next business day.
 - a. Lead sleds
 - b. Shooting bags
 - c. Spotting scopes
 - d. Binoculars
 - e. Bullseye Target Camera
 - f. Eye protection
 - g. Ear protection
 - h. Targets
 - i. Ammunition
2. Check in communication equipment. Verify all equipment checked out has been checked-in and are hooked up to be charged for the next business day use.
3. Empty garbage cans taking all trash to the dumpster.
4. Put rental guns away in vault.
5. Close out cash drawer using the system's end of day closing process and prepare bank deposit to be deposited the next business day.
6. Put cash drawer and bank deposit away in vault.
7. Turn off all other equipment.
8. Turn off lights and close window curtains in all customer areas.
9. Ensure all outside doors are locked from the outside.

Range - Opening Procedure

All RSOs reporting for duty will:

1. Check out RSO duty pack
2. Ensure all items are in RSO duty pack:
 - a. Copy of this SOP
 - b. Incident Reports
 - c. FULL first aid kit
 - d. Tourniquet
 - e. Pens/Pencils
 - f. Sharpie Marker
 - g. Note Pad
 - h. Witness statement sheets
 - i. Rubber Gloves
 - j. Trauma Kit
 - k. Range inspection sheets

3. Check out communication equipment and test with staff on duty
4. If not wearing an approved safety shirt, check out RSO vest from desk.
5. Fill assigned range/bay water cooler(s) with sufficient bottled water and ice and place in designated area(s).
6. If a private event scheduled for a designated range:
 - a. Review "Event Checklist" and perform the appropriate tasks:
 - i. Post appropriate "Event" signage on the range(s) announcing a closed range event
 - ii. Ensure appropriate targets are made ready for event and placed on range(s) as necessary and outlined in event checklist
 - iii. Ensure appropriate shooting line/stations are identified and made ready
 - iv. Ensure appropriate supplies - garbage cans, brass buckets,
 - v. Identify event spokesperson prior to event starting and coordinate duties of any volunteers and/or event staff
 - vi. Give safety briefing for event with all participants to include those not shooting - SAFETY FIRST!
7. Verify and make ready rental/retail items (all ammunition only available in store):
 - a. Lead sleds
 - b. Shooting bags
 - c. Spotting scopes
 - d. Binoculars
 - e. Bullseye Target Camera
 - f. Eye protection
 - g. Ear protection
 - h. Targets

CC.Range - Operating Procedure

1. Range inspection:
 - a. Ensure that there are no hazards/obstructions between the firing line and the impact area. keep the area clean.
 - b. Correct any problems before opening the range.
 - c. If a problem is found that can't be corrected immediately you will have to determine if the range/bay can be run safely with the existing problem. For example: If a section of the primary impact berm is damaged or eroded away, the range could still be opened but the affected section/bench will not be used. However, if you determine that the range cannot be operated safely - DO NOT OPEN THE RANGE/BAY. Report the problem to the manager as soon as possible so that range operators/owners can address the problem; hang a sign so that every RSO coming to the range will be aware of the problem.
2. Supplies:
 - a. Extra targets, safety glasses, and ear protection will be made available to shooter(s) in limited quantities by the RSO for a fee.
3. Make sure all target frames are in good working condition. Replace backer boards as needed.
4. For each shooter using the range:
 - a. Shooter(s) must present a current day receipt for range use or member card to the RSO on duty.
 - b. Shooter(s) must present a range safety video card in order to use any of the ranges and be assigned a bench by the RSO. Members will have seen the range safety video as part

- of the membership application process.
- c. Friends of employees are paying customers - not free loaders. Friends are to be treated as a customer and follow the same rules as a paying customer.
 - d. Family of employees are defined as a spouse, and single sons and daughters of the employee and/or spouse under the age of twenty-one (21). Any single sons and daughters of the employee and/or spouse that is a full-time student under the age of twenty-five (25) shall be construed to be "family." Family of employees may shoot for no fees, but only if there are operating range benches available. Paying customers have priority.
 - e. Upon successful current day receipt and safety video card - or member card - presentation, RSO assigns a bench to shoot from.
 - f. Any rental items such as a lead sled, shooting bag, spotting scope, or other item, a receipt must be presented and surrendered to staff prior to staff issuing rental item.
 - g. When a shooter(s) has completed their shooting session and rental items are returned to staff, brass policed and bench area cleaned up, the RSO will inform the desk clerk so shooter(s) can close-out their tab.
5. In the event of an incident:
- a. **ANY minor injury** - slide bite, forehead scope event, or any other minor injury event that draws blood or otherwise injures a shooter or by-stander, an incident report will be filled out by the RSO and signed by the shooter(s) - or witness if shooter(s) is not able to sign.
 - b. **ANY Catastrophic or serious/fatal injury** - RSO or ANY shooter/bystander on the range will call a CEASE FIRE! RSO will radio all RSOs and staff on duty to CEASE FIRE on all range/bays and lock-down the entire facility while emergency and first responders perform necessary tasks. Range closure may be necessary, and in the case of a range closure of this nature, SAFETY FIRST by following first responder and RSO directions followed by SAFE egress of shooters and members from the range to either the main store building or from the property as directed.
 - c. **ANY Accidental Discharge** - RSO will fill out an incident report and have shooter(s) and/or witness(es) acknowledge and sign report. It will be up to the RSO to determine if the shooter(s) can remain on the range or if their shooting session is concluded.

Making the Line Hot

1. After all shooters are back from putting out target frames or changing targets and are back behind the benches and the firing line, double check to ensure that no one is down range.
2. After confirming that the range is clear and it is safe to shoot, announce: "PUT ON YOUR EYE AND EAR PROTECTION. "
3. After confirming that everyone on the range has put on their ear and eye protection, announce: "THE LINE IS HOT, YOU MAY COMMENCE FIRING WHEN YOU ARE READY."
4. Fly Hot Range Flag (red flag)
5. An RSO must always be monitoring the firing line condition. If the RSO must help a shooter and is on duty alone, the line must be shut down until he is free to continue his duty.

Making the Line Safe

1. A couple of minutes before calling a cease-fire, warn shooters of the upcoming target change by announcing: "LAST ROUND, ONE MORE ROUND BEFORE CEASE-FIRE."
2. Once you have determined that adequate time has elapsed, (couple of minutes for shooters to

fire their last round), then announce: "WE ARE MAKING THE LINE SAFE. CEASE-FIRE, CEASE-FIRE. UNLOAD ALL FIREARMS AND REMOVE DETACHABLE MAGAZINES. OPEN YOUR FIREARM'S ACTION, PUT THE SAFETY ON, AND STEP BACK AWAY FROM THE BENCHES BEHIND THE FIRING LINE. DO NOT TOUCH ANY FIREARM UNTIL FURTHER NOTICE. STAY BEHIND THE FIRING LINE UNTIL IT HAS BEEN MADE SAFE."

3. Go down the firing line and inspect all firearms. Confirm that:
 - a. All firearms are unloaded with detachable magazines removed.
 - b. Their actions are open with chambers empty and visible (chamber flags inserted if available) and safeties applied.
 - c. If an action cannot be locked open, use an empty case, chamber flag, or other inert object to keep the action from fully closing.
 - d. Muzzleloaders unloaded, visibly uncapped (or in the case of flintlocks the pan unprimed and the frizzen open and the hammer down).
 - e. Everyone is standing back behind the firing line, away from the benches.
 - f. No one is touching a firearm.
4. Once you are satisfied that it is safe to go down range, fly the cease fire flag (white flag) and announce: "THE LINE IS SAFE. YOU CAN NOW GO DOWN RANGE AND CHANGE TARGETS. THERE IS TO BE NO HANDLING OF FIREARMS UNTIL FURTHER NOTICE."
5. Remind shooters to:
 - a. Stay away from the shooting benches and stay behind the firing line while people are forward of the benches down range. Spent cases around the benches are not to be picked up now. They can be picked up later when all shooters have returned back behind the firing line and the RSO gives the command to approach the benches.
 - b. Take staplers, tape, and any other target items with them down range so as to minimize the time spent down range.
 - c. Keep their safety glasses on down range at all times.
 - d. That now is also a good time to pick up any brass that has fallen forward of the benches and pad and to deposit it in the designated brass buckets if they don't want it. Brass on the firing line can be picked up after the RSO gives the command to do so after all shooters have returned behind the firing line.
 - e. Bring their target frames back if they are done shooting.

Range - Closing Procedure

All RSOs closing the range will:

1. Make the line safe for the last time. Verify firearms are empty and cleared prior to directing everyone to case their firearms before declaring the line safe and allowing shooters down range.
2. Maintain observation of the line until all shooters have removed their firearms from the range.
3. Put any equipment such as sandbags and rests in their storage location.
4. Pick up all trash and dispose of properly. Sweep off shooting area if required.
5. Place stools on top of shooting benches.
6. Make sure all baffle doors are UP and secured.
7. After all shooters have left the range, turn off all lights and electrical equipment.
8. Return spotting scopes and other items to the store to be put away.
9. Close and lock all doors of supply cabinets and other secured storage.
10. Ensure that everyone has left the range.
11. Ensure all items are in RSO duty pack and replace/refill items that were used for the shift:
 1. Copy of this SOP

2. Incident Reports
 - a. FULL first aid kit
 - b. Tourniquet
 - c. Pens/Pencils
 - d. Sharpie Marker
 - e. Note Pad
 - f. Witness statement sheets
 - g. Rubber Gloves
 - h. Trauma Kit
 1. Range inspection sheets
12. Check in RSO duty pack.
13. Check in communications equipment and ensure that it is plugged in to recharge the batteries.
14. Check in RSO vest, if issued one.
15. Drain and put away assigned range/bay water cooler(s).
16. If a match or private event was held for a designated range:
 - a. Perform the appropriate tasks:
 - i. Remove "Event" signage on the range(s) announcing a closed range event
 - ii. Remove event targets and put them away.
 - iii. Ensure shooting line/stations are cleaned up.
 - iv. Ensure garbage cans and any other debris are emptied into the dumpster
 - v. Ensure any full brass buckets are replaced with empty buckets. All full brass buckets are to be put in the designated storage area.
17. Verify and secure rental/retail items (all ammunition only available in store):
 - a. Lead sleds
 - b. Shooting bags
 - c. Spotting scopes
 - d. Binoculars
 - e. Bullseye Target Camera
 - f. Eye protection
 - g. Ear protection
 - h. Targets

APPENDIXES

APPENDIX 1: Facilities Use Agreement

This Facilities Use Agreement (“Agreement”) is made and entered into on _____ (“Effective Date”) between The Timberneck Corporation (DBA: The Blackwater Outdoor Shooting Range (“Auxiliary”)) and _____ (“User”). The Auxiliary and the User are sometimes referred to collectively as the “Parties.

Auxiliary, The Blackwater Outdoor Shooting Range is located at: 4392 General Mahone Hwy, Waverly, VA 23890 (“Range”). User, _____ is located at _____

For and in consideration of the following promises, covenants and conditions, Auxiliary and User hereby agree as follows:

Use of Facility

Auxiliary hereby permits User to use the following premises:

- 1) _____
- 2) _____
- 3) _____

which is located at, 4392 General Mahone Hwy, Waverly, VA 23890 (the “Facility”).

User shall use the Facility for the following event(s) or purpose(s):

- 1) _____
- 2) _____
- 3) _____

(the “Event”) **only and for no other event or purpose.** User acknowledges that use of the Facility is conditioned on User and Auxiliary’s execution of this Agreement and User’s payment of the required Deposit and Facility Use Fee (if applicable). User acknowledges and understands that no binding or enforceable agreement regarding use of the Facility shall exist until and unless (1) this Agreement has been signed by User and received by Auxiliary and (2) User has paid the required Deposit and Facility Use Fee (if applicable).

Date(s) and Time of Use

User shall be permitted to use the Facility on the following dates:

- 1) _____ (MMM/DD/YYYY)
- 2) _____ (MMM/DD/YYYY)

- 3) _____ (MMM/DD/YYYY)
- 4) _____ (MMM/DD/YYYY)
- 5) _____ (MMM/DD/YYYY)

between the hours of 09:00 AM and 06:00 PM and on the day(s) of _____ (the "Event Date(s)") only.

Access and Event Times

The Facility access and use must be within the time specified above. Date(s) and use times include individual/organization preparation, decorating, and or rehearsal time, as well as time after the Event to remove decoration, User equipment, and other items.

Deposit and Facility Use Fee (if applicable)

User agrees to pay to Auxiliary a Deposit of \$_____ within five business days of the execution of this Agreement. User agrees to pay to Auxiliary a Facility Use Fee in the amount of \$_____ for the use of the Facility.

The Facility Use Fee must be received by the Auxiliary at least 30 days before the Event Date. If either the Deposit or Facility Use Fee is not timely received by the Auxiliary, this Agreement shall be automatically void and User shall have no right to use the Facility.

The deposit is non-refundable and non-transferable. If the User cancels the Event, User shall forfeit the deposit. Cancellations must be received 15 business days prior to Event Date, or no refund of the Facility Use Fee will be provided.

Responsible Party/Event Coordinating Deadline.

The person(s) who completes and signs this Agreement shall be the Responsible Party. The Responsible Party shall coordinate all Event details with the Auxiliary and agrees to complete this coordination for the following:

- _____
- _____
- _____

The Responsible Party, or designated representative, must be the host and in attendance throughout the Event. The Responsible Party shall take all reasonable actions to assure event safety, to prevent damage to the Facility and equipment, and to see that these conditions and other policies and regulations,

outlined in this Agreement are met.

User’s Obligations.

- a. User shall not violate any Federal, State, or local law, or rules of the Auxiliary, the Owners/ Investors of the Timberneck Corporation, or the Range. User shall not allow any Federal, State, local law, or rules of the Auxiliary, the Owners/ Investors of the Timberneck Corporation, or the Range to be violated.

- b. User shall not make any alterations to the Facility, any fixtures, building systems, or equipment. At the end of the Event, the Facility shall be left in a clean, safe condition. The User shall remove from the Facility all property and materials belonging to the User. If User damages the Facility, Auxiliary shall have the option of either (i) requiring User, at User’s own expense and risk, to restore the Facility to the condition existing prior to the Event, or (ii) itself making the repairs and restorations to the Facility. Auxiliary shall have sole and complete discretion in deciding which option to exercise. If Auxiliary decides to itself make the repairs and restorations to the Facility, the costs for same shall be borne solely by User. User shall reimburse Auxiliary for any repairs or restoration necessary to repair damages to the Facility caused by User or the attendees of the Event no later than 30 business days after Auxiliary presents User with a written statement or invoice reflecting the nature and costs of the repairs.

- c. User shall exercise care in the use of the Facility and adjacent Range areas and shall comply with guidelines to reduce excessive wear or damage. User agrees to keep the Facility and adjacent areas on the Range in a clean and orderly condition and to remove all waste material at the conclusion of the Event, unless Auxiliary agrees, in writing, to be responsible for cleanup, removal of waste or recycling.

- d. Specific limitations apply as to the use of tape, balloons, glitter, candles, markers, tack, nails, other such materials, and signage. Decorations must be fire retardant. User should consult with the Auxiliary for a full overview of allowable decorations and signage items and to appropriately accommodate User’s needs. Decorations/signage which causes damage or additional cleaning requirements will result in additional charges to the User. All decorations and all outdoor and indoor directional signage must be removed by the User immediately following the Event

User’s Property

Neither the Auxiliary nor Range insure the personal property of the User its employees, agents, guests or attendees against damage or loss by any means. User assumes the risk of any such damage or loss.

No Assignment or Subletting

This Agreement is non-assignable and non-transferable.

Right to Enter

Auxiliary reserves the right to enter and inspect the Facility at any time for any purpose during the Event. User shall follow all directives from Auxiliary staff.

Insurance Requirements

User shall procure and maintain for the duration of the rental period insurance against claims for injuries to persons or damages to property which may arise from or in connection with the rental of the facilities and the activities of the renter, his guests, agents, representatives, employees, or subcontractors. The cost of such insurance shall be borne by User.

Coverage shall be at least as broad as Insurance Services Office Form CG 00 01 covering Commercial General Liability (CGL) on an "occurrence" basis, including products-completed operations, personal and advertising injury, with limits no less than \$1,000,000 per occurrence.

Other Insurance Provisions

The general liability policy is to contain, or be endorsed to contain, the following provisions:

- a) For claims arising out of liability arising out of this Agreement and the User's use of the Facility, the User's insurance coverage shall be primary insurance as respects the Auxiliary and any insurance or self-insurance maintained by the Auxiliary shall be excess of the User's insurance and shall not contribute with it.

- b) The User's Insurance Company agrees to waive all rights of subrogation against the Auxiliary for losses paid under the terms of any policy covering the facility rental or any activities of the User, its guests, agents, representatives, employees or subcontractors.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII, unless otherwise acceptable to the Auxiliary.

Verification of Coverage

User shall furnish the Auxiliary with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements must be actually received by the Auxiliary at least 15 days before the Event Date. If the certificates and endorsements are not timely delivered to and received by the Auxiliary, this Agreement shall be automatically and immediately void and User shall have no right to use the Facility. Auxiliary may in its sole discretion, decide not to approve or accept User's insurance coverage in which event this Agreement shall be automatically and immediately void and User shall have no right to use the Facility

Special Events Coverage

Special events coverage may be available for an additional fee to provide the liability insurance required by this Agreement. User can obtain additional information and cost from the Auxiliary.

Right to Modify

Auxiliary reserves the right to modify these insurance requirements at any time without any advance notice, including limits, based on the nature of the risk, prior experience, prior events, insurer, coverage,

or other special circumstances.

Reassignment of Facilities

Should the Facility become unavailable due to an emergency, the Auxiliary reserves the right to reassign the User to another Range facility or reschedule the event to the next available date.

Termination/Cancellation

This Agreement to use the Facility is granted subject to observance of the Facility’s standard operating procedures, polices, and regulations. The Auxiliary may revoke this Agreement effective immediately upon User’s failure to timely comply with any pre-Event requirement, for any violation of use conditions or regulations required by the Auxiliary or governmental agency, or at any time for misrepresentation. The Auxiliary may terminate any part of this Agreement without notice in the event of an emergency which, in the opinion and sole discretion of the Auxiliary, would make the Event unfeasible. Refunds of any Deposits and/or Facility Use Fees paid will be determined at the discretion of the Auxiliary, on a case-by-case basis.

Modification of this Agreement

This Agreement contains the entire agreement and any modifications, changes or amendments to this Agreement must be written and signed by all the Parties to this Agreement. Notwithstanding the above, the Parties to this Agreement incorporate by reference, as though fully set forth herein, those specific paragraphs initialed by the Parties in the attached Facilities Use Agreement Addendum.

Acceptance of Terms

I have read and understand the above terms and conditions and agree to abide by these terms and conditions.

Printed Name

Signature

Date: _____

Howell P. Godfrey Jr.
President, The Timberneck Corporation

Date: _____

APPENDIX 2: Safety Incident Report

Documented by: _____ Date: _____

Address: _____ Time of Incident: _____

Telephone Number: _____

Name of person(s) involved: _____

Indicate Type of Incident		
<input type="checkbox"/> Accidental Discharge	<input type="checkbox"/> Personal Injury	<input type="checkbox"/> Other
<input type="checkbox"/> Near Miss	<input type="checkbox"/> Property	

Put a mark (X) under the appropriate response	Yes	No
Was the person(s) involved a member of BOSR?		
Was the proper protective equipment being worn?		
Was the incident the result of firearm/ equipment malfunction?		
Did the incident seem to be the result of improper/ disregard for/ lack of training/ lack of firearm and safety education?		
Was First Aid administered?		
Was 911 or other emergency personnel called to the scene?		
Was CPR or use of the defibrillator required?		
Were bodily fluids/ biohazardous materials properly cleaned up?		
First-Aid kit need refilled?		
Biohazard Kit need refilled?		

All "NO" answers or "Other" type of incident must be commented on in the space provided below. Provide as much detail as possible for the incident being reported. All incidents must be reported to management for investigation.

1. Describe the nature and extent of the incident (specify part of body):

2. Describe how the incident occurred:

3. Disposition (specify name of hospital, telephone numbers, time of transport, etc.):

4. Notification of next of kin (specify time, person contacted, and method):

5. Location of incident and conditions of area:

6. Describe steps taken to preserve the scene (equipment, photographs, etc.):

7. Comments:

8. Follow-up:

Signature: _____

DATE: _____

(Add additional blank pages if necessary)

APPENDIX 3: Eye Witness Form

What did you see?

What did you hear?

What did you do?

Signed

Date

APPENDIX 4: Replacement and Repair Costs

The following chart of costs for damages to facility equipment as the result of careless or accidental firearm discharges or other negligent/accidental actions are to be identified and used by the RSO when filling out the Safety Incident Report with fines/fees:

What	Fine/Fee
Baffle Strike	\$10
Target Stand Damage	\$50 + Replacement Cost
Spotting Scope Damage	\$50 + Replacement Cost
Binocular Damage	\$50 + Replacement Cost
Chrono Damage	\$50 + Replacement Cost
Bullseye Camera Damage	\$50 + Replacement Cost
Facility Structures	\$200 + Actual Repair Costs
All other equipment not listed above	\$50 + Replacement Cost

APPENDIX 5: Emergency Report Sheet

Effective Date:

EMERGENCY COMMUNICATIONS

Contact	Point of Contact	Address	Primary Phone Number	Secondary Phone Number	Primary Frequency	Secondary Frequency
Waverly Rescue Squad		115 Bank St, Waverly, VA 23890	(804) 834- 2835			
Sussex Sheriff's Dept.		20212 Thorton Square, Stony Creek, VA 23882	(434) 246- 5000			
Waverly Vol. Fire Dept.		119 Bank St. Waverly, VA 23890	(804) 834- 2324			
Sussex Emergency Operations Center		15080 Courthouse Rd, Sussex, VA 23884	(434) 246- 8224			
Range Control	Howell Godfrey Sr.	4362 General Mahone Hwy, Waverly, VA 23890	(757) 817- 7292	(757) 871- 0357		
Cellular Phone	Howell Godfrey Jr.		(757) 945- 6285	(202) 465- 0920		

IMMEDIATE RESPONSES FOR INJURIES OR ILLNESS

- Call a cease fire if the injured is near the firing line or downrange. Ensure that all guns are unloaded and clear.
- _____ will coordinate edging or pulling of targets, if possible, and securing the scene and the injured person's gear.
- _____ will notify EMS at (434) 246-8224 from the nearest telephone/ radio located at 4362 General Mahone Hwy, Waverly, VA 23890 and provide the following information:
 1. Specific Location or Address of Incident with Directions
 - a. Location:
 - b. Address: 4362 General Mahone Hwy, Waverly, VA 23890
 - c. Directions:
 - 1)Head north on State Rte. 735 toward Thorton Square
 - 2)Turn right onto VA-40 E

- 3) Turn left after McDonald's (on the left)
- 4) Continue to follow US-460 W
- 5) Destination will be on the right

2. Telephone number that you are calling from:

3. Your name:

4. What happened and possible hazards for rescuers:

5. Condition of injured or ill:

6. First aid provided:

- Wait for EMS to hang up first. Return to the injured and continue care until EMS arrives.
- _____ is currently certified in American Red Cross (ARC) Standard First Aid and CPR. He/ she will evaluate the situation for hazards, protect the injured, and provide first aid until relieved by more qualified personnel, e.g., physician or EMS. Person listed above will:

1. Identify self to the injured.
2. Inform injured of training. (American Red Cross Standard First Aid & CPR)
3. Inform injured of aid offered.
4. Receive verbal permission from injured prior to giving care.
5. Refrain from giving care to a conscious injured person whom objects.
6. Assume implied permission if the injured is unconscious or unable to respond.
7. Move the injured only if life is endangered.
8. Check injured for life threatening condition before providing care. Provide care only within level of training.
9. Never dispense aspirin or medications; administer activated charcoal or syrup of Ipecac (or other treatments) unless directed by EMS or Emergency Operations Center.

- _____ will retrieve the first-aid kit located at the check-in desk and assist EMS personnel as needed.
- If the incident involves chemical burns, an eye flush station is located at the check-in desk.
- If the incident involves a gun injury, _____ will notify police and preserve the scene as it appeared at the time of the incident.
- _____ Will go to the range entrance and direct EMS personnel to the injured.

COORDINATION

- _____ Will supervise the situation and ensure fulfillment of emergency procedures by:
 1. Getting names of witnesses and taking statements.
 2. Providing EMS with treatment release forms, medical history information (maintained on employees and staff) and next of kin information for the injured.
 3. Notifying next of kin once EMS has examined the injured and prepared for transportation to a medical facility.
 4. Completing injury report forms.
 5. Notifying official of the organization range, club, etc. concerning activation of the emergency plan.
 6. Notifying insurance company (personal and/ or organization as appropriate).
 7. Filing copies of the injure report form with records as appropriate.
 8. Following up with physician for recommendations and release prior to allowing ill or injured to participate.
 9. Following up with physician for recommendations and release prior to allowing ill or injured to participate.

HELICOPTER MEDICAL EVACUATION (MEDEVAC)

A suitable MEDEVAC site is available at (location and coordinate). Orange flags, smoke signals, chemical illumination are available for marking the landing site, and are stored at the check-in desk.
_____ Will mark the landing site and guide the MEDEVAC approach and landing.
If smoke is displayed, initiate smoke downwind of the landing zone.

RANGE EMERGENCY RESPONSE PACKET

An emergency response packet for this range dated _____ is on file with EMS, police, and the fire departments. The packet contains phone numbers, aerial photographs, maps, designations of possible routes, helicopter and medical evacuation sites and hazards, assembly area(s), floor plans of buildings indicating gas lines/ mains, electrical sources, and specified locations of hazardous materials with listings of types and quantities.

APPENDIX 6: Range Use Agreement

1) Fill Out Both Sheet (Front & Back) 2) Watch Video 3) Get in Line at the Check-In Desk

CUSTOMER INFORMATION (PLEASE WRITE LEGIBLY):

NAME:

ADDRESS:

CITY: _____ **STATE:** _____ **ZIP:**

TELEPHONE:

EMAIL ADDRESS:

ID TYPE: _____ **NUMBER:**

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO

IS THERE ANY LEGAL REASON THAT PROHIBITS YOU FROM POSSESSING A FIREARM? YES NO

HOW WOULD YOU RATE YOUR LIVE FIREARMS EXPERIENCE?

1ST TIMER BEGINNER INTERMEDIATE EXPERT

HOW DID YOU HEAR ABOUT US?

RADIO EMAIL SOCIAL MEDIA WEBSITE DROVE BY FACILITY WORD-OF-MOUTH
OTHER (PLEASE SPECIFY):

BY COMPLETING THIS FORM, YOU AGREE TO GIVE THE BLACKWATER OUTDOOR SHOOTING RANGE PERMISSION TO CONTACT YOU USING THE EMAIL ADDRESS PROVIDED. YOU MUST BE AT LEAST 18 YEARS OF AGE TO COMPLETE THIS FORM. YOUR PHONE, ADDRESS AND EMAIL ADDRESS WILL BE KEPT CONFIDENTIAL AND NOT PROVIDED TO 3RD PARTIES.

FOR INTERNAL USE ONLY

DATE: __/__/__	CHECK IN TIME: _____	CHECK OUT TIME: _____
SAFETY BRIEFING VERIFIED BY: _____		
ASSIGNED RANGE #: _____	LANE #: _____	
GUN ID: _____	GUN ID: _____	GUN ID: _____

APPENDIX 7: Waiver and Release from Liability Agreement

I, _____, HEREBY WAIVE AND RELEASE, indemnify, hold harmless and forever discharge THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION and its agents, managers, members, sponsors, employees, officers, directors, affiliates, successors and assigns, of and from any and all claims, demands, debts, contracts, expenses, causes of actions, lawsuits, damages and liabilities, of every kind and nature, whether known or unknown, in law or equity, that I ever had or may have, arising from or in any way related to my participation in any of the events or activities conducted by, on the premises of, or for the benefit of, THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION, provided that this waiver of liability does not apply to any acts of gross negligence, or intentional, willful or wanton misconduct.

I UNDERSTAND THAT THE ACTIVITIES THAT I WILL PARTICIPATE IN ARE INHERENTLY DANGEROUS, THAT FIREARMS BY THEIR VERY NATURE ARE UNPREDICTABLE AND MAY CAUSE SERIOUS OR GRIEVOUS INJURIES, INCLUDING BODILY INJURY, DAMAGE TO PERSONAL PROPERTY AND/OR DEATH. I UNDERSTAND THAT CERTAIN RISKS, DANGERS, AND INJURIES DUE TO INADEQUATE OR DEFECTIVE EQUIPMENT, AND ALL OTHER POTENTIAL DANGERS

INHERENT TO ACTIVITIES INVOLVING FIREARMS EXIST. On behalf of myself, my heirs, assigns and next of kin, I waive all claims for damages, injuries and death sustained by me or to my property that I may have against the aforementioned released party to such activity whether caused by the ordinary negligence of the released party or otherwise, with the exception of acts of gross negligence, or intentional, willful or wanton misconduct as indicated above.

By this Waiver, I assume any risk, and take full responsibility and waive any claims of personal injury, death or damage to personal property associated with THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION, including but not limited to target shooting, using the facilities or equipment in any manner, form or fashion, and engaging in any other related activities. In the event that I cause injury to another person or their property at THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION, I agree to indemnify and hold harmless THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION and its agents, managers, members, sponsors, employees, officers, directors, affiliates, successors and assigns from any and all claims for injuries, damages brought by that injured person as a result of my acts or omissions whether negligent or otherwise.

I hereby expressly consent to THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION and its agents, managers, members, sponsors, employees, officers, directors, affiliates, successors and assigns, the irrevocable and perpetual right to use my picture, image, voice and other reproductions of the same, (whether by still camera image or video film) in any manner for marketing, advertising purposes or for the purpose of trade. I waive and release any claim I may have against THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION and its agents, managers, members, sponsors, employees, officers, directors, affiliates, successors and assigns for defamation, invasion of privacy or publicity and any other claims in connection with such use by THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION and its agents, managers, members, sponsors, employees, officers, directors, affiliates, successors and assigns.

This WAIVER AND RELEASE contains the entire agreement between the parties, and supersedes any prior written oral agreements between them concerning the subject matter of this WAIVER AND RELEASE. The provisions of this WAIVER AND RELEASE may be waived, altered, amended or repealed, in whole or in part, only upon the prior written consent of all parties.

The provisions of this WAIVER AND RELEASE will continue in full force and effect even after the termination of the activities conducted by, on the premises of, or for the benefit of THE BLACKWATER OUTDOOR SHOOTING RANGE and THE TIMBERNECK CORPORATION, whether by agreement, by operation of law, or otherwise.

I have read, understand and fully agree to the terms of this WAIVER AND RELEASE. I understand and confirm that by signing this WAIVER AND RELEASE I have given up considerable future legal rights. I have signed this Agreement freely, voluntarily, under no duress or threat of duress, without inducement, promise or guarantee being communicated to me. My signature is proof of my intention to execute a complete and unconditional WAIVER AND RELEASE of all liability to

the full extent of the law. I am 18 years of age or older and mentally competent to enter into this waiver.

Printed Name: _____

DATE: _____

Signature: _____

THE BLACKWATER OUTDOOR SHOOTING RANGE

DATE: _____

Received by: _____

APPENDIX 8: Release, Wavier, Indemnification, Hold Harmless, and Assumption of Risk Agreement

WHERE AS, in consideration of being permitted to attend a course for instruction in guns, for the instruction in guns, for use of premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Undersigned agrees to the following:

Undersigned agrees to indemnify, hold harmless and defend _____ (hereinafter referred to as "**Instructor**"), from any and all fault, liabilities, costs, expenses, claims, demands or lawsuits arising out of, related to or connected with: Undersigned's presence at and/ or participation in the course of instruction; the discharge of guns by Undersigned; Undersigned's presence on or use of the range, buildings, land and premises ("Premises"); and, any and all acts or omissions of Undersigned.

Undersigned furthermore waives for himself/ herself and for his/ her executors, personal representatives, administrators, assignees, heirs and next of kin, any and all rights and claims for damages, losses, demands and any other actions or claims whatsoever, which he/ she may have or which may arise against Instructor (including but not limited to the death of Undersigned and/ or any and all injuries, damages or illnesses suffered by Undersigned or Undersigned's property), which may, in any way whatsoever, arise out of, be related to or be connected with: the course of instruction: the Premises: Undersigned's property (whether or not entrusted to Instructor); and, the discharge of guns. Instructor shall not be liable for, and Undersigned, on behalf of himself/ herself and on behalf of his/ her executors, personal representatives, administrators, assignees, heirs and next of kin, hereby expressly releases the Instructor from any and all such claims and liabilities.

Undersigned hereby expressly assumes the risk of taking part in the course for instruction in guns and taking part in the activities on the Premises, which include, but are not limited to, instruction in the use of guns, the discharge of guns and the firing of live ammunition.

Undersigned hereby acknowledges and agrees that Undersigned has read this instrument and understands its terms and is executing this instrument voluntarily. Undersigned furthermore hereby acknowledges and agrees that he/ she has read, understands and will at all times abide by all range rules and procedures and any other rules and procedures stated by the Instructor.

Undersigned expressly agrees that this instrument is intended to be as broad and inclusive as permitted by law, and that if any provision of this instrument is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. No remedy conferred by any of the specific provisions of this instrument is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedy hereunder by the Instructor shall not constitute and wavier of Instructor's right to pursue other available remedies. This instrument binds Undersigned and his/ her executors, personal representatives, administrators, assignees, heirs and next of kin.

UNDERSIGNED:

Printed Name: _____

DATE: _____

Signature: _____

APPENDIX 9: Range Inspection Checklist

Inspected by: _____

DATE: _____

Range Type: _____

	Yes	No
Controlled Access/ Fencing/ Gates Closed		
Flags or Signs Displayed		
Left and Right Range Limits Displayed		
Backstop/ Impact Area Inspected		
Number Boards Painted and Visible		
Target Frames/ Mounts in Good Repair		
Firing Line Marked		
Firing Points Numbered/ Clean		
Shooting Benches/ Tables Inspected		
Sandbags/ Gun Rests on Hand		
Ready Line/ Area Marked		
Spectator Area Designated		
Scoring Area Established		
Supplies Available		
RSO Control Area Centralized		
Emergency Communications Working		
First-Aid Kit Filled/ Accessible		
PA System/Bullhorn Working		
Range Rules Posted		
Bulletin Board Hung		
Gun Racks Available		
Empty Trash Receptacles Available		
Brass/ Dud Buckets Labeled		
Wash Area Identified		
Lockable Storage		

Comments:

APPENDIX 10: Range Safety Brief

Follow this outline when conducting range safety briefings. **Issue** copies of the shooting range rules to all range users. **Conduct** the briefing on the range immediately prior to range use. **Stand** where posted rules, demonstrations and explanations of range equipment can be included in the briefing. **Involve** range users. Have them read rules from posters and handouts. Ask questions to reinforce understanding. If guns are used during the briefing, *the RSO must follow the NRA Gun Safety Rules.*

A. Purpose of The Shooting Event

- **State** the purpose, e.g., recreational shooting.
- **Provide** an overview of the event.
- **State** the total number of shots and time available.

Range Personnel

- **State** where range personnel will be located.
- **Introduce** range personnel.
- **Explain** that their role is to ensure safety.
- **Indicate** how they may be identified. E.g., orange vest and hat.

B. Range Layout and Limits

- Conduct a range orientation on, or within view of, the range.

C. Range Safety Rules

1. NRA Gun Safety Rules

- i. Three Fundamental NRA Rules for Safe Gun Handling
 - Ask:** What is the first rule for safe gun handling?
 1. **ALWAYS keep the gun pointed in a safe direction.**
Ask: What does a “safe direction” mean?
The gun is pointed so that even if it were to go off, it would not cause injury or damage to anyone or anything.
Ask: What is the second rule for safe gun handling?
 2. **ALWAYS keep your finger off the trigger until ready to shoot.**
Ask: Unless shooting, where should the shooter’s finger rest?
The finger should rest alongside the gun, i.e., on the frame, receiver, or trigger guard.
Ask: What is the third rule for safe gun handling?
 3. **ALWAYS keep the gun unloaded until ready to use. (Emphasize that safeties can fail. Safe gun handling rules should be followed all the time!)**

2. Rules for Safe Use

- i. Know your target and what is beyond.
ASK: What is meant by “know your target and what is beyond?”

1. The shooter must be sure that projectiles will safely impact into the backstop
 - ii. Be sure the gun is safe to operate.
 - iii. Know how to use the gun safely.

ASK: What is meant by “know how to use the gun safely?”

1. Shooters need to know how the gun operates, its basic parts, how to safely open and close the action, and how to remove ammunition or projectiles.
 - iv. Use only the correct ammunition for your gun.

ASK: What is meant by “use only the correct ammunition?”

1. Only ammunition designed for a particular gun can be safely fired in that gun. Shooters should ensure that the caliber marked on the barrel, ammo box, and cartridge case match. This is especially true for antique guns.
 - v. Wear eye and ear protection as appropriate.

ASK: Why should range users wear both eye and ear protection?

1. Many guns are loud, and the noise can cause hearing damage. Guns can also emit debris, hot gas, and cartridge cases that could cause eye injuries.
2. Users of air gun ranges, including spectators, need eye protection to prevent injuries from ricochets.
 - vi. Never use alcohol or drugs or while shooting.

ASK: What type of substance is implied by “never use alcohol or drugs...?”

1. Any substance that may impair normal mental or physical bodily functions. Examples include prescription and non-prescription drugs, e.g., cold medicines that may cause drowsiness, nervousness, balance problems, etc.
2. Anyone taking any medication or substance that may impair normal mental or physical bodily functions is not allowed on the range.

3. General Range Safety Rules

ASK range users to read rules as you (RSO) point to range posters or refer to handouts.

1. Know and obey all range commands.
2. Know where others are at all times.
3. Shoot only at authorized targets.
4. Do not handle a gun or stand at the firing line where guns are present while other are downrange.
5. Stop shooting immediately upon the command of “Cease Firing”.

ASK: Why is it important to shoot only at authorized targets?

1. Shooting at different targets, e.g., steel targets or at different distances or angles, may result in hazardous conditions.

ASK: What actions should shooters perform during a cease fire?

1. Stop shooting immediately.
2. Await further instructions from the RSO.

ii. Stoppages

Explain that there are three common ammunition stoppages.

1. A misfire is when a cartridge does not fire after the primer has been struck by the firing pin.
2. A hangfire is when a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.
3. The normal procedure for handling misfires or hangfires is to:
 1. Keep the gun pointed down range (safe direction)
 2. Wait at least 30 seconds in case it is a hangfire. With black powder guns, wait at least two minutes.
4. A squib load is when there is less than normal pressure or bullet velocity after ignition of the cartridge. The bullet may or may not exit the barrel. Squib loads are identified by difference in recoil or noise.
5. The normal procedure for handling a squib load is:
 1. Keep the gun pointed downrange (safe direction).
 2. Unload the gun – make sure the chamber is empty.
 3. Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

4. NRA Hygiene Guidelines

- **Explain** that NRA hygiene guidelines are intended to minimize exposure to airborne particulate lead and cleaning product residues.
 - **Emphasize** that everybody exposed at the range or cleaning area – even if he/ she did not participate in the shooting session – should follow these guidelines.
 - **Remind** range users of these guidelines prior to, during, and immediately after occupying the range.
- i. Refrain from eating, drinking smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a gun.
 - ii. Wash your hands and face with cold water after leaving the range or cleaning area before eating or drinking.
 - iii. Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

5. Site-Specific Range Rules

ASK: range users to read rules as you (RSO) point to range posters or refer to handouts.

1. **NO SHOOTING OVER BACKSTOP IMPACT BERMS EVER!**
2. Armor-piercing and tracer ammunition is not allowed.
3. Muzzleloading guns are not allowed.
4. Targets must be placed at the shooter's eye level to ensure bullets hit the impact area.
5. Leave dropped ammunition on the floor until the stage of fire is completed and guns are benched or grounded.
6. Notify the RSO when there is a gun stoppage or malfunction.
7. Dry firing is ONLY permitted at the firing line and ONLY when authorized.
8. All guns must remain unloaded with actions open except when on the firing line and authorized to be loaded.
9. When guns are benched or grounded, keep the actions open and ejection ports facing upward so chambers are visible.

10. Ammunition is not permitted in the cleaning area.

ASK: Why are shooters required to leave dropped ammunition on the floor until firing is completed and guns are benched or grounded?

1. This policy prevents shooters from unintentionally pointing the gun at other users while retrieving dropped ammunition, or inadvertently moving in front of the firing line.

ASK: Why are shooters required to notify the RSO of gun stoppage or malfunctions?

1. Notification is critical for safety.

D. **FIRING LINE COMMANDS**

State and explain standard range commands that will be used for specific shooting events, e.g., formal competition rules are specified in NRA Rule Books.

- "CEASE FIRE"**: To stop all shooting routinely or, in the case of an emergency, immediately. Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove finger from the trigger, unload and clear the firearm placing the firearm on the bench with chamber in view and wait for further instructions.
- "MISSFIRE"**: To notify the RSO and other participants that a round did not fire when the trigger was pulled and to alert other shooters along the line that a hazardous condition may exist.
- "MOVE FORWARD"**: To get shooters into position to prepare to begin shooting. Shooters will move from behind the ready line to their assigned position. **DO NOT TOUCH FIREARM!** Get comfortable, adjust your position make sure you are on the correct side of the bench.
- "PROTECTIVE GEAR ON"**: To prepare the shooter for a safe experience. Shooters should put on first their eye protection then ear protection.
- "YOU MAY PICK UP YOUR FIREARM"**: To prepare line for firing. Shooters will pick up their firearm, sight in on the target, make any final adjustments and prepare to load.
- "LOAD"**: To notify the shooters that they may load their first round. Shooters will load their first round and keep finger off the trigger and stand ready for the next command.
- "IS THE LINE READY?"**: To determine if all shooters along the line are ready. All shooters NOT ready should indicate their status to the RSO. Sufficient time will be allowed for the shooter to complete his/her preparation.
- "READY ON THE RIGHT?"**: To declare that the shooters have indicated they are ready on the right side of the range. Any shooter not ready at this command may choose to either alert the RSO that he/she is not ready or to complete the process of getting ready before the final command has been given.
- "READY ON THE LEFT?"**: To declare that the shooters have indicated they are ready on the left side of the range. Any shooter not ready at this command may choose to either alert the RSO that he/she is not ready or to complete the process of getting ready before the final command has been given.
- "READY ON THE FIRING LINE?"**: To notify all shooters that the range is about to be under live fire and that if anyone is not ready at that point, he/she should notify the RSO; Otherwise await the next command. Shooters simply await the next command.
- "COMMENCE FIRING" or "HOT RANGE"**: To declare the range formally open for live

- fire. The shooters may commence the prescribed course of fire.
- xii. **"SHOOTERS, YOU HAVE x MINUTES REMAINING"**: To alert all shooters that a general cease fire is about to be called and to allow the slower shooters to complete the course of fire.
 - xiii. **"COLD RANGE"**: To inform the firing line that the range is safe. The RSO is telling all shooters that all guns are unloaded.
 - xiv. **"ON THE FIRING LINE"**: To tell shooters to take their assigned place at their firing point and prepare to fire, but do not load.
 - xv. **"GO FORWARD, SCORE TARGETS AND PASTE"**: Authorizes shooters to move downrange to score, change, remove or repair target faces.
 - xvi. **"RANGE IS CLEAR, YOU MAY HANDLE YOUR FIREARMS"**: Shooters may approach the firing line and handle their firearms since no personnel are down range.
 - xvii. **"MOVE OUT OF POSITION AND REMOVE YOUR EQUIPMENT FROM THE FIRING LINE"**: Authorizes shooters to remove their gear.
 - xviii. **"POLICE YOUR ASSIGNED FIRING POINT"**: Shooters are to pick up their spent ammunition and clean their firing point of all debris.
 - xix. **"AS YOU WERE"**: Means to disregard the previous command just given.
 - xx. **"CARRY ON"**: Means to proceed with whatever was being done before the interruption occurred.
 - xxi. **"REMOVE PROTECTIVE GEAR"**: Shooters may remove protective gear.
 - xxii. **"MOVE BACK BEHIND THE READY LINE"**: Means to move behind the ready line and wait for further instructions from the RSO.
 - xxiii. **"YOU MAY GO CHECK YOUR TARGETS"**: Shooters may move downrange to the target area.

ASK: What two range commands may be issued by shooters?

- i. "Cease firing" and "Stop"

ASK: What does "misfire" mean?

- ii. That the gun failed to fire and a hazardous condition may exist. The misfire could actually be a hangfire, which is a delay in the ignition of the cartridge.

ASK: What actions are taken during a misfire?

- iii. Due to the possibility of a hangfire, the shooter keeps the gun pointed downrange and waits at least 30 seconds for modern guns, or at least two minutes for muzzleloading guns, prior to correcting the malfunction.

ASK: Where and when may shooter dry fire?

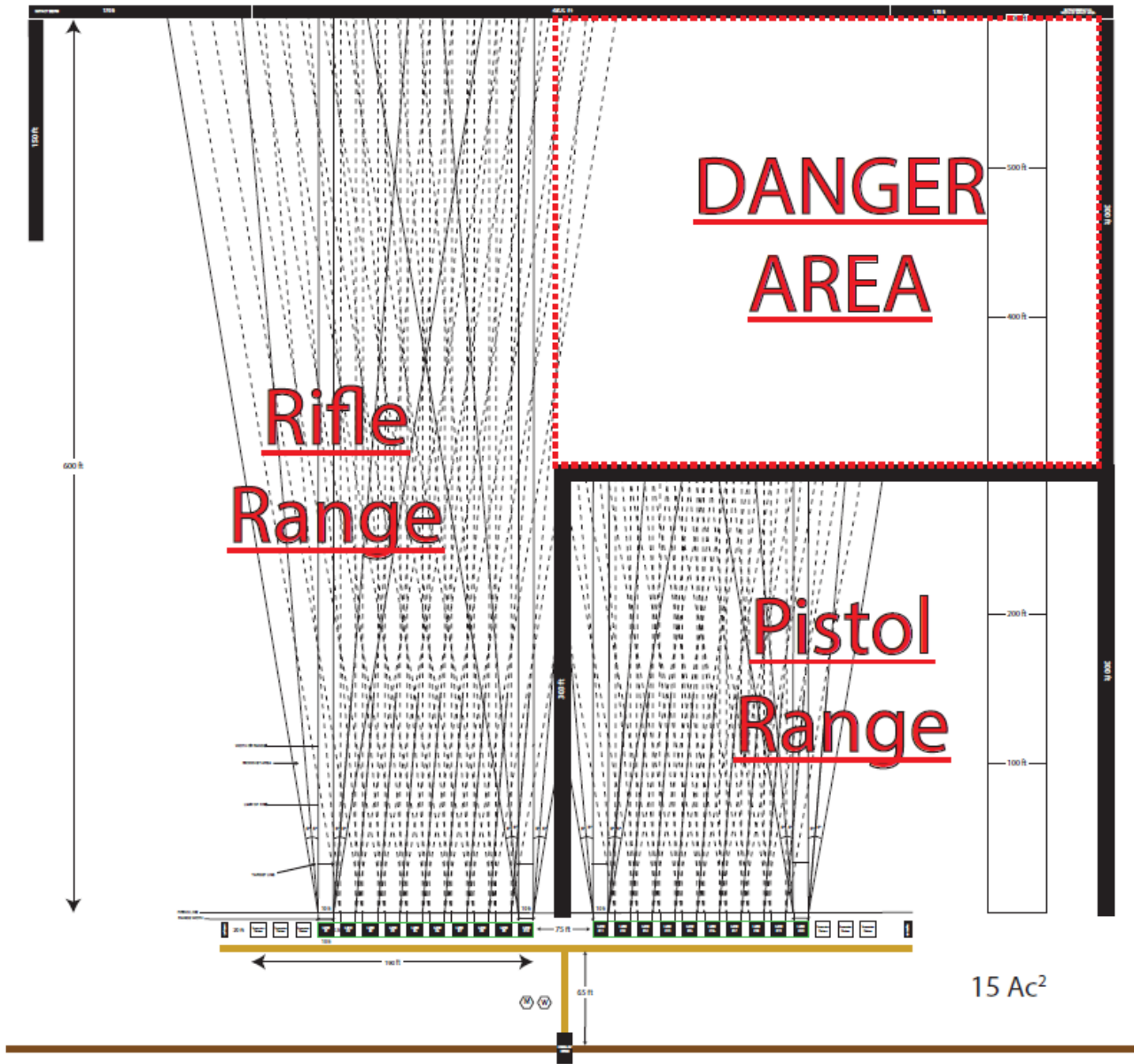
- iv. Only at their firing points and only when authorized to do so.

E. EMERGENCY PROCEDURES

1. Take charge of the situation. (Determine seriousness of injury and assigned duties).
2. Render aid. First-aid kit should be centrally located.
3. Call for help via radio or telephone. Emergency phone numbers and information list should be centrally located.
4. Direct help to location.
5. Take notes. Emergency report sheet should be located in range SOP's binder (See Appendix 3).

APPENDIX 12: Range Layout

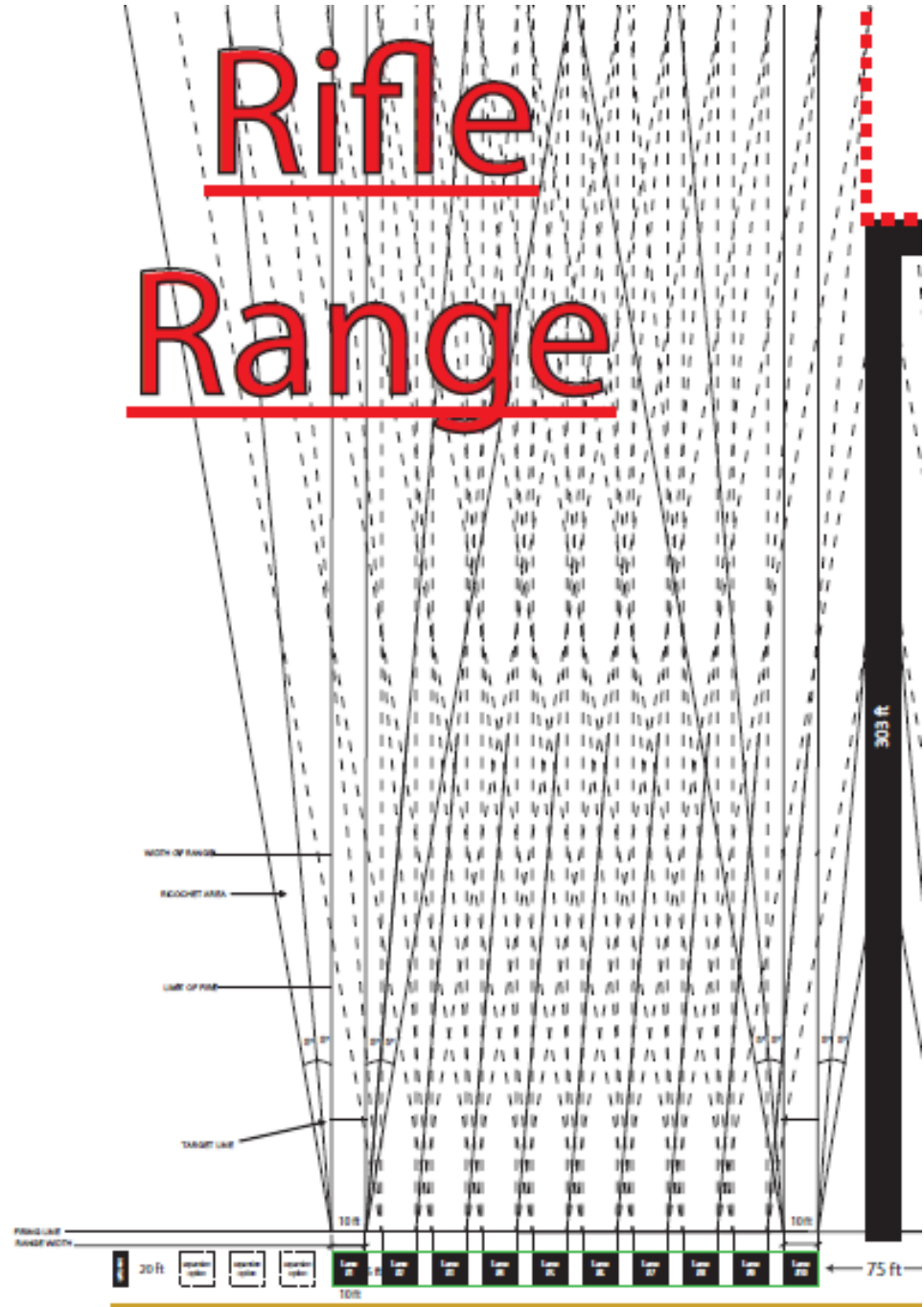
Site Layout



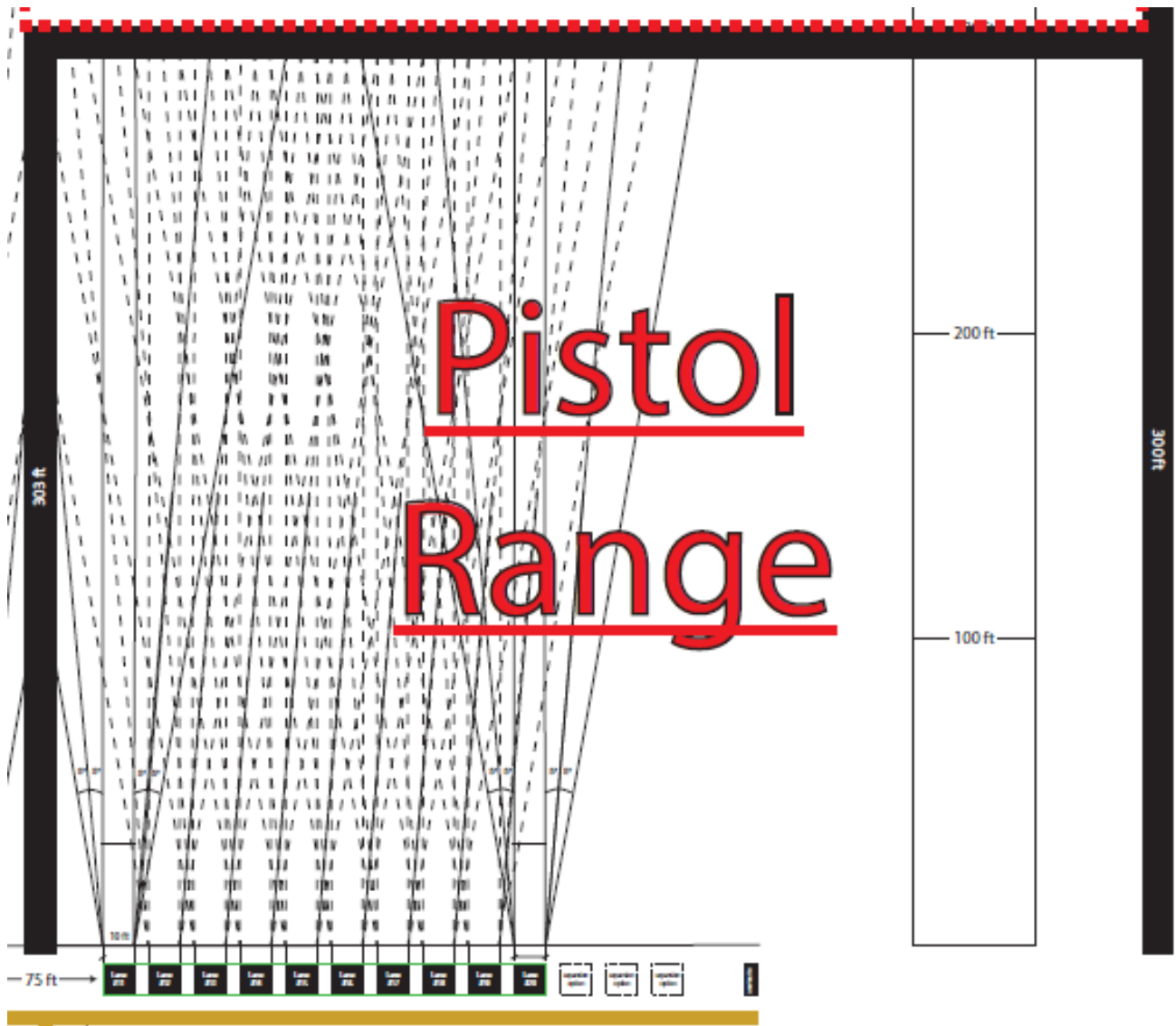
Rifle Range



Rifle Range



Handgun/ Shotgun Range



Notice of Public Hearings Sussex County

Pursuant to Section 15.2-2204 of the Virginia Code, notice is hereby given that the Board of Supervisors will hold a public hearing at its regular meeting on Thursday, January 19, 2023 beginning at 6:00 p.m. in the General District Courtroom – Sussex Judicial Center, 15098 Courthouse Road, Sussex, Virginia 23884 to consider the following:

Conditional Use Permit #2022-04: The applicant, Howell Godfrey Jr. under CUP #2022-04 seeks a conditional use permit for a shooting range on approximately 20 acres of land. The intent is to have an outdoor shooting range that is available for public use. The property is located on the north side of Rt. 460 approximately 2 miles northwest from the Town of Waverly.

A copy of the application, along with supporting documentation are available for review on the County website as well as in the Planning & Zoning Department located at 20135 Princeton Road, Sussex, Virginia, during regular business hours Monday through Friday from 8:30 a.m. to 5:00 p.m., Phone number (434) 246-1042 or 1043.

Due to the ongoing COVID health crisis, if attending in person face coverings are encouraged and social distancing measures should be followed. Comments may also be submitted in writing to bwalkup@sussexcountyva.gov or via mail to the Department of Planning, 20135 Princeton Road, Sussex, VA 23884, no later than noon on Thursday, January 19, 2023. Any persons needing assistance or accommodations under the provisions of the American Disabilities Act should contact Sussex County Administration at 434-246-1000 at least seven (7) days in advance of the hearing.

Submitted by: Beverly Walkup, Director of Planning

BOARD ACTION FORM

Agenda Item: Action Item #6.01

Subject: Sussex County Towns Economic Development Planning Grant

Board Meeting Date: January 19 2023

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Summary: An opportunity for consultant services recently arose through a conversation with Jeff Sadler of Complete Community Economies. Mr. Sadler is the consultant advising the Town of Waverly on several economic development efforts, including the Town’s new Revolving Loan Fund and its recent Industrial Revitalization Fund (IRF) grant award to repurpose and revitalize several decades-long vacant buildings in downtown Waverly for a brewery.

The proposed work would include identification of areas of need to accommodate future economic growth in Sussex County and garner federal and/or state support for capacity building in all four Towns to address those identified needs and capitalize on growth. There are state and federal resources available to build and support stakeholder led community improvement efforts; however, the applications for such resources require submitting some sort of basic community plan. This proposal is to research current conditions and identify a few attainable goals that will build the ability of the four Towns to address their current and future needs. These goals will be part of a very basic plan built around Town revitalization and used to apply for state and federal grants to begin addressing the needs.

Given the Board’s recent discussion of efforts to engage with and promote opportunities in all four of its Towns, this proposal could be an appropriate vehicle to address that goal in a comprehensive way.

The attached document contains the proposal submitted by Mr. Sadler which also includes his resume.

Recommendation: Staff recommends the Board of Supervisors accept the proposal submitted by Mr. Sadler.

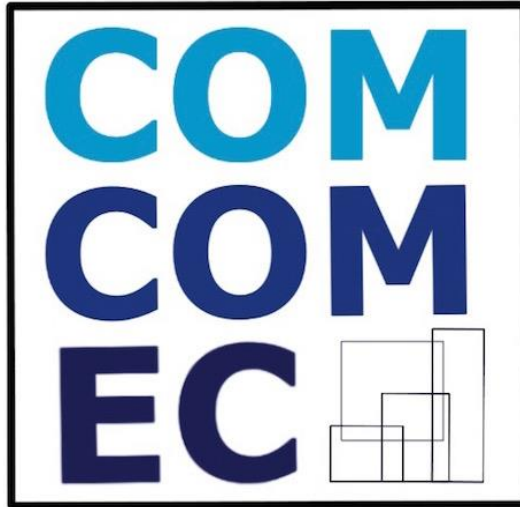
Attachments: Proposal: Towns of Sussex Capacity Improvement

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ACTION: That the Board

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>		<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___		W. Jones	___	___
Futrell	___	___		Seward	___	___
D. Jones	___	___		Tyler	___	___
			White	___	___	
			(Tie Breaker)			



Complete Community Economies, LLC

PROPOSAL

Towns of Sussex Capacity Improvement
Sussex County, Virginia

Contact: Jeff Sadler, Principal

804-400-6872

jefsadler@gmail.com

4443 Knob Road, Richmond, VA 23235

Purpose:

The purpose of the proposed work is to identify areas of need to accommodate future economic growth in Sussex County and garner federal and/or state support for building the capacity of the four Towns of Sussex (Jarratt, Stony Creek, Wakefield, and Waverly) to address those needs and capitalize on the growth.

There are state and federal resources available to build and support stakeholder (citizen) led community improvement efforts. However, they require some sort of basic community plan to submit successful applications. There is currently no need for a Master Plan or the costs associated with that. This proposal is to research current conditions and identify a few attainable goals that will build the ability of the four Towns to address their current and future needs.

These goals will be part of a very basic plan built around Town Revitalization and used to apply for state and federal grants to begin addressing the needs. The most immediate grant application would be a Spring application to USDA Rural Development for a Rural Community Development Initiative (RCDI) grant of up to \$300,000. Other potential grant sources are Virginia Department of Housing & Community Development (DHCD) and Virginia Housing.

Background:

Jeff Sadler formed Complete Community Economies, LLC in 2019 after viewing how industrial-based economic development, housing stock replenishment, downtown/neighborhood revitalization, and small business/entrepreneurial support are often not connected in local strategies. His background as a local Main Street Executive Director and as the head of Virginia's Community Revitalization Office at DHCD gave him insights on what works and what doesn't from localities of all sizes from around the state, as well as the practical knowledge about how to make change happen.

As a Certified Economic Developer (CEcD) and the former State Director for Virginia Main Street, Jeff has made contacts around the country from whom to draw examples of success. Of particular note for this project, Jeff conceptualized, designed and applied for a successful Rural Community Development Initiative grant from USDA Rural Development that focused on building local capacity in each of 6 smaller communities throughout Virginia. This program was expressly focused on identifying specific needs in each community and building the communities' structures to address those needs on their own and by accessing state and federal assistance including entrepreneur support in, and researching and developing best practices for incubators and co-working spaces.

Through the states Building Entrepreneurial Economies program and its grants, Jeff was instrumental in the start-up and expansion of successful local and regional entrepreneurial support programs such as Staunton/Shenandoah Creative Community Fund ([SCCF](#)), and Charlottesville Investment Collaborative ([CIC](#)). Additionally, he assisted with Culpeper's concept of developing a "lite tech" start-up cluster and leveraging private investment funds with state and federal loans and equity.

One of Jeff's current strengths is creating building feasibilities that are geared towards improving the community with an eye for filling a niche that is both un/underserved, as well as adding to the community's draw. As the Program Manager for Virginia's Industrial Revitalization Fund and Enterprise Zone programs, Jeff has seen projects of every size and scope and he is acknowledged as a leader in accessing gap financing and building "financing stacks" for difficult projects. His specialty is adaptive reuse of historic buildings in the \$500,000 - \$5,000,000 project size.

Lastly, Jeff has been active in helping grow the housing stock in some of Virginia's smaller communities and has spoken at each of the past two Virginia Governor's Housing Conferences on different approaches to replenishing the amount of fit housing in communities.

Complete Community Economies is currently engaged in Petersburg, Waverly, and Martinsville. Jeff is also in a partner on a \$2 million historic rehab project in Martinsville and has investor contacts in several Virginia markets.

Outputs:

No later than 90 days after a fully executed contract, Complete Community Economies, LLC will provide Sussex County, Virginia with a basic county revitalization plan focused on the four Towns of Sussex. This plan will primarily be looking at making these areas attractive choices for residents through building public and private amenities and strengthening the communities' ability to effect change through their own efforts.

It will include

- An Executive Summary Report, including overview of the strengths and weaknesses of each of the four Towns.
- A more detailed report on each Town based on local interviews and visual inspection of the built environment. This will include specific recommendations for preliminary improvements that fit within a County-wide perspective.
- Identification of potential grant sources.
- Application to USDA Rural Development for a RCDI grant award.

Methodology:

With more than two decades in the community revitalization and historic building adaptive reuse business, Jeff Sadler has worked with many consultants and contractors of all types, and unfortunately, abilities. Through this, he has learned from the successes and failures of other projects and can provide a quality product without fluff, obfuscation or delay. For this project, Jeff will oversee all activities and will engage community leaders and other interested parties directly and personally.

This project is meant to be quick and will rely on Jeff's experience with revitalization throughout Virginia to create an actionable report that can begin to be implemented by Summer of 2023. Note that the report is meant to be qualitative in nature, not quantitative. This means that it will address the immediate conditions of the Towns and provide a plan for addressing those issues, which may include applying for other grant to build a quantitative case for future investments.

An example of this would be that this report may determine that the housing stock is outdated and may not be sufficient to support economic growth. The recommendation may then be to apply to Virginia Housing for a Planning Grant to hire a housing specialist to document housing demand. That report would be used to attract investors to build or rehab housing to modern standards.

Complete Community Economies will engage partners at the local, regional, state and federal levels to identify potential resources.

All tasks will be completed by Jeff Sadler, except for final report layout and any photography or specialized skills that may arise.

Timeline:

If contracted for this project, within 10 days, Jeff will meet in person or via phone/zoom with the Sussex County staff to get an initial overview of the current conditions and past efforts. He will work with the County's team to better understand the economic landscape and community vision, and any Community Economic Development Strategies, in order to incorporate these into the work.

Within 30 days, Jeff will perform a site visit to each Town. A visual inspection will be made and initial interviews with Town officials will commence. Part of these interviews will be to determine which key stakeholders should be contacted. Additional interviews and basic research should come from these initial conversations.

Within 60 days, the overall plan should come together and a draft report with bulleted recommendations will be presented for comment. A final report will be completed within 15 days of the received comments.

This report will be used to prepare an application to the USDA Rural Development for their annual Rural Community Development Initiative grant.

Pricing:

Complete Community Economies, LLC operates with an “all-in” pricing structure and full transparency. This means that while the pricing is based on the estimated time for the project, it includes travel costs, per diems, incidentals, materials, outside experts, most smaller, miscellaneous costs, and all overruns for activities covered in the initial scope of work.

PROPOSED CONTRACT FEE:

Report: \$4800

Application to USDA-RD RCDI Grant: \$3600

TOTAL: \$8400

Combined Discounted Price: \$7200

Jeffrey W. Sadler, CEcD

4443 Knob Road, Richmond, Virginia 23235

804-400-6872 ~ jefsadler@gmail.com

Key Skills

Community/Neighborhood Revitalization	Organizational Development
Main Street	Policy Drafts, Review & Revision
Enterprise/Opportunity Zones & Tax Districts	Community Engagement
Program Design & Management	Investment Incentives
Project Development & Management	Entrepreneurial Ecosystems

Professional Experience:

Principal/Lead Consultant, Complete Community Economies, LLC

August 2019 – Present

- Martinsville – Henry County, VA, 2019-present:
 - Formed a non-profit Main Street organization and developed “Transformation Strategies” to revitalize their Uptown District
 - Managed the successful 501c3 application process and ran the meetings for the first year as acting Executive Director.
 - Identified other smaller commercial districts, corridors and neighborhoods in need of revitalization
 - Oversaw the development of both a housing study and hospitality study to document demand for LMI housing (40% AMI – 200% AMI) and Hotel rooms
 - Developed feasibility plans to attract investment for two blighted industrial properties to support Transformation Strategies
 - Manage an ongoing housing development partnership with City, Harvest Foundation, United Way, Va Housing, and Nationwide Homes resulting in 12 new construction workforce houses
 - Identified and assisted with successful applications for more than \$1,000,000 in grants to advance the revitalization and housing needs of the region
 - Assisted City and County with attracting developers for four derelict properties, which will result in more than 140 new residential units
- Williamsburg, VA, 2020 – 2022:
 - Formed a stakeholder-led Main Street organization to represent the interests of the larger Williamsbur Downtown
 - Managed the successful 501c3 application process and ran the meetings for the first year as acting Executive Director
- Petersburg, VA, 2020 – Present:
 - Work as liaison between the developer of the \$16 million “Hotel Petersburg” and City and State staff and elected officials to close a \$2.6 million financing gap
 - Wrote and shepherded through approval by the EDA of a Gap Financing Revolving Loan Fund
 - Gained initial capitalization of the Revolving Loan Fund with \$2 million of ARPA funds
 - Applied for and received \$600,000 in Industrial Revitalization Funds
- South Boston, VA, 2020
 - Convened a Town Council Strategic Planning process that resulted in a clear list of priorities for Town Staff

- Waverly, VA, 2022
 - Established a Town Tourism Zone
 - Established a Town Revolving Loan Fund
 - Applied for \$300,000 from state Industrial Revitalization Fund to assist with rehabilitation a blighted downtown building into 9 apartments, meeting space and a retail brewery.
- Culpeper Renaissance, Inc, Culpeper VA, 2021
 - Facilitated a Board retreat and Strategic Planning process, that determined consensus items of focus for continuing community success

Associate Director, Community Revitalization Office November 2015 – July 2019

Virginia Department of Housing and Community Development

- Directed Virginia’s Community Revitalization Office, which housed the Virginia Main Street, Enterprise Zone, Community Business Launch, Industrial Revitalization Fund, Virginia Individual Development Account, and Port Host Communities Revitalization Fund programs.
- Lead Virginia’s efforts to designate Opportunity Zones.
- Served as a lead contact point for communities to learn about Opportunity Zones and how to plan appropriately to capture OZ oriented investments.
- Responsible for defining, prioritizing and communicating strategic objectives and developing team goals to achieve the objectives.
- Curate, cultivate and tend meaningful relationships with local partners, including local government elected and professional staff; local and regional planning organizations, tourism groups, non-profit organizations, and other stakeholders.
- Objectively analyze and assess program function/ROI and research new approaches for implementation.
- Model effective meeting and conversation techniques to create shared knowledge pools, especially in tense or conflict scenarios. earning mutual understanding of diverse viewpoints and influencing positive, lasting change.

Principal/Lead Consultant,

March, 2014 – November, 2015

LeadActLocal, LLC

Assist communities and organizations to lead, think, plan, and act in ways that build networks and improve outcomes.

Program Manager,

March 2008 – May 2013

Virginia Department of Housing & Community Development (DHCD), Richmond, VA.

Responsible for modernizing and integrating three programs within DHCD: Virginia Main Street (VMS), Virginia Enterprise Zones (VEZ) and Virginia Enterprise Initiative (VEI) in order to deliver better results to partner organizations and localities.

General Manager,

September 2003 – March 2008

Toad’s Place of Richmond/Turning Point Development, Richmond, VA.

- Developed a comprehensive business plan and private placement equity offering to build, open and operate Richmond’s first 1,500 person capacity, indoor concert/events venue.
- Oversaw \$1.7 million build out and historic rehabilitation of the venue portion of the Lady Byrd Hat Factory, using financing comprised of private equity and debt, historic tax credits, leasehold improvement allowances and Enterprise Zone Tax Credits.

Executive Director,

June 2002 – September 2003

Community Partnership for Revitalization, Rocky Mount, VA.

Managed a non-profit Main Street organization charged with revitalizing Rocky Mount, VA.

Sole Proprietor,

May 2001 – June 2007

SugarFree Productions, LLC, Richmond, VA.

Concert promotions, Festival management, Event planning and implementation

Artist management and consulting

Awards and other Activities:

Virginia Business Magazine, 100 People to Meet in 2020

Virginia Veteran Entrepreneurship Work Group, Spring 2017

Richmond Planning Commission: Commissioner, July 2013 – 2016

Virginia Community Economic Network (Formerly VA Microenterprise Network): Treasurer, September 2013 – 2016

Virginia Small Business Development Centers Advisory Board: Member, October 2013 - 2016

Richmond CenterStage: Co-Chairperson; Sit In/Stand Out committee to commemorate the 50th Anniversary of the Richmond Sit Ins. September 2008 – February 2010

Richmond's Top 40 Under 40, Style Weekly, 2007

Freelance Writer: 9x Magazine, 1997-2006; Style Weekly, 2004-2006

Presenter: National Main Street Conference, 2011, 2012, 2022

Kentucky Preservation Conference, 2012

SWVA Creative Economies Conference, 2013

Downtown Intersections (VA Main Street), 2017

Virginia Governor's Housing Conference, 2021, 2022

Danville Housing Summit, 2022

References:

Lee Prillaman

Founding President, Uptown Partnership (Martinsville)

817-992-9084

LeelandPrillaman@gmail.com

Dave McCormack

Waukeshaw Development

Dave@waukeshaw.com

804-677-5728

Jim Cherney

Cherney Development

336-362-3003

jcherney@cherneydevelopment.com

Tom Raab

Town Manager, South Boston, Virginia

434-575-4222

traab@southbostonva.us

BOARD ACTION FORM

Agenda Item: Action Item #6.02

Subject: Historic Courthouse Analysis Findings and Recommendations, Phase 2
Recommendations – Russell Pearlman, Wooten Company; and Andrew Moore, Glave & Holmes

Board Meeting Date: January 19 2023

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Summary: Russell Pearlman of the Wooten Company and Andrew Moore/other representatives of Glave & Holmes will present their findings and recommendations related to the analysis of the historic courthouse. This work was approved the Board of Supervisors at the July regular meeting and is considered the first phase in determining how to move forward with building renovation and construction within the courthouse complex. The architects will also discuss proposed Phase 2 steps, including the possible addition of the historic Bannister House located across the road from the historic courthouse. Based on their findings and recommendations, the board should determine if it wishes to move forward in the process.

Recommendation: No specific action is recommended at this time.

Attachment: None

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ACTION: None

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___

BOARD ACTION FORM

Agenda Item: Action Item #6.03

Subject: County Building Improvement Recommendations to House EMS – Russell Pearlman,
Wooten Company & Jeffrey Gary, Public Works Director

Board Meeting Date: January 19 2023

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Summary: Russell Pearlman of the Wooten Company will provide an overview of his recommendations on necessary upgrades to the Sussex County office building in Waverly that is currently providing temporary housing for contracted EMS staff, based on his inspection of the facility in March. Staff has not moved forward with recommending any upgrades to this point because of ongoing good faith efforts to discuss possible use of the Waverly Rescue Squad building for EMS housing; however, the Waverly Rescue Squad did not provide a price for a proposed two-year lease of the building by November as requested by the County Administrator. This inspection was the result of concerns expressed by the Town of Waverly for use of the office building to provide housing for EMS employees. Mr. Pearlman’s findings are related to separation of sleeping quarters from the rest of the building and are outlined in the attached letter.

Public Works Director Jeff Gary will brief the board on receiving bids for this work, estimated to be approximately \$85,000.

Recommendation: Staff recommends appropriation of the necessary funds to bring the county building into compliance with all applicable codes, as outlined in the letter from Russell Pearlman.

Attachment: Copy of Wooten letter

=====

ACTION: That the Board appropriates the necessary funds to bring the county building into compliance with all applicable codes, as outlined in the letter from Russell Pearlman.

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___

March 29, 2022

Mr. Richard Douglas
County Administrator
Sussex County
PO Box 1397
Sussex, VA 23844

Dear Richard:

Re: Sussex County Rescue Squad
Emergency Medical Services Building at 233 L, South County Drive, Waverly, Virginia

It was a pleasure meeting with you, Reid, Matt, Lee, Jeff, Eric, Michael, and David, on the 10th of this month in Sussex and Southampton counties. We have reviewed the Use and Occupancy matter for the above building and our analysis is recorded below.

Mr. Lee D. Copeland, Zoning Administrator and Public Safety Director of the Town of Waverly had the following concern:

5. The VCC, Sections 301.1, and 302 (concerns Use and Occupancy Classification). The VCC, Sec 304 Business Use Group B, 310 Residential Use R, and 310.3 Residential Group R-2, concerns the descriptions of Uses for the different Use Groups. VCC Section 508 concerns Mix Use Groups and the required two-hour Fire Separations between the R and B Use Groups.

We have determined the following:

1. The building is classified as Business Group B:
 - a. Business Group B occupancy includes, among others, the use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts.
2. The two sleeping areas would be most closely classified as Residential Group R-3:
 - a. Congregate living facilities (transient) with 10 or fewer occupants.
3. The sleeping areas would be considered an Accessory Occupancy:
 - a. Aggregate accessory occupancies shall not occupy more than 10 percent of the floor area of the story in which they are located.
 - b. You have two sleeping rooms

- i. Large bedroom 12 feet by 20.6
 - ii. Small bedroom: 10 feet by 12
 - iii. 6.1% of the 6,015 Square foot building.
4. The Accessory sleeping areas shall be separated from the Business Group B Occupancy by Fire Partitions.
 - a. Fire Partitions shall have a fire-resistance rating of not less than 1 hour.
 - b. In this building, the Fire Partitions shall extend from the top of the floor slab to a fire-resistance-rated ceiling rated not less than 1 hour and shall be securely attached thereto.
 - c. The Fire Partitions shall be fireblocked per code (718.2) at the ceiling level
5. You can achieve the required rating on your ceilings and walls with
 - a. Two layers of 5/8" Type-X Sheetrock
 - b. Applied as two layers to one side of wood studs or
 - c. Applied in one layer to both sides of wood studs
6. Penetrations into or through your fire partitions and rated ceilings must be protected per code (714)
 - a. Grills for HVAC
 - b. Light fixtures
 - c. Electrical boxes
 - d. Data boxes
7. Fire-rated door assemblies to include the door, frame, hardware shall be rated at 20 minutes.
 - a. In the partitions noted above
8. In your Group R-3 accessory occupancies provisions shall be made for emergency escape and rescue openings.
 - a. You will need operable windows complying with the code (1030).

If I may clarify any of the above for you, don't hesitate to reach out. Do confirm with Matt Westheimer, Building Official for Surry and Sussex Counties, that your installation complies with the above.

Prepared by,
THE WOOTEN COMPANY



Russell D. Pearlman, AIA
rdp



BOARD ACTION FORM

Agenda Item: Action Item #6.04

Subject: Resolution Designating Shilton R. Butts as County Clerk

Board Meeting Date: January 19 2023

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Summary: Attached for your consideration is a resolution that designates Shilton Ricks Butts as Clerk to the Sussex County Board of Supervisors, a designation currently held by the County Administrator. Ms. Ricks Butts currently administers most roles of the County Clerk, so this resolution formally recognizes that role. Ms. Ricks Butts is an active member of the Virginia Municipal Clerks Association (VMCA) and the International Institute of Municipal Clerks (IIMC). She is currently pursuing her Certified Municipal Clerk designation, with a goal of completing the program within the next two years. In consultation with the Board Chair, it is requested that Ms. Ricks Butts be given a \$1,500 annual salary increase in recognition of designating her as Clerk to the Board of Supervisors.

Recommendation: Staff recommends approval of resolution designating Shilton Ricks Butts as Clerk to the Sussex Board of Supervisors and approval of a \$1,500 annual salary increase effective December .

Attachment: Resolution #22-153 Appointing Clerk to the Board of Supervisors

=====

ACTION: That the Board approves Resolution #22-153 Appointing Shilton Ricks Butts as Clerk to the Sussex County Board of Supervisors and approve a \$1,500 annual salary increase.

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

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			White (Tie Breaker)	___	___

Sussex County Board of Supervisors

**Resolution #22-153
Appointing Clerk to the Board of Supervisors**

Resolved by the Sussex County Board of Supervisors that the Board hereby appoints Shilton Ricks Butts as the Clerk to the Board pursuant to § 15.2-1538 of the Code of Virginia.

Be it Further Resolved, that in her role as Clerk to the Board of Supervisors, Ms. Ricks shall have the all the duties and be vested with all the authority set out in § 15.2-1539 of the Code of Virginia.

Adopted by the Sussex County Board of Supervisors this ____ day of _____, 2023.

By: _____
Susan Seward, Chair