

**Sussex County Board of Supervisors Meeting
Rescheduled from Thursday, February 15, 2024 – 6 pm
to February 22, 2024 – 6 pm
General District Courtroom – Sussex Judicial Center
15098 Courthouse Road, Sussex VA 23884**

ZOOM LINK

<https://us02web.zoom.us/j/9527387527>

Meeting ID: 952 738 7527

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1. Commencement

- 1.01 Call to Order/Determine Quorum
 - a. Approval of Board Member(s) Participating by Phone under Board Remote Participation Policy
- 1.02 The Invocation
- 1.03 The Pledge of Allegiance
- 1.04 Agenda Amendment(s)
- 1.06 Approval of Regular Agenda

2. Approval of Consent Agenda

- 2.01 Approval of Minutes: January 25, 2024 Special, February 1 Special (Rescheduled), and February 8 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*

3. Recognitions/Awards/Presentation

- 3.01 VDOT District Update – George Bowman, VDOT Franklin Residency
- 3.02 Blackwater Regional Library Update – Ben Neal, Library Director
- 3.03 RECOGNITION: Carrie Lee Dobie Delk Gray – 100th Birthday
- 3.04 RECOGNITION: Deputy Bristol Phillips

4. Public Hearing – none

5. Appointments

- 5.01 Appointments to Sussex Service Authority Board (Alternates)
- 5.02 Recommended Nomination for Appointment to the Board of Zoning Appeals
- 5.03 Appointments to Planning Commission

6. Action Items

- 6.01 Blackwater Solar Project Application Consideration Schedule

7. Citizens’ Comments

8. Unfinished Business

- 8.01 Adoption of Board Rules and Procedures
- 8.02 Stony Creek Volunteer Rescue Squad ERP Compliance Plan of Action

(next page)→

9. New Business – none

10. Board Members Comments

- 10.01 Blackwater District
- 10.02 Courthouse District
- 10.03 Henry District
- 10.04 Stony Creek District
- 10.05 Wakefield District
- 10.06 Waverly District
- 10.07 Yale District

11. Closed Session – none

12. Recess/Adjournment

- 12.01 Recess/Adjournment
- 12.02 Next Meeting, March 21, 2024 @ 6 p.m.

At a Special Meeting of the Board of Supervisors
Held at the Miles B. Carpenter Center Folk Art Museum
Waverly, Virginia
on Thursday, January 25, 2024 – 1:00 pm

BOARD MEMBERS PRESENT

Thomas W. Baicy, III
C. Eric Fly, Sr.
Alfred G. Futrell
Wayne O. Jones
Phyllis T. Tolliver
Rufus E. Tyler, Sr
Steve E. White

STAFF PRESENT

Richard Douglas, County Administrator
David Conmy, Deputy County Administrator/Economic
Development Director
Deste J. Cox, Treasurer
Ernest Giles, Sheriff
Nick Sheffield, Emergency Services Chief
Shilton R. Butts, Assistant to the County Administrator/
Clerk of the Board

Item 1. Call to order/Determine Quorum (

By general consensus, the January 25, 2024 Special meeting was called to order.

Item 2. Invocation

There was no Invocation offered.

Item 3. The Pledge of Allegiance.

There was no Pledge of Allegiance.

Item 4. Agenda Amendment

There were no agenda amendments.

Item 5. Approval of Agenda

There were no agenda amendments as

Item 6. Board of Supervisors Strategic Planning Session

Mr. Jerry E. Cox, consultant, provided the following minutes for the Board of Supervisors' Strategic Planning Session.

The Board of Supervisors identified the following issues during their work session (1/2)–

STRENGTHS of the County –

- *Agricultural resources and forestry management*
- *Rural, undeveloped land*
- *Interstate highway and rail*
- *First responder team*
- *Public school system*
- *Low tax rate*
- *Location within the region*
- *Available megasite (1,100+ acres)*
- *Teamwork between the Board and County departments*
- *Low debt service*
- *Employees feel valued*

WEAKNESSES of the County –

- Workforce (quality and quantity)
- Declining County revenue (current and future impact)
- Citizen apathy (lack of trust in local government)
- “Kicking the can” (continuing to postpone dealing with issues)
- Lack of County resources for technology, adult education
- No plan for growth
- #5 State ranking for fiscal stress
- Limited water due to DEQ regulations
- Job creation
- Health care (County is a food desert)
- Division in the County (east/west along VA35)
- Poverty (land rich/money poor)
- Taxes (too low)
- Impact of state actions (prisons, landfill)
- No local land use ordinance

The Board of Supervisors identified the following issues during their work session (2/2)–

OPPORTUNITIES for the County –

- Identify new revenue streams
- Dealing with solar
- Meet with state legislative delegation
- Consider a minerals tax
- Consider a meals tax

- Consider joining Hampton Roads EDC
- Consider establishing a satellite community college campus
- Rotate Board of Supervisors' meetings to various County sites
- Provide information to all Board members for more informed decisions
- Review, update, and approve Board rules and procedures
- Have a representative from each district on County water authority to ensure balance
- Agritourism
- Nottoway River recreation

THREATS for the County to be aware of –

- State and Federal Government mandates
- Citizens' lack of understanding of the role of local government
- Climate change (more frequent flooding/storms)
- Potential loss of revenue from landfill
- Decline in public school enrollment (ADM)
- Decline in population and tax base
- Challenges with foster care and CSA
- County Public Service Authority continued viability
- EMS – increase in costs/decrease in volunteers
- Increase in crime in the County

The Board of Supervisors identified the following objectives for the next six to twelve months –

- Stony Creek WWTP
- Transportation for seniors (medical, meals, etc.)
- Planning District Commission (Director to meet with Board of Supervisors)
- Early childhood education
- Hampton Roads EDC
- Develop plans for new Fire/EMS facility
- Develop plans for new County Courthouse offices
- Potential land acquisition (to be discussed in closed session)
- Revisit County's tax structure
- Discuss provision of parks & recreation service
- Consider needs of Sheriff's office, other Constitutional offices

Item 7. Citizens' Comments

Comments were heard from Sheriff Giles.

Item 8. Adjournment

By general consensus, the January 25, 2024 Board of Supervisors Strategic Planning Session adjourned at 5:30 p.m.

**At a Regular Meeting of the
Sussex County Board of Supervisors
Held in the General District Courtroom on
Thursday, February 1, 2024 at 6 pm**

BOARD MEMBERS PRESENT

Thomas W. Baicy, III
C. Eric Fly, Sr.
A. G. Futrell
Wayne O. Jones
Phyllis T. Tolliver
Rufus E. Tyler, Sr.
Steve E. White

STAFF PRESENT:

Richard Douglas, County Administrator
Danielle Powell, County Attorney
Ellen G. Boone, Commissioner of the Revenue
John Broderick, Director of Finance and Operations
Deste J. Cox, Treasurer
Ernest Giles, Sheriff
Julius Hamlin, Division Superintendent of the Public Schools
Michael Kessinger, Sergeant
Kelly W. Moore, Finance Director
Raven Parham, Deputy Treasurer
Nick Sheffield, Emergency Services Chief
Regina Sykes, Commonwealth's Attorney
Gary Williams, Circuit Court Clerk
Shilton R. Butts, Assistant to the County Administrator/
Clerk to the Board of Supervisors

1. Commencement

There was no audio of meeting. Minutes from notes.

1.01 Call to Order/Determine Quorum (6:08 p.m.)

Chairman W. Jones called the February 1, 2024 Special (Rescheduled) 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 BOS Organizational Meeting for Calendar Year 2024

Chairman Jones turned the meeting over to County Attorney Powell.

a. Election of Chairman for Calendar Year 2024

County Attorney Powell opened the floor for nominations for the Chairman of Board of Supervisors for Calendar Year 2024.

Supervisor Tyler nominated Wayne Jones for Chairman of the Board of Supervisors for Calendar Year 2024.

There being no other nominations submitted, County Attorney Powell closed with said name of Wayne Jones for Chairman.

Roll call vote was taken:

Supervisor Baicy	Aye	Supervisor Tolliver	Aye
Supervisor Fly	Aye	Supervisor Tyler	Aye
Supervisor Futrell	Aye	Supervisor White	Aye
Supervisor Jones	Aye		

Supervisor Jones is the Chairman of the Board of Supervisors for Calendar Year 2024.

County Attorney Powell turned the meeting over to Chairman Jones.

b. Election of Vice Chairman for Calendar Year 2024

Chairman Jones opened the floor for nominations for Vice Chairman of the Board of Supervisors for Calendar Year 2024.

Supervisor Futrell nominated Steve White for Vice Chairman of the Board of Supervisors for Calendar 2024.

Chairman Jones closed with the said name of Steve White for Vice Chairman.

A roll call vote was taken.

Supervisor Baicy	Aye	Supervisor Tolliver	Aye
Supervisor Fly	Aye	Supervisor Tyler	Aye
Supervisor Futrell	Aye	Supervisor White	Aye
Supervisor Jones	Aye		

Supervisor White is the Vice Chairman of the Board of Supervisors for Calendar Year 2024.

c. Establishment of dates, times and place of regular meetings

There was no change of dates, times and place of regular meetings. The regular meetings will remain the 3rd Thursday of each month at 6:00 p.m. in the Sussex Judicial Center General District Courtroom located at 15098 Courthouse Road, Sussex, Virginia 23884.

d. Adoption of Rules and Procedures

There was discussion of rescheduling the February 15, 2024 regular meeting to February 22, 2024.

ON MOTION OF SUPERVISOR JONES, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves rescheduling the February 15, 2024 regular meeting to February 22, 2024 at 6 p.m.

Voting aye: Supervisors Futrell, Jones, Tolliver, White

Voting nay: Supervisors Baicy, Fly

Abstained: Supervisor Tyler

There was discussion of cancelling the June meeting.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR TOLLIVER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves postponing the adoption of the Rules and Procedures until next meeting. All Board members present voted aye.

Audio recording started.

1.04 Agenda Amendments

Supervisor Futrell requested to add under Item 11, Closed Session, as Item 11.01 Real Property.

Supervisor Fly requested to add under Item 8, as Item 8.01 Stony Creek Rescue Squad.

1.05 Approval of Regular Agenda

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR WHITE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approved the February 1, 2024 Special (Rescheduled) meeting agenda inclusive of adding as Item 8, as Item 8.01 Stony Creek Rescue Squad and Item 11, Closed Session, as Item 11.01 Real Property. All Board members present voted aye.

2. Approval of Consent Agenda

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Consent agenda inclusive of the following: (a) December 21, 2023 Meeting minutes; (b) the Approval of Warrants and Vouchers; (c) the Treasurer’s Report and Financial Update; (d) Departmental Reports; (e) Treasurer Certification – Budget Amendment; (f) Ambulance Equipment/Supplies Outfitting Budget Amendment; (g) DMV Select ADA Compliance Restrooms Budget Amendment; (h) and, (i) Sheriff’s Vehicle Budget Amendment. All Board members present voted aye.

3. Recognitions/Awards/Presentation

3.01 FY22-23 Audit

Taylor Stover, auditor for Robinson, Farmer, Cox Associates, provided the summary of the Annual Financial Report for the Fiscal Year Ended June 30, 2023 (FY23 Annual Financial Report.

Mr. Stover stated that overall the audit went very well. He reviewed the three opinions on the report. Copies of the audit were provided to the Board members.26:48

302 Introduction of Superintendent Dr. Julius Hamlin

Dr. Julius Hamlin, recently appointed Superintendent for Sussex County Schools, was introduced.

Dr. Hamlin stated that it was good to be back home. He was excited. He stated that the schools will continue to work with the citizens to push their children forward.

Staff have had positive interaction with Dr. Hamlin to begin his tenure and look forward to the opportunity to a great working relationship between County Administration and the School System.

3.03 Resolution: Recognition of Ms. Arizona Sims-Curly’s Retirement

Sheriff Giles recognized Sergeant Sims-Curly on her retirement on January 1, 2024 after 19 years with the Virginia Department of Corrections and six years of service with the Sheriff’s Department.

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

Sgt. Sims-Curly thanked the Sheriff and the Board for the opportunity of working for the Sheriff’s office and the County.

The following resolution was presented to Sgt. Sims-Curley:

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

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

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

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

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

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

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

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

3.04 Recognition of First Responders January 11th Water Rescue Event

Emergency Services Chief Sheffield was in attendance to recognize the First Responders for the January 11th Water Rescue Event.

He stated a few weeks prior there was a flood in the County. On January 11, 2024 just before midnight, a call was received in the Communications Center for a vehicle that was in the water on Courthouse Road. Upon arrival, it was found that the truck was partially submerged on the driver's side, off the shoulder of the roadway. They didn't know if anyone was in the vehicle. Sergeant Marks, Deputy Sheriff Phillips, and Sussex Courthouse engine arrived. Stony Creek was on the way with an engine and a boat, as well Stony Creek Volunteer Rescue Squad. The Sheriff's Department had a drone, which was deployed to get a visual as to whether there was someone in the vehicle.

Chief Wyatt was able to make its way to the vehicle with the fire engine. They were able to access the patient, remove the patient from the vehicle, and return the patient to the staging area, where the patient was turned over to Captain White to give a quick evaluation.

EMS Chief Sheffield stated that fortunately the patient wasn't hurt.

Mr. Sheffield presented awards of Certificates of Appreciation and two Unit Citations for the Sheriff's and Fire Department. Certificates were presented to Stony Creek Fire Department

Firefighter Randy Foster and Ryan Gunn, Sussex Courthouse VFD Chief Wyatt Cox, Sheriff's Office Deputy Bristol Phillips and Sergeant Richard Marks, Lieutenant Shenika Hicks, Dispatcher Tashonda Jones, Stony Creek VRS Captain Steve White, Sussex VFD Gerald Parham II, Courthouse VFD Assistant Chief Ricky Matthews, Firefight David Barnes, Firefighter Doug Dunn and Firefighter Ted Harrell.

3.05 Recognition of Certified Deputy Treasurer

Treasurer Deste Cox recognized Deputy Treasurer Raven Parham for recently receiving the Master Governmental Deputy Treasurer certification through the Treasurers' Association of Virginia. This certification program for Treasurers and Deputy Treasurer is designed to advance the professionalism of the local governmental Treasurer and staff in Virginia. With Ms. Parham's certification, the Treasurer and both Deputy Treasurers are now certified.

No action was requested, but an accompanying request for a state-mandated salary increase was included on the consent agenda.

3.06 Sussex Chamber of Commerce Update/2024 Overview

Jesse Hellyer, President of Sussex County Chamber of Commerce, provided an update and 2024 overview.

He stated that the Chamber of Commerce is a group of individuals that represent local businesses throughout the County.

He stated that last year they not only met their goal, they exceeded it. At the end of 2023, the Chamber had 90 active members. He noted that one of their final members was Supervisor Baicy, who joined as an individual.

Mr. Hellyer introduced the Chamber of Commerce Board, not all were present: Supervisor Tolliver is the Chamber's Vice President; Lydia Pittman - Treasurer (Virginia Diner); Sherry Olsen – Secretary (Schultz's Lawnsapes); Lynn Babish - Technology Director (Hometown Web Designs); Darius Conner - Board of Directors (DC's DJ & More Party Rentals); Nick Garrett - Wakefield Market; Abby Malcolm (The Art Room); Angela McPhaul (Waverly Mayor); Corey Schultz (Shultz Lawnsapes); Phyllis Smallwood (R&A Hilltop Enterprises); and David Conmy (County representative).

He stated that everyone were volunteers.

He noted different events sponsored/hosted such as: Ms. Sussex; offer a scholarship to a graduating senior; back-to-school breakfasts; supported Waverly 5K; Cinco De Mayo celebration and Octoberfest in Waverly; hosted a Peanut and Harvest festival in Wakefield; and Candidate Forum.

He stated that the Chamber was represented at the Virginia Tobacco Commission Reception. Two Chamber Boards members attended Chamber Day on the Hill; met with Dr. Hamlin with the schools; and met with Waverly website/Facebook page manager.

He stated that Dr. Tolliver is in charge of scholarships for the Chamber. She will be sending information to all graduating seniors in Sussex for a \$500 scholarship. On February 21, they will be helping schools with their first 3E Day, focusing on enrollment, enlistment and employment.

The Chamber will be hosting a poll decorating contest for Valentine's Day. In February or March, they will be doing a business after hours. On May 4, they will be celebrating Cinco De Mayo in Waverly. On October 5, they will be hosting an Octoberfest at the Carpenter Museum in Waverly, Virginia. In August, they will hosting back to school breakfasts. September and October they will be hosting a "Meet the Candidate" night. They will be helping Supervisor Baicy with the Fire and Rescue, First Responders night.

He stated that anyone could join the Chamber of Commerce, a business or individual.

4. Public Hearings

There was no Public Hearing.

5. Appointments

5.01 Appointments to Sussex Service Authority Board (2)

County Administrator Douglas stated that the Sussex Service Authority had two appointments for the At-Large Citizen representative appointment, as well as an Elected (Board) Official representative appointment for the Sussex Service Authority Board. The elected appointments would begin January 1 and end December 31, 2026.

He stated that each representative could have an alternate, if the Board so desired. Their terms would run concurrent. An appointment for an alternate didn't have to be made.

It was noted that alternate appointment would be done at the next meeting.

A copy of the resolution of the Board of Supervisors appointing members to the Sussex Service Authority, SCC Articles of Incorporation (Exhibit A) and Terms (Exhibit B) were provided to the Board members.

ON MOTION OF SUPERVISOR JONES, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors hereby appoints Supervisor Baicy to serve as elected official representative on the Sussex Service Authority Board. All Board members present voted aye.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR BAICY and carried: RESOLVED that the Sussex County Board of Supervisors hereby appoints Susan Seward as the At-Large Citizen representative to the Sussex Service Authority Board; to-wit:

6. Action Items

6.01 Health Department Adjusted Funding Request

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

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

A copy of the Proposed FY24 funding agreement at the previously budgeted FY23 levels.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TOLLIVER and carried: RESOLVED that the Sussex County Board of Supervisor hereby funds the Health Department at the previously budgeted FY23 Levels, no increase (level funding). All Board members present voted aye.

7. Citizens' Comments

Millard "Pete" Stith (Chesterfield from Jarratt) - Congratulated returning Board members and new Board members; condolences to Supervisor Tolliver; Coalition thanked the Board for purchase of the School; donated check to the County for Fire/Rescue banquet (handed check to Treasurer); authorized School to donate \$500 from the Stith family scholarship fund

Yvonne Williams (Waverly District) – Solar Farms concerns to rural County: impact on character; wildlife, agricultural soils; water run-off - disturb agricultural production; property values of connecting properties; how County benefits; jobs; limit number of solar farms erected.

Franklin Cox (Waverly District/Town Councilmember) - Congratulated three new members and thanked them for serving; spoke to three new Board members - Sheriff's support - shooting range.

Susan Stone (Wakefield District) - Provided a photograph to the Board - expanse of Solar panels.

Leverette Pope (Waverly District) - Solar Farms -traffic; moratorium for Solar Panels/Farm; one grocery store in County; consider other industry to help growth; no more solar panels.

Frances Joyner-Chambers (Wakefield District/Wakefield Town Council) - Congratulated members; Speaking of behalf of Town of Wakefield - mailed/presented letters at meeting from

Town Attorney in opposition of potential Solar Farm outside the Town of Wakefield; resolution of specifics; 3 mile radius (Comp Plan); CUP; stand up for opposer's rights.

Molly Dowless (Wakefield District) - welcomed new Board members; Solar Farms; Comp Plan; Ordinance; Blackwater project; placement of Solar facilities in appropriate places; HB636; asked Board to vote "no".

Franklin Dowless (Wakefield District) - Thanked Board members for their service; represent interest of citizens of Sussex; asked to vote "no" for Blackwater project.

Bernie Camper (Sussex County) - Solar farms - not good.

Laine Chambers (Wakefield District) - Solar development in Sussex County and current projects; oversight/monitoring of construction as permitted; revenue earmarked or general fund; planning commission review current permits

Monica Strong (Sussex County) - Solar farms; independent research; owned solar equipment.

Sharon Rogers Moore (Wakefield District) - Historic property; Solar project - faces front door; choose citizens, other things are more important to citizens than money.

Kevin Bracy (Yale District) - Congratulate new and returning Board members; County leadership; employees; Berkley and Timmons Groups; Repair Administration building; Planning Commission.

8. Unfinished Business

8.01 Stony Creek Rescue Squad

Supervisor Fly tabled until the next meeting.

9. New Business

There was no New Business.

10. Board Member Comments

10.01 Blackwater District – none

10.02 Courthouse District – Thanked everyone for support during family time of bereavement; pleasure to serve on Board next four years; Solar Farm meetings - pros and cons.

10.03 Henry District – absent

10.04 Stony Creek District – Ideas - Maintenance Program for structures before spending; other options; Administration building; Solar farm; Sheriff's Department.

10.05 Wakefield District – Thanked Board for nominating for Chairman again; transparent to citizens; every

10.06 Waverly District – Transparency; Anti-Solar Farms

10.07 Yale - Welcomed everyone; thanked citizens in Yale District for vote and support; constituents

11. Closed Session

11.01 Convene to Closed Session

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR WHITE and carried: RESOLVED that the Sussex County Board of Supervisors convene to Closed Session to (1) discussion or disposition the conveyance of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, applicable Virginia Code Section 2.2-3711(A)3, real property. All Board members present voted aye.

11.02/03 Reconvene to Open Session/Certification

ON MOTION OF SUPERVISOR BAICY, seconded by SUPERVISOR TOLLIVER and carried: RESOLVED that the Sussex County Board of Supervisors hereby reconvened to Open Session; and

FURTHER RESOLVED THAT that that the Sussex County Board of Supervisors convened a Closed Meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, the Sussex County Board of Supervisors hereby approves adoption of resolution for certification, to-wit:

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

WHEREAS, Section 2.2-3712 of the Code of Virginia, as amended, requires a certification by the Board that such Closed Meeting was conducted in conformity with Virginia law.

NOW THEREFORE BE IT RESOLVED that the Board of Supervisors hereby certifies that, to the best of each member's knowledge (i) only public business matters lawfully exempted from Open Meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the Closed Meeting were heard discussed or considered.

Voting aye: Supervisors Baicy, Fly, Futrell, Jones, Tolliver, White
Voting nay: none
Absent during vote: Supervisor Tyler

11.04 Action Resulting from Closed Session, if any

There was no action on the Closed Session item.

12. Adjournment

12.01 Adjournment

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR TOLLIVER and carried: RESOLVED that the February 1, 2024 special (rescheduled) meeting of the Sussex County Board of Supervisors hereby adjourned at 8:45 p.m. All Board members present voted aye.

12.02 Next Meeting

The next regular (special) Board of Supervisors meeting is scheduled to be held, Thursday, February 22, 2024 at 6 p.m.

**At a Special (BWS) Meeting of the
Sussex County Board of Supervisors
Held in the Social Services Conference on
Thursday, February 8, 2024 at 6 pm**

BOARD MEMBERS PRESENT

Thomas W. Baicy, III
C. Eric Fly, Sr.
A. G. Futrell
Wayne O. Jones
Phyllis T. Tolliver
Rufus E. Tyler, Sr.
Steve E. White

STAFF PRESENT:

Richard Douglas, County Administrator
David Conmy, Deputy County Administrator/
Economic Development Director
Debbie Broughton, Animal Services Director
Deste J. Cox, Treasurer
Jeffrey Gary, Public Works Director
Ernest Giles, Sheriff
Felicia Hartman, Chief Attorney
Michael Kessinger, Sergeant
Kelly W. Moore, Finance Director
Titiana Nicholson, CSA Coordinator
Laveeta Saunders, Benefits Programs Supervisors
Nick Sheffield, Emergency Services Chief
Regina Sykes, Commonwealth's Attorney
Tawana Toran, DSS Director
Jessica Upton, Benefits Programs Supervisors
Shilton R. Butts, Assistant to the County Administrator/
Clerk to the Board of Supervisors

Item 1. Call to Order/Determine Quorum (6:08 p.m.)

Chairman W. Jones called the February 8, 2024 Special (BWS) meeting of the Sussex County Board of Supervisors to order.

Item 2. The Invocation

The Invocation was offered by Supervisor White.

Item 3. The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

Item 4. Agenda Amendments

There were no agenda amendments.

Item 5. Approval of Agenda

ON MOTION OF SUPERVISOR WHITE, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approved the February 8, 2024 Special (BWS) meeting agenda as presented. All Board members present voted aye.

Item 6. Budget Discussions of Department Heads FY24 Big Ticket Items
(Personnel, programmatic changes and/or Capital Improvements, Property)

County Administrator Douglas stated that if Big Tickets items were not presented at this Budget Work Session, it will not be considered. He also noted that this was just a presented. No items would be considered for approval at this meeting.

Jeffrey Gary, Public Works Director, presented the following Big Ticket requests:

1. 8 x 16 Enclosed Trailer for Road Sign Installation (\$16,500)
2. Public Safety Building – Replace 3 Zones of HVAC (\$35,000)
3. F-350 crew cab 4x4 Pickup (\$55,000)
4. Waverly Convenience Site – Complete Roadway Repairs (\$35,000)
5. Replace HVAC at Health Department (\$34,000)
6. Paint and wallpaper corridors at Courthouse (\$35,000)
7. Provide funding to assess failed gutter system (TBD)
8. Replace HVAC Control panel and sensors at Courthouse (\$45,000)
9. Replace generator switchgear and panel at Courthouse (\$35,000)
10. Add concrete ramp for ADA compliance-BoE required (\$35,000)
(Public Safety Building)

Tawana Toran, DSS Director, presented the following items for Big Ticket request for salary increases for DSS Positions to align salaries (\$380,000).

Titiana Nicholson, CSA Coordinator, presented the following Big Ticket request for a Management Specialist Position (\$51,268.96 - \$74,350.56).

Debbie Broughton, Animal Services Director, presented the following items for Big Ticket requests.

1. Salary Increase (\$5,800)
2. FT Kennel Attendant – 1 more (\$38,000)
3. One Additional Sworn ACO (\$45,000)
4. One Used Truck/Van for Officer (\$45,000)
5. Used/New Truck to Replace F-150 2018 (\$55,000)

- (132,000 miles)
- 6. Used/New Explorer to Replace 2018 Explorer (\$60,000)
(123,000 miles)
- 7. New/Used Van to Replace 2020 Cayo Van (\$45,000)
(38,000 miles)

Regina Sykes, Commonwealth’s Attorney, presented the following Big Ticket requests for salary supplement for staff (\$30,000) and updated Criminal Case Management System.

David Conmy, Deputy County Administrator/Economic Development Director, presented the following Big Ticket items for Economic Development budget (\$105,500) growing the Economic Development budget for County. He provided a table of what funds could be used for:

- 1. Website for Megasite
- 2. Marketing Material
- 3. IEDC Classes
- 4. Training/Conference/Memberships

Ernest Giles, Sheriff, presented the following Big Ticket requests:

- 1. Holiday Payout (\$292,381)
- 2. Vehicles – Lease Program (\$598,334.03)
6 SUVs & 4 Pickup Trucks
- 3. Jail Building Repairs (\$61,932.74)
- 4. Personnel Salary Increases (\$4,910.17)
- 5. Investigative Tools (\$106,650.58)

Nick Sheffield, Chief of Fire & Rescue, presented the following Big Ticket requests

- 1. Reclassify EMS Supervisor Contract Staff position (\$43,424.490)
- 2. 10 Sets of Turnout Gear for Firefighters (\$35,000)
- 3. Purchase another staff vehicle and camper shell (\$70,000)
- 4. Narcotics Storage System – associated equipment & supplies (\$26,000)

A packet of the Big Ticket items were provided to the Board members.

Item 7. Citizens’ Comments

There were no citizens’ comments.

Supervisor Futrell department at 9:06 p.m.

Item 8. Adjournment

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR WHITE and carried:
RESOLVED that the Sussex County Board of Supervisors hereby adjourned the February 8, 2024
Special meeting at 9:12 p.m.

DRAFT

February 22, 2024

WARRANTS & VOUCHERS SUMMARY

TOTAL ALL WARRANTS FOR APPROVAL	\$ 1,499,309.05
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TOTAL ALL VOID CHECKS FOR APPROVAL	\$ 37,700.86
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ACCOUNTS PAYABLE WARRANTS:	CHECK NO.	AMOUNTS	PROCESS DATE
FOR MONTH OF January 2024			
	227069-227150	\$ 384,306.07	11-Jan-24
	227165-227237	\$ 243,400.40	18-Jan-24
	227249-227304	\$ 269,033.21	25-Jan-24
Total Regular Warrants		\$ 896,739.68	

PAY. DEDUCTION WARRANTS:	CHECK NO.	AMOUNTS	PROCESS DATE
FOR MONTH OF January 2024			
	227058-227068	\$ 59,863.82	16-Jan-24
	227238-227248	\$ 61,369.18	31-Jan-24
Total Payroll Deduction Warrants:		\$ 121,233.00	

CSA WARRANTS:	CHECK NO.	AMOUNTS	PROCESS DATE
FOR MONTH OF January 2024			
	227151-227164	\$ 296,563.18	12-Jan-24
	227305-227310	\$ 163,025.28	31-Jan-24
Total CSA Warrants:		\$ 459,588.46	

ACH PAYMENTS	CHECK NO.	AMOUNTS	PROCESS DATE
WEX INC	ACH	\$ 12,650.33	18-Jan-24
BANK OF AMERICA	ACH	\$ 9,097.58	19-Jan-24
Total ACH Deduction Warrants:		\$ 21,747.91	
TOTAL VOUCHERS & WARRANTS FOR APPROVAL		\$ 1,499,309.05	

VOIDED	CHECK NO.	AMOUNTS	PROCESS DATE
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API00B 1/11/2024 SUSSEX COUNTY
 TIME-11:29:04

A/P CHECK REGISTER
 Check Date - 1/11/2024

ActPd - 2024/01

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
2270669	1960	ACT PAYMENTS, INC.	000	1/11/2024	5,530.75	.00
227070	923	ALL SEASONS, TERMITTE &	000	1/11/2024	95.00	.00
227071	1917	AMAZON CAPITAL SERVICES	000	1/11/2024	139.62	.00
227072	1746	AMERICAN HOUSING SPECIAL	000	1/11/2024	1,821.40	.00
227073	881	ANTHEM BLUE CROSS AND	000	1/11/2024	4,284.86	.00
227074	1010	ARI	000	1/11/2024	4,022.52	.00
227075	2041	BRANTLEY LEAH	000	1/11/2024	200.00	.00
227076	183	BRITT'S SERVICE CENTER	000	1/11/2024	25.00	.00
227077	2042	BROWN, VIOLA	000	1/11/2024	150.00	.00
227078	738	BUTLER'S TOWING AND	000	1/11/2024	179.00	.00
227079	1251	CABIN POINT VETERINARY	000	1/11/2024	1,366.50	.00
227080	728	CARQUEST OF WAKEFIELD	000	1/11/2024	30.80	.00
227081	1485	CENTRAL AGRIBUSINESS	000	1/11/2024	391.92	.00
227082	1981	CHESTERFIELD INSURERS	000	1/11/2024	4,775.00	.00
227083	2106	CIVICPLUS	000	1/11/2024	235.00	.00
227084	2055	COMMONWEALTH CALIBRATIONS	000	1/11/2024	630.00	.00
227085	1946	COMMONWEALTH OCCUPATIONAL	000	1/11/2024	49.59	.00
227086	20	COWLING BROTHERS	000	1/11/2024	1,111.00	.00
227087	24	CRATER YOUTH CARE	000	1/11/2024	1,111.00	.00
227088	845	CROWN CASTLE GT COMPANY	000	1/11/2024	4,156.83	.00
227089	871	CRYSTAL SPRINGS	000	1/11/2024	4,474.62	.00
227090	983	DELL MARKETING U.P.	000	1/11/2024	16.00	.00
227091	28	DISTRICT 19 COMMUNITY	000	1/11/2024	3,168.00	.00
227092	902	DOC FARMER'S MARKET	000	1/11/2024	48,187.00	.00
227093	1651	DOCUMENT SYSTEMS	000	1/11/2024	396.10	.00
227094	84	DOMINION VIRGINIA POWER	000	1/11/2024	106.91	.00
227095	84	DOMINION VIRGINIA POWER	000	1/11/2024	8,846.55	.00
227096	84	DOMINION VIRGINIA POWER	000	1/11/2024	4,166.74	.00
227097	1911	DOUGLAS, RICHARD	000	1/11/2024	140.76	.00
227098	2157	EMERGENCY SOLUTIONS, INC.	000	1/11/2024	763.02	.00
227099	2108	ERAD GROUP, INC.	000	1/11/2024	141,210.00	.00
227100	1692	FERRILLGAS	000	1/11/2024	4,500.00	.00
227101	2030	FLORES & ASSOCIATES, LLC	000	1/11/2024	1,283.03	.00
227102	1605	GLOBAL SIGNAL ACQUISITIONS	000	1/11/2024	22,396.67	.00
227103	2084	GRAY, BARBARA	000	1/11/2024	1,475.85	.00
227104	1637	HALEY FORD SOUTH	000	1/11/2024	75.00	.00
227105	1703	HEFTY WILEY & GORE P.C.	000	1/11/2024	10,976.79	.00
227106	1747	HERC RENTALS INC.	000	1/11/2024	18,360.00	.00
227107	885	JARRATT FAST SHOP	000	1/11/2024	1,166.83	.00
227108	9999999	JONES, TASHANDA	000	1/11/2024	192.00	.00
227109	1550	KINER, NETWORKING SOLUTION	000	1/11/2024	55.00	.00
227110	2201	LATHROP'S BUSINESS SYSTEM	000	1/11/2024	1,350.00	.00
227111	1830	LEADSONLINE LLC	000	1/11/2024	5,800.00	.00
227112	1213	LEETE TIRE & AUTO CENTER	000	1/11/2024	4,037.00	.00
227113	2100	LETS CORP	000	1/11/2024	4,558.16	.00
227114	129	LOGAN SYSTEMS, INC	000	1/11/2024	2,087.00	.00
227115	9999999	MCLEAN TRISTAN	000	1/11/2024	672.41	.00
227116	1983	MID-ATLANTIC PEST AND LAW	000	1/11/2024	207.90	.00
227117	2200	NATIONAL ASSOCIATION OF C	000	1/11/2024	320.00	.00
227118	9999999	NEWMAN, MICHAEL	000	1/11/2024	450.00	.00
227119	540	NOLAND COMPANY	000	1/11/2024	208.80	.00
227119	56	OWEN FORD, INC	000	1/11/2024	423.06	.00
227119	56	OWEN FORD, INC	000	1/11/2024	53.79	.00

API00B 1/11/2024 SUSSEX COUNTY A/P CHECK REGISTER
 TIME-11:29:04 Check Date - 1/11/2024

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
227120	991	PARKER OIL CO	000	1/11/2024	981.40	.00
227121	2019	DETERSBERG ALARM COMPANY,	000	1/11/2024	43.00	.00
227122	1246	PHILLIPS TELECOMMUNICTON	000	1/11/2024	492.55	.00
227123	999999	PHILLIPS, TERRILYN	000	1/11/2024	345.00	.00
227124	999999	PHILLIPS, TERRILYN	000	1/11/2024	230.00	.00
227125	165	POSTMASTER	000	1/11/2024	1,800.00	.00
227126	61	PRINCE GEORGE ELECTRIC	000	1/11/2024	1,703.80	.00
227127	2083	READ'S UNIFORMS INC.	000	1/11/2024	375.09	.00
227128	2043	ROGERS, EARL	000	1/11/2024	150.00	.00
227129	1488	RRS FOODSERVICE	000	1/11/2024	2,377.98	.00
227130	1618	SHRED-IT USA, LLC	000	1/11/2024	131.28	.00
227131	67	STONY CREEK PHARMACY	000	1/11/2024	757.43	.00
227132	162	SUFOLK ENERGIES INC	000	1/11/2024	290.64	.00
227133	963	TIMMONS GROUP	000	1/11/2024	15,950.00	.00
227134	2138	TOMINICH, RODNEY	000	1/11/2024	96.00	.00
227135	80	TRI CITY OFFICE PRODUCTS	000	1/11/2024	660.42	.00
227136	2045	UMPHLETT, MINNIE	000	1/11/2024	75.00	.00
227137	2156	UNITED SITE SERVICES OF M	000	1/11/2024	764.00	.00
227138	87	VAN CLEEF AUTO PARTS INC	000	1/11/2024	774.48	.00
227139	757	VERIZON BUSINESS	000	1/11/2024	496.18	.00
227140	39	VERIZON WIRELESS	000	1/11/2024	5,364.77	.00
227141	259	VIRGINIA DEPT OF FORESTRY	000	1/11/2024	23,067.18	.00
227142	581	VIRGINIA DINER	000	1/11/2024	307.12	.00
227143	1762	VIRGINIA LP TRUCKS, INC	000	1/11/2024	688.04	.00
227144	873	WASTE MANAGEMENT OF	000	1/11/2024	1,593.08	.00
227145	88	WAVEVERLY GLASS SHOP	000	1/11/2024	1,650.00	.00
227146	322	WILLIAMS, GARY M., CLERK	000	1/11/2024	1,119.98	.00
227147	1408	WITMER PUBLIC SAFETY GRP.	000	1/11/2024	4,878.23	.00
227148	2044	WYCHE, NATHALIA	000	1/11/2024	150.00	.00
227149	93	XEROX CORPORATION	000	1/11/2024	149.63	.00
227150	2013	1-800-PACK-RAI, LLC	000	1/11/2024	205.21	.00
		CLASS TOTAL			384,306.07	.00
		ACH TOTAL			22,396.67	.00
		CHECK TOTAL			361,909.40	.00
		EPY TOTAL			.00	.00
		FINAL TOTAL			384,306.07	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 384,306.07- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

1/11/24
 DATE 1/11/2024
 DATE 1/11/24
 DIRECTOR OF FINANCE
 DEPT. OF ADMINISTRATION
 DESTE J. COX, TREASURER

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
227165	1960	ACI PAYMENTS, INC.	000	1/18/2024	7,652.96	.00
227166	1917	AMAZON CAPITAL SERVICES	000	1/18/2024	618.27	.00
227167	9	BAI MUNICIPAL SOFTWARE	000	1/18/2024	14,858.00	.00
227168	1676	BERKLEY GROUP	000	1/18/2024	7,532.00	.00
227169	915	BLACKWATER REGIONAL	000	1/18/2024	41,411.25	.00
227170	183	BRITT'S SERVICE CENTER	000	1/18/2024	3,773.93	.00
227171	1251	CABIN POINT VETERINARY	000	1/18/2024	2,364.91	.00
227172	728	CARQUEST OF WAKEFIELD	000	1/18/2024	1,161.65	.00
227173	1368	CAS SEVERN, INC.	000	1/18/2024	1,250.00	.00
227174	1485	CENTRAL AGRIBUSINESS	000	1/18/2024	46.20	.00
227175	2055	COMMONWEALTH CALIBRATIONS	000	1/18/2024	75.00	.00
227176	1961	COMMUNITY COALITION OF SU	000	1/18/2024	2,500.00	.00
227177	1449	CONVERGENT TECHNOLOGIES	000	1/18/2024	359.00	.00
227178	24	CRATER YOUTH CARE	000	1/18/2024	6,156.83	.00
227179	871	CRYSTAL SPRINGS	000	1/18/2024	119.41	.00
227180	2064	DELL FINANCIAL SERVICES L	000	1/18/2024	2,502.02	.00
227181	983	DELL MARKETING L.P.	000	1/18/2024	184.98	.00
227182	193	DEPART OF MOTOR VEHICLES	000	1/18/2024	750.00	.00
227183	902	DOC FARMER'S MARKET	000	1/18/2024	237.45	.00
227184	1651	DOCUMENT SYSTEMS	000	1/18/2024	666.65	.00
227185	1756	EAST COAST EMERGENCY VEH	000	1/18/2024	1,746.93	.00
227186	1692	FERRELLGAS	000	1/18/2024	846.67	.00
27	2030	FLORES & ASSOCIATES, LLC	000	1/18/2024	18,940.76	.00
227187	609	FORD, LAVERNE D	000	1/18/2024	84.55	.00
227188	1879	ICMA MEMBERSHIP RENEWALS	000	1/18/2024	1,095.25	.00
227189	999999	JACKSON, JAMES	000	1/18/2024	21.60	.00
227190	49	JARRATT HARDWARE	000	1/18/2024	176.05	.00
227191	1943	MARK D. MILITANA MD PC	000	1/18/2024	3,750.00	.00
227192	1046	MCI	000	1/18/2024	87.16	.00
227193	1983	MID-ATLANTIC PEST AND LAW	000	1/18/2024	515.00	.00
227194	1246	PHILLIPS TELECOMMUNICTON	000	1/18/2024	350.00	.00
227195	164	PITNEY-BOWES, LLC	000	1/18/2024	1,022.04	.00
227196	829	PURCHASE POWER	000	1/18/2024	339.04	.00
227197	618	QUILL CORPORATION	000	1/18/2024	66.08	.00
227198	2083	READ'S UNIFORMS INC.	000	1/18/2024	4,705.54	.00
227199	2083	READ'S UNIFORMS INC.	000	1/18/2024	12,252.00	.00
227200	1956	ROBERTSON, VINCENT L.SR,	000	1/18/2024	2,223.00	.00
227201	2203	RODEFER MOSS AND CO. LLC	000	1/18/2024	2,560.00	.00
227202	832	SAM'S CLUB DIRECT	000	1/18/2024	430.41	.00
227203	1709	SCHULTZ LAMNSCAPES, INC.	000	1/18/2024	13,156.70	.00
227204	2125	SIMMONS, JULIA	000	1/18/2024	400.00	.00
227205	1787	SIMPLE COM	000	1/18/2024	434.00	.00
227206	999999	SMITH MAROUISE	000	1/18/2024	75.00	.00
227207	1975	STAPLES, INC.	000	1/18/2024	14.99	.00
227208	2022	STAR2STAR COMMUNCATIONS, L	000	1/18/2024	226.06	.00
227209	1215	SUSSEX COUNTY SCHOOL	000	1/18/2024	182.70	.00
227210	1869	SUSSEX DISTRICT COURT	000	1/18/2024	2,145.58	.00
227211	77	SUSSEX SERVICE AUTHORITY	000	1/18/2024	52.50	.00
227212	1904	SYKES, REGINA	000	1/18/2024	233.42	.00
227213	1872	TAXING AUTHORITY CONSULTI	000	1/18/2024	1,114.26	.00
227214	2202	THE PROGRESS-INDEX	000	1/18/2024	835.68	.00
227215	963	TIMMONS GROUP	000	1/18/2024	22,680.00	.00

API00B 1/18/2024 SUSSEX COUNTY
 TIME-14:43:18

A/P CHECK REGISTER
 Check Date - 1/18/2024

ActPd - 2024/01

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
227216	316	TOWN OF STONY CREEK	000	1/18/2024	1,243.60	.00
227217	318	TOWN OF WAVERLY	000	1/18/2024	9,275.42	.00
227218	80	TRI CITY OFFICE PRODUCTS	000	1/18/2024	53.70	.00
227219	1218	U.S. BANK	000	1/18/2024	775.00	.00
227220	407	U.S. POSTAL SERVICE	000	1/18/2024	3,000.00	.00
227221	503	UNIVERSITY OF VIRGINIA	000	1/18/2024	160.00	.00
227222	418	V.A.L.E.C.O.	000	1/18/2024	50.00	.00
227223	301	VA EMPLOYMENT COMMISSION	000	1/18/2024	539.13	.00
227224	87	VAN CREEF AUTO PARTS INC	000	1/18/2024	42.14	.00
227225	769	VERIZON	000	1/18/2024	5,516.20	.00
227226	757	VERIZON BUSINESS	000	1/18/2024	981.95	.00
227227	39	VERIZON WIRELESS	000	1/18/2024	1,417.03	.00
227228	2050	VIRGINIA AMERICAN WATER C	000	1/18/2024	23.35	.00
227229	581	VIRGINIA STATE	000	1/18/2024	3,232.44	.00
227230	2139	VIRGINIA DINNER	000	1/18/2024	180.00	.00
227231	873	WASTE MANAGEMENT OF	000	1/18/2024	701.70	.00
227232	2158	WILBERT WILLIAMS AND SONS	000	1/18/2024	23,491.60	.00
227233	879	WOMACK PUBLISHING CO.	000	1/18/2024	94.98	.00
227234	1738	WYATT STGN COMPANY	000	1/18/2024	1,510.75	.00
227235	1644	XEROX FTNANCIAL SERVICES	000	1/18/2024	1,551.40	.00
		CLASS TOTAL			237,823.88	.00

API0 1/18/2024 SUSSEX COUNTY
TIME 43:18

A/P CHECK REGISTER
Check Date 1/18/2024

ActPd - 2024/01

PAGE 4

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
227237	317	TOWN OF WAKEFIELD	002	1/18/2024	32.92	.00
			CLASS TOTAL		32.92	.00

ACH TOTAL	18,940.76
CHECK TOTAL	224,459.64
EPY TOTAL	.00
FINAL TOTAL	243,400.40

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
THE TOTAL 243,400.40 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

1-18-24
DATE

Kelly M. G. [Signature]
DIRECTOR OF FINANCE

[Signature]
COUNTY ADMINISTRATOR

DESTIE J. COX, TREASURER

API100B 1/25/2024 SUSSEX COUNTY
 TIME-13:54:54

A/P CHECK REGIS. 1/25/2024
 Check Date -

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
227249	342	AGRI-VA, INC	000	1/25/2024	17.98	.00
227250	1917	AMAZON CAPITAL SERVICES	000	1/25/2024	640.69	.00
227251	1011	ANTHEM BLUE CROSS& SHIELD	000	1/25/2024	4,336.00	.00
227252	717	ASHLEY'S FLORIST	000	1/25/2024	65.00	.00
227253	10	BANK OF SOUTHSIDE VA	000	1/25/2024	966.43	.00
227254	10	BANK OF SOUTHSIDE VA	000	1/25/2024	419.90	.00
227255	383	BENJ. FRANKLIN PRINTING CO	000	1/25/2024	179.80	.00
227256	1676	BERKLEY GROUP	000	1/25/2024	12,376.00	.00
227257	999999	BRANDT, MICHELLE	000	1/25/2024	300.00	.00
227258	183	BRITT'S SERVICE CENTER	000	1/25/2024	2,500.00	.00
227259	1492	CAROUSEL INDUSTRIES OF	000	1/25/2024	1,293.71	.00
227260	728	CARQUEST OF WAKEFIELD	000	1/25/2024	11.66	.00
227261	2055	COMMONWEALTH CALIBRATIONS	000	1/25/2024	75.00	.00
227262	1449	CONVERGENT TECHNOLOGIES	000	1/25/2024	350.00	.00
227263	411	CONVERGENT TECHNOLOGIES	000	1/25/2024	162.00	.00
227264	871	CRYSTAL SPRINGS	000	1/25/2024	181.53	.00
227265	902	DOC FARMER'S MARKET	000	1/25/2024	150.95	.00
227266	1651	DOCUMENT SYSTEMS	000	1/25/2024	46.15	.00
227267	84	DOMINION VIRGINIA POWER	000	1/25/2024	3,758.41	.00
227268	84	DOMINION VIRGINIA POWER	000	1/25/2024	2,513.18	.00
227269	2157	EMERGENCY SOLUTIONS, INC.	000	1/25/2024	147,240.00	.00
227270	1937	EMPORIA MEDICAL ASSOCIATE	000	1/25/2024	75.00	.00
227271	1692	FERRELLGAS	000	1/25/2024	1,034.77	.00
227272	2030	FLORES & ASSOCIATES, LLC	000	1/25/2024	5,111.14	.00
227273	1540	GARY, JEFFERY	000	1/25/2024	260.00	.00
227274	276	GREENSVILLE COUNTY WATER	000	1/25/2024	63.99	.00
227275	885	JARRATT FAST SHOP	000	1/25/2024	120.00	.00
227276	49	JARRATT HARDWARE	000	1/25/2024	22.16	.00
227277	1969	JENSEN MECHANICAL INC.	000	1/25/2024	4,180.00	.00
227278	1550	KINEX NETWORKING SOLUTION	000	1/25/2024	1,350.00	.00
227279	129	LOGAN SYSTEMS, INC	000	1/25/2024	945.13	.00
227280	1606	MOORE, KELLY	000	1/25/2024	103.00	.00
227281	550	OGBURN SIGN CO. LLC	000	1/25/2024	190.00	.00
227282	56	OWEN FORD, INC	000	1/25/2024	99.72	.00
227283	1187	OWEN PRINTING COMPANY	000	1/25/2024	473.15	.00
227284	61	PRINCE GEORGE ELECTRIC	000	1/25/2024	576.15	.00
227285	829	PURCHASE POWER	000	1/25/2024	298.23	.00
227286	2083	READ'S UNIFORMS INC.	000	1/25/2024	1,349.70	.00
227287	1023	RICOH USA, INC.	000	1/25/2024	464.65	.00
227288	1488	RRS FOODSERVICE	000	1/25/2024	2,216.50	.00
227289	2026	RUBBER STAMPS UNLIMITED	000	1/25/2024	91.45	.00
227290	1772	SOUTHSIDE ELECTRIC COOPER	000	1/25/2024	106.46	.00
227291	1975	STAPLES, INC.	000	1/25/2024	1,008.52	.00
227292	162	SUFFOLK ENERGIES INC	000	1/25/2024	1,008.50	.00
227293	1817	SUFFOLK TITILE, LTD	000	1/25/2024	150.00	.00
227294	77	SUSSEX SERVICE AUTHORITY	000	1/25/2024	52.50	.00
227295	1766	THE SUPPLY ROOM	000	1/25/2024	12.31	.00
227296	485	THOMSON WEST	000	1/25/2024	54.00	.00
227297	80	TRI CITY OFFICE PRODUCTS	000	1/25/2024	487.70	.00
227298	1995	TRUIST BANK	000	1/25/2024	745.25	.00
227299	1995	TRUIST BANK	000	1/25/2024	1,600.38	.00
227299	769	VERIZON	000	1/25/2024	3,990.04	.00

API TIME : 1/25/2024 1:54:54

A/P CHECK REGISTER
Check Date 1/25/2024

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
227300	828 VIRGINIA'S GATEWAY REGION	000	1/25/2024	23,583.00	.00
227301	873 WASTE MANAGEMENT OF	000	1/25/2024	3,546.19	.00
227302	88 WAVERLY GLASS SHOP	000	1/25/2024	550.00	.00
227303	1966 WOOTEN COMPANY, THE	000	1/25/2024	35,381.75	.00
227304	93 XEROX CORPORATION	000	1/25/2024	149.63	.00
	CLASS TOTAL			269,033.21	.00
	ACH TOTAL			5,111.14 ✓ <i>RP</i>	
	CHECK TOTAL			263,922.07 ✓ <i>RP</i>	
	EPY TOTAL			.00	
	FINAL TOTAL			269,033.21 ✓ <i>RP</i>	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 269,033.21- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

1.2524
 DATE 1/25/2024
 DATE 1/25/24
 DATE

Michael Landwehr
 Designated by
 DIRECTOR OF FINANCE

Destie J. Fox
 DESIGNATED BY ADMINISTRATION
 DESTIE J. FOX, TREASURER

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	CHECK NO.	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	000245	AFLAC	DC040240116240100	1/16/2024	100-000200-0100-		567.96	227058		00000
00000	000245		DC040240116240100	1/16/2024	105-000200-0100-		87.39	227058		00000
00000	000245		DC041240116240100	1/16/2024	100-000200-0100-		572.58	227058		00000
00000	000245		DC041240116240100	1/16/2024	105-000200-0100-		109.99	227058		00000
					CHECK TOTAL		1,337.92			
00000	000881	ANTHEM BLUE CROSS AND	DC005240116240100	1/16/2024	100-000200-0100-		9,915.00	227059		00000
00000	000881		DC005240116240100	1/16/2024	105-000200-0100-		2,644.00	227059		00000
00000	000881		DC015240116240100	1/16/2024	100-000200-0100-		7,716.00	227059		00000
00000	000881		DC015240116240100	1/16/2024	105-000200-0100-		964.50	227059		00000
00000	000881		DC126240116240100	1/16/2024	100-000200-0100-		26,775.00	227059		00000
00000	000881		DC126240116240100	1/16/2024	105-000200-0100-		4,998.00	227059		00000
					CHECK TOTAL		53,012.50			
00000	002171	JAMES CITY COUNTY TREASUR	DC204240116240100	1/16/2024	100-000200-0100-		100.00	227060		00000
					CHECK TOTAL		100.00			
00000	001397	LEGAL SHIELD	DC097240116240100	1/16/2024	100-000200-0100-		59.86	227061		00000
00000	001397		DC097240116240100	1/16/2024	105-000200-0100-		46.39	227061		00000
					CHECK TOTAL		106.25			
00000	001021	MINNESOTA LIFE INS CO	DC200240116240100	1/16/2024	100-000200-0100-		466.85	227062		00000
00000	001021		DC200240116240100	1/16/2024	105-000200-0100-		100.38	227062		00000
					CHECK TOTAL		567.23			
00000	000872	NATIONWIDE RETIREMENT	DC090240116240100	1/16/2024	100-000200-0100-		345.00	227063		00000
00000	000872		DC090240116240100	1/16/2024	105-000200-0100-		100.00	227063		00000
					CHECK TOTAL		445.00			
00000	002199	NORFOLK GENERAL DISTRICT	DC142240116240100	1/16/2024	100-000200-0100-		422.55	227064		00000
					CHECK TOTAL		422.55			
00000	001560	SUZANNE E WADE, TRUSTEE	DC107240116240100	1/16/2024	100-000200-0100-		448.50	227065		00000
					CHECK TOTAL		448.50			
00000	000247	TREASURER OF VIRGINIA	DC080240116240100	1/16/2024	100-000200-0100-		2,450.67	227066		00000
					CHECK TOTAL		2,450.67			
00000	000831	VACORP	DC035240116240100	1/16/2024	100-000200-0100-		255.43	227067		00000
00000	000831		DC035240116240100	1/16/2024	105-000200-0100-		92.77	227067		00000
					CHECK TOTAL		348.20			
00000	001027	VALIC RETIREMENT	DC091240116240100	1/16/2024	100-000200-0100-		625.00	227068		00000
					CHECK TOTAL		625.00			
					CLASS TOTAL		59,863.82			
					FINAL TOTAL		59,863.82			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 59,863.82- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

1-9-24
DATE
1/9/24

Robert E. [Signature]
 COUNTY ADMINISTRATOR
Resting [Signature]

PAYROLL DEDUCTION CHECKS

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	CHECK NO.	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	000245	AFLAC	DC040240131240100	1/31/2024	100-000200-0100-		567.96	227238		00000
00000	000245		DC040240131240100	1/31/2024	105-000200-0100-		87.39	227238		00000
00000	000245		DC041240131240100	1/31/2024	100-000200-0100-		572.58	227238		00000
00000	000245		DC041240131240100	1/31/2024	105-000200-0100-		109.99	227238		00000
CHECK TOTAL							1,337.92			
00000	000881	ANTHEM BLUE CROSS AND	DC005240131240100	1/31/2024	100-000200-0100-		9,915.00	227239		00000
00000	000881		DC005240131240100	1/31/2024	105-000200-0100-		2,644.00	227239		00000
00000	000881		DC015240131240100	1/31/2024	100-000200-0100-		7,716.00	227239		00000
00000	000881		DC015240131240100	1/31/2024	105-000200-0100-		964.50	227239		00000
00000	000881		DC126240131240100	1/31/2024	100-000200-0100-		28,203.00	227239		00000
00000	000881		DC126240131240100	1/31/2024	105-000200-0100-		4,998.00	227239		00000
CHECK TOTAL							54,440.50			
00000	002171	JAMES CITY COUNTY TREASUR	DC204240131240100	1/31/2024	100-000200-0100-		100.00	227240		00000
CHECK TOTAL							100.00			
00000	001397	LEGAL SHIELD	DC097240131240100	1/31/2024	100-000200-0100-		59.86	227241		00000
00000	001397		DC097240131240100	1/31/2024	105-000200-0100-		46.39	227241		00000
CHECK TOTAL							106.25			
00000	001021	MINNESOTA LIFE INS CO	DC200240131240100	1/31/2024	100-000200-0100-		466.85	227242		00000
00000	001021		DC200240131240100	1/31/2024	105-000200-0100-		100.38	227242		00000
CHECK TOTAL							567.23			
00000	000872	NATIONWIDE RETIREMENT	DC090240131240100	1/31/2024	100-000200-0100-		345.00	227243		00000
00000	000872		DC090240131240100	1/31/2024	105-000200-0100-		100.00	227243		00000
CHECK TOTAL							445.00			
00000	002199	NORFOLK GENERAL DISTRICT	DC142240131240100	1/31/2024	100-000200-0100-		499.91	227244		00000
CHECK TOTAL							499.91			
00000	001560	SUZANNE E WADE, TRUSTEE	DC107240131240100	1/31/2024	100-000200-0100-		448.50	227245		00000
CHECK TOTAL							448.50			
00000	000247	TREASURER OF VIRGINIA	DC080240131240100	1/31/2024	100-000200-0100-		2,450.67	227246		00000
CHECK TOTAL							2,450.67			
00000	000831	VACORP	DC035240131240100	1/31/2024	100-000200-0100-		255.43	227247		00000
00000	000831		DC035240131240100	1/31/2024	105-000200-0100-		92.77	227247		00000
CHECK TOTAL							348.20			
00000	001027	VALIC RETIREMENT	DC091240131240100	1/31/2024	100-000200-0100-		625.00	227248		00000
CHECK TOTAL							625.00			
CLASS TOTAL							61,369.18			
FINAL TOTAL							61,369.18			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.
 THE TOTAL 61,369.18- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

1-25-24
 DATE

Robert J. [Signature]
 COUNTY ADMINISTRATOR

1/25/24

Robert J. [Signature]

lpe

AP100 1/12/2024 SUSSEX COUNTY

A/P CHECK REGISTER

TIME: 9:37:11

Acct'd - 2024/01

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT	DESC.	BATCH INV DESCRIPTION
0000000	003016		0CT1012922-0041	1/12/2024		4110-053000-1005-	6,111.59	227157		201-Treatment	Foster Care:non01961	BYNUM, JEREMIAH
0000000	003016		0CT1012923-0043	1/12/2024		4110-053000-1005-	5,751.59	227157		201-Treatment	Foster Care:non01961	BYNUM, JOSHUA
0000000	003016		0CT1012924-0045	1/12/2024		4110-053000-1005-	4,786.02	227157		201-Treatment	Foster Care:non01961	BYNUM, JOURNEY
0000000	003016		0CT1012925-0045	1/12/2024		4110-053000-1005-	5,142.59	227157		201-Treatment	Foster Care:non01961	BYRD, ELLI
0000000	003016		0CT1012926-0046	1/12/2024		4110-053000-1005-	5,142.59	227157		201-Treatment	Foster Care:non01961	BYRD, ELLI
0000000	003016		0CT1012927-0041	1/12/2024		4110-053000-1005-	4,786.02	227157		201-Treatment	Foster Care:non01961	BYRD, JOSHUA
0000000	003016		0CT1012928-0047	1/12/2024		4110-053000-1005-	5,142.59	227157		201-Treatment	Foster Care:non01961	EDWARDS, TATUM
0000000	003016		0CT1012945-0035	1/12/2024		4110-053000-1005-	5,142.59	227157		201-Treatment	Foster Care:non01961	BRINKLEY, CHARLIE
			DISC. TOTAL			.00 CPA PMT TOTAL	.00					
			CHECK TOTAL			ACH PMT TOTAL	54,803.68					
0000000	003016	INTERCEPT YOUTH SERVICES	0CT1012971-0053	1/12/2024		4110-053000-1005-	8,015.08	227158		201-Treatment	Foster Care:non01961	SHEARL, HAILLEY
0000000	003016		0CT1012972-0052	1/12/2024		4110-053000-1005-	8,015.08	227158		201-Treatment	Foster Care:non01961	SHEARL, EUGENE
0000000	003016		0CT1012976-0036	1/12/2024		4110-053000-1005-	30.00	227158		201-Treatment	Foster Care:non01961	BRINKLEY, CHARLIE
0000000	003016		0CT1012980-0040	1/12/2024		4110-053000-1005-	28.00	227158		201-Treatment	Foster Care:non01961	BYNUM, JAYDON
0000000	003016		0CT1012981-0037	1/12/2024		4110-053000-1005-	7,066.77	227158		201-Treatment	Foster Care:non01961	BYNUM, JONATHAN
0000000	003016		0CT1012982-0038	1/12/2024		4110-053000-1005-	28.00	227158		201-Treatment	Foster Care:non01961	BYNUM, JARITAH
0000000	003016		0CT1012986-0044	1/12/2024		4110-053000-1005-	30.00	227158		201-Treatment	Foster Care:non01961	BYNUM, JOSHUA
0000000	003016		0CT1012987-0045	1/12/2024		4110-053000-1005-	28.00	227158		201-Treatment	Foster Care:non01961	BYNUM, JOURNEY
0000000	003016		0CT1012988-0058	1/12/2024		4110-053000-1005-	5,142.59	227158		201-Treatment	Foster Care:non01961	CAPERS, JAVRIN
0000000	003016		0CT1012989-0052	1/12/2024		4110-053000-1005-	5,142.59	227158		201-Treatment	Foster Care:non01961	CAPERS, MARIAN LA
			DISC. TOTAL			.00 CPA PMT TOTAL	.00					
			CHECK TOTAL			ACH PMT TOTAL	33,520.11					
0000000	003016	INTERCEPT YOUTH SERVICES	0CT1012990-0033	1/12/2024		4110-053000-1005-	39.00	227159		201-Treatment	Foster Care:non01961	BLAISDELL, ALYSA
0000000	003016		0CT1012991-0050	1/12/2024		4110-053000-1005-	39.00	227159		201-Treatment	Foster Care:non01961	SHEARL, DANIELLE
0000000	003016		0CT1012992-0051	1/12/2024		4110-053000-1005-	39.00	227159		201-Treatment	Foster Care:non01961	SHEARL, EUGENE
0000000	003016		0CT1012993-0054	1/12/2024		4110-053000-1005-	28.00	227159		201-Treatment	Foster Care:non01961	SHEARL, HAILLEY
0000000	003016		0CT1012994-0048	1/12/2024		4110-053000-1005-	28.00	227159		201-Treatment	Foster Care:non01961	EDWARDS, TATUM
0000000	003016		0CT1013002-0042	1/12/2024		4110-053000-1005-	118.00	227159		201-Treatment	Foster Care:non01961	BYNUM, JEREMIAH
0000000	003016		0CT1013004-0055	1/12/2024		4110-053000-1005-	6,720.84	227159		201-Treatment	Foster Care:non01961	BLAISDELL, TYLER
0000000	003016		0CT1013008-0056	1/12/2024		4110-053000-1005-	4,436.88	227159		201-Treatment	Foster Care:non01961	BLAISDELL, COLE
0000000	003016		0CT1013009-0057	1/12/2024		4110-053000-1005-	7,268.90	227159		201-Treatment	Foster Care:non01961	WILLIAMS, OLIVIAH
0000000	003016		0CT1013010-0057	1/12/2024		4110-053000-1008-	8,669.50	227159		201-Treatment	Foster Care:non01961	FREEMAN, EARNEESE
			DISC. TOTAL			.00 CPA PMT TOTAL	.00					
			CHECK TOTAL			ACH PMT TOTAL	27,396.12					
0000000	003016	INTERCEPT YOUTH SERVICES	SEP1012981-0063	1/12/2024		4110-053000-1005-	6,881.10	227160		201-Treatment	Foster Care:non01961	BYNUM JR., JONATHAN
			DISC. TOTAL			.00 CPA PMT TOTAL	.00					
			CHECK TOTAL			ACH PMT TOTAL	6,881.10					
0000000	003017	JACKSON FIELD HOMES, INC	NOV1012899-0002	1/12/2024		4110-053000-1003-	4,260.00	227161		10-Educational	Services Congr01961	BYRD, JONATHAN
			DISC. TOTAL			.00 CPA PMT TOTAL	.00					
			CHECK TOTAL			ACH PMT TOTAL	4,260.00					
0000000	003033	NORTH SPRING BEHAVIORAL H	DEC1012953-0001	1/12/2024		4110-053000-1003-	4,487.84	227162		10-Educational	Services Congr01961	FOSTER, KAYLA
0000000	003033		0CT1012953-0003	1/12/2024		4110-053000-1003-	6,170.78	227162		10-Educational	Services Congr01961	FOSTER, KAYLA
			DISC. TOTAL			.00 CPA PMT TOTAL	.00					
			CHECK TOTAL			ACH PMT TOTAL	10,658.62					
0000000	003024	SH VARSITY ACQUISITION-DBA	DEC1012906-0074	1/12/2024		4110-053000-1013-	4,043.00	227163		20-Special	Education Private 01961	SANDLAIN, ANDREA
			DISC. TOTAL			.00 CPA PMT TOTAL	.00					
			CHECK TOTAL			ACH PMT TOTAL	4,043.00					
0000000	003025	SKIPWITH ACADEMY AT WOODL	DEC1012969-0064	1/12/2024		4110-053000-1008-	1,380.00	227164		20-Family	Foster Care	JANIVAH
0000000	003025		DEC1012960-0065	1/12/2024		4110-053000-1008-	1,240.00	227164		20-Family	Foster Care	JAYDON
0000000	003025		DEC1012961-0066	1/12/2024		4110-053000-1008-	1,160.00	227164		20-Family	Foster Care	JOURNEY
			DISC. TOTAL			.00 CPA PMT TOTAL	.00					
			CHECK TOTAL			ACH PMT TOTAL	3,780.00					
			CHECK TOTAL			ACH PMT TOTAL	296,563.18					
			CHECK TOTAL			ACH PMT TOTAL	296,563.18					

1/12/2024

1.12.24

DocuSigned by:
Richard Douglas
594672858D4C3

Richard Douglas

Richard Douglas

SUSSEX COUNTY
TREASURER'S REPORT
AND
FINANCIAL UPDATE

SUBMITTED BY DESTE J. COX, TREASURER

JANUARY 31, 2024

- Bank Reconciliation
- General Fund Revenue/Expenditure Summary
- Capital Projects Fund & Reserve Fund Revenue/Expense Summary



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 January 31, 2024

TRUIST #201- SUSSEX, VA

Bank Balance -----	\$139,977.46	
Bank Fees/Adjustments -----	176.29	
Deposits in Transit -----	0.00	
Outstanding Checks -----	0.00	\$140,153.75

BSV #301- STONY CREEK, VA

Bank Balance -----	\$4,789,570.06	
Bank Fees/Returned Checks -----	0.00	
Credit Card Fees/Adjustments -----	28,519.52	
Deposits in Transit -----	201.03	
Outstanding Checks -----	(1,149,371.76)	\$3,668,918.85

PRIMIS #401- WAVERLY, VA

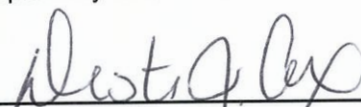
Bank Balance -----	\$279,065.05	
Deposits in Transit -----	(12.61)	\$279,052.44

Investments and CD's -----		
#30392331 - Primis #451	\$1,054,723.24	
#30391992 - Primis #451	\$2,088,463.86	
#30390504 - Primis #451	\$2,600,222.34	
	\$5,743,409.44	

<u>LGIP INVESTMENT #803</u> Investment Balance -----		\$2,294,856.28
<u>VA INV POOL #804</u> Investment Balance -----		\$6,774,520.86
TOTAL IN BANKS REC W/GL -----		\$18,900,911.62

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
JANUARY 2024

General Fund FUND BALANCE as of 01/31/24 = \$ 12,437,499

<i>REVENUES</i>		<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 01/31/2024</i>	<i>PRIOR FY - YTD Through 01/31/2023</i>	<i>COLLECTED % YTD</i>
Real Estate - 2023		5,434,283	118,071	5,187,656	4,836,951	95.5%
Public Service Corp - 2023		711,534	50,953	631,355	726,038	88.7%
Personal Property - 2023		3,710,092	129,560	4,054,636	3,148,603	109.3%
Machinery & Tools - 2023		599,000	0	763,598	973,299	127.5%
Local Sales & Use Taxes (net)		1,125,928	107,483	744,912	647,096	66.2%
Transient Occupancy Tax		100,000	12,834	58,941	58,612	58.9%
Consumer Utility Taxes		93,000	12,108	58,687	49,895	63.1%
Business License Taxes		106,825	6,842	21,234	24,172	19.9%
Motor Vehicle Licenses		227,100	13,950	188,813	141,151	83.1%
Landfill Tipping Fees		5,500,000	438,953	3,200,039	3,205,994	58.2%
Delinquent Tax - Real Estate		140,000	12,742	123,203	104,624	88.0%
Delinquent Tax - Personal Property		93,350	21,317	213,856	64,457	229.1%
Penalties - All Property		105,000	22,631	67,722	17,412	64.5%
Interest - All Property		30,000	2,412	15,897	12,272	53.0%
Court Fines		750,000	39,239	357,430	419,903	47.7%
EMS Billing		200,000	0	0	6,821	0.0%
State		4,987,390	298,102	2,965,823	3,259,227	59.5%
Federal		4,631,848	0	751,879	600	16.2%
Transfer from Reserve & FR Escr		747,614	49,000	509,116	353,496	68.1%
Designated Use of Fund Balance		5,956,823	0	0	3,098,739	0.0%
<i>EXPENDITURES</i>		<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 01/31/2024</i>	<i>PRIOR FY - YTD Through 01/31/2023</i>	<i>SPENT % YTD</i>
General Government		3,010,928	6,976,337	1,703,963	1,508,156	56.6%
Judicial Administration		1,374,746	110,552	717,353	751,750	52.2%
Fire, Rescue, EMS		2,620,428	436,528	2,098,814	1,753,411	80.1%
Sheriff's Operations & Jail		6,945,682	489,453	3,451,008	3,017,709	49.7%
Public Works		2,079,789	150,420	1,096,416	1,250,093	52.7%
Health & Welfare		889,971	253,315	757,119	393,026	85.1%
Education		8,408,081	823,131	4,926,644	3,922,893	58.6%
Rec & Cultural Enrichment		236,645	41,411	161,484	197,445	68.2%
Planning/Community Dev		613,753	50,991	336,935	358,069	54.9%
Grants		4,590,439	26,269	1,163,208	76,948	25.3%
Debt Service		1,547,941	94,715	1,310,219	1,462,065	84.6%

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

** Federal YTD Includes VATI Grant

General Fund								
				ANNUAL	CURRENT MONTH	ACTUAL 01/31/2024	YTD 01/31/2023	Spent %
EXPENDITURES BY DEPARTMENT				APPROPRIATED	ACTIVITY	YEAR TO DATE	PRIOR FISCAL YEAR	YTD
Board of Supervisors				163,427	10,905	83,688	80,097	51.2%
Administration				1,330,409	0	723,784	588,352	54.4%
Contingency Acct (7/1/23 = \$125,000)				27,733	0	0	0	0.0%
HRA Admin Fee				6,020	424	3,042	0	50.5%
HRA Employer Spend				188,000	46,025	186,440	126,458	99.2%
IT & Central Acct				59,500	14,882	39,314	92,193	66.1%
County Attorney				111,000	18,360	55,080	67,242	49.6%
Registrar/Board of Elections				261,518	16,560	149,590	143,178	57.2%
Com of Revenue				311,581	22,863	163,002	153,873	52.3%
Treasurer				551,740	6,846,319	300,023	256,763	54.4%
General Government				3,010,928	6,976,337	1,703,963	1,508,156	56.6%
ARPA - 2nd Tranche				107,781	0	0	0	0.0%
ARPA - Broadband				4,171,305	0	868,337	0	20.8%
Admin/Indust Dev Grants				126,424	0	99,032	34,197	78.3%
CDBG Pocahantas Grt				184,930	26,269	195,839	42,751	105.9%
Grants				4,590,439	26,269	1,163,208	76,948	25.3%
Courts				144,210	9,843	49,511	57,659	34.3%
Clerk of Courts				475,543	35,246	254,165	279,358	53.4%
Commonwealth Atty				656,902	57,513	366,219	358,330	55.7%
Victim Witness				98,091	7,950	47,458	56,403	48.4%
Judicial Administration				1,374,746	110,552	717,353	751,750	52.2%
Fire/Rescue/EMS				2,169,997	398,284	1,809,661	1,472,555	83.4%
Aminal Control				450,431	38,244	289,152	280,856	64.2%
Fire, Rescue, EMS				2,620,428	436,528	2,098,814	1,753,411	80.1%
Court Sec/Spot/FO/E911				4,743,236	334,710	2,274,259	1,894,297	47.9%
Confinement of Inmates				2,070,867	142,430	1,103,529	1,045,936	53.3%
Crater Crim Justice Aca.				131,578	12,314	73,220	77,477	55.6%
Sheriff's Operations & Jail				6,945,682	489,453	3,451,008	3,017,709	49.7%
Building & Grounds				966,351	55,122	518,722	622,549	53.7%
Envir Inspections				262,911	7,680	49,167	71,045	18.7%
General Works				362,500	37,948	193,639	175,899	53.4%
Convenience Ctrs.				488,027	49,670	334,889	380,601	68.6%
Public Works				2,079,789	150,420	1,096,416	1,250,093	52.7%
Health - Outside Agencies				244,691	48,187	129,305	86,298	52.8%
Com. Support Services - Outside Agencies				167,691	2,500	114,691	98,683	68.4%
Local Contrib to DSS				300,951	92,924	207,359	47,684	68.9%
Local Contrib to CSA				176,638	109,704	305,765	160,361	173.1%
Health & Welfare				889,971	253,315	757,119	393,026	85.1%
Local Contrib to Sch Fd				8,408,081	823,131	4,926,644	3,922,893	58.6%
Education				8,408,081	823,131	4,926,644	3,922,893	58.6%
Library/Cultural - Outside Agencies				178,145	41,411	130,484	148,945	73.2%
Recreational Contrib- Outside Agencies				58,500	0	31,000	48,500	53.0%
Recreational & Cultural Enrichment				236,645	41,411	161,484	197,445	68.2%
Planning/Building/Zoning				465,548	27,408	248,411	250,632	53.4%
Crater Planning Com				17,039	0	17,039	8,771	100.0%
IDA				82,500	0	23,569	50,000	28.6%
Va Gateway Region				47,166	23,583	47,166	47,166	100.0%
Crater SBDC				1,500	0	750	1,500	50.0%
Planning/Community Dev				613,753	50,991	336,935	358,069	54.9%
Debt Service				1,547,941	94,715	1,310,219	1,462,065	84.6%
Debt Service				1,547,941	94,715	1,310,219	1,462,065	84.6%

**SUSSEX COUNTY
REVENUE/EXPENDITURE SUMMARY REPORT
JANUARY 2024**

Capital Projects Fund - Fund 302

FUND BALANCE as of 01/31/24 = \$ 42,353 plus
\$445,000 F&R Dedicated Funds

		ANNUAL APPROPRIATED	CURRENT MONTH ACTIVITY	YTD ACTUAL 01/31/2024	PRIOR FY - YTD Through 01/31/2023
REVENUES					
Interest Earned		4,000	5,069	13,672	4,339
Transfer from General Fund		0	0	0	0
Total Capital Projects Fund Revenues		4,000	5,069	13,672	4,339
EXPENDITURES					
Replace E911 Equip		19,323	0	0	0
Replace AS400 Server		61,900	4,418	64,939	0
Sheriff Patrol Vehicle Communications		53,740	0	0	0
Renovations-Co. Buildings		20,000	0	0	0
Trf to General Fund		216,303	0	0	0
Trf to Fire/Rescue Escrow		463,968	0	224,470	16,726
		4,000	0	0	0
Total Capital Projects Fund Expenditures		839,234	4,418	289,409	16,726

**SUSSEX COUNTY
REVENUE/EXPENDITURE SUMMARY REPORT
JANUARY 2024**

Reserve Fund 135

FUND BALANCE as of 01/31/24 = \$ 4,943,787

		ANNUAL APPROPRIATED	CURRENT MONTH ACTIVITY	YTD ACTUAL 01/31/2024	PRIOR FY - YTD Through 01/31/2023
REVENUES					
Interest		30,000	52,642	118,851	25,373
Transfer from General Fund		0	0	0	2,000,000
Total Reserve Fund Revenues		30,000	52,642	118,851	2,025,373
EXPENDITURES					
Transfer to General Fund		289,646	49,000	284,646	336,770
Transfer to General Fund		297,232	297,232	297,232	0
Transfer to Cabin Point Indust		25,000	0	0	0
Total Reserve Fund Expenditures		611,878	346,232	284,646	336,770

BUILDING INSPECTIONS DEPARTMENT



February 22, 2024 Monthly Reports



MEMORANDUM

DATE: February 1, 2024
 TO: Richard Douglas, County Administrator
 FROM: Matt Westheimer, Building Official
 SUBJECT: January 2024 - Monthly Report

Please accept this as the January 2024 update for the Building Department.

BUILDING ACTIVITY

- January 2024

<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	13	4	9	85	\$660,196.41	\$7,235.89

- January 2023

<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing & Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
13	14	6	11	50	\$1,325,811.27	\$11,018.21

- January 2024 – December 2024 (Yearly totals)

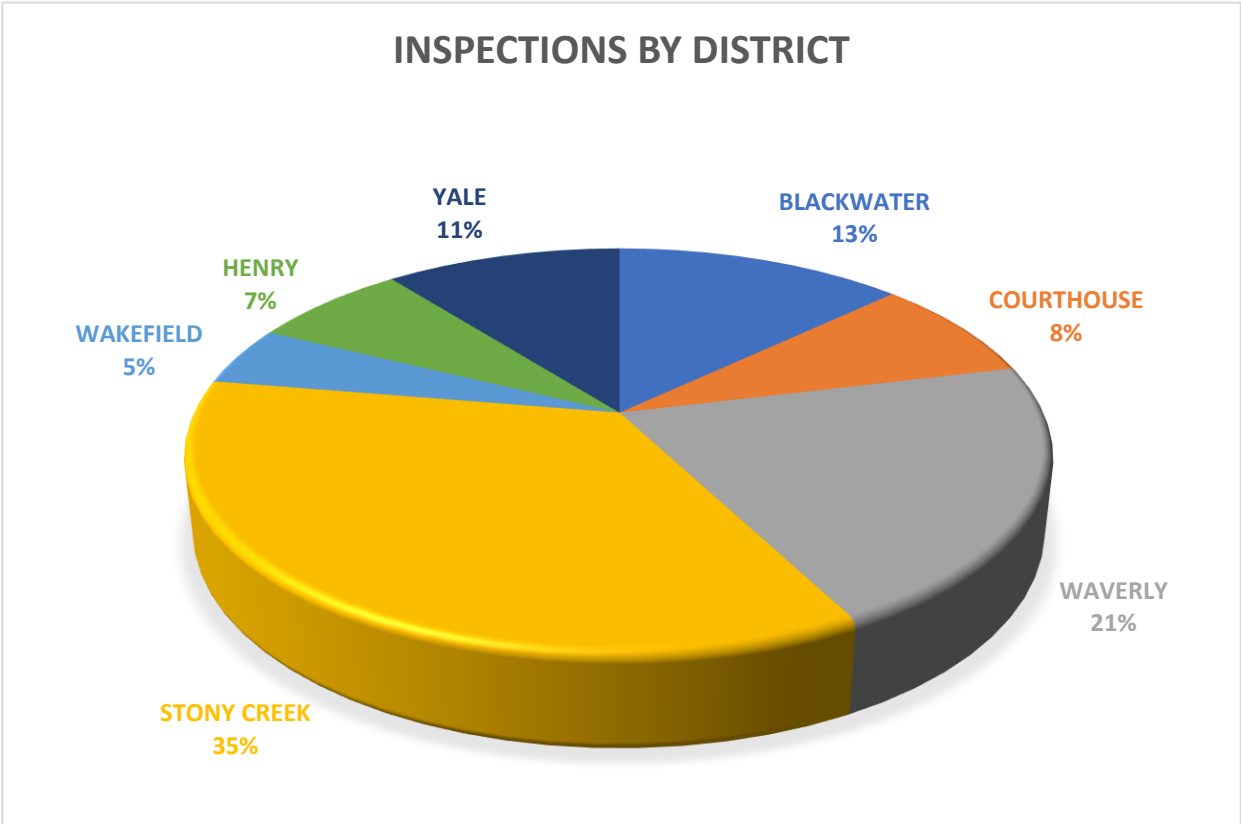
<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing & Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
12	13	4	9	85	\$660,196.41	\$7,235.89

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

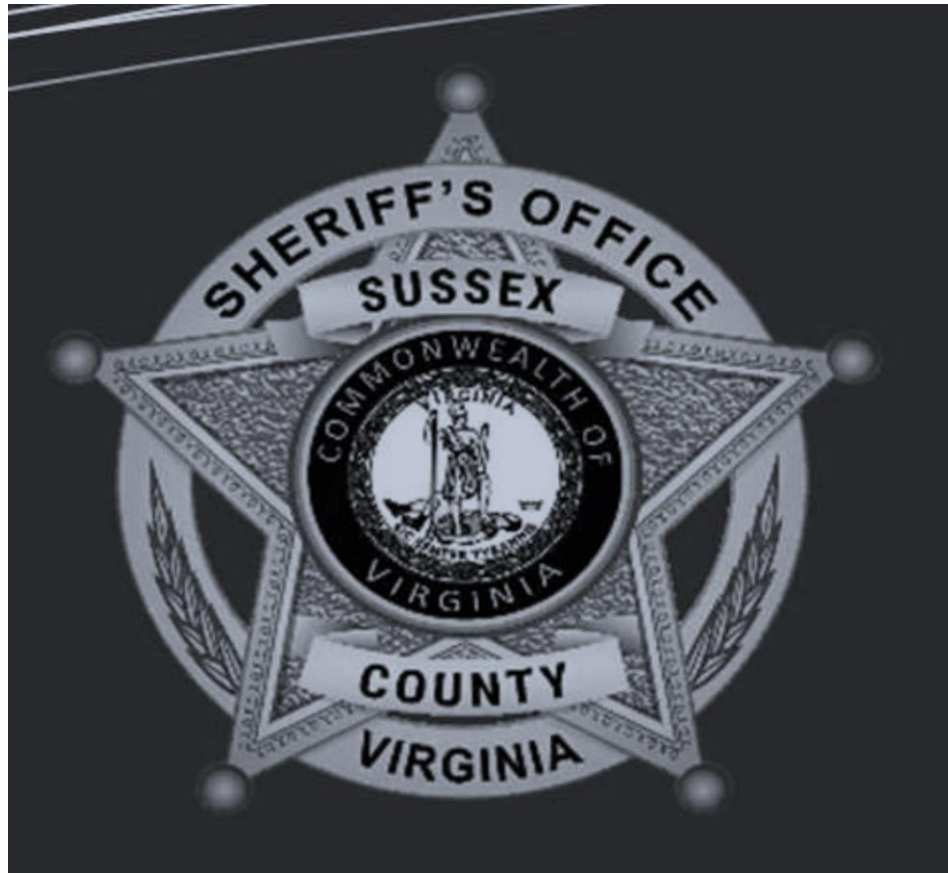


SUSSEX COUNTY INSPECTIONS PERFORMED BY DISTRICT JANUARY 2024

DISTRICT	INSPECTIONS
BLACKWATER	11
COURTHOUSE	7
WAVERLY	18
STONY CREEK	30
WAKEFIELD	4
HENRY	6
YALE	9

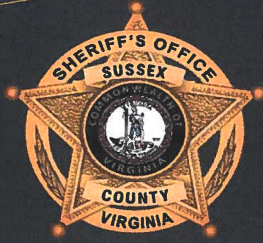


Sheriff's Department



February 22, 2024

Monthly Reports



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

"One Family, One Mission, One Goal"

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

PATROL

CALLS FOR SERVICE	
Type:	Total:
Sheriff	1,298
Fire	88
Rescue	237
Animal Control	67
Town of Wakefield	60
Traffic	633
TOTAL	2,383

COURTS

Court:	Days of Court:
Circuit Court	9
General District	10
JDR Court	5

Court:	Judges:
Circuit Court	3
General District	5
JDR Court	1

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

CIVIL

Type:	Total:
Subpoenas Served	331
Jury Summoned	0
Criminal Warrants	59
DMV Notices	4
Levies	0
TDO	1
ECO	0
Other Civil	135

Fines and Forfeitures	\$45,481.29
Sheriff's Fees	\$504.00
Courthouse Security	\$14,890.74

JAIL

During February 2023, our average daily population was 23.94 inmates. The jail booked in 27 individuals during February 2023.

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

Pre- Trial	26 inmates, having been confined a total of 329 days
Sentenced Misdemeanant	3 inmates, having been confined a total of 33 days
Sentenced Felons	10 inmates, having been confined a total of 241 days.
Others	6 inmates, convicted but not sentenced, etc.
Weekenders	2 inmates serving a misdemeanor sentence.

Transports of inmates for various reasons are listed below:

Court / Jail	10
Medical	0
Juvenile	0
Road Crew	0
TDO (Mental)	0
TOTAL	10

Planning Department



February 22, 2024

Monthly Reports

**Planning & Zoning Department
Monthly Report for January 2024**

Community Development

Current Developments

- Waverly Solar
- Pit Crew
- Waverly RNG Project
- IUOE Crane Training Facility
- Dollar General
- Sussex Youth and Adult Recreation Association Improvements

Pending Developments

- Stony Creek Shell Diesel Island
- Evergreen Acres “Section 2”
- Blackwater Outdoor Range
- WAWA

Grant Administration

Pocahontas Neighborhood

- Seven (7) housing projects have been completed under the Pocahontas project, including three (3) substantial reconstructions and four (4) housing rehabilitations.
- One (1) substantial reconstruction near completion.
- One (1) demolition project anticipated to begin.
- Drainage Improvement is pending Phase II funding.

Planning Commission

- Planning Commission met on January 8, 2024 to discuss the process of updating the Capital Improvement Plan.

Permits Issued

January

- Screened Porch
- Two (2) Single family dwelling
- Shed
- Livestock shelter

One (1) New Addresses has being assigned on Peters Bridge Road.

Proposed Solar Project Applications in Review

- Blackwater Solar
 - Solar Developer: Clenera, LLC
 - Located within the Wakefield District
- Cassius Blue Solar
 - Solar Developer: Geenex Solar
 - Located within the Henry District

Erosion & Sediment Control

- Monthly Land Disturbance Report to DEQ up-to-date
- Ten (10) commercial projects are active in being inspected within a two-week period or after each significant rainfall when possible.
- Eight (7) Agreement in Lieu of an ESC Plan for a single family residences projects which are inspected periodically.

BOARD ACTION FORM

Agenda Item: Recognitions #3.01

Subject: VDOT District Update – George Bowman, VDOT Franklin Residency

Board Meeting Date: February 22 2024

=====

Summary: George Bowman, Assistant Residency Administrator for VDOT’s Franklin Residency, will be introduced and present a general update on the following:

- consideration of transferring \$135,000 remaining in Glyndon-Carver project budget to another unpaved road project— a portion of Butts Road in the Yale District (see attached map) is recommended (formal approval by resolution would be required at a future meeting)
- planned update of the county six-year plan
- identification of road safety project
- status of the Route 35/Route 40 roundabout
- other general updates

Recommendation: N/A

Attachment: Butts Road map

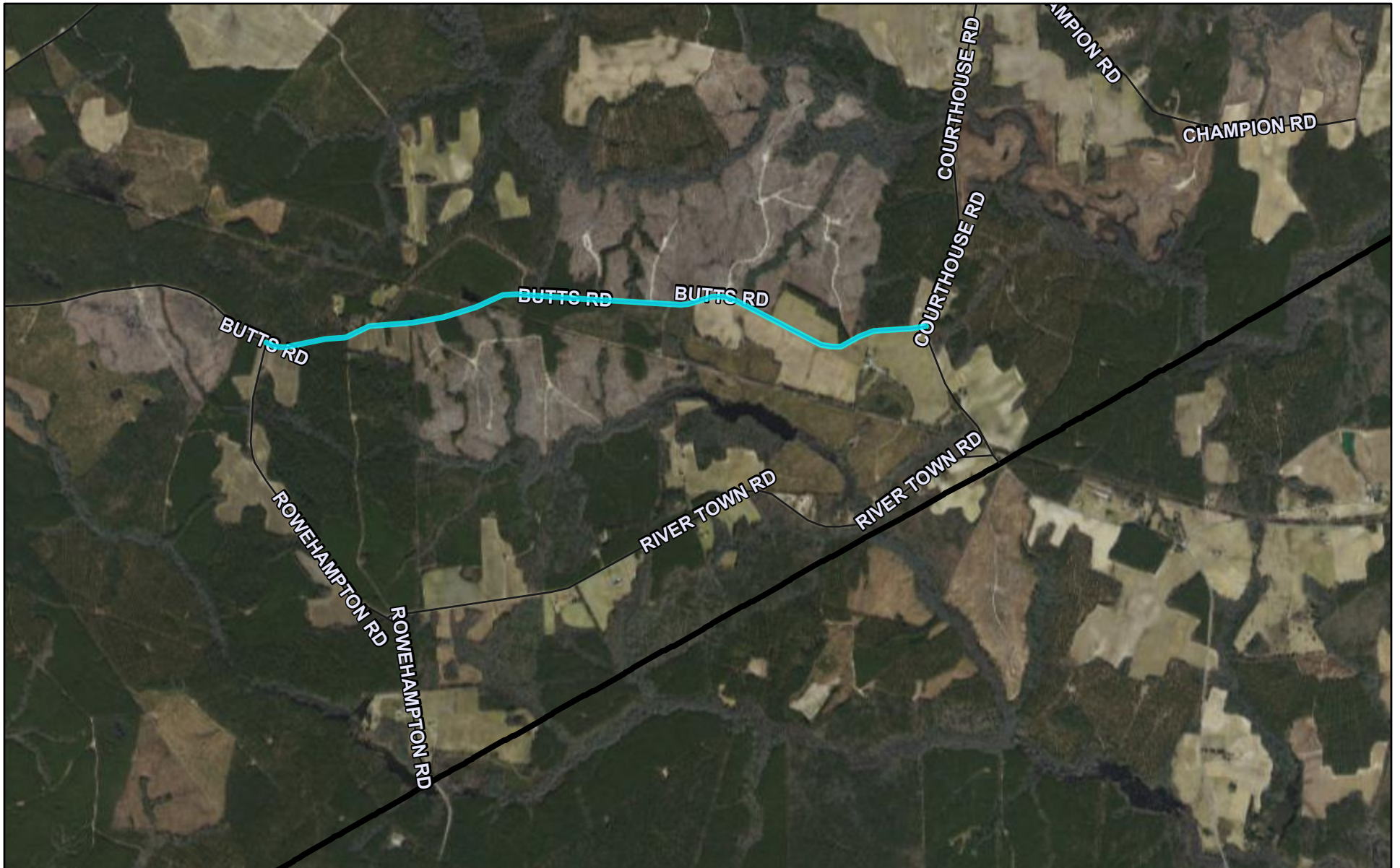
=====

ACTION: No immediate action requested.

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

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

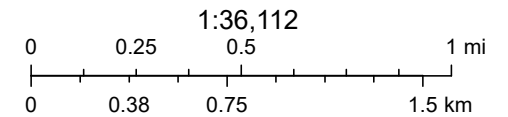
Rt. 609-Butts Road (From Rt. 735- Courthouse Road to Rt. 697-Rowehampton Road)



2/13/2024, 5:19:33 PM

-  Proposed Road Paving
-  County Boundary
-  Roads

Recognitions - Page 2



VGIN, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS, Esri, NASA,

ArcGIS Web AppBuilder

BOARD ACTION FORM

Agenda Item: Recognitions #3.02

Subject: Blackwater Regional Library Update – Ben Neal, Library Director

Board Meeting Date: February 22 2024

=====

Summary: Ben Neal, Library Director for the Blackwater Regional Library, will provide a brief update on library activities in Sussex County, accomplishments over the past year, and upcoming planned activities.

Recommendation: N/A

Attachment: None

=====

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>
Baicy	___	___	Tolliver	___	___
Fly	___	___	Tyler	___	___
Futrell	___	___	White	___	___
W. Jones	___	___			

BOARD ACTION FORM

Agenda Item: Recognitions #3.03

Subject: RESOLUTION: Ms. Carrie Lee Dobie Delk Gray – 100th Birthday

Board Meeting Date: February 22 2024

=====

Summary: Supervisor Futrell has requested approval of the attached resolution recognizing Ms. Carrie Lee Dobie Delk Gray on her 100th birthday on February 13th.

Ms. Gray is lifelong resident of Piney Grove in Sussex County, Virginia.

Supervisor Futrell would like to take this opportunity along with the Board members to recognize Ms. Gray on this major milestone!

Recommendation: That the Board adopts the resolution

Attachment: A copy of the resolution recognizing Ms. Carrie Lee Dobie Delk Gray

=====

ACTION: That the Board adopts the resolution

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

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



**RESOLUTION HONORING
MS. CARRIE LEE DOBIE DELK GRAY**

WHEREAS, it is fitting that the Sussex County Board of Supervisors recognizes those citizens who celebrate venerable milestones in their lives; and

WHEREAS, Ms. Carrie Lee Dobie Delk Gray, celebrated her 100th birthday on February 13, 2024, an occasion commemorating great joy and accomplishment; and

WHEREAS, Ms. Gray attended Piney Grove School; and

WHEREAS, Ms. Gray attends Piney Grove AME Zion church; and

WHEREAS, she is a member of the Pride of Wakefield Eastern Star Chapter; and

WHEREAS, Ms. Gray was the first cook at Cowlings Barbecue in Waverly, Virginia; and

WHEREAS, in later years to come, Ms. Gray retired from Virginia State University in Petersburg, Virginia in 1985; and

WHEREAS, Ms. Carrie Lee Dobie Delk Gray is a highly independent woman who loves flowers, knitting, crocheting, and reading.

NOW THEREFORE BE IT RESOLVED that the Sussex County Board of Supervisors hereby honors and congratulates Ms. Carrie Lee Dobie Delk Gray on the celebration of her 100th birthday and extend our best wishes and many happy returns.

BE IT FURTHER RESOLVED that this resolution shall be spread upon the Minutes Book of the Sussex County Board of Supervisors February 22, 2024 meeting.

Wayne O. Jones, Chairman
Sussex County Board of Supervisor

BOARD ACTION FORM

Agenda Item: Recognitions #3.04

Subject: RECOGNITION: Deputy Bristol Phillips – Sussex Sheriff’s Office

Board Meeting Date: February 22 2024

=====

Summary: Sheriff Giles will recognize Deputy Bristol Phillips for his accomplishment in Impaired Driving Enforcement.

Recommendation: N/A

Attachment: Copy of Certificate

=====

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>
Baicy	___	___	Tolliver	___	___
Fly	___	___	Tyler	___	___
Futrell	___	___	White	___	___
W. Jones	___	___			

OUTSTANDING SERVICE

This certificate is presented to

Deputy Bristol Phillips

IN RECOGNITION AND GRATITUDE FOR YOUR ACCOMPLISHMENT IN
IMPAIRED DRIVING ENFORCEMENT



State Farm



BOARD ACTION FORM

Agenda Item: Appointments #5.01

Subject: Appointments to the Sussex Service Authority (Alternates)

Board Meeting Date: February 22 2024

=====

Summary: The Board may choose to select alternates for the Sussex Service Authority Board at-large and elected official appointments made at the January regular meeting. The term of the alternate at-large representative (currently filled by Mr. Crowder) runs from January 2024 to December 2027. The term of the alternate elected official representative (currently filled by Mr. Morris) runs from January 2023 to December 2026. A resolution is attached for your consideration. Staff recommends that an alternate to the elected official appointment (Supervisor Baicy) be another member of the Board of Supervisors.

Recommendation: To consider resolution appointing alternate at-large and elected official representatives to the Sussex Service Authority Board.

Attachment: Resolution Appointing Alternates

=====

ACTION: That the Board appoints a Citizen (At Large) representative to the Sussex Service Authority Board and a Citizen (At Large) alternate, will concurrent terms beginning immediately, ending December 31, 2027.

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

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

AT A REGULARLY SCHEDULED MEETING OF THE SUSSEX COUNTY BOARD OF SUPERVISORS OF HELD AT THE COURTHOUSE, ON THE 22ND DAY OF FEBRUARY 2024.

PRESENT:	VOTE:
Wayne O. Jones, Chairman	_____
Steve E. White, Vice Chairman	_____
Rufus E. Tyler, Sr.	_____
C. Eric Fly, Sr.	_____
Alfred G. Futrell	_____
Phyllis T. Tolliver	_____
Thomas W. Baicy, III	_____

RESOLUTION OF THE BOARD OF SUPERVISORS APPOINTING ALTERNATE MEMBERS TO THE SUSSEX SERVICES AUTHORITY

WHEREAS, the Sussex Service Authority (“SSA”) was created by the Towns of Wakefield, Waverly, Stony Creek, and the County of Sussex (“County”) and received its Certificate of Incorporation by the State Corporation Commission in 1997; and

WHEREAS, the Articles of Incorporation state, “The powers of the Authority shall be exercised by the board (the “Board”) consisting of five members: one member to be appointed by the respective Governing Body of each Incorporating Subdivision and the fifth member to be appointed by the Board of Supervisors of Sussex County, Virginia...and that alternate members may be provided for in the Bylaws (emphasis added);” and

WHEREAS, the SSA’s bylaws allow the appointment of alternates in the same manner as the governing body appoints members and the, “term of each alternate shall be the same as that of the member for whom he or she has been appointed as alternate; provided, however, that an alternate’s term shall not expire because of a member’s death, disqualification, resignation from the Board.”

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors appoints the person named below as the alternate to the citizen (at-large) representative to the SSA with the term as indicated:

Alternate to the Citizen (At-Large) Representative:

Name: _____ January 1, 2024 to December 31, 2027

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board of Supervisors hereby appoints the person listed below as the alternate to the elected official representative to the SSA with the term as indicated:

Alternate to the Elected Official Representative:

Name: _____ January 1, 2023 to December 31, 2026

Adopted by the Board of Supervisors February 22, 2024.

ATTEST:

Chairman, Sussex County Board of Supervisors

ATTEST:

Clerk, Board of Supervisors

BOARD ACTION FORM

Agenda Item: Appointments #5.02

Subject: Recommended Nomination for Appointment to the Board of Zoning Appeals

Board Meeting Date: February 22 2024

=====

Summary: Due to Mr. Baicy’s successful bid for Sussex’s Board of Supervisors, he is no longer eligible to serve on the Board of Zoning Appeals (BZA). State Code prohibits a BZA member from serving another public office, except that one member may also serve on the Planning Commission.

As a result, a nomination needs to be made for recommendation to the Circuit Court Judge for appointment to fill the unexpired term beginning immediately, ending January 31, 2026.

Mr. Baicy has recommended Ms. Karen Hines, 12236 Setzer Road, Stony Creek, Virginia 23882, for nomination. Ms. Hines’ application is included the Board packet.

Recommendation: That the Board nominates Ms. Karen Hines, 12236 Setzer Road, Stony Creek, Virginia 23882, for appointment by the Circuit Court Judge to fill the unexpired term beginning immediately, ending January 31, 2026.

Attachments: Ms. Hines Application; BZA Roster; BZA Bylaws

=====

ACTION: That the Board nominates Ms. Karen Hines, 12236 Setzer Road, Stony Creek, Virginia 23882, for appointment by the Circuit Court Judge to fill the unexpired term beginning immediately, ending January 31, 2026.

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

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

**Application Form for
Sussex County Boards and Commissions**

Application for: New Appointment Reappointment

Board or Commission Applying for: Zoning Appeals board member

NAME: Karen Hines

Home Address: 12236 Setzer Road

City/Town: Stony Creek Zip Code: 23882 Home Phone: _____ Work Phone: 804-691-7363

Email address: karendhines@aol.com

Occupation: Manager Employer: Hines Homestead

Employer Address: PO Box 356 Stony Creek, VA 23882

Previous Work Experience: Throughout my career my skills include office and payroll management, human resources, and property and real estate management. I managed complex payroll systems, tax compliance and employee relations for large employee bases at HRMC and LMR. Tenant policies, fair housing laws and customer relationship management was applied to maximize revenue and operational efficiency at Hines Homestead and Tetterton & Associates

Volunteer experience (List and Describe): _____

Do you currently hold any elected or appointed office in Sussex County? Yes No

If yes, please list the office: _____

Have you ever held any elected or appointed office in Sussex County in the past? Yes No

If yes, please list the office: _____

If appointed, can you attend the regularly scheduled date and time of Board or Commission meeting? Yes No

Do you have conflict of interest or personal connection to the Board of Commission? Yes No

If yes, please explain/describe: _____

Highest degree of education earned: Bachelor of Science in Business Management

School attended: VCU Field of Study: Business Management/Accounting

Do you have any relatives currently employed by Sussex County? Yes No

If yes, please explain/describe: _____

- | | | | |
|--|--|---|---|
| <input checked="" type="checkbox"/> Accounting | <input type="checkbox"/> EMS | <input type="checkbox"/> Information System | <input checked="" type="checkbox"/> Real Estate |
| <input checked="" type="checkbox"/> Administration | <input type="checkbox"/> Engineering | <input type="checkbox"/> Inspections | |
| <input type="checkbox"/> Auditing | <input type="checkbox"/> Finance/Banking | <input type="checkbox"/> Landscaping Law | |
| <input checked="" type="checkbox"/> Budgeting | <input type="checkbox"/> Fire Service | <input type="checkbox"/> Law | |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Planning | |
| <input type="checkbox"/> Contracting | <input checked="" type="checkbox"/> Housing | <input type="checkbox"/> Public Relations | |
| <input type="checkbox"/> Education | <input type="checkbox"/> Housing Inspections | <input type="checkbox"/> Purchasing | |

Staff Use Only
Recommended by: _____
District: _____

Please return completed form to: Mrs. Shilton R. Butts
 Assistant to the County Administrator/
 Clerk to the Board
 Post Office 1397 (mailing)
 20135 Princeton Road (physical)
 Sussex, Virginia 23884 (mailing)
 Stony Creek, Virginia 23882 (physical)

If you have any questions, please call 434 246 1000. Thanks.

**BY-LAWS
OF
THE BOARD OF ZONING APPEALS
SUSSEX COUNTY, VIRGINIA**

ARTICLE I. MEMBERSHIP

- 1-1. The Sussex County Board of Zoning Appeals, hereafter referred to as the "Board", shall be appointed by the Sussex County Circuit Court and each member shall be sworn in by the Clerk of the Circuit Court prior to assuming his or her duties.
- 1-2. The Board shall consist of five (5) members. One of the five members may be a member of the Planning Commission. Members of the Board shall hold no other public office in the County.
- 1-3. The term of each regular member shall be five (5) years.
- 1-4. A member whose term expires shall continue to serve until his or her successor is qualified and appointed to serve on the Board of Zoning Appeals.
- 1-5. Any member of the Board shall be eligible for reappointment.

ARTICLE II. OFFICERS

- 2-1. The Board shall organize and elect a Chairman and Vice-Chairman as officers annually in the month of January for a one (1) year term. The officers may be re-elected to successive terms.
- 2-2. The Chairman shall preside at all meetings and hearings of the Board, shall decide all points of order and procedures and shall appoint any committees that may be found necessary.
- 2-3. The Vice-Chairman shall assume the duties of Chairman in the Chairman's absence.
- 2-4. The Zoning Administrator of Sussex County or his/her duly assigned agent shall, (1) serve as the Secretary to the Board and shall handle all the official correspondence subject to these rules at the direction of the Board; (2) send out all public notices required by the rules of procedures; (3) keep minutes of the Board's proceedings; (4) notify members of all meetings; and (5) keep a file on each case that comes before the Board.

ARTICLE III. MEETINGS

- 3-1. Meetings of the Board shall be scheduled by the Chairman in coordination with the Secretary. Meetings shall begin at 6:00 p.m.
- 3-2. A quorum shall consist of three (3) Board members.

- 3-3. The Board may adjourn a meeting to another certain date and time if all cases/applications/appeals cannot be disposed of on the day set, and no further public notice shall be necessary for such a meeting.
- 3-4. A meeting shall be cancelled due to inclement weather if the County is closed on the day of the meeting. The meeting will be rescheduled for another date by the Chairman in coordination with the Secretary following the public notice guidelines under Article IV.

ARTICLE IV. PROCUEDURES FOR HEARING BOARD CASES

- 4-1. Appeals to the Board may be taken by any person aggrieved of by any officer, department, board, or bureau of the County affected by a decision of the Zoning Administrator; or from any order, requirement, decision or determination made by any other administrative officer in the enforcement of the Zoning Ordinance.
- 4-2. The applicant shall provide the Zoning Administrator with all the information requested on the application form prescribed by the Board and any such additional information and data as may be required to advise the Board fully with reference to the application for an appeal or variance request, whether such information is called for by the official application form or not. No application for an appeal or variance will be considered by the Board unless it is made on the application required and the appropriate application fees have been paid.
- 4-3. An application for an appeal or variance filed according to the above procedure shall be given a case number within five (5) days of the date filed. Application for an appeal or variance will be assigned for a hearing in the order in which they are received.
- 4-4. The Secretary of the Board shall notify the parties of interests (applicant, adjacent landowners, etc.) of the date and time for the public hearing of the case and give public notice in a newspaper of general circulation in accordance with Section 15.2-2204, the Code of Virginia (1950, as amended).
- 4-5. At the time of the public hearing, the applicant may appear on behalf of the application or be represented by counsel or an agent. The Zoning Administrator's statement shall be made first, followed by the applicant's statement and then comments from any private citizen or business owner for or against the request. The Administrator shall be given the opportunity for a final rebuttal.
- 4-6. A final decision of any application for an appeal or variance to the Board must be approved by a quorum of the membership of the Board. The decision may be delayed so to allow Board members additional time to consider the evidence presented or to allow any additional material to be submitted as requested by the Board prior to rendering a decision.

No member of the Board may act upon any case with respect to property in which the member has an interest. In such cases the member must declare their conflict of interest and abstain from voting.
- 4-7. Within fifteen (15) days after the public hearing, the Secretary on behalf of the Board shall notify the applicant and any other interested party in writing of the final decision of the Board.

ARTICLE V. BOARD RECORDS

- 5-1. A file of all materials and decisions relating to each case shall be kept by the Secretary as part of the records of the Board.
- 5-2. All records of the Board shall be public record in accordance with the Freedom of Information Act.

ARTICLE VI. AMENDMENTS

- 6-1. These By-Laws may be amended, revised or repealed by a majority vote of the Board.

ARTICLE VII. ENACTMENT

- 7-1. These By-Laws shall replace all others and are adopted effective this **22nd** day of **October**, 2014.

SUSSEX COUNTY BOARD OF ZONING APPEALS

(Updated August 2023)

~~**Thomas W. Baicy, III
13138 Hardy Street, Post Office Box 272, Waverly VA 23890
Cell: 804.731.6598
Tbaicy@drmp.com
Term expires: 01/31/2026~~

Leon C. Dillard
19361 Gray Road, Yale, VA 23897
Cell: 804.218.3072
Dillelec1@gmail.com
Term expires: 01/31/2028

C. Tyrone Griffin
10310 Kelly Lane, Wakefield VA 23888
Cell: 757.556.1715
Djrocafella5678@yahoo.com
Term expires: 01/31/2025

Sonda Parham
919 W. Main Street, Waverly, VA 23890
Cell: 804.712.5428
sjparham@msn.com
Term expires: 01/31/2027

Gatewood "Lee" Simmons, Jr.
16108 Robinson Road, Waverly, VA 23890
Cell: 804.721.9466
Csimmons@sussexcountyva.gov
Term expires: 01/31/2024

**Now serves on the Board of Supervisors. Need a new appointment to fill the unexpired term.

BOARD ACTION FORM

Agenda Item: Appointments #5.03

Subject: Appointments to the Planning Commission

Board Meeting Date: February 22 2024

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Summary: Now that the new election district boundaries are effective and the new Board has taken office, the Planning Commission needs two appointments. One appointment is needed for the Courthouse District. The other appointment is needed for the Henry District.

These appointments will be 4-year terms, beginning March 1, 2024 ending February 29, 2028.

Recommendation: That the Board makes appointments to the Planning Commission for the Courthouse and Henry Districts.

Attachments: List of Planning Commission Members and Bylaws

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ACTION: That the Board makes appointments to the Planning Commission for the Courthouse and Henry Districts.

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

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

Sussex County

Planning Commission Members

Regular Meeting Date: First Monday of each Month @ 6:00 p.m.

<p>Terry Massenburg, Chairman (Yale) 13200 Comans Well Road P. O. Box 330 Stony Creek, VA 23882 Cell: 434-637-7210 Tmassenburg29@gmail.com Term Expires: 4/30/2024</p>	<p>J. Lafayette Edmond, Vice Chairman (Member-at-large) 16423 Jerusalem Plank Road Waverly, VA 23890 Home: 804-834-2610 Cell: 804-380-9330 jlebigfoot@gmail.com Term Expires: 6/30/2027</p>
<p>Vacant (Courthouse)</p>	<p>Rudolph Shands (Stony Creek) 12267 Flowers Road Stony Creek, VA 23882 Home: 434-246-2232 Shands301@gmail.com Term Expires: 6/30/2026*</p>
<p>Roger King (Blackwater) 29365 Lobbs Shop Road P. O. Box 349 Waverly, VA 23890 Cell: 804-691-1989 Rogerlking33@gmail.com Term Expires: 1/31/2026</p>	<p>Dennis Mason (Wakefield) 407 East Main Street Wakefield, VA 23888 Home: 757-899-8401 Cell: 757-647-9799 deltea@aol.com Term Expires: 6/30/2026</p>
<p>Vacant (Henry)</p>	<p>Andrew Mayes (Waverly) 328 Coppahaunk Avenue Waverly, VA 23890 Home: 804-337-1858 amayes@commonwealthenvironmental.com Term Expires: 01/31/2027</p>
<p>Kevin Bracy (Member-at-large) 18377 Courthouse Road Yale, VA 23897 Home: 434-246-4720 Cell: 757-635-8685 bornajunker@hotmail.com Term Expires: 1/31/2027</p>	
<p>Planning and Zoning Staff:</p>	
<p>Beverly Walkup, Director of Planning 20135 Princeton Road P. O. Box 1397 Sussex, VA 23884 Office: 434-246-1042 Cell: 757-651-4843 bwalkup@sussexcountyva.gov</p>	<p>Michael Poarch, Planner 20135 Princeton Road P. O. Box 1397 Sussex, VA 23884 Office: 434-246-1043 mpoarch@sussexcountyva.gov</p>

PLANNING COMMISSION PREAMBLE

The goals of the Planning Commission of Sussex County are as follows:

- to improve public health, safety, convenience and welfare of its citizens;
- to plan for the future development of communities to the end that transportation systems can be carefully planned;
- to assure that new community centers are developed with adequate highway, utility, health, educational and recreational facilities;
- to assure that the need for mineral resources and the needs of agriculture, industry and business be recognized in future growth;
- to assure residential areas be provided with healthy surroundings for family life;
- to assure that agricultural and forestry land be preserved; and
- to assure that the growth of the community be consonant with efficient and economical use of public funds.

PLANNING COMMISSION BYLAWS

ARTICLE I. OBJECTIVES

The objectives and purposes of the Planning Commission of the County of Sussex, Virginia are those set forth in Section 15.2-2200 and 15.2-2210 of the Code of Virginia (1950, as amended) and those powers and duties delegated to the Planning Commission by the Board of Supervisors of the County of Sussex in accordance with the enabling laws and all amendments and changes thereto.

ARTICLE II. MEMBERS AND TERMS

The Commission shall consist of thirteen (13) members. The thirteen (13) members of the commission shall be comprised of two (2) residents from each of the County's six (6) election districts and one (1) voting member, the Executive Director or his/her designee who resides in Sussex County, shall be a representative from the Sussex Service Authority (SSA).

Any eligible member of the Planning Commission shall be appointed by the Board of Supervisors for staggered terms of four (4) years.

Appointments will be made annually, as needed, at the January Organizational Meeting of the Sussex County Board of Supervisors.

ARTICLE III. MEETINGS AND WORK SESSIONS

1. All meetings of the commission shall be open to the public, and all persons shall be encouraged to attend meetings of said Commission except as otherwise provided in these by-laws or by statute.
2. Regular meetings of the Commission shall be held as necessary on the first Monday of each month at 6:00 P.M. in the School Board Meeting Room, Sussex County Public School Administration Building, 21302 Sussex Drive, Sussex, Virginia or at any other location within the County as designated by the Commission.

If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next Monday following the holiday.

Meetings may be cancelled and rescheduled if the chairman, or vice-chairman if the chairman is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the meeting. Such findings shall be communicated to members and the press by staff of the Planning Department. All public hearings and other matters of business previously advertised for such meetings shall be conducted at the rescheduled meeting without requiring further advertisement.

3. Work sessions for the Planning Commission shall be scheduled by the Clerk (Director of Planning or a duly appointed designee) after receiving approval of the Chairman or the Vice-Chairman if the Chairman is unavailable.

The work sessions shall be held in the School Board Meeting Room, Sussex County Public School Administration Building, 21302 Sussex Drive, Sussex, Virginia. Work sessions are unofficial meetings and public comment will not be heard, unless approved by the Chairman.

4. Special meetings of the Commission may be called by the Chairman or the Vice-Chairman if the Chairman is unavailable.

The Clerk (Director of Planning or a duly appointed designee), as required, may also request special meetings of the Commission.

The Clerk (Director of Planning or a duly appointed designee) shall mail to all members, at least five (5) days in advance of a special meeting, a written notice fixing the time and place of the meeting and the purpose thereof.

Written notice to members of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or if all members are present at the special meeting, or file a written waiver of notice.

No other business shall be considered at such special meetings by the Planning Commission than that for which the special meeting was called.

5. The annual meeting for the election of officers (Chair and Vice-Chair) shall be held on the regular meeting date in January of each year, under the order of New Business and the newly elected officers shall immediately preside upon election.

6. A quorum is a majority of all members.

A quorum must be present at all meetings where there is a necessity to transact any official business.

A majority vote of those members present and voting is necessary to take any official action including, but not limited to re-zonings, conditional use permits and, amendments to the zoning regulations, the official map and these by-laws.

In the case of a tie vote, or deadlock, the chair shall have the item of business placed on the next agenda of the Commission as a matter under old business for reconsideration and vote, but not for rehearing.

If the returned matter again results in a tied vote it will be forwarded to the Board of Supervisors with no recommendation.

7. The Commission shall keep minutes and records of all its meetings, resolutions, transactions, findings and determinations, and, if the vote is not unanimous, the vote of each member present shall be recorded with each order or resolution and the minutes, records, resolutions, transactions, findings and determinations shall be of public record.

8. The Commission shall follow Robert Rules of Order during all meetings.

ARTICLE IV. OFFICERS, DUTIES OF

A. The officers of the Commission shall consist of a Chair, a Vice-Chair and a Clerk (Director of Planning or a duly appointed designee).

1. Chair.

The Chair shall have the following duties:

- a. The Chair shall preside at meetings of the Commission.
- b. When authorized by the Commission, The Chair shall execute in its name all contracts, bonds and other obligations.
- c. The Chair shall appoint all committees and subcommittees, as required.
- d. The Chair shall have general supervision of the conduct of the affairs of the Commission and shall instruct the Director of Planning or a duly appointed designee in conducting Commission business.
- e. The Chair shall perform such other duties as are usually exercised by the Chair of a Commission or a Chief Officer of a corporation.
- f. The Chair shall sign all communications of the Commission. The Chair may authorize the Director of Planning or a duly appointed designee to sign official Commission communications.
- g. The Chair shall have the discretion to set time limits on public speakers, to exceed 5 minutes.

2. Vice-Chair.

The Vice-Chair shall have the following duties:

- a. The Vice-Chair shall perform the duties of Chair during the absence or disability of the Chairman.

3. Temporary Chair.

- a. In the absence or disability of the Chair and Vice-Chair at any regular or regular adjourned meeting where a quorum of the membership is present, a Temporary Chair shall be elected by a quorum vote of the entire membership to preside at said meeting until the Chair or Vice-Chair is present.
- b. The Temporary Chair shall perform the duties of the Chair during the absence or disability of the Chair or Vice-Chair.

4. Clerk.

The Director of Planning or a duly appointed designee shall serve as the Clerk and shall have the following duties:

- a. The Clerk shall attend all regular, regular adjourned, special adjourned meetings and public hearings, and to keep or supervise the keeping of a record or same and transcribe same properly in the minute books of the Commission.
- b. The Clerk shall send all notices of all meetings of the Commission required to be sent under these bylaws, State law, zoning regulations or subdivision ordinance or as directed by the Chairman.
- c. The Clerk shall have charge of all official books, papers, maps and records of the Commission and shall conduct all official correspondence relative to hearings, meetings, resolutions, decisions, and other business of the Commission.
- d. The Clerk shall prepare the agenda and staff reports for items of business on the Commission agenda. The reports must contain background data and professional planning information to guide the Commission in its actions.
- e. The Clerk shall notify the Vice-Chair, by telephone or in person, on the day the Chair informs the Secretary that he or she will not be able to attend a Commission meeting.

ARTICLE V. ORDER OF BUSINESS

- I. Call to Order
- II. Adoption of Agenda
- III. Approval of Minutes
- IV. Public Hearing Items and Vote
- V. Old Business
- VI. New Business
- VII. Adjournment

ARTICLE VI. AMENDMENT OF BYLAWS AND RULES OF PROCEDURE

The foregoing bylaws and rules of procedure may be amended at any regular meeting of the Commission, by affirmative vote of a majority of the members present and voting, provided that such amendments shall have first been presented to all members in writing at a meeting of the Commission at least thirty (30) days prior to the meeting at which the vote is taken.

BOARD ACTION FORM

Agenda Item: Action Item #6.01

Subject: Blackwater Solar Project Application Consideration Schedule

Board Meeting Date: February 22 2024

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Summary: Attached is the Blackwater Solar Project meeting schedule for the Board’s consideration.

This schedule was developed by staff with input from the County Attorney and planning consultant, with the goal of providing efficient, convenient access for public comments and a thorough review process for the project (specifically the conditional use permit application, rezoning application, and siting agreement). The meeting schedule begins on March 25 with a joint public hearing between the Board of Supervisors and Planning Commission, at the Airfield 4-H Center, a facility that should provide ample room to accommodate the public in a convenient location adjacent to the proposed project site. Staff notes that this schedule is tentative and could change due to additional needed review and other unforeseen delays, but is intended to be transparent and allow sufficient notice for the public, applicant, and BOS/Planning Commission members.

Recommendation: Staff recommends adoption of the proposed schedule for consideration of the Blackwater solar project application.

Attachment: Draft Calendar

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ACTION: That the Board adopts the proposed schedule for consideration of the Blackwater solar project application.

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

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

BLACKWATER SOLAR PROJECT
CONDITIONAL USE PERMIT AND REZONING APPLICATION
SUSSEX COUNTY BOARD OF SUPERVISORS/PLANNING COMMISSION
TENTATIVE MEETING/PUBLIC HEARING CALENDAR

- Monday, March 25 Joint Public Hearing on CUP and rezoning applications (Board of Supervisors and Planning Commission), Airfield 4-H Center, 6 pm (to include applicant and staff presentations)
- Monday, April 1 Planning Commission regular meeting-- discussion and possible recommendation on CUP and rezoning applications, District Courtroom, 6 pm (additional meetings TBD if no action taken)
- Monday, May 13 Board of Supervisors additional Public Hearing on CUP/rezoning and first public hearing on siting agreement, Airfield 4-H Center, 6 pm
- Thursday, May 16 Regular meeting of the Board of Supervisors—consideration of CUP application, rezoning application, and siting agreement, District Courtroom, 6 pm

BOARD ACTION FORM

Agenda Item: Unfinished Business #8.01

Subject: Adoption of Board Rules and Procedures

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Summary: This item was tabled from the February 1, 2024 Board of Supervisors Special meeting. The Board will discuss and or act on the adoption of the Board Rules and Procedures

Recommendation: N/A

Attachment:

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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>
Baicy	___	___	Tolliver	___	___
Fly	___	___	Tyler	___	___
Futrell	___	___	White	___	___
W. Jones	___	___			

BOARD ACTION FORM

Agenda Item: Unfinished Business #8.02

Subject: Stony Creek Volunteer Rescue Squad ERP Compliance Plan of Action

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Summary: This item was tabled from the February 1, 2024 Board of Supervisors Special meeting. There will be discussion of the Stony Creek Volunteer Rescue Squad ERP Compliance Plan of Action

Recommendation: N/A

Attachment:

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ACTION: N/A

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

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

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