

**At A Budget Work Session of the Sussex County Board of Supervisors
Held in the General District Courtroom, Sussex Judicial Center
Thursday, February 24, 2011 at 5:00 p.m.**

BOARD MEMBERS PRESENT

T. Wayne Birdsong
Wayne M. Harrell

Charlie E. Caple, Jr.
Harris L. Parker

C. Eric Fly, Sr.
Rufus E. Tyler

STAFF

George E. Morrison, III, Interim County Administrator
Henry A. Thompson, Sr., County Administrator
Jerry L. Whitaker, Director of Finance
Montaque M. Gilliam, Buildings and Grounds Supervisor
W. Travis Luter, Building Official
Andre M. Greene, Director of Planning
Eddie T. Vick, Public Safety Coordinator
Deborah A. Davis, Assistant to County Administrator

Item 1. Call To Order

The February 24, 2011 budget work session of the Sussex County Board of Supervisors was called to order by Chairman Parker.

Item 2. Approval of Agenda

ON MOTION OF SUPERVISOR HARRELL, seconded by SUPERVISOR BIRDSONG and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the agenda of the February 24, 2011 budget work session with the following addition: (1) Under Closed Session, add Item b, Personnel Matters regarding the Personnel Policy; and (2) Add as Item 5a, Discussion of Possible Amendment to the Travel Policy.

Voting aye: Supervisors Birdsong, Caple, Fly, Harrell, Parker, Tyler

Voting nay: none

Item 3. Request Time Change for March 17, 2011 Joint Public Hearing

George E. Morrison, III, Interim County Administrator, advised that the agenda for the regularly scheduled meeting on March 17, 2011, has several public hearing items for the Board's consideration. The Director of Planning has requested that the meeting begin at 6:00 p.m., as opposed to the 7:00 p.m. regular time.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR HARRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of scheduling the public hearing for 6:00 p.m. on March 17, 2011.

Voting aye: Supervisors Caple, Fly, Harrell, Parker, Tyler

Voting nay: Supervisor Birdsong

ON MOTION OF SUPERVISOR BIRDSONG, seconded by SUPERVISOR FLY and carried: RESOLVED the Sussex County Board of Supervisors hereby approves of relocating the March 17, 2011 Public Hearing and Board Meeting to the auditorium of the Sussex Central High School Auditorium, providing that there is no scheduling conflict with the School's activities.

Voting aye: Supervisors Birdsong, Fly, Harrell, Tyler

Voting nay: Supervisor Parker

Abstaining: Supervisor Caple

Item 4. Fiscal Year 2012 Budget Overview

Jerry L. Whitaker, Director of Finance, provided to the Board updated sheets for the budget work books for Fiscal Year 2012, which also included adjustments. The budget adjustments included the following: General Registrar - add \$6,000.00 for election officers; \$4,000.00 for other professional services and \$400.00 for printing. This now brings the total adjustments to date to \$225,171.00; the total deficit is \$501,861.00.

Supervisor Fly state that he recalled that the Board, in a prior meeting, approved the computer purchase for the Building Official.

Mr. Whitaker stated that item was voted on at the retreat.

Supervisor Fly stated that he did not think the Board was voting on anything at the retreat.

Supervisor Birdsong stated that the Board did not vote on this at the retreat because most of the time during the retreat there was no quorum. But at the last budget meeting, Mr. Luter requested the additional funding for the computer purchase.

The Board entered into a discussion regarding voting or not voting during budget work sessions. The consensus was as follows:

Supervisor Harrell - wants to vote at the work sessions.

Supervisor Fly - wants to vote at the work sessions.

Supervisor Tyler - should discuss at work session and vote during regular meetings.

Supervisor Caple - should discuss and give staff time to work on changes, then bring back for approval

Supervisor Birdsong - his understanding at the retreat was to discuss at work session, but not vote; doesn't really matter to him.

Mr. Whitaker advised that he thought it was agreed upon to discuss at the work session, but the Board needs to agree on what items to include or exclude in the budget.

Supervisor Tyler stated that a quorum is not necessarily needed at the work session, so no action needs to be taken.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR HARRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby agrees that decisions can be made at budget work sessions.

Voting aye: Supervisors Birdsong, Caple, Fly, Harrell, Parker, Tyler

Voting nay: none

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR HARRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby agrees to take actions at budget work sessions.

Voting aye: Supervisors Birdsong, Caple, Fly, Harrell, Parker, Tyler

Voting nay: none

Mr. Whitaker asked the Board to insert updated sheets for the following: (1) General Registrar denoting the \$10,400.00 increase; (2) Sheriff's Department E-911 to reflect the transfer of operating costs from Public Safety Office to the Sheriff's Department, \$66,000.00.

Item 5. Social Services Fiscal Year 2012 Budget Work Session

Ms. Chequila H. Fields, Director of Social Services, presented the fiscal year 2012 budget for the Social Services Department.

Supervisor Tyler suggested that the County Administration notify the Director of Social Services of budget work sessions.

Item 5a. Travel Policy

George E. Morrison, III, Interim County Administrator, advised that on February 17, 2011, County Attorney Thompson asked about amending the County's Travel Policy.

County Attorney Thompson suggested that the Board give the County Administrator authorization to determine whether or not staff could use their personal vehicle for County business. If a County vehicle is available, the County Administrator could make that decision and he further asked that the Board make that amendment now.

The Board, by general consensus advised that they need more time to review the policy and suggested amendment prior to making a decision.

Chairman Parker asked that the Board read the County's Vehicle Policy and take action at the next budget work session.

Ite 6. Outside Agencies' Budget Requests (continued)

801 - Crater Health District: fund at the 2011 level

811 - Crater District Area Agency on Aging: \$5,999.00 (\$3,000.00 earmarked for the Jarratt Senior Citizens Center)

805 - District 19 Community Services Board: leave at current funding level

812 - Social Services Christmas Programs: leave at current funding level

- 814 - The Improvement Association - leave at current funding level
- 816 - Southside Area Red Cross - leave at current funding level
- 820 - Legal Aid Society - leave at current funding level
- 822 - VA Cooperative Extension -leave at current funding
- 825 - Adult Activity Services - fund at zero
- 823 - Chowan Basin Soil & Water Conservation District- leave at current funding
- 824 - South Centre Corridors RC&D Council - leave at current funding level
- 825 - Wakefield Foundation - leave at current funding level
- 826 - Blackwater Regional Library - approve amount requested; however Supervisor Fly suggested that the Board consider asking the Towns of Waverly and Wakefield for their share of funding for library services. Supervisor Fly also asked the Treasurer to find out if the Towns have made Direct payments to the Blackwater Regional Library.

Onnie L. Woodruff, County Treasurer, interjected and stated that to his knowledge, the County has not received payments from the Towns of Waverly or Wakefield for library services.

- 827 - Miles B. Carpenter - leave at current funding level
- 831 - John Tyler Community College - leave at current funding level
- 832 - Virginia State University - leave at current funding level
- 833 - Southern VA Education Center - leave at current funding level
- 840 - Sussex Recreation Center - leave at current funding level
- 841 - Sussex County Young Men's Athletic Corp. - leave at current funding level
- 842 - Jarratt Recreation Association - leave at current funding level
- Jarratt Senior Citizens Center – (included in Crater District Area Agency on Aging Aging budget request
- 843 - Seniors Citizens of Eastern Sussex County, \$3,000.00
- 844 - Southeast 4-H Center - \$5,000.00
- 845 - Waverly Youth Association - \$4,000.00
- 846 - Town Projects - Town of Waverly - \$10,000
- 861 - IDA - leave as is
- 862 - Virginia's Gateway Region - leave as it
- 865 –IDA Mineral Industry - fund at zero
- 869 - Crater Small Business Development Center - same as last year
- 803 - ODEMSA - leave as is
- 805 - District 19 Community Services Board - leave as is; asked Director of Finance to seek a formula for funding request

Supervisor Tyler suggested to not fund the Crater Small Business Development Center, but to provide funding to the Surry Area Free Clinic instead.

By general consensus, all Board members decided to leave the funding for the Crater Small Business Development Center and not fund the Surry Area Free Clinic.

Item 7. Draft Personnel Policy

County Attorney provided a lengthy overview of the draft Personnel Policy and the Board held a lengthy discussion regarding same.

George E. Morrison, III, Interim County Administrator, suggested that personnel work session be scheduled to further discuss the Personnel Policy.

Item 8. Closed Session

ON MOTION OF SUPERVISOR HARRELL, seconded by SUPERVISOR BIRDSONG carried: RESOLVED that the Sussex County Board of Supervisors shall hereby enter Closed Session for a discussion concerning a prospective business' location in the County where no previous announcement has been made by such business interest in locating in the County, Applicable Code Section 2.2-3711(A)(5).

Voting aye: Supervisors Birdsong, Caple, Fly, Harrell, Parker, Tyler

Voting nay: none

Item 9. Return To Open Session

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR BIRDSONG and carried: RESOLVED that the Sussex County Board of Supervisors has convened a Closed Meeting on this date, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and,

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

NOW, THEREFORE BE IT RESOLVED that the Sussex County 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 were identified in the motion convening the Closed Meeting were heard, discussed or considered by the Sussex County Board of Supervisors.

Voting aye: Supervisors Birdsong, Caple, Fly, Harrell, Parker, Tyler

Voting nay: none

Item 10. Actions Taken on Items Discussed in Closed Session - none

George E. Morrison, III, Interim County Administrator, provided the most recent update on the Department of Corrections Payment in Lieu of Taxes.

George E. Morrison, III, Interim County Administrator, also reminded the Board that a Personnel Committee meeting needs to be scheduled.

Item 11. Recess

ON MOTION OF SUPERVISOR HARRELL, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors shall hereby recess until Monday, March 7, 2011, 10:00 a.m. for a Personnel Committee meeting to be held in the Conference Room, 233 L. South County Drive, Waverly, to interview candidates for the position of County Administrator; and

FURTHER RESOLVED that the Board of Supervisors shall meet on the same day at 5:00 p.m. for a budget work session.

Voting aye: Supervisors Birdsong, Caple, Fly, Harrell, Parker, Tyler

Voting nay: none