

At a Special Meeting (Budget Work Session) of the Board of Supervisors  
Held on Thursday, March 3, 2022 – 6:00 pm

**BOARD MEMBERS PRESENT**

Debbie P. Jones  
Wayne O. Jones (Virtual)  
Susan M. Seward  
Rufus E. Tyler, Sr.

**BOARD MEMBER ABSENT**

C. Eric Fly  
Steve White, Tie Breaker

**STAFF PRESENT**

Richard Douglas, County Administrator  
David Conmy, Deputy County Administrator  
Debbie Broughton, Animal Services Director  
Deste J. Cox, Treasurer  
Eric Danuser, IT Manager  
Jeffrey Gary, Director of Public Works  
Ernest Giles, Sheriff  
William Hagy, Director of Social Services  
William R. Jenkins, General Registrar  
Kelly Moore, Director of Finance  
Vincent Robertson, Commonwealth's Attorney  
Gary Williams, Circuit Court Clerk  
Shilton R. Butts, Assistant to the County Administrator/Deputy Clerk

**Item 1. Call to order/Determine Quorum (6:07 p.m.)**

The March 3, 2022 Special meeting (Budget Work Session) of the Sussex County Board of Supervisors was called to order by Chairman Seward.

**Item 1a. Invocation**

The Invocation was offered by Supervisor Futrell.

**Item 1b. The Pledge of Allegiance.**

The Pledge of Allegiance was recited by all.

**Item 2. Agenda Amendment**

There were no agenda amendments.

### **Item 3. Approval of Agenda**

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approved the March 3, 2022 Special meeting (Budget Work Session) agenda as presented. All members present voted aye.

### **Item 4. Budget Discussions**

County Administrator Douglas noted that the March 3, 2022 Special Meeting Budget Work Session (BWS) was the start of the budget process. This BWS is to discuss and request big-ticket items such as personnel (new positions, salary increase for current positions, etc.), programmatic changes and capital projects in excess of \$5,000. He noted items not presented are, normally, not added after this meeting.

#### **a. Gary Williams, Circuit Court Clerk**

Mr. Williams requested a \$4,000 increase in his budget for salaries for staff. He stated that he was requesting a \$2,000 increase for the chief deputy; and, a \$1,000 increase for the other two deputies.

Mr. Williams stated that the Compensation Board is expected to give a five percent (5%) raise.

County Administrator noted, as well, that the State is expected to give the Comp Board a five percent (5%) increase in addition to any COLA. He stated that Administration was trying to program an across the board five percent increase in the budget in fairness and equity.

#### **b. William Jenkins, General Registrar**

Mr. Jenkins is requesting a \$4,000 increase in his budget for the salary of the full time, deputy registrar position to retain staff.

Vice Chairman W. Jones discussed adding funds to the general registrars budget for poll workers because they aren't able to leave for lunch. Chairman Seward noted that this would be considered incidentals. There was discussion for per diem for breakfast, lunch and dinner. It was suggested that the County Administrator call neighboring localities.

#### **c. Eric Danuser, IT Manager**

County Administrator Douglas stated that the IT Department is a standalone department—one-person department. It has evolved and has the functions of computer replacement, phone issues, etc. to create some efficiency for the departments.

Mr. Danuser is requesting 40 new PCs which would approximately cost \$55,000. New computers hasn't been purchased since 2015. The computers are starting to have some problems.

His second big ticket item is the request for a new vehicle. His job responsibilities have increased around the County. He currently has a vehicle that the Sheriff's Department was no longer using. The vehicle has over 225,000 miles. Two thousand dollars (\$2,000) has been spent for repairs. Mr. Danuser advised that the cost for a new Ford Explorer would be approximately \$45,000.

d. Ernest Giles, Sheriff

Sheriff Giles noted that he came before the Board for MDTs at the previous regular meeting. He stated that the first year of the lease will be paid out of his budget. He noted that the amount was \$29,905.58.

Sheriff Giles provided the Board a handout of his request for seven lease vehicles. The vehicles are completely outfitted at Haley's Auto. The first year of the lease for these vehicles will be out paid out of the Sheriff's budget as well. He noted that the amount is \$66,572.04.

Sheriff Giles stated that his third request is for three deputies. He stated that with the Waverly contract, Waverly is just covered.

It was noted that these positions were non-compensated through the Comp Board positions. There was discussion of the General Assembly proposing to give law enforcement increases.

Mr. Vincent Robertson, the Commonwealth's Attorney, stated that he supports the sheriff's request for new positions in regards to the work of the investigators and its impact on his office.

e. Will Hagy, Director of Social Services

Mr. Hagy discussed the CSA first year payback of \$15,000 of a \$45,000 three year pack.

Mr. Hagy discussed CSA/CPMT shared CSA Shared Coordinator position.

Mr. Hagy discussed salary increases of five percent (approximately \$52,000), with County costs of just over \$8,000.

Mr. Hagy discussed a new position, with the city of Franklin, of a Resource Family Coordinator. This person would do home studies of every type. Three localities would split the costs. The County's cost would be a little over \$3,000. One of the three localities would be the fiscal agent—Sussex, Greensville or Brunswick. The State will reimburse 85%.

Mr. Hagy discussed the transportation program. The County has a van that comes through Crater District Area Agency on Aging from a grant through Rail. Mr. Hagy provided a proposal to include adding another van and driver. County Administrator Douglas clarified that the additional position was 100% County funded. The van would be limited to medical assessments and medically necessary trips.

There was discussion regarding the van driver position duties and salary. It was noted that DSS would be meeting with Crater District Area Agency on Aging.

Mr. Hagy's capital improvement project includes a front door; walls painted; and, flag replacement

Mr. Hagy provided the Board a handout.

f. Debbie Broughton, Animal Services Director

Ms. Broughton is requesting a full time animal control officer because she need a full time kennel attendant. She stated that this position is already in her budget; however, she needs another full animal control officer. She is requesting to add the full time positon with a salary range up to \$42,000.

Ms. Broughton stated that there has been a 51% increase of intake of animals and services provided, so she increased some of the line items. She stated that there was an increase in vehicle maintenance, gas, building maintenance, etc. She noted that the building maintenance fees were increased by \$1,000 due to the increase in animals and services.

There was discussion of the number of full time animal control officers. She stated that there were three full time officers. There was discussion of the challenges of keeping part time positions.

There was discussion of training.

Ms. Broughton provided a handout to the Board.

g. Public Safety

Mr. Douglas spoke on behalf of Mr. Foster, the Public Safety Coordinator. Mr. Foster was not present at the meeting. He noted that two of these items were anticipated to be taken care of in the current budget. There are remaining funds in the Cabin Point Solar project.

Mr. Douglas stated that the Public Safety Department is requesting \$15,000 to correct the breathing air system for Stony Creek Fire Department. It is currently not an OSHA requirement. However, it is an explosion hazard. There should be an explosion proof room. The fire chief has requested that staff correct this hazard.

The second request is for \$75,000 to upgrade the Wakefield radio tower.

There is also a request for starting the design of two facilities—combined Fire and EMS buildings for Stony Creek and Waverly. The estimate for the study is approximately \$12,000 for construction ready documents for the facilities.

There was discussion of losing the building for voting precincts.

h. Jeffrey Gary, Public Works Director

Mr. Gary requests funding for convenience site parking lots that have never had any maintenance. They are starting to crack. Staff is also looking at changing the layout of facilities.

He stated that staff is looking at getting power to the Peters Bridge and Jarratt sites and discontinuing using generators.

Mr. Gary stated that the Department of Social Services restrooms need updating—not major.

Mr. Gary is requesting an upgrade to the gasoline pump. The County system is an old system. Keys can no longer be made for this system—will be upgrading to a chip or card system.

There was discussion of Administration and Building & Grounds buildings. Mr. Gary stated that Building & Grounds staff is currently housed in the old Administration Building, which is slated to be remodeled. Building & Grounds will have to be housed in a different location. Mr. Gary stated that the most inexpensive option with longevity is a metal building. There was discussion of the renovation of the old administration building, as well as cost effectiveness of building a new building.

Mr. Gary advised that a copy of the master agreement for lawn care was provided to the Board.

County Administrator Douglas noted that the contract was doubled. The initial contract for lawn care only included mowing for the Sussex complex. There was inquiry of the costs. It was stated that the cost was \$9,525.51 times four. It was stated that the Robinson Road landfill was removed.

There was discussion of putting the contract out for bids again to include the other locations that were to be mowed to insure competitive bidding.

i. Health Insurance

County Administrator Douglas stated that health insurance would be on the next regular meeting agenda. He noted that if we maintain the health insurance that we have without any changes, there would be a \$127,000 a year increase, which represents a 10.5% increase.

He stated that the management team has met and worked with Dave Rowe, the insurance broker, on a high deductible option with a Health Reimbursable Account (HRA). With the HRA, there would be a 7.6% decrease. County Administrator Douglas stated that on paper, it would be cheaper for the insurance company wherein there would be less liability.

Mr. Douglas stated that there were four options. One option was to send less money to the insurance company. The second option was to avoid putting anymore burden on the employee. The County Administrator stated that the third option was to keep the same benefits—same network of doctors, same prescriptions. The fourth option was to make the family plan more affordable. This option helps lower family plan payment.

Mr. Douglas stated that each employee will be issued a \$5,000 debit card for use for each doctor visit, prescription and medical procedure. Monies not used will be rolled over to the next year. He stated staff advised that the county should project 40%.

It was explained that once you meet the \$5,000 limit, at this point, the out of pocket expense has been met. The insurance company will pick up the costs.

County Administrator Douglas recommends that the County use the HRA account. The County could revert to the previous plans.

Citizens' comments were heard from:

- Kevin Bracy (Courthouse District) – Grass cutting contract; generator at Animal Shelter; gas; Jarratt Senior Citizens Center.
- Bob Richardson (Waverly District) – Support four deputies instead of three for Sheriff's Department; Administrative staff support.

#### **Item 6. Adjournment**

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby adjourned the March 3, 2022 Special Meeting (Budget Work Session) at 8:53 p.m. All members present voted aye.