

At a Special Meeting (Budget Work Session) of the Board of Supervisors  
Held in the Social Services Conference Room  
on Thursday, March 30, 2023 – 6:00 pm

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBER ABSENT**

Steve White, Tie Breaker

**STAFF PRESENT**

Richard Douglas, County Administrator  
David Conmy, Economic Development Director  
Debbie Broughton, Animal Services Director  
Elizabeth Cooper, Virginia Cooperative Extension  
Deste J. Cox, Treasurer  
Eric Danuser, IT Manager  
Jeffrey Gary, Public Works Director  
Ernest Giles, Sheriff  
Thomas Hicks, Interim Public Safety Director  
James Mason, Virginia Cooperative Extension  
Kelly Moore, Finance Director of Finance  
Matt Westheimer, Shared Building Official  
Chip Jones, Shared Building Inspector  
Kelsey Kline, Virginia Cooperative Extension  
Elizabeth Pittman, Virginia Cooperative Extension  
Taneka Womble, Virginia Cooperative Extension  
Lasonya White, Virginia Cooperative Extension  
Carolyn Wright, Virginia Cooperative Extension  
Shilton R. Butts, Assistant to the County Administrator/Clerk

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

The March 30, 2023 Special meeting (Budget Work Session) of the Sussex County Board of Supervisors was called to order by Vice Chair Seward.

**Item 1a. Invocation**

The Invocation was offered by Supervisor Tyler.

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

The Pledge of Allegiance was recited by all.

### **Item 2. Agenda Amendment**

that this will allow the meeting to be finished at the end.

Supervisor Futrell requested to add an item during the presentation of the Big Ticket items.

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

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR D. JONES and carried:  
RESOLVED that the Sussex County Board of Supervisors hereby approves the March 30, 2023 Special meeting (Budget Work Session) agenda as amended.

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

Voting nay: none

Absent during vote: Supervisor W. Jones

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

It was noted that the meeting is a Budget Work Session. There would be no voting on requests at this Budget Work Session (BWS).

#### **1. Southeast 4-H Educational Center**

Dr. Kathy Guindon, the Director of Southeast 4-H Educational Center, gave a brief presentation on staff and programs--working with Virginia Cooperative Extension. The Southeast 4-H Center serves 16 jurisdictions. Sussex County is the home base. Funding request to improve the Center facilities and camp experience for Sussex County youth. Funding request of \$35,000; \$5,000 more than the previous year request.

Supervisor Fly requested to adjust the format of the agenda to allow external agencies in attendance to make their presentation. After their presentation, citizens may comment on the presentations, followed by the Board's comment. Supervisor Fly stated  
Citizens' Comments:

- Jason Flower (Green Machine) - inquired of youth camp.
- Kevin Bracy Blackwater) - Great asset to the County; place for retreat and horse show.

Board Comments:

- Supervisor Fly (Courthouse) - Youth programs centralized and hire Parks & Recreation Director; recommend zeroing out of the budget.
- Supervisor Tyler (Henry) - Hesitant to reduce 4-H Center budget to zero; listen to all of the presentations before making a decision.

- Supervisor Futrell (Waverly) - Listen to other presentations before reducing to zero. Inquired of number from Sussex that use the facility.

Dr. Guindon reviewed donations from other localities. She stated they obtained two grants for fishing. They are working with Pastor Coalition. Anyone can come to the 4-H Center any week; however, be sure to contact the correct person.

*Chairman W. Jones arrived at 6:40 p.m.*

2. Blackwater Regional Library

Mr. Ben Neal, the Director, and Laurie Lathan, Sussex's representative, were in attendance. Mr. Neal reviewed library services offered. He also reviewed library visits, Outreach and Library Programs, items circulated. Reviewed patrons connected with computers, Wi-Fi or MiFi and 22 Pop-Up libraries, Summer Reading Program Plan and Library of Things--car diagnostic kits, drums, etc.

Total funding request of \$165,645. Funding request is approximately \$24,000 less previous year.

Board comments:

- Vice Chair Seward (Blackwater) - inquired about the decrease.

3. Chesterfield County Med-Flight Program

No representative in attendance. No presentation made. It was noted that the application was incomplete.

Funding request of \$1,200 to assist in funding the salaries, benefits, and operating costs for four flight paramedics.

It was recommended to keep request in the budget.

Board Comments:

- Supervisor Fly (Courthouse) - Item is a hospital helicopter program; will come into the County and pickup citizen free of charge for a cost of \$1,200 to the County.

4. Chowan Basin Soil and Water Conservation Development Center

No representative attendance. No funding provided last fiscal year. Total request of \$7,415.

Each year the District plans a Farm Day for second or third graders giving them an opportunity to visit a working farm and learn about conservation. They also learn that their food, and practically everything they use on a daily basis comes from a farm and starts with soil and water. Chowan Basin SWCD also awards scholarships to Sussex County high school seniors who are continuing

their education in an environmental conservation related field. The District offers tire and oil recycling programs that allow farmers an opportunity to dispose of used tires and motor oil safely. This protects the county's soil and water by keeping pollutants out of forests, rivers, and landfills.

Citizens' Comments:

- Kevin Bracy (Courthouse) - Stated Chowan Basin does a great deal for the farmers; pick up tires for free; support funding.

5. District 19 Community Services Board

No representative present. Mandatory funding for mental health contract. Total funding request of \$96,374.00. The funding is utilized to fund operations and to meet the minimum local match required by the Code of Virginia.

6. Longwood University Small Business Development Center

No representative was in attendance. Total funding request of \$3,500.00. Request is \$2,000 greater than request for previous fiscal year.

Funding request is to help staffing and travel costs of ongoing consulting and training services. The Small Business Development Center budget is 85% staffing.

Recommend to review and to hold at previous fiscal year funding.

Board Comments:

- Supervisor Fly - Help citizens start business; help with business plan free of charge. Located in Petersburg.
- Supervisor W. Jones - Justify increase.

7. Waverly Youth Association

Mr. Jason Flowers was in attendance. Total funding of request of \$16,000.00 to purchase football helmets. Funding is \$12,500 greater than the FY23 request. He stated the Waverly Youth Association will need approximately 40 helmets. No longer a three month program; it's a 12 month program. Mr. Flowers stated that equipment is outdated.

Mr. Flowers stated that he would negotiate budget amount. If helmets purchased new this year, he would not need to purchase helmets in eight, possibly 10 years.

It was noted that the application was incomplete. There is no proof of tax exemption or SCC "Active" or "In Good Standing" status.

County Administrator Douglas noted that Waverly Youth Association is in Tier 2 this year, instead of Tier 1 as they were last year. Tier 2 requires more documentation.

Mr. Flowers noted that he had not gotten the exempt status because Waverly Youth Association's requests were normally smaller.

Board Comments:

- Supervisor Seward - Inquired about not having proof of tax exemption.
- Supervisor W. Jones - Get information to Mr. Conmy to complete the application.

8. The Improvement Association

Supervisor Tyler requested the Board to review the Improvement Association request at a later date. Staff is in training and is unable to be in attendance.

9. Brightpoint Community College (fka John Tyler Community College)

No representative was in attendance. Total funding request of \$943.00 for community information, community activities, and campus development.

It was recommended to reduce the budget to zero.

10. Crater District Area Agency on Aging (CDAAA)

No representative in attendance. Funding request of \$10,000. This request is greater than previous fiscal year. It was noted that the application was incomplete.

Case management, meals on wheels/home delivered meals, transportation to senior sites as well as medical transportation, nutrition counseling and services, homemaker, legal, ombudsman/elder abuse, VICAP, and support groups. Funds will increase the number of services CDAAA can render to the seniors of the County of Sussex

Inquiry was made in regards to services interfacing/overlapping with Social Services. County Administrator Douglas stated that services didn't overlap.

11. Save-A-Seed

Ms. Carolyn Wright was in attendance. Ms. Wright stated that Save-A-Seed was a 501(C)3 non-profit organization that offer many programs and opportunities for community and children. Students receive community hours. Save-A-Seed will be continuing to host and improve annual Juneteenth celebration. There will be vendors. Funding is requested to host programs free of charge to citizens. Some vendors and things will have fees.

Save-A-Seed funding request is \$5,000.00. Program wasn't funded the previous fiscal year.

Board Comments:

- Supervisor W. Jones - Looking forward to being in attendance; lots of activities.

12. Crater Regional Workforce Development Board (CRWDB)

Funding request of \$10,000. Organization was not funded the previous fiscal year. Funding request is for allocated budget restricted to grant specifics. Seeking this funding for outreach and marketing, as well as focused on locality events.

Citizens' Comments

- Dr. Guindon (Director/4-H Center) - Has been in contact with CRWDB; will be meeting with them in April regarding youth training.

Board Comments

- Supervisor Fly (Courthouse & Sussex's representative on CRWDB) - recommended funding. Reviewed work to bring Board back into compliance. Reviewed programs offered.
- Supervisor Tyler (Henry) - Inquired of where funding spent; no monies come to Sussex; inquired of CLEO meeting date.
- Supervisor W. Jones (Wakefield) - Inquired about getting information to be shared to help County businesses.

13. American Red Cross of Capital Virginia

No representative in attendance. Funding request of \$2,000. Organization wasn't funded in the previous fiscal year. Past support for disaster relief for Sussex County residents. Funding to support all Red Cross programs in Sussex County for FY24.

Funding recommended.

14. Sussex County Young Men's Athletic Club (SCYMAC)

Mr. Phillip Perry was in attendance. Funding request of \$5,000. Request is greater than previous fiscal year. Funding for daily operations and event costs to purchase additional playground equipment; sponsor more family events in the park; and to continue partnering with other organizations assisting in community functions through donations.

BOARD COMMENTS

- Supervisor Tyler - There is equipment at the Chambliss Elementary School that he could donate to SCYMAC.

15. Sussex County Youth and Adult Recreational Association (SCYARA)

There was no representative in attendance. It was noted that the application was incomplete. Chairman W. Jones stated this item will have to be revisited because application was incomplete.

Funding request of \$10,000. Request is \$4,000 greater than previous fiscal year.

Funding to supplement operating and program costs in an effort to provide low-cost public recreational and wellness programs for youths and adults whose participation may be limited because of insufficient financial resources and geographical proximity to such service.

#### 16. Virginia Cooperative Extension (VCE)

Ms. Lasonya White, VCE from Surry County, introduced staff that works at VCE. Ms. White introduced James Mason (4-H Youth & Development Extension Agent); Elizabeth Pittman (New Agriculture Extension Agent); Kelsey Kline (FCS Agent)

Ms. White noted that Sussex does not have a pesticide disposal location for Sussex farmers to dispose of their plastics and paints. (Ms. Pittman is working on this.) The program is in collaboration with Virginia Department of Agriculture. Once this program is in place, the County will receive funding from recycling.

Mr. Mason has worked well with the kids with different programs and with the 4-H Center.

VCE has been at elementary schools teaching kids gardening and how to grow their own foods and how important it is. They recently had Farm Day in which they invited second graders.

Ms. White stated that one of the reasons for the budget request, is the FCS program. Ms. Kline has been making sure that the County hasn't missed out on the valuable programs. She worked with IGA with the Snack Match. There's also a backpack program (Feature Future). There are programs to assist seniors.

There has been some grant opportunities. Ms. Carolyn Wright offers strength in families programs in regards to Opioids. A five year grant program.

There is a Pesticide Recertification program for farmers.

There was discussion regarding their programs and activities offered. There were discussions of awareness of concerns.

#### 17. Virginia Legal Society

Ms. Cassie Powell was in attendance. She reviewed different services they provide to include assisting with uninsured benefits.

#### 18. Virginia's Gateway Region

No representative was in attendance. There was discussion of funding in the same amount.

*Supervisor Fly departed at 7:55 p.m.*

19. Community Coalition of Sussex Virginia

Mr. Robert Hamlin, the Director of Community Coalition of Sussex Virginia (the "Coalition"), stated that they were requesting \$10,000, which is an increase from the last year. Mr. Hamlin stated that costs have increased due to inflation. The number of people they provide service has increased as well.

Mr. Hamlin stated that the programs that the Coalition sponsors starts in August, which includes the Back to School program of giving out backpacks. They have an Award Day. Last year, the Coalition hand out over 200 backpacks. It was a full County event. Other non-profit organizations attended this event. They sponsor a Ball program wherein they host Halloween community events. Community Coalition also sponsors a Thanksgiving Dinner Giveaway. Dinners were delivered to senior citizens. They want to increase this program. Mr. Hamlin stated that Community Coalition met with the John Randolph Foundation. They are interested in assisting with this program. He stated that they work with the school. They served 456 students in the elementary school to make surer that each student receive at least one toy. The Coalition also partnered with Toy for Tots Marine. The Coalition buys toys, as well as hold toy drives. They try to serve all of the children. He noted the Owen Ford assists their program. Waste Management assists throughout the year with all of the Coalition programs. He noted that Career Day has been held. There are gift cards giveaway.

Mr. Hamlin discussed getting the youth to the 4-H Center with the Scholarship Program provided for Sussex kids. The Coalition sponsors a Food Bank servicing 250 families. They partner with the Improvement Association to deliver food to the sick, disabled and elderly.

Mr. Milliard Stith thanked the Board for the purchase of Jarratt Elementary School. Mr. Stith stated that he wanted to talk about the ARPA Fund. He stated that there was approximately \$300,000 that the County must spend by FY24 or FY25. He stated that the Coalition was looking to form a partnership to provide recreation in Jarratt and the western part of the County.

Mr. Stith discussed the walking track and the four to six year old playground equipment for exercise offered at the Community Coalition building. He noted, there wasn't anything offered to seniors in the County for exercise. Mr. Stith requested the Board to consider giving Community Coalition \$70,000 to build a combination tennis and pickle ball courts. The Coalition will find the remainder of the funds to build the court.

Mr. Stith believed that the Coalition could partner with the County to bring activity to the western part of the County.

20. Wakefield Foundation

There were no representative in attendance. The Wakefield Foundation requested a \$2,500 increase for repairs on their roof. It was noted that the Wakefield Library is located within the Wakefield Foundation.

21. Jessica Ann Moore Foundation

Reverend and Dr. Tolliver were in attendance. Dr. Tolliver briefed the Board on their upcoming events that the Jessica Ann Moore Foundation was hosting. The first event was the Spring Break Soccer Camp at their location on April 5th and 6th from 10 a.m. to 2 pm. This is a free event.

They will be hosting their 6th Annual Community Easter Egg Hunt on April 8th from 1 p.m. to 3 p.m. They have partnered with SCYMAC in Waverly, Petersburg Beth of Chums and Petersburg Episerium. This will be a free event as well. They have the Hippity Hop Trail. They will host a Veteran's Clinic on April 22nd from 10 a.m. to 2 p.m. This will be a free service.

They will host their 12th Annual Scholarship Banquet.

22. Jarratt Senior Citizens Center

Ms. Owen stated that she represents God's Kingdom Children, Jarratt site. She thanked the Board for the assistance they provided. She stated that the Jarratt Senior Citizens Center hosts activities that provide for their citizens. They participate in field trips to area parks, museums and places of interest to their seniors. Lunches were provided for these trips. They participate in physical activities. They provide one-time medical assistance. Utility assistance was provided on a one-time basis. She inquired as to whether assistance could be provided for walkers, canes, etc.

She mentioned that the County Administrator has attended their meetings.

The Board and citizens were invited to the Easter Egg Hunt sponsored by the Sheriff's Office on Monday, April 10, 2023 at 10 a.m. with lunch at 12 noon at a members' house on Loco School Road.

23. Williams and Co., LLC

There was no representative in attendance.

24. Crater PDC

There was no representative in attendance. County Administrator Douglas noted that this was an increase for additional services and staff.

It was noted that their application was incomplete.

25. Senior Citizens of Eastern Sussex

No representative was in attendance. They are the largest senior group. Supervisor Futrell advised that they meet every Wednesday from 10 a.m. to 2 p.m. Encourage members and citizens to visit them on one of the Wednesdays.

*The Board recessed at 8:47 p.m. and reconvened at 8:53 p.m.*

The Board began discussions for the Department Heads Big Ticket items.

1. Administration

Ms. Kelly Moore, Director of Finance, gave the presentation for Administration's request for a storage facility for Finance, specifically, in the amount of \$15,000, for files. Ms. Moore stated that she spoke with the Building Official to use a local vendor. Storage is needed for local access. The storage will have file cabinets, shelving and labelling. Files are currently stored in pods and in the Administration.

County Administrator Douglas stated that the County got a quote from the Berkley Group for the Human Resource Policy update in the amount of \$30,000. He noted that this quote is a placeholder. A thorough review is needed of human resource policies. County Administrator Douglas stated that he would like the policy reviewed for drug testing and attracting and retaining employees to be more competitive with our neighbors.

There was discussion of hiring a firm that specializes in current HR policies.

2. Public Works

The County Administrator requested to move the Public Works Department request for Big Ticket items to the end of the list due to the number of items to be presented.

It was later noted that it was anticipated that the Public Works Department Big Ticket items would be presented at the April Board meeting.

3. Treasurer

Ms. Deste Cox, Treasurer, stated that her first request was for an upgrade in software. The Treasurer's office will be purchasing a new processor. Currently, Power 8 is installed. Ms. Cox stated that IBM is recommending the Power 10. The Power 8 will no longer be supported after April of 2024 by IBM. A maintenance agreement was previously brought before the Board for the Treasurer's current processor that lasts through March 2024. The upgrade is hoped to be installed by February 2024 or sooner. The County will be refunded on the portion of the maintenance agreement on the Power 8.

Ms. Cox stated that her second request is in relation to DMV Select. When the DMV Select was put in place, there were some ADA compliances that had to be done to the building. The building is in compliance. The bathrooms have to be made ADA compliance. The quote is an estimate or ball park figure until the Board allocates the money and gets closer to the project.

County Administrator Douglas noted that the architects are looking at the space in the Treasurer and Commissioner of the Revenue building. They will be providing recommendation of the building plans to include restroom construction.

Ms. Cox noted that the County agreed with DMV Select to have the bathrooms done. One or the other will have to done.

#### 4. Public Safety

County Administrator Douglas noted that the fire engines are listed on the handout; however, the fire engines have been purchased.

The County Administrator noted there is a brush truck listed for the upcoming year for Jarratt. He stated that it is recommended that the County not include this truck in the financing schedule and buy it more traditionally.

There was inquiry as to how much Greensville was contributing.

#### 5. Animal Services

Ms. Debbie Broughton, Director of Animal Services, stated that \$15,000 is requested for repairs inside the shelter. The walls are flat paint and all drywall. The walls cannot be cleaned. Every time it gets wet, it molds. It needs paint to allow it to be cleaned and kept from deteriorating. The request for \$15,000 includes installing shelving.

Ms. Broughton states that she has an employee who has been working with Animal Services for approximately four months. Ms. Broughton is requesting to transfer the salary that is currently listed in the Building and Grounds budget to the Animal Services budget. This position will serve as the second kennel technician.

There was inquiry of if the position was moved, who would do the maintenance and will it be a new position in Animal Services. County Administrator Douglas clarified that the position had been on loan to Animal Services. Technically, it's a new position in Animal Services and remain in Public Works. There was discussion of moving the Public Works position to Animal Services. County Administrator Douglas recommended waiting until Public Works move some things around/review his budget.

There was discussion of the salary for the position.

There was inquiry as to whether the concrete floors had been completed. There was inquiry of the previous shelter upgrades.

Ms. Broughton stated that they have a 2018 Ford 250 4 x 4 that Animal Services has spent \$10,073 in the time she's been with the County to try to fix the death wobble. She stated that it's dangerous

to drive. It's a diesel truck. Ms. Broughton stated that from January 23 to January 28 almost \$900 was spent in fuel alone.

Supervisor Futrell addressed his concerns of paying \$58,000 for the request for a truck with the Department having a five-year old truck already.

There was discussion regarding a previous Animal Services call for a dog between Animal Services and Supervisor Futrell.

## 6. IT Department

Mr. Eric Danuser, IT Manager, provided handouts to the Board for the Big Ticket item. Mr. Danuser stated he was requesting a vehicle for the IT Department. He stated that the current vehicle he is driving is a 2014 Ford Taurus with approximately 250,000 miles. He also noted that approximately \$2,500 had already been spent for repairs. He noted that further repairs--catalytic converter, tires, engine, brakes, etc.--would cost approximately \$8,000 at the most.

Mr. Danuser stated that the request was made during the budget requests for FY23, for a mid-sized SUV, to be able to carry everything (equipment) without making multiple trips and or having to cover the back seat with equipment.. The request during FY23 was \$45,000. The request for FY24 is for two different types of vehicles. Both vehicles are used vehicles. Mr. Danuser stated that the remainder of the money would go to either to transfer to the current the vehicle which includes the radio system, computer mount and internet.

There was inquiry as to the type of vehicle. Mr. Danuser was looking to purchase a 2020 Ford Explorer like the Sheriff's office used.

There was discussion that even though \$45,000 was requested, he would settle for less. Mr. Danuser noted that \$45,000 would be able to purchase a vehicle—either the Chevrolet Traverse or the Ford Explorer.

There were discussions of expected/approximate mileage to be driven per year and whether the vehicle will be driven home.

## 7. Sheriff

Sheriff Giles stated that his first request was for body cameras. This is the last year for their body cameras they were currently wearing. Another body camera agreement for another four years will have to be done. He stated that the body camera amount per year will be \$10,874.25, for a total of \$43,497.00. Body cameras and mounts will be updated. Sheriff Giles noted that the updated body cameras were a must.

Sheriff Giles stated that his second request was task force equipment. A task force team is needed. Sheriff Giles stated that he has to start with a minimum of three people. These three people would train other task force members. He noted that there was a breakdown of everything needed provided by a Task Force trainer. Sheriff Giles stated that a grant application was submitted. The

grant is for a total of \$108,000. If the grant is awarded, it will cover all SWAT equipment costs and 20 flock cameras for this jurisdiction. He has put in for four cameras. He explained that flock cameras read license plates. They will come on if there are gunshots or loud noise.

Sheriff Giles stated that the equipment was \$61,000. The cameras would help with investigations.

Sheriff Giles stated that in regards to vehicles, he was not asking for anything. He does have five vehicles with 130,000+ mileage. In FY25 through FY28, he will be asking for four vehicles. Sheriff Giles stated prices have increased for vehicles. The costs are over \$51,000 rounded to approximately \$52,000) per vehicles. Costs were under state contract; however, equipment was added to include more lights (due to several incidents of being rear ended).

It was noted that the grant awards may take approximately six months. Sheriff Giles stated that he may be able to cut costs to make until next year.

There was discussion as whether the Sheriff would have to come to the Board, if he waited six months and the grant wasn't awarded.

Sheriff Giles stated that his last request was paid holiday time. He stated that the employees that work in Communication and the Jail have a hard time reducing their leave. There is no flexibility. Sometimes, he has to pay overtime to have someone to come in to work to cover shortage when an employee is using leave. He stated that, according to Payroll, it would cost the County \$101,500. He did want the County to have to pay out that much money because employees were unable to use their leave time.

Sheriff Giles offered some options. Option 1, the Sheriff requested the Board to allow the extension of leave every year to carryover to use prior to July 1, the beginning of the next fiscal year. Option 2, Sheriff Giles requested two deputies—one at the Jail, as well as one in Communications. The extra person can be a floater.

#### 8. Economic Development

This item was not presented or discussed.

#### 9. Building Inspection

Matt Westheimer, Shared Building Official with Surry County, stated that the Building Inspection Department was requesting \$6,510.00 to add a scanner to the office to try to alleviate the storage issues with the plans.

This process will allow the customer to save money. Only one set of plans would be needed per project. Building Inspections would make their copy and make remarks on the plans. After this has been done, plans would be scanned to the shared drive, which alleviate the need for storage space of the plans. The paper copy would be given to the customer.

### **Item 5. Citizens' Comments**

There were no citizens' comments.

**Item 6. Adjournment**

ON MOTION OF SUPERVISOR D. JONES, seconded by SUPERVISOR TYLER and carried:  
RESOLVED that the Sussex County Board of Supervisors hereby adjourned the March 30, 2023  
Special Meeting (Budget Work Session) at 9:50 p.m. All members present voted aye.