

**At a Regular Meeting of the Sussex County Board of Supervisors
Held in the General District Courtroom on
Thursday, January 15, 2015 at 7:00 pm.**

BOARD MEMBERS PRESENT

Charlie E. Caple, Jr.
C. Eric Fly, Sr.
Alfred G. Futrell
Robert E. Hamlin
John A. Stringfield
Raymond L. Warren

STAFF PRESENT:

Deborah A. Davis, County Administrator
Millard D. Stith, Interim Deputy County Administrator
Shilton A. Ricks, Assistant to County Administrator/Deputy Clerk to the Board
Michael R. Packer, County Attorney
Michael Kaestner, Interim Assistant County Attorney
Raymond R. Bell, Sheriff
Ellen G. Boone, Commissioner of the Revenue
Andre M. Greene, Director of Community Development
Onnie L. Woodruff, Treasurer

Item 1. Call To Order/Determine Quorum

The January 15, 2015 meeting of the Sussex County Board of Supervisors was called to order by Chairman Fly.

Item 2. The Invocation

The Invocation was offered by Supervisor Futrell.

Item 3. The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

Item 4. Organizational Meeting for Calendar Year 2015

Chairman Fly then turned the meeting over to County Administrator Davis.

- a. Election of Chairman for Calendar Year 2015:** County Administrator Davis asked for nominations for the Chairman of the Sussex County Board of Supervisors for Calendar Year 2015.

Supervisor Futrell nominated Supervisor Hamlin for Chairman of the Sussex County Board of Supervisors for Calendar Year 2015.

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby closes the nomination on said name of Robert E. Hamlin as Chairman of the Sussex County Board of Supervisors for Calendar Year 2015.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

Voting for Supervisor Hamlin as Chairman of the Sussex County Board of Supervisors for Calendar Year 2015.

Caple Aye Fly Aye Futrell Aye Hamlin Aye Stringfield Aye Warren Aye

By roll call, Supervisor Hamlin has been voted as Chairman of the Sussex County Board of Supervisors for Calendar Year for 2015 and will now preside over the meeting.

- b. Election of Vice Chairman for Calendar Year 2015:** Chairman Hamlin requested nominations for Vice Chairman of the Sussex County Board of Supervisors for Calendar Year 2015.

Supervisor Futrell nominated Supervisor Warren for Vice Chairman of the Sussex County Board of Supervisors for Calendar Year 2015.

Supervisor Warren asked that his name be withdrawn as nomination for Vice Chairman.

Supervisor Stringfield nominated Supervisor Caple for Vice Chairman of the Sussex County Board of Supervisors for Calendar Year 2015.

Supervisor Futrell nominated Supervisor Fly for Vice Chairman of the Sussex County Board of Supervisors for Calendar Year 2015.

Supervisor Fly declined.

Supervisor Fly nominated Supervisor Futrell for Vice Chairman of the Sussex County Board of Supervisors of Calendar Year 2015.

Voting for Supervisor Caple as Vice Chairman of the Sussex County Board of Supervisors for Calendar Year 2015.

Caple Aye Fly Aye Futrell No Hamlin No Stringfield Aye Warren Aye

By roll call, Supervisor Caple is Vice Chairman of the Sussex County Board of Supervisors for Calendar Year 2015.

Item 5. Agenda Amendments

The following items were offered as amendments to the January 15, 2015 meeting agenda:

County Administrator Davis requested to add to the consent agenda, at the request of the Sheriff's Office the restoration of \$250.00 deductible received from VACO Insurance Company to appropriate line item.

County Administrator Davis advised that a Revised Proposed FY-2016 Budget Calendar was handed out to replace the previous Proposed FY-2016 Budget Calendar included in Board packets for informational purposes only.

Supervisor Fly requested to add as additions to Item 12. Unfinished Business, Item 12a. Business, Professional and Occupational License (BPOL) Tax and Item 12b. Surplus County Buildings.

Item 6. Approval of Regular Agenda

ON MOTION OF SUPERVISOR STRINGFIELD, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the January 15, 2015 regular agenda, subject to the following amendments: (1) Add to the consent agenda, the Sheriff's Office request to restore \$250.00 deductible received from VACO Insurance Company to appropriate line item; (2) Replace Proposed FY-2016 Budget Calendar included in Board packets with Revised Proposed FY-2016 Budget Calendar provided as a handout; (3) Add as an additions to Item 12. Unfinished Business, Item 12a. Business, Professional and Occupational License (BPOL) Tax and Item 12b. Surplus County Buildings.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

Item 7. Approval of Consent Agenda

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the consent agenda inclusive of the following: (a) Approval of November 20, December 16, and December 18, 2014, Minutes; (b) Approval of Warrants and Vouchers.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

Item 8. Public Hearing (none at this time)

Item 9. Appointments

(a) Board of Zoning Appeals: The term of Colonel Keith C. Blowe, Post Office Box 1306, Sussex VA 23884, will expire on January 31, 2015. The Board needs to make a recommendation to the Circuit Court Judge for the reappointment of a four year term. Colonel Blowe was contacted by staff. He advised that he is willing to serve again, if reappointed by the Circuit Court Judge.

Recommendation: To request that the Circuit Court Judge reappoint Colonel Keith C. Blowe to the Board of Zoning Appeals, for a four year term expiring January 31, 2019 or to appoint a new member.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby recommends the appointment of Colonel Keith C. Blowe, Post Office Box 1306, Sussex VA 23884, to the Circuit Court Judge for appointment to the Board of Zoning Appeals for a four year term which will expire on January 31, 2019.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

(b) Planning Commission: The term of Kevin Bracy, 18377 Courthouse Road, Yale VA 23897 will expire on January 31, 2015. The Board may re-appoint Mr. Bracy for a four year term, expiring January 15, 2019. Mr. Bracy was contacted by staff. He advised that he is willing to serve again, if reappointed.

Recommendation: To reappoint Mr. Kevin Bracy to the Planning Commission for a term of four years, expiring January 31, 2019 or to appoint a new member.

Supervisor Fly nominated Mr. James Dunn to be appointed to the Planning Commission for the Courthouse District. Mr. Dunn's family has farmed in Sussex County for a long time. He's the District Director of Farm Services for the USDA for the state of Virginia. He has a degree in Ag-Economics from Virginia Tech.

Supervisor Futrell nominated Mr. Kevin Bracy to be re-appointed to the Planning Commission.

Chairman Hamlin asked County Attorney Packer as to the legality of having two (2) nominations, one nomination being from Supervisor from another district for the appointment to the Planning Commission. It was legal.

Voting for Mr. James Dunn to be appointed to the Planning Commission for a term of four years, expiring January 31, 2019:

Caple No Fly Aye Futrell No Hamlin No Stringfield No Warren Aye

Voting for Mr. Kevin Bracy to be appointed to the Planning Commission for a term of four years, expiring January 31, 2019:

Caple Aye Fly No Futrell Aye Hamlin Aye Stringfield Aye Warren Aye

By roll call the Sussex County Board of Supervisors hereby appoints Mr. Kevin Bracy to the Sussex County Planning Commission, for a term of four years, expiring January 31, 2019.

(c) Virginia's Gateway Region Board of Directors: The term of Mr. Raymond L. Warren and Mr. Rex Davis expired on December 31, 2014. In communication with the Executive Director of

Virginia's Gateway Region, Renee Chapline, the deadlines were changed to accommodate the reorganization of local boards of supervisors which are held at the first meeting in January. Staff contacted Mr. Warren and Mr. Davis and both are willing to serve again, if reappointed.

Recommendation: To reappoint the Honorable Raymond L. Warren, 33507 Walnut Hill Road, Waverly VA 23890 and Mr. Rex Davis, 612 Brentmoore Drive, Glen Allen VA 23859, to Virginia's Gateway Region Board of Directors, for a one year term, expiring February 29, 2016 or to appoint new members.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby reappoints the Honorable Raymond L. Warren, 33507 Walnut Hill Road, Waverly, VA 23890 and Mr. Rex Davis, 612 Brentmoore Drive, Glen Allen, VA 23859, to Virginia's Gateway Region Board of Directors, for one year terms, expiring February 29, 2016.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

Item 10. Staff Committees/Organization Standing Reports

a) County Administrator's Report

1. FY15 Annual Audit Presentation, Aaron Hawkins, Robinson Farmer Cox Associates

Mr. Aaron Hawkins, CPA, Director, of Robinson, Farmer Cox Associates was in attendance to present the FY 14 Audit Report of Sussex County. Handbooks of the FY 14 Audit Report of Sussex County were provided.

County Attorney Packer clarified that there was no change in our financial situation this year; there was just a change in reporting required of accounting.

2. Proposed FY 2016 Budget Calendar

County Administrator Davis shared the revised proposed budget calendar for FY2016 provided by T. Robertson Blount. This is for informational purposes only. Please mark your calendars accordingly.

- **January 14, 2015** Distribution of Budget Worksheets to County Departments
- **January 14, 2015** County Administrator's instructions submitted to Departments
- **January 14, 2015** Letters mailed to Outside Agencies
- **January 21, 2015** Administrative Staff Meeting to discuss development of the Five-Year CIP Budget
- **February 13, 2015** Departmental & Agency requests returned to Finance

- **February 17-27** Work Sessions between Administration and Departments
- **Month of February** Development of Revenue Estimates: Treasurer, Commissioner of Revenue & Finance Director
- **Month of March** Preparation of the Recommended FY16 Budget
- **March 16, 2015** School Board Submits Budget to County Administration
- **April 1, 2015** The County Administrator Submits Budget to the Board of Supervisors
- **Month of April** Budget Work Sessions
- **April 08, 2015** Advertise Budget (Submit to paper April 10th)
- **April 16, 2015** Public Hearing
- **April 30, 2015** Adoption of School Board Funding
- **Month of May** Budget Work Sessions
- **May 21, 2015** Adoption of the Budget

As an addendum, Dr. Jarrett with Sussex County Public Schools would like the School Board to have a joint Budget Work Session with the Board of Supervisors.

County Administrator Davis will coordinate some dates with Dr. Jarrett. After speaking with Dr. Jarrett, each Board member will be contacted as to their availability for the suggested date.

3. Clarification of Resolution #14-268, \$80K Funding for Mobile Data Terminals

At the December 18, 2014 meeting, the Board of Supervisors discussed the funding for the Mobile Data Terminals for the Sheriff's Department. Staff listened to the recording again for clarification and the resolution adopted by the Board is:

ON MOTION OF SUPERVISOR STRINGFIELD, seconded by SUPERVISOR HAMLIN and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Mobile Data Terminals Project and allocates funding in the amount of \$80,000.00.

Recommendation: If it was the Board's intent to take the \$80K from the Reserve Funds, it should be clearly stated in the resolution. Staff requests that the Board amend the resolution for clarification and accuracy.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Mobile Data Terminals Project and allocates funding in the amount of \$80,000.00, to be taken from the fund balance of the Reserve Funds.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

4. Authorization to Apply for the Commission for the Arts Challenge Grant

Each year, the Virginia Commission for the Arts offers a matching grant of up to \$5,000 to any incorporated city, town or county government in the state. The Local Government Challenge Grant program is designed to encourage local governments to maximize local tax revenues in support of the arts, to improve local resource flexibility, foster local arts coalitions and provide opportunities for local governments to partner with private enterprise.

County Administration staff completes the grant application on behalf of the Miles B. Carpenter Museum and The Wakefield Foundation.

Staff is in receipt of the application materials for the 2015-2016 Local Government Challenge Grant program. The Commission will present a series of statewide grant workshops to be held in January 2015. VCA staff will provide an overview of grant programs, application and review procedures, as well as general tips on preparing competitive proposals in preparation for the application deadlines.

Recommendation: That the Sussex County Board of Supervisors hereby authorizes staff to prepare the Local Government Challenge Grant Application to request the amount of \$5,000.00 and submit to the Virginia Commission for the Arts, on behalf of the Miles B. Carpenter Museum and The Wakefield Foundation; and that upon approval and receipt of grants funds both the Museum and Foundation will be funded in equal amounts of \$10,000.00.

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes staff to apply for the grant funding that is due April 1, 2015 and forward information to the State on behalf of the Miles B. Carpenter Museum and The Wakefield Foundation.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

5. Clarification of Resolution of #14-240, Approval of Appropriation of Comprehensive Services Act Funding

At the November 20, 2014 meeting, the following Consent Agenda Resolution was adopted: ON MOTION OF SUPERVISOR STRINGFIELD, seconded by SUPERVISOR FUTRELL, and carried: RESOLVED that the November 20, 2014 consent agenda of the Sussex County Board of Supervisors is hereby approved, inclusive of the following: (a) Approval of October 16, 2014 Minutes of Board of Supervisors Meeting; and (b) Approval of Warrants and Vouchers; and (c) Sheriff's Department Request for Budget Transfer (\$25,000); and (d) Comprehensive Services Act Fund Appropriation of Excess Revenues.

Recommendation: After communicating with Ms. Chequila H. Fields, Director of Social Services, staff requests that the Board adopts a resolution **to approve the appropriation of Comprehensive Services Act local funds required to match the state's supplement.**

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the appropriation of Comprehensive Services Act local funds required to match the state's supplement.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

- b) Treasurer's Report (Report included in the Board packet)
- c) Commissioner of the Revenue (no report at this time)
- d) Sheriff's Department (no report at this time)
- e) Superintendent of Schools (no report at this time)
- f) Department of Social Services (no report at this time)
- g) General Registrar (no report at this time)
- h) Health Department (no report at this time)
- i) County Attorney (no report at this time)

Item 11. Hearing of Citizens' Comments (8:15 pm)

Comments were heard from:

Chester Carter, Stony Creek District
Mary Savedge, Courthouse District
Kevin Bracy, Courthouse District

Item 12. Unfinished Business

a) Business Professional Occupational License (BPOL) Tax
Supervisor Fly discussed House Bills (HB) 1352 and 1404 in regards to the General Assembly and the BPOL Tax.

Item 13. New Business (none at this time)

Item 14. Board Members Comments

Item 15. Reports from Departments/Staff/Commissions

Item 16. Closed Session

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby enters Closed Session to consider the following: (a) Personnel Matters, Sheriff's Department Overtime/Leave Balances, applicable Code Section 2.2-3711(A)(1) and (b) Consultation with legal counsel, Our House of Hope, applicable Code Section 2.2-3711(A)(7).

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

Item 16. Return To Open Session/Certification

ON MOTION OF SUPERVISOR STRINGFIELD seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby returns to Open Session; and,

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 Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

Item 17. Action on Closed Session Item

Item 18. Adjournment

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the January 15, 2015 meeting of the Sussex County Board of Supervisors is hereby adjourned at 9:29 p.m.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none