

**Sussex County Board of Supervisors
Regular Meeting Agenda
Thursday, November 21, 2013 – 7pm
General District Courtroom – Sussex Judicial Center**

Item 1. Call To Order/Determine Quorum/Welcome New Board Member

Item 2. The Invocation

Item 3. The Pledge of Allegiance

Item 4. Motion to Enter Public Hearing

Item 4a. Comprehensive Plan Amendment #2013-01, Meadowview Biological Research Station, applicant

Item 4b. Public Comments

Item 4c. Board Members' Comments

Item 4d. Return to Regular Session

Item 4e. Board Action on Comprehensive Plan Amendment #2013-01

Item 5. Agenda Amendments

Item 6. Approval of Regular Agenda

Motion: To approve the November 21, 2013 Regular Meeting Agenda as presented (or as amended)

Item 7. Approval of Consent Agenda

- a.** Approval of Minutes of October 17, 2013 Board Meeting
- b.** Resolution Recognizing November as National Palliative Care Month
- c.** Appropriate and Authorize Transfer of Funds: Carousel Industries, E911 Upgrade; Invoice balance; \$1,336.17.
- d.** Approval of Invoice: Kenbridge Construction Co.; Commonwealth Attorney Bldg; \$128,626.20; Application #1.
- e.** Approve, Appropriate and Authorize Transfer of Funds: McGuire Woods; Mega Site Industrial Park; \$3,323.34; Land Acquisition.
- f.** Approve, Appropriate and Authorize Transfer of Funds: McGuire Woods; Cabin Point Industrial Park; \$ 1,312.50; Dispute with Townes regarding Engineering Services.
- g.** Approve, Appropriate and Authorize Transfer of Funds: Timmons Group; Mega Site Industrial Park; \$3,009.38; Property Acquisition Study.
- h.** Approve, Appropriate and Authorize Transfer of Funds: Timmons Group; Mega Site Industrial Park; \$5000.00; Master Planning Update & Prelim. Engineering Report.
- i.** Approve, Appropriate and Authorize Transfer of Funds: Timmons Group; Mega Site Industrial Park; \$ 10,000.00; Black Swamp Waste Water Treatment Plant.
- j.** Approve, Appropriate and Authorize Transfer of Funds: Timmons Group; Mega Site Industrial Park; \$ 4,000.00; Master Planning Update & Prelim. Engineering Report.
- k.** Approve and Appropriate the Balance of the VHDA Housing Study Grant; \$ 3,233.11.
- l.** Appropriation of Funds: Projector purchase for Circuit Court Bldg; \$473.84.
- m.** Reduce Budget Appropriations to Capital Project Funds; \$ 399,848.76.
- n.** Appropriation of Funds: Sheriff's Department Replacement Vehicle, \$28,000.00.
- o.** Reduce Budget Appropriations from Elementary School Fund to Reserve Capital Project Fund; \$652,366.90
- p.** Approval of Invoice: Oyster Point Construction, \$277,446.82, Elementary School
- q.** Approval of Invoice: A.B.S. Technology Architects, \$5,606.25, Elementary School
- r.** Approval of Invoice: ReedSmith, \$990.15, Elementary School

- s. Approval of Invoice: CDW Government, \$893.66, Elementary School
- t. Approval of Invoice: J E. Renner Concrete, \$7,800.00 Elementary School
- u. Approval of Warrants and Vouchers

Item 8. Standing Reports/Staff/Committees/Organizations

Item 8-1. VDOT Update, Joseph Lomax, Franklin Residency Administrator

Item 8a. County Administrator/s Report

Item 8a2. VDOT, Resolution for St. John Church and Galley Roads Additions, Matt Lillis, Area Land Use Engineer, Hampton Roads District: In order to officially take the revised alignment of Routes 602 (St. John’s Church Road) and 657 (Galley Road), VDOT will need a resolution adopted by the Sussex County Board of Supervisors to begin the process.

Recommendation: *To adopt the proposed resolution included in the Board packet and authorize the County Administrator to sign VDOT Form AM-4.3 and any other necessary documents to complete.*

Item 8a3. Conditional Use Permit #2010-02, Walter Tuma, applicant

On August 16, 2012, the Board of Supervisors approved the renewal of Conditional Use Permit (CUP) Application #2010-02 for a period of one (1) year. The CUP allowed the Mr. Walter, Tuma, applicant, to continue to operate a commercial kennel at 5532 Rocky Branch Road for the breeding of Yorkies. However, the conditional use permit expired on August 16, 2013. Subsequently, Mr. Tuma is requesting another extension from the Board of Supervisors. (See attached report)

Recommendation: *Staff is recommending that Conditional Use Permit #2010-02 be renewed by the Board of Supervisors for a period of three (3) years with the same condition which provides for unannounced inspections every three (3) months.*

Item 8a4. Mega-sites – Please be advised that I/staff am working on a summary of our current Mega-site expenditures along with a more focused analysis of why this is important to Sussex County, the Region and ultimately the Commonwealth. Additionally I have asked staff to complete similar analysis of each of the County owned development properties.

Item 8a5. Courthouse Lease/Historical Society/Old Courthouse Repairs/Contract

Pursuant to the Board’s direction we are in correspondence with the Sussex County Historical Society to strengthen the working relationship between the County and the Historical Society. Please be further advised that plans are underway for a meeting between staff and the Society for in depth discussions. *(A copy of the agreement is included in the Board’s packet).*

And finally, it should be noted that there continues to be an increase in need for operational space for County Offices.

Recommendation: To authorize the County Administrator and County Attorney to work with the Sussex County Historical Society to complete an updated and functional agreement that would establish timelines, responsibilities and oversight for the Board of Supervisor’s review and final disposition.

Item 8a6. Sheriff’s Department Leave Accruals and Overtime

a. Please find attached a request from Sheriff Bell regarding E-911 Overtime. Please be advised that these payments have been allocated through the SPOT (Special Operations) Funds already in the Budget.

b. Please find attached a summary of leave accruals as requested by the Board. Sheriff Bell has requested that

Item 8a7. Rescission of Sick Leave Bank/Reinstatement of Leave Donation Policy – Please be advised that following lengthy discussions with VACORP and VML regarding the changes being required through the VRS Disability language ... I no longer believe that this program should be implemented until further researched and therefore should be rescinded at this time.

Recommendation: *To rescind the Sussex County Sick Leave Bank –pending further review and reinstate the Sick Leave Donation Policy effective immediately.*

Item 8a8. VACORP/VML Disability – As the Board is aware, the Finance Department has been reviewing the options available to Sussex County in addressing the changes to the VRS short term liability program initiated by the General Assembly. As such the Board opted out of this element of the VRS Program at its October meeting and today we believe that the Governing Body should enter into the VACORP (Standard) Program which now has over 120 members and expects over 200 when all communities complete their respective reviews. To this end I would like to thank Mr. Onnie Woodruff and Mrs. Louise Brucato for their diligence and work in evaluating the various programs being offered.

Recommendation: *To approve the selection of the VACORP (Standard) program and to authorize the County Administrator to complete any necessary paperwork.*

Item 8a9. Route 460 Update – Please be advised that on Thursday November 14, 2013 the Crater Planning District Board of Directors authorized the Executive Director (Dennis Morris) to submit a letter of support on behalf of the Commission in support of the proposed US 460 Bypass and asked all member jurisdictions to submit similar letters of support to the Governor and Transportation Board.

Item 8a10. Employee Activities

As County Administrator, one of my favorite activities ... and something that I have tried to do every Board/Council meeting I have been in as a CAO is to recognize the many community contributions made by County employees. Sussex is no exception when it comes to talented, dedicated and community oriented employees – and I would like to acknowledge several.

- a. **Deborah A. Davis and Shilton A. Ricks:** Delegate Rick Morris has written letters to staff members Shilton A. Ricks (Permit Technician) and Deborah A. Davis (Assistant to the County Administrator) for their participation in the “Hunger Action Month” project and sent a letter to the Sussex Cooperative Extension’s 4-H Teens for their participation in the beautification project of the grounds at the Miles B. Carpenter Museum in Waverly (Letters are included in the Board’s packet).
- b. **Jerone Jones:** Jerone Jones (Building and Grounds) is coordinating an Annual Event beginning June 21, 2014, to be held in the Town of Stony Creek in memory of his grandfather, the late James H. Jones (served on Stony Creek Town Council). (Letter is included in the Board’s packet).
- c. **Valarie Patterson-Ricks:** Valarie Patterson-Ricks has been appointed to the Sheriff’s Department as the 911 Coordinator and the Chief Dispatcher (Letter is included in the Board’s packet).
- d. **County Positions:** Pursuant to the Board’s direction please be advised that we are currently recruiting two positions.

1. **Part Time Director of Finance:** The Part Time Director of Finance position announcement has been placed in the Virginia Association of Counties' newsletter, Facebook and Twitter pages; the Virginia Municipal League and on the County's website. The closing date to apply is December 13, 2013 at 2:00 p.m.
2. **Secretary/Receptionist:** The last day of employment for Mrs. Kelly Moore, (Secretary/ Receptionist for County Administration) was November 1st. The position announcement has been advertised in the Sussex Surry Dispatch and the Independent Messenger and was advertised "Open Until Filled." To date fourteen (14) applications have been received. Staff will begin screening the applications next and hope to schedule interviews for mid-December.

Item 8b. County Attorney's Report

Item 8b1. Approval of Minutes of December 3, 2012 Board meeting - This item has been tabled from previous meetings.

Item 8b2. Approval of Minutes of April 8, 2013 Board Meeting - This item has been tabled from previous meetings

Item 8c. Treasurer/Interim Director of Finance Report: *(Report included)*

Item 8d. Commissioner of the Revenue Report: *(No report at this time)*

Item 8e. Sheriff's Department Report:

Item 8e1. Request For Emergency Appropriation

The Sheriff's Office has had LiveScan equipment in place for finger printing for the past several years. Notification has been received from the vendor that the scanner currently in place will no

longer be supported after December 31, 2013. LiveScan is critical to the operation of the Sheriff's Department and technical problems could prove to be costly on an unsupported unit. There is an opportunity to trade in the existing scanner for a cost reduction on a new unit. The total cost of a new scanner after trade in would be \$6,940.00, which includes a one year warranty on the scanner. Other LiveScan items would continue to be supported under the existing maintenance agreement.

Request: *An emergency appropriation of \$6,940.00 to line item 51500-1253-551-510 to cover the purchase of a new scanner.*

Item 8e2: Request for Appropriation – Telephones Lines for Magistrates' Services

When the County opted to move the Magistrate's Office from the complex, it created the need to have new lines of service so that remote video connections could be established. It was determined that at that time, the best and most secure location would be on the premises of the Sheriff's Office. Since the County made the change, the Sheriff's Office has been covering the monthly cost associated with these lines of service.

Request: *Appropriate the sum of \$3,700.00 to line item 51500-1234-551-510 to cover the amounts already expended and the cost of the service through FY 2014.*

Item 8f. Superintendent of Schools Report: *(No report at this time)*

Item 8g. Director of Social Services Report: *(No report at this time)*

Item 8h. General Registrar Report: *(No report at this time)*

Item 8i. Health Department: *(No report at this time)*

Item 9. Appointments:

Item 9a. Appointment to Crater Planning District Commission Executive Committee:

As a result of a resignation, the Sussex County Board of Supervisors must appoint a Board member to the Executive Committee of the Crater Planning District Commission. The County Administrator has attended the last two meetings. The term runs concurrently with the elected term of office.

Recommendation: *To appoint a member of the Board of Supervisors to the Crater Planning District Commission's Executive Committee.*

Item 10. Citizens' Comments (9:00 p.m.)

Item 11. Unfinished Business

Item 11a. Request For Proposals – Gas and Fuel Oil

Following a joint County/School Division Invitation for Bid (IFB) and an extensive review of the four (4) proposals received, I am pleased to announce that Dr. Arthur Jarrett and I concur and hereby recommend the following:

- a. **Gas** – Barksdale Oil Company
- b. **Fuel Oil** – Suffolk Energies
- c. **Diesel Fuel** – Suffolk Energies

I would also like to take this opportunity to thank both Mrs. Anne K. Ellis of the County staff and Mr. John Broderick of the School Division for their commitment and professionalism throughout this bid process....their dedication and persistence were a major factor in allowing Sussex County to collectively save (County and School Division combined) an estimated thirty-five thousand dollars (\$35,000.00) annually.

Recommendation: *To approve the selection of Barksdale Oil Company for the County/School Division's annual gas contract and Suffolk Energies for the fuel oil and diesel fuel contract and authorize the County Administrator to execute a contract for one year with annual renewals for up to three (3) additional years.*

Item 12. New Business

Item 13. Board Members' Reports/Comments

- a. Blackwater District**
- b. Courthouse District**
- c. Henry District**
- d. Stony Creek District**
- e. Wakefield District**
- f. Waverly District:**

Item 14. Closed Session

- a. Personnel Matters, Code Section 2.2-3711(A)(1)
- b. Legal Matters, Code Section 2.2-3711(A) (7)

Item 15. Return To Open Session/Certification

Item 16. Action Taken on Closed Session Items

Item 17. Recess/Adjourn