

**Sussex County Board of Supervisors Special Meeting**  
**Thursday, November 17, 2016 – 5:30 pm**  
**General District Courtroom – Sussex Judicial Center**  
**15098 Courthouse Road, Sussex VA 23884**

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- Item 1. Call to Order/Determine Quorum
- Item 2. The Invocation
- Item 3. The Pledge of Allegiance
- Item 4. Approval of Agenda
- Item 5. Overview of Board Retreat, presented by Dr. Michael Chandler
- Item 6. Convene into Closed Session
  - a. Discussion concerning a perspective business or industry or the expansion of an existing business or industry interested in locating or establishing a facility in the community pursuant to applicable Code Section 2.2-3711(A)5
- Item 7. Reconvene to Open Session
- Item 8. Certification of Closed Session
- Item 9. Action(s) Resulting from Closed Session
- Item 10. Adjournment

### **Sussex County Vision Statement**

Sussex County is a community dedicated to making strategic choices and decisions which provide citizens and businesses alike with a diversified economy, quality public services and enjoy a superior quality of life while sustaining and protecting the county's natural environment and rural heritage for future generations.

### **Sussex County Mission Statement**

It is the mission of the Sussex County Board of Supervisors in partnership with the local government staff to establish the range of public policies and to secure and allocate the fiscal and physical resources needed to address the public safety, educational and community development needs of county citizens and county businesses in a fiscally prudent and responsible manner.

### **Sussex County Core Values**

Transparent	Mutual Respect
Teamwork	Integrity
Accountable	

### **Sussex County Tagline**

Sussex County....Rooted in the past *Growing* for the Future.

### **Sussex County Strategic Initiatives/Action Agenda 2017-2020**

Strategic Initiative One: Expand Economic *Opportunity*  
Strategic Initiative Two: Practice Good Governance  
Strategic Initiative Three: Strengthen Community Partnerships  
Strategic Initiative Four: Fund the Future

## **INITIATIVE ONE: EXPAND ECONOMIC OPPORTUNITY.**

Capitalize on Sussex County's location, healthy mix of assets, and natural resources to grow, diversify and expand the economic well-being of citizens and businesses alike.

### **ACTION AGENDA:**

1. Support local businesses and entrepreneurs by establishing a focused business appreciation and expansion program.
2. Create a business recognition program to honor and celebrate business tenure in the county with recognition plaques.
3. Expand wireless technology (broadband) across the county.
4. Sponsor a business futures forum focused on securing community input for identifying the mix of business and commercial enterprises Sussex County needs to attract/develop to grow and diversify the county's economic base.
5. Sponsor a business appreciation day/week by way of a Board of Supervisors proclamation.
6. Develop a strategy for bringing online a state of the art future business/industrial development park in Sussex County.

## **INITIATIVE TWO: PRACTICE GOOD GOVERNANCE.**

Good governance means focusing on the county's mission, performing defined roles and government functions effectively and being accountable to the citizens of Sussex County.

### **ACTION AGENDA:**

1. Develop and annually adopt a Board of Supervisors (BoS) Code of Performance that demonstrates the Board's commitment to witnessing the values inherent with good governance.
2. Encourage greater citizen involvement in county government by holding BoS listening sessions across the county, conducting periodic community surveys and sponsoring citizen educational initiatives such as a local government academy and/or a citizen's planning academy.
3. Develop a memorandum of understanding with the School Board outlining the Board of Supervisors (BoS) fiscal commitment to supporting public education in the county.
4. Develop a revenue agreement whereby all agencies, programs and service providers who receive county funding will provide the Sussex County BoS with an annual report documenting how the funds were spent and the impact the spending had in the county.
5. Develop fact sheets for major policy issues and community projects and share them with the public and media alike.
6. Challenge all county funded departments and service providers, inclusive of constitutional officers and the school system, to identify cost saving measures by working more efficiently.
7. *Inventory and liquidate unneeded county assets to gain revenue and lower costs.*

### **INITIATIVE THREE: STRENGTHEN COMMUNITY PARTNERSHIPS.**

To be successful, the Sussex County Board of Supervisors must have a positive and interactive relationship with county residents and must be committed to helping citizens gain a greater understanding of and connection with their county government.

#### **ACTION AGENDA:**

1. Sponsor district based community listening sessions to meet and learn about citizen concerns on a quarterly basis.
2. Sponsor an annual county boards and commissions time and talent appreciation dinner.
3. Interact with the county's incorporated towns to discuss matters of mutual concern and to foster a cooperative and respectful work relationship.
4. Sponsor a community budgeting forum to gain citizen input and perspective regarding annualized county spending and budgetary practices.
5. Place the Sussex County vision, mission statement and strategic initiatives summary, once adopted, on the county's website and county letterhead.

### **INITIATIVE FOUR: FUND THE FUTURE.**

To make the future happen in Sussex County will require a commitment to identifying and discussing the range of revenue options authorized by the Commonwealth of Virginia.

#### **ACTION AGENDA:**

1. Develop a five-year revenue and expenditure forecast focused on services and programs sponsored by Sussex County inclusive of personnel, support costs and capital costs.
2. Add a capital maintenance component, inclusive of life cycle costs, to the Sussex County Capital Improvements Program (CIP).
3. Identify the range of revenue options the county can use to finance local government programs and services.
4. Explore options available for delivering services in collaboration with other localities as well as entities located in the private and/or non-profit sector.
5. Develop in partnership with county administration an employee staffing plan (full-time and part-time) that will meet the county's fiscal and service priorities.
6. Conduct an office space survey to determine the physical space needs county employees need to perform their duties efficiently and effectively.
7. *Effectively leverage revenue generated by Atlantic Waste to reduce county costs.*



**Sussex County Board of Supervisors Meeting**  
**Thursday, November 17, 2016 – 7pm**  
**General District Courtroom – Sussex Judicial Center**  
**15098 Courthouse Road, Sussex VA 23884**

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**1. Commencement**

- 1.01 Call to Order/Determine Quorum
- 1.02 The Invocation
- 1.03 The Pledge of Allegiance
- 1.04 Agenda Amendment(s)
- 1.05 Approval of Regular Agenda

**2. Approval of Consent Agenda**

- 2.01 Minutes of October 20, 2016 meeting
- 2.02 Approval of Warrants and Vouchers
- 2.03 Accept & Appropriate Funds: \$800.00 for Tornado Relief Fund
- 2.04 Restoration of Funds: \$60.30, Sheriff's Office – Sam's Club Reimbursement

**3. Recognitions/Awards**

- 3.01 Resolution in Recognition of the Late Robbie Owens
- 3.02 Resolution in Recognition of Hanna Baines (90 years old)

**4. Public Hearing** - none

**5. Appointments**

- 5.01 Appointment to Crater District Area Agency on Aging Board of Directors
- 5.02 Appointment to South Centre Corridors RC&D Council
- 5.03 Appointment to Sussex Service Authority Board of Directors

**6. Action Items**

- 6.01 Request to Appropriate Funds: Housing Office, \$20,000
- 6.02 Request to Accept DHCD Grant, etc. (Urgent Need Tornado Recovery) - \$30,000
- 6.03 Former County Administration Building (Citizens Committee to Be Formed)
- 6.04 Request for Emergency Appropriation: Sheriff's Office - \$26,000.00

**7. Report of Departments**

- 7.01 Treasurer's Report – *for information only*
- 7.02 Atlantic Waste Disposal Update, Jason Williams
- 7.03 Animal Services/Public Safety Report
- 7.04 Personnel Committee Report
- 7.05 County Administrator's Report – *for information only*
- 7.06 Mission Ministries – *for information only*
- 7.07 Housing Department – *for information only*

**8. Citizens Comments** (9pm)

**9. Unfinished Business** - none

**10. New Business** – none

**11. Board Members Comments**

- 11.01 Blackwater District
- 11.02 Courthouse District
- 11.03 Henry District
- 11.04 Stony Creek District
- 11.05 Wakefield District
- 11.06 Waverly District

**12. Closed Session**

**13. Adjournment**

- 13.01 Recess/Adjournment
- 13.02 Next Regular Meeting, Thursday, December 15, 2016

**At a Regular Meeting of the Sussex County Board of Supervisors  
Held in the General District Courtroom on  
Thursday, October 20, 2016 at 7 pm**

**2.01**

**BOARD MEMBERS PRESENT**

Keith C. Blowe  
C. Eric Fly, Sr.  
Alfred G. Futrell  
Susan B. Seward  
John A. Stringfield  
Rufus E. Tyler, Sr.

**STAFF PRESENT:**

Deborah A. Davis, County Administrator  
Vandy V. Jones, III, Deputy County Administrator  
Mark Flynn, County Attorney  
John Paul Woodley, County Attorney  
Ellen G. Boone, Commissioner of the Revenue  
John Broderick, Director of Finance and Operations of the Public Schools  
Shilton R. Butts, Assistant to the County Administrator/Deputy Clerk to the Board  
Deste J. Cox, Chief Deputy Treasurer  
Brenda H. Drew, Housing Coordinator  
Julius Hamlin, Director of Instruction  
Arthur Jarrett, Superintendent  
Kelly Moore, Accounts Payable Clerk  
Valarie P. Ricks, Lieutenant  
Matthew Venable, Director of Environmental Inspections  
Onnie L. Woodruff, Treasurer

**1. Commencement**

1.01 Call to Order/Determine Quorum

The October 20, 2016 meeting of the Sussex County Board of Supervisors was called to order by Chairman Blowe.

1.02 The Invocation

The Invocation was offered by Supervisor Tyler.

1.03 The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

1.04 Agenda Amendments

Staff requested to amend under the Consent Agenda, Item 2.04 Accept and Appropriate Circuit Court Clerk's Office Grant Funds in the amount of \$12,000 to add \$7,800.00 to be re-appropriated for a total of \$19,800.00 to be re-appropriated and add as Item 2.06 to Accept and Appropriate Funds for Sheriff's Department DMV Grant #18X920405DVA17 in the amount of \$25,775.00 from the Highway Safety Department with a soft match of \$12,887.50 to be taken from the Law Enforcement Field Operations Budget and Vehicle Maintenance and appropriate the same.

County Administrator Davis noted a correction under Action Items, item 6.03 Building and Grounds Budget supporting documentation of an Invoice in the amount of \$3,277.10 which is a quote that should be \$3,803.60.

#### 1.05 Approval of Regular Agenda

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the October 20, 2016 regular agenda, inclusive of the noting agenda amendments.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

#### 1.06 Convene into Closed Session

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby enters Closed Session for (1) consultation with legal counsel regarding specific legal matter requiring advice of counsel pursuant to applicable Code Section 2.2-3711(A)7 regarding Atlantic Waste Disposal, Inc. and (2) discussion concerning a perspective business or industry or the expansion of an existing business or industry where no prior announcement has been made of the business or industry interest in locating or establishing a facility in the community pursuant to applicable Code Section 2.2-3711(A)5.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

#### 1.07 Reconvene into Open Session

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby reconvenes to Open Session.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

#### 1.08 Certification

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves adoption of resolution for certification, to-wit:

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 Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

#### 1.09 Action Resulting from Closed Session

No action taken on Closed Session items

### **2. Approval of Consent Agenda**

ON MOTION OF SUPERVISOR TYLER, seconded SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Consent Agenda inclusive of the following: (a) Minutes of September 15 and 29, 2016 meetings; (b) Approval of Warrants and Vouchers; (c) Accept and Appropriate Funds - \$2,670.00, Litter Recycling Grant; (d) Accept and Appropriate Funds, \$12,000.00 Circuit Court Clerk's Office Grants in addition to \$7,800.00 to be re-appropriated for a total of \$19,800.00 to be re-appropriated; and, (d) add as Item 2.06 Accept and Appropriate Funds for Sheriff's Department DMV Grant #18X920405DVA17 in the amount of \$25,775.00 from the Highway Safety Department with a soft match of \$12,887.50 to be taken from the Law Enforcement Field Operation Budget and Vehicle Maintenance.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

### **3. Recognitions/Awards**

#### 3.01 Stony Creek VDOT Employees

County Administrator Davis reported that on Tuesday, October 4, 2016, staff received an email from Mr. Joseph Lomax, Residency Administrator (VDOT Franklin Residency), who had received an email from Mr. Terence E. Stiltner, Transportation Operations Manager II (Stony Creek Area Headquarters). Mr. Stiltner advised that two of his crew members observed in an incident on October 3, 2016 involving a local school bus.

Staff commends the two employees (Mr. Tony Branch and Mr. Joe Rideout) and has provided a Certificate of Recognition. We sincerely appreciate their quick response to what could have been a more dangerous situation and we applaud them for their quick and positive response.

County Administrator Davis read the Certificates of Recognition aloud. Mr. Joseph Lomax was present to receive the certificates. (A copy of the Certificate was included in the Board packet.)

### 3.02 County Employee Recognition

County Administrator Davis reported that the Board adopted a resolution in August recognizing “September as Hunger Action Month.” This has been done now for the past several years so that all employees who may want to participate would have the opportunity, our payroll clerk included notification in each pay envelope, after the Board’s action in August. Several County employees participated by donating canned goods and non-perishable items for the fight against hunger. As a token of our appreciation, Administration has prepared a Certificate of Appreciation for the employees who donated.

County Administrator Davis read the Certificate of Appreciation aloud. Employees’ names and a copy of certificate were included in the Board packet. Certificates will presented to employees at a later date.

### 3.03 Hunting Quarter Baptist Church Resolution of Recognition

County Administrator Davis stated that earlier this year, Hunting Quarter Baptist Church received its historical highway marker commemorating the church’s history in Sussex County.

ON MOTION SUPERVISOR TYLER, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopts resolution for the historical highway marker erected on the Grounds of Hunting Quarter Baptist Church, to-wit:

**WHEREAS**, Hunting Quarter Baptist Church located at 16166 Hunting Quarter Church Road, Stony Creek, VA 23882, received notification from the Virginia Board of Historic Resources on September 8, 2015 of eligibility of consideration of the proposed Hunting Quarter Baptist Church highway marker; and

**WHEREAS**, Hunting Quarter Baptist Church originated in 1863 when local African Americans began holding worship services under a nearby brush arbor, according to oral history; and

**WHEREAS**, white neighbors donated a two-room sanctuary that stood 200 feet northeast of here and burned in 1865; and

**WHEREAS**, the congregation built a frame sanctuary here in 1879 and later overlaid it with brick and was referred to as the Hunting Quarter School for African American children.

**WHEREAS**, on March 2, 2016, Rev. Dr. Ethel B. Poarch, Rev. Dr. Carroll Robb, First Lady Annette Robb, and members of Hunting Quarter Baptist Church gathered on the grounds to witness the Virginia Department of Transportation unload and place the Hunting Quarter Baptist Church highway marker in its designated area; and

**WHEREAS**, World War I and II veterans, as well as longtime Pastor Frank L. Mason, a Republican candidate for U.S. Congress from Virginia's 4<sup>th</sup> District (1920), were buried in the cemetery at Hunting Quarter Baptist Church; and

**NOW THEREFORE BE IT FURTHER RESOLVED** that the Sussex County Board of Supervisors hereby recognizes the new historical highway marker erected on the Grounds of Hunting Quarter Baptist Church, commemorating the origin and 153 years of history which is situated in Sussex County, Virginia.

Adopted on the 20<sup>th</sup> day of October, 2016.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

#### **4. Public Hearings - none**

#### **5. Appointments**

##### 5.01 Appointment – Various Boards, Terms Expiring December 31, 2016

There was discussion that the various terms of the appointees of various Boards were due to expire December 31, 2016.

**Brenda Burgess** - Crater District Area Agency on Aging Board of Directors

**Crockett Morris** – South Centre Corridor Resource Conservation & Department Council

**Raymond Warren** – Sussex Service Authority Board of Directors

Staff contacted each agency on October 12, 2016 and was told that all of the appointees are eligible for reappointment. Letters were mailed to them on the same date asking each to provide (in writing) their desire to be reappointed (or not).

There was discussion regarding Mr. Warren's term. The county attorney has been tasked with confirming Mr. Warren, as well as Mr. Collins, position and terms on the Sussex Service Authority Board of Directors.

#### **6. Action Items**

##### 6.01 Voting Credentials for VACo Annual Business Meeting

The Annual Business Meeting of the Virginia Association of Counties (VACo) will be held on Tuesday, November 15, 2016 at 11:00 a.m. at the Homestead. Each year, localities are asked to designate representatives of its Board of Supervisors to cast votes at the Annual Business meeting.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors hereby nominate Chairman Blowe as a voting delegate and Vice Chair Seward as an alternate delegate to cast votes at the VACo Annual Business Conference.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

#### 6.02 Virginia Department of Emergency Management Refund Request

The Virginia Department of Emergency Management has notified staff that an overpayment in the amount of \$732.71. was made to the County, of federal and state shares for county donated resources as a result of Hurricane Irene. The overpayment must be returned to the State within thirty (30) days of the receipt of letter which was dated October 11, 2016. A copy of the letter is included in Board packet.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors approves that the \$732.71 be refunded to the Virginia Department of Emergency Management and that the funds be taken from the contingency Fund.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: Supervisor Fly

*Staff has been requested to contact the Virginia Department of Emergency Management regarding payment to be made within thirty (30) days. Staff has also been requested to revisit the budget to see if funds can be taken from another fund instead of the contingency fund.*

#### 6.03 Building and Grounds Budget

Several expenditures have been made for items that were needed at the Judicial Center. Some of the items purchased and/or repaired were metal detector, the Courthouse had to be rekeyed and glass was installed in the General District Courtroom. Because these expenditures were not included in the current budget, the County Administrator had little choice but to authorize the invoices to be paid and charged to the Buildings and Grounds budget. The total of these expenditures is \$14,798.11.

It was suggested to increase the Building and Grounds' budget for the next fiscal year to cover things of this nature. At the current time, there is no expenditure line item to cover these items.

No action was taken on this item at this time.

#### 6.04 School Division's Request for Budget Increase Approval



Dr. Arthur Jarrett, Superintendent of Public Schools, stated the Sussex County school system has been afforded an opportunity to participate in a national grant, University Principal Preparation Initiative (UPPI). The UPPI Grant is an initiative introduced by the Wallace Foundation. This foundation is working with seven (7) universities around the country, one of which is Virginia State University (VSU). In the application for the grant submitted, three (3) school divisions were identified which included Sussex, Henrico and Hopewell that are working with VSU as partners on this grant. This grant provides an opportunity for school staff to be trained in leadership roles as principals and assistant principals.

The Sussex County Board approved its 2016/2017 Operating Budget on March 10, 2016 in the amount of \$18,372,528.00. At the School Board's October regular school board meeting, the school voted to increase their budget in the amount of \$289,188.00 for a total of \$18,661,716.00.

The school division is asking the Board of Supervisors approval to readjust the school operating budget to accept this grant with no obligation directed from the County.

Supplemental attachments were provided to Board members.

Supervisor Tyler gave full disclosure that the Improvement Association works in conjunction with the public schools in the educating children, he can vote on this item in an impartial manner.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the School Board's request to increase their operating budget by \$289,188.00 to accept the Wallace Foundation University Principal Preparation Initiative (UPPI) grant for a total School Board operating budget of \$18,661,716.00.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

#### 6.05 50/50 Schools Fund Carryover Policy

County Davis stated that on August 15, 2013, the Board of Supervisors adopted a Resolution #13-187 authorizing the approval of the Schools Unspent Refund Policy, to return 50% of the schools unspent funds to the division. Administration staff and School Administration staff met on September 2, 2016; this was one of the items discussed. County Administration staff was under the impression that the School staff wanted County Administration staff to ask the Board to rescind Resolution #13-187 and that it be discussed with the Finance Committee. County Administration staff scheduled a Finance Committee for 6 p.m. on September 15<sup>th</sup> to discuss this item. The Finance Committee did not meet; however, the Chairman of the Finance Committee asked that it be discussed at the regular meeting. At the regular meeting, a resolution was adopted to rescind Resolution #13-187. (Historically, the Board's committees will meet and make a recommendation to the full Board.)

A letter from Dr. Jarrett was included in the Board packet.

ON MOTION OF SUPERVISOR STRINGFIELD, seconded SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves reinstate the 50/50 School Fund Carryover Policy.

Voting aye: Supervisors Blowe, Futrell, Stringfield, Tyler

Voting nay: Supervisors Fly, Seward

## **7. Reports of Departments/Agencies**

### 7.01 Franklin Residency, VDOT, Joseph Lomax

Mr. Joseph Lomax, Virginia Department of Transportation (VDOT), Franklin Residency gave a brief update of VDOT projects throughout the County which included cleaning ditches.

Mr. Lomax updated Board members on the ditch on Main Street in Stony Creek. He advised that it is a private outfall ditch. Mr. Lomax stated that he met with citizens and local Town council member. He stated that if they are willing to provide/purchase easement for public use, he will cut the ditch, install piping and redirect the flow and block section off. Mr. Lomax does not recommend using the existing pipe.

Mr. Lomax stated that he believe it's a safety issue. He's willing to use maintenance funds to assist if easement is provided.

### 7.02 Treasurer's Report – included in Board packet

### 7.03 Atlantic Waste Disposal, Inc., Jason Williams

Mr. Jason Williams, Senior District Manager of Atlantic Waste Disposal, gave a brief update on Atlantic Waste Disposal activities.

Mr. Williams reported that the Phase II capping project is progressing very well. Have started drilling gas wells and doing other work to correct problem. There will be some increased odors over the next couple of weeks because Atlantic Waste Disposal Inc. will be digging in the trash.

Phase III capping project design is complete and is currently being reviewed by staff. Construction is scheduled to start in early 2017.

Phase IV clay capping project which is at the top of the landfill is still anticipated to be completed in 2016. Work was started on August 24, 2016.

Work everyday with team to improve gas collection. Some improvement has been seen.

Mr. Williams reported that they are still on schedule with the Waste Water Treatment Plant. The Waste Water Treatment Plant is expected to be completed in the second quarter of 2017.

Mr. Williams stated that in regards to the convenience centers around the County. The installation of the cameras discussed in the previous will begin next week, the end of October. It will be a two (2) week process. Jarratt will be the only site that will not have cameras installed because there is no power.

*Staff has been tasked with seeing what needs to be done to get power at this location.*

Mr. Williams stated that he has worked with Mr. Eddie T. Vick, Public Safety Coordinator, with finalizing putting a helicopter pad at the landfill that will be available for Medflight for use if needed.

7.04 Housing Program – *included in Board packet*

7.05 Blackwater Regional Library Report – *included in Board packet*

Ms. Bailey, Director of Blackwater Regional Library, notified staff that there was a break-in at the Waverly Library. She will be getting quotes for a security system.

7.06 Animal Services/Public Safety Monthly Report- *included in Board packet*

Mr. John Paul Woodley, County Attorney, provided a report of his review of the proposed change order to the current contract with the Harris Corporation for tower for the equipment for the new emergency communication system. County Attorney reported that the proposed change order has to have specific approval of the governing body, the Board of Supervisors.

County Attorney Woodley stated that the source of his information is Federal Engineering, the County's consulting engineer, examined the market for towers 300' in height. Federal Engineering advised that for planning and budgetary purposes, the figures of \$750.00 - \$1,000.00 per linear feet of height would be within budgetary estimate for projects of this type. It was further advised that \$45,000 - \$50,000.00 just in steel costs represents 20-25% of the entire required cost.

It was County Attorney Woodley's opinion that the Harris Corporation proposed change order quote for this type of project was reasonable.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Harris Corporation change order in the amount \$186,600.00 for the completion of the tower.

Voting aye: Supervisors Blowe, Futrell, Stringfield, Tyler

Voting nay: Supervisors Fly, Seward

*There were concerns about a claim regarding an accident that the Board wasn't made aware. This item was discovered during the review of monthly invoices. The Board is requesting Administration to incorporate a procedure for reporting accidents into the County's policy. Staff has been requested to update the Board on the incident and the policy at next month's meeting*

7.07 Environmental Inspections Monthly Report – included in Board packet

**8. Citizens' Comments (9:08 pm)**

Comments were heard from:

- Bill Collins (Courthouse District) – Buildings at Animal Control; recommends auction equipment and repair building
- Lou Goodwyn (Blackwater District) – Dumpster Site on Highway 35
- Kevin Bracy (Courthouse District) – Convenience sites; install cameras; staff response to citizens
- Anne Joyner (Wakefield District) – Tax increase/reassessment; school bus/students

**9. Unfinished Business**

9.01 Recommendation of \$5,000.00 Allocation of Virginia's Gateway Region

At a previous meeting, the Board of Supervisors discussed the \$5,000.00 in additional funding that has been requested by Virginia's Gateway Region (VGR). At the September 15, 2016 meeting, the vote resulted in a tie. This item was to be presented at the October 20, 2016 meeting to be voted upon by the Board's tie breaker, Mr. Bill Collins. Staff was also asked to contact VGR to find out the amount of funds provided by other localities.

Locality Funding Information was provided in the Board packet.

At the September 15, 2016 Board meeting, the vote resulted in a tie with Supervisors Blowe, Futrell, and Stringfield voting aye; and, Supervisors Fly, Seward, and Tyler voting nay.

Mr. Collins, the Tiebreaker, was called forward. Mr. Collins voted "aye" in favor of the County paying the additional \$5,000.00 requested by the Virginia's Gateway Region (VGR). The motion was carried.

**10. New Business**

10.01 Design – Build Construction Management Projects

County Administrator Davis advised that staff was by Chairman Blowe to research and provide information on the construction of a new building to house County employees. There was discussion of having a Space Needs Assessment conducted for the current need and future growth; financial evaluation and recommendations of how to finance the project

as surveys and studies that may need to be done. The hiring of consultants, if necessary, was discussed as well.

ON MOTION OF SUPERVISOR TYLER, second by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes staff to begin the process of researching information and options to present to the Board for the upcoming budget process.

Voting aye: Supervisors Blowe, Futrell, Tyler

Voting nay: Supervisors Fly, Seward, Stringfield

Mr. Collins, the Tiebreaker, was called forwarded. Mr. Collins voted “aye”. The motion was carried.

Staff was further tasked with getting the costs to repair/renovate the old County Administration building which includes removing mold, asbestos, etc. to compare to the cost of a new building.

#### 10.02 Board Member Request for Reimbursement

No action was taken on this item.

#### 10.03 Report of Current Emergency Shelter

Supervisor Fly discussed his review of the new Emergency Plan. The Sussex Central High School is listed as an Emergency Shelter. Supervisor Fly is requesting clarification as to why the Airfield 4-H Conference Center is not listed as an emergency shelter as the County had previously installed a generator at that location. There were concerns that the Wakefield and Waverly side of the County has no emergency shelter.

Supervisor Fly has requested to place this item on the November 17, 2016 Board of Supervisors meeting agenda to have a list of the emergency shelters provided, as well as an explanation as to why the Airfield 4-H Conference Center is no longer listed as an emergency shelter.

It has been requested to have Mr. Eddie T. Vick, Public Safety Coordinator, in attendance at the November 17, 2016 Board of Supervisors meeting to provide answers.

#### 10.04 Board Member’s Request to Modify Current Comprehensive Plan (To limit acreage to be used for solar farms)

It has requested to have staff and county attorney research and review how the County’s current Comprehensive Plan can be modified to give the Board little more control as to where solar farms can be placed.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex Board of Supervisors hereby request the Planning

Commission to review the Comprehensive Plan to provide recommendation regarding solar farms.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

#### 10.05 Update on Purchase of SCBA for Fire Departments

Mr. Vandy Jones, III, Deputy County Administrator, reported that Mr. Vick, Public Safety Coordinator and Mr. Woodley, County Attorney, are working on the project. They are comparing vendors' products against contracts at state and local levels. It is believed Mr. Vick has chosen a vendor/contract for purchase. It needs to be forwarded to Mr. Woodley for review to see if County can use the chosen contract. Once this has been resolved, Mr. Vick and the vendor and/or entity that provides the SCBA will work together to finalize the packs that the County wants to purchase.

#### 10.06 Use of River Gauges for Blackwater River

Supervisor Fly reported that Sussex County participates with surrounding localities in installing river gauges in the Blackwater River. He was interested in how money was expended. Information was provided in Board packet.

### **11. Board Member Comments**

11.01 Blackwater District – Spending and contemplating spending unbudgeted money.

11.02 Courthouse District - none

11.03 Henry District - none

11.04 Stony Creek District – Great Town Hall Meeting

11.05 Wakefield District - none

11.06 Waverly District- none

### **12. Closed Session**

12.01 Convene into Closed Session

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors hereby enters Closed Session for (1) Personnel Matters, for discussion of consideration of appointment of specific employees of the locality regarding the Animal Control Division, pursuant to applicable Code Section 2.2-3711(A)1.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler

Voting nay: none

### 12.02 Reconvene to Open Session

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby returns to Open Session.

Voting aye: Supervisors Blowe, Fly, Seward, Stringfield, Tyler

Voting nay: none

Absent during vote: Supervisor Futrell

### 12.03 Certification

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves adoption of resolution for certification, to-wit:

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 Blowe, Fly, Seward, Stringfield, Tyler

Voting nay: none

Absent during vote: Supervisor Futrell

### 12.04 Action Resulting from Closed Session

No action was taken on closed session item.

## **13. Recess/Adjournment**

### 13.01 Recess

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the October 20, 2016 meeting of the Sussex Board of Supervisors is hereby recessed until Board Retreat on Tuesday, October 25, 2016 at 9:30 a.m. at Airfield 4-H Conference Center.

Voting aye: Supervisors Blowe, Fly, Seward, Stringfield, Tyler

Voting nay: none

Absent during vote: Supervisors Futrell

### 13.02 Board Retreat

The Board of Supervisors is scheduled for a Board Retreat to be held Tuesday and Wednesday, October 25<sup>th</sup> and 26<sup>th</sup>, 2016, respectively, at 9:30 a.m. each morning at the Airfield 4-H Conference Center located at 15189 Airfield Road, Wakefield, Virginia 23888.

### 13.03 Next Regular Meeting

The next Board of Supervisors meeting will be Thursday, November 17, 2016 at 5:30 p.m. in the General District Courtroom – Judicial Center located at 15098 Courthouse Road, Sussex, VA 23884.



November 17, 2016

## WARRANTS &amp; VOUCHERS SUMMARY

<b>TOTAL ALL WARRANTS FOR APPROVAL</b>	<b>\$537,964.70</b>
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<b>TOTAL ALL VOID CHECKS FOR APPROVAL</b>	<b>\$0.00</b>
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<b>ACCOUNTS PAYABLE WARRANTS:</b>	<b>CHECK NO.</b>	<b>AMOUNTS</b>	<b>PROCESS DATE</b>
FOR MONTH OF OCTOBER 2016	205300-205345	\$ 65,646.09	RUN DATE 10/7/16
	205358-205405	\$ 107,970.31	RUN DATE 10/14/16
	205406-205451	\$ 175,788.72	RUN DATE 10/21/16
	205464-205496	\$ 90,485.05	RUN DATE 10/28/16

<b>Total Regular Warrants</b>	<b>\$439,890.17</b>
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PAY. DEDUCTION WARRANTS:	205346-205357	\$ 48,636.27	RUN DATE 10/14/16
	205452-205463	\$ 49,438.26	RUN DATE 10/31/16

<b>Total Deduction Warrants:</b>	<b>\$98,074.53</b>
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<b>TOTAL VOUCHERS &amp; WARRANTS FOR APPROVAL</b>	<b>\$537,964.70</b>
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<b>VOID CHECKS</b>	See attached	\$	-
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# ACCOUNTS PAYABLE CHECKS



P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P DATE	ACCRL	ACCOUNT NO.	ACH PMT TOTAL	NET AMOUNT	CHECK NO.	ACH PMT	ACH	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
00000	000342	AGRI-VA, INC	4887/6	10/04/2016	10/04/2016		4100-021200-1254-221-210	.00 CPA PMT TOTAL	32.63	205300			Equipment Maintenance	01420 ACCT# 60039
		DISC. TOTAL							.00				32.63	
00000	000923	ALL SEASONS TERMITE &	38115	9/28/2016	9/28/2016		4100-051500-1272-551-510	.00 CPA PMT TOTAL	65.00	205301			Building Maintenance & Repair	01420 ACCT# 188
		DISC. TOTAL							.00				65.00	
00000	000842	AMERICAS-PETERSBURG	3055411558	6/30/2016	6/30/2016		4100-021200-1279-221-210	.00 CPA PMT TOTAL	951.12	205302			Propane Gas	01420 ACCT# 200066187
00000	000842		3056356341	9/28/2016	9/28/2016		4100-051500-1279-551-510	.00 CPA PMT TOTAL	619.14	205302			Propane Gas	01420 ACCT# 200141883
		DISC. TOTAL							.00				1,570.26	
00000	999999	ANDERSON, WAYNE	WA 0916	10/04/2016	10/04/2016		4100-051500-1215-551-510	.00 CPA PMT TOTAL	20.25	205303			Inmate Pay	01420 INMATE PAY
		DISC. TOTAL							.00				20.25	
00000	000002	BOB BARKER COMPANY	WEB000445776	9/22/2016	9/22/2016		4100-051500-1245-551-510	.00 CPA PMT TOTAL	234.89	205304			Law Enforcement Supplies	01420 ACCT# SUSVAS
		DISC. TOTAL							.00				234.89	
00000	000108	BOONE, ELLEN	EB 092316	9/23/2016	9/23/2016		4100-031100-1207-311-310	.00 CPA PMT TOTAL	32.04	205305			Mileage-Training/Conferences	01420 MILEAGE
		DISC. TOTAL							.00				32.04	
00000	999999	BOYKINS, CHARLIE	CB 0916	10/04/2016	10/04/2016		4100-051500-1215-551-510	.00 CPA PMT TOTAL	38.25	205306			Inmate Pay	01420 INMATE PAY
		DISC. TOTAL							.00				38.25	
00000	001464	BRUCATO, LOUISE	LB 093016	9/30/2016	9/30/2016		4100-021100-1264-211-210	.00 CPA PMT TOTAL	25.19	205307			Gasoline/Mileage-Non Training	01420 MILEAGE
		DISC. TOTAL							.00				25.19	
00000	000360	BUSINESS DATA OF VA., INC	1577-2016	9/19/2016	9/19/2016		4100-031100-1229-311-310	.00 CPA PMT TOTAL	575.00	205308			Other Professional Services	01420 SUSSEX COMM OF REVEN
		DISC. TOTAL							.00				575.00	
00000	999999	CAPITAL TRISTATE	S026770548.001	9/26/2016	9/26/2016		4100-021200-1273-221-210	.00 CPA PMT TOTAL	83.67	205309			Building Systems Main & Repair	01420 SUSSEX COUNTY
		DISC. TOTAL							.00				83.67	
00000	000728	CARQUEST OF WAKEFIELD	5484-99791	9/07/2016	9/07/2016		4100-021600-1265-262-210	.00 CPA PMT TOTAL	22.54	205310			Vehicle Maintenance & Repairs	01420 ACCT# 2836
		DISC. TOTAL							.00				22.54	
00000	001485	CENTRAL AGRIBUSINESS	JR9797	9/28/2016	9/28/2016		4100-051500-1246-551-510	.00 CPA PMT TOTAL	88.20	205311			Food Supplies	01420 SUSSEX SHERIFF DEPT.
		DISC. TOTAL							.00				88.20	
00000	001365	CHESTER BUSINESS MACHINES	CBM 092116	9/21/2016	9/21/2016		4100-062100-1254-621-620	.00 CPA PMT TOTAL	35.00	205312			Equipment Maintenance	01420 SUSSEX CIRCUIT COURT
00000	001365		CBM 092216	9/22/2016	9/22/2016		4100-062100-1254-621-620	.00 CPA PMT TOTAL	35.84	205312			Equipment Maintenance	01420 SUSSEX CIRCUIT COURT
00000	001365		CBM 093016	9/30/2016	9/30/2016		4100-062100-1254-621-620	.00 CPA PMT TOTAL	68.50	205312			Equipment Maintenance	01420 SUSSEX CIRCUIT COURT
		DISC. TOTAL							.00				139.34	
00000	001239	CITY OF FRANKLIN	FY2016/2017	9/28/2016	9/28/2016		4100-081300-2110-829-810	.00 CPA PMT TOTAL	7,200.00	205313			Chowan Basin Proj. / City Fra	01420 CHOWAN RIVER BASIN
		DISC. TOTAL							.00				7,200.00	
00000	000871	CRYSTAL SPRINGS	12841556 091616	9/16/2016	9/16/2016		4100-063100-1277-631-630	.00 CPA PMT TOTAL	12.09	205314			Water Services	01420 ACCT#114253012841556
00000	000871		6091788 092216	9/22/2016	9/22/2016		4100-062100-1277-621-620	.00 CPA PMT TOTAL	13.10	205314			Water Services	01420 ACCT# 11421076091788
		DISC. TOTAL							.00				25.19	
00000	000868	DISH NETWORK	81054533 0916	9/18/2016	9/18/2016		4100-021500-1234-253-210	.00 CPA PMT TOTAL	53.03	205315			Telecommunications	01420 # 8255707081054533
		DISC. TOTAL							.00				53.03	

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	000084	DOMINION VIRGINIA POWER	0482572328	9/27/2016		4100-021600-1276-263-210	2,892.74	205316		Electric	01420 ACCT# 0482572328
00000	000084		0561293952	9/28/2016		4100-021200-1276-221-210	6.59	205316		Electric	01420 ACCT# 0561293952
00000	000084		2406362505	9/29/2016		4100-051500-1276-551-510	2,010.13	205316		Electric	01420 ACCT# 2406362505
00000	000084		2928458914	9/28/2016		4100-051500-1276-551-510	6.89	205316		Electric	01420 ACCT# 2928458914
00000	000084		5080737736	9/27/2016		4100-021200-1276-221-210	179.23	205316		Electric	01420 ACCT# 5080737736
00000	000084		5690307508	9/28/2016		4100-021500-1279-251-210	138.36	205316		Propane Gas & Electric	01420 ACCT# 5690307508
00000	000084		6300335004	9/28/2016		4100-021600-1276-266-210	55.66	205316		Electric	01420 ACCT# 6300335004
00000	000084		7378703693	9/28/2016		4100-021600-1276-266-210	6.59	205316		Electric	01420 ACCT# 7378703693
00000	000084		9073933633	9/23/2016		4100-021200-1276-221-210	86.31	205316		Electric	01420 ACCT# 9073933633
00000	000084		9447701492	9/28/2016		4100-021200-1276-221-210	6.59	205316		Electric	01420 ACCT# 9447701492
00000	000084		9660330003	9/28/2016		4100-021200-1276-221-210	235.85	205316		Electric	01420 ACCT# 9660330003
00000	000084		9670342501	9/29/2016		4100-021200-1276-221-210	146.38	205316		Electric	01420 ACCT# 9670342501
							5,771.32			TOTAL	
00000	000602	FIRE-X CORPORATION	575068	9/09/2016		4100-062100-1255-621-620	390.00	205317		Maintenance Service Contract	01420 ACCT# SU0025
00000	000602		575346	9/21/2016		4100-021200-1254-221-210	2,363.29	205317		Equipment Maintenance	01420 ACCT# SUB0025
							2,753.29			TOTAL	
00000	001451	FLOWERS FOODS	1043804730	9/12/2016		4100-051500-1246-551-510	86.40	205318		Food Supplies	01420 ACCT# 40351872
00000	001451		1053804730	9/19/2016		4100-051500-1246-551-510	86.40	205318		Food Supplies	01420 ACCT# 40351872
							172.80			TOTAL	
00000	000152	GALLS, LLC	006136150	9/27/2016		4100-051500-1244-551-510	85.22	205319		Uniform Services	01420 ACCT# 5417395
							85.22			TOTAL	
00000	000276	GREENSVILLE COUNTY WATER	1175 092316	9/23/2016		4100-021200-1277-221-210	50.30	205320		Water Services	01420 ACCT# 1175
							50.30			TOTAL	
00000	999999	HARDIN, CHARLES	CH 0916	10/04/2016		4100-051500-1215-551-510	25.20	205321		Inmate Pay	01420 INMATE PAY
							25.20			TOTAL	
00000	999999	HARRELL, DAVID	DH 0916	10/04/2016		4100-051500-1215-551-510	20.25	205322		Inmate Pay	01420 INMATE PAY
							20.25			TOTAL	
00000	000148	HOLIDAY ICE	171174	9/23/2016		4100-051500-1246-551-510	183.00	205323		Food Supplies	01420 ACCT# 3455
							183.00			TOTAL	
00000	000049	JARRATT HARDWARE	B246087	9/15/2016		4100-051500-1273-551-510	52.99	205324		Building Systems Main & Repair	01420 ACCT# 159
00000	000049		B246128	9/15/2016		4100-051500-1272-551-510	2.49	205324		Building Maintenance & Repair	01420 ACCT# 159
00000	000049		B246325	9/19/2016		4100-051500-1272-551-510	13.68	205324		Building Maintenance & Repair	01420 ACCT# 159
00000	000049		B246345	9/20/2016		4100-051500-1272-551-510	8.78	205324		Building Maintenance & Repair	01420 ACCT# 159
							77.94			TOTAL	
00000	000129	LOGAN SYSTEMS, INC	48617	9/15/2016		4100-062100-1236-621-620	1,015.02	205325		Microfilming & Scanning Servi	01420 SUSSEX CIRCUIT COURT
							1,015.02			TOTAL	
00000	001433	LOWE'S	909458	9/23/2016		4100-021200-1272-221-210	67.60	205326		Building Maintenance & Repair	01420 ACCT# 9900050208
00000	001433		909638	9/07/2016		4100-021200-1272-221-210	149.81	205326		Building Maintenance & Repair	01420 ACCT# 9900050208
00000	001433		911054	9/08/2016		4100-021600-1272-261-210	147.30	205326		Building Maintenance & Repair	01420 ACCT# 9900050208
00000	001433		911463	8/29/2016		4100-021200-1272-221-210	132.82	205326		Building Maintenance & Repair	01420 ACCT# 9900050208
00000	001433		911494	9/01/2016		4100-021200-1274-221-210	33.83	205326		Grounds Maintenance & Repairs	01420 ACCT# 9900050208
							531.36			TOTAL	

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P DATE	ACCOUNT NO.	ACH PMT TOTAL	ACH ACRL	NET AMOUNT	CHECK NO.	ACH PMT	ACH ACCT#	BATCH INV. DESCRIPTION
00000 9999999	NEWBY, CALVIN	CN 0916	10/04/2016	10/04/2016	4100-051500-1215-551-510	.00 CPA PMT TOTAL		36.00	205327	Inmate Pay	01420	INMATE PAY
DISC. TOTAL								.00				
00000 000165	POSTMASTER	COMMATY 100416	10/04/2016	10/04/2016	4100-063100-1231-631-630	.00 CPA PMT TOTAL		141.00	205328	Postage	01420	POSTAGE
DISC. TOTAL								.00				
00000 000061	PRINCE GEORGE ELECTRIC	1413003200 0916	9/27/2016	9/27/2016	4100-021600-1276-263-210	.00 CPA PMT TOTAL		57.04	205329	Electric	01420	ACCT# 1413003200
DISC. TOTAL								107.24	205329	Electric	01420	ACCT# 1423010000
DISC. TOTAL								.00			01420	ACCT# 1667000200
DISC. TOTAL								3,729.11	205330	Food Supplies	01420	ACCT# 118626
DISC. TOTAL								.00				
00000 000832	SAM'S CLUB DIRECT	CF1608	8/21/2016	8/21/2016	4100-021200-1201-221-210	.00 CPA PMT TOTAL		50.00	205331	Organization Membership	01420	ACCT# 0402194646154
DISC. TOTAL								60.30	205331	Miscellaneous Others	01420	ACCT# 0402188473177
DISC. TOTAL								184.86	205331	Janitorial Supplies	01420	ACCT# 0402188473177
DISC. TOTAL								300.66	205331	Janitorial Supplies	01420	ACCT# 0402194646154
DISC. TOTAL								595.82				
DISC. TOTAL								235.28	205332	Building Systems Main & Repair	01420	ACCT# 268
DISC. TOTAL								.00				
DISC. TOTAL								23,836.95	205333	Forest Fire Extinction	01420	FY16/17 CONTRIBUTION
DISC. TOTAL								1,250.78	205334	Inmate Medical Expenses	01420	AUGUST 2016
DISC. TOTAL								100.00	205335	Drug Forf. Fund / Sheriff Sta	01420	SUSSEX SHERIFF DEPT.
DISC. TOTAL								1,779.86	205336	Auditing Services	01420	SUSSEX CIRCUIT COURT
DISC. TOTAL								50.73	205337	Office Supplies	01420	ACCT# SXCC-0
DISC. TOTAL								46.43	205337	Office Supplies	01420	ACCT# SXCC-0
DISC. TOTAL								104.25	205337	Office Supplies	01420	ACCT# SCSD-0
DISC. TOTAL								201.41				
DISC. TOTAL								320.00	205338	Workshops and Conferences	01420	REGISTRATION FEES
DISC. TOTAL								.00				
DISC. TOTAL								36.00	205339	Inmate Pay	01420	INMATE PAY
DISC. TOTAL								11.00	205340	Telecommunications	01420	ACCT# 000601250741
DISC. TOTAL								118.37	205340	Telecommunications	01420	ACCT# 000837858428
DISC. TOTAL								234.53	205340	Telecommunications	01420	ACCT# 000641808907
DISC. TOTAL								98.19	205340	Telecommunications	01420	ACCT# 000990361639
DISC. TOTAL								43.54	205340	Telecommunications	01420	ACCT# 000777016136

P. O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000 000769		4342466504	9/22/2016		4100-061100-1234-612-610	59.18	205340		Telecommunications	01420 ACCT# 000608006077
00000 000769		4342468326	9/22/2016		4100-063100-1234-632-630	28.88	205340		Telecommunications	01420 ACCT# 000130840277
00000 000769		4342468326	9/22/2016		4100-061100-1234-612-610	28.88	205340		Telecommunications	01420 ACCT# 000130840277
00000 000769		4342468326	9/22/2016		4100-061100-1234-611-610	62.61	205340		Telecommunications	01420 ACCT# 000130840277
00000 000769		4342468326	9/22/2016		4100-021400-1234-242-210	66.52	205340		Telecommunications	01420 ACCT# 000130840277
00000 000769		4342468326	9/22/2016		4100-021100-1234-211-210	84.84	205340		Telecommunications	01420 ACCT# 000130840277
00000 000769		4342468326	9/22/2016		4100-021400-1234-241-210	66.52	205340		Telecommunications	01420 ACCT# 000130840277
00000 000769		4342468326	9/22/2016		4100-021100-1234-211-210	66.52	205340		Telecommunications	01420 ACCT# 000130840277
00000 000769		4342468326	9/22/2016		4100-023100-1234-231-230	66.52	205340		Telecommunications	01420 ACCT# 000130840277
00000 000769		4342468326	9/22/2016		4100-063100-1234-631-630	66.52	205340		Telecommunications	01420 ACCT# 000130840277
00000 000769		4342468326	9/22/2016		4100-023100-1234-231-230	21.97	205340		Telecommunications	01420 ACCT# 000130840277
00000 000769		4342468326	9/22/2016		4100-031100-1234-311-310	32.79	205340		Telecommunications	01420 ACCT# 000130811997
00000 000769		4342468326	9/22/2016		4105-071100-1234-711-710	58.42	205340		Telecommunications	01420 ACCT# 000130811997
00000 000769		4342468326	9/22/2016		4100-021500-1234-253-210	73.99	205340		Telecommunications	01420 ACCT# 000130811997
00000 000769		4342468326	9/22/2016		4100-051100-1234-516-510	61.32	205340		Telecommunications	01420 ACCT# 000130811997
00000 000769		4342468326	9/22/2016		4100-051100-1234-516-510	61.32	205340		Telecommunications	01420 ACCT# 000130811997
00000 000769		4342468326	9/22/2016		4100-021100-1234-211-210	58.42	205340		Telecommunications	01420 ACCT# 000130811997
00000 000769		4342468326	9/22/2016		4100-051100-1234-516-510	58.42	205340		Telecommunications	01420 ACCT# 000130811997
00000 000769		4342468326	9/22/2016		4100-041100-1234-411-410	70.70	205340		Telecommunications	01420 ACCT# 000130811997
00000 000769		4342468326	9/22/2016		4100-061100-1234-611-610	13.05	205340		Telecommunications	01420 ACCT# 000130811997
00000 000769		4342468326	9/22/2016		4100-061100-1234-611-610	13.05	205340		Telecommunications	01420 ACCT# 000130811997
00000 000769		4342468326	9/22/2016		4100-061100-1234-612-610	66.45	205340		Telecommunications	01420 ACCT# 000130811997
00000 000769		4342468326	9/22/2016		4100-061100-1234-612-610	70.70	205340		Telecommunications	01420 ACCT# 000130811997
00000 000769		4342468326	9/22/2016		4100-061100-1234-611-610	13.05	205340		Telecommunications	01420 ACCT# 000130811997
00000 000769		4342468326	9/22/2016		4100-061100-1234-611-610	58.42	205340		Telecommunications	01420 ACCT# 000130811997
00000 000769		4342468326	9/22/2016		4100-021100-1234-211-210	58.42	205340		Telecommunications	01420 ACCT# 000130811997
00000 000769		4342468326	9/22/2016		4100-061100-1234-612-610	66.45	205340		Telecommunications	01420 ACCT# 000130811997
00000 000769		4342468326	9/22/2016		4100-061100-1234-612-610	13.45	205340		Telecommunications	01420 ACCT# 000130811997
00000 000769		4342468326	9/22/2016		4100-021300-1234-231-210	502.98	205340		Telecommunications	01420 ACCT# 00077088064
00000 000769		8048341302	9/25/2016		4100-081300-2110-822-810	122.12	205340		VA Cooperative Extension	01420 ACCT# 000635121520
00000 000769			2,723.45	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	TOTAL			
00000 000039	VERIZON WIRELESS	97718674956	9/10/2016		4125-031700-5841-	149.91	205341		Drug Forf. Fund / Com. Atty.	01420 #905440571-0001
00000 000227	WARTHEN, C.W., COMPANY	52737	9/21/2016		4100-062100-1233-621-620	826.42	205342		Printing	01420 SUSSEX CIRCUIT COURT
00000 000873	WASTE MANAGEMENT OF	314461124245	10/01/2016		4100-021600-1229-266-210	7,079.25	205343		Oth. Profess. Ser./Waste Mana	01420 ACCT#440007265324249
00000 000879	MONACK PUBLISHING CO.	95607	6/01/2016		4100-011100-1235-111-110	225.23	205344		Advertising	01420 ACCT# W0073
00000 000093	XEROX CORPORATION	086307915	10/01/2016		4100-062100-1252-621-620	205.66	205345		Equipment Lease/Rental	01420 ACCT# 099018525
00000 000093		086307918	10/01/2016		4100-031100-1252-311-310	216.47	205345		Equipment Lease/Rental	01420 ACCT# 101294460
00000 000093		086307923	10/01/2016		4100-021100-1252-211-210	824.48	205345		Equipment Lease/Rental	01420 ACCT# 718393564
00000 000769			1,246.61	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	TOTAL			
00000 000769			65,646.09	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	TOTAL			
00000 000769			65,646.09	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00	TOTAL			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.

OVER

THE TOTAL 65,646.09-

EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

6/7/16

DATE

10/7/16

DATE

DIRECTOR OF FINANCE

*[Handwritten signature]*

DEBORAH J. WATTS, CO. ADMIN

CONNIE L. WOODRUFF, TREAS.

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	ACH PMT TOTAL	NET AMOUNT	CHECK NO.	ACH PMT G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000 001277	AMERICAN TIRE DISTRIBUTOR	S080467934	9/13/2016		4100-051100-1265-512-510	1,223.97	1,223.97	205358	Vehicle Maintenance & Repairs	01421 ACCT# 190415
	DISC. TOTAL						.00		1,223.97	
00000 000842	AMERIGAS-PETERSBURG	3056356697	9/28/2016		4100-021200-1279-221-210	538.30	538.30	205359	Propane Gas	01421 ACCT# 200142739
	DISC. TOTAL						.00		538.30	
00000 999999	B.W. WILLSON	1980373	9/27/2016		4100-041100-1241-411-410	411.00	411.00	205360	Office Supplies	01421 ACCT# 1563029
	DISC. TOTAL						.00		411.00	
00000 001251	CABIN POINT VETERINARY	48043	9/29/2016		4100-021600-1227-261-210	6.00	6.00	205361	Medical Services	01421 ACCT# 1707
	DISC. TOTAL						.00		6.00	
00000 999999	CNIRNS COURTHOUSE SVCS	16-GRAYLAND	10/04/2016		4100-021400-1225-241-210	211.00	211.00	205362	Management Consulting Services	01421 ACCT# 1707
	DISC. TOTAL						.00		211.00	
00000 001496	CDW GOVERNMENT	DVJ5683	7/29/2016		4100-021100-1241-211-210	29.32	29.32	205363	Office Supplies	01421 ACCT# 12055910
00000 001496		DVK5739	7/30/2016		4100-021100-1253-211-210	478.99	478.99	205363	Equipment Lease/Purchase	01421 ACCT# 12055910
	DISC. TOTAL						.00		508.31	
00000 001449	CONVERGENT TECHNOLOGIES	19182	9/30/2016		4100-051100-1224-512-510	62.50	62.50	205364	Information System Services	01421 ACCT# 1707
	DISC. TOTAL						.00		62.50	
00000 001173	COPY CAT PRINTING	63249	9/19/2016		4100-051100-1241-512-510	214.49	214.49	205365	Office Supplies	01421 ACCT# 1707
	DISC. TOTAL						.00		214.49	
00000 000622	COUNTY OF GREENSVILLE	2015	10/03/2016		4100-061100-1214-611-610	2,273.44	2,273.44	205366	Comp Court Administrator	01421 ACCT# 65
	DISC. TOTAL						.00		2,273.44	
00000 001043	CRAWFORD'S SMALL ENGINE	20083	10/03/2016		4100-021200-1275-221-210	59.97	59.97	205367	Maintenance Equipment Repairs	01421 ACCT# 101232
	DISC. TOTAL						.00		59.97	
00000 999999	CUSTOM CLEANERS	001281	9/15/2016		4100-051100-1244-512-510	38.00	38.00	205368	Uniform Services	01421 ACCT# 1707
	DISC. TOTAL						.00		38.00	
00000 000193	DEPART OF MOTOR VEHICLES	16274764	9/30/2016		4100-051100-1245-512-510	10.00	10.00	205369	Law Enforcement Supplies	01421 ACCT# XXX-XX-1642
00000 000193		2016274765	10/05/2016		4100-041100-1299-412-410	720.00	720.00	205369	Misc. Oth.-DMV Stops	01421 ACCT# 546001642019
	DISC. TOTAL						.00		730.00	
00000 000868	DISH NETWORK	80372704 1016	10/04/2016		4100-021500-1234-253-210	46.03	46.03	205370	Telecommunications	01421 #8255707080372704
	DISC. TOTAL						.00		46.03	
00000 000084	DOMINION VIRGINIA POWER	0963166285 1016	10/03/2016		4100-021200-1276-221-210	147.97	147.97	205371	Electric	01421 ACCT# 0963166285
00000 000084		1088433121 0916	9/29/2016		4100-021200-1276-221-210	47.99	47.99	205371	Electric	01421 ACCT# 1088433121
00000 000084		3500335009 0916	9/29/2016		4100-021200-1276-221-210	1,392.23	1,392.23	205371	Electric	01421 ACCT# 3500335009
00000 000084		3776508966 0916	9/30/2016		4100-021200-1276-221-210	6.59	6.59	205371	Electric	01421 ACCT# 3776508966
00000 000084		4723819456 1016	10/03/2016		4100-021200-1276-221-210	143.44	143.44	205371	Electric	01421 ACCT# 4723819456
00000 000084		6860160149 0916	9/29/2016		4100-021200-1276-221-210	457.39	457.39	205371	Electric	01421 ACCT# 6860160149
00000 000084		7190905005 0916	9/29/2016		4100-021600-1276-263-210	236.48	236.48	205371	Electric	01421 ACCT# 7190905005
00000 000084		7860242267 0916	9/29/2016		4100-021200-1276-221-210	319.18	319.18	205371	Electric	01421 ACCT# 7860242267
00000 000084		9293060001 1016	10/03/2016		4100-021600-1276-266-210	44.47	44.47	205371	Electric	01421 ACCT# 9293060001
00000 000084		9560347503 0916	9/29/2016		4100-021200-1276-221-210	2,999.09	2,999.09	205371	Electric	01421 ACCT# 9560347503



P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT	BATCH INV. DESCRIPTION
00000 000084		9630317502 0916	9/29/2016		4100-021200-1276-221-210	540.03	205371		Electric	01421 ACCT# 9630317502
00000 000084		9650330005 0916	9/29/2016		4100-021200-1276-221-210	394.27	205371		Electric	01421 ACCT# 9650330005
		DISC. TOTAL	6,729.13	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00			6,729.13	
00000 000910	GILLIAM, MONTAQUE	MG 092416	9/24/2016		4100-021200-1234-221-210	50.00	205372		Telecommunications	01421 REIMBURSEMENT
		DISC. TOTAL	50.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00			50.00	
00000 001484	HALEY FORD	44415585	9/23/2016		4100-051100-1265-512-510	482.14	205373		Vehicle Maintenance & Repairs	01421 SUSSEX SHERIFF DEPT.
		DISC. TOTAL	482.14	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00			482.14	
00000 001406	HONEYWELL INTERNATIONAL	5237767201	10/01/2016		4100-021500-1256-253-210	15,975.00	205374		Communication Equipment	01421 ACCT# 5271115
		DISC. TOTAL	15,975.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00			15,975.00	
00000 001363	INSERCORP	03475	10/07/2016		4100-021100-1255-211-210	2,500.00	205375		Maintenance Service Contract	01421 SUSSEX COUNTY
		DISC. TOTAL	2,500.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00			2,500.00	
00000 000049	JARRATT HARDWARE	A134631	9/15/2016		4100-021200-1272-221-210	27.97	205376		Building Maintenance & Repair	01421 ACCT# 136
00000 000049		A134831	9/23/2016		4100-021200-1272-221-210	43.57	205376		Building Maintenance & Repair	01421 ACCT# 136
00000 000049		A134911	9/26/2016		4100-021200-1272-221-210	5.39	205376		Building Maintenance & Repair	01421 ACCT# 136
00000 000049		A134964	9/28/2016		4100-021200-1274-221-210	.50	205376		Grounds Maintenance & Repairs	01421 ACCT# 136
00000 000049		B246484	9/22/2016		4100-021200-1273-221-210	16.90	205376		Building Systems Main & Repair	01421 ACCT# 136
		DISC. TOTAL	93.33	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00			93.33	
00000 000390	KUSTOM SIGNALS, INC	532559	9/20/2016		4100-051100-1245-512-510	311.50	205377		Law Enforcement Supplies	01421 ACCT# 12075
		DISC. TOTAL	311.50	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00			311.50	
00000 001115	LIFESTAR AMBULANCE	EMP-0920016	10/07/2016		4100-021500-2110-252-210-524	12,084.00	205378		Emergency Med. SVC - Pd EMT.	01421 SEPTEMBER 2016
		DISC. TOTAL	12,084.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00			12,084.00	
00000 001092	MACE INCORPORATED	2016-4	10/01/2016		4100-021500-1254-253-210	10,500.00	205379		Equipment Maintenance	01421 SUSSEX COUNTY
		DISC. TOTAL	10,500.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00			10,500.00	
00000 001275	MASON'S PLUMBING	931209	10/05/2016		4100-021600-1272-261-210	630.00	205380		Building Maintenance & Repair	01421 SUSSEX ANIMAL CONTRL
		DISC. TOTAL	630.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00			630.00	
00000 000635	MEDICAL TRANSFORT,LLC	07312016-01	8/01/2016		4100-021500-2110-252-210-524	16,060.00	205381		Emergency Med. SVC - Pd EMT.	01421 SUSSEX COUNTY
00000 000635		09302016	10/03/2016		4100-021500-2110-252-210-524	16,060.00	205381		Emergency Med. SVC - Pd EMT.	01421 SUSSEX COUNTY
		DISC. TOTAL	32,120.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00			32,120.00	
00000 001585	MINOR AND ASSOCIATES, PLL	121550	10/02/2016		4100-021100-1225-211-210	4,365.00	205382		Management Consulting Services	01421 SUSSEX COUNTY
		DISC. TOTAL	4,365.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00			4,365.00	
00000 000051	MSAG LLC	C312539	10/01/2016		4100-021400-1225-241-210	21.00	205383		Management Consulting Services	01421 SEPTEMBER 2016
		DISC. TOTAL	21.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00			21.00	
00000 001312	NADGUIDES	2390116	9/13/2016		4100-031100-1241-311-310	50.00	205384		Office Supplies	01421 ACCT# 222119
		DISC. TOTAL	50.00	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00			50.00	
00000 000159	ORKIN PEST CONTROL	134480154	10/01/2016		4100-021200-1272-221-210	338.17	205385		Building Maintenance & Repair	01421 ACCT# 1032945
		DISC. TOTAL	338.17	ACH PMT TOTAL	.00 CPA PMT TOTAL	.00			338.17	

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L ACCOUNT DESC.	BATCH INV-DESCRIPTION
00000 001256	PAJ SERVICES	081216	8/12/2016		4100-021600-1277-261-210	100.00	205386		Medical Services	01421 SUSSEX ANIMAL CNTRL
		CHECK TOTAL	100.00	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	100.00	
00000 000164	FITNEY-BOWES, LLC	3301454227	9/14/2016		4100-021100-1252-211-210	825.00	205387		Equipment Lease/Rental	01421 ACCT# 0010253226
		CHECK TOTAL	825.00	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	825.00	01421 ACCT# 0010253226
00000 000059	PROGRESS INDEX	300536030	9/09/2016		4100-011100-1235-111-110	210.80	205388		Advertising	01421 ACCT# 24532
		CHECK TOTAL	210.80	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	210.80	
00000 001610	RED WING SHOES INC	70084367	9/29/2016		4100-021400-1244-242-210	118.99	205389		Uniform Services	01421 SUSSEX BLDG INSP
		CHECK TOTAL	120.00	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	238.99	01421 SUSSEX ENVIR INSP
00000 001023	RICOH USA, INC.	5044791418	10/01/2016		4100-041100-1255-411-410	148.05	205390		Maintenance Service Contract	01421 ACCT# 17775354
		CHECK TOTAL	296.10	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	296.10	Maintenance Service Contract 01421 ACCT# 17775354
00000 001491	SIGNSWORK INC	3345	10/05/2016		4100-051100-1265-512-510	750.00	205391		Vehicle Maintenance & Repairs	01421 SUSSEX SHERIFF DEPT.
		CHECK TOTAL	750.00	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	750.00	
00000 000075	SIMPLEXGRINELL LP	78941339	10/03/2016		4100-021200-1273-221-210	2,449.63	205392		Building Systems Main & Repair	01421 ACCT# 68156
		CHECK TOTAL	2,449.63	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	2,449.63	
00000 001151	SMITH & KEENE	S-120957	9/27/2016		4100-021200-1273-221-210	89.00	205393		Building Systems Main & Repair	01421 SUSSEX-DSS
		CHECK TOTAL	89.00	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	89.00	
00000 000081	THACKER HARDWARE	51434	9/12/2016		4100-021200-1272-221-210	6.99	205394		Building Maintenance & Repair	01421 ACCT# 341500
		CHECK TOTAL	22.47	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	29.46	01421 ACCT# 341500
00000 000318	TOWN OF WAVERLY	0806 093016	9/30/2016		4100-021200-1277-221-210	58.50	205395		Water Services	01421 ACCT# 0806
		CHECK TOTAL	58.50	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	58.50	
00000 000232	TREASURER OF VIRGINIA	T303577	9/29/2016		4100-051100-1234-516-510	54.75	205396		Telecommunications	01421 ACCT# 4183000
		CHECK TOTAL	54.75	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	54.75	
00000 000080	TRI CITY OFFICE PRODUCTS	0116423-001	9/21/2016		4100-051100-1241-512-510	62.62	205397		Office Supplies	01421 ACCT# SCSD-0
		CHECK TOTAL	14.97	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	203.63	01421 ACCT# SAO-0
00000 000080		0116745-001	9/28/2016		4100-051100-1241-512-510	14.97	205397		Office Supplies	01421 ACCT# SCSD-0
		CHECK TOTAL	203.63	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	203.63	01421 ACCT# SCSD-0
00000 000087	VAN CLEEF AUTO PARTS INC	520259	8/03/2016		4100-051100-1265-512-510	250.00	205398		Vehicle Maintenance & Repairs	01421 ACCT# 27431
		CHECK TOTAL	16.00	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	16.00	01421 ACCT# 27431
00000 000087		992699	9/01/2016		4100-051100-1265-512-510	888.93	205398		Vehicle Maintenance & Repairs	01421 ACCT# 27431
		CHECK TOTAL	110.26	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	110.26	01421 ACCT# 27431
00000 000087		993249	9/07/2016		4100-051100-1265-512-510	247.59	205398		Vehicle Maintenance & Repairs	01421 ACCT# 27431
		CHECK TOTAL	591.23	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	591.23	01421 ACCT# 27431
00000 000087		993264	9/08/2016		4100-051500-1265-551-510	457.84	205398		Vehicle Maintenance & Repairs	01421 ACCT# 27431
		CHECK TOTAL	95.16	ACH PMT TOTAL	.00	CPA PMT TOTAL		TOTAL	95.16	01421 ACCT# 27431

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000 000087		993286	9/09/2016		4100-051500-1265-551-510	16.00	205398			Vehicle Maintenance & Repairs01421 ACCT# 27431	
00000 000087		993292	9/09/2016		4100-051500-1265-551-510	40.46	205398			Vehicle Maintenance & Repairs01421 ACCT# 27431	
00000 000087		993302	9/12/2016		4100-051100-1265-512-510	13.00	205398			Vehicle Maintenance & Repairs01421 ACCT# 27431	
00000 000087		993370	9/16/2016		4100-051100-1265-512-510	116.19	205398			Vehicle Maintenance & Repairs01421 ACCT# 27431	
00000 000087		993382	9/16/2016		4100-051100-1265-512-510	69.81	205398			Vehicle Maintenance & Repairs01421 ACCT# 27431	
00000 000087		993421	9/21/2016		4100-051100-1265-512-510	979.05	205398			Vehicle Maintenance & Repairs01421 ACCT# 27431	
					3,891.52					3,891.52	
										TOTAL	
00000 000087	VAN CLEEF AUTO PARTS INC	993429	9/22/2016		4100-051100-1265-512-510	110.26	205399			Vehicle Maintenance & Repairs01421 ACCT# 27431	
00000 000087		993445	9/23/2016		4100-051100-1265-512-510	121.81	205399			Vehicle Maintenance & Repairs01421 ACCT# 27431	
00000 000087		993450	9/23/2016		4100-021600-1265-261-210	346.26	205399			Vehicle Maintenance & Repairs01421 ACCT# 27430	
00000 000087		993456	9/23/2016		4100-051100-1265-512-510	64.19	205399			Vehicle Maintenance & Repairs01421 ACCT# 27431	
00000 000087		993489	9/27/2016		4100-051100-1265-512-510	816.38	205399			Vehicle Maintenance & Repairs01421 ACCT# 27431	
					1,458.90					1,458.90	
										TOTAL	
00000 000769	VERIZON	0232504072 1016	10/07/2016		4100-063100-1234-631-630	216.68	205400			Telecommunications	01421 ACCT# 000695890340
00000 000769		0232504134 1016	10/07/2016		4100-063100-1234-631-630	216.68	205400			Telecommunications	01421 ACCT# 000749973011
00000 000769		4342462453 1016	10/05/2016		4100-061100-1234-613-610	81.44	205400			Telecommunications	01421 ACCT# 000732325316
00000 000769		4342463724 1016	10/07/2016		4100-063100-1234-631-630	59.10	205400			Telecommunications	01421 ACCT# 000966301725
00000 000769		4342468256 1016	10/07/2016		4100-051100-1234-512-510	59.10	205400			Telecommunications	01421 ACCT# 00077014348
00000 000769		4345358364 1016	10/07/2016		4100-021200-1234-221-210	59.15	205400			Telecommunications	01421 ACCT# 000130843684
00000 000769		4346340705 1016	10/07/2016		4100-051500-1234-551-510	78.41	205400			Telecommunications	01421 ACCT# 00763493682
00000 000769		4346341094 1016	10/07/2016		4100-061100-1234-613-610	78.41	205400			Telecommunications	01421 ACCT# 000770254016
					848.97					848.97	
										TOTAL	
00000 000338	VIRGINIA SHERIFF'S	2017012	9/29/2016		4100-051100-1201-512-510	1,914.00	205401			Organization Membership	01421 SUSSEX SHERIFF DEPT.
					1,914.00					1,914.00	
										TOTAL	
00000 000637	WILLIAMS, GARY M	GMW 100716	10/07/2016		4100-062100-1292-621-620	97.62	205402			Bank/CC & Other Fees	01421 REIMBURSEMENT
					97.62					97.62	
										TOTAL	
00000 001572	WIMMER, WILLIE	361	10/11/2016		4100-021500-1265-252-210	311.40	205403			Vehicle Maintenance & Repairs01421 SUSSEX CO PUBLIC SAF	
					311.40					311.40	
										TOTAL	
00000 000093	XEROX CORPORATION	086307920	10/01/2016		4100-021400-1252-242-210	370.88	205404			Equipment Lease/Rental	01421 ACCT# 705194736
		086307920	10/01/2016		4100-021400-1252-241-210	370.89	205404			Equipment Lease/Rental	01421 ACCT# 705194736
					741.77					741.77	
										TOTAL	
00000 000087	VAN CLEEF AUTO PARTS INC	522705	9/09/2016		4100-051100-1265-512-510	2.99	205405			Vehicle Maintenance & Repairs01421 ACCT# 27431	
					2.99					2.99	
										TOTAL	
00000 000087			10/07/2016		4100-051100-1265-512-510	107,970.31				107,970.31	
										TOTAL	
00000 000087			10/07/2016		4100-051100-1265-512-510	107,970.31				107,970.31	
										TOTAL	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 107,970.31- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE 10/13/2016  
 DATE 10/13/16

DIRECTOR OF FINANCE  
 DEBORAH DAVIS, CO. ADMIN

DATE

ONNIE L. WOODRUFF, TREAS.

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH ACCT#	BATCH INV. DESCRIPTION
00000 001432	ADAMS, NAKIA R	NRA 101316	10/13/2016	10/13/2016	4100-051500-1207-551-510	39.16	205406			Mileage-Training/Conferences 01422 MILEAGE
DISC. TOTAL						.00				
00000 000842	AMERIGAS-PETERSBURG	3056934326	10/14/2016	10/14/2016	4100-021200-1279-221-210	1,181.21	205407			Propane Gas 01422 ACCT# 200142739
DISC. TOTAL						.00				
00000 999999	BALLENTINE, INC.	45578	9/23/2016	9/23/2016	4100-051500-1273-551-510	574.51	205408			Building Systems Main & Repair01422 SUSSEX JAIL
DISC. TOTAL						.00				
00000 000010	BANK OF SOUTHSIDE VA	2383 1016 01	9/08/2016	9/08/2016	4100-021200-1272-221-210	1,328.43	205409			Building Maintenance & Repair01422 #40532500002002383
00000 000010		2383 1016 02	9/12/2016	9/12/2016	4100-021200-1253-221-210	252.09	205409			Equipment Lease/Purchase 01422 # 40532500002002383
00000 000010		2383 1016 03	9/13/2016	9/13/2016	4100-041100-1258-411-410	88.95	205409			Computer Software/Application01422 # 40532500002002383
00000 000010		2383 1016 03	9/13/2016	9/13/2016	4100-031100-1255-311-310	88.95	205409			Maintenance Service Contract 01422 # 40532500002002383
00000 000010		2383 1016 04	9/22/2016	9/22/2016	4100-021400-1203-241-210	80.00	205409			Workshops and Conferences 01422 # 40532500002002383
00000 000010		2383 1016 05	9/25/2016	9/25/2016	4100-021400-1258-241-210	14.99	205409			Computer Software/Application01422 # 40532500002002383
00000 000010		2383 1016 06	9/25/2016	9/25/2016	4100-021400-1204-243-210	109.97	205409			Lodging 01422 # 40532500002002383
00000 000010		2383 1016 07	9/28/2016	9/28/2016	4100-031100-1204-311-310	404.59	205409			Lodging 01422 # 40532500002002383
00000 000010		2383 1016 08	9/29/2016	9/29/2016	4100-021400-1205-241-210	35.01	205409			Meals 01422 # 40532500002002383
00000 000010		2383 1016 09	9/30/2016	9/30/2016	4100-021600-1203-261-210	190.00	205409			Workshops and Conferences 01422 # 40532500002002383
00000 000010		2383 1016 10	9/30/2016	9/30/2016	4100-011100-1203-111-110	300.00	205409			Workshops and Conferences 01422 # 40532500002002383
00000 000010		2383 1016 11	9/01/2016	9/01/2016	4100-021100-1292-211-210	64.42	205409			Bank/Credit Card Fees 01422 # 40532500002002383
DISC. TOTAL						2,957.40				2,957.40
00000 001507	BARKSDALE OILS INC.	SUSSCTY 093016	9/30/2016	9/30/2016	4100-021600-1264-261-210	295.08	205410			Gasoline/Mileage-Non Training01422 ACCT# SUSSCTY
00000 001507		SUSSCTY 093016	9/30/2016	9/30/2016	4100-021200-1264-221-210	401.19	205410			Gasoline/Mileage-Non Training01422 ACCT# SUSSCTY
00000 001507		SUSSCTY 093016	9/30/2016	9/30/2016	4100-021400-1264-242-210	109.02	205410			Gasoline/Mileage-Non Training01422 ACCT# SUSSCTY
00000 001507		SUSSCTY 093016	9/30/2016	9/30/2016	4100-021600-1264-262-210	421.54	205410			Gasoline/Mileage-Non Training01422 ACCT# SUSSCTY
00000 001507		SUSSCTY 093016	9/30/2016	9/30/2016	4100-021300-1264-231-210	113.38	205410			Gasoline/Mileage-Non Training01422 ACCT# SUSSCTY
00000 001507		SUSSCTY 093016	9/30/2016	9/30/2016	4100-021400-1264-241-210	40.70	205410			Gasoline/Mileage-Non Training01422 ACCT# SUSSCTY
00000 001507		SUSSCTY 093016	9/30/2016	9/30/2016	4100-021500-1264-253-210	85.76	205410			Gasoline/Mileage-Non Training01422 ACCT# SUSSCTY
00000 001507		SUSSCTY 093016	9/30/2016	9/30/2016	4100-051100-1264-512-510	5,615.23	205410			Gasoline/Mileage-Non Training01422 ACCT# SUSSCTY
00000 001507		SUSSCTY 093016	9/30/2016	9/30/2016	4105-071100-1264-711-710	103.21	205410			Gasoline 01422 ACCT# SUSSCTY
DISC. TOTAL						7,185.11				7,185.11
00000 001584	BITRSCH INDUSTRIES, INC.	828223	10/13/2016	10/13/2016	4100-021200-1247-221-210	913.45	205411			Janitorial Supplies 01422 ACCT# 67620
DISC. TOTAL						.00				
00000 000915	BLACKWATER REGIONAL	4	10/12/2016	10/12/2016	4100-081400-2110-826-810	38,746.25	205412			Blackwater/Regional Library 01422 FY16/17 2ND QUARTER
DISC. TOTAL						.00				
00000 001251	CABIN POINT VETERINARY	48103	10/04/2016	10/04/2016	4100-021600-1227-261-210	130.00	205413			Medical Services 01422 ACCT# 1707
DISC. TOTAL						.00				
00000 001485	CENTRAL AGRIBUSINESS	JR9879	10/04/2016	10/04/2016	4100-051500-1246-551-510	88.20	205414			Food Supplies 01422 SUSSEX SHERIFF DEPT.
DISC. TOTAL						.00				
00000 001448	COMMUNITY PLANNING	16233	10/05/2016	10/05/2016	4100-021300-9003-231-210	779.02	205415			CDBG Planning Grant-Pocahontas01422 ACCT# 79101
DISC. TOTAL						.00				
00000 001449	CONVERGENT TECHNOLOGIES	19203	10/11/2016	10/11/2016	4100-051100-1224-516-510	275.00	205416			Information System Services 01422 SUSSEX SHERIFF
DISC. TOTAL						.00				

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000 000494	CRATER HEALT DISTRICT	18310-2017	10/12/2016		4100-081100-2110-801-810	44,122.25	205417		Cater Health District	01422 FIRST QUARTER 2017
	DISC. TOTAL				.00 CPA PMT TOTAL	.00	TOTAL		44,122.25	
00000 000024	CRATER YOUTH CARE	1726-01	10/12/2016		4100-081800-2110-863-810	3,232.67	205418		Crater Criminal Justice/fr SH01422 LOCAL DETENTION FEES	
	DISC. TOTAL				4100-081800-2110-863-810	16,100.50	205418		Crater Criminal Justice/fr SH01422 2ND QTR DET FEES	
	DISC. TOTAL				.00 CPA PMT TOTAL	.00	TOTAL		19,333.17	
00000 000871	CRYSTAL SPRINGS	10726073	10/08/2016		4100-021200-1277-221-210	112.14	205419		Water Services	01422 #508239010726073
	DISC. TOTAL				.00 CPA PMT TOTAL	.00	TOTAL		112.14	
00000 000902	DOC FARMER'S MARKET	MKT47993	10/03/2016		4100-051500-1246-551-510	216.80	205420		Food Supplies	01422 SUSSEX JAIL
	DISC. TOTAL				4100-051500-1246-551-510	216.80	205420		Food Supplies	01422 SUSSEX JAIL
	DISC. TOTAL				.00 CPA PMT TOTAL	.00	TOTAL		433.60	
00000 001451	FLOWERS FOODS	1063504730	9/26/2016		4100-051500-1246-551-510	86.40	205421		Food Supplies	01422 ACCTH 40351872
	DISC. TOTAL				4100-051500-1246-551-510	86.40	205421		Food Supplies	01422 ACCTH 40351872
	DISC. TOTAL				.00 CPA PMT TOTAL	.00	TOTAL		172.80	
00000 001081	GREENE'S SERVICE CENTER,	53252	10/10/2016		4100-051100-1265-512-510	50.00	205422		Vehicle Maintenance & Repairs01422 SUSSEX SHERIFF DEPT.	
	DISC. TOTAL				4100-051100-1265-512-510	50.00	205422		Vehicle Maintenance & Repairs01422 SUSSEX SHERIFF DEPT.	
	DISC. TOTAL				.00 CPA PMT TOTAL	.00	TOTAL		100.00	
00000 000148	HOLIDAY ICE	697693	10/06/2016		4100-051500-1246-551-510	73.20	205423		Food Supplies	01422 ACCTH 3455
	DISC. TOTAL				4100-051500-1246-551-510	42.70	205423		Food Supplies	01422 ACCTH 3455
	DISC. TOTAL				.00 CPA PMT TOTAL	.00	TOTAL		115.90	
00000 000049	JARRATT HARDWARE	A134257	9/02/2016		4100-021600-1272-261-210	4.93	205424		Building Maintenance & Repair01422 ACCTH 136	
	DISC. TOTAL				4100-021600-1272-261-210	4.03	205424		Building Maintenance & Repair01422 ACCTH 136	
	DISC. TOTAL				4100-021600-1272-261-210	7.49	205424		Building Maintenance & Repair01422 ACCTH 136	
	DISC. TOTAL				.00 CPA PMT TOTAL	.00	TOTAL		16.45	
00000 001533	JOHN DEERE FINANCIAL	5396476	10/03/2016		4100-021200-1275-221-210	66.78	205425		Maintenance Equipment Repairs01422 ACCTH 11113-41658	
	DISC. TOTAL				.00 CPA PMT TOTAL	.00	TOTAL		66.78	
00000 000583	JONES ELECTRIC CONTRACTOR	13828	9/29/2016		4100-021600-1272-261-210	291.00	205426		Building Maintenance & Repair01422 SUSSEX ANML CNTRL	
	DISC. TOTAL				.00 CPA PMT TOTAL	.00	TOTAL		291.00	
00000 001611	KUSTOM KARTS OF VA	13115	10/03/2016		4100-051100-1265-512-510	675.00	205427		Vehicle Maintenance & Repairs01422 SUSSEX SHERIFF DEPT.	
	DISC. TOTAL				.00 CPA PMT TOTAL	.00	TOTAL		675.00	
00000 000635	MEDICAL TRANSPORT, LLC	09302016-01	10/03/2016		4100-021500-2110-252-210-524	28,800.00	205428		Emergency Med. SVC - Pd EMT. 01422 WAVERLY RESCUE SQUAD	
	DISC. TOTAL				.00 CPA PMT TOTAL	.00	TOTAL		28,800.00	
00000 001256	PAJ SERVICES	082316	8/23/2016		4100-021600-1272-261-210	800.00	205429		Building Maintenance & Repair01422 SUSSEX ANML CNTRL	
	DISC. TOTAL				.00 CPA PMT TOTAL	.00	TOTAL		800.00	
00000 000150	PATE DAMSON	M65213	10/13/2016		4100-051500-1246-551-510	3,872.91	205430		Food Supplies	01422 ACCTH 91033
	DISC. TOTAL				.00 CPA PMT TOTAL	.00	TOTAL		3,872.91	
00000 001588	PILOT MEDIA	25182341	9/04/2016		4100-021400-1235-242-210	789.26	205431		Advertising	01422 SUSSEX COUNTY
	DISC. TOTAL				.00 CPA PMT TOTAL	.00	TOTAL		789.26	

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P DATE	ACCOUNT NO.	ACH PMT TOTAL	NET AMOUNT	CHECK NO.	ACH PMT G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000 000164	PITNEY-BOWES, LLC	3301845556	10/03/2016	10/03/2016	4100-021100-1252-211-210	825.00	825.00	205432	Equipment Lease/Rental	01422 ACCT# 0010293226
									825.00	
00000 000061	PRINCE GEORGE ELECTRIC	2006028100	10/04/2016	10/04/2016	4100-021200-1276-221-210	440.10	440.10	205433	Electric	01422 ACCT# 2006028100
									440.10	
00000 000059	PROGRESS INDEX	300532823	9/04/2016	9/04/2016	4100-021400-1235-242-210	255.00	255.00	205434	Advertising	01422 ACCT# 24532
									255.00	
00000 001226	R.M. WILKINSON OIL CO, INC	405680	9/30/2016	9/30/2016	4100-051500-1273-551-510	261.00	261.00	205435	Building Systems Main & Repair	01422 ACCT# 4690-1
									427.96	
00000 000722	RUSSELL FENCE CO., INC	100616	10/06/2016	10/06/2016	4100-051500-1273-551-510	24.48	24.48	205438	Building Systems Main & Repair	01422 ACCT# 4690-1
									688.96	
00000 000064	RAWLINGS MECHANICAL CORP.	41032	10/12/2016	10/12/2016	4100-021200-1273-221-210	182.00	182.00	205436	Building Systems Main & Repair	01422 ACCT# 2006028100
									182.00	
00000 000701	RCN	OCTOBER 2016	10/05/2016	10/05/2016	4100-051500-1234-551-510	35.55	35.55	205437	Telecommunications	01422 #2501-0109465-01
									35.55	
00000 000722	RUSSELL FENCE CO., INC	100616	10/06/2016	10/06/2016	4100-051500-1273-551-510	24.48	24.48	205438	Building Systems Main & Repair	01422 ACCT# 4690-1
									24.48	
00000 001151	SMITH & KEENE	S-121329	10/07/2016	10/07/2016	4100-021200-1273-221-210	1,962.00	1,962.00	205439	Building Systems Main & Repair	01422 ACCT# 2006028100
									1,962.00	
00000 000074	STAPLES CREDIT PLAN	CREDIT	9/01/2016	9/01/2016	4100-021100-1241-211-210	132.24	132.24	205440	Office Supplies	01422 # 6035517812578820
									22.91	
00000 000074	STAPLES CREDIT PLAN	15472	9/13/2016	9/13/2016	4100-021100-1241-211-210	191.12	191.12	205440	Office Supplies	01422 # 6035517812578820
									187.98	
00000 000074	STAPLES CREDIT PLAN	1657336291	9/24/2016	9/24/2016	4100-021100-1241-211-210	506.97	506.97	205440	Computer & Printer Purchase	01422 # 6035517812578820
									33.13	
00000 000074	STAPLES CREDIT PLAN	40901	9/13/2016	9/13/2016	4100-021100-1241-211-210	97.99	97.99	205440	Office Supplies	01422 # 6035517812578820
									862.04	
00000 000293	STONY CREEK PARTS CO	61130	8/25/2016	8/25/2016	4100-021200-1265-221-210	13.71	13.71	205441	Vehicle Maintenance & Repairs	01422 ACCT# 71350
									13.71	
00000 000067	STONY CREEK PHARMACY	SCP 101716	10/17/2016	10/17/2016	4100-051500-1293-551-510	808.37	808.37	205442	Inmate Medical Expenses	01422 SEPTEMBER 2016
									808.37	
00000 000162	SUFFOLK ENERGIES INC	439703	9/30/2016	9/30/2016	4100-051100-1264-512-510	128.14	128.14	205443	Gasoline/Mileage-Non Training	01422 ACCT# 66740352
									128.14	
00000 000077	SUSSEX SERVICE AUTHORITY	200814014	8/31/2016	8/31/2016	4100-021600-1277-263-210	3,007.80	3,007.80	205444	Water Services	01422 ACCT# 2699
									2,969.11	
00000 000072	SUSSEX-SURRY DISPATCH	2016 RENEW #693	10/17/2016	10/17/2016	4100-051500-1202-551-510	34.00	34.00	205445	Publ., Subsc., Books, Ref.	01422 ACCT# 693
									34.00	
00000 000080	FRI CITY OFFICE PRODUCTS	0115720-001	8/05/2016	8/05/2016	4100-021300-1241-231-210	83.37	83.37	205446	Office Supplies	01422 ACCT# SAO-0
									83.37	

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH	G/L ACCOUNT	DESC.	BATCH	INV. DESCRIPTION
00000	000831	VACORP	12986	7/01/2016		4100-051100-1128-512-510	604.56	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
00000	000831		12986	7/01/2016		4100-051500-1128-511-510	447.73	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
00000	000831		12986	7/01/2016		4100-023100-1128-291-230	48.27	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
00000	000831		12986	7/01/2016		4100-021100-1128-211-210	172.11	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
00000	000831		12986	7/01/2016		4100-062100-1128-621-620	110.33	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
00000	000831		12986	7/01/2016		4100-063100-1128-632-630	23.19	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
00000	000831		12986	7/01/2016		4100-021400-1128-241-210	15.35	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
00000	000831		12986	7/01/2016		4100-031100-1128-311-310	69.93	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
00000	000831		12986	7/01/2016		4100-041100-1128-411-410	94.26	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
00000	000831		12986	7/01/2016		4100-022100-1128-281-220	24.65	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
00000	000831		12986	7/01/2016		4100-063100-1128-631-630	150.41	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
00000	000831		12986	7/01/2016		4100-021600-1128-261-210	56.95	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
00000	000831		12986	7/01/2016		4100-021200-1128-221-210	84.16	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
00000	000831		12986	7/01/2016		4100-021600-1128-262-210	36.28	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
00000	000831		12986	7/01/2016		4100-021400-1128-242-210	69.07	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
00000	000831		12986	7/01/2016		4100-021300-1128-231-210	47.95	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
00000	000831		12986	7/01/2016		4100-021500-1128-253-210	29.58	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
00000	000831		12986	7/01/2016		4100-021400-1128-241-210	33.30	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
00000	000831		12986	7/01/2016		4105-071100-1128-711-710	117.83	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
00000	000831		12986	7/01/2016		4105-071100-1128-711-710	354.09	205447			Worker's Comp - Self Insured	01422	POLICY#	VA-SU-107-16
						DISC. TOTAL	2,590.00				TOTAL			2,590.00
00000	000757	VERIZON BUSINESS	66458550	10/10/2016		4100-021100-1234-211-210	47.64	205448			Telecommunications	01422	ACCT#	Y2694822
00000	000757		66458550	10/10/2016		4100-021400-1234-241-210	47.64	205448			Telecommunications	01422	ACCT#	Y2694822
00000	000757		66458550	10/10/2016		4100-021400-1234-242-210	47.64	205448			Telecommunications	01422	ACCT#	Y2694822
00000	000757		66458550	10/10/2016		4100-041100-1234-411-410	47.64	205448			Telecommunications	01422	ACCT#	Y2694822
00000	000757		66458550	10/10/2016		4100-031100-1234-311-310	47.64	205448			Telecommunications	01422	ACCT#	Y2694822
00000	000757		66458550	10/10/2016		4100-023100-1234-291-230	47.64	205448			Telecommunications	01422	ACCT#	Y2694822
00000	000757		66458550	10/10/2016		4100-021500-1234-253-210	47.64	205448			Telecommunications	01422	ACCT#	Y2694822
00000	000757		66458550	10/10/2016		4100-051100-1234-516-510	47.68	205448			Telecommunications	01422	ACCT#	Y2694822
00000	000757		66458550	10/10/2016		4100-063100-1234-631-630	47.64	205448			Telecommunications	01422	ACCT#	Y2694822
						DISC. TOTAL	428.80				TOTAL			428.80
00000	000039	VERIZON WIRELESS	9773511422	10/10/2016		4100-011100-1234-111-110	189.71	205449			Telecommunications	01422	#805250394-00001	
00000	000039		9773511422	10/10/2016		4100-021100-1234-211-210	129.92	205449			Telecommunications	01422	#805250394-00001	
00000	000039		9773511422	10/10/2016		4100-021200-1234-221-210	86.08	205449			Telecommunications	01422	#805250394-00001	
00000	000039		9773511422	10/10/2016		4100-021300-1234-231-210	127.32	205449			Telecommunications	01422	#805250394-00001	
00000	000039		9773511422	10/10/2016		4100-021400-1234-241-210	114.91	205449			Telecommunications	01422	#805250394-00001	
00000	000039		9773511422	10/10/2016		4100-021400-1234-242-210	40.01	205449			Telecommunications	01422	#805250394-00001	
00000	000039		9773511422	10/10/2016		4100-021500-1234-253-210	89.91	205449			Telecommunications	01422	#805250394-00001	
00000	000039		9773511422	10/10/2016		4100-021600-1234-261-210	309.74	205449			Telecommunications	01422	#805250394-00001	
00000	000039		9773511422	10/10/2016		4100-021600-1234-262-210	233.91	205449			Telecommunications	01422	#805250394-00001	
00000	000039		9773511422	10/10/2016		4100-023100-1234-291-230	40.01	205449			Telecommunications	01422	#805250394-00001	
00000	000039		9773511422	10/10/2016		4100-061100-1234-613-610	49.90	205449			Telecommunications	01422	#805250394-00001	
						DISC. TOTAL	1,411.42				TOTAL			1,411.42
00000	001590	WOODLEY & FLYNN, PLLC	130	10/14/2016		4100-022100-1223-281-220	6,250.00	205450			Legal Services	01422	SUSSEX COUNTY	
						DISC. TOTAL	.00				TOTAL			6,250.00
00000	000093	XEROX CORPORATION	086307924	10/01/2016		4100-061100-1252-612-610	218.30	205451			Equipment Lease/Rental	01422	ACCT#	721126803
						DISC. TOTAL	.00				TOTAL			218.30
00000	000757					DISC. TOTAL	.00				TOTAL			175,788.72
00000	000757					DISC. TOTAL	.00				TOTAL			175,788.72



I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 175,788.72<sup>00</sup> EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE

10/20/2016

DATE

10/20/16

DATE

DIRECTOR OF FINANCE

DEBORAH DAVIS, CO. ADMIN

CONNIE WOODRUFF, TREAS.

*Deborah Davis*  
*Connie Woodruff*

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P DATE	ACH DATE	ACH AMT	ACH PMT	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH AMT	ACH PMT	BATCH INV. DESCRIPTION
00000	ANTHEM BLUE CROSS & SHIELD	101216	10/12/2016	10/12/2016	10/12/2016	1,971.84	0.00	4100-051500-1293-551-510	1,971.84	205464	0.00	0.00	01423 CTYGRP 20 END 09/16
													Inmate Medical Expenses
													1,971.84
00000	BANK OF SOUTHSIDE VA	0016 1016 01	9/14/2016	9/14/2016	9/14/2016	208.82	205465	4100-051100-1205-512-510	208.82	205465	208.82	0.00	01423 R. BELL ACCT.
00000	BANK OF SOUTHSIDE VA	0016 1016 02	9/15/2016	9/15/2016	9/15/2016	784.00	205465	4100-051100-1204-512-510	784.00	205465	784.00	0.00	01423 R. BELL ACCT.
00000	BANK OF SOUTHSIDE VA	0016 1016 03	9/23/2016	9/23/2016	9/23/2016	30.75	205465	4100-051100-1205-512-510	30.75	205465	30.75	0.00	01423 R. BELL ACCT.
00000	BANK OF SOUTHSIDE VA	0065 1016 01	10/03/2016	10/03/2016	10/03/2016	885.00	205465	4100-051100-1203-512-510	885.00	205465	885.00	0.00	01423 K. BEALE ACCT.
00000	BANK OF SOUTHSIDE VA	0123 1016 01	9/12/2016	9/12/2016	9/12/2016	32.80	205465	4100-051100-1205-512-510	32.80	205465	32.80	0.00	01423 V. GIVENS ACCT.
00000	BANK OF SOUTHSIDE VA	0123 1016 02	9/12/2016	9/12/2016	9/12/2016	11.13	205465	4100-051100-1205-512-510	11.13	205465	11.13	0.00	01423 V. GIVENS ACCT.
00000	BANK OF SOUTHSIDE VA	0123 1016 03	9/14/2016	9/14/2016	9/14/2016	29.82	205465	4100-051100-1205-512-510	29.82	205465	29.82	0.00	01423 V. GIVENS ACCT.
00000	BANK OF SOUTHSIDE VA	0123 1016 04	9/15/2016	9/15/2016	9/15/2016	784.00	205465	4100-051100-1204-512-510	784.00	205465	784.00	0.00	01423 V. GIVENS ACCT.
00000	BANK OF SOUTHSIDE VA	0123 1016 05	9/15/2016	9/15/2016	9/15/2016	802.30	205465	4100-051100-1204-512-510	802.30	205465	802.30	0.00	01423 V. GIVENS ACCT.
00000	BANK OF SOUTHSIDE VA	0123 1016 06	9/15/2016	9/15/2016	9/15/2016	92.00	205465	4100-051500-1299-551-510	92.00	205465	92.00	0.00	01423 V. GIVENS ACCT.
00000	BANK OF SOUTHSIDE VA	0123 1016 07	9/21/2016	9/21/2016	9/21/2016	8.49	205465	4100-051500-1246-551-510	8.49	205465	8.49	0.00	01423 V. GIVENS ACCT.
00000	BANK OF SOUTHSIDE VA	0123 1016 08	9/22/2016	9/22/2016	9/22/2016	8.49	205465	4100-051500-1246-551-510	8.49	205465	8.49	0.00	01423 V. GIVENS ACCT.
00000	BANK OF SOUTHSIDE VA	0123 1016 09	9/26/2016	9/26/2016	9/26/2016	6.83	205465	4100-051500-1265-551-510	6.83	205465	6.83	0.00	01423 V. GIVENS ACCT.
00000	BANK OF SOUTHSIDE VA	0123 1016 10	10/05/2016	10/05/2016	10/05/2016	19.12	205465	4100-051500-1205-551-510	19.12	205465	19.12	0.00	01423 V. GIVENS ACCT.
						3,703.55			3,703.55				
00000	BANK OF SOUTHSIDE VA	0131 1016 01	9/21/2016	9/21/2016	9/21/2016	8.49	205466	4100-051500-1246-551-510	8.49	205466	8.49	0.00	01423 E. GILES ACCT.
00000	BANK OF SOUTHSIDE VA	0156 1016 01	10/06/2016	10/06/2016	10/06/2016	101.25	205466	4100-051500-1247-551-510	101.25	205466	101.25	0.00	01423 S. CHAPPELL ACCT.
00000	BANK OF SOUTHSIDE VA	0164 1016 01	9/14/2016	9/14/2016	9/14/2016	4.21	205466	4100-051100-1245-512-510	4.21	205466	4.21	0.00	01423 J. OGBURN ACCT.
00000	BANK OF SOUTHSIDE VA	0164 1016 02	10/03/2016	10/03/2016	10/03/2016	12.53	205466	4100-051100-1245-512-510	12.53	205466	12.53	0.00	01423 J. OGBURN ACCT.
00000	BANK OF SOUTHSIDE VA	0164 1016 03	10/03/2016	10/03/2016	10/03/2016	3.94	205466	4100-051100-1245-512-510	3.94	205466	3.94	0.00	01423 J. OGBURN ACCT.
00000	BANK OF SOUTHSIDE VA	0164 1016 04	10/10/2016	10/10/2016	10/10/2016	98.95	205466	4100-051100-1244-512-510	98.95	205466	98.95	0.00	01423 J. OGBURN ACCT.
00000	BANK OF SOUTHSIDE VA	0164 1016 05	10/10/2016	10/10/2016	10/10/2016	78.95	205466	4100-051100-1244-512-510	78.95	205466	78.95	0.00	01423 J. OGBURN ACCT.
00000	BANK OF SOUTHSIDE VA	0164 1016 06	10/10/2016	10/10/2016	10/10/2016	59.99	205466	4100-051100-1244-512-510	59.99	205466	59.99	0.00	01423 J. OGBURN ACCT.
00000	BANK OF SOUTHSIDE VA	0172 1016 01	9/13/2016	9/13/2016	9/13/2016	720.00	205466	4100-051100-1203-512-510	720.00	205466	720.00	0.00	01423 V. RICKS ACCT.
00000	BANK OF SOUTHSIDE VA	0172 1016 02	9/20/2016	9/20/2016	9/20/2016	17.68	205466	4100-051100-1205-512-510	17.68	205466	17.68	0.00	01423 V. RICKS ACCT.
00000	BANK OF SOUTHSIDE VA	0172 1016 03	9/20/2016	9/20/2016	9/20/2016	5.27	205466	4100-051100-1205-512-510	5.27	205466	5.27	0.00	01423 V. RICKS ACCT.
00000	BANK OF SOUTHSIDE VA	0172 1016 04	10/03/2016	10/03/2016	10/03/2016	25.30	205466	4100-051500-1247-551-510	25.30	205466	25.30	0.00	01423 V. RICKS ACCT.
00000	BANK OF SOUTHSIDE VA	0172 1016 05	10/06/2016	10/06/2016	10/06/2016	182.10	205466	4100-051500-1247-551-510	182.10	205466	182.10	0.00	01423 V. RICKS ACCT.
						1,318.66			1,318.66				
00000	BENJ. FRANKLIN PRINTING CO	37184	9/24/2016	9/24/2016	9/24/2016	90.70	205467	4100-023100-1241-291-230	90.70	205467	90.70	0.00	01423 SUSSEX CO ELECT BD
00000	BENJ. FRANKLIN PRINTING CO	37263	10/05/2016	10/05/2016	10/05/2016	90.70	205467	4100-023100-1241-291-230	90.70	205467	90.70	0.00	01423 SUSSEX CO ELECT BD
						181.40			181.40				
00000	CENTRAL AGRIBUSINESS	JR10064	10/19/2016	10/19/2016	10/19/2016	88.20	205468	4100-051500-1246-551-510	88.20	205468	88.20	0.00	01423 SUSSEX SHERIFF DEPT.
00000	CENTRAL AGRIBUSINESS	JR9969	10/13/2016	10/13/2016	10/13/2016	88.20	205468	4100-051500-1246-551-510	88.20	205468	88.20	0.00	01423 SUSSEX SHERIFF DEPT.
						176.40			176.40				
00000	CONNIE LOUISE EDWARDS, PC	7619847	10/13/2016	10/13/2016	10/13/2016	120.00	205469	4100-061100-1223-611-610	120.00	205469	120.00	0.00	01423 HATCHER, MARLON
						120.00			120.00				
00000	CONVERGENT TECHNOLOGIES	19252	10/19/2016	10/19/2016	10/19/2016	26.25	205470	4100-051100-1224-512-510	26.25	205470	26.25	0.00	01423 SUSSEX SHERIFF DEPT.
00000	CONVERGENT TECHNOLOGIES	19253	10/19/2016	10/19/2016	10/19/2016	26.25	205470	4100-051100-1224-512-510	26.25	205470	26.25	0.00	01423 SUSSEX SHERIFF DEPT.
						52.50			52.50				
00000	CRYSTAL SPRINGS	1351524	10/06/2016	10/06/2016	10/06/2016	172.92	205471	4100-051500-1246-551-510	172.92	205471	172.92	0.00	01423 ACCTH 11416131351524
00000	CRYSTAL SPRINGS	1352472	10/16/2016	10/16/2016	10/16/2016	138.04	205471	4100-021100-1277-211-210	138.04	205471	138.04	0.00	01423 ACCTH11425301352472

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH ACH PMT	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
00000 000871		15692716	10/05/2016		4100-041100-1277-411-410	21.97	205471			Water Services	01423 # 695034615692716
		CHECK TOTAL	332.93			.00				332.93	
00000 000902	DOC FARMER'S MARKET	MKT48251	10/17/2016		4100-051500-1246-551-510	239.55	205472			Food Supplies	01423 SUSSEX CO JAIL
		CHECK TOTAL	239.55			.00				239.55	
00000 001516	ELLIS, KELLY BRITT	KBE 102016	10/20/2016		4100-041100-1264-411-410	46.28	205473			Gasoline/Mileage-Non Training	01423 ACCT# 40351872
		CHECK TOTAL	46.28			.00				46.28	
00000 001451	FLOWERS FOODS	1084404730	10/10/2016		4100-051500-1246-551-510	86.40	205474			Food Supplies	01423 ACCT# 40351872
		CHECK TOTAL	86.40			.00				86.40	
00000 000152	GALLS, LLC	006178227	10/04/2016		4100-051500-1245-551-510	86.00	205475			Law Enforcement Supplies	01423 ACCT# 5417395
		CHECK TOTAL	86.00			.00				86.00	
00000 000041	GLENN'S AUTOMOTIVE BODY	8940	6/13/2016		4100-021200-1275-221-210	30.00	205476			Maintenance Equipment Repairs	01423 SUSSEX BLDG & GRNDS
		CHECK TOTAL	30.00			.00				30.00	
00000 001550	KINEX NETWORKING SOLUTION	161019-0002	10/19/2016		4100-021100-1234-211-210	125.00	205477			Telecommunications	01423 SUSSEX COUNTY
		CHECK TOTAL	125.00			.00				125.00	
00000 001550		161019-0002	10/19/2016		4100-021400-1234-241-210	125.00	205477			Telecommunications	01423 SUSSEX COUNTY
		CHECK TOTAL	125.00			.00				125.00	
00000 001550		161019-0002	10/19/2016		4100-041100-1234-411-410	125.00	205477			Telecommunications	01423 SUSSEX COUNTY
		CHECK TOTAL	125.00			.00				125.00	
00000 001550		161019-0002	10/19/2016		4100-031100-1234-311-310	125.00	205477			Telecommunications	01423 SUSSEX COUNTY
		CHECK TOTAL	125.00			.00				125.00	
00000 001550		161019-0002	10/19/2016		4100-023100-1234-231-230	125.00	205477			Telecommunications	01423 SUSSEX COUNTY
		CHECK TOTAL	125.00			.00				125.00	
00000 001550		161019-0002	10/19/2016		4100-021500-1234-253-210	875.00	205477			Telecommunications	01423 SUSSEX COUNTY
		CHECK TOTAL	875.00			.00				875.00	
00000 000129	LOGAN SYSTEMS, INC	47779	3/15/2016		4100-062100-1236-621-620	6,000.00	205478			Microfilming & Scanning Servi	01423 SUSSEX CIRCUIT COURT
		CHECK TOTAL	12,000.00			.00				12,000.00	
00000 001566	MARLIN BUSINESS BANK	14451989	10/09/2016		4100-051100-1252-512-510	3,716.86	205479			Equipment Lease/Rental	01423 ACCT# 1454841
		CHECK TOTAL	3,716.86			.00				3,716.86	
00000 001046	MCI	4342465511	10/13/2016		4100-021100-1234-211-210	39.78	205480			Telecommunications	01423 ACCT# 08692926192
		CHECK TOTAL	39.78			.00				39.78	
00000 001046		4342465511	10/13/2016		4100-021400-1234-242-210	6.48	205480			Telecommunications	01423 ACCT# 08692926192
		CHECK TOTAL	6.48			.00				6.48	
00000 001046		4342465511	10/13/2016		4100-021300-1234-231-210	21.17	205480			Telecommunications	01423 ACCT# 08692926192
		CHECK TOTAL	21.17			.00				21.17	
00000 001046		4342465511	10/13/2016		4100-021400-1234-241-210	6.66	205480			Telecommunications	01423 ACCT# 08692926192
		CHECK TOTAL	6.66			.00				6.66	
00000 001046		4342465511	10/13/2016		4100-021600-1234-261-210	6.19	205480			Telecommunications	01423 ACCT# 08692926192
		CHECK TOTAL	6.19			.00				6.19	
00000 001046		4342465511	10/13/2016		4100-021500-1234-253-210	3.24	205480			Telecommunications	01423 ACCT# 08692926192
		CHECK TOTAL	3.24			.00				3.24	
00000 001046		4342465511	10/13/2016		4100-051100-1234-516-510	.65	205480			Telecommunications	01423 ACCT# 08692926192
		CHECK TOTAL	.65			.00				.65	
00000 001046		4342465511	10/13/2016		4100-023100-1234-231-230	11.09	205480			Telecommunications	01423 ACCT# 08692926192
		CHECK TOTAL	11.09			.00				11.09	
00000 001046		4342465511	10/13/2016		4100-041100-1234-411-410	13.05	205480			Telecommunications	01423 ACCT# 08692926192
		CHECK TOTAL	13.05			.00				13.05	
00000 001046		4342465511	10/13/2016		4100-031100-1234-311-310	13.90	205480			Telecommunications	01423 ACCT# 08692926192
		CHECK TOTAL	13.90			.00				13.90	
00000 001046		4342465511	10/13/2016		4100-063100-1234-631-630	17.02	205480			Telecommunications	01423 ACCT# 08692926192
		CHECK TOTAL	17.02			.00				17.02	
00000 001046		4342465511	10/13/2016		4100-062100-1234-621-620	32.40	205480			Telecommunications	01423 ACCT# 08692926192
		CHECK TOTAL	32.40			.00				32.40	
00000 001046		4342465511	10/13/2016		4100-063100-1234-632-630	3.24	205480			Telecommunications	01423 ACCT# 08692926192
		CHECK TOTAL	3.24			.00				3.24	
00000 001046		4342465511	10/13/2016		4100-061100-1234-611-610	2.58	205480			Telecommunications	01423 ACCT# 08692926192
		CHECK TOTAL	2.58			.00				2.58	
00000 001046		4342465511	10/13/2016		4100-061100-1234-612-610	42.88	205480			Telecommunications	01423 ACCT# 08692926192
		CHECK TOTAL	42.88			.00				42.88	
00000 001046		4342465511	10/13/2016		4100-081300-2110-822-810	24.14	205480			VA Cooperative Extension	01423 ACCT# 08692926192
		CHECK TOTAL	24.14			.00				24.14	
00000 001046		4342465511	10/13/2016		4100-061100-1234-613-610	9.72	205480			Telecommunications	01423 ACCT# 08692926192
		CHECK TOTAL	9.72			.00				9.72	

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	ACH G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000	001046		4342465511	10/13/2016		4100-051100-1234-512-510	78.80	205480		Telecommunications	01423 ACCT# 08692926192
00000	001046		4342465511	10/13/2016		4100-021200-1234-221-210	.20	205480		Telecommunications	01423 ACCT# 08692926192
00000	001046		4342465511	10/13/2016		4105-071100-1234-711-710	91.51	205480		Telecommunications	01423 ACCT# 08692926192
			CHECK TOTAL	424.70	ACH PMT TOTAL	.00			424.70	TOTAL	
00000	001470	MCI COMM SERVICE	4342462428	10/17/2016		4100-061100-1234-613-610	32.26	205481		Telecommunications	01423 ACCT# 2DG40966
00000	001470		4342462453	10/17/2016		4100-061100-1234-613-610	32.34	205481		Telecommunications	01423 ACCT# 2DG40966
			CHECK TOTAL	64.60	ACH PMT TOTAL	.00			64.60	TOTAL	
00000	000783	NACO	151665	10/01/2016		4100-011100-1201-111-110	450.00	205482		Organization Membership	01423 ID# 51183
			CHECK TOTAL	450.00	ACH PMT TOTAL	.00			450.00	TOTAL	
00000	000165	POSTMASTER	REGIST 102016	10/20/2016		4100-023100-1231-291-230	335.00	205483		Postage	01423 POSTAGE
			CHECK TOTAL	335.00	ACH PMT TOTAL	.00			335.00	TOTAL	
00000	001023	RICOH USA, INC.	21974212	10/14/2016		4100-051100-1252-512-510	87.18	205484		Equipment Lease/Rental	01423 ACCT# 4719771
00000	001023		9018319030	10/15/2016		4100-051500-1253-551-510	194.54	205484		Equipment Lease/Purchase	01423 ACCT# 4719771
00000	001023		9018319030	10/15/2016		4100-051100-1252-512-510	194.54	205484		Equipment Lease/Rental	01423 ACCT# 4719771
			CHECK TOTAL	476.26	ACH PMT TOTAL	.00			476.26	TOTAL	
00000	000960	SIMMONS, ANTHONY	ADS 102116	10/21/2016		4100-051500-1205-551-510	20.15	205485		Meals	01423 MEALS
			CHECK TOTAL	20.15	ACH PMT TOTAL	.00			20.15	TOTAL	
00000	000901	SIXTH CIRCUIT COURT OF VA	NOVEMBER 2016	10/24/2016		4100-061100-1241-611-610	231.04	205486		Office Supplies	01423 OFFICE EXPENSES
			CHECK TOTAL	231.04	ACH PMT TOTAL	.00			231.04	TOTAL	
00000	000968	SIXTH JUDICIAL CIRCUIT	NOVEMBER 2016	10/24/2016		4100-061100-1241-611-610	231.04	205487		Office Supplies	01423 OFFICE EXPENSES
			CHECK TOTAL	231.04	ACH PMT TOTAL	.00			231.04	TOTAL	
00000	000139	STONY CREEK HEALTH CENTER	129970	10/14/2016		4100-051500-1293-551-510	61.00	205488		Inmate Medical Expenses	01423 FULLER, TERRY
00000	000139		130057	10/18/2016		4100-051500-1293-551-510	61.00	205488		Inmate Medical Expenses	01423 GONZALEZ, BRIE
00000	000139		130129	10/20/2016		4100-051500-1293-551-510	82.00	205488		Inmate Medical Expenses	01423 WHITLOW, SHANE
			CHECK TOTAL	204.00	ACH PMT TOTAL	.00			204.00	TOTAL	
00000	000293	STONY CREEK PARTS CO	66146	9/13/2016		4100-021200-1265-221-210	22.85	205489		Vehicle Maintenance & Repairs	01423 ACCT# 71350
			CHECK TOTAL	22.85	ACH PMT TOTAL	.00			22.85	TOTAL	
00000	000929	THE IMPROVEMENT	FY16/17-02	10/21/2016		4100-081300-2110-814-810	2,000.00	205490		The Improvement Assoc	01423 FY16/17 ADT'L FUNDS
			CHECK TOTAL	2,000.00	ACH PMT TOTAL	.00			2,000.00	TOTAL	
00000	000963	TIMMONS GROUP	184560	10/11/2016		4305-091400-0101-	16,875.00	205491		Professional Service - Land	D01423 PROJ# 37334
00000	000963		184561	10/11/2016		4305-091400-0101-	12,792.64	205491		Professional Service - Land	D01423 PROJ# 37503
			CHECK TOTAL	29,667.64	ACH PMT TOTAL	.00			29,667.64	TOTAL	
00000	000317	TOWN OF WAKEFIELD	1943 111516	11/15/2016		4100-021200-1276-221-210	53.94	205492		Eietric	01423 ACCT# 1943
			CHECK TOTAL	53.94	ACH PMT TOTAL	.00			53.94	TOTAL	
00000	000296	TREASURER OF VIRGINIA	093016	10/18/2016		4100-095000-9330-	23,359.47	205493		DHCD Loan-WoodFuel Dev Reimb	01423 LOAN#11-CED-20
			CHECK TOTAL	23,359.47	ACH PMT TOTAL	.00			23,359.47	TOTAL	
00000	000769	VERIZON	4342462427	10/19/2016		4100-061100-1234-613-610	98.13	205494		Telecommunications	01423 ACCT# 000990361639

P.O. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
00000 000769		4342465436	10/16/2016		4100-051100-1234-512-510	59.10	205494		Telecommunications	01423 ACCT# 000130999200
DISC. TOTAL	.00	CHECK TOTAL	157.23	ACH PMT TOTAL	.00	.00	TOTAL		157.23	
00000 000039	VERIZON WIRELESS	9773584191	10/12/2016		4100-051100-1234-512-510	798.03	205495		Telecommunications	01423 #520620824-00001
00000 000039		9773584191	10/12/2016		4100-051500-1234-551-510	110.76	205495		Telecommunications	01423 #520620824-00001
00000 000039		9773584191	10/12/2016		4100-051100-1234-516-510	435.37	205495		Telecommunications	01423 #520620824-00001
DISC. TOTAL	.00	CHECK TOTAL	1,344.16	ACH PMT TOTAL	.00	.00	TOTAL		1,344.16	
00000 001209	VIRGINIA COOPERATIVE EXT	BILL SALARY 17/1	10/12/2016		4100-081300-2110-822-810	6,505.60	205496		VA Cooperative Extension	01423 FY 2017 1ST QUARTER
DISC. TOTAL	.00	CHECK TOTAL	6,505.60	ACH PMT TOTAL	.00	.00	TOTAL		6,505.60	
		CHECK TOTAL	90,485.05	ACH PMT TOTAL	.00	.00	TOTAL		90,485.05	
		CHECK TOTAL	90,485.05	ACH PMT TOTAL	.00	.00	TOTAL		90,485.05	

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 90,485.05- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DATE 10/27/16  
 DATE 10/27/16  
 DATE

DIRECTOR OF FINANCE  
  
 DEBORAH DAVIS, CO. ADMIN  
 ONNIE F. WOODRUFF, TREAS.

**PAYROLL  
DEDUCTION  
CHECKS**



CA - ded cks

PAYROLL DEDUCTION CHECKS

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	CHECK	NET AMOUNT	CHECK NO.	BATCH
00000	000245	AFLAC	DC0401610161000	10/14/2016	100-000200-0100-	-	894.21	205346	00000
00000	000245		DC0401610161000	10/14/2016	105-000200-0100-	-	298.25	205346	00000
00000	000245		DC0411610161000	10/14/2016	100-000200-0100-	-	765.28	205346	00000
00000	000245		DC0411610161000	10/14/2016	105-000200-0100-	-	325.50	205346	00000
					CHECK TOTAL		2,283.24		
00000	000970	CARL M BATES, CHPT13 TRUS	DC0621610161000	10/14/2016	100-000200-0100-	-	953.50	205347	00000
00000	000970		DC0621610161000	10/14/2016	105-000200-0100-	-	667.50	205347	00000
					CHECK TOTAL		1,621.00		
00000	001397	LEGAL SHIELD	DC0971610161000	10/14/2016	100-000200-0100-	-	9.48	205348	00000
00000	001397		DC0971610161000	10/14/2016	105-000200-0100-	-	14.95	205348	00000
					CHECK TOTAL		24.43		
00000	001576	MICHAEL P. COTTER, TRUSTEE	DC1091610161000	10/14/2016	100-000200-0100-	-	200.00	205349	00000
					CHECK TOTAL		200.00		
00000	001021	MINNESOTA LIFE INS CO	DC2001610161000	10/14/2016	100-000200-0100-	-	293.80	205350	00000
00000	001021		DC2001610161000	10/14/2016	105-000200-0100-	-	108.96	205350	00000
					CHECK TOTAL		402.76		
00000	000872	NATIONWIDE RETIREMENT	DC0901610161000	10/14/2016	100-000200-0100-	-	1,848.75	205351	00000
00000	000872		DC0901610161000	10/14/2016	105-000200-0100-	-	68.45	205351	00000
					CHECK TOTAL		1,917.20		
00000	001560	SUZANNE E WADE, TRUSTEE	DC1071610161000	10/14/2016	105-000200-0100-	-	366.00	205352	00000
					CHECK TOTAL		366.00		
00000	000779	TREASURER OF SUSSEX CO.	DC0011610161000	10/14/2016	100-000200-0100-	-	28,772.50	205353	00000
00000	000779		DC0011610161000	10/14/2016	105-000200-0100-	-	5,754.50	205353	00000
00000	000779		DC0021610161000	10/14/2016	100-000200-0100-	-	626.00	205353	00000
00000	000779		DC0031610161000	10/14/2016	100-000200-0100-	-	914.00	205353	00000
00000	000779		DC0041610161000	10/14/2016	100-000200-0100-	-	1,539.00	205353	00000
00000	000779		DC0061610161000	10/14/2016	100-000200-0100-	-	527.50	205353	00000
00000	000779		DC0091610161000	10/14/2016	100-000200-0100-	-	914.00	205353	00000
00000	000779		DC0121610161000	10/14/2016	100-000200-0100-	-	769.50	205353	00000
00000	000779		DC0671610161000	10/14/2016	100-000200-0100-	-	65.00	205353	00000
					CHECK TOTAL		39,882.00		
00000	000247	TREASURER OF VIRGINIA	DC0801610161000	10/14/2016	100-000200-0100-	-	1,311.92	205354	00000
					CHECK TOTAL		1,311.92		
00000	000831	VACORP	DC0351610161000	10/14/2016	100-000200-0100-	-	52.19	205355	00000
00000	000831		DC0351610161000	10/14/2016	105-000200-0100-	-	22.08	205355	00000
					CHECK TOTAL		74.27		
00000	001027	VALIC RETIREMENT	DC0911610161000	10/14/2016	100-000200-0100-	-	40.00	205356	00000
00000	001027		DC0911610161000	10/14/2016	105-000200-0100-	-	50.00	205356	00000
					CHECK TOTAL		90.00		
00000	001180	W.S. HARRIS, JR. TREASURER	DC0681610161000	10/14/2016	100-000200-0100-	-	463.45	205357	00000
					CHECK TOTAL		463.45		
					CLASS TOTAL		48,636.27		
					FINAL TOTAL		48,636.27		

*David Akude*  
*Travis Lebeck*  
 10/11/16

CA ded cks

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	CHECK NO.	NET AMOUNT	CHECK AMOUNT	DESCRIPTION	BATCH
00000	000245	AFLAC	DC040161031161000	10/31/2016	100-000200-0100-	-	894.21	205452		00000
00000	000245		DC040161031161000	10/31/2016	105-000200-0100-	-	249.63	205452		00000
00000	000245		DC041161031161000	10/31/2016	100-000200-0100-	-	765.28	205452		00000
00000	000245		DC041161031161000	10/31/2016	105-000200-0100-	-	283.50	205452		00000
					CHECK TOTAL		2,192.62			
00000	000970	CARL M BATES, CHFT13 TRUS	DC062161031161000	10/31/2016	100-000200-0100-	-	953.50	205453		00000
00000	000970		DC062161031161000	10/31/2016	105-000200-0100-	-	667.50	205453		00000
					CHECK TOTAL		1,621.00			
00000	001397	LEGAL SHIELD	DC097161031161000	10/31/2016	100-000200-0100-	-	9.48	205454		00000
00000	001397		DC097161031161000	10/31/2016	105-000200-0100-	-	14.95	205454		00000
					CHECK TOTAL		24.43			
00000	001576	MICHAEL P. COTTER, TRUSTEE	DC109161031161000	10/31/2016	100-000200-0100-	-	200.00	205455		00000
					CHECK TOTAL		200.00			
00000	001021	MINNESOTA LIFE INS CO	DC200161031161000	10/31/2016	100-000200-0100-	-	293.80	205456		00000
00000	001021		DC200161031161000	10/31/2016	105-000200-0100-	-	108.96	205456		00000
					CHECK TOTAL		402.76			
00000	000872	NATIONWIDE RETIREMENT	DC090161031161000	10/31/2016	100-000200-0100-	-	1,848.75	205457		00000
00000	000872		DC090161031161000	10/31/2016	105-000200-0100-	-	68.45	205457		00000
					CHECK TOTAL		1,917.20			
00000	001560	SUZANNE E WADE, TRUSTEE	DC107161031161000	10/31/2016	105-000200-0100-	-	366.00	205458		00000
					CHECK TOTAL		366.00			
00000	000779	TREASURER OF SUSSEX CO.	DC001161031161000	10/31/2016	100-000200-0100-	-	28,772.50	205459		00000
00000	000779		DC001161031161000	10/31/2016	105-000200-0100-	-	6,431.50	205459		00000
00000	000779		DC002161031161000	10/31/2016	100-000200-0100-	-	626.00	205459		00000
00000	000779		DC003161031161000	10/31/2016	100-000200-0100-	-	914.00	205459		00000
00000	000779		DC004161031161000	10/31/2016	100-000200-0100-	-	1,539.00	205459		00000
00000	000779		DC006161031161000	10/31/2016	100-000200-0100-	-	527.50	205459		00000
00000	000779		DC009161031161000	10/31/2016	100-000200-0100-	-	914.00	205459		00000
00000	000779		DC012161031161000	10/31/2016	100-000200-0100-	-	769.50	205459		00000
00000	000779		DC067161031161000	10/31/2016	100-000200-0100-	-	65.00	205459		00000
					CHECK TOTAL		40,559.00			
00000	000247	TREASURER OF VIRGINIA	DC080161031161000	10/31/2016	100-000200-0100-	-	1,311.92	205460		00000
					CHECK TOTAL		1,311.92			
00000	000831	VACORP	DC035161031161000	10/31/2016	100-000200-0100-	-	52.19	205461		00000
00000	000831		DC035161031161000	10/31/2016	105-000200-0100-	-	22.08	205461		00000
					CHECK TOTAL		74.27			
00000	001027	VALIC RETIREMENT	DC091161031161000	10/31/2016	100-000200-0100-	-	40.00	205462		00000
00000	001027		DC091161031161000	10/31/2016	105-000200-0100-	-	50.00	205462		00000
					CHECK TOTAL		90.00			
00000	001180	W.S. HARRIS, JR., TREASURER	DC068161031161000	10/31/2016	100-000200-0100-	-	679.06	205463		00000
					CHECK TOTAL		679.06			
					CLASS TOTAL		49,438.26			
					FINAL TOTAL		49,438.26			

VOID

*Deductions Deducted*

*10/20/2016*

*Dist. Office 10/20/2016*



**BOARD ACTION FORM**

**Agenda Item:** Consent Agenda Item #2.03

**Subject:** Receipt of Funds For Tornado Relief

**Board Meeting Date:** November 17, 2016

=====

**Summary:** Mr. Onnie L. Woodruff, Treasurer has informed Administration that his office has received \$800.00 for the Waverly Tornado Relief Fund. This amount was received during the period of July 1, 2016 through October 31, 2016.

=====

**ACTION:** To accept and appropriate the amount of \$800.00 for the Tornado Relief Funds; charge to Account # 4 100 81300 2110 819 810 and remit payment to Mission Ministries, Post Office Box 133, Waverly, VA 23890 (Vendor #1594).

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___



RECEIVED

NOV 04 2016

SUSSEX COUNTY  
ADMINISTRATION

**TREASURER'S OFFICE**

ONNIE L. WOODRUFF  
TREASURER  
15074 COURHOUSE ROAD

SUSSEX COUNTY  
P.O. BOX 1399  
SUSSEX, VA. 23884

Phone (434)246-1086 or  
(434)246-1087  
Fax (434)246-2347

November 2, 2016

Sussex County Accounts Payable  
Attn: Kelly Moore  
P O Box 1397  
Sussex, VA 23884

Dear Kelly,

Attached please find a report totaling contributions made to Waverly Tornado Relief for the period July 1, 2016 through October 31, 2016. The total received during this period is \$800.00.

In their original resolution, the Board agreed to pay any future collections for Waverly Tornado Relief to Mission Ministries Outreach. Please add this item to the consent agenda for the November Board of Supervisors' meeting, asking the Board to appropriate the \$800.00 for budget requirements, and then issue a check to Mission Ministries Outreach, Vendor # 1594 for \$800.00, when approved by the Board.

Charge Acct # 4 100 81300 2110 819 810

Thank you for your assistance in this matter. Please feel free to contact me if you have any questions.

Sincerely,

Deste J. Cox, Chief Deputy  
Sussex County Treasurer

cc: Board of Supervisors Packet  
Ms. Deborah Davis  
Ms. Shilton Butts



**BOARD ACTION FORM**

**Agenda Item:** Consent Agenda Items #2.04

**Subject:** Restoration of Funds, Sheriff's Office – Sam's Club Reimbursement

**Board Meeting Date:** Nov 17 2016

=====

**Summary:**

The Sheriff's Office purchased sodas for a community event as a donation. This purchase was in the amount of \$60.30 on the Sam's Club card dated 9-16-2016. The Sheriff's Office's is requested reimbursement.

**Attachments (if any):** 10-13-16 Memo from Sheriff's Office, Copy of receipt

=====

**ACTION:** That the Board of Supervisors restores \$60.30 as reimbursement to the County for a charge on the Sam's Club card to line item 51500-1299-551-510.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

OFFICE OF THE SHERIFF  
RAYMOND R. BELL, SHERIFF  
TELEPHONE (434) 246-5000  
FAX (434) 246-5714



COUNTY OF SUSSEX  
20212 THORNTON SQUARE  
POST OFFICE BOX 1326  
SUSSEX, VIRGINIA 23884

RECEIVED

OCT 17 2016

ACCOUNTING DEPARTMENT  
SUSSEX COUNTY

TO: Onnie L. Woodruff, Treasurer  
Kelly Moore, Accounts Clerk

FROM: Raymond R. Bell, Sheriff

IN RE: Reimbursement to County

DATE: 10-13-2016

Attached please find the sum of \$60.30 as reimbursement to the County for a charge on the Sam's Club card dated 9-16-2016. This was for the purchase of sodas for a community event that I would like to donate. Please restore this amount to 51500-1299-551-510.

Please contact me if you have any questions.

T A X R E C E I P T

Ticket #:00005380001

SUSSEX COUNTY  
ONNIE L. WOODRUFF, TREASURER  
ONNIE L. WOODRUFF, TREAS  
P. O. BOX 1399  
SUSSEX, VA 23884

Date : 10/13/2016  
Register: /T6  
Trans. #: 59568  
Dept #: EROH  
Acct# :

E/R - OTHER  
REIMB FOR SODAS PURCHASED  
FOR COMMUNITY EVENT

Previous Balance \$ 60.30  
Principal Being Paid \$ 60.30  
Penalty \$ .00  
Interest \$ .00

BELL RAYMOND R SHERIFF

Amount Paid \$ 60.30

\*Balance Due \$ .00

Cash 60.30

Pd by BELL RAYMOND R SHERIFF  
BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 10/2016



**BOARD ACTION FORM**

**Agenda Item:** Recognition/Awards #3.01

**Subject:** Recognition of the Late Robbie Owens

**Board Meeting Date:** Nov 17 2016

=====

**Summary:**

Supervisor Fly will present a resolution in recognition of the Late Robbie Owens.

**Attachments (if any):** To be provided by Supervisor Fly.

=====

**ACTION:** That the Board of Supervisors adopts the resolution in Recognition of the late Robbie Owens as presented.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>	<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

**BOARD ACTION FORM**

**Agenda Item:** Recognition/Awards #3.02

**Subject:** Recognition of Hanna Baines (90 Years Old)

**Board Meeting Date:** Nov 17 2016

=====

**Summary:**

Supervisor Fly will present a resolution in recognition of Ms. Hanna Baines. Ms. Baines is 90 years old.

**Attachments (if any):** To be provided by Supervisor Fly.

=====

**ACTION:** That the Board of Supervisors adopts the resolution in Recognition of the Hanna Baines as presented.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___



**BOARD ACTION FORM**

**Agenda Item:** Appointments #5.01

**Subject:** Appointment to Crater District Area Agency on Aging

**Board Meeting Date:** November 17, 2016

=====  
**Summary:** The term of Mrs. Brenda Burgess, 405 East Main Street, Waverly, Virginia 23890 on the Crater District Area on Aging Board of Directors will expire December 31, 2016. Staff has contacted the Agency and found that Mrs. Burgess is eligible for reappointment; Mrs. Burgess was contacted and has advised that she is willing to serve again, if reappointed.

**Attachments (if any):** copy of Mrs. Burgess' confirmation

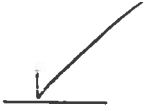
=====  
**ACTION:** Recommendation to appoint Mrs. Brenda Burgess, 405 East Main Street, Waverly, Virginia 23890, to the Crater District Area Agency on Aging for a term of two (2) years, expiring December 31, 2018.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

**Crater District Area Agency on Aging**



Yes, I would like to be reappointed to the Crater District Area Agency on Aging Board of Directors



No, I do not wish to be reappointed to Crater District Area Agency on Aging Board of Directors

Signature: Brenda Burgess  
Brenda Burgess

Date: 10-17-16

**BOARD ACTION FORM**

**Agenda Item:** Appointments #5.02

**Subject:** Appointment to South Centre Resource Conservation and Development Council

**Board Meeting Date:** November 17, 2016

=====  
**Summary:** The term of Mr. Crockett Morris, 11365 Cerney Lane, Waverly, Virginia 23890 on the South Centre Corridors Resource and Development Council will expire December 31, 2016. Staff has contacted the RC&D Council and found that Mr. Morris is eligible for reappointment; Mr. Crockett was contacted and has advised that he is willing to serve again, if reappointed.

**Attachments (if any):** copy of Mr. Crockett's confirmation; background sheet

=====  
**ACTION:** Recommendation to appoint Mr. Crockett Morris, 11365 Cerney Lane, Waverly, Virginia 23890, to the Crater District Area Agency on Aging for a term of four(4) years, expiring December 31, 2020.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

**South Centre RC&D Council**

✓

Yes, I would like to be reappointed to the South Centre Corridor  
RC&D Council

\_\_\_\_\_

No, I do not wish to be reappointed to South Centre Corridor  
RC&D Council

Signature: \_\_\_\_\_

*C. Crockett Morris*

Crockett Morris

Date: \_\_\_\_\_

*10-17-16*

**Background Information  
South Centre Corridors  
Resource Conservation and Development Council**

=====

South Centre Corridors RC&D Council was formed in January of 2002. It was created to identify and address Natural Resource concerns and issues that have potential to be developed and utilized in a manner that both protects the resources and provides economic stimulus. The Council service area is located in the southeastern portion of Virginia. South Centre Corridors RC&D is a 501(c) (3) Non-Profit Corporation.

The History of South Centre Corridors RC&D Council

Back in 2000, a small group of committed volunteers formed a steering committee to discuss RC&D and how it might impact this part of Virginia. Our boundaries were drawn and application was prepared and submitted to the United States Department of Agriculture. We were formally authorized as South Centre Corridors RC&D by Secretary of Agriculture Ann Veneman in January 2002.

Our Mission

Developing partnerships to advocate and promote the conservation, preservation, and development of our resources to enhance the quality of life in the region.

Our Vision

For the area was and still is "a place where our children and grandchildren are proud to call home because of the abundant recreational opportunities, a sustained agriculture economy, preservation of the rural character, enhanced environmental quality and the existence of vibrant, safe urban areas."

Our Goals

- Promoting environmental educational opportunities to adults and youth
- Increasing the use of best management practices in rural and urban areas
- Improving water quality of impaired streams
- Improving revitalization of urban and rural areas
- Increasing recreational opportunities

- Creating and retaining businesses through entrepreneurial education and training opportunities
- Providing educational opportunities to farmers and landowners on agriculture and forestry
- Increasing the use of bio-energy alternatives to reduce greenhouse gas emissions

#### Service Area

Services provided in: •Dinwiddie County, Virginia

- Greensville County, Virginia
- Hopewell City County, Virginia
- Petersburg City County, Virginia
- Prince George County, Virginia
- Southampton County, Virginia
- Sussex County, Virginia

The signature and/or flagship contribution is the **BUY FRESH BUY LOCAL FOOD GUIDE.**

**BOARD ACTION FORM**

**Agenda Item:** Appointments #5.03

**Subject:** Appointment to Sussex Service Authority

**Board Meeting Date:** November 17, 2016

=====  
**Summary:** The term of Mr. Raymond L. Warren, 33507 Walnut Hill Road, Waverly, Virginia 23890 on the Sussex Service Authority Board of Directors will expire December 31, 2016. Staff has contacted Mr. Frank Irving, the Executive Director of the Sussex Service Authority and was advised that he (Mr. Irving) needs to communicate with Mr. Mark Flynn (Sussex County Attorney) regarding a discrepancy relating to the term expiration. In the meantime, Mr. Warren was contacted and has advised that he is willing to serve again, if reappointed.

**Attachments (if any):** copy of Mr. Warren's confirmation

=====  
**ACTION:**

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

**Sussex Service Authority**

Yes, I would like to be reappointed to the Sussex Service Authority Board of Directors

No, I do not wish to be reappointed to Sussex Service Authority Board of Directors

Signature: Raymond Warren  
Raymond Warren

Date: 10-14-16



**BOARD ACTION FORM**

**Agenda Item:** Action Item #6.01

**Subject:** Request to Appropriate Funds: Housing Office - \$20,000

**Board Meeting Date:** Nov 17 2016

=====

**Summary:**

In accordance with the approved Program Income Plan, Sussex County continues to receive monthly payments from beneficiaries of our Housing Rehabilitation Program that was previously funded through the Virginia Department of Housing and Community Development. Please note that no local funds will be used and revenue is generated through loan payments made to the Treasurer.

**Attachments (if any):** Copy of letter of request from Brenda H. Drew, Housing Coordinator

=====

**ACTION:** That the Board approves and appropriates revenues and expenditures, in Fund 121 (*the IPR Program Income Account*) as a revolving account for Housing Rehabilitation Services be approved in the amount of \$20,000 to administer and provide Housing Rehabilitation and related service for FY17.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___



## COUNTY OF SUSSEX, VIRGINIA

233 L. SOUTH COUNTY DRIVE  
P.O. BOX 63, WAVERLY, VIRGINIA 23890

HOUSING PROGRAMS  
(804) 834-1302  
AGENT

BRENDA H. DREW  
ADMINISTRATIVE

November 4, 2016

TO: Mr. Vandy Jones, Deputy County Administrator  
FROM: Brenda H. Drew, Housing Programs Coordinator  
Subject: Departmental Request for Appropriation of Funds

This memo serves as a request to appropriate funds to administer and provide Housing Rehabilitation and related services for FY17.

In accordance with the approved Program Income Plan, Sussex County continues to receive monthly payments from beneficiaries of our Housing Rehabilitation Program that was previously funded through the Virginia Department of Housing and Community Development. Please note that no local funds will be used and revenue is generated through loan payments made to the Treasurer.

It is requested that a resolution to approve and appropriate revenues and expenditures, in Fund 121 (*the IPR Program Income Account*) as a revolving account for Housing Rehabilitation Services be approved in the amount of \$20,000.

Thank you for your continued cooperation and assistance to do what is possible to support this appropriation request.

Cc: Kelly Moore, Accounts Payable

**BOARD ACTION FORM**

**Agenda Item:** Action Items #6.02

**Subject:** 2016 CDBG Planning Grant – Urgent Need Tornado Recovery

**Board Meeting Date:** Nov 17 2016

=====

**Summary:**

On November 7, 2016, the Department of Housing and Community Development (DHCD) informed the County that it had been awarded a planning grant in the amount of \$30,000.00 to assess the needs of damage caused by the tornado that struck the Town of Waverly and other areas of Sussex County. The planning grant activities will result in the preparation and submittal of an application to the DHCD for funding to assist residents affected by the tornado with housing repairs, clearance of debris, and other related activities. The Town of Waverly is eligible to receive up to \$700,000.00 in Urgent Need funds. The County of Sussex is eligible to receive \$700,000.00. **There is no local match required for Urgent Need Grants.**

**Attachments** (if any): Copy of request and grant document

=====

**ACTION:**

That the Board of Supervisors (1) accepts the Urgent Need Tornado Planning Grant in the amount of \$30,000.00, (2) authorizes the County Administrator to execute the Planning Grant contract documents, and (3) to execute the contract (in the amount of \$30,000.00) with the consulting firm of Community Planning Partners who will be assisting with the completion of the planning grant activities and preparation of the Urgent Need grant applications.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___



**MEMORANDUM**

TO: Deborah A. Davis, County Administrator  
Vandy Jones, Deputy County Administrator

FROM: Andre M. Greene, Director of Community Development *AMG*

RE: 2016 CDBG Planning Grant – Urgent Need Tornado Recovery

DATE: November 10, 2016

On November 7, 2016, the Department of Housing and Community Development informed the County that it had been awarded a planning grant in the amount of \$30,000.00 to assess the needs and damage caused by the tornado that struck the Town of Waverly and others areas of Sussex County. The planning grant activities will result in the preparation and submittal of an application to the Department of Housing and Community Development for funding to assist residents affected by the Tornado with housing repairs, clearance of debris, and other related activities. The Town of Waverly is eligible to receive up to \$700,000.00 in Urgent Need funds and the County of Sussex is also eligible to receive \$700,000.00. **There is no local match required for Urgent Need Grants.**

Staff is requesting that the Board of Supervisors (1) accept the Urgent Need Tornado Planning Grant in the amount of \$30,000.00 (2) authorize the County Administrator to execute the Planning Grant contract documents and (3) to execute the contract (in the amount of \$30,000) with the consulting firm of Community Planning Partners who will be assisting with the completion of the planning grant activities and preparation of the Urgent Need grant applications.



Terence R. McAuliffe  
Governor

Todd P. Haymore  
Secretary of  
Commerce and Trade

# COMMONWEALTH of VIRGINIA

William C. Shelton  
Director

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

November 7, 2016

Ms. Deborah A. Davis  
County Administrator  
Sussex County  
20135 Princeton Road  
Post Office Box 1397  
Sussex, Virginia 23884

RE: 16-PG-09  
Sussex County UNOS Planning Grant  
Contract Execution

Dear Ms. Davis:

The Virginia Department of Housing and Community Development (DHCD) congratulates you on completing all the activities required for the execution of the County of Sussex Planning Grant agreement, for the Urgent Need Tornado Recovery.

Please sign on the signature page and at the end of the Assurances. You will observe a notary public must acknowledge your signature. Return the signed agreement to my attention by mail. Upon receipt of the agreement, it will be signed by Ms. Lisa A. Atkinson, DHCD's Deputy Director of Community Development. DHCD will upload the executed contract into CAMS and you can download a copy for your records. If you would like an original signature page, you can request it and DHCD will send you an original signature.

Thank you for your cooperation, and we look forward to working with you during implementation of this project.

Sincerely,



Lisa A. Atkinson  
Deputy Director

Enclosures

cc: Brenda Drew, Sussex County  
Michael Dodson, CPP  
Joanne Peerman, DHCD  
Jason Sams, DHCD



Virginia Department of Housing and Community Development | Partners for Better Communities  
Main Street Centre | 600 East Main Street, Suite 300 Richmond, VA 23219  
www.dhcd.virginia.gov | Phone (804) 371-7000 | Fax (804) 371-7090 | Virginia Relay 7-1-1

## PLANNING GRANT AGREEMENT

This AGREEMENT, entered into as of this **7th day of November, 2016**, by and between the **Virginia Department of Housing and Community Development** hereinafter referred to as "DHCD" and the **County of Sussex**, Virginia hereinafter referred to as "GRANTEE."

### WITNESSETH

WHEREAS, the Commonwealth of Virginia has been authorized to distribute and administer Community Development Block Grant (CDBG) funds pursuant to the Housing and Community Development Act of 1974, as amended, and

WHEREAS, DHCD has been authorized by the Governor of Virginia to distribute and administer CDBG funds in the form of Planning Grants according to the CDBG Program Design, and

WHEREAS, the PROJECT as described in the Planning Grant Proposal as submitted by the GRANTEE has achieved a sufficiently high ranking through a competitive proposal selection system to qualify for Planning Grant funding on the basis of the CDBG Program Design,

Now THEREFORE, the above-mentioned parties hereto do mutually agree as follows:

1. DHCD agrees to award the GRANTEE a Planning Grant in an amount of the total allowable eligible costs in carrying out the activities included in the scope of work herein described. The initial award is up to three thousand dollars (\$3,000.00); additional funding up to a combined maximum total of thirty thousand dollars (\$30,000.00) is available on a performance basis (see SPECIAL CONDITIONS).
2. DHCD agrees to provide the GRANTEE with technical assistance in setting up and carrying out the administration of its Planning Grant.
3. The GRANTEE will commence, carry out and complete the following scope of work (more thoroughly described in the GRANTEE'S Proposal).

PROJECT TITLE: Tornado Recovery Planning Grant

OUTCOME: The planning grant will allow the locality to develop a project that will assist residents in completing a longer term recovery from the severe storm and tornadoes in the Emergency Declaration of February 24, 2016 by: 1) repairing homes and business that have yet to be addressed; 2) rehabbing homes to HQS standards that have had minimal or moderate repairs to date; 3) constructing new homes for where property was fully destroyed by the tornado; 4) demolishing any storm damaged homes that have been abandoned.



Terence R. McAuliffe  
Governor

Todd P. Haymore  
Secretary of  
Commerce and Trade

# COMMONWEALTH of VIRGINIA

William C. Shelton  
Director

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

October 3, 2016

Ms. Deborah A. Davis  
County Administrator  
Sussex County  
P.O. Box 1397  
Sussex, Virginia 23884

RE: 2016 CDBG Planning Grants - Approval  
Sussex County/Waverly Tornado Recovery  
Project

Dear Ms. Davis:

We are in receipt of the County's request for CDBG Planning Grant assistance for the proposed Sussex County/Waverly Town Tornado Recovery Project. Our review of this application indicates that the County and the stakeholders have demonstrated an acceptable preliminary level of interest and need in developing plans for the proposed project. DHCD will make a total of up to \$30,000 available to the County for developing solutions to the identified needs.

Jason Sams, a Community Development Specialist in our Community Development Division, has been assigned to work with you to continue the planning efforts and to assist you in conducting a Facilitated Planning Strategy meeting. The result of this meeting will be a work plan and budget that will be included in the proposal for planning grant funds to be submitted to DHCD. Mr. Sams will be in touch with you shortly or can be reached at 804-371-7074.

In summary, the next steps in this process are:

1. County procures any needed technical assistance to further study the needs as identified above and to develop solutions to these needs. Please note that the County must abide by the Virginia Public Procurement Act and may not execute contracts that will obligate CDBG funds until these contracts have been reviewed by DHCD.
2. DHCD's staff person will meet with the County and stakeholders and hold a Facilitated Planning Strategy session to develop a work-plan that will encompass a discussion of all activities that need to be completed and by when they will be completed.
3. Within seven (7) working days of the Facilitated Planning Strategy the County must submit a Planning Grant proposal to DHCD that includes the work plan and cost of completing the activities.



Virginia Department of Housing and Community Development | Partners for Better Communities  
Main Street Centre | 600 East Main Street, Suite 300 Richmond, VA 23219  
www.dhcd.virginia.gov | Phone (804) 371-7000 | Fax (804) 371-7090 | Virginia Relay 7-1-1

Ms. Deborah Davis  
October 3, 2016  
Page 2 of 2

4. Upon receipt, DHCD will evaluate the proposal and, if determined to be necessary, set-up a Contract Negotiation Meeting with the County and a contract will be issued within one week of the Contract Negotiation Meeting.
5. Please note that requests must now be submitted electronically through the Agency's Centralized Application and Management System (CAMS). To access CAMS, visit the website at [www.dhcd.virginia.gov](http://www.dhcd.virginia.gov) and click on the CAMS icon in the upper-right hand corner. You may submit your proposal information utilizing the reports and communications tab with the project.

Should you have any questions, please call me or Matt Weaver at (804) 371-7061.

Sincerely,



Tamarah Holmes, Ph.D  
Associate Director

cc: Walter J. Mason, Mayor Waverly Town  
Brenda Drew, Sussex County  
Dennis Morris, Crater PDC  
Jason Sams, DHCD  
Lisa Atkinson, DHCD  
Joanne Peerman, DHCD  
Matt Weaver, DHCD



**BOARD ACTION FORM**

**Agenda Item:** Action Items #6.03

**Subject:** Old County Administration Building Repair  
Citizens Committee to be Formed

**Board Meeting Date:** Nov 17 2016

=====

**Summary:**

Board member advised that he was approached by citizens in regards to forming a committee to renovate the old County Administration Building in an effort to help the County and save money. Board member would like to discuss this concept and be allowed to head up the committee.

**Attachments (if any):** none

=====

**ACTION:** If any, Board of Supervisors approval to form a committee to renovate the old County Administration Building and allow Board member to head committee.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

**BOARD ACTION FORM**

**Agenda Item:** Action Items #6.04

**Subject:** Sheriff's Department Emergency Request for Appropriation

**Board Meeting Date:** Nov 17 2016

=====  
**Summary:**

On November 2, 2016, one of the Sheriff's Department's patrol cars was involved in an accident that resulted in a total loss of the vehicle. It has been determined that it will cost approximately \$26,000.00 to replace and equip a new vehicle. VACO will be sending payment in the sum of \$10,625.00 as payment for damage to the vehicle which reduces the actual cost to the County to \$15,375.00

**Attachments (if any):** November 9, 2016 letter, Sheriff's Department

=====  
**ACTION:** That the Board of Supervisors appropriates \$26,000.00 to the Sheriff's line item 51100-1265-512-510 for the purchase of a replacement vehicle.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>	<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>
Blowe	___	___	Seward	___	___
Fly	___	___	Stringfield	___	___
Futrell	___	___	Tyler	___	___

OFFICE OF THE SHERIFF  
RAYMOND R. BELL, SHERIFF  
TELEPHONE (434) 246-5000  
FAX (434) 246-5714



COUNTY OF SUSSEX  
20212 THORNTON SQUARE  
POST OFFICE BOX 1326  
SUSSEX, VIRGINIA 23884

November 9, 2016

Deborah Davis, Administrator  
County of Sussex  
P.O. Box 1397  
Sussex, Virginia 23884

RECEIVED

NOV 10 2016

SUSSEX COUNTY  
ADMINISTRATION

IN RE: Emergency request for appropriation

Dear Ms. Davis:

On November 2, 2016 one of our patrol cars was involved in an accident that resulted in a total loss of the vehicle. After making inquiries it has been determined that it will cost approximately \$26,000.00 to replace and equip a new vehicle. This needs to be done as soon as possible so as to limit the impact on services provided to the public. VACO will be sending payment in the sum of \$10,625.00 as payment for damage to the vehicle. This reduces the actual cost to the County to \$15,375.00.

The purpose of this letter is to request that the sum of \$26,000.00 be appropriated to the Sheriff's line 51100-1265-512-510 for the purchase of a replacement vehicle.

Please let me know if you have any questions.

Sincerely,

Raymond R. Bell  
Sheriff

# SUSSEX COUNTY

## FINANCIAL STATEMENTS

SUBMITTED BY ONNIE L. WOODRUFF, TREASURER

### OCTOBER 31, 2016

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## TREASURER'S OFFICE

ONNIE L. WOODRUFF  
TREASURER  
15074 COURHOUSE ROAD

SUSSEX COUNTY  
P.O. BOX 1399  
SUSSEX, VA. 23884

Phone (434)246-1086 or  
(434)246-1087  
Fax (434)246-2347

November 8, 2016

The Honorable Keith Blowe, Chairman  
Board of Supervisors and Administration  
County of Sussex  
P.O. Box 1397  
Sussex, Va. 23884

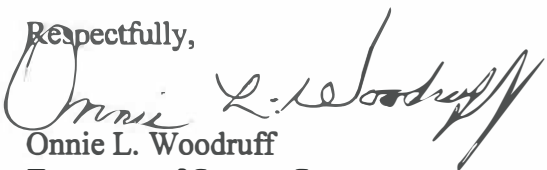
Re: Financial reports for month ending October 31, 2016 and a brief overview of your current financial basis:

Dear Mr. Blowe, Board Members and County Administration:

Since fund balances were rapidly decreasing over the past three years, it was necessary to change the method of reporting and receipting PPTRA (Personal Property Tax Relief Act) and the payment of debt service from the RCPF (135) to the General Fund. This will also help you monitor and understand the flow of cash revenue better on a monthly and fiscal year basis. You will note on page 2 of the reports the general fund decreased \$3.636 million dollars which seems alarming at first, but when you summarize the General Fund (100) with the RCPF (135) it's not as alarming. Since the RCPF (135) is not restricted, the total operating cash balance would be added to the General Fund for a total of cash operating balance of \$4,833,958 which puts Sussex County in good financial status for the Month of October 2016. One can readily see that over the next few years, Sussex County will have to make decisions to adjust both the revenues and expenditures unless landfill tipping fees and other revenues increase.

Also, administration created and incorporated a revenue line item to account for "Designated use of Fund Balance" to account for expenditures over revenues. Page 1B is a print out of all the items added to this account in the first four months of the fiscal year. We also have a balance of \$160,523 in the Contingency Account.

I will not be able to attend your regular Board Meeting on November 17, 2016, but if you have any questions concerning the report, please give me a call. Happy Thanksgiving!!!

Respectfully,  
  
Onnie L. Woodruff  
Treasurer of Sussex County

Pg 1B



### TREASURER'S OFFICE

ONNIE L. WOODRUFF  
TREASURER  
SUSSEX COUNTY

15074 COURTHOUSE ROAD  
P.O. BOX 1399  
SUSSEX, VA. 23884

Phone (434)246-1086 or  
(434)246-1087  
Fax (434)246-2347

Statement of money in the Banks to the credit of Sussex County as shown by the Treasurer's books at the close of business October 31, 2016.

**BB&T #201- SUSSEX, VA**

Bank Balance - Money Market Checking-----	\$3,222,092.13	
Plus Cr Card Chg - Sept 2016 - in bank, not in office----JE---	78.10	
Plus Bank Svc Chg - Sept 2016 - in bank, not in office--JE---	489.64	
Plus Deposits in Transit - in office, not in bank-----		
Plus Cr Card Deposits in Transit - in office, not in bank-----		
Plus Deposit Correction - Bank encoding error-----	500.00	
Less ACH Payroll Return - in bank, not in office-----		
Less Outstanding Checks not cleared bank-----	(613,541.08)	
Less Deposits in Transit - in bank, not in office-----	(23,199.02)	
Less Cr Card Deposits in Transit - in bank, not in office-----		\$2,586,419.77

**BSV #301- STONY CREEK, VA**

Bank Balance-----	\$52,041.85	
Plus Bank Svc Chg - Sept 2016 - in office, not in bank-----	25.23	
Less Deposits in Transit - in bank, not in office-----	(4,547.72)	
Less Deposits in Transit - int earned, in bank, not in office---	(1.55)	47,517.81

**EVB #401- WAVERLY, VA**

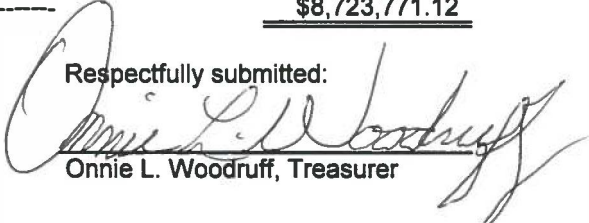
Bank Balance-----	\$33,597.43	
Less Deposits in Transit - in bank, not in office-----	(3,166.92)	
Less Deposits in Transit - int earned, in bank, not in office---	(1.12)	30,429.39
Investments and CD's-----		
#30342048 - EVB #451		\$2,210,398.24

<b>QZAB -05 #701</b> Investment Balance-----	662,566.28
<b>QZAB -06 #702</b> Investment Balance-----	1,106,190.59
<b>LGIP INVESTMENT #803</b> Investment Balance-----	2,080,249.04

TOTAL IN BANKS REC W/GL----- \$8,723,771.12

Letters or statements from each of the above mentioned banks are on file in the Treasurer's Office of Sussex County certifying the balance as listed above.

kbe

Respectfully submitted:  
  
Onnie L. Woodruff, Treasurer

Pg 1C

Onnie L. Woodruff, Treasurer

Company No: 001      Account Number: 3100 41060 100      Period:  
 Date:10/31/16      **Designated use of Gen Fund Bal.**      Time: 0936  
 Budget Amount      Year To Date      Encumbrances      Balance  
 \$1,708,519.85-      \$ .00      \$ .00      \$1,708,519.85-

Date	Source	Reference Number	PO#	Amount	Period	Description
07212016	BA	1 0000103		\$483,000.00	-201607	-APPROPRIATION ENTRY-
08162016	BA	1 0000366		\$53,752.00	-201608	BA FYE16 ENCUMB GIS SYS 8/18
08162016	BA	1 0000366		\$67,000.00	-201608	BA FYE16 ENCUMB TOB COM GRT LS
08162016	BA	1 0000365		\$14,510.76	-201608	BA PRESIDENT PRIM BILLS FYE16
08162016	BA	1 0000365		\$150,000.00	-201608	BA REASSESSMENT NOT IN BUD
08162016	BA	1 0000365		\$10,270.24	-201608	RE-APPROP 1/2 LOC FYE16 SCH BA
08162016	BA	1 0000365		<b>\$700,000.00</b>	-201608	TRF GF BAL TO 135 RCPF 8/18 <b>Planning Purpose.</b>
10212016	BA	1 0000370		\$12,000.00	-201610	BA CIR.CT MICRO 10/20 SECK5/25
10212016	BA	1 0000370		\$196,000.00	-201610	BA APPR RADIO TOWER 10/20
10212016	BA	1 0000370		\$2,670.00	-201610	BA APPR LITTR RECYL GRNT 10/20
10212016	BA	1 0000370		\$5,000.00	-201610	BA APPR INCR GATEWAY RGN 10/20
10212016	BA	1 0000370		\$7,800.00	-201610	BA CIR.CT MICRO 10/20 SECK6/22
10272016	BA	1 0000371		\$350.00	-201610	BA VACORP INS ADJ 07/16
10272016	BA	1 0000371		\$3,191.15	-201610	BA VACORP INS ADJ 07/16
10272016	BA	1 0000371		\$2,975.70	-201610	BA VACORP INS ADJ 07/16
*****						Budget Amount - to reduce the General Fund Balance for fye17 <b>\$1,708,519.85-</b>

Factors to consider while monitoring cash flow and Gen. Ledger Fund Balances:

- Two thirds of fiscal year left.
- 100% of all appropriations are not normally expended.
- **\$160,523** still remains in contingency expenditure account.
- **\$3,575,741** of unrestricted fund balance remains in the RCPF (135) for internal controls and planning purposes.
- Current overall tax assessments are **\$111,000** under the budgeted amount for fye17, but should see additional revenue from Bill in Equity currently in progress.
- Monitor landfill tipping fees and make budget adjustments if and when necessary.



**SUSSEX COUNTY**  
**BALANCE SHEET - COMPARATIVE PERIODS**  
 2013/07 - 2016/10

**FUND #-999 TREASURER'S ACCOUNTABILITY FUND**  
 GL070C

MAJOR#	DESCRIPTION	FY/2014 Bal. Sheet 2013/07 Thru 2013/10	FY/2015 Bal. Sheet 2014/07 Thru 2014/10	FY/2016 Bal. Sheet 2015/07 Thru 2015/10	FY/2017 Bal. Sheet 2016/07 Thru 2016/10
000000-0000	TREASURER'S ACCOUNTABILITY FUND	.00	.00	.00	.00
	TREASURER'S ACCOUNTABILITY FUND	.00	.00	.00	.00
		.00	.00	.00	.00
000100-0000	ASSETS	.00	.00	.00	.00
000100-0101	Cash in Office - Treasurer	600.00	600.00	600.00	600.00
000100-0201	BB&T - MM Checking	2,014,278.00	2,579,857.90	2,101,993.63	2,586,419.77
000100-0251	BB&T - CD's	.00	.00	.00	.00
000100-0252	BB&T - Repos	.00	.00	.00	.00
000100-0301	BSV - MM Checking	38,082.92	256,186.02	97,639.47	47,517.81
000100-0351	BSV - CD's	.00	.00	.00	.00
000100-0352	BSV - Repos	.00	.00	.00	.00
000100-0401	BSS - MM Checking	143,152.31	36,385.59	58,324.54	30,429.39
000100-0451	BSS - CD's	7,115,579.17	6,110,555.28	6,127,325.28	2,210,398.24
000100-0452	BSS - Repos	.00	.00	.00	.00
000100-0701	Bank of America QZAB Acct	446,830.82	516,995.38	588,865.60	662,566.28
000100-0702	Bk of America QZAB 06 Escrow	710,679.31	839,331.21	971,097.11	1,106,190.59
000100-0803	LGIP - Investments	5,056,267.37	2,060,387.12	2,065,208.20	2,080,249.04
000100-0805	Mentor Snap - VPSA Bond Proceeds	.00	.00	.00	.00
000100-0806	Va.Snap/PFM-VPSA Int. Acct	.00	.00	.00	.00
000100-0901	NSF Checks	351.53	592.06	.00	526.44
	ASSETS	15,525,821.43	12,400,890.56	12,011,053.83	8,724,897.56
	<b>TOTAL ASSETS</b>	<b>15,525,821.43</b>	<b>12,400,890.56</b>	<b>12,011,053.83</b>	<b>8,724,897.56</b>
000300-0000	FUND EQUITY	.00	.00	.00	.00
000300-0100	General Fund	4,926,973.05-	4,748,388.15-	4,893,838.72-	1,258,217.27-
000300-0105	VPA Fund	.00	.00	.00	.00
000300-0110	CSA Fund	83,087.83	180,298.33	142,403.21	71,175.17
000300-0115	BJA Trust Fund	.00	.00	.00	.00
000300-0120	IPR Loan Program Fund	9,660.58-	.00	.00	.00
000300-0121	IPR Program Income Fund (11/02)	46,323.25-	46,906.78-	41,134.72-	44,590.04-
000300-0122	Disaster Recovery Relief Fund	.00	.00	.00	.00
000300-0123	CDBG Housing Program	40,494.01-	44,604.66-	50,417.99-	54,383.99-
000300-0124	Sussex Gardens Proj FD (Revl FD)	.00	.00	.00	.00
000300-0125	Drug Forfeiture Fund	22,449.56-	25,253.31-	9,598.04-	11,050.41-
000300-0135	Reserve for CP and DS	7,451,268.44-	6,304,725.19-	1,687,505.63-	3,575,741.02-
000300-0140	Criminal Justice Reserve Fund	.00	.00	.00	.00
000300-0201	Law Library Fund	25,902.06-	26,395.78-	26,927.48-	27,688.23-
000300-0251	School Fund	.00	.00	.00	.00
000300-0252	School Food Services Fund	24,176.80-	71,090.58	4,206.08	29,331.25
000300-0253	Summer Food Service Fund	2,374.73-	4,441.69-	8,829.25-	7,153.51-
000300-0254	Title and Grant fund	3,333.39	172,412.67-	158,203.22-	123,446.00-
000300-0255	School Textbook Fund	49,565.75-	54,090.07-	74,484.58-	159,244.83-
000300-0256	Smart Beg.Early Childhood Dev	221.09	.00	.00	.00

decreased \$3.636 mil.  
 See pg 13 Designated  
 use of Fd Bal

Incr. \$ 1.888 mil.



SUSSEX COUNTY  
**BALANCE SHEET - COMPARATIVE PERIODS**  
 2013/07 - 2016/10

**FUND #-999 TREASURER'S ACCOUNTABILITY FUND**

GL070C

MAJOR#	DESCRIPTION	FY/2014	FY/2015	FY/2016	FY/2017
		Bal. Sheet 2013/07 Thru 2013/10	Bal. Sheet 2014/07 Thru 2014/10	Bal. Sheet 2015/07 Thru 2015/10	Bal. Sheet 2016/07 Thru 2016/10
000300-0301	School Capital Projects Fund	241,889.05-	230,579.05-	209,210.05-	197,889.05-
000300-0302	General Capital Projects Fund	553,194.47-	1,303.41-	3,722,617.25-	1,034,388.09-
000300-0303	Elementary School Capital Proj Fund	1,526,250.58-	.00	.00	.00
000300-0305	Mega Site - Industrial Park Fund	35,570.84	29,476.67	7,728.71	226,133.95
000300-0306	Cabin Point - Industrail Park Fund	.00	.00	9,723.89	9,723.89
000300-0307	Henry - Industrial Park Fund	.00	.00	.00	.00
000300-0723	Robert Mitchell Scholarship Fund	27,777.17-	26,916.17-	26,350.17-	25,755.17-
000300-0724	Wav/Wak Rotary Scholarship Fund	22,945.86-	23,078.86-	22,277.86-	25,476.86-
000300-0725	RICHARD CLEMENTS MOORE III SCH FUND	27,309.83-	28,048.83-	28,324.83-	29,073.83-
000300-0726	Millard D. Stith Sch. Fund	54,307.00-	71,217.00-	73,350.00-	79,458.00-
000300-0733	Special Welfare Fund	1,639.73-	1,466.99-	1,876.29-	1,413.97-
000300-0135-200	Restricted Res for Elem Loans	.00	.00	.00	.00
	<b>FUND EQUITY</b>	<b>14,932,288.77-</b>	<b>11,528,963.03-</b>	<b>10,870,884.19-</b>	<b>6,318,606.01-</b>
	TOTAL PRIOR YR FUND BALANCE	14,932,288.77-	11,528,963.03-	10,870,884.19-	6,318,606.01-
000400-0000	OTHER ACCOUNTS	.00	.00	.00	.00
000400-0001	Treasurer's Deferred Account	1,217.94-	1,269.03-	1,288.68-	1,288.68-
000400-0002	Cash Over and Short	17.34-	16.57-	60.91-	31.53-
000400-0011	Overpayments	.00	.00	.00	.00
000400-0012	Prepaid Taxes - PP	525.53-	988.13-	446.26-	1,173.50-
000400-0013	Prepaid Taxes - RE	342.98-	1,566.42-	4,202.19-	4,555.97-
000400-0014	Available PTR for Distrib \$1.093M	1,033,514.01	989,096.71	1,034,651.11	.00
000400-0015	Escrow Acct. QZAB 2005	446,830.82-	516,995.38-	588,865.60-	662,566.28-
000400-0016	QZAB 2006 Escrow Acct.	710,679.31-	839,331.21-	971,097.11-	1,106,190.59-
000400-0021	Escrow Acct - Perf. Surety(ESCROW)	62,610.00-	62,610.00-	62,610.00-	64,235.00-
000400-0101	Commonwealth Current Credit Account	.00	.00	.00	.00
000400-0102	Commonwealth Current Debit Account	.00	.00	.00	.00
000400-0103	Commonwealth Cur C-DHCD Ln-Woodfued	1,920.75-	.00	.00	.00
000400-0104	Escrow Sheriff's Sales (SHSALE)	.00	.00	.00	.00
000400-0150	Health Insurance Cont. Fund (HINS)	35,048.00	297.50-	.00	.00
	OTHER ACCOUNTS	155,582.66-	433,977.53-	593,919.64-	1,840,041.55-
000401-0000	ESCROW ACCTS. RESERVED CIF ACCTS	.00	.00	.00	.00
000401-0101	Escrow for Fire Dept. Vehicles	391,700.00-	391,700.00-	500,000.00-	500,000.00-
000401-0102	Escrow for Rescue Vehicles	46,250.00-	46,250.00-	46,250.00-	66,250.00-
	ESCROW ACCTS. RESERVED CIF ACCTS	437,950.00-	437,950.00-	546,250.00-	566,250.00-
	<b>OTHER EQUITY &amp; ESCROW ACCTS</b>	<b>593,532.66-</b>	<b>871,927.53-</b>	<b>1,140,169.64-</b>	<b>2,406,291.55-</b>
000500-0000	UNCOLLECTED TAXES - COUNTY	.00	.00	.00	.00
	UNCOLLECTED TAXES - COUNTY	.00	.00	.00	.00
000501-0000	UNCOLLECTED TAXES - RE	.00	.00	.00	.00
000501-1990	Real Estate - 1990	.00	.00	.00	.00
000501-1991	Real Estate - 1991	.00	.00	.00	.00
000501-1992	Real Estate - 1992	.00	.00	.00	.00
000501-1993	Real Estate - 1993	668.34	.00	.00	.00

**SUSSEX COUNTY**  
**BALANCE SHEET - COMPARATIVE PERIODS**  
 2013/07 - 2016/10

**FUND #-999 TREASURER'S ACCOUNTABILITY FUND**  
 GL070C

MAJOR#	DESCRIPTION	FY/2014	FY/2015	FY/2016	FY/2017
		Bal. Sheet 2013/07 Thru 2013/10	Bal. Sheet 2014/07 Thru 2014/10	Bal. Sheet 2015/07 Thru 2015/10	Bal. Sheet 2016/07 Thru 2016/10
000501-1994	Real Estate - 1994	1,232.27	860.27	.00	.00
000501-1995	Real Estate - 1995	1,260.20	888.20	393.50	.00
000501-1996	Real Estate - 1996	1,404.65	959.26	424.99	176.80
000501-1997	Real Estate - 1997	1,601.81	1,115.17	531.41	193.17
000501-1998	Real Estate - 1998	2,329.11	1,819.20	600.12	256.14
000501-1999	REAL ESTATE - 1999	2,814.36	1,979.64	742.74	291.78
000501-2000	Real Estate - 2000	3,639.60	2,427.00	855.60	322.80
000501-2001	Real Estate - 2001	4,219.54	2,670.67	994.27	409.80
000501-2002	Real Estate - 2002	5,298.68	3,418.57	1,462.43	557.70
000501-2003	Real Estate - 2003	5,741.98	3,760.13	1,524.26	578.50
000501-2004	REAL ESTATE - 2004	6,323.77	4,148.95	1,548.95	584.35
000501-2005	Real Estate - 2005	6,729.42	4,353.46	1,740.46	584.35
000501-2006	Real Estate - 2006	7,342.22	4,302.16	1,643.04	427.68
000501-2007	Real Estate - 2007	9,151.45	4,620.28	1,711.68	427.68
000501-2008	REAL ESTATE - 2008	16,549.57	8,260.13	2,788.61	574.11
000501-2009	RE - 2009	22,589.92	11,982.03	3,904.90	968.22
000501-2010	Real Estate - 2010	29,443.50	15,182.98	5,626.34	2,162.57
000501-2011	Real Estate - 2011	56,903.02	25,926.92	11,044.27	5,295.13
000501-2012	Real Estate - 2012	122,755.27	63,917.21	22,336.31	9,198.10
000501-2013	Real Estate - 2013	4,129,126.00	143,138.96	44,596.30	19,048.54
000501-2014	Real Estate - 2014	.00	4,095,753.03	111,951.60	38,481.85
000501-2015	Real Estate - 2015	.00	.00	3,858,691.63	123,427.39
000501-2016	Real Estate - 2016	.00	.00	.00	4,371,286.13
000501-9999	Reserve - Real Estate Taxes UNCOLLECTED TAXES - RE	4,437,124.68-	4,401,484.22-	4,075,113.41-	4,575,252.79-
000502-0000	UNCOLLECTED TAXES - PP	.00	.00	.00	.00
000502-2005	PP - 2005	.00	.00	.00	.00
000502-2006	PP - 2006	.00	.00	.00	.00
000502-2007	PP - 2007	.00	.00	.00	.00
000502-2008	PP - 2008	18,648.86	.00	.00	.00
000502-2009	PP - 2009	18,891.67	17,658.31	.00	.00
000502-2010	PP - 2010	22,293.27	18,248.14	15,481.16	.00
000502-2011	PP - 2011	24,896.62	19,568.83	16,689.34	15,307.97
000502-2012	PP - 2012	57,824.87	29,195.73	21,440.08	18,778.89
000502-2013	PP - 2013	3,434,806.43	261,998.36	21,083.92	14,420.94
000502-2014	PP - 2014	.00	3,720,440.82	65,250.05	31,641.98
000502-2015	PP - 2015	.00	.00	3,453,548.69	61,538.74
000502-2016	PP - 2016	.00	.00	.00	3,550,807.59
000502-9999	Reserve - PP Taxes UNCOLLECTED TAXES - PP	3,577,361.72-	4,067,110.19-	3,593,493.24-	3,692,496.11-
000503-0000	UNCOLLECTED TAXES - PSC	.00	.00	.00	.00
000503-2006	PSC - 2006	.00	.00	.00	.00

SUSSEX COUNTY  
**BALANCE SHEET - COMPARATIVE PERIODS**  
 2013/07 - 2016/10

**FUND #-999 TREASURER'S ACCOUNTABILITY FUND**  
 GL070C

MAJOR#	DESCRIPTION	FY/2014 Bal. Sheet 2013/07 Thru 2013/10	FY/2015 Bal. Sheet 2014/07 Thru 2014/10	FY/2016 Bal. Sheet 2015/07 Thru 2015/10	FY/2017 Bal. Sheet 2016/07 Thru 2016/10
000503-2007	PSC - 2007	.00	.00	.00	.00
000503-2008	PSC - 2008	.00	.00	.00	.00
000503-2009	PSC - 2009	.00	.00	.00	.00
000503-2010	PSC - 2010	.00	.00	.00	.00
000503-2011	PSC - 2011	.00	.00	.00	.00
000503-2012	PSC - 2012	.00	.00	.00	.00
000503-2013	PSC - 2013	510,778.65	.00	.00	.00
000503-2014	PSC - 2014	.00	553,636.52	.00	.00
000503-2015	PSC - 2015	.00	.00	604,253.35	.00
000503-2016	PSC - 2016	.00	.00	.00	705,581.05
000503-9999	Reserve - PSC Taxes	510,778.65-	553,636.52-	604,253.35-	705,581.05-
	UNCOLLECTED TAXES - PSC	.00	.00	.00	.00
000504-0000	UNCOLLECTED BUISNESS LICENSE	.00	.00	.00	.00
000504-2015	BL - 2015	.00	.00	4.80	.00
000504-2016	BL - 2016	.00	.00	.00	211.68-
000504-9999	Reserve for Buisness License	.00	.00	4.80-	211.68
	UNCOLLECTED BUISNESS LICENSE	.00	.00	.00	.00
000520-0000	DMV REGISTRATION WITHHOLDING FEES	.00	.00	.00	.00
000520-0001	DMV Withholding Fees Receivable	9,428.91-	7,679.25	9,193.90-	10,131.70
000520-9999	Reserve for DMV Withholding Fees	9,428.91	7,679.25-	9,193.90	10,131.70-
	DMV REGISTRATION WITHHOLDING FEES	.00	.00	.00	.00
000521-0000	UNCOLLECTED ADMINISTRATIVE FEES	.00	.00	.00	.00
000521-0001	Administrative Fees Receivable	14,095.83-	11,486.80	13,719.09-	13,601.91
000521-9999	Reserve for Administrative Fees	14,095.83	11,486.80-	13,719.09	13,601.91-
	UNCOLLECTED ADMINISTRATIVE FEES	.00	.00	.00	.00
		.00	.00	.00	.00
000600-0000	UNCOLLECTED TAXES - STATE	.00	.00	.00	.00
	UNCOLLECTED TAXES - STATE	.00	.00	.00	.00
000601-0000	UNCOLLECTED TAXES - SI	.00	.00	.00	.00
000601-2009	State Income Tax - 2009	.00	.00	.00	.00
000601-2010	State Income Tax - 2010	.00	.00	.00	.00
000601-2011	State Income Tax - 2011	.00	.00	.00	.00
000601-2012	State Income Tax - 2012	4,502.43	.00	.00	.00
000601-2013	State Income Tax - 2013	.00	5,602.12	.00	.00
000601-2014	State Income Tax - 2014	.00	.00	14,019.56	.00
000601-2015	State Income Tax - 2015	.00	.00	.00	12,320.70
000601-9999	Reserve - State Income	4,502.43-	5,602.12-	14,019.56-	12,320.70-
	UNCOLLECTED TAXES - SI	.00	.00	.00	.00
		.00	.00	.00	.00
000702-0000	IPR Loan Payments Receivable	2,217.49	2,229.74	3,470.23	3,274.35
000702-9999	Reserve for IPR Loan Payments	2,217.49-	2,229.74-	3,470.23-	3,274.35-
	IPR Loan Payments Receivable	.00	.00	.00	.00

SUSSEX COUNTY  
**BALANCE SHEET - COMPARATIVE PERIODS**  
 2013/07 - 2016/10

**FUND #-999 TREASURER'S ACCOUNTABILITY FUND**  
 GL070C

MAJOR#	DESCRIPTION	FY/2014	FY/2015	FY/2016	FY/2017
		Bal. Sheet 2013/07 Thru 2013/10	Bal. Sheet 2014/07 Thru 2014/10	Bal. Sheet 2015/07 Thru 2015/10	Bal. Sheet 2016/07 Thru 2016/10
000703-0000	CDBG Loan Payments Receivable	633.10	.00	614.00	614.00
000703-9999	Reserve for CDBG Loan Payments	633.10-	.00	614.00-	614.00-
	CDBG Loan Payments Receivable	.00	.00	.00	.00
		.00	.00	.00	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
	GENERAL FUND				
	ASSETS				
100-0100	Cash With Treasurer	1,479,911.68	1,663,702.05	1,885,396.46-	1,258,217.27
	ASSETS	1,479,911.68	1,663,702.05	1,885,396.46-	1,258,217.27
	OTHER ASSETS AND RESERVES				
101-0050	Revl & Ln Due From Other Funds				
101-0051	Due From School Fund				
101-0235	Reserve for IDA Lease Agreement				
101-0236	Reserve for VPSA99 Bonds High Sch.	1,019,581.25			1,019,581.25
101-0237	Res for Literary Loan - High Schoo	3,251,433.00			3,251,433.00
101-0238	Res for Literary Loan - Mid Sch 07	4,201,514.00			4,201,514.00
101-0239	Res for IDA QZAB Bond Deposit	1,109,742.50			1,109,742.50
101-0240	Reserve for VPSA 2012 Bond Elem Sc	3,640,000.00			3,640,000.00
101-0241	Woodfuel Loan Receivable(DHCD Loan	529,167.76		18,888.62-	510,279.14
101-0600	Commonwealth PTR avail. for distr.	1,057,870.80-	5,138.93	1,734.82-	1,054,466.69-
101-0900	Accrued Accounts Receivable				
101-0901	Reversion Due From School Fund				
	OTHER ASSETS AND RESERVES	12,693,567.71	5,138.93	20,623.44-	12,678,083.20
	TOTAL ASSETS	14,173,479.39	1,668,840.98	1,906,019.90-	13,936,300.47
	LIABILITIES				
200-0000	Clearing Account - Payroll		247,688.71	247,688.71-	
200-0100	Clearing Account - Accounts Payabl		409,273.19	409,273.19-	
200-0235	IDA Lease Payable				
200-0236	VPSA99 Bonds Payable - High Sch	1,019,581.25-			1,019,581.25-
200-0237	Literary Loan Pay - High Sch.	3,251,433.00-			3,251,433.00-
200-0238	Literary Loan Pay - Middle Sch 07	4,201,514.00-			4,201,514.00-
200-0239	IDA QZAB Bond Deposit Payable	1,109,742.50-			1,109,742.50-
200-0240	VPSA 2012 Bond Payable - Elem Sch.	3,640,000.00-			3,640,000.00-
200-0241	DHCD Loan Payable (Woodfuel)	529,167.76-	18,888.62		510,279.14-
200-0300	Clearing Account - Jurors				
200-0600	Commonwealth PTR outstanding bal.	1,057,870.80	1,734.82	5,138.93-	1,054,466.69
200-0900	Accrued Accounts Payable				
	LIABILITIES	12,693,567.71-	677,585.34	662,100.83-	12,678,083.20-
	TOTAL LIABILITIES	12,693,567.71-	677,585.34	662,100.83-	12,678,083.20-
	FUND EQUITY				
300-0100	Fund Balance	4,008,355.50-			4,008,355.50-
	FUND EQUITY	4,008,355.50-			4,008,355.50-
	TOTAL PRIOR YR FUND BALANCE	4,008,355.50-			4,008,355.50-
	TOTAL REVENUE	2,963,305.98-		1,645,718.48-	4,609,024.46-
	TOTAL EXPENDITURE	5,491,749.80		1,867,412.89	7,359,162.69
	TOTAL CURRENT FUND BALANCE				2,750,138.23 Exp. Over Rev
	TOTAL LIABILITIES AND FUND BALANCE	14,173,479.39-	2,544,998.23	2,307,819.31-	13,936,300.47-

SUSSEX COUNTY

REVENUE SUMMARY BY FUNDS

7/01/2016 - 10/31/2016

-FUND SUMMARY-

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% REMAIN.
100	REVENUE - GENERAL FUND	21,675,558.00	22,945,836.77	1,645,718.48	4,609,024.46	18,336,812.31	79.91
105	REVENUE - VPA/DSS FUND	2,099,652.00	2,099,652.00	153,427.04	610,822.56	1,488,829.44	70.90
110	REVENUE - CSA FUND	725,000.00	725,000.00	18,301.65	125,539.46	599,460.54	82.68
121	REV.- IPR PROG. INCOME FD (11/02)	.00	.00	32.00	626.61	626.61-	100.00-
123	REV - CDBG HOUSING PRG (4/09)	.00	.00	340.00	1,326.00	1,326.00-	100.00-
125	REVENUE - DRUG FORFEITURE FUND	.00	.00	2.00	2.00	2.00-	100.00-
135	REVENUE - CP / DS RESERVE FUND	.00	700,000.00	436.00	700,436.00	436.00-	.06-
201	REVENUE - LAW LIBRARY FUND	.00	.00	90.70	294.60	294.60-	100.00-
251	REVENUE - SCHOOL FUND	15,801,426.00	15,811,696.24	1,243,841.87	3,460,482.78	12,351,213.46	78.11
252	REVENUE - SCHOOL FOOD SERVICES FUND	922,110.00	922,110.00	85,303.99	141,523.74	780,586.26	84.65
253	REVENUE - SUMMER FOOD SERVICES FUND	.00	.00	.00	22,131.60	22,131.60-	100.00-
254	REVENUE - TITLE & GRANT FUND	1,539,212.00	1,539,212.00	108,688.58	185,376.63	1,353,835.37	87.95
255	REVENUE - SCH. TEXTBOOK FUND	109,780.00	109,780.00	5,799.84	23,199.36	86,580.64	78.86
301	REVENUE - SCHOOL CAPITAL PROJECTS	.00	.00	20.00	20.00	20.00-	100.00-
302	REVENUE - CAPITAL PROJECT FUND	193,000.00	829,000.00	196,000.00	196,000.00	633,000.00	76.35
305	REVENUE - MEGA SITE INDUST. PARK	.00	740,518.00	.00	92,725.00	647,793.00	87.47
306	REVENUE - CABIN POINT INDUST. PARK	580,000.00	580,000.00	.00	.00	580,000.00	100.00
723	REVENUE - MITCHELL SCHOLARSHIP FUND	.00	.00	106.00	106.00	106.00-	100.00-
724	REVENUE - SUSSEX ENDOWM SCHSHP FD	.00	.00	103.00	103.00	103.00-	100.00-
725	REV - RICHARD CLEMENT MOORE III FD	.00	.00	116.00	116.00	116.00-	100.00-
726	REV.- MILLARD & FLORENCE STITH FSF	.00	.00	317.00	317.00	317.00-	100.00-
733	REVENUE - SPECIAL WELFARE FUND	.00	.00	460.00	2,775.00	2,775.00-	100.00-
	-- REVENUE TOTAL --	43,645,738.00	47,002,805.01	3,459,104.15	10,172,947.80	36,829,857.21	78.35



**SUSSEX COUNTY**  
**EXPENDITURE SUMMARY BY FUNDS**  
 7/01/2016 - 10/31/2016

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	- FUND SUMMARY -		
						ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
100	EXPENDITURES - GENERAL FUND	21,675,558.00	22,945,836.77	1,867,412.89	7,359,162.69	.00	15,586,674.08	67.92
105	EXPENDITURES - VPA/DSS FUND	2,099,652.00	2,099,652.00	153,427.04	610,822.56	.00	1,488,829.44	70.90
110	EXPENDITURES - CSA FUND	725,000.00	725,000.00	31,403.23	142,186.65	.00	582,813.35	80.38
121	EXPEND. - IPR PROG. INCOME FD 11/02	.00	.00	.00	41.00	.00	41.00-	100.00-
125	EXPENDITURES - DRUG FORFEITURE FD	.00	12,107.16	249.91	1,056.75	.00	11,050.41	91.27
251	SCHOOL FUND EXPENDITURES	15,801,426.00	15,801,426.00	1,243,841.87	3,460,482.78	.00	12,340,943.22	78.10
252	EXPENDITURES - SCHOOL FOOD SERV	922,110.00	922,110.00	103,676.74	154,939.01	.00	767,170.99	83.19
253	EXPENDITURES - SUMMER FS FUND	.00	.00	.00	24,177.22	.00	24,177.22-	100.00-
254	TITLE & GRANT REVOLVING FUND	1,539,212.00	1,539,212.00	84,333.51	271,297.99	.00	1,267,914.01	82.37
255	EXPENDITURES - TEXTBOOK FUND	109,780.00	109,780.00	43,022.71	47,875.71	.00	61,904.29	56.38
302	EXPENDITURES - CAPITAL PROJECT FD	193,000.00	2,259,375.00	.00	527,046.68	.00	1,732,328.32	76.67
305	EXPENDITURES - MEGA SITE	.00	673,518.00	29,667.64	264,663.33	.00	408,854.67	60.70
306	EXPENDITURES - CABIN POINT PARK	580,000.00	580,000.00	.00	.00	.00	580,000.00	100.00
723	EXPENDITURES - ROBERT MITCHELL SCH	.00	.00	800.00	800.00	.00	800.00-	100.00-
724	EXPENDS. SUSSEX ENDOWM SCHSHP FD	.00	.00	.00	3,000.00	.00	3,000.00-	100.00-
725	EXPS.- RICHARD CLEMENT MOORE S.FD.	.00	.00	.00	500.00	.00	500.00-	100.00-
726	EXP. - MILLARD & FLORENCE STITH FSF	.00	.00	.00	1,000.00	.00	1,000.00-	100.00-
733	EXPENDITURES - SPECIAL WELFARE FD	.00	.00	585.00	2,983.45	.00	2,983.45-	100.00-
--	EXPENDITURE TOTAL --	43,645,738.00	47,668,016.93	3,558,420.54	12,872,035.82	.00	34,795,981.11	72.99

# 10

DATE REC'D	FOR MONTH	RATE/TON 0.00	NET/TON 0.00	CO. USED TONS	TOTAL REV. Bud 4.8 mil	CONSENT FEE ESCROW FUND	CONSENT FEE BRAMBLES CR	BASE RENT	Ave need & Bal of Bud
									\$4,600,000.00
7/22/2016	June 2016	\$3.98	109,626.48	846.06	\$436,313.39				\$383,333.33
8/24/2016	July 2016	\$3.98	100,758.12	832.03	\$401,017.32				\$378,516.98
9/22/2016	Aug. 2016	\$3.98	106,713.32	848.83	\$424,719.01				\$376,266.93
10/20/2016	Sept. 2016	\$3.98	92,302.71	843.62	\$367,364.79				\$370,883.36
11/20/2016	Oct. 2016	\$3.98			\$0.00				\$371,323.19
12/21/2016	Nov. 2016	\$3.98			\$0.00				\$371,323.19
1/20/2016	Dec. 2016	\$3.98			\$0.00				\$371,323.19
<b>CPI Increase</b>		\$3.98			\$0.00				
2/19/2017	Jan. 2017	\$3.98			\$0.00				\$371,323.19
3/25/2017	Feb. 2017	\$3.98			\$0.00				\$371,323.19
4/22/2017	Mer. 2017	\$3.98			\$0.00				\$371,323.19
5/21/2017	Apr. 2017	\$3.98			\$0.00				\$371,323.19
6/24/2017	May 2017	\$3.98			\$0.00				\$371,323.19
<b>AC TOT FYE 2017 Bud \$4,600,000</b>			<b>409,400.63</b>	<b>3,370.54</b>	<b>\$1,629,414.51</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$2,970,585.49</b>
<b>G TOTAL PROJ</b>			<b>30,669,837.04</b>	<b>185,048.63</b>	<b>120,799,856.73</b>	<b>4,768,284.00</b>	<b>5,192,300.00</b>	<b>5,480,000.10</b>	

**Current Conditions of Agreement and CUP**

1. Tenant shall build a total of 10 collections sites.
2. Current County Capacity 800,000 tons
3. Landfill Current Lease 1,315 Acres
4. Mey 2014, Reimbursement for inspections increase to \$225,000/year and increases \$25,000 per 5 year increments.
5. Escrow Agreement: Escrow account/bond/letter \$5,000/ acres with a max. of \$1,000,000 with interest earning to a gross max. of \$2,000,000.  
Amendment to Escrow Agreement allows for additions deposits of \$5,000/ acres over 200 acres of landfill used with no maximum accumulation.

Note: Sup. Rent ended 12/02



FUND #-100 REVENUE

GENERAL FUND - REVENUE SUMMARY BY MAJOR SOURCE

-COST SUMMARY-

7/01/2016 - 10/31/2016

-COST SUMMARY-

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
999	REVENUE - GENERAL FUND						
10000	REVENUE FROM LOCAL SOURCES						
11000	GENERAL PROPERTY TAXES						
11010	REAL PROPERTY TAXES	5,015,926.00	5,015,926.00	524,745.73	611,795.65	4,404,130.35	87.80
11020	PUBLIC SERVICE CORP TAXES	689,852.00	689,852.00	13,569.87	13,569.87	676,282.13	98.03
11030	PERSONAL PROPERTY TAXES	2,311,318.00	2,311,318.00	242,095.17	278,818.31	2,032,499.69	87.93
11031	MOBILE HOME TAXES	21,481.00	21,481.00	3,037.20	3,769.75	17,711.25	82.45
11032	FIRE AND RESCUE TAXES	9,000.00	9,000.00	1,274.94	1,960.55	7,039.45	78.21
11040	MACHINERY AND TOOLS TAXES	1,280,777.00	1,280,777.00	3,658.44	53,728.38	1,227,048.62	95.80
11050	MERCHANTS CAPITAL TAXES	120,000.00	120,000.00	8,488.61	8,488.61	111,511.39	92.92
11060	PENALTIES, INTEREST & TREAS ADM FEES	208,500.00	208,500.00	8,811.34	30,836.77	177,663.23	85.21
	GENERAL PROPERTY TAXES	9,656,854.00	9,656,854.00	805,681.30	1,002,967.89	8,653,886.11	89.61
12000	OTHER LOCAL TAXES						
12010	LOCAL SALES USE AND TAXES	843,242.00	843,242.00	75,743.10	291,292.07	551,949.93	65.45
12020	CONSUMER UTILITY TAXES	95,000.00	95,000.00	7,725.84	31,763.99	63,236.01	66.56
12030	BUSINESS LICENSE TAXES	79,630.00	79,630.00	3,067.35	12,033.65	67,596.35	84.88
12040	FRANCHISE LICENSE TAXES						
12050	MOTOR VEHICLE LICENSES	190,053.00	190,053.00	21,147.50	26,547.07	163,505.93	86.03
12060	BANK STOCK TAXES	3,500.00	3,500.00			3,500.00	100.00
12070	RECORDATION TAXES						
	OTHER LOCAL TAXES	1,211,425.00	1,211,425.00	107,683.79	361,636.78	849,788.22	70.14
13000	PERMITS, FEES AND LICENSES						
13010	ANIMAL LICENSES	8,000.00	8,000.00	71.00	323.00	7,677.00	95.96
13030	PERMITS AND OTHER LICENSES	4,882,560.00	4,882,560.00	389,339.26	1,725,230.82	3,157,329.18	64.66
	PERMITS, FEES AND LICENSES	4,890,560.00	4,890,560.00	389,410.26	1,725,553.82	3,165,006.18	64.71
14000	FINES AND FORFEITURES						
14010	FINES AND FORFEITURES	795,600.00	795,600.00	94,252.82	323,548.89	472,051.11	59.33
	FINES AND FORFEITURES	795,600.00	795,600.00	94,252.82	323,548.89	472,051.11	59.33
15000	REVENUE FROM USE OF MONEY/PROPERTY						
15010	REVENUE FROM USE OF MONEY	13,000.00	13,000.00	117.12	19,937.77	6,937.77	53.36
15020	REVENUE FROM USE OF PROPERTY	76,000.00	76,000.00	9,021.80	27,528.44	48,471.56	63.77
	REVENUE FROM USE OF MONEY/PROPERTY	89,000.00	89,000.00	8,904.68	47,466.21	41,533.79	46.66
16000	CHARGES FOR SERVICES						
16010	COURT COSTS	201,215.00	201,215.00	14,249.70	62,520.50	138,694.50	68.92
16020	COMMONWEALTH'S ATTORNEY FEES	1,650.00	1,650.00	135.58	558.40	1,091.60	66.15
16050	CHARGES FOR CORRECTION/DETENTION	3,800.00	3,800.00	423.20	1,827.59	1,972.41	51.90
16060	CHARGES FOR OTHER PROTECTION	1,600.00	3,549.00	205.00	2,364.00	1,185.00	33.38
16080	CHARGES FOR SANITATION/WASTE REMVL						

SUSSEX COUNTY  
**GENERAL FUND - REVENUE SUMMARY BY MAJOR SOURCE**

		7/01/2016 - 10/31/2016				-COST SUMMARY-	
ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
16160	CHARGES FOR COMMUNITY DEVELOPMENT	25,000.00	25,000.00			25,000.00	100.00
16210	CHG FOR CREDIT & DEBIT CARD USE	3,000.00	3,000.00	222.05	554.35	2,445.65	81.52
	CHARGES FOR SERVICES	236,265.00	238,214.00	15,235.53	67,824.84	170,389.16	71.52
18000	MISCELLANEOUS REVENUE						
18030	EXPENDITURE REFUNDS	50,000.00	50,040.00	310.30	1,350.30	48,689.70	97.30
18990	MISCELLANEOUS	19,500.00	22,994.92	1,306.83	30,036.17	7,041.25-	30.62-
	MISCELLANEOUS REVENUE	69,500.00	73,034.92	1,617.13	31,386.47	41,648.45	57.02
19000	RECOVERED COSTS	93,438.00	93,438.00	7,786.49	31,145.96	62,292.04	66.66
19020	RECOVERED COSTS - OTHER	171,500.00	171,500.00	5,450.15	43,375.94	128,124.06	74.70
	RECOVERED COSTS	264,938.00	264,938.00	13,236.64	74,521.90	190,416.10	71.87
20000	REVENUE FROM THE COMMONWEALTH						
21000	PAYMENT IN LIEU OF TAXES	25,000.00	25,000.00			25,000.00	100.00
	PAYMENT IN LIEU OF TAXES	25,000.00	25,000.00			25,000.00	100.00
22000	NON-CATEGORICAL AID - STATE						
22010	NON - CATEGORICAL AID	446,653.00	446,653.00	26,965.89	191,447.48	255,205.52	57.13
22011	LOCAL FINES FROM DOA TO BE DISTRIB						
	NON-CATEGORICAL AID - STATE	446,653.00	446,653.00	26,965.89	191,447.48	255,205.52	57.13
23000	SHARED EXPENSES - CATEGORICAL						
23010	COMMONWEALTH'S ATTORNEY	243,094.00	243,094.00	20,188.42	84,375.19	158,718.81	65.29
23020	SHERIFF SHARED EXPENSE	1,317,850.00	1,317,850.00	111,585.83	407,987.84	909,862.16	69.04
23030	COMMISSIONER OF REVENUE	75,502.00	75,502.00	6,255.44	25,329.57	50,172.43	66.45
23040	TREASURER SHARED EXPENSE	86,858.00	86,858.00	7,232.50	28,083.03	58,774.97	67.66
23050	MEDICAL EXAMINER SHARED EXP						
23060	REGISTRAT/ELECTORAL BD SHARED EXP	38,000.00	38,000.00			38,000.00	100.00
23070	CLERK OF COURT SHARED EXP	191,909.00	191,909.00	15,794.54	61,395.22	130,513.78	68.00
23080	JAIL SHARED EXPENSE	100,000.00	100,000.00		23,760.00	76,240.00	76.24
	SHARED EXPENSES - CATEGORICAL	2,053,213.00	2,053,213.00	161,056.73	630,930.85	1,422,282.15	69.27
24040	OTHER CATEGORICAL AID - STATE	1,450,242.00	1,489,517.00	21,673.71	151,739.33	1,337,777.67	89.81
	OTHER CATEGORICAL AID - STATE	1,450,242.00	1,489,517.00	21,673.71	151,739.33	1,337,777.67	89.81
30000	REVENUE FROM THE FEDERAL GOVERNMENT						
32000	NON-CATEGORICAL AID - FEDERAL						
32010	CDBG COMMUNITY DEV. BLOCK GRANT						
32020	SOCIAL SECURITY ADM. BOUNTY - JAIL						
33000	CATEGORICAL AID - FED						

10/31/2016 Onnie L. Woodruff, Treasurer  
 FUND #-100 REVENUE

SUSSEX COUNTY

GENERAL FUND - REVENUE SUMMARY BY MAJOR SOURCE

		7/01/2016 - 10/31/2016					
-COST SUMMARY-						-COST SUMMARY-	
ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% UNCOLLECTED
33030	Emergency Ser. Grant - Res						
40000	OTHER FINANCING SOURCES						
41000	NON-REVENUE RECEIPTS						
41040	PROCEEDS FROM INDEBTNESS	3,308.00	3,308.00			3,308.00	100.00
41050	TRANSFERS FROM OTHER FUNDS						
41060	DESIGNATED USE OF FUND BALANCES	483,000.00	1,708,519.85			1,708,519.85	100.00
	NON-REVENUE RECEIPTS	486,308.00	1,711,827.85			1,711,827.85	100.00
	--FUND TOTAL--	21,675,558.00	22,945,836.77	1,645,718.48	4,609,024.46	18,336,812.31	79.91

SUSSEX COUNTY

GENERAL FUND - EXPENDITURE SUMMARY BY DEPARTMENTS

		-COST SUMMARY-					
		7/01/2016 -		10/31/2016			
ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	-COST SUMMARY- UNENCUMBERED BALANCE % REMAINING
999	EXPENDITURES - GENERAL FUND						
11100-111	BOARD OF SUPERVISORS	136,582.00	136,622.00	8,986.00	46,545.19		90,076.81 65.93
	--MAJOR TOTAL--	136,582.00	136,622.00	8,986.00	46,545.19		90,076.81 65.93
	BOARD OF SUPERVISORS	136,582.00	136,622.00	8,986.00	46,545.19		90,076.81 65.93
21100-211	ADMINISTRATOR	651,634.00	651,634.00	51,244.17	203,286.56		448,347.44 68.80
	--MAJOR TOTAL--	651,634.00	651,634.00	51,244.17	203,286.56		448,347.44 68.80
21200-221	BUILDING & GROUNDS	548,322.00	548,322.00	44,321.21	198,563.39		349,758.61 63.78
	--MAJOR TOTAL--	548,322.00	548,322.00	44,321.21	198,563.39		349,758.61 63.78
21300-231	HOUSING	176,921.00	176,921.00	10,840.59	48,169.80		128,751.20 72.77
	--MAJOR TOTAL--	176,921.00	176,921.00	10,840.59	48,169.80		128,751.20 72.77
21400-241	PLANNING	181,207.00	234,959.00	12,987.52	79,197.68		155,761.32 66.29
21400-242	BUILDING INSPECTIONS	222,354.00	222,354.00	10,684.95	57,465.03		164,888.97 74.15
21400-243	ZONING	1,743.00	1,743.00	109.97	259.97		1,483.03 85.08
	--MAJOR TOTAL--	405,304.00	459,056.00	23,782.44	136,922.68		322,133.32 70.17
21500-251	FIRE & RESCUE	184,289.00	194,289.00	138.36	56,213.53		138,075.47 71.06
21500-252	AMBULANCE & RESCUE	747,041.00	747,041.00	73,315.40	285,147.05		461,893.95 61.82
21500-253	EMERGENCY SERVICES	223,089.00	223,089.00	33,875.53	106,399.95		116,689.05 52.30
21500-255	FOREST FIRE EXTINCTION	24,000.00	24,000.00	23,836.95	23,836.95		163.05 .67
	--MAJOR TOTAL--	1,178,419.00	1,188,419.00	131,166.24	471,597.48		716,821.52 60.31
21600-261	ANIMAL CONTROL	215,476.00	220,589.92	15,029.14	73,180.22		147,409.70 66.82
21600-262	ENVIRONMENTAL INSPECTIONS	225,000.00	227,670.00	15,642.01	75,105.77		152,564.23 67.01
21600-263	GENERAL WORKS	75,000.00	75,000.00	9,240.72	31,095.33		43,904.67 58.53
21600-266	REFUSE DISPOSAL	159,800.00	159,800.00	7,185.97	44,527.92		115,272.08 72.13
	--MAJOR TOTAL--	675,276.00	683,059.92	47,097.84	223,909.24		459,150.68 67.21
21700-271	IT AND CENTRAL ACCOUNTING AS400	70,795.00	35,795.00		18,283.93		17,511.07 48.92
	--MAJOR TOTAL--	70,795.00	35,795.00		18,283.93		17,511.07 48.92
	ADMINISTRATOR	3,706,671.00	3,743,206.92	308,452.49	1,300,733.08		2,442,473.84 65.25
22100-281	COUNTY ATTORNEY	75,000.00	75,000.00	6,274.65	25,554.00		49,446.00 65.92
	--MAJOR TOTAL--	75,000.00	75,000.00	6,274.65	25,554.00		49,446.00 65.92
	COUNTY ATTORNEY	75,000.00	75,000.00	6,274.65	25,554.00		49,446.00 65.92
23100-291	REGISTRAR/BOARD OF ELECTIONS	161,697.00	176,207.76	11,814.42	59,321.36		116,886.40 66.33
	--MAJOR TOTAL--	161,697.00	176,207.76	11,814.42	59,321.36		116,886.40 66.33
	REGISTRAR/BOARD OF ELECTIONS	161,697.00	176,207.76	11,814.42	59,321.36		116,886.40 66.33
31100-311	COMMISSIONER OF REVENUE	228,770.00	230,642.50	18,376.60	77,453.62		153,188.88 66.41

FUND #-100 EXPENDITURE

GENERAL FUND - EXPENDITURE SUMMARY BY DEPARTMENTS

-COST SUMMARY-

7/01/2016 - 10/31/2016

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
31100-312	REASSESSMENT SERVICES		150,000.00				150,000.00	100.00
	--MAJOR TOTAL--	228,770.00	380,642.50	18,376.60	77,453.62		303,188.88	79.65
	COMMISSIONER OF REVENUE	228,770.00	380,642.50	18,376.60	77,453.62		303,188.88	79.65
41100-411	TREASURER	341,324.00	344,301.50	24,978.27	114,665.82		229,635.68	66.69
41100-412	LICENSE BUREAU	43,700.00	43,700.00	720.00	6,367.54		37,332.46	85.42
	--MAJOR TOTAL--	385,024.00	388,001.50	25,698.27	121,033.36		266,968.14	68.80
	TREASURER	385,024.00	388,001.50	25,698.27	121,033.36		266,968.14	68.80
51100-511	COURTROOM SECURITY	187,250.00	187,250.00	15,410.93	65,884.24		121,365.76	64.81
51100-512	FIELD OPERATIONS	1,535,896.00	1,582,017.85	122,577.91	574,965.87		1,007,051.98	63.65
51100-513	SPOT OPERATIONS	32,295.00	32,295.00	7,575.41	22,450.01		9,844.99	30.48
51100-514	SELECTIVE ENFORCEMENT	241,830.00	241,830.00	13,825.76	63,948.85		177,881.15	73.55
51100-515	WAKEFIELD OPERATIONS	57,180.00	57,180.00	4,152.49	17,176.04		40,003.96	69.96
51100-516	E911	202,860.00	202,860.00	11,641.21	49,003.32		153,856.68	75.84
51100-517	SCHOOL RESOURCE OFFICERS	107,679.00	107,679.00	9,034.37	36,215.86		71,463.14	66.36
	--MAJOR TOTAL--	2,364,990.00	2,411,111.85	184,218.08	829,644.19		1,581,467.66	65.59
51500-551	CONFINEMENT OF INMATES	1,685,618.00	1,685,618.00	124,021.88	523,302.45		1,162,315.55	68.95
	--MAJOR TOTAL--	1,685,618.00	1,685,618.00	124,021.88	523,302.45		1,162,315.55	68.95
	SHERIFF'S DEPARTMENT	4,050,608.00	4,096,729.85	308,239.96	1,352,946.64		2,743,783.21	66.97
61100-611	CIRCUIT COURT	35,590.00	35,590.00	3,088.21	10,666.28		24,923.72	70.03
61100-612	GENERAL DISTRICT COURT	23,692.00	24,962.00	798.11	3,286.82		21,675.18	86.83
61100-613	SPECIAL MAGISTRATES	7,125.00	7,125.00	480.39	2,477.06		4,647.94	65.23
61100-614	JUV & DOM RELATIONS COURT	12,262.00	12,262.00		7,791.50		4,470.50	36.45
	--MAJOR TOTAL--	78,669.00	79,939.00	4,366.71	24,221.66		55,717.34	69.69
	CIRCUIT COURT	78,669.00	79,939.00	4,366.71	24,221.66		55,717.34	69.69
62100-621	CLERK OF COURTS	352,513.00	372,313.00	42,516.95	128,424.92		243,888.08	65.50
	--MAJOR TOTAL--	352,513.00	372,313.00	42,516.95	128,424.92		243,888.08	65.50
	CLERK OF COURTS	352,513.00	372,313.00	42,516.95	128,424.92		243,888.08	65.50
63100-631	COMMONWEALTH'S ATTORNEY	422,326.00	422,326.00	33,378.55	137,367.72		284,958.28	67.47
63100-632	VICTIM/WITNESS PROGRAM	68,427.00	68,427.00	5,578.29	25,494.73		42,932.27	62.74
	--MAJOR TOTAL--	490,753.00	490,753.00	38,956.84	162,862.45		327,890.55	66.81
	COMMONWEALTH'S ATTORNEY	490,753.00	490,753.00	38,956.84	162,862.45		327,890.55	66.81
81000	CONTRIBUTIONS TO OUTSIDE AGENCIES							
81100-801	Cater Health District	176,489.00	176,489.00	44,122.25	44,122.25		132,366.75	75.00
81100-803	Old Dominion Emerg. Medical Serv.	982.00	982.00		982.00			
81100-805	District 19 Community Services Bd	64,499.00	64,499.00		32,249.50		32,249.50	50.00
	--MAJOR TOTAL--	241,970.00	241,970.00	44,122.25	77,353.75		164,616.25	68.03



**GENERAL FUND - EXPENDITURE SUMMARY BY DEPARTMENTS**

		-COST SUMMARY-						-COST SUMMARY-	
		7/01/2016 -		10/31/2016				UNENCUMBERED	
ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	BALANCE	% REMAINING	
81300-811	Crater Area Aging	7,060.00	7,060.00		7,060.00				
81300-812	Sussex SS Christmas Program	1,000.00	1,000.00				1,000.00	100.00	
81300-814	The Improvement Assoc	64,000.00	66,000.00	2,000.00	66,000.00				
81300-816	Red Cross	2,000.00	2,000.00		2,000.00				
81300-822	VA Cooperative Extension	70,768.00	70,768.00	6,651.86	7,027.64		63,740.36	90.06	
81300-823	Chowan Basin Soil & Water Conserv.	3,355.00	3,355.00		3,355.00				
81300-824	South Centre Corr. Res Con & Dev Co	2,000.00	2,000.00				2,000.00	100.00	
81300-829	Chowan Basin Proj. / City Franklin	7,200.00	7,200.00	7,200.00	7,200.00				
	--MAJOR TOTAL--	157,383.00	159,383.00	15,851.86	92,642.64		66,740.36	41.87	
81400-825	Wakefield Foundation	10,000.00	10,000.00		10,000.00				
81400-826	Blackwater/Regional Library	154,985.00	154,985.00	38,746.25	77,492.50		77,492.50	50.00	
81400-827	MBC Museum	5,000.00	5,000.00		5,000.00				
	--MAJOR TOTAL--	169,985.00	169,985.00	38,746.25	92,492.50		77,492.50	45.58	
81500-831	John Tyler Community College	1,000.00	1,000.00				1,000.00	100.00	
81500-833	Southside Virginia Education Center	4,000.00	4,000.00		4,000.00				
	--MAJOR TOTAL--	5,000.00	5,000.00		4,000.00		1,000.00	20.00	
81600-840	Sussex Youth & Adult Recreation Ctr	6,000.00	6,000.00		6,000.00				
81600-843	Senior Citizens, Eastern	10,000.00	10,000.00		10,000.00				
	--MAJOR TOTAL--	16,000.00	16,000.00		16,000.00				
81800-860	Crater Planning District Commission	9,790.00	9,790.00		4,895.00		4,895.00	50.00	
81800-861	IDA	500.00	500.00				500.00	100.00	
81800-862	Virginia's Gateway Region	27,050.00	32,050.00		27,050.00		5,000.00	15.60	
81800-863	Crater Criminal Justice/fr Sh Bud.	103,100.00	103,100.00	19,333.17	48,266.68		54,833.32	53.18	
81800-869	Crater Small Bus Dev Cent Longwod U	3,000.00	3,000.00		2,500.00		500.00	16.66	
	--MAJOR TOTAL--	143,440.00	148,440.00	19,333.17	82,711.68		65,728.32	44.27	
	CONTRIBUTIONS TO OUTSIDE AGENCIES	733,778.00	740,778.00	118,053.53	365,200.57		375,577.43	50.70	
93100	TRANSFERS TO OTHER FUNDS	8,933,479.00	9,941,749.24	952,317.00	2,395,333.48		7,546,415.76	75.90	
93200	EXP ACCOUNT NON DEPARTMENT	178,643.00	160,523.00				160,523.00	100.00	
	TRANSFERS TO OTHER FUNDS	9,112,122.00	10,102,272.24	952,317.00	2,395,333.48		7,706,938.76	76.28	
95000	DEBT SERVICE	2,048,710.00	2,048,710.00	23,359.47	1,244,977.53		803,732.47	39.23	
	DEBT SERVICE	2,048,710.00	2,048,710.00	23,359.47	1,244,977.53		803,732.47	39.23	
99900	NON DEPARTMENTAL	114,661.00	114,661.00		54,554.83		60,106.17	52.42	
	NON DEPARTMENTAL	114,661.00	114,661.00		54,554.83		60,106.17	52.42	
	--FUND TOTAL--	21,675,558.00	22,945,836.77	1,867,412.89	7,359,162.69		15,586,674.08	67.92	

		7/01/2016 - 10/31/2016					
-D E T A I L-						-D E T A I L-	
MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% REMAIN.
999	REVENUE - CAPITAL PROJECT FUND						
10000	REVENUE FROM LOCAL SOURCES						
15000	REVENUE FROM USE OF MONEY/PROPERTY						
15010	REVENUE FROM USE OF MONEY						
16000	CHARGES FOR SERVICES						
16010	COURT COSTS						
20000	REVENUE FROM THE COMMONWEALTH						
24000	CATEGORICAL AID - STATE						
24040	CATEGORICAL AID - OTHER						
40000	OTHER FINANCING SOURCES						
41000	NON-REVENUE RECEIPTS						
41040	PROCEEDS FROM INDEBTNESS						
41050	FUND TRANSFERS						
0100	Transfer from General Fund	193,000.00	389,000.00	196,000.00	196,000.00	193,000.00	49.61
0999	Trf in fr Fd. 999 Escrow Acct	.00	440,000.00	.00	.00	440,000.00	100.00
	FUND TRANSFERS	193,000.00	829,000.00	196,000.00	196,000.00	633,000.00	76.35
	NON-REVENUE RECEIPTS	193,000.00	829,000.00	196,000.00	196,000.00	633,000.00	76.35
	--FUND TOTAL--	193,000.00	829,000.00	196,000.00	196,000.00	633,000.00	76.35

SUSSEX COUNTY  
 EXPENDITURE SUMMARY  
 7/01/2016 - 10/31/2016

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
999	EXPENDITURES - CAPITAL PROJECT FD							
90000	CAPITAL PROJECTS							
91000	CAPITAL IMPROVEMENT PLAN							
91100	NEW CONSTRUCTION, ADD. OR RE							
91200	TECHNOLOGY INFRASTRUTURE							
91201	REPLACE E911 EQUIPMENT							
91300	VEHICLES & OTHER RELATED EQUIP.							
0003	Fire Dept. SCBA Replacement	.00	440,000.00	.00	.00	.00	440,000.00	100.00
0011	Sheriff Patrol Vehicle	173,000.00	173,000.00	.00	.00	.00	173,000.00	100.00
91500	VEHICLES & OTHER RELATED EQUIP.	173,000.00	613,000.00	.00	.00	.00	613,000.00	100.00
	MISCELLANEOUS PROJECTS							
	CAPITAL IMPROVEMENT PLAN	173,000.00	613,000.00	.00	.00	.00	613,000.00	100.00
93100	TRANSFERS TO OTHER FUNDS							
94000	CAPITAL PROJECTS							
94000-120	CAPITAL PROJECTS		Jarratt Senior Center					
	--SUB TOTAL--	.00	.00	.00	.00	.00	.00	.00
94100	LANDFILL CLOSURE							
94250	COMMUNICATIONS							
8212	New Radio System Cost	.00	1,362,261.00	.00	527,046.68	.00	835,214.32	61.31
	COMMUNICATIONS	.00	1,362,261.00	.00	527,046.68	.00	835,214.32	61.31
94300	EMERG REPAIR JARRATT SENIOR CTR							
94400	RENOVATION OF COUNTY BLDGS							
8212	Renov/Repair Bldg/Phone Sys. Etc.	20,000.00	269,317.00	.00	.00	.00	269,317.00	100.00
8216	Hist, Courthouse Roof Replacement	.00	14,797.00	.00	.00	.00	14,797.00	100.00
	RENOVATION OF COUNTY BLDGS	20,000.00	284,114.00	.00	.00	.00	284,114.00	100.00
94500	SCHOOL PROJECTS							
94700	ANIMAL POUND BLDG & COMPLEX							
94800	WASTE SITE PURCHASE							
94900	COMMONWEALTH ATTNY OFFICE BLDG							
	CAPITAL PROJECTS	20,000.00	1,646,375.00	.00	527,046.68	.00	1,119,328.32	67.98
95300	STONY CREEK SCHOOL SITE							
96000	PUBLIC PARK DEVELOPEMENT							
	--FUND TOTAL--	193,000.00	2,259,375.00	.00	527,046.68	.00	1,732,328.32	76.67



# **Atlantic Waste Disposal**

**November 17, 2016  
Monthly Report**

**AGENDA ITEM #7-02**

Reports of Departments/Agencies  
Atlantic Waste Disposal Update

=====

Mr. Jason Williams, Senior District Manager (Atlantic Waste Disposal), will give a monthly update on Atlantic Waste Disposal at the Board meeting.



**OFFICE OF PUBLIC SAFETY**  
EDDIE T. VICK  
PUBLIC SAFETY COORDINATOR  
(434) 246-1044 – FAX (434)-246-6013  
EMAIL: [ETVICK@SUSSEXCOUNTYVA.GOV](mailto:ETVICK@SUSSEXCOUNTYVA.GOV)

**COUNTY OF SUSSEX, VIRGINIA**  
POST OFFICE BOX 1397  
15080 COURTHOUSE ROAD  
SUSSEX, VIRGINIA 23884

November 3, 2016

**TO:** VANDY JONES, DEPUTY COUNTY ADMINISTRATOR  
**FROM:** EDDIE T. VICK, PUBLIC SAFETY COORDINATOR  
**SUBJECT:** October 2016 MONTHLY REPORT

=====

Enclosed is the October 2016 monthly report.

**Radio System (New):** The weekly conference calls are continuing with the radio vendor (Harris) about the project. We are continuing to install as much of the hardware for the radio system as possible. This includes microwave dishes, wiring, brackets and other related hardware. The current plan is to prepare all of the other transmitting sites ready for service while we wait for the environmental study and engineer’s drawings for the courthouse tower. We are looking at all potential options to ensure some reliable coverage until we can cut over onto the new completed system. We have meet to discuss these options but are waiting on a cost from Harris.

**Radio System (OLD):** Our radio vendor has been able to continue to keep our current radio system up but, I want to caution you that this system has reached its last phase of usefulness. The parts (cards) that we once could send back for repairs can no longer be repaired. Any failure in the future will result in a loss of part of the system or worse, all of the system. I ask that we continue to move quickly without delay on installing the new system. We have gone way beyond the life expectancy of the current system. A failure will result in catastrophic consequences without any quick fix.

**Emergency Shelters:** At the October 2016 Board of Supervisors meeting, I understand there were discussions about the County Emergency shelters. Attached is the current EOP Resolution approved by the Board of Supervisors and listed locations. At that meeting, I discussed (in detail)

the County Emergency shelters and the changes since the last EOP with all of the schools located in the center of the county. I have also attached the past approved EOP resolutions and shelter location. I was unable to find the 2002 approved EOP. That EOP was likely stored on a “floppy disk” and has since been discarded. However, I do remember the shelter locations since we used all of our shelter during Hurricane Isabel. Those locations were Jefferson Elementary School in Jarratt, Galilee Baptist Church in Stony Creek, Sussex Central High School in Sussex, Annie B. Jackson Elementary School in Waverly and, Chambliss Elementary School in Wakefield.

Apparently, there was some discussion about the Airfield 4-H Center as a designated emergency shelter. The 4-H Center has never been designated as a County shelter in the past nor will it be recommended because of many factors. First, its location is surrounded by water and trees. With heavy rain, the waterway going to the center floods often and, if flooding occurs, that would prevent us from supplying water, foods and equipment to a shelter. Our area is most susceptible to hurricanes and flooding related to these storms. Secondly, possibly down trees would be an issue. This would place the citizens in harm’s way if trees would fall on the shelter. From past history, we know that we would not be able to access the center because of high water in several places before you could reach the center and, often trees are blocking the roadway for several days. Under some conditions, (dry weather) this location could be used but, this would be a case by case basis and that decision would be made by the Department of Social Services, who is in charge of sheltering the citizens in Virginia and is stated in our local EOP.

**Insurance Claims:** I understand there was some questions about an Insurance claim with one of the Animal Services vehicle. I recall explaining this claim with one of the Board members a while back. I have attached the claim information to the report with a narrative as to what happen. This incident happened on private property and there was no police report. However, if this incident happened on a public roadway, that report would be attached.

In the past 14 years the process used for reporting these incidents has been as follows; ensure all personnel receive medical attention, go to the incident if needed after being notified, notify the (my) Supervisor of the incident, request that the persons involved provide a written narrative of the incident, evaluate the incident with the facts to determine if an operational change is needed and/or more training can prevent any future incidents, notify the insurance company of the incident and, work through the claim as needed. To date, there is no County policy or procedure for these insurance claims. If and when a County Policy is enacted, we will follow that policy like all other departments within the county. In this case, no report was required by any policy or procedure.

**Animal Services Monthly Report:** Attached is the October 2016 Monthly Report. As you can see, we are attempting to adopt, rescue and return as many animals as possible.

This month, three (3) canines were rescued, two (2) canine was adopted and, two (2) canines were returned to owner. One (1) canine was euthanized in October due to its medical condition

after a medical evaluation by our veterinarian. One (1) canine died in the shelter due to poor health and one (1) was euthanized due to aggression and for the safety of the staff. One (1) feline was euthanized due to aggression towards the staff.

**Daily Operation Data:** Attached in the monthly daily operations data. The data shows the various tasks and functions performed by the Officers daily. Please read the description for each category for a better understanding and the hours spent each month.

**Administration:** The Administration category is very broad and includes the officer's paperwork, time at the County Administration Office and taking funds collected to the Treasurer's Office. Each animal that is picked up and received at the shelter must have a report and paperwork throughout its time there. This category also includes copying files, printing photographs for cases and court cases and written reports. **Total for October (12.5 Hours)**

**Patrol:** Each Officer is required to patrol a designated area of the County each month. They are looking for stray animals, code violations, and animal welfare checks and ensure the citizens have their County Licenses and Rabies shots just to mention a few task. **Total for October (102 Hours)**

**Complaints:** These are calls given to the Officers by the Dispatch Center or received from citizens by phone or word of mouth. **Total for October (90.5 Hours)**

**Welfare Checks:** These are either responses from phone calls and/or while on patrol. These times are recorded since we need to understand how many hours are spent on this task. **Total for October (11 Hours)**

**Rabies/License Check:** While on Patrol or on-duty, if an animal, pen, kennel and/or evidence that an animal is present; the Officer will check to ensure the owner of the animals has their County License and their Rabies shots are current. **Total for October (6.5 Hours)**

**Phone Call/In/Out:** During their daily task, the Officers receive and return phone calls throughout the day. These could include communications with the staff members, answering questions for the citizens and addressing concerns, just to list a few examples. **Total in October (8.5 Hours)**

**Investigation:** While answering complaints and/or on patrol, the Officers may come across different situations such as animal cruelty, lack of care for the animals, neglect and lack of medical attention, improper care of the animals to list a few examples. The Officer will investigate the case to gather the facts, interview witnesses, communicate with the animal owner or caregiver, take photos to record the scene and gather evidence to present to the courts if needed. The Officer may have to return multiple times to gather the needed information. **Total in October (0 Hours)**

**Follow up Visit:** While on Patrol or addressing a complaint, if an Officer identifies a code violation with an animal, the Officer will attempt to work with the owner/caregiver to resolve the issue

through education provide the code section information and explain the violation and possible way to resolve the problem. The owner will be given 10 days to resolve the issue unless they have been cited for the same violation before or it is a safety, health and/or animal welfare issue. In these listed cases, a follow-up visit is required to ensure compliance on the identified issue. **Total in October (7 Hours)**

**Summons:** Whenever a code can't be resolved through education, information provided, working with the animal owner and other related examples, a summons will be given as a last result. In cases where the animal owner has been warned once before about an issue, cases of animal cruelty and neglect, not getting a county licenses/rabies shots and other related examples, a summons shall be issued. **Total in October (0 Hours)**

**After Hour Cases:** Since emergency animal complaints and bites occur all the time, the Officers will be required to respond to such emergency after hours and on weekends. **Total in October (7 Hours)**

**Training:** Each Officer is required to attend in-service hour each two (2) years. Also, the division provides training in-house during the month and also during our monthly staff meetings. **Total in October (28.5 Hours)**

**Rabies Clinic:** The Officers assist the veterinarian with rabies vaccinations. Several times a year, a local rabies vaccination clinic is held throughout the county to reduce the normal cost to the citizens. **Total in October (0 Hours)**

**Equipment/Shelter Maintenance:** The Officers provide maintenance on the shelter, traps; vehicles (wash and disinfect vehicles) and grounds whenever possible. This reduces the cost of operations and down time waiting on an outside vendor to respond to the request. **Total in October (6 Hours)**

**Veterinarian:** Our Officers from time to time must carry animals from the shelter to our veterinarian for medical reasons, injuries, medical treatment and other related issues. **Total in October (4 Hours)**

**Landfill:** Great strides are being made to reduce the number of euthanized animals at our shelter. However, from time to time an animal may die within the shelter; an animal may have to be euthanized due to aggression, deemed dangerous by the courts and other related examples. In such rare cases, the animals must be properly disposed of at the county landfill. The shelter does have a large freezer to store the animals to avoid numerous trips each month. **Total in October (0 Hours)**

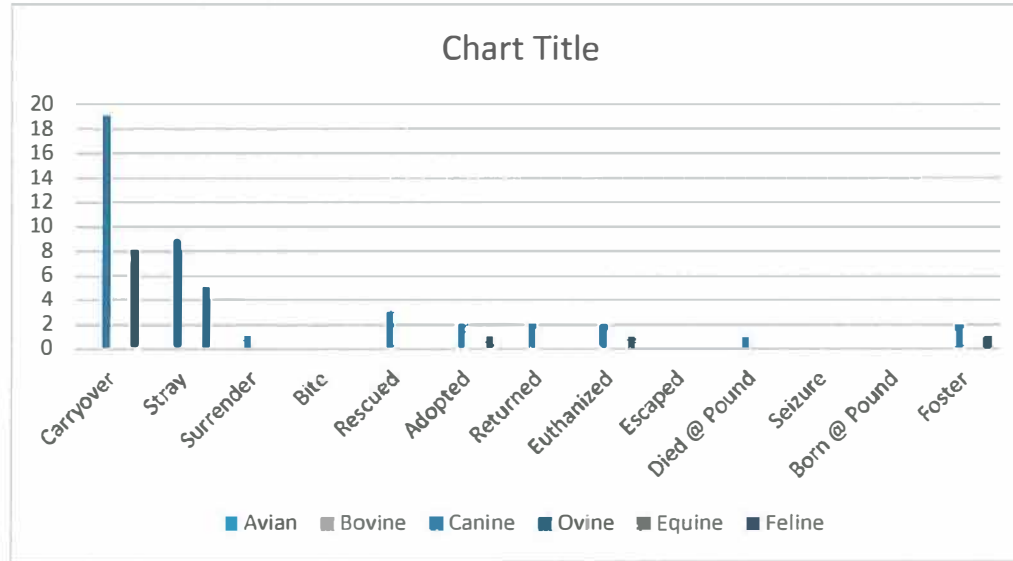
**Court:** In cases where the Officers attempt to resolve the animal code related issues fails, the animal owner/caretaker shall be issued a summons to appear in court. **Total in October (0 Hours)**

**Kennel Inspections:** Each week, the Officers make kennel inspections within our shelter. They are looking for cleanliness, missing screws and/or hardware, sharp objects that could cut or injure the animals and/or possible safety and/or injury potentials to the staff and animals. **Total in October (2 Hours)**

**Canine Shots:** Whenever needed, the Officers will provide shots to the canines within the shelter. This is based on the number of canines in the shelter. **Total in October (0 Hours)**

**Shelter Related:** The Officers provide support to the pound attendants and the Adoption/Rescue Coordinator at the shelter. This includes but not limited to animal transports, animal feed from the storage bins to the shelter, transfer cleaning chemicals from the outside building to inside the shelter and many other related issues as an example. **Total in October (21 Hours)**

# Sussex County Animal Control Monthly Intake Report October 2016



	Carryover	Stray	Surrender	Bite	Rescued	Adopted	Returned	Euthanized	Escaped	Died @ Pound	Seizure	Born @ Pound	Foster
Avian	0	0	0	0	0	0	0	0	0	0	0	0	0
Bovine	0	0	0	0	0	0	0	0	0	0	0	0	0
Canine	19	9	1	0	3	2	2	2	0	1	0	0	2
Ovine	0	0	0	0	0	0	0	0	0	0	0	0	0
Equine	0	0	0	0	0	0	0	0	0	0	0	0	0
Feline	8	5	0	0	0	1	0	1	0	0	0	0	1

<b>ACTIVE CASES</b>	<b>CANINE</b>	<b>19</b>	<b>FELINE</b>	<b>8</b>	<b>EQUINE</b>	<b>0</b>	<b>Bovine</b>	<b>0</b>	<b>Ovine</b>	<b>0</b>
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CALLS:	23
CALLS:	18
TOTALS	41
MILEAGE	
UNIT 5	2,087
UNIT 6	2,300.00
UNIT 7	275.00
TOTALS	4,662.00
SUMMONS	0

Disptach  
In-House  
Calls  
Diesel  
Gas  
Gas

Note: Feline #16-16051302 euthanize for aggression  
Canine #204 - 16091202 euthanized for aggression  
Canine # 216- 16092901 died at shelter

Note: Canine #223-16102002 euthanize broken pelvis/2 back legs & nerve damage





Month: October , 2016

Date	Admin	Patrol	Complaints	Welfare	Rabies/Lic	Phone Calls	Invest	Follow up	Summons	After Duty	Training	Rabies	Equip/Shelter	Vet	Landfill	Court	Kennel	Canine	Shelter	
				Check	Check	In/Out		visit		Cases		Clinic	Maint.				Inspect.	Shots	Related	
1																				
2																				
3	2	6	6			1														1
4		5	5	1.5				3						0.5						1.5
5	1	5	9		1					0.5										
6		6	4		1						4									3
7	2	3	5.5	1	1					3				0.5						
8																				
9																				
10																				
11	1	5.5	7.5	0.5		0.5														1
12		4.5	5	1				2			8.5		2							1.5
13		6	6		0.5	1		2			8			0.5						
14		9	5								8						1			2
15										0.5										
16																				
17	1	9	4.5		1									0.5						
18		3	2			2							2							
19	1	5	2			2								1.5			1			3.5
20	1	6.5	4.5	2	1					2.5										1
21	1	8	7.5																	1
22																				
23																				
24	1	7	4	1		1							2							
25		3.5	2.5	1		0.5								0.5						
26		4	2		1															1
27		3.5	2.5																	2
28		2.5	1.5	1		0.5														2.5
29																				
30										0.5										
31	1.5		4.5	2																
<b>Total</b>	<b>12.5</b>	<b>102</b>	<b>90.5</b>	<b>11</b>	<b>6.5</b>	<b>8.5</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>28.5</b>	<b>0</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>21</b>	

Admin will include: Paperwork, County Admin Office, Treasurers Office

Training will include Monthly Meetings



At a meeting of the Board of Supervisors of the County of Sussex  
held at the Courthouse thereof, on the 15<sup>th</sup> day of November 2007.

-----

**PRESENT:**

Charlie E. Caple, Jr.  
William J. Collins, Jr.  
C. Eric Fly  
Wayne M. Harrell  
Alice W. Jones  
Rufus E. Tyler, Sr.

**VOTE:**

aye  
aye  
aye  
aye  
aye  
aye

**ABSENT:**

-----

Adoption of Emergency Operations Plan

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR JONES and carried: WHEREAS, the Board of Supervisors of Sussex County, Virginia recognizes the need to prepare for, respond to and recover from natural and manmade disasters; and

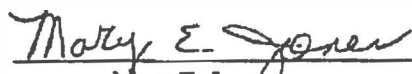
WHEREAS, Sussex County has a responsibility to provide for the safety and well being of its citizens and visitors; and


WHEREAS, Sussex County has established and appointed a Director and Coordinator of Emergency Management.

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors, Sussex County, Virginia this Emergency Operations Plan as revised is officially adopted; and,

IT IS FURTHER RESOLVED AND ORDERED that the Director of Emergency Management, or his/her designee, are tasked and authorized to maintain and revise as necessary this document over the next four (4) year period or until such time be ordered to come before this board.

*A COPY TESTE:*

  
\_\_\_\_\_  
Mary E. Jones  
Clerk, Board of Supervisors

  
\_\_\_\_\_  
Rufus E. Tyler, Sr.  
Chairman, Board of Supervisors

Tab 3 to Emergency Support Function #6

**SHELTER LOCATIONS AND ADDRESSES**

<b>Name / Location</b>	<b>Address</b>
Club Paradise Restaurant And Lounge	24197 South Halifax Road Jarratt, Virginia 23867
Galilee Baptist Church	12392 Lee Avenue Stony Creek, Virginia 23882
Sussex Central High School	21394 Sussex Drive Sussex, Virginia 23884
A. B. Jackson Elementary School	408 School Street Waverly, Virginia 23890
E. W. Chambliss Elementary School	10415 Higgins Street Wakefield, Virginia 23888

# Appendix 10 – Resolution Emergency Operation Plan

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At a meeting of the Board of Supervisors of the County of Sussex held at the Courthouse thereof, on the 19<sup>th</sup> day of April 2012.

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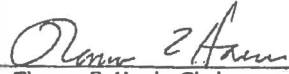
<u>PRESENT:</u>	<u>VOTE:</u>
Charlie E. Caple, Jr.	aye
C. Eric Fly, Sr.	aye
Alfred G. Furell	aye
John A. Stringfield	aye
Rufus E. Tyler, Sr.	aye
Raymond L. Warren	aye

---

### Approval of Emergency Operations Plan Update

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of the update to the Sussex County Emergency Operations Plan.

*A COPY TESTE:*

  
Thomas E. Harris, Clerk

### SHELTER LOCATIONS AND ADDRESSES

Name / Location	Address
Club Paradise Restaurant And Lounge	24197 South Halifax Road Jarratt, Virginia 23867
Galilee Baptist Church	12392 Lee Avenue Stony Creek, Virginia 23882
Sussex Central High School	21394 Sussex Drive Sussex, Virginia 23884
A. B. Jackson Elementary School	408 School Street Waverly, Virginia 23890
E. W. Chambliss Elementary School	10415 Higgins Street Wakefield, Virginia 23888



At a regular meeting of the Board of Supervisors of the County of Sussex, held at the Courthouse thereof, on the 18<sup>th</sup> day of August, 2016.

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**PRESENT:**

Keith C. Blowe  
Alfred G. Futrell  
Susan B. Seward  
John A. Stringfield  
Rufus E. Tyler, Sr.

**VOTE:**

aye  
aye  
aye  
aye  
aye

**ABSENT DURING VOTE:**

C. Eric Fly, Sr.

---

**R-16-168: Emergency Operations Plan Update**

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FUTRELL and carried:  
RESOLVED that the Sussex County Board of Supervisors hereby accepts and approves the Emergency Operations Plan Update.

***A COPY TESTE:***

  
Deborah A. Davis, Clerk

2016

**Tab 3 to Emergency Support Function #6  
Designated Shelter**

<b>Facility Information</b>	<b>Contact Person(s) and Information</b>	<b>Capacity</b>	<b>Pet Friendly (Y/N)</b>	<b>Back Up Power (Y/N)</b>
Club Paradise Restaurant and Lounge 24197 South Halifax Road Jarratt, Virginia 23867	Earl Cross (Owner)	200	N	Y
Galilee Baptist Church 12392 Lee Avenue Stony Creek, Virginia 23882	Charlie Caple	75	N	Y
Sussex Central High School 21394 Sussex Drive Sussex, Virginia 23884	Dr. Authur Jarratt School Superintendent	300	N	Y



# SUSSEX COUNTY

## Hurricane Annex

(October 1, 2011)

*Hurricanes, due to their size, magnitude and impact on a community, the Sussex County Department of Public Safety, the Public Safety Coordinator, County Administrator and the Board of Supervisors have determined the need to clarify the procedures and basis for the County's emergency planning efforts used in addressing these massive and potentially catastrophic emergencies for our residents and businesses, as well as, for our planning partners (Towns, Agencies and Volunteer Organizations).*

### **Declaring a local Emergency**

A County" Local Emergency" is declared when the following conditions exist:

- Wide spread power outages
- The citizens basic needs are not being met
- damage to residents and/or business in a large geographical area
- County resources are overwhelmed
- widespread flooding
- roadways and travel corridors are blocked and/or limited
- any large scale natural or manmade incident/event

*Please note that due to the impact on our operations and public safety any Local Emergency Declaration in Sussex County is done following extensive discussions and communication between the Chairman of the Board of Supervisors, the County Administrator, the Public Safety Coordinator and if needed the Commonwealth of Virginia (VDEM) ... with input from County Staff, Regional Agencies and/or Federal and State Agencies as appropriate or needed.*

### **EOC Activation**

While public safety needs require careful attention to when an EOC is put on standby or on limited staffing, the local Emergency Operation Center (EOC) shall open within two (2) hours of a declared "Local Emergency". The EOC shall;

- Coordinate
- collect data
- maintain status of the incident/event
- direct emergency management operations
- coordinate resources
- collect data for recovery

- coordinate recovery of the affected areas
- assistance citizens thought the incident
- ensure the human needs are met

*As an essential part of the County's Emergency Management effort the EOC is opened and manned to insure that communications remain open both within the County (Town and County Departments/Agencies and personnel) and to the Commonwealth and Federal Agencies as needed.*

*Please note that Sussex County also has a "Management Team" (County Administrator, Chairman, Sheriff,) that works closely with the EOC (Public Safety Coordinator) in addressing operational and logistical needs (Department Directors/Staff) outside of the EOC communication and data assessments tasks*

**EOC will remain open until the following conditions are met;**

- 90 to 95% of power is restored
- citizens can return to their home safely and they are inhabitable
- when short or long term housing option has been established for any displaced citizens
- when local area business reopen
- 90 to 95% of citizens have financial means to care for themselves
- When the roadways and travel corridors are open passable and safe to travel

*Again as a critically important component of our Emergency Operations it is imperative that the EOC remain open and functional until identifiable thresholds are met. To this end the Management Team and the EOC work hand in hand with Departments, Towns, Volunteer, State and Federal Agencies to assure full compliance with our public safety criteria.*

*Also, the EOC should have provisions for any staff on duty. These needs include meals, rest (bunk rooms) and showers.*

*Additionally, the EOC should have full electrical power throughout the entire EOC for conference calls, meeting with citizens, agency representatives, state and federal officials or partners and meetings or briefings with various media.*

*Therefore the Waverly EOC location best meets the County needs both geographically and operationally because it is equipped with a permanent generator and has two large offices for multiple personnel (one for EOC and one for Management Team) but, still lacks many of the amenities essential to effectively conduct EOC operations.*

*These needs include the need for:*

1. *additional phone lines in the EOC,*

2. *fax machine,*
3. *status boards and maps*
4. *white boards and markers*
5. *computer and internet access for the staff*

### **Line of Succession**

The following Line of Succession shall be use during a declared “Local Emergency” (*Refer to Appendix 5 Basic Plan, Page 10 in the Sussex County EOP-2012*) are:

- Chairman of the Board of Supervisor
- County Administration
- Coordinator

### **Shelters/Mass Care/ Feeding**

During a manmade or natural emergency on a large scale, there shall be a need to meet the human needs of the citizens in Sussex County. These needs are sheltering, mass care, and mass feeding. Although each of the identified and approved shelters meet Red Cross Standards for Emergency Shelters, since emergencies are not predictable, the use and opening of these pre-approved shelter sites, subsequent mass care and/or feeding sites (as needed) shall be determined by where the emergency is located and specific information and facts regarding the incident.

- In the event of a Hazardous Material release, this location shall be determined by wind direction, chemicals involved and etc..
- In the case where the entire county is affected such as a Hurricane, these locations shall be based on the number of citizens being affected, shelter capacity etc..
- Since Sussex County is vulnerable to widespread flooding during a hurricane, the need for multiple shelter locations is needed and therefore each Incorporated Town has a shelter location (Listed below)
- If possible, the shelter/Mass care and Mass Feeding will be located at the same site.
- County shelters will be managed by the Department of Social Services and assisted by the Red Cross area chapter (*Refer to ESF #6, Page ESF #6-1 in the Sussex County EOP-2007*).

- The approved Sussex County shelter sites (*Refer to ESF #6, Page ESF #6-1 in the Sussex County EOP-2007*) are:

*Please note that the following approved sites are based on Public Safety needs and each of these shelters meet the Red Cross Standards for Emergency Shelters and have consequently been approved by the American Red Cross. What has not, or is not, being done however is formal agreements on when the "Private Facilities" become publicly managed (no formal written agreements), who is in charge, access to the facilities and all of the basic information that would be readily addressed if ALL county shelters were publicly owned! ... Additionally, there are concerns (needs) regarding the size and capabilities of the numerous generators the County has purchased, the maintenance of each and the use of them ... again something that should be considered based on public safety requirements, operational efficiencies and County liabilities.*

## **SUSSEX COUNTY EMERGENCY SHELTERS**

<b>Jarratt Area:</b>	<b>No current shelter available.</b>  <b>Based on Incident</b>
<b>Stony Creek Area:</b>	Galilee Baptist Church  12392 Lee Avenue  Stony Creek, Virginia 23882
<b>Generator Information:</b>	15KW Propane Gas Generator with Auto Transfer Switch
<b>Sussex Courthouse Area:</b>	Sussex Central High School (Convenient Site)  21394 Sussex Drive  Sussex, Virginia 23884
<b>Generator Information:</b>	100 KW Diesel with Auto Transfer Switch (running emergency lighting only).
<b>Waverly Area:</b>	<b>No current shelter available.</b>

**Based on Incident**

**Wakefield Area:**

**No current shelter available**

**Based on Incident**

**Shelter/Mass Care/ Mass Feeding Site Locations During and Emergency:**

The locations of shelter sites and mass care and/or feeding sites shall be determined by where the emergency is located, credible information and, facts about the incident. If an emergency affects the entire county or widespread flooding occurs, the above listed locations could be used.

However, if the emergency is less severe, resources are limited and, travel throughout the County is possible, the following shelters will be setup in the following priority order:

*(Please note that the location of the event combined with the population density of the County; limited personnel and financial resources and the aforementioned accessibility would significantly impact when and which shelter or shelters would be opened)*

These shelters will remain open until the following conditions are met:

- 90 to 95% of power is restored
- citizens can return to their home safely and they are inhabitable
- when a short or long term housing option has been established for any displaced citizens
- etc...

Once the shelter location is determined these locations will also serve as Mass Feeding Sites. Mass Feeding will consist of distributing meals, water and possibly ice if available to the public.

Provisions must be made to off-load water and ice at all chosen locations and for the storage of these resources.

The distributing of these resources will be twice daily (lunch time 11:00am to 12:30 pm) and (Dinner 6:00 pm to 7:30 pm) based on the availability of the Red Cross *(and/or other sponsoring agencies)*

The County would prefer that meals be served from the Red Cross Vehicles. If however, efficiency and availability determine that box meals would be more effective, these meals shall be served out of buildings at these locations.

If water and ice is available, they will be distributed by county staff and volunteers at these sites.

Required staffing will be based on the number of citizens that have been affected by the incident and the amount of meals, water and/or ice available.

Careful consideration must be given if resources are moved from other locations to these feeding sites. These factors will make the operations more labor intensive and require resources that are already limited.

There also may be a need to distribute food, water, and possibly ice at the remaining locations if the incident dictates the need.

This decision will be based on the incident location, power outages, citizen's location and many other factors.

If needed, the remaining shelter sites will be used for distribution sites as outlined in the approved Sussex County Emergency Operation Plan (EOP).

Again careful consideration must be given as any additional staffing and resource needs to open these sites may very well overwhelm the local resources and limit its effectiveness.

These Feeding sites remain open until the following conditions are met:

- 90 to 95% of power is restored
- citizens can return to their home safely and they are inhabitable
- when a short or long term housing option has been established for any displaced citizens
- local area business reopen
- 90 to 95% of citizens have financial means to care for themselves
- when roadways and travel corridors are open, passable and safe to travel.

#### **Shower Locations and Times:**

During an incident on a large scale, the electric power will often be off for several days and up to several weeks to some portion of the county. Based on past experiences, there will be a need for "shower locations" during these incidents for the citizens. If the shelter site has the capability, showers will be available at these locations in the evenings 6:00 pm to 9:00 pm.

Shower locations will remain open until:

- 90 to 95% of power is restored
- citizens can return to their home safely and they are inhabitable
- when a short or long term housing option has been established for any displaced citizens
- local area business reopen
- when roadways and travel corridors are open, passable and safe to travel.

*Please note that, all shelter locations do not have the same capability. Since the shelters are located throughout the County, some public and some private building, the capability varies*

*from shelter to shelter. These variations cause inconsistencies in shelter capabilities and consequently impacts emergency operations.*

***For example:***

- a. all shelter locations do not have provisions for showers*
- b. some do not have electrical power throughout the entire shelter being used*
- c. some shelters have limited parking areas to distribute food, water and ice*
- d. some have limited capacity (sometime not enough capacity) for the amount of citizens*
- e. some have limited restroom capacity*
- f. some are not handicap accessibility*
- g. generators are of limited to it size*
- h. And some (like the Sussex Central High School shelter) only have emergency lighting in the shelter.*

*To be more efficient and effective to the needs of the citizens, these issues need to be evaluated and corrected to ensure maximum efficiency and effectiveness.*

*In the future, we would recommend that all public building being constructed need to be evaluated for shelter use and capabilities; generators installed for emergency operations and continued government operations for services during incidents.*

*Additionally, the effectiveness of any emergency operation depends on the correct amount of staffing and available resources. Often times the same staff will be asked to multi-task and or to perform identical tasks at multiple locations simultaneously.*

*This staffing deficiency continues to hinder the EOC/Emergency operations when multi-operational shelters mass care and mass feeding sites are required. This condition occurs exponentially whenever multiple feeding sites are necessitated and staff is required to get these resources to and from a central location to the other locations throughout the county on time.*

*As such, it is apparent that the sheer amount of staffing, vehicles and manpower required to move resources and/or to run multiple sites is at the very least unrealistic and perhaps impossible for our current staff and or resources.*

**EOC Closing:**



The County's EOC will close when the following conditions have been met:

- 90 to 95% of power is restored
- citizens can return to their home safely and they are inhabitable
- when a short or long term housing option has been established for any displaced citizens
- local area business reopen
- 90 to 95% of citizens have financial means to care for themselves
- when roadways and travel corridors are open, passable and safe to travel.

### **Hurricane Annex Recommendations**

*Following Hurricane Irene, even though we believe that public safety decisions were consistently made in the best interest of the citizens of Sussex County, it is our conclusion and recommendation that the County Administrator and Public Safety Coordinator initiate on behalf of the Sussex County Board of Supervisors a complete and total update of the County's current Emergency Operation Plan.*

- 1. The County's effort should begin with a complete evaluation of our current Sheltering / Mass Care / Mass Feeding operations.*

*This evaluation must include at a minimum:\**

- a. ADA requirements,*
- b. Shelter capacity*
- c. Generator capability*
- d. Access / Parking*
- e. Geographic Location*
- f. Other*

*\* Please note that the Code of Virginia (44-146.19) regarding State Emergency Operation requirements require Counties with Towns under the population of 5,000 to include such Towns as part of the County Emergency Operation Plan. As such Sussex County is committed to coordinating with our Towns to maximize Public Safety while minimizing the cost to our citizens through collaboration and cooperation.*

*Furthermore, because Towns are population centers in Sussex special attention is given to the Public Safety advantages of working in partnership with each of our Towns.*

- 2. Historically, when the emergency operations process was initially established, it was based on a need to Shelter / Mass Care / Mass Feed citizens with what resources were*



*available at the time and since the County did not have any designated shelters for this purpose, County school buildings were identified as shelter sites.*

*While meeting a major operational need as publicly owned and managed facilities, the simple truth was that there were no generators at any of the shelter sites with the exception of the Sussex Central High Schools until 2003 (Hurricane Isabel).*

*Based on the impact of the Hurricane on the County the Board of Supervisors, to its credit, provided limited funding for generators for the listed shelter sites.*

*However, in the case of Stony Creek, there were no school buildings to be used as shelters so other buildings were considered and ultimately it was decided that the Town of Stony Creek, Galilee Church and, Sussex County would jointly fund the Galilee Church Shelter generator.*

*Jarratt had a school but, flooded during Hurricane Isbell and was determined not to be safe to use during an incident and subsequently, Club Paradise became available at the time for a County Emergency Shelter site. As such, the Office of Public Safety was instructed to install generators at these locations for the purpose of shelter locations for Sussex County.*

*It is again worth noting that each of these shelters were approved by the local Red Cross staff at that time as "Red Cross Approved Shelters".*

**3. Sussex County Emergency Operation Plan: update of the County's current (EOP) Emergency Operation Plan to be completed by FY 2012 and to include:**

**a. Local Emergency Planning Committee**

- 1. Town Representation**
- 2. Local Businesses**
- 3. County Staff**
- 4. State Representative**
- 5. Citizen Representatives**

**b. Once Completed we recommend:**

- 1. A formal presentation to the Board of Supervisors**
- 2. Public Forums to review the Plan**

*c. Send to the Commonwealth for approval/modification*

*d. Final Approval/Adoption by the Board of Supervisors*

#### **4. Emergency Management Needs**

*It is absolutely essential, in our professional opinions, that all decisions related to Public Safety and Emergency Management be based solely on prioritized public safety needs.*

#### **5. Emergency Operation Plan**

*The Sussex County EOP should receive priority and be updated in full compliance with all State and Federal requirements and timelines. (Currently every four (4) years).*

#### **6. Fully Operational EOC**

*Although the Red Cross has approved all of the Shelters listed in the Sussex County EOP we still face major logistical and operational issues because there are no formal agreements with the building owners at these shelter sites to address emergency, operational and public safety concerns at these sites other than "Gentlemen Agreements "*

*Therefore one of the major Public Safety concerns facing the County is to either commit resources to "Public Facilities" or to enter into formal agreements for the use, operation, management and liability associated with "Private Facilities" as County Emergency Shelters. These agreements (if determined to best meet the County's Public Safety needs) should include:*

- When the facility becomes a County operated Emergency Shelter*
- Who is then in control of the building*
- What portions of the building can be used*
- Who is responsible for any damage to the building*
- Who covers the expenses during the incident*
- Who covers the liability insurance of the building during the incident*
- How the cost of any missed revenue due to such an incident is determined*
- Who has access to keys and emergency contact numbers for each location that will be used as a shelter since time will be critical during an incident.*
- Other*

#### **7. Emergency Management Funding**

*Like all County Funding and Budget requests, the Public Safety Department (Emergency Management) should request capital expenditures through the Sussex County Capital Improvement Plan Fund ... and approved projects should be funded annually. Conversely anticipated operational costs should be funded through the Annual Budget process.*

*Of course, in either case, all (or any) funding should be based solely on public safety needs and not "available funding" and or "political expediency."*

May 16, 2016

Ref: Accident w/County Vehicle

2015 Ford F-250 4x4

Monday (16<sup>th</sup>) May 2016 at 8:55 am I arrived at Griffin Oil Company to fuel up the county truck for duty. When I finished fueling, I proceeded to pull off, and turning to the right to go answer a call, when I struck a wooden post on the right side of my vehicle causing damage to the front door, rear door and front of the bed panel, I did inform Griffin Oil Company of the incident that occurred on there property. Post was pushed over, but standing. When I left Wakefield I went to John's Body Shop, in Waverly, VA to have him look at damage, see attached for repair cost.

I also texted E. T Vick to see if he was at work, but was informed that he is off today. However I did speak with Kelly at the Administration about the accident.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tony S Johnson', with a long horizontal line extending to the right.

Tony S Johnson

May 16<sup>th</sup> 2016

**Kelly Moore**

---

**From:** Eddie Vick  
**Sent:** Wednesday, May 18, 2016 11:54 AM  
**To:** Kelly Moore  
**Subject:** Fwd: Truck Door Estimate - Major Signs  
**Attachments:** top.letterhead; Capture1.JPG

Sent from my Verizon Wireless 4G LTE smartphone

----- Original message -----

**From:** charlie@majorsigns.com  
**Date:** 5/17/2016 1:21 PM (GMT-05:00)  
**To:** Eddie Vick <etvick@sussexcountyva.gov>  
**Cc:** tjdeerbeagle@gmail.com  
**Subject:** Truck Door Estimate - Major Signs

Sussex County Animal Services & Public Shelter  
Eddie T. Vick Public Safety Coordinator  
14493 Robinson Road, Stony Creek, Va. 23882  
mailing address: P.O. Box 1397, Sussex, Virginia 23884

attached is a proof / will be opposite door of photo example.....

Make and install Reflective Graphics for Passengers door on Pickup truck  
Sussex Animal Shelter pickup truck was in accident.

340.00 includes graphics & Installation

Charlie Dick  
Major Signs - Suffolk, Va.  
801 N. Main St  
757-539-6611



Claim#:  
1072016159913

# Make & Install Passengers door graphics - Reflective \$340.00





Claim#: 1072016159913





Claim#: 1072016159913



Animal

ST



Claim#: 1072016159913

**Anima**

**ST**

Claim#: 1072016159913





Claim#: 1072016159913



*Sussex*

*Animal Services*

# John's Auto Body & Painting

Claim#: 1072016159913

Federal Tax ID: 54-1527950

P. O. Box 975

Waverly, VA 23890

Phone #: (804) 834-3969

Fax #: (804) 834-8723

E-Mail: johnsautobody2@aol.com

Customer No: 804

Report No: 807

Claim #:

Assign No:

## Estimate

5/16/2016

### Vehicle Information

2015 Ford Pickup F250  
 Style:  
 Color: White  
 Color Code:  
 Production Date: / 0  
 License: 164888L State: VA  
 VIN: 1FT7X2BT1FEA83043  
 Miles In: 0  
 Miles Out: 0  
 Condition: Excellent  
 Estimator: John  
 Date Assigned: 5/16/2016

### Owner - County of Sussex

PO Box 1326  
 Sussex, VA 23884  
 Home Phone: (804) 586-3502  
 Work Phone: (804) 895-8886  
 Fax #: (804) -  
Insured -

### Accident Location

Phone #1: -  
 Phone #2: -  
Claimant -  
 Home Phone: (804) -  
 Work Phone: (804) -  
 Fax #: (804) -  
 Date of Inspection: 5/16/2016

Description of Work	Part Number	Price	Labor	Paint	Other
<b>CAB. SUPER CAB - BACK PANEL</b>					
Repair Right Corner panel +Clearcoat (0.4)			4.5* body	1.8	
				0.4	
<b>FRONT DOOR - DOOR &amp; COMPONENTS</b>					
Repair Right Front Door Outer panel, w/o keyless lock pad +Clearcoat (1.0)			7.0* body	2.5	
				1.0	
<b>FRONT DOOR - EXTERIOR TRIM</b>					
R&I Right Front Door Decal, "6.7 POWER STROKE TURBO DIESEL"			0.3* body		
<b>REAR DOOR. SUPER CAB - DOOR &amp; COMPONENTS</b>					
Replace Right Rear Door shell +Edging (0.5) +Interior Surface (0.5) +Clearcoat (0.8*)	BC3Z2824630B	\$892.32	3.8 body	3.0	
				1.8	
<b>PICK UP BOX. 6 3/4 FOOT BOX - FRONT &amp; SIDE PANELS</b>					
Repair Right Side panel +Clearcoat (0.7)			8.0* body	3.4	
				0.7	
<b>Other operations</b>					
* Subl Hazardous waste removal					\$5.00* nontaxed
* Cover car		\$12.00 *	0.4* body*		
<b>Sub Totals</b>			\$904.32	24.0	14.6

# John's Auto Body & Painting

Claim#: 1072016159913

Federal Tax ID: 54-1527950

P. O. Box 975

Waverly, VA 23890

Phone #: (804) 834-3969

Fax #: (804) 834-8723

E-Mail: johnsautobody2@aol.com

Customer No: 804

Report No: 807

Claim #:

Assign No:

## Estimate

5/16/2016

Old parts discarded unless otherwise instructed.  
Repair of rust damage not guaranteed.

Authorization for Repair: You are hereby authorized to make the above repairs. It is understood that full payment is due upon release of vehicle, including supplemental charges.

Signature \_\_\_\_\_

	Hours	Rate	Total
Body Labor	24.0hrs	\$44.00/hr	\$1,056.00
Paint Labor	11.7hrs	\$44.00/hr	\$514.80
Clearcoat Labor	2.9hrs	\$44.00/hr	\$127.60
OEM Parts			\$904.32 T
Paint Supplies	11.7hrs	\$32.00/hr	\$374.40 T
Clearcoat	2.9hrs	\$32.00/hr	\$92.80 T
Misc Non-Taxed			\$5.00
Tax		\$1371.52 @ 5.3000%	\$72.69
<b>Grand Total</b>			<b>\$3,147.61</b>

Estimate based on MOTOR CRASH ESTIMATING GUIDE. Unless otherwise noted all items are derived from the Guide. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Guide used is (DR2ME11). 1/16

\* Indicates Estimator's Judgment

T Indicates Taxed Item

This is a preliminary estimate based on our inspection and does not cover any additional parts or labor which may be required after the work was started. Occasionally, worn or damaged parts are discovered which may not be evident on the first inspection, resulting in additional changes to the estimate. Because of this, the above prices are not guaranteed. Quotations on parts and labor are current and subject to change.

RECEIVED

JUN 07 2016

ACCOUNTING DEPARTMENT  
SUSSEX COUNTY



**VACORP**

May 27, 2016

Sussex County  
P.O. Box 1397  
Sussex, VA 23884-0397

Attention: Deborah Davis

1315 Franklin Road, SW  
Roanoke, Virginia 24016

540.345.8500  
toll free 888.822.6772  
fax 540.345.5330  
toll free 877.212.8599

Virginia Association of Counties Group Self-Insurance Risk Pool

Member: Sussex County  
Claim Number: 1072016159913  
Date of Loss: 04-16-16

Dear Ms. Davis:

Enclosed please find a VACORP property damage check in the amount of \$3,164.92 to cover the repair cost to the 2015 Ford F250 Pickup Truck VIN#3043 that backed into a post. This amount was determined by adding together the following costs and applying the \$250.00 collision deductible:

- 1) \$340.00 Major Signs estimate
- 2) \$3,074.92 John's Auto Body & Painting estimate

If you should have any questions regarding this payment, please feel comfortable to call our office.

Sincerely,

A handwritten signature in black ink that reads "Melissa Maddox".

Melissa Maddox, AIC, AIS  
Claims Specialist

Enc. - check

**VACORP CLAIMS**  
 1315 Franklin Road SW  
 Roanoke, VA 24016-4607  
 540-345-8500

FIRST CITIZENS BANK

68-183/514  
 412

DATE	CHECK NO.
5/31/2016	212730
AMOUNT	
\$	**3,164.92**

PAY  
 TO  
 THE  
 ORDER  
 OF

Three Thousand One Hundred Sixty-Four and 92/100 Dollars\*\*\*\*\*

Sussex County  
 P.O Box 1397  
 Sussex, VA 23884

*Stev 2. Rawlings*

AUTHORIZED ACCOUNT SIGNER  
 TWO SIGNATURES REQUIRED OVER \$30,000

SECURITY FEATURES INCLUDED DETAILS ON BACK

⑈ 212730⑈ 10514018361008921921150⑈

REMITTANCE STATEMENT - PLEASE DETACH BEFORE DEPOSITING

Description	From Date	To Date	Invoice #	Invoice Amt	Amount
Auto Collision			Repair	\$3,414.92	\$3,414.92
Auto Collision			Deductible	\$3,414.92	(\$250.00)

Claim Number: 1072016159913 Claimant: Sussex County Payee: Sussex County  
 Check Number: 212730 Total Check Amt: \$3,164.92 Event Date: 4/16/2016 Department: 107 Sussex Date of Check: 5/31/2016  
 Memo: 2015 Ford F250 Pickup Truck VIN#3043

RECEIVED  
 JUN 07 2016  
 ACCOUNTING DEPARTMENT  
 SUSSEX COUNTY

**AGENDA ITEM #7-04**

Reports of Departments/Agencies  
Personnel Committee Report

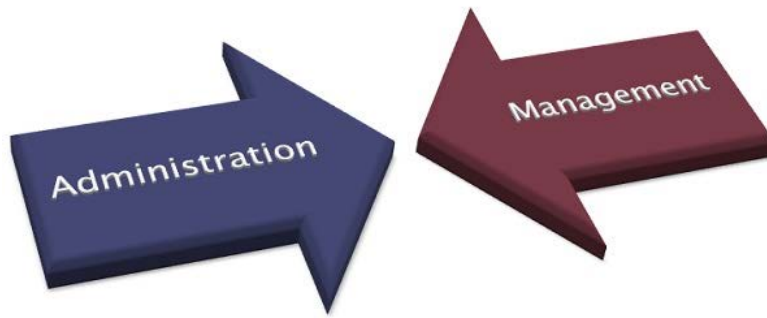
=====

Supervisor Tyler, Chairman of the Personnel Committee, will provide a report from Personnel Committee meeting held Thursday, November 10, 2016.



# **County Administrator's Report**

**November 17, 2016**



# REPORT

November 17, 2016 Board Meeting

**Fiscal Year Budget 2018:** Funding Requests for the External Agencies/Organizations and corresponding forms were forwarded to those agencies on Monday, November 7, 2016, with a deadline for submission to our Finance Department by January 9, 2017.

**Housing Programs Update:** In a previous meeting, the Board recommended that the Chair send a letter to Greenville County's Chair and the Mayor of the City of Emporia regarding the Housing Choice Voucher assistance that Sussex provides to those localities. Letters were mailed to the Honorable Peggy Wiley, Chair of the Greenville County Board of Supervisors and the Honorable Mary Person, Mayor of the City of Emporia, regarding those services. The Housing Staff and Administration are coordinating with the Clerk of the City of Emporia in scheduling a meeting to discuss the Housing Choice Voucher program as it relates to the City of Emporia. As of this writing, there has been no response from Greenville County.

**Clerk's Arcade:** Mr. Flynn is reviewing the Invitation For Bids that will be used to solicit bids for the project. Jeff Robinson (Architect) has verified the set of plans that are to be used for the Arcade. Jeff is printing three (3) sets of plans that the County will use in the bid process. Jeff will also assist the county in the evaluation of the bids. The County had allocated \$150,000 for the project. If bids come in accordingly, the project should be completed by the end of this fiscal year. If the bids come in substantially higher, an evaluation of options would have to be made at that time.

**Windows Replacement:** The environmental assessment of the windows has been completed by Applied Laboratory Services. While no PCB's were identified, asbestos in the caulking and lead paint were identified. The contractor who does the

replacement will have to follow the required guidelines to properly dispose of the asbestos and lead paint.

We are working with Moseley Architects for preparation of the construction documents.

Mr. Flynn is currently reviewing the proposed agreement between Moseley and the County. Moseley would also assist in the pre-bid conference and eventual evaluation of bids. The bids will determine how quickly the project will proceed. The County had allocated \$100,000 for the project. If bids come in accordingly the project should be completed by the end of this fiscal year. If the bids come in substantially higher, an evaluation of options would have to be made at that time.

**Improvement Association Lease:** The lease between the Improvement Association and County of Sussex for office space in the office building owned by the County, located at 233L South County Drive, has been signed and finalized.

**Surplus Vehicles and Miscellaneous Items:** Staff has been tasked with disposing of the County's surplus vehicles and miscellaneous items located at the Animal Shelter. During the last cycle of disposing of like items, staff coordinated with GovDeals.com to dispose of items which was a positive experience. To that end, members of the County Administration staff has a meeting scheduled with our GovDeals.com representative on Tuesday, November 29<sup>th</sup> at 12 noon.

**Sale of County owned real estate:** Staff has in the past several months, checked with several real estate companies regarding the sale of those select properties that the Board wants to be sold. Only two real estate firms responded and have asked questions that staff is researching. One real estate firm is looking for comparable properties. The representative of one company stated that they would recommend getting an appraiser involved, but they would charge us to find the same thing and pull from other areas that don't justify our County. The rep also noted that there are so many extenuating circumstances with all of the properties and that the market place will result in what they are worth, but the rep stated that they don't know where to start. The rep asked if the Board has any figures in mind for the asking price.

**Former County Administration Building:** At the October Board meeting, staff was directed to proceed with getting estimates for the renovation of the building formerly occupied by County Administration. Staff has researched records and included a copy of the Indoor Quality Inspection Report which was provided by ONE Environmental Group, LLC in November 2012. Staff is in the beginning stages of preparing the Invitation For Bids to solicit companies for mold and asbestos

remediation, but making sure that all necessary information and verbiage is correct before advertising the bid.

**Cemetery Ridge Hunt Club:** As most Board members are aware, the County entered into a three (3) year agreement lease the property known as Henry Technology Park to Cemetery Ridge Hunt Club. Staff executed the third year agreement which became effective November 1, 2016. Next year, the Board will have to hold a public hearing to make a decision as to whether or not they want to lease the property again. Should the Board decide to lease the property again, staff will advertise and the Board will hold a public hearing and proceed.

**ONE Environmental Group, LLC**

# **Indoor Air Quality Inspection Report**

*Former Sussex County Financial  
Administrative Building  
20233 Thorton Square  
Sussex, Virginia*



**Prepared for Sussex County**

**November 2012**



November 8, 2012

Mr. Thomas E. Harris  
County Administrator  
Sussex County Building Official  
P. O. Box 1397  
20135 Princeton Rd  
Sussex, Virginia 23884

**Re: Indoor Air Quality Inspection Report**  
Former Sussex County Financial Administrative Building  
20233 Thorton Square  
Sussex, Virginia

Dear Mr. Harris,

ONE Environmental Group, LLC (ONE) appreciates the opportunity to submit this Indoor Air Quality Inspection Report for the site designated as the former Sussex County Financial Administrative Building, 20233 Thorton Square in Sussex, Virginia. All site assessment and reporting activities have been completed in accordance with the terms and conditions of the *Mold Inspection Services Proposal* dated June 13, 2012.

If you should have any questions or comments, please do not hesitate to contact me at 804-303-8784.

Sincerely,  
**ONE Environmental Group, LLC**

A handwritten signature in black ink, appearing to read "Jake A. Servinsky".

Jake A. Servinsky, LEED AP  
Project Manager

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Attachment B – Photographs

Attachment C – Laboratory Results

## 1.0 Introduction and Project Objectives

ONE Environmental Group, LLC (ONE) was contracted by Sussex County to perform a mold and moisture inspection at the property located at 20233 Thorton Square in Sussex, Virginia (herein referred to as the “subject property”). Specifically, the scope of this mold assessment was to survey conditions, if any, that may be affecting the quality of air as it pertains to mold in the subject property. A Site Location Map is included as **Figure 1**.

During the mold and moisture inspection, at the approval of Sussex County personnel, ONE also completed a limited asbestos survey. ONE representative, Mr. Jake Servinsky (Virginia Asbestos Licensed Inspector – License Number 3309001407), performed the inspection of the interior of the subject property on October 25, 2012. Copies of the asbestos inspector license is included as **Attachment A**. Samples collected by the inspector were submitted to AmeriSci Laboratories (AmeriSci).

The following sections present a summary of the subject property, mold/fungal inspection, asbestos inspection, analytical results, and recommendations.

## 2.0 Subject Property Description

The subject property is currently vacant and is described as the former Sussex County Financial Administrative Building. The 1<sup>st</sup> floor of the building was utilized as a former office building. The subfloor or basement of the building is utilized as a maintenance storage room. According to information provided, the footprint of the subject property is approximately 2,500 square feet and was constructed in 1960. A diagram detailing the 1<sup>st</sup> floor layout and sample locations is included with this report as **Figure 2**. Full access to the subject property interior was provided during the time of the inspection.

## 3.0 Mold Inspection and Results

Molds are microscopic organisms found virtually everywhere, indoors and outdoors. Mold will grow and multiply under the right conditions, needing only sufficient moisture (e.g. in the form of very high humidity, condensation, or water from a leaking pipe, etc.) and organic material (e.g., ceiling tile, drywall, paper, or natural fiber carpet padding). Mold growths often appear as discoloration, staining, or fuzzy growth on building materials or furnishings and are varied colors of white,



gray, brown, black, yellow, and green. In large quantities, molds can cause allergic symptoms when inhaled or through the toxins the molds emit.

The scope of this mold assessment was to identify conditions, if any, that may be affecting the quality of air as it pertains to mold in the subject property. ONE observed accessible, interior areas of the building for significant evidence of mold growth. Based on visual evidence and the use of a moisture meter, ONE observed obvious indications of water damage and mold growth as described below.

- Visible mold growth was observed throughout the 1<sup>st</sup> floor of the subject property building, predominately on the perimeter plaster walls behind the wallpaper covering.
- Visible mold growth was observed in fiberglass insulation above the ceiling on the 1<sup>st</sup> floor.
- In addition to the visible assessment, ONE measured the moisture content in the building materials observed with mold/fungal growth.
  - ONE utilized a direct read GE Protimeter Surveymaster (Moisture Meter) to inspect for water intrusion areas and to test the extent of possible water damage in the subject property at time of the investigation.
  - At the time of the site visit, the wall adjacent to the sink on the 1<sup>st</sup> floor was found to have elevated moisture content. The remaining building materials resulted in a moisture content which was considered "dry."
- Water stained ceiling tiles were observed in multiple office rooms in the 1<sup>st</sup> floor of subject property building.
- The gutter system around the building was observed to be separated and/or damaged in multiple areas. This may have or could cause future moisture intrusion issues within the building.
- Many windows and window sashes were found to not match up properly, causing noticeable gaps which may have or could cause future moisture intrusion issues within the building.

The inspector diligently attempted to examine all interior spaces at the subject property. Areas may exist under the exposed materials or behind walls or ceilings that could not be accessed.

Photographs of observed mold growth are included as **Attachment B**.

#### 4.0 Asbestos Inspection and Results

Based on the age of the building, ONE performed a limited asbestos inspection to determine if the mold impacted building materials were asbestos containing materials (ACMs). The asbestos inspector's selection of sample locations and frequency of sampling was based on observations made by a qualified and experienced Virginia Accredited Asbestos Inspector and the assumption that like materials in the same area are homogeneous in content.

If additional suspect materials are discovered as a result of any remediation, renovation, or demolition, these building materials should be analyzed for asbestos containing content prior to work activities. The general contractor should have a competent person who is familiar with asbestos regulations.

Mold impacted suspect ACM on the 1<sup>st</sup> floor and suspect ACM in the basement were identified during the site reconnaissance and a total of thirteen (13) samples were collected for analysis by a licensed laboratory. A list of the suspect materials identified and sampled is presented below.

- White Plaster
- Gray Plaster
- Brown/Gray Drywall
- Joint Compound
- Ceiling Plaster
- Pipe Insulation
- Mudded Elbow

The thirteen (13) samples were submitted to AmeriSci, located in Midlothian, VA. AmeriSci is licensed and National Voluntary Laboratory Accreditation Program (NVLAP) accredited asbestos analytical laboratory for analysis by Polarized Light Microscopy (PLM) via EPA Method 600/R-93/116. Copies of the laboratory results and Certificates of Analysis are included as **Attachment C**. A tabulated summary of each sample location and the analytical results is included as **Table 1**.

An ACM (both friable and non-friable) is any material containing more than 1% asbestos as determined by PLM laboratory analysis. The pipe insulation from the maintenance storage room (basement) was detected as being 40% chrysotile asbestos. The mudded elbows from the maintenance storage room (basement) were detected as being 75 % chrysotile asbestos. The samples from the 1<sup>st</sup> floor of the subject property were all reported as being non-ACM by laboratory analysis. Photographs of materials sampled in the basement during the inspection are included as **Attachment B**.

## 5.0 Conclusions and Recommendations

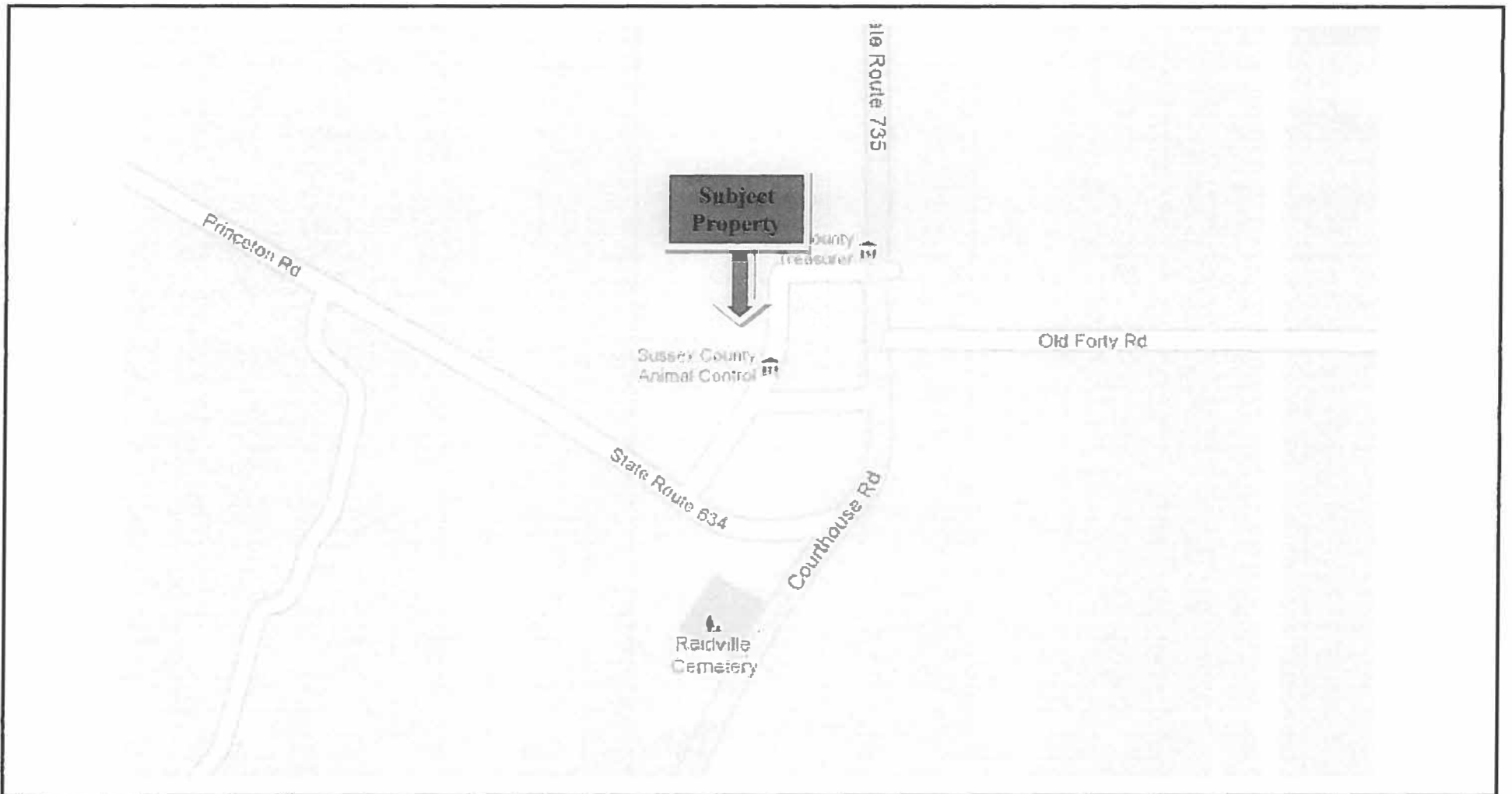
ONE observed obvious indications of mold growth and water damage throughout the 1<sup>st</sup> floor of the former administrative building. Additionally, the pipe insulation and mudded elbows from the maintenance storage room (basement) were reported to be ACM by laboratory analysis. All of the samples from the 1<sup>st</sup> floor of the subject property were reported to be non-ACM by laboratory analysis. Based upon the results of this investigation, ONE recommends the following:

- After determining the source of the water infiltrations and correcting the associated problems, ONE recommends that water and mold/fungal impacted building materials should be replaced and remediated by a qualified mold remediation contractor prior to re-occupancy.
- Clean and HEPA vacuum supply air diffusers in the air handling zones of visible dust buildup. Supply Air diffusers are recommended to be cleaned with fungicide dampened rags. The moderate dust loading may allow present or future fungal growth if moisture/humidity issues continue.
- A roof inspection is recommended to be performed at the subject property to determine if the roof and/or gutter system needs to be replaced. Water intrusion issues must be rectified or additional humidity and mold issues may continue to arise.
- ONE recommends that an Asbestos Abatement be performed on the maintenance storage room (basement) to remove the building materials reported to be asbestos containing.
- Exterior building materials and roof core samples were not included in this scope of work. Consequently, ONE recommends that an asbestos inspection be completed prior to any demolition and/or renovations to the exterior or roof system of the subject property.

It is possible that conditions exist in other areas of the building which may impact the air quality of the subject property. If additional suspect materials are discovered as a result of any remediation, renovation or demolition in the interior of the building, these building materials should be analyzed for asbestos-containing content prior to work activities.

# FIGURES

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		<b>Site Address</b>	<b>Figure 1</b>
		Former Sussex County Financial Administrative Building 2023 Thorton Square Sussex, VA 23890	<b>Site Location Map</b> Sussex, Virginia

FIGURE 2  
 Building Layout and Sample Locations



# TABLES

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**Table 1**  
**Summary of Sample Results**  
**Former Sussex County Administrative Building and Maintenance Shed**  
**20233 Thorton Square**  
**Sussex, Virginia 23884**

Location	Suspect Material	Asbestos Content	Laboratory Sample ID	Sample Group	Sample Number
1st Floor - Administrative Building	White, Heterogeneous, Non-Fibrous, Skim Coat (Plaster)	None Detected	112101914-01.1	1	001 A
1st Floor - Administrative Building	Gray, Heterogeneous, Fibrous, Base Coat (Plaster)	None Detected	112101914-01.2		001 A
1st Floor - Administrative Building	White, Heterogeneous, Non-Fibrous, Skim Coat (Plaster)	None Detected	112101914-02.1		001 B
1st Floor - Administrative Building	Gray, Heterogeneous, Fibrous, Base Coat (Plaster)	None Detected	112101914-02.2		001 B
1st Floor - Administrative Building	White, Heterogeneous, Non-Fibrous, Skim Coat (Plaster)	None Detected	112101914-03.1		001 C
1st Floor - Administrative Building	Gray, Heterogeneous, Fibrous, Base Coat (Plaster)	None Detected	112101914-03.2		001 C
1st Floor - Administrative Building	Brown/Gray, Heterogeneous, Fibrous, Bulk Material Drywall	None Detected	112101914-04	2	002 A
1st Floor - Administrative Building	Brown/Gray, Heterogeneous, Fibrous, Bulk Material Drywall	None Detected	112101914-05		002 B
1st Floor - Administrative Building	White, Heterogeneous, Non-Fibrous, Joint Compound	None Detected	112101914-06.1	3	003 A
1st Floor - Administrative Building	Beige, Heterogeneous, Fibrous, Tape Joint Compound	None Detected	112101914-06.2		003 A
1st Floor - Administrative Building	White, Heterogeneous, Non-Fibrous, Bulk Material Joint Compound	None Detected	112101914-07		003 B
1st Floor - Administrative Building	Gray, Heterogeneous, Non-Fibrous, Bulk Material Ceiling Plaster	None Detected	112101914-08	4	004 A
1st Floor - Administrative Building	Gray, Heterogeneous, Non-Fibrous, Bulk Material Ceiling Plaster	None Detected	112101914-09		004 B
Basement - Maintenance Storage Room	Gray, Heterogeneous, Fibrous, Bulk Material Pipe Insulation	40 % Chrysotile Asbestos Detected	112101914-10	5	005 A
Basement - Maintenance Storage Room	Light Gray, Heterogeneous, Non-Fibrous, Bulk Material Mudded Elbow	75 % Chrysotile Asbestos Detected	112101914-12	6	006 A

# ATTACHMENTS

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# ATTACHMENT A

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## *INSPECTOR CREDENTIALS*

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
COMMONWEALTH OF VIRGINIA

9960 Mayland Dr., Suite 400, Richmond, VA 23233  
Telephone: (804) 367-8500

EXPIRES ON  
12-31-2012

NUMBER  
3303 003700

VIRGINIA ASBESTOS LICENSE  
INSPECTOR LICENSE

JACOB ADAM SERVINSKY  
4927 BROMLEY LN

RICHMOND, VA 23226



*Gordon N. Dixon*

Gordon N. Dixon, Director

ALTERATION OF THIS DOCUMENT, USE AFTER EXPIRATION, OR USE BY PERSONS OR FIRMS OTHER  
THAN THOSE NAMED MAY RESULT IN CRIMINAL PROSECUTION UNDER THE CODE OF VIRGINIA.

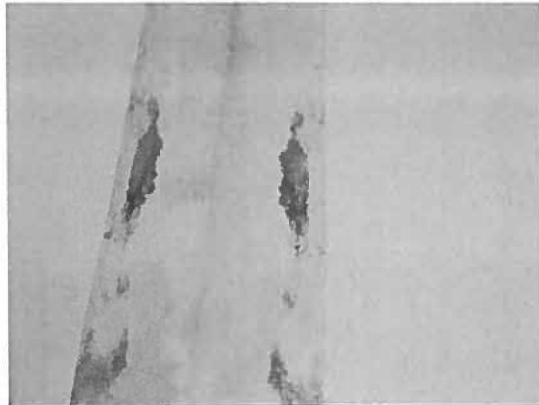
# ATTACHMENT B

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## *PHOTOGRAPHS*



**Photograph 1:** View of significant mold growth behind the wallpaper on the 1<sup>st</sup> floor



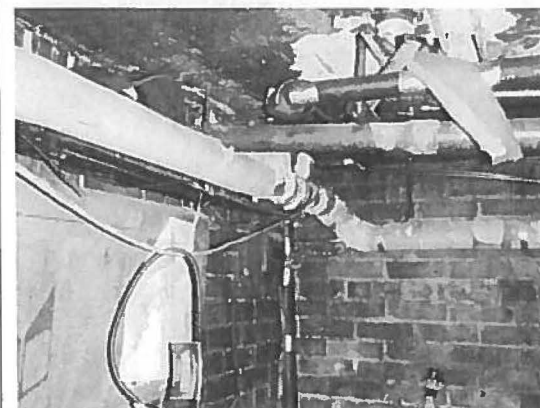
**Photograph 2:** View of mold growth and water damage on the 1<sup>st</sup> floor



**Photograph 3:** View of mold growth on insulation in the ceiling of the 1<sup>st</sup> floor



**Photograph 4:** View of significant mold growth behind wallpaper on the 1<sup>st</sup> floor



**Photograph 5:** View of ACM (mudded elbows) in the basement



**Photograph 6:** View of ACM (pipe insulation) in the basement

# ATTACHMENT C

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## *LABORATORY REPORT*



**AmeriSci Richmond**  
 13635 GENITO ROAD  
 MIDLOTHIAN, VIRGINIA 23112  
 TEL: (804) 763-1200 • FAX: (804) 763-1800

## PLM Bulk Asbestos Report

One Environmental Group, LLC  
 Attn: Jake Servinsky  
 500 Libbie Ave. Suite 1C  
 Richmond, VA 23236

**Date Received** 10/29/12    **AmeriSci Job #** 112101914  
**Date Examined** 10/30/12    **P.O. #**  
**Page** 1 of 4  
**RE:** Sussex Mold Inspection

Client No. / HGA	Lab No.	Asbestos Present	Total % Asbestos
001A 1	112101914-01.1 Location: Administration Building (Former Finance); Plaster	No	NAD (by CVES) by David W. Ralbovsky on 10/30/12
<b>Analyst Description:</b> White, Heterogeneous, Non-Fibrous, Skim Coat (Plaster) <b>Asbestos Types:</b> <b>Other Material:</b> Non-fibrous 100 %			
001A 1	112101914-01.2 Location: Administration Building (Former Finance); Plaster	No	NAD (by CVES) by David W. Ralbovsky on 10/30/12
<b>Analyst Description:</b> Gray, Heterogeneous, Fibrous, Base Coat (Plaster) <b>Asbestos Types:</b> <b>Other Material:</b> Cellulose Trace, Mica Trace, Non-fibrous 100 %			
001B 1	112101914-02.1 Location: Administration Building (Former Finance); Plaster	No	NAD (by CVES) by David W. Ralbovsky on 10/30/12
<b>Analyst Description:</b> White, Heterogeneous, Non-Fibrous, Skim Coat (Plaster) <b>Asbestos Types:</b> <b>Other Material:</b> Non-fibrous 100 %			
001B 1	112101914-02.2 Location: Administration Building (Former Finance); Plaster	No	NAD (by CVES) by David W. Ralbovsky on 10/30/12
<b>Analyst Description:</b> Gray, Heterogeneous, Fibrous, Base Coat (Plaster) <b>Asbestos Types:</b> <b>Other Material:</b> Animal hair Trace, Non-fibrous 100 %			
001C 1	112101914-03.1 Location: Administration Building (Former Finance); Plaster	No	NAD (by CVES) by David W. Ralbovsky on 10/30/12
<b>Analyst Description:</b> White, Heterogeneous, Non-Fibrous, Skim Coat (Plaster) <b>Asbestos Types:</b> <b>Other Material:</b> Non-fibrous 100 %			

See Reporting notes on last page



# PLM Bulk Asbestos Report

## Sussex Mold Inspection

Client No. / HGA	Lab No.	Asbestos Present	Total % Asbestos
001C 1	112101914-03.2 Location: Administration Building (Former Finance); Plaster	No	NAD (by CVES) by David W. Ralbovsky on 10/30/12
<b>Analyst Description:</b> Gray, Heterogeneous, Fibrous, Base Coat (Plaster) <b>Asbestos Types:</b> <b>Other Material:</b> Animal hair Trace, Mica Trace, Non-fibrous 100 %			
002A 2	112101914-04 Location: Administration Building (Former Finance); Drywall	No	NAD (by CVES) by David W. Ralbovsky on 10/30/12
<b>Analyst Description:</b> Brown/Gray, Heterogeneous, Fibrous, Bulk Material <b>Asbestos Types:</b> <b>Other Material:</b> Cellulose 5 %, Non-fibrous 95 %			
002B 2	112101914-05 Location: Administration Building (Former Finance); Drywall	No	NAD (by CVES) by David W. Ralbovsky on 10/30/12
<b>Analyst Description:</b> Brown/Gray, Heterogeneous, Fibrous, Bulk Material <b>Asbestos Types:</b> <b>Other Material:</b> Cellulose 5 %, Non-fibrous 95 %			
003A 3	112101914-06.1 Location: Administration Building (Former Finance); Joint Compound	No	NAD (by CVES) by David W. Ralbovsky on 10/30/12
<b>Analyst Description:</b> White, Heterogeneous, Non-Fibrous, Joint Compound <b>Asbestos Types:</b> <b>Other Material:</b> Non-fibrous 100 %			
003A 3	112101914-06.2 Location: Administration Building (Former Finance); Joint Compound	No	NAD (by CVES) by David W. Ralbovsky on 10/30/12
<b>Analyst Description:</b> Beige, Heterogeneous, Fibrous, Tape <b>Asbestos Types:</b> <b>Other Material:</b> Cellulose 95 %, Non-fibrous 5 %			
003B 3	112101914-07 Location: Administration Building (Former Finance); Joint Compound	No	NAD (by CVES) by David W. Ralbovsky on 10/30/12
<b>Analyst Description:</b> White, Heterogeneous, Non-Fibrous, Bulk Material <b>Asbestos Types:</b> <b>Other Material:</b> Non-fibrous 100 %			

See Reporting notes on last page

# PLM Bulk Asbestos Report

## Sussex Mold Inspection

Client No. / HGA	Lab No.	Asbestos Present	Total % Asbestos
004A 4	112101914-08 Location: Administration Building (Former Finance); Ceiling Plaster	No	NAD (by CVES) by David W. Ralbovsky on 10/30/12
<b>Analyst Description:</b> Gray, Heterogeneous, Non-Fibrous, Bulk Material <b>Asbestos Types:</b> <b>Other Material:</b> Non-fibrous 100 %			
004B 4	112101914-09 Location: Administration Building (Former Finance); Ceiling Plaster	No	NAD (by CVES) by David W. Ralbovsky on 10/30/12
<b>Analyst Description:</b> Gray, Heterogeneous, Non-Fibrous, Bulk Material <b>Asbestos Types:</b> <b>Other Material:</b> Non-fibrous 100 %			
005A 5	112101914-10 Location: Maintenance Storage Shed; Pipe Insulation	Yes	40 % (by CVES) by David W. Ralbovsky on 10/30/12
<b>Analyst Description:</b> Gray, Heterogeneous, Fibrous, Bulk Material <b>Asbestos Types:</b> Chrysotile 40.0 % <b>Other Material:</b> Non-fibrous 60 %			
005B 5	112101914-11 Location: Maintenance Storage Shed; Pipe Insulation		NA/PS
<b>Analyst Description:</b> Bulk Material <b>Asbestos Types:</b> <b>Other Material:</b>			
006A 6	112101914-12 Location: Maintenance Storage Shed; Mudded Elbow	Yes	75 % (by CVES) by David W. Ralbovsky on 10/30/12
<b>Analyst Description:</b> Lt. Gray, Heterogeneous, Non-Fibrous, Bulk Material <b>Asbestos Types:</b> Chrysotile 75.0 % <b>Other Material:</b> Non-fibrous 25 %			
006B 6	112101914-13 Location: Maintenance Storage Shed; Mudded Elbow		NA/PS
<b>Analyst Description:</b> Bulk Material <b>Asbestos Types:</b> <b>Other Material:</b>			

See Reporting notes on last page

Client Name: One Environmental Group, LLC

# PLM Bulk Asbestos Report

Sussex Mold Inspection

**Reporting Notes:**

Analyzed by: David W. Ralbovsky  Date 10/30/12

\*NAD = no asbestos detected, Detection Limit <1%, Reporting Limits: CVES = 1%, 400 Pt Ct = 0.25%, 1000 Pt Ct = 0.1%; "Present" or NVA = "No Visible Asbestos" are observations made during a qualitative analysis; NA = not analyzed; NA/PS = not analyzed / positive stop; PLM Bulk Asbestos Analysis by EPA 600/M4-82-020 per 40 CFR 763 (NVLAP Lab Code 101904-0) and ELAP PLM Analysis Protocol 198.1 for New York friable samples (198.6 for NOB samples)(NYSDOH ELAP Lab # 10984); CA ELAP Lab # 2508; Note: PLM is not consistently reliable in detecting asbestos in floor coverings and similar NOB materials. NAD or Trace results by PLM are inconclusive, TEM is currently the only method that can be used to determine if this material can be considered or treated as non-asbestos-containing in New York State (also see EPA Advisory for floor tile, FR 59, 146, 38970, 8/1/94). NIST Accreditation requirements mandate that this report must not be reproduced except in full without the approval of the laboratory. This PLM report relates ONLY to the items tested.

Reviewed By: \_\_\_\_\_

Relinquished By: [Signature] Date/Time: 10/29/12 9:05  
 Received By: \_\_\_\_\_ Date/Time: \_\_\_\_\_  
 Relinquished By: \_\_\_\_\_ Date/Time: \_\_\_\_\_  
 Received By: \_\_\_\_\_ Date/Time: \_\_\_\_\_



**BULK CHAIN OF CUSTODY**  
**AMERISCI RICHMOND**  
 13635 GENITO ROAD  
 MIDLOTHIAN, VA 23112  
 TOLL FREE: (800) 476-5227  
 PHONE: (804) 763-1200  
 FAX: (804) 763-1800

Company: ONE ENVIRONMENTAL GROUP Project: SUSSEX MOLD INSPECTION AMERISCI #: 112101914  
 Street Address: 500 LIBBIE AVENUE SUITE 1C Proj Mgr: JAKE SEWINSKY Proj #:  
 City: RICHMOND State: VA Zip: 23226 Proj Address: Proj State:  
 Phone: 804-303-8784 Fax: 804-441-8272 Analysis:  PLM;  Positive Stop;  TEM;  NY ELAP PLM/TEM w/ NOB Prep.  
 Cell: Fax: ASTM Dust  (Microvac)  (Wipe);  Qualitative;  Other (describe in comments)  
 E-mail jsewinsky@oneenv.com Verbal Results: Y / N Turnaround Time: STANDARD Material Type:  Bulk  Dust  Water  
 Results to: EMAIL ABOVE Sampled By: J. SEWINSKY Date Sampled: 10/25/12  
 Special Instructions or Comments:

Lab ID	Field ID	Location	Sample Description (dust area)	Homogenous Area
	001 A	ADMINISTRATION BUILDING (FORMER FINANCE)	PLASTER	1
	001 B		PLASTER	1
	001 C		PLASTER	1
	002 A		DRYWALL	2
	002 B		DRYWALL	2
	003 A		JOINT COMPOUND	3
	003 B	JOINT COMPOUND	3	
	004 A	↓	CEILING PLASTER	4
	004 B		CEILING PLASTER	4
	005 A	MAINTENANCE STORAGE SHED	PIPE INSULATION	5
	005 B		PIPE INSULATION	5
	006 A		MUDDY ELBOW	6
	006 B		↓	MUDDY ELBOW

RECEIVED  
 OCT 29 2012  
 Hand  
 By [Signature] 9105



# REPORT



# MISSION MINISTRIES

P.O. Box 133, Waverly, VA 23890

RECEIVED  
#49

Sussex County Government  
Chairman, Board of Supervisors  
P.O. Box 1397  
Sussex, VA 23884

NOV 03 2016  
SUSSEX COUNTY  
ADMINISTRATION

Dear Friend of Mission Ministries,

November 1, 2016

On behalf of our member churches, I thank you for donating \$46,416.62 during the second quarter of 2016 for the disaster relief fund.

Mission Ministries was organized in 2002, and we have grown to over a dozen member churches from Sussex and Prince George counties. Our Food Pantry opened in October 2012, and volunteers from our member churches operate it every Saturday from 1:00 to 3:30 p.m. We are a member of the Central Virginia Food Bank (CVFB) in Richmond. As a 501(c)3 non-profit organization, we can distribute USDA food obtained from CVFB.

In late 2014, several churches around Yale, Virginia began distributing food from the Southeast Virginia Food Bank once per month at Yale Seventh Day Adventist Church. This "drive-thru" food pantry serves several hundred families each month.

In addition to these food pantries, every month we serve approximately 100 bag lunches that are prepared and distributed by volunteers from our member churches. The lunches are distributed at St. Paul's Apostolic Faith Church of God that is located near the homes of those whom we serve.

As the result of an anonymous donor in late 2012, Mission Ministries acquired the building that is next door to the Food Pantry. This building is now used as our Outreach Center that is used for meetings with families in need of financial assistance, our organization's meetings, and for storage for the Food Pantry.

We continue our efforts to offer financial assistance to low-income families as funds are available. As a result, clients with needs are individually interviewed and counseled regarding their situation. In early 2015, due to a grant from the Episcopal Diocese of Southern Virginia, we began a Financial Wellness Program. Our volunteers assist clients with financial literacy and accessing community resources which could assist them with securing information or services.

We sincerely appreciate your donation. It is through your continued support that we are able to carry out our mission of feeding the hungry and financially assisting those who are in a crisis situation. If you have any questions concerning this letter or Mission Ministries, you may contact me at (757)621-0359 or [whateverlord2@gmail.com](mailto:whateverlord2@gmail.com).

With best regards,

*Connie Gibbs-Morris*

Rev. Connie Gibbs-Morris, President

(NOTE: Per IRS Publication #1771, no goods or services were provided by Mission Ministries in return for this contribution. If you have any questions about your donation reflected in this letter, please contact our secretary, Sharon Jadrnak, at (804)732-7548 or [smjadrnak@yahoo.com](mailto:smjadrnak@yahoo.com).)

# **Housing Department Report**

**November 17, 2016  
Monthly Report**



# COUNTY OF SUSSEX, VIRGINIA

233 L. SOUTH COUNTY DRIVE  
P.O. BOX 63, WAVERLY, VIRGINIA 23890

HOUSING PROGRAMS  
(804) 834-1302

BRENDA H. DREW  
ADMINISTRATIVE AGENT

## MEMORANDUM

**TO:** Mr. Vandy Jones, Deputy County Administrator  
**FROM:** Mrs. Brenda H. Drew, Housing Programs Coordinator  
**SUBJECT:** Housing Program Report  
**DATE:** November 3, 2016

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As you are aware, the housing department is presently working work through various transitions and requests your continued cooperation and support.

In concurrence with the local Disaster Initiatives the department continues to work with community agencies in coordinating resources and making referrals for those residents who are experiencing an increase in housing repair needs as a result of the tornado. In addition, to these inquiries, the department is working on a list of over twenty (20) residents who are in need of other housing repairs and rehabilitation services. See the attached map of the applications in progress.

Below is a pattern of ongoing tasks which are underway:

- a) Home-Options Informational/Community Meetings-
- b) IPR Loan Servicing and Program Income Tracking
- c) Reorganization of HCV Waiting List
- d) Coordination/funding roof project in Yale for disabled resident using Program Income.
- e) Coordination/funding two (2) housing rehab projects
- f) Upcoming Agency Review and SEMAP Audit

Attached you will find a copy of the Housing Oversight Board Meeting minutes for your review. The minutes are required by the Department of Housing and Community Development (DHCD) for Indoor Plumbing and Housing Rehabilitation Programs. Also, general program updates and related materials are included for your information.

Thank you again, and we look forward to your continued support.

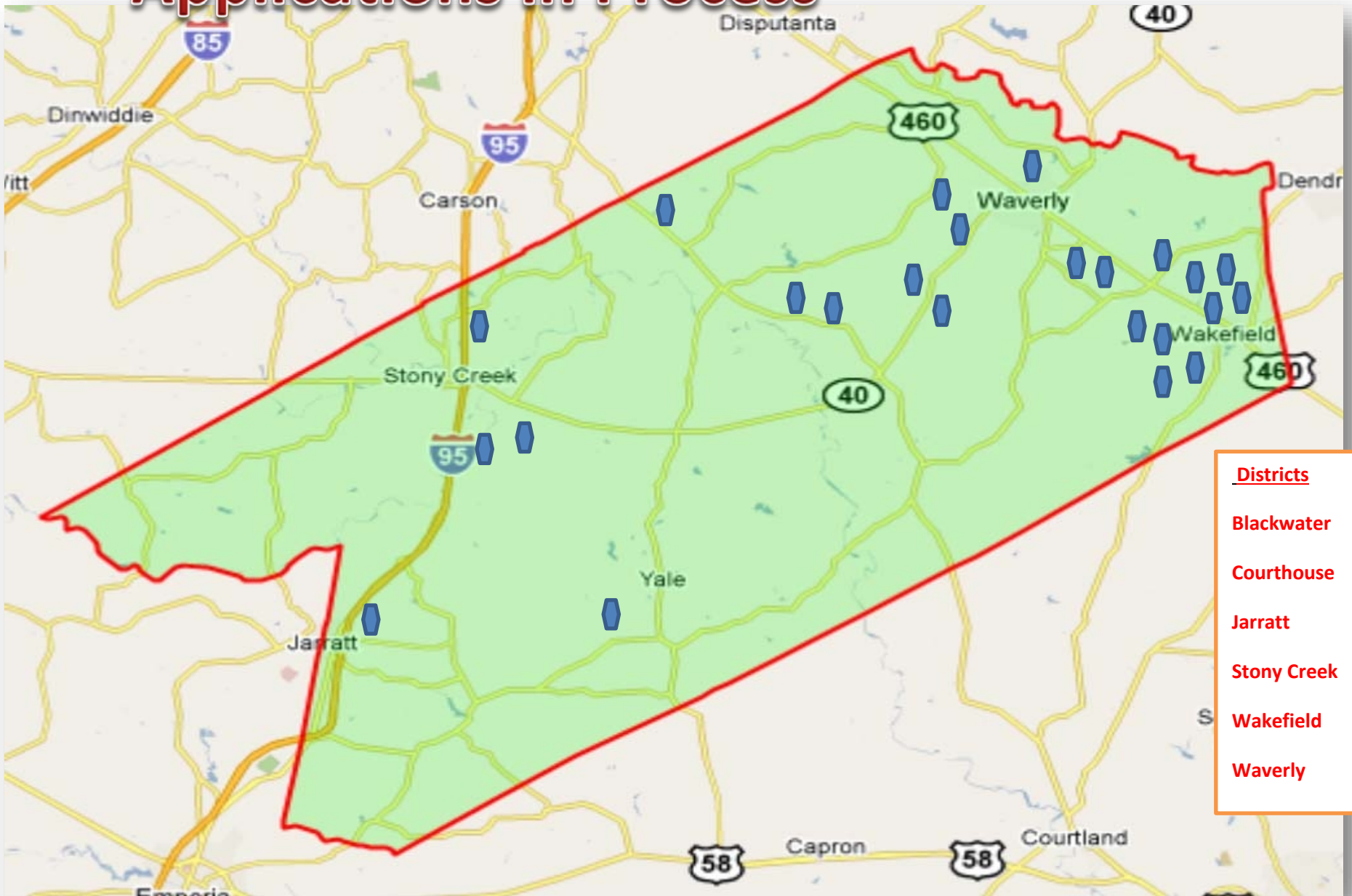
*Attachments:*

*IPR Minutes/ Updates/Request  
Program Income Rehab Projects Map  
Administrative Fee Report*

*Cc: Deborah Davis, County Administrator*



# Applications in Process



- Districts
- Blackwater
- Courthouse
- Jarratt
- Stony Creek
- Wakefield
- Waverly

## Monthly Agency HAP Expense, Lease-up & Admin Fees

Reported for: 11/30/2015 to 11/8/2016

<u>Agency</u>	<u>HAP</u>	<u>UAP</u>	<u>TOTAL</u>	<u>AGENCY PAYMENTS</u>	<u>RESIDENTS</u>
<b>Sussex County</b>					
December 2015	117,978	3,387	121,365	7,036	223
January 2016	118,150	3,434	121,584	7,004	221
February 2016	115,392	2,940	118,332	6,904	219
March 2016	113,641	2,823	116,464	6,805	216
April 2016	116,030	3,006	119,036	6,777	215
May 2016	114,195	3,176	117,371	6,745	213
June 2016	115,114	3,059	118,173	6,809	214
July 2016	112,590	2,908	115,498	6,679	209
August 2016	112,623	3,306	115,929	7,819	210
September 2016	107,732	3,235	110,967	7,140	207
October 2016	112,359	4,075	116,434	7,104	208
November 2016	109,218	3,813	113,031	0	207
<hr/>					
<b>Report Totals:</b>	<b>1,365,022</b>	<b>39,162</b>	<b>1,404,184</b>	<b>76,822</b>	<b>2,562</b>
Average:	533	62			Resident Months

SUSSEX COUNTY HOUSING  
OVERSIGHT BOARD MEETING MINUTES  
October 18, 2016 @ 11:30 AM

MINUTES

<b>Meeting called by:</b>	Mrs. Brenda H. Drew, Housing Coordinator
<b>Type of meeting:</b>	Housing Rehab Regular Meeting
<b>Note taker:</b>	Brenda H. Drew
<b>Location:</b>	Newsome Human Services Conference Room
<b><u>Attendees:</u></b>	<p>Mr. Alfonzo Adkins, CDAAA</p> <p>Ms. Deborah Davis, County Administrator</p> <p>Mrs. Brenda H. Drew, Housing Coordinator</p> <p>Mr. Clyde Gay, Resident Member</p> <p>Mrs. Tanisha Green, Resident Member</p> <p>Mr. Andre Greene, Director of Community Development</p> <p>Mr. Vandy Jones, Deputy County Administrator</p> <p>Mrs. Kelly Moore, Finance Department</p> <p>Mr. Lorenzo Turner, Assistant to Director of Community Dev</p>
<b><u>Call to Order</u></b>	The Housing Oversight Board meeting was called to order by Mrs. Brenda H. Drew at 11:30 am.
<b><u>The Agenda</u></b>	<b>ON MOTION</b> by <u>Ms. Davis</u> , seconded by <u>Mr. Gay</u> , and carried that the October 18, 2016 agenda be approved. <b>MOTION CARRIED.</b> Voting: Aye-unanimous
<b><u>The Minutes</u></b>	<b>ON MOTION</b> by <u>Mrs. Green</u> and, seconded by <u>Mr. Gay</u> , and carried that the July 6, 2016 Minutes be approved with noted corrections (1)add Kelly Moore to attendance and (2)correction to spelling of Comans Well Road. <b>MOTION CARRIED.</b> Voting: Aye-unanimous
<b><u>Introductions</u></b>	Staff announced that Ms. Elsie D. Jackson is new to the housing team, by way of the our partnership with the Crater Area Agency on Aging's Senior Community Service Employment Program, and



Application Ranking

*Note: Staff will review/monitor files to certify that all eligibility/verification processes are complete in accordance with Program Management and Program Income Plans. (Required documentation will be forwarded to County Administrator for authorization of expenditures.)*

Financial Report

Currently there are twenty-six (26) households requesting rehab work. All eligible beneficiaries will be placed on a list and selected by the Rehab Board in accordance with the Program Management Plan (PMP). Copies of the PMP were included for the Board's review. (See page 5 of PMP)

Loan Servicing Report

Kelly Moore reported that funding should be in place to cover the three (3) Board approved projects. It was recommended that a budget be compiled to include estimated projects to be completed up to June 2017. Staff will be scheduling a meeting with Ms. Moore to further discuss financial tracking.

There are a total of 9 account receivables at this time. The anticipated income is \$622 monthly. For the month of September \$547 was received from loan payments. Clients with delinquent accounts will be notified and appointments scheduled, if adjustments to the Ability to Pay Calculations are needed.

There are several Certificates of Satisfaction to be submitted for processing. As a result, the department is looking forward to rescheduling the Mortgage Burning Event in celebration of those households who have satisfied the requirements of the loan program.

Other Concerns

All future households requesting rehab work will be rated and ranked on a waiting list. Currently we are receiving information from residents that need to be added to the list, and coordinating the resources of various agencies to assist individuals needing rehab to their homes. To expedite this process, homeowners will need to provide 2-3 estimates along with the request for assistance.

After discussing this matter, it was recommended that staff consider a more formal outreach method to notify the public of availability of the Program Income Funds. The housing staff will meet with the

	<p>Deputy County Administrator and Community Development Director to further design and implement this recommendation.</p> <p>On <b>Motion</b> by <u>Mrs. Green</u> and seconded by <u>Mr. Gay</u> it is recommended that a Public Notice advertising funding availability for a specified period of time for Sussex residents be made.</p> <p><b>MOTION CARRIED. Voting : Aye-unanimous</b></p>
<p><u>Next Meeting</u></p>	<p>The next meeting is scheduled for Tuesday, November 15, 2016 at 11 a.m. at the Newsome Human Service Bldg. Conference Room.</p>
<p><u>Adjournment</u></p>	<p><b>On Motion</b> by <u>Mrs. T. Green</u> and seconded by <u>Ms. D. Davis</u> to adjourn the Meeting at 12:05 pm</p> <p><b>MOTION CARRIED. Voting : Aye-unanimous</b></p>