

**At a Regular Virtual Meeting of the  
Sussex County Board of Supervisors  
Held in the Social Service Conference Room on  
Thursday, January 21, 2021 at 6 pm**

**BOARD MEMBERS PRESENT**

C. Eric Fly, Sr.  
Marian D. Johnson  
Debbie P. Jones  
Wayne O. Jones  
Susan M. Seward  
Rufus E. Tyler, Sr.  
Steve White, Tie Breaker

**STAFF PRESENT:**

Richard Douglas, County Administrator  
Jeff Gore, County Attorney  
Ellen G. Boone, Commissioner of the Revenue  
Deste J. Cox, Treasurer  
G. Reid Foster, Public Safety  
Ernest Giles, Sheriff  
Will Hagy, Director of Social Services  
Kelly W. Moore, Director of Finance  
Shilton R. Butts, Assistant to the County Administrator/  
Deputy Clerk to the Board of Supervisors

**1. Commencement**

1.01 Call to Order/Determine Quorum (6:00 p.m.)

The January 21, 2021 regular meeting of the Sussex County Board of Supervisors was called to order by Chair Seward.

1.02 The Invocation

The Invocation was offered by Supervisor Fly.

1.03 The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

1.04 BOS Organizational Meeting for Calendar Year 2021

Chairman Seward turned the meeting over to County Administrator Douglas.

**1.04a. Election of Chairman for Calendar Year 2021**

County Administrator Douglas opened up the floor for nominations for Chairman of the Board of Supervisors for Calendar Year 2021.

Supervisor Fly nominated Supervisor Seward for the Chairman of the Board of Supervisors for Calendar Year 2021.

By roll call, County Administrator Douglas asked for the vote for Supervisor Seward for Chairman of the Board of Supervisors for Calendar Year 2021.

Supervisor Fly – aye

Supervisor Johnson – aye

Supervisor Seward – aye

Supervisor D. Jones – aye

Supervisor Tyler – aye

Supervisor W. Jones – aye

County Administrator Douglas announced that Supervisor Seward had been voted the Chair of the Board of Supervisors for Calendar Year 2021. The meeting was turned back over to Chairman Seward.

**1.04b. Election of Vice Chairman for Calendar Year 2021**

Chairman Seward opened the floor for nominations for Vice Chairman of the Board of Supervisors for Calendar Year 2021.

Supervisor D. Jones nominated Supervisor W. Jones for Vice Chairman of the Board of Supervisors Calendar Year 2021.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby closed on the nomination of Supervisor Wayne Jones for the Vice-Chairman of the Board of Supervisors.

Voting aye: Supervisors Fly, Johnson, D. Jones, W. Jones, Seward, Tyler

Voting nay: none

By roll call vote:

Supervisor Fly – aye

Supervisor Johnson – aye

Supervisor Seward – aye

Supervisor D. Jones – aye

Supervisor Tyler – aye

Supervisor W. Jones – aye

Chairman Seward announced that Supervisor W. Jones had been voted the Vice Chairman of the Board of Supervisors for Calendar Year 2021.

**1.04c. Establishment of dates, times, and place for regular meetings**

It was noted that the location of the regular meeting was affected by the pandemic.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR JOHNSON and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the regular meetings to be held on the third Thursday each month at 6 pm at the Courthouse.

Voting aye: Supervisors Fly, Johnson, D. Jones, W. Jones, Seward, Tyler

Voting nay: none

#### 1.04d Adoption of Rules of Procedure

Chairman Seward inquired as to whether any of the Board members had any changes for the By Laws.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the By Laws as is.

Voting aye: Supervisors Fly, Johnson, D. Jones, W. Jones, Seward, Tyler

Voting nay: none

#### 1.05 Agenda Amendment

County Administrator Douglas requested to add under Item 6. Action Items, as Item 6.04 NG911 Funding Request.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the amendments to the January 21, 2021 meeting agenda to include adding under Item 6. Action Items, as Item 6.04 NG911 Funding Request.

Voting aye: Supervisors Fly, Johnson, D. Jones, W. Jones, Seward, Tyler

Voting nay: none

#### 1.05 Approval of Agenda

ON MOTION OF SUPERVISOR D. JONES seconded by SUPERVISOR JOHNSON and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the January 21, 2021 regular agenda inclusive of adding under Item 6. Action Items, as Item 6.04 NG911 Funding Request.

Voting aye: Supervisors Fly, Johnson, D. Jones, W. Jones, Seward, Tyler

Voting nay: none

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

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the January 21, 2021 Consent agenda inclusive of the following: (a) Minutes of December 17, 2020 Regular meeting; (b) the Approval of Warrants and Vouchers; (c) the Treasurer's Report; (d) Financial Update; (e) Animal Services Report; (f) Planning Department Report; (g) Housing Report; (h) Public Works Department Report; (i) Sheriff's Department Report; and (j) Public Safety Department Report.

Voting aye: Supervisors Fly, Johnson, D. Jones, W. Jones, Seward, Tyler  
Voting nay: none

*County Administrator Douglas noted that some minor organizational changes had been done. Public Works includes Building Inspections, Building and Grounds, and Solid Waste Services. Environmental Inspections was changed to Solid Waste Services. Community Development was changed to the Planning Department.*

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

There were no Recognitions/Awards/Presentations.

### **4. Public Hearing**

There was no Public Hearing,

### **5. Appointment**

#### 5.01 Appointment to District 19 Community Services Board

On July 24, 2020, staff received notice of Ms. Judge's resignation from the Department of Social Services. Because Ms. Judge is not a resident of Sussex, she is no longer eligible to represent Sussex on the District 19 Community Services Board.

Mr. William "Will" Hagy is the new Director of Social Services, effective December 1, 2020. Staff is recommending appointing Mr. Hagy to fill the unexpired term starting immediately, ending June 30, 2022.

A copy of the roster of Board of Directors and Meeting Schedule and the Code of Virginia Section 37.2-501 Appointments were included in the Board packet.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby appoints Mr. William "Will" Hagy, Sussex County Director of Social Services, as Sussex's representative to the District 19 Community Services Board with a term beginning immediately, ending June 30, 2022.

Voting aye: Supervisors Fly, Johnson, D. Jones, W. Jones, Seward, Tyler  
Voting nay: none

### **6. Action Items**

#### 6.01 CDBG Program Administration Contract

County Administrator Douglas stated that the Request for Proposals for consulting management services for two ongoing community development projects (CDBG funded through the Virginia DHCD): the Pocahontas Neighborhood Community Improvement Project (Wakefield area), and the Waverly Tornado Recovery Urgent Needs Project were included in the packet for the Board's

review. Planning staff developed this RFP after the contract with Summit Design and Engineering Services was terminated in November 2020, due to a lack of responsiveness and a work stoppage related to a billing dispute with the County. Contracting with a new program administrator will enable the County to move forward with these two projects and complete as soon as possible. Unfortunately, staff did not receive any responses to the initial RFP in December, possibly due to timing of the holidays. As a result, the RFP has been reposted and sent directly to some interested engineering firms, with a response deadline of January 20<sup>th</sup>.

Mr. Douglas noted that one (1) proposal had been received from CHA Engineering. He stated that staff is requesting that the County Administrator be authorized to negotiate the contract for consulting management services with CHA Engineering, and execute a contract, so that the projects can resume as quickly as possible.

A copy of RFP #2020-11 CDBG Project Management Services was included in the Board packet.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes the County Administrator to negotiate contract for consulting management services, and execute a contract, so that the projects can resume as quickly as possible.

Voting aye: Supervisors Fly, Johnson, D. Jones, W. Jones, Seward, Tyler

Voting nay: none

#### 6.02. County Drug and Alcohol Policy

County Administrator Douglas stated that an amendment to the Sussex County Personnel Policy and Procedures Manual to establish a drug and alcohol policy for County employees was attached for consideration. The purpose of the policy is to promote and maintain a safe workplace free of drug and alcohol, and to establish testing criteria/procedures and disciplinary actions. Adoption of the policy will allow for testing on a random and an as needed basis (“reasonable suspicion”). After a review of several related policies from other Virginia counties and municipalities, staff modeled this policy on the one adopted by Prince George County. The County Attorney has reviewed. This policy does not apply to employees of Constitutional Officers, but they may consider similar procedures.

He noted that the policy lays out who should be tested, procedure and disciplinary action, etc. He noted that random testing would be for those employees using heavy equipment, public safety positions and or operate vehicles; it will not be for every employee.

A draft copy of the Drug and Alcohol Policy was included in the Board packet.

ON MOTION OF SUPERVISOR D. JONES, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopts the County Drug and Alcohol Policy to be inserted in to the County Personnel Policy and implemented in the County, effective upon adoption.

Voting aye: Supervisors Fly, Johnson, D. Jones, W. Jones, Seward, Tyler

Voting nay: none

### 6.03 Finance Committee Recommendations

County Administrator Douglas stated that the Finance Committee met January 14, 2021 to review a number of items), including a status summary by Davenport on its financial evaluation of the County (a full report will be presented to the Board of Supervisors within the next couple months). The following are recommendations from the Finance Committee for consideration by the full Board of Supervisors:

Based on the recommendation of Davenport, approval of a master lease program for the purchase of three fire trucks for the Courthouse, Waverly, and Jarratt volunteer fire departments (\$1,797,211 to be financed over ten years), and one ambulance at for the Stony Creek Volunteer Rescue Squad (\$244,575 to be financed over seven years). Mr. Douglas stated that staff recommendation is to move forward and allow staff to execute contracts and approve purchase order for the two (2) separate contracts so that they enter in to construction/manufacturing phase of vehicle. All three (3) trucks will be constructed simultaneously and be received around the same time.

Mr. Steve White, Tie Breaker, noted that the price doesn't include all the small items to outfit, although some things can be transferred.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the purchase of three (3) fire trucks at \$1,797,211(total costs) and one (1) ambulance at \$244,575.

Voting aye: Supervisors Fly, Johnson, D. Jones, W. Jones, Seward, Tyler

Voting nay: none

County Administrator Douglas stated that an appropriation of \$96,027.49 from the Reserve Funds was needed to complete the final payment for a Qualified Zone Academy Bond (QZAB) for school facilities, in addition to a \$1,077,000 payment from the Escrow account.

It was noted that there were two (2) QZABs. This payment will complete one (1) bond, with the second QZAB final payment coming due November 2023, Fiscal Year 2024.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the appropriation of \$96,027.49 from the Reserves to complete final payment for Qualified Zone Academy Bond (QZAB) for school facilities; and

FURTHER RESOLVED that the Sussex County Board of Supervisors hereby approves the allocation of \$1,077,000 payment from the Escrow account to satisfy the QZAB loan.

Voting aye: Supervisors Fly, Johnson, D. Jones, W. Jones, Seward, Tyler

Voting nay: none

County Administrator Douglas stated that Ms. Deste Cox, Treasurer, had requested the suspension of Section 28-25 of the County code for the charge of credit/debit card fees to customers for payments through June 30, 2021. However, after speaking with the county attorney, an emergency suspension can only be done for 60 days. If credit/debit card fees to customers for payments are suspended permanently, a Public Hearing or Public Notice will have to be done which may be done at a later date.

Ms. Deste Cox explained that there is a charge for each credit/debit card transaction.

The Board agreed to not holding a Public Hearing to permanently suspend collecting debit/credit card fees. However, a Public Notice will have to be advertised for two (2) consecutive weeks.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopts the Emergency Ordinance #2021-01 to Suspend Collection of Credit Card Fees; to-wit:

Whereas, on February 21, 2002, the Board of Supervisors adopted Ordinance No. 2-21-2002 (Section 28-25 of the County Code of Ordinances), which authorized the use of credit cards to pay county levies and imposed a service charge of up to four percent as authorized by Section 2.2-614.1 of the Code of Virginia; and

Whereas, during the COVID-19 Pandemic, families and business are facing increasing financial challenges as the economy continues to be negatively impacted; and

Whereas, the Board desires to suspend the credit charge service fee during this ongoing state of emergency in order to provide some relief to citizen as many struggle to meet their financial obligations; and

Whereas, pursuant to Section 15.2-1427 of the Code of Virginia, the Board may adopt an emergency ordinance without prior notice, which shall be effective for up to sixty days; and

Whereas, the Board has determined that emergency adoption of this ordinance is appropriate given the nature of the current crisis and the Board's interest in providing this relief as soon as possible.

Now Therefore Be It Ordained by the Sussex County Board of Supervisors that the credit card service fee is hereby suspended until further action by the Board and that Section 28-25 of the County Code of Ordinances is hereby amended to temporarily suspend the application of this fee.

This Ordinance shall become effective immediately upon adoption and shall remain in effect for 60 days unless amended or repealed by the Board before that time.

Approved this 21<sup>st</sup> day of January 2021 at a regular meeting of the Sussex County Board of Supervisors.

Voting aye: Supervisors Fly, Johnson, D. Jones, W. Jones, Seward, Tyler

Voting nay: none

#### 6.04 NG911 Funding Request

County Administrator Douglas stated that this item was added at the request of Sheriff Giles. A conference call was held with Virginia Information Technologies Agency (VITA). The County received a grant for Next Generation 911 (NG911) upgrades—changing out old technology, installing new technology. There are three (3) components to the project. One component is connectivity and installing fiber. If fiber is cut, the 911 System will not be down.

The second component is call handling—hardware and software upgrades—which are mostly being paid with grant funds but are reimbursable. The County incur costs; the State reimburses for costs.

The third component is GIS data and programs—the County has to provide for the project out of local funds. There are currently three (3) separate GIS systems—Planning, Commissioner of Revenue and the Sheriff’s office (911). They are not interactive.

The GIS component will allow responses to calls more effectively. It was stated that VITA wants everything completed by next Fall.

The call handling equipment is what is to be addressed which is hardware and software. A bid has been received from Carousel, who will provide most of the upgrade work. County Administrator Douglas advised that the State has \$180,000 grant funding for this component. He stated that he doesn’t have the exact cost and is expecting to have to provide local funding.

County Administrator Douglas is requesting the County to appropriate \$250,000 out of the Reserve Funds to allow the payment to Carousel and repay \$180,000 upon receipt from the State funding, to the Reserve Funds.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the appropriation of up to \$250,000 from the Reserve Funds to Capital Fund 302 for the NG911 funding request.

Voting aye: Supervisors Fly, Johnson, D. Jones, W. Jones, Seward

Voting nay: none

Abstained: Supervisor Tyler

## **7. Citizens’ Comments**

- Ernest Giles (Sheriff/Waverly District) – Thanked the Board for approval of funding for NG911.

## **8. Unfinished Business**

Chairman Seward thanked Mr. Reid Foster, Public Safety, for gathering information/data for rescue calls for Sussex I and II State Prisons Virginia Department of Corrections and the State Department of Public Safety.

## **9. New Business**



## 9.01 Crater Health District COVID-19 Testing Plan in Sussex County

This item wasn't addressed.

## 9.02 Plan for COVID-19 Vaccinations in Sussex County

Supervisor Fly stated that there has been a series of conversations with the Crater Health Department regarding there is no plan to have vaccinations for the citizens of Sussex in Sussex County. As of the day, there were no allocations for Sussex that he was aware.

Supervisor Fly provided data regarding the number of vaccinations that the citizens in Sussex had taken. Supervisor Fly stated that he and Mr. Douglas has been in contact with the Governor's office.

Supervisor Fly discussed other localities vaccinating teachers and the County hasn't vaccinated their teachers and public safety staff. Multiple businesses in the County has volunteered to use their facilities as locations for vaccinations. One (1) company in the County volunteered to buy the deep freezer to store the vaccines to keep them at the proper temperature.

Supervisor Fly stated that the County has the facilities and the ability to administer the vaccine; however, the County cannot get the Health Department to commit to providing the vaccines. He knows there is a shortage.

There was further discussion of getting citizens and the elderly population in Sussex vaccinated. Supervisor Fly wanted the public to know what's going on. He advised citizens/residents to call the elected officials and Governor's office.

County Administrator Douglas stated that he participates in weekly conference calls for county administrators and city managers in the region. Mr. Foster participates in weekly conference calls for the Health Department. Mr. Douglas stated that it was made clearly, initially, that the efforts mirrored their COVID operations which is essentially, they left Sussex and Surry counties and Hopewell, and are concentrating their efforts in Dinwiddie, Emporia, Prince George and Petersburg.

There was discussion of holding vaccinations the on school site.

Supervisor Tyler discussed conversations with Dr. Hart regarding working with Sussex's Emergency Manager.

Mr. Reid Foster, Public Safety, stated that he didn't get access until Monday. Mr. Foster stated that he was informed that people were told to register at the CDC website.

It was noted that there were software issues. There were discussions of vaccinations for 1A and 1B citizens and locations in the County.

It was noted that the Sussex Health Department was open on Wednesdays for Family Planning Services. There was discussion of when inquiring the local Health Department regarding giving the vaccinations, staff was advised that they didn't have the staff. There was discussion of possible locations and ways to vaccinate. It was noted that there was a need of at least 10 staff members along with Crater Health.

Chairman Seward stated that her instructions were to not pay anymore Crater Health District invoices until the County finds out what's going on. It was noted that the County has paid Crater Health District their first two (2) quarterly payments of \$37,079.25 each, for a total of \$74,158.50. The remaining balance the County owes Crater Health District is \$74,158.50. Chairman Seward stated that she was asking the County to freeze payment.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes the County Administrator to send a letter to Crater Health District informing that the County will be holding all payments until there is satisfactory service in Sussex County.

Voting aye: Supervisors Fly, Johnson, D. Jones, W. Jones, Seward, Tyler

Voting nay: none

## **10. Board Member Comments**

10.01 Blackwater District – Thanked everyone for Chairman; positive solar developments/siting agreements – House and Senate Bill passes; Solar Coalition Bill (Revenue Share); thanked Deputy Sheriff Hudson and request Certificate of Appreciation for thank him.

10.02 Courthouse District – Thanked Supervisor Tyler and Vice Chairman Jones for serving on Finance Committee.

10.03 Henry District – none

10.04 Stony Creek District – Thanked Administration staff for working with her; thanked EMS & Fire Rescue, and Sheriff's office.

10.05 Wakefield District – Thanked the support of Sheriff; Deputy Sheriff Hudson for picking up trash in Wakefield.

10.06 Waverly District – Hello. Appreciate everyone and everything; encourage everyone to keep working together; be safe and wear mask; social distance.

## **11. Closed Session**

There was no Closed Session.

## **12. Adjournment**

12.01 Adjournment

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR JOHNSON and carried:  
RESOLVED that the January 21, 2021 regular meeting of the Sussex County Board of Supervisors  
hereby adjourned at 7:55 p.m.

Voting aye: Supervisors Fly, Johnson, D. Jones, W. Jones, Seward, Tyler

Voting nay: none

#### 12.02 Next Meeting

The next regular Board of Supervisors meeting will be held on Thursday, February 18, 2021 at 6  
p.m.