

**At a Regular Meeting of the Sussex County Board of Supervisors
Held in the General District Courtroom on
Thursday, March 15, 2018 at 7 pm**

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:

Vandy V. Jones, III, County Administrator
Danielle N. Powell, Interim County Attorney
Millard P. Stith, Independent Consultant
John Broderick, Finance Director
Deste J. Cox, Chief Deputy Treasurer
Strawn Darden, Deputy Officer
Brenda H. Drew, Housing Coordinator
Ernest Giles, Sheriff
Kelly W. Moore, Interim Finance Supervisor
Matthew Venable, Director of Environmental Inspections
Onnie L. Woodruff, Treasurer
Shilton R. Butts, Assistant to the County Administrator/
Deputy Clerk to the Board

1. Commencement

1.01 Call to Order/Determine Quorum

The March 15, 2018 meeting of the Sussex County Board of Supervisors was called to order by Chairman Seward.

1.02 The Invocation

The Invocation was offered by Supervisor Stringfield.

1.03 The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

1.04 Agenda Amendments

County Administrator Jones requested to (1) add under Item 3. Recognition/Award, as Item 3.03 Announcement of a Board Member Appointment to a Board; (2) as Item 3.04

Announcement of a Grant Received by County of Sussex; and (3) add under Item 6. Action Items, as Item 6.02 Addendum Number 3 to Community Planning Partners (CPP) Contract.

1.05 Approval of Regular Agenda

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the March 15, 2018 regular agenda inclusive of adding agenda amendments: (1) under Item 3. Recognition/Award, as Item 3.03 Announcement of a Board Member Appointment to a Board; (2) as Item 3.04 Announcement of a Grant Received by County of Sussex; and (3) under Item 6. Action Items, as Item 6.02 Addendum Number 3 to Community Planning Partners (CPP) Contract.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler
Voting nay: none

2. Approval of Consent Agenda

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the consent agenda to include the Minutes of the February 15, 2018 regular meeting and the Approval of Warrants and Vouchers.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler
Voting nay: none

3. Recognition

3.01 Recognition of the Sussex Sheriff's Department K-9 Rocket/Introduction of K-9 Zorro

County Administrator Jones stated that after a successful career with Sussex Sheriff's Department, K-9 Rocket, a yellow Labrador, retired after a total of 11 years of service. Two (2) of those years were with Deputy Officer William King. Nine (9) years were with Deputy Officer Strawn Darden.

K-9 Rocket worked together with Deputy Officer Darden in drug enforcement and human tracking for the Sheriff's Department. K-9 Rocket has been turned over to her handler, Deputy Officer Strawn.

K-9 Rocket was brought in. Chairman Seward presented a Certificate and doggie treats to Deputy Officer Strawn for K-9 Rocket for her years of service to the Department.

K-9 Zorro, a 17 month old Belgian Malinois from Poland, will be the new K-9 for the Sheriff's Department. He was brought in by his handler, Deputy Officer Strawn, for his introduction.

A copy of the Certificate was included in the Board packet.

3.02 Presentation: Virginia Hound Heritage, Mr. Chad Ellis

County Administrator Jones stated that in May 2016, Southampton and Sussex citizens came together to form a Virginia Hound Heritage group. Virginia Hound Heritage is a non-profit organization with a mission to raise funds for the preservation and support of all types of hound hunting and to benefit our local communities by donations to volunteer fire departments.

Mr. Chad Ellis, Virginia Hound Heritage, came forward and noted that Mr. William Hart Gillette, Mr. Mike Stewart, as well as Jason Hawk and Mark Wright were present. He noted that there ten (10) members on the Virginia Hound Heritage Board. He stated that one (1) fundraiser is held each year to raise funds for donations to the local volunteer fire departments.

Mr. Ellis presented Sussex County Volunteer Local Fire Departments—Courthouse, Jarratt, Stony Creek, Wakefield, and Waverly—a donation of \$10,000.00 from the Virginia Hound Heritage. Each volunteer fire department received a \$1,900.00 donation. The remaining \$500.00 was donated to Emporia Fire. Department.

Messrs. Nick Sheffield (Courthouse), Kyle Wells (Jarratt), Eric Finch and Keith Pride (Stony Creek), Pat Bowden (Wakefield), and Allen Jenkins (Waverly) were present to received their local volunteer fire department's donation.

It was announced that the Virginia Hound Heritage next event will be held September 15, 2018 at the Southampton County Fairgrounds in Courtland, Virginia.

3.03 Appointment of a Board Member to a Board Position

County Administrator Jones announced that Chairman Seward has been named as the Chair of the Virginia Association of Counties (VACo) Agriculture and Policy Committee. County Administrator Jones stated that this position is important especially for such a rural county like Sussex.

Chairman Seward was congratulated for being named as the Chair of the Virginia Association of Counties (VACo) Agriculture and Policy Committee.

3.04 Announcement of Grant Received by the County of Sussex

County Administrator Jones announced that on March 8, 2018 at the Tobacco Commission's Full Board meeting, a grant was awarded to the County of Sussex in the amount of \$1.25 million for the Sussex County Prince George Electric Cooperative Broadband Project. He advised that staff is now waiting for the award letter from the Tobacco Commission.

County Administrator Jones noted that back in November 2017, the Board approved staff to go forward with this grant.

4. Public Hearing

There was no Public Hearing.

5. Appointments

5.01 Appointments to Board of Equalization

County Administrator Jones stated that the County has undergone a reassessment. The Reassessment Notices were mailed out from the Commissioner of the Revenue Office. As part of the reassessment, the County has to appoint a Board of Equalization. This Board will hear any citizens' appeals from the new assessment.

The County Code requires the Board of Equalization to be composed of five (5) members recommended by the Board of Supervisors. The names recommended by the Board of Supervisors will be forwarded to the Circuit Court for appointment.

General requirements for members are:

1. Each member must be a resident of the County; and
2. A majority of the board must be freeholders; and
3. Thirty percent shall be commercial or residential real estate appraisers, other real estate professionals, builders, developers or legal or financial professionals; and
4. Each member shall attend and participate in the basic course of instruction given by the Department.

County Administrator Jones advised that the last assessment was done in 2012. Two (2) members, Messrs. Dennis Mason and Jerry Parham, previously served on the Board. They have been contacted. They both are willing to serve, if reappointed. Ms. Carla Mayes, a Realtor for Harris and Associates, has been contacted as well. She is willing to serve, if appointed.

County Administrator Jones requested that the Board members submit names for recommendation of appointment at the April 19, 2018 Board meeting. The members are not district specific.

6. Action Items

6.01 Board of Supervisors Compensation

Chairman Seward noted that this item was tabled from the February 15, 2018 Board of Supervisors meeting.

County Administrator Jones stated that at previous Budget sessions, there was discussion led by former County Attorney Flynn regarding Board members compensation. County Administrator Jones stated that former County Attorney Flynn advised that in regards to Board member compensation, a sitting Board could not take any action that would increase

their compensation. If there was any desire to look at such compensation increase, the Board could entertain making an adjustment to the compensation for an incoming Board which would start in year 2020.

Supervisor Tyler stated upon receiving analysis from staff regarding compensation from surrounding counties, he was comfortable. His recommendation would be to maybe discuss this item at a later time in the year.

Supervisor Tyler stated that as Phase II of Board compensation, that the Board appointed a Tie Breaker position to the Board. Supervisor Tyler stated that Mr. Steve White was appointed as Tie Breaker. Mr. White later ran and was successfully elected to the Tie Breaker position. It has been realized that no compensation has been paid to the Tie Breaker position; however, the Tie Breaker is required to attend the same meetings, workshops, etc. as Board members.

Supervisor Tyler made the motion for record to begin compensation for Mr. Steve White for his work for the County and serving as the Tie Breaker for the Board of Supervisors.

There was discussion as to whether previous the Tie Breaker, the late Mr. Collins, had been paid. The answer was no. There was also discussion as to whether this motion would be a permanent for action for whomever serves as the Tie Breaker going forward. It was stated that the motion made would serve for the Tie Breaker position from this point forward. The compensation would be built into the budget.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves beginning compensation to Mr. Steve White for his work for the County serving as the Tie Breaker.

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

Voting nay: Supervisor Fly

6.02 Addendum No. 3 to Community Planning Partners, Inc. (CPP) Contract

County Administrator Jones stated the County was awarded a rehab grant through Virginia Department of Housing and Community Development (DHCD) for the Pocahontas Neighborhood Project. As part of the grant, the County had engaged Community Planning Partners, Inc. (CPP) who had been under contract currently. The contract was amended so that CPP could continue to work once the grant has been awarded. CPP worked with the County on Planning Grant—putting the application together and doing all the background work.

The Code of Virginia requires that when an addendum is done to a contract greater than \$50,000.00, the addendum would have to be approved by the Board of Supervisors.

County Administrator Jones advised that this award to the County was in multi years. Multi Year 1 (MY 1) is \$46,500.00. If Multi Year 1 is completed, Multi Year 2 (MY 2) is \$34,400. Interim County Attorney Powell advised that since the aggregate amount is

greater than \$50,000.00, the Board of Supervisors should approve the Addendum to the CPP Contract.

County Administrator Jones noted that with the approval of the addendum, as noted in the earlier meetings, the funding to pay CPP comes out the grant award itself.

A copy of the Addendum No. 3 of the Community Planning Partners, Inc. Contract was provided to Board members.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Addendum No. 3 to the original contract between the County of Sussex and Community Planning Partners, Inc. for grant management services in a total amount of \$80,900.00.
Voting aye: Supervisors Blowe, Fly, Futrell, Seward, Stringfield, Tyler
Voting nay: none

7. Reports of Departments/Agencies

7.01 Finance Department Report – Mr. Vandy V. Jones, III, County Administrator

County Administrator Jones stated that the Board at its Retreat set forth goals for 2017. One of the goals was to establish a Fiscal Policy for the County. At a previous meeting, County Administration was directed to draft a Fiscal Policy to be presented to the Board for review, comments, and/or edits. Upon agreement of the incorporation of the reviews, comments and/or edits, the Fiscal Policy would be adopted.

County Administrator Jones suggested that since the County is in the budget process, the Fiscal Policy should be adopted after the budget is approved.

A draft of the Fiscal Policy was included in the Board packet.

7.02 Proposed Budget and CIP Presentation – Mr. Vandy V. Jones, III, County Administrator

County Administrator Jones provided a PowerPoint presentation and brief overview of the Proposed Budget and Capital Improvement Plan (CIP) for FY2019.

A copy of the PowerPoint presentation and the Proposed Budget and CIP for FY2019 were provided to the Board members.

County Administrator Jones reviewed the County's Mission Statement. County Administrator Jones stated that the budget goals for FY2019 are to have a balanced general fund budget; a budget which includes no increase in tax levy; maintain an unassigned fund balance of 12%; and, a budget that reflects recurring expenses paid with recurring revenues.

County Administrator Jones stated that the budget process includes Departments submitting budgets to the Finance Office. Budget requests were discussed with the various

departments. Revenue projections were in conjunction with the Treasurer's Office as well as the Commissioner of the Revenue's Office. The County Administrator's Office and Finance Office developed a working document, the Proposed Budget presented.

County Administrator Jones stated the Capital Improvement Plan budget is a little over \$1 million with three (3) categories: vehicles (includes new purchase of fire truck for Wakefield VFD), repairs - building and facilities (large portion is maintenance repair of water tower) and equipment.

The FY2019 proposed budget is \$36,236,768. Compared to the current budget, it's an increase of approximately \$850,000 which is basically a 2.4% increase. County Administrator Jones noted that this budget included a two percent (2%) cost of living increase (COLA) for the employees. The County also experienced a seven percent (7%) health increase which is an approximately \$72,600 addition which is included in the budget. It was stated that the items noted were the general fund expenditures as they equate to the budget. Percentages of each of the departments as it relates to the budget are for information only.

County Administrator Jones stated that the tax rates in all categories remain the same. The Unassigned Fund Balance projected for FY2019 is well above 12%. The process going forward would be the FY2019 Proposed Budget would be advertised as required, as well as the Calendar Year Tax Rates. The Budget Calendar was also reviewed. County Administrator Jones requested that April 12, 2018 would be a Budget Work Session for the Sussex County Public Schools budget. County Administrator Jones wants the Schools Budget to presented early, so that it would be approved so that contracts can be provided to the teachers in timely manner.

The Budget Work Sessions for April 5 and 12, 2018 are scheduled for 5:00 p.m. The location is to be determined. Staff will provide locations at a later date.

7.03 Treasurer's Report – *included in Board packet*

7.04 Housing Department Report – *included in Board packet*

7.05 Community Development Department Report – *included in Board packet*

7.06 Environmental Inspections Department Report – *included in Board packet*

7.07 Animal Services/Public Safety Report – Mr. Vandy V. Jones, III, County Administrator

County Administrator Jones briefly reviewed the Nuisance Ordinance for the need to handle some of the issues of some of the constituents of Vice Chairman Blowe.

A copy of the County's Nuisance Ordinance, Section 4-43. Animals that create a public nuisance, was included in the Board packet. This Ordinance lists what is considered to be public nuisance. It lists what animal it does not apply to, as well as reference to the Code

of Virginia as to what type of fines and violations could be levied by our Animal Control Officers under this Nuisance Ordinance.

8. Citizens' Comments (7:56 p.m.)

Comments were heard from:

- Nick Sheffield (Courthouse District) – Addressed fire trucks and replacement of breathing apparatus (Wakefield) background.
- Pastor Shawn Smith (Waverly District) – Convenience Centers; closing site status
- Ms. Anne Joyner (Wakefield District) – Nuisance Ordinance – does it apply to the Town of Wakefield; problems with breeders; does it apply to boarding kennels
- George Collins (Courthouse District) – Agrees with needing to keep convenience sites open; concerned with trashed being it apply to the Town of Wakefield; problems with Breeders – does it apply to boarding kennels
- Sheriff Ernest Giles (Waverly District) – Restoration of Budget; Supplies needed for staff; loss of car

After discussion of the Sheriff's Department budget regarding various line items, it was recommended that a Finance Committee meeting be scheduled to review these items. After the Finance Committee meets and reviews the various line items, a recommendation will be given to the Board of Supervisors at its regular meeting on April 19, 2018.

A Finance Committee Meeting was scheduled for Thursday, March 22, 2018 at 9:30 a.m. The location is to be determined.

9. Unfinished Business

County Administrator Jones gave a brief update on the convenience sites. He stated that the Board made a motion for County Administration to review/research a way to keep Peters Bridge and Old Forty Roads Convenience Sites open, with language that allowed looking at other sites.

County Administrator Jones stated that nothing has really changed at this point because the manning of the convenience sites in the previous action doesn't come into effect until June 1, 2018.

Chairman Seward discussed the options for convenience sites such as unmanned sites which can be accessed by key cards. She also discussed meeting with the Nature Conservancy for assistance with funding to keep the sites open.

10. New Business

There was no New Business.

11. Board Member Comments

11.01 Blackwater District – recognized help received from Delegate Tyler.

11.02 Courthouse District – none

11.03 Henry District – Thanked the persons who sent cards and phone calls while he was incapacitated. He appreciated it.

11.04 Stony Creek District – Attended a couple Work Force Development meeting. There is \$1.6 million that need to be expended by early June looking to make commitment for funding. Provide some support for transportation—van run on predetermined scheduled from Petersburg to Stony Creek, Waverly, etc. to Work Force Center Training site.

11.05 Wakefield District – Attended Wakefield Town Hall meeting. Presented check.

11.06 Waverly District – Complaints from citizens about convenience sites. Need lower dumpsters. Old tree on Georgetown Road. Road need major repair.

12. Closed Session

12.01 Convene into Closed Session

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR BLOWE and carried: RESOLVED that the Sussex County Board of Supervisors hereby enters Closed Session for discussion of personnel matter, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, applicable Va. Code Section §2.2- 3711(A)1, Animal Control and Secretary I/Receptionists positions.

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

Voting nay: none

12.02/3 Reconvene to Open Session/Certification

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

AND FURTHER 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

12.04 Action Resulting from Closed Session

No action on Closed Session item.

13. Adjournment

13.01 Adjournment

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR BLOWE and carried: RESOLVED that the March 15, 2018 meeting of the Sussex County Board of Supervisors is hereby adjourned at 9:00 p.m.

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

Voting nay: none

13.02 Next Meeting

Budget Work Sessions will be held April 5 and 12, 2018 at 5 p.m., respectively. Location to be determined.

The next Board of Supervisors meeting will be held on Thursday, April 19, 2018 at 7 p.m. in the Judicial Center - General District Courtroom, 15098 Courthouse Road, Sussex, VA 23884.