

**At a Special (Budget Work Session) Meeting of the
Sussex County Board of Supervisors
Held in the Sussex Social Services Conference Room on
Wednesday, April 24, 2019 at 1 pm**

BOARD MEMBERS PRESENT

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

BOARD MEMBER ABSENT

John A. Stringfield

STAFF PRESENT:

Vandy V. Jones, III, County Administrator
Millard D. Stith, Independent Consultant
Deste J. Cox, Treasurer
Brenda H. Drew, Housing Coordinator
Andre M. Greene, Director of Community Development
William Jenkins, General Registrar
Cecil Stainback, Senior Animal Control Officer
Shilton R. Butts, Assistant to the County Administrator/
Deputy Clerk to the Board

Item 1. Call to Order/Determine Quorum (3:06 p.m.)

The April 24, 2019 Special (Budget Work Session) meeting of the Sussex County Board of Supervisors was called to order by Chairman Seward.

Item 2.The Invocation

The Invocation was offered by Vice Chairman Blowe.

Item 3.The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

Item 4.Agenda Amendment(s)

County Administrator Jones requested to add as Item 7a. Closed Session, pursuant to Virginia Code 2.2-3711(A)1, personnel.

Item 5. Approval of Agenda

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the agenda of the April 24, 2019 Special (Budget Work Session) Meeting of Sussex County Board of Supervisors is hereby approved inclusive of adding as Item 7a. Closed Session, pursuant to Virginia Code 2.2-3711(A)1, personnel.

Voting aye: Supervisors Blowe, Fly, Futrell, Seward

Voting nay: none

Absent during vote: Supervisor Tyler

Absent: Supervisor Stringfield

Item 6. Budget Discussions

Blackwater Regional Library

County Administrator Jones stated that the Blackwater Regional Library recommended budget is \$176,698. Their current budget is \$154,985. County Administrator Jones explained that as part of the Blackwater Regional Library system, Sussex County entered into a contract along with the other members/localities in regards to funding for the library. County Administrator Jones stated that the funding is based, in large part, as a percentage of the overall Blackwater Regional Library circulation in Sussex County. The majority of the increase in the FY20 budget is based on the formula. There was increased circulation in the County's library branches this year. The Blackwater Regional Library had a decrease in its overall circulation. County Administrator Jones explained that the increase (approximately \$21,713.00) in the recommended funding was due to the insertion of the numbers for the County's increased circulation and the Blackwater Regional Library's decrease in circulation in the formula.

There was inquiry as to the County Administrator's definition of circulation. County Administrator Jones requested Ms. Bakos to explain the definition of circulation as stated in the contract. Ms. Bakos provided a handout of the circulation statistics for Fiscal Year 17/18 on what the County's budget is based. She explained that circulation was different types of materials such as adult materials—fiction and non-fiction, young adults—fiction and non-fiction, children's materials, audio books, music CDs, DVDs, kit-magazines, catalog circulation, electronic circulation of e-books. Ms. Bakos stated that it does not include computer use, wireless internet use, and programs that the library fund.

There was discussion as to whether there were any changes and/or anticipated changes in staffing in regards to staffing issues in a previous fiscal year budget discussion. Ms. Bakos stated that there were no changes. There were still two (2) people at each location at all times. The same amount of hours were used; the person was just moved to another location to serve their hours. It was explained that volunteers were used to assist staff with community programs. They are not included in circulation duties. Computer and wireless internet usage are not included in circulation as well.

There was inquiry of the breakdown of the formula as well as whether the formula in the contract still included the inmate population of Sussex I & II State prisons. Ms. Bakos stated that the formula used statistics taken from the Weldon Cooper Center for Public Service. Ms. Laurie Latham reported that the library has been servicing the inmates. Deleted material, such as paperbacks the library no longer used, has been sent to the prisons for use. Ms. Latham also stated that they offer a program for the librarians to check out material, although it has not been used yet.

There was discussion of other localities' donations and their increases. There was brief discussion of payment in lieu of taxes from the State prisons.

There was discussion of the request for increased activity in the Stony Creek area. Ms. Bakos stated that the Bookmobile was previously going to the Stony Creek area. However, it was now going to the St. John's Children's Development Center, the Sussex County Social Services Building, and Waverly Health and Rehabilitation Center. Ms. Bakos stated that there were issues with patrons being able to get to the Jarratt and Stony Creek bookmobile stops. As a result, stops were consolidated to the Social Services Building in Stony Creek every two (2) weeks. The St. John's Child Development Center is a private stop for a story time program for the children at the Center.

There was inquiry of the funding assigned for the population of the prison. Ms. Bakos stated that amendments would have to go before the Blackwater Regional Library Board of Trustees. In discussion of the numbers using the prison population, the library is bound by the contract. She also stated that any changes/amendments to contract have to be created and started by the participating locality. The next Board of Trustee meeting is scheduled for the third Wednesday at the Franklin Branch at 3:00 p.m.

It was requested to have the library to complete the formula and forward to the Board members.

There were discussion as to whether the towns Wakefield and Waverly contribute funding to the Blackwater Regional Library. Ms. Bakos stated that the Town of Wakefield provides rent, approximately \$600, to the Wakefield Foundation in order that the library can be within Wakefield. The Town of Waverly library is owned by the Waverly Friends. The Waverly Friends pay for mostly everything—insurance, electric bill, any maintenance, etc. The Town of Waverly contributes approximately \$333 per month, pays the water bill and does the lawn care and maintenance.

There was discussion of library staff. There was discussion of, even though Sussex County libraries are small, they had access to everything the larger libraries in the Blackwater Region Library had. There was discussion of patrons being able to checkout mobile hotspots for a period of two (2) weeks at time. The Board was advised that fiber internet will be at the Wakefield and Waverly libraries July 1, 2019.

Ms. Jenny Bakos, Director of the Blackwater Regional Library, along other Regional Library Board and staff were present to discuss their budget items and answer any questions. Several handouts were provided to the Board members along with a copy of the contract.

Animal Services

County Administrator Jones gave a brief overview of the Animal Control budget. He stated the current budget is \$200,748. The proposed budget for Animal Control is \$250,959—an approximately \$50,219 increase. County Administrator Jones stated that there was a significant amount of staff turnovers during this past fiscal and calendar year. County Administrator reviewed the staff at Animal Control to include a one (1) full time senior animal control officer and one (1) full time animal control officer, and two (2) part time animal pound attendants. The increase in the salaries and wages line item reflects the difference in the current and previous staff salaries. County Administrator Jones explained how ACO Stainback estimated the health care benefits line item amount.

There was discussion of the part-time salaries and wages. There was discussion of ACO Stainback desire to hire a part-time animal shelter attendant that would also be a backup animal control officer with animal control officer certification. The increase in the salaries and wage line items for the part-time staff line item is includes this position. There used to be three (3) animal control officers.

There was discussion of training for the animal control officers. ACO Stainback stated training would be through the Sheriff's Department at the Crater Criminal Justice Training Academy.

There was discussion of line item 471, Vehicle Maintenance and Repairs. ACO Stainback stated that he requested \$5,000 instead of \$3,000. It was noted that it was typographical error. County Administrator Jones stated that Ms. Moore, the Director of Finance, had the difference of the \$2,000 in the adjustments to be made.

There was brief discussion regarding the decrease in sales of dog tags. Ms. Cox, the Treasurer, stated that the taxes for dogs were mailed separately.

Housing Department

It was stated that in a previous year, the Virginia Housing and Development Authority (VHDA) stated that the State could and was willing to assume the responsibilities of the Housing office. It was stated that it was advised that all of the housing programs could be taken over and the State would pay for it.

County Administrator Jones stated that Ms. Fairburn of VHDA, who's now retired, stated a couple of years ago at Board meeting, that if the County stated that they are no longer going to be responsible for the Housing Choice Voucher (HCV) program, that it would be the responsibility of VHDA to make sure the program continues and that they had done something similar with the County of Isle of Wight. County Administrator Jones stated that it wouldn't be immediately, VHDA would have someone to take it over or VHDA would run it out of their offices.

County Administrator Jones stated that the budget for Housing is approximately \$126,000. If the State did assume the responsibility of the Housing Choice Voucher program, it would not be a

savings of \$126,000 for the County. The County receives funding from the State for the vouchers. Approximately \$88,000 has been put in the Revenue for the budget for Housing with an expectancy of receiving funding from the State. The difference in funding received, the approximate \$88,000 and the \$126,000 would be the approximate savings to the County. Mr. Jones stated that after Ms. Fairburn gave presentation, he believes, a petition was made to VHDA; they increased the amount of reimbursement for the County to approximately \$95,000. So, the approximate savings will be the \$126,000 minus the \$95,000 which will be a lesser savings to the County--\$31,000. It would only take care of the Housing Choice Voucher program. The work done for other Housing items, such as the Pocahontas and UNOS housing needs study, in regards to the grant application that the County makes through DHCD, the administration portion of it is done through the County's Planning and Housing Departments. Administration uses ten percent (10%) of the allocation to do an outside hire.

County Administrator Jones stated that Housing does the Program Income Fund, the Housing Rehab, and housing study grant through DHCD through the Housing Department.

Ms. Brenda Drew, Housing Coordinator, stated funds are still being generated for the Blue Star Highway Project. Tracking and maintaining program income is part of her responsibility. Ms. Drew reviewed programs that the Housing Department is responsible for besides the Housing Choice Voucher program.

Ms. Drew stated that the goal is to make the Housing Program self-sufficient. Ms. Drew stated that the City of Emporia manager is recommending funding in the budget for the Sussex County Housing Department in the amount of \$10,000. Ms. Drew reviewed funding the Housing Department receives.

There was inquiry of how many homeowners/buyers are expected for 2018/19.

Supervisor Tyler entered at 2:54 p.m.

Planning Department

There was discussion of what employees does the Planning Department budget include. Mr. Andre Greene, Director of Community Development, advised that the Planning Department budget includes two (2) people.

There was also discussion of the position duties. Mr. Greene advised that staff was crossed trained in regards to the Assistant to the Director of Community Development and the Permits Technician.

There was discussion that the Building Inspection budget includes salaries for the Building Official, the Building Inspector, and the Permits Technician. County Administrator Jones stated that the County is still trying fill the vacancy for the Building Official position. Funding to pay the current contracted position for the consultant, was moved to line item 881. There was discussion of Mr. McHale in the capacity of the Building Official and Inspector. It was noted that the consultant is the plan reviewer.

There was also discussions of filling vacancy for the Building Official position, lack of application for the position and requirements/prerequisite for Building Officials.

It was requested to provide the prerequisite for the Building Official.

General Registrar

Mr. William Jenkins, General Registrar, stated that his budget was adequate. Mr. Jenkins stated early voting would take heed, effective July 1, 2020. He noted that the new anticipated location of the General Registrar office would be ideal. The problem is the parking. Mr. Jenkins stated that he needed to know about his new location prior to the early voting.

County Administrator Jones provided an update to Board on the new anticipated location of the General Registrar's office.

Item 7. Citizens' Comments (3:38 p.m.)

Comments were heard from:

- William Ricks [Sussex County Youth & Adult Recreation Association, Inc. (SCYARA)] - Thanked the Board for previous support of \$6,000; providing free swimming; overview of organization; purchase of lot and installation of swimming pool; previous budget requests; filtration system need replacement; paint pool; asked Board to consider proposed request of \$10,000; reorganizing Board of Directors; loss of Gray contributions; seeking contributions from different organizations; seeking funding via membership and corporate sponsorship.

There was inquiry of whether or not the Town of Waverly made contribution. Mr. Ricks stated that the Town of Waverly contributes \$1,000.

There were discussion of how many youths used the pool. Mr. Ricks stated that the pool was not opened last year. Mr. Ricks explained that a pump was needed. The pump was supplied; however, the insurance denied coverage due to the filtration system.

There was inquiry of \$6,000 previously funded to the organization by the County. Mr. Ricks stated that the organization didn't have the full \$6,000. Expenses had to be paid to operate pool.

There was inquiry as to how many organizations donated funding. Mr. Ricks stated that SCYARA receives donations from approximately five (5) organizations. There was inquiry of last year's budget amount. Mr. Ricks stated that SCYARA's budget is approximately \$18,000. They have never met budgeted needs.

There was discussion that in light of the need for more money, Supervisor Fly asked would SCYARA consider turning the property over to an organization that would be able to finance and

renovate the property? Mr. Ricks stated that he didn't know. He would discuss it with the SCYARA Board. Mr. Ricks stated that he believed that there were several things to be taken into consideration. He asked Supervisor Fly, what did he mean by "turning over"? Supervisor Fly stated that he knew a non-profit organization that might be interested in assuming the debt of the property that SCYARA has and owning it, renovating the property and keeping it open for free. Mr. Ricks stated that there is no debt. Mr. Ricks stated that SCYARA could do what Supervisor Fly had stated themselves with the proper support. Mr. Ricks stated that there has been 43 years of service put into this property. He believes it's being asked to give the property away. He believes SCYARA can keep the property alive.

There was discussion of whether a timeframe was given to install the filtration system. It was noted that no timeframe was given; only the process was given. There was discussion of coming back to the Board after finding out what is needed and possibly earmarking funds.

Supervisor Futrell discussed different ideas for the pool.

Supervisor Futrell discussed restoring funding for the Senior Citizens, Eastern. He also discussed funding for the Jessica A. Moore Foundation in the amount of \$6,000.

It was requested to discuss these items at the next Budget Work Session.

Chairman Seward suggested sending items the County Administrator to be adjusted in the budget and include in the next Budget Work Session.

Vice Chairman Blowe suggested allocating the additional \$4,000 from line item 819 Recreation – Unallocated Account to line item 816 SCYARA to satisfy their request for \$10,000. Supervisor Fly suggested caution in using the funding—keep the reserve money in line item 819 and see what happens.

Supervisor Tyler asked the Board to consider the request from the Improvement Association to approve funding in the amount of \$43,813 for four (4) classes that are located in Sussex County.

Item 7a. Closed Session

Convene to Closed Session

ON MOTION OF SUPERVISOR TYLER, seconded by ON MOTION OF SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby enters Closed Session for personnel matters, discussion, consideration, or interview 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, personnel.

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

Voting nay: none

Absent: Supervisor Stringfield

Reconvene to Open Session/Certification

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

WHEREAS, 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 Fly, Futrell, Seward, Tyler

Voting nay: none

Absent during vote: Supervisor Blowe

Absent: Supervisor Stringfield

Action Resulting from Closed Session

There was no action on the Closed Session item.

The next Budget Work Session was scheduled for Tuesday, May 7, 2019 at 2 p.m. Location to be determined.

County Administrator Jones requested that, in preparation for the Budget Work Session, Board members submit adjustments. He also requested that if adjustments are less than what's requested that the item be taken care of at that meeting so that the budget can be adopted at the May 16, 2019 regular Board of Supervisors meeting. He also stated that the Finance Department and Treasurer Department need time to input information/adjustments prior to adoption.

It was noted that the 2019 VACo Regions 1 & 4 Meeting will be held Tuesday, April 30, 2019 from 7 p.m. to 9 p.m. in Nottoway County at the Fort Pickett Officer's Club in Blackstone, VA 23824. Chairman Seward will be the keynote speaker. Her topic will be animal welfare.

Item 8. Adjournment

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR TYLER and carried:
RESOLVED that the April 24, 2019 Special (Budget Work Session) meeting of the Sussex County Board of Supervisors adjourned at 5:05 p.m.

Voting aye: Supervisors Fly, Futrell, Seward, Tyler

Voting nay: none

Absent during vote: Supervisor Blowe

Absent: Supervisor Stringfield