

**At a Recessed Meeting of the  
Sussex County Board of Supervisors  
Held in the General District Courtroom on  
Thursday, May 16, 2019 at 4:00 pm**

**BOARD MEMBERS PRESENT**

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

**STAFF PRESENT**

Vandy V. Jones, III, County Administrator  
Millard D. Stith, Consultant  
Deste J. Cox, Treasurer  
Ernest Giles, Sheriff  
William Jenkins, General Registrar  
Kelly W. Moore, Director of Finance  
Shilton R. Butts, Assistant to the County Administrator/  
Deputy Clerk to the Board

**Item 1. Call to Order/Determine Quorum (4:16 p.m.)**

The May 16, 2019 Recessed meeting of the Sussex County Board of Supervisors was called to order by Chairman Seward.

**Item 2. The Invocation**

The Invocation was offered by Supervisor Blowe.

**Item 3. The Pledge of Allegiance**

The Pledge of Allegiance was recited by all.

**Item 4. Agenda Amendment(s)**

There were no agenda amendments.

**Item 5. Approval of Agenda**

By general consensus, the agenda was approved as recessed Special (Budget Work Session) meeting held on May 14, 2019.

## Item 6. Budget Discussions

Chairman Seward opened the floor for the continuation of general budget discussion of the May 14, 2019 Special Budget Work Session.

Supervisor Fly requested the Board to consider changing the format of the way the budget is done in the upcoming years. Supervisor Fly stated that in years past, the treasurer would review each of the fund balances. He stated the treasurer would determine if the Fund Balances were too high. If funds were too high, the funds would be transferred to the Fund 135 Reserve Fund.

Supervisor Fly stated that currently Fund Balances is/are used to balance the budget. He reviewed previous ways the budget had been balanced. Supervisor Fly asked the Board to consider instructing staff to return to the previous methods of balancing the budget, if the treasurer was in agreement.

There was discussion of determining actual revenue and expenses. There was discussion of Designated Use of Fund Balance which is counted as a revenue account. This account is used to hold a place for anticipated expenditures, encumbrances, as well as being used to balance the budget from year to year if there is a deficit in the budget. Ms. Deste Cox, stated that in the past, a transfer would be made from the 135 Reserve Fund if there was a deficit. There was discussion of transparency in balancing the budget and using the 135 Reserve Fund. It was noted that any transfer of funds from the 135 Reserve Fund would require Board approval.

Ms. Kelly Moore, Director of Finance, confirmed that in balancing the budget going forward, instead of the Use of Fund Balance to balance the budget, use line Transfer from Reserve.

Supervisor Fly stated that Ms. Jenny Bakos, the Director of the Blackwater Regional Library, sent the formula regarding their contract. Supervisor Fly requested the Board to review the contract. He stated that the formula determines a percentage of Sussex's share in the Library's total budget. He stated that the Board had no control over the Library's total budget or what the County could be charged for services. Supervisor Fly encouraged the Board to discuss or meet with Isle of Wight and Surry Counties and have staff to send a letter requesting to review the contract regarding the formula.

Chair Seward stated that all of the presentations that was on the agenda had been discussed. She asked if the Board had any additional budget items they wanted to discuss.

Supervisor Fly discussed the deficit in the Revenue and the use of revenue instead of the use of Machinery and Tools taxes to offset this deficit.

There was discussion of trade initiatives, the landfill and the economy.

Supervisor Fly discussed reduction in staffing. He discussed considering the use of contract services for the Planning Department to help reduce the deficit in the budget for this year. Supervisor Fly noted the Planning Department salary line item and stated that there could be approximately a \$70,000 savings. For long term use, there could be a savings the County's budget

if contracted services were used where there are currently two (2) people performing those services in the Planning Department. There was discussion of other localities with more development than the County using contracted services.

There was discussion of the getting contracted services for the small amount of estimated savings. There was discussion of making a decision on this task in the middle of the budget. It was suggested to direct the staff to conduct a thorough analysis to provide a more definitive cost to provide contracted services and to make a better, more informed decision. There was discussion of who would handle zoning regulation, erosion and sediment control, etc. on a daily basis or when there is a prospect and information is needed the same day, would a consultant have the historical knowledge to provide the information. It was noted that the Planning Department is a core department in local government.

It was stated that going forward with Planning, if the Berkley Group is still contracted with the County, all of the Conditional Use Permits (CUPs) issued in the last ten (10) years need to be reviewed by them or a third party agency. There was discussion of funds in the budget to have a third party agency review issued CUPs and the currently scheduled solar project.

County Administrator Jones stated that the County's current standard practice is that large projects are contracted out for third party inspections. Plan reviews for construction projects are done by the Building Department.

There was mention of funding for the Old Courthouse, line item for school building repairs (CIP), and the Administration office building.

Supervisor Fly discussed considering closing the Housing Department as a cost cutting measure. He stated that the Virginia Housing Development Authority (VHDA) continues to state that they could take over Housing functions. As long as office space can be provided once a month, citizens would not experience any difference in service. There was discussion of a savings in revenue over a period of time. Supervisor Fly requested the Board to take the necessary steps to close the Housing Department and turn it over to VHDA.

There was discussion of the residents of Sussex County being a priority for service, as well as the residents need of program/service in different aspects. It was requested that the Board explore all options to keep service in Sussex County.

There was discussion of grants that the Housing office was overseeing and managing and whether VHDA would take on this service. Supervisor Fly confirmed that VHDA would take over the management of the block grant.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby directs the county administrator to do a complete analysis of costs to maintain the functions of the Planning Department and Housing Department to present to the Board by January 2020 to determine whether services should be contracted out for the FY21 budget.

Voting aye: Supervisors Blowe, Seward, Stringfield, Tyler

Voting nay: Supervisors Fly, Futrell

Supervisor Fly discussed decreasing staff in the County Administrator's office by eliminating one (1) position with a cost savings of \$86,412. County Administrator Jones inquired as to which position and was the intent to eliminate the position and never have the position in the budget as a cost saving measure. Supervisor Fly stated that it was the Deputy County Administrator position, with the intention of the position remaining vacant until the budget could be balanced.

Supervisor Fly discussed that there's a three percent (3%) cost of living allocation (COLA) for employees in the proposed budget at a cost of \$158,337.11. He asked the Board to consider reducing the COLA to two percent (2%), thereby saving the County \$52,779.

There was discussion of employee contributing to health insurance costs in the next budget.

Supervisor Fly made inquiry in regards to the line item for Emergency Medical Services increase of \$90,000. County Administrator Jones stated that this increase was due to the Stony Creek Medical Services change in Lifestar hours for services.

Supervisor Tyler stated there had been previous discussion of exploring the costs to have staff on payroll for emergency services with training provided through Rowanty Technical Center. Vice Chairman Blowe noted that Rowanty was not currently set up to conduct adult training.

Supervisor Fly suggested decreasing line items for VACo Workshops and Conferences, Lodging, Meals, and Transportation (excluding mileage) in the Board of Supervisors budget to \$0 for a total of \$16,500 and divide the money to fund the Senior Citizens (Eastern) and Jessica Ann Moore Foundation requests. It was stated that Board members pay for their attendance to VACo.

Vice Chairman Blowe noted that it was an election year. There may be new Board members that may need training. It was noted that Sands Anderson may possibly provide free training.

Supervisor Fly made the motion to decrease the Workshops and Conference to \$1,000 and decrease the previous stated line items to \$0. There was no second made on the motion.

Chair Seward made inquiry in regards to Management Consulting Services (\$9,000) and Other Professional Services (\$2,500) in the Board's budget. County Administrator Jones stated that Management Consulting Services line item was monies for trainer advances. The Other Professional Services line item was monies for if the Board had the opportunity to use contracted services.

Chair Seward discussed the Sussex County Youth and Adult Recreation Association (SCYARA), Waverly Pool. Chair Seward stated that clarification was received regarding the Dominion Energy bill and that Town Hall stated no bills relative to the Waverly Pool are received at the Town Hall as reported by Mr. Ricks at a previous Budget Work Session. It was recommended that no money be given to SCYARA for the Waverly Pool until after check details and receipts have been received by the County. It was noted that a couple of the Board of Supervisors members have spoken with some of the members of SCYARA.

Supervisor Futrell stated that he was advised that one (1) of the members of SCYARA has a receipt for the \$100 checks to Home Depot for use of the pump to circulate the water. Supervisor Futrell requested that the \$10,000 be set aside in the Reserve Fund in the budget for SCYARA.

Supervisor Tyler requested clarification of prerequisites required before funding is given to SCYARA. It was stated that check details and receipts were needed.

It was noted that the Board be reminded that if \$19,000 is needed to open the pool and the County gives the \$10,000, monies will have been just given if they don't come up with the other \$9,000. Also, it was noted that the Board was advised that SCYARA had a budget of approximately \$18,000; however, bank statements does not support this information.

Supervisor Fly made inquiry in regards to the Maintenance Service Contract, line item 423 under Emergency Services, which increased by \$10,000. It was advised that this line item is for the Honeywell Contract for maintenance for the reverse 911. He made inquiry in regards to General Works, line item 695 Water Services which increased by \$5,000. It was advised that the water service is for the entire complex. It was noted that it was a combination of the increase in water services and some of the work that the County had to get done, such as implementing the SCADA system which is a board that is installed that connects to the Sussex Service Authority and ties in directly to their monitoring system for the water tower if something goes wrong with the system.

Supervisor Fly made inquiry of line item 787 Chowan Basin Project/City of Franklin (\$8,767) for study of monitoring gauges. It was suggested to stop paying this line item—decrease this line item to \$0. Supervisor Fly discussed line item 785, South Centre Corridor Resource Conservation and Development (RC&D) (\$3,000).

County Administrator Jones inquired and confirmed in regards to taking out funds, due to his absence at the May 14, 2019 Budget Work Session, was it still the intent of the Board to make decisions on items put before them to take a definitive vote to allow Ms. Moore, the Director of Finance, time to prepare the necessary ordinances that would be needed for the items on the agenda.

Ms. Moore stated that the intent of the meeting was to use debits and credits to keep the budget balanced. If there is a general consensus, there is no need to vote. If there is a general consensus to remove a line item, then it needs to be stated where the monies will be moved to specifically, or placed into the Contingency Fund or Use of Designated Fund Balance.

There was general consensus to reduce the Chowan Basin, City of Franklin line item by \$8,767, and South Centre Corridor RC&D by \$3,000.

Supervisor Tyler made inquiry in regards to line item 801 Southside Virginia Education Center (\$4,000). It was recommended to reduce this line item by \$3,000.

Supervisor Fly made inquiry in regards to line item 917 Management Consulting Services (\$25,000) under Building Inspections. It was stated that this line item was for the Building

Department's consultant. He made inquiry in regards to the increase in line item 992, Part Time Salaries and Wages under Social Services (\$100,230) as to whether it is State Funds or Local funds.

### **Item 7. Citizens' Comments**

Comments were heard from:

Kevin Bracy (Courthouse District) – Waverly pool; custodian of money.

Lavern Ford (Improvement Association) – Thanked the Board for previous and continued support; advocate for students for Sussex County; Head Start Program.

### **Item 8. Adjourn**

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR BLOWE and carried: RESOLVED that the May 16, 2019 Sussex County Board of Supervisors Recessed Meeting hereby adjourned at 6:54 p.m.

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

Voting nay: none