

**At a Rescheduled Regular Meeting of the
Sussex County Board of Supervisors
Held in the General District Courtroom on
Thursday, July 28, 2022 at 6 pm**

BOARD MEMBERS PRESENT

C. Eric Fly, Sr. (Virtual)
A. G. Futrell
Debbie P. Jones
Wayne O. Jones
Susan M. Seward
Rufus E. Tyler, Sr.
Steve White, Tie Breaker

STAFF PRESENT:

Richard Douglas, County Administrator
David Conmy, Deputy County Administrator
Danielle Powell, County Attorney
Ellen G. Boone, Commissioner of the Revenue
Deste J. Cox, Treasurer
G. Reid Foster, Public Safety Coordinator
Jeffrey Gary, Public Works Director
Ernest Giles, Sheriff
Beverly Walkup, Planning Director
Matt Westheimer, Shared Building Official
Shilton R. Butts, Assistant to the County Administrator/
Deputy Clerk to the Board of Supervisors

1. Commencement

1.01 Call to Order/Determine Quorum (6:29 p.m.)

The July 28, 2022 rescheduled 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 Tyler.

1.03 The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

1.04 Agenda Amendments

County Administrator Douglas requested to move Item 9. New Business Items 9.01 Proposed Sussex County Legislative Committee; 9.02 GardaWorld Requested Rate Increase (Convenience Centers); 9.03 Smart Scale (VDOT) Project Resolution; and 9.04 Resolution Requesting Comprehensive Fire and EMS Analysis by the Virginia Fire Services Board to Item 6. Action Items, as Item 6.01 through Item 6.04, respectively.

1.05 Approval of Regular Agenda

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR W. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the July 28, 2022 rescheduled regular agenda inclusive of moving Item 9. New Business Items 9.01 Proposed Sussex County Legislative Committee; 9.02 GardaWorld Requested Rate Increase (Convenience Centers); 9.03 Smart Scale (VDOT) Project Resolution; and 9.04 Resolution Requesting Comprehensive Fire and EMS Analysis by the Virginia Fire Services Board to Item 6. Action Items, as Item 6.01 through Item 6.04, respectively.

All Board members present voted aye.

2. Approval of Consent Agenda

There was inquiry about Item 2.05 CRWDB Cherry Creek Services Payment and Outside Agencies Policy.

ON MOTION OF SUPERVISOR W. JONES, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Consent agenda inclusive of the following: (a) May 5 Special, May 19 regular, May 26 Special and June 2, 2022 Special Meeting minutes; (b) the Approval of Warrants and Vouchers; (c) the Treasurer's Report and Financial Update; (d) Departmental Reports; (e) Crater Regional Workforce Development Board Cherry Creek Services Payment; (f) General Registrar's Staff Request; and (g) Public Schools Amendment to FY22 Budget.

Voting aye: Supervisors Futrell, D. Jones, W. Jones, Seward

Voting nay: None

Abstaining: Supervisor Tyler

Absent during vote: Supervisor Fly

County Administrator Douglas announced that Energix Renewables will giving a donation to the Animal Services for shelter improvements on Thursday, August 4th at 1 p.m. County Administrator Douglas also stated that Ruralband is organizing an event celebration/kickoff for countywide Broadband on Friday, August 5th at 2 p.m. at the Dr. Cupp's Veterinary Facility on Cabin Point Road.

3. Recognitions/Awards/Presentation

3.01 Resolution Honoring Mr. Robert Young

A resolution was included for the Board's review, consideration and presentation to the family of Mr. Robert Young, honoring his life and legacy in Sussex County. Mr. Young, who passed away

in May 2022, was a long-time member of the Sussex County Planning Commission (may be the longest serving member) and played a key role in the formation of the Stony Creek Volunteer Rescue Squad. Please note that Mr. Young's wife of 64 years passed away shortly after his death, in June 2022.

A copy of the resolution honoring Mr. Robert Young was included in the Board packet.

Mr. Young's family members were at the meeting to receive the resolution and plant presented by Supervisor D. Jones.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopted resolution honoring the late Robert Young, to-wit:

WHEREAS, Mr. Robert Young, Jr., was born in Stony Creek to the late Robert and Marjorie Young on January 29, 1932; and

WHEREAS, Mr. Young was a long-time resident of Sussex County and active in the Stony Creek community until his death on May 21, 2022, at the age of 90; and

WHEREAS, Mr. Young served his country as a paratrooper in the United States Army; and

WHEREAS, Mr. Young served over 30 years on the Sussex County Planning Commission, helping to shape the future of Sussex County and providing valuable guidance to the Sussex County Board of Supervisors on land use issues; and

WHEREAS, Mr. Young had a significant impact on meeting the public safety needs of the residents of Sussex County, playing a key role in establishing the Stony Creek Rescue Squad; and

WHEREAS, Mr. Young was a long-time member of Galilee Baptist Church, and served in many leadership roles; and

WHEREAS, Mr. Young was a successful local businessman, as owner and operator of the Stony Creek Cab Service for over 25 years, as well as the owner and operator of Young's Inn; and

WHEREAS, Mr. Young was an active member of the former Stony Creek Masonic Lodge; and

WHEREAS, Mr. Young was married for 64 years to Rachel P. Young, who passed away on June 14, 2022, shortly after Mr. Young's death.

NOW THEREFORE BE IT RESOLVED that the Sussex County Board of Supervisors honors the life and legacy of Mr. Robert Young, Jr., and acknowledges a job well done for the many contributions he made to Sussex County and her residents over many decades, positively impacting the quality of life and well-being of residents of the county.

All Board members present voted aye.

Supervisor Fly entered virtually at approximately 6:50 p.m.

3.02 DMV Select Proposal for Sussex County Treasurer's Office

Ms. Deste Cox, Treasurer, stated that the County has the opportunity to partner with DMV Select and the Treasurer's office in Sussex County. Ms. Cox stated the County will be able complete DMV transactions—mainly vehicle transactions, such as tags for DMV. Ms. Cox requested that Board's support. She also there were ADA improvements that had to be addressed. Ms. Cox stated that the "go live" date is October 1, if everything is in order.

Although it will increase traffic, Ms. Cox noted that it will be a positive program for the Treasurer's office. She also noted that existing staff will be used for the program.

David Showers with the Virginia DMV-Select Program provided an overview of the Virginia DMV-Select program and the proposal to locate a DMV-Select in the County Treasurer's Office (approximately 57 DMV-Select offices are located throughout Virginia). Mr. Showers and Charles Browning, DMV-Select Director, met with County staff on May 24 to discuss the establishment of a DMV-Select in Sussex County, and Treasurer Cox has agreed to house this function (utilizing existing staff). , and staff recommends that the Board of Supervisors approve this agreement (The Treasurer and DMV will execute this agreement, but Board approval is also requested to commit to improvements and operational requirements).

Mr. Showers stated that the main cost will be a sustainable printer for Select office printing title, receipts, new plates. Printers are approximately \$1,000. They must have Windows 10, with eight Gigabytes of RAM. DMV takes care of inventory/supplies. He discussed the marketing of Connect Teams (free) which is separate from the Customer Service Center. He noted that DMV doesn't allow comingling of money, so there has to be two drawers. There will be two allotted credit card machines.

Ms. Cox noted the printers can be maintained out of her current budget. She stated that by Code compensation is split between the Treasurer's office and County Administration. Mr. Showers advised that there is a 80/20 split. He noted that the County Administrator had to sign acknowledging the 80/20 split. He stated that 100% of the compensation is remitted to the Treasurer to the bank of the Treasurer's choice. Once Treasurer receives the remittance, twenty percent (20%) is given to the County Administrator. He noted that DMV is not involved with the monies after received.

While some minor IT/other improvements will be necessary to accommodate this function in the Treasurer's Office, more significant handicap accessibility improvements will need to be made as a DMV-Select program requirement.

Mr. Jeff Gary, Public Works Director, shared a proposal to meet compliance, based on a facility review conducted with county staff/Building Official and input from contracted architect Russell Pearlman. Staff proposes that handicap parking, handicap ramp, front entrance, office entrances

(two), and counter improvements be completed immediately (by January 1, 2023), while restroom improvements be delayed until 2024 to provide sufficient time to access that the long-term needs and purpose of the building as part of the overall courthouse renovation plan.

Mr. Gary discussed the ramps and doors and provided the Board a handout with the quotes for the DMV Select upgrades for ADA Compliance and Registrar's office upgrade for ADA Compliance. He discussed various aspects of the proposed ADA building improvements plan (to also include a new handicap ramp to meet ADA compliance for the Registrar's Office, proposed as part of this construction work to reduce cost), and this plan will be presented for your consideration.49:55

Staff recommends approval of the Commonwealth of Virginia Department of Motor Vehicles License Agent's Agreement, and the ADA building improvements plan (a budget amendment with final costs would be provided at a later date, and ARPA is a potential source of funding to cover these costs).

A copy of the Commonwealth of Virginia Department of Motor Vehicles License Agent's Agreement was included in the Board packet for consideration and review.

Supervisor Tyler made a motion to approve the DMV Select; however, he amended it to include the agreement and ADA building improvements.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board approves Commonwealth of Virginia Department of Motor Vehicles License Agent's Agreement, and the ADA building improvements plan (a budget amendment with final costs would be provided at a later date, and ARPA is a potential source of funding to cover these costs). All Board members present voted aye.

3.03 Courthouse Restoration/Administrative Building Preliminary Architectural Feasibility Report Proposal – Russell Pearlman (The Wooten Company) and Andrew Moore (Glave & Holmes)

Russell Pearlman, architect with the Wooten Company (contract engineering firm with Sussex County), and Andrew Moore, architect with Glave & Holmes of Richmond (extensive experience in historic preservation projects) will present a proposal to begin a preliminary architectural feasibility report for a courthouse restoration and administrative building construction project (proposal is attached for review and consideration). A potential option for restoring the historic courthouse while providing needed office space for various administrative functions, includes a restoration of the courthouse to its original 1820s design for use as Board of Supervisors meeting space (and exhibit space for the Sussex County Historical Society); potential demolition or renovation of the courthouse addition; and consideration of use and improvements of the former administration building, Treasurer/Commissioner of Revenue building, and Clerk of Court building—essentially blending preservation of existing facilities with modern construction that is consistent with the architecture of the historic buildings. Since the restoration of the historic courthouse is the centerpiece of the proposed plan, staff and the architects are recommending that the first step of the preliminary architectural feasibility report be limited to the structural/other analysis of this building. After reporting back to the Board of Supervisors and assuming that

restoration of the historic courthouse is feasible in scope and cost, then it will be recommended that we move forward with the next step in the process. This approach is conservative in nature and limits the initial obligation of funds, with the anticipation of reaching a positive conclusion in moving forward with the design and funding of a comprehensive courthouse restoration and construction project.

Mr. Pearlman gave a brief overview of restoring the original design. Staff recommends approval of the first step of the preliminary architectural feasibility report process, limited to the historic courthouse.

An Architectural Proposal was provided in the Board packet.

ON MOTION OF SUPERVISOR W. JONES, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the first step of the preliminary architectural feasibility report process, limited to the historic courthouse. All Board members present voted aye.

3.04 Consolidated County GIS Update – Beverly Walkup (Planning Director) and Joe Waple (Atlas Geographic Data)

Beverly Walkup, Planning Director, introduce Joe Waple of Atlas Geographic Data, presented an overview of their work over the past year to develop a consolidated geographic information system (GIS) for Sussex County.

A copy of the company’s proposal letter from May 2021 outlines the tasks part of this project, in addition to ongoing maintenance efforts.

The consolidated system replaces individual systems used by county planning, Commissioner of Revenue, and E-911 that were not interconnected, and will provide many benefits to the County.

A copy of Atlas Geographic Data proposal letter was included in the Board packet.

3.05 Sussex and Surry Counties Shared Building Services Program Update – Matt Westheimer (Building Official)

County Administrator Douglas noted that the shared program has been submitted to VACO for consideration of an achievement award for regional cooperation.

Matt Westheimer, Building Official for the Shared Building Services Program in Surry and Sussex Counties, provided a brief update on the first six months of the program.

Permit Fee Updates:

Both Counties have now adopted a revised permit fee schedule that was long overdue. This revised fee schedule gets us inline with our neighboring localities and will provide much needed revenue for services provide by the Building Inspections department.

Applications and Forms:

Applications for permits and forms that are handed out have all been updated. These forms and applications are identical in both counties and some much needed information has been added making it easier for the public to fill them out.

Webpage updated:

Both Counties now have updated webpages for the Building Inspections Department. Webpages now include the new permit fee schedule as well as all the new forms and applications, making it much easier for customers to obtain the information.

Inspection hotline and email:

We now have a centralized call-in number and email for all inspection request. This will allow us to better serve the public when one of the permit technicians are out. No longer will we have to rely upon another staff member from a different department to fill in. This will take some time to get fully implemented, so to try and speed up the process we will be passing out cards with the information for all newly issued permits as well as placing it on our webpages.

Inspections and Plan Review:

Inspections are being conducted within a 24-hour period in both localities, and plan review is occurring within 7 business days. I have received very good feedback from homeowners and contractors as it pertains to speed of services.

Certification of staff:

Both Permit Technicians have attended the mandatory classroom training offered by DHCD. Both are working towards certification and hope to have it in the coming months. This will award us with the recognition from the state as having a fully accredited Building Inspection Department!

Staff Meetings:

Once a month staff from both localities meets for lunch to go over new information and just talk about how things are going with the program. This has sparked a great relationship between Wanda and Jenell. They now call one another to talk through challenges that occur, and bounce ideas of each other.

Inspector:

I recently interview an applicant for one of the Inspectors positions. The applicant previously worked for Prince George County as an Inspector and holds a certification. He also

spent some time in the construction field, so he has a great understanding of both sides of construction. I would like to pursue getting him onboard.

Mr. Westheimer noted that they have been very busy! It has been well received by our customers, as he hears every day the positive feedback they share with him.

The six-month summary memo was included in the Board packet.

4. Public Hearing

There was no Public Hearing

5. Appointments

5.01 Appointment to the Crater Regional Workforce Development Board (CRWDB)

County Administrator Douglas stated that he is requesting the Board to consider the appointment of Deputy County Administrator David Conmy to the Crater Regional Workforce Development Board. He noted that Supervisor Fly currently serves on the Chief Local Elected Officials (CLEO) Board, which is different from the overall Board.

The CRWDB is the designated regional convener and administrative entity that coordinates workforce training and career services through federal funding from the Workforce Innovation and Opportunity Act (WIOA). They oversee and implement workforce development initiatives and activities throughout the Virginia Career Works – Crater Region.

The CRWDB collaborates with contracted program operators and workforce system partners to assist employers with applicant screening, writing job descriptions, and training new employees. The CRWDB also ensures the effective delivery of classes and career services for youth, adult residents, and businesses in the region.

Deputy County Administrator Conmy recently met with the new CRWDB Executive Director, Ms. Tabitha Taylor, at a Sussex County Chamber of Commerce meeting. If the Board of Supervisors approves my appointment, then the CRWDB will have an orientation to review the duties/expectations of the role in addition to an explanation of how local workforce boards operate overall.

Staff recommends that the Board appoints Deputy County Administrator David Conmy to the Crater Regional Workforce Development Board.

A copy of the memo from Deputy County Administrator David Conmy, dated June 24, 2022

That the Board appoints Deputy County Administrator David Conmy to the Crater Regional Workforce Development Board

5.02 Appointment to the Industrial Development Authority (IDA) Board of Directors

5.03 Appointment to the Department of Social Services (DSS) Advisory Board

6. Action Items

These items were moved during the agenda amendments from Item 9. New Business.

6.01 Proposed Sussex County Legislative Committee

County Administrator Douglas stated that

6.02 GardaWorld Requested Rate Increase (Convenience Centers)

6.03 Smart Scale (VDOT) Project Resolution

6.04 Resolution Requesting Comprehensive Fire and EMS Analysis by the Virginia Fire Services (VFS) Board

7. Citizens' Comments

There were no citizens' comments.

8. Unfinished Business

There was no Unfinished Business.

9. New Business

These items were moved to Item 6. Action Items during the agenda amendments.

10. Board Member Comments

10.01 Blackwater District – none

10.02 Courthouse District – none

10.03 Henry District – NACo – staff turnover in all counties; Community Economic Development

10.04 Stony Creek District – none

10.05 Wakefield District – Tuesday, August 2 from 5 – 8 p.m. Wakefield/Stony Creek National Night out.

10.06 Waverly District – CDAAA; CRWDB Van (previous DSS Van)

11. Closed Session

11.01 Convene to Closed Session

There was no Closed Session.

12. Adjournment

12.01 Adjournment

ON MOTION OF SUPERVISOR W. JONES, seconded by SUPERVISOR TYLER and carried: RESOLVED that the July 28, 2022 rescheduled regular meeting of the Sussex County Board of Supervisors hereby adjourned at 9:44 p.m. All Board members present voted aye.

12.02 Next Meeting

The next regular Board of Supervisors meeting will be held on Thursday, August 18, 2022 at 6 p.m.