

**At a Rescheduled Regular Meeting of the
Sussex County Board of Supervisors
Held in the General District Courtroom on
Tuesday, September 13, 2022 at 6 pm**

BOARD MEMBERS PRESENT

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

BOARD MEMBER ABSENT

Wayne O. Jones

STAFF PRESENT:

Richard Douglas, County Administrator
David Conmy, Deputy County Administrator
Jeff Gore, County Attorney
Deste J. Cox, Treasurer
Kelly W. Moore, Finance Director
Michael Poarch, Planner
G. Reid Foster, Public Safety
Shilton R. Butts, Assistant to the County Administrator/
Deputy Clerk to the Board of Supervisors

1. Commencement

1.01 Call to Order/Determine Quorum (7:09 p.m.)

The September 13, 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 add under the Item. 6 Action Items, as Item 6.03 Surry Interim DSS Director for Sussex Social Services.

1.05 Approval of Regular Agenda

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the September 13, 2022 rescheduled regular agenda inclusive of adding under Item. 6 Action Items, as Item 6.03 Surry Interim DSS Director for Sussex Social Services. All Board members present voted aye.

2. Approval of Consent Agenda

ON MOTION OF SUPERVISOR D. JONES, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Consent agenda inclusive of the following: (a) August 18, 2022 Regular Meeting minutes; (b) the Approval of Warrants and Vouchers; (c) the Treasurer's Report and Financial Update; (d) Departmental Reports; (e) Victims Witness Program Grant Agreement and Budget Amendment; (f) Juvenile Detention Services Budget Amendment. All Board members present voted aye.

3. Recognitions/Awards/Presentation

3.01 Sussex County Industrial Park Property Analysis – Jim Bruce, BFLC

Jim Bruce of Bruce Facility Planning Consultants (BFPC) in Atlanta presented virtually his findings and recommendations from his completed review of industrial properties/sites in Sussex County. Staff proposes that these recommendations be used to develop a more focused, strategic approach to marketing industrial sites in Sussex County.

There was discussion of the VEDP grant to make site shovel ready and onsite water problems.

An executive summary was provided to Board for your review. Copies of the bid sheet and project map.

No action was requested at the time.

4. Public Hearing

There was no Public Hearing.

5. Appointments

There were no Appointments.

6. Action Items

6.01 Wildcat Swamp (Wakefield) Ditch Maintenance Project, Phase I Bid Award

County Administrator Douglas stated this project addresses significant drainage concerns in Wakefield affecting the Virginia Diner, James River Equipment, and other business, the Board of Supervisors authorized the Wooten Company several months ago to begin Phase 1 of a ditch maintenance project. Upon permit approval from the US Army Corps of Engineers (which took much longer than anticipated), the Wooten Company recently bid this project and received a low bid of \$84,274.90 from Rickmond General Contracting of Wakefield (attached for your review) to complete Phase 1 extending from Railroad Avenue to the Norfolk Southern trestle/former WWTP (this bid price was close to the engineering estimate). Based on the recommendation from the Wooten Company, staff recommends that Phase 1 be awarded to Rickmond General Contracting. In addition, resolutions are attached that appropriate reserve funds for the bid amount (\$84,274.90), as well for associated engineering and construction management costs (\$26,100).

Staff recommended bid award to Rickmond General Contracting for Phase 1 of the Wildcat Swamp Ditch Maintenance Project for \$84,274.90; approval of the attached resolutions to provide the necessary funds for the project and related engineering costs, and authorization to begin wetlands delineation, permitting, and project design for Phase 2.

Copies of the bid sheet and map were included in the Board packet.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the award of the bid to Rickmond General Contracting for Phase 1 of the Wildcat Swamp Ditch Maintenance Project for for \$84,274.90; and

FURTHER RESOLVED that the Board approves Resolution #22-108 for budget amendment for the Administration department be and hereby is made for the period of July 1, 2022 through June 30, 2023. This resolution will appropriate local reserve funds to The Wooten Company under Task Order 2 for Phase 1 for creek maintenance adjacent to Highway 460 – Wakefield, Virginia.

**FUND # 100
GENERAL FUND**

REVENUE

Fund 135 Local Reserves \$26,100

Total Revenues \$26,100

EXPENDITURE

Fund 100 Administration \$26,100

Total Expenditures \$26,100

All Board members present voted aye.

6.02 Voting Precinct Ordinance

County Administrator stated that at its August 18, 2022 regular meeting, the Board voted unanimously to approve the voting precinct ordinance and map after learning that the voting

precinct boundaries must be forwarded to the Virginia Department of Elections in time for early voting and the 2022 election cycle. Given time constraints, the Board adopted that ordinance on an emergency basis, without advertising public notice, which means it can only remain in effect for 60 days. Thereafter, the County advertised the ordinance so it can remain in place permanently (or until amended by a future Board action). There are no substantive changes from the ordinance adopted on August 18.

Staff recommends the Board adopts permanent Precinct Boundaries Ordinance, precinct description and map.

The Permanent Precinct Boundaries Ordinance, Written Precinct Description, Map, and Public Notice were included in the Board packet.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR D. Jones and carried: RESOLVED that the Board of Supervisors adopts precinct description, map, and permanent Ordinance to establish precinct boundaries for Election Districts 3, 6, and 7 and to reaffirm Precinct Boundaries for Election Districts 1, 2, 4 and 5, to-wit:

Whereas, on April 21, 2022, the Board of Supervisors of Sussex County, Virginia adopted AN ORDINANCE TO PROVIDE FOR THE APPORTIONMENT OF MEMBERS OF SUSSEX COUNTY'S BOARD OF SUPERVISORS AND SCHOOL BOARD: TO ESTABLISH BOUNDARY LINES OF THE ELECTION DISTRICTS: TO NAME EACH ELECTION DISTRICT AND TO ESTABLISH PRECINCTS AND POLLING PLACES, which is the County's "2022 Decennial Redistricting Plan"; and

Whereas, the 2022 Decennial Redistricting Plan established the polling places for each of the seven election districts; and

Whereas, the County is required to establish by ordinance clear boundaries for each election precinct pursuant to Virginia Code § 24.2-307; and

Whereas, for election districts 1, 2, 4 and 5, there is only a single precinct in each district, which therefore has the same boundaries as the corresponding election district, as previously adopted and as shown in the 2022 Decennial Redistricting Plan; and

Whereas, the 2022 Decennial Redistricting Plan established two precincts for each of election districts 3, 6 and 7 and designated two polling places for each of these districts; and

Whereas, the 2022 Decennial Redistricting Plan did not, however, establish the precinct boundaries for the precincts in these three election districts; and

Whereas, at its regular meeting on August 18, 2022, the Board of Supervisors adopted this Ordinance on an emergency basis in order to have the voting precincts clearly established in advance of the upcoming November 2022 General Election Cycle; and

Whereas, the Board of Supervisors must adopt the Ordinance in compliance with the public notice requirements of Virginia Code § 15.2-1427 in order for it to remain in effect beyond the initial 60-day emergency period as originally adopted; and

Whereas, the County has properly published notice of this Ordinance.

NOW THEREFORE, BE IT ORDAINED by the Board of Supervisors of Sussex County, Virginia that the precinct boundaries for the three election districts that have multiple precincts (election districts 3 – Courthouse, 6 - Blackwater and 7 - Yale) are hereby established as more particularly described and shown in **Exhibit A**, which is attached hereto and incorporated herein.

BOUNDARY DESCRIPTION

EXHIBIT A PRECINCT BOUNDARY DESCRIPTION

ELECTION DISTRICT ONE: WAVERLY

Precinct Name: Waverly; Precinct Number 101

The Waverly Precinct shall consist of the Waverly Election District and shall be defined by the area so designated within the Sussex County Decennial Redistricting Ordinance adopted April 21, 2022.

The polling place for the Waverly Precinct shall be the Sussex County Office Building at 233 L South County Drive, Waverly, Virginia.

ELECTION DISTRICT TWO: STONY CREEK

Precinct Name: Stony Creek; Precinct Number 201

The Stony Creek Precinct shall consist of the Stony Creek Election District and shall be defined by the area so designated within the Sussex County Decennial Redistricting Ordinance adopted April 21, 2022

The polling place for the Stony Creek Precinct shall be the Stony Creek Volunteer Fire Department at 12457 Hartley Street, Stony Creek, Virginia.

ELECTION DISTRICT THREE: COURTHOUSE

Precinct Name: Courthouse; Precinct Number 301

This precinct shall comprise all that area of Sussex County bounded and described as follows:
All of that portion of Sussex County bounded and described as follows:

Beginning at the point of intersection of the Sussex/ Prince George County Line and Jerusalem

Plank Road (Route 35), and proceeding southeasterly along Jerusalem Plank Road (Route 35) to Courthouse Road, and proceeding southwesterly along Courthouse Road to Robinson Road, and proceeding southerly along Robinson Road to Old Forty Road, and proceeding northwesterly along Old Forty Road to Comans Wells Road, and proceeding westerly along Comans Well Road to Courthouse Road, and proceeding westerly along Courthouse Road to Comans Well Road, and proceeding westerly along Comans Well Road to Emerald Road, and proceeding northerly along Emerald Road to Sussex Drive (Route 40), and proceeding easterly along Sussex Drive (Route 40) to Tyus Road, proceeding northerly along Tyus Road to Taylor Lane, and proceeding northwesterly along Taylor Lane to Cabin Stick Road, and proceeding easterly along Cabin Stick Road to Railroad Bed Road, and proceeding northerly along Railroad Bed Road to Sussex/ Prince George County Line, and proceeding easterly along the County Line to the point of origin.

The polling place for the Courthouse Precinct shall be the Sussex Courthouse Volunteer Fire Department at 20169 Princeton Road, Stony Creek, Virginia.

Precinct Name: Newville One; Precinct Number 302

This precinct shall comprise all that area of Sussex County bounded and described as follows:
All of that portion of Sussex County bounded and described as follows:

Beginning at the point of intersection of the Sussex/Prince George County Line and Newville Road, and proceeding southerly along Newville Road to Neblett Mill Road Road, and proceeding westerly along Neblett Mill Road to Jerusalem Plank Road (Route 35), and proceeding northwesterly along Jerusalem Plank Road (Route 35) to Sussex/Prince George County Line, and proceeding northeasterly along the County line to the point of origin.

The polling place for the Newville One Precinct shall be Newville Baptist Church at 7710 Beef Steak Road, Waverly, Virginia.

ELECTION DISTRICT FOUR: WAKEFIELD

Precinct Name: Wakefield; Precinct Number 401

The Wakefield Firehouse Precinct shall consist of the Wakefield Election District and shall be defined by the area so designed within the Sussex County Decennial Redistricting Ordinance adopted April 21, 2022.

The polling place for the Wakefield Firehouse Precinct shall be the Wakefield Volunteer Fire Department at 155 Fleetwood Avenue, Wakefield, Virginia.

ELECTION DISTRICT FIVE: HENRY

Precinct Name: Henry; Precinct Number 501

The Henry Precinct shall consist of the Henry Election District and shall be defined by the area so designed within the Sussex County Decennial Redistricting Ordinance adopted April 21, 2022.

The polling place for the Henry Precinct shall be the Jarrett Senior Citizen Center at 114 North Halifax Road, Jarrett, Virginia.

ELECTION DISTRICT SIX: BLACKWATER

Precinct Name: Blackwater; Precinct Number 601

This precinct shall comprise all that area of Sussex County bounded and described as follows:
All of that portion of Sussex County bounded and described as follows:

Beginning at the point of intersection of the Sussex/Prince George County Line and Newville Road, and proceeding southerly along Newville Road to Beef Steak Road, and proceeding easterly along Beef Steak Road to Lobbs Shop Road, and proceeding southeasterly along Lobbs Shop Road to Nonvisible Boundary (Town of Waverly Boundary), and proceeding northeasterly along the Nonvisible Boundary (Town of Waverly Boundary) to Norfolk Southern Railroad, and proceeding southeasterly along the Norfolk Southern Railroad to West Main Street (Route 40), and proceeding easterly along West Main Street (Route 40) to South County Drive (Route 460), and proceeding southeasterly along South County Drive (Route 460) which becomes General Mahone Highway (Route 460), and proceeding southeasterly along General Mahone Highway (Route 460) to Walnut Hill Road, and proceeding easterly along Walnut Hill Road to Spring Hill Road, and proceeding northerly along Spring Hill Road to Triple Bridge Road, and proceeding northerly along Triple Bridge Road to the Sussex/ Surry County Line, and proceeding northwesterly along the County Line to the point of origin.

The polling place for the Blackwater Precinct shall be the Sussex County Office Building at 233 L South County Drive, Waverly, Virginia.

Precinct Name: Wakefield; Precinct Number 602

This precinct shall comprise all that area of Sussex County bounded and described as follows:

All of that portion of Sussex County bounded and described as follows:

Beginning at the point of intersection of the Sussex/Surry County Line and Triple Bridge Road, and proceeding southerly along Triple Bridge Road to Spring Hill Road, and proceeding southerly along Spring Hill Road to Walnut Hill Road, and proceeding westerly along Walnut Hill Road to General Mahone Highway (Route 460), and proceeding southeasterly along General Mahone Highway (Route 460) to Nonvisible Boundary (Town of Wakefield Boundary), and proceeding easterly along Nonvisible Boundary (Town of Wakefield Boundary) to High Street, and proceeding northerly along High Street to Old Wakefield Road, and proceeding southerly along Old Wakefield Street to Nonvisible Boundary (Town of Wakefield Boundary), and proceeding easterly along Nonvisible Boundary (The Town of Wakefield Boundary) to North Street, and proceeding easterly along North Street to the intersection of Pine Street and Byrd Drive, and proceeding easterly along Byrd Drive to Unnamed Path, proceeding easterly along Unnamed Path to Sumlin Drive, and proceeding southeasterly along Sumlin Drive to Birch Island Road, and proceeding southerly along Birch Island Road to Rocky Hock Road, and proceeding easterly along

Rocky Hock Road to the Sussex/Surry County Line, and proceeding northwesterly along the County Line to the point of origin.

The polling place for the Wakefield Precinct shall be the Wakefield Town Hall at 200 West Main Street, Wakefield, Virginia.

ELECTION DISTRICT SEVEN: YALE

Precinct Name: Yale; Precinct Number 701

This precinct shall comprise all that area of Sussex County bounded and described as follows:
All of that portion of Sussex County bounded and described as follows:

Beginning at the point of intersection of Sussex Drive (Route 40) and Robinson Road, and proceeding southerly along Robinson Road to Old Forty Road, and proceeding northwesterly along Old Forty Road to Comans Wells Road, and proceeding westerly along Comans Well Road to Courthouse Road, and proceeding westerly along Courthouse Road to Comans Well Road, and proceeding westerly along Comans Well Road to Loco School Road, and proceeding northerly along Loco School Road to Comans Well Road, and proceeding westerly along Comans Well Road to Andrews Road, and proceeding southwesterly along Andrew Road to Owen Road, and proceeding southerly along Owen Road to Gray Road, and proceeding easterly along Gray Road to Butts Road, and proceeding easterly along Butts Road to Unnamed Logging Road (Census Boundary) , and proceeding southerly along Unnamed Logging Road (Census Boundary) to Sussex/ Southampton County Line, and proceeding northeasterly along the County Line to Jerusalem Plank Road (Route 35), and proceeding northerly along Jerusalem Plank Road (Route 35) to Sussex Drive (Route 40), and proceeding westerly along Sussex Drive (Route 40) to the point of origin.

The polling place for the Yale Precinct shall be the Calvary Baptist Church at 20248 Courthouse Road, Yale, Virginia.

Precinct Name: Newville Two; Precinct Number 702

This precinct shall comprise all that area of Sussex County bounded and described as follows:
All of that portion of Sussex County bounded and described as follows:

Beginning at the point of intersection of Beaver Dam Road and South County Drive (Route 460), and proceeding southerly along Beaver Dam Road to Transmission Lines (Town of Waverly Boundary and proceeding southwestly along Transmission Lines (Town of Waverly Boundary) to West Main Street (Route 40), and proceeding westerly then easterly along Nonvisible Boundary (Town of Waverly Boundary) to Lobbs Shop Road, and proceeding northwesterly along Lobbs Shop Road to Beef Steak Road, and proceeding southwestly along Beef Steak Road to Neblett Mill Road, and proceeding westerly along Neblett Mill Road to Jerusalem Plank Road (Route 35), and proceeding northwesterly along Jerusalem Plank Road to Courthouse Road, and proceeding southwestly along Courthouse Road to Robinson Road, and proceeding southerly along Robinson Road to Sussex Drive (Route 40), and proceeding easterly along Sussex Drive (Route 40) to Jerusalem Plank Road (Route 35), and proceeding southerly along Jerusalem Plank Road

(Route 35) to Beaver Dam Road, proceeding easterly along Beaver Dam Road to Chinquapin Road, and proceeding easterly along Chinquapin Road to General Mahone Highway (Route 460), and proceeding northerly along General Mahone Highway (Route 460) to the point of origin. The polling place for the Newville Two Precinct shall be the Newville Baptist Church at 7710 Beef Steak, Waverly, Virginia.

Central Absentee/ Early Voting Precinct

A precinct established to receive, count, and record absentee and early voting ballots cast within the County of Sussex for all elections held in the County.

The polling place shall be the Registrar's Office at 15080 Courthouse Road, Stony Creek, Virginia
Voting aye: Supervisors Fly, Futrell, D. Jones, Seward, Tyler

Voting nay: none

Absent: Supervisor W. Jones

6.03 Surry DSS Director

County Administrator Douglas stated that the Dinwiddie County Director of Social Services Interim position ended. He is now in the Interim Director of Social Services role. He discussed the Surry Sussex DSS Director part time agreement. He noted that the County is now using the services of the Surry County Director of Social Services as the Interim Director. A copy of a Surry Sussex DSS Director part-time agreement was provided. County Administrator stated that he was asking for the approval of the concept. The agreement is a 90 day agreement.

He noted that the Surry has an Administrative Board Social Services Board.

County Administrator Douglas provided an update regarding the DSS Director's interview and position. He noted that there was a 10-person panel. He noted that Supervisor Tyler agreed to be on the panel. He stated that the County was still in the process of filling the position for a permanent slot. There was a brief discussion of this position.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approved the Surry Sussex DSS Director part-time agreement.

Voting aye: Supervisors Fly, D. Jones, Seward

Voting nay: none

Abstained: Supervisors Futrell, Tyler

Absent: Supervisor W. Jones

7. Citizens' Comments

Comments were heard from Timothy Williams (local hunter) regarding the Henry Technology Park property for hunting.

8. Unfinished Business

There was no Unfinished Business.

9. New Business

9.01 Fire/EMS Master Equipment Lease Agreement

Public Safety Coordinator Reid Foster requested approval from the Board of Supervisors to move forward on two items, as discussed by the Sussex Fire-Rescue Association at its monthly meeting on August 31st:

- 1) To move forward with Schedule 3 of the fire master lease equipment schedule through Bank of America, which will provide new fire apparatus for the Wakefield and Stony Creek Volunteer Fire Departments. Mr. Foster will provide a summary of Schedule 1/2 nearing completion, and discuss the next steps necessary to complete Schedule 3. Formal consideration of bid award, financial documents, etc. is anticipated for the November board meeting if approval is granted to move forward with the process.
- 2(a) To move forward with the design of a singular plan for the proposed Waverly and Stony Creek fire/EMS stations, by requesting the Wooten Company under its general services engineering contract to prepare a design proposal for presentation at the October regular board meeting. These stations will need to be designed and bid prior to considering financing options, and could be awarded for construction as a package or individually.
- 2(b) To move forward with site acquisition for the Waverly fire/EMS station, by authorizing the County Administrator to work with the County Attorney to negotiate and execute an option agreement on preferred property(s). Several properties along the US 460 corridor have been considered to best meet fire and EMS needs but will not be discussed publicly at the board meeting. Options do not bind the Board of Supervisors to acquiring property but locks in a sales price for a defined period, which will allow for site due diligence and planning.

Staff requests approval to move forward with the equipment schedule, fire/EMS station design, and property options as requested.

There was discussion for clarification that the master agreement was for fire trucks. It was discussed that the Schedule 3 was for fire trucks to be ordered for Stony Creek and Wakefield. It was noted that the three trucks ordered would be delivered the next day, September 14th.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby sends this item to the Finance Committee. All Board members present voted aye.

9.02 The Henry Technology Park and Commerce Center Property

County Administrator Douglas stated that Vice Chairman W. Jones requested this item. He stated that Vice Chairman Jones is suggesting the Henry Technology Park and Commerce Center Property be placed out for bids.

The Board of Supervisors approved a one-year agreement with the Cemetery Ridge Hunt Club in 2021 for use of the Henry industrial site property in Jarratt, and the hunt club now is requesting an extension to this agreement. Supervisor Wayne Jones has been contacted by interested hunt clubs who would like to be considered for a lease or purchase of the Henry property and has suggested that a bid process be completed for a possible October award. Staff recommends that either an agreement extension or new bid process be limited to a one-year period, to provide flexibility in determining the most appropriate future use of this county property.

Staff recommended a one-year extension with Cemetery Ridge Hunt Club but does not oppose a bid process to consider other users

After discussion, it was suggested that Supervisor Tyler decide whether to bid the property out or not because it was in the Henry District. Supervisor Tyler decided to place the property out for bids.

By general consensus, the Board agreed to place the Henry Technology Park and Commerce Center Property out for bids.

A map of property location and a copy of the existing agreement with Cemetery Hunt Club were included in the Board packet.

Supervisor Futrell departed at 8:53 p.m.

10. Board Member Comments

10.01 Blackwater District – County Administrator’s anniversary; Closed Session at the October meeting. Requested to get ICMA Evaluation form and send out.

10.02 Courthouse District – none

10.03 Henry District – nonet

10.04 Stony Creek District – none

10.05 Wakefield District – none

10.06 Waverly District – absent during comments.

11. Closed Session

There was no Closed Session.

12. Adjournment

12.01 Adjournment

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR D. JONES and carried: RESOLVED that the September 13, 2022 rescheduled regular meeting of the Sussex County Board of Supervisors hereby adjourned at 8:57 p.m. All Board members present voted aye.

12.02 Next Meeting

The next regular Board of Supervisors meeting has rescheduled to be held Thursday, October 20, 2022 at 6 p.m.