

April 19, 2012

To: Honorable Members of the County of Sussex Board of Supervisors
From: Thomas E. Harris, County Administrator
Subject: Sussex County Board of Supervisors Public Hearing
Thursday, April 19, 2012 – 7:30 p.m.
General District Courtroom – Sussex Judicial Center

REGULAR MEETING AGENDA

ITEM 1. 7:30 p.m. CALL TO ORDER/DETERMINE QUORUM – Chairman

ITEM 2. INVOCATION AND PLEDGE OF ALLEGIANCE

ITEM 3. ELECTION OF VICE CHAIRMAN FOR CALENDAR YEAR 2012

ITEM 4. AMENDED AGENDA

ITEM 5. APPROVAL OF REGULAR AGENDA

Recommendation: Move to approve the Sussex County Board of Supervisors April 19, 2012 Regular Meeting Agenda, as presented (or with any amendments)

ITEM 6. APPROVAL OF CONSENT AGENDA

- a. Minutes of March 8th, March 15th, March 19th Meetings
- b. Approval of Appropriations
 1. Oyster Point Construction: \$635,662.11 (Elementary School Construction)
 2. G E T Solution: \$3,060.00 (Elementary School Construction)

3. Speight Marshall & Francis: \$3,750.00 (Elementary School Construction)
 4. Rancorn Wildman: \$6,585.50 (Elementary School Construction)
 5. Request by Commissioner of the Revenue to Appropriate \$2,660.51
- c. Approval of Warrants and Vouchers

Recommendation: Motion to approve Consent Agenda as submitted and herein described.

ITEM 7. STANDING REPORTS: STAFF/COMMITTEES/ORGANIZATIONS

ITEM 7a. HEALTH DEPARTMENT REPORT: *No report at this time*

ITEM 7b. COUNTY ADMINISTRATOR'S REPORT

ITEM 7b1. Sussex County Salary Supplement Ordinance: The Sussex County Board of Supervisors adopted an Ordinance for payment of Monetary Bonuses on September 15, 2011; and at its April 5, 2012 meeting, adopted a resolution to approve of the second half of the salary supplement for its county employees. The County Administrator believes and hereby states that adequate funds can be made available to provide the second half of the previously approved “*salary supplement*” for all Sussex County employees.

Recommendation: by the Sussex County Board of Supervisors, that in keeping with the Board's original intent, all full time non-probationary employees of the County, Superintendent and School Division Employees, Department of Social Services and Director, Registrar and staff, and Constitutional Officers and staff, shall be compensated with a five hundred dollar (\$500.00) monetary bonus and those employed in a part time employment position shall be compensated with a two hundred fifty dollar (\$250.00) monetary bonus; that these “*salary supplements*” shall be made payable in full compliance with all applicable Internal Revenue Service rules and regulations on or before the 1st day of May, 2012.

Item 7b2. Community Needs Assessment Planning Grant: The Sussex County Housing Department is committed to assisting low to moderate income (LMI) residents obtain and maintain safe, decent, sanitary, and affordable housing. As such, the County is interested in continuing its participation in the Community Development Block Grant (CDBG) program which is tasked with providing “funding to eligible units of local government projects that address critical community needs including housing, infrastructure, and economic development.” From one end of Sussex County to the other, the needs of the County are overwhelming. An analysis of current community needs is required in order to prioritize and address the multitude of needs evidenced throughout this rural County.

Recommendation: To approve of the County applying for a CDBG Project Planning Grant to undertake an in-depth needs analysis and development of a project improvement plan for the top-ranked priority neighborhood. This should result in an application for Community Improvement

Grant funds to undertake a comprehensive community development (CCD) project. The County's ultimate goal is to address one hundred percent of the neighborhood needs in Sussex.

ITEM 7b3. Technical Assistance Grant Program Assessment: The Cameron Foundation provides grants to local nonprofits and Government Agencies in the form of Technical Assistance (TA). Specifically, this grant program is intended to support organizational development and/or effectiveness through the provision of operational or management consultation services such as fundraising, marketing assistance, financial planning, program development, strategic planning and/or staff development.

Agencies within The Cameron Foundation's service area, may request TA funds on a rolling basis with a maximum possible award of \$15,000; applicants may receive more than one TA grant per year. The Foundation's service area includes the cities of Colonial Heights, Hopewell and Petersburg as well as the surrounding counties of southern Chesterfield, Dinwiddie, Prince George, and Sussex. All applicants are required to submit a completed pre-assessment form in addition to the TA application.

Recommendation: To approve of the request for funds from the Cameron Foundation.

ITEM 7b4. Byrne Justice Assistance Grant 12-K1205LO11: The BJA Grant Program makes federal funds available to localities to help support their efforts to reduce crime and improve public safety. The Department of Criminal Justice Services has been designated to administer a portion of the Justice Assistance Grant funds reserved for Virginia and to make those funds available to local units of government. Sussex County has been awarded \$3,783.00 in federal funds. The required local cash matching funds of \$420.00, total award is \$4,203.00

Recommendation: To accept and appropriate the BJA Grant funds in \$3,783.00 and provide a local match of \$420.00.

ITEM 7b5. Flood Forecasting In The Chowan River Basin: The Corps of Engineers, United States Geological Services, The Commonwealth of Virginia and the Weather Service have worked on and recommended stream flow gauges at strategic points up river along with rainfall gauges to better predict and forecast likely flooding events, so that our jurisdictions can better prepare for such flooding, thus trying to mitigate flood damages in our localities. The stream gauges would be installed and maintained by USFS with a 50% cost share of the \$160,000 (of \$80,000) coming from non-federal funds. \$80,000 has been approved out of the Governor's existing budget. The funds will be transferred by June 20th to the City of Franklin on behalf of the communities in the Chowan River Basin to hold until the project is fully funded by USGS.

There is a cost sharing requirement on the operations and maintenance of these gauges that approximately \$98,000 annually shared 50% by USGA and 50% among our partners, So our \$48,400 will be divided by seven municipalities – each share would be \$6,915.00 (total) per year for operation and maintenance. To move forward, each municipality must be willing to sign an agreement with the USGS to provide equal shares of the operations and maintenance costs.

Recommendation: Operations and Maintenance for the gauges for flood control – Sussex will pay its fair share (\$6,915.00 annually) contingent upon all of the member jurisdictions agreeing to pay.

ITEM 7b6. Emergency Operations Plan Update: In the February 16, 2012 Board meeting packet, information was included regarding the update of the County’s Emergency Operations Plan. State and federal law requires that EOPs be updated every four (4) years. The deadline was March 31, 2012.

Recommendation: To approve the updates to the County’s Emergency Operations Plan.

ITEM 7b7. Surry Area Free Clinic Volunteer Appreciation Dinner: Included in the Board packet is correspondence from Surry Area Free Clinic, regarding the hosting of a volunteer appreciation dinner on April 24, 2012 at 6:00 p.m. at Mount Nebo Baptist Church Fellowship Hall.

Item 7b8. Scheduling of Board Retreat:

ITEM 7c: TREASURER’S REPORT (see enclosed)

Page 1	Bank Reconciliation
Pages 2 -7	Treasurer’s Accountability – Balance Sheet
Page 8	General Fund Balance Sheet
Pages 9-10	Revenue/Expense Summary By Fund
Pages 11-13	General Fund – Revenue Summary By Major Source
Pages 14-16	General Fund – Expenditure Summary by Department
Pages 17-18	Capital Project Fund – Revenue/Expense Summary
Pages 19-20	Elementary School Capital Project Fund – Rev/Expense Summary

---ITEM 7d. COMMISSIONER OF THE REVENUE: No report at this time.

ITEM 7e. SHERIFF’S DEPARTMENT: No report at this time.

ITEM 7f. SUPERINTENDENT OF SCHOOLS: No report at this time.

ITEM 7g. DIRECTOR OF SOCIAL SERVICES:

ITEM 7g1. Local Department of Social Services Profile Report, 2012: Ms. Chequila H. Fields, Director of Social Services will be present to provide details of this report.

ITEM 8. APPOINTMENTS

- a. Sussex Service Authority (At-Large Member):** The Bylaws of the Sussex Service Authority states that the at-large member is appointed by the County Board of Supervisors and they cannot be a member of the Board of Supervisors. The articles and bylaws say that the County Board of Supervisors appoints two positions and their corresponding alternates. The first appointment is the “at-large” position and this person cannot be a member of the Board of Supervisors nor an elected official from any of the localities served. They must be a citizen of Sussex County and we would prefer that they be someone who is served by the Sussex Service Authority.

Recommendation:

- b. Planning Commission:** The terms of Steve White, Terry A. Massenburg, Charles S. Owen, Jr. and Robert A. Young, Jr. will expire on April 30, 2012. On March 24th, letters were sent to each member asking if they would like to be reappointed. Mr. White and Mr. Young advised that they would like to be reappointed. Mr. Owen does not wish to be reappointed. To date, there has been no response from Ms. Massenburg.

Recommendation:

- c. John Tyler Board Appointment:** The late Harris L. Parker would have concluded his second four year term as a representative of Sussex County on the John Tyler Community College Board as of June 30, 2012. Pursuant to the Virginia Community College System Policy Manual, Section IX.D.3.c, the following criteria must be used when considering individuals for appointment:

Recommendation:

ITEM 9. UNFINISHED BUSINESS

ITEM 10. NEW BUSINESS

ITEM 11. REPORTS FROM DEPARTMENTS/STAFF/COMMISSIONS, ETC

A. Animal Control: (Included in Board packet)

B. Building Department: (No report at this time)

C. Building and Grounds: (No report at this time)

D. Deputy County Administrator/Director of Economic Development: (Included in Board packet).

E. Environmental Inspections: (Included in Board packet)

F. Housing Programs: (No report at this time)

G. Planning & Zoning: (Included in Board packet)

H. Public Safety: (No report at this time)

ITEM 15. BOARD MEMBERS COMMENTS/REPORTS

Blackwater District:

Courthouse District:

Henry District

Stony Creek District:

Wakefield District:

Waverly District:

ITEM 12. HEARING OF CITIZENS' COMMENTS

ITEM 13. CLOSED MEETING

Recommendation: To move into a Closed Session to discuss:

- 1.
- 2.

Applicable Code Sections 2.2-3711_____

ITEM 18. RETURN TO OPEN MEETING

Recommendation: To move to return to Open Meeting.

ITEM 14. CERTIFICATION OF CLOSED MEETING

WHEREAS, the County of Sussex Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote in accordance with the Virginia Freedom of Information Act; and

WHEREAS, 2.2-3711 of the Code of Virginia, 1950, as amended, requires a certification by the County of Sussex Board of Supervisors that such closed meeting was conducted in conformity with Virginia Law.

NOW, THEREFORE, BE IT RESOLVED that the County of Sussex Board of Supervisors hereby certifies that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed meeting to which this certification applies, and (2) only such public business matters, as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the meeting to which this certification applies.

ITEM 25. MOTION(S) FROM CLOSED MEETING ITEM(S)

ITEM 16. MOTION TO CONTINUE or ADJOURN

Recommendation: Motion to continue or to adjourn the March 15, 2012 meeting.
