

Sussex County Board of Supervisors Meetings
Regular Meeting Agenda
Thursday, March 20, 2014 – 7:00 p.m.
General District Courtroom – Sussex Judicial Center

Item 1. Call To Order /Determine Quorum

Item 2. The Invocation

Item 3. The Pledge of Allegiance

Item 4. Agenda Amendments

Item 5. Approval of Regular Agenda

Motion: To approve March 20, 2014 Regular Meeting Agenda as presented (or amended)

Item 6. Approval of Consent Agenda

- a. Approval of Minutes of February 20, 2014 meeting
- b. Approval of Application and Certificate for Payment #24, from Oyster Point Construction, \$50,000.00 (tabled from February 20th meeting)
- c. Appropriate \$6,915.00, City of Franklin VA, rain gauges
- d. Appropriate and Transfer \$1,750.00, Timmons Group, Invoice #158283
- e. Appropriate and Transfer \$1,500.00, Timmons Group, Invoice #158284
- f. Appropriate and Transfer \$1,000.00, Timmons Group, Invoice #158285
- g. Approval of Application and Certificate for Payment, Kenbridge Construction Company, \$124,526.17
- h. Approve and Appropriate \$3,850.00, McGuireWoods, Invoice #91625271
- i. Approval of Warrants and Vouchers

Item 7. Appointments

Item 7a. Appointment to John Tyler Alcohol Safety Action Program

Last year, Mr. Ron Atkins was appointed by the Sussex County Board of Supervisors to the John Tyler Alcohol Safety Action Program. Mr. Atkins has advised that he can no longer serve due to circumstances beyond his control. Therefore a replacement is required.

Recommendation: That the Board appoint someone to fill the unexpired term on the John Tyler ASAP Board, expiring January 31, 2016.

Item 8. Standing Reports/Staff/Committees/Organizations

Item 8a. County Administrator's Report

Item 8a1. Courthouse Lease/Historical Society/Old Courthouse Repairs/Contract Update

Please be advised that I have contacted the President of the Sussex Historical Society regarding a meeting and after our conversation, it was decided that we would wait until after the weather gets a little warmer to schedule a meeting.

Item 8a2. Status of Finance Director

Please be advised that one interview has been conducted and I am trying to reschedule the second interview due to a medical issue and perhaps a change in direction. In the meantime I would like to personally thank Commissioner of the Revenue Ellen Boone and School Superintendent Arthur Jarrett for their assistance and support.

Item 8a3. Item 7a4. Radio Hardware and Upgrade RFP Project Update

Please find included Mr. Vick's RFP – with costs. Eddie will be in attendance to address any questions regarding this matter.

Item 7a5. Update of Building Formerly Used by County Administration

As requested by the Governing Body we are currently awaiting costs estimates from Kenbridge Construction to include in the FY 2015 Capital Plan - Recommendations

Item 8a6. Surplus Vehicle Status Report

As County Administrator, I would like to acknowledge, commend and publicly thank Ms. Deborah A. Davis, Assistant to the County Administrator for her tireless and effective work on

the County's Surplus Online Auction (*GovDeals.com*) To this end, I am pleased to report that Ms. Davis with assistance from Mrs. Anne Ellis, Accounts Payable Clerk and Mr. John Broderick (School Division) has completed the sale of County Surplus Vehicles. Ms. Davis continues to research a lost title to one vehicle. In closing, the auction went very well and the County was able to \$30,758.65 of public investment.

Item 8a7. Fiscal Year 2015 Budget Update

Work continues on a very difficult County Budget and I would like to thank Mr. Woodruff for all of his work to date.

Item 8a8. Board Charrette

Due to problems with our email server this week I have not been able (at this time) to complete the draft minutes for the March 12, 2014 meeting. With this said I believe that the meeting itself was very productive for those Board members in attendance (including the Tie- Breaker Mr. Bill Collins) along with the Finance Director, County Attorney and County Administrator. Throughout the meeting we reviewed and discussed a series of issues critical to the County's future. Additionally the Board was provided with two bound documents – "*Vision 20/20 Strategic Planning Sessions and Plan Development*" I will have the minutes available no later than Monday and a summary of expenditures to provide the Board. In addition to outlining the process that the County has embarked on in the developing a "*community based*" Economic Development Plan/Strategy it also included those areas that our people have determined as important to our success and finally it includes those efforts being made and planned by the County Administrator to move each forward.

Secondly each attendee was provided an Industrial Site report to help the Board make current and future investment/development decisions regarding the success of each.

To this end I am pleased with the efforts to date and if any Board member would like to further discuss these reports I am available at your convenience.

Item 8a9. Economic Development and County Mega/Industrial sites

Please be advised that Sussex is moving forward on four fronts:

1. Mega-site:

- a. Our engineers (Timmons) are currently completing the Boundary Survey for the Hancock property.
- b. Completing the drawings for the site entrance (gravel access road) and the clearing of pad sites.
- c. The preliminary engineering report for the people's Tract is 100% completed and the Higgins and Carden Tracts is 75% (waiting for wetlands and geo-technical (soil) studies to be completed.

- d. VDOT is looking at repaving Beefsteak Road (State Route 626) and therefore staff/engineers are looking at County needs at this time.
 - e. Harvesting and Timber study has been completed.
 - f. Acquisition Study is 80% completed.
2. **Blackswamp Wastewater Treatment Plant Expansion Study:** 100% completed.
 3. **Cabin Point Site:** Our engineers (Timmons) are moving forward with the preparation of the water and sewer designs.
 4. **Economic Development Marketing:** Please be further advised that we do have a couple of site visits (prospective businesses) scheduled and are working with the Authority, Gateway and major utility companies.

Item 8a10. County Office Steps

Please be advised that the back steps have been completed and work will begin shortly on the front

Item 8a11. Chowan River Basin – United States Geological Survey (USGS) Funding

Please be advised that our current agreement expires in June 2014 and Sussex has been asked to continue the alliance for another 5 years. Currently we are in the process of scheduling a meeting to get a better understanding of the nature of an extended agreement and once we have a better understanding I will seek Board direction/approval.

Item 8a12. Emergency Services

Please be advised that pursuant to our agreement for additional EMS services in Waverly (paid staff) in an effort to meet public safety community needs, I have signed a one year extension. Please be further advised that this agreement can be canceled with a 30 day notice.

Miscellaneous Report

1. **Commonwealth Attorney Building:** At the March 8th Charette I was given direction to move forward with putting data and phone wire in the conduits that were part of the building design/contract. To date we have one proposal and are waiting on two other requests.
2. **Gateway Region:** Again at the March 8th Charette a majority of the Board agreed to supplement a site visit (\$1,000.00) and to have a County table at the March 27th Gateway Annual Meeting.

Item 8b. Treasurer/Interim Director of Finance Report (Report included)

Item 8b1. Audit Review (Report included)

Item 8c. Commissioner of the Revenue (No report at this time)

Item 8d. Sheriff's Department (No report at this time)

Item 8e. Superintendent of Schools (No report at this time)

Item 8f. Director of Social Services (No report at this time)

Item 8g. General Registrar's Report (No report at this time)

Item 8h. Health Department (No report at this time)

Item 8i. County Attorney's Report

Item 10. Citizens' Comments (9:00p.m.)

Item 11. Unfinished Business

Murrell, Eugene and Smith Lanes: Please be advised that as previously mentioned I met with VDOT (Joe Lomax) on Thursday March 13th to discuss the Six Year Plan (scheduled to be before the Board at its May meeting) and then took the time to discuss how we could move Murrell, Eugene and Smith Lanes forward. In our conversation Mr. Lomax indicated that he needed the original deeds/plats to determine if VDOT could address these roads and thanks to Mrs.Shannon Fennell's timely work, I was able to get them to him by Thursday evening. Mr. Lomax further stated that he had completed his preliminary work on two of the sites but had little to go on with Smith Lane as it was brought to his attention by a former Board member ... and since I was not involved in this request I am now researching the Lane.

Item 12. New Business

Item 13. Board Members' Comments

- a. Blackwater District
- b. Courthouse District
- c. Henry District
- d. Stony Creek District
- e. Wakefield District
- f. Waverly District

Item 14. Departmental Reports

Item 15. Closed Session

Item 16. Return To Open Session/Certification

Item 17. Recess/Adjournment

March 20, 2014 Agenda Amendments

1. Audit Review:

Remove the Annual Financial Report for the Fiscal Year Ended June 30, 2013 from Under the Treasurer/Interim Director of Finance, and place as Item 8a1 under the County Administrator's Report. Mr. Paul Lee of Robinson, Farmer Cox will present the audit report.

2. Board Charette:

- a. Adoption of Minutes of March 8, 2014
- b. Approval **Economic Development Line Item Appropriations** Policy to authorize appropriated funds to be available to the County Administrator to utilize these funds and to place fiscal controls (similar to the County's Administrative Efficiency Policy).

I move the following:

Economic Development Line Item Appropriations

1. That the Board of Supervisors appropriates the sum of \$33,000 as an addition to the fiscal year's 2013-2014 Budget in a line item for soft costs related to economic development. The source of such funding shall be the unallocated reserves.
2. That all expenditures from the aforementioned appropriation be made in strict accordance with the "Administrative Efficiency Policy" adopted by the Board on October 20, 2011, such policy specifically requiring that any single procurement for goods or services in an amount exceeding \$15,000 be forwarded, with the County Administrator's recommendation, to the Board for approval and award.
3. That the County Administrator include a proposed appropriation of \$100,000 in the fiscal year's 2014-2015 budget for the Board's consideration, such funds to be for soft costs related to economic development in that fiscal year with the same limitations and requirements as specified in paragraph 2 above.

The funds appropriated herein and anticipated to be appropriated in fiscal year 2014-2015 shall be in addition to any funds appropriated for the stated purpose that come from grants, awards, or other third party contributions. Such funds, if any, shall be appropriated by separate action of the Board.