

May 17, 2012

**To:** Honorable Members of the Sussex County Board of Supervisors

**From:** Thomas E. Harris, County Administrator

**Subject:** Sussex County Board of Supervisors  
Public Hearing – 7:00 p.m. / Regular Meeting – 7:30 p.m.  
Thursday, May 17, 2012  
General District Court Room – Sussex Judicial Center

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**AGENDA**

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**Item 1.** 7:00pm Call To Order/Determine Quorum – Chairman

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**Item 2.** The Invocation and Pledge of Allegiance

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**Item 3.** Motion to Enter Public Hearing

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**a.** VDOT Secondary Six Year Program 2013-2018 (*VDOT Presentation*)

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Public Comment

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**b.** Route 606 Union Hill Road – Designation as Rural Rustic Road (*VDOT Presentation*)

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Public Comment

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**Item 4. Close Public Hearing**

**a. Board Discussion**

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**Item 5. Motion to Return to Open Meeting**

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**Item 6. Action on Public Hearing Items**

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**Item 7. Election of Vice Chairman for Calendar Year 2012:** This matter remains unresolved

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**Item 8. Agenda Amendments**

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**Item 9. Approval of Regular Agenda**

**Recommendation:** Move to approve the Sussex County Board of Supervisors May 17, 2012 Regular Meeting Agenda, as presented (or with any amendments).

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**Item 10. Approval of Consent Agenda**

- a.** Minutes of April 5, April 9, April 19, 2012 Board meetings
- b.** Approval of Appropriations

1. \$6,000 grant from the Compensation Board to cover binding in the Clerk's Office  
 Revenues: Shared Expenses 3 100 23070 1 \$6,000  
 Expenses: Grant Expenses for binding 4 100 62100 1236 621 620 700 \$6,000

2. BOS Appropriate Contributions and Expenses for Government Youth Day as follows:

Contributions:	Thomas E. Harris	\$25.00
	Deborah A Davis	37.50
	Lily of the Valley Deliverance Center	100.00

**Appropriate Revenue 3 100 18909 3 \$162.50**

Expenses Sussex County Schools \$162.50

**Appropriate Expenses 4 100 21100 2120 211 210 200 162.50**

3. The Housing Grant Fund #120 has a negative cash balance of \$7,221.00. Please have the BOS appropriate a transfer of funds from Program Income Fund #121 to the Housing Grant Fund #120 as follows:

**Appropriate Revenue 3 120 41000 121 Trf fr Prog. Income \$7,221.00**

**Appropriate Expense 4 121 93100 120 Trf to Grant fund \$7,221.00**

4. Approval and Appropriation of Invoice #879420, Dewberry, \$11,392.50
5. Approval and Appropriation of Application and Certificate for Payment from Oyster Point Construction, in the amount of \$911,652.02, Elementary School Construction
6. Approval and Appropriation of Invoice #20161, from Rancorn Wildman, in the amount of \$6,511.77, Elementary School Construction
7. Approval and Appropriation of Invoice #26311, from Speight Marshall & Francis, in the amount of \$2,500.00, Elementary School Construction
8. Approval and Appropriation of Invoice #0009203-IN, in the amount of \$5,735.00, Elementary School Construction
9. Approval and Appropriation of Invoice #2491, from Townes PC, in the amount of \$4,875.00, Meg-site Project Number 20100227.
10. Gary M. Williams, Clerk of the Sussex County Circuit Court has made a request to appear before the Board to request authorization that \$1,183.00 be paid out of the Law Library Fund to cover the cost of the installation of the above retired Honorable Samuel E. Campbell portrait in the Circuit Courtroom. The fund currently has a balance of \$2,178.25.

- c. Approval of Warrants and Vouchers

**Recommendation:** Move to approve the consent agenda as submitted and herein described.

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**Item 11. Standing Report: Staff/Committees/Organization**

**Item 11a.** Health Department: *No report at this time*

**Item 11b.** County Administrator's Report

1. **RFP – Mega-site Engineering proposals:** The Request for Proposal (RFP) process for the County Mega-site is now completed and all five (5) responding firms have been interviewed. Once the initial interviews were completed, I met with the review committee: (*Mr. Mike Kearns, Sussex Service Authority, Mr. George E. Morrison, III, Director of Economic Development for Sussex and Mr. Andre M. Greene, Planning Director for Sussex*) and discussed the strengths and weaknesses of each firm. As such the engineering firm with the highest scored average and recommendation from the Committee was Timmons Group with a total score of 315.5.

**Recommendation:** After reference checks and further discussions with the Committee members, I am pleased to say that I concur with the Committee's recommendation and therefore recommend that the Timmons Group (Mr. Joe Hines, Project Director) be awarded the site work at the Sussex County Mega-site. Furthermore, I would recommend that the County Administrator be directed to complete the contractual arrangements and have the County Attorney review for final signatures.

2. **Requested purchase/sale of County owned General Residential property – Wakefield (deed map attached):** Sussex County has been approached by Mr. Anthony Gray about the purchase of three lots at the corner of Branch Street and Higgins in Wakefield. These Branch Street properties are 45,300 square feet large and are assessed at \$23,300.00.

Additionally, the Board of Supervisors may be aware of the fact that our Housing Department and Habitat for Humanity have expressed interest in using these parcels for the construction of affordable housing here in Sussex.

3. **County Resolutions:**

- a. **Resolution Recognizing Sussex Central High School 2012 Graduating Class:** Each year, the Board of Supervisors adopts a resolution in recognition of the high school graduates of Sussex Central High School, who have maintained a 3.00 GPA or higher.

**Recommendation:** To adopt the resolution as presented.

- b. June is Homeownership Month Resolution:** Please find attached a Homeownership Resolution as June is National Homeownership Month.

**Recommendation:** To approve the National Homeownership Month Resolution as presented and further to acknowledge the extraordinary work of Mrs. Brenda Drew, Director and her Staff.

- c. USDA Housing Preservation Grant Resolution:** This is a resolution authorizing the County of Sussex to submit a Housing Preservation Grant pre-application from the Sussex County Housing Department.

**Recommendation:** To approve the USDA Housing Preservation Resolution as presented and authorize the County Administrator and Director of Housing to submit the grant application on behalf of Sussex County.

- d. Port of Virginia Economic and Infrastructure Development Zone Resolution:** The Honorable Chairman Rufus E. Tyler, St. has requested that the Board consider approval of the attached Resolution regarding the Governor McDonnell's efforts to create the Port of Virginia Economic and Infrastructure Development Zone. As drafted, Sussex County would be included and should be able to benefit from our proximity to the Port and 460.

**Recommendation:** To approve the Port of Virginia Economic and Infrastructure Development Zone Resolution as presented, authorize the Chairman to sign the Resolution and direct the County Administrator to submit the Resolution to the Governor and our economic development partners on behalf of Sussex County.

- 4.** The County Administrator will present the Recommended Sussex County Fiscal Year 2013 Annual Budget.

**Item 11b1. Virginia's Gateway Region Status Report, Renee Wyatt-Chapline, Executive Director**

Mrs. Renee Wyatt-Chapline will be present to provide Virginia's Gateway Region status report to the Board.

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**Item 11b2. Virginia Retirement Systems Employer Contribution Rate**

Recent legislation passed by the General Assembly calls for localities to make certain decisions before July 1, 2012 regarding employer and member retirement contributions which must be neutralized with an equivalent raise up to 5%. The Governor subsequently determined that Local Governments and School Boards can factor these rates in over a five year period or can be done at one time. Based on the financial impact I would recommend that we

**Recommendation:** To approve the full employee rate (11.78%) and direct the County Administrator to complete all documentation and correspondence as needed.

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**Item 11b3. Irrevocable Election Not To Participate in Line of Duty Act Fund**

**Recommendation:** To approve the Irrevocable Election Not To Participate in Line of Duty Act Fund through the VRS, to approve the changing of the County’s Line of Duty coverage to VACo Group Self Ins. Risk Pool and direct the County Administrator to complete all documentation, Resolution revisions and correspondence following Legal review, as needed to insure that the Board’s direction and intent is implemented.

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**Item 11b4. Line of Duty Addendum to Member Agreement/VACo Group Self Insurance Risk Pool**

**Recommendation:** To approve the Line of Duty Addendum to Member Agreement/VACo Group Self Ins. Risk Pool and direct the County Administrator to complete all documentation and correspondence as needed.

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**Item 11b5. Blackwater Flooding Issue**

The Honorable James P. Council, III, Mayor of the City of Franklin, VA will be present to thank the County for its participation and further to discuss Blackwater Flooding issue. Please note that the Board previously approved the County’s share of regional funding for the Flood Gauges pending participation and funding from all regional partners. The Honorable James P. Council, III, will be available to answer questions and to share progress on the project.

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**Item 11c. Treasurer’s Report - *report included***

**Item 11d.** Commissioner of the Revenue – *no report at this time*

**Item 11e.** Sheriff’s Department – *no report at this time*

**Item 11f.** Superintendent of School – *no report at this time*

**Item 11g.** Director of Social Services – *no report at this time*

**Item 11h.** Circuit Court Clerk – *no report at this time*

**Item 12. Appointments**

- a. **Appointment to Sussex Service Authority Board (Alternate Member):** The Bylaws of the Sussex Service Authority states that the County Board of Supervisors shall appoint 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.

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- a. **Appointment to Planning Commission:** An appointment is needed to replace Mr. Charles S. Owen, Jr., whose term expired April 30, 2012. Mr. Owen does not wish to serve again.

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**Item 13. Unfinished Business**

- a. **Board and Chairman’s Authorities, duties and responsibilities:** Due to what appears at times to be conflicting directives and/or understanding by Board members and County Staff, the Board needs to determine the respective authority, duties and responsibilities of the Chairman and the Board itself.

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- b. **Regional Jail:** As is reflected above, issues such as the County’s involvement in a Regional Jail becomes very difficult as staff time is usurped without any clear consensus that the Board is even interested in the final product (Regional Jail in this case).

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**c. Board Retreat/Work Session:** The Board has been working on a means of moving the County forward for some time and a Retreat (now work session) has been suggested and dates (May 21<sup>st</sup> and 22<sup>nd</sup>) were actually agreed to. However since that time it has been revealed that the Chamber of Commerce is holding its Annual Business Appreciation Luncheon and no less than three Board Members have indicated that they will be attending the event. Furthermore, three Board members have indicated that before the Board meets to discuss a Strategic Plan and/or develop a County Vision for the Future, time should be taken to get input from the community, residents and businesses. As such a recommendation has been made and the Honorable C. Eric Fly, Sr. has asked that this matter be discussed at the Board meeting before more staff time is wasted.

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**d. Attorneys' Payments:** The Board has discussed this matter on several occasions and in light of the outspoken public opinion in support of paying these legal fees, it has been requested that the Board once again reconsider this matter.

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**e. Tax Relief For The Elderly:** Please be advised that I have not been able to work on this issue due to other more pressing matters.

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**Item 14. New Business**

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**Item 15. Reports from Departments/Staff/Commissions**

**A. Animal Control:** (Report included)

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**B. Building Department:** (Report included)

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**C. Building and Grounds:** The Building and Grounds staff continue to work on yard maintenance and the upgrade of failing heating and air conditioning in the Department of

Social Services, the Commissioner of the Revenue, Treasurer’s Office and the Court Building. As County Administrator, I would like to take the time to acknowledge Mr. Montague M. Gilliam and his staff for the extraordinary work they do to keep the County Offices open and functional – especially during Government Workers Appreciation month. Congratulations and thanks for a job well done.

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**D. Deputy County Administrator/Director of Economic Development:** (Report included)

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**E. Environmental Inspections:** (Report included)

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**F. Housing Program:** (Report included)

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**G. Planning and Zoning:** (Report included)

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**H. Public Safety:** (Report included)

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**Item 16. Board Members Comments/Reports**

Blackwater District:

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Courthouse:

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Henry District:

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Stony Creek District:

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Wakefield District:

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Waverly District:

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**Item 17. Hearing of Citizens Comments**

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**Item 18. Closed Session**

1. **Personnel Committee Report** - At the April 19, 2012 Board meeting, Chairman Tyler indicated that the Personnel Committee would have a report at the May 17<sup>th</sup> meeting to discuss a series of concerns that had been turned over to the Personnel Committee
2. **Personnel** - Dismissal of Deputy County Administrator/Director of Economic Development
3. **Personnel** - County Administrator/Deputy County Administrator Contracts

**Item 19. Return To Open Session**

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**Item 20. Certification of Closed Meeting**

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**Item 21. Motion(s) from Closed Meeting**

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**Item 22. Motion to Continue or Adjourn**

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