

**At a Regular Meeting of the Sussex County Board of Supervisors
Held in the General District Courtroom – Sussex Judicial Center
Thursday, October 16, 2014, 5:00 p.m.**

Board Members Present:

Charlie E. Caple, Jr.
Alfred G. Futrell
Robert E. Hamlin
Raymond L. Warren

Board Members Absent:

Eric C. Fly, Sr.
John A. Stringfield

Others Present:

Deborah A. Davis, County Administrator
Michael R. Packer, County Attorney
Onnie L. Woodruff, Treasurer
Deste J. Cox, Deputy Treasurer
T. Robertson Blount, Director of Finance
Patricia Baird, Secretary I/Receptionist
Captain Ernest Giles, Sheriff's Department
Lt. Valarie Patterson-Ricks, Sheriff's Department
Anne Ellis, Accounts Payables Clerk
John Broderick, Director of Finance & Technology, Schools
Gary M. Williams, Circuit Court Clerk

Item 1. Call To Order

The October 16, 2014 budget meeting of the Sussex County Board of Supervisors was call to order by Vice Chairman Hamlin.

Item 2. The Invocation was offered by Supervisor Caple.

Item 3. The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

Item 4. Agenda Amendments – There were none

Item 5. Approval of Budget Meeting Agenda

- a. Overview of FY15 Budget

A Power Point presentation of the FY15 Budget was offered by T. Robertson Blount, Director of Finance. (A copy of the presentation has been retained in the October 16, 2014 Board meeting agenda packet).

b. Business Professional Occupational License (BPOL) Tax Presentation

An overview of the proposed business professional occupational license (BPOL) Tax was presented by T. Robertson Blount, Director of Finance. (A copy of the presentation has been retained in the October 16, 2014 Board meeting agenda packet).

County Attorney Packer advised that when the Board of Supervisors authorizes such, the notice of public hearing can be prepared for publication for the Board's consideration at the November 20, 2014 meeting.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes staff to prepare and advertise the notice of public hearing for the proposed Business Professional Occupational License Tax for consideration at the November 20, 2014 Board of Supervisors Meeting.

Voting aye: Supervisors Caple, Futrell, Hamlin, Warren

Voting nay: none

Absent during vote: Supervisors Fly, Stringfield

(Supervisors Fly and Stringfield entered the meeting room at 6:27 p.m.).

Chairman Fly requested that the previous motion to schedule a public hearing for the proposed BPOL License be rescinded.

c. Request For Proposals for HVAC System (Joint Effort with Schools)

Mr. T. Robertson Blount, Director of Finance, provided an overview of the proposed Request For Proposals for HVAC System.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR WARREN and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes staff to prepare and issue a request for proposals for HVAC Systems as a joint effort with the Sussex County Public Schools.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

d. Mobile Data Terminals (MDTs) for Sheriff's Department

Lieutenant Valarie Patterson-Ricks and Captain Ernest Giles of the Sheriff's Department provided an overview of their request for funding to purchase mobile data terminals for the officers' vehicles.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby directs the County

Administrator to work with the Director of Finance and Treasurer to look for funding to purchase the mobile data terminals for the Sheriff's Department.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

Item 6. Adjournment

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR CAPLE and carried:
RESOLVED that the October 16, 2014 budget meeting of the Sussex County Board of Supervisors is hereby adjourned.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

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Gary M. Williams, Circuit Court Clerk

Item 1. Call To Order

The October 16, 2014 meeting of the Sussex County Board of Supervisors was called to order by Chairman Fly.

Item 2. The Invocation

The Invocation was offered by Vice Chairman Hamlin.

Item 3. The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

Item 4. Agenda Amendments

The following agenda amendments were offered.

Delete American Cancer Society Presentation as Item 8a1; add Iluka Resources Request For Letter of Support as Item 8a1.

Item 5. Approval of Regular Agenda

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the October 16, 2014 regular meeting agenda of the Sussex County Board of Supervisors is hereby approved, inclusive of the following amendments: (1) Delete American Cancer Society Presentation as Item 8a1; (2) add Iluka Resources Request For Letter of Support as Item 8a1.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

Item 6. Approval of Consent Agenda

ON MOTION OF SUPERVISOR HAMLIN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the October 16, 2014 consent agenda of the Sussex County Board of Supervisors is hereby approved, inclusive of the following: (1) Approval of September 18, 2014 Minutes of Board of Supervisors Meeting; and (2) Approval of Warrants and Vouchers.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

Item 7. Appointments (none at this time)

Item 8. Staff/Committees/Organizations – Standing Reports

Item 8a. County Administrator’s Report

Item 8a1. Request For Letter of Support – Iluka Resources, Inc.

Mr. John Frazier, PE, LEED, AP, Project Manager for Kleinfelder Southeast, Inc. addressed the Board regarding Iluka Resources, Inc. proposed Walkers Mill Relocation (State Route 665/619) project and requested a letter of support for same. He advised that the project includes relocating approximately 1,340 linear feet of road in Sussex and Dinwiddie Counties. The parcels affected in Sussex County are owned by William C. Pride, John S. and Louise B. Gall and Frederick R. and Joyce R. Parson. To move forward with the project, the Virginia Department of Transportation has requested letters of support from both counties. Once VDOT receives the letters of support, a meeting with county representatives, VDOT, and Iluka will be held to discuss entering into a Memorandum of Understanding for the project, which will detail the remaining steps in the process.

ON MOTION OF SUPERVISOR STRINGFIELD, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes the County Administrator to provide a letter of support to VDOT for the proposed Walkers Mill Relocation Project.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

Item 8a2. VDOT Update, Joseph Lomax, Residency Administrator

The following report was provided by Joseph Lomax, Residency Administrator

Stony Creek Area

Cleaned out ditches with ditch truck in the Town of Jarratt

Rte 707 Maclin Avenue
Rte 1104 Marion Avenue
Rte 708 Carver Avenue

Other sections of roads cleaned out with ditch truck

Rte 618 Halifax Road
Rte 40 Sussex Road
Rte 630 Little Mill Road
Rte 631 Gray Road

Assist Emporia AHQ in repairing pot holes Rte 139 Main Street in Jarratt

Patched pot holes

Rte 670 Setzer Road
Rte 631 Peters Bridge Road
Rte 640 Cabin Stick Road

Replaced cross pipes

Rte 698 Sandy Field Road
Rte 645 Green Church Road
Rte 631 Henry Rd. (Bridge Crew)

Repaired/Reclaimed sections of road using the Zipper

Rte 630 Little Mill Road
Rte 735 Courthouse Road
Rte 626 Courthouse Road

Dressing Non Hard Surface Roads

Rte 635 Steel Bridge Road
Rte 715 Gaskins Road
Rte 632 Robinson Road
Rte 636 Longevity Road

Mowing Grass on secondary Roads

We like about two weeks finishing mowing our area (second cutting)

Patching/Road repair secondary roads: Routes 634, 611, 645, 626, 632, 640, 642, 636 and 637

Cross pipe repair/replace: Routes 645, 638, 662, 641, 642 and 640

Brush Cutting: Routes 602, 637, 640, 634, 642, 632, 608 and 631

Repair signs as needed

Snow removal

Dress all non hard surface roads

Clean out ditches and pipes on primary and secondary roads as needed

Waverly Area

- Asphalt Patching on 626 Beef Steak (Leveling Rough Areas)
- Asphalt Patching on 624 (Places that had crumbled up)
- Tree Trimming (Routes 31 and 604)
- Tree Trimming (Town of Waverly Cowling Acres)
- Brush Cutting all secondary's
- We are on our 3rd mowing cycle ½ complete
- Cross Pipes Replace (Wakefield)
- South Street Wakefield (Asphalt Patching and Chip sealed)
- Pulled High Shoulders on 460 Wakefield
- Replaced driveways in the Wakefield and Waverly Areas
- Put stone on pull offs on 460,35,40
- Ditching throughout the county
- Replaced Signs and day lighted
- Bank Restorations and Rip Rap check Dams
- We will be repairing a cross pipe at the intersection of 40 West and 460 in Waverly on the 17th (We will have from Railroad Avenue to 460 on 40 closed from 12am to 5am). A Detour will be in place.

Item 8a3. Eugene Lane Request

Joseph Lomax, VDOT Residency Administrator, provided information regarding the request to pave Eugene Lane (by residents). He explained that Eugene Lane has never been placed on the Six Year Plan. It could be possible included as a Rural Addition. He suggested that a meeting be scheduled with VDOT staff, County Administration staff and Eugene Lane residents to further explain details.

Citizens of Eugene Lane were given an opportunity to speak as well.

Item 8a4. 460 Project Update, Phil Rhinehart, Project Manager

Phil Rhinehart, Project Manager provided an update of the Route 460 Corridor Project. He reminded the Board that the next open house in Sussex is scheduled for October 29, 2014 beginning at 5pm, to be held at the Wakefield Foundation.

Item 8a5. Virginia's Gateway Region Report, Renee Chapline, Executive Director

Mrs. Renee Chapline, Executive Director of Virginia's Gateway Region provided a Power Point presentation update of the VGR's efforts.

Item 8a6. Crater Planning District Commission Update, Dennis K. Morris, Executive Director

Mr. Dennis K. Morris, Executive Director of Crater Planning District Commission provided an update of the PDC's efforts and also a draft of the outline for Sussex County Economic Development Strategic Plan.

Item 8a7. Boy Scout Presentation

A presentation was provided by a young man (Zack). He asked the Board of Supervisors to help re-create scouting groups in Stony Creek and Jarratt area and to help identify groups that might sponsor scouting groups.

Item 8a8. Tidewater Academy Resolution

Chairman Fly requested that the Board of Supervisors adopt a resolution denoting the success of the Tidewater Academy athletic department.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR HAMLIN and carried: RESOLVED that the Sussex County Board of Supervisors hereby acknowledges the success of the Tidewater Athletic Department.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

Item 8a9. Surplus Property (Elementary Schools/County Owned Land)

County Administrator Davis reported that at the September 18, 2014 meeting of the Board of Supervisors, staff was tasked with contacting the Towns to ask if they have any interest in acquiring the former Ellen W. Chambliss, Annie B. Jackson and Jefferson Elementary School buildings. The responses are as below:

Town of Wakefield: The Clerk advised that this item has been placed in the Council's packages for their meeting which was scheduled for October 14, 2014. They wanted to know the size of the building and parcel and if the Board of Supervisors has settled on a price.

Town of Jarratt: Mayor Warf advised that the Town Council is interested in Jefferson Elementary School; however, he also advised that they (the Town of Jarratt) cannot possibly afford to purchase the building and also renovate it. They wanted to know if the Board of Supervisors has settled on a price.

Town of Waverly: Mayor Gray advised that they will share with the Council and advise us of the results of their discussion.

Supervisor Hamlin also reported that he's had discussions with the Department of Corrections staff, as they had shown interest in using the school building for a training center. After viewing the building and consideration, DOC is not able at this time to proceed with using the building. Supervisor Hamlin recommended that the County Administrator talk with the Town of Jarratt, as they have indicated that they may be interested as well.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR CAPLE that the Sussex County Board of Supervisors hereby directs the County Administrator to sell the surplus modular buildings. This motion was withdrawn.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby directs the County Administrator to sell the surplus modular buildings located at the former Annie B. Jackson, Ellen W. Chambliss and Jefferson Elementary School buildings

A substitute motion was offered.

ON MOTION OF SUPERVISOR HAMLIN, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors to sell the surplus modular units at Annie B. Jackson Elementary school building.

Voting aye: Supervisors Caple, Futrell, Hamlin, Stringfield, Warren

Voting nay: Supervisor Fly

Item 8a10. Old Courthouse Renovations

Item 8a11. Former County Administration Building Roof

Mrs. Sally McGrath, member of the Sussex Historical Society, provided a brief update of the roof project of the historic courthouse. The Society has applied to the Cameron Foundation for funding to repair/replace the roof of the Historic Courts building. The Cameron Foundations has requested a letter of support and a memorandum of agreement between the County and the Society.

County Attorney Packer will work with the members of the Society to draft the agreement.

Item 8a12. Halloween On The Square

County Administrator Davis reported that Mr. Morgan Thornton is requesting permission to hold the Annual Halloween-On-The-Square activities, which includes bake sale, crafts, etc. The event will be held on Saturday, October 25, 2014 from 8am until 1pm and he is requesting the use of Courthouse Square.

Recommendation: Approve the request for the Halloween-On-The Square activities to take place at Courthouse Square on Saturday, October 25, from 8am until 1pm.

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of the request for the Halloween-On-The Square activities to take place at Courthouse Square on Saturday, October 25, 2014, from 8am until 1pm.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

Item 8a13. Designation of Voting Credentials for Virginia Association of Counties Annual Business Meeting

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR Futrell and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of designating Chairman C. Eric Fly, Sr., as the representatives of its Board to cast its vote at the Virginia Association of Counties Annual Business Meeting.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of designating Vice Chairman Robert E. Hamlin as the alternate voting member of its Board to cast its vote at the Virginia Association of Counties Annual Business Meeting.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

Item 8a14. Budget Actions

Item 8a15. Board Members' Activities

Chairman Fly recommended to the Board members that if a citizen from another district contacts them with questions and/or requests information, if the citizen is not a resident of the Board member(s) district, that the Board member passes that information for the member who represents the district who receives the questions. The Board discussed this item at length.

Item 8a16. Economic Development Projects: How To Inform the Board (Item not discussed).

Item 8b. Treasurer's Report (Report included in Board packet).

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

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

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

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

Item 8g. General Registrar (*No report at this time*)

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

Item 8i. County Attorney (*No report at this time*)

County Attorney Packer informed the Board that he has been in communication with Dr. Phil Sheridan of Meadowview Biological Research Station regarding their request for real estate tax exemption. On searching the records, Mr. Packer found that the Board of supervisors approved a

tax abatement in 2008, but that was site specific. The Research Station has acquired additional property and is requesting additional exemptions. However, a request of this nature requires a public hearing to be held. Every effort will be made to prepare the necessary paperwork for advertisement so that a public hearing can be held on November 20, 2014.

ON MOTION OF SUPERVISOR HAMLIN, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes the County Administration staff to prepare the notice of public hearing for the request for tax exemption for Meadowview Biological Research Station, to be held on November 20, 2014.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

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

Item 10. Unfinished Business - none

Item 11. New Business - none

Item 12. Board Members Reports

- a. Blackwater District - none
- b. Courthouse District - none
- c. Henry District - Supervisor Hamlin provided a brief report about Smart Beginnings.
- d. Stony Creek District - none
- e. Wakefield District - none
- f. Waverly District - none

Item 13. Monthly Departmental Reports – included in Board packet.

Item 14. Closed Session

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby enters Closed Session for the following: (a) Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotions, disciplining, etc., applicable Code Section 2.2-3711-(A)(1); (b) Discussion of refinancing documents for Wood Fuel Developers loan economic development incentive, applicable Code Section 2.2-3711(A)(7); (c) Disposition of publicly held property hunting lease rights on County owned property, applicable Code Section 2.2-3711(A)(3).

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

Item 15. Return To Open Session

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby returns to Open Session; and,

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

WHEREAS, Section 2.2-3712 of the Code of Virginia, as amended, requires a certification by the Board that such Closed Meeting was conducted inconformity with Virginia law.

NOW THEREFORE BE IT RESOLVED that the Board of Supervisors hereby certifies that, to the best of each member's knowledge (i) only public business matters lawfully exempted from Open Meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the Closed Meeting were heard discussed or considered.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

Item 16. Action on Closed Session Item(s)

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes the County Administrator to sign the refinancing loan documents for Wood Fuel Developers.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes the County Attorney to draft an agreement by and between Cemetery Ridge Hunt Club and the County of Sussex for the leasing of property identified as the Henry Technology Park and authorizes the County Administrator to execute same.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none

Item 17. Recess/Adjournment

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the October 16, 2014 meeting of the Sussex County Board of Supervisors is hereby adjourned at 9:33 p.m.

Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren

Voting nay: none