

**At a Regular Meeting of the Board of Supervisors Meeting
Held in the General District Courtroom on
Thursday, September 17, 2015 – 7 pm**

BOARD MEMBERS PRESENT

Charlie E. Caple, Jr.
C. Eric Fly, Sr.
Alfred G. Futrell
Robert E. Hamlin
John A. Stringfield
Raymond L. Warren

STAFF PRESENT

Deborah A. Davis, County Administrator
Vandy V. Jones, III, Deputy County Administrator
Michael F. Kaestner, County Attorney
Ellen G. Boone, Commissioner of the Revenue
Shilton R. Butts, Assistant to County Administrator/Deputy Clerk
Deste J. Cox, Chief Deputy Treasurer
Anne K. Ellis, Accounts Payable Clerk
Chequila H. Fields, Director of Social Services
Eddie T. Vick, Public Safety Coordinator
Onnie L. Woodruff, Treasurer

Item 1. Call To Order/Determine Quorum

The September 17, 2015 meeting of the Board of Supervisors was called to order by Chairman Hamlin.

Item 2. The Invocation

The Invocation was offered by Supervisor Warren.

Item 3. The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

Item 4. Agenda Amendments

Staff requested the following agenda amendments:

1. Under the Consent Agenda, add Item 6e., Request for Restoration of Funds – Sheriff's Department, \$150.00.
2. Under Appointments, add Item 8a., Memo Regarding Social Services Board Appointment.

3. Under County Administrator's Report, add Item 9a.7, Resolution for Authorization to Submit Grant Application to the Tobacco Commission.

Item 5. Approval of Regular Agenda

ON MOTION OF SUPERVISOR STRINGFIELD, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the September 17, 2015 regular agenda of the Sussex County Board of Supervisors meeting is hereby approved to include the following amendments: (1) Under the Consent Agenda, add Item 6e., Request for Restoration of Funds – Sheriff's Department, \$150.00; (2) Under Appointments, add Item 8a., Memo Regarding Social Services Board Appointment; (3) Under County Administrator's Report, add Item 9a.7, Resolution for Authorization to Submit Grant Application to the Tobacco Commission.

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

Voting nay: none

Item 6. Approval of Consent Agenda

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the September 17, 2015 consent agenda inclusive of the following: (a) Minutes of August 20, 2015 meeting; (b) Warrants and Vouchers; (c) Restoration of Funds, Sheriff's Department, \$1,000.00; (d) Restoration of Funds, Building and Grounds Department, \$1,688.66; (e) Restoration of Funds, Sheriff's Department, \$150.00.

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

Voting nay: none

Item 7. Motion to Enter Public Hearing

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby enters into Public Hearing to consider FY16 Budget Amendment.

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

Voting nay: none

a. FY16 Budget Amendment

Anne K. Ellis, Accounting Department, provided a presentation of the FY16 Budget Amendment to the Board.

Ms. Ellis reported that pursuant to Section 15.2-2507 of the Code of Virginia, County Administration is requesting that the Sussex County Board of Supervisors consider an amendment to increase the FY16 Budget in the amount of \$4,261,348 to complete contracted and other capital projects carried over from FY2015.

PROPOSED AMENDED REVENUES

	FY2015	FY2016	Difference
Grant Fund Balance (911 PSAP)	0	73,839	73,839
Restricted Contr. Funds (302)	0	3,663,589	3,663,589
Fund Balance	0	477,892	477,892
Tobacco Commission Grant #2644	0	46,028	46,028
Total Amended Budget Revenues	0	4,261,348	4,261,348
<u>Current Adopted Budget Revenues</u>	<u>38,564,826</u>	<u>34,186,865</u>	<u>-4,377,961</u>
<u>Total Revenues with Amendments</u>	<u>38,564,826</u>	<u>38,448,213</u>	<u>-116,613</u>

PROPOSED AMENDED EXPENDITURES

	FY2015	FY2016	Difference
Radio Communication System	0	3,559,429	3,559,429
Historical Courthouse Roof Repairs	0	104,160	104,160
Complex Building Renovation & Repair	0	472,778	472,778
Clerk’s Walkway - 150,000			
Window & Door Repl.- 100,000			
Water Tower Repairs - 75,000			
Old Admin. Bldg Renovations - 147,778			
Mega Site Industrial Park Development	0	51,142	51,142
E911 Upgrade Completion	0	73,739	73,839
Total Amended Budget Expenditures		4,261,348	4,261,348
<u>Current Adopted Budget Expenditures</u>	<u>38,564,826</u>	<u>34,186,865</u>	<u>-4,377,961</u>
<u>Total Expenditures with Amendments</u>	<u>38,564,826</u>	<u>38,448,213</u>	<u>-116,613</u>

b. Public Comment

Comments were here from the following:

- Otto Wachsmann (Stony Creek District)
- Anne Joyner (Wakefield District) – Ms. Joyner wanted to go on record that she is totally in favor the new radio system for the Sheriff’s Department
- Onnie L. Woodruff (Courthouse District)

c. Board Comment

Comments were heard from the following Board members:

- Supervisor Fly (Courthouse District)
- Supervisor Futrell (Waverly District)

Comments were also heard from Mike Kaestner, County Attorney, and Onnie L. Woodruff, Treasurer.

There was an issue relative to the Sheriff's Department budget and prior new positions. County Administrator Davis advised that staff will make an appointment with the Sheriff to resolve issue in question.

Supervisor Fly noted the amount of \$25,000.00 in the Contingency Fund line item. Supervisor Fly recommended increasing the amount in this line item.

d. Return to Regular Session

ON MOTION OF SUPERVISOR STRINGFIELD, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby returns to Regular session.

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

Voting nay: none

e. Action on Public Hearing Item

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves and appropriates the amendment to increase the FY2016 budget in the amount of \$4,261,348 to finish incomplete contracted and other capital projects from FY2015; and

FURTHER RESOLVED the authorization of the transfer of funds in the amount of \$4,261,348.

Supervisor Fly offered a substitute motion.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR WARREN and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the budget in the amount of \$4,261,348.00 and appropriate \$3,796,120.00 for the Radio Communication System, Courthouse Roof Repair, E911 Upgrade Completion and Mega Industrial Park Development.

Voting aye: Supervisors Fly, Warren

Voting nay: Supervisors Caple, Futrell, Hamlin, Stringfield

The substitute motion failed. The original motion was on the floor.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves and appropriates the amendment to increase the FY2016 budget in the amount of \$4,261,348 to finish incomplete contracted and other capital projects from FY2015; and

FURTHER RESOLVED the authorization to transfer of funds in the amount of \$4,261,348.

Voting aye: Supervisors Caple, Futrell, Hamlin, Stringfield

Voting nay: Supervisors Fly, Warren

Item 8. Appointments

a. Social Services Board Appointment

Staff was notified by the Director of Social Services that the recent appointee (Mrs. Judy Harrington) to the Social Services Board is unable to fulfill the obligation of being a member of the Department of Social Services Board.

Supervisor Warren requested to table this item until the October 15, 2015 Board of Supervisors meeting.

Item 9. Staff/Committees/Organization/Standing Reports

Item 9a. County Administrator's Report

1. Request to Use Courthouse Square for Halloween Activities

County Administrator Davis reported that each year Mr. Morgan Thornton coordinates the "Halloween on the Square" activity on the grounds of the Courthouse. He is requesting permission to use the Courthouse square again this year for the event, which is scheduled for Saturday, October 24, 2015, beginning at 8:00 a.m. and ending at approximately 1:00 p.m.

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR CAPLE 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 24, 2015, from 8am until 1pm.

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

Voting nay: none

2. Release of Liability for Damage and Utility Easement (Prince George Electric Cooperative)

County Administrator Davis reported that at a previous meeting, Atlantic Waste Disposal, Inc. submitted plans to build a leachate treatment plant at the landfill. This project is slated to begin in the fall of this year. As a result of the impending construction, and as property owner, the County is required to sign the Release of Liability for Damage and Utility Easement as requested by Prince George Electric.

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR WARREN and carried: RESOLVED that the Sussex County Board of Supervisors hereby authorizes the County Administrator to sign the Release of Liability for "Damage and the Utility Easement requested by Prince George Electric Cooperative.

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

Voting nay: none

3. Voting Credentials for Annual Business Meeting

County Administrator Davis reported that the 2015 Annual Business Meeting of the Virginia Association of Counties will be held on Tuesday, November 10, 2015 at 11:00 a.m. at the Homestead.

Each county must designate a representative of each Board of Supervisors to cast its vote at the Annual Business Meeting.

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the Sussex County Board of Supervisors hereby designate SUPERVISOR HAMLIN to cast its vote at the 2015 Annual Business Meeting of Virginia Association of Counties.

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

Voting nay: none

4. Timmons Group Fee Proposal – Professional Services for Phase I Water Facilities for Sussex Mega Site \$346,000.00
5. Timmons Group Fee Proposal – Professional Services for Design & Upgrade of Black Swamp Wastewater Treatment Plant - \$500,000.00
6. Timmons Group Fee Proposal – Environmental Master Planning and Permitting Assistance for Mega Site - \$75,000.00

Mike Kaestner, County Attorney, provided presentation of the Timmons Group three (3) Fee Proposals as listed above.

Services will be paid from Tobacco Commission grant funds already received by the County. Mr. Kaestner also advised the Board that the Sussex Service Authority is in the processing of reviewing the proposals as well.

Fee Proposals from the Timmons Group with detailed information are retained in the September 17, 2015 Board of Supervisors meeting Board packet.

ON MOTION OF SUPERVISOR CAPLE, seconded by SUPERVISOR FUTRELL and carried that the Sussex County Board of Supervisors hereby authorizes the County Administrator to sign the three (3) Fee Proposals: (1) Professional Services for the Phase I Water Facilities for Sussex Mega Site in the amount of \$346,000.00 for the Timmons Group; (2) Professional Services for Design & Upgrade of Black Swamp Wastewater Treatment Plant in the amount of \$500,000.00 for the Timmons Group; and (3) Professional Services for Environmental Master Planning and Permitting Assistance for Mega Site in the amount of \$75,000.00 for the Timmons Group; subject to the review and legal approval of the County Attorney.

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

Voting nay: Supervisor Fly

7. Resolution for Authorization to Submit Grant Application to Tobacco Commission

Vandy V. Jones, III, Deputy County Administrator, provided a presentation of the request for the authorization to submit grant application to the Virginia Tobacco Commission. Mr. Jones advised that the application for this grant is for the extension of water and sewer lines for the site located at the intersection of Rte. 460 and Rte. 602 (Cabin Point Road). The due date for grant submission is October 7, 2015.

Mr. Jones also advised that the local match that's required has changed. The local match required now is 1:1.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopts the following resolution, to wit:

WHEREAS, economic prosperity, a diversified employment base and an improved quality of life are among the highest annual goals and priorities of the Sussex County Board of Supervisors; and

WHEREAS, Sussex County has invested millions of public dollars in efforts to meet the economic, social, development and community growth needs of Sussex County; and

WHEREAS, the Sussex County Board of Supervisors identified and committed public funds and personnel resources to acquire, plan and develop a light industrial/business park in Sussex County,

WHEREAS, the Virginia Tobacco Commission is accepting applications from Local Governments for a Fiscal Year 2016 Southside Economic Development Grant due no later than October 7, 2015; and

WHEREAS, in the event the Virginia Tobacco Commission awards a grant to Sussex County, a 1:1 local match will be required; and

NOW THEREFORE BE IT RESOLVED that the Sussex County Board of Supervisors does hereby authorize and approve the submission of a Fiscal Year 2016 Tobacco Commission Southside Economic Development Grant Application.

BE IT FURTHER RESOLVED that Sussex County Administrator, Deborah A. Davis, is hereby authorized and directed, upon review, to sign and submit the Fiscal Year 2016 Tobacco Commission Southside Economic Development Grant Application; and

BE IT FINALLY RESOLVED that the County Administrator will be responsible for reviewing the accuracy of the application and for the appropriate use of Tobacco Commission funds, should they be granted.

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

Voting nay: none

Item 9b. Treasurer's Report (included in Board packet)

Item 9c. Commissioner of the Revenue (no report at this time)

Item 9d. Sheriff's Report (no report at this time)

Item 9e. Superintendent of Schools (no report at this time)

Item 9f. Director of Social Services (no report at this time)

Item 9g. General Registrar (no report at this time)

Item 9h. Health Department (no report at this time)

Item 9i. County Attorney's Report (no report at this time)

RECESSED at 8:22 p.m.

RECONVENED at 8:34 p.m.

Item 10. Hearing of Citizens' Comments (9:00 pm)

Comments were heard from the following:

Bill Collins (Courthouse District)
Otto Wachsmann (Stony Creek District)
Onnie Woodruff (Courthouse District)

Item 11. Unfinished Business – none

Item 12. New Business – none

Item 13. Report from Departments/Staff/Commissions (reports included in Board packet)

Eddie T. Vick, Public Safety Coordinator, provided a brief monthly report on Animal Control Services to the Board. Mr. Vick reported on building maintenance to the animal shelter, landscaping, and updating Animal Control Services and working on Animal Control Services policy to be implemented on October 1, 2015. He also reported on the rescue and adoption of animals for the month.

Mr. Vick advised of the hiring of new part-time employee, Kristie Massey, and discussed projects Ms. Massey was handling.

Information was included in the Board packet.

Vandy V. Jones, III, Deputy County Administrator, provided a brief report on some of the projects of the staff.

Mr. Jones reported on the replacement of road signs. Mr. Gilliam, Building and Grounds supervisor, and staff have replaced ten (10) road signs thus far. Those road signs that have been replaced were listed in the Board packet. The Building & Grounds staff plan to devote time each week for the replacement of road signs.

Mr. Jones also provided an update of the Courthouse Roof repair. He advised the Board that work had resumed. The Cupola was to be completed Friday, September 18, 2015. The remaining roof work was expected to be completed by the end of the following week. The contractor completing the roof repair was asked to evaluate the windows in the County office building where the Treasurer and the Commissioner of the Revenue are housed. The report of the evaluation is expected to be completed by the end of the following week (September 25th).

Mr. Jones gave a brief report of Industrial Development Authority (IDA) Board of Directors meeting held September 14, 2015. He advised that Mr. Eugene Brittle was elected Chairman. Mr. Bruce Spencer was elected Vice Chairman. County Administrator Davis was elected Secretary/Treasurer. Mr. Jones also advised that Rene Chapline, President and CEO of Virginia Gateway Region, was present at the IDA meeting. Ms. Chapline provided information regarding assets of the region, data bases available and prospect development. He advised that Mary Rae Carter, Special Advisor of Rural Development, Office of the Secretary of Commerce and Trade was present at the IDA meeting. Ms. Carter provided information of partners available at State level and workforce development.

Mr. Jones advised that staff met with the website designer and discussed ways to make site more user friendly—fewer clicks to find information—and keeping site updated. Staff will have continued discussions with web designer as staff continues to work to upgrade the County website.

Staff reports of the aforementioned projects and other department projects were included in the Board packet.

County Administrator Davis announced the following events:

- Virginia’s Gateway Region is sponsoring two (2) “Start Your Own Business” seminar on Wednesday and Thursday, September 23rd and November 24th, at the Union Station in Petersburg. Workshops are free to the public.
- Waverly First, an economic partnership, is hosting a Job’s Boot Camp, Thursday, September 24th at the Lily of the Valley Church in Waverly, Virginia.
- A Rabies Clinic will be held Saturday, September 26th at the Fishing Hole in Wakefield, Virginia from 9:00 a.m. to 12:00 noon.
- The Jessica A. Moore Foundation has scheduled a Fall Festival on October 3rd, with a rain date of October 10th, to be held at the building formerly known as the Annie B. Jackson Middle School.
- A Healthy Family Retreat for veterans is scheduled to be held Friday – Sunday, October 2nd – 4th, at the Airfield 4-H Conference Center in Wakefield, Virginia.

Additional copies of flyers are available at the County Administration Office. Please contact staff if additional copies are needed.

Item 14. Board Members' Comments

- a. Blackwater District** – none
- b. Courthouse District** – none
- c. Henry District** – none
- d. Stony Creek District** – none
- e. Wakefield District** – none
- f. Waverly District** – none

Item 15. Closed Session

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby enters Closed Session for the (a) discussion or consideration of the acquisition of real property for a public purpose or the disposition of publicly held property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, applicable Code Section 2.2-3711(A)(3) and (b) discussion of personnel matters, applicable Code Section 2.2-3711(A)(1).
Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren
Voting nay: none

Item 16. Return To Open Session/Certification

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors hereby returns to Open Session.
Voting aye: Supervisors Caple, Fly, Futrell, Hamlin, Stringfield, Warren
Voting nay: none

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

WHEREAS the Board of Supervisors of Sussex County, Virginia 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 in conformity 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: Caple, Fly, Futrell, Hamlin, Stringfield, Warren
Voting nay: none

Item 17. Action Taken on Closed Session Items

No action was taken on Closed Session Items.

Item 18. Adjournment

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the September 17, 2015 Sussex County Board of Supervisors Meeting is hereby adjourned at 10:00 p.m.

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

Voting nay: none