

**At a Regular Meeting of the Sussex County Board of Supervisors  
Held in the General District Courtroom on  
Thursday, March 16, 2017 at 6 pm**

**BOARD MEMBERS PRESENT**

Keith C. Blowe  
Alfred G. Futrell  
Susan B. Seward  
John A. Stringfield  
Rufus E. Tyler, Sr.

**BOARD MEMBERS ABSENT**

C. Eric Fly, Sr.

**STAFF PRESENT:**

Vandy V. Jones, III, Interim County Administrator  
Mark Flynn, County Attorney  
Millard P. Stith, Independent Consultant  
Carol White, Financial Consultant  
Raymond R. Bell, Sheriff  
John Broderick, Director of Finance & Business Operations for Sussex Public Schools  
Shilton R. Butts, Assistant to the County Administrator/Deputy Clerk to the Board  
Deste J. Cox, Deputy Treasurer  
Andre M. Greene, Director of Community Development  
Curtis Jefferson, Sussex Central High School Athletic Director  
Kelly W. Moore, Accounts Payable Clerk  
Patrick Plourde, Director of Social Services  
Lorenzo D. Turner, Assistant to the Director of Community Services  
Matthew Venable, Director of Environmental Inspections  
Monica J. Whitney, Permits Technician

**1. Commencement**

**1.01 Call to Order/Determine Quorum**

The March 16, 2017 meeting of the Sussex County Board of Supervisors was called to order by Chairman Seward.

**1.02 The Invocation**

The Invocation was offered by Supervisor Stringfield.

**1.03 The Pledge of Allegiance**

The Pledge of Allegiance was recited by all.

*Chairman Seward announced the passing of the Mr. William “Bill” Collins. Mr. Collins served several years on the Board of Supervisors. At the time of his passing, he was serving as the Board of Supervisors’ Tie Breaker. Mr. Collins will be missed by all.*

*Chairman Seward announced that Mr. Collins’ funeral services will be held Tuesday, March 21, 2017 at 3:00 p.m. at the Waverly United Methodist Church, 138 Coppahaunk Avenue, Waverly, VA 23890. Visitation will be Tuesday, March 21, 2017 from 12:00 noon to 2:00 p.m. at R. W. Baker Funeral Home, 11414 General Mahone Highway, Wakefield, VA 23888.*

#### 1.04 Agenda Amendments

There were no agenda amendments.

#### 1.05 Approval of Regular Agenda

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the March 16, 2017 regular agenda, as presented.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

### **2. Approval of Consent Agenda**

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the consent agenda inclusive of the following: (a) Minutes of February 16, 2017 regular meetings; (b) Approval of Warrants and Vouchers; (c) Accept and Appropriate Funds from RRS Food Service to Sheriff’s Department - \$3,030.97; and (d) Accept and Appropriate Funds from VACORP for Finance Department - \$15.00.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

### **3. Recognitions/Awards**

#### 3.01 Resolution: Sussex Central High School Football Team

Chairman Seward advised that the Sussex Central High School (SCHS) Varsity Football Team had an outstanding season in 2016. They finished the regular season with a 10-0 record and made it to the State Championship finishing the year as the 1A State Runner-Up.

Mr. Curtis Jefferson, SCHS Athletic Director, was present to receive the resolution from the Board of Supervisors recognizing the SCHS Varsity Football Team for their achievements.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopts the following resolution and presents it to Sussex Central High School Team and staff, to-wit:

WHEREAS, the Sussex County Board of Supervisors commends the Sussex Central High School Varsity Football Team (“Tigers”) for making the County proud; and

WHEREAS, During the 2016 season, the Sussex Central High School Varsity Football Team finished their regular season with a perfect 10-0 record; and

WHEREAS, The Tigers, exhibited teamwork and determination in leading the team to a memorable season, with contributions that led the team to the VHSL 1A State Championship in Salem, Virginia; and

WHEREAS, The Tigers football team finished the year as the VHSL 1A State Runner-Up with an outstanding 13-1 record.

WHEREAS, Under the dedicated direction of Head Coach Curtis Jefferson, Principal Alvina Matthews, coaching staff and trainers, set a standard of achievement for themselves and for others to follow; and

NOW, THEREFORE BE IT RESOLVED, That the Sussex County Board of Supervisors, hereby recognizes and honors the Sussex Central High School Varsity Football Team for their outstanding achievements during the 2016 season; and

FURTHER RESOLVED, That the Board of Supervisors congratulates the Sussex Central High School Varsity Football Team for a job well done, their impressive accomplishments, and being a source of pride for its citizens.

RESOLVED FURTHER, That this resolution be presented to representatives of the Sussex Central High School Varsity Football Team as evidence of the sincere sentiments of this Board.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

#### **4. Public Hearing**

##### 4.01 Resolution Authorizing the Preparation and Filing of an Application for Community Improvement Grant Funds through the Virginia Small Cities Community Development Block Grant Program for the Pocahontas Neighborhood in the Town of Wakefield

Interim County Administrator Jones advised that the purpose of the public hearing was solicit public input on the proposed Community Development Block Grant (CDBG) application of the County of Sussex to be submitted to the Virginia Department of Housing and Community Development on March 29, 2017, under their Community Improvement

Grant (CIG) category. He advised that Mr. Dodson with Community Planning Partners was present and would provide an overview of the Community Development Block Grant application for the Pocahontas Neighborhood in the Town of Wakefield.

Mr. Dodson stated that the County of Sussex has identified the revitalization of the Pocahontas Neighborhood in the Town of Wakefield as its top priority based on the 2013 County-wide Housing Conditions Assessment that delineated the extent of the deteriorated and dilapidated housing conditions in the area. The targeted area of Pocahontas Neighborhood Improvement Project is centered around Town side of the neighborhood on the western boundary of the Town of Wakefield. It includes King, Twilight, Higgins, and Knight Streets.

The target area contains nineteen (19) residential units. The size of the units range from single-story 1920s and 1930s shotgun homes to more traditional two-story frame homes. Most of the home were constructed in the mid-1970s along King and Twilight Streets. Older homes line Higgins and Knight Street with the occasional mobile home mixed into these two streets. No homes were determined to be contributing to any historic district thus a Programmatic Agreement with the Virginia Department of Historic Resources was not deemed necessary.

Three (3) residential properties in the project area have been deemed substantially damaged or destroyed and several structures already have been removed for public safety. Two (2) homes will be reconstructed on their lots for the owners. We do not anticipate any permanent relocation at this time. The project area will include the demolition and clearance of three (3) mobile homes.

The County has both surveyed over 44 properties in the neighborhood using a door-to-door survey. The County solicited pre-grant interest surveys of the structures and identified the following units in need of rehabilitation:

- Fourteen (14) low-to-moderate income (LMI) owner-occupied units (31 persons total).
- Five (5) low-to-moderate income (LMI) rental occupied units (9 person total)

In total, pre-applications for rehabilitation assistance have been received for nineteen (19) properties totaling an estimated forty (40) LMI persons. Two (2) owner-occupied homes will be reconstructed at their cost estimates exceeded the housing rehabilitation limits. **Priority for rehabilitation assistance will be placed on those units currently owner-occupied by LMI residents.** The Rehabilitation Specialist has completed the inspections of properties. Any additional interested and eligible residents of the target area will be considered for rehabilitation assistance subject to budgetary allowances.

Forty-four (44) housing units within the project area were inspected by Dennis LeBlanc, a certified Rehab Specialist, to determine the feasibility and preliminary cost of rehabilitation. These units included both occupied and vacant residential units with owners or investor-owners that had expressed interest in receiving rehabilitation assistance.

The Rehabilitation Specialist also identified and inspected three (3) vacant units in the neighborhood. The project budget is set to include the demolition of all three homes using

CDBG funds. **No acquisition or demolition activities will take place without the express, voluntary consent of both existing residents and property owners.**

The County applied for and received a CDBG Planning Grant from the Virginia Department of Housing and Community Development (VDHCD) in FY 2015 to undertake a neighborhood revitalization study to identify needs, develop a proposed improvement program and budget, identify additional funding resources to implement said program, and submit a 2017 CDBG Community Improvement Grant application.

Summit Engineering consulted with the Public Works Department and existing residents, resulting in the Preliminary Engineering Report (PER) to address these deficiencies.

The PER identifies the following items to be addressed:

- 1) Construction of a new connector road between Twilight and King Street
- 2) Replacement of 1500 LF of water lines on Higgins Street and the connections to all home
- 3) Installation of 450 LF of sidewalk
- 4) Sanitary Line Tests, Cleanout and Camera along Knight, Twilight and King Street
- 5) Culvert reconstruction and replacement on Higgins Street
- 6) Replacement of two (2) street lights and the installation of six (6) new street lights
- 7) Culvert and ditch cleanout
- 8) Patch pavement in the areas of pipe and curb repair areas

The total cost of the repairs according the PER is estimated to be \$355,378.

Sussex County is eligible for and wishes to submit a 2017 CDBG Community Improvement Grant application for the Pocahontas Neighborhood Improvement Project for a total of \$1,199,953 to VDHCD by March 29, 2017. The County of Sussex has or will secure commitments of private and public investments of: 1) \$13,000 in improvements to the sanitary sewer and fire hydrants in the neighborhood by the Sussex Service Authority; 2) \$13,000 in new or replacement street lights for the neighborhood; 3) \$21,900 from VDOT for culvert cleanouts; 4) \$9,500 in waived permit fees and other inspections by the County for a total non-CDBG investment of \$57,400. The total project cost is estimated to be \$1,256,553.

Mr. Dodson explained that this was a volunteer program. The homeowners does not have to participate if they do not wish to do so. The Deed of Trust was put into place by the State approximately ten (10 years ago) mainly to protect localities. (The programs were for rehabilitation of homes for better standards of living and not to be used as a profit for homeowners.) The program is based on income and expenses. Even though the program is a grant, a deed of trust is still recorded; it's just forgivable each month 1/120 per ten (10) years until it goes down to zero.

Public Comments were heard from Anne Joyner (Wakefield District) regarding citizens in Pocahontas deeds and citizens with no family members to convey property to if something happens to participants.

Comments were heard from the following Board members:

Supervisor Blowe (Stony Creek District) – Concern with difference in repayment for rental properties (repairing landlord homes) and actual owner occupied homes.

Supervisor Futrell (Waverly District) – Priority with helping homeowners versus landlords; concern with deed of trust; homeowner participation with rehab.

Supervisor Seward (Blackwater District) – Selection of contractors; will bids be solicited; concerns with helping landlords versus owner occupied homes (priority).

Supervisor Tyler (Henry District) – Inquiry regarding start-up activities; local match; budget cuts for State funding.

A copy of the Resolution for the Board’s approval, a Summary of Activities, a copy of the Proposed Budget, and a copy of the Notice of Public Hearing was included in the Board packet. Copies of the Summary of Activities were also available for citizens at the Public Hearing.

#### 4.02 Action on Public Hearing Item

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves resolution authorizing the preparation and filing of an application by Sussex County for Community Improvement Grant (CIG) funds through the Virginia Small Cities Community Development Block Grant Program, to-wit:

WHEREAS, the County of Sussex has previously participated in the Small Cities Community Development Block Grant (CDBG) program as administered by the Virginia Department of Housing Community Development (VDHCD) in order to address the County’s priority community development needs; and

WHEREAS, the County of Sussex has identified the revitalization of the Pocahontas Neighborhood in the Town of Wakefield as its top priority based on the 2013 Countywide Housing Conditions Assessment that delineated the extent of the deteriorated and dilapidated housing conditions in the area; and

WHEREAS, the County applied for and received a CDBG Planning Grant from VDHCD in FY 2015 to undertake a neighborhood revitalization study to identify needs, develop a proposed improvement program and budget, identify additional funding resources to implement said program, and submit a 2017 CDBG Community Improvement Grant application; and

WHEREAS, the County conducted public and stakeholder meetings; formed a Project Management Team that met on a regular basis; completed a physical needs assessment of the targeted portion of the Pocahontas Neighborhood and surrounding

properties; conducted a Housing Occupancy Survey of the owner-occupants and tenant-occupants within the targeted portion of the Pocahontas Neighborhood; solicited and received Preliminary Applications for Housing Assistance from owner-occupants and tenant-occupants and Preliminary Landlord Participation Agreements within the final delineated project area; solicited and received agreements to demolish blighted properties within the final delineated project area; had completed a Preliminary Engineering Report and cost estimate for improvements to the water facilities, sanitary sewer facilities, storm drainage facilities, the road network, and associated curb, gutter, sidewalk, and streetlight improvements; and

WHEREAS, said needs assessment and surveys identified deteriorating and dilapidated residential property that is feasible for rehabilitation as a significant problem in the targeted portion of the Pocahontas Neighborhood and further identified vacant dilapidated residential property infeasible for rehabilitation as a severe blight and blighting influence on the area and an ongoing threat to public health, safety, and welfare; and

WHEREAS, there are three dilapidated trailers in severely dilapidated condition within the targeted portion of the Pocahontas Neighborhood that are uninhabited and are a severe blight on the area and are an ongoing threat to public health, safety, and welfare; and

WHEREAS, an Pocahontas Neighborhood Improvement Program for physical improvements has been developed by the County in cooperation with property owners and related stakeholders pursuant to requirements for funding set forth by VDHCD including a report on the estimated housing rehabilitation costs within the final delineated project area; a preliminary Housing Rehabilitation Program Design; a Preliminary Engineering Report (PER) with cost estimates for improvements to water facilities, sanitary sewer facilities, storm drainage facilities, the road network, and associated curb, gutter, street, sidewalks, and streetlight improvements; and

WHEREAS, the proposed Housing Rehabilitation Program will provide one hundred percent (100%) direct benefit for fourteen (14) LMI owner-occupied housing units/households with thirty-one (31) persons and for five (5) LMI tenant-occupied housing units/households with nine (9) persons; the reconstruction of two (2) LMI owner-occupied housing unit with two (2) person; the clearance of three (3) severely blighted vacant and unoccupied mobile homes and an indirect benefit for forty-one (41) housing units/households remaining after the planned demolitions within the final delineated project area by improving the health, safety, and welfare of neighborhood residents; and the planned infrastructure improvements will provide an indirect benefit for forty-one (41) housing units/households remaining after the planned demolitions within the final delineated project area by improving the neighborhood living conditions; and

WHEREAS, the County of Sussex has or will secure commitments of private and public investments of: 1) \$13,000 in improvements to the sanitary sewer and fire hydrants in the neighborhood by the Sussex Service Authority; 2) \$13,000 in new or replacement street lights for the neighborhood; 3) \$21,900 from VDOT for culvert cleanouts; 4) \$9,500 in waived permit fees and other inspections by the County for a total non-CDBG investment of \$57,400; and

WHEREAS, the County is eligible for and wishes to submit a 2017 CDBG Community Improvement Grant application for the Pocahontas Neighborhood Improvement Project for a total of \$1,199,953 to VDHCD by March 29, 2017; and

WHEREAS, the County of Sussex properly advertised and conducted public hearings on February 21, 2017 and March 16, 2017 which addressed the CDBG program and the proposed CDBG project application, thereby meeting citizen participation requirements.

NOW, THEREFORE BE IT RESOLVED by the Sussex County Board of Supervisors that the County Administrator, the County's chief administrative official, is hereby authorized to execute and file all appropriate documents for a Pocahontas Neighborhood Improvement Grant under the 2017 Virginia Community Development Block Grant Community Investment Grant application totaling \$1,199,953 in CDBG funding and to provide such additional information as may be required by the Virginia Department of Housing and Community Development.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

## **5. Appointments**

### 5.01 Appointment to Sussex Service Authority Board of Directors Update

Interim County Administrator Jones stated that at the February 16, 2017 Board meeting, staff was requested to obtain resumes for the two (2) candidates nominated for the At-Large Alternate position at the Sussex Service Authority Board of Directors. Staff is pending receipt of resumes.

## **6. Action Items**

### 6.01 Release of Liability for Damage and Utility Easement – Prince George Electric

Interim County Administrator Jones stated that Mr. Jason Williams, Senior District Manager of Atlantic Waste Disposal, forwarded a Release of Liability for Damage Form and a Utility Easement to County Administration for Prince George Electric Cooperative. Prince George Electric Cooperative is requesting a release of liability for damage. These are needed for work on the construction of the waste water treatment plant construction. The easement is for power to a tanker truck load out station.

A copy of the Release of Liability Damage Form and the Utility Easement Agreement was included in the Board packet.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Board of Supervisors authorizes staff to execute the Prince George Electric Cooperative Release of Liability for Damage and Utility Easement Agreement

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

#### 6.02 Request for Budget Transfer from Selective Enforcement to SPOT - \$25,000.00

Interim County Administrator Jones stated that the Sheriff's Department is requesting a budget transfer from Selective Enforcement salaries and wages into the SPOT salaries and wages line item in the amount of \$25,000.00. The transfer is to cover ongoing operations that will require payment.

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Board of Supervisors authorizes the transfer from Selective Enforcement salaries and wages into the SPOT salaries and wages line item in the amount of \$25,000.00 to cover ongoing operations that will require payment.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

#### 6.03 Sheriff's Department Holiday Leave

Interim County Administrator Jones stated that a request was received from Sheriff Raymond Bell in regards to the holiday leave balances his staff has accrued and was unable to use as of December 31, 2016. He is requesting that the employees of the Sheriff's Department be awarded a three month extension to use those holiday hours accrued in November and December or to be paid out for those unused holiday hours during those months.

Currently, holiday hours accrued in December are available throughout the next year for employees to use.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR BLOWE and carried: RESOLVED that the Board of Supervisors hereby approves allowing holiday hours accrued in both November and December to be available throughout the next year for employees to use into 2017, but also making this a permanent change to the Sussex County Personnel Policy and Procedures Manual.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

#### 6.04 Adoption of Vision and Mission Statements and Strategic Initiative

Interim County Administrator Jones stated that the Board of Supervisors engaged Dr. Michael Chandler, a nationally recognized planning expert, to facilitate a process that began with a pre-retreat Board survey administered in September, followed by a two-day Board retreat in October at the Wakefield 4-H Center, a November Board work session and a final December Board work session.

At its December Board meeting, the Board adopted a working draft of the Sussex County Vision Statement, Mission Statement, Core Values Tagline, and Strategic Initiatives/Action Agenda 2017-2020. Staff was tasked with advertising the items on the County's website to seek public comments for review until March 1, 2017. Administration did not received any comments.

A copy of the Sussex County Vision Statement, Mission Statement, Core Values Tagline, and Strategic Initiatives/Action Agenda 2017-2020 were included in the Board packet.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Board of Supervisors hereby adopts the Vision Statement, Mission Statement, Core Values Tagline, and Strategic Initiatives/Action Agenda 2017-2020.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

Mr. Pete Stith, Independent Consultant for Sussex County, provided an update on items Board prioritized in the Strategic Initiatives/Action Agenda 2017-2020.

Mr. Stith stated that he and Mr. Jones noted items for the out years could be addressed simultaneously with other items such as in 2019 relationship with businesses. Staff has drafted a resolution to be presented at the May 2017 Board meeting. Mr. Stith announced that the Chamber of Commerce invited all the Board members to a Breakfast Meeting scheduled for March 23, 2017 at the Virginia Diner in Wakefield, Virginia.

Mr. Stith also updated the Board on the request for expansion on wireless technology. Ten (10) or twelve (12) hotspots have been identified in the County where there is wi-fi and communication opportunities. Staff has received notification from a major carrier that they will be upgrading a couple of their towers. An inventory will be done on the location of all the hotspots. Upon completion of the inventory, Mr. Stith advised that he, Interim County Administrator Jones, and Mr. Andre Greene, Director of Community Development, will meet with Mr. Ed Owens of the Tobacco Commission to discuss bringing broadband expansion to Sussex County for the citizens to use.

The Board requested staff to prepare a Memorandum of Understanding (MOU) with the school system. Mr. Stith stated that he had the opportunity to meet with Dr. Jarrett, Superintendent of Sussex County Public Schools. Dr. Jarrett is in the process of preparing the MOU. Mr. Stith also advised that there were discussions on consolidating good and services such as the garage—oil changes and inspections.

Mr. Stith stated that there has been discussion of to have all agencies to form a committee to identify their supply needs and contribute supplies for a central location for all staff use to cut down on waste and consolidate purchases.

He also advised that staff has reached out to all departments and external agencies to discuss what is done with money provided by the County and how does it impact the County citizens.

Mr. Stith also advised that staff is working on reviewing gas and propane purchases.

## **7. Reports of Departments/Agencies**

### 7.01 Atlantic Waste Disposal Update, Jason Williams, Senior District Manager

Mr. Jason Williams, Senior District Manager of Atlantic Waste Disposal, provided a brief report of Atlantic Waste. Mr. Williams provided the Board members with a map of the landfill to show the different phase sections.

Phases I and II have been completed.

Phase IV-A area is substantially complete. Phases II-A and IV-B are expected to be completed by May 30, 2017. Phase IV-C is anticipated to be completed by June 30, 2017. Phase III is anticipated to be completed by the end of 2017.

Mr. Williams stated that as Atlantic Waste Disposal, Inc. moves into the next year, they will continue to cap as many parts of the landfill as they can.

Cameras are installed and running in Courthouse, Homeville, Stony Creek, Waverly and Wakefield. The solar units for the Jarratt site has been ordered and is scheduled to be installed in early April 2017.

### 7.02 Budget and CIP Presentation

Interim County Administrator Jones presented and reviewed the County of Sussex Proposed Fiscal Year 2018 budget and Capital Improvement Plan.

Interim County Administrator Jones stated that Administration's goal is to present the Board with a balanced General Fund budget for FY18 that included no increase in tax levy, to maintain an unassigned Fund Balance of 12% and to follow basic budgeting principle of recurring expenses that are paid with recurring revenues.

Various departments submitted budgets to the Finance Department. Budget requests were discussed with the various departments. Staff worked with Ms. Deste Cox, Deputy Treasurer, Mr. Onnie Woodruff, Treasurer, and Mrs. Ellen Boon, Commissioner of the Revenue, to provide revenue projections and to develop working document—the Proposed FY2018 Budget and Capital Improvement Plan.

Interim County Administrator Jones stated that the total proposed budget for FY18 is \$34,847,453.00. The current adopted budget is \$34,712,259.00. The proposed budget for FY18 is an increase of \$170,194 which is approximately an increase .49%--a little less than 1/2% of 1%--increase of the current FY17 budget. The proposed budget includes some

notable items such as a two percent (2%) cost of living adjustment for all County employees. The State has offered to the Comp Board employees a two percent (2%) increase, as well as, State supported agencies, such as Social Service Department. This means that the County will receive compensation from the State Comp Board for these departments. The two percent (2%) adjustment is also important because the County has received a thirteen percent (13%) increase in health insurance increase for the upcoming fiscal year which equates to \$114,000.00. This budget recommends that the County continues to pay what is currently paying. There more detail and discussion later into the budget.

The General Fund accounts for \$21,912,222 of the budget which is state/federal revenues, local revenues and other sources. This is a change of \$236,664.00. The biggest portion of the general fund is education which includes funding for the public school system. John Tyler Community College, Richard Bland Community College, Virginia State University and Virginia Southside Education Center.

*It has been requested that debt services are noted and clarified in the Budget Work Session.*

Interim County Administrator Jones stated that the following goals have been met for the proposed budget for FY18: (1) providing a balanced General Fund; (2) no increase in tax levy—there are no changes; and, (3) the twelve percent (12%) unassigned Fund balance has been met. The Capital Improvement Plans requests were sent to all departments. The CIP totals \$485,175.00. It includes vehicles (12), buses, voting machines, maintenance on water towers, funding for carpet for Courthouse, improvements for animal shelter for State requirements.

A Budget Work Session has been scheduled for April 6, 2017 at 6:00 p.m. Interim County Administrator Jones is requesting that this Budget Work Session be scheduled for the personnel—health insurance and the schools. The schools have deadlines regarding teacher contracts. Future Work Sessions have been scheduled; however, agendas, times and locations would be scheduled as needed.

There will be a Public Hearing for proposed budget at the Board's regular meeting on April 20, 2017.

Interim County Administrator Jones noted that the Proposed FY18 Budget Calendar is included. With this calendar, it is Interim County Administrator Jones' intention is to go through a process to have the Board to adopt the budget in May.

A copy of the budget for FY2018 and the Cost Improvement Program (CIP) was provided to Board members at the meeting. A copy will be posted to the County website.

*It has been requested to get information from the school, regarding their CIP for school buses. It has also been requested to provide information regarding resources and the plan for County Administration to move out of its current building and the plan for the old County Administration Building. Interim County Administrator Jones advised the Board that he will be coming before the Board regarding a space study.*

7.03 Animal Services/Public Safety Report – included in Board packet

7.04 Treasurer's Report – included in Board packet

7.05 Housing Department Report – included in Board packet

## **8. Citizens' Comments (7:57 pm)**

Comments were heard from:

- Melissa Davis (Family Owns Adjacent Property in Wakefield/Lives out of town) – oppose the petroleum facility due to threat to family farm, negative environmental effects, as to safety and health to Sussex County and increased traffic.
- Felix Davis, Jr. (Family Owns Adjacent Property/Lives out of town) – Oppose petroleum facility. Discussion reasons for opposing—concerned about eminent domain due traffic to and from facility, among other issues.
- Frank Irving (Planning Commission member) – Explained that adjacent property owners were sent notices; public hearing was postponed due to citizens with concerns at Planning Commission meeting; clarified that citizens weren't closed out from comments.

## **9. Unfinished Business** – none

## **10. New Business** – none

## **11. Board Member Comments**

11.01 Blackwater District – Chairman Seward, Supervisor Stringfield and Interim County Administrator Jones met with representatives of Blackwater Regional Library regarding Wakefield Library; will address concerns with budget relative to staffing; working with library to have at hours restored fully, if not, partially on Tuesday and Thursday.

11.02 Courthouse District – absent

11.03 Henry District – none

11.04 Stony Creek District – Town Hall Meeting held in Stony Creek—discussed strategic plan; answered citizens' questions. Next Town Hall meeting schedule for May 2017—date to be announced.

11.05 Wakefield District – Spoke with Mr. Lomax (VDOT) and Interim County Administrator Jones regarding Carver Heights Lane in Wakefield.

11.06 Waverly District – none

## 12. Closed Session

### 12.01 Convene into Closed Session

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR STRINGFIELD and carried: RESOLVED that the Sussex County Board of Supervisors hereby enters Closed Session for (1) consultation of legal counsel briefings by staff attorney regarding probable litigation, pursuant to Code Section 2.2-3711(A)7, regarding a former County employee; (2) discussion or consideration of disposition of real property where discussion in an open meeting would adversely affect negotiations, pursuant to Code Section 2.2-3711(A)3, regarding Atlantic Waste; and, (3) personnel matters, for discussion of consideration of prospective candidates for employment, pursuant to Code Section 2.2-3711(A)1 regarding the Housing Department.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

### 12.02 Reconvene to Open Session

By roll call, the Sussex County Board of Supervisors hereby reconvened to Open Session..

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

### 12.03 Certification

By roll call, the Sussex County Board of Supervisors hereby approves adoption of resolution for certification, to-wit:

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 Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

### 12.04 Action Resulting from Closed Session

No action taken on Closed Session items.

*There was discussion on the procedure for replacement for the Tie Breaker position due to Mr. Collins passing. County Attorney Flynn advised the Board that they had 45 days to make an appointment. If there is no action taken in 45 days, the Circuit Court Judge would make the appointment. He advised also that the County would have to file a petition in Circuit Court to ask for a Special Election to fill the position which would be in November when the next general election. (County Attorney Flynn stated the Board could Notice at one of the special meeting to make the appointment.)*

*County Attorney Flynn stated that the process for appointing a Tie Breaker would be by a majority vote. The individual would have to be eligible to be appointed—a resident of the County and a registered voter. There was discussion that the Chairman could contact Mr. Collins' opponent to see if they were still interested in the position, There was also discussion of other options for selecting an appointment.*

### **13. Recess/Adjournment**

#### **13.01 Adjournment**

ON MOTION OF SUPERVISOR BLOWE, seconded by SUPERVISOR TYLER and carried: RESOLVED that the March 16, 2017 meeting of the Sussex County Board of Supervisors adjourned at 9:43 p.m.

Voting aye: Supervisors Blowe, Futrell, Seward, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Fly

#### **13.02 Next Meeting**

The next Board of Supervisors meeting will be held on Thursday, April 6, 2017 at 6 p.m. at the Newsome Human Services Building in the Sussex Social Service Conference Room a 20103 Sussex Drive, Stony Creek, Virginia 23882.