

**At a Joint Meeting of the Sussex County Planning Commission and  
Board of Supervisors, held at 6:00pm, on Monday, October 15, 2012,  
in the General District Courtroom, Sussex Judicial Center**

**MINUTES**

**Board Members Present**

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

**Staff Present**

Thomas E. Harris, County Administrator  
Michael R. Packer, County Attorney  
Andre M. Greene, Director of Planning  
Shannon D. Fennell, Assistant to Director of Planning  
Deborah A Davis, Assistant to the County Administrator

**Item 1. Call To Order**

The October 15, 2012 meeting was called to order by Chairman Tyler.

**Item 2. The Pledge of Allegiance**

The Pledge of Allegiance was recited by all.

**Item 3. The Invocation**

The Invocation was offered by Commissioner Massenburg.

**Item 4. Call To Order – Board of Supervisors**

The October 15, 2012 meeting of the Board of Supervisors was called to order by Board Chairman Tyler again.

**Item 5. Approval of Agenda**

ON MOTION OF SUPERVISOR STRINGFIELD, seconded by SUPERVISOR CAPLE and carried: RESOLVED that the October 15, 2012 agenda of the Sussex County Board of Supervisors is hereby approved as presented.

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

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Voting nay: none

**Item 6. Planning Commission Bylaws**

County Administrator Harris advised that the bylaws were adopted by the Planning Commission and recommended for the Board's approval in October 2011. The former Chairman (the late Harris L. Parker) raised some concerns because of the mismatch representation on the Planning Commission. Some district has two members, some had one and some had none. He advised that Andre M. Greene, Director of Planning worked on this project, presented it to the Planning Commission and they approved the bylaws.

The following changes were decided upon:

1. Member of Service Authority will be a voting member
2. Any elected member may be reappointed by the Board of Supervisors
3. Page 4, Item A – Clerk “or his designee”
4. Page 5, Item 4a – The Clerk “or his designee”
5. There will be no Board of Supervisors' representative.

Chairman White stated that the Planning Commission will follow Robert's Rules of Order.

Chairman White asked the Commission how they felt about adopting a Code of Conduct.

County Administrator will draft a Code of Conduct, forward to the Director of Planning, who will present to the Commission for review and/or editing. The Commission, upon approval will then forward to the Board of Supervisors.

**Item 7. Board's Action on Bylaws**

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR WARREN and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Planning Commission's bylaws as amended.

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

Voting nay: none

**Item 8. Motion to Adjourn Tonight's Meeting at 8:30 p.m**

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors shall adjourn tonight's meeting at 8:30 p.m. tonight.

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

Voting nay: none

**Item 9. Review of Board of Supervisors' Proposed Bylaws**

ON MOTION OF SUPERVISOR WARREN, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves of changing the beginning of their monthly meetings to commence at 7:00 p.m.

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

Voting nay: none

Supervisor Stringfield asked if the Board is going to place an ending time on the Board meetings.

It was noted that a resolution had been approved in the past to end all Board meetings by 12:00 midnight.

County Attorney Packet will draft language regarding the time to end Board meetings.

The Board concluded the discussion of the bylaws at 7:56 p.m.

### **PERSONNEL COMMITTEE DISCUSSION**

#### **Item 13. Proposed Restricted Classification Plan**

County Administrator Harris provided a Power Point Presentation of the Proposed Restricted Classification Plan.

Chairman Tyler stated that he does not totally understand the proposed Restricted Classification Plan (RCP). He proceeded to say that he thinks staff is worthy of raises, but there does not need to be subjectivity. Until such time as the Board totally understands the Plan, for the employees who have asked for raises, the County Administrator should come forth with recommendation to the Board for increases at the upcoming meeting. Chairman Tyler also stated that Mr. Greene and Mrs. Fennell deserve an increase because they have taken on additional responsibilities.

Supervisor Warren stated that he understands the Plan because he has used similar plans before in his type of business.

Supervisor Caple stated that he does not fully understand the RCP.

Supervisor Futrell stated that the Board needs to proceed with the Plan, talk to other localities and compare salaries. If you give these two people increases, other employees will ask for increases.

Chairman Tyler suggested that the Board acts on Mr. Greene's request now. He asked the County Administrator come up with a proposed salary for the director of planning to recommend to the Board.

County Administrator Harris stated that type of action would divide the staff.

Supervisor Futrell asked the County Administrator to bring all staff under his purview to the November 15, 2012 Board meeting.

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Supervisor Fly stated that it is completely out of line for the Chairman to speak in front of the employees about their boss. The Board needs to stay out of the Personnel Policy. He further stated that what the Chairman did is inappropriate.

At 8:53 pm., Chairman Tyler stated that the Chair will entertain a motion to tell the County Administrator to meet with the staff and bring a recommendation back to the Board.

Supervisor Warren stated that this is a good program and with all due respect to the employees sitting here tonight, but “you don’t throw a figure out in the air and hand it to them.” There is an evaluation form in place and that’s how you reward people. He further stated that the Chairman is breaking rules when he tells the County Administrator to give raises without using criteria.

**Item 14. Motion to Adjourn**

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR CAPLE and carried:  
RESOLVED that the Sussex County Board of Supervisors hereby adjourns the October 15, 2012 meeting at 8:54 p.m.

Voting aye: Supervisors Caple, Fly, Futrell, Stringfield, Tyler

Voting nay: none

Absent: Supervisor Warren