September 15, 2011

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

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

**SUBJECT:** Sussex County Board of Supervisors’ Meeting

Thursday, September 15, 2011 – 7:00 p.m.

General District Courtroom - Sussex Judicial Center

**PUBLIC HEARING AGENDA**

ITEM 1. 700 P.M. CALL TO ORDER/DETERMINE QUORUM – CHAIRMAN

ITEM 2. Approval of Public Hearing Agenda

Recommendation: I move to approve the Public Hearing Agenda of September 15, 2011 as presented as/or amended

ITEM 3. Motion to Enter Public Hearing

ITEM 4. Public Hearing

* 1. Proposed Ordinance Providing for the Payment of Bonuses For County and

Constitutional Officers Employees

ITEM 5. Public Comments

ITEM 6. Board Members’ Comments

ITEM 7. Motion to Return to Regular Session

ITEM 8. Action Taken on Items Discussed in Public Hearing

ITEM 9. Adjournment

September 15, 2011

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

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

**SUBJECT:** Sussex County Board of Supervisors’ Meeting

Thursday, September 15, 2011 – 7:30 p.m.

General District Courtroom - Sussex Judicial Center

**REGULAR MEETING AGENDA**

**ITEM 1. 7:30 P.M.** **CALL TO ORDER/DETERMINE QUORUM – CHAIRMAN**

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**ITEM 2. INVOCATION AND PLEDGE OF ALLEGIANCE**

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**ITEM 3. AMENDED AGENDA** *None at this time*

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**ITEM 4. APPROVAL OF REGULAR AGENDA**

**Recommendation:** I move to approve the Regular Agenda Meeting of September 15, 2011 as presented as/or amended

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**ITEM 5. SEPTEMBER 15, 2011 CONSENT AGENDA**

1. **Approval of Minutes**
2. **Approval of**
3. **Approval of Appropriations**
4. Two grants for the Circuit Court Clerk’s Office:
5. Received $4,995.00 from the Library on June 28, 2010;
6. $3,996.00 from the Library of Virginia on July 15, 2011 for restoration of books.
7. **Approval of Warrants and Vouchers**
8. Expenditures Summary Report
9. Bills having been paid for
10. Bills having been paid for
11. August 2011 Payroll/Warrants
12. August 2011 Voided Check(s)

**Recommendation:** Motion to approve the September 15, 2011 Consent Agenda (Minutes/Appropriations/Warrants and Vouchers) as submitted.

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**ITEM 6. STAFF/COMMITTEES/ORGANIZATIONS: STANDING REPORTS**

1. **Health Department:** *No report at this time.*

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**County Administrator’s Report:**

1. **Proposed Sussex County Personnel Policy and Procedures Manual:** As directed by the Governing Body at the August Board Meeting, I will provide a “DRAFT” Personnel Policy Manual at the Board Meeting.
2. **Waverly Health and Rehabilitation Center’s Letter:** Please find attached a September 1, 2011 letter of thanks from the Waverly Health and Rehabilitation Center regarding our efforts to assist the 130 residents during Irene. I would not only like to thank Mr. Roarke for the kind letter but to acknowledge the outstanding work done by Mr. Eddie Vick, Public Safety Coordinator and our staff for their commitment and dedication throughout this event – it was greatly appreciated. I would further like to personally thank the Board of Supervisors for their support and to acknowledge the Honorable Harris Parker, Chairman, the Honorable Wayne Birdsong and the Honorable Charlie Caple, Jr. for their onsite assistance during Irene. And finally I would be remiss if I did not acknowledge Mayor Mason, Mayor (Debra please add the Mayors and their Councils and Mr. Collins and his wife.
3. **FY 2012 Budgets/Monthly Expenditure Reports:**
4. **Petitions by Residents of State Route 619 (Walker’s Mill Road):**

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1. **Treasurer’s Report: July 31, 2011 Financial Statements**

Please find attached the July 31, 2011 Treasurer’s Report.

**Page Table of Contents**

1 Bank Reconciliation

2 -7 Treasurer’s Accountability – 4 Year Comparative Balance Sheet

8 General Fund Balance Sheet- 4 Year Comparative Balance Sheet

9-10 Revenue/Expense Summary By Fund

11-13 General Fund Revenue Summary By Major Source

14 – 16 General Fund Expenditure Summary by Department

1. **Commissioner of the Revenue:** *None at this time*

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1. **Sheriff’s Department:** *None at this time*

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1. **Superintendent of Schools:**
2. **Elementary School Construction:** The architect, Rancorn Wildman, has submitted a bill for services, to this point, that represents completion of the design development phace of the project in the amount of $116,426.99. the total cost for services until now is $203,719.99.

**Recommendation:** To authorize to pay Rancorn Wildman in the amount of $116,426.99 for architectural services*.*

1. **Director of Social Services:** *None at this time*

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1. **County Attorney:** *None at this time*

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**HEARING OF CITIZENS COMMENTS**

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**UNFINISHED BUSINESS**

**1:**

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**NEW BUSINESS**

1. **Sussex County Natural Disaster Resolution:** To assistance Sussex County residents and businesses damaged by Natural Catastrophes I would recommend that the Board of Supervisor’s adopt the following Resolution and further direct the County Administrator to advertise the attached Ordinance to allow for more timely assistance if and when there are future catastrophic events in Sussex County.

**Recommendation:** To approve the Sussex County Natural Disaster Resolution as submitted and to advertise an Ordinance that will allow the Sussex County Board of Supervisors and staff to address these types of issues in the future in a fair, professional, compassionate and equitable manner*.*

1. **Constitution Week Proclamation:** Please find enclosed a press release from the White House (2010) regarding Constitution Week and a Sussex County Proclamation for Constitution Week (September 17-23) in Sussex.

**Recommendation:** To approve the Sussex County Constitution Week Proclamation as submitted*.*

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1. **Patriot’s Day Proclamation:** Please find enclosed a Patriot’s Day Proclamation. I realize that this was provided a “bit” late due in part to dealing with Irene. None-the-less I do think that it is important and would ask the Board to publicly authorize and approve the Proclamation as submitted.

Additionally I have provided:

1. **Patriot’s Day Administrator Speech:** I have provided this speech for your information.
2. **Resolutions of Appreciation:** Additionally, as part of the Memorial Service Resolutions of Appreciation were provided to our Fire Departments, Rescue Squads, Sheriff Department, Waverly Police Department, State Police and Our Public Safety Department.(A single copy is attached for your convenience.

**Recommendation:** To approve the Sussex County Patriot’s Day Proclamation as submitted*.*

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**BOARD MEMBER COMMENTS/REPORTS**

**Blackwater District:**

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**Courthouse District:**

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**Henry District:**

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**Stony Creek District:**

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**Wakefield District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Waverly District:**

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**REPORTS FROM DEPARTMENTS/STAFF/COMMISSIONS, ETC.**

The following area has been reserved for monthly reports from Departments and/or various organizations. These monthly reports are for your information and review. Please discuss any you desire and then accept them all for the record. I recommend that in-house questions not necessarily for public consumption be directed to me outside the Board meeting.

1. **Building Department**
2. **Housing Programs**
3. **Planning and Zoning**
4. **Environmental Inspections**
5. **Buildings and Grounds**
6. **Public Safety**
7. **Animal Control**

**CLOSED MEETING**

To move into a Closed Session the Chairman will need a motion stating the specific paragraph. The motion shall read:

*I move that the Board now convene to a Closed Meeting to discuss matters exempt from the open meeting requirements of the Virginia Freedom of Information Act. The purposes of the Closed Meeting is to discuss the subject matters identified as Personnel Matters and Legal matters. These subjects and purposes fall within the following exemptions under Section 2.2-3711 of the Code of Virginia, 1950, as amended.*

1.

2.

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**RETURN FROM CLOSED MEETING**

Upon return from the closed meeting, the Chairman will need a motion to return to the open meeting.

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A motion is required for certification of the closed meeting.

**CERTIFICATION OF CLOSED MEETING**

**WHEREAS,** the County of Amelia Board of Supervisors has convened in a closed meeting on this date pursuant to an affirmative recorded vote in accordance with the Virginia Freedom of Information Act; and

**WHEREAS,** 2.2-3711 of the Code of Virginia, 1950, as amended, requires a certification by the County of Sussex Board of Supervisors that such closed meeting was conducted in conformity with Virginia Law.

**NOW, THEREFORE, BE IT RESOLVED** that the County of Sussex Board of Supervisors hereby certifies that to the best of each member’s knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed meeting to which this certification applies, and (2) only such public business matters, as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the meeting to which this certification applies.

* Vote is to be made by roll call

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**MOTIONS FROM CLOSED MEETING**

Once the Closed Meeting is certified, the Board may proceed, if necessary, with any action resulting from the closed meeting.

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**MOTION TO CONTINUE OR ADJOURN MEETING**

A motion is required to continue or adjourn the meeting.

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