

**Sussex County Board of Supervisors Meeting**  
**Thursday, August 15, 2024 – 6 pm**  
**General District Courtroom – Sussex Judicial Center**  
**15098 Courthouse Road, Sussex VA 23884**

**AGENDA**

---

**1. Commencement**

- 1.01 Call to Order/Determine Quorum
  - a. Approval of Board Member(s) Participating by Phone under Board Remote Participation Policy
- 1.02 The Invocation
- 1.03 The Pledge of Allegiance
- 1.04 Agenda Amendment(s)
- 1.05 Approval of Regular Agenda

**2. Approval of Consent Agenda**

- 2.01 Approval of Minutes: July 15 Joint Public Hearing and July 18, 2024 Regular Board Meetings
- 2.02 Warrants and Vouchers
- 2.03 Treasurer's Report & Financial Update – *for information only*
- 2.04 Departmental Reports – *for information only*
- 2.05 Budget Amendment for Sheriff FY24 COLA Adjustment
- 2.06 Drug Forfeiture/Dare Program FYE24 Appropriation
- 2.07 Compensatory Leave Balances

**3. Recognitions/Awards/Presentation**

- 3.01 PRESENTATION: Resolution for Mr. Calvin C. Tyler, Sr. 100<sup>th</sup> Birthday
- 3.02 Update on Sussex DSS Operations – DSS Director Tawana Toran

**4. Public Hearing**

- 4.01 Amendment to Sussex County Code Imposing Credit/Debit Card Payment Fees
  - A. Board Comments
  - B. Public Comments
  - C. Action, if any

**5. Appointments** – none

**6. Action Items**

- 6.01 Proposed County Fiscal Operation Policy—Finance Director Kelly Moore
- 6.02 DSS FY24 Local Appropriation Request
- 6.03 Sussex Safety First Project (Virginia Opioid Abatement Authority)/MOU with the Sussex Commonwealth's Attorney's Office—Commonwealth's Attorney Regina Sykes

**7. Citizens' Comments**

**8. Unfinished Business** – none

**9. New Business** – none

**10. Board Members Comments**

- 10.01 Blackwater District
- 10.02 Courthouse District
- 10.03 Henry District
- 10.04 Stony Creek District
- 10.05 Wakefield District
- 10.06 Waverly District
- 10.07 Yale District

**11. Closed Session** – none

**12. Recess/Adjournment**

**At a Joint Public Hearings of the  
Sussex County Board of Supervisors  
and the Planning Commission  
Held in the General District Courtroom on  
Monday, July 15, 2024 at 6 pm**

**BOARD MEMBERS PRESENT**

Thomas W. Baicy, III  
C. Eric Fly, Sr.  
Alfred G. Futrell  
Phyllis T. Tolliver  
Steve D. White

**BOARD MEMBERS ABSENT**

Wayne O. Jones  
Rufus E. Tyler, Sr.

**STAFF PRESENT**

Richard Douglas, County Administrator  
Danielle Powell, County Attorney  
John Broderick, Director of Finance and Business Operations  
Ernest Giles, Sheriff  
Julius Hamlin, Division Superintendent  
Michael Kessinger, Captain  
Michael Poarch, Planner  
Nick Sheffield, Emergency Services Chief  
Beverly Walkup, Planning Director  
Shilton R. Butts, Assistant to the County Administrator/  
Clerk to the Board

**1. Call to Order/Determine Quorum**

Vice Chairman White called the July 15, 2024 Joint Public Hearings meeting of the Sussex County Board of Supervisors to order.

Chair Massenburg called the July 15, 2024 Joint Public Hearings meeting of the Planning Commission to order.

**2. Overview of Process and Public Hearing Rules**

A brief overview was provided of the process and Public Hearing rules for Conditional Use Permit #2024-02, Chaney Enterprises, Applicant (Tax Parcel #64-A-1)

**PLANNING COMMISSIONERS PRESENT**

Kevin Bracy  
J. Lafayette Edmonds  
Roger King  
Elena Grinstead  
Terry Massenburg  
Andrew Mayes  
Rudolph Shands

**PLANNING COMMISSIONERS ABSENT**

Dennis Mason

### 3. Staff Findings and Recommendations

Beverly Walkup, Planning Director, provided the staff report.

The purpose of the public hearing was to consider constructing and operating a Granite Quarry consisting of 239 acres to supply high quality construction aggregate. The property is located adjacent to the county line between Sussex and Dinwiddie and is approximately 0.4 mile south of the intersection of McKenney Hwy (Route 40) and Winfield Road (Route 630). The property sits along Route 630 which turns into Little Mill Road after crossing the county line into Sussex.

Comprehensive Plan: The property is located in the Rural Planning Area and is designated as Rural Preserve. This designation encourages protection and preservation of agricultural, forestal, recreational, and remote rural residential areas. Mining and extraction operations that locate according to the availability of natural resources should have strict limitations to avoid harmful effects on housing, farming, and conservation areas.

The property is zoned General Agricultural (A-1), in the f Stony Creek Election District

Existing Conditions: The property consists of cropland and forest and is bordered by Sappony Creek to the east, Little Mill Road to the west, Rocky Branch Creek to the south and the Dinwiddie-Sussex County line to the north.

An Aerial Map showed the distance of approximately five miles from Stony Creek (town limits).

#### Project Details:

- The quarry will be operated via two (2) distinct hard-rock quarries. The proposed quarry areas total 176 acres, known as the North and South Pit.
- The 36-acre North Pit currently consists of agricultural land with some forest and will contain the processing facility and a 12.03 acre pit that will be mined as Phase 1. The North Pit is proposed to yield approximately 16,000,000 tons.
- The South pit will be Phase II of the operation and contains the larger proposed excavation pit with a proposed 96.72 acres. The South pit contains mostly agricultural pine stands with some mixed hardwood forest. A small agricultural field is located within the southeast extent of the South Pit. The South Pit is proposed to yield approximately 60,000,000 tons.
- Both pits will include unimproved access roads, staging areas, and driveways originating from Little Mill Road.
- A minimum 12' berm is proposed to be constructed around entirety of operation.

#### Operations Plan:

The operation proposes 300 outbound loads per day, maximum with access via Little Mill Road. Trucks will make a right out of the site and head north to continue east or west on Route 40. Little Mill Road is currently a 2-lane substandard 20' right-of-way. The applicant proposes to improve Little Mill from the primary site entrance to Route 40 to a minimum of 25' of width and install appropriate striping and speed limit signs. Route 40 is a primary route classified as a minor arterial,

with a two-lane roadway and one lane in each direction. See attached Traffic Impact Analysis dated March 2024.

The hours of operation are proposed as follows:

Shipping Hours:

6:00 a.m. to 4:00 p.m. Monday thru Friday

7:00 a.m. to 3:00 p.m. on Saturdays and no shipping on Sundays

(24-hour shipping is allowed for DOT jobs, state, or local emergencies)

Plant Operation Hours:

6:00 a.m. to 6:00 p.m. Monday thru Friday

7:00 a.m. to 3:00 p.m. on Saturdays and no Plant Operations on Sundays

No blasting on weekends.

(As needed maintenance for plant or equipment will be allowed on Sundays but only if needed.)

Ordinance Review

- In the A-1 zone Extraction of natural resources and storage of salt, sand and minerals requires the granting of a Conditional Use Permit (CUP) following an advertised public hearing by the Board of Supervisors with a recommendation of the Planning Commission.
- The Board may impose conditions or limitations on any approval, including the posting of performance guarantees. See staff recommended conditions.

Staff Conclusions:

Strengths:

- The operation will supply high quality construction aggregate necessary for development projects and building construction.
- The application is consistent with the Comprehensive Plan.
- The application proposes a granite quarry and processing facility that will provide an additional revenue source for the County with materials dispatched via the site.
- The applicant proposes to make substantial road improvements to Route 630.
- The operation proposes to avoid impacts to environmentally sensitive areas, including identified wetlands, archeological and architectural sites.

Weaknesses:

Granite mining has the potential to create noise via blasting and equipment operations. (See attached noise study and blasting analysis.)

Agency/Departmental Comments:

Staff distributed the application to the associated review agencies. Responses are below:

- Department of Transportation (VDOT)
- Virginia Department of Conservation and Recreation
- Virginia Department of Wildlife Resources
- Virginia Department of Historic Resources
- Virginia Department of Energy
- Sussex County Chief of Fire and Rescue
- Sussex County Sheriff
- Sussex County Department of Economic Development
- Dinwiddie County Administration and Community Development

Staff Recommendation:

Based upon the strengths noted, staff recommends approval of the Conditional Use Permit with the following recommended conditions.

1. The Applicant shall develop, construct, operate, and maintain the site in substantial conformance with the application documents dated May 17, 2024, the operations plan dated June 2024, and the revised conceptual plan dated June 28, 2024, as determined by the Zoning Administrator. Substantial conformance will be determined by the Zoning Administrator based on his/her review of the record. Deviations determined not to be in substantial conformance with the application documents and conceptual plan shall require review and approval as an amendment to the conditional use permit, following the process for the granting of a conditional use permit. As used in these conditions, the term "Applicant" shall include the terms "Applicant, Owner, Developer, or Operator," and the successors and assigns thereof, the term "Zoning Administrator" shall include the designee of the Zoning Administrator, and the terms "Project" and "Granite Quarry" shall include the facility in its entirety, including the plant operations unless the context clearly dictates otherwise.
2. The applicant shall dedicate 25' from the centerline of Route 630 for future road widening.
3. The applicant shall upgrade Route 630 to a minimum standard as may be required by the Virginia Department of Transportation prior to operation of the quarry
4. All federal, state and local laws, regulations, permit requirements and ordinances will be adhered.

**4. Applicant Presentation on Chaney Enterprises - Granite Quarry Conditional Use Permit**

Kyle Murray with Chaney Enterprises provided the history of Chaney Enterprises.

Mr. Murray reviewed the maps location and proximity. He explained why this location was selected. He reviewed the map of the mining plan.

Richard Stuart, representative for applicant, agreed to conditions proposed.

Mr. Murray discussed the Site Impact Plan to include:

- Traffic Study performed to ensure no negative impacts to existing roads and intersections
  - Chaney will improve Route 630 to Route 40 to ensure safe travel for cars and trucks.
- Sound Study performed to ensure noise impacts are mitigated with berms
- Wetland delineation performed to ensure ZERO impacts to any existing wetlands or ponds
- Hydrologic Study performed to ensure no impacts to surrounding wells as well as any streams or creeks.
- Archeological study performed to ensure site did not have any impacts to historical findings.
- Vibration and Over Pressure study showed that all blast impacts were well below state thresholds.

## **Staff Review and Comments**

### **5. Joint Public Hearing on Chaney Enterprise - Granite Quarry Conditional Use Permit**

#### A. Board of Supervisors Action to Open Public Hearing

ON MOTION OF SUPERVISOR BAICY, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that Sussex County Board of Supervisors hereby open the Joint Public Hearing on the Granite Quarry Conditional Use Permit #2024-02, Chaney Enterprises, Applicant (Tax Parcel #64-A-1). All Board members present voted aye.

#### B. Planning Commission Action to Open Public Hearing

ON MOTION OF COMMISSIONER EDMONDS, seconded by COMMISSIONER BRACY and carried: RESOLVED that Sussex County Planning Commission hereby open the Joint Public Hearing on the Granite Quarry Conditional Use Permit #2024-02, Chaney Enterprises, Applicant (Tax Parcel #64-A-1). All Commissioners present voted aye.

#### C. Public Comments

Comments were heard from:

- Roy Beasley (Stony Creek District) - Litter; VDOT not picking up litter; groundwater.
- Millard "Pete" Stith (Chester/Jarratt) - Love for County; family scholarship; remodeling former Jefferson Elementary school in Jarratt.
- Beverly W. Terretta (Stony Creek District) - Property owner; submitted letter of support for Chaney Enterprise - Granite Quarry Conditional Use Permit.

#### D. Planning Commission Action to Close Public Hearing

ON MOTION OF COMMISSIONER EDMONDS, seconded by COMMISSIONER BRACY and carried: RESOLVED that the Sussex County Planning Commission hereby close the Public Hearing on the Granite Quarry Conditional Use Permit #2024-02, Chaney Enterprises, Applicant (Tax Parcel #64-A-1). All Commissioners present voted aye.

#### E. Board of Supervisors Action to Close Public Hearing

ON MOTION OF SUPERVISOR BAICY, seconded by SUPERVISOR TOLLIVER and carried: RESOLVED that the Sussex County Board of Supervisors hereby close the Public Hearing on the Granite Quarry Conditional Use Permit #2024-02, Chaney Enterprises, Applicant (Tax Parcel #64-A-1). All Board members present voted aye.

#### 6. Board of Supervisors and Planning Commission Questions/Comments for Applicant and/or Staff

Supervisor Baicy noted that he had visited all the sites.

Commissioner Mayes inquired about notifying neighbors of town hall meeting. He also inquired about groundwater' hydro geological study; inquired of whether study was done; and, well remediation plan; rock competence and assessment.

Vice Chairman White inquired of groundwater and requirement of Department of Mines, Mineral and Energy (DMME) to complete a study.

A copy of the staff report and additional information were provided to the Board members and Commissioners.

A copy of the Blasting, Vibration & Air Overpressure Review and Analysis from Deep Earth Logic were provided to the Board members and Commissioners.

#### 7. Planning Commission Action

ON MOTION OF COMMISSIONER EDMONDS, seconded by COMMISSIONER BRACY and carried: RESOLVED that the Sussex County Planning Commission hereby approves the the Granite Quarry Conditional Use Permit #2024-02, Chaney Enterprises, Applicant (Tax Parcel #64-A-1), subject to the following conditions:

1. The Applicant shall develop, construct, operate, and maintain the site in substantial conformance with the application documents dated May 17, 2024, the operations plan dated June 2024, and the revised conceptual plan dated June 28, 2024, as determined by the Zoning Administrator. Substantial conformance will be determined by the Zoning Administrator based on his/her review of the record. Deviations determined not to be in substantial conformance with the application documents and conceptual plan shall require review and approval as an amendment to the conditional use permit, following the process for the granting of a conditional use permit. As used in these conditions, the term "Applicant" shall include the terms "Applicant, Owner, Developer, or Operator," and the successors and assigns thereof, the term "Zoning Administrator" shall include the designee of the Zoning Administrator, and the terms "Project" and "Granite Quarry" shall include the facility in its entirety, including the plant operations unless the context clearly dictates otherwise.
2. The applicant shall dedicate 25' from the centerline of Route 630 for future road widening.



3. The applicant shall upgrade Route 630 to a minimum standard as may be required by the Virginia Department of Transportation prior to operation of the quarry
4. All federal, state and local laws, regulations, permit requirements and ordinances will be adhered.

Voting aye: Commissioners Bracy, Edmonds, Grinstead, King, Massenburg, Mayes, Shands

Voting nay: none

Absent: Commissioner Mason

## **8. Board of Supervisors Action**

ON MOTION OF SUPERVISOR BAICY, seconded by SUPERVISOR TOLLIVER and carried: RESOLVED that the Sussex County Planning Commission hereby approves the Granite Quarry Conditional Use Permit #2024-02, Chaney Enterprises, Applicant (Tax Parcel #64-A-1), subject to the following conditions:

1. The Applicant shall develop, construct, operate, and maintain the site in substantial conformance with the application documents dated May 17, 2024, the operations plan dated June 2024, and the revised conceptual plan dated June 28, 2024, as determined by the Zoning Administrator. Substantial conformance will be determined by the Zoning Administrator based on his/her review of the record. Deviations determined not to be in substantial conformance with the application documents and conceptual plan shall require review and approval as an amendment to the conditional use permit, following the process for the granting of a conditional use permit. As used in these conditions, the term "Applicant" shall include the terms "Applicant, Owner, Developer, or Operator," and the successors and assigns thereof, the term "Zoning Administrator" shall include the designee of the Zoning Administrator, and the terms "Project" and "Granite Quarry" shall include the facility in its entirety, including the plant operations unless the context clearly dictates otherwise.
2. The applicant shall dedicate 25' from the centerline of Route 630 for future road widening.
3. The applicant shall upgrade Route 630 to a minimum standard as may be required by the Virginia Department of Transportation prior to operation of the quarry.
4. All federal, state and local laws, regulations, permit requirements and ordinances will be adhered.

Voting aye: Supervisors Baicy, Fly, Futrell, Tolliver, White

Voting nay: none

Absent: Supervisors Jones, Tyler

## **9. Adjournment**

### **A. Planning Commission**

ON MOTION OF COMMISSIONER EDMONDS, seconded by COMMISSIONER BRACY and carried: RESOLVED that the Sussex County Planning Commission hereby adjourned the July 15, 2024 Joint Planning Commission and Board of Supervisors meeting at 7:02 p.m. All Commissioners present voted aye.

B. Board of Supervisors

ON MOTION OF SUPERVISOR BAICY, seconded by SUPERVISOR TOLLIVER and carried: RESOLVED that the Sussex County Board of Supervisors hereby adjourned the July 15, 2024 Joint Planning Commission and Board of Supervisors meeting at 7:02 p.m. All Board members present voted aye.

DRAFT

**At a Regular Meeting of the  
Sussex County Board of Supervisors  
Held in the General District Courtroom on  
Thursday, July 18, 2024 at 6 pm**

**BOARD MEMBERS PRESENT**

Wayne O. Jones, Chairman  
Steve White, Vice Chairman  
Thomas W. Baicy, III  
C. Eric Fly, Sr.  
Alfred G. Futrell  
Phyllis T. Tolliver  
Rufus E. Tyler, Sr.

**STAFF PRESENT:**

Richard Douglas, County Administrator  
Jeff Gore, County Attorney  
Ellen G. Boone, Commissioner of the Revenue  
Elizabeth Cooper,  
Deste J. Cox, Treasurer  
Jeffrey Gary, Public Works Director  
Ernest Giles, Sheriff  
Almetia Hardman, Deputy Commonwealth's Attorney (Virtual)  
Michael Kessinger, Captain  
Kelly W. Moore, Finance Director  
Michael Poarch, Planner  
Nick Sheffield, Emergency Services Chief  
Regina Sykes, Commonwealth's Attorney  
Beverly Walkup, Planning Supervisor  
Victor White, Solid Waste Coordinator  
Shilton R. Butts, Asst. to the County Administrator/  
Clerk to the Board of Supervisors

**1. Commencement**

**1.01 Call to Order/Determine Quorum**

Chairman Jones called the July 18, 2024 regular meeting of the Sussex County Board of Supervisors to order.

**1.02 The Invocation**

Supervisor Tolliver offered the Invocation.

**1.03 The Pledge of Allegiance**

The Pledge of Allegiance was recited by all.

#### 1.04. Agenda Amendments

Supervisor Fly requested to move Consent Agenda Item 2.08 CSA Revolving Fund Temporary Cap Increase under Item 6. Action Items, as Item 6.04.

Administrator Douglas added the introduction of New Hope Baptist Church newly installed Pastor.

#### 1.05. Approval of Regular Agenda

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TOLLIVER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve the July 18, 2024 regular agenda as amended to include (1) moving Item 2. Consent Agenda, Item 2.08 CSA Revolving Fund Temporary Cap Increase to Item 6. Action Items, as Item 6.04; and (2) adding as 3.03 Introduction of New Hope Baptist Church Pastor. All Board members present voted aye.

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

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TOLLIVER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Consent agenda inclusive of the following: (a) June 3 Joint BOS-PC, June 20 Special, June 20 Regular, June 25 Personnel Committee and June 26, 2024 Special Board Meeting minutes; (b) the Approval of Warrants and Vouchers; (c) the Treasurer's Report and Financial Update; (d) Departmental Reports; (e) Davenport Invoice for Financial Services; (f) Kroger Opioid Settlement Resolution; (g) Victim Witness Grant Award #25-O1439VW22Approval; and (h) Wakefield Police Service Agreement Amendment. All Board members present voted aye.

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

#### 3.01 The Introduction of Solid Waste Coordinator, Victor White

Public Works Director Jeff Gary introduced Victor White, who is serving as the County's Part-Time Solid Waste Coordinator and managing the County's Solid Waste Convenience Centers.

Mr. White introduced himself and thanked the Board

#### 3.02 RESOLUTION: Recognition of Mr. Calvin C. Tyler, Sr. 100th Birthday

Supervisor Tyler's dad, Mr. Calvin C. Tyler, Sr., celebrated his 100th birthday in June 20, 2024. Mr. Tyler recognized his dad on this major milestone.

By consensus, the Board approved the resolution:

WHEREAS, Calvin Coolige Tyler, Sr. was born on June 11, 1924 to the parents of Judge Tyler and Clara Tyler in Greensville County as the 6<sup>th</sup> child, and,

WHEREAS, Calvin Tyler siblings were Judge Tyler, Jr., Charlie Tyler, Sr., Roosevelt Tyler, Sr., Sue Tyler, Amelia Tyler, Herman Tyler, Cornelius Tyler and Garfield Tyler; and

WHEREAS, he attended elementary in Sussex County and was a member of the First Baptist Church in Jarratt serving as an Usher for several years; and,

WHEREAS, Calvin Tyler married Mozell Virginia Jefferson Tyler on November 27, 1945 and birthed seven children to this union namely: Calvin Tyler, Jr., Rita Tyler, Nathan Tyler, Linrod Tyler, Rochelle Tyler, Honorable Rufus Tyler, Honorable Welton Tyler and Yvette Tyler Wyche; and subsequently moved to Sussex County in 1966; and,

WHEREAS, Calvin Tyler, Sr. at an early age joined the Shiloh Baptist Church in Emporia, Virginia and later joined the Morning Star Baptist Church where he served on the Usher Board and subsequently becoming President for over 20 years; and,

WHEREAS, Calvin Tyler, Sr. is one of the original Tyler Brothers who traveled throughout the United States singing gospel; He later joined his family gospel group, “The Gospel Tears” until November 20, 2004; and

WHEREAS, Calvin Tyler, Sr. occupational skills included carpentry, farming and concrete finisher. However, he retired from Tredgar Steel Company as a Crew Supervisor in 1975 after being diagnosed with colon cancer; and,

WHEREAS, Calvin Tyler, Sr. was 100 years old on June 11, 2024, and was honored by family and friends for his years of community service and leadership.

Therefore, be it Resolved, that Sussex County Board of Supervisors hereby recognize and honor Calvin C. Tyler, Sr. on this day for his years of service as a resident of Sussex County.

The resolution will be presented to Mr. Calvin Tyler, Sr. at the August meeting.

A copy of the resolution was included in the Board packet.

### 3.03 Introduction of Newly Installed Pastor Ulric L. Eley, New Hope Baptist Church

Commissioner Boone gave a brief background of the newly installed Pastor of New Hope Baptist Church, Waverly, Virginia.

## **4. Public Hearings**

### 4.01 Ordinance Amendment #2024-02, Chapter 14: Environment and Natural Resources, Article II. Erosion and Sediment

A public hearing is scheduled to receive comments on the Article II, “Erosion and Sediment Control,” of Chapter 14 titled “Environment and Natural resources,” of the Sussex County Code,

as amended, to update the County's Erosion and Sediment Control Program in accordance with the State Code. Consistent with current State regulations and laws effective July 1, 2024, staff has provided the appropriate amendments to the County's Erosion and Sediment Control Ordinance for adoption by the Board of Supervisors.

Michael Poarch, Planner, provided the staff report as follows:

Ordinance Amendment #2024-01: An ordinance to Amend Article II, "Erosion and Sediment Control," of Chapter 14 titled "Environment and Natural Resources," of the Sussex County Code, as amended, to update the County's Erosion and Sediment Control Program in accordance with the State Code.

Summary:

As of July 1, 2024, Chapters 68 and 758 of the 2016 Acts of Assembly become effective. Those Acts, referred to as the "Consolidation Bill," combine stormwater management and erosion and sediment control requirements under the Virginia Erosion and Stormwater Management Act (VESMA), §§ 62.1-44.15:24 through 62.1-44.15:50 of the Code of Virginia. Requirements for a Virginia Erosion and Sediment Control Program (VESCP) are in the Erosion and Sediment Control Law (ESCL) for Localities Not Administering a Virginia Erosion and Stormwater Management Program, §§ 62.1-44.15:51 through 62.1-44.15:66 of the Code of Virginia. With the Consolidation Bill and VESM Regulation becoming effective on July 1, 2024, local ordinances for the administration of a Virginia Erosion and Sediment Control Program 2 (VESCP) or Virginia Stormwater Management Program (VSMP) will need to be updated to reflect both the new law and regulations.

Consistent with § 62.1-44.15:27 of the Code of Virginia, the Virginia Department of Environmental Quality (DEQ) has prepared a Virginia Erosion and Sediment Control Program (VESCP) Model Ordinance to assist in the development of the appropriate local ordinances.

Since Sussex County does not administer its own stormwater management program and relies on DEQ for administration, staff has provided the applicable updates to the Erosion and Sediment Control Ordinance. Some of the major changes include the following:

1) Sec. 14-22. Definition

- Inclusion to allow a farm building or structure on a parcel of land with a total impervious cover percentage, including the impervious cover from the farm building or structure to be constructed to be executed under an Agreement in lieu.
- Add definitions
  - Farm building or structure
  - Natural channel design concepts
  - Percent impervious
  - Runoff volume
  - VPDES Permit

- 2) Formatting and other minor edits/clarifications.

Staff recommended approval to the Board of Supervisors of the amended Erosion and Sediment Control Ordinance to be consistent with the current state regulations and laws effective July 1, 2024.

Copies of the Memorandum of the Department of Environmental Quality and Model Ordinance Draft of the amended Sussex County Erosion and Sediment Ordinance (tracked-changes version and clean version.) and the Notice of Public Hearing were included in the Board packet.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR TOLLIVER and carried: RESOLVED that the Sussex County Board of Supervisors hereby opened the Public Hearing on Ordinance Amendment #2024-02, Chapter 14: Environment and Natural Resources, Article II. Erosion and Sediment. All Board members present voted aye.

#### A. Board Comments

Board comments were heard from Supervisors Tyler, Fly and Jones.

#### B. Public Comments

There were no public comments.

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR WHITE and carried: RESOLVED that the Sussex County Board of Supervisors hereby closed the Public Hearing on Ordinance Amendment #2024-02, Chapter 14: Environment and Natural Resources, Article II. Erosion and Sediment. All Board members present voted aye.

#### C. Action

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR TOLLIVER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve Ordinance Amendment #2024-02, Chapter 14: Environment and Natural Resources, Article II. Erosion and Sediment.

Voting aye: Supervisors Baicy, Fly, Futrell, Jones, Tolliver, Tyler, White

Voting nay: none

### 5. Appointments

There was no appointments.

### 6. Action Items

6.01 Contract for Professional Architectural/Engineering Services for Fire/EMS Design (RFP #2024-01)

Administrator Douglas stated that RFP 2024-1 (Professional Services for Fire/EMS Station Design for Sussex County) was issued to solicit interest from architectural firms for the design of fire/EMS stations in Stony Creek and Waverly. A review team consisting of the County Administrator, Chief of Fire and Rescue, Waverly Fire Chief, and Stony Creek Fire Chief narrowed the list of proposals and interviewed five architectural firms. The unanimous choice of the review team was Guernsey Tingle of Williamsburg (to include as additional partners Stewart-Cooper-Newell Architects, Timmons Group, and Thompson Consulting Engineers). Chief Sheffield has been negotiating terms of a proposed contract with the selected firm, and should be able to recommend a contract maximum amount for design-related services for board consideration. If approved by the board, staff would work with the County Attorney to prepare a contract. It is critical to move forward with this project as quickly as possible in order to have facilities completed to accommodate County EMS crews in 2026.

The Board discussed getting numbers and information.

This item was tabled.

#### 6.02 Commonwealth's Attorney Funding Request for Computer Software Purchase

Staff is requesting consideration for funding for case management software for the Commonwealth's Attorney Office, as requested as a "big ticket" item but not included in the proposed or adopted FY25 operating budget. Specifically, \$47,150 is requested to purchase Prosecutor by Karpel case management software from Karpel Solutions, as described in the attached proposal. A budget amendment was also attached for your consideration, appropriating \$47,150 in reserve funds for this purchase. Recommendation: Staff recommends approval.

Copies of Karpel Solutions proposal, Big Ticket Item Form, and Budget Amendment #24-115 were included in the Board packet.

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR BAICY and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve Budget Amendment #24-115 for case management software for the Commonwealth's Attorney Office, as requested as a "big ticket" item, in the amount of \$47,150. All Board members present voted aye.

#### 6.03 Sheriff's Request for Vehicle Purchase

Summary: Staff is requesting approval of the purchase/financing of ten equipped vehicles for the Sheriff's Department, as requested but not included in the county's FY25 proposed or adopted operating budget. As listed on the attached application, this request is for the purchase from Haley Auto Group four 2024 Ford F-150 Police Responder vehicles (ranging in price from \$61k to \$63k) and six 2024 Dodge Durango vehicles (\$58k each), for a total cost of approximately \$599k (five-year term), depending on the current interest rate (previous rate offered by Ford Motor Credit was 6.66 percent). The initial payment would be approximately \$136k, and would require approval of a budget amendment to provide funding from reserves (attached). Conversely, staff is working with Davenport to determine if these vehicles could be financed through the county's existing line of credit for public safety vehicles through Bank of America (likely recommended four-year term).



This method should not require any initial payment of funds nor approval of a budget amendment at this time (payment schedule would be determined by Bank of America). Staff should know the feasibility of this option and interest rate by the time of the regular meeting. Recommendation: Staff recommends approval of the requested purchase and financing of the ten vehicles for the Sheriff's Department, to be financed through whichever method offers the lowest interest rate and total cost.

Copies of Ford Motor Credit proposal and Budget Amendment #24-116 were included in the Board packet.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR BAICY and carried: RESOLVED that the Sussex County Board of Supervisors: RESOLVED that the Sussex County Board of Supervisors hereby approve Budget Amendment #24-116 requested to purchase and finance ten vehicles for the Sheriff's Department,; and

FURTHER RESOLVED that it is to be financed through whichever method offers the lowest interest rate and total cost.

Voting aye: Supervisors Baicy, Fly, Futrell, Jones, Tolliver, Tyler, White

Voting nay: none

#### 6.04 CSA Revolving Fund Temporary Cap Increase

*This item was removed from the Consent Agenda to Action Items during agenda amendments.*

The CSA Coordinator is requesting that the CSA Revolving Fund cap be increased from \$250,000 to \$350,000 temporarily through September 30, 2024. This request is supported by the Finance Director, County Administrator, and Treasurer, and should allow for any outstanding FY24 CSA-related invoices to be paid and processed for state reimbursement prior to OCS's September 30 cut-off. Any FY24 invoices not processed by September 30 are ineligible for state reimbursement, resulting in all costs being the responsibility of the locality (staff has taken measures to eliminate this situation over the past couple years).

Staff recommends increase of CSA Revolving Fund cap to \$350,000 through September 30, 2024.

The Broad briefly discussed this item for clarification.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve the increase of CSA Revolving Fund cap to \$350,000 through September 30, 2024.

Voting aye: Supervisors Fly, Futrell, Jones, Tolliver, Tyler, White

Voting nay: none

Absent during vote: Supervisor Baicy

### **7. Citizens' Comments**

Comments were heard from:

- Kevin Bracy (Yale District) - County spending
- Paula Bracy (Yale District) - Speakers need to turn on microphones/speak clearly and louder.
- Ulric L. Eley (New Baptist Church Pastor) - Installed as Pastor of New Hope Baptist Church; invited Board to church first Sunday in August Homecoming Service - 9 a.m.; fun events; welcomed public; revival 1st, 2nd, and 3rd Wednesdays in August; thanked Board for work in the community.

## **8. Unfinished Business**

### 8.01 Contract for Professional Architectural/Engineering Services for Renovation and Construction of Historic Courthouse and Related Facilities (RFP #2023-02)

This action item was tabled after discussion at the April regular board meeting.

Administrator Douglas stated that Request for Proposals 2023-02—Professional Architectural/Engineering Services for Renovation and Construction of Historic Courthouse and Related Facilities was advertised in December 2023 to solicit proposals regarding the proposed courthouse project. Glave & Holmes, who along with the Wooten Company completed the initial building assessment and conceptual planning work related to this project, was the lone firm that submitted a proposal by the deadline (another firm submitted after the deadline and was not deemed as qualified as Glave & Holmes). Administrator Douglas noted that Glave & Holmes had significant experience in major historic preservation projects. They were highly regarded for their work with historic properties.

Staff is requesting authorization to execute a contract with Glave & Holmes for project architectural/engineering services (design, bid package, construction administration, etc.). In lieu of authorizing a contract to include \$624,140 in construction-related services, staff is recommending consideration of a contract to only reflect design-related services (\$1,432,455).

In consultation with Davenport, these fees can be covered by long-term financing, likely through USDA Rural Development. If the board chooses to limit the scope of a construction project or complete in individual phases, which could result in a more costly project over time, then staff would need to negotiate a new contract amount with the architect or advertise a new project. Recommendation: The Board authorize the County Administrator and County Attorney to prepare and execute a contract with Glave & Holmes for architectural/engineering design-phase services related to the courthouse project, for a cost not to exceed \$1,432,455, plus \$100,000 for project contingencies and reimbursable expenses. Attachment: Proposal for Professional Design and Construction Phase Services.

No action was taken.

## **9. New Business**

### 9.01 Proposed Meals Tax Ordinance

Administrator Douglas stated that several board members have expressed interest in considering a “meals tax” for Sussex County, which now under state law can be adopted by ordinance rather than referendum. Attached for your review is the Amelia County Food and Beverage Tax Ordinance, which was recently adopted by the Amelia County Board of Supervisors. County Attorney Jeff Gore discussed the process that could be potentially used in Sussex County. If by consensus or vote the board wishes to move forward with consideration of a potential ordinance, staff will develop an applicable ordinance and schedule a public hearing for the September regular board meeting.

It was noted during discussion that this item can't apply to towns that have food taxes.

Staff recommends moving forward with the process of potentially considering a County meals tax.

A copy of Amelia County ordinance was included in the Board packet.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR BAICY and carried: RESOLVED that the Sussex County Board of Supervisors hereby approved moving forward with staff developing an applicable ordinance and scheduling a public hearing for meal taxes.

Voting aye: Baicy, Futrell, Jones, Tolliver, Tyler, White

Voting nay: none

Abstained: Supervisor Fly

## **10. Board Member Comments**

10.01 Blackwater District - none

10.02 Courthouse District – Invitation to second soccer camp; begin toy drive.

10.03 Henry District – none

10.04 Stony Creek District – First Responder Appreciation Dinner Committee.

10.05 Wakefield District – East Senior Citizens went on the Spirit of Norfolk.

10.06 Waverly District – Seniors; Spirit of Norfolk; thanked Ms. Jones foundation; East Wakefield and Jarrett seniors.

10.07 Yale District - none

## **11. Closed Session**

11.01 Convene to Closed Session

There was no Closed Session.

## **12. Adjournment**

### 12.01 Adjournment

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR TYLER and carried: RESOLVED that the July 18, 2024 regular meeting of the Sussex County Board of Supervisors hereby adjourned at 8:49 p.m. All Board members present voted aye.

### 12.02 Next Meeting

The next regular Board of Supervisors meeting is scheduled to be held, Thursday, August 15, 2024.

DRAFT

August 15, 2024

## WARRANTS &amp; VOUCHERS SUMMARY

<b>TOTAL ALL WARRANTS FOR APPROVAL</b>	<b>\$ 926,601.29</b>
--	----------------------

<b>TOTAL ALL VOID CHECKS FOR APPROVAL</b>	<b>\$1,022.65</b>
---	-------------------

<b>ACCOUNTS PAYABLE WARRANTS:</b>	<b>CHECK NO.</b>	<b>AMOUNTS</b>	<b>PROCESS DATE</b>
FOR MONTH OF July 2024	228583-228647	\$ 230,131.57	10-Jul-24
	228648-228708	\$ 226,203.32	19-Jul-24
	228726-228769	\$ 146,513.69	26-Jul-24
	228773	\$ 15,000.00	31-Jul-24
Total Regular Warrants		\$ 617,848.58	

<b>PAY. DEDUCTION WARRANTS:</b>	<b>CHECK NO.</b>	<b>AMOUNTS</b>	<b>PROCESS DATE</b>
FOR MONTH OF July 2024	228532-228572	\$ 8,425.00	16-Jul-24
	228573-228582	\$ 70,938.38	16-Jul-24
	228718-228725	\$ 66,681.64	31-Jul-24
Total Payroll Deduction Warrants:		\$ 146,045.02	

<b>CSA WARRANTS:</b>	<b>CHECK NO.</b>	<b>AMOUNTS</b>	<b>PROCESS DATE</b>
FOR MONTH OF July 2024	228709-228717	\$ 131,840.18	24-Jul-24
	228770-228772	\$ 30,867.51	31-Jul-24
Total CSA Warrants:		\$ 162,707.69	

<b>ACH PAYMENTS</b>	<b>CHECK NO.</b>	<b>AMOUNTS</b>	<b>PROCESS DATE</b>
Total ACH Deduction Warrants:		\$ -	
<b>TOTAL VOUCHERS &amp; WARRANTS FOR APPROVAL</b>		<b>\$ 926,601.29</b>	

<b>VOIDED</b>	<b>CHECK NO.</b>	<b>AMOUNTS</b>	<b>PROCESS DATE</b>
---------------	------------------	----------------	---------------------

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
228583	923 ALL SEASONS TERMITE &	000	7/10/2024	95.00	.00
228584	1917 AMAZON CAPITAL SERVICES	000	7/10/2024	417.27	.00
228585	1010 AT&T	000	7/10/2024	3,909.16	.00
228586	382 BAI TREASURER'S USER GROU	000	7/10/2024	25.00	.00
228587	1642 BANKERS INSURANCE, LLC	000	7/10/2024	7,500.00	.00
228588	1472 BRACY, KEVIN	000	7/10/2024	75.00	.00
228589	183 BRITT'S SERVICE CENTER	000	7/10/2024	457.21	.00
228590	2240 BROOKS NETWORK SERVICES, L	000	7/10/2024	8,274.32	.00
228591	728 CARQUEST OF WAKEFIELD	000	7/10/2024	160.80	.00
228592	1485 CENTRAL AGRIBUSINESS	000	7/10/2024	123.20	.00
228593	2055 COMMONWEALTH CALIBRATIONS	000	7/10/2024	75.00	.00
228594	845 CROWN CASTLE GT COMPANY	000	7/10/2024	1,537.71	.00
228595	510 D.O.C. FARMER'S MARKET	000	7/10/2024	27,222.85	.00
228596	2064 DELL FINANCIAL SERVICES L	000	7/10/2024	27,876.35	.00
228597	193 DEPART OF MOTOR VEHICLES	000	7/10/2024	8,850.00	.00
228598	902 DOC FARMER'S MARKET	000	7/10/2024	288.35	.00
228599	1651 DOCUMENT SYSTEMS	000	7/10/2024	1,848.59	.00
228600	1651 DOCUMENT SYSTEMS	000	7/10/2024	1,839.59	.00
228601	84 DOMINION VIRGINIA POWER	000	7/10/2024	4,911.20	.00
228602	84 DOMINION VIRGINIA POWER	000	7/10/2024	1,088.55	.00
228603	123 EDMOND J. LAFAYETTE	000	7/10/2024	75.00	.00
228604	2157 EMERGENCY SOLUTIONS, INC.	000	7/10/2024	72,000.00	.00
228605	2030 FLORES & ASSOCIATES, LLC	000	7/10/2024	17,159.85	.00
228606	1605 GLOBAL SIGNAL ACQUISITIONS	000	7/10/2024	17,506.71	.00
228607	276 GREENSVILLE COUNTY WATER	000	7/10/2024	63.99	.00
228608	2218 GRINSTEAD, ELENA	000	7/10/2024	75.00	.00
228609	2219 JLV COMMUNICATIONS, LLC	000	7/10/2024	1,200.00	.00
228610	1477 KING, ROGER	000	7/10/2024	75.00	.00
228611	390 KUSTOM SIGNALS, INC	000	7/10/2024	770.00	.00
228612	1392 MASON, DENNIS	000	7/10/2024	75.00	.00
228613	309 MASSENBURG, TERRY	000	7/10/2024	100.00	.00
228614	1600 MAYES, ANDREW W.	000	7/10/2024	75.00	.00
228615	2066 MESSIER, SAREESE	000	7/10/2024	75.92	.00
228616	1983 MID-ATLANTIC PEST AND LAW	000	7/10/2024	835.00	.00
228617	1246 PHILLIPS TELECOMMUNICATION	000	7/10/2024	492.55	.00
228618	164 PITNEY-BOWES, LLC	000	7/10/2024	1,394.70	.00
228619	61 PRINCE GEORGE ELECTRIC	000	7/10/2024	198.89	.00
228620	2083 READ'S UNIFORMS INC.	000	7/10/2024	114.00	.00
228621	832 SAM'S CLUB DIRECT	000	7/10/2024	442.34	.00
228622	1866 SHANDS, RUDOLPH	000	7/10/2024	75.00	.00
228623	1787 SIMPLE COM	000	7/10/2024	192.00	.00
228624	77 SUSSEX SERVICE AUTHORITY	000	7/10/2024	4,067.00	.00
228625	1822 TFFELTSWELDING, LLC	000	7/10/2024	60.00	.00
228626	2239 TIMOTHY L. NEVILLE	000	7/10/2024	36,750.00	.00
228627	316 TOWN OF STONY CREEK	000	7/10/2024	196.57	.00
228628	317 TOWN OF WAKEFIELD	000	7/10/2024	1,268.90	.00
228629	318 TOWN OF WAVERLY	000	7/10/2024	2,286.12	.00
228630	897 TRANE COMPANY	000	7/10/2024	1,419.24	.00
228631	1833 TRANSSION RISK & ALTERNA	000	7/10/2024	75.00	.00
228632	319 TREASURER'S ASSOC OF VA	000	7/10/2024	400.00	.00
228633	1995 TRUIST BANK	000	7/10/2024	2,225.82	.00
228633	1995 TRUIST BANK	000	7/10/2024	4,164.33	.00

ACH

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
228634	2156 UNITED SITE SERVICES OF M	000	7/10/2024	510.00	.00
228635	418 V.A.L.E.C.O.	000	7/10/2024	60.00	.00
228636	737 VA EMPLOYMENT COMMISSION	000	7/10/2024	1,300.00	.00
228637	769 VERIZON	000	7/10/2024	1,764.60	.00
228638	39 VERIZON WIRELESS	000	7/10/2024	587.91	.00
228639	2050 VIRGINIA AMERICAN WATER C	000	7/10/2024	44.57	.00
228640	2139 VIRGINIA STATE POLICE	000	7/10/2024	30.00	.00
228641	2167 W & H RESOURCES, INC. PRI	000	7/10/2024	1,158.00	.00
228642	1601 W.S.CAMPBELL TOWING & REP	000	7/10/2024	20.00	.00
228643	2229 WAKEFIELD IGA INC	000	7/10/2024	128.00	.00
228644	873 WASTE MANAGEMENT OF	000	7/10/2024	698.77	.00
228645	1408 WITMER PUBLIC SAFETY GRP.	000	7/10/2024	5,315.64	.00
228646	1644 XEROX FINANCIAL SERVICES	000	7/10/2024	5,580.00	.00
	CLASS TOTAL			229,681.57	.00

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
228647	382 BAI TREASURER'S USER GROU	001	7/10/2024	450.00	.00
		CLASS TOTAL		450.00	.00
		ACH TOTAL		17,159.85	
		CHECK TOTAL		212,971.72	
		EPY TOTAL		.00	
		FINAL TOTAL		230,131.57	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 230,131.57- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

7.10.24  
 DATE  
 7-10-24  
 DATE  
 7/10/24  
 DATE

*[Signature]*  
 DIRECTOR OF FINANCE  
*[Signature]*  
 COUNTY TREASURER  
*[Signature]*  
 DESTE J. COX, TREASURER



A/P CHECK REGISTER  
Check Date - 7/19/2024

7/19/2024 SUSSEX COUNTY  
TIME- 9:48:59

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
228648	1960 ACI PAYMENTS, INC.	000	7/19/2024	268.54	.00
228649	1917 AMAZON CAPITAL SERVICES	000	7/19/2024	1,092.81	.00
228650	14 ATLANTIC ELECTION	000	7/19/2024	4,811.10	.00
228651	1676 BERKLEY GROUP	000	7/19/2024	12,292.50	.00
228652	183 BRITT'S SERVICE CENTER	000	7/19/2024	351.25	.00
228653	1251 CABIN POINT VETERINARY	000	7/19/2024	4,212.20	.00
228654	1251 CABIN POINT VETERINARY	000	7/19/2024	1,418.30	.00
228655	728 CARQUEST OF WAKEFIELD	000	7/19/2024	1,179.22	.00
228656	1485 CENTRAL AGRIBUSINESS	000	7/19/2024	61.60	.00
228657	1630 CHENEY BROTHERS	000	7/19/2024	3,521.14	.00
228658	622 COUNTY OF GREENSVILLE	000	7/19/2024	5,541.49	.00
228659	931 COUNTY OF PRINCE GEORGE	000	7/19/2024	1,980.06	.00
228660	20 COWLING BROTHERS	000	7/19/2024	91.53	.00
228661	24 CRAITER YOUTH CARE	000	7/19/2024	6,156.83	.00
228662	1185 DISPUTANTA ANIMAL HOSPITA	000	7/19/2024	99.66	.00
228663	902 DOC FARMER'S MARKET	000	7/19/2024	320.90	.00
228664	1651 DOCUMENT SYSTEMS	000	7/19/2024	407.60	.00
228665	84 DOMINION VIRGINIA POWER	000	7/19/2024	5,584.36	.00
228666	84 DOMINION VIRGINIA POWER	000	7/19/2024	2,958.11	.00
228667	1911 DOUGLAS RICHARD	000	7/19/2024	128.93	.00
228668	999999 ELIJAH THOMAS	000	7/19/2024	1,209.00	.00
228669	2157 EMERGENCY SOLUTIONS, INC.	000	7/19/2024	53.10	.00
228670	2030 FLORES & ASSOCIATES, LLC	000	7/19/2024	70,920.00	.00
228671	1658 GREENBERG & ASSOCIATES	000	7/19/2024	8,879.24	.00
228672	1703 HEFTY WILEY & GORE P.C.	000	7/19/2024	2,400.00	.00
228673	1747 HERC RENTALS INC.	000	7/19/2024	131.94	.00
228674	49 JARRATT HARDWARE	000	7/19/2024	9,180.00	.00
228675	1969 JENSEN MECHANICAL INC.	000	7/19/2024	1,166.83	.00
228676	999999 JUSTIN SPARROW	000	7/19/2024	18.99	.00
228677	129 LOGAN SYSTEMS, INC	000	7/19/2024	11,398.00	.00
228678	1943 MARK D. MILITANA MD PC	000	7/19/2024	14.40	.00
228679	999999 MICHAEL WEIGAND	000	7/19/2024	945.45	.00
228680	56 OWEN FORD, INC	000	7/19/2024	3,750.00	.00
228681	61 PRINCE GEORGE ELECTRIC	000	7/19/2024	92.25	.00
228682	1709 SCHULTZ LAWNSCAPES, INC.	000	7/19/2024	124.20	.00
228683	1571 SHI INTERNATIONAL CORP	000	7/19/2024	481.70	.00
228684	1618 SHRED-IT USA, LLC	000	7/19/2024	6,627.76	.00
228685	1787 SIMPLE COM	000	7/19/2024	4,838.40	.00
228686	968 SIXTH JUDICIAL CIRCUIT COU	000	7/19/2024	50.00	.00
228687	901 SIXTH JUDICIAL CIRCUIT CO	000	7/19/2024	2,772.48	.00
228688	1796 SIXTH JUDICIAL CIRCUIT CO	000	7/19/2024	2,772.48	.00
228689	1772 SOUTHSIDE ELECTRIC COOPER	000	7/19/2024	61.16	.00
228690	2022 STAR2STAR COMMUNICATIONS, L	000	7/19/2024	225.96	.00
228691	67 STONY CREEK PHARMACY	000	7/19/2024	488.27	.00
228692	162 SUFFOLK ENERGIES INC	000	7/19/2024	1,772.50	.00
228693	942 SUSSEX MINI MART	000	7/19/2024	14.93	.00
228694	77 SUSSEX SERVICE AUTHORITY	000	7/19/2024	52.50	.00
228695	1766 THE SUPPLY ROOM	000	7/19/2024	75.28	.00
228696	963 TIMMONS GROUP	000	7/19/2024	7,497.18	.00
228697	80 TRI CITY OFFICE PRODUCTS	000	7/19/2024	7,468.21	.00

AP100B 7/19/2024 SUSSEX COUNTY  
TIME- 9:48:59

A/P CHECK REGISTER  
Check Date - 7/19/2024

ActPd - 2024/07

PAGE 2

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
228598	1909 TRUE KLEEN, LLC	000	7/19/2024	625.00	.00
228599	2156 UNITED SITE SERVICES OF M	000	7/19/2024	170.00	.00
228700	301 VA EMPLOYMENT COMMISSION	000	7/19/2024	1,984.37	.00
228701	87 VAN CLEEF AUTO PARTS INC	000	7/19/2024	433.86	.00
228702	769 VERIZON	000	7/19/2024	1,866.36	.00
228703	338 VIRGINIA SHERIFF'S	000	7/19/2024	3,922.00	.00
228704	873 WASTE MANAGEMENT OF	000	7/19/2024	2,690.78	.00
228705	88 WAVERLY GLASS SHOP	000	7/19/2024	550.00	.00
69 ACH	2135 WEX INC	000	7/19/2024	18,472.05	.00
228706	93 XEROX CORPORATION	000	7/19/2024	149.63	.00
228707	1644 XEROX FINANCIAL SERVICES	000	7/19/2024	1,074.64	.00
228708	1987 3P TRADING COMPANY, LLC	000	7/19/2024	315.00	.00
	CLASS TOTAL			226,203.32	

ACH TOTAL CA 071924 39,643.79MHT

CHECK TOTAL 186,559.53MHT

EPY TOTAL .00

FINAL TOTAL 226,203.32MHT .00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 226,203.32- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

7-19-24  
DATE  
7/19/2024

7/19/24  
DATE  
7/19/2024


*Desire J. Cox*  
DIRECTOR OF FINANCE

*Desire J. Cox*  
TREASURER

A/P CHECK REGISTER  
Check Date - 7/26/2024

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
228726	1917 AMAZON CAPTIAL SERVICES	000	7/26/2024	199.99	.00
228727	10 BANK OF SOUTHSIDE VA	000	7/26/2024	2,618.02	.00
228728	10 BANK OF SOUTHSIDE VA	000	7/26/2024	659.31	.00
228729	383 BENJ.FRANKLIN PRINTING CO	000	7/26/2024	397.65	.00
228730	1472 BRACY, KEVIN	000	7/26/2024	75.00	.00
228731	999999 BRANDT, MICHELLE	000	7/26/2024	55.00	.00
228732	2041 BRANTLEY, LEAH	000	7/26/2024	100.00	.00
228733	183 BRITT'S SERVICE CENTER	000	7/26/2024	817.06	.00
228734	2042 BROWN, VIOLA	000	7/26/2024	75.00	.00
228735	1251 CABIN POINT VETERINARY	000	7/26/2024	2,117.85	.00
228736	1368 CAS SEVERN, INC.	000	7/26/2024	113.00	.00
228737	2106 CIVICPLUS	000	7/26/2024	4,397.40	.00
228738	20 COWLING BROTHERS	000	7/26/2024	47.50	.00
228739	871 CRYSTAL SPRINGS	000	7/26/2024	72.20	.00
228740	1931 DAVENPORT & COMPANY LLC	000	7/26/2024	51,558.16	.00
228741	193 DEPART OF MOTOR VEHICLES	000	7/26/2024	3,555.00	.00
228742	902 DOC FARMER'S MARKET	000	7/26/2024	257.25	.00
228743	123 EDMOND, J. LAFAYETTE	000	7/26/2024	75.00	.00
228744	2137 FLOCK SAFETY	000	7/26/2024	12,000.00	.00
70 ACH	2030 FLORES & ASSOCIATES, LLC	000	7/26/2024	10,272.78	.00
228745	2084 GRAY BARBARA	000	7/26/2024	75.00	.00
228746	2218 GRINSTEAD, ELENA	000	7/26/2024	75.00	.00
228747	1788 HALE'S ELECTRIC SERVICE,	000	7/26/2024	298.00	.00
228748	1550 KINEX NETWORKING SOLUTION	000	7/26/2024	1,350.00	.00
228749	1477 KING, ROGER	000	7/26/2024	75.00	.00
228750	309 MASSENBURG, TERRY	000	7/26/2024	100.00	.00
228751	1600 MAYES, ANDREW W.	000	7/26/2024	75.00	.00
228752	160 OLD HICKORY VOL FIRE	000	7/26/2024	5,000.00	.00
228753	2019 PETERSBURG ALARM COMPANY,	000	7/26/2024	172.00	.00
228754	1677 PETERSBURG HEALTH DEPT.	000	7/26/2024	735.78	.00
228755	2043 ROGERS EARL	000	7/26/2024	75.00	.00
228756	1131 SAFE AIR SYSTEMS	000	7/26/2024	3,768.96	.00
228757	1866 SHANDS, RUDOLPH	000	7/26/2024	75.00	.00
228758	292 STANDBY SYSTEMS, INC	000	7/26/2024	1,941.83	.00
228759	2046 SURRY COUNTY	000	7/26/2024	30,566.04	.00
228760	942 SUSSEX MINI MART	000	7/26/2024	5.94	.00
228761	2045 UMPHRETT, WINNIE	000	7/26/2024	75.00	.00
228762	1237 VA COURT CLERKS' ASSOC.	000	7/26/2024	320.00	.00
228763	769 VERIZON	000	7/26/2024	317.59	.00
228764	39 VERIZON WIRELESS	000	7/26/2024	1,477.17	.00
228765	2139 VIRGINIA STATE POLICE	000	7/26/2024	60.00	.00
228766	1601 W.S.CAMPBELL TOWING & REP	000	7/26/2024	145.21	.00
228767	2229 WAKEFIELD IGA INC	000	7/26/2024	192.00	.00
228768	496 WAKEFIELD VOL FIRE DEPT	000	7/26/2024	10,000.00	.00
228769	2044 WYCHE, NATHALIA	000	7/26/2024	75.00	.00
	CLASS TOTAL			146,513.69	
	ACH TOTAL			10,272.78	
	CHECK TOTAL			136,240.91	
	EPY TOTAL			.00	
	FINAL TOTAL			146,513.69	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 146,513.69 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

DocuSigned by:  
  
 E820A2B20854FB  
 Signed by:  
 Richard Douglas  
 89877358061C1

7/29/2024  
 7/26/2024

*Melissa Elin*

7/29/24

API00B 7/31/2024 SUSSEX COUNTY  
TIME-12:50:56

A/P CHECK REGISTER  
Check Date - 7/31/2024

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
228773	318 TOWN OF WAVERLY	000	7/31/2024	15,000.00	.00
		CLASS TOTAL		15,000.00	.00
		ACH TOTAL		.00	
		CHECK TOTAL		15,000.00	
		EPY TOTAL		.00	
		FINAL TOTAL		15,000.00	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 15,000.00 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

7/31/2024

DATE

7/31/2024

DATE

7/31/24  
DATE

Deauthorized by: [Signature]  
 Treasurer of Finance

Signed by: [Signature]  
 COUNTY ADMINISTRATION  
 DESIRE J. COX, TREASURER

PR100C RPT RUN TIME- 14.24.20 RPT RUN DTE- 7/09/2024 CHECK REGISTER PR END DATE-2024/07/16

EMPLY#	NAME	SOC.	SEC.	CHECK#	NET PAY
000874	ALLMOND, LISA MICHELLE	XXX-XX-1893		228532	200.00
000605	BANKS, BARBARA	XXX-XX-7560		228533	200.00
000873	BENNETT, RHONDA L	XXX-XX-0373		228534	175.00
000662	BONNER, MOLLIE T	XXX-XX-0941		228535	175.00
000489	BROWN, VIOLA D.	XXX-XX-1596		228536	200.00
000654	CAHOON, MELINDA K	XXX-XX-5877		228537	200.00
000889	CAMPER, BERNHARDINE A	XXX-XX-5231		228538	175.00
000154	CLARKE, SUSIE A	XXX-XX-0012		228539	200.00
000794	CONNER, REBECCA B	XXX-XX-2719		228540	175.00
000540	CORL, CHRISTINE C	XXX-XX-7587		228541	175.00
000888	CREED, SUSAN B	XXX-XX-1946		228542	175.00
000649	DAVIS, ALEXANDER JR	XXX-XX-3571		228543	175.00
000480	DAVIS, CORLISS W.	XXX-XX-4659		228544	200.00
000504	ELDER, BARBARA A	XXX-XX-8597		228545	600.00
000606	FORD-WESTBROOK, GAIL	XXX-XX-9840		228546	600.00
000488	GARY, POLLY U.	XXX-XX-8302		228547	175.00
000477	GILES, HATTIE S.	XXX-XX-1034		228548	200.00
000515	GILES, PAULINE E.	XXX-XX-4294		228549	200.00
000661	GILL, AMANDA L	XXX-XX-6373		228550	175.00
000602	GOODÉ, JACQUELINE W	XXX-XX-1908		228551	175.00
000890	GRIZZARD, KRISTEN N	XXX-XX-3960		228552	200.00
000599	HARVELL, JEAN D	XXX-XX-1983		228553	175.00
000600	HILL, LUCY P	XXX-XX-5375		228554	175.00
000487	HILL, MARY J.	XXX-XX-9442		228555	200.00
000795	JACKSON, JANICE E	XXX-XX-4056		228556	175.00
000474	JOHNSON, EARLINE T.	XXX-XX-1226		228557	175.00
000822	LOGAN, RHONDA F	XXX-XX-9336		228558	175.00
000483	MASON, MAE K.	XXX-XX-3370		228559	175.00
000502	MASON, REATHER S.	XXX-XX-1008		228560	175.00
000653	MASSENBURG, SALLIE M	XXX-XX-0949		228561	175.00
000601	MEADE, SHIRLEY D	XXX-XX-8891		228562	175.00
000782	MESSIER, CAROLYN P	XXX-XX-1845		228563	200.00
000797	MORRIS, NANCY H	XXX-XX-3778		228564	200.00
000541	PETTICOLAS, MAYVIS L	XXX-XX-8938		228565	175.00
000875	POOLE, ARNOLD M	XXX-XX-1202		228566	175.00
000519	SHIVER, VICKI F.	XXX-XX-0943		228567	200.00
000496	TAYLOR, EMMA P.	XXX-XX-8369		228568	175.00
000558	TRISVAN, BERNICE L	XXX-XX-8154		228569	200.00
000501	VAUGHAN, MARGARET	XXX-XX-2685		228570	175.00
000471	WILLIAMS, DOROTHY G.	XXX-XX-5839		228571	175.00
000497	WILLIAMS, YVONNE D.	XXX-XX-1228		228572	200.00
*****COMPANY TOTAL****					8,425.00

GROSS-\$ 8,425.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED. THE TOTAL 8,425.00 EQUALS THE CHECK REGISTER.

7-10-24 DATE  
7/10/24

Richard J. [Signature]  
COUNTY ADMINISTRATOR  
Dust G. Cox

PAYROLL DEDUCTION CHECKS

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	000245	AFLAC	DC040240716240700	7/16/2024	100-000200-0100-	545.09	228573		00000
00000	000245		DC040240716240700	7/16/2024	105-000200-0100-	369.19	228573		00000
00000	000245		DC041240716240700	7/16/2024	100-000200-0100-	587.57	228573		00000
00000	000245		DC041240716240700	7/16/2024	105-000200-0100-	588.52	228573		00000
					CHECK TOTAL	2,090.37			
00000	000881	ANTHEM BLUE CROSS AND	DC005240716240700	7/16/2024	100-000200-0100-	12,073.00	228574		00000
00000	000881		DC005240716240700	7/16/2024	105-000200-0100-	3,667.50	228574		00000
00000	000881		DC015240716240700	7/16/2024	100-000200-0100-	10,705.00	228574		00000
00000	000881		DC015240716240700	7/16/2024	105-000200-0100-	1,070.50	228574		00000
00000	000881		DC126240716240700	7/16/2024	100-000200-0100-	29,262.00	228574		00000
00000	000881		DC126240716240700	7/16/2024	105-000200-0100-	5,947.50	228574		00000
					CHECK TOTAL	62,725.50			
00000	001397	LEGAL SHIELD	DC097240716240700	7/16/2024	100-000200-0100-	92.78	228575		00000
00000	001397		DC097240716240700	7/16/2024	105-000200-0100-	65.85	228575		00000
					CHECK TOTAL	158.63			
00000	001021	MINNESOTA LIFE INS CO	DC200240716240700	7/16/2024	100-000200-0100-	483.42	228576		00000
00000	001021		DC200240716240700	7/16/2024	105-000200-0100-	126.51	228576		00000
					CHECK TOTAL	609.93			
00000	000872	NATIONWIDE RETIREMENT	DC090240716240700	7/16/2024	100-000200-0100-	345.00	228577		00000
					CHECK TOTAL	345.00			
00000	001801	SOUTHAMPTON COUNTY TREASU	DC116240716240700	7/16/2024	100-000200-0100-	268.84	228578		00000
					CHECK TOTAL	268.84			
00000	000247	TREASURER OF VIRGINIA	DC080240716240700	7/16/2024	100-000200-0100-	2,450.67	228579		00000
					CHECK TOTAL	2,450.67			
00000	000831	VACORP	DC035240716240700	7/16/2024	100-000200-0100-	264.10	228580		00000
00000	000831		DC035240716240700	7/16/2024	105-000200-0100-	121.80	228580		00000
					CHECK TOTAL	385.90			
00000	001027	VALIC RETIREMENT	DC091240716240700	7/16/2024	100-000200-0100-	875.00	228581		00000
					CHECK TOTAL	875.00			
00000	001429	VIRGINIA DEPT OF TAXATION	DC065240716240700	7/16/2024	100-000200-0100-	1,028.54	228582		00000
					CHECK TOTAL	1,028.54			
					CLASS TOTAL	70,938.38			
					FINAL TOTAL	70,938.38			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 70,938.38 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

7-10-24  
 DATE  
 7/10/24

*Richard D. [Signature]*  
 COUNTY ADMINISTRATOR

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	000245	AFLAC	DC040240731240700	7/31/2024	100-000200-0100-	566.81	228718		00000
00000	000245		DC040240731240700	7/31/2024	105-000200-0100-	369.19	228718		00000
00000	000245		DC041240731240700	7/31/2024	100-000200-0100-	587.57	228718		00000
00000	000245		DC041240731240700	7/31/2024	105-000200-0100-	588.52	228718		00000
					CHECK TOTAL	2,112.09			
00000	000881	ANTHEM BLUE CROSS AND	DC005240731240700	7/31/2024	100-000200-0100-	12,073.00	228719		00000
00000	000881		DC005240731240700	7/31/2024	105-000200-0100-	3,667.50	228719		00000
00000	000881		DC015240731240700	7/31/2024	100-000200-0100-	10,705.00	228719		00000
00000	000881		DC015240731240700	7/31/2024	105-000200-0100-	1,070.50	228719		00000
00000	000881		DC126240731240700	7/31/2024	100-000200-0100-	26,169.00	228719		00000
00000	000881		DC126240731240700	7/31/2024	105-000200-0100-	5,947.50	228719		00000
					CHECK TOTAL	59,632.50			
00000	001397	LEGAL SHIELD	DC097240731240700	7/31/2024	100-000200-0100-	92.78	228720		00000
00000	001397		DC097240731240700	7/31/2024	105-000200-0100-	66.85	228720		00000
					CHECK TOTAL	158.63			
00000	001021	MINNESOTA LIFE INS CO	DC200240731240700	7/31/2024	100-000200-0100-	576.30	228721		00000
00000	001021		DC200240731240700	7/31/2024	105-000200-0100-	126.51	228721		00000
					CHECK TOTAL	702.81			
00000	000872	NATIONWIDE RETIREMENT	DC090240731240700	7/31/2024	100-000200-0100-	345.00	228722		00000
					CHECK TOTAL	345.00			
00000	000247	TREASURER OF VIRGINIA	DC080240731240700	7/31/2024	100-000200-0100-	2,450.67	228723		00000
					CHECK TOTAL	2,450.67			
00000	000831	VACORP	DC035240731240700	7/31/2024	100-000200-0100-	283.14	228724		00000
00000	000831		DC035240731240700	7/31/2024	105-000200-0100-	121.80	228724		00000
					CHECK TOTAL	404.94			
00000	001027	VALIC RETIREMENT	DC091240731240700	7/31/2024	100-000200-0100-	875.00	228725		00000
					CHECK TOTAL	875.00			
					CLASS TOTAL	66,681.64			
					FINAL TOTAL	66,681.64-			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.

THE TOTAL 66,681.64-

EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

7-25-24

DATE

7/25/24

*Richard L. York*  
COUNTY ADMINISTRATOR  
*Desti Cox*

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PNT	ACH ACH PNT	BATCH INV DESCRIPTION
0000000	003001	ALLIED INSTRUCTIONAL SERV	JUN1013068-0026	7/24/2024		4110-053000-1013-	780.00	228709			29-Special Education Private 02016 TRISVAN, KHALIJA
		DISC. TOTAL					.00				TOTAL 780.00
0000000	003004	BELIEVE-N-U YOUTH EMPOWER	JUN1012998-0028	7/24/2024		4110-053000-1013-	5.092.00	228710			29-Special Education Private 02016 SCOTT, JAYLA
		DISC. TOTAL					.00				TOTAL 14,516.00
0000000	003006	BRIGHTSTAR CARE OF RICHMO	JUN1013105-0029	7/24/2024		4110-053000-1013-	3,272.50	228711			29-Special Education Private 02016 TRISVAN, KHALIJA
		DISC. TOTAL					.00				TOTAL 4,602.50
0000000	003039	BUILDING OUR YOUTH LLC	JUN1013142-0036	7/24/2024		4110-053000-3000-	1,200.00	228712			2h-WA Svcs:Students w/ Disabi02016 JONES, MONTOQUEE
		DISC. TOTAL					.00				TOTAL 1,200.00
0000000	003041	EMBRACE FOSTER CARE,LLC	JUN1013058-0002	7/24/2024		4110-053000-1004-	4,500.00	228713			2a-Treatment Foster Care: IV-02016 WARD, LUKE
		DISC. TOTAL					.00				TOTAL 10,752.20
0000000	003016	INTERCEPT YOUTH SERVICES	APR1013094-0006	7/24/2024		4110-053000-1005-	4,709.60	228714			2a1-Treatment Foster Care:non02016 EDWARDS, TATUM
		DISC. TOTAL					.00				TOTAL 46,748.39
0000000	003016	INTERCEPT YOUTH SERVICES	JUN1013111-0012	7/24/2024		4110-053000-1005-	4,709.60	228715			2a1-Treatment Foster Care:non02016 BYNUM, JOURNEY
		DISC. TOTAL					.00				TOTAL 4,260.00
0000000	003024	SH VARSITY ACQUISITION:DBA	APR1012931-0024	7/24/2024		4110-053000-1013-	5,287.00	228717			29-Special Education Private 02016 SANDLAIN, ANDREA
		DISC. TOTAL					.00				TOTAL 4,260.00



AP100 7/24/2024 SUSSEX COUNTY A/P CHECK REGISTER TIME: 11:34 ActPd - 2024/07

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV DESCRIPTION
0000000	003024		MAY1013098-0035	7/24/2024		4110-053000-1013-	264.00	228717		29-Special Education Private	02016 SANDLAIN, ANDREA
	DISC. TOTAL		CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	20.653.00
			CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	131.840.18
			CHECK TOTAL			.00 CPA PMT TOTAL	.00	EPY PMT TOTAL		TOTAL	131.840.18

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED. THE TOTAL 131,840.18- EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

7-24-24  
 DATE  
 7-24-24  
 DATE  
 7/24/24  
 DATE

*[Signature]*  
 DIRECTOR OF FINANCE  
*[Signature]*  
 COUNTY ADMINISTRATION  
*[Signature]*  
 CHESTE J. COX, TREASURER

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	A/P ACCRL	ACCOUNT NO.	NET AMOUNT	CHECK NO.	ACH PMT	G/L ACCOUNT DESC.	BATCH INV. DESCRIPTION
0000000	003006	BRIGHTSTAR CARE OF RICHMOND	MAR1013155-0038	7/31/2024		4110-053000-1013-	1,824.00	228770		29-Special Education Private	02020 TRISVAN, KHALIJA
			CHECK TOTAL								1,824.00
0000000	003039	BUILDING OUR YOUTH LLC	JUN1013087-0047	7/31/2024		4110-053000-2001-	720.00	228771		3-Community Based	02020 BYNUM, JANITYAH
0000000	003039		JUN1013088-0044	7/31/2024		4110-053000-2001-	2,400.00	228771		3-Community Based	02020 WILLIAMS, OLIJAH
0000000	003039		JUN1013089-0042	7/31/2024		4110-053000-2001-	1,800.00	228771		3-Community Based	02020 HAYES, JOEL
0000000	003039		JUN1013090-0046	7/31/2024		4110-053000-2001-	1,920.00	228771		3-Community Based	02020 PERRY, SHU'WAHD
0000000	003039		JUN1013104-0043	7/31/2024		4110-053000-2001-	1,800.00	228771		3-Community Based	02020 ELLIS, KAMRON
0000000	003039		JUN1013125-0045	7/31/2024		4110-053000-2001-	2,400.00	228771		3-Community Based	02020 SMITH, RYAN
0000000	003039		JUN1013136-0048	7/31/2024		4110-053000-2001-	2,640.00	228771		3-Community Based	02020 SHEARS, ZAMIR
0000000	003039		JUN1013152-0040	7/31/2024		4110-053000-2001-	1,800.00	228771		3-Community Based	02020 RUFFIN, ARTEMUS
0000000	003039		JUN1013153-0041	7/31/2024		4110-053000-2001-	2,400.00	228771		3-Community Based	02020 STRINGFIELD, AMON
			CHECK TOTAL								17,880.00
0000000	003033	NORTH SPRING BEHAVIORAL H	JUL1013154-0039	7/31/2024		4000-000000-0000	5,834.20	228772		3-Community Based	02020 FOSTER, KAYLA
0000000	003033		JUN1013053-0037	7/31/2024		4110-053000-1003-	5,329.31	228772		1e-Educational Services Congr	02020 FOSTER, KAYLA
			CHECK TOTAL								11,163.51
			CHECK TOTAL								30,867.51
			CHECK TOTAL								30,867.51

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 30,867.51. EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

7-31-24  
 DATE  
 7/31/2024  
 DATE

*Kelly Signe*  
 DIRECTOR OF FINANCE

*Kelley Douglas*  
 CHIEF FINANCIAL OFFICER

*Wolfgang Eladio*  
 BESTE J. COO. TREASURER

SUSSEX COUNTY  
TREASURER'S REPORT  
AND  
FINANCIAL UPDATE

SUBMITTED BY DESTE J. COX, TREASURER

JULY 31, 2024

- Bank Reconciliation
- General Fund Revenue/Expenditure Summary
- Revenue/Expense Summary
  - o Capital Projects Fund
  - o Reserve Fund
  - o CSA Fund



## TREASURER'S OFFICE

DESTE JARRATT COX  
TREASURER  
SUSSEX COUNTY

15074 COURTHOUSE ROAD  
P.O. BOX 1399  
SUSSEX, VA. 23884

Phone (434)246-1086 or  
(434)246-1087  
Fax (434)246-2347

Statement of money in the banks to the credit of Sussex County as shown by the Treasurer's books at the close of business July 31, 2024

**TRUIST #201- SUSSEX, VA**

Bank Balance -----	\$23,890.40	
Bank Fees/Adjustments -----	120.37	
Deposits in Transit-----	(200.00)	
Outstanding Checks-----	0.00	\$23,810.77

**BSV #301- STONY CREEK, VA**

Business Checking-----	\$3,134,311.00	
Business Investment Checking-----	\$1,109,309.48	
Bank Fees/Returned Checks-----	198.00	
Credit Card Fees/Adjustments-----	694.72	
Deposits in Transit -----	531.24	
Outstanding Checks-----	(1,326,717.03)	\$2,918,327.41

**PRIMIS #401- WAVERLY, VA**

Bank Balance-----	\$19,079.07	
Deposits in Transit-----	(0.86)	\$19,078.21


Investments and CD's-----

#30392331 - Primis #451	\$1,076,459.64	
#30391992 - Primis #451	\$2,130,615.35	
#30390504 - Primis #451	\$2,626,153.32	
		\$5,833,228.31

<b><u>LGIP INVESTMENT #803</u></b> Investment Balance-----		\$2,357,991.72
<b><u>VA INV POOL #804</u></b> Investment Balance-----		\$3,959,265.04
TOTAL IN BANKS REC W/GL-----		\$15,111,701.46

Letters or statements from each of the above mentioned banks are on file in the Treasurer's Office of Sussex County certifying the balance as listed above.

Respectfully submitted:

  
 \_\_\_\_\_  
 Deste J. Cox, Treasurer

**SUSSEX COUNTY - DESTE J. COX, TREASURER**  
**REVENUE/EXPENDITURE SUMMARY REPORT**  
**JULY 2024**

**General Fund** **FUND BALANCE as of 07/31/24 = \$ 9,200,457**

<i>REVENUES</i>		<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 07/31/2024</i>	<i>PRIOR FY - YTD Through 07/31/2023</i>	<i>COLLECTED % YTD</i>
Real Estate - 2024		6,001,738	0	0	0	0.0%
Public Service Corp - 2024		612,460	0	0	0	0.0%
Personal Property - 2024		4,680,371	0	0	0	0.0%
Machinery & Tools - 2024		794,000	0	0	0	0.0%
Local Sales & Use Taxes (net)		1,233,850	121,663	121,663	97,823	9.9%
Transient Occupancy Tax		110,000	0	0	968	0.0%
Consumer Utility Taxes		92,500	13,004	13,004	442	14.1%
Business License Taxes		108,525	3,463	3,463	83	3.2%
Motor Vehicle Licenses		239,100	3,872	3,872	6,350	1.6%
Landfill Tipping Fees		5,490,000	421,765	421,765	458,567	7.7%
Delinquent Tax - Real Estate		139,500	22,124	22,124	23,654	15.9%
Delinquent Tax - Personal Property		92,850	39,737	39,737	52,737	42.8%
Penalties - All Property		105,000	6,559	6,559	7,974	6.2%
Interest - All Property		27,000	3,796	3,796	2,303	14.1%
Court Fines		710,000	64,070	64,070	58,876	9.0%
State		4,974,761	593,786	593,786	309,807	11.9%
Federal		67,449	0	0	0	0.0%
Transfer from Reserve		868,708	250,419	250,419	70,000	28.8%
Transfer from Fire Rescue Escrow		220,529	0	0	0	0.0%
Designated Use of Fund Balance		3,557,797	0	0	0	0.0%
<i>EXPENDITURES</i>		<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 07/31/2024</i>	<i>PRIOR FY - YTD Through 07/31/2023</i>	<i>SPENT % YTD</i>
General Government		3,083,748	315,980	315,980	182,304	10.2%
Judicial Administration		1,483,308	119,242	119,242	116,989	8.0%
Fire, Rescue, EMS		3,184,435	231,477	231,477	571,567	7.3%
Sheriff's Operations & Jail		6,975,565	506,024	506,024	514,319	7.3%
Public Works		1,662,039	145,070	145,070	176,301	8.7%
Health & Welfare		1,396,162	0	0	0	0.0%
Education		8,496,170	644,941	644,941	13,834	7.6%
Rec & Cultural Enrichment		237,935	0	0	0	0.0%
Planning/Community Dev		531,342	51,295	51,295	96,695	9.7%
Grants		3,306,069	688,602	688,602	564,178	20.8%
Debt Service		1,499,476	978,940	978,940	991,034	65.3%

## General Fund

				ANNUAL	CURRENT MONTH	ACTUAL 07/31/2024	YTD 07/31/2023	Spent %
EXPENDITURES BY DEPARTMENT				APPROPRIATED	ACTIVITY	YEAR TO DATE	PRIOR FISCAL YEAR	YTD
Board of Supervisors				176,229	10,336	10,336	15,912	5.9%
Administration				1,276,894	151,031	151,031	91,408	11.8%
Contingency Acct (7/1/24 = \$87,301)				87,301	-	-	0	0.0%
HRA Admin Fee				6,020	434	434	0	7.2%
HRA Employer Spend				250,000	35,878	35,878	0	14.4%
IT & Central Acct				64,500	4,876	4,876	0	7.6%
County Attorney				111,000	9,180	9,180	0	8.3%
Registrar/Board of Elections				283,418	31,068	31,068	29,226	11.0%
Com of Revenue				331,520	24,386	24,386	22,879	7.4%
Treasurer				496,866	48,792	48,792	22,879	9.8%
<b>General Government</b>				<b>3,083,748</b>	<b>315,980</b>	<b>315,980</b>	<b>182,304</b>	<b>10.2%</b>
ARPA - 2nd Tranche				52,000	0	0	0	0.0%
ARPA - Broadband				3,245,229	666,905	666,905	243,311	20.6%
Admin/Indust Dev Grants				8,840	21,697	21,697	0	245.4%
<b>Grants</b>				<b>3,306,069</b>	<b>688,602</b>	<b>688,602</b>	<b>564,178</b>	<b>20.8%</b>
Courts				115,860	17,377	17,377	12,315	15.0%
Clerk of Courts				487,334	36,031	36,031	43,899	7.4%
Commonwealth Atty				781,094	58,695	58,695	51,432	7.5%
Victim Witness				99,020	7,138	7,138	9,343	7.2%
<b>Judicial Administration</b>				<b>1,483,308</b>	<b>119,242</b>	<b>119,242</b>	<b>116,989</b>	<b>8.0%</b>
Fire/Rescue/EMS				2,730,199	186,717	186,717	536,832	6.8%
Aminal Control				454,236	44,760	44,760	34,735	9.9%
<b>Fire, Rescue, EMS</b>				<b>3,184,435</b>	<b>231,477</b>	<b>231,477</b>	<b>571,567</b>	<b>7.3%</b>
Court Sec/Spot/FO/E911				4,652,891	357,399	357,399	299,252	7.7%
Confinement of Inmates				2,197,434	142,468	142,468	207,665	6.5%
Crater Crim Justice Aca.				125,240	6,157	6,157	7,402	4.9%
<b>Sheriff's Operations &amp; Jail</b>				<b>6,975,565</b>	<b>506,024</b>	<b>506,024</b>	<b>514,319</b>	<b>7.3%</b>
Building & Grounds				704,573	76,614	76,614	79,059	10.9%
Envir Inspections				185,786	3,091	3,091	32,517	1.7%
General Works				385,500	23,360	23,360	19,407	6.1%
Convenience Ctrs.				386,180	42,006	42,006	45,317	10.9%
<b>Public Works</b>				<b>1,662,039</b>	<b>145,070</b>	<b>145,070</b>	<b>176,301</b>	<b>8.7%</b>
Health - Outside Agencies				271,854	0	0	0	0.0%
Com. Support Services - Outside Agencies				157,342	0	0	0	0.0%
Local Contrib to DSS				345,411	0	0	0	0.0%
Local Contrib to CSA				621,555	0	0	0	0.0%
<b>Health &amp; Welfare</b>				<b>1,396,162</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
Local Contrib to Sch Fd				8,496,170	644,941	644,941	13,834	7.6%
<b>Education</b>				<b>8,496,170</b>	<b>644,941</b>	<b>644,941</b>	<b>13,834</b>	<b>7.6%</b>
Library/Cultural - Outside Agencies				177,935	0	0	0	0.0%
Recreational Contrib- Outside Agencies				60,000	0	0	0	0.0%
<b>Recreational &amp; Cultural Enrichment</b>				<b>237,935</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
Planning/Building/Zoning				462,388	51,295	51,295	46,695	11.1%
Crater Planning Com				17,039	0	0	0	0.0%
Va Gateway Region				50,415	0	0	0	0.0%
Crater SBDC				1,500	0	0	0	0.0%
<b>Planning/Community Dev</b>				<b>531,342</b>	<b>51,295</b>	<b>51,295</b>	<b>96,695</b>	<b>9.7%</b>
Debt Service				1,499,476	978,940	978,940	991,034	65.3%
<b>Debt Service</b>				<b>1,499,476</b>	<b>978,940</b>	<b>978,940</b>	<b>991,034</b>	<b>65.3%</b>

**SUSSEX COUNTY  
REVENUE/EXPENDITURE SUMMARY REPORT  
JULY 2024**

Capital Projects Fund - Fund 302		FUND BALANCE as of 07/31/24 = \$ 42,522 plus \$221,130 F&R Dedicated Funds				
		ANNUAL APPROPRIATED	CURRENT MONTH ACTIVITY	YTD ACTUAL 07/31/2024	PRIOR FY - YTD Through 07/31/2023	
<b>REVENUES</b>						
Interest Earned		0	0	0	0	
Gifts/Donations Fire & Rescue		0	500	500	0	
Designated Use of Fund Balance		220,529	0	0	0	
<b>Total Capital Projects Fund Revenues</b>		<b>220,529</b>	<b>500</b>	<b>500</b>	<b>0</b>	
<b>EXPENDITURES</b>						
Communications		0	11,398	11,398	0	
Trf to General Fund		220,529	0	0	0	
<b>Total Capital Projects Fund Expenditures</b>		<b>220,529</b>	<b>11,398</b>	<b>11,398</b>	<b>0</b>	

**SUSSEX COUNTY  
REVENUE/EXPENDITURE SUMMARY REPORT  
JULY 2024**

Reserve Fund 135		FUND BALANCE as of 07/31/24 = \$ 3,932,039				
		ANNUAL APPROPRIATED	CURRENT MONTH ACTIVITY	YTD ACTUAL 07/31/2024	PRIOR FY - YTD Through 07/31/2023	
<b>REVENUES</b>						
Interest		0	0	0	0	
Transfer from General Fund		0	0	0	0	
<b>Total Reserve Fund Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>EXPENDITURES</b>						
Transfer to General Fund		248,708	250,419	250,419	70,000	
<b>Total Reserve Fund Expenditures</b>		<b>248,708</b>	<b>250,419</b>	<b>250,419</b>	<b>70,000</b>	

**SUSSEX COUNTY  
REVENUE/EXPENDITURE SUMMARY REPORT  
JULY 2024**

CSA Fund 110		FUND BALANCE as of 07/31/24 = \$ (114,631)				
		ANNUAL APPROPRIATED	CURRENT MONTH ACTIVITY	YTD ACTUAL 07/31/2024	PRIOR FY - YTD Through 07/31/2023	
<b>REVENUES</b>						
CSA State Funds		1,420,315	265,338	265,338	0	18.7%
Local Appropriation		621,555	0	0	0	0.0%
<b>Total Reserve Fund Revenues</b>		<b>2,041,870</b>	<b>265,338</b>	<b>265,338</b>	<b>0</b>	
<b>EXPENDITURES</b>						
CSA Expenditures		2,041,870	162,708	162,708	81,130	8.0%
<b>Total Reserve Fund Expenditures</b>		<b>2,041,870</b>	<b>162,708</b>	<b>162,708</b>	<b>81,130</b>	

# **BUILDING INSPECTIONS DEPARTMENT**



## **August 15, 2024 Monthly Reports**





# MEMORANDUM

DATE: August 1, 2024  
 TO: Richard Douglas, County Administrator  
 FROM: Matt Westheimer, Building Official  
 SUBJECT: July 2024 - Monthly Report

Please accept this as the July 2024 update for the Building Department.

## BUILDING ACTIVITY

- July 2024

<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing &amp; Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
6	18	4	7	107	\$373,158.23	\$6,256.62

- July 2023

<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing &amp; Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
10	14	0	6	85	\$1,663,705.00	\$6,309.00

- January 2024 – December 2024 (Yearly totals)

<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing &amp; Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
97	103	29	61	662	\$7,055,031.55	\$62,258.95

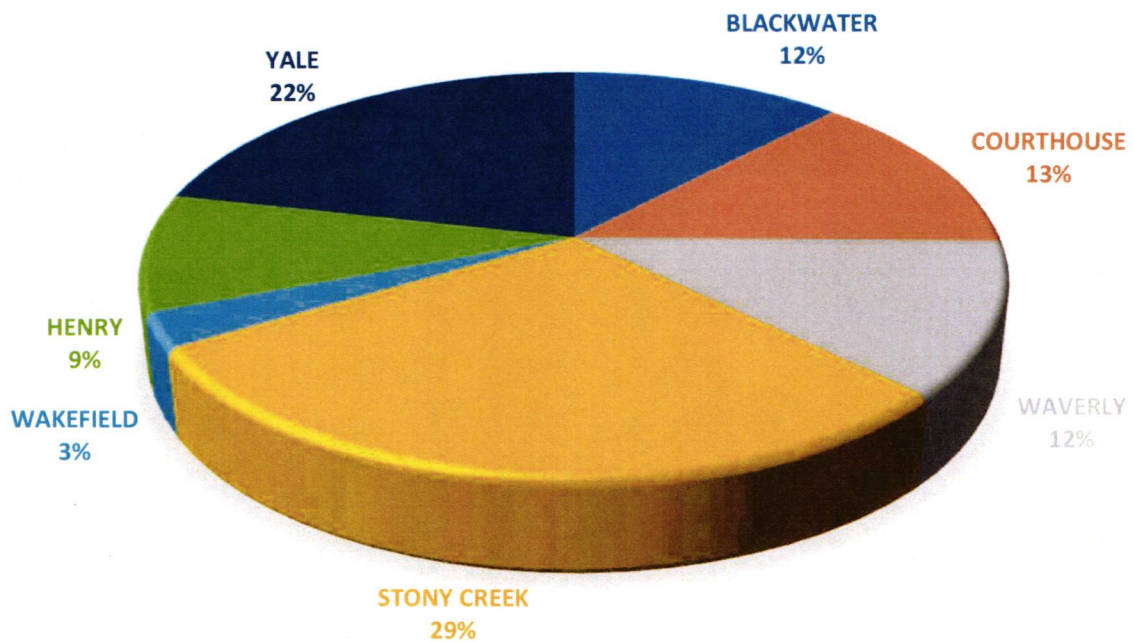
<i>Inspections completed within 24 hours For July</i>	<i>100%</i>
<i>Plans reviewed within 10 business days For July</i>	<i>100%</i>



# SUSSEX COUNTY INSPECTIONS PERFORMED BY DISTRICT JULY 2024

DISTRICT	INSPECTIONS
BLACKWATER	13
COURTHOUSE	14
WAVERLY	13
STONY CREEK	31
WAKEFIELD	3
HENRY	10
YALE	23

### INSPECTIONS BY DISTRICT



# Planning Department



**August 15, 2024**

**Monthly Reports**

# Planning & Zoning Department Monthly Report for July 2024

## Community Development

### Current Developments

- Landfill Expansion
- Waverly Solar
- Waverly RNG Project
- Dollar General
- Sussex Youth and Adult Recreation Association Improvements

### Upcoming Developments

- Evergreen Acres “Section 2”
- Blackwater Outdoor Shooting Range
- WAWA
- Shands Energy Storage System (BESS)
- Waverly RNG Pipeline Phase 2

## Grant Administration

### Pocahontas Neighborhood

- Eight (8) housing projects have been completed under the Pocahontas project, including Four (4) substantial reconstructions and four (4) housing rehabilitations.
- Department of Housing and Community Development (DHCD) has granted funding on June 5, 2024 to proceed with the Pocahontas Drainage Improvement Project.

## Planning Commission

- The Planning Commission held a public hearing to consider the following application(s) at the July Joint Public Meeting with the Board of Supervisors:
  - The Planning Commission recommended approval for Conditional Use Permit Application #2024-02, Freedom Quarry, applicant, to The Board of Supervisors.

## Permits Issued

- Three Zoning Permits
  - ✓ Communication Tower Equipment Upgrade
  - ✓ Ground Mounted Solar (accessory to a residence)
  - ✓ Single Family Dwelling

## Address Assigned

- None

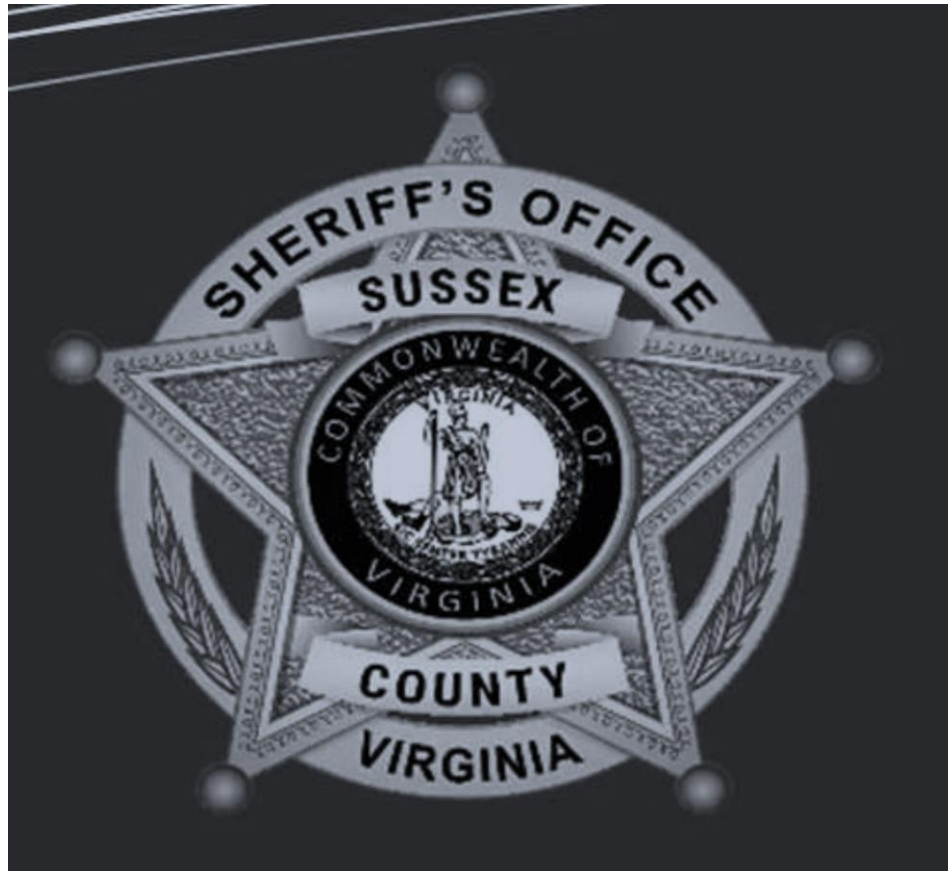
## Pending Conditional Use Permit Applications under Review

- Winfield Solar
  - Located within the Courthouse Election District
- Cassius Blue Solar
  - Located within the Henry Election District
- Big Pine Solar, LLC
  - Located within the Courthouse and Blackwater Election District
- ISP Shooting Range and Defensive Training Center
  - Located in the Courthouse Election District

## Erosion & Sediment Control

- Monthly Land Disturbance Report to DEQ up-to-date
- Nine (9) commercial projects are active and being inspected within a two-week period or after each significant rainfall when possible.
- Seven (7) Agreements in Lieu of an ESC Plan for single family residential projects inspected periodically.

# **Sheriff's Department**



**August 15, 2024**

**Monthly Reports**

**BOARD ACTION FORM**

**Agenda Item:** Consent Agenda Item #2.05

**Subject:** Budget Amendment for Sheriff FY24 COLA Adjustment

**Board Meeting Date:** August 15 2024

=====  
**Summary:** Attached for your consideration is a budget amendment that appropriates \$1,906 from reserves to the FY25 operating budget for adjusted cost-of-living increases for the Sheriff's Department (the Board of Supervisors approved an across-the-board three percent increase for all county employees for FY25). The Sheriff has requested and the County Administrator supports a COLA adjustment for employees with salary changes after mid-March 2024, to reflect annual salary as of June 30<sup>th</sup> rather than as of mid-March 2024, when COLAs have typically been computed and budgeted for each employee. It should be noted that the board approved a similar adjustment for FY24, and has only affected the Sheriff's Department this year.

**Recommendation:** Approval recommended.

**Attachment:** Budget Amendment

=====  
**ACTION:** That the Board of Supervisors approves the amendment that appropriates \$1,906 from reserves to the FY25 operating budget for adjusted cost-of-living increases for the Sheriff's Department.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Jones	___	___
Fly	___	___	Tolliver	___	___
Futrell	___	___	Tyler	___	___

White \_\_\_ \_\_\_

**RESOLUTION #25-120**  
**FY25 BUDGET AMENDMENT**

BE IT RESOLVED by the Sussex County Board of Supervisors that the following budget amendment for the Sheriff/Jail departments be and hereby is made for the period of July 1, 2023 through June 30, 2024. This resolution will appropriate local reserve funds for staff COLA's effective July 1, 2024.

**FUND # 100**  
**GENERAL FUND**

REVENUE

Fund 135 Local Reserves	<u>\$1,906</u>
<b>Total Revenues</b>	<b>\$1,906</b>

EXPENDITURE

Fund 100 Sheriff's Operations & Jail	<u>\$1,906</u>
<b>Total Expenditures</b>	<b>\$1,906</b>

Adopted this 15<sup>th</sup> day of August, 2024.

---

Wayne O. Jones, Chairman  
Sussex County Board of Supervisors

ATTEST:

---

Shilton R. Butts, Clerk  
Sussex County Board of Supervisors

**BOARD ACTION FORM**

**Agenda Item:** Consent Agenda Item #2.06

**Subject:** Drug Forfeiture/Dare Program FYE24

**Board Meeting Date:** August 15 2024

=====

**Summary:** Staff received a request from Treasurer Deste Cox to appropriate the proceeds from the Department of Criminal Justice allocation to the Sussex County Sheriff and Commonwealth’s Attorney under the Drug Forfeiture Fund. There is an annual standing agreement with the Sussex Board of Supervisors that authorizes the Treasurer to accept and appropriate all receipts and beginning balances for Drug Asset Forfeiture proceeds and the Dare Program contributions throughout the fiscal year to allow for internal controls, reporting and tracking.

The total beginning FYE2024 fiscal balance for the Drug Forfeiture account was \$22,771.46. Total funds collected, including interest, totaled \$721.00, for a total appropriation of \$23,492.46 for the fiscal year.

The total beginning FYE2024 fiscal balance for the DARE account was \$665.98. No additional funds were collected, for a total appropriation of \$665.98 for the fiscal year.

For audit purposes, these appropriations are done each year.

**Recommendation:** That the Board appropriates the following for fiscal year ending 2024 and authorize the Treasurer to continue appropriating all proceeds, beginning balances, and use of funds, as needed, for the Drug Forfeiture and DARE Funds.

**Attachment:** Treasurer Cox’s Letter, Drug Forfeiture/Dare Program FY2024, dated 7/23/ 24

=====

**ACTION:** That the Board of Supervisors appropriates the following for fiscal year ending 2024; \$23,492.46 to the Drug and Asset Forfeiture accounts; and, \$665.98 to the Dare Program account; and

FURTHER RESOLVED that the Treasurer is authorized to continue appropriating all proceeds, beginning balances and use of funds, as needed, for the Drug Forfeiture and DARE Funds.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>	<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>
Baicy	___	___	Jones	___	___
Fly	___	___	Tolliver	___	___
Futrell	___	___	Tyler	___	___

White \_\_\_ \_\_\_





## SUSSEX COUNTY

DESTE JARRATT COX  
TREASURER  
15074 COURTHOUSE ROAD

TREASURERS OFFICE  
P O BOX 1399  
SUSSEX, VA 23884

Phone (434) 246-1087

Fax (804) 246-2347

To: Sussex County Board of Supervisors  
From: Deste J. Cox, Treasurer  
Date: July 23, 2024  
RE: Drug Forfeiture/Dare Program FYE24

The Department of Criminal Justice allocates Drug Asset Forfeiture proceeds to the Sussex County Sheriff and Commonwealth Attorney under the Drug Forfeiture Fund. There is an annual standing agreement with the Sussex Board of Supervisors that authorizes the Treasurer to accept and appropriate all receipts and beginning balances for Drug Asset Forfeiture proceeds and the Dare Program contributions throughout the fiscal year to allow for internal controls, reporting and tracking. No local funds are involved in these allocations.

The total beginning FYE2024 fiscal balance for the Drug Forfeiture account was \$22,771.46. Total funds collected, including interest, totaled \$721,000, for a total appropriation of \$23,492.46 for the fiscal year.

The total beginning FYE2024 fiscal balance for the DARE account was \$655.98 and no additional funds were collected, for a total appropriation of \$655.98 for the fiscal year.

**For audit purposes, please appropriate the following for fiscal year ending 2024 and further authorize the Treasurer to continue appropriating all proceeds, beginning balances, and use of funds, as needed, for the Drug Forfeiture and DARE funds:**

**\$23,494.46 to the Drug and Asset Forfeiture accounts**  
**\$ 655.98 to the Dare Program account**

**BOARD ACTION FORM**

**Agenda Item:** Consent Agenda Item #2.07

**Subject:** Compensatory Leave Balances

**Board Meeting Date:** August 15 2024

=====

**Summary:** Compensatory leave balances for general and public safety employees may not exceed 120 hours at the end of the calendar year. On December 21, 2023, the Board of Supervisors approved an extension period through July 1, 2024 in which employees would be able to use their compensatory leave over the maximum allowed.

There was one employee that as of July 1, 2024 had over the allowed 120 hours. The compensatory leave overage totals 74.75 hours valued at \$3,561.09. Please note the amount will come from fund balance.

**Recommendation:** That the Board of Supervisors approve the compensatory leave overage for the one employee to be paid out in the August 31, 2024 pay period.

**Attachment:** N/A

=====

**ACTION:** That the Board of Supervisors approve the compensatory leave overage for the one employee to be paid out in the August 31, 2024 pay period.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	Jones	___	___
Fly	___	___	Tolliver	___	___
Futrell	___	___	Tyler	___	___
			White	___	___

**BOARD ACTION FORM**

**Agenda Item:** Recognitions #3.01

**Subject:** PRESENTATION: Resolution for Mr. Calvin C. Tyler, Sr. for 100<sup>th</sup> Birthday

**Board Meeting Date:** August 15 2024

=====

**Summary:** The Board approved a resolution at their last meeting. Mr. Calvin C. Tyler, Sr. will be present to receive the resolution honoring his 100<sup>th</sup> birthday.

**Recommendation:** That the Board present the Resolution to Mr. Calvin C. Tyler, Sr.

**Attachment:** A copy of the Resolution.

=====

**ACTION:** Presentation of the Resolution to Mr. Calvin C. Tyler, Sr. in recognition of his 100<sup>th</sup> Birthday.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>	<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			S. White (Tie Breaker)	___	___



**Resolution in Recognition of  
Mr. Calvin C. Tyler, Sr.**

WHEREAS, Calvin Coolige Tyler, Sr. was born on June 11, 1924 to the parents of Judge Tyler and Clara Tyler in Greensville County as the 6<sup>th</sup> child, and,

WHEREAS, Calvin Tyler siblings were Judge Tyler, Jr., Charlie Tyler, Sr., Roosevelt Tyler, Sr., Sue Tyler, Amelia Tyler, Herman Tyler, Cornelius Tyler and Garfield Tyler; and

WHEREAS, Calvin Tyler married Mozell Virginia Jefferson Tyler on November 27, 1945 and birthed seven children to this union namely: Calvin Tyler, Jr., Rita Tyler, Nathan Tyler, Linrod Tyler, Rochelle Tyler, Honorable Rufus Tyler, Honorable Welton Tyler and Yvette Tyler Wyche; and subsequently moved to Sussex County in 1966; and,

WHEREAS, Calvin Tyler, Sr. at an early age joined the Shiloh Baptist Church in Emporia, Virginia and later joined the Morning Star Baptist Church where he served on the Usher Board and subsequently becoming President for over 20 years; and,

WHEREAS, Calvin Tyler, Sr. is one of the original Tyler Brothers who traveled throughout the United States singing gospel; He later joined his family gospel group, "The Gospel Tears" until November 20, 2004; and

WHEREAS, Calvin Tyler, Sr. occupational skills included carpentry, farming and concrete finisher. However, he retired from Tredgar Steel Company as a Crew Supervisor in 1975 after being diagnosed with colon cancer; and,

WHEREAS, Calvin Tyler, Sr. was 100 years old on June 11, 2024, and was honored by family and friends for his years of community service and leadership.

Therefore, Be It Resolved, that Sussex County Board of Supervisors hereby recognize and honor Calvin C. Tyler, Sr. on this day for his years of service as a resident of Sussex County.

---

Date

---

Wayne O. Jones, Chairman  
County of Sussex  
Board of Supervisors

**BOARD ACTION FORM**

**Agenda Item:** Recognitions #3.02

**Subject:** Update on Sussex DSS Operations – DSS Director Tawana Toran

**Board Meeting Date:** August 15 2024

=====

**Summary:** Tawana Toran, Sussex County Director of Social Services (DSS), will provide a brief overview of the department’s progress and challenges during FY24, as well as introduce her leadership team. She has served as the department director since May 2023. No action is requested.

**Recommendation:** N/A

**Attachment:** None.

=====

**ACTION:** N/A

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>	<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>
Fly	___	___	W. Jones	___	___
Futrell	___	___	Seward	___	___
D. Jones	___	___	Tyler	___	___
			S. White (Tie Breaker)	___	___

**BOARD ACTION FORM**

**Agenda Item:** Public Hearing Item #4.01

**Subject:** Amendment to Sussex County Code Imposing Credit/Debit Card Payment Fees

**Board Meeting Date:** August 15 2024

=====

**Summary:** A public hearing has been scheduled and advertised to consider public input related to an amendment to county code to impose credit/debit card service fees for authorized transactions (Ordinance #24-02). The Board of Supervisors adopted an ordinance in March 2021 to repeal credit card service fees authorized under county and state code, in part to provide convenience and flexibility for residents during and after the COVID pandemic. However, the county is now incurring over \$30,000 per year in service fee costs due to increasing use of credit and debit cards for authorized transactions. As a measure to reduce county expenses, staff is recommending approval of this ordinance amendment to reinstate credit/debit card service fees being charged to customers for these transactions.

A budget amendment is also proposed to account for the collection and expenditure of funds for credit card fees (the Treasurer will collect applicable fees for each transaction, then submit to the applicable financial institution).

**Recommendation:** Staff recommends approval.

**Attachments:** Proposed ordinance and budget amendment

=====

**ACTION:** That the Board adopts the Ordinance and approves the budget amendment.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>	<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>
Baicy	___	___	W. Jones	___	___
Fly	___	___	Tolliver	___	___
Futrell	___	___	Tyler	___	___
			White	___	___

**AN ORDINANCE TO AMEND THE SUSSEX COUNTY CODE OF VIRGINIA, AS AMENDED, BY ADDING SECTION 28-25 TO CHAPTER 28; TAXATION; TO STATE THAT WHEN THE COUNTY TREASURER ACCEPTS CREDIT CARD PAYMENT, THE COUNTY TREASURER SHALL ADD A SUM NOT TO EXCEED THE AMOUNT CHARGED TO THE COUNTY FOR PROCESSING THE PAYMENT.**

---

**WHEREAS**, Section 15.2-1427 of the Code of Virginia, 1950, as amended, enables governing bodies to adopt or amend ordinances; and

**WHEREAS**, pursuant to Section 2.2-614.1, of the Code of Virginia, a public body may add to any sum, not to exceed the amount charged to that public body for acceptance of any payment by a means that incurs a charge to that public body or the amount negotiated and agreed to in a contract with that public body, whichever is less; and

**WHEREAS**, the Sussex County Board of Supervisors finds this Ordinance is appropriate to defray costs; and

**WHEREAS**, the full text of this amendment was available for public inspection in the County Administrator's Office, located at 20135 Princeton Road, Sussex, Virginia 23884.

**NOW THEREFORE, BE IT ORDAINED**, by the Board of Supervisors of Sussex County that the Code of the County of Sussex Virginia, as amended, is hereby amended by adding Section 28-25 as follows:

**§1. CHAPTER 28 - TAXATION**

**Article II. PAYMENT AND COLLECTIONS**

**Sec. 28-25. Payment by commercially acceptable means.**

The treasurer may accept payment for any amounts due to the county, including but not limited to taxes, interest, penalties, fees, fines or other charges, by any commercially acceptable means, including but not limited to checks, credit cards, debit cards, and electronic funds transfers. The treasurer may add to any amount due a sum not to exceed the amount charged to the treasurer for acceptance, pursuant to contract or otherwise.

*State Law reference*— Authority to accept revenue by commercially acceptable means, Code of Virginia, § 2.2-614.1.

§2. This ordinance shall become effective upon adoption.

Adopted this 15<sup>th</sup> day of August, 2024.

---

Wayne O. Jones, Chairman  
Sussex County Board of Supervisors

Attest:

---

Shilton R. Butts, Clerk

**RESOLUTION #24-121**  
**FY25 BUDGET AMENDMENT**

BE IT RESOLVED by the Sussex County Board of Supervisors that the following budget amendment for the Treasurer department be and hereby is made for the period of July 1, 2024 through June 30, 2025. This resolution will appropriate funds for credit card fees.

**FUND # 100**  
**GENERAL FUND**

REVENUE

Fund 100	<u>\$35,000</u>
<b>Total Revenues</b>	<b>\$35,000</b>

EXPENDITURE

Fund 100 Treasurer	<u>\$35,000</u>
<b>Total Expenditures</b>	<b>\$35,000</b>

Adopted this 15<sup>th</sup> day of August, 2024.

\_\_\_\_\_  
Wayne O. Jones, Chairman  
Sussex County Board of Supervisors

ATTEST:

\_\_\_\_\_  
Shilton R. Butts, Clerk  
Sussex County Board of Supervisors



## **SUSSEX COUNTY BOARD OF SUPERVISORS PUBLIC NOTICE**

The Sussex County Board of Supervisors at its regular meeting on August 15, 2024 at 6:00 p.m., in the General District Courtroom, Sussex Judicial Center, 15098 Courthouse Road, Sussex, Virginia, will consider, and intends to take action upon, a proposed Ordinance to allow there to be added a sum not to exceed the amount charged to the county for the processing of credit card payments.

A copy of the proposed ordinance is available for public inspection at the County Administrator's Office, located at 20135 Princeton Road, Sussex, Virginia 23884, between the hours of 8:30 A.M. and 5:00 P.M., Monday through Friday. Questions may be directed to the Richard Douglas, County Administrator, at [sricks@sussexcountyva.gov](mailto:sricks@sussexcountyva.gov).

Any person requiring physical or sensory assistance at the hearing should contact the County Administrator's Office at 434-246-1000 a minimum of three business days before this meeting.

Richard Douglas, County Administrator  
7/31 & 8/7/2024

**BOARD ACTION FORM**

**Agenda Item:** Action Items #6.01

**Subject:** Proposed County Fiscal Operation Policy – Finance Director Kelly Moore

**Board Meeting Date:** August 15 2024

=====

**Summary:** Finance Director Kelly Moore will present a proposed fiscal operation policy for the Board of Supervisor’s discussion and consideration (recently emailed to each board member for review). This policy addresses fiscal operations, capital projects, revenue, fund balance, payment of warrants, and debt. It is considered good practice to have an adopted fiscal policy and has been recommended by county auditors and financial advisor.

**Recommendation:** Staff recommends approval of the proposed policy.

**Attachment:** Draft Fiscal Operation Policy

=====

**ACTION:** That the Board approves the proposed Fiscal Operation Policy.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>	<b><u>Member</u></b>	<b><u>Aye</u></b>	<b><u>Nay</u></b>
Baicy	___	___	W. Jones	___	___
Fly	___	___	Tolliver	___	___
Futrell	___	___	Tyler	___	___
			White	___	___

# COUNTY OF SUSSEX



## FISCAL OPERATION POLICY DRAFT

## FISCAL OPERATION POLICIES

The budget is the County plan to identify and allocate its yearly resources. The objective is to provide the needed services with efficiency and at the desired level within allocated resources.

- A. The annual budget will be prepared under the guidelines provided by the Code of Virginia.
- B. The budget will provide for current expenditures with current revenues. It will provide for the adequate maintenance and orderly replacement of capital plant and equipment, and the adequate funding of all retirement systems.
- C. Current awarded grants and awarded bond proceeds approved by the Board of Supervisors may be accounted for through the budget process. All awarded County grants and awarded bond proceeds not accounted for through the initial budget process must be approved and appropriated by the Board of Supervisors and revenues and expenditures must be posted in the general ledger to account for such budget. Any unexpended bond proceeds or grant proceeds approved by the Board of Supervisors will be encumbered or accounted for in the following fiscal year for both revenues and expenditures for proper reporting.
- D. Monthly reports of revenues and expenditures will be presented to the Board of Supervisors identifying any shortfall or excess of revenues and any overage or unexpended expenditures. The Board will address these budget issues with an increase or decrease in appropriated revenues or expenditures as recommended by financial administration and any appropriations will be entered in the general ledger monthly to reflect up to date financial reports.
- E. If deficits are anticipated early in any fiscal year, spending will be proportionally reduced where possible to eliminate current year shortfalls. Budget appropriations will be posted monthly to the general ledger as approved by the Board of Supervisors for financial reporting to reflect any deficits that may occur.
- F. Priority will be given to maintaining current service levels. Service expansions will be funded by new or reallocated resources. Proposed new services require detailed justification and budgetary requirements.
- G. Transfers between line item expenditures within a Department can be approved by

the department head. Transfers between expenditure accounts in different departments of funds must be approved by the County Administrator. A budget transfer or appropriation approved by the County Administrator will be posted in the general ledger identifying the transfer of expenditures for proper reporting of fund accounting.

- H. The County will appropriate a Contingency Budget to provide for unanticipated expenditures that arise during the year. This budget will be established at a minimum of one half of one percent of the estimated General Fund revenues. Use of these funds will require the approval of the Board of Supervisors. (This is approximately \$111,000 for FYE19) When the Board of Supervisors approve the use of these funds, a budget transfer will be posted in the general ledger from the contingency account to the expenditure account authorized for payment.
- I. A list of journal entries, budget appropriations, budget transfers and audit entries that has been posted in the general ledger will be generated monthly, reported to the Board of Supervisors and maintained at the County Finance Department.

#### **CAPITAL PROJECT AND CAPITAL IMPROVEMENT POLICIES:**

- A. The County will make all capital improvements in accordance with an adopted capital improvement program. The Capital Improvement Fund will be a revolving fund where grant revenues and other budgeted revenues are intended to replenish the fund.
- B. Annual Capital Improvements funding will be provided in the budget each year to fund the Capital Improvements of vehicles, lease purchases, technology infrastructure and other annually funded Capital Improvements. A department's vehicles will be funded based on the average life of the vehicle divided into the cost of the vehicle. Example: \$10,000 will be budgeted, transferred to the Capital Improvement Fund and encumbered each budget year for a vehicle costing \$40,000 with an average life of 4 years. The budget commencement of a Capital Improvement when it has been taken out of the budget process will allow for the funding of such Capital Improvement in the initial budget year while allowing for the Capital Improvement account to rebuild a funding balance by the next rotation or purchase of such Capital Improvement. Example: A fire truck costing \$500,000 would be funded in the general fund budget for \$150,000 and transferred to and encumbered in the Capital Improvement Fund for the next four years. At the end of four years the Capital Improvement account would have a funding balance of \$100,000 for the next scheduled purchase.
- C. The County will establish and update annually, a five-year Capital Improvement Program with recommendations from County Administration while seeking assistance from the Planning Commission report such Program to the Board of

Supervisors that are consistent with identifiable needs of the County.

- D. The Capital Project team as designated in item C above will meet periodically to review progress of all outstanding projects. The County will coordinate the capital improvement budget with the development of the general operating budget. Projected funding sources will be identified along with the projected capital expenditures.

#### **REVENUE POLICIES:**

The County goal is a budget based on revenue balanced between real estate, personal property, sales taxes, and other revenue sources.

- A. Real Property will be reassessed every four years, as mandated by State statutes.
- B. The County will adhere to sound appraisal procedures to keep property values current. The goal is to achieve an assessment to sales ratio of at least 95% when the assessment is compared with sales in the succeeding calendar year.
- C. The County will estimate all revenue sources by an objective and analytical method.
- D. The County will monitor all revenue sources to insure that they are equitably administered and collections are timely and accurate. For enterprise funds, a biennial rate study will be completed to determine its revenue is sufficient to cover operational costs and debt service.

#### **FUND BALANCE**

Fund Balance is accumulated savings to provide working capital and capital for unforeseen emergencies.

- A. It is not the policy of the County to use General Fund equity or Fund Balance to normally finance current operations.
- B. The County will establish a minimum undesignated cash fund balance for each fiscal year end of 16% of the County's General Fund budget with the desired goal of 18%. (Example: FYE19 would be 3.9 million dollars.) Any excess amount should be considered for one time capital expenditures or a transfer to the Capital Improvement fund or Debt Service Reserve Fund (135).

## **PAYMENT OF WARRANTS**

### **Accounts Payable:**

- A. The county's goal will be to generate warrants weekly by scheduling payment of all bills when due to prevent late charges to the county and to help reflect the most recent posted payment to current bills received.
- B. All bills must be approved by the department head unless it is a distribution invoice for all or multiple departments and reviewed by a designated person from the Board of Supervisors. The County will monitor all expenditures to insure that they paid timely and accurately.
- C. Appropriated funds must be available in each department's budget before expenditures can be paid unless the County Administrator approves such expenditure and reports such approval to the Board.
- D. Every warrant register must be presented to the Treasurer's Office with proper signatures, before any warrants can be paid or mailed.
- E. Bank wire payments for debt service or any other wire payments must be presented to the Treasurer's Office on special form with wiring instructions and properly executed for payment. The Treasurer will wire payment as presented and post a journal entry to record such payment as approved.
- F. Before any laser warrants or checks can be run with imaging signatures of the Treasurer or County Administrator, a properly executed warrant or check register must be presented to and signed by the Treasurer's Office.
- G. Proper moneys must be available in each fund where payments are being made, unless the Board of Supervisors has approved such fund as a revolving account whereby such account will be replenished through grant programs.

### **Payroll:**

- A. Payroll will be generated on the 16<sup>th</sup> and last day of each month unless otherwise designated by the monthly payroll schedule and shall be direct deposited into the employee's bank account on file with payroll.
- B. Payroll will submit the ACH file to the bank requiring one approval by the Treasurer's Office. Each payroll will be approved by the County Administrator and County Treasurer before the ACH payment is released from the bank.
- C. A payroll control sheet with the ACH deposit, ACH Federal Tax deposit, ACH State Tax Deposit, ACH ICMA deposit, and ACH VRS deposit with all general ledger documentation will be presented to the Treasurer's Office for approval and release.
- D. ACH returns will be paid through accounts payable after verification from the bank that the account does not exist and the money has been re-deposited to Sussex County's account. To expedite payment, accounts payable will charge the pay to a clearing account designated for returns and a journal entry will be made to the same clearing account to offset payment.

- E. Time sheets shall be presented to payroll within a timely manner as designated by the monthly payroll schedule.
- F. Employees changing bank accounts should report such changes to payroll within the guidelines of the monthly payroll schedule.

**DEBT POLICIES:**

It is the County's policy to finance only capital improvements or projects that cannot be financed by current revenues, unless approved justification is provided.

- A. General Fund supported long-term debt per capita should remain less than \$2,200.  
( $\$2,200 \times 10,000 = \$22,000,000$ )
- B. Ratio of General Fund supported long-term debt to assessed value of general property taxes should not exceed 4%. (FYE19est  $\$870,000,000 \times .04 = \$35,000,000$ )
- C. The ratio of General Fund supported debt service expenditures as a percent of governmental fund expenditures should not exceed 12%. County will not finance projects whose payback will exceed the useful life of the project/item.  
(FYE19est expenditures  $\$22,524,000 \times .12 = \$2,702,880$ )

**INVESTMENT:**

The County Treasurer, as Custodian of all County funds, will use his or her own Investment Policy to maintain the investments and security of all County Funds. The Treasurer will continue to report monthly to the Board of Supervisors all investments along with all other assets, equities and liabilities. Investment revenues will be received in the general fund monthly and distributed to the appropriate fund quarterly based on the average fund balance with a journal entry.



**BOARD ACTION FORM**

**Agenda Item:** Action Items #6.02

**Subject:** DSS FY24 Local Appropriation Request

**Board Meeting Date:** August 15 2024

=====

**Summary:** Attached for your consideration is a budget amendment appropriating \$143,785 from reserves to cover a deficit in “local only” funds for the FY24 DSS operating budget. Also attached is a memo from DSS Director Toran (prepared after multiple discussions among DSS finance staff, the Treasurer, Finance Director, and County Administrator) explaining the reasons for this requested appropriation, primarily related to unpaid service invoices from previous years, ineligible invoice reimbursement from CSA due to not meeting timelines/guidelines, etc. DSS expenditures generally require a 16 percent match from the locality, and we have generally budgeted the exact state allocation and related local match. In cases where an expense is deemed ineligible for state funds, this expense must be paid entirely with local funds (“local only”), which can leave a deficit in the local appropriation given no budgeted buffer (many localities appear to budget a buffer to account for these situations, or to provide for the necessary local match when additional state funds are received for operations). To ensure compliance with auditing requirements, staff recommends approval.

**Recommendation:** Staff recommends approval of the budget amendment appropriating the needed funds.

**Attachments:** Budget amendment and request from DSS Director

=====

**ACTION:** That the Board approves the budget amendment appropriating the needed funds.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	W. Jones	___	___
Fly	___	___	Tolliver	___	___
Futrell	___	___	Tyler	___	___

White      \_\_\_    \_\_\_

**RESOLUTION #24-123**  
**FY25 BUDGET AMENDMENT**

BE IT RESOLVED by the Sussex County Board of Supervisors that the following budget amendment for the Department of Social Services (DSS) be and hereby is made for the period of July 1, 2024 through June 30, 2025. This resolution will appropriate local only reserve funds to cover expenditures through FYE24.

**FUND # 100**  
**GENERAL FUND**

TRANSFER/REVENUE

Fund 100 DSS Transfer	<u>\$143,785</u>
<b>Total Revenue</b>	<b>\$143,785</b>

TRANSFER/EXPENDITURE

Fund 100 DSS Transfer	<u>\$143,785</u>
<b>Total Expenditures</b>	<b>\$143,785</b>

Adopted this 15<sup>th</sup> day of August, 2024.

---

Wayne O. Jones, Chairman  
Sussex County Board of Supervisors

ATTEST:

---

Shilton R. Butts, Clerk  
Sussex County Board of Supervisors

**SOCIAL SERVICES DEPARTMENT**

TAWANA TORAN, DIRECTOR  
TELEPHONE (434) 246-1083  
FAX (434) 246-2504



**COUNTY OF SUSSEX, VIRGINIA**

20103 PRINCETON RD  
STONY CREEK, VA 23882

To: Richard Douglas, County Administrator & Sussex County Board of Supervisors

From: Tawana Toran, Director of Sussex DSS

Date: August 1, 2024

Subject: Additional Local Appropriation Request

Dear Mr. Douglas & BOS,

I am writing to request an additional local appropriation of \$143,785.27 for Sussex County DSS. As head of the agency, I wanted to provide you with an update on the total appropriation needed and the reasoning behind this request.

I began at the agency in May 2023 and since I've been here, we've had to do a lot of cleaning up from issues of the past. Below are the main issues that have caused us to go over the initial appropriation.

- Overdue invoices from Intercept Health (July 2022-May 2023)
- Unresolved QAA Title IV-E reviews dating back as far as July 2021.
- Lack of timeliness with submitting documentation, errors and missing paperwork from prior employees which caused services to not be covered by CSA.
- No cushion in local appropriation
  - Sometimes we must request additional funding from the state. This requires the locality to cover their percentage of the costs which will be different from the initial budget allocation provided.
  - Without some cushion, it leaves no room for error.

To remedy the situation, we've put processes and procedures in place that will ensure the employees are doing their job efficiently and effectively. We've also scheduled meetings with the state IV-E quality assurance team who will be providing us assistance with cleaning up the overdue reviews. Lastly, we would like to request that the Board consider providing DSS with a reasonable appropriation to cover any additional funding we request from the state or issues that may arise.

Sincerely,

Tawana Toran, Director  
Sussex County DSS

**BOARD ACTION FORM**

**Agenda Item:** Action Items #6.03

**Subject:** Sussex Safety First Project (Virginia Opioid Abatement Authority)/MOU with the Sussex Commonwealth’s Attorney’s Office Commonwealth’s Attorney Regina Sykes

**Board Meeting Date:** August 15 2024

=====

**Summary:** Attached for your consideration is a Virginia Opioid Abatement Authority Memorandum of Understanding between Sussex County and Sussex Commonwealth’s Attorney’s Office, as prepared by the County Attorney. Commonwealth’s Attorney Regina Sykes will present an overview of a proposed Sussex Safety First project that would be administered by her office and subject to the MOU. This project would be the first initiative funded with opioid abatement funds that have been received by the county through the Virginia Opioid Abatement Authority. \$11,796 in “Gold Standard” grant award funds were received from the authority for this project (the grant application and grant award are attached for your review), and no local matching funds are required.

**Recommendation:** Staff recommends approval of the attached MOU with the Commonwealth’s Attorney for the Sussex Safety First project.

**Attachments:** MOU, grant application and grant award

=====

**ACTION:** That the Board approves the attached MOU with the Commonwealth’s Attorney for the Sussex Safety First project.

**MOTION BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Member</u>	<u>Aye</u>	<u>Nay</u>
Baicy	___	___	W. Jones	___	___
Fly	___	___	Tolliver	___	___
Futrell	___	___	Tyler	___	___
			White	___	___

**VIRGINIA OPIOID ABATEMENT AUTHORITY**  
**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**SUSSEX COUNTY**  
**and**  
**SUSSEX COMMONWEALTH'S ATTORNEY'S OFFICE**

This Memorandum of Understanding ("Agreement") is made this \_\_\_ day of 2024, by and between Sussex County, a political subdivision of the Commonwealth of Virginia ("County") and the Sussex Commonwealth's Attorney's Office ("SCWA"), a constitutional office located at 20209 Thornton Square, Waverly, Virginia 23890.

**WHEREAS**, the Virginia Opioid Abatement Authority ("OAA") "serves to build partnerships between Virginia's cities and counties, state agencies, and providers of services in order to assist individuals suffering from opioid use disorders and co-occurring substance use and mental illness ... [and to] address the full range of services providing education about substance use, prevention, treatment, and recovery supports"; and

**WHEREAS**, as part of the opioid litigation's National Settlement Agreements, the County has entered into the Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding with the Commonwealth of Virginia, which sets forth permitted and proscribed uses of disbursements by the OAA under the Opioid Abatement Authority Act (Virginia Code § 2.2-2370, et seq.) (See attached hereto as Exhibit A); and

**WHEREAS**, the OAA permits the County to apply for Individual Distribution and Gold Standard Incentive grant awards in partnership with nonprofit organizations such as SCWA; and

**WHEREAS**, SCWA is the prosecuting division for Sussex County and has served in that capacity for over 20 years; and

**WHEREAS**, SCWA has established the "Sussex Safety First" project to promote prescription safety and raise awareness on the importance of reducing the risk of Opioid medication access by locking prescriptions away in medication lock boxes; and

**WHEREAS**, the SCWA submitted an application for funding from the OAA to promote opioid awareness (the "Application"); and

**WHEREAS**, as a result of the application, the County was awarded a grant in the amount of \$11,796.00 for said project from the OAA; and

**WHEREAS**, as part of this Agreement, SCWA agrees to apply any award of OAA funds for the Sussex Safety First project to opioid use disorder or misuse of opioids for services in a manner permitted by the National Settlement Agreements, the Virginia Opioid Abatement Authority Act (and regulations and standards established thereunder), and the Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding with the Commonwealth of Virginia; and

**WHEREAS**, the award acceptance package from the OAA imposes certain terms and responsibilities on the County in accepting the grant, including the Grant Award Terms (attached as Exhibit D) and the SCWA agree to bound by said terms; and

**WHEREAS**, the County agrees to reimburse SCWA for Sussex Safety First's qualifying expenses from any OAA funds awarded for this project, provided that such expenses are related to the remediation and abatement of opioid and substance use disorder or misuse of opioids.

**NOW, THEREFORE**, for and in consideration of the mutual promises and covenants contained herein and for other good and valuable consideration, the parties hereto agree as follows:

- 1. Sussex Safety First.** The County was awarded \$11,796 of OAA funds for FY25 with a performance period from July 1, 2024 to June 30, 2025. SCWA agrees to implement and conduct the goals and services of the Sussex Safety First project as specified in the OAA Individual Distribution and Gold Standard Incentive grant award application and pursuant to the provisions of the Virginia Opioid Abatement Authority Act (and regulations and standards established thereunder), and the Virginia Opioid Abatement Fund Allocation Memorandum of Understanding.
- 2. Scope of Sussex Safety First.** The parties understand that the scope of this project addresses the needs of individuals in Sussex County and in neighboring counties and cities of the SCWA area.
- 3. Term.** This Agreement shall be in effect for not less than one (1) year, unless otherwise terminated as provided herein. This Agreement shall be renewed, as necessary, for additional time periods in accordance with the parameters and time period of the OAA award.
- 4. Accounting and Reports.** SCWA shall provide the County with a periodic accounting of expenditures under the Sussex Safety First project as required by the OAA, and any other requested non-confidential information that must be reported under the National Settlement Agreements, the Virginia Opioid Abatement Authority Act (and regulations and standards established thereunder), and the Virginia Opioid Abatement Fund Allocation Memorandum of Understanding, as applicable. Further, SCWA shall make all project documents available for review by the County or OAA upon request.
- 5. Performance.** SCWA shall perform the obligations and objectives of the Sussex Safety First project in accordance with all applicable federal, state or local laws, ordinances, regulations and policies.
- 6. Termination for Cause.** Either party may terminate this Agreement for: a) failing to perform the conditions herein; b) failing to abide by applicable federal, state or local law, ordinances, regulations or policies; c) failing to comply with the use restrictions in the National Settlement Agreements, the Virginia Opioid Abatement Authority Act (and regulations and standards established thereunder), the Virginia Opioid Abatement Fund Allocation Memorandum of Understanding; and the Application or d) otherwise breach the terms of this Agreement. In the event of failure to perform terms of this Agreement, the non-defaulting party shall give the other party 30 days written notice to cure the breach and if not cured within this time, the non-defaulting party may immediately terminate this Agreement by delivering a written statement of termination to the other party.
- 7. No Partnership.** The parties acknowledge and confirm that this Agreement does not create a partnership or agency relationship between the County and SCWA in the establishment,

performance, or termination of the Sussex Safety First project. SCWA shall be solely responsible for the day-to-day operations of the Sussex Safety First project, and the County's responsibilities shall be limited to managing and dispersing the OAA grant funds, receiving and reviewing progress and expenditure reports, and reimbursing SCWA for qualifying expenditures.

**8. Process for Reimbursement.** SCWA shall submit invoices and supporting documentation to the County for payment as relates to the project and will be reimbursed in amount not to exceed \$11,796.00 during the term of this Agreement. The County shall review and verify all pay requests from SCWA prior to distributing funds. SCWA acknowledges and understands that performance and disbursement of funds is contingent upon (i) County receipt of funds from the OAA, and (ii) satisfactory performance by the SCWA of the work and conditions provided in this Agreement.

**9. Usage of OAA Funds.** The County has statutory obligations attached to the receipt of OAA Distributions. Any funds that the County receives from the OAA must be used for abatement or remediation purposes, and such funds may not be used to supplant funding for an existing program, to continue funding for an existing program at its current level, or for indirect administrative costs. See Va. Code § 2.2-2370(A).

**10. Entire Agreement.** This Agreement represents the entire understanding of the parties, except that both parties acknowledge that the Sussex Safety First project is subject to, and shall comply with, the terms, restrictions and criteria relating to the expenditure of the OAA grant funds as set out in the National Settlement Agreements, the Virginia Opioid Abatement Authority Act (and regulations and standards established thereunder), and the Virginia Opioid Abatement Fund Allocation Memorandum of Understanding.

**11. Counterparts; Electronic Signatures.** This Agreement may be executed simultaneously in any number of counterparts, each of which may be deemed to be an original, and all of which may constitute but one and the same instrument. A signed copy of this Agreement delivered by facsimile, e-mail/PDF or other means of electronic transmission may be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

**12. Amendment.** This Agreement shall not be modified or renewed except in a writing signed by the parties hereto.

Date: \_\_\_\_\_

Witness the following signatures and seals as of the date first above written:

SUSSEX COUNTY, VIRGINIA

By: \_\_\_\_\_  
Richard Douglas, County Administrator

SUSSEX COMMONWEALTH'S ATTORNEY'S OFFICE

By: \_\_\_\_\_  
Regina Sykes, Commonwealth's Attorney

Code of Virginia  
Title 2.2. Administration of  
Government Chapter 22.  
Authorities

**§ 2.2-2370. Conditions and restrictions on financial assistance.**

A. The Authority shall provide financial support only for efforts that satisfy the following conditions:

I. The efforts shall be designed to treat, prevent, or reduce opioid use disorder or the misuse of opioids or otherwise abate or remediate the opioid epidemic, which may include efforts to:

a. Support treatment of opioid use disorder and any co-occurring substance use disorder or mental health conditions through evidence-based or evidence-informed methods, programs, or strategies;

b. Support people in recovery from opioid use disorder and any co-occurring substance use disorder or mental health conditions through evidence-based or evidence-informed methods, programs, or strategies;

c. Provide connections to care for people who have, or are at risk of developing, opioid use disorder and any co-occurring substance use disorder or mental health conditions through evidence-based or evidence-informed methods, programs, or strategies;

d. Support efforts, including law-enforcement programs, to address the needs of persons with opioid use disorder and any co-occurring substance use disorder or mental health conditions who are involved in, or are at risk of becoming involved in, the criminal justice system through evidence-based or evidence-informed methods, programs, or strategies;

e. Support drug treatment and recovery courts that provide evidence-based or evidence-informed options for people with opioid use disorder and any co-occurring substance use disorder or mental health conditions;

f. Support efforts to address the needs of pregnant or parenting women with opioid use disorder and any co-occurring substance use disorder or mental health conditions and the needs of their families, including infants with neonatal abstinence syndrome, through evidence-based or evidence-informed methods, programs, or strategies;

g. Support efforts to prevent overprescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed methods, programs, or strategies;

h. Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed methods, programs, or strategies;

i. Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed methods, programs, or strategies;  
and



- j. Support efforts to provide comprehensive resources for patients seeking opioid detoxification, including detoxification services;
2. The efforts shall be conducted or managed by any agency of the Commonwealth or participating locality;
3. No support provided by the Authority shall be used by the recipient to supplant funding for an existing program or continue funding an existing program at its current amount of funding;
4. No support provided by the Authority shall be used by the recipient for indirect costs incurred in the administration of the financial support or for any other purpose proscribed by the Authority; and
5. Recipients of support provided by the Authority shall agree to provide the Authority with such information regarding the implementation of the effort and allow such monitoring and review of the effort as may be required by the Authority to ensure compliance with the terms under which the support is provided.

B. The Authority shall give priority to applications for financial support for efforts that:

1. Collaborate with an existing program or organization that has an established record of success treating, preventing, or reducing opioid use disorder or the misuse of opioids;
2. Treat, prevent, or reduce opioid use disorder or the misuse of opioids in a community with a high incidence of opioid use disorder or opioid death rate, relative to population;
3. Treat, prevent, or reduce opioid use disorder or the misuse of opioids in a historically economically disadvantaged community; or
4. Include a monetary match from or on behalf of the applicant, with higher priority given to an effort with a larger matching amount.

2021, Sp. Sess. I, cc. 306,307.