

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

BOARD MEMBERS PRESENT

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

BOARD MEMBERS PRESENT

Rufus E. Tyler, Sr.

STAFF PRESENT:

Richard Douglas, County Administrator
David Conmy, Deputy County Administrator/
Economic Development Director
Danielle Powell, County Attorney
Deste J. Cox, Treasurer
Jeffrey Gary, Public Works Director
Faith McClintock, Economic Development Consultant
Michael Poarch, Planner
Nick Sheffield, Emergency Services Chief
Regina Sykes, Commonwealth Attorney (Virtual)
Titiana Nicholson, CSA Coordinator
Beverly Walkup, Planning Director
Shilton R. Butts, Asst. to the County Administrator/
Clerk to the Board of Supervisors (Virtual)

1. Commencement

1.01 Call to Order/Determine Quorum

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

1.02 The Invocation

Supervisor White offered the Invocation.

1.03 The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

1.04. Agenda Amendments

Supervisor Futrell to add a Session item.

County Administrator Douglas requested to add a Closed Session item for economic development.

1.05. Approval of Regular Agenda

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR WHITE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve the April 18, 2024 regular agenda as amended to add under Item 11, Closed Session, as Item 11.02 and 11.03, respectively. All Board members present voted aye.

2. Approval of Consent Agenda

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Consent agenda inclusive of the following: (a) March 21, 2024 Meeting minutes; (b) the Approval of Warrants and Vouchers; (c) the Treasurer's Report and Financial Update; (d) Departmental Reports; and (e) Budget Resolution for 305 Fund Conversion to Revolving Fund. All Board members present voted aye.

3. Recognitions/Awards/Presentation

3.01 Sussex County Secondary Six-Year Plan

George Bowman with VDOT presented proposed transportation project priorities for the Sussex County 2024 Secondary Six-Year Plan. A public hearing is not required but recommended by staff, and can be scheduled for the May regular meeting if the Board is in agreement. Also based on input from the Board, staff will prepare a resolution adopting this plan for consideration at the May regular meeting.

For this year's program, the focus will be Butts Road. For the public, there are roads they are trying to get on the plan.

County Administrator Douglas discussed Gray Road and cutting the hill back, if the road could not be moved.

Administrator Douglas recommended moving Butts Road to number 1 and move Courthouse Gray Project to number 2. Item number 3 would unpaved lists. Five roads qualify.

It was noted that additional funds were received. The update includes Butts Road.

No action required at the time; however, staff recommends a public hearing be scheduled for the May regular meeting.

Copies of the 2024 Sussex County Project Priorities List; 2023 Six-Year Plan Resolution; Map/Description of Unpaved Roads Eligible for Paving were included in the Board packet.

3.02 Virginia Business Ready Sites Program (VBRSP) 2023 Grant Award Project Summary and 2024 Grant Proposal Summary for the Sussex Megasite

Deputy County Administrator/Economic Development Director Conmy stated that in 2022, Sussex County applied for and received funding from the VA Economic Development Partnership (VEDP) and VA Tobacco Region Revitalization Commission (TRRC) for master planning, conceptual engineering design, and other due diligence activities for the Sussex Megasite. Many of these activities were done to provide a "fresh look" at the property and evaluate critical infrastructure needs, especially after the County's loss of Project Glove. The project is nearly complete, and the deliverables from this effort have been informative, beneficial, and invaluable in identifying important next steps to advance the Sussex Megasite and increase its high-win potential. Moreover, they have helped develop a compelling and strategic vision for the site going forward.

Faith McClintock, Economic Development Consultant, was in attendance. She provided a brief background of Economic Development Tam--County Administrator, County Attorney, Planning, IDA and Schools. She discussed why to invest.

The Board was advised that the Megasite's new name is Sussex Green Enterprise Park.

This item was for informational purposes only

A copy of the presentation was shared at the Board at the meeting.

4. Public Hearings

4.01 Zoning Amendment #2024-01, Eastern Woodlands Corp., Applicant

Beverly Walkup, Planning Director provided the Staff Report for Zoning Amendment #2024-01, Eastern Woodlands Corp., Applicant.

The property is located on the south side of Cabin Point Road (Route 602) between Beale Drive and Newville Road (Route 625), approximately 500 feet from the intersection of Cabin Point Road and Newville Road in the Courthouse Election District. The Parcel Record Number is 13-4-1A. The property is currently wooded.

The Application of Eastern Woodlands Corp. seeks to rezone 4.323 acres from Conditional-Planned Unit Development (C-PUD) to Residential Estate (R-E), Cabin Point Road, Courthouse Election District. The applicant is requesting to rezone 4.323 acres to create up to 3 residential lots. The lots will front Cabin Point Road and will be served by public water and sewer.

The Planning Commission recommended approval of the application (7-0).

The Staff Report and Zoning Amendment application were included in the Board packet.

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR WHITE and carried: RESOLVED that the Sussex County Board of Supervisors hereby open the Public Hearing on Zoning Amendment #2024-01, Eastern Woodlands Corp., Applicant. All Board members present voted aye.

Public comments were heard from John Feldman.

Board comments were heard from Supervisor Futrell.

ON MOTION OF SUPERVISOR BAICY, seconded by SUPERVISOR WHITE and carried: RESOLVED that the Sussex County Board of Supervisors hereby closed the Public Hearing on Zoning Amendment #2024-01, Eastern Woodlands Corp., Applicant. All Board members present voted aye.

ON MOTION OF SUPERVISOR BAICY, seconded by SUPERVISOR TOLLIVER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve Zoning Amendment #2024-01 Application, Eastern Woodlands Corp., Applicant, to rezone 4.323 acres from Conditional Planned Unit Development (C-PUD) to Residential Estate (R-E), Cabin Point Road, Courthouse Election District.

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

Voting nay: none

Absent: Supervisor Tyler

5. Appointments

5.01 Appointments

Dr. Lisa Winfield's term is due to expire June 30, 2024 on the Brightpoint Community College Board. Administration received a letter from Mr. William F. Traylor requesting her reappointment. This will be Dr. Winfield's second four-year term. The term will run from July 1, 2024 through June 30, 2028.

Staff has spoken with Dr. Winfield. She is willing to continue to serve, if reappointed.

A copy of letter from Mr. William F. Traylor, dated March 18, 2024

ON MOTION OF SUPERVISOR BAICY, seconded by SUPERVISOR WHITE and carried: RESOLVED that the Sussex County Board of Supervisors hereby reappoint Dr. Lisa Winfield to the Brightpoint Community College Board, with a term running from July 1, 2024 through June 30, 2028. All Board members present voted aye.

5.02 Crater District Area Agency on Aging Appointment

Supervisor Futrell does not wish to continue to serve as Sussex’s representative for Crater District Area Agency on Aging.

An appointment was needed to fill an unexpired term ending in December 31, 2024.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR BAICY and carried: RESOLVED that the Sussex County Board of Supervisors hereby appoint Supervisor Fly to fill the unexpired term ending in December 31, 2024. All Board members present voted aye.

6. Action Items

6.01 Consideration of 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 March regular board meeting. Andrew Moore with Glave & Holmes will be present to answer any questions about their proposal, which is attached for your review (revised to reflect a \$3,815 adjustment for surveying services, for a total cost of \$2,056,595).

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). Glave & Holmes has significant experience in major historic preservation projects and is 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.).

Staff recommended the Board of Supervisors authorize the County Administrator and County Attorney to prepare and execute a contract with Glave & Holmes for architectural/engineering services related to the courthouse project, for a cost not to exceed \$2,056,595, plus \$100,000 for project contingencies and reimbursable expenses.

Administrator Douglas noted that there was a revised analysis.

Payment options were discussed. There was discussion of grants.

Supervisor Fly recommended tabling this item and hold a special meeting

A copy of the Proposal for Professional Design and Construction Phase Services was included in the Board packet.

6.02 Salty Southern Route Tourism Memorandum of Understanding

David Conmy stated that on November 16, 2023, staff presented an overview of The Salty Southern Route (SSR) to the Board of Supervisors. The SSR is an agri-tourism program jointly supported by the following localities: City of Franklin, Southampton County, Town of Smithfield, Isle of Wight County, City of Suffolk, and Surry County. The SSR seeks to promote the rich history of the region's peanuts, salt-cured hams, and pork products, but also attractions, shopping, accommodations, and local dining. Each community contributes financial and administrative support to sustain the SSR.

To formally join the SSR, the BOS would need to adopt the associated ordinance, which would also authorize the County Administrator to execute the Tourism Memorandum of Agreement on behalf of the BOS. Each participating locality shall, subject to annual appropriation, contribute funds to further advance and finance promotional and marketing efforts of the SSR according to the following schedule: FY2024: \$1,500; FY2025: \$1,600; FY2026: \$1,700; FY2027: \$1,800; and, FY2029: \$1,900.

Mr. Conmy noted that there was funding in his line item.

Additionally, the Agreement establishes the Salty Southern Route Joint Committee to include one tourism official from each participating locality that would be tasked with:

- Determining the most appropriate and efficient marketing strategies;
- Reviewing and approving expenditures that promote the Salty Southern Route;
- Reviewing and approving contracts to promote the Salty Southern Route; and
- Developing a mechanism to capture statistical data on the effectiveness of the marketing efforts.

He noted that Sharon Rogers Moore is active in the group.

There was inquiry as to administrative support mentioned. It was clarified that it just for meetings.

Staff recommends that the Board of Supervisors adopt the Ordinance.

Copies of Ordinance to Approve the Tourism Memorandum Agreement; a Joint Agreement between the Counties of Sussex, Surry, Isle of Wight, the City of Suffolk, and the Franklin/Southampton Economic Development and the Tourism Memorandum of Agreement were included in the Board packet.

ON MOTION OF SUPERVISOR BAICY, seconded by SUPERVISOR TOLLIVER and carried: RESOLVED that the Sussex County Board of Supervisors hereby adopts Ordinance #24-02 to approve the Tourism Memorandum Agreement; a joint agreement between the counties of Sussex, Surry, Isle of Wight, the City of Suffolk, and the Franklin/Southampton economic development, to-wit:

WHEREAS, the Counties of Surry, and Isle of Wight, and the City of Suffolk and the Franklin/Southampton Economic Development Inc., jointly promote tourism in the region through the Salty Southern Route Tourism Memorandum of Agreement (“Agreement”); and

WHEREAS, through the Agreement, the localities pool their financial and administrative resources to promote the region’s assets relative to pork and peanut production as well as attractions, shopping, accommodations and local dining along the “Salty Southern Route” throughout each locality; and

WHEREAS, Sussex County desires to participate in the “Salty Southern Route” and approve the Agreement; and

WHEREAS, Section 15.2-1300 of the Code of Virginia, provides that local governments may by ordinance enter into agreements for the joint or cooperative exercise of any power, privilege or authority which each is capable of exercising individually; and

WHEREAS, the County of Sussex Board of Supervisors, by adoption of this ordinance, seeks to enter into the Agreement to assist in the promotion of its assets relative to pork and peanut production as well as attractions, shopping, accommodations and local dining along the “Salty Southern Route.”

NOW WHEREFORE, the Board of Supervisors of the County of Sussex, Virginia, hereby:

§1. Approves entering into the Tourism Memorandum of Agreement; and

§2. Authorizes the County Administrator to execute the Agreement on behalf of the Board of Supervisors.

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

Voting nay: none

Absent: Supervisor Tyler

ON MOTION OF SUPERVISOR BAICY, seconded by SUPERVISOR WHITE and carried: RESOLVED that the Sussex Board of Supervisors hereby approve the Tourism Memorandum of Agreement, to-wit:

THIS TOURISM MEMORANDUM OF AGREEMENT (hereinafter "Tourism MOA") is made and entered into this 18th day of April, 2024, by and among FRANKLIN SOUTHAMPTON ECONOMIC DEVELOPMENT, INC. ("Franklin/Southampton"), SURRY COUNTY, VIRGINIA ("Surry"), CITY OF SUFFOLK, VIRGINIA ("Suffolk"), SUSSEX COUNTY ("Sussex") and ISLE OF WIGHT COUNTY, VIRGINIA ("Isle of Wight"), each of which is hereinafter referred to as a “Participating Entity”, and all of which are hereinafter referred to as “Participating Entities”.

WITNESSETH:

WHEREAS, Section 15.2-1300 of the Virginia Code provides that any power, privilege or authority exercised or capable of exercise by any political subdivision of the Commonwealth of Virginia may be exercised and enjoyed jointly with any other political subdivision of the

Commonwealth having a similar power, privilege or authority pursuant to agreements with one another for joint action pursuant to the provisions of that section; and

WHEREAS, any two or more political subdivisions may enter into agreements with one another for joint action pursuant to the provisions of Section 15.2-1300 of the Virginia Code provided that the participating political subdivisions shall approve such agreement before the agreement may enter into force; and

WHEREAS, the Participating Entities have determined to jointly participate in the promotion of the Salty Southern Route by pooling their financial and administrative resources to promote the region's assets relative to pork and peanut production as well as attractions, shopping, accommodations and local dining along the "Salty Southern Route" throughout each locality; and

WHEREAS, the Participating Entities desire to enter into this Tourism MOA and set forth the basic parameters of their relationship in said endeavor as more specifically set forth herein.

NOW, THEREFORE, in consideration of the promises and covenants set forth herein, the Participating Entities agree as follows:

- 1. **PURPOSE.** The Participating Entities seek to pool their financial and administrative resources to promote the region's assets relative to pork and peanut production as well as attractions, shopping, accommodations and local dining along the "Salty Southern Route" throughout each locality.
- 2. **TERM:** The initial term of this Tourism MOA shall be for a period commencing on the date the last Participating Entity executes this Tourism MOA and shall terminate on June 30, 2028. This Agreement shall be renewable for two (2) additional five-year terms ("Renewal Terms") unless otherwise terminated as more specifically set forth herein.
- 3. **FINANCIAL COMMITMENT:** Each Participating Entity shall, subject to annual appropriation, appropriate funds in the following amounts from their respective tourism budgets each fiscal year to further advance and finance promotional and marketing efforts to support the "Salty Southern Route":

FY 24 \$1,500
 FY 25 \$1,600
 FY 26 \$1,700
 FY 27 \$1,800
 FY 28 \$1,900

During each Renewal Year, the amount of appropriation shall increase by one hundred dollars (\$100.00) from the prior year.

4. **JOINT COMMITTEE.** To further the goals of this agreement and ensure efficient promotion of the "Salty Southern Route," the Participating Entities will form the Salty Southern Route Joint Committee ("Committee"). The Committee shall include one tourism professional from each Participating Entity. This Committee shall be tasked with:

- a) determining the most appropriate and efficient marketing strategies;
- b) reviewing and approving expenditures that promote the Salty Southern Route; and
- c) reviewing and approving contracts to promote the Salty Southern Route; and
- d) developing a mechanism to capture statistical data on the effectiveness of the marketing efforts, for example, a virtual passport.

The committee may establish meeting times, rules, and governing procedures in accordance with Robert's Rules of Order.

5. **FISCAL AGENT:** Isle of Wight shall operate as the Fiscal Agent and shall be designated to authorize agreements with vendors. Each Participating Entity shall be billed by the Fiscal Agent on a fiscal year basis. Payment from the Participating Entities shall be made by July 31.

6. **EQUITABLE DISTRIBUTION:** In order to ensure the equitable distribution of promotional and marketing efforts provided pursuant to this Agreement, each Participating Entity shall be limited to 5 posts per week on Salty Southern Route social media platforms. In print materials, each Participating Entity shall be featured at least twice.

7. **PUBLIC PROCUREMENT ACT:** The Committee shall follow the provisions of the Virginia Public Procurement Act.

8. **FREEDOM OF INFORMATION ACT:** The Committee shall follow the provisions of the Virginia Freedom of Information Act.

9. **TERMINATION:** Following approval by its governing body, any Participating Entity may withdraw from this Tourism MOA upon providing ninety (90) days advanced written notice to the remaining Participating Entities. Unless the remaining Participating Entities decide to terminate the Tourism MOA, this MOA shall remain in effect as to the remaining Participating Entities.

Upon termination of this Tourism MOA by all Participating Entities, the Fiscal Agent shall cause an accounting to be made and shall distribute all remaining funds equally among the remaining Participating Entities.

10. **SEVERABILITY:** Each provision of this Tourism MOA shall be separately enforceable, and the invalidity of one provision shall not affect the validity or enforceability of any other provisions. This Tourism MOA shall be interpreted and construed in accordance with the laws of the Commonwealth of Virginia.

11. **ENTIRE AGREEMENT:** This Tourism MOA constitutes the only agreement, and supersedes all prior agreements and understandings, both written and oral, among the parties with

respect to the subject matter hereof. This Tourism MOA may not be amended or modified, except in a writing signed by all parties to this Tourism MOA.

All Board members present voted aye.

6.03 Resolutions for Virginia Tobacco Memorandum of Understanding

Mr. Conmy provided the summary and noted it was an administrative matter.

On February 8, 2024, County staff submitted two applications to the TRRC's Southside Economic Development Program for the following two projects

:

1. Sussex Megasite: Infrastructure Planning & Design (Project #4224)
2. Sussex & Waverly Business District Revitalization (Project 4217)

For the Megasite: Infrastructure Planning & Design Project, staff presented a high-level overview of this application to the Board of Supervisors during their November 16, 2023, meeting. This application is submitted as a companion application to a larger grant application submitted to the VA Economic Development Partnership (VEDP) for their VA Business Ready Sites Program (VBRSP). These grants – and other forthcoming grant applications – would help advance the shovel-readiness of the Sussex Megasite so that it can be positioned to meet most companies' needs of being able to begin onsite operations within 18 to 24 months of selecting the site.

For the Sussex & Waverly Business District Revitalization Project, staff has had a series of conversations with staff from the TRRC over the last 12+ months encouraging the County to apply for this specific investment strategy of their grant programs. Not only would this grant help the Town continue to capitalize on a variety of recent successes, it would also help make the Sussex Megasite a more attractive investment for most industrial prospects seeking quality of life and a sense of place in the Town which is the closest incorporated community to the Sussex Megasite. This grant application carries the endorsement of the Town of Waverly, and both parties envision all activities being managed by a professional consultant.

Applications for funding from the TRRC require a signed resolution of the governing body responsible for implementing the project. Approval of these resolutions would satisfy that requirement.

Staff strongly recommended passage of the resolutions.

Copies of the (1) Resolutions Approving Application to the Virginia Tobacco Region Revitalization Commission FY 2024 Southern Virginia Program; (2) Sussex Megasite: Infrastructure Planning & Design – Project Details; (3) Sussex & Waverly Business District Revitalization – Project Details; and, the two grant project activities were included in the Board packet.

Supervisor Baicy noted that he voted nay for Resolution #24-47A for the Megasite. However, he voted aye for Resolution #24-47B for the application to establish grants for partnership with the

Town of Waverly to apply to the Program in an effort to support business, district revitalization efforts in the Town.

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that Sussex County Board of Supervisors hereby approve Resolutions #24-47A approving application to the Virginia Tobacco Region Revitalization Commission FY 2024 Southern Virginia Program, to-wit:

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

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

WHEREAS, the Sussex County Board of Supervisors has acquired the Industrial Mega-Site in Sussex County, Virginia and continues to develop it; and

WHEREAS, the Virginia Tobacco Commission is accepting applications to establish grants for economic development projects in the Southern Virginia area of Virginia's Tobacco's region ("Program"); and

WHEREAS, in 2023 Sussex County was the recipient of \$61,050 and \$247,900 in grant funding from the Virginia Tobacco Commission and Virginia Economic Development partnership, respectively, that was matched with \$76,050 in County funds for the "Sussex County: Megasite – Master Planning, Conceptual Engineering, & Water Line Extension (Project # 4111)" project; and

WHEREAS, the master planning and conceptual engineering activities identified a series of infrastructure improvements that would help advance the shovel-readiness of the Sussex Megasite; and

WHEREAS, the Board of Supervisors wishes to apply to the Program for funding to support the design of utility infrastructure improvements identified from the previous project;

NOW THEREFORE BE IT RESOLVED, that the Sussex County Board of Supervisors does hereby authorize and approve of the submission of the "Sussex County: Sussex Megasite: Infrastructure Planning & Design (Project # 4224) application"; and

BE IT FURTHER RESOLVED, that Sussex County Administrator, Richard Douglas, is hereby authorized and directed to execute all project-related documents and be responsible for the accuracy of the application and for the appropriate use of funds, should they be granted.

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

Voting nay: Supervisor Baicy

Absent: Supervisor Tyler

THE BOARD OF SUPERVISORS FURTHER RESOLVED they approved Resolution #274-27B, to-wit:

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

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

WHEREAS, the Sussex County Board of Supervisors recognizes that placemaking and other community development efforts are an important strategy to support the advancement and attractiveness of the Sussex Megasite; and

WHEREAS, the Virginia Tobacco Commission is accepting applications to establish grants for economic development projects in the Southern Virginia area of Virginia's Tobacco's region ("Program"); and

WHEREAS, the County in partnership with the Town of Waverly wishes to apply to the Program in an effort to support business district revitalization efforts in the Town of Waverly; and

NOW THEREFORE BE IT RESOLVED, that the Sussex County Board of Supervisors does hereby authorize and approve of the submission of the Sussex County: Sussex & Waverly Business District Revitalization (Project # 4217) application"; and

BE IT FURTHER RESOLVED, that Sussex County Administrator, Richard Douglas, is hereby authorized and directed to execute all project-related documents and be responsible for the accuracy of the application and for the appropriate use of funds, should they be granted.

Approved by the Sussex County Board of Supervisors and effective this 18th day of April, 2024.

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

Voting nay: none

Absent: Supervisor Tyler

6.04 CPMT Position Request

Administrator Douglas stated that he had to present this item as the Chairman of the CPMT. He stated that he was making this request as the Chair of Children's Services Act (CSA) CPMT.

Administrator Douglas stated at its February regular meeting the Children's Services Act (CSA) Community Policy and Management Team (CPMT) voted to support the request for an additional CSA position (CSA Management Specialist) at an approximate cost of \$65,000. The CPMT is currently chaired by the County Administrator. It includes senior representatives of the county school system, DSS, DJJ, CSB, and VDH.

CSA Coordinator Titiana Nicholson requested this position at the "big ticket" budget session in January (her memo is attached for your review), but the CPMT is requesting that the position be

funded immediately to address current CSA needs. Specifically, this additional position will meet the following needs identified by the Virginia Office of Children's Services in recent program audit findings: 1) utilization review of current services; and 2) back-up CSA Coordinator.

Utilization review is a critical but time intensive function, periodically reviewing services provided to children and making recommended changes as needed, which can also reduce state and local CSA costs and avoid OCS compliance penalties. Having a staff person who can also serve in a back-up capacity and assume the role of CSA Coordinator when needed is also critical to the CSA program and the ability to meet various eligibility deadlines and provide continuity and consistency in program operations. The number of children receiving CSA services, the variety/complexity of services, and the costs of these services continue to increase rapidly, supporting the need for additional personnel to properly administer the CSA program. However, please note that no additional state funds are available to support an additional position, and the requested \$65,000 (salary and benefits for one full-time position) would be the responsibility of the county.

There was inquiry as to when the State start to recommend the Utilization Review. He stated that it is not a recommendation. It is a statutory requirement. It has to be done periodically every 90 days, dependent upon the type of service. There was inquiry that the County wasn't already doing this review. It was noted that it was delayed. They were trying to get the upfront part right, because the County could be penalized. There was inquiry of the salary in comparison to the surrounding localities.

The Treasurer was inquired of as of any issues. It was noted that no Budget Amendment was included.

There was discussion of the Personnel Committee scheduling a meeting to review. Administrator Douglas stated that he was passing along a vote taken by the CPMT, as the CPMT Chairman, to get the position funded.

There was discussion to wait until July 2024 in regards to the wait of the other Big Ticket items requested. There was inquiry of Ms. Titiana Nicholson as to whether she could wait until July. Ms. Nicholson stated that she could wait until July; however, it would be a lot of work for her (one person). There were discussion regarding State penalties.

Staff recommended that the Board a CSA Management Specialist position at a total cost of \$65,000.

A copy of the CSA Coordinator memo

This item for the CSA Management Specialist was tabled.

6.05 Courthouse Heating and Air Systems Software Replacement

Administrator Douglas stated that included in the packet for the Board's consideration is a proposal from Trane Controls for the replacement of existing heating and air system controllers in the

courthouse, at the cost of \$89,880. While the entire heating and air system should be replaced within the next few years, the controllers are critical to the system and will be compatible with a new system. The current controllers are obsolete, with the software license expiring in September 2019, and the temperature controls can no longer be adjusted remotely or manually, requiring a costly vendor service visit each time temperatures need to be adjusted. For this reason, staff is recommending that we move forward as soon as possible with this portion of the system replacement. Approximately \$60,000 has been placed in capital reserves for replacement of the system, which could be used to cover the majority of this project cost. A budget amendment is attached for your consideration.

Jeffrey Gary was in attendance to answer any questions. There was inquiry as to whether this system will control the whole complex. It was clarified that it will only control the Courthouse. There was inquiry as to whether it will fix the problem with the heat up stairs in the Summer months. It was noted that it would fix this problem. There was inquiry of the life expectancy of the new software. It was noted that the life expectancy would be approximately five years.

Staff recommended that the Board approve Budget Amendment #24-49 and Trane Controls proposal at a cost not to exceed \$89,880.

A copy of Budget Amendment #24-49 and the Trane Controls Proposal 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 approve Budget Amendment #24-49 and Trane Controls proposal at a cost not to exceed \$89,880. All Board members present voted aye.

7. Citizens' Comments

- Larry Diehl (Waverly District) - Provided brief history of his background; discussed memo sent to Board regarding Solar farm statutes; anti Solar.
- Susan Moore (Wakefield District) - Rifle use for hunting in Sussex.
(Administrator Douglas noted that he was advised that the State had some discretion, on the regulatory level to make some changes. Also, if the Board wanted make the changes to the law as, the Board has that opportunity.)
- Frances Chambers - Thanked Planning Commission for denying CUP application from Clenera (Solar Application) and Rezoning Application; Anti Blackwater Solar; don't entertain siting agreement.
- Kevin Bracy (Yale District) - Planning Commission vote on Blackwater Solar; land in Sussex County; Solar farm application/rezoning application.
- Gene Rickmond (Wakefield District) - Thanked Board on coming meeting at the 4-H Center; same project Surry County; solar project in Sussex.
- Molly Dawless (Property Owner in Courthouse District) - Review Ordinance on Solar Farms; Solar Farms Cap and General Assembly legislation/Bills; Solar farm landowner use.

8. Unfinished Business

There was no Unfinished Business.

9. New Business

There was no New Business.

10. Board Member Comments

10.01 Blackwater District – none

10.02 Courthouse District – none

10.03 Henry District – absent

10.04 Stony Creek District – none.

10.05 Wakefield District – none

10.06 Waverly District – none

10.07 Yale District – none

11. Closed Session

11.01 Convene to Closed Session

ON MOTION OF SUPERVISOR WHITE, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors convene to Closed Session to (1) Consultation with the county attorney for legal advice regarding the Blackwater zoning, CUP application and siting agreement, pursuant to Va. Code Section 2.2-3711(A)(8); (2) discussion of the acquisition of public property or disposition the conveyance of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, applicable Virginia Code Section 2.2-3711(A)3; acquiring property and (3) discussion of a prospective business or industry or extension of a business or industry applicable Virginia Code Section 2.2-3711(A)5 Economic Development. All Board members present voted aye.

11.02/3 Reconvene to Open Session/Certification

ON MOTION OF SUPERVISOR WHITE, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby reconvened to Open Session. All Board members present voted aye.

WHEREAS the Sussex County Board of Supervisors convened a Closed Meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and

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

WHEREAS, that the Sussex County Board of Supervisors convened a Closed Meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia, as amended, requires a certification by the Board that such Closed Meeting was conducted inconformity with Virginia law.

NOW THEREFORE BE IT RESOLVED that the Board of Supervisors hereby certifies that, to the best of each member's knowledge (i) only public business matters lawfully exempted from Open Meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the Closed Meeting were heard discussed or considered.

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

Voting nay: None

Absent: Supervisor Tyler

11.04 Action Resulting from Closed Session, if any

There was no action taken on the Closed Session items.

12.01 Adjournment

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR TOLLIVER and carried: RESOLVED that the April 18, 2024 regular meeting of the Sussex County Board of Supervisors hereby adjourned at 10:41 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, May 16, 2024 at 6 p.m.