

**Sussex County Board of Supervisors Meeting**  
**Thursday, January 16, 2025 – 6 pm**  
**General District Courtroom – Sussex Judicial Center**  
**15098 Courthouse Road, Sussex VA 23884**

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**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 BOS Organizational Meeting for Calendar Year 2025
  - a. Election of Chairman for Calendar Year 2025  
(Chairman will turn the meeting over to the County Administrator who will conduct this election. Upon completion, the County Administrator will turn the meeting over to the 2025 Chairman.)
  - b. Election of Vice Chairman for Calendar Year 2025
  - c. Establishment of dates, times and place of regular meetings
  - d. Adoption of Rules and Procedures
- 1.05 Agenda Amendment(s)
- 1.06 Approval of Regular Agenda

**2. Approval of Consent Agenda**

- 2.01 Approval of Minutes: December 5 and 6 Board Retreat, December 12 Finance Committee and December 19, 2024 Regular Board of Supervisors Regular Meetings
- 2.02 Warrants and Vouchers
- 2.03 Treasurer's Report & Financial Update – *for information only*
- 2.04 Departmental Reports – *for information only*

**3. Recognitions/Awards/Presentation**

- 3.01 Recognition of Deputy Clerk of Court Carolyn Matthews for 50 Consecutive Years of Service to Sussex County
- 3.02 FY24 Audit – Taylor Stover, Robinson, Farmer, Cox Associates

**4. Public Hearing**

- 4.01 Conditional Use Permit #2024-05 for Shooting Range, Henry Hayes, Applicant
  - a. Enter Public Hearing
    - 1. Public Comments
    - 2. Board Comments
  - b. Return to Open Session
  - c. Action on Public Hearing Item, if any
- 4.02 School System FY24 Budget Carryover Request/Budget Amendment
  - a. Enter Public Hearing
    - 1. Public Comments
    - 2. Board Comments
  - b. Return to Open Session
  - c. Action on Public Hearing Item, if any

**5. Appointments**

- 5.01 Appointments to Sussex County Planning Commission
- 5.02 Appointment to Crater District Area Agency on Aging
- 5.03 Appointment to Board of Zoning Appeal

**6. Action Items**

- 6.01 Revised Historic Courthouse/Administrative Space Proposal—Andrew Moore, Glave & Holmes
- 6.02 School System Reimbursable Spending Cap Increase Request

**7. Citizens' Comments**

**8. Unfinished Business**

- 8.01 Review and Revise the Short and Long-Term EMS Plan

**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**

- 11.01 Convene into Closed Session
  - a. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; pursuant to applicable Va. Code Section 2.2.3711(A)1
  - b. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition 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 Code Section 2.2-3711(A)3
  - c. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel; pursuant to applicable Va. Code Section 2.2.3711(A)8
- 11.02 Reconvene to Open Session
- 11.03 Certification
- 11.04 Action(s) Resulting from Closed Session

**12. Recess/Adjournment**

- 12.01 Recess/Adjournment
- 12.02 Next Meeting, TBD

**At a Regular Meeting of the  
Sussex County Board of Supervisors  
Held in the General District Courtroom on  
Thursday, December 19, 2024 at 6 pm**

**BOARD MEMBERS PRESENT**

Wayne O. Jones, Chairman  
Steve E. 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  
David J. Conmy, Deputy County Administrator/  
Director of Economic Development  
Danielle Powell, County Attorney  
Ellen G. Boone, Commissioner of the Revenue  
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 (Virtual)  
Titiana D. Nicholson, CSA Coordinator (Virtual)  
Nick Sheffield, Fire & Rescue Chief  
Regina Sykes, Commonwealth's Attorney  
Matt Westheimer, Building Official  
Shilton R. Butts, Assistant to the County Administrator/  
Deputy Clerk to the Board of Supervisors

**1. Commencement**

1.01 Call to Order/Determine Quorum

Chairman Jones called the December 19, 2024 regular meeting of the Sussex County Board of Supervisors to order.

1.02 The Invocation

Supervisor Tyler offered the Invocation.

1.03 The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

#### 1.04 Agenda Amendments

Supervisor Futrell requested to add a under Item 11. Closed Session, a Closed Item regarding Personnel.

Administrator Douglas requested to table under Item 3. Recognition/Awards/Presentation, items 3.03 FY2024 Audit and 3.04 Health Insurance/Health Reimbursement Account Update.

Chairman Jones requested to add under Item 3. Recognition/Awards/Presentation as the new Item 3.03 Eastern Seniors Sussex.

#### 1.05 Approval of Regular Agenda

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve the December 19, 2024 agenda with the amendments as noted. All Board members present voted aye.

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

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR WHITE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Consent agenda inclusive of the following: (a) October 24, Joint Public Hearing of the Sussex County Board of Supervisors and the Planning Commission and November 21, 2024 Regular Meeting minutes; (b) the Approval of Warrants and Vouchers; (c) Treasurer's Report & Financial Update; (d) Departmental Reports; (e) Health Insurance/HRA Budget Amendment; and (f) Budget Appropriation for E-Summons Revenue in accordance with County Ordinance #22-01; and (g) First Responders Budget Amendment. All Board members present voted aye.

*Vice Chairman White entered at 6:08 p.m.*

*Supervisor Fly entered at 6:10 p.m.*

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

#### 3.01 Recognition of David Conmy, Deputy County Administrator – 2024 Cohort of the Virginia Rural Leadership Institute

Administrator Douglas recognized David Conmy, Deputy County Administrator, for his recent graduation from the 2024 Cohort of the Virginia Leadership Institute.

Deputy County Administrator Conmy provided a brief summary to the Board.

A copy of the 2024 Cohort of the Virginia Leadership Institute Certificate was included in the Board packet.

### 3.02 Gun Lock Giveaway Event

Commonwealth's Attorney Regina Sykes shared information on the upcoming gun lock giveaway event that was scheduled for the following Friday, December 20, 2024 in Sussex's Juvenile & Domestic Courtroom. She stated that there would be trigger locks and handgun safes given away. You had to be a Sussex resident to receive this giveaway. Driver's license had to be shown.

She also discussed safety of guns in homes and hoped this would help the residents.

Commonwealth's Attorney Sykes also noted this thoughtful giveaway event was courtesy Operation Ceasefire.

A copy of the Firearm Safety Flyer was included in the Board packet.

### 3.03 Sussex Seniors – Eastern

Members from the Sussex Seniors – Eastern were in attendance. They thanked the Board and let them know they were grateful for funding. They gave the Board members a card and a gift.

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

There was no Public Hearing.

#### **5. Appointments**

There were no Appointments.

#### **6. Action Items**

##### 6.01 Prioritization of Eligible Unpaved Secondary Routes—Planner Michael Poarch

Planner Michael Poarch completed staff report prioritizing eligible unpaved secondary routes in Sussex County.

Administrator Douglas provided the overview. Information included noted that when the secondary system of highways was established in 1932, VDOT accepted nearly 34,000 miles of unpaved roads. Today, nearly 9,000 miles of state maintained unpaved roads still exist and are an important part of each county's Secondary Six-Year Plan in addressing the unpaved road needs. Each county's secondary allocation included funds designated to improve unpaved roads based on their proportion of qualifying unpaved roads with traffic volumes over 50 vehicles per day.

The process of revising the Secondary Six-Year Plan includes an advertised public hearing to provide all citizens an opportunity to ask that their road be included in the plan. If all these requirements are met, a road will be improved and paved when funding reserved in the plan becomes available for spending.

He discussed program eligibility for the Rural Rustic Roads program. He stated that the rural Rustic Roads program is a pave-in-place program for existing public roadways. The program does not allow for any improvements outside of the existing right-of-way, or any site or drainage improvements beyond the front slope of the ditch—except for replacement of substandard driveway culverts within State-permitted driveways.

The evaluation criteria in prioritizing roadways on the County’s eligible unpaved list for rural rustic roads:

- a. Must be an unpaved roadway already within the State Secondary System.
- b. Must carry more than 50 vehicles per day (VPD)
- c. Must have a minimum of 30 feet prescriptive right-of-way
- d. Must have a minimum of 3 occupied residential units accessing the road
- e. Must have at least one (1) mile length of unpaved road.
- f. Preference to roads that has more than 30% of the total length of the roadway unpaved.
- g. Preference to roads connected to a State or U.S. Routes such as State Route 40, State Route 35, U.S. Route 301, and U.S Route 460.

The following roads that were recommended and deemed eligible by Virginia Department of Transportation (VDOT):

1. 1.Mill Path Road (Route 611): This secondary route located within the Henry Election District which run approximately 1 ½ miles. The entire length of the roadway is currently gravel and unpaved which stretches from Grizzard Road (Rt. 609) to Harrell Road (Rt. 610). Reference Exhibit A in Board packet.
2. Hunting Quarter Road (Route 632)z’ This secondary route located within the Yale Election District which run approximately 4 ⅞ miles. The road has an unpaved section which is approximately 1.17 miles in length which stretches from Hickory Hill Road (Rt. 608) to Gilliam Road (Rt. 660). Reference Exhibit B in Board packet.
3. Longevity Road (Route 636): This secondary route located within the Courthouse Election District which run approximately 2 ⅔ miles. The road has an unpaved section which is approximately 1.85 miles in length in between the point from Courthouse Road (Rt. 626) to Sussex Drive (State Route 40). Reference Exhibit C in Board packet.
4. Cabin Stick Road (Route 640): This secondary route located within the Courthouse Election District which run approximately 6 ½ miles. The road has an unpaved section which is approximately 1.95 miles in length which stretches from Bethel Church Road (Rt. 637) to Courthouse Road (Rt. 626). Reference Exhibit D in Board packet.
5. Chinquapin Road (Route 604): This secondary route located within the Yale/Wakefield Election District which run approximately 4 ¾ miles. The road has an unpaved section which is approximately 2.8 miles in length which stretches from Beaver Dam Road (Rt. 606) to Harrell Mill Road (Rt. 621). Reference Exhibit E in Board packet.

The VDOT Franklin Residency requested that the county prioritize eligible routes (based on traffic counts, numbers of residences, length, etc.) so that this paving prioritization can be factored into the county's six-year plan. Staff requests that the Board adopt a priority list and recommends approval of the prioritization as presented.

Staff recommended the Board adopt a priority list and approve unpaved secondary routes prioritization as presented.

A copy of the Eligible Unpaved Roads Report was included in the Board packet.

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR BAICY and carried: Sussex County Board of Supervisors hereby adopt the priority list and approve unpaved secondary routes prioritization as presented. All Board members present voted aye.

#### 6.02 Obligation of Remaining ARPA Funds/Overview of ARPA Projects and Expenditures

Finance Director Kelly Moore reviewed the obligated funded projects and provide an overview of ARPA projects and expenditures.

Ms. Moore stated that the Department of the Treasury issued appropriations to localities under the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund established under the America Rescue Plan Act. Since 2021 Sussex County was issued \$2,167,505.00. A list of the projects approved by the Board were included in the Board packet. Most projects have been completed. An estimated \$141,000 of unobligated and unspent funding remains. In the event that some projects may come in under the original allocation, staff recommended allocating the remaining balance to an integrated financial software system to move Sussex forward in efficiency, comprehension, budgeting, and reporting.

There was discussion that the funding had to be spent or it would have to be returned.

There was a request by Supervisor Baicy to provide one-half of the funding to fix collapsing ceiling at Stony Creek Fire Department. Fire & Rescue Chief Sheffield noted roof and ceiling sagging issues. There was discussion of structure and sizing issues. There was also discussion of ceiling height and having to move trucks, as well front bay being high with back portion lower.

There was discussion that the County didn't own the building. The Town owned the building. The County doesn't have direct control.

There was also discussion for funding use for Building and Grounds for \$52,000 for trailer and Courthouse lighting.

Public Works Director Gary discussed Courthouse lighting and the need for trailer for usage when installing road signs. Mr. Gary noted that his previous quote included costs for hand tools, post level, etc.

Resolution #24-164 was included in the Board packet for your consideration to appropriate the remaining unallocated portion of the 2nd tranche of ARPA funds for County projects and reallocate remaining funding from closed ARPA projects.

Budget Amendment #24-164 and a copy of obligated funded projects were included in the Board packet.

There was a motion made by Supervisor Tyler which was later withdrawn. Supervisor Tolliver motioned to fund integrated financial software system. After discussion, there was discussion to call make a motion to call the question in order to make a substitute motion.

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR BAICY and carried; RESOLVED that the Board of Supervisor hereby make the motion to call the question for the substitute motion. All Board members present voted aye.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FLY and carried; RESOLVED that the Sussex County Board of Supervisors hereby allocate funding in the amount of \$52,000 to Building and Grounds to purchase trailer and fix Courthouse lighting.

Voting aye: Supervisors Fly, Jones, Tyler, White

Voting nay: Supervisors Baicy, Futrell, Tolliver

#### 6.03 Courthouse HAVAC Replacement Request

Jeff Gary will present a request to begin the process of replacement of the courthouse HVAC system, as well as a request to complete a short-term project to address an immediate need for replacement of two hot water pumps related to the HVAC system. Mr. Gary has indicated that after the installation of the new BAS system at the courthouse, Trane (contractor) identified a problem with one of the hot water pumps not operating. The pump-motor assembly has completely failed. These pumps provide hot water for the heating coils for the HVAC system and are designed to alternate every seven days—but now we are fully dependent on one pump. Trane has provided a proposal for this project, but staff is soliciting a second quote, so therefore not sharing in this memo.

Due to the lead-time being four to six weeks for this project, staff recommends approval to move forward immediately to prevent a system failure.

ON MOTION OF SUPERVISOR BAICY, seconded by SUPERVISOR TYLER and carried; RESOLVED that the Sussex County Board of Supervisors hereby authorize County staff to receive a procurement for the replacement, of the HVAC system at the Courthouse, as needed. All Board members present voted aye.

#### 6.04 Finance Committee Recommendation for the Chambliss Elementary School

At the Finance Committee's meeting on December 12, 2024, a motion was passed to recommend the acceptance of Rodney Taylor's bid of \$15,000 for Chambliss Elementary School property, with the inclusion of a 36-month Buyback Clause.



Mr. Taylor plans to undertake renovations in phases, working on portions of the building at a time. A Certificate of Occupancy will be required to secure the building/property. Upon acquisition, the property and building must be insured.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR WHITE and carried: RESOLVED that the Sussex County Board of Supervisor hereby approves the Finance Committee's recommendation to accept Rodney Taylor's offer of \$15,000 for purchase of the Chambliss Elementary School property with the inclusion of a 36-month Buyback Clause; and

RESOLVED that Mr. Taylor will be working on portions of the building at time; will need to obtain a Certificate of Occupancy to secure ownership of building/property; upon which time the building/property must be insured; and

BE IT FURTHER RESOLVED that the County Administrator, County Attorney and Rodney Taylor are to come together to prepare and bring back to the County at the January 16, 2025 meeting. All Board members present voted aye.

## 7. Citizens' Comments

- Larry Diehl (Waverly District (Coppahaunk Citizens Against Solar) - Solar farm; Blackwater & Winfield solar; number of trees; truck trips traffic impact; explanation for notice to speak at Board meetings requirement for everyone; BOS Bylaws Section 1-1 and Section 4-1(F); land use presentation for time limit; Section 3-4.
- Michael Kessinger (Wakefield/Sheriff's Office) – Disappointed regarding ARPA Funding discussed prior in meeting; no email advising other departments regarding extra ARPA Funds; position cuts; salaries; vacancies at Sheriff's Office; toilets, roofs and office leak; employees and inmates housed in ; salary use for holiday pay for Sheriff's office; Sheriff's office treatment..
- Ernest Giles (Sheriff/Waverly District) – Disappointment; overlooked for certain things; life, health and safety; conditions of buildings; audits/inspections; loss of staff; Merry Christmas.

## 8. Unfinished Business

There was no Unfinished Business.

## 9. New Business

### 9.01 Requested Position Salary Increase for Commonwealth's Attorney Office

#### Request for Additional \$15,000 for unfilled full-time Attorney Position

Commonwealth's Attorney Regina Sykes requested a salary increase for an unfilled full time position for one of the attorneys in her office. Ms. Sykes stated that she's seeking \$100,000. This position is currently set at \$85,000, which means she's seeking a \$15,000 increase for this

unfilled deputy position. also be requesting an increase for a filled position and use of funds for an employee bonus.

CWA Sykes discussed salaries and salary ranges from surrounding jurisdictions. She noted that there are only one attorney position and secretary position that the County pays. The other positions are paid by the Comp Board or fully grant funded positions.

There was clarification that this is the same position that Board approved a \$10,000 previously to bring the salary to \$85,000. It was clarified that the request is for an additional \$15,000 to bring this salary for this position to \$100,000.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR BAICY and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Commonwealth's Attorney request for an additional \$15,000 for the unfilled full time position for one of the attorneys (Assistant Commonwealth Attorney) bringing this the salary to \$100,000; and

BE IT FURTHER RESOLVED that these funds are to be taken from the Contingency Fund. All Board members present voted aye.

CWA Sykes stated that there were funds taken from the FY25 budget that should have been taken from the FY24 budget. She noted that the Finance Department corrected this and re-appropriated funds back into her FY25 budget. Ms. Sykes is asking approval to move some of the re-appropriated funds to the Other Pay line item for bonuses and incentives. She stated that she believes that once you have employees, you have to retain them. She noted that this incentive would be a one-time bonus. She is not asking for any additional funding. The fund amount re-appropriated was \$6,600

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR WHITE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve the Commonwealth's Attorney request to move re-appropriated funding from the FY24 budget back to the FY25 budget to the Other Pay line item for bonuses and incentives. All Board members present voted aye.

## 9.02 Supervisor Fly Concerns

Supervisor Fly requested Chairman Jones to assign the two issues noted to the Finance Committee, if the Finance Committee Chair Tolliver will accept that the Finance Committee meet before the February meeting and bring back recommendations, working with County Administration on these two items.

The two concerns are:

1. . Relocation of County Administration to another Location on the Campus. County Administration needs to be relocated to a more professional space. What spaces are available on the County campus?
2. Review and Revise EMS 24-Month Plan. Revenues do not allow the construction of two new EMS buildings or the conversion of EMS to

County employees. Therefore, the current two-year plan needs to be revised.

Chairman Jones confirmed the Finance Committee Chair approval.

## **10. Board Member Comments**

10.01 Blackwater District – Appreciate the gifts that the Seniors gave the Board; however, didn't know if it was appropriate to receive money from an organization that the County gives money. He gave the gift card back.

10.02 Courthouse District – Merry Christmas and Happy New Year.

10.03 Henry District – none

10.04 Stony Creek District – Capital projects - 2 New Fire stations; Stony Creek Sewer Plant; Courthouse existing or new HVAC; Administration Building upgrade option that's cheaper; schools roofs; Sheriff's office; CWA; Water for Megasite; Have several Industrial opportunities before General Assembly takes away opportunity; share in sacrifice.

10.05 Wakefield District – Merry Christmas and Happy New Year; looking forward to seeing next year and moving forward.

10.06 Waverly District – Happy Holidays; Commonwealth's Attorney's office and Sheriff's Department workload/staffing .

10.07 Yale District – Merry Christmas, Happy Holidays and enjoy!.

## **11. Closed Session**

### 11.01 Convene to Closed Session

ON MOTION OF SUPERVISOR WHITE, seconded by SUPERVISOR BAICY and carried: RESOLVED that the Sussex County Board of Supervisors hereby enters Closed Session, pursuant to (1) Consultation with the county attorney for legal advice pursuant to Va. Code Section 2.2-3711(A)8, State Grant Administration; and (2) Disposition of publicly held real property because in open meeting would adversely affect would adversely affect the bargaining positions or negotiating strategy, applicable Code Section 2.2-3711(A)3, Chambliss Elementary School Property. All Board members present voted aye.

### 11.02./11.03. Reconvene to Open Session/Certification

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby reconvened to Open Session; and

FURTHER RESOLVED THAT that 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, 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 in conformity 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, Tyler, White

Voting nay: none

#### 11.04 Action Resulting from Closed Session

There was no action on Closed Session Items.

### **12. Adjournment**

#### 12.01 Adjournment

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR BAICY and carried: RESOLVED that the December 19, 2024 regular meeting of the Sussex County Board of Supervisors hereby adjourned at 8:35 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, January 16, 2025 at 6 p.m.

At a Finance Committee Meeting of the Board of Supervisors  
Held in the General District Courtroom  
on Thursday, December 12, 2024 - 4 p.m.

**BOARD MEMBERS PRESENT**

C. Eric Fly, Sr.  
Phyllis T. Tolliver  
Steve E. White

**STAFF PRESENT**

Richard Douglas, County Administrator  
Beverly Walkup, Planning Director  
Shilton R. Butts, Assistant to the County Administrator/  
Clerk of the Board

**Item 1. Call to Order/Determine Quorum (4:20 p.m.)**

Chair Tolliver called the December 12, 2024 Finance Committee meeting of the Sussex County Board of Supervisors to order.

**Item 2. Invocation**

The Invocation was offered by Supervisor Fly.

**Item 3. Pledge of Allegiance**

The Pledge of Allegiance was recited by all.

**Item 4. Agenda Amendments**

There were no agenda amendments.

**Item 5. Approval of Agenda**

ON MOTION OF SUPERVISOR WHITE, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Finance Committee hereby approved the December 12, 2024 agenda. All Finance Committee present voted aye.

**Item 6. Discussion of Chambliss Elementary School Property**

Chair Tolliver asked Rodney Taylor to provide an overview of his intentions for the Chambliss Elementary School property to include what and when.

Mr. Rodney Taylor discussed having contacts with businesses that rehab homes/business that have experience and skills that are willing to help.

Mr. Taylor is aware of TPO costs. He will start simple first and see what needs to be prepared. He noted he built his own house.

His grass roots are in Pocahontas and has family in Pocahontas. He stated he has five home in the Pocahontas area.

Inquiry of number of rooms in the Chambliss Elementary. It was estimated to be 14 classrooms in the building.

Administrator Douglas noted that an important first step is to have a design profession, an architect or engineer, to which will drive what permits will be needed

There discussion of roof repair/replacement, HVAC system, rewired, plumbing; and asbestos to be removed.

There was discussion of electrical. It was noted that when the school closed it was in compliance.

The major concern was roof repairs and costs from a building perspective. There was mention of climate control.

There was inquiry of size of the County and the number of youth programs Mr. Taylor noted who had recreation

#### School Renovation and Community Partnership

There was discussion of plans to renovate a school, starting with the front part and cleaning the entire school. He mentioned working with a glass man to repair and install glass, and getting the school exterminated to remove rodents. Sussex also planned to disinfect the school and fix doors with glass. He proposed to complete one room at a time, aiming for one room per month. Sussex also mentioned partnering with organizations.

Administrator Douglas read comments from the Board of Supervisor Chairman Jones.

1. The citizens of Wakefield want to see the school as a legitimate community center or torn down and replaced with a community park and or playground.
2. The County has to be protected with a Buyback Clause. Administrator Douglas noted that Chairman Jones stated that the current person of interest advised that he could have things done in a year. He recommends two years to be fully, operational with the entire school. If not operational by Code, the County would buy back the school and give the person the back the bid purchase paid. Money used would be a lost to the purchase of interest.
3. If it is agreed upon to approve the person of interest bid price, there needs to be time to allow the County Attorney to prepare a contract to be agreed upon by both parties.
4. The concerns of the County being shown financially operational for the community and maintained for future use.

5. If the building will not be open by Code, and used by the community, he sees a problem and liability for the County.

Mr. Taylor disagreed with the timeframe to be fully operational of two years that the school will be bought back from the County. His intents are to do work in phases, starting with the front part of the school first.

There was discussion of being unaware of survey taken by citizens in that area by the person of interest. It was recommended to hold a public meeting to allow input from everyone in the community of the sale of the school. There was discussion that the community are basically in agreement of wanting a community center.

There discussion of concerns of the inconsistency of the purchase of the other schools.

There was discussion of what standard is to be met.

### **Item 7. Recommendation(s) to Board of Supervisors**

Finance Committee Chair Tolliver advise Mr. Taylor that the County would have a Buyback Clause. They will like to offer Rodney Taylor the property for \$15,000 as stated. He would have 36 months to have a secure roof and electrical for portions and obtain a Certificate of Occupancy. Mr. Taylor has to have insurance on building on Day 1 of ownership.

Administrator Douglas asked that Mr. Taylor to work with the Building Official of completing portions of the building at a time.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR WHITE and carried: RESOLVED that the Sussex County Finance Committee hereby accept the recommendations to (1) have a 36-month Buy Back clause; (2) Secure the roof and electrical; (3) obtain the Certificate of Occupancy; and (4) have property/building day one of ownership; and

FURTHER RESOLVED that the recommendations are to be forwarded to the Board of Supervisors. All Finance Committee members presented voted aye.

### **Item 8. Adjournment**

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR WHITE and carried: RESOLVED that the Sussex County Finance Committee hereby adjourned the December 12, 2024 Finance Committee Meeting at 5:17 p.m. All members present voted aye.

**Board of Supervisors Work Session Retreat  
Thursday, December 5 and 6, 2024 – 10:00 a.m.  
Maymont Westover House  
1000 Westover Road, Richmond, VA 23220**

**Meeting Notes**

**Portia Pope, Ph.D., Facilitator**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT/SENT**

C. Eric Fly, Sr.

**STAFF PRESENT**

Richard Douglas, County Administrator  
David J. Conmy, Deputy County Administrator/  
Economic Development Director  
Danielle Powell, County Attorney  
Shilton R. Butts, Assistant to the County Administrator/  
Clerk of the Board

Notes for the retreat were captured on flip charts. The following are general notes.

**Day 1: December 5, 2024**

The December 5, 2024 Board Retreat was called to order by general consensus. The Board members and staff introduced themselves.

Dr. Portia Pope introduced herself and provided a brief review of her professional background.

The Board members introduced themselves to include their district and a fun fact about themselves.

They opened with an icebreaker by answering trivia questions about Sussex County landmarks and legends. They were divided into two teams, taking turns answering questions.

They discussed advancing towards teamwork and togetherness. Teamwork in governance refers to the collaborative effort among members of a governing body, such as a board of directors, advisory committee, or council, to effectively lead, oversee, and make decisions that advance the goals and mission of the organization or community they serve. It involves leveraging diverse



perspectives, skills, and expertise to ensure sound decision-making, strategic direction, and accountability.

Sussex County Vision was reviewed. It is the mission of Sussex County Board of Supervisors in partnership with the local government staff to establish the range of public policies and to secure and allocate the fiscal and physical resources needed to address the public safety, educational and community development needs of county citizens and county businesses in a fiscally prudent and responsible manner.

Sussex County is a community dedicated to making strategic choices and decisions that provide citizens and businesses alike with a **diversified economy**, quality public services, and a superior quality of life while sustaining the county's natural environment and rural heritage for future generations.

There was discussion of the County envision of economic development in Sussex Green.

There was discussion of two crisis, Stony Creek WWTP and Sussex Service Authority.

There was discussion of the key differences between mission and vision.

The Mission focuses what the organization is doing now either on a short term or ongoing basis. It defines the organization's core purpose and activities. It guides internal operations and external understanding and action-oriented.

The Vision focuses on the future of what the organization aspires to achieve on a long-term basis. It provides a long term goal and inspiration. It motivates internal teams and inspires stakeholders. Vision is more aspiration and idealistic.

There was review of the roles and responsibilities of the Board of Supervisors and the County Administrator, per the Code of Virginia, Title 15.2, Chapter 6.

It was reviewed that the Board of Supervisors serves as the County's legislative body, holding all rights and powers conferred by general law. They are responsible for setting County policies, adopting Ordinances, and overseeing the County's budget. The Board of Supervisors appoints the County Administrator and other key officials.

The County Administrator serves at the Board of Supervisors pleasure. He acts as the administrative head of the County government, responsible for the proper administration of all county affairs under the Board's authority. The County Administrator appoints all the officers and employees in the County administrative service, except as otherwise provided. he prepares and submits the annual budget to the Board of Supervisors The County Administrator handles the day to operations of the County.

The Dillon rule was discussed. It was noted that the Dillon Rule is the principle that local government only exercise (1) powers expressly granted by the state, (2) powers necessarily and fairly implied from the grant of power, and (3) powers crucial to the existence of local government.

The Board of Supervisors provides strategic direction and sets the framework for governances based on the mission, vision and core value.

The session focused on identifying the County's strengths, weaknesses, opportunities, and threats (SWOT) to create a comprehensive and actionable strategic plan. Key participants include the County Administrator, Deputy County Administrator, County Attorney, and six County Board of Supervisors.

The County Administrator translates these abstract goals into tangible actions by:

- Ensuring operational decisions are mission-driven.
- Aligning initiatives and projects with the vision for the county's future.
- Embedding core values into the organizational culture and daily operations.
- This partnership ensures that the county remains focused on its purpose (**mission**), driven by its aspirations (**vision**), and grounded in its principles (**core values**), while balancing democratic oversight with professional management.

Dr. Pope provided the overview that the SWOT analysis provided valuable insights into Sussex County's current landscape, identifying specific challenges and opportunities that inform the strategic path forward.

Key elements of Teamwork in Governance include (1) shared visions and goals; (2) collective decision making; (3) define roles and responsibilities; (4) mutual accountability; (5) open communication; (6) respect and trust; (7) diversity and inclusion; and (8) adaptability and continuous improvement.

The individuals on the teams or in the room bring their skills, strengths, and experience to the group dynamics, decision-making and success.

The pathway to success was discussed to:

**Clarify Objectives:** Establish a shared understanding of the organization's mission, values, and strategic priorities.

**2. Establish Governance Processes:**

Develop and follow clear processes for meetings, decision-making, and conflict resolution.

**3. Promote Inclusivity:**

Ensure all members feel heard and valued, creating an environment where everyone can contribute.

**4. Encourage Collaboration:**

Facilitate team-building activities, workshops, or retreats to strengthen relationships and trust among members.

**5. Provide Training and Resources:**

Offer governance training to enhance members' skills in collaboration, leadership, and ethical decision-making.

## **6. Evaluate and Reflect:**

Regularly assess the board's effectiveness and teamwork through surveys, feedback, or self-assessment tools.

Weaknesses and threats in limited revenue streams; infrastructure challenges; declining population and economic development needs.

The County's strengths include strong agricultural legacy and community engagement.

The County's weaknesses included limited water infrastructure and declining population.

Opportunities lie in the potential of Agritourism development and new taxation strategies to include exploring transient, meal, and cigarette taxes to increase revenue with a clear plan for fund allocation. It was noted collaborating with local businesses and schools to improve educational outcomes and support workforce readiness.

Threats lie in declining revenue streams and aging infrastructure.

The findings underscore the importance of addressing weaknesses, such as infrastructure limitations, while leveraging strengths like the county's agricultural heritage.

A detailed SWOT matrix table is included in the report to summarize these findings clearly and concisely. Building on this foundation, the following recommendations outline actionable steps to drive economic growth, enhance community engagement, and establish a sustainable fiscal foundation. analysis provided valuable insights into Sussex County's current landscape, identifying specific challenges and opportunities that inform the strategic path forward. These findings underscore the importance of addressing weaknesses, such as infrastructure limitations, while leveraging strengths like the county's agricultural heritage.

Dr. Pope findings and analysis included the following weaknesses and threats included:

**Limited Revenue Streams:** Current funding is insufficient to support major projects and economic growth.

**Infrastructure Challenges:** Issues with water accessibility and availability hinder business attraction and retention.

**Declining Population:** An 11% decrease from 2010 to 2020 highlights the need for strategies to stabilize and grow the population.

**Economic Diversification Needs:** The County requires a diversified economy to align with its long-term vision.

Dr. Pope provided that opportunities include:

**Immediate Funding Projects:** Prioritizing initiatives that generate quick revenue to address critical capital improvements.

**Long-Term Financial Planning:** To promote long-term economic growth and fiscal health, Sussex County should focus on supporting local businesses through incentives like grants or low-interest loans and by providing technical assistance to encourage growth and job creation, ultimately expanding the tax base. To attract new industries, the county can offer targeted incentives such as tax abatements and workforce development grants while partnering with economic development agencies to identify and recruit businesses that align with local goals.

**For fiscal sustainability,** the county should work with finance staff to build stabilization funds by setting aside surplus revenue during prosperous years, ensuring that resources are available during downturns. Strategic debt financing for capital projects can be planned by collaborating with finance teams to align repayment schedules with expected project benefits.

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**Engaging the community is key.** Host public budget forums where residents can voice their priorities and work with communications staff to create clear, accessible reports detailing revenue sources, expenditures, and progress toward goals. For forecasting, finance staff can use advanced tools and collaborate with data analysts to conduct scenario analysis and to compare the county's performance against peer counties, identifying opportunities for improvement.

**To generate innovative revenue,** Sussex County can partner with sustainability experts to issue green bonds for environmentally focused projects and collaborate with tourism boards to develop events and attractions that boost sales and occupancy tax revenues. By fostering collaboration across departments and involving community stakeholders, Sussex County can build a comprehensive and sustainable strategy for economic development and fiscal resilience.

Dr. Pope noted the following:

### The Importance of Economic Development in County Government

She noted economic development is a cornerstone of effective county governance, serving as the foundation for addressing the diverse needs of communities. It enables counties to attract businesses, create jobs, and generate revenue that supports critical infrastructure, public services, and quality of life improvements. Strategic decision-making in economic development ensures that limited resources are allocated efficiently to projects with the greatest potential impact. By prioritizing initiatives that yield sustainable revenue streams, counties can better address pressing needs such as education, healthcare, and infrastructure while fostering resilience against economic downturns. A robust economic development strategy not only strengthens the fiscal health of the County but also creates an environment where businesses and residents can thrive.

### Agritourism: A Long-Term Strategy for Economic Growth

Agritourism presents a unique opportunity for Sussex County to leverage its agricultural heritage, particularly its legacy in the peanut industry, as a catalyst for economic growth over the next 3–5 years. Agritourism combines agriculture and tourism by offering visitors authentic farm-based experiences, such as tours, festivals, and farm-to-table dining. This strategy diversifies the County's economy by drawing tourists, boosting local businesses, and increasing revenue streams. To ensure the success of an agritourism initiative, it is vital to analyze financial outputs and returns on investment (ROI). This includes assessing upfront costs, such as infrastructure and marketing, against potential gains from increased tourism, local spending, and job creation. A well-executed agritourism plan positions the County as a destination for cultural and recreational experiences, enhancing its economic resilience while preserving its agricultural legacy.

### Addressing Economic Distress and Infrastructure Challenges

Strategic planning becomes imperative when a county faces economic distress coupled with aging infrastructure and an urgent need for capital improvements. Economic hardship often limits a county's ability to fund necessary projects, exacerbating issues like inadequate water systems, outdated facilities, and declining public services. These challenges can deter potential businesses and residents, further weakening the local economy.

To combat this, counties must prioritize projects that yield high-impact results, such as improving essential infrastructure and addressing immediate needs while laying the groundwork for long-term growth. Exploring diverse funding sources, including grants, public-private partnerships, and targeted taxes, can help bridge resource gaps. By addressing infrastructure challenges proactively, counties can attract investment, support economic activity, and ensure that residents and businesses have access to the resources and services needed to thrive.

### Consequences of Failing to Act on Economic and Financial Risks

Failure to address economic and financial risks through strategic direction can have severe and far-reaching consequences for county governments. Research consistently shows that inaction exacerbates existing vulnerabilities, leading to a downward spiral in economic stability and community well-being. When no clear strategic direction is established, counties risk eroding public trust, as residents and businesses perceive leadership as ineffective or disconnected from pressing needs. Unaddressed risks such as declining revenues, population loss, and aging infrastructure can compound over time, making them increasingly difficult and costly to resolve.

Economically, a lack of action can result in diminished competitiveness, as counties fail to attract or retain businesses, jobs, and investments. Financially, it can lead to budget shortfalls, reduced credit ratings, and an overreliance on emergency measures, which often come at a higher cost. The absence of a strategic framework also means missed opportunities to leverage grants, partnerships, or innovative solutions that could mitigate risks and create growth. As evidenced in cases of distressed municipalities, such as during its fiscal crisis, failure to act decisively not only deepens economic stagnation but also undermines the quality of life for residents, further eroding the County's social and economic fabric.

Proactively developing and implementing a strategic plan is essential to mitigating these risks. It enables counties to allocate resources effectively, anticipate challenges, and create a roadmap for sustainable growth. Without such a plan, counties leave themselves vulnerable to a reactive cycle of crisis management, which often results in higher costs and diminished outcomes compared to a proactive

Dr. Pope provided the following recommendations:

### Public Communication and Engagement

Develop a robust strategy to educate residents on the County's strengths, risks, and future plans.

Garner public support for the County's strategic direction through transparent and frequent updates.

Design a strategy to educate the public on the County's goals, challenges, and progress, fostering transparency and trust.

Provide regular updates to stakeholders and the community on achievements and adjustments to strategic initiatives.

### Improved Board Communication:

Provide high-level updates to the County Board of Supervisors on county operations and key issues in the reports or documents shared with the Board.

### Economic Growth and Revenue Strategies:

Conduct Further Research on Agritourism:

- Explore the feasibility and potential of agritourism as a key economic driver, focusing on leveraging Sussex County's agricultural legacy, particularly the peanut industry.
- Assess infrastructure needs, marketing strategies, and stakeholder partnerships required for successful implementation.
- Evaluate the financial outputs and return on investment to ensure alignment with long-term economic goals.

Make Informed Decisions on Taxation:

- Analyze the potential revenue and implications of introducing or increasing transient and cigarette taxes.
- Engage stakeholders to understand community impact and build public support for tax policy changes.
- Develop a clear plan for allocating the additional revenue to priority areas such as infrastructure improvements, education, and economic development.

Education and Workforce Development:

- Strengthen partnerships with schools and businesses to improve educational outcomes and workforce readiness.

Focus on Infrastructure and Capital Projects:

- Prioritize and plan projects that address water accessibility and significant infrastructure needs.
- Leverage immediate revenue-generating projects to support these efforts.

Update Personnel Policies:

- Revise and modernize the County's personnel policies, which have not been updated in six years (since 2018), to reflect current best practices and compliance standards.

Supervisor Training and Development:

**Engaging the County Board of Supervisors in the Virginia Certified County Supervisors' Program, offered by the Virginia Association of Counties (VACo),** will strengthen their leadership and governance skills and prepare them for effective decision-making and strategic planning. This comprehensive program provides training on essential topics, including public budgeting and finance, planning and land use, ethical decision-making, policy development, and fostering community engagement. It also delves into legal frameworks, regulatory compliance, and collaborative leadership to equip supervisors with the knowledge needed to address complex challenges.

Through a combination of in-depth classroom sessions and practical assignments, supervisors gain a thorough understanding of their roles, powers, and responsibilities within county operations. The program emphasizes critical skills such as effective communication, conflict resolution, and consensus-building, all of which are vital for managing competing priorities and building trust with stakeholders. By investing in this professional development opportunity, Sussex County ensures its leadership is well-prepared to navigate current challenges, align efforts with strategic goals, and support initiatives that enhance community growth and resilience.

**Develop a Strategic Framework with SMART Goals:**

Outline the County's long-term strategic goals, ensuring alignment with its vision and priorities.

- Create detailed action steps to achieve these goals using the SMART framework (Specific, Measurable, Achievable, Relevant, and Time-bound).
- Regularly review and update the framework to reflect progress and adjust for emerging needs or challenges.

**Schedule Follow-Up Sessions:**

Refine strategic goals and track progress.

Board members participated in an Icebreaker Activity of reimagining Sussex County. Fun fact questions were asked about areas of the County.

The session focused on identifying the County's strengths, weaknesses, opportunities, and threats (SWOT) to create a comprehensive and actionable strategic plan. Key participants included the County Administrator, Deputy County Administrator, County Attorney, and six County Board of Supervisors.

#### The Primary Objectives Achieved:

- Identified key weaknesses and threats affecting the County's growth.
- Proposed opportunities to foster economic and fiscal development.
- Formulated actionable recommendations for communication and operations improvement.
- 

#### Scope of Work and Deliverables

#### Pre-Planning Activities:

- Conducted consultations to understand objectives.
- Developed a detailed agenda focusing on SWOT analysis, goal setting, and action planning.
- Prepared materials for facilitation.

Board of Supervisors identified agility and flexibility as critical components in addressing future challenges. These principles guided their discussions and decision-making during this workshop.

By general consensus, the December 5, 2024 Board of Supervisors Retreat was recessed to Friday, December 6, 2024 at 10:00 a.m.



**Portia Pope, Ph.D., Facilitator**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

C. Eric Fly, Sr.

**STAFF PRESENT**

Richard Douglas, County Administrator  
David J. Conmy, Deputy County Administrator/  
Economic Development Director  
Shilton R. Butts, Assistant to the County Administrator/  
Clerk of the Board

Notes for the retreat were captured on flip charts. The following are general notes.

**Day 2: December 6**

There was recap of Day 1, December 5, 2025.

Reviewed the key insights and progress from the first day.

Discussed the differences in policies and procedure. They discussed the need to update the Policy and Pay and Classification.

Everyone completed the Dominance Influence Steadiness Conscientiousness (DISC) Test of their personality type.

Closing remarks and next steps included

- final reflections, action steps, and expressions of gratitude for participation
- Okay with considering adoption of Agritourism ordinance
- Potential Revenue sources to research and estimate revenue projections
  - Hotel lodging tax
  - Cigarette tax
- Nottoway River
- Previous “Sussex Gone Nuts” motto
- Discussion of partnerships with other relevant stakeholders

By general consensus adjourned the December 6, 2024 Board Retreat at 12:30 p.m.



January 16, 2025

**WARRANTS & VOUCHERS SUMMARY**

**TOTAL ALL WARRANTS FOR APPROVAL** \$ 1,180,767.39

**TOTAL ALL VOID CHECKS FOR APPROVAL** \$1,378.32

**ACCOUNTS PAYABLE WARRANTS:** CHECK NO. AMOUNTS PROCESS DATE

FOR MONTH OF December 2024  
229734-229829 \$ 388,589.54 6-Dec-24  
229841-229894 \$ 119,211.33 12-Dec-24  
229919-229972 \$ 333,047.38 19-Dec-24

Total Regular Warrants \$ 840,848.25

**PAY DEDUCTION WARRANTS:** CHECK NO. AMOUNTS PROCESS DATE

FOR MONTH OF December 2024  
229830-229831 \$ 350.00 9-Dec-24  
229832-229840 \$ 64,158.10 16-Dec-24  
229895-229903 \$ 64,158.10 23-Dec-24

Total Payroll Deduction Warrants: \$ 128,666.20

**CSA WARRANTS:** CHECK NO. AMOUNTS PROCESS DATE

FOR MONTH OF December 2024 229904-229918 \$ 211,252.94 19-Dec-24

Total CSA Warrants: \$ 211,252.94

**ACH PAYMENTS** CHECK NO. AMOUNTS PROCESS DATE

Bank of America \$ 9,256.53 27-Dec-24

Total ACH Deduction Warrants: \$ -

**TOTAL VOUCHERS & WARRANTS FOR APPROVAL** \$ 1,180,767.39

**VOIDED** CHECK NO. AMOUNTS PROCESS DATE

API00B 12/06/2024 SUSSEX COUNTY  
TIME 9:03:27

A/P CHECK REGISTER  
Check Date - 12/06/2024

ActPd - 2024/12

PAGE

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229737	1010	AT&T	000	12/06/2024	3,909.16	.00
229738	999999	ATKINS, RICHARD	000	12/06/2024	100.00	.00
229739	999999	BARNES, JUDY ELLINGTON	000	12/06/2024	50.00	.00
229740	999999	BARRETT, CHRISTOPHER	000	12/06/2024	100.00	.00
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229742	999999	BISHOP, SR, STEVEN	000	12/06/2024	50.00	.00
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229745	999999	BOYD, EDDIE	000	12/06/2024	25.00	.00
229746	183	BRITT, S SERVICE CENTER	000	12/06/2024	50.00	.00
229747	999999	BROCK, ASHLEY	000	12/06/2024	50.00	.00
229748	999999	BROWN, PINKY	000	12/06/2024	50.10	.00
229749	738	BUTLER'S TOWING AND	000	12/06/2024	1,562.67	.00
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229776	999999	Jesse Kincaid Hellyer, Jr	000	12/06/2024	50.00	.00
229777	999999	JAMES III, WILLIAM E.	000	12/06/2024	50.00	.00
229778	999999	JAMIE PARKER POOLE	000	12/06/2024	50.00	.00
229779	49	JARRATT HARDWARE	000	12/06/2024	144.61	.00
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PAGE

2

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		ACH TOTAL			20,490.05	
		CHECK TOTAL			368,099.49	
		EPY TOTAL			.00	
		FINAL TOTAL			388,589.54	.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
THE TOTAL 388,589.54 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

12.6.24  
12/6/2024

*Kelly M. [Signature]*  
Signed by: Kelly M. [Signature]  
Richard Douglas  
MANAGER

12/6/24

*Kelly M. [Signature]*

AP100B 12/12/2024 SUSSEX COUNTY  
 TIME- 9:05:02

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ActPd - 2024/12

PAGE

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
229841	615	AIRFIELD 4-H CONFERENCE C	000	12/12/2024	1,037.49	.00
229842	1696	AXON ENTERPRISE, INC.	000	12/12/2024	12,019.53	.00
229843	9	BAI MUNICIPAL SOFTWARE	000	12/12/2024	16,083.00	.00
229844	10	BANK OF SOUTHSIDE VA	000	12/12/2024	1,694.22	.00
229845	10	BANK OF SOUTHSIDE VA	000	12/12/2024	2,232.81	.00
229846	10	BANK OF SOUTHSIDE VA	000	12/12/2024	283.70	.00
103	ACH	BERKLEY GROUP	000	12/12/2024	11,625.50	.00
229847	1472	BRACY, KEVIN	000	12/12/2024	75.00	.00
229848	360	BUSINESS DATA OF VA., INC	000	12/12/2024	1,206.25	.00
229849	1251	CABIN POINT VETERINARY	000	12/12/2024	867.90	.00
229850	999999	CARR, KRISTINA	000	12/12/2024	125.78	.00
229851	1485	CENTRAL AGRIBUSINESS	000	12/12/2024	30.80	.00
229852	2055	COMMONWEALTH CALIBRATIONS	000	12/12/2024	85.00	.00
229853	1449	CONVERGENT TECHNOLOGIES	000	12/12/2024	359.00	.00
229854	20	COMILING BROTHERS	000	12/12/2024	11.06	.00
229855	845	CROWN CASTLE GT COMPANY	000	12/12/2024	1,537.71	.00
229856	871	CRYSTAL SPRINGS	000	12/12/2024	552.96	.00
229857	1185	DISPUTANTA ANIMAL HOSPITA	000	12/12/2024	634.73	.00
229858	902	DOC FARMER, S MARKET	000	12/12/2024	99.55	.00
229859	1651	DOCUMENT SYSTEMS	000	12/12/2024	1,117.16	.00
229860	84	DOMINION VIRGINIA POWER	000	12/12/2024	42.55	.00
229861	84	DOMINION VIRGINIA POWER	000	12/12/2024	75.00	.00
104	ACH	EDMOND, J. LAFAYETTE	000	12/12/2024	9,120.04	.00
229862	123	FLORES, & ASSOCIATES, LLC	000	12/12/2024	167.79	.00
229863	152	GALLS, LLC	000	12/12/2024	506.71	.00
229864	1605	GLOBAL SIGNAL ACQUISITIONS	000	12/12/2024	75.00	.00
229865	2218	GRINSTEAD, ELENA	000	12/12/2024	7,733.30	.00
229866	1637	HALEY FORD, SOUTH	000	12/12/2024	1,166.61	.00
229867	1747	HERC RENTALS INC.	000	12/12/2024	55.12	.00
229868	49	JARABAT HARDWARE	000	12/12/2024	673.15	.00
229869	129	LOGAN SYSTEMS, INC	000	12/12/2024	116.00	.00
229870	1433	LOWE'S	000	12/12/2024	100.00	.00
229871	309	MASSENBURG, TERRY	000	12/12/2024	75.35	.00
229872	1600	MAYES, ANDREW W.	000	12/12/2024	28.35	.00
229873	999999	MEADE, DELYONTE	000	12/12/2024	75.00	.00
229874	163	PEARSON'S APPRAISAL SERV	000	12/12/2024	2,975.00	.00
229875	2083	READ'S UNIFORMS INC.	000	12/12/2024	396.45	.00
229876	999999	RICKS, DESSAUSURE	000	12/12/2024	189.90	.00
229877	1866	SHANDS, RUDOLPH	000	12/12/2024	75.00	.00
229878	1618	SHRED-IT USA, LLC	000	12/12/2024	282.72	.00
229879	999999	SILVER, TRUSSAINE	000	12/12/2024	216.90	.00
229880	1787	SIMPLE COM	000	12/12/2024	242.00	.00
229881	2022	STAR2STAR COMMUNICATIONS, L	000	12/12/2024	226.63	.00
229882	942	SUSSEX MINT MART	000	12/12/2024	143.65	.00
229883	1822	TEBELTSWEIDING, LLC	000	12/12/2024	105.00	.00
229884	317	TOWN OF WAKEFIELD	000	12/12/2024	17.91	.00
229885	897	TRANE COMPANY	000	12/12/2024	22,880.00	.00
229886	80	TRI CITY OFFICE PRODUCTS	000	12/12/2024	45.19	.00
229887	1995	TRUIST BANK	000	12/12/2024	4,497.47	.00
229888	2156	TRUIST BANK	000	12/12/2024	4,442.39	.00
229889	757	UNITED SITE SERVICES OF M	000	12/12/2024	680.00	.00
229890	757	VERIZON BUSINESS	000	12/12/2024	365.61	.00

API00B 12/12/2024 SUSSEX COUNTY  
 TIME- 9:05:02

A/P CHECK REGISTER  
 Check Date - 12/12/2024

ACFPR - 2024/12

PAGE

2

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
229891	39	VERIZON WIRELESS	000	12/12/2024	3,077.74	.00
229892	2139	VIRGINIA STATE POLICE	000	12/12/2024	20.00	.00
229893	879	WOMACK PUBLISHING CO.	000	12/12/2024	257.60	.00
229894	1644	XEROX FINANCIAL SERVICES CLASS	000	12/12/2024	545.99	.00
		CLASS TOTAL			119,211.33	.00

ACH TOTAL 20,745.54  
 CHECK TOTAL 98,465.79  
 EPY TOTAL .00  
 FINAL TOTAL 119,211.33

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 119,211.33 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

12/12/2024  
 DATE

Designated by: [Signature]  
 Treasurer of Finance  
 County Administration  
 DESTIE J. COX, TREASURER

API00B 12/19/2024 SUSSEX COUNTY  
 TIME-13:18:32

A/P CHECK REGISTER  
 Check Date - 12/19/2024

ACED - 2024/12

PAGE 1

CHECK#	VEND#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
2229919	1917	AMAZON CAPITAL SERVICES	000	12/19/2024	1,318.66	00
2229920	10	BANK OF SOUTHSIDE VA	000	12/19/2024	306.33	00
2229921	999999	BINETSKY-RATH, MARLENA	000	12/19/2024	89.04	00
2229922	2041	BRANTLEY, LEAH	000	12/19/2024	100.00	00
2229923	183	BRITT'S SERVICE CENTER	000	12/19/2024	95.00	00
2229924	2042	BROWN, VIOLA	000	12/19/2024	75.00	00
2229925	1251	CABIN POINT VETERINARY	000	12/19/2024	1,604.75	00
2229926	1485	CENTRAL AGRIBUSINESS	000	12/19/2024	30.80	00
2229927	2106	CIVICPLUS	000	12/19/2024	5,013.75	00
2229928	2012	COMY, DAVID	000	12/19/2024	426.57	00
2229929	2053	COV DESIGNS	000	12/19/2024	350.00	00
2229930	193	DEPART OF MOTOR VEHICLES	000	12/19/2024	875.00	00
2229931	28	DISTRICT 19 COMMUNITY	000	12/19/2024	927.00	00
2229932	902	DOC FARMER'S MARKET	000	12/19/2024	262.80	00
2229933	1651	DOCUMENT SYSTEMS	000	12/19/2024	597.37	00
2229934	84	DOMINION VIRGINIA POWER	000	12/19/2024	772.00	00
2229935	2134	DRAKE VETERINARY SERVICES	000	12/19/2024	140,310.00	00
2229936	2157	EMERGENCY SOLUTIONS, INC.	000	12/19/2024	181.15	00
2229937	1692	FERRBELGAS	000	12/19/2024	30,142.89	00
105	2030	FLORES & ASSOCIATES, LLC	000	12/19/2024	175.00	00
A	ACH					
2229938	2084	GRAY, BARBARA	000	12/19/2024	12,931.00	00
2229939	1637	HALEY FORD SOUTH	000	12/19/2024	1,166.93	00
2229940	1747	HERC RENTALS INC.	000	12/19/2024	133.32	00
2229941	2260	LIFE-ASSIST, INC.	000	12/19/2024	150.00	00
2229942	1983	MID-ATLANTIC PEST AND LAW	000	12/19/2024	375.00	00
2229943	1793	MONICA WHITNEY	000	12/19/2024	328.40	00
2229944	947	MUNICIPAL EMERGENCY SERVI	000	12/19/2024	78.94	00
2229945	1835	NICHOLSON, TITIANA	000	12/19/2024	43.00	00
2229946	2019	PETERSBURG ALARM COMPANY,	000	12/19/2024	1,568.70	00
2229947	164	PITNEY-BOWES, LLC	000	12/19/2024	608.35	00
2229948	61	PRINCE GEORGE ELECTRIC	000	12/19/2024	248.35	00
2229949	1226	R.M. WILKINSON OIL CO, INC	000	12/19/2024	160.00	00
2229950	2152	RADIO COMMUNICATION OF VI	000	12/19/2024	223.60	00
2229951	1014	ROBERT'S OXYGEN, INC.	000	12/19/2024	800.00	00
2229952	1176	ROBINSON FARMER & COX	000	12/19/2024	75.00	00
2229953	2043	ROGERS, EARL	000	12/19/2024	3,951.75	00
2229954	1488	RRS FOODSERVICE	000	12/19/2024	5,627.75	00
2229955	1709	SCHULTZ LAWNSCAPES, INC.	000	12/19/2024	63.55	00
2229956	1772	SOUTHSIDE ELECTRIC COOPER	000	12/19/2024	446.99	00
2229957	162	SUFFOLK ENERGIES INC	000	12/19/2024	32,879.50	00
2229958	2046	SURRY COUNTY	000	12/19/2024	1,631.75	00
2229959	1215	SUSSEX COUNTY SCHOOL	000	12/19/2024	2,945.00	00
2229960	963	TIMMONS GROUP	000	12/19/2024	2,945.00	00
2229961	897	TRANE COMPANY	000	12/19/2024	75.00	00
2229962	1995	TRUIST BANK	000	12/19/2024	1,908.08	00
2229963	1002	TYLER, RUFUS	000	12/19/2024	775.00	00
2229964	1218	U.S. BANK	000	12/19/2024	75.00	00
2229965	2045	UMPHLETT, WINNIE	000	12/19/2024	3,015.72	00
2229966	87	VAN CLEEF AUTO PARTS INC	000	12/19/2024	769.98	00
2229967	769	VERIZON	000	12/19/2024	1,388.09	00
2229968	39	VERIZON WIRELESS	000	12/19/2024	20.00	00
2229969	1601	W.S. CAMPBELL TOWING & REP	000	12/19/2024	20.00	00



API00B 12/19/2024 SUSSEX COUNTY  
 TIME-13:18:32

A/P CHECK REGISTER  
 Check Date - 12/19/2024

ACTPd - 2024/12

PAGE

CHECK#	VENDOR	CLASS	DATE	AMOUNT	DISCOUNT
229970	873 WASTE MANAGEMENT OF	000	12/19/2024	2,329.06	.00
106	2133 WEX INC	000	12/19/2024	13,095.90	.00
229971	1408 WITMER PUBLIC SAFETY GRP.	000	12/19/2024	3,518.50	.00
229972	2044 WYCHE, NATHELIA	000	12/19/2024	75.00	.00
	CLASS TOTAL			333,047.38	.00

ACH TOTAL CA 121924 43,238.79  
 CHECK TOTAL 289,808.59 MA  
 EPY TOTAL .00  
 FINAL TOTAL 333,047.38 .00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 333,047.38 EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

12/19/2024  
 DATE  
 12/19/2024  
 DATE  
 12/19/24  
 DATE

Approved by: *[Signature]*  
 REGISTER OF FINANCE  
 Richard Douglas  
 ADMINISTRATOR  
 DESTIE J. FOX, TREASURER

EMPLOY#	NAME	SOC. SEC.	CHECK#	NET PAY	GROSS-\$
000912	TROSTLE-WHITMAN, KIMBERLY	XXX-XX-5859	229830 ✓	175.00	
000911	WHITMAN, BLANE H	XXX-XX-7744	229831	175.00	
****COMPANY TOTAL****				350.00	350.00

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW  
 OR PREVIOUSLY DOCUMENTED. THE TOTAL 350.00 EQUALS THE CHECK REGISTER.

12-9-24 DATE *Richard S. [Signature]* COUNTY ADMINISTRATOR

12/09/24 *Hellen [Signature]*

PAYROLL DEDUCTION CHECKS

P/O NO.	VEND. NO.	VENDOR NAME	INVOICE NO.	INVOICE DATE	ACCOUNT NO.	CHECK AMOUNT	CHECK NO.	DESCRIPTION	BATCH
00000	000245	AFLAC	DC040241216241200	12/16/2024	100-000200-0100-	528.71	229832		00000
00000	000245		DC040241216241200	12/16/2024	105-000200-0100-	323.30	229832		00000
00000	000245		DC041241216241200	12/16/2024	100-000200-0100-	556.17	229832		00000
00000	000245		DC041241216241200	12/16/2024	105-000200-0100-	558.68	229832		00000
					CHECK TOTAL	1,966.86			
00081	000881	ANTHEM BLUE CROSS AND	DC005241216241200	12/16/2024	100-000200-0100-	11,002.50	229833		00000
00000	000881		DC005241216241200	12/16/2024	105-000200-0100-	2,934.00	229833		00000
00000	000881		DC015241216241200	12/16/2024	100-000200-0100-	9,634.50	229833		00000
00000	000881		DC015241216241200	12/16/2024	105-000200-0100-	1,070.50	229833		00000
00000	000881		DC126241216241200	12/16/2024	100-000200-0100-	26,565.50	229833		00000
00000	000881		DC126241216241200	12/16/2024	105-000200-0100-	5,947.50	229833		00000
					CHECK TOTAL	57,154.50			
00000	001397	LEGAL SHIELD	DC097241216241200	12/16/2024	100-000200-0100-	64.34	229834		00000
00000	001397		DC097241216241200	12/16/2024	105-000200-0100-	65.85	229834		00000
					CHECK TOTAL	130.19			
00000	001021	MINNESOTA LIFE INS CO	DC200241216241200	12/16/2024	100-000200-0100-	483.42	229835		00000
00000	001021		DC200241216241200	12/16/2024	105-000200-0100-	95.67	229835		00000
					CHECK TOTAL	579.09			
00000	000872	NATIONWIDC RETIREMENT	DC090241216241200	12/16/2024	100-000200-0100-	345.00	229836		00000
					CHECK TOTAL	345.00			
00000	002245	TIDEWATER FINANCE COMPANY	DC143241216241200	12/16/2024	105-000200-0100-	694.08	229837		00000
					CHECK TOTAL	694.08			
00000	000247	TREASURER OF VIRGINIA	DC080241216241200	12/16/2024	100-000200-0100-	2,274.88	229838		00000
					CHECK TOTAL	2,274.88			
00000	000831	VACORP	DC035241216241200	12/16/2024	100-000200-0100-	249.98	229839		00000
00000	000831		DC035241216241200	12/16/2024	105-000200-0100-	138.52	229839		00000
					CHECK TOTAL	388.50			
00000	001027	VALIC RETIREMENT	DC091241216241200	12/16/2024	100-000200-0100-	625.00	229840		00000
					CHECK TOTAL	625.00			
					CLASS TOTAL	64,158.10			
					FINAL TOTAL	64,158.10			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 64,158.10 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

12-9-24  
 12/10/24

*Robert E. Smith*  
 COUNTY ADMINISTRATOR

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	DC040241231241200	12/23/2024	100-000200-0100-	528.71	229895		00000
00000	000245		DC040241231241200	12/23/2024	105-000200-0100-	323.30	229895		00000
00000	000245		DC041241231241200	12/23/2024	100-000200-0100-	556.17	229895		00000
00000	000245		DC041241231241200	12/23/2024	105-000200-0100-	558.68	229895		00000
					CHECK TOTAL	1,966.86			
00000	000881	ANTHEM BLUE CROSS AND	DC005241231241200	12/23/2024	100-000200-0100-	11,002.50	229896		00000
00000	000881		DC005241231241200	12/23/2024	105-000200-0100-	2,934.00	229896		00000
00000	000881		DC015241231241200	12/23/2024	100-000200-0100-	9,634.50	229896		00000
00000	000881		DC015241231241200	12/23/2024	105-000200-0100-	1,070.50	229896		00000
00000	000881		DC126241231241200	12/23/2024	100-000200-0100-	26,565.50	229896		00000
00000	000881		DC126241231241200	12/23/2024	105-000200-0100-	5,947.50	229896		00000
					CHECK TOTAL	57,154.50			
00000	001397	LEGAL SHIELD	DC097241231241200	12/23/2024	100-000200-0100-	64.34	229897		00000
00000	001397		DC097241231241200	12/23/2024	105-000200-0100-	65.85	229897		00000
					CHECK TOTAL	130.19			
00000	001021	MINNESOTA LIFE INS CO	DC200241231241200	12/23/2024	100-000200-0100-	483.42	229898		00000
00000	001021		DC200241231241200	12/23/2024	105-000200-0100-	95.67	229898		00000
					CHECK TOTAL	579.09			
00000	000872	NATIONWIDE RETIREMENT	DC090241231241200	12/23/2024	100-000200-0100-	345.00	229899		00000
					CHECK TOTAL	345.00			
00000	002245	TIDEWATER FINANCE COMPANY	DC143241231241200	12/23/2024	105-000200-0100-	694.08	229900		00000
					CHECK TOTAL	694.08			
00000	000247	TREASURER OF VIRGINIA	DC080241231241200	12/23/2024	100-000200-0100-	2,274.88	229901		00000
					CHECK TOTAL	2,274.88			
00000	000831	VACORP	DC035241231241200	12/23/2024	100-000200-0100-	249.98	229902		00000
00000	000831		DC035241231241200	12/23/2024	105-000200-0100-	138.52	229902		00000
					CHECK TOTAL	388.50			
00000	001027	VALIC RETIREMENT	DC091241231241200	12/23/2024	100-000200-0100-	625.00	229903		00000
					CHECK TOTAL	625.00			
					CLASS TOTAL	64,158.10			
					FINAL TOTAL	64,158.10			

I HEREBY APPROVE THIS REGISTER FOR PAYMENT WITH EXCEPTIONS LISTED BELOW OR PREVIOUSLY DOCUMENTED.  
 THE TOTAL 64,158.10 - EQUALS THE WEEKLY LOG SHEET TOTALS AS ADJUSTED.

12-16-24  
 DATE

12/16/24

*Michael S. Skator*  
 COUNTY ADMINISTRATOR

*Michelle Beth*

P.O. NO.	VEHICLE NO.	ENDOR NAME	INVOICE NO.	ISSUE DATE	A/P	ACCOUNT NO.	AMOUNT	DATE	ACCT N
0900000	0903001	ALLIED INSTRUCTIONAL SERV	NOV1013131-0035	12/19/2024	00	CPA PNT TOTAL	4110-053000-1013	12/19/2024	202412
DISC TOTAL							00	CPA PNT TOTAL	
DISC TOTAL							00	CPA PNT TOTAL	

P.O. NO.	VEHICLE NO.	ENDOR NAME	INVOICE NO.	ISSUE DATE	A/P	ACCOUNT NO.	AMOUNT	DATE	ACCT N
0900000	0903001	ALLIED INSTRUCTIONAL SERV	NOV1013131-0035	12/19/2024	00	CPA PNT TOTAL	4110-053000-1013	12/19/2024	202412
DISC TOTAL							00	CPA PNT TOTAL	
DISC TOTAL							00	CPA PNT TOTAL	

P.O. NO.	VEHICLE NO.	ENDOR NAME	INVOICE NO.	ISSUE DATE	A/P	ACCOUNT NO.	AMOUNT	DATE	ACCT N
0900000	0903006	BELMONT STAR CARE OF RICHMOND	NOV1013131-0039	12/19/2024	00	CPA PNT TOTAL	4110-053000-1013	12/19/2024	202412
DISC TOTAL							00	CPA PNT TOTAL	
DISC TOTAL							00	CPA PNT TOTAL	

P.O. NO.	VEHICLE NO.	ENDOR NAME	INVOICE NO.	ISSUE DATE	A/P	ACCOUNT NO.	AMOUNT	DATE	ACCT N
0900000	0903039	BUCHOLING GIR YOUTH LLC	NOV1013131-0025	12/19/2024	00	CPA PNT TOTAL	4110-053000-1011	12/19/2024	202412
DISC TOTAL							00	CPA PNT TOTAL	
DISC TOTAL							00	CPA PNT TOTAL	

P.O. NO.	VEHICLE NO.	ENDOR NAME	INVOICE NO.	ISSUE DATE	A/P	ACCOUNT NO.	AMOUNT	DATE	ACCT N
0900000	0903041	EMSPACE FOSTER CARE LLC	NOV1013131-0005	12/19/2024	00	CPA PNT TOTAL	4110-053000-1004	12/19/2024	202412
DISC TOTAL							00	CPA PNT TOTAL	
DISC TOTAL							00	CPA PNT TOTAL	

P.O. NO.	VEHICLE NO.	ENDOR NAME	INVOICE NO.	ISSUE DATE	A/P	ACCOUNT NO.	AMOUNT	DATE	ACCT N
0900000	0903015	INTERCEPT YOUTH SERVICES	NOV1013131-0010	12/19/2024	00	CPA PNT TOTAL	4110-053000-1005	12/19/2024	202412
DISC TOTAL							00	CPA PNT TOTAL	
DISC TOTAL							00	CPA PNT TOTAL	

P.O. NO.	VEHICLE NO.	ENDOR NAME	INVOICE NO.	ISSUE DATE	A/P	ACCOUNT NO.	AMOUNT	DATE	ACCT N
0900000	0903015	INTERCEPT YOUTH SERVICES	NOV1013131-0015	12/19/2024	00	CPA PNT TOTAL	4110-053000-1005	12/19/2024	202412
DISC TOTAL							00	CPA PNT TOTAL	
DISC TOTAL							00	CPA PNT TOTAL	

P.O. NO.	VEHICLE NO.	ENDOR NAME	INVOICE NO.	ISSUE DATE	A/P	ACCOUNT NO.	AMOUNT	DATE	ACCT N
0900000	0903045	INTERCEPT YOUTH SERVICES	NOV1013131-0015	12/19/2024	00	CPA PNT TOTAL	4110-053000-1005	12/19/2024	202412
DISC TOTAL							00	CPA PNT TOTAL	
DISC TOTAL							00	CPA PNT TOTAL	

P.O. NO.	VEHICLE NO.	ENDOR NAME	INVOICE NO.	ISSUE DATE	A/P	ACCOUNT NO.	AMOUNT	DATE	ACCT N
0900000	0903045	INTERCEPT YOUTH SERVICES	NOV1013131-0051	12/19/2024	00	CPA PNT TOTAL	4110-053000-1005	12/19/2024	202412
DISC TOTAL							00	CPA PNT TOTAL	
DISC TOTAL							00	CPA PNT TOTAL	

P.O. NO.	VEHICLE NO.	ENDOR NAME	INVOICE NO.	ISSUE DATE	A/P	ACCOUNT NO.	AMOUNT	DATE	ACCT N
0900000	0903045	INTERCEPT YOUTH SERVICES	NOV1013131-0051	12/19/2024	00	CPA PNT TOTAL	4110-053000-1005	12/19/2024	202412
DISC TOTAL							00	CPA PNT TOTAL	
DISC TOTAL							00	CPA PNT TOTAL	

42100 12/19/2024 000001 000001

P.O. NO.	VENUE NO.	ISSUE NAME	INVOICE NO.	INVOICE DATE	INVOICE AMOUNT	DATE PAID	PAID AMOUNT	DATE PAID
00000000	000000	00000000	00000000	00000000	00000000			

DISC	TOTAL	DISC	TOTAL	DISC	TOTAL	DISC	TOTAL	DISC	TOTAL

00000000	000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000

00000000	000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000

00000000	000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000

12-19-24  
12/19/24  
West of OK



12/19/2024

12/19/2024

SUSSEX COUNTY  
TREASURER'S REPORT  
AND  
FINANCIAL UPDATE

SUBMITTED BY DESTE J. COX, TREASURER

DECEMBER 31, 2024

- Bank Reconciliation
- Balance Sheet - Treasurer's Accountability Fund
- Income & Expense Statement – General Fund
- General Fund Revenue/Expenditure Summary
- General Fund Expenditure by Department
- 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 December 31, 2024

### TRUIST #201- SUSSEX, VA

Bank Balance -----	\$134,939.54	
Bank Fees/Adjustments -----	197.83	
Deposits in Transit-----	(356.79)	
Outstanding Checks-----	0.00	\$134,780.58

### BSV #301- STONY CREEK, VA

Business Checking-----	\$2,721,090.81	
Business Investment Checking-----	\$4,149,957.04	
Bank Fees/Returned Checks-----	2,354.94	
Credit Card Fees/Adjustments-----	1,792.91	
Deposits in Transit -----	86.52	
Outstanding Checks-----	(897,891.96)	\$5,977,390.26

### PRIMIS #401- WAVERLY, VA

Bank Balance-----	\$272,702.26	
Deposits in Transit-----	(11.58)	\$272,690.68

### Investments and CD's-----

#30392331 - Primis #451	\$1,087,312.71	
#30391992 - Primis #451	\$2,152,096.62	
#30390504 - Primis #451	\$2,679,084.33	
		\$5,918,493.66

LGIP INVESTMENT #803 Investment Balance----- \$4,909,700.58

VA INV POOL #804 Investment Balance----- \$4,714,844.13

TOTAL IN BANKS REC W/GL----- \$21,927,899.89

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  
BALANCE SHEET - TREASURER'S ACCOUNTABILITY FUND  
DECEMBER 31, 2024**

**ASSETS**

<b>CASH IN BANK:</b>		
CASH IN OFFICE		\$1,300.00
BSV - OPERATING & INVESTMENT		\$5,977,390.26
TRUIST		\$134,780.58
PRIMIS		\$272,690.68
<b>SAVINGS &amp; INVESTMENTS:</b>		
PRIMIS - CDs		\$5,918,493.66
LGIP		\$4,909,700.58
VIP		\$4,714,844.13
<b>TOTAL ASSETS</b>		<b><u><u>\$21,929,199.89</u></u></b>

**LIABILITIES**

<b>FUND BALANCE</b>		
GENERAL FUND		\$16,493,866.34
RESERVE FUND		\$3,504,588.59
OTHER FUNDS		\$1,841,614.83
<b>TOTAL FUND BALANCE</b>		<b><u>\$21,840,069.76</u></b>

**EQUITY**

PREPAID & DEFERRED ACCOUNTS		\$29,111.41
ESCROW ACCOUNTS		\$60,018.72
<b>TOTAL EQUITY ACCOUNTS</b>		<b><u>\$89,130.13</u></b>

<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b><u><u>\$21,929,199.89</u></u></b>
---------------------------------------	--	--------------------------------------

**SUSSEX COUNTY  
GENERAL FUND  
INCOME & EXPENSE STATEMENT  
DECEMBER 31, 2024**

	FYE2025 12/31/2024	FYE2024 12/31/2023
<b>INCOME:</b>		
General Property Taxes	\$12,259,524	\$10,732,310
Other Local Taxes	\$885,132	\$919,370
Permits/Fees/Licenses	\$3,060,943	\$3,119,441
Fines & Forfeitures	\$442,264	\$334,286
Use of Money/Property	\$182,656	\$230,965
Charges for Services	\$94,835	\$59,149
Miscellaneous Revenue	\$646,139	\$39,247
Recovered Costs	\$341,489	\$351,420
State Revenue	\$2,699,135	\$2,681,126
Federal Revenue	\$845,041	\$751,879
Transfer from Other Funds	\$609,612	\$460,116
<b>TOTAL INCOME</b>	<b><u>\$22,066,769</u></b>	<b><u>\$19,679,309</u></b>
<b>EXPENSES:</b>		
Board of Supervisors	\$75,629	\$72,783
County Admin/County Depts/Grants	\$4,220,380	\$4,622,118
County Attorney	\$55,080	\$36,720
Registrar	\$149,892	\$133,030
Commissioner of Revenue	\$157,898	\$140,265
Treasurer	\$243,982	\$231,560
Sheriff's Department/Jail	\$2,982,369	\$2,900,649
Courts	\$77,830	\$39,668
Clerk of Courts	\$237,095	\$218,919
Commonwealth's Atty/Victim Witness	\$377,437	\$348,214
Contributions to Outside Agencies	\$469,138	\$450,171
Transfer to Other Funds	\$5,512,698	\$4,414,009
Debt Service	\$1,204,185	\$1,215,504
Non-Departmental	\$269,451	\$141,871
<b>TOTAL EXPENSES</b>	<b><u>\$16,033,064</u></b>	<b><u>\$14,965,482</u></b>
<b>TOTAL NET SURPLUS (DEFICIT)</b>	<b><u>\$6,033,705</u></b>	<b><u>\$4,713,827</u></b>

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

**General Fund** **FUND BALANCE** as of 12/31/24 = \$ 16,493,866

<i>REVENUES</i>		<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 12/31/2024</i>	<i>PRIOR FY - YTD Through 12/31/2023</i>	<i>COLLECTED % YTD</i>
Real Estate - 2024		6,001,738	2,642,037	5,732,799	5,069,585	95.5%
Public Service Corp - 2024		612,460	148,886	626,240	580,402	102.2%
Personal Property - 2024		4,680,371	2,580,584	4,084,544	3,925,076	87.3%
Machinery & Tools - 2024		794,000	543,064	1,511,288	763,598	190.3%
Local Sales & Use Taxes (net)		1,233,850	107,338	643,256	637,429	52.1%
Transient Occupancy Tax		110,000	6,722	51,468	46,107	46.8%
Consumer Utility Taxes		92,500	7,942	54,296	46,579	58.7%
Business License Taxes		108,525	2,699	16,879	14,393	15.6%
Motor Vehicle Licenses		239,100	97,668	173,986	174,863	72.8%
Landfill Tipping Fees		5,490,000	509,477	2,913,357	2,761,086	53.1%
Delinquent Tax - Real Estate		139,500	27,953	109,125	110,461	78.2%
Delinquent Tax - Personal Property		92,850	9,415	119,573	192,524	128.8%
Penalties - All Property		105,000	20,556	41,148	45,092	39.2%
Interest - All Property		27,000	2,458	17,691	13,485	65.5%
Court Fines		710,000	73,442	407,875	318,191	57.4%
State		5,174,761	282,128	2,699,135	2,681,126	52.2%
Federal		67,449	204,657	845,041	751,879	*
Transfer from Reserve		1,013,554	0	388,482	235,646	38.3%
Transfer from Fire Rescue Escrow		220,529	0	221,130	224,470	100.3%
Designated Use of Fund Balance		4,025,087	0	0	5,530,623	0.0%
<i>EXPENDITURES</i>		<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 12/31/2024</i>	<i>PRIOR FY - YTD Through 12/31/2023</i>	<i>SPENT % YTD</i>
General Government		3,379,990	282,543	1,692,954	1,535,149	50.1%
ARPA & Grants		710,000	73,442	963,961	1,102,040	135.8%
Judicial Administration		1,689,959	100,239	692,362	606,802	41.0%
Fire, Rescue, EMS		3,317,502	220,482	1,527,128	1,662,286	46.0%
Sheriff's Operations & Jail		7,010,977	451,333	3,045,074	2,961,555	43.4%
Public Works		1,749,817	120,852	758,930	945,996	43.4%
Health & Welfare		1,396,162	111,760	547,084	503,804	39.2%
Education		8,497,085	994,147	5,149,762	4,104,456	60.6%
Rec & Cultural Enrichment		237,935	0	123,968	120,073	52.1%
Planning/Community Dev		603,458	58,948	327,246	285,944	54.2%
Grants		3,866,872	253,636	963,961	1,102,040	24.9%
Debt Service		1,499,476	775	1,204,185	1,215,504	80.3%

\* Federal Includes VATI Broadband Grant

**General Fund**

				<b>ANNUAL</b>	<b>CURRENT MONTH</b>	<b>ACTUAL 12/31/2024</b>	<b>YTD 12/31/2023</b>	<b>Spent %</b>
<b>EXPENDITURES BY DEPARTMENT</b>				<b>APPROPRIATED</b>	<b>ACTIVITY</b>	<b>YEAR TO DATE</b>	<b>PRIOR FISCAL YEAR</b>	<b>YTD</b>
Board of Supervisors				255,229	20,373	75,629	72,783	29.6%
Administration				1,309,136	102,452	680,706	665,848	52.0%
Contingency Acct (7/1/24 = \$87,301)				87,301	0	19,600	87,478	22.5%
HRA Admin Fee				6,020	413	2,548	2,618	42.3%
HRA Employer Spend				400,000	52,516	262,419	140,415	65.6%
IT & Central Acct				64,500	16,885	45,201	24,432	70.1%
County Attorney				111,000	9,180	55,080	36,720	49.6%
Registrar/Board of Elections				283,418	18,049	149,892	133,030	52.9%
Com of Revenue				331,520	28,352	157,898	140,265	47.6%
Treasurer				531,866	34,323	243,982	231,560	45.9%
<b>General Government</b>				<b>3,379,990</b>	<b>282,543</b>	<b>1,692,954</b>	<b>1,535,149</b>	<b>50.1%</b>
ARPA - 2nd Tranche				52,000	0	0	0	0.0%
ARPA - Broadband				3,745,229	246,456	920,962	868,337	24.6%
Admin/Indust Dev Grants				69,550	7,180	43,000	64,132	61.8%
CDBG Pocahantas Grt				94	0	0	169,570	0.0%
<b>Grants</b>				<b>3,866,872</b>	<b>253,636</b>	<b>963,961</b>	<b>1,102,040</b>	<b>24.9%</b>
Courts				115,860	4,714	77,830	39,668	67.2%
Clerk of Courts				487,334	34,928	237,095	218,919	48.7%
Commonwealth Atty				987,745	52,159	326,271	308,706	33.0%
Victim Witness				99,020	8,438	51,167	39,508	51.7%
<b>Judicial Administration</b>				<b>1,689,959</b>	<b>100,239</b>	<b>692,362</b>	<b>606,802</b>	<b>41.0%</b>
Fire/Rescue/EMS				2,842,461	177,619	1,244,391	1,411,377	43.8%
Aminal Control				475,041	42,863	282,737	250,909	59.5%
<b>Fire, Rescue, EMS</b>				<b>3,317,502</b>	<b>220,482</b>	<b>1,527,128</b>	<b>1,662,286</b>	<b>46.0%</b>
Court Sec/Spot/FO/E911				4,685,761	306,781	1,958,703	1,939,549	41.8%
Confinement of Inmates				2,199,976	139,459	1,023,665	961,099	46.5%
Crater Crim Justice Aca.				125,240	5,093	62,705	60,906	50.1%
<b>Sheriff's Operations &amp; Jail</b>				<b>7,010,977</b>	<b>451,333</b>	<b>3,045,074</b>	<b>2,961,555</b>	<b>43.4%</b>
Building & Grounds				792,351	51,188	336,273	463,600	42.4%
Envir Inspections				185,786	4,490	36,717	41,487	19.8%
General Works				385,500	29,779	156,408	155,691	40.6%
Convenience Ctrs.				386,180	35,394	229,532	285,219	59.4%
<b>Public Works</b>				<b>1,749,817</b>	<b>120,852</b>	<b>758,930</b>	<b>945,996</b>	<b>43.4%</b>
Health - Outside Agencies				271,854	54,927	146,933	81,118	54.0%
Com. Support Services - Outside Agencies				157,342	0	61,871	112,191	39.3%
Local Contrib to DSS				345,411	24,229	159,384	114,434	46.1%
Local Contrib to CSA				621,555	32,604	178,896	196,061	28.8%
<b>Health &amp; Welfare</b>				<b>1,396,162</b>	<b>111,760</b>	<b>547,084</b>	<b>503,804</b>	<b>39.2%</b>
Educ Contrib - Outside Agencies				915	0	458	943	0.0%
Local Contrib to Sch Fd				8,496,170	994,147	5,149,305	4,103,513	60.6%
<b>Education</b>				<b>8,497,085</b>	<b>994,147</b>	<b>5,149,762</b>	<b>4,104,456</b>	<b>60.6%</b>
Library/Cultural - Outside Agencies				177,935	0	88,968	89,073	50.0%
Recreational Contrib- Outside Agencies				60,000	0	35,000	31,000	58.3%
<b>Recreational &amp; Cultural Enrichment</b>				<b>237,935</b>	<b>0</b>	<b>123,968</b>	<b>120,073</b>	<b>52.1%</b>
Planning/Building/Zoning				475,544	58,948	259,042	221,003	54.5%
Crater Planning Com				17,039	0	17,039	17,039	100.0%
IDA				58,961	0	0	23,569	0.0%
Va Gateway Region				50,415	0	50,415	23,583	100.0%
Crater SBDC				1,500	0	750	750	50.0%
<b>Planning/Community Dev</b>				<b>603,458</b>	<b>58,948</b>	<b>327,246</b>	<b>285,944</b>	<b>54.2%</b>
Debt Service				1,499,476	775	1,204,185	1,215,504	80.3%
<b>Debt Service</b>				<b>1,499,476</b>	<b>775</b>	<b>1,204,185</b>	<b>1,215,504</b>	<b>80.3%</b>

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

**Capital Projects Fund - Fund 302**

**FUND BALANCE as of 12/31/24 = \$ 2,100**

		<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 12/31/2024</i>	<i>PRIOR FY - YTD Through 12/31/2023</i>
<b>REVENUES</b>					
Interest Earned		0	0	1,128	8,603
Gifts/Donations Fire & Rescue		0	0	2,000	0
Designated Use of Fund Balance		220,529	0	0	0
Transfer from General Fund			24,013	25,113	0
Transfer from Reserve Fund		33,115	0	33,115	0
<b>Total Capital Projects Fund Revenues</b>		<b>253,644</b>	<b>24,013</b>	<b>61,356</b>	<b>8,603</b>
<b>EXPENDITURES</b>					
		<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 12/31/2024</i>	<i>PRIOR FY - YTD Through 12/31/2023</i>
Replace E911 Equip		19,323	0	0	0
Replace AS400 Server		0	0	0	60,521
Communications		20,000	0	22,796	0
Renovations-Co. Buildings		249,418	22,880	89,880	0
Trf to General Fund		220,529	0	221,130	224,470
<b>Total Capital Projects Fund Expenditures</b>		<b>509,270</b>	<b>22,880</b>	<b>333,806</b>	<b>284,991</b>

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

**Reserve Fund 135**

**FUND BALANCE as of 12/31/24 = \$ 3,504,589**

		<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 12/31/2024</i>	<i>PRIOR FY - YTD Through 12/31/2023</i>
<b>REVENUES</b>					
Interest		0	0	117,261	66,209
Transfer from General Fund		0	0	0	0
<b>Total Reserve Fund Revenues</b>		<b>0</b>	<b>0</b>	<b>117,261</b>	<b>66,209</b>
<b>EXPENDITURES</b>					
		<i>ANNUAL APPROPRIATED</i>	<i>CURRENT MONTH ACTIVITY</i>	<i>YTD ACTUAL 12/31/2024</i>	<i>PRIOR FY - YTD Through 12/31/2023</i>
Transfer to General Fund		393,554	0	388,482	235,646
Transfer to Capital Proj Fund		399,865	0	33,115	0
Transfer to Mega Site Indust Pk			0	373,533	
<b>Total Reserve Fund Expenditures</b>		<b>793,419</b>	<b>0</b>	<b>795,130</b>	<b>235,646</b>

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

CSA Fund 110		FUND BALANCE as of 12/31/24 = \$ (208,656)				
		ANNUAL APPROPRIATED	CURRENT MONTH ACTIVITY	YTD ACTUAL 12/31/2024	PRIOR FY - YTD Through 12/31/2023	
<b>REVENUES</b>						
Expenditure Refund		0	0	6,111	3,740	
CSA State Funds		1,420,315	165,313	862,457	433,144	
Local Appropriation		621,555	32,604	178,896	196,061	
<b>Total Reserve Fund Revenues</b>		<b>2,041,870</b>	<b>197,917</b>	<b>1,047,465</b>	<b>632,945</b>	
<b>EXPENDITURES</b>						
CSA Expenditures		2,041,870	211,253	1,038,858	801,387	
<b>Total Reserve Fund Expenditures</b>		<b>2,041,870</b>	<b>211,253</b>	<b>1,038,858</b>	<b>801,387</b>	

# **BUILDING INSPECTIONS DEPARTMENT**



## **January 16, 2025 Monthly Reports**



## MEMORANDUM

DATE: January 3, 2025  
 TO: Richard Douglas, County Administrator  
 FROM: Matt Westheimer, Building Official  
 SUBJECT: December 2024 - Monthly Report

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

### BUILDING ACTIVITY

- December 2024

<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing &amp; Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Misc. Fee</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
8	5	2	4	86	\$0	\$489,072.00	\$4,368.63

- December 2023

<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing &amp; Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Misc. Fee</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
10	14	7	9	103	0	\$834,277.00	\$8,704.43

- July 2024 – June 2025 (Fiscal Totals)

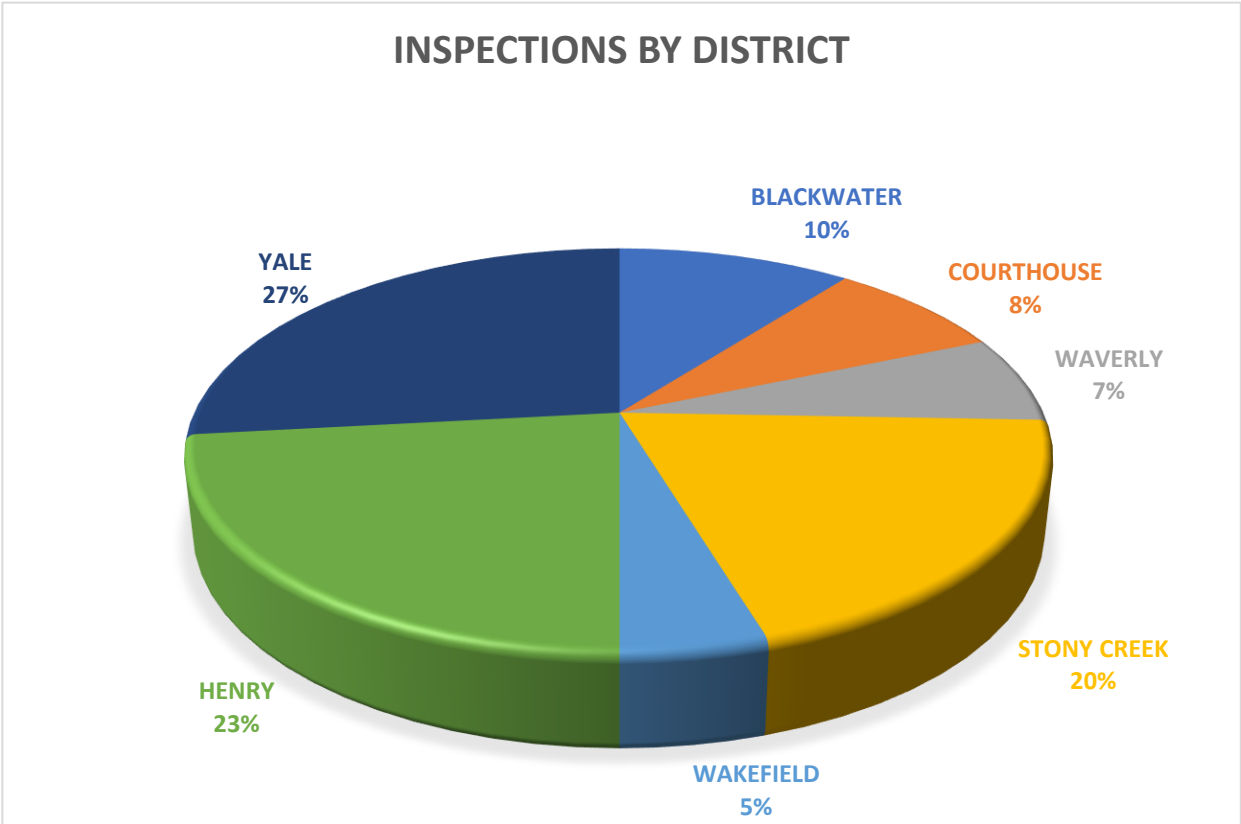
<i>Building Permits</i>	<i>Electrical Permits</i>	<i>Plumbing &amp; Sprinkler Permits</i>	<i>Mechanical Permits</i>	<i>Field Inspections</i>	<i>Misc. Fee</i>	<i>Improvement Value</i>	<i>Revenue Generated</i>
62	74	21	36	607	\$1204	\$3,885,800.00	\$40,603.55

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



# SUSSEX COUNTY INSPECTIONS PERFORMED BY DISTRICT DECEMBER 2024

DISTRICT	INSPECTIONS
BLACKWATER	9
COURTHOUSE	7
WAVERLY	6
STONY CREEK	17
WAKEFIELD	4
HENRY	20
YALE	23



**BOARD ACTION FORM**

**Agenda Item:** Recognition #3.01

**Subject:** Recognition of Deputy Clerk of Court Carolyn Matthews for 50 Consecutive Years of Service to Sussex County

**Board Meeting Date:** January 16 2025

=====

**Summary:** Carolyn Matthews, Deputy Clerk of Court, will be recognized for 50 consecutive years of service to Sussex County. After an initial period of employment with the County from 1965 to 1967 and then time spent starting her family, Ms. Matthews rejoined the County on January 1, 1975. She has been during the past 50 years, and continues to be, a tremendous asset for Sussex County. Clerk of Court Gary Williams will provide some remarks; and will be presented with a small gift.

**Recommendation:** No action is requested.

**Attachment:** N/A

=====

**ACTION:** N/A

**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	___	___
			S. White	___	___

**BOARD ACTION FORM**

**Agenda Item:** Recognition #3.02

**Subject:** FY24 Audit – Taylor Stover (Robinson, Farmer, Cox Associates)

**Board Meeting Date:** January 16 2025

=====

**Summary:** Taylor Stover with Robinson, Farmer, Cox Associates is scheduled to present a summary of the FY24 audit. However, the auditors are still waiting on the school system’s GASB 75 OPEB actuarial report to finalize the audit (financial statements are substantially completed).

**Recommendation:** No action is requested.

**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>
Baicy	___	___	Jones	___	___
Fly	___	___	Tolliver	___	___
Futrell	___	___	Tyler	___	___
			White	___	___

**BOARD ACTION FORM**

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

**Subject:** Conditional Use Permit #2024-05

**Board Meeting Date:** January 16 2025

=====

**Summary:** The applicant, Henry Hayes under CUP #2024-05 seeks a conditional use permit for a shooting range on approximately 34 acres of land. The intent is to operate an outdoor shooting range/training facility as a commercial business to be available to the public, however, it will be membership based.

**Recommendation:** Staff recommended approval for Conditional Use Permit #2024-05 contingent with certain conditions. However, the Planning Commission recommended denial of Conditional Use Permit 2024-05 to the Board of Supervisors on December 2, 2024 with a vote of 4-2 with the consideration of those conditions.

**Attachments:** Application with supplement materials, staff report and recommendations, State agencies/Department Comments, and written public comments

=====

**ACTION:** TBD

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

**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	___	___



**STAFF REPORT**

**APPLICATION SUMMARY:**

Project: ISP Shooting Range and Defensive Training Center

Location: The property is located on the north side of Nary Lane, approximately 0.2 miles from the end of Jolly Road (Rt. 659)

Tax Parcel Number(s): 12-A-2

Proposal: Outdoor Shooting Range as a commercial business

Applicant: Henry Hayes  
1206 Laskin Road Ste 140H  
Virginia Beach, VA 23451

**APPLICATION:**

The applicant, Henry Hayes under CUP #2024-05 seeks a conditional use permit for a shooting range on approximately 34 acres of land. The intent is to operate an outdoor shooting range/training facility as a commercial business to be available to the public, however, it will be membership based.

**ELECTION DISTRICT:**

Courthouse Election District

**LOCATION:**

The location for the proposed shooting range will be on Nary Lane (private road) which is accessed off of Jolly Road (Rt.659) in Prince George, Virginia. The subject parcel is located along the County line. To the north, there is mostly forested or timbered lands. To the south, there is the Joseph Pines Preserve and a small dense residential neighborhood to the far south off of Cabin Point Road. To the west, there is mostly forested areas. To the east, the property is adjacent to some residences off of Elms Lane.



**DESCRIPTION:**

The purpose of this project is to provide a firearms and defensive training facility for local, national military and law enforcement personnel, civilians, Sussex County and its residents to increase their knowledge and readiness for emergency preparedness.

The facility intends to have specific types of uses and activities to occur on-site such as rifle, pistol, shotgun, empty-hand defensive combat, dry-fire scenario training, medical training, and verbal de-escalation training. Along with those uses and activities, the facility will have ranges for a mid-range rifle, short-range rifle, and pistol which would be constructed in accordance to NRA outdoor range design criteria. They also intend to offer a dynamic shoot-house for simulation of dry-fire (no live ammo) training.

The facility will have a number of trained personnel for operations, safety oversight, customer service, and maintenance. The hours of operation will vary depending on the amount of daylight. The hours of operation would typically be 9:00 am to 6:00 pm for Monday through Sunday. The applicant anticipates at least 60 people to come to the facility on a regular basis from Monday through Friday for the first year of operation. However for Year 2 and 3, the expectation is for at least 120 people on a regular basis from Monday through Friday.

Access to the property is proposed from Jolly Road (Rt. 659) in Prince George County, which serves approximately 20 or more existing residences. An existing twenty-foot nonexclusive partially dirt/gravel easement provides access to the site from the terminus of Jolly Road approximately 1,100 feet to the subject property. As it currently exists, staff is of the opinion that the easement would need to be upgraded and weatherproofed to accommodate two-way traffic, as well as emergency vehicle access.

**COMPREHENSIVE PLAN REVIEW:**

The current Comprehensive Plan future land use designation for this property is Agricultural. The main purpose of this land use classification is to facilitate existing and future farming operations, allow for expansion of farm related activity, reduce the effects of soil erosion, and protect watersheds to promote the continuation of farming and forestry as among the most important sectors of the economy. Within the small area plan, there are also areas to the south and east of the property which have a future land use designation for residential.

**ORDINANCE REVIEW:**

The current zoning designation for this property is A-1. The district is established to protect land and property values, ground water and surface water quality, and other resources. The intent is to provide for the continued security of the county's agricultural sector by encouraging the orderly and responsible growth of its livestock, dairy, and poultry industry. Limited residential development is anticipated in these areas.



The zoning district only allows this use through a CUP. If the CUP is granted, the applicant will be required to submit a site plan for staff approval prior to construction of any new site improvements, including any future building expansion.

**STAFF CONCLUSIONS:**

**Strengths:**

1. The use provides an opportunity to bring a new business into the County.
2. Provides a recreational activity that can be consistent with the rural character of the County as well as offer safety courses and educational programs for the community, including specific sessions for children, teenagers, and adults.
3. Offers a well-trained expert staff with high level military experience
4. Provide a training facility for Sussex County Sheriff's Department to utilize as well as other law enforcement agencies and departments within the area. (See attached comment letter from Sheriff Giles)

**Weaknesses:**

1. The use has the potential to create a noise impact as proposed with shooting to occur completely outdoors.
2. Potential lead exposure to the environment.
3. The proposed location is less than 1 mile away from a cluster of residences.
4. The proposed facility will be accessed off an easement/private road not designed to accommodate 2-way traffic and emergency vehicle access.

**AGENCY/DEPARTMENT COMMENTS:**

The application was forwarded to the following agencies/departments: VDOT, DCR, DEQ, DWR, Sussex County Fire & Rescue, Sussex Sheriff's Department, Prince George County Administration, and Prince George County Planning Department. Comments received are noted below:

• **Virginia Department of Transportation (VDOT):**

- 1) A VDOT Land Use Permit would have to be obtained from the Richmond District for the entrance.
- 2) A new commercial entrance shall be constructed in accordance with VDOT Road Design Manual Appendix F.

• **Sussex Sheriff Department:**

Sheriff Giles is in favor of this proposal/plans. This will help Sussex be recognized with the right clientele and future potential business growth of individuals that are members and affiliates of this organization.



- **Department of Conservation and Recreation (DCR):**

In summary, DCR does not anticipate that this project will adversely impact the natural heritage resources and ecological cores.

- **Department of Wildlife Resources (DWR):**

In summary, DWR concerned about whether any in-stream work will take place. The recommendation to avoid and minimize impacts to undisturbed forest, wetlands, and streams to the fullest extent practicable.

- **Department of Environmental Quality (DEQ):**

In summary, DEQ provide a reference to the Environmental Protection Agency's guidelines for Best Management Practices for Lead Outdoor Shooting Range. They suggested that the new shooting range may consider establishing its own Environmental Management System (EMS).

- **Chief of Fire of Rescue**

In summary, the project is in Sussex and we would need access from within the county to provide services, as the alternative routes delay fire and EMS response. He suggested that the use of Elms Lane access point since it would likely require less easements and is already an established road in the system. The requirements of the road has at least 20 feet of unobstructed road surface, unobstructed height of 13' 6", and all weather access to any building would have to be a paved or concrete surface. If this facility will not be utilizing buildings now or any time in the future, we might be willing to discuss a variance for gravel as long as it is proven via geotechnical testing to be able to hold up to vehicular traffic of 75,000 pounds or greater in all weather conditions. This testing shall be done after the surface is laid so that the final product is proven to work.

- **Board of Supervisors -County of Prince George, VA**

Passed a resolution on December 10<sup>th</sup> unanimously in support of the denial of shooting range/Conditional Use Permit #2024-05 in Sussex County, VA.

**STAFF RECOMMENDATION:**

The staff recommends approval of the conditional use permit contingent with the following conditions:

1. The hours of operation shall be 9:00 am to 6:00 pm for Monday through Sunday.
  - o Sunday (Opening-12 pm): Pistol use only; no big bore pistol rounds.
  - o All Days (Mon- Sun): Certain high-caliber rounds restricted except for special-use permits granted for military or law enforcement training.
  - o Evening Training will be suppressed or 22 mm cartridge use only.
2. The applicant shall maintain an undisturbed natural buffer along the perimeter of the property. The minimum width of undisturbed natural buffer shall be at least 150





- feet around the entire perimeter of the property. The buffer shall be enhanced and/or created where insufficient or non-existent.
3. The applicant shall install outdoor sound walls along the firing lines and boundaries of the range to reduce noise levels.
  4. Impact berms can be installed at a maximum height of 20 feet. The backstop shall be installed between 12 to 15 feet as shown on the conceptual site plan dated January 2024, to stop any misdirected rounds that may tend to travel slightly to one side or the other either by accident or ricochet. A side berm shall be added onto each range to provide for additional safety. Side berms shall be a minimum of 8 feet or higher.
  5. All berms shall be free from rocks, stones or objects that may tend to increase the possibility of ricochets.
  6. The surface of the entire range shall be relatively clear of any objects, stones, or excessive growth that may tend to enhance the possibility of ricochets, or create bad footing conditions. The entire range shooting area shall be relatively flat and level.
  7. A line of target brackets or holders shall be placed on the target area. Materials shall be designed so as not to create any ricochet hazard.
  8. The target line shall be placed no more than 20 feet in front of the impact berm. There shall be a space between each target bracket or holder, approximately equal to the width of one target. The top of the targets, when attached to the brackets or holder, should be approximately 6 feet off the ground and in a relatively straight and level line.
  9. The firing line shall be clearly marked on the ground surface across the entire width of each firing range. The numbered distance shall be placed on both sides of each firing line to indicate the distance from the firing line to the target.
  10. There shall be an audible sound system to amplify voice commands. The sound system shall enable the range officer to project loud and clear voice commands to all shooters during actual shooting exercises. An adequate communications system shall be established to allow all shooting officers, and other staff to communicate with one another, and should be conveniently located to minimize the loss of time between an emergency and the call for assistance. The system shall also be capable of contacting the appropriate assistance in case of injuries or other unforeseen emergencies.
  11. Each shooting range will have a designated Range Safety Officer (RSO) to oversee activity and ensure compliance with safety protocols. Each RSO will be equipped with a radio for communication to the main office and range control. Flags will be used to indicate when a range is in use, providing a clear visual cue for safety purposes.
  12. Adequate lighting shall be provided as determined by the Zoning Administrator.
  13. A rest or break area shall be available in a location that is safe from any firing line.
  14. A security fence shall be installed to keep other pedestrians and vehicles from entering the shooting area while in use.
  15. Adequate parking shall be provided as determined by the Zoning Administrator.
  16. The range shall contain some form of storage shed or field office. The structure shall be relatively secure for the storage of target materials.



17. Any future site or building improvements to the site will require site plan review.
18. The existing entrance that is proposed for use as the main entrance to the site shall be improved to accommodate 2-way traffic and emergency vehicle access, and shall meet the moderate volume commercial entrance design standard as shown in Figure 4-15 of Appendix F of the VDOT Road Design Manual.
19. A new commercial entrance permit shall be obtained by the applicant from the Department of Transportation (Richmond District) for the entrance.
20. The applicant is required to provide an easement/road maintenance agreement with other property owner(s) involved in the easement. The purpose of the agreement would be to grant the applicant the right to make any necessary improvements in addition to the maintenance of the easement.
21. The site shall provide a toilet facility for men and women, handwashing stations, and potable water available for its employees prior to full operation.
22. Suitable access to the range site shall be provided for emergency vehicles. Emergency personnel should be familiar with the access road(s) and location of the range site. Additionally, emergency personnel shall be notified of the hours of operation for the shooting range.
23. Implement best management practices for lead management and reclamation in accordance with EPA guidelines.
24. The access from the public road shall have an unobstructed road surface at least 20 feet in width that provides all weather access to the facility. There shall also be an unobstructed height requirement of 13' 6" so that apparatus can access the facility. These clear measurements shall be preserved at all times. All weather access to any building would be a paved or concrete surface.

**PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission recommended denial of Conditional Use Permit 2024-05 to the Board of Supervisors on December 2, 2024 with a vote of 4-2 with the consideration of the above referenced conditions.

Since the December 2 Planning Commission Meeting, the applicant has made some changes to the hours of operation in an effort to alleviate some concerns in relation to noise and traffic impact. In addition, they have placed an emphasis on the topic of noise, safety, and security (Noted in a letter dated December 23, 2024 under Tab 14).

“The range will be closed on Mondays and Tuesdays. Our normal operating hours will be 9 am – 6 pm. On Sundays, we will be open from 12:30- 6 pm. We will be closed on the following 10 holidays: New Year's Day, Martin Luther King Jr Day, Easter, Mother's Day, Memorial Day, July 4th, Labor Day, Columbus Day, Thanksgiving Day, and Christmas Day. This represents a 35.5% decrease in open hours from what was originally planned. These changes were made out of respect and concern for our neighbors and in the interest of reducing noise and traffic. The shareholders and I were concerned about such a significant revenue reduction but I made it clear we have to demonstrate sizeable



movement to illustrate that we hear you and that we want to address your needs. Out of 365 calendar days, we will be closed 130 of those days. Please know opening hours and go-live times will actually be about 9:30 am, and range cold times will be about 5:30 pm; I'm just giving you a better sense of the reality of when shooting will start and stop."

**Revised Set of Conditions for Consideration:**

1. The Applicant shall develop, construct, operate, and maintain an Outdoor Shooting Range on parcel 12-A-2, in substantial conformance with the conceptual plans (titled "ISP NAVY LANE RANGE-Proposed Site Concept," dated January 2024, (the "Concept Plan", with the area shown thereon referred to herein as the "Site"), and these CUP Conditions.
2. The hours of operation shall be 9:00 am to 6:00 pm Wednesday through Saturday dependent upon daylight.
  - o Sunday hours of operation shall be 12:30 pm to 6:00 pm dependent upon daylight.
  - o All Days (Wednesday-Sunday): Certain high-caliber rounds restricted except for special-use permits granted for military or law enforcement training.
  - o Evening Training shall be suppressed or 22 caliber cartridge use only.
3. Prior to construction, a Final Site Plan shall be submitted by Applicant in accordance with the Sussex County Zoning Ordinance. The site and associated facilities shall be designed and constructed to meet relevant, federal, state, and local laws as applicable.
4. "The Applicant shall maintain a permanent undisturbed natural buffer along the perimeter of the property. The minimum width of undisturbed natural buffer shall be at least 150 feet around the entire perimeter of the property. The Zoning Administrator may, in connection with site plan review and approval, require buffers to be supplemented with additional plantings or structures. Supplemental plantings of evergreen broadleaf trees and shrubs may be installed as required by the Zoning Administrator. Other perimeter plantings that effectuate sufficient visual screening and/or noise buffer may be approved by the Zoning Administrator, including, but not limited to other similar foliage or structures which serve the same purpose of diffusing sound and providing visual screening of the range. Buffer plantings, both existing and supplemental planting, shall be maintained in good health to ensure sufficiency of the screening and noise reduction, as determined by the Zoning Administrator; damaged or deceased plant materials shall be replaced within a reasonable time, dictated by best practices, as determined by the Zoning Administrator.
5. Noise shall be in compliance with all ordinances related to noise in effect as of August 1, 2024 (the date application was submitted). Applicant shall install outdoor sound walls along the firing lines and boundaries of the range to reduce noise levels.
6. Applicant will install/construct all safety structures, including berms, backstops, overhead cover, ground baffles, bullet traps and shooting position surrounds in order to substantially reduce a projectile to escape the designated range containment area, including but not limited to:



- Impact berms shall be installed and shall not exceed a maximum height of 20 feet. The backstop shall be installed between 12 to 15 feet as shown on the conceptual site plan dated January 2024, to stop any misdirected rounds that may tend to travel slightly to one side or the other either by accident or ricochet. A side berm shall be added onto each range to provide for additional safety. Side berms shall be a minimum of 8 feet or higher.
  - All berms shall be free from rocks, stones or objects that may tend to increase the possibility of ricochets.
  - The surface of the entire range shall be clear of any objects, stones, or excessive growth that may tend to enhance the possibility of ricochets, or create bad footing conditions. The entire range shooting area shall be relatively flat and level.
  - A line of target brackets or holders shall be placed on the target area. Materials shall be designed so as not to create any ricochet hazard.
  - The target line shall be placed no more than 20 feet from the impact berm. There shall be a space between each target bracket or holder, approximately equal to the width of one target. The top of the targets, when attached to the brackets or holder, should be approximately 6 feet off the ground and in a relatively straight and level line.
7. The firing line shall be clearly marked on the ground surface across the entire width of each firing range. The numbered distance shall be placed on both sides of each firing line to indicate the distance from the firing line to the target.
  8. There shall be an audible sound system to amplify voice commands. The sound system shall enable the range safety officer to project loud and clear voice commands to all shooters during shooting exercises. An adequate communications system shall be established to allow all range safety officers, and other staff to communicate with one another, and shall be conveniently located to minimize the loss of time between an emergency and the call for assistance. The system shall also be capable of contacting the appropriate assistance in case of injuries or other unforeseen emergencies.
  9. No range, or combination of ranges, shall be used at any time unless a Range Safety Officer (“RSO”), as designated by the Applicant of such range, is present. Each shooting range shall have a trained designated Range Safety Officer during operating hours to oversee activity to ensure compliance with safety protocols and enforce rules and regulations for the safe use of such range.
  10. Each RSO shall be equipped with a radio for communication to the main office and range control.
  11. Flags shall be displayed at firing line to indicate when a range is in use to provide a clear visual cue for safety purposes. Additional signage may be required at the discretion of the Zoning Administrator.
  12. All outdoor lighting shall be directed downward and inward to the Site to preserve the night sky and shall not directly cast light onto the adjoining properties.
  13. A rest or break area shall be available and shall be located in a safe area away from any firing line.
  14. A security fence of at least 6 feet in height shall be installed to keep pedestrians and vehicles from entering the shooting area. Except at the entrance, signs shall be mounted



- along the fence separated by not more than 100 feet, with the words "Firing Range" and "Do Not Enter" on each sign. Signs shall be a minimum of 18 inches by 24 inches and shall be bright or fluorescent red or orange.
15. Adequate parking shall be provided as determined by the Zoning Administrator.
  16. The range shall contain a storage shed or field office and the structure shall be secure for the storage of target materials.
  17. Any future site or building improvements to the site will require site plan review.
  18. The existing entrance that is proposed for use as the main entrance to the Site shall be improved to accommodate 2-way traffic and emergency vehicle access, and shall meet the moderate volume commercial entrance design standard as shown in Figure 4-15 of Appendix F of the VDOT Road Design Manual.
  19. A new commercial entrance permit shall be obtained by the Applicant from the Department of Transportation (Petersburg Residency) for the entrance prior to operation.
  20. The Applicant is required to provide to the Zoning Administrator an easement and road maintenance agreement with other property owner(s) involved in the easement prior to operation.
  21. The site shall be equipped with a toilet facility for men and women, handwashing stations, and potable water available for its customers and employees prior to operation.
  22. Suitable access to the Site shall be provided for emergency vehicles. Prior to the end of construction and before operation, the Applicant shall hold training for County emergency response staff covering onsite emergency response, as well as information on how the Site and related facilities will be designed, constructed, operated, and maintained to allow for access by County emergency response staff in the event of an emergency. Additionally, emergency personnel shall be notified of the hours of operation for the shooting range.
  23. Implement best management practices for lead management and reclamation in accordance with EPA guidelines, and any other applicable federal, state, or local laws.
  24. Access path from the entrance shall have an unobstructed road surface at least 20 feet in width that provides all weather access to the site. There shall be an unobstructed height requirement of 13' 6" so that emergency vehicle apparatus can access the facility. These clear measurements shall be preserved at all times. The type of all-weather road surface for the access road shall be approved by the Zoning Administrator.

**ATTACHMENTS:**

- Application and Supplement Materials
- State agencies/ Department Comments
- Written Public Comments

COUNTY OF PRINCE GEORGE, VIRGINIA

Jeffrey D. Stoke  
County Administrator  
Phone: (804) 722-8600  
Facsimile: (804) 732-3604



**BOARD OF SUPERVISORS**  
T. J. Webb, Chairman  
Floyd M. Brown, Jr., Vice-Chair  
R. E. "Bobby" Cox, Jr.  
Philip T. Pugh  
Marlene J. Waymack

December 11, 2024

The Honorable Wayne O. Jones, Chairman  
Sussex County Board of Supervisors  
509 E. North Street  
Wakefield, VA 23888

Dear Chairman Jones:

As a result of the December 11, 2024 meeting of the Prince George County Board of Supervisors (the "Board"), the Board unanimously passed a resolution requesting that the Sussex County Board of Supervisors deny a request for a Conditional Use Permit (#2024-05) to allow a Shooting/Paramilitary Training Range on the border between Prince George County and Sussex County. Please see the enclosed resolution from the Prince George County Board of Supervisors.

If you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey D. Stoke".

Jeffrey D. Stoke  
County Administrator

RECEIVED

DEC 13 2024

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 10<sup>th</sup> day of December, 2024.

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<u>Present:</u>	<u>Vote:</u>
T. J. Webb, Chairman	Aye
Floyd M. Brown, Jr., Vice-Chairman	Aye
R. E. "Bobby" Cox, Jr.	Aye
Philip T. Pugh	Aye
Marlene J. Waymack	Aye

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On motion of Mr. Cox, seconded by Mrs. Waymack, which carried unanimously, the following Resolution was adopted:

RESOLUTION IN SUPPORT OF THE DENIAL OF SHOOTING RANGE /  
CONDITIONAL USE PERMIT #2024-05 IN SUSSEX COUNTY, VIRGINIA

WHEREAS, on December 2, 2024, the Sussex County Planning Commission recommended denial of Shooting Range / Conditional Use Permit #2024-05 on Tax Parcel 12-A-2 (approximately 34 acres) located in Sussex County, Virginia; and

WHEREAS, the Sussex County Board of Supervisors will hold a public hearing on this case on January 16, 2025 to determine the outcome of Shooting Range / Conditional Use Permit #2024-05; and

WHEREAS, the subject property would be located on the north side of Nary Lane in Sussex County, Virginia, approximately 0.2 miles from the end of Jolly Road (State Route 659). Jolly Road is located in Prince George County, Virginia and would be the main entrance to the facility with an estimated 60 customers in year one and 120 customers in years two and three according to the applicant; and

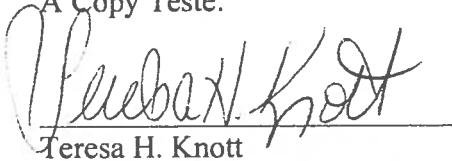
WHEREAS, the applicant, ISP Shooting Range and Defense Training Center, stated the shooting range would be available to the public but, would be a membership only facility in Sussex County; and

WHEREAS, several Prince George County residents on Jolly Road (State Route 659) oppose the subject facility due to the increased traffic that would occur on their road; and

WHEREAS, Shooting Range / Conditional Use Permit #2024-05 in Sussex County was reviewed by the Hampton Roads VDOT district. VDOT comment letter dated September 24, 2024, included the following: Due to the proposed entrance being located on Jolly Road [State Route 659] in Prince George County, entrance design and permitting shall be handled through the Petersburg [VDOT] Residency.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Prince George this 10<sup>th</sup> day of December 2024, hereby supports the denial of Shooting Range / Conditional Use Permit #2024-05 in Sussex County, Virginia, and requests that record of this denial on behalf of Prince George County, Virginia be entered into the official minutes of the public hearing determining this case. The Board of Supervisors direct the County Administrator to send a signed copy of this resolution to the County of Sussex Board of Supervisors.

A Copy Teste:

A handwritten signature in black ink, appearing to read "Teresa H. Knott", written over a horizontal line.

Teresa H. Knott

Clerk to the Board of Supervisors



## Michael Poarch

---

**From:** Nick Sheffield <nshellfield@sussexcountyva.gov>  
**Sent:** Thursday, November 14, 2024 4:18 PM  
**To:** Michael Poarch  
**Cc:** Beverly Walkup  
**Subject:** Re: Questions: Access for EMS to proposed ISP Shooting Range and Defensive Training Facility

Michael,

For this particular project, we would access the property via Elms Lane. The project is in Sussex and we would need access from within the county to provide services, as the alternative routes delay fire and EMS response. There appear to be two points of access. One is off of Elms Lane and one is an unnamed access road that runs through 12-A-4. I would suggest the Elms Lane access point since it would likely require less easements and is already an established road in the system.

We do require an unobstructed road surface at least 20 feet wide that provides all weather access to the facility. Furthermore, there would be an unobstructed height requirement of 13' 6" so that apparatus can access the facility. These clear measurements shall be preserved at all times. All-weather access to any building would be a paved or concrete surface. If this facility will not be utilizing buildings now or any time in the future, we might be willing to discuss a variance for gravel as long as it is proven via geotechnical testing to be able to hold up to vehicular traffic of 75,000 pounds or greater in all weather conditions. This testing shall be done after the surface is laid so that the final product is proven to work.

I will ride out to the facility tomorrow and take a look at the access points. I will follow up with you after doing so.

Thanks,



**Nick Sheffield**  
**Chief of Fire & Rescue**  
**Phone:** 434-632-1135  
**Mobile:** 804-691-2582  
**Email:** nshellfield@sussexcountyva.gov  
PO Box 1397  
Sussex, VA 23884

---

**From:** Michael Poarch <mpoarch@sussexcountyva.gov>  
**Sent:** Wednesday, November 6, 2024 5:13 PM  
**To:** Nick Sheffield <nshellfield@sussexcountyva.gov>  
**Cc:** Beverly Walkup <bwalkup@sussexcountyva.gov>  
**Subject:** Questions: Access for EMS to proposed ISP Shooting Range and Defensive Training Facility

Good Afternoon,

I hope you are doing well. We had our Planning Commission meeting on Monday for ISP shooting range CUP application. The application was deferred for further information and/or changes. However, I had some questions for you:

- How much road width you will be needed to accommodate access for EMS vehicles? Please note that Nary Lane is approximately 20 feet or less in width.
- There was concern about EMS having to access Elms Lane in order to get to the project in the case of an emergency. Based on your experience, how would EMS access this property? Would it be from Elms Lane or Jolly Road. Please note that the property has only one legal access from Jolly Road onto Nary Lane.

Please see the attached map for your reference. The red pinpoint is the end of the Jolly Road (state maintained road). The red dot line is the access along Nary Ln (private road/easement) to the property. The solid red line outlines the boundaries of the property. If you have any questions, please let me know.

Sincerely,

**M. Poarch**  
County Planner  
Sussex County Planning & Zoning Department

## Michael Poarch

---

**From:** Ernest Giles <egiles@susova.us>  
**Sent:** Thursday, August 8, 2024 6:11 PM  
**To:** Michael Poarch  
**Subject:** Re: ISP Shooting Range and Defensive Center - Conditional Use Permit Application Review

**CAUTION:** This email originated from outside of the organization. Do not follow guidance, click links, or open attachments unless you know the content is safe.

I have reviewed this and spoke with the group in person. I'm in favor of this proposal/plans. This will help Sussex be recognized with the right clientele and future potential business growth of individuals that are members and affiliates of this organization.

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

---

**From:** Michael Poarch <mpoarch@sussexcountyva.gov>  
**Sent:** Thursday, August 1, 2024 12:45:10 PM  
**To:** Fowler, Jason <jason.fowler@vdot.virginia.gov>; joshua.norris@vdot.virginia.gov <joshua.norris@vdot.virginia.gov>; Hypes, Rene (DCR) <rene.hypes@dcr.virginia.gov>; Schul, Hannah (DWR) <Hannah.Schul@dwr.virginia.gov>; Nick Sheffield <nshellfield@sussexcountyva.gov>; Ernest Giles <egiles@susova.us>; planning@princegeorgecountyva.gov <planning@princegeorgecountyva.gov>; administration@princegeorgecountyva.gov <administration@princegeorgecountyva.gov>  
**Cc:** Beverly Walkup <bwalkup@sussexcountyva.gov>; Richard Douglas <rdouglas@sussexcountyva.gov>; David Conmy <dconmy@sussexcountyva.gov>  
**Subject:** ISP Shooting Range and Defensive Center - Conditional Use Permit Application Review

Good Afternoon,

I hope everyone is doing well. We received a conditional use permit application for ISP Shooting Range and Defensive Training Center . As part of the review, we wanted to gather initial feedback or comments from each respective agency and/or department.

### **Brief Description**

The Conditional Use Permit application is for a shooting range and defensive training center which proposes to be developed on 33.6 acres off of Nary Lane. The project is located within the Newville area approximately .9 northwest of the intersection of Cabin Point Road and Elms Lane.

Please see forward link below to access the documents for your review and reference. We would like all comments or feedbacks prior to August 29 if possible. If you have any issues accessing the link below, please let us know.

[📎 CUP Application Materials for ISP Shooting Range and Defensive Training Center.zip](#)

Sincerely,

**M. Poarch**  
County Planner  
Sussex County Planning & Zoning Department

## Michael Poarch

---

**From:** Boisvert, Keith (DEQ) <Keith.Boisvert@deq.virginia.gov>  
**Sent:** Friday, October 4, 2024 9:11 AM  
**To:** mpoarch@sussexcountyva.gov  
**Subject:** Outdoor Shooting Range Environmental Guidance

You don't often get email from keith.boisvert@deq.virginia.gov. [Learn why this is important](#)

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Mr. Poarch,

I am responding to your request to the Virginia Department of Environmental Quality (DEQ) for recommendations or general guidelines in regard to mitigating lead contamination from an outdoor shooting range (ISP Shooting Range and Defensive Training Center). Please see the Environmental Protection Agency's guidance [Best Management Practices for Lead Outdoor Shooting Ranges | US EPA](#).

Another resource is the Arlington-Fairfax Chapter of the Izaak Walton League. They maintain an Environmental Management System (EMS) [Environmental Management System \(EMS\) – The Arlington-Fairfax Chapter Inc. \(arlingtonfairfax-iwla.org\)](#) with many techniques for reducing the environmental impact of their operations. These may be applicable to the new facility on a case-by-case situation.

Lastly, the new shooting range may want to consider establishing its own EMS. DEQ would be available to assist with such an endeavor. We also maintain a recognition program for facilities that have an EMS called the [Virginia Environmental Excellence Program | Virginia DEQ](#)

The Virginia Environmental Excellence Program (VEEP) is a voluntary, non-regulatory program that promotes the use of Environmental Management Systems in Virginia. DEQ believes maintaining an EMS is a valuable step toward managing environmental impacts for any facility.

If you have questions or need further assistance, please don't hesitate to contact me. Thanks



**Keith A. Boisvert**  
Environmental Specialist II, Office of Pollution  
Prevention  
[Virginia Department of Environmental Quality](#)  
1111 E. Main St., Suite 1400  
Richmond, VA 23219  
804-774-8261

## Michael Poarch

---

**From:** Brann, Lee (DWR) <Lee.Brann@dwr.virginia.gov>  
**Sent:** Friday, August 30, 2024 3:18 PM  
**To:** Michael Poarch  
**Cc:** nhreview (DCR); Strawderman, Nicole (DWR); Schul, Hannah (DWR); Pinder, Michael (DWR)  
**Subject:** ESSLog# 45468\_ISP Shooting Range and Defensive Training Center\_DWR\_HLB20240830

**CAUTION:** This email originated from outside of the organization. Do not follow guidance, click links, or open attachments unless you know the content is safe.

Mr. Poarch,

We have reviewed the subject project that proposes the develop an ISP Shooting Range and Defensive Training Center in Sussex County. We document state endangered Blackbanded Sunfish and state threatened Loggerhead Shrikes from the project area. Joseph Swamp in the project area is designated a Threatened and Endangered Species Water due to the presence of Blackbanded Sunfish.

It is difficult to determine, from the information provided, whether any instream work is proposed as part of this project. If any work is proposed in any perennial tributaries to Joseph Swamp within one river mile of Joseph Swamp, we recommend a time of year restriction (TOYR) on such work from May 1 through June 30 of any year, protective of Blackbanded Sunfish. If work in intermittent or ephemeral tributaries can be completed entirely in the dry, when there is no water in the channel, a TOYR on work in those streams will not be necessary. However, if any such work cannot be completed entirely in the dry, we recommend a TOYR on such work from May 1 through June 30 of any year, protective of Blackbanded Sunfish.

We recommend conducting any in-stream activities during low or no-flow conditions, using non-erodible cofferdams or turbidity curtains to isolate the construction area, blocking no more than 50% of the streamflow at any given time (minimal overlap of construction footprint notwithstanding), stockpiling excavated material in a manner that prevents reentry into the stream, restoring original streambed and streambank contours, revegetating barren areas with native vegetation, and implementing strict erosion and sediment control measures. We recommend that instream work be designed and performed in a manner that minimizes impacts upon natural streamflow and movement of resident aquatic species. If a dam and pump-around must be used, we recommend it be used for as limited a time as possible and that water returned to the stream be free of sediment and excess turbidity. To minimize potential wildlife entanglements resulting from use of synthetic/plastic erosion and sediment control matting, we recommend use of matting made from natural/organic materials such as coir fiber, jute, and/or burlap. To minimize harm to the aquatic environment and its residents resulting from use of the Tremie method to install concrete, installation of grout bags, and traditional pouring of concrete, we recommend that such activities occur only in the dry, allowing all concrete to harden prior to contact with open water. Due to future maintenance costs associated with culverts, and the loss of riparian and aquatic habitat, we prefer stream crossings to be constructed via clear-span bridges. However, if this is not possible, we recommend countersinking any culverts below the streambed at least 6 inches, or the use of bottomless culverts, to allow passage of aquatic organisms. We also recommend the installation of floodplain culverts to carry bankfull discharges.

The project site is located in an area of the Commonwealth known to have a year-round presence of federally endangered state endangered Northern Long-Eared Bat (NLEB). If your project has a federal connection (nexus), the U.S. Fish and Wildlife Service in Virginia has developed a website that provides the steps and information necessary to allow any individual or entity requiring review/approval of their project to complete a review and come to the appropriate conclusion regarding potential project impacts on Northern Long-Eared Bats. This site can be accessed at <https://www.fws.gov/office/virginia-ecological->

[services/virginia-field-office-online-review-process](#). You may also need to coordinate with the appropriate federal agency that is authorizing, funding, or carrying out the proposed activity.

If your project has no federal nexus, and tree removal is proposed, we recommend the options below to avoid adverse impacts upon NLEB:

**Option 1:** Assume that NLEBs are present on site and adhere to a time of year restriction on any tree clearing within close proximity of NLEB from December 15 - February 15 and May 1 - July 15 of any year.

**Option 2:** Hire a consultant to perform a NLEB survey, in adherence to Service protocols, throughout the project/activity site and coordinate the results of that survey with DWR.

U.S. Fish & Wildlife Service Survey Protocols are available here: <https://www.fws.gov/media/range-wide-indiana-bat-and-northern-long-eared-bat-survey-guidelines>

Coordinate with DWR: Rick Reynolds, DWR Mammologist, at 540-248-9360 or [Rick.Reynolds@dwr.virginia.gov](mailto:Rick.Reynolds@dwr.virginia.gov) and with DWR's Environmental Services Section at 804-481-5296 or [ESSProjects@dwr.virginia.gov](mailto:ESSProjects@dwr.virginia.gov). Upon review of the survey results, the DWR will make final comments regarding the protection of Northern Long-Eared Bats associated with your project.

Given the scope and location of the proposed work, we do not anticipate it to result in significant adverse impacts upon Loggerhead Shrikes.

To minimize overall impacts to wildlife and our natural resources, we offer the following comments about development activities: we recommend that the applicant avoid and minimize impacts to undisturbed forest, wetlands, and streams to the fullest extent practicable. Avoidance and minimization of impact may include relocating stream channels as opposed to filling or channelizing as well as using, and incorporating into the development plan, a natural stream channel design and forested riparian buffers. We recommend maintaining undisturbed naturally vegetated buffers of at least 100 feet in width around all on-site wetlands and on both sides of all perennial and intermittent streams. We recommend maintaining wooded lots to the fullest extent possible. We generally do not support proposals to mitigate wetland impacts through the construction of stormwater management ponds, nor do we support the creation of in-stream stormwater management ponds.

We recommend that the stormwater controls for this project be designed to replicate and maintain the hydrographic condition of the site prior to the change in landscape. This should include, but not be limited to, utilizing bioretention areas, and minimizing the use of curb and gutter in favor of grassed swales. Bioretention areas (also called rain gardens) and grass swales are components of Low Impact Development (LID). They are designed to capture stormwater runoff as close to the source as possible and allow it to slowly infiltrate into the surrounding soil. They benefit natural resources by filtering pollutants and decreasing downstream runoff volumes.

We recommend that all tree removal and ground clearing adhere to a time of year restriction (TOYR) protective of resident and migratory songbird nesting from March 15 through August 15 of any year. We recommend adherence to erosion and sediment controls during ground disturbance.

The U.S. Fish and Wildlife Service (in Virginia) utilizes an online project review process (<https://www.fws.gov/office/virginia-ecological-services/virginia-field-office-online-review-process>) to facilitate compliance with the Endangered Species Act (16 U.S.C. 1531-1544, 87 Stat. 884) (ESA), as amended. The process enables users to 1) follow step-by-step guidance; 2) access information that will allow them to identify threatened and endangered species, designated critical habitat, and other Federal trust resources that may be affected by their project; and 3) accurately reach determinations regarding the potential effects of their project on these resources as required under the ESA. If you have questions regarding the online review process, please contact Rachel Case at [rachel\\_case@fws.gov](mailto:rachel_case@fws.gov).

This project is located within 2 miles of a documented occurrence of a state or federal threatened or endangered plant or insect species and/or other Natural Heritage coordination species. Therefore, we recommend coordination with VDCR-DNH regarding protection of these resources.

Thank you,



**Lee Brann**

Environmental Services Biologist  
Wildlife Information and Environmental Services

**P** 804.367.1295

**C** 804.481.1934

**Department of Wildlife Resources**

*CONSERVE. CONNECT. PROTECT.*

**A** 7870 Villa Park Drive, P.O. Box 90778, Henrico, VA 23228

[www.VirginiaWildlife.gov](http://www.VirginiaWildlife.gov)



Travis A. Voyles  
*Secretary of Natural and Historic Resources*

Matthew S. Wells  
*Director*

Andrew W. Smith  
*Chief Deputy Director*



**COMMONWEALTH of VIRGINIA**  
**DEPARTMENT OF CONSERVATION AND RECREATION**

Frank N. Stovall  
*Deputy Director for Operations*

Darryl Glover  
*Deputy Director for Dam Safety, Floodplain Management and Soil and Water Conservation*

Laura Ellis  
*Deputy Director for Administration and Finance*

August 22, 2024

Michael Poarch  
Sussex County  
20135 Princeton Road  
Sussex, VA 23884

Re: ISP Shooting Range and Defensive Center

Dear Mr. Poarch:

The Department of Conservation and Recreation's Division of Natural Heritage (DCR) has searched its Biotics Data System for occurrences of natural heritage resources from the area outlined on the submitted map. Natural heritage resources are defined as the habitat of rare, threatened, or endangered plant and animal species, unique or exemplary natural communities, and significant geologic formations.

Biotics documents the presence of natural heritage resources within the project boundary including a 100ft buffer. However, due to the scope of the activity we do not anticipate that this project will adversely impact these natural heritage resources.

If tree removal is anticipated the proposed project will impact an Ecological Core (C1) as identified in the Virginia Natural Landscape Assessment (<https://www.dcr.virginia.gov/natural-heritage/vaconvisvnl>). Mapped cores in the project area can be viewed via the Virginia Natural Heritage Data Explorer, available here: <http://vanhde.org/content/map>.

Ecological Cores are areas of at least 100 acres of continuous interior, natural cover that provide habitat for a wide range of species, from interior-dependent forest species to habitat generalists, as well as species that utilize marsh, dune, and beach habitats. Interior core areas begin 100 meters inside core edges and continue to the deepest parts of cores. Cores also provide the natural, economic, and quality of life benefits of open space, recreation, thermal moderation, water quality (including drinking water recharge and protection, and erosion prevention), and air quality (including sequestration of carbon, absorption of gaseous pollutants, and production of oxygen). Cores are ranked from C1 to C5 (C5 being the least significant) using nine prioritization criteria, including the habitats of natural heritage resources they contain.

Impacts to cores occur when their natural cover is partially or completely converted permanently to developed land uses. Habitat conversion to development causes reductions in ecosystem processes, native biodiversity, and habitat quality due to habitat loss; less viable plant and animal populations; increased predation; and increased introduction and establishment of invasive species.

DCR recommends avoidance of impacts to cores. When avoidance cannot be achieved, DCR recommends minimizing the area of impacts overall and concentrating the impacted area at the edges of cores, so that the most interior remains intact.

600 East Main Street, 24<sup>th</sup> Floor | Richmond, Virginia 23219 | 804-786-6124

***State Parks • Soil and Water Conservation • Outdoor Recreation Planning  
Natural Heritage • Dam Safety and Floodplain Management • Land Conservation***

The proposed project will impact a core with outstanding ecological integrity. If tree removal is proposed further investigation of these impacts is recommended and DCR-DNH can conduct a formal impact analysis upon request. This analysis would estimate direct impacts to cores and habitat fragments and indirect impacts to cores. The final products of this analysis would include an estimate of the total impact of the project in terms of acres. For more information about the analysis and service charges, please contact Joe Weber, DCR Chief of Biodiversity Information and Conservation Tools at [Joseph.Weber@dcr.virginia.gov](mailto:Joseph.Weber@dcr.virginia.gov).

Under a Memorandum of Agreement established between the Virginia Department of Agriculture and Consumer Services (VDACS) and the DCR, DCR represents VDACS in comments regarding potential impacts on state-listed threatened and endangered plant and insect species. The current activity will not affect any documented state-listed plants or insects.

There are no State Natural Area Preserves under DCR's jurisdiction in the project vicinity.

New and updated information is continually added to Biotics. Please re-submit a completed order form and project map for an update on this natural heritage information if the scope of the project changes and/or six months has passed before it is utilized.

The Virginia Department of Wildlife Resources (VDWR) maintains a database of wildlife locations, including threatened and endangered species, trout streams, and anadromous fish waters that may contain information not documented in this letter. Their database may be accessed <https://services.dwr.virginia.gov/fwis/> or contact Hannah Schul at [Hannah.Schul@dwr.virginia.gov](mailto:Hannah.Schul@dwr.virginia.gov).

Should you have any questions or concerns, feel free to contact me at 804-625-3979. Thank you for the opportunity to comment on this project.

Sincerely,



Nicki Gustafson  
Natural Heritage Project Review Assistant





## COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
23116 Meherinn Road  
COURTLAND, VIRGINIA 23837

September 24, 2024

Michael Poarch  
Community Development  
Sussex County  
P. O. Box 1397  
Sussex, VA 23884

**RE: ISP Shooting Range  
TM #12-A-2  
Cabin Point Road (Rt. 602)  
Sussex County**

The Residency has completed its review of the submitted Conditional Use Permit application received by the VDOT Land Development Office on September 18, 2024 for the ISP Shooting Range. We submit the following comments and recommendations:

- 1) A new commercial entrance shall be constructed in accordance with VDOT Road Design Manual Appendix F.
- 2) Due to the proposed entrance being located on Jolly Road in Prince George County, entrance design and permitting shall be handled through the Petersburg Residency.

If you have any questions, please contact me at (757) 346-3068 or [Joshua.Norris@vdot.virginia.gov](mailto:Joshua.Norris@vdot.virginia.gov).

Sincerely,

*Joshua R. Norris*

Joshua Norris  
Land Use Engineer  
Virginia Department of Transportation  
Franklin Residency

VirginiaDOT.org  
WE KEEP VIRGINIA MOVING

Steven P Lapp

22181 Elms Lane

Disputanta, VA 23842

[lappsteven@gmail.com](mailto:lappsteven@gmail.com)

Ph: 720-979-3636

**Subject: Conditional Use Permit #2024-05**

I am contacting you to voice my opposition to the construction of a Commercial Shooting Range on Tax Parcel 12-A-2, which would be open to the public.

I live within 0.2 miles as the crow flies from this location, and it would shatter any hope of peace and tranquility for my property. The property values would plummet for resale. The additional traffic on Elms Lane, which we are maintaining at our own expense, would destroy it.

I hope that my pleas meet your ears for denial of this application.

Regards,



Steven P Lapp

## Michael Poarch

---

**From:** Mark Formella <markformella@gmail.com>  
**Sent:** Thursday, November 21, 2024 8:37 AM  
**To:** Michael Poarch  
**Cc:** Beverly Walkup  
**Subject:** Re: Request: ISP Shooting Range and Defensive Training Facility application and report

**CAUTION:** This email originated from outside of the organization. Do not follow guidance, click links, or open attachments unless you know the content is safe.

Good Morning Michael,

Thank you for forwarding the ISP shooting range application and additional correspondence from Hank Hayes.

In Mr Hayes written response to concerns raised at the public hearing on November 4, he stated Roy Osborne and I claimed to reside on our land beside the range. Neither of us made such a statement. To indicate that we did is either a careless error or outright dishonest attempt to discredit our statements. In either case, this is a not a positive reflection on Mr Hayes character or the way he intends to operate the ISP range. In Luke 16:10-14 it reads, "whoever is dishonest in little things will be dishonest in big things too".

In addition, several members of the planning commission expressed a desire for Mr Hayes to work with the surrounding land owners to come up with an amicable compromise. To date, Mr Hayes has not reached out to myself, Steve Lapp or Bruce Powers. Mr Osborne initiated contact with Mr Hayes. I do not know what they may have discussed.

I assume Mr Hayes letter will be sent to the planning commission for their consideration. I respectfully request my rebuttal be included as well.


Thank you again for your assistance.

Mark J. Formella  
102 Winchester Pl  
Smithfield, VA 23430  
(757) 239-9182

On Wed, Nov 20, 2024, 5:01 PM Michael Poarch <[mpoarch@sussexcountyva.gov](mailto:mpoarch@sussexcountyva.gov)> wrote:  
Good Afternoon,

Please see attached staff report and recommended conditions along with follow up letter that addressed comments from the November meeting. Please note that the some of the recommended conditions from the November will be revised or added on. If you need anything else, please let us know.

In addition, please see the most up-to-date electronic link to the CUP application for your reference.

 [Updated CUP application ISP shooting range 4.zip](#)

Sincerely,

**M. Poarch**  
County Planner  
Sussex County Planning & Zoning Department

Beverly Walkup

---

**From:** Mark Formella <markformella@protonmail.com>  
**Sent:** Thursday, October 24, 2024 2:45 PM  
**To:** Beverly Walkup; markformella  
**Subject:** Opposition to Conditional Use Permit #2024-05

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Good Afternoon Beverly,

My name is Mark Formella. I own two parcels within a .5 mile radius of the proposed shooting range on Jolly Road. Specifically these parcels are 12-3-C and 12-2-6 in the Elms subdivision. The latter property adjoins the intersection of Nary Lane and Jolly Road. The notice of public hearing for this conditional use permit specified the range would be located .2 miles, which is 1056 feet, from my property.

I purchased these parcels to have a place in the country to escape and enjoy nature and serenity. I understand and embrace the rural lifestyle. People shoot during hunting season and for target practice all the time. I myself enjoy hunting and never mind when a neighbor target practices, even if it is for several hours a day. I am sickened, however, at the prospect of listening to heavy gunfire all day, everyday. I believe issuance of this permit will devalue my property and others in our neighborhood. Furthermore, I believe daily gunfire will drive wildlife from the immediate vicinity, which will ruin any prospect of hunting. I have dreamed about building a retirement home on my property. I assure you that will not happen should this range be built. Issuance of this permit will effectively destroy my dream and favorite pastime.

As a matter of practicality and safety, I am also concerned as to the standards by which this range may be developed and operated. Will the range operator be subject to any random inspection by the county once the facility is developed? My grandchildren play on these properties. Accidents and negligence do occur. My family will literally be on the front line of this endeavor.

I intend to voice my opposition to this property in person at the public hearing on November 4th, but also wished to formally notify you with this email.

Please feel free to contact me if you have any questions or other pertinent information you feel may be useful to me.

Sincerely,  
Mark J. Formella  
757-239-9182

Sent from [Proton Mail](#) for iOS





Outlook

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**Fw: ISP Shooting range**

---

**From** Roy Orsborne <rorsborne@firetechva.com>**Date** Fri 11/22/2024 12:15 PM**To** Michael Poarch <mpoarch@sussexcountyva.gov>

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Sent from my Verizon, Samsung Galaxy smartphone

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---

**From:** Roy Orsborne <rorsborne@firetechva.com>**Sent:** Thursday, November 21, 2024 1:19:49 PM**To:** mpoarch@sussexcountyva.gov <mpoarch@sussexcountyva.gov>**Subject:** Fw: ISP Shooting range

Sent from my Verizon, Samsung Galaxy smartphone

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**From:** Roy Orsborne**Sent:** Thursday, November 21, 2024 12:56:06 PM**To:** mpoarch@sussexcountyva.gov <mpoarch@sussexcountyva.gov>**Subject:** ISP Shooting range

Mr Poarch

I want to start with Mr Hayes saying that Mr Foremella and I saying that we have houses on our properties, this a flat lie.

Secondly I don't understand how Mr Thompson can deed, an access across my land that he does not own.

My property is directly against the proposed gun range , and I have plans to build on this property, which will be vastly impacted if this gun range goes through.

Sussex County has already approved a gun range on route 460 near Sussex sporting club that is more conducive unless disruptive to everyone and give the sheriff's department, a place to shoot.

Bye, approving this property to be zoned commercial will heavily impact my ability to do anything with my property,as it's zoned agricultural.

1/7/25, 2:47 PM

Mail - Michael Poarch - Outlook

I was never contacted till prior to the November 4th meeting. That is what's going to be an issue. If there is talk about expanding the easement through my property i will fight it to the full extent. My tax parcel is 600 - 0A - 013 - 0.

My full name is  
Roy A Orsborne  
757-647-2474  
rorsborne@firetechva.com

I was informed that there was a similar shooting. Club on route thirty five in sussex county that y'all had shut downSent from my Verizon, Samsung Galaxy smartphone  
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---

## Shooting club

---

**From** Roy Orsborne <rorsborne@firetechva.com>  
**Date** Sat 11/23/2024 8:57 AM  
**To** Michael Poarch <mpoarch@sussexcountyva.gov>

You don't often get email from rorsborne@firetechva.com. [Learn why this is important](#)

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I saw where Mr Hayes proposed the upgrade of nary lane.Tell future date. This goes against the county's requirement to have a 2 lane paved road.  
I hope the county won't cave to this request..

Sent from my Verizon, Samsung Galaxy smartphone  
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## Shooting club

---

**From** Roy Orsborne <rorsborne@firetechva.com>  
**Date** Wed 11/27/2024 10:42 AM  
**To** Michael Poarch <mpoarch@sussexcountyva.gov>

You don't often get email from rorsborne@firetechva.com. [Learn why this is important](#)

**CAUTION:** This email originated from outside of the organization. Do not follow guidance, click links, or open attachments unless you know the content is safe.

I want to start with telling to have a happy and safe thanksgiving.  
I was sent a recording of the November meeting and it proves the nether Mark or I stated that or alluded that we have residence on our properties.  
This shows to the character a Mr. Hayes. As he stated to you.  
I hope Mr Hayes if approved will offer to the surrounding county's free range time. If not, it makes it look like the sheriff of Sussex County did prit pro quo. ,for his endorsement.  
Again I what to wish you and your family a happy thanksgiving, and we'll see y'all on december second

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

## Michael Poarch

---

**From:** Keith Early <kearly@princegeorgecountyva.gov>  
**Sent:** Monday, December 2, 2024 10:18 AM  
**To:** mpoarch@sussexcountyva.gov  
**Subject:** FW: Proposed Outdoor Shooting Range

You don't often get email from kearly@princegeorgecountyva.gov. [Learn why this is important](#)

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Mr. Poarch:

Thank you for your time. Please see below.

Keith Early

---

**From:** William Early <earlywk@gmail.com>  
**Sent:** Sunday, December 1, 2024 8:54 AM  
**To:** Keith Early <kearly@princegeorgecountyva.gov>  
**Subject:** Fwd: Proposed Outdoor Shooting Range

----- Forwarded message -----

**From:** William Early <[earlywk@gmail.com](mailto:earlywk@gmail.com)>  
**Date:** Sun, Dec 1, 2024 at 8:40 AM  
**Subject:** Proposed Outdoor Shooting Range  
**To:** <[jlebigfoot@gmail.com](mailto:jlebigfoot@gmail.com)>, <[bornajunker@hotmail.com](mailto:bornajunker@hotmail.com)>, <[amayes@commonwealthenvironmental.com](mailto:amayes@commonwealthenvironmental.com)>, <[bl721@aol.com](mailto:bl721@aol.com)>, <[firving@ssa-va.org](mailto:firving@ssa-va.org)>  
**Cc:** <[bwalkup@sussexcountyva.gov](mailto:bwalkup@sussexcountyva.gov)>

My apologies if you received a duplicate email.

Good morning members of the Planning Commission.

My name is W. Keith Early and I reside at 8303 Jolly Ct, Disputanta, VA 23842. My family and I moved to this location 21 years ago to enjoy peace and tranquility within a rural setting. Yesterday, I received notification of a proposed Conditional Use Permit application related to a commercial, outdoor shooting range 0.2 miles from the end of Jolly Road. My family's residence is located on Joseph Swamp across a cutover (open space) from the proposed range location. As it relates to Prince George County, my home is likely the closest to the proposed range.

This range, if approved, would decimate our quality of life. Folks in our area enjoy hunting, and some enjoy occasional recreational shooting, however a commercial range would be a drastic change from the peaceful life we are accustomed to.

I am confident that more Prince George residents living in the immediate area would vehemently oppose this range if they were aware of the proposal.

Currently, traffic from my drive to Nary Lane is almost non-existent; it can be days before I see a vehicle pass by my drive going towards Nary Lane. Since Jolly Road is the proposed ingress and egress to/from the range, we could expect an exponential increase in traffic as it relates to what we are accustomed to. Though secondary to the constant, nerve fraying noise an outdoor commercial shooting range generates, increased traffic is also a concern.

I ask for the Planning Commission to vote "no" for this Conditional Use Permit application. Many of us are in the business of maintaining and enhancing the quality of life for our citizens. This proposed commercial shooting range is not consistent with an enjoyable quality of life for it's neighbors.

Thank you for your time and consideration.

This email and any attachments with it are privileged and confidential and are intended solely for those individuals(s) to whom they are addressed. If you have received this email in error or are not the addressee, please immediately delete it and notify the sender.



**Dr. Tony Dice**

US Navy SEAL, CEO/Owner, Bishop & Dice Defense

07JAN2025

Subject: Support for CUP #2024-05

To Whom It May Concern:

I am writing to express my full support for CUP #2024-05, a submitted firearms range and defensive training center on Nary Lane in Sussex County.

Having served as a United States Navy SEAL and worked extensively in the private sector, I've had years of experience in combat operations and training environments. I have successfully managed the day-to-day operations of training facilities and ranges in Iraq, Afghanistan and on U.S. soil. These assignments have given me a deep understanding of what it takes to run safe, efficient, and professional training facilities.

I have known Mr. Hayes for over a decade and have worked closely with him on numerous contracts providing tier one services to tier one personnel. Mr. Hayes and NLB have provided some of the best training that I have seen to date, thanks to Mr. Hayes's meticulous attention to detail and his team's commitment to safety protocols. In my professional experience, safety and operational excellence are paramount, and Mr. Hank Hayes and his team embody these principles.

As a business owner in the defense space, I personally understand firsthand what it takes to succeed. What truly sets Mr. Hayes apart is his ability to thrive in a highly challenging business environment. The weapons training and range management industry is incredibly demanding, with most ventures struggling to survive long-term. Despite these challenges, Mr. Hayes has built and sustained a thriving business for over 26 years. This remarkable achievement reflects his integrity, leadership, and commitment to delivering exceptional quality.

From a community perspective, I understand that many concerns may arise with the establishment of a shooting range. However, based on my interactions with Mr. Hayes and his team, I am confident that they will operate this facility to the highest safety standards while providing significant value to the area. Their proven track record of success ensures they will manage this venture responsibly and effectively.

I wholeheartedly recommend Mr. Hayes and his team for this project. If you have any questions, please feel free to contact me at [contact information].

Sincerely,

A handwritten signature in black ink that reads "Dr. Dice".

**Dr. Tony Dice**

US Navy SEAL, CEO/Owner, Bishop & Dice Defense

Bishop & Dice Defense LLC  
1001 Camino Ct | Virginia Beach, VA 23456  
[www.BishopDiceDefense.com](http://www.BishopDiceDefense.com)  
P: 757-567-8077 | CAGE: 97ZG8 | DUNS: 020650358

STATE OF CALIFORNIA  
COUNTY OF [illegible]

[The following text is extremely faint and illegible, appearing to be a legal document or transcript.]



Date: 8 January 2025

Daniel Spagone Sr.

Director, Intermediate Level Maintenance

Commander, Navy Regional Maintenance Center, Norfolk, VA

Subject: Positive Endorsement for CUP #2024-05

I am aware of ISP Global Companies' purchase of the Sussex County property to support a Dynamic Shooting Range and their Conditional Use Permit #2024-05.

In my thirty-two (32) years on active duty including: Submarine qualified Chief Electrician's Mate, Chief Engineer in USS Edenton (ATS 1), USS Nashville (LPD 13), & USS Peleliu (LHA 5); Director of Afloat Safety at the Naval Safety Center; Director of Material Readiness Training at Surface Warfare Officers School Command; Repair Officer of three Shore Intermediate Maintenance Activities (SIMA) Newport, RI, Ingleside, TX and Norfolk, VA; culminating in Command of Naval Consolidated Brig and Maximum Security Enemy Combatant Detention Facility in Charleston, SC. My current position for the last fifteen (15) years is Director of Navy Intermediate Level Maintenance consisting of over 6,000 Sailors and Government Civilians at the seven Regional Maintenance Centers including: Mid-Atlantic Regional Maintenance Center in Norfolk, VA, South-East Regional Maintenance Center in Mayport, FL, South-West Regional Maintenance Center in San Diego, CA, North-West Regional Maintenance Center in Everett, WA, Hawaii Regional Maintenance Center in Pearl Harbor, HI, Japan Regional Maintenance Center in Yokosuka, Japan and Sasebo, Japan and Singapore, Forward Deployed Regional Maintenance Center in Naples, Italy and Rota, Spain and Manama, Bahrain. During this time, (1978 to present), I have been fortunate to gain extensive experience in Workforce Development, Technical training, Weapons Training, Weapons Safety, Operational Risk Management and Environmental Safety.

Drawing on my extensive experience in these skill sets I have discussed with Mr. Hayes and evaluated mitigation of the significant concerns in operating a shooting range. These concerns include:

- Noise control
  - Noise will be controlled with Berms, Foliage, & Distance
- Safety Programs
  - Shooting Range Safety
  - Vision Safety
  - Hearing Conservation Safety
  - Weapons Laser Safety
  - Physical Standoff Safety
  - Land Stewardship for led mitigation in the ground and/or water supply
  - Distance Shooting Range will be from elevated platform into a berm

Following my discussions with Mr. Hayes and verification of his extensive knowledge, skill, and technical abilities as a highly qualified and admired combatant trainer. Not many companies in the civilian sector or providers of training and range services to the military function at the level of the ISP Global companies.

I am confident this shooting range will comply with residential concerns and Sussex County regulations and be the envy of the industry.

Very Sincerely,

**Daniel Spagone Sr.**

**Johnny Swan**  
(Ret) US Navy  
President, S&S Precision  
1/9/2025

**Subject:** Support for CUP #2024-05

To Whom It May Concern,

It is my privilege to write this letter in full support of CUP #2024-05.

I've had the opportunity to receive training from Mr. Hayes and his staff at Intuitive Self-Protection along with both of my young adult children. Coming from a 20-year military background, I can attest that safety is the foundation of every training event. I confidently endorse Mr. Hayes and his team and would like to share with you that their commitment to safety and operational excellence mirrors the highest levels of military standards.

In addition to my military experience, I own and operate a manufacturing facility with over 30 employees. Running a successful enterprise requires working seamlessly with a diverse range of people, including vendors, city officials, staff, contractors, and clients. This perspective has given me a deep appreciation for the leadership, professionalism, and collaborative skills needed to sustain long-term success. Mr. Hayes consistently demonstrates these qualities and integrity in his professional career.

I understand that new developments like this shooting range may raise questions within the community. I am confident that he and his team will address any concerns with diligence and transparency. Their history of running safe and responsible operations should reassure anyone with reservations.

The weapons training and range management industry is notoriously challenging, yet Mr. Hayes has excelled in it for over 25 years. His ability to thrive in such a demanding environment reflects his tenacity, integrity, and dedication to delivering exceptional results.

If you have any questions, I would be happy to discuss further. Please feel free to contact me at (757)373-6598.

Sincerely,  
**Johnny Swan**  
(Ret) US Navy  
President, S&S Precision



CDR Justin D. Vitalis  
1901 Vince Road  
Virginia Beach, VA 23464  
justin.vitalis@gmail.com  
571-237-9633

8 January 2025

**Subject: Letter in Support of CUP #2024-05**

**To Whom It May Concern:**

I am writing to express my strong support for the approval of CUP #2024-05 as a valuable resource for our community. As an active-duty helicopter pilot in the U.S. Navy with 17 years of service and as a dedicated student of Intuitive Self Protection (ISP) for the past two years, I can attest to the essential role this company plays in promoting firearm safety, education, and responsible usage.

Throughout my military career, I have maintained a steadfast commitment to safety, discipline, and skill proficiency. These principles are not only critical to aviation and national defense but also to the responsible ownership and handling of firearms. Hank Hayes and his company embody these values, offering a safe and professionally managed environment for individuals to hone their skills and deepen their understanding of firearm safety.

During my time as a student of ISP, I have personally benefited from their emphasis on structured training programs, knowledgeable instructors, and a culture that prioritizes safety above all else. This course of instruction has provided me with the opportunity to further develop my skills, ensuring I remain proficient in the safe and effective use of firearms. Additionally, ISP offers valuable educational opportunities for community members, fostering a responsible and respectful attitude toward firearms.

The approval of CUP #2024-05 is vital not only for its practical benefits but also for its potential to strengthen the community. The range supports local law enforcement training, facilitates educational initiatives, and encourages the responsible use of firearms among enthusiasts and professionals alike. Its operation will undoubtedly enhance public safety and contribute to the development of well-trained, responsible firearm users in the area.

I urge you to consider the significant value that Hank Hayes and his company, ISP, bring to the community. Its approval will ensure that individuals like myself, who value skill development and safety, have access to a reliable and professional facility. I am confident that Mr. Hayes will continue to uphold the highest standards of safety, education, and community engagement.

Thank you for your attention to this matter. Please feel free to contact me at 571-237-9633 or justin.vitalis@gmail.com if you would like to discuss this further or require additional information. I look forward to your favorable consideration of this important approval. Please note that these views are my own and do not express the opinion of the Department of Defense or any other government organization.

Sincerely,  
Justin D. Vitalis  
Commander, United States Navy

**Steve Fritton (Real Estate Land Specialist)**

<https://www.whitetailproperties.com/agents/steve-fritton>

Whitetail Properties Real Estate, LLC

January 10, 2025

**Re: Support for Conditional Use Permit #2024-05**

To Whom It May Concern,

As a licensed real estate agent who has had the pleasure of assisting Henry Hayes in purchasing their property and facilitating the sale of a neighboring parcel, I am writing to express my enthusiastic support for approving the conditional use permit for ISP Global Inc at 0 Nary Lane.

I have found Henry Hayes / ISP Global Inc and their plans for the shooting range to be thoughtfully developed, with a strong focus on safety, community relations, and environmental stewardship. I believe the range will provide a safe and regulated environment for firearm training and recreation and enhance the value and of the surrounding properties.

I live just 15 miles from the property and am a firearms enthusiast myself. The presence of a well-managed shooting range can attract responsible firearm owners, provide educational opportunities, and contribute to public safety awareness. Based on my professional knowledge of the rural area, I believe the range will be a positive addition that aligns with the community's character and needs.

I trust Henry Hayes and their team to operate ISP Shooting Range with the utmost professionalism, ensuring minimal disruption to the neighborhood while promoting community engagement and economic benefits. I respectfully encourage the approval of their conditional use permit application.

Should you have any questions about my experience or insights regarding this property and project, please feel free to contact me at 804.704.0163 or [steve.fritton@whitetailproperties.com](mailto:steve.fritton@whitetailproperties.com).

Sincerely,

Steve Fritton

## Notice of Public Hearing Sussex County Board of Supervisors

Pursuant to Section 15.2-2204 of the Code of Virginia, notice is hereby given that the Sussex County Board of Supervisors will hold a public hearing on Thursday, January 16, 2025 at 6:00 p.m. in the General District Courtroom - 15098 Courthouse Road, Sussex, Virginia 23884.

**The Board of Supervisors will consider, and may take action upon, the following:**

**Conditional Use Permit #2024-05:** The applicant, Henry Hayes, seeks a Conditional Use Permit for a shooting range on Tax Parcel 12-A-2 consisting of approximately 34 acres of land. The intent is to operate an outdoor shooting range/training facility as a commercial business to be available to the public on a membership basis. The property is located on the north side of Nary Lane, approximately 0.2 miles from the end of Jolly Road (Rt. 659) in Prince George County along the County line in Sussex County.

Citizens are encouraged to attend and comment during the public hearings. Comments may also be submitted in writing to [sricks@sussexcountyva.gov](mailto:sricks@sussexcountyva.gov) or via mail to the County Administration, P. O. Box 1397, 20135 Princeton Road, Sussex, VA 23884, no later than noon on Thursday, January 16, 2025. Any persons needing assistance or accommodations under the provisions of the American Disabilities Act should contact Michael Poarch at 434-246-1043 at least seven (7) days in advance of the hearing.

A copy of the Conditional Use Permit application along with supporting documentation, are available for review in the Department of Planning and Zoning during regular business hours Monday through Friday from 8:30 a.m. to 5:00 p.m., phone number (434) 246-1000.

Authorized by: Beverly Walkup  
Director of Planning  
1/1/2025 & 1/8/2025

**BOARD ACTION FORM**

**Agenda Item:** Public Hearing Item #4.02

**Subject:** School System FY24 Budget Carryover Request/Budget Amendment

**Board Meeting Date:** January 16 2025

=====

**Summary:** A public hearing has been scheduled to consider two budget amendments for the Sussex County School Division (in excess of one percent of the county budget, so a public hearing is required prior to consideration of a budget amendment). Dr. Hamlin will be available at the meeting to provide a summary of the requested resolutions.

Specifically, the school division has a balance of \$464,326 in state tutoring assistance funding (All In Program) to be spent in FY25 and FY26. In addition, the school system received a state school safety and security grant near the end of the prior fiscal year in the amount of \$75,579.

At the conclusion of the public hearing, staff recommends approval of the attached resolution amending the FY25 operating budgets to account for \$539,905 in carryover funds.

The second resolution accounts for an additional \$1,958,948 in federal, state, and local funds for regular and Title I operations that have been received for the FY25 operating budget. At the conclusion of the public hearing, staff recommends approval of this attached resolution as well.

**Recommendation:** Staff recommended approval of both attached resolutions

**Attachments:** Resolutions #25-6 Carryover Funds and #25-07 Amendment to the Fiscal Year 2025 Sussex School Board and County Budgets

=====

**ACTION:** That the Board approve Resolutions #25-6 Carryover Funds and #25-07 Amendment to the Fiscal Year 2025 Sussex School Board and County Budgets

**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  
NOTICE OF PUBLIC HEARING  
PROPOSED BUDGET AMENDMENT TO  
FISCAL YEAR 2025 BUDGET

Notice is hereby given pursuant to Section 15.2-2507, Code of Virginia (1950, as amended), the Sussex County Board of Supervisors will conduct a public hearing for the purpose of receiving comments on the proposed Budget Amendment to the County and the School Division FY 2025 Budget on January 16, at 6:00 p.m., or as soon as may be heard, in the General District Courtroom, Sussex Judicial Center, 15098 Courthouse Road, Sussex, Virginia.

The School Division was awarded State Funds for the “**ALL IN**” program for the purpose of intensive tutoring, the VA Literacy Act and to address chronic absenteeism in the amount of \$639,325 with a balance \$464,327 unspent. The School Division was also awarded a School Safety and Security Grant from the Virginia Department of Education finished FY24 with a Local Fund balance of \$539,905 due to unspent State Funds. State Funds were awarded in FY24. The School Division also received a School Safety & Security of \$75,579. These funds are allowed to be carried over, as per 22.1-175.5 for FY25 and FY26. The total carryover amount is \$539,905.

This amendment exceeds one percent of the total expenditures shown in the currently adopted budget.

Members of the public will be able to speak at the public hearing. Comments on the proposed budget amendments can also be submitted prior to the meeting no later than 2:00 p.m. on Wednesday, January 15, 2025 to the County Administrator’s Office, PO Box 1397 – Sussex, VA 23884 or [sricks@sussexcountyva.gov](mailto:sricks@sussexcountyva.gov) no later

Please contact Kelly Moore, Finance Director, at 434.246.1000 or [kmoore@sussexcountyva.gov](mailto:kmoore@sussexcountyva.gov) for any additional questions.

A copy of the proposed resolution amending the budget is available for review by the public in the Sussex County Administration office located 20135 Princeton Road, Sussex, Virginia 23884 during business hours Monday - Friday, 8:30 a.m. - 5:00 p.m.

Richard Douglas  
County Administrator  
1/1 & 8/2025

COUNTY OF SUSSEX  
NOTICE OF PUBLIC HEARING  
PROPOSED BUDGET AMENDMENT TO  
FISCAL YEAR 2025 BUDGET

Notice is hereby given pursuant to Section 15.2-2507, Code of Virginia (1950, as amended), the Sussex County Board of Supervisors will conduct a public hearing for the purpose of receiving comments on the proposed Budget Amendment to the County and School Division annual FY 2025 Budget on January 16, 2025 at 6:00 p.m., or as soon as may be heard, in the General District Courtroom, Sussex Judicial Center, 15098 Courthouse Road, Sussex, Virginia.

The School Division finished FY24 with a Local Fund balance of \$539,905 due to unspent State Funds. State Funds were awarded in FY24 for the “**ALL IN**” program for the purpose of intensive tutoring, the VA Literacy Act and to address chronic absenteeism in the amount of \$639,325 with a balance \$464,327 unspent. The School Division also received a School Safety & Security Grant from the Virginia Department of Education of \$75,579. These funds were not able to be spent and were allowed to be carried over, as per 22.1-175.5 for FY25 and FY26. The total carryover amount is \$539,905.

This amendment exceeds one percent of the total expenditures shown in the currently adopted budget.

Members of the public will be able to speak at the public hearing. Comments on the proposed budget amendments can also be submitted prior to the meeting no later than 2:00 p.m. on Wednesday, January 15, 2025 to the County Administrator’s Office, PO Box 1397 – Sussex, VA 23884 or [sricks@sussexcountyva.gov](mailto:sricks@sussexcountyva.gov) no later

Please contact Kelly Moore, Finance Director, at 434.246.1000 or [kmoore@sussexcountyva.gov](mailto:kmoore@sussexcountyva.gov) for any additional questions.

A copy of the proposed resolution amending the budget is available for review by the public in the Sussex County Administration office located 20135 Princeton Road, Sussex, Virginia 23884 during business hours Monday - Friday, 8:30 a.m. - 5:00 p.m.

Richard Douglas  
County Administrator  
1/1 & 8/2025



**BOARD ACTION FORM**

**Agenda Item:** Appointments #5.01

**Subject:** Appointment to Planning Commission

**Board Meeting Date:** January 16 2025

=====

**Summary:** There is a vacancy on the Planning Commission for the Henry District. An appointment needs to be made to fill this vacancy starting immediately, expiring January 31, 2029.

Also, the terms of Commissioner Massenburg (Yale District) and Commissioner Edmond (Member-at-Large) on the Planning Commission has expired. Staff has contacted both Commissioners. They are willing to continue to serve, if reappointed.

Should they be reappointed, their terms will expire April 30, 2028, and June 30, 2027, respectively.

**Recommendation:** That the Sussex County Board of Supervisors reappoint Commissioner Massenburg (Yale District) and Commissioner Edmond (Member-at-Large) on the Planning Commission, with terms expiring April 30, 2028, and June 30, 2027, respectively.

**Attachment:** Copies of Confirmation Letters

=====

**ACTION:** That the Sussex County Board of Supervisors reappoint Commissioner Massenburg (Yale District) and Commissioner Edmond (Member-at-Large) on the Planning Commission, with terms expiring April 30, 2028, and June 30, 2027, respectively.

**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	___	___

# COUNTY OF SUSSEX



## Board of Supervisors

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.

Post Office Box 1397  
20135 Princeton Road  
Sussex, Virginia 23884

Richard Douglas  
County Administrator  
[rdouglas@sussexcountyva.gov](mailto:rdouglas@sussexcountyva.gov)

Telephone: (434) 246-1000  
Facsimile: (434) 246-6013  
[www.sussexcountyva.gov](http://www.sussexcountyva.gov)

January 10, 2025

Terry Massenburg  
P.O. Box 330  
Stony Creek, VA 2882

Re: Planning Commission

Dear Ms. Massenburg:

Our records indicate that your appointment to the Planning Commission has expired. So that we may have adequate documentation, this correspondence is being forwarded to you to ask whether or not you would like to be reappointed to the Planning Commission.

Should you wish to be reappointed, your term will expire April 30, 2028.

Sincerely,

Shilton R. Butts  
Assistant to County Administrator/  
Clerk to the Board

=====

I wish to be reappointed to the Planning Commission.

I do not wish to be reappointed to the Planning Commission.

Signature: Verified via telephone call Date: \_\_\_\_\_

# COUNTY OF SUSSEX



## Board of Supervisors

Wayne O. Jones, Chairman  
Steve White, Vice Chairman  
Thomas W. Baicy, III  
C. Eric Fly, Sr.  
Alfred G. Futrell  
Phyllis T. Tolliver  
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Telephone: (434) 246-1000  
Facsimile: (434) 246-6013  
[www.sussexcountyva.gov](http://www.sussexcountyva.gov)

January 10, 2025

Terry Massenburg  
P.O. Box 330  
Stony Creek, VA 2882

Re: Planning Commission

Dear Ms. Massenburg:

Our records indicate that your appointment to the Planning Commission has expired. So that we may have adequate documentation, this correspondence is being forwarded to you to ask whether or not you would like to be reappointed to the Planning Commission.

Should you wish to be reappointed, your term will expire April 30, 2028.

Sincerely,

Shilton R. Butts  
Assistant to County Administrator/  
Clerk to the Board

=====

I wish to be reappointed to the Planning Commission.

I do not wish to be reappointed to the Planning Commission.

Signature: Verified via telephone call <sup>AKB</sup> Date: 1/10/25

# COUNTY OF SUSSEX



## Board of Supervisors

Wayne O. Jones, Chairman  
Steve White, Vice Chairman  
Thomas W. Baacy, III  
C. Eric Fly, Sr.  
Alfred G. Futrell  
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Telephone: (434) 246-1000  
Facsimile: (434) 246-6013  
[www.sussexcountyva.gov](http://www.sussexcountyva.gov)

January 10, 2025

J. Lafayette Edmond  
16243 Jerusalem Plank Road  
Waverly, VA 23890

Re: Planning Commission

Dear Mr. Edmond:

Our records indicate that your appointment to the Planning Commission has expired. So that we may have adequate documentation, this correspondence is being forwarded to you to ask whether or not you would like to be reappointed to the Planning Commission.

Should you wish to be reappointed, your term will expire June 30, 2027.

Sincerely,

Shilton R. Butts  
Assistant to County Administrator/  
Clerk to the Board

=====

I wish to be reappointed to the Planning Commission.

I do not wish to be reappointed to the Planning Commission.

Signature: Verified via telephone call <sup>pub</sup> Date: 1/10/2025

**BOARD ACTION FORM**

**Agenda Item:** Appointments #5.02

**Subject:** Appointment to Crater District Area Agency on Aging

**Board Meeting Date:** January 16 2025

=====

**Summary:** At the Board’s April 2024 regular meeting, Supervisor Fly was appointed to fill an unexpired term as Sussex’s Representative for Crater District Area Agency on Aging. His term expired December 31, 2024.

I have spoken with Supervisor Fly. He wishes to be reappointed. His term will be a two-year term, expiring December 31, 2026.

**Recommendation:** Staff recommends the appointment of Supervisor Fly to continue to serve on Crater District Area Agency on Aging as Sussex’s representative.

**Attachment:** N/A

=====

**ACTION:** That the Board appoint Supervisor Fly to serve on Crater District Area Agency on Aging as Sussex’s representative.

**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:** Appointments #5.03

**Subject:** Appointment to Board of Zoning Appeals

**Board Meeting Date:** January 16 2025

=====

**Summary:** The term of Mr. C. Tyrone Griffin, on the Board of Zoning Appeals will expire January 31, 2025. Staff contacted Mr. Griffin, he is willing to serve, if reappointment.

If reappointed, Mr. Griffin's term will expire January 31, 2028.

**Recommendation:** That the Sussex County Board of Supervisors reappoint C. Tyrone Griffin to the Board of Zoning Appeal with a term expiring January 31, 2028.

**Attachment:** A copy of Confirmation Letter for Mr. Griffin.

=====

**ACTION:** That the Sussex County Board of Supervisors reappoint C. Tyrone Griffin to the Board of Zoning Appeal with a term expiring January 31, 2028.

**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	___	___

# COUNTY OF SUSSEX



## Board of Supervisors

Wayne O. Jones, Chairman  
Steve White, Vice Chairman  
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C. Eric Fly, Sr.  
Alfred G. Futrell  
Phyllis T. Tolliver  
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Richard Douglas  
County Administrator  
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Telephone: (434) 246-1000  
Facsimile: (434) 246-6013  
[www.sussexcountyva.gov](http://www.sussexcountyva.gov)

January 10, 2025

C. Tyrone Griffin  
10310 Kelly Lane  
Wakefield, VA 23888

Re: Board of Zoning Appeals

Dear Mr. Griffin:

Our records indicate that your appointment on the Board of Zoning Appeals will expire January 31, 2025. So that we may have adequate documentation, this correspondence is being forwarded to you to ask whether or not you would like to be recommended for nomination for reappointment to the Board of Zoning Appeals by the Circuit Court Judge.

Should you wish to be reappointed, your term will expire January 31, 2029.

Sincerely,

Shilton R. Butts  
Assistant to County Administrator/  
Clerk to the Board

=====

I wish to be reappointed to the Board of Zoning Appeals.

I do not wish to be reappointed to the Board of Zoning Appeals.

Signature: Verified via telephone call <sup>sdw</sup> Date: 1/10/25

**BOARD ACTION FORM**

**Agenda Item:** Action Items #6.01

**Subject:** Revised Historic Courthouse/Administrative Space Proposal – Andrew Moore, Glave & Holmes

**Board Meeting Date:** January 16 2025

=====

**Summary:** Andrew Moore with Glave & Holmes will present a “Plan B” conceptual design recommendation for the proposed courthouse expansion/restoration project (a copy of the presentation is attached for your review). A reduction/change in the scope of the original recommendation, Plan B would result in a substantial cost savings but meet the following goals:

- Provide administrative space that would allow for the removal of the existing “Blue Box”
- Stabilize and restore the historic courthouse structure
- Provide permanent meeting space for the Board of Supervisors and other organizations
- Provide a working facility for Public Works
- Maintain all existing space for the Clerk of Court

**Recommendation:** That the Board approve of the proposed Plan B and authorization to proceed with a contract with Glave & Holmes on the preliminary design of the project.

**Attachment:** Glave & Holmes presentation

=====

**REQUESTED ACTION:** TBD

**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	___	___

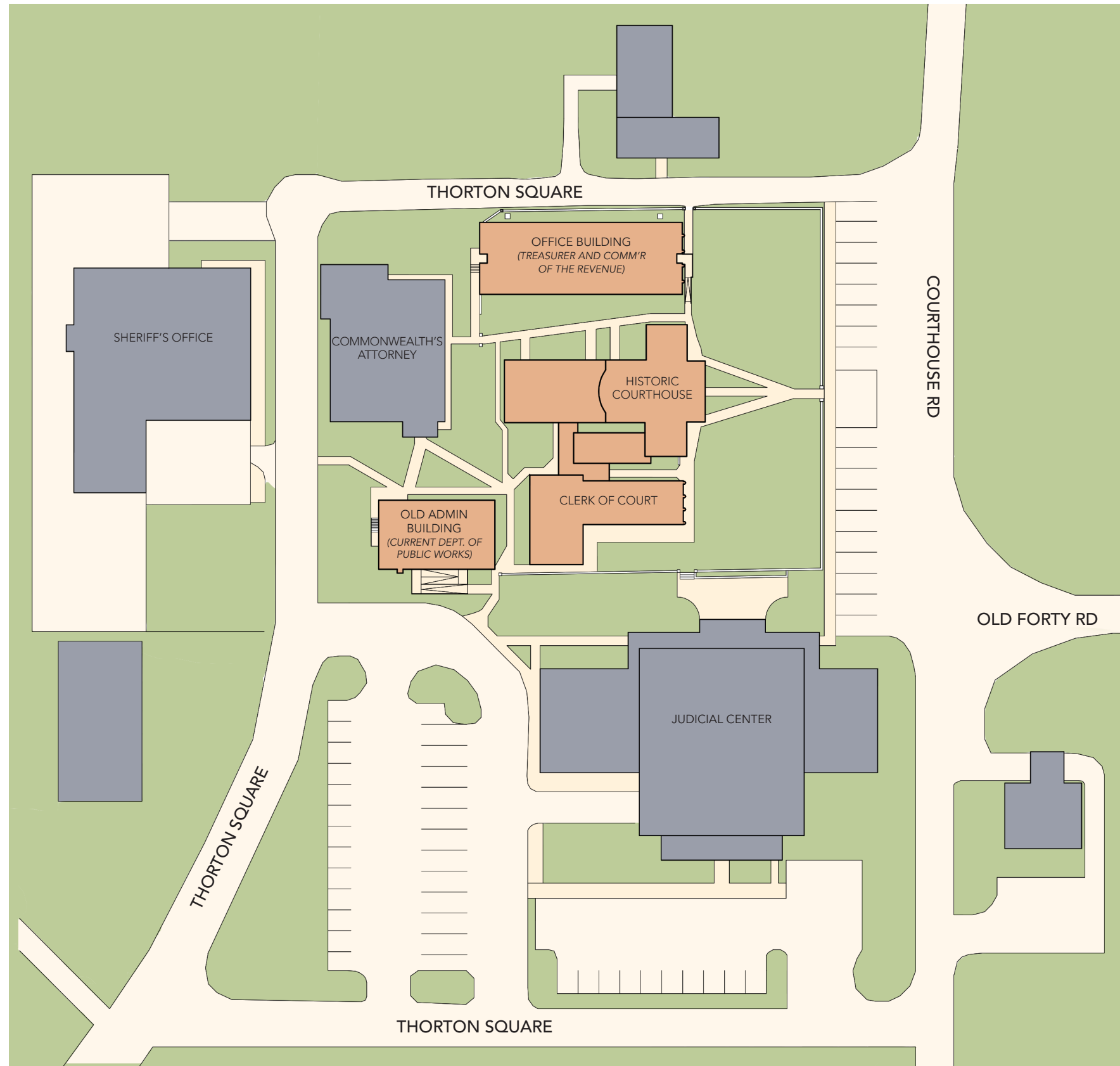


# GLAVÉ & HOLMES

ARCHITECTURE

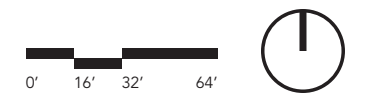


CONCEPTUAL DESIGN PRESENTATION  
Sussex County Courthouse Expansion & Renovation  
January, 2025

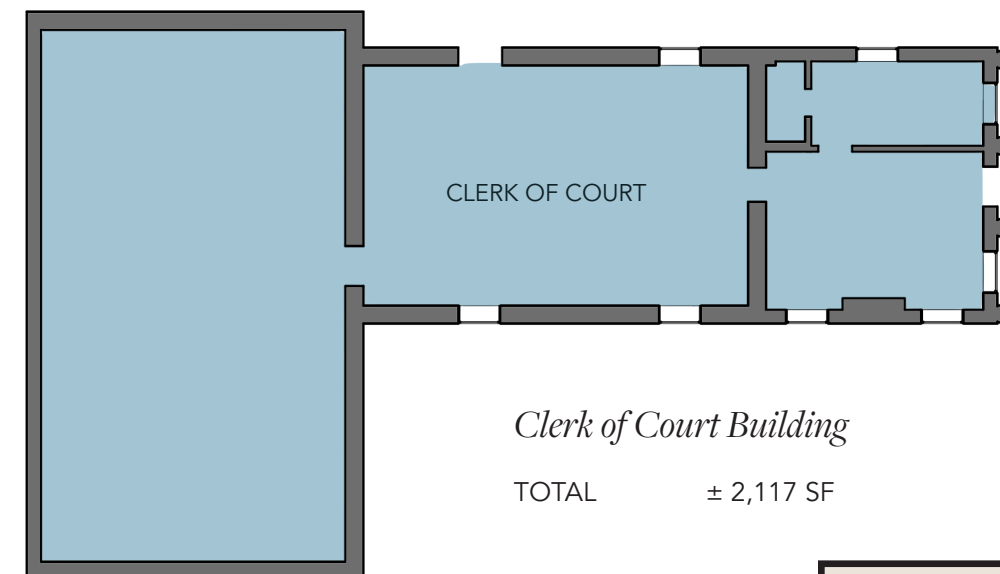
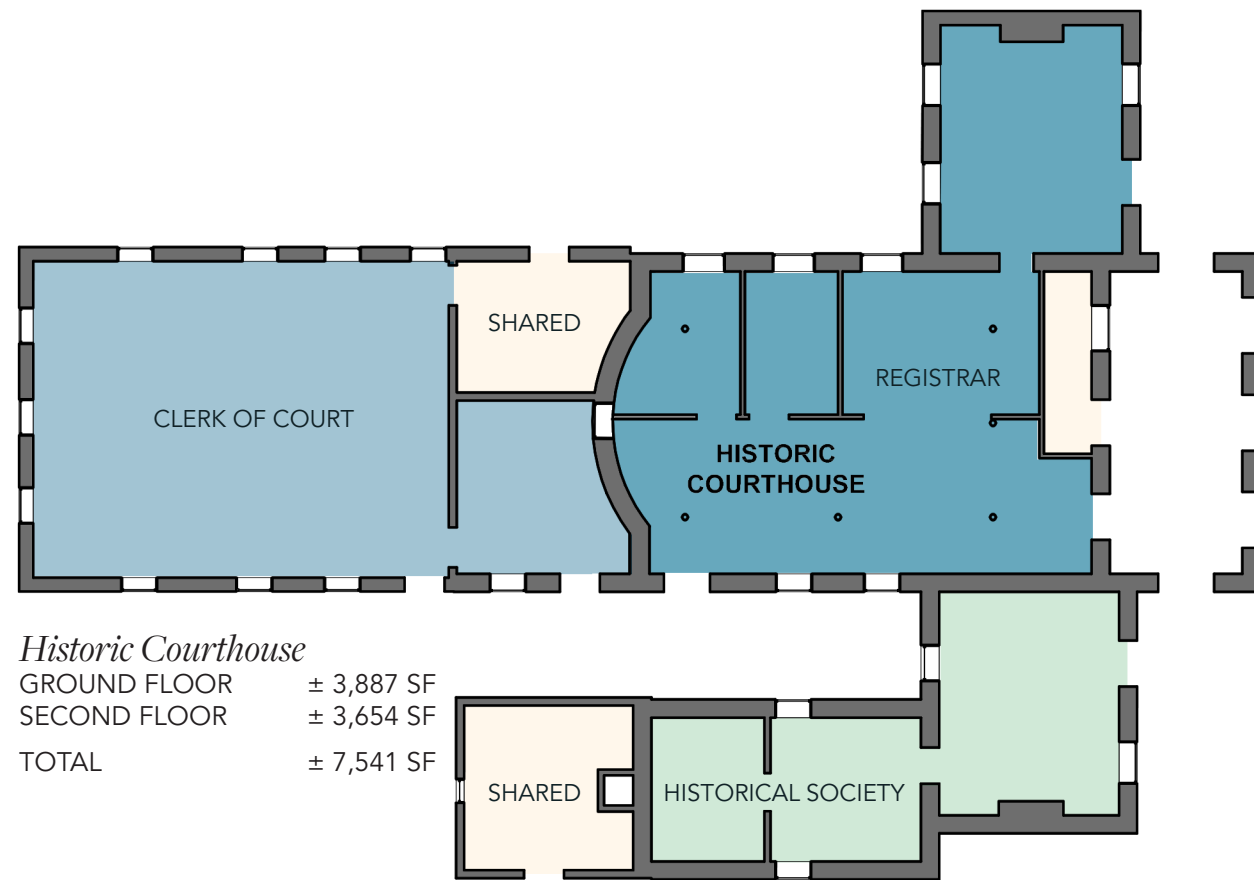


*Site Plan Legend*

- EXISTING BUILDING (NOT IN SCOPE)
- EXISTING BUILDING
- NEW CONSTRUCTION



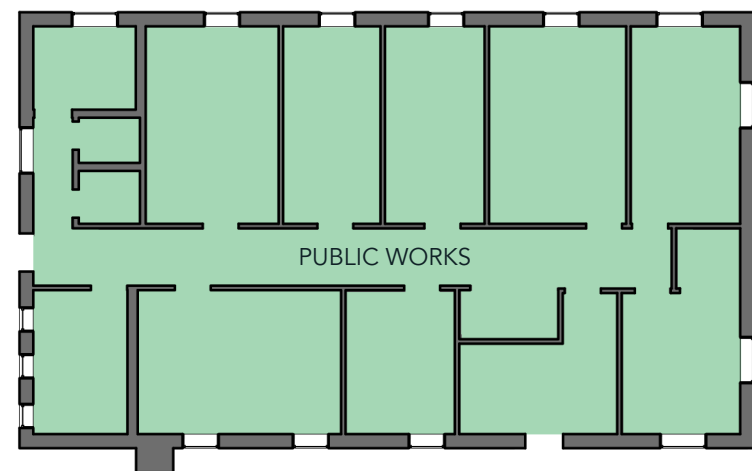
SITE PLAN - EXISTING



*Area Available in Current Buildings*  
 TOTAL 15,224 SF

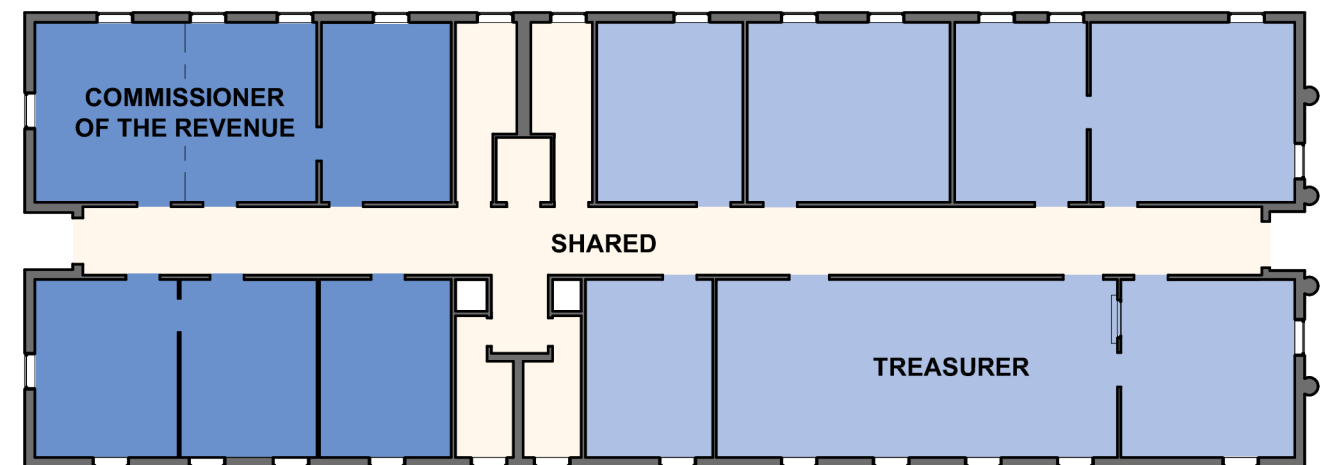
*Organization of Space Legend*

- SHARED
- CLERK OF COURT
- REGISTRAR
- HISTORICAL SOCIETY
- PUBLIC WORKS
- COMM'R OF THE REVENUE
- TREASURER



*Old Administration Building*  
 CURRENT DEPARTMENT OF PUBLIC WORKS

TOTAL ± 1,995 SF



*Office Building*  
 TREASURER & COMMISSIONER OF THE REVENUE

TREASURER	± 1,716 SF
COMMISSIONER	± 1,017 SF
SHARED	± 838 SF
TOTAL	± 3,571 SF



EXISTING SPACE ORGANIZATION

County Administration							
Space Description	Xstg #	Occ per Space	Size Ea. (sf)	Xstg Total Size (sf)	# Needed	Size needed (sf)	Notes
<b>County Administration</b>							
Private Offices							
Richard	1	1	200	200	1	200	Includes table for guests
Shilton	1	1	120	120	1	120	
David	1	1	120	120	1	120	
Future	0	1	120	0	1	120	
Large Conference Room	1	0	240	240	1	240	10-12 ppl
Drug Testing	0	0	80	0	1	80	
File Storage	1	0	120	120	1	120	
<b>Children's Services Office</b>							
Private Office							
	0	1	150	0	1	150	Includes 2 seats for guests
<b>Parks and Rec Director</b>							
Private Office							
	0	1	150	0	1	150	Includes 2 seats for guests
<b>Finance</b>							
Private Offices							
Kelly	1	1	180	180	1	180	Includes storage shelving
Louise	1	1	180	180	1	180	Includes storage shelving
Titiana	1	1	180	180	1	180	Includes storage shelving
Future	0	1	180	0	1	180	Includes storage shelving
Conference Room	0	0	120	0	1	120	4-6 ppl, can be shared
<b>Planning and Building</b>							
Reception							
	0	2	100	0	1	100	1 receptionist/admin person
Private Offices							
Beverly	1	1	120	120	1	120	
Future Planner	0	1	120	0	1	120	
Monica	1	1	120	120	1	120	
Future BD	0	1	120	0	1	120	
Open Offices							
Conference Room	0	0	150	0	1	150	6-8 ppl, can be shared
File Storage		0	240	0	1	240	
Supply Closet		0	60	0	1	60	
Plotter/Copier		0	60	0	1	60	
<b>EMS Suite</b>							
Private Offices							
Nick	0	1	180	0	1	150	Includes 2 seats for guests; needs small coat closet
Future	0	1	120	0	1	120	
Future	0	1	120	0	1	120	
Radio Work Area	0	0	120	0	1	120	
File Storage	0	0	120	0	1	120	
Copy Area	0	0	60	0	1	60	
<b>IT</b>							
Private Office							
	0	1	120	0	1	120	
<b>Public Works</b>							
Private Office							
	0	1	120	0	1	120	
<b>Shared</b>							
Reception							
Large Meeting Room	0	50	950	0	1	950	In existing courtroom
Hospitality Kitchen							
	0	0	50	0	1	50	Locate near side entry/large meeting room
Copy/Work Room	1	0	150	150	1	150	
Supply Closet	0	0	100	0	1	100	
Break Area	1	0	180	180	1	180	w/ oven and dishwasher, 6 ppl
AV/IT Closet	1	0	50	50	1	50	
Electrical Closet	0	0	50	0	1	50	
Mechanical	0	0	100	0	1	100	Units on roof or ground
Men's - Assembly	0	1	60	0	1	60	May be shared w/ office
Men's - Business	1	1	60	60	1	60	
Women's - Assembly	0	1	60	0	1	60	May be shared w/ office
Women's - Business	1	1	60	60	1	60	
Bathing Room (Shower)	0	1	75	0	1	75	May be shared w/ office
<b>TOTAL</b>				<b>2390</b>		<b>6,415</b>	Total programmed area

Circulation factor 0.35  
Circulation area 836.5 2245.25 SF  
**Building Area 3226.5 SF 8660.25 SF**

*County Offices  
Desired 8,660SF*

*Treasurer/Commissioner  
Desired 3,571 SF*

Historical Society							
Space Description	Xstg #	Occ Per	Size (sf)	Xstg Total Size (sf)	# Needed	Total Size Needed (sf)	Notes
Welcome Area	0	0	0	0	1	120	
Storage	1	0	816	816	1	400	
Exhibit Space	0	0	0	0	1	200	
Library	1	0	273	273	1	273	
Meeting Space	0	0	0	0	1	950	Shared with County Admin (Large Meeting Room) - Not included in tally
Genealogy Research/ Newsletter Drafting	0	0	0	0	1	100	
<b>TOTAL</b>				<b>1,089</b>		<b>1,093</b>	

If addition added separate from County Admin building for elevator, stair:  
Circulation factor 0.35  
Circulation area 383 SF  
**Building Area 1,476 SF**

*Historical Society  
Desired 1,476 SF*

Clerk of Court							
Space Description	Xstg #	Occ Per	Size (sf)	Xstg Total Size (sf)	# Needed	Total Size Needed (sf)	Notes
Entry	1	1	233	233	1	233	
Break Area	1	0	101	101	1	101	
Bathroom	1	1	21	21	1	21	Current space is not accessible
Records / Open Office	1	3	640	640	1	640	
Records (Addition)	1	0	1,122	1,122	1	1,122	
Records (Courthouse Addition)	1	0	911	911	1	911	
Clerk's Office	1	1	183	183	1	183	
<b>TOTAL</b>				<b>3,211</b>		<b>3,211</b>	Clerk requests no reduction in area

*Clerk of Court  
Desired 3,211 SF*

Treasurer's Office							
Space Description	Xstg #	Occ Per	Size (sf)	Xstg Total Size (sf)	# Needed	Total Size Needed (sf)	Notes
Treasurer's Office	1	1	214	214	1	214	Service window not in use, used for visibility of DMV Select
DMV Select	1	3	492	492	1	492	
Training Area	1	0	254	254	1	254	Possible future DMV expansion when not in use for training
Break Area	1	0	165	165	1	165	
Work Area	1	0	182	182	1	182	
File Storage	1	0	253	253	1	253	
Server Room	1	0	156	156	1	156	
<b>TOTAL</b>				<b>1,716</b>		<b>1,716</b>	Current space is sufficient for future needs

Commissioner of the Revenue							
Space Description	Xstg #	Occ Per	Size (sf)	Xstg Total Size (sf)	# Needed	Total Size Needed (sf)	Notes
Commissioner Office	1	1	351	351	1	351	
Income & Personal Property Office	2	1	171	342	2	342	
Map Room	1	0	162	162	1	162	
Work/Break Area	1	1	162	162	1	162	
<b>TOTAL</b>				<b>1,017</b>		<b>1,017</b>	Current space is sufficient for future needs

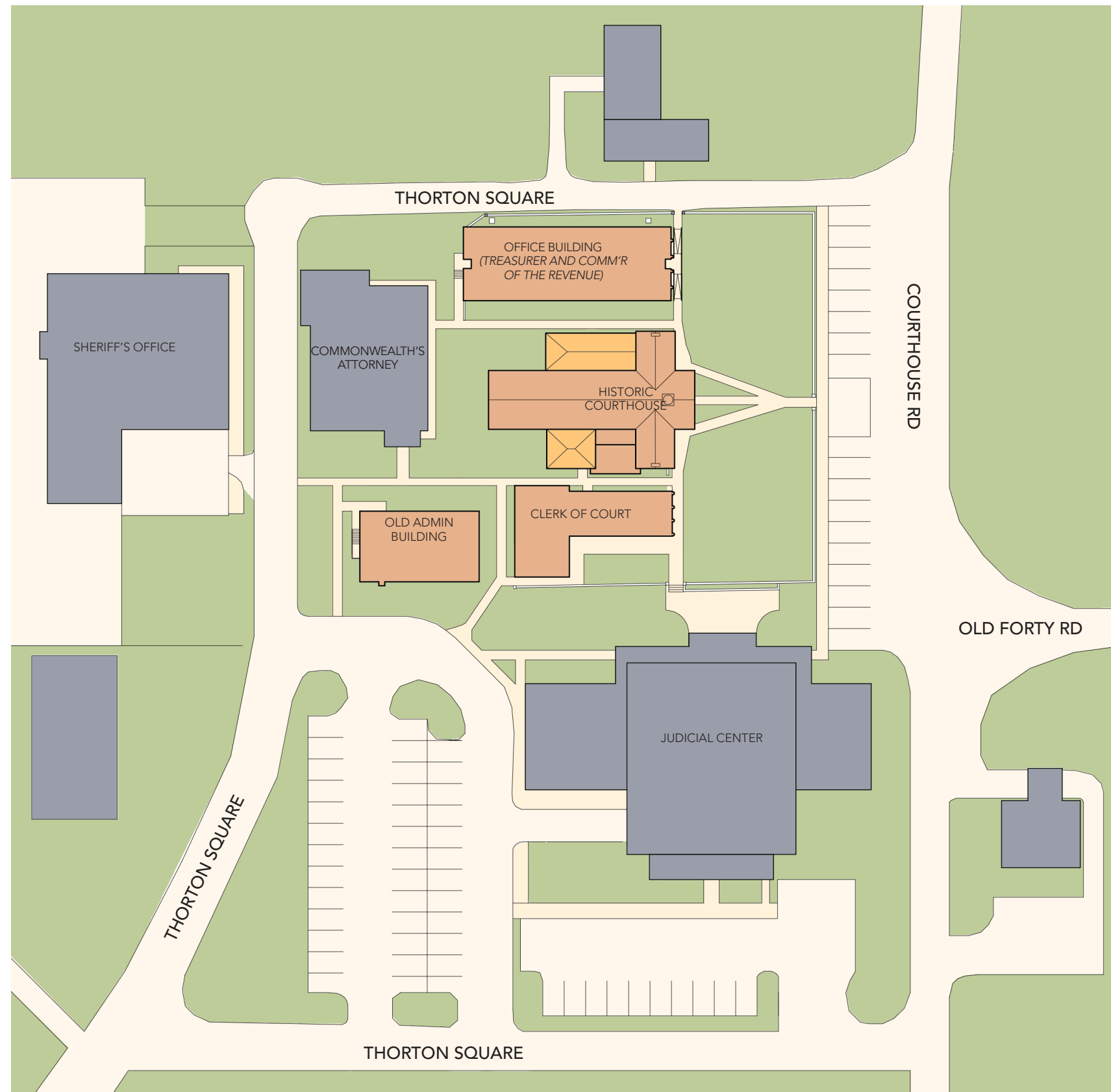
Shared							
Space Description	Xstg #	Occ Per	Size (sf)	Xstg Total Size (sf)	# Needed	Total Size Needed (sf)	Notes
Men's	2	2	65	130	1	130	Must be made accessible; acceptable to provide restrooms to be shared between public and office staff
Women's	2	1	48	96	1	96	
Janitor	1	0	25	25	1	25	
Corridor	1	0	587	587	1	587	
<b>TOTAL</b>				<b>838</b>		<b>838</b>	
<b>TOTAL BUILDING AREA</b>				<b>3,571</b>		<b>3,571</b>	Current space is sufficient for future needs

Public Works / Old Administration Building				
Space Description	Xstg #	Occ Per	Size (sf)	Xstg Total Size (sf)
Storage/Office/Utility	1	1	1,995	1,995
<b>TOTAL</b>				<b>1,995</b>

Public Works operations to be relocated; table shown for existing building area only. Basement area not included.

*Old Admin Space  
Available  
1,995 SF*

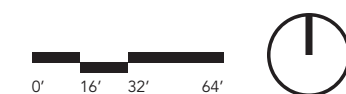
TABULATION OF SPACE NEEDS



*Site Plan Legend*

- EXISTING BUILDING (NOT IN SCOPE)
- EXISTING BUILDING
- NEW CONSTRUCTION

SITE PLAN - PROPOSED



*Square Footage Explained*

**PROGRAMS NOT RELOCATED**

COMM'R OF THE REVENUE & TREASURER @ ± 3,571 SF (NOT SHOWN)  
 CLERK OF COURT BUILDING @ ± 2,117 SF  
 CLERK OF COURT ADDITIONAL SPACE @ 1,094 SF  
 HISTORICAL SOCIETY @ 1,476 SF

**AVAILABLE SPACE TO RELOCATE PROGRAM**

HISTORIC COURTHOUSE WITH ADDITION @ ± 6,660 SF  
 OLD ADMINISTRATION BUILDING @ ± 1,995 SF  
 TOTAL @ ± 8,655 SF

**PROGRAMS TO BE RELOCATED TO COURTHOUSE AND OLD ADMIN BLDG**

COUNTY OFFICE @ 8,660 SF

**NEW CONSTRUCTION BUILDING (NOT SHOWN)**

PUBLIC WORKS @ ± 2,140 SF

SUMMARY OF SPACE ALLOCATIONS				
USE	LOCATION			
	HISTORIC COURTHOUSE	CLERK OF COURT BLDG	OLD ADMIN	TOTAL
CLERK OF COURT	1,094 SF	2,117 SF		3,211 SF
HISTORICAL SOCIETY	1,476 SF			1,476 SF
COUNTY ADMIN	6,660 SF		1,995 SF	8,655 SF
<b>TOTAL</b>	<b>9,230 SF</b>	<b>2,117 SF</b>	<b>1,995 SF</b>	<b>13,342 SF</b>

USE

**SCOPE OF WORK-HISTORIC COURTHOUSE:**

- NEW CONSTRUCTION ADDITION TO EXPAND BUILDING TO MEET DESIRED SF
- EXISTING BUILDING RENOVATED
- HISTORIC COURTROOM WITH DOUBLE HIGH SPACE TO BE RESTORED
- BUILDING TO BE REORGANIZED FOR SHARED COUNTY OFFICE AND HISTORICAL SOCIETY SPACES WITH CLERK OF COURT TO REMAIN IN CURRENT SPACE

**SCOPE OF WORK- CLERK OF COURT BUILDING:**

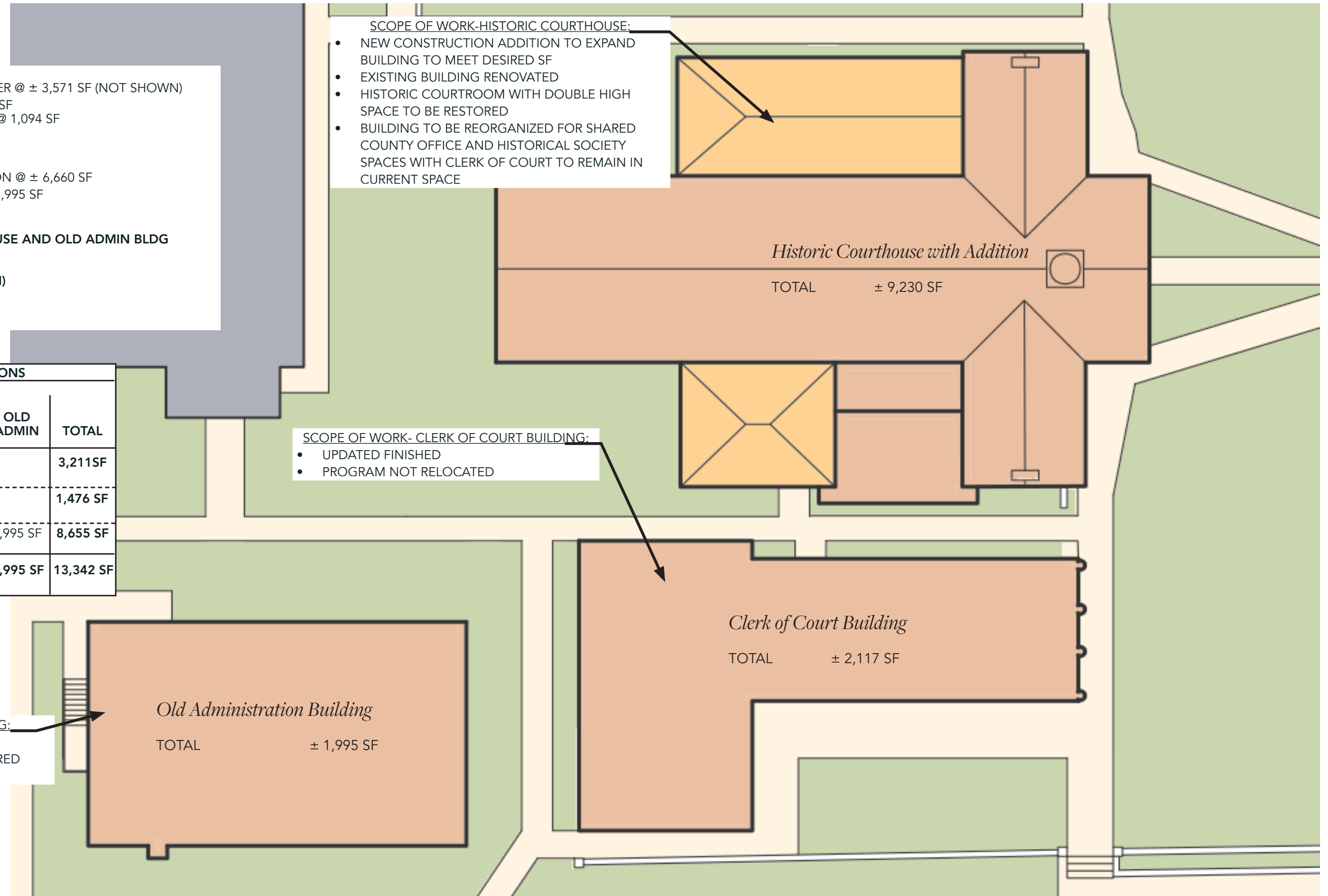
- UPDATED FINISHED
- PROGRAM NOT RELOCATED

**SCOPE OF WORK- OLD ADMIN BUILDING:**

- EXISTING BUILDING RENOVATED
- BUILDING TO BE REORGANIZED FOR SHARED COUNTY OFFICE SPACES

*Site Plan Legend*

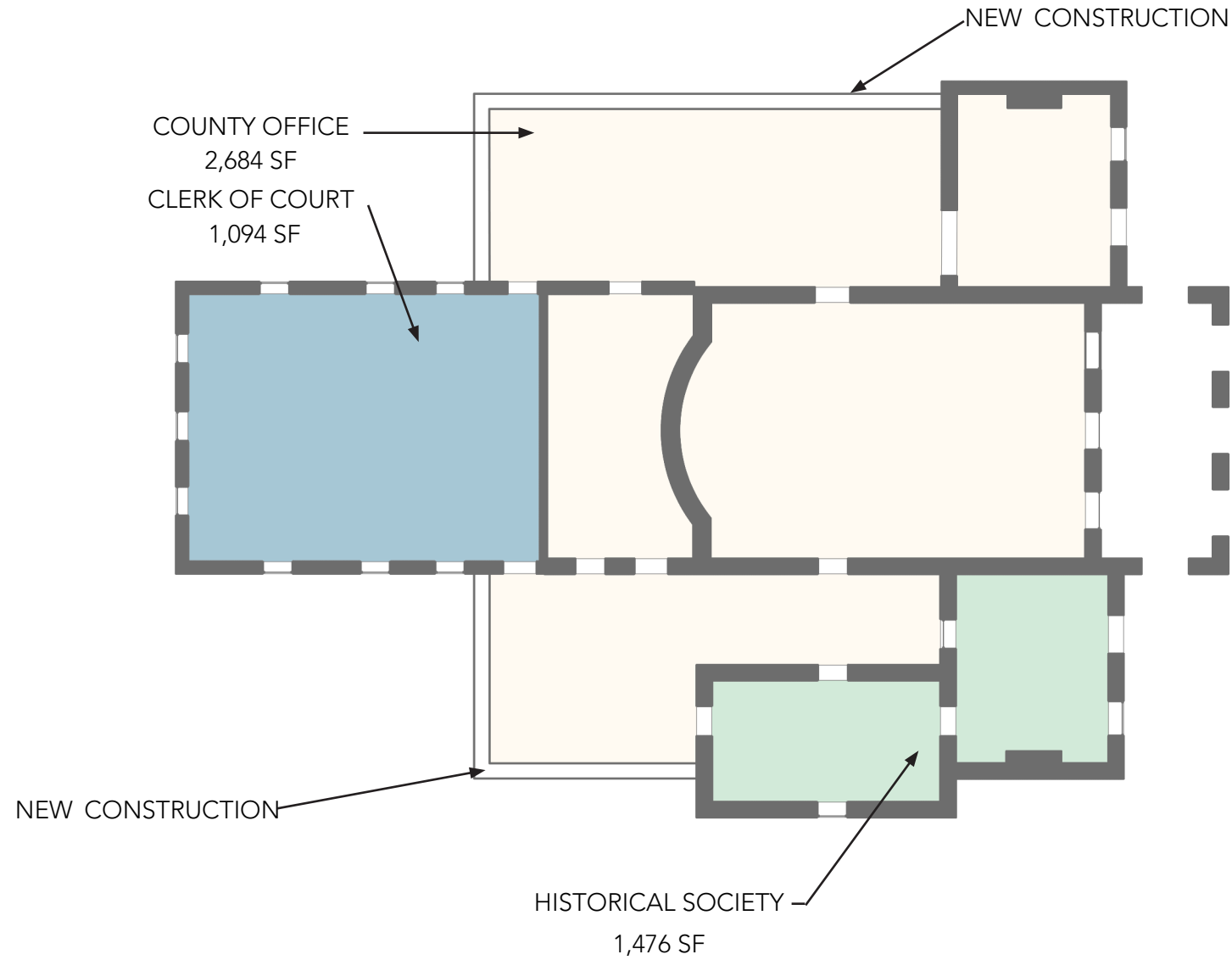
- EXISTING BUILDING (NOT IN SCOPE)
- EXISTING BUILDING
- NEW CONSTRUCTION



RELOCATION OF PROGRAM DIAGRAM

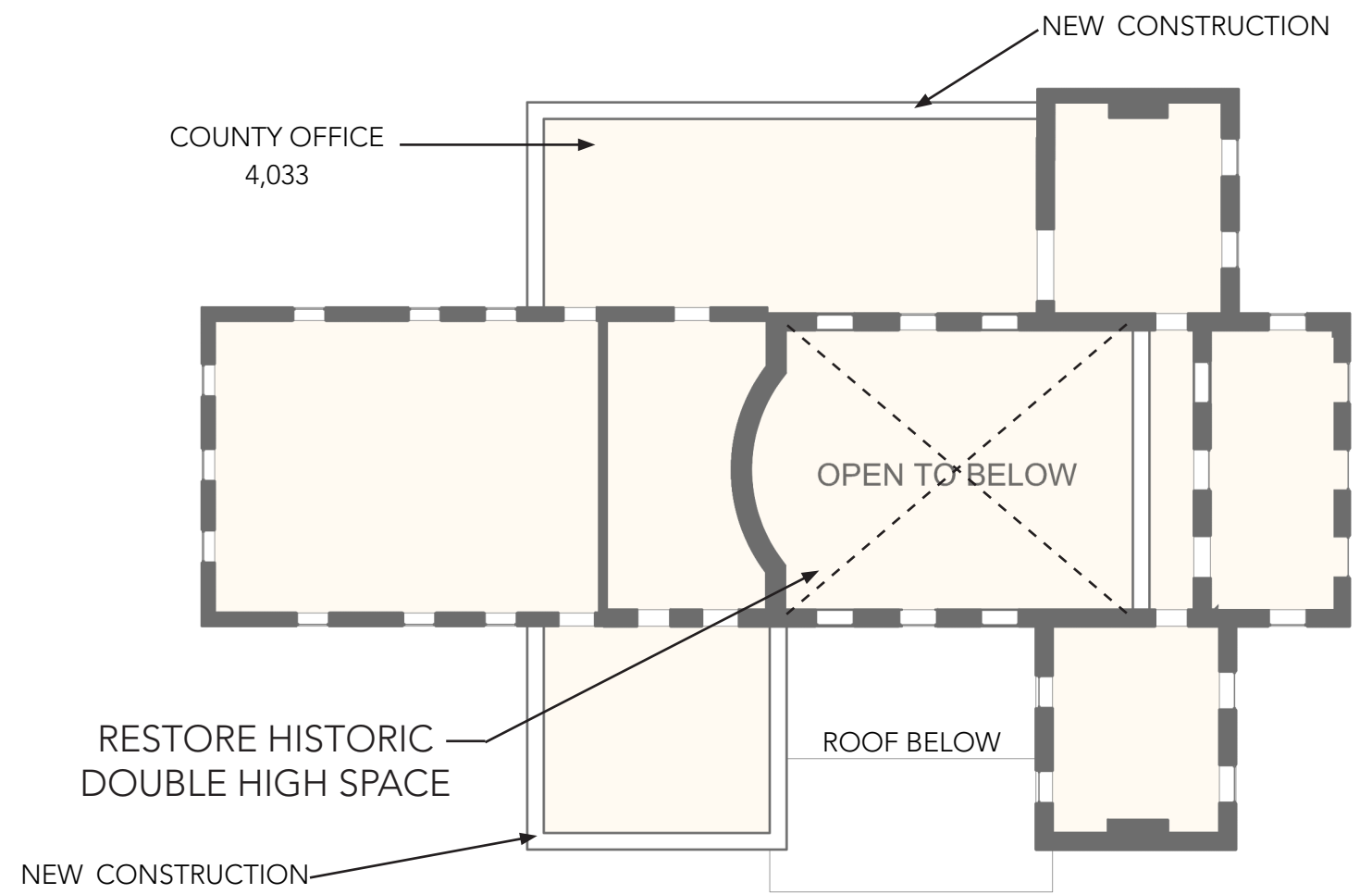
*First Floor*

Total Area Proposed: 5,197 SF  
Area of New Construction: 1,514 SF



*Second Floor*

Total Area Proposed : 4,033 SF  
Area of New Construction: 1,329 SF



*Organization of Space Legend*

- SHARED COUNTY OFFICE
- CLERK OF COURT
- HISTORICAL SOCIETY

Total Clerk of Court: 1,094 SF  
Total Historical Society: 1,476 SF  
Total Shared County Office: 6,660 SF  
  
Total : 9,230 SF

Total Existing Building: 7,339 SF  
Area of New Construction: 1,891 SF  
  
Total Proposed Building: 9,230 SF



PROPOSED HISTORIC COURTHOUSE WITH NEW CONSTRUCTION

## Opinion of Probable Cost

Courthouse Building and New Construction	\$8,830,501
New Construction: 1,891 SF @ \$878/SF	
Renovation: 7,339 SF @ \$977/SF	
Clerk of Court's Building	\$211,700
Updated Finishes: 2,117 SF @ \$100/SF	
Old Admin Building	
Renovation: 1,995 SF @ \$410/SF	\$817,950
Treasurer/Revenue Building	
Renovation: 3,571 SF @ \$303/SF	\$1,082,013
Public Works Building (New Preengineered Building)	
New Construction: 2,140 SF @ \$385/SF	\$823,900
Sitework	\$771,285
<b>Construction Cost</b>	<b>\$12,346,819</b>

Professional Services (10-12% of construction cost)	\$1,234,682 - \$1,481,618
1. Design (75%)	\$926,012 - \$1,111,214
2. Bidding (5%)	\$61,734 - \$74,081
3. Contract Administration (20%)	\$246,936 - \$296,324

Other Project Costs	\$2,337,746
1. Owner's Construction Contingency (8% of construction cost)	\$987,746
2. Special Inspections	\$100,000
3. Temporary Storage, Facilities, & Moving Costs	\$350,000
4. FF&E Allowance	\$400,000
5. Miscellaneous Expenses	\$500,000

### **Project Total**

**\$15,919,247 - \$16,166,183**

OPINION OF PROBABLE COST



**BOARD ACTION FORM**

**Agenda Item:** Action Items #6.02

**Subject:** School System Reimbursable Spending Cap Increase Request

**Board Meeting Date:** January 16 2025

=====

**Summary:** The Sussex County School Division is requesting that the federal grants expenditure reimbursement threshold be increased from \$80,000 to \$200,000, to allow greater flexibility in meeting its operational needs, and a resolution is attached for your consideration. Please note that the board temporarily increased this cap to \$1.5M during the pandemic, but the cap reverted back to the current \$80k limit in July 2024. The School Superintendent, School Division Finance Director, County Administrator, Treasurer, and County Finance Director recently met to discuss this issue, and are in agreement to recommend the increase to \$200,000.

Dr. Hamlin will be available at the meeting to answer any questions.

**Recommendation:** That the Board approve the attached resolution.

**Attachment:** Resolution #25-8 Approve an Amendment to the Federal Grants Expenditure Reimbursement Threshold Sussex School Board Budget

=====

**REQUESTED ACTION:** TBD

**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 #25-8 to  
Approve an Amendment to the Federal Grants Expenditure Reimbursement Threshold  
Sussex School Board Budget

WHEREAS, the School Board is in receipt of approximately \$1,600,000 in Federal Title Grants on an Annual basis. The School Division spends dollars approved in these grants, paid for by the County. Reimbursement requests are then submitted to the Virginia Department of Education for approval. This is in effect a loan to the Division while awaiting approval by the Virginia Department of Education. The Division was granted an increase in the Federal Programs Expenditure Reimbursement threshold policy from \$80,000, which is unwritten and dates to pre-2010, to \$1,500,000 during COVID due to the size of these Grants. This threshold reverted back to \$80,000 effective July 1, 2024. The School Division is requesting an increase in this threshold to \$200,000 due to the increase in the size of the Grants by the U.S. Department of Education.

NOW, THEREFORE, BE IT ORDAINED that the Sussex County School Division threshold for federal grant expenditure reimbursement be increased from \$80,000 to \$200,000 as explained above.

January 16, 2025

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

Attest:

\_\_\_\_\_  
Shilton R. Butts, Clerk to the Board

Approved as to form:

\_\_\_\_\_  
Danielle Powell, County Attorney

**BOARD ACTION FORM**

**Agenda Item:** Unfinished Business #8.01

**Subject:** Review and Revise the Short and Long-Term EMS Plan

**Board Meeting Date:** January 16 2025

=====

**Summary:** Supervisor Fly has requested that the discussion of the short and long-term EMS plans be added as an agenda item. The two-year EMS plan adopted by the board in Fall 2023 is attached for your information.

**Recommendation:** None

**Attachment:** Two-Year EMS Plan

=====

**ACTION:** TBD

**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	___	___
			S. White	___	___



# EMERGENCY MEDICAL SERVICES

*2 YEAR PLAN  
PRESENTATION*

CHIEF NICK SHEFFIELD OCTOBER 18, 2023

Scan

# OVERVIEW

*In September, the Finance Committee held a meeting to discuss potential financial impacts relating to EMS.*

*Shortly thereafter, I was tasked with the completion of a 24 month EMS service plan. This plan creates an overview of steps to take in order to fully operate with county paid EMS staff and volunteer EMS supplemental staffing with a targeted implementation date of January 1, 2026.*

*The following information is derived from CAD data, ESO reporting system data, the Virginia Office of EMS, and other reputable sources of information.*





24 MONTH PLAN

*Discussion Topics:*

COUNTY EMS LICENSE

FIRE STATIONS

EMS APPARATUS & EQUIPMENT

STAFFING & TRAINING

SERVICE DELIVERY



*Discussion:*  
**EMS LICENSE**

## ***OBTAIN COUNTY EMS LICENSE***

*At the February 23, 2023 Board of Supervisors Meeting, the Board voted in favor of obtaining our EMS License.*

*The Office of EMS has approved the Fire & Rescue Ordinance as the first step in applying for a license. That determination was given on October 16, 2023.*

*We anticipate that the EMS License could be obtained within 6 months or less.*





## ***OBTAIN COUNTY EMS LICENSE***

*The next step will be to procure an EMS Physician (OMD – Operational Medical Director). We are actively seeking Physicians who may share interest in Sussex County.*

*Once a county EMS license is obtained, we will operate, at minimum, an ALS first response vehicle under the county license until such time that the County has other apparatus.*

*Policies and procedures will be drafted to align with the requirements of the Office of EMS. Doing so brings us into compliance with the licensing process.*

## ***OBTAIN COUNTY EMS LICENSE***

*Primary response from county paid staff operating under the county license is projected to go into effect upon completion of the new stations.*

*Revenue Recovery will be collected by a county-contracted third-party billing provider. At the April 20, 2023 Board of Supervisors meeting, the Board of Supervisors voted to contract with the Northern Neck Planning District Commission for third-party EMS billing. The Northern Neck PDC has accepted us into their program and is prepared to start providing services. This also allows Jarratt VFD to receive revenue recovery funds that they currently cannot recover.*



## ***OBTAIN COUNTY EMS LICENSE***

*Volunteer Rescue Squads are still going to be recognized as operational entities and will still maintain a role in emergency response.*

*The Ordinance states that the Volunteer EMS organizations' OMDs shall work in coordination with the County OMD, thus allowing for consistency amongst all entities providing emergency medical services.*



## *Recommendations:* **EMS LICENSE**

- 1. Procure an EMS Physician.*
- 2. Adopt policies and procedures.*
- 3. Update Emergency Response Plan.*
- 4. Purchase reporting software with CAD integration.*
- 5. Coordinate logistics with the third-party billing provider.*
- 6. Set up revenue recovery line item for Jarratt VFD.*



*Discussion:*  
**EMS APPARATUS  
& EQUIPMENT**

24 MONTH PLAN



# *EMS APPARATUS & EQUIPMENT*



*JARRATT VOLUNTEER FIRE DEPARTMENT  
EMS RESPONSE VEHICLE 2021 FORD F-250  
ALSO CURRENTLY SERVING AS THE SUPERVISOR VEHICLE*

24 MONTH PLAN

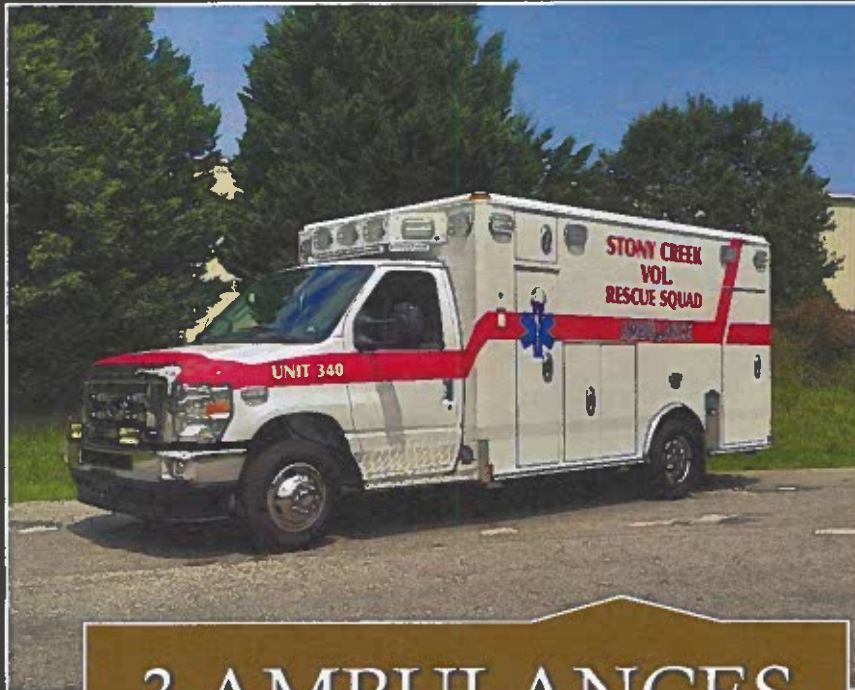


# *EMS APPARATUS & EQUIPMENT*

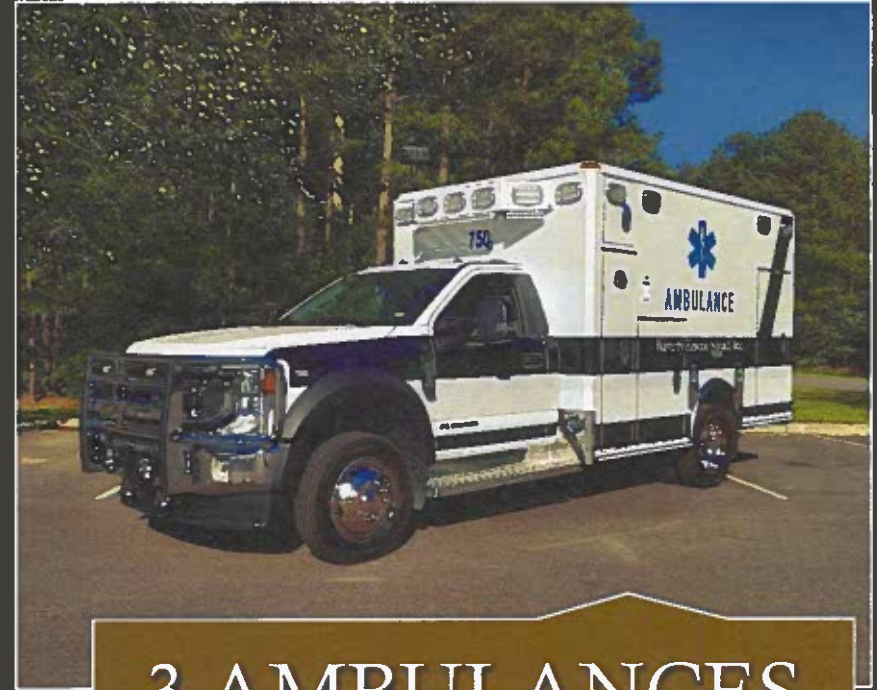


*JARRATT VOLUNTEER FIRE DEPARTMENT  
EMS RESPONSE VEHICLE 2007 HACKNEY*

# EMS APPARATUS & EQUIPMENT



3 AMBULANCES  
IN STONY CREEK



3 AMBULANCES  
IN WAVERLY



24 MONTH PLAN

## *EMS APPARATUS & EQUIPMENT*

STONY CREEK *320*

2012 91,300 MILES

STONY CREEK *330*

2018 32,300 MILES

STONY CREEK *340* - *COUNTY-OWNED*

2022 23,750 MILES



24 MONTH PLAN

# EMS APPARATUS & EQUIPMENT

WAVERLY 740

2013 140,750 MILES

WAVERLY 760

2017 97,600 MILES

WAVERLY 750

2020 20,500 MILES



*Reminder:*  
DID NOT RUN FOR 18 MONTHS



## *EMS APPARATUS & EQUIPMENT*

- Apparatus replacement is based on mileage and condition.
- The EMS apparatus plan, should staffing remain the same, requires three ambulances in service each day. To have the ability to rotate units for maintenance, a total of 4-5 ambulances are needed in the system.
- The County currently owns 1 piece of EMS apparatus, located at Stony Creek Rescue, as presented. If the fire stations are built, we would move that County-owned apparatus to the new station, thus providing a need for 3-4 more ambulances to continue at the baseline level of service.
- Build time for new ambulances is roughly 24 - 32 months, with some build slots available in calendar year 2025 on a first-come, first-serve basis.

# AMBULANCE EQUIPMENT

LIST PRICES FOR LARGE EQUIPMENT:

*Stretcher \$35,000\**

*Stretcher Load System \$34,000\**

*Stair Chair \$5,000*

*Defibrillator \$36,000*

*CPR Assistance Device \$17,000*



\*typically included within the ambulance spec to be included with the vehicle\*



## *Recommendations:* **APPARATUS & EQUIPMENT**

- 1. Formalize a replacement schedule of EMS response vehicles.*
- 2. Order at least 3 new ambulances as quickly as possible.*
- 3. Purchase another staff vehicle so the EMS Supervisor has a dedicated, assigned unit.*
- 4. Purchase Mobile Data Terminals for apparatus, MobileCAD licenses, and Cradlepoints so crews have better awareness.*
- 5. Purchase necessary equipment and supplies to outfit ambulances per state and local requirements and needs.*





# STONY CREEK FIRE STATION

*Originally constructed in 1949 – 74 years old*  
*Addition to the front of the bay in 1975 – 48 years old*



Fire Station

Town Hall

# *STONY CREEK FIRE STATION FLOORPLAN*







## WAVERLY FIRE STATION

*Originally constructed around 1964 – 59 years old*  
*Addition to the rear of the bay around 1980 – 43 years old*



---

Town Hall

Fire Station

**WAVERLY FIRE STATION**

**FLOORPLAN**

MECHANICAL  
ROOM

OFFICE  
/ BATH

STORAGE

BAY



## ***FIRE STATION CONSTRUCTION***

*Both stations are in the heart of their respective towns, each located beside Town Hall.*

*While they have served well in the past, the facilities are no longer adequate for current and future needs.*

- *No Sleeping Quarters*
  - *Only 1 restroom*
- *Only 1 immediate ingress and egress via walk-in door*
  - *No Generators*
  - *Limited Training Space*
  - *Limited or No Cooking Space*
- *Height and Length Restrictions*



## ***FIRE STATION SPACE NEEDS***

*WEIGHT ROOM*

*DECONTAMINATION ROOMS AND AREAS*

*LARGER KITCHENS AND DINING AREAS*

*WORKSHOP TO MAINTAIN AND REPAIR EQUIPMENT*

*EMS SUPPLY ROOM*

*LAUNDRY ROOM*

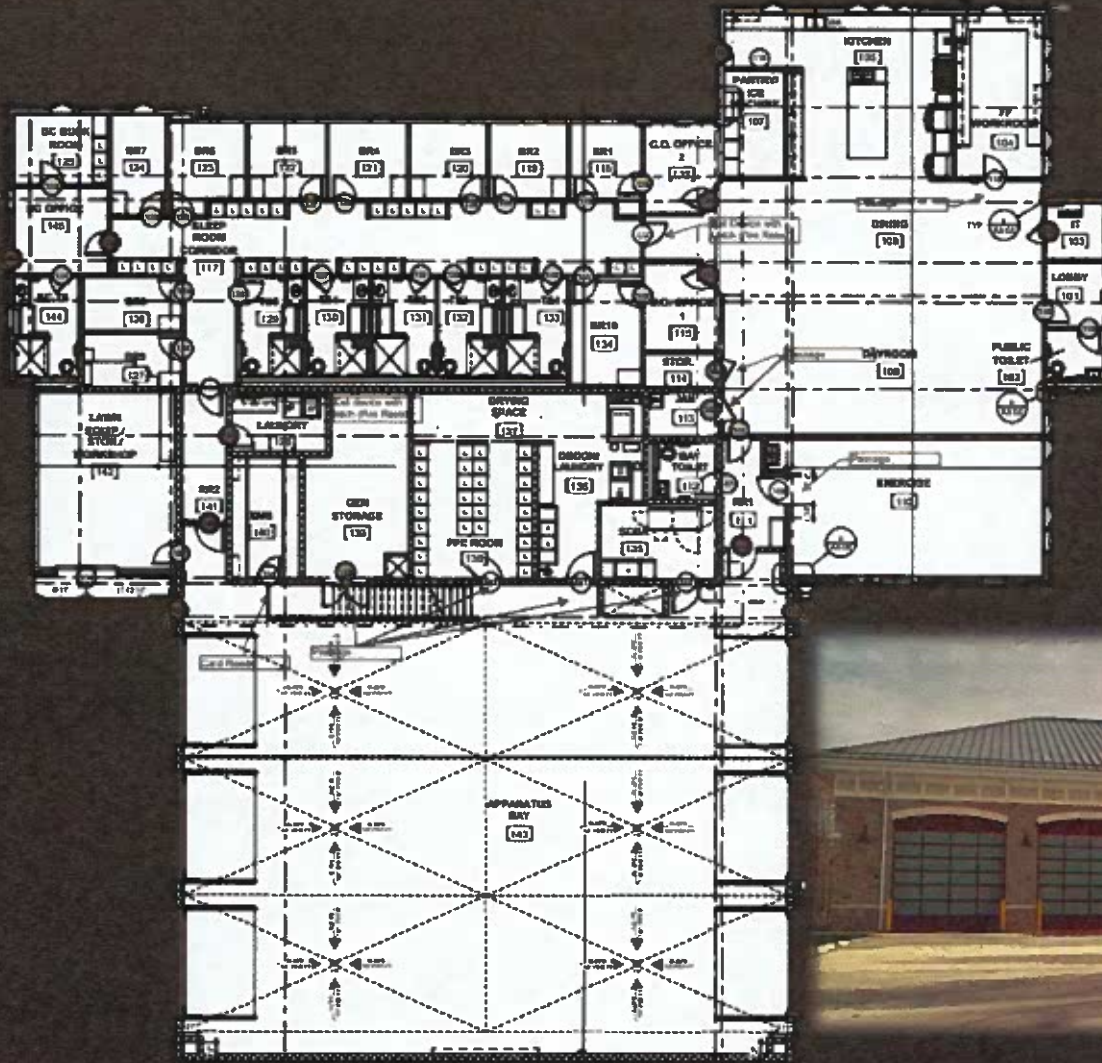
*INDIVIDUAL BUNK ROOMS*

*INDIVIDUAL FULL BATHROOMS*

*OFFICE SPACES*

*LAWN EQUIPMENT STORAGE*

24 MONTH PLAN



EXAMPLE  
OF A  
MODERN  
FIRE  
STATION

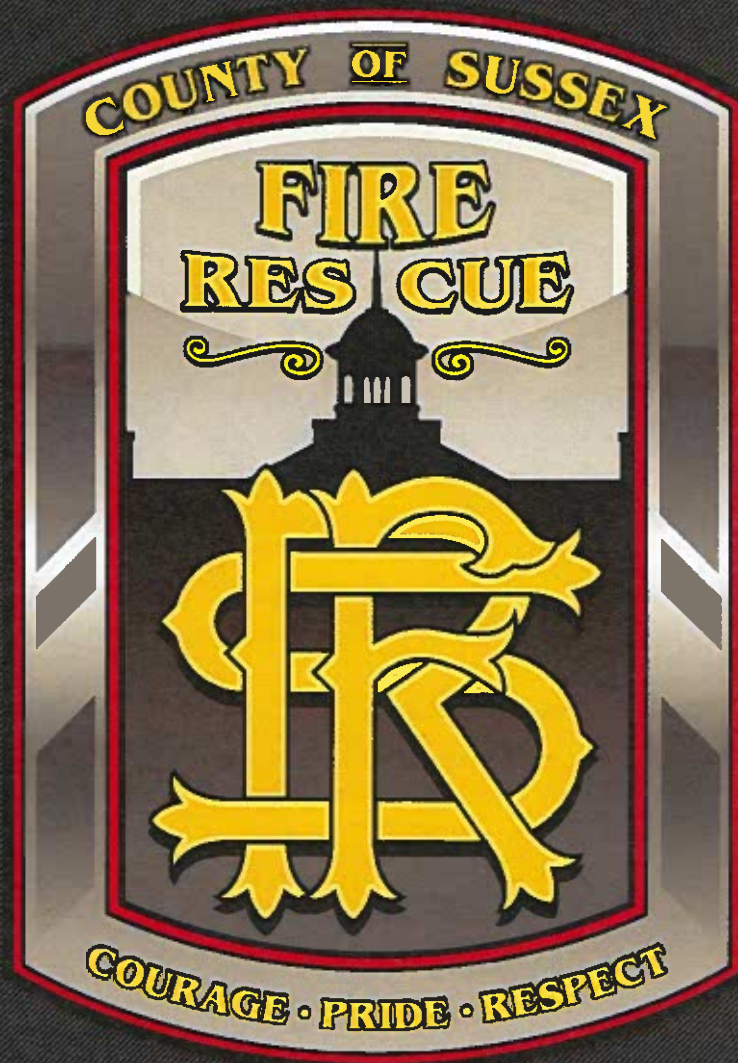




## *Recommendations:*

# **FIRE STATIONS**

1. *Acquire land for both stations.*
  - *Stony Creek has land pledged*
  - *Waverly site has been identified and needs to be purchased*
2. *Design both stations within 5 months.*
3. *Start construction within 12 months.*



*Discussion:*  
**STAFFING &  
TRAINING**

## STAFFING & TRAINING

*The current EMS Supervisor position would be reclassified from a contract employee to a county employee during the FY25 budget process and start as a county employee January 1, 2025.*

*We would recruit for paid staff at least 6 months prior to our go-live date of January 1, 2026.*

*An evaluation of compensation would be performed prior to the job posting and a financial impact analysis will be provided during the FY26 budget process.*

*The staffing level, at this time, will be modeled based on what we currently have. Any staffing modifications over the next 12 months would be added to our deployment model and financial analysis.*





## STAFFING & TRAINING

*The goal is to offer courses in-house for volunteers. The classes would consist of Emergency Medical Responder, Emergency Medical Technician, and any other specialty course the Fire & Rescue Association and myself feel beneficial. The goal is to engage our current and future members in helping them become better EMS providers.*

*Recruiting from within our school system is important. We will have discussions on if, and how, we offer a high school EMT course. Providing our youth an avenue for volunteerism and a possible career path starts with us investing in them while they are young.*



# STAFFING & TRAINING

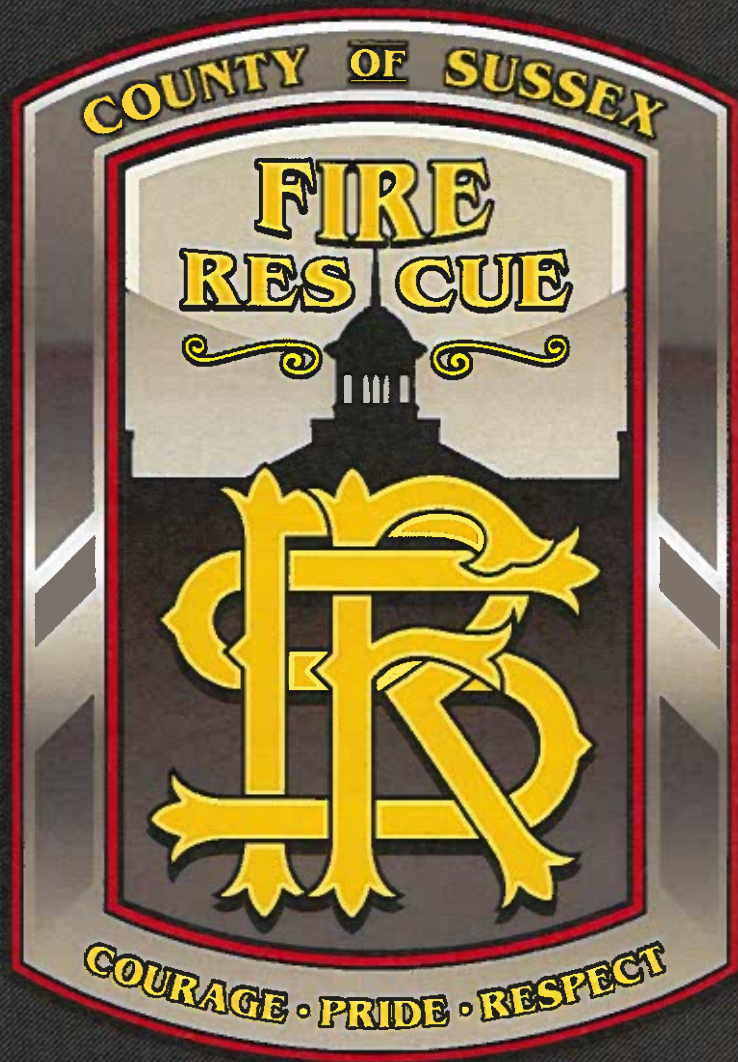
## PAID STAFF

*For paid staff, we would offer necessary programs in-house. This allows us to retain great employees and provides them the opportunity to stay engaged in Sussex. Training our staff on current practices and procedures directly results in increased quality of care for our citizens.*

*We would strive to build an internal instructor cadre who can assist in the delivery of training courses, thus reducing costs for training.*

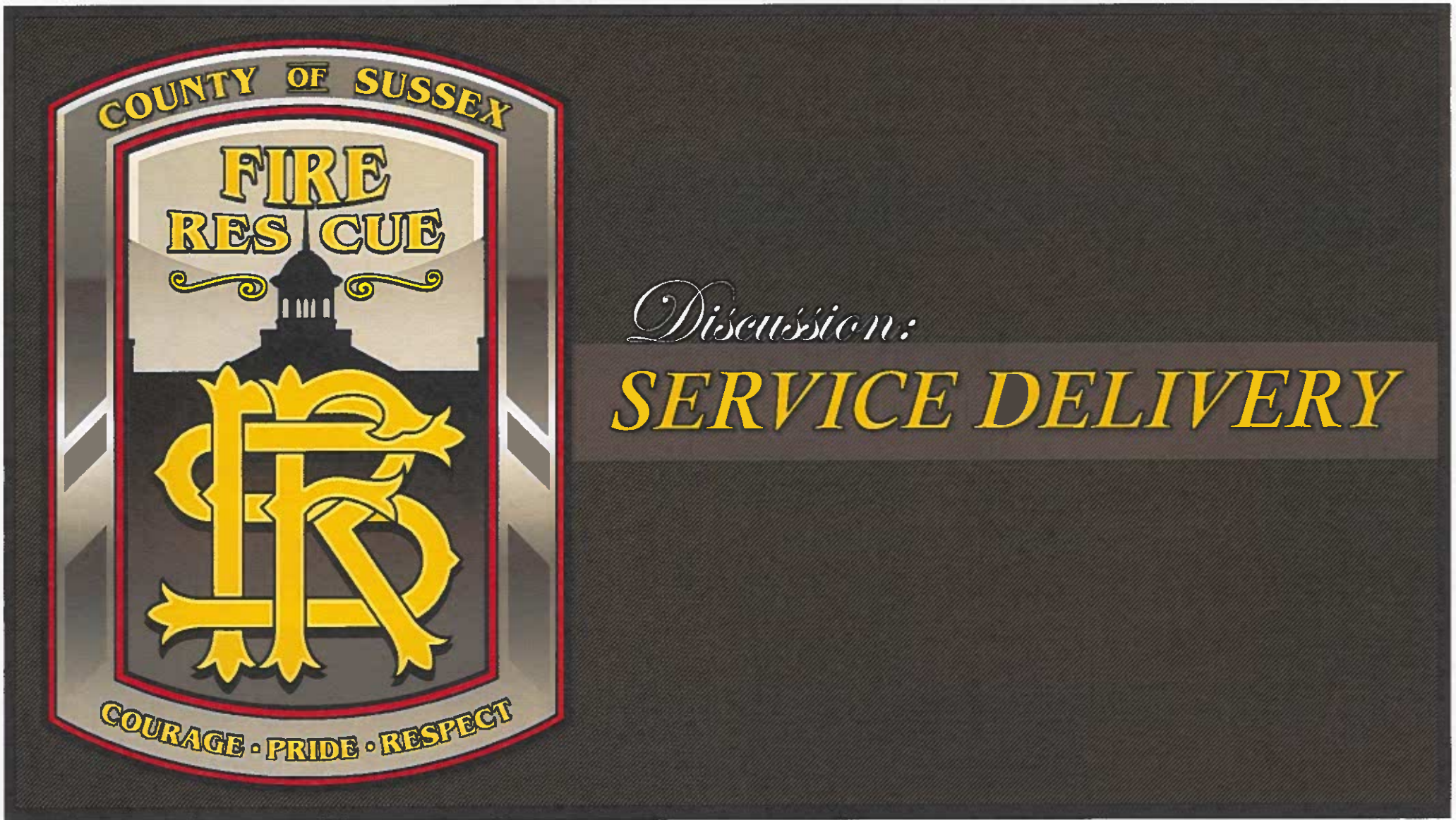
*We would plan to offer monthly run review where we meet with our OMD to review incidents and learn together on how we can continuously improve.*





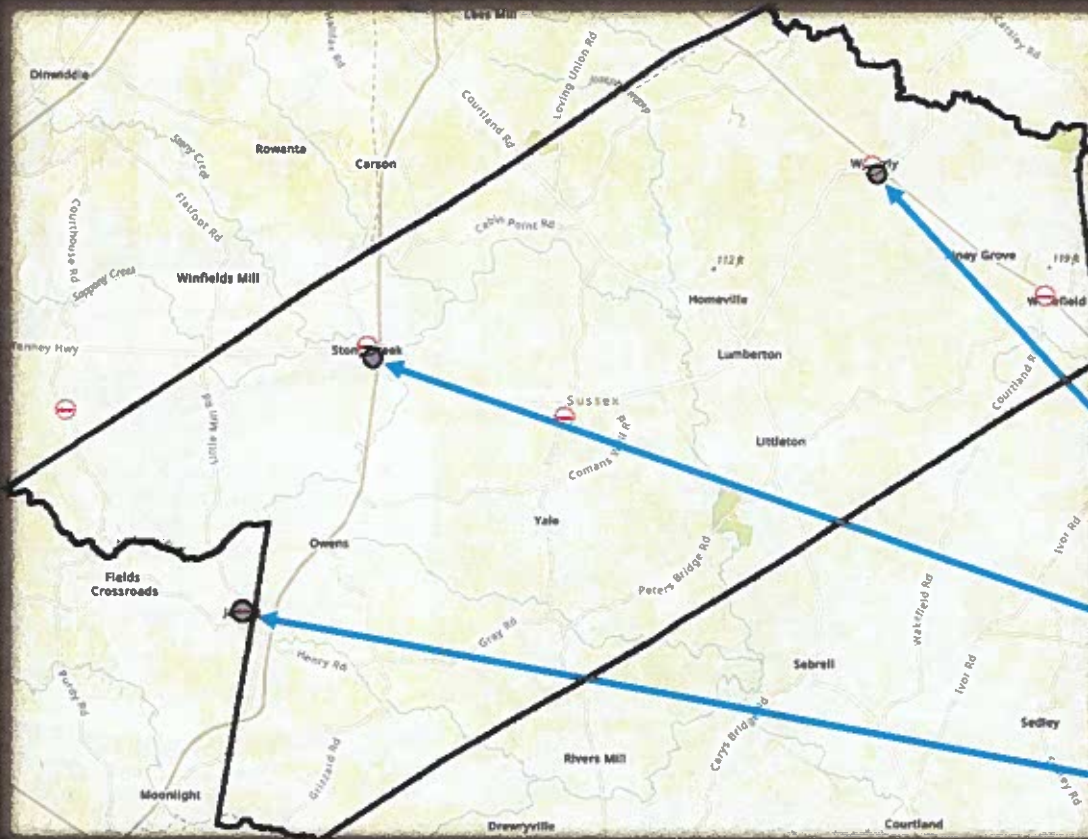
## *Recommendations:* **STAFFING & TRAINING**

- 1. Evaluate best practices for operations and modify our staffing model to best fit under the county license.*
- 2. Reclassify the EMS Supervisor to a county employee effective January of 2025.*
- 3. Recruit county employees at least 6 months prior to January of 2026 and the anticipated completion of the stations.*
- 4. Work with the School System to seek an opportunity for training offerings in the High School.*
- 5. Evaluate current training needs for paid staff and volunteers. Offer those courses in-house.*





# SERVICE DELIVERY



## RESPONSE POINTS

**WAVERLY RESCUE**  
ALS TRANSPORT AGENCY

**STONY CREEK RESCUE**  
ALS TRANSPORT AGENCY

**JARRATT VFD**  
ALS FIRST RESPONSE AGENCY

# *SERVICE DELIVERY*

## *EMERGENCY RESPONSE PLAN*

12VAC5-31-610

### Designated emergency response agency standards

States that a plan to provide 24-hour coverage of the primary response area with the available personnel to achieve the approved response interval standard must be written and maintained.

“The EMS agency shall use the response time standard to establish a time frame the EMS agency complies with on a 90% basis within its primary service area.”

“A designated emergency response agency shall document its compliance with the established EMS response capability, unit mobilization interval, and responding interval standards.”

“A designated emergency response agency shall document an annual review of exceptions to established EMS response capability and time interval standards. The results of this review shall be provided to the agency’s operational medical director and local governing body.”

# SERVICE DELIVERY

OFFICE OF PUBLIC SAFETY  
EDDIE T. VICK  
PUBLIC SAFETY COORDINATOR  
(434) 246-1044 – FAX (434) 246-6013  
CELLULAR: (804) 691-2582  
EMAIL: [ETVICK@SUSSEXCOUNTYVA.GOV](mailto:ETVICK@SUSSEXCOUNTYVA.GOV)



COUNTY OF SUSSEX, VA  
POST OFFICE BOX 1397  
20135 PRINCETON ROAD  
SUSSEX, VIRGINIA 23884

## Sussex County EMS Emergency Response Plan

The Virginia Department of Health (VDH) through the Office of Emergency Medical Services (OEMS) has set regulation to ensure an effective and efficient emergency medical response throughout the Commonwealth of Virginia. The regulation reference is 12VACS-31-610. Designated emergency response agency standard (see the attached reference).

The goal of Sussex County is to provide effective, efficient and consistent emergency medical services (EMS) to its citizens and the traveling public twenty-four (24) hours each day. Our EMS system consists of an ALS First Responder Agency (Jarratt Volunteer Fire Department) and two (2) ALS rescue squad agencies (Waverly Rescue Squad, Inc. and Stony Creek Volunteer Rescue Squad). Sussex County has two (2) EMS Contracts to provide this service in support of the volunteer members and provides funding for an additional contract in the name of one of the rescue squads. Additionally, Sussex County provides operating support in the form of an annual donation, purchasing ambulances, insurance coverages for the volunteer members and ambulances and, maintenance on the ambulances.

The EMS Agencies will make all reasonable efforts to respond to all EMS related emergencies within their assigned response areas within 20 minutes (arrive on scene) after being alerted by the Sussex County Emergency Dispatch Center, 90 % or greater of all calls. This standard does not apply during extreme weather conditions, heavy traffic flow, delayed emergency notification and/or overloaded EMS request from bad weather or conditions beyond their control. Also, this standard does not apply to Mutual Aid requests within or outside the jurisdiction. This Plan shall be signed by each EMS Agency, their Operating Medical Director (OMD), the County Administrator of Sussex County and the Sussex County Public Safety Coordinator each time their EMS license is renewed. The Public Safety Coordinator will ensure compliance with the plan quarterly by reviewing the dispatch log reports and CAD information from dispatch. This evaluation will be provided to the County Administrator, the EMS Agencies and their OMD if requested. If compliance with the standard is not being met, a plan of action will be implemented to ensure compliance.

## EMERGENCY RESPONSE PLAN

Currently, our plan outlines a response time of 20 minutes 90% of the time.

This interval starts at the time of dispatch and stops once a licensed unit arrives on scene.

Our current plan states that a quarterly review of times will be conducted and distributed to the County Administrator, EMS agencies, and their OMD, if requested.

“If compliance with the standard is not being met, a plan of action will be implemented to ensure compliance.”



## ***STONY CREEK RESCUE***

*1/1/2022 – 12/31/2022*

*Reporting system data not provided.*

*A representative sample of 49 random calls from calendar year 2022 was used to calculate average interval times listed below.*

### ***AVERAGE CHUTE TIME***

*Time from dispatch to en route*

*PAID STAFF - 3 MINUTES*

*VOLUNTEERS - 21 MINUTES*

### ***AVERAGE RESPONSE TIME***

*Time from dispatch to on scene*

*PAID STAFF - 16 MINUTES*

*VOLUNTEERS - 34 MINUTES*





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ANALYTICS  
Average Chute Time By Hour of Day

*WAVERLY RESCUE*

*4/1/2021 – 1/31/2022*

**01:18**

MM:SS  
Average Chute Time

**31%**

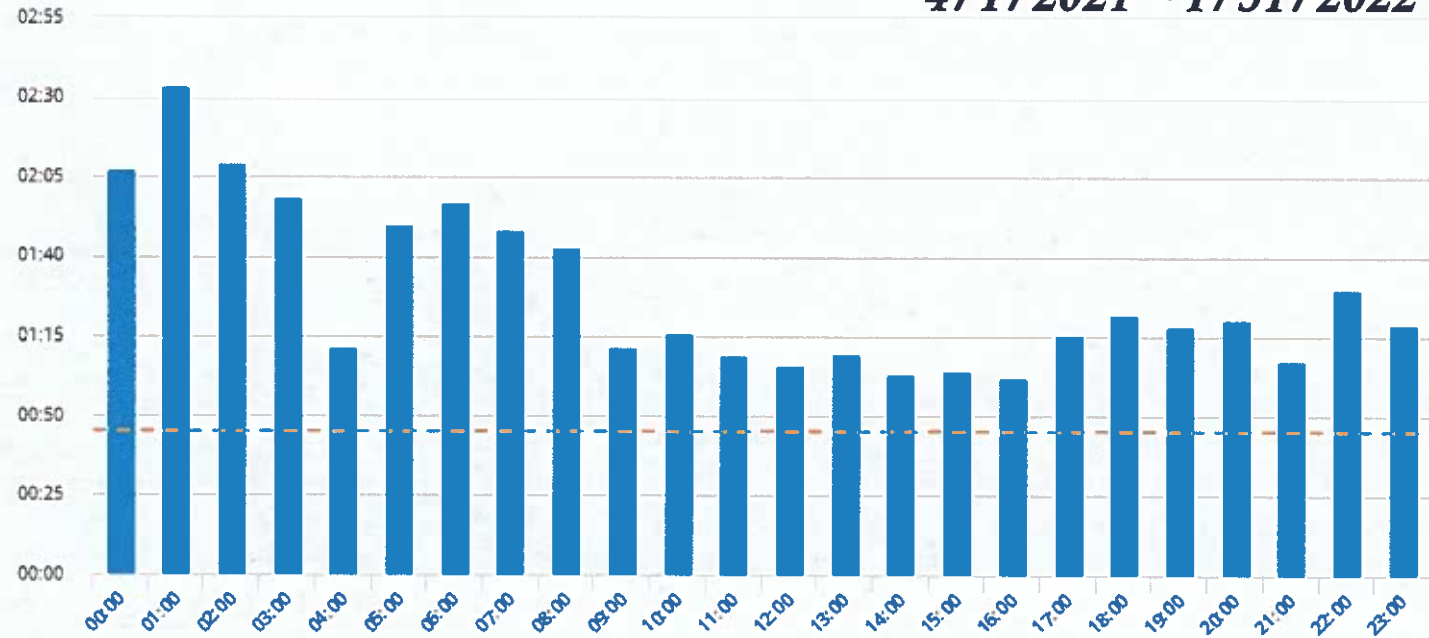
% of RESPONSES  
Chute time < 00:45

**306**

DAYS  
In Selected Time Slice

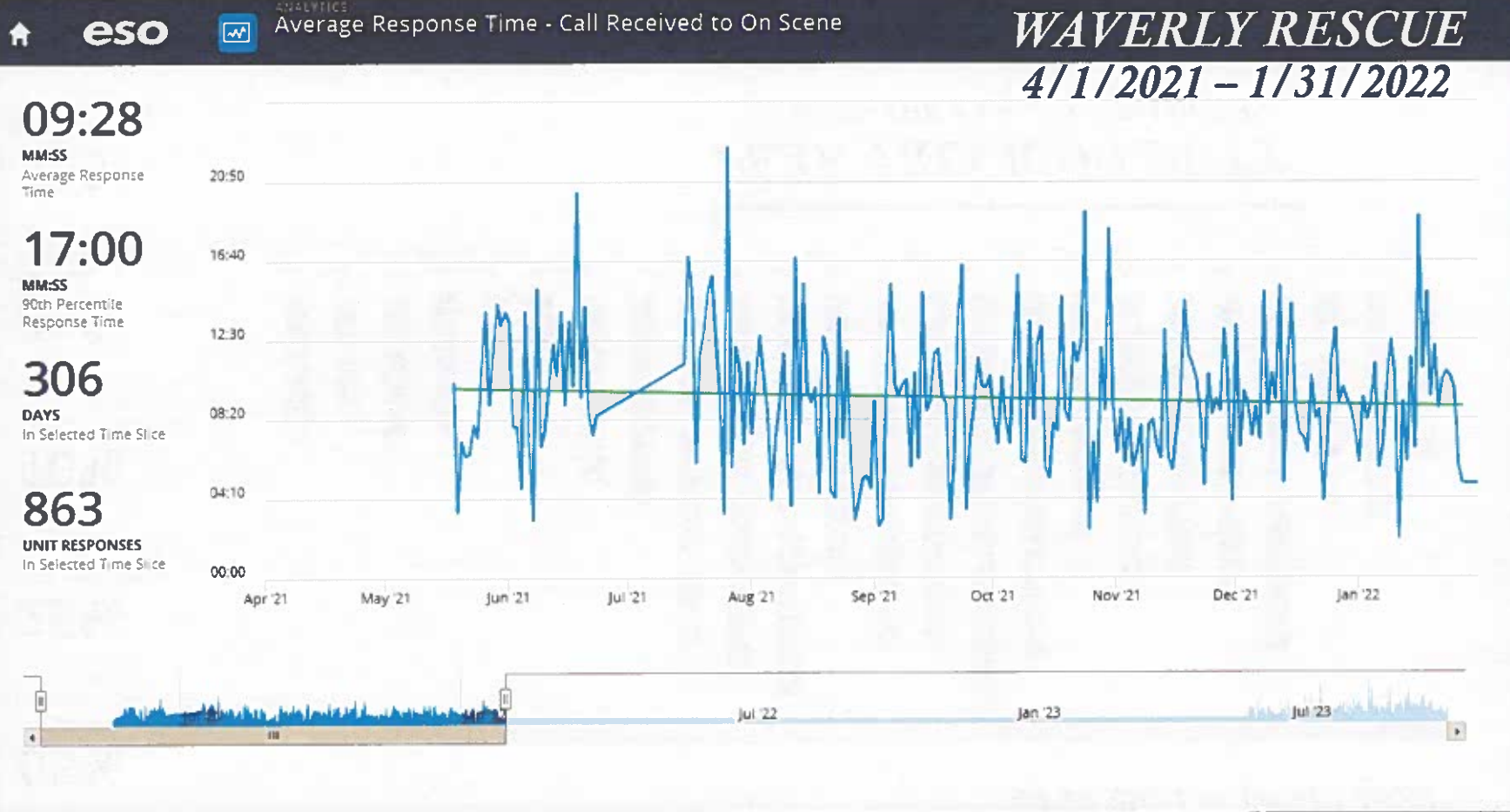
**863**

UNIT RESPONSES  
In Selected Time Slice



Chute Time: Time of Dispatch to Time En Route

# DATA ANALYSIS



Response Time: Time of Dispatch to Time On Scene  
90th Percentile: 90% of the times are equal to or lower than the number shown

# DATA ANALYSIS



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ANALYTICS  
Total Volume By Hour of Day

## WAVERLY RESCUE

4/1/2021 – 1/31/2022

65%

**TRANSPORTS**  
Percentage of Patient Encounters

25%

**NON TRANSPORTS**  
Percentage of Patient Encounters

10%

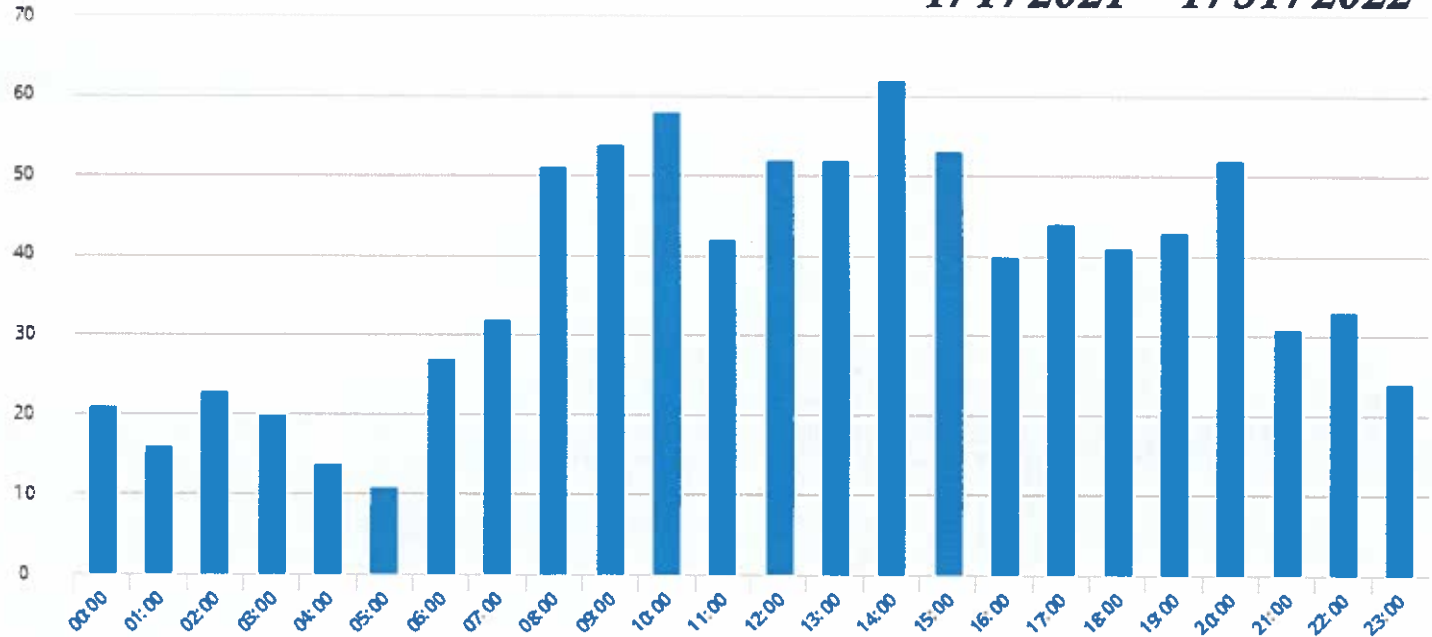
**OTHER DISPOSITIONS**  
Percentage of Patient Encounters

896

**RECORDS**  
In Selected Time Slice

306

**DAYS**  
In Selected Time Slice



**PEAK TRUCK ON DUTY**  
**BETWEEN THE 9 AM AND 9 PM HOURS**



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ANALYTICS

Average Chute Time By Hour of Day

WAVERLY RESCUE

6/1/2023 – 10/1/2023

01:07

MM:SS  
Average Chute Time

51%

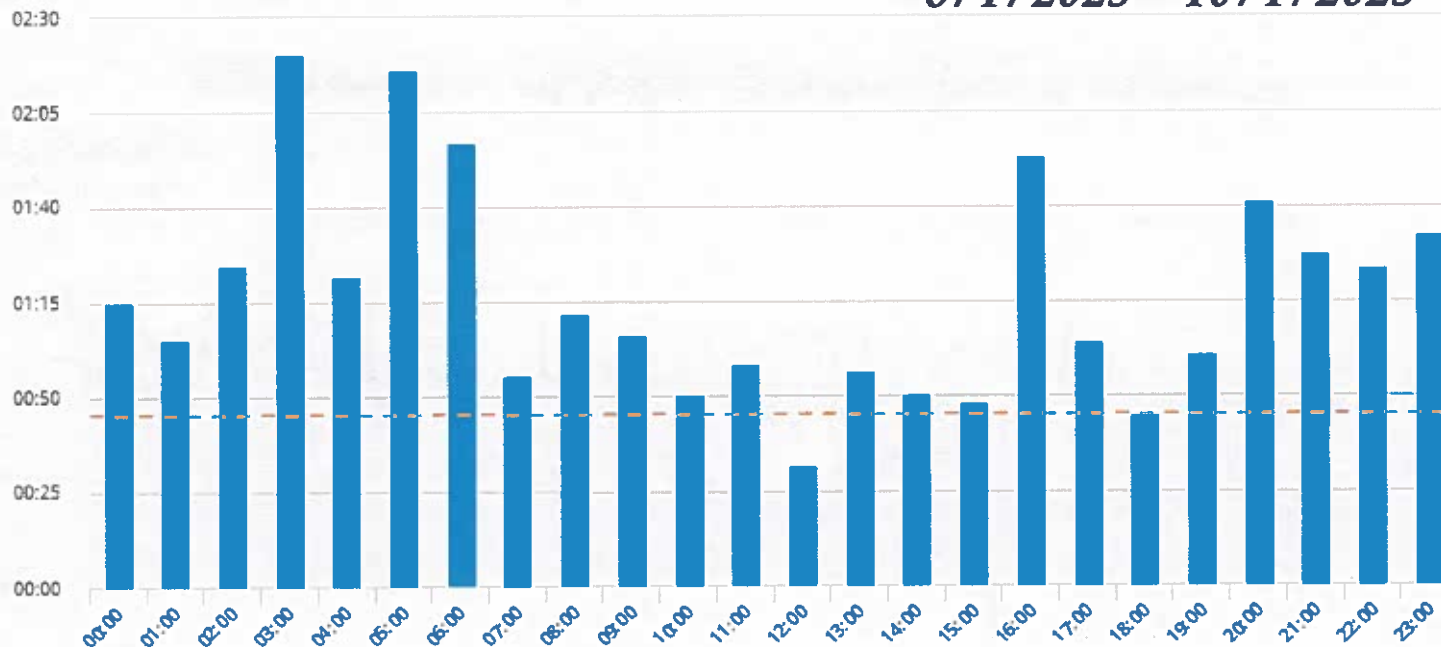
% of RESPONSES  
Chute time < 00:45

122

DAYS  
In Selected Time Slice

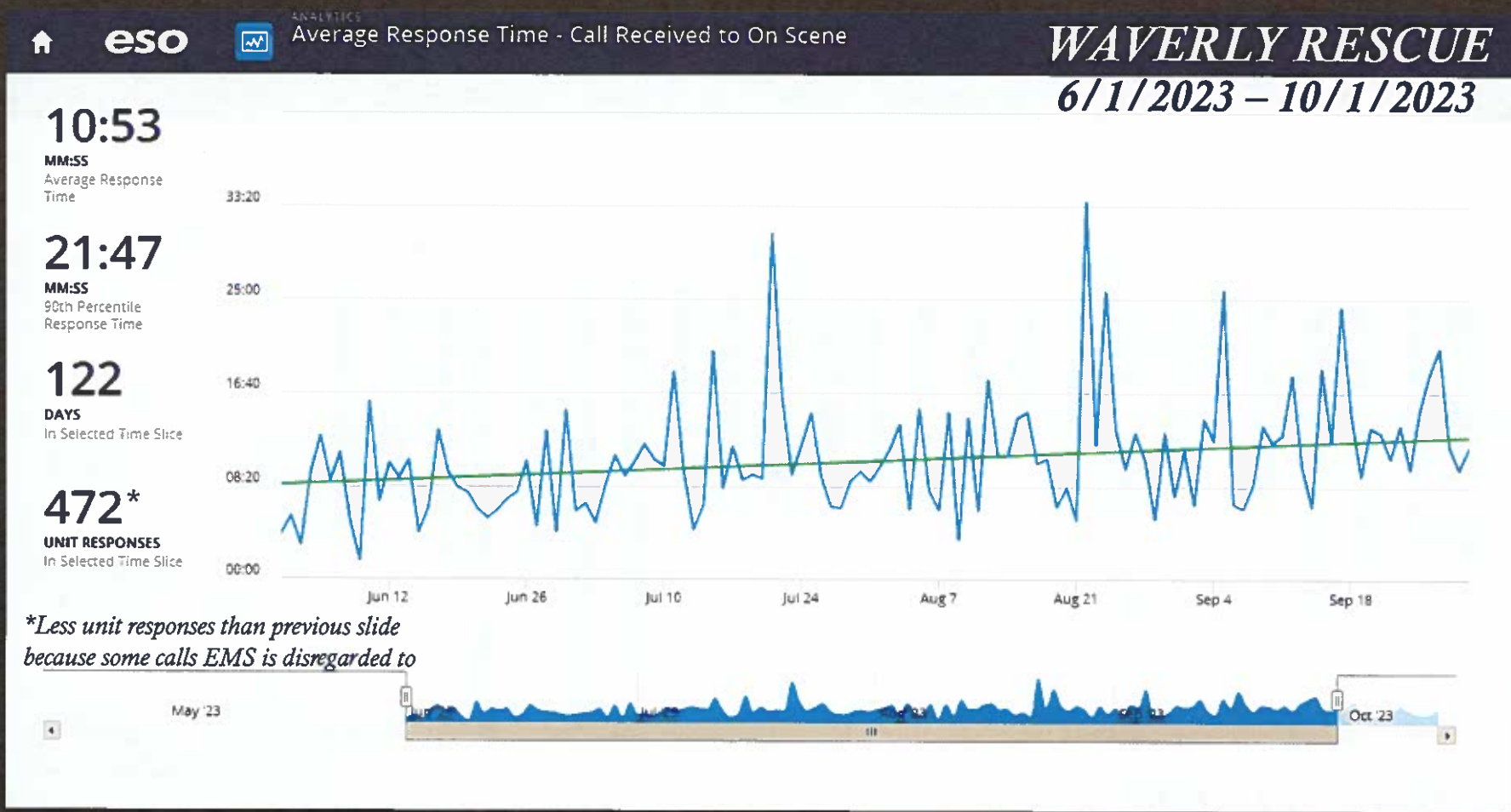
498

UNIT RESPONSES  
In Selected Time Slice



Chute Time: Time of Dispatch to Time En Route

# DATA ANALYSIS



Response Time: Time of Dispatch to Time On Scene  
90th Percentile: 90% of the times are equal to or lower than the number shown

# DATA ANALYSIS



eso



ANALYTICS

Total Volume By Hour of Day

## WAVERLY RESCUE

6/1/2023 – 10/1/2023

**59%**

**TRANSPORTS**  
Percentage of Patient Encounters

**21%**

**NON TRANSPORTS**  
Percentage of Patient Encounters

**20%**

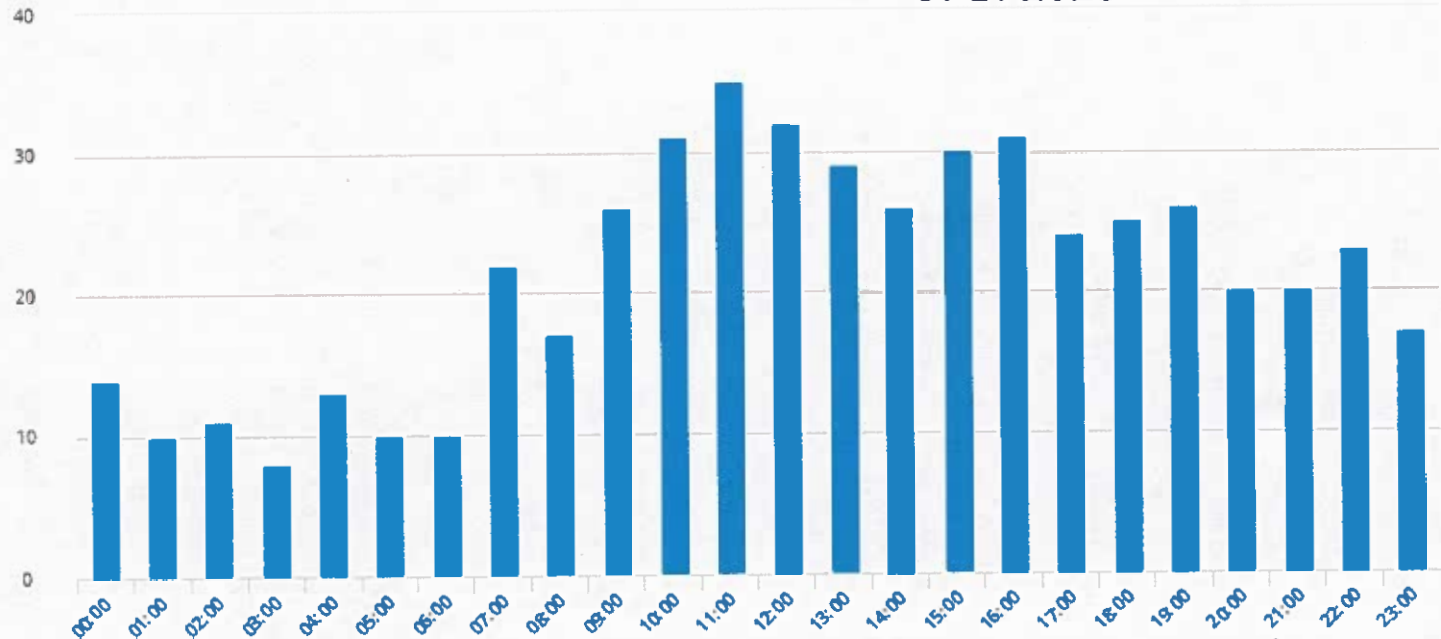
**OTHER DISPOSITIONS**  
Percentage of Patient Encounters

**510**

**RECORDS**  
In Selected Time Slice

**122**

**DAYS**  
In Selected Time Slice



**PEAK TRUCK ON DUTY**  
**BETWEEN THE 9 AM AND 9 PM HOURS**



# COMMUNITY PARAMEDIC

***Over the next 24 months, we would like to begin evaluation of how a Community Paramedic program can benefit our citizens.***

Community paramedics generally focus on:

- Providing and connecting patients to primary care services
- Completing post-hospital follow-up care
- Integration with local public health agencies, home health agencies, health systems, and other providers
- Providing education and health promotion programs

Paramedics and EMTs in rural communities are trusted and respected for their medical expertise and the emergency care they provide, and are generally welcome in patients' homes. These professionals are often consulted for healthcare advice by their friends and neighbors. Their skill set can be equally useful to them in addressing unmet needs for primary care services in the community.

The community paramedicine model can benefit rural EMS agencies by:

- Reducing 9-1-1 requests for non-urgent, non-transport services that are not reimbursable as emergency services.
- Decreasing the downtime between calls, using their medical skills and expertise, and improving access to providers to meet the community's primary care needs
- Increasing revenue by billing patients or third-party payers for services provided, when appropriate

*Source: <https://www.ruralhealthinfo.org/topics/community-paramedicine>*



## *Recommendations:*

# **SERVICE DELIVERY**

- 1. Based on data, make any necessary staffing adjustments to meet our Emergency Response Plan.*
- 2. Evaluate expanding response points.*
- 3. Enhance administrative capabilities by adding an office manager / secretary.*
- 4. Plan for a Community Paramedic Program.*





# 24 MONTH EMS PLAN TIMELINE

## 2024

### *January – June*

- Procure EMS Physician
- Adopt policies and procedures
- Update Emergency Response Plan
- Purchase reporting software with CAD integration
- Acquire land for Waverly Fire Station
- Order 3 new ambulances (design of ambulances will begin upon approval of plan)
- Design stations

### *July – December*

- Hiring process for EMS Supervisor
- Hiring process for Administrative Assistant
- Purchase staff vehicle, equipment, and supplies

## 2025

### *January – June*

- Order equipment for ambulances
- Start construction of fire stations
- Hire EMS Supervisor as county employee
- Hire an Administrative Assistant for Fire & Rescue

### *July – December*

- Coordinate with third-party billing company
- Set up revenue line item for Jarratt VFD
- Purchase MDTs, MobileCAD licenses, and Cradlepoints
- Purchase supplies for ambulances
- Outfit new ambulances and prepare for service
- Hiring process for EMS providers

# SUMMARY

*Over the next 24 – 26 months, we will be working to accomplish the plan presented to you, if you so choose to support the proposed recommendations.*

*Our goal is to enhance our Emergency Medical Services division so that our citizens are afforded the best possible delivery of services that we can provide.*



*Thank you for your time and consideration!*

