

**At a Regular Meeting of the Sussex County Board of Supervisors  
Held in the General District Courtroom on  
Thursday, November 20, 2025 at 6 pm**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

C. Eric Fly, Sr.

**STAFF PRESENT:**

Richard Douglas, County Administrator  
David J. Conmy, Deputy County Administrator/  
Economic Development Director  
Danielle Powell, County Attorney  
Ellen G. Boone, Commissioner of the Revenue  
Deste J. Cox, Treasurer  
Ernest Giles, Sheriff  
Tomeka Morgan, Interim Finance Director  
Michael Poarch, Planner  
Lee Pulliam, Building & Grounds  
Nick Sheffield, Fire & Rescue Chief  
Shilton R. Butts, Clerk to the Board/  
Assistant to the County Administrator

**1. Commencement**

**1.01 Call to Order/Determine Quorum (6:02 p.m.)**

Chair White called the November 20, 2025 regular meeting of the Sussex County Board of Supervisors to order

**1.02 The Invocation**

The Invocation was offered by Supervisor Tolliver.

**1.03 The Pledge of Allegiance**

The Pledge of Allegiance was recited by all.

**1.04 Agenda Amendment**

Supervisor Futrell requested to add under Item 11. Closed Session, Item 11b. Public Works Department Performance.

Supervisor Baicy requested to remove under Item 9. New Business, Item 9.01 Food Bank/Resident Assistance.

Supervisor White stated that Supervisors Fly requested to remove under Item 8. Unfinished Business, Item 8.01 Atlantic Waste Disposal Host Fee Adjustment Request.

### 1.05 Approval of Regular Agenda

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR TOLLIVER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the November 20, 2025 regular 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 TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby approves the Consent agenda inclusive of the following (a) the Approval of Warrants and Vouchers,; (b) the Treasurer's Report and Financial Update; (c) Departmental Reports; (d) Budget Amendment-Public Safety/Parks and Recreation Operations; and (e) Extension for Completion of 2026 Reassessment. All Board members present voted aye.

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

### 3.01 RESOLUTION: Recognition of Catherine Owens

At the request of Supervisor Baicy, a resolution was presented to Ms. Catherine Owens.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR WHITE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approved the resolution, to-wit:

WHEREAS, Catherine Parham Owens was born in Sussex County on January 4, 1934, the daughter of India and Edward Parham; and

WHEREAS, Ms. Owens was one of five children, to include sisters Irene Mason and Virginia Owens, and brothers Edward Lee Parham and Willie Parham; and

WHEREAS, Ms. Owens was married to Percy J. Owens on June 20, 1953, and was married for 67 years until his passing; and

WHEREAS, Ms. Owens's work career included four years as a substitute teacher at Sussex County and Dinwiddie County Schools, ten years at the Stony Creek Tastee Hut, ten years at the Jean Company Sewing Factory, and over 26 years at Virginia Commonwealth Rehabilitation; and

WHEREAS, Ms. Owens joined Galilee Baptist Church in Stony Creek in 1953, serving various

roles over the years to include usher for 65 years, and is regarded as the “mother of the church” today; and

WHEREAS, Ms. Owens’s favorite Bible verse is John 3:16—“For God so loved the world, that he gave his only son, that whoever believes in him should not perish but have eternal life”—a verse that embodies Ms. Owens’s strong faith; and

WHEREAS, Ms. Owens has maintained a strong presence in the community since her retirement, to include being a leader of the Jarratt Senior Citizens for several years; and

NOW, THEREFORE BE IT RESOLVED that the Sussex County Board of Supervisors recognizes Catherine P. Owens for her years of service and substantial contributions made to Sussex County and its residents, and wishes her continued blessings.

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of this meeting of the Sussex County Board of Supervisors, this 20<sup>th</sup> day of November, 2025.

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

Voting nay: none

Absent: Supervisor Fly

Ms. Owens was in attendance to receive resolution.

### 3.02 Recognition of David Poole

At the request of Supervisor Baicy, a resolution was presented to Mr. David Poole or Lifetime Service to Sussex County and in Recognition of His 101<sup>st</sup> Birthday.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR WHITE and carried: RESOLVED that the Sussex County Board of Supervisors hereby approved the resolution recognizing David W. Poole for lifetime service to Sussex County and in recognition of his 101<sup>st</sup> Birthday, to-wit:

WHEREAS, David W. Poole, was born on November 11, 1924, in Sussex County, near Stony Creek; and

WHEREAS, Mr. Poole, enjoyed a long marriage with his late wife, Charlene Winfield Moore; and has one daughter, Cheryl Poole, and one son, Stephen Poole; and

WHEREAS, Mr. Poole is a distinguished veteran, inducted into the United States Air Force in April 1943 and assigned to the 442<sup>nd</sup> Troop Carrier Group, receiving the Presidential Unit Citation, the highest decoration awarded to a military unit for extraordinary heroism in action against an armed enemy, for their critical role in D-Day in Normandy, France, on June 6, 1944; and

WHEREAS, after his honorable military discharge, Mr. Poole returned to civilian life, playing professional baseball with the Portsmouth Cubs from 1947 to 1949, and graduating from Virginia Polytechnic Institute and State University, with a bachelor’s degree in agricultural engineering; and

WHEREAS, Mr. Poole had a long and productive career with the Virginia Electric and Power Company (VEPCO), which is now Dominion Energy, in which he held many leadership roles in his 35 years of employment, including General Manager of their Central Division in Richmond; and

WHEREAS, Mr. Poole has been a strong community supporter, assisting others and volunteering his time and wisdom to many local organizations over the years; and

WHEREAS, Mr. Poole celebrated his centenary birthday on November 11, 2024, and recently his 101<sup>st</sup> birthday on November 11, 2025.

THEREFORE BE IT RESOLVED that the Sussex County Board of Supervisors hereby recognizes and honors David W. Poole on his 101<sup>st</sup> birthday, his significant contributions to Sussex County and the Commonwealth of Virginia over the years, and his dedicated, exemplary service to our country during World War II; and wishes him continued blessings.

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of this meeting of the Sussex County Board of Supervisors, this 20<sup>th</sup> day of November, 2025.

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

Voting nay: none

Absent: Supervisor Fly

Ms. Poole was in attendance receive resolution.

### 3.03 Recognition of Dr. Charles Robb's Retirement

Supervisor Tyler requested to recognize Dr. Charles Robb on his retirement.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approved the resolution recognizing Dr. Robb on his retirement, to-wit:

WHEREAS, During May 1980, Dr. Carroll Robb was ordained to preach the gospel. As of today, Dr. Robb has been preaching the gospel for 41 years;

WHEREAS, Dr. Carroll William Robb was born April 28<sup>th</sup> 1952 to Fred and Mary Eva Robb and grew up with 8 siblings;

WHEREAS, Dr. Robb is married to Annette Robb and they have one son, Larry D. Robb, Daughter-in-law Audrey Robb and one granddaughter, Brianna Oliver;

WHEREAS, Dr. Robb was a 1970 graduate of Sussex Central High School, and continued his education at Richmond Virginia Seminary while earning a Bachelor's of Theology in 1985; and obtained a Masters of Divinity in 1988 and a Doctorate in Divinity May 1990;

WHEREAS, Dr. Robb was spiritual leader of Easter Baptist Church for 17 years; and Hunting Quarter Baptist Church for 20 years;

WHEREAS, Dr. Robb worked collaborating with The Honorable Rufus Tyler and deceased Sister Annie Key in establishing The Coalition of Pastors and Community Leaders (currently called Sussex County Coalition); and has actively served on Henrico County Parks and Recreation Commission from 1988-2005;

WHEREAS, Dr. Robb is affiliated with numerous organization to include Baptist Ministries Union, Ministers Conference, United Fellowship of Churches, NAACP and many more;

WHEREAS, Dr. Robb has been an exemplary leader in Sussex County striving to improve the quality of life for all citizens;

THEREFORE BE IT RESOLVED that the Sussex County Board of Supervisors hereby recognizes and congratulates Dr. Carroll William Robb on his retirement and exemplary leadership in Sussex County and throughout the Commonwealth of Virginia.

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of this meeting of the Sussex County Board of Supervisors, this 20<sup>th</sup> day of November, 2025.

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

Voting nay: none

Absent: Supervisor Fly

Dr. Robb was in attendance receive resolution.

### 3.04 VDOT Update

Administrator Douglas advised that George Bowman, Assistant Residency Administrator sends his regrets of not being able to attend the meeting due to an emergency.

Administrator Douglas provided a review of a brief meeting they at VDOT's Courtland office.

### 3.05 Crater District Area Agency on Aging (CDAAA) Overview and Introduction of Executive Director of Renata Sharnick

Renata Sharnick, Executive Director of the Crater District Area Agency on Aging (CDAAA), introduced herself and provided an overview of programs and services provided by CDAAA). Amongst its provided services, CDAAA operates the Jarratt Senior Center two days per week.

Sussex County's senior programs reported positive outcomes, with many participants moving from prediabetes to non-diabetic status through their initiatives. The discussion focused on the operations of two senior centers, with the Jarrett site thriving under Crater's management, while Wakefield operates independently. The board inquired about funding allocation methods and the possibility of expanding services to Wakefield, though historical reasons for their separation were noted. The conversation ended with an update on the Sussex Trace Apartments Rehabilitation Program, which requires a public hearing for tax-exempt bond financing through the Suffolk Housing Authority.

November American Diabetes Month was noted. It was noted that there was a 20% increase since September.

Shelisha Hill, Director of Nutrition & Wellness, Diabetes Prevention Program Coordinator, was in attendance. Ms. Hill discussed ADA Community Outreach, Congregate Centers for seniors over 60 years of age; Meals on Wheels for home bound seniors, Diabetes Prevention Programs.

### 3.06 Sussex Trace Apartments Rehabilitation Project

An update on the Sussex Trace Apartments Rehabilitation Project will be provided. In addition, a request was provided for the Board of Supervisors to hold a public hearing at the December regular meeting regarding bond financing for the project. Staff recommends that a public hearing be scheduled, which can be done by concurrence.

The meeting discussed Green Street's plans for the rehabilitation of Sussex Trace Apartments, a 50-unit townhome community in Smithfield. Jake Lanza, representing Green Street, presented details of the \$137,000 investment per unit project, which includes significant exterior and interior renovations, new amenities, and increased security measures. The rehabilitation is expected to take 12-18 months, with construction potentially starting in early 2026. Lanza assured residents that their rent would not increase due to the rehabilitation, as the project involves a markup-to-market process that maintains current rent contributions. The board agreed to schedule a public hearing for the bond financing, and all attendees appeared to be in agreement with the proposed plans.

### 3.07 Crater Health District

There was inquiry of response time. It was noted that there is an approximately 24-hour turnaround for emergency response. It was noted of the 18-month training for new employees and setbacks when an employee leaves.

Dr. Alton Hart, Director, Crater District Health Departments, and Nita Small, the Finance Manager were in attendance, as well.

There was inquiry of whether there were any discrepancies with the programs.

There was inquiry of interest in taking over

A copy of the operations agreement with Sussex County for year ending September 30, 2026, was included in the Board packet.

## **4. Public Hearings**

### 4.01 Henry Technology Park Property Hunting Lease

A public hearing was been scheduled to consider public input for the lease of the Henry Technology Park property near Jarratt for hunting purposes. Currently 1<sup>st</sup> Shot Hunting Club is under lease for the property through November 30<sup>th</sup>. The Board may wish to consider a new lease for an organization or individual to lease this property for hunting, or it may wish to allow the current lease to expire or extend the current lease with 1<sup>st</sup> Shot Hunting Club through the end of January 2026, to allow for the conclusion of the 2025/26 deer hunting season (and provide for the opportunity to solicit proposals for the lease of the property beginning in October 2026/beginning of deer hunting season).

There were two proposals received.

No staff recommendation was provided.

A. Open Public Hearing

ON MOTION OF SUPERVISOR JONES, seconded by SUPERVISOR BAICY and carried: RESOLVED the Sussex County Board of Supervisors hereby open the Public Hearing on the Henry Technology Park Property Hunting Lease.

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

Voting nay: none

Absent: Supervisor Fly

The Board discussed extending the current hunting lease to January 31<sup>st</sup> to avoid overlap and safety issues during the hunting season. There was discussion to start a new lease for October 1, 2026, allowing potential bidders time to prepare. There was discussion of determining the costs to be paid by the hunting for the current lease. There was discussion to donate the remainder of the current lease period to the existing hunting club at no cost.

1. Public Comments

A comment was heard from Last Chance Hunting Club President, Justin. He's been president for ten year. He advised of their stewardship of property and seven years

2. Board Member Comments

Comments were heard from Supervisor Jones.

B. Close Public Hearing

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR BAICY and carried: RESOLVED to close the Public Hearing on the Henry Technology Park Property Hunting Lease.

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

Voting nay: none

Absent: Supervisor Fly

C. Action on Public Hearing Item

ON MOTION OF SUPERVISOR JONES, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby extend lease to the current lease for the current lessee club, First Shot Hunting Club, beginning December 1, 2025 through January 31, 2026.

FURTHER RESOLVED that the Board of Supervisors hereby donate the remainder of the current lease period to the existing hunting club at no cost;

BE IT FURTHER RESOLVED that start advertise to receive bids for lease for October 1, 2026

for next hunting term/year.

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

Voting nay: none

Absent: Supervisor Fly

Copies of the current property lease; public hearing advertisement; and solicitation of proposals.

## **5. Appointments**

There were no appointments.

## **6. Action Items**

### 6.01 Increase Expense Threshold for Grant-Funded Projects for Sussex Green Enterprise Park (SGEP)

Sussex County was awarded two grants from the Virginia Economic Development Partnership (VEDP) and Virginia Tobacco Region Revitalization Commission (TRRC) to increase the shovel-readiness of Sussex Green Enterprise Park (SGEP).

When the Board of Supervisors adopted the budget amendments for these reimbursable grant projects, they established a threshold of \$250,000 for which grant expenses should not exceed until a reimbursement is received from the corresponding agency. Unbeknownst to staff at the time of the budget amendment, for the most recent \$2.3 million grant, several grant activities required a significant down payment in order for the grant activities to begin. This included:

- February 20, 2025: \$414,760 to Columbia Gas/TC Energy for an Engineering Services Agreement for:
  - Natural Gas Pipeline Design (60% Design)
  - Natural Gas Point of Delivery (POD) Design (90% Design)
- April 28, 2025: \$172,500 to Prince George Electric Cooperative as a down payment for PGEC to proceed with an Electrical Demand Study

A reimbursement request was submitted to VEDP on June 16, 2025. The reimbursement request has been placed on hold because VEDP has required additional, more detailed documentation/deliverables on the activities completed so far. Staff is actively working with VEDP, Columbia Gas, and PGEC to assemble additional information so that these expenses can be reimbursed. Until reimbursements are received, staff cannot proceed with making additional payments toward the grant activities including several outstanding invoices.

Staff recommends that the Board of Supervisors increase the threshold so that a higher level of grant-funded expenses can be made prior to reimbursements being received.

Staff recommends that the Board of Supervisors increase the \$250,000 grant expense threshold to \$750,000.

The memo an]: Financial Threshold Policy for Certain County Grant-Funded Projects for Sussex Green Enterprise Park were included in the Board packet.

There discussion of requesting a timeline of spending the funds. There was discussion of not knowing the amount of reimbursement. There was mention of dialogue regarding the matter. There was inquiry as to how the recommendation for the threshold was determined. Economic Development Director Conmy provided a brief overview of the determination.

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR BAICY and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve the increase the \$250,000 grant expense threshold to \$750,000, subject to the findings of the audit.

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

Voting nay: none

## **7. Citizens' Comments**

Comment was heard from:

Delegate Otto Wachsmann (Courthouse District) - Stop by to listen to citizens' comments and say "hi"; and advised listen to citizens and comments; offered anything he could do.

## **8. Unfinished Business**

### 8.01 Atlantic Waste Disposal Host Fee

This item was tabled during agenda amendments.

## **9. New Business**

### 9.01 Food Bank/Resident Assistant

This item was removed during agenda amendments.

## **10. Board Members Comments**

### 10.01 Blackwater District – absent

### 10.02 Courthouse District – website improvements; Thanksgiving.

### 10.03 Henry District – none

### 10.04 Stony Creek District – Christmas Tree Lighting; Saturday, December 6; Parade December 7th.

### 10.05 Wakefield District – Happy Thanksgiving.

### 10.06 Waverly District – VDOT meeting regarding sidewalk and speed limit.

10.07 Yale District - Senior Citizen help.

## **11. Closed Session**

### 11.01 Convene to Closed Session

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors hereby enter Closed Session regarding (1) Disposition of public property; pursuant to applicable Virginia Code Section 2.2-3711(A)1, certain employee in the Public Works Department; and (2) consultation with legal counsel specific legal matters requiring the provision of legal advice by such counsel; pursuant to applicable, Virginia Code Section 2.2-3711(A)8, pending solar application.. All Board members present voted aye.

### 11.02/03. Reconvene to Open Session/Certification of Closed Session

ON MOTION OF SUPERVISOR JONES, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby reconvened to Open Session.

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

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

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

WHEREAS, Section 2.2-3712 of the Code of Virginia, as amended, requires a certification by the Board that such Closed Meeting was conducted 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, Futrell, Jones, Tolliver, Tyler

Voting nay: none

Absent during vote: Supervisor White

Absent: Supervisor Fly

### 11.04. Action Resulting from Closed Session

There was no action of the Closed Session items.

## **12. Adjournment**

ON MOTION OF SUPERVISOR JONES, seconded by SUPERVISOR FUTRELL and carried:  
RESOLVED that the Sussex County Board of Supervisors hereby adjourned the November 20,  
2025 regular meeting at approximately 9:15 p.m. All Board members present voted aye.