At a Regular Meeting of the
Sussex County Board of Supervisors
Held in the General District Courtroom on
Thursday, April 16, 2026 at 6 pm

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

STAFF PRESENT:
Richard Douglas, County Administrator
David 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
Michael Poarch, Planner
Jaime Poole, Finance Consultant
Regina Sykes, Commonwealth's Attorney
Victor White, Public Works Director

1. Commencement

1.01 Call to Order/Determine Quorum

Chair White called the April 16, 2026 regular meeting of the Sussex County Board of Supervisors to order.

1.02 The Invocation

The Invocation was offered by Supervisor Jones.

1.03 The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

1.04 Agenda Amendments

Chair White requested to add under Item 5. Appointments as Item 5.01 Appointment to the Planning Commission for the Yale District.

Administrator Douglas requested to remove under Item 3. Presentations, Items 3.01 FY2025 Audit Presentation and 3.02. General Reassessment Update.

Supervisor Baicy requested to remove under Item 2. Approval of Consent Agenda, Item 2.01 March 19, 2026 regular meeting minutes.

Supervisor Jones requested to correct Item 9.02 County Property Lawn and Landscaping Maintenance business title. He also noted the same subject was on Item 9.03.

Supervisor Baicy requested to move Item 10. Board Comments to Item 7. Citizens' Comments, as Item 7.02. He also requested to add under Item 9. New Business as Item 9.05 Jarratt Senior Citizens' Update and change name of JSCC's name in honor of Ms. Catherine Owens.

County Attorney Powell advised that the Closed Session item should be 2.2-3711(A)5.

Chair White requested to add under Item 11. Closed Session as Item 7.05 Personnel item, 2.2-3711(A)1.

1.05 Approval of Regular Agenda

ON MOTION OF SUPERVISOR TYLER seconded by SUPERVISOR FLY and carried: RESOLVED that the Board of Supervisors hereby approve the April 16, 2026 agenda inclusive of (1) adding under Item 5. Appointments as Item 5.01 Appointment to the Planning Commission for the Yale District; (2) removing under Item 2. Approval of Consent Agenda, Item 2.01 March 19, 2026 regular meeting minutes; (3) correcting under Item 9.02 County Property Lawn and Landscaping Maintenance business title and Item 9.03 subject title-same as 9.02; (4) moving Item 10. Board Comments to Item 7. Citizens' Comments, as Item 7.02; (5) adding under Item 9. New Business as Item 9.05 Jarratt Senior Citizens' Update and change name of JSCC's name in honor of Ms. Catherine Owens. All Board members present voted aye

2. Approval of Consent Agenda

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve the Consent agenda inclusive of the following: (a) February 13, Personnel Committee and March 26, 2026 Board of Supervisors Meeting minutes; (b) the Approval of Warrants and Vouchers; (c) the Treasurer's Report and Financial Update; and (d) Departmental. All Board members present voted aye.

3. Recognitions/Awards/Presentation

3.01 FY2025 Audit Presentation – Taylor Stover, Robinson, Farmer, Cox Associate

Taylor Stover presented the FY25 audit results, highlighting unmodified opinions across all areas audited and a net position increase of $2.5 million. Key points from the audit included the implementation of GASB 101 and upcoming changes with GASB 103, as well as a management finding regarding missing economic interest statements. The conversation ended with a discussion of fund balances and recommendations for improving the chart of accounts to enhance audit efficiency.
Regarding financial codes, it was explained that current expenditure codes differ significantly from UFRM standards. Switching would require system updates and staff training, particularly in the Finance Department's AP processes.

3.02 General Reassessment Update – Bob Pearson, Vision Government Solutions

Bob Pearson of Vision Government Solutions was in attendance and provided an update on the 2025 Sussex County general reassessment of real property, noting overall value increases with residential properties up 30% plus and agricultural land at 18-20%, with most appeals process now complete.

No action was required.

3.03 FY2027 Proposed Operating Budget

Administrator Douglas presented the proposed FY26-27 County operating budget. He summarized the budget message.

It was noted that a public hearing had been scheduled for May 14th. It was also noted that Work Sessions would be scheduled at the Board's convenience to finalize the budget.

He stated that the proposed operating budget totals $61.7 million, representing a 1.38% increase from the previous year, with a flat General Fund at $31 million and a proposed decrease in real estate rates from 53 cents to 49 cents per $100 of assessed value based on conservative reassessment projections of 20% increases. Administrator Douglas noted that with the revenue neutral, he's projecting it to be 44 cents. He noted any number higher than 44 cents would require a public hearing. It will be considered a tax increase. Administrator Douglas stated that they were recommending maintaining existing property rate of $4.85. He noted that on the expenditure side that there was one significant increase in Debt Service. It's approximately $350,000 more than the current year, which represents School and Courthouse improvement projects. He noted that there was current year funding for external agencies, unless they were determined by formula. He noted that the budget didn't include any funding increases or new funding requests.

The Board reviewed a proposed budget with no additional positions or salary increases, though several department requests were included totaling around $300,000.

The Sheriff expressed concerns about the budget process, noting that Department Heads were not consulted, questioning how a complete budget could be presented without proper discussions.

Administrator Douglas recommended maintaining the existing funding for the school system which would be considered level funding. He noted that with the new Virginia Index Composite figures determining the localities ability to pay is resulting is decreasing $611,000 from the State. Administrator Douglas stated that he was proposing to set aside one cent of Real Estate Tax for identified School Capital Improvement projects.

He reviewed personnel highlights. Administrator Douglas stated he was recommending a two percent (2%) COLA increase for all employees which matches the projected increase for the State Comp Board and the Department of Social Services employees.

There's a 10.9% increase in employees' health insurance premium costs, which was a small decrease from the previous year. There were no additional positions or salaries increase, although there were some requests. He noted that there was one vacant Public Works position that was eliminated in the budget.

There was no Big Ticket items special work session this year, although six requests were included in the proposed budget: (1) $20,000 network upgrade throughout the County complex; (2) $96,000 E911 Software upgrade for the Sheriff's office; (3) $25,000 Live Scan Fingerprinting System for the Sheriff's office; (4) $17,000 for fencing required for department credentialing; $79,000 for (5) five air packs out of 10 requests for Fire Departments; and (6) $8,600 for rescue stretcher for the Courthouse Fire Department.

Key upcoming dates were set for April 29 and May 14 for further budget review and public hearing.

Administrator Douglas noted that a budget summary would be provided separately.

There was discussion of speaking with department heads. It was noted that the County Administrator was in compliance with State Code.

4. Public Hearings

4. Public Hearing

4.01 Conditional Use Permit (#2026-03), Evan and Janelle Primeau (Temporary Camper)

Michael Poarch, Sussex County Planner, provided a brief overview of the staff report for Conditional Use Permit (#2026-03), Evan and Janelle Primeau (Temporary Camper).

The applicants, Evan Primeau & Janelle Primeau, seeks a conditional use permit (CUP) for the temporary use of a RV while constructing a permanent single-family residence on their property at 15431 Dillard Road, Stony Creek, Virginia 23882.

The applicant seeks to occupy a 42' toy hauler 5th wheel travel trailer on their property while constructing a permanent residence. The applicants have stated that they would like somewhere to stay full-time during the construction process to keep out of the weather, provide security to

prevent theft of materials and equipment, and to have the family close during the construction experience.

The applicants were issued a building permit for the permanent residence in July 2025, and to date have received footing and plumbing slab inspections. The applicants are requesting the conditional use permit be granted for a period not to exceed 18 months.

The travel trailer will be served by a temporary power pole and a proposed new well and septic system.

It was noted that their permit was received in July 2025. At the time of this report, the footing and plumbing inspections were passed. Mr. Poarch noted that framing and sheeting have been completed since the preparation of this report.

Staff Recommendation: Based upon a review of the application if approved, staff recommends the following conditions:

1. The travel trailer shall be temporarily place and occupied on the property for the duration of the home construction project for a period not longer than 18 months.
2. The placement of the travel trailer shall meet the following setbacks:
   a. 100 feet from the street right of way
   b. 25 feet from the side(s) property lines
   c. 50 feet from the rear property line
3. The travel trailer shall not be placed on the property prior to the installation of the new well and septic system has been installed and shall be required for connection.
4. Once the home construction has passed final inspection, the RV shall be permanently disconnected from the temporary power pole, well and septic, and may no longer be occupied on the property.

Mr. Poarch noted the current Comprehensive Plan future land use designations for this property is Rural Preserve.

Rural Area Small Area Plan Future Land Use Analysis:

"The recommendations include three different land use categories to provide general guidance for future land use. To prioritize conservation in the Rural Area, these categories are different from the land use categories in the other small area plans. The Conservation category is for future land use areas of environmental sensitivity due to unique land characteristics that include flood zones, wetlands, conservation easements, State preserved lands, and soil types. The Rural Preserve category includes most of the undeveloped, outlying lands that are generally stable and require protection to preserve agricultural, forested, recreational, and remote rural residential uses.

Finally, the Rural Village category includes areas where limited development activity has occurred and continues to be appropriate."

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 A-1 zoning district allows the use of a travel trailer for seasonal occupancy through the issuance of CUP.

Agency/Department comments were received from the Health Department; Building Department; Economic Development; and Virginia Department of Conservation and Recreation.

STAFF CONCLUSIONS:

Strengths:

1. This proposal would have minimal impact the rural landscape.
2. The proposal would help to bring a new resident into the County.
3. The use would be temporary until the construction is done.

Weaknesses:

1. Visual Impact
2. Approval of the temporary use could set a precedent.
3. A number of unforeseen issues could arise during the construction process that could prevent or delay completion of the home, leaving the travel trailer in place for a longer period of time and create a more permanent situation, i.e. loss of wages, sickness, etc.

Planning Commission: The Commission voted to recommend approval of the Conditional Use Permit with the recommended conditions to the Board of Supervisors (7-0) at the March 2, 2026 public hearing.

Staff Report, Application, and Agency comments were included in the Board packet.

Staff recommendation was based upon a review of the application if approved, staff recommends the following conditions:

1. The travel trailer shall be temporarily place and occupied on the property for the duration of the home construction project for a period not longer than 18 months.
2. The placement of the travel trailer shall meet the following setbacks:
   a. 100 feet from the street right of way
   b. 25 feet from the side(s) property lines
   c. 50 feet from the rear property line
3. The travel trailer shall not be placed on the property prior to the installation of the new well and septic system has been installed and shall be required for connection.

4. Once the home construction has passed final inspection, the RV shall be permanently disconnected from the temporary power pole, well and septic, and may no longer be occupied on the property.

The Planning Commission voted to recommend approval of the Conditional Use Permit with the recommended conditions to the Board of Supervisors (7-0) at the March 2, 2026 public hearing.

The Application, Statement of Reasons Letter, Property Description, Concept Plans, Staff Report, and Agency comments were included in the Board packet.

The applicant inquired of notification of
A. Opening Public Hearing

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TOLLIVER and carried: RESOLVED that the Board of Supervisors hereby open the Public Hearing on Conditional Use Permit #2026-03, (Temporary Camper).Evan and Janelle Primeau, applicant.
Voting aye: Baicy, Fly, Futrell, Jones, Tolliver, Tyler, White
Voting nay: none

Applicant inquired of documentation after approval. Mr. Poarch

1. Public Comments

A citizen spoke in regards to, basically doing the same thing in Pennsylvania.

2. Board Comments

Board comments were heard from:

There were no Board comments.

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR TOLLLIVER and carried: RESOLVED that the Sussex County Board of Supervisors hereby closed the Public Hearing on Conditional Use Permit #2026-03, (Temporary Camper).Evan and Janelle Primeau, applicant.
Voting aye: Baicy, Fly, Futrell, Jones, Tolliver, Tyler, White
Voting nay: none

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve Conditional Use Permit #2026-03, (Temporary Camper).Evan and Janelle Primeau, applicant, with following conditions:

1. The travel trailer shall be temporarily place and occupied on the property for the duration of the home construction project for a period not longer than 18 months.
2. The placement of the travel trailer shall meet the following setbacks:

d. 100 feet from the street right of way
e. 25 feet from the side(s) property lines
f. 50 feet from the rear property line

3. The travel trailer shall not be placed on the property prior to the installation of the new well and septic system has been installed and shall be required for connection.
4. Once the home construction has passed final inspection, the RV shall be permanently disconnected from the temporary power pole, well and septic, and may no longer be occupied on the property.

Voting aye: Baicy, Fly, Futrell, Jones, Tolliver, Tyler, White
Voting nay: none

5. Appointments

This item was added during agenda amendments.

5.01 Appointment to the Planning Commission

Chair White requested this item to be added to the agenda. Ms. Terry Massenburg, Yale District, term expired on the Planning Commission, as well as a redistricting issue (?). Chair White requested Commissioner Massenburg's reappointment to the Planning Commission with a term expiring.

ON MOTION OF SUPERVISOR WHITE, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Board hereby reappoints Ms. Terry Massenburg to the Planning Commission for the Yale District. All Board members present voted aye.

6. Action Items

There were no citizens' comments.

7. Citizens' Comments

There were no citizens' comments.

The motions to open and close citizens' comments were not recorded as they are not needed for regular Citizens' comments.

8. Unfinished Business

There was no Unfinished Business.

9. New Business

9.01 Convenience Center Recycling Options (Supervisor Baicy)

Supervisor Baicy stated that he had asked the County Administrator to bring options for restarting recycling services (including appliances, metals, and furniture) at county convenience sites and develop a plan with associated costs for the board's consideration since there has been so many questions from citizens.

Administrator Douglas stated that he met with Waste Management and visited Isle of Wight recycling centers.

There was discussion of when the County cut recycling in approximately 2023 at the convenience centers. There was also discussion that with the trash, there are no costs. However, recycling services would come with a cost. He noted that at approximately $1,200 per year, there could be single stream collection, which would be primarily metal, steel, and aluminums. The options are being proposed for metal containers in Stony Creek and Waverly.

There was discussion of oversized containers for metal and oversized furniture. There was discussion of educating the workers of what can be accepted at the convenient sites.

It was noted to add this item to the Work Session. It was noted that

There was other discuss of issues at the convenience sites, such as oversized trash cans, snow removal, costs, company sale, contract. There was discussion of ongoing issues with the Courthouse convenience sites.

9.02 Schultz Lawnscapes of Waverly Maintenance Contract (Supervisor Futrell)

At the request of Supervisor Futrell, attached for your review is the current landscaping and grounds maintenance contract with Schultz Lawnscapes of Waverly. This current contract covers July 2025 through June 2026 for the eight convenience centers, courthouse complex, animal shelter, Waverly office building, and Jarratt senior center, at a total cost of $71,780. In response to the concern that Schultz Lawnscapes is no longer operating as a local company, staff has confirmed with company management that it is still managed and located in Waverly, though it is now connected to a national private equity company. Schultz has been a responsive vendor over the past five years, and staff recommends a contract renewal for 2026-2027.

Supervisor Futrell noted that he inquired about the amount of the contract and the expiration date of contract. There was discussion of putting the contract out for bid and enough locals to do the job. It was noted the contract ends in June. It was noted that lawn care services would need to be put out for bids. It was noted that the costs are approximately, $5,900 a month. Administrator Douglas noted that snow removal would be additional costs Shultz Lawnscapes.

There was discussion of Sheriff's office providing inmate labor for snow removal at the complex.

Administrator Douglas noted that he wouldn't advise bringing the work back in house. There was discussion as to why

Administrator Douglas stated that they are under contract through June 2026. The contract would be to be put out for bid.

There was discussion of the County employees taking care of lawn care for the County.

Supervisor Tyler departed at approximately 8:00 p.m.

9.03 AutoSolve Proposal for Position Classification/Compensation, Position Description, and Personnel Policy Services

County Administration has received a proposal, through cooperative procurement with Dinwiddie County, from AutoSolve of Saint Augustine, Florida, to provide for a county position classification and compensation study, updated job descriptions, and updated personnel policies. Under cooperative procurement, these services are being offered collectively at $37,875. Concerns related to these three items have been raised by staff and board members over the past few years, and undertaking this work should address these concerns, as well as address job competitiveness with our neighboring local governments. In addition, completing the position classification and compensation study should position the county to effectively handle anticipated collective bargaining requirements.

Staff is requesting guidance from the board on whether it wants to proceed with some or all of the proposed work, but does recommend moving forward.

There was discussion of completing and with the employees have expectations of pay increases; however, the County will be unable to give employees pay increases. It was noted to discuss during work session. There was discussion of costs and previous use of Springsted study.

9.04 Draft Code Enforcement/Nuisance Abatement Ordinance (Supervisor Baicy)

At the request of Supervisor Baicy, attached for your consideration is a draft nuisance ordinance prepared by the County Attorney. This ordinance would provide for enforcement of vegetation, garbage, and related nuisances; however, State Code prohibits enforcement on properties zoned for agriculture, which is the predominant zoning classification for properties (including most properties with residences) outside the four towns. Note the draft ordinance does not address inoperable vehicles. Maps are also attached for your review, indicating the zoning of properties within one mile of each town (again primarily indicating agricultural zoning). The board may want to consider a comprehensive property rezoning to address nuisance issues on residentially zoned properties.

There was discussion of rezoning. Supervisor Baicy stated that he wanted to started the conversation of cleaning trash pile ups in neighboring properties.

Item 9.05 Jarratt Senior Citizens' Update and change name of JSCC's name in honor of Ms. Catherine Owens.

Supervisor Baicy requested an update on the Jarratt Senior Citizens' Center in regard to repairs.

Victor White, Public Works Director, reported that the roof repairs have been completed and the leaks have stopped. He also noted that additional work was identified in the ladies' restroom that needs to be addressed.

Supervisor Baicy stated that he would like the Jarratt Senior Citizens' Center to be named in honor of Ms. Catherine Owens of Stony Creek in recognition of her dedicated service and contributions to the senior citizens. An inquiry was made regarding the exact name that would be used for the facility.

There was inquiry as to what other buildings in the County that had been named after a person/people. The Newsome Building as noted.

ON MOTION OF SUPERVISOR BAICY, seconded by SUPERVISOR JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby approve renaming the Jarratt Senior Citizen's building of Ms. Catherine Owens.
Voting aye: Supervisors Baicy, Futrell, Jones, Tolliver, White
Voting nay: Supervisor Fly
Absent during vote: Supervisor Tyler

10. Board Member Comments

10.01 Blackwater District – none

10.02 Courthouse District – none

10.03 Henry District – none

10.04 Stony Creek District – Board needs to think about where the County will be years from now in regards to the budget.

10.05 Wakefield District – Tough decisions; Board think about economic development; seizing opportunities; County needing monies; moving County forward; tough decisions.

10.06 Waverly District – none

10.07 Yale District – Balancing budget; comments on Chesterfield budget; comments on NC community.

11. Closed Session

11.01 Convene to Closed Session

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR JONES and carried: RESOLVED that the Sussex County Board of Supervisors hereby convene to Closed Session for

(1) discussion of the performance of the County Administrator, applicable Virginia Code Section 2.2-3711(A)1, and (2) discussion of a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, pursuant to Code Section 2.2-3711(A)5. All Board members present voted aye.
Voting aye: Supervisors Baicy, Fly, Futrell, Jones, Tolliver, White
Voting nay: none
Absent during vote: Supervisor Tyler

11.02 Reconvene to Open Session

ON MOTION OF SUPERVISOR TOLLIVER, seconded by SUPERVISOR FUTRELL 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 inconformity with Virginia law.

NOW THEREFORE BE IT RESOLVED that the Board of Supervisors hereby certifies that, to the best of each member's knowledge (i) only public business matters lawfully exempted from Open Meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the Closed Meeting were heard discussed or considered.
Voting aye: Supervisors Baicy, Fly, Futrell, Jones, Tolliver, Tyler, White
Voting nay: none
Absent during vote: Supervisor Tyler

11.03 Action on Closed Session Item

Upon returning from Closed Session, Chair White stated that he wanted to take action to separate the County Administrator from the County.

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors hereby take action to terminate/separate the County Administrator from the County, effective Friday, April 17, 2026, with a severance package as per contract.
Voting aye: Supervisors Fly, Futrell, Tolliver, Tyler, White
Voting nay: Supervisors Baicy, Jones
Absent during vote: Supervisor Tyler

David Conmy, Deputy County Administrator/Economic Development Director, stated that it had been honor working for Sussex County for the last four years. He advised that the Board that he had been offered employment elsewhere that he accepted. His last day with the County would be May 12, 2026.

12. Adjournment

12.01 Adjournment

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR FUTRELL and carried: RESOLVED that the April 16, 2026 regular meeting of the Sussex County Board of Supervisors hereby adjourned at 10:31 p.m. All Board members present voted aye.

12.02 Next Meeting

The next regular Board of Supervisors meeting is scheduled to be held, Thursday, May 21, 2026 at 6 p.m.