

**Special Called Board of Supervisors Budget Meeting (Wednesday, May 17, 2023)**  
*Northumberland County, Virginia*

**Members present:**

James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

**Absent:**

Ronald L. Jett

**Other Staff Present:**

Mr. Luttrell Tadlock, County Administrator

Mr. Drew Basye, Assistant County Administrator

Ms. Morgan Wilson, Executive Assistant

Mr. Robert Headley, IT Administrator

Mr. Matthew Bailey, IT Assistant

**1. Call to Order**

**Procedural: A. Meeting Call To Order 5:00 p.m.**

The special called meeting was convened by Chairman Haynie and held at the Northumberland Courthouse located at 220 Judicial Place, Heathsville, VA 22473.

**2. Presentations**

**Action, Information: A. Resolution - Police Week**

Motion to approve the resolution in honor of Police Week as presented.

**DESIGNATING MAY 14-20, 2023 AS  
VIRGINIA POLICE WEEK**

**WHEREAS**, police officers throughout state of Virginia work tirelessly to protect and serve citizens, enforce laws, keep our neighborhoods, schools and families safe; and

**WHEREAS**, police officers report for duty aware of the sacrifices they may be called upon to make and risk their lives each and every day in order to safeguard the public and enforce laws of the Commonwealth; and

**WHEREAS**, the selfless dedication and bravery of our local, Northumberland County police officers as our safety and well-being is promoted by their devotion to maintaining peace and security; and

**WHEREAS**, Virginia Police Week are opportunities to honor officers and recognize the sacrifices made by the families of those that continue to protect and serve our county and the state of Virginia, and;

**NOW THEREFORE BE IT RESOLVED**, that the Northumberland County Board of Supervisors recognize Virginia Police Week and hereby commends all police officers in the County and in the state of Virginia; and

**BE IT FURTHER RESOLVED** that the Northumberland County Board of Supervisors strongly encourages all members of our community to join in personally expressing appreciation to our officers for their dedication and devotion to their work.

**ADOPTED:** May 17, 2023

Motion by: Thomas H. Tomlin, second by: James M. Long.

Final Resolution: Motion Carried

Aye: James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

### **3. Budget Discussion**

#### **Action, Discussion: A. Discussion**

County Administrator Tadlock provided some options to the Board related to maintaining the undesignated general fund balance at 20% based on Davenport's report to the Board on May 11, 2023. Currently, the draft budget as presented reflects expenditures exceeding revenue by approximately \$2,859,711 which leaves the fund balance at approximately 15%. No increase in the tax rate, while covering all expenditures, would leave the fund balance at approximately 10%.

In order to fully fund the budget without going into the general fund balance, the tax rate would need to increase approximately by 17-cent. To maintain a minimum of 20% in the undesignated fund balance with a 7-cent tax increase (as proposed), there would need to be a decrease in expenditures by approximately \$2,000,000.00 or the tax rate would need to be increased another 7-cent to cover those costs (14-cent tax increase).

Chairman Haynie asked if the capital improvement plan funding was included in the proposed budget.

County Administrator Tadlock explained that the CIP funding in the budget is tied to the school board's CIP requests. The CIP requests recommended by the Planning Commission related to the Sanitary District would be covered through the County's ARPA monies and/or the Sanitary District fund.

Chairman Haynie stated that the school's new construction funds could be used for the CIP funding.

County Administrator Tadlock explained that there are guidelines on the construction funds, but no the funds are not only tied to construction purposes.

Supervisor Tomlin stated the construction funds could be used for almost anything except for two specific items (parking lots and athletic fields).

Chairman Haynie asked if the school has any other sources of funding that the Board is unaware of.

County Administrator Tadlock stated that he wasn't aware of any other funds.

Chairman Haynie and Supervisor Brann believe the Board should advertise the budget with a 14-cent tax increase to notify the public that this is what the County is looking at with no reductions to the budget, although the Board anticipates making reductions in expenditures after the public hearing is held. Once advertised, the tax rate cannot be increased, but it may be decreased.

County Administrator Tadlock stated that he would update the figures in the budget, post the updated version on the website, and provide the Board with an updated copy as well.

Motion to advertise for a public hearing on the FY24 County budget that reflects a 14-cent tax increase.

Motion by: James W. Brann, second by: James M. Long.

Final Resolution: Motion Carried

Aye: James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

Chairman Haynie announced that the Board will hold the public hearing for the County budget on June 1, 2023 at 7:00 p.m.

Supervisor Tomlin suggested discussing possible reductions with department heads to see what expenditures they can put aside this year.

Supervisor Tomlin asked what a 14-cent tax increase looks like in terms of percentage.

Assistant County Administrator Basye stated that it was approximately a 22% increase.

#### **4. County Administrator Items**

##### **Information: A. Transferring Funds - Electoral Board**

Mr. Heller has requested monies be transferred from line item 3006 (printing) to 7002 (capital outlay) for the installation of security features at the registrar's office.

Supervisor Tomlin asked if they'd be short in their printing line item.

County Administrator Tadlock stated they have enough money in that line item.

Chairman Haynie asked if they'd just be putting locks on the doors.

County Administrator Tadlock explained that they want to install a secure entry where staff would buzz people in.

IT Administrator Headley mentioned they want key swipe entry as well.

Supervisor Tomlin asked when should the public be denied access to that building during work hours.

Chairman Haynie requested Mr. Heller come in and explain to the Board what kind of security features will be installed.

### **Information: B. FY23 Health Department Agreement**

Three Rivers Health District requested that all localities allow them to keep their surplus from FY22 in the bank to allow drawing down the state match, enabling them to fund the state mandated bonuses for full-time staff that was not funded elsewhere by the General Assembly.

Supervisor Tomlin asked County Administrator Tadlock to find out if other local governments have given them the money.

### **Information: C. Canoe/Kayak Launch Quotes at Glebe Point Fishing Pier**

Three estimates were provided to the Board related to the work that needs to be done at the canoe/kayak launch at Glebe Point Fishing Pier. Along with this, there is additional information in one of the estimates that reflects the cost of storing additional rock on site for hole repairs, etc.

Supervisor Tomlin explained that he can't compare the estimates because the rock specifications are different on them. Supervisor Tomlin and Supervisor Brann believe the County should have specified the scope of work so the contractor's quotes could be better compared.

County Administrator stated that Mr. McKenzie and the Planning Commission were reliant on the contractors in deciding what worked best at this site because they didn't have the expertise.

Supervisor Brann believes the matter needs to be sent back to the Planning Commission and the scope of work needs to be specified to the contractors.

## **5. Items Related to Closed Meeting**

### **Action: A. Convene into Closed Meeting**

Motion to Action: A. Convene into Closed Meeting: convene into closed meeting as permitted by Virginia Code Section 2.2-3711 (A)(1); 1. 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; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion

of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively.

Motion by: Thomas H. Tomlin, second by: James M. Long.

Final Resolution: Motion Carried

Aye: James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

**Action: B. Reconvene into Open Meeting**

Motion to reconvene into open session.

Motion by: Thomas H. Tomlin, second by: James M. Long.

Final Resolution: Motion Carried

Aye: James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

**Action: C. Certification of Closed Meeting**

Motion that the Northumberland Board of Supervisors return to Public Meeting and certify by roll call vote that only public business matters lawfully exempted from open meeting requirements by the Virginia Freedom of Information Act, and as were identified in the motion convening the closed meeting were heard, discussed or considered during the closed meeting.

The vote on the motion was passed by a roll call vote as follows:

Aye: Richard F. Haynie, Thomas H. Tomlin, James M. Long, James W. Brann

Motion by: Thomas H. Tomlin, second by: James M. Long.

Final Resolution: Motion Carried

Aye: James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

**Action: D. Interim Building Official**

Motion to approve Mr. Paul Brunkow as the interim building official effective May 17, 2023.

Motion by: Thomas H. Tomlin, second by: James M. Long.

Final Resolution: Motion Carried

Aye: James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

**Action: E. Salary Adjustment**

Motion to reduce Stevie Conaway's salary from Interim Building Official to his previous position of Assistant Building Official at \$55,779.70 effective May 2023 due to circumstances of not being able to complete the proper certifications in the required time frame. All salary adjustments will be made in the payroll system to comply with said motion.

Motion by: Richard F. Haynie, second by: Thomas H. Tomlin.

Final Resolution: Motion Carried

Aye: James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann

## **6. Closing of Meeting**

### **Action: A. Carry Over**

Motion to carry over to the special meeting on June 1, 2023.

Motion by: Thomas H. Tomlin, second by: James M. Long.

Final Resolution: Motion Carried

Aye: James M. Long, Richard F. Haynie, Thomas H. Tomlin, James W. Brann