

**Special Called Board of Supervisors Budget Meeting (Wednesday, June 12, 2024)**  
*Northumberland County, Virginia*

**Members present:**

James M. Long, Richard F. Haynie, James W. Brann, Chip Williams, AC Fisher, Jr.

**Other Staff Present:**

Mr. Luttrell Tadlock, County Administrator  
Mr. Drew Basye, Assistant County Administrator  
Ms. Morgan Wilson, Executive Assistant  
Mr. Carl Hayden, IT Technician

**1. Opening of Meeting 5:30 p.m.**

**Procedural: A. Call to Order**

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

**2. Budget Discussion**

**Discussion: A. Discussion**

County Administrator Tadlock asked if the Board would like to begin looking at the County or the School budget.

Supervisor Long suggested the Board start with the County budget.

Mr. Tadlock provided the Board with some potential cuts to the FY25 draft budget and offered the Board to make any suggestions as he goes along. The potential cut list is as follows:

<b>Line-Item</b>	<b>Description</b>	<b>Reduction</b>
<b>General Administration</b>		
<b>1201-1011</b>	County Admin Finance Position	\$84,685.84
<b>1204-3002</b>	Professional Services (County Attorney)	\$18,000.00
<b>1401-3013</b>	IT Contracts	\$15,922.00
<b>1401-5203</b>	Telecommunications	\$14,520.00
<b>1401-7001</b>	IT Computer Equipment	\$18,940.00
<b>Judicial Administration</b>		
<b>2105-5203</b>	Telecommunications	\$13,000.00
<b>Public Safety</b>		
<b>3102-1001</b>	Deputy Position	\$77,394.90
<b>3401-3007</b>	Building Advertising	\$3,200.00
<b>3401-5203</b>	Telecommunications	\$4,500.00
<b>3401-5401</b>	Building Office Supplies	\$5,000.00

<b>3401-5408</b>	Building Vehicle Supplies	\$1,900.00
<b>Public Works</b>		
<b>4302-1001</b>	Janitorial Position	\$50,715.52
<b>Health &amp; Welfare</b>		
<b>5101-6001</b>	Health Department	\$17,078.00
<b>Health &amp; Welfare</b>		
<b>5302-5607</b>	Boys & Girls Club	\$10,000.00
<b>5302-5612</b>	Food Bank	\$4,000.00
<b>5302-5614</b>	Contribution – Haven	\$500.00
<b>5302-5616</b>	NN Free Health Clinic	\$46,099.00
<b>5302-5621</b>	Little League	\$23,000.00
<b>5302-5627</b>	Greater Reedville Association	\$20,000.00
<b>5302-5628</b>	Julius Rosenwald School	\$5,000.00
<b>Education</b>		
	School Division	-
<b>Parks, Recreation, Culture</b>		
<b>7102-5604</b>	YMCA	\$20,000.00
<b>Community Development</b>		
<b>8101-1001</b>	Planning – Asst Zoning Administrator Position	\$73,423.00
<b>8101-3004</b>	Repair/Equipment	\$1,500.00
<b>8101-5201</b>	Postal Services	\$5,000.00
<b>8101-5411</b>	Books & Subscriptions	\$1,500.00
<b>8105-5604</b>	Chamber	\$1,800.00
<b>CIP</b>		
<b>9103-7022</b>	County CIP Transfer	\$58,860.00
<b>9103-7027</b>	School CIP Transfer	\$691,391.00
<b>9103-7029</b>	Capital Vehicles	see discussion
<b>Overall</b>		
	Salary Increase from 5% to 3%	\$96,875.00

Under General Administration, County Administrator Tadlock explained that a position was put in for a finance specialist which will be identified as a critical position in the upcoming forensic audit. It will be a recommendation from the auditors as far as succession planning, but the Board could consider taking that position out of the budget. The total reduction of \$84,685.84 does include that position's salary and benefits. Next consideration is the County Attorney's request of an \$18,000.00 increase as there has been no increase since 2021 when the original contract was implemented. IT contracts can be reduced by \$15,922.00, but there is an RDA module that the County would like to keep in there for purchase orders.

Vice Chairman Brann asked if there are leftover ARPA monies that will be used to purchase one of those software programs.

County Administrator Tadlock stated there is a little less than \$600,000 remaining in ARPA and staff is certain that most of those monies will be used for the school sewer extension.

The next item to consider is telecommunications under IT. The County has a VITA line that is no longer in use so that line item can be reduced. IT Computer Equipment is able to be considered as a reduction because staff is looking to do more rotational of the computer hardware so that would be a reduction of \$18,940.00.

Under Judicial Administration, Mr. Headley has been working on some of the internet connections to the Juvenile & Domestic Relations office, so he believes that we can remove that VITA line as well and a Verizon line to introduce savings in the amount of \$13,000.00.

Mr. Tadlock stated that the Board can consider removing the Sheriff's deputy position in the amount of \$77,394.90 which does include the position's salary and benefits. Building Advertising can be reduced by \$3,200.00. County Administrator Tadlock informed the Board that a lot of costs for Building and Zoning are often used out of the building budget or planning budget. Telecommunications (from Planning) can be reduced by \$4,500.00, Building office supplies (from Planning) can be reduced by \$5,000.00, and Building Vehicle supplies is under the consideration of level funding.

Included in the draft budget was an additional janitorial position in the amount of \$50,715.52 (salary and benefits), so the Board can consider taking that position out as well.

Under Health & Welfare, the Board can consider a reduction of \$17,078.00 for the Health Department. Mr. Tadlock stated that he reached out to them to see what impacts that may have, and they indicated that they have plans to hire another environmental health specialist to meet the demands for septic and well permitting needs in the Northern Neck. They stated that the reduction would cause a halt in hiring this position and further cuts would be made by eliminating an office service specialist who would provide administrative support.

Under Health & Welfare, the Boys & Girls Club requested \$15,000, so the Board could consider a \$10,000 reduction and the County give a contribution of \$5,000. The Food Bank could be reduced by \$4,000 (a \$1,000 contribution). Additionally, the Board could consider a reduction in the Haven's request in the amount of \$500.00, giving them a \$4,500 contribution. The Free Health Clinic could be level funded and reduced by \$46,099.00. Mr. Tadlock continued by stating the Little League could be level funded and reduced by \$23,000. The Greater Reedville Association could be reduced by \$20,000, giving a \$5,000 contribution). Lastly, Julius Rosenwald School requested \$10,000, so this could be reduced by \$5,000 as well (a \$5,000 contribution).

Supervisor Williams asked for clarification on the Little League.

Mr. Tadlock explained that his potential cut list has them at level funding. He stated the Little League requested a lawn mower and a roof, and the Board assisted with the roof earlier this year.

County Administrator Tadlock continued to Parks, Recreation, & Culture and presented the potential reduction of \$20,000 for the YMCA if the Board wishes to do so.

Under Community Development, there was a position placed in the budget for an Assistant Zoning Administrator so consideration of a reduction in the amount of \$73,423.00 (salary and benefits) is available there. Repair/Equipment, Postal Services, and Books & Subscriptions all have available reductions as well. The Chamber of Commerce requested an additional \$1,000, so level funding them is up for consideration. Mr. Tadlock informed the Board that the Economic Development Commission requested an additional reduction to the Chamber to aid with their website funding.

County Administrator Tadlock stated that the County's CIP transfer could be reduced by half of its amount because there was a potential grant for body cameras for the Sheriff's Department.

Sheriff Beauchamp informed the Board that he did not receive that grant.

Mr. Tadlock stated that he'd have to go back and take a look at the numbers due to no grant award.

The school CIP transfer could be reduced by \$691,391.00 which would equate to providing the school division half of what was returned in the FY23 audit (\$211,954.00)

Mr. Tadlock asked Sheriff Beauchamp how many vehicles he included in his request.

Sheriff Beauchamp stated that his request included two vehicles, but if the additional deputy position gets approved, he will need a third vehicle.

Lastly, the Board could consider a 3% salary increase instead of 5% for County employees. Mr. Tadlock clarified that does not include the additional requests from EMS and the Sheriff's Department.

Supervisor Long suggested that the Board keep the finance position, deputy position, janitorial position, health department request, and the 5% salary increase in the budget.

Supervisor Williams asked what the change was in the tax rate if the Board moves forward with all the reductions presented.

County Administrator Tadlock stated that he was looking at a \$0.04 tax increase and the budget was advertised with an \$0.08 increase.

Supervisor Williams asked what outside agency requests were new this year.

Mr. Tadlock stated that the Boys & Girls club, the Greater Reedville Association, and the Julius Rosenwald School were all new requests this year. At this moment, he believes that they are all one-time requests. In prior years, the County has contributed to the Food Bank, Haven, Free Health Clinic, YMCA, and Little League annually.

Vice Chairman Brann asked what this proposal does to the undesignated general fund balance.

Mr. Tadlock explained that this would dip into the general fund balance by \$3.2M.

Supervisor Long believes it's important to help fund the Boys & Girls club in any way possible because a lot of the children who participate there come from single parent families.

Vice Chairman Brann stated that he understands but they're going to be affected either way by using the program itself or by the increasing tax rate.

Supervisor Fisher suggested looking at the numbers if the Board were to provide a 4% salary increase for County employees.

Supervisor Williams would like to look at the School Board budget because he believes it may help guide their decisions within the County budget.

Supervisor Fisher expressed his confusion for why the Finance specialist position's salary was much higher than the Assistant Zoning Administrator and the Deputy position.

Mr. Tadlock stated that they used the Job Assessment Tool (JAT) provided to the County by Evergreen when the salary study was completed to calculate any new salaries.

Chairman Haynie asked about the qualifications for the positions.

Mr. Tadlock stated they'd be looking for some prior experience, but they are working on the job descriptions at this time. Staff didn't want to move forward with these until the positions were approved by the Board.

County Administrator Tadlock moved on to the school budget. He provided the Board with some additional information related to what the costs would be with different scenarios for their salary increase as well as including the cost of their health insurance. For a 1.25% salary increase and their health insurance (\$173,172.00), the total cost would be \$326,586.00. The total cost for a 3% salary increase and their health insurance is \$541,366.00. A 5% salary increase with their health insurance would cost a total of \$786,828.00.

Vice Chairman Brann believes the County should fund their raises and their health insurance, but level fund the rest.

Chairman Haynie stated that the teachers should get the same raise as the County employees.

Vice Chairman Brann stated that they need to find \$2M to cut from the budget in order to keep the tax rate down.

Supervisor Williams asked why the Board was considering a 5% salary increase when the School Board only requested a 1.25% step.

Chairman Haynie stated that if the Board chooses to do 5% for the County employees, they will give the same raise to the teachers.

Discussions consisted of giving the school the same amount as they received in FY24 (cutting \$1.4M of their request from the local portion), and then providing them with \$700,000 to cover a 5% salary increase as well as their health insurance.

County Administrator Tadlock informed the Board that \$786,828 is the total cost to cover a 5% salary increase and health insurance.

Chairman Haynie stated there is cushion in their budget, so let the school cover the remainder within the existing budget.

*\*\*Chairman Haynie requested a 10-minute recess.*

The Board revisited the County budget and Chairman Haynie stated that the potential cuts presented tonight totals \$1,286,929.26.

Supervisor Long would like to keep the finance, janitorial, and deputy position in the budget.

Supervisor Williams asked Sheriff Beauchamp if there's a vacant position at this time.

Sheriff Beauchamp stated that all his positions given by the County are filled and he's working on assigning an SRO at the middle school. Sheriff Beauchamp clarified that he does need this position. His request began in FY 23 with a goal to add one new position for the next 3 years to grow the department to meet the demands of the County. This deputy position would be the second position of three to meet that goal.

Chairman Haynie asked if the extra position would help with department's overtime use.

Sheriff Beauchamp stated that once they are out of the academy and fully staffed then it should help some, but he doesn't feel that it will offset the amount of the salary.

Supervisor Long stated that Northumberland is one of the highest growing counties.

Sheriff Beauchamp stated that he saw the Northumberland Echo article which mentioned the growth of the County's population.

The Board discussed several scenarios for the FY25 budget, aiming to get the tax increase at \$0.04 as opposed to the advertised \$0.08 increase.

County Administrator Tadlock explained that if the Board reduces the school budget and they remain under categorical spending, we'll need to know what categories the school will want to put those funds in.

Chairman Haynie stated that they'll inform the School Board on the amount of funding they will be receiving, and allow the School Board time to respond with what categories they'd like the funding to go in.

County Administrator Tadlock stated he could reach out to the school, but he's unsure if they'll be able to have this prepared by tomorrow's meeting.

Chairman Haynie asked Mr. Tadlock to run some figures on if the Board were to cut the school budget request by \$1.2M and then provide them with \$586,828 to cover a 5% salary increase as well as their health insurance.

Supervisor Long asked why the school is under categorical spending and the other County departments are not.

Chairman Haynie stated that they all sat down as a Board and decided to put the school under categorical spending.

County Administrator Tadlock explained that the school is currently receiving \$14,268,416 from the County which was approved in FY24. Adding, \$586,828 would give the school a local portion of \$14,855,244. Mr. Tadlock explained the increase of \$586,828 results in a decrease of their overall budget by \$623,956 due to cutting their request by \$1.2M from the local portion. Mr. Tadlock further explained that their total budget request was \$22,153,020 and when you subtract the decrease of \$623,956, that leaves their total budget at \$21,529,064.

Chairman Haynie clarified that he would like to fund them with \$14,855,244 (local portion) as opposed to their request of \$15,479,200.

Vice Chairman Brann suggested that Mr. Tadlock run some numbers before the Board determines where they are at.

County Administrator Tadlock went through the potential cuts for the County budget to get further clarification from the Board.

The highlighted items are reductions that the Board chose to put back into the budget or changes were made to the reduction. One addition to the budget was made (see capital vehicles).

Line-Item	Description	Reduction
<b>General Administration</b>		
1201-1011	<b>County Admin Finance Position</b>	<del>\$84,685.84</del>
1204-3002	Professional Services (County Attorney)	\$18,000.00
1401-3013	IT Contracts	\$15,922.00
1401-5203	Telecommunications	\$14,520.00
1401-7001	IT Computer Equipment	\$18,940.00
<b>Judicial Administration</b>		
2105-5203	Telecommunications	\$13,000.00
<b>Public Safety</b>		
3102-1001	<b>Deputy Position</b>	<del>\$77,394.90</del>
3401-3007	Building Advertising	\$3,200.00
3401-5203	Telecommunications	\$4,500.00

3401-5401	Building Office Supplies	\$5,000.00
3401-5408	Building Vehicle Supplies	\$1,900.00
Public Works		
4302-1001	Janitorial Position	\$50,715.52
Health & Welfare		
5101-6001	Health Department	\$17,078.00
Health & Welfare		
5302-5607	Boys & Girls Club	\$10,000.00
5302-5612	Food Bank	\$4,000.00
5302-5614	Contribution – Haven	\$500.00
5302-5616	NN Free Health Clinic	\$46,099.00
5302-5621	Little League	\$23,000.00
5302-5627	Greater Reedville Association	\$20,000.00
5302-5628	Julius Rosenwald School	\$5,000.00
Education		
	School Division	
Parks, Recreation, Culture		
7102-5604	YMCA	\$20,000.00
Community Development		
8101-1001	Planning – Asst Zoning Administrator Position	\$73,423.00
8101-3004	Repair/Equipment	\$1,500.00
8101-5201	Postal Services	\$5,000.00
8101-5411	Books & Subscriptions	\$1,500.00
8105-5604	Chamber	\$1,000.00
CIP		
9103-7022	County CIP Transfer	\$58,860.00
9103-7027	School CIP Transfer	\$691,391.00
9103-7029	Capital Vehicles	ADD \$65,000
Overall		
	Salary Increase from 5% to 3%	\$96,875.00

In relation to the Health Department’s request, Chairman Haynie asked if the County has a sanitarian on site all the time.

Mr. Tadlock stated that he could find out this information for the Board.

Vice Chairman Brann asked Mr. Tadlock to also check to see if the position they are considering will stay in Northumberland County because right now they are rotating between counties.

Supervisor Long suggested putting the Boys & Girls Club’s request back into the budget.

Supervisor Williams stated that he’d like to see the Greater Reedville Association’s request funded as well.



Vice Chairman Brann stated that if the Board starts adding requests back in the numbers are going to increase again.

The Board agreed to the following reductions for the outside agencies as listed in the chart above.

County Administrator Tadlock asked the Board how they would like to proceed with the County CIP transfer. The amount was recommended to be cut in half due to the potential of a grant for body cameras, but Sheriff Beauchamp confirmed that the grant was not awarded to the County.

Supervisor Williams asked if the body cameras are needed.

Sheriff Beauchamp explained that the cameras they have now are obsolete and cannot be repaired due to updated technology. He stated that they are a necessity to their department, and he would need the total amount they requested for those body cameras.

In relation to capital vehicles, Sheriff Beauchamp stated that he could probably use an older vehicle for a year, but the Board should expect him to request an additional vehicle next year, totaling 5 vehicles for next year's request.

The Board agreed to fund an additional vehicle this year due to funding the deputy position.

County Administrator Tadlock stated that he'd redo the cut list for the Board, run some additional numbers, and get with the School Division on their funding amount.

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

#### **Action, Information: 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),(7),(29); 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. 7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel

has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter. 29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

Motion by: Chip Williams, second by: AC Fisher, Jr.

Final Resolution: Motion Carried

Aye: James M. Long, Richard F. Haynie, James W. Brann, Chip Williams, AC Fisher, Jr.

#### **Action, Information: B. Reconvene into Open Meeting**

Motion to reconvene into open session.

Motion by: Chip Williams, second by AC Fisher, Jr.

Final Resolution: Motion Carried

Aye: James M. Long, Richard F. Haynie, James W. Brann, Chip Williams, AC Fisher, Jr.

#### **Action, Information: 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, AC Fisher, Jr., James M. Long, James W. Brann, Charles H. Williams

Motion by: Chip Williams, second by: AC Fisher, Jr.

Final Resolution: Motion Carried

Aye: James M. Long, Richard F. Haynie, James W. Brann, Chip Williams, AC Fisher, Jr.

#### **Action, Information: D. Action(s) taken from Closed Meeting, Wood Debris IFB**

Motion to not accept the bid received for wood debris and to advertise the invitation for bid again at a later date.

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

Final Resolution: Motion Carried

Aye: James M. Long, Richard F. Haynie, James W. Brann, Chip Williams, AC Fisher, Jr.

### **4. Closing of Meeting**

#### **Action: A. Adjournment**

Motion to adjourn.

Motion by: James W. Brann, second by: AC Fisher, Jr.

Final Resolution: Motion Carried

Aye: James M. Long, Richard F. Haynie, James W. Brann, Chip Williams, AC Fisher, Jr.