

Continuation of the Regular Board Meeting of the Westmoreland County Board of Supervisors was held Friday, April 14, 2023 at 5:00 p.m. in the public meeting room of the George D. English, Sr. Memorial Building, located at 111 Polk Street, Montross, Virginia. Those members present were Darryl E. Fisher, W. W. Hynson, Russ Culver, and Timothy J. Trivett. Also present were Norm Risavi, County Administrator; Karen Lewis, Assistant County Administrator; Garhett Adams, Budget Manager; and Donna Cogswell, Executive Assistant. **\*\*Dorothy Dickerson Tate was not present.**

Inasmuch as the COVID-19 pandemic makes it unsafe to assemble in one location and maintain recommended social distancing limitations, this meeting was also made available to the public via live stream on social media.

**RECONVENE**

Chairman Fisher called the meeting to order at 5:14 p.m. and stated the purpose of this meeting is a work session to discuss the proposed budget for fiscal year 2023-2024.

Mr. Risavi reviewed his PowerPoint presentation regarding the proposed budget for fiscal year 2023-2024.

Page 2 – FY 2023-2024 budget is \$3,466,189 more than the current FY20 22-2023 budget.

Page 3 – Always underestimate revenues; much easier to put it in than take it out; Examples of state shared expenses are the Constitutional Officers, Electoral Board and the like.

Page 4 – Utilized about \$2M of the fund balance for this budget from the current fiscal year residual debt service funds; the school payment for the Federal School Resource Officer grant, because they preferred to pay in advance, will then be carried forward for the next two years (this was discussed at the Board meeting we had a couple months ago with the Sheriff's office and the School Board); when we originally established debt service for the school the interest

rate was higher at 3.25% for one loan and 3.5% and what it was based on, we did not know until we closed last December it dropped to about 2.2%, we carried those funds forward because they are part of the school formula and school district so they have to be spent on the school; moved the debt service to the general fund because the school is not allowed to pay debt service so it was easier to do it this way from an audit perspective; there is no tax increase; there is over half million in contingency.

Page 5 – Proposed budget includes 5% raises for employees, with possibility of an additional 2% increase (total increase could be 7%); budget includes money for the 4 cops funded officers but does not include cars, guns, uniforms etc.; had to adjust some department salaries because of difficulties filling positions and/or keeping employees.

Page 6 – County Administrator recommends the hiring of a full-time paramedic.

Page 7 – This slide includes County Administrator's recommendations, including a 3% increase for the volunteer fire departments.

**\*\* NEXT PAGE – POWERPOINT PRESENTATION\*\***



# Fiscal Year 2023-2024 General Fund

Budget Work Session  
Friday, April 14, 2023

## **REVENUE SUMMARY**

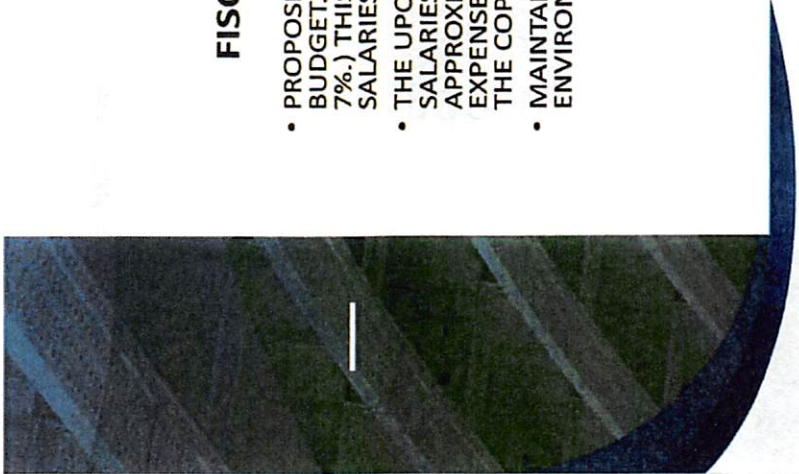
- FY 2023-2024 BUDGET IS \$3,466,189 MORE THAN THE CURRENT FY 2022-2023 BUDGET OR A 9.29% INCREASE;
- AD VALOREM TAXES GENERATING \$612,975 MORE THAN PRIOR YEAR;
- SALES TAX PROJECTED TO GENERATE \$1,402,666 WHICH IS \$432,560 INCREASE OVER PRIOR YEAR BUDGET;
- RECORDATION TAXES, CIGARETTE TAX, MEALS TAX, TRANSIENT OCCUPANCY TAX INCREASED DELIVERING GAINS ABOVE OUR ESTIMATES;
- LAND USE PERMITS CONTINUE REMAIN STRONG;
- COMBINED OTHER LOCAL TAXES ARE \$654,665 ABOVE FY 2023.

## **GENERAL FUND REVENUES (CONTINUED)**

- AMBULANCE REVENUE RECOVERY CONTINUES TO INCREASE: 2022 REVENUES WERE \$931,305. I HAVE USED THE ESTIMATE OF \$815,000 FOR THE UPCOMING FY. I GENERALLY UNDERBUDGET THE ACTUAL ESTIMATED REVENUE TO PROTECT AGAINST UNFORSEEN DOWNTURNS;
- STATE SHARED EXPENSES REVENUE ESTIMATED TO INCREASE \$158,290;
- CATEGORICAL AID COMPREHENSIVE SERVICES REMAINS STEADY AT \$1,578,791;
- OTHER STATE CATEGORICAL AID HAVE A SLIGHT INCREASE OF \$90,741.

## UTILIZATION OF THE FUND BALANCE

- 100% OF THE FUND BALANCE IS FROM THE CURRENT FISCAL YEAR RESIDUAL SCHOOL DEBT SERVICE FUNDS AND SCHOOL PAYMENT FOR THE FEDERAL SCHOOL RESOURCE OFFICER GRANT THAT THE SCHOOL SYSTEM PREFERRED TO PAY IN ADVANCE WHICH WAS DISCUSSED DURING OUR MEETING WITH THEM;
- NO TAX INCREASES ARE REQUIRED TO FUND FY 2023-2024 BUDGET.



### **FISCAL YEAR 2023-2024 EXPENDITURE SUMMARY**

- PROPOSED BUDGET INCLUDES A 5% RAISE AS APPROVED IN THE BIENNIUM BUDGET. (SOME DISCUSSION IN THE GA ABOUT INCREASING IT BY 2% TO 7%.) THIS WOULD REQUIRE AN ADDITIONAL \$200,871 INCREASE THE SALARIES;
- THE UPCOMING BUDGET REQUIRES THE COUNTY TO ABSORB THE SALARIES FOR THE 4 COPS FUNDED OFFICERS. THE 4 SALARIES ARE APPROXIMATELY \$325,000. THIS DOES NOT INCLUDE THE ADDITIONAL EXPENSES PRESENTED BY THE SHERIFF FOUR YEARS AGO WHEN SEEKING THE COPS GRANT;
- MAINTAINING COMPETITIVE SALARIES IN THE CURRENT ECONOMIC ENVIRONMENT IS VERY CHALLENGING.

### **EXPENDITURE SUMMARY (CONTINUED)**

- RECOMMENDATION: ADDITION OF A PARAMEDIC TO ALLOW CURRENT ALS PROVIDER WHO HANDLES IT/DATA FOR DEPARTMENT TO COMMIT FULL-TIME EFFORT FOR THESE FUNCTIONS;
- OVERTIME & PART-TIME HAVE BEEN SIGNIFICANTLY AFFECTED BY OTHER JURISDICTIONS REQUIRING OUR PART-TIME PERSONNEL TO COVER EXTRA SHIFTS AT PRIMARY EMPLOYERS.



## **EXPENDITURE SUMMARY (CONTINUED)**

- RECOMMEND A 3% INCREASE TO VOLUNTEER FIRE DEPARTMENTS;
- GENERAL PROPERTIES INCREASE 6%;
- REFUSE COLLECTION/DISPOSAL INCREASE \$745,635 (33.74%);
- HEALTH DEPARTMENT INCREASE \$17,042 (6.8%);
- COMMUNITY SERVICES BOARD INCREASE \$12,373 (1.7%);
- REGIONAL LIBRARY INCREASE \$24,412 (4.8%);
- NON DEPARTMENTAL INCREASES \$26,333 (12.71%);
- SCHOOL TRANSFER INCREASE \$1,211,709;
- SKI/JACK ROAD/RS \$65,933 (WILL BRING TOTAL TO \$250,000 MATCH).



Mr. Risavi concluded his presentation and asked the Board Members if there were any questions.

Mr. Culver asked if the Sheriff's Department has applied for future grants for the officer positions at the schools.

Mr. Risavi stated the grant requires the County to pick up the position at the expiration of the grant, at least for one year.

Mr. Culver asked if we only have one SRO.

Mr. Risavi responded that we have two SROs – one is under a state grant and one is under a federal grant.

Mr. Culver asked if we have two schools that have an officer.

Mr. Risavi said yes, middle school and high school have SROs.

Mr. Culver asked what is an SRO.

Mr. Risavi responded that is a School Resource Officer, staffed by the Sheriff's office.

Mr. Culver then asked if there were any officers at the elementary school. He stated he was worried about them the most and he does not agree with not having an officer at the elementary school.

Mr. Risavi said no we do not have an SRO at the elementary school but the Board can have anything they want if they want to pay for it.

Mr. Culver said he understood but is worried about the increase in the number students at the schools and not enough officers;

Mr. Risavi said that based on current information there has been a slight decrease in total number of students in Westmoreland County – just over 1500. Mr. Risavi stated the entire Northern Neck school age population is decreasing. A few years back it was approximately 2500 and now it is approximately 1500.

Mr. Culver also has a concern regarding EMS and worries about moving anything from Tucker Hill; he believes there should be two units at Tucker Hill just like at Oak Grove.

Mr. Risavi again said the Board can have anything they want as long as they are willing to pay for it; also the analysis disclosed stated we don't pick up enough calls to cover the costs for a second unit at Tucker Hill.

Mr. Culver asked how many EMS captains the County has.

Mr. Risavi responded that there are four EMS captains.

Mr. Culver said he is getting complaints about response times; his suggestion is to take one of the captains that is a medic and take a small vehicle and have shifts 9-5 or 10-6 and move them to the old rescue squad.

Mr. Risavi stated the problem is everyone wants an ambulance at the end of their street, he has received many concerns and location suggestions for another unit. He said we can have as many units as we want but the Board has to approve them and pay for them. The next problem is finding people to staff the additional units.

Mr. Risavi stated that EMS takes calls in the order they are received, if all units are out and the last unit is in Tucker Hill, it will move to Montross, the center of the County, because you don't know where the next call will be.

Mr. Culver said there have been many times when there are three units in Colonial Beach and you have two units at Oak Grove and if you pull one from Montross then the lower end could be without a unit.

Mr. Culver then stated that it is ridiculous the distance the EMS units have to travel to take someone to a hospital that would kill at least three hours.

Mr. Risavi said he spoke with the Assistant Chief Blake Byrd and all vehicles have over 220k miles. The original unit we bought will not be delivered until 2024 and the second unit purchased will be delivered in 2025.

Mr. Culver stated this is just a big concern because of the growing population in this County, especially the elderly population.

Mr. Risavi said he understands. He also mentioned that he has had conversations with the County Administrator in King George County because there are concerns regarding the number of mutual aid calls we are running for/with King George. We are not against mutual calls but have to make sure Westmoreland County is covered.

Mr. Trivett stated the two units at Oak Grove are considered a convenience for King George, anything this side of Sheets is closer for certain areas in King George, they call Oak Grove often.

Mr. Risavi stated he will be meeting with the County Administrator of King George because it is not fair to the tax payers of Westmoreland County that our units are regularly on mutual aid calls and not available in the County. Mr. Risavi said he is not against helping but must have units available in the County.

Mr. Culver stated sending the units out of the County or traveling to the hospital removes any flexibility. He then said that he has received calls that the EMS response time is such that sometimes it is too late.

Mr. Risavi challenged that complaint and overall said he would put up any of our medics against any others in all localities. He said we have some of the finest medics on our ambulances and it is just a problem of the amount of calls and travel time, not the medic's ability.

Mr. Hynson said that possibly half of the trips the ambulances are making are probably unnecessary and if people had a better relationship with their neighbors some of these trips could be covered by a neighbor.

Discussion ensued regarding this types of calls EMS receives that are unnecessary and the future of the fire and rescue.

Mr. Risavi also mentioned the Board next year will be facing a discussion about paid firefighters and that will be very expensive proposition.

Mr. Trivett stated the County would have to implement a fire tax like Charles County does because that would be the only way to afford it.

Mr. Risavi said the fire tax is just additional real estate tax designated on the tax bill.

Mr. Hynson stated people demand wants but not at tax time.

Mr. Risavi said people want the level of services where they came from but at the low tax rates we have but unfortunately you cannot have it both ways.

Mr. Trivett asked how much do the fire departments get, is it \$150,000.

Mr. Culver said yes but Mr. Risavi said no that it is a combination, and he believes it is \$123,000 or \$124,000 and additionally the County pays for all the radios and maintenance for the radios which is their largest expense.

Mr. Trivett then asked what 3% would be in dollars. Mr. Risavi said, just guessing, about \$3,500.

Mr. Risavi added that the County also pays for all the hose testing; recordation of information into the system; FIT testing for the masks; and again the largest expense is the radio system and maintenance because of the size of their system.

Chairman Fisher ask the Board members to consider a possible increase for Board member's salary and stated it needs to be done now before the next election and then once adopted would be implemented in January 2024. Chairman said he is fine with what they make now but this is an opportunity to increase the salary and the next group that comes along may look at the amount of money they would receive as part of their deciding factor. This is just a thought.

Mr. Hynson stated he is more worried about another institution, the school board. How are we going to get good people to run for the school board? He said maybe we should put money toward them instead.

Mr. Risavi said the Board of Supervisors has no say over that board.

Mr. Culver asked what the compensation package is for the school board members.

Mr. Risavi said he believes its \$50.00 a month or something like that.

Mr. Risavi said the Board of Supervisor's salary can be increased because of inflation but he would speak with the County Attorney and get back to the Board.

Discussion ensued regarding Board of Supervisors salary increase.

Mr. Risavi moved on to the next topic. He explained in the packet there is correspondence from David Beal regarding the significant increase for the road improvements leading to Bevans Oyster Company. Mr. Risavi said the original price VDOT gave the County was slightly over \$500,000 and now it is \$855,000. Therefore, what Mr. Risavi has budgeted is the difference to bring it up to \$250,000 in the general fund and match Revenue Sharing the total would be \$500,000. Now the County would still need to come up with a difference between \$500,000 and \$855,000 which is \$355,000. Then Mr. Risavi asked Mr. Beale to repeat what he discussed at the last meeting and show how much money is in each fund under the Secondary Six Year Plan (SSYP), so it would be some combination of funds from this SSYP. Mr. Risavi said to keep in mind this project will probably not be done until 2028 but we need to have money allocated for this project now. Mr. Risavi ask the Board if they are in agreement with this plan or if they would like to do something different.

Mr. Culver, mentioned the Glebe Harbor Sanitary District has voted to eliminate two of the committees.

Mr. Risavi corrected him stated they are not committees, they are civic associations.

Mr. Culver said the civic associations are how they got all those roads done.

Mr. Risavi responded that they can't get anyone to serve on the committees and the primary creation of the civic associations was enforcement of covenants but they found out civic associations cannot enforce covenants, it can only be enforced by the property owners.

Mr. Risavi also mentioned they may impose a road user fee to pay for additional roads.

Mr. Risavi went back to the VDOT matter and again asked the Board if they would like to think about it and send him a message as to what combination they would like to use to pay for this project.

Mr. Trivett asked if Bevans was off the table.

Mr. Risavi asked Mr. Trivett to explain what he was asking.

Mr. Trivett said at the last meeting there was a discussion to try and do something down there.

Mr. Risavi stated it is not off the table. This year is when you have to submit revenue sharing projects for the next couple year, probably 2028. The problem is you have to put the money in now for projects down the road.

Chairman Fisher commented that Bevans has weathered the storm and have diversified their business which has allowed their business to grow. Mr. Risavi stated Bevans is one of the top 10 businesses in the County. Chairman Fisher then asked and said even begged the Board to please make this a priority because of the safety issues, he would be very appreciative.

Mr. Risavi moved to the next topic which is revising the Social Services pay scale. Mr. Risavi needs approval for the adjustments to certain positions noted. These positions require a college degree and they are almost equivalent to law enforcement, they go in the homes and work with the Sheriff's office and state police. Mr. Risavi stated they desperately need to fill these positions. Mr. Risavi will try and complete the entire salary schedule prior to his departure but he needs these adjustments approved immediately because these positions have been vacant and need to be filled.

After discussion regarding salary scale for Social Services, Chairman Fisher ask for a motion.

Mr. Culver asked for clarification as to what Mr. Risavi is doing ... increasing the three salaries.

Mr. Risavi said yes, he needs to revise all the salaries but these three are critical.

Mr. Culver asked if the Director position was filled.

Mr. Risavi said yes, they have offered the job to someone and she has accepted.

After discussion, Chairman Fisher again asked for a motion.



Upon motion by Woody Hynson, second by Timothy Trivett and carried unanimously with Timothy Trivett, Russ Culver, Woody Hynson and the Chairman voting "aye". The Board approved the salary adjustments to the social services positions as explained by the County Administrator.

Mr. Risavi then moved to the next topic regarding workman's compensation cases. A deputy went out on workman's compensation and received benefits but was also paid his regular salary by the County. He has not cashed the checks and he will turn those back over to the County. The issue is worker's compensation only allows 66.6% of salary to be paid and we paid him his entire salary to make his pay whole. Mr. Risavi has attached page 36 from the personnel policy handbook.

In instances where the maximum compensation allowed by law is less than 66 2/3% of the employee's average weekly gross wages, employees may use accrued sick leave until exhausted and then annual leave to supplement their weekly compensation to 66 2/3% of their average weekly gross wage.

Mr. Risavi stated he is not permitted under the County's policy to allow him to supplement his workers compensation to bring his salary to 100%. Therefore, the County Administrator would like clarification. Does the Board agree to allow the County Administrator to pay the difference, after workers compensation pay 66.6% to bring an employee's salary whole, if they have sick leave or annual leave?

Mr. Culver asked if the employee would be forced to use their sick or vacation leave.

Mr. Risavi stated no but they are required to use either the first seven (7) days they are off.

Mr. Risavi needs to meet with the Sheriff and Major Hoover and figure out how to resolve this. If the Board does not change the policy, the employee will have to come up with a way to pay all the money back.

Discussion ensued regarding this matter.

Mr. Risavi stated if the Board agrees to allow employees to use their annual or sick leave then they must allow Mr. Risavi to change the policy.

Chairman Fisher asked for a motion regarding this matter.

Upon motion by Russ Culver, second by Timothy Trivett and carried unanimously with Woody Hynson, Timothy Trivett, Russ Culver and the Chairman voting "aye". The Board approves to modify the personnel policy to allow the percentage above the 66.6%, if the employee wants to be made whole, they can utilize annual or sick leave to cover that difference, as explained by the County Administrator.

Mr. Risavi then moved to the next item and reviewed the tonnage report from the transfer station and the increase in trash.

Mr. Hynson asked what could be the cause for this increase.

Mr. Risavi stated his belief is there are many new homes being build; and that in combination with more people are working from home.

Discussion ensued regarding why tonnage has increased.

Mr. Risavi then stated the next item is that he is looking at a date to have the proposed Budget Ad run in the newspaper. Once the ad runs in the paper then seven (7) days after a public hearing can be held. Therefore, if we run the ad on April 20<sup>th</sup> the public hearing could be April 27<sup>th</sup> at 6:00 pm and then adoption of the budget FY 2023-1024 could be done seven (7) days after that or at the Board meeting on May 8, 2023. The Board members were in agreement with these dates and times. Mr. Risavi then mentioned in June we prepare the appropriation resolution that will need to be approved at the Board meeting at that time.

Mr. Risavi stated his last item is to let the Board know that the Sheriff's office is preparing a grant for three (3) new vehicles. After some research, it appears the ARPA funds will apply to vehicles as eligible expenses. Mr. Risavi also noted he has budgeted for two (2) new vehicles in the Sheriff's budget.

Chairman asked if there were any additional questions or comments.

Mr. Trivett asked to go back to the SROs and he thinks this is extremely important. He remembered the school board discussing funding of a third SRO and it didn't happen but he thought it was going to happen.

Mr. Risavi said no, the discussion was had with Dr. Perry and the Sheriff's office. The school put up the money for the SRO in the current budget to cover the middle school position for the next two or three years, this would be the Pitts position at the middle school. Mr. Risavi assisted the Sheriff's office applying for a grant for Amy's position at the high school. They weren't including any of the in-kind expenses which would bring the amount down because we are paying those things. So the school board only had to come up with \$36,000 to match that grant. Mr. Risavi believes based on the "letter grade" our grant received that it will be funded for about three years. Dr. Perry said if that position was not funded, then they would fund it because they must have a SRO at the high school. Basically, Dr. Perry stated that if the Board of Supervisors wants the positions then we should fund it.

Mr. Trivett stated he can't believe it is not a priority for the School Board with everything that is going on now and he believes there should be one in all the schools.

Mr. Risavi stated at one time when Buddy Jackson was here SROs were in all schools but there was an issue and the number of SROs dropped. Unfortunately, the School is ok with funding something as long as you give them extra money in their budget to cover what they spent.

Mr. Trivett asked when their School Board meetings are held and if they have passed their budget.

Mr. Risavi said they did pass their budget and he is not sure when their meetings are.

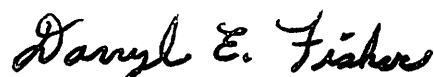
Mr. Risavi noted that Chairman Fisher has asked to set up a meeting with the Auditor, Chairman Fisher, School Board Chairman, Mr. Risavi and County Staff to review the Audit and the process going forward.

Chairman Fisher stated that the issue "down the street" must be fixed. He then stated, with the impending changes the County has coming with County Administration, we just won't have the folks to go down and straighten up their messes. He is concerned that we will not be able to tag a new County Administrator, new Assistant County Administrator and new Finance Director to stay on top of them as the current staff does. Our biggest headaches have always come from down the street. Chairman Fisher stated that, unfortunately, the SRO is only a priority if we pay for it.

Chairman Fisher would like to thank the staff for all their hard work and appreciate everything. After questions and discussion, Chairman Fisher asked for a motion to recess until April 27<sup>th</sup> at 6:00 pm

There being no further business to come before the Board at this time, upon motion by Timothy Trivett, second by Woody Hynson, and carried unanimously, the Board recessed the meeting at approximately 6:54 p.m. The Board's next regular meeting will be held on Monday, May 8, 2022 at 6:00 p.m. The meeting will be held in the public meeting room at the front entrance of the George D. English, Sr. Memorial Building.

Chairman,

  
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