

A Work Session of the Westmoreland County Board of Supervisors was held Monday, February 24, 2025, 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, Jeffrey McCormack, Mathew Ingram, and Timothy J. Trivett. Also present, Richard Stuart, County Attorney, Jim Taylor, County Administrator, and Donna Cogswell, Assistant County Administrator.

1. CALL TO ORDER

The work session was called to order at 6:04 p.m.

The Chairman stated that this is a scheduled work session, one is scheduled every month, as are the regular board meetings.

2. CONSIDERATIONS OF AMENDMENTS TO THE AGENDA

The Chairman asked the Board if any amendments needed to be added to the agenda.

Mr. Trivett asked to amend the agenda by adding action item 5b. Closed Session under Section 2.2-3711A.1, 6 and 8. Discussion of performance of public schools, discussion of the investment of public funds and discussion of a potential appointment to the Planning Commission.

With no further discussion and upon Motion by Mr. Trivett, Seconded by Mr. Ingram and carried unanimously, the Board approved the amended agenda item 5b.

3. COMMENT PERIOD

A. Chairman and Board Member Comments

Let the record show that there were no comments from any of the Board members.

B. County Administrator Comments

Mr. Taylor gave follow-up information from the February 10, 2025, Board meeting.

- i. They posted FAQs regarding the broadband project on the county's website. Residents can find out further information about the regional broadband project and a new project. Residents who do not have high-speed internet access should go to [broadband@fcc.gov](mailto:broadband@fcc.gov) to register their location.

- ii. They have contacted commercial tire companies to let them know that tires from business will no longer be allowed at the transfer station but will honor any coupons that have been purchased and received
- iii. They met with the treasurer's office to determine that the Board can mail a letter with the new tags in May to be received by July 1, 2025. They would also like to have tags onsite, and residents will need to show proof of residency. As they were working with the treasurer's office and the vendor, they determined that the paper hang tags may be too big. Mr. Taylor recommended a cling sticker that the resident can put on their back window and will follow up with the Board members for their thoughts.
- iv. They continue to work on next year's budget and will reach out to each Board member for their feedback and perspectives
- v. He thanked the maintenance department for their hard work during the snow storms. Several people have let him know how well they have done with cleaning the sidewalks and parking lots
- vi. They celebrated George Washington's Birthday on Saturday with American flags and bunting at the old courthouse. There was also a celebration at the national birthplace monument; he was born in the county on February 22, 1732.

Mr. Hynson stated that he really appreciated seeing the flags in front of the old courthouse and that the crowd at Wakefield was great. They even let him cut the cake. Chairman Fisher stated that the snow cleanup was so good he wished he had him down at his house.

#### 4. PRESENTATIONS

##### A. Resolution for Jane Brown's Retirement

Chairman Fisher stated that it is bittersweet and that Ms. Brown wears the recognition and honor they bestow, but to say she would be missed would keep her longer. He appreciates all she has done for the county and that dreams, goals, and ambitions do come true. The Chairman read the resolution below:

Resolution Honoring

***JANE BROWN***

On Her Retirement



**WHEREAS**, Jane Brown has served the County for 35 years in the Circuit Court Clerk's Office. Jane began working in the Clerk's Office in 1986 part-time and moved to full time in 1992 until 2001 as a Deputy Clerk. She then returned to the Clerk's Office in 2005 part-time and again resumed to full time status in 2015.

**WHEREAS**, during her tenure in the Clerk's Office, Jane performed her duties and responsibilities in an exemplary manner and consistently demonstrated her personal commitment to providing exceptional service to the citizens of Westmoreland County; and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Supervisors of Westmoreland County hereby extend to Jane Brown our sincere and grateful appreciation for her dedicated service to Westmoreland County, congratulate her on a well-earned retirement, and extend our best wishes to her for continued success, happiness, and good health in the years to come.

Adopted this 24th day of February, 2025.

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Chairman, Board of Supervisors  
Westmoreland County, VA

After the resolution was read, the Chairman asked for a motion to adopt the resolution in honor of Ms. Brown's retirement.

With no further discussion, upon Motion by Mr. McCormack, Seconded by Mr. Ingram with Mr. Trivett, Mr. Ingram, Mr. Hynson, Mr. McCormack, and the Chairman voted "aye". The Board adopted the Resolution in honor of Ms. Jane Brown's retirement.

Mr. Hynson stated that all of the good people are leaving the county and hope that the younger generation does just as well. He thanked her for her years of service and her importance to the county. He noted that he had never heard a complaint about her, and she really must be good.

Mr. Trivett thanked her for her many years of dedicated service. He said that it is almost impossible to replace the historical value and knowledge of the people who are retiring now.

Mr. Ingram stated that behind every great man is a greater woman. He thanked her for her dedicated service to the county and for all she has done.

McCormack also thanked Ms. Brown for her service and all she has done and wished her good luck on her retirement.

Mr. Stuart stated that having someone who works well with you in the clerk's office is a godsend as a lawyer. He noted that she always helped when mistakes were made and made things run smoothly. He congratulated her on her retirement and was glad she was able to.

Mr. Taylor stated that he didn't have an opportunity to overlap too much but echoed everyone's comments. He noted that 35 years of service is long, and the county is better for all she has done. He appreciated that she has put up with people from William and Mary throughout her career.

Ms. Cogswell echoed everyone's comments, thanked her for everything and wished her the best in her retirement.

The Board members, Mr. Stuart, Mr. Taylor, and Jane Brown, took a picture together in honor of her retirement.

**B. Boys and Girls Club Presentation, Supervisor Matt Ingram**

Mr. Ingram stated that they have been talking with the Boys and Girls Club for over a year now and how the county's youth can benefit from it. Westmoreland County is the only one in the Northern Neck they don't branch out to, yet. Mr. Ingram went to the Boys and Girls Club in Kilmarnock and saw terrific opportunities for the young people. He stated that it will help the youth who have trouble making the right decisions and need direction. Mr. Ingram introduced Mr. Philip Mumford and Jackie Almonds, Representatives from the Boys and Girls Club.

Phillip Mumford, Executive Director, came to the podium and stated that the Boys and Girls Club of the Northern Neck started 17 years ago, with its first club location in Kilmarnock. And serves 377 youth annually. In 2015, they partnered with Northumberland Public Schools and expanded into Northumberland. Northumberland left the school facility in 2019, and they purchased their facility in Heathsville and serve 151 annually. They opened a program with Richmond County in 2022, with grant help in the elementary. They are currently in a rented church facility on 360 and are serving 159 currently. The Boys and Girls Club focuses on providing quality out-of-school programs and services to youth and teens. They seek to do this by helping a child be academically successful, instilling leadership skills, and educating what it means to have a healthy life style, not only physically but mentally. They are working to guide the teens in becoming life- and workforce-ready. A total of 987 kids participated in the three facilities' programs. They have a good mixture of ethnicities and families across the region. They serve youth and teens from 6-18 and have educational and fun programs for the children. The program list is below. The Boys and Girls Club of America, which is based in Atlanta, is looking to expand the initiative and life in the workforce readiness. They are trying to figure out how to help the ages of 19-24. And hope to get programs to help the ones who still need help. Mr. Mumford then spoke about the Westmoreland Program Expansion, the initial Plans, Projects moving forward, what they plan to do with the old high school, what support they needed for programming, summer & school year structure, funding, etc. Westmoreland Program Expansion documents and information below:

## **Westmoreland Program Expansion**

Beginning in mid-2023 representatives of Angel Care Community Services reached out to BGCNN to seek ways and opportunities to be able to bring Boys & Girls Club programing to the youth and families of Westmoreland County.

### **Initial Plans and Discussion**

At that time, we met with the leadership of Angel Care Community Services, and we shared what the organization is successfully attempting to do in Lancaster, Northumberland and Richmond Counties. We mapped out what would be needed to have BGCNN consider making the decision to expand services into Westmoreland County.

A New BGC Start up guide was provided, and we began to explain the expectations from BGCA regarding local communities and their willingness to assist in fundraising in order to create the opportunity for the club to engage the community.

Later in the Fall of 2023, A member of the Westmoreland Board of Supervisors approached BGCNN Leadership making a request for information on how to bring BGCA programing to the county.

Soon after this request, BGCNN leadership began to attend Angel Care community meetings as well as began to partner with their events to help get the word out. In the summer of 2024 BGCNN provided bus services to families living in the eastern end of the county in order to attend the Richmond County program location.

Further opportunities were made available to youth to attend the Northumberland Club each afternoon with a bussing program that would be provided by BGCNN working in conjunction with Angel Care. Communication of this opportunity to families was not clearly worked out and few if any youth took advantage of this program. The program has again been offered by BGCNN for spring 2025.

Conversations began in late 2024 with Westmoreland School Officials regarding the possible use of the former Washington & Lee High School. Tours were provided of the space, and planning began for this site to become the future home of the Westmoreland unit of the Boys & Girls Club of the Northern Neck. *(See the building layout for more details.)*

### **Project Plans Moving forward**

BGCNN has begun to plan to hold a summer program at W&L as a test program to see what kind of support and participation would be possible. This initial program is scheduled to begin June 9<sup>th</sup> and conclude July 25<sup>th</sup>. There is a possibility that programs could begin a week earlier if signup is great enough. Along with opening this site up to all youth in the county from age 6 to 18 this summer, BGCNN also requested that it be allowed to bring its Northumberland club attendees to the W&L Site. The Northumberland Club house will undergo a remodel and expansion beginning this summer.

Classrooms have been selected with BGCNN utilizing 6 classrooms in Section A of W&L as well as 3 classes in Section G. These spaces would be for the sole use of BGCNN programing. BGCNN also requested shared use of the Gym and the Cafetorium as well as the use of the kitchen facilities to provide Breakfast, Lunch and Snacks this summer. If the program continues beyond summer, then the kitchen would continue to be used for a dinner and Snack program daily.

### **Support for Programming**

Beyond the summer this expanded program will rely on a successful local fundraising effort that must be led by local Westmoreland Citizens working alongside the development team of BGCNN. To assist we have put together a draft budget to provide guidance on what will be needed both short term and long term. Beyond this group BGCNN has also put its Grants team to work seeking both Private and Government Grant to support these opportunities.

Grants currently being looked at are:

- AmeriCorps Grant to assist with Staffing support of the site. Application made in Early February
- DCJS Grant to assist with prevention programs. We would like to make an application in early March with the support of key players in Westmorland County Government
- BGCNN intends to meet with the Westmoreland Board of Supervisors seeking a grant to assist with program start up.
- BGCNN plans to set up the W&L Site as a SFSP feeding location this summer as well as a CACFP feeding location after school allowing the club to receive benefit from those funding streams as well.
- BGCNN will further work to seek private, and Corporate Grants to continue the work that we plan to start in the summer.

The Steering Committee, working with the development team, will need to find at a minimum of \$65,000 as well as hold at least one community event that has the potential to raise \$15,000 plus for a total of \$80,000.

**\*\*** With federal Grant making questionable at present due to changes in Washington, DC this amount of expected local funding may be much greater. Worse case we would have to raise the full amount that is projected in the budget to get through the end of 2025 as well as the early projection for a year around program.

All efforts working together will be seeking funds to support its wide range of programs that are crucial for the development of children and teenagers in the community.

#### **BGCNN programs focus on:**

**Academic Success:** Providing homework help, tutoring, and STEM (Science, Technology, Engineering, Mathematics) activities to enhance learning and academic performance.

**Healthy Lifestyles:** Encouraging physical fitness and healthy habits through sports, nutrition education, and outdoor activities.

**Good Character and Citizenship:** Instilling values of leadership, community service, and personal responsibility.

**Life and Workforce Readiness:** Assisting our teen membership with a post-high school plan to enter the workforce with marketable skills or a plan for continuing trade education or college. In 2025 the Boys & Girls Clubs of America expanded this focus asking each club to look for ways that we can be of assistance with guiding young adults between the ages of 19-24 as they continue to move into the workforce.

**Summer Program Structure:**

- The club would be open 5 days per week from 7:30am till 5:30pm except for Holidays
- Breakfast, Lunch and mid-afternoon Snack will be provided daily
- Field trips will be provided each week for those youth that participated at least two other days in the program that week. This field trip is at no extra cost to the child/family.
- Swimming lessons will be provided if facilities can be accessed locally.
- Bus from Northumberland would arrive at about 9:30am daily and then would leave by 3:30 daily

**School Year Programs Structure:**

- Schools get out at the end of the day and those families that have signed up for the Boys & Girls Club program would ride the bus from Cople Elementary and from Washington District Elementary to the Boys & Girls Club.
- BGCNN would request the same opportunity be made available to both the Middle School membership as well as any high school. However, BGCNN would be willing to pick up from the high school if the need arose.
- Once youth and teens arrive at Club Snack/ Dinner will be served
- This would then be followed by Tutoring/Power Hour/ Homework help time
- Following this, other program opportunities would open up from Computer Technology to STEM programs, Art, Athletics, or other local and national program opportunities.
- At about 5:30 a Snack/Dinner would be served again for those youth and teens still at the club.
- Programs continue till 6:30 with the last youth needing to be picked up or taken home by bus by 7pm.
- On occasion, late evening and weekend events may be scheduled for youth and teens participation. Information on these activities would be given well in advance to parents in order to make arrangements.

**Summer fee structure:**

- Membership fee for the summer \$10 is typically waived if parents agree to attend a summer program parents orientation night
- Weekly Activity fee of \$30
- All field trips in the summer are covered by the activity fees.
- Registration Fees are currently waved for teens age 13-18

**School year fee structure:**

- Fall Semester Registration fee: \$25
- Winter/Spring Semester Registration Fee: \$25
- For any additional field trips in the school year, fees are passed on to the family.
- Registration Fees are currently waived for teens age 13-18.

Total for the year if a youth member attends and participates in all programs and activities the cost to the family should not be more than \$300 at the current time.



### **Justification for Funding**

#### **Impact on the Community**

**Youth Development:** Our programs are designed to provide critical life skills and opportunities for personal growth, which are essential for the development of future leaders in our community.

**Economic Benefit:** Investing in youth development contributes to a more educated workforce, which is beneficial for the local economy. In addition, affordable out-of-school-time youth development programming reduces the financial stress on families and allows family members to be more productive workers with the knowledge that their children

BGCNN would expect to need to hire the following positions for the county which are also seen as Economic Benefit:

- Unit Director – Typical Full-time Salaried position
- Program Director – Potentially a 30 hour per week Hourly full-time position
- Front Desk Membership manager – Part time
- 2 to 3 Youth Development Professionals- Part time
- Additional summer staff for high attendance times of the year – seasonal employment
- Kitchen Manager – Part time
- Custodian/Bus Driver
- The potential of 10-12 team members recruited from the local community.

**Social Cohesion:** By providing a safe and nurturing environment, we help reduce juvenile delinquency and promote community engagement.

#### **Conclusion**

BGCNN charges families only \$25 per school semester and \$30 per week during the summer program for youth to participate in club programming. This comes to \$300 per child per year; and these figures don't include the fact that BGCNN waives all fees for teens 13-18 years of age. Additional scholarships are provided if needed as no child is ever turned away due to family finances. The true cost associated with providing services to each child is over \$2,400 per year.

The Boys & Girls Club of the Northern Neck is committed to making a positive difference, and with your help, we can achieve even greater success.

**Former Washington & Lee High School**  
Montross, VA.

**ZONE 1**

**ZONE 4**

**GYM SPACE -**  
Shared with Schools  
CLUB ROOM, CLASSROOM, ETC. ROOM

**CAFETORIUM SPACE -**  
Shared with Schools  
CLUB ROOM

**Club Entrance**

**Club Office**

**Teen Center**  
Room #1  
Room #2

**Youth Center**  
ART CLASSROOM  
CLUB ROOM  
LEARNING CENTER  
STEP  
MULTI PURPOSE

**Kitchen and Food Storage area**

**EXIT**

**56**

**ZONE 8**



**Boys Girls Club of the Northern Neck**  
2025 Budget worksheet FINAL DRAFT

	2025 Corporate Budget	2025 Shared Budget	Westmoreland Projected Year 1 Budget	Westmoreland Projected Fall Budget Only
Revenue				
Total 1000 Great Futures	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -
1200 Club Rental	\$ 12,000.00			
Total 2000 Contributions Income	\$ 545,000.00	\$ 107,000.00	\$ 65,000.00	\$ 65,000.00
Total 2100 Fundraising Revenue	\$ 240,000.00	\$ 160,000.00	\$ 15,000.00	\$ 10,000.00
2200 Grants & Trusts				
Total 2201 BGCA Grants	\$ 255,000.00	\$ 77,000.00	\$ -	\$ -
2202 Local/ State/ Fed Grants				
.05 County Grants-Other (Westmoreland)	\$ 3,000.00	\$ 3,000.00	\$ 36,000.00	\$ 21,000.00
Total .01 County and City Grants	\$ 74,000.00	\$ 3,000.00	\$ 36,000.00	\$ 21,000.00
Total .02 DCJS - Title II	\$ 275,000.00	\$ 166,500.00	\$ 25,000.00	\$ -
.04 CACFP	\$ 245,000.00		\$ 70,000.00	\$ 35,000.00
.05 SFSP	\$ 50,000.00			
Total .03 Department of Education	\$ 911,000.00	\$ -	\$ 70,000.00	\$ 35,000.00
.04 VFHY Tobacco Grant	\$ 53,000.00			
Total .05 Bay Aging	\$ 15,000.00	\$ -	\$ -	\$ -
Total 2202 Local/ State/ Fed Grants	\$ 1,328,000.00	\$ 169,500.00	\$ 131,000.00	\$ 56,000.00
2203 Loc. Cmty. Grants & Trusts				
.17 BGCNN Foundation Funding	\$ 50,000.00	\$ 50,000.00	\$ 25,000.00	\$ 25,000.00
.18 Americorp Planning Grant	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	
.20 Grants & Trust - Other	\$ 100,000.00	\$ 100,000.00	\$ 49,000.00	\$ 10,000.00
Total 2203 Loc. Cmty. Grants & Trusts	\$ 466,000.00	\$ 325,000.00	\$ 174,000.00	\$ 35,000.00
Total 2200 Grants & Trusts	\$ 2,049,000.00	\$ 571,500.00	\$ 305,000.00	\$ 91,000.00
Total 3000 Program Fees	\$ 54,000.00	\$ 4,000.00	\$ 12,000.00	\$ 3,000.00
Total Revenue	\$ 3,000,000.00	\$ 942,500.00	\$ 397,000.00	\$ 169,000.00
Expenditures				
Total 5100 Staff & Volunteer Recognit	\$ 22,000.00	\$ 22,000.00	\$ -	\$ -
Total 5200 Safety & Security	\$ 15,000.00	\$ 9,970.00	\$ 3,000.00	\$ 1,000.00
Total 5300 Advertising/ Marketing	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -
Total 5400 Automobile Expense	\$ 12,500.00	\$ 11,300.00	\$ -	\$ -
Total 5500 Bank Service Charges	\$ 1,300.00	\$ 1,300.00	\$ -	\$ -
5600 Computer Equipment Expense	\$ 3,000.00	\$ 3,000.00		
Total 5700 Conferences/Meetings/Train	\$ 57,000.00	\$ 57,000.00	\$ -	\$ -
5900 Depreciation Expense	\$ 125,000.00	\$ 10,000.00		
Total 6000 Dues and Subscriptions	\$ 35,500.00	\$ 35,500.00	\$ -	\$ -
Total 6100 Business Insurance	\$ 57,000.00	\$ 21,000.00	\$ 3,000.00	\$ 3,000.00
Total 6200 Interest Expense	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -
Total 6300 Internet Service/ Website	\$ 7,000.00	\$ 825.00	\$ -	\$ -
Total 6400 Maintenance Supplies	\$ 26,000.00	\$ 18,400.00	\$ -	\$ -
Total 6600 Office Supplies	\$ 13,300.00	\$ 9,070.00	\$ -	\$ -
6700 Permits & Licenses	\$ 950.00	\$ 950.00		
Total 6800 Postage & Delivery	\$ 6,500.00	\$ 6,500.00	\$ -	\$ -
Total 6900 Professional Fees	\$ 36,500.00	\$ 8,750.00	\$ -	\$ -
Total 7000 Program Expenses	\$ 210,000.00	\$ 76,311.00	\$ 10,000.00	\$ 5,000.00
Total 7100 Food Supplies	\$ 163,497.55	\$ 163,497.55	\$ 40,000.00	\$ 15,000.00
Total 8000 Rent/ Lease	\$ 50,000.00	\$ 2,000.00	\$ -	\$ -
Total 8100 Repairs	\$ 18,000.00	\$ 18,000.00	\$ 6,500.00	\$ 3,000.00
Total 8200 Fundraising Expenses	\$ 52,000.00	\$ 32,000.00	\$ 5,000.00	\$ 5,000.00
8300 Staff Uniforms	\$ 6,500.00	\$ 6,500.00		
Total 8400 Telephone	\$ 8,000.00	\$ 8,000.00	\$ 1,000.00	\$ 500.00
Total 8500 Travel	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -
Total 8600 Utilities	\$ 60,000.00	\$ 5,400.00	\$ 25,800.00	\$ 14,900.00
Total 8700 Transportation	\$ 52,250.00	\$ 41,250.00	\$ -	\$ -
9000 Wages, Salaries & Benefits				
Total .07 RCU/Westmoreland	\$ 243,514.42	\$ -	\$ 227,464.42	\$ 81,214.07
Total 9100 Payroll	\$ 1,679,259.85	\$ 658,842.67	\$ 227,466.13	\$ 81,215.78
Total 9000 Wages, Salaries & Benefits	\$ 1,919,531.20	\$ 810,651.10	\$ 247,368.29	\$ 88,428.79
9120 Unit Affiliation Fee		\$ 467,674.65	\$ 46,767.47	\$ 23,383.73
Total Expenditures	\$ 2,989,328.75	\$ 1,410,174.65	\$ 388,435.76	\$ 159,212.52
Net Revenue	\$ 10,671.25	\$ (467,674.65)	\$ 8,564.24	\$ 9,787.48

Budget Draft as of 2/24/2025

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# Boys Girls Club of the Northern Neck

2025 Budget worksheet FINAL DRAFT

	2025 Corporate Budget	2025 Shared Budget	Westmoreland Projected Year 1 Budget	Westmoreland Projected Fall Budget Only
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## OUR PROGRAMS

### Something to Inspire Everyone!



#### **TORCH Club\***

Youth Leadership & Service Club

#### **Keystone Club\***

Teen Leadership & Service Club

#### **Power Hour\***

Provides time, space and help for homework

#### **Project Learn\***

Fun, academically-focused activities

#### **Positive Action\***

Emphasizes character development with social and emotional learning

#### **STEM Programs\***

Introduces fun ways to learn about science, technology, engineering & mathematics (for example, Summer Drone Camp)

#### **Summer Brain Gain\***

Stimulating summer academic activities for all age groups

#### **Mentoring**

Mentors provide year-round positive reinforcement and support

#### **Teen Talk**

Encourages member discussion of contemporary issues, both public and personal

#### **Money Matters\***

Basic money management skills to promote financial responsibility

#### **Career Launch\***

Offers support for career goal-setting; skills for getting and keeping jobs

#### **SMART Moves\***

Features skills mastery and resistance training to promote healthy habits

#### **Passport to Manhood\***

Interactive activities for boys 11-14 focused on character & manhood

#### **SMART Girls\***

Small group health, fitness, self-esteem sessions for girls 10-17

#### **Triple Play\***

Comprehensive health/wellness program with activities focused on mind, body and soul

#### **Basketball**

Focuses on healthy lifestyles; teamwork; character building

#### **Teen Chef**

Nutrition education through practice in healthy cooking

#### **Ms. Manners**

Social etiquette, dining manners, exercises in building self-esteem

#### **Chess Club**

#### **Fun Friday**

Interactive gaming and other fun activities

#### **We also provide:**

- Arts & Crafts activities
- Daily snack and dinner during the after school program
- Breakfast, lunch and daily snack during the summer program
- Monthly teleconference calls with UVA Athletic Department
- Year-round field trips
- Track 50 meters, softball toss, standing long jump, soccer
- Free wireless internet
- Volunteer opportunities

\*Programs supported by Boys & Girls Clubs of America



**BOYS & GIRLS CLUBS**  
OF THE NORTHERN NECK

517 North Main Street, P.O. Box 564, Kilmarnock, Virginia 22482  
(804) 435-9696 | [info@bgcnn.org](mailto:info@bgcnn.org) | [bgcnn.org](http://bgcnn.org)

After Mr. Mumford's presentation, he asked the Board if they had any questions.

Mr. Hynson asked what the basic round figure the other counties are paying to support the program was.

Mr. Mumford stated it ranges from \$10,000 to \$45,000. He noted that Lancaster has been around the longest and has the largest membership but the request is based on membership.

Mr. McCormack stated that he started as a teacher in Richmond County when he retired from the military in 2022, and this program is fantastic. The kids go to the cafeteria, get into a 15-passenger van, and go on their way. This program is excellent for the kids and the parents because it allows them to work longer if they need to and not have to worry about their kids. He noted that he supports this club coming to Westmoreland County.

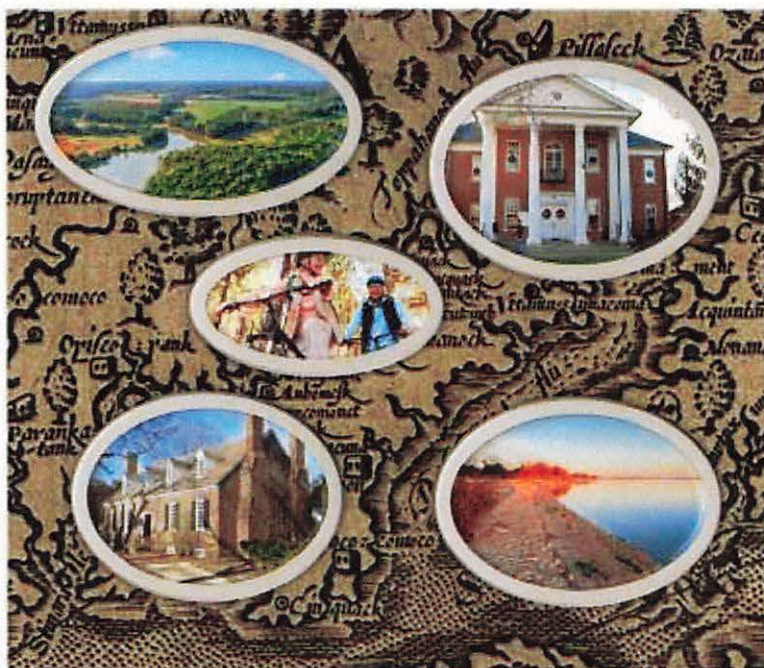
Mr. Ingram thanked them for the presentation, and the opportunities are endless. He firmly believes that investing in the youth with the Boys and Girls Club is the best return on your investment. If you take a child that doesn't have that support at home and give them the guidance and mentorship to put them on a path in success in life, you cannot put a price on that.

Mr. Mumford stated that they strongly believe in using volunteers and have a strong volunteer core. They will be reaching out to people who can't contribute financially but want to give their time or talent to provide kids with opportunities. Mr. Mumford thanked the Board for their time and for letting him give the presentation. He said he hoped to be back again soon for more information and plans.

C. Strategic Plan Discussion, Jim Taylor, County Administrator

Mr. Taylor gave a presentation on the Strategic Plan they have been working on. He noted to the Board members that a copy of the presentation was in front of them and if they wanted to make any notes or underline anything, it would be beneficial. The presentation is below:





# Board of Supervisors Strategic Plan Workshop

February 24, 2025



## Strategic Plan 2025



### Agenda

- Vision Statement
- Mission Statement
- Guiding Principles

### Goals

- Board Input & Direction
- Are we on the right track?
- What are we missing?

## Vision

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- Short, simple description of long-term goals
  - Some examples:
    - Cedar County: A safe, vibrant community leading the way in rural quality of life.
    - Lakeside County: Where natural beauty meets economic opportunity.
    - Summit County: A place where all residents can live, work, and thrive.
    - Green Valley County: Leading in agriculture, strong in community, ready for tomorrow.
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## Draft Vision for Westmoreland County

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Westmoreland County envisions a future for our **community** that blends our **rich historical heritage** with **sustainable growth**, while preserving our **agricultural roots** and **natural coastal beauty**.

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# Draft Vision for Westmoreland County

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We strive to be a thriving rural community where:

- Our historic landmarks and cultural assets are preserved and celebrated, honoring our role as the birthplace of great American leaders and our significant place in our nation's story.
  - Our waters, farmlands, and forests are protected and sustainably managed, ensuring these precious resources remain vibrant for future generations while supporting our agricultural and maritime industries.
  - Our communities are connected and resilient, offering high-quality education, accessible healthcare, and diverse economic opportunities that enable all residents to prosper while maintaining our cherished small-town character.
  - Our infrastructure and services evolve thoughtfully to meet modern needs while respecting our rural identity, supporting both our current residents and measured growth that enhances our community's fabric.
  - Together, we work to create a county where tradition and progress walk hand in hand, where every resident can build a fulfilling life, and where our natural and cultural heritage continues to inspire and sustain us for generations to come.
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## Mission

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- Explains our purpose – why do we exist?
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## **Draft Mission Statement for Westmoreland County**

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Westmoreland County strives to preserve our rich historical heritage while fostering sustainable growth and development that enhances the quality of life for all residents.

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## **Draft Mission Statement for Westmoreland County**

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We are committed to:

- Providing efficient, transparent, and responsive local government services that meet the diverse needs of our community
  - Protecting and maintaining our natural resources, rural character, and agricultural traditions that have defined our county since 1653
  - Supporting economic development that creates opportunities while respecting our community's values and environmental stewardship
  - Ensuring safe neighborhoods, excellent schools, and accessible public facilities that serve residents of all ages
  - Promoting civic engagement and collaborative decision-making that empowers citizens to help shape our county's future
  - Through dedicated leadership and careful planning, we aim to build upon our legacy as the birthplace of great Americans while creating a vibrant, welcoming community where current and future generations can thrive.
-

## **Guiding Principles**

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- Key values – what is most important?

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## **Draft Guiding Principles for Westmoreland County**

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### **Heritage and History**

We honor our distinguished legacy as the birthplace of American presidents and leaders, preserving historic sites and sharing our stories with future generations. Our commitment to historical preservation strengthens our community identity and enriches our cultural landscape.



# Draft Guiding Principles for Westmoreland County

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## Environmental Stewardship

We protect and maintain our natural treasures - from the shores of the Potomac and Rappahannock Rivers to our forests and farmlands. We recognize that responsible environmental management ensures a sustainable future for our community.

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# Draft Guiding Principles for Westmoreland County

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## Agricultural Heritage

We value our agricultural traditions and support our farming community. Working farms and watermen are vital to our economy and way of life, connecting us to generations of rural tradition while embracing innovative practices.

# Draft Guiding Principles for Westmoreland County

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## Quality of Life

We foster a high quality of life for all residents through:

- Safe, well-maintained neighborhoods
- Access to outdoor recreation and natural spaces
- Strong emergency services and healthcare
- Excellence in education
- Support for our senior community

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# Draft Guiding Principles for Westmoreland County

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## Balanced Growth

We pursue thoughtful development that:

- Preserves our rural character
- Strengthens our local economy
- Maintains affordable living
- Protects property rights
- Enhances community services While ensuring infrastructure keeps pace with growth

# Draft Guiding Principles for Westmoreland County

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## Community Spirit

We celebrate our strong sense of community through:

- Active citizen participation in local government
- Support for community events and gatherings
- Volunteer service and civic engagement
- Cooperation between neighborhoods and communities
- Programs that bring together residents of all ages

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# Draft Guiding Principles for Westmoreland County

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## Economic Vitality

We support a diverse, resilient economy by:

- Encouraging local business development
- Promoting tourism responsibly
- Supporting our agricultural and maritime industries
- Providing opportunities for workforce development
- Maintaining responsible fiscal management



# Draft Guiding Principles for Westmoreland County

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## Educational Excellence

We invest in education through:

- Strong public schools
- Workforce development programs
- Lifelong learning opportunities
- Partnership with regional educational institutions
- Support for libraries and cultural resources

---

# Draft Guiding Principles for Westmoreland County

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## Good Governance

We maintain transparent, responsive local government that:

- Encourages citizen participation
- Manages resources efficiently
- Plans proactively for the future
- Coordinates with regional partners
- Provides high-quality public services

These values guide our decisions, shape our policies, and strengthen our community as we work together to preserve the best of our past while building a prosperous future for all residents of Westmoreland County.

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## Discussion



## Proposed Timeline – Strategic Plan

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January	Feb/March	April	May/June	July
Draft Plan	Citizen Survey	Present Recommendations	Share with Public	Finalize





## Strategic Plan Focus Areas

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- Focus Area Examples
    - public safety
    - education
    - human services/caring community
    - Economic development/tourism/managed growth
    - preserve rural character
    - active lifestyles
  - Strategies/objectives/initiatives - Goals to carry out priorities and specific measures
- 

After Mr. Taylor's presentation, he asked if there were any questions.

Mr. Hynson stated that a lot of thought must have gone into it because he cannot find anything wrong with it. He noted that everything is on the right track it is now just figuring out what taker priority.

Mr. Taylor stated that the next step is to develop the priorities and goals and how they will be measured. This is at the broad level, and the next step is to narrow them down.

Mr. McCormack stated that he only underlined two things under draft vision. He likes accessible healthcare, which is lacking in the county. Under environmental stewardship, we have a lot of watersheds and creeks in the Chesapeake Bay. He noted that Mr. Taylor is on the right track and is what they were looking for.

Mr. Trivett stated that good plans start somewhere, and it is a start, and you can't go anywhere without a beginning. It is excellent and well put together. He highlighted and agreed that accessible healthcare is lacking, and it is hard to go 40 miles to get healthcare. He said it is one of the biggest deals to look into and how to make it more accessible.

Mr. Ingram stated that he did an amazing job putting everything together. He agree that the health accessibly is lack and with the retirement age that we have in the county with

activities for people to do. Educational workforce development is needed with partnership institutions. He noted that he was very impressed with the presentation and that he had an opportunity to make a strategic plan and the feds would come. He said he might get Mr. Taylor to help him the next time.

Mr. Trivett stated that he hears a lot about affordable housing, which needs to be figured out, where a good place is, and how it could happen.

Mr. Taylor stated that the strategic plan focuses on responsible development and growth management. If affordable housing needs to be prioritized, then it needs to be said and made clearer.

The Chairman stated that he was just approached about affordable housing last week. He felt that incorporating and recognizing the senior population would be a great initiative to look and see what can be provided for them as well. There isn't anything that is geared toward the senior population in the county now. He noted that the strategic plan now has different priorities years ago, a lot of the foundation things have already been done such as water and sewer, industrial park, etc. you don't have to invent the wheel but locate and embrace what is before us. He agreed with Mr. Ingram that the presentation was excellent, and he did not know at first run if he could have done a better job.

Mr. Taylor stated that in terms of the process we will work with staff and residents. We will want create a survey for the public and get there input. The heavy lifting is done, now we will set goals and decide what takes priority. Which is yet to come. He noted that they are on track as far as the timeline that they wanted to set to get something in place by the summer. He asked the Board to take time and, if they have any ideas or thoughts, to contact him so they can be included in the draft. He asked them to also think about a tag line like the birthplace of a nation, birthplace of America, birthplace of presidents, etc.

Mr. Hynson stated that birthplace of freedom sounded good, and that Westmoreland County is quite famous.

The Chairman asked the Board members to give the copies of the presentation that was provided to Mr. Taylor and any input they have so everything can be incorporated.

D. Compensation Study Update, Donna Cogswell, Assistant County Administrator

Ms. Cogswell gave a presentation on the compensation study that has been ongoing for quite some time. The presentation is below.



Board of Supervisors

Compensation Study  
February 24, 2025



## History

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- The need for the Compensation Study was due to employee turnover and lack of qualified candidates applying for job openings:
    - The cost to replace an employee is approximately 1.5 times their salary;
  - Last Compensation Study was done in 2016;
  - At the June 2023 Board of Supervisors meeting the Board authorized the County Administrator to prepare an RFP on compensation pay and classification plans for Westmoreland County;
  - At the September 2023 Board of Supervisors meeting the interview results were presented and Management Advisory Group International, Inc. in Fairfax was the approved vendor:
    - First draft Study was received March 8, 2024; and
    - A revised draft Study was received on November 19, 2024.
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## Compensation Task Force Members

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- Although the members have changes some since the Task Force was first created in 2023, the current members are :
    - Tim Trivett, Supervisor
    - Jim Taylor, County Administrator
    - Donna Cogswell, Assistant County Administrator
    - Captain Joshua Jones, Sheriff's Office
    - Captain Tiffany Bounds, EMS
    - Will Hoover, Commissioner of the Revenue
    - Karen Foxwell, Finance
-

## **APPROACH**

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- Management Advisory Group International, Inc. conducted a compensation survey and assessment of jobs for all current County classifications. The Study included:
    - Salary survey results;
    - Current organizational structure;
    - Discussions with HR and review of current compensation practices;
    - Job analysis based on job questionnaires; and
    - Internal equity and external competitiveness considerations.
- 

## **OBJECTIVES**

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- The Objectives of the Study:
    - Conduct a review of all County job titles;
    - Gather salary and compensation data from similar/competitor organizations;
    - Develop a revised classification plan, compensation and pay plan; and
    - Provide options for the County's consideration to find a reasonable and cost-effective way to transition to the new plan(s).
-



## MARKET REVIEW

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- Market Salary Survey was conducted with comparable classifications with selected localities:
    - Caroline County, VA
    - Essex County, VA
    - Gloucester County, VA
    - King George County, VA
    - King William County, VA
    - Lancaster County, VA
    - Middlesex County, VA
    - Northumberland County, VA
    - Richmond County, VA
    - Spotsylvania County, VA
    - Stafford County, VA
    - City of Fredericksburg, VA
- 

## PAY PLAN STRUCTURE

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- All positions included within the scope of the study are assigned to the unified pay plan:
    - The plan has a pay range of 60% from minimum to maximum.
    - There is 5% between each pay grade.
  - Management Advisory Group International, Inc. recommends the following:
    - The new compensation structure would go into effect as soon as feasible along with the recommended salary adjustments;
    - Calculations would be made to bring employees to at least the minimum of their recommended pay range;
    - An "equity" adjustment, based on time within current position is applied thus eliminating compression across the County, especially within the Sheriff's office and EMS.
-

## COMPENSATION PHILOSOPHY

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- Westmoreland County embraces this fair and equitable compensation plan to support achievement of the follow goals:
    - Attract and retain a high-quality workforce;
    - Reward and retain qualified employees;
    - Provide a fair and consistent framework for assigning jobs;
    - Maintain salary structures at market competitive levels;
    - Ensure fair and consistent pay practices;
    - Comply with applicable laws and regulations;
    - Operate within the constraints of fiscal resources; and
    - Be an employer that inspires excellence.
- 

## METHODOLOGY

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POSITION	MARKET AVERAGE	CURRENT SALARY	NEW SALARY
EMT Basic BLS	\$45,565	\$34,506	\$45,565
Deputy Sheriff	\$50,235	\$46,000	\$50,235
Benefit Programs Specialist I	\$41,329	\$38,000	\$41,329

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## Next Steps

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- No action needed tonight;
- The Task Force would ask the Board of Supervisors approve the new pay plan, job classifications and the suggested implementation schedule, as part of the budget process; and
- Develop a communication plan.



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After the presentation, Ms. Cogswell asked if there were any questions.

The Chairman stated that they can't keep delaying this and still expect to get good employees. Based on the information provided, they need to come up with a plan of implementation. He noted that the longer you wait the worse it will be.

Mr. Taylor stated that this needs to be a priority as they work through the budget process. He noted that this has been talked about for a while now and the employees have heard a lot about it but not seeing any action. Mr. Taylor stated that something needs to be done now and he appreciates the Board's consideration and support as they bring a budget which will place the compensation study as a priority.

Mr. Trivett stated that they also talked about the multiplier, 1.7 versus 1.85 that the other localities give which is higher for the retirement.

Mr. Taylor stated that they are also looking at it and will present it to the Board during the budget process. He noted that he spoke to the Sheriff about it and would like it to be considered. They will have to determine the priorities as they go through the budget process.

Ms. Cogswell stated that they have done some research and Westmoreland County is one of the only counties without the 1.85 multiplier.



Mr. McCormack stated that \$34,500.00 stood out to him for the EMT Basic. He asked if healthcare is the only benefit they receive from the county. He noted that it is such a small number compared to what they pay in healthcare costs.

Ms. Cogswell answered, no, there is no other benefits.

Mr. McCormack asked when this is approved what the bottom line was for the budget increase.

Mr. Taylor stated that the estimates are around one million dollars, it is significant but they have identified saving money through other means which will be part of the packet that is presented during the budget presentation.

Ms. Cogswell noted the longer they wait on this the more expensive it will be down the road.

Mr. Ingram stated that they should approve this and they have to take care of their employees. \$34,000 dollars was a salary 25 years ago and you can't live off of that now.

He noted that they ask a lot of the first responders and they should not be paid that.

The Chairman stated that they couldn't keep delaying this and hopefully, they won't get this far behind again. The Chairman stated that he feels the Board is in agreement that this will be one of the top priorities.

E. CivicPlus Web Page Presentation, Jim Taylor County Administrator

Mr. Taylor gave a presentation and an update on the county's website. The presentation is on the next page:



# Board of Supervisors Website Update

February 24, 2025



## Benefits of a modern website

1. Welcoming and attractive
2. Improved accessibility and convenience
3. Enhanced transparency and civic engagement
4. Streamlined service delivery
5. Resource efficiency
6. Economic development support

## Regional Comparison

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## Civic Plus

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- Leader in local government technology
- Over 10,000 local government customers
- Over 340 million resident users
- 98% retention rate



## **Implementation and costs**

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- Six month process upon agreement
    - Website Design
    - Training
    - Testing
  - Current website costs approximately \$8,000 per year
  - New costs \$42,000 per year (difference of \$34,000)
  - Incentive to sign by March 1, 2025
  - Can be covered by the General Fund in the current fiscal year
- 

## **Recommendation**

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Direct County Administrator to execute an agreement to implement a new website

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After the presentation, Mr. Taylor asked if there were any questions.

Mr. McCormack stated that he deals with a company through his business website, and they offer bundle packages because they are more cost-effective. He asked if Civic Plus offers an ala cart package that best fits the county, if going with a bundle would be cheaper, and who will get the website training.

Mr. Taylor stated that CivicPlus demonstrated three modules: the basic website; Civic Clerk, which helps manage the meetings' agendas and minutes; and something to help with accessibility, such as color, font, language that is used, etc. he noted that it was one of the options they weren't too sure about because there are requirements that need to be met.

Mr. McCormack stated that he felt the current website seemed like an out-of-date SharePoint site. He liked King George County's website. He noted that the line that accumulates for tax season is a problem, and the third-party website that is used is confusing and does not provide clear instructions. He stated that he always has to call the county because he never gets any type of receipt showing that he paid. He would like to see a new way to interact with the county on the website.

Mr. Taylor stated that there will be some efficiencies that we would gain in terms of process. He noted that he also saw the lines that accumulate during tax time, and it is something that needs to be addressed. They plan to have fifty web masters working for the county, who can go on and make changes at any time.

Mr. McCormack also asked if a ticket system can be incorporated for people that are applying for land use permits so they no longer have to call the county for an update and track the progress themselves.

Mr. Taylor stated that King George County has a button for permits on their site and will follow up with the vendor about to see what is possible. He noted that the functionality is going to increase significantly in terms of what the county can offer to the residents.

Mr. Trivett asked to make sure that there will be dedicated people to help keep the website up to date. He noted that keeping the website current has always been an issue. In order to keep up with the permits would have to have someone keeping up with that daily.

Mr. Taylor stated that, that would be part of the implementation process, to put a team together not only designing but maintain the website. He noted that if they don't have website maintained as a part of someone's job it will not stay up to date.

Mr. Taylor stated that it is his understanding that when someone checks on a permit, it sends an email to a contact or department.

Chairman Fisher stated that if there is no further discussion, the Board can take action to direct the County Administrator per his recommendation to proceed, the cost can be authorized and the funds are available in the general funds. He noted that the current website is far from the best.

Mr. Hynson stated that last permit he received from King George took 10-15 minutes, it takes way longer in Westmoreland to get a permit and something needs to change.

The Chairman what the pleasure of the Board was and he was open to receive a motion for approval.

The Chairman asked the total price.

Mr. Taylor stated that it is \$42,000 total per year.

Mr. McCormack asked Mr. Taylor to please stay on top of the website if they are going to spend this type of money. He noted that if he were the county administrator, he would love to be able to pull up the permits and when it was last updated and be able to call the office and question why something hasn't been updated in weeks.

With no further discussion, upon Motion by Mr. Trivett, Seconded by Mr. McCormack, with Mr. Trivett, Mr. Ingram, Mr. Hynson, Mr. McCormack, and the Chairman voted "aye". The authorized the County Administrator to execute an agreement with CivicPlus for a new website in the amount of \$42,000.00 per year.

## 5. ACTION ITEMS

### A. Memorandum of Understanding with Town of Montross, Jim Taylor, County Administrator

Mr. Taylor stated that the MOU would spell out the arrangement between the county and the town of Montross for trash collections. The Town of Montross approached the county to assist them with their trash; it shows the responsibilities of both parties, and they would both gain something from this. Mr. Taylor read the responsibilities from the

Town of Montross in the MOU and stated that the trash exempt from the bulk weight fee shall not exceed a certain amount of tons per week unless agreed upon by both parties in writing. A base level needs to be determined so that the Board is conformable and does not exceed per week based on the tonnage collected from the town. He noted that the county does pay the Town of Montross every month to pick up from several sites in Town that the county owns and under this arrangement the county would stop paying that trash fee. Mr. Taylor then read the responsibilities of Westmoreland County. He noted that both parties gain something from this partnership, and the county added three additional sites for the Town of Montross to pick up free of charge: The George D. English Building, behind the A.T. Johnson building, and the Westmoreland County Park. They may need to change the size of the receptacles at the County Park, but it is possible. The Town of Montross gains by letting their vendor dump at the transfer station, keeping the fee affordable to residents. He noted that the county attorney did review the document.

The Chairman stated they need to get an idea or an average per ton per week to be inserted in the MOU. They cannot just pick a random number, it needs to be calculated so the Board will know what is reasonable.

Mr. Taylor stated that they have a good idea of what that is now based on 300 homes, businesses, and county offices. He noted that they have been in contact with the Town of Colonial Beach and they know what their tonnage per week is based on how many homes they have. Mr. Taylor stated that the first week the vendor picks up would be a good way to establish a baseline.

Mr. Ingram felt that the MOU is a move in the right direction and it will benefit the county and the two towns.

Mr. Trivett stated that he was aware that Mr. Taylor had met with the Town of Colonial Beach. Maybe before they sign with a company, the town workers could do the run and tell Mr. Taylor exactly how many tons. It would give him a basic number. There may be a formula out there that tells you how many tons.

The Chairman stated that the Memorandum of Understanding is before the Board and would like to take action to instruct the County Administrator to proceed. He noted that the average per ton per week will be added in the MOU once a baseline is established.

With no further discussion, upon Motion by Mr. Ingram, Seconded by Mr. McCormack with Mr. Trivett, Mr. Ingram, Mr. Hynson, Mr. McCormack and the Chairman voted "aye". The Board authorized the County Administrator to enter into an Agreement with the Town of Montross and the County regarding trash pickup.

**\*\* MEMORANDUM OF UNDERSTANDING WITH THE TOWN OF MONTROSS ON NEXT  
PAGE \*\***



## **MEMORANDUM OF UNDERSTANDING**

### **COUNTY OF WESTMORELAND and TOWN OF MONTROSS**

This Memorandum of Understanding ("MOU") is entered into \_\_\_\_\_, by and between Westmoreland County ("County"), a political subdivision of the Commonwealth of Virginia, AND the Town of Montross ("Town"), a political subdivision of the Commonwealth of Virginia. County and Town may be collectively referred to as "Parties" and individually as "Party".

**WHEREAS**, Westmoreland County government offices are located within the Town of Montross; and

**WHEREAS**, Westmoreland County and the Town of Montross wish to enter into a voluntary use MOU for the purposes of trash service within the Town, to include trash pickup at County offices; and

**WHEREAS**, this Agreement is intended to establish the framework for trash pick-up and disposal for Town residents and County offices.

**NOW, THEREFORE**, in consideration of this mutual agreement, as set forth herein, the Parties agree as follows:

#### **I. Responsibilities of Town of Montross**

- A. Select a trash vendor.
- B. Communicate expectations per written agreement with the approved vendor that the only trash collected is from Town residents, Town businesses, and County offices and that only trash from approved customers is allowed to be dumped at the County's Transfer Station at no charge. The trash exempt from the bulk weight fee shall not exceed \_\_\_\_\_ tons per week unless agreed upon by both parties in writing.
- C. Inspection of the trash truck at the beginning of the shift to ensure the truck is empty.
- D. Ensure that the approved vendor is crossing the scales at the Transfer Station to determine the weight of the trash and that the vendor certifies in writing that the trash collected is only from the assigned collection sites in the Town.
- E. Monitor the trash collection within the assigned area to establish a bulk weight baseline.
- F. Alert the County to any deviations from the established baseline.
- G. Utilize the selected vendor to collect trash from assigned County office locations at no charge to the County.

**II. Responsibilities of Westmoreland County**

- A. Approve the Town's trash vendor.
- B. Allow the Town's trash vendor, subject to approval by the County, to dispose of trash from the Town residents, Town business and County offices at the County's Transfer Station at no charge.
- C. Randomly inspect and monitor the trash truck to ensure the vendor is only collecting trash from the Town.
- D. Review and process invoices from the County's Transfer Station contractor and report any discrepancies related to collection in the Town to the Town.

**III. Entire Understanding**

This Agreement contains the entire understanding of the Parties as to the matters contained herein, and it shall not be altered, amended, or modified except in writing by authorized officials and agreed to in writing by all Parties.

**IV. Governing Law**

This Agreement shall be governed in all respects by the laws of the Commonwealth of Virginia. The Parties shall abide by all applicable federal, state, and local laws and regulations.

**V. Binding Effect**

In accordance with, and subject to, all applicable laws of the Commonwealth of Virginia, this Agreement shall inure to the benefit of, and be binding upon, the Parties hereto and their respective successors and assigns.

**VI. Availability of Funds**

It is understood and agreed between the parties herein that this agreement shall be bound hereunder only to the extent of the funds available, or which may hereafter become available for the purpose of this agreement.

**VII. Termination Without Cause**

Either Party may terminate this Agreement upon thirty (30) days' written notice to the other Party. No rights and duties hereunder shall accrue beyond the effective date of cancellation.

**AUTHORIZED SIGNATURES ARE ON THE FOLLOWING PAGE**

Page 2 of 3

As evidence of their agreement to the terms and conditions set forth herein and to their individual authority to bind their respective agencies to this Agreement, the Parties affix their authorized signatures hereto, this \_\_\_\_ day of \_\_\_\_\_, 2025:

**Westmoreland County:**

**Town of Montross:**

\_\_\_\_\_  
James P. Taylor  
County Administrator

\_\_\_\_\_  
Francine G. Taylor  
Town Manager

**Approved as to Form:**

\_\_\_\_\_  
Richard H. Stuart  
County Attorney

- B. Closed Session under section 2.2-311A.1, 6, and 8. Discussion of performance of public schools, discussion of the investment of public funds and discussion of a potential appointment to the Planning Commission.

With no further discussion, upon Motion by Mr. Trivett, Seconded by Mr. McCormack, carried unanimously, the Board moved into Closed Session.

**RECORDING WAS STOPPED, AND THE MEETING MOVED TO CLOSED SESSION**

Chairman Fisher asked for a motion to return to Regular Session from Closed Session. Upon Motion by Mr. McCormack, Seconded by Mr. Ingram and carried unanimously, the Board meeting returned to Regular session from Closed Session.

Chairman Fisher then asked for a Certification Motion stating that nothing other than what was listed on the call under Sec 2.2-3711(A)(1) was discussed during the Closed Session and no action was taken.

Upon Motion by Mr. McCormack, Seconded by Mr. Ingram and carried unanimously, with Mr. Trivett, Mr. McCormack, Mr. Hynson, Mr. Ingram and the Chairman voted "aye." The Certification Motion was approved.

6. ADJOURNMENT

Chairman Fisher asked if there was any further business to bring before the Board, and then he asked for a motion to adjourn.

With no further business, upon Motion by Mr. McCormack, Seconded by Mr. Hynson, carried unanimously. The Board adjourned the meeting at 9:00 p.m.

The next scheduled meeting is Monday, March 10, 2025, at 6:00 p.m. in the George D. English, Sr. Memorial Building.

Chairman, *Darryl E. Fisher*