



AT A BOARD OF SUPERVISORS BUDGET WORKSHOP HELD IN THE VILLAGE BUILDING CONFERENCE ROOM, AT 3910 OLD BUCKINGHAM ROAD IN POWHATAN COUNTY, VIRGINIA, AND REMOTELY BY ELECTRONIC MEANS ON MARCH 16th 2023, AT 3:00 PM.

Board of Supervisors Present: David T. Williams, District 1,
Steve W. McClung, District 2, Vice-Chair
Mike W. Byerly, District 3, Chair
Bill L. Cox, District 4,
Karin M. Carmack, District 5

Board of Supervisors Absent: None

County Staff Present: Bret Schardein, County Administrator
Will Hagy, Deputy County Administrator
Charla Schubert, Finance Director
Thomas Vo, Budget Manager
Phil Warner, Fire and Rescue Chief
Taylor Goodman, Deputy Fire and Rescue Chief
Kim Schmitt, Operations Manager Public Safety
Communications
Karen Alexander, Director of Elections (Virtual)
Melissa Lowe, Human Resources Manager
Johnny Mellis, Utilities Director
David Dunivan, Building Official (Virtual)
Roxanne Salerno, Economic Development Manager
(Virtual)
Megan Heatwole, Director of Parks and Recreation
John Wood, Director of IT/GIS
Chandra, McPherson, Library Director

Constitutional Officers Present: Brad Nunnally, Sherriff
Becky Nunnally, Treasurer (Virtual)
Jamie Timberlake, Commissioner of the Revenue
Teresa Dobbins, Clerk of the Circuit Court
Rob Cerullo, Commonwealth's Attorney

Guests Present: None



1. Call to Order

Chairman Byerly called the meeting to order at approximately 6:30 PM.

2. Pledge of Allegiance

Mr. Williams led the pledge of allegiance.

3. Invocation

Mr. McClung led the invocation.

4. Requests to Postpone Agenda Items and Additions, Deletions, or Changes in the Order of Presentation

None

5. Formal Approval of Agenda

Ms. Carmack motioned to **approve** the agenda as presented.

Mr. McClung seconded the motion.

Chairman Byerly, Ms. Carmack, Mr. McClung, Mr. Coz, and Mr. Williams voted AYE.

VOTE 5-0

MOTION PASSED

6. County Administrator Updates

None

7. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)

Chairman Byerly opened the public comment period.



[Teresa Dobbins \(Clerk of the Circuit Court\), 3158 Lees Landing Road,](#) stated that she has requested a pay increase for the chief deputy clerk for the past nine years, which has yet to be granted. She asked the Board to reconsider this decision.

[Debbie Weir, 1501 Page Road,](#) asked that the Board of Supervisors and Powhatan Today implement several strategies to make public hearing information accessible.

Seeing no one else wishing to speak, Chairman Byerly closed the public comment period.

8. Old Business

a. Review Departmental Budgets to include Personnel

Mr. Schardein gave an overview of the proposed FY2024 County budget based on a 75-cent tax rate. He gave a detailed presentation of each department's budget, including the assessor's office, building inspections, circuit court clerk, commissioner of revenue, commonwealth attorney, county administrator, economic development, extension office, finance, fire and rescue, human resources, IT department, libraries, parks and recreation, permit center, and the planning department.

Mr. Williams asked Mr. Schardein to gather information on where the County is with the Constitutional officers and social services. Mr. Cox asked if the personnel costs included the seven percent salary increase, and Ms. Schubert explained that the salary increase had been set aside until the Board decided what they would fund.

Mr. Williams asked how the Board's decision would affect the contingency fund, and Ms. Schubert said that if the Board votes against the salary increase, she will adjust the transfers.



Mr. Williams asked about the proposed commercial inspector position, and Mr. Schardein explained that the position was deemed necessary because of the steady business increase over the last several months. Mr. Williams asked if the position has any transferrable skills, and Mr. Schardein confirmed that employees are being cross-trained between commercial and residential. Mr. Cox asked how the proposed position would affect time efficiency, and Mr. Schardein said that the position would help fill vacancies that cause delays. Chairman Byerly and Mr. Cox asked for more specific information and numbers. Mr. Dunivan stated that commercial certifications are built into the offer letters, and he added that it is difficult to find an applicant with residential and commercial certifications.

Ms. Carmack requested that the Board include funds for the circuit court clerk budget to increase the chief deputy clerk's pay. Chairman Byerly and Mr. McClung agreed. Mr. Williams expressed the importance of going by the book regarding pay increases, and Ms. Dobbins noted that Ms. Holy's staff received three pay raises before she received one. She added that Ms. Holy is eligible to make up to 90% of her salary. Mr. Williams asked that the HR director provide more information. Ms. Carmack expressed the importance of rewarding employees with exceptionally high performance.

Mr. McClung expressed support for the construction of the DMV Select. Chairman Byerly asked if the deputy clerk II position was built into the stipend for extra DMV employees, and Mr. Timberlake confirmed this. Chairman Byerly asked about the time frame to put the DMV Select into operation. Mr. Timberlake said they would



begin construction as soon as possible, and it should be operational by the end of 2023.

The Board went over the Commonwealth Attorney duties and responsibilities.

Mr. Schardein explained that the addition of a grant writer would most likely create a net positive revenue. He noted that grants are written by each department as of this moment. Mr. Williams asked how the grant writer would identify the applicability of grants to specific departments. Mr. Schardein explained that the grant writer would familiarize themselves with each department and receive opportunities found by the departments themselves. Mr. Williams pointed out that many staff members will have to be involved in the process. Mr. Cox asked why it was the right time to add the position, and Mr. Schardein explained that there is no perfect time, and the County could choose to do it another year. Mr. Williams asked Mr. Schardein to research whether surrounding localities have taken a similar approach and what the outcome has been. Chairman Byerly suggested they use Plan RVA as a resource for guidance and opportunity.

Mr. Cox asked why the Board is giving the economic development department the block plan instead of looking at its individual projects for the upcoming year. Mr. Schardein said this would give the department the funding to complete projects more quickly. Mr. Williams supported having the economic development department come to the Board with each project.



Ms. Schubert stated that she would like to hire a purchasing agent, but she believes the County will find they need to offer a higher salary for the position during the comp and class plan.

Ms. Carmack asked if the fire and rescue gear is reused, and Mr. Warner confirmed this. He added that the gear is on a continuous replacement schedule. Chairman Byerly asked how much money Mr. Warner's department spends at the transportation facility, and Mr. Warner estimated about \$50,000.00. He noted that there is typically about \$150,000.00 in the fire and rescue department's maintenance and operating budget. Mr. Williams urged that the County conduct a study on the bus garage.

Ms. Carmack asked how many IT technicians the County has right now, and it was clarified that there are none at the time.

The Board discussed the responsibilities and duties of librarians and why they must have certain qualifications. It was mentioned that there is expected to be an increase in programs and children at the library in the coming year. Mr. McClung expressed concern about how the comp and class plan would affect the new position's salary.

Mr. Williams requested an organizational chart from the department.

Mr. Cox requested additional information on the parks and recreation department. He suggested that the Board hold a workshop. Mr. Williams urged the Board to create a plan for the department and look at summer 1099 programs, tournament revenue, etc.

Mr. Cox requested more information on the Permit Center. He suggested that the County set standards to benchmark their progress.



Mr. Cox stated that, regarding the planning department, he would like to know how DEQ is hurting them before proceeding. Mr. Schardein noted that the transportation manager would most likely be helping with some of the engineering and design. He added that this person would review current developments, address VDOT issues, and help the County use CVTA funding. Mr. Williams stated that the County needs representation in the Technical Advisory Committee. The Board discussed whether is enough work to fill this potential position. Mr. Schardein pointed out that hiring a new Planning Director will help offset specific duties and provide ample time for representation in the Technical Advising Committee.

9. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)

Chairman Byerly opened the public comment period.

Seeing no one wishing to speak, Chairman Byerly closed the public comment period.

10. County Administrator Comments

None

11. Board Comments

None.

12. Adjournment

Chairman Byerly adjourned the meeting.

Bret Schardein

Bret Schardein, County Administrator
Powhatan County Board of Supervisors

Michael W. Byerly

Michael W. Byerly, Chairman
Powhatan County Board of Supervisors

*POWHATAN COUNTY BOARD OF SUPERVISORS
BUDGET WORKSHOP
MARCH 16th, 2023*



Recorded Vote:

<i>David T. Williams</i>	<i>Aye</i>
<i>Steve W. McClung</i>	<i>Aye</i>
<i>Michael W. Byerly</i>	<i>Aye</i>
<i>Bill L. Cox</i>	<i>Aye</i>
<i>Karin M. Carmack</i>	<i>Aye</i>

**Bret Schardein, County Administrator
Powhatan County Board of Supervisors**