

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Morris Room, Fluvanna County Administration Building
132 Main Street, Palmyra, VA 22963
February 26, 2025
Budget Work Session 5:30pm

- MEMBERS PRESENT:** Chris Fairchild, Cunningham District, Chair
Tony O’Brien, Rivanna District, Vice Chair *(entered meeting at 5:34pm)*
Mike Goad, Fork Union District
Timothy M. Hodge, Palmyra District
John M. (Mike) Sheridan, Columbia District *(entered the meeting at 7:32pm)*
- ABSENT:** None.
- ALSO PRESENT:** Eric M. Dahl, County Administrator
Kelly Harris, Assistant County Administrator
Dan Whitten, County Attorney
Caitlin Solis, Clerk for the Board of Supervisors

1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE

At 5:33pm, Chair Fairchild called to order the Budget Work Session of February 26, 2025. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

2 - ADOPTION OF AGENDA

- Mr. Dahl asked to add FY26 Budget Calendar Amendment to the agenda.

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| MOTION: | Accept the Agenda, for the February 26, 2025 Budget Work Session of the Board of Supervisors, as amended. | | | | |
| MEMBER: | Mr. Fairchild | Mr. Goad | Mr. Hodge | Mr. O’Brien | Mr. Sheridan |
| ACTION: | | Second | Motion | | |
| VOTE: | Yes | Yes | Yes | Absent | Absent |
| RESULT: | 3-0 | | | | |

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|----------------|--|----------|-----------|-------------|--------------|
| MOTION: | Approve Tony O’Brien attend the February 26, 2025 Board of Supervisors meeting via Zoom from his office in Charlottesville, and on his way to the meeting due to a work emergency. | | | | |
| MEMBER: | Mr. Fairchild | Mr. Goad | Mr. Hodge | Mr. O’Brien | Mr. Sheridan |
| ACTION: | | Second | Motion | | |
| VOTE: | Yes | Yes | Yes | | Absent |
| RESULT: | 3-0 | | | | |

- Mr. Obrien Joined the meeting virtually via Zoom.

3 - BUDGET PRESENTATIONS

Treasurer – Deborah Rittenhouse, Treasurer, gave a brief update on DMV holds, delinquent taxes and collections, credit card machine installation, dog tags, and presented the FY26 budget request for the Treasurer’s office.

Commissioner of the Revenue – Andrew (Mel) Sheridan, Commissioner of the Revenue, presented the FY26 budget request and highlighted an increase in printing and binding, office supplies and advertising.

Commonwealth’s Attorney – Jeff Haislip, Commonwealth’s Attorney, gave the Board an overview of the Commonwealth’s Attorney Office duties, staffing roles, and weekly court schedule; as well as a summary of Grand Jury and Drug Treatment Court. Mr. Haislip briefed the Board on the FY26 Budget Request, noting that there is only a \$6,000 increase to his budget request for furnishing his office after mold remediation is completed in his office.

Clerk of the Circuit Court – Tristana Pace Treadway, Clerk to the Circuit Court, presented the FY26 Budget for the Clerk of the Circuit Court’s office. The FY25 operations budget request includes \$195,000 total operation request, with most of that being reimbursed to the County, for a total of \$41,000 Actual Ask.

Circuit Court Operations Budget – Tristana Pace Treadway, Clerk to the Circuit Court, offered a brief overview of the Circuit Court operations budget request. Jury services went up to \$50 a day per juror, jury commissioners, jury management services have increased.

Sheriff – Eric Hess, Sheriff, introduced Maj. Hurd, who presented an overview of operations and the FY26 budget request; including, budget overview, operating budget, staffing needs, patrol, investigations, court security, salaries and pay increases.

- At 6:36pm, Mr. O’Brien joined the meeting in person.
- At 7:00pm, the Board of Supervisors agreed to take a five-minute recess.

Fluvanna SPCA – Ned Ramm, Vice President, briefed the Board on the FY26 FSPCA budget request, and introduced a request for a new building 18 feet wide by 54 feet long on the left side of the current shelter for dog and perhaps cat isolation with an estimated cost is \$315,000.00.

- At 7:40pm, the Board voted to allow Mr. Sheridan to participate remotely.

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| MOTION: | Approve Mike Sheridan attend the February 26, 2025 Board of Supervisors meeting via Zoom from a cruise in the Bahamas; | | | | |
| MEMBER: | Mr. Fairchild | Mr. Goad | Mr. Hodge | Mr. O’Brien | Mr. Sheridan |
| ACTION: | | Motion | | Second | |
| VOTE: | Yes | Yes | Yes | Yes | |
| RESULT: | 4-0 | | | | |

Health Department – Ryan McKay, BRHD Health Director presented the Fluvanna County Health Department FY26 Budget Request with a six percent increase from last year of about \$20,105.

Cooperative Extension – Kim Mayo, Senior Extension Agent gave an overview of the Virginia Cooperative Extension program including staffing and services; and presented the FY26 budget including a 3.7% increase on the salary line only.

Library – Cyndi Hoffman, Director gave an overview of library services and programs, funding, State Library Aid, and revenues. The total FY25 budgeted amount requested is \$ 598,877 (includes estimated \$ 180,333 in State Aid) the Local Funding requested is \$ 418,544. The library is also requesting a new part time programming assistant for \$17,056 (plus \$1,500 new laptop/workstation) for a total of \$18,556.

Registrar – Joyce Pace, Registrar and Scott Newman, Electoral Board Chair, gave a brief overview of the FY26 budget. Discussion included, early voting, yearly June primary elections, updating equipment, and staffing needs.

Social Services – Kim Mabe, Director gave an overview of services including Child Protective Services, Adult Protective Services and Adult Services, and presented the Social Services FY26 Budget Request of \$1,502,723, including three new position requests, a staff pay increase of 3% and a CIP request of a new vehicle for Social Services.

Fire and Rescue Association – John Lye, FRA Chair gave a brief overview of the FY26 requests made. Discussion included, the percentage of fire calls made by each fire company and how the budget request will be divided between the Fire Companies.

4 - ACTION MATTERS

Authorize Advertisement of Maximum 2025 Calendar Year Real Estate Tax Rate – Eric Dahl, County Administrator

- After some discussion, Mr. O’Brien made a motion to advertise the maximum tax rate of \$.76 per \$100 for CY25.

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| MOTION: | Authorize staff to advertise the FY26 proposed real property tax rate for public hearing on April 09, 2025; the advertised proposed real property tax rate is \$.76 per \$100, effective for calendar year 2025. | | | | |
| MEMBER: | Mr. Fairchild | Mr. Goad | Mr. Hodge | Mr. O’Brien | Mr. Sheridan |
| ACTION: | | | | Motion | Second |
| VOTE: | No | No | No | Yes | Yes |
| RESULT: | 2-3 | | | | |

- Mr. O’Brien then made a motion to advertise the maximum tax rate of \$.75 per \$100 for CY25.

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|---------|--|----------|-----------|-------------|--------------|
| MOTION: | Authorize staff to advertise the FY26 proposed real property tax rate for public hearing on April 09, 2025; the advertised proposed real property tax rate is \$.75 per \$100, effective for calendar year 2025. | | | | |
| MEMBER: | Mr. Fairchild | Mr. Goad | Mr. Hodge | Mr. O’Brien | Mr. Sheridan |
| ACTION: | | | | Motion | Second |
| VOTE: | Yes | Yes | Yes | Yes | Yes |
| RESULT: | 5-0 | | | | |

FY26 Budget Calendar Revision – Eric Dahl, County Administrator

- Due to a change in the State code, the budget ad must be run twice before the Public Hearing, and must be run not less than seven days before the Public Hearing. The Board agreed to change the Budget Calendar to allow for sufficient time to advertise and hold Public Hearing in order to set the CY25 and FY26 tax rates.

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| MOTION: | Approve the FY26 Budget Calendar revision, changing setting the proposed FY26 Budget and CY25 Tax Rates Public Hearing from April 9, 2025 to April 16, 2025, and changing the adoption of the FY26 Budget and CY25 Tax Rates from April 16, 2025 to April 23, 2025. | | | | |
| MEMBER: | Mr. Fairchild | Mr. Goad | Mr. Hodge | Mr. O’Brien | Mr. Sheridan |
| ACTION: | | | Motion | Second | |
| VOTE: | Yes | Yes | Yes | Yes | Yes |
| RESULT: | 5-0 | | | | |

5 - CLOSED MEETING

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|----------------|---|----------|-----------|-------------|--------------|
| MOTION: | At 9:57pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1 & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel – Department of Emergency Services, and Legal Matters – Department of Emergency Services. | | | | |
| MEMBER: | Mr. Fairchild | Mr. Goad | Mr. Hodge | Mr. O’Brien | Mr. Sheridan |
| ACTION: | | Second | | Motion | |
| VOTE: | Yes | Yes | Yes | Yes | Yes |
| RESULT: | 5-0 | | | | |

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| MOTION: | At 10:55pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.” | | | | |
| MEMBER: | Mr. Fairchild | Mr. Goad | Mr. Hodge | Mr. O’Brien | Mr. Sheridan |
| ACTION: | | | Second | Motion | |
| VOTE: | Yes | Yes | Yes | Yes | Absent |
| RESULT: | 4-0 | | | | |

6 - ADJOURN

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|----------------|---|----------|-----------|-------------|--------------|
| MOTION: | Adjourn the regular meeting of Wednesday, February 26, 2025 at 10:56pm. | | | | |
| MEMBER: | Mr. Fairchild | Mr. Goad | Mr. Hodge | Mr. O’Brien | Mr. Sheridan |
| ACTION: | | Motion | Second | | |
| VOTE: | Yes | Yes | Yes | Yes | Absent |
| RESULT: | 4-0 | | | | |

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

Christopher S. Fairchild
Chair