

SPECIAL COUNCIL MEETING

MAY 27, 2026

6:00 P.M.

PRESENT

Mayor:	Roy M. Gladding
Vice Mayor:	Anita J. Latane
Council Members:	Katherine “Kay” B. Carlton
	Carolyn Barrett
	A. Fleet Dillard
	Kenneth A. Gillis
	Troy L. Balderson
Town Manager:	Steve Wright
Assistant Town Manager:	James Knighton
Town Clerk:	Patsy K. Scates
Town Treasurer:	Tina F. Brock

In accordance with Sections 2.2-3707 and 15.2-1418 of the Code of Virginia, the Tappahannock Town Council held a special meeting on Wednesday, May 27, 2026, at 6:00 p.m. The purpose of the special meeting was to consider adopting the resolution as presented which sets rates, fees and tax rates for FY 2026-2027 and the adoption of the FY 2026-2027 Budget and appropriation of funds to become effective July 1, 2026, held at Tappahannock Municipal Building 915 Church Lane Tappahannock, VA 22560. This advertisement was run in the Rappahannock Times on May 20, 2026, and it was published on the Town website.

**CALLED TO
ORDER**

Mayor Gladding called the meeting to order.

Mayor Gladding stated the purpose of the meeting was to consider adopting the resolution as presented which sets rates, fees and tax rates for FY 2026-2027 and the adoption of the FY 2026-2027 Budget and appropriation of funds to become effective July 1, 2026, to consider adopting the resolution as presented which sets rates, fees and tax rates for FY 2026-2027 and the adoption of the FY 2026-2027 Budget and appropriation of funds to become effective July 1, 2026.

Mayor Gladding stated a motion is in order to adopt the resolution as presented.

A motion was made by Troy L. Balderson, seconded by Anita J. Latane.

Mayor Gladding then opened the floor for discussion.

Council Member Dillard stated that he had compared proposed COLA (cost of living) increases with those of other localities and municipalities, acknowledging that comparisons may not always be exact but still useful. He praised the Town Manager and his staff for providing detailed information and input during the budget discussions.

Council Member Dillard proposed that the council consider a tiered COLA structure, suggesting a five percent increase for employees earning under \$50,000 annually and a three percent increase for employees earning more than \$50,000, excluding council members from any COLA increase. He stated that he did not believe council members should receive the COLA.

Council Member Dillard explained that many residents and private-sector employees do not receive COLA increases, despite being taxpayers who help fund the town budget. He invited further discussion from the council on the proposal.

Council Member Dillard emphasized that the proposed compensation plan includes a \$15,000 performance bonus pool, whereas no performance bonuses were provided in the previous year. He noted that this funding would continue to give department heads and Town Manager Wright flexibility to award merit-based or performance-related bonuses.

Council Member Carlton expressed concern that providing both a 5% cost-of-living adjustment (COLA) and employee bonuses would be excessive and unfair, noting that a 5% COLA represents a significant increase in government employment compensation. She indicated that she had previously considered

supporting a 5% COLA only if bonuses were eliminated. However, after hearing the proposal to provide a 5% COLA for employees earning under \$50,000 and a 3% COLA for those earning over \$50,000, she stated that she would support that tiered approach.

Town Manager Wright stated that VRS contribution and the health insurance cost is down. He stated the health insurance went down considerably, because staff agreed to take a higher deductible plan therefore, he felt more comfortable with proposing the five percent COLA.

Council Member Barrett noted that the Town's pay scale study had already shown employee salaries were behind by approximately a year and a half, reinforcing the need for compensation adjustments.

Council Member Barrett emphasized the importance of treating all employees fairly and consistently. She viewed the proposed 5% increase as a way to help retain good employees and support the workforce, rather than limiting benefits to only certain individuals.

Vice Mayor Latane agreed with Council Member Barrett and feels that if the Town is financially able to provide the COLA then she feels that the town should. She also feels the Town has valuable employees.

Council Member Balderson asked Town Manager Wright to elaborate on the performance bonus and how it would work.

Town Manager Wright explained that, due to concerns about funding, he recommended waiting until the third quarter of the fiscal year to evaluate revenue collections before determining whether performance bonuses would be financially feasible. He emphasized that any bonuses would be reserved for truly exceptional employee performance and would be subject to strict, specific criteria.

Town Manager Wright stated examples of qualifying achievements could include creating significant operational efficiencies, developing new processes that improve services for staff and the public, or independently obtaining professional credentials that demonstrably enhance job performance.

Town Manager Wright stressed that the bonuses would be rare and merit-based, not routine awards.

Assistant Town Manager Knighton asked Council Member Dillard for clarification on how the proposed compensation figures were developed, specifically the 3% increase for employees earning over \$50,000, the 5% increase for employees earning under \$50,000, and the decision to use \$50,000 as the salary threshold. He asked whether the threshold was based on a specific rationale or analysis, or if it was selected primarily to achieve a targeted budgetary figure. He also inquired whether calculations had been performed to reduce overall costs to a predetermined amount when developing the proposal.

Council Member Dillard did not clarify how he arrived at the proposed compensation figures. He expressed concern about implementing a 5% across-the-board cost-of-living adjustment (COLA) while simultaneously increasing real estate taxes. He noted that the additional tax revenue generated from the real estate tax increase is not substantial and emphasized the council's responsibility as fiduciaries of taxpayer funds.

Mayor Gladding stated there was a motion and a second. He asked for a vote.

On motion of Troy L. Balderson, seconded by Anita J. Latane, Council voted to adopt the resolution as presented which set rates, fees and tax rates for Y 2026-2027 and the adoption of the FY 2026-2027 Budget and appropriation of funds to become effective July 1, 2026. (See Below)

Votes were cast as follows:

Kay Carlton:	Nay	Kenneth A. Gillis:	Aye
Carolyn Barrett:	Aye	Troy L. Balderson:	Aye
Fleet Dillard:	Nay	Anita J. Latane:	Aye

RESOLUTION

A RESOLUTION TO ADOPT THE FY27 OPERATIONS BUDGET,
SET THE TAX RATES AND APPROPRIATE FUNDS

WHEREAS, it is the responsibility of the Town Council of Tappahannock Virginia to approve and control the Town’s fiscal plan for Fiscal Year 2027; and,

WHEREAS, the Town Council has received numerous staff reports; has reviewed each request for funding; and has received comments from residents at a duly advertised public hearing on May 11, 2026; and

WHEREAS, that the Town Council does hereby impose fees for services including refuse and garbage collection Fiscal Year 2027 or July 1st 2026– June 30th 2027

NOW, THEREFORE, BE IT RESOLVED by the Town Council of Tappahannock Virginia this 27th day of May 2026, that the Town of Tappahannock budget totaling **\$24,604,972.65** is adopted and the tax rates for Fiscal Year 2027 or July 1st, 2026– June 30th, 2027, set as given below:

2026 TOWN TAX RATES

Real Estate	\$0.13 per \$100 of assessed value
Mobile Homes	\$0.13 per \$100 of assessed value
Public Service Corps.	\$0.13 per \$100 of assessed value
Personal Property (Residential)	\$1.40 per \$100 of assessed value
Personal Property (Business)	\$0.40 per \$100 of assessed value
Machinery and Tools	\$0.40 per \$100 of assessed value

REFUSE AND GARBAGE PICKUP

Description	Effective July 1, 2027
Residence Twice Weekly Pickup	\$20.00 – Monthly
Commercial Twice Weekly Pickup	\$40.00 – Monthly
Dumpster Twice Weekly Pickup	\$70.00 – Monthly
Extra Pickup – Residential or Commercial	\$25.00 per pickup Residential or Commercial
Brush or Miscellaneous Items Pickup	\$25.00 ½ load or \$50.00 full load
Dumpster Purchase and Process Fee	\$250.00 one- time fee per purchase of any size dumpster

PERMIT FEES

Description	Effective July 1, 2027
Basic Zoning Permits	\$50.00
Minor Site Plans	\$50.00
Major Site Plans *Existing Development	\$250.00
Major Site Plans *New Development	\$500.00
Subdivisions – Minor	\$250.00
Subdivisions – Major	\$500.00
Sign Permits – Single 32 square feet or less	\$50.00
Sign Permits – Multiple Large 32 square feet or more	\$100.00
Amendment to Zoning Text	\$50.00 plus associated costs
Variance	\$50.00 plus associated costs

Special Exception	\$50.00 plus associated costs
Boundary Line	\$125.00

MISCELLANEOUS

Description	Effective July 1, 2027
Dog Tags	Males -\$5.00
Dog Tags (spayed)	Females - \$5.00
Dog Tags (un-spayed)	Females -\$8.00
Water Reconnection Fee	\$30.00
DMV Stop Fees	\$25.00
Parking Tickets	\$30.00
Police Reports	\$5.00

BE IT FURTHER RESOLVED that the Town Council does hereby budget and appropriate to the TOWN OF TAPPAHANNOCK GENERAL FUND OPERATING BUDGET the following revenues and expenditures:

REVENUES	
Real Property Tax	480,755.40
Personal Property Tax	259,000.00
Penalty & Interest	5,000.00
Other Local Taxes	4,045,116.90
Permits/Fees/Licenses	3,450.00
Fines & Forfeitures	60,150.00
Use of Money & Property	57,000.00
Charges for Services	324,768.92
State Aid	350,130.80
Gifts & Donations	<u>7,500.00</u>
TOTAL REVENUE	\$5,592,872.02
EXPENDITURES	
General Government	1,647,354.44
Police	1,559,006.55
Fire & Rescue/ES	100,395.00
Public Works	1,180,169.72
Facilities Maintenance	389,754.41
Water & Sewer Transfer	80,000.00
Capital Projects Reserve	66,560.20
Debt Service	<u>569,631.70</u>
Total Expenses	\$5,592,872.02

BE IT FURTHER RESOLVED that for budgeting and accounting purposes, the adopted budget revenues and expenditures for the Capital Improvements Funds are set as follows:

General Government Capital Improvement Projects Fund Revenues

Grant Revenue	\$8,661,087.50
Loan Proceeds	\$2,437,900.00
Local Use of CIP Reserves	\$ 0.00
Local Use of General Fund Balance	<u>\$ 0.00</u>
TOTAL	\$11,098,987.50

General Government Capital Improvement Projects Fund Expenditures

Public Works/Police	\$ 766,000.00
Parks & Recreation	\$10,332,987.50

Surplus/ Capital Reserve	\$ 0.00
TOTAL	\$11,098,987.50

Water & Sewer Capital Improvement Projects Fund Revenues

Grant Revenue	\$4,527,000.00
Loan Proceeds	\$ 503,000.00
Local Use of CIP Reserves	\$ 0.00
Local Use of General Fund Balance	\$ 80,000.00
TOTAL	\$5,110,000.00

Water & Sewer Capital Improvement Projects Fund Expenditures

Water and Sewer Capital Improvements	\$5,110,000.00
Surplus/ Capital Reserve	\$ 0.00
TOTAL	\$5,110,000.00

Industrial Revitalization Fund

IRF Fund Revenue	\$28,281
IRF Budget Surplus	\$28,281

BE IT FURTHER RESOLVED that for budgeting and accounting purposes, the adopted budget revenues and expenditures for the TOWN OF TAPPAHANNOCK CEMETERY FUND OPERATING BUDGET are set as follows:

Revenues		Expenses	
Reserve Funds	\$19,574.95	Legal & Recording of Deeds	\$125.00
Sale of Lots	\$ 6,500.00	Lights	\$300.00
Interest	\$ 3,500.00	GroundsMaintenance	\$28,949.95
Total Revenue	\$29,574.95	Purchase of Lots	\$200.00
		Total Expenses	\$29,574.95

FINALLY, BE IT RESOLVED that for budgeting and accounting purposes the adopted budget revenues and expenditures for the TOWN OF TAPPAHANNOCK WATER & SEWER ENTERPRISE FUND OPERATING BUDGET are set as follows:

Revenues		Expenses	
Water Usage Revenue	\$701,216.59	Capital	\$ 208,443.76
Sewer Usage Revenue	\$1,807,996.54	Personnel Sub-Total	\$1,045,542.19
Misc. Revenue Sub-Total	\$293,900.00	Operations Sub-Total	\$ 587,060.80
Transfer from General Fund	\$ 0.00	Debt Service Sub-Total	\$ 962,066.38
Total Revenue	\$2,803,113.13	Total Expenses	\$2,803,113.13

Adopted this 27th day of May 2026 by the
Town of Tappahannock Virginia
Roy M. Gladding, Mayor

There being no further business, the meeting was adjourned.


Roy M. Gladding, Mayor


Patsy K. Scates, Town Clerk