



County of King William, Virginia

**BOARD OF SUPERVISORS
REGULAR MEETING OF DECEMBER 27, 2021 - 7:00 PM
KING WILLIAM COUNTY ADMINISTRATION BUILDING
KING WILLIAM, VIRGINIA**

A G E N D A

- 1. Call to Order**
- 2. Roll Call**
- 3. Moment of Silence**
- 4. Pledge of Allegiance**
- 5. Review and Adoption of Meeting Agenda**
- 6. Public Comment Period** *One Opportunity of Three Minutes per Individual or Five Minutes per Group on Non-Public Hearing Matters*
- 7. Consent Agenda**
 - a. Approval of Minutes:
 - i. November 23, 2021 Special Called Joint Work Session Draft Minutes
 - ii. November 29, 2021 Regular Meeting Draft Minutes
 - iii. December 13, 2021 Work Session Draft Minutes
 - b. Approval of Payment of Bills - October 2021 and November 2021
- 8. Administrative Matters from County Administrator**
 - a. Administration Report - Percy C. Ashcraft, County Administrator
 - i. Proposed Budget Work Sessions - Monday, January 31, 2022 and Tuesday, February 22, 2022

b. Board Information

- i. Animal Activities Report - November 2021
- ii. Building Department Report - November 2021
- iii. Utilities Department Report - November 2021
- iv. Synopsis from November 2021 Middle Peninsula Planning District Commission (MPPDC) Meeting
- v. Proposed 2022 Board of Supervisors Meeting Schedule
- vi. Sheriff's Office Activity Report - November 2021

9. Public Hearing *One Opportunity of Three Minutes per Individual or Five Minutes per Group*
Please see Public Hearing Packet for details on each matter.

- a. **Resolution 21-91** - CUP-10-21: Owner/Applicant - McCauley Park LLC - Sherry Graham, Director of Planning
- b. **Resolution 21-92** - CUP-11-21: Owner - Maude E. Holmes / Applicant - Vernon Holmes, Jr. - Sherry Graham, Director of Planning
- c. **Resolution 21-93** - CUP-12-21: Owner - Gertrude Quarles / Applicant - Vernon Holmes, Jr. - Sherry Graham, Director of Planning
- d. **Resolution 21-94** - CUP-13-21: Owner - Bony Quarles / Applicant - Vernon Holmes, Jr. - Sherry Graham, Director of Planning

10. Board of Supervisors' Comments

11. Closed Meeting

- a. Motion to Convene Closed Meeting in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to consider a personnel matter involving the appointment of individuals to Boards and Commissions.
- b. Motion to Reconvene in Open Session
- c. Certification of Closed Meeting
- d. Action on Closed Meeting (if necessary)

12. Appointments

- a. **Resolution 21-95** - Appointment to the MPPDC

13. Adjourn or Recess

NOTES REGARDING AGENDA:

This agenda is tentative only and subject to change by the Board of Supervisors.

During the Public Comment Period and Public Hearing periods, speakers shall be provided one opportunity of three minutes per individual or five minutes per group. Speakers shall provide their name, address, and if applicable, the group they are representing. The Board of Supervisors may modify and/or set other rules governing the conduct of Public Hearings.

To speak via Zoom, you must preregister at <https://www.kingwilliamcounty.us/461/Public-Comment-Public-Hearings>.

AGENDA ITEM 7.a.

Approval of Minutes:

AGENDA ITEM 7.a.i.

November 23, 2021 Special Called Joint Work
Session Draft Minutes

**DRAFT MINUTES
KING WILLIAM COUNTY BOARD OF SUPERVISORS
SPECIAL CALLED JOINT WORK SESSION WITH THE
KING WILLIAM COUNTY PUBLIC SCHOOL BOARD - NOVEMBER 23, 2021**

A special called joint meeting of the Board of Supervisors of King William County, Virginia and the King William County Public School Board was held on the 23rd day of November 2021, beginning at 7:00 p.m. in the Board Room of the County Administration Building and via Zoom.

Agenda Item 1. CALL TO ORDER

Chairman Moskalski called the meeting to order.

Agenda Item 2. ROLL CALL

Supervisor Hodges made a motion to approve Supervisor Greenwood's attendance via Zoom. Supervisor Garber seconded. The members were polled.

Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 2nd District: Travis J. Moskalski - Chairman	Aye

The Roll was called for the Board of Supervisors:

Supervisor, 3rd District: Stephen K. Greenwood	Aye (Attending via Zoom)
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 2nd District: Travis J. Moskalski - Chairman	Aye

The Roll was called for the School Board members:

School Board Member, At Large: Veda G. Frazier	Absent
School Board Member, 2 nd District: Kathy H. Morrison – Vice Chair	Aye
School Board Member, 3 rd District: Steven M. Tupponce	Aye
School Board Member, 4 th District: Terry S. Stone	Aye
School Board Member, 5 th District: Mark P. Lee	Absent (Arrived at 7:05pm)

(School Board Minutes are included as Attachment A)

Agenda Item 3. REVIEW AND ADOPTION OF MEETING AGENDA

Supervisor Hodges moved to adopt the meeting agenda as presented. Supervisor Garber seconded. The Chairman called for discussion. There being none, the Board of Supervisors were polled:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye

Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

Agenda Item 4. WORK SESSION MATTERS

a. Discussion of School Capital Request

Chairman Moskalski said the purpose of the meeting was to discuss the presentation given at the September 27, 2021 Board of Supervisors Regular Meeting by ABM which reviewed the most critical facility improvement needs at King William County Public Schools.

Mr. Tupponce said the School Board has not voted on ABM's proposal as they plan to incorporate these needs into their Capital Improvement Plan. He asked how the County would like to proceed in addressing the needs.

Staci Longest, Director of Finance for King William County Public Schools, presented a summary of the ABM Presentation and an update on the HVAC grant.

Ms. Longest said KWCPs completed phase one using energy savings and lease payments which started last year. Phase Two proposes to replace all the HVAC & Boilers at Acquinton Elementary School (AES) and 6 units at King William High School (KWHS). The AES units are 32 & 26 years old.

Phase Three of the presentation is to replace 45 rooftop units at Hamilton Holmes Middle School (HHMS) which are 23 years old, and the gym roof top units at KWHS.

Phase Four focuses on Cool Spring Primary School (CSPS) HVAC units; a full roof replacement; and building automation as well as replacing units in Pine Building and units at the KWHS Field House.

King William County Public Schools has applied for a grant through the Virginia Department of Education for the HVAC replacement and improvement grant. They are currently waiting for final approval on this grant but believe they will be awarded at least \$403,080. This grant does require a 100% match.

The schools would like to move forward using the HVAC grant and matching funds from the school reserve funds to replace the 45 HVAC units at Hamilton Holmes Middle School thereby removing Phase 3 from needing financing in the future.

At this time KWCPs is seeking advice from the School Board, Board of Supervisors, and Davenport on the next steps needed to fund Phase Two - the replacement of all units at AES and 6 units at KWHS; and the remainder of Phase Three – the two gym roof top units at KWHS.

Vice Chair Moren asked at what capacity the units were currently operating. Ms. Longest said they are working at 50% capacity. Anthony Stone, KWCPs Director of Operations, said there are four rooftop units and two are currently not functioning. Other equipment is only able to perform at 50% capacity.

Supervisor Hodges asked when ABM came in and did their assessment. Mr. Stone and Dr. David White, KWCPs Superintendent, said they came in two years ago. Supervisor Hodges asked if the issues had been reported by the KWCPs maintenance department. Dr. White said yes. Supervisor Hodges asked why they waited to replace them all at one time. Mr. Stone said, due to the age of the equipment, there were many issues and they always knew they were going to have to be replaced. School maintenance technicians had done an incredible job in repairing and maintaining the equipment to make it last longer than expected. Mr. Tupponce said budget cuts were made by deferring maintenance by the previous Superintendent, Dr. Jones. They are now trying to catch-up.

Supervisor Hodges said he would have liked to know of the extent of the needs before now.

Supervisor Garber asked if each individual unit had to work in order for the system to work. Mr. Stone said, yes, all units must work in order for the system to function properly.

Supervisor Garber asked if the grant applied for was federal, state, or through CARES funding. School Board member Stone said this was a federal grant for \$1.3 million which they would like to use, along with funds from the School Reserve, to replace the 45 rooftop units at HHMS. She said the grant had gone through all the approvals and, if other districts who applied did not claim their funding, it was possible King William could receive more.

Supervisor Garber asked what the timeframe was for all four phases. School Board member Stone said it is all based on funding. The ABM proposal grouped like-work together. She said this is a complete assessment and can be phased best by need and funding. She said it made sense to use reserve funds to match the grant funding. If necessary, they could go back to ABM and group the work in different phases.

Supervisor Hodges asked if the schools would need to shut down in order for the work to be done. Ms. Longest said they hope to have all the work done over the summer when students are not there. Mr. Tupponce said the AES water source system is the most dire need, however, they do not have just that part costed out by itself. Ms. Longest said she believed it was \$150,000 per hallway but that could be old information.

Dr. White said ABM presented their findings on May 20, 2019 with a lump sum but they only focused on Phase One energy improvements at that time. He will send the Board of Supervisors a report of the savings.

Chairman Moskalski said the timeline presented by ABM at the September Board of Supervisors meeting concerned them. The Board does not want to take on more debt if it can be avoided. There were also concerns that all the work seemed to be done by a single source – ABM. School Board member Stone said they had ABM do the assessment because they were already familiar with the schools and their needs, however no guarantees were given that they would be awarded the work. She said all projects need to be bid out. She said funding needed to be determined first and then they could better decide what to do when.

Chairman Moskalski said money was not being banked for the deferred maintenance items so it can as a surprise to the Board of Supervisors. He noted the State was still lagging behind in funding since the 2008-2009 economic downturn.

School Board member Stone said KWCPS maintenance staff and finance have known the needs existed but it has come to the point where it can no longer be patched and deferred. She said all systems needing to be replaced around the same time was predictable because the schools were all built at the same time.

Supervisor Hodges asked when they would know if additional grant funds would be available. Ms. Longest said January.

Mr. Stone said all systems were given a grade and the most critical needs identified were at AES, second was HHMS. CSPS was given a grade of B. He said Phase Four is \$5.5 million and includes the roof, which is 25 years-old. He said the expected life of the roof was 20-25 years and there is a lot of blistering now which causes leaks. Ms. Longest said they felt it was best to do the roof at the same time as the unit replacements since the units are on the roof.

Supervisor Greenwood asked if the funds could be raised by referendum, bond, or a low interest loan. He said it needs to be done, especially because the current equipment could stop working soon.

School Board member Stone said working with VPSA or VRA would allow them to catch up with the most critical needs and then they can begin setting money aside annually to address future maintenance and repair.

Supervisor Hodges asked if the reassessment should be done first before looking into borrowing.

Mr. Sanderson with Davenport said the Schools need to figure out the timing first and then they can discuss how to layer it into capital needs. He said interest rates are very good right now.

Mr. Sanderson said the County's debt is pretty level right now. It will go up slightly in 2024, drop in 2025 and from 2030-2031, and ends in 2038. He said the County can strategically add debt as it goes down in order to avoid needing an increase in revenue. He said interest rates are better using the VPSA program. He said the tax-exempt interest rate is around 2% on 20 years. He expects rates to rise but is not sure when. He suggested not financing for longer than the equipment's life. He recommends the Board of Supervisor work with the School Board to develop a timeline first and then look closer at debt servicing.

Supervisor Hodges asked the estimated life span of the new units. Mr. Stone said 15 years.

Ms. Longest said the high school's two gym rooftop units were not broken out separately. School Board member Stone said putting out a Request For Proposal (RFP) will make the prices more negotiable. She asked if the County had VQ outstanding debt. Mr. Sanderson said he was not sure but said the rates are similar.

Supervisor Garber asked if the County had a credit rating. Mr. Sanderson said no because debt servicing is accessed through the state. He said it would be beneficial for him to come back and meet with the Board to discuss the County's debt vs. the assessment.

Chairman Moskalski said he'd like a more detailed look at the County's debt as we move forward.

Vice Chair Moren said it was mentioned at the VACo conference that the state has a \$2 billion surplus and asked what might be done with that money. Chairman Moskalski said several scenarios were discussed but it depends on the mood of the General Assembly and party. Scenarios discussed included construction and school capital needs, possible tax cuts, and possible tax refunds. They also discussed transportation and possibly reducing the gas tax.

Supervisor Hodges said grants were also discussed at VACo.

Supervisor Garber asked if the grant the schools applied for was a one-time only grant. Ms. Longest said it's possible the County could be more if other localities didn't use all of their portion. The funds would be reallocated in January.

School Board member Stone said VPSA applications are due in January and the dollar amount doesn't have to be finalized until spring for Phase One. She said it's possible they could pick up Phase Two with a grant. She asked Davenport to develop a timeline and possible scenarios.

Vice Chair Moren asked about an RFI. School Board member Stone said the process for an RFI is just as time intensive as an RFP. She said an RFI has to be very specific for bidding and an engineering firm would then have to be hired which would have additional costs associated with it. She said with an RFP, high level estimates can be used.

Dr. White said a company could come in and do an inventory like ABM did to create an RFP and solicit bids. The price bid would then be the price - there would be no change orders. The bidder would create a design and bid in one. School Board member Stone said there is less risk with an RFP.

The schools currently pay ABM \$112,000 per year for two years.

School Board member, Veda Frazier, joined the Zoom meeting at 7:51pm.

Ms. Longest said the school's solar field started running in September 2020 so full savings was not realized yet.

Chairman Moskalski asked Davenport to run a more detailed analysis while the two Boards worked out how to continually plan for maintenance needs in the future. He said there is some possibility with the budget surplus for the state but there are also a lot of ideas of how to use it.

School Board member Stone asked if the County received ARPA funds. Chairman Moskalski said yes and it has been put aside for Broadband needs. Ms. Stone said it's possible more funds may flow down from the federal and state levels and perhaps that can be used for Phases 4 and 5.

Supervisor Hodges asked how long the existing units can be expected to last. Mr. Stone said they are experiencing failures now.

School Board member Stone said they should go for the spring VPSA sales. Vice Chairman Moren asked what the steps were for that process.

Mr. Sanderson said first, action had to be taken by the Board of Supervisors and School Board authorizing the application. Next, they would discuss repayment plans. The bonds are then sold and the funds are received in the spring. Applying guarantees the funds will be received. Mr. Sanderson suggested the School Board get the schedule from VPSA.

Davenport will move forward with the analysis for the application to VPSA. School Board member Stone said an easy approach may be to apply for \$2 million every other year to address maintenance.

Steve Hudgins, Interim County Administrator, agreed to get together with Davenport and the School Board to discuss this more in-depth. He reminded everyone that the County also has the water tower project scheduled.

Mr. Tupponce said the School Board would work on getting the dollar figure as close to realistic as possible. He thanked the Board of Supervisors for meeting and said it was a positive experience. He said the School Board would do better in the future with communicating CIP needs.

Agenda Item 5. BOARD OF SUPERVISORS' REQUESTS

There were no requests.

Agenda Item 6. ADJOURN OR RECESS

Supervisor Hodges made a motion to adjourn the meeting; seconded by Supervisor Garber.

The chairman called for any discussion.

The members were polled:

Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

The meeting was adjourned at 8:07pm.

COPY TESTE:

Travis J. Moskalski, Chairman
Board of Supervisors

Christine H. Branch
Deputy Clerk to the Board of Supervisors

Attachment A – Draft School Board Minutes

DRAFT November 23, 2021

The Special Joint work session of the King William County School Board and the King William County Board of Supervisors was held at the County Administration office on Thursday, November 23, 2021 at 7:00 p.m. The following members were present:

School Board:

Mr. Steven M. Tupponce, Chair

Mrs. Kathy H. Morrison, Vice-Chair

Mrs. Veda G. Frazier, Board Member (virtual)

Mrs. Terry O. Stone, Board Member

Mr. Mark P. Lee, Board Member

Dr. David O. White, Division Superintendent, was present with the following staff members:

Mrs. Stacy Johnson, Assistant Superintendent

Mrs. Staci Longest, Director of Finance

Mr. Anthony Stone, Director of Operations

Mrs. Amber Hutcherson, Clerk

King William County Board of Supervisors:

Mr. Travis J. Moskalski, Chair

Mr. Edwin H. Moren, Jr., Vice-Chair

Mr. C. Steward Garber, Jr., Board Member

Mr. Stephen K. Greenwood, Board Member (virtual)

Mr. William L. Hodges, Board Member

Mrs. Christine Branch, Deputy Clerk

Approximately seven other people were in attendance.

Mr. Travis Moskalski, Chair, called the meeting to order and made a motion to allow Mr. Greenwood to join remotely. Mr. Hodges (motion), Mr. Garber (second).

Dr. David White, Division Superintendent, called Mrs. Longest and Mr. Stone to present the School Capital request and update on ABM presentation.

Some items that were discussed were as follows:

- Phase 2 - Replace all the Acquinton Elementary HVAC & Boilers (units are 32 & 26 years old) and 6 units at King William High School
- Phase 3 - Replace 45 rooftop units at Hamilton Holmes Middle School (23 years old) and King William High School gym roof top units

- Phase 4 - Focus on replacing Cool Spring Primary HVAC units - a full roof replacement and building automation. Replacing units in Pine Building and units at the field house at King William High School.
- King William County Public Schools applied for a grant through the Virginia Department of Education for the HVAC replacement and improvement grant.
 - Waiting on final approval but grant requires 100% match.
 - The schools would like to move forward with using the HVAC grant and matching funds from the school reserve funds to replace the 45 HVAC units at Hamilton Holmes Middle School, removing phase 3 from the possible financing in the future.

At this time King William County Public Schools would like to seek advice from our Board, the Board of Supervisors, and Davenport on next steps with the replacement of all units in Acquinton Elementary School and King William High school HVAC units from phase 2 and the two roof top units for King William High School from phase 3.

On a motion by Mr. Hodges, seconded by Mr. Moran, the School Board adjourned the Special called Joint Work Session at 8:06 p.m.

Mr. Tupponce, without objections the school board is now adjourn.

Steven M. Tupponce, Chair

Amber M. Hutcherson, Clerk

AGENDA ITEM 7.a.ii.

November 29, 2021 Regular Meeting Draft Minutes

**DRAFT MINUTES
KING WILLIAM COUNTY BOARD OF SUPERVISORS
REGULAR MEETING OF NOVEMBER 29, 2021**

A regular meeting of the Board of Supervisors of King William County, Virginia, was held on the 29th day of November 2021, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building and via Zoom.

Agenda Item 1. CALL TO ORDER

Chairman Moskalski called the meeting to order.

Agenda Item 2. ROLL CALL

The members were polled:

Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

Agenda Item 3. MOMENT OF SILENCE

The Chairman called for a moment of silence.

Agenda Item 4. PLEDGE OF ALLEGIANCE

The Chairman led the pledge of allegiance.

Agenda Item 5. REVIEW AND ADOPTION OF AMENDED MEETING AGENDA

Chairman Moskalski noted the addition of a second point of discussion for Agenda Item 12 – Closed Meeting, adding Section 2.2-3711 (A)(8) to consult with legal counsel on a specific legal matter involving legal obligations regarding tax exemptions requiring the provision of legal advice by counsel. Supervisor Garber moved for the adoption of the agenda for this meeting with the change mentioned above; motion was seconded by Supervisor Greenwood. The Chairman called for any discussion. The members were polled:

Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

Agenda Item 6. PUBLIC COMMENT

No one registered to speak via Zoom by noon on the day of this Public Comment period.

Bob Ehrhart of the 5th District provided a handout of his comments to the Board. Mr. Ehrhart said Vice Chair Moren made two promises to voters and citizens which remain unfulfilled, broadband for all citizens and lower taxes. The Chairman asked Mr. Ehrhart to keep his comments free of editorialization.

There being no further speakers, the Chairman closed the Public Comment period.

Agenda Item 7. CONSENT AGENDA

Consent Agenda items included:

- a. Approval of Minutes:
 - i. Draft Minutes of the October 19, 2021 Special Called Meeting
 - ii. Draft Minutes of the October 25, 2021 Regular Meeting
 - iii. Draft Minutes of the November 8, 2021 Work Session
- b. Approval of Payment of Bills – October and November reports will be provided at the December Board of Supervisors meeting.
- c. **Resolution 21-83** Appropriating USAC-ECF Grant Proceeds for KWCPs IT Chromebook Purchase
- d. **Resolution 21-84** Appropriating KWCPs ARP Funds for Preschool Special Education Programs
- e. **Resolution 21-85** Appropriating KWCPs ARP Funds for Special Education Programs
- f. **Resolution 21-86** Appropriating KWCPs ESSER-II Set-Aside Grant Funds for Mitigating Learning Loss

Vice Chair Moren moved for approval of the Consent Agenda; motion was seconded by Supervisor Hodges. The Chairman called for any discussion. The members were polled:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

Agenda Item 8. OLD BUSINESS

a. Resolution 21-87 and Resolution 21-88 Regarding Proposed Opioid Abatement Fund Settlements - Steve Hudgins, Interim County Administrator

As discussed at the November 9, 2021 Board of Supervisors Work Session, Mr. Hudgins presented the required Resolutions for the County to participate in the Virginia Opioid Abatement Fund Settlement Allocation Memorandum of Understanding (MOU) and directing the County Attorney to execute the documents necessary to effectuate the County's participation in the MOU (21-87), and to approve the County's participation in the proposed settlement of opioid-related claims against McKesson, Cardinal Health, Amerisourcebergen, Janssen, and their related corporate entities and authorizing the County Attorney to execute the documents necessary to effectuate the County's participation in the settlements (21-88).

Supervisor Hodges noted the County would not get as much as we'd like but it's more than we've gotten in the past. Mr. Hudgins said the funds would help with providing treatment and abatement efforts.

Supervisor Hodges made a motion to approve Resolution 21-87 approving of the County's participation in the Virginia opioid abatement fund and settlement allocation Memorandum of Understanding ("MOU") and directing the County Attorney to execute the documents necessary to effectuate the county's participation in the MOU. Supervisor Garber seconded. The Chairman called for any discussion. The members were polled:

Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

RESOLUTION 21-87

A RESOLUTION OF THE KING WILLIAM COUNTY BOARD OF SUPERVISORS APPROVING OF THE COUNTY'S PARTICIPATION IN THE VIRGINIA OPIOID ABATEMENT FUND AND SETTLEMENT ALLOCATION MEMORANDUM OF UNDERSTANDING ("MOU") AND DIRECTING THE COUNTY ATTORNEY TO EXECUTE THE DOCUMENTS NECESSARY TO EFFECTUATE THE COUNTY'S PARTICIPATION IN THE MOU

WHEREAS, the opioid epidemic that has cost thousands of human lives across the country also impacts the Commonwealth of Virginia and its cities and counties by adversely impacting, amongst other things, the delivery of emergency medical, law enforcement, criminal justice, mental health and substance abuse services, and other services; and

WHEREAS, the Commonwealth of Virginia and its cities and counties have been required and will continue to be required to allocate substantial taxpayer dollars, resources, staff energy and time to address the damage the opioid epidemic has caused and continues to cause the citizens of Virginia; and

WHEREAS, in order to advance their common interests, Virginia local governments and the Commonwealth of Virginia, through counsel, have extensively negotiated the terms of a memorandum of understanding relating to the allocation and use of litigation recoveries relating to the opioid epidemic;

NOW THEREFORE BE IT RESOLVED that the King William County Board of Supervisors, this 29th day of November, 2021, hereby authorizes and approves of the Virginia Abatement Fund and Settlement Allocation Memorandum of Understanding (“MOU”) attached hereto and incorporated by reference as Exhibit “A,” and directs the County Attorney to execute the MOU.

DONE this 29th day of November, 2021.

Supervisor Garber made a motion to approve Resolution 21-88 approving of the County’s participation in the proposed settlement of opioid-related claims against McKesson, Cardinal Health, AmerisourceBergen, Janssen, and their related corporate entities, and directing the County Attorney to execute the documents necessary to effectuate the county’s participation in the settlements. Supervisor Hodges seconded. The Chairman called for any discussion. The members were polled:

Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

RESOLUTION 21-88

A RESOLUTION OF THE KING WILLIAM COUNTY BOARD OF SUPERVISORS APPROVING OF THE COUNTY’S PARTICIPATION IN THE PROPOSED SETTLEMENT OF OPIOID-RELATED CLAIMS AGAINST MCKESSON, CARDINAL HEALTH, AMERISOURCEBERGEN, JANSSEN, AND THEIR RELATED CORPORATE ENTITIES, AND DIRECTING THE COUNTY ATTORNEY TO EXECUTE THE DOCUMENTS NECESSARY TO EFFECTUATE THE COUNTY’S PARTICIPATION IN THE SETTLEMENTS

WHEREAS, the opioid epidemic that has cost thousands of human lives across the country also impacts the Commonwealth of Virginia and its cities and counties by adversely impacting, amongst other things, the delivery of emergency medical, law enforcement, criminal justice, mental health and substance abuse services, and other services; and

WHEREAS, the Commonwealth of Virginia and its cities and counties have been required and will continue to be required to allocate substantial taxpayer dollars, resources, staff energy and time to address the damage the opioid epidemic has caused and continues to cause the citizens of Virginia; and

WHEREAS, settlement proposals have been negotiated that will cause McKesson, Cardinal Health, AmerisourceBergen, and Janssen to pay up to \$26 billion nationwide to resolve opioid-related claims against them;

NOW THEREFORE BE IT RESOLVED that the King William County Board of Supervisors, this 29th day of November, 2021, approves of the County's participation in the proposed settlement of opioid-related claims against McKesson, Cardinal Health, AmerisourceBergen, Janssen, and their related corporate entities, and directs the County Attorney to execute the documents necessary to effectuate the County's participation in the settlements, including the required release of claims against settling entities.

DONE this 29th day of November, 2021.

**8.b. Commissioner of the Revenue Office Update – Karena L. Funkhouser,
Commissioner of the Revenue**

Commissioner Funkhouser said the Commissioner of the Revenue office continues to experience serious problems with the Edmunds software product.

The County currently uses Vision software to manage real estate records; and Edmunds software for financial management, payroll, real estate and personal property tax billing, business license processing, meals tax, permitting etc.

In September, Travis Wolfe (Systems Engineer) had been working with Edmunds for over a month to create a file from Vision in the proper format to update information in Edmunds pertaining to real estate transfers, increased assessed values for new construction, and the creation of new parcels. Two weeks ago, Mr. Wolfe was finally able to update Edmunds. Unfortunately, the export contained an unacceptable number of errors. Seven of the 93 new construction accounts in Edmunds failed to update the new owners. Twenty-two accounts failed to show the correct value for improvements. Other problems include new parcels that were created in Vision transferred to Edmunds coded as inactive, which means they would not be billed, and new parcels not being created in Edmunds at all.

Commissioner Funkhouser said she has read the Edmunds contract signed by Bobbie Tassinari on March 3, 2020 which states Edmunds will convert the initial existing data into their software. However, there is no mention of the continual data transfer necessary between Vision and Edmunds or any guarantee that the data transfer will be accurate. As real estate taxes support 46% of the County's budget, accurate real estate information is extremely important. An accurate method to transfer data from Vision to Edmunds must be developed.

The Personal Property software in Edmunds is also not working as intended. Edmunds is still unable to process DMV monthly downloads correctly. All downloads are pulled over with an "active" status regardless of if they are moving in/out. This will cause double work if it is not fixed by the new year. Currently, move outs must be manually deleted. This is between 60-100 vehicles a month. This has been an issue since September. Suzanne Hayden, Deputy Commissioner, emailed Edmunds about this on 10/7/2021 and 11/1/2021. She supplied a copy of our DMV file to Edmunds on 11/3/2021. This issue is still not resolved, and they have not received any further information. The annual download will be done in January and will contain many more vehicles than the monthly downloads. Information regarding vehicles that need to be supplemented must now be manually entered which allows room for error and takes a lot more time. Personal Property taxes support 17% of the County's budget and revenue will be lost if these issues are not corrected.

Commissioner Funkhouser asked the Board to direct Mr. Wolfe to make fixing these two issues his number one priority. When the personal property books needed to be completed by the end of August, Mr. Wolfe was calling and emailing Edmunds several times a day.

Other problems exist. The creation of roll back tax assessments in Edmunds is very cumbersome. The calculation for the tax and interest must be calculated manually and then entered in Edmunds. It took June Bergeron (Deputy Commissioner) an entire day to issue six roll-back tax assessments.

Edmunds was provided a copy of the business license spreadsheet that was kept up to date through the Edmunds transition. All business accounts transferred to Edmunds as active even though 1,839 accounts were inactive. After two months, Edmunds was unable to fix this problem and Ms. Hayden had to manually change 1,839 records. Data pertaining to the business name, mailing and property addresses location, and account notes were not transferred correctly. This resulted in another 1,100 accounts that Ms. Hayden had to update manually.

Edmunds does not provide business license renewal online. Approximately 300 business licenses were renewed online last year, and this number increases each year. This will be an inconvenience to the business owners and require more work for the Commissioner of Revenue office.

The March 3, 2020 contract states Edmunds is responsible for any software modifications or upgrades during the one-year warranty. Commissioner Funkhouser asked the Board to instruct the County Attorney to review the contract to determine if Edmunds delivered what was promised and to ascertain if the on-year warranty period has expired. The Commissioner of the Revenue office requires both modifications and upgrades and, if they must be purchased, that process must be started. Commissioner Funkhouser said the Board authorized two new positions for her office but instead of spending time developing an assessment office, they are auditing business licenses and assessing all construction, not just new dwellings, and are barely staying afloat doing all the data entry that was previously done automatically.

Commissioner Funkhouser asked that the Board meet in Closed Session in accordance with Section 2.2-3711(A)(29) of the Code of Virginia, because discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Board, to discuss the award of a public contract to Edmunds and the terms or scope thereof which involved the expenditure of public funds.

Supervisor Garber asked Mr. Hudgins if the one-year time frame has ended. Mr. Hudgins said he didn't know.

Supervisor Garber said he'd like to see the contract and noted the Board had not seen it before. Commissioner Funkhouser said Resolution 17-08 was passed by the Board on February 27, 2017 approving Edmunds. Chairman Moskalski said that Resolution (17-08R) required the maintenance of a centralized system of accounting and did not specifically mention the program. The Edmunds decision and contract were an administrative decision by the County Administrator and other staff at that time. Supervisor Garber noted that 2017 was before the date of the contract Commissioner Funkhouser mentioned and was under a different Board.

Supervisor Greenwood said citizens ask him why there have been so many problems in going back to the old data after the cancelling of the last assessment. Values are now different than they were in the old system and addresses are incorrect. In some cases, people have gotten bills for properties they have not owned in over ten years.

Chairman Moskalski said the Board would meet in Closed Session to discuss the Edmunds software contract more in-depth.

8.c. Resolution 21-89 Appropriating Funding for Additional Temporary Employee Wages and the Hiring of a Full-Time Staff Member, and Treasurer's Office Update - Mary Sue Bancroft

Ms. Bancroft said additional funds were needed to cover the cost of the temporary employee hired by the Treasurer's Office to complete bank reconciliations.

Supervisor Garber asked how long the person had been working in the office. Ms. Bancroft said he has been there since the end of July and has been a great help.

Supervisor Hodges said people have been coming to the West Point Town Hall looking for the Treasurer's Office and asking if they can see their personal property tax bills and pay them now. Ms. Bancroft said yes, Treasurer's Office staff can look up how much a person owes and they can pay now if they desire, although the due date has been moved to January 15th. She said the personal property tax bills would go out in the mail tomorrow (11/30).

Chairman Moskalski noted Resolution 21-89 was to fund the remainder of the temp employee and also to fund a full-time person.

Supervisor Garber asked if the temp was currently filling the requested full-time position. Ms. Bancroft said no, the full-time position was to be for a Chief Deputy Treasurer, however, she'd like to fill this position as a Deputy Treasurer and then train an existing staff member to take over as Chief Deputy. Supervisor Garber asked if the Deputy position would be eliminated once the Chief Deputy position was filled. Ms. Bancroft said no.

Supervisor Garber asked what type of training the Chief Deputy would require. Ms. Bancroft said the Chief Deputy would need training in bankruptcy, collections, reconciliations, and other areas.

Vice Chair Moren asked who would provide the training. Ms. Bancroft said the Treasurer's Association offers training classes.

Vice Chair Moren asked how much longer the temporary employee would be needed. Ms. Bancroft said another week or so.

Chairman Moskalski asked if the Chief Deputy Treasurer position was included in the budget. Mr. Hudgins said no, because the Treasurer had initially said she didn't need that position. Chairman Moskalski asked if they plan was to use unassigned funds to cover these expenses. Mr. Hudgins said yes. Chairman Moskalski said a budget amendment was not necessary if unassigned funds were used.

Supervisor Hodges asked if there was currently a vacant position in the Treasurer's Office. Ms. Bancroft said only the part-time position because the previous person left in search of full-time employment. Chairman Moskalski said the Treasurer needed another position and a half, plus the funds for the temporary employee.

Supervisor Green made a motion to approve Resolution 21-89 appropriating funding for additional temporary employee wages and the hiring of a full-time staff member. Supervisor Hodges seconded the motion. The Chairman called for any discussion. The members were polled:

Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

RESOLUTION 21-89
BUDGET AMENDMENT – APPROPRIATING FUNDING FROM UNASSIGNED FUNDS TO
THE OFFICE OF THE TREASURER FOR ADDITIONAL TEMPORARY EMPLOYEE WAGES
AND THE HIRING OF A FULL-TIME STAFF MEMBER

WHEREAS, the King William County office of the Treasurer (Treasurer) engaged a temporary employee from Accountemps (a Robert Half Company) to assist in reconciling past bank records; and

WHEREAS, the King William County Board of Supervisors appropriated funds to the Treasurer's Office in the amount of \$18,216.18 on August 23, 2021 via Resolution 21-67 for the engagement of that temporary employee; and

WHEREAS, the Treasurer has since incurred additional unbudgeted expense in retaining that temporary employee to assist with the reconciliation of bank records; and

WHEREAS, the Treasurer now recognizes the need for a full-time Deputy II staff member in addition to that temporary employee; and

WHEREAS, there are currently no funds budgeted for the addition of a full-time staff member in the Treasurer's office; and

WHEREAS, the Treasurer estimates the need for unbudgeted funds in the amount of \$4,000 for the additional expense of the temporary employee and \$34,500 for the annual salary of a full-time Deputy II staff member;

NOW THEREFORE, BE IT RESOLVED BY the King William County Board of Supervisors that \$4,000 be appropriated to the office of the Treasurer from Unassigned Funds for the continued engagement of a temporary employee in the Treasurer's office to assist with the reconciliation of bank records and that \$34,500 be appropriated to the office of the Treasurer from Unassigned Funds for the annual salary of a full-time Deputy II staff member.

DONE this 29th day of November, 2021.

Ms. Bancroft provided a Treasurer's Office update. She said they've had an influx of people coming to pay their real estate taxes with lines out the door. She said they were kind of drowning to keep up.

Chairman Moskalski asked if they were experiencing the same issues with the Edmunds software as previously reported. Ms. Bancroft said they are still waiting on resolution from Edmunds with incorrect data. Mr. Wolfe found the information which came from Bright and they were able to verify the inconsistencies that occurred during data migration. She said Edmunds said the issue is still "in development" which is not acceptable. She said Mr. Wolfe has been trying to help.

Vice Chair Moren asked if they had adequate forensic data to trace back where the errors started. Ms. Bancroft said they have to hunt and peck to find it. They can't look back at Bright because it's no longer online. She said it would be simpler if they could access the old data.

Ms. Bancroft said citizens can no longer prepay their Personal Property Tax online through Edmunds. She said they have not been able to get any collections information into Edmunds either.

Supervisor Hodges asked when was the last time people could prepay online. Ms. Bancroft said prior to June 30, 2021 before they transferred to using Edmunds. She said Edmunds also assigned users a new PIN but didn't give it to the users. So people are calling the Treasurer's office to get their PIN.

Supervisor Greenwood said a citizen had sent her payment to the collections address on her bill and was later charged a late fee because it was no longer the correct address. Her payment came back to her undeliverable.

Ms. Bancroft said she wants people to be able to request their PIN online through the system.

Agenda Item 9. ADMINISTRATIVE MATTERS FROM COUNTY ADMINISTRATOR

9.a. Board Information

The following information was provided to the Board without comment:

- i. Animal Activities Report - October 2021
- ii. Building Department Report - July-October 2021
- iii. Utility Activity Report - October 2021
- iv. November 2021 VDOT Transportation Briefing
- v. FY23 Recommended Budget Preparation & Adoption Schedule
- vi. Synopsis of MPPDC Meeting of October 27, 2021

[The October Sheriff's Office Activity Report which was published in the Country Courier was also given to the Board (Attachment A). This report will be included in the Board Information section in the future when available.]

Agenda Item 10. PUBLIC HEARING

10.a. Ordinance 11-21 Rezoning Request Z-02-21, Tap Map Parcel 19-20A, Steve Adams, Inc. -Sherry Graham, Director of Planning

Ms. Graham said owner/applicant Steve Adams, Inc. is requesting that his property located on Dabney's Mill Road, identified as Tax Map Number 19-20A and consisting of approximately 7.15 acres, be rezoned from A-C (Agricultural-Conservation) to R-R (Rural-Residential). The site is currently a vacant parcel and the applicant wishes to re-zone the property in order to subdivide the property into two lots, one consisting of 4.0 acres and the other lot consisting of 3.15 acres. Ms. Graham showed the Board maps, plats, and photos pertaining to the property under consideration and said the Planning Commission voted 4-

1 to approve the request at their November 9, 2021 meeting. She said the current zoning ordinance requires a minimum lot size of 3 acres and 200 ft. frontage and the applicant meets those requirements. She said the Planning Commission's concern was that the applicant keep the property to only one entrance and he has agreed to that.

Supervisor Hodges asked if the entrance road would be the same one currently existing. Ms. Graham said yes. The current road is partially on Mr. Adams' property.

Supervisor Garber asked if the road is part of a 50 ft. easement. Ms. Graham said no, the entrance to the road is on Mr. Adams' property and people currently use it to get to the properties next to and across from it.

Supervisor Garber said he has spoken to Mr. Adams. Supervisor Garber is concerned that, if this is approved, hundreds of other properties in the County will follow. He noted this is a for-profit application.

Ms. Graham said she doesn't like spot zoning but most of the properties surrounding this one are already zoned R-R.

Supervisor Garber said those properties were zoned R-R in the past when it was in compliance with the zoning ordinance in effect at that time. He said the County had just finished revising the zoning ordinance and this goes against the minimum of 5 acres.

Supervisor Greenwood said the Planning Commission approved this application 4-1. The request is only to split one parcel into two and many of the surrounded lots are smaller. He said of course this is a for-profit request as the application process alone costs the applicant approximately \$2,500. He noted Mr. Adams is not trying to extend the easement area. He is using an existing easement on his property which the neighbors have been using illegally. Mr. Adams is not asking them to stop using it. He has done all he needs to do.

Vice Chair Moren said the lots to the west were built in the 1970s and 1980s and in the last year, there have been 4-5 additional lots in that location. He said two homes is a lot on that small property.

Supervisor Garber said a 50 ft. easement was showing on the record book and asked where it is. Ms. Graham pointed it out on the map. Supervisor Garber said he has a problem creating an easement on a right of way lot and he's not in favor of this rezoning application.

Supervisor Moren said he's been told there is a lot of traffic on that road going back to the airport to deliver supplies. Ms. Graham said it's probably people going back to Mr. Crabbe's airstrip and that the traffic is seasonal, mainly during crop spraying time.

Supervisor Greenwood said the traffic on that road has nothing to do with this case since Mr. Adams is legally using his own road.

Supervisor Garber asked if the road could be made a prescriptive. Andrew McRoberts, County Attorney, said that is a long legal process and he'd need more information to know if it was a possibility in this case.

Supervisor Hodges said the area is loaded with smaller residences already.

Chairman Moskalski said in trying to match uses, the property is sandwiched between R-R lots and he doesn't see a compelling reason not to approve the rezoning. He said the lots abutting it are smaller.

Supervisor Garber asked if all rezoning applications in the future would be looked at in this same way. Supervisor Hodges said each case would be considered individually as is this one.

Chairman Moskalski said it would not be out of place with the surrounding lots.

Chairman Moskalski opened the Public Hearing Period.

Donald Wagner of District 5 said he is on the Planning Commission and voted against this application because he feels there is overpopulation in that area already. He pointed out that the proposed rezoning is acceptable as far as the Zoning Ordinance and Code were concerned. He said the road currently being used was an easement granted to a family member of the previous owners in 1995. The easement itself is from the 1980s and is on the Davenport and Adams properties and the road does not actually follow the easement. Relocating the road would require removing several large trees which could be a case of adverse possession. The previous owner allowed others to use the road. Mr. Wagner reiterated that the proposed rezoning is allowable under the current ordinance but he has a problem with it.

There being no further speakers, the Chairman closed the Public Comment Period.

Supervisor Garber asked what the zoning was on the smaller lots with houses. Ms. Graham said some are R-R and some are A-C. She pointed out the areas on the map.

Supervisor Greenwood said trees can be cut down and although former owners allowed people to use the road, it wasn't legal.

Supervisor Moren asked for more descriptive language in the Rezoning Request to insure use of the access road in the future. Mr. McRoberts said you can't add that language unless it was done as a proffer and the Board had the option of tabling this Resolution and requesting a proffer.

Chairman Moskalski asked Mr. Steve Adams if he'd like to speak. Mr. Adams said he's not asking for anything unreasonable. He understands people are currently using the road and it does not affect him to allow it to continue.

Supervisor Hodges made a motion to approve Ordinance 11-21 and Rezoning Request Z-02-21 as presented. Supervisor Greenwood seconded the motion. The Chairman called for any discussion. The members were polled:

Supervisor, 4th District: C. Stewart Garber, Jr.	Nay
Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Nay
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

ORDINANCE 11-21
AN ORDINANCE TO APPROVE REZONING REQUEST Z-02-21
TAX MAP PARCEL 19-20A – APPLICANT/OWNER – STEVE ADAMS, INC.

WHEREAS, Steve Adams, Inc. submitted a Rezoning Application requesting that 7.15 acres of property, identified as Tax Map Number 19-20A and located on Dabney's Mill Road be rezoned from A-C (Agricultural-Conservation) to R-R (Rural-Residential); and

WHEREAS, the applicant wishes to re-zone the property in order to subdivide the currently vacant parcel located in the Manquin District into two lots, one consisting of 4.0 acres and the other consisting of 3.15 acres; and

WHEREAS, one of the goals in the comprehensive plan is to provide a variety of safe, decent, affordable, and quality housing opportunities for all current and future citizens of the County; and

WHEREAS, the King William County Planning Commission, after study and review, conducted a duly advertised Public Hearing on October 5, 2021, and following such Public Hearing voted 4-1 to table the issue until November 9, 2021; and

WHEREAS, on November 9, 2021, the King William County Planning Commission voted 4 to 1 to recommend that the Board of Supervisors approve Rezoning Request Z-02-21; and

WHEREAS, the Board of Supervisors conducted a duly advertised Public Hearing on November 29, 2021, to consider Rezoning Request Z-02-21;

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, the King William County Board of Supervisors this 29th day of November, 2021, hereby approves Rezoning Request Z-02-21.

ADOPTED this 29th day of November, 2021.

Agenda Item 11. BOARD OF SUPERVISORS' COMMENTS

Vice Chair Moren said the VATI grant notice regarding the All Points Broadband project would be coming soon. It is expected in late December. Challenges were due 12/3 and none have been reported or are expected.

Supervisor Garber congratulated King William High School on winning the Region 2 title. He also congratulated King & Queen High School's team on their accomplishments. He thanked people for participating in the meeting and said his decision on the rezoning application was not personal to Mr. Adams.

Supervisor Hodges congratulated the West Point High School football team on their accomplishments. He said folks speaking at the meetings should leave the adjectives out of their comments.

Supervisor Greenwood said a lot of people came to the meeting which is good. He thanked them for attending. He said this meeting was a perfect example of the Board working together on an issue they didn't all agree on. He thanked everyone for sharing their opinions.

Chairman Moskalski noted his uncle, Tommy Kozlowski, passed away. Mr. Kozlowski was a regular at Board meetings and was inducted into the West Point Hall of Fame for football and track & field. He thanked everyone for attending and thanked the Board for the vigorous but respectful debate. He said he is hopeful to hear more about the Broadband project soon.

Agenda Item 12. CLOSED MEETING

12.a. Motion to Convene Closed Meeting

Chairman Moskalski made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to consider a personnel matter involving the appointment of individuals to the Middle Peninsula Northern Neck Community Services Board; in accordance with Section 2.2-3711 (A)(8) of the Code of Virginia to consult with legal counsel on a specific legal matter involving legal obligations regarding tax exemptions requiring the provision of legal advice by counsel; and in accordance with Section 2.2-3711 (A) (29) of the Code of Virginia, because discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Board, to discuss the award of a public contract to Edmunds and the terms or scope thereof which involved the expenditure of public funds. Supervisor Hodges seconded the motion. The Chairman called for any discussion. The members were polled:

Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

12.b. Motion to Reconvene in Open Session

Having completed the Closed Meeting, Supervisor Hodges made a motion to Reconvene in Open Session, seconded by Supervisor Greenwood. The Chairman called for any discussion.

The members were polled:

Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

12.c. Certification of Closed Meeting

Supervisor Greenwood moved for adoption of Standing Resolution 1 (SR-1) in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950, as amended; the motion was seconded by Supervisor Garber. The chairman called for any discussion.

The members were polled:

Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

STANDING RESOLUTION – 1 (SR-1)

A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING

WHEREAS, the King William County Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS, Section 2.2-3712 (D) of the Code of Virginia requires a certification by the King William County Board of Supervisors that such closed meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED that the King William County Board of Supervisors on this 29th day of November, 2021, hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered in the closed meeting to which this certification resolution applies, by the King William County Board of Supervisors.
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the King William County Board of Supervisors.

DONE this the 29th day of November, 2021.

12.d. Action on Closed Meeting (if necessary)

No action was taken as a result of the Closed Meeting.

Agenda Item 13. APPOINTMENTS

a. Resolution 21-90 Appointment to the Middle Peninsula Northern Neck Community Services Board

Supervisor Greenwood made a motion to approve Resolution 21-90 reappointing Matthew Kite to the Middle Peninsula Northern Neck Community Services Board for a three-year term ending December 31, 2024. Supervisor Hodges seconded the motion. The Chairman called for any discussion.

The members were polled:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

Agenda Item 16. ADJOURN OR RECESS

Supervisor Hodges made a motion to adjourn the meeting; seconded by Supervisor Greenwood. The chairman called for any discussion.

The members were polled:

Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

COPY TESTE:

Travis J. Moskalski, Chairman
Board of Supervisors

Christine H. Branch
Deputy Clerk to the Board of Supervisors

DRAFT

ATTACHMENT A
KING WILLIAM COUNTY SHERIFF'S OFFICE ACTIVITY REPORT
October 1, 2021 – October 31, 2021



King William Sheriff's Office
351 Courthouse Lane, Suite 160
King William, VA 23086
J. S. Walton, Sheriff

King William Sheriff's Office Activity
October 1, 2021 – October 31, 2021

Calls for Service	1045
Incident Reports	68
Traffic Summons	49
Warrants Served	86
Civil Papers Served	382

13B-Simple Assault	2
18.2-152.3-COMPUTER FRAUD: EMBEZZLE OR LARCENY >=\$1000	1
18.2-186.3-IDENTITY THEFT:OBTAIN INFO FROM 5-49 PEOPLE	3
18.2-266-DWI: 1ST OFFENSE	1
18.2-266.1-DWI: PERSON <21Y DRIVING W/ BAC .02% TO <.08%	1
18.2-308-CONCEALED WEAPON: CARRY	1
18.2-370-INDECENT LIBERTIES: W/CHILD <15Y	1
18.2-370.1-INDECENT LIBERTIES: W/CHILD BY PARENT/ETC	1
18.2-56.1-FIREARM: RECKLESS HANDLING	1
18.2-57.2-ASSAULT & BATTERY - FAMILY MEMBER	3
18.2-92-B&E: OCCUPIED HOUSE TO COMMIT CERTAIN MISD.	1
18.2-95-GRAND LARCENY: AUTO THEFT	1
18.2-96-PETIT LARCENY: <\$1000 NOT FROM A PERSON	1
23F-Theft From Motor Vehicle	1
23H-All Other Larceny	5
26A-False Pretenses/ Swindle/Confidence Game	3
26C-Impersonation	1
290-Destruction/Damage/Vandalism of Property	1
3.2-6552-CIVIL; DOGS/LIVESTOCK	1
35A-Drug/Narcotic Violations	1
46.2-817-FAIL TO STOP FOR POLICE: ATT TO ESCAPE/ELUDE	1
90F-Family Offenses, Nonviolent	7
90Z-All Other Offenses	1
ANIMBD-ANIMAL BITE DOG/CANINE	1
JUVI-JUVENILE ISSUE	3
MVAHR-MOTOR VEHICLE ACCIDENT HIT AND RUN	1
WARR-WARRANT SERVICE	17
** TOTAL **	68

AGENDA ITEM 7.a.iii.

December 13, 2021 Work Session Draft Minutes

**DRAFT MINUTES
KING WILLIAM COUNTY BOARD OF SUPERVISORS
WORK SESSION OF DECEMBER 13, 2021**

A work session of the Board of Supervisors of King William County, Virginia, was held on the 13th day of December 2021, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building and via Zoom.

Agenda Item 1. CALL TO ORDER

Chairman Moskalski called the meeting to order.

Agenda Item 2. ROLL CALL

The members were polled:

Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

Agenda Item 3. REVIEW AND ADOPTION OF AMENDED MEETING AGENDA

Supervisor Hodges moved for the adoption of the amended agenda for this meeting as presented; Supervisor Greenwood seconded motion. The Chairman called for any discussion. The members were polled:

Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

Agenda Item 4. WORK SESSION MATTERS

4.a. General Reassessment Update – Fred Pearson, Pearson’s Appraisal Service, Inc.

Mr. Pearson said Pearson’s staff has loaded the King William County real estate data from 2015 on their field tablets. There are two appraisers making site visits, knocking on doors, leaving owner notification tags when no one is home, and taking pictures of the main buildings and outbuildings. So far, they have visited 2,200 properties which is 18% of the total parcels in King William County.

Pearson’s staff members Maranda Berry and Brannan Pearson have been working in an office out of the County Administration Building.

Mr. Pearson met with the King William County Tea Party at their invitation and went over the project progress with them. Members informed him that quality grades and effective age were used in the last reassessment which was negated. Mr. Pearson told them he was not using any information from the discarded assessment but was using the 2015 data.

Pearson's has been reviewing the data conversion to Vision appraisal software and will be working in January and February on having Vision calculate property values as similar to the values in the old program, Bright, as possible. This will make later calculations more consistent.

The reassessment bond has been approved and will be sent to the County as soon as Pearson's receives it.

Mr. Pearson said he is happy to meet with any groups of citizens to discuss the reassessment as a whole. He is not meeting to discuss specific properties at this time but welcomes any information from citizens which will help him perform a better assessment.

Mr. Pearson said he appreciates all the cooperation he has received from County staff and the public in general and that overall people have been very nice throughout the process.

He noted that the housing market is still going up and that Westmoreland County property values have gone up 18% between 2020 and 2021.

Supervisor Garber asked if Mr. Pearson foresaw any problems with the software conversion. Mr. Pearson said no, they are using the same process in Vision as they did in Bright.

Vice Chair Moren asked how they are handling properties with No Trespassing signs. Mr. Pearson said they are cautious and won't go on a property if they feel it would be unsafe for them to do so. They still take photos unless the property owner asks them not to and they leave if they are told to leave. Mr. Pearson said they delete the photos if they owner tells them not to take pictures.

Mr. Pearson said the assessors do not go inside any home. They may knock and ask questions if needed, but they will never go inside. They also may take measurements and photos, but again, not inside the dwelling. He said some people don't understand what the assessors are doing there and if they are asked to leave, they leave.

Supervisor Hodges asked how much of a percentage increase they've seen on the 2,200 properties they have assessed so far. Mr. Pearson said they are not doing a valuation yet. They are only taking notes and photos of what is on the property. They will not get into sales figures until February or March and he will make that information available to the public. He reiterated that he is open to any input.

Supervisor Hodges asked if the public should expect an increase. Mr. Pearson said yes, probably around a 60% increase from the 2015 assessment.

Supervisor Greenwood asked how Pearson's would be able to perform an assessment on a property if the owner tells them to leave and won't allow photos to be taken. Mr. Pearson said this is very rare and people are normally very nice, especially if they understand what the assessor is doing and why. He said they would do the best they can using the 2015 data to estimate and have a fair and equitable assessment.

Chairman Moskalski said it would be helpful if the Board of Supervisors and Reassessment Advisory Committee could advise citizens of their intentions at the same time the assessments are mailed to citizens. He said people assume the percentage increase in their assessment equals the same percentage in tax increases and this is not the Board's intent. The Board's intent is not to raise taxes. He asked if they'd be able to put an explanation in the same envelope with the valuation notice. Mr. Pearson said yes, and he agreed this is a good idea. Mr. Pearson said he wants people to know from the start what he's doing and how he's doing it so they don't come back after seeing the assessment and say it's wrong. He said he is glad to show sales information to people so they can see and understand.

Supervisor Greenwood said we are in a strange situation because it has been so long since the last assessment (2015). Houses are now being sold for more than they're worth. Mr. Pearson said 2022 sales figure would be used as 2021 is already too outdated. He said the state will mostly use November/December 2022 data and January/February 2023 data in determining the County's ratio.

Supervisor Garber asked if the County's reassessment has to be within a certain percentage of the state ratio. Mr. Pearson said yes, normally it's 100% but sometimes it's as low at 90%.

Supervisor Hodges asked if property values went up prior to 2020 and the pandemic. Mr. Pearson said yes, he thinks there will be a 60-70% increase in assessed value consistently throughout the County. He said as the assessed rate goes up, the Board would have to determine how much to bring the tax rate down. Mr. Pearson said his staff and County staff will work together as a team.

Supervisor Hodges said he appreciated Mr. Pearson's attitude during this process.

4.b. Personal Property Tax Increase Explanation - Karena L. Funkhouser, Commissioner of the Revenue (See Attachment A)

Commissioner Funkhouser explained that the Personal Property Tax Relief Act (PPTRA), as amended in 2005, capped the amount the State reimburses localities for personal property tax at \$950 million. The amount given to each locality was based on their personal property tax collections in 2005. She made special note that the amount is based on amounts actually collected – not on amounts billed. King William County's share was set by the state at \$1,204,131.00 and that amount has not changed since 2006.

The State gives King William County \$1,204,131 for personal property tax relief. The County then divides that amount among citizens based on their qualifying personal property. The

Commissioner of the Revenue determines a PPTRA rate which will give all qualifying property an equal share of the funds from the state. Therefore, if there are more qualifying vehicles than the previous year, the relief percentage will go down. If there happened to be fewer qualifying vehicles, the relief percentage would go up. The Board of Supervisors has final approval on the rate chosen. When the values of the vehicles go up, as has happened this year, citizens may see a larger bill because the amount of available relief provided by the State has not changed. By law, the PPTRA rate must match the amount received from the State as closely as possible. It is not a means by which a locality may offset increases in tax revenue.

Commissioner Funkhouser said King William County applies the PPTRA 100% to vehicles assessed at \$1,000 or less. King & Queen County assesses on cars valued under \$1,000.

In 2021, King William County's PPTRA rate was 27.7%. In 2020, 30% was the calculated rate and the Board of Supervisors voted to increase it to 35%. Chairman Moskalski said this was because the Board believed this would offer some relief to taxpayers during COVID and they made the assumption that car values would stay the same or decrease. In reality, the opposite happened and car values drastically increased. Commissioner Funkhouser said that a vehicle's assessed value typically decreases each year. However, for the first time since 2007, the values have increased, increasing an average of 10-20%. Chairman Moskalski explained that in the spring of 2020, many auto manufacturers were closed and now they are unable to get the chips needed for new vehicles. This is why used vehicle demand increased which caused their value to increase as well.

Commissioner Funkhouser said she talked with Hanover County's Commissioner of the Revenue and their collection rate is 95% - \$15 million. They also receive a greater amount of relief from the state which means there is more to go around. In King William County, used vehicle assessed value increased and the PPTRA rate decreased which is why citizens saw increases in their tax bill.

Chairman Moskalski said he would be interested in examining what kind of revenue the County is actually collecting this year when considering next year's PPTRA rate.

Commissioner Funkhouser said JD Power expects values to continue increasing, perhaps as much as 20% in the coming year. This year's increase was 12% and she had estimated 9% when calculating the PPTRA. She also said the County needs to consider the amount of money involved in hiring staff if it is decided to prorate. She said Hanover County has six staff members who do nothing but work on prorating. Her office cannot currently handle that type of workload. She is going to start keeping in/out records in January to see if it's financially worth it to prorate. She suggested the possibility of eliminating the County's vehicle registration fee.

Supervisor Hodges asked if the amount the State gives King William County was based on what was collected in 2005. Commissioner Funkhouser said yes and she doesn't know what they figure was.

Supervisor Garber asked how long the tax rate has been \$3.65/\$100. Chairman Moskalski said over ten years and they should look at that to do projections for next year.

Supervisor Garber noted some people could be paying more in Personal Property tax than in Real Estate tax.

Commissioner Funkhouser said to prorate the amount of work in her office would need to be reduced and eliminating the registration fee could help.

Vice Chair Moren said the PPT revenue was split 55% to the schools and 45% to the County. He asked why RVs were not taxed. Commissioner Funkhouser said it was mandated by the State.

Chairman Moskalski said all of the PPT revenue has to go to the schools. He wants to know how much is actually collected, how much is actual growth, and how much is because of the JD Power assessment increase. He said there should be historical data to look at.

Commissioner Funkhouser said the tax book shows values but not how many are eligible for PPTRA.

Supervisor Hodges asked if any of the individual complaints about increased tax amounts were due to the increased JD Power value assessments. Commissioner Funkhouser said yes. Supervisor Hodges said auto dealers have told him used cars are selling for more at auction that the dealer can actually sell them for.

Vice Chair Moren asked why he got three separate bills. Supervisor Moskalski said it depends on the number of accounts a household may have. For example, something may be in one spouse's name, another in the other spouse's name, and yet another in both spouses' names. Commissioner Funkhouser said Edmunds only shows five vehicles on the bill, even if there are more than that reflected in the total due.

Vice Chair Moren asked what citizens can do to help themselves and to help the Commissioner's office. Commissioner Funkhouser said citizens should create a Bill of Sale when they sell a vehicle personally and report that sale to the DMV. If they are trading in a car or selling to a dealer, the dealer will do that for them. However, if it is a personal sale, they need to notify DMV so taxes will be charged to the new owner, not to them. A quick Bill of Sale showing the vehicle information, date it was sold, amount, and who it was sold to is helpful to prove when a vehicle transferred owners. If they do not report to DMV and leave it up to the new owner, that could take months.

Commissioner Funkhouser said prorating the Personal Property tax is a lot of work but is the fairest to the citizens.

Chairman Moskalski said we should look at the New Kent model and asked if they prorate. Commissioner Funkhouser said she did not know.

Commissioner Funkhouser said another thing needed is software that would allow citizens to view and pay their taxes online. She said mailing costs are high. She also said the bill does not show if a person is receiving a high mileage discount, even though it is reflected in the amount due. So, people are calling to see if it's been applied.

Chairman Moskalski asked if the high mileage discount application has to be filed every year because of County requirements or State requirements. Commissioner Funkhouser said she didn't know, however, what is considered high mileage for a certain year vehicle can change from year to year so people may not be getting the maximum discount if they do not file a new application each year.

Supervisor Greenwood asked if you met the maximum one year, why wouldn't you still be eligible. Commissioner Funkhouser said once you reach the maximum threshold, you shouldn't need to reapply, however, the mileage limit could change.

County Administrator, Percy Ashcraft, noted New Kent does not prorate per a statement on their website.

Interim County Administrator, Steve Hudgins, said staff was currently working with Edmunds to do the things the Commissioner has mentioned.

4.c. Fire & EMS Department Update – Stacy Reaves, Fire Chief

Chief Reaves said COVID booster vaccines were now open for kids and suggested people visit the Three Rivers Health District website for regional clinics and registration (<https://www.vdh.virginia.gov/three-rivers/>). He said the State vaccination rate is now 66% and 90% of kids' vaccines have prevented them from getting COVID.

The region is still in Status Black requiring VCU to determine ambulance destinations.

The seven open positions have been filled and orientation will begin January 3, 2022. EMT classes begin January 10, 2022. The Fire Academy application is being processed through VDFP. One fully certified paramedic was hired which will reduce the academy positions to six. Chief Reaves reminded the Board the department still needs six more staff which they did not hire due to not getting the SAFER grant.

The department continues to work on vetting standard operating procedures.

The transition to ESO went live today across the board and the County is enrolled in training. Walkerton is not using ESO. They use the state reporting system. They do not do EMS in King William County and fire calls go through King & Queen County.

The third ambulance is out of commission and will stay that way due to the cost of repairs. The new ambulance final inspection is expected to be completed the second week of January. The builders are overwhelmed with work but are not experiencing chip issues.

The pre-build engineering for the engine has been completed and final changes are being engineered. Projected production is on time but the projected inspection date has been moved from April to June. Chief Reaves said it is a situation of not knowing when it will happen until it actually happens. He said they had to change the tires being used because they are no longer being made. Better tires were acquired for no additional cost.

The EOP workshop with VDEM took place on December 10, 2021 at Station One with Tribal and County stakeholders and staff. Two Board members attended – Supervisor Garber and Vice Chair Moren. VDEM will provide a suggestion report based on the workshop.

The EOC is being established at Station 1 and the backup is the County Administration Building Board Room. Fire & EMS, the Sheriff's Department, Administration, the Board of Supervisors, and all departments are all working together. As communication lines are built out, they're looking for double and triple backup as well as mobile equipment.

Vice Chair Moren said he thought a lot was learned at the workshop and he hoped to do it again.

Supervisor Garber mentioned the tornado scenario presented at the workshop was timely based on current events.

Supervisor Greenwood said he's received complaints from Station 1 volunteers saying they can't get into their offices due to the COVID closure of the station to the public. Chief Reaves said he had offered to have someone meet them there multiple times but no one has taken them up on it. Supervisor Greenwood said he would relay that message to them.

Vice Chair Moren asked if the engine returned to the Santa Run after being called away on an emergency and said he had heard complaints. Chief Reaves said yes, their first priority is always to an emergency, and they did return to complete the Santa Run afterward.

Chairman Moskalski thanked the department for doing the Santa Runs. Chief Reaves said they enjoy doing it and feel it's good for the children and the public, as well as for the department staff. He said there are a lot of insurance issues which have changed the way they are allowed to do it now. For example, they can no longer throw candy and Santa is not allowed to ride on top, he has to be inside. He said they try to light him up as much as possible so he's very visible to the kids and public.

Chief Reaves thanked Mangohick for helping them cover the Santa Run in the northern area of the County.

Chairman Moskalski thanked Chief Reaves for his forthrightness in telling them what the department needs.

Chief Reaves said they are reapplying for the AFG to replace the brush truck. They learned that their application and others were never even viewed and AFG is changing their process to address that.

4.d. Parks & Recreation Department Update – Kayla Huffman, Parks & Rec Manager

Ms. Huffman outlined the many programs the department has going on and planned.

The after-school program has about 70 kids and is growing each week with both full-time and part-time attendance.

Their fall soccer league had over 70 kids. They had an eight-week season and received a \$2,000 sponsorship from Tappahannock Chevrolet.

Spring soccer begins March 22nd.

Basketball has over 230 kids plus 25 for the Tot Shots program. Practices and games begin in January at the schools.

They held a Reindeer Run and had 60 runners who received t-shirts, snacks, and medals. Ms. Huffman thanked the Sheriff's office and VDOT for assisting them in temporarily closing some roads to keep the runners safe.

There are three instructors offering a variety of fitness classes.

They have held Holiday classes for cooking and are having a Christmas Camp. There was a wreath-making class and a centerpiece class.

CPR classes will be offered every other month beginning in January.

Senior offerings include Mahjong, Wii Bowling, and Bingo at the Ruritan.

They are working on offering more adult programs. They will offer adult flag football and are researching other sports for the best fit.

The 360 Complex has two part-time staff and public use is increasing. They have received donations from the community to help outfit it. The County held the Employee Recognition event there in November.

Maintenance has been prepping the parking area for gravel and the soccer field has been regraded and seeded.

Supervisor Garber said the Rec Center is very nice and they are doing a great job.

4.e. Proposed Water Tower Update – Sherry Graham, Director of Planning and Josh Sluder, Utilities Manager

Ms. Graham said Bowman will be surveying the property to pinpoint the best spot to locate the tower. Mr. Sluder said the property will be ready for surveying and site plan by this

Friday. The property owners, Carlyle and Brenda Clements, have been very open to making the property available for this work to be done.

Vice Chair Moren asked if it is unusual to ask for a fair market value on a property that someone is donating. Mr. Ashcraft said it can be done. Supervisor Moskalski said the owners may like to know the value of the gift for tax purposes.

Supervisor Garber asked where on the hill the tower was being located. Ms. Graham said there are a couple of high elevated spots on the property they are looking at.

4.f. New Circuit Court Clerk Election Process -Steve Hudgins, Interim County Administrator

Mr. Hudgins asked for the Board's guidance on a preferred date to set the special election for the Clerk of Circuit Court due to Ms. Normans upcoming retirement in February of 2022. State Code §24.2-228.1 dictates the Board must petition the Circuit Court to issue a Writ of Election to fill the vacancy and the election must be held "promptly", which is up to the Board to decide. The General Registrar believes it would be most efficient to hold the special election on the same date as the general election in November 2022. In order to run in the November 2022 election, prospective candidates must submit all paperwork by June 2022.

Chairman Moskalski asked if the Clerk's office was capable of operating for that long without a Clerk. Mr. Hudgins said he would ask the Judge. Chairman Moskalski said it was ok as long as the Judge says it's ok.

Supervisor Greenwood asked if the election could be held during the primary. Mr. Hudgins said it is not allowed.

Supervisor Hodges said nothing can be done until Ms. Norman actually retires.

Chairman Moskalski instructed Mr. Hudgins to ask the Judge about the timing as well. He noted the School Board would be meeting tomorrow to discuss the Chair's resignation effective January 1, 2022 and their election must be held at the same time. They will need to determine if they can wait that long without filling the position and also if they can appoint a qualified interim in the meantime.

Vice Chair Moren asked how much a special election costs. Chairman Moskalski said it is a lot and Mr. Hudgins added it is also a lot of work.

Supervisor Greenwood asked why they didn't wait last time with the February 2021 special election for the Commissioner of Revenue and Treasurer. Chairman Moskalski said because those two offices could not function without their officers.

Mr. Hudgins said he will speak with the Judge and School Board and come back with a draft Resolution at the January Work Session.

4.g. VPPSA Budget Request Update - Steve Hudgins, Interim County Administrator

Mr. Hudgins said VPPSA's costs are increasing due to the mandatory increase in the minimum wage. This will result in about an increase in cost to the County. King William County's share of the current FY22 VPPSA budget totals \$956,258.00. This will increase to \$1,077,499.00 for FY23 – an increase of 12.68%.

Mr. Hudgins also provided costs based on potentially adding additional service days.

Proposed Option 1 would add back in the days previously removed from the Epworth and King William landfill sites, which would make both sites open five days per week. This would be an increase of \$21,000 annually. Mr. Hudgins noted this amount differs than the amount in his memo and reflects the most up-to-date information from VPPSA.

Proposed Option 2 would increase the days all sites are open to six. The additional cost would be \$50,500 annually.

Vice Chair Moren said a solution needs to be found because they are expecting 120+ new homes in Central Garage. Ms. Graham said there are 120 new lots proposed for McCauley Park and another 294 lots possible at another site.

Chairman Moskalski said they need to focus on finding an alternate site in Central Garage and on finding possible refuse services in the area. He suggested talking with builders and HOAs to help find solutions to take pressure off the VPPSA sites.

Supervisor Greenwood said the traffic backups cause a safety issue.

Supervisor Garber asked about the County's contract with VPPSA and if it's subject to these price increases. Mr. Hudgins said it will be renegotiated this spring. VPPSA is a non-profit organization and the County's share is based on VPPSA's cost. The County is a VPPSA Board Member.

Chairman Moskalski said the County chooses the cost based on the level of services provided.

Mr. Hudgins said Mr. Magnant of VPPSA said their sister authorities in Central Virginia and other localities are all looking at increases of 60-80%.

4.h. Public Relations Update – Percy Ashcraft, County Administrator

Mr. Ashcraft said he is focusing on establishing better communications in the County and that it's difficult to get the word out in a County of our size which is so spread out.

The County will be making greater use of Facebook and posting more news and announcements (the County's Facebook page is not interactive).

The County has a new Twitter account which he is just starting to use. He noted Twitter reaches a young generation and has a far reach.

Mr. Ashcraft enjoys writing and has started a County Administrator's BLOG which is accessed through the County website.

Friday Newsletters will be sent to anyone who'd like them. They will contain a calendar of events and announcements from the previous week. The newsletter will also be a good tool for staff intercommunication. People can sign up to receive it via the County website.

Mr. Ashcraft said he wants to reach out into the community and speak with citizen groups on topics of their interest.

Chairman Moskalski said he is looking forward to it.

Supervisor Hodges asked if the Board would automatically be put on the list to receive the newsletter. Mr. Ashcraft said yes.

Agenda Item 5. BOARD OF SUPERVISORS' REQUESTS

Special Announcement: Vice Chair Moren announced that the County had been awarded a VATI grant with All Points Broadband to bring fiber-to-the-home to unserved areas of the County. The grant and State will provide 86% of the funding for the project. Vice Chair Moren said he is looking forward to it.

Supervisor Hodges had a statement on the signs which appeared in West Point saying a road would be closed for two days due to replacing railroad crossing ties. He said that road will not in fact be closed because it is the only way in and out of the subdivision there.

Supervisor Greenwood said he had received complaints about Personal Property Tax and would like to talk about the possibility of equalizing it next year.

Vice Chair Moren said he appreciated Mr. Ashcraft keeping them in the loop.

Supervisor Garber said he'd still like to talk about prorating Personal Property Tax and would like to see the data. He said he doesn't think values will be going down any time soon. He thanked Gene Campbell for taking new photos of the Board and County Administration staff and wished everyone a safe, happy and Merry Christmas.

Chairman Moskalski said he'd like to do something to recognize the King William High School football team at the January regular meeting. He said he'd like to invite the team and honor their accomplishment in winning the regional championship.

Agenda Item 6. CLOSED MEETING

6.a. Motion to Convene Closed Meeting

Vice Chair Moren made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to consider a personnel matter involving the assignment of a specific public employee. Supervisor Hodges seconded the motion. The Chairman called for any discussion. The members were polled:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

6.b. Motion to Reconvene in Open Session

Having completed the Closed Meeting, Supervisor Hodges made a motion to Reconvene in Open Session, seconded by Supervisor Greenwood. The Chairman called for any discussion.

The members were polled:

Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

6.c. Certification of Closed Meeting

Supervisor Hodges moved for adoption of Standing Resolution 1 (SR-1) in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950, as amended; the motion was seconded by Supervisor Greenwood. The chairman called for any discussion.

The members were polled:

Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

STANDING RESOLUTION – 1 (SR-1) A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING

WHEREAS, the King William County Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS, Section 2.2-3712 (D) of the Code of Virginia requires a certification by the King William County Board of Supervisors that such closed meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED that the King William County Board of Supervisors on this 13th day of December, 2021, hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered in the closed meeting to which this certification resolution applies, by the King William County Board of Supervisors.
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the King William County Board of Supervisors.

DONE this the 13th day of December, 2021.

6.d. Action on Closed Meeting (if necessary)

No action was taken as a result of the Closed Meeting.

Agenda Item 7. ADJOURN OR RECESS

Supervisor Greenwood made a motion to adjourn the meeting; seconded by Supervisor Garber. The chairman called for any discussion. The members were polled:

Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Vice Chair	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 2nd District: Travis J. Moskalski – Chairman	Aye

COPY TESTE:

Travis J. Moskalski, Chairman
Board of Supervisors

Christine H. Branch
Deputy Clerk to the Board of Supervisors

DRAFT



Board of Supervisors

Steven G. Hudgins

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
C. Stewart Garber, Jr., Fourth District
Edwin H. Moren, Jr., Fifth District

DATE: December 13, 2021
TO: King William County Board of Supervisors
FROM: Karena Funkhouser, Commissioner of the Revenue
SUBJECT: Personal Property Tax Relief Act (PPTRA)

REQUEST FOR ACTION

For information only.

SUMMARY

The Personal Property Tax Relief Act (PPTRA), as amended in 2005, capped the amount the State reimbursed localities for personal property tax at \$950 million. The amount allocated to each locality was based on the localities' personal property tax collections as a percentage of all personal property tax collected by all localities for the year 2005. The amount received by King William County was set at \$1,204,131.00. The amount has not changed since 2006.

As the tax base grows, the \$1.2 million must be proportioned over a larger base and the PPTRA rate decreases. In 2020, the value of motorcycles, cars, trucks and vans was \$138,006,476.00. The amount in 2021 was \$158,726,793.00. The \$1.2 million is proportioned over the tax assessed from the vehicles qualifying for PPTRA. Business vehicles and heavy trucks do not qualify for PPTRA. King William County applies the PPTRA 100% to vehicles assessed at \$1,000 or less. The owners of these vehicles receive no personal property tax bill. Not all counties apply the PPTRA in this manner. In King and Queen County, if your vehicle is assessed at \$800, you will receive a personal property tax bill.

By law, the PPTRA rate must match the amount received from the State as closely as possible. It is not a means by which a locality may offset increases in tax revenue. See § 58.1-3524 C 2.

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www.kingwilliamcounty.us



Board of Supervisors

Steven G. Hudgins

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
C. Stewart Garber, Jr., Fourth District
Edwin H. Moren, Jr., Fifth District

PPTRA Rates

2021 – 27.7%

2020 – 30% was the calculated rate The Supervisors voted to increase the rate to 35%.

2017, 2018, 2019 – 35%

2015, 2016 – 40%

2007 – 43%

Process:

- The personal property tax rate is set during the County budget process each year. For County residents outside of the town of West Point, the approved tax rate for 2021 is \$3.65/\$100.
- The Commissioner of the Revenue Office assesses vehicles at average trade-in value as published in nationally recognized pricing guides. The County uses the values (as of January 1 of the tax year) found in J.D. Power's National Automobile Dealers Association (NADA) Official Used Car Guide. The County assesses vehicles not listed in any recognized pricing guide at 80% of cost.

Any Commissioner of the Revenue may choose to use retail, trade-in or loan values to assess vehicles. The highest assessment values come from using the retail value. Trade-in values average about 86% of the retail value and loan values equal about 77% of the retail value.

Typically, a vehicle's assessment value decreases each year. For the first time since 2007, when the Federal Government offered "Cash for Clunkers" assessment values for used vehicles increased. The increase averaged between 10%-20%. This is a result of market conditions effecting supply and demand. During the pandemic, many automobile manufacturing plants shut down for long periods of time decreasing supply and people had COVID relief money to spend increasing demand. This is explained in more detail in the notice included with the personal property tax bills.

- The relief rate is calculated by dividing the \$1.2 million by the total amount of the **tax** assessed on vehicles eligible to receive PPTRA.
- The Board of Supervisors approves the rate before bills are calculated and mailed.

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Board of Supervisors

Steven G. Hudgins

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
C. Stewart Garber, Jr., Fourth District
Edwin H. Moren, Jr., Fifth District

Hanover County receives approximately \$15 million for PPTRA. Hanover was aware that the allocation would be based on the personal property collections and their collection rate in 2005 was 98.5%. The current PPTRA rate in Hanover is 43%.

When comparing King William's PPTRA rate to other localities, one must consider that County's collection rate in 2005, the amount of their State reimbursement, the method of assessment and whether or not the County issues bills for vehicles valued at less than \$1,000.

Unfortunately for King William citizens, they experienced a 7% decrease in the PPTRA rate and higher assessment values.

Attachments

58.1-3524(C)2
"Why did my tax bill increase?"

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§ 58.1-3524. Tangible personal property tax relief; local tax rates on vehicles qualifying for tangible personal property tax relief

A. For tax year 2006 and all tax years thereafter, counties, cities, and towns shall be reimbursed by the Commonwealth for providing the required tangible personal property tax relief as set forth herein.

B. For tax year 2006 and all tax years thereafter, the Commonwealth shall pay a total of \$950 million for each such tax year in reimbursements to localities for providing the required tangible personal property tax relief on qualifying vehicles in subsection C. No other amount shall be paid to counties, cities, and towns for providing tangible personal property tax relief on qualifying vehicles. Each county's, city's, or town's share of the \$950 million for each such tax year shall be determined pro rata based upon the actual payments to such county, city, or town pursuant to this chapter for tax year 2005 as compared to the actual payments to all counties, cities, and towns pursuant to this chapter for tax year 2005, as certified in writing by the Auditor of Public Accounts no later than March 1, 2006, to the Governor and to the chairmen of the Senate Committee on Finance and Appropriations and the House Committee on Appropriations. The amount reimbursed to a particular county, city, or town for tax year 2006 for providing tangible personal property tax relief shall be the same amount reimbursed to such county, city, or town for each subsequent tax year.

The reimbursement to each county, city, or town for tax year 2006 shall be paid by the Commonwealth over the 12-month period beginning with the month of July 2006 and ending with the month of June 2007, as provided in the general appropriation act. For all tax years subsequent to tax year 2006, reimbursements shall be paid over the same 12-month period. All reimbursement payments shall be made by check issued by the State Treasurer to the respective treasurer of the county, city, or town on warrant of the Comptroller.

C. For tax year 2006 and all tax years thereafter, each county, city, or town that will receive a reimbursement from the Commonwealth pursuant to subsection B shall provide tangible personal property tax relief on qualifying vehicles by reducing its local tax rate on qualifying vehicles as follows:

1. The local governing body of each county, city, or town shall fix or establish its tangible personal property tax rate for its general class of tangible personal property, which rate shall also be applied to that portion of the value of each qualifying vehicle that is in excess of \$20,000.
2. After fixing or establishing its tangible personal property tax rate for its general class of tangible personal property, the local governing body of the county, city, or town shall fix or establish one or more reduced tax rates (lower than the rate applied to the general class of tangible personal property) that shall be applied solely to that portion of the value of each qualifying vehicle that is not in excess of \$20,000. No other tangible personal property tax rate shall be applied to that portion of the value of each qualifying vehicle that is not in excess of \$20,000. Such reduced tax rate or rates shall be set at an effective tax rate or rates such that (i) the revenue to be received from such reduced tax rate or rates on that portion of the value of

qualifying vehicles not in excess of \$20,000 plus (ii) the revenue to be received on that portion of the value of qualifying vehicles in excess of \$20,000 plus (iii) the Commonwealth's reimbursement is approximately equal to the total revenue that would have been received by the county, city, or town from its tangible personal property tax had the tax rate for its general class of tangible personal property been applied to 100 percent of the value of all qualifying vehicles.

3. Notwithstanding the provisions of subdivisions 1 and 2, beginning with tax year 2016, each county, city, and town that receives reimbursement shall ensure that the reimbursement pays for all of the tax attributable to the first \$20,000 of value on each qualifying vehicle leased by an active duty member of the United States military, his spouse, or both, pursuant to a contract requiring him, his spouse, or both to pay the tangible personal property tax on such vehicle. The provisions of this subdivision apply only to a vehicle that would not be taxed in Virginia if the vehicle were owned by such military member, his spouse, or both.

D. On or before the date the certified personal property tax book is required by § 58.1-3118 to be provided to the treasurer, the commissioner of the revenue shall identify each qualifying vehicle and its value to the treasurer of the locality.

E. The provisions of this section are mandatory for any county, city, or town that will receive a reimbursement pursuant to subsection B.

1998, Sp. Sess. I, c. 2;2004, Sp. Sess. I, c. 1;2015, c. 266.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

AGENDA ITEM 7.b.

Approval of Payment of Bills - October 2021 and
November 2021



Natasha L. Joranlien
Director of Financial Services

Board of Supervisors

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
C. Stewart Garber, Jr., Fourth District
Edwin H. Moren, Jr., Fifth District

MEMO

DATE: December 27, 2021
TO: King William County Board of Supervisors
FROM: Natasha Joranlien, Director of Financial Services
SUBJECT: Monthly Expenditures - October & November 2021

OCTOBER

County Administration Expenditures (excluding Payroll)

Checks and ACH processed	1,004,091.97
Transfer from Treasurer to Schools	805,940.58

County Administration Payroll

Payroll Net	344,912.56
Employer Benefit Portion	129,057.66
Employer State Unemployment	397.37
Employer FICA/Med Portion	36,042.84

County Costs	510,410.43
--------------	-------------------

<i>Employee Portion of Taxes</i>	96,048.25
<i>Employee Portion of Benefits</i>	57,604.82
	664,063.50

CARES Funds (Fund 202)	1,115.70
ARPA Funds (Fund 215)	39,770.05
Comprehensive Services Act	54,879.84

Department of Social Services Expenditures (excluding Payroll)

Checks and ACH processed	10,228.59
--------------------------	------------------

DSS Payroll

Payroll Net	43,868.34
Employer Benefit Portion	15,554.38
Employer State Unemployment	193.72
Employer FICA/Med Portion	4,501.93

DSS Costs	64,118.37
-----------	------------------

<i>Employee Portion of Taxes</i>	10,964.11
<i>Employee Portion of Benefits</i>	7,122.75
	82,205.23

TREASURER MANUAL CHECKS ISSUED

<i>Expenses</i>	-
<i>Refunds</i>	148.67
<i>Pass Thru</i>	148.67

Total County Administration, CARES, Social Services, CSA, & Treasurer Manual Checks	2,490,704.20
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NOVEMBER

County Administration Expenditures (excluding Payroll)

Checks and ACH processed	415,058.91
Transfer from Treasurer to Schools	805,940.58

County Administration Payroll

Payroll Net	341,639.29
Employer Benefit Portion	123,523.48
Employer State Unemployment	322.82
Employer FICA/Med Portion	35,201.53
County Costs	500,687.12
<i>Employee Portion of Taxes</i>	93,665.33
<i>Employee Portion of Benefits</i>	54,326.35
	648,678.80

CARES Funds (Fund 202)

-

ARPA Funds (Fund 215)

-

Comprehensive Services Act

93,216.50

Department of Social Services Expenditures (excluding Payroll)

Checks and ACH processed	9,780.85
--------------------------	-----------------

DSS Payroll

Payroll Net	39,710.10
Employer Benefit Portion	15,558.65
Employer State Unemployment	94.81
Employer FICA/Med Portion	4,100.51
DSS Costs	59,464.07
<i>Employee Portion of Taxes</i>	9,879.45
<i>Employee Portion of Benefits</i>	7,124.84
	76,468.36

TREASURER MANUAL CHECKS ISSUED

<i>Expenses</i>	-
<i>Refunds</i>	-
<i>Pass Thru</i>	-
	-

Total County Administration, CARES, Social Services, CSA, &
Treasurer Manual Checks

1,884,148.03

AGENDA ITEM 8.a.

Administration Report - Percy C. Ashcraft, County
Administrator



County Administrator's Report

December 27, 2021 meeting of the Board of Supervisors

Meetings & Special Dates

December

1. New Year's Eve (County Offices Closed) – December 31.

January

2. Planning Commission – January 4, 7 p.m.; Board Room.
3. Recreation Commission – January 6, 7 p.m.; Parks & Recreation Community Center.
4. Economic Development Authority (EDA) – January 12, 7 p.m.; Board Room.
5. DEQ Public Meeting – January 13, 6 p.m.; Biosolids Permit.
6. Middle Peninsula Planning District Committee – January 14, 8 a.m.
7. VPPSA Oversight Committee – January 14, 11 a.m.
8. Rev. Martin Luther King's Birthday (County Offices Closed) – January 17.
9. King William School Board Meeting – January 18, 6 p.m.; Hamilton Holmes Middle School.
10. Wetlands Board Meeting – January 19, 6:30 p.m.; Board Room.

Notes & Updates

1. Personnel
 - a. Hannah Rice hired as part-time Animal Care Tech for the Animal Shelter.
 - b. Briana Rappold hired as full-time Deputy Treasurer.
 - c. Jeannie Conner transferred from 9-1-1 Dispatch to Full-Time Custodian.
 - d. Kelsey Duke & Deborah Ball hired as part-time temporaries for the Commissioner of the Revenue's Office.
 - e. Donna Wilson resigned as employee in the Commissioner of the Revenue's office.
2. Treasurer Mary Sue Bancroft has asked for an extension to complete the FY '22 audit. Public announcements have been posted. Estimated completion is February 28, 2022.
3. King William Ruritan Club donated \$600 to King William County Fire & EMS on December 14.

4. At the urging of the administrations in West Point and King William County, Congressman Rob Wittman will sponsor legislation that will help counties and towns have more flexibility with federal money they receive.
5. County Staff is discussing restoring the former conference room next to the County Administrator's office for multiple uses that include larger staff meetings, BOS conversations with constituents, and also Closed Sessions after BOS meetings. This would take the pressure off the continued use of the Board Room for meetings not related to the BOS and Boards and Commissions.
6. Deputy County Administrator Hudgins and I met with Chief Robert Gray and Debra Hansen of the Pamunkey Tribe on December 16 to discuss ways the County and the Tribe can improve relations.
7. COVID-19 Update:
 - a. King William County is averaging 10 new cases per the most recent seven-day average as of December 20.
 - b. King William County residents have experienced 2,295 cases of COVID-19 since February, 2020 as of December 20. A total of 70 required hospitalization and 26 passed away.
 - c. County Government continues to follow a mask policy when dealing with the public and non-vaccinated personnel.
 - d. COVID-19 Antigen at-home test kits are available at no cost.
8. King William County School Board member Steven Tupponce recently announced he is stepping down effective January 1, 2022.
9. Parks & Recreation is seeking more people to utilize the Community Center.
10. County newsletter was launched December 17 to complement the website, Facebook, Twitter, and County Administrator's blog to increase public awareness of matters happening within King William County. Residents can get on the distribution list by emailing County Administration or filling out the form on the website, or they can read it from our webpage.

AGENDA ITEM 8.a.i.

Proposed Budget Work Sessions - Monday, January
31, 2022 and Tuesday, February 22, 2022

KING WILLIAM COUNTY



FISCAL YEAR 2023 BUDGET -- PREPARATION AND ADOPTION SCHEDULE Recommended as of November 15, 2021 **(Revised December 14, 2021)**

<u>Day & Date:</u>	<u>Purpose (Time):</u>
Monday, November 22, 2021	Budget Request Documents Submitted to Departments and Outside Agencies
Monday, December 20, 2021	Budget Request Submittal Deadline for Departments and Outside Agencies
Monday, January 10, 2022	Staff Annual Performance Evaluations request sent out to Departments-TENATIVE
Monday, January 10, 2022	Work Session (7:00 p.m.) – Financial Overview of the County and Funding Future Capital Needs - TENTATIVE
Monday, January 31, 2022	Proposed Budget Work Session (7:00 p.m.) - TENTATIVE
Monday, February 14, 2022	Work Session (7:00 p.m.) – Budget Retreat/OUTSIDE AGENCIES PRESENTATIONS – TENTATIVE
Tuesday, February 22, 2022	Proposed Budget Work Session (7:00 p.m.) - TENTATIVE
Monday, February 28, 2022	Regular Meeting (7:00 p.m.) – Budget Retreat/CIP & TAX RATES
Monday, February 28, 2022	Annual Performance Evaluations return deadline
Tuesday, March 8, 2022	Joint Meeting with School Board to Review Draft School Budget – Location TBD (6:30 p.m.) – TENTATIVE
Monday, March 28, 2022	Regular Board Meeting (7:00 p.m.) - Budget Released –TENTATIVE
Wednesday, March 30, 2022	Publication of Public Hearing Notice – Proposed Budget and Tax Levies – TENTATIVE
Monday, April 4, 2022	Public Hearing of Proposed Budget and Tax Levies (7:00 p.m.) - TENTATIVE
Monday, April 11, 2022	Work Session (7:00 p.m.) – Budget Discussion - TENTATIVE
Friday, April 15, 2022	Budget Work Session (9:00 a.m.) – TENTATIVE
Monday, April 25, 2022	Regular Board Meeting (7:00 p.m.) – Adoption of Budget and Tax Levies and Appropriation of Funds - TENTATIVE

Note: The regular meeting of the Board of Supervisors is not listed on this schedule unless specific action is needed that night.

AGENDA ITEM 8.b.i.

Animal Activities Report - November 2021

Regional Animal Shelter

Animal Activities Report

November 2021

Dogs Received		Stray		Seized		Bite Cases		Surrendered		Other		Total	
Month		Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
	KW Animal Control	7	55	0	4	0	1	1	3	0	0	8	63
	K & Q Animal Control	4	56	0	4	0	2	0	6	0	0	4	68
	King William Citizens	4	43	0	0	1	2	4	44	0	0	9	89
	King & Queen Citizens	2	26	0	0	0	0	0	12	0	0	2	38
	Other	0	0	0	0	0	0	0	0	0	0	0	0
	Totals	17	180	0	8	1	5	5	65	0	0	23	258
Disposition (Dogs)		Reclaimed		Adopted		Transferred		Euthanized		Other		Total	
		Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
		3	59	5	37	9	130	6	32	0	0	23	258
Cats Received		Stray		Seized		Bite Cases		Surrendered		Other		Total	
Month		Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
	KW Animal Control	1	19	0	0	0	1	9	85	0	0	10	105
	K & Q Animal Control	3	24	0	0	0	0	36	79	0	0	39	103
	King William Citizens	4	54	0	0	0	0	3	74	0	0	7	128
	King & Queen Citizens	1	4	0	0	0	0	2	49	0	0	3	53
	Other	0	0	0	0	0	0	0	0	0	1	0	1
	Totals	9	101	0	0	0	1	50	287	0	1	59	390
Disposition (Cats)		Reclaimed		Adopted		Transferred		Euthanized		Other		Total	
		Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
		1	10	5	64	13	176	40	139	0	1	59	390
Feral Cats		Month	YTD	Other Species Handled									
		34	121										
Other Received Explanation													
Other Disposition Explanation		1 cat escaped 2/21											
Animals On Hand		12/1/21											
Dogs		7	Cats	10	Other Species		0						



P.O. Box 215

20201 King William Rd

King William, VA 23086

November 2021 Animals Euthanized Explanation

Cats Euthanized: 40

- 34 Feral cats; 31 were surrendered to King & Queen Animal Control, 2 were surrendered to King William Animal Control, 1 was brought to the Shelter by the owner
- 1 socialized but aggressive cat, housed 61 days with no adoption or rescue interest
- 4 neonatal kittens with no foster available
- 1 cat diagnosed with heart murmur

Dogs Euthanized: 6

- 1 heartworm positive stray dog with mange and double ear infections
- 1 stray dog with severe anxiety and hyperactivity, housed 25 days, toe nails and feet bloody from constant pacing, biting/chewing on kennel and play yard fencing
- 2 surrendered dogs with severe bite history to humans
- 1 stray dog with bite wounds from an unknown origin which is a rabies risk and the Health Department requires euthanasia
- 1 surrendered aggressive dog; not able to handle to give vaccines. Even after 3 days the dog was head shy and snappy

AGENDA ITEM 8.b.ii.

Building Department Report - November 2021

BUILDING DEPARTMENT REPORT

	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021
TOTAL PERMITS ISSUED	79	183	175	305	263
BUILDING INSPECTIONS COMPLETED	420	305	396	280	453
NEW COMMERCIAL PERMITS	3	1	1	1	0
NEW DWELLINGS	16	24	17	21	25
CERTIFICATE OF OCCUPANCY	18	7	10	4	14
PLAN REVIEW	15	17	19	32	22

AGENDA ITEM 8.b.iii.

Utilities Department Report - November 2021

UTILITIES MONTHLY ACTIVITY REPORT - NOVEMBER 2021

PROJECTS

ITEM	STATUS	NOTES
Industrial Park Water System	Ongoing	Submittals have been turned into DEQ
Kennington Office Warehouse	Started 1/25/2021	Building is under construction.
McCauley Park Sec. 2	Under Construction	All water lines installed. Tied into Project 100%
Central Crossings Sec 2B	Under Construction	Water and Sewer being installed
DEQ Withdrawl Permit : Central Garage System	Ongoing	Submittals have been turned into DEQ for evaluation
Kennington Section 2B	Under Review	Not yet started
Kennington Section 2C	Under Review	Not yet started

INFRASTRUCTURE GROWTH

	MONTHLY	FYTD
Water Connections	15	58
Sewer Connections	15	58
Water Meter Sales	0	30

SERVICE AND REPAIRS

	MONTHLY	FYTD
Miss Utility tickets	64	391
Repair items addressed	2	9
Flow Tests	1	3
Customer Transfers (Manual meter reads)	10	61
Replace defective meters	11	33
Manual Meter reads after Electronic Billing Reads	0	84
Bac't Samples per month	8	40
Number of inspection per working project	36	111
DEQ readings using Levellogger	2	10
Daily Water Usage Readings (3 wells)	20	100
Weekly Well Inspections (4 wells)	18	71

AGENDA ITEM 8.b.iv.

Synopsis from November 2021 Middle Peninsula
Planning District Commission (MPPDC) Meeting



COMMISSIONERS

Essex County
Hon. Edwin E. Smith, Jr.
Hon. John C. Magruder
Ms. Sarah Pope
Mr. Michael A. Lombardo

Town of Tappahannock
Hon. Fleet Dillard

Gloucester County
Hon. Ashley C. Chriscoe
(Vice-Chairman)
Hon. Michael R.
Winebarger
Dr. William G. Reay
Mr. J. Brent Fedors

King and Queen County
Hon. Sherrin C. Alsop
Hon. R. F. Bailey
Mr. Thomas J.
Swartzwelder
(Chairman)

King William County
Hon. Ed Moren, Jr.
Hon. Travis J. Moskalski
(Treasurer)
Mr. Otto Williams

Town of West Point
Hon. James Pruett
Mr. John Edwards

Mathews County
Hon. Michael C. Rowe
Hon. Melissa Mason
Mr. Thornton Hill

Middlesex County
Hon. Wayne H. Jessie, Sr.
Hon. Reggie Williams, Sr.
Mr. Gordon E. White

Town of Urbanna
Ms. Marjorie Austin

Secretary/Director
Mr. Lewis L. Lawrence

TO: Middle Peninsula County Administrators and Town Managers
Assistant Co. Administrators and Assistant Town Managers
County Board of Supervisors
Town Council Members
MPPDC Board of Commissioners
Planning Directors
Economic Development Authority Members

FROM: Lewie Lawrence, MPPDC Executive Director

DATE: November 19, 2021

RE: Synopsis of MPPDC Meeting of November 17, 2021

In an effort to bring broader awareness to the work of the Middle Peninsula Planning District Commission to all elected officials and locality administrators and to alert you as to items that may require local participation or input, after each monthly meeting MPPDC staff will transmit a quick update on items discussed at the PDC meeting.

We hope this is of benefit to you. Please do not hesitate to contact me or my staff if you have any questions or want more information on any of the topics discussed.

Thank you.

Attachment

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Middle Peninsula Planning District Commission Meeting

7:00 P.M.

Wednesday, November 17, 2021

125 Bowden Street

Saluda VA 23149

- I. Welcome and Introductions
- II. Approval of October Minutes
- III. Approval of Financial Report for October
- IV. Executive Director's Report on Staff Activities for the month of November
- V. MPCBPAA Update
None
- VI. MPA Update
MPA Chairman, Ashley Chriscoe reported the IRS rejected the electronic submission of the MPA's tax documents. A printed copy has been signed and is ready for submission. Mr. Chriscoe stated he will continue to keep the Commission updated as things progress.
- VII. MPPDC Public Relations/Communications Update
None
- VIII. Public Comment
None

AGENDA ITEMS FOR DISCUSSION

- IX. Regional Dredging Program Presentation
MPPDC Deputy Director, Curt Smith gave a PowerPoint Presentation providing an overview of the MPPDC Dredging Implementation Plan. Topics discussed were: The Need for a Proactive Dredging Program; Why this Plan Matters; How the Region Got to This Place of Need; Business Model Evaluation; The 21 Middle Peninsula Channels Identified and their Total Volume; Analogy of the Amount of Volume of the 21 Channels; Private Cost Model v. Public Cost Model; Cost of Regional/Local Dredging Programs; Benefits of Establishing and Operating a Regional Dredging Program; Recommendations; and Action Steps to Enact the Recommendations. It was requested that discussions regarding the recommendation to establish a regional dredging program be included during subsequent Commission meetings with emphasis on organizational structure and financing options.
- X. All Hazards Mitigation Plan Update
MPPDC Executive Director, Lewie Lawrence reported the All-Hazards Mitigation Plan has been completed, submitted and is at the state level for review.
- XI. DCR Flood Fund Round 2 Update
MPPDC Executive Director, Lewie Lawrence provided a handout of an article featured in the *Virginia Mercury* regarding the DCR Community Flood Preparedness Fund and the lock-

boxing of 19 private applications the MPPDC submitted in Round 1. The MPPDC recently submitted an additional 21 projects in Round 2. DCR is expected to make an award announcement in mid-December. Mr. Lawrence will keep the Commission apprised as this conflict continues to unfold.

XII. Other Business

MPPDC Deputy Director, Curt Smith announced the recent award of a ~\$2M U.S. DOT RAISE grant to advance designs for improvements to public working waterfront facilities in the region.

Commissioner, John Magruder commended the work of the MPPDC.

Commissioner, Tim Hill reported Mathews County has identified a potential candidate to fill the vacant County Administrator position.

Commissioner, Mike Rowe was thanked for his 8 years of service on the MPPDC.

XIII. Adjournment

AGENDA ITEM 8.b.v.

Proposed 2022 Board of Supervisors Meeting Schedule



**KING WILLIAM COUNTY, VIRGINIA
BOARD OF SUPERVISORS
PROPOSED 2022 MEETING SCHEDULE**

MONTH	TIME	DATE	MEETING TYPE
January	7:00 PM	Monday, January 10	Work Session
	7:00 PM	Monday, January 24	Regular Meeting
February	7:00 PM	Monday, February 14	Work Session
	7:00 PM	Monday, February 28	Regular Meeting
March	7:00 PM	Tuesday, March 8	Joint School Board
	7:00 PM	Monday, March 14	Work Session
	7:00 PM	Monday, March 28	Regular Meeting
April	7:00 PM	Monday, April 4	Budget Public Hearing
	7:00 PM	Monday, April 11	Work Session
	9:00 AM	Friday, April 15	Daylong Budget Session
	7:00 PM	Monday, April 25	Regular Meeting & Budget Adoption
May	7:00 PM	Monday, May 9	Work Session
	7:00 PM	Monday, May 23	Regular Meeting
June	7:00 PM	Monday, June 13	Work Session
	7:00 PM	Monday, June 27	Regular Meeting
July	7:00 PM	Monday, July 11	Work Session
	7:00 PM	Monday, July 25	Regular Meeting
August	7:00 PM	Monday, August 8	Work Session
	7:00 PM	Monday, August 22	Regular Meeting
September	7:00 PM	Monday, September 12	Work Session
	7:00 PM	Monday, September 26	Regular Meeting
October	7:00 PM	*Monday, October 3	Work Session
	7:00 PM	Monday, October 24	Regular Meeting
November	7:00 PM	*Monday, November 7	Work Session
	7:00 PM	Monday, November 28	Regular Meeting
December	7:00 PM	Monday, December 12	Work Session
	7:00 PM	*Monday, December 26	Regular Meeting

***Recommended Date Changes & Other Considerations:**

April 4-8 – KWCPs Spring Break

April 15 – Good Friday (KWCPs Early Dismissal)

April 18 – KWCPs Teacher/Staff Holiday (Easter Monday)

October – Move Work Session from 2nd Monday (10/10 - Columbus Day) to 1st Monday (10/03)

November – Move Work Session from 2nd Monday (11/14 – VACo Conf.) to 1st Monday (11/07)

December – Move Regular Meeting from 4th Monday (12/26 – Christmas Observed) to ??

Other Important Dates:

February 3 VACo Chairperson's Institute

April 29-30 VACo Supervisor's Forum

August (TBA)

November 13-15

VACo County Officials' Summit

VACo 88th Annual Conference

AGENDA ITEM 8.b.vi.

Sheriff's Office Activity Report - November 2021



King William Sheriff's Office
 351 Courthouse Lane, Suite 160
 King William, VA 23086
 J. S. Walton, Sheriff

King William Sheriff's Office Activity

November 1, 2021 – November 30, 2021

Calls for Service	855
Incident Reports	81
Traffic Summons	43
Warrants Served	36
Civil Papers Served	416
13B-Simple Assault	2
18.2-152.3-COMPUTER FRAUD: EMBEZZLE OR LARCENY >=\$500	1
18.2-250-DRUGS: POSSESS SCH I OR II	3
18.2-266-DWI: 1ST OFF, BAC .15- .20%	2
18.2-57-ASSAULT: (MISDEMEANOR)	1
18.2-57.2-ASSAULT & BATTERY - FAMILY MEMBER	5
18.2-58-ROBBERY: BUSINESS W/ USE OF GUN OR SIMULATED GUN	1
18.2-67.5-ATTEMPT RAPE/SODOMY/OBJ PEN	1
18.2-96-PETIT LARCENY: <\$1000 NOT FROM A PERSON	1
18.2-97-ANIMAL: DOG/HORSE/COW/ETC, LARCENY	1
19.2-123-BAILEE: VIOL COND OF RELEASE/PRETRIAL	1
23G-Theft of Motor Vehicle Parts or Accessories	1
23H-All Other Larceny	3
26B-Credit Card/Automatic Teller Machine Fraud	2
26E-Wire Fraud	1
290-Destruction/Damage/Vandalism of Property	5
35A-Drug/Narcotic Violations	1
46.2-868.1-AGGRESSIVE DR: VIOL CERTAIN OFF + HAZARD/HARASS	1
90F-Family Offenses, Nonviolent	3
90Z-All Other Offenses	3
99VCC999.060-GRAND LARCENY - TYPE NOT CLEAR FROM RECORD	1
99VCC999.121-ORDINANCE, NOISE VIOLATION	1
ANIMBD-ANIMAL BITE DOG/CANINE	1
CHECKW-CHECK WELFARE OF SUBJECT	2
CIVILD-CIVIL DISTUBANCE/VERBAL DISPUTE	2
DOA-DEAD ON ARRIVAL/DECEASED PERSON	2
JUVI-JUVENILE ISSUE	2
MPER-MISSING PERSON/ADULT	1
OVERDOS-OVERDOSE	1
SUSA-SUSPICIOUS ACTIVITY	1
WARR-WARRANT SERVICE	12
** TOTAL **	81

AGENDA ITEM 11.a.

Motion to Convene Closed Meeting in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to consider a personnel matter involving the appointment of individuals to Boards and Commissions.

CLOSED MEETING MOTIONS

☒ **PERSONNEL** – In accordance with Section 2.2-3711 (A)(1) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to consider a personnel matter involving the (choose from below):

☒ 1. appointment of individuals to Boards and Commissions.

☐ 2. interview of a prospective candidate for employment.

(or the)

☐ 3. Employment

☐ 6. Promotion

☐ 9. Salary

☐ 4. Assignment

☐ 7. Performance

☐ 10. Discipline

☐ 5. Appointment

☐ 8. Demotion

☐ 11. Resignation

of a specific public officer / appointee / employee.

☐ **PUBLIC PROPERTY** – In accordance with Section 2.2-3711 (A)(3) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting regarding real property used for a public purpose, specifically pertaining to (choose from below):

☐ 1. the acquisition of real property for a public purpose.

☐ 2. the disposition of (name publicly held real property involved).

because discussion in an open meeting may adversely affect the bargaining position or negotiating strategy of the Board.

☐ **PROTECTION OF PRIVACY OF INDIVIDUALS** – In accordance with Section 2.2-3711 (A)(4) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting regarding a personal matter not related to public business in order to protect the privacy of individuals.

☐ **PROSPECTIVE BUSINESS OR INDUSTRY OR EXPANSIONS OF EXISTING BUSINESS OR INDUSTRY** – In accordance with Section 2.2-3711 (A)(5) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made.

☐ **INVESTING OF PUBLIC FUNDS** – In accordance with Section 2.2-3711 (A)(6) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss the investing of public funds where competition or bargaining is involved and where discussion in open session would adversely affect the financial interest of the County.

☐ **LEGAL MATTERS** – In accordance with Section 2.2-3711 (A)(7) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to (choose from below):

- ☐ 1. consult with legal counsel, consultants, and/or staff on a matter of actual litigation in which the County is involved.
- ☐ 2. consult with legal counsel, consultants, and/or staff on a matter of probable litigation in which the County may become involved.

because discussion in an open meeting may adversely affect the litigation position or negotiating strategy of the Board.

☐ **LEGAL MATTERS** – In accordance with Section 2.2-3711 (A)(8) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to consult with legal counsel on a specific legal matter (identify matter in general terms at a minimum) requiring the provision of legal advice by counsel.

☐ **HAZARDOUS WASTE SITING** – In accordance with Section 2.2-3711 (A)(14) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss the terms, conditions, and provisions of a hazardous waste siting agreement after a finding in open meeting that an open meeting will have an adverse effect upon the negotiating position of the Board or the establishment of the terms, conditions, and provisions of the siting agreement, or both.

☐ **TERRORIST ACTIVITY** – In accordance with Section 2.2-3711 (A)(19) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to (choose from below):

- ☐ 1. discuss plans to protect public safety relating to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, law-enforcement, or emergency service officials concerning actions taken to respond to such activity or a related threat to public safety.
- ☐ 2. discuss reports or plans related to the security of any governmental facility, building, or structure, or the safety of persons using such facility, building, or structure.

☐ **PUBLIC CONTRACTS** – In accordance with Section 2.2-3711 (A)(29) of the Code of Virginia, because discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Board, I move that the Board of Supervisors convene in Closed Meeting to (choose from below):

- ☐ 1. discuss the award of a public contract involving the expenditure of public funds.
- ☐ 2. interview bidders or offerors.
- ☐ 3. discuss the terms or scope of a public contract.

CERTIFICATION OF CLOSED MEETING

Mr. Chairman, I move that the King William County Board of Supervisors approve Standing Resolution 1 (SR-1) in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950, as amended, certifying that the Closed Meeting was conducted in conformity with the requirements of the Virginia Freedom of Information Act.

STANDING RESOLUTION – 1 (SR-1) A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING

WHEREAS, the King William County Board of Supervisors has convened a Closed Meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS, Section 2.2-3712 (D) of the Code of Virginia requires a certification by the King William County Board of Supervisors that such Closed Meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED that the King William County Board of Supervisors on this 27th day of December, 2021, hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by the King William County Board of Supervisors in the Closed Meeting to which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the King William County Board of Supervisors.

[ROLL CALL VOTE]

AGENDA ITEM 12.a.

Resolution 21-95 - Appointment to the MPPDC

RESOLUTION 21-95

APPOINTMENT/REAPPOINTMENT TO THE

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION CITIZEN REPRESENTATIVE

WHEREAS, Otto O. Williams' term as Citizen Representative on the Middle Peninsula Planning District Commission expires December 31, 2021; and

WHEREAS, Otto O. Williams has expressed interest in reappointment to the Citizen Representative position on the Middle Peninsula Planning District Commission; and

WHEREAS, there are currently no others who have expressed interest in appointment to the Citizen Representative position on the Middle Peninsula Planning District Commission; and

WHEREAS, the Board of Supervisors now desires to make an appointment or reappointment to this position;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of King William County, Virginia that _____ be appointed/reappointed to the Citizen Representative position on the Middle Peninsula Planning District Commission for a one-year term ending December 31, 2022.

DONE this 27th day of December, 2021.

CPM
Parents Rep



Application to Serve on a County Board / Commission / Committee

(Please type or print clearly)

Your Name Otto O. Williams

Home Address (including City, Zip) [REDACTED]

Mailing Address (if different than above) [REDACTED]

Preferred Phone [REDACTED] ☒ Mobile ☐ Home

Email Address [REDACTED]

District of Residence ☐ 1st District - West Point ☐ 2nd District - Courthouse ☐ 3rd District - Aylett

☐ 4th District - Manquin ☒ 5th District - Mangohick

How long have you lived in King William County? Since 1983

Employer Landmark Construction Employer Phone 804 837-2133

Employer Address (including City, Zip) Elm Drive Mechanicsville, Va 23111

Education (Diploma / Degree(s) / Certification(s)/Etc.) High School

Education (School(s) Attended) n/a

Civic Activities (include other Boards/Commissions/Committees) MVFD

Memberships (Fraternal, Business, Church, Social Organizations - include any offices held) No

Please place a number indicating your top three choices for the Boards / Commissions / Committees on which you would like to serve. At least one choice is required. Descriptions and additional Regional Boards / Commissions / Committees are listed on the next page of this application.

- ☐ Board of Zoning Appeals
- ☐ Economic Development Authority
- ☐ Electoral Board
- ☐ Finance Board
- ☐ Historic Preservation & Architectural Review Board
- ☐ Local Board of Building Code Appeals

- ☐ Planning Commission
- ☐ Recreation Commission
- ☐ Social Services Board
- ☐ Wetlands Board
- ☒ Other Citizen Member Representing King William County for the Middle Peninsula Planning District Commission

Signature [REDACTED] Date July 19, 2021

Return completed applications to deputyclerk@kingwilliamcounty.us or see next page for mailing address.
Thank you for your interest in serving King William County. All applications are kept on file for two (2) years.