

**APPROVED MINUTES
KING WILLIAM COUNTY BOARD OF SUPERVISORS
REGULAR MEETING OF FEBRUARY 10, 2025**

A regular meeting of the Board of Supervisors of King William County, Virginia, was held on the 10th day of February 2025, in the Board Meeting Room of the County Administration Building and via live stream.

AGENDA ITEM 1. CALL TO ORDER Chair Catlett called the meeting to order at 6:30 pm.

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A BOARD MEMBER - None

AGENDA ITEM 3. ROLL CALL - The members of the Board of Supervisors were polled:

Supervisor, 1st District: William L. Hodges	Present
Supervisor, 2nd District: Benjamin J. Edwards, III	Present
Supervisor, 3rd District: Justin Catlett – Vice Chair	Present
Supervisor, 5th District: Mary Sue Bancroft	Present
Supervisor, 4th District: Lindsay May Robinson - Chair	Present

AGENDA ITEM 4. REVIEW AND ADOPTION OF THE MEETING AGENDA

Chair Catlett proposed to add 9e. Sheriff budget item. Supervisor Robinson made a motion to accept the changes to the agenda and the motion was seconded by Supervisor Hodges. All were in favor, and none opposed.

AGENDA ITEM 5. MOMENT OF SILENCE The Chair asked for a moment of silence.

AGENDA ITEM 6. PLEDGE OF ALLEGIANCE The Chair led the pledge of allegiance.

AGENDA ITEM 7. CONSENT AGENDA

a. Approval of Minutes:

- i. APPROVED MINUTES from January 21, 2025, BOS Budget Work Session (Outside Agencies)
- ii. APPROVED MINUTES from February 4, 2025, BOS Budget Work Session (Internal Agencies). Supervisor Bancroft would like to have the minutes amended with the following: Pick up Mrs. Robinsons and Mr. Edwards comments and the Minutes titled Budget Work Session and not Regular Meeting.

Supervisor Robinson made a motion to accept the minutes with the changes and Supervisor Edwards seconded the motion. All were in favor and none opposed.

AGENDA ITEM 8 PUBLIC HEARING (if any)

- a. Amendments to the Zoning Ordinance Relating to Accessory Structures- Joyce Wolfe, Planning Department KWC – Our current ordinance needs to be uniform and less gray areas. There needs to be limits on what the accessory structure can be used as, not a residence or accessory dwelling unit and would not run a business out of the building without proper licensing. The building would be limited in width but not in height. There are specific provisions for farm use of accessory structures. The Planning Commission recommended the table attached for approval by the BOS.

The matter was open for Public Hearing, no one spoke at this public hearing and the Public Hearing was closed.

Supervisor Robinson – questioned where the data was gathered for this table. The Planning Commission used data from a similar county to KWC for this information and that our surrounding counties Ordinances pertained more to lot coverage instead of size. In rural areas lot size does not matter as much, the size does.

Supervisor Bancroft – does not like limiting the size of a garage (capacity of no more than X amount of cars) and asked about grandfathering in accessory structures, such as garages built previous to this ordinance.

Chair Catlett confirmed that garages, attached or detached, is used for storage and striking the language of “no more than x amount of vehicles”.

Supervisor Bancroft made a Motion to table this and review it on the March 24, 2025 BOS meeting this to allow the BOS to review it further. The Motion was seconded by Vice Chair Robinson.

Supervisor, 4th District: Lindsay May Robinson – Vice Chair	Aye
Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 3rd District: Justin Catlett –Chair	Aye

- b. Amendments to the Zoning Ordinance Relating to Signs - Joyce Wolfe, Planning Department KWC. Discrepancies were found in ordinance, unclear or outdated information and in some cases contradictory. The new language will define sign size, brightness and location. The Planning Commission recommended forwarding this Ordinance to the BOS for approval.

The matter was open for Public Hearing, no one spoke at this public hearing and the Public Hearing was closed.

Bancroft – had questions regarding the costs of the sign permits and if we could offer a sliding scale for costs.

Supervisor Bancroft made a Motion to send this to the EDA to review, the motion was seconded by Supervisor Edwards.

The members were polled as follows:

Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 4th District: Lindsay May Robinson – Vice Chair	Aye
Supervisor, 3rd District: Justin Catlett –Chair	Aye

- c. Amendments to the Zoning Ordinance Relating to Front Setback Requirements - Joyce Wolfe, Planning Department KWC. The Front Setback Requirements would need to be amended to reflect a more uniform measurement. Minimum front set back would be measured from the center line of the road or highway on all properties.

The matter was open for Public Hearing, no one spoke at this public hearing and the Public Hearing was closed.

Supervisor Edwards made a Motion to approve the Front Set Back Requirements as presented and Supervisor Bancroft seconded the Motion.

The members were polled as follows:

Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 4th District: Lindsay May Robinson – Vice Chair	Aye
Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 3rd District: Justin Catlett –Chair	Aye

- d. The Repeal of Section 66, Code of Ordinances - Joyce Wolfe, KWC Planning. This Ordinance was erroneously left in place and is redundant and contradicts current Ordinance.

The matter was open for Public Hearing, no one spoke at this public hearing and the Public Hearing was closed.

Vice Chair Robinson made a Motion to Repeal Section 66 of the Code of Ordinances and the Motion was second by Supervisor Bancroft

The members were polled as follows:

Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 5th District: Mary Sue Bancroft	Aye

Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 4th District: Lindsay May Robinson – Vice Chair	Aye
Supervisor, 3rd District: Justin Catlett –Chair	Aye

* Presentation slides attached.

AGENDA ITEM 9 PRESENTATIONS

- a. VA250-Thank you from Karena Funkhouser on behalf of VA250 for their support.
- b. Forensic Update, David Wilson, Director of Finance. The County Finance Department is currently in compliance with the Comp Board and will continue to monitor our processes. Assets are a train wreck and there is lots to do there and they have until May 30th to have the assets in Edmunds. Mr. Wilson updated the BOS on Split-Levey, sales tax allocation, p-cards, check reconciliation and all bank records are up to date. Policies and Procedures-they are in the process of updating moving into the current audit process. Prior period adjustments will be addressed in the upcoming year. The Finance Department will prepare a RFP for 2025 2026 cycle for an alternative auditor. Historical process issues remain, and we are updating those daily.

Vice Chair Robinson asked if our bank accounts match our Edmunds accounts? Mr. Wilson said yes.

Supervisor Bancroft – “You have said that it’s up to date and you have unknowns and are working to correct them?” Mr. Wilson stated that there may have to be some write-offs. Supervisor Bancroft stated that there are so many moving parts and so many things to account for...” Mr. Wilson provide a slide to show all bank accounts, and a chart that will track all balances and will become their standard fare. Supervisor Bancroft asked “Do you anticipate the trainwreck of assets will probably impact some statements” Mr. Wilsom stated “how could it not”

- c. Second Quarter YTD Review - David Wilson, Finance Director. Mr. Wilson provided a Flash Report for the BOS.
- d. Black History Month - Resolution 25-05, Supervisor Robinson made a Motion to recognize February as Black History Month. This Motion was seconded by Supervisor Bancroft.

The members were polled as follows:

Supervisor, 4th District: Lindsay May Robinson – Vice Chair	Aye
Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 3rd District: Justin Catlett –Chair	Aye

Dr. Lomax is the recipient of the Resolution.

Supervisor Robinson read the prepared biography of Dr. Lomax (see attached) and the BOS with staff presented Dr. Lomax is the Resolution, also present were Dr. Lomax's family.

- e. Sheriff Lumpkin updated the Board on the status of vehicles. The dealers have been moving away from the color Arizona Beige and the dealership recommends moving to White, Black or Silver to avoid the additional cost to have the vehicles painted. The Sheriff's Office chose black, and the dealership will carry several vehicles on their lot in the event a vehicle needs to be replaced. The dealership provide an updated quote for vehicles, this new quote is significantly lower than what was budgeted for vehicles. Therefore, the Sheriff's Office would like to amend its previous request to 5 patrol vehicles and 1 truck.

Supervisor Bancroft made a Motion to amend the previous request to add 2 additional vehicles. Vice Chair Robinson seconded the motion.

The members were polled as follows:

Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 4th District: Lindsay May Robinson – Vice Chair	Aye
Supervisor, 3rd District: Justin Catlett –Chair	Aye

AGENDA ITEM 10. CITIZEN COMMENT PERIOD:

Fran Friemark – District 4 – Respect and admiration for Dr. Lomax and her perennial subject of the library.

AGENDA ITEM 11. UNFINISHED BUSINESS: Creation of Captain position for EMS

Chief Brown provided information that from January 1, 2024 to December 31, 2024 one employee has stepped up to full fill this roll as required by law. The current budget supports this position for this fiscal year. He provided updated numbers of calls answered by KWCF/EMS.

Supervisor Hodges asked, "How many Captains do you have", Chief Brown responded "two plus this one".

Supervisor Bancroft stated that "this is not new money, this is money that already exists, and this position is mandated by law and it is a necessity".

Supervisor Bancroft made a Motion for the creation of the position of Captain for Fire/EMS and the Motion was seconded by Vice Chair Robinson.

The members were polled as follows:

Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 4th District: Lindsay May Robinson – Vice Chair	Aye
Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 3rd District: Justin Catlett –Chair	Aye

AGENDA ITEM 12. NEW BUSINESS: None

AGENDA ITEM 13. ADMINISTRATIVE MATTERS FROM COUNTY ADMINISTRATOR.

Stacey Davenport provides an update on matters regarding upcoming dates for the budget, county closing due to the holiday, the burn ban begins 2/15/2025, the Code Red Citizen Alert System will be testing on 3/4/2025 at 09:30, the Commissioner of the Revenue has provided tax relief forms at various locations in the county.

AGENDA ITEM 14. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

AGENDA ITEM 15. CLOSED MEETING

15a. Motion to Convene Closed Meeting -

15b. Motion to Reconvene in Open Session –

Chair Catlett made a motion to reconvene in open Session, the motion was seconded by Supervisor Bancroft. The members were polled as follows:

Supervisor, 4th District: Lindsay May Robinson – Vice Chair	Aye
Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 3rd District: Justin Catlett –Chair	Aye

15c. Certification of Closed Meeting

Upon the recommendation of County Attorney Flynn, a motion is made to certify the closed meeting pursuant to section 2.2-3712 of the Virginia Freedom of Information Act (FOIA) and that while in closed session certifies that only the matters for the closed session were discussed. Supervisor Hodges made a motion to certify, and that motion was seconded by Supervisor Edwards. The members were polled as follows:

Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 1st District: William L. Hodges	Aye

Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 4th District: Lindsay May Robinson – Vice Chair	Aye
Supervisor, 3rd District: Justin Catlett –Chair	Aye

15d. Action on Closed Meeting (if necessary)

Vice Chair Robinson made a motion to continue the potential transfer of real estate and this motion was seconded by Supervisor Bancroft. The members were polled as follows:

Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 4th District: Lindsay May Robinson – Vice Chair	Aye
Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 3rd District: Justin Catlett –Chair	Aye

AGENDA ITEM 9(a)(i):

about Mr. Snead’s CUP.

AGENDA ITEM 13: UNFINISHED BUSINESS

None

AGENDA ITEM 14: NEW BUSINESS:

County Administrator Stacey Davenport discussed the FEMA All Hazards Mitigation Plan Service Agreement.

Motion to accept by Supervisor Edwards, all members were in favor none were opposed.

AGENDA ITEM 15: ADMINISTRATIVE MATTERS FROM THE COUNTY ADMINISTRATOR

The County will be closed on January 20, 2025. The County website is updated when the county is closed as well as NBC and ABC, we are having issues with CBS. The calendar of holidays will be on the website. The FY 2024 CAFR is on the financial page of the website. King William County will be awarded \$27,788.00 from the Forrest Sustainability Fund. Thank you to the Commissioner of the Revenue who took the time to complete the application to get these funds. The Treasurer wanted to remind you that Personal Property Taxes are due January 16, 2025. The Commissioner of the Revenue wants to remind you Business License renewals and Tax Relief Applications are due March 1, 2025. High Mileage applications are due May 1, 2025, and have to be filed every year. They are available in our offices as well as the website, the town office in West Point and the Parks & Rec.

I want to address Ms. Mason’s comment: I would like it to be clear that the friend who called me is a licensed attorney. That individual was asking very specific questions about what was in the approved CUP and made it very clear to me that he was asking on behalf of individuals that

wanted to potentially hire him. I did not say that I was unaware or didn't know what was in the Board's decision. What I said was that it was not approved by our council for us to release it and because he was calling on behalf of people that wanted to potentially hire him that I would not be discussing it and I provided him with Mr. Flynn's contact information."

AGENDA ITEM 16: BOARD OF SUPERVISORS REQUESTS AND COMMENTS

Supervisor Hodges – Have we received a response from the Insurance Company regarding the scams?

Dave Wilson responded that the Insurance Companies are notoriously slow in responding.

Supervisor Hodges asked for clarification on why a check was written to the wrong agency. Ms. Davenport replied that our Treasurer personally picked up the check from the airport. Supervisor Bancroft confirmed that pursuant to a phone call between her and the Treasurer.

Vice chair Robinson – January 9, 2025, was National Law Enforcement Day and I wanted to give a huge heartfelt thank you to the Sheriff's Deputies and the Town of West Point Police. Thank you all to our men and women in blue. THANK YOU.

I wanted to let you all know that I will be working with our Deputy Clerk on our Newsletter. We will be getting information out to you all.

Supervisor Edwards – A lot of people are throwing stones because they are unsure of how things happen. Those issues will be addressed in the coming future. We are having a fight with West Point with this dispatching. It was very irritating to me to read a letter written by John Edwards that said that basically we had refused to go down there. The only way I got to talk to the mayor was by going to his mother and telling her that I couldn't get him on the phone or get him to call me. And he finally responded to me because I guess he was embarrassed because he didn't want to tell his mother he didn't do it. The point being they are not responsive at all. We need to get this thing resolved and come together as men and women and talk this thing out. I appreciate one of the Board Member (West Point) that cared enough to come up here and she deserves a hand for that. I appreciate everyone coming.

Supervisor Bancroft – Thank you all for such a good turnout. I agree with Chris Couch on many things, we need to run this more like a business. As far as us accepting anything other than we are getting, I'll tell you this we don't get paid enough for all that we do. If you walked in our shoes, it's not that much for all the time and effort we put in. I've spent some days all day on the phone as well as other members. We have an office here to allow Board members to work from here to do their jobs as well as their Board job. It is a thankless job; we take a lot of crap and have a lot of lies told on us. Ya'll know who I am and how I talk, what I speak about. We don't do this for the money, we do this for other reasons obviously. If someone wants to run and be in one of these shoes, I'd love to see those names out there on that ballot, but I don't see them and that tells you a little bit of something. As far as Mr. Lumpkin goes, give him a call. Yes, we do need to update our website, where are we on the forensic audit, where are we on that?

Dave Wilson initiated a review of multiple accounts. We need information from West Point on the Split-Levy but getting information from West Point is like pulling teeth. As far as criminality goes, the State Police have said these are administrative matters. We are spending a lot of time reconciling past years' ledgers and Split Levy issues. With the staff now, we should be able to provide you a monthly update.

Stacey Davenport followed up on Supervisor Hodges' question about FOIA payments, and do we tell them where to send them. "I do not know, because it doesn't seem like anyone can answer what happened before I came here. Our invoices are issued with this information, and I have personally followed up with the Treasurer".

General conversation about JustFOIA.

Bancroft continued: I would like to see county stickers reimplemented, our dump is being abused and this will cause people to be turned away. We do need presentations made available, I cannot thank Mr. Wilson enough, his staff knows what they are doing. Thank you all so much.

Chair Catlett – Thanking the members for having the confidence in electing me as Chair. I want to say thank you to everyone who responded on January 6, 2025, and offer my condolences to the families.

AGENDA ITEM 17.a.: CLOSED MEETING: County Attorney Mark Flynn asked for a motion in accordance with Section 2.2-3711a.29 of the Code of Virginia, the discussion of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

Supervisor Bancroft made a Motion to convene a Closed Session, the motion was seconded by Vice Chair Robinson. All were in favor, none opposed.

17.b: Motion to Reconvene in Open Session

Supervisor Hodges made a motion to reconvene open session and that motion was seconded by Vice Chair Robinson. All were

17.c. Certification of Closed Meeting

Upon the recommendation of County Attorney Flynn, a motion is made to certify the closed meeting pursuant to section 2.2-3712 of the Virginia Freedom of Information Act (FOIA) and that while in closed session certifies that only the matters for the closed session were discussed. Supervisor Hodges made a motion to certify, and that motion was seconded by Vice Chair Robinson. The members were polled as follows:

Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 4th District: Lindsay May Robinson – Vice Chair	Aye
Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 3rd District: Justin Catlett –Chair	Aye

17.d. Acton on Closed Meeting (if necessary)

No action coming out of this meeting. I will update the public that we were presented of a draft contract for our review. We will be discussing it amongst ourselves and making our notes and submitting it to Ms. Davenport to take it back to the table.

18. APPOINTMENTS (if any)

a. Appointment of 2 Representatives to the VA Department of Emergency Management Middle Peninsula PDC. Upon discussion of the Board, the recommendations would be the position of the Community Development Director and Andrew Terry.

Motion by Bancroft, the motion was seconded by Vice Chair Robinson.

19. ADJOURN OR RECESS:

Vice Chair Robinson made a motion to adjourn the meeting, and the motion was seconded by Supervisor Edwards.

The meeting was adjourned at 10:13pm on February 10, 2025.