

**APPROVED MINUTES OF THE
KING WILLIAM COUNTY BOARD OF SUPERVISORS
REGULAR MEETING OF JUNE 9, 2025**

A regular meeting of the Board of Supervisors of King William County, Virginia, was held on the 9th day of June 2025, in the Board Meeting Room of the County Administration Building and via live stream.

AGENDA ITEM 1. Call to Order

The Chair called the meeting to order.

AGENDA ITEM 2. Electronic Participation Approval (if needed)

The Chair called for a motion to allow Supervisor Hodges to participate electronically.

Supervisor Robinson made a motion to allow Supervisor Hodges to participate electronically, and Supervisor Bancroft seconded the motion. The Chair called for further discussion and, finding none, asked the members if they were in favor. All were in favor and none opposed.

AGENDA ITEM 3. Roll Call

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

AGENDA ITEM 4. Review and Adoption of Meeting Agenda

The Chair requested a motion to amend the agenda to remove the Victim Witness FY'26 Budget Amendment. Supervisor Robinson made a motion to adopt the agenda as amended and the motion was seconded by Supervisor Bancroft. The Chair called for further discussion and, finding none, polled the members. All were in favor and none opposed all members in favor. All members were in favor and none were opposed.

AGENDA ITEM 5. Invocation/Moment of Silence

Reverend Roy Bell, Sr. led the meeting's Invocation

AGENDA ITEM 6. Pledge of Allegiance

The Chair led the pledge of allegiance.

AGENDA ITEM 7. Consent Agenda

The Chair called for discussion. Supervisor Bancroft asked for corrections on spelling in the May 12, 2025, meeting minutes. Reflecting that Couch and Nay need to be corrected. Upon those corrections being made, Supervisor Bancroft made a motion to adopt the Consent Agenda items as presented. Supervisor Hodges seconded the motion. The Chair called for all of those in favor. All were in favor and none opposed.

Approval of Minutes:

i. May 12, 2025 Draft Minutes – Approved

a. KWCSO Therapy Dog Grant (no local match)

Resolution 25-22 - KING WILLIAM COUNTY SHERIFF 'S OFFICE FY 2026 BUDGET

AMENDMENT-THERAPY DOG GRANT 550166 FUNDS is approved and will be endorsed as part of the Consent Agenda.

AGENDA ITEM 8. Public Hearing (if any)

None

AGENDA ITEM 9. Presentations

- a. VA250 Planning Committee Update – The Hon. Karena Funkhouser, Commissioner of the Revenue provided the Board an update to the VA250 Budget and provided information on future VA250 events in the Commonwealth.
- b. All Hazards Mitigation Plan Report - Andrew Terry, KWC Asst. Emergency Manager provided an update to the Board. The previous plan will continue as presented with minimal edits. There will be a survey distributed to the community this summer for their input.

AGENDA ITEM 10. Citizens Comment Period

No speakers

AGENDA ITEM 11. Unfinished Business

None

AGENDA ITEM 12. New Business

- a. **Resolution 25-20 - Emergency Management Performance Grant (EMPG)**-Andrew Terry, KWC Asst. Emergency Manager presented the resolution and requested a local match of \$7,500.00. Funds for this match will come out of the unused Fire and EMS Salaries. Supervisor Bancroft made a motion to accept the Resolution as presented and Supervisor Robinson seconded the motion. The Chair called for a roll call vote 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

The motion passes and staff shall prepare the Resolution as stated.

- b. **KWCSO 911 Grant – Resolution 25-23** The KWCSO has received a VESTA Upgrade Grant in the amount of \$200,000.00. The BOS previously agreed to allocate funds, if the final amount for the upgrade exceeded the Grant award. The final quote for the upgrade is \$24,591.00 (the final quote of \$218, 591.00 with a \$6,000.00 connection fee). The Board requests that the proposed draft of the resolution amend line 13 from FY '25 to FY '26 and rename the resolution to reflect that this is an appropriation for a total amount of \$24,591.00.

Supervisor Bancroft made a motion to accept the Resolution as amended, appropriating an additional

\$18,591.00 to the appropriate line in the KWCSO FY'26 Budget. The motion was seconded by Supervisor Robinson. The Chair called for a roll call vote and 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

The motion passes and staff shall prepare the Resolution as stated.

c. KWCSO FY '26 Budget Amendments - Lt. Marsden Dyson

i. Public Safety IT Position - Resolution 25-24 KWCSO creation of an Information Technology Network Engineer Position - Lt. Marsden Dyson presented the resolution to the Board and requested the creation of this position at a salary of \$50,000.00 per year plus benefits. A line will need to be created in the KWCSO budget for this position. The Chair entertained a motion; Supervisor Robinson made a motion to accept the Resolution as presented and the motion was seconded by Supervisor Bancroft. The Chair called for a roll call vote and the members were polled as follows:

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, 1st District: William L. Hodges	Nay
Supervisor, 3rd District: Justin Catlett –Chair	Aye

The motion passes and staff shall prepare the Resolution as stated.

ii. Additional funding for overtime Resolution 25-25 – KWCSO Patrol Division was allocated \$50,000.00 for overtime in the FY '26 Budget and is requesting an increase of \$25,000.00. The BOS asks that the KWCSO research any Grants that can help offset the costs.

Supervisor Robinson made a motion to leave the FY '26 KWCSO Overtime Budget at as is and understand that the Sheriff will be returning in another quarter by asking for additional funds. The motion was seconded by Supervisor Hodges. The Chair requested a roll-call vote and 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

The motion passes and staff shall prepare the Resolution as stated.

iii. Additional funding for overtime Resolution 25-26 – KWCSO 911 Dispatch was not allocated any funds in the FY '26 budget. In previous years they were allotted \$25,000.00 for overtime for dispatchers. Cathy Stevens notified the Board that in the approved budget there is \$75,000.00 in the KWCSO FY '26 Budget for Overtime for Patrol. Further discussion from the members resulted in Supervisor Bancroft making a motion to table this discussion until July. Supervisor Robinson seconded the motion. The Chair called for a roll call vote:

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

The motion passes and Resolution 25-26 is moved to the July 14, 2025 meeting agenda

iv. Sheriff's Office CIP Budget Resolution 25-27 – KWCSO was allocated funds for 2 vehicles in the FY '26 Budget and is requesting additional funds for 3 patrol vehicles in this Resolution. The funds would allow the Sheriff's Office to replace aging vehicles and obtain more patrol vehicles. After discussion amongst the Board, Chair Catlett asked for further discussion, no motion was made and the Board did not vote on this Resolution.

~~d. Victim Witness FY '26 Budget – Robin Bostic, Director~~

e. Circuit Court FY'26 Budget Amendment -Hon. Tina Glazebrook, Clerk – Resolution 25-28.
The Clerk is requesting the Board create a new position for her office and this position is fully funded by the Comp Board. The Clerk has funds in her budget to cover this expense, and she is not asking for the county to provide funds. The Chair asked for a motion, Supervisor Bancroft made a motion to approve the additional position in the Clerk's Office and Supervisor Hodges seconded the motion. The Chair polled the members; all were in favor and none opposed.

The motion passes and staff shall prepare the Resolution as stated.

f. KWC FIRE/EMS - FY '26 Budget Amendment -Chief Ronald Brown – Resolution 25-29
Chief Brown is requesting the captain's position that was previously approved through FY '25 and this position was not part of the FY '26 Budget. The Chief reminded the Board that there are funds to cover the expense of this position through Fire/EMS revenue. Staff mentioned that the salary was approved in the FY '26 budget but the position was not created. Supervisor Robinson asked that the additional duties for this position are added to the job description. The Chair asked for a motion, Supervisor Bancroft made a motion add this position for FY '26 (only) and Supervisor Robinson seconded the motion.

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

The motion passes and staff shall prepare the Resolution as stated.

AGENDA ITEM 13. Administrative Matters from the County Administrator

- a. Administration Report - Stacey Davenport, County Administrator provided the Board with an update on meeting dates and other matters of interest.
- b. Department/Agency Reports are attached

AGENDA ITEM 14. Board of Supervisors' Requests and Comments

Chair Catlett – made a request of the COR and the Treasurer (who were present and acknowledge his request) to provide a breakdown of what the total cost of the bills that went out for the half year as well as a copy of the land books (in lieu of them having to look on the website for them).

Supervisor Robinson – Thanked everyone for coming who's in attendance tonight and we appreciate you all sticking with us through another meeting.

Supervisor Bancroft – Thanked everyone who took time out of your busy days and evenings to join us, and it does not go unnoticed. Thank you so much. We really do appreciate it.

Supervisor Edwards - Thanked everyone for coming tonight. We are going to a rather complicated task here don't have a lot to say about it till we see some of the things that shake out.

Supervisor Hodges - I would like to recognize Lena Sanders for 2 3rd place state champions and 1 5th place champion of track and field. My I threw my stepson in there. He was 18th in the State on the long jump.

AGENDA ITEM 15. Closed Meetings

- a. Motion to Convene Closed Meetings re: Appointments to Boards & Commissions and a Personnel matter/performance. Supervisor Bancroft made a motion to go into closed session in accordance section 2.2 3 7 11 a 1 of the Code of Virginia. I am moving that the Board of Supervisors convene, and close meeting to consider personnel matters involving the appointments of individuals to boards and commissions and regarding county employee slash performance. Supervisor Robinson seconded the motion. The Chair polled the members all were in favor and none opposed.
- b. Motion to Reconvene in Open Session: The Chair asked for a motion to reconvene to open session. Supervisor Bancroft made a motion to reconvene in open session and Supervisor Robinson seconded the motion. The Chair polled the members all were in favor and none opposed.
- c. Certification of Closed Meeting: The Chair asked for a motion to certify the closed meeting. Supervisor Bancroft made a motion that the King William County Board of Supervisors certify that in accordance with Virginia Code, section 2.2 3, 7, 12 d. That the closed meeting just held was for matters authorized by the Freedom of Information Act, and that while in closed session only the matters for which the closed session was called were discussed. Supervisor Robinson

seconded the motion. The Chair asked for a roll call vote:

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, 1st District: William L. Hodges	Aye
Supervisor, 3rd District: Justin Catlett –Chair	Aye

- d. Action on Closed Meetings – Supervisor Bancroft made a motion that the Board recommends the appointment of Draper Carlton and Mead Rhodes to the Economic Development Authority, the appointment of Mark Townsend to the Planning Commission, effective July 1, 2025, for a term of one year. Supervisor Edwards seconded the motion, and the Chair called for a roll call vote:

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

The motion passes and staff shall prepare the Resolution as stated.

AGENDA ITEM 16. Appointments

- a. Planning Commission
- b. Middle Peninsula Planning District Commission
- c. Economic Development Authority
- d. Board of Zoning Appeals – were not addressed during this meeting. Will be addressed at the next meeting to receive applications.
- e. Historic Preservation and Architectural Review Board - were not addressed during this meeting. Will be addressed at the next meeting to receive applications.
- f. Recreation Commission - were not addressed during this meeting. Will be addressed at the next meeting to receive applications.

AGENDA ITEM 17. Adjourn or Recess

Supervisor Robinson made a motion to Adjourn, and the motion was seconded by Supervisor Bancroft. The Chair polled the members; all were in favor and none opposed.