

**APPROVED MINUTES OF THE KING WILLIAM COUNTY
BOARD OF SUPERVISORS
REGULAR MEETING OF SEPTEMBER 22, 2025**

A regular meeting of the Board of Supervisors of King William County, Virginia, was held on the 22nd day of September 2025, in the Board Meeting Room of the County Administration Building and via live stream. There were technical issues during the meeting.

AGENDA ITEM 1. Call to Order

The Chair called the meeting to order.

AGENDA ITEM 2. Electronic Participation Approval (if needed)

Supervisor Hodges made a motion to allow Supervisor Bancroft to appear electronically, and Supervisor Edwards seconded the motion. The Chair polled the members, 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 called for discussion and Supervisor Robinson made a motion to approve the agenda as presented. Supervisor Hodges seconded the motion, and the Chair polled the members, all were in favor and none opposed.

AGENDA ITEM 5. Invocation/Moment of Silence

Rev. Roy Bell led the meeting in the Invocation.

AGENDA ITEM 6. Pledge of Allegiance

The Chair led the pledge of allegiance.

AGENDA ITEM 7. Consent Agenda

Supervisor Robinson made a motion to approve the Consent Agenda as presented and Supervisor Edwards seconded the motion. The Chair polled the members, all were in favor, and none opposed.

a. Approval of Minutes:

i. September 8, 2025 Draft Minutes

b. Resolution 25 - 55 - October as Domestic Violence Month

AGENDA ITEM 8. Public Hearing (if any)

a. CUP - 04-2025 -Edmonds, Accessory Dwelling - Joyce Wolfe, KWC Planning

Upon proffer of Mrs. Wolfe with the approval of the Planning Commission and the appearance of the applicants, the Chair opened the public hearing and found no speakers closed the public hearing. Supervisor Hodges made a motion to approve the CUP 04-2025 with the Planning Commission's conditions; Supervisor Edwards seconded the motion. The Chair called for further discussion and found none, called for a vote as follows:

Supervisor Edwards - Aye
 Supervisor Robinson - Aye
 Supervisor Bancroft - Aye
 Supervisor Hodges - Aye
 Supervisor Catlett – Aye

The CUP is approved with conditions as outlined in the Planning Commission's recommendations.

b. Ordinance Amendment - Auto Dealerships in the Industrial District, Joyce Wolfe KWC Planning

Mrs. Wolfe presented the Ordinance Amendment to the Board. The Chair opened the public hearing, there were no speakers, and the public hearing was closed. The Chair called for further discussion and found none, called for a vote as follows:

Supervisor Hodges - Aye
 Supervisor Edwards - Aye
 Supervisor Robinson - Aye
 Supervisor Bancroft - Aye
 Supervisor Catlett - Aye

The Ordinance Amendment is approved. Staff is directed to process this in their offices usual manner.

AGENDA ITEM 9. Presentations

a. Del. Keith Hodges - General Assembly Update

Delegate Hodges provided a legislative update to the Board.

b. Financial Report - Julie Kaylor, Interim KWC Finance Director

Julie Kaylor and Cathy Stevens provided an update to the Board (add the documents that were provided to the Board at the beginning of the meeting to the minutes). Staff continues to work diligently to complete the Audit and other financial matters.

c. Code of Virginia proposed updates - Benny Zhang, Esquire, KWC County Attorney

Mr. Zhang, Deputy Bowles and Deputy Smith proposed amendments to current dog Ordinances, leash laws and dogs running-at-large. The Chair asked if the Deputies had specific data as to where the calls were calling from. The Deputies would prefer to make this a county-wide Ordinance. The Board directs staff to draft the ordinance and schedule the public hearing for October 14, 2025.

The Deputies are asking that the Ordinances regarding Compensation of Livestock Killed by Dogs is parallel with the State Code. The Chair asked for discussion among the members. Staff are directed to draft language to mirror the state code.

The Deputies are asking that the Ordinances regarding Dangerous Dogs amended to parallel with the State Code. The Chair asked for discussion among the members, Staff are directed to draft language to mirror the state code.

Staff are directed to schedule these matters for a Public Hearing.

AGENDA ITEM 10. Citizens Comment Period

The Chair opened the Public Comment Period.

Brent Bohannon - District 1

There were no other speakers, and the Chair closed the Public Comment Period.

AGENDA ITEM 11. Unfinished Business

None

AGENDA ITEM 12. New Business

a. **Opioid Settlement Resolution 25-53** Benny Zhang proffered to the Board that the county will need to opt in to the lawsuit in order to receive settlement funds. The Chair called for further discussion, finding none, Supervisor Robinson made a motion to approve Resolution 25-53, authorizing the County Attorney and/or the County Administrator to endorse any documents necessary and the motion was seconded by Supervisor Hodges. The Chair called for further discussion and found none, called for a vote as follows:

Supervisor Robinson - Aye

Supervisor Bancroft - Aye

Supervisor Hodges - Aye

Supervisor Edwards - Aye

Supervisor Catlett – Aye

Staff is directed to process this in their office's usual manner

b. **Opioid Settlement Resolution 25-54** Benny Zhang proffered to the Board that the county will need to opt in to the second opioid lawsuit in order to receive settlement funds. The Chair called for further discussion, finding none, Supervisor Robinson made a motion to approve Resolution 25-54, authorizing

the County Attorney and/or the County Administrator to endorse any documents necessary and the motion was seconded by Supervisor Bancroft. The Chair called for further discussion and found none, called for a vote as follows:

Supervisor Bancroft - Aye
 Supervisor Hodges – Aye
 Supervisor Edwards - Aye
 Supervisor Robinson - Aye
 Supervisor Catlett – Aye

Staff is directed to process this in their office’s usual manner

c. Resolution 25-56 - KWCSO FY '26 Budget Amendment - SRO Grant

Julie Kaylor presented a grant awarded to the KWCSO for the funding of the School Resource Officer position, with a local match (funds from existing salary funds). Supervisor Bancroft made a motion to accept the Resolution 25-56 as presented and Supervisor Hodges seconded the motion. The Chair called for further discussion and found none, called for a vote as follows:

Supervisor Robinson - Aye
 Supervisor Bancroft - Aye
 Supervisor Hodges - Aye
 Supervisor Edwards - Aye
 Supervisor Catlett - Aye

Staff is directed to process this in their office’s usual manner

d. Health Department carryover

Julie Kaylor presented a Resolution 25-57. The Health Department had funds remaining in their FY '25 budget that is requesting to carry over to the FY '26 budget. Supervisor Bancroft made a motion to accept Resolution 25-57 as presented and Supervisor Hodges seconded the motion. The Chair called for further discussion and found none, called for a vote as follows:

Supervisor Edwards - Aye
 Supervisor Robinson - Aye
 Supervisor Bancroft - Aye
 Supervisor Hodges - Aye
 Supervisor Catlett - Aye

Staff is directed to process this in their office’s usual manner

AGENDA ITEM 13. Administrative Matters from County Administrator

a. Administration Report - Clarence Monday, Interim County Administrator

Mr. Monday provided the Board with information regarding administrative matters.

b. Department/Agency Reports – see reports within the Agenda Packet.

AGENDA ITEM 14. Board of Supervisors' Requests and Comments

Supervisor Hodges – provided comments regarding the manhole repairs currently underway in the Town.

Supervisor Robinson – Thanked the finance team for their work. She asked that Staff revisit the Airport Budget issue and bring their findings back to the BOS. She provided comments regarding the Parks & Recreation new project. She “appreciates everybody coming this evening”.

Supervisor Bancroft – Agreed that they needed more information regarding the Airport. She thanked the Sheriff and his team for managing the Boots on the Ground Event over Labor Day weekend.

Supervisor Edwards – Thanked everyone for coming out tonight. Agreed with the members regarding needing more information on the Airport.

Supervisor Catlett - Thanked the finance team for their hard work and understands their frustrations with all of the work to straighten out the Finance Department. Reminded everyone about early voting here in the Administration Building. Thanked everyone for coming out to the meeting tonight.

AGENDA ITEM 15. Closed Meeting (if needed) - None

- a. Motion to Convene Closed Meeting
- b. Motion to Reconvene in Open Session
- c. Certification of Closed Meeting
- d. Action on the Closed Meeting (if necessary)

AGENDA ITEM 16. Appointments (if any) - None

AGENDA ITEM 17. Adjourn or Recess The Chair called for discussion, Supervisor Hodges 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.

Justin Catlett, Chair
King William County Board of Supervisors

Clarence Monday, Clerk
Interim County Administrator