

APPROVED MINUTES OF THE
KING WILLIAM COUNTY BOARD OF SUPERVISORS
REGULAR MEETING OF AUGUST 25, 2025

A regular meeting of the Board of Supervisors of King William County, Virginia, was held on the 25th day of August 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 at 18:30.

AGENDA ITEM 2. Electronic Participation Approval (if needed) None

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

AGENDA ITEM 5. Invocation/Moment of Silence-The Chair lead the moment of silence.

AGENDA ITEM 6. Pledge of Allegiance The Chair lead the pledge of allegiance

AGENDA ITEM 7. Consent Agenda

a. Approval of Minutes:

i. August 11, 2025 Draft Minutes - Supervisor Lindsay May Robinson, Vice Chair made a motion to approve the Consent Agenda as presented and Supervisor Mary Sue Bancroft seconded the motion. The Chair called for further discussion, finding none, all members were in favor and none opposed.

AGENDA ITEM 8. Public Hearing (if any): None

AGENDA ITEM 9. Presentations

a. YMCA- Skip Ferebe provided the Board with a recap of the mission and areas of focus of the YMCA. The Market Study was conducted in 2024, in 2025 the study was presented to the Board the Executive Summary was proffered to the Board. (slides are available on the website).

The YMCA is asking for a LOI (none binding) to be executed and the Chair asked for a motion. Supervisor William Hodges made a motion directing the LOI to be executed and the motion was seconded by Supervisor Lindsay May Robinson, Vice Chair; the Chair called for a roll call vote:

Supervisor Lindsay May Robinson, Vice Chair,–	Aye
Supervisor Mary Sue Bancroft –	Aye
Supervisor William Hodges –	Aye
Supervisor Benjamin J. Edwards III –	Aye
Supervisor Justin Catlett, Chair –	Aye

Staff is directed to review the LOI with the County Attorney and the County Administrator is

authorized to endorse the agreement.

AGENDA ITEM 10. Citizens Comment Period. The Chair opened the meeting up for speakers.

Mike Wade – New Kent County

Tom Davidson – District 2

No further speakers, the Chair closed the comment period.

AGENDA ITEM 11. Unfinished Business

a. Dog Ordinances - Abbi Carlton, KWC Treasurer and Deputy Sheriff K. Bowles, KWCSO The Treasurer is asking for a Lifetime Dog License and in the alternative an increase in the cost for the annual license and the kennel license. The Treasurer proffered to the Board information from neighboring jurisdictions who have moved to the Lifetime Dog License. All vets in KWC will provide the Treasurer with their Rabies records and then the localities are responsible for mailing letters to owners who have not gotten the vaccines for their dogs. The suggested fee for a Lifetime Dog License would be \$30.00.

Supervisor Mary Sue Bancroft asked if the Treasurer has reached out to the localities that have not moved to the Lifetime and has concerns about the loss of revenue.

The Deputies proffered to the Board about their issues with re-occurring visits to homes, missed phone calls and the amount of time they spend on this specific issue.

Supervisor William Hodges made a motion to direct staff to schedule this issue for Public Hearing to Amend Ordinance. The Chair called for a roll call vote as follows:

Supervisor Mary Sue Bancroft	Aye
Supervisor William Hodges	Aye
Supervisor Benjamin J. Edwards III	Aye
Supervisor Lindsay May Robinson, Vice Chair	Aye
Supervisor Justin Catlett, Chair -	Aye

b. Bay Transit Funding - Resolution 25-47 - Clarence Monday, County Administrator provided information to the Board requesting an amendment to the budget and increasing their line by \$3,750.00 to cover the gap in coverage and the Town of West Point will contribute an additional \$3,750.00. Supervisor William Hodges made a motion to approve Resolution 25-47 and Supervisor Benjamin J. Edwards III seconded the motion. The Chair called for a roll call vote:

Supervisor, William L. Hodges	Aye
Supervisor, Benjamin J. Edwards, III	Aye
Supervisor, Lindsay May Robinson – Vice Chair	Aye
Supervisor, Mary Sue Bancroft	Aye
Supervisor, Justin Catlett –Chair	Aye

c. Library Board of Trustees Update - Clarence Monday, County Administrator provided an update to the Board from the meeting.

08-25 (Amended to reflect the correct number)

d. Zoning Ordinance ~~06-25~~ - Accessory Buildings and Structures - Joyce Wolfe, KWC Planning and Zoning. The Planning Commission had previously forwarded to the Board their suggestions as well as the EDA's comments about the height of the structures. The Chair called for further discussion and found none, Supervisor Robinson made a motion to accept Ordinance 06-25 as presented and Supervisor Edwards seconded the motion. The Chair called for a roll call vote 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	Aye
Supervisor, 3rd District: Justin Catlett –Chair	Aye

Staff are directed to finalize the Ordinance for endorsement.

AGENDA ITEM 12. New Business

a. Award of Bid for the UKW Library Renovation - Clarence Monday, County Administrator Cathy Stevens presented to the Board information regarding the bids received. Mr. Savage was present to answer questions; there were none from the Board. Supervisor Lindsay May Robinson, Vice Chair made a motion to approve the contract award to Henderson Inc., Supervisor Benjamin J. Edwards III seconded the motion. 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	Aye
Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 3rd District: Justin Catlett –Chair	Aye

Staff are directed to draft the appropriate Resolution (25-48) for endorsement

b. Finance matters - Julie Kaylor, Finance Director, provided the Board with an update on the rebuilding of the current budget line items as well as her findings to date and a request for Pre-Audit Support.

i. Budget Adoption and Appropriation Resolution (25-18) Supervisor Benjamin J. Edwards III made a motion to approve the Resolution and Supervisor Lindsay May Robinson; Vice Chair seconded the motion. The Chair called for a roll call vote as follows:

Supervisor Mary Sue Bancroft	Aye
Supervisor William Hodges	Nay
Supervisor Benjamin J. Edwards III	Aye
Supervisor Lindsay May Robinson, Vice Chair	Aye
Supervisor Justin Catlett, Chair -	Aye

Ms. Kaylor provided additional information regarding the potential amendments. Supervisor Robinson made a motion directing staff, in the event it is triggered by the budget amendments, to schedule a public

hearing in due course. The motion was seconded by Supervisor Bancroft

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

ii. Monthly financial report-Ms. Kaylor provided additional information to the Board regarding specific issues she has found. Staff are requesting external support staff to keep the office in compliance with accounting and pre-audit services. Supervisor Lindsay May Robinson, Vice Chair, is requesting that HR and the Finance Department hire them in lieu of temporary staffing. Mr. Monday informed the Board that the accounting position has been advertised and there is a potential candidate who has an interview that is pending. The funds allocated for the auxiliary services are accounted for within the Finance line-item budget.

Supervisor Benjamin J. Edwards III makes a motion directing the County Administrator to enter an additional statement of work for additional accounting services with CLA. Supervisor William Hodges seconded the motion and the Chair called for a roll call vote as follows:

Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 4th District: Lindsay May Robinson – Vice Chair	No
Supervisor, 5th District: Mary Sue Bancroft	Abstain
Supervisor, 1st District: William L. Hodges	Aye
Supervisor, 3rd District: Justin Catlett –Chair	Aye

c. Transient Occupancy Tax Amendments - Benny Zhang, Esquire, County Attorney
The State has amended the Code of Virginia regarding collection of the TOT and the jurisdiction to collect. Supervisor Bancroft made a motion directing staff to set this matter for public hearing in due course to amend the Ordinance. The motion was seconded by Supervisor Hodges. The Chair called for a roll call vote 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

d. RAS Owner Surrender Policy - Benny Zhang, Esquire, County Attorney. The Board requests that this matter be sent back to staff and have staff make a presentation to the board at a future meeting.

AGENDA ITEM 13. Administrative Matters from County Administrator

a. Administration Report - Clarence Monday, Interim County Administrator who provided the Board with an update regarding the move of Parks and Recreation, the search for a County Administrator and the departmental agency reports.

b. Department/Agency Reports – provided in the Agenda Packet.

AGENDA ITEM 14. Board of Supervisors' Requests and Comments

Supervisor William Hodges appreciates everyone coming tonight and hopes that the cuts that have We get our things going this Stevens has done credible job we now have a new person on the staff that's really very good job but there's still ways to go here and I'm concerned I think they're doing the best thing so we got our supporting investment we got to give the people the mission alright let's get out of here I have to say tonight

Supervisor Lindsay May Robinson, Vice Chair I just wanted to take a quick second this past Saturday I went to the Summer Ween event at the regional animal shelter, I just wanted to give a shout out to Director Ellison for all of her and all of her staff, it was a super cute event they put on. I got an e-mail this week from Chief Coleman with the Walkerton fire department, he shared pictures with me of their new brush truck and it's absolutely beautiful so hats off to Walkerton they're all their successes. I wanted to thank everybody for coming appreciate your patience.

Supervisor Bancroft – The Mangohick Volunteer Fire Department had a pretty successful fish fry that was well attended, so thank you for supporting that event. Monday is a holiday so everybody be safe.

Supervisor Catlett – Thanked everyone for coming to the meeting. Thank you to Ms. Stevens for the information provided.

AGENDA ITEM 15. Closed Meeting

a. Motion to Convene Closed Meeting – Supervisor Bancroft made a motion as permitted by Virginia Code Section 2.2-371 1.A.7, consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the Board of Supervisors. Supervisor Hodges seconded the motion.

b. Motion to Reconvene in Open Session – Supervisor Bancroft made a motion to reconvene in open session and Supervisor Edwards seconded the motion.

c. Certification of Closed Meeting – Supervisor Bancroft certified that the King William County Board of Supervisors, in accordance with Virginia Code section 2.2-3712 (D), that the Closed Meeting just held was for a matter(s) 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 Hodges seconded the certification. A roll call vote 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. Action on Closed Meeting (if necessary) – Staff is directed to draft Resolution 25-49 authorizing the County Administrator to enter into an agreement to settle pending litigation.

AGENDA ITEM 16. Appointments (if any) None

AGENDA ITEM 17. Adjourn or Recess Supervisor Bancroft made a motion to adjourn, and Supervisor Robinson seconded the motion. The Chair polled the members who were all in favor and none were opposed.