

APPROVED MINUTES OF THE KING WILLIAM COUNTY BOARD OF SUPERVISORS REGULAR MEETING OF OCTOBER 14, 2025

A regular meeting of the Board of Supervisors of King William County, Virginia, was held on the 14th day of October 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 discussion. Supervisor Edwards made a motion for the Electronic Participation of Supervisor Bancroft. The motion was seconded by Supervisor Robinson. The Chair polled the members, all were in favor and none were opposed.

AGENDA ITEM 3. Roll Call

The following members were 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

Supervisor, 1st District: William L. Hodges was not present and did not vote.

AGENDA ITEM 4. Review and Adoption of Meeting Agenda

The Chair called for discussion. Supervisor Bancroft requested that staff provide more details regarding the wording for future Refund Resolutions. The Chair asked for further discussion, Supervisor Robinson made a motion to approve the Agenda as presented and Supervisor Edwards seconded the motion. The Chair polled the members, all were in favor and none opposed.

AGENDA ITEM 5. Invocation/Moment of Silence –

The Chair led the Moment of Silence

AGENDA ITEM 6. Pledge of Allegiance

The Chair led the Pledge of Allegiance.

AGENDA ITEM 7. Consent Agenda

The Chair called for discussion. Supervisor Edwards made a motion to approve the Consent Agenda and Supervisor Robinson seconded the motion. The Chair polled the members, all were in favor, and none opposed. Staff is directed to follow its procedures for processing.

a. Approval of Minutes:

i. September 22, 2025 Draft Minutes

- ii. **October 6, 2025 Special Meeting**
- b. Resolution 25-58 - Real Estate Tax Refund to Coutu**
- c. Resolution 25-59 - Employment of County Attorney**

AGENDA ITEM 8. Public Hearing

a. CUP 05-2025 (Resolution 25 - 60), Ainsley Accessory Dwelling in the A-C District - Joyce Wolfe, KWC Planning

Presented the CUP with the proposed amendments by the Planning Commission to the Board. The applicants did receive approval from the Health Department for a separate septic but shared well with the main residence. They were present to answer questions. The Chair opened the Public Hearing, there were no speakers, the Chair closed the Public Hearing. Supervisor Bancroft has concerns regarding such large ADU. Supervisors Edwards and Robinson discussed the benefit of what this applicant is doing for family. Supervisor Edwards made a motion to pass this CUP as presented with the conditions required by the Planning Commission. Supervisor Robinson seconded the motion. The Chair called for a vote as follows:

Supervisor Edwards - Aye
 Supervisor Robinson - Aye
 Supervisor Bancroft - Abstain
 Chair Catlett - Aye

The CUP is approved, and staff is directed to follow its procedures for processing.

b. Ordinance 02R-25 - Setback Amendment, Joyce Wolfe, KWC Planning

Upon discussion, Supervisor Robinson made a motion to send this matter as well as 8.c and 8.d. back to the Planning Commission for further discussion at its Joint Work Session and Supervisor Bancroft seconded the motion. The Chair called for a 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, 3rd District: Justin Catlett - Chair	Aye

The matter is approved and staff is directed to follow its procedures for processing.

c. Ordinance 07-25 - Exempt Lots, Cul-de-sacs & Farmsteads, Joyce Wolfe, KWC Planning

d. Ordinance 08 - 25 - Accessory Dwelling Units, Joyce Wolfe, KWC Planning

e. Ordinance 09-25 - Dog licenses and fees, Lifetime License Fee and Kennel Fee

Abbi Carlton, Treasurer, presented the proposed Ordinance to the Board. She is requesting

that the 2026 annual dog licenses are effective 11/1/2025. The annual license fee will increase from \$5 to \$10 and the kennel fee increased from \$25 to \$35; effective 1/2027, the Lifetime Dog License tag/fee of \$30.00 and the Kennel fee of \$35.00
Chair Catlett provided comments about the proposed language for what is "a service dog". The Chair opened the Public Comment period. Finding no speakers, the Chair closed the Public Comment period. The members discussed the merits of the issue and Supervisor Bancroft made a motion to pass this Ordinance with the proffered language regarding the service dog. Supervisor Edwards seconded the motion.

The Chair called for a 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, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 3rd District: Justin Catlett - Chair	Aye

The Ordinance is approved, and staff is directed to follow its procedures.

f. Ordinance 11-25 - Dangerous Dog

Deputies K. Bowles and K. Smith presented their requested amendments to the Board. Upon discussion of the Board, the Ordinance shall be reinstated and language shall parallel Code of Virginia§ 3.2-6540 through§ 3.2-6542.2. Supervisor Bancroft made a motion to adopt the Ordinance as presented and Supervisor Robinson seconded the motion. The Chair called for a vote as follows:

Supervisor, 5th District: Mary Sue Bancroft	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 Ordinance is approved and staff is directed to follow its procedures.

g. Ordinance 10-25 - Dogs Killing Livestock

Deputies K. Bowles and K. Smith presented their requested amendments to the Board. Upon discussion of the Board, the Ordinance shall be reinstated and language shall parallel Code of Virginia§ 3.2-6540 through§ 3.2-6542.2. Supervisor Bancroft made a motion to adopt the Ordinance as presented and Supervisor Robinson seconded the motion. The Chair called for a vote as follows:

Supervisor, 5th District: Mary Sue Bancroft	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 Ordinance is approved and staff is directed to follow its procedures.

h. Ordinance 12-25 - Dogs Running At Large

Deputies K. Bowles and K. Smith presented their requested amendments to the Board. Upon discussion of the Board, the Ordinance shall be amended to reflect that no dog shall run at large that is not actively hunting at any time of the year in the County.

Supervisor Bancroft made a motion to adopt the Ordinance as presented and Supervisor Edwards seconded the motion. The Chair called for a 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, 3rd District: Justin Catlett-Chair	Aye

The Ordinance is approved, and staff is directed to follow its procedures.

AGENDA ITEM 9. Presentations

a. Domestic Violence Prevention Awareness Month- Carmina Galvez, Education Specialist at ThriveVA

ThriveVA presented to the Board the current statistics regarding Domestic Violence. The community at large can request a presentation from ThriveVA to spread awareness of Domestic Violence. The Board asked questions to the presenter's questions and thanked them for presenting tonight. Supervisor Bancroft is requesting that a link be placed on the county's website, www.thriveva.org

AGENDA ITEM 10. Citizens Comment Period

The Chair opened the Citizen Comment Period. The speakers were:

Lisa Mason, 4th District

No other speakers, the Chair closed the Citizen Comment Period.

AGENDA ITEM 11. Unfinished Business

a. Airport funding status and appropriation - Clarence Monday, KWC Interim County Administrator

Cathy Sevens from the KWC Finance Department requested to the Board that they need to appropriate the Airport Budget in the amount of \$25,000.00

Upon discussion amongst the Board, the Airport did not present their Budget Request at the last Outside Agency Work Session. The Finance Department does not have a contract on file with the Airport. The Airport has not responded to the KWC Budget Requests. Supervisor Bancroft asked "there are only 4 residents that use the airport and Why do we have to pay for this", per Mrs. Stevens, this is a regional agreement with the airport, lifevac can land and re-fuel there. To date there has not been data provided to the Board. The County Administrator provided comments to the Board regarding how Outside Agencies request funds. Supervisor Bancroft wants to see data and what KWC Return On Investment? Supervisor Robinson stated

that the Lifevac is important to the residents of KWC.

The Board discussed the matter further and the Chair asked for a motion to move this matter to the next BOS meeting to take action. If there is any data available, the Board asks that it is sent to them for review.

AGENDA ITEM 12. New Business

a. Regional Animal Shelter - Owner surrender policy and proposed Ordinance :XX-25 amendment, Alyssa Ellison, RAS Director

Alyssa Ellison, RAS Director, presented her request for an Owner Surrender Policy and Fee. The Board was provided Resolution 19-67 and fee schedule, draft of an Intake Policy. The members and staff discussed the matter, Supervisor Robinson made a motion to accept this request as presented so long as it is approved by King & Queen County. Supervisor Edwards seconded the motion and the Chair asked for a roll call vote as follows:

Supervisor, 4th District: Lindsay May Robinson - Vice Chair	Aye
Supervisor, 5th District: Mary Sue Bancroft	Aye
Supervisor, 2nd District: Benjamin J. Edwards, III	Aye
Supervisor, 3rd District: Justin Catlett -Chair	Aye

The motion passes and staff is directed to draft the appropriate policies and revisions as necessary.

AGENDA ITEM 13. Administrative Matters from County Administrator

a. Administration Report - Clarence Monday, Interim County Administrator

Mr. Monday provided the Board with an update on the County Administrator search as well as asking the board if they would want to direct staff to draft an MOU regarding the LOVE sign (from the Historical Society).

b. Department/Agency Reports

The Administrator directed the Board to review the individual reports from the county departments.

AGENDA ITEM 14. Board of Supervisors' Requests and Comments

Supervisor Robinson – provided comment about the decisions of the school board, fire prevention week, thanked Chief Brown and his staff, attended the Mechanics of Faith's ribbon cutting ceremony, Dunkin Donuts will be open November 1, 2025.

Supervisor Catlett – provided his comments regarding the track and school issues, thanked everyone for coming to tonight's meeting.

Supervisor Bancroft – echoed comments about the school, thanked everyone for coming to the

meeting.

Supervisor Edwards – provided comments and thanked everyone for attending the meeting.

AGENDA ITEM 15. Closed Meeting (if needed)

a. Motion to Convene Closed Meeting

Supervisor Bancroft made a motion to convene a Closed Meeting as permitted by Virginia Code Section 2.2-3711.A.1. Discussion of a personnel matter involving the disciplining of an employee of the public body and Virginia Code Section 2.2-3711.A.7, consultation with legal counsel and briefings by staff members or consultants pertaining actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Board of Supervisors. Supervisor Robinson seconded the Motion
The Chair polled the members, all were in favor and none were opposed.

b. Motion to Reconvene in Open Session

Supervisor Robinson made a motion to reconvene in Open Session and Supervisor Edwards seconded the motion. The Chair polled the member, all were in favor and none were opposed.

c. Certification of Closed Meeting

as permitted by Virginia Code §2.2-3712.D. - certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Supervisor Bancroft made a motion to certify the closed session and Supervisor Robinson seconded the motion. The Chair called for a vote as follow:

Supervisor, Benjamin J. Edwards, III	A y e
Supervisor, Lindsay Robinson - Vice Chair	Aye
Supervisor, Mary Sue Bancroft	Aye
Supervisor, Justin Catlett-Chair	Aye

d. Action on Closed Meeting (if necessary) No action needed.

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 meeting adjourned.