

**APPROVED MINUTES OF THE KING WILLIAM COUNTY
BOARD OF SUPERVISORS REGULAR MEETING OF OCTOBER 27, 2025**

A regular meeting of the Board of Supervisors of King William County, Virginia, was held on the 27th 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 a motion, Supervisor Edwards made a motion to approve Supervisor Bancroft's electronic participation and Supervisor Hodges seconded the motion. The Chair polled the members, all were in favor and none were opposed.

AGENDA ITEM 3. Roll Call

The following members were present:

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

Also present were:

Chief Brown, Sheriff Lumpkin, Treasurer Carlton, Chief Washington, Tiffany Webb, Esquire, Andrew Terry, Asst. EM.

AGENDA ITEM 4. Review and Adoption of Meeting Agenda

Remove 7.a.i., Amend 12.c. Amended Resolution, Supervisor Robinson made a motion to approve the amended agenda and Supervisor Hodges seconded the motion. The Chair polled the members, all were in favor and none opposed.

AGENDA ITEM 5. Invocation/Moment of Silence

The Chair called for a moment of silence.

AGENDA ITEM 6. Pledge of Allegiance

The Chair led the pledge of allegiance.

AGENDA ITEM 7. Consent Agenda

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

~~a. Approval of Minutes:~~

~~i. October 14, 2025 Draft Minutes~~

b. Resolution 25 - 61 - Rural Rustic Road-Brandywine

AGENDA ITEM 8. Public Hearing (if any)

None

AGENDA ITEM 9. Presentations

a. Monthly Financial Report - Julie Kaylor, Interim Finance Director

Provided an update to the Board about the current finances. The documents that are referenced to in her presentation are available on the county's financial webpage (2025 Financial Reports). The auditors are currently working through the finances at this moment. She has identified several area's of concern in the finance office's and provided comments regarding how expenses were paid through a flat funded budget (it is not transparent if you don't know what you are looking for). The budget has to be corrected in order to move forward and capture as much information as is available.

The county has hired a Finance Director who starts in early November and Ms. Kaylor will assist in the transition.

Supervisor Bancroft asked if "we are below our 20% threshold". Ms. Kaylor provided a detailed response. Mr. Monday also provided a response to her, regarding the ebbs and flow of the balances.

AGENDA ITEM 10. Citizens Comment Period

The Chair opened the Citizen Comment Period and found no speakers, closed the Citizen Comment Period.

AGENDA ITEM 11. Unfinished Business

a. Airport Funding - Clarence Monday

The Chair asked for discussion amongst the members, Supervisor Robinson made a motion to appropriate funds for the Airport in the amount of \$25,000.00 and Supervisor Edwards seconded the motion. The Chair called for a vote as follows:

Supervisor Hodges - Aye

Supervisor Edwards - Aye

Supervisor Robinson - Aye

Supervisor Bancroft - Abstained

Supervisor Catlett - Aye

AGENDA ITEM 12. New Business

a. Recommended changes to the County's Emergency Operations Plan by VDEM - Andrew Terry, KWC Asst. Emergency Manager

Andrew Terry provided the Board with a request to amend the EOP. Upon discussion by the members the Chair called for a vote as follows:

Supervisor Edwards - Aye

Supervisor Robinson - Aye

Supervisor Bancroft - Aye
Supervisor Hodges -Aye
Supervisor Catlett - Aye

b. Appropriation of Funds for Credit Card Machines - Abbi Carlton, Treasurer

Mrs. Carlton presented to the Board her request for an appropriation to purchase new credit card machines. Supervisor Bancroft provided her comments regarding lack of knowing where we stand financially and other thoughts. Clarence Monday provided comments regarding moving money from other line items. Sheriff Lumpkin also provided his positive comments.

The Chair called for further discussion. Supervisor Robinson made a motion to appropriate the funds for this expenditure. Supervisor Hodges seconded the motion. The Chair called for a vote as follows:

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

c. Appropriation of funds for Deputy Commonwealth Attorney position - Tiffany Webb, Esq., KWC Commonwealth Attorney

Tiffany Webb, Esquire asks that the Board reconsider her FY '26 Budget request, an additional \$10,000 to the salary of the Records Manager and an additional \$15,000 to the salary of the Deputy Commonwealth Attorney. Ms. Webb provided additional information to the Board regarding the work of the Commonwealth Attorney's Office as well as current numbers of hours spent reviewing BWC, scheduling and other duties of these positions. The Deputy Commonwealth's Attorney's position has been vacant since December 2024.

Supervisor Bancroft made a motion to table this appropriation to the November 17, 2025 meeting. Staff to provide a financial analysis the increase in funds.

Supervisor Edwards seconded the motion, the Chair polled the members, all are in favor and none opposed.

d. Amendments to the Transient Occupancy Tax Ordinance (set for ph on 11/17)- Benny Zhang

Attorney Benny Zhang presented to the Board a request that the Board set this matter for a Public Hearing. The Transient Occupancy Tax Ordinance needs to be amended to be in compliance with the Code of Virginia.

Supervisor Bancroft made a motion direction staff to advertise this matter for Public Hearing.

Supervisor Hodges: seconded the motion. The Chair called for a vote as follows:

Supervisor Hodges - aye
Supervisor Edwards - aye
Supervisor Robinson - aye
Supervisor Bancroft - aye
Supervisor Catlett - aye

AGENDA ITEM 13. Administrative Matters from County Administrator

a. Administration Report - Clarence Monday, Interim County Administrator

Mr. Monday proffered to the Board, the placement of the LOVE sign Mr. Monday to work with Ms. Moren on an MOU regarding the sign. Staff are directed to move forward with the MOU.

The building permit for the library is almost complete, a pre-construction meeting will be held shortly, the presentation of the Furniture and Fixtures with costs will be added to the November 17 agenda.

All of the potential candidates for County Administrator have agreed to interviews in November.

b. Department/Agency Reports

Departmental and Agency Reports for review.

AGENDA ITEM 14. Board of Supervisors' Requests and Comments

The Chair opened the floor for comments.

Supervisor Robinson - There is lots of buzz regarding Dunkin Donuts opening. "I do appreciate everyone coming tonight and we're going to keep working to make things better on that is a goal I have and will continue to sort through our issues and get things right".

Supervisor Bancroft - Would like staff to follow up on the numbers in the memo from Chris Couch about the \$4 million dollars referenced in his memo. "I have been in constant contact with Mr. Couch regarding this". "I apologize to the library patrons in the upper end of the county. I had no idea that this process was going to be like it was and shame on me for not having had all the information". "I'm sorry that we did not follow through about a plan for the library but I'm very happy that the West Point library is doing so well".

Supervisor Hodges - "I've got 2 meetings to go as somebody else said and I'd like to thank the citizens of West Point for the last 10 years of support."

Supervisor Edwards - Commented that while the waters may be turbulent and there is a great deal of pressure on us [Supervisors], we appreciate the support we receive. Thanked Mr. Hodges for his years of service.

Supervisor Catlett - Commented to Supervisor Hodges that at the last meeting we will do something special.

AGENDA ITEM 15. Closed Meeting (if needed)

a. Motion to Convene Closed Meeting Pursuant to VA Code§ 2.2-3711(A)(l) for the discussion, consideration, or interview of prospective candidates for appointment to a Board or Commission.

Supervisor Bancroft made the above motion that was seconded by Supervisor Hodges. The Chair polled the members all were in favor and none were opposed.

b. Motion to Reconvene in Open Session

Supervisor Bancroft made a motion to reconvene in open session and the motion was seconded by Supervisor Hodges.

The Chair polled the members. All were in favor and none were opposed.

c. Certification of Closed Meeting -I make a motion that the King William County Board of Supervisors certify that, 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 Bancroft made the motion for Certification, which was seconded by to reconvene in open session and the motion was seconded by Supervisor Hodges. The Chair called for a vote as follows:

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

d. Action on Closed Meeting (if necessary)

Appointment to the Cigarette Board

AGENDA ITEM 16. Appointments (if any)

a. Chesapeake Bay Cigarette Board

Supervisor Robinson made a motion to appoint the position of the KWC Finance Director to the Chesapeake Bay Cigarette Board and the motion was seconded by Supervisor Hodges.

The Chair called for a roll call vote as follows:

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

AGENDA ITEM 17. Adjourn or Recess

Supervisor Bancroft made a motion to adjourn and the motion was seconded by Supervisor Hodges. The Chair polled the members and found that all were in favor and none opposed.