

**King and Queen County  
Board of Supervisors Meeting  
Monday, April 26, 2021**

**6:00 P.M.**

**Regular Meeting  
King and Queen County Courts and Administration Building  
General District Courtroom**

**Minutes of the Meeting**

**CALL TO ORDER AND ROLL CALL**

Chairman Alsop called the meeting to order. Roll call was taken with members Sherrin Alsop, Lawrence Simpkins, Jim Burns and R.F. Bailey present. Doris Morris was absent.

**APPROVAL OF RECURRING WARRANTS**

A motion was made by Mr. Burns and seconded by Mr. Bailey to approve the April recurring warrants, subject to audit.

AYES: ALSOP, SIMPKINS, BURNS, BAILEY

NAYS: NONE

ABSENT: MORRIS

**ADOPTION OF RESOLUTION SETTING THE CALENDAR YEAR 2021 TAX RATES**

A motion was made by Mr. Simpkins and seconded by Mr. Burns to adopt the following resolution setting the tax rates for calendar year 2021.

**KING AND QUEEN COUNTY BOARD OF SUPERVISORS' RESOLUTION SETTING THE  
TAX RATES FOR CALENDAR YEAR 2021**

WHEREAS, the King and Queen County Board of Supervisors held a public hearing on April 12, 2021 to consider the appropriate tax levy on real estate, personal property, machinery and tools, merchant's capital, manufactured homes, farm machinery, and public service corporations for calendar year 2021; and

WHEREAS, the Board of Supervisors received comments from the citizens of King and Queen County.

NOW, THEREFORE, IT IS RESOLVED THIS 26<sup>th</sup> DAY OF APRIL 2021, that the King and Queen County Board of Supervisors does approve the following tax rates for the calendar year 2021:

	Per \$100 of Assessed Value
Real Estate:	\$0.53
Personal Property:	\$3.94
Aircraft	\$1.58

Machinery and Tools:	\$1.10
Merchant's Capital:	\$0.65
Manufactured Homes:	\$0.53
Farm Machinery:	\$1.10
Public Service Corporations:	\$0.53.

BE IT FURTHER RESOLVED that the PPTRA rate for calendar year 2021 is set at 44% that will be applied as a credit for qualifying vehicles.

AYES: R.F. BAILEY, J.M. BURNS, J.L. SIMPKINS, S.C. ALSOP

NAYS: NONE

ABSENT: D.H. MORRIS

**REVIEW AND ADOPTION OF THE FY2022 BUDGET RESOLUTION**

A motion was made by Mr. Bailey and seconded by Mr. Burns adopting the following resolution for the FY2022 overall County budget.

**KING AND QUEEN COUNTY BOARD OF SUPERVISORS' RESOLUTION APPROVING AND APPROPRIATING THE FISCAL YEAR 2021-2022 ANNUAL FISCAL PLAN FOR THE COUNTY OF KING AND QUEEN**

WHEREAS, the King and Queen County Board of Supervisors ("Board of Supervisors") has reviewed the General, Capital Projects, Social Services, Comprehensive Services Act, Comprehensive Services Act Administration, School, School Cafeteria, School Capital Projects, E-Summons and Court Security Funds as part of the Fiscal Year 2021-2022 Annual Fiscal Plan; and

WHEREAS, the Board of Supervisors held a duly advertised public hearing on the proposed Fiscal Year 2021-2022 Annual Fiscal Plan on April 12, 2021.

NOW THEREFORE BE IT RESOLVED this 26<sup>th</sup> day April 2021 that of this total amount, the Board of Supervisors does hereby appropriate a General Fund budget in the amount of \$14,792,482, comprised of the following categories and amounts:

Board of Supervisors	\$87,543
County Administrator	\$196,857
County Attorney	\$157,025
Independent Auditor	\$42,500
Commissioner of Revenue	\$235,636
Finance	\$145,243
Treasurer	\$271,674
Information Technology	\$163,024
Risk Management	\$212,500
Electoral Board	\$58,497
Registrar	\$133,654
Circuit Court	\$2,220
9th District Circuit Court	\$22,000
General District Court	\$10,605

Special Magistrates	\$500
JDR District Court	\$4,168
9th District Court Services Unit	\$57,349
Clerk of Circuit Court	\$284,081
Victim Witness Assistance	\$5,615
Commonwealth's Attorney	\$249,118
Sheriff	\$1,819,041
E911	\$151,719
Volunteer Fire Departments	\$111,000
Rescue Squads	\$30,100
Rescue Services	\$1,585,494
Radio Communications	\$424,249
EMS Other	\$897
Probation & Pretrial Services	\$13,300
Regional Jail	\$825,000
Board of Building Appeals	\$535
Building Inspections	\$146,896
Animal Control	\$60,453
Animal Shelter	\$164,241
Medical Examiner	\$200
Emergency Services Coordinator	\$58,177
Refuse Control (VPPSA)	\$462,864
Litter Control	\$500
General Properties	\$325,309
General Properties – Marriott School	\$30,620
General Properties – Shacklefords Station	\$24,280
General Reassessment	\$100,000
Health Department	\$62,000
Chapter X CSB	\$32,000
Rental Assistance Program	\$3,438
State and Local Hospital Program	\$6,510
Bay Aging	\$33,093
Contributions	\$14,212
Community College	\$6,420
Mattaponi Pier	\$6,700
Public Library	\$186,135
Planning Commission	\$9,500
Economic Development	\$21,198
MPPDC	\$22,757
Board of Zoning Appeals	\$4,038
Zoning/Community Development	\$171,224
Airport Authority	\$70,000
IDA	\$2,600
Soil and Water Conservation District	\$9,674
Forestry Services	\$11,101
Wetlands Board	\$3,138
Cooperative Extension	\$37,336
Reserve for Contingencies	\$125,000
Transfer to Social Services	\$487,400
Transfer to CSA Fund	\$240,000

Transfer to CSA Administration Fund	\$5,149
Transfer to School Fund	\$4,297,176
Transfer to School Capital Fund	\$100,000
Transfer to Landfill Contingency Fund	150,000; and

BE IT FURTHER RESOLVED that the Board of Supervisors does hereby approve the Fiscal Year 2021-2022 Projected Annual Fiscal Plan for the School Fund totaling \$11,913,617, to be appropriated as follows: Local funds in the amount of \$3,797,176 will be appropriated on July 12<sup>th</sup> or as soon thereafter as the Board of Supervisors approves. The remaining budgeted amount of \$500,000 may be appropriated on or about the April 2022 regular meeting of the Board of Supervisors. All revenue actually received by the King and Queen County Treasurer from the State or Federal Government for the benefit of the School Division for use in Fiscal Year 2021-2022, will periodically be appropriated by the Board of Supervisors (both revenue and expenditures) but in no event shall any State or Federal monies be appropriated before they are actually received and deposited by the Treasurer. In the event that there is a reduction in funding from either or both the State and Federal sources used in projecting the School Fund of \$11,913,617, The Board of Supervisors is expressly not obligated to increase local funding to cover said reductions.

BE IT FURTHER RESOLVED that the Board of Supervisors in order to encourage greater frugality does hereby establish that any unspent local funds remaining in the School Fund at the end of Fiscal Year 2021-2022 shall be transferred to the Reserve Fund for School Construction.

BE IT FURTHER RESOLVED that the Board of Supervisors does hereby approve the Fiscal Year 2021-2022 Annual Fiscal Plan to include the additional fund categories:

County Capital Projects Fund	\$9,728,948
Social Services Fund	\$1,822,072
Comprehensive Services Act Fund	\$750,000
CSA Administration Fund	\$16,378
School Cafeteria Fund	\$377,632
Court Security Fund	\$65,208
Landfill Contingency Fund	\$150,000
E-Summons	\$15,000.

AYES: R.F. BAILEY, J.M. BURNS, J.L. SIMPKINS, S.C. ALSOP

NAYS: NONE

ABSENT: D.H. MORRIS

## **DISCUSSION OF REGISTRAR IT SECURITY CONTRACT**

Mr. Swartzwelder advised that the adopted FY2022 budget includes \$18,000 in funding for this mandated security policy. The consultant is prepared to begin work and can have several items completed prior to July 1<sup>st</sup>. The current budget still has enough available contingency funds to cover this if the Board will allow work to begin now.

A motion was made by Mr. Burns and seconded by Mr. Simpkins authorizing work to begin now on this project and to utilize existing contingency funds.

AYES: R.F. BAILEY, J.M. BURNS, J.L. SIMPKINS, S.C. ALSOP

NAYS: NONE

ABSENT: D.H. MORRIS

## **UPDATE/DISCUSSION ON KQES REPLACEMENT**

Mr. Swartzwelder advised that he is currently reviewing the contract with Davenport for the financial component of the project, he expects to have out this week. After that, staff will work with Davenport to provide financial documents and then a meeting with the finance committee for the project will meet with them to make recommendations to the Board.

Mr. Burns advised that after the conference call with Hudson and Associates, his concerns regarding potential flooding in the original part of the building have been addressed. Plans call for the basement to be filled to bring structure level. It was the consensus to leave the boilers in the basement when it is filled.

Mr. Swartzwelder advised that the land lease with Mr. Bland is complete and is set to begin in January. Mr. Burns commended Mr. Swartzwelder on putting the extra year at the end of the lease, this will proactively address potential project delays.

The Board further discussed the renovate and reconstruct option that was presented by the architects as being the option they prefer. It incorporates many very good ideas and allows use of the building during construction. It was the consensus to move forward with draft contracts for design and interior to keep the project moving. Concerns were voiced regarding making sure that once the Board has the construction complete that the Schools do not 'drag their feet' on the interior choices that will be up to them.

A motion was made by Mr. Burns and seconded by Mr. Bailey to move forward with the 'aggressive timeline' presented by the architect and the 'renovate and reconstruct' plan for the project.

AYES: R.F. BAILEY, J.M. BURNS, J.L. SIMPKINS, S.C. ALSOP

NAYS: NONE

ABSENT: D.H. MORRIS

## **COUNTY ADMINISTRATOR UPDATES**

Mr. Swartzwelder provided updates on the following items:

- He has met with the Director of Community Development and the Building Official regarding the Board's concerns with the proposed fee schedule changes relating to non-profits. They have revised their proposals to put the exemptions for these organizations back like they are in the current ordinances.
- The FY2022 budget includes funding for a new EMS vehicle. The Emergency Services Coordinator has asked that they be able to use these funds for an additional truck rather than rotate out one of the QRV Explorers. It was the consensus of the Board to allow this request.
- The Emergency Services Coordinator Greg Hunter has been notified by Mattaponi Rescue that they have purchased a 'heavy rescue' truck and have requested that it be placed on the County insurance. He does not feel that this is a necessary asset and does not want to recognize it as part of the County system. He feels that they (Mattaponi

Rescue) need to focus on the rescue needs of the citizens rather than this type of apparatus. It was the consensus of the Board to support Mr. Hunter's position.

- Advised that the County still has some litter control funds that need to be used prior to June 30<sup>th</sup> and asked Board members to provide roads that need clean up.

## **CLOSED SESSION**

A motion was made by Mr. Burns and seconded by Mr. Bailey to enter into closed session pursuant to Section 2.2-3711A.4 for the discussion of a personal matter regarding the County Administrator.

AYES: R.F. BAILEY, J.M. BURNS, J.L. SIMPKINS, S.C. ALSOP

NAYS: NONE

ABSENT: D.H. MORRIS

A motion was made by Mr. Burns and seconded by Mr. Bailey to come out of closed session with each member certifying by individual vote that only those public business matters lawfully exempted from the Virginia Freedom of Information Act were heard, discussed and considered in closed session.

AYES: R.F. BAILEY, J.M. BURNS, J.L. SIMPKINS, S.C. ALSOP

NAYS: NONE

ABSENT: D.H. MORRIS

## **ITEMS BROUGHT UP BY BOARD MEMBERS**

Ms. Alsop advised that she will be one of the presenters in Zoom class *The Role of a Supervisor* this Thursday at 9:00. She also apologized for missing the last meeting due to illness.

## **IT IS ORDERED THAT THIS BOARD BE ADJOURNED**

A motion was made by Mr. Burns and seconded by Mr. Bailey to adjourn the meeting.

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Sherrin C. Alsop, Chairman

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Clerk of the Board