

King and Queen County  
Board of Supervisors Regular Meeting

Monday, December 13, 2021  
7:00 P.M.

King and Queen County Courts and Administration Building  
General District Courtroom

“Minutes of the Meeting”

**INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

Chairman Alsop opened the meeting. Roll Call was taken all members being present.

Mr. Bailey provided the invocation, followed by the Pledge of Allegiance to the Flag of the United States.

**APPROVAL AND SIGNING OF THE A MINUTES OF THE BOARD**

A motion was made by Ms. Morris and seconded by Mr. Burns approving the October 25, 2021 and November 8, 2021 minutes of the Board.

AYES: R.F. BAILEY, JR., S.C. ALSOP, D. H. MORRIS, J. L. SIMPKINS, J.M. BURNS  
NAYS: NONE

**APPROVAL OF DECEMBER 2021 WARRANTS AND APPROPRIATIONS**

A motion was made by Mr. Bailey and seconded by Mr. Burns to approve the County warrants and payroll for the month of December 2021, subject to audit.

AYES: R.F. BAILEY, JR., S.C. ALSOP, J.L. SIMPKINS, J.M. BURNS, D.H. MORRIS  
NAYS: NONE

A motion was made by Mr. Bailey and seconded by Mr. Burns to approve the third quarter appropriation to the School Food Services Fund in the amount of \$94,408.00, subject to audit.

AYES: R.F. BAILEY, JR., S.C. ALSOP, J.L. SIMPKINS, J.M. BURNS, D.H. MORRIS  
NAYS: NONE

A motion was made by Mr. Simpkins and seconded by Ms. Morris to appropriate the state and federal revenue to the school fund for the months of July, August, September and November in the amount of \$2,696,919.30, subject to audit.

AYES: R.F. BAILEY, JR., S.C. ALSOP, J.L. SIMPKINS, J.M. BURNS, D.H. MORRIS

NAYS: NONE

**PUBLIC COMMENT PERIOD**

Brenda Lee of the Stevensville District stated that she had concerns with Bay Transit but that she would address them to the Board at another time.

**ADOPT FY2023 BUDGET SCHEDULE**

The following schedule was provided to the Board as the framework for the upcoming FY2023 budget process:

FY2023 Proposed Budget Schedule

December 2021

20<sup>th</sup> – Send out budget packets to departments and agencies

January 2022

7<sup>th</sup> – Budget requests due back from all departments, offices and agencies

24<sup>th</sup> 6:00 p.m. Regular Workshop                      County Administrator provides 1<sup>st</sup> draft to Board of Supervisors

February 2022

14<sup>th</sup> 7:00 p.m. Regular Meeting                      Presentations from Outside Agencies

22<sup>nd</sup> 6:00 p.m. Special Meeting (Tuesday)      Board Budget Work Session

28<sup>th</sup> 6:00 p.m. Regular Workshop                      Meet with County Departments & Schools

March 2022

21<sup>st</sup> 6:00 p.m. Special Meeting                      Board Budget Work Session  
(Will need consensus for advertising of synopsis at this meeting)

28<sup>th</sup> 6:00 p.m. Regular Workshop                      Board Budget Work Session

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March 25<sup>th</sup> - Deadline for submission of Budget Synopsis to newspapers.

March 30<sup>th</sup> - Budget Synopsis and proposed tax rates advertised in Tidewater Review, Rappahannock Times and County Courier.

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April 2022

11 <sup>th</sup> 7:00 p.m. Regular Meeting	Public Hearing
18 <sup>th</sup> 6:00 p.m. Special Meeting	<b>(Optional) Board Budget Work Session</b>
25 <sup>th</sup> 6:00 p.m. Regular Workshop	Adopt FY2023 Budget and 2022 Tax Rates

\*\*Presented to Board of Supervisors December 13, 2021

A motion was made by Mr. Simpkins and seconded by Mr. Bailey to adopt the schedule as presented.

AYES: R.F. BAILEY, JR., S.C. ALSOP, J.L. SIMPKINS, J.M. BURNS, D.H. MORRIS  
NAYS: NONE

**COVID-19 LEAVE POLICY**

Mr. Swartzwelder advised that the local COVID-19 temporary leave policy that the Board adopted in January 2021 is set to expire on December 31<sup>st</sup>. He asked the Board for consideration of renewing the policy again due to the resurgence of new variants of the virus.

A motion was made by Mr. Bailey and seconded by Ms. Morris to extent the policy until December 31, 2022.

AYES: R.F. BAILEY, JR., S.C. ALSOP, D. H. MORRIS, J. L. SIMPKINS, J.M. BURNS  
NAYS: NONE

**SET PUBLIC HEARING DATE – FY2022 BUDGET AMENDMENTS**

Mr. Swartzwelder advised that there are several capital projects that are moving forward that were not included in the FY2022 budget. The projects include the fire truck for Lower Fire, track repair at Central High School and the first round of ARPA funds received by the County. Since each of these items is greater than 1% of the total general fund budget, a public hearing is required.

A motion was made by Ms. Morris and seconded by Mr. Bailey to set the January 10, 2022 regular board meeting as the date for this public hearing.

AYES: R.F. BAILEY, JR., S.C. ALSOP, D. H. MORRIS, J. L. SIMPKINS, J.M. BURNS

NAYS: NONE

**SET PUBLIC HEARING DATE – VA SAND AND STONE (CUP21-04 & SP21-09)**

Mr. Swartzwelder advised that the Planning Commission held their public hearing at their December 6<sup>th</sup> meeting and have recommended approval of the application. The Board will now need to hold a public hearing on the two applications.

A motion was made by Mr. Burns and seconded by Mr. Simpkins to set the January 10, 2022 regular board meeting as the date for this public hearing.

AYES: R.F. BAILEY, JR., S.C. ALSOP, D. H. MORRIS, J. L. SIMPKINS, J.M. BURNS  
NAYS: NONE

**APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS**

- Economic Development Authority/Stevensville – Tabled
- Bay Consortium Workforce Development Board – Replacement/Percy Pollard – Tabled
- Pamunkey Regional Library – Mr. David Litchfield is no longer able to serve – Tabled
- Social Services Advisory Board – A motion was made by Mr. Simpkins and seconded by Ms. Morris to reappoint Bette Albert to the DSS Advisory Board for a four-year term expiring December 23, 2025.

AYES: R.F. BAILEY, JR., S.C. ALSOP, D. H. MORRIS, J. L. SIMPKINS, J.M. BURNS

NAYS: NONE

- Planning Commission – Stevensville District – to fill the unexpired term of William Herrin – Tabled.

**COUNTY ADMINISTRATOR’S COMMENTS**

Mr. Swartzwelder made the following comments:

- Provided draft redistricting maps prepared by the Director of Community Development. He advised that there are two methods of which to go through the approval process. He explained both options. It was the consensus of the Board to place on the January agenda for discussion.
- Advised the Board that he did not foresee any items that would need to be discussed at the December workshop if the Board would like to cancel it, he would like approval to allow staff to process the recurring warrants.  
A motion was made by Mr. Bailey and seconded by Mr. Burns to cancel the December workshop and authorize staff to pay the recurring warrants.  
AYES: R.F. BAILEY, JR., S.C. ALSOP, D. H. MORRIS, J. L. SIMPKINS, J.M. BURNS  
NAYS: NONE
- Advised that the DHCD grant for the telecenter is finally moving forward. One final item is a public comment period. This will require two local hearings. They do not have to be

public hearings by the Board and can be held at the courthouse with staff available in case of questions.

A motion was made by Ms. Morris and seconded by Mr. Simpkins to allow staff to handle the setting up and holding of the necessary hearings.

AYES: R.F. BAILEY, JR., S.C. ALSOP, D. H. MORRIS, J. L. SIMPKINS, J.M. BURNS

NAYS: NONE

- Advised that the wife of former County Administrator Ron Hachey had passed away.

## **BOARD OF SUPERVISORS COMMENTS**

### **Mr. Bailey had the following comments:**

- Thanked everyone for coming.
- Wished everyone a safe trip home.
- Advised that this would be the first redistricting that he has been through since being on the Board but does not see an issue with what has been proposed.
- Asked for an update on the store at Little Plymouth because he received an email from a citizen inquiring about the work being done. Mr. Swartzwelder updated the Board on what staff is aware of, which is that permits have been applied for on the roof replacement on the 'shop' building and the Director of Community Development has sent an informal but inquiry letter letting the owner know that the staff is prepared to assist with the process if they are trying to work towards reopening.

### **Mr. Burns had the following comments:**

- Advised that his brother who lives in Pittsburgh is terminally ill and that he will be spending as much time as possible there over the holidays.
- Asked if staff could develop a customer satisfaction survey of some kind to the Board can know how the citizens feel they are being served. After brief discussion, it was the consensus that Mr. Swartzwelder and Betty Dougherty would work on this.

### **Mr. Simpkins had the following comments:**

- Thanked everyone for coming.
- Wished everyone a Merry Christmas and a Happy New Year.
- Advised that the RFD Channel will be doing a feature on agriculture in King and Queen County some time in January. It is being sponsored by Virginia Farm Bureau.
- Hopes that we will soon be able to be rid of COVID.
- Everyone have a safe trip home and see everyone in January.

### **Ms. Morris had the following comments:**

- Thanked everyone for coming.
- Offered condolences to Mr. Burns.
- Wished everyone a Merry Christmas and Happy New Year.

**Ms. Alsop had the following comments:**

- Stated that 2021 had been another interesting year with COVID and the use of technology to keep things moving and being accomplished.
- She is still very excited about all of the things on the Board's 'list' that are getting done. All of them are great for the citizens of King and Queen.
- She agrees with Mr. Bailey that she has no issues with what the draft redistricting that was provided. Keith Hodges has provided her with copies of the draft state redistricting maps as well.
- She will be attending the VACO Legislative Day in February.
- Offered condolences and prayers to MR. Burns and his family.
- Wished everyone a Merry Christmas and Happy New Year.

**IT IS ORDERED THAT THE BOARD BE ADJOURNED:**

A motion was made by Mr. Bailey and seconded by Mr. Burns to adjourn the meeting at 7:55 p.m.

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**Sherrin C. Alsop, Chairman**

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**Thomas J. Swartzwelder, Clerk**