

**King and Queen County
Board of Supervisors Meeting
Monday, November 22, 2021**

6:00 P.M.

**Regular Meeting
King and Queen County Courts and Administration Building
Second Floor Conference Room**

Minutes of the Meeting

CALL TO ORDER AND ROLL CALL

Vice Chairman Morris called the meeting to order. Roll call was taken with members Alsop and Bailey being absent.

APPROVAL OF RECURRING WARRANTS

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

AYES: MORRIS, SIMPKINS, BURNS

NAYS: NONE

ABSENT: ALSOP, BAILEY

EMS REQUEST FOR AMBULANCE AND EQUIPMENT

Emergency Services Coordinator Greg Hunter provided an update on the supply chain issues that are affecting the purchase of new vehicles and equipment. The average wait time between order and delivery for most emergency vehicles is 18 months. He requested the Board to approve the order of a new ambulance and the necessary equipment outside of the regular appropriation process in order to maintain a good rotation of replacing the oldest ambulance in the fleet on time.

A motion was made by Mr. Burns and seconded by Mr. Simpkins authorizing the purchase of the ambulance and necessary equipment.

AYES: MORRIS, SIMPKINS, BURNS

NAYS: NONE

ABSENT: ALSOP, BAILEY

As part of the discussion of County and volunteer agency owned equipment the Board raised concerns on maintenance or lack thereof by some agencies. Since the County carries insurance on all of the vehicles, all should remain in good working condition at all times.

A motion was made by Mr. Burns and seconded by Mr. Simpkins to set a policy that any vehicle owned by a volunteer agency that is out of inspection or otherwise "Out of Service" for more than 120 days will be removed from the County insurance policy.

AYES: MORRIS, SIMPKINS, BURNS
NAYS: NONE
ABSENT: ALSOP, BAILEY

RESOLUTION TO AMEND THE BOS MEETING SCHEDULE

Mr. Swartzwelder advised that a typographical error was found in the 2021 meeting schedule resolution. The December meeting was listed as the 3rd Monday instead of the 2nd Monday.

A motion was made by Mr. Burns and seconded by Mr. Simpkins to amend the 2021 meeting schedule resolution to reflect that the regular December meeting would be held on the 2nd Monday, December 13, 2021.

AYES: MORRIS, SIMPKINS, BURNS
NAYS: NONE
ABSENT: ALSOP, BAILEY

ADDITIONAL VACATION DAYS (November 24th ½ day and December 22nd full day)

Mr. Swartzwelder advised that the Clerk of Circuit Court has requested a resolution authorizing the additional holidays that were approved by the Board.

A motion was made by Mr. Burns and seconded by Mr. Simpkins to adopt the following resolution;

**KING AND QUEEN COUNTY BOARD OF SUPERVISORS' RESOLUTION
GRANTING ADDITIONAL HOLIDAY PAID LEAVE FOR THANKSGIVING AND
CHRISTMAS 2021**

WHEREAS, the Board of Supervisors of King and Queen County (the "Board") personnel policy sets forth the paid holiday leave schedule for each year; and

WHEREAS, this policy states that the county will generally follow annual holiday leave schedule as set forth by the Commonwealth of Virginia Department of Human Resources;

AND WHEREAS, this will include any additional leave granted by the Office of the Governor; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF KING AND QUEEN COUNTY, to offer an additional half day on Wednesday, November 24, 2021 and an additional full day on Wednesday, December 22, 2021.

BE IT FURTHER RESOLVED, the Board granted this additional time in appreciation and recognition of the efforts and commitment shown by all employees at in the complex during the challenging times resulting from the COVID-19 pandemic

A motion was made by Mr. Burns and seconded by Mr. Simpkins to adopt this resolution for additional paid holiday leave for 2021.

AYES: BURNS, SIMPKINS, MORRIS

NAYS: NONE
ABSENT: ALSOP, BAILEY

This resolution is effective immediately.
November 22, 2021

REQUEST TO OBTAIN OUTSIDE COUNSEL FOR KQES CONTRACTS

Mr. Swartzwelder advised that due to the complex nature of the contracts related to the school project as well as the limited staff time available to review, he is requesting that the Board allow him to retain outside counsel for this project.

A motion was made by Mr. Burns and seconded by Mr. Simpkins to authorize retaining outside counsel for legal matters related to the KQES project.

AYES: MORRIS, SIMPKINS, BURNS
NAYS: NONE
ABSENT: ALSOP, BAILEY

UPDATE ON WALNUT SOLAR

Mr. Swartzwelder advised that the Office of Community Development has been advised that Dominion Energy is planning to submit the next phase of applications in mid-December. The RFP for environmental services has been issued and responses are also due mid-December.

REVISED COUNTY STEP PLAN

Mr. Swartzwelder advised that the lowest grade positions on the salary step scale have not been adjusted other than COLA increases since it was implemented. The salaries for these positions need to be increased in order to continue to hire qualified individuals. He is requesting to change the ranges for both positions by approximately \$5,000.

A motion was made by Mr. Burns and seconded by Mr. Simpkins to adopt the revised step plan as presented.

AYES: MORRIS, SIMPKINS, BURNS
NAYS: NONE
ABSENT: ALSOP, BAILEY

CLOSED SESSION

A motion was made by Mr. Burns and seconded by Mr. Simpkins to enter into closed session pursuant to section 2.2-3711(A)1 to discuss specific personnel performance matters in the County Administrator's Office.

AYES: MORRIS, SIMPKINS, BURNS
NAYS: NONE
ABSENT: ALSOP, BAILEY

A motion was made by Mr. Simpkins and seconded by Mr. Burns to enter into open session with each member certifying by individual vote that only matter exempted from the Virginia Freedom of Information Act were heard or discussed.

AYES: MORRIS, SIMPKINS, BURNS

NAYS: NONE

ABSENT: ALSOP, BAILEY

A motion was made by Mr. Burns and seconded by Mr. Simpkins to approve a \$5,000 salary increase for the Director of Finance and a \$3,000 salary increase for the Director of Community Development. Increases are to be effective January 1, 2022.

AYES: MORRIS, SIMPKINS, BURNS

NAYS: NONE

ABSENT: ALSOP, BAILEY

IT IS ORDERED THAT THIS BOARD BE ADJOURNED

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

Sherrin C. Alsop, Chairman

Clerk of the Board