

**King and Queen County  
Board of Supervisors Meeting  
Monday, April 25, 2022**

**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**

Chairman Morris called the meeting to order. Roll call was taken with all members being present.

**BUDGET DISCUSSION**

Ms. Ammons summarized the changes that were made after advertisement. The significant changes being a change in the health insurance line items throughout the budget because renewal has been received with no increase. The original budget included a 15% increase. The Board had discussion regarding the funding request from the Pamunkey Regional Library. It was the consensus to include an increase in funding of \$41,000 which is estimated to be the amount needed to cover the salary and pay plan that was implemented by the library. It was also the consensus to keep the .02 increase on the real estate rate and have no change in the personal property rate or the value ratio.

**RESOLUTION ADOPTING LOCAL TAX RATES FOR CALENDAR YEAR 2022**

A motion was made by Mr. Burns and seconded by Mr. Bailey to adopt the following resolution as presented.

**KING AND QUEEN COUNTY BOARD OF SUPERVISORS' RESOLUTION SETTING THE  
TAX RATES FOR  
CALENDAR YEAR 2022**

WHEREAS, the King and Queen County Board of Supervisors held a public hearing on April 11, 2022 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 2022; and

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

NOW, THEREFORE, IT IS RESOLVED THIS 25<sup>th</sup> DAY OF APRIL 2022, that the King and Queen County Board of Supervisors does approve the following tax rates for the calendar year 2022:

	Per \$100 of Assessed Value
Real Estate:	\$0.55
Personal Property:	\$3.94
Aircraft	\$1.58
Machinery and Tools:	\$1.10
Merchant's Capital:	\$0.65
Manufactured Homes:	\$0.55
Farm Machinery:	\$1.10
Public Service Corporations:	\$0.55.

BE IT FURTHER RESOLVED that the PPTRA rate for calendar year 2022 is set at 35.5% that will be applied as a credit for qualifying vehicles.

AYES: ALSOP, SIMPKINS, MORRIS, BAILEY, BURNS

NAYS: NONE

**RESOLUTION ADOPTING THE FISCAL YEAR 2022-2023 OVERALL BUDGET FOR KING AND QUEEN COUNTY**

A motion was made by Mr. Bailey and seconded by Ms. Alsop to adopt the following budget resolution as presented.

**KING AND QUEEN COUNTY BOARD OF SUPERVISORS' RESOLUTION APPROVING AND APPROPRIATING THE FISCAL YEAR 2022-2023 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 2022-2023 Annual Fiscal Plan; and

WHEREAS, the Board of Supervisors held a duly advertised public hearing on the proposed Fiscal Year 2022-2023 Annual Fiscal Plan on April 11, 2022.

NOW THEREFORE BE IT RESOLVED this 25<sup>th</sup> day April 2022 that of this total amount, the Board of Supervisors does hereby appropriate a General Fund budget in the amount of \$15,829,457, comprised of the following categories and amounts:

Board of Supervisors	\$84,238
County Administrator	\$194,266
County Attorney	\$155,316
Independent Auditor	\$43,500
Commissioner of Revenue	\$242,350
Finance	\$162,160
Treasurer	\$276,962
Information Technology	\$141,659

Risk Management	\$211,250
Electoral Board	\$49,934
Registrar	\$129,362
Circuit Court	\$2,220
9th District Circuit Court	\$22,000
General District Court	\$10,570
Special Magistrates	\$500
JDR District Court	\$4,168
9th District Court Services Unit	\$58,207
Clerk of Circuit Court	\$314,132
Victim Witness Assistance	\$6,773
Commonwealth's Attorney	\$242,494
Sheriff	\$2,078,769
E911	\$151,868
Volunteer Fire Departments	\$119,000
Rescue Squads	\$30,500
Rescue Services	\$2,032,008
Radio Communications	\$445,335
EMS Other	\$1,112
Probation & Pretrial Services	\$13,300
Regional Jail	\$825,000
Board of Building Appeals	\$535
Building Inspections	\$151,687
Animal Control	\$51,301
Animal Shelter	\$178,056
Medical Examiner	\$200
Emergency Services Coordinator	\$59,986
Refuse Control (VPPSA)	\$579,597
Litter Control	\$5,000
General Properties	\$332,295
General Properties – Marriott School	\$29,570
General Properties – Shacklefords Station	\$33,770
General Properties – St. Stephens Station	\$23,000
General Reassessment	\$100,000
Health Department	\$80,023
Chapter X CSB	\$33,544
Rental Assistance Program	\$3,438
State and Local Hospital Program	\$6,510
Bay Aging	\$33,918
Contributions	\$14,212
Community College	\$6,420
Mattaponi Pier	\$6,700
Public Library	\$227,135
Planning Commission	\$10,846
Economic Development	\$21,198
MPPDC	\$23,471
Board of Zoning Appeals	\$4,038
Zoning/Community Development	\$171,224

Airport Authority	\$65,000
IDA	\$2,707
Soil and Water Conservation District	\$9,674
Forestry Services	\$11,101
Cooperative Extension	\$37,336
Reserve for Contingencies	\$243,448
Transfer to Social Services	\$508,330
Transfer to CSA Fund	\$240,000
Transfer to CSA Administration Fund	\$5,149
Transfer to School Fund	\$4,297,176
Transfer to Landfill Contingency Fund	\$165,000; and

BE IT FURTHER RESOLVED that the Board of Supervisors does hereby approve the Fiscal Year 2022-2023 Projected Annual Fiscal Plan for the School Fund totaling \$13,030,128, to be appropriated as follows: Local funds in the amount of \$3,797,176 will be appropriated on July 11<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 2023 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 2022-2023, 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 \$13,030,128, 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 2022-2023 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 2022-2023 Annual Fiscal Plan to include the additional fund categories:

County Capital Projects Fund	\$7,260,000
Social Services Fund	\$1,936,522
Comprehensive Services Act Fund	\$750,000
CSA Administration Fund	\$16,378
School Cafeteria Fund	\$400,043
Court Security Fund	\$71,000
Landfill Contingency Fund	\$165,000
E-Summons	\$15,000.

AYES: ALSOP, SIMPKINS, MORRIS, BAILEY, BURNS

NAYS: NONE

**APPROVAL RECURRING WARRANTS**

A motion was made by Mr. Bailey and seconded by Ms. Alsop to approve the recurring warrants for the month of April, subject to audit.

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

### **APPOINTMENT OF DEPUTY CLERK TO THE BOARD OF SUPERVISORS**

Mr. Swartzwelder advised that there has not been a Deputy Clerk since Diane Gaber retired several years ago. Tina Ammons, Director of Finance has been doing many of the tasks assigned to that position but has not been appointed as such and does not have signing authority for documents and financial items such as checks that are issued. Prior to the hiring of the assistant in the finance office, there were not sufficient internal controls to allow this authority. Now that the finance assistant is handling the processing of most of these items that control now exists.

A motion was made by Ms. Alsop and seconded by Mr. Burns to appoint Tina Ammons as the Deputy Clerk to the Board.

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

### **DISCUSSION OF USE OF ARPA FUNDS**

Ms. Ammons advised that the County must report to the Department of Treasury what it intends to use the approximately \$1.3 million that it will receive as part of the ARPA funding. Treasury has an allowable use of up to \$10 million for revenue replacement. The uses of this category are very broad and can include allocation for the KQES project or the Broadband project. It was the consensus of the Board to proceed with reporting using this category.

### **AUTHORIZE CHAIRMAN TO EXECUTE CONTRACT WITH HUDSON & ASSOCIATES/KQES PROJECT**

A motion was made by Mr. Burns and seconded by Mr. Simpkins authorizing the execution of the contract with Hudson and Associates for the KQES project.

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

### **ITEMS BROUGHT FORTH BY BOARD MEMBERS**

Mr. Swartzwelder provided an update on the areas of service, available discounts and rate packages for the fiber project.

Mr. Burns requested an update on the opioid lawsuit. Mr. Swartzwelder advised that it is working its way through the legal aspects of all parties agreeing to the settlement. We do not know when or how much will be received yet.

Ms. Alsop reminded the Board members of the VACo Regions 2 and 3 upcoming meeting in Henrico County on May 23<sup>rd</sup>.

Mr. Bailey asked if the County had received any information on the closing of Rt. 603 Lombardy Road. None has been received beyond the notice that was in the newspaper that it was coming and the signs that have been placed on the road at the area that will be repaired.

**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(1) to discuss a personnel matter regarding the County Administrator.

AYES: ALSOP, SIMPKINS, MORRIS, BAILEY, BURNS

NAYS: NONE

A motion was made by Mr. Bailey and seconded by Ms. Alsop to enter into open session with all members certifying by individual vote that only those public business matters lawfully exempted from the open meeting requirements of the Freedom of Information Act were heard, discussed or considered in closed session.

AYES: ALSOP, SIMPKINS, MORRIS, BAILEY, BURNS

NAYS: NONE

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

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

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Doris H. Morris, Chairman

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Clerk of the Board