

King and Queen County  
Board of Supervisors Regular Meeting

December 12, 2022  
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**

Vice Chairman Bailey provided the invocation, followed by the Pledge of Allegiance to the Flag of the United States. Vice Chairman Bailey noted that member Doris Morris was absent.

**APPROVAL AND SIGNING OF THE OCTOBER 24, 2022 AND NOVEMBER 15, 2022 MINUTES**

A motion was made by Ms. Alsop and seconded by Mr. Burns approving the October 24, 2022 and November 15, 2022 minutes as presented.

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

NAYS: NONE

ABSENT: D. H. MORRIS

**APPROVAL OF DECEMBER 2022 WARRANTS AND APPROPRIATIONS**

- 1) A motion was made by Mr. Burns and seconded by Ms. Alsop to ratify the November recurring warrants, subject to audit (work session cancelled).

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

NAYS: NONE

ABSENT: D. H. MORRIS

- 2) A motion was made by Mr. Simpkins and seconded by Mr. Burns to approve the County warrants and payroll for the month of December 2022, subject to audit.

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

NAYS: NONE

ABSENT: D. H. MORRIS

- 3) A motion was made by Ms. Alsop and seconded by Mr. Simpkins to approve a quarterly appropriation to the School Food Service Fund in the amount of \$100,011.

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

NAYS: NONE

ABSENT: D. H. MORRIS

**PUBLIC COMMENT PERIOD**

Matthew Villanueva, St. Stephens Church District – Requested that the Board change the hunting regulations within the County to allow hunting with rifles.

Sheriff John Charboneau thanked the Board for everything they have done to support him and his department during his time as Sheriff. He is retiring at the end of the year and this will be his last meeting. He knows that sometimes the citizens only see the bad things that happen in the County but having worked with the Board he knows the good things that they have done and that are happening.

**ADOPTION AND PRESENTATION OF RESOLUTION OF APPRECIATION FOR TOM SWARTZWELDER**

A motion was made by Ms. Alsop and seconded by Mr. Burns to adopt the following resolution:

**WHEREAS**, Thomas J. Swartzwelder has assisted King and Queen County since 2007, first serving as outside counsel beginning in December of 2007, and later joining the County in November of 2008 to serve in the unprecedented combined position as County Administrator, Zoning Administrator, and County Attorney; and

**WHEREAS**, Thomas J. Swartzwelder recently announced his retirement from King and Queen County, Virginia; and

**WHEREAS**, as County Administrator and County Attorney, Thomas J. Swartzwelder has honorably and tirelessly led King and Queen County by serving her citizens; guiding and supporting her local government staff and elected officials; representing the County at the regional and state level, including at the Virginia General Assembly; and administering the policies established by the Board of Supervisors, all with outstanding stewardship and legal guidance; and

**WHEREAS**, during his tenure, Thomas J. Swartzwelder identified, designed, and managed many local and regional advancements through which Mr. Swartzwelder and King and Queen County have become known as leaders in the region. Projects have included, but certainly are not limited to, the installation of a state-of-the-art regional emergency radio system; the cultivation of unique business opportunities at the regional airport; and the establishment in unprecedented fashion of a local broadband authority to deploy the “Fiber to the Home” project, thereby bringing broadband to all County citizens; and

**WHEREAS**, the Board of Supervisors of King and Queen County wishes to acknowledge, with thanks, the selfless commitment to King and Queen County, as well as the Middle Peninsula Region, the outstanding service and leadership, and the well-earned retirement of Thomas J. Swartzwelder.

**NOW, THEREFORE**, the Board of Supervisors of King and Queen County, Virginia does express its deep respect and appreciation to Thomas J. Swartzwelder for his outstanding and unprecedented service to King and Queen County since 2007; to acknowledge the unparalleled level of professionalism he has brought to the offices he has occupied; and to express its enduring gratitude for the time, expertise, and wisdom he has shared. The Board of Supervisors of King and Queen County, Virginia wishes Thomas J. Swartzwelder Godspeed.

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

NAYS: NONE

ABSENT: D. H. MORRIS

## **ADOPTION OF THE FY2024 BUDGET CALENDAR**

A motion was made by Ms. Alsop and seconded by Mr. Burns adopt the proposed calendar as presented.

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

NAYS: NONE

ABSENT: D. H. MORRIS

## **REQUEST FROM EMERGENCY SERVICES FOR AUTHORIZATION TO ORDER AMBULANCE IN ORDER TO MAINTAIN REPLACEMENT SCHEDULE DUE TO SUPPLY CHAIN ISSUES AND ANTICIPATED PRICE INCREASES**

A request has been received from the Emergency Service Coordinator to allow him to order the next ambulance as proposed in the replacement schedule because the vendor has notified him that the most recent delivery date estimates are 33 months. If the one that is on order now arrives when it is scheduled to, ordering the next one now will prevent the replacement schedule from getting even further behind.

Mr. Burns requested the estimated price of this ambulance. Since Mr. Hunter was not present, it was the consensus of the Board to defer until January.

## **SET PUBLIC HEARING DATE FOR CUP22-01 AND SP22-03 AHMED SALLAM/DISCOUNT AUTO AND RZ22-01/C. SCOTT MITCHELL**

The Planning Commission held their public hearings at the November meeting. They have recommend approval of both applications and are requesting the Board to hold their public hearings for them.

A motion was made by Mr. Burns and seconded by Mr. Simpkins to set the January 9, 2023 meeting as the date for the hearings for applications CUP22-01, SP22-03 and RZ22-01.

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

NAYS: NONE

ABSENT: D. H. MORRIS

## **REQUEST FROM ELECTORAL BOARD TO RELOCATE PRECINCT LOCATIONS**

General Registrar, Diane Klausen was present and provided the requested updates on the request. After researching other locations suggested in the Buena Vista District it has been determined that the volunteer fire department is the best option. They have worked with the department and come up with a plan for use of the building that will accommodate the voting process with minimal expense. She also provided cost estimate for all of the proposed relocations.

After brief discussion, a motion was made by Mr. Burns and second by Ms. Alsop to set the January 9, 2023 meeting as the date for the public hearing to relocate the Buena Vista, Shanghai, Stevensville and Central Absentee voting precincts.

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

### **REQUEST FROM KING WILLIAM COUNTY TO PROVIDE HALF OF THE FUNDING FOR THE PURCHASE OF A GENERATOR FOR THE REGIONAL ANIMAL SHELTER**

County Administrator, Vivian Seay requested the Board to defer decision on this request. She has been communicating with the staff in King William and is waiting for more detailed financial information. Mr. Burns expressed concern over the cost and requested that she request the procurement information from King William as well.

### **ESSEX COUNTY BOUNDARY LINE DISCUSSION**

County Administrator Vivian Seay advised that she has been working with the County Administrator in Essex on this issue. After brief discussion, it was the consensus of the Board to have her continue to work with Essex County and come back at a future meeting for approval.

### **KQES PROJECT UPDATE**

Architect, Richard Corner, provided an update on the status of the project. This included the recent discussions of the committee regarding the possible location of the temporary classrooms at the high school rather than at KQES, the possible change away from the replace/renovate proposal to full replacement and the changes in cost estimates due to the economy for both. Mr. Burns and Mr. Swartzwelder also provided updates on the discussions that the project committee is having and the need to spend more time looking at the overall project before proceeding.

Ms. Seay also advised that the funding provided by the original Skanska contract have been exhausted and in order to keep them working on the projects a contract amendment is needed. She added that they assistance with all of the county capital projects has been invaluable.

A motion was made by Mr. Burns and seconded by Mr. Simpkins to approve the contract amendment and authorize the County Administrator to execute it.

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

### **COVID LEAVE POLICY**

Ms. Seay advised that the locally is set to expire December 31<sup>st</sup>. Staff does not recommend extending the policy at this time. No action was taken.

### **APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS**

Economic Development Authority/Stevensville – Tabled

Bay Consortium Workforce Development Board - Tabled  
Planning Commission/Newtown – Tabled  
Planning Commission/Buena Vista – Tabled  
Pamunkey Regional Library Board – Tabled  
Board of Equalization/Buena Vista – Tabled

## **COUNTY ADMINISTRATOR’S COMMENTS**

Ms. Seay had the following comments:

- Updated the Board on recent issues that have come up with the HVAC system in the Administration Building. James River has determined that the age of the controls system (original to the building so 25 years old) is causing the issues, most specifically with regulating temperatures within office suites. The quote to replace the controls system is \$29,525.  
A motion was made by Mr. Simpkins and seconded by Mr. Burns to approve the quote from James River Air to replace the controls system.  
AYES: J. L. SIMPKINS, S.C. ALSOP, R.F. BAILEY, J.M. BURNS  
NAYS: NONE  
ABSENT: D. H. MORRIS
- Wished everyone a Merry Christmas and a Happy New Year.

## **BOARD OF SUPERVISORS COMMENTS**

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

- Thanked everyone for coming and for all of the get well wishes she received after her recent surgery.
- Thanked the Sheriff for all he has done for the County.
- Expressed appreciation for the update on the school project and for the work the committee is putting into it.
- Advised that she will be teaching at the VACo Chairman’s Institute in January.
- Wished everyone a Great Christmas and a Happy New Year.

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

- Thanked the committee for hard work and patience on the school project.
- Thanked the Sheriff for his service, that people have no clue what he has been through and hope he enjoys retirement.
- Wished everyone a safe trip home and a Merry Christmas.

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

- Thanked everyone for coming.
- Wished everyone a Merry Christmas and a Happy New Year.
- Expressed his appreciation to Tom Swartzwelder and John Charboneau, it marks the end of an era in King and Queen.

- Wished everyone a safe trip home and Happy Holidays.

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

- Thanked the architect and the school project team for the update, feels like information overload but it was good information to get.
- Thanked the Sheriff for his twenty plus years of service, thanked Tom Swartzwelder for his years of service and thanked them both for being his friend and please don't make yourselves strangers.
- Wished everyone a Merry Christmas and a Happy New Year. Advised that he is glad he doesn't have to pay the electric bill for the lights at Dr. Carter's house, it is a sight worth going to see.
- Thanked everyone for coming.

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

A motion was made by Ms. Alsop and seconded by Mr. Simpkins to adjourn the meeting at 9:40 p.m.

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**Chairman**

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**Board of Supervisors Clerk**