

King and Queen County
Board of Supervisors Regular Meeting

Monday, January 8, 2024
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

Vivian Seay, Clerk of the Board, opened the meeting.

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

ELECTION OF CHAIR AND VICE CHAIR OF THE BOARD OF SUPERVISORS FOR 2024

Ms. Seay opened the floor for nominations for Chair. Sherrin Alsop nominated Lawrence Simpkins. Marie Norman nominated Sherrin Alsop, but she declined the nomination. There being no further nominations, the nominations for Chair were closed.

A motion was made by Ms. Alsop and seconded by Ms. Norman to appoint Lawrence Simpkins as Chairman of the Board for 2024.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS
NAYS: NONE

Chairman Simpkins opened the floor for nominations for Vice Chair of the Board. Mr. Berry nominated Sherrin Alsop as Vice Chair. There being no further nominations, the nominations for Vice Chair were closed.

A motion was made by Mr. Berry and seconded by Ms. Billups to appoint Sherrin Alsop as the Vice Chair of the Board for 2024.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS
NAYS: NONE

APPOINTMENT OF CLERK AND DEPUTY CLERK OF THE BOARD FOR 2024

A motion was made by Ms. Norman and seconded by Ms. Alsop to appoint Vivian Seay as Clerk of the Board and Tina Ammons as Deputy Clerk of the Board for 2024.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS
NAYS: NONE

RESOLUTION FIXING THE DATE, TIME AND PLACE OF THE REGULAR MEETINGS OF THE BOARD OF SUPERVISORS FOR 2024 AND DATE IN THE EVENT OF HAZARDOUS WEATHER OR OTHER CONDITIONS

A motion was made by Ms. Alsop and seconded by Ms. Norman to adopt the following resolution, with the correction to the October meeting date.

**King and Queen County
Board of Supervisors Meeting Dates**

King and Queen County Courts and Administration Building

Regular Meeting – 2nd Monday of each month/General District Courtroom 7:00 P.M.

Presentations/Work Sessions – 4th Monday of each month/2nd Floor Conference Room 6:00 P.M.

**Schedule of Meeting Dates
2024**

January 8, 2024	July 8, 2024
January 22, 20234	July 22, 2024
February 12, 2024	August 12, 2024
February 26, 2024	August 26, 2024
March 11, 2024	September 9, 2024
March 25, 2024	September 23, 2024
April 8, 2024	October 15, 2024*
April 22, 2024	October 28, 2024
May 13, 2024	November 13, 2024*
No May Work Session (Memorial Day)	November 25, 2024
June 10, 2024	December 9, 2024
June 24, 2024	No December Work Session (Christmas)

****NOTES****

October Regular meeting falls on Columbus Day, moved to Tuesday, October 15, 2024

November Regular meeting falls during the VACo conference, moved to Wednesday, November 13, 2024

KING AND QUEEN COUNTY BOARD OF SUPERVISORS' RESOLUTION FIXING THE DATE OF THE REGULAR MEETING AND THE DATE OF THE CONTINUED MEETING IN THE EVENT OF HAZARDOUS WEATHER OR OTHER CONDITIONS AND SETTING DATE FOR THE PURPOSE OF HOLDING WORKSHOPS AND TO HEAR PRESENTATIONS FOR THE BOARD OF SUPERVISORS OF KING AND QUEEN COUNTY, VIRGINIA

WHEREAS, the Board of Supervisors of King and Queen County (the "Board") is required by Section 15.2-1416 of the Code of Virginia, as amended, to set the date, time and place of the regular Board Meeting at the annual Meeting of the Board; and

WHEREAS, Section 15.2-1416 also permits the board to fix the date of days to which a regular meeting shall be continued if the Chairman, or Vice-Chairman if the Chairman is unable to act, finds and declares that weather or other conditions are such that it is hazardous for Board Members to attend the regular meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF KING AND QUEEN COUNTY:

- 1. That the regular meeting of the Board shall be held in the King and Queen Courts and Administration Building, General District Courtroom at 7:00 P.M., the 2nd Monday of each month.**
- 2. That upon the finding and declaration by the Chairman or Vice-Chairman, if the Chairman is unable to act, that the weather or other conditions are such that it is hazardous for Board members to attend the regular meeting of the Board, such meeting shall be continued until the seventh day immediately following such previously scheduled regular meeting at the same time and place.**
- 3. That the fourth Monday of each month at 6:00 P.M., in the King and Queen Courts and Administration Building, 2nd Floor Conference Room be set for the purpose of holding workshops and to receive presentations.**

**This resolution is effective immediately.
January 8, 2024**

**AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS
NAYS: NONE**

APPROVAL AND SIGNING OF THE NOVEMBER 27, 2023 AND DECEMBER 11, 2023 MINUTES

A motion was made by Ms. Alsop and seconded by Mr. Simpkins approving the November 27, 2023 and December 11, 2023 minutes of the Board.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.H. NORMAN, C.R. BILLUPS

NAYS: NONE

ABSTAIN: M.R. BERRY

APPROVAL AND SIGNING OF JANUARY WARRANTS AND APPROPRIATIONS

A motion was made by Ms. Alsop and seconded by Ms. Norman to approve the county warrants and payroll for the month of January 2024, subject to audit.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS

NAYS: NONE

A motion was made by Ms. Alsop and seconded by Mr. Berry to approve the quarterly appropriation to the School Food Services Fund in the amount of \$98,874.94.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS

NAYS: NONE

APPROVAL OF HEALTH DEPARTMENT AGREEMENT AND CARRYOVER FUNDS

Brenden Rivenbark, Chief Operating Officer of the Three Rivers Health District advised the Board that there was approximately \$8,300 unused funds from FY23 that the Health District would like to carryover to FY24 to maximize state funds as well as assist in covering the 2% additional salary increases approved by the state in December 2023.

Ms. Alsop expressed that she felt that the health department should be using the funds to provide medicines (such as Narcan) that are not available to citizens who are trained to use them rather than salaries.

Mr. Simpkins questioned whether the funds could be set aside for Capital needs such as the possibility of moving the health department to a newer facility.

Mr. Berry questioned where the carryover funds came from, were they from vacancies? Mr. Rivenbark advised that they were mostly vacancy savings.

There was further general discussion after which a motion was made by Ms. Alsop and seconded by Ms. Billups to approve the health department agreement and the carryover funds.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS

NAYS: NONE

CSA SIGNING AUTHORITY

CPMT Chair Tina Ammons was present to provide an update on the need for this request. Currently Betty Dougherty is listed as the signing authority for CSA expenditures and is shown

as the DSS Director in this capacity. However, Ms. Dougherty is no longer serving on the CPMT so the request is to change the signing authority to the Chair and Vice Chair of CPMT rather than the Director of Social Services since that may not always be (as it is currently) not the same person.

A motion was made by Ms. Alsop and seconded by Ms. Norman to approve having signing authority for CSA expenditures be the Chair and Vice Chair of the CPMT.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS

NAYS: NONE

PUBLIC COMMENT PERIOD

Chairman Simpkins advised the rules for public comment period. He explained that it is a time for citizens to speak to the Board about items not on the agenda, but it is not a time to ask the Board questions for answers right then. The Board can take questions and get back to citizens or refer them to staff to get answers.

Vanessa Carter-West, Buena Vista District – Thanked the Treasurer for a good resolution on issue with mail delivery of tax payments. Many citizens were negatively affected by the delay in delivery of tax payments. This confirmed that she made the right decision to move here. The staff care about the citizens and make things right for them. Keep in mind that this is why people have moved here and haven't looked back because of things like this.

Charles Tompson, St. Stephens Church District – He asked that anyone speaking to please step up to the microphone so those in attendance can hear them. He also stated that since the county has fiber internet why can't the meetings be live streamed on Facebook. He also commented that none of hte2023 minutes are on the new county website. He thinks the Board should appoint a citizens review board for the Sheriff's office.

Carol Holmes, Stevensville District – She was appointed to the RCC (Rappahannock community College) Board in April 2022 and has enjoyed serving in that capacity on behalf of the board. Her granddaughter attended RCC and got her associate degree in their nursing program and is now an RN at St. Mary's. She thanked the Board for their support of RCC.

VDOT UPDATE

Lee McKnight provided the following update on VDOT activities.

- The next unpaved road project will be Route 617, Exol Road and is scheduled to begin in the spring of 2025.
- The bridge on Spring Cottage Road will remain closed due to structural issues. The project is expected to be advertised in the fall with construction completing in the spring/summer of 2025.
- Permits have been issued and speed display signs have been installed on Route 33 in Mattaponi and Route 629 in Walkerton.

- Maintenance items on roads throughout the county are continuing as usual.
- The weather event that is coming tomorrow is expected to leave downed trees and heavy rains with potential flooding.

Ms. Norman questioned when Tastine Road will be paved since it was added to the Six Year Plan some time ago. It was explained that being placed on the Six Year Plan does not mean that it will be paved in that time frame. Once on the plan, funding is set aside each year for all projects on the plan and when a road has enough funding then it will be paved. Sometime this takes many years.

Mr. Berry asked which Smart Scale project was approved. It was advised that the project for the Rt. 14 (The Trail) and Rt. 614 (Devils Three Jump Road) has been submitted but approvals have not been made yet.

KING AND QUEEN LIBRARY UPDATE

Erin Lazar, Director of Community provided the following update on the library transition.

- Pamunkey closed the King and Queen branch on December 31st and began packing up materials.
- The King and Queen Library will open in February. Phase I will have computers, meeting rooms, the opportunity for citizens to obtain library cards and begin to build the collection with input from citizens.
- Phase II will continue with the development of the collection with 70% focusing on children's books and 30% on adult books.
- There will be a grand reopening on July 1st. Citizens will be allowed to continue to use PRL through June 30th but will not have access after that day due to PRL policy.
- Advised the Board that the EDA has provided funding for rekeying the locks on the building to the same key fob system used on the Administration Building.
- She has worked with the Treasurer to develop a cash box policy for revenue generated at the library.
- All social media accounts and the new website are up and running.

A request for \$25,000 to place the initial order of books for the collection was made. Ms. Seay advised that staff has been very deliberate in their selection for the collection.

A motion was made by Ms. Alsop and seconded by Ms. Norman authorizing the initial purchase of books for the collection in the amount of \$25,000.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS

NAYS: NONE

SET PUBLIC HEARING DATE – CUP23-01 AND SP23-01 NUTRIEN AG SOLUTIONS

The Planning Commission held their public hearing on January 2nd recommending approval of both applications and requesting the Board to set a public hearing on the proposals.

A motion was made by Mr. Berry and seconded by Ms. Billups to set the February 12, 2024 regular meeting as the date for the public hearing on both applications.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS
NAYS: NONE

APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS

Planning Commission, Buena Vista District – A motion was made by Ms. Billups and seconded by Ms. Norman to reappoint Jonathan Massey to a four-year term.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS
NAYS: NONE

MPPDC Board of Supervisors Representatives (replacing Mr. Bailey and Ms. Alsop) – A motion was made by Ms. Alsop and seconded by Mr. Berry to appoint Marie Norman as a Board member representative on the MPPDC.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS
NAYS: NONE

A motion was made by Ms. Alsop and seconded by Ms. Billups to appoint Mark Berry as a Board member representative on the MPPDC.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS
NAYS: NONE

VPPSA Alternate Member – A motion was made by Ms. Alsop and seconded by Ms. Norman to appoint Carolyn Billups as the alternate on the VPPSA board.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS
NAYS: NONE

Board of Zoning Appeals, Shanghai District - A motion was made by Ms. Norman and seconded by Ms. Alsop to reappoint Thomas Adkins to a four-year term.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS
NAYS: NONE

Planning Commission, Stevensville District - Mr. Berry has resigned from his position on the Planning Commission since there can only be one Board of Supervisors member. He will have an appointment at the next meeting.

Public Access Authority (to replace Doris Morris) – Tabled.

Erin Lazar, Director of Community Programming advised that now that the Pamunkey Regional Library Board is no longer the authority over the King and Queen branch and the library will now be the King and Queen County Library, the county will need to appoint a library board responsible for the operation and oversight of library functions. She was pleased to announce that there has been very good support for the new library from the community and she has five citizens who have volunteered to serve on this board.

1. Adrienne Berard
2. Kim Carlton
3. Beth Hayes
4. Patricia Simpkins
5. Biddy Walker

Sherrin Alsop added Annie Carter who was present and agreed to serve if appointed.

A motion was made by Mr. Berry and seconded by Ms. Alsop to appoint the six-member board for the King and Queen County library.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS
NAYS: NONE

COUNTY ADMINISTRATOR'S COMMENTS

Ms. Seay provided the following updates:

- Congratulations to the new board members and advised them to reach out any time with questions or concerns.
- Provided a copy of the draft Regional Animal Shelter Agreement and advised that it would be on a future agenda for adoption.
- Advised that the Jail Board has offered a tour of the jail facility to any board members who are interested.
- The tax issue that was brought up during the public comment period was regarding approximately 107 taxpayers who were able to document that payments were mailed on time but not post marked in a timely fashion by the USPS. The Treasurer has put into place a policy that will not charge penalties and interest to the affected taxpayers.
- Advised that the weekly updates she provides to the Board will continue soon now that the new board members have their email addresses and computers.
- There will be resolutions of recognition for the retirees and outgoing board members at the next board meeting.
- The January work session meeting will be joint with the School Board to discuss the KQES project and suture school funding.
- Advised that staff has been working very hard on getting information on the new website. The focus has been meeting information and minutes are available from the present back to 2019 at this point.

BOARD OF SUPERVISORS COMMENTS

Ms. Alsop had the following comments:

- She is happy to see the new faces and looks forward to working with everyone. This Board has always taken their position very seriously and worked together whether they disagreed or not.
- She is excited about the library and is looking forward to its opening in February.
- VACo Legislative Day is coming up soon and she will be attending.
- Hopes that the new members will take advantage of the certified supervisors courses. She will be teaching the budgeting class again for the Chairman's Institute.
- She received a resolution in appreciation of her years of service on the VACo board and as Chair for two years.
- Advised everyone to be safe tomorrow during the inclement weather and that if there is any County response that something will go out from either Greg Hunter or Monty Willaford.

Mr. Berry had the following comments:

- Thanked the citizens of Stevensville District for their trust in electing him. He believes in being transparent and open with everyone.
- Thanked Ms. Morris for her 20 years of service and congratulations to the other members. He looks forward to working with everyone and hopes that it will continue to be professional and cordial. He also looks forward to working with the staff and getting to know everyone.

Ms. Billups had the following comments:

- Thanked the citizens of the Buena Vista District and the county for their faith in her. This job is harder than you would think but she is looking forward to it. She encourages interaction with citizens and hopes to have town hall meetings in her district to give the public an opportunity to hear what is going on. She feels that Mr. Burns has passed the baton to her and that like him she is tight with money, so they are kindred spirits.

Ms. Norman had the following comments:

- Thanked everyone for coming.
- She thanked Mr. Bailey and the citizens for having faith in her and she looks forward to working with everyone.
- Asked citizens to please contact her, that she is always available.
- Wished everyone a safe trip home.

Mr. Simpkins had the following comments:

- Expressed his agreement that sometimes it is hard to hear during meetings, especially when the speakers are soft spoken.

- Advised that as Chairman he would like to vote last when roll call votes are taken to serve as tie breaker if the vote is split.
- Offered congratulations to everyone and looks forward to working together. Told the new members to not hesitate to call if they need anything.

IT IS ORDERED THAT THE BOARD BE ADJOURNED:

A motion was made by Ms. Alsop and seconded by Ms. Billups to adjourn the meeting at 8:45 p.m.

Chairman

Clerk of the Board