

**King and Queen County
Board of Supervisors Meeting
Tuesday, May 28, 2024**

6:00 P.M.

**Regular Meeting
King and Queen County Courts and Administration Building
General District Courtroom**

Minutes of the Meeting

CALL TO ORDER AND ROLL CALL

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

APPROVAL OF RECURRING WARRANTS

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

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

NAYS: NONE

ELECTRONIC POLL BOOK EQUIPMENT REPLACEMENT – DIANE KLAUSEN

Stuart Swilley, Chairman of the Electoral Board advised that they have been notified that the current equipment used is obsolete and will not meet the standards for the November election. They have seen demonstrations of several different types of equipment and have decided on KNOWiNk as the best to meet their needs. The total cost is \$30,755 to replace current equipment and an additional \$2,300 annually for licenses and maintenance. The company has offered a payment plan over 3 years which would limit the impact on the FY25 budget.

A motion was made by Mr. Berry and seconded by Ms. Alsop to approve the purchase of the new electronic poll book equipment and to utilize the 3-year payment plan.

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

NAYS: NONE

SCHOOL REQUEST TO PURCHASE ADDITIONAL MODULAR UNIT FOR KQES – DR. CARTER

Dr. Carter advised that they have received a quote from Wilmot to provide an additional modular building to be incorporated into the KQES modular campus at CHS. This building would be used for a cafeteria as well as meeting space. It would also have limited office space that would be

used by the school resource officer and other staff. The cost is \$196,429 and the school division will be using their school construction funds received from the state.

There was brief discussion among Board members regarding whether the facility would require restrooms, where food prep would take place and the location related to the other buildings.

A motion was made by Ms. Billups and seconded by Ms. Norman to appropriate \$200,000 to the FY25 school division budget for the purchase and installation of the building.

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

NAYS: NONE

Dr. Carter also advised that they have completed the renovations of restrooms at the rear of CHS, also using the state school construction funds. The cost for this project was \$175,990.

A motion was made by Ms. Norman and seconded by Ms. Alsop to appropriate \$176,000 to the FY25 for the renovation of restrooms at CHS using the state school construction funds.

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

NAYS: NONE

TELEPHONE SYSTEM UPGRADE – DAVID LANKFORD

David Lankford, IT staff for the county, advised that the current phone system used in all county buildings is beginning to have intermittent outages. The equipment is nearing end of life and with these issues he is recommending that it be replaced now to avoid a complete failure. He has received pricing, and the staff has demoed two systems, and he is recommending the Nextiva system. The initial cost would be \$5,156.83 with monthly recurring costs that are slightly higher than current. The new system has many features that the current system does not offer such as an app for mobile devices, the ability to view and receive calls through desktop computers.

A motion was made by Ms. Billups and seconded by Ms. Alsop to approve the purchase of the new system in the amount of \$5,156.83.

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

NAYS: NONE

BUSINESS LICENSE ORDINANCE AMENDMENT – KELLY LUMPKIN

Ms. Lumpkin provided the Board information on the current process for the issuance of business licenses and reviewed the additional work that would be required by her staff if the Board amended the ordinance to exempt businesses with under \$10,000 in gross receipts.

After discussion and questions from the Board it was the consensus to table for further review.

POTENTIAL OUTSOURCING OF GRASS CUTTING – QUENTIN MASCARI

Quentin Mascari, Director of Maintenance advised that he has solicited quotes from several companies for outsourcing the grass cutting and landscaping of all county facilities. The lowest bid was received from U.S. Lawns in Gloucester. Since this is not in the FY25 budget it is for discussion purposes only at this time. If the Board would like to proceed with this option it would allow the maintenance staff more time to focus on the other maintenance needed on county buildings. After discussion and questions from the Board no action was taken.

ECONOMIC DEVELOPMENT POSTION

Kelly Evko, Economic Development Director, updated the Board on the status of projects undertaken in the last year. The strategic plan is underway but has been a bit on the “back burner” since the fall to allow the Board to work through the budget and for the new Board members to acclimate. The EDA has contracted with Timmons Group for a site survey to identify properties throughout the county for best development. She also pointed out that the Board creating the Director of Community Programming position coincides with one of the items that came out of the strategic plan community meetings which is a good step forward.

Supervisors had several specific questions and comments regarding the need to shorten the approval process for businesses, the need for a grocery store and a pharmacy as well as when will the final strategic plan be received.

No action was taken.

ANIMAL SHELTER CAPITAL REQEUST AND FUTURE REQUEST PROCEDURE

Ms. Seay advised that a request has been received from King William to purchase additional cat cages. There was discussion regarding the cost, need and process for requests. Sheriff Balderson added that he felt there was a need for additional equipment related to cat handling but did not feel that the current request was the best option. It was the consensus of the Board to have the Sheriff work with the Shelter Director and come back with a proposal.

VACORP INSURANCE RENEWAL

Ms. Ammons advised that quotes have been received from VACORP and VRSA for renewal of the county’s property, liability, Workers' Compensation and LODA insurances. Both proposals offer comparable coverage and the VRSA quote is less expensive than VACORP (current provider). In addition, the staff has experienced difficulties in the handling of claims and communication with VACORP. It is the staff’s recommendation not to renew with VACORP but to switch to VRSA.

A motion was made by Mr. Berry and seconded by Ms. Norman to switch to VRSA as the county’s insurance provider.

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

NAYS: NONE

HEALTH INSURANCE RENEWAL

Ms. Ammons advised that the renewal from Sentara originally came in at a 3.5% increase. The insurance broker went back to Sentara for additional information and to requote. The second quote included an option to switch from a Large Market to a Mid-Market plan. The main difference being the ability to change specific items within a plan to customize based on the needs of an employer. The Mid-Market renewal option would be an increase of 1.5%. Staff are recommending renewal to the Mid-Market option.

Ms. Ammons also advised that based on inquiries during the year by employees, she asked United Concordia Dental to provide a renewal including this benefit. The proposal received includes this benefit and saw only a marginal increase in the premiums for coverage tiers that it would apply to. Even with the increase, the total premiums remain in budget.

It was the consensus of the Board to renew based on staff recommendations.

CDBG FUNDS USE FOR HABITAT FOR HUMANITY AND RURAL HOUSING PARTNERSHIP

Ms. Ammons advised that the county is holding approximately \$59,000 in program income funds from the two CDBG housing projects (Cauthornsville and Snow Hill). Since both entities have approached the board regarding expansion of services to the county staff are recommending use of these funds to the organizations if needed. Habitat has indicated that they do not need funding at this time, but Rural Housing Partnership has requested \$5,000.

A motion was made by Ms. Norman and seconded by Ms. Billups to appropriate \$5,000 of the CDBG funds to Rural Housing Partnership.

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

Ms. Seay noted that the county is still holding a lien on the property of Avalon Gresham from the Snow Hill project. Her office has been contacted by a financial institution requesting that it be released since the time has passed.

A motion was made by Ms. Norman and seconded by Mr. Berry to release the lien for Avalon Gresham.

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

ORDINANCE – NO THRU TRUCKS ON STATE ROUTE 631

This item was requested by Mr. Berry and staff if looking for clarification on the roads being requested for review. The roads are Mount Elba, Mantua and Stevensville.

COUNTY VEHICLE USE POLICY (JULY 22 WORKSHOP DISCUSSION)

Ms. Seay advised that this item has been requested by Mr. Berry and that the Sheriff, Emergency Services Chief and the Director of Maintenance will be at the meeting to discuss their policies and procedures with the Board. Board members requested that they be provided copies of all policies in advance of the meeting.

DATA CENTER UPDATE

Ms. Seay advised that staff continue to gather information on the potential of having a data center located in the county. She will continue to update the board as staff researches this development option.

BOARD RETREAT AND STRATEGIC PALNNING, INCLUDING SCHOOL DIVISION

Ms. Seay asked if the board would like to hold a retreat soon to work on their own strategic plan. It was the consensus that to do so with the suggestion for it to be a Friday and Saturday. Ms. Seay will begin the planning and reach out to the Berkley Group to facilitate.

SET BUDGET AMENDMENT PUBLIC HEARING – JUNE 10, 2024

Ms. Seay advised that several items throughout the year that were not included in the FY24 budget will necessitate a public hearing. Items include additional CSA funding, grants received by the Sheriff and Emergency Services departments and the KQES project. A motion was made by Ms. Alsop and seconded by Ms. Billups to set June 10th as the date for a public hearing on budget amendments to the FY2 budget.

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

MEETING DATES AND TIMES

There was brief discussion by the board based on comments by a citizen at a recent meeting. It was the consensus to leave the meeting dates and times as they are.

JULY 5TH HOLIDAY REQUEST

Ms. Seay advised that several neighboring counties as well as General District court will be closed on July 5th since the 4th falls on a Thursday.

A motion was made by Ms. Billups and seconded by Ms. Norman to approve closing county offices on Friday, July 5th.

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

IT IS ORDERED THAT THIS BOARD BE ADJOURNED

A motion was made by Ms. Alsop and seconded by Ms. Norman to adjourn the meeting at 9:05 p.m.

Chairman

Clerk of the Board