

**APPROVED MINUTES  
KING WILLIAM COUNTY BOARD OF SUPERVISORS  
WORK SESSION MEETING OF JUNE 13, 2022**

A work session meeting of the Board of Supervisors of King William County, Virginia, was held on the 13th day of June 2022, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building and via Zoom.

**Agenda Item 1. CALL TO ORDER**

Chairman Moren called the meeting to order.

**Agenda Item 2. ROLL CALL**

The members of the Board of Supervisors were polled:

Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Absent
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

**Agenda Item 3. REVIEW AND ADOPTION OF AMENDED MEETING AGENDA**

Supervisor Greenwood made a motion to remove Item 6 – Closed Meeting from the agenda. Mr. Hodges seconded. The Chairman called for any discussion. The members were polled:

Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Absent
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Nay

The motion to amend was approved. A motion to adopt the agenda was never made.

**Agenda Item 4. WORK SESSION MATTERS**

**4.a. Elections Update - Alison Fox, General Registrar**

Ms. Fox reported that the November 2021 general election went smoothly. There is no primary in 2022. The Registrar’s office is currently working on sending out redistricting information and new cards to citizens and is working with a liaison from the state to complete the task by the end of July.

The November 8, 2022 election will be for Local US Representatives, West Point Town Council, West Point Mayor, King William School Board District 3 position, three positions on the West Point School Board, and the Clerk of the Circuit Court. The deadline to apply to run for these positions is June 21, 2022 at 7pm.

Vice Chair Hodges asked how many signatures were required on the applications. Ms. Fox said 50 for West Point and 125 for King William.

Ms. Fox said precincts look good now but they are always looking for more poll workers. District 5 does need more staff. The term is two-years. There is a form to fill out and then the Electoral Board votes. Elected officials cannot work the polls but County employees can.

Chairman Moren asked how much money was saved by not having to hold a primary. Ms. Fox said about \$10,000-\$12,000.

Supervisor Greenwood asked if this amount was already budgeted. Ms. Fox said yes, each election is shown separately in the budget.

Ms. Fox said the new electronic poll books have been received and training will be provided next month. The State has a contract with DenTek who sets up the books and provides the training. This is what poll workers use to look up voters when they come to vote.

**4.b. VDOT Quarterly Update - Lee McKnight, Residency Administrator, Saluda Residency**

Mr. McKnight said the Eltham bridge inspection is done and all lanes will be open by the date of the Chesty Puller 4k. A bridge opening is scheduled for June 15<sup>th</sup> of three lifts, each 15 minutes long.

There were setbacks with the Route 30/33 crosswalk repair due to a paving contractor defaulting due to increased fuel costs.

The work on Route 360 is complete and awaiting striping.

They are currently reviewing all unpaved routes in the County to make sure their list is up to date.

Mowing began today. Crews will pick up litter first. They start with the secondary routes then move to the primary routes. Brush cutting will also be taking place along Route 360 guard rails.

Supervisor Garber asked about traffic counts. Mr. McKnight said there has to be over 50 to qualify for rural rustic designation. Supervisor Garber asked if they are reviewed on a rotating schedule. Mr. McKnight said yes. If there is one the Board would like counted now, let him know.

Supervisor Garber asked about lowering the speed limit on Acquinton Church Road due to traffic fatalities on the road. Mr. McKnight said he would have a traffic study done.

Supervisor Garber asked if improvements were planned for Newcastle Road to address the water problem. Mr. McKnight said he was not aware of anything but will double-check.

Supervisor Greenwood asked about the work at Routes 600 & 360 and said he thought VDOT would get rid of the hump. Mr. McKnight said that would remain unchanged. He said there was a paving contractor problem which was delaying the project but they now have a solution for it.

Chairman Moren showed a photo of the intersection of Routes 360 & 30 and said this was the main thoroughfare in the County and it looks awful with the tall weeds. Mr. McKnight said they do not mow for aesthetic purposes, only for safety and operational purposes. He said VDOT allows the

County to mow it themselves for aesthetic purposes. Supervisor Garber said the contractor has to have substantial liability insurance. Mr. Ashcraft, County Administrator, said he'd look into it.

**4.c. Scenic River Program Overview - Samantha Wangsgard, Chief Environmental Planner, Virginia Department of Conservation & Recreation (DCR) (via Zoom)**

Ms. Wangsgard went over the provided presentation on the Virginia Scenic Rivers Program.

Supervisor Garber asked if tributaries of a river such as a pond or lake are affected. Mr. Hudgins, Deputy County Administrator, said it wouldn't apply unless that tributary, pond, or lake had its own designation.

Supervisor Garber asked about dams. Mr. Hudgins said dams would have to be reviewed by the General Assembly.

Mr. Hudgins said the minimum distance considered for the designation is five miles. There are reports for all existing rivers on the [DCR website](#).

Supervisor Garber asked if there was any cost to the locality. Ms. Wangsgard said no. If there were parts of the evaluation process the County wanted to do itself, they'd have to pay, but it is not required.

Chairman Moren asked if we should do one river at a time or both at once. Mr. Hudgins said it's best to do one at a time because of VCU/DCR staffing levels.

Chairman Moren asked if other localities have a Citizens Advisory Panel for this. Mr. Hudgins said we can have one if the Board desires. It would have to be approved by DCR. Forming the panel could be done in advance of the application.

Vice Chair Hodges asked if all three counties have to agree. Mr. Hudgins said they would have to have buy-in from everyone to receive the designation.

**4.d. Motorola Project Update - Steve R. Garner, Project Manager with Motorola Solutions, Inc.**

Mr. Garner provided a timeline of remaining items to complete the project (Attachment A). He said the project team's biggest concern is to get the system operational this summer, before the leaves are down. He said once we hit cutover, Motorola turns it over to the County and the baton is passed from him to support. A one-year warranty begins once the County signs off.

Chairman Moren asked if the testing would be done rain or shine. Mr. Garner said yes, they want to emulate real world conditions. Chairman Moren asked if they do modified rhyme testing. Mr. Garner said it's done by grid. They do not guarantee 100% coverage.

Vice Chair Hodges asked the mapping locations. Mr. Garner said all sites and antennas are in place and a custom document was sent to the County with maps. That document is now part of the contract and Motorola has to pass access to those maps.

Mr. Garner said they are hoping the high school tower will penetrate inside the school. He said it may not penetrate the other schools because there are no transmitters. He said an RFP to a third party could be put out for an in-building solution to amplify the signal. He said they will test Purina and the West Point plants. They can also be asked to install their own in-building amplifier if the signal does not penetrate. He said Motorola does not normally provide that service but he can provide a list of third parties who work on their equipment.

Supervisor Garber asked what coverage Motorola guarantees. Mr. Garner said 95% of area on the maps provided (painted). Supervisor Garber asked what happens if they do not get 95% when performing the test. Mr. Garner said the team figures it out and fixes it.

Mr. Garner said cutover will happen at timeline item 22 – final acceptance. Then they will pull legacy equipment off the towers. A decision will need to be made about the ASR site. They will work with Hanover as well.

**4.e. Lease Agreement and Memorandum of Understanding with the King William Historical Society - Percy C. Ashcraft, County Administrator**

Mr. Ashcraft said a question came up about an item on the draft lease and he'd like to delay discussion until he can speak with the Historical Society again. The Board accepted the delay by general consensus.

**4.f. Proposed Process for Amending King William County Code §10-69 (b), Dogs Running at Large, to Include Additional Subdivisions in the Year-Round Dog Leash Law - Percy C. Ashcraft, County Administrator**

Mr. Ashcraft presented information to create a process by which subdivisions could be added to the current year-round leash law.

Supervisor Garber asked if it was possible to make all major subdivisions included in the law. Mr. Ashcraft said there may be some that don't want to be included. Supervisor Garber said people should feel secure in their homes and he's been bitten ten times while out running. He said many people may not know they are eligible.

Vice Chair Hodges said the entire town of West Point is under the year-round leash law and it might be hard to do on all subdivisions.

Supervisor Garber said the problem is the dog could be from another subdivision. He asked how the leash law is enforced. Mr. Ashcraft said call the Sheriff. Animal Control will capture it if they see it.

Captain Scott Hamilton said the Sheriff supports there being due process for being added to the list.

Vice Chair Hodges said the dog could come from adjacent farms. He said he is good with doing it for all major subdivisions but would prefer to wait until Supervisor Moskalski returns.

Mr. Ashcraft said staff would rewrite it as a draft Ordinance for the Board to approve at their next work session before it goes to a Public Hearing.

**4.g. County Signage - Percy C. Ashcraft, County Administrator**

Mr. Ashcraft presented options for welcome signage to be placed at the entrances to the County on Routes 360 and 30. The Board liked the design provided by Dave Tench Signs.

Supervisor Garber asked the gauge of the aluminum. Mr. Hudgins said he didn't know.

Supervisor Greenwood asked the lifespan of the sign. Chairman Moren said 20-25 years.

Vice Chair Hodges said it would be nice to have solar lights shining on the sign so it's visible at night.

Directional signage for King William Park from Directional Signing Program (a VDOT contractor) was shown. Mr. Ashcraft said there is currently no signage on Route 360. The signage must be acquired through VDOT because it will be in their right of way. VDOT will not allow signage to be placed in their right of way on Route 30.

Supervisor Garber asked the size of the signs. Mr. Hudgins said the size is dictated by the speed limit.

Vice Chair Hodges asked how many signs would be placed. Mr. Ashcraft said two, one eastbound and one westbound. They would be identical.

Chairman Hodges asked if the signs would get lost amongst others at the intersection. Mr. Ashcraft said they are VDOT recommendations.

Vice Chair Hodges said signs should be on Route 30 as well.

Replacement directional signage for the intersection of Horse Landing and Courthouse Roads was shown. Supervisor Greenwood said he preferred the design which matches the welcome signs.

Mr. Ashcraft said the total for four welcome signs, 2 VDOT signs, one directional sign, and one museum sign (requested and paid for by the King William Historical Society) would be \$20,500. The Historical Society is giving \$4,000 towards that cost. The matter is included in the capital plan and the Board has already approved funding.

Chairman Moren asked the lead time and how long the quotes are good. Mr. Hudgins said the contractors didn't provide an expiration but they knew it was a pretty immediate need.

Supervisor Garber made a motion to approve the ordering of the preferred signage. Supervisor Greenwood seconded the motion. The Chairman called for any discussion. The members were polled:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Absent
Supervisor, 3rd District: Stephen K. Greenwood	Aye
Supervisor, 1st District: William L. Hodges – Vice Chair	Aye
Supervisor, 5th District: Edwin H. Moren, Jr. – Chairman	Aye

#### **4.h. Recreation Expansion Plan Discussion - Percy C. Ashcraft, County Administrator**

Mr. Ashcraft presented two proposals for a Recreation Expansion Plan – one from Hill Studio and one from LPDA. Staff recommends using Hill Studio who assisted the County with the Comprehensive Plan. The LPDA quote is double what Hill Studio quoted and is geared more toward a larger locality.

Vice Chair Hodges asked if anyone in-house has the expertise to do the plan. Mr. Ashcraft said he prefers to use people who do this for a living and could do it all at one time rather than having staff members try to fit it into their already busy schedules. He said it is worth it. Mr. Hudgins said these plans would also deliver key concept plans which we cannot do in-house.

Mr. Ashcraft said staff is pursuing grant funding. Supervisor Garber asked if any of the grants have a local match. Mr. Hudgins said the MPPDC said it's best to use the ARPA tourism funds which the County shares with West Point.

Vice Chair Hodges asked who would meet with Hill Studio. Mr. Ashcraft said individuals from the Recreation Commission, staff, Board, the public, and other stakeholders. This would be a subset of the Comprehensive Plan and would use the 500-600 citizen responses to the online survey.

Vice Chair Hodges asked what locations the study would include. Mr. Ashcraft said the entire County. They would look at the state forests and how to involve more people in recreation. The more it could be moved toward the Courthouse area, the better.

Supervisor Garber said a large part of the project is to expand use for County residents. He said everyone will have input.

Mr. Ashcraft said they are trying to work with the Department of Forestry to make more use of the state forests which are currently only open by request.

Approval of the Hill Studio contract will be placed on the June 27, 2022 regular meeting agenda.

#### **4.i. Potential Compensation Board Budget Amendments - Natasha Joranlien, Director of Financial Services**

#### **4.j. DSS Personnel Discussion - Percy C. Ashcraft, County Administrator**

Mr. Ashcraft presented a memorandum from Nita McInteer, King William Human Resources Manager with recommendations for HR policies for the Department of Social Services.

Mr. Ashcraft and Ms. McInteer met with the Regional Director of the Virginia Department of Social Services and they determined together that the policies should remain as they currently are. Mr. Ashcraft said DSS staff are similar to Constitutional Officers in that the majority of their funds come from the State.

Staff recommends DSS employees follow the County's holiday schedule, inclement weather policy, and grievance procedure.

The Board's approval must then be approved by the State Board. He said the policy can be changed in the future if necessary, but the State is resistant to approving outside policies.

Chairman Moren asked who would administer HR duties to DSS staff. Mr. Ashcraft said Ms. McInteer would take those duties over.

Supervisor Garber asked who will manage DSS finances. Mr. Ashcraft said DSS will have the same involvement – managing grants, state funding, and leave, with oversight from County Finance.

Vice Chair Hodges asked when the policies would take effect. Mr. Ashcraft said the State meets quarterly.

Supervisor Garber asked if Mr. Ashcraft or Ms. McInteer foresee any problems. Mr. Ashcraft said no, it has been a smooth transition.

Approval will be brought forth at the June 27, 2022 regular meeting.

Chairman Moren asked if there have been applications received for the Social Services Advisory Board. Mr. Ashcraft said one has been received; no one from the previous Social Services Board has applied.

Vice Chair Hodges asked if former members didn't apply because they would no longer be paid. Mr. Garber said he didn't think so. He believes they were discouraged by what's happened.

Vice Chair Hodges asked if there have been any applications for DSS Director. Mr. Ashcraft said the State starts the process and weeds out any unqualified applicants. He anticipates getting a couple applications this week.

Supervisor Greenwood asked the application closing date. Mr. Ashcraft said it was May 31<sup>st</sup> and is now June 15<sup>th</sup>.

Vice Chair Hodges asked if the Advisory Board has input into the hiring process. Mr. Ashcraft said not this time because there is no one on the Board. Even so, they would not be in the interview.

#### **4.k. Library Discussion - Percy C. Ashcraft, County Administrator**

Mr. Ashcraft referenced an email and attachment received from Tom Shepley, Director of the Pamunkey Regional Library (PRL) stating library hours would be reduced from 52 to 16, a 70% reduction. He reminded the Board that King William currently provides almost \$500,000 in funding. The PRL's funding was not cut by the Board.

Chairman Moren said the library asked for a budget increase for FY '23 of \$148,571, a 34% increase, and never provided the information or justification requested by the Board nor did they submit a revised budget proposal. Mr. Shepley warned Mr. Ashcraft hours would be cut by 50% if the funding increase was not met. He is frustrated by the PRL's 70% reduction in hours. If the County reduced funding by 70%, it would be \$133,379. He said the Board could amend the FY '23 budget if desired.

Mr. Ashcraft said no one doesn't want to fund the library. He feels we are being held hostage based on the formula the library used to try to get to the new minimum wage (raising annually from \$11/hr to \$15/hr in 2026 per Code of Virginia [§40.1-28.10](#)). He said the County and others are in the same situation with having to raise wages but are doing it incrementally, as is the State. He said PRL is bringing hardship to the community and trying to embarrass this Board.

Chairman Moren said it is extortion.

Vice Chair Hodges asked how much employees currently make. Mr. Ashcraft said we do not know because Mr. Shepley will not provide information.

Supervisor Garber said the sign on the library window advertising hiring states two positions – one at \$13.59/hour for 19 hours per week and another at \$11.44/hour for 12-16 hours per week. He said they are certainly not going to raise them all to \$15/hour. He said Mr. Shepley's math does not work and he was not factual in the information he provided to the Board. He believes Mr. Shepley has a vendetta against the County for not funding the increase. He said he asked for the number of people who received Mr. Shepley's first email and was told 4,091 people received it. Of that, the County received a very small number of complaints from those wanting the Board to increase their funding.

Vice Chair Hodges read aloud an email from the King & Queen County representative on the PRL Board of Trustees (Attachment B). He said incorrect information has been circulated regarding the West Point library branch. The building the library is in is owned by the Town of West Point, not Wyatt Ogg. The PRL does not pay rent or maintenance on that building. He wants the County to look at moving away from the PRL.

Supervisor Garber asked how the County was assigned to this regional library system. Mr. Ashcraft said the County can leave; we don't have to be part of it just because we are adjacent to other localities who are part of it. Supervisor Garber said King & Queen County decided to give the increase to the library after initially saying they would not.

Vice Chair Hodges said the County needs a library but needs to find something different. He said he is not willing to pay that increased amount for the next 16 years. He asked what New Kent does.

Supervisor Garber said there is a lot of misinformation out there.

Supervisor Greenwood asked if the County is bound to PRL. Mr. Ashcraft said the County can leave the regional library with two years notice. ([Code of Virginia § 42.1-42](#) says, "No county or city participating in a regional library system shall withdraw therefrom without two years' notice to the other participating counties and cities without the consent of such other participating political subdivisions.")

Vice Chair Hodges said we should look into combining the Upper King William and King & Queen branches.

Chairman Moren asked if the Board would like to form a working group to begin looking into other options. He and Supervisor Garber both said they would help.

**Agenda Item 5. BOARD OF SUPERVISORS' REQUESTS**

Supervisor Garber thanked everyone for coming and said he appreciated the public's input. He looks forward to a more uniform leash law and to a traffic study to lower the speed limit on Acquinton Church Road.

Supervisor Greenwood thanked people for coming and reiterated his desire to looking into other library options. He said he hoped the tower testing will be at 95% and said there was trouble with the signal penetrating Food Lion.

Vice Chair Hodges thanked people for coming and said the library was the biggest thing on his mind. He said 55 mph is the default speed limit on Acquinton Church Road unless posted otherwise. Chairman Moren said the recent fatality on the road was not speed related.

Chairman Moren commended staff on the public service week picnic the previous Friday.

**Agenda Item 6. CLOSED MEETING**

**Agenda Item 7. ADJOURN OR RECESS**

Supervisor Garber made a motion to adjourn the meeting; seconded by Vice Chair Hodges. With no discussion and no opposition, the meeting was adjourned.

COPY TESTE:

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Edwin H. Moren, Jr., Chairman  
Board of Supervisors

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Christine H. Branch  
Deputy Clerk to the Board of Supervisors

**ATTACHMENT A**

	<p><b><i>King William County, Virginia</i></b></p> <p><i>4-Site ASTRO 7x Simulcast Cell</i></p> <p><i>Public Safety Communications System</i></p>	
<p><b>Project Number VA-17I100AG</b></p>		

**TIMELINE OF REMAINING ITEMS TO COMPLETION**  
**Board of Supervisors Work Session**  
**June 13, 2022**

NO.	DESCRIPTION OF ACTION ITEM	DATE	RESPONSIBILITY
1	All sites complete	5/20/22	Tower Crew
2	Moved all spares to Prime site	5/25/22	RCV
3	Programmed all of the site routers	6/1/22	Engineers
4	Completed optimization of all sites	6/3/22	ST
5	Passed audio and data between sites	6/7/22	Engineers
6	Reprogram test radio and setup talkgroup	6/14/22	Engineer & RCV
7	Perform a FATP and site visit for the County	6/14/22	Engineers
8	Internally test the functionality and clarity of the system	6/13/22 to 6/15/22	Implementation Team
9	FCC License is granted for the new system	6/17/22	EZ Spectrum
10	Coverage Acceptance Test Plan begins	6/20/22 to 6/30/22	Customer and Motorola Team
11	Preliminary Cutover and discussion about alarms	6/22/22	Customer and Motorola Team
12	R56 Grounding and site audits	6/23/22	ST
13	Installation of Provision (microwave alarming system)	7/5/22	Steimel/Aviat
14	Microwave Backhaul ATP	7/7/22	Steimel/Aviat
15	Meeting to determine system alarms	7/6/22	Customer & Motorola
16	Reprogramming of subscribers	7/12/22	RCV

	<p><b>King William County, Virginia</b></p> <p><i>4-Site ASTRO 7x Simulcast Cell</i></p> <p><i>Public Safety Communications System</i></p>	
<p><b>Project Number VA-17I100AG</b></p>		

NO.	DESCRIPTION OF ACTION ITEM	DATE	RESPONSIBILITY
17	Install equipment that will be used by the dispatch location	7/13/22	RCV and ST
18	Cutover to NEW ASTRO25 system	7/14/22	Team
19	Removal of legacy equipment from the following sites (VSP, Courthouse and Old Church)	7/19/22	Backhaul
20	Provide final system documentation	7/22/22	Engineering
21	Complete any/all punchlist items	7/25/22	Motorola Team
22	Final acceptance	8/12/22	Motorola PM
23	System Warranty commences	9/1/22	Motorola Service

SIGNIFICANT DATES:

Contract signing—11/25/19

CDR Completed—2/25/20

Discussion with WHRO about selling tower site to the County—4/1/20

SBA Application Completed—7/1/20

ATC Application—7/1/20

Received permits from County—1/15/21

Placed shelters at SBA, KWHS and AT&T—7/1/21

Received Electrical Service at KWHS—8/1/21

Received Electrical Service at SBA—8/1/21

	<p><i>King William County, Virginia</i></p> <p><i>4-Site ASTRO 7x Simulcast Cell</i></p> <p><i>Public Safety Communications System</i></p>	
<p><b>Project Number VA-17I100AG</b></p>		

Received Electrical Service at AT&T—11/1/21

Received a fully executed site lease from the Commonwealth of Virginia  
for the VSP-West Point site—1/15/22

## **ATTACHMENT B**

Email read into minutes by Vice Chair Hodges.

Well I had my first board meeting and it is my last.

I raised my concerns about the accounting and violations of Virginia Code governing regional libraries. I said that as a rep for KG I wanted to know how much money our library was spending and for what. I was then told that they did not want my kind of person on the board and I had no right to bring up these issues.

I asked for the policies & procedures manual and the board member asked Shepley for permission to give me a copy !?

Shepley is getting a 5% salary increase because is doing such a good job!!

The board has no idea about financial accountability and does exactly what they are told to do by Shepley.

There is something really stinky going on and I do not want to be a part of it when the dirt hits the fan.

Sorry, but there are lines I just will not cross.

Please let me know if I can help. I just want to do what is right and good for the county and the residents.