

Supervisor Walls stated that he is not sure what Mr. Casale is going to say, but I am not sure, depending on what he is going to say, that I am willing not to ask questions and expect an answer. Supervisor Bowen stated that he views this as a citizen comment with a 10-minute limit.

MOTION: On Motion of Tom Bowen, seconded by Tim Doss, the Mathews County Board of Supervisors voted 3-2-0 as follows: Tim Doss, Janice Phillips, Tom Bowen - aye; Mike Walls, Dave Jones - nay; to approve the Agenda as amended.

Roll Call Vote:

Tim Doss, Vice Chair - Aye

Mike Walls, Supervisor - Nay

Dave Jones, Supervisor -Nay

Tom Bowen, Supervisor - Aye

Janice Phillips, Chairperson - Aye

6. SPECIAL PRESENTATION

A. Robinson, Farmer, Cox Associates, Taylor Stover, CPA - FY22-23 Audit presentation

Taylor Stover, CPA at RFC Associates provided an overview of the county's audit findings. There were no discrepancies and the county's finances are doing very well. There was a management letter sent for a small issue with reconciliation at the Treasurer's office.

7. OPPORTUNITY FOR CITIZEN COMMENTS *(One opportunity of 3 minutes per speaker, alternating between in-person and written comments)*

Richard Hicks

North, VA

Hole In the Wall - when will the contractor for the building be held accountable for making repairs that did not follow the building code?

Josie Thorpe

Hallieford, VA

Tomorrow early voting begins. Every vote counts for the presidential primary election.

Bobby Dobson

Cobbs Creek, VA

Why are we still talking about the Hole in The Wall?

Bill Lance

Port Haywood, VA

The burning of household trash outside should not be allowed, there are people with health issues adversely effected by this.

Tiffany Gordon

Department of Social Services

Her department relies heavily on the Sheriff's Department and wanted to let the Board know she supports the funding request for the Sheriff's Department.

Christian Collier

Mathews County 911 Manager

Please support the Sheriff's request for additional deputies. It is very dangerous for our department and

the citizens when we are short-staffed.

Ms. Jagger

Cobbs Creek, VA

Why hasn't Dave Jones non-suited his lawsuit as he promised when he was running for election?

Marie Walls

Port Haywood, VA

In support of the additional funding request being presented by Sheriff Edwards for the safety of our citizens and deputies.

7A - Presentation by Mac Casale, owner of Hole in The Wall. Supervisor Bowen provided an explanation of why he made the request to allow Mr. Casale to share his presentation.

Mac Casale [LINK TO ENTIRE PRESENTATION](#) this document will become a permanent part of the recorded minutes.

8. CONSENT AGENDA

Supervisor Walls requested the minutes be removed from the consent agenda for corrections.

MOTION: On Motion of Dave Jones, seconded by Tim Doss, the Mathews County Board of Supervisors voted 5-0-0 as follows: Mike Walls, Dave Jones, Tim Doss, Janice Phillips, Tom Bowen - aye; None - nay; to Approve the Supplemental Appropriations under the consent agenda.

Roll Call Vote:

Tim Doss, Vice Chair - Aye

Mike Walls, Supervisor - Aye

Dave Jones, Supervisor - Aye

Tom Bowen, Supervisor - Aye

Janice Phillips, Chairperson - Aye

Supervisor Walls stated corrections were needed.

MOTION: On Motion of Dave Jones, seconded by Tim Doss, the Mathews County Board of Supervisors voted 5-0-0 as follows: Mike Walls, Dave Jones, Tim Doss, Janice Phillips, Tom Bowen - aye; None - nay; to the corrections as stated.

Roll Call Vote:

Tim Doss, Vice Chair - Aye

Mike Walls, Supervisor - Aye

Dave Jones, Supervisor - Aye

Tom Bowen, Supervisor - Aye

Janice Phillips, Chairperson - Aye

MOTION: On Motion of Dave Jones, seconded by Tim Doss, the Mathews County Board of Supervisors voted 5-0-0 as follows: Mike Walls, Dave Jones, Tim Doss, Janice Phillips, Tom Bowen - aye; None - nay; to the minutes with corrections.

Roll Call Vote:

Tim Doss, Vice Chair - Aye

Mike Walls, Supervisor - Aye

Dave Jones, Supervisor - Aye
Tom Bowen, Supervisor - Aye
Janice Phillips, Chairperson - Aye

A. Meeting Minutes

1. December 19th, 2023 Regularly Scheduled Meeting Minutes
2. December 27th, 2023 Special Called Meeting Minutes
3. January 3rd, 2024 Annual Organizational Meeting Minutes

B. Supplemental Appropriations

1. Mathews County Department of Social Services - Family Partnership Funds - \$760.50

9. REPORTS AND REQUESTS OF BOARDS, DEPARTMENTS, COMMISSIONS AND AGENCIES

A. Mathews County Department of Planning and Zoning: Mr. James Knighton, Director

1. Comprehensive Plan Update and Information

James Knighton, Director of Planning and Zoning explained the Comprehensive Plan Update/Review Process. (Documents were included in the original packet under "other documents.") Supervisor Bowen stated his concern regarding the feasibility of Municipal Water for the Village and Workforce Housing. Supervisor Walls asked for Mr. Knighton's thoughts on South Bay Haven.

MOTION: On Motion of Mike Walls, seconded by Tim Doss, the Mathews County Board of Supervisors voted 5-0-0 as follows: Mike Walls, Dave Jones, Tim Doss, Janice Phillips, Tom Bowen - aye; None - nay; to Authorize James Knighton, Director of Planning and Zoning to start discussions with the Planning Commission regarding the Comprehensive Plan.

Roll Call Vote:

Tim Doss, Vice Chair - Aye
Mike Walls, Supervisor - Aye
Dave Jones, Supervisor - Aye
Tom Bowen, Supervisor - Aye
Janice Phillips, Chairperson - Aye

B. Mathews County Facilities and Grounds Department, Tim Tillage, Manager

1. Department Update, Project Status

Tim Tillage, Facilities and Grounds Manager, provided a detailed status update regarding completed and current ongoing projects (included in original packet)

C. Mathews County Broadband Advisory Board: Mrs. Judy Rowe, Chair

Ms. Judy Rowe provided an update on the status of the Broadband Project. The goal of the Broadband Advisory Board is for this project to cost the county as little as possible with the millions of dollars in grants that have been awarded.

D. VDOT: Mr. Lee McKnight, Saluda Residency Administrator

Mr. Lee McKnight provided updates on all current and upcoming projects. Supervisor Jones thanked Mr. McKnight for the quick turnaround of repairing the public sidewalks.

10. UNFINISHED BUSINESS

A. Boards and Commissions Appointments for Supervisors and County Administrator

Chairperson Phillips named the final appointments to boards and commissions for board members. [Final Appointments - Adopted 01/18/2024](#)

Supervisor Bowen clarified that he was originally appointed to the Middle Peninsula Planning Commission, but feels as though Supervisor Jones would be better appointed since he has been working with them.

Supervisor Walls asked if the Ad-HOC committee could remain intact due to the amount of dredging projects that would be coming up.

MOTION: On Motion of Mike Walls, seconded by Dave Jones, the Mathews County Board of Supervisors voted 5-0-0 as follows: Mike Walls, Dave Jones, Tim Doss, Janice Phillips, Tom Bowen - aye; None - nay; to Approve the appointments as presented.

Roll Call Vote:

Tim Doss, Vice Chair - Aye

Mike Walls, Supervisor - Aye

Dave Jones, Supervisor - Aye

Tom Bowen, Supervisor - Aye

Janice Phillips, Chairperson - Aye

B. Bylaws (Adoption)

Supervisor Walls requested that in section 4.4 the wording be changed to read as follows:

The County Attorney shall act as the parliamentarian of the Board. The Chair may seek the advice of the County Administrator or County Attorney in the interpretation of the provisions of these Bylaws and other established procedures for the conduct of meetings.

MOTION: On Motion of Mike Walls, seconded by Dave Jones, the Mathews County Board of Supervisors voted 5-0-0 as follows: Mike Walls, Dave Jones, Tim Doss, Janice Phillips, Tom Bowen - aye; None - nay; to Approve the Bylaws as amended.

Roll Call Vote:

Tim Doss, Vice Chair - Aye

Mike Walls, Supervisor - Aye

Dave Jones, Supervisor - Aye

Tom Bowen, Supervisor - Aye

Janice Phillips, Chairperson - Aye

C. Amended Budget Schedule

MOTION: On Motion of Tim Doss, seconded by Tom Bowen, the Mathews County Board of Supervisors voted 5-0-0 as follows: Mike Walls, Dave Jones, Tim Doss, Janice Phillips, Tom Bowen - aye; None - nay; to Approve the Amended Budget Schedule as Presented.

Roll Call Vote:

Tim Doss, Vice Chair - Aye
Mike Walls, Supervisor - Aye
Dave Jones, Supervisor - Aye
Tom Bowen, Supervisor - Aye
Janice Phillips, Chairperson - Aye

- D. Amended Dredging Resolution to remove the Memorandum of Understanding requirement
This was no longer required, the MOU was received by the Administration office this week.

- E. Resolution of Support re: Grant Writing Team

MOTION: On Motion of Tom Bowen, seconded by Tim Doss, the Mathews County Board of Supervisors voted 5-0-0 as follows: Mike Walls, Dave Jones, Tim Doss, Janice Phillips, Tom Bowen - aye; None - nay; to Approve the Resolution as Presented

Roll Call Vote:
Tim Doss, Vice Chair - Aye
Mike Walls, Supervisor - Aye
Dave Jones, Supervisor - Aye
Tom Bowen, Supervisor - Aye
Janice Phillips, Chairperson - Aye

11. NEW BUSINESS

- A. Budget Guidelines

MOTION: On Motion of Tim Doss, seconded by Dave Jones, the Mathews County Board of Supervisors voted 2-3-0 as follows: Dave Jones, Tim Doss - aye; Mike Walls, Janice Phillips, Tom Bowen - nay; to Postpone the Budget Guidelines as Presented - (FAILED)

Roll Call Vote:
Tim Doss, Vice Chair - Aye
Mike Walls, Supervisor - Nay
Dave Jones, Supervisor - Aye
Tom Bowen, Supervisor - Nay
Janice Phillips, Chairperson - Nay

Supervisor Doss stated for clarification that these guidelines are presented just as guidance to start the budget, County Administrator, Ramona Wilson explained the process.

MOTION: On Motion of Tom Bowen, seconded by Mike Walls, the Mathews County Board of Supervisors voted 5-0-0 as follows: Mike Walls, Dave Jones, Tim Doss, Janice Phillips, Tom Bowen - aye; None - nay; to Approve the Budget Guidelines as Presented.

Roll Call Vote:
Tim Doss, Vice Chair - Aye
Mike Walls, Supervisor - Aye
Dave Jones, Supervisor - Aye
Tom Bowen, Supervisor - Aye
Janice Phillips, Chairperson - Aye

- B. Mathews County Sheriff, April Edwards - State of the Office Funding Request
Sheriff Edwards shared her presentation (included in "other documents" in the packet). Sheriff Edwards informed the Board that they are collaborating with the schools because many other localities schools pay for the School Resource Officer.
Supervisor Walls shared that the 988 (Crisis Lifeline) is now up and running and hopefully this will help to alleviate some of the load on the local Sheriff's Department. Supervisor Jones and Doss are in full support of funding this request.

MOTION: On Motion of Dave Jones, seconded by Tim Doss, the Mathews County Board of Supervisors voted 5-0-0 as follows: Mike Walls, Dave Jones, Tim Doss, Janice Phillips, Tom Bowen - aye; None - nay; to Approve the funding of the Mathews County Sheriff's Department with the two additional deputies as requested.

Roll Call Vote:

Tim Doss, Vice Chair - Aye
Mike Walls, Supervisor - Aye
Dave Jones, Supervisor - Aye
Tom Bowen, Supervisor - Aye
Janice Phillips, Chairperson - Aye

- C. Mathews County Clerk of Court - Audit Report
Clerk of Court, Elizabeth Brown, provided a brief explanation of the audit findings and corrections that have been made.

- D. Request from a Film Producer

MOTION: On Motion of Mike Walls, seconded by Dave Jones, the Mathews County Board of Supervisors voted 5-0-0 as follows: Mike Walls, Dave Jones, Tim Doss, Janice Phillips, Tom Bowen - aye; None - nay; to Approve the filming of the movie James with no summer weekend filming and proof of insurance.

Roll Call Vote:

Tim Doss, Vice Chair - Aye
Mike Walls, Supervisor - Aye
Dave Jones, Supervisor - Aye
Tom Bowen, Supervisor - Aye
Janice Phillips, Chairperson - Aye

- E. Mathews County Public Schools, David S. Daniel, Ed.D, Superintendent - Rollover Resolution Request

MOTION: On Motion of Mike Walls, seconded by Tom Bowen, the Mathews County Board of Supervisors voted 5-0-0 as follows: Mike Walls, Dave Jones, Tim Doss, Janice Phillips, Tom Bowen - aye; None - nay; to Approve the Resolution as Presented (included in original online packet)

Roll Call Vote:

Tim Doss, Vice Chair - Aye
Mike Walls, Supervisor - Aye
Dave Jones, Supervisor - Aye
Tom Bowen, Supervisor - Aye
Janice Phillips, Chairperson - Aye

- F. Memorandum of Understanding Discussion re: Constitutional Offices
County Attorney, Andrea Erard explained the reasons behind pursuing this topic. Many localities have a Memorandum of Understanding with each of the Constitutional officers stating the guidelines and expectations of the Officers. Chairperson Phillips asked if Ms. Erard could provide an example of the memorandum. Supervisor Doss said that reaching out to some other localities to see how they have handled this in the past may be helpful.

12. COUNTY ADMINISTRATOR'S REPORT

A. Other Reports and Financials

B. Mathews County Volunteer Rescue Squad - Audit Report

The Mathews Volunteer Rescue Squad is pretty self-explanatory (included in the original online packet). There was a slight increase in income as well as additional expenses.

13. SUPERVISORS' REPORT *At this time, Supervisors may bring up matters for the Board's discussion, consideration or information which is not on the agenda and which are not more appropriately discussed or considered in closed meeting. At this time, Supervisors may bring up matters for the Board's discussion, consideration or information which is not on the agenda and which is not more appropriately discussed or considered in closed meeting. When speaking during Supervisors' Reports, Board members shall be limited to ten (10) minutes, at which time the Chairman may at his discretion suspend further presentation from the Board member and request action by consensus agreement of Board members present at the Board Table to permit additional time to conclude the presentation.*

Supervisor Walls spoke to the Clerk of the Court and the Sheriff regarding the Concealed Carry permit charges (§ 18.2-308.03) of \$50.00. They both agreed that there is no cost to either department and the code only requires a \$5.00-\$10.00 fee. The Hole in The Wall pump and haul amount due is \$22,126.00. Supervisor Jones wanted to briefly speak about the orders of procedure for a Building Official on a commercial structure. A Building Official cannot make design changes to a stamped engineer drawing. According to Mr. Casale's presentation, he stated that he and the previous Building Official made minor changes to the design as needed and that is illegal. He also asked if we could send out the Request For Proposal for the design of the new Fire Station.

Supervisor Doss was pleased to hear that our website is in the process of being rebuilt. He would like to see if we could get citizen input as well.

During our joint school board meeting he would like to discuss the feasibility of a joint Energy Performance Contract. The state of VA allows localities to contract with an energy performance contractor who will do an analysis of all the county buildings. This is 100% focused on saving energy costs. This is a free analysis with the potential of large savings. In closing, I have been asked repeatedly if I am going to request that the BZA appeal be stopped. I will not. I will recuse myself from any discussion regarding a BZA appeal (any appeal).

Supervisor Bowen encouraged all the citizens to apply for boards & commissions. He asked that the County Administrator take the lead on the new fire station and to look at information on feasibility of public water. Mr. Bowen again stated that he would like to pause the legal actions for now to prevent further charges and played a portion of a previous BZA meeting which related to the attorney for Mathews County denying a request for a 30-day extension for the county to work for a solution. He pointed out that actions like this do not promote a business-friendly atmosphere. He wants our county employees and regulatory agencies to ask citizens and others coming into our county, "what can we do to help you

Supervisor Jones asked that it be clarified that Ms. Erard was never the council of record on file for the appeal case, they were referring to the attorney obtained by the board from Richmond, VA.

MOTION: On Motion of Tom Bowen, seconded by Tim Doss, the Mathews County Board of Supervisors voted 5-0-0 as follows: Mike Walls, Dave Jones, Tim Doss, Janice Phillips, Tom Bowen -

aye; None - nay; to Approve directing the county attorney, or the county administrator, to send a letter to Dunlap Bennett & Ludwig, stating that until further notice, they are not to incur any additional fees or costs on behalf of Mathews County and that they are to add the county attorney as co-council of record in any and all litigation.

Roll Call Vote:

Tim Doss, Vice Chair - Aye

Mike Walls, Supervisor - Aye

Dave Jones, Supervisor - Aye

Tom Bowen, Supervisor - Aye

Janice Phillips, Chairperson - Aye

Chairperson Phillips said History is pastI would love for us to look forward

14. OPPORTUNITY FOR CITIZEN COMMENTS *(One opportunity of 3 minutes per speaker)*

Richard Hicks

North, VA

If the building had been built according to the plans, it would have saved over \$4,000,000.00

Dee Russell

Hudgins, VA

When I ran for Supervisor in 2019, I personally visited the Health Department to ask why they turned off the system at Hole in The Wall. She advised that she instructed them to keep an eye on the system to see if it needed to be pumped. She did not instruct them to turn it off.

Mac Casale

The past two building officials both made changes from engineer drawings, not just Mr. Wilks.

Jessica Christiansen

Hudgins, VA

Regarding the concealed carry fee, maybe think about where that could be used for the Sheriff's office or our schools.

Bobby Dobson

Cobbs Creek, VA

Has the Police Auxiliary ever been considered?

Sharon Frye

Never thanked by the County for submitting an application

15. APPOINTMENTS

A. Mathews County Broadband Advisory Board, 2024 Officers

1. Judy Rowe, Chairperson

Willie Love, Vice-Chairperson

Pearl Foster, Recording Secretary

Joe Syslo, Financial Coordinator

Page Herbert, Media Coordinator

Rob Quartel, Technical Advisor

Marshall Ruffin, MD, Telehealth Advisor

Patrick Depumpo, Mathews County Technology Director - Technology Advisor

Michael Anthony, Mathews Public Schools Technology Director - Technology Advisor

Greg Lewis, Mathews Memorial Library Head Technical Services - Technology Advisor

Tim Doss, BOS Liaison

Broadband Telecom Services, County Broadband Consultants

MOTION: On Motion of Dave Jones, seconded by Tom Bowen, the Mathews County Board of Supervisors voted 5-0-0 as follows: Mike Walls, Dave Jones, Tim Doss, Janice Phillips, Tom Bowen - aye; None - nay; to Appoint the committee members as presented.

Roll Call Vote:

Tim Doss, Vice Chair - Aye

Mike Walls, Supervisor - Aye

Dave Jones, Supervisor - Aye

Tom Bowen, Supervisor - Aye

Janice Phillips, Chairperson - Aye

16. CLOSED MEETING *(if necessary)*

A. Enter Closed Meeting

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1. Virginia Code section 2.2-3711(A)(1) for the discussion or consideration of the performance of the Director of Emergency Services.
2. Virginia Code section 2.2-3711(A)(8) for consultation with legal counsel regarding a matter requiring the advice of counsel-County Administrator contract.
3. Virginia Code section 2.2-3711(A)(7) for discussion and consultation with legal counsel and briefings by staff regarding actual litigation-In Re: Application for Subpoena Pursuant to Virginia Code § 15.2-1409, 1950, as amended, Case No. 115CM2300000500 and In Re: July 12, 2023, Decision of the Board of Zoning Appeals of Mathews County Case No. CL23-196.
4. Pursuant to Virginia Code §2.2-3711(A)(3) for the discussion or consideration of the acquisition of real property for a public purpose, because discussion in an open meeting would be detrimental to the bargaining position or negotiating strategy of the County.

B. Return to Open Meeting

MOTION: On Motion of Tim Doss, seconded by Mike Walls, the Mathews County Board of Supervisors voted 5-0-0 as follows: Mike Walls, Dave Jones, Tim Doss, Janice Phillips, Tom Bowen - aye; None - nay; to Return to Open Meeting

Roll Call Vote:

Tim Doss, Vice Chair - Aye

Mike Walls, Supervisor - Aye

Dave Jones, Supervisor - Aye

Tom Bowen, Supervisor - Aye

Janice Phillips, Chairperson - Aye

C. Action on Closed Matters (if necessary)

Supervisor Walls asked Mr. Bowen if he meant to say non-suit, since we do not want to non-suit anything. The County Attorney advised Supervisor Walls that if it could be non-suited, it would be better in case there was a need to refile.

MOTION: On Motion of Tom Bowen, seconded by Mike Walls, the Mathews County Board of Supervisors voted 4-0-1 as follows: Mike Walls, Dave Jones, Janice Phillips, Tom Bowen - aye; None - nay; Tim Doss--abs, to Approve the motion as follows: Once the county attorney, Andrea Erard, has been added as co-counsel, that Ms. Erard file the appropriate motion to nonsuit, dismiss, or otherwise remove this matter involving Mr. Jamie Wilks from the court's docket, and that the county attorney notify Mr. Wilks, in writing that he is released from the two subpoenas that were issued for his appearance before this Board and to produce documents.

Roll Call Vote:

Tim Doss, Vice Chair - ABS

Mike Walls, Supervisor - Aye

Dave Jones, Supervisor - Aye

Tom Bowen, Supervisor - Aye

Janice Phillips, Chairperson - Aye

17. ADJOURNMENT

MOTION: On Motion of Tim Doss, seconded by Dave Jones, the Mathews County Board of Supervisors voted 5-0-0 as follows: Mike Walls, Dave Jones, Tim Doss, Janice Phillips, Tom Bowen - aye; None - nay; to Adjourn

Roll Call Vote:

Tim Doss, Vice Chair - Aye

Mike Walls, Supervisor - Aye

Dave Jones, Supervisor - Aye

Tom Bowen, Supervisor - Aye

Janice Phillips, Chairperson - Aye

Janice Phillips, Chairperson
Mathews County Board of Supervisors

Ramona Wilson, PE, MPA
County Administrator, Clerk to the Board

Judi Green, Senior Executive,
Deputy Clerk to the Board