



## **Mathews County Board of Supervisors**

Regular Meeting  
Historic Courthouse  
27 Court Street, Mathews, VA 23109

**Thursday, February 15, 2024 at 6:00 PM**

### **MINUTES**

#### **1. CALL TO ORDER**

The meeting was called to order at 6:03 pm by the Chair

#### **2. INVOCATION**

A. The Rev. Dede Parrish is expected to provide the invocation.

#### **3. PLEDGE OF ALLEGIANCE**

#### **4. ROLL CALL / ESTABLISHMENT OF A QUORUM**

Board of Supervisors Members Present: Supervisor Mike Walls  
Supervisor Dave Jones  
Vice Chair Tim Doss  
Chairperson Janice Phillips  
Supervisor Tom Bowen

Board of Supervisors Members Absent:

Staff Present: Ms. Ramona Wilson, County Administrator, Clerk  
Ms. Judi Green, Senior Executive, Deputy Clerk  
James Knighton, Director of Planning & Zoning  
Ms. Andrea G. Erard, Esq., County Attorney

#### **5. APPROVAL OF AGENDA**

**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 Approve the agenda 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

**6. SPECIAL PRESENTATION**

- A. **Jon Morr, Mathews County Building Official - Hole In the Wall Update**  
[Complete Building Official Update PDF](#)
- B. **Kay G. Bradley, Executive Director - Rural Housing Partnership (Documents Added)**  
Ms. Kay Bradley, Executive Director, shared that they have changed the name from the Gloucester Rural Housing Partnership to Rural Housing Partnership as they are now providing services for several counties, including 4 Mathews County Citizens in 2023.  
Chairperson Phillips asked if most of the funding was state or federal. Ms. Bradley stated they do not get any state funding except for the pass-thru money from the VA Rural Development (USDA Funds).
- C. **Tiffany Gordon, MSW, Director of Mathews County Social Services, Local Data Report**  
Chairperson Phillips asked how Mathews County compares to other local counties. Supervisor Jones asked if there had been an increase in the need for assistance. Tiffany said the change in the economy has had a major impact. The space issue continues. Children's Services Act, may need to ask for additional funds in May, the first time in 8 years.

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

- A. **Public Comments Received and Guidelines**

Marie Walls

Port Haywood, VA

MOU - nearby local counties such as Gloucester and Middlesex do not have these in place.

Jerry Thrash

Hallieford

In favor of reducing the concealed carry permit process and charges.

April Edwards, Sheriff

Requested we check the bandwidth for first responders may be available by the provider. Does not agree with the implementation of the MOU.

Richard Hicks

North, VA

The Mathews County Republican Committee voted unanimously to support Mr. Walls to reduce the concealed carry permit.

George Machen

Foster, VA

Supports the lowering of the \$50.00 charge for concealed carry permit

Ray Mulvany

Redart, VA

Supports the lowering of the \$50.00 charge for concealed carry permit

Robert Dobson  
Cobbs Creek, VA  
Monument needs to be cleaned

Sharon Frye  
No fee on concealed carry permit, respect the

Ruth Machen  
Foster, VA  
Wanted to remind the board that most of them ran on protecting the second amendment rights,  
please protect that.

Peter Machen  
Foster, VA  
In favor of lowering the Concealer permit fee.

## 8. **CONSENT AGENDA**

**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 agenda 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

### A. Meeting Minutes

1. January 18th, 2024 Minutes

### B. Supplemental Appropriations

1. Mathews County Department of Social Services - Family Partnership Meetings \$1,774.50
2. Mathews County Sheriff's Office - Donation of \$1,650.00 from Mathews Market Days

C. VDOT Activity Application for May Faire, May 4th, 2024

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

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

1. FY 25-29 CIP (Pending action of the Planning Commission at the February 13, 2024 Meeting) **NO ACTION TAKEN**

There was no action taken on this at the Planning Commission meeting held on February 13th, 2024.

2. DRAFT Comprehensive Plan Amendment for Public Access at South Bay Haven (Documentation following Planning Commission meeting on February 13, 2024.

The Planning Commission has scheduled a Public Hearing for March, 2024.

3. Board of Zoning Appeals 2023 Annual Report

4. Planning Commission 2023 Annual Report (Documentation pending approval by the Planning Commission at their February 13, 2024 meeting)

B. Mathews County Broadband Advisory Board: Mrs. Judy Rowe, Chair (**DOCUMENTS ADDED**) Presentation Attached. Mr. Beekhoo informed everyone that we have tenants leasing the towers for \$1,200.00 per tower per month (Verizon). There also talking to T-Mobile for the possibility of leasing the towers as well.

## 10. UNFINISHED BUSINESS

A. Concealed Weapons Permit Fee - Supervisor Walls

Supervisor Walls made the Motion to lower the Concealed Carry Permit every 5 years from \$50.00 to \$15.00, and this was seconded by Supervisor Jones. Supervisor Bowen asked us to amend the motion to lower the fee to \$10.00. Supervisor Jones seconded the amendment.

**MOTION:** On Motion of Tom Bowen, seconded by Dave Jones, the Mathews County Board of Supervisors voted 4-1-0 as follows: Mike Walls, Dave Jones, Tim Doss, Tom Bowen - aye; Janice Phillips - nay; to Approve lowering the Concealed Carry Permit Fee to \$10.00.

Roll Call Vote:

Tim Doss, Vice Chair - Aye

Mike Walls, Supervisor - Aye

Dave Jones, Supervisor - Aye

Tom Bowen, Supervisor - Aye

Janice Phillips, Chairperson - Nay

**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 Approve implementing the lower fee with a resolution.

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. Pickleball Courts Discussion - Supervisor Walls (Documents Added)

Proposal:

Four (4) pickleball courts in the location of the current basketball court. The four courts would allow for tournament play at Mathews, and they would be visible from the highway, which we felt was a plus. Also, using the asphalt pad where the basketball court is now would help reduce the cost of the installation of the pickleball courts. At the time the asphalt is laid for pickleball, we would also lay asphalt for a new basketball court, the same size as we have now. An additional feature of the new basketball court is that it would have a hoop height for the small kids with a separate hoop heights for the big kids. In order to pay for this, we would use the \$65,000.00 in the CIP which had been designated to repair the tennis courts and an additional \$62,000.

**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 construction of a Pickleball Court as proposed.

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. Andrea Erard, Esq., County Attorney re: Update on Current Legal Matters

A request was made to the Outside Council to pause any future expenditures, and Ms. Erard has been added as council of record. Mr. Wilks was released from the subpoena as agreed. The BZA hearing has been continued so that Ms. Erard can submit the required documentation at a much lower cost. There was also a conversation with a different attorney at Kaufman & Canoles, P.C. regarding a property owner in the county who had a different proposal about how he would like to use his property. The BZA hearing was postponed to allow Ms. Erard time to prepare pre-trial documents that were previously due. At the request of Chairperson Janice Phillips, there was a time limit for the postponement, Ms. Erard said that depends on the court's calendar, and she will make every effort to have it scheduled within 90 days. Supervisor Walls stated that no one had authorized Ms. Erard to postpone this hearing.

**MOTION:** On Motion of Mike Walls, seconded by Dave Jones, the Mathews County Board of Supervisors voted 2-2-1 as follows: Mike Walls, Dave Jones - aye; Janice Phillips, Tom Bowen - nay; to Deny the postponement of the Board of Zoning Appeals hearing scheduled for February 23, 2024.

Roll Call Vote:

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

D. Memorandum of Understanding with the Constitutional Officers, Andrea Erard, Esq., County Attorney (Documents Added)

Ms. Erard gave an explanation of what the Memorandum of Understanding is used for. No action was taken.

- E. Broadband Telecom re: Authorization to Execute New Contract Agreement (Documents Added)  
**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 Contract as presented and the grammatical correction to the resolution.

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. Emergency Services Coordinator Position re: Cost of making a Full Position (Documents Added)  
County Administrator, Ramona Wilson explained the cost of making the Emergency Services Coordinator position full time and feels as though there are no funds in the budget for this and suggested the board revisit it for next year.

## 11. NEW BUSINESS

- A. Dissolve Property Line of Monument Property  
Supervisor Bowen made this request and wanted to clarify that he has never been in favor of moving the Memorial, nor was he ever in favor of dividing county property. It is his intention to make a motion next month to vacate the boundary line and leave the monument where it has always been.
- B. Resolution to Change the name of the Community Service Board  
**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 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

- C. Davis Creek Service Agreement - MPPDC (Documents Added)  
**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 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

D. **Resolution Authorizing the County Administrator to Execute County Disposal Service Agreement with VPPSA**

**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 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

Supervisor Walls reminded everyone the importance of serving on the recycling committee at VPPSA to help save cost.

E. **Discussion of Energy Audit**

**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 moving forward with an Energy Audit for the County to include the School Board joining in this motion and submit their properties to be included in the Audit.

Roll Call Vote:

Tim Doss, Vice Chair - Aye

Mike Walls, Supervisor - Aye

Dave Jones, Supervisor - Aye

Tom Bowen, Supervisor - Aye

Janice Phillips, Chairperson - Aye

## 12. COUNTY ADMINISTRATOR'S REPORT

A. Other Reports and Financial's (Including the new financial report)

B. Update on Pump and Haul current balance due to the County

The current balance due for pump and haul is \$25,943.76. Historically, the tenant pays his pump and haul balances when he makes his yearly lease and flood insurance payment. The way the lease is written, all monies owed are to be paid by June 1st of each year, or there is a breach of the lease agreement.

1. Cherry Point Update

The speed limit has been reduced to allow the use of golf carts, and the next step is to draft an ordinance for golf carts to be presented at our next meeting. A request was made to move the placement of the speed limit sign so that it can be easily viewed.

C. News and Events

1. Website Redesign Survey ([LINK](#))

2. The VA250 Commission (State Site) names Mathews County as "A Place to Visit" ([VA250 Places to Visit Link](#))
3. New E911 Page ([LINK](#))
4. Tour De Chesapeake ([LINK](#))
5. Bay Aging News Letter
6. The following Solicitations have been posted to eVA and the County Website:
  1. RFP2024-01 Fire Station One Design
  2. RFP 2024-02 Informal Solicitation Class and Comp 2024
  3. RFP 2024-03 Informal Solicitation Audit Services
  4. IFB 24-001 Ditch Cleaning Services

The listed requests and invitations have been sent out for proposals and bids.

- D. Fund Balance Information  
Presentation is the original packet under "other documents".
- E. Strategic Planning Discussion

**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 Doss wanted to thank the Mathews County Volunteer Fire and Rescue Departments for covering the City of Newport News so that all the city's departments could attend the funeral of Capt. Ken Carter who served for 26 years.
- Supervisor Bowen reiterated what an honor it was to be requested to cover the city of Newport News.
- Supervisor Jones said he would like to see the feasibility of the Facilities Department taking over the maintenance of the school buildings as well. A request was made to County Administrator Ramona Wilson to verify the budget amounts allocated for maintenance in the schools budget.
- Supervisor Bowen is in agreement and would like to see if any other departments could be combined for cost savings.
- Chairperson Phillips is also in agreement with looking into the feasibility of combining departments if applicable. She also made a commendation to the county team who came through the audit with no findings. This is not easy to do.

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

Judy Rowe  
Broadband Advisory Board

There will be a public telehealth forum held at the Mathews County Library hosted by Dr. Marshall Ruffin on February 20th from 2:00PM-4:00pm.

Richard Hicks  
North, VA

Why are there still zoning, sewage and building problems at the Hole In the Wall? Has the original contractor, C.W. Hudgins, been involved in any of the discussions?

Bobby Dobson  
Cobbs Creek, VA

The county schools are in terrible shape and in need of repair.

Randall Dobson  
Cobbs Creek, VA

Is the county paying the contractor for HITW repairs? Can we leave the Monument alone? The next board may not preserve it.

Sharon Frye  
Port Haywood, VA

Thanked the board for their time, energy and listening to the citizens.

Debbie Farmer  
Cardinal, VA

The YMCA does not participate in the Silver Sneakers Program?

## 15. **CLOSED MEETING** *(if necessary)*

### A. Enter Closed Meeting

**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 Enter Closed Session.

Roll Call Vote:

Tim Doss, Vice Chair - Aye

Mike Walls, Supervisor - Aye

Dave Jones, Supervisor - Aye

Tom Bowen, Supervisor - Aye

Janice Phillips, Chairperson - Aye

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- . §2.2-3711 (A) (1) of the Code of Virginia, 1950, as amended, for discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salary disciplining, or resignation of specific public officers, appointees, or employees of any public body;

Board of Zoning Appeals (Recommendation)

Middle Peninsula Planning Commission (Appointment)

Mathews County Social Services Board (Appointment)

VA250 (Appointment)

2. 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.

§2.2-3711(A)(8) for consultation with legal council for legal advice for a potential zoning enforcement action at 186 Aarons Beach Rd

B. Return to Open Meeting

**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 Certify only the matters that were identified were heard, discussed, or considered by the Mathews County Board of Supervisors and Return to Open Session.

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)

**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 recommendation for the appointment of Mr. Brian Russell to fill the unexpired term of Mr. Tom Robinson to the Board of Zoning Appeals.

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 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 the reappointment of Mr. Harry Meeks to The Middle Peninsula Planning District Committee for a one-year term set to expire on December 31st, 2024, and the appointment of Laura Jones and Linda Lancaster-Loyd to the VA250.

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 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 appoint Ivy Leonie Ramos as the liaison for Rappahannock Community College.

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 Tom Bowen, seconded by Tim Doss, the Mathews County Board of Supervisors voted 3-2-0 as follows: Janice Phillips, Tom Bowen, Tim Doss - aye; Mike Walls, Dave Jones - nay; to appoint Mr. Desmond Smith to the Department of Social Services Board.

Roll Call Vote:

Tim Doss, Vice Chair - Aye

Mike Walls, Supervisor - Nay

Dave Jones, Supervisor - Nay

Tom Bowen, Supervisor - Aye

Janice Phillips, Chairperson - Aye

## 16. ADJOURNMENT

**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 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

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Janice Phillips, Chairperson  
Mathews County Board of Supervisors

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

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Judi Green, Senior Executive,  
Deputy Clerk to the Board