



Mathews County Board of Supervisors

Regular Meeting

Historic Courthouse

27 Court Street, Mathews, VA 23109

Thursday, September 19, 2024 at 6:00 PM

MINUTES

1. CALL TO ORDER

The meeting was called to order by the chair at 6:05PM.

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 Reconvene in Open Meeting and Certify the Closed Meeting

Roll Call Vote:

Tim Doss, Vice Chair - I so Certify

Mike Walls, Supervisor - I so Certify

Dave Jones, Supervisor - I so Certify

Tom Bowen, Supervisor - I so Certify

Janice Phillips, Chairperson - I so Certify

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 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

2. INVOCATION

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

Rev. Dede Parrish provided 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:

Team Members Present: Ms. Ramona Wilson, County Administrator, Clerk
Ms. Judi Green, Senior Executive, Deputy Clerk
Ms. Andrea G. Erard, Esq., County Attorney

5. APPROVAL OF AGENDA

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 agenda with the following amendments: to go into a closed meeting before adjournment for the discussion of 2.2-3711 (A) (1) from the Special Meeting Agenda that time did not allow in our previous meeting to discuss the Building Inspector and the County Administrator's performance. The second agenda amendment was to allow line item 6B on the agenda to move up to Line item 6A.

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. Delegate Keith Hodges - General Assembly Update
Delegate Hodges provided the General Assembly update.
- B. Special Presentation - Piankatank Ruritan Club
Chairperson Janice Phillips read and presented the Roz White Proclamation to Ms. White, thanking her for her many contributions to the County.
Members of the Ruritan Club also presented Ms. White with a proclamation and medal of appreciation as well.

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

Tiffany Gordon, Canine Companions
Invited everyone for a work day. October 19th is the first working dog day.

Richard Hicks
North, VA

There continues to be Zoning and Building Department problems. If only the contractor, C.W. Hudgins, was held accountable.

Ms. Simpson, THMS Principle
Thanked the maintenance team for all the hard work they have done on the building.

John Hatch, MHS Tennis Coach

The tennis courts are in need of repair and have become a liability.

Chandler Long

Former tennis player at MHS and would really like to see the tennis courts fixed.

Amy O'Neil, Athletic Director at MHS

Please help the children by helping repair the tennis courts.

Sarah Lewis

The parent of a former tennis player at MHS and is asking for full support in the repair of the tennis courts.

Judy Rowe

Asking for support with the repair of the MHS tennis courts.

Tricia Wood

Cobbs Creeks, VA

Asking for support in funding for the repairs to the tennis courts.

8. PUBLIC HEARINGS

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 Application 10-CUP-24 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. **Application #10-CUP-24:** Request by Elizabeth M. Tatterson, Norman Merritt, III, Property Owners and Trudy L. Flippin, Applicant, for a Conditional Use Permit pursuant to Section §175-5.3 (7) of the Mathews County Zoning Ordinance, to allow the applicant to reside in the existing residence and operate a portable toilet rental business. The subject residence is located at 15967 John Clayton Memorial Highway, Mathews, VA 23109 and the existing garage is located at 15987 John Clayton Highway, Mathews, VA 23109. The property is identified as Tax Map Parcels 14-A-28 & 14-2-5A and zoned Rural (R-U).

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 application as presented with the conditions read by Ms. Wilson.

Roll Call Vote:

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

9. CONSENT AGENDA

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 Consent 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. August 15th, 2024 Special Called Closed Meeting
2. August 15th, 2024 Scheduled Meeting

B. Supplemental Appropriations

1. Mathews Memorial Library re: C4K Leadership Grant - \$3000.00
2. MCPS re: Re-appropriation of Unexpended School Safety & Security Grant Funds - \$157,148.19
3. MCPS re: Re-appropriation of Unexpended ALL In Tutoring Funds-\$216,280.51

C. K9 Fund - Designate a new fund for K9 donations

D. Mathews High School - Homecoming Parade Activity Permit

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

A. Mathews County Department of Planning and Zoning: Ms. Ramona Wilson, PE, MPA - County Administrator

1. Schedule a Public Hearing for October 17th, 2024 re: Application 2-ZA-24, Text amendment
During the September Planning Commission meeting, text amendment application 2-ZA-24 was approved, the Board now needs to schedule a Public Hearing at the October 17th, 2024 meeting.

B. Mathews County Sheriff's Office: April Edwards, Sheriff

1. Discuss Bridge Project – Fort Nonsense (traffic issues)
Due to inadequate signage on Windsor Rd. and Fort Nonsense, some of the tickets written will have to be tossed. Mr. McKnight is working on the solution. VDOT did not meet with any of the first responders in planning this traffic pattern change.
2. IT needs discussion
Sheriff Edwards does not feel as though the sheriff's department is a priority when it comes to IT issues. Supervisor Bowen hopes this can be resolved between the County Administrator and the Constitutional Officers and if the SLA needs to be tweaked, that should be discussed.
3. Administrative Backlog Discussion
Previously there were two administrative positions, then it turned into 1 full-time and one dual role. Sheriff Edwards has made the decision to move someone from another department (dispatch) to help in admin. The amount of work is too much for one person in the admin role.
4. Mathews County Broadband Advisory Board: Mrs. Judy Rowe, Chair
MOTION: On Motion of Tom Bowen, 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 Accept the DOP Grant funding.

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 Parks & Recreation re: Comments Submitted regarding the Tennis Courts
Ms. Wilson read the memo from the Parks and Rec. Committee concerning the Tennis Courts (attached). Supervisor Jones asked about the quotes received for the repairs. Facilities & Grounds Manager, Tim Tillage verified the quote was for \$188,000.00 for total repairs.

11. UNFINISHED BUSINESS

- A. Schedule a Public Hearing for October 17th, 2024 re: Fee Schedule
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 the advertisement and scheduling of line item's (10. A) and (11. A) Public Hearings.

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. Energy Investment Grade Audit
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 moving forward with the Energy Investment Grade 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. NEW BUSINESS

- A. Commissioner of Revenue: Mr. Les Hall - 2024 Personal Property Tax Relief

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

- B. National Society of the Daughters of the American Revolution, Cricket Hill Chapter re: respectfully request that the Board of Supervisors of Mathews County proclaim September 17-23, 2024 Constitution Week in Mathews County

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 Accept the Proclamation 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. Budget Amendment #2

MOTION: On Motion of Tim Doss, seconded by Tom Bowen, the Mathews County Board of Supervisors voted 4-1-0 as follows: Dave Jones, Tim Doss, Janice Phillips, Tom Bowen - aye; Mike Walls - nay; to Approve the Amendment as Presented.

Roll Call Vote:

Tim Doss, Vice Chair - Aye

Mike Walls, Supervisor - Nay

Dave Jones, Supervisor - Aye

Tom Bowen, Supervisor - Aye

Janice Phillips, Chairperson - Aye

- D. Authorize the County Administrator to sign the Verizon Lease Agreement for Rescue Squad Tower

MOTION: On Motion of Tom Bowen, 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 Authorize the County Administrator to sign the Verizon Lease Agreement for the Rescue Squad Tower,

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. Extend Broadband Telecom contract for an additional 6 months

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 contact for an additional 6 months.

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. Schedule a Public Hearing for a No-Wake Zone at Put In Creek

MOTION: On Motion of Tim Doss, seconded by Dave Jones, the Mathews County Board of Supervisors voted 4-0-1 as follows: Mike Walls, Dave Jones, Tim Doss, Janice Phillips, - aye; None - nay; Tom Bowen - Abs.
to Approve the Public Hearing as requested.

Roll Call Vote:

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

The chair called for a short recess

- G. Amendment to the Regular Meeting Schedule re: Additional Workshop and Strategic Planning

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 Amend the Regular Meeting Schedule to include the Strategic Planning Workshop for September 30th, 2024.

Roll Call Vote:

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

13. COUNTY ADMINISTRATOR'S REPORT

A. Other Reports and Financials

The new Director of Planning and Planner will start on October 1st, 2024. Maxie Brown will be staying on to help with training. This discussion will be finished in closed session under the current exemption as amended in the agenda.

B. Grant Discussion

1. Electric Vehicle Grant

2. Main Street Grant

3. Grant Policy

A new grant policy is in the works to include any grants applied for needs approval if there is a match requirement.

C. Updates:

1. Strategic Plan

September 30th, 8:30am-5:00pm at Chesapeake Bank

2. Class and Compensation Plan

The company will be holding interviews with department leaders in the next few weeks.

3. Interim Staff, Planning & Zoning

Discussed in line item 13A

4. Ditching Project

Progress is being made and it is just about completed at Ms. Rowes.

D. IT Service Level Agreement

E. Hick Wharf Rd. re: Citizen Request

14. SUPERVISORS' REPORT

Supervisor Doss - Thanked the school personnel involved in getting the football team back. It's a great hometown event. Requested to implement a recognition of a citizen, team member or even a sports team to bring some positivity to the community.

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 the request the board hold a special meeting to review the personnel handbook

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 Jones asked for a meeting with the two appointed liaisons of the MVFD to discuss an opportunity they had presented. The tennis courts were discussed regarding repair options. Supervisor Bowen talked about the Haven Beach parking lot meeting he attended with VMRC, ACOE as well as an environmental group. Supervisor Walls inquired about the return date for Seward. He also shared his appreciation for County Attorney Ms. Erard's availability. Chair Phillips was disappointed to see that our school enrollment numbers have not increased, so we will have the best little school around.

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

Richard Hicks

North, VA

Enrollment is less than 800 students, but we maintain classroom space for 1,200 students. Why are we spending money on improvements for a building that should have been shut down last year.

Sharon Frye

Port Haywood, VA

Appreciates how hard everyone is working. She was very thankful that the schools announced Constitution Day over the loudspeaker.

16. 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 Enter Closed Session to discuss §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, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; Library Board of Trustees, MPPDC and The Regional Radio Policy Team and to discuss the performance of the Building Inspector and the County Administrator.

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: 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 Reconvene in Open Meeting and Certify the Closed Meeting.

Roll Call Vote:

Tim Doss, Vice Chair - I so Certify

Mike Walls, Supervisor - I so Certify

Dave Jones, Supervisor - I so Certify

Tom Bowen, Supervisor - I so Certify

Janice Phillips, Chairperson - I so Certify

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 Appoint Tom Bowen to the MPPDC to fulfill the unexpired term of Tim Doss who has submitted his resignation whose term is set to expire on December 31st, 2024.

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 Appoint Ms. MaryAnn Carr to the Library Board of Trustees, Ms. Ramona Wilson and Mr. Bob Brown to the Regional Radio Policy Team

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 Advertise for a Public Hearing at the October 17th, 2024 Board meeting to consider an Ordinance to abolish the Wetlands Board.

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