



Mathews County Board of Supervisors

Annual Organizational Meeting

Virtual via Zoom Platform

Wednesday, January 13, 2021 at 10:00 AM

MINUTES

1. CALL TO ORDER BY THE COUNTY ADMINISTRATOR

The meeting was called to order by County Administrator Conner.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board of Supervisors Members
Present:

Michael Rowe, Chairman
Melissa Mason, Vice Chair
Paul Hudgins, Supervisor
Jackie Ingram, Supervisor
Amy Dubois, Supervisor

Board of Supervisors Members
Absent:

None

Staff Present:

Mrs. Melinda Conner, County Administrator
Mrs. Julie A. Kaylor, Deputy County Administrator/Clerk
Mr. Charles S. Huntley, Technology Director
Mr. Thomas D. Jenkins, Planning, Zoning and Wetlands
Director
Mr. Kevin Zoll, Building Official
Ms. Andrea G. Erard, Esq., County Attorney
Mrs. Caroline Oxley, Deputy Clerk

4. NOMINATION FOR AND ELECTION OF CHAIRMAN

Mrs. Conner stated that the Rules of Procedure would not work for this virtual meeting because they call for the Clerk to collect written ballots after nominations of officers. She requested a motion to suspend this rule for this meeting.

MOTION: On Motion of Amy Dubois, seconded by Paul Hudgins, the Mathews County Board of Supervisors voted 5-0-0 as follows: Michael Rowe, Melissa Mason, Paul Hudgins, Jackie Ingram, Amy Dubois - aye; None - nay; to suspend the Rules of Procedures for election of Chair and Vice Chair due to the inability for votes to be manually collected and counted by the Clerk.

Roll Call Vote:

Michael C. Rowe, Chairman - Aye

Melissa Mason, Vice Chair - Aye

Paul Hudgins, Supervisor - Aye

Jackie Ingram, Supervisor - Aye

Amy Dubois, Supervisor - Aye

Supervisor Hudgins nominated Supervisor Mason for Chair. Supervisor Ingram seconded the motion. County Attorney Erard stated that action on this matter is a call for nominations and that a motion and second are not necessary. Supervisor Mason requested her name be removed from consideration. Supervisor Dubois nominated Supervisor Rowe for Chair.

NOMINATION: On nomination by Amy Dubois the Mathews County Board of Supervisors voted 4-1-0 as follows: Michael Rowe, Melissa Mason, Jackie Ingram, Amy Dubois - aye; Paul Hudgins - nay; to appoint Supervisor Rowe as Chairman of the Board of Supervisors for calendar year 2021.

Roll Call Vote:

Michael C. Rowe, Chairman - Aye

Melissa Mason, Vice Chair - Aye

Paul Hudgins, Supervisor - Nay

Jackie Ingram, Supervisor - Aye

Amy Dubois, Supervisor – Aye

5. NOMINATION FOR AND ELECTION OF VICE-CHAIRMAN

Supervisor Rowe presided over the remainder of the meeting. Supervisor Hudgins nominated Supervisor Mason for Vice Chair.

NOMINATION: On nomination by Paul Hudgins, the Mathews County Board of Supervisors voted 5-0-0 as follows: Michael Rowe, Melissa Mason, Paul Hudgins, Jackie Ingram, Amy Dubois - aye; None - nay; to appoint Supervisor Mason as Vice Chair for calendar year 2021.

Roll Call Vote:

Michael C. Rowe, Chairman - Aye

Melissa Mason, Vice Chair - Aye

Paul Hudgins, Supervisor - Aye

Jackie Ingram, Supervisor - Aye

Amy Dubois, Supervisor – Aye

6. APPROVAL OF AGENDA

MOTION: On Motion of Amy Dubois, seconded by Melissa Mason, the Mathews County Board of Supervisors voted 3-2-0 as follows: Michael Rowe, Melissa Mason, Amy Dubois - aye; Paul Hudgins, Jackie Ingram - nay; to approve the agenda as presented.

Roll Call Vote:

Michael C. Rowe, Chairman - Aye

Melissa Mason, Vice Chair - Aye

Paul Hudgins, Supervisor - Nay

Jackie Ingram, Supervisor - Nay
Amy Dubois, Supervisor – Aye

7. ORGANIZATIONAL MATTERS

A. Code of Ethics

Supervisor Hudgins stated that he did not feel that the sitting Board members could adhere to the Code of Ethics. Vice Chair Mason stated that all Board members have reviewed the Code of Ethics and that after input by all, each indicated their willingness to commit to the Code of Ethics. She acknowledged each as individuals and that regardless of personal opinion and differences of opinion, Board members must agree to disagree. She stated that the Board should agree that what matters is that each member do what is right for the County as a whole, not segmented portions, noting that each member was elected to serve at-large and represent the entire population. She suggested this Board set the bar high and agree to move forward for the betterment of the entire county.

Chairman Rowe stated that this is what the Code of Ethics is for.

MOTION: On Motion of Amy Dubois, seconded by Melissa Mason, the Mathews County Board of Supervisors voted 5-0-0 as follows: Michael Rowe, Melissa Mason, Paul Hudgins, Jackie Ingram, Amy Dubois - aye; None - nay; to adopt the Code of Ethics as presented.

Roll Call Vote:

Michael C. Rowe, Chairman - Aye
Melissa Mason, Vice Chair - Aye
Paul Hudgins, Supervisor - Aye
Jackie Ingram, Supervisor - Aye
Amy Dubois, Supervisor – Aye

B. Rules of Procedure

Supervisor Dubois requested that a version control box be inserted at the beginning of the document as discussed prior. Vice Chair Mason asked for confirmation that this is a living breathing document and that future amendments would be allowed. County Attorney Erard stated that this document can be amended at any time.

MOTION: On Motion of Amy Dubois, seconded by Melissa Mason, the Mathews County Board of Supervisors voted 4-1-0 as follows: Michael Rowe, Melissa Mason, Jackie Ingram, Amy Dubois - aye; Paul Hudgins - nay; to adopt the Rules of Procedure as amended by Supervisor Dubois.

Roll Call Vote:

Michael C. Rowe, Chairman - Aye
Melissa Mason, Vice Chair - Aye
Paul Hudgins, Supervisor - Nay
Jackie Ingram, Supervisor - Aye
Amy Dubois, Supervisor – Aye

C. Appointment of Clerk and Deputy Clerk to the Board

MOTION: On Motion of Amy Dubois, seconded by Paul Hudgins, the Mathews County Board of Supervisors voted 5-0-0 as follows: Michael Rowe, Melissa Mason, Paul Hudgins, Jackie Ingram,

Amy Dubois - aye; None - nay; to appoint Mrs. Julie A. Kaylor as Clerk, and Mrs. Caroline Oxley as Deputy Clerk to the Board of Supervisors for calendar year 2021.

Roll Call Vote:

Michael C. Rowe, Chairman - Aye

Melissa Mason, Vice Chair - Aye

Paul Hudgins, Supervisor - Aye

Jackie Ingram, Supervisor - Aye

Amy Dubois, Supervisor – Aye

D. Schedule 2021 Board of Supervisors Regular Meetings

The Board debated on how best to conduct its meetings, noting that the COVID-19 pandemic, and the current political climate, has created a challenging environment.

Supervisor Dubois recommended the meeting place be listed as "to be determined". County Attorney Erard stated that it is a requirement of state law that each year at the organizational meeting, the Board of Supervisors must select the location, noting that it could be changed if a situation arises that warrants a change.

Vice Chair Mason stated that she is not comfortable meeting in the Historic Courthouse and requested the meetings be held at the high school auditorium. County Attorney Erard stated that the Board could choose to meet at the high school but noted that the Historic Courthouse is the traditional meeting space.

Mrs. Conner stated that the Board must meet statutory requirements and noted that the problem with meeting at the high school is scheduling conflicts with school personnel, reminding the Board that County staff has no control over that meeting space or schedule.

Supervisor Hudgins suggested meetings be moved to night meetings and be advertised at the high school.

Chairman Rowe reminded the Board that a Zoom meeting has already been planned for the regular meeting in January. He directed Mrs. Conner work with the school Superintendent to arrange to hold the Board meetings in the auditorium. County Attorney Erard stated that logic does not apply to the law, and reminded the Board that they are required at the organizational meeting to select a place. She stated that they can either pick the high school and change it later or pick the Historic Courthouse and change it later.

Chairman Rowe confirmed that Vice Chair Mason put forth a motion to change meeting times to 6:00 p.m. through June 2021 and to hold the meetings at the Mathews High School Harry M. Ward Auditorium, with meetings following to revert to the normal meeting dates, times, and location.

MOTION: On Motion of Melissa Mason, seconded by Paul Hudgins, the Mathews County Board of Supervisors voted 4-1-0 as follows: Michael Rowe, Melissa Mason, Paul Hudgins, Amy Dubois - aye; Jackie Ingram - nay; to adopt the 2021 regular meeting schedule as amended. February through June 2021 to be held at 6:00 p.m. in the Harry M. Ward Auditorium at Mathews High School and all subsequent regular meetings to revert to the Historic Courthouse at the times proposed on the attached schedule.

Roll Call Vote:
Michael C. Rowe, Chairman – Aye
Melissa Mason, Vice Chair – Aye
Paul Hudgins, Supervisor – Aye
Jackie Ingram, Supervisor – Nay
Amy Dubois, Supervisor – Aye

E. Schedule FOIA Training Meeting

County Attorney Erard stated that there is a state law requirement that public bodies be trained on FOIA once every two years. She stated that this training was provided in January 2020 and that the Board could either put this matter off until later in the year or schedule it now. Mrs. Conner asked that she state what is required. County Attorney Erard stated that she can do the training virtually, and it can last as long as 45 minutes or as short as 20 minutes, depending on the number of questions from the Board. She stated that the Board could put it on a regular meeting agenda, noting that it would be good for the public to see the Board receiving the training, or a separate meeting could be scheduled.

Supervisor Ingram suggested this take place when the public can attend as they may have questions as well. Chairman Rowe stated that this is training for the Board, not a question-and-answer session, noting that it would not be appropriate to continually start and stop in order to answer the public's questions. County Attorney Erard agreed but noted that it is helpful for the public to understand the Act.

Mrs. Conner stated that FOIA is a large part of what we do and that there are many resources posted on the County website for the citizens. Contact information for the FOIA Council is also available.

Supervisor Ingram suggested this matter be placed on a regular meeting agenda for May or June 2021. Mrs. Conner will decide which meeting would be appropriate.

MOTION: On Motion of Jackie Ingram, seconded by Amy Dubois, the Mathews County Board of Supervisors voted 5-0-0 as follows: Michael Rowe, Melissa Mason, Paul Hudgins, Jackie Ingram, Amy Dubois - aye; None - nay; to add a FOIA training session to either the May or June regular meeting agenda.

Roll Call Vote:
Michael C. Rowe, Chairman - Aye
Melissa Mason, Vice Chair - Aye
Paul Hudgins, Supervisor - Aye
Jackie Ingram, Supervisor - Aye
Amy Dubois, Supervisor – Aye

F. Board of Supervisors 2021 Appointments to Boards and Commissions

MOTION: On Motion of Amy Dubois, seconded by Paul Hudgins, the Mathews County Board of Supervisors voted 5-0-0 as follows: Michael Rowe, Melissa Mason, Paul Hudgins, Jackie Ingram, Amy Dubois - aye; None - nay; to appoint Board of Supervisors members to Board, Commissions and Committees as per the attached schedule for calendar year 2021.

Roll Call Vote:

Michael C. Rowe, Chairman - Aye

Melissa Mason, Vice Chair - Aye

Paul Hudgins, Supervisor - Aye

Jackie Ingram, Supervisor - Aye

Amy Dubois, Supervisor – Aye

G. Strategic Planning Meeting Discussion

Mrs. Conner stated that she tried to schedule this in 2020 but the pandemic intervened and noted that the same situation continues. She stated that she felt this was important and that it requires a commitment on the Board's part of their time. Mrs. Conner stated that she did not think a virtual format will work, and recommended delaying until the Board is able to convene in person.

Chairman Rowe stated that it may be possible to do this later this year, possibly in the summer. Supervisor Dubois asked that this be coordinated now, sooner rather than later, so that there is ample time left in the year to put the work into action. Supervisor Dubois stated that her preference would be July.

8. BUDGET WORK SESSION

- A. Constitutional Officers and Department Heads were invited to present their FY22 budget requests to the Board of Supervisors.

Mrs. Wendy Stewart, Treasurer, requested an additional part time employee, referring to the Auditors statement that work is not being completed in a timely manner and that she needs to spend more time away from the front window. She stated that most other items are self-explanatory and that there were not very many changes. Mrs. Stewart stated that the printing/binding line item in her budget did not get allocated this year and noted that this is required for her to generate the tax bills. She stated that the office supplies line increased due to the cost of toner, and that the rest of the line items remain level.

Chairman Rowe stated that DMV work has kept her office quite busy. She reported that the total revenue received this year since July is \$77,000, an increase over the \$22,000 realized in FY20. Mrs. Stewart stated that she included a revenue projection this year, something she normally does not do, to include this increase. She noted that the County gets 20 percent of the revenue, the rest is split amongst staff.

Sheriff Barrick reported on budget impacts to his office due to the COVID pandemic. He thanked the Board for their support with their approval of additional deputies and a dispatcher. He noted that he currently has two deputy positions open and has received applications from qualified and certified deputies. He thanked the Board for adopting the Classification and Compensation plan, and for allowing him to participate in the process. He noted that this will not only allow staff to be properly compensated but will allow Mathews to be competitive in the local market.

Sheriff Barrick asked for the Board's continued support and requested they approve his budget request as presented. He addressed line items that were affected by COVID, noting that some line items may not be fully expended at years end. He stated that most of his request remains at level funding, except for the implementation of the Compensation Plan. He noted that his overtime and

part-time line items will be a challenge due to COVID. He asked the Board to consider ongoing maintenance of buildings in the budget process.

Chairman Rowe stated that staff will work equipment into the CIP. Supervisors thanked Sheriff Barrick for his efforts. Mrs. Conner noted that some of what the Sheriff outlined with regards to building maintenance will fall into the CIP and that she will continue to work with him on operating needs. She noted that this meeting is for budget presentations.

Mrs. Carla Faulkner, Voter Registrar, presented her budget. She requested her part time position be increased to full time, citing the extraordinary increase in workload this year as well as additional mandates from the state. She stated the need to have a fully trained, certified staff person that can handle the office in her absence and noted that she does not currently have that ability. Mrs. Faulkner stated that her salary is reimbursed by the State Board of Elections at a rate of 70 percent, approximately, and that the Electoral Board salaries are also reimbursed at 80 percent. She stated that her postage line increased this year due to mailing of ballots, noting that she was mandated to provide a return envelope postage paid.

Mrs. Faulkner commented on her office relocation and stated that her office voted 60 percent of registered voters in person and because of this volume, she felt the need to increase the part time salary line in the Electoral Board's budget because two people are not capable of handling this volume and still get their regular duties done as well. Mr. Bohn reiterated the amount of work Mrs. Faulkner and her limited staff had done this year and that they did a remarkable job.

Supervisor Dubois questioned the return postage. Mrs. Faulkner stated that she has filled out the paperwork to seek reimbursement from the State Board of Elections, but that money had not yet been received and she was not sure that reimbursement would continue in the future.

Chairman Rowe thanked Kevin and everyone who helped with relocation efforts and noted that citizens had high praise. Mrs. Faulkner thanked and commended staff in the Building Department and IT, noting that the move would not have been possible without them. Supervisors praised Mrs. Faulkner and election workers for their efforts, noting how smooth the process was this year.

Mrs. Bette Dillehay, Library Director, stated that the Mathews Public Library is among few libraries that have remained open during the pandemic. She stated her appreciation for her staff and the budget. Mrs. Dillehay stated that the proposed budget is unchanged from the previous fiscal year with exception of salaries and benefits due to the adoption of the Compensation and Classification Plan. Mrs. Dillehay reported that state aid, which is an annual appropriation approved by the General Assembly and appropriated through the Library of Virginia, was increased for FY22 to \$98,146. She stated that this revenue equates to 22 percent of the Library budget. Mrs. Dillehay stated that these funds are appropriated on basis of items, one of which is the amount the County supports the budget, the population, and having a director who is certified.

Mrs. Dillehay provided information on how the Library has remained open during the pandemic. She also commented on a new program offering for parents of Mathews students.

Supervisor Dubois stated that the Library continues to be a lifeline for the county. Supervisors commented on positive comments from citizens.

Mr. Chuck Huntley, IT Director, provided an overview of his budget request and how his budget supports various functional areas. He stated that he is requesting level funding.

Mr. Kevin Zoll, Building Official, stated that he was not yet done with his budget. He continues to receive comments and requests to have projects added to the CIP, such as Tompkins cottage, Maritime Museum request for a new HVAC system, an ADA ramp for the Administration Building, and a Douglass mini split system for Emergency Services office. He stated that he is not asking for any increases for maintenance. Mr. Zoll stated that he will be terminating the contract with the cleaning company and plans to hire two additional staff members instead. He noted that one would be a full-time janitorial position and the other would be a full-time maintenance position. He said he will evaluate the need for additional janitorial staff at a later time.

Chairman Rowe commended Mr. Zoll for his efforts.

Mr. Thomas Jenkins, Planning and Zoning Director, stated that his budget request remains level. He stated that since Mrs. Whitley's retirement, there is no longer a need to maintain a GIS license and that under the new Compensation and Classification Plan, reorganization of staff as well as hiring two new staff members, his office will be about \$4,000 under the current budget. Mr. Jenkins thanked the Board for the Compensation and Classification Plan and stated that its adoption has helped generate strong interest in both of his vacant positions.

Mr. Jenkins stated that the Planning Commission is busy collecting CIP requests and will be voting on a prioritized plan at their next meeting. He noted that the ERP system should be prioritized in the upcoming plan since the current system is out of date and no longer warrantied or supported. He stated that that system is key to what a lot of the County offices do. He also noted that other items for consideration are improvements to school buildings and court green buildings and that the East River Boat Yard continues to be an outlier.

Mrs. Conner restated the references to level funding. She stated that it is helpful to know when we present the draft budget. Mrs. Conner stated that certain line items will not be expended due to COVID such as travel, mileage, and training, but noted that those items will return as business resumes to normal levels. Mrs. Conner stated that she is not seeing negative impacts to the current budget due to COVID. She stated that she hopes to present a draft budget that will be able to fund needs and avoid any tax increase.

Mrs. Conner stated that it may not be possible for the School Board and Board of Supervisors to hold a joint budget dinner meeting this year and noted that she would work with Superintendent Welch to setup a meeting between the Chairs of each respective Board, Superintendent Welch, and herself. Mrs. Conner stated that the Budget Public Hearing is scheduled for 6:00 p.m. on January 27, 2021.

Chairman Rowe stated that it will be several more months before budget figures can be finalized because that is when we will get information from the state. Mrs. Conner stated that she is not seeing anything that indicates that this will be a difficult budget for us this year.

Mr. Willie Love, Emergency Services Coordinator, congratulated Mrs. Conner, Administration staff and the Board of Supervisors for their work on the Compensation and Classification Plan. He noted that this has now positioned us so we can move forward and be competitive. He also noted, that like other staff members, he continues to work behind the scenes.

Supervisors thanked Mr. Love for all that he does, noting that it is reassuring to know that Mathews has a strong leader with our emergency response. Mrs. Conner reminded everyone that Mr. Love is

a part time employee.

Mrs. Conner stated that the Board will review the CARES fund at their regular meeting this month. She made note of the deadline extension to the end of 2021. She reported that some funding remains, and work continues prioritizing needs. Mrs. Conner stated that the CARES funding relieved the operating budget and protected our operating and capital, buses, police vehicles and other significant things were purchased using those funds. She noted that this was a significant source of revenue that was leveraged in a way that protected taxpayers. Mrs. Conner stated that without the extension, the County would have had to pay that money back to the federal government. She stated that this has been a difficult challenge for staff to navigate.

Supervisor Dubois stated that 2020 was a very challenging year and that she wanted to make sure County staff, and all supporting agencies, did a tremendous job to keep business afloat, keeping the Board straight, and that she just wanted to say how much she appreciated everyone's fluid efforts. Chairman Rowe stated that all departments did great job keeping up, remodeling, moving, and that he appreciates all of them and their hard work.

Vice Chair Mason thanked Supervisor Dubois for all that she did. Vice Chair Mason stated that it has been trying at times, but Supervisor Dubois handled it with grace, dignity, and professionalism. She stated that coming on as a new board member, Supervisor Dubois was encouraging, supportive, even on the worst days, never faltered. Vice Chair Mason commented on how being Chair is a difficult position and noted that if the Board respect one another, they can move forward in a positive way. She also welcomed Supervisor Rowe to his new role as Chairman.

Chairman Rowe reminded everyone to get their Code of Ethics in by the end of the month, as well as their Statement of Economic Interest forms.

9. ADJOURNMENT

MOTION: On Motion of Melissa Mason, seconded by Paul Hudgins, the Mathews County Board of Supervisors voted 5-0-0 as follows: Michael Rowe, Melissa Mason, Paul Hudgins, Jackie Ingram, Amy Dubois - aye; None - nay; to adjourn the meeting at approximately 11:30 a.m.

Roll Call Vote:

Michael C. Rowe, Chairman - Aye

Melissa Mason, Vice Chair - Aye

Paul Hudgins, Supervisor - Aye

Jackie Ingram, Supervisor - Aye

Amy Dubois, Supervisor - Aye

Michael C. Rowe, Chairman
Mathews County Board of Supervisors

Melinda Conner, County Administrator

Julie A. Kaylor, Deputy County Administrator/Clerk



Mathews County Board of Supervisors CODE OF ETHICS

Recognizing that persons who hold public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical and moral conduct, during the term of my service on the Mathews County Board of Supervisors, I will:

1. Uphold the Constitution, laws and regulations of the United States, and to never be a party to their evasion.
2. Put loyalty to the highest moral principles and to the County as a whole, above loyalty to individuals, districts, or particular groups.
3. Remember that my service involves a position of trust for which stewardship has been granted; I endeavor to do my best in the performance of my duties.
4. Treat citizens, staff, and fellow board members with respect and courtesy at all times.
5. Use the most equitable, efficient, effective and economical means for accomplishing the goals of the Board of Supervisors.
6. Adopt policies and programs that support the rights and recognize the needs of all citizens regardless of race, sex, age, religion, creed, country of origin or disability.
7. Avoid discrimination, through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not; seek to ensure equity for the citizens of Mathews.
8. Recognize that, as an elected official, I am a steward of the public trust and do my best to honor the public trust in the performance of my duties.
9. Not accept for myself or my family members, favors or benefits under circumstances that might be construed by reasonable persons as influencing the performance of my governmental duties.
10. Make no private promises of any kind or make any representations that appear to make a commitment on behalf of the County or the Board.
11. Uphold and adhere to the requirements of the Virginia Conflict of Interests Act and engage in no business with the County government, or the school system, either directly or indirectly, except as may be consistent with state law.

12. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
13. Make sure that, when expressing a personal belief or opinion, that a clear distinction is made between personal opinion or belief and a decision made by the Board.
14. Uphold and adhere to the requirements of the Virginia Freedom of Information Act and conduct myself in a transparent manner so that citizens have full access to the operation of the government, but also to keep confidential any and all information disclosed and/or discussed during a closed meeting, or that is provided as being confidential, in order to protect the County and its citizens.

In signing below, I solemnly pledge to honor and uphold these principles and abide by this Code of Ethics.

Signature: 
Member, Mathews County Board of Supervisors

Date: 1/20/2021