

**TOWN OF WEST POINT  
AGENDA  
October 25th, 2016  
6:30 P.M.**

**I. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance

**II. CITIZENS ADDRESS TO COUNCIL**

- A. Citizens Address to Council

**III. COUNCIL RESPONSE**

**IV. AGENDA CHANGES**

**V. ADOPTION OF CONSENT AGENDA**

- A. Town Council Meeting and Work Session for August 27<sup>th</sup>, 2016 **(Tab 1)**
- B. Cash Report **(Tab 2)**
- C. Monthly Budget Report **(Tab 3)**
- D. School Fund Cash Report **(Tab 4)**
- E. West Point Monthly Police Activity Report **(Tab 5)**
- F. Building Official Inspection Report **(Tab 6)**
- G. Public Works Monthly Report **(Tab 7)**
- H. Zoning Administrator Monthly Report **(Tab 8)**
- I. Treasurer Monthly Report **(Tab 9)**
- J. Human Resource Monthly Report **(Tab 10)**

**VI. COMMITTEE REPORTS**

- A. Community Development

B. Education Committee

C. Finance Committee

D. Public Safety

1. Domestic Violence Awareness Month Resolution

**(Tab 11)**

2. Halloween Resolution

**(Tab 12)**

E. Public Works

**VII. TOWN MANAGER**

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

A. Planning Commission Report – Jim Hudson

**X. ADJOURNMENT**

Information only

**(Tab 13)**

**WEST POINT TOWN COUNCIL  
WORK SESSION  
MINUTES  
September 27th, 2016  
6:00 P.M.**

**I. Work Session at Town Hall, 329 6<sup>th</sup> Street, West Point, Virginia 23181.**

A. Knights of Columbus

Mr. Edwards presented a letter from the Knights of Columbus requesting to purchase the Town owned lot on the corner of Kirby Street and 7<sup>th</sup>, on the other side of the Knights of Columbus building.

Mr. Lawson asked if the Town owned any other property adjoining the property.

Mr. Edwards advised no.

Mr. Hudson advised that the Town originally purchased the lot to allow for expansion. There are two homes that are to the south of the property that are rental property that the Town would like to obtain in future.

Andrea Erard suggested the Town consider a lease agreement with the Knights of Columbus to allow them to use the property and make the improvements they requested in their letter. The Town can pro-rate reimbursement for the cost of the improvements over a period of 5 to 10 years.

The consensus of Town Council is that the Town should not sell the lot but enter into a lease agreement with the Knights of Columbus and for the Town Attorney to draft a lease agreement.

B. Pamunkey Regional Library Board of Trustees Vacancy

Mr. Edwards advised that Rebecca Townsend has resigned from the Pamunkey Regional Library Board of Trustees, Ms. Townsend is the area representative for King William. The King William Board of Supervisors has asked if West Point would recommend a replacement for Ms. Townsend.

Mr. Hudson suggested that Town Council consider Mary Sikes for the position.

The consensus of Town Council is that the item be placed on the Town Council Agenda for a recommendation.

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James H. Hudson, III  
Mayor

ATTEST:

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Karen M. Barrow  
Town Clerk

**TOWN OF WEST POINT  
TOWN COUNCIL  
MINUTES  
September 27th, 2016**

**I. CALL TO ORDER**

The West Point Town Council held its regular monthly meeting on Tuesday, September 27th 2016. The Honorable James H. Hudson III called the meeting to order at 6:30 p.m. The Invocation was given by Father Vincent Hodge followed by the Pledge of Allegiance.

Members Present: Mayor, Jim Hudson; Deborah Ball, Tina Gulley, Wayne Healy, Paul Kelley, Jack Lawson and Chris Vincent.

Members Absent: Bub Shreaves

Also Present: John B. Edwards, Jr., Town Manager; Andrea Erard, Town Attorney; Karen Barrow, Town Clerk; Chief Bobby Mawyer, WPPD; Holly McGowan, Community Development Coordinator; TC Moore, Town Treasurer; Walt Feurer, Director of Public Works; Tim Sawyer, Building Inspector; Donna Pauley, Human Resource Officer and other interested persons.

**II. CITIZENS ADDRESS TO COUNCIL**

**A. Citizens Address to Council**

Mr. Hudson opened the floor for citizens to address Town Council on any Town related business.

- 1 Father Vincent Hodge stated that he would like to commend the Police Department for their timely response and actions regarding an incident at a piece of rental property he owns in Town. It was a critical situation and the police department and other State agencies showed tremendous care and concern that was impeccable. Father Hodge asked for his comments to be entered into the record.

Mr. Hudson asked if there was any one else that would like to address Town Council. There being none, Mr. Hudson closed the Citizens Address.

**III. COUNCIL RESPONSE**

None was noted.

**IV. AGENDA CHANGES**

Mrs. Ball made a motion to place the ‘Appointment to the Pamunkey Regional Library Board of Trustees’ on the Town Council agenda under the Finance Committee as item 1. Seconded by Mrs. Gulley, upon roll call Mrs. Ball, Mrs. Gulley, Mr. Healy, Mr. Kelley, Mr. Lawson and Mr. Vincent all voted “Aye”.

## **V. ADOPTION OF CONSENT AGENDA**

Mrs. Ball made a motion to adopt the following consent agenda, seconded by Mr. Lawson. Upon roll call Mrs. Ball, Mrs. Gulley, Mr. Healy; Mr. Kelley, Mr. Lawson and Mr. Vincent all voted “Aye”.

- 1) Minutes of August 30th 2016 Town Council Meeting.
- 2) Cash Reports
  - a) General Fund  
Cash on hand as of August 30th, 2016 - \$ 8,411,077.53
  - b) Water Fund  
Cash on hand as of August 30th, 2016 - \$368,198.02
  - c) CIP  
Cash on hand as of August 30th, 2016 - \$99,475.69
  - d) Solid Waste  
Cash on hand as of August 30th, 2016 - \$116,828.40
- 3) Monthly Budget Report
- 4) School Fund Cash Report
  - a) Cash on hand as of August 30th, 2016 - \$214,377.35
- 5) West Point Monthly Police Activity Report
- 6) Building Official Monthly Report
- 7) Public Works Monthly Permit Report
- 8) Community Development Monthly Permit Report
- 9) Treasurer Monthly Report
- 10) Human Resource Monthly Report

## **VI. COMMITTEE REPORTS**

A. Economic and Community Development – Mr. Lawson reported for the Committee

Mr. Lawson advised there was nothing to report.

B. Education Committee

Mr. Edwards advised there was nothing to report.

C. Finance Committee – Mrs. Ball reported for the Committee

1. Appointment to the Pamunkey Regional Library Board of Trustees

Mrs. Ball made a motion that West Point Town Council recommends the King William Board of Supervisors appoint Mary Montague Sikes to the Pamunkey Regional Library Board of Trustees. Seconded by Mr. Vincent, upon roll call Mrs.

Ball, Mrs. Gulley, Mr. Healy, Mr. Kelley, Mr. Lawson and Mr. Vincent all voted “Aye”.

D. Public Safety – Mrs. Gulley reported for the Committee.

Mrs. Gulley advised there was nothing to report.

E. Public Works – Mr. Vincent reported for the Committee

Mr. Vincent advised there was nothing to report.

## **VII. TOWN MANAGER’S ITEMS**

Mr. Edwards advised that the demolition of the two houses on 16<sup>th</sup> Street is complete.

## **VIII. OLD BUSINESS**

There was nothing to report under Old Business.

## **IX. NEW BUSINESS**

A. Planning Commission Report - Mr. Hudson

Mr. Hudson advised that the Planning Commission met on Wednesday, September 7<sup>th</sup> 2016 to discuss the language for Plan of Developments. Joe Sander addressed Planning Commission on the proposed language and stated that it was very rigorous when it is a small piece of construction that would create an expensive restraint on the permit process.

## **X. ADJOURNMENT**

There being no further business Mr. Healy made a motion to adjourn the meeting. Mayor Hudson adjourned the meeting at 6:43 P.M.

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James H. Hudson, III  
Mayor

ATTEST:

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Karen M. Barrow  
Town Clerk

TOWN OF WEST POINT  
CASH ACCOUNTABILITY  
GENERAL/ CIP / WATER FUND  
September 2016

**GENERAL FUND**

September-16

**CASH ON HAND:**

August 31, 2016

**\$ 8,411,077.53**

REVENUES GENERAL FUND

	PP Taxes	Re Taxes	
PRIOR YEAR LEVY=	0	0.00	
2010 LEVY =	0	0.00	
2011 LEVY =	37.16	33.37	
2012 LEVY=	142.71	77.83	
2013 LEVY=	4.39	212.22	
2014 LEVY=	295.32	578.79	
2015 LEVY=	1220.54	0.00	
TOTAL DELINQUENTS	1,700.12	902.21	2,602.33
TAX COLLECTIONS- RE CURRENT			9,819.81
TAX COLLECTIONS- PP CURRENT			5,062.07
INTEREST ON TAX ARREARS			634.49
PENALTY			1,828.33
599 FUND			18,347.00
ZONING PERMITS			200.00
COMMUNITY ACTIVITIES			0.00
CONSUMER UTILITY TAX			0.00
911 WIRELESS BOARD			3,490.23
COURT FINES AND FORFEITURES			3,746.43
MISCELLANEOUS			3,234.54
RENT OF TOWN PROPERTY			1,109.20
MEALS TAX			25,226.19
BUILDING PERMITS			2,116.13
UTILITY CONSUMPTION			0.00
MOTOR VEHICLE LICENSES			1,973.27
STATE COMMUNICATIONS TAX			6,760.23
CEMETERY PLOT PURCHASE			2,025.00
BUSINESS LICENSE			376.39
FIRE DEPARTMENT GRANT			0.00
LOCAL SALES AND USE TAX			24,233.62
AUTO RENTAL TAX			12.50
PARKING TICKET			0.00
INTERNATIONAL TRAINING			12,237.29
NATURAL GAS TAX			0.00
TRANSFER IN FROM IDA FUND			0.00
TRANSFER IN FROM KING WILLIAM			0.00
LIC AGENT PAYMENTS			4,290.57
PUBLIC SERVICE TAX			0.00
VA COMMISSION OF THE ARTS			0.00
INTEREST EARNED			4,520.04
<u>TOTAL REVENUES GENERAL FUND</u>			133,845.66

DISBURSEMENTS GENERAL FUND

TOWN OF WEST POINT-PAYROLL	-70,920.21
TOWN COUNCIL (1101)	-9,092.42
TOWN MANAGER (1201)	-718.51
TOWN TREASURER (1213)	-5,326.86
HUMAN RESOURCES (1216)	-497.58
PUBLIC SAFETY (30310)	-240.00
POLICE DEPARTMENT (31700)	-12,785.71
FIRE AND RESCUE (3032)	0.00
EMERGENCY COMMUNICATIONS (3033)	-87.04
BUILDING OFFICIAL (40330)	-7,183.05
COMMUNITY DEVELOPMENT (40340)	-905.72
ECONOMIC DEVELOPMENT (40350)	-2,118.49
PUBLIC WORKS (4101)	-3,504.12
STREETS AND ALLEYS (41020)	-9,203.94
GENERAL PROPERTIES (4302)	-4,264.09
LIBRARY (7071)	-8,430.30
CEMETERY MAINTENANCE (7108)	-3,000.00
NON-DEPARTMENTAL (71090)	-134,494.85
SCHOOLS LOCAL ASSISTANCE (90000)	-601,000.00
CHESTY PULLER / PLANNING COMMISSION/WETLANDS	-621.52
TRANSFER OUT	0.00
MISCELLANEOUS	-67,570.64
<u>TOTAL DISBURSEMENTS</u>	-941,965.05

**CASH ON HAND GENERAL FUND**

September 30, 2016

**\$ 7,602,958.14**

**CIP FUND - FUND 33**

**CASH ON HAND:**

August 31, 2016

**\$99,475.69**

REVENUES CIP FUND

TRANSFER IN FROM GENERAL	\$	-
SIDEWALKS PHASE II SAFE ROUTE	\$	-
<u>TOTAL REVENUES CIP FUND</u>		\$0.00

TOWN OF WEST POINT  
CASH ACCOUNTABILITY  
GENERAL/ CIP / WATER FUND  
September 2016

DISBURSEMENTS CIP FUND

AS400 ISERIES UPGRADE	-8935
TRACK DRAINAGE	-81620.00
SCHOOL BOARD HVAC REPLACEMENT	-77230
	0
PUBLIC WORKS REHAB	-43450

TOTAL DISBURSEMENTS CIP FUND -211,235.00

**CASH ON HAND CIP FUND** September 30, 2016 **-\$111,759.31**

**WATER FUND - FUND 41**

**CASH ON HAND:** August 31, 2016 **\$368,198.02**

REVENUES WATER FUND

WATER SERVICE CHARGES	47,246.10
SEWER SERVICE CHARGES	62,814.50
PENALTY	5,552.82
FACILITY FEES	0.00
CUSTOMER DEPOSITS	1,150.00
MISC OPERATING WATER	9.00
WATER CONNECTION FEES	0.00
WATER METER PURCHASES	0.00
WATER COURT FEES	0.00
VEC ENFORCEMENT ADMIN FEES	40.00
WATER CUTOFF NON-PAYMENT	881.42
VOL.REQ.WATER SERVICE ON/OFF	255.08
MISC	0.00
<u>TOTAL REVENUES WATER FUND</u>	117,948.92

DISBURSEMENTS WATER FUND

PAYROLL	-9114.05
HRSD TRANSFER	-79,107.73
BILLING AND COLLECTION (5102)	-1,157.39
WATER SUPPLY PRODUCTION (5103)	-17,829.31
WATER DIST/MAINT. OPERATION	-1,891.82
ISERIES UPGRADE CIP	-8,935.00
MISC.	-7,509.05
<u>TOTAL DISBURSEMENTS WATER FUND</u>	-125,544.35

**CASH ON HAND WATER FUND** September 30, 2016 **\$360,602.59**

**SOLID WASTE = FUND 420**

**CASH ON HAND:** August 31, 2016 **\$116,828.40**

REVENUES SOLID WASTE FUND

COLLECTIONS	\$ 13,584.34
MISC	\$ -
RECYCLING	\$ 95.00
<u>TOTAL REVENUES SOLID WASTE FUND</u>	\$13,679.34

DISBURSEMENTS SOLID WASTE FUND

PAYROLL	-3799.42
	0
TRANSFER TO FLEET REPLACEMENT ACCT SOLID WASTE	-19956.43

TOTAL DISBURSEMENT SOLID WASTE FUND -23,755.85

**CASH ON HAND SOLID WASTE FUND** September 30, 2016 **\$ 106,751.89**

**TOTAL CASH ON HAND SOLID WASTE FUND** September 30, 2016 **\$ 7,958,553.31**  
**GENERAL/WATER/CIP/ SOLID WASTE FUNDS**

7958553.31  
\$ -

**TOWN OF WEST POINT  
Y-T-D EXPENDITURE REPORT  
ENDING SEPTEMBER 2016**

DEPT#	DEPARTMENT	YTD	ADOPTED	BALANCE	% SPENT OF
	Sep-16	EXPENDITURES	BUDGET		ADOPTED BUDGET
	<b>GENERAL FUND</b>				
1101	Town Council	15,246	60,600	45,354	25%
1201	Town Manager	61,294	266,640	205,346	23%
1213	Town Treasurer	68,920	256,779	187,859	27%
1216	Human Resources	19,850	85,361	65,511	23%
30310	Court Appointed Counsel		2,000	2,000	0%
31700	Police Department	162,791	705,096	542,305	23%
3032	Fire and Rescue	30,000	125,000	95,000	24%
3033	Emergency Communications	254	59,200	58,946	0%
4033	Building Official	23,472	83,972	60,500	28%
4034	Community Development	19,855	98,687	78,832	20%
4035	Economic Development	7,076	65,700	58,624	11%
4101	Public Works	44,564	213,060	168,496	21%
4102	Streets and Alleys	66,375	324,147	257,772	20%
4302	General Properties	42,288	250,493	208,205	17%
7071	Library	13,613	14,500	887	94%
7108	Cemetery	9,000	42,300	33,300	21%
7109	Non Departmental	421,219	924,441	503,222	46%
81100	Planning Commission	1,003	2,500	1,497	40%
81400	Board of Zoning Appeals	18	1,200	1,182	2%
81600	Wetlands Board	19	1,200	1,181	2%
90000	Schools Local Assistance	1,526,000	4,067,750	2,541,750	38%
93000	Transfers Out		806,433	806,433	0%
	<b>TOTALS</b>	<b>2,532,857</b>	<b>8,457,059</b>	<b>5,924,202</b>	<b>30%</b>
	<b>CIP FUND</b>				
	Capital Improvements	211,235	1,077,333	866,098	20%
	<b>WATER FUND</b>				
5102	Billing and Collections	19,178	82,422	63,244	23%
5103	Water Supply Production	22,024	111,500	89,476	20%
5104	Water Dist.Maintenance/Operation	55,184	242,600	187,416	23%
51330-5	Water Fund CIP	8,935	8,333	-602	
998041-1	Reimb to General Fund	0	116,706	116,706	0%
99041-9	Repayment of Capital Expense	0	159,000	159,000	0%
99041-0011	Transfer to Wt Emergency Reserve	0	25,000	25,000	0%
99041-12	Transfer to Wt Replacement Fund	0	25,000	25,000	0%
99041-0014	Transfer to Ground Water Withdrawa	0	5,000	5,000	0%
	<b>TOTALS</b>		<b>775,561</b>	<b>670,240</b>	
42030	Solid Waste Collection	37,857	152,972	115,115	25%
99041-8	Solid Waste CIP	8,935	28,333	19,398	32%
	<b>TOTALS</b>	<b>46,792</b>	<b>181,305</b>	<b>134,513</b>	<b>26%</b>

## Y-T-D REVENUE REPORT ENDING SEPTEMBER 2016

DEPT#	DEPARTMENT	YTD	ADOPTED	BALANCE	%COLLECTED OF	Notes
	Sep-16	Revenues	BUDGET		ADOPTED BUDGET	
<b>GENERAL FUND</b>						
11010	Real Estate Taxes Current	2,082,442	2,238,488	156,046	93%	August 5, 2016
	Real Estate Taxes Delinquent	16,927	0	-16,927	0%	
11020	Public Svc Tax	6,390	100,000	93,610	6%	December 1, 2016
11030	Personal Property/MT Tools	3,617,715	3,582,640	-35,075	101%	PPTRA to be received AUG
	Personal Prop. Taxes Delinquent	7,865	0	-7,865	0%	
11060	Penalties/Interest	13,418	45,000	31,582	30%	
12010	Local Sales and Use Tax	71,805	235,000	163,195	31%	Monthly
12020	Consumer Utility Tax	11,419	117,500	106,081	10%	Monthly
12020	Natural Gas Tax	7,250	42,000	34,750	17%	Monthly
12030	Business License	1,377	165,000	163,623	1%	March 1, 2017
12050	Motor Vehicle Licenses	44,384	50,000	5,616	89%	August 5, 2016
12060	Bank Stock Taxes		22,000	22,000	0%	June 1, 2017
12070	Dept of Motor Vehicles	11,813	48,151	36,338	25%	Monthly
12100	Restaurant Taxes	76,336	250,000	173,664	31%	Monthly
13030	Permits & other Licenses	5,887	42,750	36,863	14%	Monthly
14010	Fines and Forfeitures	8,095	20,000	11,905	40%	Monthly
15010	Interest C&F	11,976	41,000	29,024	29%	Monthly
15020	Revenue from Use of Property	40,039	159,662	119,623	25%	Monthly
1899-1	Miscellaneous/ Expenditure Refunds	2,435	15,000	12,565	16%	
22010-5	VA Commission of the Arts	5,000	5,000	0	100%	
24010-1	Law Enforcement Grants	0	8,000	8,000	0%	
24010-3	599 Fund Grant	18,347	71,100	52,753	26%	State Schedule
24010-4	Public Safety Services Reimb.		10,000	10,000	0%	June 1, 2017
24010-6	911 Wireless Board Funding	10,374	38,000	27,626	27%	Quarterly
4010-000	State Communications Tax	20,429	90,000	69,571	23%	
24020	Fire Department Grants	0	10,000	10,000	0%	By Submission
41050-2	Transfer in from IDA/EDA	0	55,353	55,353	0%	
41050-41	Transfer from Water	0	275,706	275,706	0%	
41050-54	Transfer from Long Term Debt	0	569,709	569,709	0%	
41050-999	Transfer from King William County	0	150,000	150,000	0%	
	<b>TOTALS</b>	<b>6,091,722</b>	<b>8,457,059</b>	<b>2,365,337</b>	<b>72%</b>	
<b>CIP FUND</b>						
5010-000	Transfer in from General Fund		806,433	806,433	0%	
5010-001	Magnolia Sidewalk Revenue Sharing		112,500	112,500	0%	
15010-18	Sidewalks - Phase II Safe Route	0	158,400	158,400	0%	
1	<b>TOTALS</b>	<b>0</b>	<b>1,077,333</b>	<b>1,077,333</b>	<b>0%</b>	
<b>WATER FUND</b>						
16110	Water Service Charges	139,445	653,824	514,379	21%	Monthly
16110-3	Penalty	13,151	40,000	26,849	33%	
1612	Water Connection Fees	3,458	21,400	17,942	16%	
1619	Other Operating Charges	239	1,000	761	24%	
41050-2	Transfer from Water Fund Balance	\$ -	59,337	59,337	0%	
	<b>TOTALS</b>	<b>\$ 156,294</b>	<b>775,561</b>	<b>619,267</b>	<b>20%</b>	
<b>SOLID WASTE COLLECTION FUND</b>						
16110	Solid Waste Charges	\$ 44,300	181,305	137,005	24%	Monthly
	<b>TOTALS</b>	<b>44,300</b>	<b>181,305</b>	<b>137,005</b>	<b>24%</b>	

TOWN OF WEST POINT  
CASH ACCOUNTABILITY  
SCHOOL FUND  
MONTH OF September 2016

School Board Cash Report

Sep-16

CASH ON HAND: AUGUST 31, 2016

\$ 214,377.35

**REVENUES**

COMMONWEALTH OF VA	\$ 287,279.41
TOWN OF WEST POINT	\$ 601,000.00
TUITION	\$ 44,104.14
KING WILLIAM COUNTY	\$ 52,263.41
XEROX APPLE COMPUTER INVEST	\$ -
REBATE/ REFUNDS HEALTH	\$ 1,527.78
REBATE / REFUND INSTRUCTION	\$ 110.00
REBATE/REFUND INSURANCE	\$ 8,065.78
ADP/TX FINCL SVC ADP	\$ 611.12
WHRO TOWER RENT	\$ 988.86
REBATE/REFUNDS MATERIALS	\$ 548.99
INTEREST EARNED	\$ <u>232.98</u>
	\$ 996,732.47

**DISBURSEMENTS**

SCHOOL WARRANTS	\$ (262,947.95)
SCHOOL PAYROLL	\$ (453,978.84)
TRANSFER TO CAFETERIA	\$ -
VIRGINIA RETIREMENT SYSTEM	\$ <u>(98,562.83)</u>
TOTAL DISBURSEMENTS	\$ (815,489.62)

CASH ON HAND: SEPTEMBER 30, 2016

**\$ 395,620.20**



## TOWN OF WEST POINT POLICE DEPARTMENT INTRODUCTION

The monthly report is intended to serve as an overview of the West Point Police Department's effort to combat crime within the Town. The report contains information about the number of criminal offenses during the month of **September 2016** and the activities undertaken by the Police Department to improve the overall quality of life for the community.

A bar graph is included which indicates the offenses broken down by UNIFORM CRIME REPORTING codes and their meaning and the count of each offense. This information helps to determine where to focus resources and use preventive policing. The information is also intended to keep the public and officials informed.

There were a total of **17 offenses**; here is the number of offenses by zone:

ZONE 1 - 06  
ZONE 2 - 09  
ZONE 3 - 00  
ZONE 4 - 00  
ZONE 5 - 00  
ZONE 6 - 01  
ZONE 7 - 01

We issued **23** traffic summons for the month of **September**. The traffic warrant charge summary page will break down the charges. There were **11** speeding tickets issued and **52** vehicles stopped.

In addition to **307** calls for service which included **92** house checks/extra patrols this month, the Department also engaged in the following endeavors in the community:

- Traffic control for funerals and foot races
- Patrol within the Schools and around the Schools.

West Point Police Department – Col. Robert W. “Bobby” Mawyer  
433 12TH Street P.O. Box 152, West Point, Virginia 23181  
[804] 843-2800 Fax [804] 843-4161  
A VLEPSC Accredited Law Enforcement Agency



Meetings and Training during the month of **September**:

- 01 - Safety talk to parents and kids at WP Methodist Church
- 07 - Drug awareness presentation at WPHS/MS faculty meeting
- 07 - Crab Carnival committee meeting
- 08 - Area law enforcement training meeting
- 09 - Attended 9/11 ceremony at NKSO
- 09 - Met with Daughters of American Revolution
- 12 - 9/11 ceremony at WPHS
- 14 - Attended Safety/Security in Places of Worship training
- 14 - Fatality Review Committee meeting - NKDSS
- 14 - Crab Carnival committee meeting
- 14 - Crime Solvers meeting
- 18 - Attended Doc. Howard funeral - NKHS
- 19 - Met with YMCA rep at PD
- 21 - Crab Carnival committee meeting
- 22 - PCDC meeting
- 23 - Town Picnic
- 27 - Child ID meeting at PD
- 27 - Council meeting
- 28 - Code Blue Lockdown drill at WPHS/MS
- 29 - Drug/Mental Health meeting with Del. Hodges - Saluda
- 30 - Crab Carnival

West Point Police Department – Col. Robert W. “Bobby” Mawyer  
433 12TH Street P.O. Box 152, West Point, Virginia 23181  
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A VLEPSC Accredited Law Enforcement Agency



## WEST POINT POLICE DEPARTMENT MONTHLY REPORT

September 2016

### I. Totals

**September 1st thru September 30th**, the West Point Police Department produced the following statistics:

- A. Traffic Citations 23
- B. Arrests 10
- C. Accident Reports 08

90Z classification includes: Welfare Check (1), Warrant Service (4), Mental Subject (1), Found Property (1), and Temporary Detention Order (3)

### Traffic Tickets

THE TRAFFIC TICKET INFORMATION WILL BE ON THE CHART TITLED: TRAFFIC WARRANTS CHARGE SUMMARY

# Adult Traffic Warrants Charge Summary (9/1/2016-9/30/2016)

## West Point Police Department

Charge	Description	Warrants
46.2-1003	Defective/Unsafe Equip	1
46.2-1158	Exp Inspection 7/16; Exp State Inspection; Exp State Inspection 4/16; Expired State Inspection	5
46.2-300	Driving W/O Oper Lic.	2
46.2-301	Driving W/Susp-Rvkd.Lic.	1
46.2-816	Following To Closely	1
46.2-820	Fail To Yield	2
46.2-862	Reckless-20Mph Over Limit	1
46.2-875	Speed 48/35; Speed 50/35; Speed 54/35; Speed 55/35	6
46.2-875-R	Speed 51/35; Speed 54/35; Speed 56/35; Speed 58/35	4
	<b>TOTAL TRAFFIC WARRANTS:</b>	<b>23</b>

# Arrest Media Report (9/1/2016-9/30/2016)

## West Point Police Department

10 Arrests; 0 Excluded Arrests (Possible Juvenile Data)

Arrest #	Arrest Date	PID	Name	Age	City	St.	Arresting Officer	Charge
2016-000078	09/07/2016 10:18 AM	00008083	Johnson,Nicholas	18	West Point	VA	0448-Holland,Sherman	18.2-415 - Disorderly Conduct (Misdemeanor)
2016-000079	09/08/2016 12:30 PM	00008092	Powell,Tyron James	25	Waterbury	CT	0424-Ofc. Richard Morris	18.2-308 - Carrying Concealed Weapon-1St Offense (Misdemeanor)
2016-000085	09/08/2016 12:30 PM	00008092	Powell,Tyron James	25	Waterbury	CT	0424-Ofc. Richard Morris	18.2-248 - Manuf-Sale-Possession Controlled Substance (Felony)
2016-000086	09/08/2016 12:30 PM	00008092	Powell,Tyron James	25	Waterbury	CT	0424-Ofc. Richard Morris	18.2-308 - Carrying Concealed Weapon-Subsq Offense (Felony)
2016-000087	09/08/2016 12:30 PM	00008092	Powell,Tyron James	25	Waterbury	CT	0424-Ofc. Richard Morris	18.2-308.4 - Possess Firearm While In Possession Of Drugs (Felony)
2016-000080	09/08/2016 12:45 PM	00008091	Lee,Ozelle Thomas Jr.	26	Jersey City	NJ	0424-Ofc. Richard Morris	18.2-248 - Manuf-Sale-Possession Controlled Substance (Felony)
2016-000081	09/08/2016 12:46 PM	00008091	Lee,Ozelle Thomas Jr.	26	Jersey City	NJ	0424-Ofc. Richard Morris	18.2-250.1 - Possession Of Marijuana (Misdemeanor)
2016-000082	09/08/2016 12:47 PM	00008091	Lee,Ozelle Thomas Jr.	26	Jersey City	NJ	0424-Ofc. Richard Morris	18.2-308 - Carrying Concealed Weapon-Subsq Offense (Felony)
2016-000083	09/08/2016 12:49 PM	00008091	Lee,Ozelle Thomas Jr.	26	Jersey City	NJ	0424-Ofc. Richard Morris	18.2-308.4 - Possess Firearm While In Possession Of Drugs (Felony)
2016-000084	09/08/2016 08:46 PM	00000089	Carter,Christopher Allen	35	West Point	VA	0447-Langford	19.2-128 - Fail To Appear On Misdemeanor Charge (Misdemeanor)

# Incidents by Zone (9/1/2016 - 9/30/2016)

Zone(s) Selected: All

West Point Police Department

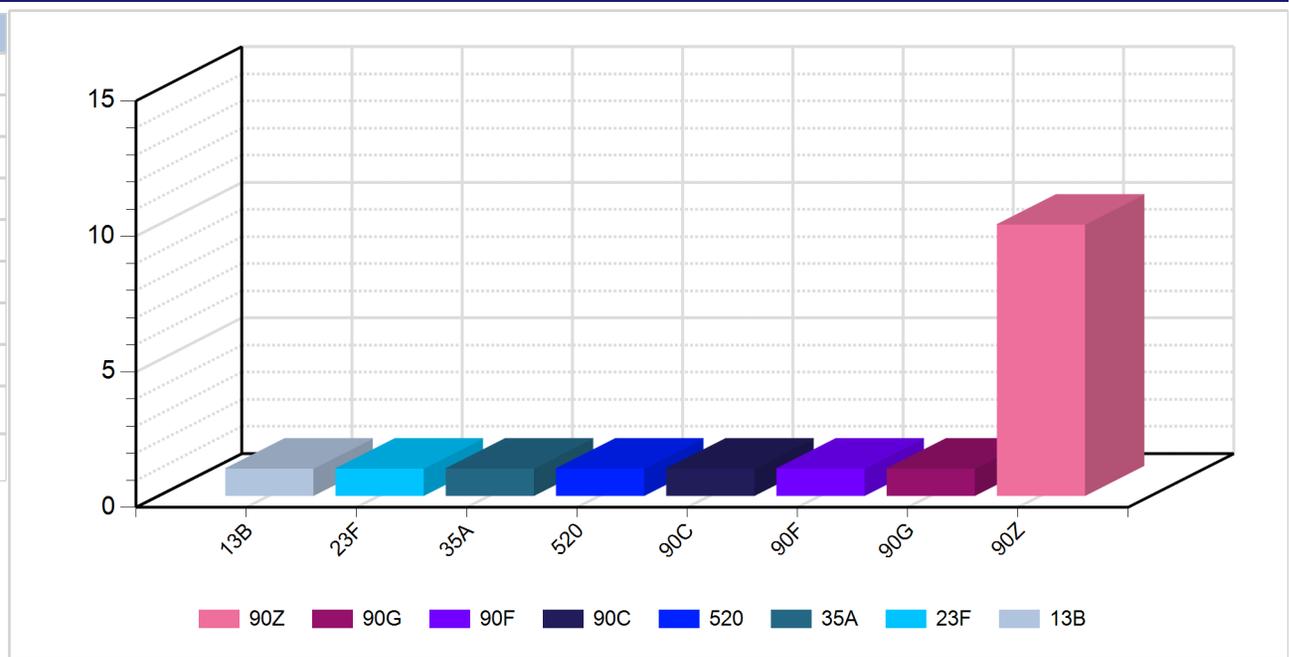
17 Offenses; 15 Incidents

Zone	Incident No.	Incident Date 1	Incident Date 2	Offense	Address
01-1ST-14TH ST.	2016-012276	9/8/2016 8:22:00 PM	9/8/2016 8:22:00 PM	90Z-All Other Offenses	
	2016-012538	9/13/2016 7:02:15 PM	9/13/2016 7:02:15 PM	90Z-All Other Offenses	
	2016-012589	9/14/2016 11:39:56 PM	9/14/2016 11:39:56 PM	90Z-All Other Offenses	
	2016-012991	9/22/2016 11:07:00 PM	9/22/2016 11:07:00 PM	90Z-All Other Offenses	
	2016-012997	9/23/2016 3:27:29 AM	9/23/2016 3:27:29 AM	90Z-All Other Offenses	
	2016-013068	9/24/2016 3:03:47 PM	9/24/2016 7:03:47 PM	90Z-All Other Offenses	
	<b>Total Incidents: 6</b>				<b>Total Offenses: 6</b>
02-14TH - 24TH ST. MILL SCALE ENT	2016-011929	9/1/2016 2:41:30 AM	9/1/2016 2:41:30 AM	90Z-All Other Offenses	
	2016-012232	9/7/2016 10:19:47 PM	9/7/2016 10:20:00 PM	90C-Disorderly Conduct	
	2016-012247	9/8/2016 6:10:00 AM	9/8/2016 6:10:00 AM	35A-Drug/Narcotic Violations	
				520-Weapon Law Violations	
	2016-012340	9/10/2016 12:43:00 AM	9/10/2016 12:43:00 AM	13B-Simple Assault	
				90G-Liquor Law Violations	
	2016-012828	9/18/2016 11:00:09 PM	9/18/2016 11:15:09 PM	90Z-All Other Offenses	
	2016-012873	9/20/2016 10:01:52 PM	9/20/2016 10:01:52 PM	90Z-All Other Offenses	
2016-013354	9/30/2016 10:11:00 PM	9/30/2016 10:11:00 PM	23F-Theft From Motor Vehicle		
<b>Total Incidents: 7</b>				<b>Total Offenses: 9</b>	
06-E/W MAGNOLIA - TOWN LIMITS	2016-013063	9/24/2016 3:00:06 PM	9/24/2016 3:00:06 PM	90F-Family Offenses, Nonviolent	
	<b>Total Incidents: 1</b>			<b>Total Offenses: 1</b>	
07-Williamsburg	2016-013092	9/25/2016 2:00:44 PM	9/25/2016 9:00:44 PM	90Z-All Other Offenses	
	<b>Total Incidents: 1</b>			<b>Total Offenses: 1</b>	

# Offense Count Summary (9/1/2016 - 9/30/2016)

## West Point Police Department

Offense	Total:
13B-Simple Assault	01
23F-Theft From Motor Vehicle	01
35A-Drug/Narcotic Violations	01
520-Weapon Law Violations	01
90C-Disorderly Conduct	01
90F-Family Offenses, Nonviolent	01
90G-Liquor Law Violations	01
90Z-All Other Offenses	10
<b>TOTAL OFFENSES:</b>	<b>17</b>
<b>TOTAL INCIDENTS:</b>	<b>15</b>





Council Members:  
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O.B. "BUB" SHREAVES, JR.  
CHRIS P. VINCENT

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DEBORAH BALL  
Vice Mayor  
JOHN B. EDWARDS, JR.  
Town Manager

## TOWN OF WEST POINT

October 20, 2016

To: John B. Edwards, Jr., Town Manager  
From: Tim Sawyer, Building Official ⚡  
Subject: Monthly Staff Report, September 2016

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### Building Department:

- Issued 9 New Building Permits.
- Performed 21 Building Inspections.
- Attended monthly VBCOA Region VII Building Official Meeting.

### Property Maintenance:

- Currently working two open property maintenance cases.

Building Department  
Monthly Report

Sep-16

MIT	DESCRIPTION	TOTAL PERMITS ISSUED THIS MONTH	PERMIT FEE	SURCHARGE	CURRENT MONTH TOTAL	YEAR TO DATE TOTAL PERMITS	TOTAL AMOUNT COLLECTED
DEV	AMUSEMENT DEVICE						
IC 2	BUILDING COM/IND					2	
IC 3	BUILDING COMM/IND						
IGAF	BUILDING AFTER THE FACT						
ID	RESIDENTIAL ADDITION					2	\$ 173.40
IS	ACCESSORY STRUCTURE					3	\$ 346.80
IR	RESIDENTIAL RENOVATION						
LDC	BUILDING COMM/IND	2	\$ 700.00	\$ 14.00	\$ 714.00	2	\$ 714.00
LDF	BUILDING FOUNDATION						
LDR	BUILDING RESIDENTIAL	1	\$ 381.60	\$ 7.63	\$ 389.23	2	\$ 475.93
MO	DEMOLITION					1	\$ 86.70
C1	ELECTRICAL COMM/INDUST 1	1	\$ 95.00	\$ 1.90	\$ 96.90	2	\$ 193.80
C2	ELECTRICAL COMM/INDUST 2						
C R1	ELECTRICAL RESIDENTIAL 1	2	\$ 170.00	\$ 3.40	\$ 173.40	5	\$433.50
C R2	ELECTRICAL RESIDENTIAL 2					1	\$ 86.70
IC1	GAS COMM/INDUST 1						
IC2	GAS COMM/INDUST 2						
IC3	GAS COMM/INDUST 3						
IR1	GAS RESIDENTIAL 1	1	\$ 85.00	\$ 1.70	\$ 86.70	4	\$ 346.80
IR2	GAS RESIDENTIAL 2	2	\$ 170.00	\$ 3.40	\$ 173.40	2	\$ 173.40
IR3	GAS RESIDENTIAL 3						
IR R	MECHANICAL RESIDENTIAL					2	\$ 392.70
IR R2	MECHANICAL RESIDENTIAL2					1	\$ 86.70
IR R3	MECHANICAL RESIDENTIAL 3						
IR C1	MECHANICAL COMM/ INDUST 1					1	\$ 96.90
IR C2	MECHANICAL COMM/ INDUST 2						
IR C3	MECHANICAL COMM/ INDUST 3						
IR G R	PLUMBING RESIDENTIAL					4	\$ 346.80

TOWN OF WEST POINT  
 Building Department  
 Monthly Report

3G 2 PLUMBING RESIDENTIAL 2  
 3G C1 PLUMBING COMM/INDUST 1  
 3G C2 PLUMBING COMM/INDUST 2  
 IN SIGN  
 TOTALS

				1	\$ 61.20
9	\$ 1,601.60	32.03	\$ 1,633.63	33	\$ 4,015.33

CAL PERMITS ISSUED FOR THE MONTH 9  
 CAL PERMITS ISSUED YEAR TO DATE 33



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PAUL T. KELLEY  
JOSHUA T. "JACK" LAWSON  
CHRIS VINCENT  
O.B. "BUB" SHREAVES, JR.

## TOWN OF WEST POINT

JAMES H. HUDSON, III  
Mayor  
DEBORAH BALL  
Vice Mayor  
JOHN B. EDWARDS, JR.  
Town Manager

**To:** John B. Edwards, Jr., Town Manager  
**From:** Walter E. Feurer, Jr., Public Works Director  
**Date:** October 12, 2016  
**Re:** *Monthly Progress Report, September 2016*

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### PUBLIC WORKS

- Conducted Water Utility Weekly Meeting. (9/1)
- Attended Weekly Town Manager Meeting (9/6)
- Coded and Submitted Public Works Invoices. (9/6)
- Conducted Weekly Crew Leader Meeting (9/7)
- Conducted Water Utility Meeting (9/8)
- Attended Plan Review Meeting (9/12)
- Attended Weekly Town Manager Meeting. (9/13)
- Coded and Submitted Public Works Invoices (9/13)
- Conducted Weekly Crew Leader Meeting (9/14)
- Conducted Weekly Water Utility Meeting (9/15)
- Attended Public Works Committee Meeting (9/15)
- Attended Plan Review Meeting (9/19)
- Attended Virginia Natural Gas Meeting (9/19)
- Coded and Submitted Public Works Invoices. (9/20)

- Attended Staff Meeting (9/20)
- Conducted Weekly Crew Leader Meeting (9/21)
- Conducted Weekly Water Utility Meeting (9/22)
- Attended Plan Review Meeting (9/26)
- Attended Weekly Town Manager Meeting (9/27)
- Attended Town Council Meeting (9/27)
- Coded and Submitted Public Works Invoices (9/27)
- Conducted Weekly Crew Leader Meeting (9/28)
- Conducted Weekly Water Utility Meeting (9/29)

**PUBLIC WORKS MAINTENANCE SHOP**

- Performed scheduled vehicular service work. Approx. 20 hrs.
- Performed scheduled vehicular preventive maintenance work. Approx.49 hrs.
- Performed unscheduled vehicular breakdown repair work. Approx. 57 hrs.
- Performed other related or unrelated duties. Approx. 34 hrs.

**STREETS & ALLEYS**

- Various Street Sweeping. Approx. 19.5 hrs.
  - Swept route. (9/7 – 9/8) (9/28-9/30)
- General Street Maintenance; Street Signs, Streetlights, Sidewalks, Asphalt Repairs. Approx. 54.5 hrs.

General Street Sign Maintenance	0 hrs.
General Streetlight Maintenance	14.5 hrs.
General Sidewalk Maintenance	12 hrs.
Right-Of-Way Cleanup & Maintenance	4.5 hrs.
General Roadway Maintenance	23.5hrs.

- General Storm Drainage Maintenance work. Approx. 73 hrs.

General Debris Cleanup	49.5 hrs.
General Storm System, Inlet Maintenance	23.5 hrs.
General Storm System, Open Ditch Maintenance	0 hrs.

- Alley & Parking Lot Maintenance. Approx. 10 hrs.

General Alley Maintenance	10 hrs.
General Parking Lot Maintenance	0 hrs.
General Cemetery Maintenance	0 hrs.

- Various Tree Maintenance Work. Approx. 14.5 hrs.
- Performed other related or unrelated duties. Approx. 34.5 hrs.

**BUILDINGS & GROUNDS**

- Performing various Grounds Maintenance tasks. Approx. 105 hrs.
- Performing various Building Maintenance tasks. Approx. 7.5 hrs.
- Performing various maintenance tasks @ WP Ball Field Complex. Approx. 21 hrs.
- Performed other related or unrelated duties. Approx. 25 hrs.

**WATER UTILITY**

- Performed Fire Hydrant Maintenance & Flushing. Approx. 2 hrs.
- Performed Water Meter Maintenance/General Work. Approx. 20 hrs.
- Customer Service Call. Approx. 30 hrs.
- Water Utility Accounting Work. Approx. 30 hrs.
  - Monthly Meter Reading Route. (9/15 – 9/19)
  - Performed monthly Rereads for billing. (81) (9/27)
  - Performed (13) Account Cut-Offs for Non-Payment of Utility Bill. (9/28)
  
- Production and Well Maintenance. Approx. 48 hrs.
  - Performed daily well inspections and sampling.
  - Collected monthly water samples for the Virginia Department of Health. (9/28)
- Performed General Water Utility Distribution Systems Work. Approx.9 hrs.

Alley behind apartments on Main	9/1/16	4
4180 Dogwood	9/2/16	5.5

- Performed General Equipment Maintenance. Approx. 10 hrs.
- Emergency/After Hours, Call Outs. Approx. 0 hrs.
- Performed 33 Utility Line Locates. Approx.5 hrs.
- Performed Other Related, Unrelated Work. Approx 5 hrs.

**PUBLIC WORKS DEPARTMENT  
WORK REQUEST MONTHLY REPORT**

September 2016

STREETS & ALLEYS DEPARTMENT	DATE					TOTALS
		9/10	9/17	9/24	9/30	
Brush Collection		5	13	17	4	39
Streets & Alleys Maintenance			2			2
Tree Work						0
Chip Tonnage		3.11	2.6	2.33	2.15	10.19
<b>REFUSE DEPARTMENT</b>						
New Trash Can Delivered		1				1
Missed Trash		1			1	2
Missed Recyclables		2		1		3
Large Item Collection						0
Residential Refuse Collection Tonnage		40.1	23.97	24.04	26.98	115.09
Other		5		8	1	14
<b>BUILDINGS &amp; GROUNDS DEPARTMENT</b>						
Misc. work Requests				2		2
<b>WATER UTILITY DEPARTMENT</b>						
Customer Accounting		6	3	11	15	35
New Service/ Service Inspections						0
Emergency Call-Outs/ Leak Repairs						0
Non-Payment Service Disconnects					13	13

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DEBORAH BALL  
Vice Mayor  
JOHN B. EDWARDS, JR.  
Town Manager

## TOWN OF WEST POINT

### MEMORANDUM

TO: John B. Edwards, Jr.  
Town Manager

FROM:   
Holly N. McGowan  
Community Development Director

RE: **Monthly Staff Report  
September, 2016**

#### Zoning

Issued permits and reviewed plans as described below:

Received and approved (1) single-family dwelling, (4) accessory structures, (2) fences, and (2) generators.

#### Violations

Issued (2) notices on inoperable motor vehicles.

#### Erosion & Sediment Control

Conducted 12 inspections.

## **Plan of Developments**

Plans under Review:

Byrd, Joseph & Missy- single family dwelling located in the Chesapeake Bay Resource Protection Area – outstanding building department comments.

Academy Apartments – Rehab Renovations

## **Special Use Permit Applications**

Applications under Review:

Received request for an extension on Child Day Care Center to operate until February 2017, at the West Point United Methodist Church.

## **Grants**

- Safe Routes to School, Phase II – Plans have been submitted to VDOT for review.

## **Planning/Miscellaneous**

- Meeting with Virginia Natural Gas to discuss permit processing and setting of meters.
- Weekly Permit Processing Staff meeting
- Attended monthly Public Works meeting.



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Town Manager

## TOWN OF WEST POINT

**To:** Mr. John B. Edwards Jr., Town Manager

**From:** T.C. Moore, Town Treasurer

**Date:** October 19, 2016

**Re:** *Monthly Progress Report, September 2016*

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### **TAX TRANSACTIONS**

- 44 Delinquent Personal Property taxes collected in the amount of \$1,700.12.
- 66 Current Personal Property taxes collected in the amount of \$5,062.07.
- 657 Utility Bills collected in the amount of \$110,060.60.
- 9 Delinquent Real Estate taxes collected in the amount of \$ 902.21.
- 24 Current Real Estate taxes collected in the amount of \$9,819.81.
- 800 Total Tax and Utility Transactions

### **DMV**

- 36 Driver Transactions
- 1,251 Vehicle Transactions ( New Title Changes, Renewals, Reissues)
- 33 Permit Transactions
- 71 Miscellaneous Transactions
- 1,391 Total DMV Transactions

### **Accounts Payable**

- 7 New Accounts
- 19 Purchase Orders
- 125 Invoices entered for payment
- 103 Checks processed

- 254 Total Accounts Payable Transactions
- 63 Tax Abatements
- 0 Parking Tickets processed

**Utilities**

- 24 New Customers Processed
- 982 Water Bills processed for mailing
- 10 Final customers processed
- 13 Water customers prepared for Disconnection.
- 58 Delinquent letters processed
- 91 Adjustments
- 100 Completed Work Orders
- 19 Payroll Lien Letters Processed
- 1,297 Total Transactions

Total number of transactions that the Treasurer’s office completed for the month of September was 4,050.

Total number of transactions completed for the fiscal year 2016-2017 = 18,705

**Web Activity**

- 7 Personal Property 2015 = \$395.73
- 19 Personal Property 2016 = \$1,055.28
- 3 Real Estate 2016 = \$1,454.70
- 1 DMV Stop = \$20.00
- 101 Utility Transactions = \$ 17,063.34
- 131 Total Web Transactions = \$19,989.05

Yearly Statistics	2015-2016	52350	493
	2014-2015	51857	-492
	2013-2014	52349	-1197
	2012-2013	53546	-706
	2011-2012	54252	-282
	2010-2011	54534	1420
	2009-2010	53114	2272
	2008-2009	50842	-1483
	2007-2008	52325	

Monthly Treasurer's Office Transaction Statistics

2016-2017

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Tax Transactions</b>													
Building Permits		2	6	5									13
Business License		9	4	7									20
CUTX Utility Taxes			4										4
IDA Transactions													0
Law Grants				1									1
Dmv Rev (town's compensation)		1	1	1									3
Driving Records		5	1										6
Electrical Permits		1	4	3									8
Erosion													0
School Cafeteria													0
International Training		1		1									2
Misc.		23	58	23									104
Local Sales		1											1
Mechanical Permits		1	3										4
Meals Tax		6	24	11									41
Natural Gas Tax			2										
NSF Fees		2	4	5									11
Parking Tickets		2	1										3
Plumbing		1	3										4
Personal Property Transactions		1157	1693	66									2916
Other Permits Building			2	4									
Delinquent Personal Property		66	90	44									200
Prepaid Taxes		64	11	4									79
Public Service Corp Tax			0										0
Recycling		1	1	1									3
Real Estate Transactions		804	1114	24									1942
Delinquent Real Estate		20	28	9									57
Dmv Stops		10	16	19									45
School Transactions		21	26	11									58
State Communications Tax 3-07		1	1	1									3
Surcharges		7	17	10									34
Town Fines		2	1	2									5
Utility Court fees			2										2
Utilities		682	800	657									2139
VEC Enforcement Fee													0
Vehicle Decals		905	1246	101									2252
Water Reconnects				24									24
Water Misc.				3									3
Water Connections		4											4
Water Meter Purchases													0
Zoning Applications		7	2	8									17
<b>Total Transactions</b>	<b>3806</b>	<b>5165</b>	<b>1045</b>	<b>0</b>	<b>10016</b>								
<b>DMV</b>													
Driver Transactions		58	49	36									
Vehicle Transactions		1168	1398	1251									
Permit Transactions		32	47	33									
Miscellaneous Transactions		67	85	71									
<b>Total Transactions</b>	<b>1325</b>	<b>1579</b>	<b>1391</b>	<b>0</b>	<b>4295</b>								
<b>Accounts Payable</b>													
New Accounts		4	4	7									
Purchase Orders Processed		17	15	19									
Invoices Entered for Payment		87	102	125									
Checks Processed		76	80	103									
Abatements		101	71	63									
Parking Tickets processed		1	1										
<b>Total Transactions</b>	<b>286</b>	<b>273</b>	<b>317</b>	<b>0</b>	<b>876</b>								
<b>Utilities</b>													
Water Bills Processed		986	624	982									
New Customers Processed		15	20	24									
Final Customers Processed		15	21	10									
Delinquent Letters Processed		34	63	58									
Cut-offs Processed		0	13	13									
Completed Work Orders		135	173	100									
Adjustments		67	55	91									
Payroll Lien Letters Processed		0	0	19									
<b>Total Transactions</b>	<b>1252</b>	<b>969</b>	<b>1297</b>	<b>0</b>	<b>3518</b>								
TOTAL # OF TRANSACTIONS	6669	7986	4050	0	0	0	0	0	0	0	0	0	18705

19779	-9763
15804	-11509
3057	-2181
13710	-10192
18705	-33645

TBC = To be completed  
 2015-2016 52350 493  
 2014-2015 51857 -492  
 2013-2014 52349 -1197  
 2012-2013 53546 -706  
 2011-2012 54252 -282  
 2010-2011 54534 1420  
 2009-2010 53114 2272  
 2008-2009 50842 -1483  
 2007-2008 52325

To be reported on next months report

5.00%

4.50%

DMV Monthly Transactions

Sep-16	by transaction	Driver Transactions	Vehicle Transactions	Permit Transactions	Miscellaneous Transactions	Total Transactions	by tellers	CYNTHIA BOSWELL	MANDI MARSHALL	SHAWN CARTER	JOAN GORDON	T.C MOORE	SUSAN HARLOW	Total Transactions by teller	TOTAL AMOUNT COLLECTED	Town Percentage 4.50%
1		2	95	2	1	100		22	29	36			13	100	4563.13	205.34
2			86		10	96		34	21	41				96	5589.42	251.52
3						0								0		0.00
4						0								0		0.00
5						0								0		0.00
6			89	2	3	94		22	30	42				94	3835.49	172.60
7		1	46		1	48		28	2	16			2	48	2830.26	127.36
8		9	57	1	2	69		37	4	28				69	3508.32	157.87
9		1	42	5	4	52		12	12	28				52	1957.11	88.07
10						0								0		0.00
11						0								0		0.00
12			53	2	4	59		15	22	22				59	2863.11	128.84
13		2	37		6	45		20	4	21				45	3488.48	156.98
14		1	47	2	5	55		23	9	21	2			55	1644.13	73.99
15		2	53	1	4	60		9	12	37			2	60	2844.9	128.02
16		1	57		2	60		10	20	21	8		1	60	2915.9	131.22
17						0								0		0.00
18						0								0		0.00
19		3	58		3	64		25	17	18	2		2	64	2378.69	107.04
20		2	41	3	1	47		8	13	25	1			47	3384.35	152.30
21		1	45	1	2	49		20	8	21				49	1369	61.61
22		3	39	3	4	49		12	15	21	1			49	1694.95	76.27
23			53	2	5	60		14	9	34	3			60	2700.91	121.54
24						0								0		0.00
25						0								0		0.00
26		2	64		1	67		17	14	36				67	4327.93	216.40
27		1	44	3	6	54		15	14	25				54	5373.46	268.67
28		3	83	1	2	89		31	12	44	1		1	89	8328.05	416.40
29			70	2	1	73		22	10	36			5	73	6531.51	326.58
30		2	92	3	4	101			37	54	4		6	101	14143.02	636.44
31						0								0		0.00
	<b>36</b>	<b>1251</b>	<b>33</b>	<b>71</b>	<b>1391</b>	<b>0</b>	<b>396</b>	<b>314</b>	<b>627</b>	<b>22</b>	<b>0</b>	<b>32</b>	<b>1391</b>	\$ 86,272.12		
														1391	\$ 3,882.25	

Driver Transactions	36
Vehicle Transactions	1251
Permit Transactions	33
Miscellaneous Transactions	71
Total Transactions	1391

Cindy Boswell	396
Kelly Cade	314
Shawn Carter	627
Joan Gordon	22
T.C. Moore	0
Susan Harlow	32

Total Transactions **1391**

July	\$ 72,924.99	
Aug	\$ 91,065.71	
Sept	\$ 86,272.12	
Oct	\$ -	
Nov	\$ -	
Dec	\$ -	
Jan	\$ -	4.5%
Feb	\$ -	
Mar	\$ -	
Apr	\$ -	
May	\$ -	
Jun	\$ -	
Total	\$ 250,262.82	

Effective July 1, 2007 the base compensation has changed to 4.5% up to \$500,000 and 5% after 500,000.



Council Members:  
TINA S. GULLEY  
WAYNE HEALY  
PAUL T. KELLEY  
JOSHUA T. "JACK" LAWSON  
CHRIS VINCENT  
O.B. "BUB" SHREAVES, JR.

JAMES H. HUDSON, III  
Mayor  
DEBORAH BALL  
Vice Mayor  
JOHN B. EDWARDS, JR.  
Town Manager

## TOWN OF WEST POINT

To: Mr. John B. Edwards, Jr., Town Manager  
From: Donna L. Pauley, Director of Human Resources  
Date: October 1, 2016  
RE: **Monthly Progress Report, September 2016**

---

### **PAYROLL/HR ADMINISTRATION**

- **0** New Hire Employee
- **0** Employee Terminations/Resignations
- **115** Direct Deposits processed for Payroll
- **1** Pre-note Direct Deposits for Payroll
- **2** Checks processed for Payroll
- **6** Wire Transfers – ICMA/RC
- **6** Mandatory Legal Deductions/Other
- **3** 1099 Payment Requests
- Other Payroll Transactions (W2/1099's/**Quarterly – 3rd Quarter**)
- **0** **Pre-Employment Physicals/Drug Screens**/Other Services
- **0** Criminal Background Investigation Reports
- **3** Open/Unfilled Positions

### **BENEFITS ADMINISTRATION/PERSONNEL**

- **0** – New Hire Orientation
- **0** – FMLA Leave Requests
- Benefit Enrollment/Counseling (Health, Retirement, etc.)
  - 0-Hybrid 457 Enrollments/Changes
  - 0-Disability Claim-VaCorp -The Standard
  - 0-Optional Life Enrollments/Changes
  - 0-Town-ICMA 457 **Enrollments**/Changes
  - 0-Health Insurance Enrollments/Changes
  - 0-YMCA Membership Enrollments/Changes
- VRS Monthly Reporting - **September 2016**
  - VA Corp Disability, ICMA/RC
  - 0 Voluntary Hybrid 401c/457 Contribution Enrollments –
- **1** Retirement **Application/Counseling**

- Public Advertisement of Position Opening – 2 – 9/1-9/26/2016-Town Administration
- Other Projects:
  - FY16-17 Creditable Coverage Notice- TLC –To Employees

### **RISK MANAGEMENT**

- 1 - Post-Accident Drug Screen – Public Works- 09/02/2016
- 1 –Worker’s Compensation Injury Claim – Public Works-09/02/2016
- 
- 0 – Vehicle Damage Claim
- 1 – Property/Liability Claim – Streets & Alleys – 09/08/2016

### **OTHER MEETINGS/OTHER ASSIGNMENTS**

- September 13, 2016 – Security Training – DMV
- September 15, 2016 – Meeting with Employee
- September 15, 2016 – Phone Meeting with ICMA/RC
- September 22, 2016 – VML Fall Workshop-Williamsburg, VA
- September 27, 2016 – Attended Town Council Work Session and Meeting



**TOWN OF WEST POINT  
A RESOLUTION TO DECLARE OCTOBER AS  
DOMESTIC VIOLENCE AWARENESS MONTH**

**WHEREAS**, domestic violence is a serious crime that affects people of all races, ages, gender, and income levels; and

**WHEREAS**, Domestic violence is widespread and affects over four million Americans each year; and

**WHEREAS**, one in three Americans have witnessed an incident of domestic violence; and

**WHEREAS**, children that grow up in violent homes are believed to be abused and neglected at a rate higher than the national average; and

**WHEREAS**, domestic violence costs the nation billions of dollars annually in medical expenses, police and court costs, shelters, foster care, sick leave, absenteeism, and non-productivity; and

**WHEREAS**, only a coordinated community effort will put a stop to this heinous crime; and.

**WHEREAS**, Domestic Violence Awareness Month provides an excellent opportunity for citizens to learn more about preventing domestic violence and to show support for the numerous organizations and individuals who provide critical advocacy, services, and assistance to victims.

**NOW, THEREFORE, LET IT BE RESOLVED** by the Town Council of the Town of West Point that the month of October be Domestic Violence Awareness Month and ask the citizens of West Point to work together to eliminate domestic violence from our community.

Certified to be a true copy of a resolution adopted by the Town Council of the Town of West Point at its regular monthly meeting held October 25th, 2016 at which meeting a quorum was present and voted throughout.

---

James H. Hudson, III  
Mayor

ATTEST:

---

Karen Barrow  
Town Clerk



## TOWN OF WEST POINT HALLOWEEN RESOLUTION

BE IT RESOLVED by the West Point Town Council, that all trick-or-treaters on Halloween night, Monday, October 31, 2016 in the Town of West Point may canvass no later than 8:00 P.M. and masks may not be worn by any persons canvassing who is older than 13 years of age.

Certified to be a true copy of a resolution adopted by the Town Council of the Town of West Point at its regular monthly meeting held October 25<sup>th</sup>, 2016 at which meeting a quorum was present and voted throughout.

Those members voting:

James H. Hudson  
Deborah Ball  
Tina Gulley  
Wayne Healy  
Paul Kelley  
Joshua Lawson  
Otto Shreaves  
Christopher Vincent

---

James H. Hudson, III  
Mayor, Town of West Point

ATTEST:

---

Karen M. Barrow  
Town Clerk

# November 2016

November 2016							December 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	4	5	6	7	1	2	3
13	14	8	9	10	11	12	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>Oct 30</b>	<b>31</b>	<b>Nov 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Oct 30 - Nov 5							
	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Nov 6 - 12					4:30pm 5:00pm Finance Committee	CLOSED for Vetrans D	
	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
Nov 13 - 19		5:00pm 5:30pm Community Development		4:30pm 5:00pm Education	4:00pm 4:30pm Public Works 4:30pm 5:00pm Public Safety		
	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
Nov 20 - 26				12:00pm 5:00pm Town Hall Closed for Thanksgiving	Town Hall Closed for	Closed for Thankgivr	
	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>Dec 1</b>	<b>2</b>	<b>3</b>
Nov 27 - Dec 3			6:00pm 6:30pm Town Council Work Session 6:30pm 7:00pm Town Council				

**EDUCATION COMMITTEE**  
**AGENDA**  
**October 19th, 2016**

- I. Agenda Changes
  
- II. Adoption of Minutes
  - 1. August 17<sup>th</sup> 2016
  
- III. School Board Updates
  
- IV. General Information
  
- V. Next Meeting Date: November 16th, 2016
  
- VI. Adjournment

**EDUCATION COMMITTEE  
MINUTES  
October 19th, 2016**

Mr. Hudson called the meeting to order at 4:30 P.M. Committee members present included Paul Kelley and Wayne Healy.

Also Present: Jim Hudson, Mayor; John Edwards, Town Manager; Karen Barrow, Town Clerk; Mrs. Laura Abel, School Superintendent and members of the School Board Staff.

**I. Agenda Changes**

There were no changes made to the agenda.

**II. Adoption of Minutes**

August 17<sup>th</sup> 2016

Mr. Healy made a motion to adopt the minutes, seconded by Mr. Kelley. Upon a unanimous vote, the motion was approved.

**III. School Board Updates**

Mrs. Abel presented the attached “By the Numbers” information regarding the statistics for the schools and advised that the enrolment number is now 795, this time last year the enrollment was 749.

Mr. Hudson asked what the enrolment numbers are for King and Queen and King William.

Mrs. Abel advised that she meets once a month with the King William and King and Queen superintends and both school systems are experiencing some issues and the enrolment numbers are down for both school systems.

Mrs. Able gave the following update: 1) The drainage and track replacement project should be complete in November. 2) The HVAC project is currently underway, there were some delays due to the firewall, but we are now moving forward with the project. 3) The school system has just received a safety grant in the amount of \$44,000.00 with a 25% match.

Dr. David Daniels advised that the safety grant is not listed in any of the attached reports, it was just awarded. The funds will be used to update some old security equipment and software for the security systems.

Mr. Edwards advised that the Police Department used to be able to access the cameras, will the Police Department be able to access the new system.

Dr. Daniels advised that the Police Department will be able to access the web site and view any the cameras. Dr. Daniels then presented the attached report for the current school year projects and activities.

Linda Minor advised that some of the activities the students are engaged in involves the use of their soft skills; how they communicate; how they plan; how they problem solve and how they collaborate. One project involved the students doing a presentation on a Community Service project.

Mrs. Abel advised that “Pink Out Day” will be this Friday at 1:30 P.M. at the football field. We will do a collaboration of school staff, students and Town employees to make a large pink ribbon of people and take a picture, the same as last year.

**IV. General Information**

There was nothing to report under General Information

**V. Next Meeting Date:** November 16th, 2016

**VI. Adjournment**

There being no further business the meeting was adjourned at 5:15 p.m.

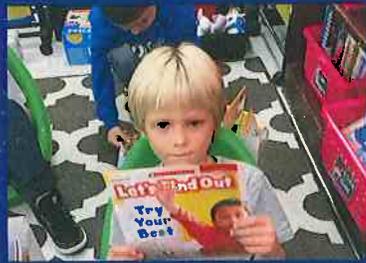
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Otto B. Shreaves  
Chairman

ATTEST:

---

Karen M. Barrow  
Town Clerk



### Teacher/Student Per Pupil Ratios

- 18:1 - Elementary**
- 18:1 - Middle**
- 18:1 - High**



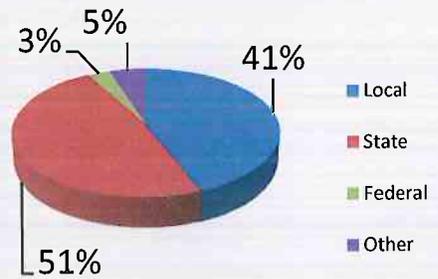
## 55

Electives are available to WPPS middle and high school students

## 63,134,441

Words read in one year by students participating in the WPES Accelerated Reader Program

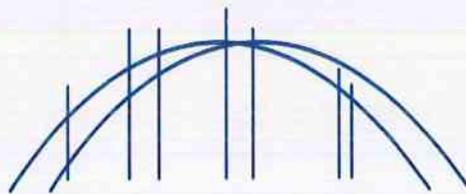
### WPPS FY 17 Budget Revenue Sources



### By the numbers



West Point Public Schools



## A Bridge to Opportunity

## 84%

of WPHS 2016 Grads had post-graduate education plans



## 1:1.2

WPPS technology student to device ratio

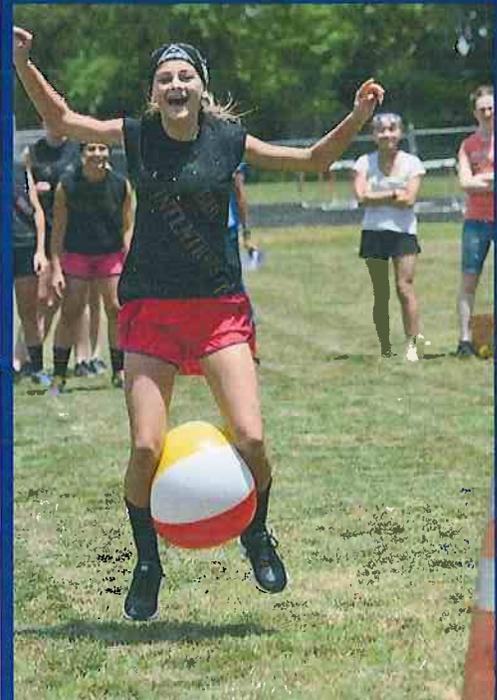


## \$438,350

Total scholarship dollars earned by WPHS Class of 2016

## 100%

of WPPS schools scored 10 or more points above SOL state pass rates



## 12

Musical groups available to WPPS students, elementary - high school

## 7

WPHS seniors earned an Associates Degree through Rappahannock Community College and the WPPS Pointer Pathway Program

## 15

WPPS Sports Teams



## 3 Schools

West Point High 296 students  
 West Point Middle 168 students  
 West Point Elementary 331 students  
**795**

78% Resident Students  
 22% Tuition Students

# 98%

On-time Graduation  
 Rate  
 Class of 2016

**Ranked #1**  
 School Division  
 in Virginia

[schooldividers.com](http://schooldividers.com)

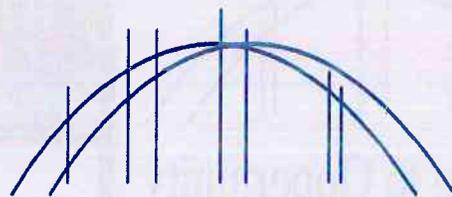


**WPHS Music Program**



## BY THE NUMBERS

West Point Public Schools



# A Bridge to Opportunity

## \$12,192

Average per pupil expenditure

## WPMS

honored as  
Virginia

"School to  
Watch"



**3 Schools**  
 Named Virginia  
**VIP School**

based on academic  
performance

## 63%

of WPHS seniors  
 graduated with an  
 Advanced Studies  
 diploma



## 24

Number of Dual  
 Enrollment Courses  
 available to WPHS  
 students



## 16

Consecutive years WPPS  
 received "What Parents  
 Want!" Award



## 59%

of  
 WPPS  
 teachers  
 have  
 Masters  
 Degrees

## 80%

total WPPS budget  
spent on instruction

## 1

WPPS only division in VA to  
 receive national designation as  
**Title I Highly Distinguished  
 School Division**

## 260

# of Industry  
 Certifications  
 earned  
 by 2016  
 WPHS students



# UPDATES AND HAPPENINGS FROM WEST POINT PUBLIC SCHOOLS

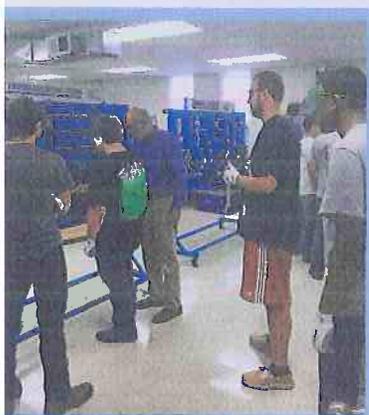
West Point Elementary School hosts a "First Responders Day"



13 West Point High School Students received training from the team members of TRC Designs in King William. TRC is mentoring our students and partnering with WPHS faculty members to bring workplace applications to the classroom.



5 WPHS students are attending Bridging Communities Regional Career and Technical Center in New Kent. WPHS is partnering with K&Q PS to transport our students to the center.



West Point High School and the Duke of York Royal Military Academy are partnering again to perform Phantom of the Opera. Shows are October 19, 20, and 22.

WPMS and WPHS teachers began participating in Professional Learning Communities (PLC) that meet monthly after school. WPES teachers are also utilizing PLCs through four book study groups that meet on the Professional Learning Days during the year.



As a part of Mrs. Goins Civics class, 7<sup>th</sup> grade students had to perform a community service project.



23 WPMS students are participating in the "Genius Hour" program pursuing diverse interests and skill development.

**PUBLIC SAFETY  
AGENDA  
October 20th, 2016  
4:30 P.M.**

- I. Agenda Changes
- II. Adoption of Minutes
  1. May 19<sup>th</sup> 2016
- III. Domestic Violence Awareness Month Resolution
- IV. Halloween Resolution
- V. Police Training Academy Update
- VI. Surplus Vehicles
- VII. General Information
  1. Anti-drug Walk / October 26<sup>th</sup> 2016 at 1:30 p.m.
- VIII. Town Council Agenda
- IX. Next Meeting Date: November 17th, 2016
- X. Adjournment

**Public Safety Committee  
Minutes  
October 20th, 2016**

Mrs. Gulley called the meeting to order at 4:40 P.M. Committee members present included Tina Gulley, Chairperson and Deborah Ball.

Also present: John Edwards, Town Manager and Karen Barrow, Town Clerk.

**I. Agenda Changes**

There were no changes made to the agenda.

**II. Adoption of Minutes**

1. May 19th, 2016

Mrs. Gulley made a motion to adopt the minutes, seconded by Deborah Ball. Upon a unanimous vote, the motion was approved.

**III. Domestic Violence Awareness Month Resolution**

Mr. Edwards advised that Quin Rivers have prepared a resolution for Town Council to adopt declaring October as Domestic Violence Awareness Month. Mr. Edwards also stated that the working of "Town Manager" needs to be removed from the "Now, Therefore, Let It Be Resolved" paragraph.

The consensus of the Committee is to place the Resolution after the amendments have been made on the Town Council agenda.

**IV. Halloween Resolution**

Mr. Edwards advised that Halloween will be on Monday, October 31<sup>st</sup> this year and that he is not recommending any changes, but he would like to remind the public that masks may not be worn by anyone over the age of 13.

**V. Training Academy**

Mr. Edwards advised that Chief Mawyer is unable to attend tonight's meeting, due to his son's deployment to the Middle East. .

Mr. Edwards stated that the police department is moving forward with an agreement with Crator Criminal Justice Academy as the training academy for the police department. The Town would still need to pay Hampton Roads Academy for the remainder of the two years on the current contract, but the police department would be able to pay Creator by donating the surplus cars we

have and by the PD staff providing training programs. The Town would not have to pay money to Crator for the first two years on the contract.

The consensus of the Committee is for the PD to continue to move forward with the contract with Crator.

Mr. Edwards advised that he would bring the contract and letter to the Committee when it is available.

#### **VI. Surplus Vehicles**

Mr. Edwards advised that as he just mentioned he will be recommending that the Town donates the surplus vehicles to Crator Training Academy when the PD finalizes their membership with Crator.

#### **VII. General Information**

1 Anti-drug Walk

Mrs. Gulley advised that the telemetry school students will be doing their Anti-drug Walk on October 26<sup>th</sup> 2016 at 1:30 P.M.

#### **VII. Town Council Agenda**

Mrs. Gulley asked the Town Manager to place the Domestic Violence Resolution and Halloween Resolution on the Town Council agenda.

**VIII. Next Meeting Date:** November 17<sup>th</sup> 2016

#### **IX. Adjournment**

There being no further business, Mrs. Gulley adjourned the meeting at 5:20 p.m.

---

Tina Gulley  
Chairperson

ATTEST:

---

Karen M. Barrow  
Town Clerk



**TOWN OF WEST POINT  
A RESOLUTION TO DECLARE OCTOBER AS  
DOMESTIC VIOLENCE AWARENESS MONTH**

**WHEREAS**, domestic violence is a serious crime that affects people of all races, ages, gender, and income levels; and

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James H. Hudson, III  
Mayor

ATTEST:

---

Karen Barrow  
Town Clerk



## TOWN OF WEST POINT HALLOWEEN RESOLUTION

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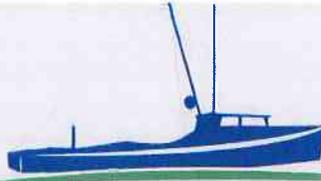
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James H. Hudson, III  
Mayor, Town of West Point

ATTEST:

---

Karen M. Barrow  
Town Clerk



**MIDDLE PENINSULA**  
PLANNING DISTRICT COMMISSION

**COMMISSIONERS**

**Accomack County**

*John Clickener*  
*Margaret H. Davis*  
*John C. Magruder*

**Stafford County of Tappahannock**

*Roy M. Gladding*  
*James W. Sydnor*

**Stafford County**

*Ashley C. Chriscoe*  
*J. Brent Fedors*  
*William G. Reay*  
*Michael R. Winebarger*

**Stafford and Queen County**

*Sherrin C. Alsop*  
*R. F. Bailey*  
*Thomas J. Swartzwelder*  
*(Chairman)*

**Stafford and William County**

*David E. Hansen*  
*Travis J. MoskalSKI*  
*(Chairman)*  
*Eugene J. Rivara*  
*Sanford Wanner*

**Stafford and West Point**

*Paul T. Kelley*

**Stafford and Westmoreland County**

*O. J. Cole, Jr.*  
*(Chairman)*  
*Thornton Hill*  
*Jack White*

**Stafford and Westmoreland County**

*Trudy F. Feigun*  
*Wayne H. Jessie, Sr.*  
*John D. Miller, Jr.*

**Stafford and Westmoreland County**

*Steve Hollberg*

**Secretary/Director**

*Lewis L. Lawrence*

**TO: Middle Peninsula County Administrators and Town Managers  
Assistant Co. Administrators and Assistant Town Managers  
County Board of Supervisors  
Town Council Members  
MPPDC Board of Commissioners  
Planning Directors**

**FROM: Lewie Lawrence, MPPDC Executive Director**

**DATE: September 30, 2016**

**RE: Synopsis of MPPDC Meeting of September 28, 2016**

In an effort to bring broader awareness to the work of the Middle Peninsula Planning District Commission to all elected officials and locality administrators and to alert you as to items that may require local participation or input, after each monthly meeting MPPDC staff will transmit a quick update on items discussed at the PDC meeting.

We hope this is of benefit to you. Please do not hesitate to contact me or my staff if you have any questions or want more information on any of the topics discussed.

Thank you.

Attachment

***Middle Peninsula Planning District Commission***

***Meeting***

**7:00 P.M.**

**Wednesday, September 28, 2016**

**125 Bowden Street**

**Saluda VA 23149**

- I. Welcome and Introductions
- II. Approval of July Minutes
- III. Approval of July and August Financial Reports
- IV. Executive Director's Report on Staff Activities for the Months of August and September
- V. Public Comment

**AGENDA ITEMS FOR DISCUSSION**

- VI. Presentation of the draft Working Waterfronts State Master Plan – (Recommendations changes- full plan release delayed) **Executive Director Lawrence gave an update on the issues and solutions needed to address concerns expressed by the Aquaculture industry.**
- VII. VDOT- SmartScale Resolutions: Corridor of State Wide Significance Transportation Projects.  
**Doug Diedrichsen presented the four Gloucester County project proposals being submitted to VDOT for funding consideration. Since these projects are on or near US Route 17, a VDOT Corridor of Statewide Significance, they require resolutions of support from the PDC.**
- VIII. Regional Cooperation Act Overview  
**Executive Director Lawrence gave a presentation on the Regional Cooperation Act (§15.2 – 4200-4222) which authorized local governments to form planning district commissions and prescribes their functions and duties. Planning district commissions are a tool local governments can utilize to assist them to plan for the public**

health, safety, convenience and welfare, and to provide for the social, economic and physical development of their communities.

**Mr. Lawrence stressed §15.2 – 4201 d. Nothing herein shall be construed to permit the commission to perform functions, operate programs, or provide services within and for a locality if the governing body of that jurisdiction opposes it's doing so.**

- IX. MPPDC 2020 Visioning for the Future and FY16 Year in Review
- Executive Director Lawrence gave a PowerPoint presentation reviewing the accomplishments of the PDC in FY16 and discussing strategic planning needs for the future. In 2011, the Commission went through a facilitated strategic planning process and identified 3 main principal areas to guide its work:
- to provide forward-looking leadership in regional planning, development, and government collaboration;
  - to increase awareness among regional stakeholders about the purpose, work, and value of the PDC; and
  - to strengthen the long-term financial and organizational stability of the PDC.

Mr. Lawrence discussed the 9 service areas that define the overall work program of the PDC and identified some of the significant accomplishments and projects completed in FY2016.

Emerging issues/concerns for the future include continuing ramifications of the new federal “Super Circular” (2 CFR 200 Uniform Guidance) which governs federal grants and contracts. Grant requirements are changing and there is continued confusion at the federal, state and grantee levels regarding the implications and implementation of these new guidelines including Title VI implications and indirect cost plans and reimbursements.

The need for public education, outreach, and engagement continues to be an issue.

There is often confusion regarding the role of PDCs, the Dillon Rule, and government responsibilities, duties and authority. Conflict between regional and local needs and perspectives of State Agencies has been increasing as staff continues to try to inform the State and funders of the uniqueness of the region and its problems. Also there is a perception outside the region of the difficulties in working within our region. It is difficult to argue for state assistance and funding for projects if the perception persists that nothing will come from this assistance. There needs to be balance between our needs and the

results funders and the State are expecting as a result of their investment.

Finally, the Commissioners were asked if it is time for another strategic retreat, if there is interest in refining the purpose and scope of the work of the Commission. Discussion ensued over PDC leadership, outreach, financial stability, the need for the Commission to operate with greater constituent and elected official input and transparency. This discussion will be continued into the year.

**X. Other Business**

**a. New Broadband Funding**

Executive Director Lawrence discussed the Virginia Telecommunication Initiative wherein DHCD is providing financial assistance to supplement construction costs by private sector providers to extend broadband services to underserved areas. Eligible applicants include local governments, EDAs/IDAs and PDCs with private sector co-applicants with FCC Form 477s filed.

**b. FOIA/COIA Training**

Essex County asked if the Commission would be interested in providing a regional FOIA/COIA training opportunity. The Commission directed Mr. Lawrence to see if the FOIA Council would conduct a training session.

**XI. Adjournment**



Government Affairs  
1341 Crossways Boulevard  
Chesapeake, Virginia 23320  
757-222-8158

October 4, 2016

John Edwards  
West Point Town Manager  
329 6th Street  
P. O. Box 152  
West Point, Virginia 23181

**RE: Video Service Changes**

Dear Mr. Edwards:

To provide customers with the best TV viewing experience, Cox will be making the following changes to its TV lineup on or about November 9, 2016.

- Sprout on channel 243 will migrate from Variety Pak to TV Essential, and also launch in HD on channel 1243
- Nick Jr. on channels 105/1105 will migrate from Bonus Pak to TV Essential
- IFC on channels 200/1200 will migrate from Move Pak to TV Essential
- Sundance TV on channels 201/1201 will migrate from Movie Pak to TV Essential
- Yurview on channels 11/1011 will migrate from TV Essential to TV Starter
- NBA TV on channels 233/1233 resides in Sports & Info Pak and will also be available in Sports Pak 2
- MASN2 will launch to TV Essential on channels 135/1135
- Smithsonian HD will launch to Variety Pak on channel 1251
- Nicktoons HD will launch to Variety Pak on channel 1245

Consumer-owned devices equipped with a CableCARD may require a digital set top receiver or Tuning Adapter in order to receive all programming options offered by Cox digital cable. Customers will be notified of these changes via bill message.

If you have any questions, please do not hesitate to contact me directly at 757-222-8158, or our Director, of Government Affairs, Barrett Stork at 757-369-4632.

Sincerely,

Tracy Kubicz  
Government Relations Sr. Specialist