

**WEST POINT TOWN COUNCIL
WORK SESSION MINUTES
JANUARY 31st, 2011**

I. Town Manager Vacancy

Mr. Hudson advised that Bill Porter has prepared an advertisement for Town Council to review and that VML will send a salary survey to the Town later this week.

Mr. Porter stated that Town Council need to decide on the salary range.

Mr. Hudson advised that he would review the applications with Bill Porter to prepare a short list of qualified candidates.

II. Cat Caretakers Alliance

Tina Gulley advised the Cat Caretakers Alliance have been active in the community for the past ninety days and asked for the Cat Caretakers Alliance to be placed on the Town Council agenda.

III. Off Duty Police Officer Rate Increase

Mr. Hudson advised that the Chief of Police is requesting an increase in the Off Duty Police Officer Rate from \$25 per hour to \$30 per hour.

Tina Gulley asked what the minimum hourly time is for adjoining localities.

Chief Hodges advised it varies from one to three hours.

Jim Hudson advised that most events last three hours and that occasionally it is less than three hours.

Lisa Woodson advised most events are three hours, the issue is when an event is cancelled and the officer does not receive notification of the cancelled event.

Bub Shreaves advised this is a 20% increase and asked how much the high school spent last year.

Mrs. Gulley advised the exact cost is unknown.

Mr. Porter suggested the Rate Increase be reviewed during the budget process.

IV. Chaining and Tethering of Animals

Mrs. Gulley advised the Public Safety Committee reviewed several draft ordinance from other localities within the State of Virginia regarding Chaining and Tethering of Animals. Mrs. Gulley also stated that keeping a dog chaining all day helps create aggressiveness within the dog, if the dog breaks away from the chain it can attack people as in the incident that occurred on Ogden Street.

Mrs. Gulley asked the Town Attorney to prepare a draft ordinance for the Public Safety Committee to review in February.

The consensus of Town Council is for the Town Attorney to prepare a draft ordinance for review by the Public Safety Committee.

TOWN COUNCIL MINUTES JANUARY 31st, 2011

I. CALL TO ORDER

The West Point Town Council held its regular monthly meeting on Monday, January 31st 2011 . The Honorable James H. Hudson III called the meeting to order at 6:30 p.m. Father Edgar Cleofe gave the Invocation followed by the Pledge of Allegiance.

Members Present: Mayor, Jim Hudson; Vice Mayor, Deborah Ball; Charlie Gordon Tina Gulley; Paul Kelley; Jack Lawson; Bub Shreaves and Chris Vincent.

Also Present: Bill Porter , Interim Town Manager ; Andrea Erard , Town Attorney; Karen Barrow , Town Clerk; Chief Bill Hodges , WPPD; Holly McGowan , Community Development Coordinator; Shawn Hershberger and other interested persons.

II. AGENDA CHANGES

Mrs. Gulley made a motion to place an Update for the Cat Caretakers Alliance on the Town Council agenda under Citizen Address and to place Action on the Cat Caretakers Alliance after the Update. Seconded by Mr. Vincent, upon roll call, Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted "Aye".

III. CITIZENS ADDRESS TO COUNCIL

A. Cat Caretakers Alliance

Lynda Weaver advised that the Cat Caretakers Alliance had the following activities during the past ninety days: 1) Sterilized and vaccinated for rabies seventy cats. 2) Fifteen cats have been relocated and three trapped cats have been euthanized. 3) Total funds raised is \$6,696.00, the Indian River Humane Society donated \$2,000. Mrs. Weaver suggested Town Council consider the following changes to the Town Ordinance. 1) The sterilization of kittens to be at four months old and not six months old. 2) Remove the Caretaker Registration requirements from the Town Ordinance. 3) Release trapped cats with tipped ears or wearing a collar. 4) The Cat Caretakers Alliance submitted a request for Town Council to match funds donated by Indian River Humane Society of \$2,000.

1. Action on the Cat Caretakers Alliance

Mrs. Gulley made a motion to extend the ninety day program with the Cat Caretakers Alliance contingent upon the following: 1) The Cat Caretakers Alliance is to continue the Trap, Neuter and Release program. 2) Continue the education program by providing information in the Town Water Bills; 3) The Town is to stop trapping and transporting cats to the Animal Shelter. 4) The Town is to release a trapped cat wearing a collar or

with a tipped ear. Seconded by Mrs. Ball, upon roll call, Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”.

Mr. Hudson advised other request by the Caretakers Alliance that will be considered at the Public Safety Committee are as follows: 1) Remove the caretakers registration requirements from the ordinance. 2) Change the age from six months to four months for sterilization requirements. The

B. YMCA Annual Report

Sean Cogan, Managing Director of the West Point YMCA presented Town Council with a power point presentation showing the activities for the past year. All programs had an increase in participation with an increase in the number of group programs. Mr. Cogan also stated the agreement contract is now entering into its fifth year.

C. Citizens Comments

Mr. Hudson opened the floor for citizens to address Town Council on any Town related business. There being none, the Citizens Address was closed.

IV. COUNCIL RESPONSE

None was noted.

V. ADOPTION OF CONSENT AGENDA

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

- 1) Minutes of December 20th, 2010 Town Council Meeting and Work Session
- 2) Cash Reports
 - a) General Fund
Cash on hand as of December 31st , 2010 - \$4,339,548.10
 - b) Water Fund
Cash on hand as of December 31st, 2010 - \$664,241.53
 - c) CIP
Cash on hand as of December 31st, 2011 - \$374,218.54
- 3) Monthly Budget Report
- 4) School Fund Cash Report
 - a) Cash on hand as of December 31st, 2011 - \$474,540.51
- 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) Economic Development Monthly Report

V. COMMITTEE REPORTS

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

1. Authorization to Advertise for a Public Hearing – Port Richmond CDBG project
[See Attached Resolution]

Mr. Lawson made a motion to adopt the attached resolution, seconded by Mr. Gordon. Upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”.

2. Riverwalk Award of Contract *[See Resolution Attached]*

Mr. Lawson made a motion to adopt the attached resolution, seconded by Mr. Shreaves. Upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”.

B. Education Committee – Mr. Shreaves reported for the Committee

Mr. Shreaves advised there is nothing to report.

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

1. Virtual Museum Resolution *[See Attached Resolution]*

Mrs. Ball made a motion to adopt the attached resolution, seconded by Mrs. Gulley. Upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”.

2. Mike Matthews Resignation

Mrs. Ball made a motion for Town Council to accept the resignation of Mike Matthews , Chairman of the EDA . Seconded by Mrs. Gulley, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”.

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

Mrs. Gulley advised there is nothing to report.

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

Mr. Gordon advised there was no report.

VII. TOWN MANAGER’S ITEMS

Mr. Porter provided the following updates to Town Council: 1) Mr. Porter recommended Town Council take no action against The Mortgage Loan Originator for the CDBG Port Richmond project until the Town Attorney has reviewed the changes. 2) The Town Manager will contact Baylands Credit Union regarding the No Entrance sign posted on 21st Street . 3) Mr. Porter advised he removed the Surge Protection from the Town Council agenda pending additional quotes. 4) The Town attorney obtained a signed agreement from VDOT showing that VDOT are responsible for the replacement of the street lights on 14th Street . 5) The directional signs located in the VDOT right-of-way are too big and need to be relocated.

VIII. OLD BUSINESS

There was nothing to report.

IX. NEW BUSINESS

A. Planning Commission Report - Mr. Hudson

Mr. Hudson advised the Planning Commission will meet on Wednesday, January 5th, 2010 to discuss the following: 1) An amendment to the Special Use Permit for Patriots Village to allow residential Town homes to become rental property. 2) Architectural Guidelines and Funeral Homes in the B-2 Zoning District Text Amendment.

X. ADJOURNMENT

There being no further business Mr. Hudson adjourned the meeting at 7:20 P.M.