

**WEST POINT TOWN COUNCIL
WORK SESSION
MINUTES
August 30th, 2016
6:00 P.M.**

I. Work Session at Town Hall

A. Staff Position Change

Mr. Edwards advised that Charlotte Scanlan has an official retirement date of January 1st 2017. Ms. Scanlan does have some vacation time to use before her official retirement date and has requested that she be allowed to use her time on the books, this would give Ms. Scanlan a leaving date of October 14th 2016 with pay till January 1st 2017. The current position assists the Building Official, Zoning Administrator and several other administrator duties. Mr. Edwards stated that he would like take the opportunity to do some reorganization.

Mr. Edwards advised that the Finance Committee has reviewed the Staff Position Change job description and wanted to give Town Council the opportunity to discuss the issue at this Work Session. Mr. Edwards stated that he would like to take the current full-time receptionist position and keep it as a full-time position that reports to the Director of Community Development and higher a part-time receptionist. The cost difference would be about \$6,000 per year. That way undesirable conversation that occur in the reception regarding Zoning and Building Applications would be moved into an office.

Mr. Kelley stated that he likes the idea of moving the Building Official and Zoning Official permit application process and discussions out of the reception area.

Mr. Edwards advised that he would like to advertise the two positions in September so that the positions can be filled before Ms. Scanlan leaves in October.

The consensus of the Town Council members present is that Mr. Edwards can move forward with advertising the two positions.

B. Quarterly Meeting at WestRock

Mr. Hudson stated that the Quarterly meeting at WestRock was last week and that the Town Manager discussed the suggestions that Joe Sanders mentioned at the Community Development Committee meeting regarding debris clean up and fencing. Mr. Hudson advised that the Mill did listen to what the Town had to say, their reply was that they would not consider installing a sound barrier and that they do have an employee that blows debris off the trucks after a delivery had been made.

C. WPPD Sargent Position

Mrs. Gulley asked the Chief of Police to discuss the Police Sargent Job Description and the current duties performed.

Chief Bobby Mawyer advised that when the Town done away with the Captain position it placed more responsibility on the Sargent position, the Chief reviewed the duties and stated that the position also fills in for the Chief of Police when the Chief is out of Town. The Chief reviewed the starting pay and the maximum amount paid for the position and advised that the position, considering the job responsibilities are approximately \$7,000 under paid.

Mrs. Gulley stated that she recommends that the salary be adjusted by \$4,000.

Mr. Hudson asked each Council member present what they would like to do.

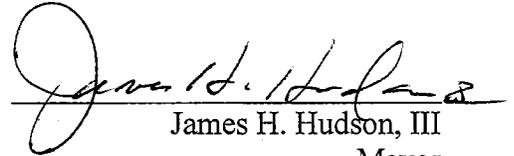
Mr. Kelley advised that he would like the discussion to include the absent members of Town Council.

Mr. Lawson advised that he would not vote for a salary adjustment at this time.

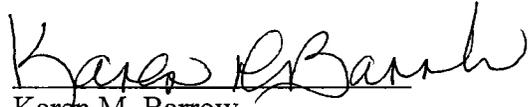
Mrs. Ball asked to see the salary ranges.

The Chief reviewed the salary ranges with Mrs. Ball.

Mr. Hudson advised that the Chief needs a directive and asked Town Council members present to think about it and to let him know by the end of the meeting what they would like to do.


James H. Hudson, III
Mayor

ATTEST:


Karen M. Barrow
Town Clerk

**TOWN OF WEST POINT
TOWN COUNCIL
MINUTES
August 30th, 2016**

I. CALL TO ORDER

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

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

Members Absent: Wayne Healy, Bub Shreaves and Chris Vincent.

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. Public Hearing

1. SUP2016-02

Mr. Hudson read the advertisement and asked the Town Clerk if any requests were received for a copy of the application.

The Town Clerk advised that the Town did receive a request for copies of the application and that a copy of the application was provided and that Town Staff answered questions.

Mr. Hudson asked the Town Clerk if any one asked for assistance to attend the meeting.

The Town Clerk advised that no request was received.

Mr. Hudson advised that the Planning Commission held a public hearing and are recommending Town Council approve the Special Use Permit with conditions.

Mr. Hudson opened the floor for Citizens to comment on the public hearing.

Pastor Meriweather advised that the church was originally constructed to operate a Pre-school program. There is an interest in a Christian pre-school program that will provide lunch to the children.

Mr. Kelley advised that he has a concern with the safety of the children during the drop off and pick up time on Main Street.

Pastor Meriweather advised that the drop off on Main Street is due to a security issue. Any one entering the building has to pass my office and the secretary, other entrances do not have the security, we do not know who is coming and going with the other entrances, so the other entrances are kept locked. Pastor Meriweather also stated that Vincent's funeral home is located on 11th Street and that during funerals, parking spaces are at a minimum.

Mr. Hudson asked if anyone else would like to comment on the public hearing. There being none, the public hearing was closed.

2. Action

Mrs. Ball made a motion to approve SUP2016-02, West Point United Methodist Church Special Use Permit Application, to operate a pre-school with the following conditions:

1. The pre-school shall operate from September through May of each year, on a weekly basis for three days a week between the hours of 9 am and 1 pm.
2. The pre-school program shall only have 25 children enrolled between the ages of 3 and 4.

Seconded by Mrs. Gulley, upon roll call, Mrs. Ball, Mrs. Gulley, Mr. Kelley and Mr. Lawson all voted "Aye".

Mr. Hudson asked the Chief of Police to meet with Pastor Meriweather and members of the program to discuss the safety issues during drop off of the children.

B. Citizens Address to Council

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

III. COUNCIL RESPONSE

None was noted.

IV. AGENDA CHANGES

Mrs. Ball made a motion to adopt the agenda as presented, seconded by Mrs. Gulley. Upon roll call, Mrs. Ball, Mrs. Gulley, Mr. Kelley and Mr. Lawson all voted "Aye".

V. ADOPTION OF CONSENT AGENDA

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

- 1) Minutes of July 19th 2016 Town Council Meeting.
- 2) Cash Reports
 - a) General Fund
Cash on hand as of July 30th, 2016, - \$7,199,349.39
 - b) Water Fund
Cash on hand as of July 30th, 2016 - \$329,389.59
 - c) CIP
Cash on hand as of July 30th, 2016 - \$99,475.69
 - d) Solid Waste
Cash on hand as of July 30th, 2016 - \$110,141.43
- 3) Monthly Budget Report
- 4) School Fund Cash Report
 - a) Cash on hand as of July 30th, 2016 - \$158,423.15
- 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. Hudson advised there was nothing to report.

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

1. Appointments

Mrs. Ball made a motion that Town Council make the following recommendations, appointments and re-appointments:

Recommend that the King William Board of Supervisors appoint Heather Seashols to the King William Parks and Recreation Commission for a 4 year term that expires 6/30/2020.

Stuart Daniel & Linda Smith be re-appointed to the Wetlands Board and recommend that Judge Bondurant of the King William Circuit Court appoint Stuart Daniel and Linda Smith to Board of Zoning Appeals for a 5 year term that expires 9/30/2021.

Mary Sikes, James Vadas and Stuart Daniel be re-appointed to the Planning Commission for a 4 year term that expires 9/30/2020.

Jack Lawson and Bub Shreaves be re-appointed to the EDA for a 4 year term expiring 9/30/2020, and that Rodger Harmon be appointed to a 4 year term that expires 9/30/2020.

Leonard Wilson be appointed to the Board of Building Code Appeals for a 4 year term expiring 9/30/2020.

Seconded by Mrs. Gulley, upon roll call, Mrs. Ball, Mrs. Gulley, Mr. Kelley and Mr. Lawson all voted “aye”.

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

Mrs. Gulley advised there was nothing report.

E. Public Works

Mr. Hudson advised there was nothing report.

VII. TOWN MANAGER’S ITEMS

Mr. Edwards advised he has no report.

VIII. OLD BUSINESS

There was nothing available for discussion under Old Business.

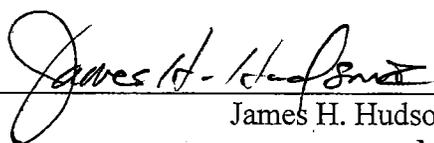
IX. NEW BUSINESS

A. Planning Commission Report

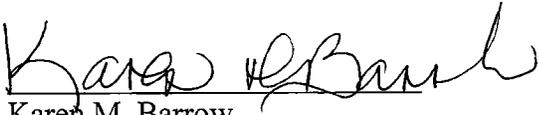
Mr. Hudson advised that the Planning Commission did not meet in August and that the next meeting will be on Wednesday, September 7th 2016, a public hearing is scheduled on the language for the Plan of Development.

X. ADJOURNMENT

There being no further business Mrs. Gulley made a motion to adjourn the meeting, seconded by Mr. Lawson. Upon a unanimous vote, the motion was approved.


James H. Hudson, III
Mayor

ATTEST:

A handwritten signature in black ink, appearing to read "Karen M. Barrow". The signature is written in a cursive style with a horizontal line underneath the name.

Karen M. Barrow
Town Clerk