

**TOWN COUNCIL**  
**1<sup>st</sup> Subcommittee Meeting**  
**July 12th, 2022**

The Honorable James H. Hudson, III called the meeting to order at 4:00 p.m. at 802 Main Street, West Point, Virginia 23181.

Members Present: Mayor, Jim Hudson; Vice Mayor, Deborah Ball; Tina Gulley, Jack Lawson, James Pruett and Chris Vincent.

Also Present: John Edwards, Town Manager; Karen Barrow, Town Clerk; Walt Feurer, Director of Public Works, Jon Morr, Building Official; Susan Harlow, Town Treasurer; Holly McGowan, Director of Community Development and Donna Pauley, Human Resource Officer.

**I. Agenda Changes**

Mr. Edwards asked for Bob George to be placed on the agenda to discuss a clutter violation letter he received from the Town under the Community Development Committee.

**II. Adoption of Minutes**

June 14<sup>th</sup> 2022

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

**III. Community Development Committee**

**A. Bob George**

Bob George, 1002 Main Street advised that for the past year he has been doing some renovation to the inside of his house. As he was doing the renovations, he had moved some lumber from the attic to the porch and yard. As a result, the town had sent him a violation notice to clean up the clutter. Mr. George presented some pictures showing that he has cleaned up the issue and stated that he will have renovation to the outside of the house complete in about sixty (60) days.

**B. 2022 Crab Carnival Master Plan**

Brent Bohannon, Chairman of the Crab Carnival Committee presented the Master Plan for the Crab Carnival scheduled for Friday, September 30<sup>th</sup> and Saturday, October 1<sup>st</sup>. Mr. Bohannon also stated that this year the Fireman's Parade will return on Friday night, and that there are some former chamber members that will be returning to assist with the planning of the event.

Mr. Edwards asked Mr. Bohannon to discuss the footprint.

Mr. Bohannon advised that the beer garden will remain in the parking lot next to Town Hall and the foot traffic area will go from 6<sup>th</sup> Street to 10<sup>th</sup> Street.

Mr. Edwards stated that in the master plan the foot traffic area is listed as 4<sup>th</sup> St to 10<sup>th</sup> Street.

Mr. Bohannon advised that they intend to keep the same area as last year from 6<sup>th</sup> Street to 10<sup>th</sup> Street.

Mr. Lawson advised that he has been the Crab Carnival Chairman in the past and stated that Mr. Bohannon can call him if he has any questions.

Mr. Edwards asked Mr. Bohannon to contact Ms. McGowan that she has some suggestions for the master plan and that once the plan has been updated that it would be on the Town Council agenda for adoption.

#### C. Historical Society Sign Project

Jim Vadas, representative for the Historical Society Sign Project presented some sample signs for the Beach Park area and General Puller's birthplace. Mr. Vadas presented other suggestions from residents in the area to include repairs to the current Chesty Puller sign, and improvements by removing the trash receptacle and painting the rusty fence located on the east side of the beach.

Mr. Vadas also stated that other signs are in the works for the Marshall Oyster House, Richardson Oyster House and the Rail Terminal. The signs would match and have a QR Code that you can scan with your phone to hear and audio narrative for the sign. Mr. Vadas asked for suggestions on the locations for the signs at Beach Park.

The consensus of Town Council is to conduct a sight visit to view the area and possible locations for the signs.

#### D. Library Relocation

Mr. Edwards stated that the County has approved the funding request by the Pamunkey Regional Library, therefore the hours of the library employees will not be reduced. Prior to the library funding issue, Town Council had instructed the Town Manager to research the viability of relocating the library. Mr. Edwards asked if the Town Council wanted to proceed with exploring the relocation of the library.

The consensus of Town Council is for the Town Manager to proceed with the Architectural Services from Guernsey Tingle for the possibility of relocating the library.

#### E. Homestay Ordinance 02-2021/Town Code & Definitions Ordinance 05-2022

Holly McGowan advised that the Planning Commission held a public hearing in May and a Town Council public hearing is scheduled for July 25th at 6:30 P.M.

### IV. Finance Committee

#### A. Bay Transit Fare Increase

Mr. Edwards presented a letter from Bay Transit regarding a fee increase from 0.50 to \$1.00 effective September 1, 2022. A public hearing has been scheduled at the Gloucester facility on Tuesday, August 16<sup>th</sup> from 1:00 pm till 2:00 pm with a 2<sup>nd</sup> public hearing on Wednesday, August 17<sup>th</sup> from 6:00 pm till 7:00 pm at the Warsaw facility.

#### B. NOAA Grant Opportunity

Mr. Edwards advised that the Public Access Authority has an opportunity to be a grant recipient using the marsh property owned by the town at the airport. The grant application needs to be submitted by the end of the summer. The project would give access to the public to the marsh.

The consensus of Town Council is for the Town Manager to proceed with the grant application.

#### C. Tax Bills

Mr. Edwards advised that the funds related to the tax ordinance Town Council adopted came in at approximately \$4,000 above the estimated amount. The revenue adjustments Town Council have made will put the town in good place

this fiscal year. Tax bills should be going out in the next couple of days with a due date of August 5<sup>th</sup> 2022.

## **V. Public Works Committee**

### **A. Pointers Drive Addition**

Mr. Edwards advised that the town has finally received a resolution from VDOT to place Pointers Drive into the secondary road system. The resolution will be on the Town Council agenda for adoption.

### **B. Playground Improvements**

Walt Feurer advised that the 8<sup>th</sup> Street Playground was constructed in 2006 and is way over-due for some improvements. During the discussions regarding the ARPA funds, improvements to the playground was included in the expenditures of those funds. The following bids have been received from Playground Specialist inc., of \$69,665.00. VPS Recreation Inc. for \$57,455.00 and Miracle Recreation Equip. Co. for \$104,486.72. The lowest bid was from VPS Recreation Inc. for \$57,455.00.

Mrs. Ball made a motion to authorize the Town Manager to proceed with the project and award the project to VPS Recreation Inc. seconded by Mrs. Gulley. Upon a unanimous vote, the motion was approved.

### **C. 14<sup>th</sup> Street Crosswalk Update**

Mr. Edwards presented Town Council with an email from VDOT advising that the crosswalk brick paver repairs will begin on Sunday night through Friday, July 22<sup>nd</sup>. All work will be at night with varying lane closures.

## **IV. General Information**

### **A. Police Chief Annual Review**

Mr. Edwards advised that the Annual Review for the Chief of Police is due this month and that a Closed Session will be on the 2<sup>nd</sup> Subcommittee agenda for review.

### **B. Town Manager Annual Review**

Mr. Edwards presented his current goals and advised that his Annual Review is due by the end of this month and that a Closed Session will be on the Town Council Agenda.

### **C. Charlotte Scanlan Memorial Services**

Mr. Edwards advised that a Memorial Service for Charlotte Scanlan will be on Monday, at 2:00 pm Vincent's Funeral Home followed by a reception at the Methodist Church.

### **D. Dump Truck Purchase**

Mr. Edwards advised that the Dump Truck the town ordered two years ago will be delivered within the next few weeks. The funds were originally budgeted for expenditure in a previous budget, so the cost will be included in the budget amendment later in the year.

### **E. Property Violations**

Mr. Edwards advised that there are a lot of complaints and property violations. If you know of a violation. Please let town staff know so the issue can be addressed.

Ms. McGowan advised that there are approximately twenty-five current violations. Two are currently being addressed by the Town Attorney and two others have complied with violation letters.

**F. Building Official**

Mr. Edwards stated that the Building Official has resigned effective July 15<sup>th</sup>. The building inspections will be covered by Tim Sawyer, New Kent and King and Queen. The position has been advertised, and the town has received one application so far.

**G. King William County Entrance Signs**

Mr. Edwards advised that the County are looking at replacing the Welcome to King William signs. One of the signs will be at the West Point King William line. It was pointed out to the County Administrator that West Point is located in King William County. When you enter West Point from either of the bridges, you enter King William County.

**H. Surveying on Chelsea Road**

Mr. Lawson advised that the field located on Chelsea Road was being surveyed today. Mr. Lawson asked if anyone knows what is going on with the field.

Mr. Edwards advised no, that he has not had any inquiries with that particular property.

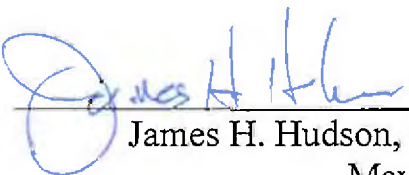
**V. Town Council Agenda**

Mr. Edwards advised that the Crab Carnival Master Plan, Homestay Ordinance 02-2021 and ordinance 05-2022 and the Pointers Drive Resolution will be on the Town Council agenda for this month.


**VI. Next Meeting: July 21st 2022**

**VII. Adjournment**

There being no further business, the meeting was adjourned at 5:16 PM.

  
James H. Hudson, III  
Mayor

ATTEST:

  
Karen M. Barrow  
Town Clerk