

**TOWN COUNCIL  
WORK SESSION  
Minutes  
July 20, 2009  
6:00 pm**

**I. Old Medical Building on 9<sup>th</sup> Street**

Mr. Hudson advised the York River Medical Association owes penalties and interest on the Medical Building located on the corner of 9<sup>th</sup> Street and Main Street. They are asking for Town Council to abate the penalties and interest and in return they would donate the funds to a charity in the area.

Andrea Erard, the Town Attorney advised Town Council can not abate the penalties and interest on taxes.

Mr. Gordon advised it is unacceptable to abate tax payer funds in order for those funds to be donated to a charity.

The consensus of Town Council is for the York River Medical Association to pay the penalties and interest owed to the Town.

**II. Purchase of School Property**

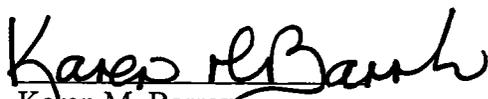
Mr. Funkhouser advised the owner of the property adjoining the elementary school on Chelsea Road is not willing to settle on a purchase price below \$140,000 for both houses and land.

Mr. Lawson stated that if the property owner listed the property for sale with a real estate agent, he would have to pay listing cost.

The consensus of Town Council is for the School Superintendent to continue negotiations with the property owner.

  
James H. Hudson, III  
Mayor

ATTEST:

  
Karen M. Barrow  
Town Clerk

**TOWN OF WEST POINT  
TOWN COUNCIL  
MINUTES  
July 20, 2009**

**I. CALL TO ORDER**

The West Point Town Council held its regular monthly meeting on Monday, July 20, 2009. The Honorable James H. Hudson III called the meeting to order at 6:30 p.m. Doctor Jeffery Smith gave the Invocation followed by the Pledge of Allegiance.

Members Present: Mayor, Jim Hudson; Vice Mayor, Deborah Ball; Charlie Gordon; Wayne Healy; Jack Lawson and Gail Nichols.

Members Absent: Tina Gulley and Bub Shreaves

Also Present: Trenton L. Funkhouser, Town Manager; Andrea Erard, Town Attorney; Karen Barrow, Town Clerk; Bill Hodges, Chief of Police; Holly McGowan, Community Development Coordinator and other interested persons.

**II. ANNUAL BUSINESS MEETING**

A. Set Monthly Meeting of Town Council [*See Attached Resolution*]

Mr. Healy made a motion to establish the last Monday of each month for the Town Council meeting at 6:30 pm and a Work Session at 6 pm with the exception for the December meeting that will be on Monday, December 14, 2009 and the May meeting which will be on Monday, May 24, 2010, seconded by Mrs. Nichols. Upon roll call, Mrs. Ball, Mr. Gordon, Mr. Healy, Mr. Lawson and Mrs. Nichols voted "Aye".

B. Town Council Committees

Mr. Hudson advised Town Council Committees, meeting times and dates are as follows:

The Community Development Committee will meet on the second Monday of each month at 5 p.m. Members are Jack Lawson, Chairperson; Deborah Ball and Gail Nichols.

The Education Committee will meet on the third Wednesday of each month at 4:30 p.m. Members are Gail Nichols, Chairperson; Tina Gulley and Charlie Gordon.

The Finance & Organizational Committee will meet on the second Thursday of each month at 4:30 p.m. Members are Deborah Ball, Chairperson; Jack Lawson and Bub Shreaves.

The Public Safety Committee will meet on the third Thursday of each month at 4:30 p.m. Members are Tina Gulley, Chairperson; Deborah Ball and Wayne Healy.

The Public Works Committee will meet on the third Thursday of each month at 10:00 a.m. Members are Charlie Gordon, Chairperson; Wayne Healy, Jack Lawson and Bub Shreaves.

**III. CITIZENS ADDRESS TO COUNCIL**

A. Crab Carnival Master Plan

Holly McGowan presented the 27<sup>th</sup> annual Crab Carnival Master Plan to Town Council and advised there were a few minor changes as follows: 1) The parade will begin on Saturday at 1 pm instead of 1:30 pm. 2) The entertainment at the Town Square will begin at 2 pm instead of 10 am. 3) The handicapped parking will primarily be in the same location as last year with additional parking at the West Point Pharmacy.

Mr. Gordon made a motion to adopt the Crab Carnival Master Plan with changes, seconded by Mr. Lawson.

Mrs. Nichols asked if the shop owners on Main Street could set up tables outside of their businesses on the sidewalk.

Ms. McGowan advised there is no space on the sidewalks; the sidewalks are used for public access to businesses. Business owners would need to apply for a booth in order to sell their products.

Mr. Healy advised it might be too late this year to assist business owners and asked if the craft booths could be moved down Main Street next year so the existing businesses would not be blocked. Mr. Healy also stated that if a business owner pays for a business license year round then they should not have to pay the cost of a booth at the Crab Carnival.

Upon roll call, Mrs. Ball, Mr. Gordon, Mr. Healy, Mr. Lawson and Mrs. Nichols voted "Aye".

**B. Citizens Address to Council**

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

**1. School Board Appropriation Request**

Dr. Jeffrey Smith advised on the Town Council agenda for consideration is a request from the School Board for the appropriation of unexpended funds from fiscal year 2008-09 for use towards the professional engineering services of the HVAC replacement at the Elementary, Middle and High Schools in the amount of \$379,345.41. The School Board respectfully request authorization of the request in order to proceed with the engineering services for the HVAC system.

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

**IV. COUNCIL RESPONSE**

None were noted.

**V. AGENDA CHANGES**

No changes were made to the agenda.

**VI. ADOPTION OF CONSENT AGENDA**

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

- 1) Minutes of July 20, 2009 Town Council Meeting and Work Session
- 2) Cash Reports
  - a) General Fund  
Cash on hand as of June 30, 2009 - \$2,450,426.91
  - b) Water Fund  
Cash on hand as of June 30, 2009 - \$633, 233, 56
  - c) CIP  
Cash on hand as of June 30, 2009 - \$1,210,996.19
- 3) Monthly Budget Report
- 4) School Fund Cash Report
  - a) Cash on hand as of June 30, 2009 - \$379,345.41
- 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

## **VII. COMMITTEE REPORTS**

### **A. Public Safety**

Mr. Hudson advised there was nothing to report.

### **B. Finance Committee – Mrs. Ball reported for the Committee**

Mrs. Ball advised there was nothing to report.

### **C. Education Committee – Mrs. Nichols reported for the Committee**

#### **1. School Appropriation Request**

Mr. Hudson advised in accordance with the Code of Virginia, the appropriation request would require a public hearing to amend the Town budget for FY 2009/10.

Mrs. Nichols made a motion to authorize the Town Manager to advertise for a public hearing on August 13<sup>th</sup> 2009 at 4:30 pm, seconded by Mr. Lawson. Upon roll, call Mrs. Ball, Mr. Gordon, Mr. Healy, Mr. Lawson and Mrs. Nichols all voted “Aye”.

### **D. Public Works – Mr. Gordon reported for the Committee**

Mr. Gordon advised there was nothing to report.

### **E. Economic and Community Development – Mr. Lawson reported for the Committee**

#### **1. Ordinance 06-09/Inoperable Motor Vehicles**

Mr. Lawson made a motion to authorize the Town Manager to advertise for a public hearing on Ordinance 06-09 on August 31<sup>st</sup> 2009 at 6:30 pm, seconded by Mr. Gordon. Upon roll, call Mrs. Ball, Mr. Gordon, Mr. Healy, Mr. Lawson and Mrs. Nichols all voted “Aye”.

#### **2. Ordinance 07-09/Projections into Required Yards and Corner Lots**

Jack Lawson made a motion for Town Council to refer Ordinance 07-09, Section 70-24, definitions of a corner lot; Section 70-332, projections into required yards and Section 70-333, yards on corner lots and through lots, to Planning Commission for review and for Planning Commission to submit a recommendation back to Town Council and to authorize the Town Manager to advertise for a public hearing upon receipt of a recommendation by Planning Commission, seconded by Mrs. Nichols. Upon roll, call Mrs. Ball, Mr. Gordon, Mr. Healy, Mr. Lawson and Mrs. Nichols all voted “Aye”.

## **VIII. TOWN MANAGER’S ITEMS**

Mr. Funkhouser advised there was nothing to report.

## **IX. OLD BUSINESS**

There was nothing to report.

## **X. NEW BUSINESS**

### **A. Planning Commission Report - Mr. Hudson**

Mr. Hudson advised the following were action items of the Planning Commission regularly scheduled monthly meeting on July 1, 2009: 1) Holly McGowan presented the Annual Report. 2) Elected the following officers: Paul Diggs as Chairman, Jim Vadas as Vice Chairman. 3) Set the first Wednesday, of each

month for the regular meeting at 5 pm. 4) Planning Commission began the updating process for the Comprehensive Plan.

**XI. MOTION TO CONTINUE THE MEETING.**

There being no further business, Mr. Lawson made a motion to continue the Town Council meeting on August 13, 2009 at 4:30 pm, seconded by Mrs. Ball. Upon a unanimous vote, the motion was approved.

After the regular Town Council meeting the following discussion with Town Council pursued:

Mr. Healy stated that he had concerns with the management of the Town and that Town Council was elected by the public to do a job and the public are not being represented appropriately. Mr. Healy advised had concerns with the following issues: 1) The permit intake process for the demolition of Bobby Wilson's family home. 2) The Government Access channel. 3) Leave slips; one staff member never works a full week and questioned why one employee of the police department that works from 8 to 4:30 was accumulating overtime. 4) Employee accountability, generally. 5) The management of the 411 Hot Line. 6) Timely action on work orders for brush. 7) Public Works employee's lingering around for extended periods of time between jobs. 8) Work schedules for the Police Department and Dispatch Office.

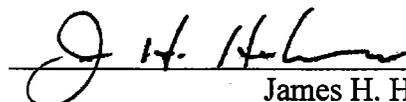
Mr. Gordon advised he had concerns with the following issues: 1) Mr. Gordon recently called the police department regarding an abandoned child's bike and was told by the Chief of Police the bike could not be picked up because there was no place to store it. The Town Manager picked up the bike in his personal vehicle. 2) DMV; the coverage by other employees in the Treasurer's Department and the cost to provide DMV services. While employees are working the DMV counter they are unable to do their own job then they have to work over time to get their job done. 3) The Government Access Channel, the quality of the sound on the video taped Town Council meetings. 4) Mr. Gordon suggested Town Council review the employee job descriptions so an employee can not say "That's not my job".

Mrs. Ball advised she had asked for the speed trailer to be placed on 14<sup>th</sup> Street several times over the past year and it had not been done. Mrs. Ball also had concerns with Town employees talking negatively about Council members.

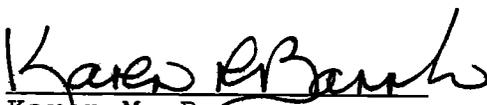
Mrs. Nichols advised there was an employee in the Treasurer's office unable to quickly and effectively process payments for water bills and tax bills.

Mr. Hudson stated that this is the first time he had heard some of the above issues and asked Council members to let the Mayor know when they have concerns.

Mr. Hudson asked the Town Manager to let Town Staff know that Town Council had concerns with the above issues that needed to be addressed immediately and suggested some of the issues be addressed through Town Council Committee meetings.

  
James H. Hudson, III  
Mayor

ATTEST:

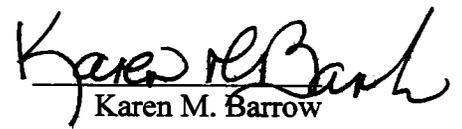
  
Karen M. Barrow  
Town Clerk



**TOWN OF WEST POINT  
ANNUAL ORGANIZATIONAL MEETING  
RESOLUTION**

BE IT RESOLVED; pursuant to State Code 15.2-1416 the Town Council of the Town of West Point establishes the last Monday of each month at 6:30 p.m. with a Work Session at 6 p.m. in Town Hall located at 329 6<sup>th</sup> Street, West Point, Virginia for its regularly scheduled monthly meeting to conduct Town business except for the December meeting that will be on Monday, December 14, 2009 and the May meeting that will be on Monday, May 24, 2010.

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 July 20, 2009 at which meeting a quorum was present and voted throughout.

  
Karen M. Barrow  
Town Clerk