

**WEST POINT TOWN COUNCIL
WORK SESSION MINUTES
MARCH 28th, 2011**

I. Change of Election Date Ordinance

Andrea Erard presented Town Council with a draft ordinance that would change the election date from May to November, it would also cover an extension on the terms from June 30th to December 31st then the elected officials would take office effective January 1st instead of July 1st.

The consensus of Town Council is for the Change of Election Date Ordinance to be on the Town Council agenda for authorization to advertise for a public hearing.

II. Occupancy of Motor Vehicles

Mr. Porter presented a request from the Chief of Police to review Section 38-3 of the Town Code regarding Occupancy of Motor Vehicles.

Mr. Hudson asked for the Occupancy of Motor Vehicles to be placed on the Public Safety agenda for review in April.

III. VDOT Bridge Approach Repairs

Mr. Hudson advised that VDOT conducted an information meeting regarding the procedures for the repairs to the bridge approach to the Lord Delaware Bridge.
Bryant Contracting are currently conducting surveying work in the area and construction will begin in April

**TOWN OF WEST POINT
TOWN COUNCIL MINUTES
March 28th, 2011**

I. CALL TO ORDER

The West Point Town Council held its regular monthly meeting on Monday, March 28th 2011. The Honorable James H. Hudson III called the meeting to order at 6:30 p.m. An invocation was given 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 , Economic Development Coordinator; Walt Feurer , Director of Public Works and other interested persons.

II. CITIZENS ADDRESS TO COUNCIL

A. Arts Alive Annual Report

Andy Conklin and Earl Wilson provided Town Council with a report on Arts Alive activities for the past year and thanked Town Council for supporting the Arts Alive program.

B. FY 2009 – 10 Audit Report

Aaron Hawkins, representative from Farmer, Robinson, Cox & Associates presented Town Council with the audit report and advised the audit was a healthy clean audit and that the management letter explains proposed changes in the standards for the way financial statements are prepared, the changes will take place during the 2011/12 fiscal year. Mr. Hawkins also stated that the report for the cafeteria at the schools needs to contain more detailed information in an accounting system.

C. Public Hearing – Port Richmond CDBG Grant

Mr. Hudson read the public hearing advertisement and asked the Town Clerk if any of the following requests were received: 1) A request to review the application. 2) A request for assistance to attend the meeting. 3) Comments submitted in writing.

The Town Clerk advised that no request were received.

Mr. Hudson opened the floor for citizens to comment on the Port Richmond CDBG Grant application, there being none the public hearing was closed.

Michael Dodson, consultant with Community Partnership & Associations presented Town Council with a revised resolution and advised there are home owners on “C” Street that want to sell their property, grant funding can be used for acquisition then the can property be resold. The funds from the resale of the property are considered program income and are used for projects in the program.

Mr. Hudson asked if any one else would like to comment on the public hearing for the Port Richmond CDBG Grant application. There being none, the public hearing was closed.

1. Action on CDBG Grant application [*See Attached Resolution*]

Mrs. Gulley advised the resolution uses both the Neighborhood Renewal Project and Neighborhood Improvement Project, what is the correct title for the project.

Michael Dodson suggested it be The Port Richmond Neighborhood Improvement Project.

Mr. Gordon made a motion to adopt the resolution with amendments, 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”.

D. Public Hearing – Budget Amendment 03-2010/11

Mr. Hudson read the public hearing advertisement for Budget Amendment 03-2010/11 and asked the Town Clerk if any of the following requests were received: 1) A request to review the application. 2) A request for assistance to attend the meeting. 3) Comments submitted in writing.

The Town Clerk advised that no request were received.

Mr. Hudson opened the floor for citizens to comment on Budget Amendment 03-2010/11, there being none the public hearing was closed.

1. Adoption of Budget Amendment and Appropriation Resolutions *[See Attached Resolutions]*

Mrs. Ball made a motion to adopt the attached Budget Amendment 03-2010/11 and the Appropriation 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".

E. Citizens Address to Council

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

1. Larry Elliott, representative for the Steel Workers Union of America reported to Town Council regarding the possibility of a strike at Smurfit-Stone. Mr. Elliott advised the union have attempted to negotiate a fair contract with Smurfit-Stone and that a strike is not planned at this time. The current contract is not a fair deal and negotiations will continue until further notice.

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

Mr. Hudson moved Citizens Address to Council from item A to item E.

Mrs. Ball made a motion to adopt the agenda as amended, 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".

V. ADOPTION OF CONSENT AGENDA

Mr. Vincent made a motion to adopt the following consent agenda, 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".

- 1) Minutes of February 28, 2011 Town Council Meeting and Work Session
- 2) Cash Reports
 - a) General Fund
Cash on hand as of February 28, 2011 - \$3,896,865.28
 - b) Water Fund
Cash on hand as of February 28, 2011 - \$725,691.00
 - c) CIP
Cash on hand as of February 28, 2011 - \$283,879.72
- 3) Monthly Budget Report
- 4) School Fund Cash Report
 - a) Cash on hand as of February 28, 2011 - \$380,238.28
- 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

11) Patriots Village Resolution Authorizing Advertisement for a Public Hearing. *[See Attached Resolution]*

VI. COMMITTEE REPORTS

A. Finance Committee – Mrs. Ball reported for the Committee
Mrs. Ball advised she has nothing to report.

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

1. Ordinance 03-11 – Animal Ordinance

Mrs. Gulley made a motion to authorize the Town Manager to advertise for a public hearing on Ordinance 03-11, the Animal Ordinance, for April 25, 2011, 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”.

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

1. Ball Field Drainage Improvements Phase I & II Resolution *[See Attached Resolution]*

Mr. Shreaves advised he is concerned with the end result of the project.

Mr. Porter advised that Phase I & II will have a positive affect on the drainage issues.

Mr. Gordon made a motion to adopt the attached resolution awarding the contract for Drainage Improvements at the Ball Fields to C. T. Redd Construction Inc. not to exceed \$36,935. Seconded by Mr. Kelley, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”.

2. Trash Truck Purchase Resolution *[See Attached Resolution]*

Mr. Gordon made a motion to adopt the attached resolution authorizing the Director of Public Works to request bids and to purchase a new Trash Truck not to exceed \$150,000. Seconded by Mr. Lawson, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”.

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

Mr. Shreaves advised there is no report.

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

1. Middle Peninsular Chesapeake Bay Public Access Authority *[See Attached Resolution]*

Mr. Lawson made a motion to adopt the attached resolution authorizing the Town Manager to be the representative to the Public Access Authority and for Holly McGowan to be the alternate, 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”.

2. Natural Hazards Mitigation Plan *[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".

VII. TOWN MANAGER'S ITEMS

A. Authorization to Advertise Ordinance 04-11 for Public Hearing / Change of Election Date

Mr. Lawson made a motion to authorize the Interim Town Manager to advertise for a Public Hearing on Ordinance 04-11, Change of Election Date. 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".

VIII. OLD BUSINESS

There was nothing to report under Old Business.

IX. NEW BUSINESS

A. Planning Commission Report - Mr. Hudson

Mr. Hudson advised the Planning Commission will meet on Wednesday, March 2nd, 2011 to discuss the following: 1) An authorized advertisement for a public hearing for a Zoning Text Amendment to Directional Signs. 2) An authorized advertisement for a public hearing on the 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 7:30 P.M.

James H. Hudson, III
Mayor

ATTEST:

Karen M. Barrow
Town Clerk



RESOLUTION

AUTHORIZING THE PREPARATION AND FILING OF AN APPLICATION FOR COMMUNITY IMPROVEMENT GRANT FUNDS THROUGH THE VIRGINIA SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

WHEREAS, the Town of West Point participated in the Small Cities Community Development Block Grant (CDBG) program under the Virginia Department of Housing Community Development's (VDHCD) 2010 Planning Grant program by undertaking a comprehensive community development study for the Port Richmond Neighborhood Improvement Project; and

WHEREAS, the Port Richmond Neighborhood is the highest priority community development area established under the guidance of the Town's Comprehensive Plan because of neighborhood deterioration and the impact of the adjacent industries that include the Smurfit-Stone Container Mill, the Old Dominion Grain Corporation mill, and the West Point Veneer factory on the neighborhood; and

WHEREAS, the Town in cooperation with neighborhood residents, conducted door-to-door surveys and citizen meetings in the Port Richmond neighborhood, formed a project management team and neighborhood advisory committee, and completed a needs assessment and environmental review with participation of the neighborhood residents, property owners, a local engineer and Bay Aging; and

WHEREAS, said needs assessments and surveys identified deteriorated and dilapidated housing, concentrations of blight, insufficient fire protection coverage, and insufficient storm drainage, as the major needs and concerns of the property owners and residents of the neighborhood; and

WHEREAS, a Comprehensive Community Development (CCD) Improvement Program for physical redevelopment has been developed by the Town in cooperation with the Port Richmond neighborhood residents and property owners and other stakeholders pursuant to requirements for funding set forth by the Virginia Department of Housing and Community Development (VDHCD); and

WHEREAS, a Preliminary Engineering Report (PER) for the required public improvements, a Housing Rehabilitation Program for the rehabilitation of the deteriorating units and a Property Acquisition and Tenant Relocation Plan to remove blight from the neighborhood have been completed in support of the revitalization program; and

WHEREAS, the Port Richmond neighborhood is comprised of 59 dwelling units of which 10 are vacant units and 53 of the units having housing deficiencies; and

WHEREAS, the Port Richmond Neighborhood Improvement Project will benefit 49 existing occupied households of which 38 are low- and moderate-income households (77.5%) (109 low- and moderate-income persons (128 total persons) – 85.2% LMI); and

WHEREAS, one hundred percent (100%) direct benefit will result from the implementation of the housing rehabilitation program 15 LMI owner-occupied units (44 persons) and 5 LMI tenant occupied units (13 persons); substantial reconstruction of 1 LMI owner-occupied units (1 person); the relocation of 4 LMI tenant households (10 persons) to a standard housing unit for a total of 25 LMI household (68 LMI persons); and an indirect benefit for 128 people (109 LMI – 85.2%) residing in the neighborhood resulting from the storm drainage, lighting, and the water line/fire protection improvements as well as the property acquisition and demolition activities to remove blighting influences; and

WHEREAS, Dominion Virginia Power (DOM) has provided for installation of twelve 8,000 lumen, 100-watt HPSV lights and made improvements to four existing lights that were upgraded to new 8,000 lumen, 100-watt HPSV lights to provide adequate lighting and to improve safety in the neigh