

**TOWN OF WEST POINT**  
**TOWN COUNCIL MINUTES**

**JULY 11th, 2011**

**I. CALL TO ORDER**

The West Point Town Council held its regular monthly meeting on Monday, July 11<sup>th</sup> 2011. The Honorable James H. Hudson, III called the meeting to order at 6:30 p.m. Mr. Hudson 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, Economic Development Coordinator; TC Moore, Town Treasurer and other interested persons.

**II. ANNUAL BUSINESS MEETING**

A. Meeting Time and Date Resolution

Mrs. Ball made a motion to adopt the attached resolution setting the regularly scheduled Town Council meeting and the following Committee meetings; 1) Community Development; 2) Education; 3) Finance; 4) Public Safety and 5) Public Works. 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.

B. Committee Assignments

Mr. Hudson stated the Committee's will be as follows:

Community Development:

Jack Lawson – Chairperson  
Deborah Ball  
Paul Kelley

Education:

Bub Shreaves – Chairperson  
Tina Gulley  
Charlie Gordon  
Paul Kelley

Finance:

Deborah Ball – Chairperson  
Jack Lawson  
Bub Shreaves

Public Safety:

Tina Gulley – Chairperson  
Deborah Ball  
Chris Vincent

Public Works:

Charlie Gordon – Chairperson  
Jack Lawson  
Bub Shreaves  
Chris Vincent

C. Election of Vice Mayor

Mr. Shreaves nominated Deborah Ball to be Vice Mayor.

Mr. Hudson asked if there were any other nominations.

There being no other nominations, Mr. Gordon made a motion to close the nominations. 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.

Upon a unanimous vote, Mrs. Ball was elected Vice Mayor.

**III. CITIZENS ADDRESS TO COUNCIL**

A. 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.

**IV. COUNCIL RESPONSE**

There was no response by Town Council.

**V. AGENDA CHANGES**

Mr. Shreaves made a motion to adopt the following agenda changes: 1) Safe Routes to School was placed under Community Development as item 1. 2) The referral of Church Signs to the Planning Commission was placed under Community Development as item 2. 3) An update on the Schools was placed under the Town Manager. 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”.

**VI. ADOPTION OF CONSENT AGENDA**

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

1) Minutes of June 27th, 2011, continued meeting on June 28<sup>th</sup>, 2011 Town Council meeting.

2) Arts Alive Sponsor Resolution [*See Attached Resolution*]

**VII. COMMITTEE REPORTS**

#### A. Public Safety

Mrs. Gulley advised that unless there are any agenda items for the July 21<sup>st</sup> meeting, the meeting will be cancelled.

#### B. Finance Committee

Mrs. Ball advised there was no report.

#### C. Education Committee

Mr. Porter advised that the School Board will have a resolution for adoption for the Virginia Public School Authority that might need to be adopted before the next meeting.

Mr. Hudson stated that if the School Board has a resolution that needs action before the next Town Council meeting, a called meeting can be arranged.

Mr. Shreaves asked if the Education Committee needed to meet in July.

Mr. Porter advised yes, that Dr. Smith will need to discuss the HVAC system.

#### D. Public Works

Mr. Gordon advised there was no report.

#### E. Economic and Community Development

##### 1. Safe Routes to School

Mr. Lawson made a motion to adopt the attached resolution authorizing the Director of Community Development to execute and deliver a contract for consultant services with Mitchell-Wilson and Associates P.C. in an amount not to exceed \$30,000 for the Safe Routes to School project. 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. Church Directional Signs

Mr. Lawson made a motion to refer Church Direction Signs to the Planning Commission for review and for the Planning Commission to submit a recommendation back to Town Council, 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. TOWN MANAGER'S ITEMS**

#### A. Authorization to Advertise the Refuse Collection Fees for Public Hearing

Mr. Gordon made a motion to authorize the Town Manager to advertise the Refuse Collection Fees for public hearing on August 29<sup>th</sup> 2011 at 6:30 p.m., 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".

### **IX. OLD BUSINESS**

### **X. NEW BUSINESS**

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

Mr. Hudson advised that Planning Commission did not meet in July, therefore there is no report.

B. Closed Session

Mr. Vincent made a motion for Town Council to enter into Closed Session pursuant to Virginia Code §2.2-3711(A)(1) for discussion related to the hiring of a Town Manager, 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".

Reconvene

Mr. Vincent made a motion to reconvene into public session, 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".

Certification

Mr. Shreaves made a motion to certify that in Closed Session just concluded that public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public Business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by Town Council. 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".

**XI. RECESS**

There being no further business Mr. Hudson recessed the meeting at 7:35 p.m. until Wednesday, July 13<sup>th</sup> 2011 at 5:15 p.m.

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James H.  
Hudson, III

Mayor

ATTEST:

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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. for its regularly scheduled monthly meeting to conduct Town business except for July 2011 that will be on Monday, July 11<sup>th</sup> 2011 at 6 p.m., the December meeting will be on Monday, December 19<sup>th</sup>, 2011 and the May meeting will be on Monday, May 21<sup>st</sup>, 2012. Meetings will be in Town Hall located at 329 6<sup>th</sup> Street, West Point, Virginia.

Those members voting:

James H. Hudson N/A  
Deborah Ball Aye  
Tina Gulley Aye  
Charles Gordon Aye  
Paul Kelley Aye  
Joshua Lawson Aye  
Otto Shreaves Aye  
Christopher Vincent Aye

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James H. Hudson, III

Mayor, Town of West Point

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 11<sup>th</sup>, 2011 at which meeting a quorum was present and voted throughout.

Adopted this 11<sup>th</sup> day of July, 2011

ATTEST:

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Karen M. Barrow  
Town Clerk

The regular monthly Town Council Meetings will be held (Generally the last Monday of each month) at 6:30 p.m. on the following dates:

July 11, 2011 August 29, 2011

September 26, 2011 October 31, 2011

November 28, 2011 December 19, 2011

January 30, 2012 February 27, 2012

March 26, 2012 April 30, 2012

May 21, 2012 June 25, 2012

The regular monthly Community Development Committee Meetings will be held at 5:00 p.m. on the following dates:

July 11, 2011 August 8, 2011

September 12, 2011 October 3, 2011

November 14, 2011 December 19, 2011

January 9, 2012 February 13, 2012

March 12, 2012 April 9, 2012

May 14, 2012 June 11, 2012

The regular monthly Education Meetings will be held

at 4:30 p.m. on the following dates:

July 20, 2011 August 17, 2011

September 21, 2011 October 19, 2011

November 16, 2011 December 21, 2011

January 18, 2012 February 15, 2012

March 21, 2012 April 18, 2012

May 16, 2012 June 20, 2012

The regular monthly Finance and Organization Development Committee

Meetings will be held at 4:30 p.m. on the following dates:

July 14, 2011 August 11, 2011

September 8, 2012 October 13, 2011

November 10, 2011 December 8, 2011

January 12, 2012 February 9, 2012

March 8, 2012 April 12, 2012

May 10, 2012 June 14, 2012

The regular monthly Public Safety Committee Meetings will be held

at 4:30 p.m. on the following dates:

July 21, 2011 August 18, 2011

September 15, 2011 October 20, 2011

November 17, 2011 December 15, 2011

January 19, 2012 February 16, 2012

March 15, 2012 April 19, 2012

May 17, 2012 June 21, 2012

The regular monthly Public Works Meetings will be held

at 10:00 a.m. on the following dates:

July 21, 2011 August 18, 2011

September 15, 2011 October 20, 2011

November 17, 2011 December 15, 2011

January 19, 2012 February 16, 2012

March 15, 2012 April 19, 2012

May 17, 2012 June 21, 2012

**A RESOLUTION  
TO APPROVE CONSULTANT CONTRACT FOR THE  
SAFE ROUTES TO SCHOOL PROJECT**

WHEREAS; the Town Council of the Town of West Point has been granted permission by the Virginia Department of Transportation to publish a Request for Proposals for a consultant for professional services for the Safe Routes to School Project; and

WHEREAS; the Town placed an advertisement in the Daily Press beginning on February 20, 2011 and ending February 28, 2011, and in the Tidewater Review beginning on February 16, 2011 and ending on February 23, 2011 for Request for Proposal Bids pursuant to VDOT requirements; and

WHEREAS; the Town received one bid from Mitchell Wilson Associates, P.C., in the amount of \$30,000.00; and

NOW THEREFORE BE IT RESOLVED; the Town Council of the Town of West Point authorizes the Director of Community Development; to execute and deliver a contract with Mitchell Wilson Associates, P.C. in the amount not to exceed \$30,000.00.

Those members voting:

James H. Hudson N/A  
Deborah Ball Aye  
Tina Gulley Aye  
Charles Gordon Aye  
Paul Kelley Aye  
Joshua Lawson Aye  
Otto Shreaves Aye  
Christopher Vincent Aye

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James H. Hudson, III

Mayor, Town of West Point

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 11th, 2011 at which meeting a quorum was present and voted throughout.

Adopted this 11th day of July, 2011

ATTEST:

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Karen M. Barrow, Town Clerk



***TOWN OF WEST POINT  
ARTS ALIVE SEASONS TICKETS  
RESOLUTION***

WHEREAS: The Town of West Point has previously purchased four season's tickets from Arts Alive for marketing purposes and to support scheduled programs at the W. T. Robinson/Sture G. Olsson Civic Auditorium and Fine Arts Center.

NOW THEREFORE BE IT RESOLVED: The Town Council of the Town of West Point authorizes the Town Manager to purchase four Season Tickets from Arts Alive Inc. for marketing purposes for use during the 2011/12 Season Series.

Those members voting:

James H. Hudson N/A  
Deborah Ball Aye  
Tina Gulley Aye  
Charles Gordon Aye  
Paul Kelley Aye  
Joshua Lawson Aye  
Otto Shreaves Aye  
Christopher Vincent Aye

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James H. Hudson, III

Mayor, Town of West Point

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 11th, 2011 at which meeting a quorum was present and voted throughout.

Adopted this 11th day of July, 2011

ATTEST:

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Karen M. Barrow

Town Clerk