

**WEST POINT TOWN COUNCIL  
WORK SESSION MINUTES  
DECEMBER 19th, 2011**

**I. CDBG Kirby Street Rehabilitation Program**

Mr. Edwards advised that there are still various issues regarding the CDBG Kirby Street Rehabilitation Program, there are corrections that need to be done through renovations and additional construction at four of the homes.

Mr. Hudson asked if once the repairs and construction are done would the issues be corrected?

Mr. Edwards advised yes and that the completion date for the project is June 2012. Mr. Edwards asked for the CDBG Kirby Street Rehabilitation Program to be placed on the Town Council agenda for authorization to proceed with a contractor for the work that needs to be done.

**II. Davenport and Company**

Mr. Edwards advised that Ted Cole of the Davenport and Company presented the Finance Committee with a review of Finance Options for Capital Improvement Projects and potential refund opportunities that would assist with the financing of the HVAC systems at the schools.

Mr. Hudson advised that Davenport and Company has worked for James City County, Gloucester County, the City of Hopwell, the Town of Ashland, Colonial Beach and the Town of Kilmarnock, they have a good reputation as accountants.

Mr. Lawson advised that the Town has been discussing the HVAC systems at the school for some time and that Town Council needs to know the financial status of the Town and options for funding.

Mr. Edwards advised that if the Town intends to move forward with the project Davenport and Company would need to begin work as soon as possible if the Town wants to submit loan applications in the spring.

The consensus of Town Council is to place Davenport and Company on the Town Council agenda.

**III. Generator Grant**

Mr. Edwards advised that an evaluation was performed in May 2011 on the gymnasium at the High School as the designated emergency shelter location for West Point. A grant program through the State would pay 50% of the estimated cost to install a transfer switch for a generator, the estimated cost to install the switch is \$33,600. King William County would submit the grant application. The deadline for the application is December 31, 2011.

Mr. Hudson advised the school board is meeting on Tuesday, December 20<sup>th</sup> to discuss the request by the Town to allow a generator connection to be installed at the High School.

The consensus of Town Council is for the Town Manager to submit an application for the Grant.

**IV. Mines, Minerals and Energy**

Mr. Edwards advised that the Mines, Mineral and Energy loan application deadline is January 18<sup>th</sup> 2012. The percentage rate for a loan is 1.9% for eight years. The Town could not afford an eight year loan even though with the low interest rate.

The consensus of Town Council is for the Town Manager not to submit an application at this time.

**TOWN COUNCIL MINUTES**

**I. CALL TO ORDER**

The West Point Town Council held its regular monthly meeting on Monday, December 19<sup>th</sup> 2011. The Honorable James H. Hudson III called the meeting to order at 6:30 p.m. Reverend Nancy Summerlin 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 and Chris Vincent.

Members Absent: Bub Shreaves.

Also Present: John B. Edwards, Jr., Town Manager; Andrea Erard, Town Attorney; Karen Barrow, Town Clerk; Chief Bill Hodges, WPPD; Walt Feurer, Director of Public Works; TC Moore, Treasurer; Holly McGowan, Community Development Coordinator; Shawn Hershberger, Economic Development Coordinator and other interested persons.

## II. 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, the Citizens Address was closed.

## III. COUNCIL RESPONSE

None was noted.

## IV. AGENDA CHANGES

Mrs. Ball made a motion to place Davenport & Company and CDBG Kirby Street Rehabilitation Program on the agenda under the Town Manager items, seconded by Mrs. Gulley. Upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson and Mr. Vincent all voted "Aye".

## V. ADOPTION OF CONSENT AGENDA

Mr. Gordon 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 and Mr. Vincent all voted "Aye".

- 1) Minutes of November 28th, 2011 Town Council Meeting and Work Session
- 2) Cash Reports
  - a) General Fund  
Cash on hand as of November 30, 2011 - \$4,656,743.03
  - b) Water Fund  
Cash on hand as of November 30, 2011 - \$781,357.60
  - c) CIP  
Cash on hand as of November 30, 2011 - \$(126,451.76)
- 3) Monthly Budget Report
- 4) School Fund Cash Report
  - a) Cash on hand as of November 30, 2011 - \$385,574.20
- 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

## V. COMMITTEE REPORTS

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

#### 1. Ordinance 12-11, Satellite Dishes

Mr. Lawson made a motion to authorize the Town Manager to advertise for a public hearing on Ordinance 12-11 by the attached resolution. Seconded by Mr. Gordon, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson and Mr. Vincent all voted "Aye".

#### 2. YMCA Recreation Agreement

Mr. Lawson made a motion to authorize the Town Manager to execute and deliver the addendum contract with the YMCA as revised by the Town Attorney. Seconded by Mr. Vincent, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson and Mr. Vincent all voted "Aye".

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

Mr. Edwards advised that the Education Committee meeting scheduled for Wednesday, December 21<sup>st</sup> 2011 has been cancelled.

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

1. Federal Home Loan Bank Program

Mr. Edwards advised that funds are available through the Federal Home Loan Bank to assist with construct projects on Kirby Street. The cost for renovations at four homes will be \$55,000, the homeowners would be responsible to repay the funds back to the Federal Home Bank.

Mrs. Ball made a motion to approve the Town's participation in this program with C & F Bank and to authorize the Town Manager to execute and deliver the necessary documents upon approval of the Town Attorney. Seconded by Mrs. Gulley, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson and Mr. Vincent all voted "Aye".

2. Budget Amendment Resolution Number 03-11/12 [*See Attached Resolution*]

Mrs. Ball made a motion to adopt the attached resolution and appropriate \$55,000 for the Kirby Street FBL Bank Energy Efficiency and Weatherization Assistance Program (EEWAP) and the Accessibility Rehabilitation Program. Seconded by Mr. Gordon, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson and Mr. Vincent all voted "Aye".

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

1. Purchase of Precious Metal Ordinance

Ms. Erard advised that State Code authorizes localities to adopt ordinances dealing with precious metals. These ordinances will assist law enforcement with preventing the resale of stolen merchandise.

Mrs. Gulley advised that Chief Hodges has a draft ordinance for the Town Attorney to review and that the Public Safety Committee will review the ordinance at the January meeting.

Mrs. Gulley made a motion for the Town Attorney to prepare a Precious Metal Ordinance and to authorize a Public Hearing at the January 30<sup>th</sup> 2012 Town Council meeting. Seconded by Mrs. Ball, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson and Mr. Vincent all voted "Aye".

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

Mr. Gordon advised there was nothing to report.

## VII. TOWN MANAGER'S ITEMS

A. Davenport and Company Contract

Mr. Edwards advised that Davenport and Company had presented the Finance Committee with a review of finance options for Capital Improvement Projects and potential refunding opportunities that would assist with the funding of the HVAC systems at the schools. Mr. Edwards also stated that Davenport and Company has a proposal to prepare a Phase I review for the above projects not the exceed \$7,500.

Mr. Vincent made a motion to authorize the Town Manager to execute and deliver a contract with Davenport and Company for a Phase I review that would not exceed \$7,500 and upon review of the contract by the Town Attorney. Seconded by Mrs. Ball, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson and Mr. Vincent all voted "Aye".

B. CDBG Kirby Street Rehabilitation Program

Mr. Gordon made a motion to approve the agreement between the Town of West Point and the property owner of 226 15<sup>th</sup> Street and to authorize the Town Manager to sign the agreement on behalf of the Town subject to final review and approval of the Town Attorney. Seconded by Mrs. Ball, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson and Mr. Vincent all voted "Aye".

Mrs. Gulley made a motion to approve a Class A Contractor for an amount not to exceed \$5,000 for services related to the Kirby Street CDBG project for 226 15<sup>th</sup> Street and to authorize the Town Manager to execute a contract on behalf of the Town and the contract is to be prepared by the Town Attorney. Seconded by Mrs. Ball, upon roll call Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson 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 met on December 7<sup>th</sup> 2011 to conduct a public hearing on Ordinance 12-11, Satellite Dishes. The Planning Commission approved the minutes from the November meeting and cancelled the January meeting.

**X. ADJOURNMENT**

There being no further business Mr. Hudson adjourned the meeting at 6:55 p.m.

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James H.  
Hudson, III  
Mayor

ATTEST:

\_\_\_\_\_  
Karen M. Barrow  
Town Clerk

A RESOLUTION TO  
AUTHORIZE ADVERTISEMENT  
ON ORDINANCE 12-11  
Chapter 70, Zoning, Article XIX, Supplementary Regulations  
Section 70-337, Satellite Dishes

WHEREAS; the Zoning Ordinance of The Town of West Point shall be amended to reflect Federal law and regulations for satellite dishes;

WHEREAS: The Town Council of The Town of West Point at their October 24, 2011, meeting referred Section 70-337, Satellite Dishes, for the Planning Commission to review and report back with a recommendation; and

WHEREAS: The Planning Commission of The Town of West Point held a public hearing on December 7, 2011, and is recommending approval to Town Council of Ordinance 12-11;

NOW, THEREFORE BE IT RESOLVED; The Town Council of the Town of West Point authorizes the Town Manager advertise for a public hearing to be held on January 30, 2012, to amend Chapter 70, Article XIX, Supplementary Regulations, Section 70-337, Satellite Dishes.

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 December 19, 2011, at which meeting a quorum was present and voted throughout.

Those members voting:

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

\_\_\_\_\_  
James H. Hudson III, Mayor

Adopted this 19th day of December, 2011

ATTEST:

\_\_\_\_\_  
Karen M Barrow, Town Clerk

ADDENDUM TO CONTRACT

THIS ADDENDUM TO CONTRACT, ("Addendum") made this 19th day of December, 2011, by and between THE TOWN OF WEST POINT ("Town"), and PENINSUAL METROPOLITAN YBCA ("YMCA").

WITNESSETH:

1. Original Contract. The parties have previously entered into an Agreement of Contract, ("Original Contract"), a copy of which is attached to this Addendum and whose terms are hereby expressly incorporated by reference.
2. Extension of Original Contract. The parties both seek to extend the Original Contract for a period of six (6) months until June 30, 2012.
3. Contract Service Fee. The Town shall pay a contract service fee in the amount of \$ 25,000 for six (6) months. The contract service fee shall be paid in monthly allotments (1/6th per month). The first payment will be payable on January 1, 2012 and continue through the term of this Addendum.
4. Original Contract Terms. All terms set forth in the Original Contract shall remain in full force and effect during the term of this Addendum.

TOWN COUNCIL OF THE TOWN OF WEST POINT

By: \_\_\_\_\_

John Edwards, Town Manager

PENINSULA METROPOLITAN YMCA

By: \_\_\_\_\_

Danny L. Carroll, Executive Director

**TOWN OF WEST POINT  
BUDGET AMENDMENT RESOLUTION  
BUDGET AMENDMENT # 03-11/12**

WHEREAS federal funds have been made available through the Federal Home Loan Bank to supplement the Towns efforts in the Kirby Street Neighborhood Renewal Project; and

WHEREAS four homeowners have been determined eligible for these funds to continue with repairs and renovations in addition to the renovations provided by the Community Development Block Grant; and

WHEREAS the four homeowners are requesting assistance with the applications to the Federal Home Loan Bank through C&F Bank and would be repaying the funds back to the Federal Home Loan organization; and

WHEREAS the Town has agreed to manage the renovation work funded by this loan program; and

WHEREAS once the renovation work is complete, the Town will send the invoices to C&F Bank for release of the federal funds to the Town and then the Town will pay the invoices; and

WHEREAS the estimated cost for renovations to the four homes is \$55,000.

NOW THEREFORE BE IT RESOLVED by the West Point Town Council at its regularly scheduled monthly meeting on the 19th day of December , 2011, that West Point Town Council amends the FY 2011-12 budget to add \$55,000 so that the total budget shall increase from \$18,064,917 to become a new total of \$18,119,917, and that \$55,000 shall also be appropriated this 19<sup>th</sup> Day of December, 2011.

Those members voting:

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

\_\_\_\_\_  
James H. Hudson III, Mayor

Adopted this 19th day of December, 2011

ATTEST:

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Karen M Barrow, Town Clerk