

**TOWN OF WEST POINT
TOWN COUNCIL
MINUTES
August 27, 2012**

I. CALL TO ORDER

Members Present: Mayor James H. Hudson, III; Vice Mayor Deborah Ball; Tina Gulley; Charlie Gordon; Paul Kelley; Jack Lawson; Bub Shreaves; and Christopher P. Vincent.

Also Present: John B. Edwards, Jr., Town Manager; Andrea Erard, Town Attorney; Charlotte Scanlan, Administrative Assistant; Holly McGowan, Director of Community Development; Walt Feurer, Public Works Director; Tom Clark, Interim Chief of Police; and other interested persons.

A. Rev. Melody Tanner gave the invocation.

B. The Pledge of Allegiance was said.

II. CITIZENS ADDRESS TO COUNCIL

Mayor James H. Hudson, III opened the floor for any citizen to address the Town Council on any Town-related business. There being none, Mayor Hudson closed the Citizens Address.

III. COUNCIL RESPONSE

None was noted.

IV. AGENDA CHANGES

A. Mr. Edwards requested the following changes be made to the agenda: 1) Appointments to the EDA to be placed under Finance Committee as item 2. 2) An Appointment to the BZA and Wetlands Board to be placed under the Finance Committee as item 3.

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

- A. Mr. Gordon made a motion to adopt the following consent agenda, seconded by Mrs. Gulley. Upon roll-call vote, Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted “Aye”.
The agenda will be as follows:

1. Minutes of July 30, 2012, Town Council Meeting.
 - a. Mrs. Gulley requested that on page 3 of the minutes Mr. Gulley be changed to Mrs. Gulley.
2. Cash Reports
3. Monthly Budget Report
4. School Fund Cash Report
5. West Point Monthly Police Activity Report
6. Building Official Inspection Report
7. Public Works Monthly Report
8. Zoning Administrator Monthly Report
9. Treasurer Monthly Report

VI. COMMITTEE REPORTS

- A. Community Development – Mr. Lawson reported for the committee.

1. Presentation of Crab Carnival Master Plan:

Mr. Lawson reported one of the changes to the Crab Carnival this year would be adding a stage on 5th St. for alternate bands to perform.

Mrs. McGowan added that this year they are adding a laser-tag station and a corn-hole contest, with a \$1,000.00 prize.

Mr. Lawson made a motion to accept the 2012 Annual Crab Carnival Master Plan as presented, 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. Acceptance of the Planning Commission’s Annual Report

Mr. Lawson made a motion to approve the 2011-2012 Planning Commission Annual Report as presented, 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”.

3. Acceptance of the BZA/Wetlands Board's Annual Report

Mr. Lawson made a motion to approve the 2011-2012 BZA/Wetlands Boards Annual Report as presented, 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. Education Committee

Mr. Shreaves advised there was nothing to report.

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

1. Request Authorization to Advertise for a Public Hearing on Budget Amendments to the fiscal year 2012 – 2013 budget.

Mrs. Ball reported that the committee discussed the amendment which would provide the use of unspent funds for FY 2011-12 budgets. She said this amendment would be in regard to funds for the Kirby Street Revitalization Project and the West Point Public Schools. In addition, the amendment would provide for the use of a grant fund from the Elis Olsson Memorial Foundation for capital improvement at the schools and the grant funds from the Virginia E911 Service Board. Mrs. Ball went on to say that the total proposed budget increase would be \$643,653.00 and since this amount exceeds one percent of the adopted budget, a public hearing must be held prior to Town Council action on the amendment.

Mrs. Ball made a motion to authorize the Town Manager to advertise for Public Hearing on the proposed budget amendment to the fiscal year 2012-2013 budget at the September 17, 2012 meeting at 6:30 p.m., 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. Appointments to the West Point EDA.

Mrs. Ball made a motion to reappoint Lisa Graham, Jack Lawson, and Lauren Sheppard to the West Point EDA for a four-year term commencing on October 1, 2012 and ending September 30, 2016, 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".

Mrs. Ball made a motion to appoint Debbie Brockwell to fulfill the unexpired term of John Koch to the EDA which will end on September 30, 2013, 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".

3. Appointment to the BZA Board.

Mrs. Ball made a motion to recommend the appointment of Thomas David Cervenak to fulfill the unexpired term of Evan Skinner to the Board of Zoning Appeals which will end on September 30, 2016, 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".

C. Public Safety

D.

Mrs. Gulley advised there was nothing to report.

E. Public Works

1. Town Park Alley Paving Contract

Mr. Gordon reported on the bids that were submitted for the Town Park Alley Paving Project. All bids were over budget, the scope of work had been revised and negotiations had taken place with the low bidder, J. Sanders Construction Company to revise their bid within the budget amount of \$19,600.00.

Mr. Lawson pointed out that the project had been cut back, and that the Town is trying to pave the allies within the budget amount of \$19,600.00.

Mr. Edwards explained that as a result of the bids, the fence work would be done in-house by public works. Mr. Edwards also stated that he had spoken with VDOT and that the Town would be receiving cooperation from VDOT to do the concrete apron work and that VDOT had requested the Town do some additional work on Town Square. Mr. Edwards continued by stating that depending on the work schedule and due to the cost of the project, there will be a four or five foot gap between the end of the paving and the existing concrete entrances and that gravel would be between the concrete and paving as it is now. Sanders Construction will pave to the right-of-way line. VDOT wants the concrete entrance standards to come right to the right-of-way line. So rather than putting in asphalt and having to pay to have it cut out later, we are going to pave to the right-of-way line, then come back with the concrete work, and do the concrete up to the paving line. There might be a short period of time where you see a concrete entrance with a four or five foot strip of gravel then the paving.

Mr. Lawson reiterated that this is being done in order to keep the project within the budget.

Mr. Gordon made a motion that Town Council authorize the Town Manager to execute a contract with J. Sanders Construction Company not to exceed \$19,600.00 for the Town Park Alley Paving Project to include the revised scope of work as stated in the attached e-mail by Joe Sanders and Blair Wilson dated August 13, 2012, 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".

VII. Town Manger

A. VML Conference

Mr. Edwards reviewed the specifics of the Virginia Municipal League Conference that would be coming up September 23, 2012, through September 25, 2012, in Williamsburg, Virginia, and requested that the members of Town Council let him know who would be planning to attend.

Mr. Edwards also asked that Town Council decide who their delegate and alternate delegate would be so that the arrangements could be made for their attendance.

Mr. Vincent nominated Mrs. Ball to be the delegate and Mr. Gordon to be the alternate delegate, seconded by Mrs. Gulley. Upon roll-call vote, Mrs. Ball, Mr. Gordon, Mrs. Gulley, Mr. Kelley, Mr. Lawson, Mr. Shreaves and Mr. Vincent all voted "Aye".

VIII. Old Business

There were no items for discussion.

IX. New Business

Mayor reported on the August 1, 2012 Planning Commission Meeting.

X. Adjournment

The being no further business, the meeting was adjourned.

James H. Hudson, III
Mayor

ATTEST:

Karen M. Barrow
Town Clerk