

**WEST POINT TOWN COUNCIL
WORK SESSION
MINUTES
September 26th, 2017
6:00 P.M.**

Mr. Hudson called the Town Council Work Session to order at 6:00 P.M. at Town Hall, 329 6th Street, West Point, Virginia. Members present included: Jim Hudson, Mayor; Deborah Ball; Tina Gulley; Paul Kelley; Jack Lawson and Chris Vincent.

I Property Located at 323 7th Street

Mr. Edwards advised that the property at 323 7th Street is ready to close and is subject to a 30 day inspection. Mr. Edwards asked if Town Council had a directive for the property.

Chris Vincent made a motion to authorize the Town Manager to purchase the property located at 323 7th Street, seconded by Paul Kelley. Upon a unanimous vote, the motion was approved.

II Crab Carnival Parade

Mr. Edwards advised that the Town does not have convertible cars for Town Council members to ride in the Crab Carnival parade. Therefore arrangements have been made for Town Council members to ride at the front of the parade with the Chief of Police in a police car.

III Public Relations Representative

Mr. Edwards advised that he has spoken with the Public Relations representative to obtain some ideas on marketing the Town and that some of the ideas will be utilized for the upcoming Food Truck event.

IV Storm Drainage at the Mill


Mr. Edwards advised the Mill ran cameras through the storm drains, when the cameras got to 16th Street, they discovered that the drainage was clogged up with debris. VDOT is responsible for maintaining the drainage at 16th Street. The Town and the Mill will be working with VDOT to find a solution to the problem.

V. Truck Parking Regulations


Mr. Edwards presented Town Council with a draft Truck Parking Regulations that has been under review by the Community Development Committee.

The consensus of Town Council is that the weight needs to be reviewed and the language for item C.

Mr. Edwards advised that he will take the truck parking regulations back to the Community Development Committee for further review.


James H. Hudson, III
Mayor

ATTEST:


Karen M. Barrow
Town Clerk

**TOWN OF WEST POINT
TOWN COUNCIL
MINUTES
September 26th, 2017**

I. CALL TO ORDER

The West Point Town Council held its regular monthly meeting on Tuesday, September 26th 2017. The Honorable James H. Hudson, III called the meeting to order at 6:30 p.m. The Invocation was given by Reverend Gordon Meriwether followed by the Pledge of Allegiance.

Members Present: Mayor, Jim Hudson; Deborah Ball, Vice Mayor; Tina Gulley; Paul Kelley; Jack Lawson and Chris Vincent.

Members Absent: Robert Lawrence and Gail Nichols

Also Present: John B. Edwards, Jr., Town Manager; Andrea Erard, Town Attorney; Karen Barrow, Town Clerk; Chief Bobby Mawyer, WPPD, Officer Daryl Fair, WPPD; Holly McGowan, Community Development Coordinator; TC Moore, Town Treasurer; Tim Sawyer, Building Inspector; Donna Pauley, Human Resource Officer and other interested persons.

II. CITIZENS ADDRESS TO COUNCIL

A. Public Hearing – Ordinance 03-2017/Animated Signs

Mr. Hudson read the advertisement for the public hearing then asked the Town Clerk if any requests was received to review the application.

The Town Clerk advised that no requests were received.

Mr. Hudson asked if the Town received any request for assistance to attend the meeting.

The Town Clerk advised that no requests were received.

Mr. Hudson opened the floor for citizens to comment on the public hearing. There being none. The public hearing was closed.

1. Action

Mr. Vincent made a motion that Town Council accepts the recommendation from the Planning Commission and approves ordinance No. 03-2017, Electronic Display Signs seconded by Mrs. Gulley. Upon roll call, Mrs. Ball, Mrs. Gulley, Mr. Kelley, Mr. Lawson and Mr. Vincent all voted "Aye".

B. Public Hearing – SUP2017-12, Bed and Breakfast

Mr. Hudson read the advertisement for the public hearing then asked the Town Clerk if any requests was received to review the application.

The Town Clerk advised that no requests were received.

Mr. Hudson asked if the Town received any request for assistance to attend the meeting.

The Town Clerk advised that no requests were received.

Mr. Hudson opened the floor for citizens to comment on the public hearing. There being none, the public hearing was closed.

1. Action

Mrs. Ball made a motion that Town Council accepts the recommendation from the Planning Commission and approves SUP2017-02, Larking Garbee/Erin Beebe special use application to operate a bed and breakfast located at 403 Min Street with the following conditions: 1) The dwelling shall be rented for short term weekends or week long rentals as a guest house or vacation rental; 2) There shall be no off-premise directional signs advertising this business. Seconded by Mr. Kelley, upon roll call, Mrs. Ball, Mrs. Gulley, Mr. Kelley, Mr. Lawson and Mr. Vincent all voted "Aye".

C. Public Hearing – Resolution for FY 2017-18 Budget Amendment [*See Attached*]

Mr. Hudson read the advertisement for the public hearing then asked the Town Clerk if the Town received any requests to review the resolution.

The Town Clerk advised that no requests were received.

Mr. Hudson asked the Town Clerk if the Town received any request for assistance to attend the meeting.

The Town Clerk advised that no requests were received.

Mr. Hudson read the resolution and stated that the budget amendment is not for addition funding, it is for left over funds from the previous fiscal year and to appropriating some unexpected grant funding.

Mr. Hudson opened the floor for citizens to comment on the public hearing. There being none, the public hearing was closed.

1. Action

Mrs. Ball made a motion that Town Council approve the attached FY 2017-18 Budget Amendment Resolution, seconded by Mrs. Gulley. Upon roll call, Mrs. Ball, Mrs. Gulley, Mr. Kelley, Mr. Lawson and Mr. Vincent all voted "Aye".

D. Citizens Address to Council

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

1. John Gove, 330 Cypress Avenue, West Point, Virginia stated that last month he had mentioned some concerns to Town Council and that the Town has addressed some of those concerns. Mr. Gove presented pictures of detreating properties around Town, especially the property diagonally across from the Post Office on Main Street. Mr. Gove stated that this property is a safety issue for the children in the community. Mr. Gove also stated that the condition of the Rite Aid property needs to be addressed. The grass has not been cut and there is trash all over the parking lot. The grass at the National Guard needs to be cut. Mr. Gove stated that it's difficult to market the Town when there is so much cleaning up that needs to be done.

Mr. Hudson thanked Mr. Gove for his comments and stated that Town Staff will address the items that Mr. Gove has reported.

2. Jane Massey-Redd, 490 Dogwood Drive, West Point, Virginia advised that she has concerns with the safety of the children in our community and the children that will be visiting during the Crab Carnival especially with the condition of the property adjoining the Methodist Church.

3. Reverend Gordon Meriwether, United Methodist Church, stated that he agrees with the condition of properties in Town and thanked the members of the United Methodist Church for bringing these issues to the attention of Town Council.

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

E. Introduction of new Police Officer

Chief of Police Bobby Mawyer introduced the new Police Officer Daryl Fair to Town Council and stated that Officer Fair comes from Hampton University.

III. COUNCIL RESPONSE

Mr. Lawson advised that in response to Mr. Gove's comments, the grass at Rite Aid needs to be cut and the trash in the parking lot is out of control. The National Guard cuts their grass but not the grass in the right-of-way. Mr. Lawson also stated that it takes time to work on these issues once they've been reported.

Mr. Edwards advised that the National Guard did not know that they are responsible to cut the grass in the right-of-way, they are now aware of this and are having the grass cut today.

Mr. Hudson thanked the public for attending the meeting and voicing their concerns and stated that it is helpful to Town Staff when we know what concerns the public have.

IV. AGENDA CHANGES

Mr. Hudson placed the Halloween Resolution on the Public Safety agenda.

Mrs. Gulley made a motion to adopt the agenda as amended, seconded by Mrs. Ball. Upon roll call Mrs. Ball, Mrs. Gulley, Mr. Kelley, Mr. Lawson and Mr. Vincent all voted "Aye".

V. ADOPTION OF CONSENT AGENDA

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

- 1) Minutes of August 29th, 2017 Town Council Meeting.
- 2) Cash Reports
 - a) General Fund
Cash on hand as of August 31st 2017 - \$9,008,970.02
 - b) Water Fund
Cash on hand as of August 31st 2017 - \$511,379.40
 - c) CIP
Cash on hand as of August 31st 2017 - \$137,161.31
 - d) Solid Waste
Cash on hand as of August 31st 2017 - \$151,022.30
- 3) Monthly Budget Report
- 4) School Fund Cash Report
 - a) Cash on hand as of August 31st 2017 - \$318,689.94
- 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) Human Resource Monthly Report

VI. COMMITTEE REPORTS

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

1. SUP2017-03, Bed and Breakfast

Mr. Lawson made a motion to authorize the Town Manager to advertise SUP2017-03, Hank and Janice Thorndike, special use application to operate a bed and breakfast located at 528 10th Street, for the October 30th, 2017 Town Council meeting. Seconded by Mr. Vincent, upon roll call Mrs. Ball, Mrs. Gulley, Mr. Kelley, Mr. Lawson and Mr. Vincent all voted "Aye".

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

Mr. Kelley advised that the Schools received the State Board of Education award of Excellence to be the #1 School in the State of Virginia for 2016 and that the schools have received numerous other awards. Mr. Kelley also stated that Homecoming is this Friday.

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

Mrs. Ball advised there was nothing to report.

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

1. Halloween Resolution

Mrs. Gulley made a motion to adopt the attached Halloween Resolution, seconded by Mr. Vincent. Upon roll call, Mrs. Ball, Mrs. Gulley; Mr. Kelley, Mr. Lawson and Mr. Vincent all voted “Aye”.

2. Re-accreditation

Chief Bobby Mawyer advised that the re-accreditation process is complete with no infractions for the police department.

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

Mr. Vincent advised there was nothing to report.

VII. TOWN MANAGER'S ITEMS

Mr. Edwards advised that the bids due for Magnolia Avenue sidewalks have been delayed due to the permit process with DEQ, the delay will add about sixty days to the process. Mr. Edwards also stated that the first “Food Trucks Fall Event” will be this Friday from 5:00 p.m. till 8:00 p.m.

VIII. OLD BUSINESS

There was nothing to report under Old Business.

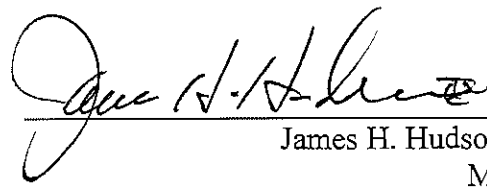
IX. NEW BUSINESS

A Planning Commission Report


Mr. Hudson advised that the Planning Commission reviewed the following items at its September 6th 2017 meeting: 1) A Public hearing for SUP2017-03, Hank and Janice Thorndike to operate a bed and breakfast at 528 10th Street. 2) Authorized Advertisement for a Public Hearing on a request for public land by George F. Carter. 3) Reviewed the Comprehensive Plan Citizen Survey Results.

X. ADJOURNMENT

There being no further business, Mr. Vincent made a motion to adjourn the meeting at 7:20 p.m., seconded by Mrs. Gulley. Upon a unanimous vote the motion was approved.


James H. Hudson, III
Mayor

ATTEST:


Karen M. Barrow
Town Clerk



BUDGET AMENDMENT RESOLUTION

FY 2017-18

WHEREAS on April 25, 2017, by Resolution, the Town of West Point approved a FY 2017-2018 budget in a total amount of \$14,908,683; and

WHEREAS the West Point Public Schools has requested to use unspent FY 2016-2017 budgeted funds in the amount of \$219,821; and

WHEREAS the West Point Public Schools received various other unanticipated funds in the cumulative amount of \$91,390; and

WHEREAS the West Point Public Schools has requested approval and appropriation of these funds totaling \$311,211 to be used in its FY 2016-2017 Operating Budget; and

WHEREAS the Town of West Point wishes to complete various previously approved capital projects that were not completed in FY 2016-2017 at an anticipated cost of \$441,500;

NOW THEREFORE BE IT RESOLVED by the West Point Town Council, at its regular monthly meeting, on the 26th day of September 2017, that a total of \$752,711 be added to the West Point FY 2017-2018 budget, so that the amended total of the Town of West Point's FY 2017-2018 budget shall be \$15,661,394; and

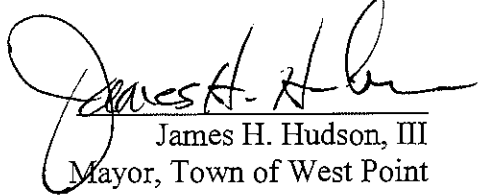
BE IT FURTHER RESOLVED THAT the West Point Public Schools FY 2017-2018 budget be amended by adding \$311,211; and

BE IT FINALLY RESOLVED THAT \$752,711 is appropriated to the Town of West Point, \$311,211 of which shall be appropriated for expenditure by the West Point School Board.

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 on September 26th, 2017, at which meeting a quorum was present and voting throughout.

Those members voting:

James H. Hudson	N/A
Deborah Ball	Aye
Tina Gulley	Aye
Paul Kelley	Aye
Robert Lawrence	Absent
Joshua Lawson	Aye
Gail Nichols	Absent
Christopher Vincent	Aye



James H. Hudson, III
Mayor, Town of West Point

ATTEST:



Karen M. Barrow
Town Clerk



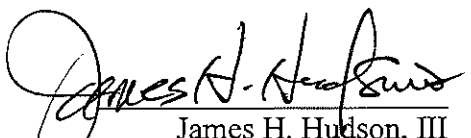
TOWN OF WEST POINT HALLOWEEN RESOLUTION

BE IT RESOLVED by the West Point Town Council, that all trick-or-treaters on Halloween night, Tuesday, October 31, 2017 in the Town of West Point may canvass no later than 8:00 P.M. and masks may not be worn by any persons canvassing who is older than 13 years of age.

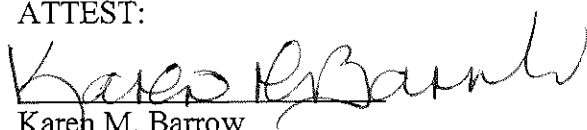
Certified to be a true copy of a resolution adopted by the Town Council of the Town of West Point at its regular monthly meeting held September 26th, 2017 at which meeting a quorum was present and voted throughout.

Those members voting:

James H. Hudson	N/A
Deborah Ball	Aye
Tina Gulley	Aye
Paul Kelley	Aye
Robert Lawrence	Absent
Joshua Lawson	Aye
Gail Nichols	Absent
Christopher Vincent	Aye


James H. Hudson, III
Mayor, Town of West Point

ATTEST:


Karen M. Barrow
Town Clerk