

**WEST POINT TOWN COUNCIL
WORK SESSION
MINUTES
December 17th, 2019
5:30 P.M.**

I. Work Session at Town Hall, 329 6th Street, West Point, Virginia 23181.

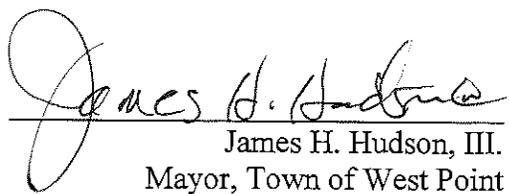
A. ITI Property

Mr. Edwards advised that he met recently with King and Queen County regarding the ITI property and the conditional use permit. There are some concerns with the operating hours and the noise from training. There will not be a need for the new operation to do night training or some of the same activities that ITI used to do.

B. Employee Merit System

Mr. Edwards advised that the Finance Committee has reviewed an Employee Merit System that will be a part of the budget process for FY 2020-21. Donna Pauley and Walt Feurer reviewed sample programs from other localities to come up with a program that will work for the different departments with-in the Town.

Mr. Hudson stated that the Merit System will be a benefit to the Town and help retain good employees.


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

ATTEST:


Karen M. Barrow
Town Clerk

**TOWN OF WEST POINT
TOWN COUNCIL
MINUTES
December 17th, 2019**

I. CALL TO ORDER

The West Point Town Council held its regular monthly meeting on December 17th, 2019. The Honorable James H. Hudson, III called the meeting to order at 6:30 p.m. The Invocation was given by Reverend Matt Cox followed by the Pledge of Allegiance.

Members Present: Mayor, Jim Hudson; Deborah Ball, Vice Mayor; Tina Gulley; Robert Lawrence; Jack Lawson; James Pruett and John Ragsdale.

Members Absent: Gail Nichols

Also Present: John B. Edwards, Jr., Town Manager; Karen Barrow, Town Clerk; TC Moore, Town Treasurer; Holly McGowan, Community Development Coordinator; Walt Feurer, Director of Public Works; Tim Sawyer, Chief of Police; Jon Morr, Building Inspector; Donna Pauley, Human Resource Officer; Susan Harlow; Account Payable Clerk and other interested persons.

II. CITIZENS ADDRESS TO COUNCIL

A. Retirement Resolution Presentation to TC Moore, Town Treasurer

Mayor Hudson read the attached resolution and stated that TC Moore will be retiring with 30 years-service to the Town and that she has been the most dependable, compassionate and reliable friend the Town could have.

Mrs. Gulley made a motion that Town Council adopts the Resolution, seconded by Mr. Ragsdale. Upon roll call, Mrs. Ball; Mrs. Gulley; Mr. Lawrence; Mr. Lawson; Mr. Pruett and Mr. Ragsdale all voted "Aye". The motion was approved.

B. VDOT Bridge Work Update

Annette Adams, Bridge Engineer with VDOT advised that VDOT has contracted out work to place an Acoustic Emission Monitoring system under the bridges. The system will monitor and detect cracks in the concrete and fibers that are not visible long before the failure of a bridge. The monitors are boxes that will be attached under the bridge. Because the monitor boxes are visible they might become a concern for the public if a person is out fishing and travelling under the bridge. The boxes are not a security issue to the public.

Mr. Hudson asked Joyce McGowan what the status is of the brick work at 14th Street and Main Street.

Ms. McGowan advised that when VDOT went out to begin the work we found that the bricks were different sizes and some of the bricks were worn down. If the new bricks were put in, they would be higher than what is there now. The project has grown into something bigger than expected and VDOT is working on a solution to the problem.

C. Public Hearing - FY 2019-20 Budget Amendment Resolution

Mayor Hudson read the advertisement then asked the Town Clerk if anyone asked for a copy of the resolution or for assistance to attend the public hearing.

The Town Clerk advised that the town received 1 request for a copy of the resolution, the town honored the request and that there were no request for assistance to attend the meeting.

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

1. Action

Mrs. Ball made a motion to adopt the FY-2019-20 Budget Amendment Resolution, seconded by Mr. Lawrence. Upon roll call Mrs. Ball; Mrs. Gulley; Mr. Lawrence; Mr. Lawson; Mr. Pruett and Mr. Ragsdale all voted "Aye". The motion was approved.

D. 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 adopt the agenda as presented, seconded by Mrs. Gulley. Upon roll Call; Deborah Ball; Tina Gulley; Robert Lawrence; Jack Lawson; James Pruett and John Ragsdale all voted "aye". The motion was approved

V. ADOPTION OF CONSENT AGENDA

Mrs. Ball made a motion to adopt the following consent agenda, seconded by Mr. Lawrence. Upon roll call Mrs. Ball; Mrs. Gulley; Mr. Lawrence; Mr. Lawson; Mr. Pruett and Mr. Ragsdale all voted "Aye". The motion was approved.

- 1) Minutes of November 30th, 2019 Town Council meeting.
- 2) Cash Reports
 - a) General Fund
Cash on hand as of November 30th, 2019 - \$5,606,879.87
 - b) Water Fund
Cash on hand as of November 30th, 2019 - \$575,814.48
 - c) CIP
Cash on hand as of November 30th, 2019 - \$-61,133.85
 - d) Solid Waste
Cash on hand as of November 30th, 2019 - \$178,937.29
- 3) Monthly Budget Report
- 4) School Fund Cash Report
 - a) Cash on hand as of November 30th, 2019 - \$243,309.10
- 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 advised there was nothing to report.

B. Education Committee

Mr. Edwards advised there was nothing to report.

C. Finance Committee

Mrs. Ball advised there was nothing to report.

D. Public Safety

Mrs. Gulley advised there was nothing to report.

E. Public Works

Mr. Lawrence advised there was nothing to report.

VII. TOWN MANAGER'S ITEMS

Mr. Edwards advised there was nothing to report.

VIII. OLD BUSINESS

There was nothing to report under Old Business.

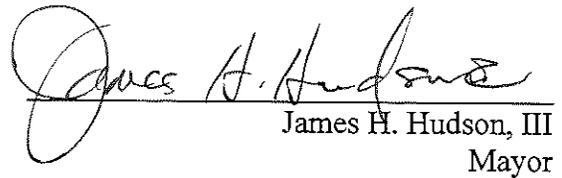
IX. NEW BUSINESS

A. Planning Commission Report - Mr. Hudson

Mr. Hudson advised that the Planning Commission meet on December 4th 2019 to discuss the Homestay Ordinance and to authorize a public hearing at the next Planning Commission meeting. The next Planning Commission meeting will be on Monday January 6th 2020 at 5:00 pm.

X. ADJOURNMENT

There being no further business, Mayor Hudson adjourned the meeting at 7:00 pm.


James H. Hudson, III
Mayor

ATTEST:


Karen M. Barrow
Town Clerk



A RESOLUTION TO HONOR Leticia "TC" Moore

WHEREAS; Leticia "TC" Moore first began working for the Town on June 1, 1989 as Utility Billing Clerk in the Town Administration/Treasurers department working under the Town Clerk/ Treasurer Mary S. Dunn, maintaining manual hand written receipts and ledgers; and

WHEREAS; Leticia "TC" Moore was promoted to Deputy Town Treasurer in May 1990 when Mary Dunn retired; and

WHEREAS; Leticia "TC" Moore was promoted to Town Treasurer on October 1st, 1993 when Julie Bohannon retired; and

WHEREAS; during her tenure with the Town, Leticia "TC" Moore has worked for five Mayors and six Town Managers and her department has grown from one employee to four employees. She converted the Town from manual bookkeeping to a completely computerized IBM system for Taxes, Licenses, Accounts Payable, Water Bills and Permits, and every year successfully completed an accredited Audit for the Town. In 1999, she implemented the DMV Select and DMV Connect so local residents wouldn't have to travel out of Town or wait in long lines to conduct DMV business; and

WHEREAS; Leticia "TC" Moore was instrumental in implementing the first Red Cross Emergency Shelter in West Point when Hurricane Isabel hit in 2003. This designating identified West Point as a certified emergency shelter for anyone in need of a safe place; and

WHEREAS; Leticia "TC" Moore was the go-to person when it came to planning employee functions and was very creative with her decorating talents during times of celebration. In 2003 she was voted Employee of the Year by her co-workers; and

WHEREAS; Leticia "TC" Moore will retire from the Town of West Point on December 31st, 2019 with 30 years of service to the Town.

NOW, THEREFORE BE IT RESOLVED that the Town Council of the Town of West Point expresses their sincere thanks and appreciation to Leticia "TC" Moore for her outstanding professional and dedicated service to the Town and its residents, for the immeasurable contributions she has made to the processes and procedures of the Town, and most of all for the compassion she has shown for her co-workers and the citizens of this Town. It is hard to imagine Town Hall without her.



TOWN OF WEST POINT
FY 2019-2020 BUDGET AMENDMENT RESOLUTION

WHEREAS on April 30, 2019, by Resolution, the Town of West Point approved a FY 2019-2020 budget in a total amount of \$16,605,347; and

WHEREAS the West Point Public Schools has requested to use unspent FY 2018-2019 budgeted funds in the amount of \$13,451; and

WHEREAS the West Point Public Schools received various other unanticipated funds in the cumulative amount of \$218,482; and

WHEREAS the West Point Public Schools anticipates grant and loan funds for the replacement of the tennis courts in a cumulative amount of \$230,000; and

WHEREAS the West Point Public Schools has requested approval and appropriation of these funds totaling \$461,933 to be used in its FY 2019-2020 Operating Budget; and

WHEREAS the Town of West Point wishes to complete various previously approved capital projects, as well as other project at an anticipated cost of \$570,000; and

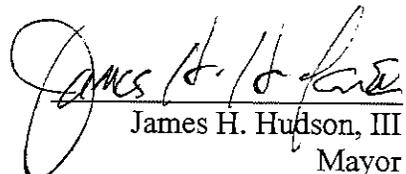
WHEREAS the Town of West Point wishes to budget and appropriate \$95,879 for additional operating expenditures;

NOW THEREFORE BE IT RESOLVED by the West Point Town Council, at its regular monthly meeting, on the 17th day of December 2019, that a total of \$1,127,812 be added to the West Point FY 2019-2020 budget, so that the amended total of the Town of West Point's FY 2019-2020 budget shall be \$17,733,159; and

BE IT FURTHER RESOLVED THAT the West Point Public Schools FY 2019-2020 budget be amended by adding \$461,933; and

BE IT FINALLY RESOLVED THAT \$1,127,812 is appropriated to the Town of West Point, \$461,933 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 the 17th day December, 2019, at which meeting a quorum was present and voting throughout.


James H. Hudson, III
Mayor

ATTEST:


Karen M. Barrow
Town Clerk