

**WEST POINT TOWN COUNCIL  
WORK SESSION  
MINUTES  
February 25<sup>th</sup> 2020  
5:30 P.M.**

**I. Work Session at Town Hall, 329 6<sup>th</sup> Street, West Point, Virginia 23181.**

A. 150<sup>th</sup> Anniversary

Mr. Edwards stated that there were not as many participants for the recent food festival meeting as expected and that staff are continuing to move forward with arrangements. We are still working to get the Presidential Marine Corp Band to play on Saturday night. The next meeting will be on March 10<sup>th</sup> 2020.

B G & T Corporation

Mr. Edwards advised that the agreement with Hopkins Guy and G & T Corporation is ready for action and needs to be placed on the Town Council agenda for adoption.

Andrea Erard stated that she will prepare a motion to adopt the agreement.

C ITI – Centerra Lease Agreement

Mr. Hudson advised the Centerra are going to declare bankruptcy some-time this year and the offer they have made is the best offer the Town can expect under the circumstances. If the Town does not accept the offer, when they declare bankruptcy, the Town will get nothing.

Mr. Edwards stated that the offer is \$175,000 plus the land they own in exchange for the release of the contractual obligations to the Town of West Point.

Mr. Hudson stated that the offer needs to be placed on the Town Council agenda.

D. Changes to the Town's Personnel Policy

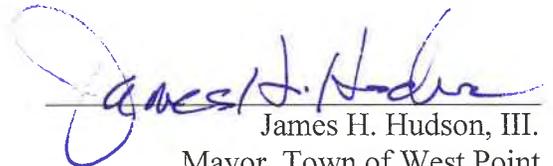
Mr. Edwards advised that the Finance Committee discussed changes to the Smoking segment in the Personnel Policy. The changes would read, "The use of tobacco, E-cigarettes and vaping products, is prohibited in all town owned vehicles and town buildings or within fifty feet of any public entrance to a town building.

E West Point Pharmacy

Mr. Hudson advised that West Point Pharmacy has closed there doors. The Pharmacy side of the business has been brought out by Walgreens. The buy out contract has a lause in it that no pharmacy can occupy the building for 5 years.

F Middle Peninsula Alliance

Mr. Edwards advised that there will be a group from out of state coming to tour West Point on March 11<sup>th</sup> 2020. The hall at St. John's Episcopal Church on Main Street has been reserved to welcome the group and the Town is in the process of working out the details of who will be involved in providing a tour and walking tour of downtown.

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

ATTEST:

  
Karen M. Barrow  
Town Clerk

**TOWN OF WEST POINT  
TOWN COUNCIL  
MINUTES  
February 25th, 2020**

**I. CALL TO ORDER**

The West Point Town Council held its regular monthly meeting on February 25th, 2020. 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, James H. Hudson, III; 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; Andrea Erard, Town Attorney; Karen Barrow, Town Clerk; Susan Harlow, 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 and other interested persons.

**II. CITIZENS ADDRESS TO COUNCIL**

**A. FY 2018-19 Audit**

Michael Lupton, representative for Robinson, Farmer, Cox & Associates, presented the FY 2018-19 audits to Town Council. Mr. Lupton stated that there were no difficulties during the audit process and it was a clean audit with no issues.

Mr. Hudson asked Mr. Lupton if he needs to speak with the Mayor or Town Council about the audit.

Mr. Lupton stated no.

Mr. Hudson advised that the Town received a letter stating that the Town was late filing their audit then asked Mr. Lupton about the letter.

Mr. Lupton advised that the date on the audit letter is very much in line with audits issued in the past. The APA state agency responsible for the filing sent out letters across the board. This is an issue being addressed and the Town should not receive any letters in the future and that the audit was filed on time.

**B. Public Hearing, Ordinance 03-2019 – Home Stay Ordinance**

Mr. Hudson read the Public Hearing advertisement then asked the Town Clerk if the Town received any requests to view the ordinance.

The Town Clerk advised yes and that the Town honored the request.

Mr. Hudson asked the Town Clerk is the Town received any requests for assistance to attend the meeting.

The Town Clerk advised that no requests was 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. Lawson made a motion that Town Council accepts the recommendation from the Planning Commission and approves Homestay Ordinance #3-2019, 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.

C. 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**

Mr. Hudson advised there are three agenda changes: 1) Centerra International Training, LLC; 2) Property from G & T Corporation and 3) an Amendment to the Town's Personnel Policy.

Mrs. Ball made a motion to adopt the agenda as amended, 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 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.

- 1) Minutes of January 28th 2020 Town Council meeting and work session.
- 2) Cash Reports
  - a) General Fund  
Cash on hand as of December 31st, 2019 - \$4,625,623.00
  - b) Water Fund  
Cash on hand as of December 31st, 2019 - \$722,771.26
  - c) CIP  
Cash on hand as of December 31st, 2019 - \$-74,170.88
  - d) Solid Waste  
Cash on hand as of December 31st, 2019 - \$187,633.83
- 3) Monthly Budget Report
- 4) School Fund Cash Report
  - a) Cash on hand as of December 31st, 2019 - \$199,119.98
- 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

Mr. Lawson advised that the committee meet on February 13<sup>th</sup> to discuss the following: 1) The King William – West Point Marketing Tourism Campaign. 2) The Pavilion at Riverwalk Park. The bids came in a little higher than expected, town staff are reviewing the bids and possible options. 3) Sidewalk interest for Mattaponi Avenue and Thompson Avenue. In order to build sidewalks on either of these streets the town would need to obtain easements. The majority response from the residents has been no to the sidewalks.

B. Education Committee

Mr. Edwards advised that the Education Committee meets bi-monthly, their next regularly scheduled meeting will be March 18<sup>th</sup> 2020.

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

Mrs. Ball advised there is nothing to report.

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

Mrs. Gulley advised that she has no report.

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

Mr. Lawrence advised that the Committee reviewed Surplus Equipment for both the Public Works Committee and the Police Department and are recommending that Town Council authorize the Town Manager to dispose of the equipment.

Mr. Lawrence made a motion to authorized the Town Manager to dispose of the Surplus equipment from Public Works and the Police Department, 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.

Mr. Lawrence stated that the Public Works Committee meeting will March 12<sup>th</sup> 2020.

**VII. TOWN MANAGER’S ITEMS**

A. Centerra International Training, LLC

Mr. Edwards advised that the Town has been in discussion with Centerra International Training, LLC regarding the current lease between Centerra and the Town of West Point.

Mr. Hudson stated that this is the lease the town had with ITI, there has been discussion about the lease for a long time and this is the best option for the town.

Mrs. Ball made a motion to release Centerra International Training, LLC from any and all contractual obligations to the Town of West Point in exchange for the sum of \$175,000 and conveyance of the following parcels of property to the Town of West Point:

1623 166R 465 348.17 acre parcel  
1623 165R 465K  
1623 166R 456

and to authorize the Town Manager to execute any and all necessary documents and accept the deed on behalf of the Town, subject to review and approval by the Town Attorney and the Mayor. 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

B. G & T Corporation

Mr. Lawrence made a motion to accept from G & T Corporation of Virginia, Parcel 69A3-77-1111 and the north-south alley running parallel to Main Street, in the Town of West Point, between 13<sup>th</sup> and 14<sup>th</sup> Street, located adjacent to Parcel ID Numbers 69A3-77, Lots, 1111, 1112, 1113, 1114A, 1116 and 1117 as shown on the plat entitled, “Plat Showing a Survey of Tax Map 69A3(77)Parcels 1111, 1112, 1113 (In Part), 1114 (In part) & Alley” prepared by Bay Design Group dated April 27, 2016 For the sum of \$40,000, plus any related costs, and to authorize the Town Manager to execute any and all necessary documents and accept the deed on behalf of the Town, subject to review and approval by the Town Attorney and the Mayor. Seconded by Mr. Ragsdale. Upon roll call; Mrs. Ball, Mrs. Gulley, Mr. Lawrence, Mr. Lawson, Mr. Pruett and Mr. Ragsdale all voted “Aye”.

C. Town Personnel Policy

Mr. Edwards stated that the changes to the Personnel Policy would read. "The use of tobacco, E-cigarettes and vaping products, is prohibited in all town owned vehicles and town buildings or within fifty feet of any public entrance to a town building."

Mrs. Gulley made a motion to amend the Town Personnel Policy, seconded by Mrs. Ball. Upon roll call Deborah Ball; Tina Gulley; Robert Lawrence; Jack Lawson; James Pruett and John Ragsdale all voted "Aye". The motion was approved.

**VIII. OLD BUSINESS**

There was nothing to report under Old Business.

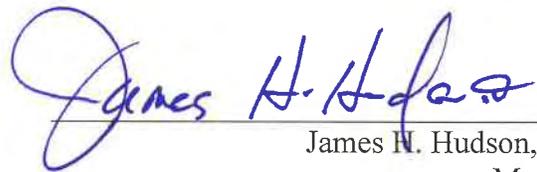
**IX. NEW BUSINESS**

A. Planning Commission Report - Mr. Hudson

Mr. Hudson advised there was no Planning Commission meeting in February, the next meeting will be March 4th 2020 at 5:30 pm.

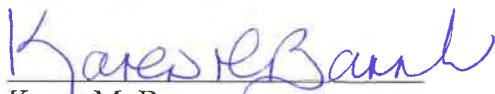
**X. CONTINUATION OF MEETING**

Mr. Lawrence made a motion to continue the meeting on March 3<sup>rd</sup> 2020 at 5:30 pm at the school board office, seconded by Mrs. Ball. Upon roll call, Mrs. Ball, Mrs. Gulley, Mr. Lawrence, Mr. Pruett and Mr. Ragsdale all voted "Aye", the meeting was continued.



James H. Hudson, III  
Mayor

ATTEST:



Karen M. Barrow  
Town Clerk