

**WEST POINT TOWN COUNCIL  
WORK SESSION  
MINUTES  
September 29<sup>th</sup> 2020  
5:30 P.M.**

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

1. Halloween Resolution

Mr. Edwards advised that the Town Attorney has revised the Halloween Resolution that allows trick-or-treaters to canvas no later than 8 pm and that residents can indicate whether or not they wish to participate by turning their outdoor lights on or off and that trick-or-treaters are to respect a house that has its lights turned off and not ring the doorbell.

2. October Committee Meetings

Mr. Edwards asked if Town Council wanted to go back to the regular Committee Meetings in October or continue one combined meeting. Mrs. Gulley and Mr. Lawrence both advised that they are not available on October 8<sup>th</sup> 2020. Mr. Edwards suggested the Public Safety Committee meeting be the combined meeting on the 15<sup>th</sup> at 4:30 p.m.

The consensus of Town Council is to hold a combined committee meeting on October 15<sup>th</sup> at 4:30 pm as a Public Safety Committee meeting.

3. Utility Accounts

Mr. Edwards advised that the moratorium the Governor implemented because of COVID 19 expires on October 5<sup>th</sup>. The town has honored the moratorium and we have not cut-off water bills for none-payment. Mr. Edwards also stated that there are 65 customers that are over 95 days past due, several that are 60 days past due and some that are 30 days past due. For a total of 131 utility accounts that are past due. Unless Town Council other wise directs, the town will pursue our regular payment enforcement program and we will offer payment plans. Customers will have to contact the Town Treasurer to establish a payment plan.

Andrea Erard advised that she has prepared documents for payment plans that contain a confession of judgement. If they default with the payments, the town can automatically record the judgement and put a lien on their property.

Mr. Ragsdale asked if late fees will apply.

Mr. Edwards stated yes, customers will have to pay late fees.

Mrs. Ball asked if the past due accounts are regular habitual offenders.

Mr. Edwards advised yes. Mr. Edwards also stated that the town will proceed with cut offs and coordinate with the Town Attorney on payment plans

4. HRSD Sewer Rates

Mr. Edwards presented a spread sheet showing a reduction in sewer rates. The new rates will go into effective July 1<sup>st</sup>, 2020.

5. FY 20-21 Revenue Report

Mr. Edwards advised that the town put a hold on some expenditures due to the COVID out break pending Revenue from tax payments due in August. Mr. Edwards stated that expected revenues have not be affected by the COVID issues. We are at 74% of budget revenue, this time last year we were at 68%, our sales tax is very good. We thought it was going to be low because of COVID, but due to the H.O.P.E. project sales tax is good. Mr. Edwards suggested the town move forward with the COLA increase to employees as adopted in the FY 20-21 budget and with the CIP projects on November 1<sup>st</sup> 2020.

The consensus of Town Council was to move forward with the COLA salary adjustment for employees on November 1<sup>st</sup> and for it to be retroactive to July 1<sup>st</sup> 2020 and for the Town Manager to move forward with the CIP projects as listed in the FY 20-21 budget.

6. Fireworks

Mr. Edwards stated that the Fireworks are scheduled for 9 pm on Friday night with a rain date for Saturday.

7. NIMS – VDEM Grant

Mr. Edwards advised that there is a VDEM Grant of \$7,500 that requires a match. We are working on our time-line for training to complete the certification for NIMS.

8. Fire Department Ambulance

The Fire Department has requested CARES funds to purchase a new ambulance from the County for \$300,000.00. The request was forwarded to the town from the County, the town does not have \$300,000 for a new ambulance. The Fire Department has applied for a grant for a new ambulance that will require a \$150,000 match.

Mrs. Gulley asked if any of their ambulances are out of commission.

Mr. Edwards advised yes, there are three ambulances. the engine went out in one, a second has had suspension problems, after some repairs they have two ambulances running and one that is beyond repair. The new vehicle is needed.

Mrs. Ball asked if West Point is responding to calls in King William.

Mr. Edwards advised yes.

Mr. Hudson asked if King William would be willing to provide any funding for the ambulance.

Mr. Edwards advised that he is willing to have that conversation with King William and stated that the Town needs to think about the request for an ambulance.

9. King William County

Mr. Edwards advised that the Mayor and Town Manager had a meeting recently with the County Administrator and Bill Hodges regarding school budget funds. Apparently the County has over-paid the King William Schools money going back to 2015 for over three million dollars. Due to legislation, if those funds came from the General Fund, the County would owe the town a percentage share of the amount of the overage. The General Fund is based on property value, the town pays between 25 and

30% of the Counties overall property value. The amount owed to the town would be between 25 - 30% of the over payment.

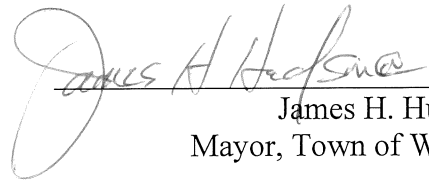
Mr. Hudson suggested the County research the problem and the town would work through the issue with the County.

#### 10. Bank Building Update

Mr. Edwards advised that Town Staff are working on obtaining estimates. The handicap access will be a ramp on the 8<sup>th</sup> Street side of the building and we are looking at the flooring issue in the lobby. Mr. Edwards also stated that Blair Wilson is concerned with the structure safety of the 3<sup>rd</sup> floor, so we will do our due diligence and make sure the 3<sup>rd</sup> floor is safe so an engineer is scheduled to review the safety of the structure.

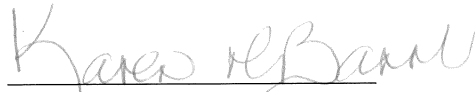
#### 11. Pavilion

Mr. Edwards advised that the hydraulic oil stain on the concrete pad has been removed and that we are looking at the drainage issue at the entrance. The electrical bid is approximately the same as the original bid, but we will be holding off on the electrical until the drainage issue is resolved.



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

ATTEST:



Karen M. Barrow  
Town Clerk

**TOWN OF WEST POINT  
TOWN COUNCIL  
MINUTES  
September 29th, 2020**

**I. CALL TO ORDER**

The West Point Town Council held its regular monthly meeting on September 29th, 2020. The Honorable James H. Hudson, III called the meeting to order at 6:30 p.m. The Invocation was given by Reverend Barbara Marks followed by the Pledge of Allegiance.

Members Present: Mayor, Jim Hudson; Deborah Ball, Vice Mayor; Robert Lawrence; Jack Lawson; James Pruet, John Ragsdale and Chris Vincent.

Members Present Via WebEx: Tina Gulley

Also Present: John B. Edwards, Jr., Town Manager; Andrea Erard, Town Attorney; Karen Barrow, Town Clerk; Holly McGowan, Community Development Coordinator; Donna Pauley, Human Resource Officer and other interested persons.

Town Staff Present Via WebEx: Susan Harlow, Town Treasurer, Walt Feurer, Director of Public Works; Tim Sawyer, Chief of Police and Jon Morr, Building Official.

**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.

1. Father Vincent Hodge, 517 16<sup>th</sup> Street, West Point, Virginia stated that he has concerns with road access into town if there is an accident that blocked King William Avenue, between the Industrial Park and West Euclid Blvd. If an accident occurred, King William Avenue would be blocked cutting off access for senior citizens to the Doctors office, the Pharmacy and Foodlion.. Father Hodge suggested that the Town discuss the issue with VDOT for the use of the road through the Industrial Park and ODI Street.

Mr. Hudson stated that the Town will ask VDOT to see what they can do.

Mr. Hudson asked if anyone else wanted to address Town Council on 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 Mr. Lawrence. Upon Roll call Mrs. Ball; Mrs. Gulley; Mr. Lawrence; Mr. Lawson; Mr. Pruet, Mr. Ragsdale and Mr. Vincent all voted "Aye", the motion was approved.

**V. ADOPTION OF CONSENT AGENDA**

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

- 1) Minutes of August 2020 Town Council meeting and Work Session.
- 2) Cash Reports
  - a) General Fund

- Cash on hand as of July 30<sup>th</sup> 2020 - \$7,457,566.26  
August 31<sup>st</sup> 2020 - \$8,576,783.93
- b) Water Fund
  - Cash on hand as of July 30<sup>th</sup> 2020 - \$1,084,231.91  
August 31<sup>st</sup> 2020 - \$1,192,851.88
- c) CIP
  - Cash on hand as of July 30<sup>th</sup> 2020 - \$(184,475.04)  
August 31<sup>st</sup> 2020 - \$(413,643.50)
- d) Solid Waste
  - Cash on hand as of July 30<sup>th</sup> 2020 - \$187,297.38  
August 31<sup>st</sup> 2020 - \$196,150.20
- 3) Monthly Budget Report
- 4) School Fund Cash Report
  - a) Cash on hand as of July 30<sup>th</sup> 2020 - \$384,472.77  
August 31<sup>st</sup> 2020 - \$334,479.75
- 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 there was nothing to report.

### B. Education Committee

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

#### 1) Boards, Commissions and EDA appointments

Mrs. Ball made a motion that Town Council make the following appointments, seconded by Mr. Vincent:

Mary Sikes and Jim Vadas be re-appointed to the West Point Planning Commission for a 4 year term commencing October 1st 2020 expiring June 30th 2024.

Garland Jenkins is re-appointed to the West Point Wetlands Board for a 5 year term commencing October 1st 2020 expiring September 30th 2025.

Garland Jenkins is re-appointed to the West Point Board of Zoning Appeals for a 5 year term commencing October 1st 2020 expiring September 30th 2025.

Jack Lawson is re-appointed to the West Point Economic Development Authority for a 4 year term commencing October 1st 2020 expiring September 30th 2024.

William Otto is appointed to the Economic Development Authority for a 4 year term commencing October 1st 2020 expiring September 30th 2024.

Upon roll call Mrs. Ball; Mrs. Gulley; Mr. Lawrence; Mr. Lawson; Mr. Pruett, Mr. Ragsdale and Mr. Vincent all voted “Aye”, the motion was approved.

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

#### 1) Halloween Resolution

Mrs. Gulley read the attached Halloween Resolution in the form of a motion, seconded by Mr. Vincent. Upon roll call Mrs. Ball; Mrs. Gulley; Mr. Lawrence; Mr. Lawson; Mr. Pruett, Mr. Ragsdale and Mr. Vincent all voted “Aye”, the motion was approved.

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

Mr. Lawrence advised there was nothing to report.

**VII. TOWN MANAGER'S ITEMS**

Mr. Edwards advised that the fireworks for the 150<sup>th</sup> Anniversary is scheduled for Friday, October 2<sup>nd</sup> at 9 pm, with a rain date on the Saturday. Also there will be two fall Foodtrucks on October 16<sup>th</sup> and 30<sup>th</sup> from 5 pm till 8 pm.

**VIII. OLD BUSINESS**

There was nothing to report under Old Business.

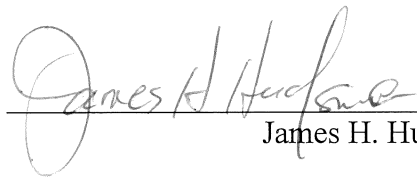
**IX. NEW BUSINESS**

A Planning Commission Report - Mr. Hudson


Mr. Hudson advised that the Planning Commission did not meet in September and that the next meeting will be announced.

**X. ADJOURNMENT**

There being no further business, Mr. Vincent made a motion to adjourn the meeting at 6:55 P.M. Mayor Hudson adjourned the meeting.

  
James H. Hudson, III  
Mayor

ATTEST:

  
Karen M. Barrow  
Town Clerk



## TOWN OF WEST POINT HALLOWEEN RESOLUTION

WHEREAS the West Point Town Council has a tradition of establishing the date and time for trick or treating on Halloween; and

WHEREAS the West Point Town Council is confident in the ability of each family to make sound decisions regarding trick or treating this year in light of the COVID-19 pandemic; and

WHEREAS the West Point Town Council would like to maintain its tradition of setting the date and time for those who wish to participate in Halloween.

NOW THEREFORE BE IT RESOLVED by the West Point Town Council, at its regular monthly meeting on the 29th day of September 2020, that all trick-or- treaters on Halloween night, Saturday, October 31, 2020 in the Town of West Point may canvass no later than 8:00 P.M.; and

BE IT FURTHER RESOLVED that residents may indicate whether or not they wish to participate in trick or treating by turning their outdoor lights on or off; and

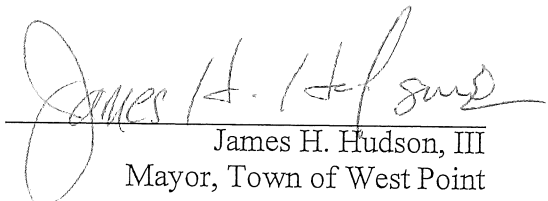
BE IT FURTHER RESOLVED that trick or treaters are to be respectful if a house has its lights turned off and not ring the doorbell; and

BE IT FINALLY RESOLVED that costume masks may not be worn by children older than 13 years of age who are trick or treating.


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 29<sup>th</sup> day of September 2020 at which meeting a quorum was present and voted throughout.

Those members voting:

James H. Hudson  
Deborah Ball  
Tina Gulley  
Robert Lawrence  
Joshua Lawson  
James Pruett  
John Ragsdale  
Chris Vincent

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

ATTEST:

  
Karen M. Barrow  
Town Clerk