

**TOWN OF WEST POINT
TOWN COUNCIL
WORK SESSION
MINUTES
August 31st 2021**

I Receptionist Position

Mr. Edwards stated that last year when Town Hall opened up after being closed due to COVID, JaLessa Amis was highered part-time to help with DMV appointments. She has done a great job and handles the reception very well. There is a need for that position to be full-time. Unless anyone objects or has any other suggestions. I'm going to move JaLessa to a full-time position beginning September 12th 2021.

The consensus of Town Council is for the Town Manager to make the part-time receptionist position full-time.

II Salary Study

Mr. Edwards presented the eighteen localities that will be sent surveys for the salary studies, some of the localities are small towns and some are local counties. Out of the eighteen localities, not all of them will complete the study.

Mrs. Ball stated that New Kent was not part of the study and asked if New Kent can be on the list.

Mr. Edwards advised yes, New Kent can be added to the list. Mr. Edwards also stated that he has asked for the study to be complete by December.

III COVID Shot Incentive

Mr. Edwards advised that an employee in Town Hall has tested positive for COVID. The employee and other employees in the same department are quarantining. There is also a case in public works. There is one person running the DMV department, she is holding her own and able to cover the appointments. We are not taking walk-ins, if someone calls to cancel an appointment, we are blocking that appointment and not taking any additional appointments. We are still able to take water payments.

Mrs. Ball asked if the positive case is vaccinated.

Mr. Edwards advised yes and that the Public Works employee that tested positive works on the trash truck which affected the entire trash truck crew. The police department responded to a call on Sunday for a deceased person, that person had tested positive for COVID. The officers that responded, were fully vaccinated so they do not have to quarantine.

Mrs. Gulley asked if the employees are getting paid or are they using sick leave.

Mr. Edwards stated that they are using sick leave. Mr. Edwards also stated that if any other employees come down with COVID we will have to close Town Hall and we have gone back to requiring the wearing of mask.

Mrs. Gulley asked if they run out of leave, will they get paid.

Mr. Edwards advised no, they will not be paid. Mr. Edwards suggested the Town offer an incentive for employees to get the COVID shots. We can use ARPA funds to pay for incentives.

The consensus of Town Council is to pay each town employee \$200 that gets both COVID shots.

IV. Public Meetings

Mr. Edwards asked what Town Council wanted to do about public meetings. The Governor rescinded his declaration of emergency, therefore electronic meetings are not allowed, meetings are now expected to be in person.

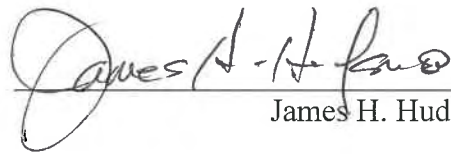
Mr. Hudson stated that Planning Commission have a public hearing scheduled for tomorrow and that the COVID numbers from the delta variant are increasing, does Town Council want social distancing for public hearings. We are expecting four Planning Commission members that will be spaced out, we are not sure how many members of the public will be present.

Andrea Erard advised that Town Council can put public meeting requirements in place.

Mr. Edwards stated that there are options that would allow for attendance numbers just as we did when COVID first started and we can draft some meeting requirements for Town Council to review.

V. ARPA Funds

Mr. Edwards reviewed the ARPA fund spending proposal and stated that a budget amendment is required with a public hearing. Authorization to advertise a public hearing is on the agenda, the public hearing will be at the September meeting.



James H. Hudson, III
Mayor

ATTEST:



Karen M. Barrow
Town Clerk

**TOWN OF WEST POINT
TOWN COUNCIL
MINUTES
August 31st, 2021**

I. CALL TO ORDER

The West Point Town Council held its regular monthly meeting on August 31st, 2021. The Honorable James H. Hudson, III called the meeting to order at 6:30 p.m. The Invocation was given by Father Hodge followed by the Pledge of Allegiance.

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

Members Absent: Jack Lawson

Also Present: John B. Edwards, Jr., Town Manager; Andrea Erard, Town Attorney; Karen Barrow, Town Clerk; Tim Sawyer, Chief of Police and other interested persons.

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. 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 Mrs. Ball; Mrs. Gulley; Mr. Lawrence; Mr. Pruett, Mr. Ragsdale and Mr. Vincent 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. Vincent. Upon roll call Mrs. Ball; Mrs. Gulley; Mr. Lawrence; Mr. Pruett, Mr. Ragsdale and Mr. Vincent all voted "Aye". The motion was approved.

- 1) Town Council and Work Session minutes of July 27th 2021
- 2) Cash Reports
 - a) General Fund
Cash on hand as of June 30th 2021 - \$6,153,143.37
 - b) Water Fund
Cash on hand as of June 30th 2021 - \$1,737,110.63
 - c) CIP
Cash on hand as of June 30th 2021 - \$(365,595.53)
 - d) Solid Waste
Cash on hand as of June 30th 2021 - \$240,748.28
- 3) Monthly Budget Report
- 4) School Fund Cash Report
 - a) Cash on hand as of June 30th 2021 - \$(74,358.67)
- 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. Hudson advised there was nothing to report.

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

Mr. Ragsdale advised there was nothing to report.

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

1. Authorization to Advertise a Public Hearing on FY 2021-22 Budget Amendment

Mrs. Ball made a motion to authorize the Town Manager to advertise a public hearing on the FY 2021-22 Budget Amendment, seconded by Mrs. Gulley. Upon roll call Mrs. Ball; Mrs. Gulley; Mr. Lawrence; Mr. Pruett, Mr. Ragsdale and Mr. Vincent all voted “Aye”. The motion was approved.

2. Boards and Commission Appointments/Reappointments

Mrs. Ball made a motion that Town Council make the following appointments/reappointments:

Reappoint Teresa Glidewell to the Planning Commission for a 4-year term commencing October 1st 2021 expiring September 30th 2025.

Reappoint Robert Lawrence to the Economic Development Authority for a 4-year term commencing October 1st 2021 expiring September 30th 2025.

Appoint Ken Staples to the Economic Development Authority for a 4-year term commencing October 1st 2021 expiring September 30th 2025.

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

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

Mrs. Gulley advised there was nothing to report.

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

Mr. Lawrence stated that the Committee met on August 12th 2021 to discuss the following: 1) Town’s policy regarding abandoning alleys, 2) the engineers report from Envirogrid regarding the Pavilion Parking Lot and 3) the ARPA infrastructure proposal. The next meeting will be on Thursday, September 9th 2021 at 4:00pm.

VII. TOWN MANAGER’S ITEMS

Mr. Edwards advised there was nothing to report.

VIII. OLD BUSINESS

Mrs. Gulley stated that the parking lot at the New Delaware subdivision is looking better.

Mr. Edwards advised that Paul White is working to correct issues at the subdivision. The work is not complete he still has a number of issues listed in the complaint filled with King William Circuit Court that need to be addressed.

IX. NEW BUSINESS

A Planning Commission Report - Mr. Hudson

Mr. Hudson advised that the Planning Commission did not meet in August to discuss the request for a homestay special use permit. The request was tabled till the September meeting.

B. CLOSED SESSION

Mr. Ragsdale made a motion that Town Council enter into closed session pursuant to Virginia Code §2.2-3711(A)(1) for discussions or consideration of the performance and/or evaluation of the Chief of Police. Upon roll call Mrs. Ball; Mrs. Gulley; Mr. Lawrence; Mr. Pruett, Mr. Ragsdale and Mr. Vincent all voted "Aye". The motion was approved.

RECONVENE

Mrs. Gulley made a motion for Town Council to enter into open meeting, seconded by Mr. Vincent. Upon roll call Mrs. Ball; Mrs. Gulley; Mr. Lawrence; Mr. Pruett, Mr. Ragsdale and Mr. Vincent all voted "Aye". The motion was approved.

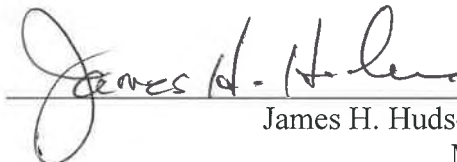
CERTIFICATION

Mr. Ragsdale made a motion to certify that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Council. Seconded by Mrs. Ball, Upon roll call Mrs. Ball; Mrs. Gulley; Mr. Lawrence; Mr. Pruett, Mr. Ragsdale and Mr. Vincent All voted "Aye". The motion was approved.

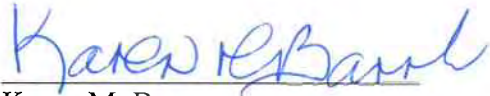
Mrs. Gulley, made a motion that Town Council approve the following salary adjustment for the Chief of Police (Tim Sawyer), the annual Cost of Living increase retroactive to July 1st 2021 and a 5% salary increase effective August 1st 2021. Seconded by Mrs. Ball, upon a unanimous vote, the motion was approved.

X. ADJOURNMENT

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


James H. Hudson, III
Mayor

ATTEST:


Karen M. Barrow
Town Clerk