

**PUBLIC WORKS
and
PUBLIC SAFETY
Joint Meeting
March 15th, 2018
4:00 P.M.**

- I. Agenda Changes
- II. Adoption of Minutes
 1. February 15th 2018
Public Safety
Public Works
- III. ITI Lease
- IV. Police Chief Contract
- V. WestRock Bridge Sweeping Contribution
- VI. VDOT Six-Year Road Improvement Plan
- VII. Town Hall Roof Replacement
- VIII. Police Officer Vacancy
- IX. LiveScan
- X. YMCA Parking Signage Request
- XI. General Information
- XII. Town Council Agenda
- XIII. Next Meeting Date: April 19th, 2018
- IXV. Adjournment

**Public Safety
and
Public Works
Joint Meeting
Minutes
March 15th, 2018**

Mrs. Gulley called the meeting to order at 4:00 P.M. town Council members present included Jim Hudson, Mayor; Tina Gulley, Public Safety Chairperson; Deborah Ball, Robert Lawrence, Jack Lawson and Chris Vincent, Public Works Chairman.

Also present: John Edwards, Town Manager; Karen Barrow, Town Clerk; Bobby Mawyer, Chief of Police; Tim Sawyer, Building Official; Holly McGowan, Director of Community Development and Walt Feurer, Director of Public Works.

I. Agenda Changes

There were no changes made to the agenda.

II. Adoption of Minutes

1. Public Safety, February 15th, 2018

Mrs. Ball made a motion to adopt the minutes as presented, seconded by Mr. Lawson. Upon a unanimous vote the motion was approved.

2. Public Works, February 15th 2018

Mr. Lawson made a motion to adopt the minutes as presented, seconded by Mrs. Ball. Upon a unanimous vote the motion was approved.

III. ITI Lease

Mr. Edwards advised that ITI's last day of operation will be March 16th. ITI have agreed to convey their land to the Town and pay monthly rent for the next two years in exchange the Town will terminate the current lease agreement.

Mrs. Gulley made a motion to accept the conveyance of land from ITI and to authorize the Mayor: to accept a deed from ITI conveying fee simple ownership of the ITI property in King and Queen; to accept a promissory note from ITI or its parent company, in the amount of \$367,119, without interest, payable in 30 consecutive monthly payments of \$12,237.30 each: upon receipt of the deed and the promissory note, to execute and deliver an agreement terminating the existing lease agreement between the Town and ITI for the Town's airport property. The deed, note and agreement are to be in form and substance acceptable to the Town Attorney, Town Manager and Mayor. Seconded by Mr. Vincent, upon roll call Mrs. Ball, Mrs. Gulley, Mr. Lawson and Mr. Vincent all voted "Aye".

Robert Lawrence joined the meeting at 4:15 P.M.

IV. Police Chief Contract

Mr. Hudson advised that four applicants were interviewed for the Chief of Police position. All four applicants interviewed very well. The interview committee is recommending to Town Council that Timothy Sawyer be offered the Chief of Police position. Mr. Sawyer will serve in both capacities as Building Official and Chief of Police for the foreseeable future. The Committee considered a draft employment contract. The Salary in the draft contract is for both positions during this time.

Mrs. Gulley made a motion to authorize the Mayor to execute and deliver the attached and approved contract with Timothy Sawyer, seconded by Mr. Vincent. Upon roll call, Mrs. Ball, Mrs. Gulley, Mr. Lawrence, Mr. Lawson and Mr. Vincent all voted "Aye".

V. WestRock Bridge Sweeping Contribution

Mr. Edwards advised that WestRock are offering to contribute to the Town \$30,000 per year to assist with the bridge sweeping over the next two years during the re-construction of the wood yard. The Town would contract out the project to an independent contractor. Mr. Edwards also stated that the Town would need to communicate with VDOT on the project.

Mr. Vincent made a motion authorizing the Mayor to execute and deliver the attached Bridge Sweeping Agreement with WestRock as part 2D of the MOU dated August 24th 2017, seconded by Mrs. Ball. Upon roll call, Mrs. Ball, Mrs. Gulley, Mr. Lawrence, Mr. Lawson and Mr. Vincent all voted "Aye".

VI. VDOT Six-Year Plan

Mr. Edwards stated that recently the Town adopted a resolution taking a portion of 'F' Street and 7th Street into the VDOT road system. When VDOT accepts a portion of road it is accepted in a certain condition, the Town would need to maintain the level of condition until the road enters into the system. In order for that road to enter in the VDOT six-year plan, the County needs to accept the resolution. Previously the Town had accepted ODI Streets North and South of E. Magnolia Avenue. Mr. Edwards asked for direction regarding the three road sections and what order they should be in.

The consensus of the members present is for the Town Manager to request that King William County place the following roads in the six-year plan in the following order: 1) ODI Street, South of E. Magnolia Avenue. 2) ODI Street, North of E. Magnolia Avenue, and 3) 'F' Street at 7th Street, West of the Mattaponi River.

VII. Town Hall Roof Replacement

Walt Feurer, Director of Public Works stated that part of the CIP project is the roof replacement at Town Hall and replacement of some windows. Several contractors were asked to give a quote on the project and only one quote was received from Don Seeterlin Construction.

Mr. Edwards advised that the project will begin this year and proceed into the next budget year.

The consensus of Town Council members present is for the Town Manager to proceed with the project.

VIII. Police Officer Vacancy

Chief Mawyer stated that there is one candidate that is currently going through the hiring process for employment. Once the officer is on board, the police department will be fully staffed.

IX. LiveScan

Chief Mawyer advised that LiveScan has been installed and operational. The program allows us to process an arrest through identification of the palm, it is also linked to the State program.

X. Police Department Update

Chief Mawyer provided the following department update: 1) An arrest was made with the recent car theft with the assistance of James City County. 2) Michael Hudson was formally sentenced to life in jail plus fifteen years by Judge Bondurant for the death of Alta Bell. 3) The WPPD recently had a meeting with business owners at the Business Center to network and create a partnership with business owners, and 4) once the FY 2018-19 budget is adopted we will be replacing one of the vehicles that is in bad repair.

XI. YMCA Parking Signage Request

Mr. Vincent asked the Town Manager to provide an update on the YMCA Parking Signage.

Mr. Edwards advised that the two neighboring industrial businesses objected to the parking on the street. Therefor the YMCA has withdrawn their request for parking on the side street.

XII. General Information

Mr. Hudson advised that recently there was an issue with a vehicle that was towed on I 64 by the Modr's. The owner of the vehicle called about the cost of the towing. The Town manager advised the caller that there is only one towing company in West Point and that the Town does not have a Towing Board to regulate towing fees.

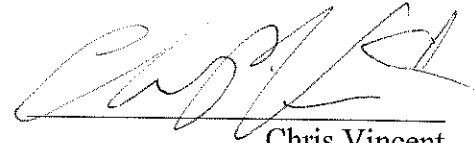
XIII. Town Council Agenda

There were no items for the Town Council Agenda.

IXV. **Next Meeting Date:** April 19th 2018

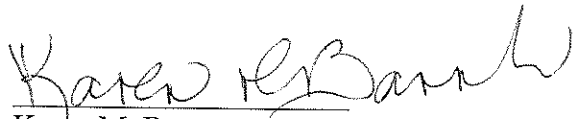
XV. **Adjournment**

There being no further business, Mrs. Gulley adjourned the meeting at 4:45 P.M.



Chris Vincent
Chairperson

ATTEST:



Karen M. Barrow
Town Clerk