

**TOWN COUNCIL**  
**First Subcommittee Meeting**  
**November 10th, 2022**

The Honorable James H. Hudson, III called the meeting to order at 4:00 p.m. at 802 Main Street, West Point, Virginia 23181.

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

Members Absent: Tina Gulley and Jack Lawson.

Also Present: John Edwards, Town Manager; Karen Barrow, Town Clerk; Susan Harlow, Town Treasurer; Holly McGowan, Director of Community Development; Walt Feurer, Director of Public Works; Donna Pauley, Human Resource Officer, and Ron Minick, Building Inspector.

Mr. Edwards introduced Ron Minick as the new Building Inspector.

**I. Agenda Changes**

There were no changes made to the agenda.

**II. Adoption of Minutes**

October 10<sup>th</sup> 2022

Mr. Vincent made a motion to adopt the minutes, seconded by Mrs. Ball. Upon roll call, Mrs. Ball, Mr. Lawrence, Mr. Pruett, Mr. Ragsdale, and Mr. Vincent all voted "Aye." The motion was approved.

**III. Community Development Committee**

- A. SUP2022-03, Thomas Gertin Special Use Permit
- SUP2022-02, Kara Goodman Special Use Permit
- SUP2022-01, Larking Garbee & Erin Beebe Special Use Permit

Mr. Edwards stated that the Planning Commission reviewed two special use permits to operate a Homestay. One for Thomas Gertin, the second for Kara Goodman. The Planning Commission is recommending approval of both applications. The Town Code requires that the homeowner live at the residence in order to operate a Homestay, Ms. Goodman has declared in writing that she does not live at the residence. Mr. Gertin does not live at the property, but intends to live in one of the units once the renovations are complete. The third applicant, Larking Garbee and Erin Bebee. Ms. Garbee sent a letter from a Registered Design Professional to Holly McGowan yesterday. Tim Sawyer is on vacation this week and is scheduled to return next week. He will review the letter when he returns.

Mr. Ragsdale asked when will Town Council vote on the applications.

Mr. Edwards stated that Town Council has already held a public hearing for SUP2022-01 and that a public hearing is required for SUP2022-02 and SUP2022-03.

Mr. Hudson asked if Ms. Goodnan is aware of the Town Code regarding residency and is Mr. Gertin aware of the process for a SUP application.

Ms. McGowan advised that Ms. Goodman is aware of the Town Code and the residency requirements.

Mr. Pruet advised that at Planning Commission Mr. Gertin stated that he plans to live in one of the units on the first floor and rent out the rooms on the second floor. He also wanted to rent the rooms out for a month to three months at a time.

Ms. McGowan stated that if Mr. Gertin wanted to live at the structure and rent out the rooms for less than fourteen days, it's a homestay. Or, if Mr. Gertin wanted to live in the house and rent out the rooms for more than fourteen days, we don't allow this as set out in the conditions.

Mr. Edwards asked when would the applications be ready to advertise for a public hearing.

Ms. McGowan advised at the December Town Council meeting.

Mr. Edwards suggested Town Council hold the public hearings, so the applicants can be present at the public hearing. Town Council can then have a discussion and address any questions or concerns they might have about the application.

Mr. Vincent asked if any letters were sent to the applicants.

Ms. McGowan stated that a letter was sent to Ms. Goodman advising of the violation, because Ms. Goodman was advertising the rental of the property without a permit.

The consensus of Town Council is for the Town Manager to advertise a public hearing for the December 19<sup>th</sup> 2022 meeting for SUP2022-02 and SUP2022-03.

#### **IV. Finance Committee**

##### **A. FY2022-23 Budget Amendment**

Mrs. Ball asked the Town Manager to give a review of the Budget Amendment.

Mr. Edwards stated that this time each year the Town normally has to do a budget amendment to cover unexpected funds, grants and carry over funds. This year due to COVID and because ordering items during COVID was difficult, some items that were ordered in FY 2021-22 have only just been delivered. The schools and the town have CIP projects that ARPA funds will be paying for, also the schools have received a number of unexpected funds for SRO and SSO grants that need to be appropriated.

Mr. Edwards presented a draft budget resolution listing the expenditures, unexpected grant funds and unexpended funds from the previous fiscal year. Mr. Edwards also stated that a public hearing is required by State Code for the amendment.

The consensus of Town Council is for the Town Manager to advertise for a public hearing on the Budget Amendment.

##### **B. FY 2023-24 Budget Calendar**

Mr. Edwards presented the Budget Calendar for FY 2023-24. Budget request from department heads and outside agencies are due to the Town Manager by January 9<sup>th</sup> 2023. Mr. Edwards also stated that the one budget item the town will see a change, is the reassessment. As the Assessor previously mentioned, there will be an increase in property values requiring the town to do an equalization on the tax rate. We will know more about the numbers as we move closer to adopting the budget.

## V. General Information

### A. Swearing In

Mr. Edwards advised that after the 1<sup>st</sup> of the year we would need to swear in three Council Members and the new Mayor. Tina Glazebrook, the Clerk of Circuit Court is available to do the swearing in on January 3<sup>rd</sup> 2022. Mr. Edwards also stated that Town Council will need to appoint someone at Jack Lawson's replacement on Town Council. If Town Council were to hold a Called Meeting on January 3<sup>rd</sup>, Tina Glazebrook can swear in that person.

Mr. Hudson stated that there is a special election scheduled for March for the King William County Treasurer position. It would be very tight for candidates to submit a petition for qualification to be on the March ballot. The election for Jack Lawson's unexpired term would have to be in November 2023.

### B. Library Update

Mr. Edwards advised that he is still working on obtaining the funds for the library relocation and town staff is continuing to work with the architect on more realistic numbers. The landlord of the shopping center has recommended the contractor that does his buildout. The contractor has come back with a price more in line with what we expected it to be. We will continue to work on this project.

### C. Christmas Breakfast

Mr. Edwards advised that this year the town will be going back to the Christmas breakfast, it will be on December 6<sup>th</sup> at 8:30 till 10:00 am. An invitation will be going out to Town Council shortly.

### D. Christmas Dreams Tree

This year the town has a Christmas Dreams tree located in Town Hall with the names of children that can be sponsored for Christmas. We will also be taking donations at the Christmas breakfast for two of children.

### E. Mooney House

The house located on the corner of 14<sup>th</sup> street and Main Street will be demolished sometime during Thanksgiving. The project should be complete by December 1<sup>st</sup>.

## VI. Town Council Agenda

Mr. Edwards stated that we are going to advertise the two SUP applications for public hearing at the December meeting and the budget amendment is advertised for the November meeting.

Mr. Hudson asked if there will be a second committee meeting in November.

Mr. Edwards advised yes, there are agenda items for Public Safety and the Education Committee.

**VI. Next Meeting:** December 13th 2022 @ 4:00 p.m.


## VII. Adjournment

Mr. Hudson stated that before we adjourn, he wanted to thank the Council Members that ran for re-election. You all are good Council Members that cares about the community and I thank you all for that you do.

There being no further business, the meeting was adjourned at 4:42 p.m.

  
James H. Hudson, III  
Mayor

ATTEST:

  
Karen M. Barrow  
Town Clerk