

TOWN COUNCIL
Second Subcommittee Meeting
September 15th, 2022
4:00 P.M.

Mr. Hudson called the meeting to order at 4:00 p.m. at 802 Main Street, West Point, Virginia 23181.

Members Present: Mayor, Jim Hudson; Tina Gulley, James Pruett, John Ragsdale and Chris Vincent.

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

Members present from West Point Schools: Dr. Larry Frazier, School Superintendent; Nathan Leach, Assistant School Superintendent; Dr. David Daniel, High School Principal; Christine Britt, Elementary School Principal and Dr. Amy Houser, Academic/Instruction Officer.

I. Agenda Changes

There were no changes made to the agenda.

II. Adoption of Minutes

1. August 9th 2022

Mr. Hudson stated that there is not a quorum present to adopt the minutes. Therefore, they will be adopted later.

III. Education Committee

1. Back to School Highlights

Dr. Larry Frazier advised that the division has had a phenomenal start to the school year. This year the school system is focusing on Instruction, Staff Retention and Relationships with Students and Staff. Dr. Frazier also stated that Town Council has approved the use of ARPA funds to do a roof replacement project. We are moving forward with the project by obtaining quotes so the work can be done during the summer of 2023.

2. Elementary School Update

Christine Britt, Principal of the Elementary School advised that last year due to COVID, students struggled with programs but this year the students have returned to school happy and excited and have jumped right back into their programs where they left off last year.

3. Middle/High School Update

Dr. Daniel, Principal advised that there has been a lot of planning and pre-organization of programs to improve our experience from last year, new discipline procedures, code conduct, cell phone policies, dress code and attendance have been improved. Dr. Daniel also stated that staff will be working on communications with students and parents.

4. Instruction

Dr. Amy Houser advised that the School System has been fortunate enough to higher seventeen (17) new teachers. Even though it's a tough time in education, West Point had excellent applicants and were able to higher some excellent new teachers. We have three new pre-school programs with twenty-two students, all of which can count to ten at the age of four.

5. School Security Officer (SSO) Grant

Nate Leach advised that the SSO Grant was approved, and that the position has been filled. The successful candidate will begin work on October 4th 2022.

IV. Public Safety

1. School Resource Officer (SRO) Grant and Hiring Process

Tim Sawyer, Chief of Police advised that the position was posted in-house, there was two applications received, both candidates were very well qualified. We had an independent review board conduct the interviews, the successful candidate was Kate Kennedy. Once Officer Kennedy assumes her new position, there will be a vacancy in the police department.

2. Police Salaries

Mr. Edwards advised that in the spring, Town Council adopted a salary study. At that time, the increase for the starting salary of a Police Officer was \$42,800.00, based on a survey of fifteen (15) localities. Since that time, New Kent County has increased their starting salary to \$52,000 and King Williams County has increased theirs to \$47,500. That has put West Point in a bind, we have a very good police force, and we want to keep our officers. King William is advertising for seven positions and New Kent is advertising for more than that. In order to keep our officers, I am recommending we change our pay scale to a starting salary of \$47,189.00, and recommend we acknowledge experience by giving officers a .5% increase for each year of law enforcement experience and career development levels adjustments.

Mrs. Gulley asked if this scale is good enough to keep the officers we have.

Mr. Edwards stated yes.

Mrs. Gulley asked what does Town Council need to do so we can move forward with the new scale.

Mr. Edwards advised that we do not have a quorum of Council present to take action. It will be placed on the Town Council Work Session for discussion with other Town Council members.

Mr. Hudson advised that competition for police officers, teachers and staff is getting tougher, salaries are not going to go down, it is a situation that we need to deal with in order to keep good employees.

3. Domestic Violence Awareness Month Resolution

Mrs. Gulley read the resolution and asked for the resolution to be placed on the Town Council agenda for adoption.

4. Halloween Resolution

Mrs. Gulley read the resolution and asked for the resolution to be placed on the Town Council agenda for adoption.

V. Community Development

1. SUP2022-01

Mr. Edwards advised that at the Town Work Session on August 29th, some of Town Council went on a tour of 417 10th Street. Ms. Garbee has applied for a Special Use Permit. The application has been advertised for a Public Hearing at the Town Council meeting on September 26th 2022. Mr. Hudson asked Ms. Garbee during the tour how many occupancies she is seeking. Ms. Garbee advised fifteen (15) as a rental location. Mr. Edwards also stated that the building official has sent a written noticed to the applicant to clarify what steps are required under the building code to do what's known as a change of use for that number of occupants. As of today, Ms. Garbee has not submitted an application to comply with the building code.

Tim Sawyer, Building Official advised that, he is not comfortable signing off on fifteen occupants without a sprinkle system. A Registered Design Professional can work with the state requirements regarding life saving measures and sprinkler systems. Ms. Garbee has stated that she has a letter from a Preservation Specialist, I have asked for a copy of letter, but I have not received it. The State Code allows me to require a Registered Design Professional and I am comfortable with that, a Preservation Specialist is not the same as a Registered Design Professional.

Mr. Hudson asked Mr. Sawyer if he is comfortable with the occupancy being ten.

Mr. Sawyer advised yes that the building code allows ten or less, but there are some other building violations.

Mr. Edwards stated that the Public Hearing is scheduled for September 26th 2022 at 6:30 PM.

1. Email from Ms. Goodman

Mr. Edwards advised that Ms. Goodman has been operating a homestay at a home in West Point. Ms. Goodman does not live at the location, in an email to the town she has pointed out that she does not live at the location. The homestay requires that she lives at the location. Mr. Edwards also stated that the Town Attorney is sending a letter to Ms. Goodman regarding the violation.

VI. Public Works

1. King William Avenue and Thompson Avenue

Mr. Edwards advised that he received an email from Mr. Hoffmann regarding the condition of the asphalt crown when you pull out of Thompson Avenue onto King William Avenue. Mr. Edwards also stated that he has spoken to VDOT regarding the crown on the road on multiple occasions and VDOT has promised to fix it, but they have not been able to do that. I think there is more involved in fixing the issue than they realize. Mr. Edwards also stated that he thinks that VDOT are hoping that when they next resurface the area, they can fix the crown.

VII. Finance

1. Communication Manager Position

Mr. Edwards advised that one of his performance goals for the year is to draft a job description for a Communications Manager - Events Coordinator position. Mr. Edwards is working on the compensation for the position, and that he will bring it back as he obtains more information to see what Council would like to do with the position.

2. Boards and Commission Appointments

A. Board of Building Code of Appeals

Mr. Edwards advised that he has done some research on the State Board Building Code of Appeals requirements and discovered that there is no requirement for a member to live in West Point in order to serve on the board. David Layne has moved, he is a former building official and is willing to serve on the board as needed. Mr. Edwards also stated that Blair Wilson is willing to fill the vacant position of George Barrow who has moved out of State, and James Vadas is willing to be reappointed. This would complete a five-board membership.

B. Economic Development Authority

Mr. Edwards stated that Paul Kelley is willing to be reappointed to his position, but William Lee does not wish to seek reappointment. We will have to look for a new member for the vacant position.

C. Planning Commission

Mr. Edwards stated that James Brockwell is not seeking reappointment. There's been some discussion to reduce the size of the Planning Commission. The code allows any where from five to fifteen members.

Mr. Ragsdale asked if the membership can be reduced to six.

Mr. Edwards advised that the memberships works better with an uneven number so there is not a split vote.

Mr. Hudson suggested one option is that the town does not replace James Brockwell and let the commission phase itself to five members.

Mr. Edwards suggested that the state code does not require a member from the BZA to be on the Planning Commission, the current BZA representative would rather not continue on the Planning Commission. If you didn't replace James Brockwell and the BZA representative was no longer on the Commission, it would reduce the Commission to five.

Mr. Ragsdale asked if the town advertised the vacancies.

Mr. Edwards stated that we do after it's been discussed with Council.

Mr. Ragsdale asked if the town receives applications.

Mr. Hudson stated no that we have to approach people and ask them to submit an application.

Mr. Edwards advised that Boards and Commission appointments will be on the Town Council agenda.

VIII. General Information

Mr. Edwards advised that the Employee Picnic will tomorrow at noon at the pavilion, Town Council is invited to attend.

IX. Town Council Agenda

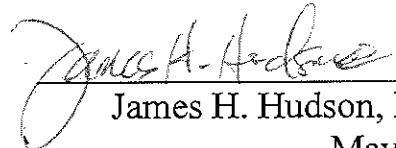
Mr. Edwards advised that the SUP2022-01 is scheduled for a public hearing, the Halloween, Domestic Violence resolutions, and Boards and Commissions Appointments will be on the agenda for action and the Police Officer Salaries will be on the Work Session agenda for discussion.

Mr. Hudson asked for the August 9th 2022 Subcommittee minutes to be placed on the Consent Agenda with the regular Town Council minutes for adoption.

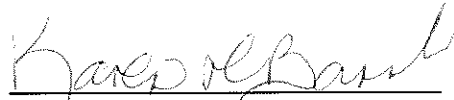
X. **Next Meeting:** October 11th, 2022

XI. **Adjournment**

There being no further business, the meeting was adjourned at 4:55 p.m.


James H. Hudson, III
Mayor

ATTEST:


Karen M. Barrow
Town Clerk