

**TOWN COUNCIL
Subcommittee Meeting
October 11th, 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; Tina Gulley, James Pruett, John Ragsdale and Chris Vincent.

Members Absent: Robert Lawrence and Jack Lawson.

Also Present: John Edwards, Town Manager; Karen Barrow, Town Clerk; Chief Tim Sawyer, WPPD; Chief Spencer Chatham, Fire Chief; Susan Harlow, Town Treasurer; Holly McGowan, Director of Community Development; Walt Feurer, Director of Public Works; Donna Pauley, Human Resource Officer, and other interested persons.

I. Agenda Changes

There were no changes made to the agenda.

II. Adoption of Minutes

September 15th 2022

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

III. Community Development Committee

A. Eagle Scout Project Request

Tristan Pruett presented a power point presentation with an engineered plat to construct a GAGA Ball Pit as his Eagle Scout project. The location would be at the River Walk Pavilion, away from traffic. It would enhance the beauty and diversity of the area, it connects to the Bike Trail and the River Walk sidewalks, it is accessible from downtown and other areas in town. The cost of the project is approximately \$1,504.72. Financing options can come from contributions from the Town, Go Fund Me, Local Sponsors or by Donations.

Mrs. Gulley asked if the frame will be attached.

Tristan Pruett advised that if it is not attached, it can be moved around.

Mrs. Gulley stated that she is concerned that if it is not attached it will be easier for someone to vandalize it.

Mr. Ragsdale asked who will maintain the project.

Mr. Edwards stated that Eagle Scout projects automatically come with a beneficiary agreement, if the town accepts the project, then the town is the beneficiary and accepts the ongoing maintenance of the project.

Mr. Edwards advised that the project will be complete by the end of the year.

Mr. Hudson asked the Town Manager for his thoughts on the project.

Mr. Edwards stated that funding is available in the current budget, and it is a good project for the community. The Town Manager is recommending Town Council approve the project.

Mr. Vincent made a motion to approve construction and funding of the GAGA Ball Pit at River Walk Park and for it to be completed by the end of the year, seconded by Mrs. Gulley. Upon roll call, Mrs. Gulley, Mr. Pruett, Mr. Ragsdale, and Mr. Vincent all voted "Aye." The motion was approved.

B. SUP2022-1, Larking Garbee & Erin Beebe

Mr. Edwards advised that the Town Attorney drafted some conditions for Town Council's consideration and that the Town Attorney's conditions are in addition to the Planning Commission conditions. Mr. Edwards also stated that the town has not heard from Ms. Garbee since the Public Hearing.

Mr. Sawyer stated that Ms. Garbee was asked to provide the town with an evaluation of the property from a Registered Design Professional stating that it meets the intent of the State Code, to this date the town has not received that.

Mr. Hudson stated that if the town does not receive the evaluation by the end of the next Town Council meeting, Town Council will not act on the Special Use Permit until we receive a report from a Registered Design Professional.

Mr. Edwards stated that there are two new requests for a homestay special use permit that will be going to the Planning Commission for review in November. What Town Council does now will set the precedent for future applications.

C. 1315 Main Street

Mr. Edwards presented the Committee with two demolition proposals for 1315 Main Street. One from J. Sanders Construction for \$23,850, the seconded from Coldwater LLC for \$16,395. Coldwater LLC is the lowest bid that includes a price per load for disposal. We would like to lock in a price per load with Coldwater LLC, if we can do that, the recommendation is for Town Council to award the project to Coldwater LLC. Mr. Edwards also stated that there is an asbestos study in progress, once we receive the final report, we will bring it back to Town Council.

Mr. Ragsdale asked if the town has had any experience with Coldwater LLC.

Mr. Hudson stated that he has, the owner of the company is Travis Morris, and that Travis has done an excellent job on his project at Gwynn's Island.

Mr. Edwards advised that John Kinney owns the adjoining property and is willing to allow the town the use his property for the demolition providing the contractor leaves the property in the same condition as when started and providing the contractor has the appropriated insurance.

Mrs. Ball Joined the Meeting

Mr. Hudson provided Mrs. Ball with an explanation of the discussions regarding the property at 1315 Main Street.

Mr. Pruett made a motion for the Town Manager to proceed with the demolition of 1315 Main Street with Coldwater LLC as the contractor contingent upon the asbestos report and upon locking in the price per load, seconded by Mr. Ragsdale. Upon roll call, Mrs. Ball, Mrs. Gulley, Mr. Pruett, Mr. Ragsdale, and Mr. Vincent all voted "Aye." The motion was approved.

D. Building Official Hiring Progress

Mr. Edwards advised that the town has interviewed two applicants for the Building Official position, neither one of the applicants is certified and both have shown an interest in obtaining their certification. The successful candidate will be highered as a Building Inspector, that person would work through the process to become the Building Official at the guidance of Tim Sawyer.

E. Crab-O-Ween

Mr. Edwards advised that the Crab-O-Ween is a work in progress. The Crab Carnival Committee are going to try and do as much of the Crab Carnival events as possible. Due to other events scheduled on Friday night, there are working on as many activities as possible for Saturday.

Chief Sawyer stated that he had just spoken with Brent Bohannon and that they still plan to do the fireworks on Saturday, but a time has not been set.

Mr. Edwards asked Chief Sawyer if the Committee has set a location for handicap parking.

Chief Sawyer advised there has been no discussion regarding the parking, there is a meeting scheduled for this evening that a member from the police department will be attending. Chief Sawyer stated that he will let the Town Manager know of any updates.

IV. Finance Committee

A. FY2022-23 Budget Amendment

Mrs. Ball asked Mr. Edwards to review the proposed Budget Amendment.

Mr. Edwards reviewed the Revenues and Expenditures for the amendment and stated that there are a number of grants for the schools that need to be appropriated, some of the grants are payment to the town for the SRO and SSO positions that in return needs to be appropriated back to the schools for expenditure. There are some unexpended funds from the FY 2021-22 budget that the schools are asking for re-appropriation. However, \$379,400 of those funds are unassigned, the use has not been identified.

Mr. Hudson stated that he is in full support of the current school administration, they have done an outstanding job during the issues with COVID, and he would like to continue to support the schools. However, we need to be careful about appropriating unidentified funds.

Mr. Hudson asked Mr. Edwards to convey Town Council's concerns regarding appropriating unassigned funds with the school superintendent.

Mr. Edwards stated that Dr. Frazier is concerned with the increasing gas prices and the growing inflation cost during the remainder of the fiscal year, he would like to keep some funds in reserve for inflation cost.

The Finance Committee agrees that they trust the schools, however asking for accountability is protecting the town and the schools.

Mr. Edwards advised that by State Code, the town must have a public hearing for the budget amendment and due to the State Code regarding advertising, it will be November before we can hold a public hearing. Mr. Edwards stated that he will talk with Dr. Frazier.

B. Appointments

Mr. Edwards advised that there is a vacancy on the Planning Commission, currently there is a seven-member board. The State Code allows five to fifteen members. One of the current members is from the Board of Zoning Appeals, the Stated Code does not require a member of the BZA to be on the Planning Commission, and that the BZA member would like to come off the Planning Commission. If Town Council wanted to reduce the number of members on the Planning Commission, now's the time to do so. If we do not fill the vacancy and the member from the BZA is removed, it would leave the Planning Commission with a five-member board.

Mrs. Gulley asked if a reduction in members would cause an issue with trying to obtain a quorum for meetings.

Ms. McGowan advised that there might have been a cancelled meeting once in the past couple of years.

Mr. Edwards stated that it is becoming hard to find people to volunteer for boards and commissions and that a five member board would not create problems with obtaining a quorum.

Mr. Ragsdale asked if the town could advertise for the vacancy.

Mr. Hudson stated that the town has advertised in the past with no response from the public, the town has had to approach people and ask people to serve on a committee.

Mrs. Gulley stated that if there is no issue with obtaining a quorum, it makes sense to reduce the number.

Mr. Hudson suggested discussing the issue with the remainder of Town Council at the Work Session.

V. Public Works Committee

There were no agenda items for Public Works.

VI. General Information

A. Library Update

Mr. Edwards advised that he has asked King William for assistance with funding the library project. I will be attending a work session in King William on November 7th to discuss the project.

B. Windows at 816 Main Street

Mr. Edwards advised that the windows have been replaced in the building next door to Town Hall.

C. Town Hall Egged

Mr. Edwards advised that sometime during the weekend, someone egged Town Hall. At some point, I will review the videos to see if we can identify the culprit.

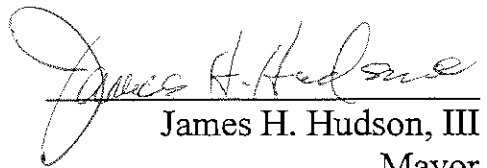
VII. Town Council Agenda

Mr. Edwards stated that the Planning Commission appointments will be on the Work Session for discussion.


VIII. Next Meeting: October 20th 2022 @ 4:00 P.M.

IX. Adjournment

There being no further business, the meeting was adjourned at 4:57 P.M.


James H. Hudson, III
Mayor

ATTEST:


Karen M. Barrow
Town Clerk