

**TOWN COUNCIL**  
**Second Subcommittee Meeting**  
**November 17th, 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; Deborah Ball, Tina Gulley, Robert Lawrence, Jack Lawson, James Pruett, John Ragsdale and Chris Vincent.

Also Present: John Edwards, Town Manager; Karen Barrow, Town Clerk; Tim Sawyer, Chief of Police; Susan Harlow, Town Treasurer; Holly McGowan, Director of Community Development; Ron Minick, Building Inspector; Spencer Cheatham, Fire Chief and Donna Pauley, Human Resource Officer.

Members present from West Point Schools: Dr. Larry Frazier, School Superintendent; Nathan Leach, Assistant School Superintendent and Daniel Jenkins, Vice Chairman of the School Board.

**I. Agenda Changes**

There were no changes made to the agenda.

**II. Adoption of Minutes**

A. October 11<sup>th</sup> 2022

Mr. Hudson stated that the minutes have been amended by the Town Clerk prior to the meeting.

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

**III. Education Committee**

A. National Blue Ribbon Award

Dr. Larry Frazier advised that West Point Elementary School has been awarded the National Blue Ribbon Award for 2022. This is an honor and we will have celebrations coming in the future to congratulate our students for their accomplishments.

B. Strategic Plan Update

Nate Leach presented the Strategic Plan Update that covered the profile, Anchors, Values, Innovation, Relationships, Excellence and Stakeholder Involvement. Mr. Leach also stated that the school system has been facing different challenges in education and West Point is committed to being innovative, building relationships and working towards excellence in all things that the schools do.

C. Division Facility Study

Dr. Frazier advised that a Facility Study was last done in 2013-14, a lot of those projects have been completed. After reviewing the school complex and grounds, we realized it was time to work towards the next facility study and what CIP projects we should be working on. We have contacted Crabtree and Associates to provide the schools with a new Facilities Study to see what our projected growth

will be and what the schools will need. Crabtree & Associates did the study back in 2014 so they are well equipped to provide us with a new study. The study should be ready in the early spring.

#### D. Elementary Roof Replacement

Dr. Frazier stated that the elementary school roof has never been replaced, after review by a consultant, the complete roof will need to be replaced. Dr. Frazier presented the report by William F. Hale, RRC/RRO. We are now in the process of preparing the documents for procurement to solicit bids for the project.

#### E. FY2022 Rollover Funds

Dr. Frazier advised that the rollover funds are the largest amount there has ever been. Over the past year, the schools have received a lot of unexpected funds for a number of reasons and we feel that this

### IV. Public Safety

#### A. 7<sup>th</sup> Street Parking

Chief Cheatham stated that maneuvering the fire trucks and EMS vehicles in and out of the Fire Station is difficult due to vehicles parked on 7<sup>th</sup> Street. The fire department would like to request that Town Hall close parts of 7<sup>th</sup> Street to assist with access to the fire station.

Mr. Vincent asked if the fire department has had conversations with the homeowners across the street from the fire station

Chief Cheatham advised that he has spoken with the residents in the Healy house and the wife of the owners of the Hodges house. We still need to speak to one of the homeowners of the Hodges house.

Mr. Vincent asked for the fire department to go ahead and have those conversations so we know what the status is of the project.

#### B. Fire Department Plan

Chief Cheatham advised that the first initial plan was put together by the advisory Committee that outlines three goals. There is a transition period till January 1<sup>st</sup> that the Committee has been working on. On January 1<sup>st</sup> there will be one Fire Chief, the town's Fire Chief and the non-profit fire department will have a Deputy Chief. One of the three goals includes revising the bylaws and putting a trigger in the bylaws which allows the town to become the owner of the department apparatus, equipment and station should the non-profit become unable to provide emergency services to the town. The department will be voting on the revised bylaws at the December meeting.

Chief Cheatham presented Town Council with the attached Municipal Fire Department Plan. The plan includes eight goals for the fire department for the next eight months from November 2022 through June 2023.

#### C. Fire/Police Chaplain

Chief Spencer advised that Marie Bordon, a retired ordained minister in New Kent. The fire department voted on Monday night for her to be the Chaplain. The police department is working through the process so Ms. Bordon can become their chaplain.

Mrs. Gulley asked if the position is paid.

Chief Spencer advised no, it's a volunteer position.

#### D. Police Department Updates

Chief Sawyer advised that there is one vacancy at the police department, we have advertised the position and received four applications. We will work through the applications and conduct interviews after Thanksgiving.

#### E. Dispatch Agreement

Mr. Edwards advised that in 2012, the town merged their dispatch services with King William County. We are working through the agreement with the County that includes an annual escalator in the fee. Mr. Edwards stated that he will be attending a meeting at the County on December 12<sup>th</sup>.

### V. General Information

#### A. SUP2022-01

Mr. Edwards advised that Larkin Garbee has presented the Architectural Professional Design Evaluation as requested by Town Council.

Mr. Sawyer advised that he is satisfied with the evaluation regarding the lifesaving issues. It is signed by an Architectural Engineer with a seal.

Mr. Hudson asked for the item to be placed on the Town Council Work Session for discussion.

#### B. Thanksgiving Hours

Mr. Edwards advised that Town Hall will close for Thanksgiving on Wednesday, November 23<sup>rd</sup> at noon and reopen on Monday, November 28<sup>th</sup> 2022.

#### C. Mooney Property

Mr. Edwards advised that the demolition of the property located on the corner of 14<sup>th</sup> Street and Main Street will begin next Wednesday and be completed on Friday.

#### D. Christmas on the Town

Mr. Edwards advised that Christmas on the Town will be on Sunday, December 4<sup>th</sup> 2022. Town Hall be closed, pictures with Santa will be at the Parent Child Development Center.

#### E. Town Annual Christmas Breakfast

Mr. Edwards advised that the town annual Christmas Breakfast will be on December 6<sup>th</sup> at 8:30 a.m. till 10:00 a.m. at the Knights of Columbus building. You will be receiving an invitation for the event.

#### F. Election

Mr. Hudson congratulated Mr. Lawson on his election as Mayor and to the members of Town Council that was re-elected. Mr. Hudson stated that Town Council will need to appoint someone to Town Council to fill Jack Lawson's position until a special election can be arranged. Mr. Lawson will need to submit his resignation to Town Council effective December 31<sup>st</sup> at midnight. Mr. Hudson suggested Town Council have a closed session at the November meeting to review the situation.

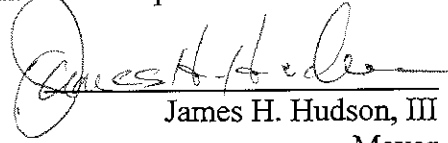
### VI. Town Council Agenda

Mr. Edwards advised that the FY2022-23 budget amendment is scheduled for a public hearing at the November Town Council meeting.

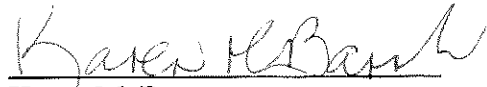
### VII. Next Meeting: December 13th, 2022

**VIII. Adjournment**

There being no further business, the meeting was adjourned at 5:25 p.m.

  
James H. Hudson, III  
Mayor

ATTEST:

  
Kareh M. Barrow  
Town Clerk