

**TOWN OF WEST POINT  
TOWN COUNCIL  
WORK SESSION  
MINUTES  
November 30th 2021**

**I. Fire Chief Position**

A. MOU with Fire Department

Mr. Edwards presented a draft MOU for the Fire Chief position and advised that the Public Safety Committee asked the Town Manager to proceed with discussions for a MOU with the West Point Fire Department. Mr. Edwards reviewed the MOU and stated that a member of Town Council would need to serve on the advisory committee for the hiring process.

Mr. Hudson stated that Town Council has been discussion the Fire Chief position for several months and asked if Town Council wanted additional time to think about the MOU or is it ready to be placed on the Town Council agenda.

Chris Vincent advised that he served on the Fire Department for twenty-five years and stated that he would be the Town Council representative on the advisory committee.

The consensus of Town Council is to place the MOU on the Town Council agenda for action.

B. Fire Protection Ordinance

Mr. Edwards presented a revised Fire Protection Ordinance and advised that he has worked with the Town Attorney on the changes that would pertain to the Fire Chief. Mr. Edwards suggested the ordinance be adopted the same time as when the Fire Chief is hired.

**II. January Public Safety Committee Meeting**

Mr. Edwards asked if the Public Safety Committee meeting scheduled for January 20<sup>th</sup> can be rescheduled for the 19<sup>th</sup> at 4:00 P.M. before the Education Committee meeting.

The consensus of Town Council is for the January Public Safety Committee meeting to be held on the 19<sup>th</sup> at 4:00 P.M. followed by the Education Committee meeting at 4:30 P.M.

**III. C. F. Carter Property**

Mr. Edwards presented pictures of a house on Dupont Street that C. F. Carter has moved his personal items from his yard on glass island to this house. Town Staff have sent a letter regarding the cleanup of the clutter. Mr. Edwards also stated that the General Assembly has implemented a law that makes it possible for the Town to adopt a clutter ordinance for enforcement. The building official is reviewing the building maintenance enforcement, the problem is you can't see the house due to the clutter.

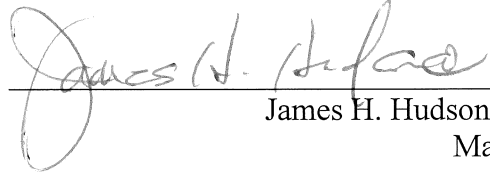
The consensus of Town Council is for the Town Manager to work with the Town Attorney on enforcement with the clutter.

**IV. Library Location**


Mr. Edwards advised that there is an interest from an established business to expand on Main Street, the business is asking if the town would be willing to relocate the library to allow the

expansion of a viable business. Mr. Edwards asked if Town Council are interested in relocating the library.

The consensus of Town Council is for the Town Manager to open dialogue with the Library Director regarding the relocation of the library.

  
James H. Hudson, III  
Mayor

ATTEST:

  
Karen M. Barrow  
Town Clerk

**TOWN OF WEST POINT  
TOWN COUNCIL  
MINUTES  
November 30th, 2021**

**I. CALL TO ORDER**

The West Point Town Council held its regular monthly meeting on November 30<sup>th</sup>, 2021. The Honorable James H. Hudson, III called the meeting to order at 6:30 P.M. The Invocation was given by Reverend Barbara Marks followed by the Pledge of Allegiance.

Members Present: Mayor, Jim Hudson; Deborah Ball, Vice Mayor; Tina Gulley; Robert Lawrence; Jack Lawson; James Pruet, John Ragsdale and Chris Vincent.

Also Present: John B. Edwards, Jr., Town Manager; Andrea Erard, Town Attorney; Karen Barrow, Town Clerk; Tim Sawyer, Chief of Police; Holly McGowan, Community Development Coordinator; Susan Harlow, Town Treasurer; Walt Feurer, Director of Public Works; Jon Morr, Building Official; Donna Pauley, Human Resource Officer and other interest persons.

**II. CITIZENS ADDRESS TO COUNCIL**

A. Comments from the School Superintendent

Mr. Larry Frazier, School Superintendent stated that the school employees are so thankful to Town Council for the recent premium pay and COVID shot incentive. It was a wonderful gift at time when it is most needed. Mr. Frazier introduced school employees; Mohamad Barbarji, Donna Massok, Brittney Ball, Nate Leach and Connie Taylor to thank the Mayor and Town Council for their support during these difficult times of COVID.

B. RAFT Scorecard

Elizabeth Andrews and Dr. Wie Yusuf gave a presentation on the RAFT scorecard and stated that the program is a joint venture with UVA, ODU, W&M and the local Planning District Commission. The RAFT program is related to coastal flooding and coastal storm hazards. There is a feasibility tool to help localities improve resilience to flooding and other coastal storm hazards. Ms. Andrews also stated that there will be monthly virtual meetings via Zoom for the next year to work on improving resilience to costal flooding, the first community workshop is scheduled for January 28<sup>th</sup> 2022.

C. Citizens Address to Council

Mr. Hudson opened the floor for citizens to address Town Council on any Town related business. There being none, the Citizens Address was closed.

**III. COUNCIL RESPONSE**

None was noted.

**IV. AGENDA CHANGES**

Mr. Hudson advised that the Fire Chief MOU with the Fire Department needs to be placed on the Town Council agenda under the Town Manager items.

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

## V. ADOPTION OF CONSENT AGENDA

Mr. Vincent made a motion to adopt the following consent agenda, seconded by Mr. Lawrence. Upon roll call Mrs. Ball; Mrs. Gulley; Mr. Lawrence; Mr. Lawson; Mr. Pruet, Mr. Ragsdale and Mr. Vincent all voted "Aye". The motion was approved.

- 1) Town Council and Work Session minutes of October 26<sup>th</sup> 2021
- 2) Cash Reports
  - a) General Fund  
Cash on hand as of October 31st 2021 - \$102,855.22
  - b) Water Fund  
Cash on hand as of October 31st 2021 - \$1,968,152.35
  - c) CIP  
Cash on hand as of October 31st 2021 - \$-(465,519.28
  - d) Solid Waste  
Cash on hand as of October 31st 2021 - \$257,915.08
- 3) Monthly Budget Report
- 4) School Fund Cash Report
  - a) Cash on hand as of October 31st 2021 - \$-(158,474.93)
- 5) West Point Monthly Police Activity Report
- 6) Building Official Monthly Report
- 7) Public Works Monthly Permit Report
- 8) Community Development Monthly Permit Report
- 9) Treasurer Monthly Report
- 10) Human Resource Monthly Report

## VI. COMMITTEE REPORTS

### A. Economic and Community Development – Mr. Lawson reported for the Committee

#### 1. Award of Engineers Contract

Mr. Lawson made a motion that Town Council authorize the Town Manager to execute and deliver a five-year contract with Wilson Engineers LLC commencing November 30<sup>th</sup> 2021 expiring November 29<sup>th</sup> 2026, seconded by Mrs. Ball. Upon roll call Mrs. Ball; Mrs. Gulley; Mr. Lawrence; Mr. Lawson; Mr. Pruet, Mr. Ragsdale and Mr. Vincent all voted "Aye". The motion was approved.

Mr. Lawson also stated that at the Community Development Committee meeting, the committee reviewed the Mainstreet Gathering Space and Park Connector project. The Town Manager is in the process of obtaining bids for the project.

### B. Education Committee – Mr. Ragsdale reported for the Committee

Mr. Ragsdale advised that the Committee discussed the school's five-year strategic plan; social, emotional learning and wellness of the staff, teachers and students due to COVID; the school bus compound entrance gate; a COVID clinic for students ages 5 to 11 year old's and the COVID Shot Incentive provided by Town Council. The committee meets bi-monthly, the next meeting will be on January 19<sup>th</sup> 2022 at 4:30 P.M.

### C. Finance Committee – Mrs. Ball reported for the Committee

Mrs. Ball advised that she has nothing to report.

### D. Public Safety – Mrs. Gulley reported for the Committee

Mrs. Gulley advised that she has nothing to report.

### E. Public Works – Mr. Lawrence reported for the Committee

Mr. Lawrence advised the committee met to discuss the following: 1) The Waterline Replacement Project. The first stage of the project will be going out to bid in 2022,

the cost of the project will come from the ARPA funds. 2) The town has received \$84,465.84 from the State Department of Housing and Community Development to provide assistance with delinquent water bills that are over sixty days past due prior to August 31, 2021. The funds do not pay penalties or late fees, it provides relief for the actual water bill. And 3) Public Works have been searching for a considerably large water loss over the past few months. The leakage has been found; it was a commercial meter that has been replaced. The next meeting is scheduled for December 9<sup>th</sup> 2021 at 4:00 P.M.

## VII. TOWN MANAGER'S ITEMS

### A Fire Chief MOU with Fire Department

Mr. Edwards advised that at the request of the West Point Volunteer Fire Department, the Public Safety committee have reviewed an MOU for the Fire Chief position. The committee is recommending Town Council adopt the MOU and send it to the Fire Department.

Mr. Vincent made a motion to adopt the MOU and for the Town Manager to send it to the Fire Department, second by Mr. Lawrence. Upon roll call Mrs. Ball; Mrs. Gulley; Mr. Lawrence; Mr. Lawson; Mr. Pruett, Mr. Ragsdale and Mr. Vincent all voted "Aye". The motion was approved.

## VIII. OLD BUSINESS

There was nothing to report under Old Business.

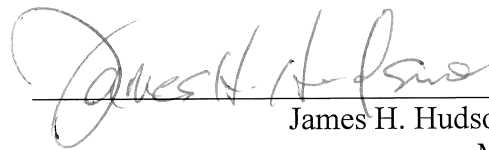
## IX. NEW BUSINESS

### A Planning Commission Report - Mr. Hudson

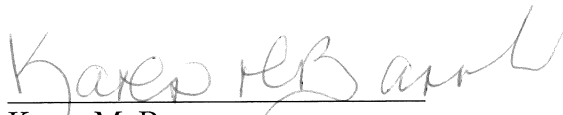
Mr. Hudson advised that the Planning Commission did not meet in October and that the next meeting will be tomorrow, November 1<sup>st</sup> 2021 at 5:00 P.M.

## X. ADJOURNMENT

There being no further business, Mayor Hudson adjourn the meeting at 7:10 P.M.

  
James H. Hudson, III  
Mayor

ATTEST:



Karen M. Barrow  
Town Clerk