

**TOWN OF WEST POINT  
TOWN COUNCIL  
WORK SESSION  
MINUTES  
March 28<sup>th</sup> 2022**

**I Contracts for Chief of Police and Fire Chief**

Mr. Edwards presented a contract for the town to hire Spencer Cheatham as the Fire Chief and an amended contract for the Chief of Police. Mr. Edwards stated that there is a Closed Session scheduled at the end of the Town Council meeting. Both contracts need to be adopted by Town Council, if a closed session is not needed, adoption of the contracts can take the place of the closed session.

The consensus of Town Council is that a closed session is not necessary, that the contracts are to be placed on the agenda for action.

**II VDOT Crosswalks**

Mr. Edwards advised that VDOT will be working at the intersection of Main Street and 14<sup>th</sup> Street. They will excavate the pavers and put asphalt in its place. They will be looking to see what's involved with the process then do the same with the remainder of the crosswalks. They will come back at a later date to stamp and color the crosswalks. Main Street will be closed from the light downtown with detour signs posted to use Lee Street, work is scheduled to begin on April 6<sup>th</sup> 2022 weather permitting.

**III Swimming Pool at Country Club**

Mr. Edwards advised that in 2020, Town Council waived the fee to fill the swimming pool due to COVID issues in 2021, the County Club filled the pool. Due to COVID issues, the 2<sup>nd</sup> grade was unable to take swimming lessons. The current 3<sup>rd</sup> grade and 4<sup>th</sup> grade are behind in swimming lesson. The schools reached out to the YMCA and asked if they could teach swimming lessons. The Country Club are asking for assistance from the Town with the cost of the water to fill the pool.

Mrs. Ball asked what the cost was to fill the pool in 2020.

Mr. Edwards advised it was approximately \$1,400 and that the Country Club paid \$1,385 to fill the pool in 2021. Mr. Edwards also stated that the YMCA will be providing the swimming instructor for the lessons.

Mrs. Gulley stated that West Point is surrounded by water and that the children need the swimming lessons.

The consensus of Town Council is for the Town to pay the water fee to fill the pool.

**IV VDOT Proposal for Main Street and 15<sup>th</sup> St.**

Mr. Edwards presented the draft proposal for the traffic issues between 14<sup>th</sup> Street and 16<sup>th</sup> Street on Main Street. VDOT's suggestion is to do away with the dual direction turn lane that runs down the center of the road from 16<sup>th</sup> Street to the middle of the block between 14<sup>th</sup> Street and 15<sup>th</sup> Street and replace it with a dedicated left turn lane southbound and a dedicated left turn lane northbound. Mr. Edwards also stated that a copy of the draft proposal has been given to Walgreens and Valero, and that Walgreens objects to the proposal. The Walgreens delivery truck comes off the bridge, turns left onto Main Street the turns left into the parking lot. The truck then backs up to the delivery door. The proposed median strip would prevent the delivery truck from getting into the parking lot. The truck would have to go up Main Street to do a U turn and come back down Main Street to make a right turn into the parking lot.

Mr. Edwards stated that the County and VDOT are the two entities that have control over the project.

Mrs. Ball stated that we have a representative on the board in the County.

Mr. Edwards advised that unless Town Council objects, he would continue to oppose the draft rendering on the project.

The consensus of Town Council is for the Town Manager to continue to object to the suggested proposal.

## **V UNESCO**

Mr. Hudson stated that several months ago Town Council approved the signage, and that Theresa Sirles was asked to contact the Town Manager to discuss a location for a sign. In the past the Town never paid for historical signage and Ms. Sirles was going to work on raising the funds to cover the cost of the sign.

Mrs. Ball stated that she went with the Town Manager to look at locations and suggested that other members of the community be involved with deciding on the location for the sign.

Mr. Hudson advised that if you look at the UNESCO sign, there are no facts or content. Mr. Hudson suggest the Ms. Sirles contact the Historical Society and work with them through their signage program. The Historical Society will be able to find the right location and the correct language in the sign.

Mr. Hudson stated that he will contact Ms. Sirles and suggest she contact the Historical Society and work with them on the signage and cost of the project.

The consensus of Town Council is for Mrs. Ball to meet with members of the community to review possible locations for a UNESCO sign.

## **VI Library Relocation**

Mr. Edwards advised that he met with Guernsey Tingle Architects regarding the relocation of the library to 12<sup>th</sup> Street. The estimate to do the design work is \$32,141.00. The design work needs to be done before we know what a cost estimate would be.

Mr. Hudson asked if there was something in place that required the design work be done by an architect or could we do it our self.

Mr. Edwards stated that the property would be a change in use. An architect does not have to do the drawings, but you are going to have to higher someone to do the drawings and you would have to pay an architect to stamp the drawings. The library has suggested that the drawings be done by someone that knows about library layouts and knows how to use the space effectively for the next 20 years. It would be short sighted for the Town not to higher an architect.

Mr. Hudson stated that we need to make sure that this project doesn't get to a point where it makes no financial sense. If any part of this project is not going to happen, we need to figure it out quickly before we get down the road and the cost exceeds the budgeted amount and there's no turning back.

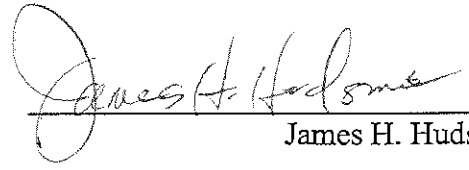
Mr. Edwards reviewed the budget for the project and stated that the current building will be in need of a new roof, carpet and some other repairs that would cost between \$130,000 to \$150,000. Mr. Edwards also stated that he has just received the estimate on Friday, that he can go back to the architect and ask for some alternatives for the cost. If the project can be done in phase I and Phase II, it would get us to a conceptual design with a range for the cost estimates. By going through an architect, you will get a design that would be good for 20 years which would cover the Town for the 20-year lease.

Mr. Hudson asked if ARPA funds would cover the cost.

Mr. Edwards stated that it could, but the cost would have to come from other current allocations, like the waterline project. The cost from the sale of the current building and the savings on the possible cost of repairs to the current building might bring us to a break-even point.

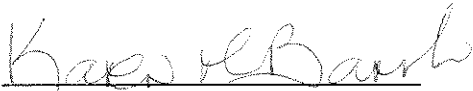
Mr. Hudson asked if the architect could give us a tentative cost with a wide range before the town gives the green light on the \$32,000.00.

Mr. Edwards stated that he will proceed with obtaining estimates on the cost and bring back any updated information to Town Council.



James H. Hudson, III  
Mayor

ATTEST:



Karen M. Barrow  
Town Clerk

**TOWN OF WEST POINT  
TOWN COUNCIL  
MINUTES  
March 28th, 2022**

**I. CALL TO ORDER**

The West Point Town Council held its regular monthly meeting on March 28th, 2022. The Honorable James H. Hudson, III called the meeting to order at 6:30 p.m. The Invocation was given by Reverend Barbara Marqus followed by the Pledge of Allegiance.

Members Present: Mayor, Jim Hudson; Deborah Ball, Vice Mayor; Tina Gulley; Robert Lawrence; Jack Lawson; James Pruett, 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 and Donna Pauley, Human Resource Officer.

**II. CITIZENS ADDRESS TO COUNCIL**

**A. General Obligation Refunding Bond**

Kyle Laux, Representative of Davenport & Company LLC stated that Town Council has selected Chase Bank, N.A. as the lender for the General Obligation Refunding Bond and that the bond closing date will be within the next few weeks. The resolution is the final document requiring Town Council approval, the documents have been prepared by Jesse Bauce of Sands Anderson, Bond Counsel for the Town.

Mrs. Ball made a motion to adopt a resolution authorizing the issuance of up to \$4,100,000 principal amount of General Obligation Refunding Bond and providing for the form, details, and payment thereof, seconded 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.

**B. Public Hearing, Subdivision Ordinance No.02-2022**

Mr. Hudson read the advertisement for Ordinance 02-2022 then asked the Town Clerk if anyone asked for a copy of the ordinance or for assistance to attend the meeting.

The Town Clerk advised that no requests were received.

Andrea Erard, Town Attorney advised that due to the challenges the town had with the New Delaware subdivision, if the proposed ordinance 02-2022 were in place it would give the town the authority to enforce a contract instead of going through the long process of legal action of a lawsuit. Ms. Erard asked for Town Council approval of the ordinance.

Mr. Hudson opened the floor for citizens to address Council on Ordinance 02-2022 There being none, the public hearing was closed.

**1 Action**

Mr. Lawson made a motion to approve Ordinance 02-2022, which amends the West Point Town Code, Chapter 54, "Subdivision," Article II, "Plats," Division 3, "Final Plat," Section 54-47, "Accompanying Documents," to require a subdivision agreement if all improvements are not complete prior to final plat approval. Seconded by Mrs. Gulley, 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.

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 asked that the Closed Session under item IX: B be substituted for consideration of the Chief of Police Contract and Fire Chief Contract.

Mrs. Gulley made a motion to adopt the agenda with amendments, seconded 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.

**V. ADOPTION OF CONSENT AGENDA**

Mrs. Ball made a motion to adopt the following consent agenda, seconded by Mrs. Gulley. 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.

- 1) Town Council and Work Session minutes of February 28<sup>th</sup> 2022 and Joint Work Session with School Board, March 1<sup>st</sup> 2022
- 2) Cash Reports
  - a) General Fund  
Cash on hand as of January 31<sup>st</sup> 2022 and February 28<sup>th</sup> 2022 \$ 8,207,273.33
  - b) Water Fund  
Cash on hand as of January 31<sup>st</sup> 2022 and February 28<sup>th</sup> 2022 \$2,393,850.53
  - c) CIP  
Cash on hand as of January 31<sup>st</sup> 2022 and February 28<sup>th</sup> 2022 \$(465,529.28)
  - d) Solid Waste  
Cash on hand as of January 31<sup>st</sup> 2022 and February 28<sup>th</sup> 2022 \$304,789.15
- 3) Monthly Budget Report
- 4) School Fund Cash Report  
Cash on hand as of January 31<sup>st</sup> 2022 and February 28<sup>th</sup> 2022 \$93,803.69
- 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

Mr. Lawson advised that the Committee met on March 8<sup>th</sup> to discuss Ordinance 02-22, that was just adopted by Town Council. The next meeting will be on April 12<sup>th</sup> 2022 at 4:00 PM.

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

Mr. Ragsdale advised that the Committee met on March 17<sup>th</sup> with the School Superintendent, Nate Leach and Dr. Hauser to discuss the following: 1) Current COVID issues. 2) CIP projects. 3) Smart Panel purchases. 4) The purchase of a new

bus. 5) The purchase of an outdoor freezer, and the Safety Forum scheduled for March 24<sup>th</sup> at 7:00 PM at the High School Cafeteria.

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

1. FY2021-22 Budget Amendment Resolution

Mrs. Ball made a motion to approve the attached resolution to amend the of West Point’s FY2021-2022 Budget, seconded by Mr. Vincent. 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.

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

1. Fire Protection Ordinance 01-2022

Mrs. Gulley made a motion that Town Council adopted Ordinance 01-2022, Fire Protection, 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.

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

Mr. Lawrence advised that the Committee met on March 8<sup>th</sup> to discuss Pointers Drive acceptance into the VDOT road system. Once VDOT approves the request it will be on the Town Council agenda for adoption. The next meeting will be April 12<sup>th</sup> 2022 at 4:00 PM.

**VII. TOWN MANAGER’S ITEMS**

A. FY 2022-2023 Budget Presentation

Mr. Edwards presented the proposed FY2022-23 budget based on a Real Estate Tax Rate of 67 cents per \$100, Machinery and Tools Tax of \$2.24 and Personal Property Tax of \$3.29 with a one-year waiver of the Town’s Vehicle License fee to help offset the impact of the expected increase in the value of used vehicles. The budget this year is \$21,043,312 which is an increase of \$1,750,067 that includes the use of \$1,505,200 from the American Rescue Plan Act. The local contribution to the schools is \$4,448,696 combined with federal and state funding the total School budget is \$13,441,436. The budget will also fund a full-time Fire Chief position. Mr. Edwards also stated that these are some of the highlights of the budget and that a complete copy of the proposed budget is available at Town Hall. Mr. Edwards requested authorization to advertise a public hearing on the budget and the waiver of the Vehicle License Fee for Monday, April 18<sup>th</sup> 2022 at 6:30 PM in Town Chambers.

Mr. Vincent made a motion to authorize the Town Manager to advertise a public hearing on the FY2022-23 budget and Ordinance 04-2022, waiver of Town’s Vehicle License Fee, 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.

**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 held a public hearing on the subdivision ordinance and reviewed the Homestay ordinance. The next meeting will be on Wednesday, April 6<sup>th</sup> 2022 at 5:00 PM.

B. Fire Chief Contract

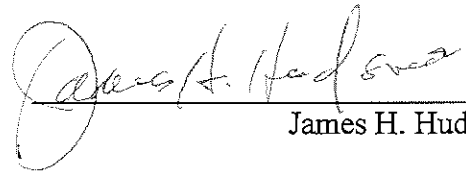
Mr. Vincent made a motion to higher Spencer Cheatham as Fire Chief and approve the employment contract with the higher date of May 1<sup>st</sup> 2022. Seconded by Mr. Ragsdale, upon roll call Mrs. Ball; Mrs. Gulley; Mr. Lawrence; Mr. Lawson; Mr. Pruett, Mr. Ragsdale and Mr. Vincent all voted "Aye". The motion was approved.

C. Chief of Police Contract

Mr. Vincent made a motion to amend the Chief of Police Contract, seconded by Mrs. Ball. 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.

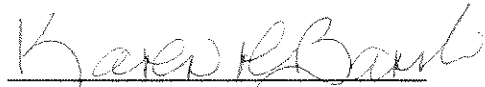
**X. ADJOURNMENT**

There being no further business, Mayor Hudson adjourned the meeting at 7:08 PM.



James H. Hudson, III  
Mayor

ATTEST:

  
Karen M. Barrow  
Town Clerk



FY 2021-2022 BUDGET AMENDMENT AND APPROPRIATION RESOLUTION

WHEREAS on April 27, 2021, by Resolution, the Town of West Point approved a FY 2021-2022 budget in a total amount of \$17,113,384;

WHEREAS on September 28, 2021, by Resolution, the Town of West Point amended the FY 2021-2022 budget to a total amount of \$19,293,245;

WHEREAS the West Point Public Schools received additional state funds from the ARP Act, ESSER III and GEERS in the cumulative amount of \$74,979;

WHEREAS the Town of West Point has agreed to provide currently budgeted Town ARP Act funds to the West Point Public Schools in the amount of \$141,800 for employee recognition and incentives;

WHEREAS the West Point Public Schools has requested approval and appropriation of these funds totaling \$216,779 to be used in its FY 2021-2022 Operating Budget; and

WHEREAS the Town of West Point wishes to budget and appropriate \$115,000 for property acquisition in FY 2021-2022;

NOW THEREFORE BE IT RESOLVED by the West Point Town Council, at its regular monthly meeting, on the 28th day of March 2022, that a total of \$189,979 be

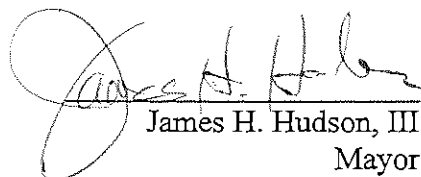


added to the West Point FY 2021-2022 budget, so that the amended total of the Town of West Point's FY 2021-2022 budget shall be \$19,483,224;

BE IT FURTHER RESOLVED THAT the West Point Public Schools FY 2021-2022 budget be amended by adding \$216,779; and

BE IT FINALLY RESOLVED THAT \$189,979 is appropriated to the Town of West Point and \$216,779 shall be appropriated for expenditure by the West Point School Board.

Certified to be a true copy of a resolution adopted by the Town Council of the Town of West Point at its regular monthly meeting held on the 28th day March 2022, at which meeting a quorum was present and voting throughout.

  
James H. Hudson, III  
Mayor

ATTEST:

  
Karen M. Barrow  
Town Clerk