

**TOWN OF WEST POINT  
TOWN COUNCIL  
WORK SESSION  
MINUTES  
September 26th 2022**

**I House at 14<sup>th</sup> Street and Main Street**

Mr. Edwards advised that the Town closed on the purchase of the Mooney property located at the corner of 14<sup>th</sup> Street and Main Street. Town staff are currently working to obtaining quotes to have the property demolished.

**II West Point Police Department Salaries**

Mr. Edwards advised that the Public Safety Committee reviewed the following changes in adjoining police department salaries. New Kent County has increased their Police Officer starting salary to \$52,000 and King William has increased their starting salary to \$47,500. The Public Safety Committee believes that by increasing the Police Officer grade from a 17 to 19, (a starting salary of \$47,189.00,) the Investigator position from a 21 to 22, and the Sargent position from a 22 to a grade 23, it would bring the Town near to the King William pay scale. The salary increases, with adding the years of service credit and career development increase would put the Town in a competitive position to retain good Officers. Mr. Edwards asked for the Police Department Salaries to be placed on the Town Council agenda.

**III Library**

Mr. Edwards presented Town Council with an estimate from David Nice Builder of \$1,059,165.00 and a second estimate from Evan Construction Company of \$808,904.14. Evans Construction is recommending the Town have a 10% inflation contingency. The cost of this project is more than we estimated, Evans construction is closer to the estimated amount.

Mr. Ragsdale asked how long is left on the lease for the police department.

Mr. Edwards stated that there is approximately twelve (12) years left.

Mr. Ragsdale asked how much it will cost to do repairs at the current library location.

Mr. Edwards stated that the roof needs to be done at an estimated cost of approximately \$30,000, some carpet needs to be replaced and there are a few other items.

Mr. Ragsdale stated that recently Mr. Edwards had mentioned that there was someone interested in renting the old school board building, Mr. Ragsdale asked if the building could be leased.

Mr. Edwards stated that the company who asked about renting have found another option. The town could put the property up for lease.

Mr. Pruett stated that if the landlord would extend the lease for the Police Department to forty years it might help.

Mr. Edwards stated that Town Council has entered into a contingency purchase contract for the currently library location with a business in town. We should have discussions with the business before we vote on the contract.

Mr. Hudson asked Mr. Edwards if he has had any conversations with the County about the library and if the county is willing to assist with the West Point location, it is in King William and the County is responsible for the library.

Mr. Edwards advised no, that he was waiting to discuss the issue with Town Council first. The County Administrator has indicated that there is a possibility that the County might be able to provide some funds for the library building. The County is aware that they do not pay any funds

for the West Point library, the Town owns the building and pays for custodian services and maintenance of the building.

Mr. Lawson advised that If King William County and the landlord are willing to help with funding, the Town has some other options.

Mr. Hudson asked the Town Manager to look to see if there are some other options for funding that might help with the project.

Mr. Edwards advised that he look to see what other options there are for this project.

#### **IV. Rivergate Subdivision**

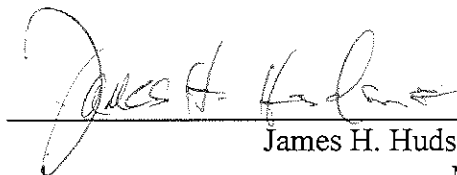
Mr. Edwards advised that the developer of the most recent homes in Rivergate has built the homes with irrigation systems and there is a clause in the purchase contract that a homeowner will keep the lawns watered. This has left homeowners with large water bills. Town staff are reviewing what other localities are doing in this type of situation to see what options there are.

#### **V. Fire Department Update**

Spencer Cheatham reviewed a recent grant that the Fire Department received with the help of the Town and County and stated the Department was able to purchase new, up to date air packs to assist with firefighting. Chief Cheatham thanked Town Council for their support with the grant and the funds to purchase the equipment.

#### **VI. New Delaware Subdivision**

Mr. Edwards advised that the developers of the New Delaware subdivision have now fully complied with the court order and that issue is now complete.

  
James H. Hudson, III  
Mayor

ATTEST:

  
Karen M. Barrow  
Town Clerk

**TOWN OF WEST POINT  
TOWN COUNCIL  
MINUTES  
September 26th, 2022**

**I. CALL TO ORDER**

The West Point Town Council held its regular monthly meeting on Monday, September 26th, 2022. The Honorable James H. Hudson, III called the meeting to order at 6:30 p.m. The Invocation was given 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, Building Official and Chief of Police; Holly McGowan, Community Development Coordinator; Susan Harlow, Town Treasurer; Walt Feurer, Director of Public Works; Donna Pauley, Human Resource Officer and other interested persons.

**II. CITIZENS ADDRESS TO COUNCIL**

A. Domestic Violence Awareness Resolution

AC Tierney, Director of Education at Thrive Virginia gave a review of activities due to an increase in cases over the past two years because of COVID. This past year, thrive has assisted eighty-eight King William County residents in numerous capacities including various children's programs.

Mrs. Gulley read the attached Resolution in the form of a motion, 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.

B. Public Hearing – SUP2022-02, Larking Garbee & Erin Beebe  
Special Use Permit - Homestay

Mr. Hudson read the advertisement for a public hearing then asked the Town Clerk if the Town received any requests for a copy of the application.

The Clerk stated that no requests was received.

Mr. Hudson asked the Clerk if anyone asked for assistance to attend the public hearing.

The Clerk stated that no request was received.

Mr. Hudson asked Ms. Garbee and Mr. Beebe if they would like to address Town Council regarding their application.

Ms. Garbee advised that she and her husband operate an additional business at the corner of 4<sup>th</sup> Street and Main Street and stated that the business brings in people from all over the country including the UK, and that we are happy to share what it is we love about West Point. Ms. Garbee went on to say that recently they hosted some of Town Council with a tour of 417 10<sup>th</sup> Street to view the renovations to the property. As a former contractor, it's been a passion of mine to restore a second historic home in West Point.

Tim Sawyer, Building Official stated that the owners have done a good job renovating the structure and that during the recent tour, Ms. Garbee made the comment that the occupancy was to be fifteen (15). This number in the occupancy changes the property into a different classification.

Mr. Sawyer went on to explain that currently the property has a certificate of occupancy issued for an R-5 use group. This use group will allow for an owner-occupied lodging

house with no more than five guest rooms and fewer than ten occupants. For the owners to achieve an occupant load of fifteen they will need to submit an application to the building office for a change of use for this property. Mr. Sawyer also stated that based on his current knowledge of the property the owners will need to request a change in the use group to R-1. Mr. Sawyer also stated that in accordance with the Virginia Unified Statewide Building Code, the developers may have a Registered Design Professional evaluate the property and provide the town with documentation that the property is in compliance with the 2018 Virginia Uniform Statewide Building Code. The developer has provided the town with a letter that is not from a registered design professional, the letter is not a sealed letter as requested, it does not have the credentials.

Mr. Vincent stated that what action Town Council takes this evening will set a precedent on future applications.

#### MOTION

Mr. Vincent moved to defer action until the Town receives a report from a Registered Design Professional so that all building code issues are in compliance with the Statewide Building Code, seconded by Mrs. Ball.

#### DISCUSSION

Mr. Hudson asked if there was any discussion.

Mr. Pruett asked if Town Council will hold another public hearing.

Mr. Hudson advised that if the requirements are met within the next sixty to ninety days, there shouldn't be a need for another public hearing unless a change in use occurs.

Mrs. Gulley asked Ms. Garbee if she still wanted to go with the fifteen occupancy and not the ten, even though it's going to take longer to obtain an approval.

Ms. Garbee stated that, if possible, she would like the ten approved today while she appeals the fifteen.

Mr. Hudson stated that the town had a public hearing on fifteen that we would have to readvertise for the ten occupancies.

Ms. Erard advised that the Town would have to advertise the change in use.

Mrs. Ball asked, if the reason Town Council is tabling action is because the number of the occupancy.

Mr. Sawyer stated that he wants to be clear on the Statewide Building Code, to clarify; the fifteen-occupancy number requires a change of use from R-5 to R-1. R-1 requires a sprinkler system and other life safety measures that the structure does not have. In lieu of that, the town will accept a Design Professional evaluation of the property that states, "as it is, it's okay for a fifteen occupancy." Without an evaluation of the property, the town is taking on the responsibility of the safety issues. Ten occupants or less does not change the R-5 use and nothing else would be required by the town.

#### VOTE

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.

Mr. Hudson advised Ms. Garbee, that once she obtains the licensed professional approval letter or if Ms. Garbee would like to modify the occupancy number, to let the town know.

#### 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

Mayor Hudson moved the Domestic Violence Resolution from Tab 14 to item A, under the Citizens Address to Council, and placed the West Point Police Department Salaries under the Public Safety Committee as item 2.

Mr. Vincent made a motion to adopt the agenda as amended, 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.

### V. ADOPTION OF CONSENT AGENDA

Mrs. Ball 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. Pruett, Mr. Ragsdale and Mr. Vincent all voted "Aye". The motion was approved.

- 1) Town Council and Work Session minutes of August 29th 2022  
Town Council Subcommittee Meeting of August 9th 2022
- 2) Cash Reports
  - a) General Fund  
Cash on hand as of August 31<sup>st</sup> 2022 - \$11,609,396.92
  - b) Water Fund  
Cash on hand as of August 31<sup>st</sup> 2022 - \$2,768,186.80
  - c) CIP  
Cash on hand as of August 31<sup>st</sup> 2022 - \$(162,041.73)
  - d) Solid Waste  
Cash on hand as of August 31<sup>st</sup> 2022 - \$334,265.70
- 3) Monthly Budget Report
- 4) School Fund Cash Report
  - a) Cash on hand as of August 31<sup>st</sup> 2022 - \$497,469.12
- 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
- 11) Fire Department Monthly Report

### VI. COMMITTEE REPORTS

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

Mr. Lawson advised there was nothing to report.

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

Mr. Ragsdale advised that Dr. Frazier provided a back-to-school update and stated that the school system is focusing on Instruction, Staff Retention and Relationships with Students and Staff. Dr. Frazier also stated that today, the Elementary School was awarded the Blue-Ribbon Award, which is a very prestigious award.

Mr. Hudson congratulated Dr. Frazier and the School Board on the accomplishments of the schools.

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

#### 1. Boards and Commissions Appointments

Mrs. Ball made a motion for Town Council to make the following appointments:

Economic Development Authority  
Reappoint Paul Kelley for a four-year term commencing  
October 1<sup>st</sup> 2022, expiring September 30<sup>th</sup> 2026.

Board of Building Code of Appeals  
Reappoint James Vadas for a four-year term commencing  
October 1<sup>st</sup> 2022, expiring September 30<sup>th</sup> 2026.

Appoint Blair Wilson for a four-year term commencing  
October 1<sup>st</sup> 2022, expiring September 30<sup>th</sup> 2026.

Seconded by Mr. Vincent, 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.

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

1 Halloween Resolution

Mrs. Gulley read the attached resolution in the form of a motion, 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.

2. West Point Police Department Salaries

Mr. Edwards advised that as discussed in the Work Session meeting, New Kent  
County and King William County have increased the starting salaries of their police  
department. In order to be competitive with our neighbors, I am recommending Town  
Council adopt the following changes under the paid compensation plan:

The Police Officer position become a grade 19, Investigator position a grade  
22, and the Sargent position a grade 23, and each Officer, Investigator and  
Sargent would be credited with their years of experience in those positions,  
retro active to September 25<sup>th</sup> 2022 the beginning of the pay period.

Mrs. Gulley made a motion to adopted the recommendation by the Town Manager as  
listed above, seconded by Mr. Vincent. 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.

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

Mr. Lawrence advised there was nothing to report.

**VII. TOWN MANAGER'S ITEMS**

Mr. Edwards advised that weather permitting, the Crab Carnival is scheduled for this weekend  
and that the last Food Truck event will be on October 21<sup>st</sup> 2022.

**VIII. OLD BUSINESS**

There was nothing to report under Old Business.

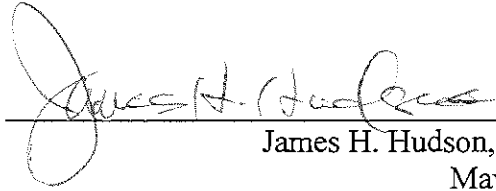
**IX. NEW BUSINESS**

A. Planning Commission Report – James Pruett

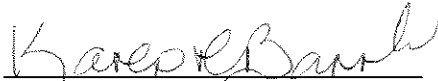
Mr. Pruett advised that the Planning Commission met to discuss a six-plot subdivision  
between Chelsea Road and Chelsea Run. The Planning Commission is recommending  
approval.

**X. ADJOURNMENT**

There being no further business, Mr. Lawrence made a motion to adjourn the meeting, seconded by Mrs. Ball. Upon a unanimous vote, Mayor Hudson adjourned the meeting at 7:10 P.M.

  
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James H. Hudson, III  
Mayor

ATTEST:

  
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Karen M. Barrow  
Town Clerk