

**TOWN OF WEST POINT
TOWN COUNCIL
WORK SESSION
MINUTES
October 31st 2022**

I Planning Commission Vacancy

Mr. Edwards presented Town Council with a draft revision for the Town Code, Article IV- Planning Commission. Mr. Edwards also stated that there are six members of Planning Commission with one vacancy. If Town Council wanted to reduce the number of members, now would be the time to do so, member numbers need to be uneven to ensure a quorum and to prevent a split vote.

Andrea Erard advised that while reviewing the Town Code, she noticed that the Planning Commission section of the code has not been updated since 1978 and is in need of review.

Mr. Edwards advised that there is a member of the Planning Commission that is a representative from the Board of Zoning Appeals. The State Code does not require a member from the Board of Zoning Appeals to be on the Planning Commission, that person would like to come off the Planning Commission. If that one member came off and the vacancy was not filled, it would leave five members on the Planning Commission.

Mr. Hudson stated that in the past, the Town has had a problem recruiting members of the public to volunteer for Boards and Commissions, the town has had to ask people to serve on a Committee.

The consensus of Town Council is to reduce the Planning Commission members to five.

Mr. Edwards stated that a public hearing is required to amend the code, the code revisions will be advertised for a public hearing on November 28th 2022 at 6:30 p.m.

II Mooney House

Mr. Edwards advised that the asbestos study is complete. As we expected the siding is asbestos shingles and inside house there is some joint compound that is asbestos. We will provide the contractor with a copy of the report. The building official is on vacation next week, so we expect the contractor to begin demolition after the building official returns from vacation.

III Library

Mr. Edwards advised that he had a meeting with the King William Board of Supervisors to discuss the Library relocation. There has been a misunderstanding who's responsible for the Library, the cost of the project and who is contributing to the project. King William County is responsible for the Library. Mr. Edwards stated that his proposal is to take the funds from the sale of the current building, cash funds from the fund balance, if King William will match some funds and if the Pamunkey Regional Library can contribute some funds, we can pull the funds together for the project. Mr. Edwards asked Town Council how they wanted to proceed.

The consensus of Town Council is for the Town Manager to continue to move forward with the project.

IV. Elevator

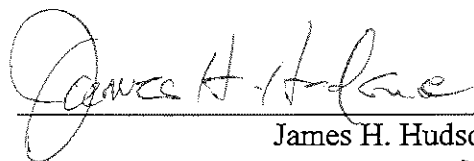
Mr. Edwards advised there are two options regarding the elevator. We can replace the cylinder at an estimate of \$80,000 to \$100,000 or we can replace the elevator. The proposal for a new elevator is approximately \$275,000. It would be new and have a warranty.

Walt Feurer advised it would take about twelve months for a new elevator to be installed.

Mr. Edwards advised that the cost of the new elevator also includes extending the roof at the top of the elevator shaft. Mr. Edwards stated that he would proceed with a cost estimate for both options.

V. Schools Unspent Funds

Mr. Edwards presented a spread sheet reflecting the proposed use of the unspent funds from FY 2021-22 for the schools. Unless Town Council has any objections, the request from the schools will be included in the upcoming Budget Amendments scheduled for a public hearing in November.


James H. Hudson, III
Mayor

ATTEST:


Karen M. Barrow
Town Clerk

**TOWN OF WEST POINT
TOWN COUNCIL
MINUTES
October 31st, 2022**

I. CALL TO ORDER

The West Point Town Council held its regular monthly meeting on October 31st, 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; James Pruett, John Ragsdale and Chris Vincent.

Members Absent: Jack Lawson

Also Present: John B. Edwards, Jr., Town Manager; Andrea Erard, Town Attorney; Karen Barrow, Town Clerk; Holly McGowan, Community Development Coordinator; Susan Harlow, Town Treasurer; Walt Feurer, Director of Public Works; Spencer Cheatham, Fire Chief and Donna Pauley, Human Resource Officer.

II. CITIZENS ADDRESS TO COUNCIL

A. 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

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

V. ADOPTION OF CONSENT AGENDA

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

- 1) Town Council and Work Session minutes of September 26th 2022
- 2) Cash Reports
 - a) General Fund
Cash on hand as of September 30th 2022 - \$11,188,896.69
 - b) Water Fund
Cash on hand as of September 30th 2022 - \$2,759,831.35
 - c) CIP
Cash on hand as of September 30th 2022 - \$(279,411.01)
 - d) Solid Waste
Cash on hand as of September 30th 2022 - \$339,676.48
- 3) Monthly Budget Report
- 4) School Fund Cash Report
 - a) Cash on hand as of September 30th 2022 - \$464,836.29
- 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. Edwards advised there was nothing to report.

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

Mr. Ragsdale advised the Committee did not meet this month,

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

Mrs. Ball advised there was nothing to report.

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

Mrs. Gulley advised there was nothing to report.

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

Mr. Lawrence advised there was nothing to report.

VII. TOWN MANAGER'S ITEMS

Mr. Edwards congratulated the Crab Carnival Committee for a job well done, the event was a great success, we received a lot of comments on how clean the town looked. Mr. Edwards thanked town employees, and Public Works for all their hard work with preparation of the event and cleaning up afterwards.

VIII. OLD BUSINESS

There was nothing to report under Old Business.

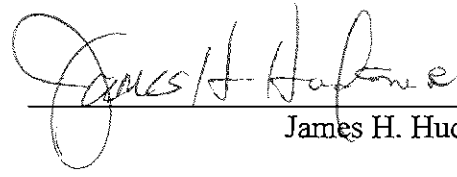
IX. NEW BUSINESS

A Planning Commission Report - Mr. Pruett


Mr. Pruett stated that the Planning Commission did not have a meeting in October. The next meeting will be November 2nd at 5:00 p.m.

X. ADJOURNMENT

There being no further business, Mr. Ragsdale made a motion to adjourn the meeting. Mayor Hudson adjourned the meeting at 6:35 p.m.


James H. Hudson, III
Mayor

ATTEST:


Karen M. Barrow
Town Clerk