

**TOWN OF WEST POINT  
TOWN COUNCIL  
WORK SESSION  
MINUTES  
June 26th 2023**

**I Property Maintenance Letters**

Mr. Edwards advised that Town Staff have started sending out property maintenance letters. First a curtesy letter goes out, if the property owner does not correct the issue, then a violation letter goes out. So far thirty (30) letters have gone out. Town Staff will continue to send out violation letters throughout the summer.

**II Signs at 7<sup>th</sup> Street Parking Lot**

Mr. Edwards advised that signs have been posted at 7<sup>th</sup> Street and in the Parking Lot. The Town has received some phone call complaints from the residents in the area regarding the signs. The curb will be painted to co-inside with the no parking areas and the town will continue to work with the residents regarding issues and concerns.

**III. Town Hall Parking Lot**

Mr. Edwards advised that signs are ready to be posted in the Town Hall Parking Lot, once the signs have been posted, letters will be placed on windshields of vehicles asking that the vehicle be parked in a different location.

**IV. July Education Committee Meeting**

Mr. Edwards advised that Dr. Frazier does not have anything for the Education Committee in July. Mr. Edwards stated that the Education portion of the 2<sup>nd</sup> Committee meeting in July will be cancelled, we will still have agenda items for the Public Safety Committee.

**V. West Point Police Department Move**

Mr. Edwards advised that the police department is scheduled to move into their new location on June 29<sup>th</sup>. There are some finishing touches and the A/C needs to be repaired.

**VI. Library Relocation**

Once the police department has moved, we can begin working on the building to relocate the Library. I hope to have the library relocated by the end of winter, or the beginning of spring 2024.

**VII. Appointments**

1. Airport

Mr. Edwards advised that his term as the representative to the Airport Authority needs to be renewed and Christ Vincent's term as the Alternate. Both would be for a four year term that expires 6/30/27. Mr. Edwards asked for both reappointments to be placed on the Town Council agenda for action

2. Planning Commission

Mr. Edwards advised that Britney Ball's term on the Planning Commission is coming up for reappointment, and that it will need to be placed on the 1<sup>st</sup> Committee agenda for discussion.

**VIII. Annual Evaluations**

1. Town Manager

Mr. Edwards advised that his annual review is due in July, and that it will be on the July Town Council agenda.

2. Chief of Police

The Chief of Police evaluation is also due in July, it will be on the Public Safety Committee agenda at the July 20<sup>th</sup> meeting.

**IX. PPTRA**

Mr. Edwards advised that the PPTRA is now available as of 1:00 p.m. today. The percentage will be set at 42.40% of the first \$20,000 of market value for qualifying vehicles valued at over \$1,000. The resolution is on the agenda for action.

**X. July 3<sup>rd</sup> and 4<sup>th</sup> Holiday**

Mr. Edwards advised that a number of localities around West Point have given July 3<sup>rd</sup> off as a vacation as well as July 4<sup>th</sup>. Hanover, King William, King and Queen, and Gloucester County are giving the additional day. Mr. Edwards asked if Town Council has any interest in giving the extra day. Any employee that works will get over-time pay.

The consensus of Town Council is to give the extra day.

Mr. Edwards asked for it to be placed on the Town Council agenda for action.

**XI. Country Club Swimming Pool**

Mr. Edwards advised that the Country Club filled their swimming pool in May, the cost is \$1,386.40, they have not asked for Town Council to cover the cost. Mr. Edwards stated that the Country Club is not located in West Point, it's located in King William. Mr. Edwards asked if Town Council wanted to cover the cost. They normally let the schools use the pool for swimming lessons for the 2<sup>nd</sup> grade, this year that will be in August.

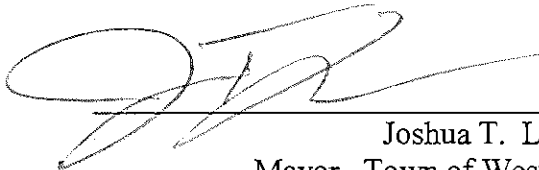
The consensus of Town Council is for the town to pay the bill providing the schools are allowed to use the pool for swimming lessons.

**XII. Bulletin Boards, Eagle Scout Project**


Mr. Edwards advised that two bulletin boards have been built as an Eagle Scout project by Lena Sanders. One is located at the pavilion, the second on Main Street at the walk through to the Town Park. Melissa Anderson will be responsible for information placed on the boards.

Mr. Ragsdale asked if they have locks and if town residents will be allowed to use them.

Mr. Edwards advised they have locks and for now, the information posted will be pertaining to town events. We will see how it goes before we decide to open them up for public use.

  
Joshua T. Lawson  
Mayor, Town of West Point

ATTEST:

  
Kayen M. Barrow  
Town Clerk

**TOWN OF WEST POINT  
TOWN COUNCIL  
MINUTES  
JUNE 26th, 2023**

**I. CALL TO ORDER**

The West Point Town Council held its regular monthly meeting on Monday, June 26<sup>th</sup> 2023. The Honorable Joshua T. “Jack” Lawson called the meeting to order at 6:30 p.m. The Invocation was given by Reverend Wayne Groome followed by the Pledge of Allegiance.

Members Present: Jack Lawson, Mayor; Jim Hudson; Robert Lawrence; Johnny Nein; James Pruet, and John Ragsdale.

Members Absent: Deborah Ball and Chris Vincent.

Also Present: John B. Edwards, Jr., Town Manager; Andrea Erard, Town Attorney; Karen Barrow, Town Clerk; Spencer Cheatham, Fire Chief; Susan Lathan, Town Treasurer; Walt Feurer, Director of Public Works; Donna Pauley, Human Resource Officer; Ron Minick, Building Inspector and other interested persons.

**II. CITIZENS ADDRESS TO COUNCIL**

A. Citizens Address to Council

Mr. Lawson 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. Edwards asked for reappointments to the Airport Authority and declaration of July 3<sup>rd</sup> as a holiday for town employees be placed on the agenda under Town Manager items.

Mr. Ragsdale made a motion to adopt the agenda as amended, seconded by Mr. Lawrence. Upon roll call Mr. Hudson; Mr. Lawrence; Mr. Nein; Pruet; and Mr. Ragsdale all voted “Aye”. The motion was approved.

**V. ADOPTION OF CONSENT AGENDA**

Mr. Pruet made a motion to adopt the following consent agenda, seconded by Mr. Hudson. Upon roll call Mr. Hudson; Mr. Lawrence; Mr. Nein; Mr. Pruet and Mr. Ragsdale all voted “Aye”. The motion was approved.

- 1) Town Council and Work Session minutes of May 22nd 2023 and Tour of School Facilities June 15<sup>th</sup> 2023.
- 2) Cash Reports
  - a) General Fund  
Cash on hand as of May 31<sup>st</sup> 2023 - \$7,737,685.02
  - b) Water Fund  
Cash on hand as of May 31<sup>st</sup> 2023 - \$3,192,799.16
  - c) CIP  
Cash on hand as of May 31<sup>st</sup> 2023 - \$(-475,042.03)
  - d) Solid Waste  
Cash on hand as of May 31<sup>st</sup> 2023 - \$379,218.06
- 2) Monthly Budget Report
- 3) School Fund Cash Report
  - a) Cash on hand as of May 31<sup>st</sup> 2023 - \$679,686.27

- 4) West Point Monthly Police Activity Report
- 5) Building Official Monthly Report
- 6) Public Works Monthly Permit Report
- 7) Community Development Monthly Permit Report
- 8) Treasurer Monthly Report
- 9) Human Resource Monthly Report
- 10) Fire Department Monthly Report
- 11) Communication and Marketing Monthly Report

## VI. COMMITTEE REPORTS

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

Mr. Pruett advised that the Chairman of Rotary addressed the Committee regarding the Flags for the Hero's project and we reviewed the Fowl draft ordinance. The next meeting will be July 11<sup>th</sup> 2023.

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

Mr. Ragsdale advised that there was no formal meeting, but Dr. Frazier provided Town Council with an extensive tour of the school facilities. The schools are working with Crabtree and Associates on an updated school facilities study, once they receive the study they will send it to the town.

### C. Finance Committee

#### 1. PPTRA Resolution

Mr. Edwards presented the PPTRA Resolution for FY2023-24 and stated that the tax relief percentage will be set at 42.40% for the first \$20,000 of market value for qualifying vehicles valued at over \$1,000.

Mr. Lawrence made a motion to adopt the attached PPTRA Resolution at a tax relief rate of 42.40% for the first \$20,000 of market value for qualifying vehicles valued at over \$1,000, seconded by Mr. Pruett. Upon roll call Mr. Hudson; Mr. Lawrence; Mr. Nein; Mr. Pruett and Mr. Ragsdale all voted "Aye". The motion was approved.

### D. Public Safety

Mr. Edwards advised that the Public Safety Committee did not meet in June, the next meeting is scheduled for July 20<sup>th</sup> 2023.

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

Mr. Lawrence advised that the Public Works Committee met on June 13<sup>th</sup> 2023 to discuss the Groundwater Withdrawal Permit Agreement with Kimley-Horn and Associates to provide assistance with the DEQ permit renewal process. The process will take approximately two years to complete. The cost is not to exceed \$45,000 and funded through the utility reserve account.

Mr. Hudson made a motion to authorize the Town Manager to execute and deliver the agreement with Kimley-Horn and Associates, Inc. not to exceed \$45,000.00, seconded by Mr. Nein. Upon roll call Mr. Hudson; Mr. Lawrence; Mr. Nein; Mr. Pruett and Mr. Ragsdale all voted "Aye". The motion was approved.

## VII. TOWN MANAGER'S ITEMS

### A. Airport Authority Reappointments

Mr. Edwards advised that his term as the Town's representative to the Regional Airport Authority and the term of Chris Vincent as the alternate are due for reappointment.

Mr. Ragsdale made a motion to reappoint John Edwards as the town representative to the Airport Authority for a four-year term commencing July 1<sup>st</sup> 2023 expiring June 30<sup>th</sup> 2027 and to reappoint Chris Vincent as the alternate for a four-year term commencing July 1<sup>st</sup>

2023 expiring June 30<sup>th</sup> 2027. Seconded by Mr. Lawrence, upon roll call Mr. Hudson; Mr. Lawrence; Mr. Nein; Mr. Pruett and Mr. Ragsdale all voted "Aye". The motion was approved.

B. July 3<sup>rd</sup> and 4<sup>th</sup> Holiday

Mr. Edwards advised that some localities around West Point have designated July 3<sup>rd</sup> as a holiday along with the 4<sup>th</sup> of July.

Mr. Lawrence made a motion to designate July 3<sup>rd</sup> as a holiday for town employee's and to close town offices in addition with July 4<sup>th</sup> 2023, seconded by Mr. Nein. Upon roll call Mr. Hudson; Mr. Lawrence; Mr. Nein; Mr. Pruett and Mr. Ragsdale all voted "Aye". The motion was approved.

**VIII. OLD BUSINESS**

There was nothing to report under Old Business.

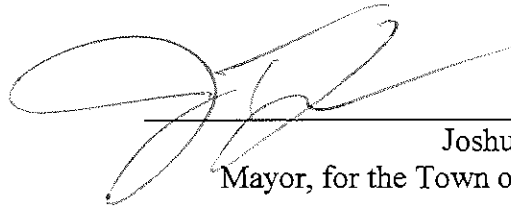
**IX. NEW BUSINESS**

A. Planning Commission Report - Mr. Pruett

Mr. Pruett advised that the Planning Commission did not meet in June and that a meeting is not scheduled for July.

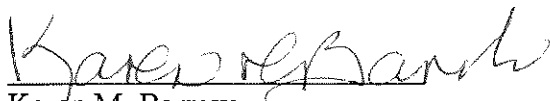
**X. ADJOURNMENT**

There being no further business, Mayor Lawson adjourned the meeting at 6:42 p.m.



Joshua T. Lawson  
Mayor, for the Town of West Point

ATTEST:



Karen M. Barrow  
Town Clerk



**TOWN OF WEST POINT**  
**Resolution Setting the Personal Property Tax Relief for 2023**  
**in Accordance with the Personal Property Tax Relief Act of 1998**

**WHEREAS** in accordance with the Personal Property Tax Relief Act of 1998, Virginia Code §§ 58.1-3523 *et seq.* ("PPTRA") and the requirements set forth in Virginia Code §§ 58.1-3524(C)(2) and 58.1-3912(E), any qualifying vehicle obtaining situs within the Town commencing January 1, 2023, shall receive personal property tax relief; and

**WHEREAS** these legislative enactments require the Town to provide for the computation and allocation of relief provided pursuant to the PPTRA as revised; and

**WHEREAS** these legislative enactments provide for the appropriation to the Town of a fixed sum to be used exclusively for the provision of tax relief to owners of qualifying personal use vehicles that are subject to the personal property tax on such vehicles; and

**WHEREAS** Ordinance No. 17-05, which was properly advertised and approved by the West Point Town Council, provides for the implementation of the PPTRA.

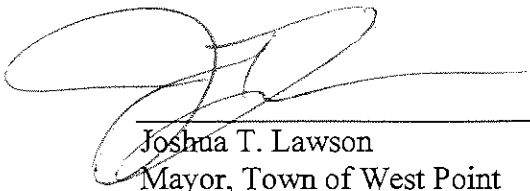
**NOW, THEREFORE, BE IT RESOLVED** by the West Point Town Council that the Personal Property Tax Relief Percentage be set at 42.40% of the first \$20,000 of market value for qualifying vehicles obtaining situs within the Town and valued at over \$1,000 in accordance with Ordinance 17-05.

**BE IT FINALLY RESOLVED THAT** all vehicles which do not meet the definition of "qualifying" (business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program.

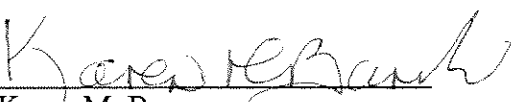
Certified to be a true copy of a resolution adopted by the Town Council of the Town of West Point at its regular monthly meeting held on the 26th day of June 2023, at which meeting a quorum was present and voting throughout.

Those Members Voting:

Joshua Lawson  
Deborah Ball  
James Hudson  
Robert Lawrence  
John Nein  
James Pruett  
John Ragsdale  
Chris Vincent

  
\_\_\_\_\_  
Joshua T. Lawson  
Mayor, Town of West Point

ATTEST:

  
\_\_\_\_\_  
Karen M. Barrow  
Town Clerk