

**TOWN COUNCIL**  
**First Subcommittee Meeting**  
**August 13th, 2024**

The Honorable Joshua T. "Jack" Lawson called the meeting to order at 4:00 p.m. at 802 Main Street, West Point, Virginia 23181.

Members Present: Jack Lawson, Mayor; Deborah Ball, Vice Mayor, Bart Bartos, Robert Lawrence, John Nein, James Pruett, John Ragsdale, and Chris Vincent.

Also Present: John Edwards, Town Manager; Karen Barrow, Town Clerk; Tim Sawyer, Chief of Police; Stewart Meredith, Sargent WPPD; Susan Lathan, Town Treasurer; Walt Feurer, Director of Public Works; Donna Pauley, Human Resource Officer; Melissa Anderson, and other interested persons.

**I. Agenda Changes**

Mrs. Ball stated that she needs to leave the meeting early and asked if the Finance Committee agenda can become item IV and the Community Development become item V.

Mr. Lawrence made a motion to adopt the agenda as amended, seconded by Mrs. Ball. Upon a unanimous vote, the motion was approved.

**II. Adoption of Minutes**

July 9th 2024

Mr. Ragsdale made a motion to adopt the minutes, seconded by Mrs. Ball. Upon a unanimous vote, the motion was approved.

**III. Citizens Address**

None was noted.

**IV. Finance Committee**

**A. Boards and Commission Appointments**

Mr. Edwards reviewed the Boards and Commission appointments and advised that both Mary Sikes and James Vadas are seeking re-appointment to the Planning Commission. Jack Lawson, Will Otto and James Pruett are seeking re-appointment to the Economic Development Authority. Charles Redd is seeking re-appointment to the Board of Zoning Appeals. Chase Evans is not seeking re-appointment to the Board of Zoning Appeals, since Mr. Evans was elected to the School Board, he is unable to remain on the BZA.

Mrs. Ball asked if the Town has any Community Service Applications on file.

Mr. Edwards advised yes, there is one application. Mr. Edwards suggested the Town advertise the vacancy before making any appointment. The other re-appointments will be placed on the Town Council agenda for action.

**B. DMV Hours**

Mrs. Lathan presented the attached written request to change the hours for DMV. Recently there have been some changes to the duties performed by the manager regarding opening and closing of the teller's in the DMV system. Ms. Lathan

advised that she is requesting the operational hours for DMV be changed to 9:00 a.m. till 4:00 p.m. to allow time to perform for the new duties.

The consensus of Town Council is for the Treasure to change the operation hours for DMV to 9:00 a.m. till 4:00 a.m. effective the day after Labor Day.

## **V. Community Development**

### **A. Land Donation – 7<sup>th</sup> Street**

Mr. Edwards reviewed the attached plat showing Tax Map 69A1-35-460 located on 7<sup>th</sup> Street. Mr. Edwards stated that Charles Wagoner would like to donate the lot to the town.

Mr. Lawson advised that in the past the town had free attorney services that took care of land transaction. Mr. Lawson asked how much it will cost.

Mr. Edwards stated that Mr. Wagoner is willing to pay the attorney fees for the deed transfer.

The consensus of Town Council is for the Town Manager to proceed with the land donation

### **B. Alley Request – Kirby & 11<sup>th</sup> Street**

Ms. McGowan advised that the town has received a request from Richard Phillips to purchase the north/south alley beside his house, he owns the property on both sides of the alley. Mr. Phillips would like to build an accessory structure on the property, the town ordinance does not allow an accessory structure to be built on a lot without a single family dwelling. By purchasing the alley, Mr. Phillips can combine all properties and be able to build a car port for his boat.

Mr. Phillips stated that past his property is marsh land that is not buildable, and after he builds his carport, he can donate the land back to the town. He just wants to build a carport for his boat.

Mr. Lawson advised that Town Council will review the request.

### **C. Case# SUP2024-01 BHM Enterprises, LLC Case# SUB2024-01 BHM Enterprises, LLC**

Ms. McGowan advised that the Town has received an application from BHM Enterprises to construct a Multi-family dwelling north on Cheatham Drive. Planning Commission has held a public hearing for the Special Use Permit and for the Subdivision Preliminary Plat. The Planning Commission is recommending approval with conditions.

Mr. Edwards stated that Town Council would need to hold a public hearing at the September 24<sup>th</sup> 2024 meeting.

### **D. Crab Carnival Master Plan**

Bret Bohannon advised that the cost for a crab carnival event has increase over the past few years by as much as four times what it used to be. We are not asking to use Bay Transit, that cost has increase to \$1,500 in addition to what the town pays. The cost for the port-a-johns has doubled, the fireworks cost are a lot more, and we are scaling back on the kid's zone. Mr. Bohannon also stated that Mrs. Johnson sold her property on Kirby Street, so we are unable to use that property for vendor parking. We are looking at the Greer property for parking. The property needs to be cut, once it is cut, we are not sure if it is suitable for parking. If we are unable to use the Greer property we will use Kirby Street, the parade can line up on the right side of the street while vendors park on the left side.

Mr. Edwards asked about the parking passes for downtown.

Mr. Bohannon advised the parking passes will be delivered the same way as last year, it will be the regular four passes for each home. Any additional pass will be \$10.00 per pass.

Mr. Ragsdale asked if the fireworks are only going to be for five minutes.

Mr. Bohannon stated that it cost \$6,500 for five minutes of fireworks, they have become expensive.

Mr. Lawson stated that when he was president, because it was the end of the season, the firework company gave us a deal to use up left over fireworks.

Mr. Bohannon advised that the Zambelli Company has been sold several times since Mr. Lawson was Chairman, and that the cost has increased a great deal.

Mr. Lawson asked for the Crab Carnival Master Plan to be placed on the Town Council agenda for adoption.

#### E. Microtransit Service

Mr. Edwards advised that Bay Transit has spoken to Town Council recently about a new program. Bay Transit has been working on the cost associated with the program, they are now ready to move forward with the program. They are prepared to present a power point presentation to Town Council at the August meeting. The town has partnered with King and Queen on the program so people can get a ride to doctor's appointments, and a ride to and from West Point, it will be an Uber type of program.

### VI. Public Works

#### A. Online Work Order Demonstration

Walt Feurer presented a power point presentation showing the newly implemented Online Work Order program that operates through the town's website. Mr. Feurer went through the process to submit a brush pick up work order and stated that this has been a very successful program so far.

Mr. Lawson advised that he has received a comment advising that submitting a request through a lap top is more difficult than a cell phone.

Mr. Feurer stated that a phone is easier, you can take pictures to upload. For example you can take a picture of a street light pole number to submit with a request.

#### B. Public Works Updates

Mr. Feurer advised that he recently reported to Town Council regarding the EPA's requirement to perform a service line inventory for lead pipes. The survey is complete on the town's side, we need the public to submit information on waterline's that run from the meter to their home. An advertisement will be going out requesting information so we can satisfy the EPA requirements. If we do not receive the information from homeowners, there are alternative requirements the town has to meet to satisfy the EPA. The survey is on the Public Works page of the website, homeowners can go anytime to the page to complete the survey. Mr. Feurer also stated that the town has not found any lead piping in West Point, which is good news.

### C. Ground Water Withdrawal Permit

Mr. Feurer stated that the ground water withdrawal permit has received a final approval. There are no changes to the amount of water that can be withdrawn it remains the same. The only major change is the expiration date, it is a 15 year permit that expires in 2039.

## VII. General Information

### A. King William Dispatch Agreement

Mr. Edwards advised that Town Council received a copy of an email from the County Administrator last week proposing a meeting with some of Town Council, Town Manager and Town Staff. We still have not received a draft document, until we receive a document we don't know what we are responding to, we need to see the proposed document and the meeting needs to be an advertised meeting open to the public.

### B. Library Updates

Mr. Edwards advised that there is a lot of going back and forth with comments about the library. Apparently some of the Board of Supervisors are not happy with the comments from the Town Manager during the Town Council meeting, I can back up everything that I have said. The Pamunkey Regional Library has a budget of over 7 million dollars with a budget of over \$800,000 for materials, they receive state funding based on the number of total residents in the PRL region. I don't know how King William can have the same level of service that the PRL provides for under \$600,000 a year. Mr. Edwards also stated that there's a lot of mixed messages, and he will let Town Council know when there's any new information.

### C. FOIA Request

Mr. Edwards advised that he received a lot of information through a FOIA request. On Monday of last week, the Town received 5 FOIA request from Michael Wade. Mr. Wade is a political consultant that is part of 'King William Now' a Political Action Group that was at some point funded by the Greater King William Opportunity Council, two of the board members are David S. Robinson and Lindsey M. Robinson.

Mr. Pruett asked what kind of information is in the FOIA request.

Mr. Edwards stated the information is pertaining to Bill Hodges, phone records, emails, and the Town budget with salaries. We've asked them to clarify the information regarding Bill Hodges, because Bill Hodges was the Chief of Police when I first started working for the town thirteen years ago, it will take a lot of time to collect all the communications for thirteen years.

Mr. Pruett asked if the town was going to charge for the information.

Mr. Edwards advised yes.

### D. 2<sup>nd</sup> Citizen Address to Town Council

Mr. Edwards suggested Town Council consider either moving the Citizens Address to Council to the end of the meeting or adding a 2<sup>nd</sup> Citizens Address, it would allow citizens to comment on anything they hear during the meeting.

The consensus of Town Council is to try a 2<sup>nd</sup> Citizens Address to Council at the end of the meeting to see how it works.

Mr. Edwards advised he will make the change for the next meeting to see how it works.

**E. Microphones**

Mr. Edwards advised that the microphones worked really well, we have ordered a set of microphones for the next meeting. With the noise from the HVAC, it is hard for people to hear that are sitting in the back.

**VIII. Town Council Agenda**

Mr. Lawson asked the Town Manager to place the Crab Carnival Master Plan, Boards and Commission Appointments and the DMV hours on the Town Council Agenda. The Public Hearings for BHM Enterprises, LLC will be on the September agenda.

**IX. Next 2<sup>nd</sup> Committee Meeting:** August 15<sup>th</sup> 2024 is Cancelled  
**Next 1<sup>st</sup> Committee Meeting:** September 10<sup>th</sup> 2024 @ 4:00 p.m.

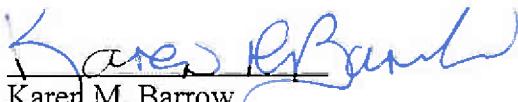
**X. Adjournment**

There being no further business, Mayor Lawson adjourned the meeting at 5:04 p.m.



Joshua T. Lawson  
Mayor, Town of West Point

ATTEST:



Karen M. Barrow  
Town Clerk



Council Members:  
JOSEPH J. "BART" BARTOS IV  
ROBERT J. LAWRENCE  
JOHN R. "JOHNNY" NEIN JR.  
JAMES M. "JAMIE" PRUETT  
JOHN G. RAGSDALE II  
CHRIS P. VINCENT

JOSHUA T. "JACK" LAWSON  
Mayor  
DEBORAH T. BALL  
Vice Mayor  
JOHN B. EDWARDS JR.  
Town Manager

## TOWN OF WESTPOINT

### MEMO

TO: John B. Edwards, Jr., Town Manager

FROM: Susan M. Lathan, Town Treasurer & DMV Manager *SML*

DATE: August 9, 2024

RE: DMV Operating Hours

I would like to propose new operating hours at Town Hall for our DMV services. Recently, DMV Headquarters requested new office procedures that include duties for a manager to perform before the office opens each day. These duties include signing into the DMV system, assigning month decals & year decals to each teller, distributing any petty cash to each teller & completing the form to verify that cash amount is accurate. Additional duties need to be performed by the manager at the end of the day to include finalizing month decals & year decals for each teller, verifying the petty cash amount is accurate & signing the same form from the morning so each teller can close out their drawer.

Therefore, I am requesting DMV operating hours be revised to cover 9 am – 4 pm, Monday through Friday. These new hours will also give the tellers time to complete some morning work from 8:30 am – 9 am without the interruption of waiting on customers. One teller has to review all the work from the previous day & the other teller has to count, verify & assemble for deposit all the monies collected from the previous day. We will still accept customers up until 4 pm which allows time for the tellers to complete those transactions and then have their drawers closed down by 4:30 pm.

Thank you for your time & consideration on this matter.

802 MAIN STREET  
PO BOX 152  
WEST POINT VA 23181

**Owner Name: WAGONER CHARLES C AS TRUSTEE**  
**Mailing Address: BETSY M GUY 2025 GROVE AVE RICHMOND VA 23220**

Map Pin: 69A1-35-460

Street Address: NONE

DONATION FROM CHARLES WAGONER

Zoning: R-4

Mapped Acres: 0.1



**Assessment Information**

Assessment Year: 2014

Land Value: \$800.00

Improvement Value: \$0.00

Other Improvement Value: \$0.00

Market Value: \$800.00

**Details**

Year Built: 0

Occupancy Type: VACANT

Structure Type: NA

**Improvements**

# Fireplaces: 0

# Chimneys: 0

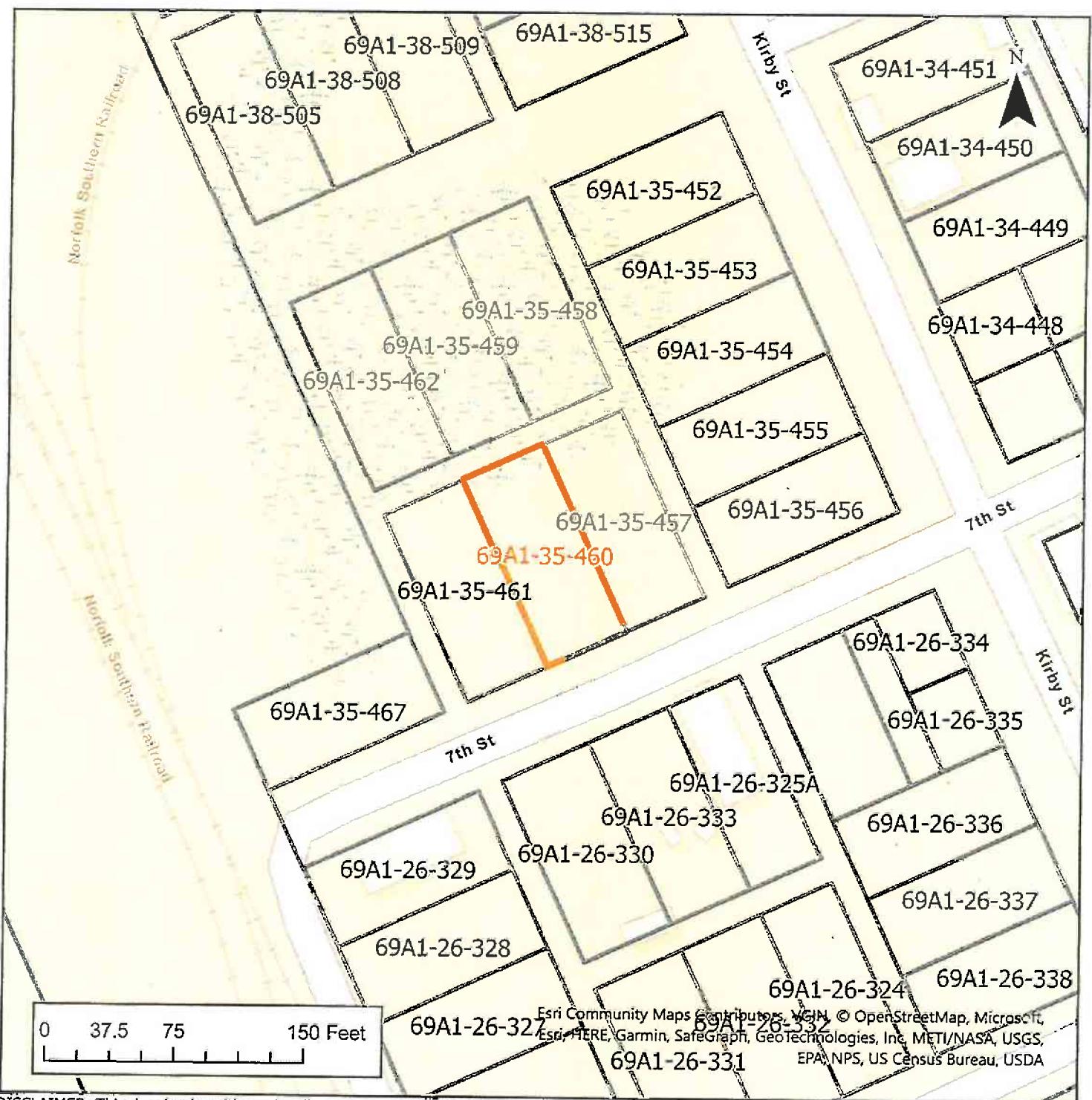
Story Height: 0

# Rooms: 0

# Bedrooms: 0

# Full Bathrooms: 0

# Half Bathrooms: 0



**DISCLAIMER:** This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and West Point is not responsible for its accuracy or data currency.