

**Regular Meeting
September 13, 2022**

MINUTES OF THE REGULAR MEETING OF CITY COUNCIL HELD SEPTEMBER 13, 2022

A Regular Meeting of the City Council of the City of Hopewell, Virginia, was held on Tuesday, September 13, 2022 beginning at 6:00 p.m.

PRESENT: John B. Partin, Vice Mayor, Ward 3
 Deborah B. Randolph, Councilor, Ward 1
 Arlene Holloway, Councilor, Ward 2
 Jasmine E. Gore, Councilor, Ward 4 (arrived after meeting was opened)
 Janice B. Denton, Councilor, Ward 5
 Patience A. Bennett, Mayor, Ward 7
 Brenda S. Pelham, Councilor, Ward 6

Concetta Manker, Interim City Manager
Danielle F. Smith, City Attorney
Lois Gabriel, City Clerk Pro Tem

Mayor Bennett opened the meeting and requested a roll call.

ROLL CALL:

Mayor Bennett	-	present
Vice Mayor Partin	-	present
Councilor Randolph	-	present
Councilor Holloway	-	present

Quorum established.

Mayor Bennett called for a motion to take a fifteen minute recess. Motion was made by Vice Mayor Partin and seconded by Councilor Holloway.

ROLL CALL:

Councilor Holloway	-	Yes
Vice Mayor Partin	-	Yes
Mayor Bennett	-	Yes
Councilor Randolph	-	Yes

Motion passes 4-0

FIFTEEN MINUTE RECESS

Mayor Bennett opens the meeting and requested a roll call.

ROLL CALL:

Councilor Holloway	-	present
Vice Mayor Partin	-	present
Councilor Gore	-	absent
Councilor Denton	-	present (virtual)

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Councilor Pelham	-	present (virtual)
Mayor Bennett	-	present
Councilor Randolph	-	present

Quorum established.

Mayor Bennett inquires as to why Councilor Pelham is attending virtually. Councilor Pelham says she is virtual due to medical reasons and is connecting from her home in Hopewell.

Mayor Bennet calls for a motion to allow Councilor Pelham to attend virtually. Motion is made by Vice Mayor Partin and seconded by Councilor Holloway.

ROLL CALL:

Councilor Holloway	-	yes
Vice Mayor Partin	-	yes
Councilor Denton	-	yes
Mayor Bennett	-	yes
Councilor Randolph	-	yes

Councilor Gore was absent.

Motion passes 5-0

Mayor Bennett inquires as to why Councilor Denton is attending virtually. Councilor Denton says she is virtual because she is out of town on vacation and is connecting from North Carolina.

Mayor Bennet calls for a motion to allow Councilor Denton to attend virtually. Motion is made by Vice Mayor Partin and seconded by Councilor Randolph.

ROLL CALL:

Councilor Holloway	-	yes
Vice Mayor Partin	-	yes
Councilor Pelham	-	yes
Mayor Bennett	-	yes
Councilor Randolph	-	yes

Councilor Gore was absent.

Motion passes 5-0

CLOSED MEETING

Mayor Bennett asked for a motion to go into closed session.

A motion was made by Vice Mayor Partin and seconded by Mayor Bennett to enter into a closed meeting pursuant to Va. Code Section §2.2-3711 (A) (1) to discuss appointments to various boards and commissions and to discuss Interim City Manager, City Manager Search, City Clerk, and Boathouse Lease. There was no discussion. At the roll call, the vote resulted:

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WORK SESSION

WS-1 – Day St. Right-of-Way Vacation

Chris Ward, Interim Director of Development, delivered work session presentation. This application is for the vacation of a portion of alley between 2000 Day St. and 105 N. 21st Ave; the applicant is Teresa Curtis. The location is in Ward 1 and the approximate square footage of the right-of-way is 600 square feet. When the planning commission originally heard this application at their public hearing, it was tabled to give applicant opportunity to seek vacation of entire alley. Applicant gave good faith effort to do this, but couldn't get full support from all neighbors. Planning commission voted 3-0 to recommend approval for vacation of the requested portion of the alley. Mr. Ward ends presentation, there were no questions. *Work session supporting documents are available in the agenda packet.*

WS-2 - Courthouse Rd. CUP for SF on non-conforming lot

Chris Ward, Interim Director of Development, delivered work session presentation. This application is for a conditional use permit for applicant Purdy Homess, LLC. This is for Courthouse Rd. – Sub-parcel #075-0140, Lots 4-5 and 7-8. The request is to construct a single-family home on each of the separate portions of the non-contiguous, non-conforming lot in the R3 district. Applicant would build the same house on each of the two parcels. It would be a two-story, 1,297 square foot home. Mr. Ward shows examples of homes in the area. Average square foot of surrounding homes is 1,092 square feet. Planning commission voted 3-0 to recommend approval of the application with the following conditions: new parcel number assigned to lot 7-8, include brick veneer to cover all 4 foundation sides, include cement board, wood composite or vinyl siding on all four sides, and construct covered front stoop. Applicant is in agreement with these 4 conditions. Mr. Ward ends presentation and asks for questions.

As the applicant was not in attendance, Vice Mayor Partin asks Mr. Ward to ask applicant to consider including overhang around the house to divert water away from the foundation and to also include a 20% tree canopy to reduce stormwater impact to the neighborhood. Mr. Ward agrees to pass this to applicant. Councilor Pelham asks that the overhang item Vice Mayor Partin mentioned become a permanent requirement for all new construction moving forward since it's included on all CUP applications. Mayor Bennett asks that Mr. Ward work on that with City Attorney and City Manager. Mr. Ward asks about a joint session between Council and the planning commission. Councilor Pelham also asks that drainage requirements be looked into as well to be discussed between Council and planning commission. Mayor Bennett agrees that a joint meeting would be a good idea. No further questions, and presentation is concluded. *Work session supporting documents are available in the agenda packet.*

Regular Meeting Roll Call

ROLL CALL:	Councilor Randolph	-	present
	Councilor Holloway	-	present
	Vice Mayor Partin	-	present
	Councilor Gore	-	present
	Councilor Denton	-	present (virtual)
	Mayor Bennett	-	present
	Councilor Pelham	-	present (virtual)

Quorum established.

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ROLL CALL:

Councilor Holloway	-	yes
Councilor Randolph	-	yes
Councilor Denton	-	yes
Vice Mayor Partin	-	yes
Councilor Pelham	-	yes
Mayor Bennett	-	yes

Councilor Gore was absent
Motion passes 6-0

RECONVENE OPEN MEETING

Motion made by Vice Mayor Partin and seconded by Mayor Bennett to come out of closed session. At the roll call, the vote resulted:

ROLL CALL:	Councilor Randolph	-	yes
	Councilor Holloway	-	yes
	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes
	Councilor Denton	-	yes
	Mayor Bennett	-	yes
	Councilor Pelham	-	yes

Council Gore arrived during the closed session.
Motion passes 7-0

CERTIFICATION PURSUANT TO VA. CODE §2.2-3712 (D): Were only public business matters (1)lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in closed meeting? At the roll call, the responses resulted:

ROLL CALL:	Councilor Randolph	-	yes
	Councilor Holloway	-	yes
	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes
	Councilor Denton	-	yes
	Mayor Bennett	-	yes
	Councilor Pelham	-	yes

Certification passes 7-0.

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REGULAR MEETING

Prayer was delivered by Reverend Danny Tucker, followed by the Pledge of Allegiance led by Councilor Gore.

Mayor Bennett called for a motion to adopt or amend the regular meeting agenda. Vice Mayor Partin made a motion to adopt the regular meeting agenda. The motion was seconded by Mayor Bennett.

Mayor Bennett requested a roll call, and the vote resulted as follows:

ROLL CALL:	Councilor Randolph	-	yes
	Councilor Holloway	-	yes
	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes
	Councilor Denton	-	yes
	Mayor Bennett	-	yes
	Councilor Pelham	-	yes

Motion passed 7-0

CONSENT AGENDA

Mayor Bennett asked if there was a motion to amend or adopt the Consent Agenda. Motion made by Vice Mayor Partin and seconded by Councilor Denton to accept the consent agenda. There was no discussion. At the roll call, the vote resulted:

ROLL CALL:	Councilor Randolph	-	yes
	Councilor Holloway	-	yes
	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes
	Councilor Denton	-	yes
	Mayor Bennett	-	yes
	Councilor Pelham	-	yes

Motion passed 7-0

FINANCIAL REPORT

Mr. Michael Terry delivers financial report for Month ending 8/31. Financial report included with minutes.

Councilor Randolph thanks Mr. Terry and asked what percentage of vendors will be able to become ACH transactions? Mr. Terry says it has been offered to every vendor but it is not feasible for all vendors however, some are now coming on board with ACH. Councilor Randolph clarifies her original question and asks out of the 165 listed is that 50% of the city's vendors? How many more vendors will be coming on board out of the total population of vendors? Mr. Terry says he'll get back to her on that. Councilor Randolph asks how long it'll take to bring the highest percentage of vendors on. Mr. Terry says they're

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diligently offering and marketing ACH every time a check is sent. Councilor Pelham says they've been given dates before for audit completion and asks if there are consequences for finance staff members if those milestones aren't met or is it just continually put off? How will it be completed quicker for FY 2020 and 2021? For the additional report that goes along with the audits, has 2018 been completed yet, is 2019 on the way and will 2020 and 2021 be completed altogether?

Mr. Terry says the accountability matrix resides with a couple variants. The current treasurer said they have to start from scratch and are experiencing difficulty. Mr. Terry says there is now ongoing communication between finance office, treasurer's office, and the treasurer's consultant that has been going well.

Council Pelham also asks where we are with the RFP for other requested audit. Mayor Bennett answers that Mr. Terry will bring this back before Council.

COMMUNICATIONS FROM CITIZENS

There being no information or presentations, Mayor Bennett moved on to Communications from Citizens.

Rita Joyner – 711 Francis Street. Ms. Joyner speaks briefly in support of ARPA funding for Ward 1 and City-wide projects. She says she wants to reinforce the importance of the Shiloh lodge project, and funding for parking adjacent to Maplewood apartments. Ms. Joyner says she wants to follow up about wayfinding signs. She says the wayfinding program was mentioned in the downtown report in 2003 and says it has tremendous economic benefits and hopes Council will consider it. Ms. Joyner re-emphasizes importance of the purchase of a new fire truck, funding of the Heretic Ave. culvert replacement project, and the combined Davis Street; 6th Ave.; and Broadway drainage project, and \$1million for road repaving.

Shai West – 901 Cedar Level Drive. Ms. West is the new Dominion Energy external affairs manager for Hopewell and she introduced herself to the City Council and City Manager.

PUBLIC HEARING

REGULAR BUSINESS

R-1: DOT Safe Streets and Roads for All (SS4A) Action Plan Grant

Austin Anderson, City Engineer, delivered the presentation for the action plan grant.

Motion made by Vice Mayor Partin to authorize City staff to submit a SS4A Action Plan Grant application. Motion was seconded by Councilor Gore.

Councilor Randolph asks that the City ensure the matching fund is not forgotten within the budget and asks can a line item be added to see there is a matching dollar amount upcoming for next year's budget before reaching approval.

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Mr. Anderson suggests it be introduced as a capital project and included in Spring CIP discussion.

Vice Mayor Partin requests that if possible, that the stormwater resiliency plan be included if the City receives the grant.

Mr. Anderson says the grant is broad and pertains to anything that increases safety and reduces frequency of pedestrian or vehicular accidents. Mr. Anderson says anything that falls under this can be included and also mentions that public engagement will be a key component as well.

ROLL CALL: Councilor Holloway – Yes
 Vice Mayor Partin – Yes
 Councilor Gore – Yes
 Councilor Denton – Yes
 Councilor Pelham – Yes
 Mayor Bennett – Yes
 Councilor Randolph – Yes

Motion Passes: 7/0

Vice Mayor Partin made a motion to adjourn the meeting, which was seconded by Councilor Gore. All were in favor, with none opposing, and the meeting was adjourned.


Lois Gabriel, City Clerk pro tem


Mayor Bennett