

1. City Council Regular Session Agenda March 27, 2023

Documents:

[REGULAR SESSION MEETING AGENDA 3-27-23.PDF](#)

[REGULAR SESSION MINUTES 3-13-23.PDF](#)

[RESOLUTION MAKING NOMINATIONS FOR APPONTMENT TO THE BOARD OF
EQUALIZATION.PDF](#)

[RESOLUTION MAKING AN APPIONTMENT TO THE ECONOMIC
DEVELOPMENT AUTHORITY.PDF](#)

**POQUOSON CITY COUNCIL
REGULAR SESSION MEETING
MONDAY, MARCH 27, 2023, 7:00 P.M.**

A. MEETING CALLED TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE – Councilwoman Andrews

C. SPECIAL PRESENTATION

- **Fire/Police Recognition – Playtime Learning Center Fire – Mayor Helsel**
- **Child Abuse Prevention Month – Gordon Helsel**

D. AUDIENCE FOR VISITORS

E. APPROVAL OF THE MINUTES

(a) Regular Session March 13, 2023

F. NEW BUSINESS

1. **Resolution Making Nominations for Appointment to the Board of Equalization**
2. **Resolution Making an Appointment to the Economic Development Authority**

G. COMMENTS OF THE CITY MANAGER

H. COUNCIL DIRECTIVES

I. ADJOURNMENT

MINUTES OF THE CITY COUNCIL MEETING

March 13, 2023 7:00 P.M.

REGULAR SESSION

PRESENT: The Honorable Gordon C. Helsel, Jr., Mayor
The Honorable Carey L. Freeman, Vice Mayor
The Honorable Charles M. Southall III
The Honorable David A. Hux
The Honorable Jana D. Andrews
The Honorable Keith A. Feigh
The Honorable Alison Fox

Randy Wheeler, City Manager
Kimberly Healy, City Clerk
D. Wayne Moore, City Attorney

ABSENT: None

MEETING CALLED TO ORDER:

Mayor Helsel called the meeting to order at approximately 7:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE:

Vice Mayor Freeman rendered the invocation and led the audience in the Pledge of Allegiance.

SPECIAL PRESENTATIONS:

- Economic Development Coordinator, Charity Gavaza, presented information on Restaurant Week.

AUDIENCE FOR VISITORS:

Delegate A.C. Cordoza gave a Legislative update and stated that the General Assembly would be meeting in April to review the State budget.

APPROVAL OF THE MINUTES:

Vice Mayor Freeman moved, seconded by Councilman Southall, to adopt the minutes of the Regular Session held February 27, 2023 as submitted. Recorded vote on the motion:

YES: Councilmembers Andrews, Feigh, Southall, Hux, Fox, Vice Mayor Freeman and Mayor Helsel

NO: None

NEW BUSINESS:

1. Resolution Authorizing the City Manager to Enter into a Contract with Pembroke Construction Company, Inc.

Public Works Director, John Anderson, reviewed bids received for City wide concrete work and presented the bid from Pembroke Construction Company, Inc. as the lowest bidder that meets the City's needs. The period of the contract is two years with three one-year renewals. The two-year estimate for concrete work is \$174,000. The funding source will be the allocation from VDOT which will be included in the FY24 Recommended Budget.

City Manager, Randy Wheeler, added that Council consideration of the contract is due to the cumulation of the fact that the two-year contract exceeds his authority.

Vice Mayor Freeman moved, seconded by Councilman Southall, to adopt a Resolution Authorizing the City Manager to Enter into a Contract with Pembroke Construction Company, Inc. Recorded vote on the motion:

YES: Councilmembers Feigh, Andrews, Fox, Southall, Hux, Vice Mayor Freeman and Mayor Hesel

NO: None

2. Resolution Making an Appointment to the Colonial Community Criminal Justice Board

Vice Mayor Freeman moved, seconded by Councilman Feigh, to adopt a Resolution Making an Appointment to the Colonial Community Criminal Justice Board with the name Deborah Lott inserted with a term expiring March 31, 2024. Recorded vote on the motion:

YES: Councilmembers Fox, Hux, Feigh, Southall, Andrews, Vice Mayor Freeman and Mayor Hesel

NO: None

3. Resolution Making an Appointment to the Planning Commission

Councilman Southall moved, seconded by Councilman Feigh, to adopt a Resolution Making an Appointment to the Planning Commission with the name Heather McClelland-Schott inserted with a term expiring November 30, 2026. Recorded vote on the motion:

YES: Councilmembers Andrews, Southall, Feigh, Hux, Fox, Vice Mayor Freeman and Mayor Hesel

NO: None

4. Resolution Making an Appointment to the Wetlands Board

Vice Mayor Freeman moved, seconded by Councilman Feigh, to adopt a Resolution Making an Appointment to the Wetlands Board with the name Kara Ankeney inserted with a term expiring February 28, 2026. Recorded vote on the motion:

YES: Councilmembers Hux, Southall, Fox, Andrews, Feigh, Vice Mayor Freeman and Mayor Helsel

NO: None

5. Resolution Making Appointments to the Parks and Recreation Advisory Board

Councilman Feigh moved, seconded by Councilwoman Andrews, to adopt a Resolution Making Appointments to the Parks and Recreation Advisory Board with the names Jeanne Hubbard from the Western Precinct and Sara Watkins from the Eastern Precinct both with terms expiring March 31, 2026. Recorded vote on the motion:

YES: Councilmembers Southall, Hux, Fox, Feigh, Andrews, Vice Mayor Freeman and Mayor Helsel

NO: None

6. Resolution Making an Appointment to the Workforce Development Consortium

Councilman Southall moved, seconded by Councilwoman Andrews, to adopt a Resolution Making an Appointment to the Workforce Development Consortium with the name Carey L. Freeman with a term expiring June 30, 2023. Recorded vote on the motion:

YES: Councilmembers Fox, Hux, Feigh, Southall, Andrews and Mayor Helsel

NO: None

ABSTAIN: Vice Mayor Freeman

COMMENTS OF THE CITY MANAGER:

City Manager, Randy Wheeler, thanked the staff members who attended in support of the meeting. Mr. Wheeler also commended everyone who was involved in the work on the outfield fence at the high school baseball field.

COUNCIL DIRECTIVES:

Mayor Helsel also thank staff for their work at the baseball field and asked the City Manager to check into adding bleachers beyond the outfield fence at Firth Field now that the fence has been moved.

Councilman Feigh gave kudos to the Poquoson High School Giving Garden that was in several local newspapers to include the Boy Scouts and Eagle Scouts. Mr. Feigh also requested that City Council take a tour of the City to review several projects.

Councilman Southall thanked the citizens present and at home for paying attention to their local government and encouraged others to do so as well and to participate by joining a Board and Commission.

ADJOURNMENT:

There being no further business, Vice Mayor Freeman moved, seconded by Councilman Southall to adjourn the meeting. Recorded vote on the motion:

YES: Councilmembers Andrews, Feigh, Southall, Hux, Fox, Vice Mayor Freeman and Mayor Helsel

NO: None

The meeting was adjourned at approximately 7:23 p.m.



CITY OF POQUOSON
OFFICE OF THE CITY MANAGER

500 CITY HALL AVENUE
POQUOSON, VA 23662
(757) 868-3000 TELEPHONE
(757) 868-3101 FAX

March 27, 2023

TO: City Council

FROM: City Clerk

SUBJECT: Resolution Making Nominations for Appointment to The Board of Equalization

Presented for consideration is a resolution making nominations for appointment to the Board of Equalization. At least three but no more than five members must be appointed by the Judge of the Circuit Court in each tax year immediately following a reassessment. The following have submitted a Board Bank Application to serve this year:

Kimberly Hollingsworth	Real Estate Agent/Broker
Shannon Edwards	Realtor
Dennis Ankeney	Real Estate Agent (Retired)
Casey D. Stratton	Retired (Manufacturing)

**A RESOLUTION MAKING NOMINATIONS FOR APPOINTMENT
TO THE BOARD OF EQUALIZATION FOR THE CITY OF POQUOSON**

WHEREAS, Section 58.1-3370 of the Code of Virginia (1950), as amended requires that a Board of Equalization of 3 to 5 members be appointed by the Circuit Court of York County in each tax year immediately following a reassessment of real property in the City of Poquoson, and

WHEREAS, all members of the Board of Equalization must be freeholders in the City of Poquoson and must complete the basic course of instruction given by the Department of Taxation prior to appointment.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Poquoson, Virginia:

Section 1: That the following persons be and the same hereby are nominated for appointment to the Board of Equalization for a term to expire 1 year after appointment.

Names

1. Kimberly Hollingsworth
2. Shannon Edwards
3. Dennis Ankeney
4. Casey D, Stratton

Section 2: That upon completion of the required training, these names shall be submitted to the York County/Poquoson Circuit Court for official appointment.

Section 3: That this resolution shall be in effect on and after its adoption.

ADOPTED: _____

TESTE: _____
City Clerk



CITY OF POQUOSON

Office of the City Manager
J. Randall Wheeler

500 City Hall Avenue, Poquoson, Virginia 23662-1996
(757)868-3000 Fax (757)868-3101

March 27, 2023

To: City Council

From: City Clerk

Subject: Resolution Making an Appointment to the Economic Development Authority

Presented for your consideration is a resolution making an appointment to the Economic Development Authority.

Robert B. Derby who has served on the board since October 13, 2020 is eligible for re-appointment and would like to be considered for re-appointment. This recommendation has been made in accordance with the Boards and Commissions Standard Operating Procedure (SOP) that was adopted on April 25, 2022

**RESOLUTION MAKING AN APPOINTMENT TO
THE ECONOMIC DEVELOPMENT AUTHORITY**

BE IT RESOLVED by the Council of the City of Poquoson, Virginia:

Section 1: That the following person be and the same hereby are appointed to the Economic Development Board for the terms indicated:

<u>Names</u>	<u>Term Expires</u>
Robert B. Derby	March 31, 2027

Section 4: That this resolution shall be in effect on and after its adoption.

ADOPTED: _____

TESTE: _____
City Clerk