

**MINUTES OF THE SEPTEMBER 24, 2019 CITY COUNCIL MEETING**

A meeting of the Hopewell City Council was held Tuesday, September 24, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

**PRESENT:** Jasmine E. Gore, Mayor, Ward 4  
Patience Bennett, Vice Mayor, Ward 7 (arrived at 5:54 p.m.)  
Deborah Randolph, Councilor, Ward 1  
Arlene Holloway, Councilor, Ward 2  
John B. Partin, Jr., Councilor, Ward 3  
Janice B. Denton, Councilor, Ward 5  
Brenda Pelham, Councilor, Ward 6

John M. Altman, Jr., City Manager  
Charles Dane, Assistant City Manager  
Sandra R. Robinson, City Attorney  
Ronnieye L. Arrington, City Clerk  
Debra McKnight, Assistant City Clerk

**ABSENT:** None

**ROLL CALL**

Mayor Gore opened the meeting at 5:31 p.m. Roll call was taken as follows:

Mayor Gore	-	present
Vice Mayor Bennett	-	absent (arrived at 5:52 p.m.)
Councilor Randolph	-	present
Councilor Partin	-	present
Councilor Holloway	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

**CLOSED MEETING**

At 5:32 p.m., Councilor Pelham moved to go into closed meeting pursuant to Va. Code Sections 2.2-3711. (A)(1) to discuss and consider personnel matters, including the appointment, assignment, salaries, and performance of specific appointees and to consider prospective candidates for appointment to various boards and commissions of the City Council, including Community Policy and Management Team; (A)(39) to discuss and consider information related to economic development; and (A)(4) for the protection of the privacy of individuals in personal matters not related to public business. Councilor Partin seconded the motion. Upon the roll call, the vote resulted:

Vice Mayor Bennett	-	--- (arrived at 5:54 p.m.)
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes

**Motion passed 6-0**

**DRAFT**  
**September 24, 2019**  
**Regular Meeting**

---

**RECONVENE OPEN MEETING**

At 7:42 Councilor Pelham moved that Council come out of Closed Session. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

Immediately thereafter, Council responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

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

**Motion passed 7-0**

**ROLL CALL**

Mayor Gore requested a roll call as follows:

Vice Mayor Bennett	-	present
Councilor Randolph	-	present
Councilor Holloway	-	present
Councilor Partin	-	present
Mayor Gore	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

**REGULAR MEETING**

**PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

Mayor Gore called the meeting to order, and thanked all for attending. The prayer was led by Rev. Joyce Harville of First Christian Baptist Church, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Vice Mayor Bennett.

**AMEND AGENDA**

Councilor Partin moved to adopt the agenda. Councilor Denton seconded his motion. Upon the roll call, the vote resulted:

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

**DRAFT**  
**September 24, 2019**  
**Regular Meeting**

---

Councilor Denton	-	yes
Councilor Pelham	-	---- (absent from dais)

**Motion passed 7-0**

**Consent Agenda**

*All matters listed under the Consent Agenda are considered routine by Council and will be approved or received by one motion in the form listed. Items may be removed from the Consent Agenda for discussion under the regular agenda at the request of any Councilor.*

- C-1 Minutes:** Minutes of Council's September 10, 2019 meeting.
- C-2 Pending List:** Due October 9, 2019
- C-3 Routine Approval of Work Sessions:** None
- C-4 Personnel Change Report & Financial Report:**
  - 1. Personnel Report
  - 2. Finance Report
- C-5 Ordinances on Second & Final Reading:** None
- C-6 Routine Grant Approval:** None
- C-7 Public Hearing Announcement:** None
- C-8 Information for Council Review:** Minutes: CPMT August 2019; Planning Commission July 2019
- C-9 Resolutions/Proclamations/Presentations:**
- C-10 Public Hearing Announcement:**

Councilor Partin moved to approve the Consent Agenda. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**PUBLIC HEARINGS**

NONE

**UNFINISHED BUSINESS**

NONE

**COMMUNICATIONS FROM CITIZENS**

No one signed up to speak, and no one came forward when Mayor Gore extended an invitation.

**DRAFT**  
**September 24, 2019**  
**Regular Meeting**

---

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 CAFR Update** – John “March” Altman, City Manager, gave Council a verbal presentation on the status of the CAFRs. Jasmine Gore, Mayor, reminded Council of the questionnaire distributed to them by the auditors, and urged that they complete and return same.

**R-2 Presentations and Proclamations** – Aaron Reidmiller, Director of Parks and Recreation presented information about the four (4) awards recently won by Parks and Rec including Best New Facility for Arlington Park and best Special Event for the Veteran’s Day Parade. Mr. Reidmiller thanked David Harless, Risk Manager, for his assistance with the Veteran’s Day Parade and his overall work with veterans. Mr. Reidmiller made special mention of Ms. Tabitha Martinez receiving an award.

Mayor Gore presented information on Building an Early Learning Nation. She set forth the services that are needed in Hopewell, and advise that the Strategic Plan already has a spot for this. She asked that, at a future agenda, an advisory board be created that would include teachers, day care providers, pre-school providers, parents, and would include a Ft. Lee partnership. She asked Council if she could, using POLCO, send a survey to the public to get constituent input. Council agreed.

**R-3 Pavement Management Program Update** – Johnny Butler, City Engineer and Austin Anderson, Construction Manager, presented Council with information on the 15-year pavement plan. It was noted that pavement depreciates every 12 years. Mr. Anderson also noted special considerations for paving, most especially utilities. He said that utilities could cause a road to have to be re-paved if there is a problem after the paving is complete. Mr. Butler and Mr. Anderson said that, to put the City on a 15-year pavement plan where all cities in the City would be paved within that 15-year period, it would cost \$1.5 million per year. Mr. Anderson noted that the City already spends very close to this amount.

Councilor Partin moved to appropriate the \$1.5 million in next year’s paving program to jump start the 15-year road improvement plan. Councilor Pelham seconded his motion. After discussion, Councilor Pelham requested to amend Mr. Partin’s motion. Upon the roll call, the vote resulted:

Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	no
Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes

**Motion passed 6-1**

Councilor Pelham amended the motion to appropriate the \$1.5 million in paving next fiscal year, but the funds cannot come from increased taxes, if we find the money. Her motion was seconded by Councilor Partin. Upon further discussion, Councilor Pelham requested to amend her motion to postpone discussion on this item until a later date after Staff has had its Retreat in October. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

**DRAFT**  
**September 24, 2019**  
**Regular Meeting**

---

Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	no
Mayor Gore	-	yes
Councilor Denton	-	no
Councilor Pelham	-	yes

**Motion passed 5-2**

After a majority agreed to allow her to amend her motion, Councilor Pelham moved for Staff come back to Council after their Retreat with recommendations as to how Council can match the Delta to meet the \$1.5 million needed for the Road Improvement Program. Vice Mayor Bennett seconded the motion. Upon the roll call, the vote resulted:

Vice Mayor Bennett	-	yes
Councilor Randolph	-	no
Councilor Holloway	-	yes
Councilor Partin	-	no
Mayor Gore	-	yes
Councilor Denton	-	no
Councilor Pelham	-	yes

**Motion passed 4-3**

**R-4 FY 21 and FY 22 VDOT Revenue Sharing Applications**

**ISSUE:** The current application cycle for the Revenue Sharing Program started on May 15, 2019 for funding in fiscal years 2021 and 2022. The deadline for application completion is October 1, 2019 at 5:00 PM. City staff has identified three new (3) projects and created three pre-applications. Messrs. Butler and Anderson presented information related to this item. Councilor Partin moved to endorse and appropriate application ID 5905 Pavement Rehabilitation – Various Local Streets, Application ID 6011 Wagner Ave and Hooker St Reconstruction, and Application 6012 Hill Ave and Hooker St Reconstruction, and to formally endorse and add each project to the City’s current Capital Improvement Program. Councilor Denton seconded his motion. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**DRAFT**  
**September 24, 2019**  
**Regular Meeting**

---

**COUNCIL ACTION ITEMS**

1. **Council Review of Various Software Packages** - Councilor Randolph spoke regarding the various new software packages (e.g. POLCO, JustFOIA, Municode Agenda), and her concerns regarding where they will be financed going forward. Upon discussion of Council, it was agreed, by consensus that this would be handed over to the City Manager.
  
2. **Communications between City Council and the Treasurer’s Office** – Councilor Randolph presented information regarding this item to Council. She requested several reports from the Treasurer’s office, including a quarterly report on revenue, as well as a quarterly report on collections. She also requested that the Treasurer be instructed to advise Council whenever/if ever there was a significant problem in that office. Councilor Randolph moved that Council receive monthly reports from the Treasurer’s Office showing revenues and expenses; and quarterly reports showing collections and delinquencies; and that if there is any type of issue or concern, that there be an understanding that the Treasurer will inform Council. Councilor Denton seconded her motion. There was discussion of Council, after which, Councilor Pelham requested permission to make a substitute motion. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

Councilor Pelham moved to allow Mayor Gore to take Councilor Randolph’s request to the Treasurer at the next Investment Committee meeting to discuss as an issue on their agenda, and to come back to Council with a recommendation. Her motion was seconded by Councilor Holloway. After more discussion, Councilor Pelham called for the vote. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

3. **Local Historic Marker Program** – Mayor Gore and Councilor Pelham brought this item forward to Council and presented background information. Upon discussion of Council, Councilor Pelham moved to consider creating a Historic Marker Program Committee, including recommendations from Council and other historic figures, and bring back to Council. After further discussion, Councilor Pelham withdrew her motion. Upon additional discussion of Council, Councilor Pelham moved to refer this item to the City Manager to organize an initial historic market committee, including recommendations from Council and other historic figures, and to bring information back to Council regarding same. Her motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

**DRAFT**  
**September 24, 2019**  
**Regular Meeting**

---

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

**Motion passed 7-0**

**EXTEND MEETING**

Vice Mayor Bennett moved to waive Council rules and extend the meeting long enough to complete Item 4, and to do the appointments. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

4. **Creation of Ashford Kent Ad-Hoc Committee** – Mayor Gore briefed Council on why she added this item to the Agenda, then requested the creation of an Ashford Kent Ad-Hoc Committee. Upon discussion of Council, Councilor Partin moved to establish an Ashford-Kent Ad-Hoc Committee consisting of the Mayor, Vice Mayor, Herbert Bragg and two members of the Twinning Association. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**REPORT OF CITY CLERK**

Councilor Partin moved to appoint Brian McDonald to the Transportation Safety Board and to appoint Christine Teasley to the Hopewell Community Policy and Management Team. Councilor Pelham seconded the motion. Upon the roll call, the vote resulted:

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

**DRAFT**  
**September 24, 2019**  
**Regular Meeting**

---

Councilor Denton	-	yes
Councilor Pelham	-	yes

**Motion passed 7-0**

**ADJOURN**

At 10:33 p.m., Councilor Partin moved to adjourn the meeting. His motion was seconded by Councilor Denton. All answered in favor.

/s/ Jasmine E. Gore  
Jasmine E. Gore, Mayor

/s/ Ronnieye L. Arrington  
Ronnieye L. Arrington, City Clerk