

## Council Regular Meeting August 11, 2020

A regular scheduled meeting for the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on August 11, 2020 at 6:00 p.m.

1. Mayor Mattox called the meeting to order and presided.

### Council Members

Present: Mr. Reginald Bennett  
Vice-Mayor Beverley Dalton – by phone  
Mr. Timothy George  
Mayor Michael Mattox  
Mr. Wayne Mitchell

Absent: Mr. Tracy Emerson  
Mr. Jay Higginbotham

Staff present: Mr. J. Waverly Coggsdale III, Town Manager  
Mrs. Tobie Shelton, Finance Director  
Police Chief Thomas Merricks, APD  
Mr. David Garrett, Public Works Director  
Mr. Tom Fore, Public Utilities Director  
Ms. Sharon Williams, Community Development Director  
Mrs. Kirsten Aherron, AOT Main Street Coordinator  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Administration

2. Invocation and Pledge of Allegiance

Mr. Tom Fore, Altavista Utilities Director, gave the invocation.

Mayor Mattox led the meeting in the Pledge of Allegiance.

3. Agenda Adoption

Mayor Mattox informed Council of two amendments to the August 11th Agenda.

- Addition to Section #9 New Business: item c. – Avoca Museum
- Addition to Section #13 Closed Session – add Consultation with Legal Counsel

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed August 11, 2020 Council Meeting Agenda, to which there were none.

Mr. Mitchell, seconded by Mr. Bennett, motioned to approve the agenda as amended.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Wayne Mitchell	Yes

## Council Regular Meeting August 11, 2020

### 4. Recognitions and Presentations

#### a. Service Awards

Mr. Coggsdale informed Council, as of July 2020, Altavista Police Deputy Chief Kenny Moorefield had fifteen (15) years of service with the Town of Altavista. He stated Chief Tommy Merricks presented Deputy Chief Moorefield with a plaque of appreciation for his continued hard work for the town and the community.

Mayor Mattox and Council thanked Deputy Chief Moorefield for his continued service for the Town of Altavista.

#### b. Personnel Changes

Mr. Coggsdale informed Council of the town's most recent hires, as of July 1<sup>st</sup>, 2020:

Cory Earhart	APD Officer (Recruit)	07/01/2020
Chelsea Pugh	APD Officer (Recruit)	07/01/2020
William Dogan	Altavista Police Officer	07/27/ 2020
Forrest Taylor	PW Maintenance Worker	07/27/2020
Eddie Pittmon	ACTS Bus Driver	08/01/2020

Departure:

William Hall	Altavista Police Officer	07/14/2020
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Mayor Mattox and Council welcomed the new hires to the Town of Altavista.

### 5. Citizen's Time (Non-Agenda Items Only)

Mayor Mattox asked if there were any citizen(s) present, or that had contacted the town office by email or phone, wishing to address Council with a comment or concern regarding a subject that was not listed on the August 11th, 2020 Council Meeting Agenda.

There were no public comments or questions on this date regarding a non-agenda item.

Mayor Mattox stated Council or himself would be glad to speak with a citizen at any time regarding an idea or concern they may have.

### 6. Partner Updates

Mr. Coggsdale stated this portion of Council's agenda was devoted to having the opportunity to hear from the town's community partners. He stated this would become a monthly item on Council's agenda moving forward.

Mr. Coggsdale informed Council the President of the Altavista Area Chamber of Commerce and the Main Street Coordinator for Altavista On Track would be updating Council on their organization's current efforts and activities.

#### a. Altavista Area Chamber of Commerce: Presenter – Lauren Odessa, Chamber President

Ms. Odessa addressed Council with a brief overview of the Chamber's current agenda. She started off by sharing her favor with the town and town partners (Chamber, AOT, AEDA, etc.) communicating on a regular basis. She stated she felt this would be helpful in the town's efforts to move community development forward.

## Council Regular Meeting August 11, 2020

Ms. Odessa informed Council of her recent conversations with the Town Manager, AOT Main Street Coordinator, and Community Development Director regarding communication efforts. She stated she had encouraged Town Staff to reach out to her through a phone call or email if they ever need the Chamber's help with a project/event.

Ms. Odessa thanked the Town of Altavista for their continued support of the Altavista Area Chamber of Commerce. She informed Council the recent office-painting project had been completed, and invited them to visit the office to view the completed work.

Ms. Odessa stated she felt the project was a step in the right direction towards the "re-marketing/re-branding" of the Chamber office. She thanked the town, the Town Manager, Public Works Director David Garrett, and Mathew Farmer (Farmer's Painting) for their efforts and work towards the painting project.

Ms. Odessa informed Council, due to the recent COVID19 pandemic, most of the Chamber's 2020 events had been canceled.

Ms. Odessa stated, over the next few months, the Chamber, in conjunction with the town, would be focusing their efforts towards increasing communication with the community regarding town "hot topics". She stated this would include updates on town projects, such as the Innovative Center and Vista Theatre; and also town-related projects, such as progress related to the new 29 Business Bridge.

Ms. Odessa stated the Chamber, in collaboration with Town Staff, would also continue its communication with local small businesses to inform them of programs, grants, and/or loans that are available to them.

Ms. Odessa informed Council, at the beginning of 2020, the Chamber of Commerce developed a series of "Committees" to help accomplish their goals.

Ms. Odessa stated the Chamber's Business Committee was currently working on annual projects such as the Shop Small Weekend Event, the Altavista Business Expo, and the town's annual Christmas Parade.

Ms. Odessa stated the Chamber of Commerce also created a Leadership & Work Force Committee in order to increase its efforts in economic development.

Ms. Odessa stated, by maintaining constant communication with Town Staff and other town partners/groups, it allows everyone the ability to utilize all available resources, which will help each group accomplish their desired goals for the town.

Ms. Odessa thanked Town Council for their time.

Mayor Mattox asked Council if they had any questions for Ms. Odessa pertaining to the Chamber of Commerce's presented agenda, to which there were none.

Mayor Mattox, along with Council, thanked Ms. Odessa for her presentation/updates and for the Chamber's continued efforts towards community involvement and improvement.

b. Altavista On Track (AOT): Presenter – Kirsten Aherron, Main Street Coordinator

Mrs. Aherron, AOT Main Street Coordinator, thanked Council for the opportunity to give an update on AOT's current and future agenda plans.

## Council Regular Meeting August 11, 2020

Mrs. Aherron referenced Ms. Odessa's mention of group meetings between Town Staff, AOT, and the Chamber of Commerce. Mrs. Aherron stated she felt it was important for each group to inform the others of what they are working on, so efforts are not duplicated, but increased in all areas of community communication, involvement, and development.

Mrs. Aherron gave Council an overview of some of AOT's current projects in progress:

- "Downtown Book Scavenger Hunt – partnered w/ Campbell County Library System
- Small Business "Round Table" – partnered with the Chamber of Commerce and the SBDA - August 25<sup>th</sup>, located at the Train Station
- Downtown Business Story Campaign – weekly spotlight on downtown small businesses (different story/business each week)

Mrs. Aherron stated she had been working hard to cultivate business relationships in Downtown Altavista. She informed Council she had been visiting or talking on the phone with at least ten different businesses per week, in order to increase communication with the businesses and convey a constant presence by AOT in that area.

Mrs. Aherron informed Council the AOT Board would be finalizing its FY2021 Work Plan on that following Thursday. She stated she plans to update Council at next month's regular Council Meeting regarding the completed work plan.

Mrs. Aherron also informed Council that AOT expects to be welcoming two new board members in the near future. She stated both potential members were downtown business owners. She stated she would inform Council when this becomes official.

Mrs. Aherron concluded her presentation and thanked Council for their time.

Mayor Mattox asked Council if they had any questions or comments for Mrs. Aherron.

Mr. Bennett, Council liaison with AOT, stated he looked forward to working with AOT on its upcoming projects. He thanked Mrs. Aherron for the work she does for the town.

There were no additional comments from Council.

Mayor Mattox thanked Mrs. Aherron for the AOT update presentation. He also thanked Mrs. Aherron for the work she does for the Town of Altavista and the community.

### 7. Consent Agenda Approval

- a. Approval of Council Meeting(s) Minutes:
  - July 14, 2020 Council Regular Meeting
  - July 21, 2020 continued Council Meeting (from July 14<sup>th</sup>)
  - July 28, 2020 Council Work Session
- b. Acceptance of Monthly Financial Reports:
  - July 2020 Revenue and Expenditures
- c. Approval of War Memorial Ballpark Fence Replacement Request

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the August 11, 2020 Consent Agenda, to which there were none.

## Council Regular Meeting August 11, 2020

Mr. George, seconded by Mr. Bennett, motioned to approve the Consent Agenda as presented.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Wayne Mitchell	Yes

### 8. Public Hearing(s)

There were no public hearings scheduled for the August 11th Regular Council Meeting.

### 9. New Business

#### a. Presentation/Consideration – AEDA Economic Development Proposal

Mr. Coggsdale referenced the recent joint meeting between Town Council and the Altavista Economic Development Authority (AEDA). He stated, as a result of the joint meeting, the AEDA considered an “implementation plan” for advancing strategic initiatives related to economic and community development.

Mr. Coggsdale stated, at their most recent meeting, the AEDA voted in favor to forward the proposed implantation plan to Town Council for their review and consideration.

Mr. Coggsdale stated the proposal serves to “narrow the focus” of previous plans into two primary areas:

- 1.) Downtown Revitalization & Community Development:
  - vacant building utilization/revitalization
  - increased housing availability and diversity
- 2.) Industry:
  - workforce development
  - business retention/expansion (BRE)

Mr. Coggsdale stated the AEDA cites the continued importance of maintaining strong strategic partnerships with local, regional, and state organizations. He stated the proposal addresses the obvious challenges, while setting forth a “three phase” approach.

Mr. Coggsdale stated, at that time, Town Staff was requesting Town Council to review the proposal and provide feedback to staff and/or the AEDA on their desired next steps.

Mayor Mattox referenced Mrs. Dalton and Mr. Mitchell both being current members of the Altavista’s Economic Development Authority. He asked if either of them had additional comments they wished to share with Council regarding the AEDA proposal.

Mrs. Dalton stated the AEDA proposed plan focuses on the Altavista Downtown District and its revitalization. She referenced Altavista On Track now having a full-time Main Street Coordinator and suggested Council take time to determine how the two groups/organizations could be partnered to achieve the proposed plan.

Mrs. Dalton stated, with two Council members being absent from that night’s meeting, she suggested Council allow additional time for consideration before voting on the proposed plan, in order to absorb the implications of the plan moving forward (if approved).

## Council Regular Meeting August 11, 2020

Mr. Mitchell stated the AEDA proposal focuses on Downtown Altavista's revitalization, business retention, and work development.

Mr. Mitchell stated the proposal mentions reaching out to Campbell County's Economic Development Authority (EDA) to be involved with the proposed plan.

Mr. Mitchell referenced the \$100,000 mentioned in the AEDA proposal as the desired budget for this program/plan. He stated, "Just because the funds were (potentially) in the budget, did not mean it needed to be spent".

Mr. Mitchell stated the \$100,000 in funds would only be used if a project arose that was deemed viable for the town, within the guidelines of the AEDA proposed plan.

Mr. Mitchell also referenced the "Steering Committee" mentioned in the AEDA proposal. He stated the committee would consist of Town Staff, Altavista On Track, the Altavista Economic Development Authority, the Altavista Planning Commission, and the Altavista Area Chamber of Commerce.

Mr. Mitchell stated he felt the town should consider the plan's suggestion of reaching out to Campbell County's Economic Development Authority (EDA) and also the Lynchburg Regional Small Business Alliance. He stated the two groups could each offer additional resources and benefits towards Altavista's AEDA proposed plan.

Mr. Mitchell shared his favor with Mrs. Dalton's recommendation for Council to allow further review of the AEDA proposal, and in greater detail, at a future work session.

Mayor Mattox asked the Town Manager, Waverly Coggsdale, if there would be space on Council's August Work Session Agenda to discuss this item further.

Mr. Coggsdale stated there were already several items on the August Work Session Agenda, including a fiscal policy presentation by Davenport.

Mr. Bennett stated he felt an "implementation plan" was a very important part of Altavista's desired revitalization progress in the downtown district. He stated he did not want to rush through the reviewing process of AEDA's proposal.

Mr. Bennett stated, if needed, he would be in favor of an "additional work session" to review and consider this item.

Mr. Mitchell referenced the \$100,000 mentioned in the AEDA proposal. He stated it was the AEDA's intent to have appropriated funds and/or a budget prior to needing the funds.

Mr. Mitchell referenced the town's annual budget process and the FY2022 budget process that would start in the upcoming fall. He stated the AEDA proposal, that includes the \$100,000, would only need to be considered and potentially approved by the time the new budget process begins, therefore, the consideration of the AEDA proposal could be placed on the August or September work session agenda, giving Council extended time for review.

Mayor Mattox asked for Council's input on the matter of scheduling this item.

There was a consensus of Council to place this item, AEDA proposal, on their September Work Session Agenda for further review, discussion, and consideration.

Mayor Mattox asked Council if they had any additional questions, comments, or concerns regarding the AEDA's proposed "implementation plan", to which there were none.

## Council Regular Meeting August 11, 2020

### b. Consideration of Acceptance of FEMA/VDEM Grant

The Town Manager informed Council that Mr. Tom Fore, Altavista Utilities Director, would be addressing Council regarding this item.

Mr. Fore reminded Council of the background of this project. He stated, in FY2017, the Town of Altavista set aside \$65,000.00 to put in switch gears necessary for the installation of a generator at both the Reynold Spring and McMinnis Spring, the Bedford Pump Station, and the Staunton River (raw water intake) Pump Station, all utilized by Altavista Utilities.

Mr. Fore stated the Utilities Department then began working to find a grant(s) to utilize for the installation of the generators, as well as, the switch gears. He stated the rationale behind installing these generators was that, normally, when a natural disaster occurs, generators are not readily available.

Mr. Fore reminded Council that in years 2017 and 2018, Town Staff applied for planning grants and other grants for this project, but were unsuccessful.

Mr. Fore stated, in March 2019, the town was notified it was eligible to apply for funding through the Virginia Department of Emergency Management (VDEM) for a Hazard Mitigation Grant, due to Hurricane Florence that hit our area in September of 2018.

Mr. Fore stated the application for this grant was submitted in May of 2019, and the Town of Altavista was notified on July 29, 2020 it had been awarded this grant.

Mr. Fore referenced the project's initial cost estimates, stating they were now over a year old, so there might be a need for a "contingency".

Mr. Fore gave Council a breakdown of the grant funding:

○ Federal Project Funds	\$373,575
○ State Project Funds	\$ 99,620
○ Local Project Funds	\$ 24,905
○ <u>Sub-Recipient Management Costs</u>	<u>\$ 24,905</u>
Total Project Funds	\$523,005

Mr. Fore stated, since the town is required to pay all cost that would exceed the current grant allocation, Town Staff recommends leaving the previous allocation of \$65,000 in the budget to help meet the Local Project Funds (\$24,905), and the remainder (\$40,905) for contingency, if needed.

Mr. Fore stated there were still a few Federal steps that have to be completed, but at that time, it was staff's recommendation that Council authorize the Town Manager to execute the Grant Agreement (FEMA-DR-4401-VA-012), so this project could move forward.

Mayor Mattox asked Council if they had any questions regarding this item.

Mrs. Dalton asked what the town's "out of pocket" expense would be for this project.

Mr. Fore stated the Town of Altavista was required to "match" a total of \$24,905 for this project. He reminded Council the town already has a previously approved amount of \$65,000 allocated in the budget for this project. He stated the required match would come from those funds, leaving the remaining funds for contingency.

Mayor Mattox asked Mr. Fore if this project would still be using the "diesel" fuel source as originally indicated, or was staff planning to investigate other fuel sources and evaluate their viability for this project.

## Council Regular Meeting August 11, 2020

Mr. Fore stated, due to where this project is located and how it will be laid out, it allows the town the opportunity to evaluate other fuel sources, such as propane or natural gas.

Mayor Mattox shared his favor in the “clean” natural gas option. He stated natural gas is piped in to where it is needed, whereas, diesel fuel was sometimes hard to acquire during emergency situations.

Mayor Mattox asked Council if they had any additional questions or comments.

Mr. George referenced the fact that Mr. Fore was able to find grant funding for this project that lowered the town’s cost from \$500,000 to only \$24,905. He thanked Mr. Fore for the work he does for the town.

Mr. Mitchell referenced Mr. Fore and stated he felt the town was lucky to have a Utilities Director with his knowledge and commitment to service. He thanked Mr. Fore for his continued efforts and hard work for the town and the community.

Mayor Mattox stated he feels the Town of Altavista has a “great staff”, and they all strive to keep the town a great place to live, work, and play.

Mayor Mattox shared his appreciation for Mr. Fore’s impressive results regarding this project and thanked him for his efforts and continued hard work for the Town of Altavista.

There were no additional comments from Council.

Mrs. Dalton, seconded by Mr. George, motioned to accept staff’s recommendation and authorize the Town Manager to execute the FEMA/VDEM Grant agreement for the Reynolds Spring and McMinnis Spring Generator Project.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Wayne Mitchell	Yes

### c. Avoca Museum Consideration Request(s)

#### i. Water Damage Repair Insurance Claim/Balance

Mr. Coggsdale informed Council that Mike Hudson, Executive Director of Avoca Museum, recently notified Town Staff of water damage to the museum’s first floor restroom ceiling and walls. He stated the issue was due to a leaky roof, which had since been resolved.

Mr. Coggsdale stated Mr. Hudson informed staff that he filed a claim with Virginia Risk Sharing Association (VRSA) and also solicited “quotes” from four area contractors. He stated two (2) quotes were received, with the lowest bid at \$2,771.

Mr. Coggsdale informed Council the VRSA has issued Avoca an initial payment in the amount of \$1,500 (\$2,500 less the \$1,000 deductible). He stated a final check would be issued in the amount of \$219.59, once repairs have been completed, which would leave an unfunded balance of \$51.41.

Mr. Coggsdale referenced Avoca’s “reserved” maintenance funds, which were established with proceeds from the sale of the former Altavista EMS building.



## Council Regular Meeting August 11, 2020

Mr. Coggsdale stated the Avoca Museum Board has requested approval from Town Council to use a portion of those funds to cover the cost of the deductible, plus the remaining balance, for a total of \$1,051.41.

Mayor Mattox asked Council if they had any questions or concerns regarding this item, to which there were none.

Mr. Mitchell, seconded by Mr. Bennett, motioned to approve the lowest bid received for this project and also approve Avoca's request to authorize the use of the Avoca Museum's "reserved" maintenance funds to cover the deductible and the remaining balance in the total amount of \$1,051.41.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Wayne Mitchell	Yes

### ii. Request for Funding Security Camera System

Mr. Coggsdale informed Council that the Avoca Board directed their Executive Director, Mike Hudson, to gather quotes for the implementation of a security camera system for the grounds of the museum.

Mr. Coggsdale stated Mr. Hudson provided the Avoca Board with three quotes for consideration of the camera-based outdoor security system at their July meeting.

Mr. Coggsdale stated the Avoca Board would like to proceed and issue the project to the lowest bidder, Altavista Alarm Company, at \$3,262.50.

Mr. Coggsdale stated the Avoca Board has requested for Council to consider approving the use of Avoca "reserved" maintenance funds for this project.

Mayor Mattox asked Council if they had any questions regarding this item.

Mr. Mitchell asked if the security camera system the Avoca Board was looking to install was comparable to the system the town uses at the Altavista Splash Pad.

Mr. Hudson stated he was not familiar with the security system at the Altavista Splash Pad, but the system Avoca was looking at was viable for their needs.

Mayor Mattox asked Mr. Hudson who currently operates Altavista Alarm Co.

Mr. Hudson answered Mr. William Tweedy, and informed Council Mr. Tweedy was the contact that submitted the requested quote for the security camera system.

Mayor Mattox asked if it would be wise for the town to have two different systems.

Mr. Mitchell asked if the town was happy with the current security camera system that is located at the English Park splash pad area.

Mr. Coggsdale stated that Mr. Garrett, Altavista's Public Works Director, was the staff member most familiar with the splash pad's security system.

## Council Regular Meeting August 11, 2020

Mayor Mattox asked Mr. Garrett for his input on the reliability of the security camera system at the town's splash pad area.

Mr. Garrett stated the security camera system located at the splash pad in English Park was very reliable. He stated the town has not had any issues with the security system to date.

Mr. Coggsdale informed Council the vendor that installed the splash pad security system did submit a quote for Avoca's project, but was not the lowest bidder.

Mrs. Dalton asked if Altavista Alarm Company had done any previous work for the Town of Altavista.

Mr. Hudson stated not to his knowledge.

Mrs. Tobie Shelton, Altavista Finance Director, confirmed they had not in the twenty years she has been employed for the town.

Mrs. Dalton asked Mr. Hudson if anyone was currently providing Avoca with security camera services, or was this a new venture for the museum.

Mr. Hudson stated the Avoca Museum does not currently have an outdoor security camera system.

Mr. Bennett referenced a dangerous occurrence that recently happened at the Avoca Museum. He stated he felt the museum should have a camera system in place to monitor activity on the grounds in case of any future such instances.

Mr. Bennett stated he was uncertain if the two fore-mentioned quotes offered an "apples to apples" level of reliability and service, but he felt it was sometimes wiser to choose a vendor the town was already familiar with and pleased with the service they provide.

Mrs. Dalton asked Mr. Hudson if he, or any member of the Avoca Board, had spoken with customers of Altavista Alarm Company as a reference to their work.

Mr. Hudson stated a customer of Altavista Alarm Company was asked to attend a recent Avoca Board Meeting and provide input on the company's service. He stated the customer had only high remarks towards the company and its services.

Mr. Bennett asked if there was a monthly fee associated with either of the two options/quotes that Avoca was considering for the security camera system project.

Mr. Hudson stated there would not be a monthly fee to maintain the system.

Mr. George stated he felt the Avoca Board had been very responsible with their investigation of this project. He shared his favor with their recommendation.

Mayor Mattox asked Council if they had any additional questions, comments, or concerns regarding this item, to which there were none.

Mr. Mitchell, seconded by Mr. George, motioned to approve Avoca's recommendation to award the museum's outdoor security camera system project to Altavista Alarm Company.

## Council Regular Meeting August 11, 2020

This motion also included the approval of Avoca's request to use a portion of Avoca's "reserve" maintenance funds to cover the cost of this project, \$3,262.50.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Wayne Mitchell	Yes

Mayor Mattox asked Mr. Hudson to suggest to the Avoca Board they consider relying on Town Staff (David Garrett) for the procurement of quotes for projects such as this one. He stated Mr. Garrett has extensive knowledge and experience in comparing "apples to apples" for viable results.

Mr. Coggsdale stated, normally, Avoca proposed projects are placed on the list of potential CIP items for consideration in the next fiscal year's budget. He stated this project came up suddenly and the Avoca Board indicated they would like to move the project forward as soon as possible for security reasons.

Mr. Hudson informed Council the need for an outdoor security system was recently realized by the Avoca Board due to a disturbance on the Avoca property. He stated there had been perceived threats to the property that caused them concern.

There were no additional comments from Council.

Mayor Mattox thanked Mr. Hudson for his time and input on this matter.

d. Citizen Request – 2107 Laurel Lane  
(Waive Agreement Condition - Removal of Drain Fields)

Mr. Coggsdale informed Council that Town Staff had been approached by Rob and Mark Finch in regard to the sale of their parent's property at 2107 Laurel Lane.

Mr. Coggsdale stated, during the sale process, it was discovered their parents had entered into an agreement with the Town of Altavista, in 1968, to locate the drain field for their septic system in the "right of way" that runs beside their property. He stated this was due to their lot/property not meeting the requirements.

Mr. Coggsdale stated the agreement indicated that when sewer (public or private) was provided to this street by the town, the property owner would be required to connect. He stated this occurred in the mid 1990's.

Mr. Coggsdale stated the agreement goes on to state that the town would notify the property owner(s) they would have 60 days to remove the fore-mentioned drain fields once they were connected to the new (town) sewer system. To staff's knowledge, no such notification was issued and this issue is holding up the sale of the property.

Mr. Coggsdale informed Council that septic tank and distribution boxes, which are located on the Finch's property, as well as the fore-mentioned drain fields (located on town right of way) were no longer in operation.

Mr. Coggsdale stated the Finches were requesting the Town of Altavista waive the agreement requirement to remove the drain fields. He also informed Council that Mark Finch was at that night's meeting to answer questions Council may have.

## Council Regular Meeting August 11, 2020

Mayor Mattox referenced a conversation he recently had with Mr. Garrett, Altavista Public Works Director, regarding this matter. He stated that Mr. Garrett indicated there would be no environmental risk/hazard by leaving the fore-mentioned drain field.

Mayor Mattox stated that Mr. Garrett also indicated there was very little, if anything, the town could use the (right of way) property for. He stated he did not see an issue with approving the Finch's request to leave the drain field undisturbed.

Mayor Mattox asked Council if they had any questions or concerns regarding this item, to which there were none.

Mr. George, seconded by Mr. Bennett, motioned to approve the Finch's request to waive the drain field removal requirement that was in the original 1968 agreement between the Town of Altavista and the (Finch) property owners at 2107 Laurel Lane.

Mr. John Eller, Town Attorney, informed Council the town was required to have an official statement recorded in town documents in regard to the approved waiver.

Mr. George revised his motion to include such a document drafted by the Town Attorney and authorizing the Town Manager to sign the document on the town's behalf

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Wayne Mitchell	Abstained

e. Utility Bill (additional) Adjustment Request – 608 Broad Street

Mr. Coggsdale informed Council that Town Staff previously processed and granted a utility bill adjustment, in accordance with Town Policy, regarding a water leak issue at 608 Broad Street.

Mr. Coggsdale stated, it was also anticipated, that a smaller adjustment may occur on the next bill, due to the timing of the leak (over two quarters), which would also be in accordance with our policy.

Mr. Coggsdale stated the customer at 608 Broad Street seeks an additional adjustment greater than allowed "administratively" by Town Staff according to Town Policy. He stated, accordingly, staff was directing the request to Town Council for consideration.

Mr. Coggsdale informed Council the initial utility bill was approximately \$2,500. He stated, in accordance with Town Policy, the adjustment was calculated to a remaining balance in the amount of four hundred and seventy-five dollars (\$475).

Mr. Coggsdale stated the customer (renter) at 608 Broad Street agreed to pay \$150 of the bill (which was over what he normally pays at \$80-\$130), and asked that the property owner be required to pay the remaining \$325 balance, due to the leak being due to a property/building issue, and not due to his doing or fault.

Mayor Mattox asked Council if they had any questions regarding this item.

Mrs. Dalton asked Town Attorney, John Eller, if she should abstain from voting on this matter, since she works with the utility customer at 608 Broad Street, which is making the request.

## Council Regular Meeting August 11, 2020

Mr. Eller stated, under the Letter of Conflict Act, Mrs. Dalton did not “technically” have a conflict per say. He stated she did, however, have an “appearance” of a conflict, so he would advise her to abstain voting on this item.

Mr. Coggsdale informed Council, in a recent conversation regarding the water leak issue at 608 Broad Street, the property owner indicated he would be willing to pay half of the remaining balance (\$475) owed on the utility account.

Mayor Mattox asked Council if they had any questions regarding this item, or if they would like to postpone consideration of this item until further clarification can be received from both parties as to their intended payment.

Mr. Mitchell asked the Town Manager if Town Staff was confident the leak issue at 608 Broad Street had been fixed.

Mr. Coggsdale stated, yes, he was assured by the property owner at 608 Broad Street that the leak causing the issue had been fixed.

Mr. Mitchell asked for Town Staff’s recommendation.

Mr. Coggsdale stated, in the future, staff would ask all parties involved to be present at the Council Meeting, if asking for an adjustment above what Town Policy allows.

Mayor Mattox asked if it was reasonable to contact both parties to inquire their monetary payment intent to settle the outstanding balance due on this account.

Mrs. Tobie Shelton, Altavista Finance Director, informed Council that the renter at 608 Broad Street (account holder) had already paid his agreed amount of \$150, which left a remaining balance of \$340 currently due.

Mr. Mitchell stated, since the property owner had stated his intent to pay a portion of the remaining balance of the fore-mentioned account, he suggested Council consider requesting the property owner to pay the same amount of money as the renter/account holder paid (\$150), and the town would “write off” the remaining balance (\$190).

Mayor Mattox asked Council if they had any additional questions or comments in regard to this item, to which there were none.

Mr. Mitchell, seconded by Mr. George, motioned to accept Councilman Mitchell’s recommendation regarding the utility account for 608 Broad Street in order to clear the current account balance: the property owner to pay \$150, the renter/account holder to pay \$150 (paid), and the Town of Altavista would waive the remaining \$190.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Abstained
	Mr. Wayne Mitchell	Yes

### 10. Unfinished Business

There were no “Unfinished Business” items on Council’s August 11, 2020 Meeting Agenda.

# Council Regular Meeting August 11, 2020

## 11. Reports and Communications

### **Town Manager's Report for the August 11, 2020 Council Meeting**

Any updates since the last Council meeting are in *Italic* at the end of each item...

#### **PROJECTS/ITEMS**

**Innovation Center/Co-Working Space Project:** Staff continues to work on this item, along with AOT and members of the AEDA. *Recently the Town was awarded a \$100,000 USDA grant for furnishings and submitted a Tobacco Revitalization Grant for building upgrades.*

**River Bank Restoration Review:** *Staff (Sharon Williams and David Garrett) recently met with a DCR representative to look at the erosion along the Staunton River in English Park. The Town will be receiving a report from DCR in the next month.*

**COVID-19 Pandemic response:** Staff continues to participate in a variety of responses; including monthly Lynchburg Regional Business Alliance (LRBA) Taskforce ZOOM meetings; and periodic briefings on relative topics and concerns. Staff is analyzing the current and potential impact on town revenues. Town Staff has issued the BPOL (Business License) abatement based on Town Council's recent direction. AOT has issued "relief checks" to businesses that applied and were eligible. *Staff is working with Campbell County and seeking input in regard to potential allowed uses for the CARES Act funding.*

**Bedford Avenue Park Tennis Court Replacement and Sidewalk:** Contractor has completed the tennis court portion of this project. This project has been delayed due to the weather, sidewalk will be constructed in spring 2020. Contractor has indicated to the Director of Public Works that the work on this project will begin early April. Contractor is on site and sidewalk is being laid out and poured. Completion date is projected May 29, 2020. *The sidewalk has been completed; the only remaining item is to plant shrubs along the alley on Woodland Avenue; this will be completed in the fall (more favorable planting times).*

**Booker Building Evaluation/Visioning Process:** The LPDA Booker Building Use Feasibility Study report has been distributed to Town Council, and a Public Input Session was held at the October Town Council Work Session. This item was discussed at the November Town Council Work Session and Council requested that it be placed on the January Work Session agenda. Council provided direction as outlined in Agenda Item 10a of the February 11, 2020 agenda packet. The Public Works Department has met with Mr. Robert Lee at the Booker Building and Mr. Lee has submitted some recommendations. It is our goal to place this item on the March 24 Work Session meeting for discussion. The proposals for Reuse Alternatives for the Booker Building are due May 15th. Council has provided direction to staff in regards to floor improvements; when quotes are received, they will be presented to Council for consideration. In addition staff is gathering additional information on shade structure options for the exterior area behind the building off the stage. *Council requested additional information on the floor quotes; this item will be placed on the August Work Session for additional discussion. Council has tabled the shade structure project at this time and asked that it be placed on the CIP list for the next budget cycle.*

**Dalton's Landing Canoe Launch Project Update:** The U.S. Fish and Wildlife Service has received the FHWA's request for informal Section 7 consultation; the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12<sup>th</sup>). The biological opinion letter has been received; staff is working with our consultants to get it incorporated into the bid documents. DCR is working with the engineer (Gay & Neel) in regards to items needing to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. DCR notified the Town that FHWA approval has been received. Town staff is executing the grant agreement (construction phase) and forwarding to DCR. Town staff has informed Gay & Neel (engineering firm) to proceed with bid documents. The project was scheduled for advertisement on Sunday, June 7th and the bids are due Thursday, July 2nd. Bids were received on July 2nd and consideration of award is on tonight's agenda. *The project has been awarded to Counts & Dobyys; the contract is being executed and work should begin soon.*

## Council Regular Meeting August 11, 2020

### **Personnel Recruitment:**

**Assistant Town Manager:** Staff has posted the job on the VML website and requested an advertisement run in the News & Advance the next two Sundays. In addition, staff will find other mechanisms for reaching target audiences for the position. First review of applicants began on June 3rd; 40+ applications were received and have been distributed to the committee. *An offer has been extended for the position.*

**Eagle Trail Overlook/Observation Deck:** Town staff has completed the demolition of the top portion of the structure. Staff will place this item on the November Work Session to develop the “next steps”. Staff is seeking a proposal for evaluation of this item from our “on-call” engineers. Staff is working on the scope of work and plans that can be utilized for bidding of this project. Staff has been provided a budget estimate for this project by a contractor, the price is \$26,500 greater than what was previously included in the draft budget; the figure has been updated. Councilman Higginbotham is reaching out to local Boy Scout troops pertaining to participation with this project. The Public Works Crew and Mr. Higginbotham have completed the exploratory work on the overlook concrete pad. Mr. Higginbotham will be updating Town Council at their Council meeting on July 14, 2020. *Work progresses on this item; David Garrett and/or Councilman Higginbotham can provide additional information.*

**Melinda Tank Pressure Zone Improvements:** For the status of this project, see the current Woodard & Curran Update.

**Clarion Road Control Valve Improvements:** For the status of this project, see the current Woodard & Curran Update.

**Rt. 43 Gateway Project (Streetscape):** The contractor is completing work on 7<sup>th</sup> Street and Bedford Avenue with final paving in those areas being scheduled for December 9-11. Paving was complete although the engineer has not signed off on the final product. Work continues on this project. Substantial Completion Inspection scheduled for Friday May 8<sup>th</sup>. *For additional information, see the current Hurt & Proffitt Update.*

**Trail Project (mausoleum area):** Staff is working on getting quotes for signs. Vendor is working on the design/sample of the signs. *This item has been delayed due to unforeseen circumstances. Staff is working to address the situation.*

**WWTP Electrical Design (all phases):** “Notice to Proceed” issued, with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. For the status of this project, see weekly Peed & Bortz Project Status Report. *For additional information on Phase I, see page 1; Phase II see page 6; and for Phase III see page 7 of Peed & Bortz’s update.*

**WWTP Clarifier #1 Project** For update, see the current Hurt & Proffitt Status Report.

**WWTP Emergency Overflow Pond (DEQ):** *Staff is currently working on an update to DEQ.*

**Brownfields Grant Program:** Council approved the agreement with Cardno for professional services. Staff conducted a conference call with Joe Morici (Cardno) and work is beginning on an applications for the EPA Brownfields Assessment Grant and the Virginia Brownfield Assistance Fund Planning Grant. Grant applications have been submitted to the Virginia and EPA programs. Town was notified they have received the Virginia Brownfield Assistance Fund Planning Grant. Town was also notified it has received an EPA grant (\$300,000). Staff is working with Cardno, Inc. (consultant) on next steps. Staff is currently completing the required paperwork associated with receiving the two grants. *Task Orders with CARDNO (consultant) have been executed. Staff and consultant are attempting to contact the owners of the 27 acre site on the river.*

**SolSmart Solar Community Designation:** Council approved staff to proceed with seeking SolSmart community designation. Staff has a consultation call with a SolSmart representative on Thursday, September 5<sup>th</sup>. Town Staff continues to work on completing all necessary steps and submitting information for the designation process.

## Council Regular Meeting August 11, 2020

The SolSmart application for “Bronze Designation” has been submitted. *The Town has been notified that it has achieved “Bronze Designation”.*

**Main Street Sidewalk Extension Project (VDOT TAP):** Council approved staff to proceed, in conjunction with the Central Virginia Planning District Commission, on the VDOT “Transportation Alternatives Program” grant application. Scott Smith, CVPDC, has submitted a VDOT TAP grant application to VDOT for this project. *Staff has informed VDOT that the Town is agreeable to the match for this project. The Commonwealth Transportation Board (CTB) will consider awards for the grants soon.*

**Lynch Creek Sewer** For the status of this project, see current Hurt & Proffitt Status Report.

**WTP Filter Rehab Project** For the status of this project, see weekly Peed & Bortz Project Status Report. See page 11 of Peed & Bortz’s update.

**WWTP Aeration Project** For the status of this project, see weekly Peed & Bortz Project Status Report. See page 10 of Peed & Bortz’s update.

**Riverview Sewerline Replacement Project** For the status of this project, see weekly Dewberry Project Status Report.

**McMinnis Waterline Replacement Project** For the status of this project, see weekly Hurt & Proffitt Status Report.

**Altavista Parks and Trails (APT) Master Planning/ Project Implementation:** The Splash Pad and Playground improvements opened in mid-September and the Splash Pad closed in early October and will reopen May 2020. Staff continues to work with the Recreation Committee on the implementation of the APT Master Plan.

**Streetlight (Decorative) LED Head Conversion Project:** Town Council approved the first year of a five year project in the FY2019 budget, which will replace all the existing heads on our decorative streetlights in town with LED lights. The plan will replace approximately 25 heads each year.

**Streetlight Project continued...**The purchase of the new light heads for Phase 2 are included in the draft FY2020 Budget. The portion of the project in FY2019 is mostly complete. Phase II is underway and 8 new decorative heads have been installed. *Phase III is in the (recently approved) FY2021 Budget.*

**APD Firing Range Improvements (McMinnis Spring area):** Town staff is working on grading the site for the improved firing range area. Weather has previously delayed this project, Public Works is evaluating a schedule to complete this project. Staff has completed tree and stump removal for the area and grading will begin soon. *The Public Works Crew has started the grading process for the firing range. The completion date has not been determined, because they are only working on this project as a fill in when time is available.*

**Chemical Storage Building (Public Works):** Notice to Proceed Issued with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. The contractor has dug the footers, poured the foundation, and are forming up the retaining walls. The building has been ordered and should be delivered in late March. Engineer and Contractor are working with the building subcontractor to remedy issues with the patched cover, cover overhang at the wall and other minor issues. Anticipate scheduling replacement of the cover and fixing other issues. Backfill of the walls after building erection. Stabilization of disturbed area. Substantial completion punch list. Substantial completion 14<sup>th</sup> of May 2020, Final Completion June 13, 2020. *For the status of this project, see page #2 of the Weekly Peed & Bortz Project Status Report.*

**Farmer’s Market Shade Improvements:** Staff is finalizing the design to retrofit the existing vendor stalls to provide shade and cover from the elements. Staff has created a pro-type for this and it will be placed at the Trade Lot. Work has begun on a third and fourth stand. *The third stand is complete and in place for use at the Trade Lot Farmers Market.*



## Council Regular Meeting August 11, 2020

**Town of Hurt Solid Waste Collection Services:** Town Council approved the agreement and weekly service will begin on Friday, July 3<sup>rd</sup>, 2020. Town staff is working with Hurt in regard to collection route. Service will begin on July 3<sup>rd</sup>. *Service is provided for Hurt each Friday. Mayor Hodnett has expressed their satisfaction.*

**Utility Financing:** Town staff has completed the bank loans for the utility financing. Staff continues to work on the Virginia Clean Water Revolving Loan (VCWLF) borrowing with completion of the project design being the next benchmark. *Staff continues to work with Davenport and others to move the VCWRLF borrowing forward, the project is being bid and once we have that complete we should be able to close on the loan.*

**Utility Discount Program:** Town Council approved the development of a Utility Discount Program based on the recent legislative action by the General Assembly. Staff will have the necessary applications and informational items ready to begin this program in the next month. The program will be effective with the billing period that begins December 1, 2020; the first quarterly bill that will be impacted will be due in April 2021. *Staff is finalizing this program and will be promoting it over the next few months.*

**Shreve Park Playground Equipment Replacement:** The New Playground Equipment has been installed and completed. The Buildings and Grounds Crew will be closing the Shreve Park Playground area on Wednesday, January 8, 2020 for the removal and installation of the new playground equipment. We are anticipating that this project will be completed by January 24, 2020. The demolition will be starting on January 8<sup>th</sup>, receive new equipment on January 16<sup>th</sup>, installing new equipment on January 16<sup>th</sup>, project completion is estimated to be by January 24, 2020. Staff is working with a consultant in regard to bridge options and issues related to crossing the creek, this item will be placed on the May Work Session. Council discussed this item at the May Work Session and staff is gathering additional information. *No additional action at this time.*

**English Park Passive Area (Large Field Trail):** Town Staff has met with the engineers and are currently working on the conceptual design for the bridges/walkways to cross wetlands to connect the fields as well as connect to the paved trail.

**English Park Passive Area continued...** The Engineers are collecting and putting together information on the options that will be reviewed by staff and the Town Manager before presenting to Council. This item will be placed on the May Work Session. *Council discussed this item at the May Work Session and staff is gathering additional information.*

### **VDOT PROJECTS (Non-Town Funds)**

**VDOT Rt. 29 Bridge Replacement Project Update:** Project continues to proceed. Town has received the lighting agreement related to this project from VDOT.

**Main Street & Broad Street Pedestrian Accommodations (VDOT Project):** Work is continuing at a slow pace, as the contractor is waiting on some components. It is the Town's understanding that this project is substantially complete.

**Main Street (Rt. 29 Business) & Lynch Mill Road Right Turn Lanes (VDOT Project):** This is a VDOT project through the SmartScale Program. VDOT started to develop this project in mid-2016 (FY2017) and is currently in the process of completing the purchase of Right of Way. It is anticipated this project will go out to bid in August 2019 with construction beginning in November 2019. The original project cost estimate was \$2,370,161.

Mr. Coggsdale stated he and/or Town Staff would be glad to answer any questions Council may have regarding their August "monthly reports".

Mr. George referenced the splash pad located at English Park in Altavista. He asked Mr. Fore, Altavista Utilities Director, even though the splash pad was not currently open to the public, was the town still running water through the system.

Mr. Garrett, Altavista Public Works Director, answered Mr. George and Mr. Fore concurred, stating the town runs water through the splash pad system periodically in order to keep the system properly maintained. He stated flushing the splash pad system was on a "timed" cycle.

## Council Regular Meeting August 11, 2020

### 12. Matters from Council

Mayor Mattox asked Council if they had any additional concerns or items for discussion.

- Mr. Bennett referenced the Town of Altavista's recent designation as a "Bronze SolSmart Community". He thanked Altavista's Town Manager, Waverly Coggsdale, Altavista's Community Development Director, Sharon Williams, and a previous Administrative Intern for the town, George Sandridge, for their efforts and hard work in making this project successful.

Mr. Bennett reminded Council of the town's motto, "Treasured Past / Innovative Future". He stated he felt the town should celebrate its recent SolSmart designation, because Altavista was the only locality in the surrounding area that had the bronze designation from the Virginia Department of Energy.

Mr. Bennett asked Council to consider allowing the town to place "signage" at multiple locations in town to notify town citizens and visitors of Altavista's SolSmart designation. He stated SolSmart signage was also a great way to advertise to potential new industries of the town's commitment to becoming a central point of technology in Campbell County.

Mr. Mitchell suggested Council consider including Mr. Bennett's suggested signage in the town's future marketing/promoting plans, as discussed by Council in their last meeting.

- Mrs. Dalton referenced her "physical" absence from that evening's meeting and other previous Council meetings. She shared her absence was her decision due to a family member being highly vulnerable to the effects of the COVID19 virus.

Mrs. Dalton stated she appreciated the accommodations that were done, so that she could be a part of Council meetings by phone.

Mrs. Dalton stated she missed being at the meetings in person. She encouraged everyone to be as safe as possible, to help combat the transmission of the COVID19 virus.

- Mr. Mitchell referenced the CARES Act (Coronavirus Aid, Relief, and Economic Security Act), established in March 2020, due to the COVID19 pandemic. He asked if the "emergency funds" available to Altavista through Campbell County were able to be used towards implementing Altavista's desired Broadband services.

Mr. Coggsdale reminded Council the funds obtained through the CARES Act have to be used by December 31, 2020.

Mr. Coggsdale informed Council that he and Sharon Williams, Altavista's Community Development Director, had reached out to Altavista's local internet provider (Comcast) in regard to their ability to enhance Altavista's internet service in the timeframe between then and December 31<sup>st</sup>, in order for Altavista to utilize CARES Act funds for this project.

Mr. Coggsdale stated, at that time, staff had not yet heard back from Comcast regarding their inquiry. He asked Council to let staff know if they wanted them to reach out to any other internet provider(s) for the same inquiry.

Mr. Mitchell referenced the new Innovative Center to be located in the old Altavista Fire Station building on 7<sup>th</sup> Street. He suggested placing a tower there as a "central point" for the Broadband project, as it would potentially reach most of the town from that location.

Mr. Bennett asked the Town Manager for an update on the town's previous investigation into the possibility of "wireless internet" for the Altavista community.

## Council Regular Meeting August 11, 2020

Mr. Coggsdale stated a report/study was given to the town when they originally investigated the possibility in 2016. He stated the issue at that point would be implementing the project before the December 31<sup>st</sup> deadline.

Mr. Coggsdale stated that was the reason Town Staff contacted Comcast for their services, because they already had the “infrastructure” needed to potentially enhance Broadband services to the Altavista community for “teleworking” and education purposes.

Mr. Coggsdale stated Town Staff would follow-up with Comcast before the next Council meeting, so they could give Council an update on this matter.

Mayor Mattox referenced the two existing towers in town, one located at the Altavista Combined School, and one located at the Altavista Elementary School. He stated neither of the two towers were currently being used and suggested Town Staff investigate the possibility of using the two existing towers for the town’s desired Broadband project.

Mayor Mattox asked Ms. Williams to share with Council a brief overview of the progress staff has made pertaining to Comcast and the Broadband investigation.

Ms. Williams informed Council that Town Staff has sent Comcast a copy of the fore-mentioned 2016 Broadband Study. She stated Comcast was using the study to evaluate what, if anything, could potentially be accomplish before the December 2020 deadline.

Mayor Mattox thanked Ms. Williams for her report.

There were no additional comments or concerns from Council.

Mayor Mattox thanked his fellow Council Members, Town Staff, and Town Employees for their continued hard work for the Town of Altavista.

### 13. Closed Session

#### CLOSED SESSION

DATE: Tuesday August 11, 2020

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the Code of Virginia, 1950, as amended,

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Section 2.2-3711 (A)(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel.

The motion was made by Mr. Bennett, and seconded by Mr. George.

Motion carried.

VOTE:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Wayne Mitchell	Yes

Council went into Closed Session at 7:02 PM.

Notice was given that Council was back in Regular Session at 8:52 PM.

At that time, 8:52 PM, Mrs. Dalton left the meeting.

## Council Regular Meeting August 11, 2020

### FOLLOWING CLOSED SESSION:

A motion was made by Mr. George seconded by Mr. Mitchell, to adopt the certification of a closed meeting.

### CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED the town council hereby certifies, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

VOTE:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mayor Mike Mattox	Yes
	Mr. Wayne Mitchell	Yes

### 14. Adjournment

Mayor Mattox asked if there was anything else to bring before Council or any additional comments or concerns from Council, to which there were none.

The meeting was adjourned at 8:53 PM.

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Michael Mattox, Mayor

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J. Waverly Coggsdale III, Clerk