

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, JUNE 8, 2020, AT 7:00 P.M.**

Members present: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison

Others present: Council Elect Holly E. Atkins, Council Elect Gary L. Gillman, Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Clerk Sharon G. Corvin, Town Attorney Christopher R. Menerick, Assistant Director of Planning and Community Development T. Brian Freeman, Wythe County Clerk of the Circuit Court Jeremiah E. Musser, Betsy Gillman, Tommy Atkins, Michael Gillman, Amanda Gillman, Salli Callahan, Paul Callahan, Angela Y. Lawson, Patrol Officer Blane Grubb

RE: CALL TO ORDER, QUORUM, PLEDGE

Mayor Taylor called the meeting to order and established that a quorum of Council members was present. The Pledge of Allegiance was led by Councilwoman Pattison.

RE: CONSENT AGENDA

Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of May 26, 2020, and the request of George Wythe High School to conduct a graduation parade on Tuesday, June 9, 2020, at 7:30 p.m. Mayor Taylor inquired if there was a motion to approve the consent agenda as presented or to somehow be amended. A motion was made by Councilman Bloomfield and seconded by Councilwoman Pattison to approve the consent agenda consisting of the minutes of the regular meeting of May 26, 2020, and the request of George Wythe High School to conduct a graduation parade on Tuesday, June 9, 2020, at 7:30 p.m., as presented. Mayor Taylor inquired if there was any discussion on the motion to approve the consent agenda. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison. Against: None.

Mayor Taylor noted that the graduation parade would begin at George Wythe High School, proceed on Spiller Street, turn right and proceed on West Lee Highway, turn left onto Main Street and proceed to Exit 73 where the parade will end.

RE: PUBLIC HEARING – BUDGET FOR FISCAL YEAR 2020-21

Mayor Taylor advised that the meeting constituted a public hearing (due notice having been given) to consider the Budget Ordinance for fiscal year beginning July 1, 2020, and ending June 30, 2021. She explained that the budget is balanced and totals \$22,796,120. Mayor Taylor noted that action on the budget will be taken later in the meeting when the Budget Ordinance is considered on second reading. She noted that there is no one listed on the sign in sheet who stated that they wished to address the Council during this public hearing, and no one contacted Town staff by telephone with questions or concerns regarding the public hearing. Mayor Taylor declared the public hearing closed and proceeded with the agenda.

RE: CITIZENS' PERIOD – SWEARING-IN OF COUNCIL ELECT MEMBERS

Mayor Taylor advised that the next agenda item is Clerk of the Circuit Court Jeremiah Musser to swear-in Council Elect Members Holly Atkins and Gary Gillman. She noted that Mrs. Atkins and Mr. Gillman will begin their terms on the Town Council on July 1, 2020. Court Clerk Musser continued to swear-in Mrs. Atkins and Mr. Gillman. Mayor Taylor congratulated Mrs. Atkins and Mr. Gillman on their elected positions. She thanked Court Clerk Musser for attending the Council meeting to swear-in the Council Elect Members. Court Clerk Musser thanked the Council for asking him to attend the meeting.

RE: CITIZENS' PERIOD

Mayor Taylor advised that the next agenda item is Citizens' Period. She noted that there are no citizens attending the meeting to address the Council during Citizens' Period, therefore, she would proceed with the agenda.

RE: OLD BUSINESS

Under Old Business, Town Manager Sutherland reported the following:

1. The next Council Work Session will be held on Tuesday, June 9, 2020, at 7:00 a.m., in the Council Chambers.
2. The Planning Commission meeting scheduled for Thursday, June 11, 2020, has been canceled.
3. The New River Regional Water Authority will meet on Thursday, June 18, 2020, at 10:00 a.m., in the Council Chambers. He noted that the Authority will need to adopt a budget at this meeting.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Councilwoman Pattison, reporting for the Budget and Finance Committee, stated that at the last meeting, the Council considered the budget for Fiscal Year 2020-21 on first reading. She noted that earlier in the meeting, the Council held a public hearing, and later in the meeting, the Council will consider the budget on second reading. Councilwoman Pattison explained that the third and final reading of the budget will be held at the meeting on June 22, 2020. She commented that as was noted in the report last week, the total budget is \$22,796,120, and it does not include any tax increases. Councilwoman Pattison remarked that the budget, as proposed, does include a \$2.00 increase on the fixed charge on the water bill, and this amount increases by five percent at each level of water consumption effective January 1, 2021. She explained that as was noted at the last meeting, the Budget and Finance Committee has made every effort to reduce spending and bring appropriations within the range of expected revenues. Councilwoman Pattison stated that the Committee does know that the Town's revenue stream may be questionable as it goes into this new year because of the COVID-19 pandemic. She advised that when the ordinance is considered later in the meeting, it would be recommendation of the Budget and Finance Committee that the ordinance be approved on second, but not final, reading.

Councilwoman Pattison reported that State law provides that at any time the appropriations exceed revenues by more than one percent, the governing body must take an action to amend its budget. She stated that it would appear that as the Town moves towards July 1, 2020, there may well be a budget revision needed. Councilwoman Pattison noted that Town Treasurer Michael Stephens has not yet determined the final numbers but should have those available in the very near future. She commented that in an abundance of caution, the Council would like to go ahead and schedule a public hearing for the June 22, 2020, Town Council meeting to discuss any budget revisions that may be needed. Councilwoman Pattison advised that having said that, it would be the recommendation of the Budget and Finance Committee that the Council set a public hearing for the June 22, 2020, Town Council meeting to consider budget revisions for the Fiscal Year 2019-20 budget. A motion was made by the Budget and Finance Committee, which does not require a second, to set a public hearing for the June 22, 2020, Town Council meeting to consider amendments to the Fiscal Year 2019-20 budget. Mayor Taylor inquired if there was any discussion on the motion to set a public hearing for the June 22, 2020, Town Council meeting. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison. Against: None. A copy of the Budget and Finance Committee report is attached and made part of these minutes.

RE: PUBLIC WORKS COMMITTEE REPORT

Councilman Bloomfield, reporting for the Public Works Committee, stated that at the end of March, the Coronavirus Aid, Relief and Economic Security Act was adopted by Congress and became law. He noted that this legislation, which is more commonly known as the CARES Act, provides Federal funding for a variety of purposes. Councilman Bloomfield explained that one component of the Act provided funding for States to be distributed to its governmental entities to assist with the expenses associated with the coronavirus. He commented that the Commonwealth of Virginia has now received its allocation and is in the process of distributing funds to the localities in Virginia. Councilman Bloomfield expressed that the law provides that counties must distribute portions of the CARES Act funding to the towns within its boundaries in an equitable fashion. He remarked that Wythe County has advised that the most equitable way they see to distribute the funds is based on population. Councilman Bloomfield stated that Wythe County is slated to receive \$2.5 million, and the Town's portion would be approximately \$700,000. He noted that County Administrator Stephen Bear has advised that there are certain documents that will need to be executed by the Town to receive this money. Councilman Bloomfield explained that Town Treasurer Stephens has also communicated with the Town's accountants to determine the best fashion in which it is to receive this money and how it should be accounted for when the Town expends the funds. He expressed that there is a list of acceptable expenses that can be charged to the CARES fund and these include personal

protection equipment and a variety of other COVID-19 related expenses. Councilman Bloomfield stated that the Public Works Committee thinks this money is needed, and it certainly wants to proceed with executing the documents required by Wythe County. He advised that having said that, it would be the recommendation of the Public Works Committee that the Town Manager be authorized to sign documents associated with receiving our CARES Act funding from Wythe County. A motion was made by Councilman Bloomfield and seconded by Councilman Hand to authorize the Town Manager to sign the necessary documents to obtain the Coronavirus Aid, Relief and Economic Security Act (CARES) funding from Wythe County. Mayor Taylor inquired if there was any discussion on the motion to authorize the Town Manager to sign the documents to obtain the CARES funding from Wythe County. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison. Against: None.

Councilman Bloomfield reported that as with many things, there are a variety of changes in the workplace that have resulted from the coronavirus pandemic. He explained that one idea that has changed is the "work from home" concept, commonly known as telecommuting. Councilman Bloomfield stated that most generally, telecommuting refers to a policy permitting an employee to work from home or any other approved remote location. He noted that the Town understands that under certain circumstances, working from home could be beneficial both to the Town and to the employee. Councilman Bloomfield commented that having said that, the Committee also believes that it is important that the Town develop policies with regard to these telecommuting activities. He remarked that the Town is, currently, reviewing a policy that will speak to many of the questions that occur when working from home questions arise. Councilman Bloomfield stated that the policy will address topics relating to what hours are to be worked at the remote work site, as well as the productivity levels that are expected for someone working from home. He noted that the Council also believes that this is a policy that should be directed by the Town and not by the employee. Councilman Bloomfield explained that this is not to say that the employee may not raise the question of working from home, but it does say that the final authority with that decision lies with the Town. He remarked that it will probably be at least another week or so before the Council has completed its draft of the policy. Councilman Bloomfield advised that there is nothing required of the Council to do this meeting, but the Committee did want everyone to be aware that the Council is looking at these policies should these situations arise in the future. A copy of the Public Works Committee report is attached and made part of these minutes.

RE: APPOINTMENTS – SMYTH-WYTHE AIRPORT COMMISSION

Mayor Taylor advised that the next agenda item is to consider the reappointment of a member to the Smyth-Wythe Airport Commission to fill the expiring term of Mr. Brandon Elmore (term expires June 30, 2020). A motion was made by Councilman Hand and seconded by Councilwoman Pattison to reappoint Mr. Brandon Elmore to the Smyth-Wythe Airport Commission for a four year term (term expires June 30, 2024). Mayor Taylor inquired if there was any discussion on the motion to reappoint Mr. Elmore to the Smyth-Wythe Airport Commission. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison. Against: None.

RE: APPOINTMENTS – BOARD OF ZONING APPEALS

Mayor Taylor advised that the next agenda item is to consider the appointment of a member to the Board of Zoning Appeals to fill the unexpired term of Mr. Judson Lambert (term expires September 20, 2021). A motion was made by Councilman Bloomfield and seconded by Councilman Hand to recommend to the Circuit Court to appoint Mr. John Matthews to the Board of Zoning Appeals to fill the unexpired term of Mr. Judson Lambert, which expires September 20, 2021. Mayor Taylor inquired if there was any discussion on the motion to recommend to appoint Mr. Matthews to the Board of Zoning Appeals. Town Manager Sutherland noted that the action by the Town Council would be a recommendation to the Circuit Court for the appointment of a member to fill the unexpired term, at which time the appointee would be eligible for reappointment to the Board. Mayor Taylor inquired if there was any further discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison. Against: None.

RE: ORDINANCE NO. 1381

Mayor Taylor presented Ordinance No. 1381, the Budget Ordinance for Fiscal Year 2020-21, on second reading. She explained that the ordinance was the subject of the public hearing held earlier in the meeting. Mayor Taylor commented that the budget is balanced and totals

\$22,796,120. She explained that the Council can make any changes it desires to the ordinance at this meeting or on third reading. Mayor Taylor inquired if there is a motion to approve Ordinance No. 1381 on second reading. A motion was made by Councilman Bloomfield and seconded by Councilwoman Pattison to approve Ordinance No. 1381, the Budget Ordinance for Fiscal Year 2020-21, on second, but not final, reading. Mayor Taylor inquired if there was any discussion on the motion to approve the ordinance on second, but not final, reading. There being none, the motion was approved with the following voting in favor and there being no opposition:

FOR: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1381 was approved on second, but not final, reading.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:16 p.m.).

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk

BUDGET AND FINANCE COMMITTEE REPORT

JUNE 8, 2020

1. At our last meeting, the Council considered the budget for Fiscal Year 2020-21 on first reading. This evening, we had a public hearing, and later in the meeting, the Council will consider the budget on second reading. The third and final reading of the budget will be held at the meeting on June 22, 2020. As was noted in the report last week, the total budget is \$22,796,120, and it does not include any tax increases. The budget, as proposed, does include a \$2.00 increase on the fixed charge on the water bill, and this amount increases by five percent at each level of water consumption effective January 1, 2021. As was noted at the last meeting, we have made every effort to reduce spending and bring appropriations within the range of expected revenues. We do know that our revenue stream may be questionable as we go into this new year because of the COVID-19 pandemic. When the ordinance is considered later this evening, it would be recommendation of the Budget and Finance Committee that the ordinance be approved on second, but not final, reading.
2. State law provides that at any time the appropriations exceed revenues by more than one percent, the governing body must take an action to amend its budget. It would appear that as we move towards July 1, 2020, there may well be a budget revision needed. Town Treasurer Michael Stephens has not yet determined the final numbers but should have those available in the very near future. In an abundance of caution, we would like to go ahead and schedule a public hearing

for the June 22, 2020, Town Council meeting to discuss any budget revisions that may be needed. Having said that, it would be the recommendation of the Budget and Finance Committee that we set a public hearing for the June 22, 2020, Town Council meeting to consider budget revisions for the Fiscal Year 2019-20 budget.

Cathy D. Pattison

PUBLIC WORKS COMMITTEE REPORT

JUNE 8, 2020

1. At the end of March, the Coronavirus Aid, Relief and Economic Security Act was adopted by Congress and became law. This legislation, which is more commonly known as the CARES Act, provides Federal funding for a variety of purposes. One component of the Act provided funding for States to be distributed to its governmental entities to assist with the expenses associated with the coronavirus. The Commonwealth of Virginia has now received its allocation and is in the process of distributing funds to the localities in Virginia. The law provides that counties must distribute portions of the CARES Act funding to the towns within its boundaries in an equitable fashion. Wythe County has advised that the most equitable way they see to distribute the funds is based on population. Wythe County is slated to receive \$2.5 million, and the Town's portion would be approximately \$700,000. County Administrator Stephen Bear has advised that there are certain documents that will need to be executed by the Town to receive this money. Town Treasurer Stephens has also communicated with our accountants to determine the best fashion in which we are to receive this money and how it should be accounted for when we expend the funds. There is a list of acceptable expenses that can be charged to the CARES fund and these include personal protection equipment and a variety of other COVID-19 related expenses. We think this money is needed, and we certainly want to proceed with executing the documents required by Wythe County. Having said that, it would be the recommendation of the Public Works Committee that the Town

Manager be authorized to sign documents associated with receiving our CARES Act funding from Wythe County.

2. As with many things, there are a variety of changes in the workplace that have resulted from the coronavirus pandemic. One idea that has changed is the “work from home” concept, commonly known as telecommuting. Most generally, telecommuting refers to a policy permitting an employee to work from home or any other approved remote location. We understand that under certain circumstances, working from home could be beneficial both to the Town and to the employee. Having said that, we also believe that it is important that we develop policies with regard to these telecommuting activities. We are, currently, reviewing a policy that will speak to many of the questions that occur when working from home questions arise. The policy will address topics relating to what hours are to be worked at the remote work site, as well as the productivity levels that are expected for someone working from home. We also believe that this is a policy that should be directed by the Town and not by the employee. This is not to say that the employee may not raise the question of working from home, but it does say that the final authority with that decision lies with the Town. It will probably be at least another week or so before we have completed our draft of the policy. There is nothing required of the Council to do this evening, but we did want everyone to be aware that we were looking at these policies should these situations arise in the future.

Joseph E. Hand, Jr.

Mark J. Bloomfield