



**Town Council
Regular Council Meeting Minutes
July 25, 2023**

The Town Council of Bedford, Virginia, held a regularly scheduled meeting on Tuesday, July 25, 2023, at 7:00 p.m. in the Council Chambers of the Town Municipal Building at 215 East Main Street, Bedford, Virginia.

Town Council members present:

Mayor Tim Black, Vice Mayor C. G. Stanley, Councilman Bob Carson, Councilman Stacey Hailey, Councilman Bruce Hartwick, Councilman Bruce Johannessen

Absent: Councilman Darren Shoen

Town Staff present:

Town Manager Bart Warner, Finance Director Anne Cantrell, Town Attorney Michael Lockaby, Police Chief Ronnie Lewis, Director of Planning and Community Development Mary Zirkle, Clerk of Council Debra B. Anderson, and Recording Secretary Julia Peters

Mayor Black called the meeting to order and led all those present in reciting the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

Mayor Black declared that the minutes of the Work Session and the minutes of the regularly scheduled Council meetings on July 11, 2023, were approved as submitted.

REPORT OF TOWN MANAGER

Mr. Warner reported:

- Friday, July 28, 2023, is the deadline for citizens wishing to opt-out of curbside solid waste collection services for the current service period.

- Town staff has recommended an engineering firm to complete the McGhee street bridge project funded by VDOT's State of Good Repair Program. A few years ago, the existing bridge was deemed unsafe and has been closed. In working with partners at VDOT, a grant was identified which will cost the Town nothing and will result in a better bridge that will replace the existing one. Actual construction work is expected to commence in September 2024.
- The police department's National Night Out event is scheduled to take place Tuesday, August 1, 2023 from 6:00 p.m. to 8:00 p.m. at the Farmers' Market.
- Mary Zirkle was recognized for receiving the Champion Planner Award from the Virginia Chapter of the American Planning Association. The recognition was given last week at their annual conference in Roanoke. It is a great honor to be recognized as a high achiever relative to other planners, and staff are very proud of what Ms. Zirkle does in general and for the Town.
- Anne Cantrell and the Finance Department were recognized for receiving the Government Finance Officer's Award for financial reporting. They do a great job and it is really appreciated.
- Kendall Herndon was recognized by the accreditation organization, CALEA, as an accredited manager. She is one of only ten nationwide.

APPEARANCES BEFORE COUNCIL

None.

COUNCIL COMMENTS

Councilman Hartwick thanked Ms. Herndon, Mrs. Zirkle, and Mrs. Cantrell for everything they do and getting their awards. It has been a job well done.

Councilman Johannessen said the Town has a great staff of employees and these awards are another example of how the Town has the best employees in the state and they are all appreciated.

Councilman Stanley congratulated Ms. Herndon, Mrs. Zirkle, and Mrs. Cantrell on their achievements. He hoped that when other opportunities come knocking, which they would, that the employees remember how great Bedford is and how they enjoyed working with the community and the Council, and would say "thanks but no thanks".

Councilman Hailey thanked all the employees for what they do. Without the staff and their great leadership, Council would not be able to do their jobs. They get things done, and everything runs smoothly.

Councilman Carson said that the awards were well-deserved by professional, smart people. They make Mr. Warner look good as well as the Council members and they appreciated everything

that they do. He also promised the people at the All-American Burger Shop on Route 460 that he would tell the Council to go try their food. It is excellent.

Mayor Black echoed all the comments. He thought the Town was very lucky to have such wonderful employees who were committed to the community and seeing it succeed. He knew Mrs. Zirkle would be getting busier and Council appreciated the expertise of Mrs. Zirkle, Mrs. Cantrell, and Ms. Herndon. Mrs. Cantrell made some changes that are a benefit to the Town as they try to manage resources in a fiscally responsible way. It was also an honor and a wonderful fact that this small town has been recognized by the leading law enforcement accrediting agency and he asked Chief Lewis to pass congratulations along to Ms. Herndon, who was not present.

REPORT OF COUNCIL COMMITTEES

Councilman Hartwick reported that the Property Committee had met and they were reviewing the policy for Special Events and revising it.

Councilman Stanley reported that the Finance Committee met and Mrs. Cantrell made committee members aware that the Perpetual Care Fund for the Cemetery was losing money. The committee agreed to reinvest the cemetery funds in a savings account earning 5% interest. Staff will be looking at figures on raising purchasing limits for Public Works and the Electric Department as well as other departments.

REVISIONS TO AGENDA

None.

PUBLIC HEARINGS

None.

CONSENT AGENDA

None.

OLD BUSINESS

None.

NEW BUSINESS

HEAT Grant Award Year (AY) 2023

The Town of Bedford Police Department has been awarded a HEAT Program Equipment Reimbursement grant from the Virginia Department of State Police for \$12,500. This is a 100% reimbursement grant, without a match requirement. This grant award allows the Police Department to purchase equipment that will be used for investigating vehicle thefts and promoting the prevention of vehicle theft, specifically providing thermal imaging capability.

ACTION REQUESTED:

Town Council is requested to approve the below budget amendment which will appropriate budget to the general ledger accounts listed.

<i>Budget Entry:</i>		
Revenue Increase		
100033-424060	HEAT Grant AY 2023 Revenue	\$12,500
Expenditure Increase		
10033110-557276	HEAT Grant AY 2023 Expense	\$12,500

Mr. Hailey moved, seconded by Mr. Carson, to approve the above listed budget amendment which will appropriate budget to the general ledger accounts.

Voted upon and carried by the following roll call vote.

Councilman Carson	aye
Councilman Hailey	aye
Councilman Hartwick	aye
Councilman Johannessen	aye
Vice Mayor Stanley	aye
Mayor Black	aye

The motion carried with six members voting aye.

Resolution - FEMA Grant Application Forms – Generators at Bedford Memorial Hospital

As part of the Central Virginia Hazard Mitigation Plan adopted by Council in March 2021, FEMA offers grants to mitigate certain hazards. One of those mitigation strategies is to improve power at Bedford Memorial Hospital, which is listed as one of several Critical Facilities in the plan. FEMA has grants that could help provide generators and ancillary improvements for emergency power at the Hospital.

Town staff has been working with the Virginia Department of Emergency Management as the agency that can submit grant requests to FEMA. Certain assurances and forms must be signed and included as part of the application submittal. The Town Attorney has reviewed required forms related to this Federal grant request.

ACTION REQUESTED:

Town Council is requested to adopt the resolution authorizing the Town Manager to sign the required assurance forms and to also support the grant application.

Mr. Johannessen moved, seconded by Mr. Hartwick to adopt the resolution.

Mr. Lockaby noted that the assurances pertain to complying with all the extensive federal government financial management requirements, since the Town is the fiscal agent for the funds.

Voted upon and carried by the following roll call vote.

Councilman Hailey	aye
Councilman Hartwick	aye
Councilman Johannessen	aye
Vice Mayor Stanley	aye
Councilman Carson	aye
Mayor Black	aye

The motion carried with six members voting aye.

The resolution follows.

RESOLUTION

**TOWN COUNCIL OF BEDFORD
IN SUPPORT OF APPLYING FOR A FEMA GRANT FOR GENERATORS AT
BEDFORD MEMORIAL HOSPITAL IN THE TOWN OF BEDFORD, VIRGINIA AND
AUTHORIZING STAFF TO SIGN REQUIRED ASSURANCE FORMS**

WHEREAS, the 2020 Central Virginia Planning District Commission “Hazard Mitigation Plan” was adopted by Town Council on March 23, 2021; and

WHEREAS, the Plan identified Centra Bedford Memorial Hospital as a Critical Facility and included a hazard mitigation strategy to, “Seek opportunities to evaluate and execute improvements (e.g. backup generators) to harden essential community resources to ensure safe and continued service during short or long-term disruption caused by natural disaster, epidemic or other disruption factor including Bedford Memorial Hospital”; and

WHEREAS, the Federal Emergency Management Agency (FEMA) has grant programs to assist communities with emergency preparedness; and

WHEREAS, Town staff have been working with the Virginia Department of Emergency Management as the grant submitting agency for a FEMA grant to provide generators and ancillary improvements for emergency power at the Hospital; and

WHEREAS, the Electric Committee of the Town of Bedford met on June 22, 2021, to discuss the role of Bedford Electric in improving service to the hospital and that the Town was assisting the Hospital with FEMA grants for generators; and

WHEREAS, the Town Attorney has worked with legal counsel for the Hospital to draft a memorandum of understanding for fiscal responsibility and has reviewed required forms related to a Federal grant; and

WHEREAS, the FEMA application requires that appropriate staff sign various documents as assurances related to the project; and

NOW THEREFORE, BE IT RESOLVED that the Bedford Town Council supports an application seeking grant funding from FEMA to further the purpose of hazard preparedness; and

BE IT FURTHER RESOLVED that the Town Manager is authorized to sign required assurances, forms and documents related to FEMA grants, but is not authorized to execute and deliver any agreement that requires the expenditure of public funds on a specific project without further action of this Council.

Release of Restrictive Covenant

The final land transfer to consolidate the land and easements for the Burks Road hotel project is about to close. This is to transfer approximately 0.957 acres of land owned by the D-Day Memorial to D-DAY OMSTAY, LLC, which is the developer of the hotel. The D-Day Memorial Property was conveyed by the City (now Town) of Bedford subject to the covenant that it would only be used for the purposes of the Memorial. The developer of the hotel property and the D-Day Memorial Foundation have requested that the Town release its covenant as to the 0.957 acres only so that the developer can use it as part of the hotel project.

ACTION REQUESTED:

Town Council is requested to approve the release of the covenant and authorize the Mayor to execute and deliver the necessary closing documents.

Mr. Lockaby noted that the Town has been granted a perpetual easement and right of ingress/egress to continue operating the existing electric facilities on all of the parcels.

Mr. Hartwick moved, seconded by Mr. Hailey to approve the release of the covenant and authorize the Mayor to execute and deliver the necessary closing documents.

Voted upon and carried by the following roll call vote.

Councilman Hartwick	aye
Councilman Johannessen	aye
Vice Mayor Stanley	aye
Councilman Carson	aye
Councilman Hailey	aye
Mayor Black	aye

The motion carried with six members voting aye.

ADJOURNMENT

7:20 p.m.

Tim Black, Mayor

Debra Anderson, Clerk of the Council