



**Town Council
Regular Council Meeting Minutes
March 9, 2021**

The Town Council of Bedford, Virginia, held a regularly scheduled meeting on Tuesday, March 9, 2021 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 Steve Rush, Councilman Stacey Hailey, Councilman Bruce Hartwick, Councilman Bruce Johannessen, Councilman Darren Shoen, and Councilman C. G. Stanley

Town Staff present:

Town Manager Bart Warner; Assistant Town Manager Sonia Jammes; Town Attorney William W. Berry, IV; Chief of Police Todd Foreman; Director of Planning and Community Development Mary Zirkle; Clerk of Council Debra B. Anderson; and Recording Secretary Julia Peters

Mayor Black opened the meeting and led all present in saying the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

Mayor Black declared that the minutes of the Town's regularly scheduled meeting of February 23, 2021 were approved as presented.

REPORT OF TOWN MANAGER

Town Manager Bart Warner deferred his time to Police Chief Todd Foreman for a special presentation.

Chief Foreman stated that he wanted to recognize one of his officers, Odair Castaneda. On January 27, 2021, Officer Castaneda conducted a traffic stop and arrested a male driver for

Driving Under the Influence of alcohol (DUI). During the traffic stop and subsequent investigation, he discovered the driver was suspended from driving for a DUI-related offense. Furthermore, the driver had fled from Lynchburg after setting a residence on fire. The residence was occupied by seven people. Due to his observation of a potentially dangerous driver, he was able to arrest the subject who was wanted for committing multiple felony offenses in Lynchburg. His actions potentially saved lives that night by taking an impaired driver off the road. Through his actions, Lynchburg Police were able to interview the suspect and preserve valuable evidence. This led to multiple felony and misdemeanor charges filed by the Lynchburg Police Department. This is an example of how an officer who is dedicated to traffic safety can be at the right place at the right time. Officer Castaneda continues to be a leader in the traffic safety program and his hard work is appreciated. Chief Foreman thanked him for his dedication to the police department's mission to improve quality of life for its citizens by creating a safe environment, in partnership with the diverse community he serves, while acting with integrity to reduce fear and crime while treating everyone with respect, compassion, and fairness in order to build trust.

Officer Castaneda was presented with a Police Department Coin as a token of his appreciation and the meeting attendees applauded.

APPEARANCES BEFORE COUNCIL

None.

COUNCIL COMMENTS

Councilman Hartwick thanked Officer Castaneda for protecting them from a driver under the influence of alcohol but also for nabbing an arsonist from Lynchburg.

Councilman Stanley welcomed back Mayor Black after his journey with Covid-19.

REPORT OF COUNCIL COMMITTEES

None.

REVISIONS TO AGENDA

Vice Mayor Rush moved to add a **Closed Session** to tonight's Agenda regarding personnel which was seconded by Councilman Hailey. By a voice vote, the motion passed.

PUBLIC HEARINGS

Mr. Warner read the following public hearing notice.

PUBLIC HEARING NOTICE

The Town of Bedford is holding a public hearing Tuesday, March 9, 2021, at 7:00 p.m. in the Town Council Chambers. The purpose of the hearing is to solicit input on local community development and housing needs in relation to Community Development Block Grant (CDBG) funding for a project in the Bedford community. Information about the funding available, the requirements on benefits to low and moderate income persons, eligible activities, plans to minimize displacement, and displacement assistance as necessary will be available. Citizens are also hereby given the opportunity to comment on the Town of Bedford's past use of CDBG funds. All interested citizens are urged to speak. For additional information, members of the community can consult the Planning and Community Development Office.

Mayor Black opened the public hearing at 7:05 p.m.

Matt Perkins, Special Projects Manager, Central Virginia Planning District Commission (CVPDC)

Mr. Perkins stated that he has been working with the Town of Bedford as a consultant for the project for which the public hearing is being held. He noted he spoke to the Town Council in December and outlined and summarized the intent of a planning grant to the Virginia Department of Housing and Community Development (DHCD) for a Community Development Block Grant (CDBG). Through their planning efforts these last few months, a project area and its potential beneficiaries were identified as well as the highest community need. To meet the objective, the CVPDC is proposing the following:

The project intent is a targeted site housing rehabilitation and its purpose is to preserve affordable housing through a multi-phased housing rehabilitation project in the Hilltop Community. Additionally, they intend to bring identified homes compliant with Housing and Urban Development (HUD) housing quality standards to make each home safe, secure, and sanitary for the families. Neighborhood clean-ups will be initiated to clear yards of junk, debris, and inoperable vehicles. Through the planning process, an application through the DHCD for CDBG funding is requested by the Town of Bedford in the amount of \$921,983.00 with a local contribution totalling \$42,000 to be used as project leverage. The \$42,000 comes from two sources: the Town of Bedford provides \$25,000 and the Housing Redevelopment Board provides \$17,000. The total project budget is \$963,983. Eligible households are those owner-occupied or investor-owned homes situated in the Town of Bedford Hilltop Community in the defined project area. Funding is available to Low and Moderate Income (LMI) households. The anticipated project application will benefit 26 total persons in 11 households with a total of five housing rehabilitations and six housing replacements. The anticipated project beneficiaries are 100% LMI, meaning they fall below 80% of the median income for the area. The maximum CDBG funds per home for housing rehabilitation will be up to \$65,000 for homes built after 1978 and up to \$25,000 for homes built prior to 1978 although additional funds are available for

those homes that may meet certain requirements considered exceptions. For home replacements, up to \$95,000 is allocated per home. Any clearance and demolition activities are only associated with housing replacements. There are no anticipated project activities that will result in the displacement of community residents or the acquisition of real property. The first required public hearing was held on December 8, 2020 at 7:00 p.m. No citizens commented at that meeting and project information was provided. Tonight the second public hearing is held and again invites any public comment or input from citizens from the Town, specifically, those in the project area. Town Council is asked to consider the application of funds for the CDBG project. The planning grant team as well as staff will compile the application, which is due to the DHCD by April 1, 2021.

Rusty Mansel, 705 Grove Street, Bedford, VA

Mr. Mansel came to the Council as Chairman of the Bedford Housing and Rehabilitation Authority, which supports the DHCD grant. Over the last years, there have been dozens of homeowners that were able to remain in their homes by using these funds that were previously available and now it is time to bolster what has been used in the past. In addition, he thanked Mr. Perkins for all the work he has put in this project. In particular, he wanted to thank Ms. Zirkle and Mr. Mciver, for all their work and effort. Mr. Bob Carson has also been very active in helping them solicit information from the residents of the Hilltop area and Mr. Mansel thanked his fellow Authority members as well. He hoped the Council would continue to support this grant and he said they can let him know if the Housing Authority can help in any way.

There being no one else coming forward, Mayor Black closed the public hearing at 7:12 p.m.

CONSENT AGENDA

None.

OLD BUSINESS

None.

NEW BUSINESS

Resolution – Department of Housing & Community Development (DHCD) Community Development Block Grant (CDBG) Funds

The Town began work on the “Hilltop Community Revitalization Project” as a follow-up implementation strategy to the “School-to-School / Bridge Street Revitalization” project. The Town applied for and received a \$3,000 pre-planning grant in September 2019 and a \$40,000 planning grant in January 2020 from the Virginia Department of Housing and Community Development (DHCD). The anticipated product of the planning grant was to prepare the Town to submit an application for a Community Development Block Grant by April 1, 2021 for the

“Hilltop Community Revitalization Project”. The work completed using planning grant funds included a housing condition inspection and assessment of 20 houses by an architectural rehabilitation specialist. The work also included a preliminary engineering report. The Central Virginia Planning District Commission (CVPDC), with Town staff, coordinated the work of the architect and the engineering firm, managed required community surveys, completed the requisite resident paperwork, and is working on finalizing the grant application. The CVPDC will continue as grant manager, if an award is made, and will be paid with funds from the grant.

The first of two mandatory public hearings was held at the Town Council meeting on December 8, 2020 to describe the project and to hear from the public if there were any questions or concerns. No public spoke at that first meeting. The second public hearing was held March 9th.

The Redevelopment and Housing Authority, along with community members, has served as the Project Management Team. At its meeting on February 11, 2021, the Housing Authority provided a letter of support for the formal application and committed \$17,000.00 of its remaining budget as project match for housing rehabilitation.

The Town is requested to make an additional match in the amount of \$25,000.00 from the Community Development “Demolition of structure” budget line item, which has been used for housing demolition in the past. The two amounts will leverage a request of \$921,983.00 from DHCD to rehabilitate or rebuild 11 houses over two years. This is expected to be the first phase of a multi-phase housing improvement project over the next 10 years. Unlike other projects, the demolished structures will be replaced with new houses.

ACTION REQUESTED:

Town Council is requested to adopt the attached Resolution authorizing submittal of the application and committing the requested match.

Mr. Warner stated that the Town Council is requested to adopt the Resolution authorizing submittal of the application and committing the requested match. To clarify, the \$17,000 on behalf of the Housing Authority, and the \$25,000 on the Town’s behalf, are funds that have been budgeted and are in-hand and extra money is not being spent to accomplish this project.

Vice Mayor Rush moved, seconded by Mr. Hartwick to adopt the Resolution regarding the application for CDBG and authorizing the Town Manager to sign and submit appropriate documents.

Councilman Stanley said he has been the Council representative on this process and it is a great opportunity for the community. Many people have done a lot of leg-work on it and have put forth many hours and he encouraged Council to adopt it.

Mr. Rush asked about the \$50,000 that is allocated in the Town budget and whether the \$25,000 is taken out of that budget line item. Mr. Warner said that money is put into the budget every year for demolition because it is never known how much activity there will be. This project will be demolition activity that is related to the CDBG grant; so it is not double dipping but is

something that would be done anyway and meets the criteria. There would still be \$25,000 left in the budget for demolition needed that was outside of this discussed project.

Mr. Rush asked who determines who will do the rebuilding and remodeling.

Mr. Perkins said a list of qualified contractors is compiled and once the project begins, the qualified contractors are sent the bids and other contractors are invited to bid. Two teams, the project management team and a housing board will review the bids and award the contracts, following a state criteria.

Mr. Stanley noted that a contractor has to be certified to do this kind of work, so no one will be brought off-the-street to do it. The contractors have to go through a certification process to qualify to do the work.

Mr. Perkins noted that the contractors have to hold a Class A or Class B license plus some EPA certifications as well.

Voted upon and carried by a roll call vote. Roll call as follows:

Councilman Hailey	aye
Councilman Hartwick	aye
Councilman Johannessen	aye
Vice Mayor Rush	aye
Councilman Shoen	aye
Councilman Stanley	aye
Mayor Black	aye

The motion carried with seven members voting aye.

The Resolution follows:

RESOLUTION

TARGETED SITE HOUSING REHABILITATION COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION

WHEREAS, financial assistance is available to units of local government through the Commonwealth of Virginia Community Development Block Grant (VCDBG); and

WHEREAS, in compliance with VCDBG requirements, two public hearings were advertised in a newspaper with general circulation in the Town, and distributed among community residents by community leaders and project management team members, and the hearings were held on December 8, 2020 and March 9, 2021, regarding this application; and

WHEREAS, the Town of Bedford wishes to apply for \$921,983 in VCDBG funds to be used to undertake a two-year Targeted Site Housing Rehabilitation project throughout the Hilltop Community; and

WHEREAS, the Town of Bedford is expecting to make a local contribution of up to \$25,000 in local funds; and

WHEREAS, the project is anticipated to benefit 26 persons in 11 households, of whom all are low-and-moderate-income, by providing housing rehabilitation and replacement, which will meet Housing and Community Development Act of 1974 Section 104(b) National Objective of providing benefits to persons of low and moderate incomes; and

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bedford, Virginia, that pursuant to two public hearings, the Town of Bedford, Virginia wishes to apply for \$921,983 of VCDBG Funds for a Targeted Site Housing Rehabilitation program.

BE IT FURTHER RESOLVED that the Town Council of the Town of Bedford, Virginia, hereby authorizes the Town Manager to sign and submit appropriate documents.

Mayor Black read Closed Session pursuant to Section 2.2-3711(a) (1) of the Code of Virginia of 1950, as amended, to discuss personnel matters.

Councilman Hartwick moved, seconded by Vice Mayor Rush to enter into Closed Session.

Voted upon and carried by the following roll call vote:

Councilman Hartwick	aye
Councilman Johannessen	aye
Vice Mayor Rush	aye
Councilman Shoen	aye
Councilman Stanley	aye
Councilman Hailey	aye
Mayor Black	aye

The motion carried with seven members voting aye.

Council adjourned into Closed Session at 7:22 p.m.

Non-Council members present: Town Manager Bart Warner

Council reconvened into Open Session at 8:04 p.m.

The Recording Secretary read aloud the following resolution:

BE IT RESOLVED that the Council of the Town of Bedford hereby certifies that (1) 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 (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council.

On a motion by Councilman Hailey, seconded by Vice Mayor Rush, voted upon and carried by a roll call vote, Council adopted the resolution. Roll call vote follows:

Councilman Johannessen	aye
Vice Mayor Rush	aye
Councilman Shoen	aye
Councilman Stanley	aye
Councilman Hailey	aye
Councilman Hartwick	aye
Mayor Black	aye

The motion carried with seven members voting aye.

ADJOURNMENT

Mayor Black announced that the meeting would be adjourned until March 20, 2021, at 9:00 a.m. for a Budget Retreat in Council Hall.

8:05 p.m.

Tim Black, Mayor

Debra Anderson, Clerk of the Council