**The Byesville Village Council met in Regular Session on Wednesday, April 8, 2020, at 5:30 pm, at Byesville Fire Department.**

**Those in attendance included Mayor Jay Jackson, Village Administrator Brennan Dudley, and Fiscal Officer Angela Grant**

**Mayor Jackson led The Pledge of Allegiance.** **Administrator Dudley offered the prayer.**

**Roll Call: p. – Port, a. – Kenworthy - p. – Neff – p. – Albright, p. – Warner, p. - Haren**

***Clerk:***

Councilman Kenworthy made a motion, seconded by Councilman Haren to approve the bills presented.

Yea (6) - Port, Kenworthy, Neff, Albright, Warner, Haren

Councilwoman Warner asked for clarification on the cameras purchased for the museum. It was noted that they are security cameras and not traffic control cameras.

Councilman Albright asked where tree trimming had been performed and it was stated that it was at the park. He also asked about the payment to Disc Golf for the Frisbee golf course. The sponsor checks are being deposited into the park fund and a check was written by the village fiscal officer to cover the purchase with the sponsorship monies. We are still waiting for a couple sponsorship checks to come, but the sponsorships have been filled.

Councilman Neff made a motion, seconded by Councilwoman Warner to approve the March 19, 2020, meeting minutes, as presented. Yea (6) – Port, Kenworthy, Neff, Albright, Warner, Haren

***Administrator:***

Water Operations

Routine Maintenance and Operation: Clean and maintain sediment basins, CIP filter units weekly, back-wash at least one Aeralater per day, maintain chemical levels. Welding on Aerolators as needed.

Water Improvement Project: The contractor is working and taking precautions as necessary. The project is still progressing very well.

Distribution: Service calls, shut offs, turn on, OUPS tickets. Meter Reads.

Personnel: Assessing resumes/applications for vacant positions. Interviews have been postponed until completion of COVID crises.

Wastewater Operations

Routine Maintenance and Operation: Pressing and composting as scheduled, routine and preventative maintenance as scheduled.

Sewer Reline Project Phase II: We are awaiting the contractors return to complete the work on the laterals.

GPS Wastewater line: Phase I work is progressing. Phase II is still being engineered.

Street

Routine Maintenance and Operation: Clean catch basins and culverts, repair leak holes, sweep streets, assist distribution crew as needed.

Storm Water: Heavy rainfall has caused some flooding issues in certain areas. Following an assessment of the situation. We have a plan that involves increased regular maintenance of certain areas, replacement of a couple culverts, and jetting of several culverts.

Salt Delivery: I was able to take advantage of a clause in our contract and get the amount of salt reduced. The original commitment required us to purchase 225 tons. We ended up with 150 tons. This was a savings of $9,000. The salt is stocked and ready to go for next season.

Glass Ave: The project is being rebid. New bid opening date of April 29th.

Dump Trucks: Purchase put on hold until full assessment of COVID financial impact.

Misc. Work: Maintain streets, repair, clean, maintain equipment and facilities, patch holes as material is available. Clean and repair culverts and catch basins.

General Administration

Routine Administrative Functions: Oversee operations at the Street, WTP and WWTP departments, review and sign PO’s and invoices, H.R. functions, payroll preparation, work cooperatively with the Mayor, Fiscal Officer, Income Tax, Utilities Clerk, Park Liaison, Building Inspector, Village Council, Police and Fire to ensure the day-to-day operation of the Village.

Zoning: 3 building permits and 1 Fence.

Employee Handbook: First draft is complete. I will email by the end of this week.

Union Negotiations: On hold during the COVID-19 crises.

BWC Safety Grant: Prepare and submit a grant on behalf of the Fire Department. The grant is a 75/25 matching grant.

Indigent Burials: In the last 30 days we have had two applications for indigent burials for residents of the Village.

Notary Renewal: I have renewed my notary commission. New rules required additional training. I have submitted for reimbursement of training and renewal expenses.

Police Cruiser: I assisted the Chief with an insurance claim for a cruisier that was damaged by flood waters. The insurance will be paying the claim and a new motor will be installed.

Zoom Meetings: The service will allow the Village to conduct virtual meetings. This has become especially helpful during the COVID crises and will be useful for all departments by limiting the necessity for personal meetings and travel expenses.

ALI: I attended a virtual session of the Appalachian Leadership Institute. The session that was to take place in Beckley West Virginia was changed to a virtual session due to the COVID concerns.

This session focused on infrastructure and its impact a community’s economy.

Presentations included author Charles Marohn. He wrote a book titled “Strong Towns.” The Strong Towns approach is a radically new way of thinking about the way we build our world. He believes that in order to truly thrive, our cities and towns must:

* Stop valuing efficiency and start valuing resilience
* Stop betting our futures on huge, irreversible projects, and start taking small, incremental steps and iterating based on what we learn
* Stop fearing change and start embracing a process of continuous adaptation
* Stop building our world based on abstract theories, and start building it based on how our places actually work and what our neighbors actually need today
* Stop obsessing about future growth and start obsessing about our current finances

Other presentations focused on the best use of infrastructure for return on investment, understanding what developers are looking with regard to infrastructure, discussions on COVID preparedness and its economic impact.

The April Session has been postponed.

COVID Crises:

* Issued Memo to all Village personnel regarding the COVID EMLA.
* Equipped each department with sanitizer and disinfectant
* Limited to only essential personnel permitted in facilities. No public access.
* Reviewed contingency plans for water and waste-water departments.
* Revise expenditure process in order to prioritize essential expenditures and maintain critical assets.
* Changed personnel shifts to assist with social distancing request.
* Mandated daily cleaning of facilities with certain areas cleaned multiple times a day.

Due to the pre COVID staffing levels being down, we have not had to furlough any personnel.

***Mayor:***

Mayor Jackson thanked the employees and our citizens for stepping up and doing a great job during this crisis. We are continuing to watch spending and finances. Mayor Jackson did get information that all hurdles with Suddlenlink and the right of way issues have been crossed and we should soon be receiving numbers. A reminder to complete the Census was given to council and attendees. The village is looking for grants to obtain for various projects that need funded. We will continue to meet at the fire station through the COVID-19 crisis and the next meeting is scheduled for May 6, 2020 at 5:30 pm.

***Park*:**

Presented by Park Liaison Council President Neff.

***Zoning:*** Presented by Mayor Jackson

We are continuing to receive building permits. Thank you to Brennan for helping with the zoning.

***Fire:***

Applied for a grant for a new jaws of life, hoping to hear on that soon.

***EMS:***

Still waiting on paperwork and should be up and running soon. United Ambulance has provided donations to help get started.

***Police:*** Presented by Mayor Jackson

The police department is doing a good job making sure that groups are not congregating and Mayor Jackson commended them on continuing to do a great job for the village.

***Solicitor:***

***Village Services:*** Mr. Albright asked about flooding issues and a grant to help with keeping the water out of specific areas. Mr. Dudley stated that we did obtain a grant, however, we did not have the funds to meet the match portion of the grant. He stated that it was an issue that needed to be addressed in steps, including jetting and replacing culverts.

There are issues with trash trucks tearing up roads and yards around Eibel Alley and Wills. Mr. Dudley stated that the trucks are supposed to turn around at the carwash and not continue on through the alley. They will work to find what company it is to contact them. Mr. Albright would like the alley closed off to trucks completely.

There is a tree on S. 4th that is falling and he believes that it is on village property.

Mr. Albright asked if we have gotten any additional information on getting Spectrum in the village vs. SuddenLink. Mr. Ferguson has not given the mayor an update.

***Finance:*** Mrs. Warner stated that we are unfortunately not able to move forward with a lot of the finance issues that need to be discussed with so many things on hold. We will continue to work towards resolving these when we can.

Unrelated to finance, she asked if there was an ordinance that stated dumpsters had to be enclosed. There is a dumpster on 5th & Euclid that continues to have trash strewn around. Mr. Dudley stated that he was not aware of an ordinance with such wording. Mr. Dudley asked if she had contacted the PD and she stated that she had not and that she told the callers that she would bring it up in a meeting. Mayor Jackson stated that it was best to contact the PD when she gets such complaints or sees issues herself so that they can file a formal complaint in case there needs to be further action taken in the future.

Mrs. Warner brought up for discussion, hazard pay. She asked if any employee had brought it up and asked to receive hazard pay. It was stated that it had not been brought up.

***Legislative*:**

***Guest:***

***Additional Business:***

**Kenworthy: Mr. Kenworthy said there has been some issues with storm water running over sidewalk and a solution needed to be found. The alley at Race Ave. is blocked with junk cars and other junk building up. There have been many complaints. There have also been many complaints on people burning building materials, furniture, etc. The fires are being left unattended and not extinguished. Mr. Bacon stated that the fire department would go to the fire and extinguish it. Mr. Kenworthy was advised by Mayor Jackson to report or have the caller report the fires to the FD or the PD and provide the address of the property where the fire is located.**

**Neff:**

**Albright:**

**Warner:**

**Haren:**

**Port: There is a link on the village website to take the census. If you do not have a census code, you are still able to complete it. The CIC is not holding meetings, but have passed along some information. They are suspending May and June premium payments to help businesses through this crisis. The Colgate access road is pretty much a done deal. He has updated the tax forms on the website as well.**

**Media:**

***Meeting Adjourned:***

Councilman Kenworthy made a motion to adjourn, seconded by Councilwoman Warner

Yea (6) – Port, Kenworthy, Neff, Albright, Warner, Haren

Meeting Adjourned at 6:30 pm.

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**Mayor Jay Jackson**

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**Minutes prepared by Village Fiscal Officer, Angela Grant**