

SPECIAL CALLED COUNCIL MEETING MINUTES

Tuesday, August 25, 2020

5:30pm at Damascus Town Hall

Council Members Present: Susan Seymore, Mitchel Greer, Vicky Van de Vuurst, Tom Hayes, Shannon Barrett, and Brian Schmidt

Absent: None

Also Present: Jack McCrady, Mayor
Gavin Blevins, Town Manager
Tuesday Pope, Town Clerk
Mike Hounshell, Police Chief
Eva Meyer, Treasurer

5:30pm: Mayor McCrady called the meeting to order and asked for approval of the Agenda. (Mr. Schmidt initially joined the meeting electronically, and then came to the Town Hall in person before the Council voted.)

- Ms. Van de Vuurst made a motion to approve the Agenda as presented. Mr. Greer 2nd the motion, which passed (6-0).

Mayor McCrady welcomed Mr. Brian Schmidt to the Council and thanked him for his willingness to serve. Mr. Schmidt has been appointed to serve the remainder of Tim Williams' term, which ends December 31, 2020.

I. Discussion and Consideration of proposed CARES Act fund expenses, and Round 2 allocation.

Mr. Blevins reported the Town received the first allocation of CARES Act funding, which was \$68,453.67, and dispensed by Washington County VA, on July 13, 2020.

The second allocation has been approved and will be \$34,266.83, which should be received this month, totaling \$102,680.50 in CARES Act funds the Town will have to spend before December 30, 2020.

We have four expense allocations prepared, all of which will use around \$50,000, or half, of the total funds. The following proposals need Council approval before being submitted to the Washington County VA CARES Act Task Force for approval on Wednesday, August 26th.

1.



WASHINGTON COUNTY, VA
REQUEST FOR CARES ACT FUNDS ALLOCATION



Organization Name: Town of Damascus

1. Individual requesting funds Gavin N. Blevins

2. Department requesting funds Public Works

3. Amount of request \$ 578.00

4. Intended use of funds Purchase of 2 electric ULV Disinfecting Foggers 35XLT

5. Is the intended use of funds a necessary expenditure(s) that has been incurred due to the public health emergency with respect to COVID-19? Yes No

5a. Specify below why the proposed expenditure(s) is necessary due to the COVID-19 pandemic:

Whole office, building, and restroom disinfection units are a must during the pandemic for operation of facilities open to the public and closed to staff only. These are portable and can be easily maneuvered within the small confines of rooms and bathroom buildings.

- Mr. Greer made a motion to approve the purchase of two electric ULV Disinfecting Foggers as suggested, 2nd by Ms. Seymore. The motion passed (6-0).

2.



WASHINGTON COUNTY, VA
REQUEST FOR CARES ACT FUNDS ALLOCATION



Organization Name: Town of Damascus

1. Individual requesting funds Gavin N. Blevins

2. Department requesting funds Police Department

3. Amount of request \$ 5,159.04

4. Intended use of funds Purchase of four (4) computer units:
Lenovo ThinkPad T495 14" Ryzen 7 Pro 3700U 16GB RAM
512GB SSD Win 10 Pro

5. Is the intended use of funds a necessary expenditure(s) that has been incurred due to the public health emergency with respect to COVID-19? Yes No

5a. Specify below why the proposed expenditure(s) is necessary due to the COVID-19 pandemic:

Officers have been directed to refrain from utilizing the offices as much as possible, therefore working from their cars. Antiquated computers in vehicles aren't capable of handling the additional workload during COVID, and are unreliable during closure of building if/when contaminated.

- Mr. Hayes made a motion to approve the purchase of four computer units as suggested, 2nd by Ms. Van de Vuurst. The motion passed (6-0).

3.



WASHINGTON COUNTY, VA
REQUEST FOR CARES ACT FUNDS ALLOCATION



Organization Name: Town of Damascus

1. Individual requesting funds Gavin N. Blevins

2. Department requesting funds Police Department

3. Amount of request \$ 32,968.20

4. Intended use of funds Purchase of new police vehicle - truck to be utilized in lieu of cars during COVID to fully separate any potentially contaminated gear, bicycles, etc. from vehicle cabin.

- Ms. Seymore made a motion to approve the purchase of a 2021 Ford F150 as suggested, 2nd by Mr. Greer. The motion passed (6-0).

4.



WASHINGTON COUNTY, VA
REQUEST FOR CARES ACT FUNDS ALLOCATION



Organization Name: Town of Damascus

1. Individual requesting funds Gavin N. Blevins

2. Department requesting funds Administration

3. Amount of request \$ 12,269.55

4. Intended use of funds Build out new wireless network, including two main buildings plus 3 other gateways, and 5 additional hot spots (10 total), including 5 directional repeater units.

- Mr. Schmidt made a motion to approve the purchase and installation of a new Town wireless system as suggested, 2nd by Ms. Seymore. The motion passed (6-0).
*The Council also agreed to authorize the Town Manager to negotiate a 2-year maintenance contract for the wireless network with Innovative Computer Services.

II. Consent Agenda – Bills to Pay, Including Invoices Over \$500

- Ms. Van de Vuurst made a motion to pay the bills presented as well as the standard and/or recurring bills that will come in before the next Council meeting. Mr. Hayes 2nd the motion, which passed (6-0).
- Ms. Seymore made a motion to adjourn, 2nd by Ms. Van de Vuurst. The motion passed (6-0).

✓ *Reminder: The next Regular Called Council Meeting will be on **Tuesday, September 8th** at 7pm. The Agenda and link to join virtually will be sent out later in the week.*

Jack McCrady, Mayor

Tuesday Pope, Clerk