

Town Council Agenda

Tuesday, August 9, 2016

7:00 PM

Clifton Forge Council Chambers

547 Main Street





TOWN OF CLIFTON FORGE

547 MAIN STREET · P. O. BOX 631
CLIFTON FORGE, VIRGINIA 24422
(540) 863-2500 / 2501 · FAX (540) 863-2534
www.cliftonforgeva.gov

**COUNCIL AGENDA
TOWN OF CLIFTON FORGE, VIRGINIA
7:00 P.M. TUESDAY, AUGUST 9, 2016
CLIFTON FORGE TOWN COUNCIL CHAMBERS
547 MAIN STREET**

INVOCATION BY

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PRESENTATION

**Structural Evaluation of C & O Rail Yard Shop Buildings—Nick Brash,
Comprehensive Construction Services, Inc.**

CONSENT AGENDA

1. MINUTES July 12, 2016 Council Meeting

RECOMMENDATION: Approve minutes from July 12, 2016

ACTION ITEMS

2. RESOLUTION TO PURCHASE UNPLAIED LANDS, STREETS AND ALLEYS

Virginia Lawler has offered to sell to the Town the unplaid lands, streets, and alleys in Sections 1, 2, and 3 of the Clifton Forge Company and a 20' strip of land that lies adjacent to the exterior boundary lines of the Clifton Forge Company for \$5,000.

RECOMMENDATION: Waive second reading and adopt resolution

3. REQUEST FROM MASONIC THEATRE PRESERVATION FOUNDATION TO USE THE CLIFTON FORGE HIGH SCHOOL AND ARMORY FOR THE SOMETHING WICKED HAUNTED EVEN

The event is scheduled October 21, 22, 28, and 29, 2016 and as in the past, the Theatre event organizers agree to disassemble anything that is put into the school, provide a cleaning crew to clean up the school after the event.

RECOMMENDATION: Grant permission

4. DEPARTMENT REPORTS

Police Department
Public Library
Public Works Department
Water Treatment Plant
Community Development
Fire Department

RECOMMENDATION: Accept reports as written

INFORMATION

A representative from Congressman Griffith's office will be at the Clifton Forge Public Library on Thursday, August 18, 2016 from 10 AM – Noon.

MANAGER’S COMMENTS

UPCOMING EVENTS

CLIFTON FORGE MAIN STREET

DOWNTOWN MARKET—EACH FRIDAY, THROUGH SEPTEMBER 30, 2016, 8 AM – 12:30 PM

CLIFTON FORGE SCHOOL OF THE ARTS

JAMMIN AT THE MILL—FRIDAY, AUGUST 19, 2016, 7 PM

MASONIC AMPHITHEATRE

**BRIAN BLEAKLEY AND STEVE AMBROSE, “TWO FOR FUN”—
SATURDAY, AUGUST 20, 2016, 7:30 PM (\$5, \$8, AND \$10)**

PUBLIC COMMENTS

COUNCIL COMMENTS

**CLOSED SESSION – PURSUANT TO SECTION CHAPTER 2.2-3711 A-1
PERSONNEL and A-7 LEGAL**



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**COUNCIL MINUTES
TOWN OF CLIFTON FORGE, VIRGINIA
7:00 P.M. TUESDAY, JULY 12, 2016
CLIFTON FORGE TOWN COUNCIL CHAMBERS
547 MAIN STREET**

INVOCATION BY DAVID DAVIS

CALL TO ORDER: Mayor Carl Brinkley called the meeting to order at 7:00 pm.

PRESENT: Mayor Carl Brinkley, Vice Mayor Gayle Hillert, Councilwoman Johnette Roberts, Councilman Jeff Irvine, and Councilman Robert Umstead

ALSO PRESENT BUT NOT ON THE ROLL: Darlene Burcham, Town Manager, Angela Carper, Clerk of Council, and David Davis, Town Attorney

PLEDGE OF ALLEGIANCE: Mayor Brinkley led the attendees and council in the pledge of allegiance.

CONSENT AGENDA

1. MINUTES June 26, 2016 Council Meeting

RECOMMENDATION: Approve minutes from June 26, 2016

Motion to approve minutes

Motion made by: Councilman Umstead

Seconded by: Vice Mayor Hillert

Motion to adopt ordinance

Motion made by: Councilman Umstead

Seconded by: Councilwoman Roberts

ROLL CALL VOTE

Councilman Irvine	Aye
Councilman Umstead	Aye
Councilwoman Roberts	Aye
Councilwoman Hillert	Aye
Councilman Brinkley	Aye

Motion passed: 5-0

3. REQUEST FROM CLIFTON FORGE HIGH SCHOOL ALUMNI

The Clifton Forge High School Alumni classes of 1965-1968 will be hosting their 50th class reunion at the Clifton Forge Armory. The event will include a 1960's "sock hop" on the evening of September 23, 2016, and they would like permission to obtain a liquor license from the Virginia ABC Board for the event as they have for past events.

RECOMMENDATION: Grant permission to obtain permit

Suzy Mullikin addressed Council on behalf of the Alumni Association and stated that they have been having these types of events since 1998 and have used the armory, school, and cafeteria in the past and that in the past when they have had alcohol at the events with permission from Council there have been no incidents or problems. Councilwoman Roberts asked if they have had a permit for the Armory previously. Suzy replied that the last 3-4 years they have used the Clifton Forge School of the Arts and that they have had events at the Armory as early as 1998 and that they even held one event in the school cafeteria while it was being used as the Clifton Forge Middle School with no issues. Mayor Brinkley jokingly commented that the group, of which he is a member, ages should prevent any problems as they would all be ready for bed by 9 PM! Councilwoman Roberts stated that her only concern would be granting the permit for one group and then not allowing it for another and the need for a valid reason behind a decision to decline a request. Mrs. Burcham stated that Council will

4. RESOLUTION TO PURCHASE UNPLAIED LANDS, STREETS AND ALLEYS

Virginia Lawler has offered to sell to the Town the unplaid lands, streets, and alleys in Sections 1, 2, and 3 of the Clifton Forge Company and a 20' strip of land that lies adjacent to the exterior boundary lines of the Clifton Forge Company for \$5,000.

RECOMMENDATION: Adopt resolution

Mrs. Burcham clarified that Mr. Davis, on behalf of the Town, approached Mrs. Lawler with the offer of \$5,000 and she accepted.

Mayor Brinkley advised that the parcels mentioned were previously jointly owned by WW Hallogen and Mr. Lawler's father and that they had established a 20' fire line around the then city limits and claimed all of the unmarked alleys within the Clifton Forge Company area of the Town. He stated that over the years, Mr. Lawler had sold rights to some of the property but that it caused an issue for anyone who might be interested and that this transaction will allow the Town the opportunity to be in a position to sell Town property to adjacent property owners or anyone who may be interested without any issue.

Mrs. Burcham stated that the Town has had interest from persons in the past in purchasing lots, but that the Town would have to refer to person to Mr. Lawler to request the rights to the property and we were unable to grant their requests.

Councilwoman Roberts asked Mr. Davis if he could describe the area of the Town involved. Mr. Davis stated that it is difficult without a map present, but it is the area to the right of Commercial towards the east end of the Town. He stated that the lands to the west end of the Town are listed under the C & O Development Company. He stated that in the past Council had the choice to abandon the alleys, but because Mr. Lawler could have then stopped the usage of them, no abandonment occurred.

Angela Carper, Clerk, read the resolution and without further comment or question, it will appear for second reading and adoption at the August 9, 2016 Council meeting.

Mrs. Burcham reminded everyone with the rain and heat that we're experiencing it is important to remember the town code regarding trash being put into a covered receptacle to avoid problems with animals.

Lastly, Mrs. Burcham mentioned that Sav-A-Lot is going to be under new ownership and they have asked to please be patient with them during the transition. The new owner is planning a number of changes, renovations, and improvements to the store and plans to have a type of celebration or ribbon cutting once everything is finished. She encouraged everyone to continue to support the store and to spread the word to others.

UPCOMING EVENTS

CLIFON FORGE PUBLIC LIBRARY

SUMMER READING PROGRAMS—JULY 20, AND JULY 27, 2016, 11 AM – 12 PM

CLIFTON FORGE MAIN STREET

DOWNTOWN MARKET—EACH FRIDAY, THROUGH SEPTEMBER 30, 2016, 8 AM – 12:30 PM

CLIFTON FORGE SCHOOL OF THE ARTS

JAMMIN AT THE MILL—FRIDAY, JULY 21, 2016, 7 PM

MASONIC AMPHITHEATRE

MOVIE UNDER THE STARS, “INSIDE OUT”—FRIDAY, JULY 22, 2016, DUSK (FREE)

LEGENDS OF THE HIGHLANDS INCLUDING: SILVERBACKS, RALLY CRY, CHAD NICKELL & THE LOOSE CHANGE—SATURDAY, JULY 23, 2016, 6 PM (\$5 STUDENT, \$8 SENIOR, \$10 ADULT)

OPEN MIC NIGHT FEATURING THE CRIMSON RIVER BAND--FRIDAY, JULY 29, 2016, 7 PM (GOODWILL DONATION)

compare to the display here in Town. He also stated he looks forward to the class reunion and thanked the Alumni Association for their work on it.

Vice Mayor Hillert stated that it was a very gratifying weekend in many ways, both with the events held and with the crowd that came out to participate. She stated it was truly awe inspiring. She invited anyone who has yet to see the Theatre to please come out and mentioned that there will be a story telling event this Saturday, followed by a reception and tours.

Mayor Brinkley stated that he would like to commend all of the people who came out and stood in the rain and participated in the parade. He stated that in spite of the weather, it was still a good turnout and that the ceremony held at Town Hall was very impressive. He said he was especially impressed with the gentleman who portrayed Patrick Henry. He thanked everyone for coming to the meeting.

**CLOSED SESSION – PURSUANT TO SECTION CHAPTER 2.2-3711 A-3
REAL ESTATE & A-30 Contract Negotiation**

Motion made by: Councilwoman Roberts **TIME:** 7:32 PM

Seconded by: Councilman Irvine

ROLL CALL VOTE

Councilman Irvine	Aye
Councilman Umstead	Aye
Councilwoman Roberts	Aye
Councilwoman Hillert	Aye
Councilman Brinkley	Aye

Motion passed: 5-0

Motion to return to open session **TIME:** 8:04 PM

Motion made by: Councilwoman Roberts

Seconded by: Councilman Umstead

ROLL CALL VOTE

Councilman Irvine	Aye
Councilman Umstead	Aye
Councilwoman Roberts	Aye
Councilwoman Hillert	Aye
Councilman Brinkley	Aye

Motion passed: 5-0

**RESOLUTION TO PURCHASE
UNPLAITED LANDS, STREETS AND ALLEYS**

WHEREAS, the Town Council for Clifton Forge has determined that it would be in the best interests of the Town and its citizens to purchase the unplaited lands, streets and alleys in Section 1,2, and 3 of the lands of the Clifton Forge Company and that certain strip of land (20) feet in width lying adjacent to the exterior boundary line of the lands of the Clifton Forge Company, and

WHEREAS, Virginia L. Lawler has offered to sell the aforesaid real estate to the Town of Clifton Forge, Virginia for the sales price of FIVE THOUSAND DOLLARS (\$5,000.00), and

WHEREAS, it has been determined that said offer is both reasonable and fair.

SO THEREFORE BE IT RESOLVED that the Town Council for Clifton Forge, Virginia hereby authorizes the payment of \$5,000.00 to Virginia L. Lawler for her conveyance of the aforesaid real estate to the Town of Clifton Forge, Virginia.

FIRST READING: July 12, 2016

SECOND READING: August 9, 2016



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Post Office Box 119
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masonictheatre@yahoo.com
www.historicmasonictheatre.com

Board of Directors

August 2, 2016

Meade Snyder
President

Darlene Burcham
Clifton Forge Town Manager
547 Main Street
Clifton Forge, Virginia 24422

Brandon Caldwell
Vice President

Bill Ray
Treasurer

Dear Ms. Burcham,

Gayle Hillert
Secretary

On behalf of the Masonic Theatre Preservation Foundation, I request free usage of the Clifton Forge High School and Armory for the Something Wicked Haunted event for Oct 21, 22, 28, 29, 2016. We appreciate the town's previous support for this popular annual event, and hope the town will agree to provide similar support for this year's event.

Johnette Roberts

Rachael Edwards

Wilma McClung

As in previous event years, all proceeds from this year's Something Wicked event will be donated to The Historic Masonic Theatre. As we have in the past, the Something Wicked organizers will disassemble anything that is put up in the school. Similarly, the Something Wicked organizers will provide a cleaning crew to clean up the school and armory after the event. All event items will be taken from the school and stored in another area.

Carolyn Wilkinson

Glen Bryant

Bruce Crawford

Bill Wade

Thank you for your past support of this event and for your consideration regarding support for this year's Something Wicked event.

Ex-Officio

John Hillert
Fundraising Committee

I am available to answer any questions you may have.

Staff

Jeff Stern
Executive Director

Sincerely,

Jeff Stern
Executive Director, Masonic Theatre Preservation Foundation

**CLIFTON FORGE
POLICE DEPARTMENT**

**** Monthly Report ****

JUNE 2016

	June '15	'15 YTD	June '16	'16 YTD
ADULT CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	12	48	1	25
MISDEMEANOR	45	122	29	133
JUVENILE CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	0	2	0	0
MISDEMEANOR	0	6	0	0
TRAFFIC SUMMONS ISSUED	18	182	10	75
PARKING VIOLATIONS	11	218	57	238
COMPLAINTS RESPONDED TO	431	2,351	332	2,065
PUBLIC WORKS COMPLAINTS	15	89	15	68
CITIZENS/BUSINESS REQUEST-CHECK LIST	668	4,137	533	3,033
BURGULAR ALARMS PROCESSED	7	50	5	38
ACCIDENT INVESTIGATED	6	27	6	22
REQUEST TO UNLOCKED MOTOR VEHICLES	11	68	8	97
REQUEST TO UNLOCK HOMES / BUSINESSES	0	0	0	0
ESCORTS PROVIDED	12	71	10	69
COURT DOCUMENTS PROCESSED	96	299	44	254
UNSECURED PROPERTY	9	45	10	63
MILES TRAVELED BY DEPARTMENT	5,420	34,488	5,041	31,766
TRANSPORTS	*****	*****	*****	*****
TO REGIONAL JAIL	*****	*****	*****	*****
Number of transports	9	41	5	35
Total Mileage	192	890	114	789
Man-hours	9hours 21mins	37hrs 27mins	4 hours 8mins	35hrs 11mins
TO MENTAL FACILITY				
Number of Transports	7	39	2	25
Total Mileage	480	2,366	35	1,104
Man-hours	28hours 4mins	109hrs 24mins	7hrs 32mins	67hrs 27mins
ANIMAL CONTROL	*****	*****	*****	*****
COMPLAINTS RESPONDED TO	39	177	48	301
ANIMALS PLACED IN SHELTER	6	39	27	73
DOGS	2	7	0	16
CATS	4	32	27	57
SUMMONS ISSUED	1	4	0	10
ANIMAL BITES INVESTIGATED	0	5	1	9
ANIMALS RETURNED TO OWNER	0	3	0	5
DOGS	0	3	0	5
CATS	0	0	0	0
OTHER	0	0	0	0
ANIMALS RETURNED TO THE WILD	3	7	1	3

Adult Arrests

Criminal Arrests – Felony

1 Domestic Assault & Battery

Criminal Arrests – Misdemeanor

1	Abusive Language	1	Assault and Battery
1	Domestic Assault and Battery	4	Drunk in Public
1	DUI	16	Fail to Pay Parking Ticket
1	Park Recreational Vehicle on Street	1	Petit Larceny
1	Possession of Marijuana	1	Refuse Blood Test
1	Violate Protective Order		

Traffic Enforcement

2	Expired Registration	1	Expired Town Decal
1	Fail to Wear Seatbelt	1	Fail to Yield to Pedestrian
1	Follow Too Close	1	Improper Backing
4	Speeding		

Juvenile Arrests

Criminal Arrests – Felony

None Reported

Criminal Arrests – Misdemeanor

None Reported

Investigation Report

This report represents criminal investigations conducted by the Clifton Forge Police Department. To date for the month of June the Police Department has initiated seventeen (17) criminal investigations. One (1) case was carried over from the previous month. This brings to a total eighteen (18) criminal investigations that have been active between June 1, 2016 and June 30, 2016.

Criminal cases carried over from previous months:

Grand Larceny- 1

Criminal cases initiated in June:

Break and Enter- 2

Malicious Wounding- 1

Sexual Assault- 1

Death Investigation- 1

Violate Protective Order- 1

Petit Larceny- 4

Destruction of property- 3

Shoplifting- 2

Grand Larceny- 2

Criminal cases cleared in June:

Break and Enter- 1

Malicious Wounding- 1

Sexual Assault- 1

Death Investigation- 1

Violate Protective Order- 1

Petit Larceny- 3

Destruction of Property- 1

Shoplifting- 1

Grand Larceny- 2

These numbers represent the investigations opened. Some investigations may generate multiple charges against multiple defendants. Other cases may not result in any arrest due to prosecution being declined by the Commonwealth Attorney and/or the victim. For an accurate count of arrests, please see page 2 of the monthly report.

The clearance rate for criminal investigations during the month of June was 70.58%. Some of these cases, while being cleared, have not generated an arrest yet due to the Commonwealth Attorney holding the charges for Grand Jury Indictment.

Cases of interest:

No cases reported of interest

Clifton Forge Public Library

Director's Report

June 2016

The month of June was a less busy time as groups and governmental agencies began taking summer breaks. The Armstrong Community Meeting room had 182 people who attended various meetings and special programs. Town Manager Darlene Burcham held a single "Curb Appeal" meeting. Salem/Alleghany Highlands General Education [GED] classes met one time before taking a break until August. The Masonic Theater Planning group held one special meeting. The Library Quilters met on their regular schedule. Threadbenders met twice during the month. Appalfolks held its monthly board meeting as well as two songwriting and poetry workshops led by Ray Allen. The Brown Bag Book Club met and discussed "The Book Thief" by Marcus Zusak. Congressman Morgan Griffith's representative met with local constituents on normal schedule. The representative of the Virginia Employment Commission met with patrons on her regular schedule. The Library Board met on their regular schedule. The Friends of the Library did not meet as they began a summer break. The Library Board and Friends of the Library hosted a special back by popular demand second presentation on the Zika Virus by Dr. Don Roberts.

Staff member Iris Gilbert and volunteer B.C. Williams made a monthly trip to Scott Hill where residents checked out 182 books. In addition, the library continued to feature a display of dolls in regional native costumes. The display is part of Elaine Shafley's personal collection. For more than fifty years, Mrs. Shafley collected the dolls during the years she lived in Laon, France, and

during many subsequent visits. The dolls represent her travels in Western Europe. Also included in the collection are dolls from Russia, Guatemala, and Kenya which were gifts from friends who visited those countries. The library continued its annual participation in the Clifton Forge Heritage Days celebration by displaying over 150 quilts made by local quilters. In addition, the library hosted various people providing doll-making, quilting, sewing, and chess demonstrations. The Con of the Mountain Planning group held a single meeting to begin the formalizing of this year's schedule of events.

New Regist	47	28	34	43	46	36	34	27	20	17	50	37	419
Transaction	6200	5760	6123	6340	5245	5316	5407	5693	5630	5392	5342	6697	69145
WIFI	48	56	52	80	55	63	56	67	53	60	50	62	702
Withdrawn	490	198	694	1070	1018	2	7	1182	378	471	39	26	5575
PAC Login	60	57	25	31	43	42	36	25	61	31	31	53	495
W/D Patron	26	44	6	6	5	6	4	2	18	11	5	8	141
Computer	682	664	616	777	615	627	617	587	595	588	552	628	7548
E-book Cir	142	138	156	154	160	163	168	152	148	156	160	192	1889
FY 2015	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 15
Borrowers	432	430	389	404	380	374	378	357	412	392	372	398	4718
New Regist	61	58	109	50	44	30	38	19	37	33	25	34	538
Transaction	6358	6006	5493	5804	5160	5446	5514	5595	6228	5378	4822	5847	67651
WIFI	56	50	45	70	55	60	50	51	63	43	41	52	636
W/drawn b	39	7	19	29	7	38	32	199	353	1385	1369	202	3679
PAC Login	44	46	45	37	26	57	58	72	90	51	42	42	610
W/D Patron	6	13	28	16	8	18	3	2	2	10	5	22	133
Computer	675	683	589	601	527	502	558	460	502	489	501	592	6679
E-book Cir	136	138	116	124	138	131	138	127	141	167	129	138	1623
NEW TITLES ADDED													
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum 15/14
FY 2016	149	205	162	214	194	223	184	189	215	139	190	240	2304
FY 2015	284	331	338	293	293	255	225	131	277	175	121	202	2925
MICHAEL ARMSTRONG COMMUNITY MEETING ROOM ATTENDANCE													
FY 2016	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum. FY 14
	82	134	326	370	193	225	235	318	366	259	203	182	2893
FY 2015	Jul. 2014	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum FY 15
	97	140	270	304	136	180	301	146	387	312	172	151	2596

FY 2016	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 16
CF Adult	2156	1417	1499	1497	1355	1375	1427	1377	1345	1319	1443	1595	17805
CF Child	512	279	357	556	391	430	396	334	356	313	298	524	4746
Allegh. Adu	1248	1017	893	768	705	838	799	951	900	780	921	1074	10894
Allegh. Juv.	120	93	67	44	41	47	41	16	56	44	69	99	737
NR Adult	182	154	108	109	125	73	91	111	160	110	82	172	1477
NR Juv.	87	76	56	50	16	16	12	10	1	2	2	57	385
# Items Out	4305	2986	2980	3024	2633	2779	2766	2799	2818	2672	2815	3521	36098
FY2015	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 15
CF Adult	1349	1342	1345	1358	1279	1315	1433	1386	1448	1396	1322	1503	16476
CF Juvenile	301	278	268	294	280	240	245	227	236	234	187	267	3057
Allegh. Adu	1164	1070	876	895	772	857	755	1074	1204	957	901	1018	11543
Allegh. Juv.	225	115	95	151	117	71	58	58	77	68	71	50	1156
NR Adult	167	118	104	160	172	173	165	167	162	134	109	98	1729
NR Juvenile	14	0	1	11	14	53	49	47	30	27	17	37	300
# ITEMS OUT	3220	2923	2689	2869	2604	2709	2705	2959	3157	2816	2807	2973	34431

Number of PATRONS checking out library materials: categorized by geographic area & patron type

FY 2016	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 16
CF Adult	217	202	176	188	191	198	194	188	191	189	180	210	2324
CF Juvenile	40	42	40	39	36	37	38	27	31	28	38	48	444
Allegh. Adu	134	138	140	131	119	120	134	146	125	113	128	145	1573
Allegh. Juv.	20	18	9	9	11	15	15	7	6	6	14	14	144
NR Adult	24	16	25	22	19	19	18	18	26	17	20	23	247
NR Juv.	10	12	8	4	1	3	4	2	3	1	1	5	54
Total Patro	444	426	396	393	380	395	403	385	382	354	378	442	4778
FY 2015	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 15
CF Adult	194	203	188	199	188	176	181	174	187	191	186	196	2263
CF Juvenile	40	31	27	38	32	33	30	24	36	29	27	32	379
Allegh. Adu	159	154	140	124	119	121	124	122	146	135	116	133	1593
Allegh. Juv	22	19	11	17	14	14	10	6	12	9	14	15	163
NR Adult	17	22	19	25	26	25	29	28	27	26	26	17	287
NR Juvenil	1	0	1	3	2	5	5	5	4	2	3	7	38
Total Patro	432	430	389	404	380	374	378	357	412	392	372	398	4718

Borrower counts, circulation trans.

FY 2016	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 16
Borrowers	444	426	396	393	380	395	403	385	382	354	378	442	4778

FY 2016	Jul-15	August	September	October	November	December	January	February	March	April	May	June	Cum FY 16
Donations	\$100.00	\$100.00	\$0.00	\$200.00	\$677.50	\$300.00	\$150.00	\$200.00	\$100.00	\$100.00	\$275.00	\$100.00	\$2,302.50
Book Sales	\$12.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	\$22.00	\$2.00	\$9.00	\$10.00	\$20.00	\$5.00	\$90.00
Fax Charges	\$170.50	\$160.00	\$190.00	\$140.00	\$130.00	\$125.00	\$150.00	\$150.00	\$185.00	\$185.00	\$200.00	\$140.00	\$1,925.50
Fines	\$188.70	\$196.75	\$236.52	\$163.65	\$173.00	\$210.00	\$196.60	\$290.40	\$194.62	\$226.65	\$171.60	\$237.96	\$2,486.45
Replace Car	\$16.00	\$18.00	\$24.00	\$12.00	\$12.00	\$16.00	\$24.00	\$20.00	\$28.00	\$18.00	\$14.00	\$22.00	\$224.00
Lost Books	\$0.00	\$0.00	\$51.18	\$0.00	\$0.00	\$0.00	\$40.00	\$8.40	\$17.95	\$32.95	\$51.00	\$31.49	\$232.97
Non-Resider	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print-outs	\$105.20	\$103.40	\$134.95	\$78.00	\$82.75	\$68.75	\$99.40	\$76.95	\$143.58	\$98.50	\$151.55	\$77.96	\$1,220.99
Total	\$592.40	\$578.15	\$646.65	\$593.35	\$1,075.25	\$719.95	\$682.00	\$747.75	\$678.15	\$671.10	\$883.50	\$613.71	\$8,481.96
FY 2015	Jul-14	August	September	October	November	December	January	February	March	April	May	June	CM FY 15
Donations	\$100.00	\$100.00	\$100.00	\$150.00	\$100.00	\$300.00	\$100.00	\$100.00	\$100.00	\$100.00	\$200.00	\$100.00	\$1,550.00
Book Sales	\$30.00	\$40.00	\$20.00	\$0.00	\$40.00	\$10.00	\$10.00	\$12.00	\$10.00	\$60.00	\$10.00	\$10.00	\$252.00
Fax Charges	\$150.00	\$140.00	\$150.00	\$120.00	\$165.00	\$140.00	\$180.00	\$180.00	\$165.00	\$155.00	\$120.00	\$150.00	\$1,815.00
Fines	\$165.00	\$200.73	\$197.85	\$200.95	\$160.00	\$230.75	\$218.65	\$220.35	\$263.70	\$237.10	\$134.66	\$193.30	\$2,423.04
Replace book	\$18.90	\$38.37	\$17.50	\$22.50	\$19.00	\$18.00	\$0.00	\$40.75	\$18.00	\$0.00	\$35.99	\$46.00	\$275.01
Replace card	\$30.00	\$12.00	\$16.00	\$42.00	\$20.00	\$18.00	\$12.00	\$22.00	\$12.00	\$16.00	\$26.00	\$16.00	\$242.00
Non-Resider	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print-outs	\$95.25	\$93.35	\$101.65	\$75.45	\$107.00	\$112.15	\$142.20	\$115.00	\$105.45	\$90.60	\$73.55	\$70.00	\$1,181.65
Total	\$592.15	\$623.45	\$603.80	\$610.90	\$611.00	\$828.90	\$662.85	\$690.10	\$674.15	\$658.70	\$600.20	\$585.30	\$7,741.50

Library ITEMS checked out & categorized by Patron Code (Geographic area & patron type)

Monthly Operations Report

Bobby Irvine, WTP Manager

7/21/16

John Riley, the Assistant Plant Manager has resigned and accepted a position with the Covington Va. Water Plant. John started at our plant in January 1989 and was appointed Assistant Plant Manager in 2011. I would like to take this opportunity to thank John for his 27 years of service to our community and wish him well in his new endeavor.

Construction of the Clifton Forge water plant began in 1958 and at the time was considered to be state of the art. However, regulations become ever more stringent over time and as a result of this the plant is currently making minor modifications to be in full compliance with OSHA standards. Fortunately, no major upgrades are required at this time and I would be amiss if I did not mention the fact that our plant has had zero lost-time injuries in over 30 years.

Plans are currently underway to dredge the Town's small reservoir. This task is performed every three years or so and ensures our consumers a continual supply of the highest quality water available. This procedure will be conducted over a three day period in August or early September.

The plant staff is currently researching new radios which will provide data for our SCADA system. These radios will enable us to control our two pump stations which provide water to our high service water distribution tanks.

All of our current regulatory testing yielded satisfactory results and no consumer complaints were logged over the last 30 days

**Department of Community Development Monthly
Report
June 2016**

This month there were 16 violations of the Town ordinances and 3 violations of the Property Maintenance Code. Fourteen of the Town violations were corrected and two of the property code violations were corrected. One of town ordinance violations from May was resolved. There were twenty-two letters sent out citing grass violations. Eighteen of those violations have been resolved.

- Parks & Trails Meeting 1
- Building permit inspections completed 11
- Lower Roxbury grant meeting 1
- Court hearing 2
- Rental inspections 5

Earl LaBonte brought schematic plans for the

renovations of Booker T. Washington for review. The new plan has several small picnic shelters, a resurfaced basketball court and a parking area in place of one of the existing basketball courts. Members of the committee will contact individuals or organizations for donations to get the project started. Segment 3 of the Smith Creek Corridor Trail will be complete by the end of the month. Don Ford is working on playground equipment quotes for the 2-5 year old play area in Linden Park.

There was a Management Team and Housing Oversight Board meeting on June 16th. Work is about 25% complete on the substantial reconstruction at 225 Roxbury Street and the foundation work on 358/362 Roxbury Street is about 35% complete. The neighborhood cleanup was held on June 18th and Boy Scout Troop 2 participated in the cleanup. A budget revision has been submitted to DHCD for approval.

On June 7th Don Ford was in court for 201 Roxbury Street and Mr. Putnam requested additional time for cleaning up his property due to illnesses suffered by him and his wife. The case has been rescheduled for July 12th. Gary Gardner was in court for an outdoor storage violation at 516 Roxbury Street on June 21st and the homeowner had removed the items from his

front yard and the case was dismissed.

There were four rental inspections in May, 704 Pine Street, 608 Church Street, 804 Pine Street and 621 Church Street. 704 Pine Street was a re-inspection and all violations were corrected and a four year certificate was issued. The inspection at 608 Church Street was an initial inspection and the house number needs to be painted a contrasting color, the electrical panel needs to be labelled, screens are needed, one window needs repair and the garage apartment needs a handrail and smoke detectors. The re-inspection at 804 Pine Street resulted in a \$50 fee being assessed for the next inspection to complete the corrections needed. The inspection at 621 Church Street was an initial inspection and an outlet cover was needed on the porch, the kitchen faucet needs to be tightened and the mop supporting the AC unit needs to be replaced.

Building Permits Issued June 2016

1. SJH Community Health Foundation, 609 Church Street, remodel offices \$159,794

PUBLIC WORKS REPORT... JUNE 2016

June finally ended: summer is in full swing. This month we really did have abnormal weather, two severe weather events that came close to matching the floods of 1985. Clifton Forge fared much better than Covington, Alleghany County or the state of West Virginia. We experienced some minor street flooding and tree damage throughout the town. Our most severe flooding issue was at the Jackson Street Pump Station on River Road. The Jackson River had risen to flood stage that was so high that the river was just inches from covering the entrance platform to the pump station. The Jackson River had risen to within a foot of the top of the boat launch on Verge Street, and the river water was visible in the fields across from the house on Verge Street.

There were six sanitary sewer overflows in June. The town experienced several major storms, one producing over 4 inches of rain only to be followed a few days later by another 2 plus inch rain event. We had over 8.85 inches of rain during the month of June.



Manhole on B Street overflowing



Jackson Street Pump Station river equal to platform.

Sidewalk repairs started again, over 36 cubic yards of concrete were used. Over 450 feet of new sidewalk was installed. 33 cubic yards were used in the 500 and 600 blocks of the Anna Street section of Roxbury. Included was the section of sidewalk over the bridge area that was found damaged during the construction project on Roxbury. The other 3 cubic yards was installed on Lowell Street to raise the existing sidewalk to prevent street run off from damaging the new trail that was installed through the area known as the Jungle.



The Save A Lot donated a case of juice for the school lunch program, Public Works was requested to transport it from the store to the Fire Department, of course during one of the many heavy storms that occurred during the month.



The requirement to mark Miss Utility tickets continues to remain high as do calls to check resident meters due to perceived high water usage.

The defective water meter on the west side of Clifton Forge, the one that measured the amount of water sold to the county, has been repaired and we are now reviewing billing due to this defective meter. Our review will determine if we have been under billing the county for water.

The sewer crew still has 4 lateral requests to complete. The crew also cleaned and videoed many sewer mains to include additional sections of Jefferson Avenue, Lee Street, Madison Avenue, Linden Avenue, part of Ingalls Street, Seventh Street, and Alleghany Street. Storm drains on Ingalls Street and Chestnut, Lowell Street,

McCormick and Washington Park were also cleaned. As a result of the heavy rains all culverts along Hazel Run Trail and the sewer main required cleaning and tree removal to allow the runoff to flow.

We are still awaiting the results of the DEQ review of our final report concerning the Administrative Order concerning I & I

The water main replacement on Church Street from Roxbury to McCormick has been put on hold so we can concentrate on the water main from McCormick to Commercial and on McCormick from Church Street to Pine Street. This project is now design complete and is being prepared to go out for bid.

We had several water break calls, two on Vulcan Street (pipe joint leakage), one on Benton Street and another on Lee Street. Replaced a defective fire hydrant on Lee and Kensington Streets.



Repairing leaking joint on Vulcan Street.

Our town crews did asphalt paving, patching utility trenches at various locations throughout the town. Locations included: Fourth and Alleghany, McCormick and Church, Prospect Walk, Grace and Jackson Street, Potholes were also paved in on Commercial and Pine Street.



There was one burial in June.

Submitted by Earl LaBonte, Public Works Director

Clifton Forge Fire Department
701 Church St.
Clifton Forge Va.24422

The Clifton Forge Fire Department answered a total of 105 calls for service in the month of June. Of the 104 calls, 83 were EMS and 21 were Fire. 96 of these calls were in the Town limits and 9 were in the County. The department logged a total of 193.45 man hours while on these calls. The department logged 322 miles total on our apparatus. The average mark on time was 2.5 minutes per call and an average on scene time of 3.9 minutes. We had an average of 3.1 firefighters per call and 1.2 apparatus per call. We answered 83 EMS calls; of the 83 calls, 52 were for general illness, 7 were for falls, 5 were for cardiac emergencies, and 19 were trauma calls. Also in the month of June, the department installed 6 smoke alarms that was provided by Red Cross. The fire calls are listed in order received.

1. 6/5/2016 800 West Ridgeway, Elevator Rescue, 9 members
And 3 fire apparatus Town Call
2. 6/7/2016 1725 Main Street, Odor of gas, 9 members
And 3 apparartus Town Call
3. 6/10/2016 1710 Main Street, Dumpster fire, 4 members
And 1 apparatus Town Call
4. 6/15/2016 1400 Block of Main St, MVC, 8 members
And 2 apparatus Town Call
5. 06/15/2016 1 Arh Lane, Fire alarm activation, 2 members
And 1 apparatus County Call
6. 06/23/2016 1000 Dabney Drive, Fire Alarm, 8 members
And 2 Apparatus County Call
7. 06/23/2016 1000 Dabney Drive , Fire Alarm, 4 members
And 2 apparatus County Call
8. 06/23/2016 1300 Woodlawn, Service call, 2 members
And 2 apparatus County Call
9. 06/24/2016 1000 Dabney Drive, Fire Alarm , 8 members
And 2 apparatus County Call
10. 06/25/2016 1000 Dabney Drive, Fire Alarm , 2 members
And 1 Apparatus County Call
11. 06/26/2016 313 Winterberry Ave, Smell of gas, 5 members
And 1 apparatus County Call
12. 06/27/2016 1700 Main st, Lines down, 14 member
And 3 apparatus Town Call
13. 06/27/2016 Intsection of Jefferson and Oak, Tree Down, 4 members
And 1 apparatus Town Call
14. 06/27/2016 1400 block of Jefferson, Tree down, 4 Members,

- | | | |
|-----|---|-------------|
| | And 1 apparatus | Town Call |
| 15. | 06/27/2016 Intersection of Chestnut and Ingalls, High Water, 4 members and 1 apparatus. | Town Call |
| 16. | 06/27/2016 1725 Main St, Gas leak, 8 members and 2 apparatus | Town Call |
| 17. | 06/28/2016 518 Church St, Water in building, 1 member
And 1 apparatus | Town Call |
| 18. | 06/28/2016 1725 Main st, Tree down , 8 members
And 2 apparatus | Town Call |
| 19. | 06/28/2016 2819 Douthat Rd, Landing Zone, 8 members
And 4 apparatus | County Call |
| 20. | 06/28/2016 2819 Douthat Rd, landing Zone , 8 Members
And 3 apparatus | County Call |
| 21. | 06/30/2016 800 west Ridgeway, Elevator alarm, 5 members
And 1 apparatus | Town Call |