

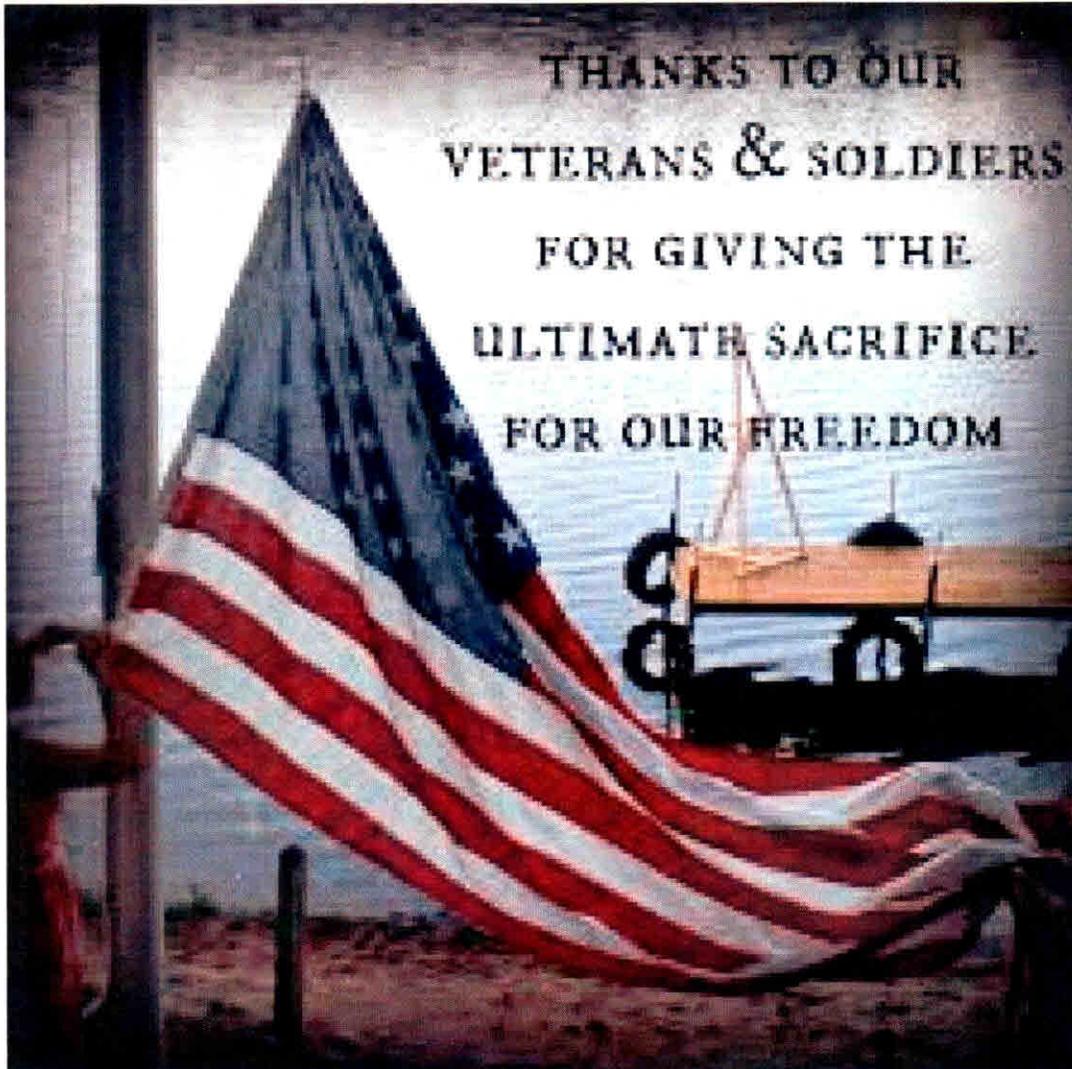
Town Council Agenda

Tuesday, May 24, 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](http://www.cliftonforgeva.gov)

**COUNCIL AGENDA  
TOWN OF CLIFTON FORGE, VIRGINIA  
7:00 P.M. TUESDAY, MAY 24, 2016  
CLIFTON FORGE TOWN COUNCIL CHAMBERS  
547 MAIN STREET**

**INVOCATION BY**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**PUBLIC HEARINGS**

**A. First Readings and Public Hearing: Proposed FY 2016-2017 Operating and Capital Budgets**

- 1) An Ordinance Imposing And Levying Taxes Within The Town of Clifton Forge, Virginia Upon Real Property For The Fiscal Year Beginning July 1, 2016 and Ending June 30, 2017, and Upon Personal Property and Machinery and Tools For the Calendar Year Beginning January 1, 2016, and Ending December 31, 2016.**

**RECOMMENDATION:** Proceed to second reading

- 2) An ordinance to repeal Section 86--564 Sewer Lateral Charge effective July 1, 2016**

**RECOMMENDATION:** Proceed to second reading

- 3) **An ordinance to amend Section 86-556, Wastewater Services Charges and Fees beginning July 1, 2016.**

**RECOMMENDATION:** Proceed to second reading

- 4) **An ordinance to amend Section 86-95, Water Services Charges and Fees beginning July 1, 2016.**

**RECOMMENDATION:** Proceed to second reading

- 5) **Resolution Adopting the Fiscal Year 2016-2017 Operating and Capital Budgets For the Town of Clifton Forge, Virginia and Appropriating the Requisite Funds for Said Budgets**

**RECOMMENDATION:** Proceed to second reading

## **PRESENTATIONS**

**What's Your Story—Joan Vanorsdall**

## **CONSENT AGENDA**

1. **MINUTES    May 10, 2016    Council Meeting**

**RECOMMENDATION:** Approve minutes from May 10 and 17, 2016

## **2. DEPARTMENT REPORTS**

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

**RECOMMENDATION:** Accept reports as written

## **INFORMATION**

Town offices will be closed on May 30, 2016 for the Memorial Day holiday.

Summer Meals Program for Kids will begin June 6, 2016 and continue through July 28, 2016. Meals will be provided to all children 18 years or younger—FREE!

Locations included are: Alleghany High School (11 AM – Noon), Alleghany Highlands Regional Library (11:30 AM – 12:30 PM), Clifton Forge Fire Department (11:30 AM – 12:30 PM), Mountain View Elementary School (Breakfast 8-9AM, Lunch 11:15 AM – 12:15 PM)

The DMV2Go bus will be at Town Hall June 14, 2016, 9 AM – 4 PM

A representative from Congressman Griffith's office will be available in the Armstrong Room at the Library from 10 AM – 12 Noon on Thursday, June 16, 2016.

## **MANAGER'S COMMENTS**

**UPCOMING EVENTS**

**CLIFTON FORGE MAIN STREET**

**DOWNTOWN MARKET—EACH FRIDAY, THROUGH SEPTEMBER 30, 2016, 8 AM - NOON**

**CLIFTON FORGE SCHOOL OF THE ARTS**

**JAMMIN AT THE MILL—FRIDAY, JUNE 17, 2016, 7 PM**

**MASONIC AMPHITHEATRE**

**OPEN MIC NIGHT, FEATURING NICKIE CALHOUN & JOSEPH LOMBARD—FRIDAY, MAY 27, 2016, 7 PM (DONATION)**

**HERITAGE DAY EVENT—CIVIL WAR HISTORY MOBILE—FRIDAY, JUNE 3, 2016, 4-6 PM AND MOVIE PREMIER OF DOCUDRAMA, “GIFT FROM A YANKEE”, 6 PM RECEPTION, 8 PM FILM, MASONIC THEATRE (RECEPTION/PREMIER \$30/\$20, PREMIER ONLY \$10/\$5)**

**HERITAGE DAY AND C&O RAILWAY FESTIVAL—SATURDAY, JUNE 4, 2016, 10 AM – 6 PM (FREE)**

**EVENING WITH “BRIGHTWORK WITH SEAY BROTHERS & FRIENDS”—SATURDAY, JUNE 11, 2016, 6:45-10 PM (\$12, \$10, \$8)**

**FLAG DAY CEREMONY & PICNIC—TUESDAY, JUNE 14, 2016, 5:30 PM**

**“STARS”, SPONSORED BY APPALFOLKS—SATURDAY, JUNE 19, 2016, 2-4 PM**

**PUBLIC COMMENTS**

**COUNCIL COMMENTS**

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



# TOWN OF CLIFTON FORGE

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

**TOWN OF CLIFTON FORGE, VIRGINIA  
NOTICE OF PUBLIC HEARING  
PROPOSED 2016-2017 BUDGET  
FOR THE YEAR BEGINNING JULY 1, 2016**

**REVISED**

The Clifton Forge Town Council will conduct a public hearing on the Town Manager's Proposed Operating Budget for the Town of Clifton Forge for Fiscal Year 2016-2017, at 7:00 PM, Tuesday, May 24, 2016, Clifton Forge Town Hall, 547 Main Street, Clifton Forge.

The following is a summary of the budget proposal. This synopsis is for informational purposes only. It does not constitute an obligation or commitment to appropriate any funds for any items or purpose. There are no allocations of Town funds for any purpose until there is an authorization and appropriation of funds by Town Council.

	FY2016 Adopted Budget	FY2017 Proposed Budget
<b>GENERAL FUND</b>		
<b>REVENUE</b>		
General Property Taxes	\$612,700	\$606,900
Other Local Taxes	995,000	996,000
Permits, Fees, Reg. Licenses	10,700	7,200
Fines and Forfeitures	11,050	9,750
Revenue from use of Money and Property	14,750	17,075
Charges for Services	58,300	68,800
Miscellaneous Revenue	33,725	33,725
Recovered Costs - Other	20,000	20,000
Revenue from the Commonwealth	1,097,274	1,111,149
Transfer fund	10,000	8,000
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$2,863,499</b>	<b>\$2,885,099</b>
<b>EXPENDITURES</b>		
General Government Administration	\$293,215	\$292,882
Public Safety	1,049,338	1,055,898
Public Works	613,238	628,456
Parks & Cultural	227,149	224,051
Library	198,880	200,186
Community Development	129,473	129,646
Non-Departmental	271,818	273,443
Capital Improvements	80,388	80,537
<b>TOTAL GENERAL EXPENDITURES</b>	<b>\$2,863,499</b>	<b>\$2,885,099</b>

**WATER FUND****REVENUE**

Water System Charges	\$644,200	\$733,838
County Water Charges	410,000	548,627
Transfer from Reserve	0	88,265
<b>TOTAL WATER FUND REVENUE</b>	<b>\$1,054,200</b>	<b>\$1,370,730</b>

**EXPENDITURES**

Water Filtration Expense	\$454,716	\$510,013
Transmission - Distribution	169,296	171,274
Non-Departmental	130,902	131,565
Capital	105,408	344,000
Debt Service	193,878	213,878
<b>TOTAL WATER EXPENDITURES</b>	<b>\$1,054,200</b>	<b>\$1,370,730</b>

**SEWER FUND****REVENUE**

Sewer System Charges	\$1,539,000	\$1,641,240
Special Fee - Laterals	54,000	0
Transfer from Reserve	0	48,242
	<b>\$1,593,000</b>	<b>\$1,689,482</b>

**TOTAL SEWER FUND REVENUE****EXPENDITURES**

Wastewater Treatment	\$739,500	\$1,103,018
Sewage Collections	162,273	151,861
Sewer I & I	71,477	73,860
Sewer Laterals	54,000	0
Non -Departmental	121,527	118,456
Capital Projects	151,186	150,000
Debt Service	293,037	92,287
<b>TOTAL SEWER EXPENDITURES</b>	<b>\$1,593,000</b>	<b>\$1,689,482</b>
<b>TOTAL BUDGET</b>	<b>\$5,460,699</b>	<b>\$5,945,311</b>

**CAPITAL PROJECTS BUDGET FY 2017****General Fund**

Police Department – Building Repairs	\$40,000
Leaf Machine	45,000
Rt 60 Stormwater Pipe Replacement	69,000
Storm Drain Inspection Program	20,000
Pick up Truck with plow	35,000
X-Mark Mower	12,000
<b>Total General Fund</b>	<b>\$221,000</b>

**Water Fund**

Reservoir Dam Safety – Engineering	\$326,250
Boundary/Exchange	147,000
Emergency Generator – Bid documents	14,000

Main Transmission Lines - PER Permitting	20,000
Water Tank Capacity Study	10,000
Valve & Hydrant Replacements	66,500
Water Line Replacements	158,000
<b>Total Water Fund</b>	<b>\$741,750</b>

**Sewer Fund**

DEQ Permitting /Engineering	50,000
CSX Line	250,000
Route 60 Pump Station	100,000
Lateral Camera	50,000
<b>Total Sewer Fund</b>	<b>\$450,000</b>

As part of the budget adoption process, Town Council will consider the adoption of the following budget related ordinances and resolution:

1. A resolution adopting the Fiscal Year 2016-2017 Operating Budget and Capital Budget for the Town of Clifton Forge, Virginia and appropriating the requisite funds for said budget.
2. An ordinance imposing and levying taxes within the Town of Clifton Forge, Virginia upon real property for the fiscal year beginning July 1, 2016 and ending June 30, 2017 and upon personal property and machinery and tools for the calendar year beginning January 1, 2016 and ending December 31, 2016.
3. An ordinance to amend Section 86-556, Wastewater Services Charges and Fees beginning July 1, 2016.
4. An ordinance to amend Section 86-95, Water Services Charges and Fees beginning July 1, 2016.
5. An ordinance to repeal Section ~~86-249-564~~ Sewer Lateral Charge effective July 1, 2016.

Copies of the Proposed Operating Budget and the above ordinances and resolution are available for public examination in Town Manager's Office at Town Hall and the Clifton Forge Public Library. All interested parties will have the opportunity to give written and/or oral comment.

It is Town Council's intent to make all of its public meetings accessible to persons with handicapped conditions including mobility impairment. If you require auxiliary aides, including sign language interpreters or requiring special assistance in attending the meetings, then please notify the Office of the Town Manager 863-2500 at least three days prior to the time of the meetings so necessary arrangements can be made.

Darlene Burcham

Town Manager

## ORDINANCE

An Ordinance Imposing And Levying Taxes Within The Town Of Clifton Forge, Virginia Upon Real Property For The Fiscal Year Beginning July 1, 2016 And Ending June 30, 2017 And Upon Personal Property And Machinery And Tools For The Calendar Year Beginning January 1, 2016, And Ending December 31, 2016

**BE IT ORDAINED** by the Council of the Town of Clifton Forge that for the support and operations of the town government, the tax rate on all real property for the fiscal year beginning July 1, 2016 and ending June 30, 2017, Fiscal Year 2016-2017, and all tangible personal property and machinery and tools shall be as follows:

### 1. Tax Rates

#### A. Real Estate

Upon all real estate and improvements thereon, not exempt from local taxation, there shall be a tax of No Dollars and Twenty-one cents (\$0.21) for every One Hundred Dollars (\$100.00) of the assessed value.

#### B. Public Service Corporations

Upon all property of public service corporations not exempt from local taxation, there shall be a tax of No Dollars and Twenty-one cents (\$0.21) for every One Hundred Dollars (\$100.00) of assessed value.

#### C. Tangible Personal Property

For the calendar year beginning January 1, 2016 and ending December 31, 2016, upon all tangible personal property of every kind and description not exempt from local taxation, there shall be a tax of Six Dollars and Seventy Cents (\$6.70) for every One Hundred Dollars (\$100.00) of assessed value. This tax shall not apply to household goods and personal effects as set forth in Section 58.1-3504, *Code of Virginia*, if such goods and effects are owned and used by an individual or family or household incident to maintaining an abode.

#### D. Machinery and Tools

For the calendar year beginning January 1, 2016 and ending December 31, 2016, upon all machinery and tools used or employed by any person, firm or corporation in any trade or business, not exempt from local taxation, there shall be a tax of six

Dollars and Seventy Cents (\$6.70) for every One Hundred Dollars (\$100.00) of assessed value which shall be based upon the fair market value thereof.

## **2. Tax Payments**

The abovementioned taxes shall be due and payable as follows:

### **A. Real Estate Tax Payments**

Real estate taxes shall be due and payable in two equal installments, the first on December 5, 2016 and the second on June 5, 2017. A ten percent (10.0%) penalty of the late payments of such tax shall be imposed. In addition to the penalty, the Town shall collect interest at the rate of ten percent (10.0%) per annum upon the principal and penalties of all such taxes not paid by the date due.

### **B. Personal Property and Machinery and Tools Taxes**

Personal property and machinery and tools taxes shall be due and payable on December 5, 2016. A ten percent (10.0%) penalty of the late payments of such tax shall be imposed on the amount remaining after PPTRA is applied. In addition to the penalty, the Town shall collect interest at the rate of ten percent (10.0%) per annum upon the principal and penalties of all such taxes not paid by the date due.

## **3. Severance Clause**

In the event that a court of competent jurisdiction declares any portion of this Ordinance invalid, then all remaining provisions shall remain in full force and effect.

## **4. Effective Date**

This ordinance shall be in effect on and after its adoption.

First Reading: May 24, 2016

Second Reading and Adoption: June 14, 2016

A TRUE COPY, ATTEST:

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Clerk of Council

## ORDINANCE

An Ordinance to Repeal Section 86-564, Sewer Lateral Charge  
of the Code of Ordinances for the Town of Clifton Forge, Virginia

**BE IT ORDAINED** by the Council of the Town of Clifton Forge, Virginia that Section 86-249, Sewer Lateral Charge of the Code of Ordinances of the Town of Clifton Forge, Virginia is hereby repealed effective on July 1, 2016.

First Reading: May 24, 2016

Second Reading: June 14, 2016

## ORDINANCE

An Ordinance to Amend and Reordain Section 86-556,  
Wastewater Services Charges and Fees of the Code  
of Ordinances of the Town of Clifton Forge, Virginia

**BE IT ORDAINED** by the Council of the Town of Clifton Forge, Virginia that Section 86-556, Wastewater Service Charges and Fees of the Code of Ordinances of the Town of Clifton Forge, Virginia is hereby amended and reordained as follows:

### **Section 86-556. Service charges and fees.**

(a) The following monthly charges shall apply to all customers (residential, commercial, industrial, institutional) that utilize the wastewater service of the Town:

Base Rate per ERU(Equivalent Residential Unit): \$74.20

Volume Rates Per 1000 gallons:

0	to	5,000	Included in base rate	
5,001	to	15,000	Tier 1	\$5.87
15,001	to	50,000	Tier 2	\$6.40
50,001	to	100,000	Tier 3	\$6.94
100,001	and over		Tier 4	\$7.47

(b) The above rates are based upon a standard 3/4-inch meter. Meters greater than 3/4-inch will have a multiplier applied to their base rate as follows:

<b>Meter Size</b>	<b>1.00</b>	<b>1.50</b>	<b>2.00</b>	<b>3.00</b>	<b>4.00</b>	<b>6.00</b>
<b>Equivalent Resident Unit</b>	<b>2.5</b>	<b>5</b>	<b>8</b>	<b>15</b>	<b>30</b>	<b>60</b>

This ordinance shall be in effect on and after July 1, 2016.

First Reading: May 24, 2016

Second Reading: June 14, 2016

**ORDINANCE**

An Ordinance to Amend and Reordain Section 86-95,  
Water Services Charges and Fees of the Code  
of Ordinances of the Town of Clifton Forge, Virginia

**BE IT ORDAINED** by the Council of the Town of Clifton Forge, Virginia that Section 86-95, Water Service Charges and Fees of Chapter 86-55, Rate for purchase of water to fill mobile tank and miscellaneous water receptacles of the Code of Ordinances of the Town of Clifton Forge, Virginia is hereby amended and reordained as follows:

**Section 86-95. Service charges and fees.**

(a) The following monthly charges shall apply to all customers (residential, commercial, industrial, institutional) that utilize the water service of the Town:

Base Rate per ERU(Equivalent Residential Unit): \$30.80

Volume Rates Per 1000 gallons:

0	to	5,000	Included in base rate	
5,001	to	15,000	Tier 1	\$4.29
15,001	to	50,000	Tier 2	\$4.58
50,001	to	100,000	Tier 3	\$5.15
100,001	and over		Tier 4	\$5.84

The above rates are based upon a standard 3/4-inch meter. Meters greater than 3/4-inch will have a multiplier applied to their base rate as follows:

<b>Meter Size</b>	<b>1.00</b>	<b>1.50</b>	<b>2.00</b>	<b>3.00</b>	<b>4.00</b>	<b>6.00</b>
<b>Equivalent Resident Unit</b>	<b>2.5</b>	<b>5</b>	<b>8</b>	<b>15</b>	<b>30</b>	<b>60</b>

This ordinance shall be in effect on and after July 1, 2016.

First Reading: May 24, 2016

Second Reading: June 14, 2016

**RESOLUTION**

A Resolution Adopting The Fiscal Year 2016-2017 Operating Budget and Capital Budget For The Town Of Clifton Forge, Virginia And Appropriating The Requisite Funds For Said Budget

**BE IT RESOLVED** by the Council of the Town of Clifton Forge, Virginia as follows:

1. That the Town Council hereby approves and adopts the document entitled “*Operating Budget, Town of Clifton Forge, Virginia, Fiscal Year 2016-2017*”
2. In order to provide the requisite funds for said operating budget, the following accounts are hereby appropriated by fund category for the fiscal year beginning July 1, 2016 and ending June 30, 2017; said appropriations shall remain in effect until amended or changed by Town Council.

3. Operating Budget

<u>Fund</u>	<u>Amount</u>
Fund 01 – General Fund	\$2,885,099
Fund 03 – Water Fund	1,370,730
Fund 04 – Sewer Fund	<u>1,689,482</u>
<b>Total All Funds</b>	<b>\$ 5,945,311</b>

4. Capital Budget

<u>Fund</u>	<u>Amount</u>
Fund 01 – General Fund	\$ 221,000
Fund 03 – Water Fund	741,750
Fund 04 – Sewer Fund	<u>450,000</u>
<b>Total All Funds</b>	<b>\$ 1,412,750</b>

5. The Town Manager is hereby directed and authorized to do all things necessary to implement said budget.

6. This resolution shall be in effect on and after its adoption.

First Reading – May 24, 2016

Second Reading – June 14, 2016

Attest:

Angela Carper , Clerk of Council



## TOWN OF CLIFTON FORGE

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**COUNCIL MINUTES**  
**TOWN OF CLIFTON FORGE, VIRGINIA**  
**7:00 P.M. TUESDAY, MAY 10, 2016**  
**CLIFTON FORGE TOWN COUNCIL CHAMBERS**  
**547 MAIN STREET**

### **INVOCATION BY DAVID DAVIS**

**CALL TO ORDER:** Vice Mayor Gayle Hillert called the meeting to order at 7:04 pm.

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

**ABSENT:** Mayor Carl Brinkley

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

**PLEDGE OF ALLEGIANCE:** Vice Mayor Gayle Hillert led the attendees and council in the pledge of allegiance.

### **PRESENTATIONS**

**Budget Presentations—LeeAnna Tyler, Finance Director and Lori Kroll, Draper Aden Associates**

LeeAnna Tyler, Finance Director, began by providing an overview of the general proposed budget and the Capital Improvement Plan, and advised that Lori Kroll would be providing the information for the Water and Sewer Funds. LeeAnna stated that there is very little difference in this year's budget compared to last, but that isn't

necessarily bad. She advised that there is some additional state funding being provided this year for streets and 599 funds for the Police Department, but that those funds are specific to those areas and required by the State to be used only for those projects. A copy of the presentation is below:

# TOWN OF CLIFTON FORGE



## FISCAL YEAR 2017 GENERAL FUND OPERATING BUDGET AND CAPITAL IMPROVEMENT PROGRAM

### GENERAL FUND REVENUE

	FY2016	FY2017
	Adopted Budget	Proposed Budget
<b>General Property Taxes</b>	\$612,700	\$606,900
<b>Other Local Taxes</b>	995,000	996,000
<b>Permits, Fees, Reg. Licenses</b>	10,700	7,200
<b>Fines and Forfeitures</b>	11,050	9,750
<b>Revenue from use of Money and Property</b>	14,750	17,075
<b>Charges for Services</b>	58,300	68,800
<b>Miscellaneous Revenue</b>	33,725	33,725
<b>Recovered Costs - Other</b>	20,000	20,000
<b>Revenue from the Commonwealth</b>	1,097,274	1,111,149
<b>Transfer fund</b>	10,000	8,000
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$2,863,499</b>	<b>\$2,885,099</b>

## GENERAL FUND EXPENDITURES

	<b>FY 2016</b>	<b>FY2017</b>
	Adopted Budget	Proposed Budget
General Government Administration	\$293,215	\$292,882
Public Safety	1,049,338	1,055,898
Public Works	613,238	628,456
Parks & Cultural	227,149	224,051
Library	198,880	200,186
Community Development	129,473	129,646
Non-Departmental	271,818	273,443
Capital Improvements	80,388	80,537
<b>TOTAL GENERAL EXPENDITURES</b>	<b>\$2,863,499</b>	<b>\$2,885,099</b>

FISCAL YEAR 2017  
PROPOSED BUDGET  
ONLY INCREASES .08%  
OVER FISCAL YEAR 2016  
ADOPTED BUDGET

## Revenue

No increase in tax rates or fees

Same Real Estate Tax Rate of 5.21 since 2008

Same Personal Property Tax Rate of \$6.70 since 2001

## Expenditures

Continue to fund essential services – Police, Fire and First Responder, Community Development and Public Works

No pay raises for employees

Funds 8% increase in health insurance cost for a single employee policy with cost offset by a reduction in required Virginia Retirement system rates

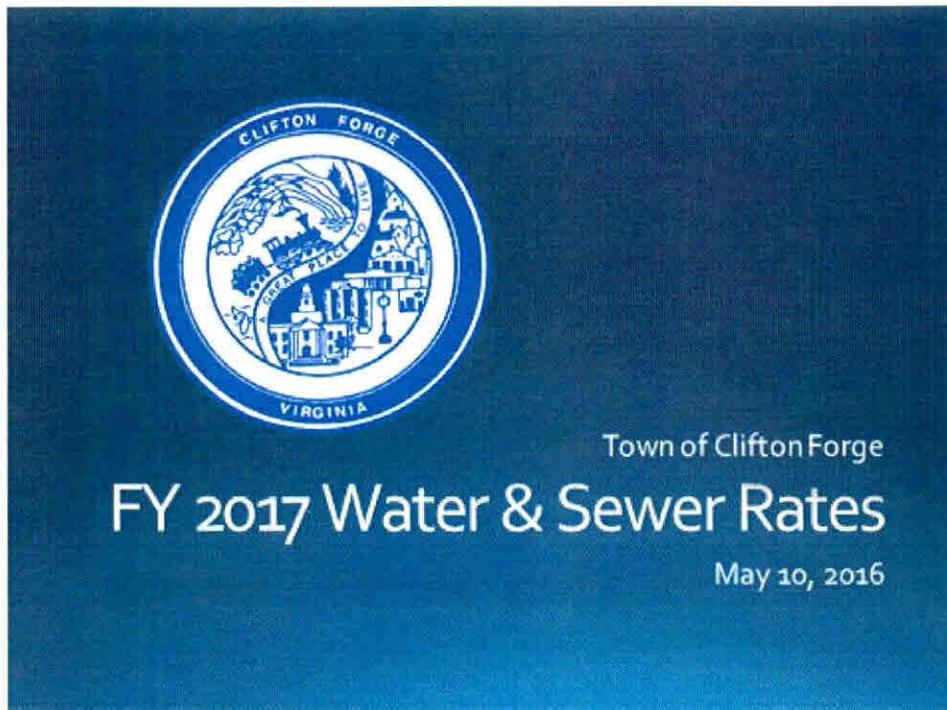
Continue to fund outside agencies such as Masonic Theater, Clifton Forge School of the Arts, Alleghany Highlands Arts and Crafts, Southwest Virginia Food Bank, Jackson River Enterprises, Alleghany Humane Society, Clifton Forge Little League and Alleghany Highlands Youth Soccer Association

### Capital Improvement Projects

General Fund	
Police Department – Building Repairs	\$40,000
Leaf Machine	45,000
Rt. 60 Stormwater Pipe Replacement	69,000
Storm Drain Inspection Program	20,000
Pick up Truck with plow	35,000
X-Mark Mower	12,000
<b>Total General Fund</b>	<b>\$221,000</b>
Water Fund	
Reservoir Dam Safety – Engineering	\$226,250
Boundary Exchange	147,000
Emergency Generator – Bid documents	14,000
Main Transmission Lines – PER	
Permitting	20,000
Water Tank Capacity Study	10,000
Valve & Hydrant Replacements	66,500
Water Line Replacements	158,000
<b>Total Water Fund</b>	<b>\$741,750</b>
Sewer Fund	
DEQ Permitting /Engineering	50,000
Wastewater Line –CSX	250,000
Route 60 Pump Station	100,000
Lateral Camera	50,000
<b>Total Sewer Fund</b>	<b>\$450,000</b>

Lori Kroll of Draper Aden Associates then provided information for the proposed Water and Sewer Funds. Mrs. Kroll stated that utilities services should pay for themselves and that the problems and upgrades and issues with funding that the Town faces are not in any way unusual and that many local and state governments are experiencing the same issues due to federal support being down about 25% and with grants being harder to find to cover these types of expenses. She stated that the improvements and upgrades are a requirement and the loss of population or tax base does affect how the cost can be spread. She stated that the Town’s system dates back to before World War II and that many things are related to the costs that must now be passed on in the utility rates, such as reduced consumption, revenue loss, DEQ regulations that required the installation of meters and infrastructure improvements, and not having annual increases as many other localities have adopted. She stated that as all other bills related to the upkeep of the system and daily operation increased, but the cost of the services did not, it creates the issue that we are now experiencing. Mrs. Kroll went over the timeline for the DEQ requirements and the changes that the Town’s system has undergone, including the County lawsuit and recent mediation settlement, which she stated will help the Town in some ways. Mrs. Kroll went over the required improvements to the dam and reservoir that must be completed in order to obtain a permanent operation permit, as it is currently operating on a two year conditional use permit. She stated that due to federal reclassification, the dam has now been considered as a high hazard due to downstream impact in the event of failure. Gannet Fleming, an engineering firm that specializes in these types of projects

completed a study, which was required as part of obtaining the conditional use permit. The study shows that there are deficiencies that exist that could cause failure. During the study, it was also discovered that portion of the land was never properly documented as transferred by the U S Forestry Service to the town and that is now going to be addressed as well. Estimated improvement costs are between \$8.5-\$9 million, and some funding assistance is in process through the USDA. Unfortunately, the way these types of grants work are through reimbursement so the Town must pay for the project and then once completed will be reimbursed the funds. Lastly, Mrs. Kroll advised that in order to meet the net loss that has been created within the budget due to these improvements, an increase of 7% will be necessary, which will take the current rate of \$99 to an increased rate of \$105. A copy of Mrs. Kroll's presentation is below:



## Challenges of Locally-Owned Utilities

- Declining federal and state support
- Increasing regulatory requirements
- Loss of population and tax base
- Shrinking budgets leading to deferred maintenance
- Growing capital deficits for long-term infrastructure renewal needs

2011	Town metered billing goes live; Water & Sewer rate structures include base fees and tiered volume charges based on customer usage characteristics
2011	Town / County disagree over methodologies for calculating wholesale sewer and water rates
2012	Slight adjustment of rates to help offset decline in consumption; Rates remain at \$96 (combined monthly residential rate) for next 5 fiscal years
2014	County files suit over sewer payment deficits
2016	Mediation Hearing: Settlement reached for sewer rate dispute; new sewer agreement underway to resolve disparities with formula; new water agreement in discussion.

## Background and History Sewer System

2006	DEQ Consent Order requires construction of LJR Regional Wastewater Facility to comply with Clean Water Act regulations to reduce SSO's
2007	Wastewater Agreement signed transferring sewer treatment responsibility to County
2011	LJR Facilities construction complete, sewer treatment operations transfer to County in October 2011

## Challenges of Locally-Owned Utilities

- Declining consumption leading to revenue losses
- Aging skilled workforce
- Justifying and communicating true cost to customers
- Regularly increasing rates to keep pace with inflation

DIAGRAM OF MAJOR COMPONENTS PER ORIGINAL CONTRACT AND ADDENDUM  
March 6, 2018

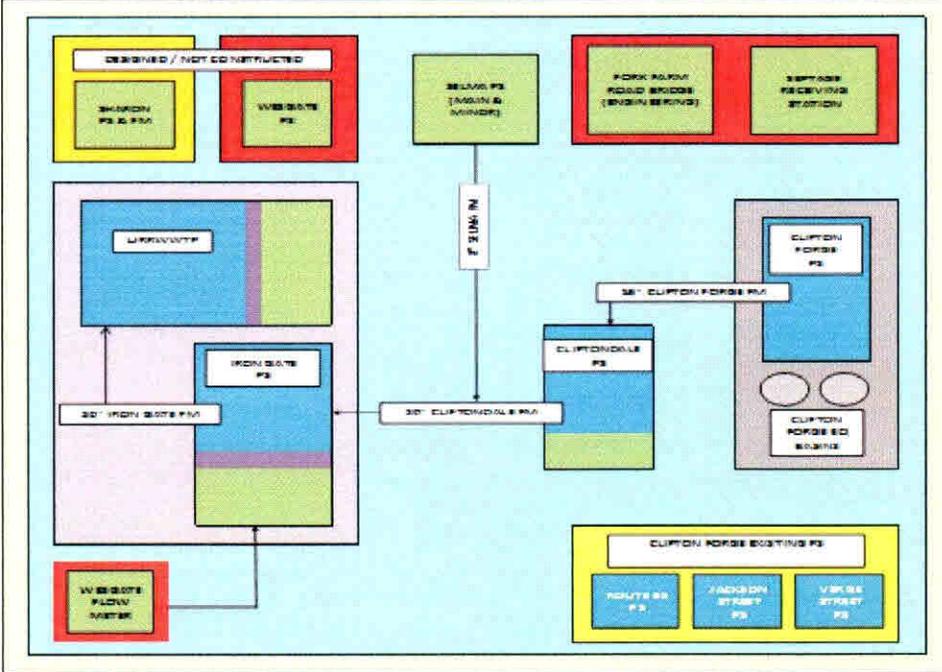
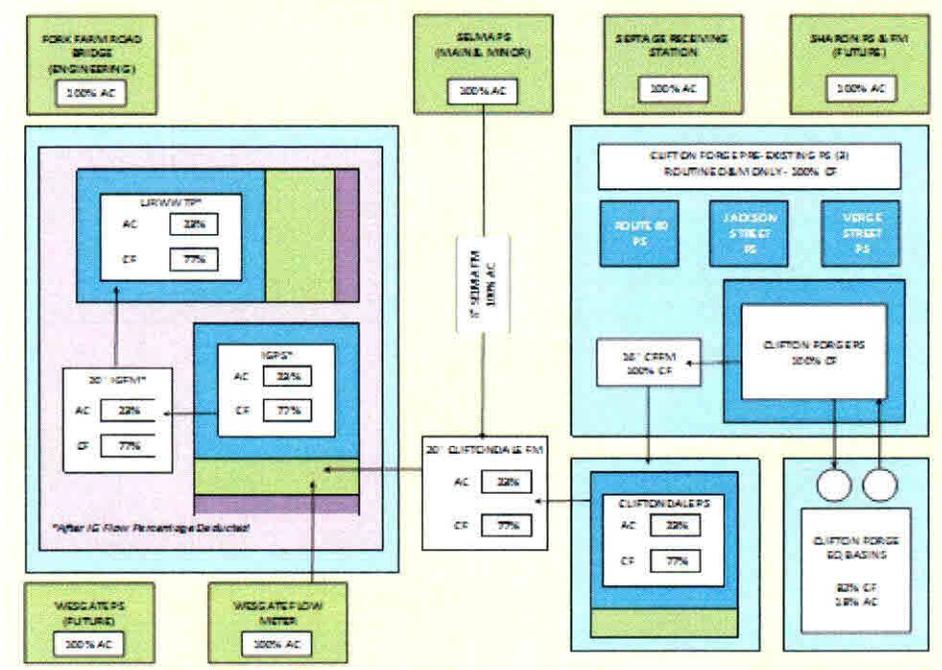
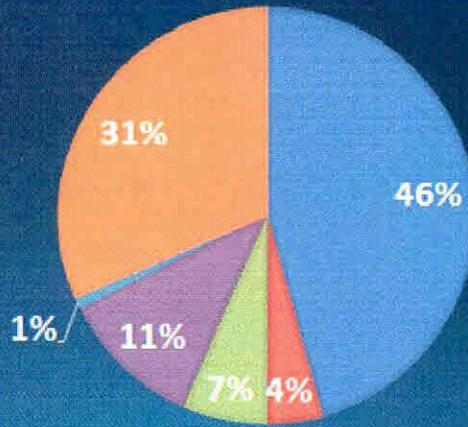


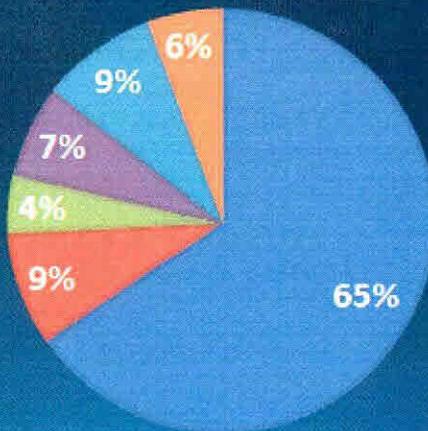
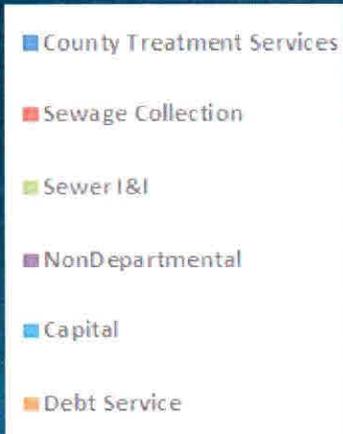
DIAGRAM OF MAJOR COMPONENTS ALLOCATED BY PERCENTAGE OF USE



## FY 2011 Sewer Fund Expenses \$1,218,000



## FY 2017 Sewer Fund Expenses \$1,689,482



## FY 2017 Sewer Fund Budget

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Expense Budget                      \$1,689,482

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Revenue Budget                      \$ 1,587,242

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Net Loss                                \$ (102,240)

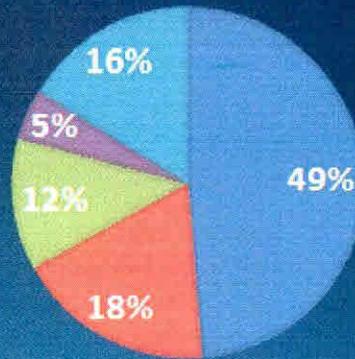
% Increase Needed to Balance        7%

## Background and History Water System

2007	VDH Consent Order requires WTP upgrades to comply with Safe Drinking Water Act regulations
2008	WTP Phase I Improvements complete - VDH Consent Order and funding conditions require installation of water meters
2009	Water Meter installations complete; 1-year test run for metered consumption begins

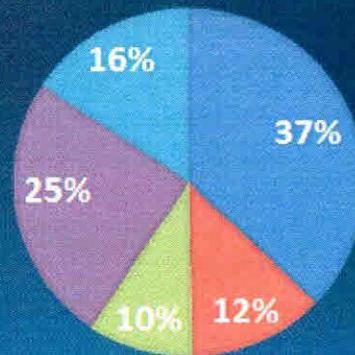
## FY 2011 Water Fund Expenses \$933,000

- Water Filtration
- Transmission/Distribution
- Non-departmental
- Capital
- Debt Service

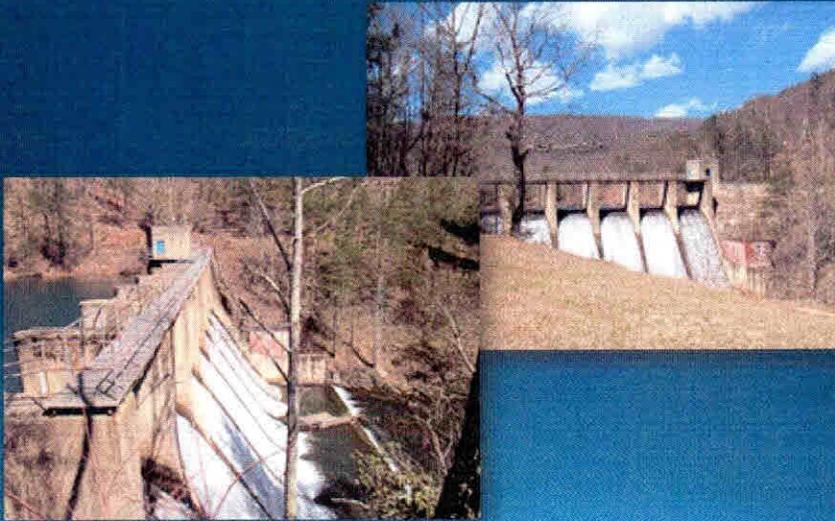


## FY 2017 Water Fund Expenses \$1,370,730

- Water Filtration
- Transmission/Distribution
- Non-departmental
- Capital
- Debt Service



# Reservoir Dam Improvements



## FY 2017 Water Fund Budget

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Expense Budget	\$1,370,730
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Revenue Budget	\$1,281,092
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Net Loss	\$ (89,638)
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% Increase Needed to Balance	14.5%
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## Annual Rates Comparison - Town

FY	Water	Sewer	Total
2011	\$ 26.50	\$ 67.50	\$ 94.00
2012	\$ 24.50	\$ 71.50	\$ 96.00
2013	\$ 26.50	\$ 69.50	\$ 96.00
2014	\$ 26.50	\$ 69.50	\$ 96.00
2015	\$ 26.50	\$ 69.50	\$ 96.00
2016	\$ 26.50	\$ 69.50	\$ 96.00
2017	\$ 30.80	\$ 74.20	\$ 105.00

## Annual Rates Comparison - County

FY	Water	Sewer	Total
2011	\$ 37.00	\$ 37.00	\$ 74.00
2012	\$ 37.00	\$ 37.00	\$ 74.00
2013	\$ 39.00	\$ 39.00	\$ 78.00
2014	\$ 40.00	\$ 40.00	\$ 80.00
2015	\$ 40.50	\$ 40.50	\$ 81.00
2016	\$ 41.00	\$ 41.00	\$ 82.00
2017	N/A	N/A	N/A

Mrs. Burcham advised that tonight is the formal budget presentation. It will be followed by the Public Hearing and first reading of the proposed budget at the May 24, 2014 meeting, with second reading and adoption at the first meeting in June. She advised that the required advertisement for the proposed budget will be appearing in

the newspaper prior to the Public Hearing and that more comment is expected after the ad has run.

Councilwoman Roberts asked if the \$3 sewer lateral fee will continue. Mrs. Burcham advised that that fee is being discontinued and all monies that have been collected up to this date will be set aside and used for the laterals until those funds are extinguished. All requests for installations and inspections that have been submitted will be completed by the end of the fiscal year. She stated that the \$105 includes the \$3 previously charged for the lateral fee. Mrs. Kroll mentioned that all of the money the town has saved residents over the years by not increasing rates now has to be paid in order to take care of the aging system and federal requirements. She stated that future annual increases should be included in the budget in order to build a base that will be used to address any future issues.

Mrs. Roberts also asked Mrs. Kroll to clarify that the dam is not expected to fail within the next few weeks. Mrs. Kroll advised that the study and analysis provided by Gannet Fleming show the worst-case scenario and based upon the spillway design. She stated that the reservoir is currently not at capacity and that the study is based upon a 100 year flood event, that there is no imminent danger, but due to the conditional permit, which is only good for two years, the repairs must be completed as soon as possible.

Councilman Irvine asked if a concrete dam is better than an earthen dam. Mrs. Kroll stated that it just depends on the situation and location, but that the situation involved with the Town's would be due to it overtopping, but again that would require a major flood event. Mr. Irvine asked where the Gannet Fleming firm is located. Mrs. Kroll advised that their main office is located in Pennsylvania, and Mrs. Burcham advised that the majority of the work provided the Town has been completed by their Virginia Beach location. Mrs. Kroll advised that the firm has been responsible for doing the studies whenever required. Mr. Irvine asked if they were required every year and Mrs. Kroll advised that until the recent federal changes were imposed, it was not required to have an annual study. All recent inspections and required studies have been completed through Draper Aden and they have used Gannet Fleming on a sub-contracted basis when needed since they are experts in the field. Mrs. Burcham added that the studies that have been completed have been done through the funding of two grants and were at no cost to the Town.

Vice Mayor Hillert asked when the remainder of the research will be completed. Mrs. Kroll advised that Gannet Fleming is now working and it will depend on how the new state changes affect the findings. It may be that those changes could be of benefit to the Town, but it remains to be seen at this point.

Diana Kling Smith of 224 Highland asked what will happen when repairs are needed once the sewer lateral fund is exhausted. Mrs. Burcham advised that it will be paid out of the regular sewer fund at that point.

**CONSENT AGENDA**

- 1. MINUTES**      **April 19, 2016**      **Work Session**  
                         **April 26, 2016**      **Council Meeting**

**RECOMMENDATION:** Approve minutes from April 19 & 26, 2016

**Motion to adopt minutes**

**Motion made by:**      Councilman Umstead

**Seconded by:**      Councilwoman Roberts

**ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye

**Motion passed:**      4-0

**2. Request for Street Closure**

Clifton Forge Main Street is requesting the closure of Ridgeway and Main Streets from Race Street to D Street, including that part of Jefferson Avenue that extends from the south side of First Citizens Bank’s driveway, beginning at 11 AM through 12:15 PM on July 4, 2016 for the annual Stars and Stripes celebration .

**Recommendation:** Grant requests

**Motion to grant request for street closure**

**Motion made by:** Councilman Umstead

**Seconded by:** Councilwoman Roberts

**ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye

**Motion passed:** 4-0

**3. Request from the Masonic Theatre Preservation Foundation for closure of Church Street for each of the planned events at the Amphitheatre**

The Foundation is requesting approval for the closing of Church Street between Commercial and Jefferson Avenues, 20 minutes prior to the start of each show and remaining closed until one hour after each show to allow for spectators to depart. A list of events is attached.

**Recommendation:** Grant request

**Motion to grant request for street closures**

**Motion made by:** Councilwoman Roberts

**Seconded by:** Councilman Irvine

**ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye

**Motion passed:** 4-0

## **INFORMATION**

A representative from Congressman Griffith's office will be available in the Armstrong Room at the Library from 10 AM – 12 Noon on Thursday, May 19, 2016.

Town offices will be closed on May 30, 2016 for the Memorial Day holiday.

## **MANAGER'S COMMENTS**

Mrs. Burcham advised that several meetings ago, comments were heard from a concerned citizen regarding the animal feces being left in Veteran's Memorial park. She stated that she is pleased to announce that there are now signs located in all the Town's parks advising animal owners to clean up after their pets and advising that there is a fine of up to \$500 per occurrence for failure to abide by the ordinance. She stated that all Mutt Mitt stations in those areas are properly stocked as well.

Mrs. Burcham also advised that there will be an ad in the newspaper regarding an upcoming public meeting that will be used to obtain comments, ideas, suggestions for a bicycle and pedestrian trail plan that is being developed with the help of VDOT and the Parks and Trails Committee. She stated that a concept plan will be presented and public input is requested. The meeting will be held at 6 PM on May 17 in the Armstrong Room at the Library.

Lastly, Mrs. Burcham advised that the broadband study that is being made possible through grant funding is in process. The consultant chosen for the project is completing the work and a survey has been developed for both businesses and residents in order to obtain additional information. She stated that copies are available at the meeting tonight and also at Town Hall, the Library, and on the Town's website. She encouraged everyone to take one and fill it out and return it in order to provide the best feedback possible.

## **UPCOMING EVENTS**

### **CLIFTON FORGE MAIN STREET**

**DOWNTOWN MARKET—EACH FRIDAY, THROUGH SEPTEMBER 30, 2016**

### **CLIFTON FORGE SCHOOL OF THE ARTS**

**JAMMIN AT THE MILL—FRIDAY, MAY 20, 2016, 7 PM**

### **CLIFTON FORGE PUBLIC LIBRARY**

**PRESCHOOL STORY TIME—TUESDAY, MAY 17, 2016, 11 AM – NOON**

### **MASONIC AMPHITHEATRE**

**FISHING WITH ANGELS—SATURDAY, MAY 14, 2016, 8 AM – NOON**

**“FENER BENDERS AND REBELS OF RHYTHM”—SATURDAY, MAY 14, 2016, 6:45-10 PM**

**TRIALTHLON FINISH LINE PARTY—SATURDAY, MAY 21, 2016**

**HERITAGE DAY—SATURDAY, JUNE 4, 2016, (ALL DAY EVENT)**

**EVENING WITH “BRIGHTWORK WITH SEAY BROTHERS & FRIENDS”—SATURDAY, JUNE 11, 2016, 6:45-10 PM**

**“STARS”, SPONSORED BY APPALFOLKS—SATURDAY, JUNE 19, 2016, 2-4 PM**

## **PUBLIC COMMENTS**

John Hillert of 856 Palace Blvd. addressed Council and asked that a possible modification in the current sign ordinance be considered in an effort to better advertise festivals and events within the town. He stated that as with Heritage Day, they have completed a fairly significant marketing effort and his fear is that once people get into town, they will not know where to go. He suggests using the Heritage Day event as a trial and possibly using directional type signage in different or specific areas in order to direct visitors to specific portions of the event, parking, etc. Mr. Hillert also mentioned the Con of the Mountain event in the fall and stated that the majority of the visitors coming to that event will be from out of the area. Mr. Hillert stated that he is unsure of the answer to the current situation, but is willing to participate in talks in order to come up with a solution to allow more event signs. Vice Mayor Hillert asked Mr. Hillert what he is finding limiting and if he has a proposal for a solution. Mr. Hillert stated that he is unsure of the answer or best way to handle the situation, but states that he is willing to work with staff in order to find a solution. Councilwoman Roberts asked if when he refers to directional signs, he means generic signs with arrows that could be used at different events. Mr. Hillert stated that he feels that the signs should be able to be reused and housed at a central location available to those holding the events. She also asked if the event holders would be responsible for putting up the signs and taking them down after the event. Mr. Hillert stated that would not be a problem, but a plan for multi-day events would need to be addressed as well in order to determine where and how long the signs would be allowed to be on display. Councilman Irvine asked if this is the same thing that had been proposed previously. Mr. Hillert stated that it is similar, but not exact and that he feels the signs need to be made universal. Council agreed to discuss further and get back to Mr. Hillert.

## **COUNCIL COMMENTS**

Councilman Irvine thanked everyone for coming and thanked both LeeAnna and Lori for their presentations. He commented on the recent award that the Water Treatment Plant received and congratulated them.

Councilwoman Roberts thanked everyone and thanked LeeAnna Tyler and Lori Kroll for their presentations. She stated that they were both very clear and informative and made sense. Mrs. Roberts stated that she is very pleased with the signs placed in the parks and stated they were very much needed.

Councilman Umstead thanked everyone for coming and thanked both LeeAnna and Lori for their presentations. He stated that the presentations were very clear but definitely not an easy subject. He thanked Chris Fisher on the success of the Bike Rodeo last Saturday. He stated that it is a great event! Mr. Umstead also agreed with Mrs. Roberts on the signs placed in the park. He advised Mr. Hillert that he agrees about signage and would be interested in helping to find a solution and would like to help.

Vice Mayor Hillert thanked both Mrs. Tyler and Mrs. Kroll for their presentations and thanked Mrs. Kroll for the update on the mediation and for making it easier to understand. She mentioned the “Fishing with Angels” event that will be held on May 14 in Smith Creek at the Amphitheatre. She stated that the creek will be stocked and those who are physically or intellectually challenged are encouraged to participate in the event. She advised that all equipment will be provided as well as lunch and displays from the Fire Department. An award will be given for the largest fish caught and Nicely’s Taxidermy has volunteered to mount that catch for the participant. She thanked all who helped to clean up that section of the creek to make the event possible and provide a nice area for participants.

Lastly, Mrs. Hillert provided an update on Mayor Brinkley. She advised that he has had his surgery and was out of ICU by his second day and has been up walking around. She thanked everyone for the well wishes for Mayor Brinkley and asked that everyone continue to think of him during his recovery.

**CLOSED SESSION – PURSUANT TO SECTION CHAPTER 2.2-3711 A-3  
REAL ESTATE**

**Motion made by:** Councilwoman Roberts **TIME:** 8:20 PM

**Seconded by:** Councilman Irvine

**ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye

**Motion passed:** 4-0

**Motion to return to open session**

TIME: 8:44 PM

**Motion made by:** Councilwoman Roberts

**Seconded by:** Vice Mayor Hillert

**ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye

**Motion passed:** 4-0

**Motion to certify only indicated items were discussed**

**Motion made by:** Vice Mayor Hillert

**Seconded by:** Councilwoman Roberts

**ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye

**Motion passed:** 4-0

Council resumed the discussion of the request for signage in the right of way and asked the Town Attorney to work on a possible solution.

Mr. Irvine asked about eliminating decals and the Town Manager explained how such a decision would cost \$55,000 in the year in which it would be implemented because of the timing of the decal purchase and when personal property is received. The Town Manager also mentioned the decal's enforcement benefits, but indicated

that if we had an extra \$55,000 she would recommend a salary increase for employees should take precedence.

Council discussed the upcoming Citizens Advisory Committee meeting. Due to the bicycle plan meeting at 6 PM on the 17<sup>th</sup>, Council agreed to start the upcoming and all future work sessions at 7 PM.

**Motion to recess to work session on May 17, 2016 at 7 PM    TIME: 9:29 PM**

**Motion made by:**            Councilman Umstead

**Seconded by:**            Vice Mayor Hillert

**ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye

**Motion passed:**            4-0

**CLIFTON FORGE  
POLICE DEPARTMENT**

**\*\* Monthly Report \*\***

**APRIL 2016**

	April '15	'15 YTD	April '16	'16 YTD
<b>ADULT CRIMINAL ARRESTS</b>	*****	*****	*****	*****
FELONY	27	28	3	13
MISDEMEANOR	13	48	18	82
	*****	*****	*****	*****
<b>JUVENILE CRIMINAL ARRESTS</b>				
FELONY	0	0	0	0
MISDEMEANOR	3	3	0	0
TRAFFIC SUMMONS ISSUED	27	123	10	50
PARKING VIOLATIONS	98	116	85	115
COMPLAINTS RESPONDED TO	422	1,469	345	1,356
PUBLIC WORKS COMPLAINTS	16	64	8	45
CITIZENS/BUSINESS REQUEST-CHECK LIST	515	2,885	507	1,970
BURGULAR ALARMS PROCESSED	4	31	6	26
ACCIDENT INVESTIGATED	4	18	1	13
REQUEST TO UNLOCKED MOTOR VEHICLES	19	46	18	71
REQUEST TO UNLOCK HOMES / BUSINESSES	0	0	0	0
ESCORTS PROVIDED	8	47	19	54
COURT DOCUMENTS PROCESSED	51	136	36	154
UNSECURED PROPERTY	11	25	15	43
MILES TRAVELED BY DEPARTMENT	6,622	23,311	5,481	19,857
<b>TRANSPORTS</b>	*****	*****	*****	*****
<b>TO REGIONAL JAIL</b>	*****	*****	*****	*****
Number of transports	8	18	8	20
Total Mileage	182	413	181	458
Man-hours	6 hours 49mins	15hrs 21mins	6hours 24mins	20hrs 12mins
<b>TO MENTAL FACILITY</b>				
Number of Transports	7	19	8	18
Total Mileage	584	1,215	529	759
Man-hours	21 hours 15mins	53hrs 26mins	20hrs 15mins	47hrs 11mins
	*****	*****	*****	*****
<b>ANIMAL CONTROL</b>				
COMPLAINTS RESPONDED TO	30	108	59	198
ANIMALS PLACED IN SHELTER	2	16	12	38
DOGS	1	4	3	14
CATS	1	12	9	24
SUMMONS ISSUED	0	3	0	8
ANIMAL BITES INVESTIGATED	0	5	1	7
ANIMALS RETURNED TO OWNER	2	3	2	5
DOGS	2	3	2	5
CATS	0	0	0	0
OTHER	0	0	0	0
ANIMALS RETURNED TO THE WILD	1	3	2	2

## **Adult Arrests**

### **Criminal Arrests – Felony**

- 1 Capias Served – Manufacture Meth, Possess Precursors to Meth
- 2 Grand Larceny

### **Criminal Arrests – Misdemeanor**

- |   |                                  |   |                 |
|---|----------------------------------|---|-----------------|
| 3 | Capias Served – Failed to Appear | 4 | Drunk in Public |
| 4 | Domestic Assault & Battery       | 3 | Trespass        |
| 4 | Allow Dog to Run at Large        |   |                 |

### **Traffic Enforcement**

- |   |                      |   |                             |
|---|----------------------|---|-----------------------------|
| 1 | Expired Registration | 1 | Fail to Display Front Plate |
| 1 | Reckless Driving     | 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 April the Police Department has initiated ten(10) criminal investigations. Two (2) cases were carried over from the previous month. This brings to a total twelve (12) criminal investigations that have been active between April 1, 2016 and April 30, 2016.

### **Criminal cases carried over from previous months:**

Petit Larceny- 2

### **Criminal cases initiated in April:**

Trespass- 1

Petit Larceny- 2

Grand larceny- 1

Runaway- 1

Credit Card Larceny- 2

Grand Theft Auto- 1

Sexual Assault- 1

Vandalism- 1

### **Criminal cases cleared in April:**

Trespass- 1

Petit larceny- 2

Sexual Assault- 1

Credit Card Larceny- 2

Grand Theft Auto- 1

Runaway- 1

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 April was 90.00%. 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:**

On April 4, 2016, Lt. R.L. Paxton was dispatched to the Skate Park to take a report of vandalism. Upon his arrival he spoke with the Director of Public Works. The Director pointed out several fabric ties which had been removed from the chain link fence as well as one fence post which had been pulled up. A support brace had also been removed from the fence.

Lt. Paxton photographed the damage and obtained the information for the incident report. Lt. Paxton also recommended closing the park for a period of time.

Sgt. D.L. Carter received information identifying one individual that was believed to be involved in the vandalism. At this time the investigation is still on going.

\*\*\*

On April 5, 2016, Lt. R.L. Paxton spoke with a complainant at the Clifton Forge Police Department. The Complainant reported that some jewelry had been stolen from her residence on March 26, 2016. When questioned about the delay in reporting the theft the complainant stated that she had been sick and unable to come to the police department. The complainant went on to explain that she had allowed a person to stay at her residence in the 1200 block of Jefferson Avenue on the night of March 25, 2016 and they were still there on March 26, 2016 when the complainant and her husband had left the residence. Upon the complainant's return later that afternoon, she noticed that two rings were missing. The complainant provided the name of the person who had stayed there as well as information on the suspect currently being incarcerated in Botetourt County.

On April 6, 2016, Lt. Paxton attempted to interview the suspect at the Botetourt- Craig Regional Jail. The suspect refused to answer any questions and requested an attorney. Lt. Paxton was advised by jail staff that the suspect had a pawn receipt in his possession when he was arrested in Botetourt. Lt. Paxton seized the pawn receipt and went to the listed location to view the jewelry that the suspect had pawned. Lt. Paxton photographed the jewelry and the complainant ultimately identified the jewelry as hers. Lt. Paxton obtained a copy of the stores security video which showed the suspect pawning the jewelry.

A warrant was obtained for the suspect for grand larceny.

\*\*\*

On April 21, 2016 the Clifton Forge Police Department hosted a rabies clinic, which was conducted by Greenbrier Veterinary Clinic. This event took place at the Clifton Forge Fire Department and lasted 3 hours. During the event 102 animals were inoculated for rabies and 38 town tags were issued to pet owners. Other veterinary services were also provided for patients who requested them.

\*\*\*

On April 23, 2016 at approximately 11:48 p.m., Sgt. L.V. Hipes responded to the 200 block of Roxbury Street and spoke with a complainant who wished to report their vehicle stolen. The complainant stated that he had fallen asleep and when he awoke he noticed that his truck was missing. He went on to explain that he suspected his adult son had taken the truck, but he still wished to pursue charges.

On April 24, 2016 the vehicle was located on Roxbury Street by Acting Sgt. D.W. Deeds and the suspect was subsequently arrested for grand larceny of a motor vehicle by Acting Sgt. Deeds.

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## Clifton Forge Public Library

### Director's Report

April 2016

The month of April was a busy time as groups and governmental agencies met on regular schedules. The Armstrong Community Meeting room remained busy as 259 people attended various meetings and special programs. Salem/Alleghany Highlands General Education [GED] classes met on regular schedule. Town Manager Darlene Burcham conducted a single Curb Appeal meeting. The Masonic Theater Planning group held one meeting. The C & O Heritage Center Board held a special meeting. The Library Quilters met on their regular schedule. Threadbenders met three times during the month. Appalfolks held its monthly board meeting as well as a single songwriting and poetry workshop led by Ray Allen. The Brown Bag Book Club met and discussed "A Land More Kind than Home" by Wiley Cash. Congressman Morgan Griffith's representative met with local constituents on normal schedule. The representative of the Virginia Employment Commission was once again unable to come due to staffing issues but will begin coming again in May. The Library Board met on their regular schedule. The Friends of the Library also met on their regular schedule. The Friends of the Library held their annual book sale and raised \$1010. The Library Board and Friends of the Library sponsored a special Poetry Month event hosted by Ray Allen of Appalfolks. The featured speaker was Judy Ayyildiz, an internationally published author and award winning poet. Continuing a cooperative effort with the Alleghany Public Schools, students from Mountain View Elementary were provided special tutoring sessions on Tuesdays and Thursdays.

The Library also hosted a special spring themed pre-school story time. Children from the Y.M.C.A pre-school came to story time for the first time. Staff member Iris Gilbert and director Mike Barnes made a monthly trip to Scott Hill where residents checked out 170 books. Staff member Don Buzzard completed weeding out old and unused books from the Juvenile fiction collection. The Library hosted a special display of needle-felted Dr. Seuss characters from local artist Lisa Berberette. In addition, the Library began displaying a selection of special photographic pieces from local photographer Jeff Bartley. The gradual refurbishment of the library continued with adding new computer tables and a bench/bookshelf in the children's area. The director also added 6 new bookshelves for storage and display of items in the Armstrong Meeting Room. The Mormon elders have consistently provided invaluable assistance with the library's reorganization and with required assembly work.

The Con of the Mountain Planning Committee met twice during the month. The Friends of the Library provided good news to the committee in the form of a \$4500 commitment to bring in Cosplay performers Captain Jack and Cosplay Inc. Several other local businesses and organizations made additional commitments of \$750. The committee began exploring the possibility of creating a special limited edition comic book based on the Con's own group of heroes. The comic book would be made available for sale at the Con. The Library director began discussions with local teachers and writers to establish a writing segment for the Con. The committee is approaching a few Virginia authors to establish back stories for our heroes and then invite teens to write stories based on the characters' lives and adventures apart from their joint battle with the Dragon of Illiteracy.

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			\$1,927.50
Book Sales	\$12.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	\$22.00	\$2.00	\$9.00	\$10.00			\$65.00
Fax Charges	\$170.50	\$160.00	\$190.00	\$140.00	\$130.00	\$125.00	\$150.00	\$150.00	\$185.00	\$185.00			\$1,585.50
Fines	\$188.70	\$196.75	\$236.52	\$163.65	\$173.00	\$210.00	\$196.60	\$290.40	\$194.62	\$226.65			\$2,076.89
Replace Car	\$16.00	\$18.00	\$24.00	\$12.00	\$12.00	\$16.00	\$24.00	\$20.00	\$28.00	\$18.00			\$188.00
Lost Books	\$0.00	\$0.00	\$51.18	\$0.00	\$0.00	\$0.00	\$40.00	\$8.40	\$17.95	\$32.95			\$150.48
Non-Reside	\$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			\$991.48
Total	\$592.40	\$578.15	\$646.65	\$593.35	\$1,075.25	\$719.95	\$682.00	\$747.75	\$678.15	\$671.10			\$6,984.75
<b>FY 2015</b>	<b>Jul-14</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>CM FY 15</b>
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-Reside	\$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)

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			14767
CF Child	512	279	357	556	391	430	396	334	356	313			3924
Allegh. Adu	1248	1017	893	768	705	838	799	951	900	780			8899
Allegh. Juv.	120	93	67	44	41	47	41	16	56	44			569
NR Adult	182	154	108	109	125	73	91	111	160	110			1223
NR Juv.	87	76	56	50	16	16	12	10	1	2			326
# Items Out	4305	2986	2980	3024	2633	2779	2766	2799	2818	2672			29762
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
<b>Number of PATRONS checking out library materials; categorized by geographic area &amp; patron type</b>													
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			1934
CF Juvenile	40	42	40	39	36	37	38	27	31	28			358
Allegh. Adu	134	138	140	131	119	120	134	146	125	113			1300
Allegh. Juv	20	18	9	9	11	15	15	7	6	6			116
NR Adult	24	16	25	22	19	19	18	18	26	17			204
NR Juv.	10	12	8	4	1	3	4	2	3	1			48
Total Patro	444	426	396	393	380	395	403	385	382	354			3958
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			3958
New Registr	47	28	34	43	46	36	34	27	20	17			332
Transaction	6200	5760	6123	6340	5245	5316	5407	5693	5630	5392			57106
WiFi	48	56	52	80	55	63	56	67	53	60			590
Withdrawn	490	198	694	1070	1018	2	7	1182	378	471			5510
PAC Login	60	57	25	31	43	42	36	25	61	31			411
W/D Patron	26	44	6	6	5	6	4	2	18	11			128
Computer	682	664	616	777	615	627	617	587	595	588			6368
E-book Cir	142	138	156	154	160	163	168	152	148	156			1537
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 Registr	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 TTILES ADDED**

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum. FY 14
FY 2016	149	205	162	214	194	223	184	189	215	139			1874
FY 2015	284	331	338	293	293	255	225	131	277	175	121	202	

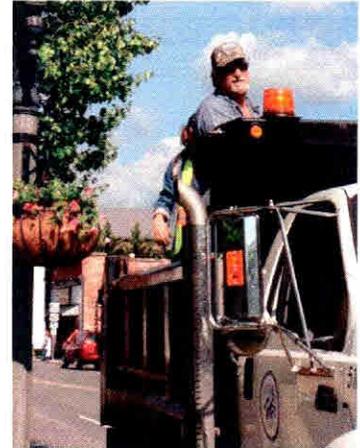
**MICHAEL ARMSTRONG COMMUNITY MEETING ROOM ATTENDANCE**

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			
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

## PUBLIC WORKS REPORT....APRIL 2016

April has come and gone: abnormal weather seems to be the norm this year. Very few April showers therefore it doesn't look like we will be having a lot of May flowers.

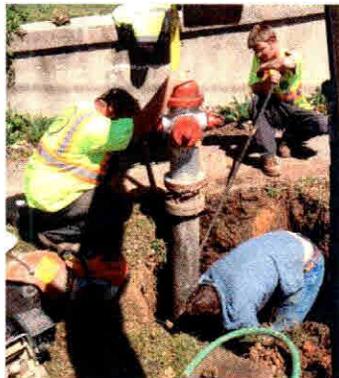
The hanging baskets have arrived and placed on the light poles throughout the downtown section of town.



Public Works working with the fire department have repaired, replaced or removed defective or not needed hydrants.



Replacing a defective hydrant on Alleghany Street



Removing a defective hydrant on Keswick Street

During this month we experienced several water main (Verge Street, Gardner Street) and service line issues (Clay Street, Loop Street, and Pine Street). Water issues included defective water valves, broken mains and service lines and dirty (muddy) water calls. Most dirty water calls were caused by hydrant flushing. While inspecting the area under the elevated downtown, we discovered a water line break that was spraying onto the support pillars which was repaired. We also had to cut out and replaced a defective water valve in the intersection of Alleghany and Fourth Street. The calls to mark Miss Utility tickets continues remain high as do calls to check resident meters due to high water usage.



Defective water valve 4<sup>th</sup> Street



Replaced Water Valve



Water main repair alley Gardner Street

Installed a sewer lateral clean out on Thornton and sewer main replacement on Vulcan Street. We were also called to check and jet several residential sewer laterals from cleanout to main. The crew will tackle the ever growing list for clean out installations in the coming month.



The sewer cleaning and inspection of our sewer line that travels through the CSX railroad property has been completed and the report received. This report indicates there is an I & I issue in this line, although not as severe as we had expected. We are working with our engineering firm to develop a relining and spot repair project of this line for consideration for DEQ funding assistance.

The cross country storm drain line from Prospect Walk, through the area known as the jungle was found to have been severely deteriorated and broken. This line required repair.



Failed 24 inch storm drain Prospect Walk to the Jungle. Line repaired to the right.



We have been in constant contact with the manufacturer of our street light pole that was removed/destroyed by a car accident at the end of last year. While they do acknowledge our requests for status, they have not been very responsive.

The Town of Iron Gate was assisted by providing our bucket truck so they could change their town banners from the winter motif to a more spring like banner.

Our crew paved in the utility cut on Prospect Street from the water main break last month, and pot holes on Palace Boulevard.

We had started converting our traffic lights to LED lighting in March and completed the conversion during the first week of April. These new LED lights are brighter, more effective than the old lights and are less prone to burn out. They use considerably less electricity, thereby reducing our electrical usage.

We have been able to get back on sign replacements, installing in accordance with the Manual for Uniform Traffic Control Devices (UMTCD) updated stop signs, speed limit signs and street name signs. Undersized, non-reflective signs are being removed and replaced with appropriate signage. We have a long way to go with our signage. Painting in the stop bars on the pavement has also been started as we replaced stop signs.

Moved equipment from the Library to their storage area in the A Street School. Inspected and replaced light bulbs throughout Town Hall, including the lights hanging at the front door and installed an air conditioner in the finance area.

There were no sanitary sewer overflows in April.

After the paving contractor had finished paving Ridgeway, a pavements marking company came in and installed all of the pavement markings required.



On the 4<sup>th</sup> of April, when the town crew went over to check the faculty and empty the trash the park had once again been vandalized, the fourth time in two weeks. The three earlier times, person or persons unknown had removed the covers from manhole structures within the playground park area. These covers were taken into the skate park and used to fashion ramps or walls to skateboard into or against. One cover had hinges on it, securing it to the manhole structure. These hinges had been broken to remove the cover. The fourth vandalism occurrence required five man-hours to restore, clean up and repair the fence.



Trash dumped and thrown over the skate park.



Fence post on bumper block

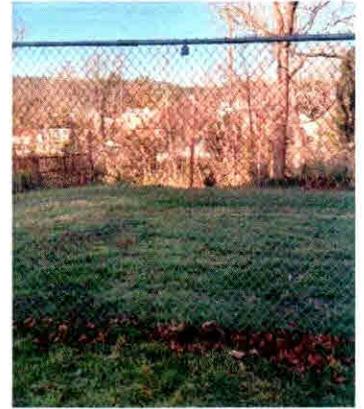




Parking area bumper blocks placed to use as ramps, the pipe on the block is a fence post that had been pulled out of the ground, All wire ties had been removed from at least nine additional fence post either in preparation to remove posts or to drop the perimeter fence down.



Jumping Ramp



Fence post removed to make grind slide

There were six (6) burials in April.



Travis Puetz Sewer and Water Tech



Lee Sartain Skilled Operator

Our open Sewer and Water Technician position was filled internally with Travis Puetz being selected. One open Skilled Laborer was hired, Lee Sartain. Currently we are advertising for one additional Skilled Laborer.

Submitted by Earl LaBonte, Public Works Director

**MONTHLY REPORT  
APRIL**

DEPARTMENT	WEEK	OT HOURS	MEN	COMMENTS
CEMETERY	3/28 - 4/3/2016	0	0	Closed grave @RHC on two Saturdays (8.03 hrs.). Only one man to help close a grave @MVC (.5 hrs.).
	4/4 - 4/10/2016	0	0	
	4/11 - 4/17/2016	4	1	
	4/18 - 4/24/2016	8.53	0	
		<b>12.53</b>	<b>1</b>	
SEWER I & I	3/28 - 4/3/2016	0.5	1	Talked with Karen @WW Associates after 3:30 (.5 hrs.). Traveling to Maryland for a 3 days training classes for PACP/MACP/LACP (8 hrs.).
	4/4 - 4/10/2016	1	1	
	4/11 - 4/17/2016	7	2	
	4/18 - 4/24/2016	0	0	
		<b>8.5</b>	<b>4</b>	
WATER	3/28 - 4/3/2016	21	3	Called out for a water leak on Prospect Walk (19 hrs.). Called out for a water leak on Venus Way. When on call person arrived he found out it was on private property (2 hrs.). Checked 603 Rose for high usage after 3:30 (.5 hrs.). Excavated water main @713 Pine (1 hr.). Called out for a water leak @101 Howard (4 hrs.). Met with Utility Quest & S&N on Alleghany (2 hrs.). Called out to check dirty water @ABC Store (2 hrs.). Excavated & removed old leaking valve on 4th & Alleghany (3 hrs.). Read monthly meters (.5 hrs.).
	4/4 - 4/10/2016	0.5	1	
	4/11 - 4/17/2016	5	3	
	4/18 - 4/24/2016	7.5	2	
		<b>34</b>	<b>9</b>	
BLDGS/GRDS	3/28 - 4/3/2016	0	0	
	4/4 - 4/10/2016	0	0	
	4/11 - 4/17/2016	0	0	
	4/18 - 4/24/2016	0	0	
		<b>0</b>	<b>0</b>	
STREETS	3/28 - 4/3/2016	7	1	Called out to tighten up screws on globe on street light on Main St. (2 hrs.). Called out to remove the trees from Thornton, Fairview and Commercial (7 hrs.). Called out to A/Main to repair the camera settings on the Traffic light (2 hrs.). Put up & took down stage @Scott Hill after hours (4 hrs.). Set out barricades for a funeral service after 3:30 (1 hr.). Picked up trash after "Cleanup Day" while waiting on funeral (1 hr.).
	4/4 - 4/10/2016	2	1	
	4/11 - 4/17/2016	0	0	
	4/18 - 4/24/2016	6	3	
		<b>15</b>	<b>5</b>	
TOTALS		<b>70.03</b>		

MONTHLY REPORT  
FY14-FY16  
Solid Waste

TYPE	2014	Trips	Pounds	Tons	Type	2015	Trips	Pounds	Tons	Type	2016	Trips	Pounds	Tons
Bulk	January	4	8,080	4.04	Bulk	January	7	8,180	4.09	Bulk	January	1	1,120	0.56
	February	4	3,140	1.57		February	4	8,140	4.07		February	5	8,180	4.09
	March	7	12,380	6.19		March	4	4,620	2.31		March	11	14,360	7.18
	April	18	41,400	20.7		April	16	22,360	11.18		April	14	21,560	10.78
	May	15	40,000	20		May	8	12,828	6.41		May			
	June	20	41,060	20.53		June	12	21,960	10.98		June			
	July	20	37,080	18.54		July	8	14,300	7.15		July			
	August	13	27,000	13.5		August	6	10,280	5.14		August			
	September	27	54,200	27.1		September	9	19,680	9.84		September			
	October	8	15,760	7.88		October	7	6,260	3.13		October			
	November	0	0	0		November	4	5,660	2.83		November			
	December	4	7,880	3.94		December	7	10,560	5.28		December			
	<b>Total</b>	<b>140</b>	<b>287,980</b>	<b>143.99</b>		<b>Total</b>	<b>92</b>	<b>144,828</b>	<b>72.41</b>		<b>Total</b>	<b>31</b>	<b>45,220</b>	<b>22.61</b>
Brush	January	3	2,660	1.33	Brush	January	3	5,940	2.97	Brush	January	0	0	0
	February	0	0	0		February	1	1,420	0.71		February	1	860	0.43
	March	3	6,340	3.17		March	4	5,460	2.73		March	10	19,530	9.77
	April	15	33,280	16.64		April	17	35,249	17.62		April	21	28,680	14.34
	May	7	15,900	7.95		May	13	21,920	10.96		May			
	June	2	6,420	3.21		June	12	17,840	8.92		June			
	July	7	10,600	5.3		July	13	25,670	12.84		July			
	August	9	10,960	5.48		August	14	17,880	8.94		August			
	September	5	9,080	4.54		September	14	20,090	10.05		September			
	October	8	11,920	5.96		October	10	14,060	7.03		October			
	November	0	0	0		November	3	3,420	1.71		November			
	December	8	16,400	8.2		December	8	15,760	7.88		December			
	<b>Total</b>	<b>67</b>	<b>123,560</b>	<b>61.78</b>		<b>Total</b>	<b>112</b>	<b>184,709</b>	<b>92.36</b>		<b>Total</b>	<b>32</b>	<b>49070</b>	<b>24.54</b>
*Other	January	5	19,960	9.98	*Other	January	6	7,060	3.53	*Other	January	0	0	0
	February	0	0	0		February	0	0	0		February	1	4,160	2.08
	March	2	11,020	5.51		March	0	0	0		March	1	3,660	1.83
	April	6	12,380	6.19		April	4	14,420	7.21		April	0	0	0
	May	19	46,720	23.36		May	1	1,660	0.83		May			
	June	2	5,880	2.94		June	1	2,040	1.02		June			
	July	1	1,180	0.59		July	8	11,620	5.81		July			
	August	8	13,300	6.65		August	0	0	0		August			
	September	8	47,040	23.52		September	4	5,480	2.74		September			
	October	8	35,120	17.56		October	2	1,500	0.75		October			
	November	0	0	0		November	1	1,480	0.74		November			
	December	2	4,100	2.05		December	1	1,760	0.88		December			
	<b>Total</b>	<b>61</b>	<b>196,700</b>	<b>98.35</b>		<b>Total</b>	<b>28</b>	<b>47,020</b>	<b>23.51</b>		<b>Total</b>	<b>2</b>	<b>7,820</b>	<b>3.91</b>

MONTHLY REPORT  
FY14-FY16  
Community Service Workers Dollar Saved

2014	# DAYS	# COMMUNITY SERVICE	# HOURS	\$ SAVED	2015	# DAYS	# COMMUNITY SERVICE	# HOURS	\$ SAVED	2016	# DAYS	# COMMUNITY SERVICE	# HOURS	\$ SAVED
January	13	2	106	\$848.00	January	13	6	201	\$1,608.00	January	8	2	76	\$608.00
February	17	3	180	\$1,440.00	February	1	1	8	\$84.00	February	14	2	144	\$1,152.00
March	19	6	235	\$1,880.00	March	12	4	114	\$912.00	March	14	2	152	\$1,216.00
April	23	5	472	\$3,776.00	April	8	1	55	\$440.00	April	20	3	328	\$2,624.00
May	21	5	364.5	\$2,916.00	May	14	2	112	\$896.00	May				\$0.00
June	15	7	254	\$2,032.00	June	11	3	88	\$704.00	June				\$0.00
July	19	9	334	\$2,672.00	July	3	1	24	\$192.00	July				\$0.00
August	20	8	310	\$2,480.00	August	5	2	44	\$352.00	August				\$0.00
September	19	4	256	\$2,048.00	September	13	3	87.5	\$700.00	September				\$0.00
October	25	4	271.5	\$2,172.00	October	21	1	191	\$1,528.00	October				\$0.00
November	12	4	108	\$864.00	November	4	1	30	\$240.00	November				\$0.00
December	18	6	212	\$1,696.00	December	4	2	32	\$256.00	December				\$0.00
<b>Total</b>	<b>221</b>	<b>63</b>	<b>3,103</b>	<b>\$24,824.00</b>	<b>Total</b>	<b>109</b>	<b>27</b>	<b>986.50</b>	<b>\$7,892.00</b>	<b>Total</b>	<b>56</b>	<b>9</b>	<b>700</b>	<b>\$5,600.00</b>

\*Used \$5.00 per hour

MONTHLY REPORT  
FY14 - FY16

DEPARTMENT	2014	OT HOURS	DEPARTMENT	2015	OT Hours	DEPARTMENT	2016	OT Hours
CEMETERY	January	1	CEMETERY	January	13	CEMETERY	January	2
	February	0		February	10		February	0
	March	6		March	12		March	4.5
	April	0		April	0		April	12.53
	May	0		May	0.5		May	0
	June	3.5		June	4.5		June	0
	July	2		July	2		July	0
	August	0		August	0		August	0
	September	0		September	2		September	0
	October	4		October	1.5		October	0
	November	1.5		November	0		November	0
	December	10		December	0		December	0
	<b>Total</b>	<b>28</b>			<b>Total</b>		<b>46.5</b>	
SEWER/ I & I	January	4.5	SEWER I & I	January	1	SEWER I & I	January	15.5
	February	3.5		February	5.5		February	6
	March	13		March	19		March	12.5
	April	4		April	21.5		April	8.5
	May	2		May	0		May	0
	June	2		June	1		June	0
	July	0.5		July	0		July	0
	August	5		August	23		August	0
	September	3.5		September	18		September	0
	October	2		October	28.5		October	0
	November	7.5		November	21.5		November	0
	December	0		December	21		December	0
	<b>Total</b>	<b>47.5</b>			<b>Total</b>		<b>160</b>	
WATER	January	28	WATER	January	0	WATER	January	22.5
	February	33.5		February	12.5		February	39
	March	15.75		March	8		March	14.5
	April	10		April	16		April	34
	May	0.5		May	0		May	0
	June	13		June	0.5		June	0
	July	1.5		July	0		July	0
	August	20		August	13		August	0
	September	1		September	4		September	0
	October	17.5		October	0		October	0
	November	9.5		November	6		November	0
	December	3		December	4		December	0
	<b>Total</b>	<b>153.25</b>			<b>Total</b>		<b>64</b>	
BLDGS/GRDS	January	4	BLDGS/GRDS	January	1	BLDGS/GRDS	January	4
	February	0		February	0		February	7
	March	1.5		March	1		March	0
	April	1		April	2		April	0
	May	0		May	0		May	0
	June	2		June	4.5		June	0
	July	0		July	0		July	0
	August	0		August	4		August	0
	September	1		September	0		September	0
	October	3		October	0		October	0
	November	0		November	28.5		November	0
	December	0		December	7.5		December	0
	<b>Total</b>	<b>12.5</b>			<b>Total</b>		<b>48.5</b>	
STREETS	January	11.5	STREETS	January	3	STREETS	January	183
	February	122		February	189.5		February	80
	March	22		March	28.5		March	8.5
	April	16.5		April	19		April	15
	May	4		May	0		May	0
	June	2		June	0		June	0
	July	0		July	0		July	0
	August	8		August	19.5		August	0
	September	0		September	8.5		September	0
	October	51.5		October	64		October	0
	November	6.5		November	2		November	0
	December	2		December	15		December	0
	<b>Total</b>	<b>246</b>			<b>Total</b>		<b>349</b>	
ADMIN	January	0	ADMIN	January	0	ADMIN	January	0
	February	0		February	0		February	0
	March	0		March	0		March	0
	April	0		April	0		April	0
	May	0		May	0		May	0
	June	0		June	0		June	0
	July	0		July	0		July	0
	August	0		August	0		August	0
	September	0		September	0		September	0
	October	0		October	0		October	0
	November	0		November	0		November	0
	December	0		December	0		December	0
	<b>Total</b>	<b>0</b>			<b>Total</b>		<b>0</b>	

Town of Clifton Forge WTP  
Monthly Operations Report  
Bobby Irvine, Plant Manager  
5/2016

The spring basin cleaning and pond dredging went extremely well this year. JJ's Contracting assisted water plant personnel over a three day period beginning May 6<sup>th</sup>. It should be mentioned that Alleghany County was once again kind enough to let us borrow a high capacity pump which greatly expedites the entire process.

Although 6 months of extensive, and expensive, testing yielded non-detectable amounts of both nitrogen and phosphorous in our settling pond effluent we will be required to resume testing for them again in June. DEQ is requiring the continued testing even though it is obvious that our facility has no problems with these particular contaminants. Our plant has always been proactive in testing for harmful constituents in our water supply but often regulators establish guidelines which are a waste of both time and money.

The water plant is closing in on another fiscal year with zero workplace injuries. In fact I cannot recall any lost time due to injuries in at least the last ten years. This is a testament to both the seriousness and the professionalism with which our operators go about their work. Even though they do their share of lifting and grounds work, not to mention the handling of dangerous chemicals, on a daily basis the current group has a perfect record in avoiding accidents.

In early summer we will begin lead and copper testing at a number of predetermined sites chosen by the Department of Health's Office of Drinking Water. With all of the recent attention focused on the tragedy in Flint Michigan I obviously do not need to explain their importance. As I mentioned earlier in this report our plant has always been proactive in our testing making every effort to find problems where they exist and to eradicate them. Once again I urge you to report suspected problems with your drinking water, we want to know because public health is and always has been our top priority.

Finally, all of last month's regulatory testing yielded satisfactory results and no consumer complaints were logged during this period.

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

This month there were 13 violations of the Town ordinances and 3 violations of the Property Maintenance Code. Six of the Town ordinance violations were corrected and one of the property maintenance code violations was corrected. Eight of town ordinance violations and three of the property maintenance violations from March were resolved. There were sixty-five letters sent out citing grass violations. Twenty-two of those violations have been resolved.

- Parks & Trails Meeting 1
- Building permit inspections completed 5
- Lower Roxbury grant meeting 1
- Court hearing 2
- Rental inspections 9
- ARB meeting 2

At the Parks & Trails meeting that we reviewed the conceptual map prepared by VDOT for the bike and pedestrian trail plan. Information for the public meeting on May 17<sup>th</sup> has been distributed and we are hoping for a big turnout to provide input on this concept plan. The new trail brochure that is being prepared by the Chamber of Commerce will have maps for the trails in Clifton Forge (Hazel Run, Fairmont Park, Segment 2 and Segment 3 of the Smith Creek Trail). Trail signs directing hikers to Clifton Forge have been ordered. The Forest Service has agreed to allow us to post these signs on the posts with their existing signs. These signs will be posted along McGraw Horse Trail.

There was a Management Team and Housing Oversight Board meeting on April 21<sup>st</sup>. One additional contractor was approved, Daniel Plecker. The budget revision that was needed to approve 225 Roxbury Street was approved by DHCD. There will be 3 rehabs going out for bid on May 2<sup>nd</sup> and a substantial reconstruction put out for bid on May 9<sup>th</sup>. Contracts were issued for the foundation repair at 358 and 362 Roxbury Street. An application has been submitted to the Federal Home Loan Bank for a grant for additional funds for the Roxbury Project but

announcements will not be made until August.

On April 26<sup>th</sup> Don was in court with Randy Leeman and Frances Putnam. Mr. Leeman had two of the cars cited removed from the site and he told the judge that he could have the others removed by May 17<sup>th</sup>. The judge continued the case until that date. Ms. Putnam's case was continued until June 7<sup>th</sup> to give them time to remove the items stored behind the fence and on the porch. Gary Gardner was in court with Mark Kelly for outdoor storage and the case was continued until May 17<sup>th</sup>.

We had rental reinspections scheduled for 616 Church Street and 701 Pine Street. Three of the units in 616 Church Street were approved and a minor violation needs to be corrected in one unit. 701 Pine Street was issued a four year certificate. An initial rental inspection was made on 612 Church Street, 817 Pine Street, 818 Pine Street, 821 Pine Street, 822 Pine Street, 901 Pine Street and 428 B Street. Violations were cited and reinspections will be needed. We have received one payment for a fine for not registering a rental property.

There were two ARB meetings, on April 7<sup>th</sup> there was a meeting for Bit's n' Bytes Computer Repair, LLC at

538 Main Street and N. Nicely's Photography at 411 East Ridgeway Street. The request for Bit's n' Bytes Computer Repair, LLC was for signage for the door and N. Nicely's Photography was for a sign to replace the Celtic 2 signage mounted on the building. Both requests were unanimously approved by the ARB. On April 21<sup>st</sup> there was another ARB meeting to hear another request from Bit's n' Bytes for a sandwich board. The ARB made some suggestions to Mr. Stull to incorporate into his sandwich board.

### **Building Permits Issued April 2016**

- |  |          |
|--|----------|
| 1. James Craft, 1407 Linden Avenue<br>carport                    | \$10,800 |
| 2. First Church of God in Christ, 603 Verge Street<br>siding     | \$7,325  |
| 3. Earl LaBonte, 813 Acacia Street<br>deck                       | \$800    |
| 4. Richard Swoope, 423 E. Ridgeway Street<br>Renovation for deli | \$20,000 |



## TOWN OF CLIFTON FORGE

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

### Clifton Forge Architectural Review Board

**Date of Meeting:** April 7, 2016

**Applicant:** Joseph Stull.

**Building Location:** 538 Main Street

**Members Present:** Gayle McIntosh, Ann Wright, Virginia Gardner and David Oeltjen

**Discussion:** Mr. provided a photo of the lettering on his door "Bits n' Bytes Computer Repair, LLC" with the telephone number listed. There were some questions about his business in general whether he carried supplies for computers in addition to repairs.

**Required Adjustments:**

**Suggestions:**

**Decision:** Virginia Gardner made a motion to approve Mr. Stull's request and Gayle McIntosh seconded the motion. The Board unanimously approved the request for the window sign for "Bits n' Bytes".

**Note:** 1. Any work completed must conform exactly to the project as it is described in the Application for Certification of Appropriateness.

2. This approval is in effect if the project is initiated within six months and completed within a year of the date above. Otherwise, the application will need to be renewed.

Ann Wright

**Acting Chairperson**

Donald Ford

**Secretary**

## Rental Inspection District 1

Address	Owner	Owner Address	Disposition	Inspection Date	Inspection Result	Comment
315 A Street	Bobbie Gleaton	P.O. Box 53 Clifton Forge, VA	Rental			
417 A Street	Irma Tolliver	6425 14th Street, NW Unit 405 Washington, D.C.	Non-rental			
321 B Street	Helen Johnson	825 Kennedy Street, NE Washington, D.C.	Non-rental			
417 B Street	Kent Smith	1020 Rose Avenue Clifton Forge, VA				Sent letter for fine
423 B Street	Thomas Sampson	957 Ingalls Street Clifton Forge, VA	Rental	2/24/2016	1 year certificate	Will reinspect after bathroom is remodeled
428 B Street	Marjorie Grice	708 W. Carpenter Lane Philadelphia, PA	Rental	4/4/2016	Reinspection required	
604 Church Street	Roy & Ann Wright	103 Bluebird Lane Clifton Forge, VA	Using as residence			
608 Church Street	Lana Dotson	P.O. Box 96 Clifton Forge, VA	Rental			
612 Church Street	Andrew Shevis	612 Church Street Clifton Forge, VA	Rental	4/22/2016	Reinspection required	
<b>Address</b>	<b>Owner</b>	<b>Owner Address</b>	<b>Disposition</b>	<b>Inspection Date</b>	<b>Inspection Result</b>	<b>Comment</b>

## Rental Inspection District 1

Address	Owner	Owner Address	Disposition	Inspection Date	Inspection Result	Comment
616 Church Street	Lewis Brinkley	620 McCormick Blvd. Clifton Forge, VA	Rental	4/29/2016	Reinspect in 30 days	Units 2A, 2B and 3 passed inspection Unit 1 needs smoke detectors and outlet covers
617 Church Street	Lewis Brinkley	620 McCormick Blvd. Clifton Forge, VA	Rental	3/2/2016		Repair smoke detector and reinspect
621 Church Street	Michael Perry	3984 Broadwater Street Fairfax, VA	Rental			
706 Church Street	Gerald Franson	101 N. Maple Street Covington, VA 24426	When lease expires will sell or leave vacant			
712 Church Street	Lewis Brinkley	620 McCormick Blvd. Clifton Forge, VA	Rental	3/4/2016	Unit 1 needed smoke detector repair. Unit 2 needed wall repair and outlet added	Will inspect after tenant eviction complete 4/18/2016
716 Church Street	Ryan Worth	6606 James Pointe Ct. Suffolk, VA				Sent letter for fine
720 Church Street	James Nicholson	412 Dundee Lane Chesapeake, VA	Rental			
800 Church Street	Thomas Sampson	957 Ingalls Street Clifton Forge, VA	Ready to inspect summer 2016			

## Rental Inspection District 1

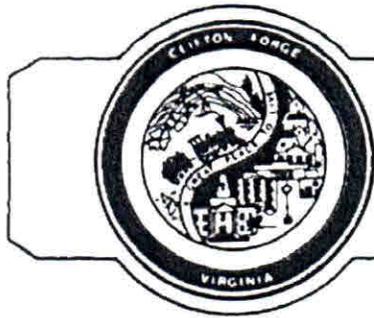
817 Church Street	Hazel Callender C/O Charles Oliver	104 Greenway Overlook Cary, NC	Non-rental				
821 Church Street	Hazel Callender C/O Charles Oliver	104 Overlook Greenway Cary, NC				Fine remitted	
901 Church Street	Armand West	209 Hudson Avenue Staunton, VA	Non-rental				
1000 Church Street	Helen Johnson	825 Kennedy Street, NE Washington, D.C.	Rental				
1004 Church Street	Fannie Scott C/O E.M. Scott	2200 Pinefield Rd Waldorf, MD	Non-rental				
325 D Street	Theresa Pritt	P.O. Box 274 Iron Gate, VA	Rental				
608 Pine Street	Iris Fletcher	14761 Betula Way, Dayton, MD	Non-rental				
612 Pine Street	GQZ Properties	8951 Rich Patch Rd. Covington, VA	Property for sale- vacant				
701 Pine Street	Hijazi 66	c/o Ronda Brisendine 1123 Brookhaven Dr, Covington, VA 24426	Rental	3/16/2016	4/15/2016	Issued 4 year Certificate of Compliance based on reinspection	
704 Pine Street	B & D Trucking	P.O. Box 113 Covington, VA 24426	Rental				
708 Pine Street	Mikey Underwood	8290 Springwood Rd. Buchanan, VA	Rent to own				

## Rental Inspection District 1

Address	Owner	Owner Address	Disposition	Inspection Date	Inspection Result	Comment
709 Pine Street	Virginia Ann Thompson	1606 Dunbrack Rd. Covington, VA	Vacant			
710 Pine Street	Albert Sledd	3203 Barcroft Dr. Springdale, MD	Rental			
713 Pine Street	Gerald Franson	101 N. Maple Ave. Covington, VA	When lease expires will sell or leave vacant			
719 Pine Street	Donald Sheets	219 Ridge Rd. Mt. Solon, VA	Vacant	5/11/2016	Reinspection required	
720 Pine Street	Jessie Peck III	1621 Dolly Ann Dr. Covington, VA	Rental			
804 Pine Street	Gretel Anderson	804 Church Street Clifton Forge, VA	Rental	2/25/2016	Reinspection required	
813 Pine Street	Donald Sheets	219 Ridge Rd. Mt. Solon, VA	Rental	5/11/2016	Reinspection required	
815 Pine Street	DM Properties	219 Ridge Rd. Mt. Solon, VA	Rental	5/11/2016	House under repair	
816 Pine Street	Marjorie Grice C/O Helen Johnson	825 Kennedy Street, NE Washington D.C.	Rental			
817 Pine Street	Marjorie Grice	708 W. Carpenter Lane Philadelphia, PA	Rental	4/4/2016	Reinspection required	

## Rental Inspection District 1

Address	Owner	Owner Address	Disposition	Inspection Date	Inspection Result	Comment
818 Pine Street	Marjorie Grice	708 W. Carpenter Lane Philadelphia, PA	Rental	4/4/2016	Reinspection required	
821 Pine Street	Marjorie Grice	708 W. Carpenter Lane Philadelphia, PA	Non-rental			
822 Pine Street	Marjorie Grice	708 W. Carpenter Lane Philadelphia, PA	Rental	4/4/2016	Reinspection required	
901 Pine Street	Marjorie Grice	708 W. Carpenter Lane Philadelphia, PA	Rental	4/4/2016	Reinspection required	
912 Pine Street	DM Properties	219 Ridge Rd. Mt. Solon, VA	Non-rental			
1001 Pine Street	Sandra Chambers	7808 Royal Fern Ct. Clinton, MD	Non-rental			



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### Clifton Forge Architectural Review Board

**Date of Meeting:** April 7, 2016

**Applicant:** Brittany Nicely.

**Building Location:** 411 East Ridgeway Street

**Members Present:** Gayle McIntosh, Ann Wright, Virginia Gardner and David Oeltjen

**Discussion:** The meeting was called to order by Ann Wright at 5:05 PM. Ms. Nicely provided a mock up of the sign she proposes to install on the existing sign at the corner of the building. Her sign will replace the Celtic 2 sign. The existing sign is vinyl applied to a sheet of aluminum and this vinyl will be removed and the aluminum sheet will be covered with Ms. Nicely's sign. There will be no other changes in the existing sign.

**Required Adjustments:**

**Suggestions:**

**Decision:** Dave Oeltjen made a motion to approve Ms. Nicely's request and Ann Wright seconded the motion. The Board unanimously approved the request for the sign for "N. Nicely Photography".

**Note: 1. Any work completed must conform exactly to the project as it is described in the Application for Certification of Appropriateness.**

**2. This approval is in effect if the project is initiated within six months and completed within a year of the date above. Otherwise, the application will need to be renewed.**

Ann Wright

**Acting Chairperson**

Donald Ford

**Secretary**



## TOWN OF CLIFTON FORGE

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### Clifton Forge Architectural Review Board

Date of Meeting: April 21, 2016

Applicant: Joseph Stull

Building Location: 538 Main Street

Members Present: Gayle McIntosh, Virginia Gardner, Amy Dew and David Oeltjen

**Discussion:** Mr. Stull provided two photos of the sandwich board to be placed in front of the store. Some concerns were expressed about its appearance and suggestions were offered to Mr. Stull during a phone conference call. Mr. Stull accepted the suggestions and said he would modify the sandwich board and will resubmit the new design. The Board members explained that a new application did not need to be included with the resubmitted design.

#### Required Adjustments:

**Suggestions:** Since the message on the sandwich board will not be changed, permanent and neat lettering was discussed. To brighten its appearance, painting or vanishing the frame or painting the inside portion was discussed also. Perhaps a small picture of a computer could be considered.

**Decision:** Virginia Gardner made a motion to temporarily approve Mr. Stull's request and Gayle McIntosh seconded the motion. The Board unanimously offered a temporary approval for the sandwich board.

**Note:** 1. Any work completed must conform exactly to the project as it is described in the Application for Certification of Appropriateness.

2. This approval is in effect if the project is initiated within six months and completed within a year of the date above. Otherwise, the application will need to be renewed.

Amy Dew

Acting Chairperson

Gayle McIntosh

Acting Secretary

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

## Monthly Report April of 2016

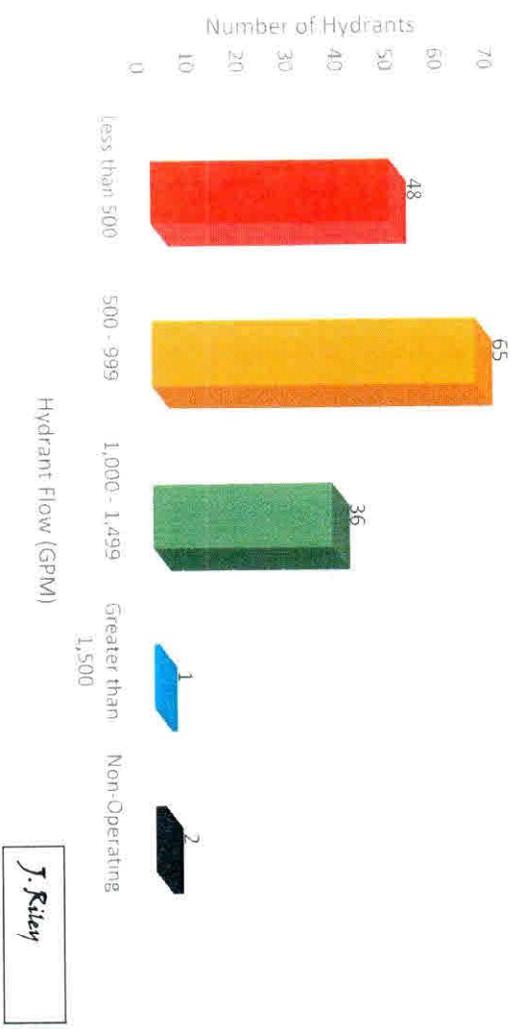
The Clifton Forge Fire Department answered a total of 67 calls for service in the month of April of the 67 calls, 61 were EMS and 6 were Fire. 66 of these calls were in the Town limits and 1 was in the County. The department logged a total of 102 man hours while on these calls. The department logged 102 miles total on our apparatus. The average mark on time was 2 minutes per call and an average on scene time of 4.8 minutes. We had an average of 5.5 firefighters per call and 1.1 apparatus per call. We answered 61 ems calls of the 61 calls, 30 were for general illness, 15 were for falls, 7 were for cardiac emergencies, and 9 were trauma calls. In the month of April, the fire department also flowed, tested, and painted hydrants that are within in the town limits. The hydrant report is included with this report. Fire Department also hired Fire Fighter /EMT Robert Conner and performed many hours of training to prepare him to perform the duties of the job.

1. 04/01/16 300 block of West Ridgeway MVC ,13 members responded  
Town call
2. 04/06/16 300 block of Church St Tree on power lines, 5 members  
responded Town Call
3. 04/06/16 729 Commercial Ave Electrical shortage , 5 members  
responded Town Call
4. 04/12/16 541 Roxbury St controlled burn, 1 member responded, Town  
Call
5. 04/26/16 200 block of Revere Tree on fire, 6 members responded,  
Town Call
6. 04/29/16 1213 Donovan fire alarm activation 3 members responded,  
County Call

Members (both Career and Volunteer), of the Town of Clifton Forge Fire Department conducted hydrant inspections and flow testing between April 18 and April 28, 2016. This inspection and testing included 152 hydrants located within the Town limits.

During this year's inspection/testing cycle, Public Works was notified (see enclosed Data Sheets) of situations needing attention. Hydrants were painted per NFPA 291 to indicate flow rates, in Gallons Per Minute (GPM); Red less than 500, Orange 500 – 999, Green 1,000 – 1,499, Light Blue Greater than 1,500 GPM along with Black as Out Of Service. See below breakdown.

### Clifton Forge Fire Hydrant Flow Testing April 2016



Of the 48 Red, or hydrants flowing less than 500 gallons per minute, 20 (13% of the town's hydrants) have the potential to flow less than what two handlines pulled from a fire engine could produce. Likewise, 4 of those hydrants provide flows below the 125 gpm attained from one handline operated from a fire engine.

Two hydrants were needing replaced at time of inspection. No flows were recorded at those hydrants.



# Hydrant Inspection and Flow Testing



Date	Hydrant #	Location	Condition	Static	GPM
4.18.16	1	Ridgeway at Scott Hill	Good	80	670
4.18.16	2	Scott Hill Rear Parking Lot	Needs Replaced	Ø	Ø
4.18.16	3	Entrance at Scott Hill	Good	98	570
4.18.16	4	7 <sup>th</sup> St. and Alleghany	Good	80	180
4.18.16	5	7 <sup>th</sup> St. and Ridgeway St.	Good	100	700
4.18.16	6	6 <sup>th</sup> St. at Hardees'	Will not turn off	102	1070
4.18.16	7	5 <sup>th</sup> St. and Ridgeway	Good	110	820
4.18.16	8	5 <sup>th</sup> St. and Alleghany	Good	100	1150
4.18.16	9	4 <sup>th</sup> St. between Alleghany and Bath	Good	80	1130
4.18.16	10	4 <sup>th</sup> and Ridgeway St.	Good	90	679
4.18.16	11	328 Bath St.	Good	70	300
4.18.16	12	Bath St. and 3 <sup>rd</sup> St.	Good	70	330
4.18.16	13	3 <sup>rd</sup> St. and Alleghany St.	Good	90	600
4.18.16	14	3 <sup>rd</sup> St. and Ridgeway St.	Good	100	915
4.18.16	15	2 <sup>nd</sup> St. and Bath St.	Good	75	440
4.18.16	16	2 <sup>nd</sup> St. Alley between Alleghany/Bath	Good	90	1123
4.18.16	17	2 <sup>nd</sup> St. and Alleghany St.	Good	100	1230
4.18.16	18	1 <sup>st</sup> St. and Ridgeway St.	Bonnet Leaking	110	880
4.18.16	19	1 <sup>st</sup> St. and Alleghany St.	Good	90	680
4.18.16	20	1 <sup>st</sup> St. Alley between Alleghany/Bath	Good	70	520
4.18.16	21	Bath St. and Alleghany St.	Good	60	355
4.18.16	22	Alley behind 24 Alleghany St.	Good	70	820
4.18.16	23	24 Alleghany St.	Good	70	399
4.18.16	24	CSX Fuel Pad	Good	100	840

JR 4.20.16



# Hydrant Inspection and Flow Testing



Date	Hydrant #	Location	Condition	Static	GPM
4.19.16	25	608 Anne St.	Good	110	1275
4.19.16	26	532 Anne St.	Good	110	1270
4.19.16	27	306 Roxbury St.	Good	110	1350
4.19.16	28	313 Roxbury St.	Good	110	1380
4.19.16	29	218 Roxbury St.	Good	110	144
4.19.16	30	Deaton Hill	Good	120	1595
4.19.16	31	100 Tremont St.	Good	70	141
4.19.16	32	834 Girard St.	Good	75	160
4.19.16	33	633 Thornton St.	Good	60	250
4.19.16	34	200 Revere St.	Good	100	350
4.19.16	35	Agnes St. and Brussels St.	Good	110	305
4.19.16	36	Howard St and Brussels St.	Good	100	310
4.19.16	37	Brussels St. and Pine St.	Good	100	300
4.19.16	38	54 Pine St.	Good	110	154
4.19.16	39	Water Tank Holly Hill	Good	90	453
4.19.16	40	Church St. and Rose St.	Good	120	315
4.19.16	41	Pine St. and Rose St.	Good	125	245
4.19.16	42	Rose St. and Lafayette St.	Good	115	306
4.19.16	43	Rose St. and Revere St.	Good	110	500
4.19.16	44	Rose 900 Block Alley and Sioux Ave.	Good	110	200
4.19.16	45	1048 McCormick Blvd.	Good	60	84
4.19.16	46	Tremont St. and McCormick Blvd.	Leaking Bonnet When Open	95	227
4.19.16	47	McCormick Blvd. and Revere St.	Good (Green needs painted Orange)	110	840
4.19.16	48	McCormick Blvd. and Olive St.	Good	105	451

JR 4.20.16



# Hydrant Inspection and Flow Testing



Date	Hydrant #	Location	Condition	Static	GPM
4.19.16	49	600 McCormick Blvd.	Good	120	450
4.19.16	50	McCormick Blvd. and Pine St.	Good	120	420
4.19.16	51	1272 Commercial Ave.	Good	90	1180
4.19.16	52	Nettleton Addition Bridge	Good	100	1263
4.19.16	53	521 Tremont St.	Good	110	665
4.19.16	54	Alley behind Tremont St.	Good	120	1230
4.19.16	55	811 Commercial Ave.	Good	120	163
4.19.16	56	Venus Way Pump Station	Good	100	1072
4.19.16	57	Venus Way Lighthouse Church St.	Good	100	1030
4.19.16	58	860 Vulcan Flow	Good	100	1124
4.19.16	59	Lowell St. and Vulcan Flow	Bonnet Leaking	100	450
4.19.16	60	Lafayette St. and Commercial Ave.	Good	120	1215
4.19.16	61	Commercial Ave. and Pine St.	Hard to open	120	1252
4.19.16	62	Church St. and McCormick Blvd.	Good	125	312
4.19.16	63	514 Church St.	Good	130	390
4.19.16	64	Jefferson St. and Church St.	Good	130	1020
4.19.16	65	Church St. and D St.	Good	130	510
4.19.16	66	Firehouse	Good	130	516
4.19.16	67	Church St. and B St.	Good	125	1124
4.19.16	68	A St. and Church St.	Good	105	245
4.19.16	69	A St. at CF ELEM East	Good	125	1040
4.20.16	70	A St. and Main St.	Good	110	303
1.20.16	71	Jefferson St. and Pine St.	Good	105	1060
4.20.16	72	Pine St. and C St.	Good	103	1070

JR 4.20.16



# Hydrant Inspection and Flow Testing



Date	Hydrant #	Location	Condition	Static	GPM
4.20.16	73	1000 Block of Pine	Good	60	135
4.20.16	74	Palace Blvd and Prospect Walk	Should be Black	100	95
4.20.16	75	Jefferson St. and Prospect Walk	Good	95	925
4.20.16	76	429 Verge St.	Good	140	1018
4.20.16	77	501 Verge St.	Good	140	1020
4.20.16	78	517 Verge St.	Good	120	1042
4.20.16	79	549 Verge St.	Good	140	1040
4.20.16	80	589 Verge St.	Good	120	1278
4.20.16	81	621 Verge St.	Good	150	370
4.20.16	82	640 Spring St.	Good	100	1017
4.21.16	83	42 Fraziers Hill Road	Good	120	950
4.21.16	84	Verge St. and Old Verge St.	Good	120	1013
4.21.16	85	Behind 701 Old Verge St.	Good	110	943
4.21.16	86	28 County Road	Good	90	902
4.21.16	87	718 Old Verge St.	Good	110	992
4.21.16	88	739 Old Verge St.	Good	130	967
4.21.16	89	709 Mound St.	Good	130	1017
4.21.16	90	803 Mound St.	Good	130	1020
4.21.16	91	809 Mound St.	Good	130	1097
4.21.16	92	Woodlands	Good	100	620
4.21.16	93	Woodlawn and Fairview Ave.	Good	110	740
4.21.16	94	Woodlawn and Granville Ave.	Good	110	646
4.22.16	95	Fairview Ave. and Wilmont St.	Good	120	702
4.22.16	96	Fairview and Wilmont St.	Good	120	624

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# Hydrant Inspection and Flow Testing



Date	Hydrant #	Location	Condition	Static	GPM
4.22.16	97	Forley Place	Good	110	595
4.22.16	98	Hickory Ave.	Good	110	733
4.22.16	99	Chestnut St. and Cherry Ave.	Good	120	795
4.22.16	100	Ingalls St. and Chestnut St.	Good	130	842
4.22.16	101	Oakhill Ave. Apartment 1	Good	100	847
4.22.16	102	Oakhill Ave. Apartment 12	Good	120	799
4.22.16	103	1328 Forester Rd.	Good	70	657
4.22.16	104	1324 Forester Rd.	Good	80	596
4.22.16	105	1307 Forester Rd.	Good	90	532
4.22.16	106	1026 Ingalls St.	Good	90	680
4.22.16	107	9017 Ingalls St.	Good	70	795
4.23.16	108	Richmond St. and Ingalls St.	Good	80	850
4.23.16	109	1332 Madison Ave.	Good	80	670
4.23.16	110	Jefferson St. and Ingalls St.	Good	70	1030
4.23.16	111	Hamilton Ave. and Jackson St.	Good	70	870
4.23.16	112	Grace Ave. and Jackson St.	Good	70	600
4.23.16	113	Crestwood Ave. and Ingalls St.	Good	70	1100
4.23.16	114	4 Ingalls St.	Good	70	890
4.23.16	115	Benton St. and Grace Ave.	Good	70	805
4.23.16	116	Crestwood Ave. and Kensington Ave.	Good	70	860
4.23.16	117	Benton St. and Hamilton Ave.	Good	80	740
4.23.16	118	Benton St. and Jefferson St.	Good	80	768
4.23.16	119	Jefferson St. and Douglas St.	Good	70	515
4.23.16	120	Douglas St. and Hamilton Ave.	Replace	Ø	Ø

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# Hydrant Inspection and Flow Testing



Date	Hydrant #	Location	Condition	Static	GPM
4.24.16	121	Crestwood Ave. behind fence	Good	80	870
4.24.16	122	Jefferson St. and Lee St.	Good	60	416
4.24.16	123	765 Jefferson St.	Good	60	324
4.24.16	124	1707 Forrethill Ave.	Good	50	461
4.24.16	125	1708 Jefferson St.	Good	60	869
4.24.16	126	Ridgevue Ave.	Good	50	890
4.24.16	127	1606 Jefferson St.	Good	60	762
4.24.16	128	Jefferson St. and Linden Ave.	Good	10	320
4.25.16	129	Jefferson St. at bridge	Good	35	743
4.25.16	130	Acacia Ave. and Douglas St.	Good	85	452
4.26.16	131	Park St. and Acacia Ave.	Good (new hydrant)	90	527
4.26.16	132	Madison Ave. and Park St.	Good (new hydrant)	80	516
4.26.16	133	Park St. and Linden Ave.	Good	70	500
4.26.16	134	Lee St. and Madison Ave.	Good	80	210
4.26.16	135	Lee St. and Acacia Ave.	Good (new hydrant)	90	550
4.26.16	136	Oak St.	Good	90	165
4.26.16	137	Clifton St. and Palace Blvd.	Good	95	100
4.26.16	138	Clifton St. and Gardner St.	Good	70	430
4.26.16	139	Gardner St.	Good	90	218
4.26.16	140	Main St. and McCormick	Good	130	106
4.27.16	141	403 Main St.	Good	130	570
4.27.16	142	H & R Block	Bonnet Leaking	130	640
4.27.16	143	Commercial Ave. and Main St.	Good	130	1136
4.27.16	144	Veterans' Park	Bonnet Loose	120	243

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## Finance Department Monthly Report

The Finance Department has been very busy lately. The 2016-2017 budget is almost complete. The public hearing will be held May 24<sup>th</sup> with adoption scheduled for June 14<sup>th</sup>.

Business licenses for 2016 were due March 1<sup>st</sup>. The original applications were sent out in January followed by two reminders and finally a registered letter to those that still had not purchased a license as of May 1<sup>st</sup>. There are still 3 businesses that are currently operating without a license. We will be obtaining misdemeanor warrants for those businesses. We have sold 160 licenses to date compared to 150 for the same time period in 2015. Business License revenue is currently 3% over the budgeted amount for this year.

We also will be seeking warrants against one restaurant that consistently fails to remit their meals tax in a timely manner. They have been taken to court on three previous occasions. We have one restaurant under a payment plan in order to get them up to date.

Town decals were due April 15<sup>th</sup>. The Police Department placed several hundred reminders on cars prior to the due date. As of May 19<sup>th</sup> 2,438 decals have been sold compared to 2,441 at the same time in 2015.

Elderly and Disabled Tax Relief Applications are due July 1<sup>st</sup>. Applicants must file in the Town and the County for tax relief in both jurisdictions. We coordinate with the County Commissioner's Office to ensure we both have the information on all applicants.

46 cat tags and 206 dog tags were sold this year compared to 37 cat and 195 dog tags in 2015. Several dog tags were sold at the Rabies Clinic that was held at the Fire Department in late April.

May utility cut offs for nonpayment was Monday, May 16<sup>th</sup>. With the exception of January and February, the cutoff date for nonpayment is the third Monday of each month. In May, 28 residences were cutoff with all but 6 of those making payment and subsequently being turned back on. The next meter readings will be May 23<sup>rd</sup>.

Numerous grants and loans continue to be monitored. The largest grant that is still in progress is the CDBG housing project on Roxbury Street. We also have grant projects for the access road, two phases of the Smith Creek Trail and the Dam Safety Project.