



## TOWN OF CLIFTON FORGE

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**COUNCIL MINUTES  
TOWN OF CLIFTON FORGE, VIRGINIA  
7:00 P.M. TUESDAY, APRIL 26, 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**

#### **Heritage Day Presentation and introduction of Jeff Stern, Executive Director for the Masonic—John Hillert**

Mr. Hillert began by turning the floor over to Meade Snyder for introduction of the new Director for the Masonic, Jeff Stern. Mr. Stern thanked everyone and stated that he is thrilled to be in Clifton Forge and working with the community. He stated that the

theatre is a gorgeous facility and feels that it will change lives. He stated that he grew up in Winchester and had a speech impediment when he was younger, wore funny shoes, was chubby, and couldn't play ball very well and while he took those all as being bad traits, he met a man during this time who convinced him that those things actually made him unique and got him interested in the arts and he has been ever since. He stated that he is looking forward to working with everyone and that he can be found in his office, which is located in the old dentist's office, next to the Masonic.

Mr. Hillert thanked Meade and Mr. Stern and then began his presentation by stating that this year has marked the most complete and collaborative process for the event since its beginning. He stated that it is being advertised both in and out of the area with the help of the tourism grant that was received by the Masonic through papers, press releases, the internet, APPS, and lots of other venues. He stated that both the Railroad and the Theatre will be participating in Heritage Day which will include things such as the Civil War History Mobile, the docudrama, "A Gift From A Yankee", a reception, presentations on the history of Virginia, and a quilting exhibit and informational presentation by Kay England that involves quilts from 1840-1940, women in history, and patchwork during that time period. He stated that there will be pipers as well as both Paul Linkenhoker and B. C. Williams participating with individual presentations. There will be an underground lounge which will include harpists and songs of the era, and in the "jungle" area, the Greenhill Highland Games demo and the Bedford gang with draft horse displays will be performing. He stated that there will be many children's activities with reference to pioneer children, log cabin painting, and many others. He stated that this year's menu will be a little different, but will include things such as sausage and kraut, Irish stew or Shepherd's Pie, BBQ, hot dogs, pork rinds, and many more. Mr. Hillert stated that there will be exhibits in the Clifton Forge School of the Arts, the Alleghany Highlands Arts and Crafts Center, the Library, and all over town. Some of the exhibits include information on tobacco, antique weapons, moonshine still with moonshine tasting and a beer garden for the adults, harpist, animals, and a hobo exhibit at the Heritage Center. In closing, he stated that they are anticipating as many as 3,000 people in attendance.

## **CONSENT AGENDA**

### **1. MINUTES      April 12, 2016      Council Meeting**

**RECOMMENDATION:** Approve minutes from April 12, 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

**ACTION ITEMS**

**2. Request for use of Town Hall steps and porch area**

The Eastern Alleghany Christian Ministerial Association is requesting the use of the front steps of Town Hall on May 5, 2016 from 11:30 AM – 1 PM for the 65<sup>th</sup> Annual National Day of Prayer.

**RECOMMENDATION:** Grant request

**Motion to grant request**

**Motion made by:** Councilman Irvine

**Seconded by:** Councilman Umstead

**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 Clifton Forge Main Street for permission to close Commercial Avenue between Ridgeway and Main on Friday's from 7:30 AM – 12:30 PM, May 6, 2016 – September 30, 2016, in order to hold the Downtown Market.**

**RECOMMENDATION:** Grant request

**Motion to grant request**

**Motion made by:** Councilwoman Roberts

**Seconded by:** Councilman Umstead

**ROLL CALL VOTE**

**Councilman Irvine** Aye

**Councilman Umstead** Aye

**Councilwoman Roberts** Aye

**Councilwoman Hillert** Aye

**Motion passed:** 4-0

**4. Request from Clifton Forge Main Street for permission to close Church Street between Jefferson and Commercial from 9 AM – 1 PM on May 21, 2016 to help facilitate the finish line of the triathlon at the Amphitheatre.**

**RECOMMENDATION:** Grant request

**Motion to grant request**

**Motion made by:** Councilman Umstead

**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

### 5. New health insurance rates for Town employees for FY 2016-2017

The Town currently offers employee health insurance coverage through The Local Choice (TLC) program. The Town has been a member of TLC since the inception of the program 1992. TLC pools small localities across the state and offers the group competitive plans, rate adjustments below the industry average and value-added features. These advantages, combined with protections through the share risk pool, offers financial stability and access to the same statewide providers available to state employees.

The Town's rates for fiscal year 2016-2017 will increase by 8.0% for the Key Advantage 250 comprehensive plan. The Town currently pays for employee coverage only for the Key Advantage 250 comprehensive plan. If the employee elects to have Key Advantage Expanded, dual or family coverage, they must pay the cost difference. The cost for single coverage, Key Advantage 250 plan, will increase from \$571 to \$616 per month. This will equate to approximately a net increase of \$23,220 for the next fiscal year. Each year, the Council must approve the new rates to ensure the Town's continued participation in the Local Choice Health Plan.

**RECOMMENDATION:** Approve the Town's Anthem health insurance rates for fiscal year 2016-2017 and continue paying the full cost of the employee only coverage for the Key Advantage 250 Comprehensive Plan.

Mrs. Burcham explained that the town offers insurance coverage through Local Choice and that because the town is pooled with other localities, the rates are lower. She explained that the rates are increasing this year by 8% and that the town would like to continue coverage for the employee only as they have in the past.

**Motion to approve health insurance rates for FY 2016-2017**

**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

**6. DEPARTMENT REPORTS**

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

**RECOMMENDATION:** Accept reports

**Motion to accept reports as written**

**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 the milling and paving within the Town will continue from Ridgeway to Jefferson by the first of June.

She mentioned that the opening day of Linden Park was a success and that the park is seeing great usage. She mentioned that we are still lacking playground equipment for younger children and are seeking donations and funding in order to provide that equipment. Council is willing to offer naming rights to the fields or portions of the park in exchange for larger donations and asked everyone to spread the word!

## **UPCOMING EVENTS**

### **CLIFTON FORGE MAIN STREET**

**DOWNTOWN MARKET—EACH FRIDAY, MAY 6, 2016 – 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**

## **PUBLIC COMMENTS**

There were no public comments.

## **COUNCIL COMMENTS**

Councilman Irvine thanked everyone for coming and welcomed Jeff Stern to the Town. He thanked Mr. Hillert for his presentation and stated that he feels Heritage Day is going to be a wonderful event. Mr. Irvine complimented the paving already done and stated that he is excited to see it continued in the town.

Councilwoman Roberts thanked everyone for coming. She thanked Jeff Stern for attending the meeting. Mrs. Roberts stated that she is also excited about the new paving within the town and the upcoming Heritage Day event. Mrs. Roberts then provided a brief report on the Roxbury project. She stated that the last meeting was held on the 21<sup>st</sup> and that all infrastructure work has been completed. She stated that 2 substantial reconstructions and 7 rehabilitations have been approved, with 1 reconstruction and 2 additional rehabilitations being planned. Recent bids were all over the allowed cost which creates a delay in getting the homes under contract. Rebidding is slated for completion this week.

Councilman Umstead thanked everyone for coming and thanked Mr. Stern. He stated that he appreciates all that is being done by Mr. Hillert and those working on the Masonic and Heritage Day and other events to come. He thanked Mrs. Roberts for the Roxbury report and stated he feels the area is looking great.

Vice Mayor Hillert mentioned the Spring Clean-Up event hosted by the Vision 2025, Corridor Curb Appeal Committee. She stated that there were 32 volunteers for the event and that the help was greatly appreciated. She stated that a Paint Party event will be held on June 11. She also thanked Andrew Bostic for replacing the yellow caution tape that had been previously used at the C & O Heritage Center with temporary fencing.

**CLOSED SESSION – PURSUANT TO SECTION CHAPTER 2.2-3711 A-3  
REAL ESTATE AND A-1 PERSONNEL**

**Motion made by:** Councilwoman Roberts

**TIME:** 7:31 PM

**Seconded by:** Councilman Irvine

**ROLL CALL VOTE**

**Councilman Irvine** Aye

**Councilman Umstead** Aye

**Councilwoman Roberts** Aye

**Councilwoman Hillert** Aye

**Motion passed:** 4-0

**Motion to return to open session**

**TIME:** 8:14 PM

**Motion made by:** Councilwoman Roberts

**Seconded by:** Councilman Umstead

**ROLL CALL VOTE**

**Councilman Irvine** Aye

**Councilman Umstead** Aye

**Councilwoman Roberts** Aye

**Councilwoman Hillert** Aye

**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**

**Councilman Irvine**           Aye  
**Councilman Umstead**       Aye  
**Councilwoman Roberts**     Aye  
**Councilwoman Hillert**     Aye

**Motion passed:**           4-0

**Motion to appoint Joan Vannersdoll to the Library Board**

**Motion made by:**       Councilwoman Roberts

**Seconded by:**           Councilman Umstead

**ROLL CALL VOTE**

**Councilman Irvine**           Aye  
**Councilman Umstead**       Aye  
**Councilwoman Roberts**     Aye  
**Councilwoman Hillert**     Aye

**Motion passed:**           4-0

**Motion to reappoint Darlene Burcham to the RVARC**

**Motion made by:**       Vice Mayor Hillert

**Seconded by:**           Councilwoman Roberts

**ROLL CALL VOTE**

**Councilman Irvine**           Aye  
**Councilman Umstead**       Aye  
**Councilwoman Roberts**     Aye  
**Councilwoman Hillert**     Aye

**Motion passed:**           4-0

**Motion to appoint Wilma McClung to the ARB**

**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

**Motion to reappoint Amy Dew and Virginia Gardner to the ARB**

**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

Council discussed and agreed to a schedule for the presentation, public hearing, and adoption of the FY 17 budget. Council agreed to alter its starting time for the monthly work session to 7 PM from 6 PM.

The Town Manager indicated that prior to their next meeting, a public comment meeting will be held at 6 PM on that date to receive comments on the draft bicycle plan under development by VDOT with input from the Parks and Trails Committee.

The Town Manager shared the concept of allowing non-profit organizations to advertise their special events using town-owned resources--Public Works staff is to install and remove from a tall concrete pole located at the intersection of Loop Street and Ridgeway. The Roundtable participants are interested in this idea and understand that they would be responsible for the creation of the banners. Council was supportive of this idea, but also felt that we should consider constructing structures, like those at the entrances to Covington, for advertising special events.

Mrs. Hillert provided feedback from volunteers at last Saturday's clean up: more trash cans, particularly next to benches; coffee and donuts for volunteers; and requiring individuals having to perform community service participate in these cleanups.

**Motion to adjourn**

**TIME: 9:13 PM**

**Motion made by:** Councilwoman Roberts

**Seconded by:** Councilman Umstead

**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