



TOWN OF CLIFTON FORGE

547 MAIN STREET · P. O. BOX 631
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**COUNCIL MINUTES
TOWN OF CLIFTON FORGE, VIRGINIA
7:00 P.M. TUESDAY, JANUARY 12, 2016
CLIFTON FORGE TOWN COUNCIL CHAMBERS
547 MAIN STREET**

INVOCATION BY DAVID DAVIS

CALL TO ORDER: Mayor Carl Brinkley called the meeting to order at 7:03 pm.

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

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

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

PUBLIC HEARING

PUBLIC HEARING AND FIRST READING: ORDINANCE AMENDING SECTION 7-34 (c) AND 7-34 (i) OF THE CODE OF ORDINANCES

When the revised zoning ordinance was adopted in September, 2013 building mounted projecting signs that were in the right-of-way were no longer permitted in the BG zoning district as they were in the previous zoning ordinance. Projecting building mounted signs are permitted in the BD zoning district. Council referred this matter to the Planning Commission for review after hearing these differences. There should be a limit to the size of these projecting signs as the existing ordinance allows a sign up to 32 square feet or larger depending on the frontage of the building. After its public

hearing on December 15, 2015, the Planning Commission recommends that projecting signs be allowed in the BG district but all projecting signs be limited to 12 square feet.

RECOMMENDATION: Proceed to second reading

Angela Carper, Clerk of Council, read the Ordinance and with no further comments, it will appear for second reading and adoption at the January 26, 2016 meeting.

PRESENTATIONS

Clifton Forge Volunteer Fire Department—Mark Nicely

Mark Nicely, Volunteer Chief of the Clifton Forge Fire Department provided an update on the activities and status of the volunteer fire department. He stated that the department is a combination department made up of paid employees and volunteers and that the department provides mutual aid along with other Alleghany County departments with 3 paid members, 30 temporary, 17 active and 27 total volunteer members, as well as 5 junior members. He stated that the Town is unique in that this department was started in the 50's and has a paid pump operator always on duty which has saved a lot of property damage. He stated that the department automatically responds to mutual aid calls and with declining membership in all areas, it is typical for a structure fire for at least two departments to respond which is why you may see so many people out on a single call. Mr. Nicely stated that during 2015, the department responded to 178 toned calls and assisted with others, held an open house along with the Iron Gate Department, began a Junior Fire Fighter program, and held and continue to hold monthly training sessions. He stated that they have also been working with the Red Cross to provide smoke detectors to people who don't have them. He stated that they have installed 64 to date and are waiting on more. Mr. Nicely stated that there will be an upcoming Fire Fighter I class and that in the past they have had to rely solely on the state to administer and provide notice when training is given, the department has 3 paid employees and 4 volunteers what are now certified instructors. He stated that they still rely on the State to advise when to host the training, but being able to host the classes helps to save on cost. Mr. Nicely then addressed the struggle the department is having with new State mandated standards and the costs of equipment required due to new expiration dates and requirements. He state that new requirements stated that bumper gear or turn out gear must be less than 10 years old, no matter what the usage and as of now, the department is 14 sets short. He stated that it costs about \$3,000 per outfit. Mr. Nicely also advised that every year, their air packs are tested and currently there are 4 that have been red-tagged after

inspection. He stated that in the past they have relied on FEMA grants, but that it is a County-wide program which they were turned down for last year and have reapplied for again. He stated that it isn't just the Town's fire department; all departments in the area are suffering the same struggles and are trying to find other grant options. He stated that Fire Programs funds have also decreased in the past years. Mayor Brinkley asked how many members typically are on the scene at once and Mr. Nicely advised there are between 6-8 during a fire, with an additional member on standby. It is estimated that the department is going to need \$40,000 for the bumper gear, \$30,000 for air packs, and an additional \$10,000 for air bottles within the next year. Mr. Nicely asked that Council please consider the dilemma of the department and help to find options for funding if possible.

CONSENT AGENDA

1. MINUTES December 8, 2015 December 17, 2015 Work Session

RECOMMENDATION: Approve minutes from December 8 and 17, 2015

Motion to approve minutes

Motion made by: Councilman Umstead

Seconded by: Vice Mayor Hillert

ROLL CALL VOTE

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

Motion passed: 5-0

ACTION ITEMS

2. ORDINANCE AMENDING THE CODE OF ORDINANCES TO RENAME THE INDUSTRIAL DEVELOPMENT AUTHORITY (IDA) OF THE TOWN TO THE ECONOMIC DEVELOPMENT AUTHORITY (EDA)

Town Council has determined that the purpose of the Board has now changed to a more broad economic focus rather than their previous limited industrial focus and thus would like to make the name change to reflect that focus.

RECOMMENDATION: Adopt ordinance

Motion to waive second reading

Motion made by: Councilwoman Roberts

Seconded by: Councilman Umstead

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to adopt ordinance

Motion made by: Councilman Irvine

Seconded by: Vice Mayor Hillert

ROLL CALL VOTE

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

Motion passed: 5-0

3. DEPARTMENT REPORTS

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

RECOMMENDATION: Accept reports

Councilwoman Roberts stated that she really enjoys seeing the pictures with the Public Works report because it shows the different stages of work being done and is helpful to understanding the work.

Motion to accept reports as written

Motion made by: Councilwoman Roberts

Seconded by: Councilman Umstead

ROLL CALL VOTE

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

Motion passed: 5-0

4. FINGERPRINTING FEE

Under Virginia law, anyone employed in a position that places them in contact with children and/or elderly, volunteers with EMS and Fire Services, or has access to personal information of others is required to be fingerprinted and have their backgrounds screened. The list of those covered continues to expand each year. The majority of these individuals coming to our Police Department are from the private sector such as Faneuil (EZ-Pass), and health care providers.

Over the past 2 years, the police department has fingerprinted hundreds of individuals and has absorbed the associated costs, which include printer supplies and officer time to respond to the office to complete the process and maintenance of the computer equipment.

To help offset those costs, a fee of \$10 per fingerprint card is recommended. The individual must provide their own card.

RECOMMENDATION: Establish \$10 fee for fingerprinting

Councilwoman Roberts asked to clarify that the \$10 fee does not include the fingerprinting card. Mrs. Burcham stated that the individual must provide their own card.

Motion to approve fee as recommended

Motion made by: Councilwoman Roberts

Seconded by: Councilman Umstead

ROLL CALL VOTE

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

Motion passed: 5-0

5. SURPLUS ITEMS

The Town has the following list of items which need to be declared surplus in order to make them available for disposition.

- 2004 Exmark Viking 36" cut Commercial Mower with rider attachment
- 2004 Exmark Viking 48" cut Commercial Mower with rider attachment
- 2--Homelite 4400 Watt Portable Generators
- Wood blocks and logs, misc. firewood
- Set of High Back Office Chairs
- Office Desk
- Side Desk
- Bagger system for Exmark Mower
- 2002 Chevrolet Blazer

RECOMMENDATION: Approve list

Motion to approve surplus list

Motion made by: Councilwoman Roberts

Seconded by: Councilman Irvine

ROLL CALL VOTE

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

Motion passed: 5-0

INFORMATION

Town offices will be closed on Monday, January 18, 2016 in observance of Martin Luther King, Jr. Day.

MANAGER’S COMMENTS

Mrs. Burcham advised that our US Forestry representative, Pat Sheridan, has retired as of December 31, 2015 and that no replacement has been announced to date. She also mentioned the annual “Soup for Seniors” campaign will begin soon and both Town Hall and the Fire Station will be drop off stations.

Mrs. Burcham advised that the DMV2GO bus conducted 25 transactions during their last visit and will be returning on March 1, 2016.

Lastly, Mrs. Burcham mentioned that Lewis Gale Alleghany Regional Hospital has donated supplies for the new First Responder program which will hopefully get them through the first 6 months of duty. She thanked them for their donation and stated that Pam Marshall had been onsite to take a picture when the supplies were provided.

UPCOMING EVENTS

CLIFTON FORGE SCHOOL OF THE ARTS

JAMMIN AT THE MILL—FRIDAY, JANUARY 15, 2015, 7 PM

CLIFTON FORGE PUBLIC LIBRARY

PRESCHOOL STORY TIME—TUESDAY, JANUARY 19, 2016, 11AM – 12PM

LOA AREA AGENCY ON AGING

DINERS CLUB—EVERY TUESDAY 11 AM – 2 PM at Scott Hill Retirement Community

Weekly lunch & Activity presented by LOA Area Agency on Aging, for information or to become a member, contact Margaret Ryan at 862-0858.

PUBLIC COMMENTS

Bruce Hyler of Milboro addressed Council. He stated that on September 24, 2013, an ad ran in the newspaper and a land swap took place between the Town and Gump Timber. He stated that Mr. Davis, Town Attorney, had first prepared a deed for the Miller family for a portion of the property involved, then also prepared deeds for the Town and Gump Timber to complete the swap and that he should not have done this because it was a conflict. Mr. Hyler stated that he wants the 8.5 acres put back on the Town's land immediately, or he is going to take the matter to court and file an injunction. He stated that he has emails from before the last election that he did not appreciate from a family member of a Council member and that he is tired of being told he can't walk on the property or go up there. He stated that there is a 50' right of way and that there used to be a foot bridge on the property and that he's used it for years and doesn't understand why the Town is maintaining property after the swap to Gump Timber.

Mr. Davis advised Mr. Hyler that he was not going to continue to entertain his threats and that he is aware of what he can and cannot do and that had been previously discussed two years ago when the land swap occurred and he complained at that time, nothing was done out of context. Mr. Davis advised Mr. Hyler that he is welcome to proceed with his filing if he felt it necessary.

Mr. Hyler then stated that he wants Council to make sure they have all their disclosures on file and that this would be the last time they hear from him on this issue. He again reiterated that he wants the land in question put back as Town property or else.

COUNCIL COMMENTS

Councilman Irvine thanked everyone for coming and thanked Mark Nicely and all of the volunteers for what they do.

Councilwoman Roberts thanked everyone for coming and stated that she hopes 2016 will be a wonderful year!

Councilman Umstead thanked everyone and stated he appreciates all of the volunteers and thanked Mr. Nicely for bringing the issue before Council and is in hopes that Council can find some way to help solve the problem. He also mentioned the smoke detector program and thanked them for all of their efforts in working with the Red Cross.

Vice Mayor Hillert thanked Mark Nicely for coming and thanked all of the volunteers for their work with the department. Mrs. Hillert then went over the list of the 2015 previous year Council goals, which are listed below:

2015 Town of Clifton Forge Town Council Goals

1. Work to make better communication a top priority using a variety of methods.
2. Continue to support Town infrastructure improvement by dedicating financial and human resources to this effort.
 - a. Water lines *The main water line on Roxbury has been replaced, as well as many repairs for leaks and breaks.
 - b. Sewer lines *The main sewer line on Roxbury has been replaced, lining part of Roxbury and Commercial, as well as performing jetting and inspections of lines. 5,853 feet of sewer mains have been cleaned, 5,433 feet have been televised, and 922 feet have been repaired. There have also been 40 laterals installed, 24 inspected, and 60 accepted clean outs were found during this process.
 - c. Road repair, especially on main roads in Town *370 feet of Upton Street has been milled and repaved, 325 feet of Spring Street has been milled and repaved, and 1,478 feet of Roxbury Street has been milled and repaved. Red Hill Cemetery, which consisted of 470 feet, was graded and paved. There has been pot hole and utility trench patching completed throughout the town.

- d. Increase the amount of sidewalk repair including reviewing better designation of handicap sidewalks and curbs. *35 cubic yards of concrete was used and about 275 feet of sidewalk replaced. Repairs have been made on Commercial, Church, Jefferson, Kensington, Acacia, Lee, Madison, Pine, Lafayette, Clay, McCormick, and Main Street (Town Hall). Alleys behind McCormick on Lafayette, and on Revere have also been improved.
3. Promote and implement Tax Exemption Program developed by Clifton Forge, Covington, Alleghany County and Iron Gate.
4. Continue to support efforts for long-range strategic planning for the town of Clifton Forge.
 - a. Receive regular updates from AH Economic Development Corporation
 - b. Updates by Planning Commission
 - c. Updates by AH Chamber of Commerce & Tourism
 - d. Updates by Clifton Forge Main Street

*These updates will be scheduled on a monthly basis by the Clerk of Council.
5. Continue efforts to market town-owned properties.
6. Continue to promote clean-up efforts by the Town.
 - a. Support Town Employees, charitable organizations, and endorse non-profit groups who have the improvement and beautification of the Town as a primary goal. Review and adopt ordinances that are consistent with clean-up efforts.
 - b. Support Code enforcement
 - c. Support Vision 2025 Corridor Curb Appeal Initiatives and encourage more citizen involvement.
7. Ensure that adequate time and focus is available for the three-year Roxbury project.
8. Continue ongoing efforts to establish Amtrak Depot in the area of C&O Heritage Center.

9. Establish a Citizens Advisory Committee to better understand the issues and needs of the citizens of Clifton Forge. The committee would meet on a regular basis and present issues/concerns/suggestions to Town Council. *This Committee was established and is holding regular meetings. They report back to Council with questions and concerns and members attend Council meetings regularly as well.
10. Develop a high school student internship program for selected students to work with Public Works during the summer. *This item will be revisited during the 2016 year.
11. Establish a “Community Project Committee” with members from the governmental bodies of Clifton Forge, Covington, Alleghany County and Iron Gate to meet regularly to define projects to be worked on as a community to improve the lives of citizens of the four localities. *This Committee has been established and meets monthly.
12. Support new development efforts by the Town and continue to encourage a more proactive AH Chamber marketing plan focusing on the coordination of marketing Town events that involve tourism assets such as C&O, Amphitheatre, AH Arts & Crafts Center, Art School events.
13. Stay informed by scheduling Town Committee quarterly update reports at Town Council meetings.

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

Motion made by: Councilwoman Roberts

TIME: 8:00 PM

Seconded by: Councilman Irvine

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to return to open session

TIME: 8:39 PM

Motion made by: Councilwoman Roberts

Seconded by: Vice Mayor Hillert

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to certify only indicated items were discussed

Motion made by: Councilwoman Roberts

Seconded by: Councilman Irvine

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to recess until 7 PM on January 19, 2016 for a Work Session in the James Houff Conference Room at Town Hall

TIME: 8:50 PM

Motion made by: Councilwoman Roberts

Seconded by: Councilman Umstead

ROLL CALL VOTE

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

Motion passed: 5-0