



## TOWN OF CLIFTON FORGE

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**COUNCIL MINUTES  
TOWN OF CLIFTON FORGE, VIRGINIA  
7:00 P.M. TUESDAY, MARCH 22, 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.

### **PRESENTATIONS**

#### **Resolution of Recognition and Certificate of Retirement for Albert Broughman**

Mayor Brinkley asked Albert to come to the front and read the Resolution of Recognition in honor of Mr. Broughman. He thanked Mr. Broughman for all of his many years of dedicated service and congratulated him on his retirement. Other members of the Public Works department in the audience included Earl Labonte, Director and Johnny Coleman.

## **Alleghany Highlands Arts and Crafts Center Update—Nancy Newhard-Farrar**

Nancy Newhard-Farrar, Director of the Alleghany Highlands Arts and Crafts Center provided the following report to Council:

Members of Town Council and Ms Burcham, I want to thank you for your support of the Alleghany Highlands Arts and Crafts Center over the years. I appreciate this chance to speak briefly on behalf of the AHACC. Want to preface my remarks with a story that is just too good not to share.

In the week before the Chocolate Festival one of our visitors from metropolitan Richmond came in to tell us this story about Lexington photographer Sally Mann, who had an exhibit here in 1988. The exhibit and accompanying catalog was one of her first. Since then Sally Mann has gained an international reputation as a photographer and writer. At a recent event about her work, the VMFA Director was, according to our visitor, being a bit "overbearing" (snooty) about small town beginnings.... He referenced the 1988 exhibit done here, then asked the room full of attendees "Does anyone know where Clifton Forge is? Has anyone ever been to this Arts and Crafts Center?" With that, more than 40 folks in the audience raised their hands and began to testify as to how wonderful this small community and the AHACC was! Much good can come from small places and hard work!

So much for ancient history. Let's fast forward to current activities for 2015-2016.

Current attendance runs between 200-600 registered visitors monthly, depending on the season. Traffic for the spring is already picking up, and by the end of the year, we should readily have visitors from all 50 states about 30 foreign countries, with a total of between 9 and 10,000 visitors.

During the peak travel season, as you might imagine, out of state traffic is a bit higher, but overall our traffic is about 1/3 local, 1/3 from the Commonwealth and 1/3 out of state. They come to see the exhibits, take classes, shop for the handmade things in the gift shop—and if they are new to Clifton Forge, they want to know more about our town and the surrounding area. Those who have been here before want to know what's new in town. Our staff of community volunteers are only too happy to oblige with suggestions about food, shopping, accommodations, special events, sites that shouldn't be missed—and even where to buy snow shovels or tires! The Center has a human face; We are cross between guidebook/welcome wagon and way station that is open 290 days a year **AT NO CHARGE.**

The AHACC is a place for people of all ages can learn to express themselves and explore their own creativity, whether its drawing, oil & watercolor painting, printmaking, altered books, craft projects for kids, hands on workshops for physically and mentally challenged, a week long kids Art camp, workshops where emerging artists can learn how to present their works more effectively at a low cost, or children's activities that collaborate and coordinate with other Town events such as Stars and Stripes, the Heritage Festival, Con of the Mountains, or decorating Easter Hats for the upcoming Easter Parade. The AHACC also works IN the schools to help expand the visual arts opportunities in the classroom. Since 1987 we have sponsored professional artists residencies in everything from pottery, weaving and sculpture to stained glass, painting and photography in our High School. These residencies allow teachers to expand their knowledge, skills and supply base while giving our young people an important chance to be mentored by a professional artist. The Annual High School Art Competition Exhibit that concludes these residencies is one of the most popular, welcoming more than 600 folks in a single month. Next year's residency, sponsored under a grant from the Virginia Commission for the Arts and the AHACC is being designed to bring a watercolorist to work with students at Alleghany High School.

We sponsor and coordinate exhibits that encourage artists of different ages and all levels to participate: Fall Festival, the Annual High School art Competition and the Fx2 Regional Photography shows. Other exhibits showcase our local artists like Chuck Almarez and Allen Hickman. Some present new ways of looking at familiar subjects, like the current offering, Rails & Ties, with Nancy Stark's train paintings and mixed media pieces. Some exhibits are collaborations with other groups. Always Alive and Well, traced the artistic heritage of our area from the early 1800s, and was done in collaboration with the Historical Society. It welcomed almost 1200 people over a 6 week run. The Quilt and Needlework Exhibit is in collaboration with the Historic Masonic's Heritage Festival—as is the upcoming Americana quilt exhibit and needlework show. We have scheduled an exhibit this fall to compliment the Con of the Mountains which will run for 6 weeks. Still others mark Christmas traditions—period Christmas rooms, show casing local treasures, paintings about Christmas music, and the recent Toy and Santa presentations. It's always good to discover treasures in your own backyard!

So we are right back where the AHACC started, celebrating our own, encouraging residents to take part in the arts, bringing new ideas and people to our community, making them welcome, teaching us all to appreciate our heritage and grow our talents. We are very appreciative to be able to do all of this from our location in the heart Clifton Forge's of the historic downtown and central business district. And just think, admission is free! So please come often—otherwise you just might miss something. There is no lovelier compliment than a return visit. And don't forget to sign the guest book.

<u>Traffic count</u>	
July 2015	1202
August	804
September	909
October	975
November	925
December	900
Jan 2016 (mid Jan, 3 snow days)	203
Feb	233
March (2015)	314
April (2015)	689
May (2015)	288
June (2015)	966

Events for which we have no accurate count: Con of the Mountains, Kriskindle Market, Heritage Day Festival activities, Stars and Stripes activities

## **CONSENT AGENDA**

- 1. MINUTES      March 8, 2016      Council Meeting**  
**March 15, 2016      Work Session**

**RECOMMENDATION:** Approve minutes from March 8 and 15, 2016

**Motion to approve minutes**

**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
<b>Councilman Brinkley</b>	Aye

**Motion passed:**      5-0

## **ACTION ITEMS**

### **2. Appropriation resolution**

**The Town has received funds for several activities that must be appropriated into the current fiscal year operating budget. A surplus sale along with recycling materials has generated \$8,695; insurance proceeds in the amount of \$13,135 have also been received. A church group has generously donated proceeds from a food sale to the Linden Park project in the amount of \$365.**

#### **RECOMMENDATION: Adopt resolution**

**Motion to waive second reading**

**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
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

**Motion to adopt resolution**

**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. REQUEST FOR “WAY OF THE CROSS” PARADE —EASTERN ALLEGHANY MINISTERIAL ASSOCIATION**

The Eastern Alleghany Ministerial Association requests permission to hold its annual “Way of the Cross” parade on Friday, March 25, beginning at 11:15 AM.

**RECOMMENDATION:**       Grant permission

Mayor Brinkley had Angela Carper, Clerk, read the letter of request and then asked for a motion to grant permission for the parade.

**Motion to grant permission for parade**

**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. REQUEST FROM ALLEGHANY HIGH SCHOOL FOR STREET CLOSURE TO HOLD ITS GRAND MARCH PRIOR TO PROM**

Emily Muterspaugh, Alleghany High School Prom Coordinator, is requesting that the 500 block of Church Street between the Masonic Amphitheatre and the Clifton Forge School of the Arts be closed from 6:30 – 8:30 PM on April 30, 2016 in order for the school to hold its Grand March prior to the 2016 Prom.

**RECOMMENDATION:** Grant request

**Motion to grant request for street closure**

**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
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

**5. PROCLAMATION TO DECLARE APRIL 4-7, 2016 LOCAL GOVERNMENT EDUCATION WEEK**

The Virginia General Assembly has designated the first week in April Local Government Education Week and to show support of this effort the attached proclamation is recommended for adoption.

**RECOMMENDATION:** Adopt proclamation

Angela Carper, Clerk, read the proclamation and Mayor Brinkley asked Vice Mayor Hillert to say a few words about the proclamation. Mrs. Hillert mentioned the Intergovernmental Committee that she is a part of and stated that one of the goals of the Committee is to work with the area youth and get them more involved with area

government. She introduced Kameron Warlightner, a student at Alleghany High School who is participating with the Committee's efforts. Kameron stated that his group of students created a small poll using Survey Monkey and gathered information from within the school and that the information will be shared with the Committee. Mrs. Hillert stated that she believes it will be included in their next meeting.

**Motion to adopt proclamation for Local Government Education Week**

**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
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

**6. DEPARTMENT REPORTS**

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

Councilman Irvine jokingly stated that the Public Works report contained a nice picture of Albert, who will be retiring at the end of the month.

Councilwoman Roberts stated that she was very impressed to see that our First Responders had 80 EMS calls curing the month. She stated that she feels it is a great program.

**RECOMMENDATION:** Accept reports

**Motion to accept reports as written**

**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
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

**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, April 21, 2016.

The Clifton Forge Police Department, along with Greenbrier Valley Veterinary Hospital, will be holding a rabies clinic on Thursday, April 21, 2016 from 1- 4 PM at the Clifton Forge Fire Department. The clinic is open to everyone, regardless of residency. Rabies vaccinations for both dogs and cats will be \$8.50 and other services will also be available. The Town requires all dogs and cats be vaccinated against rabies and hold a current license. For convenience, a town representative will be on hand to sell animal tags. For further information, please contact the Clifton Forge Police Department at 540-863-2513.

**MANAGER’S COMMENTS**

Mrs. Burcham stated that in support of the Local Government Education Week Proclamation, Mike Barnes, Library Director has two books available at the Library for a younger audience: “Out and About at City Hall” and “A Kids Guide to Local

Government". Mrs. Burcham stated that the best and brightest are needed for the future of any government.

Mrs. Burcham encouraged people within the community to work together and help with local events and programs, as well as work together within the community.

Lastly, Mrs. Burcham mentioned that a paving schedule was printed in the paper and that Commercial Street was completed today, which will be followed by the trenching, then milling and repaving of the upper end of Roxbury and then the portion of Ridgeway from Commercial up to Roxbury will be completed during four days next week. While the work is being performed on Ridgeway there will be a one-way traffic pattern. She also mentioned that there will be less paving this year than in previous years because of the effort to include milling the areas first which eliminates some of the problem areas.

## **UPCOMING EVENTS**

### **ALLEGHANY HIGHLANDS ARTS AND CRAFTS CENTER**

**GAME NIGHT AT THE GALLERY—FRIDAY, APRIL 8, 2016, 6-9:30 PM**

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

**JAMMIN AT THE MILL—FRIDAY, APRIL 15, 2016, 7 PM**

### **CLIFTON FORGE PUBLIC LIBRARY**

**FRIENDS OF THE LIBRARY, PRESALE (BOOK SALE)—THURSDAY, MARCH 31, 2016, 5:00 – 7 PM**

**FRIENDS OF THE LIBRARY BOOK SALE—FRIDAY, APRIL 1, 2016, 10 AM – 5 PM, AND SATURDAY, APRIL 2, 2016, 10 AM – 1 PM**

**PRESCHOOL STORY TIME—TUESDAY, APRIL 19, 2016, 11 AM – NOON**

## **MASONIC AMPHITHEATRE**

**EASTER SUNRISE SERVICE—SUNDAY, MARCH 27, 2016, 7 AM**

### **PUBLIC COMMENTS**

Helen Kostel of the Clifton Forge School of the Arts thanked Council on behalf of the school and stated that they have just enrolled their 5,000<sup>th</sup> student. Mrs. Kostel mentioned a recent article in the newspaper listing the spring class schedule and stated that they will be holding a class in expert mask making in April or May in preparation for the Con of the Mountain event. Mrs. Kostel mentioned that the school was awarded the Dogwood Award by the Chamber of Commerce for its beautification efforts and that they were very pleased. She stated that the school has contracted with the Covington school system to provide art instruction for grades K-5 and that the students participating will be bussed to and from the school. Mrs. Kostel stated that the school is renting out both areas on the first floor and the Mill in an effort to earn extra funds and have two events on Friday, April 8, David Mallet (Songwriter and Bassist) and the Annual Blacksmith Gathering on Saturday, April 9 in which they anticipate around 100 participants. Mrs. Kostel advised that the school has been gifted an 18<sup>th</sup> century reproduction loom which was crafted by a local gentleman and it will be reconstructed on the second floor of the building next to the school. The display will also include two spinning wheels and will be the future fiber arts center. She mentioned the garden which was planted about a year and a half ago and stated that the long-range plan includes having school children participate in growing plants there. Lastly, Mrs. Kostel mentioned the Fun Free Friday events that will occur during the summer and thanked Council for the continued support.

### **COUNCIL COMMENTS**

Councilman Irvine thanked everyone for coming and congratulated Albert Broughman on his retirement. He thanked Nancy Newhard-Farrar for her presentation and stated that he feels the center does a wonderful job. He thanked Kameron Warlightner for attending the meeting as well. Lastly, Mr. Irvine stated that he would like to announce that he will be running for re-election.

Councilwoman Roberts thanked everyone for coming and gave special thanks to Kameron for attending on behalf of his group. She stated that one of the first things she learned when she moved to the Town was about Albert's knowledge of the lines in

the town and stated that he is surely going to be missed. She thanked Mr. Broughman for all of his many years of service.

Mrs. Roberts thanked Nancy Newhard-Farrar and Helen Kostel and stated that it is incredible to have both the center and the school in our Town and that she is proud of all they do. Lastly, Mrs. Roberts stated that due to the postponement of the Roxbury meeting until March 23, 2016, she will not have a report at this time.

Councilman Umstead congratulated Albert on his retirement and stated that in the 33 years he has lived here, he has always taken care of he and his family when there were problems. He thanked Nancy for talking his son into taking art classes so that he can now teach and thanked Kameron for attending and stated that he feels he will represent his group very well. Lastly, Mr. Umstead thanked everyone for coming out to the meeting and encouraged them to return.

Vice Mayor Hillert stated that she would like to echo everyone's comments and gave special thanks to Albert and wished him a wonderful retirement. She thanked Nancy for her wonderful presentation and congratulated her on the success of the recent Chocolate Festival.

Mayor Brinkley thanked everyone for coming and thanked Nancy and Helen for their reports. He thanked them for all that they do and stated that having both facilities here is a blessing. He congratulated Albert on his retirement and thanked him for his many years of service. Mr. Brinkley thanked Kameron for attending and told him that he could be Governor someday and that he hopes he will share his positive experience with the other students to help get them more involved.

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

**Motion made by:** Councilwoman Roberts

**TIME:** 7:55 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: 8:07 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

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

**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
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

**Motion to adjourn**

**TIME: 8:21 PM**

**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
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0