

Town Council Agenda

Tuesday, May 10, 2016

7:00 PM

Clifton Forge Council Chambers

547 Main Street



For Every Moment of Peace

For Every Day of Grace

& Greatness

For Every Liberty We Enjoy

We Owe a Person in

the Service of our Country

Our Heartfelt Thanks



TOWN OF CLIFTON FORGE

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

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

INVOCATION BY

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PRESENTATIONS

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

CONSENT AGENDA

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

RECOMMENDATION: Approve minutes from April 19 & 26, 2016

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

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

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

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

COUNCIL COMMENTS

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

TOWN COUNCIL WORK SESSION

Tuesday, April 19, 2016

James N. Houff Conference Room

Mayor Brinkley called the meeting to order at 6:09 PM.

Present: Mayor Brinkley, Vice Mayor Hillert, Councilwoman Roberts, Councilman Irvine, and Councilman Umstead

Also present: Darlene Burcham, Town Manager

The Town Manager presented an estimate for demolition of rail yard buildings with request for Council to discuss at next meeting.

The Town Manager presented a draft budget for next fiscal year, proposed capital budget, and fee changes for Water & Sewer, offering two options for the latter.

Council also discussed time of the work session and schedule for budget review and adoption given the Mayor's upcoming surgery and recovery.

Council also discussed upcoming meeting of the Citizens Advisory Committee with Mrs. Hillert and Mr. Umstead indicating they planned to attend.

Motion to adjourn

Motion made by: Councilwoman Roberts

TIME: 7:35 PM

Seconded by: Councilman Irvine

ROLL CALL VOTE

Councilman Irvine **Aye**

Councilman Umstead **Aye**

Councilwoman Roberts *Aye*
Vice Mayor Hillert *Aye*
Mayor Brinkley *Aye*

Motion passed: 5-0

Motion to return to open session

Motion made by: Councilman Umstead

Seconded by: Councilwoman Roberts

ROLL CALL VOTE

Councilman Irvine *Aye*
Councilman Umstead *Aye*
Councilwoman Roberts *Aye*
Vice Mayor Hillert *Aye*
Mayor Brinkley *Aye*

Motion passed: 5-0

Motion to certify only indicated items were discussed

Motion made by: Councilwoman Roberts

Seconded by: Councilman Umstead

ROLL CALL VOTE

Councilman Irvine *Aye*
Councilman Umstead *Aye*



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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

Councilman Irvine	Aye
Councilman Umstead	Aye
Councilwoman Roberts	Aye
Councilwoman Hillert	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 65th Annual National Day of Prayer.

RECOMMENDATION: Grant request

Motion to grant request

Motion made by: Councilman Irvine

Seconded by: Councilman Umstead

ROLL CALL VOTE

Councilman Irvine	Aye
Councilman Umstead	Aye
Councilwoman Roberts	Aye
Councilwoman Hillert	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

Councilman Irvine	Aye
Councilman Umstead	Aye
Councilwoman Roberts	Aye
Councilwoman Hillert	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

Councilman Irvine	Aye
Councilman Umstead	Aye
Councilwoman Roberts	Aye
Councilwoman Hillert	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

Councilman Irvine	Aye
Councilman Umstead	Aye
Councilwoman Roberts	Aye
Councilwoman Hillert	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, May19, 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 21st 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.



May 4, 2016

Dear Mayor Brinkley and members of Town of Clifton Forge Council,

I am writing to you to request permission to close Ridgeway and Main Streets from Race Street to D Street including that part of Jefferson Ave. that extends from the south side of the First Citizens Bank Driveway (leaving that driveway open for use of the drive up window) to Main Street. The closed space at the Main Street end of Jefferson Avenue will be used for spectator bleachers. We are making this request for the 4th of July Parade, beginning at 11 AM July 4th, and lasting until approximately 12:15 PM when the Town Hall presentation is concluded. This parade request reflects the same route we have used for the past several years.

Thank you for considering our request. We are certainly looking forward to this year's celebration as we feel sure our special guests, including yourselves, will help make it another "Great 4th of July Day to be Alive in Clifton Forge".

Grins and so much gratitude for all that each of you do to help make Clifton Forge such a great community.

A handwritten signature in blue ink that reads "Mott" followed by a smiley face "☺".

Mott Atherholt, Chr.
Stars and Stripes Celebration Committee



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 masonictheatre@yahoo.com
 www.historicmasonictheatre.com

RECEIVED
 MAY 06 2016
 BY:

May 5, 2016

Mayor Carl Brinkley, Vice Mayor Gayle Hillert, Council Members; Johnette Roberts, Jeff Irvine, Robert Umstead,
 Town Manager. Darlene Burcham

Subject: Church Street closing for events at the amphitheatre

The Masonic Theatre Preservation Foundation respectfully requests your approval of closing Church Street for the event list that follows. The requested dates are fewer in number than in the past because the Historic Masonic Theatre will be Reopening and programming after July 1. For the safety and audience enjoyment, having no traffic on Church Street is a contributor to the positive experience of those attending a performance at the amphitheatre.

<u>Date</u>	<u>Performance</u>	<u>Closure time</u>
5/14/2016	Fishing with Angels	8 a.m.-2:00 p.m.
5/14/2016	Fender Benders & Rebels of Rhythm	6:45-10:00 p.m.
6/4/2016	Heritage Day (Already approved)	.
6/11/2016	Evening with Brightwork with Seay Brothers & Friends	6:45-10:00 p.m.
6/19/2016	STARS sponsored by Appalfolks of America	2-4 p.m.
7/9/2016	Gran Fondo - finish line celebration (Already approved)	10 a.m.- 6p.m.
7/22/2016	Movie under the Stars – sponsored by Shentel	8 - 10:30 p.m.
7/23/2016	Legends of the Highlands-Silverbacks, Rally Cry, Chad Nichel & Loose Change	6-10:30 p.m.
8/20/2016	Two for Fun - lead singers from Rondelles	6-10:30 p.m.
9/11/2016	Bill Cook & Friends Pie Baking Contest fundraiser	5:45-9 p.m.
9/17/2016	Allegheny String Project	5:45-9 p.m.
9/30/2016	Con of the Mountain	12 p.m.
10/1/2016	Con of the Mountain	through
10/2/2016	Con of the Mountain	6 p.m.

We would be most appreciative of your consideration of these dates. By approving the dates we hope to provide the best experience for our performers and the attendees by eliminating the street noise from Church Street and enhancing the safety of our audience.

In general, we have been able to open the street earlier than requested, but want to allow adequate time for the attendees to depart safely and the tear down to be completed.

Respectfully submitted,

John Hillert,
Representing the Masonic Theatre Preservation Foundation
Begin text here.