

**Town Council Agenda**  
**Tuesday, September 10, 2019**  
**7:00 PM**  
**Clifton Forge Council Chambers**  
**547 Main Street**



**"There is no  
power for change  
greater than a  
community  
discovering what  
it cares about."**

**MARGARET J. WHEATLEY**



## TOWN OF CLIFTON FORGE

547 MAIN STREET · P. O. BOX 631  
CLIFTON FORGE, VIRGINIA 24422  
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[www.cliftonforgeva.gov](http://www.cliftonforgeva.gov)

***PUBLIC INFORMATION SESSION  
REGARDING THE SWINGING BRIDGE  
6:00 P.M. TUESDAY, SEPTEMBER 10, 2019  
CLIFTON FORGE TOWN COUNCIL CHAMBERS  
547 MAIN STREET***

*Prior to the regular Town Council Meeting, Clifton Forge Town Council will hold a public comment period to provide information on the ownership and cost of repairing the swinging bridge and seek public input on whether the Town should take the necessary steps and incur the costs to reopen the bridge.*

**COUNCIL AGENDA  
TOWN OF CLIFTON FORGE, VIRGINIA  
7:00 P.M. TUESDAY, SEPTEMBER 10, 2019  
CLIFTON FORGE TOWN COUNCIL CHAMBERS  
547 MAIN STREET**

***INVOCATION***

***CALL TO ORDER***

***PLEDGE OF ALLEGIANCE***

***PRESENTATIONS:***

***Resolution Honoring Sergeant David L. Carter—Mayor Irvine***

***Virginia Department of Health Update—Stephanie Harper, Regional Director***

***Remarks by Jon Lanford, County Administrator***

# CONSENT AGENDA

1. **MINUTES**                      **Council Meeting August 13, 2019**  
   **Work Session August 20, 2019**

**RECOMMENDATION:** Approve minutes of August 13 & 20, 2019

## ACTION ITEMS

### **2. ORDINANCE AND RESOLUTION TO AMEND ZONING AND APPROVE CONDITIONAL USE PERMIT**

The Planning Commission recommends adoption of an ordinance to consider the amendment of the zoning classification and approval of a conditional use permit for a property located at 529 Jefferson Street.

**RECOMMENDATION:** Waive second reading and adopt

### **3. APPROPRIATION RESOLUTION**

The Town has received funds that must be appropriated into the current year operating budget.

**RECOMMENDATION:** Waive second reading and adopt

### **4. REQUEST TO HOLD ANNUAL FALL FESTIVAL**

The Clifton Forge Shriner's Club appreciates the support and cooperation of the Town in the past and requests continued support by granting permission to conduct the 49th Annual Fall Foliage Festival October 18-20, 2019 with the same arrangements as previous years and assistance with the trash pick-up.

**RECOMMENDATION:** Grant request

### **5. ORDINANCE TO AMEND SECTION 2-49**

The Town Council has decided to amend Section 2-49 to have one meeting per month on the 2<sup>nd</sup> Tuesday of each month with more work sessions or special called meetings when necessary.

**RECOMMENDATION:** Proceed to second reading

**6. ORDINANCE TO DELETE EXISTING SECTION 74-41 AND ENACT AND ADOPT SECTION 74-41**

In an effort to make property numbers more consistent within the Town and to make it easier for First Responders to locate properties during emergency situations, the Town should enact a new Section 74-41 requiring building numbers.

**RECOMMENDATION:** Proceed to second reading

**7. DEPARTMENT REPORTS**

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

**RECOMMENDATION:** Accept reports as written

**MANAGER'S COMMENTS**

**UPCOMING EVENTS**

**CLIFTON FORGE PUBLIC LIBRARY**

**PRE-SCHOOL STORY TIME—WEDNESDAYS, SEPTEMBER 18, & OCTOBER 16, 2019, 11 AM – NOON**

**TODDLER TIME—WEDNESDAY, OCTOBER 2, 2019—11–11:45 AM**

**FRIENDS OF THE LIBRARY BOOK SALE—FRIDAY, OCTOBER 4, 2019, 10 AM – 5 PM & SATURDAY, OCTOBER 5, 2019, 10 AM – 1 PM**

**CHILDREN'S HARVEST HALLOWEEN PARTY—MONDAY, OCTOBER 14, 2019, 4-5:30 PM**

**“VERY GOOD FOR A RAILROAD TOWN: CLIFTON FORGE BASEBALL AND THE NEW SOUTH” BY JOSH HOWARD—THURSDAY, OCTOBER 17, 2019, 6 PM**

**CLIFTON FORGE SCHOOL OF THE ARTS**

**JAMMIN AT THE MILL—FRIDAY, SEPTEMBER 20, 2019, 7 PM**

**MASONIC THEATRE**

**TRUE GRIT SHOWING—TUESDAY, SEPTEMBER 10, 2019, 7 PM**

**WHAT’S YOUR STORY POTLUCK—FRIDAY, SEPTEMBER 13, 2019, 6 PM**

**STARS FALL HARVEST JUBILEE—SUNDAY, SEPTEMBER 15, 2019, 7 PM**

**HISTORIC MASONIC THEATRE TOUR—SUNDAY, SEPTEMBER 22, 2019, 2 PM**

**“THE GREAT MUPPET CAPER”—SUNDAY, OCTOBER 6, 2019, 2 PM**

**“MURDER ON THE ORIENT EXPRESS”—TUESDAY, OCTOBER 8, 2019, 7 PM**

**PUBLIC COMMENTS**

**COUNCIL COMMENTS**

**CLOSED SESSION: PURSUANT TO VIRGINIA CODE SECTION 2.2-3711, A-3 REAL ESTATE: POSSIBLE DISPOSITION OF TOWN OWNED PROPERTY and A-1 PERSONNEL**



## TOWN OF CLIFTON FORGE

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**COUNCIL MINUTES  
TOWN OF CLIFTON FORGE, VIRGINIA  
7:00 P.M. TUESDAY, AUGUST 13, 2019  
CLIFTON FORGE TOWN COUNCIL CHAMBERS  
547 MAIN STREET**

**INVOCATION-** David Davis provided the invocation.

**CALL TO ORDER-** Mayor Irvine called the meeting to order at 7:02 p.m.

**PLEDGE OF ALLEGIANCE-** Mayor Irvine led the attendees and Council in the Pledge of Allegiance.

**PRESENT:** Mayor Jeff Irvine, Vice Mayor Pamela Marshall, Councilman Umstead, Councilman David Oeltjen. Councilman Ronald Goings joined the meeting after invocation via conference call.

**Also, present but not on the roll:** Darlene Burcham, Town Manager, David Davis, Town Attorney, and Angela Carper, Clerk

Prior to beginning the meeting, Mayor Irvine read the top portion of the Public Comments Procedure and reminded everyone of the rules to follow.

### ***PUBLIC HEARINGS:***

#### **A) PUBLIC HEARING AND FIRST READING OF AN ORDINANCE TO AMEND ZONING**

The Planning Commission recommends adoption of an ordinance to consider the amendment of the zoning classification and approval of a conditional use permit for a property located at 529 Jefferson Street.

**RECOMMENDATION:** Proceed to second reading

Angela Carper, Clerk, read the resolution and ordinance for first reading and Mayor Irvine asked Diane Kling-Smith, Vice Chairman of the Planning Commission to provide some background information for the public hearing. Mrs. Smith stated that the Planning Commission held its Public Hearing on July 11 and the members present applauded the vision, willingness and generosity being extended, but did have two major concerns. The concerns were the supervision of the girls who would be staying at the home and parking. She stated that it was suggested that the possibility of designated parking be established prior to the opening of the facility if approved. She advised that there were four members attending their meeting and all voted unanimously to recommend approval to Council.

Vice Mayor Marshall asked about the proposed designated parking and asked to clarify if that area offered street parking. Mrs. Smith stated that it does, but that there is also parking to the side and possible the rear of the property.

Mayor Irvine clarified that there would be no more than 6 girls in residence and asked if there was any opposition. Mrs. Smith stated that only one resident had attended and they were in favor.

Mayor Irvine then opened the public hearing for approval of the zoning reclassification at 7:09 PM for public comment and John Hayes of 600 Prospect Walk stated that he is also concerned about the parking on the street and suggested that there be a formal plan in place prior to the opening of the facility. Mr. Hayes also asked if something should happen and the students from Dabney not use the facility, what would then happen. David Davis, Town Attorney, answered the question and stated that Council has the authority to revoke the conditional use permit if the owner does not follow the code regarding the operation and regulations required. He stated should it be determined that the conditional use permit is not being met as required, notice would then be provided to the owner and they would be given a chance to correct the issues and if not corrected, the conditional use permit could then be revoked and the residence would revert to its original status and zoning. With no further questions or comments, Mayor Irvine closed the public hearing at 7:12 PM.

Mayor Irvine then opened the public hearing for the approval of the conditional use permit at 7:12 PM. With no questions or comments, the hearing was closed. The resolution and ordinance will appear for second reading and adoption at the September 10, 2019 meeting.

## ***PRESENTATIONS:***

### ***Presentation of New Officer and Oath of Office—Debbie Byer, Alleghany Highlands Circuit Court Clerk***

Chad Wickline, Chief of Police, introduced Brad Hicks and provided some background information on his experience and work history prior to arriving in Clifton Forge. Debbie Byer, Alleghany Highlands Circuit Court Clerk, then gave Mr. Hicks his oath of office. Mr. Hicks was joined by his wife and children.

### ***Special Recognition—Chad Wickline, Police Chief and Mayor Irvine***

Chad Wickline, Chief of Police, read a statement regarding the heroic efforts of Officer Gene Wilhelm. The letter is as follows:

On February 24<sup>th</sup>, 2019, Officer Gene Wilhelm was dispatched to the 600 block of Rose Ave. The Alleghany County Sheriff's Office Dispatch Center had received several calls for a report of a structure fire with people still inside. When Officer Wilhelm arrived on scene, he reported to dispatch that there was heavy fire and smoke coming from the second story of the residence located at 607 Rose Ave. As Officer Wilhelm approached the residence on foot, he met two civilians carrying a male out of the front door which they had located on the first floor. It was then Officer Wilhelm was advised that there was a female still trapped upstairs. Officer Wilhelm, without hesitation, made his way up to the second floor. With the fire load being on the second floor, Officer Wilhelm faced extreme heat and virtually zero visibility. Unable to see, Officer Wilhelm used voice commands to direct himself to the female where he could then assist her to and down the stairs. Once outside, the female victim was handed over to members of the Clifton Forge Rescue Squad, transported to Lewis Gale Alleghany Hospital and later released.

Officer Gene A. Wilhelm on the 24<sup>th</sup> day of February 2019 showed bravery and heroism, putting his own life at risk in service to his community. The Town of Clifton Forge awards Officer Gene Wilhelm with the Clifton Forge Police Department the Medal of Valor for his actions showed that day. On this 13<sup>th</sup> day of August 2019.

Officer Wilhelm was then presented with a Certificate of Valor and medal from Chief Wickline and Mayor Irvine. Officer Wilhelm was joined by his wife.

### ***Clifton Forge Police Department Update—Chad Wickline, Police Chief***

Chief Wickline thanked Mrs. Burcham for the opportunity to serve the Town and thanked Council for being open minded to new ideas and changes. He advised that his goal is for the Department to have more community involvement and that he and his family have now moved to Clifton Forge and he is fully vested in bringing the Department into the future. He stated that he had mixed emotions when accepting the position of Chief, with it being unknown, but he took the position that he will not fail.



He evaluated the Department and as with all things, you must crawl before you can walk. He stated that the department has moved from handwritten reports to computerized ones which are faster and much more efficient, has moved from 8 hour to 12-hour shifts which eliminated the lapse in coverage that existed previously and allows 2 people on duty 24/7. He continues to work on a new policies for the Department with the help of VML and Ann Gardner of the Commonwealth Attorney's office. He stated that he has planned training of at least 4 hours per month or more in house from everything from preparation for testimony to tactical entry and other specialized training. He stated that two officers have completed Mountain Bike Patrol School and two others Field Training as each person is required complete 80 hours with a Field Training Officer once out of the academy. Currently, there are 3 attending the academy, two of those were hired to fill the void in the department and one was an over-hire to compensate for an upcoming retirement. Each of the applicants were submitted to a standardized test, physical fitness test and others, a three-panel interview, and then a personal interview with him. He stated that his goal is to do more community policing and mentioned the door-to-door canvas that they had performed in April and stated that he was surprised at the aftermath with people coming into and calling the office with information and questions. He mentioned Mr. Johnson and the cornhole tournament and stated that it was a good event which raised money for Washington Park. Chief Wickline also mentioned the Easter Egg hunt and the future move to the building at 601 Main Street. He stated that officers are volunteering their time to work on the new building and that the community has been very supportive and that he is very proud to be a part of it all.

## **CONSENT AGENDA**

### **1. MINUTES            Council Meeting July 09, 2019**

**RECOMMENDATION:** Approve minutes of July 09, 2019

**Motion to approve minutes**

**Motion made by:**        Councilman Oeltjen

**Seconded by:**            Vice Mayor Marshall

## ROLL CALL VOTE

<b>Councilman Umstead</b>	Aye
<b>Councilman Oeltjen</b>	Aye
<b>Councilman Goings</b>	Aye
<b>Vice Mayor Marshall</b>	Aye
<b>Mayor Jeff Irvine</b>	Aye

**Motion passed:** 5-0

## **ACTION ITEMS**

### **2. Appropriation Resolution**

The Town has received funds that must be appropriated into the current year operating budget.

**RECOMMENDATION:** Proceed to second reading

Angela Carper, Clerk, read the resolution for first reading and with no comments, the resolution will appear for second reading and adoption at the September 10, 2019 meeting.

### **3. Request for Street Closure and Permission to Hold Event**

The Loving Life Fellowship would like to request permission to close Rose Street and the parking lot in that area on October 31, 2019 from 2 PM until 10 PM to host a children's Halloween Party called "Holy Ween". The event will include games, a blow-up bouncy house, food and drinks, and music, which will be set up in the parking lot area.

**RECOMMENDATION:** Grant request

**Motion to grant request**

**Motion made by:** Councilman Umstead

**Seconded by:** Councilman Oeltjen

## **ROLL CALL VOTE**

<b>Councilman Umstead</b>	Aye
<b>Councilman Oeltjen</b>	Aye
<b>Councilman Goings</b>	Aye
<b>Vice Mayor Marshall</b>	Aye
<b>Mayor Jeff Irvine</b>	Aye

**Motion passed:** 5-0

## **4. DEPARTMENT REPORTS**

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

**RECOMMENDATION:** Accept reports as written

**Motion to accept reports as written**

**Motion made by:** Vice Mayor Marshall

**Seconded by:** Councilman Oeltjen

## **ROLL CALL VOTE**

<b>Councilman Umstead</b>	Aye
<b>Councilman Oeltjen</b>	Aye
<b>Councilman Goings</b>	Aye
<b>Vice Mayor Marshall</b>	Aye
<b>Mayor Jeff Irvine</b>	Aye

**Motion passed:** 5-0

## MANAGER'S COMMENTS

Mrs. Burcham advised that she has received the authority to bid the repairs to the dam after 5 ½ years. She stated that a pre-bid conference was held today, and nine companies showed up for the meeting. Bids are due on September 12 and it is hoped the project can be under contract by October 1. Any documents received must be reviewed and approved by USDA who also had representatives present at the pre-bid conference.

Mrs. Burcham mentioned that new additional signage for parking has been installed and two more are on order and will be installed once received.

Mrs. Burcham advised that some additional paving will be done with more completed in the spring once additional funds are received from VDOT.

Mrs. Burcham mentioned Trudi Lacey Day on August 10<sup>th</sup>. Ms. Lacey was presented with a key to the Town and a proclamation by the Mayor declaring the day in her honor. Mrs. Burcham stated that it was a true indication of community spirit with the community coming together to celebrate one of their own. She thanked Vice Mayor Marshall, Mott Atherholt and the Main Street organization, the Clifton Forge Alumni, First Baptist and Main Street Baptist, Hillcrest Mansion, the Library and Friends of the Library, and all the others who helped to make the event a success.

## UPCOMING EVENTS

### CLIFTON FORGE PUBLIC LIBRARY

**TODDLER TIME—WEDNESDAY, SEPTEMBER 4, 2019—11–11:45 AM**

**PRE-SCHOOL STORY TIME—WEDNESDAY, SEPTEMBER 18, 2019, 11 AM  
- NOON**

### CLIFTON FORGE SCHOOL OF THE ARTS

**JAMMIN AT THE MILL—FRIDAY, AUGUST 16, 2019, 7 PM**

### MASONIC THEATRE

**HISTORIC MASONIC THEATRE TOUR—SATURDAY, AUGUST 17, 2019, 11 AM**

**STAR WARS, EPISODE 1V SHOWING—SATURDAY, AUGUST 24, 2019, 6 PM**

**BEAUTY AND THE BEAST SHOWING—SUNDAY, AUGUST 25, 2019, 2 PM**

**SNOW WHITE AND THE SEVEN DWARFS SHOWING—SUNDAY, SEPTEMBER 8, 2019, 2 PM**

**TRUE GRIT SHOWING—TUESDAY, SEPTEMBER 10, 2019, 7 PM**

**WHAT'S YOUR STORY POTLUCK—FRIDAY, SEPTEMBER 13, 2019, 6 PM**

**STARS FALL HARVEST JUBILEE—SUNDAY, SEPTEMBER 15, 2019, 7 PM**

**HISTORIC MASONIC THEATRE TOUR—SUNDAY, SEPTEMBER 22, 2019, 2 PM**

### **PUBLIC COMMENTS**

Martha Edwards of 1608 Jefferson Avenue stated that she would like to review the Public Comments Procedure. She read the procedure aloud from the sheets provided in the seats of the Council audience. She stressed the importance of its edification and enforcement and encouraged all citizens to read and learn the procedure. She ended her comments by stating that words are like toothpaste from a tube, once out, they cannot be put back.

Charlie Kahle of 1235 Crestwood addressed Council on the safety improvements that are being required for the dam. A copy of Mr. Kahle's comments were as follows:

The most recent discussion and vote by our Town Council relating to the SAFETY IMPROVEMENTS AT CLIFTON FORGE DAM project prompted me to learn more about the issue. Thank you for allowing me to speak and share observations.

Please note the various reports and studies completed for the Town of Clifton Forge. I brought them merely to illustrate a portion of what is required by the agency that oversees and issues permits for dams in the state of Virginia. Also, since November of 2012, I count at least 15 actions taken by Town Council with regard to this project. The minutes reflect much discussion by council over these reports, with presentations by engineering firms and consultants, information provided by our Town manager, Finance Director and Water Treatment Plant Superintendent, and public comment.

To begin with, I'd like to review some facts that became evident during my learning:

The Clifton Forge Dam was designed in 1946 and built in 1949:

The Dam is 70 years old

The Water treatment plan was completed in 1959. Since construction no significant improvements have been made to the dam. Currently Town Residents and businesses rely on this facility's reservoirs (plural) as their ONLY source of water. Also, water sold to Alleghany County accounts for over 40% of the Town of Clifton Forge's water budget revenue.

I think both underscore how valuable this asset is to our town, and how critical it is to maintain the facility. But make no mistake about it, the mandate (or the formal State order to complete this project) concerns:

SAFETY.

Since 1978 documented significant deficiencies in the dam have increased- none have been fixed.

Perhaps more importantly, The Clifton Forge dam's Hazard Potential Classification, as determined by the DCR is "HIGH"

The following is taken from the executive summary of one of these reports, and speaks to potential adverse downstream impacts should the dam fail:

"Not completing the project .....would increase the likelihood of dam failure leading to potential loss of life, damage to natural resource, and/or serious economic damage. Dam failure would also affect the Town of Clifton Forge's water supply affecting residents and industries. Not complying with current VSDR (regulations) could result in fines to the Town of Clifton Forge. Lastly, the dam will continue to deteriorate over time potentially resulting in more expensive repairs to address deficiencies and structural concerns in the future"

The fines mentioned about are found in the Code of Virginia and outline potential enforcement and authorized penalties, both criminal and civil up to \$500 per day for each. (Maximum of \$25,000 each).

Currently, the Town of Clifton Forge, owner of the dam operates the facility under a "conditional" permit, recognizing the requirement and commitment to repairs that are

MANDATED by the state. I believe this is at least the 3<sup>rd</sup> conditional permit since 2012.

During a town council meeting June 12, 2018, our Water Treatment Plant Superintendent, Bobby Irvine was asked to comment on this project.....”He stated he had been an advocate of the improvements because of 3 main overriding factors: the potential for the loss of life, even one life is too many, the fact that the state has mandated it, no one here is responsible for the requested improvements; and that if ignored it would mean immediate fines which would be a lot and the Town will still have to repair”.

The state has approved the town’s plan to come into compliance. The plan can be financed through:

- a. a loan for 30 years at a preferred rate
- b. a grant in the amount of \$1.7 million dollars
- c. an increase in water service charges and fees beginning July 1, 2019 (A REQUIREMENT OF THE LOAN PACKAGE!!)

This brings me to the vote I mentioned at the outset of my comments. It took place May 28, 2019. I want to thank council for your vote approving the 3<sup>rd</sup> part , the rate increase, to keep this project moving forward. I find the observation made by councilman Umstead before the vote helpful and responsible:

(from council minutes)

“I want to make sure the community understands that the whole purpose and reason this is necessary (the rate increase) is to obtain the funding for the renovations to the dam”

Again, thank you so much for your vote of approval.

My final observation:

Following this vote, I was disappointed to read a letter to the editor written by a member of this council which referred to “my alternative” to use the grant of 1.7 million dollars to fix the leak and “leave out the rest”.

That was never an approved council option, does not satisfy the ruling state agency’s mandate and to suggest so to the public is misleading and dangerous. I would respectfully suggest such tactics be avoided in the future: they compromise the integrity of our Town Council and undermine the confidence of our citizens in our local government.

John Moser of 706 Church Street began by stating he was recording everything on his cell phone and holding his phone up for all to see. He then mentioned a letter he had received from an attorney stating he needed to apologize to Mrs. Burcham for statements he made at the previous meeting. Mr. Moser then repeated the exact statements he had made previously, adding "I'm sorry" at the end and asked the Town Manager to say that his comments were enough to satisfy the apology. He was advised by Council to continue with his comments and that further comments of that nature would not be tolerated by him. Mr. Moser then bashed the code enforcement department stating that there are two homes that are not being addressed, one which has abandoned vehicles and another that is deplorable, and others have told him they have also complained about the home, but nothing is being done. He then began to state that he had Columbia Gas repair the alleyway because the Town had not and was stopped by Mayor Irvine as this issue/subject has been addressed on several other occasions. Mr. Moser then made reference to the town of Dayton, Ohio, saying it is a very poor community and much like Clifton Forge and that everyone should take notice of the two recent tragedies that had occurred there, stating that their government does more for them than is done here for the community. He stated that if no changes are made as he wants them to be, he will want to change the charter. He stated that he pays \$363 in taxes a year, which consist of dollars he pays on his electric, cable, internet, and cigarettes he purchases and wanted to know where that money goes. He stated that he is always told change takes time and wanted to know how much time it takes. Lastly, he stated that there is free wifi on Ridgeway and he has been told it is there to benefit the businesses and wanted to know why the Town could not extend it towards Church Street so that he and others could go online to download coupons for stores such as the Dollar General and for tobacco products.

Mott Atherholt of Clifton Forge Main Street addressed Council regarding the Public Comments Procedure. Mrs. Atherholt's comments were as follows:  
One of the great joys of calling Clifton Forge my home base is the chance to know many of you personally, who serve this town as its governing body. I am certain being a governing body is a difficult and time consuming task carrying a lot of responsibility, and I applaud you for being willing to take on the job of Town Council person. I come to the Council's public meetings because I care deeply about this wonderful little town and as a community volunteer, I want to learn all I can about how the Town operates.

I observe each time I come to a Council meeting that there is a copy of Public Comment Procedures in my seat here in this room. It shows on that sheet that you, the Council, approved these procedures in May of this year, for anyone from the public wishing to make comments during a Council Meeting.



I am asking all of you as members of our Town's Council to have the courage to enforce these procedures without exception. I, for one will heartily support that enforcement! **They are common sense rules for civil discourse that should be applied in any public setting! Such negative, inappropriate, and personal outbursts as the one I witnessed at a recent Council meeting should be stopped immediately.**

That outburst was in clear violation of Public Comment Procedure # 5. I hope such an outburst will never happen again, without being stopped immediately. Negativity can have such a detrimental effect on all the positive progress we have made in this community in the past 9 years. It takes a strong governing body to stand up to such outbursts, but knowing you, I know you are equal to the task.

Thank you again so much for serving as the governing body of Clifton Forge

Johnette Roberts of 701 McCormick Blvd. addressed Council on behalf of the Masonic Theatre and the new film series and Film Club that they have established. The first film in the series, "The Notebook", was showing that evening with films continuing through December. Films will include "Star Wars", "Beauty and the Beast", "True Grit", "Harry Potter", "The Muppets", "Murder on the Orient Express", and others. The films are free to everyone and concessions are available. She provided brochures on the Film Club membership and gave a brief summary. All who join for a \$25 membership fee will receive a free passbook to have stamped at each film, a free drink and free popcorn at each, and special discounts from merchants within the Town. Members can also request private screenings and help to choose future films. She encouraged everyone to take a look at the brochures and seriously consider joining, stating that there are at least 50 members already!

Vice Mayor Marshall asked about the membership fee and Mrs. Roberts advised that it is a yearly fee which would cover now through December at the end of this year's series.

Cornelius Ray addressed Council regarding the recent repainting of the curbs within the Town, stating that the painting is sloppy and looks bad. He stated that the Curb Appeal Committee is doing things to beautify the Town, but the painting makes it look very sloppy.

Councilman Oeltjen stated that he had looked at the painting and considering the men who completed the project do it by hand with a brush and roller, where in many places

it is done by spray painting a template. Mr. Ray stated that it has runs and drips and didn't understand why it couldn't be done here with a spray gun and template.

Mayor Irvine asked if there was anyone in the audience who had a comment that had not signed up to speak.

Mrs. Roberts was recognized by the Mayor to speak and stated that she had failed to mention that the film series is being sponsored by Highlands Community Bank.

Mr. Moser was recognized by the Mayor and stated he wanted to address #3, #6, and some other items on the Public Comments Procedure and Mayor Irvine stopped him stating that he would not allow any back and forth bickering between him and other members of the audience.

### **COUNCIL COMMENTS**

Councilman Umstead stated that he feels our Police, Fire, and Rescue Departments are three of the strongest points in the Town. He mentioned his own serious health issue recently and stated he is very thankful for the response he received. He thanked everyone for speaking, stating he liked and appreciated it and again mentioned if those speaking cannot be respectful, he does not want them there.

Councilman Oeltjen welcomed Adam Hicks and commended Gene Wilhelm on his actions above and beyond the call of duty. He thanked all of the First Responders for all they do and stated they are very much appreciated. Mr. Oeltjen stated that he is glad to begin the process for the repairs on the dam and happy to see all the paving and upgrades being done. He thanked Martha Edwards for the reminder and thanked Mr. Kahle for his comments and stated that they are appreciated. He addressed Mr. Moser, stating that as has been previously explained, code enforcement efforts are not instant and there is a process that must be followed. He advised Mr. Moser that he has often said that as a Councilman it is important to listen to all, but that he needs to dial it down from his level of personal, bashing comments and stated that more people might would listen to him if he were more respectful. He thanked Mrs. Atherholt and Mrs. Roberts for their comments as well.

Councilman Goings stated that he is happy to see the additional signage for parking, he stated that he would have to agree with Mr. Ray regarding the curb painting that it could be a little neater and thanked everyone for listening.

Vice Mayor Marshall thanked everyone for attending. She thanked Joan Vannorsdall, the Board of Supervisors representative for the Town, for attending. She stated that she echoed Councilman Oeltjen's statements. She thanked Chief Wickline and

congratulated Gene Wilhelm on his Recognition of Valor, stating that she is glad to see the Police Department evolving. She stated that she had also heard complaints on the curb painting, but that she appreciates the job that the Public Works employees do and does not envy them being out in the hot sun completing them. She stated that she is glad to see the Theatre evolving and is looking forward to attending some of the films.

Mayor Irvine thanked everyone for attending. He stated that he was glad to be a part of the Trudi Lacey Day and was inspired by her speech. He congratulated Gene Wilhelm, thanked Chief Wickline, and welcomed Officer Hicks. Lastly, he stated that anyone who had an issue or questions regarding his vote on the dam could contact him at any time and he would discuss it with them.

**CLOSED SESSION: PURSUANT TO VIRGINIA CODE SECTION 2.2-3711, A-3  
REAL ESTATE: POSSIBLE DISPOSITION OF TOWN OWNED PROPERTY &  
A-1 PERSONNEL**

**Motion made by:** Vice Mayor Marshall **Time: 8:20 PM**

**Seconded by:** Councilman Umstead

**ROLL CALL VOTE**

<b>Councilman Umstead</b>	Aye
<b>Councilman Oeltjen</b>	Aye
<b>Councilman Goings</b>	Aye
<b>Vice Mayor Marshall</b>	Aye
<b>Mayor Jeff Irvine</b>	Aye

**Motion passed:** 5-0

**Motion to return to open session** **Time: 8:43 PM**

**Motion made by:** Councilman Umstead

**Seconded by:** Councilman Oeltjen

## **ROLL CALL VOTE**

<b>Councilman Umstead</b>	Aye
<b>Councilman Oeltjen</b>	Aye
<b>Councilman Goings</b>	Aye
<b>Vice Mayor Marshall</b>	Aye
<b>Mayor Jeff Irvine</b>	Aye

**Motion passed:** 5-0

**Motion to certify only indicated items were discussed during closed session**

**Motion made by:** Councilman Oeltjen

**Seconded by:** Vice Mayor Marshall

## **ROLL CALL VOTE**

<b>Councilman Umstead</b>	Aye
<b>Councilman Oeltjen</b>	Aye
<b>Councilman Goings</b>	Aye
<b>Vice Mayor Marshall</b>	Aye
<b>Mayor Jeff Irvine</b>	Aye

**Motion passed:** 5-0

Councilman Umstead suggested Council meet once a month on the 2<sup>nd</sup> Tuesday and have work sessions in the even months and called meetings when necessary. Council, with the exception of the Mayor, liked the once a month idea and stated support for more work sessions. Dave Davis was asked to prepare the required ordinance to change the schedule.

The Town Manager requested a work session on the 20<sup>th</sup> to discuss additional requirements for numbers on property and the swinging bridge. Council agreed to a 5 PM session.

**Motion to adjourn**

**TIME: 9:10 PM**

**Motion made by:** Councilman Oeltjen

**Seconded by:** Vice Mayor Marshall

## **ROLL CALL VOTE**

<b>Councilman Umstead</b>	<b>Aye</b>
<b>Councilman Oeltjen</b>	<b>Aye</b>
<b>Councilman Goings</b>	<b>Aye</b>
<b>Vice Mayor Marshall</b>	<b>Aye</b>
<b>Mayor Jeff Irvine</b>	<b>Aye</b>

<b>Motion passed:</b>	<b>5-0</b>
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**TOWN COUNCIL WORKSESSION**  
**Tuesday, August 20, 2019**  
**Clifton Forge Council Chambers, Town Hall**  
**547 Main Street**

Mayor Jeff Irvine called the meeting to order at 5:00 PM.

Present: Mayor Jeff Irvine, Councilman Robert Umstead, Councilman David Oeltjen, Vice Mayor Pamela Marshall, and Councilman Ronald Goings

Also present: Darlene Burcham, Town Manager, David Davis, Town Attorney, and Jennifer Morris, Community Development Director

Jennifer Morris presented the draft ordinance requiring street addresses on all buildings of a certain height and location, visible from the street. After much discussion about the public safety aspects of the suggested expansion of the existing code requirement, the Council reached consensus on changes to the draft which the Town Attorney will make and place the ordinance on the September 10 agenda.

A discussion on the steps necessary to consider repair of the swinging bridge followed. After much discussion of the financial commitment required and the uncertainty of acquiring ownership and securing grants to defray the expense, Council decided to hold a public comment period at 6 PM on September 10<sup>th</sup> to share with the public these issues as well as hear citizen opinion on the importance/value of any repair undertaken by the Town.

Pam Marshall, Vice Mayor, asked if there were any way to get homeowners to remove vines, trees, etc. that were destroying property. Mrs. Morris replied that she was not aware of any state code regarding this issue but would check the Maintenance Code. Mrs. Burcham explained that localities can only act if given the authority to do so within the state code.

The Mayor inquired about the Town paving Railroad Avenue as requested by Robbie Barber who is opening a new business in that area. The Town Manager explained that we only pave VDOT approved roads and that we have some neighborhood roads that are also unpaid because they do not meet state standards and all roads paved in the Town are paid for by the annual maintenance funds provided by VDOT. A couple of Council members felt because a business was involved the Town should pave. The Mayor then said that Mr. Barber would pave the road himself if Public Works would prepare the roadbed. The Town Manager suggested we wait until we saw how much traffic was generated by the business.

On a motion by Vice Mayor Marshall, seconded by Councilman Goings, the meeting adjourned at 6:31 PM.

**ORDINANCE TO RE-ZONE AND  
RESOLUTION TO APPROVE A CONDITIONAL USE PERMIT**

**BE IT ORDAINED** by Clifton Forge Town Council that the north 601/2 feet of Lot (2) Section No. (18) and a strip of land 14' in width adjacent to the said north 601/2 feet of Lot (2) as shown on the map of the Old Town of Clifton Forge, VA and being known as 529 Jefferson Street Clifton Forge, VA and designated by Tax Id. No. C0230-01-020-0020 is hereby rezoned from a zoning classification of R-2 to a zoning classification of R-3.

**BE IT FURTHER RESOLVED** that Clifton Forge Town Council does further issue a Conditional Use Permit to allow a boarding house at 529 Jefferson Street for the purpose of housing no more than 6 (six) individuals under the conditions specified in the definition of a Boarding House in the Town Code.

First Reading: August 13, 2019

Second Reading: September 10, 2019

# Resolution

## A Resolution to Appropriate Funds

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

1. That the sum of \$30,615 be and the same hereby is, appropriated into the Town's operating budget.
2. Said appropriation shall be reflected in the budget as the sum of \$ 30,615 appropriated to the following revenue and expenditure line items.

### Signage

Revenue	3 100 19020 0099	Recovered Cost	\$20,000
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Expenditure	4 100 41200 6014	Street Signs	\$ 20,000
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### Fire Department

Revenue	3 100 16040 001	County Fire	\$ 3,000
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	3 100 16040 002	Co 1st Responder	\$ 3,000
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Expenditure	4 100 32100 8205	Fire Vehicles	\$ 6,000
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### VML Insurance Proceeds

Revenue	3 100 19020 0099	Recovered Cost	\$ 4,615
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Expenditure	4 100 31100 3310	Vehicle Repair	\$ 4,615
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This resolution shall be in effect on and after its adoption.

First Reading: August 13, 2019

Second Reading: September 10, 2019



# Clifton Forge Shrine Club

## Fall Foliage Festival

PO Box 283  
Clifton Forge, Virginia 24422  
(540) 862-3358

August 22, 2019

Ms. Darlene Burcham  
Town Manager  
Town of Clifton Forge  
PO Box 631  
Clifton Forge, Virginia 24422

Dear Ms. Burcham,

I am writing to respectfully request the Town of Clifton Forge grant the Clifton Forge Shrine Club a resolution to conduct the 49<sup>th</sup> annual Fall Foliage Festival. The festival will be held October 18, 19, and 20. We request the Town provide us with the same terms as established in 2018 authorizing resolution.

On behalf of the Shrine Club, I would like to thank the citizens, Town Council, you, and your staff for all of the support and cooperation we receive from the Town. Without the in-kind contributions from the Town our event would not be a success.

As chairman, I will continue to work with the Town and the community to welcome any ideas or comments for improvements. If any questions arise throughout this process, please feel free to contact me.

With warmest regards, I remain

Very truly yours,

A handwritten signature in black ink, appearing to read 'Jeremiah M. Walker', with a long horizontal flourish extending to the right.

Jeremiah M. Walker  
Chairman

**ORDINANCE TO AMEND SECTION 2-49  
OF THE CODE OF ORDINANCES FOR THE TOWN  
OF CLIFTON FORGE, VIRGINIA**

**BE IT ORDAINED BY THE TOWN COUNCIL FOR THE TOWN OF  
CLIFTON FORGE, VIRGINIA** that Sec. 2-49 of the Code of Ordinances shall  
be amended and adopted as follows:

**Sec. 2-49. Time, Place of regular meetings.**

The town council shall meet in regular session in council chambers at town hall on the second Tuesday in each month at 7:00 p.m. and shall meet at any other time or place to which it may adjourn or be called.

**First Reading: September 10, 2019**

**ORDINANCE TO DELETE EXISTING  
SECTION 74-41 OF THE CODE OF ORDINANCES  
FOR THE TOWN OF CLIFTON FORGE, VA AND TO  
ENACT AND ADOPT THE FOLLOWING SEC. 74-41.**

**BE IT ORDAINED BY THE TOWN COUNCIL FOR THE TOWN OF**

**CLIFTON FORGE, VIRGINIA** that Sec. 74-41 of the Code of Ordinances is hereby adopted and enacted as follows:

**Sec. 74-41 Street Numbering System; Regulations, Penalty.**

- (a) The intent of this section is to assist the police, fire and rescue departments in quickly finding the correct location at which to provide emergency services by requiring a uniform code for house and building numbers.
- (b) All buildings, whether residential or business, which front or any street in the town shall be numbered in accordance with the current official town map showing the correct numbers for property in the town.
- (c) It shall be the duty of the owners of all addressable buildings in the town to display address numbers in a manner that is easily readable from the public or private street. The display shall be in accordance with the rules and procedures of this section.
- (d) Every commercial, industrial, institutional, and residential property shall have one primary address per addressable structure.

- (e) When possible, an assigned address number shall be affixed to the addressable building at the front entrance or other entrance so as to be clearly visible from the public right-of-way. If the address number cannot be displayed at an entrance so as to be clearly visible from the public right-of-way, then the address number shall be displayed at the end of the driveway nearest the street and shall be such that clear identification can be made as to the location of the building to which the address is assigned.
- (f) The numerals of an addressable building shall be displayed in accordance with the following standards.
- (1) Numerals a minimum of four inches in height and .5 inches in width shall be displayed.
  - (2) Numerals shall be displayed with a contrasting background and shall be visible during day and night. (Reflective numerals are recommended.)
  - (3) Numerals must be displayed so they are visible from the street, and must be posted no lower than 5 feet high on the exterior of the building.
- (g) The property owner is responsible for maintaining the visibility and upkeep of the address numbers display.
- (h) No person shall be found in violation of any provision of this section unless such person has first received notice of violation from the

town and after 30 days from the receipt of said notice remains in violation. Any person who fails to comply with the provisions of this section shall be guilty of a class 4 misdemeanor and assessed a minimum fine of twenty dollars. In addition to the criminal penalties for misdemeanor violations, the Town Manager or person appointed by the Town Manager, may invoke any other lawful procedure available to correct such violation, including an action for injunctive relief.

- (i) Address number displays shall be placed within a reasonable period of time, but not later than 180 days from the effective date of this section.

**CLIFTON FORGE  
POLICE DEPARTMENT**

**\*\* MONTHLY REPORT \*\***

**JULY 2019**

	JULY '18	18 YTD	JULY '19	19 YTD
<b>ADULT CRIMINAL ARRESTS</b>	*****	*****	*****	*****
FELONY	15	35	6	34
MISDEMEANOR	28	156	27	216
<b>JUVENILE CRIMINAL ARRESTS</b>	*****	*****	*****	*****
FELONY	0	0	0	0
MISDEMEANOR	2	6	0	11
TRAFFIC SUMMONS ISSUED	37	236	57	452
PARKING VIOLATIONS	11	305	29	90
COMPLAINTS RESPONDED TO	451	2,481	408	2,864
PUBLIC WORKS COMPLAINTS	9	57	8	46
CITIZENS/BUSINES REQUEST-CHECKLIST	451	3,627	788	3,562
BURGULAR ALARMS PROCESED	3	51	5	54
ACCIDENT INVESTIGATED	3	24	5	30
REQUEST TO UNLOCKED MOTOR VEHICLES	10	91	6	84
REQUEST TO UNLOCK HOMES/BUSINESSES	0	2	0	1
ESCORTS PROVIDED	12	79	8	51
COURT DOCUMENTS PROCESSED	73	345	46	293
UNSECURED PROPERTY	15	63	9	58
MILES TRAVELED BY DEPARTMENT	6,876	40,300	6,997	44,378
<b>TRANSPORTS</b>	*****	*****	*****	*****
<b>TO REGIONAL JAIL</b>	*****	*****	*****	*****
NUMBER OF TRANSPORTS	13	37	4	43
TOTAL MILEAGE	303	853	65	948
MAN-HOURS	11 HRS 53 MIN	35 HRS 8 MIN	2 HRS 57 MIN	36 HRS 1 MIN
<b>TO MENTAL FACILITY</b>	*****	*****	*****	*****
NUMBER OF TRANSPORTS	5	39	7	39
TOTAL MILEAGE	294	2,193	1,588	4,808
MAN-HOURS	14 HRS 39 MIN	90 HRS 56 MIN	43 HRS 57 MIN	144 HRS 55 MIN
<b>ANIMAL CONTROL</b>	*****	*****	*****	*****
COMPLAINTS RESPONDED TO	62	298	27	226
ANIMALS PLACED IN SHELTER	8	49	6	26
DOGS	3	21	4	13
CATS	5	28	2	13
SUMMONS ISSUED	1	31	1	21
ANIMAL BITES INVESTIGATED	1	9	1	11
<b>ANIMALS RETURNED TO OWNER</b>	1	1	2	2
DOGS	1	1	1	1
CATS	0	0	1	1
OTHER	0	0	0	1
<b>ANIMALS RETURNED TO THE WILD</b>	15	27	4	12

## ADULT ARRESTS

### CRIMINAL ARRESTS- FELONY

1	ASSAULT & BATTER P. O.
3	CAPIAS SERVED
1	CARRY CONCEALED WEAPON
1	STRANGLE ANOTHER CAUSING WOUNDING/INJURY

### CRIMINAL ARRESTS- MISDEMEANOR

2	ASSAULT & BATTERY	2	DIP
1	DUI	2	ECO
4	EPO	2	BURNING MATERIALS THAT NOT PERMITTED
1	OBSCENE LANGUAGE- PHONE	5	TDO
2	FAIL TO COMPLY	2	TRESPASS
4	REMOVAL ORDER		

### TRAFFIC ENFORCEMENT

1	DEFECTIVE EQUIPMENT	2	DRIVE ON REVOKED O.L.
1	DRIVE SUSPENDED	3	EXPIRED INSPECTION
2	EXPIRED REGISTRATION	1	FAIL TO MAINTAIN CONTROL
1	FAIL TO OBEY HWY SIGN	9	FAIL TO STOP AT STOP SIGN
3	FAIL TO WEAR SEATBELT	1	FAULT O YIELD ROW
1	IMPROPER REGISTRATION	2	NO O.L.
1	NO O.L. IN POSSESSION	1	NO REGISTRATION IN POSS.
2	NO TOWN DECAL	2	NO VALID O.L.
22	SPEEDING	1	PARK WHERE PROHIBITED
1	TEXTING/DRIVING		

### CRIMINAL ARRESTS – FELONY

### CRIMINAL ARRESTS - MISDEMEANOR



## Investigation Report

This report represents criminal investigations conducted by the Clifton Forge Police Department. To date for the month of July the Police department has initiated thirty-six (36) criminal investigations. Zero (0) cases were carried over from the previous month. This brings it to a total of thirty-six (36) criminal investigations that have been active between July 1, 2019 and July 31, 2019.

### Criminal cases initiated in June:

Destruction of property-4	DUI-1
Domestic assault & battery-9	Grand larceny-2
Death Investigation-2	Public intoxication-3
Sexual assault-2	Traffic accident investigation-5
Fraud-3	Trespassing-2
Vandalism-2	Petit larceny-1

### Criminal cases cleared in July:

Sexual assault-2	DUI-1
Domestic assault & battery- 9	Grand larceny-1
Destruction of property-2	

Traffic accident investigation- 5

Public intoxication-3

Death investigation-2

Fraud-1

Trespassing-2

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 the 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 July was 77.7%. 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 July 18, 2019 Officer S.B. Sayers responded to the 1000 block of Ingalls Street for a reported domestic assault. Upon arrival he made contact with the male party. Upon contact the male subject became combative at which time Officer Sayers deployed his department issued OC (pepper spray) on the subject. The subject then attacked Officer Sayers forcing him to the ground and attempted to choke him. At that time Chief C.D. Wickline arrived on scene and employed police combative techniques to de-escalate the situation and take the subject to the ground, successfully effecting an arrest. The subject was then taken to CFPD for processing without further incident and charged with assault on a law enforcement officer and strangulation. A charge for attempted capitol murder is pending Grand Jury indictment.

\*\*\*

On July 14, 2019 Officer A.C. Hicks responded to the 300 block of West Ridgeway St. in reference to a domestic assault. Upon arrival he spoke with the victim who stated that her boyfriend had struck her in the face before leaving the scene. She then showed him markings that corroborated that statement. The other party to the incident was located on foot by Officer S.B. Sayers and taken into custody without incident before being transported to CFPD for further processing.

# Clifton Forge Public Library

## Director's Report

July 2019

The month of July was a busy time as the Library held multiple summer reading events.

The Armstrong Community Meeting room had 325 people attending various meetings and summer reading programs. The Library Quilters and Threadbenders met on their regular schedule. The Library Board of Trustees and the Friends of the Library did not meet as they continued their summer break. Appalfolks held their monthly board meeting. The Writers Workshop led by Ray Allen met twice. The Brown Bag Book Club did not meet as they took a break for the summer. The Foreign Films Club met twice. Congressman Morgan Griffith's representative came on regular schedule. Joan Vannorsdall (Clifton Forge Representative) from the Alleghany County Board of Supervisors met with constituents. In addition, Pam Marshall (the vice mayor) of the Clifton Forge Town Council met with constituents. GED classes did not meet as they continued their summer break. The Summer Reading program (Space: A Universe of Stories) continued with three programs in July. Magician Mike Klee once again presented another great magic show with a special space theme. Actors from Bright Star Theatre presented a space themed play titled "Jack's Adventure is Space." Finally, Mar Jimenez (from CFSOTA) presented a program called "Space Dreams and Aliens." Staff members Iris Gilbert and Debra Henn with assistance from the Mormon Elders and volunteer Travis Hart checked out 259 books to patrons at Scott Hill.

<b>FY 2020</b>	<b>July</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>Cum FY 2020</b>
Donations	\$0.00												\$0.00
Book Sales	\$20.00												\$20.00
Fax Charges	\$155.00												\$155.00
Fines	\$160.80												\$160.80
Replace book	\$15.55												\$15.55
Replace card	\$2.00												\$2.00
Non-Reside	\$0.00												\$0.00
Print-outs	\$93.50												\$93.50
Total	\$446.85												\$446.85
<b>FY 2019</b>	<b>July</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>Cum FY-19</b>
Donations	\$0.00	\$0.00	\$525.00	\$0.00	\$200.00	\$1,400.00	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$2,425.00
Book Sales	\$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
Fax Charges	\$142.50	\$150.00	\$140.00	\$145.00	\$140.00	\$135.00	\$140.50	\$148.00	\$145.00	\$141.50	\$146.00	\$138.50	\$1,712.00
Fines	\$201.05	\$206.10	\$202.10	\$175.50	\$175.72	\$116.45	\$183.50	\$201.20	\$185.50	\$187.00	\$177.00	\$157.50	\$2,168.62
Replace Car	\$26.00	\$14.00	\$16.00	\$12.00	\$12.00	\$6.00	\$12.00	\$16.00	\$12.00	\$8.00	\$10.00	\$14.00	\$158.00
Lost Books	\$47.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17.00	\$64.91
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	\$91.00	\$105.00	\$90.00	\$92.50	\$96.00	\$85.00	\$97.25	\$101.25	\$98.50	\$96.50	\$92.00	\$95.00	\$1,140.00
Total	\$508.46	\$475.10	\$973.10	\$425.00	\$623.72	\$1,742.45	\$533.25	\$466.45	\$541.00	\$433.00	\$525.00	\$422.00	\$7,668.53

**Library ITEMS checked out & categorized by Patron Code (Geographic area & patron type)**

<b>FY 2020</b>	<b>July</b>	<b>August</b>	<b>Sept.</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>Cum FY 20</b>
CF Adult	1427												1427
CF Juvenile	338												338
Allegh. Adu	950												950
Allegh. Juv.	72												72
NR Adult	73												73
NR Juvenile	3												3
# ITEMS ON	2863												2863
<b>FY 2019</b>	<b>July</b>	<b>August</b>	<b>Sept.</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>Cum FY 19</b>
CF Adult	1464	1426	1418	1554	1357	1302	1349	1318	1333	1340	1363	1362	16586
CF Child	398	323	270	273	206	242	275	233	236	267	221	388	3332
Allegh. Adu	877	890	1249	818	702	876	834	955	1018	865	884	917	10885
Allegh. Juv.	65	69	49	103	164	47	75	75	80	54	67	87	935
NR Adult	149	188	138	221	148	174	143	138	140	98	109	86	1732
NR Juv.	17	13	20	46	47	11	55	37	28	36	13	22	345
# Items Out	2970	2909	3144	3015	2624	2652	2731	2756	2801	2660	2657	2862	33781

**Number of PATRONS checking out library materials; categorized by geographic area & patron type**

<b>FY 2020</b>	<b>July</b>	<b>August</b>	<b>Sept.</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>Cum FY 20</b>
CF Adult	183												183
CF Juvenile	41												41
Allegh. Adu	104												104
Allegh. Juv.	9												9
NR Adult	18												18
NR Juvenile	1												1
Total Patro	355												355
<b>FY 2019</b>	<b>July</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>Cum FY 19</b>
CF Adult	181	201	183	175	161	172	173	169	178	181	185	182	2141
CF Juvenile	40	40	35	30	31	46	33	37	37	27	25	38	419
Allegh. Adu	101	117	100	108	96	110	110	107	102	93	91	110	1245
Allegh. Juv.	6	6	9	11	12	11	14	9	12	9	14	18	131
NR Adult	20	23	19	25	17	24	22	21	16	18	20	17	242

NR Juv.	4	3	4	4	4	7	6	5	5	4	3	3	3	5	53
Total Patron	352	389	350	350	324	369	356	348	338	330	338	369	4213		

**Borrower counts, circulation trans.**

FY 2020	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 20
Borrowers	355												355
New Registr	15												15
Transaction	5127												5127
Wifi	61												61
W/drawn b	6												6
PAC Logins	47												47
W/D Patron	20												20
Computer I	427												427
E-book Cir	161												161
FY 2019	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 19
Borrowers	352	389	350	350	324	369	356	348	338	330	338	369	4213
New Registr	33	29	29	35	27	26	21	9	22	22	32	18	303
Transaction	5921	5893	5470	6065	5166	5231	5146	4855	4862	4627	4532	4854	62622
Wifi	56	54	51	61	45	53	55	61	60	57	59	72	684
Withdrawn	3	277	19	63	112	87	216	179	6	6	2	13	983
PAC Logins	25	41	20	51	44	33	56	74	51	48	43	60	546
W/D Patron	6	2	5	2	4	2	6	6	9	5	13	7	67
Computer I	531	560	534	505	502	487	523	450	464	403	394	385	5738
E-book Cir	148	141	142	183	165	151	171	148	178	190	129	163	1909

**NEW TTILES ADDED**

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum 20
FY 2020	199												
FY 2019	205	164	213	188	172	126	168	120	196	126	180	163	2021

**MICHAEL ARMSTRONG COMMUNITY MEETING ROOM ATTENDANCE**

FY 2020	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum 20
	325												
FY 2019	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum FY 16
	232	190	157	233	219	204	136	176	296	335	222	340	2740

## August Monthly Report

2019

### Public Works Depart

August started with a HEAT WAVE!!!! Public works employees worked through it and stayed hydrated.

The temps have finally cooled down and we got some much needed rain. The flowers are still looking beautiful due to being watered 7 days a week.

This month we have hired 1 full time employee and 2 temp.

Hopefully the mowing season is winding down. We are getting Memorial Park ready for little league football.

Alleghany Paving is back in town paving several streets: Park, Douglas, Madison, Benton and Verge Streets. We have painted several crosswalks.

Gov. Deals has been a success on getting rid of some of our outdated equipment.

Our parks are being used for picnics, class reunions and birthdays this month! We are happy to see them utilized.

Brush & Bulk pickups are still going strong with several loads each per week.

We have cut back several alleys and used millings to fill potholes and rutted out areas to make them be accessible to residents and trash trucks.

Rules and regulation signs have been installed in the Roxbury Street Playground.

Water/Sewer Crew has several leaks but was taken care of in a timely manner.

2 Burials for the month.

We are definitely looking forward to cooler weather!



MONTHLY REPORT  
Aug-19

DEPARTMENT	WEEK	OT HOURS	MEN	COMMENTS
CEMETERY	8/1/2019	4.5	2	cover grave.(2men@4.5hrs)
	8/5/2019	0	0	
	8/12/2019	0	0	
	8/19/2019	0	0	
	8/26/2019	0	0	
	<b>Total</b>	<b>4</b>	<b>2</b>	
SEWER I & I	8/1/2019	0	0	Sewer backup 1201 Linden Ave(2men@2hrs)
	8/5/2019	0	0	
	8/12/2019	0	0	
	8/19/2019	0	0	
	8/26/2019	2	2	
	<b>Total</b>	<b>2</b>	<b>2</b>	
WATER	8/1/2019	0	0	Install new hydrant Tremont St (4men@ 2hrs) Call out emerg ticket(1man@2hrs)
	8/5/2019	4	5	
	8/12/2019	0	0	
	8/19/2019	4	2	
	8/26/2019	4	2	
	<b>Total</b>	<b>12</b>	<b>9</b>	
BLDGS/GRDS	8/1/2019	0	0	Court House A/C leaking. (1man@2hrs)
	8/5/2019	0	0	
	8/12/2019	2	1	
	8/19/2019	0	0	
	8/26/2019	0	0	
	<b>Total</b>	<b>2</b>	<b>0</b>	
STREETS	8/1/2019	4	2	week 1: water flowers (2 men@ 4hrs.) week 2 water flowers (2men@4hrs)
	8/5/2019	4	2	
	8/12/2019	3	5	
	8/19/2019	4	2	
	8/26/2019	4	2	
	<b>Total</b>	<b>19</b>	<b>0</b>	
<b>Grand Total</b>	<b>39</b>	<b>13</b>		

Total of OT hours for the month

Aug-19	Date	Trip	Weight	Type	Comments
	9-Aug	1	400	Misc	
	12-Aug	1	1120	Misc	
<b>Subtotal</b>		<b>2</b>	<b>1520</b>		
	6-Aug	3	4700	bulk	
	13-Aug	1	1100	bulk	
	20-Aug	3	3320	bulk	
	27-Aug	3	3000	bulk	
				b	
<b>Subtotal</b>		<b>10</b>	<b>12120</b>		
	1-Aug	1	1640	brush	
	8-Aug	3	4140	brush	
	15-Aug	2	1540	brush	
	22-Aug	1	760	brush	
	29-Aug	1	780	brush	
<b>Subtotal</b>		<b>8</b>	<b>8860</b>		

	July	August	September	October	November	December	January	February	March	April	May	June
Miscel	0	1520										
bulk	21985	12120										
brush	3720	8860										

### Bulk Brush and Miscellaneous



**8/19/19**

**Monthly Operations Report  
Bobby Irvine, Plant Manager**

An on-site Pre-Bid meeting was held at the WTP on August 13<sup>th</sup>. Several companies were in attendance as well as project engineers Boyd Howard and Ethan Miller of Gannett Fleming, Inc. Also on-site was Rob Wilson representing USDA Rural Development.

A brief history of the dam was given by Mr. Howard. This was followed by an extensive summary of the pending improvements and the projected work schedule. Lastly, the contractors were given the opportunity to ask specific questions concerning the upgrade. Bids are to be submitted in September and actual construction could begin as early as October.

The Jefferson Street water tank painting project is now entering into its final stages. Utility Service Co., Inc. of Perry, Ga. Submitted the low bid and the actual painting of the tank will likely take place in September. This particular tank offers a number of unique challenges due to its placement in our high service (elevated) water system. Town Engineers have performed a study and oversaw the implementation of new equipment to minimize any challenges encountered during the tanks down time for painting.

In the coming weeks plant personnel will begin Lead and Copper testing at predetermined residences. These locations were chosen by the State Health Department which utilized such criteria as location and risk factors. Rest assured that these tests are taken very seriously and that the Town will be extremely proactive in correcting any problems (if any) discovered during this testing. That said, in well over 20 years of testing action levels have not been exceeded for either Lead or Copper.

Finally, all regulatory testing yielded satisfactory results and no consumer complaints were logged over the last 30 days.

# **Department of Community Development Monthly Report July 2019**

This month there were 49 grass letters sent. There were 8 inoperable vehicle violations sent and no open storage letters sent.

The following meetings were attended:

Two (2) properties had court cases scheduled for open storage violations but were dismissed prior due to coming back into compliance by cleaning up the properties.

John Zeek worked with Homer's to tow five (5) inoperable vehicles. The owners had received notice and failed to bring the vehicles back into compliance.

The Street Art committee met to discuss the next projects for the town. A small mural was discussed on the piece of wood that covers the gap between George Moran's building and Earl's automotive. Another piece of art discussed was a recycled bicycle painted in different colors. The committee members met with the ARB and both projects were approved, but Town Council must approve the location of the bicycle if it is to be put on town property as suggested.

The ARB met to discuss a three (3) applications submitted for review. The Street Art committee, as previously mentioned submitted applications for projects and the others were business owners on W. Ridgeway, Shorty Wolfe and the Fink's. Shorty's applications for the gray paint on his two buildings were approved, while the Fink's application for black paint on their building was denied.

The Planning Commission met twice in the month:

The first was a Public Hearing for a rezoning application with a conditional use permit for Shorty Wolfe and the property at 529 Jefferson Ave. The commission forwarded to Town Council their recommendation to approve the rezoning with conditional use permit. The second was the public input meeting for the comprehensive plan the commission has been working on for over a year. The meeting was very productive and resulted in good feedback for the commission as they continue to fine-tune the plan prior to forwarding to council.

Alleghany Outdoors Stakeholders is a new group that was organized with help from the Chamber to share information about what's going on in the area of outdoor recreation and to discuss some challenges and opportunities in the area. The group is made up of representatives from area businesses, departments, and organizations. A meeting was held in July and Erica Smith with the Forest Service who shared information about the Agents of Discovery program, an initiative app to connect kids with the outdoors through a technology platform.

On July 31, a Housing Summit was held in Martinsville, VA. I attended and gained some valuable information in regard to financial options, tax credits and grants available for properties. I think the information provided by all the speakers, which included DHCD, VHDA, and banks, was excellent and something we should look into doing with the county to market our vacant properties and bring investors, contractors, developers and real estate agents to our area, just as the city of Martinsville and Henry County did successfully at this summit.

Clifton Forge Fire Department  
701 Church Street  
Clifton Forge Virginia  
24422

The Clifton Forge Fire Department answered a total of 81 calls in the month of July. Of these 81 calls 22 were fire calls and 59 were ems calls. 69 were in the town limits and 12 were in the county. The department averaged 8.3 firefighters per fire call. The department logged 494.6 miles on our apparatus this includes all service vehicles. The department is pleased to announce three firefighters successfully completed Firefighter 1 training and passed. Fire Calls are listed in order received.

1. 07/02/2019 – 1301 Donovan St. alarm activation responded with 10 firefighters and 3 apparatus County Call
2. 07/03/2019 – 2019 Douthat Rd. alarm activation responded with 6 firefighters and 1 apparatus County call
3. 07/05/2019 – 100 Nicholas Rd. lift assist for large person responded with 3 firefighters and 1 apparatus County Call
4. 07/06/2019 – Dabney Dr. water rescue responded with 7 firefighters and 2 apparatus County Call
5. 07/09/2019 – Dabney Dr. alarm activation responded with 5 firefighters and 1 apparatus County Call
6. 07/10/2019 – Dabney Dr. alarm activation responded with 5 firefighters and 1 apparatus County Call
7. 07/13/2019 – Dabney Dr. alarm activation responded with 6 firefighters and 1 apparatus County Call
8. 07/13/2019 – Route 606 car fire responded with 8 firefighters and 2 apparatus County Call
9. 07/14/2019 – Church / McCormick motor vehicle accident responded with 8 firefighters and 1 apparatus Town Call
10. 07/15/2015 – 617 Roxbury St. chair on fire responded with 6 firefighters and 1 apparatus Town Call
11. 07/16/2019 – 1600 Main St. motor vehicle accident responded with 9 firefighters and 1 apparatus Town Call

12. 07/17/2019 – 78 Ridgeway St. motor vehicle accident responded with 6 firefighters and 1 apparatus  
Town Call
13. 07/17/2019 – 518 Main St. carbon monoxide detector going off responded with 7 firefighters and 1 apparatus  
Town Call
14. 07/18/2019 – Ingalls St. deacon for CFPD responded with 2 firefighters and 1 apparatus  
Town Call
15. 07/18/2019 – 605 Brussels Ave. structure fire responded with 18 firefighters and 4 apparatus  
Town Call
16. 07/20/2019 – 528 Brussels Ave. gas leak responded with 11 firefighters and 2 apparatus  
Town Call
17. 07/22/2019 – Dabney Dr. alarm activation responded with 12 firefighters and 1 apparatus  
County Call
18. 07/23/2019 – 3508 Douthat Rd. structure fire responded with 12 firefighters and 3 apparatus  
County Call
19. 07/23/2019 – 613 Brussels Ave. lift assist for large person responded with 4 firefighters and 2 apparatus  
Town Call
20. 07/24/2019 – 621 Commercial St. stove fire responded with 12 firefighters and 1 apparatus  
Town Call
21. 07/25/2019 – Route 606 motor vehicle accident responded with 13 firefighters and 2 apparatus  
County Call
22. 07/26/2019 – Route 606 motor vehicle accident responded with 10 firefighters and 2 apparatus  
County Call



## Finance Department Monthly Report

Summer is drawing to a close, vacations are over and a new fiscal year has begun. We are working on the June 30, 2019 close out. The year-end close out takes some time as we have to adjust for several activities that cross over the fiscal year.

Just as we have closed out the Roxbury CDBG project and the Smith Creek Trail Project Seg. 2, we will be starting on the Dam Improvement Project and looking towards the next phase of the Smith Creek Trail.

Two businesses are delinquent on their meals tax. One has been sent a certified notice and we have an October court date for the second business.

Approximately 1,480 utility bills are mailed the last working day of each month. Customers have 30 days to make payment. Penalties are added the 5<sup>th</sup> of each month after the due date. We typically send over 225 past due notices each month. Cut off for non-payment is typically the third Monday of each month however in September it will be the fourth Monday due to timing of the notices. Our cut offs over the last several months have averaged 22 accounts per month.

We have begun the process for a delinquent real estate tax sale. The list sent to our tax collection attorney contained 153 parcels. He sent demand letters to each owner and we have subsequently collected \$11,895.67 in delinquent taxes. We have approved 16 promissory notes. The promissory notes allow the owner to make payments over a period of not more than 36 months (although most are for a much shorter period). The advertisement for the sale of the remaining properties will be in the newspaper in the next few weeks.