

Town Council Agenda
Tuesday, December 10, 2019

7:00 PM

Clifton Forge Council Chambers

547 Main Street

Accept responsibility
for your actions.

Be accountable for
your results.

Take ownership of your
mistakes.

LightboxLeadership.com



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, NOVEMBER 12, 2019
CLIFTON FORGE TOWN COUNCIL CHAMBERS
547 MAIN STREET**

INVOCATION

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PRESENTATIONS:

**2019 CORRIDOR CURB APPEAL AWARDS—VISION 2025 CORRIDOR
CURB APPEAL COMMITTEE**

**JACKSON RIVER ENTERPRISES PRESENTATION—LEO MULCAHY AND
LON ROLLINSON**

2020 CENSUS—CHUCK ALMAREZ

CONSENT AGENDA

1. MINUTES

**Council Meeting
Work Sessions**

**November 12, 2019
November 19, 2019**

RECOMMENDATION: Approve minutes of November 12 & 19, 2019

ACTION ITEMS

2. APPROPRIATION RESOLUTION

The Town has received revenue from several sources that must be appropriated into the fiscal year 2020 operation budget.

RECOMMENDATION: Waive second reading and adopt resolution

3. DEPARTMENT REPORTS

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

RECOMMENDATION: Accept reports as written

INFORMATION

Town offices will be closed on Tuesday, December 24 and Wednesday, December 25, 2019 for the Christmas holiday and on Wednesday, January 1, 2020 for New Year's.

MANAGER'S COMMENTS

UPCOMING EVENTS

CLIFTON FORGE PUBLIC LIBRARY

PATRON APPRECIATION DAY—THURSDAY, DECEMBER 19, 2019, 2-6 PM

CLIFTON FORGE SCHOOL OF THE ARTS

JAMMIN AT THE MILL—FRIDAY, DECEMBER 20, 2019, 7 PM

MASONIC THEATRE

CHRISTMAS WITH ELVIS, FEATURING MATT LEWIS—FRIDAY,
DECEMBER 13, 2019, 7:30 PM

“ELF”—SATURDAY, DECEMBER 14, 2019, 1 PM

MOUNTAIN FEVER—HOMETOWN CHRISTMAS—SATURDAY,
DECEMBER 14, 2019, 7 PM

“EXCHANGE OF GIFTS”—SUNDAY, DECEMBER 15, 2019, 2 PM

STARS COUNTRY CHRISTMAS—SUNDAY, DECEMBER 22, 2019, 3 PM

CHRIS MICHAELS COMEDY AND MAGIC SHOW—SATURDAY,
DECEMBER 28, 2019, 7 PM

PUBLIC COMMENTS

COUNCIL COMMENTS



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 MINUTES
TOWN OF CLIFTON FORGE, VIRGINIA
7:00 P.M. TUESDAY, NOVEMBER 12, 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 7:01 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, and Councilman Ronald Goings

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

PUBLIC HEARING:

PUBLIC HEARING AND ADOPTION OF THE FIVE-YEAR UPDATE TO THE COMPREHENSIVE PLAN

The Planning Commission held their public hearing on October 3, 2019 and voted unanimously to recommend approval of the 5-year update to the Comprehensive Plan. The previous edition of the plan was adopted in late 2012.

RECOMMENDATION: Adopt updated comprehensive plan

Mayor Irvine opened the public hearing at 7:02 PM and with no further questions or comments, closed the hearing.

Motion to adopt 5 year revision of the Comprehensive Plan

Motion made by: Councilman Oeltjen

Seconded by: Councilman Umstead

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	Aye
Mayor Jeff Irvine	Aye

Motion passed: 5-0

CONSENT AGENDA

1. MINUTES	Council Meeting	October 9, 2019
	Work Sessions	October 29, 2019

RECOMMENDATION: Approve minutes of October 9 and 29, 2019

Motion to accept minutes as written

Motion made by: Councilman Goings

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	Aye
Mayor Jeff Irvine	Aye

Motion passed: 5-0

ACTION ITEMS

2. RESOLUTION FOR CONSIDERATION OF APPROVAL OF A CONDITIONAL USE PERMIT

To consider the approval of a conditional use permit for 1426 Main Street for the applicant to open an automobile dealership at that location. The Planning Commission held their public hearing on September 5, 2019 and voted 3-2 to recommend approval with some stipulations in place. After the Town Council's public hearing on October 9, the applicant has completed some additional work to the lot and has provided a list of planned improvements which are now included as part of the permit resolution.

RECOMMENDATION: Second reading and adopt resolution

Councilman Goings asked if there was going to be a set time limit established for the conditions to be met. Mrs. Burcham advised that there is no set time limit on meeting the conditions.

Mayor Irvine asked to verify that the business cannot operate until the conditions and work has been completed. Mrs. Burcham advised that as the resolution reads, it states that the conditional permit is conditional upon all those conditions, which were supplied by the applicant, being met for the permit to become effective.

Councilman Umstead asked who determines when that will be. Mrs. Burcham advised that it will be up to Council and that once all work is completed the applicant will need to notify the Town and at that point it will be inspected, and the conditional use permit can then be issued. Councilman Umstead then asked if any further permission would be needed. Mrs. Burcham advised that once the conditions of the permit have been met and it is issued, it will remain valid until such time as the applicant no longer operates a dealership, or there is an issue that does not meet the conditions of the permit.

Motion to adopt resolution

Motion made by: Councilman Umstead

Seconded by: Councilman Goings

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	No
Councilman Goings	Aye
Vice Mayor Marshall	Aye
Mayor Jeff Irvine	Aye

Motion passed: 4-1

3. APPROPRIATION RESOLUTION

The Town has received revenue from several sources that must be appropriated into the fiscal year 2020 operation budget.

RECOMMENDATION: Proceed to second reading

Angela Carper, Clerk, read the resolution and with no further questions or comments the resolution will appear for second reading and adoption at the December 10, 2019 Town Council meeting.

4. CHRISTMAS TREE LIGHTING AND STREET CLOSURE

Clifton Forge Main Street is requesting permission to hold the annual tree lighting at 6 PM on Saturday, November 23, 2019 at the steps at Town Hall. They also request that the section of Main Street in front of Town Hall be closed to accommodate performers during the event. The event should last approximately 30 minutes and the Main Street organization will have a table set up providing free cider and cookies!

RECOMMENDATION: Grant requests

Motion to grant permission

Motion made by: Councilman Umstead

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	Aye
Mayor Jeff Irvine	Aye

Motion passed: 5-0

5. CONTRACT FOR TOWN ATTORNEY SERVICES

RECOMMENDATION: Motion to approve

Motion to approve contract

Motion made by: Vice Mayor Marshall

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	Aye
Mayor Jeff Irvine	Aye

Motion passed: 5-0

6. PARADE AND STREET CLOSURE REQUEST

Clifton Forge Main Street is requesting to hold the annual Christmas Parade on Friday, December 6, 2019, beginning with line-up at 5:15 PM and the parade starting at 6 PM. The parade will progress from the 400 block of E. Ridgeway Street to the Clifton Forge Fire Department on D Street, with the street closed as it has been in previous years. The parade will include floats, bands, and walking groups and all participants are being advised that any candy will need to be handed out, rather than thrown due to safety concerns. The theme for the parade this year is Winter Wonderland!

RECOMMENDATION: Grant requests

Motion to grant requests

Motion made by: Councilman Umstead

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	Aye
Mayor Jeff Irvine	Aye

Motion passed: 5-0

7. REQUIRED LOAN AND BOND RESOLUTIONS

USDA has agreed to loan the Town the additional \$404,000 needed to award a contract for dam repairs to the low bidder. The attached loan and bond resolutions are needed to finalize the arrangement and reflect the increased loan amount.

RECOMMENDATION: Adopt loan and bond resolutions

Mayor Irvine asked how much more this will make the Town's payment. Mrs. Burcham advised that the Town is prepared to pay an additional \$1,400 per month. Mayor Irvine then asked to confirm that this will be the last change and there will be no other change orders. Mrs. Burcham advised that there may be change orders, which must be approved by the USDA, but there is contingency monies included in the total loan to cover change orders.

Motion to adopt loan resolution

Motion made by: Councilman Umstead

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	Aye
Mayor Jeff Irvine	Aye

Motion passed: 5-0

Motion to adopt bond resolution

Motion made by: Councilman Umstead

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	Aye
Mayor Jeff Irvine	Aye

Motion passed: 5-0

8. DEPARTMENT REPORTS

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

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	Aye
Mayor Jeff Irvine	Aye
Motion passed:	5-0

INFORMATION

Town offices will be closed on Thursday and Friday, November 28 & 29, 2019 for the Thanksgiving holiday.

MANAGER'S COMMENTS

Mrs. Burcham advised that prior to the meeting the members of Council had tour of the new Police Department offices and stated that the new generator is installed which is important as the offices house the CAD system which stands for "computer aided dispatch" and reminded everyone that our Police Department serves as the backup to the County dispatch system.

Mrs. Burcham advised that the Town has won the Blue Ridge Outdoors Best Small Adventure Town award again this year, two years in a row which is thought to be a first for the magazine. She thanked everyone who voted and for the community effort shown. She stated that she is proud to be a part of this town and a resident.

Mrs. Burcham mentioned that there is a fantastic exhibit at the Clifton Forge Library. The exhibit is showcasing African American Women Trailblazers from Clifton Forge and she encouraged everyone to go see it.

Mrs. Burcham reminded everyone that it is leaf collection season and while leaf collection is ongoing, regular bulk and brush pick up is suspended. She reminded everyone that they can always take trash to the Alleghany County Transfer station at no charge and that the Town also will rent out a dump truck which they deliver to your site and leave for the weekend and then will pick up and dispose of the contents first thing Monday morning for a fee of \$75.

Mrs. Burcham advised the repainting of the Jefferson Street water tank is complete and the tank is back in full use.

Mrs. Burcham reminded everyone of the upcoming Annual Christmas Tree lighting and Christmas parade as they had been included in the Upcoming Events section of the agenda.

Mrs. Burcham reported that the Town is embarking on a new adventure with the County to recruit a joint Public Works Director to serve both areas. Both the County and Town have had difficulty in filling the position and are going to try something new, splitting the costs, in order to offer a higher salary, in hopes of finding a qualified person to fill the position. The position, while serving both locations, will allow the departments will to remain separate. Vice Mayor Marshall asked if the ad has been placed as of yet. Mrs. Burcham advised that it has not yet been placed as they are working with a recruiter to finalize everything. She stated that the agreement is for one year, with a possible 4 year renewal and that there is a provision to void the contract should there become an issue in performance by either locality.

Mrs. Burcham congratulated Jack Mason's Tavern and its owners on celebrating their 10th Anniversary of business within the Town. She stated when she first came to Clifton Forge, the business was only open 6 days per week, but soon went to 7 and have remained successful in all their endeavors!

Lastly, Mrs. Burcham mentioned that the town has been notified by the vendor of the water meters that they will no longer be supporting the current meter type which will require the Town to purchase new water meters when replacement is needed, as well as a new reader which will meter read old and new meters each month. The meters will not be replaced all at once, only as they begin to fail, although most of them are out of warranty at this point. The vendor is helping the Town with a plan to purchase the meters over time with a locked in cost. There will be no impact on water bills due to this issue.

Mayor Irvine asked if it was still costing \$60,000 per year. Mrs. Burcham advised that is the proposed cost, a total of \$300,000, will be spread out over 5 years.

Councilman Umstead mentioned that LeeAnna Tyler, Finance Director, had stated that they can typically tell when a meter is failing by the reads.

UPCOMING EVENTS

CLIFTON FORGE WOMEN'S CLUB

ANNUAL HOME TOUR—SATURDAY, DECEMBER 7, 2019, 11 AM – 5 PM

CLIFTON FORGE MAIN STREET

ANNUAL TREE LIGHTING—SATURDAY, NOVEMBER 23, 2019, 6 PM

ANNUAL CHRISTMAS PARADE—FRIDAY, DECEMBER 6, 2019, 6 PM

CLIFTON FORGE PUBLIC LIBRARY

PRE-SCHOOL STORY TIME—WEDNESDAY, NOVEMBER 20, 2019 11 AM – NOON

TODDLER TIME—WEDNESDAY, DECEMBER 4, 2019, 11-11:45 AM

CHILDREN'S CHRISTMAS PARTY—MONDAY, DECEMBER 9, 2019, 4-5 PM

PATRON APPRECIATION DAY—THURSDAY, DECEMBER 19, 2019, 2-6 PM

CLIFTON FORGE SCHOOL OF THE ARTS

JAMMIN AT THE MILL—FRIDAY, November 15, 2019, 7 PM

MASONIC THEATRE

“BOHEMIAN RHAPSODY” FILM—SUNDAY, NOVEMBER 17, 2019, 7 PM

BARTER THEATRE—“FROSTY THE SNOWMAN”—SATURDAY, NOVEMBER 30, 2019, 4 PM

LAST ILLUSION, TRIBUTE TO THE TRANS-SIBERIAN ORCHESTRA—SUNDAY, DECEMBER 1, 2019, 4 PM

DOWNTOWN MARKET DOWN UNDER BLUES JAM—THURSDAY, DECEMBER 5, 2019, 5 PM

CAROLS AND COCOA—FRIDAY, DECEMBER 6, 2019, 7 PM

**SHENANDOAH BALLET—“THE NUTCRACKER”—SATURDAY,
DECEMBER 7, 2019, 7 PM & SUNDAY, DECEMBER 8, 2019, 3 PM
“THE PREACHERS WIFE”—TUESDAY, DECEMBER 10, 2019, 7 PM**

**CHRISTMAS WITH ELVIS, FEATURING MATT LEWIS—FRIDAY,
DECEMBER 13, 2019, 7:30 PM**

“ELF”—SATURDAY, DECEMBER 14, 2019, 1 PM

“EXCHANGE OF GIFTS”—SUNDAY, DECEMBER 15, 2019, 2 PM

STARS COUNTRY CHRISTMAS—SUNDAY, DECEMBER 22, 2019, 3 PM

**CHRIS MICHAELS COMEDY AND MAGIC SHOW—SATURDAY,
DECEMBER 28, 2019, 7 PM**

PUBLIC COMMENTS

Wendy Hudler, owner of Jack Mason’s Tavern and Brewery stated that she is fired up about Clifton Forge and everyone else should be too! She stated that she is proud and hopes that everyone is also. Wendy stated that the last few weeks she has spent educating herself on different matters of the Town. She stated as a business owner, she has 25 employees, 17 of them are tax and water/sewer bill paying residents of the Town.

She stated that it has been suggested that the Town only fix the crack in the dam as the other repairs were only cosmetic, but that the dam has been labeled as a high hazard dam since 1970 and the most recent study shows that if a flood should occur, it is possible for the dam to overtop by 12’, which would directly affect area residents as well as the Downtown area. She stated that it has been stated that an intern did the study on the dam that listed all of the problems and that is also untrue as the engineer with the company who has done all of the studies on the dam is Boyd Howard of Gannett Fleming. She stated that she has also heard the untrue fact that the dam is not important for drinking water because we don’t use that reservoir which as she stated is untrue because a few times a year the Town switches completely over to the other reservoir due to the algae bloom that naturally occurs each year and that water is released from the upper reservoir to the lower.

Wendy stated that it is now 6 months and counting to June which is when Mrs. Burcham's contract will expire and she feels that the people of the Town deserve, as well as Mrs. Burcham, to know what the plan is and she isn't sure she understands what is missing in the decision making. She stated that Council should be considering what is in the best interest for all and not for just those who you feel elected you. She stated that she has heard many questions being asked, but no answers being provided. What is the plan? When is something going to be said? How do you plan to do a search if that is the case? She stated that in doing her research she found that Council discussion regarding rules and attributes for the Town Manager has to be a public discussion and not one held behind closed door and wants to know when that meeting will take place because she and many others want to attend. She thanked them in advance for their thorough consideration of all the facts of the matter.

Lastly, Ms. Hudler stated that she wished to say a special thank you to Vice Mayor Marshall, Councilman Umstead, Councilman Oeltjen, and Councilman Goings for attending the previous weekend's events such as the Heart and Soul benefit and John Hillert's Souper Sunday and stated that she was sorry Mayor Irvine could not attend.

Connie Austin of 1721 Forest Hills addressed Council and provided some photos that she had taken, stating that the road between King Street and Jefferson in the Forest Hills area need to be paved and that in all the time she and her husband have lived there it has not been repaved. Councilman Goings stated that the road is not great and that some roads are busier than others and have been repaved and patched as needed. Mrs. Austin stated that it needs to be paved and that they pay taxes too. Mayor Irvine asked the Town Manager if it could be done. Mrs. Burcham advised that the money used for roads is state highway funding and that they have to meet the standards set by VDOT for use the funds. She stated that the Town has done a significant amount of paving this year and that the funds have been exhausted and that the FY20 funds will not be available until spring. Mrs. Burcham also further explained Councilman Goings comment regarding the more heavily traveled road to say that due to the additional traffic, the pavement on those roads breaks down faster. She advised that the most recent paving is being done differently than in the past with each street being milled prior to new paving applied because previously the multiple layers of pavement were creating an issue with the drainage on those streets. Mrs. Burcham advised that she would have Public Works take a look at the area.

Joan Vannorsdall of 815 Palace Blvd. first thanked Council and offered greetings passed on from the Alleghany County Board of Supervisors members. She then stated that she was here tonight to ask Council about the vacancy on the Town's representation on the RVARC Board. She stated that she and Vice Mayor Marshall attended the meetings, and Councilman Umstead had recently attended until it was determined that he could not fill that particular vacancy due to it needing to be filled

with a non-elected member. She stated that as a member of the Board, she learned that there are 11 governmental localities who are participants and of those 11, eight localities which include Alleghany County, Botetourt, Rocky Mount, Covington, Craig, Roanoke County, Franklin County, and Vinton all have their Chief Administrative Officer as the person who fills that seat and that would include Jon Lanford, and Krystal Onaitis, and she asked that Mrs. Burcham be reinstated to serve in the seat currently vacant for Clifton Forge. She stated that Mrs. Burcham had served for many years on the Board until being replaced and that as she had mentioned Councilman Umstead had filled the seat until it was determined he could not. She stated that it is very important for Clifton Forge to have representation and inclusion on the Board and asked again that Council please reinstate Mrs. Burcham, giving that voice back to the Town. Vice Mayor Marshall stated that Mrs. Burcham was not replaced by Councilman Umstead but had been replaced by Jennifer Morris and Councilman Umstead replaced Mrs. Morris when she left the Town. She thanked Mrs. Vannorsdall for her lovely comments.

COUNCIL COMMENTS

Councilman Umstead thanked Mrs. Vannorsdall and congratulated Jared Jenkins. He congratulated Wendy and Martha on their Anniversary at Jack Mason's Tavern. He stated that he and his wife had attended the recent symphony and that he loves it and it was highly enjoyable, encouraging everyone else to attend if given the chance. He stated that he feels Council is working slowly and that communication is very important. He appreciates that more people are coming to the meetings and promised to listen to everyone who voiced a concern. He thanked everyone for coming and wished everyone a safe trip back home.

Councilman Oeltjen congratulated Jared Jenkins and thanked him for applying. Mr. Oeltjen commented on the new Police Department and stated that he is happy to see that it is being used and feels it's great. He stated that the news of the Town winning the Top Adventure Town award again this year is wonderful and stated that it's a beautiful place and they love it here. He congratulated Jack Mason's Tavern on their anniversary also. Councilman Oeltjen stated that he appreciates all the comments and that Council definitely has a lot they need to be considering. He stated that personally he is a proponent of extending the Town Manager's contract because it is what serves the Town best for its future and that Council should be considering the best!

Councilman Goings stated the he, Councilman Umstead, and Mayor Irvine had attended the recent Board of Supervisors meeting and that the County had voted to approve the Joint Public Works Director position. He stated he appreciates a lot of what was said. He commented on the Town's award and stated that Hot Springs has won the Tiny Town category and Roanoke the large Town category.

Vice Mayor Marshall commented on the cold temperatures and stated that it was good to hear the Town had won the award again this year. She stated that she appreciates all the Public Works and Police Department did during Fall Festival. Ms. Marshall welcomed the new Café Museo to Town and congratulated Jack Mason's on their anniversary. She mentioned a new delivery service that has been started in Covington that will also service the Clifton Forge area. Ms. Marshall mentioned that she had recently visited Ridgely Gardens which she didn't know existed here in Town. She stated that at the most recent RVARC meeting it had been announced that some grant funding was going to Covington and Alleghany County. She mentioned a recent presentation at the Library about Baseball by Josh Howard. Ms. Marshall mentioned that she had participated in providing a water sample for the recent testing by the Water Plant and was happy to announce that the water exceeds EPA guidelines. She stated that there is an ongoing NAACP membership drive and asked an audience member to confirm that 50 members are needed in order to have a chapter in the area. She stated that she had recently attended the Supreme Party at the Masonic Theatre, the Souper Sunday event and loved them all. She commented on the department reports and mentioned one of the recent calls in which Narcan had been administered to save an overdose victim. She thanked the Finance Department for all of the hard work in getting the tax tickets out. Lastly, she congratulated David Davis on his retirement and stated that she is thankful for his service to the Town and that he will be missed and then welcomed Jared Jenkins. She wished everyone a Happy Thanksgiving!

Mayor Irvine thanked everyone for coming. He congratulated the Police Department, mentioned the Blue Ridge Outdoors award and thanked Doug Houtz for his work on the Town's website. He then stated that he wanted to answer some comments, stating that he has always voted for the dam with the exception of the water increase and that he is not against, but for the dam repairs because he thinks it is important and wants to see it done. He stated that the Town Manager's contract has been discussed in Closed Session and that he could not discuss and that it was up to Darlene if she wished to say anything. He stated that he could not attend the recent events due to a bout of AFIB and complications from that condition.

**CLOSED SESSION AS PER SECTION 2.2-3711 A1 PERSONNEL:
APPOINTMENTS**

Motion made by: Councilman Umstead **Time: 8:25 PM**
Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	Aye
Mayor Jeff Irvine	Aye

Motion passed: 5-0

Motion to return to open session

Time: 8:52 PM

Motion made by: Councilman Oeltjen

Seconded by: Councilman Goings

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	Aye
Mayor Jeff Irvine	Aye

Motion passed: 5-0

Motion to certify only indicated items were discussed during closed session

Motion made by: Councilman Umstead

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	Aye
Mayor Jeff Irvine	Aye

Motion passed: 5-0

Motion to appoint Town Manager, Darlene Burcham to the vacant seat on the RVARC.

Motion made by: Councilman Oeltjen

Seconded by: Councilman Goings

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	Aye
Mayor Jeff Irvine	Aye

Motion passed: 5-0

Motion to continue closed session to 6 PM, November 19, 2019

Motion made by: Councilman Umstead

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye

Councilman Goings Aye
Vice Mayor Marshall Aye
Mayor Jeff Irvine Aye

Motion passed: 5-0
Motion to adjourn

TIME: 8:53 PM

Motion made by: Councilman Oeltjen

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

Councilman Umstead Aye
Councilman Oeltjen Aye
Councilman Goings Aye
Vice Mayor Marshall Aye
Mayor Jeff Irvine Aye

Motion passed: 5-0

TOWN COUNCIL WORKSESSION
Tuesday, November 19, 2019
Clifton Forge Council Chambers, Town Hall
547 Main Street

Mayor Jeff Irvine called the meeting to order at 6:02 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, and David Davis, Town Attorney, and Jared Jenkins

**CLOSED SESSION PURSUANT TO SECTION 2.2-3711 A1 PERSONNEL:
APPOINTMENT TO BOARDS AND COMMISSIONS and A-1 LEGAL**

Motion made by: Councilman Goings **Time:** 6:02

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	Aye
Mayor Irvine	Aye

Motion Passed: 5-0

Motion to return to open session **Time:** 7:15 PM

Motion made by: Councilman Oeltjen

Seconded by: Councilman Umstead

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	Aye
Mayor Jeff Irvine	Aye

Motion passed: 5-0

Motion to certify only indicated items were discussed during closed session

Motion made by: Councilman Marshall

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	Aye
Mayor Jeff Irvine	Aye

Motion passed: 5-0

The Mayor indicated a work session should be scheduled for 5 PM on Tuesday, December 17, 2019.

The Vice Mayor brought up the idea of a bonus for employees since they did not get a raise.

Motion was made that if funds were available, each employee to receive a \$50 bonus.

Motion made by: Councilman Umstead

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	Aye
Mayor Jeff Irvine	Aye

Motion passed: 5-0

Motion to adjourn

TIME: 7:32 PM

Motion made by: Councilman Oeltjen

Seconded by: Councilman Umstead

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	Aye
Mayor Jeff Irvine	Aye

Motion passed: 5-0

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 \$72,741 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 \$ 72,741 appropriated to the following revenue and expenditure line items.

Surplus/Salvage

Revenue	3 100 18990 6 Salvage	\$ 28,000
---------	-----------------------	-----------

Expenditure	4 100 41200 6050 Equipment	\$ 28,000
-------------	----------------------------	-----------

Police Department Grant

Revenue	3 100 18990 0099 Grants	\$ 5,081
---------	-------------------------	----------

Expenditure	4 100 33100 6010 Police Equipment	\$ 5,081
-------------	-----------------------------------	----------

VML Insurance Proceeds

Revenue	3 100 19020 0099 Recovered Cost	\$ 3,660
---------	---------------------------------	----------

Expenditure	4 100 91700 5840 Vehicle Repair	\$ 3,660
-------------	---------------------------------	----------

Houff Corporation and CSX, Inc. Property Transaction

Revenue	3 100 18990 0099 Miscellaneous	\$ 36,000
---------	--------------------------------	-----------

Expenditure	4 100 91700 5840 Pass thru funds	\$ 36,000
-------------	----------------------------------	-----------

This resolution shall be in effect on and after its adoption.

First Reading: November 12, 2019

Second Reading: December 10, 2019

**CLIFTON FORGE
POLICE DEPARTMENT**

**** MONTHLY REPORT ****

OCTOBER 2019

ADULT ARRESTS

CRIMINAL ARRESTS- FELONY

2 BOMB THREAT
1 CAPIAS SERVED
1 POSSESSION SCHEDULE II NARCOTICS
1 POSSESSION OF MARIJUANA
1 PB15 (PAROLE VIOLATION)
1 SEARCH WARRANT
5 POSSESSION OF CHILD PORNOGRAPHY

CRIMINAL ARRESTS- MISDEMEANOR

6	ASSAULT & BATTERY	1	BAR NOTICE
1	CONTRIBUTE TO MINOR	2	DESTRUCTION OF PROPERTY
3	DIP (Drunk in Public)	1	ECO (Emergency Custody Order)
9	EPO (Emergency Protective Order)	1	DWI-1 ST OFFENSE (DRIVING WHILE INTOXICATED)
1	OBSTRUCT JUSTICE	1	PPO (Preliminary Protective Order)
2	PETIT LARCENY	1	POSSESSION OF MARIJUANA
2	TDO (TEMPORARY DETENTION ORDER)	1	PREVENT/DELAY COMMUNICATIONS SENT THRU TELEPHONE
1	SEXUAL BATTERY		

TRAFFIC ENFORCEMENT

1	ALLOW UNLIC. DRIVER TO DRIVE.	1	DUI (DRIVING WHILE UNDER INFLUENCE)
3	EXPIRED INSPECTION	4	EXPIRED STATE TAG
1	FAIL TO MAINTAIN CONTROL	3	FAIL TO STOP AT STOP SIGN
1	FAIL TO UPDATE DMV OF ADDRESS CHANGE	2	FAIL TO YIELD RIGHT OF WAY
2	NO OPERATOR LICENSE	1	NO VALID OPERATOR LICENSE
1	UNDERAGE POSSESSION	11	SPEEDING
		1	WINDOW TINT

CRIMINAL ARRESTS – FELONY (JUVENILE)

CRIMINAL ARRESTS – MISDEMEANOR (JUVENILE)

	Oct. 2018	18 YTD	Oct-19	19 YTD
ADULT CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	3	41	12	59
MISDEMEANOR	11	210	33	299
JUVENILE CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	0	0	0	0
MISDEMEANOR	0	6	0	11
TRAFFIC SUMMONS ISSUED	26	305	84	624
PARKING VIOLATIONS	10	329	5	118
COMPLAINTS RESPONDED TO	375	3,605	363	3,974
PUBLIC WORKS COMPLAINTS	6	83	2	50
CITIZENS/BUSINES REQUEST-CHECKLIST	637	4,929	1,719	11,531
BURGULAR ALARMS PROCESED	3	69	6	76
ACCIDENT INVESTIGATED	5	36	9	45
REQUEST TO UNLOCKED MOTOR VEHICLES	16	125	12	125
REQUEST TO UNLOCK HOMES/BUSINESSES	0	3	0	1
ESCORTS PROVIDED	3	107	4	61
COURT DOCUMENTS PROCESSED	31	454	56	436
UNSECURED PROPERTY	10	98	6	84
MILES TRAVELED BY DEPARTMENT	6,943	61,544	5,101	61,733
TRANSPORTS	*****	*****	*****	*****
TO REGIONAL JAIL	*****	*****	*****	*****
NUMBER OF TRANSPORTS	3	46	9	65
TOTAL MILEAGE	71	1,060	188	1433
MAN-HOURS	5 HRS 0 MIN	45 HRS 17 MINS	8 hrs 2 mins	129 hrs 46 mins
TO MENTAL FACILITY	*****	*****	*****	*****
NUMBER OF TRANSPORTS	9	65	5	48
TOTAL MILEAGE	717	4	318	5950
MAN-HOURS	37 HRS 18 MINS	173 HRS 33 MINS	7 hrs 2 mins	167 hrs 35 mins
ANIMAL CONTROL	*****	*****	*****	*****
COMPLAINTS RESPONDED TO	36	439	53	367
ANIMALS PLACED IN SHELTER	12	86	5	38
DOGS	6	34	2	18
CATS	6	52	3	20
SUMMONS ISSUED	4	43	50	73
ANIMAL BITES INVESTIGATED	0	9	1	14
ANIMALS RETURNED TO OWNER	0	2	3	11
DOGS	0	2	3	11
CATS	0	0	0	2
OTHER	0	0	0	1
ANIMALS RETURNED TO THE WILD	4	42	0	13

Investigation Report

This report represents criminal investigations conducted by the Clifton Forge Police Department. To date for the month of October the Police department has initiated Forty-one (41) criminal investigations. zero (0) cases were carried over from the previous month. This brings it to a total of forty-one (41) criminal investigations that have been active between October 1, 2019 and October 31, 2019.

Criminal cases initiated in October:

Destruction of property-7	Fraud-2
Domestic assault & battery-8	Traffic accident investigation-8
Public intoxication-3	Disorderly conduct-1
Distribution of marijuana-1	Petit larceny-4
Possession of marijuana-2	Death investigation-1
Underage possession of alcohol-1	Breaking and Entering-1
Possession of a controlled substance-1	Child endangerment-1

Criminal cases cleared in October:

Death investigation-1	Fraud-2
Domestic assault & battery- 8	Breaking and entering-1
Possession of marijuana-2	Public intoxication-3

Traffic accident investigation- 8 Disorderly conduct-1
Destruction of property-3 Distribution of marijuana-1
Underage possession of alcohol-1 Child endangerment-1
Possession of a controlled substance-1

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 October was 80.4%. 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 October 3, 2019 Officer S.D. Urban was conducting speed enforcement on the 1000 block of Main St. when he conducted a traffic stop for a speed violation. During the course of the stop, Officer Urban noticed what appeared to be a marijuana cigarette in the center

console of the vehicle. At that time a search of the vehicle was conducted and a bag of marijuana was located in the passenger floorboard of the vehicle. The driver of the vehicle was cited for possession of marijuana, driving without a license, and speeding without incident.

On October 25, 2019 Inv. T.P. Ledford received a report of suspected drug activity at a residence on the 700 block of Rose St. Upon making contact with the resident a consent search was granted in which articles of narcotic evidence were located in plain view. A search warrant was then obtained for the residence and a search was conducted, which produced multiple pieces of narcotics and equipment. All evidence was collected and processed without incident. Charges in this case are pending Grand Jury indictment.

On October 31, 2019 Officer S.D. Urban responded to a domestic in progress at the 1700 block of Main St. upon arrival he separated both parties and initiated his investigation. During the course of his investigation he found that the two parties had been involved in a physical altercation with each other and had separated before again engaging in a physical altercation prior to his arrival. At that time he placed both parties under arrest for domestic assault and battery and transported to the CFPD for further processing without incident.

Chief's Comments:

This month work was continued for preparation in moving to the new Police Department, officers S.B. Sayers and S.D. Urban received 40 hours of Crisis Intervention Team Training provided by the Alleghany Highlands Community Services Board, and employees volunteered at the Trunk or Treat held at the CFPD parking lot, giving out over 100 bags of candy.

Clifton Forge Public Library

Director's Report

October 2019

The month of October was a busy time as the library featured two annual events. The Friends of the Library held their semi-annual book sale and earned \$858. The Director has reached out to the folks at the TAP (Total Action for Progress) book project. Some of the remaining unneeded books are picked up by TAP and used to benefit their various clients. The Library also held its annual Harvest/Halloween party. This year's theme was Harvest Moon in recognition of the 50th anniversary of the Moon landing. The Library also held their regularly scheduled Toddler and Pre-school Story times. The Library also held two special adult programs. The program "Essential Oils for Emotions" was in response to requests for a follow up program on Essential Oils from a program two years ago. In addition the Library hosted a special historical program. Dr. Josh Howard presented a program titled "Very Good for a Railroad Town: Clifton Forge Baseball and the New South." The Armstrong Community Meeting room had 264 people attend these events and various other programs and meetings. The Library Quilters and Threadbenders met on their regular schedules. The Library Board of Trustees met on their regular schedule. In addition to the semi-annual book sale, The Friends of the Library met on their regular schedule. Appalfolks held their monthly board meeting. The Writers Workshop led by Ray Allen met twice. The Brown Bag Book Club met and discussed the book "Flight Behavior" by Barbara Kingslover. 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 to search for a new instructor. The Rainbow Rock Genealogical Club held a single meeting. The Public Arts Council held a single meeting. Laura Caravaglia held a single Medicare Workshop. The Twilight Garden Club held a special meeting. Joleen Fezell from Alleghany County Public Schools held her third Lego Club for children event. Staff members Iris Gilbert and Debra Henn with assistance from the Mormon Elders and volunteers Travis Hart and Lisa Deeds checked out 278 books to patrons at Scott Hill. The Library Director also wants to give special recognition to volunteer Bethany Downey for her creating a character from the Wizard of Oz (Dorothy) for the Clifton Forge Scarecrow Contest. Mrs. Downey also provides leadership and help with the Toddler Time and Pre-school Story Time programs.

FY 2020	Items	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 2020
	Donations	\$0.00	\$0.00	\$0.00	\$500.00									\$500.00
	Book Sales	\$20.00	\$29.00	\$0.00	\$20.00									\$69.00
	Fax Charges	\$155.00	\$169.00	\$135.00	\$150.00									\$609.00
	Fines	\$160.80	\$132.10	\$199.20	\$146.57									\$638.67
	Replace book	\$15.55	\$0.00	\$0.00	\$5.25									\$20.80
	Replace cart	\$2.00	\$16.00	\$10.00	\$22.00									\$50.00
	Non-Reside	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00
	Print-outs	\$93.50	\$102.50	\$91.00	\$97.50									\$384.50
	Total	\$446.85	\$448.60	\$435.20	\$941.32									\$2,271.97
FY 2019	July													Cum FY-19
	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)

FY 2020	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 20
CF Adult	1427	1426	1438	1460									1427
CF Juvenile	338	281	254	213									1086
Allegh. Adu	950	999	968	970									3887
Allegh. Juv.	72	78	85	96									331
NR Adult	73	91	101	120									385
NR Juvenile	3	15	13	11									42
# ITEMS ON	2863	2890	2859	2870									11482
FY 2019	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 19
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

FY 2020	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 20
CF Adult	183	179	182	176									720
CF Juvenile	41	37	34	25									137
Allegh. Adu	104	117	102	119									442
Allegh. Juv	9	16	7	9									41
NR Adult	18	25	24	12									79
NR Juvenile	1	3	2	3									9
Total Patro	355	376	351	346									1428
FY 2019	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 19
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	7	6	5	5	4	3	3	5	53
Total Patro	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
---------	------	--------	-----------	---------	----------	----------	---------	----------	-------	-------	-----	------	-----------

November Monthly Report

2019

Public Works Department

November came in with a BANG!!! High winds & pouring rains! This kept crews very busy cutting and removing down trees and limbs, and keeping catch basins clean from debris.

The Town's holiday decorations were hung and trees decorated for the tree lighting, which had a very good turnout.

We sent 2 of our guys to Iron Gate with the bucket truck to help them get their holiday banners hung.

During the month of November we had a few water breaks and sewer backups, were handled as quickly as possible.

The leaf vac truck and crew have been very busy with leaf pickup and doing a fantastic job. I have received several phone calls on thanking us for a job well done.

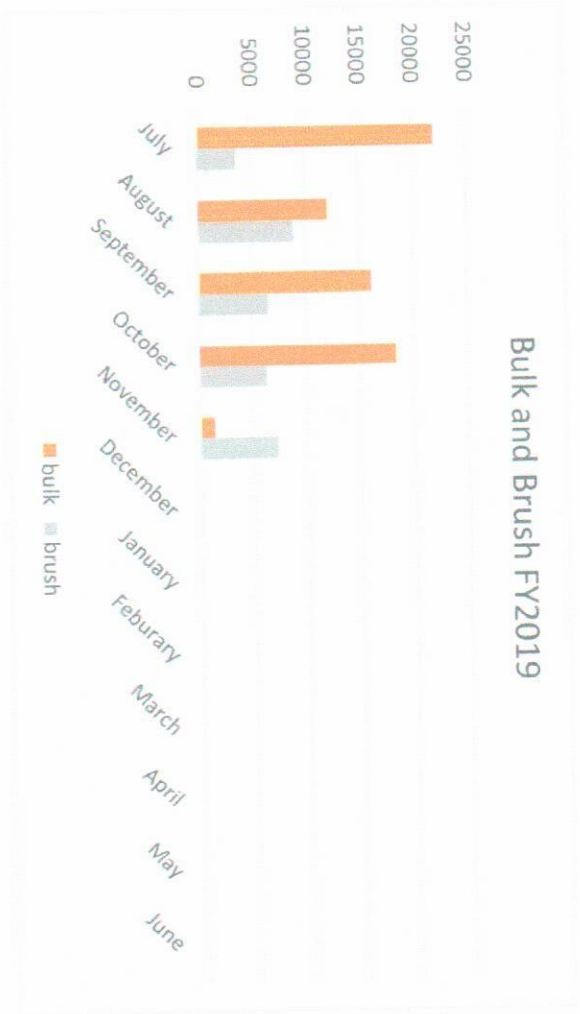
We went out a few times to pick up bulk & brush when we have had extra time. We are going to resume pickup January 2nd 2020.

We had 4 burials this month.

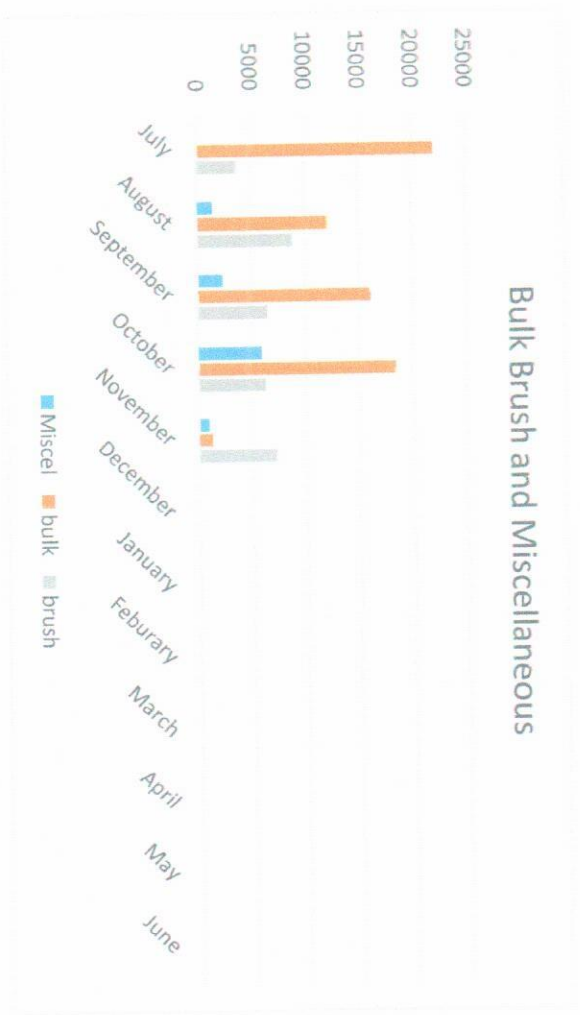


Nov-19	Date	Trip	Weight	Type	Comments
	4-Nov	1	960	Misc	roxbury
Subtotal		1	960		
	19-Nov	1	1320	Bulk	
Subtotal		1	1320		
	8-Nov	4	3840	Brush	
	13-Nov	1	1040	bag leaves	
	22-Nov	2	1960	bag leaves	
	22-Nov	1	380	bag leaves	
Subtotal		8	7220		

Bulk and Brush FY2019



	July	August	September	October	November	December	January	February	March	April	May	June
Miscel	0	1520	2320	5960	960							
bulk	21985	12120	16060	18328	1320							
brush	3720	8860	6500	6260	7220							



MONTHLY REPORT
Nov-19

DEPARTMENT	WEEK	OT HOURS	MEN	COMMENTS
CEMETERY	11/4/2019	3.5	2	Cover grave MVC(2men@3.5hrs)
	11/11/2019	0	0	Open Grave MVC (2 man @ 3hrs)
	11/18/2019	0	0	
	11/25/2019	3	2	
	Total	6.5	4	
SEWER I & I	11/4/2019	2	2	sewer backup 836 Palace(2men@2hrs)
	11/11/2019	2.5	5	Sewer backup verge st (5men@2.5hr)
	11/18/2019	0	0	
	11/25/2019	0	0	
	Total	4.5	7	
WATER	11/4/2019	6	3	water leak @429 B Street(1man@2hrs) water leak @ 840 Vulcan
	11/11/2019	8	4	(1man@2hrs) Water turn on @ 618 McCormick
	11/18/2019	0	0	(charge \$40 for afterhours) (1man@2hrs) Gas Co water (1 man @ 4hrs)
	11/25/2019	4	2	Water leak Cherry St (3men@4hrs) Water pressure problem209 Roxbur
	Total	18	9	(1man @2 hrs) Water leak cut off 709 Rose (1man@2hrs)
BLDGS/GRDS	11/4/2019	0	0	
	11/11/2019	0	0	
	11/18/2019	0	0	
	11/25/2019	0	0	
	Total	0	0	
STREETS	11/4/2019	4	2	Remove down tree on Hickory(1man@2hrs) Clean up concrete on
	11/11/2019	0	0	Hickory(1man@2hrs)
	11/18/2019	0	0	
	11/25/2019	0	0	
	Total	4	0	
	Grand Total	33	20	

Total of OT hours for the month

Clifton Forge WTP
Monthly Operations Report
12/4/19
Bobby Irvine, Plant Manager

This report will focus on a few notable events which have taken place at the water plant thus far in 2019. It has been a busy and productive year with 2020 promising to be even busier.

Of course the major project over the last several years is the dam upgrade. As I write this, everything is on schedule to begin mobilization operations in the very near future. Once underway the entire project should be completed in less than 12 months. It seems fitting that the largest upgrade of my tenure will also be the last. I would be amiss if I did not mention the vision and hard work of our Town Manager in seeing all this come to fruition.

The painting of the Jefferson St. water tank this fall was an overdue and much needed improvement. Water tanks, at best, are challenging to take offline, paint and return to service. This particular tank presented all of the usual challenges plus some unique ones due to its placement in our high service system. In the end, teamwork between public works, WTP personnel and the Town's consulting engineers prevailed. As an added bonus mechanical and hydraulic improvements were incorporated along with the painting.

Several improvements to the plants SCADA system were made this year. New radios, data backup technology and refined monitoring capabilities were but a few improvements made to our 'eyes' on the distribution system.

Once again, the water plant received a turbidity removal award from the Virginia State Health Department. We take pride in this recognition primarily because it is such a strong barometer of water quality. Turbidity levels are monitored continually and recorded every 15 minutes, in other words a facility must demonstrate consistent efficiency to be considered for this distinction. In fact, over 18,000 readings were logged over the past year and not one exceeded the Health Departments violation threshold.

In April our annual Health Department Inspection was conducted and once again the Inspecting Engineer praised both our water quality and the staff's professionalism. In fact he noted that of all the plants in his area we were one of two who actually

addressed his recommendations. This of course is a testament to our management and Council, without their support these recommendations could not be acted upon.

Once again, we were successful in obtaining our discharge permit from DEQ. This permit, which must be renewed every 5 years, is performance related and is absolutely vital to our operations. Tony Kimberlin, E.R. Gilbert and myself were re-certified for specific testing parameters as well.

Our Lead and Copper testing samples were collected in September and once again no evidence of action level lead levels were discovered within our system. In fact, all our of our regulated testing for the entire year was performed with 0 notices of violation.

In conclusion, as I have said countless times, ours is the finest surface water in the entire State. A spring fed stream running through National Forest with zero upstream population, agriculture or industry. Our water is our greatest natural resource and the Town of Clifton Forge has an abundant supply which is treated by trained professionals in a top rate facility.

As my retirement rapidly approaches, I realize how blessed I have been to be a small part of something so significant to the people of the Town I love so much. Merry Christmas and Happy New Year from the WTP.

Clifton Forge Fire Department
701 Church Street
Clifton Forge Virginia
24422

The Clifton Forge Fire Department answered a total of 77 calls in the month of November. Of these 77 calls, 18 were fire calls and 59 were EMS calls, with 73 being within the town limits and 04 in the county. The department averaged 6.9 firefighters per fire call. The department logged 261.5 miles on our apparatus which includes all service vehicles. EMS calls are listed by type of call and frequency of calls. The department ran 04 cardiac calls, 24 general illness calls, 07 public assist calls, 13 falls, 04 shortness of breath, 02 trauma injury, 01 unresponsive calls, Strokes 02, Seizures 02. Fire calls are listed in order they were received.

- 11/02/2019 – 362 Roxbury St. smell of smoke responded with 7 firefighters and 1 apparatus
Town Call
- 11/03/2019 – 1618 Main St. motor vehicle accident responded with 6 firefighters and 1 apparatus
Town Call
- 11/04/2019 – 521 Tremont St. assist CFRS responded with 4 firefighters and 1 apparatus
Town Call
- 11/04/2019 – 500 Roxbury St. service call responded with 6 firefighters and 1 apparatus
Town Call
- 11/06/2019 – 800 W. Ridgeway St. person stuck in elevator responded with 3 firefighters and 1 apparatus
Town Call
- 11/08/2019 – 550 Pine St. alarm activation responded with 7 firefighters and 1 apparatus
Town Call
- 11/10/2019 – 100 ARH Ln. alarm activation responded with 6 firefighters and 1 apparatus
County Call
- 11/11/2019 – 550 Pine St. alarm activation responded with 6 firefighters and 1 apparatus
Town Call
- 11/12/2019 – Dabney Dr. alarm activation responded with 4 firefighters and 1 apparatus
County Call
- 11/13/2019 – 605 Ingalls St. flue fire responded with 7 firefighters and 3 apparatus
Town Call
- 11/14/2019 – 605 Ingalls St. service call responded with 10 firefighters and 1 apparatus
Town Call
- 11/15/2019 – 800 W. Ridgeway St. fire alarm activation responded with 12 firefighters and 1 apparatus
Town Call

11/18/2019 – 1610 Main St. smell of smoke responded with 7 firefighters and 2 apparatus
Town Call

11/19/2019 – 1700 Main St. assist CFRS responded with 4 firefighters and 1 apparatus
Town Call

11/19/2019 – 1200 Commercial Ave. brush fire responded with 9 firefighters and 1
apparatus
Town Call

11/24/2019 – Grafton & 220 motor vehicle accident responded with 12 firefighters and 1
apparatus
County Call

11/28/2019 – 523 Tremont St. power line down responded with 7 firefighters and 2
apparatus
Town Call

11/29/2019 – 1044 Cliftwood Circle assist CFRS responded with 3 firefighters and 1
Apparatus
County Call