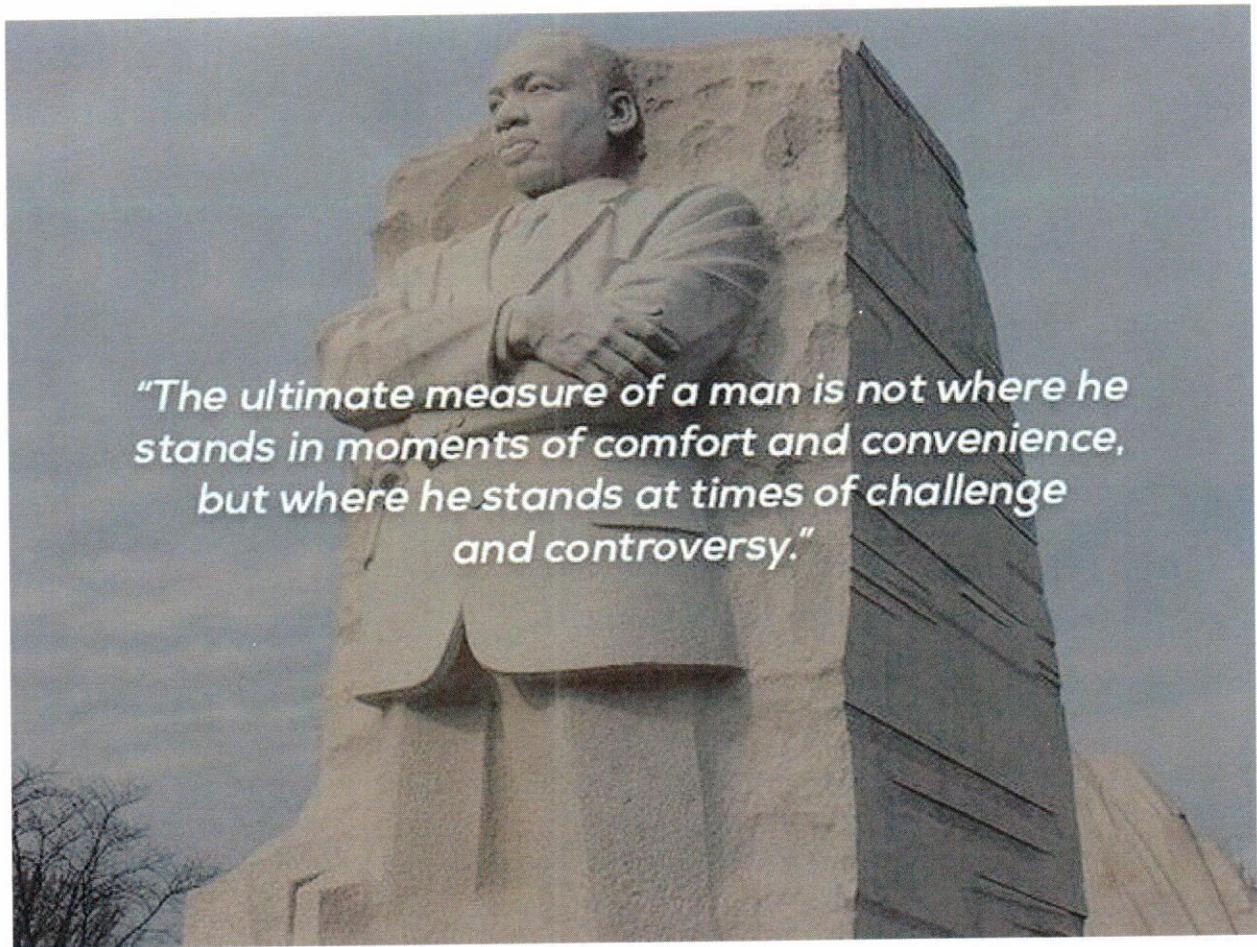


Town Council Agenda
Tuesday, January 14, 2020
7:00 PM
Clifton Forge Council Chambers
547 Main Street





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, JANUARY 14, 2020
CLIFTON FORGE TOWN COUNCIL CHAMBERS
547 MAIN STREET**

INVOCATION

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC HEARING:

**PUBLIC HEARING AND FIRST READING OF ORDINANCE TO
CONSIDER PURCHASE OF REAL ESTATE**

This public hearing is for consideration of the purchase of a parcel of real estate within the Town for the sum of \$5,000.

RECOMMENDATION: Proceed to second reading

PRESENTATIONS:

**RESOLUTION HONORING DAVID DAVIS UPON HIS RETIREMENT—
Mayor Irvine**

**ALLEGHANY HIGHLANDS EPA BROWNFIELDS GRANT OVERVIEW
AND STATUS UPDATE—Lori Kroll, Draper Aden Associates and Marla Akridge,
Alleghany Highlands Economic Development Committee**

CONSENT AGENDA

1. MINUTES

**Council Meeting
Work Session**

**December 10, 2019
December 17, 2019**

RECOMMENDATION: Approve minutes of December 10 & 17, 2019

ACTION ITEMS

2. SECOND AMENDMENT SANCTUARY RESOLUTION

At the request of several citizens, the Town will consider adoption of a resolution to declare the Town a Second Amendment Sanctuary locality.

RECOMMENDATION: Adopt resolution

3. NEW RESOLUTION FOR INTERIM FINANCING FOR DAM PROJECT

As part of the previously approved loan application process through the USDA, the town adopted a resolution to finalize the closing for the interim financing through Cobank. With the additional funding provided by USDA, it is now required that the Town to adopt a new resolution to reflect the correct amounts of funding for the project.

RECOMMENDATION: Adopt resolution

4. DEPARTMENT REPORTS

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

RECOMMENDATION: Accept reports as written

INFORMATION

Town offices will be closed on Monday, January 20, 2020 for the Martin Luther King, Jr. holiday.

MANAGER'S COMMENTS

UPCOMING EVENTS

CLIFTON FORGE PUBLIC LIBRARY

CENSUS MEETING WITH CHUCK ALMAREZ—WEDNESDAY, JANUARY 22, 2020, 6-7 PM

CLIFTON FORGE SCHOOL OF THE ARTS

JAMMIN AT THE MILL—FRIDAY, JANUARY 17, 2020, 7 PM

MASONIC THEATRE

THEATRE CLASSES AT THE MASONIC—EVERY THURSDAY UNTIL MARCH 12, 2020, 5:30 PM

BLUES FESTIVAL UNDERGROUND JAM—FRIDAY, JANUARY 24, 2020, 7:30 PM

CLIFTON FORGE BLUES FESTIVAL—SATURDAY, JANUARY 25, 2020, 7 PM

PUSH PHYSICAL THEATRE—TUESDAY, FEBRUARY 11, 2020, 7 PM

PUBLIC COMMENTS

COUNCIL COMMENTS

**CLOSED SESSION PURSUANT TO SEC. 2.2-3711 A:1 PERSONNEL—
APPOINTMENTS AND A:3 REAL ESTATE—POTENTIAL LAND
ACQUISITION**

NOTICE OF PUBLIC HEARING

Please take notice that pursuant to **VA CODE SECTION 15.2-1802** Clifton Forge Town Council will conduct a public hearing at its regularly scheduled meeting on Tuesday, January 14, 2019 at 7:00 p.m. at Clifton Forge Council Chambers, 547 Main St. Clifton Forge, VA 24422 to consider the purchase of the following real estate situate, in the Town of Clifton Forge, Virginia, to-wit:

The eastern one half (1/2) of Lot Number Forty three and all of Lots Numbers Forty-four (44) and Forty-five (45) in Block Number Twenty-four (24), as shown on the map of the lands of the Chesapeake and Ohio Development company.

The Town will consider purchasing said real estate from James Richmond for the sum of Five Thousand Dollars.

**ORDINANCE TO PURCHASE
REAL ESTATE**

BE IT ORDAINED by Clifton Forge Town Council that pursuant to VA Code Section 15.2-1802 Council hereby agrees to purchase the eastern ½ of Lot 43, Lot 44 and Lot 45 Block 24 C&O Development Co., Town of Clifton Forge from James Richmond for the sum of Five Thousand Dollars.

BE IT FURTHER ORDAINED that the purchase price shall be paid to Mr. Richmond upon the receipt of a General Warranty Deed conveying said property to the Town of Clifton Forge.

First Reading: January 14, 2019

Second Reading:



TOWN OF CLIFTON FORGE

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**COUNCIL MINUTES
TOWN OF CLIFTON FORGE, VIRGINIA
7:00 P.M. TUESDAY, DECEMBER 10, 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, and Councilman Ronald Goings

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

Mayor Irvine called for a motion to add discussion of the Town Manager's contract under the information section.

Motion made by: Councilman Goings

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

PRESENTATIONS:

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

Mrs. Burcham explained that the Vision 2025 Curb Appeal Committee was created to improve upon the appearance of the entrance ways into Town, but then in 2015 was expanded to also recognize those who have done noticeable improvements off the main corridors as well. This year, three properties are being recognized, which include 1529 Ingalls Street, 801 McCormick Blvd., and 709 Palace Blvd. Mr. Eric Vess was present to receive the \$50 gift card to Northwest Ace Hardware and the sign for his yard, and both tenants, Eli and Ashton McCutchin and the owners of the Adler Properties, Wendy Hudler and Martha Atherholt, home located at 801 McCormick were present as well. They offered a brief background of the home's renovation in which the tenants participated in and offered encouragement to others to do the same.

JACKSON RIVER ENTERPRISES PRESENTATION—LEO MULCAHY AND LON ROLLINSON

Leo Mulcahy and Lon Rollinson provided some background information on Jackson River Enterprises and stated that the organization has been in business for 45 years and is aimed at helping disabled, or challenged individuals obtain work experience. They stated that there has been a significant decrease in revenue and increased costs in recent years, coupled with loss of state aid and changes in their recycling revenue which is causing them a serious operational deficit.

Leo Mulcahy stated that they have had to perform steep budget cuts in order to adjust to continue to operate. He stated that they are working to improve but need the community's help and stated that Alleghany County is helping with trailer pickup and local citizens have been helping by policing the trailers and adopting sites as well. He stated that Clifton Forge had suspended payments to JRE previously and that they hope they can renew the support.

Councilman Goings asked what the projected outlook for recycling is for the next 2-3 years. Mr. Mulcahy stated that it isn't good and stated that there has been a decrease since China shut down their recycling efforts and it is less than half of what it was 3-4 years ago. He mentioned that glass has changed with only white or brown being wanted now. Councilman Goings stated that he had seen articles regarding requiring a deposit on bottles and that the ultimate solution would be to stop making plastics.

Councilman Oeltjen stated that the demand for products has also changed.

Lastly, Mr. Mulcahy and Mr. Rollinson both expressed the need for the work at JRE to continue because it is meaningful work that provides a great benefit and that is their main mission and because of that respectfully ask that the Town continue its financial support of JRE.

2020 CENSUS—CHUCK ALMAREZ

Mr. Almarez provided Council some handouts that showed statistics of recent census information and stated the importance of the data being provided as it is used to provide funding to all areas. He stated that the current Town code does not allow for off-premise signs to be used and he is asking that Council create a waiver for the Census signage so that it can be advertised fully in an effort to try to get all of the information requested returned to the Census Bureau so that the Town has a fair and accurate count.

Council agreed to prepare something for the next agenda and mentioned a planned work session on the 17th, asking David Davis, how they would need to add the item and asking him to prepare something for them to adopt.

CONSENT AGENDA

- | | | |
|-------------------|------------------------|--------------------------|
| 1. MINUTES | Council Meeting | November 12, 2019 |
| | Work Session | November 19, 2019 |

RECOMMENDATION: Approve minutes of November 12 & 19, 2019

Motion to accept minutes as written

Motion made by: Councilman Goings

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

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

Motion to waive second reading

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

Motion to adopt resolution

Motion made by: Councilman Umstead

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

3. DEPARTMENT REPORTS

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

RECOMMENDATION: Accept reports as written

Motion to accept reports as written

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

4. MOTION TO GRANT MONDAY, DECEMBER 23, 2019 AS AN ADDITIONAL HOLIDAY FOR EMPLOYEES

RECOMMENDATION: Motion to grant additional holiday as listed

Motion to grant additional holiday as mentioned

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

INFORMATION

Town offices will be closed on Monday, December 23 through Wednesday, December 25, 2019 for the Christmas holiday and on Wednesday, January 1, 2020 for New Year's.

Added item by Mayor Irvine: Town Manager's Contract Discussion
At this time, Mayor Irvine called upon those who had signed up to speak on the matter.

1. John Strott of 711 McCormick Blvd. stated that he is in support of continuation of the Town Manager's contract but has heard that Council thinks differently. He stated that he and his family have been residents here for 10 years and when he first came to Clifton Forge from Northern Virginia he saw a lot of decay and many needed improvements, but that he is proud of the accomplishments and changes that he is seeing. He mentioned vital improvements to the infrastructure, sidewalks, signage, water and sewer, roads, parks, and taking on the long-neglected safety issues with the dam. He stated that he feels that the Town Manager is working hard at volunteerism, tourism, helping local businesses, keeping the streets safe, clean, and attractive, and all the while keeping things as affordable as possible by getting the Town over \$9 mil in grant funding and keeping the taxes low. He stated that finding someone who is of good value with the experience that the current Town Manager has is worth every penny and the Town will be hard pressed to find a replacement.
2. JoAnn Carter Henson, former resident, but also the owner of the Red Lantern Inn stated that she has made a substantial investment in the Town in the last 10 years and that Clifton Forge is now wide open. She stated that previous Town Managers were not involved and offered no support, nor control over things in the Town. She stated that at one time it wasn't hard to start a business in Town because no one cared, but now there is support and a confidence that follows. She stated that her neighbors Henrietta and David Crandall had asked her to

mention an editorial that has appeared in the Roanoke Times in 2018 that discussed many of the accomplishments of Mrs. Burcham during her tenure in Roanoke and afterward. She stated the people have opinions based only on personal reasons and not on the work involved or performed. She stated that she has known Mrs. Burcham since she was the very first visitor at the Inn and has not always agreed with her on everything but can always say that she wants nothing but the best for everyone. She stated that she has made great strides to make Clifton Forge what it needs to be and that she is proud of how the Town is doing now. She stated that everyone needs to come together and work together. She stated that she agrees with Mr. Strott and that the value you receive for the salary paid is on point and that the persons worth is measured by their accomplishments and connection to the community. Lastly, she stated she hopes Council considers all of these things.

3. Jenny Oeltjen of 808 Acacia and owner of Livy's Closet downtown stated that they came to Town six years ago and is excited about all the changes that have occurred since that time and the direction in which that the Town is going. She stated that the current Town Manager has value not only in Clifton Forge, but also in Alleghany County and that her income is her worth as others have said and what she does for the community is immeasurable. She mentioned a recent survey that had been placed at local gas stations and her displeasure at how it was being handled. She said that Mrs. Burcham lives here, she is a resident, pays taxes here, supports area businesses, pays the same water and sewer bill that everyone else does. She stated that she would hate to see the Town take a step backwards and hopes that Council will consider all that is being said.
4. Sara Zeek of 801 Douglas stated that she echoes the positive statements that are being made and stated that there doesn't need to be a long list because they are all well known. She stated that we pay what the position is worth, and that the Town is lucky to have Mrs. Burcham because of her experience, knowledge, contacts, and all she does and that there will be a great decline without her and an effort to come back from where we were. She stated that she grew up here and there is a huge difference in the last several years. She asked that Council put aside their personal differences and vote yes to keep Mrs. Burcham on board. She stated that as a teacher your reputation precedes you as being strict with children, but in her case, when it then comes to something such as the SOL testing and the child passing, they then get excited and forget all about the hard work or difficulty in getting there. She stated that Mrs. Burcham is in a similar situation in that we may not always like when things are done differently or in a certain manner, but the results are there as proof. Mrs. Zeek stated that Mrs. Burcham is the first to ask questions if she doesn't understand something and while people may not always like her responses, they can always expect

fairness, a knowledgeable response and asked that Council always consider those things.

5. John Zeek of 801 Douglas stated that he is an employee of the Town and works with Mrs. Burcham every day. He stated that she gives the same fairness to everyone and treats everyone the same no matter what the situation. He stated that she has created excitement within the Town and that it is clean and people now want to come here, which has not been the case in the past for Clifton Forge and still isn't in some parts of the County, but is here in Clifton Forge. He stated that she busts his chops a lot but is always fair and always has her heart into the job to do what is best for the Town. He mentioned the streets being busy and all the restaurants and stores that have opened and stated that that needs to continue and not allow the Town to take a step backwards or have someone here in that position who doesn't know the Town and may not do 1/10th of what Mrs. Burcham has done.
6. John Rainone of 800 Palace Blvd said that he would like to echo all before him and fill in a few gaps. He stated that Mrs. Burcham is respected not only in the Town, but very well-respected outside of our region and her credibility with people in all areas is unbelievable. He stated that anyone mentioning her name in those circles would hear just that. He mentioned all of the grants and fund raisers that she has been able to secure for the Town and stated that she is an amazing advocate and sometimes a pest, but in a positive way! He mentioned the Go Virginia initiative and the RVARC meetings where her skills and experience will never be replaced at any cost. He thanked Mrs. Burcham for all she has done and all her hard work and stated that the Town should appreciate all she has done as well.
7. Laura Rainone of 800 Palace Blvd. echoed everyone's sentiments as well and stated that she has been here 6 ½ years now, her husband here a few months prior to her arrival and within the first three months she had met Mrs. Burcham and has been consistently impressed with her knowledge in local, regional, state, and other areas and stated that it had honestly always surprised her that she chose to come to work in Clifton Forge. She stated that the Town should appreciate her because all of her accomplishments and all of her knowledge and abilities are no small potatoes. She stated that the Town has been able to top others because of her good work, fairness, and perspective on things and that she doesn't feel that anyone could ask for more. She asks that the Town Council show her their support and continue to have her here.

8. Diana Smith of 224 Highland Street thanked Council and stated that she would like to echo everyone's thoughts as well. She stated that she grew up here and back in 2002 started to attend the Council meetings, often being the only person there. She stated that this evening and since January, the number of people attending has increased dramatically due to the actions of the Council. She stated that it is a known fact that some are against her, and that it is their right to be, but it is unfortunate that some have voiced those oppositions inappropriately. She thanked Council for not allowing that this evening and thanked Mrs. Burcham for her service and her fortitude to tolerate with dignity the indignation from some over the years. She asked Council to promote togetherness and not divisiveness for the Good of all the Town and to ensure continued growth.
9. Melissa Hundley, owner of Bear Mountain Signs at 422 Ridgeway Street stated that she has had her business here for 10 years and has seen the Town be the opposite of what it is now. She stated that when she first came to the Town she didn't feel very safe and mentioned that being one of the reasons for her to have her great dog! She stated that today, the streets are a lot different and much better. She stated that before Mrs. Burcham, she experienced the Town with another manager who did nothing, would never help or even try, but with Darlene she stated that when she has asked her a question she usually already has the answer and knows the details and if not she tries. She stated that she is unsure how Council has survived in past years without someone like her and that she hopes that Council will keep her because she really wants to see the Town continue to grow and do well. Ms. Hundley stated that if the Town should for some reason go south, it's on the Council. She stated that the Town is beautiful, and she is sure other places would love to have Mrs. Burcham.
10. Michael Duff of 408 Alleghany Street stated that he is a retired railroad employee and was born here and went to school here but moved in 1987 to Florida with the move of the railroad. He stated that he decided to move back because of all of the improvements to the Town and the cheap tax and property rates. He stated that he does not know Darlene personally, has never met her, but his allegiance is with the Town. He stated that Town looks great, he loves the new traffic pattern on Ridgeway Street, and he is proud to say that it looks fantastic. He stated that the improvements are great, but the Town is half the size it was when he grew up here and doesn't feel that it can sustain itself unless there is more to offer. He said that there is nothing for youth. He said that he sees nothing wrong with looking to see if there may be others out there who could compete for the position. He feels that there needs to be more businesses in Town that hire more than cooks and waiters and suggested using the old high school for some type of a call center. He stated he appreciates all that has been done, but he would like to see the Town become a city again.

11. Annette Hodges of 602 W. Ridgeway stated that she knows some of the members of Council and some she hardly knows. She said that she grew up in Clifton Forge and attended High School, left the Town, and then returned in 1997. She stated that she has had a business in Town and served on Council herself from 2002 – 2008, the last two years as Mayor. She stated that Clifton Forge has a long history and she referred to the old phrase “if it ain’t broke, don’t fix it”. She stated that the citizens and business owners in Clifton Forge need Council to do the best they can for them and the entire Town. She stated that the whole process has been entirely mishandled, both publicly and in other places and shamed Council for their behavior. She stated that she has known Mrs. Burcham since 2005 when she served on the RVARC with her and she learned a lot from her. She stated that she had attended state meetings with her and that she has always shown interest in anything she is involved with. She mentioned meeting Mary, Mrs. Burcham’s daughter who is also a city manager and has personally witnessed Mrs. Burcham trying to get retiring managers to move to small communities and offer their support and knowledge. She stated that she deserves support and all she has done is very commendable. She mentioned the Roxbury project and stated that the Town had tried to get that accomplished, but struggled and failed for years, being denied repeatedly for the grant, but that Mrs. Burcham had been able to achieve the grant and now the project is completed. She stated that she has heard a lot and from what she has heard has little to no confidence in the plan to lead the Town without Darlene because it hasn’t been shown. She urged Council to do better and to keep the public informed and included.

12. Wendy Hudler, an owner of Jack Mason’s Tavern and Brewery stated that she didn’t at first plan to speak tonight, but after hearing more and more had changed her mind. She stated that she hopes Council is listening to everyone and all that is said. She mentioned Councilman Umstead’s statement about people attending the meeting and his promise to listen. She stated that it has been a very emotional ride with this issue and that people who have spoken to her at the Tavern are not sure why. She mentioned a survey that was being conducted at the local BP and other gas stations.

Mayor Irvine at that point advised Ms. Hudler that she was not to talk about the survey because it was hearsay.

Wendy continued by saying if you want activities for youth there is no reason it cannot be discussed in a Council work session or in talks with Mrs. Burcham and that there is no reason not to discuss things with her. She stated that seems

to be part of the problem here and that she hopes Council is thinking of the whole Town and not just a few.

13. Judith Sivonda stated that she is a resident of Covington, but has been a Clifton Forge business woman for over 9 years, first with the store at the Clifton Forge School of the Arts and now with her coffee shop and museum. She stated that she suspects many of the people speaking negatively do not reside in Town either, but many would never provide an address to verify. She stated that she has invested a lot in the Town, being a teacher, with children and adults, and that it has never been about making money for her but rather supporting the community and what she could offer in doing so. She stated that she and her husband thought a long time before deciding to open their business here and that it is the only antique coffee grinder museum in the US and that she is glad they chose Clifton Forge. She stated that there has been much accomplished in Clifton Forge and hopes that the future vision continues and hopes Council considers allowing Mrs. Burcham to continue to serve here for as long as she wants to.

Due to the late addition of the item to the agenda, there was some confusion as to the sign up sheets and topics of discussion for those signing up. Charles Kahle and Joan Vannorsdall inquired about being called upon to speak to which Mayor Irvine argued the point before allowing them their time.

14. Joan Vannorsdall, Clifton Forge East representative for the Alleghany County Board of Supervisors stated that she is highly puzzled as to why the Town Manager's contract was not formerly listed on the agenda prior to the meeting.

Mayor Irvine stated that Council thought it was going to be on the agenda.

Mrs. Vannorsdall then asked if he was saying that it was someone else's fault that it wasn't on the agenda?

Mayor Irvine replied by saying that Council doesn't create the agendas.

Mrs. Vannorsdall stated that Council should be transparent with their business and is asking for help in hopes to adapt to the same level of professionalism that the Board of Supervisors uses to conduct their business meetings. She stated that she was a bit shocked when the motion came from out of the blue to add the item to the agenda when it had not been advertised for all to have knowledge. She thanked Council for their time.

15. Charles Kahle stated that there is a negative divide being created and that some of the divide is coming from Council. He mentioned salaries of other localities the same size or smaller than the Town of Clifton Forge such as Amherst and Hillsville, being higher than the salary currently being paid to the Town Manager here. He stated that there is a spreading or permitting of misinformation being spread and it seems to be to get votes. He stated that it seems that the amount of revenue the current Town Manager has brought in is being ignored and stated for every \$1 that is paid for her salary, she has brought in \$9-\$10 in revenue through the 43 grants, totally over \$9 million. He reiterated that grants are not loans and do not have to be paid back, it is free money which equal to roughly \$1.15 million per year. He stated that that money has been used to pay the Town's bills and that there have been no tax increases during her 9 years of working for the Town. He stated that he understands that Council is doing their best, but, losing Mrs. Burcham could create a huge economic crisis for the Town. He encouraged Council to continue with Mrs. Burcham's leadership in order to provide the best economic benefit for the Town.

16. Chip Snead stated that he wished to offer a somewhat unique perspective on things as he has served the public for 36 years, serving with Mrs. Burcham directly for some of those years, and serving as the Alleghany County Administrator for a period as well. He stated that a person serving in these type positions has the potential to avoid tough situations and can be very popular, but that Mrs. Burcham doesn't run from tough situations and never has. He stated that she is very professional and always puts the greater interest at the heart of her attention regardless of how tough it may be. He stated that a Town Manager cannot do one thing without Council's approval and that it is up to the Council to take the blame if the citizens aren't happy. He stated that Council's treatment of the Town Manager dictates the quality of those who may apply for the position in the future and that strong managers will not apply for positions in locations where they can see there has been no support or other issues. He stated that most managers are associated with each other through the years of service and often call each other to ask about positions because they want to know the real background and what the potential for growth is. He stated that Clifton Forge cannot afford to have a Town Manager who come to Town to get their Master's degree at the Town's expense. He stated that just because a community is coming up does not mean you have the ability to treat a Town Manager as you wish and that the thinking there will be someone to apply who will provide the same benefits to the Town at a lesser cost is a pipe dream!

Mayor Irvine then began to read the following statement:

Clifton Forge town council is being very transparent in this matter but will not discuss personal matters in public.

The town council has been in much discussion for the past 4 to 5 months on the town manager's contract that is up for renewal before June 30, 2020 when it's due to expire.

As per the town manager's request on a vote of confidence on her contract by the council was taken and discussed and a decision was made and the town manager was informed of it.

As of Monday December 9, 2019 I received an email that read as follows from the town manager

* (read statement from TM)

With this said Clifton Forge town Council will immediately begin a search process for a new town manager. There will be a work session on Dec. 17. at 5:00 at town hall to discuss our transition process and work to set our criteria for a new town manager.

As part of his statement, Mayor Irvine chose to only read an excerpt from Mrs. Burcham's email to Council and she interjected to request that he respectfully read her entire statement and not take it out of context as he had. He began again and once

again was not reading the statement in full to which Mrs. Burcham again asked him to respectfully read her statement in its entirety and offered to read it herself if he did not wish to. After much argument from the Mayor and members of Council telling him to read the entire statement as she was asking. He read her statement, which is as follows:

“It is obviously no secret that council intends to make an announcement tomorrow night as I keep being asked what it is about. Now I am hearing that a council member is asking residents **call and express their opinion and** to come to the council meeting to comment on my contract with the statement that I have asked for my contract to be renewed/extended. That statement is **simply no true**—I have never made that request of council! I have said that Council needed to decide what it wanted to do, have been urging you since October to announce your plans, and in fact, in **one** of your more recent closed sessions, I said I was not interested in staying unless the council got its act together!

Let me be absolutely clear so that your announcement does not misrepresent me or my position. I do not want my contract extended. I will fulfill the current contractual obligation until June 30th unless council wants to terminate it early. And I hope that you will respect and support the next town manager more than you have me and stay true to the charter under which the town should operate.

By the time my contract ends, I will have served the citizens of Clifton Forge for ten years, longer than any other manager, I have been told. I am proud of the work that has been accomplished by the council, staff and dedicated volunteers and hope that the future builds on this **progressive** foundation.”

Charles Kahle asked from the audience asked when a vote was taken. Mayor Irvine stated that they didn't have to vote, but then stated that Council had discussed among themselves and that there had been a “confidence” vote held during a work session and that the majority of Council had made the decision to seek another Town Manager.

Wendy Hudler stated that when Council discusses the attributes they are seeking in the next Town Manager it is required to be a public meeting. Mayor Irvine replied that there will be a work session at 5 PM on the 17th.

Gayle Hillert asked if there will be a search committee or how this will be handled? Mayor Irvine closed the subject for discussion at this time.

MANAGER'S COMMENTS

Mrs. Burcham advised that it had been a cold and rainy tree lighting event but is proud and thankful to say that it turned out to be a nice event. She thanked Robbie Barber for all the nice decorations that he provided and set up prior to the event.

Mrs. Burcham mentioned that she had participated in helping to pack dinners for the Rotary Club and that the volunteers had successfully packed 15,000 meals, some of which were supplied to our Food Pantry here in Town.

Mrs. Burcham thanked Council for the additional holiday.

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

Martha Edwards of 1608 Jefferson Avenue provided Council and the media with copies of the Town's Charter, regarding which she addressed her comments. Mrs. Edwards stated that there seems to be some confusion regarding the roles and functions of the Town Manager and Council. She stated that the Charter is a legal and binding document and defines the organizations powers, functions and procedures, thus making it the most important document of the Town. She stated that the Town is organized under the Council-Manager form of government and that the Town Manager is appointed by Council and acts as the Chief Administrative Officer who supervises and directs the day to day operations of the Town and its staff. She stated that the Council sets policy and serves as the Legislative branch of the body and are responsible for adopting ordinances and resolutions and approving the annual budgets, as well as establishing tax rates, and appointing citizen members of boards and committees. Mrs. Edwards stated that the five Council members are all elected and serve at-large and do not represent any district or specific segment of Town and that the Mayor and Vice Mayor are selected by the Council and not by the voters of the Town and hold only ceremonial titles. That makes each Council member's constituents the entire Town and not just those who happened to have voted for them. Mrs. Edwards went over Sec. 3.7 of the Town Charter which states that the Mayor has the same powers and duties as the other members of Council, one vote, with no veto, presides over meetings and is recognized as the head of that governmental body for all ceremonial purposes, but no administrative duties. She also mentioned Sec. 3.9 of the Charter which states that except for the purpose of discussion and informal review, Council is to communicate with town officials and employees solely through the Town Manager who oversees all departments, offices, and agencies. Mrs. Edwards stated that the Town has experienced measurable growth in the past decade and the growth can be clearly attributed to the vision of an experienced and effective Council and experienced and well-connected Town Manager. Lastly, she stated that it is the hope that the Town can continue to move forward into the next decade as it has done in the past, but that is going to require the same cooperative relationship and leadership as has occurred between the Council and the Town Manager for the past decade.

Robert Thomas of 208 Revere Street stated that he is a lifelong resident and holds a Federal Firearms License. He mentioned that there are currently 30 counties across Virginia who have adopted a Second Amendment Resolution and is hoping that the Town will also.

Mayor Irvine stated that Mr. Clark had brought him paperwork which has been forwarded to the Town Manager and will appear on the agenda for the January 14 Council meeting.

COUNCIL COMMENTS

Councilman Umstead stated that he is part of the cluster regarding the Town Manager's contract and said that part of him is not happy with the choice, but all of his opinion is based on the current salary because he feels that the Police Department and Public Works employees should be paid more to avoid losing employees and he would like to see them paid more. He stated he is being transparent in stating that he voted against the contract extension.

Councilman Oeltjen thanked everyone for attending and congratulated the Corridor Curb Appeal winners. He thanked Mr. Almarez for the presentation on the Census and information on how it affects funding. He thanked everyone for their comments on the Town Manager and the contract, stating that they are truly heartfelt. He stated that he recognizes talent and as a former employee of a Fortune 500 company knows that talent costs money. He stated that he appreciates all of the comments and all of the work the Town Manager has done for the Town and hopes the Town can continue to move in the right direction. He thanked Mr. Barber for all of his hard work with the decorations and thanked Mr. Thomas for speaking on the Second Amendment Resolution, stating that our Constitutional rights shouldn't be questioned.

Martha Edwards asked Councilman Oeltjen how he "voted" on the Town Manager's contract. Councilman Oeltjen stated that he is for retaining the current Town Manager and always has been.

Councilman Goings stated that he feels the current Town Manager is one of the best things that has ever happened to Clifton Forge and questions the interpretation of things. He stated that he is in total support of retaining her and that the argument regarding salary is a bogus argument. He stated that he would never wish any ill will on the Town just so he could say "I told you so", but.... He stated that he is honestly afraid for the Town and expects that taxes will have to raise. He stated that he wants the Town to be the best that it can be and reiterated that he voted for extension of the Town Manager's contract.

Vice Mayor Marshall stated that she is grateful for Robbie Barber standing in the back corner and was corrected by Mr. Barber as he is Randy, his brother. She said that she had a lot she wanted to say, but the only thing that seems to matter is the Town Manager's contract. She stated that in the time she has known Darlene she has found her to be a loving mother, grandmother, to be professional, punctual, hard-working, an irreplaceable wealth of information and to have a great allegiance to the Town. She stated that the only things she hopes for is to invest more in a more diverse workforce and a more inviting and inclusive and diverse downtown and stated that she voted no for extension of her contract.

Mayor Irvine thanked everyone for coming to the meeting and stated that he had voted no and did not support extending her contract. He stated that it was nothing personal and that Mrs. Burcham has done 99.9% of everything he's ever asked of her, but that he does not agree with some things in the contract. He stated that people were taking things too far and that someone had even contacted his supervisor to get him fired from his job and that he has received calls to his home harassing him and his family as well.

Motion to adjourn

Time: 9:40 PM

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



TOWN OF CLIFTON FORGE

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**CALLED MEETING MINUTES
TOWN OF CLIFTON FORGE, VIRGINIA
5:00 P.M. TUESDAY, DECEMBER 17, 2019
CLIFTON FORGE TOWN COUNCIL CHAMBERS
547 MAIN STREET**

This called meeting is for the purpose of addressing a resolution to approve census signage on a limited basis. Angela Carper, Clerk, will read the resolution for Council action.

1. Resolution To Approve Census Signage On A Limited Basis

RECOMMENDATION: Adopt resolution

Angela Carper, Clerk, read the resolution and with no further questions or comments, Mayor Irvine called for a motion to adopt the resolution.

Motion to adopt resolution

Motion made by: Councilman Goings

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 Adjourn to Council Work Session

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

Mayor Irvine reminded everyone that work sessions do not allow for public comment but advised that he would allow some comments or questions at the end if everyone could keep their comments civil. He stated that the work session was for the purpose of discussion of what Council will be looking for in the next Town Manager.

Mayor Irvine then asked Councilman Goings to start with his list of attributes. His list included the following:

Attributes of a Town Manager

Experience: 5-10 years, particularly with small towns in Virginia. Familiarity with the town code, laws on the state level.

Creativity: Ability to anticipate problems, ability to provide new solutions to longstanding problems

A good grasp of finances, funding of the city, grant writing.

Friendliness: willingness to listen to all citizens concerns. To make sure all questions are fully answered. Have the ability to get along with all people, including people from other localities. Have the ability to communicate with the Mayor, Town Council, community members and staff at all levels.

Delegate authority: able to build a team, training new leaders

Trustworthy, Respected, Be of utmost integrity, Ethical

Have the leadership to organize big projects and see them through to completion. Need to win support from the residents as well as multiple departments, yet humble enough to take direction from town council.

Have a good business sense. Have knowledge of other problems in the area such as schools, healthcare, housing even if doesn't have complete control. Be able to initiate or assist on recruiting new businesses into the town.

Ability to interact with other governments.

Councilman Goings suggested a salary range of \$90K - \$105K per year and also suggested that the Town obtain a good Assistant Manager who is well versed in grant writing.

Vice Mayor Marshall stated that the Town already has an Assistant Manager and Mrs. Burcham explained that LeeAnna Tyler, Finance Director, has had that dual title since prior to her coming to the Town. Councilman Goings asked what Mrs. Morris's role was and it was explained that the secondary title was added to that job description in an effort to be able to offer a slightly higher salary in order to obtain someone to fill the job as there had not been many applicants at the time.

Councilman Umstead stated that he agrees with all that Councilman Goings has said but suggested a salary of \$80K - \$95K per year. He stated that the person needs to work well with all the employees and that his concern as he had previously stated was the employee's salaries being so low and the turnover being phenomenal. He thanked Diana Smith who had provided Council with a list of attributes and characteristics that were important to the Town Manager position. He stated that he felt the person needs a Bachelors, Masters, experience in grant writing and that communication now is very

good, but he would like to see that improve as well. Lastly, he stated that he would like someone who sees the Town as a steppingstone and plans on staying 5-7 years and then moving on.

Councilman Oeltjen stated that he does not feel that the Town will find any good, qualified applicants that will enable the Town to move forward in a positive direction unless the salary is such that they want to come to Clifton Forge and stay and stated that he does not see offering anything less than \$90K - \$105K per year. He stated that quality individuals will not come at a bargain price. He stated he feels that there will be too quick of a turn around and that grant writing is essential. He also thanked Diana Smith and stated that the list she had provided (copy to follow) mirrors what the current Town Manager does. His only recommendation was to ask about dropping the physical demands statement included in the job description.

(Copy provided by Diana Smith to Council)

Responsibilities of the Clifton Forge Town Manager

- Reports to the Town Council
- Responsible for the daily operations of the Town

- Direct and supervise the administration of all departments, offices and agencies of the Town
- Selects, appoints and removes department heads and office personnel and approves all personnel appointments
- Ensures that employees receive training commensurate with their duties
- Conducts staff meetings and encourages department heads and office personnel in self-development in their fields of expertise
- Keeps job descriptions current and accurate to optimize employee versatility and ensures all positions are adequately staffed
- Conducts annual employee performance review and sets goals and objectives with all department heads

- Prepares and administers the Town's operating budget and capital program and monitors same
- Shall explain the budget both in fiscal terms and in terms of the work programs. It shall explain the proposed financial policies of the town for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such changes, summarize the town's debt position and include such other material as the manager deems desirable.
- Works with Department Heads, the Finance Director, and the Town Council timely to create, assemble and propose each annual budget
- Works with the Director of Finance to administer, account for, and oversee all Town expenditures and to assist with the annual audit
- Provides recommendations regarding revenue sources, management of financial activities, investments and indebtedness
- Provides leadership in securing available federal/state grants and matching fund programs and administers grant programs

- Assures that all Municipal and State codes, and ordinances of the Town are enforced
- Ensures optimum use of technology in conducting the affairs of the Town and in marketing the Town through its website, and in communicating with citizens
- Prepares reports and brings recommendations regarding the functions, policies, ordinances and activities of the Town to the Town Council
- Advises Town Council in financial and legislative matters, suggesting actions which should be taken for the betterment of the community
- Plans for future development, growth, maintenance and expansion of public services
- Facilitates and coordinates long-range planning in all Town departments and committees

- Supervises and participates in preparing agenda and agenda materials for the Town Council's consideration
- Participates in meetings of the Town Council, offering professional advice and counsel on matters before Council
- Negotiates contracts for professional and non-professional services and executes said contracts as authorized by the Town Council and provides contract administration for same
- Acts as liaison between citizens of the Town, Town Council and the Town work force
- Makes frequent contacts with local, state and federal officials, local business and community leaders, Town employees and department heads, committees and boards, and with the general public on behalf of the Town
- Develops and maintains good rapport with the Federal, State and Local Agencies on behalf of the Town
- Responds to questions from the media and acts as spokesperson for the Town
- Be visible in the community and to work collaboratively with residents
- Upholds good relations with the Town's citizens by being cordial and approachable, inspiring them to participate in the processes of Town governance, answering questions, providing information, and responding to complaints
- Coordinates volunteer efforts in various Town programs and projects

Mrs. Burcham advised that the job description is not ours, it was one that was created from comparison with other localities, but that the physical demands statement is actually required to be included to meet human resources requirements and must be included in the advertisement as well.

Councilman Goings advised that the person must not only be well versed in grant writing, but also the implementation of the grant cycle and administration of grants as well. Councilman Oeltjen agreed.

Vice Mayor Marshall asked if there is a standard template that has been used for the Town. Mrs. Burcham advised that there is not. She started as an interim manager for three months and helped create a job description that was used to advertise for the full-time position, but after applications were received and job interviews were performed she was asked to stay and the position was then negotiated and a contract prepared.

Vice Mayor Marshall stated that she does like the general duties portion of the description and would like to add to the essential functions section "plans for future development/growth/maintenance of Town public services" and "ensures optimum use of technology". She stated that the physical demands are important to list because she has witnessed Mrs. Burcham moving furniture for some events and that she would also like to add that the person must have a valid Virginia driver's license. She stated that

they should be able to participate in researching and securing grants, writing them, etc. She stated that she feels the salary can go down to \$80K per year.

Mayor Irvine stated that he likes the template provided and thinks there should be a minimum of 5 years experience and a degree in Business Administrations or Masters. He stated that the person needs to have creative skills and innovative thinking with strong oral and written communication skills and that the person should promote the Town. He also recommended a full background check and reference check as well.

Mrs. Burcham advised that was the normal process after an applicant is identified as being of interest, to check references and find out what their background about their work background.

Vice Mayor Marshall asked about Community Development being a part of the Town Manager's position. Mrs. Burcham advised that it does include a large portion of community development.

Mayor Irvine stated that he thinks the person should have at least 5 years management experience and Councilman Goings added that possibly an Assistant Manager to a large city would fit the description.

Mrs. Burcham asked for clarification on the prior experience to ascertain whether Mayor Irvine meant general business management experience or prior local government experience. Everyone commented that it needed to be prior local government experience.

Councilman Oeltjen recommended the use of a professional search group to help obtain applicants and Councilman Umstead asked if that is something that VML helps with.

Mrs. Burcham advised that VML does not offer that service. She stated that we generally advertise all open positions with them, but they do not conduct searches.

Mayor Irvine stated that using a firm like that would be very expensive.

Councilman Oeltjen stated that it could be expensive, but the Town has a lot on the line for this position and it is important.

Councilman Goings stated that he definitely wouldn't wait too long.

Mayor Irvine again stated the need for Community Development experience as well.

Joan Vannorsdall, Clifton Forge Representative for the Alleghany County Board of Supervisors and resident asked Councilman Goings if he was recommending that the Town hire a full-time Assistant Manager as well as a Town Manager and stated that costs could add up for overtime, training, and other things. She stated that she also does not see the Town Manager as being made to do the Community Development job and that she sees it as a separate function.

Mrs. Burcham advised that in previous recruiting for the Community Development position there have been three people who filled the position in 9 ½ years. 1 for just under a year most recently, the one prior to that working for 2 years. She advised that it is difficult bringing people in and that people living in the area who have applied are not qualified. She stated that it feels unrealistic even at the salary currently offered and that it still took almost two years to fill the position the last time. She stated that the Town is recruiting actively, but that she does not anticipate filling the position any quicker than the Town Manager position.

Councilman Goings stated that that is a concern and Mrs. Burcham agreed.

Mrs. Burcham advised that Council is aware of the difficulty in filling the Public Works Director position and the limitations in attracting people to our area which was one reason the Town and County are now trying something new to recruit a joint director to fill the position for both localities.

Councilman Goings asked if anyone would be willing to consider 2-3 years' experience? Vice Mayor Marshall said she would, Councilman Oeltjen stated he would if the person had a good background and met all other criteria, which was doubtful, and Councilman Umstead stated he would if they met all the other criteria.

Vice Mayor Marshall added that the person could possibly be a Mayor operating as the Chief Executive Officer in another locality.

Mrs. Burcham advised that it has been her experience if you advertise on the lesser end of things, only requesting the minimal experience, the applications you are going to get are not going to have any of the other criteria. She advised that that part of the requirement can always be negotiated once other criteria is met and you have the full background on the person and that most advertisements state salary commiserate with experience.

Councilman Oeltjen stated that there is no point in even entertaining any applicants if grant writing and administration is not in their experience. Both Councilman Goings and Vice Mayor Marshall agreed.

At this time, Council stated that they agreed with what the list contains at this point and the Town Manager will work on compiling everything into a single job description and prepare an ad for Council's review. Mayor Irvine then opened the floor to public comments.

Johnette Roberts stated that she was here when the previous Town Manager was on board and that that person was an Urban Planner and did not have any Town Manager experience, no communication skills with the employees or public, no grant writing experience, and that it just did not work. She stated that Clifton Forge is a small town and that the person needs to be someone who has town/city experience and lots of years of it. She stated that the current Town Manager has filled in for just about all other positions with the Town except for the Chief of Police. She stated that grant writing is good, but the administration of the grants is critical, and that Darlene has done all of that. She said that the Town needs that ability, or it will go back 10-15 years. She stated that she applauds Council for getting together to discuss these attributes, but that the person they are describing is Darlene and if she meets all of the things you're looking for, then why replace her?

This prompted more discussion from Council members.

Councilman Oeltjen stated that is why he feels the Town needs a professional firm and Mayor Irvine again discussed the degree candidates should have.

Mrs. Burcham advised that the degree may not become as important as the persons related experience because her Bachelor's is in Psychology, her Masters in Social Work Administration, but the persons background and their related experience tell a lot.

Mayor Irvine again mentioned Community Development and Vice Mayor Marshall questioned him. He stated that if the person is going to be the boss of the person in that department then he feels they should know what is going on and what they do. Councilman Goings stated he would say they need a working knowledge of all departments, not just one.

Vice Mayor Marshall brought up the Assistant Town Manager position title and asked if the Town needs two. Mrs. Burcham explained that candidly, the dual title was not added to the Community Development role until recently in an effort to bump the salary slightly in hopes of filling the position and that LeeAnna holds the title and has held the position of acting Town Manager 2 or 3 times in the past as well. She stated that some communities, depending on the size may rotate the position while covering for vacation or offer it on a non-permanent basis and that it can be done any number of ways.

Mayor Irvine asked if all departments have a second in command. Mrs. Burcham advised that they do not and mentioned the Library, the Water Treatment Plant, and Public Works.

Vice Mayor Marshall asked if the Community Development Director position is still posted with the dual title which Mrs. Burcham confirmed. She also explained that the role of the Community Development Director is rather complex and that it includes Code Enforcement, planning and zoning, Parks and Trails Committee, being Staff to various other Committees and is indeed a full-time job. She stated it was the hope by offering the dual title to attract someone who could perform at both levels eventually, but that had not been the case as the person was still working on the Community Development aspects of the job and the Assistant Town Manager portion of the title had not been attempted.

Mayor Irvine stated that turn over was higher in the Police and Public Works Departments. Mrs. Burcham advised that actually the Public Works Department has stabilized and that turnover with the Police Department is not limited to the Town, it is a national issue and the ability of some other local departments being able to offer just about anything salary wise does hurt the Town. She stated that in order to be competitive, there would have to be an increase of \$7K-\$8K and a less costly health insurance policy.

Councilman Goings asked if the County's policy is better than the Town's. Mrs. Burcham advised that the County has more money to give and a broader tax base and more employees who are included on the policy. Here we have 45 employees including full and part-time employees and that the health insurance policy has been a long-time issue. Councilman Goings inquired as to whether all towns and cities have a Community Development department and was answered by Vice Mayor Marshall who inquired if he had attended the Mayors conference, which he had not as he is not in that position.

Mrs. Burcham advised that some communities are larger and are provided funding, but ones our size must compete for grant funds. She stated that some don't have the need for grants because they have a higher per capita income and the ability to repay. She stated that each community is different in what it has and what it offers and in the approach that is taken. Some have not adopted the maintenance section of the State code, but that the Council had wanted the Town cleaned up and it is important to the citizens and she does not think the Town can afford to not provide Community Development.

The Council then went back to the discussion of the salary for the position. Councilman Goings stated \$90-105K, Vice Mayor Marshall said \$70K and up, Councilman Oeltjen stated he is in line with Councilman Goings, Councilman Umstead stated \$85-\$95K, and Mayor Irvine stated \$80-\$90K. Councilman Goings then asked if they wanted to list the salary within the ad or just give it out when asked. Councilman Oeltjen said they should stick with the salary based upon experience statement for the ad.

Charles Kahle asked if Council had considered referring to surveys that have been completed in other localities and comparing the salaries of the higher ranking officials in those localities rather than just trying to best guess. Councilman Goings stated that Council had been given copies of those surveys and that is what he is basing his opinion from. Mr. Kahle stated that the Town already has the best and doesn't understand why it should settle for 2nd best which may be all that apply if not given an adequate salary. Both Councilman Oeltjen and Councilman Goings stated that they agree and Councilman Goings stated that his request is on the low side of the studies he has seen.

Mrs. Burcham added that most people who might be interested in a position such as this are going to do their research. They're going to find out what the current position pays and the benefits that are provided and base their opinions on that material and the knowledge of what advancement or salary opportunities that may lie ahead. She stated that most are not looking to accept a pay cut and that she feels Council is going to have to decide quickly what they consider the high and low ends of the salary range for the position.

Councilman Oeltjen stated that he does not feel anyone will be interested in going below \$95K.

Brooke Brackenridge stated that for someone who is qualified to do the job of the Town Manager and who has the knowledge of the salaries available in other locations, plus what the current salary is here, would find it a slap in the face to not be offered the same. Vice Mayor Marshall stated that she knows the bar is set high. Councilman Goings stated that compared to many others, the bar here is not high at all.

Bill Atherholt asked if the position includes social security or state retirement benefits. Mrs. Burcham advised that the Town provides both, but an employee is not vested in the state retirement system until they have worked for 5 years. She stated that other things to consider are relocation to the area which is required, and most localities provide an allowance, and again the insurance that the Town offers.

JoAnn Hensen, owner of the Red Lantern Inn stated that she is confused by the discussion because there were 3 votes against the Town Manager's salary and that being the only major complaint. She stated that if Council is now saying that it doesn't expect to hire anyone making less and will possibly have to pay the person more, it makes no sense to do what they're doing. She stated that Mrs. Burcham has been here for 9 years and look at all she's done while here. She stated that Clifton Forge is not Lexington where they recently paid their new City Manager a \$10,000 relocation fee and that all that needs to be taken into consideration because all of those costs, the fees to relocate, the costs of living here, all that still adds a lot to costs and she doesn't see any savings.

Robbie Barber stated that he is hearing Council say a minimum of \$95K and questioned why Council wouldn't want to keep Mrs. Burcham here due to her experience and her record of all she's done. He stated that he had read a lot of comments in the Alleghany Journal and on other things and they had deeply mishandled his friend and he was upset about it. He stated that the reason has been said because they want to give the employees a raise and suggested raising real estate taxes \$1 and that would take care of that. He stated that it wouldn't have to be done every year. Keep Darlene, it doesn't make sense getting rid of her. He stated he grew up here and pardon his expression, but Clifton Forge was a sh*t hole, but now since Mrs. Burcham has been here, there are working trails, the start of a greenway area, which is the same thing she had done in Roanoke. He urged Council to keep the best and stated he would pay his extra \$2 now! Councilman Goings asked if he meant only raising the tax rate \$1, or did he mean \$1 per \$100. Mr. Barber stated that he didn't care which it was, whatever was needed, he would gladly pay it.

Joan Vannorsdall stated that all of this has her worried and that losing Mrs. Burcham could result in a negative economic impact on the Town and losing money for a Town this size is never a good thing. She stated that she's hearing discussion of using a search firm which can be very expensive and has concluded that it isn't and never has been about the money. She stated that the Town will be losing more money with Mrs. Burcham's departure. Mayor Irvine stated that those type costs would only be one-time fees. Mrs. Vannorsdall stated that either way, it will be a loss of money, grants, and community support.

Cornelius Ray stated that he missed the previous meeting but has been following things and that what Council is stating they want is exactly what we already have and asked what they are doing. He stated that Mrs. Burcham has been here a long time and has done a lot. She's made the Town clean and done a lot! He stated that he had been here through previous managers who did nothing, even ruining the Fall Festival at one time, which Mrs. Burcham has been doing great here in the Town.

Vice Mayor Marshall stated that what people don't seem to understand is that Council has been talking to Mrs. Burcham for the past 2-3 months and that she doesn't want to stay.

There were many comments from the audience, stating that Mrs. Burcham doesn't want to stay because she doesn't have support and isn't wanted by Council. This prompted negative comments from some Council members.

A member of the audience stated that she is very concerned with Mrs. Burcham leaving because it seems that she supports Council fully and that Council seems to defer to her on everything. Vice Mayor Marshall commented that this was a set up.

Vice Mayor Marshall commented to the audience that this Council is working for peanuts and that she is tired of the abuse.

Mayor Irvine got the meeting back on track and a decision on the position's salary range being \$90-\$105K was made. He asked Mrs. Burcham if it was stated that the person has to live in the Town.

Mrs. Burcham advised that is correct and she thought there could be some stipulation to allow the person time to relocate if need be. She stated that she was not given any type of relocation fee or adjustment and did buy a house here. She stated that the relocation fee or allowance is a standard practice now and that Council can probably expect to be asked for one. She stated that while the recent amount paid in Lexington was \$10K as someone had mentioned, some have made smaller allowances. Mrs. Burcham stated that it is hard getting families to move unless you give them something to move here for and suggested they plan for an average \$8K.

Sara Zeek stated that if someone will be asking \$105, Mrs. Burcham is currently making \$108, and then asked how Council had voted in the past. Mrs. Burcham spoke up and said she would like to correct the statement because she didn't want anyone leaving the work session misquoting facts and stated that her current salary is \$109,171. Councilman Umstead stated that he had wanted the employees to get a 3% increase. Gayle Hillert, former Vice Mayor, corrected him as he had voted against the increase. Mrs. Zeek continued to ask what were Council's plans for the \$3,000 they would be saving? She asked if Council is going to announce what the plan is if someone isn't found to fill the position by the time Mrs. Burcham's contract expires.

Mayor Irvine stated that the Council had talked and they would ask LeeAnna to fill the position temporarily until they found someone.

Mayor Irvine then called for Council comments.

Councilman Goings stated that Mr. Duff had mentioned some things that had been discussed by Council before, such as how to offer more for the area youth and he mentioned that he had once suggested, because the Town he grew up in which is smaller than Clifton Forge had done this, had built a splash park for the youth. He stated that he had suggested one be built next to the old high school. He stated that his hometown has 1500 people and they did a lot of fundraising, but that it was possible. He stated he would also like to see the Armory used more than it currently is.

Some of the audience members began to leave the meeting causing some noise. Vice Mayor Marshall advised Councilman Goings he should stop with his comments because they didn't care, but Councilman Goings continued. He stated that there are many things that can be done such as band concerts each month in the park, utilizing the building underground, expanding on the walking trails and building a bike trail through town as has been previously discussed. He also mentioned offering bike rental stations throughout town and stated that he would like to see what can be done.

Councilman Umstead had no comments.

Councilman Oeltjen stated that a lot of things could be done in the community, and that all of them will be affected by a change in leadership. He reiterated that he would have been very happy to extend the Town Manager's contract indefinitely, but that at some point this will have to be dealt with and he hates to see the Town lose the momentum it has built up.

Dr. Don Roberts stated that as voters, they do not know or understand why they are losing their Town Manager and feels that this Council has made a huge underestimation of her popularity with the Town's voters and that they have poked a hornet's nest.

Vice Mayor Marshall stated that she agrees about the hornet's nest! She stated that her soul mission was to right the huge gulf in the pay ranges and that she only cares about the difference between the Town Manager's salary and the employees, but if they don't care then she doesn't either. She stated that she has no problem with Mrs. Burcham and never has and that the only thing that she would like to see is more diversity and inclusivity in the downtown area. She stated that she appreciates people showing interest but does feel that people are being very disrespectful.

Mayor Irvine stated that there had been a misquote in the recent newspaper article after the last Council meeting which stated that the Town Manager would not be helping to fill the position and he wanted to clarify that and let everyone know that Darlene will be involved in the process. He said she is very professional and that he has no problem with her. He stated that Council has discussed holding a public meeting with

applicants once that time arrives so that the public may get to know the applicants and ask questions if they would like and have a chance to speak.

Gayle Hillert, former Vice Mayor and resident, stated that she just wanted to try to clarify and try to understand some things and asked if Council is setting the salary range at \$90-\$105K, that still leaves a gap and asked for an explanation in their thinking. She asked if this could not have waiting another year, to allow Mrs. Burcham the time to complete the many projects she has started in the Town. She stated that she credits Council. She stated that this was talked about when she served on Council and it was stated that there would need to be at least 6 months for the new person to shadow and be trained and hopes that Council will do it's due diligence. She stated that other communities also respect Mrs. Burcham's position and that she respects the position of sitting on Council and knows what it is like. She stated that she would like to see moving forward, more honesty and working together as one.

Mayor Irvine asked for a motion to adjourn

Time: 7:00 PM

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



**A RESOLUTION AFFIRMING THE CONSTITUTIONS OF THE
UNITED STATES AND VIRGINIA AND DECLARING
THE TOWN OF CLIFTON FORGE A SECOND AMENDMENT SANCTUARY LOCALITY**

WHEREAS, the members of the Town Council of the Town of Clifton Forge have taken an oath to defend and uphold the constitutions of the United States and Virginia; and

WHEREAS, the Second Amendment to the United States Constitution states "..... the right of the people to keep and bear Arms, shall not be infringed;" and

WHEREAS, the Town Council is concerned that introduced legislation for the 2020 Virginia General Assembly, if passed, could infringe upon rights guaranteed by the Second Amendment to the United States Constitution and Article I, § 13 of the Virginia Constitution; and

NOW, THEREFORE, BE IT RESOLVED the Town Council of the Town of Clifton Forge declares the Town a Second Amendment Sanctuary County and fully affirms its support of the rights ensured and protected by the constitutions of the United States and Virginia, including the rights of law-abiding citizens to keep and bear arms; and

BE IT FURTHER RESOLVED that the Town Council urges the Virginia General Assembly, the United States Congress, and other agencies of State and Federal government to vigilantly preserve and protect those rights by rejecting any provision, law, or regulation that may infringe, have the tendency to infringe, or place any additional burdens on the right of law-abiding citizens to keep and bear arms; and

BE IT FINALLY RESOLVED that the Board directs its staff to forward a copy of this resolution to the Town's elected representatives in the Virginia General Assembly and the United States Congress and to the Governor of Virginia.

Adopted this 14th day of January, 2020.

Attest: _____

Angela Carper, Clerk

BORROWING RESOLUTION
OF THE
TOWN OF CLIFTON FORGE, VIRGINIA

BORROWING RESOLUTION PROVIDING FOR THE TOWN OF CLIFTON FORGE, VIRGINIA, TO ENTER INTO A SECOND INSTRUCTION LETTER AND RELATED DOCUMENTS WITH COBANK, ACB AUTHORIZING A LOAN IN THE AGGREGATE PRINCIPAL AMOUNT OF \$3,251,000 TO BE EVIDENCED BY AN AMENDED AND RESTATED MULTIPLE ADVANCE TERM PROMISSORY NOTE AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT THEREOF

WHEREAS, the Town of Clifton Forge, Virginia (the “Town”), a public body politic and corporate, acting pursuant to Chapter 26 of Title 15.2 of the Code of Virginia, 1950, as amended (the “Act”) entered into an instruction letter (the “First Instruction Letter”) dated as of January 19, 2019 between the Town and CoBank, ACB (“CoBank”) and Credit Agreement No. 000118521SLA (the “Credit Agreement”) dated January 19, 2019 between the Town and CoBank to authorize the issuance of its \$2,847,000 Multiple Advance Term Promissory Note (the “Note”) to finance the construction of improvements to the Town’s dam located on the watershed of Smith Creek in Alleghany County, Virginia, and related closing costs and other costs of financing (the “Project”); and,

WHEREAS, the Town received and accepted from the United States Department of Agriculture – Rural Development (“RD”) a Letter of Conditions dated September 27, 2018 (the “Letter of Conditions”), in which RD indicated its willingness to make a Rural Development Loan to the Town in the amount of \$2,847,000 and a Rural Development Grant to the Town in the amount of \$1,702,500, another Rural Development Grant in the amount of \$25,000, which with \$8,500 in other funding, is being used by the Town for permanent funding for the Project; and,

WHEREAS, the Town has determined that it will need to increase the aggregate amount of loan proceeds to \$3,251,000.00 in order to complete the Project; and

WHEREAS, RD has provided a letter to CoBank reflecting its obligation to provide permanent financing in an increased aggregate amount of \$3,251,000 and the Town and RD have determined the conditions of the permanent financing to be provided by RD can be met; and,

WHEREAS, CoBank has issued a second instruction letter (“Second Instruction Letter”) dated as of January 22, 2020 and has prepared an Amended and Restated Multiple Advance Term Promissory Note No. 00118521T01-A (the “Amended Note”), and has agreed to advance to the Town an aggregate amount of \$3,251,000 under the Amended Note to finance the Project, and to be governed by the terms of the Credit Agreement.

THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE TOWN COUNCIL OF CLIFTON FORGE, VIRGINIA AS FOLLOWS:

1. Issuance of Amended Note and Use of Proceeds. Pursuant to the Act, the Town hereby provides for the issuance and sale of its \$3,251,000 Amended and Restated Multiple

Advance Term Promissory Note on a taxable basis, to provide funds to finance the Project and to pay issuance and financing costs incurred in issuing the Amended Note. Such Amended Note is being issued pursuant to the Act, the Credit Agreement and this resolution.

2. Authorization of Second Instruction Letter. The form of the Second Instruction Letter is hereby approved. The Town's Manager, Mayor or Vice Mayor, each of whom is authorized to act, are authorized to execute the Second Instruction Letter in substantially the form presented to this meeting, with such completions, omissions, insertions and changes not inconsistent with this Borrowing Resolution as may be approved by the Town Manager, Mayor or Vice Mayor, whose approval shall be evidenced conclusively by the execution and delivery thereof. The Manager, Mayor or Vice Mayor, each of whom is authorized to act, are authorized and directed to make such certifications and take such further action as may be necessary or convenient to cause the issuance and sale of the Amended Note and the interim financing of the construction of the Project. The issuance and sale of the Amended Note to CoBank shall be upon the terms and conditions of the Credit Agreement. The proceeds of the Amended Note shall be applied in the manner set forth in the Credit Agreement. All capitalized terms used but not defined herein shall have the same meaning as set forth in the Credit Agreement. The Town Manager, Mayor or Vice Mayor, any one of whom may act, are each hereby named Local Representatives of the Town.

3. Payment and Redemption Provisions. The principal of and premium, if any, and interest on the Amended Note shall be payable as set forth therein and in the Credit Agreement. The Town may, at its option, redeem, prepay or refund the Amended Note upon the terms set forth therein and in the Credit Agreement.

4. Execution and Form of Amended Note. The Amended Note shall be signed by the Town Manager, Mayor or Vice Mayor and the Town's seal shall be affixed thereon and attested by the Clerk of the Town. The Amended Note shall be issued as a typewritten note in substantially the form of **Exhibit A** attached hereto, with such completions, omissions, insertions and changes not inconsistent with this Borrowing Resolution as may be approved by the Town Manager, Mayor or Vice Mayor whose approval shall be evidenced conclusively by the execution and delivery of the Amended Note.

5. Registration and Transfer of the Amended Note. The Town appoints the Town Finance Director as paying agent and registrar (the "Registrar") for the Amended Note. If deemed to be in its best interest, the Town may at any time appoint a qualified bank or trust company as successor Registrar. Upon surrender of the Amended Note at the office of the Registrar, together with an assignment duly executed by the registered owner or its duly authorized attorney or legal representative in such form as shall be satisfactory to the Registrar, the Town shall execute, and the Registrar shall authenticate and deliver in exchange, a new Note or Notes having an equal aggregate principal amount, of the same form and maturity, bearing interest at the same rates and registered in such name as requested by the then registered owner or its duly authorized attorney or legal representative. Any such exchange shall be at the expense of the Town, except that the Registrar may charge the person requesting such exchange the amount of any tax or other governmental charge required to be paid with respect thereto.

The Registrar shall treat the registered owner as the person or entity exclusively entitled to payment of principal, premium, if any, or interest and the exercise of all other rights and powers of the owner, except that installments shall be paid to the person or entity shown as owner on the registration books on the 15th day of the month preceding each principal payment date.

6. Mutilated, Lost or Destroyed Amended Note. If the Amended Note has been mutilated, lost or destroyed, the Town shall execute and deliver a new Note of like date and tenor in exchange and substitution for, and upon cancellation of, such mutilated Note or in lieu of and in substitution for such lost or destroyed Note; provided, however, that the Town shall so execute and deliver only if the registered owner has paid the reasonable expenses and charges of the Town in connection therewith and, in the case of a lost or destroyed Note, (a) has filed with the Town evidence satisfactory to the Town that such Note was lost or destroyed and (b) has furnished to the Town satisfactory indemnity.

7. Preparation and Delivery of Amended Note. The Town Manager, Mayor or Vice Mayor and the Clerk of the Town are authorized and directed to take all proper steps to have the Amended Note prepared and executed in accordance with its terms and to deliver it to CoBank.

8. All Other Action Approved. All other actions of Town officials in conformity with the purposes and intent of this Borrowing Resolution and in furtherance of the issuance and sale of the Amended Note are ratified, approved and confirmed. The Town officials are authorized and directed to execute and deliver all certificates and other instruments considered necessary or desirable in connection with the issuance, sale and delivery of the Amended Note pursuant to this Borrowing Resolution and the Second Credit Agreement.

9. Effective Date. This Borrowing Resolution shall take effect immediately.

Council Members absent _____

Votes For _____

Votes Against _____

Abstentions _____

CERTIFICATION

The undersigned Clerk of the Town of Clifton Forge, Virginia does hereby certify that the foregoing is a true, complete and correct resolution adopted by a vote of a majority of the Members of the Town Council of Clifton Forge, Virginia, present at a regular meeting of the Members of the Town of Clifton Forge, Virginia duly called and held January 14, 2020 at which a quorum was present and acting throughout, and that the same has not been amended or rescinded and is in full force and effect as of the date of this certification, January 14, 2020.

Angela Carper, Clerk,
Town of Clifton Forge, Virginia

(SEAL)

EXHIBIT A
Form of Amended Note

Loan No. 00118521T01-A

**AMENDED AND RESTATED MULTIPLE ADVANCE TERM PROMISSORY NOTE
(RD Interim Loan – Anticipation Note)**

THIS AMENDED AND RESTATED MULTIPLE ADVANCE TERM PROMISSORY NOTE (this “**Promissory Note**”) is issued pursuant to the Credit Agreement dated January 31, 2019 (such agreement, as may be amended, hereinafter referred to as the “**Credit Agreement**”), and is entered into as of January __, 2020, between **COBANK, ACB**, a federally-chartered instrumentality of the United States (“**CoBank**” or “**Lender**”) and **TOWN OF CLIFTON FORGE**, Clifton Forge, Virginia, a municipality (together with its permitted successors and assigns, the “**Borrower**”). Capitalized terms not otherwise defined in this Promissory Note will have the meanings set forth in the Credit Agreement.

This Promissory Note amends, restates, replaces and supersedes, but does not constitute payment of the indebtedness evidenced by, the promissory note set forth in the Multiple Advance Term Promissory Note numbered 00118521T01, dated as of January 31, 2019, between Lender and the Borrower (the “Existing Promissory Note”)

MULTIPLE ADVANCE TERM COMMITMENT. On the terms and conditions set forth in the Credit Agreement and the Existing Promissory Note, Lender agreed to make loans to the Borrower from time to time during the period set forth below in an aggregate principal amount not to exceed \$2,847,000.00. On the terms and conditions set forth in the Credit Agreement and this Promissory Note, Lender agrees to continue to make loans to the Borrower from time to time during the period set forth below in an increased aggregate principal amount not to exceed \$3,251,000 (the “**Commitment**”). Under the Commitment, amounts borrowed and later repaid may not be re-borrowed.

PURPOSE. The purpose of the Commitment is to provide interim financing for capital expenditures for improvements to the borrower’s dam and related closing costs (the “**Project**”) as approved by the United States Department of Agriculture, acting through Rural Development or the Rural Utilities Service (“**RD/RUS**”).

TERM. The term of the Commitment will be from the date hereof, up to 12:00 p.m. Denver, Colorado time on January 30, 2022, or on such later date as Lender may, in its sole discretion, authorize in writing (the “**Term Expiration Date**”).

LIMITS ON ADVANCES, AVAILABILITY, ETC. Funds will become available to be drawn after receipt of the RD/RUS Commitment to Lend in form acceptable to Lender. Thereafter, loans will be made available as provided in Article 2 of the Credit Agreement; provided, that, Lender will be obligated to fund each draw requested hereunder upon receipt of (a) evidence satisfactory to Lender that RD/RUS has approved the expenditures and amount requested to be drawn; and (b) unless waived by Lender, receipt of quarterly progress reports on construction of the Project, in form and substance satisfactory to Lender.

INTEREST. The Borrower agrees to pay interest on the unpaid balance of the loan(s) in accordance with the following interest rate option(s):

One-Month LIBOR Index Rate. At a rate (rounded upward to the nearest 1/100th and adjusted for reserves required on Eurocurrency Liabilities (as hereinafter defined) for banks subject to FRB Regulation D (as hereinafter defined) or required by any other federal law or regulation) per annum equal at all times to 1.750% above the higher of: (1) zero percent (0.000%); or (2) the rate reported at 11:00 a.m. London time for the offering of one (1)-month U.S. dollars deposits, by Bloomberg Information Services (or any successor or substitute service providing rate quotations comparable to those currently provided by such service, as determined by Lender from time to time, for the purpose of providing quotations of interest rates applicable to dollar deposits in the London interbank market) on the first U.S. Banking Day (as hereinafter defined) in each week, with such rate to change weekly on such day. The rate will be reset automatically, without the necessity of notice being provided to Lender, the Borrower, or any other party, on the first U.S. Banking Day of each succeeding week, and each change in the rate will be applicable to all balances subject to this option. Information about the then-current rate will be made available upon telephonic request. For purposes hereof: (a) "U.S. Banking Day" means a day on which Lender is open for business and banks are open for business in New York, New York; (b) "Eurocurrency Liabilities" will have the meaning as set forth in "FRB Regulation D"; and (c) "FRB Regulation D" means Regulation D as promulgated by the Board of Governors of the Federal Reserve System, 12 CFR Part 204, as amended.

Notwithstanding the foregoing, if Lender determines (which determination shall be final, conclusive and binding upon all parties hereto), that, a Benchmark Replacement Event (defined below) has occurred, Lender, in consultation with Borrower, shall determine an alternate rate of interest to the One-Month LIBOR Index Rate in a manner consistent with market practice at such time (including any spread adjustment) for determining a variable rate of interest for comparable bank-originated commercial loans in the United States, or, to the extent such market practice is not administratively feasible for Lender, in a manner as otherwise reasonably determined by Lender; and, then Lender and Borrower shall enter into a side agreement or an amendment to this Promissory Note to reflect the alternate rate of interest and any other related changes as may be applicable or required. In no event shall such replacement rate be less than zero for purposes of this Promissory Note.

A "**Benchmark Replacement Event**" means a public statement or publication of information by or on behalf of (1) the administrator of LIBOR or (2) a regulatory agency, insolvency official or court of competent jurisdiction with supervisory or other authority over LIBOR that is no longer available or, in Lender's reasonable judgment, will cease to be available during the term of this Promissory Note.

Interest will be calculated on the actual number of days each loan is outstanding on the basis of a year consisting of 360 days and will be payable monthly in arrears by the 20th day of the following month or on such other day as Lender will require in a written notice to the Borrower ("**Interest Payment Date**").

PROMISSORY NOTE. The Borrower promises to repay the unpaid principal balance of the loans on the Term Expiration Date, or on such later date as Lender may, in its sole discretion, authorize in writing.

In addition to the above, the Borrower promises to pay interest on the unpaid principal balance of the loans at the times and in accordance with the provisions set forth herein.

PREPAYMENT. Subject to the broken funding surcharge provision of the Credit Agreement (if any), the Borrower:

(A) **Voluntary Prepayment.** May prepay all or any portion of the loan(s).

(B) **Mandatory Prepayment.** Will prepay the loan(s) hereunder immediately upon the receipt of loan proceeds from RD/RUS for the purpose of providing long term financing for the Project

for which the funds from this Commitment were used. Full repayment under this provision will evidence the Borrower's request for cancellation of the Commitment.

Unless otherwise agreed, all prepayment whether voluntary or mandatory will be applied to principal installments in the inverse order of their maturity. For avoidance of doubt, no penalty will be applied to the prepayment of the loan(s) made under this Promissory Note accruing interest at the variable interest rate provided for herein and such prepayment will not be subject to the broken funding surcharge provision of the Credit Agreement.

SECURITY. The Borrower's obligations hereunder and, to the extent related thereto, under the Credit Agreement, will be unsecured. BORROWER'S OBLIGATIONS UNDER THIS PROMISSORY NOTE ARE TO BE PAID THROUGH PROCEEDS FROM THE LONG-TERM FINANCING FOR THE PROJECT OBTAINED FROM RD/RUS (THE "PLEGGED FUNDS"). NEITHER THE COMMONWEALTH OF VIRGINIA NOR ANY OF ITS POLITICAL SUBDIVISIONS, INCLUDING THE BORROWER, IS DIRECTLY OR INDIRECTLY OR CONTINGENTLY OBLIGATED TO PAY THE PRINCIPAL OF, PREMIUM, IF ANY, OR INTEREST ON THIS PROMISSORY NOTE OR OTHER COSTS INCIDENT THERETO OR TO LEVY ANY TAXES THEREFOR OR TO MAKE ANY APPROPRIATION FOR THEIR PAYMENT EXCEPT FROM THE PLEDGED FUNDS OF THE BORROWER PLEDGED FOR SUCH PURPOSE. NEITHER THE FAITH AND CREDIT NOR THE TAXING POWER OF THE COMMONWEALTH OF VIRGINIA OR ANY OF ITS POLITICAL SUBDIVISIONS, INCLUDING THE BORROWER, IS PLEDGED TO THE PAYMENT OF THE PRINCIPAL OF, PREMIUM, IF ANY, OR INTEREST ON THIS PROMISSORY NOTE OR OTHER COSTS INCIDENT HERETO. THIS PROMISSORY NOTE SHALL NOT CONSTITUTE AN INDEBTEDNESS WITHIN THE MEANING OF ANY CONSTITUTIONAL OR STATUTORY DEBT LIMITATION OR RESTRICTION. THE BORROWER HAS NO TAXING POWER.

FEES. [INTENTIONALLY OMITTED]

GENERAL.

This Promissory Note is fully registered as to both principal and interest in the name of CoBank, ACB. Transfer of this Promissory Note may be registered upon the registration books of the Registrar. Prior to due presentment for registration of transfer the Registrar shall treat the registered owner as the person exclusively entitled to payment of principal and interest and the exercise of all other rights and powers of the owner.

All acts, conditions and things required by the Constitution and statutes of the Commonwealth of Virginia to happen, exist or be performed precedent to and in the issuance of this Promissory Note have happened, exist and have been performed.

SIGNATURE PAGE FOLLOWS

SIGNATURE PAGE TO MULTIPLE ADVANCE TERM PROMISSORY NOTE

IN WITNESS WHEREOF, the parties have caused this Promissory Note to be executed by their duly authorized officer(s).

TOWN OF CLIFTON FORGE

By: _____

Name: _____

Title: Town Manager

By: _____

Name: _____

Title: Clerk of Council

SIGNATURE PAGE TO MULTIPLE ADVANCE TERM PROMISSORY NOTE

IN WITNESS WHEREOF, the parties have caused this Promissory Note to be executed by their duly authorized officer(s).

COBANK, ACB

By: _____

Name: _____

Title: _____

**CLIFTON FORGE
POLICE DEPARTMENT**

**** MONTHLY REPORT ****

NOVEMBER 2019

ADULT ARRESTS

CRIMINAL ARRESTS- FELONY

3 CAPIAS SERVED
1 CHILD ABUSE
1 POSSESSION FIREARM- BEING A FELON
1 STRANGLE ANOTHER CAUSING WOUNDING/INJURY
1 PETIT LARCENY 3RD OFFENSE

CRIMINAL ARRESTS- MISDEMEANOR

4	ASSAULT & BATTERY	1	BRANDISH FIREARM
2	DESTRUCTION OF PROPERTY	2	ECO (Emergency Custody Order)
4	EPO (Emergency Protective Order)	1	DWI-1 ST OFFENSE (DRIVING
1	DWI 2 ND OFFENSE W/IN 5-10 YEARS		WHILE INTOXICATED)
2	OBSTRUCT JUSTICE	1	PETIT LARCENY
1	POSSESSION OF MARIJUANA	1	PUBLIC INTOXICATION
3	TDO (TEMPORARY DETENTION ORDER)	1	FLEEING FROM A LAW ENFORCEMENT OFFICER

TRAFFIC ENFORCEMENT

1	DEFECTIVE EQUIPMENT	3	DRIVE ON REVOKED LICENSE
		2	DWI (DRIVE WHILE
3	DRIVE SUSPENDED		INTOXICATED) 3 RD OFF W/IN 10
2	DUI		YEARS NOT ALL W/IN 5 YEARS
2	EXPIRED INSPECTION	5	EXPIRED STATE TAGS
4	FAIL TO STOP AT STOP SIGN	1	FAIL TO OBEY HIGHWAY SIGNS
6	FAIL TO WEAR SEATBELT	1	NO VALID OPERATOR LICENSE
1	NO OPERATOR LICENSE	19	SPEEDING
1	MOPED- TITE PLATES REGISTRATION	1	WINDOW TINT

CRIMINAL ARRESTS – FELONY (JUVENILE)

CRIMINAL ARRESTS – MISDEMEANOR (JUVENILE)

1 TDO (TEMPORARY DETENTION ORDER)

	NOV. '18	18 YTD	NOV. '19	19 YTD
ADULT CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	5	46	7	66
MISDEMEANOR	12	222	24	323
JUVENILE CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	0	0	0	0
MISDEMEANOR	0	6	1	12
TRAFFIC SUMMONS ISSUED	21	326	54	678
PARKING VIOLATIONS	6	335	1	119
COMPLAINTS RESPONDED TO	314	3,919	337	4,311
PUBLIC WORKS COMPLAINTS	12	95	2	52
CITIZENS/BUSINES REQUEST-CHECKLIST	444	5,373	1,185	12,716
BURGULAR ALARMS PROCESSED	3	72	3	79
ACCIDENT INVESTIGATED	5	41	7	52
REQUEST TO UNLOCKED MOTOR VEHICLES	13	138	7	132
REQUEST TO UNLOCK HOMES/BUSINESSES	0	3	0	1
ESCORTS PROVIDED	11	118	10	71
COURT DOCUMENTS PROCESSED	32	486	42	478
UNSECURED PROPERTY	10	108	3	87
MILES TRAVELED BY DEPARTMENT	5,290	66,834	4,534	66,267
TRANSPORTS	*****	*****	*****	*****
TO REGIONAL JAIL	*****	*****	*****	*****
NUMBER OF TRANSPORTS	7	53	7	72
TOTAL MILEAGE	140	1,200	150	1,583
MAN-HOURS	7HRS 36 MIN	52 HRS 53 MINS	6 hrs 57 min	136 hrs 43 mins
TO MENTAL FACILITY	*****	*****	*****	*****
NUMBER OF TRANSPORTS	4	69	4	52
TOTAL MILEAGE	515	4,725	248	6,198
MAN-HOURS	17HRS 29 MINS	19 HRS 2 MINS	7 hrs 52 mins	175 hrs 27 mins
ANIMAL CONTROL	*****	*****	*****	*****
COMPLAINTS RESPONDED TO	39	478	39	406
ANIMALS PLACED IN SHELTER	5	91	3	41
DOGS	0	34	2	20
CATS	5	57	1	21
SUMMONS ISSUED	2	45	8	81
ANIMAL BITES INVESTIGATED	0	9	2	16
ANIMALS RETURNED TO OWNER	1	3	10	21
DOGS	1	3	10	21
CATS	0	0	0	0
OTHER	0	0	0	1
ANIMALS RETURNED TO THE WILD	2	44	1	14

Investigation Report

This report represents criminal investigations conducted by the Clifton Forge Police Department. To date for the month of November the Police department has initiated Thirty-seven (38) criminal investigations. One (1) case was carried over from the previous month. This brings it to a total of Thirty-eight (39) criminal investigations that have been active between November 1, 2019 and November 30, 2019.

Criminal cases initiated in November:

Destruction of property-4	D.U.I -4
Domestic assault & battery-13	Traffic accident investigation-9
Public intoxication-1	Grand larceny-1
Obstruction of justice-1	Petit larceny-3
Possession of marijuana-1	Brandishing firearm-1

Criminal cases cleared in November:

Obstruction of justice-1	D.U.I -4
Domestic assault & battery- 13	Destruction of property-2
Possession of marijuana-1	Public intoxication-1
Traffic accident investigation- 9	Brandishing firearm-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 November was 84.2%. 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 November 5, 2019 Officer S.D. Urban was on routine patrol when he was approached by two individuals who advised there was a man waving a gun on the 300 block of C St. Upon arrival Officer Urban located the suspect outside of his residence. At that time the individual no longer had any weapon in his possession but two firearms were located inside the residence that matched the description given to Officer Urban. Officer Urban then spoke with other parties involved and obtained corroborating statements to the brandishing of a firearm by the suspect. At that time two rifles were seized from the suspect and a warrant was obtained which was served at a later date.

On November 11, 2019 Officer S.B. Sayers was conducting radar enforcement at the 500 block of Jefferson St. when he witnessed a speeding violation. Upon conducting a traffic stop on the vehicle he noticed a distinct odor of alcoholic beverage emitting from the operator of the vehicle. Officer Sayers then conducted a standardized set of field sobriety tests in which the driver showed multiple signs of impairment. At that time the driver of the vehicle was placed under arrest for driving under the influence of alcohol and transported to CFPD for further processing without incident.

On November 17, 2019 Officer S.D. Urban was dispatched to the 900 block of Kensington Ave. for a domestic assault in progress. Upon arrival he located the female party involved outside of the residence in her vehicle. After speaking with the female party, he went inside of the residence to speak with the alleged suspect. while speaking with the other party involved, he noticed marking on the individual consistent with assault. He was advised that the female had used a phone to cause the injury. Officer Urban again spoke with the female who indicated that she had struck her boyfriend with a phone. At that time the female was taken into custody for domestic assault and transported to CFPD for further processing without incident.

Chief's Comments: In the month of November work continued on the new police department which included moving all essential equipment allowing full operational capacity of police functions. Two Officers graduated Basic Law Enforcement training and began a DCJS mandated field training program.

Clifton Forge Public Library

Director's Report

November 2019

The month of November was a busy time as the library featured a locally focused special program and a significant special display. The library hosted a special program given by Michael Hayslett. The program "More Natural Wonders of the Alleghany Highlands" was a requested follow up to a previous program by Mr. Hayslett. Etrula Moore and Oteria Broady put together a wonderful display featuring local African-American women. The "Some African-American Female Trail Blazers in Clifton Forge" display was part of the Alleghany Highlands Chamber of Commerce's current focus on Virginia's American Evolution which highlights 400 years of culture, customs, and cuisine. The Armstrong Community Meeting room had 211 people attend 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. 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 "Thunder Dog" by Michael Hingson and Susan Flory. The Foreign Films Club met twice. Congressman Morgan Griffith's representative came on regular schedule. Joan Vannorsdall (Clifton Forge East District 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 library hosted fall and Thanksgiving themed Toddler Time and Pre-school Story Time programs.

Joleen Feazell from Alleghany County Public Schools held another Lego Club event for children. Staff member Iris Gilbert with assistance from the Mormon Elders and volunteers Travis Hart and Lisa Deeds checked out 306 books to patrons at Scott Hill. The Library Director also wants to give special recognition to volunteer Travis Hart. Mr. Hart has become an essential volunteer in a multitude of ways. Mr. Hart has assumed responsibility for the Friends of the Library book sale and has been trying new and beneficial ways in storing books. Mr. Hart has also been working on updating and correcting the Young Adult book series binder. In addition, he has helped set up, taken down, and cleaned up after any and all library parties and events. Finally, Mr. Hart has been a tremendous help at Scott Hill during the monthly visit Iris Gilbert makes to provide residents of the retirement community with books.

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	\$0.00								\$500.00
	Book Sales	\$20.00	\$29.00	\$0.00	\$20.00	\$0.00								\$69.00
	Fax Charges	\$155.00	\$169.00	\$135.00	\$150.00	\$162.00								\$771.00
	Fines	\$160.80	\$132.10	\$199.20	\$146.57	\$135.00								\$773.67
	Replace book	\$15.55	\$0.00	\$0.00	\$5.25	\$18.00								\$38.80
	Replace car	\$2.00	\$16.00	\$10.00	\$22.00	\$4.00								\$54.00
	Non-Reside	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00								\$0.00
	Print-outs	\$93.50	\$102.50	\$91.00	\$97.50	\$104.25								\$488.75
	Total	\$446.85	\$448.60	\$435.20	\$941.32	\$423.25								\$2,695.22
FY 2019	July	August	September	October	November	December	January	February	March	April	May	June	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	1288								1427
CF Juvenile	338	281	254	213	217								1303
Allegh. Adt	950	999	968	970	790								4677
Allegh. Juv.	72	78	85	96	70								401
NR Adult	73	91	101	120	58								443
NR Juvenile	3	15	13	11	15								57
# ITEMS OR	2863	2890	2859	2870	2438								13920
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. Adt	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	166								886
CF Juvenile	41	37	34	25	24								161
Allegh. Adt	104	117	102	119	110								552
Allegh. Juv	9	16	7	9	8								49
NR Adult	18	25	24	12	17								96
NR Juvenile	1	3	2	3	3								12
Total Patro	355	376	351	346	317								1745
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. Adt	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
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December Monthly Report

2019

Public Works Department

We started out our month by entering our new UTV in the Christmas Parade, this event is always fun and we thank Mark Dobbs for driving it. Public Works does a lot to get ready for this parade from setting out traffic cones to setting up the portable lights for the line up.

We also would like to thank the anonymous donor for making it possible for Town employees to have a wonderful holiday luncheon.

We had (1) one weather event on 12/13/19 where crews were called out to put down some salt, on roads and sidewalks.

(2) Two water breaks occurred and have been repaired, along with several sewer backups which were taken care of immediately.

(1) One burial for the month of December.

Public Works Acting Director Mike Jack is out due to surgery on his back. He is doing well and we would like to wish him a speedy recovery.

December 30th our new Dump Truck was delivered.

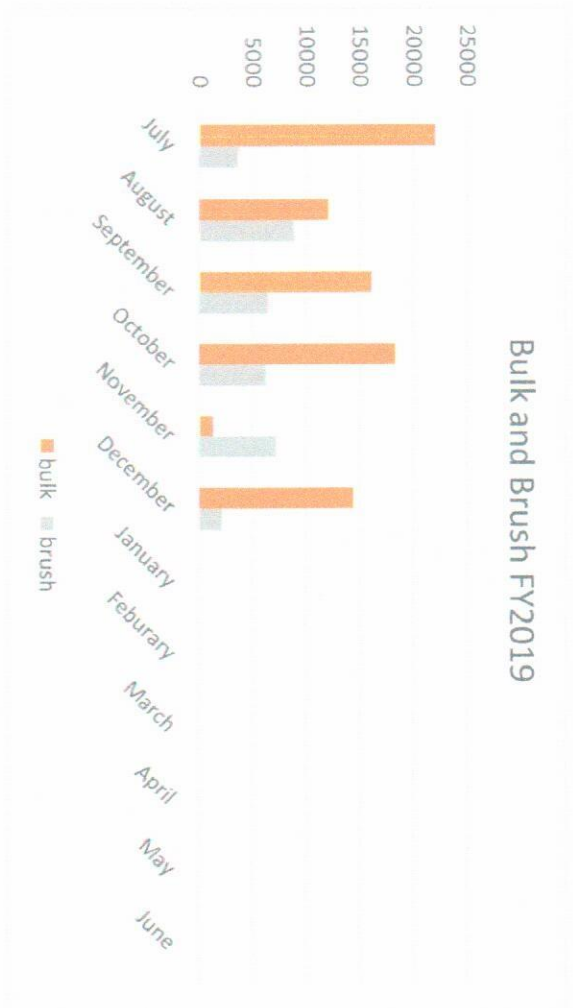


MONTHLY REPORT
Dec-19

DEPARTMENT	WEEK	OT HOURS	MEN	COMMENTS
CEMETERY	12/2/2019	0	0	
	12/9/2019	0	0	
	12/16/2019	0	0	
	12/23/2019	0	0	
	12/30/2019			
	Total	0	0	
SEWER I & I	12/2/2019	2	2	Sewer backup 808 Brussels (2men@2hrs)
	12/9/2019	0	0	Show where manhole for CFRS Hickory. (1man @2hrs)
	12/16/2019	0	0	
	12/23/2019	2	1	
	12/30/2019			
	Total	4	3	
WATER	12/2/2019	25	13	water leak 525 Brussels(1man@2hrs) Water Main break A&Main
	12/9/2019	0	0	8 men @ 20 hrs) AMain Leak (4MEN@3HRS)
	12/16/2019	2	1	Leak @ 1137 Madison (1 man@ 2hrs)
	12/23/2019	2	1	Leak @ 209 Roxbury (1 Man @ 2hrs)
	12/30/2019			
	Total	29	15	
BLDGS/GRDS	12/2/2019	0	0	Reset timer thermostate at Armory (1man@4hrs) two separate days.
	12/9/2019	0	0	
	12/16/2019	0	0	
	12/23/2019	4	1	
	12/30/2019			
	Total	4	0	
STREETS	12/2/2019	8	5	Parade set up and take down. (3 Men@ 6hrs) Set up cones around water
	12/9/2019	3	2	leak(1 man @2hrs) Ice on streets (2 men@ 2hrs) Tires on Truck 12
	12/16/2019	1	1	(1man@1hr)
	12/23/2019	0		
	12/30/2019			
	Total	12	0	
	Grand Total	49	18	

Total of OT hours for the month

Bulk and Brush FY2019



Dec-19	Date	Trip	Weight	Type	Comments
	3-Dec	1	960	misc	Food Pantry
	11-Dec	1	980	misc	Food Pantry
	17-Dec	4	5520	misc	Pine Street
Subtotal		6	7460		
	3-Dec	2	2900	bulk	
	17-Dec	4	4820	Bulk	
	19-Dec	2	2440	bulk	
	30-Dec	3	4280	bulk	
Subtotal		11	14440		
	2-Dec	1	500	brush	leaves
	12-Dec	1	900	brush	leaves
	26-Dec	1	740	brush	leaves
Subtotal		3	2140		

Clifton Forge WTP
Bobby Irvine, Plant Manager
Monthly Operations Report
1/10/2020

On January 8th a Pre-Construction Conference for the Town's dam improvement project was held at the Clifton Forge Library. In attendance were Town Manager Darlene Burcham, Accounting Supervisor Leanna Tyler, Chief of Police Chad Wickline, Howard Boyd of Gannett Flemming, several representatives from the projects contractor and E.R. Gilbert from the water plant.

The contract states that substantial completion will be by November 8th, 2020 and final completion on or before January 8th, 2021. Several specific concerns were addressed and it was learned that preliminary work could begin in as little as 2 or 3 weeks depending on the weather.

The implementation of this project is the end results of much hard work. Obstacle after obstacle had to be addressed and resolved. The paperwork was monumental and the meetings with various agencies seemingly endless. In the end perseverance prevailed and the improvements are now 1 year from being realized.

Over the course of this project I will attempt to summarize this ongoing progress. Of course, it probably will not be completed before my pending retirement but until that time arrives I will do my best to keep you current. I would be amiss not to emphasize the impact our Town Manager had upon this project. Quite frankly I thought it would be years before the Town would be at this point. Her unrelenting hard work, confidence and faith prevailed, thus we are set to begin in the next few weeks.

Once again all the regulatory testing yielded satisfactory results and no consumer complaints were logged. Finally, we at the water plant would like to thank Town Council for the employee bonuses and also the anonymous donor whose generous contribution made our employee luncheon possible.

Clifton Forge Fire Department
701 Church Street
Clifton Forge Virginia
24422

The Clifton Forge Fire Department answered a total of 92 calls in the month of December. Of these 92 calls, 10 were fire calls and 82 were EMS calls, with 89 being within the town limits and 03 in the county. The department averaged 8.9 firefighters per fire call. The department logged 298.1 miles on our apparatus which includes all service vehicles. EMS calls are listed by type of call and frequency of calls. The department ran 03 cardiac calls, 35 general illness calls, 05 public assist calls, 16 falls, 11 shortness of breath, 03 trauma injury, 01 unresponsive calls, Strokes 03, Seizures 02, Code Blues 01, Diabetic 01, DOA calls 01. Fire calls are listed in order they were received.

- 12/06/2019 – 56 W. Ridgeway St. Flue fire responded with 16 firefighters and 2 apparatus
Town Call
- 12/07/2019 – 800 W. Ridgeway St. Alarm activation responded with 7 firefighters and 1 apparatus
Town Call
- 12/09/2019 – 800 W. Ridgeway St. Alarm activation responded with 4 firefighters and 2 apparatus
Town Call
- 12/10/2019 – 927 Rose Ave. Assist rescue lifting p/t responded with 6 firefighters and 1 apparatus
Town Call
- 12/10/2019 – 800 W. Ridgeway St. Alarm activation responded with 8 firefighters and 1 apparatus
Town Call
- 12/13/2019 – 1020 Rose Ave Motor vehicle accident responded with 10 firefighters and 2 apparatus
Town Call
- 12/19/2019 – 2819 Douthat Rd. Alarm activation responded with 8 firefighters and 1 apparatus
County Call
- 12/20/2019 – 16 Alleghany St. Alarm activation responded with 5 firefighters and 1 apparatus
Town Call
- 12/25/2019 – 2614 Egbert St. Electrical fire responded with 19 firefighters and 3 apparatus
County Call
- 12/30/2019 – Dabney Dr. Motor vehicle accident responded with 6 firefighters and 2 apparatus
County Call

Finance Department Monthly Report

Another new year is upon us. Our staff will spend the month finishing out the calendar year and catching up following a busy tax season and the holidays.

Tax collections went very well. 63% of the budgeted amount has been collected for real estate taxes and 85% of personal property taxes. Many taxpayers wait until they receive their income tax refunds to pay their personal property taxes.

The auditors, Robinson, Farmer, Cox and Mary Earhart and Associates were here over several days in October and November working on the audit. The Commonwealth has moved up the date to December 1 for audit submittal which puts everyone in a time crunch. We have received the audit and will present it at a future date.

Dog and Cat tags went on sale January 1st and are due by January 31st. Rabies certificates are required for an animal over 4 months of age in order to purchase a tag. Business Licenses are also on sale and due by the end of March.

The cut off date for nonpayment of utility accounts was December 16th. Twenty-one accounts were cut off and one was pulled. We processed 208 utility transactions that day. Thank you to Vice Mayor Marshall who came and observed our activities for part of cut off day.

The new schedule of meter reading dates and cut off dates has been set for 2020 and is attached. We have received a new meter reader system to be placed in the Public Works vehicle along with new meter read software. This system will read both the older meters and newer model readers which we have just begun placing in the ground.