


Town Council Agenda
Tuesday, March 10, 2020

7:00 PM

Clifton Forge Council Chambers
547 Main Street



**Everyone thinks of
changing the world,
but no one thinks of
changing himself.**



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, MARCH 10, 2020
CLIFTON FORGE TOWN COUNCIL CHAMBERS
547 MAIN STREET

INVOCATION by Chris Fisher

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PRESENTATIONS:

RESOLUTION OF RECOGNITION—Mayor Irvine

**ALLEGHANY HIGHLANDS BIKE RODEO—Sgt. Chris Fisher, Alleghany
County Sheriff's Office**

CLIFTON FORGE FIRE DEPARTMENT UPDATE—Robbie Boyd, Fire Marshall

ANNUAL AUDIT REPORT—LeeAnna Tyler

HGTV HOMETOWN TAKEOVER SUBMISSION—Chuck Almarez

PUBLIC INPUT:

The Town is seeking public input to consider designating Roxbury Street a one-way street under the Town Manager's authority in Sec. 82-4(a) of the Code of Clifton Forge.

CONSENT AGENDA

- | | | |
|-------------------|---|--|
| 1. MINUTES | Council Meeting
Work Session | February 11, 2020
February 18, 2020 |
|-------------------|---|--|

RECOMMENDATION: Approve minutes of February 11 & 18, 2020

ACTION ITEMS

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

The Eastern Alleghany Ministerial Association requests permission to hold its annual “Way of the Cross” parade on Friday, April 10, 2020, beginning at 11:15 AM.

RECOMMENDATION: Grant permission

- 3. REQUEST FOR STREET CLOSURE FOR GRAN FONDO**

The Alleghany Highlands Chamber of Commerce is requesting that Church Street be closed between Jefferson Street and Commercial Street on Saturday, May 9, 2020 from 8 AM–6 PM for the Gran Fondo event. Clifton Forge Main Street will be hosting their post event celebration at the Masonic Amphitheatre with events throughout that afternoon as well. This will be the same area permitted to be closed for the event in previous years.

RECOMMENDATION: Grant request

- 4. DEPARTMENT REPORTS**

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

RECOMMENDATION: Accept reports as written

5. APPROVE THE TOWN'S HEALTH INSURANCE RATES FOR FY20-21

The Town currently offers employee health insurance coverage through The Local Choice (TLC) program. The Town has been a member of TLC since the inception of the program 1992. TLC pools small localities across the state and offers the group competitive plans, rate adjustments below the industry average and value-added features. These advantages, combined with protections through the share risk pool, offers financial stability and access to the same statewide providers available to state employees.

The Town's rates for fiscal year 2020-2021 will increase by 4.7% for the Key Advantage 250 comprehensive plan. The Town currently pays for employee coverage only for the Key Advantage 250 comprehensive plan. If the employee elects to have Key Advantage Expanded, dual or family coverage, they must pay the cost difference. The cost for single coverage, Key Advantage 250 plan, will increase from \$729 to \$763 per month. This will equate to approximately a net increase of \$16,500 for the next fiscal year.

Each year, the Council must approve the new rates to ensure the Town's continued participation in the Local Choice Health Plan.

Recommendation: Approve the Town's Anthem health insurance rates for fiscal year 2020-2021 and continue paying the full cost of the employee only coverage for the Key Advantage 250 Comprehensive Plan.

6. UPDATE ON VEHICLE LICENSE FEE

7. SALARIES FOR EMPLOYEES FOR FY21

8. UPDATE ON TOWN MANAGER SEARCH

MANAGER'S COMMENTS

UPCOMING EVENTS

CLIFTON FORGE PUBLIC LIBRARY

TODDLER TIME—WEDNESDAY, MARCH 4 2020, 11 -11:45 AM

PRE-SCHOOL STORY TIME—WEDNESDAY, MARCH 18, 2020, 11 AM – NOON

CLIFTON FORGE SCHOOL OF THE ARTS

BLUEGRASS JAM—FRIDAY, MARCH 20 2020, 7 PM

MASONIC THEATRE

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

PROGRESSIVE DINNER—SATURDAY, MARCH 14, 2020, 5 PM

IONA IN CONCERT—SATURDAY, MARCH 14, 2020, 7:30 PM

**“A LEAGUE OF THEIR OWN” MOVIE SHOWING—SUNDAY, MARCH 15,
2020, 2 PM**

**HISTORIC MASONIC THEATRE TOUR—SATURDAY, MARCH 21, 2020, 11
AM**

**SOUTHEAST VIRGINIA DANCE METAMORPHOSIS—SATURDAY,
MARCH 21, 2020, 3 PM**

**“CAPTAIN MARVEL” MOVIE SHOWING—SUNDAY, MARCH 22, 2020, 2
PM**

ANNUAL EDUCATION SUMMIT—THURSDAY, MARCH 26, 2020, 4:20 PM

“ABBAFAB” CONCERT—FRIDAY, MARCH 27, 2020, 7:30 PM

**ANNUAL CHOCOLATE FESTIVAL—SATURDAY, APRIL 4, 2020, 11 AM – 3
PM**

**“AN EVENING WITH BUDDY HOLLY—FEATURING ROBBIE LIMON”—
SUNDAY, APRIL 5, 2020, 4 PM**

**“THE ANNOUNCERS” EASTER CONCERT—SATURDAY, APRIL 11, 2020, 7
PM**

EASTER SUNRISE SERVICE—SUNDAY, APRIL 12, 2020, 7 AM

PUBLIC COMMENTS

COUNCIL COMMENTS



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**COUNCIL MINUTES
TOWN OF CLIFTON FORGE, VIRGINIA
7:00 P.M. TUESDAY, FEBRUARY 11, 2020
CLIFTON FORGE TOWN COUNCIL CHAMBERS
547 MAIN STREET**

INVOCATION by Bishop Reverend Alfred “Mustard” Dearing, Sr.

A special “Thank You” to Reverend Dearing for providing the invocation in honor of Black History Month.

CALL TO ORDER-Mayor Irvine called the meeting to order at 7:01 p.m.

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

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

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

OATHS OF OFFICE

Debbie Byer--Clerk, Alleghany County Circuit Court Clerk

Police Chief Chad Wickline introduced the Town’s two newest officers, Office Creedon and Officer Soto. Chief Wickline stated that Creedon comes to the Town from Ferrum College and Soto is a retired Army officer originally from NY. He stated that both have attended the Central Shenandoah Criminal Justice Academy and have fulfilled their training. Officer Soto’s wife is currently deployed to Korea and Office Creedon’s wife is currently attending nursing school and neither were able to attend. Officer Soto’s daughter was present to pin each officer after Mrs. Byer provided the Oath of Office.

PUBLIC INPUT:

The Town is seeking public input to consider designating Roxbury Street a one-way street under the Town Manager's authority in Sec. 82-4(a) of the Code of Clifton Forge.

Wade Evans of 637 Brussels Street stated that he owns 513 Roxbury which is the second house on the left at the far south end. He stated that there is no place to park in the front of the property and that he has backyard access, but if the loop is made one way he will have to drive ½ mile versus the 30' he currently does to access the property. He suggested leaving the alley as it is and putting a sign on the north end where the culvert is located. He stated that there is a problem with parking, but a lot of people have backyard access and don't use it. He asked what the plan was for the one way.

Councilman Oeltjen stated that the plan would be based upon the public input.

Mayor Irvine stated that it was planned to make the street one way the entire way around the loop from the point where the banana trees are located all the way up.

William Vickery of Rose Avenue stated that the upper portion of Roxbury is actually named Ann Street and suggested that it be referred to that when new plans are made.

Mayor Irvine stated that was one thing he had also heard was the confusion between the two street names.

Chet Howard of 505 Roxbury stated that he takes care of 509, 561, and 581 Roxbury and is in favor of making the street one-way. He stated that kids play in the street and it is a safety issue. He mentioned an accident he had in 2012 in which he had backed into a neighbor's driveway to turn around, then pulled out and was struck by a speeding van. Mr. Howard stated that the speed limit on the upper end of the street is only 15 MPH and people frequently disobey the speed limit. He stated that people do not stop for the stop sign, nor abide by the yellow lines that show where there should be no parking and that it isn't being enforced. He mentioned the new park that was installed on Roxbury and stated he feels the entire street should have the 15 MPH speed limit. He stated that the very top portion of the property on Roxbury is owned by VDOT and that the bridge is posted to have a 3-ton weight limit, yet firetrucks and the County trash trucks use it.

Georgia Gray of 525 Roxbury stated that she lives in their family home which has been passed on to each generation in their family. She stated that it was one way until 1979

when one homeowner petitioned to have it changed to two way and now here we are 20 years later with twice the number of people and vehicles using it. She stated that she believes it should either be kept the same and make sure everyone abides by courtesy laws, pulling over to allow others to go past them. She stated that the alley has been paved twice by the Town, but it is in serious disrepair with potholes and cracks and wants the Town to repave it.

Mrs. Burcham explained that the Town can only pave streets that are included in the VDOT system because that is the source of paving funds provided to the Town. She stated that the Town does not pave alleys and only fully maintains them if a complaint is received from the County refuse workers having difficulty. She reiterated that the section being referred to as an alley is actually only a utility right of way that the Town owns and was only paved as part of maintaining a past sewer line repair.

Mayor Irvine asked if the Town couldn't pave it again to meet VDOT specs and then get money for it from VDOT.

Mrs. Burcham explained that the Town would have to first make the area meet VDOT specs for an actual road which would require a wider surface and then it would have to come up with the funds from the budget which Council would then have to allocate for the project in order to make those upgrades and have the road paved. Afterward, the Town could then include it in the road miles reports given to VDOT to have it included in the funding the following year, but again Mrs. Burcham stated that it isn't technically a road or alley, only a sewer right of way.

Councilman Goings asked Mrs. Burcham if what she is saying is that the area would not be sufficient, and the Town would have to acquire more land in order to make the surface meet VDOT standards to be included. Mrs. Burcham advised that to be correct and stated that prior to the next public input session she would contact VDOT to find out what specs would need to be met in order to include the area and also try to obtain a quote for the work so that Council would have an estimate of costs.

Mrs. Burcham used the road that goes to the property that Houff Corporation is located on as an example and stated that it now meets requirements and has been included in the VDOT lane miles.

Scott Wolfe of 604 Roxbury stated the road is a definite hazard. He stated that he has lived in the area for 7 years now and that he purchased his house because it is a nice area, but the road in the back is a problem. He stated that there is water run off and rocks that get washed down on the road causing concern. He stated that he thinks the road being made one way is fine as long as all regulations are enforced.

Councilman Goings asked Mr. Wolfe if he would be okay with the use of speed bumps to hinder speeding. Mr. Wolfe stated that he would and would gladly show Council members the area he is referring to if they would like to come up to Roxbury.

Chet Howard asked to be recognized to speak again. Jared Jenkins, Town Attorney cautioned Mayor Irvine but Mr. Howard was allowed to make his last remarks quickly.

Mr. Howard invited Council to tour the area in question.

Vice Mayor Marshall stated that she has been to the area with Mr. Deisher and is aware of the issue.

There will be a second public input session at the March 10, 2020 Council meeting.

PRESENTATIONS:

HOUFF CORPORATION PROGRESS REPORT—Neil Houff

Mr. Houff encouraged everyone to wish for snow and stated that things are going well. He stated that there is continued construction with the planned shelter being built over an existing unloading area. He stated that while salt use is down this year due to the lack of inclement weather they actually work on an average and it is all included in their business plan and he promises there will be snow next year! He stated that they are adding additional track this upcoming year on top of what has been installed this year and will continue to increase their volume and products that they unload at the site. He stated that he wanted to compliment all of the Town's staff he has worked with and that it has been a pleasure. He stated that the Public Works crew has always had a "can do" attitude and was appreciated from day one.

Vice Mayor Marshall stated that it is finally nice to meet him in person and asked how many employees are working at the site.

Mr. Houff stated that there are 2-3 full time employees there at all times but depending upon the day and what product they are dealing with, there may also be 3-40 trucks in and out of the site daily. He stated that some of them are local and some travel further distances.

Mr. Houff stated that they have received some industrial access funding and hope to install another 3000 feet of track in the coming year. He thanked everyone for their support.

ANNUAL MAIN STREET AWARDS—Susan Hutchinson, Clifton Forge Main Street Organization

Susan Hutchinson presented the “Storefront of the Year” and “Volunteer of the Year” awards, and mentioned that during a ceremony held at the Brian Center earlier, the “Lifetime Achievement Award for Volunteerism” had also been presented to Sally Putnam for her many years of volunteerism.

Mrs. Hutchinson read the following statement regarding the “Storefront of the Year” award:

10 YEARS AGO, AS PART OF THE ONGOING EFFORTS OF CLIFTON FORGE MAIN STREET TO CREATE A VIBRANT DOWNTOWN HISTORIC DISTRICT TO HELP MOVE OUR TOWN FORWARD AGAIN, THE MAIN STREET BOARD OF DIRECTORS WAS SEARCHING FOR A POSITIVE WAY TO ENCOURAGE BUSINESSES IN THE HISTORIC DISTRICT TO TAKE INTEREST IN PRESENTING THEIR STOREFRONTS IN AN ATTRACTIVE WAY TO THE VISITING PUBLIC. MOST STOREFRONTS WERE RUN DOWN LOOKING, UNDECORATED, DIRTY, AND UNLIGHTED. AFTER MUCH DISCUSSION, THE BOARD DECIDED TO CREATE A FRIENDLY COMPETITION CALLED “STOREFRONT OF THE YEAR”. THE BOARD ESTABLISHED CRITERIA FOR THE COMPETITION TO INCLUDE:

Exterior	State of Repair	Attractive	Lighting	Total

THE BOARD ARRANGED FOR VOLUNTEER JUDGES, NOT ASSOCIATED WITH THE MAIN STREET BOARD OF DIRECTORS, TO LOOK AT EACH OCCUPIED STOREFRONT A MINIMUM OF EVERY TWO MONTHS AND ASSIGN A SCORE OF 1 TO 10 IN EACH OF THE CATEGORIES ABOVE. 10 BEING THE HIGHEST SCORE. AT THE END OF EACH YEAR, THE BUSINESS WITH THE LARGEST NUMBER OF POINTS WOULD WIN AN AWARD, AS STOREFRONT OF THE YEAR”. IN JANUARY OF 2011 WE ANNOUNCED THE COMPETITION TO ALL ACTIVE BUSINESSES IN THE DOWNTOWN HISTORIC DISTRICT AND THE “STOREFRONT OF THE YEAR” AWARD WAS LAUNCHED!

FURTHER, THE MAIN STREET BOARD OF DIRECTORS TOOK IT UPON THEMSELVES TO CONTACT THE OWNERS OF EMPTY STORES, AND WITH THEIR PERMISSION, CLEANED THOSE EMPTY WINDOWS, MADE SMALL REPAIRS AND CREATED SIMPLE DISPLAYS TO FURTHER IMPROVE THE APPEARANCE OF OUR DOWNTOWN.

IN A FEW MINUTES WE WILL AWARD THE 10TH ANNUAL “STOREFRONT OF THE YEAR” AWARD TO A WELL DESERVED WINNER. BUT BEFORE DOING THAT WE WANT TO INVITE OUR COUNCIL MEMBERS AND ALL IN ATTENDANCE TO WALK OR DRIVE THROUGH THE HISTORIC DISTRICT AND LOOK AROUND YOU. MOST OF OUR BUSINESSES NOW HAVE CLEAN, REPAIRED, WELL LIGHTED AND BEAUTIFULLY DECORATED DISPLAYS IN THEIR STOREFRONTS. ON ANY GIVEN DAY OR EVENING WHEN OUR CITIZENS OR OUR VISITORS COME THROUGH THE STREETS OF DOWNTOWN CLIFTON FORGE, THEY SEE HOW FAR WE HAVE COME AS WE STRIVE TO CONTINUE FORWARD WITH THE RENAISSANCE OF OUR HISTORIC DOWNTOWN INTO AN EXCITING, VIBRANT ARTS AND ENTERTAINMENT DISTRICT.

IT IS MY DISTINCT PLEASURE TO PRESENT THIS YEAR’S 10TH ANNUAL “STOREFRONT OF THE YEAR” AWARD TO “42 DELI!!! THIS BUILDING WAS ONCE ONE OF THOSE EMPTY STOREFRONTS THAT MAIN STREET USED TO CLEAN AND DECORATE SEASONALLY. WHAT EXCITING PROGRESS HAS BEEN MADE THERE.

Misty Gallagher was unable to attend the meeting due to be being delayed that evening in Roanoke, but a nice photo of the storefront was displayed for the audience and Council to see.

Mrs. Hutchinson then awarded the “Volunteer of the Year” award with the following statement made:

Congratulations to Wanda Woodyard, Clifton Forge Main Street’s 2019 Volunteer of the Year! Over the years Wanda has generously given her time and talents to make Clifton Forge a better place. She is an active member of the Clifton Forge Woman’s Club and serves on their Holiday Home Tour committee. She volunteers at the Christmas mother shop annually. The Historic Masonic Theatre, Clifton Forge School of the Arts, and Methodist Church are very proud to have such a great member and volunteer in Wanda. After doing all of things that have been previously mentioned, she still finds time to help with the local Mountain Regional Hospice Volunteer Organization. Thank you for all of your dedication Wanda. Clifton Forge is honored to have you as our Volunteer of the Year!

Mrs. Woodyard's son Dr. Chip Woodyard and wife were in attendance, as well as a surprise visit from her daughter from Texas and granddaughter from North Carolina who had both flown in to attend the event and surprise her.

HISTORIC MASONIC THEATRE ECONOMIC IMPACT STUDY—Jeffrey Stern, Director

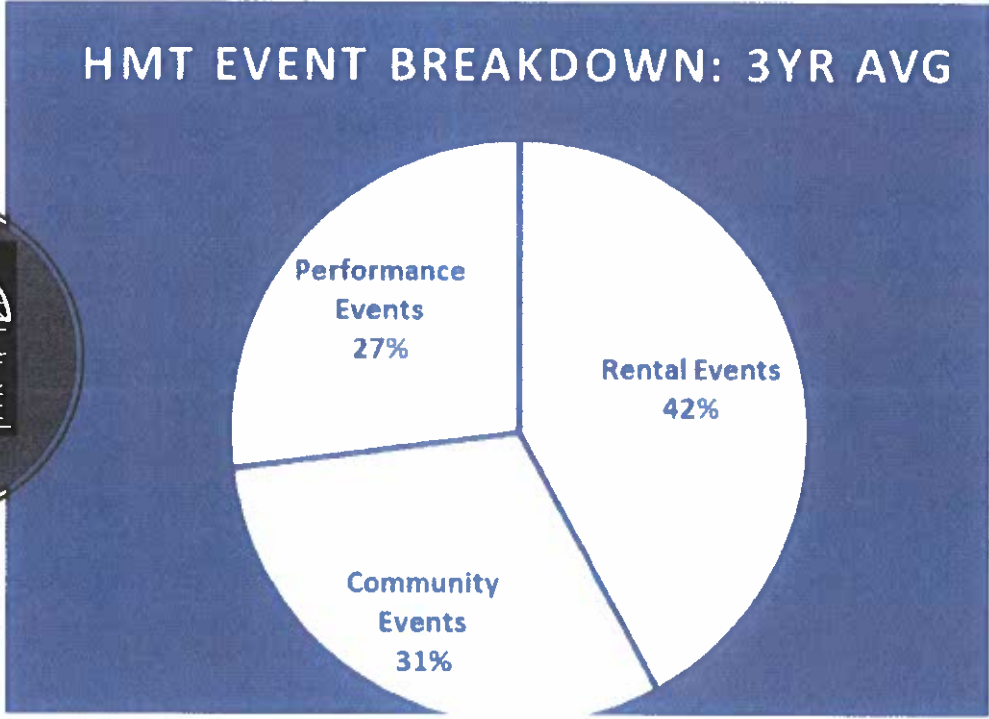
Mr. Stern provided a PowerPoint presentation on the recently completed Economic Impact Study for the Historic Masonic Theatre. A copy of his presentation follows:



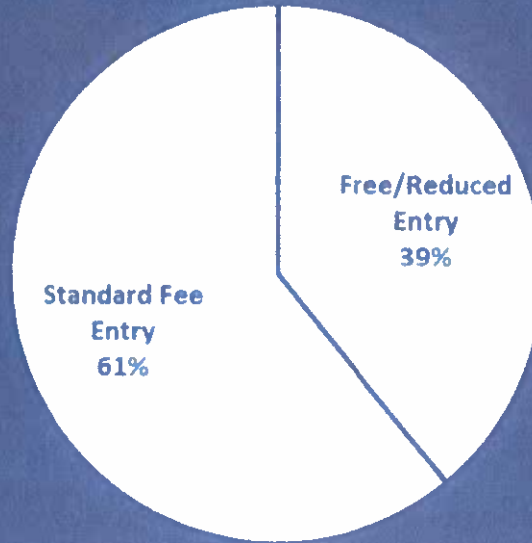
The Historic Masonic Theatre and Amphitheatre

An Update

- Since opening in July 2016, the theatre and Amphitheatre have hosted or presented more than 465 unique ticketed, community and private events.
- We have welcomed more than 245,000 visitors into our facilities.
- To date, we have welcomed more than 2,700 patrons to our paid events through our free and deeply discounted ticket initiative.
- 49% of our ticket-buying patrons live more than 45 miles away, 18% live outside the commonwealth, and the percentages keep increasing.
- Our Movie Series is Free of charge to encourage families to attend the films together.
- To date, through our outreach efforts, we have hosted 640 patrons with severe cognitive disabilities and more than 1,500 patrons with limited mobility or some level of hearing impairment.
- In 2019, we completed our Heart of the Community Campaign, exceeding our goal of one million dollars in cash and pledges.



HMT PRICING BREAKDOWN: 3YR AVG



Roanoke Valley-Alleghany
REGIONAL
commission



Economic Analysis of the Historic Masonic Theatre

Town of Clifton Forge, VA

Study Methodology

The study area for this analysis includes Alleghany County, City of Covington and Clifton Forge, VA.

1) The Historic Masonic Theatre supplied detailed data from customer surveys on visitation and spending patterns.

2) Two models were used to measure the relative economic size of the theatre based on its budget, as well as the economic impact of visitors drawn to the region for shows and events at the facility.

3) The data on spending from visitors that came from more than 45 minutes away, specifically for events at the Masonic Theatre, and spent money of food, gas or lodging in Alleghany County, Covington or Clifton Forge. *No local spending was considered.*

4) Staff then used specialized software called IMPLAN which was developed by IMPLAN Group LLC. Once all input data was entered into the model, IMPLAN then generated a series of summary output tables to show the direct, indirect, and induced economic impacts.

THE BOTTOM LINE?

The
Historic Masonic Theatre
is **Good**
for the Local Economy!

- Based on visitor spending alone, the Masonic Theatre supported \$2.3 million in economic impact in the Allegheny Highlands for 2018

- *Economic activity associated with the visitors helps support over 35 jobs per year in the Allegheny Highlands for 2018*

- Based on the 2018 Masonic Theatre budget, the facility helps support 7 jobs in the region and accounts for \$709,659 in overall output in the regional economy.

Economic Impact of Visitor Spending

Visitor Impacts

Impact Type	Employment	Labor Income	Value Added	Total Output
Direct Effect	31.2	\$ 493,868	\$ 852,073	\$ 1,769,951
Indirect Effect	2.3	\$ 98,365	\$ 148,136	\$ 300,452
Induced Effect	2.1	\$ 69,147	\$ 138,646	\$ 255,836
Total Effect	35.6	\$ 661,380	\$ 1,138,855	\$ 2,326,239

- **Direct impacts** consist of permanent jobs, wages, and output of economic events.
- **Indirect impacts** are the jobs, wages, and output created by businesses, which provide goods and services essential to an economic activity
- **Induced impacts** are those impacts that result from spending of wages earned by employees working for industries impacted by economic events .

Economic Impact of Visitor Spending

By Sector

Sector	Employment	Labor Income	Value Added	Total Output
Other accommodations	13.5	\$ 93,023	\$ 163,932	\$ 437,939
Hotels and motels, including casino hotels	9.8	\$ 264,526	\$ 534,875	\$ 1,000,245
Full-service restaurants	7.8	\$ 134,759	\$ 149,714	\$ 327,701
Retail - General merchandise stores	0.3	\$ 7,755	\$ 12,715	\$ 19,143
Limited-service restaurants	0.2	\$ 4,020	\$ 9,462	\$ 19,286
Retail - Food and beverage stores	0.2	\$ 5,585	\$ 8,171	\$ 12,217
Retail - Gasoline stores	0.2	\$ 3,184	\$ 5,189	\$ 9,589

- **Labor Income** equals employee compensation plus proprietor income.
- **Value added** is best understood as new wealth in the region.
- **Output** can generally be understood as regional sales activity.
Output is more precisely defined as the value of industry production.



A recent economic impact study of The Harvester ("Study: Harvester impact on Franklin County topped \$1 million in 2016", *Roanoke Times*, June 28, 2018) was similar in methodology, but differed in two ways.

- 1) The Masonic Theatre has less attendance at shows.
- 2) The Masonic Theatre has a much larger impact through rental facilities.
In fact, the rental and special event side of the business has three times the impact as the ticketed shows.

And Harvester receives 100% funding for its annual operating budget from its local government.



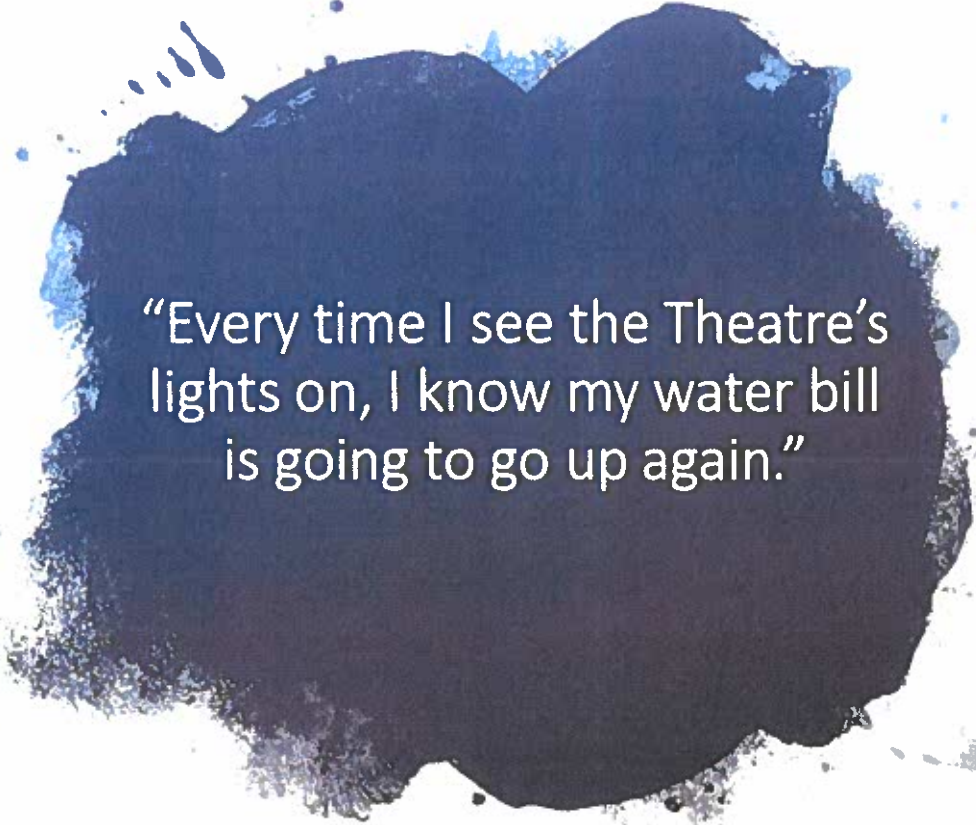
Economic Impact of Visitor Spending **BUDGET Impacts**

Impact Type	Employment	Labor Income	Value Added	Total Output
Direct Effect	3.4	\$ 85,851	\$ 229,592	\$ 492,020
Indirect Effect	3.1	\$ 62,590	\$ 77,502	\$ 153,569
Induced Effect	0.5	\$ 17,324	\$ 34,717	\$ 64,071
Total Effect	7.1	\$ 165,765	\$ 341,811	\$ 709,659

- The Masonic Theatre has a budget of \$492,020.
- Using the budget, IMPLAN estimated the relative size of the Theatre as a part of the regional economy.
- The budget helps support over seven jobs in the Alleghany Highlands.
- Spending by the Theatre resulted in \$709,659 in overall output.



The
Historic Masonic Theatre
is **Good**
for the Local Economy!



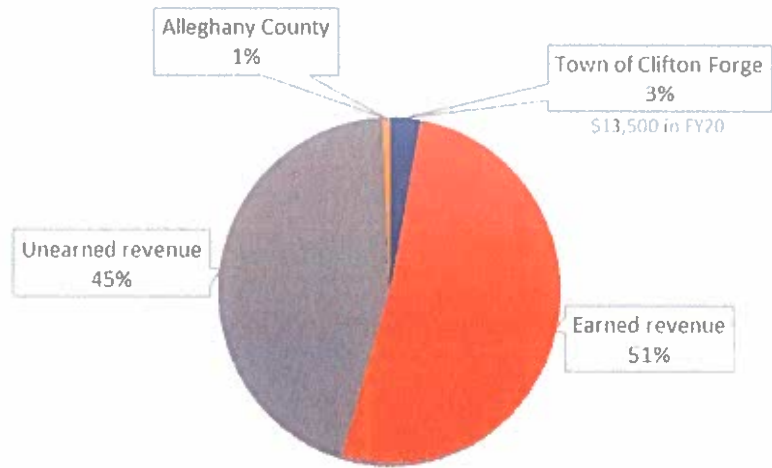
“Every time I see the Theatre’s
lights on, I know my water bill
is going to go up again.”

“With all the things that need to get fixed in this town, I can’t believe that the town pays all that money to the theatre.

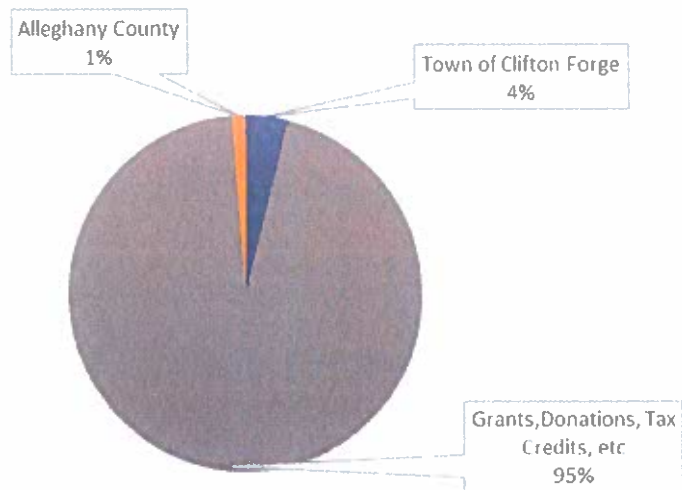
The town pretty much pays for everything in that theatre.”

LET'S BE
REAL

HMT 2019 Operating Revenue



Renovation Funding Total cost: 6.9 Million



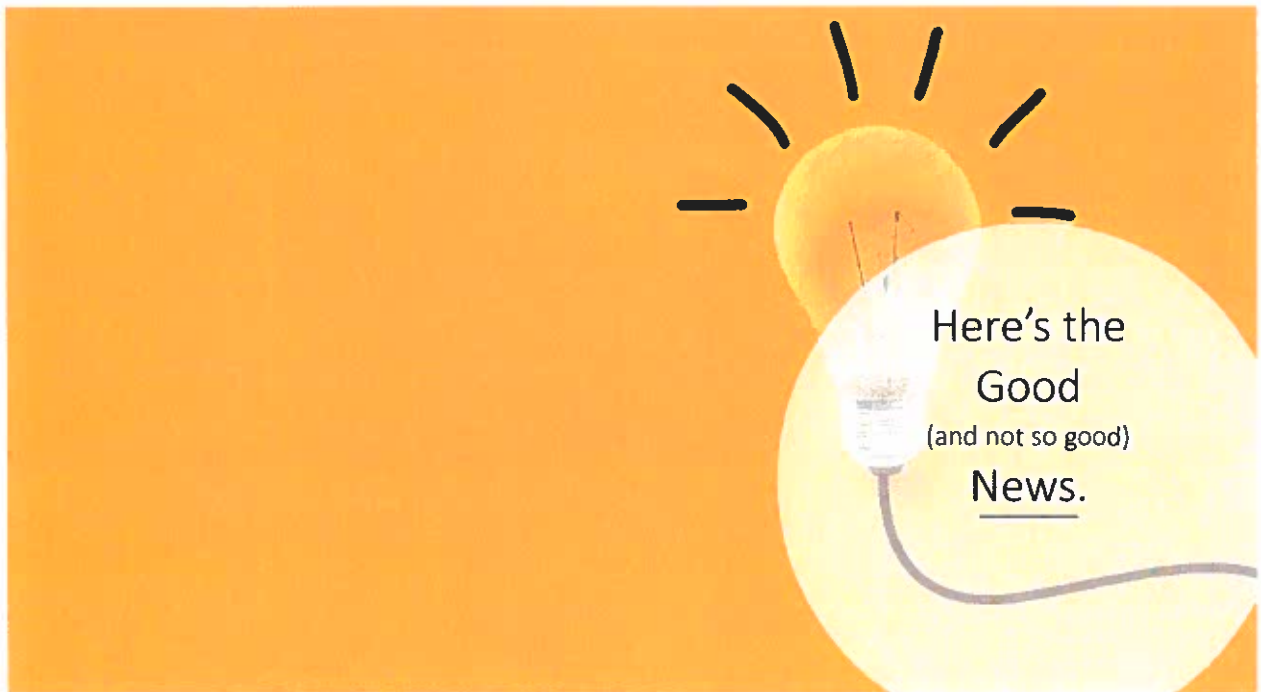
A WORTHWHILE INVESTMENT

Based on our annual benefit to the local economy: \$709,659

And the amount of annual Town funding we receive: \$13,500

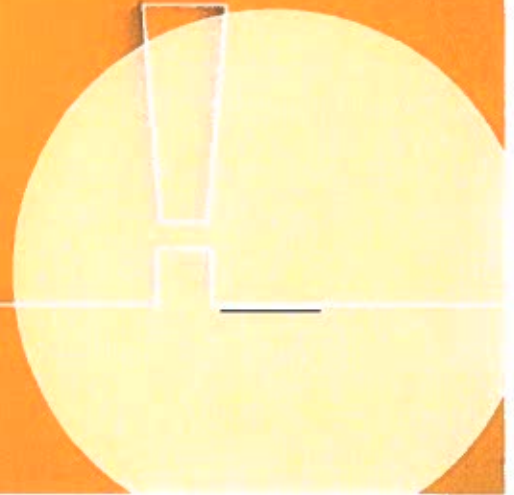
**HMT RETURNS TO THE LOCAL ECONOMY
\$53 for every \$1 in town funding.**

*Impact of all local government funding:
\$43 for every \$1*



We are currently
operating at 40% of
our full potential.

We can accomplish so much more.



YOU CAN'T MANAGE
WHAT YOU DON'T MEASURE.

- W. Edward Deming



In Summary

We are a serious business.

Doing serious work
for serious reasons.

And we are getting SERIOUS results

*We deserve serious, equitable
consideration in the Town's planning.*



Thank you for your time and support!

Vice Mayor Marshall thanked Mr. Stern for his presentation stating that normally when the lights go down for PowerPoint presentations it means nap time for her but this one was okay. She thanked him for keeping it moving and making it interesting. She congratulated him on the study results and stated that he will be missed.

Councilman Oeltjen asked what the difference would be if local revenue was included. Mr. Stern stated that he honestly has no idea because that was one stipulation of the

study, that no local funding be included. He explained that they look at local revenue in the respect that people plan an evening out and plan to go to dinner, an event at the theatre, and then purchase concessions or other things during the event and it isn't something "extra" it's a given that most people are going to eat dinner while out and it's considered as something they would normally do and not anything value added.

Mrs. Burcham mentioned as a footnote that the RVARC has been asked to conduct a similar study of all of the arts organizations in the area as part of their work program this year. The study would allow for information to be shared and built upon. She also mentioned the programs such as artists in residence that could benefit the area.

CONSENT AGENDA

1. MINUTES Council Meeting January 14, 2020

RECOMMENDATION: Approve minutes of January 14, 2020

Motion to accept minutes

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. 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: Waive second reading and adopt ordinance

Motion to waive second reading

Motion made by: Councilman Goings

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

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

Motion passed: 4-1

Motion to adopt ordinance

Motion made by: Councilman Goings

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

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

Motion passed: 4-1

3. CONSIDERATION OF TOWN CONTRACT WITH THE ARMORY COMMITTEE

Mayor Irvine turned the discussion over to Jared Jenkins, Town Attorney.

Mr. Jenkins addressed Council and stated that after the meeting last month when questions were raised, he had been asked to review the Town's position as it relates to the Armory Committee, which he had done. He stated that he had spoken to Mayor Irvine and Mrs. Burcham about the sort of general issues related to the Committee and his position is that the contract is valid and in force. He stated that there are things that need some tweaking, but he doesn't think anything will require wholesale changes or a complete overhaul.

He stated that the most important thing is that the Armory Committee is a private entity and not a public body of any sort. He stated that the fact that both the Mayor and Councilman Umstead serve on the Committee is separate from their Council duties as they serve on the Committee as private citizens. Mr. Jenkins stated that the agreement is basically an operating agreement between the Town and the Armory Committee stating that the Committee is in charge of renting the gymnasium and the office spaces and the Town, as owner of the Armory building pays for the utilities.

Mr. Jenkins stated that one of the issues raised was the FOIA request and it is his understanding that the Town complied with the FOIA request submitted in all respects, but that the Armory Committee had no responsibility whatsoever to comply with the FOIA request being a private entity. So, anything that the Committee provided in response to that FOIA request was above and beyond anything required by any law considering that they are a private entity. One of the issues raised was the status of the financial reports and the monthly usage reports and Angela did an excellent job of getting that together and putting together a spreadsheet on those reports. Since April, the data that Angela collected from April 2017 through January 2020, he would characterize the submissions as sporadic, but not non-existent. He suggested going forward, the Town will give the Armory Committee a clearer expectation of exactly what is required to ensure that the contract is being complied with. He stated that in some months the Committee had supplied the required financial reports, but going forward the Committee should know what is expected and if not supplied to the Town by a date agreed upon, the Town is going to affirmatively ask about the reports and let them know that they are needed. He stated that ultimately the only change is that he is recommending that the Town set out clearly what is expected from the Committee and if for whatever reason the Committee doesn't comply with those expectations that the agreement will be enforced. He stated in his discussions with the Mayor in his role as President of the Committee he has assured him that it won't be a problem. He stated

that he has made some recommendations to the Mayor as President of the Committee in terms of tidying up a few things, not taking cash, not dealing in cash, not having an ATM card and stated that all of those recommendations were made pro bono to the Committee, separate from his work as the Town Attorney because it is a separate entity. He stated that as President of the Committee, Mr. Irvine has assured him that there won't be a problem going forward and that some of the changes have already taken place and with that he asked if there were any questions.

Mayor Irvine added that after the meeting, the Committee has come to the conclusion that they will no longer accept cash, they will accept a money order, cashier's check, or a regular check, but no cash. He stated that the ATM card has been shredded and documented at the bank. He stated that they will have an audit for the 2018 and 2019 years ready by the first of May that is being prepared by someone in Covington. He also stated that he had spoken to the other officers and to Mrs. Burcham and Angela and reports from now on will be turned in by the person responsible. He will be doing the calendar, the Treasurer will do the financial reports, and the Secretary will be doing the minutes.

Diana K Smith of 224 Highlands thanked Mr. Jenkins and stated that is pleased to hear about the changes being made. She stated that she does have a few questions and asked Mr. Jenkins if, since the Council is a public body, providing legal advice to the Mayor as President of the Committee that is not a conflict of interest! Mr. Jenkins explained that since the information provided benefits the Town as well as the Committee and was provided as two separate entities, there is no conflict. He stated that it was made very clear to them and that if he had seen a conflict, he would have then recommended to the Committee hire outside Counsel.

Mrs. Smith then asked if the Armory Committee is a non-profit entity. Mr. Jenkins advised that he has no knowledge of that fact and that it was really up to the Committee to file the proper paperwork and set it up in that manner.

Lastly, Mrs. Smith asked if all members of the Committee have been advised or consulted. Mr. Jenkins reported that it is his understanding that they are all aware. Mrs. Smith thanked him.

Joan Vannorsdall, under objection from Vice Mayor Marshall, stated that she was confused by the agreement and asked if it is a structural legal document, a contract so to speak and if providing an income to the Mayor or other members was not a conflict and what the funds raised by the Committee were to be used for. Mr. Jenkins advised that the Committee has some discretion as to fund usage. Mrs. Vannorsdall stated that there is an issue with Alleghany County not receiving information required, such as

reporting as to how the funds provided by the County are being used by the Committee. Mr. Irvine answered stating that the County sends him a letter and that is how the money is received each year. Mr. Jenkins advised that this would be an issue between the County and the Committee and would need to be addressed with them. Mrs. Vannorsdall commented that she wanted to make it known that the County is requesting the information and expecting it and thanked Mr. Jenkins for his time.

4. DEPARTMENT REPORTS

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

RECOMMENDATION: Accept reports as written

Motion to accept reports as provided

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

INFORMATION

Town offices will be closed on Monday, February 17, 2020 for George Washington Day!

MANAGER'S COMMENTS

Mrs. Burcham advised that she is pleased to report that Ricky Bourne has been hired as the joint Public Works Director for the Town and Alleghany County. She stated that he has many years' experience and brings a wealth of knowledge to the position. She advised that the venture between the County and Town will be a cost-sharing arrangement with the County providing a vehicle for the Director to use among other things and stated that it is a great example of how communities can cooperate. She stated that the acting Public Works Director, Mike Jack, will be retiring the first of March.

Mrs. Burcham mentioned the recent activity in other localities with applying to participate on the HGTV HomeTown Takeover television show and advised that the Town has also submitted an application with the help of Martha and Mott Atherholt, Gayle Hillert, Chuck Almaraz, and Angela and that the application consisted of a video about the Town, 5 photos and a brief description of the Town which will be shown at the next meeting on March 10.

UPCOMING EVENTS

CLIFTON FORGE PUBLIC LIBRARY

TODDLER TIME—WEDNESDAY, FEBRUARY 5, 2020, 11 -11:45 AM

PRE-SCHOOL STORY TIME—WEDNESDAY, FEBRUARY 19, 2020, 11 AM – NOON

BLACK HISTORY MONTH PROGRAM—MONDAY, FEBRUARY 24, 2020, 6 PM

CLIFTON FORGE SCHOOL OF THE ARTS

BLUEGRASS JAM—FRIDAY, FEBRUARY 21, 2020, 7 PM

MASONIC THEATRE

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

VIRGINIA OPRY “MUSIC IS LOVE”—SATURDAY, FEBRUARY 15, 2020, 7 PM

PINK TIE GALA (BY TICKET ONLY)—SATURDAY, FEBRUARY 29, 7-11 PM

CELTIC ANGELS IRELAND—WEDNESDAY, MARCH 4, 2020, 7 PM

BARTER THEATRE PRESENTS “PETER PAN”—SUNDAY, MARCH 8, 2020, 3 PM

PUBLIC COMMENTS

Sara Zeek of 801 Douglas Street wished to address the comments made by Mayor Irvine during a television interview in December 2019. She stated that she has lived in the Town for 30 of the 42 years she has been married. Mrs. Zeek stated that each member of Council had stated that they wished to keep communication open with constituents and to address their needs. She stated that Mr. Irvine’s bio even states that he “pledges to remain accessible and sensitive to the needs of the citizens of Clifton Forge”; however in his interview with WDBJ7, he said that a majority of citizens wanted a change in the direction of the Town Manager with a new environment for all and that “we as Council members after much discussion have decided to take the Town in that direction.” She then asked Mayor Irvine to show the data that he had collected to calculate that a majority of citizens wanted this change and to go in this direction. She stated that there have now been several meetings in the past few months and she cannot recall any where a majority of speakers opposed keeping Mrs. Burcham on as the Town Manager. She stated that in fact most of the comments made during those recent meetings have been in support of retaining her in her current role. She stated that if he had performed some type of survey or poll they had missed her household and several others and that there had been no formal vote of any kind taken in local precincts to compile what could be considered as a majority. Mrs. Zeek asked what Mr. Irvine considers a majority of citizens in his view and asked if it was a majority of his friends, his neighbors, or people who happen to shop where he shops. She stated that his comments on WDBJ7 news were inaccurate and exaggerated and frankly embarrassing. She stated that Council has painted Clifton Forge into the grayness of deceit, controversy, and personal agendas and asked if they would now want to come into Town as a new citizen and open a business? She asked since he, Councilman Umstead, and Vice Mayor Marshall are charting a new course for the Town what is on that road and what plans do they have for the Town to maintain the positive features that are now here, and most importantly what are their plans for the Town’s future and

their vision for the future. Lastly, she asked that when speaking, Mayor Irvine remembers that he represents everyone in the town and not just a few, and to consider what he says when he speaks before saying it and how it might affect everyone.

Phyllis Owens of 3 Ingalls Circle addressed Council and the audience to share details of the new “Clifton Forge: Just the Facts” Facebook page that has been created by some concerned citizens who want the facts regarding business and other details of the Town to be made public. She comments follow:

One quick question: When you make a decision, are facts important

I am going to assume that you, like me, believe facts are important; I agree with Edmund Burke, a great British statesman, who said, “Facts are to the mind what food is to the body.”

My husband and I first visited CF about 22 years ago but were only here occasionally; we did, however, notice that the area was going in the same direction as many hometowns in WV—CF from all appearances was dying. Store fronts were vacant and there was a sense of surrender to what we saw happening.

Then, around 2012, we began to notice when we came for visits that the town was making strides toward reclamation. By 2015 when we moved here, changes in the town were dramatic. Businesses were opening, a renovated theater was nearing completion, and beautification projects were evident.

While we appreciated the changes, loved the community and the people, and felt blessed that we had moved to CF, we never knew the facts about our newly adopted town.

NOW, citizens of CF have created a *Just the Facts* page that provides on FB answers to many of the questions all of us need to know about our town.

So, what are facts you could find on this page?

- **Council members are elected for a four-year term by an at large vote.**
- **A list of grants that don’t need to be repaid totals a little over nine million dollars.**
- **. In 2011, we had 145 businesses with licenses; however, in 2018, we had 176 licenses. .**
- **But perhaps the most important fact to me is this one: The CF Dam is considered a high hazard dam because a failure in it could result in harm to citizens, property, and businesses.**
 - **That information is posted on Just the Facts on January 6th. What does this information mean to me? Well, as a youngster, the coal mining company in our little community closed. Our water supply was not maintained, AND one day the water just went OFF. Have you ever functioned without running water? It’s not fun. We have also been in the path of flooding water. It’s NOT fun. The prospect of a failure in this dam is alarming to me and should be to you and all of us. So, facts are important!**

This page—Just the Facts is simply to provide information about our government in the Town of Clifton Forge, Virginia. It is the effort of multiple citizens. Editorial comments are neither posted nor encouraged.

At this point you might be wondering how do you find Clifton Forge *Just the Facts*?

- Go to Facebook
- Enter Clifton Forge Just the Facts in the Search component at the top of the page.
- Click Like the page and you will be able to see the Facts.

So, last night we drove through CF a couple of times just to enjoy the sight of a town that did NOT surrender. Instead, we saw cars parked along the street; white lights twinkled from multiple windows, table lamps illuminated businesses, balloons cascaded down one window. What else did we see? We saw two buildings where folks were inside working on what appears to be a renovation of a business. How exiting!

I am thankful for the people of the past ten years who refused to surrender and have persevered. Here is to another decade of progress with facts to be our guide. Council members, your job is large! This one can't be classified as a fact because it is my opinion: I know that each of you wants the best for CF, and I know you know you are blessed with people who want the facts and want to help you implement more progress.

Karen Buzzard of 807 McCormick Street asked Council for an update on the hiring of a new Town Manager.

Mayor Irvine stated that it was moving forward and that they have received a few applications.

Mrs. Buzzard advised that she had seen the ad in the newspaper and was concerned over the pay or salary listed in the ad because they are looking to hire a completely new person with no experience in the Town and no knowledge of any of the projects or progress that has been made and are going to pay them on the same pay scales, just slightly lower than what the current Town Manager is paid after being here all the years she has. She stated that she wishes that Council would reconsider their decision.

COUNCIL COMMENTS

Councilman Umstead thanked everyone for coming out to the meeting. She stated that he agrees with the suggestion for the lowered Roxbury Street speed limit because he has grandchildren that play in the new park. He stated that he is in support of the one-way travel being suggested because it is very crowded. He congratulated 42 Deli on their award and congratulated the other winners stating that he feels they are all very worthy. He stated that Jeff Stern is a jewel to have had in this community and will be missed and hard to replace. He stated that Mr. Stern has both skills and heart. Mr. Umstead stated that he understands all the comments and wants everyone to know that sitting up there is not as easy as may be thought. He encouraged everyone to continue

coming to the meetings and thanked Chief Wickline for attending and congratulated his new officers.

Councilman Oeltjen thanked everyone and stated that he appreciates everyone coming. He congratulated the award winners. Mr. Oeltjen stated that the Theatre is a great investment in this community and thanked Mr. Stern for all he has done for the Theatre. Mr. Oeltjen stated that he is glad to hear the clarification regarding the Armory Committee and stated that any business entity should be responsible for keeping accurate records. He stated that society needs to work together to make things happen and sometimes it may take yielding a little.

Councilman Goings thanked everyone for coming and congratulated all the award winners. He thanked Mr. Stern for making the Theatre bigger and better and stated he loves everything that has been done and hopes to see it continue. Dr. Goings thanked Mrs. Burcham and stated that he wholeheartedly supports her and continues to hope that something can be worked out with her.

Vice Mayor Marshall thanked everyone for coming and stated she wished to echo everyone else's sentiments. She thanked and welcomed the new officers and congratulated 42 Deli on their award saying it was well deserved. She mentioned that it is American Heart and Black History Months and that she appreciates all who have contributed and lastly, wished everyone a Happy Valentine's Day!

Mayor Irvine thanked everyone for coming to the meeting. He thanked Mr. Houff and congratulated the award winners and the new officers. He thanked Mr. Oeltjen and stated that he agrees about working together.

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

Motion made by: Councilman Umstead **Time: 8:50 PM**

Seconded by: Councilman Goings

TOWN COUNCIL WORKSESSION
Tuesday, February 18, 2020
Clifton Forge Council Chambers, Town Hall
547 Main Street

Mayor Jeff Irvine called the meeting to order at 7:01 PM.

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

Also present: Darlene Burcham, Town Manager and Jared Jenkins, Town Attorney

The first item of discussion was the correspondence from JRE regarding funding. After much discussion, Council decided that it would not honor JRE's request for funds for the past eight months; that town staff would monitor the trailer site for cleanup; and would defer any decision on the second request for future monthly payments until the following information was received—hours worked by clients hours worked by staff, the percent of recyclables that JRE takes to the landfill, and the disposition of cardboard collected from businesses.

The Town Manager then provided Council with a comparison of town police salary ranges to the County and Covington. Chief Wickline spoke to the challenges of retaining officers given the salary disparity. Several Council members focused on the significant difference in health insurance costs which also contributes to the disparity.

Vice Mayor Marshall brought up the idea of holding a youth summit over the school's spring break at Town Hall where the students would elect a Council, meet in groups to develop ideas about activities that youth would like to see in the Town and then report their suggestions back to their youth Council. The Town Manager suggested such an event at the middle school might yield greater participation. Ms. Marshall is anxious to involve St. Joseph's Students who will be in Town March 7 – 13. They Mayor agreed to run the idea by school officials.

The Town Manager indicated she is still collecting information to share on the Roxbury one-way issue for Council's next regular meeting.

There being no other business, on a motion by Councilman goings, seconded by Vice Mayor Marshall and passing unanimously the meeting adjourned at 8:32 PM.

NO SUPPORT
DOCUMENTATION
FOR THIS ITEM



Alleghany Highlands
CHAMBER OF COMMERCE & TOURISM

January 10, 2020

Dear Members of Clifton Forge Town Council:

We appreciate the Town of Clifton Forge's continued support of the Alleghany Gran Fondo. Again, this year, the event will begin in downtown Covington and end in downtown Clifton Forge. Clifton Forge Main Street will be hosting the post-event party at the Masonic Amphitheatre with events throughout the afternoon of May 9th.

In order to offer a safe experience for the cyclists and observers, we request that Church Street be closed between Jefferson and Commercial Avenues for Saturday May 9th from approximately 8am until 6pm.

As always, the Clifton Forge Police Department and Rescue Squad have provided wonderful assistance and support for the event. We ask that those services be provided as an in-kind contribution for the event again this year.

Again, we appreciate your support and look forward to your response. Please contact our office at 962-2178 if you have any questions or need additional information.

Respectfully submitted,

Joshua Taylor
Special Projects &
Marketing Coordinator

Teresa Hammond
Executive Director

*110 Mall Road, Covington (540) 962-2178 FAX (540) 962-2179
email: info@ahchamber.com website: www.ahchamber.com
www.visitalleghanyhighlands.com*

NO SUPPORT
DOCUMENTATION
FOR THIS ITEM

**CLIFTON FORGE
POLICE DEPARTMENT**

**** MONTHLY REPORT ****

JANUARY 2020

ADULT ARRESTS

CRIMINAL ARRESTS- FELONY

1 CHILD ABUSE
1 POSSESSION SCHEDULE II NARCOTICS

CRIMINAL ARRESTS- MISDEMEANOR

2 ASSAULT & BATTERY 1 CONTRIBUTE TO MINOR
1 DRUNK IN PUBLIC 1 ECO (Emergency Custody Order)
1 EPO (Emergency Protective Order) 2 FAIL TO PAY PARKING TICKET
1 DWI 2ND OFF, W/IN 5 YEARS 1 OBSTRUCT JUSTICE
1 PETIT LARCENY 1 PARK ON HIGHWAY W/O STATE TAG

1 POSSESSION OF SYRINGES/EQUIPMENT
3 POSSESSION OF MARIJUANA

1 REFUSAL OF BREATH TEST

TRAFFIC ENFORCEMENT

3 DUI 7 DEFECTIVE EQUIPMENT
1 DEFECTIVE EXHAUST 2 DRIVE SUSPENDED
2 DRIVE REVOKED 8 EXPIRED INSPECTION
13 EXPIRED STATE TAGS 12 FAIL TO STOP AT STOP SIGN
2 FAIL TO RENEW DRIVERS LICENSE 1 FAIL TO YIELD RIGHT OF WAY
3 NO INSPECTION 1 NO VALID OPERATOR LICENSE
9 SPEEDING 1 NO OPERATOR LICENSE IN POSSESSION
1 NO TOWN STICKER
3 NO REGISTRATION IN POSSESSION 2 REFUSE BREATH TEST
1 UNAPPROVED EQUIPMENT 1 WINDOW TINT

CRIMINAL ARRESTS – FELONY (JUVENILE)

CRIMINAL ARRESTS – MISDEMEANOR (JUVENILE)

1 JUVENILE PETITION

	JAN. '19	19 YTD	JAN. '20	20 YTD
ADULT CRIMINAL ARRESTS	****	*****	*****	*****
FELONY	2	2	2	2
MISDEMEANOR	17	17	17	17
JUVENILE CRIMINAL ARRESTS	****	*****	*****	*****
FELONY	0	0	0	0
MISDEMEANOR	2	2	1	1
TRAFFIC SUMMONS ISSUED	44	44	86	86
PARKING VIOLATIONS	2	2	36	36
COMPLAINTS RESPONDED TO	345	345	366	366
PUBLIC WORKS COMPLAINTS	3	3	0	0
CITIZENS/BUSINES REQUEST-CHECKLIST	431	431	1,024	1,024
BURGULAR ALARMS PROCESED	8	8	3	3
ACCIDENT INVESTIGATED	3	3	5	5
REQUEST TO UNLOCKED MOTOR VEHICLES	4	4	7	7
REQUEST TO UNLOCK HOMES/BUSINESSES	0	0	0	0
ESCORTS PROVIDED	8	8	5	5
COURT DOCUMENTS PROCESSED	40	40	19	19
UNSECURED PROPERTY	6	6	8	8
MILES TRAVELED BY DEPARTMENT	5,834	5,834	3,348	3,348
TRANSPORTS	****	*****	*****	*****
TO REGIONAL JAIL	*****	*****	*****	*****
NUMBER OF TRANSPORTS	7	7	1	1
TOTAL MILEAGE	157	157	23	23
MAN-HOURS	6HRS 27 MINS	6HRS 27 MINS	38 MINS.	38 MINS.
TO MENTAL FACILITY	*****	*****	*****	*****
NUMBER OF TRANSPORTS	6	6	0	0
TOTAL MILEAGE	492	492	0	0
MAN-HOURS	20HRS 39 MINS	20HRS 39 MINS	0	0
ANIMAL CONTROL		*****	*****	*****
COMPLAINTS RESPONDED TO	18	18	29	29
ANIMALS PLACED IN SHELTER	2	2	6	6
DOGS	2	2	4	4
CATS	0	0	2	2
SUMMONS ISSUED	0	0	1	1
ANIMAL BITES INVESTIGATED	0	0	0	0
ANIMALS RETURNED TO OWNER	0	0	0	0
DOGS	0	0	0	0
CATS	0	0	0	0
OTHER	0	0	0	0
ANIMALS RETURNED TO THE WILD	1	1	0	0

Investigation Report

This report represents criminal investigations conducted by the Clifton Forge Police Department. To date for the month of January the Police department has initiated Thirty-three (33) criminal investigations. No cases were carried over from the previous month. This brings it to a total of Thirty-three (33) criminal investigations that have been active between January 1, 2020 and January 31, 2020.

Criminal cases initiated in January:

Destruction of property-1	D.U.I -3
Domestic assault & battery-6	Traffic accident investigation-6
Public intoxication-2	Petit larceny-3
Possession of controlled substance-3	Identity theft-1
Breaking and entering-2	Shoplifting-1
Possession of marijuana-2	Vandalism-2
Obstruction of justice-1	

Criminal cases cleared in January:

Obstruction of justice-1	D.U.I -3
Domestic assault & battery- 6	Possession of marijuana-2

Possession of controlled substance-3

Public intoxication-2

Traffic accident investigation- 6

Petit larceny-1

Identity theft-1

Shoplifting-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 January was 78.7%. Some of these cases, while being cleared, have not generated an arrest yet due to the Commonwealth Attorney holding the charges for Grand Jury Indictment.

Cases of interest:

On January 21, 2020 Officer Creedon was dispatched to the Houff building for a report of an intoxicated driver. Upon making contact with the complainant officer Creedon witnessed the vehicle in question on town property. He then made contact with the operator of the vehicle. During the course of his investigation, officer Creedon noticed a distinct odor of alcohol coming from the operator of the vehicle. The suspect

was then placed through a series of field sobriety tests to determine the suspects ability to drive. During the test the suspect showed several signs of intoxication. At that time the suspect was taken into custody for DUI and transported to CFPD for further processing without incident.

On January 20, 2020 Officer Creedon was on routine patrol when he witnessed a vehicle swerving across lanes of travel. At that time, he conducted a traffic stop on the vehicle to determine the well being of the driver. Upon making contact with the operator of the vehicle Officer Creedon noticed a distinct odor of alcohol coming from the driver. The suspect was then placed through a series of field sobriety tests to determine the suspects ability to drive. During the test the suspect showed several signs of intoxication. At that time the suspect was taken into custody for DUI and transported to CFPD for further processing without incident.

On January 17, 2020 Officers Soto and Wilhelm responded to the 600 block of Brussels Ave. for a report of a domestic assault in progress. Upon arrival officer Soto located one party involved outside of the residence with a laceration to his head. The victim advised that his living partner had struck him in the head with a glass object. After further investigation it was determined that the suspect had struck the victim with a drinking glass. At that time the suspect was taken into custody for domestic assault and battery and transported to CFPD for further processing without incident.

Chief's Comments: In the month of January all officers attended four hours of K-9 tactics and utilization training hosted by K-9 handlers with the Alleghany County Sheriff's Office to further allow officers to be more familiar with the procedures, applications, and utilization of police K-9's. Also, on January 31, 2020 Officer Urban and Sgt. Ledford were on routine patrol when they spotted heavy smoke coming from a residence on McCormick Blvd. Upon arriving on scene, they quickly identified the problem to be a flu fire and immediately requested for Fire and EMS personnel before evacuating the residents. At that time members from the Clifton Forge fire department along with multiple other agencies arrived and was able to extinguish the fire before any major property damage could occur.

Clifton Forge Public Library

Director's Report

January 2020

The month of January was a very busy time as many groups returned from holiday breaks. The Armstrong Community Meeting room had 262 people in attendance at events and various other programs and meetings. The Library Quilters and Threadbenders met on their regular schedules. The Library Board of Trustees and the Friends of the Library did not meet as they continued their holiday breaks. Appalfolks held their monthly board meeting. The Writers Workshop led by Ray Allen met once. The Brown Bag Book Club met and discussed the book "Peace like a River" by Leif Enger. The Foreign Films Club met once. The Clifton Forge Main Street and Heritage Day committees held single meetings. Congressman Morgan Griffith's representative came on regular schedule. Joan Vannorsdall (Clifton Forge Representative) from the Alleghany County Board of Supervisors 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 a winter themed Preschool Story Time. The library hosted 2 special programs presented by Michael Hayslett and friends. "Pioneer Gear" was co-hosted by Ron Thomas, and "Indian Implements" was co-hosted by Pete Davis. Town Manager Darlene Burcham hosted a special Dam Project meeting. Chuck Almarez held 3 informational programs on the upcoming 2020 Census. Staff members Iris Gilbert and Debra Henn with assistance from volunteers Travis Hart and Lisa Deeds checked out 285 books to patrons at Scott Hill.

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	\$0.00	\$850.00						\$1,350.00
	Book Sales	\$20.00	\$29.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00						\$69.00
	Fax Charges	\$155.00	\$169.00	\$135.00	\$150.00	\$162.00	\$160.00	\$155.00						\$1,086.00
	Fines	\$160.80	\$132.10	\$199.20	\$146.57	\$135.00	\$192.00	\$173.00						\$1,138.67
	Replace book	\$15.55	\$0.00	\$0.00	\$5.25	\$18.00	\$20.00	\$0.00						\$58.80
	Replace car	\$2.00	\$16.00	\$10.00	\$22.00	\$4.00	\$8.00	\$8.00						\$70.00
	Non-Reside	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						\$0.00
	Print-outs	\$93.50	\$102.50	\$91.00	\$97.50	\$104.25	\$92.00	\$94.30						\$675.05
	Total	\$446.85	\$448.60	\$435.20	\$941.32	\$423.25	\$472.00	\$1,330.30						\$4,497.52
	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
	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
	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	1375	1348						1427
CF Juvenile	338	281	254	213	217	146	167						1616
Allegh. Adul	950	999	968	970	790	884	845						6406
Allegh. Juv.	72	78	85	96	70	48	40						489
NR Adult	73	91	101	120	58	51	56						550
NR Juvenile	3	15	13	11	15	33	36						126
# ITEMS O	2863	2890	2859	2870	2438	2537	2492						18949
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. Adul	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 Ou	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	192	203						1281
CF Juvenile	41	37	34	25	24	23	21						205
Allegh. Adul	104	117	102	119	110	102	88						742
Allegh. Juv.	9	16	7	9	8	12	11						72
NR Adult	18	25	24	12	17	26	15						137
NR Juvenile	1	3	2	3	3	5	5						22
Total Patro	355	376	351	346	317	362	343						2450
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. Adul	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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Borrowers	355	376	351	346	317	362	343												2450
New Regist	15	26	16	21	13	12	19												122
Transacio	5127	5149	5115	5026	4650	4201	4562												33830
W/ff	61	57	50	51	53	58	63												393
W/drawn b	6	9	18	26	12	41	38												150
PAC Login	47	57	50	41	46	38	48												327
W/D Patro	20	18	5	19	2	5	4												73
Computer	427	409	401	393	401	367	411												2809
E-book Cir	161	158	163	153	158	160	163												1116
FY 2019	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 19						
Borrowers	352	389	350	350	324	369	356	348	338	330	338	369	4213						
New Regist	33	29	29	35	27	26	21	9	22	22	32	18	303						
Transacio	5921	5893	5470	6065	5166	5231	5146	4855	4862	4627	4532	4854	62622						
W/ff	56	54	51	61	45	53	55	61	60	57	59	72	684						
Withdrawn	3	277	19	63	112	87	216	179	6	6	2	13	983						
PAC Login	25	41	20	51	44	33	56	74	51	48	43	60	546						
W/D Patro	6	2	5	2	4	2	6	6	9	5	13	7	67						
Computer	531	560	534	505	502	487	523	450	464	403	394	385	5738						
E-book Cir	148	141	142	183	165	151	171	148	178	190	129	163	1909						

NEW TITLES ADDED

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum 20						
FY 2020	199	156	164	161	157	97	157												
FY 2019	205	164	213	188	172	126	168	120	196	126	180	163	2021						

MICHAEL ARMSTRONG COMMUNITY MEETING ROOM ATTENDANCE

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

CODE ENFORCEMENT MONTHLY REPORT

FEBRUARY 2020

Two (2) properties have court cases scheduled for open storage violations.

John Zeek has worked with Homer's to tow five (5) inoperable vehicles. The owners had received notice and failed to bring the vehicles back into compliance. Mr. Zeek wrote 20 letters in total to include 5 letters for inoperable vehicles; 3 for sewer violations; 7 for open storage; 3 for safety violations; 2 for working on cars on town streets.

Grass season will soon be upon us, it will be a busy time.

February

Monthly Report

February 2020

Public Works Dept.

As we all know February is a short month, but this year a day was added due to Leap Year!

We have worked short handed this month due to several employees with the stomach bug & flu like symptoms, but all in all we handled the situation!

The rain we have had has kept us very busy making sure catch basins and gutter pans were cleaned.

We have been using the millings we have stored here at public works to repair alleys.

We have had several sewer and water breaks throughout the month, one (1) line at Second & Ridgway Streets had to be contracted out to Hammond & Mitchell due to the depth of the line. It has been repaired and we want to thank them for getting to so quickly.

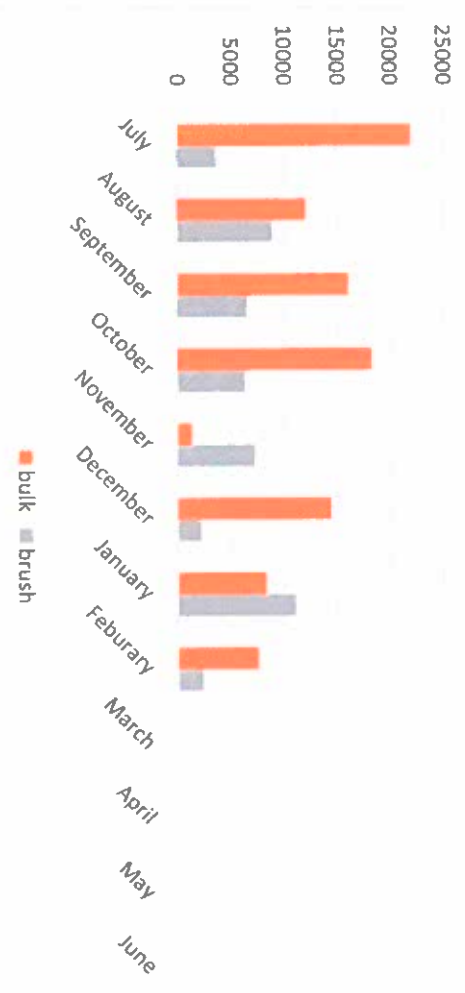
Several more windows were broken out of the Armory, we reported this to the Police Dept. and repaired the windows.

The Town had a tree come down on Linden Ave. which caused several power lines to come down on Ingalls St. The road was closed for several hours until Dominion Power could get it fixed.

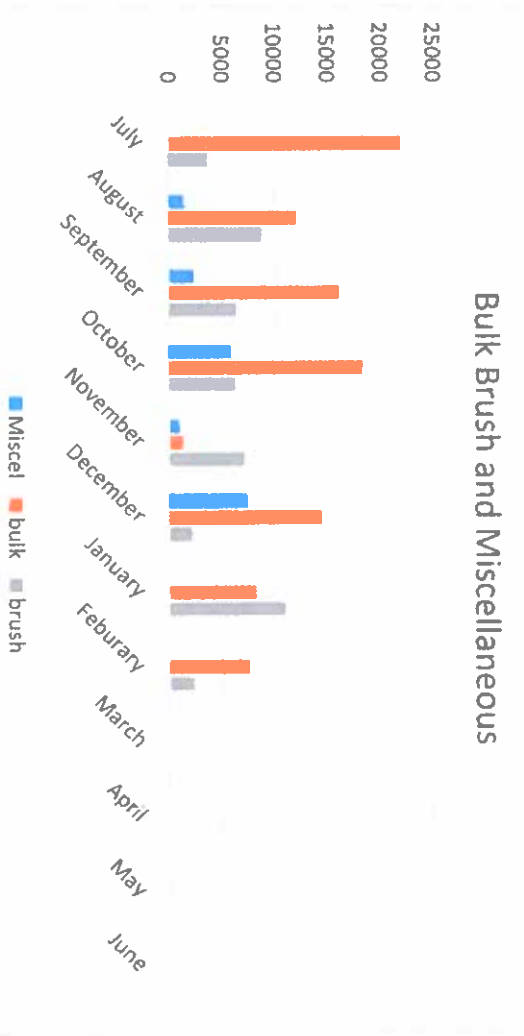
On the 28th we had a little get together with cupcakes and cards for Mike Jack's retirement. He will be missed by the Public Works crew!

We had 3 burials for the month of February.

Bulk and Brush FY2019



	July	August	September	October	November	December	January	February	March	April	May	June
Miscel	0	1520	2320	5960	960	7460	0	0	0	0	0	0
bulk	21985	12120	16060	18328	1320	14440	8220	7520	0	0	0	0
brush	3720	8860	6500	6260	7220	2140	11040	2292	0	0	0	0



Feb-20	Date	Trip	Weight	Type	Comments
				Misc	
				Misc	
				Misc	
Subtotal		0	0		
	4-Feb	2	2580	bulk	
	11-Feb	1	840	bulk	
	18-Feb	1	3280	bulk	
	25-Feb	2	820	bulk	
				bulk	
Subtotal		6	7520		
	27-Feb	2	2292	brush	
				brush	
				brush	
				brush	
Subtotal		2	2292		
Gran Total		8	9812		

MONTHLY REPORT
Feb-20

DEPARTMENT	WEEK	OT HOURS	MEN	COMMENTS
CEMETERY	2/3/2020	1	2	Cover grave MVC (2men@1hr)
	2/10/2020	0	0	
	2/17/2020	0	0	
	2/24/2020			
	Total	1	2	
SEWER I & I	2/3/2020	0	0	Repalce M/H cover Alleghany St (1 man@2hrs) Jet Rod M/O First St(2men@2hrs) Sewer Backup 618 Ridgeway(3men@2hrs) Sewer Backup 401 Pine St (3men@2hrs)
	2/10/2020	4	3	
	2/17/2020	4	6	
	2/24/2020			
	Total	8	9	
WATER	2/3/2020	2	1	water leak 600 Church(1man@2hrs) cut on water 212 Bath Check hydrant low pressure & Turn water off at 617 Brussel due to fire. (2men@2hrs)
	2/10/2020	0	0	
	2/17/2020	0	0	
	2/24/2020	4	3	
	Total	6	4	
BLDGS/GRDS	2/3/2020	0	0	
	2/10/2020	0	0	
	2/17/2020	0	0	
	2/24/2020			
	Total	0	0	
STREETS	2/3/2020	2	1	salt Spring St (1man@2 hrs) 428 C Street salt down for fire.
	2/10/2020	0	0	
	2/17/2020	0	0	
	2/24/2020	2	1	
	Total	4	0	
Grand Total	19	15		

Total of OT hours for the month

**Clifton Forge WTP
Monthly Operations Report
3/2/2020**

The Virginia Department of Health (Division of Drinking Water) has notified the water plant that once again we will receive their Excellence In Operation Award. This continues a streak of 10 plus years in qualifying for this recognition. This award critiques our performance over the last year during which approximately 18,000 finished turbidity readings were logged and reported. Of these 18,000 readings, not one exceeded their violation threshold.

This is a notable achievement for any plant but when you consider the age, size and constantly fluctuating turbidity levels it is indeed very gratifying. This recognition is the result of a team effort and I am extremely proud of my entire staff for their unwavering dedication, skill and diligence.

The dam improvements continue to progress rapidly and all of the contractors heavy equipment is now on-site. This equipment includes a very large crane which is currently floating in our reservoir on a barge. The weather has been very cooperative for this time of year and the contractors personnel are working long hours. It would be very remiss of me not to mention the professionalism and courtesy exhibited by these guys, they have been great.

One of the requirements of this project was the relocation of our entry gate to allow access to the aforementioned heavy equipment. This new location is a definite improvement over the old and it will soon have safety lighting installed by Dominion Power, an advantage the current positioning lacks.

Engineers from Thompson Litton were on-site February 5th to evaluate the replacement of the plants surface wash and house pressure pumps. The engineers and plant personnel also visited the Forester Road water distribution tank to discuss pending improvements.

Finally a monthly job progress conference for the ongoing dam project will be held on March 3rd. Once again, all regulatory testing yielded satisfactory results and no consumer complaints were logged.

Clifton Forge Fire Department
701 Church Street
Clifton Forge Virginia
24422

The Clifton Forge Fire Department answered a total of 68 calls in the month of January. Of these 68 calls, 12 were fire calls and 56 were EMS calls, with 66 being within the town limits and 02 in the county. The department averaged 7.5 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, 24 general illness calls, 04 public assist calls, 11 falls, 9 shortness of breath, 03 trauma injury, 01 unresponsive calls, 01 DOA call. Fire calls are listed in order they were received.

01/02/2020 – 901 Main St. Dog rescued from roof responded with 5 firefighters and 1 apparatus
Town Call

01/04/2020 – 901 Main St. Dog rescued from responded with 5 firefighters and 1 apparatus
Town Call

01/09/2020 – 500 Blk. Verge St. Brush fire responded with 14 firefighters and 2 apparatus
Town Call

01/18/2020 – 613 Roxbury St. Possible structure fire responded with 15 firefighters and 2 apparatus
Town Call

01/23/2020 – 109 Stacks Ln. Flue fire responded with 10 firefighters and 3 apparatus
County Call

01/23/2020 – 800 W. Ridgeway St. Lift assist responded with 4 firefighters and 1 apparatus
Town Call

01/29/2020 – 104 Alleghany St. Law assist responded with 5 firefighters and 1 apparatus
Town Call

01/30/2020 – 2211 Grafton St. Fuel spill responded with 7 firefighters and 2 apparatus
County Call

01/30/2020 – Hickory St. Trash fire responded with 7 firefighters and 1 apparatus
Town Call

01/31/2020 – 1100 McCormick Blvd. Fire alarm responded with 5 firefighters and 1 apparatus
Town Call

01/31/2020 – 1100 McCormick Blvd. Fire alarm responded with 5 firefighters and 1 apparatus
Town Call

01/31/2020 – 933 McCormick Blvd. Flue fire responded with 8 firefighters and 3 apparatus
Town Call