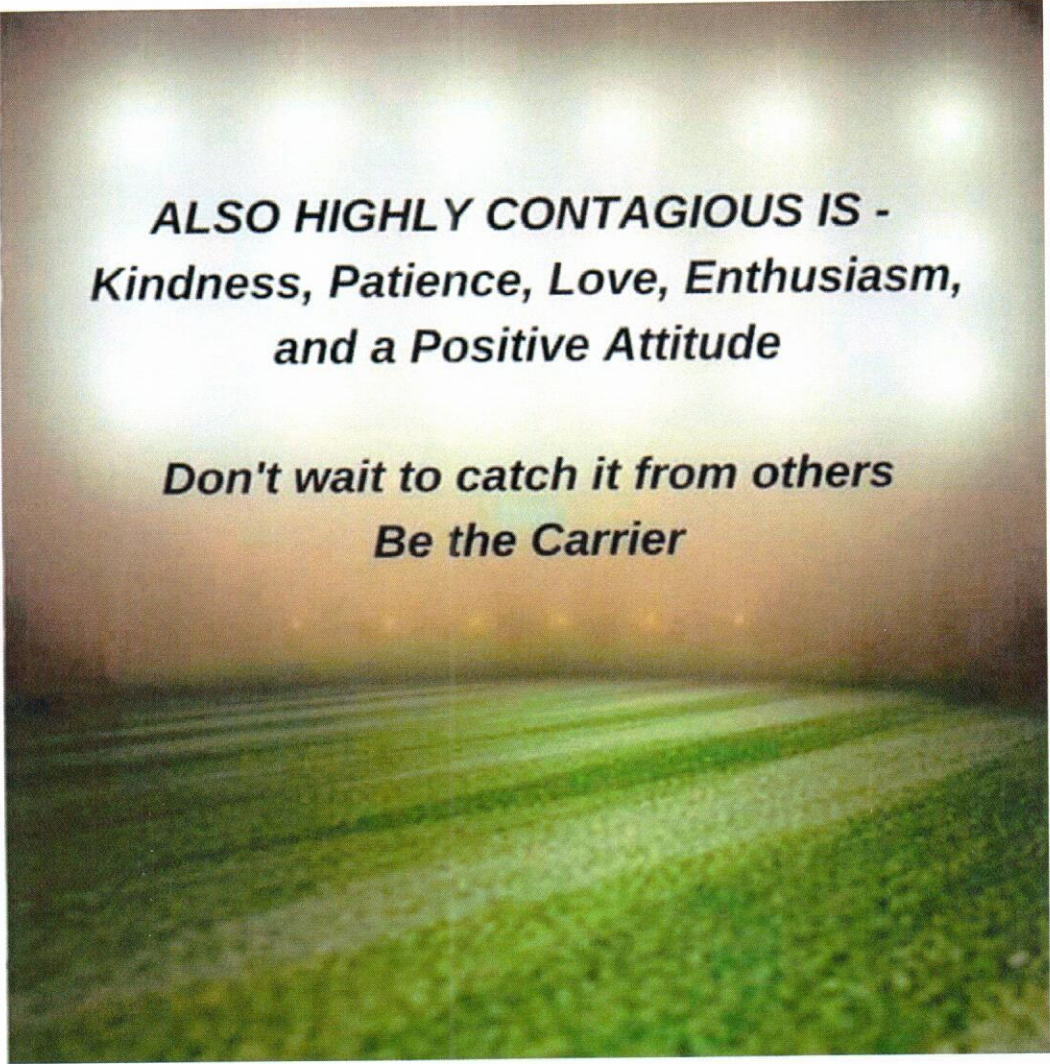


Town Council Agenda
Tuesday, April 14, 2020
7:00 PM

Clifton Forge Council Chambers
547 Main Street



***ALSO HIGHLY CONTAGIOUS IS -
Kindness, Patience, Love, Enthusiasm,
and a Positive Attitude***

***Don't wait to catch it from others
Be the Carrier***



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, APRIL 14, 2020 Via Teleconference Following Instructions Below**

*Anyone wishing to join the teleconference should do so by dialing 863-3083 and entering the conference code 867285 followed by # when prompted.

You will be then be promoted to state your name. At that time, please state your name and address followed by # and you will be placed in the conference queue. Council will not be allowing verbal public comments during the teleconference meetings but will have read aloud during the meeting all comments received by mail, or email prior to the meeting.

Anyone wishing to submit a question or comment prior to the meeting to be included in this portion of the meeting should send their materials to the Town Manager via the email link on the Town's website by following these instructions.

1. Go to the Town's website: www.cliftonforgeva.gov
2. Click on the "contact" link (last tab at the top of the page)
3. Fill out the form, choosing Town Manager from the drop-down box then click the "send" button.

NOTE: While being conducted as a teleconference, this meeting will be conducted as all regular Council meetings and outside noise interference or disrespectful conduct will not be tolerated. Anyone who violates these directives can and will be muted or removed from the call. We appreciate everyone's cooperation and patience during this time.

CALL TO ORDER –After the Mayor calls the meeting to order, the Clerk will then verify all members present by requesting a roll call. When speaking, all members are asked to state their name prior to their comments so all comments may be documented in the official minutes of the meeting. Please note, this meeting will be recorded so that an official "audio" file can be placed on record as well.

CONSENT AGENDA

1. MINUTES

**Council Meeting
Work Session**

**March 10, 2020
April 7, 2020**

RECOMMENDATION: Approve minutes of March 10 and April 7

ACTION ITEMS

2. DEPARTMENT REPORTS

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

RECOMMENDATION: Accept reports as written

3. APPROPRIATION RESOLUTION

The Town received funds for various activities that must be appropriated into the current fiscal year budget.

RECOMMENDATION : Proceed to second reading

4. ADOPTION OF COUNTY WATER RATE

The calculation of the water rate for sale of water to Alleghany County has been completed. Based upon their proportionate use of the system, the County's rate will be \$4.00 per 1,000 gallons and \$1.40 per 1,000 gallons peak flow rate of 441,000 gallons per day effective July 1, 2020.

We have also received the wastewater rate from the County to be effective July 1, 2020. The rate is being reduced from \$4.39 to \$4.22. However, because of the increased volume being sent to the County's wastewater plant from the Town, the net effect of the rate reduction results in the same expenditure dollars as in the current fiscal year.

RECOMMENDATION: Adopt proposed County water rate

MANAGER'S COMMENTS

**PUBLIC COMMENTS (BEING READ INTO THE MINUTES ONLY FROM
THOSE SUBMITTED PRIOR TO THE MEETING)**

COUNCIL COMMENTS

**CLOSED SESSION PURSUANT TO SEC. 2.2-3711 A:1 PERSONNEL—
*Discussion of possible candidates for interview***



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**COUNCIL MINUTES
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-Mayor Irvine called the meeting to order at 7 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 LeeAnna Tyler, Finance Director

PRESENTATIONS:

RESOLUTION OF RECOGNITION—Mayor Irvine

Mayor Irvine presented a resolution of respect to Michael Jack, Sr. for his retirement. A copy of the resolution follows:



RESOLUTION OF RECOGNITION

WHEREAS, Michael (Mike) Alan Jack was hired by the City of Clifton Forge as a Laborer in September 1984 and started a career with the Public Works Department that spans over 36 years; and

WHEREAS, Mike was promoted to Equipment Operator in July 1991, a job that he truly loves to this day, and sports a big grin whenever he is running a piece of heavy equipment; and

WHEREAS, he was promoted on multiple occasions, serving as Superintendent of Parks & Grounds, General Supervisor, General Superintendent and lastly as Acting Public Works Director in September, 2018; and

WHEREAS, in each of these positions Mike demonstrated a strong work ethic, dependability, good leadership, and a can-do attitude while constantly serving in the public eye; and

WHEREAS, Mike has earned a well-deserved retirement which was effective March 1, 2020 and is preparing to spend many happy days with his wife and grandchildren, camping and hunting.

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Clifton Forge that Mike Jack is commended for his long and faithful service to the Town and its residents and is wished an equally long and relaxing retirement.

Adopted in Clifton Forge, the tenth day of March, 2020 by the Clifton Forge Town Council.

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

Sergeant Chris Fisher of the Alleghany County Sheriff's Department addressed Council to request a donation for the 24th annual Bike Rodeo which will be held on May 2nd at the Jackson River Sports Complex. A copy of the handout provided follows:

ALLEGHANY HIGHLANDS BIKE RODEO



268 West Main Street
Covington, VA 24426

Dear Area Business Owner / Civic Organization,

It is hard to believe the 24th annual bike rodeo is drawing near! This year, the event will be held on Saturday May 2, 2020 at the Jackson River Sports Complex, in Covington. The bike rodeo is sponsored by area law enforcement agencies including: The Alleghany County Sheriff's Office, The Bath County Sheriff's Office, The Virginia State Police, The City of Covington Police Department, The Town of Clifton Forge Police Department, and the Douthat State Park Police. The fun filled day is held in conjunction with kid's day coordinated by recreation departments from Alleghany County, Bath County, and the City of Covington.

The bike rodeo features children's games, bicycle safety, and youth entertainment, along with other activities that promote safety. This year, we are anticipating giving away 200 bicycles, as well as other items such as helmets, gift certificates, and t-shirts!

We are asking for donations to help offset the cost of the bike rodeo. For each sponsor that makes a donation, your name will be printed on the t-shirts that each youth will be wearing identifying you as an official sponsor! Also, throughout the day, we will be announcing the sponsors that contributed to the bike rodeo to make it successful.

In closing, let me first say thank you for supporting area youth of the Alleghany Highlands! Please know that your support for the 24th annual bike rodeo and past rodeos is GREATLY APPRECIATED! Should you have any questions, please contact me by calling the Alleghany County Sheriff's Office at 540-965-1770 or my cell phone at 540-968-0651.

In Community Service,

Sergeant CM Fisher
Bike Rodeo Coordinator

CHECKS CAN BE MADE PAYABLE TO: THE OFFICE OF CRIME PREVENTION.

IF YOU WISH TO MAIL THE DONATION, PLEASE SEND TO:

THE OFFICE OF CRIME PREVENTION
ATTN: JILL PETERS
268 WEST MAIN STREET
COVINGTON, VA 24426

Councilman Oeltjen stated that he appreciates Sergeant Fisher's involvement in the community event.

Mayor Irvine stated that he was present at the event the previous year and it was a great event.

Vice Mayor Marshall stated that she can see the passion for the event.

Mrs. Burcham advised that in previous years the Town made a donation of \$200 towards the event.

Councilman Oeltjen recommended a motion to offer \$250 and asked if it could be increased.

Mayor Irvine asked about the item being included in the Town's budget and it was explained that the donation is taken from the Town's contingency fund.

Motion to donate \$250 towards the event this year

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

CLIFTON FORGE FIRE DEPARTMENT UPDATE—Robbie Boyd, Fire Marshall

Robert Boyd, Fire Marshall, provided an update on the Clifton Forge Fire Department.
A copy of his presentation follows:

Operational Overview

Town Council



March 10, 2020



CFFD (Company 2)



Our Mission

Have a positive impact in the lives of the citizens and visitors of Clifton Forge in their time of crisis by providing compassionate, contemporary, community driven services.

Safeguard human life from perils of fire, sudden illness, injury or other medical condition, natural and man-made disasters as well as preserve the environment and property from ensuing destruction.

Be responsible for a safe, productive and pleasant work environment for our employees, and our volunteers to provide them opportunities to gain new skills and advance their personal career goals.

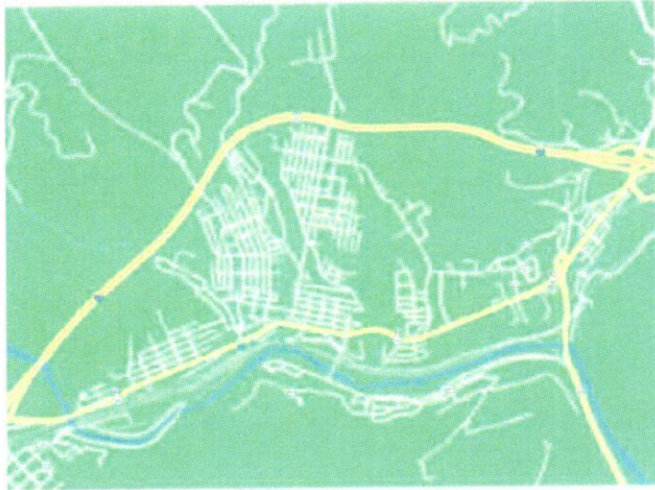
First Responder Program

- CFFD provides a Basic Life Support Service or “First Responder”
- January 2016, the town of Clifton Forge started a First Responder Program within the town limits to assist with early patient care for those in need of medical or trauma emergency services prior to the EMS transport unit’s arrival.
- This program was a result of a decline in volunteer EMS services. Since program inception, the working relationship has greatly improved the prehospital care.
- Once on scene, the First Responder assesses medical/trauma patients and renders care based on EMS regulations and protocols.

Performance Objectives

- Initiate BLS within 10 minutes 90% of time (actual average response time in 2019 is 5.1 minutes)
- Interrupt the progression of fires in structures within 10 minutes 90% of time (actual average response time in 2019 is 4.9 minutes)
- Maintain emergency response readiness above 80% of time. This is met using above numbers.
- Provide safety and survival skills for vulnerable citizens.
- Provide educational opportunities for department members.
- Insure fire safety through timely, consistent code enforcement

CFFD Coverage Area



- First Due Area includes locations within town limits and extends to the following:
 - Rt. 606 to Ingalls Field
 - Clifftondale Park to I-64 Interchange
 - 220 South to Iron Gate Town limits
- Structure fires: a Mutual-Aid (MA) Agreement includes county department areas of Iron Gate, Selma and Sharon
- This MA agreement covers all of Eastern Allegheny County, including portions of both Bath and Botetourt Counties, as neighboring departments have this area as first due.

Summary By Incident Type

Report Period: From 01/01/2016 to 12/31/2016

All Selected Fire Departments

Calls By Incident Type

	Frequency	Percent Of Total Calls	Mutual Aid None	Mutual Aid Given	Mutual Aid Received	Other Aid Given	Invalid Aid Flag	Exposures	Total Incidents
FIRES									
Structure Fires (110-118, 120-123)	15	1.68 %	7	7	8	0	0	0	22
Vehicle Fires (130-138)	3	0.34 %	3	1	0	0	0	0	4
Other Fires (100, 140-173)	6	0.67 %	6	3	0	0	0	0	9
Total Fires	24	2.69 %	16	11	8	0	0	0	35
Pressure Ruptures, Explosion, Overheat (200-251)	1	0.11 %	0	0	1	0	0	0	1
RESCUE CALLS									
Emergency Medical Treatment (300-323)	759	85.09 %	759	0	0	0	0	0	759
All Others (331-381)	3	0.34 %	3	2	0	0	0	0	5
Total Rescue Calls	762	85.43 %	762	2	0	0	0	0	764
Hazardous Condition Calls (400-482)	43	4.82 %	40	5	3	0	0	0	48
Service Calls (500-571)	27	3.03 %	25	0	2	0	0	0	27
Good Intent Calls (600-671)	6	0.67 %	6	0	0	0	0	0	6
Severe Weather or Natural Disaster Calls (800-815)	4	0.45 %	4	0	0	0	0	0	4
Special Incident Calls (900-911)	0	0.00 %	0	0	0	0	0	0	0
Unknown Incident Type (UUU)	0	0.00 %	0	0	0	0	0	0	0
FALSE CALLS									
Malicious Calls (710-715, 751)	1	0.11 %	1	0	0	0	0	0	1
Other False Calls (700, 721-746)	24	2.69 %	21	7	3	0	0	0	31
Total False Calls	25	2.80 %	22	7	3	0	0	0	32
TOTAL CALLS	892	100.00 %	875	25	17	0	0	0	917

Total Incidents With Exposure Fires	0	Total Fire Dollar Loss	\$ 146,375.00
Total Exposure Fires	0	Total Dollar Loss	\$ 146,375.00

Casualty Summary	Civilian	Fire Service
Fire Related Injuries	0	1
Non-Fire Injuries	0	0
Fire Related Deaths	0	0
Non-Fire Deaths	0	0

Summary By Incident Type

Report Period: From 01/01/2017 to 12/31/2017

All Selected Fire Departments

Calls By Incident Type

	Frequency	Percent Of Total Calls	Mutual Aid None	Mutual Aid Given	Mutual Aid Received	Other Aid Given	Invalid Aid Flag	Exposures	Total Incidents
FIRES									
Structure Fires (110-118, 120-123)	11	1.41 %	0	3	3	0	0	0	14
Vehicle Fires (130-138)	2	0.26 %	2	2	0	0	0	0	4
Other Fires (100, 140-173)	9	1.15 %	8	4	1	0	0	0	13
Total Fires	22	2.81 %	18	9	4	0	0	0	31
Pressure Ruptures, Explosion, Overheat (200-251)	0	0.00 %	0	0	0	0	0	0	0
RESCUE CALLS									
Emergency Medical Treatment (300-323)	673	86.06 %	673	0	0	0	0	0	673
All Others (331-381)	1	0.13 %	1	0	0	0	0	0	1
Total Rescue Calls	674	86.19 %	674	0	0	0	0	0	674
Hazardous Condition Calls (400-482)	34	4.35 %	33	10	1	0	0	0	44
Service Calls (500-571)	8	1.02 %	8	0	0	0	0	0	8
Good Intent Calls (600-671)	13	1.66 %	13	0	0	0	0	0	13
Severe Weather or Natural Disaster Calls (800-815)	1	0.13 %	1	0	0	0	0	0	1
Special Incident Calls (900-911)	0	0.00 %	0	0	0	0	0	0	0
Unknown Incident Type (UUU)	0	0.00 %	0	0	0	0	0	0	0
FALSE CALLS									
Malicious Calls (710-715, 751)	0	0.00 %	0	0	0	0	0	0	0
Other False Calls (700, 721-746)	30	3.84 %	27	4	3	0	0	0	34
Total False Calls	30	3.84 %	27	4	3	0	0	0	34
TOTAL CALLS	782	100.00 %	774	23	8	0	0	0	805

Total Incidents With Exposure Fires	0	Total Fire Dollar Loss	\$ 98,040.00
Total Exposure Fires	0	Total Dollar Loss	\$ 98,040.00
Casualty Summary			
	Civilian	Fire Service	
Fire Related Injuries	0	0	
Non-Fire Injuries	0	0	
Fire Related Deaths	0	0	
Non-Fire Deaths	0	0	

Summary By Incident Type

Report Period: From 01/01/2018 to 12/31/2018

All Selected Fire Departments

Calls By Incident Type

	Frequency	Percent Of Total Calls	Mutual Aid None	Mutual Aid Given	Mutual Aid Received	Other Aid Given	Invalid Aid Flag	Exposures	Total Incidents
FIRES									
Structure Fires (110-118, 120-123)	7	0.92 %	4	15	3	0	0	0	22
Vehicle Fires (130-138)	2	0.26 %	2	3	0	0	0	0	5
Other Fires (100, 140-173)	5	0.66 %	4	1	1	0	0	0	6
Total Fires	14	1.84 %	10	19	4	0	0	0	33
Pressure Ruptures, Explosion, Overheat (200-251)	0	0.00 %	0	0	0	0	0	0	0
RESCUE CALLS									
Emergency Medical Treatment (300-323)	645	84.65 %	645	0	0	0	0	0	645
All Others (331-381)	1	0.13 %	1	0	0	0	0	0	1
Total Rescue Calls	646	84.78 %	646	0	0	0	0	0	646
Hazardous Condition Calls (400-482)	41	5.38 %	38	5	3	0	0	0	46
Service Calls (500-571)	31	4.07 %	31	0	0	0	0	0	31
Good Intent Calls (600-671)	16	2.10 %	15	0	1	0	0	0	16
Severe Weather or Natural Disaster Calls (800-815)	2	0.26 %	2	0	0	0	0	0	2
Special Incident Calls (900-911)	0	0.00 %	0	0	0	0	0	0	0
Unknown Incident Type (UUU)	0	0.00 %	0	0	0	0	0	0	0
FALSE CALLS									
Malicious Calls (710-715, 751)	0	0.00 %	0	0	0	0	0	0	0
Other False Calls (700, 721-746)	12	1.57 %	12	2	0	0	0	0	14
Total False Calls	12	1.57 %	12	2	0	0	0	0	14
TOTAL CALLS	762	100.00 %	754	26	8	0	0	0	788

Total Incidents With Exposure Fires	0	Total Fire Dollar Loss	\$ 145,275.00
Total Exposure Fires	0	Total Dollar Loss	\$ 145,275.00

Casualty Summary	Civilian	Fire Service
Fire Related Injuries	0	0
Non-Fire Injuries	0	0
Fire Related Deaths	0	0
Non-Fire Deaths	0	0

Summary By Incident Type

All Selected Fire Departments

Report Period: From 01/01/2019 to 12/31/2019

Calls By Incident Type

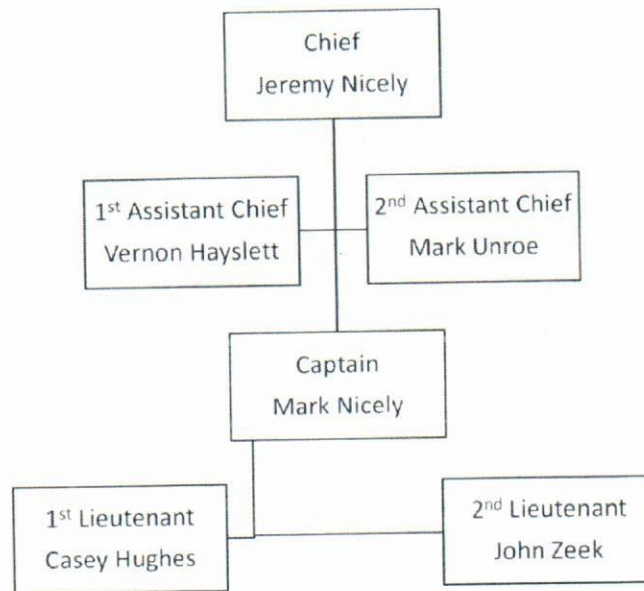
	Frequency	Percent Of Total Calls	Mutual Aid None	Mutual Aid Given	Mutual Aid Received	Other Aid Given	Invalid Aid Flag	Exposures	Total Incidents
FIRES									
Structure Fires (110-118, 120-123)	11	1.19 %	3	7	8	0	0	0	18
Vehicle Fires (130-138)	2	0.22 %	2	3	0	0	0	0	5
Other Fires (100, 140-173)	3	0.33 %	2	1	1	0	0	0	4
Total Fires	16	1.73 %	7	11	9	0	0	0	27
Pressure Ruptures, Explosion, Overheat (200-251)	1	0.11 %	1	0	0	0	0	0	1
RESCUE CALLS									
Emergency Medical Treatment (300-323)	788	85.37 %	788	0	0	0	0	0	788
All Others (331-381)	3	0.33 %	3	1	0	0	0	0	4
Total Rescue Calls	791	85.70 %	791	1	0	0	0	0	792
Hazardous Condition Calls (400-482)	33	3.58 %	27	5	6	0	0	0	38
Service Calls (500-571)	35	3.79 %	33	0	2	0	0	0	35
Good Intent Calls (600-671)	18	1.95 %	17	0	1	0	0	0	18
Severe Weather or Natural Disaster Calls (800-815)	1	0.11 %	1	0	0	0	0	0	1
Special Incident Calls (900-911)	0	0.00 %	0	0	0	0	0	0	0
Unknown Incident Type (UUU)	0	0.00 %	0	0	0	0	0	0	0
FALSE CALLS									
Malicious Calls (710-715, 751)	0	0.00 %	0	0	0	0	0	0	0
Other False Calls (700, 721-746)	28	3.03 %	17	11	11	0	0	0	39
Total False Calls	28	3.03 %	17	11	11	0	0	0	39
TOTAL CALLS	923	100.00 %	894	28	29	0	0	0	951

Total Incidents With Exposure Fires	0	Total Fire Dollar Loss	\$ 129,000.00
Total Exposure Fires	0	Total Dollar Loss	\$ 129,000.00
Casualty Summary			
	Civilian	Fire Service	
Fire Related Injuries	0	0	
Non-Fire Injuries	0	0	
Fire Related Deaths	0	0	
Non-Fire Deaths	0	0	

Our Firefighters

- Career Staff:
 - Robert Boyd, Superintendent/Fire Marshal Fire Instructor II, EMT
 - Robert Conner, Firefighter II, EMT
 - Dustin Wilhelm, Firefighter II, EMT
 - 5 Part-Time (Firefighter II, EMT)
- 34 – Volunteer Firefighters (Trainees to 4 Fire Instructors, 3 EMTs)
- Volunteers serving from new membership to 60 years service

Volunteer Fire Officers



Smoke Detector Program

- Firefighters partnered with Red Cross to install 250 Smoke Detectors within town limits since 2017.



Community Outreach

- Fire Prevention
- School Events
- In-House Tours
- Community Training
- Fire Safety Plans
- Detector Inspection/Installation
- Fire Escape Education

Firefighter Requirements

- Firefighter I
 - 160 Hours
 - Haz Mat Operations 40 Hours
- Firefighter II
 - 57 Hours
- EVOC
 - 16 Hours
- EMT
 - 150 Hours
- 423 TOTAL HOURS TRAINING



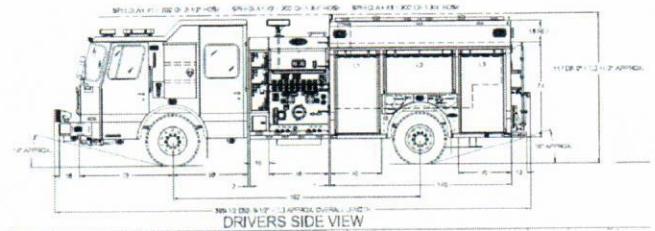
Engine 25



- 1992 Grumman Pumper
- 1500 GPM Pump
- 750 Gallon Tank
- Primary Engine
- Various Equipment for Structure
- Licensed EMS Response Vehicle

Engine 2

- Delivery date of August 2020
- Engine 2 is a E One Typhon Rescue Custom Pumper
- Pump is 1250 (gpm)
- Tank size 780 gallons
- Licensed EMS Response Unit



Engine 24



- 2000 Ferrara Pumper
- 1250 GPM Pump
- 1000 Gallon Tank
- Primary County Calls, MVC, Brush Fires
- Licensed EMS Response Vehicle

Ladder 2



- 2002 Pierce Ladder Truck
- 105 Foot Ladder
- Assorted Ground Ladders
- 1250 GPM Pump
- 300 Gallon Tank
- Primarily use for Vertical Ops
- Assorted Rescue Equipment including Vehicle Rescue

Ladder 2

- One of two in Allegheny County
- Purchase was made possible through an agreement between the town of Clifton Forge and Allegheny County.
- Purchase price \$450,000, this was a 'used truck' in like new condition
- A new unit would cost \$1.3M



Unit 21



- 2008 Ford E450 Equipment Truck
- Carries all associated equipment for Rescue and Fire Response
- Portable Pumps, Lighting, Generators, Air Packs, and Spare SCBA Cylinders

Unit 20



- 2002 Dodge Ram Truck Support Vehicle
- Personnel Transport
- Licensed EMS Response Vehicle

Car 2



- 2005 Ford Car Support Vehicle
- Administrative Support
- Training
- Personnel Transport

Self Contained Breathing Apparatus (SCBA)

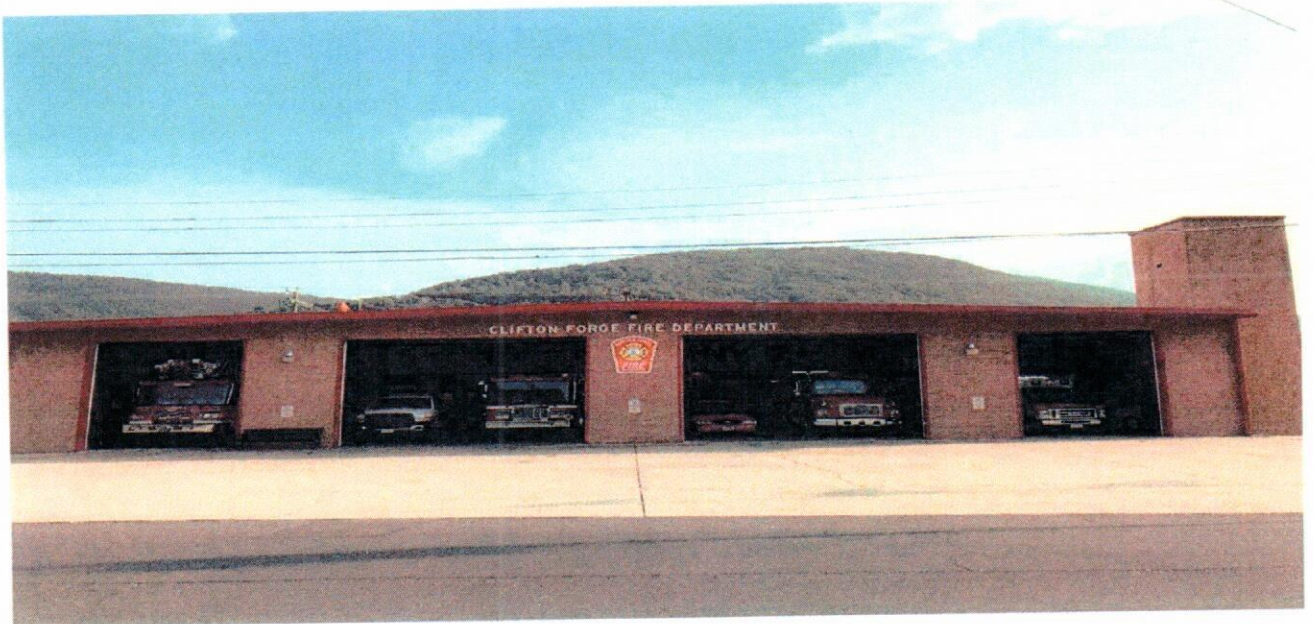
- Cost of SCBA \$4800.00
- Cost of SCBA Cylinder \$1000.00
- Life of SCBA & Cylinder 15 years
- With the funding you all have provided and fire programs all 16 SCBA have been replaced to the 2016 standard



Outside Funding Sources

- County Contribution of \$65,000.00 a year
- Fire Programs Contribution of \$14,000.00 a year can only be used on fire equipment
- 4 for Life money \$2500.00 a year can only be used on EMS equipment and supplies

“We Stand Ready”



ANNUAL AUDIT REPORT—LeeAnna Tyler

LeeAnna Tyler, Finance Director, provided the following report on the Town’s annual audit:

The Town has received the audit for the year ending June 30, 2019.

Once again, we received no audit findings. That is a testament to the great staff I have in my office.

At the end of June, the Town’s fund balance for the General Fund was \$67,324. Standard practice should be a fund balance of 10% of your general fund budget. We are still not anywhere near that figure.

Our tax revenue is very flat as is much of our general fund revenue. Meals tax does very well and business license has increased slightly. Approximately 1/3 of our general fund budget revenue comes from the Commonwealth and the majority is restricted spending. (Streets, Police, Fire, PPTRA).

The Town has maintained the same real estate tax rate of 21 cents since 2008. We have had the same effective personal property rate of \$3.35 since 1993. Our

personal property tax and real estate tax levies are both (tax \$ billed) less than they were in 2012-2015.

Our tax collection rate has risen to 94.51%. in June 2019, we sent 157 delinquent real estate tax parcels to our tax collection attorney. We have collected on many of those parcels and signed around a dozen promissory notes. The remainder will be going to the tax sale in the near future.

Bonded debt is a ratio of net bonded debt to assessed real estate value. Our gross bonded debt is \$6.36 million with water and sewer accounting for 94% of the total debt. Our net bonded debt is \$399,439 down from \$472,903 last year. Our net bonded debt per capita is \$114. As a comparison, Allegheny County's bonded debt last year was \$3,007 per capita.

HGTV HOMETOWN TAKEOVER SUBMISSION—Chuck Almarez

Mrs. Burcham explained the application to HGTV and stated that the efforts were assisted by Chuck Almarez, Martha Atherholt, Gayle Hillert, and Mott Atherholt. The application contains both a video and still photos and once shown to Council and the public at their meeting it will be placed on Facebook and YouTube.

Martha Atherholt mentioned being a volunteer in the community and stated that it is important to ride on the coattails of them and that this is another step forward to work together and continue the momentum. She stated that she hopes Council remembers the hours and days and time it has taken to move forward and will work together to continue that effort.

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.

Irene Booze stated that she has lived on Roxbury for 44 years and has always used the alley and parked in the rear and has never known of any vehicle damage. She stated that she has no concern with the one-way traffic, but the alleyway is in bad shape and increased traffic will cause more damage so she would like for it to stay one way. She stated that everyone is generally respectful to each other and pulls over when needed.

Mayor Irvine stated that the alley has been discussed and VDOT owns the upper end of the curve and will be repairing it.

Mrs. Burcham advised that VDOT will be repairing their portion, but the alley is actually a sewer easement that bisects a number of properties and is only six feet wide. The road bed is 14 feet wide and VDOT requires a road to be 30 feet in width which means the Town would have to improve the road with its money and it would cost over \$500,000 to improve and pave to the required standards. Mrs. Burcham is recommending that that potholes in the remaining portion of the easement be repaired.

Vice Mayor Marshall asked if that would satisfy the residents. Mrs. Burcham stated that she feels it would if it is kept in good repair.

Councilman Goings stated that he has traveled the route twice and that the potholes are there, but that the road is not extremely dangerous. He stated that this option is something to consider and that a half million dollars is a lot and that option would require that the Town acquire land in order to meet the distance requirements.

Mrs. Burcham advised that to be correct, stating that the Town would have to acquire property, buildings, and trees for the right of way.

Mayor Irvine asked if the road is made one-way, wouldn't that put the responsibility on the Town to repair.

Mrs. Burcham advised that the requirements for maintenance wouldn't change and that there have been complaints regarding the safety issue.

Mayor Irvine stated that if left as it currently is the Town would be responsible for the easement.

A gentleman in the audience stated that he has to use the back alleyway to pull his camper because he cannot go up the front way.

Vice Mayor Marshall asked to clarify that the street would be one-way with the alley being two-way.

Mrs. Burcham advised that the code does not address the easement, only the street.

Diana Kling Smith stated that a resident who lives on Roxbury right past the split stated that if they come out of their driveway it would make it hard for them to make a right turn if there is a car parked on the street. Vice Mayor Marshall addressed the question to Chief of Police, Chad Wickline.

Chief Wickline stated that the issue was brought forth during a community canvas and was once a one-way street. He stated that a two-way situation would not work on the alleyway because it would make it tough to respond to emergencies.

Mayor Irvine thanked Chief Wickline for running radar in the area.

Mrs. Burcham stated that there will be new signage which states 15 MPH at the corner of Church and Roxbury for the playground area.

CONSENT AGENDA

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

RECOMMENDATION: Approve minutes of February 11 & 18, 2020

Vice Mayor Marshall wished to clarify on page 23 of the minutes that she was not objecting to Joan speaking, but admits that it might have appeared that way.

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. 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

Motion to grant permission

Motion made by: Vice Mayor Marshall

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. 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

Motion to grant request

Motion made by: Vice Mayor Marshall

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

4. DEPARTMENT REPORTS

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

RECOMMENDATION: Accept reports as written

Motion to accept reports

Motion made by: Vice Mayor Marshall

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

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.

Motion to approve new rates

Motion made by: Councilman Oeltjen

Seconded by: Councilman Goings

ROLL CALL VOTE

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

Motion passed: 5-0

6. UPDATE ON VEHICLE LICENSE FEE

LeeAnna Tyler, Finance Director, reviewed the options that were given to Council previously and discussed how the only data point that the Finance Department has to work with is dated January 1, 2019 because that information is supplied from the County and they only update the information for the tax book once per year. She stated that numerous citizens are complaining and have been very rude and disrespectful to her staff and only time will tell if collections will meet required expectations and projections.

7. SALARIES FOR EMPLOYEES FOR FY21

The Police Department came forward with a proposal to raise salaries for officers in an effort to be competitive with other jurisdictions and retain personnel.

Mrs. Burcham explained that by eliminating the Community Development Director position it could fund a \$1,000 across the board increase for all employees or lower employees would receive 5% or higher salaried employees (Department Heads) 1-2%.

LeeAnna calculated a 2% across the board increase could be given with the same amount of funds.

Council may set priorities. Vice Mayor Marshall suggested 5% across the board.

Mrs. Burcham stated that the Police Department recommendations could be put into place with the same amount of funds for the Community Development position and increasing the real estate tax by 5 cents would provide a 2% increase for all employees.

Vice Mayor Marshall stated that giving the Police Department 5% and not giving everyone else the same would not be fair, even though she would also like to retain officers.

LeeAnna Tyler and Mrs. Burcham are to provide cost estimates at a later date when the fiscal budget is planned.

8. UPDATE ON THE TOWN MANAGER SEARCH

Mayor Irvine stated that the job description is listed on 7 websites and that there will be a special meeting on April 7th to discuss applicants. He stated that applications will be accepted until April 15th and then reviewed. He stated that interviews will be performed April 20-24 with background and reference checks to follow. He stated that Council and a 5-citizen advisory panel will be working on this together. Mr. Irvine stated that council will meet with the citizens group. He stated that they will review additional candidates May 4-8 and May 11 – 15 and anticipates a decision being made May 18-22. He stated that they will need to formalize an agreement and agree to expectations and ideas and that they will have 6 weeks until June 30 and will have a VML interim if necessary. He stated that there have been 7 applications received.

Joan Vannorsdall asked about the April 7th meeting and Mayor Irvine stated that it will probably be a closed meeting.

He stated that they will be taking recommendations for citizens to serve on the advisory board until March 27th.

MANAGER'S COMMENTS

Mrs. Burcham mentioned that the Hometown Hero nomination request has been placed on both Facebook and the Town's website.

Mrs. Burcham mentioned the annual "Shortest St. Patrick's Day Parade" which will be held next week.

Mrs. Burcham stated that the proposed dog park has \$3,652 in donations that Walter Umphlett has delivered to the Town. The donations will be used to purchase materials and Public Works will build the dog park in the jungle.

Mrs. Burcham mentioned the recent Chamber of Commerce Dinner and Awards Ceremony and congratulated Gayle Hillert on winning the Volunteer of the Year award.

Mrs. Burcham reminded everyone that the students from St. Josephs are in town this week and will be doing projects as they do each year.

Mrs. Burcham advised that JRE has discontinued recycling services to the Town. She advised that a committee has met for 2 years with JRE trying to work on an arrangement, but that an impasse on funding could not be overcome. She advised that RDS in Roanoke has brought a trailer to Matthews Park which filled in a week and mentioned that an RFP for recycling services has been issued and that she is not sure what the future may hold for recycling, but that she will continue to work on it.

Vice Mayor Marshall asked if we had ever received information on the staff at JRE and their salaries. Mrs. Burcham advised that it is difficult getting information from them and that their real purpose is to provide jobs for challenged clients and that JRE has not explained to the community that recycling is not profitable. She advised that RDS is helping as we work on the issues.

Mayor Irvine mentioned that the Town has worked on this with JRE for many years, but nothing seems to help.

Mrs. Burcham stated that there was a Coronavirus teleconference held last week and that the Virginia Department of Health website has up to date information. She stated that good habits should be practiced, and everyone needs to be mindful of hand washing. It has been suggested to sneeze into your arm and sick persons should stay at home so as not to expose yourself to others. She stated that the Community is well aware of the issue and precautions will be taken as necessary. She stated that it has been stated to really affect elderly people and those traveling out of the country.

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

Bruce Hyler of 78 Oakridge Drive, Milboro addressed Council on some miscellaneous credit card charges on the Town's credit card. He stated that he isn't accusing anyone of misappropriations, but mentioned several charges from different places, states, and restaurants. He provided a copy of the information to the clerk.

Diana Kling Smith of 224 Highland Street stated that she is concerned about the relationship with JRE and stated that they have come to an impasse. She mentioned an email that she had sent to Council members and read a letter that JRE had sent out to area businesses. She stated that JRE provides valuable services to the citizens and asked Council to please not forget their employees. She asked that Council consider giving JRE \$3,000 from the funds that were previously withheld from them and stated that 11 of the 37 employees of JRE live in Clifton Forge. She asked for a resolution to pay JRE and addressed Councilman Umstead and Vice Mayor Marshall stating that Mr. Umstead had worked with some of those clients and that Mrs. Marshall had stated that jobs are important and asked that they be fair to JRE. She stated that JRE no longer received rehab funding and only collects #1 and #2 plastics.

Raymond Austin of 1721 Forest Hills stated he is confused over the vehicle license fee. He stated that he owned a 2009 Ford until February 2019 when he purchased the sticker for his new Dodge Ram and asked if it is legal. Jared Jenkins, Town Attorney answered to advise that it is.

COUNCIL COMMENTS

Councilman Umstead stated that work continues on JRE.

Councilman Oeltjen stated that he enjoyed the HGTV video and hopes it will yield something. He thanked everyone for attending and thanked the firefighters for all they do. He thanked Chris Fisher and stated that he appreciates the amount of work that is put into the Bike Rodeo. He thanked LeeAnna Tyler for all of her work on the budget and stated that he agrees Council needs to work on the license fee issue.

Councilman Goings stated that the monies previously held from JRE were withheld due to dissatisfaction with the sporadic and infrequent services they were providing on pickups and he wishes JRE would separate donations they want for their workshop versus recycling services. He stated that recycling is near and dear to his heart, but there seems to be no solution. Councilman Goings mentioned Earth Day's 50th Anniversary next month and encouraged everyone to reduce, reuse, and recycle, stating that we should all focus on reducing by saying no to single-use bags, bring our own coffee cups, stop the purchase of bottled water because we have good water in

Clifton Forge and there is no need to buy water. He stated that he is glad to see the new trailer at Matthews Park, but that he has noticed people putting the wrong colored glass into the container and the wrong plastics as well. Lastly he stated that people can take their recyclables to JRE directly.

Vice Mayor Marshall thanked all the speakers and presenters and stated that she was honored to welcome the St. Joseph's students back to Town. She stated that there is a decline in their enrollment thus creating a decline in participation this year. She thanked everyone for their input on the Hometown Heroes event and stated that 7 nominations have been received and that Council will be making a decision on this year's recipient. She stated that the Town Manager is looking into Uber/Lyft options for rural areas and affordable dwelling units and thanked Public Works for installing the new street signs. She commended Officers Ledford and Urban for seeing the recent fire and calling the Fire Department and congratulated the Water Treatment Plant for the operational excellence award.

Mayor Irvine thanked everyone for coming and thanked Mike Jack for all of his years of service to the Town. He thanked Chris Fisher on the work on the Bike Rodeo and thanked Mr. Almarez and Martha Atherholt for their work on the video. He thanked Robbie Boyd for the work the Fire Department does and asked people to contact Council members if they wished to be considered for the citizens advisory panel. He read a thank you note from the C & O Historical Society for the train show and thanked LeeAnna and her staff for dealing with the license fee issues. Lastly, he congratulated Gayle Hillert on her award.

Motion to adjourn

Time: 9:35 PM

Motion made by: Vice Mayor Marshall

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

WORK SESSION MINUTES
TOWN OF CLIFTON FORGE, VIRGINIA
7 PM, Tuesday, April 7, 2020
Via Teleconference

Mayor Irvine called the meeting to order at 7:00 PM and read the required statements indicating the need for a teleconference rather than having a physical meeting due to the current state of emergency. All members participated by calling in, as well as Darlene Burcham, Town Manager, and Jared Jenkins, Town Attorney. A roll call was performed by the Town Manager to confirm attendance.

Mayor Irvine then went over the rules for the conduct of the meeting explaining to the public that it is a work session and not intended for public comment and reminding Council that they will need to state their name prior to making comments so things can be documented correctly.

Mayor Irvine began the meeting with the discussion of the Town Manager search stating that Council has received 10 resumes to consider for the position and asking Council to review questions that have been provided to each of them and to provide feedback. He stated that a five-member Citizens Advisory Committee has been chosen by Council and stated that things are in place and going by the guidelines previously set. Council discussed at length the process that they have established to complete the task and the timeline that they have set.

Vice Mayor Marshall asked Mrs. Burcham if she had reviewed the questions that have been provided to Council members with recommendation as to questions the interview process. Mrs. Burcham advised that she had seen them but had not commented because she had not been asked to do so. Vice Mayor Marshall stated that she had asked everyone to make comments and that she wanted feedback.

Councilman Goings commented on the detail involved in the questions and the number of questions in general. He stated that using the questions he feels would involve people being required to provide a written response, but if that was the intent the questions would be good. Vice Mayor Marshall stated that wasn't the intent. She stated that each member would be asking a total of 6 questions each which they would choose from the provided list. Councilman Goings asked if other questions could also be submitted to which Mrs. Marshall stated that she would like the process to be able to include follow-up questions.

Councilman Oeltjen suggested striking anything being asked about strengths/weaknesses, stating that in his experience has never provided for honest answers from candidates. He agreed with Councilman Goings regarding the length of the list of questions and time it would involve for the interview process.

Councilman Umstead asked if the interviews would be conducted by teleconference or in person, stating that in person interviews are very important and he feels that would be the best way.

Vice Mayor Marshall stated that the questions were written with that expectation; however, since we are under the state of emergency it will be difficult to ask people to travel and meet physically. Councilman Goings agreed.

Mayor Irvine stated he would like to see Council narrow down the search to 5 candidates and then interview them directly. If close, then in person, but if candidate lives further way, then would be via teleconference. Vice Mayor Marshall disagreed stated that the interviews need to be conducted in person in order to get a feel for the person and accurate assessments and mentioned her experience with interviewing candidates.

Councilman Umstead agreed with Vice Mayor Marshall and Councilman Goings that the interviews need to meet in person and stated that the interviews should not last over an hour. Mayor Irvine stated he agrees, but that all but one of the five candidates he would choose don't live far enough away not to travel. He mentioned a second round on interviews and stated he would like to see face-to-face with everyone.

Councilman Umstead reiterated the process Mayor Irvine was suggesting, choosing 5 candidates, then narrowing down to 3, then proceeding. Vice Mayor disagreed with the process, stating it was overkill to have double interviews.

Councilman Oeltjen suggested 3 candidates and only asking a short list of questions to determine if any are qualified. Mayor Irvine stated that there is a planned "second round" in May to see if additional resumes all received.

Councilman Goings stated that he would hope Council would not conduct an interview on anyone they weren't seriously considering as a candidate just to get "a magic number" of responses. Vice Mayor Marshall agreed with Councilman Goings stating only interviewing the actual candidates they feel are qualified to begin with and also suggested that due to the crisis and emergency related to the virus that the process be pushed back until it has subsided due to the importance of the position and all that is at stake and there might be over 10 persons which would go against Government guidelines.

Mayor Irvine stressed the importance of the timeline and the tightness of the schedule. Vice Mayor Marshall stated that the timeline was created prior to the crisis and that she does not feel that it should apply during this time. She stated that Mrs. Burcham's leadership is getting the Town through the crisis and she feels she is doing a great job and wanted to thank her for that.

Mrs. Burcham suggested that perhaps Council needs to speak about the expectations or duties of the Citizen Advisory group, but some things being mentioned she has not heard before and feels they should be clarified and that it may also help them with their process.

Mayor Irvine stated he agreed and that he did not have any duties of the Committee and thought Council would be establishing them. Vice Mayor Marshall stated that in her experience, citizens were usually not there to comment, but were there to ensure a fair and transparent process. Mayor Irvine again asked Council to make a decision on the process and timeline for interviews and reviewing candidates before they move to the second item on the agenda which is discussion of the duties of the Citizens Advisory Committee and asked about a closed session.

Jared Jenkins, Town Attorney advised that a closed session could only be used to discuss specific candidates and that any discussion of the process for choosing or reviewing the candidates up to that point should be open discussion and could be decided at tonight's work session.

Vice Mayor Marshall stated that Council needs to review the resumes that have been received and that Council should not be asking people to travel during this crisis.

Councilman Goings asked if hard copies of the resumes could be again provided to members for their review since they were previously sent to Council via email. Mrs. Burcham advised that to be possible and Vice Mayor Marshall agreed it would be helpful and it was agreed to have copies of each resume, along with the job description and ad delivered to each member the following day. Councilman Goings stated that he doesn't feel that there are even 5 candidates that need to be interviewed and doesn't feel that Council is anywhere near that. Councilman Oeltjen agreed.

Councilman Umstead suggested each member provide the names of their top 3 choices and stated he agrees with Councilmen Goings and Oeltjen that there aren't 5 candidates in those received that he would wish to interview. He stated that there might not be 3 candidates that they all agree on. He asked when the deadline to apply was and Mrs. Burcham advised that the ad is open-ended, but that several of the agencies that listed the advertisement have expired and had run in January and February, but also stated that she feels with the current crisis people are not only going to want to avoid travel, they aren't going to want to relocate to an area they aren't familiar with and that most people are really trying hard to abide by the social distancing standards and following the government guidelines and staying home. Councilman Umstead again reiterated his thoughts.

Mayor Irvine stated that Council had agreed to the previous guidelines and April 15th is the date that had been chosen to pick from the candidates and make the decision which ones they wished to interview. Vice Mayor Marshall argued that they realize that is what was stated

previously, but again we are living in a different world with this virus crisis and things aren't going to work the same and that needs to be considered.

Mayor Irvine asked if Council couldn't decide on 3-4 candidates in a week. Councilman Goings stated that he feels Council can send in their picks and then it be compared to other members and then at that time they can decide how to proceed. Councilman Umstead agreed. Vice Mayor Marshall and Councilman Oeltjen also agreed, as did Mayor Irvine. It was decided that each member will provide Mayor Irvine 3 choices which will then be compared to each other members to make the decision which candidates should then proceed to the interview process. Councilman Goings suggested that the discussion be part of the regular Council meeting on the 14th. It was decided after conferring with the Town Attorney that a closed session will be held after the regular meeting on April 14th to discuss the candidates. Questions were raised as to how the teleconference would be conducted for closed session and Mrs. Burcham advised that she has that ability through the conference system we have.

Councilman Umstead asked what role the Citizens Advisory Committee will be playing in the whole process. Mayor Irvine stated he had attempted to contact the 5 citizens chosen and all, but one has responded. He stated that if he does not receive a response he will then go back to the list and choose the next person. Mayor Irvine stated that he only contacted the person the day previous but would try again the following day. Councilman Goings stated that wasn't enough time for people to respond, that people are sometimes busy with other things and it shouldn't be assumed that they aren't interested. Mayor Irvine stated that he could also go by the person's place of employment if he did not receive a response.

Mayor Irvine stated that the Committee will be assisting Council and not making the selection for the new Town Manager. The decision will be the sole responsibility of the Council. Vice Mayor Marshall stated that he needs to be clear on what he means by "assisting" because in her experience, they should be observation only. Councilman Umstead agreed that they have no voice in the meetings and no say in the decision and are only to share things with members that are from the community or residents. The Town Attorney suggested that the original vision as he understood would be for each candidate who comes to interview would spend an hour with Council, an hour with the Committee and then an hour with employees and all opinions would be then submitted collectively and a decision made by Council based on those opinions. Mr. Jenkins also stated that it is only an assumption that the person can be here. Mrs. Burcham stated that she is concerned that if employees are a part of the process and stated that she has never seen that done in all her years of experience because whoever is selected will then have oversight to those employees and they shouldn't feel beholden. She stated she has seen citizens used many times in a social context but feels Council should rethink the issue of employee involvement. Councilman Oeltjen agreed. Mayor Irvine stated he thought it would be like a "meet & greet" scenario. Councilman Oeltjen stated that should happen once a candidate is selected, and Vice Mayor Marshall agreed. A lengthy discussion followed as to how exactly handle the Citizens Advisory Committee being part of the interview process. After much discussion and the Town Attorney reiterating to the group that there is an exception to the

10 person limit for Government business as long as social distance guidelines are followed, the group was not opposed to the Committee sitting in on the interviews conducted by Council and then providing Council feedback; however Vice Mayor Marshall again stated that she feels the process needs to be pushed back because she is not comfortable with a physical meeting at this time and does not wish to be present in person. She stated she would rather everyone play it safe and wait. It was then decided that the Committee will call in to the interview meetings and then provide their input to limit the number of persons involved.

Mayor Irvine again mentioned a “meet & greet” and stated it wasn’t an issue in his mind to plan that later. Vice Mayor Marshall disagreed stating that it was too much to ask someone to travel multiple times during this crisis when they aren’t a final sure candidate during the process. Mayor Irvine is to contact the Committee members and advise them of what is expected of them during the process.

The Town Manager read a statement regarding the credit card charges that were questioned provided by the Finance Director, LeeAnna Tyler. A copy of that statement follows: Background: The Town has one credit card account that can be utilized by any and all authorized Town employee. We have 3 cards. One is held by Public Works, the other two are located in Town Hall and must be signed out and back in for use. All credit card charges are reconciled monthly against receipts turned in by departments. The credit card is used for employees that travel to meetings, conferences and training. They are allowed to charge their meals to the card (we do not tell them where to eat) up to a daily per diem limit. The credit card is not exclusive to Ms. Burcham, as Mr. Hyler implied.

The Town is audited by an outside firm each year and have never had an audit comment relating to the credit card.

Mr. Hyler’s list of charges has been cherry picked from the statements he received from his FOIA request for years 2016,2017,2018 and 2019. They are in no way indicative of all the charges that are placed on the card. I have attached a copy of his list with notations regarding the usage of the card. I was unable to find several charges that were indicated on Mr. Hyler’s list with the date he specified.

Ms. Burcham is on the Board of the Virginia Municipal League Insurance Program (VMLIP and now VRSA). All of those charges are reimbursed to the Town from VMLIP/VRSA. There are also three ICMA conferences, one each year for 2016-2018 per her contract, where Ms. Burcham shares a hotel room with her daughter and therefore the Town incurs no charges even though a hotel charge would be appropriate.

There are charges for Public Works, Library meetings, prizes for the Library’s kids’ reading program from Pizza Hut and Dairy Queen, Council members conferences and training, supplies, food for the Jail work crew, supplies for Library programs, etc.

Mrs. Burcham advised that a copy of the list Mr. Hyler had was provided to Council by Mrs. Tyler who had asked Council for any comments or questions and none were received. The issue is considered closed.

Councilman Goings thanked Mrs. Burcham for all the information provided and feels it is not an issue.

Mrs. Burcham reminded Council that the list from Mr. Hyler were over a 4-year period and were not all items, only certain ones that he chose to list.

Mayor Irvine requested the item be addressed during a regular Council meeting, but after further explanation and discussion the other members and the Town Manager disagreed, stating that the work session is considered a public meeting and the issue has already been addressed and stated it would be a waste of time to address the subject repetitively.

Motion to adjourn

Time: 8:30 PM

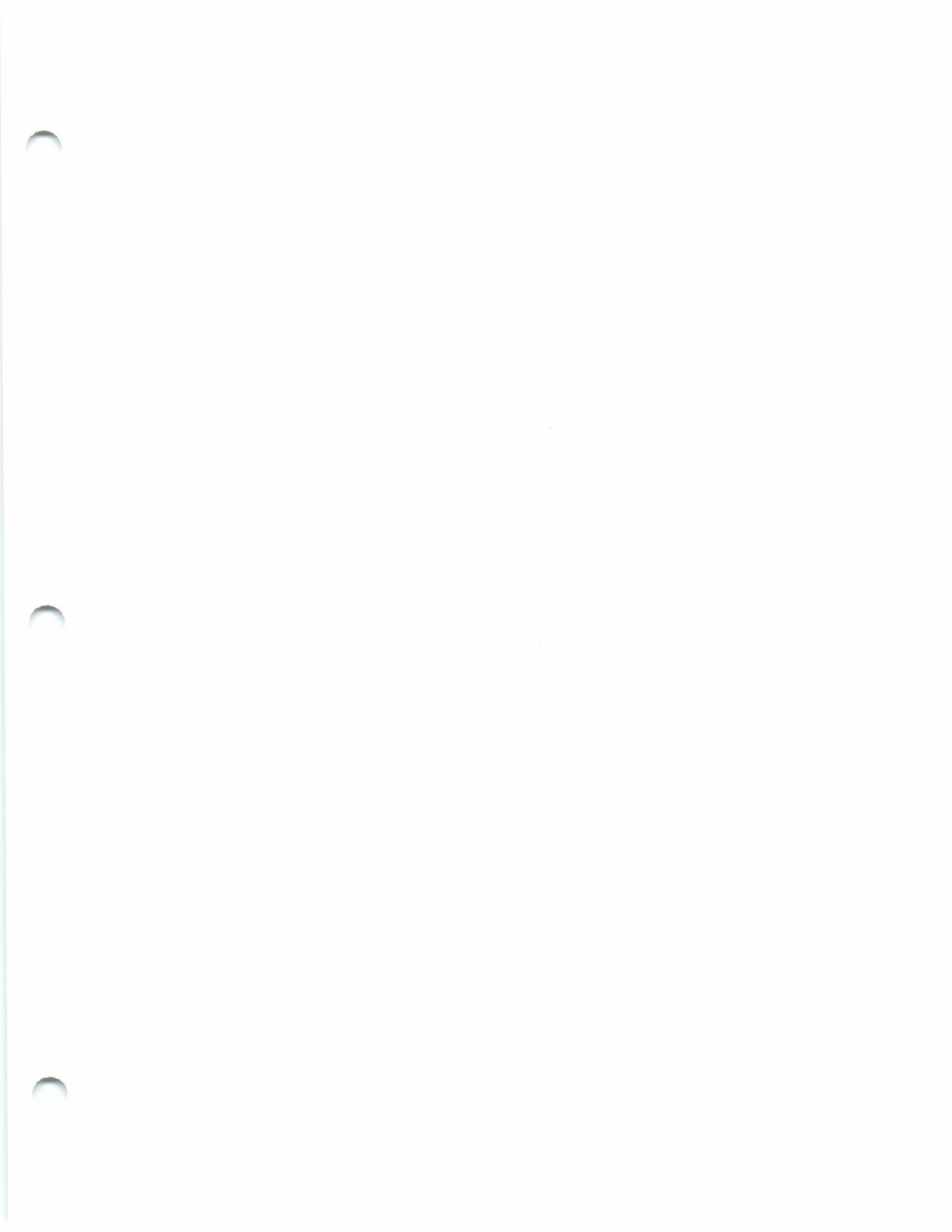
Motion made by: Councilman Umstead

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

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

Total: 5-0



**CLIFTON FORGE
POLICE DEPARTMENT**

**** MONTHLY REPORT ****

FEBRUARY 2020

ADULT ARRESTS

CRIMINAL ARRESTS- FELONY

1 UNLAWFUL WOUNDING

CRIMINAL ARRESTS- MISDEMEANOR

1	ASSAULT & BATTERY	1	BRANDISH FIREARM
1	DISORDERLY CONDUCT	1	DRUNK IN PUBLIC
1	ECO (Emergency Custody Order)	4	EPO (Emergency Protective Order)
8	FAIL TO PAY PARKING TICKET	1	DRIVE WHILE SUSPENDED
1	DWI 1 ST OFFENSE	1	OBSTRUCT JUSTICE
2	DWI 2ND OFF, W/IN 5 YEARS	2	POSESSION OF MARIJUANA
2	TDO (Temporary Detention Order)	1	REFUSAL OF BREATH TEST

TRAFFIC ENFORCEMENT

2	DUI	4	DEFECTIVE EQUIPMENT
1	DRINK WHILE DRIVING	1	DRIVE SUSPENDED
6	EXPIRED STATE TAGS	18	FAIL TO STOP AT STOP SIGN
2	FAIL TO MAINTAIN CONTROL	1	FAIL TO STOP AT RED LIGHT
1	FAIL TO OBTAIN REGISTRATION/TITLE	2	IMPROPER DISPLAY OF PLATES
1	IMPROPER REGISTRATION	1	NO LIABILITY INSURANCE
1	NO OPERATOR LICENSE	2	NO OPERATOR LICENSE IN
4	NO REGISTRATION IN POSSESSION		POSSESSION
1	RECKLESS DRIVING	28	SPEEDING

CRIMINAL ARRESTS – FELONY (JUVENILE)

CRIMINAL ARRESTS – MISDEMEANOR (JUVENILE)

	FEB. '19	19 YTD	FEB. '20	20 YTD
ADULT CRIMINAL ARRESTS	****	****	*****	*****
FELONY		5	7	1
MISDEMEANOR		15	32	24
JUVENILE CRIMINAL ARRESTS	****	*****	*****	*****
FELONY		0	0	0
MISDEMEANOR		0	2	0
TRAFFIC SUMMONS ISSUED		44	88	79
PARKING VIOLATIONS		9	11	14
COMPLAINTS RESPONDED TO		377	722	348
PUBLIC WORKS COMPLAINTS		6	9	1
CITIZENS/BUSINES REQUEST-CHECKLIST		441	872	1,478
BURGULAR ALARMS PROCESSED		7	15	4
ACCIDENT INVESTIGATED		5	8	2
REQUEST TO UNLOCKED MOTOR VEHICLES		18	22	8
REQUEST TO UNLOCK HOMES/BUSINESSES		0	0	0
ESCORTS PROVIDED		9	17	8
COURT DOCUMENTS PROCESSED		34	74	31
UNSECURED PROPERTY		10	16	6
MILES TRAVELED BY DEPARTMENT		5,619	11,453	4,989
TRANSPORTS	****	****	****	****
TO REGIONAL JAIL	****	****	****	****
NUMBER OF TRANSPORTS		6	13	1
TOTAL MILEAGE		140	297	23
MAN-HOURS	4 HRS 20 MIN	10 HRS 47 MINS	32 MINS	1 HR 10 MINS
TO MENTAL FACILITY	****	****	****	****
NUMBER OF TRANSPORTS		7	13	4
TOTAL MILEAGE		259	751	264
MAN-HOURS	18 HRS 46 MINS	39 HRS 25 MINS	5 HRS 32 MINS	5 HRS 32 MINS
ANIMAL CONTROL		*****	*****	*****
COMPLAINTS RESPONDED TO		9	27	25
ANIMALS PLACED IN SHELTER		0	2	2
DOGS		0	2	2
CATS		0	0	0
SUMMONS ISSUED		0	0	0
ANIMAL BITES INVESTIGATED		1	1	0
ANIMALS RETURNED TO OWNER		0	0	2
DOGS		0	0	2
CATS		0	0	0
OTHER		0	0	0
ANIMALS RETURNED TO THE WILD		0	1	1

Investigation Report

This report represents criminal investigations conducted by the Clifton Forge Police Department. To date for the month of February the Police department has initiated Twenty-two (22) criminal investigations. No cases were carried over from the previous month. This brings it to a total of Twenty-two (22) criminal investigations that have been active between February 1, 2020 and February 29, 2020.

Criminal cases initiated in February:

Disorderly conduct-1	D.U.I -3
Domestic assault & battery-6	Traffic accident investigation-4
Public intoxication-1	Petit larceny-1
Possession of marijuana-2	Vandalism-2
Obstruction of justice-1	Grand larceny-1

Criminal cases cleared in February:

Obstruction of justice-1	D.U.I -3
Domestic assault & battery- 6	Possession of marijuana-2
Disorderly conduct-1	Public intoxication-1
Traffic accident investigation- 4	Vandalism-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 February was 86.3%. 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 February 22, 2020 Officer S.D, Urban was conducting speed enforcement on the 1000 block of Main St. when he conducted a traffic stop for a speeding violation. During the course of the stop an Allegheny County Sheriff's office K-9 was utilized for an open-air search on the perimeter of the vehicle. After a positive alert to the odor of narcotics emitting from the vehicle a probable cause search was conducted. During the course of the search, a baggie of marijuana was located behind the driver seat in the rear of the vehicle. At that time a summons was issued to the operator of the vehicle for possession of marijuana without incident.

On February 29, 2020 Officer G.A. Wilhelm responded to the 1000 block of Main St. for a motor vehicle accident. Upon his arrival he

located the operator of the vehicle outside of the vehicle on the sidewalk. Upon making contact with the driver Officer Wilhelm noticed a strong odor of alcoholic beverage coming from his person. A set of field sobriety tests were conducted in which the suspect showed multiple signs of intoxication. At that time the suspect was taken into custody for driving under the influence of alcohol and transported to CFPD for further processing without incident.

On February 14, 2020 Officer E.L. Soto was on routine patrol when he conducted a traffic stop for an equipment violation. Upon approaching the driver, he noticed a distinct odor of alcoholic beverage coming from the interior of the vehicle. Officer Soto then conducted a set of field sobriety tests on the driver, in which he showed multiple signs of intoxication. The driver was then taken into custody and transported to CFPD for further processing without incident.

Chief's Comments: Hopefully this report finds all well. These remarks will reflect on the last couple of weeks. With the COVID19 pandemic patrol functions have had to adapt due to restrictions placed forth by the Governor's Office, Commonwealths Attorney's Office, Alleghany Regional Jail as well as tactics employed by this office to keep Officers and staff healthy. Officers are still making a visible, presence in the town. Complaints when possible, are being handled over the phone to limit public contact and a chance of infection. Unfortunately, the nature

of work we do does not always permit this. Know that Officers are still being as proactive as possible to keep the community safe.

Clifton Forge Public Library

Director's Report

February 2020

The month of February was a busy time as many groups and governmental entities held meetings. The Armstrong Community Meeting room had 167 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 met after taking an extended holiday break. 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 "The Things They Carried" by Tim O'Brien. The Foreign Films Club met twice. Town Manager Darlene Burcham held a special meeting with the contractor group on the ongoing Dam Project. 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. Vice Mayor Pam Marshall also met with local constituents. The Women of the Moose Lodge held a single special meeting. The Rainbow Rock Genealogical Club held a single meeting. Laura Caravaglia conducted a single Medicare educational workshop. The library hosted a Valentine themed Preschool Story Time and Toddler Time. The library hosted a special Black History Month event entitled "Celebrating the Local Black Experience in Arts and Music." Library Board Vice President Teresa Johnson facilitated the special forum that included Clifton Forge Vice Mayor Pam Marshall, local photographer Jada Calendar and Alleghany High School student Brandon Willard. The Virginia Retirement Service held a special meeting. Staff member Iris

Gilbert, assisted by volunteers Bobbi Frost and William Vickery signed out 307 books to patrons at Scott Hill.

FY 2020	Items	August	September	October	November	December	January	February	March	April	May	June	Cum FY 2020	
	Donations	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$850.00	\$1,200.00					\$2,550.00	
	Book Sales	\$20.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00					\$69.00	
	Fax Charges	\$155.00	\$169.00	\$135.00	\$162.00	\$160.00	\$155.00	\$140.50					\$1,226.50	
	Fines	\$160.80	\$132.10	\$199.20	\$135.00	\$192.00	\$173.00	\$149.40					\$1,288.07	
	Replace book	\$15.55	\$0.00	\$0.00	\$18.00	\$20.00	\$0.00	\$23.00					\$81.80	
	Replace car	\$2.00	\$16.00	\$10.00	\$4.00	\$8.00	\$8.00	\$14.00					\$84.00	
	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	\$104.25	\$92.00	\$94.30	\$93.00					\$768.05	
	Total	\$446.85	\$448.60	\$435.20	\$423.25	\$472.00	\$1,330.30	\$1,619.90					\$6,117.42	
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	\$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	\$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	1125					1427
CF Juvenile	338	281	254	213	217	146	167	207					1823
Allegh. Adu	950	999	968	970	790	884	845	943					7349
Allegh. Juv.	72	78	85	96	70	48	40	25					514
NR Adult	73	91	101	120	58	51	56	77					627
NR Juvenile	3	15	13	11	15	33	36	53					179
# ITEMS O	2863	2890	2859	2870	2438	2537	2492	2435					21384
FY 2019	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 19
CF Adult	1464	1426	1418	1554	1357	1302	1349	1318	1333	1340	1363	1362	16586
CF Child	398	323	270	273	206	242	275	233	236	267	221	388	3332
Allegh. Adu	877	890	1249	818	702	876	834	955	1018	865	884	917	10885
Allegh. Juv.	65	69	49	103	164	47	75	75	80	54	67	87	935
NR Adult	149	188	138	221	148	174	143	138	140	98	109	86	1732
NR Juv.	17	13	20	46	47	11	55	37	28	36	13	22	345
# Items Out	2970	2909	3144	3015	2624	2652	2731	2756	2801	2660	2657	2862	33781
Number of PATRONS checking out library materials; categorized by geographic area & patron type													
FY 2020	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 20
CF Adult	183	179	182	176	166	192	203	172					1453
CF Juvenile	41	37	34	25	24	23	21	24					229
Allegh. Adu	104	117	102	119	110	102	88	98					840
Allegh. Juv.	9	16	7	9	8	12	11	9					81
NR Adult	18	25	24	12	17	26	15	16					153
NR Juvenil	1	3	2	3	3	5	5	2					24
Total Patro	355	376	351	346	317	362	343	319					2769
FY 2019	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 19
CF Adult	181	201	183	175	161	172	173	169	178	181	185	182	2141
CF Juvenile	40	40	35	30	31	46	33	37	37	27	25	38	419
Allegh. Adu	101	117	100	108	96	110	110	107	102	93	91	110	1245
Allegh. Juv	6	6	9	11	12	11	14	9	12	9	14	18	131
NR Adult	20	23	19	25	17	24	22	21	16	18	20	17	242
NR Juv.	4	3	4	4	7	6	5	5	4	3	3	5	53
Total Patro	352	389	350	350	324	369	356	348	338	330	338	369	4213

Borrower counts, circulation trans.

FY 2020	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 20
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Borrowers	355	376	351	346	317	362	343	319											2769
New Regist	15	26	16	21	13	12	19	16											138
Transactor	5127	5149	5115	5026	4650	4201	4562	4453											38283
Wifi	61	57	50	51	53	58	63	73											466
W/drawn b	6	9	18	26	12	41	38	12											162
PAC Loggin	47	57	50	41	46	38	48	30											357
W/D Patrol	20	18	5	19	2	5	4	2											75
Computer	427	409	401	393	401	367	411	385											3194
E-book Cir	161	158	163	153	158	160	163	165											1281
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						
Transactor	5921	5893	5470	6065	5166	5231	5146	4855	4862	4627	4532	4854	62622						
WiFi	56	54	51	61	45	53	55	61	60	57	59	72	684						
Withdrawn	3	277	19	63	112	87	216	179	6	6	2	13	983						
PAC Loggin	25	41	20	51	44	33	56	74	51	48	43	60	546						
W/D Patrol	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 TTILES ADDED																			
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum 20						
FY 2020	199	156	164	161	157	97	157	198											
FY 2019	205	164	213	188	172	126	168	120	196	126	180	163	2021						
MICHAEL ARMSTRONG COMMUNITY MEETING ROOM ATTENDANCE																			
FY 2020	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum 20						
	325	223	194	264	211	141	256	167											
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

March, 2020

Twenty-three (23) letters were sent out for the month:

- Four for expired tags or no tags on cars
- Eight for open or outdoor storage
- One for a cat problem
- Five for safety issues
- Two for sign violations
- Two for sewer leaks
- One for parking a commercial truck in R1.

Court has been suspended for coronavirus. Two cases are on hold.

Grass letters will begin April 1, 2020.

John Zeek

Code Enforcement Officer

March 2020
Public Works
Monthly Report

Hello! The month of March has been busy for us here at public works!

With the pandemic of the COVID-19 we have closed our public parks & restrooms. At this time the Town of Clifton Forge has one resident hospitalized with the virus. Our prayers are with him and his family.

On a lighter note we want to thank John Grimes for buying our lunch! He is such a kind man!

Our bucket truck made its trip to Roanoke to be inspected and is back into service.

Two of our employees went to Verona and participated in the Trench Class with OSHA. Also, the employees have taken their Defensive driving class online through VRSA.

If you get a chance and haven't been up at Memorial Park lately. Ride by and look at what we did by clearing out the fence lines. Also, we were getting ball fields ready for Little League baseball, but it now looks like we won't have a season unless they play late after everything has been lifted.

At 929 Jefferson Ave we replaced a sewer line across the road.

At 1006 Rose Ave we had to call in Dominion Energy and other utilities companies to take down a dead tree before it fell across the road. We worked traffic control after hours.

Ricky Bourne our new Public Director started Monday March 23rd I am sure he is still trying to figure things out. We are glad to have him on our team.

Our cemetery grounds contractor started March 30, 2020.

1 burial for the month of March

MONTHLY REPORT

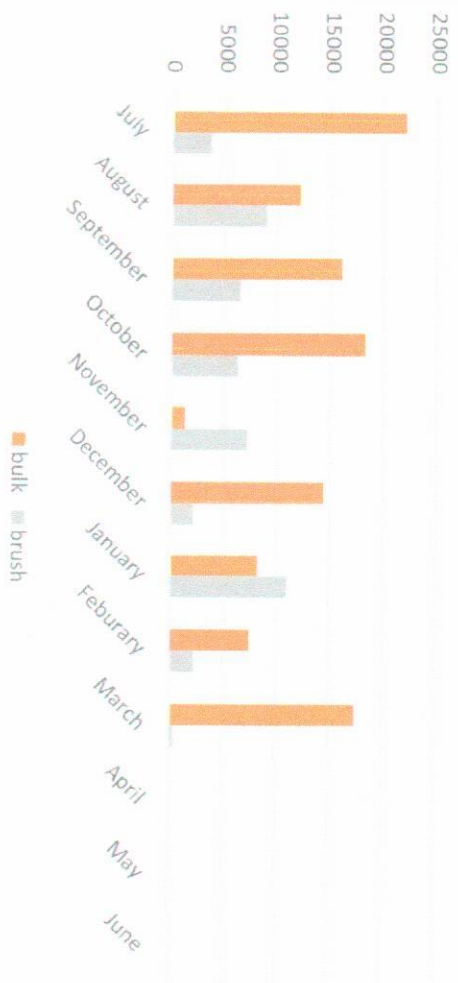
Mar-02

DEPARTMENT	WEEK	OT HOURS	MEN	COMMENTS
CEMETERY	3/1/2020	0	0	
	3/9/2020	0	0	
	3/16/2020	0	0	
	3/23/2020	0	0	
	3/30/2020	0	0	
	Total	0	0	
SEWER I & I	3/1/2020	2.5	2	Trench Traing in Verona (2men @2.5 hrs)
	3/9/2020	2	1	Emerg call out sewer 1500 Linden (1man@2hrs)
	3/16/2020	0	0	
	3/23/2020	0	0	
	3/30/2020	0	0	
	Total	4.5	3	
WATER	3/1/2020	2	1	1 Ingalls Cir low water pressure.(1man@2hrs)
	3/9/2020	2	1	18 County Road water leak on resident(1man@2hrs)
	3/16/2020	2	2	Cut waters back on per Darlene(2men@2hrs)
	3/23/2020	0	0	
	3/30/2020	0	0	
	Total	6	4	
BLDGS/GRDS	3/1/2020	0	0	Busket Trk to firehouse (1man@2hrs)
	3/9/2020	0	0	Close up parks(1man@3hrs)
	3/16/2020	2	1	Open up East school (1man@ 2hrs)
	3/23/2020	5	2	Close up matthews park(1man@2hrs)
	3/30/2020	2	1	
	Total	9	0	
STREETS	3/1/2020	0	0	Sewer line locate(4 men@.5)
	3/9/2020	1	8	Repair sewer line main (4men@ .5)
	3/16/2020	0	0	Traffic Control 1006 Rose Ave. tree cut.(3men@8.5 hrs)
	3/23/2020	8.5	3	Clean up tree limb McCormick (2men@.5 hrs)
	3/30/2020	0.5	2	
	Total	10	0	
	Grand Total	29.5	7	

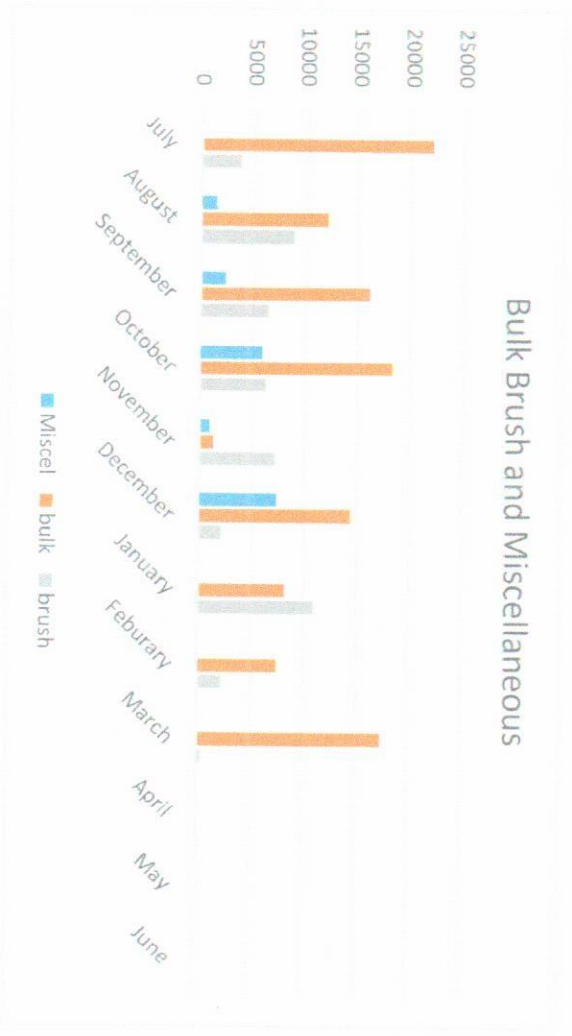
Total of OT hours for the month

Mar-20	Date	Trip	Weight	Type	Comments
	9-Mar	1	1220	Misc	Rental Truck
				Misc	
				Misc	
Subtotal		1	1220		
	3-Mar	1	800	bulk	
	10-Mar	3	4240	bulk	
	17-Mar	3	3840	bulk	
	24-Mar	4	5200	bulk	
	31-Mar	3	3320	bulk	
Subtotal			17400		
	5-Mar	1	400	brush	
				brush	
				brush	
				brush	
Subtotal		1	400		
Gran Total		2	19020		

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	17400	0	0	0
brush	3720	8860	6500	6260	7220	2140	11040	2292	400	0	0	0



**Clifton Forge WTP
Monthly Operations Report
4/2020**

The ongoing dam improvements are proceeding on schedule and the contractors have recently been working Fridays to take advantage of the favorable weather. Already one full section of concrete has been poured and grouted. Additional forms are currently being constructed in preparation for the next section which should be poured during the second week of April. Once again, I would like to remind everyone not to visit the site while construction is underway, the entrance road is very narrow and the construction site itself is extremely hazardous.

Our annual operations inspection by the Virginia Department of Health Drinking Water Division scheduled for April 7th has been postponed indefinitely. The Department of Environmental Quality has likewise suspended onsite visits to treatment facilities. Also, our dam improvement job conference on April 7th will occur by teleconference.

On March 25th a technician from Diversified Integration was onsite to calibrate our sedimentation pond's effluent meter. He also made some improvements to our SCADA telemetry equipment. Also, Dominion Power was onsite April 6th running wire for our security light.

I would also like to assure our Town's water customers that their potable water supply is completely safe. In my opinion it is in fact safer than the bottled water everyone seems to be stocking up on. The disinfection of our water is continually monitored and logged and we have made certain to have sufficient chlorine on hand to last several months.

This is not a knee jerk reaction reaction to the COVID-19 situation, this is business as usual at your water plant. Water safety practices are always at the top of our job list, period. We are blessed with what is undoubtedly one of the best if not the best source water supplies in the Commonwealth. There is no upstream industry, agriculture or population. We have a spring fed stream located in the heart of George Washington National Forest tumbling down McGraw Gap to our intakes. So rest assured you have great water treated by a professional group of dedicated operators.

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

A Resolution to Appropriate Funds

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

1. That the sum of \$ 51,769 be and the same hereby is, appropriated into the Town's operating budget.
2. Said appropriation shall be reflected in the budget as the sum of \$ 51,769 appropriated to the following revenue and expenditure line items.

State Funds – Fire Dept

Revenue	3 100 24040 0102 State Funds	\$ 702
Expenditure	4 100 32100 5640 Fire Program	\$ 702

Police Department – Recovered cost contracts

Revenue	3 100 19020 0099 Rec Cost	\$ 12,700
Expenditure	4 100 33100 8203 Vehicle	\$ 12,700

Demolition funds from CDBG Fund

Revenue	3 100 19030 0033 CDBG Payments	\$ 20,985
Expenditure	4 100 91500 6025 Demolition	\$ 20,985

Trust Funds – Library computers

Revenue	3 100 18990 0099 Miscellaneous	\$ 13,560
Expenditure	4 100 73100 8202 Computers	\$ 13,560

Dog Park

Revenue	3 100 18990 0099 Donations	\$ 3,822
Expenditure	4 100 71310 8260 Dog Park	\$ 3,822

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

First Reading: April 14, 2020

Second Reading: May 12, 2020

NO SUPPORT
DOCUMENTATION
FOR THIS ITEM