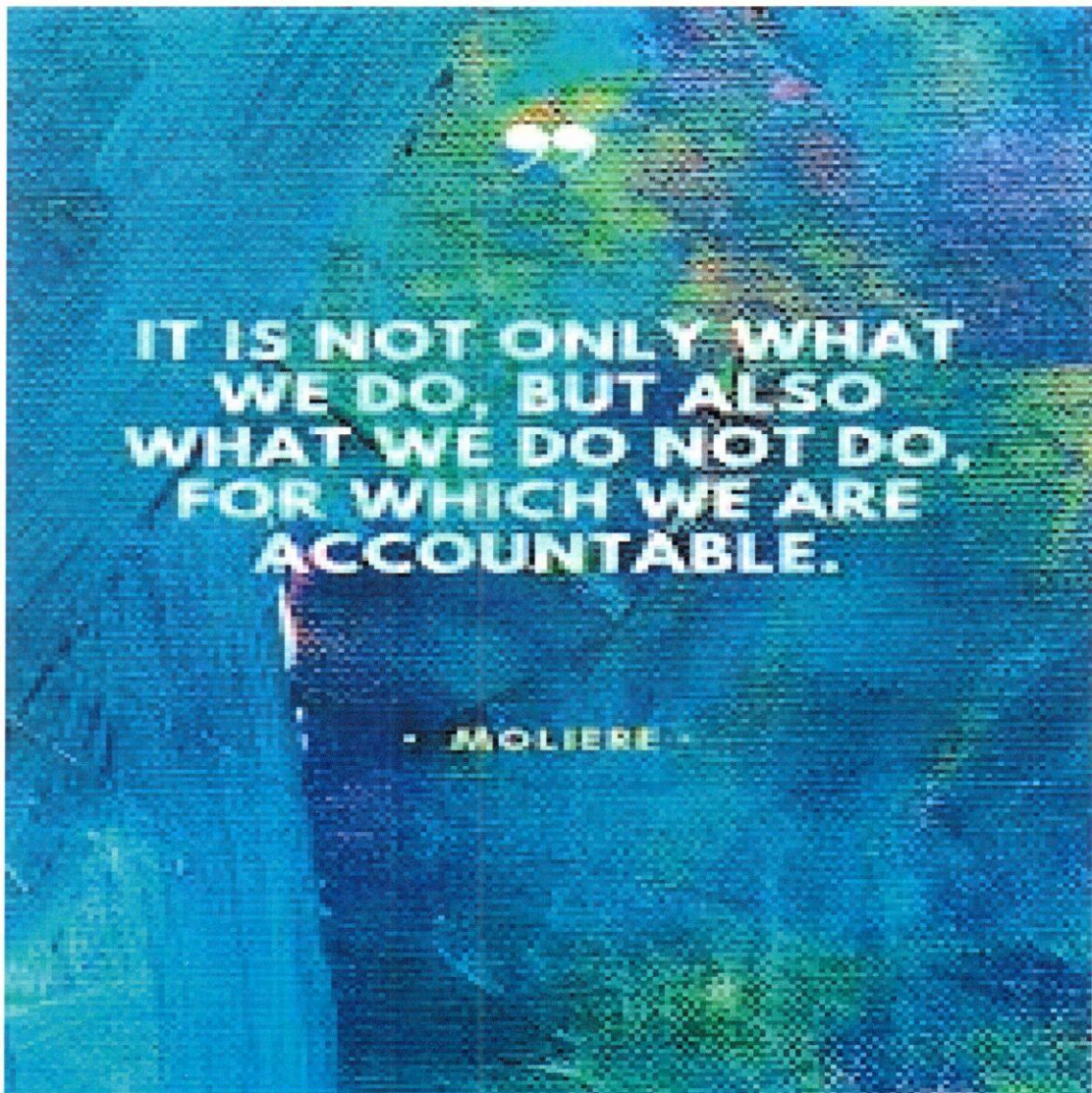


*Town Council Agenda
Tuesday, May 12, 2020
7:00 PM
Via Teleconference*





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, MAY 12, 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 prompted 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.

All questions and comments must be submitted no later than 5 PM on the day of the meeting. Anyone wishing to submit a question or comment to be included in the meeting should send their materials to the Town Manager either by mailing to P.O. Box 631, putting in the drop box located in front of Town Hall, or 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.

PUBLIC HEARINGS:

PUBLIC HEARINGS

- A. First Reading and Public Hearing: Consideration of Ordinance to vacate and sell a portion of a Town-owned alley to Randall and Ingrid Barber for the sum of \$500.**

RECOMMENDATION: Proceed to second reading

- B. First Reading and Public Hearing: Consideration of Ordinance to grant ingress/egress easement through Matthews Park to adjacent parcels.**

RECOMMENDATION: Proceed to second reading

- C. First Readings and Public Hearing: Proposed FY 2019-2020 Operating and Capital Budgets**

- 1) An Ordinance Imposing And Levying Taxes Within The Town of Clifton Forge, Virginia Upon Real Property For The Fiscal Year Beginning July 1, 2020 and Ending June 30, 2021, and Upon Personal Property and Machinery and Tools For the Calendar Year Beginning January 1, 2020, and Ending December 31, 2020.**

RECOMMENDATION: Proceed to second reading

- 2) An Ordinance to Repeal Town Code Chapter 82, Article II— Motor Vehicle License Fee**

RECOMMENDATION: Proceed to second reading

- 3) An ordinance to amend Section 86-95, Water Services Charges and Fees beginning July 1, 2020.**

RECOMMENDATION: Proceed to second reading

- 4) Resolution Adopting the Fiscal Year 2020-2021 Operating and Capital Budgets For the Town of Clifton Forge, Virginia and Appropriating the Requisite Funds for Said Budgets**

RECOMMENDATION: Proceed to second reading

CONSENT AGENDA

1. MINUTES

Council Meeting

April 14, 2019

RECOMMENDATION: Approve minutes of April 14, 2020

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: Waive second reading and adopt resolution

4. MOTION TO HOLD SECOND MEETING IN MAY ON MAY 26, 2020

RECOMMENDATION: Hold additional meeting on May 26, 2020

5. SURPLUS EQUIPMENT

Staff has identified a number of items which can be disposed of once declared surplus, through either internet auction or a government related site or sealed bid (see list attached).

RECOMMENDATION: **Declare the items as surplus and authorize the Town Manager to sell the items**

PUBLIC INPUT REQUESTED:

The Town is seeking public input to gather ideas for a potential grant request for CDBG funds to assist businesses affected by COVID-19.

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—
Appointment to Boards and Commissions***



NOTICE PUBLIC HEARING

Please take notice that pursuant to **VA CODE SECTION 15.2- 2006** Clifton Forge Town Council will conduct a public hearing at 7 PM on May 12, 2020 via teleconference. The purpose of the hearing will be to consider the request of Randall and Ingrid Barber to vacate and purchase an alleyway located in Section Number 2, Block Number 44, running east-west and immediately south of Lots 13-18 for the sum of \$500.00.

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 prompted 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.

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1. Click on the "contact" link (last tab at the top of the page)
2. Fill out the form, choosing Town Manager from the drop-down box then click the "send" button.

**ORDINANCE TO VACATE
AND SELL PROPERTY**

BE IT ORDAINED by Clifton Forge Town Council that it does hereby vacate and sell that portion of alley located in Section Number 2, Block Number 44, running east-west and immediately south of Lots 13-18, to Randall A. Barber and Ingrid W. Barber, adjoining landowners.

The aforesaid real estate shall be conveyed to the buyers for the total purchase price of \$500.00. Upon payment of said purchase price Town Council does hereby authorize the Mayor to execute a Deed of Conveyance.

First Reading: May 12, 2020

Second Reading: May 26, 2020



NOTICE PUBLIC HEARING

Please take notice that Clifton Forge Town Council will conduct a public hearing at 7 PM on May 12, 2020 via teleconference. The purpose of the hearing will be to consider the request for the Town to grant an ingress/egress easement through Matthews Park to adjacent parcels.

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 prompted 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.

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**ORDINANCE TO GRANT
INGRESS/EGRESS EASEMENT**

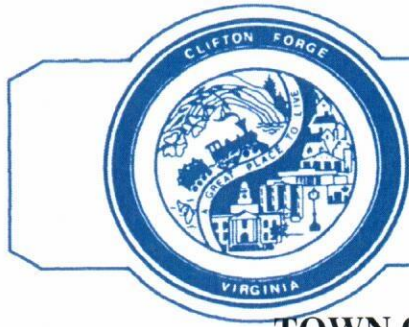
BE IT ORDAINED by Clifton Forge Town Council that it does hereby grant an ingress/egress easement through a portion of Matthews Park for the benefit of Susan K. Wallace, adjoining landowner, to access the parcel identified as Tax Map No. C0280-01-000-0A00.

The precise location of the easement is shown as “Proposed Access Easement” on the Survey for Susan K. Wallace and Roy B. Wallace, Jr. updated on April 17, 2020 by Vess Surveying, Inc. A copy of that survey is available for review at Town Hall and will be recorded along with a Deed of Easement.

Town Council does hereby authorize the Mayor to execute a Deed of Easement.

First Reading: May 12, 2020

Second Reading: May 26, 2020



TOWN OF CLIFTON FORGE

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**TOWN OF CLIFTON FORGE, VIRGINIA
NOTICE OF PUBLIC HEARING
PROPOSED 2020-2021 BUDGET
FOR THE YEAR BEGINNING JULY 1, 2020
7:00 P.M. TUESDAY, MAY 12, 2020
Via Teleconference Following Instructions Below****

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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 no later than Tuesday, May 12 at 5:00 PM 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 public hearing 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.

The following is a summary of the budget proposal. This synopsis is for informational purposes only. It does not constitute an obligation or commitment to appropriate any funds for any items or purpose. There are no allocations of Town funds for any purpose until there is an authorization and appropriation of funds by Town Council.

	FY2020 Adopted Budget	FY2021 Proposed Budget
GENERAL FUND		
REVENUE		
General Property Taxes	\$618,750	\$690,250
Other Local Taxes	1,129,500	954,500
Permits, Fees, Reg. Licenses	1,700	1,400
Fines and Forfeitures	10,750	10,750
Revenue from use of Money and Property	41,866	41,866
Charges for Services	79,300	85,250
Miscellaneous Revenue	37,425	36,925
Recovered Costs - Other	14,000	14,000
Revenue from the Commonwealth	1,197,348	1,207,800
TOTAL GENERAL FUND REVENUE	\$3,130,639	\$3,042,741
EXPENDITURES		
General Government Administration	\$315,182	\$305,653
Public Safety	1,051,180	1,062,163
Public Works	785,615	770,190
General Maintenance	32,767	32,895
Parks & Cultural	239,458	230,352
Library	203,375	202,512
Community Development	101,368	30,170
Non-Departmental	262,134	274,246
Capital Improvements	139,560	134,560
TOTAL GENERAL EXPENDITURES	\$3,130,639	\$3,042,741
WATER FUND		
REVENUE		
Water System Charges	\$876,000	\$890,000
County Water Charges	594,200	600,000
Transfer from Reserve	0	126,487
TOTAL WATER FUND REVENUE	\$1,470,200	\$1,616,487
EXPENDITURES		
Water Filtration Expense	\$464,805	\$465,400
Transmission - Distribution	197,739	207,400
Non-Departmental	126,651	152,309
Capital	487,127	469,500
Debt Service	193,878	321,878
TOTAL WATER EXPENDITURES	\$1,470,200	\$1,616,487
SEWER FUND		
REVENUE		
Sewer System Charges	\$1,524,000	\$1,524,000
Transfer from Reserve	262,936	106,951
TOTAL SEWER FUND REVENUE	\$1,639,388	\$1,630,951

	EXPENDITURES	
<i>Wastewater Treatment</i>	\$1,318,000	\$1,168,000
<i>Sewage Collections</i>	120,241	113,550
<i>Sewer I & I</i>	26,027	23,000
<i>Non -Departmental</i>	114,139	117,872
<i>Debt Service</i>	208,529	208,529
TOTAL SEWER EXPENDITURES	\$1,786,936	\$1,630,951
TOTAL BUDGET	\$6,387,775	\$6,290,179

CAPITAL PROJECTS BUDGET FY 2021

	Water Fund
<i>Tank rehabilitation</i>	174,000
<i>Valve & Hydrant Replacements</i>	46,000
<i>Main Transmission Line Rehab</i>	170,000
Total Water Fund	\$ 390,000

As part of the budget adoption process, Town Council will consider the adoption of the following budget related ordinances and resolution:

1. An ordinance imposing and levying taxes within the Town of Clifton Forge, Virginia upon real property for the fiscal year beginning July 1, 2020 and ending June 30, 2021 and upon personal property and machinery and tools for the calendar year beginning January 1, 2020 and ending December 31, 2021. The ordinance includes a proposed real estate tax increase of five cents (\$.05) from twenty-one (\$.21) cents per hundred to twenty-six (\$.26) cents. The ordinance includes a personal property increase of thirty (\$.30) cents per hundred valuation from three dollars thirty-five cents to three dollars sixty-five cents in order to repeal the motor vehicle license fee.
2. Repeal Town Code Chapter 82, Article II – Motor Vehicle License Fee
3. An ordinance to amend Section 86-95, Water Services Charges and Fees beginning July 1, 2020. A proposed increase of one dollar (\$1.00) on the water rate from \$34.80 per month to \$35.80 per month. The total utility bill for under 5,000 gallons will go from \$110 to \$111 per month.
4. A resolution adopting the Fiscal Year 2020-2021 Operating Budget and Capital Budget for the Town of Clifton Forge, Virginia and appropriating the requisite funds for said budget.

Copies of the Proposed Operating Budget, the above ordinances and resolution are available for public examination at Town Hall. All interested parties will have the opportunity to give written comment.

Darlene Burcham
Town Manager

ORDINANCE

An Ordinance Imposing And Levying Taxes Within The Town Of Clifton Forge, Virginia Upon Real Property For The Fiscal Year Beginning July 1, 2020 And Ending June 30, 2021 And Upon Personal Property And Machinery And Tools For The Calendar Year Beginning January 1, 2020, And Ending December 31, 2020

BE IT ORDAINED by the Council of the Town of Clifton Forge that for the support and operations of the town government, the tax rate on all real property for the fiscal year beginning July 1, 2020 and ending June 30, 2021, Fiscal Year 2020-2021, and all tangible personal property and machinery and tools shall be as follows:

1. Tax Rates

A. Real Estate

Upon all real estate and improvements thereon, not exempt from local taxation, there shall be a tax of No Dollars and Twenty-six cents (\$0.26) for every One Hundred Dollars (\$100.00) of the assessed value.

B. Public Service Corporations

Upon all property of public service corporations not exempt from local taxation, there shall be a tax of No Dollars and Twenty-six cents (\$0.26) for every One Hundred Dollars (\$100.00) of assessed value.

C. Tangible Personal Property

For the calendar year beginning January 1, 2020 and ending December 31, 2020, upon all tangible personal property of every kind and description not exempt from local taxation, there shall be a tax of Three Dollars and Sixty-Five Cents (\$3.65) for every One Hundred Dollars (\$100.00) of assessed value. This tax shall not apply to household goods and personal effects as set forth in Section 58.1-3504, *Code of Virginia*, if such goods and effects are owned and used by an individual or family or household incident to maintaining an abode.

D. Machinery and Tools

For the calendar year beginning January 1, 2020 and ending December 31, 2020, upon all machinery and tools used or employed by any person, firm or corporation in any trade or business, not exempt from local taxation, there shall be a tax of Three Dollars and Sixty-Five Cents (\$3.65) for every One Hundred Dollars (\$100.00) of assessed value which shall be based upon the fair market value thereof.

2. Tax Payments

The abovementioned taxes shall be due and payable as follows:

A. Real Estate Tax Payments

Real estate taxes shall be due and payable in two equal installments, the first on December 5, 2020 and the second on June 5, 2021. A ten percent (10.0%) penalty of the late payments of such tax shall be imposed. In addition to the penalty, the Town shall collect interest at the rate of ten percent (10.0%) per annum upon the principal and penalties of all such taxes not paid by the date due.

B. Personal Property and Machinery and Tools Taxes

Personal property and machinery and tools taxes shall be due and payable on December 5, 2020. A ten percent (10.0%) penalty of the late payments of such tax shall be imposed on the amount remaining after PPTRA is applied. In addition to the penalty, the Town shall collect interest at the rate of ten percent (10.0%) per annum upon the principal and penalties of all such taxes not paid by the date due.

3. Severance Clause

In the event that a court of competent jurisdiction declares any portion of this Ordinance invalid, then all remaining provisions shall remain in full force and effect.

4. Effective Date

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

First Reading: May 12, 2020

Second Reading and Adoption: May 26, 2020

A TRUE COPY, ATTEST:

Clerk of Council

**ORDINANCE REPEALING CHAPTER 82 TRAFFIC AND VEHICLES,
ARTICLE II MOTOR VEHICLE LICENSEE FEE OF THE CODE OF
ORDINANCES
OF THE TOWN OF CLIFTON FORGE, VA.**

BE IT ORDAINED by Clifton Forge Town Council that Chapter 82,
Article II, Motor Vehicle License Fee of the Code of Ordinances for the Town of
Clifton Forge shall be repealed effective June 30, 2020.

FIRST READING : MAY 12, 2020

SECOND READING: MAY 26, 2020

ORDINANCE

An Ordinance to Amend and Reordain Section 86-95,
Water Services Charges and Fees of the Code
of Ordinances of the Town of Clifton Forge, Virginia

BE IT ORDAINED by the Council of the Town of Clifton Forge, Virginia that Section 86-95, Water Service Charges and Fees of Chapter 86-55, Rate for purchase of water to fill mobile tank and miscellaneous water receptacles of the Code of Ordinances of the Town of Clifton Forge, Virginia is hereby amended and reordained as follows:

Section 86-95. Service charges and fees.

(a) The following monthly charges shall apply to all customers (residential, commercial, industrial, institutional) that utilize the water service of the Town:

Base Rate per ERU(Equivalent Residential Unit): \$36.80

Volume Rates Per 1000 gallons:

0	to	5,000	Included in base rate	
5,001	to	15,000	Tier 1	\$4.67
15,001	to	50,000	Tier 2	\$4.98
50,001	to	100,000	Tier 3	\$5.59
100,001	and over		Tier 4	\$6.33

The above rates are based upon a standard 3/4-inch meter. Meters greater than 3/4-inch will have a multiplier applied to their base rate as follows:

Meter Size	1.00	1.50	2.00	3.00	4.00	6.00
Equivalent Resident Unit	2.5	5	8	15	30	60

This ordinance shall be in effect on and after July 1, 2020.

First Reading: May 12, 2020

Second Reading: May 26, 2020

RESOLUTION

A Resolution Adopting The Fiscal Year 2020-2021 Operating Budget and Capital Budget For The Town Of Clifton Forge, Virginia And Appropriating The Requisite Funds For Said Budget

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

1. That the Town Council hereby approves and adopts the document entitled "*Operating Budget, Town of Clifton Forge, Virginia, Fiscal Year 2020-2021*"
2. In order to provide the requisite funds for said operating budget, the following accounts are hereby appropriated by fund category for the fiscal year beginning July 1, 2020 and ending June 30, 2021; said appropriations shall remain in effect until amended or changed by Town Council.

3. Operating Budget

<u><i>Fund</i></u>	<u><i>Amount</i></u>
Fund 01 – General Fund	\$3,042,741
Fund 03 – Water Fund	1,616,487
Fund 04 – Sewer Fund	<u>1,630,951</u>
<i>Total All Funds</i>	\$ 6,387,775

4. Capital Budget

<u><i>Fund</i></u>	<u><i>Amount</i></u>
Fund 03 – Water Fund	390,000

5. The Town Manager is hereby directed and authorized to do all things necessary to Implement said budget.

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

First Reading – May 12, 2020

Second Reading – May 26, 2020

Attest:

Angela Carper , Clerk of Council



TOWN OF CLIFTON FORGE

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**COUNCIL MINUTES
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.

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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.

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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.

Mayor Irvine called the meeting to order at 7:02 PM and read the required statements allowing Town Council to hold electronic meetings based upon the state of emergency due to COVID-19. Angela Carper, Clerk, confirmed attendance by roll call. All council members were present, as well as the Town Manager and Town Attorney.

CONSENT AGENDA

- | | | |
|-------------------|---|---|
| 1. MINUTES | Council Meeting
Work Session | March 10, 2020
April 7, 2020 |
|-------------------|---|---|

RECOMMENDATION: Approve minutes of March 10 and April 7

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. 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 as written

Motion made by: Councilman Oeltjen

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

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

Motion passed: 5-0

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

Angela Carper, Clerk, read the resolution for first reading. The resolution will appear on the May 12 agenda for second reading and adoption.

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

Councilman Goings asked about the previous rate and Mrs. Burcham explained that overall the new rate will equate to only a slight increase in revenue, about \$15K due to the level at which peak flow rate is calculated.

Motion to adopt County water rate

Motion made by: Councilman Umstead

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

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

Motion passed: 5-0

MANAGER'S COMMENTS

Mrs. Burcham stated that she has spent a lot of time on conference calls as of late due to the ongoing pandemic and that on one call she attended today in which the Virginia Department of Emergency Management representative was present as well, it had been mentioned that there are four elements everyone needs to remember: Hope, Adaptation, Innovation, and Equity.

She reminded everyone that the Town's staff is continuing to work through this emergency and performing very admirably during this time. She stated that the Finance Department has designated a payment window that is in use, both Fire and Police are still answering calls which are down slightly, the Library continues to serve patrons by providing requested books in the parking lot for pick up, the water plant continues to operate as normal, code enforcement is still reviewing things in the town and is already dealing with grass enforcement.

Mrs. Burcham mentioned that there will be a pre-bid conference for the Smith Creek Pedestrian Bridge tomorrow by teleconference and that the construction on the dam continues at a good pace. She stated that Public Works has applied some millings to Railroad Avenue to improve the surface of the road, and some tree clearing for the new pedestrian bridge. She stated that Public Works has been working at Matthews Park,

there is a new 15 mph sign in place at the corner of Roxbury and Church and the decision has been made to leave the traffic pattern on Roxbury Street as it is for now. She stated that all of the Town's parks remain closed at this time and for the most part citizens are abiding by the restrictions.

Mrs. Burcham mentioned that there is a donation box in the lobby of the Police Department where people may donate canned goods and other items to help during this time and that Robbie Boyd has been able to acquire through the school system a specialized sprayer which will help to decontaminate and sterilize equipment, vehicles, and rooms.

Mrs. Burcham requested that a second meeting be planned for the month of May in order to get the budget presented and approved for FY 2021 and reminded everyone with the current state of affairs, the budget this year is definitely a challenge and a difficult one.

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

Angela Carper, Clerk, explained that the Town had received a total of eight letters and proceeded to read each one, pausing afterward to allow for comments or questions.

Those letters are as follows:

Letter 1: Connie Austin of 1721 Forest Hills

Attention Town Council,

I am Connie Austin at 1721 Forest Hills Ave
Clifton Forge VA. 24422

I got up before Town Council several months
ago about asking for the town to repair our road
from corner of King + Jefferson's "starting at Shirley
Albrights to the end of Forest Hills Rd.

My husband Raymond has lived up here
for 37 yrs and I have lived here for 34 yrs. Our
road has never been paved since we lived here,
patched not paved

It has been brought to my attention when water
gets into the cracks and freezes it will make the cracks
deeper, and believe me we have lots of cracks + pot holes

We do have traffic on our road, our neighbor
gives piano lesson M-Thurs plus we have one fairly
new neighbor that has more drivers, than we did
before at 1714 Forest Hills and there is a family
that bought Joe Woods house. Come up and look
at our road, people are in and out all the time.

There are alleys that is paved at certain
locations here in Clifton Forge. We pay our taxes also
short road, long road in between road, it needs paved

I am enclosing copies of some
of the pictures the Town Manager
& Town Council has seen before

Thank You
Connie Austin
1721 Forest Hills
Clifton Forge, VA. 24422

After this letter, Mrs. Burcham advised that Ricky Bourne, Public Works Director, has looked at the area and performed an evaluation to determine the need for paving using a scoring method that has been devised. Mr. Bourne determined that the road met the determination to become one of five planned roads to receive new paving during the FY 21 year with the entire length of the road at an estimated cost of \$25,000. Mrs. Burcham advised that there are three roads which will be paved that will exhaust the remaining funds for the current fiscal year as well.

Councilman Oeltjen asked for clarification on the street. Mrs. Burcham explained that it is a small street that extends from Jefferson to King by the name of Forest Hills.

Vice Mayor Marshall asked what the three roads mentioned that are on the list to be paved using funds from this fiscal year. Mrs. Burcham advised that they were Commercial to McCormick with a cost estimate of \$21,000; Linden to Ingalls to the end with an estimated cost of \$40,000; and Fairview Heights area from Bryant to the Woodlands, estimated to cost \$60,000. Mrs. Burcham explained that the plan for FY 21 includes areas of Alleghany & Bath; Ridgeway to Alleghany; Church to Pine; Alleghany to the end; and the section of Forest Hills mentioned and stated that she would send out a copy of the proposed list to Council the following day.

Letter 2: Clifton Forge Women's Club

Your Message

April 14, 2020

Greetings to the Members of the Clifton Forge, VA Town Council

We hope you and your families are all well during this very trying time.

We know that you, the members of the Town Council, are doing all you can to confront the Coronavirus crisis, and the steps you have taken are appreciated, but the logistics and knowledge required to deal with the continuing medical, social, and economic decisions would be overwhelming, even for those with years of experience who have dealt with previous crises in their localities.

After years of struggle to come back from the loss of the railroad, jobs, and families, Clifton Forge has finally revived new businesses and restaurants, bustling streets, new potential as an outdoor town, the resurrection of venues like the Historic Masonic Theatre, and many new residents bringing a vision of hope and liveliness back to our town. There is a

host of people and volunteers all sharing responsibility for the comeback, but our Town Manager, Darlene Burcham, was central in bringing it all together, due to her years of experience, knowledge of grants and fundraising, and the contacts she had made in past jobs.

All that has been accomplished is now threatened. Will the town of Clifton Forge survive? We don't yet know the full price we will pay due to loss of lives and livelihoods, but we do know that those in our town suffering from underlying illness, poverty, and lack of resources and food, are the most vulnerable. We all hope that the promised federal and state money will be enough to let businesses that closed re-open, and keep the now-unemployed going until their jobs are restored. But will the money be in time? And who will administer it, and who will engineer our new "comeback"?

You, the members of the Clifton Forge Town Council, have decided not to renew the Town Manager's contract past June, 2020, and are actively trying to replace her, offering to pay an amount not much lower than the salary she was working for. It seems unlikely at this point that the Coronavirus pandemic will "end" before June. And there is much discussion that Covid-19 could make a second go-round in the fall.

We appeal to you to please consider extending Darlene Burcham's contract for one more year, buying us time to recover with an experienced and knowledgeable Town Manager.

Do you want to be responsible (along with a new town manager who doesn't know Clifton Forge and is training on-the-job in the middle of a crisis) for the fate of Clifton Forge? Or will you put aside any personal issues you may have with the current Town Manager, and think instead of your duty to the people of the Little Town that Could?

Please bear in mind that there is only one town manager in the world who has experience in raising Clifton Forge from the dead.

Sincerely,

Members of the Clifton Forge Woman's Club

Letter 3: Diana Kling Smith, 224 Highland Street

Public Comment for Clifton Forge Town Council meeting April 14, 2020

Name: Diana K. Smith

Address: 224 Highland Street, Clifton Forge, VA

Mr. Mayor and members of Council,

I am both a concerned citizen and Vice-Chairman of the Planning Commission. From both perspectives, given the COVID-19 crisis our Town faces, why are you even considering a change in Town Manager?

The social distancing required to battle this virus is resulting in a financial impact, not only to our small businesses, but to our Town. This will require nothing less than a proven leader who knows our citizens, and who has the resources and experience to guide us back to normalcy.

Ms. Burcham is that proven leader.

Therefore, I implore ALL Council members to put your differences aside, come together as one, and ask Ms. Burcham to see us through this pandemic by extending her contract for one year.

I know that each of you can see that this would be the most efficient and prudent solution to what lies ahead. We should all be in this together!!!

Thank you!

Letter 4: Joan Vannorsdall, Alleghany County Board of Supervisors

Department

Subject Pandemic and the Future of Clifton Forge

Your Message

To the Members of Town Council:

I am grateful to you for the ongoing work on behalf of our town. As an elected official of Alleghany County's Board of Supervisors, I know the difficulties of meeting and decision-making as we stay at home and cope with the ongoing and necessary work of governing.

As an invested citizen of Clifton Forge, I ask that Council delay replacing our skilled and experienced Town Manager, Darlene Burcham. Ms. Burcham's many years as a municipal manager give us a strong advantage in a precarious time. Her proven knowledge of governmental resources and strong network of contacts are facts we can't look away from as we rebuild from the COVID-19 crisis.

We are at a crossroads not of our making. It is logical and necessary to keep the strong proven skills of Darlene Burcham for at least another year as we re-open our businesses and seek assistance from Richmond and Washington. Please give Clifton Forge the benefit of Ms. Burcham's knowledge and work through this hard time.

Thank you,
Joan Vannorsdall

Letter 5: Historic Masonic Theatre Preservation Board and Board of Directors



510 Main Street

Box 119

Clifton Forge, VA 24422

540 862 5655

Dear Members of Clifton Forge Town Council and Members of Advisory Committee,

The mission of The Historic Masonic Theatre and Masonic Amphitheatre is to serve the greater Alleghany Highlands and to be an economic stimulus for Clifton Forge and the Alleghany Highlands. A recent independent economic impact study revealed that in our second year of operation after reopening in 2016, that The Historic Masonic Theatre fulfilled its vision with a 2.3 million dollar impact on Clifton Forge and the Alleghany Highlands

Our Theatre is shuttered and closed now, our employees furloughed—since March 18 and through at least June 10. The COVID-19 pandemic has rewritten all the rules, has altered life as we know it, and has upended all of our certainties.

The Executive Committee of our Board has done an eight-month projection of expenses vs. revenue and the Theatre is in a desperately critical position. Other small businesses in our Town share this distressing situation.

The circumstances we face now as a small, rural community are frightening and will not be solved easily. It begs the question, is this the time to be looking for new leadership or is this the time to rely on the expertise of our current Town Manager; one of the most knowledgeable in the state, who works 24/7 for the good of our town, who can navigate through these chaotic times of uncertainty and steer us in the right direction. Or is this the time to ask her to extend her contract for one year?

It would be a disservice to our community to let personal differences affect the health and welfare of our residents, our businesses and the organizations of Clifton Forge. This is the time to embrace knowledge and experience, connections and strategic thinking. This is the time to call on a proven record of efficiency and the ability to get things done.

This letter is written on behalf of the members of the Masonic Theatre Preservation Foundation Board and the members of the Masonic Theatre Inc. Board to respectfully ask you to reconsider your intent to replace Darlene Burcham in the next two months, and instead ask her to stay an additional twelve months to see this town through the most daunting crisis it has faced. Please table your decision and by doing so, you put the people and the welfare of this Town as your first priority.

Respectfully submitted on behalf of and with permission of members of the Masonic Theatre Preservation Foundation Board of Directors and Masonic Theatre Inc. Board of Directors,

Gayle Hillert, president, Masonic Theatre Preservation Foundation

Letter 6: Wendy Hudler and Martha Atherholt, Jack Mason's Tavern

April 13, 2020

Dear Council,

Martha and I are writing to you as very anxious business owners in Clifton Forge. There is no knowing what tomorrow will bring but some things **you** can control. One stability **you** have the power to offer the town is to extend Darlene's contract one more year. Setting aside personal differences you may have with her, to give the town some sense of normal is huge. To bring in a new Manager or a temporary one is a mistake at this time. They would not have the experience of knowing this town, or knowledge of funding available for a restart, nor would any of you, sorry. Darlene has all the experience and knowledge to get us back on track.

Please set aside your differences and do the right thing for the town.

Sincerely,

Wendy Hudler – Martha Atherholt

Jack Mason's Tavern

Letter 7: Clifton Forge Main Street Organization



April, 13 2020

Clifton Forge Town Council
Town Hall of Clifton Forge
547 Main Street
Clifton Forge, VA 24422

To the members of Clifton Forge Town Council,

We hope our letter finds each of you well amid our current health crisis. We, the Board of Directors for Clifton Forge Main Street, Inc. are writing you at this time with the confidence that you will read our letter with open hearts and minds and the consideration that we share the same vision as each of you for what is best to help our town re-build and grow. To begin, we would like to give you a bit of background to why we feel that our opinions qualify us as a voice of reason. Our organization, Clifton Forge Main Street, Inc. has shared a progressive partnership with the Town of Clifton Forge for more than 25 years. We have worked together tirelessly over these years to preserve, enhance and make economically viable the Historic Downtown District of Clifton Forge and our community as a whole. Our many years of involvement and working closely with our business community provide us with a keen sense of the economic well-being of our Historic Downtown. At present, our organization operates with one part-time paid employee that diligently works with our entirely volunteer based Board of Directors; seven of which are either owners or managers of businesses in the heart of downtown Clifton Forge.

As your longtime, experienced partner in the development of our beloved Town of Clifton Forge, we as a board have collaborated our thoughts together through this letter to implore you to delay your plan to hire a new Town Manager in the midst of this severe economic crisis and to consider negotiating the renewal of Ms. Burcham's contract as our Town Manager for a period of one additional year.

Given our many years of involvement in the economy of our town, we recognize that historically when the management of our town has changed there has been a period of lag in the growth of commerce and new business in our downtown area until new management has had time to settle into the economic rhythm that keeps us going forward. Considering the world health crisis that we are currently experiencing, our town is physically and economically suffering. Unfortunately, there is no quick end in sight. The need for someone who can competently manage and balance the town's budget, make the adjustments that council wants them to make all while making sure the town can recover from the losses it expects to see from revenue lost during this pandemic and the foreseeable future is crucial. We as a board feel that it is imperative that we maintain the experienced management that we currently have in place.

Our board members would like to note a few of the *many* credentials that we feel make Ms. Burcham eminently qualified to lead us through the next year of re-growth.

- Ten years of experience as Clifton Forge Town Manager
- More than thirty years of experience in local government
- Familiarity of the ins and outs of managing through many various crisis situations
- Contacts within Richmond and government officials for state assistance
- Experienced, exceptional and proven grant writer
- Highly successful in obtaining financial assistance
- Awareness of the needs of Clifton Forge businesses
- Well-built relationships with the local government and business community
- Sincere attitude and willingness to work above and beyond to help our town

If you as our Town Council truly care about the economic future of our town, which we know you do; it is crucial that you consider what is best for our town in the coming year. Bringing in a new Town Manager during a global health and economic crisis is not the answer. We feel that retaining a leader that we presently have in place is the only real way we have a chance to overcome the disaster that our town is facing.

We realize that once this terribly uncertain time has passed and our community is free to be out and about, we will need to be prepared to rally ourselves to aide in the "reawakening" of our town and once again make it a vibrant community. We absolutely cannot afford the lag time needed by a new Town Manager to gain a feeling for the pulse of this community, not if we want to efficiently and effectively re-build and grow.

We understand that you, as the Town Council, had a different plan in the transition of the town management for Clifton Forge. However, we graciously ask you to consider carefully, all of the citizens in our community who have worked so tirelessly for so many years to reach the point of success where we were when this terrible virus wreaked havoc on our town, our state, our nation, and the world. We must maintain strong, experienced leadership if we are to have a chance to recover and once again be the community that is a "shining star" in the Alleghany Highlands. Ms. Burcham has proven that she can give us that leadership.

Once again, we plead with you to reconsider your plan of hiring a new Town Manager at this time and to deeply consider our recommendation of asking Ms. Burcham to renew her contract for one additional year. Thank you for your time and consideration.

Sincerely,

The Board of Directors of Clifton Forge Main Street, Inc.

Kara Caldwell, President (The Club Car Shop & Deli)
Kelly Dean, Secretary (Racey & Dean Insurance)
Mott Atherholt, Past President
Jenny Oeltjen (Livy's Closet)
Tamara Reid, (Clifton Forge Trading Post)
Curtis Persinger, (The Clifton Forge Antique Mall)

Susan Hutchison, Vice-President
Bill Atherholt, Treasurer
Erin Huffman, (The Flower Center)
Doug Houtz (AppIStudios)
Gayle McIntosh

Letter 8: Charles Kahle, 1235 Crestwood Avenue

Your Message

I was pleased to hear the discussion and independent viewpoints of council members during their most recent work session regarding the Town's policies and procedures for credit card usage. This was made possible by a clear presentation of facts by town staff.

What struck me about the discussion and subsequent decision was a willingness by four members to challenge the remaining member, rather than deferring to, perfectly illustrating that though our Town Charter recognizes the major with ceremonial status, the mayor "..... as a member of the council shall have the same powers and duties as other members of the council....." No more, no less

Certainly the current environment we find ourselves in with the COVID 19 pandemic demands the highest level of leadership by our Town government and makes us all realize the obvious: Dealing with problems we can easily see is one thing—others can appear seemingly out of nowhere and challenge our community in ways we could never anticipate

It is during these trials that the necessity of a strong Town Council working hand in hand with a competent Town Manager becomes so clear and urgent.

Regarding the council's responsibility with the Town Manager position, our charter is crystal clear.

"The manager shall be appointed solely on the basis of executive and administrative qualifications in the profession of management and administration".

A thought for our council—why not name a two person committee (Ms. Marshall and Mr. Oeltjen) to approach our current Town Manager and offer to extend her contract for an additional year?

Council is fortunate to have two individuals with the management and hiring experiences to professionally represent the council majority. Much like a reasoned discussion based on facts leads to proper outcomes, so can the council be more efficient by working through an agreed upon committee structure.

Again, the obvious: Clifton Forge Town Council is fortunate to have one of the most qualified managers in the Commonwealth already under contract.

Council, please reconsider your responsibility.

Charlie Kahle

1235 Crestwood Ave.

COUNCIL COMMENTS

Councilman Umstead congratulated Mrs. Burcham and the Town's staff on all of their hard work. He stated that they are currently working and thanked everyone for all of their letters and concern, stating that they would be considered. Lastly, he encouraged everyone to be safe.

Councilman Oeltjen thanked everyone for attending the teleconference and thanked the Town staff and Mrs. Burcham for their dedication, stating it is greatly appreciated. He thanked everyone for their letters and stated that all members of Council understand the importance of the position and the situation we are all currently in. He stated that he would like to follow the requests of the citizens in this dire time but stated that it must be discussed and considered by the full council.

Councilman Goings thanked everyone who attended and thanked the Town's staff for their efficiency. He thanked all of those who sent in letters and stated that Council needs to take the requests to heart because it would result in nothing but good for the Town.

Vice Mayor Marshall thanked everyone for listening in and thanked them for their concerns. She thanked Angela for all the work put in to get the Council meeting set up and for all of the reading performed during the call. She thanked Mrs. Burcham for everything she is doing and for all of the long conference calls, some of which she stated she is attending as well, during this time. She thanked Mrs. Burcham for the information on the upcoming budget and stated that everyone is seeing and experiencing a lot of unseen things, and that everything should be taken seriously. She encouraged everyone to stay safe and well and advised that the letters and requests would be taken seriously and discussed.

Mayor Irvine thanked everyone for listening and thanked Mrs. Burcham and the Town's staff for putting their lives on the line every day in order to perform their job duties. He encouraged everyone to stay safe and blessed all who were present.

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

Motion to enter Closed Session

Motion made by: Councilman Oeltjen

Time: 7:52 PM

Seconded by: Councilman Goings

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to return to open session

Time: 8:26 PM

Motion made by: Councilman Umstead

Seconded by: Councilman Goings

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to certify only indicated items were discussed

Motion made by: Councilman Umstead

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to adjourn

Time: 8:29 PM

Motion made by: Councilman Umstead

Seconded by: Councilman Goings

ROLL CALL VOTE

Councilman Umstead Aye

Councilman Oeltjen Aye

Councilman Goings Aye

Vice Mayor Marshall Aye

Mayor Jeff Irvine Aye

Motion passed: 5-0

**CLIFTON FORGE
POLICE DEPARTMENT**

**** MONTHLY REPORT ****

MARCH 2020

ADULT ARRESTS

CRIMINAL ARRESTS- FELONY

1	CHILD ENDANGERMENT	1	SELL/GIVE/DISTRIBUTE
2	POSSESSION SCHEDULE II NARCOTICS		MARIJUANA
2	MONUMENT-INTENTIONAL DAMAGE VALUE >+\$1000	1	UNAUTHORIZED USE OF VEHICLE

CRIMINAL ARRESTS- MISDEMEANOR

1	ASSAULT & BATTERY	4	DRUNK IN PUBLIC
1	EPO (Emergency Protective Order)	5	FAIL TO PAY PARKING TICKET
1	INTERFERE WITH PROPERTY RIGHTS OF ANOTHER	1	NO RABIES VACCINATION
		1	NO ANIMAL TAG
1	SEARCH WARRANT	1	TDO (Temporary Detention Order)

TRAFFIC ENFORCEMENT

4	DEFECTIVE EQUIPMENT	1	DEFECTIVE EXHAUST
1	DRIVE ON REVOKED OPERATOR LICENSE	6	DRIVE SUSPENDED
		2	EXPIRED STATE TAGS
2	FAIL TO STOP AT STOP SIGN	2	FAIL TO MAINTAIN CONTROL
1	IMPROPER DISPLAY OF PLATES	2	POSSESSION MARIJUANA
1	NO INSPECTION	3	NO OPERATOR LICENSE
1	NO REGISTRATION IN POSSESSION	31	SPEEDING
		1	VIOLATE RESTRICTED OPERATOR LICENSE
4	WINDOW TINT		

CRIMINAL ARRESTS – FELONY (JUVENILE)

CRIMINAL ARRESTS – MISDEMEANOR (JUVENILE)

	MAR. '19	19 YTD	MAR. '20	20 YTD
ADULT CRIMINAL ARRESTS	****	****	*****	*****
FELONY	5	7	7	10
MISDEMEANOR	15	32	14	55
JUVENILE CRIMINAL ARRESTS	****	*****	*****	*****
FELONY	0	0	0	0
MISDEMEANOR	0	2	0	1
TRAFFIC SUMMONS ISSUED	44	88	62	227
PARKING VIOLATIONS	9	11	11	61
COMPLAINTS RESPONDED TO	377	722	336	1,050
PUBLIC WORKS COMPLAINTS	6	9	0	1
CITIZENS/BUSINES REQUEST-CHECKLIST	441	872	1,565	4,067
BURGULAR ALARMS PROCESED	7	15	3	10
ACCIDENT INVESTIGATED	5	8	2	9
REQUEST TO UNLOCKED MOTOR VEHICLES	18	22	6	21
REQUEST TO UNLOCK HOMES/BUSINESSES	0	0	0	0
ESCORTS PROVIDED	9	17	1	14
COURT DOCUMENTS PROCESSED	34	74	21	71
UNSECURED PROPERTY	10	16	1	15
MILES TRAVELED BY DEPARTMENT	5,619	11,453	9,739	18,076
TRANSPORTS	****	****	****	****
TO REGIONAL JAIL	****	****	****	****
NUMBER OF TRANSPORTS	6	13	5	7
TOTAL MILEAGE	140	297	72	118
MAN-HOURS	4 HRS 20 MIN	10 HRS 47 MINS	3 HRS 38 MINS	4 HRS 48 MINS
TO MENTAL FACILITY	****	****	****	****
NUMBER OF TRANSPORTS	7	13	1	5
TOTAL MILEAGE	259	751	141	405
MAN-HOURS	18 HRS 46 MINS	39 HRS 25 MINS	12 HRS 45 MINS	18 HRS 17 MINS
ANIMAL CONTROL		*****	****	****
COMPLAINTS RESPONDED TO	9	27	30	84
ANIMALS PLACED IN SHELTER	0	2	5	13
DOGS	0	2	5	11
CATS	0	0	0	2
SUMMONS ISSUED	0	0	0	1
ANIMAL BITES INVESTIGATED	1	1	1	1
ANIMALS RETURNED TO OWNER	0	0	1	3
DOGS	0	0	1	3
CATS	0	0	0	0
OTHER	0	0	0	0
ANIMALS RETURNED TO THE WILD	0	1	0	1

Investigation Report

This report represents criminal investigations conducted by the Clifton Forge Police Department. To date for the month of March the Police department has initiated Fourteen (14) criminal investigations. No cases were carried over from the previous month. This brings it to a total of Fourteen (14) criminal investigations that have been active between March 1, 2020 and March 31, 2020.

Criminal cases initiated in March:

Domestic assault & battery-5	Traffic accident investigation-3
Public intoxication-1	Destruction of property-1
Possession of marijuana-1	Vandalism-1
Unauthorized use of motor vehicle-1	
Possession of marijuana with intent to distribute-1	

Criminal cases cleared in March:

Domestic assault & battery- 5	Possession of marijuana-1
Unauthorized use of motor vehicle-1	Public intoxication-1
Traffic accident investigation- 3	Destruction of Property-1
Possession of marijuana with intent to distribute-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 March was 92.8%. 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 March 15, 2020 Sergeant T.P. Ledford responded to the 2200 block of Athol St. in the Cliftondale area for a mutual aid assistance fight call. Upon speaking with the parties involved he noticed a strong odor coming from the interior of the residence. At that time the residence was seized and a search warrant obtained for the possession of marijuana. During execution of the search warrant a backpack containing approximately twelve ounces of marijuana was found inside of the residence along with multiple articles of evidence that were indicative of distribution of marijuana. At that time the owner of the residence was taken into custody and transported to CFPD for further processing without incident.

On March 4, 2020 Officer D.J. Creedon was conducting night checks when he located a vehicle parked at Town owned property. Upon making contact with the operator of the vehicle he noticed the odor of marijuana coming from the interior of the vehicle. A probable cause search of the vehicle was conducted which resulted in Officer Creedon locating a bag of marijuana in the driver side area of the vehicle. The operator of the vehicle was given a summons for possession of marijuana and released without incident.

On March 19, 2020 Officer G.A. Wilhelm responded to the 800 block of Rose Ave. for a domestic assault in progress. Upon arrival he found two parties still engaged in a verbal altercation. After de-escalating the situation, he found that prior to his arrival a physical assault had occurred. At that time Officer Wilhelm took the primary aggressor in the altercation into custody for domestic assault and battery and transported her to CFPD for further processing without incident.

Chief's Comments:

Police effort are still on going. With health and safety being the number one concern officer are still maintaining social distancing when possible. Thankfully residents seem to be following the stay at home order. There is light at the end of this tunnel.

Clifton Forge Public Library

Director's Report

March 2020

The month of March was a very different time as the Library closed to the public beginning March 17. The Armstrong Community Meeting room had only 78 people in attendance at events and various other programs and meetings due to cancelations of meetings due to Covid-19. The Library Quilters met on their regular schedule. Threadbenders met twice but were unable to meet the remainder of the month. The Library Board of Trustees met on their regular schedule. The Friends of the Library did not meet due to the closure. Appalfolks held their monthly board meeting. The Writers Workshop led by Ray Allen met once. The Brown Bag Book Club did not meet due to the closure. The Foreign Films Club met once. Town Manager Darlene Burcham held a single "Curb Appeal" meeting. The "Stars and Stripes" committee held a single meeting. Congressman Morgan Griffith's representative was not able to come to meet with constituents. Joan Vannorsdall (Clifton Forge Representative) from the Alleghany County Board of Supervisors met with constituents. Vice Mayor Pam Marshall was not able to meet with constituents. The library did hold a spring themed Toddler Time. However, Pre-school Story Time was not held due to the closure. The Library did not go to Scott Hill to deliver books due to the closure.

The Library director and staff remained busy even with the public unable to enter the building. The director instituted a special curbside service that allowed patrons to check out materials while maintaining safety protocols for staff and patrons. Patrons could call in between 8:30 AM and 5:00 PM Monday through Friday and request books and DVD's. Staff

members pulled the materials, checked them out to the patron with an extended check out time. Patrons then would come to the parking lot side and either call or tap on the window to let staff know they were there to pick up. Patrons were reminded to stay back six feet or to remain in the vehicles while staff members placed the bagged items outside without direct contact with the patron. Patrons were also able to return materials in the drop box. Materials were then placed in a quarantining and cleaning protocol for a 72 hour period. In addition to serving patrons, staff began several much need projects. The Director began working on a new 5 year strategic plan. Staff members worked on completing backlogged book cataloging and weeding old items that had not been checked out for a lengthy period of time or were in bad condition. Staff members also began an extensive updating of library series binders. This updating process has allowed the library staff to identify errors in the holdings, identify items that needed to be weeded from the collection and help identify items that needed cataloging updates. The library has also offered a limited faxing and printing service that followed safety protocols.

FY 2020	Items	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	\$1,200.00	\$20.00				\$2,570.00
Book Sales	\$20.00	\$29.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$69.00
Fax Charges	\$155.00	\$169.00	\$135.00	\$150.00	\$162.00	\$160.00	\$155.00	\$140.50	\$65.00				\$1,291.50
Fines	\$160.80	\$132.10	\$199.20	\$146.57	\$135.00	\$192.00	\$173.00	\$149.40	\$98.65				\$1,386.72
Replace book	\$15.55	\$0.00	\$0.00	\$5.25	\$18.00	\$20.00	\$0.00	\$23.00	\$50.90				\$132.70
Replace cart	\$2.00	\$16.00	\$10.00	\$22.00	\$4.00	\$8.00	\$8.00	\$14.00	\$6.00				\$90.00
Non-Reside	\$0.00	\$0.00	\$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	\$93.00	\$45.50				\$813.55
Total	\$446.85	\$448.60	\$435.20	\$941.32	\$423.25	\$472.00	\$1,330.30	\$1,619.90	\$292.05				\$6,409.47
FY 2019	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY-19
Donations	\$0.00	\$0.00	\$525.00	\$0.00	\$200.00	\$1,400.00	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$2,425.00
Book Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fax Charges	\$142.50	\$150.00	\$140.00	\$145.00	\$140.00	\$135.00	\$140.50	\$148.00	\$145.00	\$141.50	\$146.00	\$138.50	\$1,712.00
Fines	\$201.05	\$206.10	\$202.10	\$175.50	\$175.72	\$116.45	\$183.50	\$201.20	\$185.50	\$187.00	\$177.00	\$157.50	\$2,168.62
Replace Car	\$26.00	\$14.00	\$16.00	\$12.00	\$12.00	\$6.00	\$12.00	\$16.00	\$12.00	\$8.00	\$10.00	\$14.00	\$158.00
Lost Books	\$47.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17.00	\$64.91
Non-Reside	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print-outs	\$91.00	\$105.00	\$90.00	\$92.50	\$96.00	\$85.00	\$97.25	\$101.25	\$98.50	\$96.50	\$92.00	\$95.00	\$1,140.00
Total	\$508.46	\$475.10	\$973.10	\$425.00	\$623.72	\$1,742.45	\$533.25	\$466.45	\$541.00	\$433.00	\$525.00	\$422.00	\$7,668.53

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

FY 2020	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 20
CF Adult	1427	1426	1438	1460	1288	1375	1348	1125	844				1427
CF Juvenile	338	281	254	213	217	146	167	207	91				1914
Allegh. Adu	950	999	968	970	790	884	845	943	442				7791
Allegh. Juv.	72	78	85	96	70	48	40	25	12				526
NR Adult	73	91	101	120	58	51	56	77	56				683
NR Juvenile	3	15	13	11	15	33	36	53	8				187
# ITEMS OR	2863	2890	2859	2870	2438	2537	2492	2435	1453				22837
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	131				1584
CF Juvenile	41	37	34	25	24	23	21	24	21				250
Allegh. Adu	104	117	102	119	110	102	88	98	66				906
Allegh. Juv	9	16	7	9	8	12	11	9	4				85
NR Adult	18	25	24	12	17	26	15	16	12				165
NR Juvenile	1	3	2	3	3	5	5	2	2				26
Total Patro	355	376	351	346	317	362	343	319	235				3004
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	235										3004
New Regist	15	26	16	21	13	12	19	16	12										150
Transactor	5127	5149	5115	5026	4650	4201	4562	4453	3071										41354
W/ff	61	57	50	51	53	58	63	73	35										501
W/drawn b	6	9	18	26	12	41	38	12	27										189
PAC Login	47	57	50	41	46	38	48	30	48										405
W/D Patron	20	18	5	19	2	5	4	2	1										76
Computer	427	409	401	393	401	367	411	385	174										3368
E-book Cir	161	158	163	153	158	160	163	165	117										1398
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						
W/HI	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 Patron	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	198	211				
FY 2019	205	164	213	188	172	126	168	120	196	126	180	163	2021

MICHAEL ARMSTRONG COMMUNITY MEETING ROOM ATTENDANCE

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum 20
FY 2020	325	223	194	264	211	141	256	167	78				
FY 2019	232	190	157	233	219	204	136	176	296	335	222	340	2740

**Code Enforcement
Report for the month of April, 2020**

Letters for grass violations began going out in April.

Courts are still closed, so no cases can be prosecuted.

As of April 30, the following notices have been mailed to residents and/or property owners:

- 31 letters for grass
- 6 letters for outdoor storage
- 4 letters for inoperable vehicles
- 2 letters for safety violations
- 1 letter for a fence violation
- 1 letter for upkeep of an abandoned house

Respectfully submitted,

John Zeek

April 2020

Public Works

Monthly Report

April showers bring May flowers or so we hope! April has been a very wet month!

The wind has been up on several occasions which in turn caused trees and branches to come down throughout town.

Mowing season has begun we are busy trying to keep right of ways, parks and town property mowed, along with private lot mowing.

Mowing contractor for the cemeteries also started his season.

Due to all the rain our catch basins and gutter drains continue to be cleaned weekly.

We have had several sewers backups that have been taking care of.

Problem manholes are watched to make sure they keep flowing.

We have taken care of several water leaks throughout town.

Bulk & Brush keeps growing and we continue to pickup up every Tuesday and Thursday.

Three (3) burials for the month of April.



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MONTHLY REPORT

Apr-20

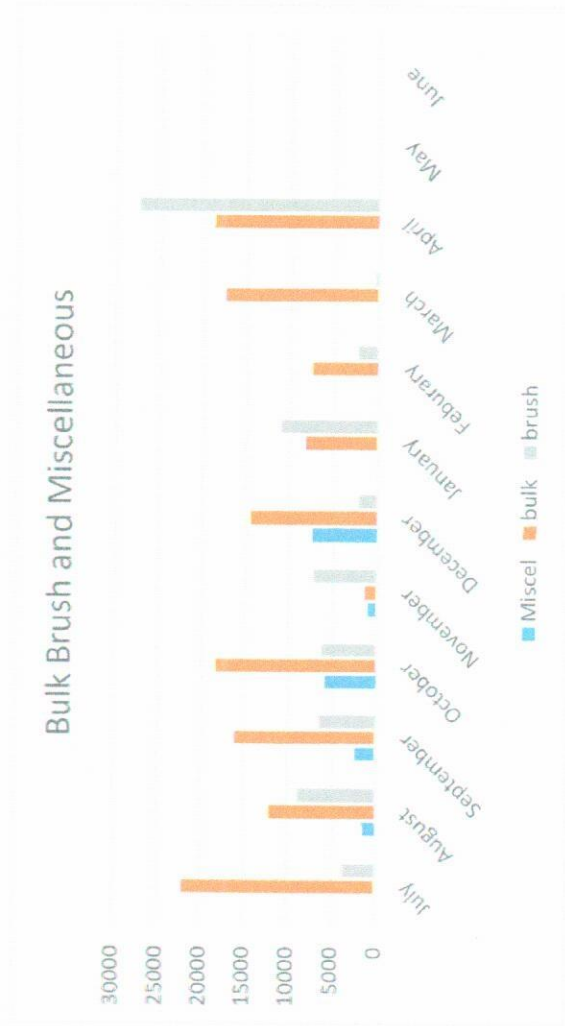
DEPARTMENT	WEEK	OT HOURS	MEN	COMMENTS
CEMETERY	4/1/2020	0	0	Close grave(2men @5.5 hrs)
	4/6/2020	5.5	2	
	4/13/2020	0	0	
	4/20/2020	0	0	
	4/27/2020	0	0	
	Total	5.5	2	
SEWER I & I	4/1/2020	2	1	Sewer backup Jeff Apt on them(1man@2hrs)
	4/6/2020	0	0	
	4/13/2020	0	0	
	4/20/2020	0	0	
	4/27/2020	0	0	
	Total	2	1	
WATER	4/1/2020	0	0	Water Break Main St (1man@2hrs) Water leak corner of Jefferson/Church(2men@2hrs) new meter & sewer installation(3men@.5hrs) Leaking valve Church/jefferson(1 man @ 2 hrs)
	4/6/2020	0	0	
	4/13/2020	2	1	
	4/20/2020	2	2	
	4/27/2020	2.5	4	
	Total	6.5	7	
BLDGS/GRDS	4/1/2020	0	0	
	4/6/2020	0	0	
	4/13/2020	0	0	
	4/20/2020	0	0	
	4/27/2020	0	0	
	Total	0	0	
STREETS	4/1/2020	0	0	Stop sign down McCormick/Howard (1man@2hrs)
	4/6/2020	0	0	
	4/13/2020	2	1	
	4/20/2020	0	0	
	4/27/2020	0	0	
	Total	2	0	
Grand Total		16	10	

Total of OT hours for the month

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	18760	18760	18760
brush	3720	8860	6500	6260	7220	2140	11040	2292	400	27280	27280	27280



Apr-20	Date	Trip	Weight	Type	Comments
Subtotal		0	0		
	7-Apr	4	6740		bulk
	14-Apr	2	3020		bulk
	21-Apr	3	5200		bulk
	28-Apr	2	3800		bulk
					bulk
					bulk
Subtotal			18760		
	2-Apr	1	940		Brush
	9-Apr	1	1220		Brush
	16-Apr	1	820		Brush
	23-Apr	1	1020		Brush
	30-Apr	2	4520		Brush
Subtotal		6	8520		
Gran Total		6	27280		

Town of Clifton Forge WTP

Monthly Operations Report

5/5/2020

Bobby Irvine, Plant Manager

Once again I am pleased to report that the ongoing dam improvements are proceeding on schedule. There were some minor issues resulting from the rainfall on April 29th, but these were quickly resolved. Currently, the contractors are working on the removal of the piers which extend from the spillway on the impoundment side. A large section of the pedestrian cross walk has also been removed in conjunction with the pier demolition. A large section of the crosswalk will be repurposed to use on site and elsewhere.

The annual Consumer Confidence Report (CCR) should be available by May 15th. This report is basically a report card for the water plants operations efficiency for 2019. It lists among other things, minimum/maximum results for various water tests, definitions of key words used in the report general information about the WTP and its history. It will be available for viewing on the Town's website and hard copies will be available both at the library and town hall when those buildings are reopened to the public.

On May 5th the monthly dam improvements progress conference will be held via conference call. This call affords an opportunity for town personnel, Brayman Construction officials and the town's consulting engineers to ask questions and exchange information. As I mentioned earlier the project is on schedule and no unforeseen problems have cropped up. Just as importantly, the various individuals are on the same page and these meetings have helped to that end immensely.

A Hach technician visited the plant on April 27th to calibrate, clean and replace parts on our recording and testing instrumentation. In keeping with the new normal we

disinfected all of the working surfaces the technician came into contact with. Hach visits our plant quarterly to ensure reliable and accurate results on all of our lab's instrumentation.

On April 28th Chief of Police Chad Wickline, Librarian Mike Barnes, Public Works Director Ricky Bourne and myself held a safety meeting at the Library. The agenda included review and discussion of a recent accident involving a Town employee. Meetings such as this are extremely important, not only to discuss and review past accidents but also to research ways to prevent accidents in the future.

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

Clifton Forge Fire Department
701 Church Street
Clifton Forge Virginia
24422

The Clifton Forge Fire Department answered a total of 80 calls in the month of April. Of these 80 calls, 14 were fire calls and 66 were EMS calls, with 76 being within the town limits and 04 in the county. The department averaged 7.5 firefighters per fire call. The department logged 231.4 miles on our apparatus which includes all service vehicles. EMS calls are listed by type of call and frequency of calls. The department ran 06 cardiac calls, 23 general illness calls, 07 public assist calls, 15 falls, 03 shortness of breath, 03 trauma injury, 03 stroke calls, and 06 altered mental status call. Fire calls are listed in order they were received.

04/01/2020 – 210 Rail Road Ave. possibly structure fire responded with 8 firefighters and 2 apparatus
County call

04/02/2020 – 1710 Main St. alarm activation responded with 9 firefighters and 1 apparatus
Town Call

04/05/2020 – 1032 Church St. Assist rescue with lifting responded with 6 firefighters and 1 apparatus
Town call

04/10/2020 – Ingalls & Chestnut St. brush fire responded with 9 firefighters and 4 apparatus
Town call

04/12/2020 – Verge St. Motor vehicle accident responded with 10 firefighters and 2 apparatus
County Call

04/15/2020 – 800 W. Ridgeway St. assist rescue with lifting responded with 2 firefighters and 1 apparatus
Town Call

04/15/2020 – 1700 Block of Main St. report of smoke responded with 3 firefighters and 1 apparatus
Town Call

04/18/2020 – 300 Block Ridgeway motor vehicle accident responded with 9 firefighters and 1 apparatus
Town Call

04/22/2020 – 100 Nicholas Dr. Structure fire responded with 9 firefighters and 3 apparatus
County Call

04/23/2020 – W. Ridgeway & Roxbury St. fuel spill responded with 10 firefighters and 4 apparatus
Town Call

04/30/2020 – 1700 Main alarm activation responded with 4 firefighters and 1 apparatus
Town Call

04/30/2020 – 560 Roxbury St. Service call pump water from basement responded with 4 firefighters and 1 apparatus
Town Call

04/30/2020 – 1718 Main St. washer on fire responded with 6 firefighters and 1 apparatus
County Call

04/30/2020 – 1618 Main St. service call pump water out of loading dock responded with
8 firefighters and 1 apparatus
Town Call

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

EXCESS/SURPLUS ITEMS

1. 2013 TANNANT WAREHOUSE SWEEPER
2. 1992 CHEVY ASTRO VAN W/GENERATOR
3. 2008 F450 DUMP TRK
4. FOUR WAY TRAFFIC LIGHT W/CONTROL BOX
5. PUMP DRIVE MOTORS FOR WATER/SEWER
6. LOAD EXTENDER FOR WESTERN SPREADER
7. 48" BUCKET FOR CAT MINI ESCAVATOR
8. 4 WHEELS FROM 2000 JEEP WRANGLER
9. ARC WELDER
10. 2013 FORD EXPLORER POLICE CAR
11. LOT OF 7 TACTICAL HOLSTERS
12. LOT OF 9 HOLSTERS
13. LOT OF 5 RUBBER BALL/PAINTBALL PISTOLS W/ CLIPS
14. RUBBER BALL/PAINTBALL RIFLE
15. RUBBER BALL AMMUNITION .43 CAL W/
16. LOT OF 2 FOUR LINE PHONES
17. LOT OF 16 POLYCOM PHONES and SPEAKER PHONE
18. POLICE MUGSHOT CAMERA AND STAND
19. CONFERENCE TABLE AND 8 CHAIRS
20. REFRIGERATOR
21. 2 TABLES
22. 2 END TABLE LAMPS 1 READING LAMP
23. 2 DRAWER TABLE
24. 2 DRAWER FILE CABINET
25. COMPUTER DESK
26. 3 METAL DESKS
27. SET OF 5 METAL LOCKERS
28. SET OF 6 METAL LOCKERS
29. SET OF 9 LOCKERS
30. 2 SIDED WOOD DESK W/ WOOD CHAIR
31. SET OF 7 FILE CABINETS
32. DESK CHAIR