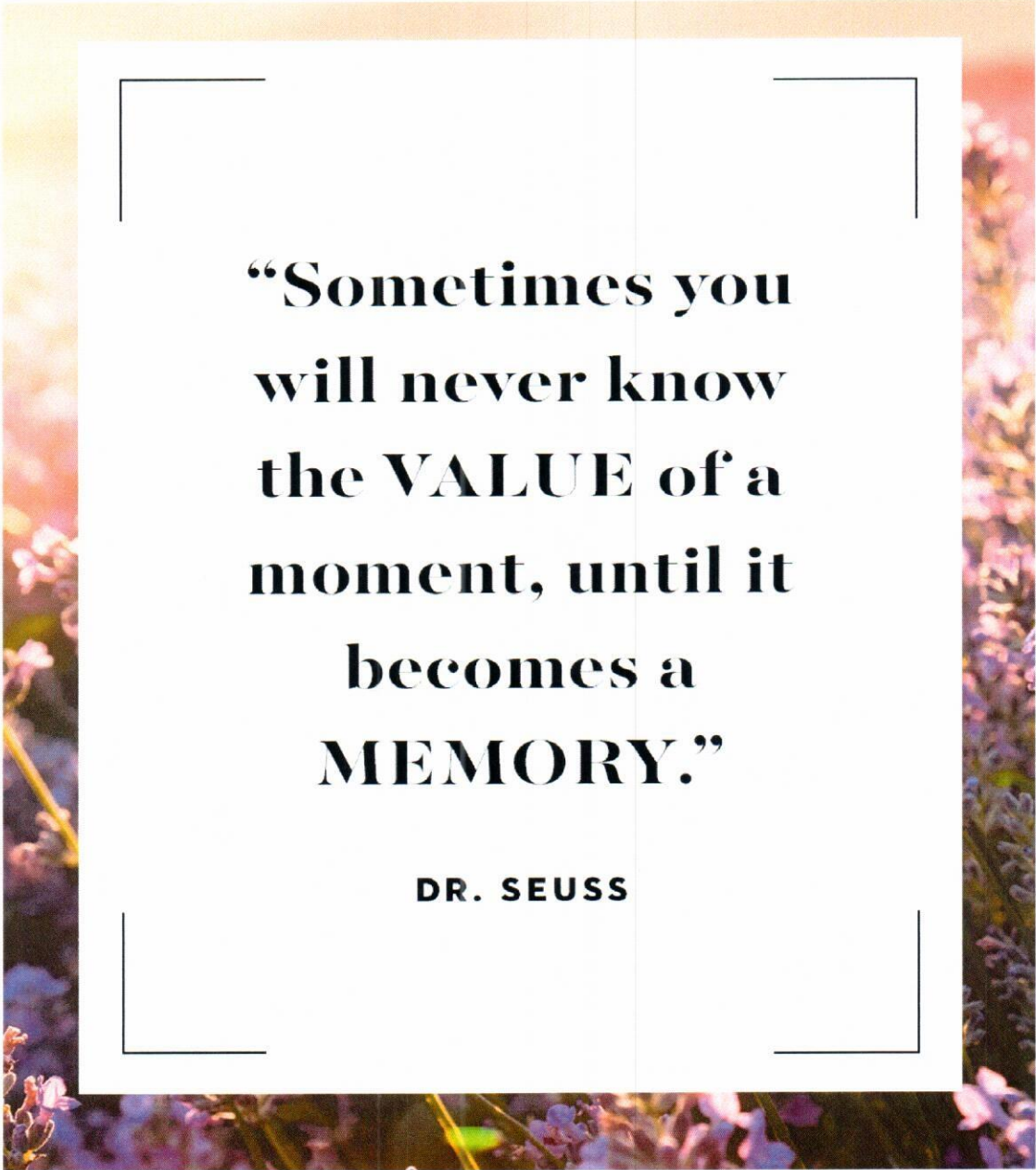
A decorative border of purple floral motifs surrounds the entire page. The motifs are stylized, repeating patterns of flowers and leaves.

Town Council Agenda
Tuesday, May 26, 2020
7:00 PM
Via Teleconference

A central white rectangular box with a thin black border is set against a background of soft-focus purple and pink flowers. The text is centered within the box.

**“Sometimes you
will never know
the VALUE of a
moment, until it
becomes a
MEMORY.”**

DR. SEUSS



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 26, 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.

- 4. 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: Waive second reading and adopt ordinance

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

RECOMMENDATION: Waive second reading and adopt ordinance

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

RECOMMENDATION: Waive second reading and adopt ordinance

- 7. 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: Waive second reading and adopt ordinance

8. REQUEST TO HOLD THE DOWNTOWN MARKET

Clifton Forge Main Street Organization would like to request permission to hold the Downtown Market on Thursdays from 3:30 – 6:30 PM beginning on June 11 and ending September 3, 2020 on Commercial Street between Ace Hardware and Sona Bank as in previous years, with the street being closed at 2:45 to allow for set up.

RECOMMENDATION: Grant request

9. APPROPRIATION RESOLUTION

The Town has received insurance proceeds that must be appropriated into the fiscal year 2020 budget.

RECOMMENDATION: Proceed to second reading

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:3 REAL ESTATE—
Disposition of Real Property***

**PLANNING COMMISSION
MINUTES
Via Teleconference
May 7, 2020**

Mac Campbell, Chairman, called the meeting to order at 6:01 PM.

Roll Call: Ione Callender, Pam Irvine, Susan Goings, and Diana Kling Smith

Also participating: Darlene Burcham, Town Manager

The Chairman requested the Town Manager to read the resolution authorizing procedures for electronic meetings by the Commission. Pam Irvine made the motion to approve adoption of the resolution, seconded by Susan Goings. The motion passed unanimously.

The next order of business was the public hearing on the request to rezone three parcels from R-1 to BG. The Chairman opened the public hearing and called upon the applicant James Eller. Mr. Eller explained that his family had owned these parcels for years and never intended their use as residential and had only discovered their residential designation when interest was shown on other nearby properties he owns. There being no other comments, the public hearing was closed, and Mrs. Smith made the motion, seconded by Ms. Callender to recommend approval of the rezoning from R-1 to BG to the Town Council. The motion passed unanimously.

The second public hearing was opened on the request of Michael Stearns for a conditional use permit to allow a multi-building mini storage facility on the previous three lots and four other lots, a closed alley and street. Mr. Stearn was called upon to speak. Mr. Stearn indicated he would construct the project in two phases with the rear lots being held up until demand justified. He also indicated a possible use of the rear portion for some vehicles (RV's) while waiting to build the second phase. Ms. Callender asked if security lights would be installed and Mr. Stearn indicated where on the site plan lights were to be located. Mrs. Goings asked about security video to which Mr. Stearn replied it had not been needed on his several previous projects. Ms. Smith inquired if units would be climate controlled and the size of "mini" units. Mr. Stearns identified units of various sizes with largest units in the back building. Ms. Smith mentioned that she had spoken with an adjacent property owner, Betty Crance, who had no objection to the proposed use and said anything would be better than the current building to which all in attendance agreed. Mrs. Goings thanked Mr. Stearn for his investment in our community and that the two phased approach seemed appropriate. The Chairman closed the public hearing. Pam Irvine made the motion to recommend approval of

the conditional use permit to Town Council. The motion was seconded by Mrs. Goings and passed unanimously.

There being no further business, on a motion by Ms. Smith, seconded by Mrs. Irvine, the meeting adjourned at 6:27 PM by unanimous vote.

DRAFT

STAFF REPORT

Name of Petitioner: James Eller
Date Request Filed: April 17, 2020
Public Hearing Date: May 7, 2020
Staff Reviewer: Darlene Burcham, Town Manager

Summary of Request

Applicant has three vacant lots currently zoned RI to the rear of Highlands Community Bank that he wants to sell along with four other lots, a closed street and alley. The purchaser has a separate application requesting a conditional use permit to construct several mini storage buildings on the consolidated site. Applicant requests zoning change to BG.

Land Use and Compatibility

<i>Present Use:</i>	vacant
<i>Current Zoning:</i>	R-1
<i>Setback Requirements:</i>	Per the zoning ordinance
<i>Floodplain:</i>	The property is not located in a flood hazard area as shown on the FEMA Flood Insurance Rate Map (FIRM).
<i>Characteristics:</i>	Generally flat—rear of lots may require some fill
<i>Ingress and egress:</i>	Access will be from Main Street (Route 60) through the entrance to the storage complex.
<i>Effects on adjoining properties:</i>	Primarily business related activities on properties across Rt. 60
<i>Screening & Buffering:</i>	Not required
<i>Utilities/Refuse Collection:</i>	Public water & sewer are available as well as gas
<i>Parking:</i>	Off street parking will be minimal as no office is planned at the site and persons renting units will be on site at various times for limited periods.

STAFF REPORT

Name of Petitioner: Michael Stearns
Date Request Filed: April 17, 2020
Public Hearing Date: May 7, 2020
Staff Reviewer: Darlene Burcham, Town Manager

Summary of Request

Petitioner has under contract 7 lots owned by Jim Eller. Two lots front on Main Street (formerly the Dairy Bar). Mr. Eller also owned a vacated alley-road and two additional lots behind the Dairy Bar property. Three other lots behind Highlands Community Bank are also under contract and the subject of a rezoning request from R-1 to BG. These three lots and the other properties noted above will be the site of a multi-building mini storage business which requires a conditional use permit. (Letter from Mr. Stearnes and pictures attached).

Land Use and Compatibility

<i>Present Use:</i>	vacant
<i>Current Zoning:</i>	BG (with approval)
<i>Setback Requirements:</i>	Per the zoning ordinance
<i>Floodplain:</i>	The property is not located in a flood hazard area as shown on the FEMA Flood Insurance Rate Map (FIRM).
<i>Characteristics:</i>	Generally flat—rear lots may require some fill
<i>Ingress and egress:</i>	Access will be from Main Street (Route 60).
<i>Effects on adjoining properties:</i>	Primarily business related activities on properties across Rt. 60
<i>Screening & Buffering:</i>	Not required
<i>Utilities/Refuse Collection:</i>	Public water & sewer are available as well as gas
<i>Parking:</i>	Off street parking will be minimal as no office is planned at the site and persons renting units will be on site at various times for limited periods.



TOWN OF CLIFTON FORGE

547 MAIN STREET · P. O. BOX 631
CLIFTON FORGE, VIRGINIA 24422
(540) 863-2500 / 2501 · FAX (540) 863-2534
www.cliftonforgeva.gov

COUNCIL MINUTES TOWN OF CLIFTON FORGE, VIRGINIA 7:00 P.M. TUESDAY, 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.

Mayor Irvine called the meeting to order at 7:00 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 Darlene Burcham, Town Manager, LeeAnna Tyler, Finance Director and Jared Jenkins, Town Attorney.

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

Mayor Irvine explained the request and called on the clerk to read the Ordinance. He then opened the public hearing to hear any public comments received at 7:03 PM.

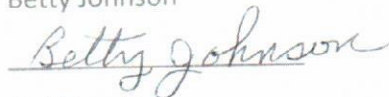
Angela Carper, Clerk, read the following comment received from Betty Johnson of 613 Pine Street:

Subject: Alley Sales listing

The way the alley sale is listed, one can only guess where it is. I certainly would not want the alley behind my house sold, we all use it for easy access. It would be good, if a proposed alley sale would be listed by the block and streets it is between. The people wishing to buy do not make a location identity.

Thanks for any help.

Betty Johnson



613 Pine St.

Clifton Forge, VA

Mrs. Burcham advised that regulations set for the meeting state that all public comments must be received before 5 PM on the day of the meeting and that she had received one other comment after that cutoff time and it would not be read or included.

With no further questions or comments, Mayor Irvine closed the public hearing at 7:05 PM and the ordinance will appear on the May 26, 2020 agenda for approval.

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

Mayor Irvine explained the request and called on the clerk to read the Ordinance. He then opened the public hearing to hear any public comments received at 7:03 PM.

Angela Carper, Clerk, read the following comment received from Betty Johnson of 613 Pine Street:

To: Clifton Forge Town Council

Subject: Mathews Park

MAY 12 2020

After the park was improved, I noticed that a lot of families were going there. I must admit that I have never used the park, but driving by, it seemed busy. I feel that making the park an entryway for nearby property would take away the value of a safe place for family outings.

The people behind the park have other entry, so why create possible conflict with people enjoying an outing with family and those rushing through the park to their property?

Mayor Irvine asked if the area in question is behind the dugout. Mrs. Burcham explained the location and stated that currently the road is closed due to the closures related to COVID-19 and if not for that, there is a public right of way that could be used. She stated that the property can also be accessed from another parcel that the Wallace family owns on the other side of the park.

Mayor Irvine asked if there would be any safety issue during games or while there are people present at the park. Mrs. Burcham advised that the access has always been in that location and people have used it at various times.

Mayor Irvine asked if the property can be accessed now while the park is closed. Mrs. Burcham advised that it could be and again mentioned that road being blocked due to the park closure for COVID-19 and that the Wallace family would not need the easement otherwise.

With no further questions or comments, Mayor Irvine closed the public hearing at 7:11 PM and the ordinance will appear on the May 6, 2020 agenda for adoption.

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

Mayor Irvine deferred the meeting to LeeAnna Tyler, Finance Director, to provide a brief presentation on the proposed budget. Mrs. Tyler provided the following information:

Virginia Municipal League projected revenue reduction for Towns due to Covid 19

Real Estate Taxes	5%	\$14,000
Personal Property Taxes	5%	12,500
Sales Tax	10%	12,000
Business Licenses	25%	53,500
Lodging	25%	2,500
Meals Tax	25% (used 12.5)	<u>50,000</u>
Total Projected Revenue Reduction in FY21		\$144,500
Offset by Proposed Real Estate Tax Increase of 5 cents/100 =		\$55,000
Total General Fund Reduction approx.		\$89,500

FY 21 PROPOSED BUDGET

	FY 19 ADOPTED	FY20 ADOPTED	FY 21 PROPOSED	
GENERAL FUND	\$3,149,54	\$3,130,649	\$3,042,741	REDUCTION \$87,908
WATER FUND	\$1,460,200	\$1,470,200	\$1,616,487	INCREASE \$146,287
SEWER	\$1,628,277	\$1,786,936	\$1,636,566	REDUCTION \$150,370
TOTAL BUDGET	\$6,249,129	\$6,387,775	\$6,295,794	

Items that have been cut include Police training, Fire Department Equipment, Town Manager -deferred comp and Community Development Director position

CAPITAL PROJECTS

General Fund	None	
Water Fund	Tank rehabilitation	\$174,000
Cash funded		
	Valve & Hydrant Replacements	\$ 46,000
	Main Transmission Line Rehab	\$170,000
Sewer Fund	None	

General Fund - Real Estate – has not been increased since 2008 -raise 5 cents per hundred to offset a portion of the projected revenue reduction due to Covid 19. Current rate \$.21 to \$.26 equals \$55,000.

On an \$80,000 house the tax increase is \$40 per year or \$20 on each half of the tax ticket.

We also have Elderly and Disabled Tax Relief that is based upon income and net assets where

Numerous households receive partial or even whole tax relief each year.

What services do you receive for your general fund tax dollars:

Police officers who can respond within minutes 24/7.

Paid Firemen who man the station 24/7 and as EMT's provide First Responder Services within minutes.

Having a manned station lowers your fire insurance cost.

Public Works – provide roadway maintenance including storm drainage and culverts, provide safe

streets in the winter by plowing snow and salting, pickup of brush and bulk, leaf collection in the Fall,

mowing, park maintenance which includes not only mowing but event prep for ball games.

Streetlights – all of the street ights in not only the Main part of Town but in the neighborhoods that are paid for with general fund money.

A Library with public access computers that offers many educational programs. If our Library closed, it is 10 miles to the nearest Library in Covington.

This is just a portion of what your tax dollars pay for....

Personal property has not been increased since 2001– Raise 30 cents to generate \$50,000 and **repeal the license fee** altogether. Last year Council was offered several options to get rid of decals. We tried to do the License Fee billing this spring and that has not successfully brought in the needed revenue.

Current rate \$3.35 to \$3.65 equals \$50,000 to offset license fee of \$50,000.

The license fee and decals would be permanently repealed or done away with.

For a vehicle valued at \$17,500 the cost would be around \$21 after PPTRA and you would no longer pay the \$20 license fee.

There are no general fund capital projects in the budget.

Water fund - One Dollar Increase (\$1) to base water rates = generates \$17,500

Council was advised over a year ago that the USDA requirement for Dam Repair Project Loan would be to raise water rates.

There will be no change to the sewer rate. Basic bill increases from \$110 to \$111.

The only capital projects are in the water fund. Alleghany County within the rate for the water we sell to them they fund a portion of capital projects.

Sewer Fund – No change to rate and no capital projects.

LeeAnna then read each of the ordinances and resolutions for the required first reading and Mayor Irvine opened the public hearing up to comment at 7:20 PM.

- 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

Vice Mayor Marshall thanked the Town Manager and Finance Director for all of their work on the budget. She stated that the proposed budget was presented with the recommendations to Council and all of Council had accepted those recommendations, and wanted to say that while Council hates to have to raise any fee, with the COVID-19 crisis and the loss that it is creating, this seems to be the only way to move the Town forward and through this uncertain time and that was all she had to say on the matter.

Councilman Goings stated that the increase in personal property taxes proposed is a one time increase in order to get rid of the vehicle license fee, which people have resisted.

With no further questions or comments on the proposed budget, Mayor Irvine closed the public hearing at 7:29 PM.

CONSENT AGENDA

1. MINUTES Council Meeting April 14, 2019

RECOMMENDATION: Approve minutes of April 14, 2020

Motion to accept minutes

Motion made by: Vice Mayor Marshall

Seconded by: Councilman Umstead

ROLL CALL VOTE

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

Motion passed: 5-0

ACTION ITEMS

2. DEPARTMENT REPORTS

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

RECOMMENDATION: Accept reports as written

Vice Mayor Marshall stated that she appreciated Mrs. Burcham sharing with Council and the public what each department has been doing at the previous meeting.

Councilman Umstead stated that he wanted to thank all of the employees who have continued to work during this whole crisis and stated that they have gone above and beyond the call of duty and he commends and appreciates them all.

Vice Mayor Marshall stated she appreciates them as well.

Motion to accept reports as written

Motion made by: Councilman Oeltjen

Seconded by: Councilman Umstead

ROLL CALL VOTE

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

Motion passed: 5-0

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

Motion to waive second reading

Motion made by: Councilman Oeltjen

Seconded by: Councilman Goings

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to adopt resolution

Motion made by: Councilman Oeltjen

Seconded by: Councilman Umstead

ROLL CALL VOTE

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

Motion passed: 5-0

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

RECOMMENDATION: Hold additional meeting on May 26, 2020

Mayor Irvine asked if this would be a regular meeting or just to approve the budget. Mrs. Burcham advised that it would be a regular meeting with other business to include the budget.

Motion to hold second meeting in May on May 26, 2020

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. 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

Motion to approve surplus list

Motion made by: Councilman Oeltjen

Seconded by: Councilman Umstead

ROLL CALL VOTE

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

Motion passed: 5-0

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.

The Town received one recommendation. The letter received follows:

Agenda Item: Public Input Requested

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

Gayle Hillert, Historic Masonic Theatre, 510 Main Street, Clifton Forge

Thank you for the opportunity to address Clifton Forge Town Council members regarding the need for CDBG grant applications.

On the COVID-19 section of the CDBG website, under community development, the overview includes the statements that Community Development activities build stronger and more resilient communities. These activities address economic development projects, public facilities, community centers and public services among others. It also states that this requires systematic and sustained action by state and local government. The implication is that offering assistance to these types of organizations, non-profits in addition to local businesses, is a duty and responsibility of local governments.

Our world, our country, and our community is undergoing a human and health crisis which has led to an economic crisis for our residents, our non-profits and businesses, and our local governments.

CDBG Community Development Grants provide flexible grants to help cities, counties and states recover from declared federal disasters. The grants focus on low-income areas. We live in a low income area, a national disaster was declared on March 13, and I can guarantee you that Alleghany Highlands' non-profits and small businesses desperately need assistance to recover.

In a region like ours, the fabric of the community is stitched together by non-profits as well as small businesses. Since March, although I've applied for over a dozen grants and financial assistance programs, because The Historic Masonic Theatre is a non-profit, we often do not qualify for what is currently available.

Forty five percent of our revenue is unearned revenue--donations, pledges and grants have been and will be severely affected by the economic ramifications of COVID-19. Our earned revenue is determined by rentals and ticket sales--we have had no revenue since March 14, yet the bills continue to arrive right on time.

Non-profits experience a double disaster, the loss of both unearned and earned revenue, and as a result non-profit discussions have gone from sustainability to **survivability**. Yet in the case of the Theatre, our existence goes beyond our own survival to the survival of our community. Thirty five percent of our programs are **community** programs, offered free of charge.

Our economic impact on the Alleghany Highlands is 2.3 million dollars--huge. Because our losses during this crisis are also huge, the ability to contribute to the region is significant. We are not asking for a handout, we are asking for a partnership where we also provide significant economic, social and educational impact to Clifton Forge and to the community.

In your CDBG discussions and decision-making regarding offering grants to the region, please include non-profits as well as small businesses. If possible, the grants should offer easily obtained cash-flow solutions to non-profits. Our intangible contributions to our region include resiliency, strength, comfort, familiarity, a place to celebrate, a place to gather, a place to heal. Our community is going to need all these things once we are out in the open again.

The Historic Masonic Theatre is making every effort to communicate often with our patrons to see how they are doing. Our feedback indicates that people are eager to gather again when they feel safe. We continue to solicit information in order to meet the needs and concerns of our citizens in a post-COVID climate. Thank YOU for the opportunity to provide input.

A sincere thank you to our Town employees, first responders, health care worker and teachers. The best thing our elected officials can do at this time is to stay in touch with your Town's non-profits and small businesses—ask us how we are doing. The small gestures matter.

Gayle Hillert
President
Masonic Theatre Preservation Foundation

Councilman Goings thanked Mrs. Hillert for the letter and stated that he feels the comments are appropriate.

MANAGER'S COMMENTS

Mrs. Burcham thanked everyone for the unsolicited comments praising the employees which she wished to share. She remarked that she and the department heads were continuing to meet via conference calls each week and that the Town's employees continue to be motivated and have shown exemplary performance during this time. Those letters are as follows:

Thank you for
keeping the
town running.

Stay safe
and healthy.

Martha McMillan

God Bless America

*To All Our Friends
at Town Hall!*

*Hope this note finds
you all healthy and
doing well! He will
get there this!*

*Take care!
The Bellini*



I just want to say a huge THANK you to all the wonderful Town employees for your hard work, dedication and caring for all of us. Whether you are a part of the Townfall crew, the Police Department, Public works, Library (and the list goes on and on). Please know that you are very much appreciated in your efforts to keep things moving & functional.
Be Safe, Stay well.
Nancy Burcham

Mrs. Burcham stated that these comments gave her the opportunity to share that the Town continues to provide all Town services and will continue to do so and mentioned the 11-page executive order that was issued by the Governor for guidelines to follow during Phase 1 of reopening. She stated that at the present time we will stay the course, keeping those facilities that are currently closed remaining closed.

She mentioned that the Town has learned that there will be an allocation from the Federal Government's Cares Act and stated that the Town as well as the Town of Iron Gate will be working with the County to determine the allocation to each individual jurisdiction and then determine how best to use the funds to help move out of the virus more and into recovery.

Mrs. Burcham shared correspondence from a representative of the US Census Bureau showing we have a 49% participation rate by our citizens on the self-response portion of the census, which is very good. The date of completion has been extended to October due to the virus and part time jobs are still available with the Census Bureau.

Mrs. Burcham mentioned that during the COVID-19 crisis, Council had made the decision to stop service interruptions during the time of the declared emergency for non-payment situations, noting that the ordinance does require that all past due amounts be paid in full to avoid any discontinuation of service once the emergency declaration has ended. Mrs. Burcham advised that there were 239 past due notices sent out in April for the March service period and had the Town continued with service interruptions there would have been a total of 61 accounts on that list. There have been 18 customers to make payments since that time and letters have been sent reminding all others who remain past due, making the suggestion that they make some amount of payment to help offset the total costs that they may face at the end of the emergency period. After the letters were sent, eight additional customers made payments; however, the amount of past due accounts continues to climb with a total of 252 past due notices being sent out in May for the April service period. This not only results in revenue loss for the Town but may result in some customers having serious difficulty repaying the full amount due when that time comes.

She mentioned that bids had been opened on the pedestrian bridge project and approval from VDOT is required prior to moving forward with awarding the contract to Hammond Mitchell which was the low bidder on the project.

She stated that Council is aware that Alleghany County and Covington have made a request to the Governor to ask that our area be allowed to move forward at a different pace than some other areas due to the limited number of positive cases in the area at this time, but no response has been received as of yet.

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: Mr. William Atherholt

Synopsis of the Review

To be read at the Town Council on May 12, 2020

I have been concerned about the management practices of the Clifton Forge Armory Committee since I saw the documents provided as a result of the Freedom of Information Request by a local resident of Clifton Forge dated December 27, 2019. I reviewed the documents, as though the committee was a private business organization, and the Agreement between the town of Clifton Forge and the Armory Committee and it became very clear to me that the management procedures of the Committee did not meet the standards of an organization that serves the people of Clifton Forge and Town of Clifton Forge and that has responsibilities to its employees, agencies of the State of Virginia and the Federal Government. I understand that the unacceptable practice of distributing money on a cash basis has been stopped and that is a good thing. But other required business practices do not appear to be performed. Some are listed as follows:

1. Wages are paid to employees but no social security or Medicare deductions are taken out. Social Security and Medicare deductions and the committees match should be forwarded to the Federal Government on a monthly basis.
2. Business organizations are required to pay Unemployment Taxes to the State of Virginia. I saw no evidence of such payments.
3. I queried the Virginia State Corporation Commission data base and found no organization named Clifton Forge Armory Committee. If the organization is a private organization the organization should be registered with the state commission.
4. I saw no evidence that annual income tax reporting has been made to the state or Federal Government.

In addition to the problems listed above, it appears to me that having the Mayor of the Town as the President of the Armory Committee and a Town Council member as an Armory Committee Director could result in conflicts of interest.

A more complete review has been provided to each member of the Town Council for their consideration.

Prepared by William Atherholt

Clifton Forge Main Street Treasurer, 10 years
Auditor, State of Maine, 9 years
Director of Audit, Maine State Retirement System, 3 years

Councilman Oeltjen stated that he feels there needs to be a new agreement for the use of the Armory which would provide complete transparency and where the operation of the facility would be in total compliance with all laws required.

Councilman Goings stated that Council needs to take control of the situation and bring it under control so that things are handled properly to meet all regulations and requirements.

Letter 2: Dr. Donald Roberts of 701 McCormick Blvd.

PUBLIC COMMENT by Donald Roberts, 701 McCormick Blvd, Clifton Forge, VA

I have heard both first hand and second hand accounts of residents of the town and residents of the County voicing opinions about a conflict of interest with Council members being on the Armory Committee, or at minimum, an appearance of a conflict of interest. I do understand that Mr. Jenkins opined in February meeting of Town Council that there is no conflict of interest with Mr. Irvine and Mr. Umstead being members of and the Armory Committee. Mr. Irvine and Mr. Umstead are required to make decisions on the Town budget. Money for Armory maintenance is part of that budget, so what the town does for the Armory is under their purview as members of Council. The town has an agreement with the committee, and that agreement too is under their purview. Astonishingly, the Armory Committee has failed to meet its obligations under that agreement. Mr. Irvine is both the mayor of the town with authority over the budget and is also President of the Armory Committee with authority over Armory Committee finances. As opined by Mr. Jenkins, citizens apparently do not have the right under the Freedom of Information Act to examine Armory Committee finances. So citizens cannot examine committee transactions even as the committee fails to meet terms of its agreement with the Town. Since Mr. Irvine has been in his current positions for several years, why should citizens expect that any improvements in committee accounting, reporting or transparency would occur? In my opinion, Town Council has a fiduciary responsibility to act decisively and correct this, at the very least, undeniable appearance of a conflict.

Letter 3: Charles Kahle

Subject public comment 5/12/2020

Your Message

I read with interest the Town of Clifton Forge's proposed FY2021 budget and noticed an increase in the personal property and machinery and tools, and Real Estate tax rates.

The Motor Vehicle License fee, just adopted by council last year to replace the vehicle decal system, will be repealed.

During the last Town Council meeting when the public was allowed to be physically present there was much confusion among several members of council when responding to the public's questions about the Motor Vehicle License fee.

Rather than take ownership of the fee structure council approved just last year, Councilman Irvine directed one citizen to meet at a later time with the Town Finance Director. It appeared to me there was little if no understanding of the change he supported and voted for.....a vote against the repeated and clear advice of our professional town staff, I might add.

Over the past months the citizens of Clifton Forge have heard repeatedly about the "new, different" direction

Letter 4: Diana K. Smith

Subject

Public Comment

Your Message

Clifton Forge Town Council,
I have been very pleased to hear/see that more citizens are paying attention to the decisions of the Clifton Forge Town Council.

I would like to ask that you answer to the following two questions:

1. Who are the members of the Citizens Advisory Committee? I think ALL citizens should know who you have selected to be on this Committee.
2. What are your plans if the selection process for a new Town Manager does not result in a decision before June 30, 2020?

Transparency is paramount to building trust in local government.

Thank you sincerely,

Diana K. Smith.

COUNCIL COMMENTS

Councilman Umstead thanked everyone for listening in and stated that he hopes they understand the tax process. He thanked both the Town Manager and the Finance Director for their help with the budget process and stated that this is something he has talked about for the last 2-3 years and probably should have started it sooner, but are doing it and he is glad it is finally happening and feels it is well needed.

Councilman Oeltjen thanked both Mrs. Tyler and Mrs. Burcham and stated that everything in the budget was given serious thought. He stated that we are enduring uncharted times, things that have never happened before that are creating ramifications that have to be dealt with. He stated he likes the idea of abolishing the vehicle license fee. He stated that he is seeing people wearing masks which protects others and being respectful and showing that they care and that it is nice. Mr. Oeltjen stated that the Armory agreement should be and needs to be addressed as it should be completely legal and cover all regulations required so that the Town can move past the continued discussions. Lastly, he thanked everyone for participating.

Councilman Goings stated that the Library continues to offer books to those who request them and asked people to please consider helping our non-profit businesses during this difficult time so that we do not lose the organizations within our Town. He stated that he appreciates all those who sent in comments or questions. Councilman

Goings stated that the members of the Citizens Advisory group should be disclosed and asked Mayor Irvine about stating the names for the record. He asked Jared Jenkins, Town Attorney, if there was any reason they shouldn't be made public.

Mayor Irvine was against stating the names, saying that a few of them had received calls and been asked questions about the candidates and stated that he wished to wait until after the planned closed session meeting on Wednesday to ask them if they wanted their names given out.

Councilman Oeltjen stated that he thought they should be made public and that the whole purpose of the group was to provide transparency for the process and was in favor of the names being stated for the record.

Mr. Jenkins commented in response to the question from Councilman Goings and advised Mayor Irvine that the names needed to be made public and commented that those who requested being a member of the committee should not have done so if they wished to remain private. With that instruction, Mayor Irvine stated that he would include the names in his comments.

Vice Mayor Marshall stated she wished to again echo the regrets for increasing fees, and again thanked both Mrs. Tyler and Mrs. Burcham and the Town staff who have continued to work during this crisis. Vice Mayor Marshall asked the Town Manager to clarify the statement that was made during the manager's comments regarding 8 persons making payments.

Mrs. Burcham explained that it was eight additional customers who paid after receiving the letter that was sent by the Finance Department, but that there are still close to 250 accounts that were sent late notices most recently and that it was only going to be worse by the end of the crisis which will create a challenge with both lost revenue and collection of those past due amounts.

Vice Mayor Marshall stated that the Citizens Advisory Committee was indeed created to ensure transparency in the process, but that they have no say in the decision or hiring of a new Town Manager. She stated that people should not be contacting them regarding the process and that they are only there to observe. Lastly, she thanked everyone and stated she appreciated the continued efforts.

Mayor Irvine thanked everyone and wished everyone to continue to stay safe and healthy. He commented on the proposed budget and asked people to please remember that the virus has created a lot of hard times and caused a lot of loss to the area and that it is something that has never been dealt with before. He thanked the Town employees

and commented on the good job they are doing and thanked both LeeAnna and Mrs. Burcham on all their hard work on the budget.

Mr. Irvine stated that the members of the citizens advisory group include Brandon Caldwell, Greg Madsen, Melissa Hundley, Adam Kenny, and Ingrid Barber.

***CLOSED SESSION PURSUANT TO SEC. 2.2-3711 A:1 PERSONNEL—
Appointment to Boards and Commissions***

Motion made by: Councilman Umstead **Time: 8:15 PM**

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to return to open session **Time: 8:20 PM**

Motion made by: Vice Mayor Marshall

Seconded by: Councilman Umstead

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to certify only indicated items were discussed during closed session

Motion made by: Vice Mayor Marshall

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to appoint John Riley to fill a vacancy for an unexpired term with the Planning Commission, ending on April 30, 2021.

Motion made by: Vice Mayor Marshall

Seconded by: Councilman Umstead

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to adjourn

Time: 8:33 PM

Motion made by: Councilman Oeltjen

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

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

Motion passed:	5-0
-----------------------	-----

**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

**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

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

4. Capital Budget

<u>Fund</u>	<u>Amount</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

NO SUPPORT
DOCUMENTATION
FOR THIS ITEM

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 \$20,447.64 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 \$ 20,447.64 appropriated to the following revenue and expenditure line items.

Insurance Proceeds – Fire Department

Revenue	3 100 19020 0099 Recovered Cost	\$ 20,447.64
Expenditure	4 100 32100 3310 Repairs	\$ 20,447.64

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

First Reading: May 26, 2020

Second Reading: June 9, 2020