

Town Council Agenda
Tuesday, June 9, 2020
7:00 PM
Via Teleconference

IT'S FAR
BE
IT'S LATE
I'M OLD FOR THAT
I'M NOT STRONG
I'M BUSY
I'M TIRED
IT'S HARD
IT'S COLD
STRONGER
- THAN -
YOUR
STRONGEST
excuse



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, JUNE 9, 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.

CONSENT AGENDA

1. MINUTES Council Meeting May 26, 2020

RECOMMENDATION: Approve minutes of May 26, 2020

ACTION ITEMS

2. APPROPRIATION RESOLUTION

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

RECOMMENDATION: Waive second reading and adopt ordinance

3. RESOLUTION APPROVING FINANCING TERMS

In the FY20 budget, Council approved general fund capital improvements of a generator for the Police Department and fire truck equipment in the amount of \$108,500. This loan will serve to cover the cost of the capital items that were purchased this year.

BB&T (Truist) has offered a 60 month equipment loan at 2.48% interest.

RECOMMENDATION: Approve Resolution for Financing Terms

4. CHANGES/UPDATES TO EMPLOYEE HANDBOOK

In an effort to update and bring the employee handbook into compliance with regulations and ensure consistency, the attached changes, denoted in red, are being proposed to the Town's employee handbook.

RECOMMENDATION: Approve changes to Town Employee Handbook

5. AMENDMENT TO THE TOWN'S EMPLOYEE POSITION ANALYSIS & GRADE LISTING

The pay grade chart requires a correction on an hourly rate for pay grade 4 to correct a previous typographical error, and the list of positions is also being changed to reflect elimination of the Community Development Director position and title changes at Public Works (with no salary adjustments).

RECOMMENDATION: Approve changes

6. DEPARTMENT REPORTS

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

RECOMMENDATION: Accept reports as written

INFORMATION

Town offices will be closed on Friday, July 3, 2020 for the Independence Day holiday.

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***



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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 7:02 PM and read the required statements allowing Town Council to hold electronic meetings based upon the state of emergency due to COVID-19. After some technical difficult with the conference call system, 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.

Prior to beginning the meeting, Mayor Irvine called for a motion to amend the agenda to add discussion of the Town Manager’s contract as Action Item #10. Jared Jenkins, Town Attorney, requested that the Mayor also add as Action Item #11, recertification of the emergency ordinance allowing for continuation of business and conducting meetings by electronic measures.

Motion to add Discussion of Town Manager’s Contract as Action Item #10

Motion made by: Councilman Goings

Seconded by: Councilman Umstead

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to add recertification of the emergency ordinance

Motion made by: Councilman Goings

Seconded by: Councilman Umstead

ROLL CALL VOTE

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

Motion passed: 5-0

PUBLIC HEARINGS:

PUBLIC HEARINGS

A. Public Hearing: Consideration of Ordinance to rezone 3 parcels, referenced by Tax Map No.'s C0320-01-004-0120, C0320-01-004-0130, and C0320-01-004-0140 from R1 to BG. The Planning Commission held its public hearing on May 7, 2020 and it is their unanimous recommendation to approve the rezoning.

RECOMMENDATION: Approve rezoning as requested

Mayor Irvine opened the public hearing at 7:22 PM and the Town Manager provided summary of the request and exchange with the Planning Commission during their public hearing, explaining that for an unknown reason the three lots mentioned were not included in the original rezoning years before; therefore, the need for the request at this time. Angela Carper, Clerk, advised that no public comments had been received and with no comments or questions from the Council, Mayor Irvine closed the public hearing and called for a motion to approve the request.

Motion to approve rezoning as requested

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

B. Public Hearing: Consideration of Ordinance to grant a conditional use permit that will allow a multi-building mini storage facility to be constructed on properties to include Tax Map No's C0250-06-002-0100, C0250-06-002-0110, C0320-01-002-0220, C0320-01-002-0230, C0320-01-002-023A, C0320-01-004-0120, C0320-01-004-0130, and C0320-01-004-0140. The Planning Commission held its public hearing on May 7, 2020 and it is their unanimous recommendation to grant the conditional use permit and allow construction.

RECOMMENDATION: Grant conditional use permit as requested

Mayor Irvine opened the public hearing at 7:25 PM and the Town Manager again provided summary of the request and exchange with the Planning Commission during their public hearing. Mrs. Burcham advised that the site plan provided to Council should answer any questions regarding placement on the parcels. Angela Carper, Clerk, provided the following public comment received from Mr. Stearns, Petitioner:

Statement:

Council Members,

I hope that everyone is safe and healthy during this time. I just want to take a moment to thank all of you for taking the time to consider this project. I am excited about the opportunity of expanding my business into the town of Clifton Forge. With your acceptance of my proposal I plan to begin construction as soon as possible and would hope to be open for business before the end of the year. I look forward to meeting each of you in the coming months and becoming a small part of this lovely community.

Thanks again and stay healthy!

Michael Stearns, Owner/Operator

501 Self Storage, LLC

Councilman Umstead and Mayor Irvine thanked Mr. Stearns and with no further comments or questions, Mayor Irvine closed the public hearing at 7:28 PM and called for a motion to approve the request for a conditional use permit.

Motion to approve conditional use permit as requested

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

CONSENT AGENDA

1. MINUTES Council Meeting May 12, 2020

RECOMMENDATION: Approve minutes of May 12, 2020

Motion to approve minutes as written

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

ACTION ITEMS

- 2. Ordinance to vacate and sell a portion of a town-owned alley to Randall and Ingrid barber for the sum of \$500.**

RECOMMENDATION: Waive second reading and adopt ordinance

Motion to waive second reading

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

Motion to adopt ordinance

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. Ordinance to grant ingress/egress easement through Matthews Park to adjacent parcels.

RECOMMENDATION: Waive second reading and adopt ordinance

Motion to waive second reading

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

Motion to adopt ordinance

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. 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

Vice Mayor Marshall stated that while she understands Real Estate taxes have not been raised in 20 years and personal property taxes have not increased in 12 years, it is hard on citizens to have everything increase at once. She stated that she understands that past Council's have not chosen to have increases and have made decisions that are now affecting current circumstances, but with people being out of work and things as they are now with Covid-19, she believes it is just too much.

Councilman Goings stated that he wanted to remind everyone that the increase in personal property is only to raise the money lost by cancelling the license fee and Vice Mayor Marshall stated she understands that regarding personal property.

Mayor Irvine stated that he has a problem with raising taxes and then advertising a \$30 -\$50K supervisor's position for the Public Works. He stated that he would not vote for an ordinance to raise taxes if we were going to keep this job and position that's been advertised and stated that the position has not been filled since Mike Jack retired earlier in the year and things are hard for people right now.

Councilman Goings stated that he believes Council has thought about it and would agree that the vacancy should not be filled until out of the Covid-19 and finances can return to normal, but would like to know how to go about doing that and postponing the filling of that position.

Councilman Umstead stated that he was going to vote yes for the increase, mainly because it offsets the license fee and he feels it is something that must be done. He stated that he was going by information discussed during their budget meetings. He stated that he is not voting to pass based upon hiring for the position at this time and does not want to have to raise things again next year. Vice Mayor Marshall corrected him to state that the license fee only applies to the personal property taxes and that the ordinance applies to all the taxes.

Councilman Goings stated that he thinks that it is not only to raise taxes, but to deal with a deficit in the Town's budget and it must be reversed for the Town to operate.

Vice Mayor Marshall stated that she agrees with not filling the Public Works position until after the Covid-19 crisis is over, but that she does not think that there should be an increase in real estate and personal property and the water rate all at once.

Councilman Oeltjen advised that the reason for the change is to offset the fee for personal property so there is not really an increase in the personal property taxes. He stated that the position was already in the budget and by not approving the position it would be hampering the employees of the Public Works Department and that the emotions and feelings of those employees should be considered.

Vice Mayor Marshall stated that she understood, but that it was not mentioned during the budget meetings and that it had been stated that there was a freeze on all hiring.

Mrs. Burcham addressed Vice Mayor Marshall's statement and stated that she disagreed with that statement as she had explained to each of Council in the various budget sessions that there are four vacant Police Officer positions that needed to be filled and that we were holding off on hiring until the date of the next academy and that those individuals would not be hired until a couple of weeks prior to that date because the current academy was delayed due to the virus. She stated that she never stated that we were freezing all hiring and that Mr. Oeltjen was correct that the position was budgeted in the Public Works budget and is a necessary position. She stated that the Mayor is correct that it has been vacant for a few months, not because we wanted it to be, but because we wanted to allow the new Public Works Director time to get acquainted and determine how that position could best be used. She reminded Council that the Public Works Director is now shared with the County and not a full time Director position and that position is needed to ensure that the ongoing, day to day activities of the Public Works Department are properly managed.

Mayor Irvine asked Mrs. Tyler, Finance Director, if this ordinance were for all the taxes and asked if they could be divided. Mrs. Tyler advised that the ordinance does include all taxes and asked that they please understand that the position they are questioning is not included in the General Fund budget, but instead split between water and sewer so less than half of the amount budgeted for the position would be included as General Fund monies.

Mrs. Burcham stated that the decision regarding that position should not in any way impact the decision on the tax rate and that if Council wanted to offer direction otherwise as to filling the position they should do so, but that the budget was

unanimously supported by all members of Council during budget briefings for the tax increase in order to balance the budget, which is required to operate.

Mayor Irvine stated that on real estate, a 5 cent increase equals \$55,000 additional revenue for the entire year and asked Mrs. Tyler if that was correct. Mrs. Tyler stated that it was if the entire amount was collected. She stated that it would indeed put the Town in a precarious spot if the increase was not approved.

Councilman Goings stated that the budget should be approved without consideration or discussion of the position and if need be, that discussion should be held separately later.

Mayor Irvine asked if that was clear with Council and what was wanted. Councilmen Oeltjen, Goings, and Umstead stated yes, they should move forward. Vice Mayor Marshall agreed with moving forward but not necessarily the increase.

Mayor Irvine stated that he had requested a chart on the proposed real estate and shared information regarding the actual costs of the increase, which did not equate to a huge increase since tax payments are divided and paid in halves. He stated that with the personal property, in some cases, the proposed increase in personal property would be cheaper than paying the license fee and then shared some of the actual costs for vehicles of various values.

Vice Mayor Marshall stated she has no problem with the personal property tax increase and understand the reason for it.

Motion to waive second reading

Motion made by: Councilman Goings

Seconded by: Councilman Umstead

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	No
Mayor Jeff Irvine	Aye

Motion passed: 4-1

Motion to adopt ordinance

Motion made by: Councilman Oeltjen

Seconded by: Councilman Goings

ROLL CALL VOTE

Councilman Umstead Aye

Councilman Oeltjen Aye

Councilman Goings Aye

Vice Mayor Marshall No

Mayor Jeff Irvine Aye

Motion passed: 4-1

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

RECOMMENDATION: Waive second reading and adopt ordinance

Motion to waive second reading

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

Motion to adopt ordinance

Motion made by: Councilman Goings

Seconded by: Councilman Umstead

ROLL CALL VOTE

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

Motion passed: 5-0

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

RECOMMENDATION: Waive second reading and adopt ordinance

Councilman Umstead reminded everyone that this increase is required and Mrs. Tyler stated that the rate is projected to stay the same for three years and is part of the requirement in order for the Town to get the funding on the dam project. It is projected to remain at three years and then could potentially drop in the fourth year which would allow repayment of the funding as required.

Vice Mayor Marshall asked to verify that it was a requirement to receive funding from the USDA for the dam project and Mrs. Tyler advised that to be correct.

Motion to waive second reading

Motion made by: Councilman Goings

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

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

Motion passed: 4-1

Motion to adopt ordinance

Motion made by: Councilman Umstead

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

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

Motion passed: 4-1

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

Mrs. Tyler corrected an error on the provided ordinance in the amount given. The correct amount for the total of all funds should be \$6,290,179.

Motion to waive second reading

Motion made by: Councilman Oeltjen

Seconded by: Councilman Umstead

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	No
Mayor Jeff Irvine	Aye

Motion passed: 4-1

Motion to adopt ordinance

Motion made by: Councilman Goings

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Vice Mayor Marshall	No
Mayor Jeff Irvine	Aye

Motion passed: 4-1

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

Councilman Goings asked if this type of event is allowed under current Covid-19 guidelines and Mrs. Burcham advised that it is, provided masks are worn as required.

Vice Mayor Marshall asked who would be enforcing the requirement for wearing masks and Mrs. Burcham advised that the Governor has stated that is the responsibility of the Health Department.

Motion to approve request

Motion made by: Councilman Goings

Seconded by: Councilman Umstead

ROLL CALL VOTE

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

Motion passed: 5-0

9. APPROPRIATION RESOLUTION

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

RECOMMENDATION: Proceed to second reading

Angela Carper, Clerk, read the resolution for first reading.

Councilman Oeltjen asked if the Council could waive second reading and adopt the resolution at this meeting. Jared Jenkins, Town Attorney, advised that it is required under State code that there be a second reading due to the amount involved. With no further questions or comments, the resolution will appear on the June 9 agenda for second reading and adoption.

10. DISCUSSION OF TOWN MANAGER AGREEMENT

Mayor Irvine called for a motion to approve a new agreement being offered to the upcoming Town Manager.

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

Mayor Irvine then announced that Council has negotiated and offered the position of Town Manager to the current Ronceverte, WV City Manager, Rebecca Mohler who has agreed to the agreement as Council has approved. She will be transitioning during the month of June and take over on July 1. He stated that he had sent a copy of the agreement had been sent to members of Council earlier in the day.

Councilman Umstead thanked the Citizens Advisory Committee that helped to review candidates and provide feedback.

Vice Mayor Marshall thanked the Citizens Advisory Committee as well for observing the process and helping to greet Rebecca.

Councilman Goings thanked everyone involved and welcomed Mrs. Mohler aboard and wished her success.

Councilman Umstead also thanked Jared Jenkins, Town Attorney for his help with the contract as did Mayor Irvine. Mayor Irvine stated that it was almost a complete new agreement from previous ones.

Vice Mayor Marshall thanked Mrs. Burcham for her role in helping with the interview questions, and for sitting in on the telephone interviews to provide feedback and thanked her for her help.

11. Motion to recertify the ordinance to allow for continuation of business and electronic meetings per Jared Jenkins

Mr. Jenkins advised that the ordinance needed to be recertified, not readopted, every 60 days and that this motion would take care of that action.

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

MANAGER’S COMMENTS

Mrs. Burcham mentioned that the Town, along with Alleghany County, Covington, and Iron Gate continue to work together to address a plan for expenditure for some funding being granted to the area to help recover unexpected costs due to the virus. She stated that a request is being sent to the Department of Housing and Community Development tomorrow to try to assist businesses in recovering from the crisis and stated that the funds do have stipulations on how they are to be used, but that the Town is seeking all the help it can to aid in recovery.

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

Angela Carper, Clerk, advised that she had received no public comments for the meeting.

COUNCIL COMMENTS

Councilman Umstead thanked Mrs. Burcham for the way she has handled everything, especially with the virus. He stated that part of him would like to apologize for the tax increases, but that he does not because it is something that is needed to be done. He wished everyone the best and stated that he is there to help in any way he can.

Councilman Oeltjen stated that he appreciates everyone joining in the call and stated that as is apparent, Council does not always agree on every issue, but that they should not and that helps to solve issues. He stated that he may not agree with all opinions but supports the right of everyone to state their opinion. He thanked Mrs. Burcham and

staff for all the work on the budget and stated that he feels it is what is needed and is best to get things taken care of during current circumstances.

Councilman Goings wanted to make sure that everyone notices that the building across from Highlands Bank that is set to become an auto dealership is making great progress and is looking better and hopes it will be a good addition to the Town once things open back up. He stated that he and Councilman Umstead noticed the flower baskets now hanging on the streetlamps and how nice they will look once they fill out and stated that it helps to beautify the Town. He stated that he had listened to the Governor's speech regarding wearing masks inside of buildings now being required and stated that hopefully people will respect the order and feels the virus could be stamped out faster if people comply. He thanked Mrs. Burcham for all that she has done in the past 10 years and stated that the Town appreciates all that she has done.

Vice Mayor Marshall thanked everyone who participated in the call for their interest. She thanked the employees for working through the crisis, stating that some people have been able to work from home, but the Town's employees have not. She stated she hopes everyone stays safe. She stated that the increase in taxes aren't bad increases and knows that the Town needs it, but just felt it was too much on people all at once during this bad time with people not working and things already not being paid as they should be. She thanked Mrs. Burcham for all she does daily and all she has done over the years.

Mayor Irvine thanked everyone and thanked the Citizens Committee for all their help. He stated that he too hated to raise taxes and that it is hard times for everyone, including the Town, but that it is something that had to be done for the Government of the Town to keep it going. He stated that it really isn't that bad, but that it is needed.

***CLOSED SESSION PURSUANT TO SEC. 2.2-3711 A:3 REAL ESTATE—
Disposition of Real Property***

Motion made by: Councilman Umstead

Time: 8:16 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: 8:17 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 during closed session

Motion made by: Councilman Oeltjen

Seconded by: Councilman Umstead

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to adjourn

Time: 8:32 PM

Motion made by: Vice Mayor Marshall

Seconded by: Councilman Goings

ROLL CALL VOTE

Councilman Umstead Aye

Councilman Oeltjen Aye

Councilman Goings Aye

Vice Mayor Marshall Aye

Mayor Jeff Irvine Aye

Motion passed: 5-0

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



Branch Banking & Trust Company

Governmental Finance

5130 Parkway Plaza Boulevard
Charlotte, North Carolina 28217
Phone (704) 954-1700
Fax (704) 954-1799

June 2, 2020

LeeAnna Tyler
Town of Clifton Forge
547 Main Street
Clifton Forge, VA 24422

Dear LeeAnna:

Truist Bank (Lender") is pleased to offer this proposal for the financing requested by the Town of Clifton Forge, VA ("Borrower").

PROJECT: Lease purchase equipment

AMOUNT: \$108,500.00

TERM OR MATURITY DATE: 60 months

INTEREST RATE: 2.48%

TAX STATUS: Tax Exempt-Banki Qualified

PAYMENTS: Interest: Monthly
Principal: Monthly

INTEREST RATE CALCULATION: 30/360

SECURITY: Vehicles and Equipment

PREPAYMENT TERMS: Prepayable in whole at any time without penalty

RATE EXPIRATION: July 17, 2020

FUNDING: Proceeds will be deposited into an account held at Lender pending disbursement unless equipment is delivered prior to closing.

DOCUMENTATION: Lender proposes to use its standard form financing contracts and related documents for this installment financing. We shall provide a sample of those documents to you should Lender be the successful proposer.

Resolution Approving Financing Terms

WHEREAS: The Town of Clifton Forge, VA ("Borrower") has previously determined to undertake a project for the financing of equipment (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Borrower hereby determines to finance the Project through Truist Bank ("Lender") in accordance with the proposal dated June 2, 2020. The amount financed shall not exceed \$108,500.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 2.48%, and the financing term shall not exceed (5) five years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Borrower are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Borrower officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Borrower shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Borrower hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Borrower intends that the adoption of this resolution will be a declaration of the Borrower's official intent to reimburse expenditures for the Project that are to be financed from the proceeds of the Lender financing described above. The Borrower intends that funds that have been advanced, or that may be advanced, from the Borrower's general fund or any other Borrower fund related to the Project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Borrower officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this _____ day of _____, 2020

By: _____

By: _____

Title: _____

Title: _____

SEAL

24 hours.

In all instances, the Town will determine if the employee, as required above, provided proper and timely notice. If proper notice was not given, the employee may be disciplined, up to and including termination.

Employees whose driving or licensing privileges are revoked, suspended, terminated, or otherwise changed are not permitted to drive Town vehicles or personal vehicles on Town business. Employees whose driving privileges are changed as set forth above may be subject to discipline, including termination, if driving is essential to the employee's job. The Town has no obligation to place such an employee in any other position or otherwise accommodate such employee.

The Town will not be responsible for any damage or injury caused by the employee if the employee was driving or performing services without the proper licensure.

d. Additional Requirements Regarding Accidents

~~In no instance should statements about an accident be made (whether in Town vehicles or in personal vehicles on Town business) to anyone except proper law enforcement authorities until the Department Head has been notified and permission to make statements has been obtained.~~

~~After any on-the-job accident or injury, including vehicular accidents, an employee may be required to submit to a drug and/or alcohol test. Employees are prohibited from taking any action which would jeopardize such testing.~~

~~If an employee is involved in an accident with a Town-owned vehicle, the appropriate supervisor must be notified of the accident immediately. An investigation of all accidents must be conducted by law enforcement personnel. A Vehicle Accident Form must also be completed and submitted to the Assistant Town Manager within 24 hours of the accident or by the next workday.~~

~~Accident defined in this section: Any damage or personal injury that occurs as a result of operator error in performance of one's duties with the Town.~~

~~In no instance should statements about an accident be made (whether in Town vehicle or in person vehicles on Town business) to anyone except proper law enforcement authorities until Department Head has been notified and permission to make statements has been obtained.~~

~~After any on-the-job accident or injury, including vehicular accidents, an employee shall be required to submit to a drug and/or alcohol test. Such test shall be conducted by law enforcement (in the event law enforcement is involved in an accident, a department head from another department will conduct the test). Employees shall be prohibited to return to work or operate any town owned vehicle/equipment until required tests are conducted with a negative finding. In the event an employee test positive to drug and/or alcohol, said employee shall be transported to Safety and Compliance Services for further testing. Employees are prohibited from taking any action which jeopardizes such testing.~~

If an employee is involved in an accident with a Town-owned vehicle, the appropriate supervisor must be notified of the accident immediately. An investigation of all accidents must be conducted by law enforcement personnel. Law enforcement may take appropriation action of any criminal and/or traffic violation. A Vehicle Accident Form must also be completed and submitted to the Town Manager within 24 hours of the accident or by the next workday. A Called safety review meeting shall be conducted within 72 hours of the reported accident. The safety review will determine if any preventable or correctable actions exists by reviewing all information, report and statements involving the accident.

The Town's Safety coordinator will contact Department Heads monthly to discuss general safety concerns. If needed, a safety review meeting will be conducted. This review will be on non-reportable safety issues or concerns that could affect day to day operations. The purpose of said review is a proactive safety measure to prevent and protect Town employees and property.

Employees involved in an accident while driving their personal vehicle on Town business must notify the appropriate supervisor.

e. Use of Personal Car for Town Business

When it is necessary to use a personal car for Town business, the appropriate Department Head must grant prior approval. The Town shall reimburse an individual for use of his/her car for Town business at the current approved mileage rate. A travel expense form must be completed by the individual and submitted to the Department Head for his/her signature. Generally, use of a personal vehicle will only be approved when an adequate fleet car is not available or under extenuating circumstances. Employees who choose to use a personal vehicle when a Town-owned vehicle is available will only be reimbursed according to the prevailing mileage rate.

f. Other Rules

It shall be the responsibility of all individuals assigned the use of a Town owned vehicle (or company vehicles on Town business) to comply with the following requirements:

- Town owned vehicles assigned to an employee shall only be used by that employee in the performance of the duties of his/her department, unless other arrangements are made and approved by the Town Manager. Only authorized passengers should be allowed in Town owned vehicles or personal vehicles while being used on Town business.
- It shall be the duty and responsibility of any operator of motor equipment, both heavy and light, to report to his/her supervisor any defect in the mechanical equipment when it occurs and to use every precaution to prevent additional property loss, expense, or recurrence of the condition.

12. Long Distance and Personal Phone Usage

a. Long Distance Phone Usage

It shall be the responsibility of each Department Head to enforce and monitor the following procedures:

All long distance phone calls shall be for Town related business only, except in the case of an emergency. All efforts shall be made to minimize costs and reduce unnecessary repeat calls.

~~The Department Head or designee will be responsible in reviewing the phone bills monthly. Any calls not accounted for must be researched and justified by the Department Head to the Town Manager. In the event of an emergency, if personal long distance calls are placed, the employee shall inform his/her Department Head and reimburse the Town of Clifton Forge for the cost of the call.~~

b. Personal Phone Usage

All Town employees are expected to keep to a minimum of personal phone calls during work hours. Additional restrictions regarding personal phone usage may be implemented at the discretion of the Department Head.

13. Smoking Policy

The Town is concerned about the health and welfare of its employees and is responsible for providing a work environment that does not present a health or safety hazard to employees or Town citizens. Therefore, smoking is prohibited in Town-owned (including leased space) buildings and facilities and all Town-owned vehicles except in designated areas outside. Employees who violate the Smoking Policy will be subject to disciplinary action.

14. Travel Reimbursement and Expenses

Town employees who incur travel expenses for Town of Clifton Forge business will be reimbursed for reasonable work related expenses at actual costs. Employees are responsible for keeping a detailed expense record (including original receipts) and will be reimbursed for actual approved expenses. All travel is subject to prior approval by the Department Head and Town Manager. All travel requests must be submitted within 10 days in advance on the Request for Travel Form regardless of payment. This includes payments for registration fees and travel that is paid for by credit card. Reimbursements will only be made after submitting all eligible travel expenditure receipts with a completed Travel Expense Reimbursement Form. Ineligible expenses include but are not limited to the following: alcoholic beverages, personal recreation-related expenses, and in-room hotel "pay-for-view" movies and/or games. All employees are expected to be prudent in incurring travel expenses. Expenses judged to be unreasonable by the immediate supervisor, or expenses insufficiently documented, may be disallowed. All expenses incurring from anyone other than the

employees. Typically, the normal hours of work for Town employees are generally from 8:30 a.m. until 5:00 p.m. However, there are varying schedules within certain departments as set forth below:

- A. ADMINISTRATIVE PERSONNEL: 8:30 a.m. - 5:00 p.m. M-F
(45 min meal break)
- B. POLICE DEPARTMENT: Shift Work 7 days/week
(Paid Meal break for regular full-time employees.)
28 Day Work Period
- C. PUBLIC WORKS CREWS: 7:00 a.m. – 3:30 p.m. M-F
(45 min meal break)
- D. FIRE DEPARTMENT
24 hour shift S-S
~~6:00 a.m. – 6:00 a.m.~~
10:00 a.m. – 10:00 p.m.
28 Day Work Period

The above schedule does not preclude the Department Head or Town Manager from altering work hours during the work day or increasing or decreasing the normal hours of work or work schedule. Flexible work scheduling may be considered within the standard pay period so long as the standard hours in a pay period, normally 80, are not altered. Depending on the nature of an employee's position, the employee may also be required to work overtime. If overtime work is required, the employee will be compensated following the guidelines found in *Chapter V, Section 20, 21, 22*. Employees are expected to cooperate with such change in schedules, including working overtime when required to do so.

c. Breaks and Lunches

Lunch times and break times vary within the Departments.

Lunches and breaks are scheduled in a manner which minimizes the disruption of the Town's operations. Therefore, on occasion, it may be necessary to forego a break or lunch to insure proper coverage. Non-exempt employees, however, should not work through their lunch break without the prior permission of their Department Head.

All employees are expected to be ready to start work at the end of each scheduled break and/or lunch period. Employees on break/lunch periods also should not disrupt other employees who are working. Taking excessive breaks may result in disciplinary action, up to and including termination of employment. (Generally, break periods may not exceed 15 minutes in the morning and 15 minutes in the afternoon.) Finally, break

d. Calculation of overtime

Overtime for employees is calculated at the rate of one and one-half (1.5) times the employee's regular rate for all hours actually worked over forty (40) in a given workweek (or over 171 hours for law enforcement and 212 hours for fire protection personnel).

Only actual hours worked over the minimum thresholds will be eligible for overtime. Thus, sick leave, **annual leave** and leave without pay are not considered as actual hours worked for the purposes of calculating overtime with the exception of Fire Department employees. (Under § 9.1-703 of the Code of Virginia, sick time is counted as hours worked in calculating overtime.)

The overtime payment is provided on the check following submission of the time sheet which contains the overtime work.

e. Keeping time records

Accurate time records of the actual hours worked each day are required to be kept by all non-exempt employees. Thus, a non-exempt employee must accurately record the time at the beginning of their work shift, after they finish work at the end of the shift, anytime they are away from their place of work for non-Town business during the day (doctor's appointments, etc.), and at the beginning and end of lunch breaks.

Should an employee forget to record his or her time, they must notify their Department Head immediately so that a correction can be made.

It is a violation of Town policy for an employee to not accurately record the time actually worked, or to falsify the time that was actually worked (either upwards or downwards).

f. Approval of overtime

The immediate supervisor or designee must approve all overtime before it is worked. Working unauthorized overtime (including working through the lunch break) can lead to discipline, including discharge.

Supervisors should not discriminate against any employee or grant preference to any employee in the allocation of overtime. In order to avoid the need for additional compensation, the Town may reschedule employees during the work period so that no more than the normally scheduled hours are worked.

From time to time, work-related situations may require employees to work beyond their normal schedule, including overtime. Employees are expected to cooperate and work extra when needed.

1. Policy Statement

The Town of Clifton Forge has established and requires high professional, moral, and ethical standards for all its employees. Consistent with this commitment, any action or inaction which is in violation of any Town of Clifton Forge policy, including those stated in this Handbook, or is harmful to co-workers, the Town, or harmful to the Town's reputation, may result in disciplinary action up to and including termination. Discipline may range from: verbal counseling; written warnings; suspension (paid or unpaid); and/or discharge. The Town will administer the particular disciplinary action that it determines appropriate based on the particular circumstances, including termination for the first offense where necessary.

The following is a non-exhaustive list of conduct which can lead to discipline, including discharge:

- Violation of the Town's Drug and Alcohol Free Workplace Policy.
- Failure to notify appropriate supervisor/Department Head in a timely fashion when the employee is unable to work his/her normal schedule.
- Excessive unexcused absenteeism or tardiness.
- Failing to perform tasks required by the job.
- Willful or negligent damaging of property or equipment.
- Willful or negligent violation of safety rules and policies.
- Violation of Violence in the Workplace Policy.
- Violation of departmental work rules.
- Gambling on Town time.
- Use of abusive, threatening, or profane language towards fellow employees or the public.
- Failure to report on-the-job accidents involving vehicles or equipment in which the driver or passengers are Town employees.
- Making false statements in regard to application for employment.
- Violation of the Town's ethics policies.
- Commission of any act constituting a crime under federal or state law or under any Town or County ordinance,
 1. while on Town property or while on Town time, or
 2. of such a nature as to indicate unfitness or unsuitability to continue in the particular position of employment.
- Violation of the Harassment Free Workplace policy.
- Excessive use of telephones for personal use.
- Interacting with customers, vendors, co-workers, and or members of public in an unprofessional and disrespectful manner.
- Insubordination.
- Use of an employee's official position in any manner which is inappropriate or detrimental to the Town.
- Any conduct which is in violation of the Personnel Policies of the Town, including, but not limited to, those set forth in this Handbook.
- Any action or inaction which is detrimental to the Town, its employees, or the Town's citizens.
- **Lying**
- **Misuse of property**

step or half, grandparents, grandchildren, mother-in-law, father-in-law, and any relatives living in the household of the employee.

Upon separation (resignation and retirement), after having been employed for at least ten (10) years, an employee shall receive payment for sick leave at the rate of one-fourth (1/4) of the accumulated sick leave based upon the employee's base hourly rate of pay at the time of separation in an amount not to exceed a maximum of \$2,000.00.

3. Sick Leave Bank Policy (deleted August 2015)

~~The Town has established a sick leave bank to provide permanent full time and permanent part time employees who are Active Sick Leave Bank Members an additional source of paid leave days when they are incapacitated by an extended personal illness, disability or serious health condition, as defined in accordance with the Family Medical Leave Act (FMLA) but are not eligible for Worker's Compensation or retirement benefits.~~

4. Bereavement Leave Policy

An employee who is absent from work because of a death in his/her immediate family, and who is excused in advance by his/her supervisor, shall be paid his regular rate of pay for the scheduled working hours excused from the day of death up to and including the day after the funeral, but in no case more than the regular scheduled hours in a day or a maximum of three (3) days pay (24 hours) shall be granted.

For the purpose of this section the term "immediate family" shall include: spouse, in-laws, parents, step-parents, children, step-children, brothers and sisters including step or half, grandparents, grandchildren, mother-in-law, father-in-law, and any relatives living in the household of the employee.

The hours paid for under this plan shall not be used in computing overtime or premium pay. No pay allowance under this plan shall be made to employees who are on vacation, who are eligible for holiday pay, who are being paid disability wages or voluntary compensation, or who are absent from work for any reason other than because of the death in the immediate family.

No pay allowance shall be granted in case where, because of distance or other cause, the employee does not attend the funeral of the deceased.

4. Extended Illness or Disability Leave

Family and Medical Leave refer to section 9

~~If it is evident that an employee will be out of work for a prolonged illness or disability, the employee must submit a physician's statement to his/her immediate supervisor, which estimates the probable duration of the illness or disability. The employee must use accrued sick leave, annual leave and compensatory time, if any, to cover such an absence. The Town, on a case by case basis, will determine if an employee will be allowed to be absent from work for the time required by his/her physician.~~

2. Sick Leave

All permanent full-time employees shall accrue sick leave at the rate of .58 hours per pay period month or 15 days per year. Time taken off by employees using sick leave shall not be covered as time worked for the purpose calculating overtime. New employees shall be eligible to use sick leave as soon as it is accrued.

Employees may use accumulated sick leave for the following purposes:

- a. A period of personal illness or injury;
- b. Illness of the immediate family, where the employee's attendance is required;
- c. Medical appointments for the employee or his/her child, spouse, or parents;
- d. Treatment of drug or alcohol problem;
- e. Family and medical conditions pursuant to the "Family and Medical Leave Act of 1993.

Sick leave pay will be denied to any employee who is found guilty of making a false statement of sickness or otherwise abusing the sick leave privilege. Abuse of sick leave may result in disciplinary action up to and including termination.

Employees must notify their supervisor and/or Department Head of the need to be absent as set forth in the Attendance section of this Manual. Illness occurring during work may require use of sick leave, which should be approved by the Department Head prior to leaving work.

The Department Head or his/her designee shall have the authority to grant the use of sick leave. Whenever an employee is out of work due to their own or a family member's illness (whether sick leave is utilized or not), the Town may require the employee to provide a physician's note excusing the absence. Failure by an employee to provide a physician's note may result in non-payment of sick leave benefits, and may also result in appropriate discipline, up to and including termination.

Any time an employee is out due to illness or injury (whether sick leave is utilized or not), the employee may be required to provide a physician's note stating that the employee can return to work and perform the functions of his/her job before being allowed to return to work. The Town reserves the right to seek a second opinion whenever it questions a return to work release.

Sick leave shall be charged in no less than quarter of the hour (15 minute) increments.

For the purpose of this section the term "immediate family" shall include: spouse, ~~in-~~ laws, parents, step-parents, children, step-children, brothers and sisters including

step or half, grandparents, grandchildren, mother-in-law, father-in-law, and any relatives living in the household of the employee.

Upon separation (resignation and retirement), after having been employed for at least ten (10) years, an employee shall receive payment for sick leave at the rate of one-fourth (1/4) of the accumulated sick leave based upon the employee's base hourly rate of pay at the time of separation in an amount not to exceed a maximum of \$2,000.00.

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An employee who is absent from work because of a death in his/her immediate family, and who is excused in advance by his/her supervisor, shall be paid his regular rate of pay for the scheduled working hours excused from the day of death up to and including the day after the funeral, but in no case more than the regular scheduled hours in a day or a maximum of three (3) days pay (24 hours) shall be granted.

For the purpose of this section the term "immediate family" shall include: spouse, ~~in-laws~~, parents, step-parents, children, step-children, brothers and sisters including step or half, grandparents, grandchildren, mother-in-law, father-in-law, and any relatives living in the household of the employee.

The hours paid for under this plan shall not be used in computing overtime or premium pay. No pay allowance under this plan shall be made to employees who are on vacation, who are eligible for holiday pay, who are being paid disability wages or voluntary compensation, or who are absent from work for any reason other than because of the death in the immediate family.

No pay allowance shall be granted in case where, because of distance or other cause, the employee does not attend the funeral of the deceased.

5. Extended Illness or Disability Leave

Family and Medical Leave refer to section 9

6. Jury and Witness Duty

All employees will be given paid time off for jury duty or when summoned, required, or subpoenaed to appear in court, except as a defendant. The immediate supervisor must be notified within a reasonable period of time in advance of any such leave and the leave request form must be completed. A copy of the subpoena or summons and a copy of the jury duty payment check must be forwarded to the Finance Director. The jury duty payment check must be turned over to the Finance Department.

Jury Duty leave may not exceed the time actually spent fulfilling the civil duty. Any additional time off on the same day must be charged to annual leave, compensatory

~~An employee returning from an extended personal illness or disability of five (5) consecutive work days or more must provide a physician's written verification that the employee is physically and/or mentally able to perform all of his or her essential duties as defined by the Town with or without accommodation. Without proper certification, the employee will not be allowed to return to duty. The Town reserves the right to seek a second opinion as allowed by law.~~

~~The physician's written statement of the employee's fitness to return to duty shall be forwarded to the Finance Director to be maintained in the employee's personnel file.~~

~~If the employee's disability is permanent and an accommodation cannot be reasonably made, the employee may apply for retirement under the Virginia Retirement System and/or Social Security.~~

6. Jury and Witness Duty

All employees will be given paid time off for jury duty or when summoned, required, or subpoenaed to appear in court, except as a defendant. The immediate supervisor must be notified within a reasonable period of time in advance of any such leave and the leave request form must be completed. A copy of the subpoena or summons and a copy of the jury duty payment check must be forwarded to the Finance Director. The jury duty payment check must be turned over to the Finance Department.

Jury Duty leave may not exceed the time actually spent fulfilling the civil duty. Any additional time off on the same day must be charged to annual leave, compensatory time (if eligible), or leave without pay. If the court dismisses an employee from jury or witness duty during the employee's normal workday, the employee should call his/her manager to see if the employee should return to work.

7. Military Leave

All permanent full-time and part-time employees are provided military leave (including service in any branch of the Armed Forces of the United States or Virginia National Guard service) and reinstatement after leave according to applicable state and federal laws. Time-off for such service will be paid as provided by applicable law. Continuation of benefits is also available as required by law.

In order to be eligible for a leave of absence from the job, the employee must present a copy of the official military orders and submit a leave request form to the immediate supervisor as soon as possible. A copy of the orders and a copy of the leave request form must be forwarded to the Finance Department.

8. Leave for Treatment of Drug or Alcohol Problem

An employee of the Town may be granted time off for inpatient treatment of substance or alcohol use/abuse as required under the "Family and Medical Leave Act of 1993" (*Chapter IX Section 9*).

Definition of Serious Health Condition: A "serious health condition" is generally defined as: any illness, injury, impairment or physical or mental condition that involves in-patient care in a hospital, hospice or residential medical care facility, or any subsequent treatment in connection with such in-patient care; or, a period of incapacity of more than three (3) consecutive calendar days (from work, school, daily activities) requiring continuing treatment by a health care provider; or, any period of incapacity due to pregnancy or for prenatal care; or, any period of incapacity or treatment due to a chronic serious health condition which requires periodic visits for treatment, continues over an extended period of time and may cause episodic incapacity; or, any condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days (from work, school, daily activities) in the absence of medical intervention or treatment.

Worker's Compensation injuries as well as any illness or injury resulting in sickness, including disability, will be counted as FMLA leave if the injury or illness qualifies as a serious health condition as set forth above.

Employees will be required to exhaust all accrued annual and compensatory time as part of any FMLA leave. Accrued sick time will also be required to be exhausted where the FMLA leave is for the employee's serious health condition or the employee's spouse, child or parent's serious health condition. FMLA leave and leave used from the employee's leave plan (sick leave, annual leave, ~~and compensatory time~~) are counted concurrently. For example, as leave is used, the same hours are being counted toward the employee's FMLA entitlement of up to twelve (12) workweeks (when designated as FMLA). All leave used whether with or without pay will be counted toward the FMLA leave entitlement if such leave qualifies for FMLA leave.

For all employees who participate in fringe benefit plans, such as health plans, for which the Town pays the costs, the Town will continue to pay its costs of coverage during FMLA leave. The employee will be responsible for payment of premiums for any coverage as was required prior to the FMLA leave. The failure to remit premium payments within applicable notice and grace periods may lead to the termination of coverage. Should the employee fail to return from FMLA leave, the employee may also be required to reimburse the Town for its portion of the premiums paid as allowed by law.

The employee must give 30 days advance notice of the need to take FMLA when it is foreseeable such as for the birth or placement of a child for adoption or foster care, or for planned medical treatment. Initially, the request can be verbal but should be documented by the requesting employee in written form on the FMLA Application within two (2) working days of the verbal request. (The supervisor should forward the Request Form to the Finance Director who will provide the relevant forms to be filled out.) If this notice is not provided, the Town may delay the starting date of the leave. With regard to the need for unforeseen leave, employees must notify the Town as soon as possible and practical of the need for leave. An employee need not request leave in order to be designated as FMLA by the Town.

Employees have a duty to attempt to schedule leave, as practicable, so as not to

service member is notified of an impending call to duty in support of a contingency operation.

b. Caregiver Leave for an Injured Service Member

This benefit provides 26 weeks of FMLA leave during a single 12-month period for a spouse, son, daughter, parent, or nearest blood relative caring for a recovering service member. A recovering service member is defined as a member of the Armed Forces who suffered an injury or illness while on active-duty that may render the person unable to perform the duties of the member's office, grade, rank, or rating.

Additional information regarding the FMLA, is available in the Finance Department.

10. Holiday Leave

The Town Council currently authorizes the following holidays to be observed with full pay for all permanent full-time employees:

New Year's Day	January 1st
Martin Luther King Jr. Day	3 rd Monday in January
Presidents' Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1 st Monday in September
Veterans' Day	November 11th
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Eve (1/2 day)	December 24th
Christmas Day	December 25th

In addition, any holiday designated at Christmas by the Governor for state employees will be granted to Town employees.

Any official holiday that falls on a Saturday will usually be observed on the preceding Friday. Any official holiday that falls on a Sunday will usually be observed the following Monday.

An employee shall forfeit his/her right to payments for any holiday if he/she ~~has an unexcused absence on the last regular workday preceding a holiday or on the next regular workday following a holiday.~~ is not covered by leave on the day before and the day after a holiday.

11. 24 - Hour Shift Accrued Leave and Sick Leave, and Holiday Pay Calculation for Fire Employees

Employees permanently assigned to a 24-hour shift will have their banked sick and vacation leave increased by a factor of 1.25. ~~Holidays will also be increased by a factor of 1.25.~~ Carryover hours for vacation will also be increased by a factor of 1.25.

6. Accident Reporting

Any employee injured in any manner on the job must report the injury immediately to his/her supervisor. The supervisor or employee must submit a detailed accident report to the Finance Department for completion of a Workers' Compensation Form.

An injured employee needing medical attention must seek treatment from a doctor on the list of panel physicians ~~provided by the Town. provided by the Finance Director.~~
~~The panel of physicians currently includes:~~

~~Ronald Goings, M.D. Goings Family Practice 540-862-4730
609 Church Street
Clifton Forge, VA 24422~~

~~Patricia Henderson, D.O. Jackson River Family Practice 540-862-6750
Robert Henderson, D.O. 1 ARH Lane, Suite 800
Low Moor, VA 24457~~

~~John Lewis, D.O. John W. Lewis Family Practice 540-962-1278
411 W. Riverside Street
Covington, VA 24426~~

~~Orthopedic Specialist~~

~~James McGoig, M.D. Highlands Orthopedics 540-863-4444
1 ARH Lane, Suite 201
Low Moor, VA 24457~~

~~Joe Pack, D.O. Jackson River Orthopedics 540-862-6777
1 ARH Lane, Suite 102
Low Moor, VA 24457~~

~~Clare Weidman, M.D. Lexington Orthopedic Assoc. 540-463-2103
25 Crossing Lane, Suite 2
Lexington, VA 24450~~

Obtaining treatment from a doctor who is not on the approved list may result in disqualification for Workers' Compensation Benefits. In the event of a serious injury requiring emergency medical treatment, the employee may go immediately to the hospital emergency room for initial treatment. Transportation will be provided if needed.

All losses, damages, accidents or occurrences which involve any Town employee's equipment, or Town property (including the utility system), shall be reported to the Finance Director on the appropriate forms prescribed, whether or not they result in a claim to the Town or time lost from work. All non-supervisory employees upon learning of an accident shall report the incident to their supervisor. All supervisory employees upon learning of an incident shall personally investigate to determine the circumstances involved, and shall then prepare a report to be submitted to the

Town of Clifton Forge
Position Analysis
Effective Date: July 1, 2020

(revised 9-17-19)

Grade	Position
1	Water Plant Operator Trainee Library Assistant
2	Accounting Clerk I Accounting Clerk II Records Specialist Code Inspector Water Plant Operator III Water Plant Operator IV
3	Admin. Assistant of Town Manager Admin. Assistant - Public Works (made class 3 8/16) Accounting Clerk III Laborer - Skilled Water Plant Operator II
4	Firefighter/EMT-B Water and Sewer Technician Supervisor-- Streets
5	(Currently vacant)
6	General Superintendent Lead Operator (title changed 8/16) Library Director Police Officer Supervisor - Utilities Supervisor--General Services
7	Fire Superintendent/Fire Marshall Sergeant
8	Finance Director/Asst. Town Manager Water Plant Manager Director of Public Works Chief of Police

Town of Clifton Forge
Individual Grade Listing and Progression Schedule
Effective: July 1, 2020

Grade	Compensation Range	
	Entry	Maximum
1	\$10.00	\$13.00
	\$20,800	\$27,040
2	\$10.48	\$15.00
	\$21,800	\$31,200
3	\$10.83	\$16.75
	\$22,529	\$34,840
4	\$12.33	\$18.43
	\$25,646	\$38,331
5	\$13.82	\$20.11
	\$28,754	\$41,823
6	\$14.55	\$24.25
	\$30,260	\$50,433
7	\$15.28	\$25.46
	\$31,773	\$52,955
8	\$21.49	\$35.82
	\$44,708	\$74,513

**CLIFTON FORGE
POLICE DEPARTMENT**

**** MONTHLY REPORT ****

MAY 2020

ADULT ARRESTS

CRIMINAL ARRESTS- FELONY

2	CAPIAS SERVED	1	CHILD ENDANGERMENT
1	MALICIOUSLY DISCHARGE FIREARM	1	MURDER 2 ND DEGREE
1	POSSESS SCHEDULE I OR II NARCOTICS	1	STRANGLE CAUSING INJURY

CRIMINAL ARRESTS- MISDEMEANOR

6	ASSAULT & BATTERY	1	BRANDISH FIREARM
2	DESTRUCTION OF PROPERTY	1	DOG RUNNING AT LARGE
2	DRUNK IN PUBLIC	7	EPO (Emergency Protective Order)
1	PETIT LARCENY	1	PPO (Preliminary protective order)
4	SEARCH WARRANT	1	TRESPASS

TRAFFIC ENFORCEMENT

2	ALTERED VA PLATE	1	DRIVE REVOKED
1	EXPIRED STATE TAGS	1	FAIL TO DISPLAY FRONT LICENSE PLATE
1	FAIL TO OBTAIN REGISTRATION		FAIL TO STOP AT STOP SIGN
1	FAIL TO OBTAIN TITLE/POSSES ASSIGN	1	NO OPERATOR LICENSE
1	IMPROPER DISPLAY OF PLATES	2	
1	NO OPERATOR LICENSE IN POSSESSION		
1	NO REGISTRATION IN POSSESSION	1	NO LIABILITY INSURANCE
2	POSSESSION MARIJUANA	6	SPEEDING
1	TRESPASS ON CSX		

CRIMINAL ARRESTS – FELONY (JUVENILE)

CRIMINAL ARRESTS – MISDEMEANOR (JUVENILE)

	MAY '19	19 YTD	MAY '20	20 YTD
ADULT CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	2	20	7	22
MISDEMEANOR	3	126	25	96
JUVENILE CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	0	0	0	0
MISDEMEANOR	6	8	0	1
TRAFFIC SUMMONS ISSUED	41	344	24	264
PARKING VIOLATIONS	49	102	0	61
COMPLAINTS RESPONDED TO	405	2,043	260	1,571
PUBLIC WORKS COMPLAINTS	7	38	5	10
CITIZENS/BUSINES REQUEST-CHECKLIST	487	2,232	2,046	8,190
BURGULAR ALARMS PROCESED	12	44	3	20
ACCIDENT INVESTIGATED	6	20	3	14
REQUEST TO UNLOCKED MOTOR VEHICLES	22	73	9	37
REQUEST TO UNLOCK HOMES/BUSINESSES	1	1	0	0
ESCORTS PROVIDED	7	38	1	19
COURT DOCUMENTS PROCESSED	50	205	41	137
UNSECURED PROPERTY	9	43	0	15
MILES TRAVELED BY DEPARTMENT	6,829	31,464	5,609	28,338
TRANSPORTS	*****	*****	*****	*****
TO REGIONAL JAIL	*****	*****	*****	*****
NUMBER OF TRANSPORTS	6	35	2	12
TOTAL MILEAGE	136	788	46	227
MAN-HOURS	6HRS 12 MINS	30 HRS 33 MINS	1 HR 33 MINS	7 HRS 55 MINS
TO MENTAL FACILITY	*****	*****	*****	*****
NUMBER OF TRANSPORTS	8	30	0	5
TOTAL MILEAGE	1,511	3,202	0	405
MAN-HOURS	30 HRS 28 MINS	91 HRS 16 MINS	0	18 HRS 17 MINS
ANIMAL CONTROL	*****	*****	*****	*****
COMPLAINTS RESPONDED TO	57	136	26	123
ANIMALS PLACED IN SHELTER	10	17	2	17
DOGS	3	6	0	13
CATS	7	11	2	4
SUMMONS ISSUED	4	14	1	2
ANIMAL BITES INVESTIGATED	6	8	0	1
ANIMALS RETURNED TO OWNER	0	0	0	5
DOGS	0	0	0	5
CATS	0	0	0	0
OTHER	0	0	0	0
ANIMALS RETURNED TO THE WILD	4	5	0	1

Investigation Report

This report represents criminal investigations conducted by the Clifton Forge Police Department. To date for the month of May the Police department has initiated Twenty-eight (28) criminal investigations. One (1) case was carried over from the previous month. This brings it to a total of Twenty-nine (29) criminal investigations that have been active between May 1, 2020 and May 31, 2020.

Criminal cases initiated in May:

Domestic assault & battery-15	Public intoxication-2
Traffic accident investigation-1	Shoplifting-2
Possession of marijuana-2	Fraud-1
Possession of controlled substance-1	Destruction of property-2
Discharge firearm in occupied dwelling-1	Brandishing firearm-1

Criminal cases cleared in May:

Domestic assault & battery- 15	Possession of marijuana-1
Shoplifting-1	Public intoxication-2
Traffic accident investigation- 1	Fraud-1
Possession of controlled substance-1	Brandish firearm-1

Possession of marijuana-2

Destruction of property-1

Discharge firearm in occupied dwelling-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 May was 93.1%. 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 May 21, 2020 Officer S.D. Urban responded to the 200 block of Bath St. for a report of a domestic assault in progress. Upon arrival he located a female party outside of the residence visibly upset. Upon speaking with her he was shown a bump on her head that allegedly occurred during the assault. He then spoke with the male party involved who had markings consistent with an assault and blood on his person. At that time officer Urban took both parties into custody for domestic assault and battery and transported both to CFPD for further processing without incident.

On May 10, 2020 Officer G.A. Wilhelm and Sergeant C.W. Broughman responded to the 700 block of McCormick Blvd. for an alarm activation. Upon arrival they spoke with a female party that advised them that on the night of April 30, 2020 she had been involved in a domestic altercation with her boyfriend when he pointed a firearm at her head, threatened to kill her, and then fired two rounds into the wall. She then showed officer Wilhelm what appeared to be a bullet hole in a door frame in the kitchen area of the residence. She then provided officer Wilhelm with two spent .45 ACP shell casings. At that time the case was turned over to Investigator T.P. Ledford for further investigation. During the course of the investigation a search warrant was obtained and executed on the residence. During a search of the residence a .45 ACP projectile was located and removed from a door frame in the kitchen area of the residence. Warrants were then obtained on the male party involved for discharging a firearm in an occupied dwelling and brandishing a firearm which were served without incident.

On May 12, 2020 Officer D.J. Creedon responded to the Dollar General for a report of a shoplifting in progress. Upon his arrival he learned that a male subject had attempted to take a phone charger from the store but when confronted by a manager he dropped the item and fled on foot. After searching the area, the suspect was located in Nicholas trailer park and detained by Inv. T.P. Ledford for questioning. During questioning it was determined that the subject had indeed intended to shoplift from the store. It was also found that the subject had an active felony warrant already on file. At that time officer

Creedon took the subject into custody for shoplifting and the active felony warrant without incident.

Chief's Comments:

May leaves us with the hope that the Town will be opening back up and a sense of normalcy is in the horizon. Patrol functions have started to pick up and the Town is becoming more active. During the month of May the Department held a hiring process. The process which consists of a basic law enforcement written exam, a physical fitness test, three-person interview panel, extensive background investigation and finally a one on one interview with myself. I am pleased to announce the four openings within the department will be filled starting after July 4th. The basic law enforcement academy class will start July 27th with graduation scheduled in early December.

Clifton Forge Public Library

Director's Report

April 2020

The month of April was a very different time as the Library closed to the public due to the Covid-19 pandemic. All meetings and events were cancelled. The Library director and staff remained busy even with the public unable to enter the building. The special curbside service that allowed patrons to check out materials while maintaining safety protocols for staff and patrons remained in effect with 85 patrons taking advantage of the service. 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 needed projects. Staff members continued working 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 continued 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	\$500.00	\$0.00	\$0.00	\$850.00	\$1,200.00	\$20.00	\$0.00			\$2,570.00
	Book Sales	\$20.00	\$29.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$69.00
	Fax Charges	\$155.00	\$169.00	\$150.00	\$162.00	\$160.00	\$155.00	\$140.50	\$65.00	\$25.00			\$1,316.50
	Fines	\$160.80	\$132.10	\$146.57	\$135.00	\$192.00	\$173.00	\$149.40	\$98.65	\$11.00			\$1,397.72
	Replace book	\$15.55	\$0.00	\$5.25	\$18.00	\$20.00	\$0.00	\$23.00	\$50.90	\$0.00			\$132.70
	Replace cart	\$2.00	\$16.00	\$22.00	\$4.00	\$8.00	\$8.00	\$14.00	\$6.00	\$2.00			\$92.00
	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	\$97.50	\$104.25	\$92.00	\$94.30	\$93.00	\$45.50	\$7.00			\$820.55
	Total	\$446.85	\$448.60	\$941.32	\$423.25	\$472.00	\$1,330.30	\$1,619.90	\$292.05	\$45.00			\$6,454.47
FY 2019	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY-19
	Donations	\$0.00	\$0.00	\$525.00	\$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
	Fax Charges	\$142.50	\$150.00	\$140.00	\$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	\$175.72	\$116.45	\$183.50	\$201.20	\$185.50	\$187.00	\$177.00	\$157.50	\$2,168.62
	Replace Car	\$26.00	\$14.00	\$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	\$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
	Print-outs	\$91.00	\$105.00	\$90.00	\$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	\$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	420			1427
CF Juvenile	338	281	254	213	217	146	167	207	91	15			1929
Allegh. Adu	950	999	968	970	790	884	845	943	442	173			7964
Allegh. Juv.	72	78	85	96	70	48	40	25	12	7			533
NR Adult	73	91	101	120	58	51	56	77	56	6			689
NR Juvenile	3	15	13	11	15	33	36	53	8	4			191
# ITEMS O	2863	2890	2859	2870	2438	2537	2492	2435	1453	635			23472
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	56			1640
CF Juvenile	41	37	34	25	24	23	21	24	21	5			255
Allegh. Adu	104	117	102	119	110	102	88	98	66	20			926
Allegh. Juv.	9	16	7	9	8	12	11	9	4	2			87
NR Adult	18	25	24	12	17	26	15	16	12	2			167
NR Juvenile	1	3	2	3	3	5	5	2	2	1			27
Total Patro	355	376	351	346	317	362	343	319	235	85			3089
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	85	3089		
New Regist	15	26	16	21	13	12	19	16	12	0	150		
Transactor	5127	5149	5115	5026	4650	4201	4562	4453	3071	1378	42732		
Wifi	61	57	50	51	53	58	63	73	35	25	526		
W/drawn b	6	9	18	26	12	41	38	12	27	3	192		
PAC Login	47	57	50	41	46	38	48	30	48	18	423		
W/D Patrol	20	18	5	19	2	5	4	2	1	0	76		
Computer	427	409	401	393	401	367	411	385	174	0	3368		
E-book Cir	161	158	163	153	158	160	163	165	117	161	1559		
FY 2019	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 19
Borrowers	352	389	350	350	324	369	356	348	338	330	338	369	4213
New Regist	33	29	29	35	27	26	21	9	22	22	32	18	303
Transactor	5921	5893	5470	6065	5166	5231	5146	4855	4862	4627	4532	4854	62622
WiFi	56	54	51	61	45	53	55	61	60	57	59	72	684
Withdrawn	3	277	19	63	112	87	216	179	6	6	2	13	983
PAC Login	25	41	20	51	44	33	56	74	51	48	43	60	546
W/D Patrol	6	2	5	2	4	2	6	6	9	5	13	7	67
Computer	531	560	534	505	502	487	523	450	464	403	394	385	5738
E-book Cir	148	141	142	183	165	151	171	148	178	190	129	163	1909

NEW 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	244			
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	0			
FY 2019	232	190	157	233	219	204	136	176	296	335	222	340	2740

CODE ENFORCEMENT MONTHLY REPORT

MAY, 2020

31 Grass Letters sent

2 Letters for Safety related problems

3 Letters for Inoperable Vehicle violations

2 Letters for Open Storage violations

2 Letters advising of needed and required trimming

12 calls for other issues around Town, all of which taken care of and solved either as a code enforcement case or through Public Works

Monthly Report

May 2020

Public Works Dept.

May has come to a end, hopefully June will be a little drier and less wind!

Hanging baskets were hung throughout town, and hopefully will become fuller in the coming weeks.

Core & Main came in and replaced a water valve on Main Street near the Masonic Theatre. We also had several sewer backups with all the rain we received.

We found several drainage pipes that have been stopped up and cleared those, now water is not ponding on the road near the armory.

We along with the fire dept ladder truck repaired the clip on the flagpole at Town Hall.

Carl (Shorty) Wolfe repaired the shelter roof at Linden Park caused by the wind, free of charge. We would like to say "Thank you" for caring about our Town.

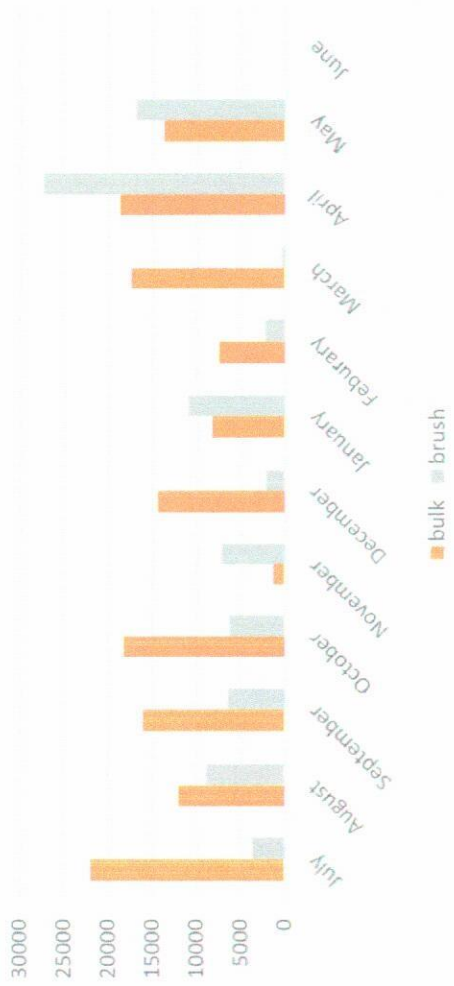
Brush & Bulk pickups are still very heavy weekly.

Public Works yard looks good after employees have been cleaning up and organizing.

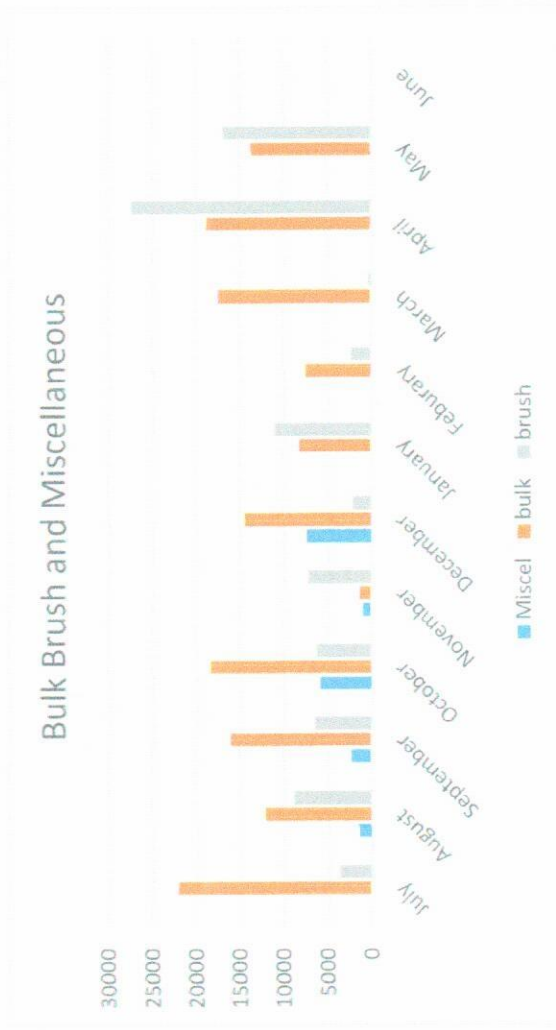
We have had 3 burials this month.

May-20	Date	Trip	Weight	Type	Comments
Subtotal		0	0		
	5-May	2	6980		bulk
	12-May	3	2700		bulk
	19-May	3	3260		bulk
	20-May	1	740		bulk
					bulk
					bulk
Subtotal			13680		
	7-May	1	1000		Brush
	14-May	2	1300		Brush
	22-May	5	14600		Brush
					Brush
					Brush
Subtotal		8	16900		
Gran Total		8	30580		

Bulk and Brush FY2019



	July	August	September	October	November	December	January	February	March	April	May	June
Miscel	0	1520	2320	5960	960	7460	8220	0	0	0	0	0
bulk	21985	12120	16060	18328	1320	14440	8220	7520	17400	18760	13680	13680
brush	3720	8860	6500	6260	7220	2140	11040	2292	400	27280	16900	16900



MONTHLY REPORT
May-20

DEPARTMENT	WEEK	OT HOURS	MEN	COMMENTS
CEMETERY	5/1/2020	0	0	Close grave (2 men@ 4hrs)
	5/4/2020	0	0	
	5/11/2020	0	0	
	5/18/2020	4	2	
	5/25/2020	0	0	
Total		4	2	
SEWER I & I	5/1/2020	0	0	sewer backup Alleghany Bluiding (2men@1hr) call out for 801 Kensington sewer(2men@2hrs) m/h overflow Ingalls/Forrestor (2men@3hrs) Sewer backup at 800 main & 1308 woodlawn (1man@4hrs)
	5/4/2020	1	2	
	5/11/2020	2	2	
	5/18/2020	3	2	
	5/25/2020	4	1	
Total		10	7	
WATER	5/1/2020	0.5	1	Valve insertion(1man@.5)
	5/4/2020	0	0	
	5/11/2020	0	0	
	5/18/2020	0	0	
	5/25/2020	0	0	
Total		0.5	1	
BLDGS/GRDS	5/1/2020	0	0	
	5/4/2020	0	0	
	5/11/2020	0	0	
	5/18/2020	0	0	
	5/25/2020	0	0	
Total		0	0	
STREETS	5/1/2020	0	0	Remove tree from road Rose Ave(1man@2hrs)
	5/4/2020	0	0	
	5/11/2020	0	0	
	5/18/2020	0	0	
	5/25/2020	2	1	
Total		2	0	
Grand Total		16.5	10	

Total of OT hours for the month

Town Of Clifton Forge
Monthly Operations Report
6/2/2020
Bobby Irvine, Plant Manager

The ongoing dam improvements continue to progress at a steady rate. The crew has no reservations about working in the rain which in part describes how rapidly various parts of the project are being completed. Currently they are removing the piers which extend from the spillway into the reservoir. A construction progress teleconference will be held on June 2nd.

The State Department of Health has lifted its ban for onsite visitations by its personnel. This allowed our annual inspection to be conducted on May 26th. The inspection critiqued every aspect of our water treatment processes and testing. Few people realize how complex and exacting water treatment is and how tightly it is regulated. Water quality is monitored and recorded continually with virtually no margin for error. This past year our water plant had zero violations, a fact that my staff and I are extremely proud of. The inspection went well and the inspector seemed pleased with both our facility and staff.

On May 14th a pre- bid meeting was held at the WTP to provide information to prospective contractors interested in bidding on our surface wash/house pump replacement project. This project which includes the replacement of 3 pumps including new piping and electrical upgrades is scheduled to be completed by July 1st.

The 2019 CCR has been posted on the Town's website. As I mentioned in last months report it is essentially a report card of the water plants operation efficiency for 2019. Hard copies will also be available at Town Hall once this facility is reopened to the public or by request.

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 65 calls in the month of May. Of these 65 calls, 17 were fire calls and 48 were EMS calls, with 58 being within the town limits and 06 in the county. The department averaged 7.5 firefighters per fire call. The department logged 204.3 miles on our apparatus which includes all service vehicles. EMS calls are listed by type of call and frequency of calls. The department ran 03 cardiac calls, 30 general illness calls, 05 public assist calls, 15 falls, 03 shortness of breath, 03 trauma injury. And 03 altered mental status calls. Fire calls are listed in order they were received.

05/03/2020 – 813 Brussels Ave. fence on fire. Five firefighters and one apparatus responded. Town call.

05/05/2020 – 1501 Ingalls St Vehicle into a residence. Six firefighters and two apparatus responded. Town Call

05/06/2020 – 1228 Crestwood Ave. Smoke in residence. One apparatus responded and five firefighters. Town call

05/6/2020 – 1907 Oakwood Ave. Propane leak. One apparatus responded and four apparatus Town call

05/7/2020 – ARH Lane – fire alarm activation person stuck in elevator. Three apparatus responded and twelve firefighters. County Call

- 05/9/2020 – 800 block of Church St. powerline down. One apparatus responded and two firefighters. Town Call

05/11/2020 – Interstate 64 east bound. Motor vehicle accident with entrapment one apparatus responded and four firefighters. County Call

05/14/2020 – Dabney Drive. Motor vehicle accident. One apparatus responded and two firefighters. County Call

05/21/2020 – EZ Pass. Alarm activation. Two apparatus responded and five firefighters responded. Town Call

05/23/2020 – 319 West Ridgeway St. water in basement. One apparatus responded and three firefighters. Town Call

05/25/2020 – 1308 Woodlawn. Water in basement. Three firefighters and one apparatus responded. Town Call

05/25/2020 – Scott Hill fire alarm activation five firefighters and 1 apparatus responded. Town Call

05/26/2020 – 410 Woodland Road. Fire alarm activation (canceled call)
County Call

05/27/2020 – 100 Arh Lane Brian center. Alarm activation .One apparatus responded and
three firefighters. County Call

05/29/2020 –Scott hill. Lifting assist. Two apparatus and four firefighters responded
County call.

05/30/2020 -100 Arh Lane Brian Center. Fire in electrical room. Two apparatus
responded with six firefighters. County Call

05/30/2020—325 Roxbury. Smoke alarm. One apparatus and four firefighter's responded
.Town call