

Town Council Agenda
Tuesday, July 14, 2020
7:00 PM
Via Teleconference

In the rush to get back to normal, use this time to decide which parts of normal are worth rushing back to.

DAVE HOLLIS



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

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

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

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

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

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

CALL TO ORDER –After the Mayor calls the meeting to order, the Clerk will then verify all members present by requesting a roll call. When speaking, all members are asked to state their name prior to their comments so all comments may be documented in the official minutes of the meeting.

PUBLIC HEARING

- A. First Reading and Public Hearing: Consideration of Ordinance to vacate and sell a portion of two alleyways within the Town to adjoining landowner, Audrey Millard with the stipulation that the Town will reserve an easement for pedestrians to access the Hazel Run Trail across those vacated alleys.**

RECOMMENDATION: Proceed to second reading

CONSENT AGENDA

- 1. MINUTES Council Meeting June 9, 2020**

RECOMMENDATION: Approve minutes of June 9, 2020

ACTION ITEMS

- 2. Request from Clifton Forge Main Street to allow the installation of metal signs at the entrances to the Town to promote “Clifton Forge = College Town”, with the understanding that signs will be paid for by the Main Street organization and installed by the Town as others have been previously in those same locations. A larger version of the same sign has been presented to the ARB for their approval to be placed in some of the empty storefront windows in the downtown historic district.**

RECOMMENDATION: Grant request

3. DEPARTMENT REPORTS

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

RECOMMENDATION: Accept reports as written

MANAGER'S COMMENTS

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

COUNCIL COMMENTS

**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 21, running northwest-southeast and immediately south of Lot 20, and that portion of alley located in Section Number 2, Block Number 20, running north-south and immediately west of Lot 19, to Audrey Millard, adjoining landowner, whose property address is 813 Acacia Avenue.

The aforesaid real estate shall be conveyed to the buyer for the total purchase price of \$1000.00. Upon payment of said purchase price Town Council does hereby authorize the Mayor to execute a Deed of Conveyance. The Town will reserve an easement for pedestrians to access the Hazel Run Trail across the vacated alleys.

First Reading: July 14, 2020

Second Reading: August 11, 2020



TOWN OF CLIFTON FORGE

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COUNCIL MINUTES TOWN OF CLIFTON FORGE, VIRGINIA 7:00 P.M. TUESDAY, JUNE 9, 2020 Via Teleconference Following Instructions Below**

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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 7:00 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, and Jared Jenkins, Town Attorney.

CONSENT AGENDA

1. MINUTES Council Meeting May 26, 2020

RECOMMENDATION: Approve minutes of May 26, 2020

Motion to approve minutes as written

Motion made by: Councilman Goings

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

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

Motion passed: 5-0

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

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 resolution

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

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

Angela Carper, Clerk, read the resolution as required.

Councilman Goings asked about the amount of the payment for the loan and Mrs. Burcham explained that LeeAnna Tyler, Finance Director, was not on the call and that she did not have that information in front of her and wasn't sure that the Town has received that information at this point, but mentioned that the interest rate of 2.48% is a very low interest rate and that the Town is thankful for being given that option.

Vice Mayor Marshall stated that she was receiving some feedback during the call, but had followed along.

With no further questions or comments, the Mayor called for a motion to adopt the resolution to approve the financing terms as stated.

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. 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

Motion to approve changes to Town Employee Handbook

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

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

Motion to approve changes to Employee Position Analysis & Grade Listing

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

6. DEPARTMENT REPORTS

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

RECOMMENDATION: Accept reports as written

Motion to accept reports as written

Motion made by: Councilman Oeltjen

Seconded by: 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

INFORMATION

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

MANAGER'S COMMENTS

Mrs. Burcham stated that she had received an updated report on the progress with completion of the self-response rate for the ongoing 2020 Census and that the Town has a current completion rate of 56%, which is just below the national average of 60%. She reminded everyone of the importance to completing the census and stated that things such as the CARES funds that have been received for the COVID-19 related costs are based upon the population for the area which is derived from the information provided to the Census Bureau. She stated that the process is very easy and that she is hoping our next report shows an increase in the completion amount.

Mrs. Burcham advised that the Town has been awarded \$304,176.35 as a result of the CARES Act which is meant to provide aide to offer some financial relief in the form of reimbursement of some eligible expenses that are related to the COVID-19 pandemic and economic impact it has had on the area. She stated that the funds must be spent between now and December and that there are limits on how the funds can be spent.

Mayor Irvine asked Mrs. Burcham to explain that those funds cannot be used to assist with the Town's budget.

Mrs. Burcham advised that the funds cannot be spent to recover any lost revenue and can only be used on such things as equipment, cleaning supplies, and other things to help in recovery from the virus. She stated that all spending must be pre-authorized and approved by Alleghany County as they are ultimately responsible for tracking fund spending to make sure that there are no disallowed costs. She stated that the Town had sent out a survey to area businesses which are due back by June 15 asking for their input on what costs have impacted them the most and what would be most beneficial to helping them recover and open back up. She stated that the Department Heads had also been putting together lists of items and holding discussions to determine practices that best allow for operations after opening back up. Once the information from the businesses has been received, discussions will be ongoing to determine how best to help our businesses to be able to recover and open to their fullest. She also mentioned a possible CDBG application to aid small businesses.

Mrs. Burcham mentioned the ongoing conference calls with Dr. Odell and the Roanoke Alleghany Regional Health Department and the ongoing efforts of enforcing the wearing of face masks and social distancing. She shared some statistics from the most recent call and stated that there are still too many cases and numbers are rising. She stated that Dr. Odell stated that it has been proven that isolation does help and that the Health Department will continue contact tracing for those persons who test positive to help continue the isolation and prevent the spread.

Mrs. Burcham read the following statement which was also delivered to local media outlets:

The Town of Clifton Forge joins Local Government offices in the Highlands in announcing reopening on June 10, 2020. We will be adhering to the Governor's mandate for wearing masks in buildings, hand sanitizing, and maintaining social distance as well as encouraging individuals with a fever or feeling ill to stay at home. A single-entry point will be used as well as scheduling appointments at Town Hall, Public Works, and the Library. The Library will continue curbside service. The public is encouraged to limit in person visits and utilize the drop box or payment window on the porch of Town Hall. Anyone who must enter any of the buildings for an appointment will be required to wear a face mask for the duration of their visit.

Parks remain closed in this phase on advice from the health department as the Town does not have the resources to clean outdoor equipment, including group facilities.

Contact numbers for each department are listed below should there be questions or concerns:

Town Hall	540-863-2500
Finance Department	540-863-2505
Public Works	540-863-2517
Library	540-863-2519

Mayor Irvine asked Mrs. Burcham to explain the CARES funds that the Town is receiving and asked her to clarify that the monies cannot be used to make up for any lost revenue to cover the budget and the guidelines for them.

Mrs. Burcham advised that is correct and explained that all funds spent must be pre-authorized from the County and are only to be used for recovery purposes. She explained that the funds cannot cover all losses.

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

Public Comments that were submitted prior to the deadline for the meeting were read by Angela Carper, Clerk, and appear below. There were no Council questions or comments regarding any of the public comments received.

June 9, 2020
Clifton Forge Town Council meeting
Public Comment – Diana Kling Smith, Highland St. Clifton Forge

Mr. Mayor, Members of Council, and Ms. Burcham
I would like to comment on the following:

First: The citizens are at a great disadvantage given the unfortunate way that these meetings are being conducted. The fact that an item was added to the agenda on May 26, 2020, without prior notice may have been legal but, I found it highly unethical and showed a great deal of disrespect for the citizens given the circumstances. I am further disappointed that you were not advised by your council to consider, in a more appropriate manner, the citizens that you serve.

Second: As a member of the Planning Commission, as well as, a vested advocate for Clifton Forge, I look forward to working with the new Town Manager. However, I do not understand why there is nothing in Ms. Mohler's contract for a performance review or salary review. She was presented an open ended contract with no provision for any performance evaluation.

Third: I can assure you that my concerns over the management of the Armory Committee are not going away. Both Councilmen Oeltjen and Goings have made broad statements about the need for Council to look into the matter. Placation with words is not acceptable!

Finally, I want to take this opportunity to publically thank Ms. Burcham for her service. I would also like to commend her for her fairness in dealing with difficult issues over the years. She has been a model servant whose dedication to the growth and prosperity of our community will have a lasting impact. I wish her well and know that her leadership will be an asset wherever her travels take her. Godspeed!!!

Sincerely,
Diana Kling Smith

Your Name Charlie Kahle

Your cbillkahle@gmail.com

Contact

Email *

Your (540) 968-2762

Contact

Phone

Number *

Choose a Town Manager

Department

*

Subject Public comments for Town Council meeting June 9, 2020

Your Message

" It's time to own up"

Many and possibly the majority of citizens in Clifton Forge are becoming alarmed with the situation unfolding between our Town Council and the Clifton Forge Armory Committee.

What began as a simple request for information from the Armory Committee has now expanded to an auditor's professional review of the agreement between our Town Council and the Armory committee. This "deeper look" has produced limited, but shocking facts. Mayor Jeff Irvine, an elected official, is also head of the Armory Committee. He is stating publicly that all requested information has been provided. This is not accurate or truthful. Noticeably missing are annotated debit card transactions where Mayor Irvine took cash out of the Armory Committee's bank account. Mr. Irvine, "It's time to own up".

The auditor reports there is serious mismanagement of Clifton Forge Armory committee, INCLUDING its money. The Town Council needs to take action. Fix the problem and hold Mr. Irvine, President of the Armory committee, accountable for mismanagement. Mr. Umstead and Mr. Irvine, as both members of

Town Council and Armory

Committee, should not take part in any Council inquiries and oversight of the armory committee.

People cannot investigate themselves. I view this as the very definition of conflict of interest. Mr. Irvine and Mr. Umstead- "it's time to own up".

As a requirement of doing business with the Clifton Forge Armory committee, I will be forwarding you a request of facts from the Armory committee, going back to 2012. Why, 2012? Available documentation will show that a clear blueprint for recording the flow of money was in place. Over time, Mr. Irvine, President of the Armory Committee, chose to mislead his committee, council and our town as he ignored this blueprint and the foundation for reporting and accountability. Current attempts to fix some issues does not excuse past mismanagement.

The committee needs leadership President Irvine either cannot or will not provide. We are looking to the ONE body that represents ALL residents, our Town Council, to address this issue head on, "own it", and get us back on track.

Your Name Nancy Eley

*

Your nancy.eley@verizon.net

Contact

Email *

Your (703) 475-2101

Contact

Phone

Number *

Choose a Town Manager

Department

*

Subject Public comment

Your Message

PUBLIC COMMENT JUNE 9TH

TOWN COUNCIL

As a resident of Clifton Forge...born, raised, and grown up here, I would like to commend Mrs. BURCHAM on her EXCELLENT and EFFICIENT job of managing this little town. Clifton Forge has had its ups and downs through the years...oh how I remember the thriving place it was back in the day when the C & O railroad was thriving, then the 'depressed days,' after that railroad system left. Stores...maybe 20 or more...closed ..it was a sad time. And now, under Mrs. Burcham's leadership, things have picked up, and we are, again, busy here..the town is in better repair, people are moving back, and there is more employment here than 20+ years ago. Darlene has seen to this...putting her heart and soul into improving 'our town'... and I thank you, Darlene, for your effort, perseverance, and interest in making Clifton Forge a place we call home, a place in which we are proud to live.

My personal thanks to you.

Most sincerely,

Nancy Nelson Eley

1704 Jefferson Street

Your Name Joan Vannorsdall

Your joan.vannorsdall@gmail.com

Contact

Email *

Your (540) 664-3565

Contact

Phone

Number *

Choose a Admin. Asst./Clerk of Council

Department

*

Subject Thank you, Town Manager Darlene Burcham

Your Message

This is a short, honest, and heartfelt statement of gratitude to Ms. Burcham, whose skilled and knowledgeable work on behalf of the people of Clifton Forge I deeply appreciate.

Today's Virginian Review did a great service by reviewing Ms. Burcham's accomplishments, some of which are very visible and user-friendly (street paving and signs, parks, walking trails, new businesses, neighborhood revitalization) and some, less visible, but vital for public safety and well-being (much-needed infrastructure maintenance, including the at-risk town dam).

Having lived in Roanoke during part of Ms. Burcham's time there, I was aware of her expertise and progressive urban advocacy. And when it was time for me to retire, I actively and gladly chose to come back to Clifton Forge largely because of the improvements Ms. Burcham had brought to this town.

Now is not the time to criticize or vilify Ms. Burcham personally, or on social media.

Now is the time to say thank you to her.

Sincerely,

Joan Vannorsdall

The Vision 2025, Corridor Curb Appeal Committee was formed in 2013. Town Manager, Darlene Burcham became the facilitator of the group with the main goal of enhancing the community by routinely cleaning the entrance corridors of the Town of litter and debris. Exterior home enhancement through painting and cutting back brush and overgrown plants became part of the plan. During the next six years the volunteers who gathered early on selected Saturday mornings grew from just a few to over 40 members including Boy Scout Troop 2, members of Boys Home in addition to Town residents, families and church youth groups.

Since the beginning of Corridor Curb Appeal Committee meetings with Town Manager, Darlene Burcham at the helm, accomplishments include:

Fall and Spring Clean Ups, Paint Parties, Trimfests and Spruce Ups: We've cleaned up the entrance corridors of Clifton Forge, cut back brush and overgrown bushes, painted porches and roofs, and rid the streets of Clifton Forge of countless butts (cigarette).

Corridor Curb Appeal Recognition Award: We've identified recognized and rewarded home and business owners once a year for their visible improvements to the exteriors of their homes

Beyond the Corridor Curb Appeal Recognition Award: We've identified, recognized and rewarded home owners once a year for their visible improvements to the exteriors of homes beyond the entrance corridors of Clifton Forge

Adopt-A-Spot Program: Public Areas in Clifton Forge have been adopted by groups and individuals to provide maintenance and enhancement of plants and pots and garden spots around the Town. All areas are recognized by plaques.

A small separate group took up the challenge and began landscaping multiple entrance corridor areas as an offshoot of the Corridor Curb Appeal Program.

Public Art Program: Formally drab areas in Clifton Forge have come to life with color and artistic originality, designed and executed by both youth and adults of Clifton Forge. This program has just begun with painted steps and a welcome-to-town bike. Other projects are in the works.

Darlene Burcham, Thank you for your guidance and presence, for always being involved no matter what the weather or the difficulty of the task; and for helping us all "get the job done"!

Members of the Vision 2025, Corridor Curb Appeal Committee
Mott Atherholt
Martha Atherholt
Gayle Hillert
Nancy Newhard
Diana Kling Smith
Doug Houtz
Kaarn Thomas
Mary Fant Donnan
Robbie Barber

From: Debby Faulkenbury <cfaulken@cfw.com>
Sent: Tuesday, June 9, 2020 3:26 PM
To: Darlene Burcham <dlburcham@cliftonforgeva.gov>
Subject: Darlene Burchams Final Town Council meeting

Comments to Town Council Meeting for June 2020:

Ms. Burcham, I want to personally Thank You for all you've done for Clifton Forge. In my volunteer work in Clifton Forge during the past 25 years, I had the opportunity to work with 4 different Town Managers. No one ever made the contributions that you have. YOU GOT THINGS DONE. I wish you the best in whatever YOU choose to do.

Debby Faulkenbury



June 9, 2020

Representing the businesses of the Town of Clifton Forge, we want to express our gratitude to Ms. Darlene Burcham, our Town Manager, for your steadfast support of our business community. Under your leadership these past ten years we have not only seen our town grow and prosper economically, but you have constantly been "in the trenches with us" from the beginning of your time here.

You have helped improve the appearance of our business corridors with new trees and flower containers. You have walked the streets of our business district with potential building developers that you have introduced to Clifton Forge. You have encouraged us to publicly honor all our businesses with signs during National Business Week expressing our appreciation to them. You have continually connected young entrepreneurs with Clifton Forge Main Street for guidance and help. You have been unfailing in your effort to encourage all our existing businesses in their ongoing efforts. You have made the effort repeatedly to promote our business community to those beyond our Town Limits. Some examples include promoting Clifton Forge as a Top Outdoor Adventure Town two years in a row, Leading the Corridor Curb Appeal Committee of the Vision 2025 Initiative in the Historic Business District and facilitating the video application to HGTV for a Whole Town Make Over series. You have supported the development of Public Art on the streets of our Downtown Historic District. You have attended and participated in ALL the many public events developed by Clifton Forge Main Street and others to help promote our town as a destination for visitors. We have seen you march in the St. Patrick's Day parade. We have seen you don a homemade Easter Bonnet to help support the Annual Easter Bonnet Parade, an idea you brought to our town. You have attended our Downtown Markets, our annual Stars and Stripes Celebrations, our annual Heritage Day and Train Day Festivals, our annual Shriners Fall Festivals, our Christmas Parades and countless other public events, too numerous to mention. You have brought your family including your grandchildren to many of these events and urged your grandsons to become volunteers with some of our festivals. They have been skilled and very welcome additions to our volunteer group. Last year you helped our current Vice Mayor launch a new initiative called Hometown Hero Day and you were a strong member of the three person committee that planned Trudy Lacy Day to honor our first Hometown Hero.

These are just some of the many ways you have demonstrated your dedicated and unfailing support for the business community of the Town of Clifton Forge during the past ten years. We could go on and on listing your creative, positive efforts for our Town. Those of us who have worked with you "in the trenches" will always be grateful for your leadership, your guidance, your dedication, and your sincere desire to help make Clifton Forge "The Best Little Town in the Alleghany Highlands". Once again, the

business community of Clifton Forge says thank you. You have shared the gifts of your amazing talents and impressive skills with incredible generosity these past ten years. Our community will always be better because Darlene Burcham has been our Town Manager.

With our Warmest Personal Regards,
The Board of Directors
Clifton Forge Main Street, Inc.

JOINING US ARE THE FOLLOWING BUSINESSES REPRESENTING ALL OUR BUSINESSES IN CLIFTON FORGE:

Clifton Forge Antique Mall	42 Deli
Club Car Shop and Deli	SONA Bank
Livy's Closet	The Honey Bee
The Flower Center	Northwest Ace Hardware
Racey & Dean Insurance	Keely Massie Photography
Jack Mason's Tavern & Brewery	Highlands Community Bank
Regional Home Health Care	Michael's New York Style Pizza
Mountain Regional Hospice	Caffé Museo
Lollie's Quilt Shop	Clifton Tire & Auto Center
Clifton Forge Public Library	The Art Store
Garlynda's Fancy Feet	
Mountain Field Market	
Historic Masonic Theatre and Masonic Amphitheatre	
Alleghany Highlands Arts & Crafts Center	
Clifton Forge School of the Arts	

*PO BOX 66 - Clifton Forge, Virginia 24422
(540) 862-2000*

cfmainstreet@ntelos.net

I Robert Boyd and the Clifton Forge Fire Department would like to say thank you to Darlene Burcham for her ten years of service to the Town of Clifton Forge and the fire department. We wish you well and hope you have much success in whatever your new journey may be!
Thank you!

Bobby Irvine—Water Treatment Plant Superintendent
Please express my gratitude for the many contributions she has made to the Waterplant. More importantly express how very grateful and privileged I am for our friendship over the years and for the wonderful conversations we shared about our grandchildren.

Chad Wickline—Clifton Forge Chief of Police
Thank her for allowing me the opportunity to serve as her Police Chief. Her support has been greatly appreciated.

Michael Barnes—Clifton Forge Public Library Director
I just wanted to say thank you to Darlene for letting me be the library director. I appreciate her tremendous leadership and wisdom that she has modeled for all of us.

Public comment before Town Council meeting of June 9 by Donald Roberts of 701 McCormick Blvd, Clifton Forge, Virginia

Later this month we will lose the extraordinary professional services of Ms. Darlene Burcham as our Town Manager. While I welcome the services of the new manager, I still grieve for our loss of Ms. Burcham's gifted leadership. That said, I want to relate a brief story showing the amazing depth of her work.

Ms. Burcham has proven over and over that she can bring outside money to help with major town projects, projects we could not otherwise afford. Actually though, her service was even broader than that.

I was on the Clifton Forge Public Library Board of Trustees at a time our library faced a crisis. When Clifton Forge underwent reversion to town status, it came under a state law stipulating state financial support for libraries for just a few years following a reversion. Our state library funding was scheduled to stop in 2015. Other towns too had lost funding or were scheduled to lose funding. Upon learning of this scheduled loss of funds, Ms. Burcham began lobbying Richmond to change public law and allow Clifton Forge and other small towns to continue receiving state funds. She got the law changed about six months later. Other towns were impacted, but only Ms. Burcham stepped forward to solve the problem.

Clifton Forge now receives state library funds of about \$30,000 each year. This yearly input of funds is due solely to Ms. Burcham's leadership and hard work. It is a small but significant part of her legacy for Clifton Forge.

Ms. Burcham, you are amazing, and many citizens are greatly saddened by your departure. Thank you for everything.

COUNCIL COMMENTS

Councilman Umstead thanked Mayor Irvine and stated that he would like to mentioned two things. The first being the census and that it takes very little time to complete the survey online and he encourages the other 44% remaining to take that time to do it. Second, he stated that at some point before the crisis ends, people owing large sums of money on their utility bills are being reminded of those amounts and he strongly suggests to anyone in that situation to make payments and pay down some of that debt as not to have it all due at once and face service interruption.

Councilman Oeltjen commended Mrs. Burcham on all the work she has done for the Town and hopes that the Town can continue in the same pace once the virus pandemic

has ended. He also congratulated her on the scholarship named in her honor at DSLCC.

Councilman Goings stated that he echoes all the comments and sentiments related to Mrs. Burcham’s service over her many years as Town Manager and stated that he wished to thank her very much for all she has done, saying that the small amount of praise could never be enough for all that she has done.

Vice Mayor Marshall stated that she appreciates the outpouring of appreciation shown to Mrs. Burcham and for all that she has done and also appreciates the feedback being received from the public comments. She congratulated Mrs. Burcham on the scholarship as well and stated that it is her wish for a local student who is interested in local government or even becoming Town Manager receive the scholarship. Mrs. Marshall advised that she has read the Armory Agreement and that the agreement is due to be renewed during the next year and thinks it should be addressed at that time.

Mayor Irvine thanked everyone for joining in the call and asked Angela Carper, Clerk, if she has been provided everything that was needed from the Committee. Angela advised that she was still missing the few articles that they had spoken about earlier, but to her knowledge other than those items he had. Mayor Irvine stated that he appreciates all of the offers for help with the committee and any suggestions on how to do things differently and asks that anyone willing to help step forward as the Committee would gladly accept the help. Lastly, he congratulated Mrs. Burcham on the scholarship and asked for a motion to go into closed session.

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

Motion made by: Councilman Oeltjen **Time: 7:48 PM**

Seconded by: Councilman Goings

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to return to open session

Time: 7:54 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: Vice Mayor Marshall

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to adjourn

Time: 7:55 PM

Motion made by: Councilman Umstead

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

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

Motion passed: 5-0



Dear Clifton Forge Town Council Members:

Railroad Heritage....Historic Masonic Theater.....Art School and Arts and Craft Center....Outstanding Outdoor Adventure Town (for two years in a row!) These are some of the amazing and unique things that our special Town is known for!

To that stellar list, we are adding: CLIFTON FORGE = COLLEGE TOWN. Dabney S. Lancaster Community College has been related to Clifton Forge for forty years – and now there is a chance for YOU to help present this feature to the public.

We are requesting that we install at each of the Town entrances a metal sign beside the Adventure Town signs with the College's new Roadrunner team logo on it. To do this, we are told that we need permission from Town Council. We will pay for the signs and would like for the Town to do the installations.

In this unusual season of 2020, we want to offer fresh ideas for our recovery. We have already offered each Town business the option of a framed College Town poster in either of two sizes, and we are beginning to distribute those. There is NO charge to the businesses for this! We have a large banner that was installed in the college gym during basketball season. Upon approval by the Town Architecture Review Board, we will soon be installing larger signs in empty store front windows.

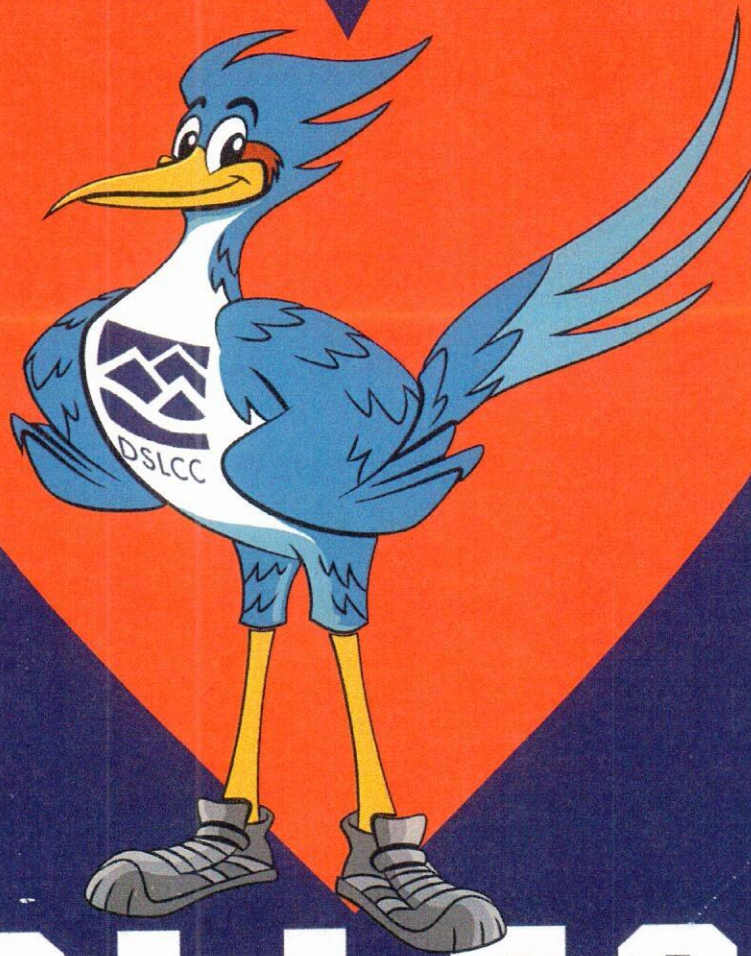
We appreciate your thoughtful consideration for this request for entrance signs to help Clifton Forge promote itself in several outstanding ways.

Sincerely,

Martha Edwards

1608 Jefferson Ave, in conjunction with Main Street, Inc.

CLIFTON FORGE



COLLEGE TOWN

**CLIFTON FORGE
POLICE DEPARTMENT**

**** MONTHLY REPORT ****

JUNE 2020

	JUNE '19	19 YTD	JUNE '20	20 YTD
ADULT CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	8	28	18	40
MISDEMEANOR	29	155	23	119
JUVENILE CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	0	0	0	0
MISDEMEANOR	3	11	0	1
TRAFFIC SUMMONS ISSUED	51	395	48	312
PARKING VIOLATIONS	12	61	3	64
COMPLAINTS RESPONDED TO	413	2,456	326	1,897
PUBLIC WORKS COMPLAINTS	0	38	3	13
CITIZENS/BUSINES REQUEST-CHECKLIST	542	2,774	1,752	9,942
BURGULAR ALARMS PROCESED	5	49	3	23
ACCIDENT INVESTIGATED	5	25	4	18
REQUEST TO UNLOCKED MOTOR VEHICLES	5	78	5	42
REQUEST TO UNLOCK HOMES/BUSINESSES	0	1	0	0
ESCORTS PROVIDED	5	43	6	25
COURT DOCUMENTS PROCESSED	42	247	53	190
UNSECURED PROPERTY	6	49	1	16
MILES TRAVELED BY DEPARTMENT	5,917	37,381	5,709	34,047
TRANSPORTS	*****	*****	*****	*****
TO REGIONAL JAIL	*****	*****	*****	*****
NUMBER OF TRANSPORTS	4	39	6	18
TOTAL MILEAGE	95	883	143	370
MAN-HOURS	2 HRS 31 MINS	33 HRS 4 MINS	7 HRS 40 MINS	15 HRS 35 MINS
TO MENTAL FACILITY	*****	*****	*****	*****
NUMBER OF TRANSPORTS	2	32	1	6
TOTAL MILEAGE	18	3,220	402	807
MAN-HOURS	9 HRS 42 MINS	100 HRS 58 MINS	6 HRS 25 MINS	24 HRS 42 MINS
ANIMAL CONTROL	*****	*****	*****	*****
COMPLAINTS RESPONDED TO	52	199	39	162
ANIMALS PLACED IN SHELTER	3	20	13	30
DOGS	3	9	2	15
CATS	0	11	11	15
SUMMONS ISSUED	6	20	2	4
ANIMAL BITES INVESTIGATED	2	10	1	2
ANIMALS RETURNED TO OWNER	6	6	3	8
DOGS	6	6	3	8
CATS	0	0	0	0
OTHER	1	1	0	0
ANIMALS RETURNED TO THE WILD	3	8	2	3

ADULT ARRESTS

CRIMINAL ARRESTS- FELONY

1	AMMUNITION POSSESSION BY CONVICTED FELON	4	CHILD ENDANGERMENT
		10	FORGERY
1	FAIL TO STOP FOR LAW ENFORCEMENT		
2	POSSESS W/ INTENT TO DISTRIBUTE		

CRIMINAL ARRESTS- MISDEMEANOR

5	ASSAULT & BATTERY	1	DESTRUCTION OF PROPERTY
5	DRUNK IN PUBLIC	1	ECO (Emergency Custody Order)
5	EPO (Emergency Protective Order)	1	POSSESSION OF MARIJUANA
1	SHOPLIFTING	2	TDO (Temporary Detention Order)
1	THREAT PHONE CALLS	1	SEARCH WARRANT
1	VIOLATE PROTECTIVE ORDER	1	NO RABIES VACCINATION

TRAFFIC ENFORCEMENT

2	CONTRIBUTING TO DELIQUENCY MINOR		
6	DEFECTIVE EQUIPMENT	1	DRINK IN PUBLIC
2	DRIVE REVOKED		
1	DRIVE SUSPENDED	1	DRIVE WRONG WAY- ONE WAY
2	EXPIRED STATE TAGS	1	FAIL TO OBEY LAW
4	FAIL TO STOP AT STOP SIGN		ENFORCEMENT
1	HIT AND RUN	1	IMPROPER DISPLAY OF PLATES
1	IMPROPER REGISTRATION	2	NO OPERATOR LICENSE
1	NO OPERATOR LICENSE IN POSSESSION		
1	NO REGISTRATION IN POSSESSION	2	POSSESSION OF MARIJUANA
1	RECKLESS DRIVING	17	SPEEDING
2	UNDERAGE POSSESSION OF ALCOHOL	1	UNLAWFUL DUMPING
1	VIOLATE RESTRICTED OPERATOR LICENSE		

CRIMINAL ARRESTS – FELONY (JUVENILE)

CRIMINAL ARRESTS – MISDEMEANOR (JUVENILE)

Investigation Report

This report represents criminal investigations conducted by the Clifton Forge Police Department. To date for the month of June the Police department has initiated Thirty-one (31) criminal investigations. One (1) case was carried over from the previous month. This brings it to a total of Thirty-two (32) criminal investigations that have been active between June 1, 2020 and June 30, 2020.

Criminal cases initiated in June:

Domestic assault & battery-4	Public intoxication-5
Traffic accident investigation-6	Shoplifting-2
Possession of marijuana-3	Unlawful dumping-1
Underage possession of alcohol-2	Destruction of property-1
Possession of counterfeit currency-1	Forging currency-1
Contributing to the delinquency of minor-2	Eluding law enforcement-1
Possession of marijuana w/ intent-1	Child endangerment-1

Criminal cases cleared in June:

Domestic assault & battery- 4	Possession of marijuana-3
Shoplifting-1	Public intoxication-5

Traffic accident investigation- 6	Forging currency-1
Possession of counterfeit currency-1	Brandish firearm-1
Possession of marijuana w/ intent-1	Child endangerment-1
Underage possession of alcohol-1	Eluding law enforcement-1
Contributing to delinquency of minor-2	Unlawful dumping-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 June was 90.6%. 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 June 23, 2020 Officer D.J. Creedon responded to the 1000 block of Church St. for a report of a domestic in progress. Upon arrival he located two parties outside of the residence still engaged in a verbal altercation. When making contact with the individuals he noticed a marijuana grinder in plain view along with the odor of marijuana coming from the residence. At that time the residence was seized and a

search warrant was obtained. During the course of the search warrant multiple containers of marijuana were located along with scales, baggies and \$2,359.00 in cash. All items were seized and both parties were taken into custody for possession of marijuana with intent to distribute and child endangerment without incident.

On June 6, 2020 Sergeant T.P. Ledford was dispatched to the Dollar General for a report of an individual passing a counterfeit \$100.00 bill. Upon arrival Sergeant Ledford was met outside by store managers who provided the counterfeit bill and identified the suspect who was getting into his vehicle. Sergeant Ledford then attempted to stop the vehicle on the 800 block of Main St. which began to flee at a high rate of speed. At that time a vehicle pursuit was initiated and neighboring jurisdictions were advised. During the course of the pursuit the vehicle was located and stopped by Virginia State Police units in Covington Va. Sergeant Ledford then made contact with the subjects at the scene of the stop and took both parties into custody for passing counterfeit currency and eluding law enforcement. During a search of the vehicle, another counterfeit \$100.00 bill and a legitimate \$100.00 bill, both bearing the same serial number as the bill passed at the Dollar General were located. A printer was also located within the vehicle along with \$1,024.00 in cash. At that time both parties were placed under arrest and transported to the Alleghany Regional Jail for further processing without incident. The following day, Officers with the CFPD made contact with multiple stores within Town and found that four (4) more \$100.00 counterfeit bills had been passed by the same suspects. Officers also located fourteen (14) counterfeit \$100.00 bills that were discarded during the course of the vehicle pursuit. At that time further charges were filed against the suspects and the United States Secret Service was notified of the incident. Once notified, the Secret Service

began an investigation and determined that forty-two (42) counterfeit \$100.00 bills have been passed bearing the serial number as the ones passed by the suspects since February 1, 2020 in four (4) states. At that time the Assistant United States District Attorney was advised of the case and agreed to move forward in prosecution of the subjects on federal counterfeiting charges.

Chief's Comments:

The month of June has seen the town returning to a sense of normalcy to briefly touch on what's going on across the nation and how our area is responding. There has been a Social Equity Commission established in the Highlands. It consists of local law enforcement, local government representatives and local community leaders. There was a small Town Hall meeting held here in town. This meeting was requested by Delegate Terry Austin. Due to COVID restrictions there was only about 25 people in attendance. Among attending with Delegate Austin was Sheriff Hall, Chief Smith of Covington and myself. The four of us listened and responded to citizen's questions and concerns in the community. This was a great way to open up lines of communication. I feel when the meeting ended the citizens in attendance left with an understanding of our policies and practices. This was a great way to start educating the public and addressing their concerns.

Clifton Forge Public Library

Director's Report

May 2020

The library remained closed to the public during the month of May due to the Covid-19 pandemic. All meetings and events remained 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 83 patrons taking advantage of the service. Patrons called in between 8:30 AM and 5:00 PM Monday through Friday and requested books and DVD's. Staff members pulled the materials, checked them out to patrons with an extended check out time. Patrons were still able to return materials in the drop box. Materials continued to be placed in a quarantining and cleaning protocol for a 72 hour period. In addition to serving patrons, staff continued 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. In addition, the director began working on various reports and items that are yearly requirements that are provided to the Library of Virginia.

FY 2020	Items	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 2020
	Donations	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$850.00	\$1,200.00	\$20.00	\$0.00	\$0.00		\$2,570.00
	Book Sales	\$20.00	\$29.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$69.00
	Fax Charges	\$155.00	\$169.00	\$135.00	\$150.00	\$162.00	\$160.00	\$155.00	\$140.50	\$55.00	\$25.00	\$35.00		\$1,351.50
	Fines	\$160.80	\$132.10	\$199.20	\$146.57	\$135.00	\$192.00	\$173.00	\$149.40	\$98.65	\$11.00	\$16.00		\$1,413.72
	Replace book	\$15.55	\$0.00	\$0.00	\$5.25	\$18.00	\$20.00	\$0.00	\$23.00	\$50.90	\$0.00	\$0.00		\$132.70
	Replace cart	\$2.00	\$16.00	\$10.00	\$22.00	\$4.00	\$8.00	\$8.00	\$14.00	\$6.00	\$2.00	\$0.00		\$92.00
	Non-Reside	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
	Print-outs	\$93.50	\$102.50	\$91.00	\$97.50	\$104.25	\$92.00	\$94.30	\$93.00	\$45.50	\$7.00	\$12.00		\$832.55
	Total	\$446.85	\$448.60	\$435.20	\$941.32	\$423.25	\$472.00	\$1,330.30	\$1,619.90	\$292.05	\$45.00	\$63.00		\$6,517.47
FY 2019	July		August	September	October	November	December	January	February	March	April	May	June	Cum FY-19
	Donations	\$0.00	\$0.00	\$525.00	\$0.00	\$200.00	\$1,400.00	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$2,425.00
	Book Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
	Fax Charges	\$142.50	\$150.00	\$140.00	\$145.00	\$140.00	\$135.00	\$140.50	\$148.00	\$145.00	\$141.50	\$146.00	\$138.50	\$1,712.00
	Fines	\$201.05	\$206.10	\$202.10	\$175.50	\$175.72	\$116.45	\$183.50	\$201.20	\$185.50	\$187.00	\$177.00	\$157.50	\$2,168.62
	Replace Car	\$26.00	\$14.00	\$16.00	\$12.00	\$12.00	\$6.00	\$12.00	\$16.00	\$12.00	\$8.00	\$10.00	\$14.00	\$158.00
	Lost Books	\$47.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17.00	\$64.91
	Non-Reside	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
	Print-outs	\$91.00	\$105.00	\$90.00	\$92.50	\$96.00	\$85.00	\$97.25	\$101.25	\$98.50	\$96.50	\$92.00	\$95.00	\$1,140.00
	Total	\$508.46	\$475.10	\$973.10	\$425.00	\$623.72	\$1,742.45	\$533.25	\$466.45	\$541.00	\$433.00	\$525.00	\$422.00	\$7,668.53

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

FY 2020	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 20
CF Adult	1427	1426	1438	1460	1288	1375	1348	1125	844	420	405		1427
CF Juvenile	338	281	254	213	217	146	167	207	91	15	17		1946
Allegh. Adl	950	999	968	970	790	884	845	943	442	173	175		8139
Allegh. Juv.	72	78	85	96	70	48	40	25	12	7	5		538
NR Adult	73	91	101	120	58	51	56	77	56	6	3		692
NR Juvenile	3	15	13	11	15	33	36	53	8	4	1		192
# ITEMS ON	2863	2890	2859	2870	2438	2537	2492	2435	1453	635	606		24078
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. Adl	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	50		1690
CF Juvenile	41	37	34	25	24	23	21	24	21	5	5		260
Allegh. Adl	104	117	102	119	110	102	88	98	66	20	23		949
Allegh. Juv	9	16	7	9	8	12	11	9	4	2	3		90
NR Adult	18	25	24	12	17	26	15	16	12	2	1		168
NR Juvenil	1	3	2	3	3	5	5	2	2	1	1		28
Total Patro	355	376	351	346	317	362	343	319	235	85	83		3172
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. Adl	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	83	3172	
New Regist	15	26	16	21	13	12	19	16	12	0	1	151	
Transactio	5127	5149	5115	5026	4650	4201	4562	4453	3071	1378	1295	44027	
W/ff	61	57	50	51	53	58	63	73	35	25	37	563	
W/drawn b	6	9	18	26	12	41	38	12	27	3	345	537	
PAC Login	47	57	50	41	46	38	48	30	48	18	12	435	
W/D Patrol	20	18	5	19	2	5	4	2	1	0	0	76	
Computer	427	409	401	393	401	367	411	385	174	0	0	3368	
E-book Cir	161	158	163	153	158	160	163	165	117	161	170	1729	
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
Transactio	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													

FY 2020	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	117		
FY 2019	205	164	213	188	172	126	168	120	196	126	180	163	2021
MICHAEL ARMSTRONG COMMUNITY MEETING ROOM ATTENDANCE													
FY 2020	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum 20
FY 2019	325	223	194	264	211	141	256	167	78	0	0		
FY 2019	232	190	157	233	219	204	136	176	296	335	222	340	2740

Code Enforcement
Monthly report for June

- 25 Grass violations
- 5 Letters for inoperable vehicles
- 1 Letter for pool violation (no fence)
- 2 Open storage letters
- 1 Safety letter
- 2 Letters on complaints on house property upkeep
- No court cases at this time

Submitted by John Zeek

Monthly Report

June 2020

Public Works Dept.

Well June proved to be just as wet as May! All the rain and low temps have the grass growing like crazy. So, we have been very busy trying to keep up the mowing and weed eating the parks and other town properties. On a brighter note the flowers have been doing very well with the cooler temps and rain fall. Hopefully, July will be a little drier!

We continue to work on solving the issue with the water line feeding Verge Street. We have also repaired several water breaks throughout the Town and taken care of several sewer backups.

With a lot of town citizens staying at home, we have seen an increase on our bulk & brush pickup for the month.

Mr. Mike Jack came back to work with us as a part-time consultant for a few weeks.

3 burials for the month of June.

MONTHLY REPORT

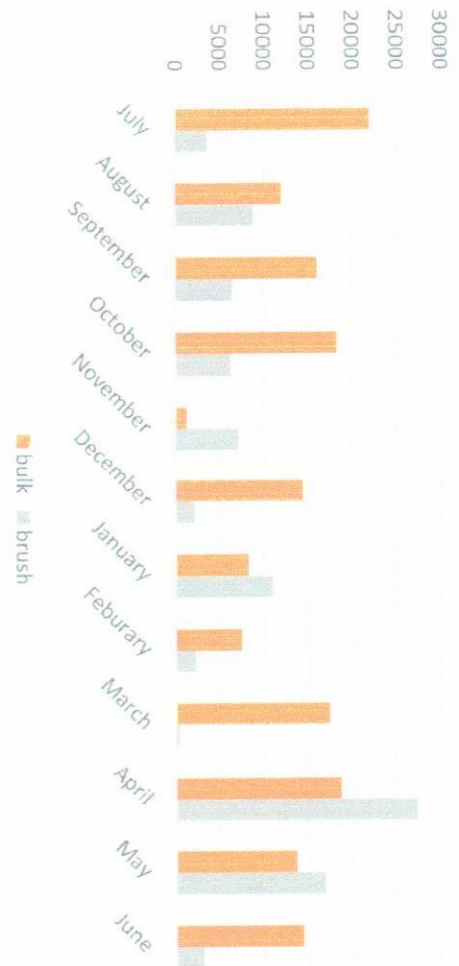
Jun-20

DEPARTMENT	WEEK	OT HOURS	MEN	COMMENTS
CEMETERY	6/1/2020	1	2	close grave(2men@1hr)
	6/8/2020	0	0	close grave(2men@3.5hr)
	6/15/2020	3.5	2	close grave (2men@1.5hr
	6/22/2020	1.5	2	
	6/29/2020	0	0	
	Total	6	6	
SEWER I & I	6/1/2020	0	0	Mt View Apt on them(1man@2hrs)
	6/8/2020	2	1	Sewer backup Kensington (2men@2hrs)
	6/15/2020	2	2	
	6/22/2020	0	0	
	6/29/2020	0	0	
	Total	4	3	
WATER	6/1/2020	0.5	3	leak at granville (3men@.5hrs)
	6/8/2020	0.5	3	water line for Verge St (3men@.5)
	6/15/2020	0.5	2	water leak Commercial (2men@.5hrs)
	6/22/2020	14.5	1	Meter reads(.5hrs@1man) Resume water to Verge(2men@2hrs)
	6/29/2020	0	0	Resume water to Verge(1man@4hrs)
	Total	16	9	resume water to Verge(1man@4hrs)
BLDGS/GRDS	6/1/2020	0	0	
	6/8/2020	0	0	
	6/15/2020	0	0	
	6/22/2020	0	0	
	6/29/2020	0	0	
	Total	0	0	
STREETS	6/1/2020	4	4	D/Main glass in street. (2men@2hrs)
	6/8/2020	0	0	Sink hole 200 blk of Howard(2men@2hrs)
	6/15/2020	3	1	Tree down on Lowell St(3hrs@1man)
	6/22/2020	0	0	
	6/29/2020	0	0	
	Total	7	0	
	Grand Total	33	18	

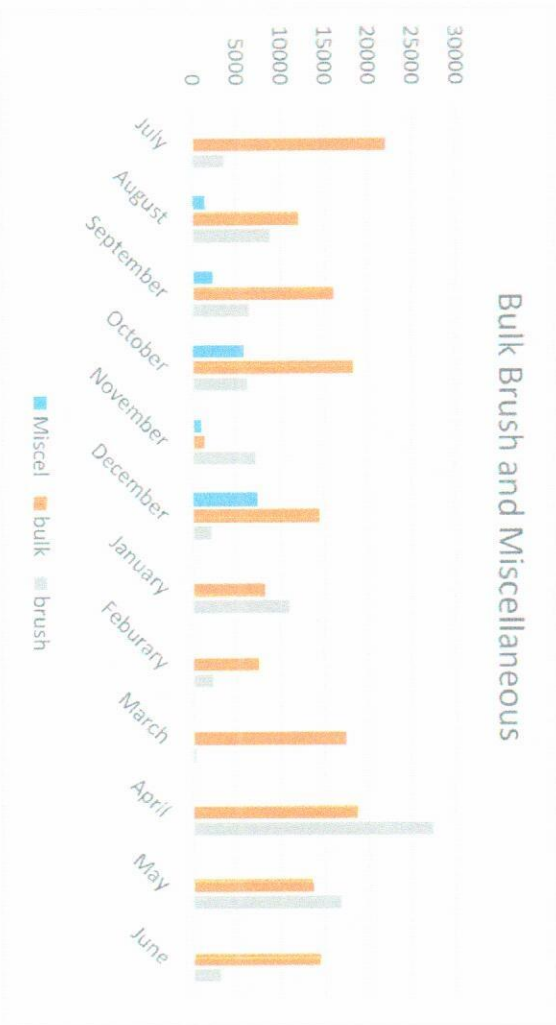
Total of OT hours for the month

Jun-20	Date	Trip	Weight	Type	Comments
Subtotal		0	0		
	2-Jun	3	2140	bulk	
	9-Jun	2	1700	bulk	
	16-Jun	2	2760	bulk	
	23-Jun	3	3880	bulk	
	30-Jun	4	3980	bulk	
Subtotal			14460		
	11-Jun	1	600	brush	
	25-Jun	3	2500	brush	
Subtotal		4	3100		
Gran Total		4	17560		

Bulk and Brush FY2019



	July	August	September	October	November	December	January	February	March	April	May	June
Miscel	0	1520	2320	5960	960	7460	0	0	0	0	0	0
bulk	21985	12120	16060	18328	1320	14440	8220	7520	17400	18760	13680	14460
brush	3720	8860	6500	6260	7220	2140	11040	2292	400	27280	16900	3100



Town of Clifton Forge WTP

7/7/2020

Bobby Irvine, Plant Manager

I would like to take this opportunity to welcome our new Town Manager, Reba Mohler. She visited the water treatment plant last month and was able to meet with most of our staff. I was very impressed with her knowledge of both water and wastewater treatment. I am certain she will be a great asset to our Town in the future as we navigate these difficult times.

The ongoing dam improvements continue to progress ahead of schedule. Unless something unexpected occurs workers say the project should be completed by December 1st or perhaps even sooner. A construction progress conference call will be held on July 7th to discuss the various aspects of the improvements over the last month.

As you are probably aware, there is a significant water line break which is impacting our residents in the Verge St. area. The eastern end of the County and Iron Gate are also feeling its effects. Rick Bourne and public works are doing a great job of dealing with this situation and a temporary line will soon be in place to correct these inconveniences for everyone being adversely affected.

Later this month 3 new house pumps are scheduled to be installed at the WTP replacing pumps which have been in service for over 15 years. Later in the Fall pumps at the Jefferson St. water tank will be replaced if sufficient funding is available. Also, Dixie Gas and Oil were the low bidders and will be our new propane providers effective Jul 1st.

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 67 calls in the month of June. Of these 67 calls, 10 were fire calls and 57 were EMS calls, with 64 being within the town limits and 03 in the county. The department averaged 6.2 firefighters per fire call. The department logged 201.4 miles on our apparatus which includes all service vehicles. EMS calls are listed by type of call and frequency of calls. The department ran 05 cardiac calls, 18 general illness calls, 03 public assist calls, 09 falls, 08 shortness of breath, 06 trauma injury, and 02 altered mental status call. Fire calls are listed in order they were received.

06/02/2020 - 800 W. Ridgeway St. Person stuck in elevator responded with 4 firefighters and 1 apparatus
Town Call

06/04/2020 - 500 Block Main St. Motor vehicle accident. Responded with 5 members and one apparatus.
Town Call

06/04/2020 - 302 Church St. Water in basement. Responded with 3 members. One apparatus.
Town Call

06/07/2020 - 800 W. Ridgeway St. Smoke in hallway. Responded with 7 members and 2 apparatus.
Town Call

06/11/2020 - 1504 Chestnut St. Fire alarm activation. Responded with 7 members and 2 apparatus.
Town Call

06/16/2020 - Int. 64, Exit 21 Motor vehicle accident. Responded with 7 members and 1 apparatus
County Call.

06/18/2020 - 2307 Sulphur Springs Road. Water in basement. Responded with 3 members and 1 apparatus.
County Call

06/18/2020 - 500 Block Roxbury St. Water in basement. Responded with 3 members and 3 members.
Town Call

06/26/2020 - 521 Roxbury St. Dog stuck on roof. Responded with 6 members and 3 apparatus.
Town Call

06/26/2020 - 2903 Winterberry Ave. Structure fire responded with 13 firefighters and 3 apparatus
County Call