

Town Council Agenda
Tuesday, August 11, 2020
7:00 PM
Via Teleconference





TOWN OF CLIFTON FORGE

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

www.cliftonforgeva.gov

COUNCIL AGENDA TOWN OF CLIFTON FORGE, VIRGINIA 7:00 P.M. TUESDAY, AUGUST 11, 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.

PRESENTATION

Armory Committee Update—Angela Carper, Clerk

CONSENT AGENDA

1. MINUTES Council Meeting July 14, 2020

RECOMMENDATION: Approve minutes of July 14, 2020

ACTION ITEMS

2. RESOLUTION AUTHORIZING THE EXECUTION OF GRANT DOCUMENTS

As part of the requirement set forth by the USDA grant application guidelines, the attached resolution must be adopted to authorize the Town Manager to execute the documents required for a grant application for the A-Street water line replacement project.

RECOMMENDATION: Adopt resolution

3. ADOPTION OF NEW CDBG NON-DISCRIMINATION POLICY

The Department of Housing and Community Development has adopted a new non-discrimination policy and as Roxbury Street is part of the CDBG Grant System, we are required to adopt the new policy.

RECOMMENDATION: Adopt policy

4. AMENDED LOAN RESOLUTION

There was a technical issue with the previously approved loan with BB&T. Attached is an updated proposal for a taxable loan that must be approved to reimburse general fund for capital purchases that occurred in the previous fiscal year.

RECOMMENDATION: Adopt resolution

5. APPROPRIATION RESOLUTION

The Police Department has received donations of \$620.00 to use at their discretion. The funds must be appropriated into the FY21 fiscal budget.

RECOMMENDATION: Proceed to second reading

6. REQUEST FROM RELAY FOR LIFE COMMITTEE TO HOLD FUNDRAISER

With the COVID-19 pandemic, the annual “Relay for Life” could not be held this year. In an effort to show support to the cause and to raise money, the Town has received a request to allow the use of the 500 block of Church Street for their luminaria display on Sunday, September 20, 2020 from 7:30 – 8:30 PM. Luminarias will be displayed on the sidewalk in that area and will be lit during that hour with people viewing from either walking or driving by. The event is being held in Clifton Forge and Covington on Main Street simultaneously to separate the crowd for attendance/viewing for social distancing purposes.

RECOMMENDATION: Grant request

7. DEPARTMENT REPORTS

Public Library
Code Enforcement
Public Works Department
Water Treatment Plant

RECOMMENDATION: Accept reports as written

8. PROPOSED LAND TRANSACTION

Audrey Millard of 813 Acacia Street has proposed to offer a parcel of land that she currently owns, identified by Tax Map # C0180-01-221-0170, in exchange for two portions of alleys currently owned by the Town, one located in Section No. 2, Block No. 21, running northwest-southeast and immediately south of Lot 20, and that portion located in Section No. 2, Block No. 20, running north-south and immediately west of Lot 19 with stipulation that the Town preserve one row of trees located on the parcel directly closest to the adjacent homeowner’s property to honor a promise she made with the adjacent property owner, place an alley on the parcel and allow her to place her fence on the opposite side of that alley.

RECOMMENDATION: Consider request

INFORMATION

Ray Keen and Mickey Bowyer of The Clifton Forge Shriner's Club have notified the Town that they have decided to cancel their annual Fall Festival normally held in October. Their decision to cancel is based on the State Guidelines that are currently in effect limiting social gatherings and the recommended safe practices for those gatherings for patrons, vendors and entertainment, a concern for the general safety, health and well-being of the public, vendors, and all who would attend, and the uncertainty of the what the future may hold. They thank the Town of Clifton Forge for support and hope to be able to hold a bigger and better event next year for the 50th anniversary of the event!

MANAGER'S COMMENTS

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

COUNCIL COMMENTS

**CLOSED SESSION PURSUANT TO SECTION 2.2-3711 A:1—PERSONNEL—
Appointment to Boards and Commissions and Contract/Evaluation Discussion**



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COUNCIL MINUTES
TOWN OF CLIFTON FORGE, VIRGINIA
7:00 P.M. TUESDAY, JULY 14, 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 7:02 PM and read the required statements allowing Town Council to hold electronic meetings based upon the state of emergency due to COVID-19. Angela Carper, Clerk, confirmed attendance by roll call. All council members were present, as well as Reba Mohler, Town Manager, and Jared Jenkins, Town Attorney.

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

Angela Carper, Clerk, read the ordinance for first reading and Mayor Irvine opened the public hearing at 7:05 PM.

Both Councilman Goings and Councilman Oeltjen commented on the easement and Council's request to have it included in the transaction.

Mayor Brinkley closed the public hearing at 7:07 PM. With no further comments or questions from Council, the item will appear on the August 11 agenda for second reading and adoption.

CONSENT AGENDA

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

RECOMMENDATION: Approve minutes of June 9, 2020

Motion to approve minutes as written

Motion made by: Councilman Oeltjen

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

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

Motion passed: 5-0

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

Vice Mayor Marshall stated she loves the idea of promoting this idea and is in favor.

Councilman Goings asked if the college is doing other things to promote the idea. Angela Carper, Clerk, offered to request Mott Atherholt from Clifton Forge Main Street Organization contact him to discuss her further knowledge of all that is being done to promote the college town idea.

Motion to approve request

Motion made by: Vice Mayor Marshall

Seconded by: Councilman Goings

ROLL CALL VOTE

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

Motion passed: 5-0

3. 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

MANAGER'S COMMENTS

Town Manager, Reba Mohler made the following comments:

WATER LINE REPAIR

The temporary waterline is installed. The first and second bacteriological samples have been taken.

The line will be put into service as soon as lab results are received and we have clearance to do so.

Paving will take place this week, bridge lane striping and pedestrian crosswalk thermoplastic will be installed, and site cleanup and punch list items will take place prior to reopening A-Street. Work zone/detour signage will be removed and the street will be reopened later this week.

I would like to thank the County staff for their continuous communication, monitoring, and water system management to minimize water service interruptions. Thank you to the citizens of the County, Iron Gate and Clifton Forge for their patience during the repair and I want to thank the CF staff including Public Works, Fire Dept, PD, Town Hall, Water Plant and our public information contact who helped to disseminate information. All departments collaborated to resolve this issue. I would like to apologize to anyone whose water service was interrupted. I am sorry for the inconvenience and I want to thank you for your understanding.

PARKS

Parks are open, signs have been placed at every park. Bathrooms will remain closed until further notice. Playground equipment will be disinfected once daily.

The Town encourages all users to follow CDC and local health dept guidelines.

CENSUS

Census: As of 7/6/20

CF 56.7

Virginia 66.7

National 61.9

I would like to ask all citizens to Please complete the Census. The results of the 2020 Census will help determine how hundreds of billions of dollars in federal funding flow into communities every year for the next decade. That funding shapes many different aspects of every community. For example, Census results influence highway planning and construction and funding for public schools. Census results help determine how money is allocated.

THANK YOU

I would like to thank everyone who has welcomed me to town and I appreciate the kindness shown to me by employees, CF citizens and those from the surrounding area that have taken the time to make me feel welcome and offer assistance.

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.

Diana Kling Smith of 224 Highland Street submitted the following:

July 14, 2020

Public Comment

Diana K. Smith, Highland Street, Clifton Forge

I was both hurt and offended when I read the Vice-Mayor's comment of June 13, 2020 on social media in reference to the concerns being brought before this Town Council about the management of the Clifton Forge Armory Committee. The comment by the Vice-Mayor was, and I quote, "...berating, attacking, and bullying seem to be the new normal since I have attempted to serve on Council... Forward movement is great but let's take everyone along for the ride and be civil and respectful", end quote.

Neither I, nor anyone else, who has chosen to broach the subject of the Armory Committee management, has ever been disrespectful to any member of this Council. Facts have been stated and questions have been asked. I do not think that having to bring up the same issues time and time again because they are not being addressed by Council should be classified as "berating, attacking or bullying. Isn't the saying, "if at first you don't succeed, try, try again"?

If the Clifton Forge Town Council would look into the Armory Committee debit card issue like they did when a citizen questioned the Town credit card, there would be no need to keep coming back again and again. Why was Jeff Irvine, Armory Committee President, unwilling to make available all the financial information requested, to include the debit card cash withdrawals, YET, as Jeff Irvine, Mayor he addressed the Town credit card issue immediately. Why the difference? Should one or two members of the Town Council have the sole authority to pick and choose what the public sees and does not see? I think NOT!

The Armory is a town owned building that provides a valuable venue for Alleghany County and Clifton Forge citizens.

Being accused of attacking and bullying is not only disrespectful, but a mischaracterization of citizen's concerns. All I am asking is that this Council fully address the Armory Committee issues now, not next year.

Thank you.

Gayle Hillert on behalf of the Masonic Theatre submitted the following:

Subject Great news regarding Historic Masonic Theatre

Your Message

The Historic Masonic Theatre received the best birthday present this month by being featured in Virginia Living's Best of Virginia 2020 July issue magazine in the Historic Theatre category for the Shenandoah region. The Historic Masonic Theatre is 115 years old this month.

Virginia Living's ninth annual Best of Virginia issue will hit newsstands on July 17. Best of Virginia 2020 lists the more than 1,500 winners from the magazine's Readers' Survey, conducted in January. More than 54,000 people voted in 103 categories, covering the best in Living & Recreation, Food & Drink, Shopping, and Services across the state. The Best of issue includes the following areas of Virginia: Central, Eastern, Northern, Shenandoah and Southwest. Virginia Living informed the Theatre of its honor when the COVID-19 situation was just hitting the state of Virginia, and following the state mandate, the Theatre closed its doors on March 18.

The Historic Masonic Theatre has remained closed with no revenue just as many other businesses and entertainment venues are struggling through the pandemic. Throughout the four months of going dark, a reduced staff and volunteers have rescheduled events, contacted patrons, exchanged tickets, written grants and performed much needed maintenance and repairs. Guidelines for safely reopening are being written and implemented.

In 2009, the Masonic Theatre Preservation Foundation was formed under the leadership of local residents, John Hillert and Meade Snyder with the sole purpose of restoring the historic landmark to its original condition. The Theatre was built in 1905 as a Masonic Lodge and Opera House by local Masonic Lodge 166. In the years between 1905 and 2009, many owners have managed the Theatre and it was in need of a complete restoration. Thanks to a six-year fundraising effort led by the Masonic Theatre Preservation Foundation Board and supported by the community, grants from the Alleghany Foundation, organizations, businesses, Historic Tax Credits and New Market Tax Credits, the 6.9 million dollar renovation began in April of 2015 and The Historic Masonic Theatre reopened on July 1, 2016.

"Receiving this distinction from Virginia Living magazine is a shot in the arm for our staff, our Board of Directors and our town. This honor is also a reflection of the support of our community. In the four years that the Theatre has been operating since its reopening, it has made a significant contribution to the Alleghany Highlands. We are very respectful of our Theatre's storied past and we are eager to resume the economic, educational and social impact we have made to the community through the operation of our beautiful Theatre. Thank you to the Town of Clifton Forge for your support--Council Oeltjen and Goings even volunteer at our Theatre. We are thrilled to share this terrific news with Clifton Forge Town Council."

Gayle Hillert, president of the Masonic Theatre Preservation Foundation.

Charles Kahle of Crestwood Ave submitted the following:

Subject Public comments July 14, 2020 Town Council Meeting

Your Message

Residents of Clifton Forge are aggravated with the Armory Committee leadership and remain frustrated with the failure of our Town Council to take action on the agreement with the committee.

Not only do the people of Clifton Forge own the Armory building, but as town taxpayers have contributed over \$155,000 to the Armory's operation from 2012 through 2020.

Now look at the Armory Committee's money: a review of sketchy records provided show over time they've had balances in the tens of thousands, as high as \$30,000!

The Armory Committee leadership has not seen fit to use this money to make the armory restrooms handicap accessible. Zero of this excess money has gone back to the town to provide bonuses to Town

employees.

Instead, the Armory Committee leadership and the Re-Elect Jeff Irvine Campaign contributed money to sponsor fireworks a couple of weekends ago on July 4th.

A review of the sketchy records raises serious concerns about the mismanagement of a publicly owned facility. The public also has concerns about possible legal and ethical activities.

Since the Armory building is publicly owned, a legitimate audit needs to take place sooner than later. The State Code of Virginia requires that towns, cities and counties follow strict standards when having their books audited, including oversight by a Certified Public Accountant (CPA). How many more months must we wait on the Armory Committee's promised audit? Will it be overseen and certified by a CPA?

Clifton Forge Town Council should direct Robinson, Farmer, Cox Associates, the firm that does work for Clifton Forge, Alleghany County and Covington to perform a thorough audit of the Clifton Forge Armory Committee now- not a year from now. If the Clifton Forge Armory Committee leadership refuses to comply with the audit, our Town Council should terminate the agreement at once.

If legal and ethical wrongdoing has occurred it is important the Town Council be part of the solution and not the problem. This requires immediate action by the council, minus two Council members Bob Umstead and Jeff Irvine, who also serve on the Armory Committee

COUNCIL COMMENTS

Councilman Umstead stated that he feels a work session should be scheduled soon and that he was surprised to hear about the donation complaints as the Armory Committee had agreed to donate \$200 to the M3 Minutemen for the fireworks and another \$200 to the Food Pantry. Mr. Umstead warned those who have past due utility bills that have built up over the course of the pandemic to try to pay on them as the total will be due when the emergency declaration is over or services will be terminated.

Councilman Oeltjen stated that he is glad to hear about the temporary water line. He mentioned the COVID-19 pandemic and that it doesn't seem it will be going away any time soon and that it is important for people to continue to wear masks as has been stated and wash hands regularly and that we will all have to work together to move forward. He also shared his idea of Look, Imagine, and Plan and encouraged everyone to boost spirits and do more to promote positive thoughts. He thanked everyone for participating in the meeting.

Councilman Goings mentioned an article that he viewed on Roy Wright's newsletter regarding Green Pastures and a donation from the state. He encouraged everyone to contact their state legislators to encourage the monies to stay with that project. Councilman Goings mentioned the Masonic Amphitheatre and the free movies being offered on Thursdays, Saturday and Sundays. He asked the Town Attorney Jared Jenkins about an email he had sent him inquiring about the employees of the Armory Committee being statutory employees. Mr. Jenkins replied that the employees of the Armory Committee are not employees of the Town. Councilman Goings then asked Mr. Jenkins if the employees are paid and inquired as to how and Mr. Jenkins stated he does not have that information. Councilman Goings stated that as part of the Town's agreement with the Armory Committee they are required to obey all State and Federal regulations and that should include withholdings for employees to properly report taxes, etc. and stated that the Town Council needs to look into all aspects of that and the agreement. He stated that it is his understanding the ATM withdrawals by the Committee members have been stopped now. Lastly, he asked the Town Manager if she had received contact from Garlynda's Dance Studio to inquire about holding their dance recital to which Mrs. Mohler advised she had and had spoken to the Chief of Police and that there should be no problem with it as it has been presented.

Vice Mayor Marshall welcomed the new Town Manager and thanked the Mayor and Town's people for their work on the fireworks. She provided her apologies and commended all who continue to work through the pandemic, including the Town's staff. She stated she wished to congratulate Wyatt Butler who was recognized by the Library for reading 1000 books before Kindergarten and wished the Masonic Theatre a Happy Birthday! She mentioned that the old 7-11 building will be opening soon as a

Deli and Convenience Store and congratulated Roy and Ann Wright on the 600 issue of their Heirlooms Gazette. Vice Mayor Marshall also commented on the increasing number of virus cases in our area and encouraged all to stay safe. Lastly, she apologized to Diana Smith, stating it wasn't her intent to hurt anyone and encouraged her to contact her directly.

Mayor Irvine thanked everyone for calling in. He thanked the M-3 Minutemen for the fireworks, William & Holly Nicely, Ray Keen, and others for their participation in the recent 4th of July fireworks event. He thanked Ricky Bourne, Public Works Director, for the communications in keeping everyone updated on the ongoing water project. He congratulated the Theatre as well. Mr. Irvine stated that the Armory Committee has turned over all documents to the Town and has no more at this time. He polled both the Town Attorney and Town Clerk with questions regarding documents and stated that some procedures are being redone, and that they are financial procedures, but would not comment further at this time. He stated that the mention of him donating to the Fireworks from his campaign was a personal donation of his time only and nothing financial. He welcomed the new Town Manager. Lastly, he thanked the Town Manager for joining him in showing the old high school to an interested party and stated that he hopes an agreement can be made for it to be taken off the Town's hands.

Motion to Adjourn

Time: 7:42 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

**RESOLUTION OF GOVERNING BODY OF
The Town of Clifton Forge**



The Governing Body of the Town of Clifton Forge, consisting of five members, in a duly called meeting held on the Eleventh day of August, 2020, at which a quorum was present and confirmed via teleconference roll call, **RESOLVED** as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the development of a grant to serve the community, the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the Town Manager of Clifton Forge be authorized to execute on behalf of Town the above-referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Board.

Clifton Forge

By: _____
Reba Mohle, Town Manager

Attest: _____
[SIGNATURE AND TITLE]

CERTIFICATION

I hereby certify that the above Resolution was duly adopted by the Governing Body of the Town of Clifton Forge in a duly assembled meeting on the 11th day of August, 2020.

Secretary/Clerk

Town of Clifton Forge

Non-Discrimination Policy

The Town of Clifton Forge or any employee thereof will not discriminate in employment, housing or accommodations because of race, color, religion, national origin, sex or gender, age, familial status, source of income, veteran status, disability, sexual orientation or gender identity. Administrative and personnel officials will take affirmative action to insure that this policy shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training.

Duly adopted at the regular meeting of the Clifton Forge Town Council on August 11, 2020.

Mayor Jeffrey Irvine



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

(revised July 17, 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: 3.13%

TAX STATUS: Taxable

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: September 1, 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.

REPORTING

REQUIREMENTS:

Lender will require financial statements to be delivered within 270 days after the conclusion of each fiscal year-end throughout the term of the financing.

Should we become the successful proposer, we have attached the form of a resolution that your governing board can use to award the financing to Lender. If your board adopts this resolution, then Lender shall not require any further board action prior to closing the transaction.

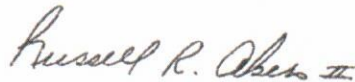
Lender shall have the right to cancel this offer by notifying the Borrower of its election to do so (whether this offer has previously been accepted by the Borrower) if at any time prior to the closing there is a material adverse change in the Borrower's financial condition, if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the Borrower or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to Lender.

Costs of counsel for the Borrower and any other costs will be the responsibility of the Borrower.

The stated interest rate assumes that the Borrower expects to borrow the funds taxably.

We appreciate the opportunity to offer this financing proposal. Please call me at (304) 543-0823 with your questions and comments. We look forward to hearing from you.

Sincerely,
Russell R. Akers, II
Vice President



Truist Bank

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 July 17, 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 3.13%, 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 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.

5. 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

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 \$620.00 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 \$ 620.00 appropriated to the following revenue and expenditure line items.

Police Department Donated Funds

Revenue	3 100 19020 0099 Misc	\$ 620.00
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Expenditure	4 100 33100 6014 Other	\$ 620.00
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This resolution shall be in effect on and after its adoption.

First Reading: August 11, 2020

Second Reading: September 8, 2020

Virginia Unites! Let's Shine On!

...because cancer never sleeps

*Join neighbors, family and friends
on Sunday, September 20 at 7:30 p.m.*

Cancer hasn't stopped and neither have we.

Cancer is relentless. It doesn't stop for anything. It certainly doesn't stop for a global pandemic.

COVID-19 has changed the way we Relay. But with **everyone's** support, we can make sure the fight to end cancer doesn't stop.

We need your help to continue to fund our mission of saving lives from cancer. Please join your neighbors, friends and family to show our support to everyone who has faced a cancer diagnosis. On September 20 we will light luminaria in our communities/neighborhoods across the state to remember and to honor the people in our lives who have faced cancer. **Help us fundraise today so we can all keep hope alive!**

Let's challenge each other to see which event will have the most luminarias lining the streets!

\$10 per Luminaria – In Memory of or In Honor of Someone Who Has/Has Had Cancer

Donate Canned Food for the Bags, All Food will be donated at the end of the event to the food pantry in that town

Location: 500 block of Church Street, Clifton Forge **OR** Main Street, Covington

Time: 7:00 pm. Event begins at 7, luminarias will be lit 7:30pm – 8:30pm

- American Cancer Society has now funded 48 Nobel Prize Winners in their research for a cure/treatment of cancer
- Change Grants have contributed to more than 915,000 low or no cost screening exams
- There have been over 543,000 nights of free lodging
- In addition to leading and funding childhood cancer research, the American Cancer Society supports the families of children who have cancer with education, support services, and advocacy
- Check out [give.org](https://www.give.org) for financial information on Charities. You will see the American Cancer Society spends less than 5% of donations on administrative costs

Let's Shine On!

Thank You to Our Local Sponsors:



Gerald E. Franson
Insurance Agency

Clifton Forge Public Library

Director's Report

June 2020

Due to a lifting of restrictions by the Governor and local authorities, the library was able to give limited access to the public during the month of June. Library staff remained available from 8:30 AM to 5:00 PM Monday through Friday to assist patrons by phone and to provide curbside service. As of June 10, the Library allowed patrons limited access by scheduled appointment from 10:00 to 3:00 PM Monday through Friday. Patrons were able to use three of the computers and to check out books and DVD's. Patrons were also able to have copies, faxes, and scans done in person. All meetings and events remained cancelled. The Library director and staff remained busy even with the limited public access to the building. The special curbside service that allowed patrons to check out materials while maintaining safety protocols for staff and patrons remained a popular choice with 63 patrons taking advantage of the service. Patrons continued returning materials in the drop box. Returned 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 Director continued working

on a new 5 year strategic plan as well as completing Library of Virginia paperwork to secure state funding for the library.

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	\$0.00	\$0.00	\$2,570.00
	Book Sales	\$20.00	\$0.00	\$20.00	\$0.00	\$0.00	\$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	\$35.00	\$50.00	\$1,401.50
	Fines	\$160.80	\$132.10	\$146.57	\$135.00	\$192.00	\$173.00	\$149.40	\$98.65	\$11.00	\$16.00	\$10.30	\$1,424.02
	Replace book	\$15.55	\$0.00	\$5.25	\$18.00	\$20.00	\$0.00	\$23.00	\$50.90	\$0.00	\$0.00	\$0.00	\$132.70
	Replace car	\$2.00	\$16.00	\$22.00	\$4.00	\$8.00	\$8.00	\$14.00	\$6.00	\$2.00	\$0.00	\$2.00	\$94.00
	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	\$97.50	\$104.25	\$92.00	\$94.30	\$93.00	\$45.50	\$7.00	\$12.00	\$13.00	\$845.55
	Total	\$446.85	\$448.60	\$941.32	\$423.25	\$472.00	\$1,330.30	\$1,619.90	\$292.05	\$45.00	\$63.00	\$75.30	\$6,592.77
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	\$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	\$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	\$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	\$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	\$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	454	1427
CF Juvenile	338	281	254	213	217	146	167	207	91	15	17	33	1979
Allegh. Adul	950	999	968	970	790	884	845	943	442	173	175	292	8431
Allegh. Juv.	72	78	85	96	70	48	40	25	12	7	5	1	539
NR Adult	73	91	101	120	58	51	56	77	56	6	3	14	706
NR Juvenile	3	15	13	11	15	33	36	53	8	4	1	1	193
# ITEMS OUT	2863	2890	2859	2870	2438	2537	2492	2435	1453	635	606	795	24873
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. Adul	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	64	1754
CF Juvenile	41	37	34	25	24	23	21	24	21	5	5	4	264
Allegh. Adul	104	117	102	119	110	102	88	98	66	20	23	31	980
Allegh. Juv	9	16	7	9	8	12	11	9	4	2	3	1	91
NR Adult	18	25	24	12	17	26	15	16	12	2	1	3	171
NR Juvenil	1	3	2	3	3	5	5	2	2	1	1	1	29
Total Patro	355	376	351	346	317	362	343	319	235	85	83	104	3276
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. Adul	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	104	3276
New Regist	15	26	16	21	13	12	19	16	12	0	1	2	153
Transaction	5127	5149	5115	5026	4650	4201	4562	4453	3071	1378	1295	1534	45561
WIFI	61	57	50	51	53	58	63	73	35	25	37	52	615
W/drawn b	6	9	18	26	12	41	38	12	27	3	345	950	1487
PAC Login	47	57	50	41	46	38	48	30	48	18	12	11	446
W/D Patron	20	18	5	19	2	5	4	2	1	0	0	0	76
Computer	427	409	401	393	401	367	411	385	174	0	0	26	3394
E-book Cir	161	158	163	153	158	160	163	165	117	161	170	181	1910
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
Transaction	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 Patron	6	2	5	2	4	2	6	6	9	5	13	7	67
Computer	531	560	534	505	502	487	523	450	464	403	394	385	5738
E-book Cir	148	141	142	183	165	151	171	148	178	190	129	163	1909

NEW TITLES ADDED

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	28	1889
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	0	1859
FY 2019	232	190	157	233	219	204	136	176	296	335	222	340	2740

Code Enforcement Monthly Report- July, 2020

- Twelve grass letters sent out
- One sewer leak letter
- Four inoperable cars (no tags)
- One nuisance birds letter
- Four outdoor storage letters
- Two trash, and trash can letters
- One possible pool violation (that pre read false)
- One letter for tall hedges being a sight issue

Submitted by John Zeek, Code Enforcement Officer

Public Works
Monthly Report
July 2020

July has been a very busy month! A lot of water issues going on!

As I am sure everyone knows we found out we had a major water break that just happened to be in the river, feeding the residents of the Verge Streets area. After a couple of different scenarios, we decided on placing a temporary line across the A Street bridge. Everyone has water now and happy.

We responded to several sewer backups.

We also had a major break on Jefferson Ave. we repaired the line, and all is back to normal.

The flowers have been watered daily. Bulk and brush pickup are still heavy weekly.

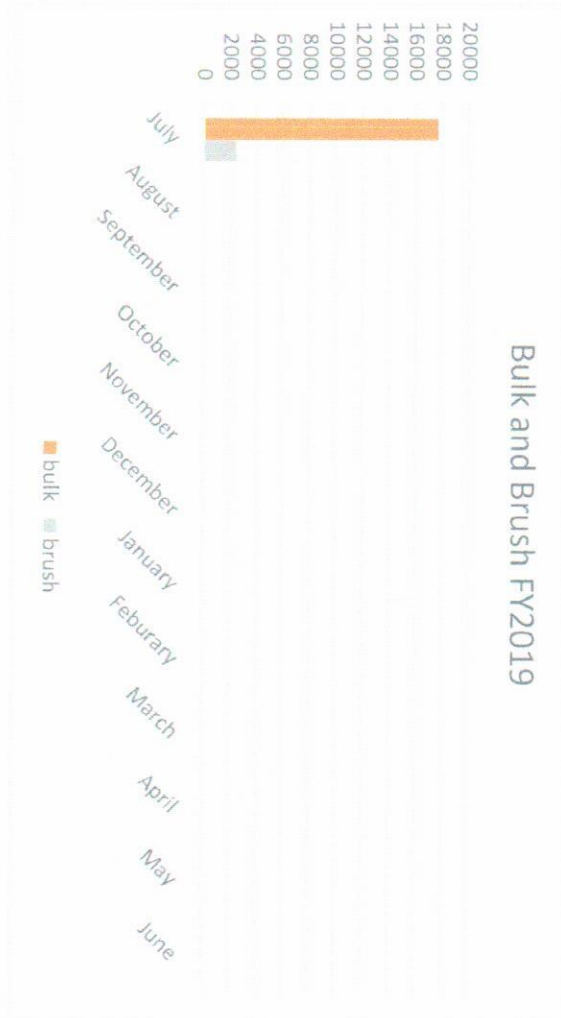
1 Burial for the month of July.

MONTHLY REPORT
Jul-20

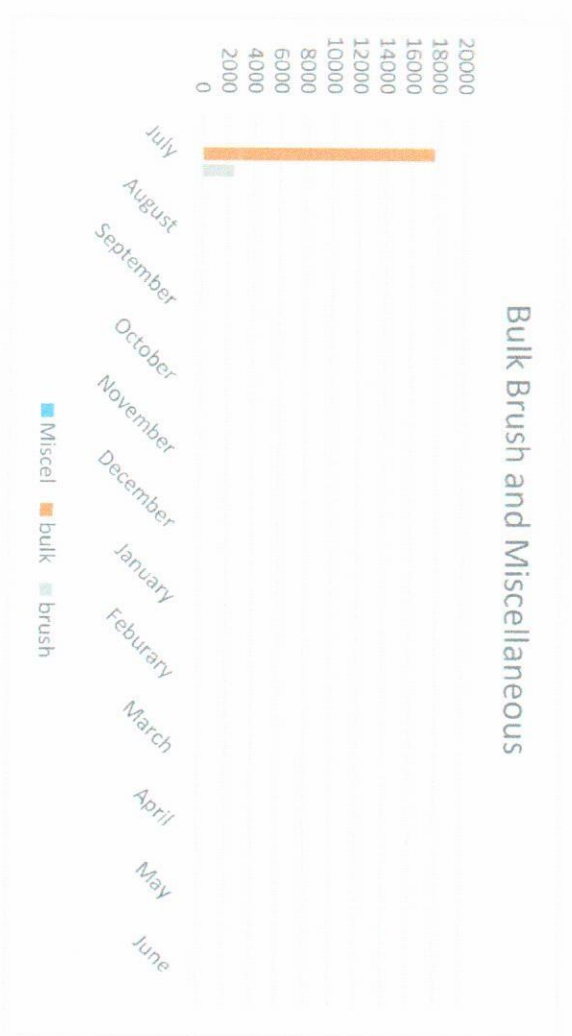
DEPARTMENT	WEEK	OT HOURS	MEN	COMMENTS
CEMETERY	7/1/2020	0	0	
	7/6/2020	0	0	
	7/13/2020	0	0	
	7/20/2020	0.5	0.5	dig grave (1 man @ .5hrs)
	7/27/2020	0	0	
	Total	0.5	0.5	
SEWER I & I	7/1/2020	0	0	
	7/6/2020	0	0	
	7/13/2020	0	0	
	7/20/2020	3	3	Sewer backup 617 Church (2men@2hrs) Mark Ms Utility Emerg.(1 man@ 1hr)
	7/27/2020	0	0	
	Total	3	3	
WATER	7/1/2020	15	1	Water project A street(1 man@15hrs)
	7/6/2020	9.5	4	Water project A street(4 man@9.5hrs)
	7/13/2020	11.5	6	water project a streets(5men@9.5hrs) Water leak Jefferson (1man@2hrs)
	7/20/2020	10	9	617 Church meter issue (1man@2hrs) Jefferson water leak(3men@2hr)
	7/27/2020	0.5	2	Jefferson water (4men@5hrs) Miss Utility Emerg. (1man@1hr)
	Total	46.5	22	Hand held meter reads (2men@.5hr)
BLDGS/GRDS	7/1/2020	0	0	
	7/6/2020	0	0	
	7/13/2020	0	0	
	7/20/2020	0	0	
	7/27/2020	0	0	
	Total	0	0	
STREETS	7/1/2020	11.5	2	water flowers(12 men @11.5hrs)
	7/6/2020	22.5	6	tree in road county road (2men@ 3Hrs)water flower(4men@22.5hrs)
	7/13/2020	2	2	Water flowers(2men@2hrs)
	7/20/2020	5	3	Tree down Souix Ave(1man@2hrs) water flowers (2men @ 3hrs)
	7/27/2020	2.5	2	check complaint @ 632 Cimmercial (1man@.5hrs)
	Total	43.5	0	Gov Deals after hours pickup(! man@2hrs)
Grand Total	93.5	25.5		

Total of OT hours for the month

Bulk and Brush FY2019



	July	August	September	October	November	December	January	February	March	April	May	June
Miscel	0	0										
bulk	17680											
brush	2480											



Clifton Forge WTP
Monthly Operations Report
8/4/2020
Bobby Irvine, Plant Manager

Last month I reported that the dam improvements were ahead of schedule and could be completed by December. I stand corrected, one of the project's supervisor's recently said if no major problems are encountered things could be wrapped up as early as late October.

Also last month I mentioned the significant water break which was affecting the folks in the Verge St. area. That leak which turned out to be under water in the river has been repaired. On a scale of 1 to 10 this was a 10 in difficulty to repair so my hats off to public works director Ricky Bourne and his crew. Unbelievably the day after these repairs were made another significant break was discovered on Jefferson Avenue.

Although not quite as difficult to repair as the Verge St. break this one was far from easy due to its location and the lack of a valve to block flow while repairs were being made. Again, hats off to public works for their efforts under less than ideal circumstances. Few people realize how difficult these repairs can be particularly during the cold weather months. We are blessed to have these guys to keep our water flowing.

Per DEQ we have began warm weather testing for nitrogen and phosphorus although in the prior 7 years of testing all the results have been undetectable. Finally, all regulatory testing yielded satisfactory results and no consumer complaints were logged over the last 30 days.

Allegheny County, Virginia

Legend

- Parcel Boundaries
- WVS_Centerlines (12,000)
- WVS_Centerlines (12,000)
- Interstate
- US Highway
- VA Primary
- WVS_Centerlines Back (12,000)
- WVS_Centerlines Back (12,000)
- Interstate
- US Highway
- VA Primary
- Others



OFFERED
PARCEL
WITH SUBDIVISION

Alley
Portions
involved

Map printed from Allegheny
<https://parcelviewer.geodecisions.com/Allegheny/>

Feet



Title:

Date: 8/7/2020

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Allegheny County is not responsible for its accuracy or how current it may be.