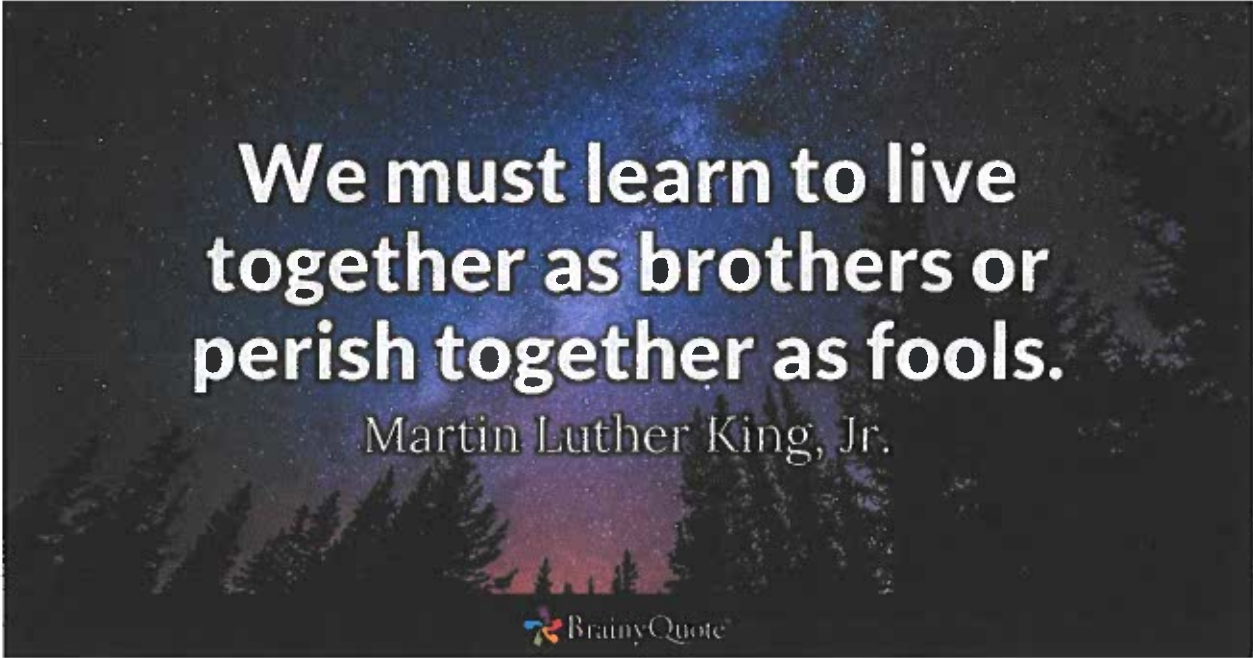


# **TOWN COUNCIL AGENDA**

**Tuesday, January 12, 2021**

**7:00 PM**

**Via Teleconference**



**We must learn to live  
together as brothers or  
perish together as fools.**

Martin Luther King, Jr.

 BrainyQuote



## TOWN OF CLIFTON FORGE

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

### **COUNCIL AGENDA TOWN OF CLIFTON FORGE, VIRGINIA 7:00 P.M. TUESDAY, January 12, 2021 Via Teleconference Following Instructions Below\*\***

\*Anyone wishing to join the teleconference should do so by dialing 863-3083 and entering the conference code 114870 followed by # when prompted.

You will 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. Any comments received by mail or email will also be addressed during the meeting.

Council will be allowing verbal public comments during the teleconference meetings. Individuals wishing to make verbal public comments will need to notify the Town Manager before 5pm on the day of the meeting. You will be requested to provide your name and telephone number, so you can be identified as the person intending to speak when notified.

You can still provide written questions and comments. 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:

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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 Town Attorney 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.***

**ORGANIZATIONAL MEETING-**

- A. NOMINATION(S) AND ELECTION OF MAYOR
- B. NOMINATION(S) AND ELECTION OF VICE MAYOR

**CONSENT AGENDA**

- 1. MINUTES                      Council Meeting November 10, 2020 and  
December 8, 2020**

**RECOMMENDATION:** Approve minutes of November 10, 2020  
and December 8, 2020

**ACTION ITEMS**

- 2. DEPARTMENT REPORTS**

- Code Enforcement
- Police Department
- Public Works Department
- Library
- Finance

**RECOMMENDATION:** Accept reports as written

- 3. Surplus Fire Vehicle and Surplus Public Works Equipment**

The Town has a Crown Victoria from the Fire Department and a backhoe bucket that may be declared surplus.

**RECOMMENDATION:** Declare Crown Victoria and Backhoe Bucket as surplus

- 4. Approve Appropriation Resolution to Fiscal Year 2020-2021 budget for CARES Act funding.**

**RECOMMENDATION:** Approve resolution

- 5. David Oeltjen - resolution  
Carl Wolfe, Jr. - welcome**

**RECOMMENDATION:** Commend for council service  
Welcome to council seat

- 6. Appointment to Alleghany Highlands Chamber Board**

**RECOMMENDATION:** Must appoint a Council Member  
for the vacancy

- 7. Approve Resolution ratifying and confirming actions regarding the issuance of bonds for the Dam Rehabilitation Project**

**RECOMMENDATION:** To approve the resolution

**INFORMATION**

Update on Roanoke Valley Alleghany Regional Commission.

Bobby Irvine – retirement

Promotions at Water Plant

Recycling

**MANAGER'S COMMENTS**

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

**COUNCIL COMMENTS**

**CLOSED SESSION FOR PERSONNEL BASED UPON CODE SECTION 22-3711 A:1 AND LEGAL BASED UPON CODE SECTION 22-3711 A:8**



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**COUNCIL MINUTES  
TOWN OF CLIFTON FORGE, VIRGINIA  
7:00 P.M. TUESDAY, NOVEMBER 10, 2020  
Via Teleconference Following Instructions Below\*\***

\*Anyone wishing to join the teleconference should do so by dialing 863-3083 and entering the conference code 114870 followed by # when prompted.

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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.

Mayor Irvine called for a motion to amend the agenda to add to the Closed Session Section 2.2-3711: A8 Consultation with legal counsel and to state there would be two required votes from Council once returning to open session after the Closed Session, which would include approval of the resignation of the Town Manager and approval of a new Town Manager contract.

**Motion to amend agenda as requested**

**Motion made by:** Councilman Goings

**Seconded by:** Councilman Umstead

**ROLL CALL VOTE**

<b>Mayor Irvine</b>	<b>Aye</b>
<b>Vice Mayor Marshall</b>	<b>Aye</b>
<b>Councilman Umstead</b>	<b>Aye</b>
<b>Councilman Oeltjen</b>	<b>No</b>
<b>Councilman Goings</b>	<b>Aye</b>

**Total: 4-1**

**PUBLIC HEARING**

**Public Hearing to consider and ordinance to vacate and sell portions of public right-of-way to David Hipes or the sum of \$500.**

**RECOMMENDATION:** Proceed to second reading

Angela Carper, Clerk, read the ordinance and Mayor Irvine opened the public hearing at 7:06 PM. Councilman Umstead asked if this proposal had already been discussed to which Ms. Carper explained that Council had discussed Mr. Hipes offer and agreed to accept a counter offer for the amount listed in the public hearing information.

With no further questions or comments, the Ordinance will appear for second reading and adoption at the December 8, 2020 meeting.

**CONSENT AGENDA**

**1. MINUTES**

**Work Session August 25, 2020  
Council Meeting September 8, 2020  
Work Session September 22, 2020**

**RECOMMENDATION:** Approve minutes of August 25, September 8 & 22, 2020

**Motion to approve minutes**

**Motion made by:** Councilman Oeltjen

**Seconded by:** Councilman Umstead

**ROLL CALL VOTE**

<b>Mayor Irvine</b>	<b>Aye</b>
<b>Vice Mayor Marshall</b>	<b>Aye</b>
<b>Councilman Umstead</b>	<b>Aye</b>
<b>Councilman Oeltjen</b>	<b>Aye</b>
<b>Councilman Goings</b>	<b>Aye</b>

**Total: 5-1**

**ACTION ITEMS**

**2. DEPARTMENT REPORTS**

Public Library  
Police Department  
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 Goings

**Seconded by:** Councilman Oeltjen



## **ROLL CALL VOTE**

<b>Mayor Irvine</b>	<b>Aye</b>
<b>Vice Mayor Marshall</b>	<b>Aye</b>
<b>Councilman Umstead</b>	<b>Aye</b>
<b>Councilman Oeltjen</b>	<b>Aye</b>
<b>Councilman Goings</b>	<b>Aye</b>

**Total: 5-1**

### **3. REQUEST FROM CLIFTON FORGE MAIN STREET TO HOLD A “REVERSE” CHRISTMAS PARADE DUE TO THE COVID-19 PANDEMIC AND IN AN ABUNDANCE OF SAFETY AND FOR ASSOCIATED STREET CLOSURES**

Clifton Forge Main Street would like permission to hold a reverse Christmas Parade on December 4, 2020 from 6-8 PM from the 400 block of E. Ridgeway to the Clifton Forge Fire Station on D Street. The participants will be assigned locations for set up and will remain in that location for the duration of the parade. Handing out candy this year will not be permitted due to the risks of COVID-19, but they hope to have Santa at the end of the route at Town Hall. All spectators will remain in their vehicles and drive along the parade route to view the various participants. They respectfully request that Ridgeway Street and Main be allowed to become a one-way street going East beginning at 3 PM that day and that Commercial Street be closed between Ace Hardware and Sona Bank. Entries in this year’s parade will not be judged and no trophies will be given out. They, as in previous years, will work closely with the Police and Public Works Departments to provide a well-organized and safe event for the community. Since this is the first time doing an event of this nature, some of the plans may need to be altered as more discussions with those departments take place and should the need arise. The theme for this year’s parade is Love, Joy, and Unity.

#### **RECOMMENDATION: Grant request**

Councilman Goings stated that the group needed to try something different in order to offer the event to the public and at least this would be something positive.

Councilman Umstead asked what would happen if things got worse between now and the time of the parade to which Ms. Carper, Clerk, explained that the group is playing it by ear and will have to abide by all the Governor’s orders as they are put into force so that is why their request states that changes may be necessary as more information

is received. Councilman Umstead thanked Ms. Carper and stated it was a good explanation.

**Motion to grant request**

**Motion made by:** Councilman Goings

**Seconded by:** Councilman Oeltjen

**ROLL CALL VOTE**

<b>Mayor Irvine</b>	<b>Aye</b>
<b>Vice Mayor Marshall</b>	<b>Aye</b>
<b>Councilman Umstead</b>	<b>Aye</b>
<b>Councilman Oeltjen</b>	<b>Aye</b>
<b>Councilman Goings</b>	<b>Aye</b>

**Total: 5-0**

**INFORMATION**

Town offices will be closed on Tuesday, November 11, 2020 for the Veteran’s Day holiday. We would like to thank all veterans and service members for their service!

**MANAGER’S COMMENTS**

Mrs. Mohler mentioned the ongoing surveys being sent to residents in the vicinity of the pending across the river water project and stated that several have been returned completed and the Town is in hopes of using the information on the surveys to help to acquire grant funding for the project.

Mrs. Mohler mentioned the mini-series based on the book “Dopesick” that will be filmed in part in Clifton Forge, beginning January or February.

Lastly, Mrs. Mohler thanked Council and the citizens for giving her a chance and allowing her the opportunity to meet and work with some very nice people.

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

There was one letter received for public comment. The letter is from Ingrid Barber and is as follows:

Good Evening, Mayor Irvine and Town Council members,

As a member of the Alleghany Highlands Commission on Racial Equity, I'd like to provide you with updates on the Commission's work in support of all citizens of the Highlands.

The mission of the Commission on Racial Equity is to work collaboratively in order to advance equity and equality with internal and external stakeholders to ensure that racial justice and inclusion exist in local government, policing, education, services, policies and procedures in Alleghany County, the City of Covington, and in the Towns of Clifton Forge and Iron Gate.

Here is some of the good news supported by the Commission:

1. Green Pastures Park restoration has been re-included in the revised State budget, in both the House and Senate versions. Within the next two weeks, according to the Department of Conservation and Recreation head Clyde Cristman, it's expected the budget will be signed by Governor Northam, and by Memorial Day, 2021, Green Pastures ribbon-cutting will be held.
2. Booker T. Washington Park in Clifton Forge is slated for improvements, with a \$30,000 fundraising effort underway, nearly 1/3 of that already in hand.
3. The Historic Wrightsville Community is moving forward with a \$1.4 million grant to rehab infrastructure, roads, and housing. The project was featured on Channel 10 on Tuesday, October 13th.
4. Iron Gate's old school house is moving forward with possible renovations.
5. The Alleghany County Sheriff's Office has promoted a person of color to the rank of sergeant, Mr. George Jefferson.
6. Covington has banned the box on applications (no longer asking for gender, race, or criminal background).
7. Alleghany County has added the following language to its website: "Alleghany

County is committed to creating a community where social justice is applied equally to all. Alleghany County is an Equal Opportunity Provider and Employer.”

8. Similar language will be worked on for addition to the Towns of Clifton Forge and Iron Gate.

9. Sheriff Kevin Hall will contact Delegate Austin and Senator Deeds to lobby for state-mandated bias/cultural diversity training for elected officials. The Commission will follow up with a formal recommendation via letter. We will also reach out to VaCO to seek guidance on training for local elected and appointed officials.

10. The Covington Police Department will go door-to-door to reach out to the community.

11. Police Chief Chad Wickline will meet in November with local pastors to determine ways to include congregation members in forward-moving initiatives.

12. A Social Media Committee has created Facebook, Instagram, and Twitter pages, and has sent out a Google Form to Commission members in order to determine concerns.

The Commission on Racial Equity is committed to building relationships and enabling community conversations around issues and concerns. We invite each of you to attend any and all future meetings.

Thank you for your support.  
Ingrid Barber

### **COUNCIL COMMENTS**

Councilman Umstead thanked Reba for her service and stated he would like to apologize on his behalf for anything he has said or done to contribute to her leaving. He stated that as usual, the people working for the Town are doing an outstanding job and wished everyone to stay well and safe.

Councilman Oeltjen stated he wished to read into record the email sent by Mrs. Mohler to he and Councilman Goings which included her letter of resignation. The email and letter are as follows:

**From:** Rebecca Mohler <[rmohler@cliftonforgeva.gov](mailto:rmohler@cliftonforgeva.gov)>

**Sent:** Wednesday, November 4, 2020 5:00:52 PM

**To:** Ronald Goings <[rgoings@cliftonforgeva.gov](mailto:rgoings@cliftonforgeva.gov)>; David Oeltjen <[DOeltjen@cliftonforgeva.gov](mailto:DOeltjen@cliftonforgeva.gov)>

**Subject:** Reba Mohler

I have attached my resignation letter. I appreciate that you have entrusted me with such a great responsibility and I truly intended to stay in Clifton Forge, however, the divisiveness that exists makes it difficult to live and work in this community.

I was informed within three days of my employment and often since that time, that should the election go a certain way, my employment would be terminated immediately with no consideration of my qualifications, my performance, or the tremendous financial devastation which would be suffered by my family as a result of my detrimental reliance on the contractual negotiations having been in good faith.

My husband and I have a close family unit and my income is critical to assisting our sons with the expenses related to their education. I do not feel it is prudent to continue to risk their futures on political posturing of which I have no control. It was not fair to me or to my family to be used as pawns in an election. Therefore, the responsible thing for me to do was to seek stable employment that had no reliance on political whims.

Reba Mohler

The attached letter reads as follows:

Dear Council,

Please be advised that I wish to execute Section 10 C of the Town Manager of Clifton Forge Employment Agreement. I am giving written notice thirty days prior to the effective date of my resignation. I am hereby requesting waiver of any and all of the notice requirement. Should you desire to waive the notice, my last day of employment with the Town of Clifton Forge shall be November 15, 2020.

There are some truly fine people who live and work in the area. I have appreciated the opportunity to get to know these individuals. I am thankful for the support you have given to me and wish God's blessings on Clifton Forge.

Sincerely,  
Reba Mohler

Mr. Oeltjen stated that he had asked Mrs. Mohler who had said the things about the election and she had stated that it was Mayor Irvine and Councilman Umstead. He stated that he had asked her if anyone internal to the Town had said or done anything to upset her and she stated no and then added that there was also an issue with social media accounts which again referred to Mr. Irvine.

Councilman Goings lamented the fact that the Council would have to accept the resignation of Rema Mohler. He stated he thought poor communication and miscommunication on multiple fronts led to her departure. He stated that the debate of “townies” versus “newbies” has been recirculated recently. Clifton Forge natives and citizens who have elected to relocate to our Town have got to start working together or the Town may not survive.

Vice Mayor Marshall thanked Councilman Goings and stated she is in full agreement and is very sorry for the situation and that she had done all she could to support Reba during her time here. She stated that she wished she would have come to visit more. Vice Mayor Marshall stated she wished to express her condolences to Mr. Roy and Mrs. Anne Wright on the loss of their son. She thanked both the Chamber and the Masonic Theatre for hosting the Candidate’s forum and welcomed Mr. Wolfe to the Council. She thanked Mr. Oeltjen for his years of service and the poll workers who worked the recent election. She thanked the Main Street Organization for the parade idea and stated that it is very creative and she hopes it can bring joy to the area during this very difficult time. She stated she hopes the Town can move forward together. She wished everyone a Happy Thanksgiving and stated that she has a very heavy heart and is really concerned over the direction of the Town and hopes everyone can pull together to return it to being Scenic, Busy, and Friendly!

Mayor Irvine thanked everyone for listening and congratulated Mr. Wolfe on his election win for the Council seat. He thanked Reba for her time and stated that he had been a supporter of her when she was hired, wanting to give her a 3-4 year contract but it hadn’t been up to only him. He said he tried to talk her out of it. He wished everyone a Happy Thanksgiving.

**CLOSED SESSION PURSUANT TO SECTION 2.2-3711 A:1 Personnel—  
Discussion of Town Manager Contract and Request for Waiver and A:8  
Consultation with legal counsel**

**Motion made by:** Councilman Umstead

**Seconded by:** Councilman Goings

**ROLL CALL VOTE**

<b>Mayor Irvine</b>	<b>Aye</b>
<b>Vice Mayor Marshall</b>	<b>Aye</b>
<b>Councilman Umstead</b>	<b>Aye</b>
<b>Councilman Oeltjen</b>	<b>Aye</b>
<b>Councilman Goings</b>	<b>Aye</b>

**Total: 5-0**

**OPEN SESSION**

Councilman Umstead moved to certify that the only topics discussed during the closed session was the Town Manager contract and request for waiver, and consultation with legal counsel.

**Motion to certify closed session**

**Motion made by:** Councilman Umstead

**Seconded by:** Councilman Goings

**ROLL CALL VOTE**

<b>Mayor Irvine</b>	<b>Aye</b>
<b>Vice Mayor Marshall</b>	<b>Aye</b>
<b>Councilman Umstead</b>	<b>Aye</b>
<b>Councilman Oeltjen</b>	<b>Aye</b>
<b>Councilman Goings</b>	<b>Aye</b>

**Total: 5-0**

Vice Mayor Marshall moved to accept Ms. Mohler's resignation and grant her request for a waiver of the 30-day notice requirement in her contract.

**Motion to accept resignation and waiver**

**Motion made by:** Vice Mayor Marshall

**Seconded by:** Councilman Goings

**ROLL CALL VOTE**

<b>Mayor Irvine</b>	<b>Aye</b>
<b>Vice Mayor Marshall</b>	<b>Aye</b>
<b>Councilman Umstead</b>	<b>Aye</b>
<b>Councilman Oeltjen</b>	<b>Aye</b>
<b>Councilman Goings</b>	<b>Aye</b>

**Total:** 5-0

Councilman Goings moved to approach the Virginia Municipal League and request the names of candidates to be appointed Interim Town Manager.

**Motion to request Interim Town Manager candidates**

**Motion made by:** Councilman Goings

**Seconded by:** Councilman Oeltjen

**ROLL CALL VOTE**

<b>Mayor Irvine</b>	<b>No</b>
<b>Vice Mayor Marshall</b>	<b>No</b>
<b>Councilman Umstead</b>	<b>No</b>
<b>Councilman Oeltjen</b>	<b>Aye</b>
<b>Councilman Goings</b>	<b>Aye</b>

**Total:** 2-3

Councilman Umstead moved to extend an offer of employment as Town Manager to Charles W. Unroe.

**Motion to hire Town Manager**

**Motion made by:** Councilman Umstead



**Seconded by:** Vice Mayor Marshall

**ROLL CALL VOTE**

<b>Mayor Irvine</b>	<b>Aye</b>
<b>Vice Mayor Marshall</b>	<b>Aye</b>
<b>Councilman Umstead</b>	<b>Aye</b>
<b>Councilman Oeltjen</b>	<b>No</b>
<b>Councilman Goings</b>	<b>No</b>

**Total:** 3-2

Councilman Umstead moved to adopt the Employment Agreement presented to Council by the Town Attorney as Mr. Unroe's contract to be Town Manager.

**Motion to adopt Employment Agreement for Town Manager**

**Motion made by:** Councilman Umstead

**Seconded by:** Vice Mayor Marshall

**ROLL CALL VOTE**

<b>Mayor Irvine</b>	<b>Aye</b>
<b>Vice Mayor Marshall</b>	<b>Aye</b>
<b>Councilman Umstead</b>	<b>Aye</b>
<b>Councilman Oeltjen</b>	<b>No</b>
<b>Councilman Goings</b>	<b>No</b>

**Total:** 3-2

Councilman Umstead moved to adjourn the meeting.

**Motion to adjourn**

**Motion made by:** Councilman Umstead

**Seconded by:** Vice Mayor Marshall

**ROLL CALL VOTE**

<b>Mayor Irvine</b>	<b>Aye</b>
<b>Vice Mayor Marshall</b>	<b>Aye</b>
<b>Councilman Umstead</b>	<b>Aye</b>
<b>Councilman Oeltjen</b>	<b>Aye</b>
<b>Councilman Goings</b>	<b>Aye</b>

**Total:                    5-0**



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**COUNCIL MINUTES  
TOWN OF CLIFTON FORGE, VIRGINIA  
7:00 P.M. TUESDAY, DECEMBER 8, 2020  
Via Teleconference Following Instructions Below\*\***

\*Anyone wishing to join the teleconference should do so by dialing 863-3083 and entering the conference code 114870 followed by # when prompted.

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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. LeeAnna Tyler confirmed attendance by roll call. All council members were present, as well as Chuck Unroe, Town Manager, and Jared Jenkins, Town Attorney.

Mayor Irvine called for a motion to amend the agenda to include the following items:

- Resignation of Angela Carper as Clerk of Council
- Clerk of Council Appointment
- Renew ordinance to allow for virtual meetings for a period of an additional 60 days
- Armory Contract Extension

**Recommendation:** Amend agenda to include items

**Motion to approve:**

**Motion made by :** Councilman Umstead

**Seconded by:** Vice Mayor Marshall

**ROLL CALL VOTE:**

<b>Councilman Umstead</b>	<b>Aye</b>
<b>Councilman Oeltjen</b>	<b>Aye</b>
<b>Councilman Goings</b>	<b>Aye</b>
<b>Vice Mayor Marshall</b>	<b>Aye</b>
<b>Mayor Irvine</b>	<b>Aye</b>

**Motion approved 5-0**

**PUBLIC HEARING**

**Public Hearing to consider amendment to Fiscal Year 2020-2021 budget for CARES Act funding.**

**RECOMMENDATION:** Proceed to second reading

LeeAnna Tyler read the resolution and mayor Irvine opened the public hearing. There were comments on the resolution and the hearing was closed.

**CONSENT AGENDA**

**1. MINUTES Council Meeting November 10, 2020**

**RECOMMENDATION:** Approve minutes of November 10, 2020

**Motion to table approve of minutes until January 2021 meeting:**

**Motion made by : Councilman Oeltjen**

**Seconded by: Councilwoman Goings**

**ROLL CALL VOTE:**

<b>Councilman Umstead</b>	<b>Aye</b>
<b>Councilman Oeltjen</b>	<b>Aye</b>
<b>Councilman Goings</b>	<b>Aye</b>
<b>Vice Mayor Marshall</b>	<b>Aye</b>
<b>Mayor Irvine</b>	<b>Aye</b>

**Motion passed 5-0**

**ACTION ITEMS**

**2. DEPARTMENT REPORTS**

Public Library  
Police Department  
Public Works Department

**RECOMMENDATION:** Accept reports as written

**Motion to approve:**

**Motion made by : Vice Mayor Marshall**

**Seconded by: Councilwoman Oeltjen**

**ROLL CALL VOTE:**

<b>Councilman Umstead</b>	<b>Aye</b>
<b>Councilman Oeltjen</b>	<b>Aye</b>

**Councilman Goings     Aye**  
**Vice Mayor Marshall   Aye**  
**Mayor Irvine            Aye**

**Motion passed 5-0**

**3. Ordinance to vacate and sell portions of public right of way to David Hipes for the sum of \$500.**

**RECOMMENDATION: Approve ordinance on second reading**

**Motion to waive second reading of ordinance**

**Motion made by : Councilman Umstead**

**Seconded by: Councilwoman Goings**

**ROLL CALL VOTE:**

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

**Motion passed 5-0**

**Motion to approve:**

**Motion made by : Councilman Umstead**

**Seconded by: Councilwoman Oeltjen**

**ROLL CALL VOTE:**

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

**Motion to Vote 5-0**

**4. Resolution to Reimbursement Expenditures with Proceeds of a Borrowing**

The Town intends to apply for a loan/grant to cover the cost of the line replacement. The resolution allows for the Town to be reimbursed for current expenses associated with interim repairs for the A Street waterline that feeds the Verge Street area.

**RECOMMENDATION:** Adopt resolution as presented.

**Motion to approve:**

**Motion made by : Councilman Umstead**

**Seconded by: Councilwoman Oeltjen**

**ROLL CALL VOTE:**

<b>Councilman Umstead</b>	<b>Aye</b>
<b>Councilman Oeltjen</b>	<b>Aye</b>
<b>Councilman Goings</b>	<b>Aye</b>
<b>Vice Mayor Marshall</b>	<b>Aye</b>
<b>Mayor Irvine</b>	<b>Aye</b>

**Vote 5-0**

**5. Surplus Fire Truck Donation**

The Town has received delivery of our new Fire Truck. The Fire Museum in Roanoke has expressed interest in the Town's surplus fire truck, a 1991 Grumman. This was the last one made by Grumman. The truck has little value due to the age and condition of the truck.

**RECOMMENDATION:** Declare 1991 Grumman Fire Truck as surplus and donation to Fire Museum in Roanoke.

**Motion to approve:**

**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 Irvine             Aye**

**Vote 5-0**

**6. Appointment to Roanoke Valley Alleghany Regional Commission**

Reba Mohler served as the non-elected representative to the Regional Commission Board. Council must appoint a non-elected representative to the Board.

**RECOMMENDATION: Make appointment to Board**

**Motion to table until January meeting after closed session.**

**Motion made by : Vice Mayor Marshall**

**Seconded by: Councilwoman Umstead**

**ROLL CALL VOTE:**

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

**Vote 5-0**

**7. Town Council Meeting for January 11, 2021**

The Historic Masonic Theatre has offered to host an in person meeting of the Town Council in January in their Westrock Ballroom. They have mapped the room to provide social distancing. All attendees would be required to wear masks and social distance.



**RECOMMENDATION:** Consider offer to conduct January Town Council meeting at the Historic Masonic Theatre.

Town Manager advised the theater had electronic audio and the rental fee would be \$200 in order for the Theatre to clean the building. Vice-Mayor Marshall is concerned about the high rates of Covid and want to meet safely. Town Manager advised a firm decision could be made closer to the date but wanted to open door for possibility of in person meeting.

**Motion to consider in person Town Council meeting for January 2021**

**Motion made by : Councilman Goings**

**Seconded by: Vice-Mayor Marshall**

**ROLL CALL VOTE:**

<b>Councilman Umstead</b>	<b>No</b>
<b>Councilman Oeltjen</b>	<b>No</b>
<b>Councilman Goings</b>	<b>Aye</b>
<b>Vice Mayor Marshall</b>	<b>Aye</b>
<b>Mayor Irvine</b>	<b>Aye</b>

**Vote 3-2**

**INFORMATION**

Armory Committee Minutes November 30, 2020 are attached for your information.

Town offices will be closed on Thursday, December 24th and Friday, December 25th for the Christmas holiday. Town offices will also be closed Friday, January 1<sup>st</sup> for the New Year holiday.

**MANAGER'S COMMENTS**

Town Manager, Chuck Unroe, thanked Council for the trust and confidence placed in him to serve the Town which he believes a bright and great future.

The Dam Improvement project is nearing completion. The main remaining item is paving which is delayed until spring.

A Street Waterline temporary pipe has been insulated.

Leaf Pickup is running behind due to equipment issue.

Smith Creek Trail Project is progressing with the installation of the pedestrian bridge. This project is funded by a grant with Virginia Department of Transportation paying 80% of the cost.

The Masonic Theatre is hosting two upcoming events via Facebook.

Thank you to Robbie Barber for his Christmas decorations at Town Hall and the Police Department.

Thank you to Councilman Oeltjen for his years of service. They are duly noted and greatly appreciated.

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

Public comments were read from Dennis and Sandra McHenry, Martha Edwards and Diana Kling-Smith

**COUNCIL COMMENTS**

Councilman Umstead - Thanked Robbie Barber for the decorations. Thanked Councilman Oeltjen for his service on Council. Expressed he does not want to have in person Council meeting because of Covid virus. The Armory Committee has done a great job and nothing needs to change unless more citizens want to volunteer. It not for the Committee, the Armory would look like the schools.

Councilman Oeltjen – He stated he was honored and privilege to serve on Town Council for four years. Encouraged current and future Councils to carefully considerations as they could impact many years in the future. Thank Robbie Barber and Town employees.

Councilman Goings – Thanked Councilman Oeltjen for his four years of service. He supports local business and people should spend dollars locally. Thanked Masonic Theatre for upcoming Facebook shows. He has worked with Andy Bostic, Armory Committee for last few weeks. Appreciates what Committee has done, appreciated improvements and encourage them to have more events.

Vice-Mayor Marshall – Thanked Robbie Barber and Julie Nicely, Town Hall, for the Christmas decorations. Thanked Public Works, business owners, School of the Arts and all employees who have worked thru the pandemic. Thanked Councilman Oelten for his service. Highlighted business collaborations such as Flower Center/Cakes your way and Mt. Field Market/Club Car. Merry Christmas and enjoy a holiday safely.

Mayor Irvine - Thanked Councilman Oeltjen. Thanked the voters for reelecting him. Thanked the Masonic Theatre for offering the room for the Council meeting. Thank you to the School of Arts for the Christmas decorations. Merry Christmas and Happy New year.

**Motion to adjourn:**

**Motion made by : Councilman Umstead**

**Seconded by: Vice Mayor Marshall**

**ROLL CALL VOTE:**

<b>Councilman Umstead</b>	<b>Aye</b>
<b>Councilman Oeltjen</b>	<b>Aye</b>
<b>Councilman Goings</b>	<b>Aye</b>
<b>Vice Mayor Marshall</b>	<b>Aye</b>
<b>Mayor Irvine</b>	<b>Aye</b>

**Motion passed 5-0.**

41 specific places were visited at least twice.

Code Violations---There were 7 new violations, 5 letters were sent. 1 Visits, 1 monitored  
3 Calls were made. 3 Resolved 5 Resoled from last month  
0 Trash Violation 7 Houses abandoned, marked as resolved since October. No information to ownership.  
3 Complaints

Grass Violations. 0, Letters 0,

Court ----- None pending

Create new maps for Rentals and Vacancies  
Updating Town information  
Begin updating EAP Plan

141 Vacancies  
357 Rentals  
Give or take. Have not completed updating records, but it is close.

1590 Residential homes  
153 Businesses, some businesses are in home.

JAN 04 2021

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**CLIFTON FORGE  
POLICE DEPARTMENT**

**\*\* MONTHLY REPORT \*\***

**DECEMBER 2020**

**ADULT ARRESTS**

**CRIMINAL ARRESTS- FELONY**

1	ASSAULT & BATTER A P.O.	1	B&E W/ INTENT TO ASSAULT
1	DISCHARGE A GUN INSIDE DWELLING	1	HABITUAL OFFENDER
1	POSSESS SCHEDULE I OR II NARCOTIC	1	UNLAWFUL WOUNDING

**CRIMINAL ARRESTS- MISDEMEANOR**

5	ASSAULT & BATTERY	1	DOG RUNNING AT LARGE
1	DRUNK IN PUBLIC	1	DESTRUCTION OF PROPERTY
1	DISCHARGE A FIREARM	2	ECO (Emergency Custody order)
4	EPO (Emergency Protective Order)	2	FAIL TO PAY PARKING TICKET
1	POSSESS CONTROLLED	1	POSSESS SCHEDULE 3 DRUG SUBSTANCE
1	RECKLESS HANDLE FIREARM		
1	TDO (temporary detention order)	1	SUMMONS AMBULANCE W/O CAUSE

**TRAFFIC ENFORCEMENT**

5	DEFECTIVE EQUIPMENT	1	DRIVE NO LIABILITY INSURANCE
1	DRIVE REVOKED/SUSPENDED	1	EXPIRED INSPECTION
4	FAIL TO STOP AT STOP SIGN	1	IMPROPER REGISTRATION
1	IMPROPER DISPLAY OF PLATES	1	NO OPERATOR LICENSE
3	NO REGISTRATION IN POSSESSION	1	NO VALID OPERATOR LICENSE
8	SPEEDING		
1	TRESPASS ON CSX	1	UNAUTHORIZED USE OF INSPECTION

**CRIMINAL ARRESTS – FELONY (JUVENILE)**

**CRIMINAL ARRESTS – MISDEMEANOR (JUVENILE)**

	DEC. 2019	19 YTD	DEC. 2020	20 YTD
<b>ADULT CRIMINAL ARRESTS</b>	****	****	*****	*****
FELONY	10	76	6	89
MISDEMEANOR	0	323	22	241
<b>JUVENILE CRIMINAL ARRESTS</b>	*****	*****	*****	*****
FELONY	0	0	0	0
MISDEMEANOR	0	12	0	1
TRAFFIC SUMMONS ISSUED	31	709	28	611
PARKING VIOLATIONS	7	126	1	88
COMPLAINTS RESPONDED TO	276	4,587	239	4,734
PUBLIC WORKS COMPLAINTS	1	53	11	26
CITIZENS/BUSINES REQUEST-CHECKLIST	893	13,609	1,287	18,623
BURGULAR ALARMS PROCESSED	2	81	3	48
ACCIDENT INVESTIGATED	5	57	0	31
REQUEST TO UNLOCKED MOTOR VEHICLES	10	142	10	88
REQUEST TO UNLOCK HOMES/BUSINESSES	0	1	0	0
ESCORTS PROVIDED	10	81	4	58
COURT DOCUMENTS PROCESSED	27	505	30	388
UNSECURED PROPERTY	9	96	3	32
MILES TRAVELED BY DEPARTMENT	3,907	70,174	3,997	61,703
<b>TRANSPORTS</b>	****	****	****	****
<b>TO REGIONAL JAIL</b>	****	****	****	****
NUMBER OF TRANSPORTS	3	75	3	1,449
TOTAL MILEAGE	66	1,649	70	1,133
MAN-HOURS	2 HRS 24 MINS	139 HRS 7 MINS	3 HRS 50 MINS	45 HRS 15 MINS
<b>TO MENTAL FACILITY</b>	****	****	****	****
NUMBER OF TRANSPORTS	1	53	2	12
TOTAL MILEAGE	55	6,253	15	1,645
MAN-HOURS	2 HRS 41 MINS	178 HRS 8 MINS	4 HRS 49 MINS	44 HRS 27 MINS
<b>ANIMAL CONTROL</b>	****	*****	****	****
COMPLAINTS RESPONDED TO	23	429	22	310
ANIMALS PLACED IN SHELTER	6	47	6	68
DOGS	1	21	5	39
CATS	5	26	1	29
SUMMONS ISSUED	0	81	1	14
ANIMAL BITES INVESTIGATED	0	16	0	9
ANIMALS RETURNED TO OWNER	1	22	0	16
DOGS	1	22	0	16
CATS	0	0	0	0
OTHER	0	1	0	0
ANIMALS RETURNED TO THE WILD	0	14	0	3

## **Investigation Report**

This report represents criminal investigations conducted by the Clifton Forge Police Department. To date for the month of December the Police department has initiated Thirteen (13) criminal investigations. No cases were carried over from the previous month. This brings it to a total of Thirteen (13) criminal investigations that have been active between December 1, 2020 and December 31, 2020.

### **Criminal cases initiated in December:**

Domestic assault & battery-6	Improper use of fire alarm-1
Traffic accident investigation-3	Assault on law enforcement officer-1
Discharge firearm in dwelling-1	Reckless handling of firearm-1

### **Criminal cases cleared in December:**

Domestic assault & battery-6	Improper use of fire alarm-1
Traffic accident investigation-3	Assault on law enforcement officer-1
Discharge firearm in dwelling-1	Reckless handling of firearm-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 December was 100%. 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.

The clearance rate for criminal investigations for the year of 2020 was 88.2%. As stated previously, while being cleared, some of these cases have not yet generated any arrests yet due to the Commonwealth Attorney holding the charges for Grand Jury Indictment.

### **Cases of interest:**

**\*\*\***

On December 23, 2020 Officer V.L. Bowman and Sergeant T.P. Ledford responded to the 600 block of Prospect walk for a report of a domestic assault in progress. Upon arrival Officer Bowman and Sergeant Ledford made contact with the complainant who advised that her son and his girlfriend had been in a physical altercation. While speaking with the suspects it was determined that a physical altercation had occurred between the two parties and that during the altercation two more family members joined in the assault. At that time Officer Bowman took three subjects into custody for assault and battery and

transported all individuals involved to CFPD for further processing without incident.

\*\*\*

On December 1, 2020 Officer E.L. Soto responded to the 600 block of McCormick Blvd. for a report of an intentional discharge of a firearm. Upon his arrival he spoke with the suspect who advised that his dogs had got into a fight and during the course of attempting to break them up he fired multiple shots from a .9mm handgun within the occupied residence. At that time Officer Soto took possession of the firearm and secured it prior to any further investigation. During the course of the investigation, it was found that the suspect fired two rounds from the handgun attempting to shoot the dogs for fighting. It was also found that two other individuals were present in the residence at the time. At that time the suspect was taken into custody for reckless discharge of a firearm, discharge of a firearm in an occupied dwelling, and discharge of a firearm within town limits. He was then transported to CFPD for further processing without incident.

\*\*\*



## **Chief's Comments:**

As 2020 ends and 2021 begins we are dealing with a rise in COVID cases in our area. This office is doing everything it can to complete the tasks at hand and still stay healthy. All officers have been issued MDT's Mobile Data Terminals laptops. MDT's allow officers to look up call information, DMV information, complete reports from their vehicles and support staff to work from home. New officers are progressing very well with the FTO program and are projected to be completed by mid February.

**Monthly Report**

**December 2020**

**Public Works Department**

The month of December brought us our first snow & ice event of the season!

The first one being December 16<sup>th</sup> and the second on December 23<sup>rd</sup>, our Public Works crew took care of salting and plowing we had very few complaints during this time.

The concrete wheel stops at the Town Hall parking lot have been replaced with new rubber wheel stops that have been fastened down, hopefully this will take care of the problem with them moving all over the place.



The water line on the A Street bridge has been insulated in hopes that it does not freeze in extremely cold weather.



JAN 04 2021

**Water/Sewer crew had a very busy month with several water breaks and sewer backups, and we continue to change out the old meters.**



**No Bikes on sidewalks signs were installed throughout the downtown area.**

**The pedestrian bridge located at the Smith Creek Trail looks wonderful!**



Signs were placed at the recycle trailer in hopes to keep the area clean and not being over filled.

The flower baskets have been taken to the greenhouse for planting. Erin Huffman of The Flower Center will be overseeing the plantings this year. We know they will be beautiful!

We had 3 burials for the month of December.

Happy New Year!

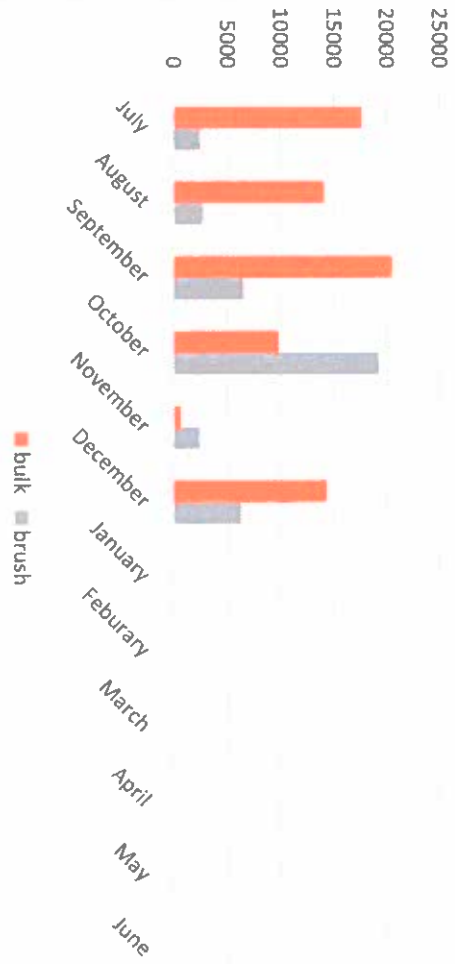
May the year 2021 be filled with Health & Happiness!

**MONTHLY REPORT**  
Dec-20

DEPARTMENT	WEEK	OT HOURS	MEN	COMMENTS
CEMETERY	12/1/2020	0	0	
	12/7/2020	3	1	Cover grave(1man@3hrs)
	12/14/2020	0	0	
	12/21/2020	0	0	
	12/28/2020	0	0	
<b>Total</b>	<b>3</b>	<b>1</b>		
SEWER I & I	12/1/2020	3	2	sewer backup 720 Rose(2men@3hrs)
	12/7/2020	0	0	sewer backup 56 W Ridgeway 2 times( 1man@4hrs)
	12/14/2020	4	1	1400 Grace sewer backup(2men@3hrs)
	12/21/2020	3	2	
	12/28/2020	0	0	
<b>Total</b>	<b>10</b>	<b>6</b>		
WATER	12/1/2020	7	6	Water leak 1325 Madison(3men@3hrs) water leak 108 Church (2men@2hrs)
	12/7/2020	4	4	Turn water on 526 Brussels(1man@2hrs) 26 County rd water leak(2men@2hrs)
	12/14/2020	2	1	701 Main water leak(2men@2hrs)
	12/21/2020	10	4	310 Church water leak(1man@2hrs) Cut water off at Nicely's car Wash.
	12/28/2020	0	0	water break(2men@2hrs) Water cut off due to leak 537 Roxbury(1man@2hrs)
<b>Total</b>	<b>24</b>	<b>15</b>		water break (3men@2hrs) water break (3men@2hrs) water break (3men@2hrs)
BLDG/GRDS	12/1/2020	3	1	Admin work (1man@9hrs)
	12/7/2020	5	1	
	12/14/2020	1	1	
	12/21/2020	0	0	
	12/28/2020	0	0	
<b>Total</b>	<b>9</b>	<b>3</b>		
STREETS	12/1/2020	2.5	3	Block road for Smith creek bridge(2men@ 1hr) Admin Overtime(1man@1.5)
	12/7/2020	0.5	1	Delivered flower baskets to waynesboro(1man@.5hrs)
	12/14/2020	5	7	Snow event (7men@5hrs)
	12/21/2020	11	7	Snow& ice event(6men@9hrs) Cut tree out of road Forrester(1man@2hrs)
	12/28/2020	0	0	
<b>Total</b>	<b>19</b>	<b>18</b>		
<b>Grand Total</b>	<b>58</b>	<b>35</b>		

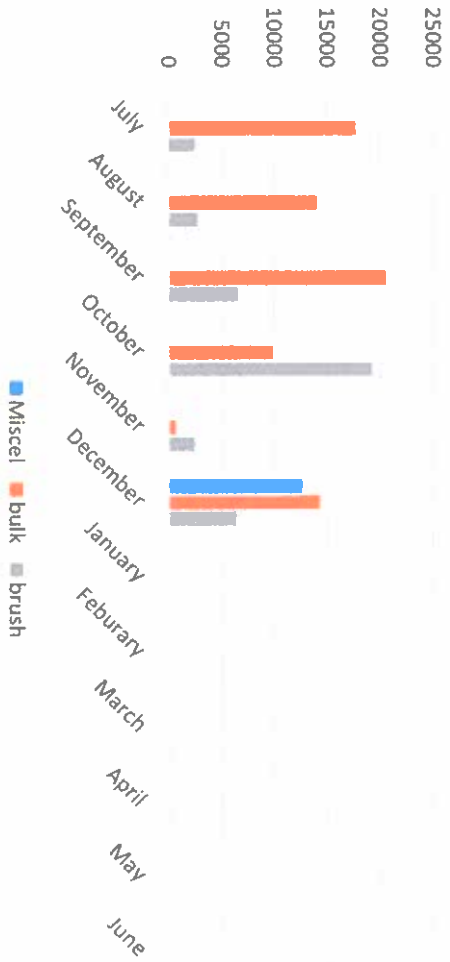
Total of OT hours for the month

# Bulk and Brush FY2019



	July	August	September	October	November	December	January	February	March	April	May	June
Miscel	0	0	0	0	0	0	0	12640				
bulk	17680	14080	20520	6500	19220	2440	660	14326				
brush	2480	2720	20520	9800	19220	2440	660	14326				

Bulk Brush and Miscellaneous



Dec-20	Date	Trip	Weight	Type	Comments
	1-Dec	1	520	misc	food pantry
	2-Dec	2	1560	misc	leaves
	9-Dec	1	500	misc	leaves
	15-Dec	1	3700	misc	food pantry
	22-Dec	1	6360	Misc	Concrete & Rock
<b>Subtotal</b>		<b>6</b>	<b>12640</b>		
	22-Dec	6	8160	Bulk	
	29-Dec	2	4286	Bulk	
	31-Dec	1	1880	Bulk	Toilets from armory
				Bulk	
				Bulk	
<b>Subtotal</b>		<b>9</b>	<b>14326</b>		
	21-Dec	1	4000	Brush	
	22-Dec	2	2280	Brush	
				Brush	
<b>Subtotal</b>		<b>3</b>	<b>6280</b>		
<b>Gran Total</b>		<b>18</b>	<b>33246</b>		



## Clifton Forge Public Library

### Director's Report

November 2020

The library continued its limited access policy to the public during the month of November. 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. The Library allowed patrons limited access by scheduled appointment from 10:00 AM 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. The Library director and staff remained busy even with the limited public access to the building. The special curbside service remained popular with 68 patrons taking advantage of the service. The number of patrons making appointments to browse and check materials out directly decreases while e-book usage increased significantly. 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 Board and Friends of the Library postponed meetings until February 2021.

<b>FY 2021</b>	<b>Jul-20</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>CM FY 21</b>
Donations	\$50.00	\$100.00	\$0.00	\$35.00	\$0.00								\$185.00
Book Sales	\$0.00	\$0.00	\$5.00	\$4.00	\$0.00								\$9.00
Fax Charges	\$65.00	\$118.50	\$93.50	\$106.50	\$72.00								\$455.50
Fines	\$31.70	\$35.55	\$55.10	\$29.05	\$52.55								\$203.95
Replace books	\$0.00	\$2.70	\$0.00	\$0.00	\$0.00								\$2.70
Replace card	\$0.00	\$0.00	\$8.00	\$4.00	\$2.00								\$14.00
Non-Resident	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00								\$0.00
Print-outs	\$51.50	\$71.25	\$75.00	\$130.95	\$85.00								\$413.70
Total	\$198.20	\$328.00	\$236.60	\$309.50	\$211.55								\$1,283.85
<b>FY 2020</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Cum FY 20</b>
Donations	\$0.00	\$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	\$29.00	\$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	\$135.00	\$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	\$199.20	\$146.57	\$135.00	\$192.00	\$173.00	\$149.40	\$98.65	\$11.00	\$16.00	\$10.30	\$1,424.02
Replace Card	\$2.00	\$16.00	\$10.00	\$22.00	\$4.00	\$8.00	\$8.00	\$14.00	\$6.00	\$2.00	\$0.00	\$2.00	\$94.00
Lost Books	\$15.55	\$0.00	\$0.00	\$5.25	\$18.00	\$20.00	\$0.00	\$23.00	\$50.90	\$0.00	\$0.00	\$0.00	\$132.70
Non-Resident	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print-outs	\$93.50	\$102.50	\$91.00	\$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	\$435.20	\$941.32	\$423.25	\$472.00	\$1,330.30	\$1,619.90	\$292.05	\$45.00	\$63.00	\$75.30	\$6,592.77

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

	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 21
<b>FY 2021</b>													
CF Adult	420	428	635	560	502								2545
CF Juvenile	70	81	108	3	41								303
Allegh. Adult	492	303	330	323	236								1684
Allegh. Juv.	1	14	4	2	0								21
NR Adult	23	33	23	22	12								113
NR Juvenile	1	0	0	18	5								24
# ITEMS Out	1007	859	1100	928	796								4690
<b>FY 2020</b>													
CF Adult	1427	1426	1438	1460	1288	1375	1348	1125	844	420	405	454	13010
CF Child	338	281	254	213	217	146	167	207	91	15	17	33	1979
Allegh. Adult	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 Juv.	3	15	13	11	15	33	36	53	8	4	1	1	193
# Items Out	2863	2890	2859	2870	2438	2337	2492	2435	1453	635	606	795	24873

**Number of PATRONS checking out library materials: categorized by geographic area & patron type**

	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 21
<b>FY 2021</b>													
CF Adult	72	80	77	90	86								405
CF Juvenile	7	9	13	3	6								38
Allegh. Adult	43	48	42	48	35								216
Allegh. Juv.	1	2	2	2	0								7
NR Adult	5	9	8	8	3								33
NR Juvenile	1	0	0	1	1								3
Total Patrons	129	147	142	152	131								701
<b>FY 2020</b>													
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. Adult	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 Juv.	1	3	2	3	3	5	5	2	2	1	1	1	29
Total Patrons	355	376	351	346	317	362	343	319	235	85	83	104	3276

Borrower counts, circulation trans.													
FY 2021	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 21
Borrowers	129	147	142	152	131								701
New Register	8	4	10	8	8								38
Transactions	1729	1706	1861	1743	1527								8566
Wifi	60	72	63	59	51								305
W/drawn bks	1340	611	144	254	387								2736
PAC Logins	19	34	13	27	19								112
W/D Patrons	0	7	5	0	1								13
Computer Use	63	98	106	129	197								593
E-book Circ.	167	172	168	165	224								896
FY 2020	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 20
Borrowers	355	376	351	346	317	362	343	319	235	85	83	104	3276
New Register	15	26	16	21	13	12	19	16	12	0	1	2	153
Transactions	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
Withdrawn It	6	9	18	26	12	41	38	12	27	3	345	950	1487
PAC Logins	47	57	50	41	46	38	48	30	48	18	12	11	446
W/D Patrons	20	18	5	19	2	5	4	2	1	0	0	0	76
Computer Use	427	409	401	393	401	367	411	385	174	0	0	26	3394
E-book Circ.	161	158	163	153	158	160	163	165	117	161	170	181	1910
NEW TITLES ADDED													
FY 2021	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	CUM 20/21
FY 2021	25	123	232	257	146								
FY 2020	199	156	164	161	157	97	157	198	211	244	117	28	1889
MICHAEL ARMSTRONG COMMUNITY MEETING ROOM ATTENDANCE													
FY 2021	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum FY 21
FY 2021	60	73	45	25	3								
FY 2020	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum FY 20
FY 2020	325	223	194	264	211	141	256	167	78	0	0	0	1859

## Finance Department Monthly Report

Another new year is upon us. Our staff will spend the month finishing out the calendar year and catching up following a busy tax season and the holidays.

Tax collections went very well. 63% of the budgeted amount has been collected for real estate taxes which is on par with last year. 91 % of personal property and been collected which is up from 85% collected at the same time last year.

Local sales tax is coming in very well. Meals tax is projected to come in on budget for the fiscal year. While meals tax was good for the first half of the fiscal year, we have to absorb the loss of Pizza Hut for the second part of the year.

odging and meals tax revenue is less that what was projected in the budget.

Dog Cat tags were supposed to go on sale January 1<sup>st</sup>. The actual tags were delayed in shipping and were now received until January 6<sup>th</sup> and they are now on sale and are due by January 31<sup>st</sup>. Rabies certificates are required for an animal over 4 months of age in order to purchase a tag. Business Licenses are also on sale and due by the end of March.

The cutoff date for nonpayment of utility accounts was December 21<sup>st</sup>. We received notification of CARES funding for utilities in December. The funding was available if an account holder had been affected by COVID, was an active account and was at least 30 days overdue. The funds had be applied to accounts that were active and 30 days past due prior to December 31, 2020. Therefore, our only opportunity to have citizens apply were the people that showed up in person on cut off day to make payments. The grant only paid for the base bill and did not pay for any penalties. We had 60 accounts apply for grant funds totalling around \$10,000.

The new schedule of meter reading dates and cut off dates has been set for 2021.

## Water Meters

Cut off Dates	Meter Read Dates	Days in Cycle
Tuesday, January 19, 2021	Wednesday, January 20, 2021	33
Tuesday, February 22, 2021	Friday, February 19, 2021	30
Monday, March 22, 2021	Tuesday, March 23, 2021	32
Monday, April 19, 2021	Wednesday, April 21, 2021	29
Monday, May 17, 2021	Friday, May 21, 2021	30
Monday, June 21, 2021	Tuesday, June 22, 2021	32
Monday, July 19, 2021	Friday, July 23, 2021	31
Monday, August 16, 2021	Monday, August 23, 2021	31
Monday, September 20, 2021	Wednesday, September 22, 2021	32
Monday, October 18, 2021	Thursday, October 21, 2021	29
Monday, November 22, 2021	Friday, November 19, 2021	29
Monday, December 20, 2021	Tuesday, December 21, 2021	30

## **Resolution**

### **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 \$608,000 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 \$ 608,000 appropriated to the following revenue and expenditure line items.

**CARES Funds\**

Revenue	3 100 19020 0099	\$ 608,000
Expenditure	4 100 91700 5850	\$ 608,000

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

First Reading: December 8, 2020

Second Reading: January 12, 2021

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CLIFTON FORGE, VIRGINIA, RATIFYING AND CONFIRMING ACTIONS TAKEN BY THE TOWN COUNCIL WITH REGARD TO THE ISSUANCE OF ITS \$3,251,000 AGGREGATE AMOUNT WATER FACILITY REVENUE BONDS IN THE PRINCIPAL AMOUNTS OF \$2,847,000 AND \$404,000 (CLIFTON FORGE DAM REHABILITATION PROJECT), SERIES 2021A AND 2021B.**

**WHEREAS**, the Town of Clifton Forge, Virginia (the "Town"), received a letter of conditions dated September 27, 2018, setting out the terms upon which the United States of America, acting through the Department of Agriculture Rural Development, would assist in the Town's issuance and acceptance of a \$2,847,000 bond, a \$1,702,500 grant, a \$25,000 Rural Development Predevelopment Grant and other funding in the amount of \$8,500 for a total project cost of \$4,583,999; and,

**WHEREAS**, at a meeting of the Town Council of the Town duly called and held on November 27, 2018, at which a quorum was present and acting throughout, the Town Council adopted a loan resolution (the "\$2,847,000 Loan Resolution") as to the bond in the principal amount of \$2,847,000 and a grant agreement in the form of RUS Bulletin 1780-12 (the "Grant Agreement") which has been signed by the Town Manager; and,

**WHEREAS**, at a meeting of the Town Council of the Town duly called and held on January 22, 2019, at which a quorum was present and acting throughout, the Town Council adopted its resolution authorizing the issuance of its \$2,847,000 Bond (the "Bond Resolution"); and,

**WHEREAS**, at a meeting of the Town Council of the Town duly called and held on November 11, 2019, at which a quorum was present and acting throughout, the Town Council adopted its resolution amending the Bond Resolution to provide for a second bond in the face amount of \$404,000 and increasing the cost of the Project to \$4,987,999; and,

**WHEREAS**, at this meeting the Town will approve a loan resolution as to the bond in the aggregate amount of \$404,000; and,

**WHEREAS**, at a meeting of the Town Council held November 27, 2018, the Town approved its rate resolution as required by USDA Rural Development to provide for the full payment of debt service on the bonds, and,

**WHEREAS**, The Town Manager has made the administrative decision to meet the requirements of the United States Department of Agriculture, Rural Utilities Service ("USA") to (a) enter into a letter agreement (the "Letter Agreement") as to the Town's Water Sale Agreement (the "Water Sale Agreement") dated as of July 1, 2016, with Alleghany County, Virginia, which provides for the sale of potable water by the Borrower to the County for distribution to County residents, to the effect that the Water Sale Agreement is renewable up to forty (40) years and (b) to enter into a pledge of the Water Sale Agreement (the "Pledge") to the USA.



**NOW THEREFORE, BE IT RESOLVED**, the Town Council of the Town of Clifton Forge, Virginia, does hereby (i) ratify and confirm that the bonds are being issued in the aggregate amount of \$3,251,000, with one bond in the principal amount of \$2,847,000 and the second bond in the principal amount of \$404,000; (ii) adopt the loan resolution for the bond in the face amount of \$404,000; (iii) ratify, confirm and approve the grant agreement; and (iv) ratify and confirm all actions taken by the Town with regard to the issuance of its bonds for the financing of the improvements to its dam, including but not limited to the Letter Agreement and the Pledge. The Town Manager is hereby authorized and directed to take such further action as may be necessary or convenient to put in place the permanent financing with RU bond proceeds for the acquisition, construction and financing of the Project.

This Resolution shall take effect immediately by the following recorded vote:

	Yea	Nay	Absent
Jeff Irvine, Mayor	_____	_____	_____
Pam Marshall, Vice Mayor	_____	_____	_____
Dr. Ronald S. Goings	_____	_____	_____
Carl Wolf, Jr.	_____	_____	_____
Robert Umstead	_____	_____	_____

The undersigned Clerk of the Town Council of Town of Clifton Forge, Virginia (the “Town Council”) hereby certifies that the foregoing constitutes a true and correct extract from the minutes of a meeting of the Town Council held on the 12<sup>th</sup> day of January, 2021 and of the whole thereof so far as applicable to the matters referred to in such extract.

**WITNESS** my signature and seal of the Town Council, this \_\_\_ day of January, 2021.

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Charles Unroe, Clerk, Town Council of Clifton Forge, Virginia

(SEAL)