



## **COUNCILMEMBERS:**

**FROM THIS DATE FORWARD, ALL WORK  
SESSIONS AND COUNCIL MEETINGS WILL BE  
CONDUCTED IN ZOOM FORMAT.**

**YOU ARE ENCOURAGED TO ATTEND IN  
PERSON.**

**IF YOU ARE PLANNING ON ATTENDING IN  
THE ZOOM FORMAT, YOU WILL BE RECEIVING  
AN EMAIL INVITATION FROM BROOKE  
BRACKENRIDGE WITH INSTRUCTIONS ON  
LOGGING INTO THE FORMAT.**



## TOWN OF CLIFTON FORGE

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

### **TOWN COUNCIL AGENDA TOWN OF CLIFTON FORGE, VIRGINIA 7:00 P.M. TUESDAY 9, 2021 Via Zoom Following Instructions Below\*\***

\*Anyone wishing to join the Zoom meeting should do so by clicking on the link to join. Please remember to mute yourself when you call in.

You will then be prompted to state your name. Any comments received by mail or email will also be addressed during the meeting.

Council will be allowing verbal public comments during the Zoom 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:

1. Go to the Town's website: [www.cliftonforgeva.gov](http://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 Zoom meeting, this gathering 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 Zoom meeting. We appreciate everyone's cooperation and patience during this time.

***CALL TO ORDER –After the Town 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.***

***ROLL CALL***

***Councilman Umstead  
Councilman Goings  
Councilman Wolfe  
Vice Mayor Irvine  
Mayor Marshall***

**CONSENT AGENDA**

**1. MINUTES : Council Meeting January 12, 2021**

**RECOMMENDATION:** Approve minutes of January 12, 2021

**Do I have a motion to approve the minutes as recorded**

**Motion made by:**

**Motion seconded by:**

**ACTION ITEMS**

**2. DEPARTMENT REPORTS**

Code Enforcement  
Police Department  
Public Works Department  
Library

**RECOMMENDATION:** Accept reports as written

**Do I have a motion to approve the reports as presented**

**Motion made by:**

**Seconded by:**

### **3. ARMORY COMMITTEE**

**RECOMMENDATION:** Approve the contract/agreement as written

**Do I have a motion to approve the contract/agreement as written**

**Motion made by:**

**Seconded by:**

### **INFORMATION**

### **TOWN MANAGER'S COMMENTS**

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

### **COUNCIL COMMENTS**

January, Report 2021  
Gary Gardner

58 specific places were visited at least twice.

Code Violations---There were 15 new violations, 12 letters were sent. 2 Visits, 1 monitored.

2 Calls were made. 8 Resolved 1 Resolved from last month.

0 Trash Violation 7 Houses abandoned, marked as resolved since October. No information to ownership.

6 Complaints

Grass Violations. 0, Letters 0,

Court ----- 5 Pending

Create maps for Rentals and Vacancies --- Completed.

Updating Town information-----Completed.

Updating EAP Plan-----Completed.

Updated rental and Vacancy list----Completed.

120 Vacancies

345 Rentals

1591 Residential homes

151 Businesses, some businesses are in home.

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**CLIFTON FORGE  
POLICE DEPARTMENT**

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

**JANUARY 2021**

**ADULT ARRESTS****CRIMINAL ARRESTS- FELONY**

3	CAPIAS	1	GRAND LARCENY
2	POSSESSION WITH INTENT TO SELL >=10G		
2	POSSESS SCHEDULE I/II		

**CRIMINAL ARRESTS- MISDEMEANOR**

1	ASSAULT & BATTERY	1	ECO (Emergency Custody Order)
1	FAIL TO APPEAR	1	POSSESSION OF CONTROLLED
4	SEARCH WARRANT		SUBSTANCE
1	TDO (Temporary Detention Order)		

**TRAFFIC ENFORCEMENT**

1	DRIVE NO LIABILITY INSURANCE	1	DRIVE REVOKED
2	DRIVE SUSPENDED	3	EXPIRED INSPECTION
5	EXPIRED STATE TAGS	6	FAIL TO STOP AT STOP SIGN
1	IMPROPER USE OF FARM USE TAG	1	IMPROPER DISPLAY OF PLATES
3	IMPROPER REGISTRATION	1	NO INSPECTION
2	NO VALID OPERATOR LICENSE	2	NO OPERATORS LICENSE
8	SPEEDING		

**CRIMINAL ARRESTS – FELONY (JUVENILE)**

10	UNLAWFULLY, FELONIOUSLY SEIZE VEHICLE WITH A FIREARM
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**CRIMINAL ARRESTS – MISDEMEANOR (JUVENILE)**

## **Investigation Report**

This report represents criminal investigations conducted by the Clifton Forge Police Department. To date for the month of January the Police department has initiated Thirteen (18) criminal investigations. No cases were carried over from the previous month. This brings it to a total of Thirteen (18) criminal investigations that have been active between January 1, 2020 and January 31, 2021.

### **Criminal cases initiated in January:**

Domestic assault & battery-3	Destruction of property-2
Traffic accident investigation-1	Assault & Battery-1
Unauthorized use of motor vehicle-1	Grand larceny-3
Possession of controlled substance-2	Petit larceny-1
Possession of cont. substance w/ intent-1	Sexual assault-1
Armed robbery-1	

### **Criminal cases cleared in January:**

Domestic assault & battery-3	Destruction of property-1
Traffic accident investigation-1	Assault & Battery-1

Unauthorized use of motor vehicle-1	Grand larceny-2
Possession of controlled substance-2	Petit larceny-1
Possession of cont. substance w/ intent-1	Sexual assault-1
Armed robbery-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 January was 88.8%. Some of these cases, while being cleared, have not generated an arrest yet due to the Commonwealth Attorney holding the charges for Grand Jury Indictment.

#### **Cases of interest:**

\*\*\*

On January 15, 2021 Officer J.W. McKee and Sergeant T.P. Ledford responded to the 800 block of Rose Ave. for a report of an armed robbery. Upon arrival officers determined that a male suspect used a handgun to remove a female and her kids from their vehicle before



attempting to flee. After not being able to get the vehicle in gear the male suspect left the vehicle and used the handgun to take another vehicle from a male subject before fleeing the scene. While on scene officer McKee and Sgt. Ledford received a report of a stolen firearm from the 700 block of McCormick Blvd. While investigating the two incidents a third call came in about a suspicious vehicle on the 1300 block of Jefferson St. Upon checking on the vehicle it was determined to be stolen from Roanoke VA. At that time the vehicle located on Jefferson St. was impounded and officers continued investigating the events on Rose Ave. and McCormick Blvd. The following evening Officer McKee and Sgt. Ledford developed a suspect on all three incidents and were able to obtain a warrant for his arrest. During an interview with the suspect, Sgt. Ledford was able to obtain a full confession identifying another male juvenile suspect as being responsible for all three incidents. At that time the second suspect was apprehended at the Clifton Forge Police Department in which officers recovered another stolen vehicle as well as a stolen firearm. During an interview of the juvenile suspect Sgt. Ledford obtained a confession identifying him as the responsible party for all three incidents as well as two other stolen vehicles in other jurisdictions. At that time both suspects were processed further without incident.

\*\*\*

On January 22 Officer S.D. Urban was on routine patrol when he located a suspicious vehicle parked near the skate park. Upon approaching the vehicle, he witnessed two suspects walk from the vehicle into a wooded area next to the vehicle. At that time the vehicle was ran through VCIN and confirmed stolen out of Roanoke VA. Officer Urban then made contact with the two individuals who confirmed being in the vehicle. The two suspects were then detained and a search warrant obtained on the vehicle. During the course of the search a large

quantity of methamphetamine, scales, packaging materials along with a large quantity of cash were recovered from the vehicle. The Virginia State Police were contacted and a K-9 was dispatched to assist in a search of the wooded area the two suspects were located. During a search of the wooded area Officers along with the Virginia State Police K-9 unit located the keys to the stolen vehicle along with another large quantity of methamphetamine that was discarded by the two suspects. At that time both suspects were placed under arrest for possession of a controlled substance with intent to distribute and processed without incident.

\*\*\*

### **Chief's Comments:**

2021 has started off pretty busy. Along with day to day operations we have also have been making preparation for the filming of Dopesick. Officers Bowman, Murillo and McKee will be finishing their FTO program in February. With all that has taken place this month this office has maintained 100% clearance rate on violent crimes.

	JAN. '20	20 YTD	JAN. '21	21 YTD
<b>ADULT CRIMINAL ARRESTS</b>	*****	*****	*****	*****
FELONY	2	2	8	8
MISDEMEANOR	17	17	8	8
<b>JUVENILE CRIMINAL ARRESTS</b>	*****	*****	*****	*****
FELONY	0	0	10	10
MISDEMEANOR	1	1	0	0
TRAFFIC SUMMONS ISSUED	86	86	36	36
PARKING VIOLATIONS	36	36	3	3
COMPLAINTS RESPONDED TO	366	366	267	267
PUBLIC WORKS COMPLAINTS	0	0	5	5
CITIZENS/BUSINES REQUEST-CHECKLIST	1,024	1,024	1,422	1,422
BURGULAR ALARMS PROCESED	3	3	3	3
ACCIDENT INVESTIGATED	5	5	1	1
REQUEST TO UNLOCKED MOTOR VEHICLES	7	7	3	3
REQUEST TO UNLOCK HOMES/BUSINESSES	0	0	0	0
ESCORTS PROVIDED	5	5	4	4
COURT DOCUMENTS PROCESSED	19	19	29	29
UNSECURED PROPERTY	8	8	8	8
MILES TRAVELED BY DEPARTMENT	3,348	3,348	4,463	4,463
<b>TRANSPORTS</b>	*****	*****	*****	*****
<b>TO REGIONAL JAIL</b>	*****	*****	*****	*****
NUMBER OF TRANSPORTS	1	1	4	4
TOTAL MILEAGE	23	23	96	96
MAN-HOURS	38 MINS	38 MINS	2 HRS 54 MINS	2 HRS 54 MINS
<b>TO MENTAL FACILITY</b>	*****	*****	*****	*****
NUMBER OF TRANSPORTS	0	0	0	0
TOTAL MILEAGE	0	0	0	0
MAN-HOURS	0	0	0	0
<b>ANIMAL CONTROL</b>		*****	*****	*****
COMPLAINTS RESPONDED TO	29	29	22	22
ANIMALS PLACED IN SHELTER	6	6	9	9
DOGS	4	4	7	7
CATS	2	2	2	2
SUMMONS ISSUED	1	1	0	0
ANIMAL BITES INVESTIGATED	0	0	1	1
<b>ANIMALS RETURNED TO OWNER</b>	0	0	2	2
DOGS	0	0	2	2
CATS	0	0	0	0
OTHER	0	0	0	0
<b>ANIMALS RETURNED TO THE WILD</b>	0	0	0	0

January 2021  
Public Works Department  
Monthly Report  
Happy New Year!

January has been a busy month, but as you know we are busy all the time!

We have started on the renovations at Washington Park. Once weather permits construction will begin on the pavilion.

Smith Creek bridge has been completed and it looks wonderful.



Bulk and brush resumed January 5<sup>th</sup> and the residents of Clifton Forge have expressed that they are happy to have this by in service.

We have started trimming back trees on McCormick Blvd to give clearance to school buses.



We responded to two (2) water leaks this month and promptly repaired them.



We also responded to Twelve (12) sewer backups.

Catch basin and curbing continue to be cleaned as needed.

The water/sewer crew replace two (2) sewer laterals at 1310 Wilmont St. and 1007 Girard St.





Runoff from the Town Hall parking lot has been a ongoing issue for 1 Jackson St. (Highlands Finance), we install a larger grate to keep water from entering building.



Public Work Department was surprised by Clifton Forge Main Street Inc., by be awarded the Outstanding Service Award!

We ended our month with a snowstorm, up to 6 inches or more fell throughout Town. Our crew was out for over 18 hours. Considering the con

Three (3) burials for the month of January.



# MONTHLY REPORT

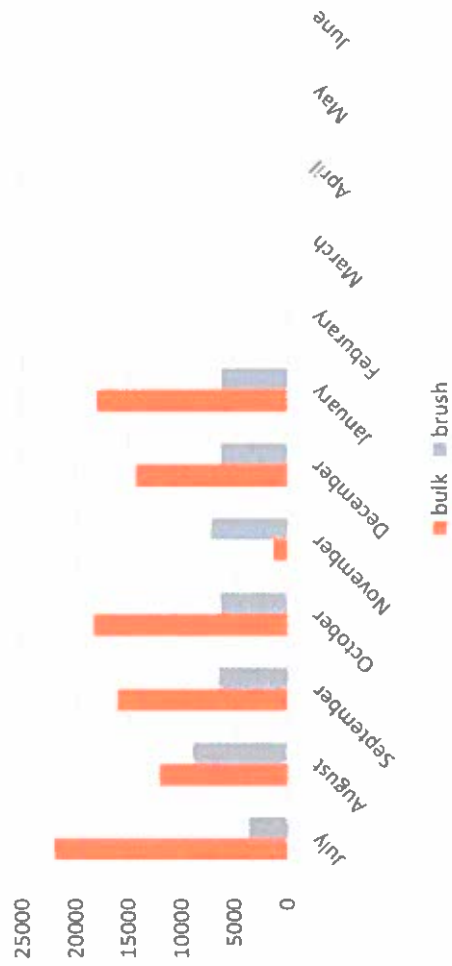
Jan-21

DEPARTMENT	WEEK	OT HOURS	MEN	COMMENTS
CEMETERY	1/4/2021	3	3	MVC Grave(3men@3hrs)
	1/11/2021	3.5	1	MVC Grave(1man@3.5hrs)
	1/18/2021	0	0	
	1/25/2021	0.5	2	MVC Grave(2men@.5hr )
	<b>Total</b>	<b>7</b>	<b>6</b>	
SEWER I & I	1/4/2021	4	2	612 Church Sewer backup(2men@2hrs) 817 Kensington sewer back up(2men@2hrs)
	1/11/2021	3	3	sewer backup 50 W Pine(2men@2hrs) sewer backup 761 Verge(1man@1hr)
	1/18/2021	1	1	call out to mark Miss Utility(1man@1hr)
	1/25/2021	0.5	2	sewer back up 525 Roxbury(2 men@.5hrs)
	<b>Total</b>	<b>8.5</b>	<b>8</b>	
WATER	1/4/2021	0	0	
	1/11/2021	1.5	4	water break 1703 Ridgevue(4men@1.5hrs)
	1/18/2021	1	1	call out to mark Miss Utility(1man@1hrs)
	1/25/2021	0	0	
BLDGSGRDS	<b>Total</b>	<b>2.5</b>	<b>5</b>	
	1/4/2021	1	7	Admin (1man@5.5hrs) Fix garage door(1man@1.5hrs)
	1/11/2021	9	3	Admin(1man@3hrs) Let PD in yard 3 times(1man@4hrs & 1man@2hrs)
	1/18/2021	2.5	1	admin(1man@2.5)
	1/25/2021	8.5	1	admin(1man@8.5hrs )
STREETS	<b>Total</b>	<b>21</b>	<b>12</b>	
	1/4/2021	0	0	
	1/11/2021	0	0	
	1/18/2021	2	2	Call out to salt streets(2men@2hours)
	1/25/2021	144.5	8	Snow event 1-30/1/31 2021 (8men@144.5hrs)
	<b>Total</b>	<b>146.5</b>	<b>10</b>	
	<b>Grand Total</b>	<b>185.5</b>	<b>41</b>	

Total of OT hours for the month



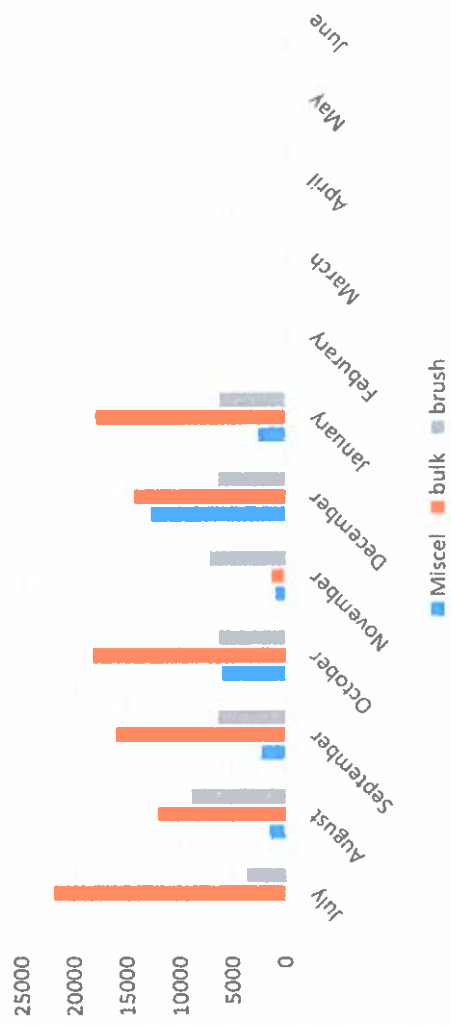
Bulk and Brush FY2020-2021



Jan-21	Date	Trip	Weight	Type	Comments
	5-Jan	1	1360	misc	food pantry
	19-Jan	1	1220	misc	food pantry
				misc	
				misc	
<b>Subtotal</b>		<b>2</b>	<b>2580</b>		
	5-Jan	2	3160	Bulk	
	8-Jan	1	1320	Bulk	
	12-Jan	4	5720	Bulk	
	19-Jan	3	2220	Bulk	
	26-Jan	4	5580	Bulk	
	27-Jan			Bulk	
<b>Subtotal</b>		<b>14</b>	<b>18000</b>		
	7-Jan	2	800	Brush	
	14-Jan	2	2340	Brush	
	21-Jan	2	3120	Brush	
	28-Jan	0	0	Brush	
<b>Subtotal</b>		<b>6</b>	<b>6260</b>		
<b>Gran Total</b>		<b>22</b>	<b>26840</b>		

	July	August	September	October	November	December	January	February	March	April	May	June
Miscel	0	1520	2320	5960	960	12640	2580					
bulk	21985	12120	16060	18328	1320	14326	18000					
brush	3720	8860	6500	6260	7220	6280	6260					

Bulk Brush and Miscellaneous



Clifton Forge Public Library

Director's Report

December 2020

The library continued its limited access policy to the public during the month of December. 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 70 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 held a special Christmas gift bag give-away during December. The give-away was a drive through event for children ages 3-12 that included books, Christmas crafts, bookmarks and candy. Staff members Iris Gilbert, Kathie Clark, Director Mike

Barnes and volunteer Travis Hart handed the gift bags out. The Library Board and Friends of the Library postponed meetings until March 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	\$700.00							\$885.00
Book Sales	\$0.00	\$0.00	\$5.00	\$4.00	\$0.00	\$0.00							\$9.00
Fax Charges	\$65.00	\$118.50	\$93.50	\$106.50	\$72.00	\$85.00							\$540.50
Fines	\$31.70	\$35.55	\$55.10	\$29.05	\$52.55	\$83.20							\$287.15
Replace books	\$0.00	\$2.70	\$0.00	\$0.00	\$0.00	\$0.00							\$2.70
Replace card	\$0.00	\$0.00	\$8.00	\$4.00	\$2.00	\$6.00							\$20.00
Non-Resident	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00
Print-outs	\$51.50	\$71.25	\$75.00	\$130.95	\$85.00	\$80.00							\$493.70
Total	\$198.20	\$328.00	\$236.60	\$309.50	\$211.55	\$954.00							\$2,237.85
<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)**

FY 2021	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 21
CF Adult	420	428	635	560	502	496							3041
CF Juvenile	70	81	108	3	41	40							343
Allegh. Adult	492	303	330	323	236	347							2031
Allegh. Juv.	1	14	4	2	0	1							22
NR Adult	23	33	23	22	12	16							129
NR Juvenile	1	0	0	18	5	26							50
# ITEMS Out	1007	859	1100	928	796	926							5616
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	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	2537	2492	2435	1453	635	606	795	24873

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

FY 2021	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 21
CF Adult	72	80	77	90	86	76							481
CF Juvenile	7	9	13	3	6	6							44
Allegh. Adult	43	48	42	48	35	38							254
Allegh. Juv.	1	2	2	2	0	1							8
NR Adult	5	9	8	8	3	6							39
NR Juvenile	1	0	0	1	1	2							5
Total Patrons	129	147	142	152	131	129							830
FY 2020	July	August	September	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. 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	129							830
New Register	8	4	10	8	8	7							45
Transactions	1729	1706	1861	1743	1527	1683							10249
Wifi	60	72	63	59	51	60							365
W/drawn bks	1340	611	144	254	387	361							3097
PAC Logins	19	34	13	27	19	31							143
W/D Patrons	0	7	5	0	1	0							13
Computer Use	63	98	106	129	197	117							710
E-book Circ.	167	172	168	165	224	197							1093
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
<b>NEW TITLES ADDED</b>													
FY 2021	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	CUM 20/21
FY 2021	25	123	232	257	146	172							
FY 2020	199	156	164	161	157	97	157	198	211	244	117	28	1889
<b>MICHAEL ARMSTRONG COMMUNITY MEETING ROOM ATTENDANCE</b>													
FY 2021	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum FY 21
	60	73	45	25	3	0							
FY 2020	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum FY 20
	325	223	194	264	211	141	256	167	78	0	0	0	1859





## TOWN OF CLIFTON FORGE

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

**TOWN COUNCIL MINUTES  
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:

1. Go to the Town's website: [www.cliftonforgeva.gov](http://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 Town Attorney, Jared Jenkins calls the meeting to order, Kawahna Persinger, the Clerk of Council 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. Charles Unroe, Town Manager and LeeAnna Tyler, Finance Director was also in attendance.***

***ROLL CALL***

***Councilman Wolfe- in person  
Councilman Umstead- teleconference  
Councilman Goings- teleconference  
Vice Mayor Marshall- in person  
Mayor Irvine- in person***

**ORGANIZATIONAL MEETING-**

**A. NOMINATION(S) AND ELECTION OF MAYOR**

**Nominee: Pam Marshall**

**Town Attorney: Do I have a motion to nominate Pam Marshall as Mayor**

**Motion made by: Councilman Umstead**

**Seconded by: Councilman Irvine**

**ROLL CALL VOTE**

**Councilman Wolfe- No  
Councilman Umstead- Aye  
Councilman Goings- No  
Vice Mayor Marshall- Aye  
Mayor Irvine- Aye**

**Total: 3-2**

**B. NOMINATION(S) AND ELECTION OF VICE MAYOR**

**Nominee: Jeff Irvine**

**Town Attorney: Do I have a motion to nominate Jeff Irvine as Vice Mayor**

**Motion made by: Councilman Umstead**

**Seconded by: Mayor Marshall**

**ROLL CALL VOTE**

**Councilman Wolfe- Aye  
Councilman Umstead- Aye  
Councilman Goings- No  
Councilman Irvine- Aye  
Mayor Marshall- Aye**

**Total: 4-1**

**CONSENT AGENDA**

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

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

**Do I have a motion to approve the minutes as recorded**

**Motion made by: Council Umstead**

**Seconded by: Councilman Goings**

## **ROLL CALL VOTE**

**Councilman Wolfe- Aye**  
**Councilman Umstead- Aye**  
**Councilman Goings- Aye**  
**Vice Mayor Irvine- Aye**  
**Mayor Marshall- Aye**

**Total: 5-0**

## **ACTION ITEMS**

### **2. DEPARTMENT REPORTS**

Code Enforcement  
Police Department  
Public Works Department  
Library  
Finance

**RECOMMENDATION:** Accept reports as written

**Do I have a motion to approve the reports as presented**

**Motion made by: Councilman Irvine**

**Seconded by: Councilman Umstead**

## **ROLL CALL VOTE**

**Councilman Wolfe- Aye**  
**Councilman Umstead- Aye**  
**Councilman Goings- Aye**  
**Vice Mayor Irvine- Aye**  
**Mayor Marshall- Aye**

**Total: 5-0**

**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

Do I have a motion to list the Crown Victoria and Backhoe Bucket as surplus

**Motion made by: Councilman Irvine**

**Seconded by: Councilman Umstead**

**ROLL CALL VOTE**

**Councilman Wolfe- Aye**

**Councilman Umstead- Aye**

**Councilman Goings- Aye**

**Vice Mayor Irvine- Aye**

**Mayor Marshall- Aye**

**Total: 5-0**

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

**RECOMMENDATION:** Approve resolution. Waive the 2<sup>nd</sup> reading.

Do I have a motion to approve the resolution and waive the 2<sup>nd</sup> reading

**Motion made by: Councilman Umstead**

**Seconded by: Councilman Goings**

## **ROLL CALL VOTE**

**Councilman Wolfe- Aye**  
**Councilman Umstead- Aye**  
**Councilman Goings- Aye**  
**Vice Mayor Irvine- Aye**  
**Mayor Marshall- Aye**

**Total: 5-0**

- 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

**NOMINEE: Councilman Goings**

**Do I have a motion to nominate Councilman Goings to the Alleghany Highlands Chamber Board vacancy**

**Motion made by: Councilman Umstead**

**Seconded by: Councilman Goings**

## **ROLL CALL VOTE**

**Councilman Wolfe- Aye**  
**Councilman Umstead- Aye**

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

**Total: 5-0**

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

**RECOMMENDATION: To approve the resolution**

**Do I have a motion to approve the resolution**

**Motion made by: Councilman Goings**

**Seconded by: Councilman Umstead**

**ROLL CALL VOTE**

**Councilman Wolfe- Aye  
Councilman Umstead- Aye  
Councilman Goings- Aye  
Vice Mayor Irvine- Aye  
Mayor Marshall- Aye**

**Total: 5-0**

## **INFORMATION**

### **Update on Roanoke Valley Alleghany Regional Commission**

Chuck Unroe, Town Manager gave an update on this action item. Previously, it was requested to have two (2) individuals selected: 1 elected and 1 citizen. That has now changed since the Commission is looking to reduce their size. There will be just one (1) elected person on the Commission and the citizens position will be eliminated. Mayor Pam Marshall is the elected official. No action was taken since we are already covered. Pam did give the Town Manager permission to set in on the meetings.

### **Bobby Irvine – retirement**

After being employed for 50 years, Bobby announced his retirement in December 2020. His last day will be January 31, 2021. Chuck mentioned that Bobby has been a valuable employee and done a terrific job throughout the years. Chuck stated that Clifton Forge has the best water in the state. It is a testament to Bobby's leadership that he can say that he is comfortable retiring and leaving the plant in the capable hands of Tony Kimberlin and E.R. Gilbert. This town will certainly miss Bobby, but we wish him well in his retirement.

### **Promotions at Water Plant**

Effective February 1, 2021, Tony Kimberlin will be the new Director at the Water Treatment plant. E.R. Gilbert will move into the Lead Operator's position vacated by Tony. The town is currently advertising an entry level operator's opening vacated by E. R.

### **Recycling**

Chuck stated that there is a huge issue with recycling. He is receiving 3-4 phone calls per week regarding the excess items being placed outside of the recycling trailers. These calls are regarding the trailers at Matthews Park. Appears the



trailers are full within 3 days. A possible solution was to have a 2<sup>nd</sup> trailer. The thought is that the 1<sup>st</sup> trailer would be there until full. The town would call for pickup and the 2<sup>nd</sup> trailer would be delivered at that time. There is a rental fee of \$75.00 on the 2<sup>nd</sup> trailer and \$545.00 to pick up and empty the contents. The fee for twice a month is currently \$1,190.00 with the trailer being pulled on the 16<sup>th</sup> and 30<sup>th</sup> of each month. Chuck presented to council the option of doing this on a trial basis for 60 days to see if that solved the recycling issue.

Councilman Goings is not in favor of spending additional money for the extra trailer. His suggestion was to have those individuals who recycle to pay a fee to help cover the costs. Or, in future, the Town Council could consider raising taxes to cover the costs.

Vice Mayor Irvine suggested for the town to just place a dumpster there with the trailer. Chuck mentioned that he did not think the residents would be receptive to a dumpster being provided for them to put their recycled items in. The Town Manager also suggested that the best time to re-evaluate this matter would be when the budget for 2021-2022 is being worked on. The town is no longer recycling with Jackson River Enterprises, but rather with RDS.

Mayor Marshall suggested that when the town started on the new budget, to place a questionnaire on the town website to get the citizens input regarding this matter.

Upon asking again if Council would like to do a 60-day trial period with a 2<sup>nd</sup> trailer, all members of Council were in agreement for the trial period.

## **TOWN MANAGER'S COMMENTS**

1. Introduced Kawahna Persinger as the new Administrative Assistant
2. Congratulated Pam Marshall on being selected as Mayor
3. Congratulated Jeff Irvine on being selected as Vice Mayor
4. Congratulated Carl "Shorty" Wolfe, Jr. on being the new council member
5. CARES Act- The Town has used up the majority of the funds allotted at this time. Not sure that there will be a 3<sup>rd</sup> round of CARES Act money sent out. After all projects have been completed, if there is any money left, it has already been earmarked for future projects.
6. Smith Creek Pedestrian Bridge project has been completed. This was done with an 80/20 VDOT Grant. The final walk thru was 1/12/2021 and Chuck has encouraged the citizens of Clifton Forge to go take a walk to see the completed bridge.
7. A couple from Buena Vista is interested in the old high school. They have seen the inside of the building and they are quite excited for the possibilities. Their plans are to contact Chuck in the future and see if something can be worked out to benefit all parties
8. Covid-19 update: The Covington Health Department is in phase #1 with the vaccine. This includes police, fire, EMS and teachers from K-12. Per Ryan Muterspaugh, we are heading for phase 1B. This will cover essential workers like public works, council members and town hall staff. Ryan has requested that a list of the individuals who are interested in receiving the vaccine be emailed to him by 1/15/2021.

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

LeeAnna Tyler read an email that was sent to the Town Manager from Bobby Hippert of Selma, Virginia regarding the condition of the streets and the need for major repairs to be completed. One of the streets mentioned was the top of Jefferson hill. Chuck stated that this particular section of street had just been paved as of 1/12/2021.

Roslyn Thomas called to congratulate Pam Marshall on her nomination to the Mayor's seat.

## **COUNCIL COMMENTS**

Councilman Wolfe- no comment

Councilman Umstead- congratulations to Bobby on his upcoming retirement.  
thank you to David Oeltjen for his service on council.  
welcomed "Shorty" Wolfe to council.

Councilman Goings- congratulations to Pam Marshall on Mayor's position.  
congratulations to Jeff Irvine on Vice Mayor's position.  
hopes that council can put the past behind them and move on.  
hopes that Covid will soon be gone and life returns.  
thanked David Oeltjen for all his years of service.  
Recycling: stated that he is not, per say, but feels the council  
needs to re-think the issue. He feels that nothing will be  
solved within the next 50 years on this matter.

Vice Mayor Irvine- congratulated Pam Marshall on the Mayor's seat.  
hopes that everyone survives Covid.  
congratulations to "Shorty" Wolfe on his council seat and  
stated that if he ever had any questions- that he would be  
happy to help.  
congratulated the new Administrative Assistant, Kawahna.  
congratulated Bobby upon his retirement.  
stated the Art School would like to thank Chuck for the Santa  
Claus that was provided to them in December and for setting it  
up.  
also wanted to thank Chuck for showing the high school.

Mayor Marshall- wanted to state that she was humbled and honored to be the  
Mayor. She wanted to thank the citizens for voting her on to  
the council.  
congratulated Bobby on his 50 years of service. True silent  
leadership is leaving a job in capable hands.  
congratulations to Tony Kimberlin and E.R. Gilbert for their  
promotions.  
welcomed the new Administrative Assistant, Kawahna.  
thanked David Oeltjen for his service on council.  
welcomed "Shorty" Wolfe to council.  
thanked Jeff Irvine for his service as mayor.

thanked Chuck for showing the high school.  
asked for prayers for Roy Wright who fell and broke his neck.  
asked everyone to remember the family on Mound Street who  
lost everything in a fire.  
welcomed the three (3) new police officers.

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

**Do I have a motion to go into closed session based upon Code Section 22-3711 A:1 to discuss personnel issues and upon Code Section 22-3711 A:8 to discuss legal issues**

**Motion made by: Mayor Marshall**

**Seconded by: Vice Mayor Irvine**

**ROLL CALL VOTE**

**Councilman Wolfe- Aye  
Councilman Umstead- Aye  
Councilman Goings- Aye  
Vice Mayor Irvine- Aye  
Mayor Marshall- Aye**

**Total: 5-0**

**Total:**

## **OPEN SESSION**

**Do I have a motion to certify the closed session and return to the regular open session of Town Council**

Councilman Umstead moved to certify that the only topics discussed during the closed session was a personnel issue and a legal issue and consultation with legal counsel.

**Motion made by: Councilman Umstead**

**Seconded by: Mayor Marshall**

## **ROLL CALL VOTE**

**Councilman Wolfe- Aye  
Councilman Umstead- Aye  
Councilman Goings- Aye  
Vice Mayor Irvine- Aye  
Major Marshall- Aye**

**Total: 5-0**

**Do I have a motion to adjourn the meeting**

**Motion made by: Councilman Umstead**

**Seconded by: Mayor Marshall**

## **ROLL CALL VOTE**

**Councilman Wolfe- Aye  
Councilman Umstead- Aye  
Councilman Goings- Aye  
Vice Mayor Irvine- Aye  
Mayor Marshall- Aye**

**Total: 5-0**

## Chuck Unroe

---

**From:** Town of Clifton Forge, Va. <no-reply@wufoo.com>  
**Sent:** Tuesday, January 12, 2021 4:22 PM  
**To:** Chuck Unroe  
**Subject:** Town of Clifton Forge, Va. [#1133]

Your Name Bobby Hippert

\*

Your [hippertbob@gmail.com](mailto:hippertbob@gmail.com)

Contact

Email \*

Your (540) 241-5456

Contact

Phone

Number \*

Choose a Town Manager

Department

\*

Subject Needed street repairs

### Your Message

Although I do not live in the Town of Clifton Forge I do travel through town on a daily basis. My question for council is when is something going to be done with the streets in town. You have Ridgeway Street from in front of the former Stop In all the way to the Jackson River bridge that is falling apart, the bridge on Ridgeway Street in front of the Alleghany Building which is as rough as most gravel roads in the area, Jefferson Avenue at the top of the hill coming down from the Heights will jar your teeth when you hit the spot that has been dug up numerous times and there are others that I could go on naming however these three stand out to me because of my travels in town. Council is always talking about making good impression on visitors to town needs to ask them self the question "what kind of impression did we make when the visitors left town and need to get their tires balanced and a front end alignment when they got home. Bobby Hippert 1203 John Tyler Street, Selma



## **TOWN OF CLIFTON FORGE**

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

### **WORK SESSION AGENDA TOWN OF CLIFTON FORGE, VIRGINIA 7:00 P.M. TUESDAY, January 26, 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.

- 1. Need to amend the work session agenda**
- 2. Goals & Objectives:**
  - Possible survey
  - Splash Park – presented by Ronald Goings
  - Zip Lines- presented by Ronald Goings
  -
- 3. Armory Discussion**
- 4. Recycling Trailer – fee involved with fencing – Lowe’s Home Center**
- 5. Dog Park**
- 6. Closed Session Pursuant to Section 2.2-3711 Legal based upon Code section 8:A and Personnel A:1**



**WORK SESSION MINUTES  
TOWN OF CLIFTON FORGE, VIRGINIA  
TUESDAY, JANUARY 26, 2021 – 7PM  
Via Teleconference**

Mayor Marshall called the meeting to order at 7:00pm. Chuck Unroe, Town Manager read the required statements indicating the reason a teleconference meeting was possible. Councilman Umstead, Councilman Goings and Town Attorney, Jared Jenkins participated by calling in. Mayor Marshall, Vice Mayor Jeff Irvine, LeeAnna Tyler, Finance Director, Chuck Unroe, Town Manager and Kawahna Persinger, Deputy Clerk of Council appeared in person. A roll call was performed by Kawahna Persinger, Deputy Clerk to confirm attendance.

Mayor Marshall made a motion to amend the work session agenda as follows:

- Add discussion of a splash park and/or zip line park
- Installing a fence at the recycling trailer
- Adding a resident survey to the Council's Goals & Objectives list
- Placing a Legal issue back into the Closed Session of the meeting

Motion made by: Vice Mayor Irvine

Seconded by: Councilman Wolfe

Mayor Marshall next moved to discuss the 2021 Council Goals.

The Town Manager read the fourteen (14) goals out loud for those councilmembers who were not present and did not have the list in front of them. This list was comprised of goals from 2016 and 2019 combined.

Mayor Marshall stated that she wants the citizens to have an input on the goals. She questioned if a survey could be incorporated that could be sent out to the citizens.

Councilman Goings ask if anyone has looked at the five (5) year plan. It might be beneficial to review the 5-year plan and see how much is on the current goals list.

Mayor Marshall then opened the floor to talk about the possibility of a Splash Park and/or Zip Line Park.

Town Manager stated that the cost to start up this type of endeavor was not as bad as you would think it would be. Certain areas in Indiana have started a splash park for somewhere between \$40,000- \$50,000. Other areas have invested up to \$300,000-\$400,000. Depending upon how big and elaborate the jurisdiction wants to invest. The Town Manager stated that we would need to look into different ways to capture the water and recycle it. A full-time certified water engineer would be needed to oversee the operation. It was also suggested that timers could be used on certain water flows. Example: if no one is using that water feature, the flow would be turned off (or stop). Once someone comes up to use that feature, the flow would turn on (or start).

Councilman Irvine ask if the Town would finance this endeavor or would they attempt to get investors.

Councilman Goings mentioned that his hometown did fundraisers and within a few short months – they had raised the required funds.

The Town Manager stated that there could be grant money available for this type of endeavor.

Mayor Marshall also ask the Town Manager to research the possibility of having a Trampoline Park.

Mayor Marshall then turned the discussion to the Dog Park. Town Manager stated that this matter has been discussed quite a bit over the last year. A

tentative location called “the Jungle”, located close to the Smith Creek bridge has been considered. The Town Manager stated that this was not a cost-effective location due to all the fencing that would need to be installed. Public Works suggested that Matthews Park be the location for the dog park.

Councilman Goings is in favor of using Matthews Park for the dog park. Vice Mayor Irvine is against using Matthews Park. Stated that kids play there, the recycle trailers are there and it might be too much to place the dog park there.

Councilman Wolfe ask if there was a real need for a dog park and questioned how often it would actually be used.

Town Manager ask if council still wanted to consider Matthews Park as the location for the dog park, or should he start to look for another location.

After additional discussion, most of the council is against using Matthews Park in the capacity of a dog park.

Mayor Marshall then brought up the subject of the Recycling project.

Town Manager stated that he has received several phone calls from residents living close to the recycling trailer about the trash. With the winds getting up, a lot of the items placed at the recycle trailer have been blowing into the ditches, neighbor’s yards and/or laying in the road. Public Works sent someone up to that vicinity three (3) times in one day just to gather the blowing debris.

Vice Mayor Irvine mentioned that he thinks other areas and individuals are using the Town’s recycling trailer – which may explain the overload of trash.

Mayor Marshall also feels that there is probably trash mixed in with the recycled items – which could also explain the overload of trash at the trailer. She asked if signs could be placed around the trailer as to what items can be recycled.

Mayor Marshall ask LeeAnna Tyler, Finance Director if an educational memo regarding recycling tips could be placed on the back of the water bill as a helpful reminder to citizens as to recycling procedures. The Finance Director agreed to place a memo starting with the March 2021 water bill.

Town Manager suggested installing a three-sided stockade type fence. Public Works would build/install it. A price quote from Lowe's Home Center reflects that the material would cost about \$1,012.00.

Mayor Marshall questioned as to whether the Town needed to invest in a fence if the Town is not going to continue recycling.

The Town Manager said that there was no plans to stop recycling – but the council can always decide to terminate the program whenever they deem necessary.

Mayor Marshall also questioned if other areas/residents are using the Town's recycling trailer, could we ask Alleghany County to help with the cost of the trailer?

Vice Mayor Irvine said that the only way that could be done would be to monitor the trailer and the Town does not have the manpower to do that.

Vice Mayor Irvine, Councilman Umstead, Councilman Goings and Councilman Wolfe all agreed to installing the fence around the recycling trailer.

The Town Manager referenced the four (4) stapled packets regarding the Armory. He reviewed several sections that was discussed between himself and Andy Bostic, Armory President. During the conversation with the Town Manager, Mr. Bostic stated that he realized that the Armory needs a budget, but that it may take a few cycles to get a handle on the true amount of funds that they have.

Councilman Umstead stated that he doesn't what to tell the Armory what to do with their money. He also questioned whether there would be term limits.

Jared Jenkins, Town Attorney stated that he was/is trying to help both side of this issue, but ultimately, his priority is to the Town of Clifton Forge. He said that the Armory needs to form an LLC to protect the board members from individual liability.

The next council meeting is scheduled for Tuesday, February 9, 2021 at 7:00pm.

Mayor Marshall made a motion pursuant to Section 2.2-3711 A:8 to discuss Legal matters and Section 2.2-3711 A:1 to discuss Personnel matters.

Motion made by: Vice Mayor Irvine

Seconded by: Councilman Wolfe

Mayor Marshall moved to certify that the only topics discussed during the closed session was a personnel issue and a legal issue and consultation with legal council.

Motion made by: Vice Mayor Irvine

Seconded by: Councilman Umstead

Mayor Marshall made a motion to adjourn at 8:50pm

Seconded by: Vice Mayor Irvine

### **Roll Call Vote**

Councilman Umstead	Aye
Councilman Goings	Aye
Councilman Wolfe	Aye
Vice Mayor Irvine	Aye
Mayor Marshall	Aye

Total: 5-0