



TOWN OF CLIFTON FORGE

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

COUNCIL MEETING AGENDA TOWN OF CLIFTON FORGE, VIRGINIA 7:00 P.M. TUESDAY, MARCH 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
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.

ONE (1) PUBLIC HEARING: to solicit public input on a Community Development Block Grant (CDBG) application for the repair of the Verge Street waterline and the sewer force main in an amount not to exceed \$500,000.

ONE (1) PUBLIC HEARING: to receive the Planning Commission's recommendation and solicit public input on a Special Use Permit to operate an indoor storage facility at 321 Commercial Avenue, Clifton Forge.

INVOCATION

PLEDGE OF ALLEGIANCE

CONSENT AGREEMENT

1. MINUTES: Council Meeting of February 9, 2021

RECOMMENDATION: Approve minutes of February 9, 2021

2. MINUTES: Called Council Meeting of February 23, 2021

RECOMMENDATION: Approve minutes of February 23, 2021

ACTION ITEMS

3. DEPARTMENT REPORTS

Code Enforcement
Police Department
Public Works
Library

Water Plant
Fire Department

RECOMMENDATION: Accept reports as written

4. GRAN FONDO CYCLE RACE

RECOMMENDATION: Approve street closure between Jefferson and Commercial Avenues on Saturday, May 8, 2021 from 8am- 6pm for the Gran Fondo Cycle Race.

5. ARMORY AUTHORITY AGREEMENT, BY-LAWS & LEASE

RECOMMENDATION: authorize the Ordinance to allow the Armory Authority.

6. VOTE ON RESOLUTION TO ANNOUNCE APRIL AS CLEAN UP MONTH IN THE ALLEGHANY HIGHLANDS

RECOMMENDATION: approve the resolution

7. VOTE ON RESOLUTION TO ANNOUNCE APRIL AS CLEAN UP MONTH IN CLIFTON FORGE BY THE TOWN COUNCIL AND THE CORRIDOR CURB APPEAL COMMITTEE.

RECOMMENDATION: approve the resolution

8. VOTE ON PLANNING COMMISSION RECOMMENDATION CONCERNING THE CONDITIONAL USE PERMIT FOR 321 COMMERCIAL AVENUE AS AN INDOOR STORAGE FACILITY.

RECOMMENDATION: approve the Planning Commission's Recommendation

9. VOTE ON REQUEST FROM CLIFTON FORGE MAIN STREET TO HAVE THEIR ANNUAL EASTER BONNET/ HAT PARADE ON SATURDAY, APRIL 3, 2021 AT 11AM

RECOMMENDATION: approve Easter Bonnet/ Hat Parade

10. VOTE TO APPROVE THE COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

RECOMMENDATION: approve the application

INFORMATION

TOWN MANAGER'S COMMENTS

- Audit from RDS on recycling container
- Discuss the vacant seat on the BZA committee

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

**DISCUSSION OF TOWN COUNCIL'S GOALS AND OBJECTIVES
FOR THE 2021-2022 YEAR**

COUNCIL COMMENTS

CLOSED SESSION

- Closed Session Pursuant to Section 2.2-3711 Real Estate based upon Code Section A:3

ADJOURN MEETING

**NOTICE OF PUBLIC HEARING FOR A
COMMUNITY DEVELOPMENT BLOCK GRANT
BY THE TOWN OF CLIFTON FORGE**

The Town of Clifton Forge will hold a public hearing digitally on Tuesday, March 9, 2021, at 7 p.m. to solicit public input on a Community Development Block Grant (CDBG) application for the repair of the Verge Street waterline and the sewer force main in an amount not to exceed \$500,000.

All interested citizens are urged to express their views by emailing Chuck Unroe, Town Manager, at cunroe@cliftonforgeva.gov or by participating in the online meeting via Zoom. Citizens wishing to speak during the meeting must pre-register by calling (540) 863-2500 by 3 p.m. on March 9, 2021.



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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 FEBRUARY 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.

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INVOCATION: *Rev. Marion Sortore*

PLEDGE OF ALLEGIANCE

CALL TO ORDER –*After the Town Mayor 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, LeeAnna Tyler, Finance Director and Brooke Brackenridge, Zoom Meeting Coordinator was also in attendance.*

ROLL CALL

*Councilman Umstead- Present by zoom link
Councilman Goings- Present by zoom link
Councilman Wolfe- Present in person
Vice Mayor Irvine- Present in person
Mayor Marshall- Present in person*

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: **Councilman Umstead**

Motion 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

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: Councilman Umstead

Seconded by: Councilman Goings

ROLL CALL VOTE

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

TOTAL: 5-0

3. ARMORY COMMITTEE

RECOMMENDATION: Schedule a public hearing to create an Ordinance to allow the creation of the Armory Authority.

Do I have a motion to schedule a public hearing

Motion made by: Councilman Umstead

Seconded by: Councilman Goings

ROLL CALL VOTE

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

TOTAL: 4-1

STATEMENT: We need to have a called council meeting on Tuesday, February 23, 2021 and to have three (3) public hearings on the following items:

- 1) Receive report from Planning Commission and comments on two (2) Zoning requests**
- 2) Comments on a potential Community Development Block Grant application. (CDBG)**
- 3) To receive public comments on creating an ordinance to allow the creation of the Armory Authority.**

INFORMATION

Will be shared in Town Manager's Comments

TOWN MANAGER'S COMMENTS

Chuck opened the comments by stating that Clifton Forge has enjoyed having the movie people in town. They have helped boost the economy for the local businesses, which has been appreciated during this Covid-19 pandemic. The movie crews, in turn, have said that the townspeople have been very outgoing and easy to work with. They mentioned that they have enjoyed their time filming in our town.

Clifton Forge has severed the last shared employee contract with Alleghany County. Ricky Bourne's last day as Public Works Director was January 31, 2021. He will be paid through February 28, 2021. The town has re-hired Mike Jack to fill the position as Public Works Director on a temporary basis. He is working closely with Billy Campbell to make this transition as smooth as possible. Clifton Forge will be advertising for the open Public Works Director position.

Lewis Tallman has resigned his position due to the severed contract involving Ricky Bourne. The town is working diligently to replace those vacancies.

Town Manager wanted to commend those that worked on the latest snow removal. He stated that they did a great job. A new family that moved onto Brussels Street was very impressed that their road had been scraped two (2) separate times before 7:30am.

The contractor, and crew, will be starting on the picnic shelter for Washington Park the week of February 8, 2021. The 30 x 40 shelter should be completed by February 15, 2021. Pictures are on Facebook for viewing.

Following is an email between Billy Basham, General Manager of RDS of Virginia LLC and Chuck regarding recycling. Mr. Basham provided some information regarding what materials are accepted for recycling. He will try to do the break down by percentages of the amount of material that is actually recycled as opposed to what is being sent to the landfill at the end of February.

Chuck received notification that Jackson River Enterprises is closed effective February 1, 2021. They still have two (2) recycling contracts in effect until June 2021, which they will finish out.

The fencing for the recycling area has been ordered and will be installed once received by Public Works.

Chuck discussed the Goals and Objectives for Council. During last council meeting, Councilman Goings ask if anyone had read the 5-year comprehensive plan. No one has. Chuck stressed the need for members to adopt their own set of goals and objectives based upon what each would like to see accomplished during their time on council.

There are postings on Facebook reflecting the sale of the old high school building. Chuck stated that this information is far from the truth. There are buyers that are motivated, but talks are in the early stages. The buyers have been shown the building and were given blueprints, but things are just in the "discussion" stage. Chuck assured council that they would be kept apprised of what was going on.

There is another party interested in the old high school and the East School for a possible project. They have been provided blueprints on both of those buildings as well.

Chuck mentioned that each member had a large packet delivered to them with information on ziplines, a trampoline park and a splash pad park. He suggested that each member review the packets and that further discussion would be held. He also mentioned that if anyone has additional information, or suggestions, to please bring them before council.

Councilman Goings ask if a group wanted to rent the Armory for a function, who would they need to contact? Chuck stated that he believes that it would be up to the Armory Committee Board, which Town Council would select, to make that decision.

Councilman Goings also stated that he received the email Chuck forwarded to him regarding the item numbers (#1 and #2) that are recycled vs. items not recycled (#3- #7). Councilman Going wanted to know how many of items #3- #7 were going into the bins. He also mentioned that they are not taking glass now. He suggested changing the signs down at the recycling trailers to reflect that glass is

no longer being accepted. Chuck said that those signs had been changed 2 weeks ago to reflect that.

Councilman Irvine wanted to know what the point was on what they take (recycle)?

Councilman Goings said that the recycle trailers used to take brown and green glass, but that there was no way to keep the glass from getting broken.

Councilman Irvine then ask if there was a way to monitor the trailers so people would not be able to put glass in to recycle.

Chuck said that the way the trailers are made, the bins would not allow glass to be deposited.

Councilman Goings said that we needed to find a way to stop sending stuff that they do not recycle.

Councilman Umstead chimed in that he does not see any sense in paying \$1000.00 to have the recycling stuff sent to Roanoke only to have them throw the entire amount into the trash because 50% of it is items that cannot, or they do not accept, as recycled items. Putting the wrong stuff in will contaminate the entire load and it will all have to be trashed. He also asked how much goes to Roanoke that ends up in the trash. He stated that it is not worth spending \$1000.00 if it ends up as trash. He would rather let our Public Works people just pick it up and save the \$1000.00.

Councilman Umstead then questioned the three (3) public hearings that Mayor Marshall stated that we needed to have a called council meeting about. He was left under the impression that Council would go into closed session to discuss this first and then it would be discussed in open session.

Chuck verified the procedure with Jared Jenkins, Town Attorney- which he confirmed. Chuck then replied to Councilman Umstead that the public hearings would not be in closed session. This would allow citizens to view their opinions and ask questions prior to the voting. Hearings would be heard before the called council meeting started and then they could be voted upon during the called council meeting.

Councilman Umstead questioned the grant on the Public Hearings list. LeeAnna Tyler, Financial Director asked permission to explain this matter. The Town is applying for a potential Community Development Block Grant (CDBG). The plan is to have two (2) public hearings with one scheduled in February 2021 and the other in March 2021, to meet the deadline date of April 1, 2021.

Chuck stated that the zoom meeting had thirteen (13) additional individuals that had signed on to the link. The meeting was also being streamed live on Facebook, but we had no way of knowing how many individuals were signed on that way.

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

No public comments were made, or sent in, by zoom link or by email.

COUNCIL COMMENTS

Councilman Wolfe:

Since this meeting was being conducted by zoom link, he wanted to thank everyone who voted for him as the newest council member. He mentioned that his coffee shop was not doing as good as he expected that it would with the movie crews in town. He believes that a water park or splash park is a good idea. He wanted to congratulate Pam Marshall for being the first African American, female Mayor. He stated that he does not want to be called first on the roll call voting, because he wanted to vote differently on the Mayor/Vice Mayor elections from last month. Stated that he enjoyed the zoom meeting.

Councilman Goings:

Gave Council a brief overview of the Chamber of Commerce meeting. Stated that finance was a large part of the meeting. He said that the packets of information on the ziplines, trampoline park and splash park was just too expensive. He has been in touch with Corey Jeffries at the Harrisonburg Park &

Rec. Department. Councilman Goings will be getting with Mr, Jeffries to obtain information on their facilities in Harrisonburg, and possible costs involved. He stated that he and his wife were down by the post office and were able to watch the movie crew film some of the scenes that were taking place by Dr. William Boyd's old office building. They got to see Michael Keaton during the filming process. Councilman Goings ask when this would be shown and was told in about a year. He said that he hopes that citizens will be able to recognize the buildings in our town when the movie is aired. He went on to request that Chuck, Town Manager, make sure that the council members had a copy of the 5- year comprehensive plan. He would like for council to review the plan and get a vision of what the town could/would look like for the future. He said that the Planning Commission could offer input to the council members too. He was disappointed that he could not see other faces on the screen, because he did not know if they were there. He said the more people attend the meetings, the better off the town will be. He encouraged everyone to invite two (2) friends to the zoom meetings.

Councilman Umstead:

Stated that he likes the zoom meetings. Does not want to be the first council member on roll call voting. He mentioned that he had that position before, or had his turn, and now it belongs to someone else – but not him.

Vice Mayor Irvine:

Wanted to thank those involved in getting the zoom link organized and set up for the February Work Session meeting. Wanted to thank Evelyn, Wanda and Cathy for all of their hard work on the Washington Park project. Wanted to congratulate Greg Dodd on his new position on the Alleghany County Board of Supervisors. Told everyone to have a good week and to be safe.

Mayor Marshall:

Stated that she thought the zoom meeting went well, but that she would probably conduct future meetings from her home. Wanted to send condolences to Iris Gilbert on the loss of her husband. She said that she has been out and about in various places and to several of the coffee shops and she has seen the film crew at a lot of the same locations. She wanted to thank Chuck and Kawahna for all of the printed packets on ziplines, trampoline parks and splash parks that were delivered to council members homes. She mentioned that February is Black History Month

and she is honored to be the first African American Female Mayor for Clifton Forge.

Do I have a motion to adjourn the Council Meeting?

Motion made by: Councilman Umstead

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

MEETING ADJOURNED



TOWN OF CLIFTON FORGE

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

**CALLED COUNCIL MEETING FOR PUBLIC HEARINGS
TOWN OF CLIFTON FORGE, VIRGINIA
7:00 P.M. Tuesday, February 23, 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.

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CALL TO ORDER –After the Town Mayor called the meeting to order at 7:07pm, Kawahna Persinger, the Clerk of Council verified 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, LeeAnna Tyler, Finance Director and Brooke Brackenridge, Zoom Meeting Coordinator was also in attendance.

ROLL CALL

***Councilman Umstead- Present- by zoom
Councilman Goings- Present- by zoom
Councilman Wolfe- Present- in person
Vice Mayor Irvine- Present- in person
Mayor Marshall- Present- in person***

This is a called council meeting to address three (3) public hearings.

Comments for CDBG Public Hearing #1

The purpose of this Public Hearing is to receive input from citizens and others regarding potential Community Development Block Grant (CDBG) projects.

The Virginia Department of Housing and Community Development manages the CDBG program. The program is primarily funded with federal funds and can be used in communities in Virginia for projects that provide benefit to lower income people. Projects may include housing improvements, water and sewer improvements, street and stormwater improvements, funding for centers that provide services to low income people and downtown revitalization projects.

The Town's most recent CDBG project was the Lower Roxbury Neighborhood Project which involved housing and infrastructure improvements. Clifton Forge received \$1.4 million in grant funds for that project.

A second Public Hearing will be held at the March Town Council Meeting to discuss further.

ARE THERE ANY PUBLIC COMMENTS?

No public comments were made.

Do I have a motion to close this public hearing on Community Development Block Grant application?

Motion made by: Councilman Umstead

Seconded by: Vice Mayor Irvine

ROLL CALL

Councilman Umstead- Aye

Councilman Goings- Aye

Councilman Wolfe- Aye

Vice Mayor Irvine- Aye

Mayor Marshall- Aye

TOTAL- 5-0

Comments for Armory Authority Public Hearing #2

Ordinance to allow the creation of an Armory Authority.

ARE THERE ANY PUBLIC COMMENTS?

The following comments were made by Diana Kling Smith:

Regarding the purposed **ORDINANCE** , I have the following comments and questions:

1. Page 2, Item D – I think the word “initial” should be inserted in the sentence beginning, “The names of the Board of Directors...” The word “initial” is used below and I just think for clarification purposed it should be inserted above.

2. I understand that the terms of Board members are to be staggered, but it is unclear if the initial 2 years of Board members 1, 2 and 3 and the initial 3 years of Board members 4, 5 & 6 will constitute full terms or if they will be eligible to serve 2 full 4-year terms after their initial partial terms. I just think a decision on this early on will save a lot of questions later on.
3. Page 3, Item E- Since the Town Finance Director is the treasurer and the Town Clerk is the secretary, the Chairperson would be the only elected member of the Board of Directors. Also given the fact that neither the secretary nor the treasurer are members of the Board, should be stated that they have no voting rights?
4. Page 4, Section 6- Financial records. Since the Town Finance Director is the treasurer, will the audits be done by the town?

Regarding the **BY LAWS**, I have the following comments and questions:

1. Article IV, Paragraph 3- mentions a secretary and a clerk. Are they one and the same?
2. Article VI- shouldn't the terms of office also be included in the by-laws as well as meeting dates and times?
3. Article VII, Item 1- uses the term "Executive Committee". It would seem appropriate for the Board to establish committees as needed to include a "Budget Committee" or any other committee it deems appropriate. Perhaps this item could be used to address committees.
4. Article VII, Item 2- States that checks will be issued when approved by the Board. Does the Town have no say in how the money is spent? It would seem more appropriate for the Board to make a recommendation for expenditures and the Town to give approval or disapproval given that the Town owns the building. I refer to Item #6 of the **LEASE AGREEMENT**.
5. Will the money currently held by the Armory Committee be turned over to the new Treasurer (Town Finance Director)?
6. Article VIII, Third Paragraph- mentions a "contract" with the Town. What is meant by this? Should this reference the **LEASE AGREEMENT**?
7. Article IX – states that these **BY LAWS** can be amended by majority of the Authority members. This would seem contradictory given the fact that the Town has established these **BY LAWS**. This statement would weaken the Town's authority over the Authority.

Regarding the **LEASE AGREEMENT**:

Shouldn't it be stated or understood that all money collected by the Authority **SHALL** be used to manage, preserve and enhance the Armory for the benefit of all the citizens of Clifton Forge and Alleghany County?

I would however, like to thank the Town Attorney, Mr. Jenkins for proposing this Armory Authority.

I would also like to take this opportunity to dispel all of the misinformation that has been circulated regarding the past controversy as it related to the AC. Finding reason to question leadership of an organization does not discount the other members. I and others have publicly applauded the AC for their community service and dedication to making the Armory a valuable asset to Clifton Forge and Alleghany County. This Authority will not only simplify their mission, but protect these dedicated members from any future liability. Thank You.

Councilman Goings questioned who the secretary was. He stated that if the Town Clerk was the secretary, he did not think that they should be. It was clarified that Chuck Unroe will be functioning in this capacity.

No additional public comments were made.

Do I have a motion to close this public hearing on the ordinance to allow the creation of an Armory Authority?

Motion made by: Councilman Goings

Seconded by: Councilman Umstead

ROLL CALL

Councilman Umstead- Aye

Councilman Goings- Aye

Councilman Wolfe- Aye
Vice Mayor Irvine- Aye
Mayor Marshall- Aye

TOTAL- 5-0

Receive report from Planning Commission on two (2) Zoning requests

#1 Rezoning request for 1417 Main Street from BG to a residential zone.

ARE THERE ANY PUBLIC COMMENTS?

Council member discussions centered around why the rezoning request was being made in the first place. Questions arose as to how the other properties around 1417 Main Street was zoned.

Per Councilman Umstead, the other properties were zoned BG.

Diana Kling Smith stated that the reason for the rezoning request was that the buyer is trying to get a residential loan. A BG classification is at the higher interest rate.

No additional public comments were made.

Do I have a motion to close this public hearing on the rezoning request for 1417 Main Street?

Motion made by: Councilman Umstead

Seconded by: Councilman Goings

ROLL CALL

Councilman Umstead- Aye

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

TOTAL- 5-0

#2 Special use permit to operate an indoor storage facility at 321 Commercial Avenue.

ARE THERE ANY PUBLIC COMMENTS?

There was discussion among the Council members as to the location of the building in question. It was clarified that it was the old Harvey building, beside the old 7-11 convenience store.

Because Randy Phillips did not provide the paperwork and payment in a timely manner, this matter will need to be addressed by the Planning Commission at their next scheduled meeting set for March 4, 2021 at 6:00pm. Mr. Phillips wants to open an indoor storage facility located at 321 Commercial Avenue. The Planning Commission will forward their decision to the Town Manager after 3/4/2021.

Councilman Wolfe did question as to whether Council really wanted a storage facility in Historic Downtown Clifton Forge. He mentioned that parking was limited and only available on the street.

Do I have a motion to close this public hearing for a Special Use Permit for 321 Commercial Avenue?

Motion made by: Vice Mayor Irvine

Seconded by: Councilman Umstead

ROLL CALL

Councilman Umstead- Aye

Councilman Goings- Aye

Councilman Wolfe- Aye

Vice Mayor Irvine- Aye

Mayor Marshall- Aye

TOTAL- 5-0

WE ARE NOW BACK IN OPEN SESSION,..

Do I have a motion to table the authorization of the Ordinance for the Armory Authority until additional changes and corrections have been made to the Ordinance, the By-Laws and the Lease Agreement as discussed?

Motion made by: Councilman Goings

Seconded by: Councilman Umstead

ROLL CALL

Councilman Umstead- Aye

Councilman Goings- Aye

Councilman Wolfe- Aye

Vice Mayor Irvine- Aye

Mayor Marshall- Aye

TOTAL- 5-0

Do I have a motion to approve the rezoning of 1417 Main Street from BG to a residential zone?

Motion made by: Councilman Umstead

Seconded by: Vice Mayor Irvine

ROLL CALL

Councilman Umstead- Aye

Councilman Goings- Aye

Councilman Wolfe- Aye

Vice Mayor Irvine- Aye

Mayor Marshall- Aye

TOTAL- 5-0

Do I have a motion to table the request to approve the Special Use Permit for 321 Commercial Avenue until after the next Planning Commission meeting scheduled for March 4, 2021?

Motion made by: Councilman Goings

Seconded by: Councilman Umstead

ROLL CALL

Councilman Umstead- Aye

Councilman Goings- Aye

Councilman Wolfe- Aye

Vice Mayor Irvine- Aye

Mayor Marshall- Aye

TOTAL- 5-0

Do I have a motion to adjourn the meeting?

Motion made by: Vice Mayor Irvine

Seconded by: Councilman Goings

ROLL CALL

Councilman Umstead- Aye

Councilman Goings- Aye

Councilman Wolfe- Aye

Vice Mayor Irvine- Aye

Mayor Marshall- Aye

TOTAL- 5-0

TOWN OF CLIFTON FORGE
PLANNING COMMISSION MEETING
VIA TELECONFERENCE

The Town of Clifton Forge Planning Commission will hold a teleconference meeting on Thursday, February 18, 2021 at 6 p.m. to consider the rezoning of 1417 Main Street from BG to a residential zone and a special use permit to operate an indoor storage facility at 321 Commercial Street.

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

114870

PLANNING COMMISSION
Public Hearing and Meeting Agenda
547 Main Street, Clifton Forge, Va. 24422
Via Teleconference Following Instructions Below**

February 18, 2021

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

You will 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.

Call meeting to Order

EXTENDED ORDINANCE TO ALLOW FOR ELECTRONIC MEETINGS

Planning Commission had previously adopted this ordinance as part of the emergency declaration for the locality and surrounding area at a called meeting on March 31, 2020. To continue current operations due to the pandemic emergency for the next six-month period. Planning Commission must now adopt this extended ordinance.

RECOMMENDATION: Adopt ordinance

Opening of Public Hearing

Public Hearing to hear a zoning request from Commonwealth Lifespan Services/ Betty Crance, Owner of 1417 Main Street from BG to a residential zone.

Opening of public comment

Closing of Public Hearing

Discussion RE:

Special Use permit to operate an indoor storage facility at 321 Commercial Street.

Motion to/not to recommend to Town Council

Approval of August Meeting Minutes

Adjourn the meeting

**NOTICE OF PUBLIC HEARING FOR A
COMMUNITY DEVELOPMENT BLOCK GRANT
BY THE TOWN OF CLIFTON FORGE**

The Town of Clifton Forge will hold a public hearing digitally on Tuesday, February 23, 2021, at 7 p.m. to solicit public input on local community development and housing needs in relation to Community Development Block Grant (CDBG) funding for potential projects. Citizens will also be given the opportunity to comment on the town's past use of CDBG funds.

All interested citizens are urged to express their views by emailing Chuck Unroe, Town Manager, at cunroe@cliftonforgeva.gov or by participating in the online meeting via Zoom. Citizens wishing to speak during the meeting must pre-register by calling (540) 863-2500 by 3 p.m. on February 22, 2021.

NOTICE OF PUBLIC HEARINGS
BY THE TOWN OF CLIFTON FORGE

The Town of Clifton Forge will hold public hearings digitally via ZOOM meeting on Tuesday, February 23, 2021, at 7 p.m. regarding the following:

- 1) Rezoning request for 1417 Main Street from BG to a residential Zone and a Special Use permit to operate an indoor storage facility at 321 Commercial Avenue.

- 2) Ordinance to allow the creation of an Armory Authority.

Written questions and comments must be submitted no later than 3p.m. on Tuesday, February 23, 2021. Anyone wishing to submit a question or comment to be included in the meeting should send their material 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: www.cliftonforgeva.gov.

February, Report 2021

Gary Gardner

58 specific places were visited at least twice.

Code Violations---There were 4 new violations, 1 letter was sent. 1 Visit, 1 monitored.

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

0 Trash Violations

2 Complaints

Grass Violations. 0, Letters 0,

Court ----- 5 Pending—516 Roxbury

909 Rose

720 Pine

1032 Commercial

1405 Hamilton

127 Vacancies

358 Rentals

17 Rentals Vacant

1591 Residential homes

151 Businesses, some businesses are in home.

2012

2016

2020

1754 Buildings

1741 Buildings

1741 Buildings

105 Vacancies

138 Vacancies

127 Vacancies

425 Rentals

348 Rentals

358 Rentals

**CLIFTON FORGE
POLICE DEPARTMENT**

**** MONTHLY REPORT ****

FEBRUARY 2021

ADULT ARRESTS

CRIMINAL ARRESTS- FELONY

1	PETIT LARCENY 3 RD + OFFENSE	1	POSSESSION FIREARM BEING FELON
1	POSSESSION WITH INTENT TO SELL >=10G		
3	POSSESS SCHEDULE I/II	1	UNAUTHORIZED USE OF VEHICLE

CRIMINAL ARRESTS- MISDEMEANOR

3	ASSAULT & BATTERY	1	DESTRUCTION OF PROPERTY
1	DWI 1 ST OFFENSE DRUGS	1	DWI 1 ST OFFENSE BAC .15-.20%
2	EPO (Emergency PROTECTIVE Order)	1	FAIL TO REPORT ACCIDENT
1	NO SHELTER FOR COMPANION ANIMAL	1	OBSTRUCT JUSTICE
1	PETIT LARCENY	6	SEARCH WARRANT
2	TDO (Temporary Detention Order)	1	VIOLATE TOWN CODE

TRAFFIC ENFORCEMENT

1	ATTEMPT TO ELUDE	2	DRIVE REVOKED
4	DRIVE SUSPENDED	1	DRIVE WRONG WAY- 1 WAY POSSESSION
1	DUI		
3	EXPIRED INSPECTION	10	EXPIRED STATE TAGS
2	FAIL TO STOP AT STOP SIGN	1	FAIL TO OBTAIN REGISTRATION
1	HIT & RUN	1	IMPORPER DISPLAY OF PLATES
2	IMPROPER REGISTRATION	1	NO LIABILITY INSURANCE
1	NO INSPECTION	5	NO REGISTRATION IN POSSESSION
2	RECKLESS DRIVING	9	SPEEDING

CRIMINAL ARRESTS – FELONY (JUVENILE)

CRIMINAL ARRESTS – MISDEMEANOR (JUVENILE)

Investigation Report

This report represents criminal investigations conducted by the Clifton Forge Police Department. To date for the month of February the Police department has initiated Twenty-six (26) criminal investigations. No cases were carried over from the previous month. This brings it to a total of Twenty-six (26) criminal investigations that have been active between February 1, 2020 and February 28, 2021.

Criminal cases initiated in February:

Domestic assault & battery-8	Destruction of property-1
Traffic accident investigation-2	Assault & Battery-1
Obstruction of justice-1	Grand larceny-1
Possession of controlled substance-4	Petit larceny-2
Possession of cont. substance w/ intent-2	Death investigaton-1
D.U.I-2	

Criminal cases cleared in February:

Domestic assault & battery-8	D.U.I-2
Traffic accident investigation-2	Death Investigation-1

Obstruction of justice-1

Grand larceny-1

Possession of controlled substance-3

Petit larceny-1

Possession of cont. substance w/ intent-2

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 February was 84.6%. Some of these cases, while being cleared, have not generated an arrest yet due to the Commonwealth Attorney holding the charges for Grand Jury Indictment.

Cases of interest:

On February 5, 2021 Officer S.D. Urban was on routine patrol when he stopped a vehicle for an equipment violation. During the course of the stop he noticed a strong odor of alcohol coming from the

person of the driver. At that time, he conducted a set of field sobriety tests in which the driver showed signs of impairment. The driver of the vehicle was taken into custody for driving under the influence of alcohol and transported to the Clifton Forge Police Department for further processing without incident.

On February 10, 2021 Sergeant T.P. Ledford and Sergeant C.W. Broughman responded to the 900 block Jefferson St. for an unresponsive male. Upon arrival life saving efforts were begun until emergency medical services arrived at which time it was turned over and the male transported to Lewis Gale Allegany. During the incident a small bag of methamphetamine was located in a purse belonging to a female in the residence. The following day a search warrant was executed on the residence. During the course of the search a large quantity of methamphetamine was located along with scales, baggies. At that time the female was taken into custody for possession of a controlled substance and transported to the Clifton Forge Police Department for further processing without incident.

On February 19, 2021 Officer S.D Urban and Sergeant T.P. Ledford responded to the Amtrak station for a report of an unruly passenger. Upon arrival Officer Urban and Sergeant Ledford made contact with a female passenger who was intoxicated. While attempting to remove the passenger from the train she became agitated and began to resist. At that time Officer Urban took her into custody for obstruction of

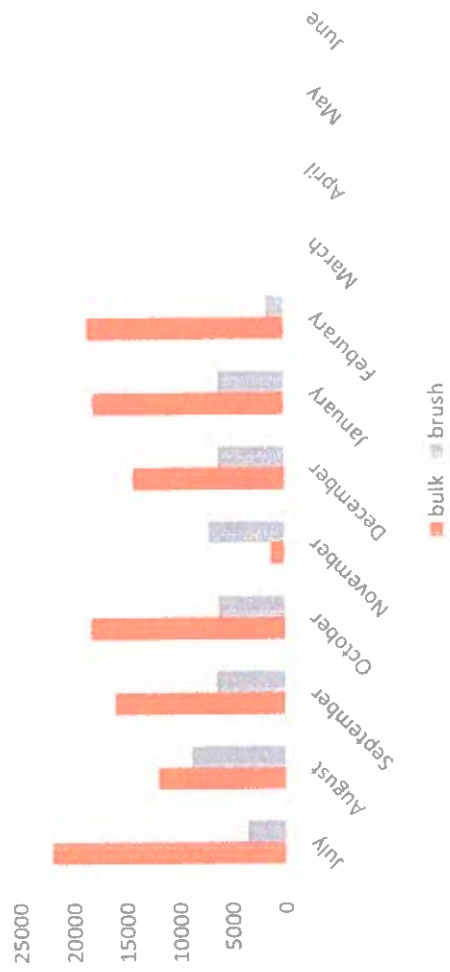
justice. During a search incident to arrest, a large quantity of marijuana prepackaged for sale was located in her property. She was then transported to the Clifton forge Police Department for further processing and subsequently charged with possession of a controlled substance with intent to distribute without further incident.

Chief's Comments:

	FEB. '20	20 YTD	FEB. '21	21 YTD
ADULT CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	1	3	9	17
MISDEMEANOR	24	41	20	28
JUVENILE CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	0	0	0	10
MISDEMEANOR	0	1	0	0
TRAFFIC SUMMONS ISSUED	79	165	43	79
PARKING VIOLATIONS	14	50	0	3
COMPLAINTS RESPONDED TO	348	714	286	553
PUBLIC WORKS COMPLAINTS	1	1	7	12
CITIZENS/BUSINES REQUEST-CHECKLIST	1,478	2,502	1,488	2,910
BURGULAR ALARMS PROCESED	4	7	2	5
ACCIDENT INVESTIGATED	2	7	1	0
REQUEST TO UNLOCKED MOTOR VEHICLES	8	15	5	8
REQUEST TO UNLOCK HOMES/BUSINESSES	0	0	0	0
ESCORTS PROVIDED	8	13	3	7
COURT DOCUMENTS PROCESSED	31	50	40	69
UNSECURED PROPERTY	6	14	8	16
MILES TRAVELED BY DEPARTMENT	4,989	8,337	5,252	9,715
TRANSPORTS	*****	*****	*****	*****
TO REGIONAL JAIL	*****	*****	*****	*****
NUMBER OF TRANSPORTS	1	2	8	12
TOTAL MILEAGE	23	46	166	262
MAN-HOURS	32 MINS	1 HR 10 MINS	8 HRS 14 MINS	11 HOURS 8 MINS
TO MENTAL FACILITY	*****	*****	*****	*****
NUMBER OF TRANSPORTS	4	4	2	2
TOTAL MILEAGE	264	264	863	863
MAN-HOURS	5 HRS 32 MINS	5 HRS 32 MINS	12 HRS 19 MINS	12 HRS 19 MINS
ANIMAL CONTROL	*****	*****	*****	*****
COMPLAINTS RESPONDED TO	25	54	19	41
ANIMALS PLACED IN SHELTER	2	8	10	19
DOGS	2	6	8	15
CATS	0	2	2	4
SUMMONS ISSUED	0	1	0	0
ANIMAL BITES INVESTIGATED	0	0	0	1
ANIMALS RETURNED TO OWNER	2	2	1	3
DOGS	2	2	1	3
CATS	0	0	0	0
OTHER	0	0	0	0
ANIMALS RETURNED TO THE WILD	1	1	0	0

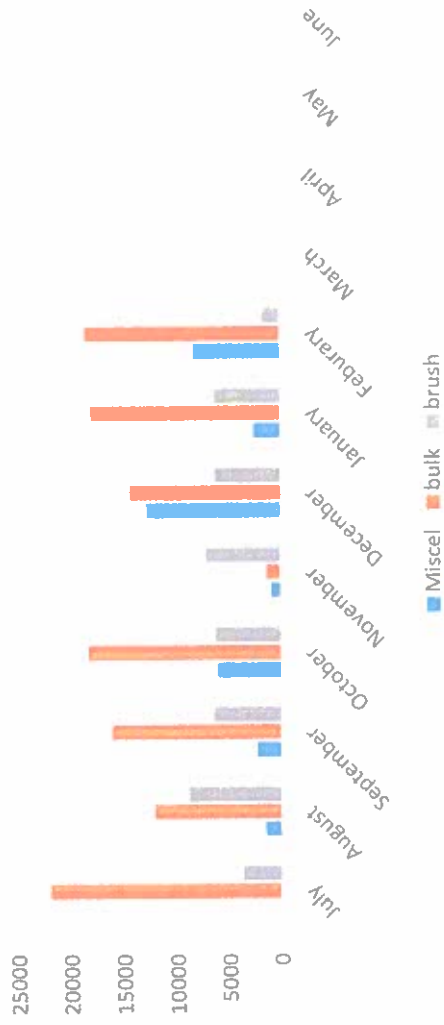
Feb-21	Date	Trip	Weight	Type	Comments
	2-Feb	1	1680	misc	food pantry
	16-Feb	2	4800	misc	Cem
	23-Feb	1	1720	misc	food pantry
				misc	
Subtotal		4	8200		
	4-Feb	3	7480	Bulk	
	8-Feb	2	6580	Bulk	
	16-Feb	1	1660	Bulk	
	23-Feb	1	2880	Bulk	
				Bulk	
				Bulk	
Subtotal		7	18600		
	22-Feb	1	1700	Brush	
				Brush	
				Brush	
				Brush	
				Brush	
Subtotal		1	1700		
Gran Total		12	28500		

Bulk and Brush FY2020-2021



	July	August	September	October	November	December	January	February	March	April	May	June
Miscel	0	1520	2320	5960	960	12640	2580	8200				
bulk	21985	12120	16060	18328	1320	14326	18000	18600				
brush	3720	8860	6500	6260	7220	6280	6260	1700				

Bulk Brush and Miscellaneous



February 2021
Monthly Report
Public Works Department

We are sure glad to see February has end. During the month we have had 4 snow & ice events, from the phone calls and messages on social media the community was very pleased on how well our employees took care of the streets. We are hoping with spring coming early this year the snow and ice will be a distant memory.



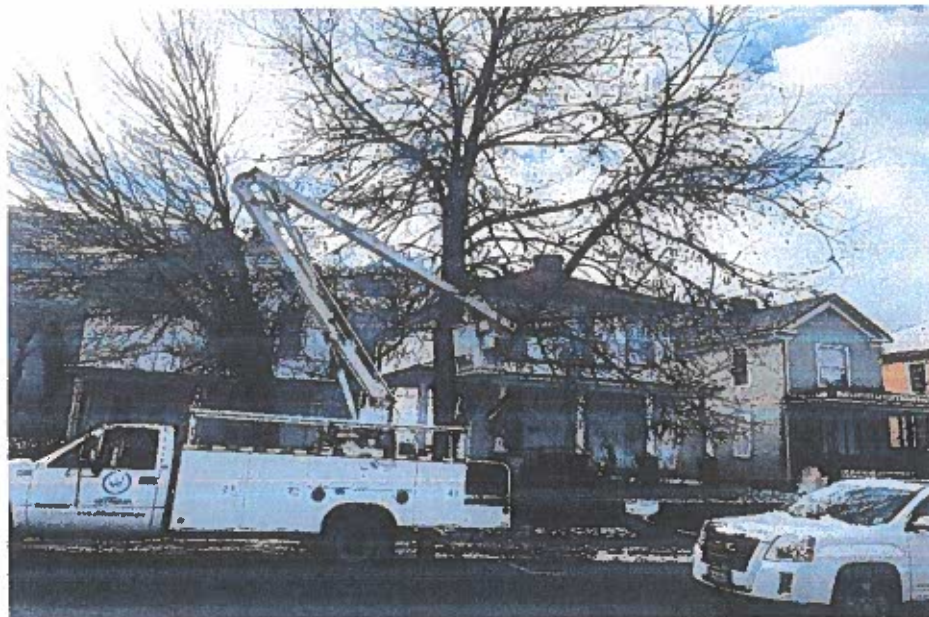
With the freezing cold and warming up cycles we have had we responded to several water leaks. Also, during this time, we had five (5) sewer backups.



The Washington Park Pavilion has been completed thanks to Shorty Wolfe and his crew for the great job they have done, we still have concrete to be poured under the pavilion, but the weather needs to be warmer for that process. (Completed picture of pavilion with concrete will be posted next month)



Trees throughout town have been trimmed up or cut down if necessary. The various utility companies have been called if limbs are encroaching on their lines.



Brush and bulk have slowed down, but we anticipate a pickup once the weather breaks and everyone starts their spring cleaning.

Clean up has started on the Cemeteries, Red Hill is completed, and we are now starting on Crown Hill. We are taking special care of cleaning out a lot of undergrowth that has gotten out of hand. The young men that are taking care of this project are very respectful and it shows in their work.

We are proud to announce that we now have a full crew & mechanic to assist in all the Town's needs. We look forward to making Clifton Forge a beautiful place to live and visit.

MONTHLY REPORT

Feb-21

DEPARTMENT	WEEK	OT HOURS	MEN	COMMENTS
CEMETERY	2/1/2021	0	0	
	2/8/2021	0	0	
	2/15/2021	4.5	2	Cover Stayton grave 2/14/21(2men@4.5hrs)
	2/22/2021	0	0	
	Total	4.5	2	
SEWER I & I	2/1/2021	0	0	
	2/8/2021	0	0	
	2/15/2021	0	0	
	2/22/2021	0	0	
	Total	0	0	
WATER	2/1/2021	0	0	
	2/8/2021	0	0	
	2/15/2021	7	5	water leak 616 Douglas(4men@5hrs)708church NO WATER FROZEN(1MAN@2HRS)
	2/22/2021	0	0	
	Total	7	5	
BLDGS/GRDS	2/1/2021	0	0	
	2/8/2021	0	0	
	2/15/2021	2	2	haul plywood to washington park(2men@2hrs)
	2/22/2021	0	0	
	Total	2	2	
STREETS	2/1/2021	9.5	9	Tree down behind theatre(2men@2hrs) Snow event(7men@7.5hrs)
	2/8/2021	11	5	Snow event 2/11/21(11hrs@5men)Snow event 2/12/21
	2/15/2021	0	0	
	2/22/2021	0	0	
	Total	20.5	14	
Grand Total	34	23		

Total of OT hours for the month

Clifton Forge Public Library

Director's Report

January 2021

The library returned to curbside service only during the month of January. 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. Patrons were able to schedule 45 minute per session computer access. Patrons were able to schedule the use of three computers. They were able to check out books and DVD's via curbside. Patrons were also able to have copies, faxes, and scans done via curbside. The Library director and staff remained busy even with the limited public access to the building. The special curbside service had 60 patrons utilize it. The number of patrons checking out material decreased but 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 March 2021.

FY 2021	Jul-20	August	September	October	November	December	January	February	March	April	May	June	CM FY 21
Donations	\$50.00	\$100.00	\$0.00	\$35.00	\$0.00	\$700.00	\$0.00						\$885.00
Book Sales	\$0.00	\$0.00	\$5.00	\$4.00	\$0.00	\$0.00	\$0.00						\$9.00
Fax Charges	\$65.00	\$118.50	\$93.50	\$106.50	\$72.00	\$85.00	\$70.00						\$610.50
Fines	\$31.70	\$35.55	\$55.10	\$29.05	\$52.55	\$83.20	\$30.80						\$317.95
Replace books	\$0.00	\$2.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						\$2.70
Replace card	\$0.00	\$0.00	\$8.00	\$4.00	\$2.00	\$6.00	\$6.00						\$26.00
Non-Resident	\$0.00	\$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	\$72.00						\$565.70
Total	\$198.20	\$328.00	\$236.60	\$309.50	\$211.55	\$954.00	\$178.80						\$2,416.65
FY 2020	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 20
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	441						3482
CF Juvenile	70	81	108	3	41	40	9						352
Allegh. Adult	492	303	330	323	236	347	208						2239
Allegh. Juv.	1	14	4	2	0	1	0						22
NR Adult	23	33	23	22	12	16	17						146
NR Juvenile	1	0	0	18	5	26	9						59
# ITEMS Out	1007	859	1100	928	796	926	684						6300
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	67						548
CF Juvenile	7	9	13	3	6	6	3						47
Allegh. Adult	43	48	42	48	35	38	32						286
Allegh. Juv.	1	2	2	2	0	1	0						8
NR Adult	5	9	8	8	3	6	5						44
NR Juvenile	1	0	0	1	1	2	1						6
Total Patrons	129	147	142	152	131	129	108						938
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	108						938
New Register	8	4	10	8	8	7	1						46
Transactions	1729	1706	1861	1743	1527	1683	1377						11626
Wifi	60	72	63	59	51	60	67						432
W/drawn bks	1340	611	144	254	387	361	325						3422
PAC Logins	19	34	13	27	19	31	29						172
W/D Patrons	0	7	5	0	1	0	0						13
Computer Use	63	98	106	129	197	117	90						800
E-book Circ.	167	172	168	165	224	197	244						1337
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 Itc	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													
July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	CUM 20/21	
FY 2021	25	123	232	257	146	172	95						
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
	60	73	45	25	3	0	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

Clifton Forge WTP
Monthly Operations Report
3.3.2021
Tony Kimberlin, Plant Manager

Greetings from the water plant. As you all know Bobby Irvine has retired after 50 years as a Town employee. We would like to thank him for a job well done. I would like to say that I am honored to have been selected to carry on for Bobby. Other changes here at the plant are E.R. Gilbert has accepted the Lead Operator position and our newest employee is Charles Fornwalt. We have a great team in place at the Water Plant and I am excited to move forward.

Its been rather quiet here at the plant this month. Not much to report. In the coming months the water plant will be completing an AWIA certification for Risk and Resilience Assessment. This is due to be completed by June.

The Department of Health is currently working on our CCR for 2020. We should have it within the next few months for review.

The water plant has been working with public works over the last few months trying to find the water leak that has eluded us but we are still looking.

All regulatory testing yielded satisfactory results and no customer complaints were logged over the last month.

Clifton Forge Fire Incidents February 2021

Date	Incident Number	Call Type			Location of Call			Total Members				Apparatus					Incident Address	
		EMS	Fire Type	County	Town	County	Volunteers	Career	Unit 20	Engine 2	Engine 24	Ladder 2	Utility 21					
00/00/00	0000-000000																	
02/02/21	2021069	Medical			1			1					1					903 Madison St
02/02/21	2021070	Med Alarm			1			1					1					1710 Main St
02/03/21	2021071	DIB			1			1					1					224 W Ridgeway St
02/03/21	2021072	Chest Pain			1			1					1					509 Verge St
02/05/21	2021073	Chest Pain			1			1					1					800 W Ridgeway St
02/05/21	2021074		10-50										1					1015 Richmond St
02/06/21	2021075	Seizure			1			1					1					712 Rose St
02/06/21	2021076	Unable to walk			1			1					1					701 Verge St
02/06/21	2021077	DIB			1			1					1					1000 Fairview Ave
02/07/21	2021078	Back Pain			1			1					1					1700 Main St
02/07/21	2021079		10-50										1					Rr 220
02/07/21	2021080	Wrist Injury			1			1					1					824 Commercial Ave
02/07/21	2021081		Fire Alarm										1					1200 Commerce Ave
02/08/21	2021082	Fall			1			1					1					502 Rose Ave
02/08/21	2021083	Fever			1			1					1					800 W Ridgeway St
02/08/21	2021084	Medical			1			1					1					1100 Acacia Ave
02/08/21	2021085	Chest Pain			1			1					1					1710 Main St
02/09/21	2021086	Fall			1			1					1					605 Chestnut St
02/09/21	2021087		Lift Ast.										1					920 Chestnut St
02/10/21	2021088	Code			1			1					1					824 Commercial Ave
02/10/21	2021089	Arm Injury			1			1					1					920 Jefferson Ave
02/11/21	2021090	Fall			1			1					1					824 Commercial Ave
02/12/21	2021091	DIB			1			1					1					800 W Ridgeway St
02/13/21	2021092	Nausea			1			1					1					800 W Ridgeway St
02/13/21	2021093	Fall			1			1					1					423 W Ridgeway St
02/13/21	2021094	Arm Injury			1			1					1					901 Lou St
02/13/21	2021095		10:50 P.I.		1			1					1					824 Commercial Ave
02/14/21	2021096	Laceration			1			1					1					1500 Block Ingalls
02/14/21	2021097		Public Assist		1			1					1					1725 Main St
02/15/21	2021098	Code			1			1					1					708 Church St
02/16/21	2021099		Elec Fire		1			1					1					1725 Main St
02/17/21	2021100	Back Pain			1			1					1					1504 Chestnut St
02/17/21	2021101	Fall			1			1					1					800 W Ridgeway St
02/18/21	2021102	Chest Pain			1			1					1					800 W Ridgeway St
02/19/21	2021103		Nat. Gas Odor		1			1					1					1132 Jefferson Ave
02/19/21	2021104	Illness			1			1					1					800 Black Rose
02/20/21	2021105	Fall			1			1					1					547 Main St
02/21/21	2021106		10-50		1			1					1					800 W Ridgeway St
02/22/21	2021107		10-50		1			1					1					Millie 23 I 64
02/22/21	2021108		10-50		1			1					1					Millie 40 I 64
02/22/21	2021109		10-50		1			1					1					MI 28.2 I-64
02/23/21	2021110	Fall			1			1					1					MI 29 I-64
02/23/21	2021111	DIB			1			1					1					324 Commercial Ave
02/23/21	2021112		Flue Fire		1			1					1					609 Church St
																		608 Railroad Ave I.G.



February 23, 2021

Dear Members of Clifton Forge Town Council:

We appreciate the Town of Clifton Forge's continued support of the Alleghany Gran Fondo. Again, this year, the event will begin in downtown Covington and end in downtown Clifton Forge. Clifton Forge Main Street will be hosting the post-event party at the Masonic Amphitheatre with events throughout the afternoon of **May 8th**. Note that this is an earlier date than usual (June-July) in an attempt to provide riders with safer, cooler temperatures than that of mid-summer.

In order to offer a safe experience for the cyclists and observers, we request that Church Street be closed between Jefferson and Commercial Avenues for Saturday **May 8th** from approximately 8am until 6pm. We also request the use of the Rose St. Parking lot for shuttle drop-off & pick-up as in years past.

As always, the Clifton Forge Police Department and Rescue Squad have provided wonderful assistance and support for the event. We ask that those services be provided as an in-kind contribution for the event again this year.

Again, we appreciate your support and look forward to your response. Please contact our office at 962-2178 if you have any questions or need additional information.

Respectfully submitted,

Joshua Taylor
Special Projects &
Marketing Coordinator

Teresa Hammond
Executive Director

110 Mall Road, Covington (540) 962-2178 FAX (540) 962-2179
email: info@ahchamber.com website: www.ahchamber.com
www.visitalleghanyhighlands.com

MAYOR, VICE MAYOR AND COUNCIL MEMBERS:

FOLLOWING IS THE UPDATED ORDINANCE AND BY-LAWS THAT WERE CHANGED AND CORRECTED BY JARED JENKINS BASED UPON THE COMMENTS THAT WERE MADE DURING THE LAST COUNCIL MEETING ON FEBRUARY 23, 2021

ORDINANCE NO. 2021-~~01XX~~

**AN ORDINANCE CREATING THE
ARMORY AUTHORITY OF CLIFTON FORGE, VIRGINIA**

WHEREAS, pursuant to the Public Recreational Facilities Authorities Act (§§ 15.2-5600 - 15.2-5616, *Code of Virginia*, as amended) (hereinafter the "Act"), the General Assembly of Virginia Authorized the creation of recreational facilities authorities by localities in the Commonwealth of Virginia so that such authorities may exercise the powers set out in the Act;

WHEREAS, under and pursuant to the provision of the Act the Town of Clifton Forge, acting by and through its Town Council as the governing body thereof, is authorized to create by ordinance a recreational facilities authority as a political subdivision of the Commonwealth with such public and corporate powers as are set forth in the Act;

WHEREAS, under and pursuant to the provisions of the Act the name of the Authority to be created by the Town of Clifton Forge shall be the Clifton Forge Armory Authority;

WHEREAS, under and pursuant to the provisions of the Act the authority to be created by the Town of Clifton Forge shall be governed by a board of directors, in which all powers of the authority shall be vested; which board shall be composed of nine (9) directors to be appointed by the Town Council of the Town of Clifton Forge;

WHEREAS, the Town Council of the Town of Clifton Forge is in accord with the purposes of the Act and has determined that it is in the best interests of the Town of Clifton Forge and its inhabitants to create a recreational authority pursuant to the provisions of the Act;

WHEREAS, by direction of the Town Council on ~~XXFebruary 9, 2021~~, a descriptive notice of the intention to discuss said ordinance at 7:00 p.m., ~~XXFebruary 23, 2021~~, and notice of the public hearing was advertised in the Virginia Review, a newspaper of general circulation in the Town of Clifton Forge, as required by the Act, with copies of this proposed ordinance available to the public without charge at the Town Hall, and ~~a public hearings was were~~ held on ~~XXFebruary 23, 2021 and March 9, 2021;~~

WHEREAS, public comments were expressed at said public hearings about this proposed ordinance;

NOW, THEREFORE, be it and it is hereby ordained by the Town Council of Clifton Forge, Virginia, as follows:

SECTION 1 - Establishment; Authority.

There is hereby created a political subdivision of the Commonwealth of Virginia with such public and corporate powers as are set forth in the Act, including such powers as may hereafter be set forth from time to time in said Act.

SECTION 2 - Articles of Incorporation.

The Articles of Incorporation of the Clifton Forge Armory Authority are as follows:

- A. The name of the Authority shall be the "Clifton Forge Armory Authority," and the principal office of the Authority shall be 724 Commercial Avenue, Clifton Forge, Virginia 24422.
- B. The Authority is created pursuant to Chapter 56 of Title 15.2 of the Code of Virginia, the Public Recreational Facilities Authorities Act (hereinafter the "Act").
- C. The sole participating political subdivision is the Town of Clifton Forge.
- D. The Authority shall be governed by a Board of Directors of nine (9) members, who shall be appointed by the Town Council of Clifton Forge. All nine members shall serve four-year terms and may succeed themselves for a second term if reappointed by the Town Council; no member of the Board of Directors shall be appointed to serve three full consecutive terms. All members of the Board of Directors shall serve at the pleasure of the Town Council, and any member of the Board of Directors may be removed by the Town Council with or without cause. The names of the Board members and their respective terms of office shall be as shown below. Terms of the member of the Board of Directors shall commence on April 1. Successor members of the Board of Directors shall be appointed by resolution of the Town Council, and no amendment to this chapter shall be required.

The following persons are hereby appointed to be directors of the Clifton Forge Armory Authority for the terms of office herein set forth, which terms shall commence on the effective date of this ordinance as follows:

Initial Two-Year Term of Office: April 1, 2021 – March 31, 2023

- 1. Cindy Higgins
- 2. Chad Chestnut
- 3. Tina Hostetter

Initial Three-Year Term of Office: April 1, 2021 – March 31, 2024

What happens at end of term

4. Jason Cordova
5. Andrew Bostic
6. Catherine Williams

Initial Four-Year Term of Office: April 1, 2021 – March 31, 2025

7. Wanda Davis
8. Patricia Persinger
9. Jeff Irvine

- E. Officers and employees of Clifton Forge may serve on the Authority. The Board of Directors shall, at the first meeting held after January 1 in each year, elect officers to any open position. The Mayor or his/her designee and the Town Manager shall be ex-officio non-voting members of the Authority.

The Secretary of the Authority shall be the Town Clerk or his/her designee. The Treasurer of the Authority shall be the Town's Finance Director or his/her designee.

W/O Voting Rights

Each Board member shall be reimbursed for his/her actual expenses necessarily incurred in the performance of his duties.

- F. The purpose of the Clifton Forge Armory Authority is to maintain, improve and operate the Clifton Forge Armory. Portions of the Armory be leased to the Clifton Forge Armory Authority upon terms and conditions agreed upon between Clifton Forge and the Clifton Forge Armory Authority. The Armory may be used for regional education activities, sporting events, and other events or shows that the Armory can accommodate, including regional arts and crafts shows, consumer shows, and special community events.

The Clifton Forge Armory Authority will maintain and operate the Armory, including all buildings, structures, parking and other facilities and the appurtenances thereto that are part of the lease to the Clifton Forge Armory Authority from Clifton Forge. However, should the Town of Clifton Forge determine by resolution that the purpose for which this Authority has been created has or should be terminated, this Authority shall then have no purpose and shall be terminated. Upon termination, all assets of the Authority shall be distributed to the Town of Clifton Forge, subject to prior liquidation of such Authority assets as may be necessary to pay Authority debts and other liabilities.

- G. The Authority shall continue in existence for an indefinite term.

H. These Articles of Incorporation may be amended from time to time, as necessary, by ordinance adopted by the Town Council of Clifton Forge, after a public hearing that has been advertised with the advertising requirements of the Act.

SECTION 3-Meetings.

The Authority shall meet as often as may be necessary for the completion of its business, but shall in no case meet less than quarterly. Meetings, other than those regularly scheduled or announced at a prior public meeting, shall be on five (5) days' notice from the Secretary. Notice shall also be given to any citizen or newspaper who request to be so informed. All meetings and activities of the Authority shall be subject to the Virginia Freedom of Information Act.

SECTION 4 - Quorum and Minutes.

The majority of the Board Members of the Authority shall constitute a quorum of the Board, and the vote of the majority of a quorum shall be necessary for any action taken by the Authority. No vacancy on the Board of Directors shall impair the right of a quorum to exercise all the rights and perform all the duties of the Authority. Minutes of all meetings shall be taken and approved.

SECTION 5 - Powers.

In accomplishing its objectives, the Authority shall have those powers granted to it by this Ordinance, its Articles of Incorporation and as described in the Act; provided, however, that the Authority shall not undertake any project or activity other than those enumerated in the Act and this Ordinance which requires the sale of bonds guaranteed by the Town of Clifton Forge or the expenditure of Town tax revenues without the approval of the Town Council. Appropriation of an amount in the Town budget for the Authority for a specific project or activity shall constitute approval thereof.

SECTION 6 - Financial Records.

~~In the conduct of its business, the Authority shall maintain financial records sufficient to justify all purchases, expenditures and transfer of funds. An audit shall be performed annually. A copy of each audit shall be provided to the Town Council of Clifton Forge.~~

SECTION 7 - Validity.

Should any portion of this ordinance be declared by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of this ordinance as a whole or any part thereof other than the part so declared to be invalid or unconstitutional.

A Public Hearing was held at the February 23, 2021 ~~and March 9, 2021~~ meetings of the Town Council of Clifton Forge. This ordinance was adopted by the Town Council at its regular

meeting held on March 9, 2021, and is effective April 1, 2021, with the members voting as follows:

[vote tally]

[Clerk's certification]

Mayor Marshall

Vice-Mayor Irvine

Councilperson Goings

Councilperson Umstead

Councilperson Wolfe

Adopted and Effective this the 9th day of March, 2021

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Approved:

Pamela E. Marshall, Mayor

Attest:

Kawahna Persinger, Deputy Clerk

BYLAWS GOVERNING THE CLIFTON FORGE ARMORY AUTHORITY

Adopted: ~~XX~~April 1, 2021

Article I – Name

The name of this organization is the Clifton Forge Armory Authority, hereinafter referred to as the “Authority”.

Article II – Source of Authority

The Clifton Forge Armory Authority derives authority from the Commonwealth of Virginia and the Town Council of Clifton Forge as described in the Public Recreational Facilities Authorities Act (§§ 15.2-5600 - 15.2-5616, *Code of Virginia*, as amended) and the Ordinance Creating the Armory Authority of Clifton Forge, Virginia passed by the Town Council of Clifton Forge on ~~XX~~March 9, 2021.

Article III – Purpose

The Authority was established by the Town Council of Clifton Forge, pursuant to Virginia law, to maintain, improve and operate the Clifton Forge Armory.

Portions of the Armory may be leased to the Clifton Forge Armory Authority upon terms and conditions agreed upon between Clifton Forge and the Clifton Forge Armory Authority. The Armory may be used for regional education activities, sporting events, and other events or shows that the Armory can accommodate, including regional arts and crafts shows, consumer shows, and special community events.

The Clifton Forge Armory Authority will maintain and operate the Armory, including all buildings, structures, parking and other facilities and the appurtenances thereto that are part of the lease to the Clifton Forge Armory Authority from Clifton Forge.

Article IV – Membership and Term of Office

The Authority shall be governed by a Board, hereinafter referred to as the “Board.” The members of the Board shall elect a Chairman.

Membership or appointments to the Board shall be as determined by the Town Council, and members shall serve for such term or terms as established by Town Council.

In the event a member cannot serve or resigns from office, the ~~chairperson, the clerk, or the s~~Secretary shall advise the Town ~~Clerk~~ Council of the vacancy in writing ~~and request appointment of a new member to fill the remaining term.~~

In the event a member completes his or her term of office, remains qualified to serve as a member, and the Town Council has not reappointed that member to another term or appointed a successor member, then that person may continue to serve as a member until such time as the member is reappointed or a successor member is appointed.

Should a member of the Authority not attend four (4) or more scheduled or called Authority meetings within any 12-month period, and are unexcused, the ~~chairperson, the clerk, or the s~~Secretary shall advise the Town ~~Clerk~~ Council of the absences in writing and request appointment of a new member to replace the absent member.

Handwritten note in red ink:
-> Clerk + Same Person
Sec

Article V – Officers and Their Duties

Section 1 – Chairperson

The Chairperson of the Authority shall be responsible for the calling and conduct of Authority meetings. He/she shall be responsible for the regular operation of the Armory and for carrying out the programs and policies adopted by the Authority.

The Chairperson shall be the official representative of the Board at all functions unless representation is specifically delegated to another member. Except as may be limited by Virginia conflict of interests laws, the Chairperson may vote on all issues at any meeting of the Board.

Section 2 - Secretary

The Town Clerk or his/her designee shall be the Authority's Secretary.

The Secretary of the Authority shall be responsible for recording, publishing, and maintaining the record of the minutes of the Authority meetings, and for maintaining the official records of the Committee. The Secretary shall present the draft minutes to Authority members at the next scheduled meeting. Upon approval of the minutes, the Secretary is responsible for presenting the approved minutes to the Town Manager's office within seven (7) days.

Section 3 - Treasurer

The Town's Finance Director or his/her designee shall be the Authority's Treasurer.

The Treasurer shall be responsible for oversight of the Authority's fiscal operations. The Treasurer shall administer those operations in conformity with the Fiscal Policy detailed in Article VII below.

Article VI – Meetings

Scheduled meetings of the Authority shall be held at a consistent date and time on a regular basis; to be decided by the majority of the Board.

Section 1 – Meeting Requirements

All meetings shall be conducted in accordance with the Virginia Freedom of Information Act (§§ 2.2-3700- 2.2-3714, *Code of Virginia*, as amended) ("VFOIA"), and except for closed sessions, all meetings shall be open to the public. "Meeting" or "meetings" mean the meetings including work sessions, when sitting physically, or through telephone or video equipment pursuant to § 2.2-3708 or § 2.2-3708.1 as a body or entity, or an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body.

Terms of office & Dates & Times

All meetings shall be preceded by a notice stating the date, time, and location of its meetings, and except for emergency meetings, notice of a meeting shall be given at least three working days prior to the meeting. Notice, reasonable under the circumstances of emergency meetings, shall be given contemporaneously with the notice provided to members. Notices of all meetings shall be provided to the Town Manager for posting at Town Hall and on the Town's website. Also, notices for all meetings shall be placed at a prominent public location. All meetings shall be conducted in places that are accessible to persons with disabilities, and all meetings shall be conducted in public buildings whenever practical.

Except as otherwise provided by Virginia law or by these bylaws, all meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, and except as specifically authorized by VFOIA, no meeting shall be conducted through telephonic, video, electronic, or other communication means where the members are not all physically assembled to discuss or transact public business.

At any meeting, at least one copy of the agenda and, unless exempt under VFOIA, all materials furnished to members shall be made available for public inspection at the same time such documents are furnished to the members. Any person may photograph, film, record, or otherwise reproduce any portion of a meeting required to be open, but no person broadcasting, photographing, filming, or recording any open meeting may interfere with any of the proceedings.

The Authority shall keep minutes of the Board's meetings, and those minutes shall include: (1) the date, time, and location of each meeting; (2) the members present and absent; (3) a summary of the discussion on matters proposed, deliberated, or decided; and (4) a record of any votes taken. Such minutes are public records and subject to inspection and copying by citizens of the Commonwealth or by members of the news media.

Section 24 - Special Meetings.

Special meetings of the Authority shall be called by the Chairperson or at the request in writing of any three members of the Board. Notice shall be given the members of the Board prior to such meeting in accordance with Article VI.

Section 32 - Quorums.

A majority of the members of the Board shall constitute a quorum for the transaction of business at all meetings, including any public hearing required by Virginia law. The vote of a majority of such quorum shall be necessary for any action taken by the Authority.

Vacant, unfilled Board positions are not counted in arriving at a quorum. If no quorum is available for the meeting after eight (8) minutes of the scheduled time, it shall be adjourned by the Board members present without further action and rescheduled by the Chairperson.

Article VII – Fiscal Policy

The following financial guidelines shall be followed by the Authority:

1. On an annual basis, the Executive Committee shall prepare a budget for approval of the Board.
2. The Treasurer shall issue a written bank check only when approved by the Board. When a check is written, it shall have two (2) signatures, as well as a receipt and supporting data for the expenditure.
3. The Treasurer shall maintain financial records and disbursements for the Board, assuring the proper documentation for auditing purposes.
4. Rental fees for the use of the Armory shall be in the form of a check, money order, credit/debit card, or electronic payment. No cash payments will be accepted. Checks shall be made payable to the Clifton Forge Armory Authority.
5. Each use form for the rental of the Armory shall have two (2) signatures.
6. Monthly financial reports shall be furnished at each scheduled meeting. Upon approval of these by the Committee, the approved reports shall be turned into the Town Manager's office within seven (7) days.
7. The Authority shall operate as a non-profit organization, but it shall endeavor to recover as much of its annual operating costs as possible through use fees. The Board shall review the fee schedules at least annually and periodically as necessary and make adjustments as appropriate.

Article VIII - Compliance with Law and Town Policy

The Board and its members shall comply with all Virginia laws, including, but not limited to VFOIA, and the Virginia State and Local Government Conflict of Interests Act, (§§ 2.2-3100- 2.2-3131, *Code of Virginia*, as amended), with all Town ordinances, and with all Town policies concerning the activities of its boards, authorities, and commissions.

The Authority shall neither discriminate nor tolerate discrimination on the basis of race, color, creed, religion, sex, age, handicap, or national origin.

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~~The Authority operates under a contract with the Town. The provisions of the contract shall not be construed as limiting~~ The Authority ~~is~~ has statutory responsibility for the control of its trust funds and the discharge of its nondelegable duties.

Article IX - Amendment of Bylaws

Any article of the Bylaws may be amended or repealed, and any new article may be incorporated therein by vote of the majority of the Authority's members after all members of the Authority have been notified in writing of the proposed changes at least ten days before the meeting at which the changes are considered.

Adopted and approved by the Clifton Forge Armory Authority this ~~XX~~1st day of April, 2021.

_____/s/

~~XX~~ _____
Chairperson

ATTEST:

_____/s/

~~XX~~ Kawahna Persinger
Secretary

Chuck Unroe

From: nmmoga@aol.com
Sent: Friday, February 26, 2021 8:42 AM
To: Chuck Unroe; Pamela Marshall; Jeff Irvine; Ronald Goings; Robert Umstead; Carl Wolfe
Subject: Resolution to Proclaim April as Clean Up month in the Alleghany Highlands
Attachments: Resolution to Proclaim April as Clean Up month in the Alleghany Highlands.cf.docx

Dear Mr. Unroe,

I write on behalf of the Covington Woman's Club to request that the Covington City Council proclaim April 2021 as **April as Clean Up month in the Alleghany Highlands."**

A copy of the proclamation is attached. Could you add this to the agenda of your next meeting? When approved, please have all Council members sign one copy.

Additionally, I have copied this to all council members so they can see it ahead of time. If you or any member have questions, please let me know. Please note we are requesting every citizen, as is able, to be involved in this clean up. They do not have to wait until April, they can start now!

Someone will be in contact with you to arrange a photograph of a representative signing the proclamation for a new release.

Thank you for all you do for the citizens of the Alleghany Highlands. I appreciate your hard work and the dedication of each council member.

Sincerely,

Nancy M. Moga

Community Volunteer, retired 630 days

Covington Woman's Club Second Vice President

205 Woodbrook Drive

Covington, VA 24425

email- nmmoga@aol.com, phone 962-4650



Resolution to Proclaim April as Clean Up month in the Alleghany Highlands

Whereas, clean communities are a source of pride for all who call the Alleghany Highlands home. We encourage residents to be a part of this great movement and be Alleghany Highlands Proud!

Whereas, we believe in keeping our environment litter free.

Whereas, our goal is to keep the Alleghany Highlands of Virginia a Beautiful place to live, work & play.

Therefore, be it resolved that the Alleghany County Board of Supervisors designates April as cleanup month and supports the Covington Women's Club of GFWC and the Alleghany Highlands Chamber of Commerce & Tourism in clean-up efforts.

Furthermore:

Each citizen, as is able, is encouraged to clean up at least one bag of litter during the week of April 11-17.

Clubs, organizations, families, and businesses are encouraged to select a location for cleanup and to report the time, date, and results of clean up to the Alleghany Highlands Chamber of Commerce.

Proclaimed this day, _____, by these members of the Clifton Forge Town Council:

_____	_____
_____	_____
_____	_____
_____	_____



TOWN OF CLIFTON FORGE

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

Resolution to Proclaim April as Clean up month in Clifton Forge

Whereas, clean communities are a source of pride for all who call Clifton Forge home. We encourage residents to be a part of this great movement and be Clifton Forge proud!

Whereas, we believe in keeping our environment litter free.

Whereas, our goal is to keep Clifton Forge, Virginia a Beautiful place to live, work and play.

Therefore, be it resolved that the Clifton Forge Town Council designates April as cleanup month and supports the Covington Women's Club of GFWC, the Alleghany Highlands Chamber of Commerce & Tourism and the Clifton Forge Corridor Curb Appeal in clean-up efforts.

Furthermore:

Each citizen, as is able, is encouraged to clean up at least one bag of litter during the week of April 18-24

Clubs, organizations, families, and businesses are encouraged to select a location for clean up.

Proclaimed this day, _____, by these members of the Clifton Forge Town Council:

TOWN OF CLIFTON FORGE
PLANNING COMMISSION MEETING
VIA TELECONFERENCE

The Town of Clifton Forge Planning Commission will hold a teleconference meeting on Thursday, March 4, 2021 at 6 p.m. to consider a special use permit to operate an indoor storage facility at 321 Commercial Street.

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

NOTICE OF PUBLIC HEARINGS
BY THE TOWN OF CLIFTON FORGE

The Town of Clifton Forge will hold public hearings digitally via ZOOM meeting on Tuesday, March 9, 2021 at 7 p.m. to consider a Special Use Permit to operate an indoor storage facility at 321 Commercial Avenue.

Written questions and comments must be submitted no later than 3p.m. on Tuesday, March 5, 2021. Anyone wishing to submit a question or comment to be included in the meeting should send their material 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: www.cliftonforgeva.gov.



TOWN OF CLIFTON FORGE

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

ZONING APPLICATION

Zoning Amendment - \$ 250.00
 Zoning Change - \$ 250.00 *
 Conditional Use Permit - \$ 250.00 *
 Zoning Variance - \$ 250.00 *
 Zoning Appeal - \$ 250.00

OFFICE USE ONLY

Application Number: _____
 Date Received: _____
 Hearing Date: _____
 Decision: _____

* - plus \$.55 postage fee for each letter to adjacent property owners

Name of Applicant: Bardy Phillips

If not the Property Owner, what is the relationship: _____

Address: 100 Clearwater Dr Covington VA 24425

Phone Number: (540) 968-6388 Fax Number: _____

Name of Property Owner (s): "Same"

Address: _____

Phone Number: _____ Fax Number: _____

Address of Property subject to application: 321 Commodore Ave Clifton Forge VA

Legal Description of Property: Parcel Number: 12300 ~ 01 - 025 - 0070

Names and addresses of all individuals, corporations or firms owning property adjacent to the Subject Property, including those separated by a Public Way (street or road). Information is available in the office of Commissioner of Revenue. This information is not required for a Zoning Permit or Review

Name	Address
<u>Bardy Phillips</u>	<u>325 Commodore Ave Clifton Forge VA</u>
_____	_____
_____	_____
_____	_____

Applicant's Request: Explain completely the reason for the zoning request, intended use, proposed improvements, existing structures on the property, etc. or attach a statement along with the other required maps and documents (see attached directions).

New Business

Signature of Property Owner (s): _____

Dated this 17th day of February, 2021

INTERNAL USE ONLY

Permit approved this _____ day or _____

Permit Disapproved this _____ day of _____

signature

date

IF HEARING IS REQUIRED:

Date application received and fees received: Feb. 17, 2021

Future Land Use zoning designation: _____

Publication dates for public hearings:

Planning Commission: _____

City Council: _____

BZA: _____

Date public hearing was conducted by Town Council: _____

Date public hearing was conducted by Planning Commission: _____

Date public hearing was conducted by BZA: _____

Any additional meetings that were scheduled: _____

Date recommendation of Planning Commission was presented to Town Council: _____

Recommendation by Planning Commission: Approved () or disapproval ()

Town Council final action: Approved () disapproved () no action taken ()

BZA Final Action:

Proffers or special conditions offered by owner or accepted by Planning Commission,
Town Council or BZA:

Plan Review Process & Submittal Information:

Submit three (2) copies of plans and additional information as required for review.

Single and Two Family Residential

Site plan shall include:

- A. Copy of the plat or boundary survey (required for rezoning, variances, zoning appeals) or shape of the property to be built upon.
- B. The location and footprint of and buildings and improvements on the property. Include dimensions.
- C. Any proposed alterations of additions including dimensions to property lines, buildings, etc.
- D. All streets that front the property and any drive or driveway that will enter the property.

Commercial, Industrial or Multi-Family Developments

Site plan shall not be at less than 1" = 50' scale and shall include the information required above and all the following additional information:

- E. All existing and proposed roads and drainage ways within the property.
- F. Existing topography with contours at five-foot intervals.
- G. Curb cuts, drives and parking and loading areas.
- H. Landscaping and planting screens.
- I. All existing and proposed utilities.
- J. The proposed use of the land and buildings.
- K. The existing zoning.
- L. A vicinity map showing the relationship of the proposed development to the entire town, the street system, the surrounding use districts, the surrounding properties.
- M. The plan shall be certified by a licensed civil engineer, architect or surveyor that the plan as shown is correct and true.
- N. The plan shall have a form on the plan for approval signatures by VDOT, State of Virginia Health Department, Town Council and the Planning Commission.
- O. The plan shall have a form on the plan for certification by the owner and trustee of the mortgage, if any, that they adopt the plan and dedicate the streets shown on the plan and agree to make any required improvements of adjacent street as shown on the plans.

Plan review process is typically 20 working days from the date of receipt. After review, the site plan is returned to the Zoning Administrator and then to the applicant for corrections. A letter outlining all corrections, which can be used as a checklist, will be issued. After all corrections are made and the plan reviewed, the Zoning Administrator will begin the zoning as required with the planning commission or board for zoning appeals.



TOWN OF CLIFTON FORGE

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

February 25, 2021

Postmaster
324 Commercial Avenue
Clifton Forge, Va. 24422

Dear Postmaster:

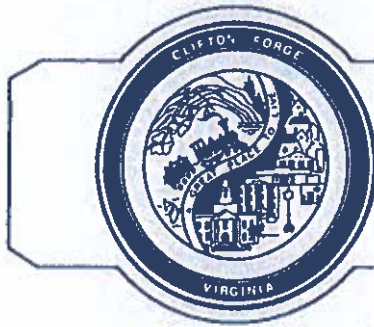
The Planning Commission is scheduled to have a public hearing via teleconference on March 4, 2021 at 6:00pm to discuss a Special Use Permit that has been filed with the Town. The permit has been requested by Randy Phillips to operate an indoor storage facility located at 321 Commercial Avenue.

Shortly thereafter, Town Council will convene on March 9, 2021 at 7:00pm for their regularly scheduled monthly meeting. The granting of the Special Use Permit will be discussed during that meeting.

You are being sent this letter should you want to weigh in on the acceptance of the Special Use Permit.

Sincerely,

Charles W. Unroe
Town Manager



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

February 25, 2021

Snyder & Snyder, PLC
316 Commercial Avenue
Clifton Forge, Va. 24422

Dear Gentlemen:

The Planning Commission is scheduled to have a public hearing via teleconference on March 4, 2021 at 6:00pm to discuss a Special Use Permit that has been filed with the Town. The permit has been requested by Randy Phillips to operate an indoor storage facility located at 321 Commercial Avenue.

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(540) 863-2500 / 2501 · FAX (540) 863-2534

February 25, 2021

Clifton Forge Methodist Church
414 Main Street
Clifton Forge, Va. 24422

Dear Church Members:

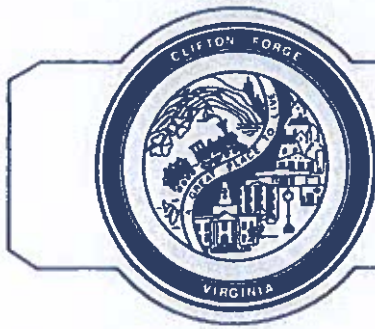
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Charles W. Unroe
Town Manager



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CLIFTON FORGE, VIRGINIA 24422
(540) 863-2500 / 2501 · FAX (540) 863-2534

February 25, 2021

John Howard
51700 East U.S. Highway 27
Clewiston, Fl. 33440

Dear Mr. Howard:

The Planning Commission is scheduled to have a public hearing via teleconference on March 4, 2021 at 6:00pm to discuss a Special Use Permit that has been filed with the Town. The permit has been requested by Randy Phillips to operate an indoor storage facility located at 321 Commercial Avenue.

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Sincerely,

Charles W. Unroe
Town Manager



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CLIFTON FORGE, VIRGINIA 24422
(540) 863-2500 / 2501 · FAX (540) 863-2534

February 25, 2021

Garlynda's Fancy Feet
500 Main Street
Clifton Forge, Va. 24422

Dear Ms. Haynes:

The Planning Commission is scheduled to have a public hearing via teleconference on March 4, 2021 at 6:00pm to discuss a Special Use Permit that has been filed with the Town. The permit has been requested by Randy Phillips to operate an indoor storage facility located at 321 Commercial Avenue.

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You are being sent this letter should you want to weigh in on the acceptance of the Special Use Permit.

Sincerely,

Charles W. Unroe
Town Manager



Chuck Unroe
Town Manager
PO Box 69
Clifton Forge VA 24422

March 3, 2021

Dear Mr. Unroe,

Clifton Forge Main Street would like to hold our annual Easter Bonnet/Hat Parade on Saturday, April 3rd at 11am. The parade will begin at the 400 block of East Ridgeway Street and end at the Sona Bank parking lot. Parade participants will assemble at the Jack Mason's Tavern & Brewery lot. Men, woman, children and pets are invited to participate with an Easter Bonnet or hat of their own design. Any awards, prizes, or candy given away will be in individually wrapped, hand sanitizer will be provided, and social distancing will be in place to adhere to Covid 19 CDC protocol.

We would like to ask the Town Council for a parade permit to allow us to do this.

Thank you for your support.

Sincerely,

Lisa Jonas
Program Director
Clifton Forge Main Street

P. O. Box 66 · Clifton Forge, VA 24422
(Located 3rd Floor of the Historic Masonic Theatre)
540-862-2000 · cfmainstreet@ntelos.net
www.cliftonforgemainstreet.org

MAR 04 2021

Kawahna Persinger

From: Chuck Unroe
Sent: Thursday, February 25, 2021 9:17 AM
To: Pamela Marshall; Jeff Irvine; Robert Umstead; Ronald Goings; Carl Wolfe; LeeAnna Tyler; Kawahna Persinger
Subject: FW: Clifton Audit

Good morning,

Attached is the audit report from RDS on the most recent recycling container from Clifton Forge, as you can see the percentages(95%) of what is actually recycled are pretty high as compared to other locations.

This will be on the agenda for further discussion at the March 9 council meeting.

Thank you

Chuck

From: Billy Basham <billybasham@rds-virginia.com>
Sent: Thursday, February 25, 2021 8:42 AM
To: Chuck Unroe <cunroe@cliftonforgeva.gov>
Subject: RE: Clifton Audit

Total content in the gable top.

We are able to recycle all of this:

25% cardboard.

35% mixed paper.

5% containers - plastics 1&2, aluminum and tin.

It's pretty good Chuck, by comparison to other accounts.

For example, the residue percentages at our Korte Street plant are closer to 12.5%, so 5% residue on an unmanned recycling station is excellent.

Billy Basham – General Manager

RDS of Virginia LLC

BillyBasham@rds-virginia.com

(o) 540-551-4368

(m) 540-970-6136

(f) 757-913-1200

From: Chuck Unroe <cunroe@cliftonforgeva.gov>
Sent: Thursday, February 25, 2021 8:39 AM
To: Billy Basham <billybasham@rds-virginia.com>
Subject: RE: Clifton Audit

Billy,

Thanks for this information! Are the percentages below what was able to be recycled, or total content of the bin?

Thanks

Chuck

From: Billy Basham <billybasham@rds-virginia.com>
Sent: Wednesday, February 24, 2021 5:51 PM

To: Chuck Unroe <cunroe@cliftonforgeva.gov>

Subject: Clifton Audit

Mr. Unroe,

Below are pics of the audit we performed on the Clifton Forge container we pulled Monday.

It's pretty clean material.

25% cardboard.

35% mixed paper.

35% containers - plastics 1&2, aluminum and tin.

5% residues/contaminants – plastic bags, plastics 3-7, trash.

Please take a moment to look at the video on our webpage.

<https://rds-virginia.com/>

Shows how we process material.

On the main page, look for "Click here to see how our facility operates."

Should answer any questions about how we separate material and what we do with end product.

Thank you so much for your patronage.

Billy Basham – General Manager

RDS of Virginia, LLC

7704 Enon Drive Roanoke VA 24019

(540) 551-4368

From: Walt Bingham <waltbingham@ymail.com>

Sent: Wednesday, February 24, 2021 1:01 PM

To: Billy Basham <billybasham@rds-virginia.com>

Subject: Covington













Sent from my iPhone

Town of Clifton Forge
LeeAnna Tyler, Finance Director
P O Box 631
Clifton Forge, VA 24422

Stephen "SAM" Clark
1308 Crestwood Avenue
Clifton Forge, Va 24422

JUN 27 2021

* HE RETURNED HIS PACKET AND STATED TO BROOKE
BRACKENRIDGE THAT HE NO LONGER WANTED TO BE ON
THE BIA BOARD

2021 Clifton Forge Town Council Goals

- 1. Continue and improve communications with Town residents through talking, listening, press releases.**
- 2. Promote Tax Exemption Program developed by Clifton Forge, Covington, Alleghany County and Iron Gate-reminding citizens of its advantages through website communications.**
- 3. Continue to receive regular updates from Chamber, Economic Development, Planning Commission, Main Street, Armory, Library, Citizens Advisory Committee and the Arts Organizations.**
- 4. Continue efforts to market town owned properties, especially the 13 acres of industrial Park and Clifton Forge high School.**

- 5. Market and promote the Town online through websites and social media.**
- 6. Continue ongoing efforts to move the Amtrak Depot to the C&O Heritage Center.**
- 7. Continue improvements to signs, curbs, sidewalks and paving of streets and weed removal.**
- 8. Develop a high school student internship program for selected students to work with Public Works during the summer.**
- 9. Continue to encourage Town clean-up by working through the Corridor Curb Appeal Committee and Beyond the Corridor initiatives that will benefit the Town such as new restaurants.**
- 10. Investigate how to expand the clean-up effort to other neighborhoods.**

11. Determine public interest in recycling and how to expand.

12. Support new development efforts by the Town and continue to encourage a more proactive AH Chamber marketing plan focusing on the coordination of marketing town events that involve tourism assets such as C&O, Masonic Theatre Complex, AH Arts & Crafts Center and CFSOTA events.

13. Continue working with other localities.

14. Increase civic pride.

Just some random suggestions to help move the projects forward and to help find out what citizens / taxpayers are considering:

1. What is your favorite festival or event each year in Clifton Forge?
2. Do you have any ideas for new or different events?
3. Would you be willing to pay a user fee for recycling?
4. What capital improvements do you think need to be done. Please list in order of importance:
5. What ideas do you want to see the Clifton Forge Public Library activate?
6. What new businesses would you like to see open in the Downtown area?
7. Recreation: How often do you use the following? What suggestions do you have for these places?
 1. Armory
 2. Parks
 3. Trails
 4. Dog park
 5. Old High School fields
8. Please present your ideas for the future of the Town of Clifton Forge:

Publicity and enthusiasm for this survey is the KEY.



EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive "any state requirement or regulation" as appropriate; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on March 31, 2020, the governing body of the Town of Clifton Forge ("Town Council") confirmed the Declaration of A Local Emergency made by the Town's Coordinator of Emergency Services on March 17, 2020; and

WHEREAS, as of September 8, 2020, the Declaration of A Local Emergency confirmed by Town Council on March 31, 2020 has not been rescinded; and

WHEREAS, the Town Council finds that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a "disaster" as defined by Virginia Code §44-146.16 being a "communicable disease of public health threat;" and

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and

WHEREAS, Virginia Code § 44-146.21(C) further provides that a local director of emergency management or any member of a governing body in his absence may upon the declaration of a local emergency "proceed without regard to time-consuming

procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to performance of public work;" and

WHEREAS, Virginia Code § 2.2-3708.2(A)(3) allows, under certain procedural requirements including public notice and access, that members of Town Council may convene solely by electronic means "to address the emergency;" and

WHEREAS, the open public meeting requirements of the Virginia Freedom of Information Act ("FOIA") are limited only by a properly claimed exemption provided under that Act or "any other statute;" and

WHEREAS, the Governor and Health Commissioner of the Commonwealth of Virginia and the President of the United States have recommended suspension of public gatherings of more than ten attendees; and

WHEREAS, The Attorney General of Virginia issued an opinion dated March 20, 2020 stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government; and

WHEREAS, this emergency ordinance in response to the disaster caused by the COVID-19 pandemic promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and the Constitution of the United States of America.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of Clifton Forge, Virginia:

1. That the COVID-19 pandemic makes it unsafe to assemble in one location a quorum for public bodies including the Town Council, the School Board, the Planning Commission, and all local and regional boards, commissions, committees and authorities created by the Town Council or to which the Town Council appoints all or a portion of its members (collectively "Public Entities" and individually "Public Entity"), or for such Public Entities to conduct meetings in accordance with normal practices and procedures.

2. That in accordance with Virginia Code § 15.2-1413, and notwithstanding any contrary provision of law, general or special, the following emergency procedures are adopted to ensure the continuity of government during this emergency and disaster:

- a. Any meeting or activities which require the physical presence of members of the Public Entities may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location; and
- b. Prior to holding any such electronic meeting, the Public Entity shall provide public notice of at least 3 days in advance of the electronic meeting identifying how the public may participate or otherwise offer comment; and
- c. Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and

- d. participate in such electronic meeting; and Any such electronic meeting of the Public Entities shall be open to electronic participation by the public and closed to in-person participation by the public; and
- e. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall also be solicited through telephonic or other electronic means during the course of the electronic meeting. All such public comments will be provided to members of the Public Entity at or before the electronic meeting and made part of the record for such meeting; and
- f. The minutes of all electronic meeting shall conform to the requirements of law, identify how the meeting was conducted, members participating, and specify what actions were taken at the meeting. The Public Entities may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended.

IT IS FURTHER ORDAINED that notwithstanding any provision of law, regulation or policy to the contrary, any deadlines requiring action by a Public Entity, its officers (including Constitutional Officers) and employees of its organization shall be suspended during this emergency and disaster, however, the Public Entities, officers and employees thereof are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise.

IT IS FURTHER ORDAINED, that non-emergency public hearings and action items of Public Entities may be postponed to a date certain provided that public notice is given so that the public are aware of how and when to present their views.

IT IS FURTHER ORDAINED, that the provisions of this Emergency Ordinance shall remain in full force and effect for a period of 60 days, unless amended, rescinded or readopted by the Town Council in conformity with the notice provisions set forth in Virginia Code §15.2-1427 but in no event shall such ordinance be effective for more than 6 months. Upon rescission by the Town Council or automatic expiration as described herein, this emergency ordinance shall terminate and normal practices and procedures of government shall resume.

Nothing in this Emergency Ordinance shall prohibit Public Entities from holding in-person public meetings provided that public health and safety measures as well as social distancing are taken into consideration.

An emergency is deemed to exist, and this ordinance shall be effective upon its adoption.

ADOPTED by the TOWN COUNCIL OF CLIFTON FORGE, VIRGINIA.

APPROVED

ATTEST:
