

Town Council Agenda
Tuesday, September 8, 2020
7:00 PM
Via Teleconference

Wisdom
IS KNOWING THE RIGHT PATH TO TAKE...
Integrity
IS TAKING IT.



TOWN OF CLIFTON FORGE

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

www.cliftonforgeva.gov

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

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

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

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

PUBLIC HEARING

Public Hearing to consider a request from Michael Stearns owner of 501 Self Storage, to extend the conditional use permit previously granted to him and approved by Town Council allowing a multi-building mini storage facility to be constructed on the properties located at 1427 Main Street, Clifton Forge, VA, to additional property that he is trading with an adjacent property owner to allow him to move his stormwater management area and make better use of the property and building plan. The additional land involved is identified as the rear portion of the lot identified by Tax Map # C0250-06-002-0090, also known as 1417 Main Street, Clifton Forge, VA. The Planning Commission held their public hearing on the matter on August 6, 2020 and have provided their recommendation to extend the permit to those areas as requested.

RECOMMENDATION: Grant conditional use permit as requested

CONSENT AGENDA

- | | | |
|-------------------|---|--|
| 1. MINUTES | Council Meeting
Work Session | August 11, 2020
August 25, 2020 |
|-------------------|---|--|

RECOMMENDATION: Approve minutes of August 11 & 25, 2020

ACTION ITEMS

2. EXTENDED ORDINANCE TO ALLOW FOR ELECTRONIC MEETINGS

Town Council 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, Town Council must now adopt this extended ordinance.

RECOMMENDATION: Adopt ordinance

3. APPROPRIATION RESOLUTION

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

RECOMMENDATION: Waive second reading and adopt

4. DEPARTMENT REPORTS

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

RECOMMENDATION: Accept reports as written

5. RESOLUTION FOR POLICE DEPARTMENT TO WITHDRAW FROM THE CENTRAL SHENANDOAH CRIMINAL JUSTICE TRAINING ACADEMY

The Clifton Forge Police Department is requesting Council adopt this resolution to approve their request to withdraw from the Central Shenandoah Criminal Justice Training Academy and to become a member of the Cardinal Criminal Justice Academy.

RECOMMENDATION: Adopt resolution

6. AMENDMENT TO TOWN'S POLICY REGARDING UTILITY PAYMENT PLAN AND SERVICE DISCONNECTIONS

On March 21, 2020, the Town Council of Clifton Forge voted to amend Code Section 86-11 to add subsection (h), allowing the Town Manager to suspend disconnection of water services for non-payment while a local emergency is in effect. No water services have been disconnected since March 21, and some accounts have become seriously delinquent.

As a compromise between supplying water services during the emergency while also maintaining the Town's ability to maintain current service at the same cost for all customers, the Town will adhere to the following policy for overdue utility accounts until the end of the local emergency.

1. If an account has a past-due amount greater than \$300, the account holder may sign an agreement with the Town to extend payments of past-due amounts over a period not to exceed 5 months.
2. The agreed-upon arrearage payments shall be due in addition to the current monthly billed amount.

3. If the current amount and the arrearage payment is not received by the scheduled monthly cutoff date, the account will be cut off for nonpayment with no further notice.
4. Before turning water on again after it has been terminated for nonpayment, there shall be a reconnection fee, payable in advance, in addition to all other charges due, including deposits as described in section 86-6 and the entire amount in arrears as described in section 86-11(h).
5. Only one payment agreement will be issued per account.
6. If the account holder does not sign an agreement to extend payments and a full payment of the current amount due and all arrearages has not been paid by the scheduled monthly cutoff date, a notice of cutoff will be sent to that account holder and water service will be disconnected.

RECOMMENDATION: Adopt change in policy through end of emergency declaration as stated above

7. REQUEST FROM CLIFTON FORGE SHRINER'S CLUB

Mickey Bowyer and Mike Henderson of the Clifton Forge Shriner's Club are requesting permission to use of the Loop Street parking area to place their Donut truck there on October 16 & 17 from 9 AM – 5 PM in order to offer for sale their donuts during the time they would normally occupy that area during their Fall Festival, which has been cancelled for this year. They have been doing this in the Covington area and will be responsible for maintaining all safe practices in place currently for the COVID-19 pandemic.

RECOMMENDATION: Grant request

8. DISCUSSION OF THE REPORT PROVIDED BY THE ARMORY COMMITTEE AS COMPARED TO THE AGREEMENT HELD BETWEEN THE COMMITTEE AND THE TOWN

The Town Attorney has provided the opinion attached for consideration by Council to aid in review of the document and any decision that may follow.

MANAGER'S COMMENTS

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

COUNCIL COMMENTS

**CLOSED SESSION PURSUANT TO SECTION 2.2-3711 A:3 Real Estate—
Possible disposition of Town-Owned property**

**PLANNING COMMISSION
MINUTES
Via Teleconference
August 6, 2020**

Mac Campbell, Chairman, called the meeting to order at 6:03 PM.

Roll Call: Pam Irvine, Susan Goings, and Diana Kling Smith, John Riley

Absent: Ione Callendar

Also participating: Reba Mohler, Town Manager and Michael Stearns, applicant

Mr. Stearns explained that after the survey, the property was found to be three feet from the side of Mrs. Crance's property. By trading and using the property behind the structure, it would increase the size by about 20 feet which would aid in property flow.

Mrs. Smith stated that she had spoken to Mrs. Crance and she is pleased with the transaction.

With no further questions or comments, Mr. Campbell closed the public hearing at 6:10 PM.

Motion by Diana Kling Smith to recommend to Town Council that the additional parcels be included in Mr. Stearns conditional use permit previously granted to allow him to move his stormwater management area and make better use of the property. The motion was seconded by Pamela Irvine and passed with a unanimous vote.

There being no further business, the meeting adjourned at 6:13 PM by unanimous vote.

STAFF REPORT

Name of Petitioner: Michael Stearns
Date Request Filed: June 22, 2020
Public Hearing Date: August 6, 2020
Staff Reviewer: Reba Mohler, Town Manager

Summary of Request

The applicant is requesting that the conditional use permit granted to him by the Planning Commission and approved by the Town Council on May 26, 2020, be extended to an additional portion of property he is obtaining through a trade with an adjoining property owner. A copy of his plan showing this property and his explanation is included.

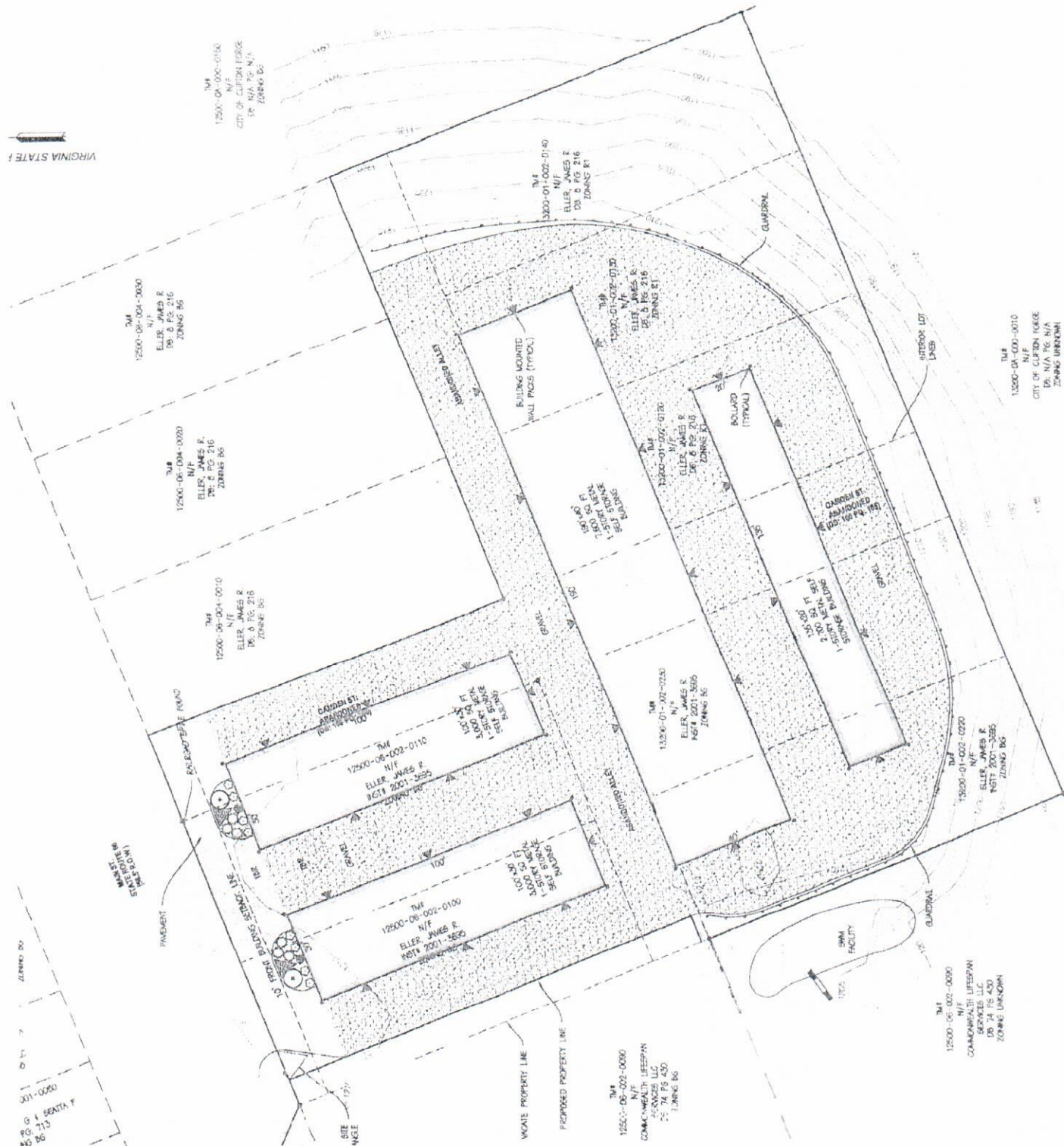
Land Use and Compatibility

<i>Present Use:</i>	Vacant
<i>Current Zoning:</i>	BG
<i>Setback Requirements:</i>	Per the zoning ordinance
<i>Floodplain:</i>	The property is not located in a flood hazard area as shown on the FEMA Flood Insurance Rate Map (FIRM).
<i>Characteristics:</i>	Generally flat—rear lots may require some fill
<i>Ingress and Egress:</i>	Access will be from Main Street (Route 60)
<i>Effects on adjoining properties:</i>	Primarily business related activities on properties across Rt. 60
<i>Screening and Buffering:</i>	Not required
<i>Utilities/Refuse Collection:</i>	Public water & sewer are available as well as gas
<i>Parking:</i>	Off street parking will be minimal as no office is planned at the site and persons renting units will be on site at various times for limited periods.



§ 48 - BALL AND BURLAP
ALL PLANTINGS TO BE IN SHEETED PINE BARK MULCHES
HEIGHT OF TREES MEASURED FROM THE TOP OF THE RC
HEIGHT OF TREE WHEN PLANTED (NOT INCLUDING ROOT M
IGATION BY OTHERS
IS A REGISTERED TRUCKWASH OF WAYNESBORO NUR

- NOTES:
1. NO BUFFER YARDS ARE REQUIRED (THERE IS NO OFFICE AND NO EMPLOYEES)
 2. PARKING IS NEEDED OR PROPOSED
 3. ALL EXTERIOR LIGHTING SHALL BE 6' TO EXCEEDURE DIRECT ILLUMINATION RIGHT-OF-WAY.
 4. SIGNAGE REQUIRES A SEPARATE ZONING FREE-STANDING SIGN MUST BE 10'





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**COUNCIL MINUTES
TOWN OF CLIFTON FORGE, VIRGINIA
7:00 P.M. TUESDAY, AUGUST 11, 2020
Via Teleconference Following Instructions Below****

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

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

Mayor Irvine called the meeting to order at 7:05 PM and read the required statements allowing Town Council to hold electronic meetings based upon the state of emergency due to COVID-19. Angela Carper, Clerk, confirmed attendance by roll call. All council members were present, as well as Reba Mohler, Town Manager, and Jared Jenkins, Town Attorney.

PRESENTATION

Armory Committee Update—Angela Carper, Clerk

Angela Carper, Clerk, advised that the audit promised by the Armory Committee should be completed in the next couple of weeks. The next meeting of the Committee will be held on the last Monday of the month on August 31 at 6 PM and is open to the public.

CONSENT AGENDA

- 1. MINUTES Council Meeting July 14, 2020**

RECOMMENDATION: Approve minutes of July 14, 2020

Motion to approve minutes as written

Motion made by: Councilman Oeltjen

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

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

Motion passed: 5-0

ACTION ITEMS

2. RESOLUTION AUTHORIZING THE EXECUTION OF GRANT DOCUMENTS

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

RECOMMENDATION: Adopt resolution

Angela Carper, Clerk, read the resolution and with no further questions or comments Mayor Irvine called for a motion to adopt the resolution.

Motion to adopt resolution

Motion made by: Councilman Oeltjen

Seconded by: Councilman Umstead

ROLL CALL VOTE

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

Motion passed: 5-0

3. ADOPTION OF NEW CDBG NON-DISCRIMINATION POLICY

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

RECOMMENDATION: Adopt policy

Motion to adopt policy

Motion made by: Councilman Umstead

Seconded by: Councilman Goings

ROLL CALL VOTE

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

Motion passed: 5-0

4. AMENDED LOAN RESOLUTION

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

RECOMMENDATION: Adopt resolution

Angela Carper, Clerk, read the resolution and with no further questions or comments, Mayor Irvine called for a motion to adopt the resolution.

Motion to adopt resolution

Motion made by: Councilman Oeltjen

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

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

Motion passed: 5-0

5. APPROPRIATION RESOLUTUION

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

RECOMMENDATON: Proceed to second reading

Angela Carper, Clerk, read the resolution and with no further questions or comments the resolution will appear on the September 8, 2020 agenda for second reading and adoption.

6. REQUEST FROM RELAY FOR LIFE COMMITTEE TO HOLD FUNDRAISER

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

RECOMMENDATION: Grant request

Motion to grant request

Motion made by: Councilman Goings

Seconded by: Councilman Umstead

ROLL CALL VOTE

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

Motion passed: 5-0

7. DEPARTMENT REPORTS

Public Library
Code Enforcement
Public Works Department
Water Treatment Plant

RECOMMENDATION: Accept reports as written

Motion to accept reports as written

Motion made by: Vice Mayor Marshall

Seconded by: Councilman Goings

ROLL CALL VOTE

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

Motion passed: 5-0

8. PROPOSED LAND TRANSACTION

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

RECOMMENDATION: Consider request

Angela Carper, Clerk, at the request of Council, provided additional information as was provided by the Town Manager and the Public Works Director and attested to by the Town Manager and other Staff. The information provided was as follows:

Per the Public Works Director, the additional alley could provide benefit as an additional connector for those in the area if the street were not a dead-end street leading to an unplatted alleyway currently, but the amount of traffic does not justify the cost to construct and/or maintain any new alley installation. He stated from a Public Works perspective, it does not add any meaningful value, specifically that it does not provide any additional serviceability for existing utilities in the area, etc. Lastly, he stated that currently the Town does not have the funding, manpower, or materials to properly construct a road/alley and that would normally be something that would be included into a capital budget project projected out years ahead rather than trying to handle the task from the operating budget. It was also stated that the size of the current parcel, leaving the row of trees as requested, may not allow enough space to construct per standards and it would have to be surveyed to determine or confirm that which would be at an additional cost to the Town.

Mayor Irvine then called for a motion as to whether the Council wished to accept request or deny the request. Vice Mayor Marshall stated that all members of Council had visited the area and looked at the property and believes all that has been said is understood. She stated she prefers to deny the request.

ROLL CALL VOTE

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

Motion passed: 5-0

INFORMATION

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

MANAGER'S COMMENTS

PUBLIC WORKS

Water Line Repairs

The temporary waterline is installed at A Street. We are continuing work with our engineers to complete permanent repair.

We had a serious leak that required an extensive repair on Jefferson Street. I want to apologize for any inconvenience caused by detours and any interruption of water service.

Maintenance and Improvements - In addition to ongoing maintenance, the Public Works team has been focusing on special projects to improve landscaping in Town. This is an effort to make the Town more aesthetically pleasing and visually attractive.

CODE ENFORCEMENT

We want to remind property owners to mow grass and trim hedges that extend out onto the sidewalks or create visibility issues for drivers.

LIBRARY

The library staff is available Monday – Friday by phone and providing curbside service and limited access by scheduled appointment. These procedures are continuing and patrons can contact the library for more information or to schedule an appointment or arrange curbside pickup.

COVID-19

We are continuing to monitor COVID-19 data. The Town encourages everyone to follow CDC and local health dept guidelines.

Personnel

The Notice of Workplace Exposure to a Communicable Disease and COVID-19 and Infectious Disease Prevention Plan as required by the Virginia Department of Labor and Industry (DOLI) and Virginia Occupational Safety and Health (VOSH) Program will be presented to department heads and to staff. The Emergency Temporary Standard took effect in July and requires the notice and plan as well as employee training based on exposure risk within required deadlines. We will be completing this training during August.

CARES Funding

The County is receiving the second half of CARES Act funding from the Commonwealth of Virginia. As before, the county is allocating \$304,176 to Clifton Forge for a grand total of both allocations equaling \$608,353 for Clifton Forge.

Town of Clifton Forge Economic Resiliency Grant

The Town of Clifton Forge is offering an Economic Resiliency Grant Initiative to help our small local businesses impacted by the COVID-19 pandemic. This initiative will provide relief for small businesses that are struggling due to economic shutdown or modification of traditional service methods. This funding support is provided by the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

The guidelines and application are available at Clifton Forge Town Hall and at the website www.cliftonforgeva.gov.

CENSUS

Census: As of 7/27/20

CF 57.1 Clifton Forge response rate is slightly below the City of Covington and Alleghany County.

Virginia 67.3

National 62.6

I would like to ask all citizens to please complete the Census.

TOURISM/ECONOMIC DEVELOPMENT

2020 Blue Ridge Outdoors Top Adventure Town Contest

For the third Straight year, Clifton Forge has been nominated for Blue Ridge Outdoors Top Adventure Town contest in the small town category. Clifton Forge is the two-time winner of this contest the previous two years and are going for a win a third straight year.

The voting link is on the Town's Facebook page and website.

To vote, click this link: <https://www.blueridgeoutdoors.com/toptowns/>

The First round of voting ends this Friday, August 14th.

We ask everyone to cast your vote for Clifton Forge.

Resource Guides

The updated Live Well Alleghany Highlands Resource Guides are available at Town Hall and other locations throughout the Alleghany Highlands. This publication is a directory of contacts relating to healthcare, wellness and other resources.

THANK YOU

I would like to thank everyone who has offered assistance during my first six weeks as Town Manager. I greatly appreciate it.

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

No public comments were received to be presented during the meeting.

COUNCIL COMMENTS

Councilman Umstead thanked Angela, Reba, and LeeAnna for all the hard work they have done to provide information to Council. He stated that the Town is looking great and he is seeing improvements and again commented on the past due utility accounts and warned people with past due balances to make some type of payment to get the balances paid down. He stated that all unpaid will be disconnected once the emergency ordinance ends.

Councilman Oeltjen thanked everyone and encouraged everyone to vote on for the Town in the Blue Ridge Outdoors Best Small Adventure Town contest again this year to make it three years straight! Mr. Oeltjen stated that everyone should support their Town and held to clean up as they can, making a small gesture helps to encourage others to do the same. He encouraged everyone to offer support instead of negativity on social media and stated that it is possible to grow through problems and become better for all financially. He stated that we live in a beautiful area and everyone should be proud and take care of it.

Councilman Goings stated that he had spoken to Kevin Persinger of Sona Bank and due to the pandemic fundraising for the restoration of the Fountain has been delayed but it is hoped to work with employees to being that again soon. He mentioned the Parks and Trails Committee and the possibility of a future meeting. He echoed Councilman Oeltjen's comments and stated that these times are hard on everyone all over the world, but that we either work together or die together! He encouraged everyone to buy local and to pick a project to do and do it. He also encouraged everyone to answer the census and do all they can to encourage others.

Vice Mayor Marshall encouraged all to complete the census requirements, and to vote in the contest. She stated that there is plenty to do in the Town and encouraged all to help out where they can. She thanked the Shriners Club and stated she looks forward to next year's event. She thanked the employees and reminded everyone that the employees of the Town are one of the few areas that have worked this entire time during the pandemic and have not stopped.

Mayor Irvine thanked everyone for listening in he advised that it has been decided that Council will continue to meet via teleconference until there are improvements with the virus and that explained the reasoning behind it to include the risk to those employees at Town Hall and the possibility of a shut down if quarantined and stated that now is just not the time to return to in person meetings. He encouraged everyone to stay safe and thanked Reba and Angela and the employees of Public Works and all the employees of the town for continuing to work and put their lives on the line to provide great service for the Town.

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

Motion made by: Councilman Umstead

Time: 7:54 PM

Seconded by: Councilman Goings

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to return to open session

Time: 8:10 PM

Motion made by: Councilman Umstead

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to appoint Town Manager, Reba Mohler, to fill previous Town Manager Darlene Burcham's unexpired term as the non-elected official on RVARC Board

Motion made by: Councilman Oeltjen

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to certify only indicated items were discussed during closed session

Motion made by: Councilman Umstead

Seconded by: Councilman Goings

ROLL CALL VOTE

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

Motion passed: 5-0

Motion to adjourn

Time: 8:13 PM

Motion made by: Councilman Oeltjen

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

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

Motion passed: 5-0



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WORK SESSION MINUTES TOWN OF CLIFTON FORGE, VIRGINIA 7:00 P.M. TUESDAY, AUGUST 25, 2020 Via Teleconference Following Instructions Below**

Keep in mind that while the meeting is open to the public, a work session is strictly a working meeting for Council discussion and does not allow for public comment.

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

You will be then be prompted to state your name. At that time, please state your name and address followed by # and you will be placed in the conference queue.

CALL TO ORDER: Mayor Irvine called the meeting to order at 7:02 p.m.

Roll call confirmed attendance:

Mayor Irvine
Vice Mayor Marshall
Councilman Oeltjen
Councilman Goings
Councilman Umstead

Staff present: Reba Mohler, LeeAnna Tyler, Jared Jenkins

1. Discussion of Town Code Section 86-11 (h)—Discontinuance of service

Reba – As other jurisdictions plan to reinstate utility disconnections for non-payment in the near future, the Town Council needs to discuss and decide how they wish to proceed to allow the Town to reinstate disconnections at this time as well. At this time, I will ask the finance director to give an update.

Finance Director LeeAnna Tyler provided an update on utility accounts receivable. The Town implemented procedures to be in line with the SCC even though

we are not covered by the SCC. The Legislature would have to act upon the matter to extend it past September 15, 2020. The SCC has asked for people to be accommodated who have made a good faith effort.

As of August 25, 2020, there are 73 past due accounts; seven new accounts that have not made any payments since the account was opened; 40 accounts with no payments made in the last 60 days; three of four accounts Council had turned back on in March have made no payments since reconnected; 39 accounts owe more than \$300. The total of past due bills is \$30,141.89. New bills will go out on Monday, August 31. The Town has sent out two sets of letters in addition to the bills and past due notices expressing that they need to make some type of arrangement or payment. We need to do something to collect because the Town has obligations such as the Virginia Resource Loan and USDA Loan on the dam project requires payments.

Alleghany County will resume shut offs for non-payment in October and will offer a payment plan for accounts with balances over \$300, offering six months to pay and must pay the current bill plus 1/6 of the past due balance.

The Town could offer a similar program with shut-offs resuming in October for any account that has not executed a payment agreement prior to October 19. Customers owing over \$300 could establish a payment plan whereby the customer pays the current bill plus a portion of the outstanding balance. This would allow up to six months to bring the account current however, if any payment is missed, the agreement is void and the account will require immediate payment in full or shut-off will occur. The finance director suggested three to four months but no more than six months for payment.

Councilman Oeltjen stated he likes the payment plan idea.

Councilman Goings asked if the Finance Department have had many made communication? LeeAnna Tyler, Finance Director stated they have not. Councilman Goings suggested allowing one month to make an arrangement.

Leanna advised that Monday, October 19 is scheduled cutoff as per the schedule that is already established. She explained that September 21 is the next cutoff and that doesn't give enough time to notify them. She stated that a form letter will be prepared, but would need time for delivery and could be sent out the beginning of the week beginning August 31.

LeeAnna asked the Town Attorney if there is anything that needs to be done within the ordinance to accommodate the payment plan?

Jared Jenkins, Town Attorney, stated that the Town needs to have a policy that is applied consistently across the board with everyone. We are proceeding under the order in March. This is the policy to collect under this ordinance.

Mayor Irvine asked how many over accounts are over the \$300?

LeeAnna advised there are 39. Three at or approaching \$1000. Several in \$230 range. She suggested that we could offer all who are past due 5 months to catch up so that everyone is at 20% which makes it fair across board. The customer must pay the current bill plus 20% of the outstanding bill.

Vice Mayor Marshall asked if we do this all would be collected by end of fiscal year?

The Town Attorney advised that the emergency order is not going away.

LeeAnna then asked if the Town can we repeal that portion to which Jared responded that the Town can draft a policy that is for accounts that became delinquent during the time the emergency declaration was declared.

Vice Mayor Marshall stated that we have been lenient and they haven't attempted to work with us.

Councilman Oeltjen stated that we need to do something right away.

Councilman Goings stated that we need to make a move or we will have to raise water rates and that will make no one happy.

Councilman Umstead stated that he thinks we are being too lenient, but stated he would agree with this on the condition that if not paid, water is turned off and not on until paid in full. He stated that he has told people at every council meeting this would happen and that they need to work with us.

Vice Mayor Marshall stated that she agrees with everything stated as did Mayor Irvine.

The Town Attorney advised that they would need to vote at next meeting and stated that he and LeeAnna would work to develop a policy to vote on at the next meeting. He stated that he is hesitant to take action until voted upon and stated if letters go out on the 9th, that will give them four weeks.

Councilman Umstead stated that it is not fair to the rest of the town

LeeAnna stated that the Town cannot use CARES funding to replace lost revenue.

Mayor Irvine asked if the Town will we be alright if not all pay?

LeeAnna stated that the Town needs to recoup some of these and advised that we do have deposits.

Mayor Irvine asked if the Town would get \$20,000 back to which LeeAnna replied probably.

Mayor Irvine then asked the Town Attorney if Council could discuss anything else in open session to which he replied it was permissible by unanimous vote of council for items can be added to the agenda.

Mayor Irvine asked the other members if anyone have anything else to discuss and all said no.

Motion to adjourn

Time: 7:29 PM

Motion made by: Councilman Goings

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

Mayor Irvine	Aye
Vice Mayor Marshall	Aye
Councilman Umstead	Aye
Councilman Oeltjen	Aye
Councilman Goings	Aye
Total:	5-0



**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:

A Resolution to Appropriate Funds

BE IT RESOLVED by the Council of the Town of Clifton Forge, Virginia as follows:

1. That the sum of \$620.00 be and the same hereby is, appropriated into the Town's operating budget.
2. Said appropriation shall be reflected in the budget as the sum of \$ 620.00 appropriated to the following revenue and expenditure line items.

Police Department Donated Funds

Revenue	3 100 19020 0099 Misc	\$ 620.00
Expenditure	4 100 33100 6014 Other	\$ 620.00

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

First Reading: August 11, 2020

Second Reading: September 8, 2020

Clifton Forge Public Library

Director's Report

July 2020

Due to a lifting of restrictions by the Governor and local authorities, the library continued giving limited access to the public during the month of July. Library staff remained available from 8:30 AM to 5:00 PM Monday through Friday to assist patrons by phone and to provide curbside service. The Library allowed patrons limited access by scheduled appointment from 10:00 AM to 3:00 PM Monday through Friday. Patrons were able to use three of the computers and to check out books and DVD's. Patrons were also able to have copies, faxes, and scans done in person. The director allowed special governmental entities to meet in the Armstrong Room. The Library director and staff remained busy even with the limited public access to the building. The special curbside service that allowed patrons to check out materials while maintaining safety protocols for staff and patrons remained a popular choice. However, an increasing number of Patrons made appointments to check materials out directly. Returned materials continued to be placed in a quarantining and cleaning protocol for a 72 hour period. The Fire Department began a regular schedule of specially sanitizing the library. In addition to serving patrons, staff continued several much needed projects. Staff members continued working on completing backlogged book cataloging and weeding old items that had not been checked out for a lengthy period of time or were in bad condition. Staff members also continued an extensive updating of library series binders. This updating process has allowed the library staff to identify errors in the holdings, identify items that needed to be weeded from the collection and help identify items that needed cataloging updates. The Library Director

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

FY 2021	Jul-20	August	September	October	November	December	January	February	March	April	May	June	CM FY 21
Donations	\$50.00												\$50.00
Book Sales	\$0.00												\$0.00
Fax Charges	\$65.00												\$65.00
Fines	\$31.70												\$31.70
Replace books	\$0.00												\$0.00
Replace card	\$0.00												\$0.00
Non-Resident	\$0.00												\$0.00
Print-outs	\$51.50												\$51.50
Total	\$198.20												\$198.20
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												420
CF Juvenile	70												70
Allegh. Adult	492												492
Allegh. Juv.	1												1
NR Adult	23												23
NR Juvenile	1												1
# ITEMS Out	1007												1007
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												72
CF Juvenile	7												7
Allegh. Adult	43												43
Allegh. Juv.	1												1
NR Adult	5												5
NR Juvenile	1												1
Total Patrons	129												129
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												129
New Register	8												8
Transactions	1729												1729
Wifi	60												60
W/drawn bks	1340												1340
PAC Logins	19												19
W/D Patrons	0												0
Computer Use	63												63
E-book Circ.	167												167
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 Itd	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												
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												
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
POLICE DEPARTMENT**

**** MONTHLY REPORT ****

JULY 2020

ADULT ARRESTS**CRIMINAL ARRESTS- FELONY**

7	CAPIAS	1	GRAND LARCENY
2	OBTAIN \$- FALSE PRETENSE	5	PETIT LARCENY- 3 RD OFFENSE
1	PRELIMINARY PROTECTIVE ORDER	1	UTTER

CRIMINAL ARRESTS- MISDEMEANOR

1	ASSAULT & BATTERY	1	DESTRUCTION OF PROPERTY
3	DRUNK IN PUBLIC	1	DISORDERLY CONDUCT
1	DOG RUNNING AT LARGE	3	EPO (Emergency Protective Order)
2	GIVE FALSE INFO TO POLICE	4	OBSTRUCT JUSTICE
1	VIOLATE PROTECTIVE ORDER		

TRAFFIC ENFORCEMENT

1	ALTERED LICENSE	9	DEFECTIVE EQUIPMENT
1	DRIVE ON SIDEWALK	4	DRIVE NO LIABILITY INSURANCE
2	DRIVE REVOKED		
7	DRIVE SUSPENDED	3	EXPIRED INSPECTION
1	EXPIRED OPERATOR'S LICENSE	1	EXPIRED STATE TAGS
3	FAIL TO OBTAIN REGISTRATION	4	FAIL TO STOP AT STOP SIGN
1	FOLLOW TOO CLOSE	1	IMPROPER DISPLAY OF PLATES
1	IMPROPER REGISTRATION	1	IMPROPER PASSING
2	IMPROPER USE OF FARM USE TAG	1	NO INSPECTION
2	NO OPERATOR LICENSE		
4	NO OPERATOR LICENSE IN POSSESSION		
3	NO REGISTRATION IN POSSESSION	2	POSSESSION OF MARIJUANA
1	RECKLESS DRIVING	18	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 July the Police department has initiated Twenty-one (21) criminal investigations. One (1) case was carried over from the previous month. This brings it to a total of Twenty-two (22) criminal investigations that have been active between July 1, 2020 and July 31, 2020.

Criminal cases initiated in July:

Domestic assault & battery-9	Public intoxication-4
Traffic accident investigation-2	Petit larceny-1
Possession of marijuana-1	Disorderly conduct-1
Obstruction of Justice-3	

Criminal cases cleared in July:

Domestic assault & battery-9	Public intoxication-4
Traffic accident investigation-2	Petit larceny-1
Possession of marijuana-1	Disorderly conduct-1
Obstruction of Justice-3	

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 July was 95.4%. 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 July 29, 2020 Officer S.D. Urban and Chief C.D. Wickline responded to a report of two males arguing on the 800 block of Main St. Upon their arrival one of the subjects fled on foot. Chief Wickline along with Officer Urban then initiated a foot pursuit with the individual which spanned several blocks and culminated with the suspect entering a wooded area near the C&O historical society. At that time a perimeter was set by Chief Wickline and additional units arrived to assist including the Alleghany County Sheriff's Office K-9 Team and the Virginia State Police Drug Task Force. Once the perimeter was set a DHS helicopter was utilized to gain visual contact with the subject in the wooded area. At that time the Alleghany County Sheriff's Office canine

was utilized to gain control of the suspect while officers took him into custody. Once in custody the suspect was then transported to Lewisgale medical center for a medical evaluation and then to the Alleghany County regional Jail to be processed without further incident.

On July 29, 2020 Chief C.D. Wickline was dispatched to the 400 block of Main St. for a report of a male individual blocking traffic and trying to fight people in the street. Upon his arrival he located the suspect still in the roadway. After approaching the subject Chief Wickline determined that the individual was highly intoxicated. The suspect was taken into custody for public intoxication and disorderly conduct before being transported to the Alleghany County Regional Jail for processing without incident.

Chief's Comments:

	JULY '19	19 YTD	JULY '20	20 YTD
ADULT CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	6	34	17	57
MISDEMEANOR	27	216	16	135
JUVENILE CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	0	0	0	0
MISDEMEANOR	0	11	0	1
TRAFFIC SUMMONS ISSUED	57	452	72	384
PARKING VIOLATIONS	29	90	4	68
COMPLAINTS RESPONDED TO	408	2,864	349	2,630
PUBLIC WORKS COMPLAINTS	8	46	0	13
CITIZENS/BUSINES REQUEST-CHECKLIST	788	3,562	1,620	11,562
BURGULAR ALARMS PROCESED	5	54	1	24
ACCIDENT INVESTIGATED	5	30	3	21
REQUEST TO UNLOCKED MOTOR VEHICLES	6	84	6	48
REQUEST TO UNLOCK HOMES/BUSINESSES	0	1	0	0
ESCORTS PROVIDED	8	51	3	28
COURT DOCUMENTS PROCESSED	46	293	40	230
UNSECURED PROPERTY	9	58	1	17
MILES TRAVELED BY DEPARTMENT	6,997	44,378	4,887	38,934
TRANSPORTS	*****	*****	*****	*****
TO REGIONAL JAIL	*****	*****	*****	*****
NUMBER OF TRANSPORTS	4	43	5	23
TOTAL MILEAGE	65	948	102	472
MAN-HOURS	2 HRS 57 MIN	36 HRS 1 MIN	3 HRS 27 MINS	19 HRS 2 MINS
TO MENTAL FACILITY	*****	*****	*****	*****
NUMBER OF TRANSPORTS	7	39	0	6
TOTAL MILEAGE	1,588	4,808	0	807
MAN-HOURS	43 HRS 57 MINS	144 HRS 55 MINS	0	24 HRS 42 MINS
ANIMAL CONTROL	*****	*****	*****	*****
COMPLAINTS RESPONDED TO	27	226	34	162
ANIMALS PLACED IN SHELTER	6	26	11	41
DOGS	4	13	5	20
CATS	2	13	6	21
SUMMONS ISSUED	1	21	0	4
ANIMAL BITES INVESTIGATED	1	11	2	4
ANIMALS RETURNED TO OWNER	2	2	0	8
DOGS	1	1	0	8
CATS	1	1	0	0
OTHER	0	1	0	0
ANIMALS RETURNED TO THE WILD	4	12	0	3

**CLIFTON FORGE
POLICE DEPARTMENT**

**** MONTHLY REPORT ****

AUGUST 2020

ADULT ARRESTS**CRIMINAL ARRESTS- FELONY**

5	CAPIAS	1	PETIT LARCENY- 3 RD OFFENSE
1	PRISONER-POSSESS SCHEDULE III DRUG		
1	POSSESSION OF AMMUNITON-CONVICTED FELON		

CRIMINAL ARRESTS- MISDEMEANOR

1	ASSAULT & BATTERY	1	DESTRUCTION OF PROPERTY
7	DRUNK IN PUBLIC	4	DISORDERLY CONDUCT
1	DOG RUNNING AT LARGE	2	DWI (DRIVE WHILE INTOXICATED
2	EPO (Emergency Protective Order)		2 ND OFFENSE)
1	FAIL TO PAY PARKING TICKET	1	OBSTRUCT JUSTICE
1	REFUSAL OF BREATH TEST 2 ND OFFENSE		

TRAFFIC ENFORCEMENT

1	ALTERED LICENSE	1	COUNTERFEIT INSPECTION
3	DEFECTIVE EQUIPMENT		STICKER
1	DRIVE ON REVOKED LICENSE	1	DRIVE NO LIABILITY INSURANCE
1	DRIVE SUSPENDED	1	DUI
1	EXPIRED STATE REGISTRATION	1	FAIL TO SECURE CHILD
5	FAIL TO OBTAIN REGISTRATION	3	FAIL TO STOP AT STOP SIGN
1	FAIL TO STOP AT RED LIGHT	1	FOLLOW TOO CLOSE
1	IMPROPER USE OF FARM USE TAGS	4	IMPROPER REGISTRATION
3	NO INSPECTION	4	NO OPERATOR LICENSE
1	NO OPERATOR LICENSE IN POSSESSION		
2	NO VALID OPERATOR LICENSE	1	PERMIT UNLICENSED DRIVER TO
1	POSSESSION OF MARIJUANA		DRIVE
9	SPEEDING	1	WINDOW TINT
1	URINATE IN PUBLIC		

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 August the Police department has initiated Twenty-seven (27) criminal investigations. No cases were carried over from the previous month. This brings it to a total of Twenty-seven (27) criminal investigations that have been active between August 1, 2020 and August 31, 2020.

Criminal cases initiated in August:

Domestic assault & battery-4	Public intoxication-5
Traffic accident investigation-3	Petit larceny-2
Possession of controlled substance-1	Disorderly conduct-4
Obstruction of Justice-1	Grand larceny-1
Destruction of property-3	DUI-2
Possession of ammo by convicted felon-1	

Criminal cases cleared in August:

Domestic assault & battery-4	Public intoxication-5
Traffic accident investigation-3	Petit larceny-1
Possession of controlled substance-1	Disorderly conduct-4

Obstruction of Justice-1

Grand larceny-1

Destruction of property-1

DUI-2

Possession of ammo by convicted felon-1

These numbers represent the investigations opened. Some investigations may generate multiple charges against multiple defendants. Other cases may not result in any arrest due to the prosecution being declined by the Commonwealth Attorney and/or the victim. For an accurate count of arrests, please see page 2 of the monthly report.

The clearance rate for criminal investigations during the month of August was 88.8%. Some of these cases, while being cleared, have not generated an arrest yet due to the Commonwealth Attorney holding the charges for Grand Jury Indictment.

Cases of interest:

On August 14, 2020 Officer E.L Soto conducted a traffic stop on the 500 block of E. Ridgeway St. for an equipment violation. During the course of his stop he noticed the odor of alcoholic beverage coming from the interior of the vehicle. Officer Soto then conducted a set of sobriety tests on the driver of the vehicle in which she showed multiple signs of impairment. At that time the driver was taken into custody for

driving under the influence of alcohol and transported to CFPD for further processing without incident.

On August 14, 2020 Sergeant T.P. Ledford was assisting Officer E.L. Soto on a DUI investigation when he witnessed a two-vehicle accident at the intersection of Commercial Ave. and Main St. While responding to the scene one of the vehicles attempted to flee the area. At that time a traffic stop was conducted on the vehicle on the 400 block of Commercial Ave. During the course of the stop Sergeant Ledford noticed an odor of alcoholic beverage coming from both the driver and passenger of the vehicle. Sergeant Ledford then conducted a set of sobriety tests on the driver which showed multiple signs of impairment. At that time the driver was taken into custody for driving under the influence of alcohol and the passenger was taken into custody for public intoxication. Both suspects were then transported to CFPD for further processing without incident.

On August 20, 2020 Sergeant T.P. Ledford responded on a mutual-aid call to 100 Nicholas Dr. for a report of a fight in progress. Upon arrival Sergeant Ledford located 10-12 individuals in the roadway engaged in a physical altercation. While attempting to de-escalate the situation Sergeant Ledford witnessed a suspect pick up a shovel and raise it in a threatening manner. He then took that suspect to the ground and placed her under arrest for disorderly conduct. While affecting the arrest on the original suspect, two more individuals

became engaged in a physical fight striking each other multiple times. Sergeant Ledford then took both of those individuals into custody for disorderly conduct. All three suspects were then transported to CFPD for processing without further incident.

Chief's Comments:

	AUGUST '19	19 YTD	AUGUST '20	20 YTD
ADULT CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	5	39	8	65
MISDEMEANOR	26	242	20	155
JUVENILE CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	0	0	0	0
MISDEMEANOR	0	11	0	1
TRAFFIC SUMMONS ISSUED	39	491	49	433
PARKING VIOLATIONS	14	104	0	68
COMPLAINTS RESPONDED TO	375	3,239	357	2,987
PUBLIC WORKS COMPLAINTS	1	47	1	14
CITIZENS/BUSINES REQUEST-CHECKLIST	1,412	4,974	1,343	12,905
BURGULAR ALARMS PROCESED	8	62	7	31
ACCIDENT INVESTIGATED	1	31	4	25
REQUEST TO UNLOCKED MOTOR VEHICLES	14	98	8	56
REQUEST TO UNLOCK HOMES/BUSINESSES	0	1	0	0
ESCORTS PROVIDED	2	53	3	31
COURT DOCUMENTS PROCESSED	42	335	31	261
UNSECURED PROPERTY	14	72	0	17
MILES TRAVELED BY DEPARTMENT	6,700	51,078	2,263	41,197
TRANSPORTS	*****	*****	*****	*****
TO REGIONAL JAIL	*****	*****	*****	*****
NUMBER OF TRANSPORTS	7	50	8	31
TOTAL MILEAGE	159	1,107	173	645
MAN-HOURS	6 HRS 4 MINS	42 HRS 5 MINS	7 hrs 20 mins	26 hrs 22 mins
TO MENTAL FACILITY	*****	*****	*****	*****
NUMBER OF TRANSPORTS	1	40	0	6
TOTAL MILEAGE	429	5,237	0	807
MAN-HOURS	6 HRS 30 MINS	151 HRS 25 MINS	0	24 HRS 42 MINS
ANIMAL CONTROL	*****	*****	*****	*****
COMPLAINTS RESPONDED TO	57	283	33	195
ANIMALS PLACED IN SHELTER	7	33	8	49
DOGS	3	16	5	25
CATS	4	17	3	24
SUMMONS ISSUED	2	23	1	5
ANIMAL BITES INVESTIGATED	2	13	2	6
ANIMALS RETURNED TO OWNER	6	8	2	10
DOGS	5	6	2	10
CATS	1	2	0	0
OTHER	0	1	0	0
ANIMALS RETURNED TO THE WILD	1	13	0	3

Monthly Report

August 2020

Public Works Dept.

August has been a very busy month for us. Along with the normal work we do, we finalized the A Street water line project.





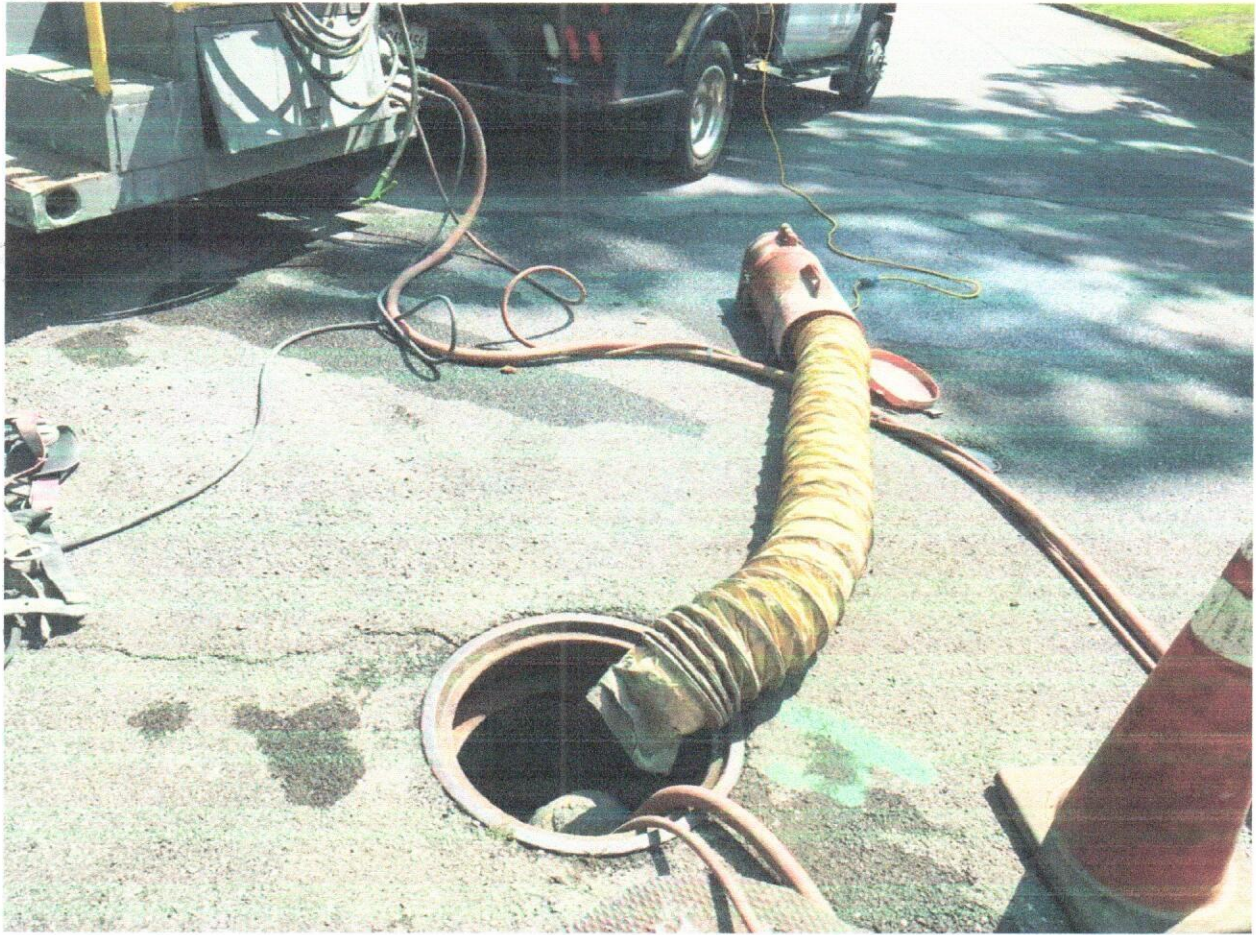
Water / Sewer also had a valve insertion at the intersection of Jefferson Ave & Lowell Street.



New water service on Mound St.



Core & Main came in to help us with four (4) Manhole Rehabs, three (3) on Bath Street and one (1) on Second Street.



New lateral hook up to sewer main at 1300 Woodlawn along with a new sewer clean out.



Alleghany Paving have been busy paving Madison Ave.



Flowers continue to be watered when needed and brush and bulk pickup continue to be heavy.

Town Hall and Veterans Park has received a much-needed facelift.





Crews also out changing out light bulbs at the west end of Town.

The garage has been busy getting equipment repaired.





With all the rain mowing crews have been very busy. We have been keeping up with the cleaning of catch basins and ditch lines.

We had one burial during the month of August

MONTHLY REPORT

Aug-20

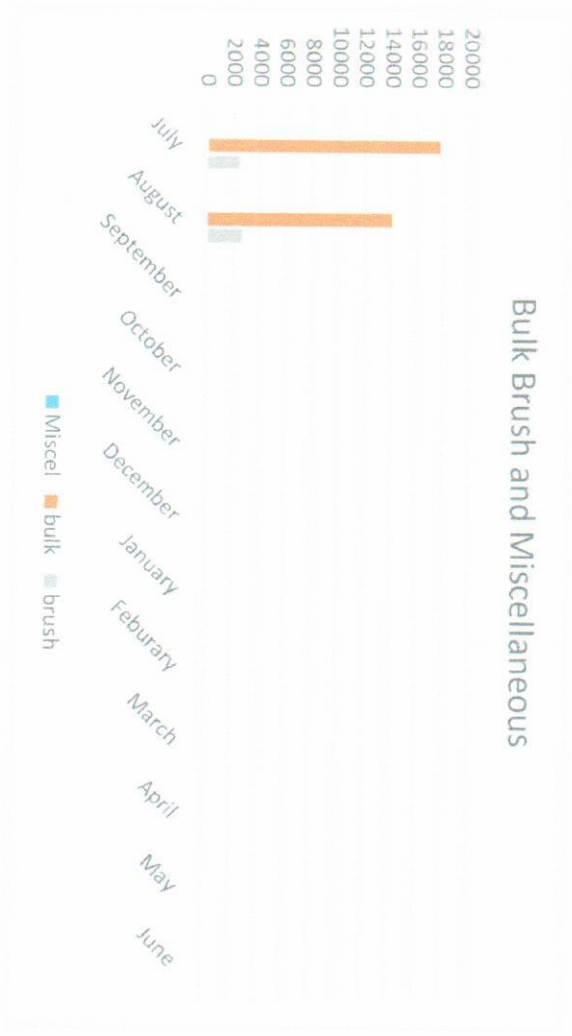
DEPARTMENT	WEEK	OT HOURS	MEN	COMMENTS
CEMETERY	8/1/2020	0	0	
	8/3/2020	0	0	
	8/10/2020	0	0	
	8/17/2020	0	0	
	8/24/2020	3.5	2	close grave mvc(2men@3.05hrs)
	Total	3.5	2	
SEWER I & I	8/1/2020	0	0	
	8/3/2020	2	1	815 Kensington sewer backup(1man@2hrs)
	8/10/2020	0	0	
	8/17/2020	2	1	615 Alleghany (1man@2hrs)
	8/24/2020	1	2	Jet rod sewer main Rt 60 (2 Men @1hr)
	Total	5	4	
WATER	8/1/2020	0	0	
	8/3/2020	0	0	
	8/10/2020	0	0	
	8/17/2020	0	0	
	8/24/2020	4	2	Water break @322 Jfefferson(1man@2hrs) Water leak Prospect walk (1 Man @2hrs)
	Total	4	2	
BLDGS/GRDS	8/1/2020	0	0	
	8/3/2020	1	1	stay over for supervision(1man@1hr)
	8/10/2020	0	0	
	8/17/2020	0.5	1	stay over answer phones(1man@.5hours)
	8/24/2020	0	0	
	Total	1.5	0	
STREETS	8/1/2020	0	0	
	8/3/2020	1	0.5	Called out for tree limb cChesnut St(1man@.5)
	8/10/2020	3.5	1	skid steer brake down (1man@3.5hrs)
	8/17/2020	4	3	stay after to clean up brush(2men@1hr) Clean up glass on Church St (1man@2hrs).
	8/24/2020	0	0	
	Total	8.5	0	
	Grand Total	22.5	8	

Total of OT hours for the month

Bulk and Brush FY2019



	July	August	September	October	November	December	January	February	March	April	May	June
Miscel	0	0										
bulk	17680	14080										
brush	2480	2720										



Aug-20	Date	Trip	Weight	Type	Comments
Subtotal		0	0		
	4-Aug	2	1540		Bulk
	11-Aug	5	5320		bulk
	18-Aug	2	3760		Bulk
	25-Aug	3	3460		Bulk
Subtotal			14080		
	13-Aug	2	2540		Brush
	20-Aug	1	180		Brush
Subtotal		3	2720		
Gran Total		3	16800		

Monthly Operations Report

8/21/2020

Bobby Irvine, Plant Manager

The dam improvements are winding down and well ahead of the original projections for completion. In fact workers may vacate the project for a period of 4 to 6 weeks while awaiting fabrication of various components.

Without question, the main component they are awaiting is the spillway crosswalk or foot bridge. Once completed it will be shipped to the site in 4 sections which will then be assembled upon delivery. In addition to the installation of this crosswalk, all that remains is some concrete work, the construction and installation of steps leading to the valve house at the base of the spillway and several minor projects which should be completed quickly.

Of course demobilization which will include the removal of the crane and barge from the reservoir will take time as will the removal of all the machinery and equipment located on-site. The final steps will be cosmetic, including roads and grounds repair. All of these things should be completed by late October or early November which is about two months faster than originally anticipated.

I am happy to report that there have been no major water breaks of late and that our propane tank was switched out without incident. Finally, all testing yielded satisfactory results and no consumer complaints were logged.

Clifton Forge Fire Incidents

Date	Incident Number	Call Type		Location of Call		Total Members		Apparatus						Incident Address
		EMS	Fire Type	Town	County	Career	Volunteers	Engine 25	Engine 24	Ladder 2	Utility 21	Unit 20	Car 2	
00/00/00	0000-000000													
07/01/20	2020-405	Laceration		1		1						1		821 Church St.
07/01/20	2020-406	DIB		1		1						1		924 Park St.
07/01/20	2020-407	Pain		1		1						1		508 Commercial Ave.
07/01/20	2020-408	No Patient		1		1						1		1000 Fairview Ave.
07/01/20	2020-409		Landing Zone	1		1	2	1						Linden Park
07/01/20	2020-410	Fall		1		1						1		800 W. Ridgeway St.
07/02/20	2020-411	Pain		1		1						1		709 Rose St.
07/02/20	2020-412	Weakness		1		1						1		800 W. Ridgeway St.
07/02/20	2020-413	Fall		1		1						1		900 King St.
07/03/20	2020-414		Fire Alarm		1	1	5	1			1			4511 Longdale Furnace Rd.
07/03/20	2020-415	Fall		1		1								800 W. Ridgeway St.
07/04/20	2020-416		Lift assist	1		1	3					1		800 W. Ridgeway St.
07/04/20	2020-417		MVC		1	1	12		1		1	1		Suffur Spring Rd.
07/04/20	2020-418	Laceration		1		1						1		713 Pine St.
07/05/20	2020-419	Pain		1		1						1		1137 Madison Ave.
07/05/20	2020-420	Illness		1		1						1		800 W. Ridgeway St.
07/06/20	2020-421		Electrical	1		1	5	1						825 Girard St.
07/06/20	2020-422	Sick		1		1		1						1000 Fairview Ave.
07/06/20	2020-423	DIB		1		1						1		832 Brussels
07/07/20	2020-424	Pain		1		1						1		800 W. Ridgeway St.
07/07/20	2020-425	Fall		1		1						1		1037 Venus Way
07/09/20	2020-426	Chest Pain		1		1	2	1						701 Commercial St.
07/09/20	2020-427	Fall		1		1	1	1						620 Jefferson St.
07/09/20	2020-428		Service Call	1		1	1					1		505 Brussels St.
07/09/20	2020-429	Unknown		1		1	1	1						511 Ridgeway St.
07/10/20	2020-430	DIB		1		1						1		800 W. Ridgeway St.
07/10/20	2020-431		MVC		1	1	5		1					700 Main St.
07/11/20	2020-432	Fall		1		1	1					1		800 W. Ridgeway St.
07/11/20	2020-433	Pain		1		1						1		1618 Main St.
07/12/20	2020-434	Fall		1		1						1		800 W. Ridgeway St.
07/12/20	2020-435		Lift Assist	1		1	6	1						800 W. Ridgeway St.
07/13/20	2020-436	Fall		1		1						1		413 W. Ridgeway St.
07/13/20	2020-437	Pain		1		1						1		1503 Bryant St.
07/14/20	2020-438		Other Fire	1		1	11	1						718 Main St.
07/14/20	2020-439	Laceration		1		1						1		1505 Chestnut St.
07/15/20	2020-440		Lift Assist	1		1						1		627 Commercial St.
07/15/20	2020-441	Altered LOC		1		1						1		1000 Fairview Ave.
07/15/20	2020-442	Pain		1		1						1		416 Douglass St.
07/15/20	2020-443	Bite		1		1						1		1710 Main St.
07/16/20	2020-444	Pain		1		1						1		1000 Fairview Ave.
07/16/20	2020-445	Other		1		1						1		219 W. Ridgeway St
07/17/20	2020-446	Pain		1		1						1		425 E. Main St.
07/19/20	2020-447	Fall		1		1						1		1009 Claytor Place
07/19/20	2020-448	Cardiac arrest		1		1						1		1000 Fairview Ave.
07/19/20	2020-449	DIB		1		1						1		1725 Main St.

[illegible]

Clifton Forge Fire Incidents

Date	Incident Number	Call Type		Location of Call		Total Members		Apparatus						Incident Address
		EMS	Fire Type	Town	County	Career	Volunteers	Engine 25	Engine 24	Ladder 2	Utility 21	Unit 20	Car 2	
00/00/00	0000-000000													
08/01/20	2020-477	Fall		1		1	2					1		812 Douglass St.
08/02/20	2020-478	Illness		1		1						1		1725 Main St.
08/02/20	2020-479			1		1						1		800 W. Ridgeway St.
08/02/20	2020-480	Pain		1		1						1		211 W. Ridgeway St.
08/03/20	2020-481	Illness		1		1						1		800 W. Ridgeway St.
08/03/20	2020-482	Illness		1		1	1					1		512 Roxbury St.
08/03/20	2020-483		Lift assist	1		0	6	1						512 Roxbury St.
08/04/20	2020-484	Breathing		1		1						1		224 Roxbury St.
08/04/20	2020-485	Vomiting		1		1						1		424 Revere St.
08/04/20	2020-486	Pain		1		1						1		633 Brussels Ave.
08/04/20	2020-487	Fall		1		1						1		815 Pine St.
08/04/20	2020-488	Diabetic		1		1						1		423 W. Ridgeway St.
08/04/20	2020-489		Lift assist	1		1	6				1	1		524 Brussels Ave.
08/06/20	2020-490	Stroke			1	1	1					1		107 Ferrol Ave.
08/06/20	2020-491	Fall		1		1						1		Rose&Tremount
08/06/20	2020-492	Fever		1								1		131 Ridgeway
08/07/20	2020-493	Illness		1		1						1		1710 Main St.
08/07/20	2020-494	Breathing		1		1						1		45 Verg St.
08/07/20	2020-495	Fall		1		1	1					1		1606 Oakhill
08/07/20	2020-496	Illness		1		1						1		800 W. Ridgeway St.
08/07/20	2020-497		Structure Fire		1	1	7	0			1	1		100 Nicholas Dr.
08/08/20	2020-498	Illness		1		1						1		800 W. Ridgeway St.
08/08/20	2020-499	Trauma		1		1						1		113 Pine St.
08/08/20	2020-500	Breathing		1		1	1					1		505 Brussels
08/08/20	2020-501	Fever		1		1						1		1725 Main St.
08/09/20	2020-502		Fire Alarm		1	1	5	1						1200 Commerce Ctr
08/09/20	2020-503	Stroke		1		1						1		832 Jefferson Ave.
08/09/20	2020-504	Pain		1		1						1		308 C St.
08/09/20	2020-505	Numbness		1		1						1		1700 Main St
08/09/20	2020-506		Lift assist	1		1	4	1			1			1700 Main St
08/10/20	2020-507	Illness		1		1	1					1		1038 Ingalls St
08/10/20	2020-508		MVC		1	1	7		1			1		Rt 606
08/10/20	2020-509	Breathing		1		1						1		505 Brussels Ave
08/11/20	2020510		Lift assist	1		1	2				1	1		1700 Main St
08/11/20	2020511	Fall		1		1						1		1700 Main St
08/11/20	2020512	Pain		1		1	1					1		633 Brussels St
08/11/20	2020513		Fire Alarm		1	1	6	1						1305 Longdale Furr.
08/12/20	2020514	Pain		1		1						1		825 Acacia St
08/12/20	2020515	Pain		1		1						1		550 Pine St
08/14/20	2020516	Confusion		1		1								701 Church
08/16/20	2020517		Service Call	1		1		6						305 Roxbury St
08/16/20	2020518		Fire Alarm		1	1	10			1	1			1100 ARH Lane
08/16/20	2020519	Fall		1		1	2					1		800 W Ridgeway St
08/16/20	2020520	Overdose		1		1	2					1		1700 Main St
08/17/20	2020521	Breathing		1		1						1		547 Main St

[illegible]

**A RESOLUTION OF THE CLIFTON FORGE TOWN COUNCIL
SEEKING TO WITHDRAW FROM THE
CENTRAL SHENANDOAH CRIMINAL JUSTICE TRAINING ACADEMY**

WHEREAS, Section 15-2-1747 of the Code of Virginia allows the creation of regional police academies by public bodies; and

WHEREAS, the Police Department of the Town of Clifton Forge is currently a member agency of the Central Shenandoah Criminal Justice Training Academy; and

WHEREAS, the Police Department of the Town of Clifton Forge would like to withdraw from the Central Shenandoah Criminal Justice Training Academy and become a member agency of the Cardinal Criminal Justice Academy; and

WHEREAS, Section 15-2-1747(D) of the Code of Virginia provides that "The governing body of the governmental unit seeking to withdraw from the academy shall signify its desire by resolution or ordinance."

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Clifton Forge, Virginia, pursuant to their authority, that:

1. The Town requests that the Central Shenandoah Criminal Justice Training Academy allow the Police Department of the Town to withdraw as a member agency from the academy.
2. The Town requests that the Central Shenandoah Criminal Justice Training Academy consider this request at the earliest possible meeting of its board of directors.

Adopted and Effective this the 8th day of September, 2020

Approved: _____
Jeffrey A. Irvine, Mayor

Attest: _____
Angela Carper, Clerk

NO SUPPORT
DOCUMENTATION
FOR THIS ITEM

NO SUPPORT
DOCUMENTATION
FOR THIS ITEM

MANN LEGAL GROUP, PLLC
ATTORNEYS AT LAW

LAURENCE A. MANN
JARED R. JENKINS

LEGAL ASSISTANTS:
MICHELLE S. WEBB
JULIE H. CROWDER
RUTH E. CLARK

MEMORANDUM

To: Members of Clifton Forge Town Council
From: Jared R. Jenkins, Town Attorney
Date: September 2, 2020
Subject: Armory Committee

After reviewing the Armory Committee's submission received from Ace Accounting, I believe it is sufficient to comply with their contractual requirements for a "yearly financial report or audit." The Armory Committee documented almost every transaction and provided any supporting information Ms. Craft requested. The report from Ms. Craft suggests improvements in the Committee's recordkeeping procedures, and based upon the current submissions to the Town, it appears that the Armory Committee had already changed their procedures to address those concerns. I also believe this submission is essentially what the Town directed the Armory Committee to provide back in February.

While the Armory Committee indicated an "audit" would be provided to the Town, I doubt most people make a distinction between an "audit" and an "annual reconciliation of financial records performed by an accountant." The Town's contract with the Armory clearly and explicitly allows the latter. It appears that Ms. Craft is not a Certified Public Accountant, and her lack of certification is the only reason why her report could not be considered a true "audit." The use of the term "audit" as shorthand for "annual reconciliation of financial records performed by an accountant" should not distract attention from the substance of what was provided.

If the Town's goal was to complete a thorough review of the Armory Committee's recordkeeping to allow sufficient oversight and review by the Town, and to identify areas where the Committee could improve their recordkeeping, this report meets that goal. The Town's primary concern should be whether or not the Armory Committee is meeting the terms of its contract, and I believe it is. A thorough review of their finances indicates there were some issues identified that have been explained reasonably and consistently, and the Committee has both considered and implemented changes to their practices to address those issues.

If the Town were to try to terminate the contract or sue the Armory Committee for breach of contract based on the Committee's management of its finances, I do not believe the Town would be successful. The Town would not have a strong defense against an argument of "waiver" of any past breach considering that this issue was not substantively addressed with the Committee before February of this year. The Armory Committee has fully complied with the Town's requests once they were made.

The term of the Town's contract with the Armory Committee is unclear based on the plain language of the contract, but I believe the Town could safely notify the Committee of its intention to terminate the agreement on or before December 22, 2020, to be effective as of February 20, 2021 (60 days later), if the Town wishes to terminate the current contract.

I do not think any reasonable, fair-minded person could take issue with the Armory Committee's recent effort to be transparent and open regarding their finances. I note that the Armory Committee apparently did not submit any annual reports prior to the current contract (2017), so the current Armory Committee has now supplied the Town with more information regarding its finances than any other Committee to date. It is my opinion that the Armory Committee's finances have become a political issue rather than a substantive problem, and that the Town, as an entity, should be more concerned and spend more of its resources addressing the numerous challenges the Town faces.
