Town Council Agenda
Tuesday, November 10, 2020
7:00 PM
Via Teleconference

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

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

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

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

All questions and comments must be submitted no later than 5 PM on the day of the meeting. Anyone wishing to submit a question or comment to be included in the meeting should send their materials to the Town Manager either by mailing to P.O. Box 631, putting in the drop box located in front of Town Hall, or via the email link on the Town's website by following these instructions:

1. Go to the Town's website: www.cliftonforgeva.gov
2. Click on the "contact" link (last tab at the top of the page)
3. Fill out the form, choosing Town Manager from the drop-down box then click the "send" button.

NOTE: While being conducted as a teleconference, this meeting will be conducted as all regular Council meetings and outside noise interference or disrespectful conduct will not be tolerated. Anyone who violates these directives can and will be muted or removed from the call. We appreciate everyone's cooperation and patience during this time.

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

PUBLIC HEARING

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

RECOMMENDATION: Proceed to second reading

CONSENT AGENDA

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

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

ACTION ITEMS

2. DEPARTMENT REPORTS

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

RECOMMENDATION: Accept reports as written

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

Clifton Forge Main Street would like permission to hold a reverse Christmas Parade on December 4, 2020 from 6-8 PM from the 400 block of E. Ridgeway to the Clifton Forge Fire Station on D Street. The participants will be assigned locations for set up and will remain in that location for the duration of the parade. Handing out candy this year will not be permitted due to the risks of COVID-19, but they hope to have Santa at the end of the route at Town Hall. All spectators will remain in their vehicles and drive along the parade route to view the various participants. They respectfully request that Ridgeway Street and Main be allowed to become a one-way

street going East beginning at 3 PM that day and that Commercial Street be closed between Ace Hardware and Sona Bank. Entries in this year's parade will not be judged and no trophies will be given out. They, as in previous years, will work closely with the Police and Public Works Departments to provide a well-organized and safe event for the community. Since this is the first time doing an event of this nature, some of the plans may need to be altered as more discussions with those departments take place and should the need arise. The theme for this year's parade is Love, Joy, and Unity.

RECOMMENDATION: Grant request

INFORMATION

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

MANAGER'S COMMENTS

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

COUNCIL COMMENTS

CLOSED SESSION PURSUANT TO SECTION 2.2-3711 A:1 Personnel—Discussion of Town Manager Contract and Request for Waiver

ORDINANCE TO VACATE
AND SELL PROPERTY

WHEREAS, Clifton Forge Town Council held a public hearing on November 10, 2020 at 7:00pm to consider the application of David Hipes to vacate and sell public rights-of-way; and

WHEREAS, Town Council has determined that said vacation would not be detrimental to the citizens of Clifton Forge and a sale of the vacated property to the applicant is proper.

NOW THEREFORE BE IT ORDAINED by Clifton Forge Town Council, and in accordance with § 15.2-2006, *Code of Virginia*, as amended, that it does hereby vacate and sell the following public rights-of-way in the Town of Clifton Forge, Virginia, near to 709 Palace Boulevard, to-wit:

The alley to the north of Parcel ID 12400-01-000-0A00 and the undeveloped roadway to the west of Parcel IDs 12400-01-000-0A00 and 12400-01-000-0B00, bordered on the north by Parcel ID 11800-01-208-A060 and bounded on the south at a line connecting the southern border of Parcel IDs 12400-01-000-0B00 and 12400-01-210-0160.

The aforesaid real estate shall be conveyed to the buyer for the total purchase price of $500.00. Upon payment of said purchase price Town Council does hereby authorize the Mayor to execute a Deed of Conveyance.

First Reading: November 10, 2020

Second Reading: December 8, 2020

October 10, 2020

Angela Carper, Town Clerk

Town of Clifton Forge

Clifton Forge, Virginia

Dear Ms. Carper,

I have recently moved into the Town of Clifton Forge and reside at 709 Palace Boulevard. The purchase included parcel #12400-01-000-0A00 which includes the house, as well as parcel #12400-01-000-0B00 which is an undeveloped wooded lot to the south of the house. In reviewing the survey of my property provided by the Sellers, Oakspring Investments, I see that there is an undeveloped street running along the back of my property (to the west) as well as an undeveloped alley to the right of my home as you face the house (to the north).

Both of these parcels are undeveloped, wooded, and located on a steep hillside. This is my request to council to allow me to purchase this undeveloped street and alley from the Town. My offer for the purchase of these right-of-ways is $500 for both properties.

Please advise if this would be an agreeable offer to you. I can be reached by USPS at my home address, by email at dhipes18@gmail.com or by phone at 540-968-6285.

Respectfully requested,

Best Regards,

David V Hipes

David V. Hipes

709 Palace Blvd

Clifton Forge VA

Alleghany County, Virginia

Legend

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

Map printed from Alleghany
https://parcelviewer.geodecisions.com/Alleghany/

Feet
0 50 100 150 200
1:2,257 / 1"=188 Feet

Title:

Date: 10/22/2020

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

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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.

Staff present: Reba Mohler, Town Manager; LeeAnna Tyler, Finance Director; and Jared Jenkins, Town Attorney

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

Town Manager Mohler stated that 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 Oeltje stated that he likes the payment plan.

Councilman Goings asked if the Town has had many made communication to which Mrs. Tyler responded we have not. He then suggested giving them one month to make an arrangement. Mrs. Tyler advised that Monday, October 19 is the scheduled cutoff date with the next one being September 21 and that doesn't give enough time to notify them. She stated that a form letter can be sent and must allow time for delivery and that letters could be sent out the beginning of the week (8/31).

Mrs. Tyler then asked if anything within the ordinance needed to be amended to accommodate the payment plan to which the Town Attorney, Mr. Jenkins replied 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 customers are over the $300 amoung past due and Mrs. Tyler advised there are currently 39, three at or approaching $1000, and several in $230 range. She suggested that the Town offer all who are past due 5 months, everyone is at 20%, this 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 and Mrs. Tyler asked if that portion could be repealed. He advised that we can draft a policy that is for accounts that became delinquent during the time the emergency declaration was declared.

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

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

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

Councilman Umsted stated that he thinks we are being too lenient,but he would agree with this policy and any that are not paid the water is turned off and not turned on again until paid in full. He stated that he has advised of the issue at every council meeting and that people need to work with us.

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

Mr. Jenkins advised that Council would need to vote on the matter at the next meeting and stated he would work with LeeAnna to develop a policy. He advised that 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 for this to continue.

LeeAnna advised that the Town cannot use CARES funding to replace lost revenue and Mayor Irvine asked if the Town will be alright if not all pay? Mrs. Tyler stated that we need to recoup some of these and that she does have deposits on file as well. Mayor Irvine asked if the Town would get $20,000 back and Mrs. Tyler advised that it is probable.

Mayor Irvine then asked the Town Attorney if Council could discuss anything else in open session to which he replied they could by unanimous vote of council items can be added to the agenda. Mayor Irvine then asked if anyone had anything else to discuss and all stated they did not.

Motion to adjourn **Time: 7:29 PM**

Motion made by: Councilman Goings

Seconded by: Councilman Oeltjen

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

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

Mayor Irvine called the meeting to order at 7:02 PM and read the required statements allowing Town Council to hold electronic meetings based upon the state of emergency due to COVID-19. Angela Carper, Clerk, confirmed attendance by roll call. All council members were present, as well as Reba Mohler, Town Manager, and Jared Jenkins, Town Attorney.

PUBLIC HEARING

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

Mayor Irvine opened the public hearing at 7:04.

Councilman Goings asked a question to clarify where the retention pond would now be located and Councilman Umstead asked to clarify if the Planning Commission had given their recommendation of approval.

With no further questions or comments, Mayor Irvine closed the public hearing at 7:06 and asked for a motion to approve the extension of the conditional use permit as requested.

Motion to extend conditional use permit as requested

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

CONSENT AGENDA

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

RECOMMENDATION: Approve minutes of August 11 & 25, 2020

Motion to approve minutes as written

Motion made by: Councilman Goings

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

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

Motion passed: 5-0

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

Town Attorney, Jared Jenkins, explained that the ordinance is the same as the one previously adopted in march by the Town Council and advised that it has been recertified every 60 days as required, but that the pandemic issues continue and it is now necessary to re-adopt the ordinance to allow the continuation of electronic meetings for another 6 months or until no longer needed if prior to that time.

Councilman Umstead asked Mr. Jenkins how far in advance a notice is required to allow the Council to meet in person and Mr. Jenkins advised that notice is provided when the agenda for that meeting is posted.

Councilman Oeltjen stated he would like to see the issue added to the next work session agenda as a discussion topic and was in hopes that by January in person meetings could be returned to.

Vice Mayor Marshall asked the Town Attorney about limiting the audience for in person meetings, stating that she has noticed other places doing so. Mr. Jenkins stated that it was his position that there should be no limits, either Council meets in person as they normally would have, or continues to meet via electronic means.

Motion to adopt ordinance

Motion made by: Vice Mayor Marshall

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. APPROPRIATION RESOLTUION

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: Waive second reading and adopt

Motion to waive second reading

Motion made by: Vice Mayor Marshall

Seconded by: Councilman Oeltjen

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 adopt resolution

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

4. DEPARTMENT REPORTS

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

RECOMMENDATION: Accept reports as written

Motion to approve reports as submitted

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. RESOLUTION FOR POLIC 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

Due to a telephone issue, the Clerk requested the Town Manager read the resolution.

Once read, Mayor Irvine asked if there was any difference in cost for the price of the academy and The Town Manager explained that with the Cardinal academy being located in Salem it was closer for travel and could be a small cost savings to the Town.

Vice Mayor Marshall questioned why the Police Department was wanting to change to a different academy. She asked how long the Town has been with Shenandoah and why the sudden request to switch if the training is the same as what is received by all mutual aid organizations in our area? The Town Attorney responded that based upon his conversation with the Chief of Police, Chad Wickline, the Town was the only local agency using Shenandoah and that the switch was due to the meeting schedule of their board and that approval requires a vote from their board which will be meeting in October. Vice Mayor Marshall then asked other questions to which the Town Attorney stated he did not have the information and she then requested the item be tabled until which time the Chief of Police could possibly answer further questions to help with her decision. The Town Attorney advised that the item could be tabled to allow time during the current meeting to allow the Chief to be contacted and for him to join the meeting and provide answers to those remaining questions.

Motion to table item until later time during meeting

Motion made by: Vice Mayor Marshall

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

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

Councilman Goings stated that Council made the decision to amend the payment policy because without payment revenue there is the threat of the possibility of a rate increase for everyone and that would be terribly unfair to those who are and have been paying as required.

Motion to adopt amended payment policy

Motion made by: Councilman Umstead

Seconded by: Councilman Oeltjen

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. 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

Council wished the Shriner Organization the best of luck on their sales and fund raising and provided their condolences once again for having to cancel their annual event due to the pandemic.

Councilman Umstead asked if there would be other vendors or groups allowed to set up in the area and it was explained to him that with the exception of some of the members of the Shriner Organization placed outside their trailer also fund raising, there would be no additional vendors set up and that the group has promised to enforce all of the current guidelines in place to assist in preventing the spread of the virus.

Motion to approve request

Motion made by: Councilman Umstead

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

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

Motion passed: 5-0

At this time, the Town Manager notified the Council that she now had the Chief of Police, Chad Wickline on the line to answer any questions they may have in regard to the proposal to withdrawal from the Shenandoah Criminal Justice Academy (Item # 5 above).

That discussion follows:

Vice Mayor Marshall asked Chief Wickline why he wished to withdrawal. He explained that currently the Town is the only local agency using the Shenandoah Criminal Justice Academy and that it was in an effort to ensure that the training offered to all officers is consistent and the same as well as the Cardinal Academy offering a closer geographical area for travel to and from training.

Vice Mayor Marshall then asked what agencies used the Cardinal Academy currently. Chief Wickline stated that all other local agencies with the exception of the Town are

using that academy including the Alleghany County/Covington Departments and the Douthat Unified Force. Vice Mayor Marshall then asked where the Virginia State Police receive their training and Chief Wickline advised that they have their own training facility located at the Richmond Headquarters.

Vice Mayor Marshall asked if the officers would be gaining experience by using the same exact academy as all mutual aide agencies and Chief Wickline explained that the Basic Officer Training Course is set by the State so the training would be the same, just being offered at the same academy as the other agencies so the way each part of training is taught and provided would be the same. Vice Mayor Marshall thanked Chief Wickline and stated that he had answered her questions.

Motion to approve request to withdrawal

Motion made by: Councilman Umstead

Seconded by: Councilman Oeltjen

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. 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.

Town Attorney, Jared Jenkins, read the statement he had prepared and was included within the Council packet providing a summary of his position on the report that was provided to the Town by the Armory Committee. A copy of his statement follows:

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.

***

THE JORDAN HOUSE 15 EAST NELSON STREET LEXINGTON, VIRGINIA 24450
TELEPHONE (540) 463-7119 FACSIMILE (540) 463-6314 WWW.MANNLG.COM

Public Comments received are as follows:

Agenda Item #8

Donald R. Roberts
701 McCormick Blvd
Clifton Forge, VA

Text is as follows:

I agree with Mr. Jenkins' comment that members of the Armory Committee are working to be open and transparent. That is commendable and we are seeing a lot of that in Ms. Williams' financial reports beginning in March 2019. Thank you Ms. Cathy Williams.

However none of this clears Mr. Irvine of aggressive attempts to hide financial information prior to March 2019. All educators know the excuse "the dog ate my homework" comes in many forms. Mr. Irvine uses a version of it to excuse his failing to explain who he gave money to from his ATM withdrawals prior to March 2019. Well, since Mr. Jenkins thinks no reasonable person should question this, I guess we must believe what we are told. I interpret this as meaning the dog did indeed eat those financial records until Ms. Williams became treasurer.

Frankly, I am troubled that Mr. Jenkins lauds a report that embraces Mr. Irvine's excuse for not explaining who got money from the Armory Committee. The much-lauded report explains none of the questions raised by concerned citizens about armory finances.

Agenda Item #8

September 8, 2020
FROM: Diana K. Smith, Highland St. Clifton Forge
Clifton Forge Town Council Meeting
Public Comment: Agenda Item #8

Mr. Mayor, Members of Council and Town Attorney,

First of all I want to acknowledge the members of the Clifton Forge Armory Committee who are attempting to right the wrongs that have been the result of their incompetent leadership. My goal, against a backdrop of being accused of "attacking, berating, and bullying", has always been to preserve and protect the Armory.

After reading Mr. Jenkins Memorandum as it relates to the Armory Committee's financial report, I take issue with the following:

1. The Armory Committee President, Mr. Irvine, stated on February 11, 2020, three (3) times that an audit would be provided. Nothing less was ever expected.
2. I disagree with Mr. Jenkins that most people would not make a distinction between an "audit" and an annual reconciliation of financial records. The reconciliation provided is no more than each of us probably does at the end of each month when we balance our check books.
3. To say that if Ms. Craft was a CPA that this report would qualify as an audit is false. Reconciliations must be included in an audit. They are not the same. I refer you to Mr. Atherholt's report that was sent to each of you last week. I received a copy as my name is mentioned in the report.
4. I agree that "the Town's primary concern should be whether or not the Armory Committee is meeting the terms of its contract..." However, Mr. Jenkins Memorandum has neglected to take into account the following <u>current</u> violations of the contract:
    a. Paragraph 2: for making a $200 donation to a NON charitable activity. This is a blatant misuse of funds.
    b. Paragraph 6: for not providing a current and updated list of property and equipment
    c. Paragraph 7: for not providing an updated usage and fee schedule. The most recent one is dated 2016.
    d. Paragraph 11: for violation of state and federal laws as they pertain to the payment of employees.

    Each of these violations has been brought to the attention of the Armory Committee President, Mr. Irvine, and he has yet to comply or rectify any of them in totality. Furthermore I doubt the IRS would be as forgiving as Mr. Jenkins would have you believe a court would be.
5. I will also point out that according to paragraphs 16 and 17 of the Agreement only 30 days are required to terminate the contract. According to paragraph one (1) 60 days is required for renewal of the contract. There is a well- defined difference in non-renewal verses termination.

6. The very fact that now our Town Attorney believes this issue has political implications is a clear indication that a conflict of interest exists in allowing both Mr. Irvine and Mr. Umstead to occupy positions on both the Armory Committee and this Town Council.
7. On that subject, the Armory Committee President should not be allowed to talk freely ; these meetings. As a citizen, Mr. Irvine should be required to submit his comments in writing by 5:00 PM on the day of a Council meeting just like I, and any other citizens ar required to do. The fact that Mr. Irvine, as President of the Armory Committee, and Mr. Jenkins have carried on conversations during these proceedings is setting a double standard. Allowing Mr. Irvine, as the Armory Committee President to speak during the Council Comment segment of these meetings is a clear violation of protocol. Mr. Jenkins's obligation should be to advise the Mayor to run these proceedings fairly and without bias.
8. Finally I am outraged at the Town Attorney's attempt to minimize the concerns associated with the financial management of the Armory when he says that the Town "should be more concerned and spend more of its resources addressing the numerous challenges the Town faces." It is apparent that Mr. Jenkins and others do not realize tl importance of good management as it relates to the Armory's success as a valuable recreation center, as well as, a venue for various community activities. The fact that there is a Conflict of Interest factor involved with this issue has had a great deal of influence on how it is being handled and viewed. All citizens concerns should be taken seriously, **not personally**, and be treated with respect and without bias.

Therefore, I ask this Town Council to reject this apparent biased opinion, terminate the Agreement with the Armory Committee, abide by paragraph 18 of the contract and deposit existing funds with the Town, and set up a Town Committee to oversee the operation of this Town owned asset.
At the very least a Work Session should be scheduled, to include all Armory Committee members to discuss options. This Work Session could be held at the Armory where there is ample room for social distancing. Conversations between Mr. Irvine and Mr. Jenkins alone should not be tolerated and certainly not without documentation.

I agree that many Armory Committee members have recently recognized the importance of being open and transparent regarding their finances. Hopefully through this restructuring process, though perhaps needing some guidance and support at this time, the Armory Committee will become a more commendable entity of Clifton Forge.

Thank you,
Diana K. Smith

Councilman Oeltjen stated that the report provided was more akin to a reconciliation of a bank account which is also part of what an audit would do. He stated that he has been given a copy of a report that was done prior to 2012 which shows proper accountability and that process should have been carried through. He stated that he understands that it is difficult not being an account, but can see that a full audit could not be done due to records missing, not complete, or missing. He stated that in the information provided he could see missing information and referred to specific pages and items. He stated that he found especially troubling that there were 48 lines associated with cleaning but he did not see an entry for any deductions or withholdings

being paid to the IRS or State and that any business entity that pays an individual more than $600 yearly has to withhold social security, Medicaid, and other taxes and referred to other lines regarding the same issue. He stated that if the IRS would look at the records and see that there was no withholding reported, the Committee could find themselves in arrears of those withholdings and penalties as well. He stated that he might suggest a motion to freeze the assets of the Armory Committee at this time and the current agreement be terminated at the time with the Armory continuing to operate under the conditions listed with the exception of the finances be handled through the Town so that all of those issues could be handled and taken care of to avoid any larger penalties to the Committee. He stated that it would also allow public scrutiny off of the Committee as well and allow things to be taken care of and allow the Committee to provide what they do best as a valuable public service. He stated he appreciates the Committee and that the whole community owes the Committee a debt of gratitude for all that they do.

The Town Attorney requested permission from the Mayor to respond to Councilman Oeltjen's comment which was granted. Mr. Jenkins replied to state that he had requested Angela provide him with reports provided previously to the Town and that she had provided nothing prior to 2010 that looked audit worthy and that those reports should be provided to the Town. Councilman Oeltjen stated that he agreed and that should the IRS ever audit their records, those would be especially important as well. He stated that he wanted to get this put behind the Town so that they could all return to campaigning. The Town Attorney stated that was an interesting choice of term to use and that for the issue of the payment concern for the employees of the Committee, those individuals would be considered independent contractors and no withholding is required. Councilman Oeltjen countered to state they should be incorporated as such. Mr. Jenkins replied that he did not agree and used himself as an example of the Town not receiving withholdings. Councilman Oeltjen stated he would like to see the issue tackled head on to ensure that there are no issues that that he isn't the IRS to address the issue. Mr. Jenkins stated that Councilman Oeltjen was making statements not based on fact. He stated that if he pays someone to clean his home and pays them they aren't his employee, they are an independent contractor. Mr. Jenkins stated that he hates that the issue has gotten to this level and that it is creating division within the town and aiding to civil discord. Vice Mayor Marshall stated that she is an independent contractor as a Yoga Instructor and does not have withholdings taken from her.

Mr. Jenkins stated that it will be up to Council to determine what they would like to do but that it is important for the Town to have facts and not base things on speculation and that as far as the comment that somehow the Town claim the assets there is no legal basis whatsoever to do that and is almost inviting a lawsuit from the Armory Committee and that he would advise the Town against it, but if the Town wishes either

at this meeting or one in the future prior to December 2, notify the Committee that they wish to terminate the contract then that will happen and it would be terminated prior to February and the Town would be in a position of needing to find someone to operate the Armory. He stated that Mr. Bill Atherholt who has been one of the persons raising these concerns, he suggested that the Town could ask Mr. Atherholt to work with either the Town Manager or the Armory Committee Secretary or Treasurer directly to establish and understand those guidelines and that he though it to be appropriate for the Town to ask Mr. Atherholt to provide his services to the Town and craft his recommendations for accounting and the Committee in his mind should be run and provide that to the Town so that whoever ends up running the Armory would have that information to go by.

Councilman Goings asked what the state of the contract if no one does anything. Mr. Jenkins stated that the contract is convoluted and that if no action to notify them by December 22, the contract would auto renew for a one year period. Councilman Goings then stated that he understands Mr. Jenkins statement regarding being an independent contractor as he does not solely provide services for the Town and wondered if the cleaning people have other outside cleaning jobs. Thirdly, as a minimum, if no taxes are withheld, aren't they still required to provide a 1099 in which the individual would be required to report and then pay self-employment taxes which are higher. He does not object to Mr. Atherholt being asked or providing his services, but that Mr. Atherholt wears a lot of hats and doesn't want to stretch him too thin.

Mr. Jenkins then replied that the distinction has nothing to do with that, and only has to do with the relationship with that entity. He listed duties of an employee as a reference stating that reprimands being given are a hallmark of an employee but that those as an independent contractor are different and not defined by the person. He stated that he does not know the specifics of how the people were hired by the Committee.

Councilman Goings stated that the controversy has become political, but it always has been and there has been a lot of time wasted talking about it all. He stated he feels that whatever solution found should satisfy all parties.

Mr. Jenkins replied to say Mr. Atherholt has stated that he would provide services but has not been asked and that is up to the Town. He stated that he has been one of the folks who has consistently complained and he suggested that things be worked on and as part of contract negotiations that all be included and make it clear of what the Town expects and force the other party to comply.

Mayor Irvine stated that Mr. Atherholt had attended the Committee's meetings and he was very helpful to have provided information already and that the Committee is willing to do anything he suggests. Mr. Jenkins stated that in the future whoever is in

charge of the Armory would be required to meet those requirements. Mayor Irvine stated that the Committee has changed almost all procedures, done away with things, are going to LLC and 501C and did the reconciliation of what was asked and does not know of anything else they can do. Mr. Jenkins stated that he stands by his opinion and that if the Town wants to require more of a future Committee so be it. Mayor Irvine added mention of some improvements being made at the Armory and Councilman Goings thanked him but stated that he does not think those changes would have been made if the items had not been continually discussed at previous meetings.

The conversation ended with Councilman Oeltjen and Goings requesting a work session to discuss the item.

MANAGER'S COMMENTS

The Town Manager's comments are as follows:

Manager Comments 9/8:

CODE ENFORCEMENT

We want to remind property owners that trash must be placed in a receptacle. Grass must be mowed and please trim hedges that extend out onto the sidewalks or create visibility issues for drivers. It is important to note that if you have a neighbor that cannot complete work themselves, reach out to them and assist them with home maintenance and yard upkeep.

EMERGENCY MANAGEMENT

Police Chief Chad Wickline and Public Works Director Ricky Bourne coordinated storm preparations for Hurricane Laura. Heavy rain and winds were expected on August 29. All of the staff worked diligently to prepare and fortunately the Town had no issues resulting from the storm.

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

Town employees completed training regarding 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)

CARES Funding

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. Please call the Town Manager's office if you would like more information.

We are in the process of reviewing CARES Resiliency Grant applications. Seven of these have been sent to the County for draw down approval.

CDBG Grant information - Clifton Forge businesses are also eligible to apply for CDBG funding though the Alleghany Highlands Chamber of Commerce and Tourism.

Week 1 - Town of Clifton Forge applications – 2 totaling $9,800. $5,000 for part 1 funds and $4,800 for part 2 funds.

Week 2 - 2 applications were for businesses in the Town of Clifton Forge - $16,500

TOURISM/ECONOMIC DEVELOPMENT

A Corridor Curb Appeal team of volunteers is coordinating a Town-wide clean-up on Saturday, September 12. The volunteers will meet at Town Hall at 8 a.m. Gloves, safety vests and bags will be provided. Bring a garbage picker if you have one. If you can't participate downtown, please pick up trash in your neighborhood or assist a neighbor.

PUBLIC WORKS

Maintenance and Improvements

The Public Works department has been busy with many projects. Again, we appreciate your patience and apologize for any inconvenience you may have experienced.

OTHER

Condolences

On behalf of the Town, I would like to issue condolences to the Brinkley Family. Jeanette Brinkley, wife of former Mayor Carl David Brinkley, passed away on August 12.

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

Public Comments received are as follows:

Subject	Summer Lunch Program
Your Message	Hello..... I wanted to thank the Town of Clifton Forge & the Clifton Forge Fire Department for hosting the Alleghany County Schools Summer Lunch Program. This was our 7th year running the program at the fire station. We were able to extend the program's duration this year due to COVID. This summer we served over 100 meals each week, June-August. We GREATLY appreciate your support of this worthwhile program. Thank you again for providing a location for our program. We couldn't do this without you! Sincerely, Patty Anderson Site Manager

SEP 0 8 2020

TO THE CLIFTON FORGE TOWN COUNCIL

AS WE ALL KNOW, THE YEAR 2020 HAS BEEN VERY STRESSFUL FOR OUR THE PEOPLE OF OUR TOWN, OUR NATION AND THE WORLD. NOT ONLY HAVE WE ALL BEEN STRUGGLING WITH A VERY DANGEROUS VIRUS, COVID -19 BUT MANY PEOPLE IN OUR NATION SEEM TO HAVE LOST THEIR SELF CONTROL AND DESIRE TO WORK TOGETHER TO SOLVE PROBLEMS.

THAT SAME FEELING OF NOT WANTING TO WORK TOGETHER SEEMS TO HAVE TRICKLED DOWN TO OUR TOWN. THESE DAYS **"GOOD OLE' SCENIC-BUSY-FRIENDLY", IS NOT AS FRIENDLY!**

IN THE HOPE THAT WE CAN REGAIN OUR SENSE OF BALANCE AND RENEW THE DESIRE TO WORK TOGETHER IN THE SPIRIT OF FRIENDLY COOPERATION TO KEEP OUR COMMUNITY GOING FORWARD - THE CORRIDOR CURB APPEAL COMMITTEE, PART OF THE VISION 2025 INITIATIVE DEVELOPED BY THE ALLEGHANY FOUNDATION, WOULD LIKE TO INVITE THE MEMBERS OF OUR TOWN COUNCIL, AS THE LEADERS OF OUR COMMUNITY, TO JOIN WITH OTHER VOLUNTEERS ON SATURDAY SEPTEMBER 12TH FOR A FALL CLEAN UP OF THE THEATRE, AMPHITHEATRE AND CORRIDORS THROUGHOUT OUR COMMUNITY. IT WOULD SEND A VERY POSITIVE MESSAGE TO OUR CITIZENS TO SEE THE TOWN COUNCIL OUT VOLUNTEERING TO CLEAN UP OUR TOWN'S MAIN CORRIDORS.

IN PLANNING THIS FALL CLEAN UP WHILE THE COVID -19 CRISIS CONTINUES, OUR COMMITTEE FEELS WE CAN MAINTAIN THE PROPER CDC GUIDELINES AND STILL PICK UP ANY TRASH OR OTHER DEBRIS FROM THE TOWN LIMIT IN THE EAST, ALONG MAIN AND RIDGEWAY STREETS TO THE TOWN LIMIT ON THE WEST SIDE OF TOWN. THIS FALL CLEAN UP HAS BEEN ONE OF THE CLIFTON FORGE CORRIDOR CURB APPEAL COMMITTEE'S ACTIVITIES FOR A NUMBER OF YEARS. DURING THAT TIME WE HAVE NOT ONLY SEEN OUR VOLUNTEER GROUP GROW AS OUR CITIZENS BEGAN TO TAKE MORE AND MORE PRIDE IN THE APPEARANCE OF OUR TOWN'S MAIN CORRIDORS, BUT WE HAVE SEEN THAT THE AMOUNT OF TRASH AND OTHER DEBRIS HAS DECREASED SIGNIFICANTLY.

IF YOU ARE WILLING TO JOIN US ON SATURDAY SEPTEMBER 12TH, WE WILL MEET AT THE FRONT OF TOWN HALL AT 8 AM TO PICK UP TRASH BAGS, DISPOSABLE GLOVES AND SAFETY VESTS.

WE ARE ASKING VOLUNTEERS TO WALK TO THE THEATRE AND SPEND AN HOUR THERE HELPING WITH SOME CLEAN UP TASKS THERE AND AT THE AMPHITHEATRE. WE WILL DIVIDE OURSELVES INTO GROUPS AND SPREAD OUT FROM THERE TO PICK UP TRASH.

RESPECTFULLY,

MOTT ATHERHOLT, MEMBER
VISION 2025
CORRIDOR CURB APPEAL COMMITTEE

COUNCIL COMMENTS

Councilman Umstead thanked the Town Manager for her report. He thanked Chief Wickline for joining to answer questions. He thanked the school system and the Corridor Curb Appeal Committee. He stated that the choice of the Criminal Justice Academy in Salem seems like the better choice and thanked everyone for tuning in.

Councilman Oeltjen thanked all who dialed in and all those who provided comments. He stated that while some comments may seem harsh at times that it is important that all work together for a better outcome. He stated that during the epidemic some attitudes are more "my way or the highway" in the Country and World and encouraged everyone to lead by example to do better to cooperate and be able to offer a better place for everyone. He thanked the Town Manager for her input and help.

Councilman Goings thanked everyone, encouraged anyone who could to join the volunteers to help, advising he would be out of town or he would assist. He thanked everyone for their concerns.

Vice Mayor Marshall thanked everyone and mentioned the sad news of the Clifton Forge Pizza Hut closure. She stated that all businesses are appreciated and thanked everyone for their input.

Mayor Irvine thanked everyone for calling in and stated that the $200 donation mentioned during public comment was to a 501c organization for the Fireworks. He

thanked the Town Manager for walking the Roxbury Street neighborhood with him and thanked the school system to their program each year.

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

Motion made by: Councilman Oeltjen Time: 8:36 PM

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

Closed Session Pursuant to Section 2.2-3711A:3

Councilman Oeltjen motioned to close the regular meeting and enter the closed session. Vice Mayor Marshall seconded the motion. The Council closed the regular meeting at 8:36 p.m.

Councilman Umstead Yes

Councilman Goings Yes

Councilman Oeltjen Yes

Vice Mayor Marshall Yes

Mayor Irvine Yes

Vice Mayor Marshall motioned to close the closed session and return to the regular meeting. Councilman Umstead seconded the motion. The closed session ended at 8:43 p.m.

Councilman Umstead Yes

Councilman Goings Yes

Councilman Oeltjen Yes

Vice Mayor Marshall Yes

Mayor Irvine Yes

Councilman Umstead moved to certify that the no business was transacted during the closed session. Vice Mayor Marshall seconded the motion.

Councilman Umstead Yes

Councilman Goings Yes

Councilman Oeltjen Yes

Vice Mayor Marshall Yes

Mayor Irvine Yes

Councilman Umstead moved that the meeting be adjourned. Vice Mayor Marshall seconded the motion.

Councilman Umstead Yes

Councilman Goings Yes

Councilman Oeltjen Yes

Vice Mayor Marshall Yes

Mayor Irvine Yes

The meeting adjourned at 8:47 p.m.

Clifton Forge Town Council Work Session
Via Teleconference
September 22, 2020

CALL TO ORDER: Mayor Irvine called the meeting to order at 7:00 p.m.

COUNCIL MEMBERS PRESENT: Mayor Irvine, Vice Mayor Marshall, Councilman Goings, Councilman Oeltjen, Councilman Umstead. **STAFF PRESENT:** Jared Jenkins, Reba Mohler

DISCUSSION OF HOLDING IN PERSON MEETINGS: Town Manager Reba Mohler introduced the item: At the request of some members of Town Council and members of the public, what is required to allow Town Council to return to in-person physical meetings? Councilman Oelten stated that he would like to see the Town hold in-person meetings. Mayor Irvine stated that Fire Marshal Robbie Boyd had measured the Armory and determined that with proper social distancing, 180 people could attend. Vice Mayor Marshall asked who would sanitize prior to and following the meeting and who would set up? Town Manager Reba Mohler stated that the Fire Department would sanitize and the Public Works department could assist with set up. It was noted that handicapped accessible bathroom facilities would not be available. The Town Attorney was asked if this would make the building unsuitable to hold a meeting. He indicated that the meeting notice must clearly state that no bathroom facilities would be available. Councilman Umstead stated that a PA system would be needed and Councilman Oeltjen said the Town should purchase the system. Councilman Goings, Councilman Oeltjen and Vice Mayor Marshall said they were in favor of holding an in-person meeting. Councilman Umstead was opposed and cited concerns over being able to hear. Mayor Irvine was also opposed due to concerns about the restrooms and the PA system. The Town Manager was advised to include in the meeting notice that there would be no bathroom facilities available.

DISCUSSION OF THE AGREEMENT BETWEEN ARMORY COMMITTEE AND THE TOWN:

After discussion at Town Council meetings concerning the armory agreement, it was requested this item be included for discussion to determine how the Council should move forward regarding the agreement. Councilman Oeltjen stated that there are some adjustments needed in the Armory Agreement. He asked all members of Council to review the agreement, see what adjustments need to be made and make notations. The contract will automatically renew February 20, 2021 unless the Council provides 60 days' notice (by December 22, 2020).

Vice Mayor Marshall made a motion to table the discussions until January 2021. Councilman Umstead seconded. There was some discussion. Vice Mayor Marshall rescinded the motion. Councilman Umstead rescinded his second.

Councilman Oelten suggested a meeting with the Armory Committee and the council to debate and come to a consensus regarding what the agreement should look like. This session would be held in November to discuss the agreement with armory committee prior to the December notification deadline. Councilman Umstead inquired whether this agenda item could be discussed in closed session since it regarded a contract. Town Attorney Jared Jenkins said should be conducted in open session.

Councilman Umstead moved to table the discussion until a Town council meeting can be held November 17 jointly with the Armory Committee to negotiate changes to the agreement. Councilman Goings seconded the motion. A poll was taken and is as follows: Councilman Oeltjen - yes, Councilman Umstead – yes, Councilman Goings – yes, Vice Mayor Marshall – yes, Mayor Irvine – abstain.

Vice Mayor Marshall motioned to adjourn the meeting. Councilman Oeltjen seconded the motion. The meeting adjourned at 7:27 p.m.

CLIFTON FORGE
POLICE DEPARTMENT

** MONTHLY REPORT **

OCTOBER 2020

ADULT ARRESTS

CRIMINAL ARRESTS- FELONY

2	BREAKING & ENTERING	1	CAPIAS SERVED
1	POSSESS FIREARM-FELON	4	POSESS SCHEDULE I OR II NARCOTICS

CRIMINAL ARRESTS- MISDEMEANOR

4	ASSAULT & BATTERY	1	BAR NOTICE
1	DESTRUCTION OF PROPERTY	2	DOG RUNNING AT LARGE
2	DRUNK IN PUBLIC		
1	DWI (driving while intoxicated) 1ST OFFENSE		
2	EPO (Emergency Protective Order)	1	FAIL TO PAY PARKING TICKET
2	SEARCH WARRANT	1	TDO (Temporary Detention Order)
2	VIOLATE PROTECTIVE ORDER		

TRAFFIC ENFORCEMENT

5	DEFECTIVE EQUIPMENT	2	DRIVE NO LIABILITY INSURANCE
2	DRIVE ON REVOKED LICENSE	5	DRIVE SUSPENDED
8	EXPIRED INSPECTION	2	EXPIRED STATE REGISTRATION
1	FAIL TO OBTAIN REGISTRATION	7	FAIL TO STOP AT STOP SIGN
1	FAIL TO YIELD RIGHT OF WAY	1	IMPROPER USE- FARM USE TAG
2	NO INSPECTION	2	NO OPERATOR LICENSE
5	NO OPERATOR LICENSE IN POSSESSION		
1	NO REGISTRATION IN POESSESSION	1	NO VALID OPERATOR LICENSE
2	POSSESSION OF MARIJUANA		
24	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 October the Police department has initiated Twenty-seven (27) criminal investigations. Zero 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 October 1, 2020 and October 30, 2020.

Criminal cases initiated in October:

Domestic assault & battery-9

Traffic accident investigation-5

Possession of controlled substance-1

Breaking and entering-1

Driving under the influence-1

Possession of a firearm by convicted felon-1

Public intoxication-2

Credit card fraud-1

Grand larceny-1

Destruction of property-2

Petit larceny-1

Criminal cases cleared in October:

Domestic assault & battery-9

Traffic accident investigation-5

Public intoxication-2

Petit larceny-1

Possession of controlled substance-3 Breaking and entering-1

Destruction of property-1 Driving under the influence-1

Possession of firearm 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 October 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:

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On October 1, 2020 Officer E.L. Soto responded to the 200 block of Alleghany St. for a report of a breaking and entering. Once on scene he was advised that a white male subject had entered the home, went through the contents of the kitchen of the residence before being confronted by the homeowner and forced to leave. During the course of the investigation it was determined that the subject had left that residence and then attempted to gain access to another residence on

the 1200 block of Grace Ave. by reaching through the mail slot and attempting to unlock the door before being confronted by that homeowner. A suspect was then developed and identified by both homeowners. Warrants were then obtained on the subject and executed by the Alleghany County Sheriff's Office deputies.

***

On October 10, 2020 Officer E.L. Soto was on routine patrol when he conducted a traffic stop for a moving violation. Upon making contact with the driver of the vehicle Officer Soto noticed the odor of marijuana coming from the interior of the vehicle. A probable cause search was conducted and a small amount of marijuana located within the vehicle. While speaking with the suspect Officer Soto noticed an odor of alcoholic beverage coming from his person. At that time a set of field sobriety tests were conducted in which the driver showed multiple signs of intoxication. The driver of the vehicle was then taken into custody for driving under the influence of alcohol and transported to CFPD for further processing without incident.

***

On October 7, 2020 Officer S.D. Urban was on routine patrol when he conducted a traffic stop on a vehicle for multiple equipment violations. Upon making contact with the driver of the vehicle he noticed the odor of marijuana coming from the interior of the vehicle, at that time a probable cause search was conducted and multiple articles of narcotics were located within the vehicle and on the person of the driver and passenger. Both the driver and passenger were then

taken into custody for possession of a controlled substance and transported to CFPD for further processing without incident.

Chief's Comments:

The Police Department is trying to maintain pro active policing within the town, while airing on the side of caution due to the rise in COV19 case in our area. The 3 cadets in the academy are now over half way through with a pending graduation date of December 10th. Hope all is well and continue to stay that way.

	Oct-19	19 YTD	OCOTBER 2020	20 YTD
ADULT CRIMINAL ARRESTS	*****	*****	******	******
FELONY	12	59	8	74
MISDEMEANOR	33	299	17	193
JUVENILE CRIMINAL ARRESTS	******	******	******	******
FELONY	0	0	0	0
MISDEMEANOR	0	11	0	1
TRAFFIC SUMMONS ISSUED	84	624	71	538
PARKING VIOLATIONS	5	118	2	78
COMPLAINTS RESPONDED TO	363	3,974	355	4,209
PUBLIC WORKS COMPLAINTS	2	50	0	14
CITIZENS/BUSINES REQUEST-CHECKLIST	1,719	11,531	1,417	15,918
BURGULAR ALARMS PROCESED	6	76	3	36
ACCIDENT INVESTIGATED	9	45	1	27
REQUEST TO UNLOCKED MOTOR VEHICLES	12	125	7	71
REQUEST TO UNLOCK HOMES/BUSINESSES	0	1	0	0
ESCORTS PROVIDED	4	61	5	44
COURT DOCUMENTS PROCESSED	56	436	35	320
UNSECURED PROPERTY	6	84	5	24
MILES TRAVELED BY DEPARTMENT	5,101	61,733	70,565	53,397
TRANSPORTS	*****	*****	*****	*****
TO REGIONAL JAIL	*****	*****	*****	*****
NUMBER OF TRANSPORTS	9	65	7	1,440
TOTAL MILEAGE	188	1,433	155	911
MAN-HOURS	8 HRS 2 MINS	129 HRS 46 MINS	4 HRS 45 MINS	34 HRS 20 MINS
TO MENTAL FACILITY	*****	*****	*****	*****
NUMBER OF TRANSPORTS	5	48	1	9
TOTAL MILEAGE	318	5,950	136	1,202
MAN-HOURS	7 HRS 2 MINS	167 HRS 35 MINS	4 HRS 33 MINS	33 HRS 38 MINS
ANIMAL CONTROL	*****	******	*****	*****
COMPLAINTS RESPONDED TO	53	367	41	265
ANIMALS PLACED IN SHELTER	5	38	5	60
DOGS	2	18	4	32
CATS	3	20	1	28
SUMMONS ISSUED	50	73	2	7
ANIMAL BITES INVESTIGATED	1	14	2	9
ANIMALS RETURNED TO OWNER	3	11	4	16
DOGS	3	11	4	16
CATS	0	2	0	0
OTHER	0	1	0	0
ANIMALS RETURNED TO THE WILD	0	13	0	3

Clifton Forge Public Library

Director's Report

September 2020

The library maintained a limited access policy to the public during the month of September. 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 continued allowing 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 remained popular with 73 patrons taking advantage of the service. The number of patrons making appointments to browse and check materials out directly continued to increase. 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.

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										$150.00
Book Sales	$0.00	$0.00	$5.00										$5.00
Fax Charges	$65.00	$118.50	$93.50										$277.00
Fines	$31.70	$35.55	$55.10										$122.35
Replace books	$0.00	$2.70	$0.00										$2.70
Replace card	$0.00	$0.00	$8.00										$8.00
Non-Resident	$0.00	$0.00	$0.00										$0.00
Print-outs	$51.50	$71.25	$75.00										$197.75
Total	$198.20	$328.00	$236.60										$762.80
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										1483
CF Juvenile	70	81	108										259
Allegh. Adult	492	303	330										1125
Allegh. Juv.	1	14	4										19
NR Adult	23	33	23										79
NR Juvenile	1	0	0										1
# ITEMS Out	1007	859	1100										2966
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										229
CF Juvenile	7	9	13										29
Allegh. Adult	43	48	42										133
Allegh. Juv.	1	2	2										5
NR Adult	5	9	8										22
NR Juvenile	1	0	0										1
Total Patrons	129	147	142										418
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										418
New Register	8	4	10										22
Transactions	1729	1706	1861										5296
Wifi	60	72	63										195
W/drawn bks	1340	611	144										2095
PAC Logins	19	34	13										66
W/D Patrons	0	7	5										12
Computer Use	63	98	106										267
E-book Circ.	167	172	168										507
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 Ite	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										
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										
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

October, Report 2020 Gary Gardner

Code Enforcement

39 specific places were visited at least twice.

Code Violations---There were 26 new violations, 14 letters were sent. 5 Visits,
13 Violations from complaints 8 Resolved

Grass Violations. 0, Letters 0,

Court ----- None pending

Rebuild Data base, GIS software installed
Updating Cemetery data
Updating Town information
Begin updating EAP Plan

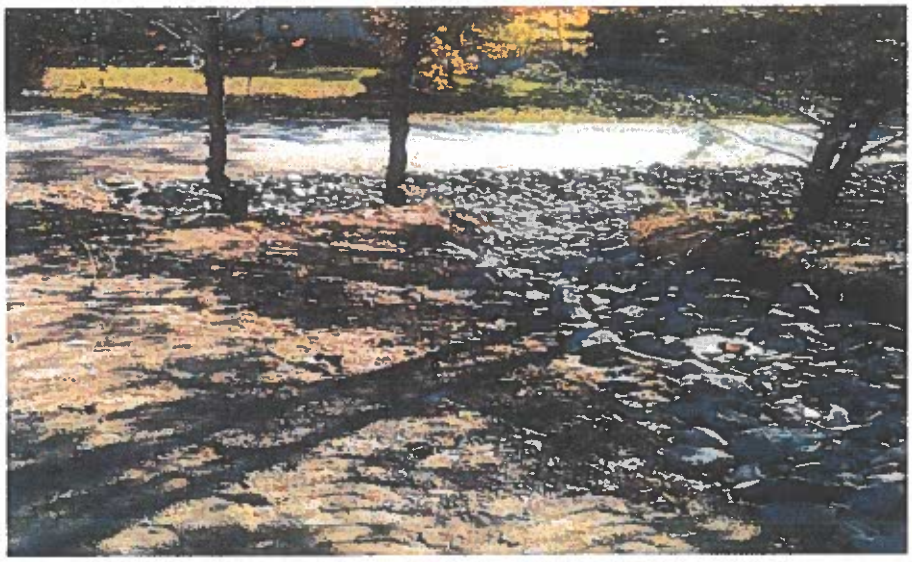
Monthly Report

October 2020

Public Works Department

October has been a very busy month for Public Works. We are still coping with Covid-19 in the area, our department is taking all the precautionary steps to make sure our public buildings are being sanitized daily. We did have to call in a professional cleaning service to clean the Armory after an event was held there, we were notified of 2 possible cases that attended the event.

Drainage ditch repair was completed at Claytor Place and Forrester Road.



Sidewalk repair has been completed at the corner of McCormick and Pine, we also repaired a wall on Commercial Ave.

Sidewalk was cleared back on Verge St.

Leaf Pickup began this month, and our crew has been busy getting leaves up with the Leaf Vac and picking up bag leaves when we see them. We continue to pick up brush when we have the allotted time to do so.

The Town's water cut off list this month was larger than normal. We have turned the majority back on with no incidents.

The new Smith Creek Bridge project started this month and is running smoothly.

Lawns "R" Us our cemetery contractors finished out their season, and we will continue to maintain the grounds until the grass stops growing for the season.

.

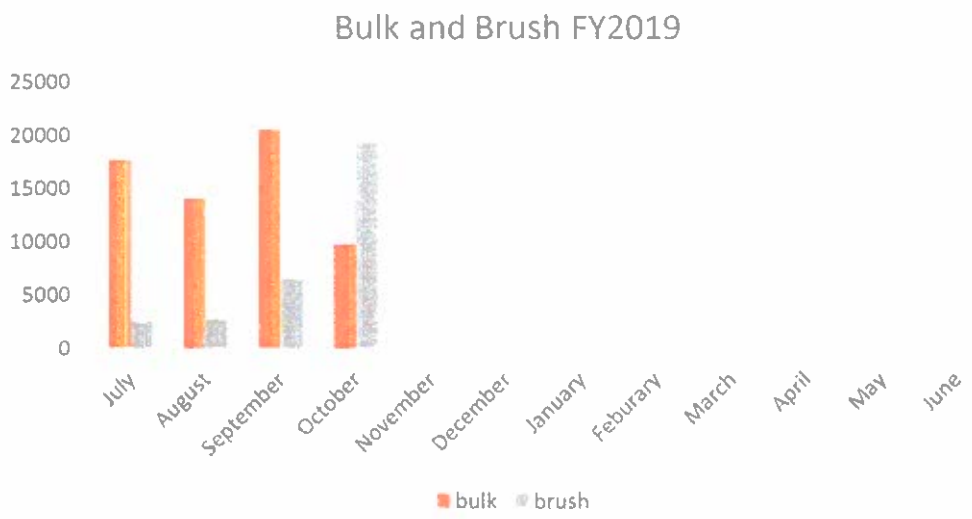
3 burials this month.

MONTHLY REPORT

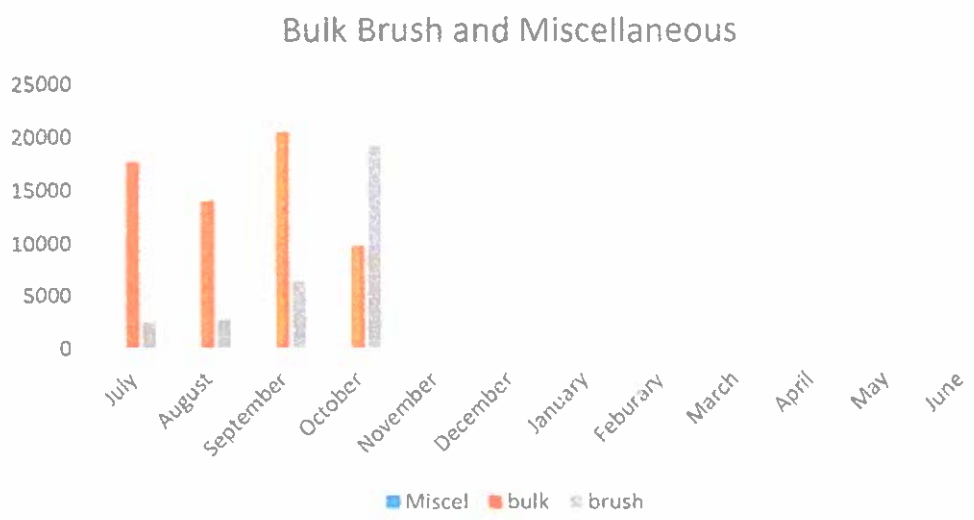
Oct-20

DEPARTMENT	WEEK	OT HOURS	MEN	COMMENTS
CEMETERY	10/1/2020	0	0	
	10/5/2020	0	0	
	10/12/2020	0	0	
	10/19/2020	4	2	close grave(2men@4hrs)
	10/26/2020	1	2	close grave(2men@4hrs)
	Total	**5**	**4**	
SEWER I & I	10/1/2020	1	1	emergency utility ticket(1man@1hr)
	10/5/2020	0	0	sewer backup for pine & church st(3men@2hrs
	10/12/2020	0	0	
	10/19/2020	2	3	
	10/26/2020	0	0	
	Total	**3**	**4**	
WATER	10/1/2020	0.5	1	water leak Farley Place Hydrant(2men@2hrs)
	10/5/2020	0	0	
	10/12/2020	0	0	
	10/19/2020	2	2	
	10/26/2020			
	Total	**2.5**	**3**	
BLDGS/GRDS	10/1/2020	1	1	covid work(1man@.5hr.) emergency utiliy=ty ticket(1man@1hr)
	10/5/2020	2.5	2	covid work(1man@1.5hr.) covid work(1man@1hr.)
	10/12/2020	8	4	covid work(1man@1hr) covid work(1man@2hrs)
	10/19/2020	0	0	covid work (1man@3hrs)Covid work(1man@2hrs)
	10/26/2020	3	3	covid work(1man 2hrs) covid work (1man@1hr)
	Total	**14.5**	**0**	Contractor @ armory(1man@1hr)
STREETS	10/1/2020	0	0	tree down on Venus(1man@2hrs)
	10/5/2020	2	1	
	10/12/2020	0	0	
	10/19/2020	0	0	
	10/26/2020	0	0	
	Total	**2**	**0**	
	Grand Total	27	11	

Total of OT hours for the month


Bulk and Brush FY2019
25000
20000
15000
10000
5000
0
July
August
September
October
November
December
January
Feburary
March
April
May
June
bulk
brush

	July	August	September	October	November	December	January	Feburary	March	April	May	June
Miscel	0	0	0	0								
bulk	17680	14080	20520	9800								
brush	2480	2720	6500	19220								



Oct-20	Date	Trip	Weight	Type	Comments
				misc	
Subtotal					
	6-Oct	**3**	**5860**	**Bulk**	
	16-Oct	**2**	**2300**	**Bulk**	
	27-Oct	**1**	**1640**	**Bulk**	
				Bulk	
				Bulk	
			9800		
Subtotal					
	1-Oct	**2**	**3800**	**Brush**	
	8-Oct	**1**	**520**	**Brush**	
	21-Oct	**3**	**5100**	**Brush**	
Subtotal		**6**	**9420**		
Gran Total		**6**	**~~9420~~**		
			19220		

Town of Clifton WTP
Monthly Operations Report
10/8/2020
Bobby Irvine, Plant Manager

As I have reported over the last few months the dam improvements are winding down as the completion date draws near. In fact, almost all current activity at this point centers around demobilization as more and more equipment and materials are trucked out daily, the one major aspect of construction remaining will be the installation of the spillway bridge.

Expected delivery of this bridge is late October which means barring unforseen circumstances the finish date for the entire project should be early November or 6 to 8 weeks ahead of schedule. The largest obstacles at this point are delivery of the bridge and the extraction of the 2 cranes, both of these projects will be difficult due to the accessability limitations of the job site.

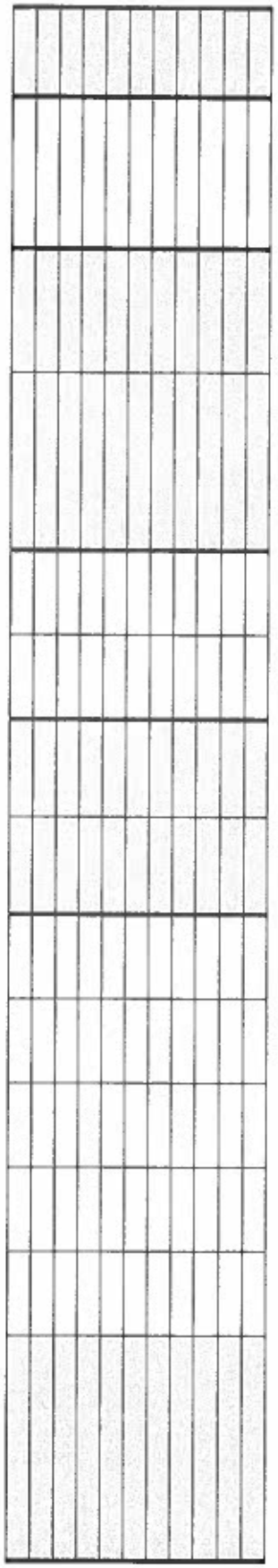
Littleton Construction was onsite during the week of September 26th to install 2 house pressure pumps and a surface wash pump which is used in the filter backwash process. These pumps were badly needed due to the age and wear on the existing pumps. Installation went smoothly and the pumps are now online and in operation.

Plans are currently being made to clean the sedimentation basins on October 23rd to 25th. This process is performed twice a year to ensure that our consumers are provided with potable water of the highest quality. The work is performed by the water plant staff who are assisted by an outside contractor. Finally, all testing yielded satisfactory results and no consumer complaints were logged over the last 30 days.

Clifton Forge Fire Incidents

Date	Incident Number	Call Type		Location of Call		Total Members		Apparatus					Incident Address
00/00/00	0000-000000	EMS	Fire Type	Town	County	Career	Volunteers	Unit 20	Engine 25	Engine 24	Ladder 2	Utility 21	
10/03/20	2020624	Unresponsive		1		1		1					302 Revere St
10/03/20	2020625		Lift Ast	1			2						302 Revere St
10/03/20	2020626	Medical Alarm		1		1	1	1					1700 Main St
10/04/20	2020627		Natural Gas Leak	1		1	10		1			1	712 Rose Ave
10/04/20	2020628		Dry Powder Spill	1		1	7	1	1		1	1	1725 Main St
10/05/20	2020629	Seizure		1		1		1					400 Rose Ave
10/06/20	2020630		Brake Overheating		1	1	4		1	1			Longdale Rest Stop Mi 34
10/06/20	2020631	Overdose		1		1		1					313 Roxbury St
10/06/20	2020632	Breathing		1		1	1	1					1700 Main St
10/07/20	2020633	Cardiac		1		1		1					400 Rose Ave
10/09/20	2020634	Illness		1		1		1					800 W Ridgeway St
10/09/20	2020635	Femer Fracture		1		1	2	1					1725 Main St
10/10/20	2020636	Fall		1		1	2	1					316 Church St
10/11/20	2020637	Feed Tube		1		1	2	1					1000 Fairview Ave
10/11/20	2020638	Fall		1		1	2	1					500 McCormick Blvd
10/12/20	2020639	Overdose		1		1	1	1					73 Alleghany St
10/12/20	2020640		Fire Alarm	1		1	3		1				800 W Ridgeway St
10/14/20	2020641	Fall		1		1		1					517 Verge St
10/14/20	2020642	Cardiac		1		1	1	1					601 Rose Ave
10/14/20	2020643	Oxygen Level		1		1	1	1					1000 Fairview Ave
10/15/20	2020644	Chest Pain		1		1	1	1					832 Brussels St
10/15/20	2020645	AMS		1		1		1					1710 Main St
10/15/20	2020646	Cardiac		1		1	1	1					236 Roxbury St
10/18/20	2020647		Stand-by	1		1	2		1				701 Church St
10/18/20	2020648	Chest Pain		1		1	1	1					1700 Main St
10/18/20	2020649	Illness		1		1	1	1					508 Commercial Ave
10/19/20	2020650	Ast. Rescue 1		1		1		1					701 Church St
10/19/20	2020651	Ast Rescue 1		1		1		1					800 W Ridgeway St
10/20/20	2020652	Breathing		1		1		1					800 W Ridgeway St
10/20/20	2020653	Blood Pressure		1		1	1	1					800 W Ridgeway St
10/21/20	2020654		MVC	1		1	5		1				324 Commercial Ave
10/22/20	2020655	Chest Pain		1		1		1					561 Roxbury St
10/22/20	2020656	Illness		1		1		1					1618 Main St
10/23/20	2020657	Neck Pain		1		1	3	1					301 Howard St
10/23/20	2020658	Breathing		1		1	2	1					800 W Ridgeway St
10/24/20	2020659	Illness		1		1	1	1					509 Verge St
10/24/20	2020660	Illness		1		1	2	1					509 Verge St
10/25/20	2020661	Stomach Pain		1		1	1	1					200 Roxbury St
10/27/20	2020662	Breathing		1		1	1	1					800 W Ridgeway St
10/27/20	2020663	Fall		1		1	1	1					550 Pine St
10/27/20	2020664	Dog Bite		1		1	1	1					526 Roxbury St
10/29/20	2020665	Hand Injury		1		1	1	1					547 Main St
10/29/20	2020666	AMS		1		1	1	1					800 W Ridgeway St
10/29/20	2020667	AMS		1		1	1	1					800 W Ridgeway St
10/29/20	2020668	Illness		1		1	1	1					800 W Ridgeway St

10/29/20	2020669	Leg Pain		1		1	1	1					48 Bath St
10/30/20	2020670	DIB		1		1	1	1					720 Jefferson Ace



Clifton Forge
MAIN STREET

RECEIVED
OCT 16 2020

Rebecca Mohler
Town Manager
PO Box 69
Clifton Forge VA 24422

October 15, 2020

Dear Mrs. Mohler,

Clifton Forge Main Street is requesting permission to hold a reverse Christmas parade on Friday, December 4th from 6-8pm from the 400 Block of E. Ridgeway Street to the Clifton Forge Fire Department on D Street. This parade will be different than in the past. The participants will have assigned locations for set up and will remain at their location for the duration of the parade. For instance, floats will be lined up along Ridgeway and Main Street, while groups like the cloggers may be placed in the Loop Street parking lot. Handing out candy will not be permitted this year due to Covid. We hope to have Santa set up at the end of the route at Town Hall. Spectators will remain in the car and drive along the parade route to view all of the participants. We are asking for Ridge Way and Main to become a one way street going East beginning at 3pm that day and Commercial Street to be closed between Ace and Sona. The entries will not be judged this year and no trophies will be given out. We will need to work closely with Public works and the Police Department to ensure we provide a well organized and safe event for our community. Since this is our first time doing this, we may need to alter the plan as more discussions take place and needs arise. Our theme this year is Love, Joy, and Unity.

Thank you for considering our request. We are certainly looking forward to this year's parade and hope to see you there! Jenny Oeltjen, our Vice President, is the head of this committee. She can be reached at 865.0373.

Thanks so much,

Lisa Jonas

Lisa Jonas
Clifton Forge Main Street, Office Manager

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