

Town Council Agenda
Tuesday, December 8, 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, DECEMBER 8, 2020 Via Teleconference Following Instructions Below**

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

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 amendment to Fiscal Year 2020-2021 budget for CARES Act funding.

RECOMMENDATION: Proceed to second reading

CONSENT AGENDA

1. MINUTES Council Meeting November 10, 2020

RECOMMENDATION: Approve minutes of November 10, 2020

ACTION ITEMS

2. DEPARTMENT REPORTS

Public Library

Police Department

Public Works Department

RECOMMENDATION: Accept reports as written

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

RECOMMENDATION: Approve ordinance on second reading

4. Resolution to Reimbursement Expenditures with Proceeds of a Borrowing

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

RECOMMENDATION: Adopt resolution as presented.

5. Surplus Fire Truck Donation

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

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

6. Appointment to Roanoke Valley Alleghany Regional Commission

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

RECOMMENDATION: Make appointment to Board

7. Town Council Meeting for January 11, 2021

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

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

INFORMATION

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

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

MANAGER'S COMMENTS

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

COUNCIL COMMENTS



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COUNCIL MINUTES
TOWN OF CLIFTON FORGE, VIRGINIA
7:00 P.M. TUESDAY, NOVEMBER 10, 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.

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

Motion to amend agenda as requested

Motion made by: Councilman Goings

Seconded by: Councilman Umstead

ROLL CALL VOTE

Mayor Irvine	Aye
Vice Mayor Marshall	Aye
Councilman Umstead	Aye
Councilman Oeltjen	No
Councilman Goings	Aye

Total: 4-1

PUBLIC HEARING

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

RECOMMENDATION: Proceed to second reading

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

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

CONSENT AGENDA

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

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

Motion to approve minutes

Motion made by: Councilman Oeltjen

Seconded by: Councilman Umstead

ROLL CALL VOTE

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

Total: 5-1

ACTION ITEMS

2. DEPARTMENT REPORTS

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

RECOMMENDATION: Accept reports as written

Motion to accept reports as written

Motion made by: Councilman Goings

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

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

Total: 5-1

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

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

RECOMMENDATION: Grant request

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

Councilman Umstead asked what would happen if things got worse between now and the time of the parade to which Ms. Carper, Clerk, explained that the group is playing

it by ear and will have to abide by all the Governor's orders as they are put into force so that is why their request states that changes may be necessary as more information is received. Councilman Umstead thanked Ms. Carper and stated it was a good explanation.

Motion to grant request

Motion made by: Councilman Goings

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

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

Total: 5-0

INFORMATION

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

MANAGER'S COMMENTS

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

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

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

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

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

Good Evening, Mayor Irvine and Town Council members,

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

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

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

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

7. Alleghany County has added the following language to its website: “Alleghany County is committed to creating a community where social justice is applied equally to all. Alleghany County is an Equal Opportunity Provider and Employer.”

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

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

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

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

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

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

Thank you for your support.
Ingrid Barber

COUNCIL COMMENTS

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

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

From: Rebecca Mohler <rmohler@cliftonforgeva.gov>

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

To: Ronald Goings <rgoings@cliftonforgeva.gov>; David Oeltjen <DOeltjen@cliftonforgeva.gov>

Subject: Reba Mohler

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

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

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

Reba Mohler

The attached letter reads as follows:

Dear Council,

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

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

Sincerely,
Reba Mohler

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

Councilman Goings read a prepared statement which included the following:

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

Mayor Irvine thanked everyone for listening and congratulated Mr. Wolfe on his election win for the Council seat. He thanked Reba for her time and stated that he had been a supporter of her when she was hired, wanting to give her a 3-4 year contract but

it hadn't been up to only him. He said he tried to talk her out of it. He wished everyone a Happy Thanksgiving.

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

Motion made by: Councilman Umstead

Seconded by: Councilman Goings

ROLL CALL VOTE

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

Total: 5-0

OPEN SESSION

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

Motion to certify closed session

Motion made by: Councilman Umstead

Seconded by: Councilman Goings

ROLL CALL VOTE

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

Total: 5-0

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

Motion to accept resignation and waiver

Motion made by: Vice Mayor Marshall

Seconded by: Councilman Goings

ROLL CALL VOTE

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

Total: 5-0

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

Motion to request Interim Town Manager candidates

Motion made by: Councilman Goings

Seconded by: Councilman Oeltjen

ROLL CALL VOTE

Mayor Irvine	No
Vice Mayor Marshall	No
Councilman Umstead	No
Councilman Oeltjen	Aye
Councilman Goings	Aye

Total: 2-3

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

Motion to hire Town Manager

Motion made by: Councilman Umstead

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

Mayor Irvine	Aye
Vice Mayor Marshall	Aye
Councilman Umstead	Aye
Councilman Oeltjen	No
Councilman Goings	No

Total: 3-2

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

Motion to adopt Employment Agreement for Town Manager

Motion made by: Councilman Umstead

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

Mayor Irvine	Aye
Vice Mayor Marshall	Aye
Councilman Umstead	Aye
Councilman Oeltjen	No
Councilman Goings	No

Total: 3-2

Councilman Umstead moved to adjourn the meeting.

Motion to adjourn

Motion made by: Councilman Umstead

Seconded by: Vice Mayor Marshall

ROLL CALL VOTE

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

Total: 5-0



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**TOWN OF CLIFTON FORGE, VIRGINIA
NOTICE OF PUBLIC HEARING
PROPOSED AMENDMENT TO
FISCAL YEAR 2020-2021 ADOPTED
GENERAL FUND BUDGET**

The Clifton Forge Town Council will conduct a public hearing on a proposed appropriation to the General Fund Budget for CARES Funds in the amount of \$608,000 on Tuesday, December 8th, at 6:00 PM, Clifton Forge Public Library, 535 Church Street, Clifton Forge.

A copy of the proposed appropriation may be obtained at Town Hall, 547 Main Street, Clifton Forge or by contacting LeeAnna Tyler, Finance Director at 863-2503.

Resolution

A Resolution to Appropriate Funds

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

1. That the sum of \$608,000 be and the same hereby is, appropriated into the Town's operating budget.
2. Said appropriation shall be reflected in the budget as the sum of \$ 608,000 appropriated to the following revenue and expenditure line items.

CARES Funds

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

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

First Reading: December 8, 2020

Second Reading: January 12, 2021

Clifton Forge Public Library

Director's Report

October 2020

The library maintained a limited access policy to the public during the month of October. 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 71 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	\$35.00									\$185.00
Book Sales	\$0.00	\$0.00	\$5.00	\$4.00									\$9.00
Fax Charges	\$65.00	\$118.50	\$93.50	\$106.50									\$383.50
Fines	\$31.70	\$35.55	\$55.10	\$29.05									\$151.40
Replace books	\$0.00	\$2.70	\$0.00	\$0.00									\$2.70
Replace card	\$0.00	\$0.00	\$8.00	\$4.00									\$12.00
Non-Resident	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00
Print-outs	\$51.50	\$71.25	\$75.00	\$130.95									\$328.70
Total	\$198.20	\$328.00	\$236.60	\$309.50									\$1,072.30
FY 2020	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 20
Donations	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$850.00	\$1,200.00	\$20.00	\$0.00	\$0.00	\$0.00	\$2,570.00
Book Sales	\$20.00	\$29.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69.00
Fax Charges	\$155.00	\$169.00	\$135.00	\$150.00	\$162.00	\$160.00	\$155.00	\$140.50	\$65.00	\$25.00	\$35.00	\$50.00	\$1,401.50
Fines	\$160.80	\$132.10	\$199.20	\$146.57	\$135.00	\$192.00	\$173.00	\$149.40	\$98.65	\$11.00	\$16.00	\$10.30	\$1,424.02
Replace Card	\$2.00	\$16.00	\$10.00	\$22.00	\$4.00	\$8.00	\$8.00	\$14.00	\$6.00	\$2.00	\$0.00	\$2.00	\$94.00
Lost Books	\$15.55	\$0.00	\$0.00	\$5.25	\$18.00	\$20.00	\$0.00	\$23.00	\$50.90	\$0.00	\$0.00	\$0.00	\$132.70
Non-Resident	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print-outs	\$93.50	\$102.50	\$91.00	\$97.50	\$104.25	\$92.00	\$94.30	\$93.00	\$45.50	\$7.00	\$12.00	\$13.00	\$845.55
Total	\$446.85	\$448.60	\$435.20	\$941.32	\$423.25	\$472.00	\$1,330.30	\$1,619.90	\$292.05	\$45.00	\$63.00	\$75.30	\$6,592.77

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

FY 2021	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 21
CF Adult	420	428	635	560									2043
CF Juvenile	70	81	108	3									262
Allegh. Adult	492	303	330	323									1448
Allegh. Juv.	1	14	4	2									21
NR Adult	23	33	23	22									101
NR Juvenile	1	0	0	18									19
# ITEMS Out	1007	859	1100	928									3894
FY 2020	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 20
CF Adult	1427	1426	1438	1460	1288	1375	1348	1125	844	420	405	454	13010
CF Child	338	281	254	213	217	146	167	207	91	15	17	33	1979
Allegh. Adult	950	999	968	970	790	884	845	943	442	173	175	292	8431
Allegh. Juv.	72	78	85	96	70	48	40	25	12	7	5	1	539
NR Adult	73	91	101	120	58	51	56	77	56	6	3	14	706
NR Juv.	3	15	13	11	15	33	36	53	8	4	1	1	193
# Items Out	2863	2890	2859	2870	2438	2537	2492	2435	1453	635	606	795	24873

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

FY 2021	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 21
CF Adult	72	80	77	90									319
CF Juvenile	7	9	13	3									32
Allegh. Adult	43	48	42	48									181
Allegh. Juv.	1	2	2	2									7
NR Adult	5	9	8	8									30
NR Juvenile	1	0	0	1									2
Total Patrons	129	147	142	152									570
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

**CLIFTON FORGE
POLICE DEPARTMENT**

**** MONTHLY REPORT ****

NOVEMBER 2020

ADULT ARRESTS**CRIMINAL ARRESTS- FELONY**

1	ATTEMPTED 2 ND DEGREE MURDER	3	CAPIAS SERVED
2	MALICIOUS WOUNDING	3	POSSESS SCHEDULE I OR II NARCOTICS

CRIMINAL ARRESTS- MISDEMEANOR

3	ASSAULT & BATTERY	2	DOG RUNNING AT LARGE
1	DRUNK IN PUBLIC	1	DWI (driving while intoxicated) 1 ST OFFENSE
2	DWI (driving while intoxicated w/l 5-10 years)	4	EPO (Emergency Protective Order)
1	ECO (Emergency Custody order)	2	NO DOG TAGS
1	FAIL TO PAY PARKING TICKET	1	POSSESS CONTROLLED SUBSTANCE
2	NO RABIES VACCINATION	1	REFUSE BREATH TEST
1	POSSESS SCHEDULE 3 DRUG	1	TDO (Temporary Detention Order)
1	PPO (Preliminary protective order)		
1	SEARCH WARRANT		
1	TRESPASS		

TRAFFIC ENFORCEMENT

1	DEFECTIVE EQUIPMENT	2	DRIVE NO LIABILITY INSURANCE
5	DRIVE SUSPENDED	1	DRIVE WITHOUT A LICENSE
2	DUI	3	EXPIRED INSPECTION
1	FAIL TO STOP AT STOP SIGN	1	FAIL TO STOP AT RED LIGHT
1	IMPROPER REGISTRATION	1	IMPROPER USE- FARM USE TAG
2	NO INSPECTION	1	NO OPERATOR LICENSE
1	NO REGISTRATION	1	NO REGISTRATION IN POSSESSION
1	NO VALID OPERATOR LICENSE	2	POSSESSION OF MARIJUANA
2	RECKLESS DRIVING	11	SPEEDING
1	TRESPASS ON CSX	1	UNAUTHORIZED USE OF INSPECTION

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 November the Police department has initiated Twenty (20) criminal investigations. Two (2) cases were carried over from the previous month. This brings it to a total of Twenty-two (22) criminal investigations that have been active between November 1, 2020 and November 30, 2020.

Criminal cases initiated in November:

Domestic assault & battery-5	Public intoxication-1
Traffic accident investigation-4	Trespassing-1
Possession of controlled substance-2	Petit larceny-2
Possession of marijuana-1	Destruction of property-1
Driving under the influence-3	Malicious wounding-1
Attempted murder-1	

Criminal cases cleared in November:

Domestic assault & battery-5	Public intoxication-1
Traffic accident investigation-4	Trespassing-1
Possession of controlled substance-2	Malicious wounding-1
Possession of marijuana-1	Driving under the influence-3
Attempted murder-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 November was 86.3%. 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 November 13, 2020 Officer D.J. Creedon and Sergeant C.W. Broughman responded to the 200 block of Roxbury St. for a report of a violent domestic assault. Upon arrival they located a female party with multiple, significant injuries to her head and neck area. The victim advised that her boyfriend had beat and choked her stating that he was going to kill her. Officer Creedon and Sergeant Broughman then made contact with the suspect inside of the residence. While interviewing the suspect, evidence was located on his person which corroborated the victims account of the incident. At that time the suspect was taken into custody for attempted second degree murder and transported to CFPD for processing without incident.

On November 13, 2020 Officer V.L Bowman and Officer S.D Urban responded to the 100 block of Bath St. for a domestic assault in progress. Upon arrival they came into contact with the victim who was laying on the porch of the residence with significant injuries to his head. Officer Bowman and Officer Urban then made contact with the suspect inside of the residence. During the course of the investigation it was found that an altercation had occurred and the suspect struck the victim in the head with a piece of wood. At that time the suspect was taken into custody for malicious wounding and transported to CFPD for processing without incident.

On November 19, 2020 Officer S.D. Urban was conducting speed enforcement at the 1700 block of Main St. when he witnessed a vehicle traveling at a high rate of speed. A traffic stop was then conducted on the vehicle. During the course of the stop Officer Urban noticed a distinct odor of alcohol coming from the driver of the vehicle. A set of field sobriety tests were then conducted in which the driver showed signs of intoxication. The driver was then taken into custody for driving under the influence of alcohol and transported to CFPD for processing without incident.

Chief's Comments:

The Police Department has been busy thru the month of November leading into December. County law enforcement as well as local fire and rescue has went to a 8 million dollar radio system. This radio system has taken over a year to get up and running. The Clifton Forge Police Department houses the single point backup. This backup system if needed can service the Allegheny County Sheriff's Office ,City of Covington and Rockbridge County Dispatch Centers in the even that one of them would go down.

Officers will be attending training on a new record management and reporting system the second week of December.

Recruit Bowman, Murillo and Mckee will be graduating the basic police academy December 10th. From that point they will start Field Training within the Department.
Hope all is staying well and happy holidays.

Nov-19 19 YTD

Nov-20 20 YTD

ADULT CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	7	66	9	83
MISDEMEANOR	24	323	26	219
JUVENILE CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	0	0	0	0
MISDEMEANOR	1	12	0	1
TRAFFIC SUMMONS ISSUED	54	678	45	583
PARKING VIOLATIONS	1	119	9	87
COMPLAINTS RESPONDED TO	337	4,311	286	4,495
PUBLIC WORKS COMPLAINTS	2	52	1	15
CITIZENS/BUSINES REQUEST-CHECKLIST	1,185	12,716	1,418	17,336
BURGULAR ALARMS PROCESED	3	79	9	45
ACCIDENT INVESTIGATED	7	52	4	31
REQUEST TO UNLOCKED MOTOR VEHICLES	7	132	7	78
REQUEST TO UNLOCK HOMES/BUSINESSES	0	1	0	0
ESCORTS PROVIDED	10	71	10	54
COURT DOCUMENTS PROCESSED	42	478	38	358
UNSECURED PROPERTY	3	87	5	29
MILES TRAVELED BY DEPARTMENT	4,534	66,267	4,309	57,706
TRANSPORTS	*****	*****	*****	*****
TO REGIONAL JAIL	*****	*****	*****	*****
NUMBER OF TRANSPORTS	7	72	6	1,446
TOTAL MILEAGE	150	1,583	152	1,063
MAN-HOURS	6 HRS 57 MINS	136 HRS 43 MINS	7 HRS 5 MINS	41 HRS 25 MINS
TO MENTAL FACILITY	*****	*****	*****	*****
NUMBER OF TRANSPORTS	4	52	1	10
TOTAL MILEAGE	248	6,198	428	1,630
MAN-HOURS	7 HRS 52 MINS	175 HRS 27 MINS	6 HRS	39 HRS 38 MINS
ANIMAL CONTROL	*****	*****	*****	*****
COMPLAINTS RESPONDED TO	39	406	23	288
ANIMALS PLACED IN SHELTER	3	41	2	62
DOGS	2	20	2	34
CATS	1	21	0	28
SUMMONS ISSUED	8	81	6	13
ANIMAL BITES INVESTIGATED	2	16	0	9
ANIMALS RETURNED TO OWNER	10	21	0	16
DOGS	10	21	0	16
CATS	0	0	0	0
OTHER	0	1	0	0
ANIMALS RETURNED TO THE WILD	1	14	0	3

Monthly Report
Public Works Dept.
November 2020

The month of November has been busy for our crew. We have been working hard to get everything done and the Town looking great for the Holidays!

Our leaf truck was out of service for a couple of weeks, which in turn put us behind in leaf pickup. But we are back up and running and working hard to get everything picked up.

We have started the process of insulating the water line across the A Street bridge, this is a hard job, but we have hard workers who are getting the job done.

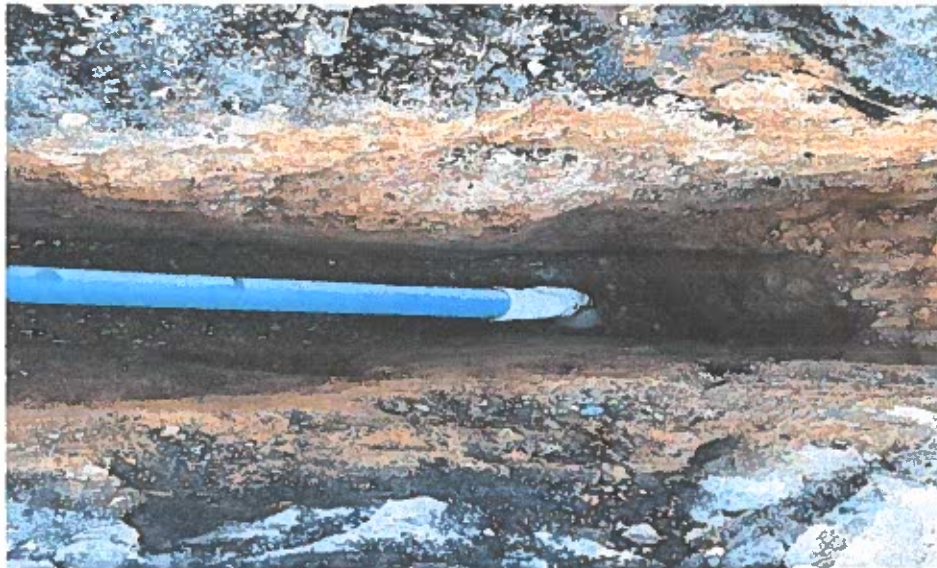


The Town Hall Christmas tree has been decorated along with hanging the wreathes in the upstairs windows. Also, the wreathes and snowflakes were hung throughout town.

During high winds, this month we had several trees come down in the Vulcan and Venus Way area.

Our water/sewer crew have been busy!

We repaired an old sewer line on Kensington and Jefferson Ave which in turn closed the road down for several days.



We also were called out on four (4) sewer backups.

We repaired a 6" water main on Woodlawn Ave., residents in the area reported no water or low pressure during this time.



As you know Covid-19 is still on the rise in our area so we continue to disinfect the Town building and parks and will continue to do so.

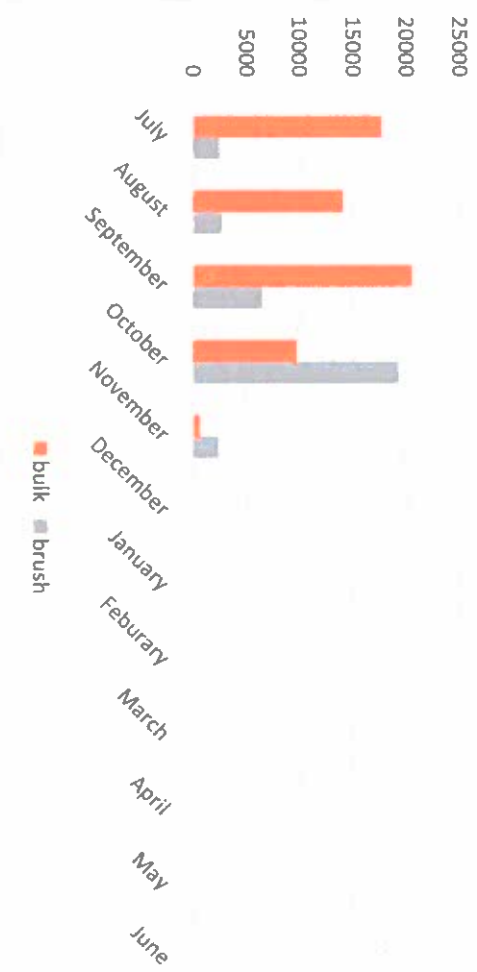
We had 3 burials for the month of November.

MONTHLY REPORT
Nov-20

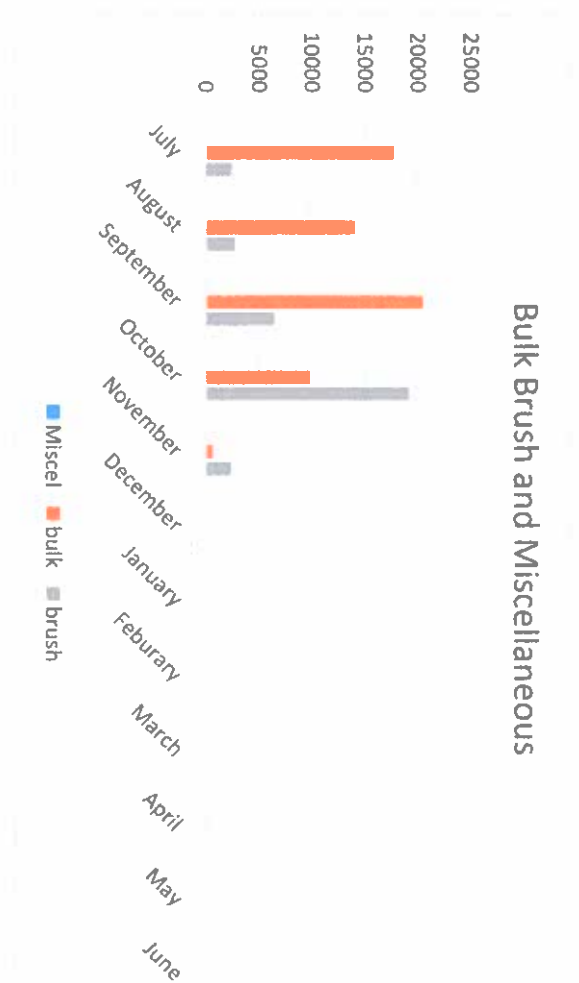
DEPARTMENT	WEEK	OT HOURS	MEN	COMMENTS
CEMETERY	11/1/2020	3	1	cover grave(1man@3hrs)
	11/9/2020	0	0	
	11/16/2020	0	0	
	11/23/2020	6	3	
	11/30/2020	0	0	
	Total	9	4	
SEWER I & I	11/1/2020	2	3	Jefferson sewer cut across road(3men@2hrs) 618 Ridgeway Sewer overflow(3men@7.5hrs) 828 Madison sewer backup(2men@1hr) Called out 828 Maison backup (2men@2hrs) C/O Inspection 228 Alleghany(1man@2hrs) Sewr backup rt 60 (2men@4hrs)
	11/9/2020	7.5	3	
	11/16/2020	3	4	
	11/23/2020	6	3	
	11/30/2020	0	0	
	Total	18.5	13	
WATER	11/1/2020	0	0	Cut water on & off (1man@2hrs) 6" water main break Woodlawn(3men@5hrs) 912 Rose Meter lid off(1man@2hrs)
	11/9/2020	0	0	
	11/16/2020	7	4	
	11/23/2020	2	1	
	11/30/2020	0	0	
	Total	9	5	
BLDGs/GRDS	11/1/2020	0	0	Boiler repair town hall(1man@1hr) Admin duties (1man@1.5hrs) Admin Duties (1man@1hr)Admin Duties (1man@1hr) admin Duties (1man@.25hrs)Admin duties (1man@.50hr)
	11/9/2020	1	1	
	11/16/2020	3.5	3	
	11/23/2020	2.45	1	
	11/30/2020	0	0	
	Total	6.95	0	
STREETS	11/1/2020	0	0	Tree down Church & Brussels(2men@2hrs)
	11/9/2020	2	2	
	11/16/2020	0	0	
	11/23/2020	0	0	
	11/30/2020	0	0	
	Total	2	0	
	Grand Total	45.45	22	

Total of OT hours for the month

Bulk and Brush FY2019



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



Nov-20	Date	Trip	Weight	Type	Comments
				misc	
Subtotal					
	17-Nov	1	660	Bulk	
				Bulk	
				Bulk	
				Bulk	
				Bulk	
Subtotal			660		
	10-Nov	1	780	Brush	
	18-Nov	2	1300	Brush	
	25-Nov	1	360	Brush	
Subtotal		4	2440		
Gran Total		4	3100		

**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

**RESOLUTION OF THE
TOWN OF CLIFTON FORGE, VIRGINIA**

Official Intent to Reimburse Expenditures with Proceeds of a Borrowing

WHEREAS, the Town Council of the Town of Clifton Forge (the "Town"), a Town formed and existing under the laws of the Commonwealth of Virginia is authorized and empowered, pursuant to Article VII, Section 10 of the Constitution of the Commonwealth of Virginia (the "Constitution"), and Title 15.2, Chapter 26 of the Code of Virginia of 1950, as amended (the "Public Finance Act"), to acquire, construct, reconstruct, operate and maintain any public improvement for which it is authorized by law to appropriate money and to issue its bonds to pay all or a part of the same or to carry out its other purposes; and

WHEREAS, the Town has determined its intent to reimburse expenditures with proceeds of a borrowing; and

WHEREAS, the Town intends to acquire, construct and equip the Projects described in Exhibit A attached hereto (collectively, the "Projects"); and

WHEREAS, plans for the Projects have advanced and the Town has been or contemplates advancing its own funds to pay expenditures and expects to continue advancing its own funds to pay expenditures related to the Projects (the "Expenditures") prior to incurring indebtedness and to receive reimbursement for such Expenditures from proceeds of tax-exempt bonds or taxable debt, or both;

NOW, THEREFORE, be it resolved by the Town Council of the Town of Clifton Forge, Virginia that:

1. The Town intends to utilize the proceeds of tax-exempt bonds or the Town's bond given in connection therewith (the "Bonds") or to incur other debt, to pay some or all of the costs of the Projects in an amount not currently expected to exceed \$750,000.00.

2. The Town intends that the proceeds of the Bonds be used to reimburse the Town for Expenditures with respect to the Projects (A Street waterline replacement) made on or after the date that is no more than 60 days prior to the date of this Resolution. The Town reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Bonds or other debt.

3. Each Expenditure was or will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the Town so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the Town.

4. The Town intends to make a reimbursement allocation, which is a written allocation by the Town that evidences the Town's use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Projects is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. Periodic requisitions of funds will constitute the Town's written allocation. The Town recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction of at least five years.

5. The Town intends that the adoption of this resolution confirms the "official intent" within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.

6. This resolution shall take effect immediately.

Council Members absent _____

Votes For _____

Votes Against _____

Abstentions _____

CERTIFICATION

The undersigned clerk of the Town Council of the Town of Clifton Forge, Virginia does hereby certify that the foregoing is a true, complete and correct Resolution adopted by a vote of a majority of the elected members of the Town Council of the Town of Clifton Forge, Virginia present at a regular meeting of the Town Council of the Town of Clifton Forge, Virginia duly called and held December 8, 2020, at which a quorum was present and acting throughout, and that the same has not been amended or rescinded and is in full force and effect as of the date of this certification, December 8, 2020.

Clerk of Town Council,
Town of Clifton Forge, Virginia

Clifton Forge Armory Committee
Minutes
November 30, 2020

Jeff Irvine
Andrew Bostic
Wanda Davis
Cathy Williams
Cindy Higgins
Chad Chestnut

The meeting was called to order by Jeff Irvine, President.

Public in attendance:

Jason Cordova

Reading and approval of minutes dated September 28, 2020: Andrew Bostic made 1st motion, Cindy Higgins 2nd to accept the minutes as read.

Treasurer's Report: No paper report.

Cathy reported that we had some deposits, one reimbursement and disbursements for November. As of today, we have \$18,269.80 in the bank. Andrew Bostic made 1st motion, 2nd by Cindy Higgins to accept the report coming from Cathy.

Old Business:

1. Ongoing discussion concerning a new scoreboard
\$5,000.00 already allotted for a new scoreboard
2. Construction still on going to upgrade of the handicap bathrooms. Work needs to be completed by the end of December 2020.
3. See attached paper from Lumos & Shentel for the cost of having WIFI at the armory. If we decide to get WIFI, we will consider increasing the usage fee for rental. Cindy Higgins 1st, Andrew Bostic 2nd to table the plan until our next regular meeting.

4. Tina Hostetter will clean the bathrooms in November in exchange for paying rental space. Since she didn't clean we will discuss the rental fee with her.

New Business:

1. Wanda Davis 1st, Andrew Bostic 2nd to approve Jason Cordova as a new member.
2. Question was asked when to reopen the armory? With more Covid-19 cases ongoing, one bathroom still under construction and the other bathroom is shut down; Cindy Higgins 1st, Andrew Bostic 2nd, to leave the armory closed indefinitely.
3. When we are back in operation, Chad Chestnut will have the first choice of renting a vacant room.
4. Cathy Williams was paid for cleaning and disinfecting the armory for 4 times.

Chad Chestnut Comments:

1. Need to give the private customers (one who rents the armory) a plan or list of directions on what to do or how to do it if there is another outbreak of the virus here. Don't want to end up on the front page of the newspaper or facebook again.
2. Suggested that there should be a personal contact person to let the people in attendance know and also to contact the Health Dept.

Acting as president Andy Bostic due to the fact that our President is also the Town's Mayor. Andy will type up a proposal for the Town Manager, two members of council and the Armory Committee to be given to all when we meet @ 5 pm on December 7th.

Meeting adjourned.