

**PUBLIC HEARING:** Presentation of the 2021-2022 budget

**First Readings and Public Hearing: Proposed FY 2021-2022 Operating and Capital Budgets**

- 1) An Ordinance Imposing And Levying Taxes Within The Town of Clifton Forge, Virginia Upon Real Property For The Fiscal Year Beginning July 1, 2021 and Ending June 30, 2022, and Upon Personal Property and Machinery and Tools For the Calendar Year Beginning January 1, 2021, and Ending December 31, 2021.**

**RECOMMENDATION:** Proceed to second reading

- 2) An ordinance to amend Section 86-95, Water Services Charges and Fees beginning July 1, 2021.**

**RECOMMENDATION:** Proceed to second reading

- 3) An ordinance to amend Section 86-556, Wastewater Services Charges and Fees beginning July 1, 2021.**

**RECOMMENDATION:** Proceed to second reading

- 4) Resolution Adopting the Fiscal Year 2021-2022 Operating and Capital Budgets For the Town of Clifton Forge, Virginia and Appropriating the Requisite Funds for Said Budgets**

**RECOMMENDATION:** Proceed to second reading



## TOWN OF CLIFTON FORGE

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

### **TOWN OF CLIFTON FORGE, VIRGINIA NOTICE OF PUBLIC HEARING PROPOSED 2021-2022 BUDGET FOR THE YEAR BEGINNING JULY 1, 2021**

#### **Via Zoom Meeting Following Instructions Below\*\***

Anyone wishing to speak during the meeting or wishing to submit a question or comment prior to the meeting to be included in this portion of the meeting should send their name, phone number and/or materials to the Town Manager via the email link no later than Tuesday, May 11h at 3:00 PM on the Town's website by following these instructions.

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

**NOTE:** While being conducted as a teleconference, this public hearing 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.

The following is a summary of the budget proposal. This synopsis is for informational purposes only. It does not constitute an obligation or commitment to appropriate any funds for any items or purpose. There are no allocations of Town funds for any purpose until there is an authorization and appropriation of funds by Town Council.

	FY2021 Adopted Budget	FY2022 Proposed Budget
<b>GENERAL FUND</b>		
<b>REVENUE</b>		
General Property Taxes	\$690,250	\$693,250
Other Local Taxes	954,500	980,500
Permits, Fees, Reg. Licenses	1,400	1,250
Fines and Forfeitures	10,750	9,750
Revenue from use of Money and Property	41,866	36,866
Charges for Services	85,250	88,250
Miscellaneous Revenue	36,925	36,925
Recovered Costs - Other	14,000	14,000
Revenue from the Commonwealth	1,207,800	1,242,026
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$3,042,071</b>	<b>\$3,102,817</b>
<b>EXPENDITURES</b>		
General Government Administration	\$305,653	\$293,655
Public Safety	1,062,163	1,075,897
Public Works	770,190	772,522
General Maintenance	32,895	32,519
Parks & Cultural	230,352	221,281
Library	202,512	203,556
Community Development	30,170	37,307
Non-Departmental	274,246	331,520
Capital Improvements	134,560	134,560
<b>TOTAL GENERAL EXPENDITURES</b>	<b>\$3,042,741</b>	<b>\$3,102,817</b>
<b>WATER FUND</b>		
<b>REVENUE</b>		
Water System Charges	\$890,000	\$907,500
County Water Charges	600,000	600,000
Transfer from Reserve	126,487	0
<b>TOTAL WATER FUND REVENUE</b>	<b>\$1,616,487</b>	<b>\$1,507,500</b>
<b>EXPENDITURES</b>		
Water Filtration Expense	\$465,400	\$427,482
Transmission - Distribution	207,400	204,980
Non-Departmental	152,309	152,840
Capital	469,500	300,000
Debt Service	321,878	422,198
<b>TOTAL WATER EXPENDITURES</b>	<b>\$1,616,487</b>	<b>\$1,507,500</b>
<b>SEWER FUND</b>		
<b>REVENUE</b>		
Sewer System Charges	\$1,524,000	\$1,506,500
Transfer from Reserve	106,951	0
	<b>\$1,630,951</b>	<b>\$1,506,500</b>
<b>TOTAL SEWER FUND REVENUE</b>		

<b>EXPENDITURES</b>		
<i>Wastewater Treatment</i>	<i>\$1,168,000</i>	<i>\$1,094,275</i>
<i>Sewage Collections</i>	<i>113,550</i>	<i>101,090</i>
<i>Sewer I &amp; I</i>	<i>23,000</i>	<i>24,999</i>
<i>Non -Departmental</i>	<i>117,872</i>	<i>117,607</i>
<i>Debt Service</i>	<i>208,529</i>	<i>168,529</i>
<b>TOTAL SEWER EXPENDITURES</b>	<b>\$1,630,951</b>	<b>\$1,506,500</b>
 <b>TOTAL BUDGET</b>	 <b>\$6,290,179</b>	 <b>\$6,116,817</b>

#### **CAPITAL PROJECTS BUDGET FY 2022**

<b>Water Fund</b>	
<i>Tank rehabilitation</i>	<i>70,000</i>
<i>Valve &amp; Hydrant Replacements</i>	<i>65,000</i>
<i>Main Transmission Line Rehab</i>	<i>115,000</i>
<i>WTP Valve Replacements</i>	<i>50,000</i>
<b>Total Water Fund</b>	<b>\$ 300,000</b>

As part of the budget adoption process, Town Council will consider the adoption of the following budget related ordinances and resolution:

1. An ordinance imposing and levying taxes within the Town of Clifton Forge, Virginia upon real property for the fiscal year beginning July 1, 2021 and ending June 30, 2022 and upon personal property and machinery and tools for the calendar year beginning January 1, 2021 and ending December 31, 2021.
2. An ordinance to amend Section 86-95(a), Water Services Charges and Fees beginning July 1, 2021. A proposed increase of two dollars (\$2.00) on the water rate from \$36.80 per month to \$38.80 per month on the base rate per ERU. The total utility bill for under 5,000 gallons will remain at \$111 per month.
3. An ordinance to amend Section 86-566, Sewer Services Charges and Fees beginning July 1, 2021. A proposed **decrease** of two dollars (\$2.00) on the sewer rate from \$74.20 per month to \$72.20 per month on the base rate per ERU.
4. A resolution adopting the Fiscal Year 2021-2022 Operating Budget and Capital Budget for the Town of Clifton Forge, Virginia and appropriating the requisite funds for said budget.

Copies of the Proposed Operating Budget, the above ordinances and resolution are available for public examination at Town Hall. All interested parties will have the opportunity to give written comment.

Charles Unroe  
Town Manager

## ORDINANCE

An Ordinance Imposing And Levying Taxes Within The Town Of Clifton Forge, Virginia Upon Real Property For The Fiscal Year Beginning July 1, 2021 And Ending June 30, 2022 And Upon Personal Property And Machinery And Tools For The Calendar Year Beginning January 1, 2021, And Ending December 31, 2021

**BE IT ORDAINED** by the Council of the Town of Clifton Forge that for the support and operations of the town government, the tax rate on all real property for the fiscal year beginning July 1, 2021 and ending June 30, 2022, Fiscal Year 2021-2022, and all tangible personal property and machinery and tools shall be as follows:

### 1. Tax Rates

#### A. Real Estate

Upon all real estate and improvements thereon, not exempt from local taxation, there shall be a tax of No Dollars and Twenty-six cents (\$0.26) for every One Hundred Dollars (\$100.00) of the assessed value.

#### B. Public Service Corporations

Upon all property of public service corporations not exempt from local taxation, there shall be a tax of No Dollars and Twenty-six cents (\$0.26) for every One Hundred Dollars (\$100.00) of assessed value.

#### C. Tangible Personal Property

For the calendar year beginning January 1, 2021 and ending December 31, 2021, upon all tangible personal property of every kind and description not exempt from local taxation, there shall be a tax of Three Dollars and Sixty-Five Cents (\$3.65) for every One Hundred Dollars (\$100.00) of assessed value. This tax shall not apply to household goods and personal effects as set forth in Section 58.1-3504, *Code of Virginia*, if such goods and effects are owned and used by an individual or family or household incident to maintaining an abode.

#### D. Machinery and Tools

For the calendar year beginning January 1, 2021 and ending December 31, 2021, upon all machinery and tools used or employed by any person, firm or corporation in any trade or business, not exempt from local taxation, there shall be a tax of Three Dollars and Sixty-Five Cents (\$3.65) for every One Hundred Dollars (\$100.00) of assessed value which shall be based upon the fair market value thereof.

## **2. Tax Payments**

The abovementioned taxes shall be due and payable as follows:

### **A. Real Estate Tax Payments**

Real estate taxes shall be due and payable in two equal installments, the first on December 5, 2021 and the second on June 5, 2022. A ten percent (10.0%) penalty of the late payments of such tax shall be imposed. In addition to the penalty, the Town shall collect interest at the rate of ten percent (10.0%) per annum upon the principal and penalties of all such taxes not paid by the date due.

### **B. Personal Property and Machinery and Tools Taxes**

Personal property and machinery and tools taxes shall be due and payable on December 5, 2021. A ten percent (10.0%) penalty of the late payments of such tax shall be imposed on the amount remaining after PPTRA is applied. In addition to the penalty, the Town shall collect interest at the rate of ten percent (10.0%) per annum upon the principal and penalties of all such taxes not paid by the date due.

## **3. Severance Clause**

In the event that a court of competent jurisdiction declares any portion of this Ordinance invalid, then all remaining provisions shall remain in full force and effect.

## **4. Effective Date**

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

First Reading: May 11, 2021

Second Reading and Adoption: May 25, 2021

A TRUE COPY, ATTEST:

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Clerk of Council

## **ORDINANCE**

### **An Ordinance to Amend and Reordain Section 86-95, Water Services Charges and Fees of the Code of Ordinances of the Town of Clifton Forge, Virginia**

**BE IT ORDAINED** by the Council of the Town of Clifton Forge, Virginia that Section 86-95, Water Service Charges and Fees of the Code of Ordinances of the Town of Clifton Forge, Virginia is hereby amended and reordained as follows:

#### **Section 86-95. Service charges and fees.**

(a) The following monthly charges shall apply to all customers (residential, commercial, industrial, institutional) that utilize the water service of the Town:

Base Rate per ERU (Equivalent Residential Unit): \$38.80

Volume Rates Per 1000 gallons:

0	to	5,000	Included in base rate
5,001	to	15,000	Tier 1 \$4.67
15,001	to	50,000	Tier 2 \$4.98
50,001	to	100,000	Tier 3 \$5.59
100,001	and over		Tier 4 \$6.33

The above rates are based upon a standard 3/4-inch meter. Meters greater than 3/4-inch will have a multiplier applied to their base rate as follows:

<b>Meter Size</b>	<b>1.00</b>	<b>1.50</b>	<b>2.00</b>	<b>3.00</b>	<b>4.00</b>	<b>6.00</b>
<b>Equivalent Resident Unit</b>	<b>2.5</b>	<b>5</b>	<b>8</b>	<b>15</b>	<b>30</b>	<b>60</b>

This ordinance shall be in effect on and after July 1, 2021.

First Reading: May 11, 2021

Second Reading: May 25, 2021



## **ORDINANCE**

### **An Ordinance to Amend and Reordain Section 86-556, Wastewater Services Charges and Fees of the Code of Ordinances of the Town of Clifton Forge, Virginia**

**BE IT ORDAINED** by the Council of the Town of Clifton Forge, Virginia that Section 86-556, Wastewater Service Charges and Fees of the Code of Ordinances of the Town of Clifton Forge, Virginia is hereby amended and reordained as follows:

#### **Section 86-556. Service charges and fees.**

(a) The following monthly charges shall apply to all customers (residential, commercial, industrial, institutional) that utilize the wastewater service of the Town:

Base Rate per ERU(Equivalent Residential Unit):    \$72.20

Volume Rates Per 1000 gallons:

0	to	5,000	Included in base rate
5,001	to	15,000	Tier 1        \$5.87
15,001	to	50,000	Tier 2        \$6.40
50,001	to	100,000	Tier 3        \$6.94
100,001	and over		Tier 4        \$7.47

(b) The above rates are based upon a standard 3/4–inch meter. Meters greater than 3/4-inch will have a multiplier applied to their base rate as follows:

<b>Meter Size</b>	<b>1.00</b>	<b>1.50</b>	<b>2.00</b>	<b>3.00</b>	<b>4.00</b>	<b>6.00</b>
<b>Equivalent Resident Unit</b>	<b>2.5</b>	<b>5</b>	<b>8</b>	<b>15</b>	<b>30</b>	<b>60</b>

This ordinance shall be in effect on and after July 1, 2021.

First Reading:            May 5, 2021

Second Reading:        May 25, 2021

## RESOLUTION

A Resolution Adopting The Fiscal Year 2021-2022 Operating Budget and Capital Budget For The Town Of Clifton Forge, Virginia And Appropriating The Requisite Funds For Said Budget

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

1. That the Town Council hereby approves and adopts the document entitled "*Operating Budget, Town of Clifton Forge, Virginia, Fiscal Year 2021-2022*"
2. In order to provide the requisite funds for said operating budget, the following accounts are hereby appropriated by fund category for the fiscal year beginning July 1, 2021 and ending June 30, 2022; said appropriations shall remain in effect until amended or changed by Town Council.

3. Operating Budget

<u><b>Fund</b></u>	<u><b>Amount</b></u>
Fund 01 – General Fund	\$3,102,817
Fund 03 – Water Fund	1,507,500
Fund 04 – Sewer Fund	<u>1,506,500</u>
<b>Total All Funds</b>	<b>\$ 6,116,817</b>

4. Capital Budget

<u><b>Fund</b></u>	<u><b>Amount</b></u>
Fund 01 – General Fund	\$ 0
Fund 03 – Water Fund	300,000
Fund 04 – Sewer Fund	<u>0</u>
<b>Total All Funds</b>	<b>\$ 300,000</b>

5. The Town Manager is hereby directed and authorized to do all things necessary to Implement said budget.

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

First Reading – May 11, 2021

Second Reading – May 25, 2021

Attest:

Charles Unroe, Clerk of Council



**COUNCIL MEETING AGENDA  
TOWN OF CLIFTON FORGE, VIRGINIA  
7:00 P.M. TUESDAY, MAY 11, 2021  
Via Zoom Following Instructions Below\*\***

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

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

Council will be allowing verbal public comments during the Zoom meetings. Individuals wishing to make verbal public comments will need to notify the Town Manager before 5pm on the day of the meeting. You will be requested to provide your name and telephone number, so you can be identified as the person intending to speak when notified.

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

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**INVOCATION** : Pam Irvine

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER**

**CONSENT AGENDA**

1. MINUTES: Council Meeting of April 13, 2021

**RECOMMENDATION:** Approve minutes of April 13, 2021

**ACTION ITEMS**

**2. DEPARTMENT REPORTS**

Code Enforcement  
Police Department  
Public Works  
Library  
Water Plant  
Fire Department

**RECOMMENDATION:** Accept reports as written

3. **VOTE TO ALLOW CLIFTON FORGE MAIN STREET PERMISSION FOR THE DOWNTOWN MARKET TO BE HELD ON THURSDAYS FROM 3:30PM- 6:30PM BEGINNING ON JUNE 3, 2021 AND USE COMMERCIAL STREET BETWEEN ACE AND PRIMIS BANK, WITH THE AREA BEING CLOSED OFF BY 2:45PM TO ALLOW VENDORS TO SET UP. REQUEST TO HOLD AN ADDITIONAL MARKET ON SUNDAY, JULY 4, 2021**

**IN FRONT OF THE HISTORIC MASONIC THEATRE FROM  
9:30AM- 2:00PM.**

**RECOMMENDATION:** Vote to allow the Downtown  
Market to operate on mentioned days and times.

- 4. VOTE TO RE-APPOINT MAYOR PAMELA MARSHALL TO  
THE ROANOKE VALLEY-ALLEGHANY REGIONAL  
COMMISSION FOR AN ADDITIONAL THREE (3) YEAR TERM  
BEGINNING JULY 1, 2021.**

**RECOMMENDATION:** Vote to re-appoint Mayor Pamela  
Marshall to the Roanoke Valley- Alleghany Regional  
Commission for an additional three (3) years.

- 5. VOTE TO HAVE CALLED MEETING ON MAY 25, 2021 AT  
7:00PM FOR APPROVAL OF THE 2021-2022 BUDGET**

**RECOMMENDATION:** Vote to have a called meeting to  
approve the 2021-2022 budget.

- 6. VOTE TO GIVE EMPLOYEES A NEW PAID HOLIDAY ON 19  
JUNE (JUNETEENTH) TO COMMEMORATE THE  
EMANCIPATION OF ENSLAVED PEOPLE IN THE US.**

**RECOMMENDATION:** Vote to allow 19 June (Juneteenth)  
to become a new paid employee holiday beginning June 2021.

## **DISCUSSION**

### **7. DISCUSS WHEN TO RETURN TO IN-PERSON MEETINGS.**

**RECOMMENDATION:** Vote to open Council meetings and work sessions to the public.

### **8. TOWN MANAGER'S COMMENTS**

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

### **10.COUNCIL COMMENTS**

### **11. CLOSED SESSION**

- CLOSED SESSION PURSUANT TO SECTION 2.2-3711 REAL ESTATE BASED UPON CODE SECTION A:3.**



**COUNCIL MEETING MINUTES**  
**7:00 P.M. TUESDAY, APRIL 13, 2021**  
**Via Zoom Following Instructions Below\*\***

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

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

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

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**ONE (1) PUBLIC HEARING:** to solicit public input on a sale of land located at 401 West Ridgeway Street, Clifton Forge, Va. to Erin Huffman.

**INVOCATION** Teddy Bias, Pastor of First Assembly of God Church

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER** – After the Town Mayor calls the meeting to order, Kawahna Persinger, the Deputy Clerk of Council will then verify all members present by requesting a roll call. When speaking, all members are asked to state their name prior to their comments so all comments may be documented in the official minutes of the meeting. Charles Unroe, Town Manager, LeeAnna Tyler, Finance Director and Brooke Brackenridge, Zoom Meeting Coordinator was also in attendance.

Councilman Unstead- present by zoom link  
Councilman Goings- absent  
Councilman Wolfe- present in person  
Vice Mayor Irvine- present in person  
Mayor Marshall- present in person

**PRESENTATION BY:** Ethan Miller, Ganett Fleming- Dam Renovation project

**ADMENTMENT TO AGENDA:**

Amend the agenda under #8 to list the Architectural Review Board (ARB) as another board/committee and place Amy Rice Dew as re-appointed member.

**Do I have a motion to approve this change to the agenda by adding the Architectural Review Board (ARB) and placing Amy Rice Dew as a re-appointed member?**

Motion made by: Vice Mayor Irvine

Seconded by: Councilman Wolfe



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

**TOTAL: 4-0**

**CONSENT AGENDA**

**1. MINUTES: Council Meeting of March 9, 2021**

**RECOMMENDATION:** Approve minutes of March 9, 2021

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

Motion made by: Vice Mayor Irvine  
Seconded by: Councilman Wolfe

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

**TOTAL: 4-0**

**ACTION ITEMS**

**2. DEPARTMENT REPORTS**

Code Enforcement  
Police Department  
Public Works  
Library  
Water Plant  
Fire Department

**RECOMMENDATION:** Accept reports as written

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

Motion made by: Councilman Umstead

Seconded by: Vice Mayor Irvine

Councilman Umstead- Aye

Councilman Goings- absent

Councilman Wolfe- Aye

Vice Mayor Irvine- Aye

Mayor Marshall- Aye

**TOTAL: 4-0**

**3. RESOLUTION FOR BLANKET PROJECT FUNDING  
COMMITMENT AND FOR BLANKET SIGNATURE  
AUTHORITY WITH THE VIRGINIA DEPARTMENT OF  
TRANSPORTATION.**

**RECOMMENDATION:** Accept the resolution as written

**Do I have a motion to approve the Resolution for Blanket Project  
Funding commitment and for Blanket Signature Authority with the  
Virginia Department of Transportation?**

Motion made by: Vice Mayor Irvine

Seconded by: Councilman Umstead

Councilman Umstead- Aye

Councilman Goings- absent

Councilman Wolfe- Aye

Vice Mayor Irvine- Aye

Mayor Marshall- Aye

**TOTAL: 4-0**

**4. DISCUSSION REGARDING DISPOSITION OF THE OLD STREET SIGNS IN STORAGE DOWN AT PUBLIC WORKS.**

- Signs need to be designated as surplus items.
- Give away or sell the signs
- If selling, need to set the price per sign

**RECOMMENDATION:** Approve the motion to dispose of the old street signs.

**Do I have a motion to surplus the old street signs?**

Motion made by: Councilman Umstead  
Seconded by: Vice Mayor Irvine

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

**TOTAL: 4-0**

**Do I have a motion to give the signs away or sell them/ what price?**

Motion made by: Councilman Umstead to sell them for \$25.00 each  
Seconded by: Vice Mayor Irvine to sell them for \$25.00 each

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

**TOTAL: 4-0**

## **5. ADOPTION OF COUNTY WATER RATE**

The calculation of the water rate for sale of water to Alleghany County has been completed. Based upon their proportionate use of the system, the County's rate will be \$3.62 per 1,000 gallons and \$1.20 per 1,000 gallons peak flow rate of 421,000 gallons per day effective July 1, 2021.

**RECOMMENDATION:** Adopt proposed County water rate

**Do I have a motion to adopt proposed County water rate?**

Motion made by: Vice Mayor Irvine  
Seconded by: Councilman Umstead

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

**TOTAL: 4-0**

## **6. VOTE ON SALE OF PROPERTY TO ERIN HUFFMAN**

**RECOMMENDATION:** Approve the sale of the property

**Do I have a motion to approve the sale of property located at 401 W. Ridgeway Street, Clifton Forge, Va., to Erin Huffman for \$4000.00**

Motion made by: Vice Mayor Irvine  
Seconded by: Councilman Umstead

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

**TOTAL: 4-0**

**7. VOTE TO NAME NEW PAVILLION AT WASHINGTON PARK  
IN HONOR OF THE LATE REV. MATTHEW T. BARNETTE AS  
REQUESTED BY FRIENDS OF WASHINGTON PARK.**

**RECOMMENDATION:** Approve to name the pavilion after  
Rev. Matthew T. Barnette

**Do I have a motion to name the pavilion at Washington Park after Rev.  
Matthew T. Barnette?**

Motion made by: Councilman Umstead  
Seconded by: Councilman Wolfe

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

**TOTAL: 4-0**

**8. VOTE TO RE-APPOINT INDIVIDUALS TO THE VARIOUS  
BOARDS AND COMMITTEES:**

- Board of Zoning Appeals (BZA)  
Richard Deaton  
S. Miller Brantley
- Economic Development Authority (EDA)  
Brandon Caldwell (re-appoint) 10/31/2020
- Planning Commission  
Pam Irvine (re-appoint) 4/30/2021  
Diana K. Smith (re-appoint) 4/30/2021  
John Riley (re-appoint) 4/30/2021
- Architectural Review Board (ARB)

Amy Rice Dew (re-appoint) 8/31/2020

**RECOMMENDATION:** Approve board and committee letters to fill vacant seats

**Do I have a motion to accept the letters to fill the vacant seats?**

Motion made by: Councilman Umstead

Seconded by: Vice Mayor Irvine

Councilman Umstead- Aye

Councilman Goings- absent

Councilman Wolfe- Aye

Vice Mayor Irvine- Aye

Mayor Marshall- Aye

**TOTAL: 4-0**

**9. VOTE TO RETURN TO IN-PERSON MEETINGS BEGINNING WITH THE MAY 11, 2021 COUNCIL MEETING**

**RECOMMENDATION:** Approve in-person meetings beginning 5/11/2021

**Do I have a motion to approve going back to in-person Council meetings and work sessions beginning 5/11/2021?**

Based upon further discussion, Council has decided to table this issue until the May meeting. It was discussed to open Town Hall and have in-person meetings starting in June, 2021. A definite date will be discussed in May.

## **10. INFORMATION**

Chuck Unroe, Town Manager, shared the following:

- Paving will be done from Roxbury Street all the way up Ridgeway Street, heading west, to the Town limits. Public Works is planning on replacing a sewer main at the same time, to save money and prevent the pavers from coming back to “patch” certain areas. Councilman Wolfe also suggested to get in touch with the gas company and see if they have any work/repairs scheduled. If so, maybe everything could be done at the same time and when the paving is completed – Clifton Forge would have a nice, smooth freshly paved road without “patch” spots.
- Chuck confirmed that the old street signs, that Council has voted to list as surplus and sell, were the black & white ones. These were used before Council voted to replace them with the current signs. He also stated that there are several of the same sign. Selling them is on a 1<sup>st</sup> come/1<sup>st</sup> serve basis.
- The budget has been completed and Council has been provided a copy. LeeAnna Tyler, Finance Director, and Chuck have had meetings with Councilman Umstead and Vice Mayor Irvine to review the budget with them individually. The rest of Council will also be scheduled for individual meetings. Timeline as follows:
  - 4/24/2021- Ad in paper
  - 5/11/2021- public hearing
  - 5/25/2021- called meeting to approve
- There is a sink hole on Route #60 in front of the BB&T Bank. Engineers have been contacted and coming to evaluate. Matter should be fixed in a timely manner.
- Chestnut Street Project- Phase 1 is almost done. Phase 2 is ready to start. The work consisted of a storm drain replacement. A retaining wall was put in place and re-seeding of the area was done.

- With the CARES Act money that the Town received, several contracts were awarded for various upgrades/remodeling projects. There is one (1) contractor that has not completed the work by the 12/31/2020 deadline. This contractor has received a letter from Jared Jenkins, Town Attorney, telling him, and his employees, not to return to the work sites. Chuck questioned Council as to whether they wanted to support Jared in the letter that he sent to the contractor. All replied YES, except for Councilman Goings who was absent.

## **11. TOWN MANAGER'S COMMENTS**

- Chuck discussed opening Town Hall on May 1, 2021
- The Grand Fondo bike race is scheduled for May 8, 2021 and the Chamber still needs volunteers.
- Summer movies at the Masonic Theatre will be on Sundays at 3:00pm from June to August. The movie scheduled to be shown will be advertised/posted.
- The Stars & Stripes Committee is happy to announce that the annual 4<sup>th</sup> of July Celebration will be held this year. There will be the parade at noon, ceremony at theatre, evening at Heritage Center with fireworks at dusk.
- Chuck has received a call/request from Chris Rohr about doing a car show here in Clifton Forge to benefit the Clifton Forge Little League. He would like to make this an annual event, like Street Scene is in Covington. His plans would include a bouncy house for kids, maybe sell donuts and concessions. He is also looking at other activities. Chuck checked with Chad Wickline, Police Chief and Robbie Boyd, Fire Chief to see if they would have any concerns in doing this. Neither saw an issue with the idea. A question was raised as to how many people did they believe would attend the car show. Mr. Rohr stated about 300, or less, but they would be scattered throughout the day. No one saw an issue with parking since people would be coming and going all day long.
- Chuck wanted to remind everyone of the Clifton Forge Community Clean Up Day scheduled for Saturday, April 24, 2021 from 8am- 4pm. He mentioned the flyers that had been mailed and



placed around town. He challenged & encouraged Council and anyone that could to participate in this event.

- Chuck also read a letter from Michael Barnes asking if Council had given any consideration to the thought of declaring June 19<sup>th</sup> as a holiday. It is too late to do this for 2021, but it could be discussed for 2022.
- It was mentioned that there are several roads that need work done to them, because of damage and holes. Due to this issue, it was suggested to complete paving on as many roads as possible. Chuck said that this has already been discussed and it is being reviewed.

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

**SEE THE FOLLOWING PAGE**

## **2021-22 GOALS FOR TOWN COUNCIL**

1. Recognize the businesses that kept us afloat during the pandemic.  
Businesses: Hometown Heroes
2. Expand RADAR Transit Bus services- letter was written for this request on 3/22/2021.
  - 2A. Provide bikes in the existing bike racks for individuals to rent.
  - 2B. Benches at RADAR pickup points.
3. Upgrades to all parks (new swings, install a few grills (ordered), 2-3 picnic tables, painting, plant trees & shrubbery)
4. Market Chestnut Property- has been shown twice (2)
5. Another gas station in town. Shell station has been sold as of 4/13/2021
6. Youth Activities & Involvement
  - 6A. Youth recreation (zipline, splash park, trampoline park) – have information on zipline (turnkey estimate received)
7. Fill empty buildings (CFHS bldg., etc.) – CFHS building has been shown three (3) times. Potential business coming to the Pizza Hut building.
8. Mural on the white wall by the cemetery- ask Mr. Hickman for recommendations or suggestions.
9. Apply for another Block Grant (Pine or Rose Streets) – Submitted to RVARC for consideration in 2021-2022.
10. Health and Wellness – Councilman Umstead and Councilman Goings are working on this.

### **13.COUNCIL COMMENTS**

Councilman Umstead: Stated that that was the best explanation that he had ever heard regarding the Dam project. He said that the Town should publicize Ethan Miller's presentation on the Alleghany Journal so everyone can see the work that was done there. He does not was the Dog Park placed at Matthews Park. He asked if there were any updates on the car dealership. Chuck responded that they had applied for the DMV permit to allow 10 cars at a time on the lot. Now, they are waiting on the DMV. Councilman Umstead asked if they had met all the conditions of the Special Use Permit and LeeAnna Tyler, Financial Director, stated that they had. He thinks selling the surplus street signs is a good idea and \$25.00 each is a fair price. He said that this was the first time that he had left a budget meeting feeling that the Town was going in the right direction. He wanted to thank Chuck, LeeAnna and the entire Finance Department for all their hard work.

Councilman Wolfe: He said that he thought things were going well until his computer went down and he was unable to hear anything for about 15 minutes. He has visited the Dam and said that it was an amazing project and looks great. He said that he was taken on a tour and they explained the functions and how everything worked. He stated that this has been a good four (4) months for him on council.

Vice Mayor Irvine: He wanted to thank everyone for listening to the zoom meeting. He wanted to thank all the Town's employees for coming to work everyday and kept things running during this pandemic. He stated that the budget was great and he wanted to thank Chuck & LeeAnna for all their hard work. He congratulated Erin Huffman on purchasing the lot on W. Ridgeway Street. Advised everyone to stay safe.

Mayor Marshall: She mentioned a card that was received from Roy Wright thanking Council for remembering him while he was sick. She thanked all employees for coming into work and keeping the Town going. She has reviewed the copy of the budget and said that it looks good. Thanks to Cathy Williams and the residents of Mount Street & Verge Street for completing the questionnaire, so the Town could qualify for a possible grant.

She mentioned how wonderful it was to honor Alan Hickman on his 103<sup>rd</sup> birthday and how fun it was to have the Easter bonnet parade this year. She was able to volunteer for Meals on Wheels this year and they are needing volunteers for Clifton Forge. If you would like to volunteer, please contact Patrice Jefferson at (540) 962-0465. Reminded everyone about the Clean Up Day on May 24<sup>th</sup>. She said that she did not think there was enough time to consider June 19 as a possible holiday for town employees, but that might be something to review for next year. Told people to stay vigilant and safe with Covid. She stated that she was happy that the pavilion was named after Rev. Matthew Barnette. She congratulated Erin Huffman on the purchase of the W. Ridgeway Street property.

#### **14.CLOSED SESSION**

- **CLOSED SESSION PURSUANT TO SECTION 2.2-3711 REAL ESTATE BASED UPON CODE SECTION A:3.**
- **CLOSED SESSION PURSUANT TO SECTION 2.2-3711 PERSONNEL BASED UPON CODE SECTION A:1**

**Do I have a motion to go into closed session based upon Code Section 2.2-3711 A:3 to discuss real estate issues and Code Section 2.2-3711 A:1 to discuss personnel issues?**

Motion made by: Councilman Umstead  
Seconded by: Councilman Wolfe

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

**TOTAL: 4-0**

**Do I have a Motion to Reconvene in open session and certify the discussion in Closed Session was limited to Real Estate discussion and Personnel discussion?**

Motion made by: Councilman Wolfe  
Seconded by: Councilman Umstead

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

**TOTAL: 4-0**

**COUNCIL TO SELECT A NON-SEATED COUNCIL MEMBER TO THE ROANOKE VALLEY-ALLEGHANY REGIONAL COMMISSION (RVARC)**

**RECOMMENDATION:** select an individual for the RVARC

**Do I have a Motion to nominate Chuck Unroe to the RVARC?**

Motion made by: Councilman Umstead  
Seconded by: Mayor Marshall

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

**TOTAL: 4-0**

**Hearing no further comments, do I have a motion to adjourn the meeting?**

Motion made by: Councilman Umstead  
Seconded by: Vice Mayor Irvine

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

**TOTAL: 4-0**

**ADJOURN MEETING**

April, Report 2021  
Gary Gardner

52 specific places were visited.

Code Violations---There were 11 new violations, 2 letters were sent. 5 Visits,  
3 monitored. 2 Calls were made. 1, Trying to find Contact Number  
6 Resolved. 7 Resolved from last month. 4 Complaints

60 Violations since January 1, 2021  
49 Resolved  
224 Places visited.

1 Trash Violation  
Grass Violations.19, Letters 18

Court ----- 1 Pending—  
1032 Commercial—5/4/2021

127 Vacancies  
358 Rentals  
17 Rentals Vacant

1591 Residential homes  
151 Businesses, some businesses are in home.

2012	2016	2020	2021
1754 Buildings	1741 Buildings	1741 Buildings	1741 Buildings
205 Vacancies	138 Vacancies	127 Vacancies	128 Vacancies
425 Rentals	348 Rentals	358 Rentals	364 Rentals

April, Report 2021  
Gary Gardner



**CLIFTON FORGE  
POLICE DEPARTMENT**

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

**APRIL 2021**

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

1	BREAK & ENTER AT NIGHT- ASSAULT AND BATTER WITH INTENT		
1	DWI- 3 <sup>RD</sup> OFFENSE WITHIN 5 YEARS	2	FORGE WRITING
1	STRANGLE ANOTHER	2	UTTER

**CRIMINAL ARRESTS- MISDEMEANOR**

6	ASSAULT AND BATTER	1	BREATH REFUSAL 2 <sup>ND</sup> OFFENSE
1	DISORDERLY CONDUCT	2	ECO (Emergency Custody Order)
1	EMERGENCY SERVICE CALL-SET ALARM WITHOUT CAUSE	7	EPO (Emergency PROTECTIVE Order)
1	INTERFERE WITH PROPERTY RIGHTS OF ANOTHER		
1	NO TRESPASS/CONTACT ORDER	1	PROSTITUTION
1	STALKING	2	TDO (Temporary Detention Order)

**TRAFFIC ENFORCEMENT**

1	ATV ON PUBLIC ROADWAY	1	DRIVE SUSPENDED
2	EXPIRED STATE TAGS	2	FAIL TO STOP AT STOP
1	NO OPERATOR'S LICENSE	1	NO VALID OPERATOR LICENSE
17	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 April the Police department has initiated Twenty-six (26) criminal investigations. One case was carried over from the previous month. This brings it to a total of Twenty-seven (27) criminal investigations that have been active between April 1, 2021 and April 30, 2021.

### **Criminal cases initiated in April:**

Domestic assault & battery-8	Destruction of property-1
Traffic accident investigation-2	Breaking & entering-3
Disorderly conduct-1	Identity theft-1
Trespassing-1	Stalking-1
D.U.I-1	Assault & battery-1
Misuse of a 911 line-1	strangulation-1
Petit larceny-3	Felony Eluding-1

### **Criminal cases cleared in April:**

Domestic assault & battery-8	Destruction of property-1
------------------------------	---------------------------

Traffic accident investigation-2

Disorderly conduct-1

Trespassing-1

D.U.I-1

Misuse of a 911 line-1

Felony Eluding-1

Breaking & entering-2

Identity theft-1

Stalking-1

Assault & battery-1

strangulation-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 April was 81.4%. Some of these cases, while being cleared, have not generated an arrest yet due to the Commonwealth Attorney holding the charges for Grand Jury Indictment.

## **Cases of interest:**

**\*\*\***

On April 11, 2021 Officer D.J. Creedon responded to the 900 block of Jefferson Ave. for a report of a breaking and entering. Upon arrival he spoke with the complainant who stated that a male individual had kicked in her door and assaulted her before fleeing the area. Officer Creedon then left the scene looking for the suspect. The suspect was later located on the 1400 block of Camden St. and was taken into custody by Officer Creedon without incident before being transported to CFPD for further processing.

**\*\*\***

On April 17, 2021 Sergeant C.W. Broughman received a call about a reckless driver coming towards Clifton Forge on RT. 220. Sergeant Broughman located the vehicle and conducted a traffic stop on the vehicle to check the driver's well-being. During the course of the stop Sergeant Broughman noticed a strong odor of alcohol coming from the driver of the vehicle. The driver was then put through a series of field sobriety tests in which he showed multiple signs of intoxication. The driver was then taken into custody for driving under the influence of alcohol and transported to CFPD for further processing without incident.

**\*\*\***

On April 30, 2021 Officer D.A Murillo was on routine patrol when he attempted to stop a vehicle for a traffic infraction. After attempting

to conduct a stop, the vehicle fled at a high rate of speed. Officer Murillo pursued the vehicle through Clifton Forge and into a neighboring jurisdiction until the driver of the vehicle left his vehicle and fled on foot. A Virginia State Police K9 unit was then contacted and further pursued the suspect until he crossed the Jackson river. Officer Murillo later obtained an identification on the suspect and obtained multiple warrants for his arrest.

**Chief's Comments:**

	APR. '20	20 YTD	APR. '21	21 YTD
<b>ADULT CRIMINAL ARRESTS</b>	*****	*****	*****	*****
FELONY	5	15	7	31
MISDEMEANOR	16	71	24	75
<b>JUVENILE CRIMINAL ARRESTS</b>	*****	*****	*****	*****
FELONY	0	0	0	10
MISDEMEANOR	0	1	0	0
TRAFFIC SUMMONS ISSUED	13	240	25	137
PARKING VIOLATIONS	0	61	0	8
COMPLAINTS RESPONDED TO	261	1,311	276	1,148
PUBLIC WORKS COMPLAINTS	4	5	5	22
CITIZENS/BUSINES REQUEST-CHECKLIST	2,077	6,144	1,607	6,313
BURGULAR ALARMS PROCESED	7	17	4	13
ACCIDENT INVESTIGATED	2	11	0	0
REQUEST TO UNLOCKED MOTOR VEHICLES	7	28	9	28
REQUEST TO UNLOCK HOMES/BUSINESSES	0	0	0	0
ESCORTS PROVIDED	4	18	6	20
COURT DOCUMENTS PROCESSED	25	96	45	151
UNSECURED PROPERTY	0	15	4	22
MILES TRAVELED BY DEPARTMENT	4,653	22,729	5,333	20,023
<b>TRANSPORTS</b>	*****	*****	*****	*****
<b>TO REGIONAL JAIL</b>	*****	*****	*****	*****
NUMBER OF TRANSPORTS	3	10	5	25
TOTAL MILEAGE	63	181	119	581
MAN-HOURS	1 HR 34 MINS	6 HRS 22 MINS	4 HRS 3 MINS	24 HRS 23 MINS
<b>TO MENTAL FACILITY</b>	*****	*****	*****	*****
NUMBER OF TRANSPORTS	0	5	5	14
TOTAL MILEAGE	0	405	394	1,789
MAN-HOURS	0	18 HRS 17 MINS	17 HRS 42 MINS	41 HRS 45 MINS
<b>ANIMAL CONTROL</b>	*****	*****	*****	*****
COMPLAINTS RESPONDED TO	13	97	34	99
ANIMALS PLACED IN SHELTER	2	15	6	28
DOGS	2	13	5	22
CATS	0	2	1	6
SUMMONS ISSUED	0	1	0	0
ANIMAL BITES INVESTIGATED	0	1	1	2
<b>ANIMALS RETURNED TO OWNER</b>	2	5	1	7
DOGS	2	5	1	7
CATS	0	0	0	0
OTHER	0	0	0	0
<b>ANIMALS RETURNED TO THE WILD</b>	0	1	0	0

April 2021

Public Works Department

Monthly Report

April Showers Bring May Flowers!

We are ending the month of April on a bright note! Thanks to Erin Huffman (The Flower Center) for taking the lead on our flower baskets, and Millmont Greenhouse for preparing them! Public Works Department also ordered new shrubs and plants for the cemeteries, if you have not had a chance you need to go out and look at how well the cemeteries are looking.

Signs have been installed at Booker T Washington Park and we completed some much-needed work on Hazel Run Trail.

H & M Electric came in and wired and set the Lamp Post that has been down on the West end of town, and while they were here they repaired the light at the Veterans Park.

The Drainage issue has been resolved at Ingalls & Chestnut. AC Conner General Contractor came in and install a new drainage pipe. This project has been completed.

Heavy rains hit us at the first of the month which keep our crew busy cleaning culverts and ditch lines throughout town.

We had a drainage issue east of ANC Auto on Main Street, we found, and Storm drain that had been filled in for several years, we opened it up and now the water has somewhere to go.

Little League Baseball has started, and we have been busy preparing the fields.

Mowing season has begun and it looks like it will be a busy one.

We hired three (3) seasonal workers to help with the mowing of cemeteries and parks. Truth be told we could use another.

Selling of the old street signs has been pretty good.

The Town's dump truck was rented out for the weekend 4 times this month. Now that residents know that we offer the option along with the bulk & brush pickup weekly.

We have started investigating the dip in the road on Route 60 and there seems to be a sink hole there. We have filled the area with rock & stone, and we are monitoring it closely.

We repaired two (2) water leaks and four (4) sewer backups.

There were four (4) burials.

Sorry there are no pictures this month, due to new phones I was tech challenged on getting them downloaded from the phone.



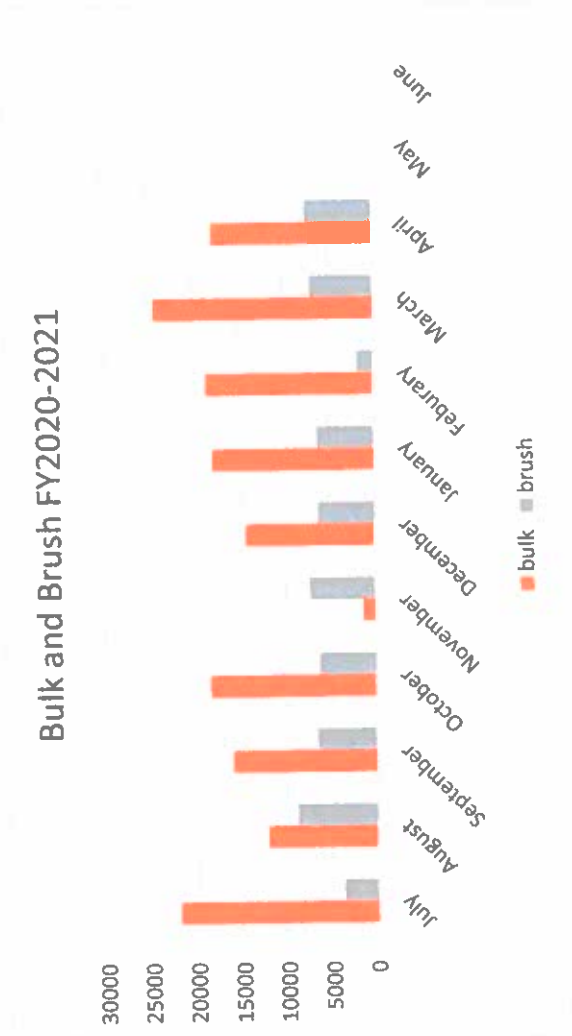
# MONTHLY REPORT

Apr-21

DEPARTMENT	WEEK	OT HOURS	MEN	COMMENTS
CEMETERY	4/1/2021	0	0	
	4/5/2021	0.5	1	clean up in CHC
	4/12/2021	0	0	
	4/19/2021	0	0	
	4/26/2021	0	0	
	<b>Total</b>	<b>0.5</b>	<b>1</b>	
SEWER I & I	4/1/2021	0	0	
	4/5/2021	6.5	7	replace sewer line 904 McCormick(1man@.5)
	4/12/2021	3	1	1013 Venus sewer back up( 3men@2hrs) 600 Douglas sewer backup(2men@2hrs)
	4/19/2021	0	0	50 Pinesewer backp(2men@2hrs) Sewer line replacement %0 W Pine(3men@1hr)
	4/26/2021	0	0	
	<b>Total</b>	<b>9.5</b>	<b>8</b>	
WATER	4/1/2021	0	0	
	4/5/2021	4	5	Water on at 630 Commercial(1man@2hrs) Water line replacement 836 Gardiner( 5hr@1man)
	4/12/2021	0.5	1	Water leak Verge St(3men@1.5hrs)water leak Commercial Ave (1man@.5hrs)
	4/19/2021	0	0	817 Rose water cut off leak(2hrs@1man)
	4/26/2021	2	1	
	<b>Total</b>	<b>6.5</b>	<b>6</b>	
BLDGS/GRDS	4/1/2021	0	0	
	4/5/2021	0	0	
	4/12/2021	0	0	
	4/19/2021	2.5	2	Admin new phones(1man@2hrs) Washington park sign instal(1man@.5)
	4/26/2021	0	0	
	<b>Total</b>	<b>2.5</b>	<b>2</b>	
STREETS	4/1/2021	0	0	
	4/5/2021	7.5	3	Finished up drainsystem at Ingalls & Chesnut(1man@3.5hrs) Culvert overflow(1man@2hrs)
	4/12/2021	0	0	Repalce M/O Covers(1man@2hrs)
	4/19/2021	0	0	Road Route 60(3men@.5)
	4/26/2021	6.5	5	Tree removal(2men @ 4 hrs) Sink hole Alleghany (2men@2hrs)
	<b>Total</b>	<b>14</b>	<b>8</b>	
	<b>Grand Total</b>	<b>33</b>	<b>19</b>	

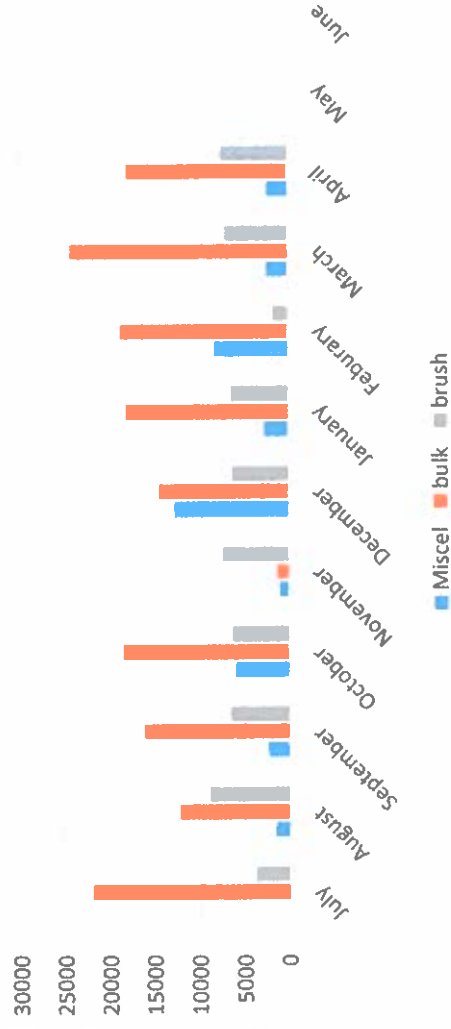
Total of OT hours for the month

Apr-21	Date	Trip	Weight	Type	Comments
	5-Apr	1	480	Misc	dump truck rental
	12-Apr	1	1300	Misc	dump truck rental
	13-Apr	1	460	Misc	Food Pantry
	19-Apr	1	940	Misc	dump truck rental
	26-Apr	1	700	Misc	dump truck rental
	27-Apr	1	160	Misc	Food Pantry
Subtotal		3	2240		
	6-Apr	4	4720	Bulk	
	13-Apr	3	3500	Bulk	
	20-Apr	3	2880	Bulk	
	27-Apr	5	6720	Bulk	
Subtotal		15	17820		
	1-Apr	2	1140	Brush	
	8-Apr	3	3180	Brush	
	22-Apr	4	1980	Brush	
	29-Apr	1	1120	Brush	
Subtotal		10	7420		
Gran Total		28	27480		

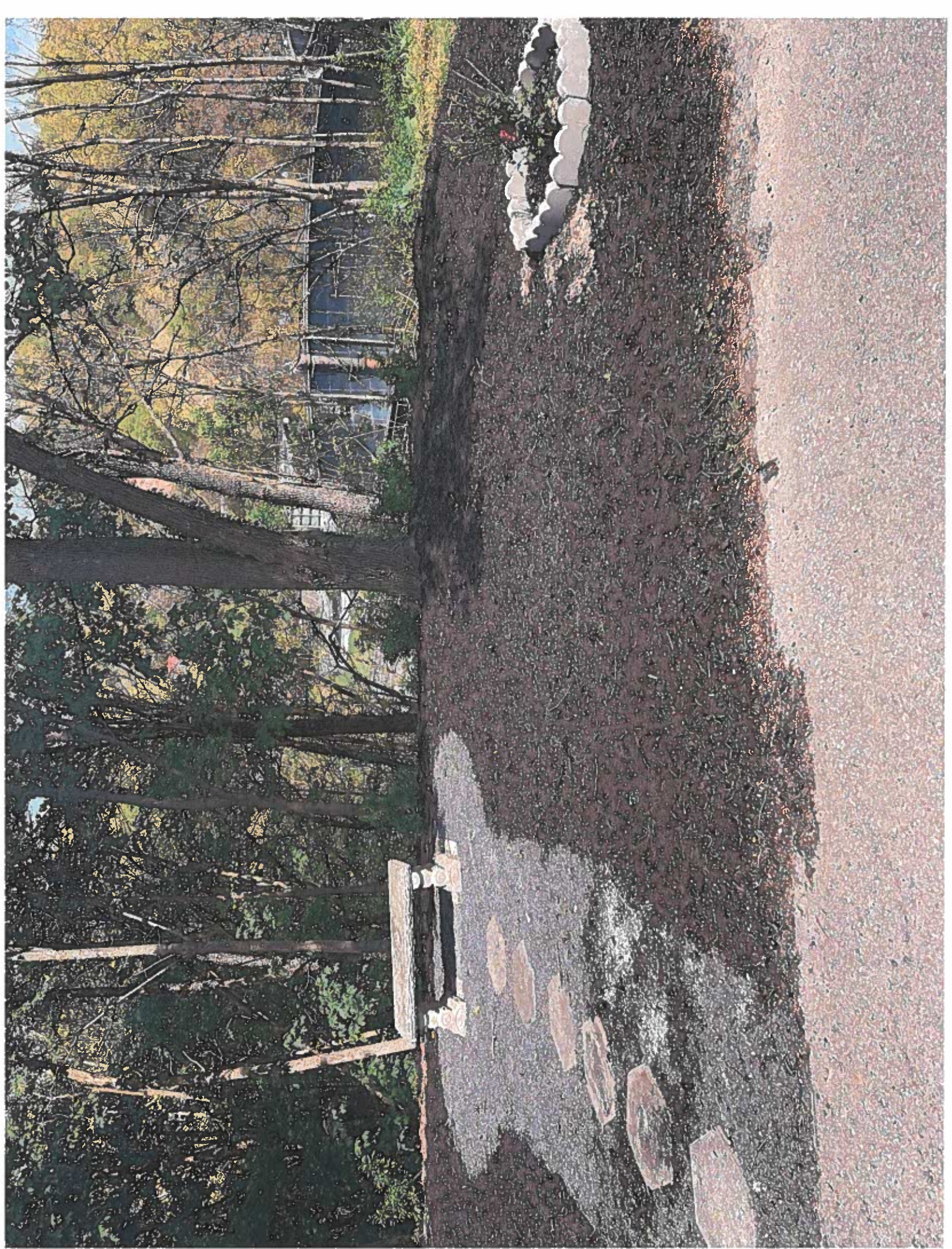


	July	August	September	October	November	December	January	February	March	April	May
Miscel	0	1520	2320	5960	960	12640	2580	8200	2300	2240	
bulk	21985	12120	16060	18328	1320	14326	18000	18600	24320	17820	
brush	3720	8860	6500	6260	7220	6280	6260	1700	6880	7420	

Bulk Brush and Miscellaneous













"The happiest people are those who do the most for others. The most miserable are those who do the least."

If you want to lift yourself up, lift someone else."

Booker T. Washington

## FROM SLAVERY



Booker T. Washington, 1856-1915, was born a slave in Franklin County, Virginia and was freed at the age of nine years old by Emancipation Proclamation at the end of the Civil War.





"I have begun everything with the idea that I could succeed, and I never had much patience with the multitudes of people who are always ready to explain why one cannot succeed."

"I have learned that success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome while trying to succeed."

## Booker T. Washington UP FROM SLAVERY



UP FROM SLAVERY was written by Booker T. Washington in 1901 and became a best seller. It was included in the Modern Library's list of 100 best books to read in the 20th century.





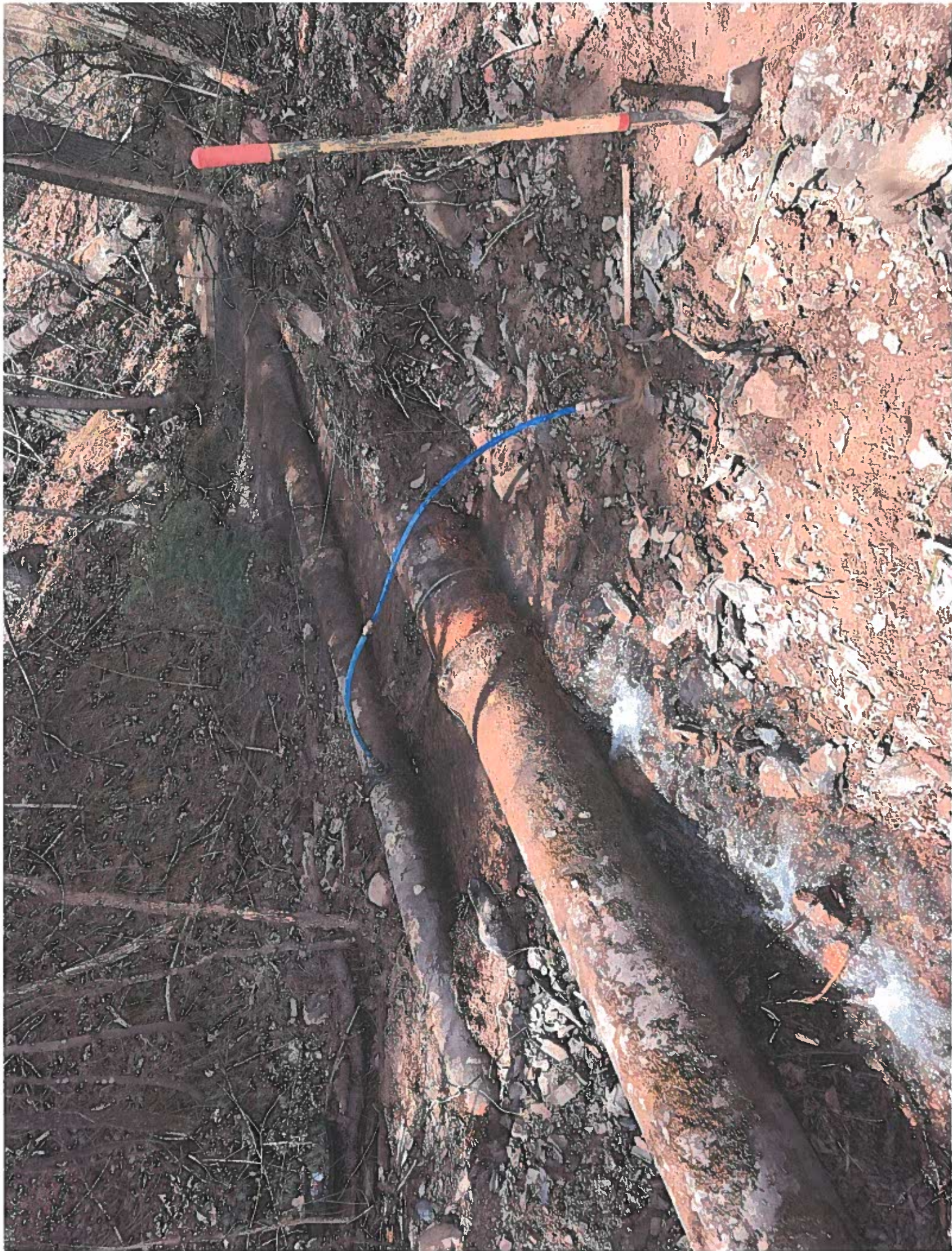




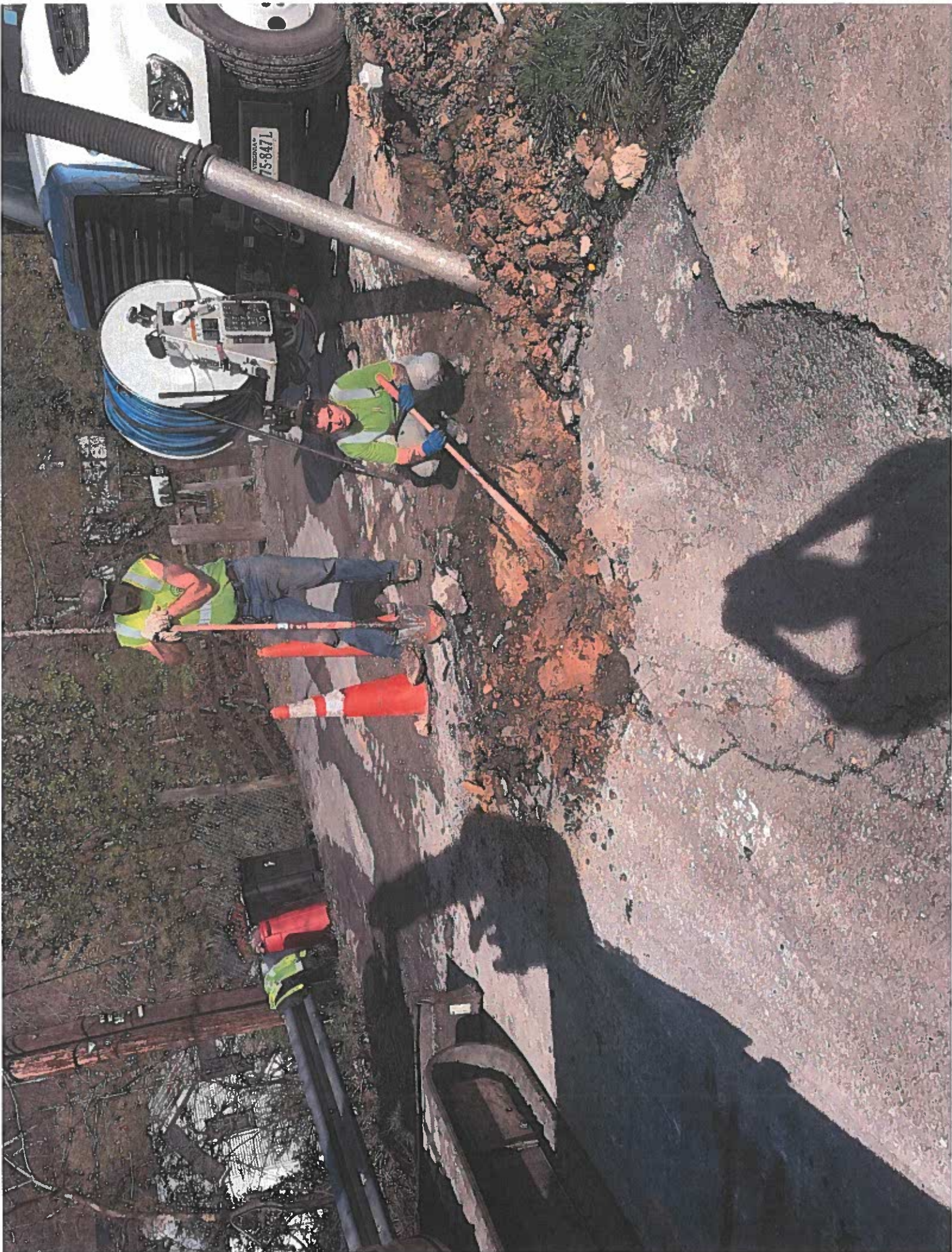








































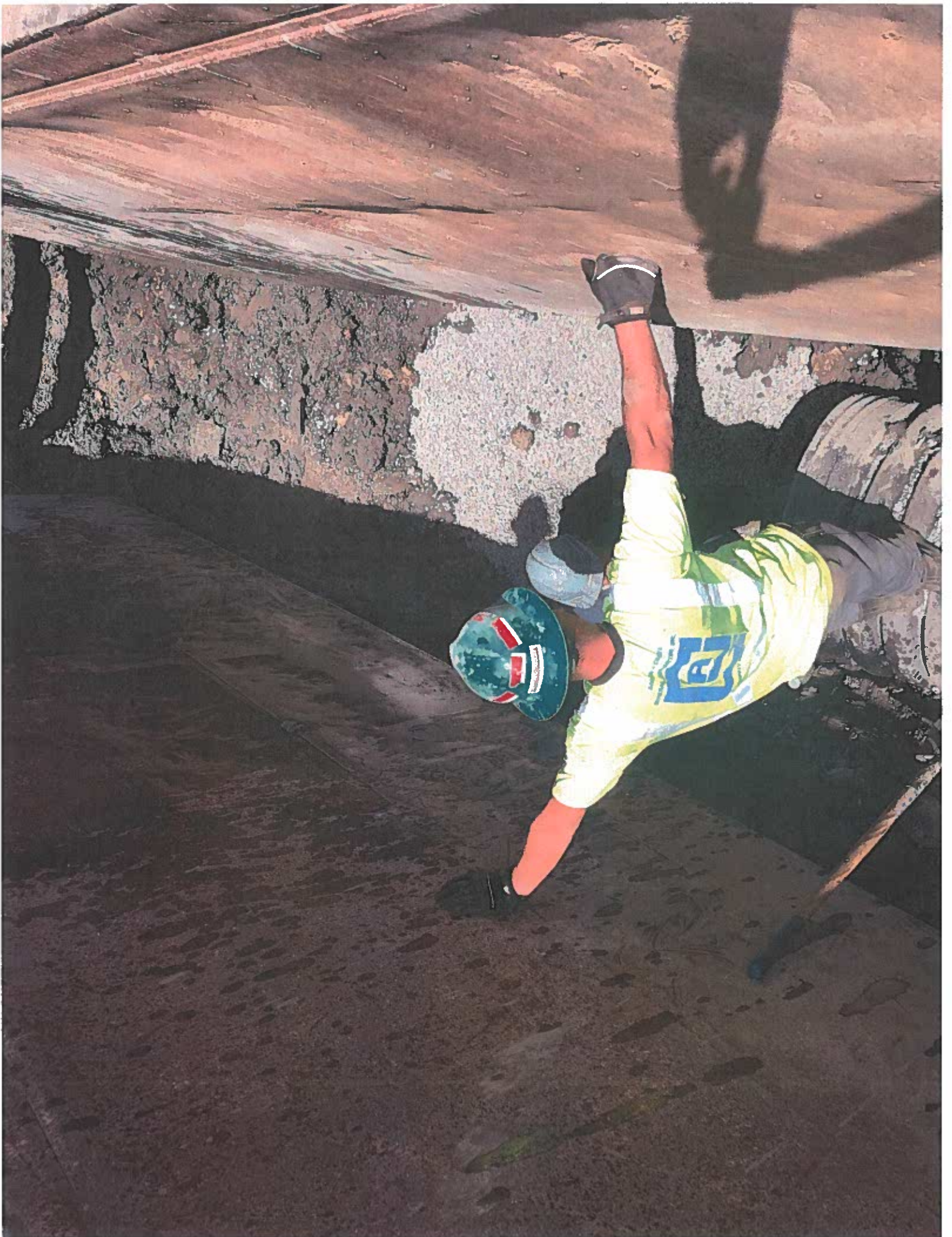












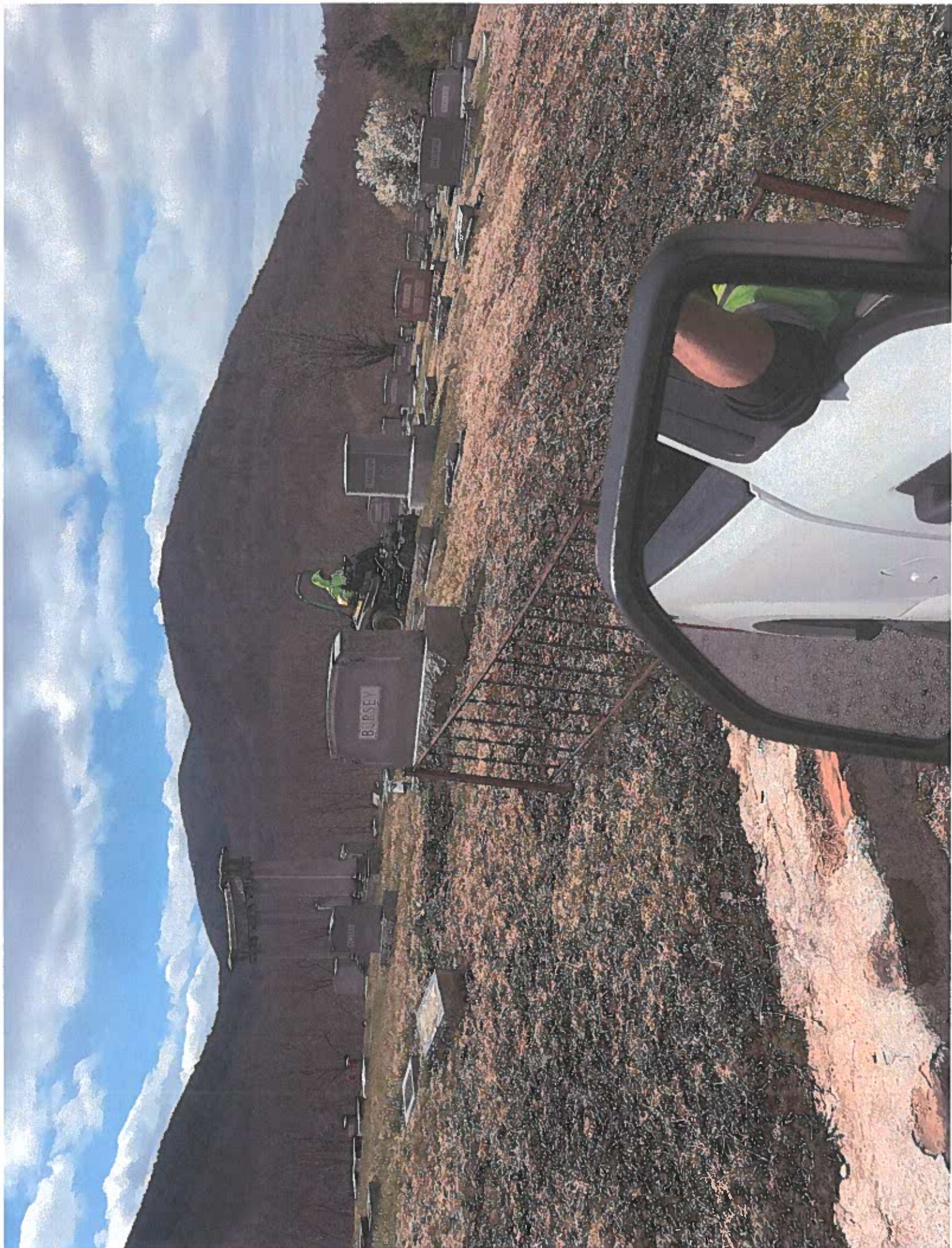
















## Clifton Forge Public Library

### Director's Report

March 2021

The library returned to access by appointment during the month of March. Curbside service remained available for those patrons still uncomfortable with in person interaction. Library staff remained available from 8:30 AM to 5:00 PM Monday through Friday to assist patrons by phone and to provide curbside service. Patrons were able to schedule 45 minute per session computer access. Patrons were able to schedule the use of three computers. They were able to check out books and DVD's in person or through curbside. Patrons were also able to have copies, faxes, and scans done in person or via curbside. The Library director and staff remained busy even with the limited public access to the building. The curbside service had 48 patrons utilize it. The number of patrons checking out material remained lower than normal but e-book usage remained higher than usual with 267 patrons checking out e-books. Returned materials continued to be placed in a quarantining and cleaning protocol for a 24 hour period. In addition to serving patrons, staff continued several much needed projects. Staff members continued working on completing backlogged book cataloging and weeding old items that had not been checked out for a lengthy period of time or were in bad condition. Staff members also continued an extensive updating of library series binders. This updating process has allowed the library staff to identify errors in the holdings, identify items that needed to be weeded from the collection and help identify items that needed cataloging updates. The Library Board met in March. However, the Friends of the Library decided to reschedule their next meeting to a Zoom meeting in April.



FY 2021	Jul-20	August	September	October	November	December	January	February	March	April	May	June	CM FY 21
Donations	\$50.00	\$100.00	\$0.00	\$35.00	\$0.00	\$700.00	\$0.00	\$0.00	\$75.00				\$960.00
Book Sales	\$0.00	\$0.00	\$5.00	\$4.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$9.00
Fax Charges	\$65.00	\$118.50	\$93.50	\$106.50	\$72.00	\$85.00	\$70.00	\$91.00	\$150.00				\$851.50
Fines	\$31.70	\$35.55	\$55.10	\$29.05	\$52.55	\$83.20	\$30.80	\$25.90	\$65.50				\$409.35
Replace books	\$0.00	\$2.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.25				\$9.95
Replace card	\$0.00	\$0.00	\$8.00	\$4.00	\$2.00	\$6.00	\$6.00	\$2.00	\$4.00				\$32.00
Non-Resident	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Print-outs	\$51.50	\$71.25	\$75.00	\$130.95	\$85.00	\$80.00	\$72.00	\$82.50	\$173.70				\$821.90
Total	\$198.20	\$328.00	\$236.60	\$309.50	\$211.55	\$954.00	\$178.80	\$201.40	\$475.45				\$3,093.50
FY 2020	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 20
Donations	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$850.00	\$1,200.00	\$20.00	\$0.00	\$0.00	\$0.00	\$2,570.00
Book Sales	\$20.00	\$29.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69.00
Fax Charges	\$155.00	\$169.00	\$135.00	\$150.00	\$162.00	\$160.00	\$155.00	\$140.50	\$65.00	\$25.00	\$35.00	\$50.00	\$1,401.50
Fines	\$160.80	\$132.10	\$199.20	\$146.57	\$135.00	\$192.00	\$173.00	\$149.40	\$98.65	\$11.00	\$16.00	\$10.30	\$1,424.02
Replace Card	\$2.00	\$16.00	\$10.00	\$22.00	\$4.00	\$8.00	\$8.00	\$14.00	\$6.00	\$2.00	\$0.00	\$2.00	\$94.00
Lost Books	\$15.55	\$0.00	\$0.00	\$5.25	\$18.00	\$20.00	\$0.00	\$23.00	\$50.90	\$0.00	\$0.00	\$0.00	\$132.70
Non-Resident	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print-outs	\$93.50	\$102.50	\$91.00	\$97.50	\$104.25	\$92.00	\$94.30	\$93.00	\$45.50	\$7.00	\$12.00	\$13.00	\$845.55
Total	\$446.85	\$448.60	\$435.20	\$941.32	\$423.25	\$472.00	\$1,330.30	\$1,619.90	\$292.05	\$45.00	\$63.00	\$75.30	\$6,592.77

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

FY 2021	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 21
CF Adult	420	428	635	560	502	496	441	427	528				4437
CF Juvenile	70	81	108	3	41	40	9	6	60				418
Allegh. Adult	492	303	330	323	236	347	208	251	229				2719
Allegh. Juv.	1	14	4	2	0	1	0	1	1				24
NR Adult	23	33	23	22	12	16	17	16	21				183
NR Juvenile	1	0	0	18	5	26	9	5	9				73
# ITEMS Out	1007	859	1100	928	796	926	684	706	848				7854
FY 2020	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 20
CF Adult	1427	1426	1438	1460	1288	1375	1348	1125	844	420	405	454	13010
CF Child	338	281	254	213	217	146	167	207	91	15	17	33	1979
Allegh. Adult	950	999	968	970	790	884	845	943	442	173	175	292	8431
Allegh. Juv.	72	78	85	96	70	48	40	25	12	7	5	1	539
NR Adult	73	91	101	120	58	51	56	77	56	6	3	14	706
NR Juv.	3	15	13	11	15	33	36	53	8	4	1	1	193
# Items Out	2863	2890	2859	2870	2438	2537	2492	2435	1453	635	606	795	24873

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

FY 2021	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 21
CF Adult	72	80	77	90	86	76	67	66	81				695
CF Juvenile	7	9	13	3	6	6	3	2	5				54
Allegh. Adult	43	48	42	48	35	38	32	35	37				358
Allegh. Juv.	1	2	2	2	0	1	0	1	1				10
NR Adult	5	9	8	8	3	6	5	5	6				55
NR Juvenile	1	0	0	1	1	2	1	1	1				8
Total Patrons	129	147	142	152	131	129	108	110	131				1179
FY 2020	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 20
CF Adult	183	179	182	176	166	192	203	172	131	56	50	64	1754
CF Juvenile	41	37	34	25	24	23	21	24	21	5	5	4	264
Allegh. Adult	104	117	102	119	110	102	88	98	66	20	23	31	980
Allegh. Juv.	9	16	7	9	8	12	11	9	4	2	3	1	91
NR Adult	18	25	24	12	17	26	15	16	12	2	1	3	171
NR Juv.	1	3	2	3	3	5	5	2	2	1	1	1	29
Total Patrons	355	376	351	346	317	362	343	319	235	85	83	104	3276

**Borrower counts, circulation trans.**

FY 2021	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 21
Borrowers	129	147	142	152	131	129	108	110	131				1179
New Register	8	4	10	8	8	7	1	5	6				57
Transactions	1729	1706	1861	1743	1527	1683	1377	1433	1471				14530
Wifi	60	72	63	59	51	60	67	65	76				573
W/drawn bks	1340	611	144	254	387	361	325	246	174				3842
PAC Logins	19	34	13	27	19	31	29	35	16				223
W/D Patrons	0	7	5	0	1	0	0	10	1				24
Computer Use	63	98	106	129	197	117	90	86	87				973
E-book Circ.	167	172	168	165	224	197	244	200	267				1804
FY 2020	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 20
Borrowers	355	376	351	346	317	362	343	319	235	85	83	104	3276
New Register	15	26	16	21	13	12	19	16	12	0	1	2	153
Transactions	5127	5149	5115	5026	4650	4201	4562	4453	3071	1378	1295	1534	45561
WiFi	61	57	50	51	53	58	63	73	35	25	37	52	615
Withdrawn It	6	9	18	26	12	41	38	12	27	3	345	950	1487
PAC Logins	47	57	50	41	46	38	48	30	48	18	12	11	446
W/D Patrons	20	18	5	19	2	5	4	2	1	0	0	0	76
Computer Use	427	409	401	393	401	367	411	385	174	0	0	26	3394
E-book Circ.	161	158	163	153	158	160	163	165	117	161	170	181	1910
<b>NEW TITLES ADDED</b>													
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	CUM 20/21
FY 2021	25	123	232	257	146	172	95	94	130				
FY 2020	199	156	164	161	157	97	157	198	211	244	117	28	1889
<b>MICHAEL ARMSTRONG COMMUNITY MEETING ROOM ATTENDANCE</b>													
FY 2021	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum FY 21
	60	73	45	25	3	0	0	12	20				
FY 2020	325	223	194	264	211	141	256	167	78	0	0	0	1859

**Clifton Forge Water Plant**  
**Monthly Operations Report**  
**5.3.21**

**Tony Kimberlin, Plant Manager**

The Virginia Health Department conducted their annual sanitary inspection on April 8, 2021. Very extensive inspection as they covered the complete process from raw water intake to finish water to all the storage tanks in the system. A few minor suggestions were made by the inspectors but nothing major.

We conducted our semi annual cleaning of our sedimentation basins on April 23<sup>rd</sup> thru the 25<sup>th</sup>. G. C. Kimberlin and Sons did the cleaning of the pond and did an excellent job.

The Walter Plant road was repaved the week of April 26<sup>th</sup>. It is now back to the quality of road as it was before the construction on the dam started in early 2020.

With all the warm weather and grass growing like wild, its time to get in our grass mowing routine. Its a lot of work but the guys here do a great job keeping the grounds looking nice.

Finally, we will be having an open house at the water plant and we invite everyone up to take a look at the improvements at the dam. The open house will be May 22<sup>nd</sup> from 1pm to 3pm.

Have a blessed month and we hope to see you on the 22<sup>nd</sup>.



# Clifton Forge Fire Incidents April 2021

Date	Incident Number	Call Type		Location of Call		Total Members			Apparatus				Incident Address
		EMS	Fire Type	Town	County	Career	Volunteers	Unit 20	Engine 2	Engine 24	Ladder 2	Utility 21	
04/00/00	0000-000000												
04/01/21	2021173	UTI		1		1				1			800 W Ridgeway St
04/01/21	2021174	Unresponsive		1		1				1			1710 Main St
04/01/21	2021175	Low BP		1		1				1			821 Lou Ave
04/02/21	2021176	Fail		1		1	1			1			909 Church St
04/02/21	2021177	Med Alarm		1		1	1			1			1710 Main St
04/02/21	2021178		Structure	1		1	13		1		1		1700 Main St
04/02/21	2021179	Fail		1		1				1			1606 Oak Hill Ave
04/05/21	2021180		Smoke in elevator	1		1	5		1				800 W Ridgeway St
04/05/21	2021181	Fail		1		1				1			824 Jefferson Ave
04/05/21	2021182		Smoke Report		1	1	8		1	1			1-64 Mile 28
04/09/21	2021183	Fever, Temp.		1		1				1			78 Alleghany St
04/09/21	2021184		Pump Basement	1		1		1					620 Douglas St
04/09/21	5021185	Leg Injury		1		1	1			1			1009 Girard Ave.
04/09/21	2021186	DIB		1		1	1			1			615 Main St
04/10/21	2021187	Chest Pain		1		1	1			1			400 Block Keswick St
04/10/21	2021188	Stomach Pain		1		1	1			1			617 Church St
04/11/21	2021189	Urinary		1		1	1			1			517 Verge St
04/12/21	2021190	Nose Bleed		1		1				1			1120 Hamilton Ave
04/12/21	2021191	Head Injury		1		1	1			1			1700 Main St
04/13/21	2021192	Illness		1		1				1			1725 Main St
04/16/21	2021193	DIB		1		1				1			1618 Main St
04/17/21	2021194	Fail		1		1				1			1700 Main St
04/17/21	2021195	Lift Ast.		1		1	4		1				514 McCormick Blvd.
04/17/21	2021196	L-Z			1	1	12	1	1	1			Sharon School
04/18/21	2021197	Fail		1		1				1			425 Verge St
04/18/21	2021198		Lift Ast.	1		1	2	1					402 Church St
04/18/21	2021199	Dehydration		1		1	2			1			1402 Wilmont St
04/18/21	2021200	Chest Pain		1		1	2			1			1606 Oakhill Ave
04/18/21	2021201	Fail		1		1	3			1			1606 Oakhill Ave
04/19/21	2021202	Knee Injury		1		1				1			1606 Oak Hill Ave
04/20/21	2021203	Fail		1		1				1			115 1st St
04/20/21	2021204	Laceration		1		1				1			120 7th St
04/20/21	2021205	DIB		1		1				1			1606 Oak Hill Ave
04/21/21	2021206	Fail		1		1				1			800 W Ridgeway St
04/21/21	2021207	Dizziness		1		1				1			1133 Commercial Ave
04/22/21	2021208	DIB		1		1				1			MI 20, Int 64
04/22/21	2021209	Brush Fire			1	1	6			1			319 3rd St
04/25/21	2021210	Abd Pain		1		1				1			800 W Ridgeway St
04/25/21	2021211	Poss Covid		1		1				1			1037 Venus St
04/25/21	2021212	Assault		1		1	2			1			1607 Cherry St
04/25/21	2021213	Illness		1		1	1			1			309 W Ridgeway St
04/26/21	2021214	Grill Fire		1		1	3		1				1903 Oakwood St
04/26/21	2021215	Lift Ast.		1		1	1			1			502 Rose Ave
04/27/21	2021216	Fail		1		1				1			





MAY 05 2021

Chuck Unroe  
Town Manager  
PO Box 69  
Clifton Forge VA 24422

May 5, 2021

Dear Mr. Unroe,

Clifton Forge Main Street would like to request permission for the Downtown Market to be held on Thursdays from 3:30pm to 6:30pm beginning on June 3<sup>rd</sup> and ending September 10<sup>th</sup>. We would like to hold an additional market on Sunday, July 4<sup>th</sup> in front of the Historic Masonic Theatre from 9:30am to 2pm. We would like to continue to use Commercial Street between ACE and Primis Bank as in previous years. We ask that the area be closed off by 2:45pm to allow our vendors ample time to set up.

Sincerely,

Lisa Jonas  
Office Manager  
Clifton Forge Main Street  
862-2000



rvarc.org

Roanoke Valley-Alleghany

**REGIONAL**  
**commission**

313 Luck Avenue, SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F: 540.343.4416 | rvarc@rvarc.org

APR 19 2021

April 16, 2021

Ms. Kawahna Persinger  
Deputy Clerk, Clifton Forge Town Council  
P.O. Box 631  
Clifton Forge, Virginia 24422

Dear Ms. Persinger:

According to our record of appointments, the term of The Honorable Pam Marshall, elected representative of the Town of Clifton Forge on the Roanoke Valley-Alleghany Regional Commission, expires June 30, 2021. The Regional Commission Bylaws state that all appointments are for three-year terms. Ms. Marshall is, of course, eligible for reappointment.

Please notify the Commission of the Town's official action in filling this upcoming vacancy on the Commission. Thank you.

Yours truly,

A handwritten signature in black ink that reads "Wayne Strickland".

Wayne Strickland  
Secretary to the Commission

WS:vsm