

DAMASCUS TOWN COUNCIL
Minutes for May 1, 2023
7:00pm Regular Called Council Meeting

Council Members Present: Susan Coleman, Charles Fields, Tom Hayes, Beaty Jackson, Jesse Kokotek, and Jack McCrady

Absent: None

Also Present: Katie Lamb, Mayor Gavin Blevins, Town Manager
 Tuesday Pope, Town Clerk Trent Crewe, Legal Counsel
 Kermit Turner, Police Chief Shawna Cook, Town Treasurer

7:00pm: Mayor Lamb called the meeting to order and led the Pledge of Allegiance; Ms. Coleman gave the invocation.

Mayor Lamb asked for approval of the April 3, 2023, Regular Called Council Meeting Minutes as presented.

- Mr. McCrady made a motion to approve the April 3rd Minutes as presented. Mr. Kokotek 2nd the motion, which passed (6-0).

Mayor Lamb asked for approval of the April 25, 2023, Special Called Council Meeting Minutes as presented.

- Ms. Coleman made a motion to approve the April 25th Minutes as presented. Mr. Kokotek 2nd the motion, which passed (6-0).

Mayor Lamb asked for approval of the agenda, with one addition; to add 2023-24 VAcop Property and Liability Insurance Renewal under 'New Business'.

- Mr. McCrady made a motion to approve the agenda, with one addition as requested. Mr. Kokotek 2nd the motion, which passed (6-0).

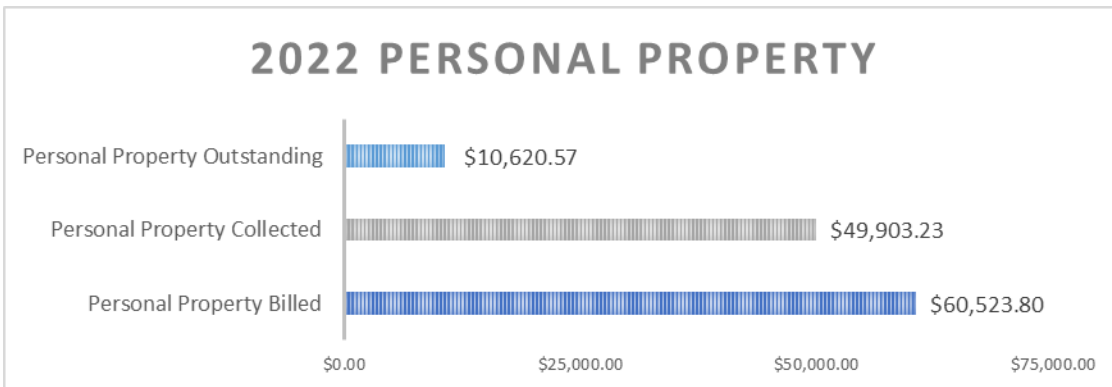
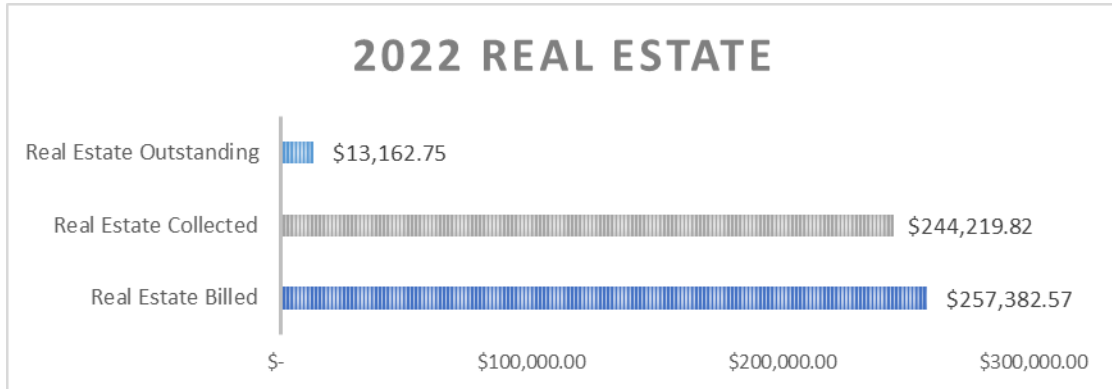
2021-22 Fiscal Year Audit Report, Owens CPA & Associates – *move to June meeting*

Committee Reports

Budget, Finance, and Administration:

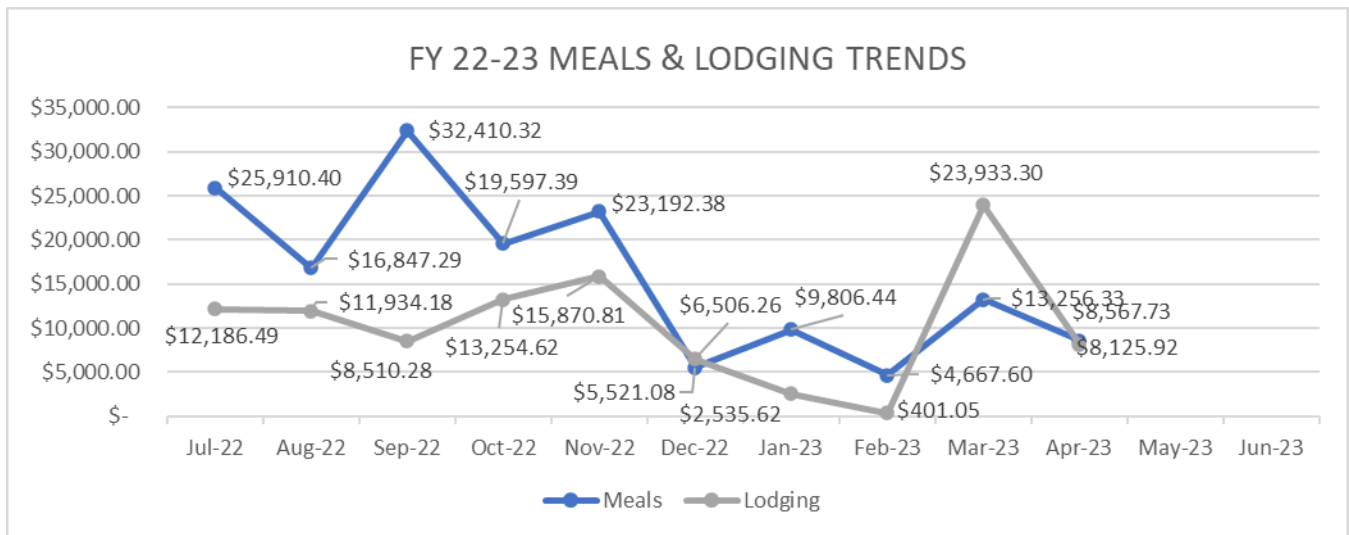
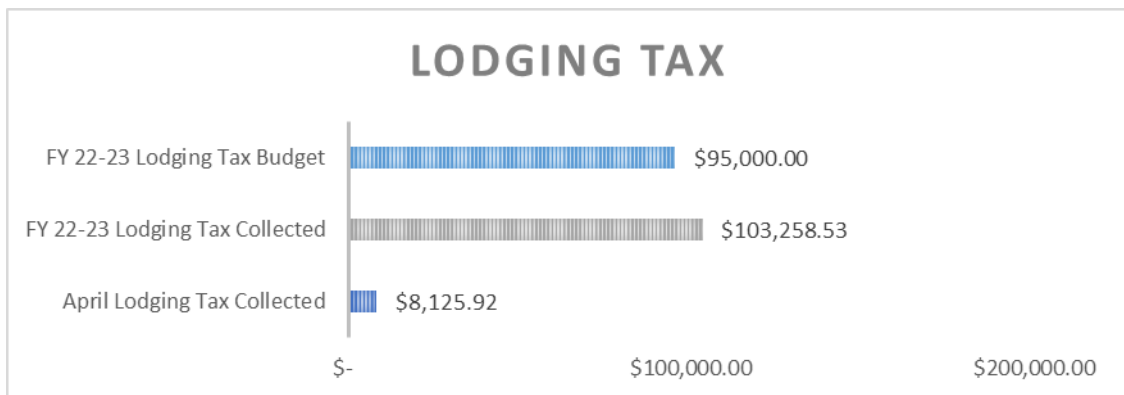
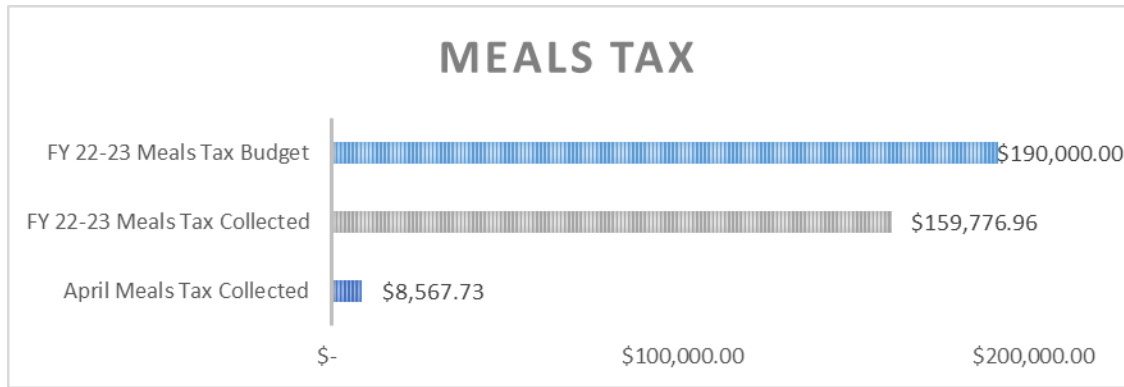
Town Treasurer, Shawna Cook, submitted the following report for the previous month:

Real Estate & Personal Property Taxes: The collection rate for 2022 Real Estate taxes is at 94.89% and the collection rate for 2022 Personal Property is at 82.45%.



<i>Town of Damascus Virginia Investment Pool (VIP)</i>	<i>Account Balance</i>	<i>FYTD Income</i>	<i>Inception Date</i>
RESERVE FUND	\$55,656.72	\$1,643.35	08/11/2017
EARMARK POLICE VEHICLE	\$15,748.78	\$465.03	04/04/2018
SEWER FUND CD	\$27,055.53	\$798.91	11/26/2018
ANTHEM RECOVERY	\$45,218.07	\$1,335.16	12/21/2018
ADDITIONAL WORKING CAPITAL	\$1,769.74	\$52.30	08/08/2019
TRAIL DAYS RESERVE	\$7,672.78	\$226.55	05/14/2020
TOD ARPA 2021	\$661,248.23	\$21,589.69	06/29/2021
VIP Stable NAV Liquidity Pool	\$814,369.85	\$26,110.99	

Meals & Lodging Tax: We collected \$8567.73 in Meals Tax and \$8125.92 in Lodging Taxes for April 2023.



Announcements:

- Due to issues with software and conversions, there was a Council poll to extend the 2023 1st half Real Estate tax deadline to June 20, 2023.
- Payment Services Network (PSN) will not be able to interface with our current software. The only solution left would be non-integrated, which seems no different than the service we already have.
- NCIP Flood Insurance Coverage is up for renewal. In 2022, the premium was \$7202.39. This year, the bill is \$7891.18; however, this amount may change when an amended quote

comes in to include the Laurel Creek Park facilities. A vote is needed to renew policy for 2023-2024.

- Ms. Coleman made a motion to approve the flood insurance policy renewal for 2023-24. Mr. McCrady 2nd the motion, which passed (6-0).

Streets, Lights and Maintenance:

Mr. McCrady reported we will be bidding out a paving project for Lexington St; the maintenance crew has repaired water leaks and been doing brush pick-up; the Laurel Creek Park bathrooms are completed, thanks to Robbie Kemmerlin; the curb bumpers along Reynolds St. have been removed to provide more parking; and we will soon have a quote for replacing the streetlights on the bridge.

Mayor Lamb questioned why the bike path bumpers along Reynolds St. were removed without prior Council approval.

Mr. McCrady replied that it was mentioned twice before, and Council gave consensus by nodding their heads.

Parks and Recreation:

Ms. Coleman reported on the following:

Request for beautification volunteers; there is a post on the Town FB.

Trail Days Committee has been meeting and folding Tee Shirts. Looking for some Council Members to work Town Tent and possibly gates at Tent City Thursday morning. Have a team working Tent City Gates (3) for the weekend. Festival guides are in and we will get those distributed.

Maintenance has a list of items to get done (while Ralph is out) before and during Trail Days.

New signs for around town and some missing St. signs are in and in the process of being installed.

New maintenance guys are working really well!

Plan to mulch and add low, small evergreen bushes to the Wood Sculpture in LCP so people are not inclined to touch it.

Pool:

In the third week of opening clean up and maintenance tasks at the Damascus Town Pool.

Found two leaks in the hot water line in the water heater room and made the repairs.

Removed the leaves and debris from the deck. Most of the fluorescent light fixtures are working, and we will get maintenance to fix the ones that are not. Also pressure-washed the deck.

Bathroom floors and office floors have been scraped and painted. (had to wait 8-10 days to dry for each room)

New pool cover has been ordered and will be delivered.

Will fill the pool to operating level by next week and have the filtration system operating so that the pool will be in good condition for a technician to service or install a chlorinator. We have on hand enough chlorine to get the water clear.

Showers at the pool will be ready for Trail Days.

Planning Commission:

Nothing at this time.

Police and Fire Advisory:

Mayor Lamb proposed the following Police & Fire Advisory Committee reassignment:

Current:	Tom Hayes - Chair	Proposed:	Tom Hayes - Chair
	Charles Fields		Charles Fields
	Jesse Kokotek		Beaty Jackson

- Mr. McCrady made a motion to approve the proposed committee reassignment. Ms. Coleman 2nd the motion, which passed (5-1, with Mr. Kokotek opposed).

Chief Turner presented the following P.D. activity report for the previous month:

Operations: April 2023, Damascus Officers had 110 calls for service. We have taken 13 investigative reports and made 2 arrests. We had 1 reportable accident.

Arrest are as follows: Drug Violation 1, Warrant Service 2.

Traffic Enforcement Activities: We issued 9 citations along with 16 warnings.

Speeding complaint areas include: None

Special Report: With the open position we had open, Officer James Russell reapplied with us and Officer Russell will be starting back to work with Damascus Police Department on May 5, 2023. I have Officer Russell's swear in paperwork ready and will have that completed this week.

Special Notes: We have been having a bear issue throughout town. Officer Price has had several encounters with the bear at different times and in different locations. I know for sure Officer Price has shot the bear with rubber shot at least 5 times in the past few weeks. Officer Price has encountered this bear near Woods Landing Apt and Spur line St and both times he has been able to shoot this bear with the rubber shot. The bear is not scared of humans and each time Officer Price has been able to walk with in 20 yards of the bear before shooting it and then it turns around and walks away. Officer Price has reported to me that in one location that the bear has been seen the people there had an area with solar lights set up and had placed cornflakes out for the animals to eat. I have been in contact with the Virginia Dept of Game and we have a date scheduled for May 23, 2023 at 5pm for this session. This is open to the public and we encourage everyone to attend that may have questions for them.

Police Vehicles: Nothing new currently.

Auxiliary: Nothing new currently.

Incident Case Status Totals by Offense

Damascus Police Department
(04/01/2023 - 04/30/2023)

Offense:	Active:	Active TOT O/A:	Inactive:	Inactive WOF:	Closed Service:	Closed Except.:	Closed Arrest:	Adult Arrest:	Juvenile Arrest:	Adu./Juv. Arrest:	Unfld.:	Rpted.:	Actual:
100 - Kidnapping	1	0	0	0	0	0	0	0	0	0	0	1	1
18.2-186.3 - Identity Theft	1	0	1	0	0	0	0	0	0	0	0	2	2
240 - Motor Vehicle Theft	0	0	0	0	0	1	0	1	0	0	0	1	1
26B - Credit Card/Automated Teller Machine Fraud	2	0	0	0	0	0	0	0	0	0	0	2	2
290 - Destruction/Damage/Vandalism of Property	1	0	0	0	0	0	0	0	0	0	0	1	1
35A - Drug/Narcotic Violations	0	0	0	0	0	0	1	1	0	0	0	1	1
35B - Drug Equipment Violations	0	0	0	0	0	0	1	1	0	0	0	1	1
90Z - All Other Offenses	0	0	1	0	0	0	3	4	0	0	0	4	4
Totals:	5	0	2	0	0	1	5	7	0	0	0	13	13

Citation Totals by Charge

Damascus Police Department
(04/01/2023 - 04/30/2023)

Charge:	Number of Charges:
46.2-821 - FAILURE TO STOP AT A STOP SIGN	1
46.2-852 - reckless driving	1
46.2-874 - SPEEDING 25 MPH ZONE	2
46.2-875 - SPEEDING 35 MPH ZONE	3
Total:	7

Arrest Race/Sex Totals by Offense

Damascus Police Department

(04/01/2023 - 04/30/2023)

Primary Offense:	White Male:	Black Male:	Indian Male:	Asian/ Pac. Isl. Male:	White Female:	Black Female:	Indian Female:	Asian/ Pac. Isl. Female:	Juven.:	Adult:	Resd.:	NonRes.:	Arrests:
18.2-456 - Capias: Attachment of the Body	1	0	0	0	0	0	0	0	0	1	1	0	1
90Z - All Other Offenses	0	0	0	0	1	0	0	0	0	1	1	0	1
Totals:	1	0	0	0	1	0	0	0	0	2	2	0	2

Damascus Volunteer Fire Department

Chief Turner presented the following report for the previous month's activities:

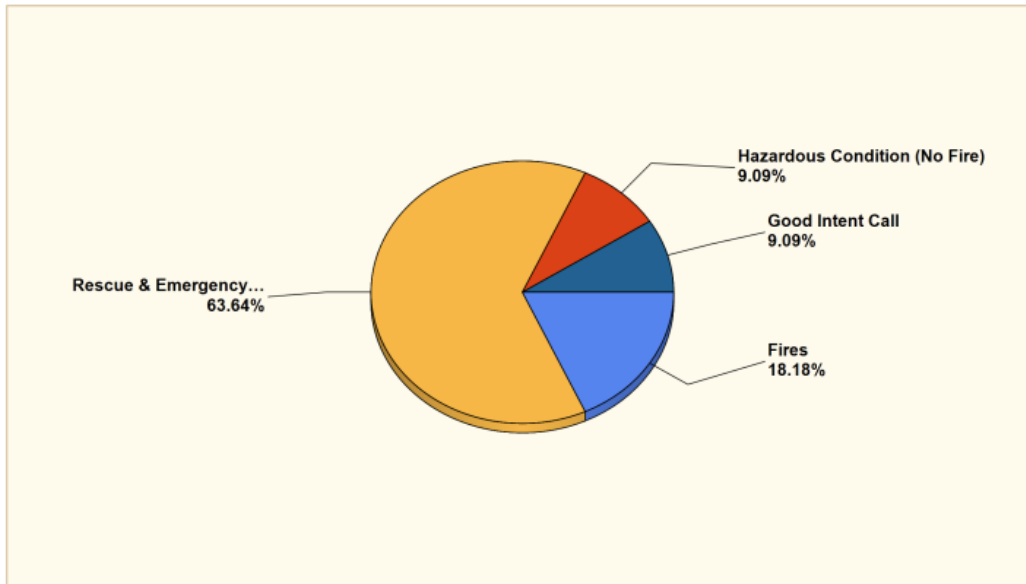
Damascus Fire Department

Damascus, VA

This report was generated on 5/1/2023 12:24:23 PM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2023 | End Date: 04/30/2023

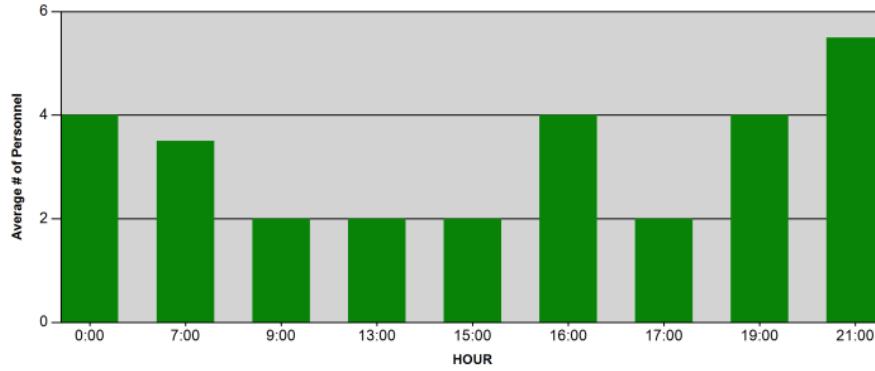


MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	18.18%
Rescue & Emergency Medical Service	7	63.64%
Hazardous Condition (No Fire)	1	9.09%
Good Intent Call	1	9.09%
TOTAL	11	100%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
140 - Natural vegetation fire, other	1	9.09%
142 - Brush or brush-and-grass mixture fire	1	9.09%
311 - Medical assist, assist EMS crew	3	27.27%
322 - Motor vehicle accident with injuries	2	18.18%
341 - Search for person on land	1	9.09%
363 - Swift water rescue	1	9.09%
445 - Arcing, shorted electrical equipment	1	9.09%
651 - Smoke scare, odor of smoke	1	9.09%
TOTAL INCIDENTS:	11	100%

Average Number of Responding Personnel per Hour for Date Range

Start Date: 04/01/2023 | End Date: 04/30/2023



HOUR	AVG. # PERSONNEL
00:00 - 00:59	4.00
07:00 - 07:59	3.50
09:00 - 09:59	2.00
13:00 - 13:59	2.00
15:00 - 15:59	2.00
16:00 - 16:59	4.00
17:00 - 17:59	2.00
19:00 - 19:59	4.00
21:00 - 21:59	5.50

Incident Statistics

Zone(s): All Zones | Start Date: 04/01/2023 | End Date: 04/30/2023

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		7	
FIRE		4	
TOTAL		11	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Received		1	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
0		0	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1400	0:15:31	0:09:35	
AVERAGE FOR ALL CALLS		0:13:34	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1400	0:06:10	0:05:42	
AVERAGE FOR ALL CALLS		0:05:42	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Damascus Fire Department		40:01	

Personnel Hours for Incidents for Date Range (Not Payroll Related)

Start Date: 04/01/2023 | End Date: 04/30/2023

PERSONNEL	TIME SPENT ON INCIDENTS (Hours:Minutes Dispatched to Cleared Scene)
Campbell, Candace	5:30
Campbell, Wendy	2:16
Hicks, Emilee	0:51
Hicks, Noah	0:51
Johnson, Michael	13:20
Jones, Andrew	0:51
Justice, Jason	1:17
Phipps, Michael	1:17
Turner, Kermit	8:05
Turner, Walter B	8:27
Widener, Alex	7:11
Widener, Anthony	0:51
Total:	50:48

Response Percentage per Station per Personnel for Incident Types for Personnel

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 04/01/2023 | End Date: 04/30/2023

Personnel	Calls Attended	% of Calls for Selected Incident Types
Station: Station 1400		
Campbell, Candace	6	54.5%
Campbell, Dalton	3	27.3%
Campbell, Wendy	2	18.2%
Hicks, Emilee	2	18.2%
Hicks, Noah	1	9.1%
Johnson, Michael	10	90.9%
Jones, Andrew	3	27.3%
Jones, Dave	2	18.2%
Justice, Jason	2	18.2%
Minton, Jared	2	18.2%
Phipps, Michael	1	9.1%
Richey, Jordan	5	45.5%
Turner, Kermit	6	54.5%
Turner, Walter B	8	72.7%
Widener, Alex	6	54.5%
Widener, Anthony	1	9.1%
Total Incidents for Station Station 1400	11	

Total Incidents for all Stations**11**

Special Committees

- Waterway Park – Richard Smith reported that we will be building a natural playground for children by Trestle 16. He is creating an advisory committee and some great advice and ideas are coming from these kids. A lot of vines, fallen trees, etc., will have to be removed so Alex Cornett will be bringing in equipment later this week to work on that. Mr. Smith asked permission to burn the debris on site, supervised by the Fire Department, instead of having to pay per load to have it hauled off. Mr. Blevins clarified that the Town has an ordinance against burning debris, and Mr. Smith is asking to be granted an exception. Mr. Crewe responded that a public hearing would have to be held before making an ordinance exception or amendment. However, if the Fire Dept. is going to be involved, they could have a training session or official activity for its members, such as practicing brush fire control

techniques, then the Town would not have to go through the steps for making an exception to an ordinance.

Chief Turner stated that he can schedule that at one of the departments Thursday night training meetings.

Citizens Comments

None at this time.

Manager's Report

Mr. Blevins submitted the following report for the previous month:

TRRC – Trail Center

I am working to finish requesting funds for this grant project and to close things out on the administrative side.

Scattered Site Housing Rehab Project

Two substantial reconstructions are underway with the structure enclosed.

We are preparing to bid another substantial reconstruction and a rehabilitation this month.

Creeper Trail

Engineering documents are still being prepared for replacement of trestles 30 and 31. The USFS is appropriating and lobbying funds for other in-need trestles up toward Whitetop.

Abingdon is still negotiating with the lowest bidder for replacement of trestle 4.

Miscellaneous

I'm still working on a draft update to the Town's floodplain ordinance and related language for the zoning ordinance, including a few other updates.

I'm still working on updating our policies for park use related to events and rental and creating a remote meeting policy.

I've been coordinating with Julie on the Beaverdam Creek Trail phase 3 implementation, as well as the replacement tread work for the Creeper Trail between trestles 16 and 17. The trail tread work in the Town Park will be delayed until after Trail Days to avoid scheduling issues.

We're continuing to upgrade our network infrastructure throughout town in preparation for Trail Days and beyond.

The Washington County library is preparing to install their Story Walk in the area between the library and the Beaverdam Creek Trail Bridge.

All of the data collection has been completed by Arnett Muldrow and Associates – with Julie's assistance – for the market assessment update.

Shawna and I have been working on the budget and insurance renewals.

Legal Matters

Nothing at this time.

Old Business

Payment Service Network (contract services previously approved) – As the Treasurer reported, this program will not interface with our financial software, so we need the Council to rescind the decision to contract this service.

- Mr. McCrady made a motion to rescind the Council's previous decision to approve a contract with Payment Service Network (PSN). Ms. Coleman 2nd the motion, which passed (6-0).

New Business

- CivicPlus (formerly Municode) recodification estimate for Town Code:

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #: Q-40921-1
Date: 4/4/2023 12:52 PM
Expires On: 7/3/2023

Client:
DAMASCUS, VIRGINIA

Bill To:
DAMASCUS, VIRGINIA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Krystal Hays	x	khays@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
600.00	Recodification	Recodification (per page) with zoning	One-time	USD 13,452.00
1.00	Gender Neutralization	Gender Neutralization (Removing and Replacing Gender Based Code)	One-time	USD 600.00
1.00	Online Code Hosting	Online Code Hosting	Renewable	USD 564.00
1.00	Full-Service Supplementation Subscription	Full-Service Supplementation Subscription with zoning	Renewable	USD 1,400.00
1.00	Annual Electronic Supplementation Service Included	Online Supplementation will begin with the ordinances received on an annual basis.	Renewable	USD 0.00
1.00	Annual Print Supplementation Service Included	Print Supplementation will begin with the ordinances received from the municipality on an annual basis.	Renewable	USD 0.00
3.00	Printed Copies and Freight Included – up to [#] copies	Printed Copies and Freight Included with binders and tabs	Renewable	USD 0.00

Total Investment - Initial Term	USD 16,016.00
Annual Recurring Services - Year 2	USD 1,964.00

Initial Term & Renewal Date	18 month initial term, annual services start 18 months from signing
Initial Term & Renewal Date	12 Months
Initial Term Invoice Schedule	Total Investment will be invoiced as follows: 25% invoiced upon signing, 25% invoiced upon Submission of the Legal Memorandum,

	25% invoiced upon Submission of Proofs, The remaining balance, including any additional fees will be invoiced upon Delivery of the Code
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Renewal Invoice Schedule	Annually on Renewal Date
Annual Uplift	5% starting in Year 3

Mr Blevins suggested using ARPA funds to pay for the recodification expense, and then after that the annual recurring services will need to be paid for out of the General Fund.

Discussion followed with Legal Counsel.

- Mr. Jackson made a motion to approve the quote from CivicPlus for recodification, online Code hosting, and supplementation services for the Town's Code of Ordinances. Ms. Coleman 2nd the motion, which passed (4-2, with Fields and Kokotek opposed).
2. 2023-24 VAcorp Property and Liability Insurance Renewal – This includes coverage for property, inland marine, equipment breakdown, general liability, law enforcement liability, public officials liability, automobile, crime, environmental liability, security risk management, cyber risk, worker's compensation, and line of duty act coverage.
- Ms. Coleman made a motion to authorize the VAcorp insurance renewal for 2023-24. Mr. Jackson 2nd the motion, which passed (6-0).

Consent Agenda

- Mr. McCrady made a motion to pay the bills for invoices exceeding \$2,500, 2nd by Ms. Coleman. The motion passed (6-0).
- Mr. McCrady made a motion to pay the bills presented as well as the standard and/or recurring bills that will come in before the next Council meeting. Mr. Jackson 2nd the motion, which passed (6-0).

Mayor & Council Members Reports

Mayor Lamb reported that she has been contacted by someone who will be bringing a church group of teenage boys to the area for camping and activities, and would like to know if the Town has any community service projects they would like done on July 21st.

Mayor Lamb also thanked everyone for attending the meeting.

Ms. Coleman wanted to give a shout out to the new maintenance team, who are working well.

Mr. Jackson stated that plans for the Beaverdam Jams event on July 22nd are underway.

Mr. McCrady reported that a VA Creeper Trail Conservancy volunteer is still working on the caboose in Town Park.

Mr. McCrady also issued a reminder to everyone that if you cut brush and pile it by the road on your property, the Public Works Dept. will haul it off. If you hire someone to cut trees, trim branches, etc, then that service provider needs to haul it off, otherwise there will be fees for having Public Works do it.

Announcements

UPCOMING EVENTS & OTHER ANNOUNCEMENTS:

- * May 2nd – ‘Slow Roll’ guided group bike ride through Town from the Trail Center
- * May 6th – Damascus Farmers Market opens for the season
- * May 13th – Town-Wide Yard Sale
- * May 14th – One Way Ministries’ ‘Fire By Night’ event in Town Park
- * May 18th – Tent City Campground opens
- * May 19-21 – Appalachian Trail Days Festival
- * May 27th – Damascus Town Pool opens for the season
- * Town Hall will be CLOSED on May 29th, in recognition of Memorial Day.
- * June 3rd – ‘Dam Yeti’ 50 Miler on the Creeper Trail

*For upcoming events, go to our website visitdamascus.org and check out the **Events Calendar**. For citizen info go to damascus.org, and don't forget our social media presence on **Facebook** and **Instagram**!*

- Mr. Jackson made a motion to adjourn, 2nd by Mr. McCrady. The motion passed (6-0).

Katie Lamb, Mayor

Tuesday Pope, Clerk