

DAMASCUS TOWN COUNCIL
Minutes for January 6, 2020
7:00pm Regular Council Meeting

Council Members Present: Tim Williams, Vicky Van de Vuurst, Mitchel Greer, Tom Hayes, Susan Seymore, and Sean Albro

Absent: None

Also Present: Jack McCrady, Mayor
Gavin Blevins, Town Manager
Mike Hounshell, Police Chief
Linda Rouse, Town Treasurer
Tuesday Pope, Town Clerk

7:00pm: Mayor McCrady called the meeting to order, led the Pledge of Allegiance and gave the invocation.

Mayor McCrady asked for approval of the December 2, 2019 Regular Called Council Meeting Minutes, as presented.

- Mr. Williams made motion to approve the Minutes as presented, 2nd by Ms. Albro. The motion passed (6-0).

Mayor McCrady asked for approval of the December 9, 2019 Special Called Council Meeting Minutes, as presented.

- Mr. Hayes made motion to approve the Minutes as presented, 2nd by Ms. Seymore. The motion passed (6-0).

Mayor McCrady asked for approval of the agenda as presented, with the 2020 appointments/ reappointments immediately following the agenda approval.

- Ms. Albro made a motion to approve the agenda, 2nd by Mr. Greer. The motion passed (6-0).

2020 Appointments

<i>Appointed Committees, Officials & Employees</i>
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Budget, Finance, and Administration

Susan Seymore - *Chair*
Vicky Van de Vuurst
Sean Albro

Public Works

Mitchel Greer – *Chair*
Vicky Van de Vuurst
Tim Williams

Parks and Recreation
(4 year terms)

Tim Williams – *Chair*
Tuesday Pope – *Admin*
Sean Albro

2022

Scott Lowe	2019
Kim Greer	2019
Melissa Barrett	2020
Anne Maio	2020

- Mr. Williams made a motion to appoint Jennifer Walker and reappoint Scott Lowe to the Parks and Recreation/Trail Days Committee. Ms. Seymore 2nd the motion, which passed (6-0).

Police & Fire Advisory Committee

Tom Hayes – *Chair*
 Mitchel Greer
 Vicky Van de Vuurst

Planning Commission

(4yr terms, appointed by Council, 1 Council Member)

Mitchel Greer - <i>Council</i>	2022
Larry Ginn	2019
Mike Steele	2019
Anne Maio	2020
Hilary Greenberg	2020
Brian Schmidt	2020
Ralph Wilson	2020

- Mr. Greer made a motion to reappoint Larry Ginn to the Planning Commission. Ms. Seymore 2nd the motion, which passed (6-0).

The seat previously held by Mike Steele remains open.

Board of Zoning Appeals

(5yr terms, Rec. by Council App. By Judge;
 1 may be Planning Commission Member)

Jim Cartwright	7/31/2023
Robert Van de Vuurst	7/31/2019
Denise Lowe	7/31/2020
Joy Rowe	7/31/2020
Larry Ginn	7/31/2022

- Ms. Albro made a motion to reappoint Robert Van de Vuurst to the Board of Zoning Appeals. Ms. Van de Vuurst 2nd the motion, which passed (6-0).

The seat previously held by Jim Cartwright, who has moved, remains open.

Damascus Health Center Commission

(5yr terms)

Stuart Wright – <i>Chair</i>	2023
Jim Bishop	2023
John Henderson	2019
Vicky Van de Vuurst	2020
Janice Donovan	2020
Susan Seymore	2021

- Ms. Seymore made a motion to reappoint John Henderson to the Damascus Health Center Commission. Ms. Van de Vuurst 2nd the motion, which passed (6-0).

Appointed Officials

Town Manager, *M.R.P.D.C.*
Legal Counsel
Police Chief, *Damascus Police Dept.*
Town Clerk
Town Treasurer
Zoning Administrator, *M.R.P.D.C.*
Auditor
Accountant
Engineers
Town Historian
Mt. Rogers Planning District

Gavin Blevins
Cassell & Crewe, PC; and Bragg Law, PLC
Mike Hounshell
Tuesday Pope
Linda Rouse
Gavin Blevins
Owens CPA & Associates PC
Albano & Associates
Appalachian Technical Svcs.
Eleanor Grasselli
Jack McCrady

- Mr. Hayes made a motion to reappoint the Town Officials, as listed.
Ms. Seymore 2nd the motion, which passed (6-0).

Town Departments & Employee Listing

ALL TOWN EMPLOYEES ARE PAID ON AN HOURLY WAGE BASIS.

<u><i>Town Hall - Administration</i></u>	<u><i>Position Held</i></u>
1. Linda Rouse	Treasurer - <i>Part Time</i>
2. Tuesday Pope	Clerk
3. Brittany Helton	Administrative Assistant – <i>Part Time</i>
<u><i>Public Works Department</i></u>	
4. Joe Fritts	Public Works Supervisor
5. Adam Hester	Public Works Team Leader
6. Ralph Lane	Public Works
7. Bill Davis	Public Works
8. Isabell Stanley	Custodian - <i>Part Time</i>
<u><i>Police Department</i></u>	
9. Mike Hounshell	Police Chief
10. Kermit Turner	Captain
11. Don Wagner	Detective
12. <i>Position Open</i>	Patrol Officer

- Mr. Greer made a motion to continue with the existing Town departments and employees, as listed.
Ms. Albro 2nd the motion, which passed (6-0).

Committee Reports

Budget, Finance, and Administration:

Ms. Seymore deferred to the Town Treasurer, Linda Rouse, who presented the following report for the previous month:

TAXES: We have collected 93.28% of our 2019 Real Property Taxes and the collection rate for all years is 97.52%. All years Personal Property collection rate is 87.07%.

VIRGINIA INVESTMENT POOL: The total balance in the VIP Liquidity Pool is \$289,184.29.

General Reserve	53,464.30
Earmark Police Vehicle	15,128.15
Sewer Fund CD	25,989.68
Anthem Recovery	43,437.16
Additional Working Capital	<u>151,165.00</u>
	289,184.29

AUDIT: Our 6-30-19 annual audit by Owens CPA & Associates is in process.

MRPDC Line of Credit: The Town Manager recommends that we make a principal payment in the amount of \$10,000 on our MRPDC Line of Credit and also reduce the Line of Credit limit from \$70,000 to \$30,000, thereby reducing our total debt and increasing available funding from the loan pool that the Planning District Commission utilizes created by Federal Grant Programs.

- Ms. Seymore made a motion to authorize the \$10,000 LOC payment and credit limit reduction, as requested. Mr. Williams 2nd the motion, which passed (6-0).

BUDGET: I recommend we schedule and post our 2020-2021 budget meetings the 2nd & 4th Mondays & the 2nd & 4th Wednesdays of each month from 4:00 to 5:00 beginning February 20th through May or until completed.

Streets, Lights and Maintenance:

Mr. Greer presented the following monthly report, as submitted by the Public Works Supervisor, Joe Fritts:

I would like to thank Adam Hester for the great job he did in managing the Department in my absence.

In the near future, we have several things needing work, provided we continue with the mild weather.

Snow removal equipment stands ready if needed. Christmas decorations will be removed and stored away this week, as weather allows us.

Brush pickup has been steady, and roadside pickup of leaves is winding down. We did experience a delay with leaf pickup as the suction equipment was repaired.

There are no serious issues to report with equipment.

Parks and Recreation:

Mr. Williams reported that Trail Days preparations are moving along well, and there are an abundance of interested vendors but we are out of space. Mr. Williams suggested moving the long-term parking lot, which is currently on Wilson St. (beside the Library), over to Trestle St. (in front of the Town Pool), until May 18th so that space can be utilized for a path of vendor spaces leading to the Beaverdam Creek Bridge. This will also cut back on people registering their vehicles for long-term parking at that location so they will have a free reserved space during the festival.

- Mr. Williams put the suggestion in the form of a motion, to be effective from February 1st until the Monday following the Trail Days festival in May. Ms. Van de Vuurst 2nd the motion, which passed (6-0).

Planning Commission:

Mr. Blevins reported the Comprehensive Plan update is still in progress; the SWOT Analysis meeting on December 12th had a good turnout; and there is a vacant seat on the Planning Commission that needs to be filled.

Police and Fire Advisory:

Mr. Hayes deferred to Chief Hounshell, who presented the following P.D. activity report for the previous month:

Operations: December 2019, Damascus Officers had 71 calls for service. We have taken 5 investigative reports and made 2 arrest

Traffic Enforcement Activities: We issued 7 citations along with 4 warnings

Speeding complaint areas include: Damascus Drive

Special Report:

Attached you will find our end of year stats.

The Damascus Police Department answered a total of 1,077 calls for service in 2019. These are all calls involving a Damascus police officer logged by dispatch.

*This year has shown no violent crimes again. You will see an increase of around 54 percent, it is due mainly to a 600% increase in shoplifting this year compared to last. This would also take into account the theft from vehicles that occurred in one night which were cleared by arrest. Our clearance rate this year was at 75.6% **(which is excellent, and way above the national average)** compared to roughly 67% last year. This clearance rate is exceptional compared to the national average. I have attached the latest statistics from the FBI showing the nations average clearance rate of thefts to give you an idea.*

I would ask that we proceed with ordering the radios and begin installing. This would be the \$34,980 grant that we were awarded. This is a total reimbursement grant. We pay upfront and then are reimbursed. The quote is from Two-Way Radio who is proprietary in this area. The total amount requested for the updating of the five vehicles including repeaters and portables was \$37,510. This would leave a remainder of \$2,530 that either the town would pay or I can see if there is an area I can trim down.

- Ms. Van de Vuurst made a motion to authorize the Chief to purchase and install the radios as requested, 2nd by Mr. Hayes. The motion passed (6-0).

I would respectfully ask to go into closed session to consider the hiring of a police officer candidate.

Special Notes:

K9: Has went to Sheriff's Office with Farley, the K-9 was given to him by the State Police and it follows the handler.

VDOT Work Crew: No contact

Police Vehicles: The Charger is running after another change of fuses.

Damascus Volunteer Fire Department

The following report for the previous month was submitted by Chief Turner:

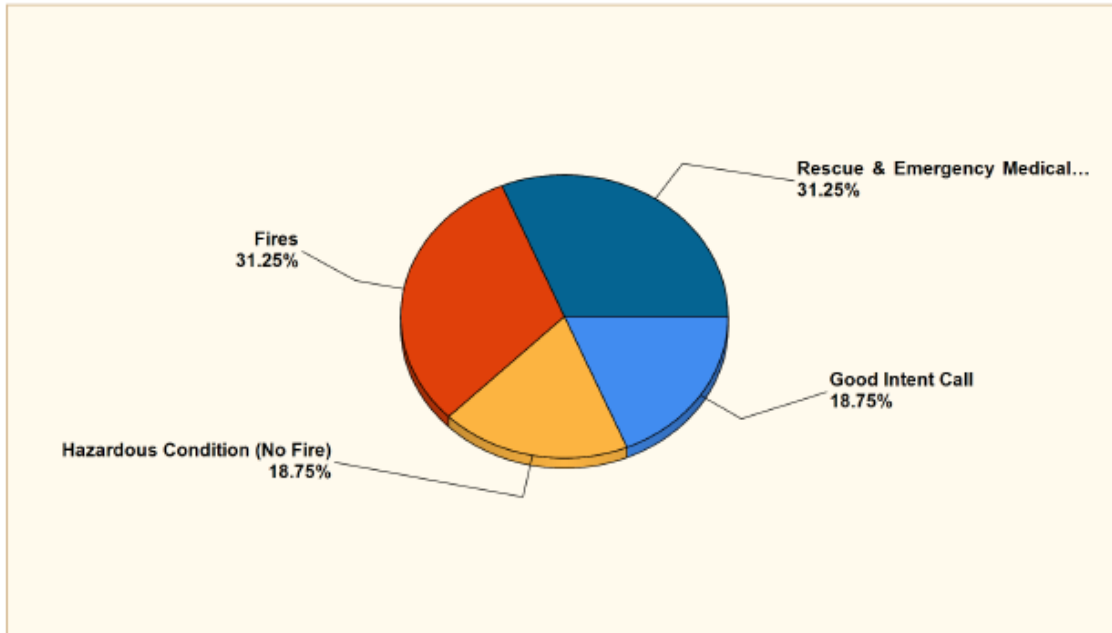
Damascus Fire Department

Damascus, VA

This report was generated on 1/3/2020 11:48:52 AM

Breakdown by Major Incident Types for Date Range

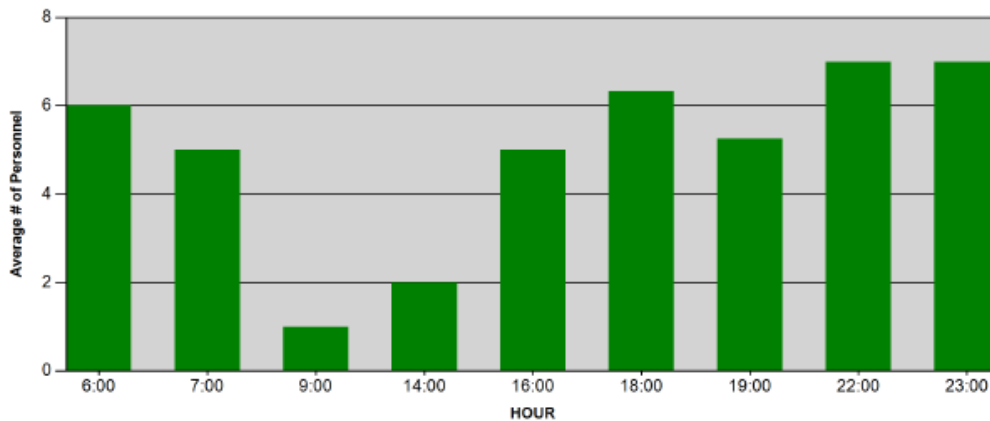
Zone(s): All Zones | Start Date: 12/01/2019 | End Date: 12/31/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	31.25%
Rescue & Emergency Medical Service	5	31.25%
Hazardous Condition (No Fire)	3	18.75%
Good Intent Call	3	18.75%
TOTAL	16	100.00%

Average Number of Responding Personnel per Hour for Date Range

Start Date: 12/01/2019 | End Date: 12/31/2019



HOUR	AVG. # PERSONNEL
06:00 - 06:59	6.00
07:00 - 07:59	5.00
09:00 - 09:59	1.00
14:00 - 14:59	2.00
16:00 - 16:59	5.00
18:00 - 18:59	6.33
19:00 - 19:59	5.25
22:00 - 22:59	7.00
23:00 - 23:59	7.00

Incident Statistics

Start Date: 12/01/2019 | End Date: 12/31/2019

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		5	
FIRE		11	
TOTAL		16	
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		4	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
4		25	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1400	0:10:22	0:17:03	
AVERAGE FOR ALL CALLS		0:15:00	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1400	0:03:21	0:04:18	
AVERAGE FOR ALL CALLS		0:04:00	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Damasus Fire Department		69:03	

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

Start Date: 12/01/2019 | End Date: 12/31/2019

PERSONNEL	TIME SPENT ON INCIDENTS (Hours:Minutes Dispatched to Cleared Scene)
Blackburn, Douglas	7:56
Feliciano, Yamir	5:29
Harter, Chuck	2:20
McNiell, George BANJO	3:47
McVey, Alex L	3:16
Mullins, Troy	11:18
Phipps, Jennifer N	0:51
Phipps, Michael	19:56
Prator, Daniel J	11:10
Reid, Michael D	3:03
Riendeau, Logan	2:37
Turner, Kermit	16:24
Turner, Walter B	17:15
Widener, Alex	2:47
Widener, Anthony	4:51
Widener, Jacob	16:09
Total:	129:09

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	6.25%
111 - Building fire	2	12.50%
142 - Brush or brush-and-grass mixture fire	1	6.25%
151 - Outside rubbish, trash or waste fire	1	6.25%
311 - Medical assist, assist EMS crew	1	6.25%
322 - Motor vehicle accident with injuries	2	12.50%
324 - Motor vehicle accident with no injuries.	1	6.25%
341 - Search for person on land	1	6.25%
440 - Electrical wiring/equipment problem, other	2	12.50%
444 - Power line down	1	6.25%
611 - Dispatched & cancelled en route	3	18.75%
TOTAL INCIDENTS:	16	100.00%

Response Percentage per Station per Personnel for Incident Types for Personnel
 Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 12/01/2019 | End Date: 12/31/2019

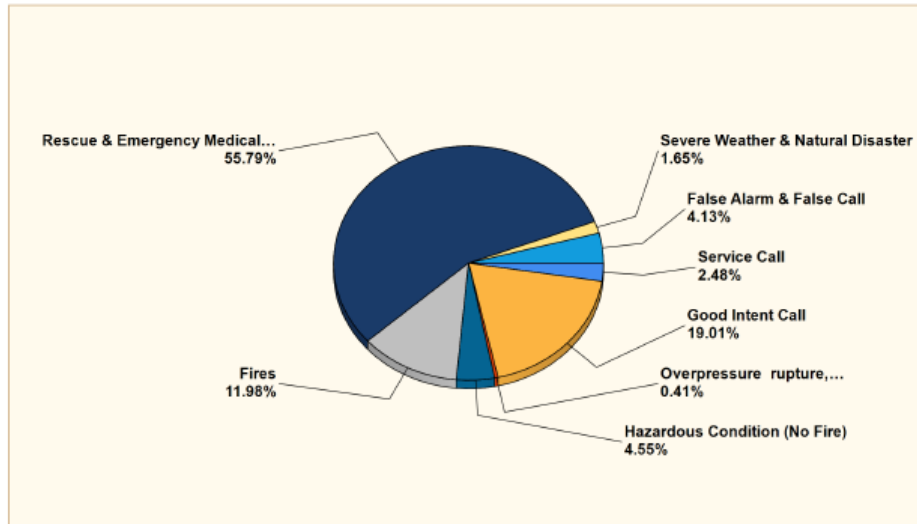
Personnel	Calls Attended	% of Calls for Selected Incident Types
Station: Station 1400		
Barr, Derek	1	6.3%
Blackburn, Douglas	5	31.3%
Feliciano, Yamir	9	56.3%
Finley, Will	3	18.8%
Fletcher, James R	4	25.0%
Hand, Devon J	3	18.8%
Harter, Chuck	5	31.3%
Jones, Andrew	10	62.5%
McNiell, George BANJO	4	25.0%
McVey, Alex L	6	37.5%
McVey, Mickie	4	25.0%
Mullins, Troy	8	50.0%
Phipps, Jennifer N	5	31.3%
Phipps, Michael	15	93.8%
Prator, Daniel J	9	56.3%
Reedy, Tony Mitchell	1	6.3%
Reid, Michael D	3	18.8%
Riendeau, Logan	2	12.5%
Sluss, Randall	2	12.5%
Turner, Kermit	11	68.8%
Turner, Walter B	15	93.8%
Widener, Alex	7	43.8%
Widener, Anthony	8	50.0%
Widener, Jacob	14	87.5%
Total Incidents for Station Station 1400	16	

Total Incidents for all Stations 16

Also, the following report for the previous year was submitted by Chief Turner:

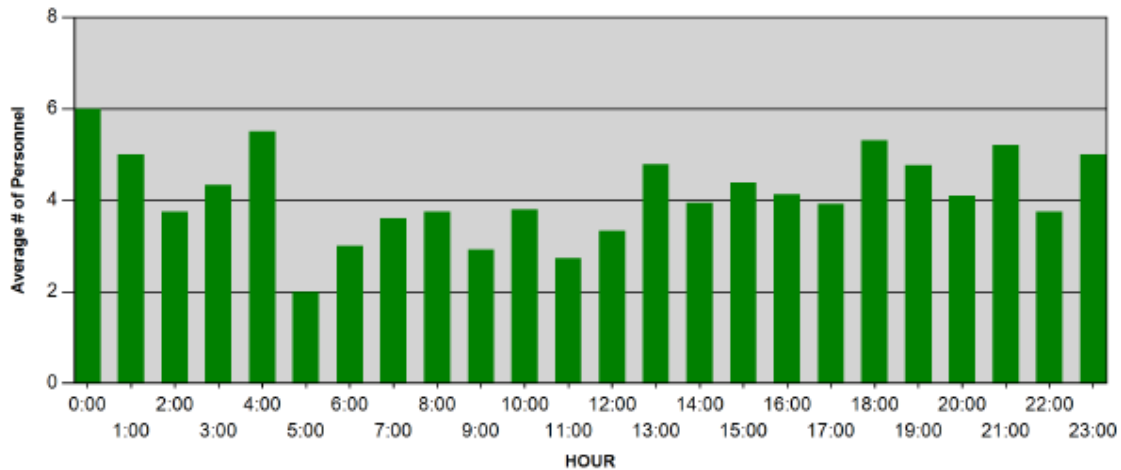
Damascus Fire Department ✖
 Damascus, VA
 This report was generated on 1/3/2020 11:55:08 AM

Breakdown by Major Incident Types for Date Range
 Zone(s): All Zones | Start Date: 01/01/2019 | End Date: 12/31/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	29	11.98%
Overpressure rupture, explosion, overheating - no fire	1	0.41%
Rescue & Emergency Medical Service	135	55.79%
Hazardous Condition (No Fire)	11	4.55%
Service Call	8	2.48%
Good Intent Call	46	19.01%
False Alarm & False Call	10	4.13%
Severe Weather & Natural Disaster	4	1.65%
TOTAL	242	100.00%

Average Number of Responding Personnel per Hour for Date Range
 Start Date: 01/01/2019 | End Date: 12/31/2019



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	6	2.48%
111 - Building fire	6	2.48%
113 - Cooking fire, confined to container	1	0.41%
116 - Fuel burner/boiler malfunction, fire confined	1	0.41%
118 - Trash or rubbish fire, contained	3	1.24%
122 - Fire in motor home, camper, recreational vehicle	1	0.41%
131 - Passenger vehicle fire	4	1.65%
142 - Brush or brush-and-grass mixture fire	1	0.41%
151 - Outside rubbish, trash or waste fire	6	2.48%
200 - Overpressure rupture, explosion, overheat other	1	0.41%
300 - Rescue, EMS incident, other	1	0.41%
311 - Medical assist, assist EMS crew	85	35.12%
321 - EMS call, excluding vehicle accident with injury	1	0.41%
322 - Motor vehicle accident with injuries	15	6.20%
324 - Motor vehicle accident with no injuries.	22	9.09%
341 - Search for person on land	7	2.89%
350 - Extrication, rescue, other	1	0.41%
354 - Trench/below-grade rescue	2	0.83%
363 - Swift water rescue	1	0.41%
400 - Hazardous condition, other	1	0.41%
412 - Gas leak (natural gas or LPG)	1	0.41%
440 - Electrical wiring/equipment problem, other	4	1.65%
441 - Heat from short circuit (wiring), defective/worn	1	0.41%
444 - Power line down	4	1.65%
531 - Smoke or odor removal	1	0.41%
542 - Animal rescue	1	0.41%
551 - Assist police or other governmental agency	2	0.83%
553 - Public service	2	0.83%
600 - Good intent call, other	2	0.83%
611 - Dispatched & cancelled en route	41	16.94%
622 - No incident found on arrival at dispatch address	1	0.41%
631 - Authorized controlled burning	2	0.83%
700 - False alarm or false call, other	5	2.07%
743 - Smoke detector activation, no fire - unintentional	3	1.24%
745 - Alarm system activation, no fire - unintentional	2	0.83%
800 - Severe weather or natural disaster, other	1	0.41%
812 - Flood assessment	2	0.83%
813 - Wind storm, tornado/hurricane assessment	1	0.41%
TOTAL INCIDENTS:	242	100.00%

HOUR	AVG. # PERSONNEL
00:00 - 00:59	6.00
01:00 - 01:59	5.00
02:00 - 02:59	3.75
03:00 - 03:59	4.33
04:00 - 04:59	5.50
05:00 - 05:59	2.00
06:00 - 06:59	3.00
07:00 - 07:59	3.60
08:00 - 08:59	3.75
09:00 - 09:59	2.92
10:00 - 10:59	3.79
11:00 - 11:59	2.73
12:00 - 12:59	3.33
13:00 - 13:59	4.79
14:00 - 14:59	3.94
15:00 - 15:59	4.38
16:00 - 16:59	4.13
17:00 - 17:59	3.92
18:00 - 18:59	5.31
19:00 - 19:59	4.77
20:00 - 20:59	4.10
21:00 - 21:59	5.21
22:00 - 22:59	3.75
HOUR	AVG. # PERSONNEL
23:00 - 23:59	5.00

Incident Statistics

Start Date: 01/01/2019 | End Date: 12/31/2019

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		136	
FIRE		107	
TOTAL		242	
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 Given		5	
Aid Received		17	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
21		8.68	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1400	0:13:05	0:16:10	
AVERAGE FOR ALL CALLS		0:14:03	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1400	0:03:45	0:06:06	
AVERAGE FOR ALL CALLS		0:04:29	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Damascus Fire Department		52:27	

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

Start Date: 01/01/2019 | End Date: 12/31/2019

PERSONNEL	TIME SPENT ON INCIDENTS (Hours:Minutes Dispatched to Cleared Scene)
Blackburn, Douglas	46:02
Faris, Hunter	8:35
Feliciano, Yamir	47:35
Finley, Will	3:02
Hand, Devon J	16:36
Harter, Chuck	71:55
Jones, Andrew	10:35
Keller, Anthony	0:47
McNiell, George BANJO	3:47
McVey, Alex L	79:14
McVey, Mickie	9:56
Mullins, Troy	50:54
Phipps, Jennifer N	36:32
Phipps, Michael	106:41
Prator, Daniel J	54:58
Reid, Michael D	67:30
Riendeau, Logan	49:28
Romans, Dominick	2:25
Thomas, Derek	11:21
Thomas, Makenzie	7:54
Turner, Kermit	146:21
Turner, Walter B	204:47
Widener, Alex	34:47
Widener, Anthony	85:14
Widener, Jacob	80:55
Total:	1237:52

Response Percentage per Station per Personnel for Incident Types for Personnel

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 01/01/2019 | End Date: 12/31/2019

Personnel	Calls Attended	% of Calls for Selected Incident Types
Station: Station 1400		
Ashley, Kenneth	2	0.8%
Barr, Derek	1	0.4%
Blackburn, Douglas	48	19.8%
Faris, Hunter	31	12.8%
Feliciano, Yamir	87	36.0%
Finley, Will	9	3.7%
Fletcher, James R	54	22.3%
Hand, Devon J	43	17.8%
Harter, Chuck	84	34.7%
Jones, Andrew	69	28.5%
Keller, Anthony	11	4.5%
McNiell, George BANJO	4	1.7%
McVey, Alex L	99	40.9%
McVey, Mickie	51	21.1%
Mullins, Troy	67	27.7%
Phipps, Jennifer N	84	34.7%
Phipps, Michael	113	46.7%
Prator, Daniel J	72	29.8%
Reedy, Tony Mitchell	1	0.4%
Reid, Michael D	56	23.1%
Riendeau, Logan	57	23.6%
Romans, Dominick	3	1.2%
Sluss, Randall	13	5.4%
Sturgill, Nick	6	2.5%
Thomas, Derek	28	11.6%
Thomas, Makenzie	9	3.7%
Turner, Kermit	136	56.2%
Turner, Walter B	218	90.1%
Widener, Alex	72	29.8%
Widener, Anthony	100	41.3%
Widener, Jacob	105	43.4%
Total Incidents for Station Station 1400	242	

Total Incidents for all Stations

242

Special Committees

Damascus Business Group – Ms. Albro reported the next meeting will be in March, and the group will be discussing hosting a ‘National Night Out’ in August.

Manager’s Report

ARC – Damascus Waterfront Development Initiative

- *Following the pre-bid conference on December 17th, contractor bids for construction of the park and trail are due and will be publicly opened at the Town Hall at 1:00 PM on January 16th.*

CDBG – Downtown Revitalization

- *As with the ARC project, bids for construction of bike path are due and will be publicly opened at the Town Hall at 1:00 PM on January 16th.*
- *Continuing to work with current façade participants to get materials procured and ready for installation. I’ve also been working on a small project area expansion, and to get new participants.*

ARC POWER Initiative – Trail Center

- *Currently working with Wallberg Construction to negotiate a contract for services that best utilizes the amount of grant funding available. I will issue a notice of award and get a contract executed as soon as possible.*
- *Preconstruction meeting will be scheduled for this month, and I will issue a Notice to Proceed for construction thereafter.*
- *TRRC Application – I’ve submitted follow-up information to the Tobacco Commission following the bid opening for the Trail Center, and have requested that the funds, if awarded, go to expanding the footprint of the building as designed and under construction. Andrew Downs of ATC is representing our application tonight and tomorrow morning*

Miscellaneous

- *Laurel Avenue Sidewalks – I’ve been working on estimates and a timetable for next sections to be completed, but so far, contractors that I have spoken with have been unable or unwilling to complete the work within reasonable time.*
- *DHCD Planning Grant – Still awaiting award of the additional \$30,000 to complete the actual plan, I will reach out to DHCD to confirm the status of what we submitted.*
- *Comprehensive Plan Update – The SWOT Analysis held in December was successful by most standards, even though more turnout would always be preferred. I would still like to remind folks to please push your family, friends and neighbors to take the Community Survey that is available as part of this process.*

Old Business

* Public Hearings on the following items were held during the December 2, 2019 Council Meeting:

- i. Virginia Department of Transportation request for the Town to dispose of real property on either side of the Water St. bridge for \$2,200 in accordance with acquisition needs for them to complete the Water St. bridge replacement project.

- Mr. Greer made a motion to approve the proposed VDOT property acquisition, at the price of \$2,200. Mr. Williams 2nd the motion, which passed (6-0).
- ii. Katie Lamb – request for the Town to vacate property at the western termination of West Liberty Ave; the unimproved section of the street from the intersection of W. Liberty Ave. and S. Smith St., westward to Beaverdam Creek.
Ms. Lamb added to the request, for consideration, a ‘Summary of why there will never be a bridge crossing Beaver Dam Creek at or near 102 Daniel Boone Road, Damascus, VA.’
- Mr. Williams made a motion to deny Ms. Lamb’s property request, 2nd by Mr. Greer. The motion passed (5-1, with Ms. Albro opposing).

New Business

- Mr. Williams made a motion to include in the Town’s Comprehensive Plan, a stipulation that the Town will only vacate a street when it is part of a downtown development or revitalization project area and it is essential to do so in order to implement that plan. Ms. Seymore 2nd the motion, which passed (6-0).

Mr. Greer reported that the lease on the Public Works’ John Deere mower matures in April, so action on that will need to be taken beforehand.

- Ms. Albro made a motion to purchase the equipment, up to \$3,000, at the time the lease is up. Ms. Seymore 2nd the motion, which passed (6-0).

Legal Matters

- Ms. Seymore made a motion to, at the appropriate time, recess into Closed Session for the following:
 - i. Discussion and Consideration of Personnel Matters, per VA Code Section 2.2-3711 (A) (1).
 - ✓ The motion was 2nd by Mr. Williams and passed (6-0).

Council Members Reports

None at this time.

Citizens Comments

Sarah Steele, 40600 Steele Rd. Damascus, approached the Council with the athletic booster suggestion of installing light post flags in Town featuring Holston High School’s senior athletes in the Spring, and partnering with local businesses to sponsor them.

Mr. Blevins said that he would work with her to determine costs, etc., and Ms. Albro said she will contact the Damascus Business Group members about sponsorship.

Announcements

UPCOMING EVENTS & OTHER ANNOUNCEMENTS:

- Town Hall will be **CLOSED** on January 17th, in observance of Lee-Jackson Day
- Town Hall will be **CLOSED** on January 20th, in observance of Martin Luther King, Jr. Day

** For information on upcoming events, visit our website www.visitdamascus.org*

Consent Agenda

- Mr. Williams made a motion to pay the bills for invoices exceeding \$500, 2nd by Ms. Seymore; the motion passed (6-0).
- Ms. Albro 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. Ms. Seymore 2nd the motion, which passed (6-0).
- Ms. Seymore a motion to go into Closed Session for Discussion and Consideration of Personnel Matters, per VA Code section 2.2-3711(A)(1). Mr. Williams 2nd the motion, which passed (6-0).
- Mr. Williams made a motion to return to Open Session, 2nd by Ms. Seymore. The motion passed (6-0).
- Ms. Seymore made a motion to certify, 2nd by Mr. Greer. The motion passed (6-0).
- Ms. Seymore made a motion to hire Matthew Fields as a full-time Officer with the Damascus Police Department, effective January 7, 2020, at an hourly rate of \$14.50. Ms. Van de Vuurst 2nd the motion, which passed (6-0).
- Mr. Hayes made a motion to approve an hourly raise of .50 for Detective Don Wagner, effective today (January 6, 2020). Ms. Van de Vuurst 2nd the motion, which passed (6-0).
- Mr. Williams made a motion to go into a 2nd Closed Session for Discussion and Consideration of Personnel Matters, per VA Code section 2.2-3711(A)(1). Ms. Seymore 2nd the motion, which passed (6-0).
- Ms. Seymore a motion to return to Open Session, 2nd by Ms. Albro. The motion passed (6-0).
- Mr. Williams made a motion to certify, 2nd by Mr. Hayes. The motion passed (6-0).
- Mr. Greer made a motion to adjourn, 2nd by Ms. Van de Vuurst. The motion passed (6-0).

Jack McCrady, Mayor

Tuesday Pope, Clerk