





**Virginia Investment Pool:** The total balance in the VIP Liquidity Pool is \$148,187.04. The American Rescue Plan Act will be distributed to localities within the coming months. I am planning on opening another VIP subaccount for the funds in order to track expenditures and gather interest.

		<i>FYTD Interest</i>
<i>General Reserve</i>	<i>\$ 53,862.89</i>	<i>\$79.62</i>
<i>Police Vehicle Fund</i>	<i>\$ 15,240.96</i>	<i>\$22.62</i>
<i>Sewer CD Fund</i>	<i>\$ 26,183.58</i>	<i>\$38.87</i>
<i>Anthem Recovery</i>	<i>\$ 43,760.80</i>	<i>\$64.61</i>
<i>Trail Days Reserve</i>	<i>\$ 7,425.82</i>	<i>\$16.92</i>

*Additional Working Capital*

\$ 1,712.99

\$ 2.76

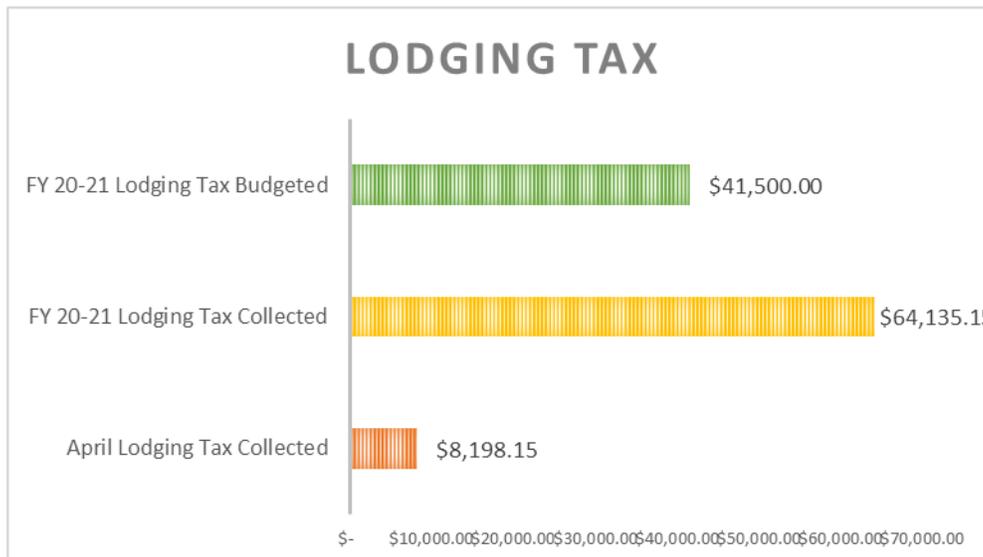
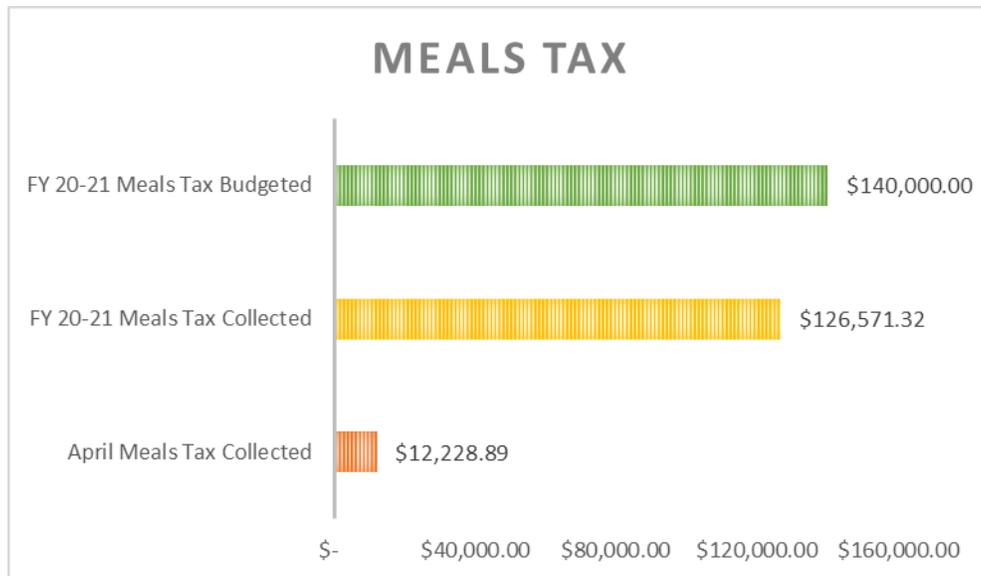
**Total**

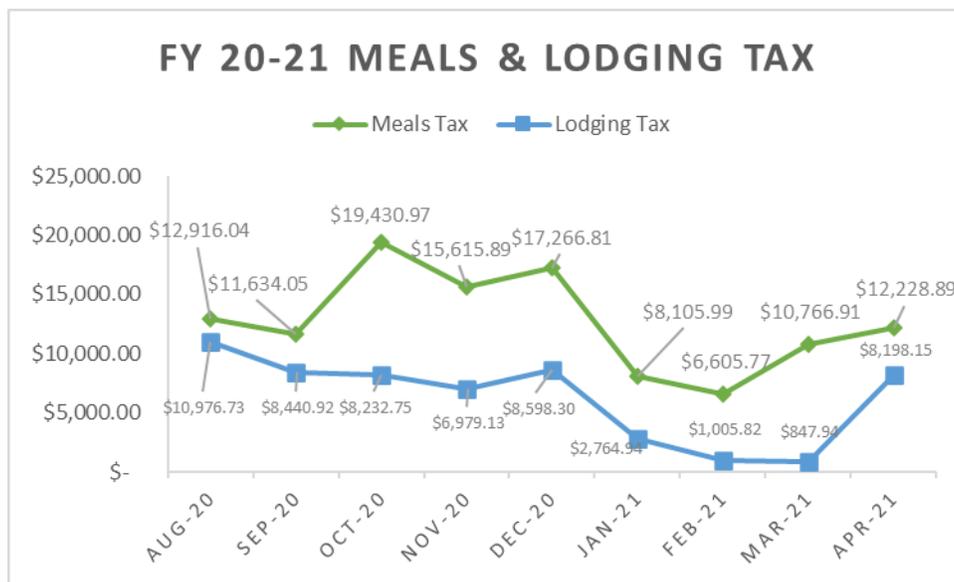
**\$148,187.04**

**\$225.40**

**2021 Business License:** Business license renewal forms went out at the beginning of April. We have collected \$41,900.18 in business license fees. I expect to receive more renewals over the next couple weeks to meet our projection of \$46,400 for this fiscal year.

**Meals & Lodging Tax:** In April we collected \$12,228.89 in meals tax and \$8,198.15 in lodging tax. Below are charts showing this month's collection totals compared to our FY 20-21 budget and total collection so far.





### Streets, Lights and Maintenance:

Mr. Greer gave the following report for the previous month, as submitted by Public Works Supervisor, Logan Riendeau:

*First, I would like to thank everyone for giving me the opportunity to become the supervisor. I am really enjoying the job and hope I can continue to bring more improvements to the maintenance department.*

*We have been working hard to get caught up on all the mowing and residential brush pick up. There were many piles of brush all over town that takes a considerable amount time to get cleaned up. I believe if the town would be willing to purchase a hydraulic grapple bucket for the John Deere tractor it would be way more time efficient and pay for itself quickly. The one that we have is just not designed for the type of brush we collect. I have found an aftermarket hydraulic grapple bucket that would cost \$2,199 which is cheaper than the one we currently have that cost \$3,000. (Mr. Greer made a correction to that cost, which was \$1,800). We would also need the third function hydraulics added onto the tractor that should not cost over \$500, but I am waiting on the price for it. That would also give us the ability to use other attachments in the future. I would like to purchase this and then sell the one we have now. I also have hopes to get our dump truck in the shop and get it running after trail days and the pool is opened. We have also got the water for the public bathrooms and pool functioning. There have been may hick ups along the way because of how long everything has been sitting dry, but we have the majority of everything functional. John Dancer and many others have been working hard on getting the brush cleaned up inside the pool area and getting it ready for the pool season. I have hopes to get the cover off the pool this week, but we will need several volunteers to help. If you all could figure out a day that works best with everyone just let me know. We have also started on getting things ready for trail days to kick off, done lots of bush hogging in tent city and made*

*sure the water and electrical is ready for all the vendors. We have also made many improvements around the maintenance department to help clean up and organize everything. If there is anything else that you have in mind that needs improvement, please let us know and we will be glad to resolve it.*

Mayor Lamb added that Ms. Seymore, Mr. Blevins, and herself have been discussing putting together a committee for a sidewalk beautification committee for selling painted bricks to change sections of the sidewalks in Town.

Mayor Lamb also reported that residents have asked about what could be done with Rutledge St., as it is deteriorating and is only wide enough for one lane of traffic. One possibility is to block that road off to vehicle traffic and allow walking and biking only.

### **Parks and Recreation:**

- 2021 Trail Days - Ms. Coleman reported that the Trail Days/Parks & Rec Committee will meet on Friday to tie up some loose ends before the festival.
- Town Pool, 2021 Swim Season - Ms. Coleman reported that the Maintenance Dept. has repaired leaks at the pool facilities, and they are ready to prepare for the upcoming swim season. There was also a community clean-up day on April 24<sup>th</sup>.

### **Planning Commission:**

Nothing new to report at this time.

### **Police and Fire Advisory:**

Captain Turner presented the following P.D. activity report for the previous month, which was submitted by Chief Hounshell:

*Operations: April 2021, Damascus Officers had 126 calls for service. We have taken 16 investigative reports and made 8 arrests.*

*Traffic Enforcement Activities: We issued 23 citations along with 11 warnings.*

*Speeding complaint areas include: Laurel Avenue.*

*Special Report: We conducted our last Trail Days Safety meeting on the 26<sup>th</sup> of April. We will be receiving assistance from Washington County Sheriff's Office, Virginia State Police, United States Forestry Service along with the Department of Emergency Services. Damascus Rescue and Fire along with other local agencies have been notified.*

*VDOT is going to try to get us sign boards at the intersection of Rhea Valley on Jeb Stuart and Monroe Road during the Trail Days event warning of festival ahead.*

Special Notes:

Police Vehicles: The truck is on the road and equipped. Tires have been purchased for both the Taurus and the Explorer. We have not put the Charger on for sale yet, we waiting to see what was decided about the dump truck.

Auxiliary: Will be assisting with Trail Days.

**Damascus Volunteer Fire Department**

Mr. Hayes deferred to Chief Turner to present the following report for the previous month's activities:

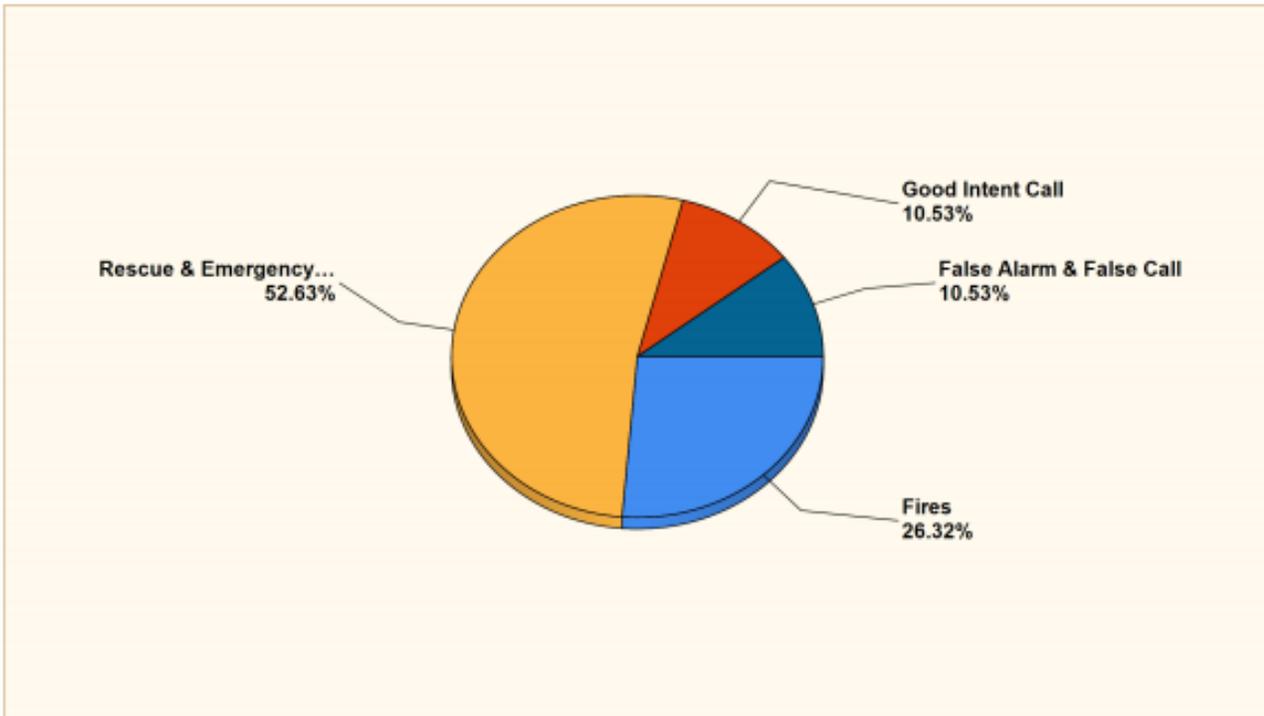
**Damascus Fire Department**

Damascus, VA

This report was generated on 5/3/2021 10:27:02 AM

**Breakdown by Major Incident Types for Date Range**

Zone(s): All Zones | Start Date: 04/01/2021 | End Date: 04/30/2021

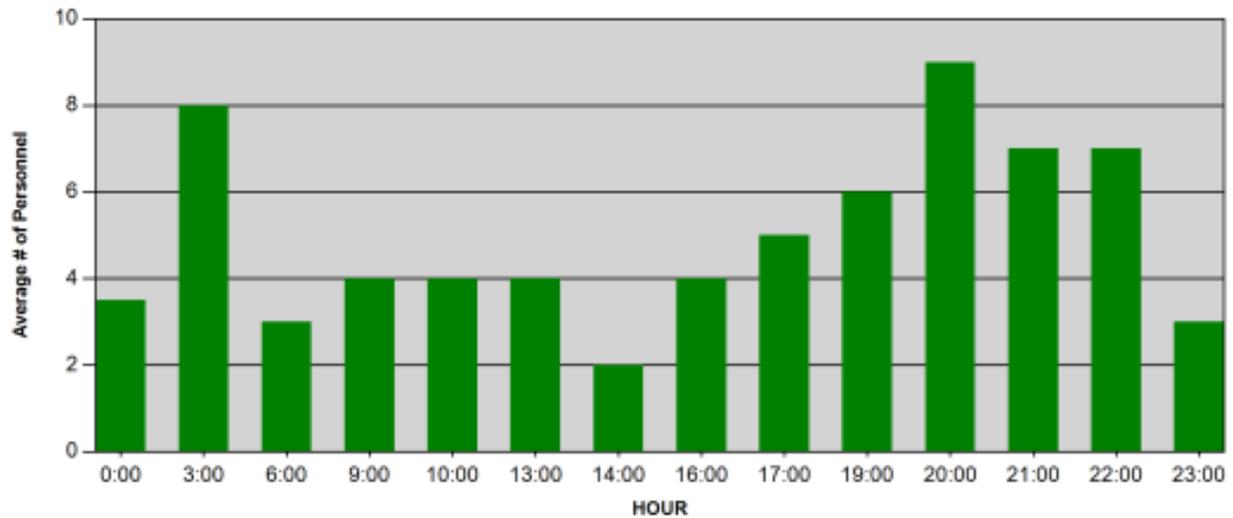


MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	26.32%
Rescue & Emergency Medical Service	10	52.63%
Good Intent Call	2	10.53%
False Alarm & False Call	2	10.53%
<b>TOTAL</b>	<b>19</b>	<b>100%</b>

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	10.53%
112 - Fires in structure other than in a building	1	5.26%
150 - Outside rubbish fire, other	1	5.26%
154 - Dumpster or other outside trash receptacle fire	1	5.26%
311 - Medical assist, assist EMS crew	1	5.26%
320 - Emergency medical service, other	1	5.26%
322 - Motor vehicle accident with injuries	2	10.53%
324 - Motor vehicle accident with no injuries.	5	26.32%
342 - Search for person in water	1	5.26%
611 - Dispatched & cancelled en route	2	10.53%
733 - Smoke detector activation due to malfunction	1	5.26%
745 - Alarm system activation, no fire - unintentional	1	5.26%
<b>TOTAL INCIDENTS:</b>	<b>19</b>	<b>100%</b>

### Average Number of Responding Personnel per Hour for Date Range

Start Date: 04/01/2021 | End Date: 04/30/2021



HOUR	AVG. # PERSONNEL
00:00 - 00:59	3.50
03:00 - 03:59	8.00
06:00 - 06:59	3.00
09:00 - 09:59	4.00
10:00 - 10:59	4.00
13:00 - 13:59	4.00
14:00 - 14:59	2.00
16:00 - 16:59	4.00
17:00 - 17:59	5.00
19:00 - 19:59	6.00
20:00 - 20:59	9.00
21:00 - 21:59	7.00
22:00 - 22:59	7.00
23:00 - 23:59	3.00

**Incident Statistics**

Zone(s): All Zones | Start Date: 04/01/2021 | End Date: 04/30/2021

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		10	
FIRE		9	
<b>TOTAL</b>		<b>19</b>	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
<b>TOTAL</b>			
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
<b>TOTAL</b>			
MUTUAL AID			
Aid Type		Total	
Aid Given		1	
Aid Received		6	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
4		21.05	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1400	0:12:22	0:13:00	
<b>AVERAGE FOR ALL CALLS</b>		<b>0:12:45</b>	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1400	0:03:17	0:06:06	
<b>AVERAGE FOR ALL CALLS</b>		<b>0:04:26</b>	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Damascus Fire Department		78:20	

**Response Percentage per Station per Personnel for Incident Types for Personnel**

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 04/01/2021 | End Date: 04/30/2021

Personnel	Calls Attended	% of Calls for Selected Incident Types
<b>Station: Station 1400</b>		
Allen, Tristan	9	47.4%
Berry, Austin	8	42.1%
Feliciano, Yamir	6	31.6%
Hand, Devon J	1	5.3%
Harter, Chuck	1	5.3%
Hurd, Emilee	8	42.1%
Johnson, Amie	14	73.7%
Jones, Andrew	3	15.8%
Justice, Jason	13	68.4%
McVey, Alex L	7	36.8%
Minton, Jared	4	21.1%
Mullins, Troy	17	89.5%
Norris, Ralph	1	5.3%
Phipps, Jennifer N	2	10.5%
Phipps, Michael	1	5.3%
Prator, Daniel J	1	5.3%
Reid, Michael D	6	31.6%
Remine, Jeremy	1	5.3%
Turner, Kermit	17	89.5%
Turner, Walter B	10	52.6%
Widener, Alex	7	36.8%
Widener, Anthony	6	31.6%
Widener, Jacob	8	42.1%
<b>Total Incidents for Station Station 1400</b>	<b>19</b>	

**Total Incidents for all Stations**

**19**

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

Start Date: 04/01/2021 | End Date: 04/30/2021

PERSONNEL	TIME SPENT ON INCIDENTS (Hours:Minutes Dispatched to Cleared Scene)
Allen, Tristan	16:52
Berry, Austin	13:41
Feliciano, Yamir	4:19
Harter, Chuck	1:41
Hurd, Emilee	7:18
Johnson, Amie	8:15
Justice, Jason	8:15
McVey, Alex L	8:24
Mullins, Troy	22:50
Phipps, Jennifer N	0:28
Prator, Daniel J	0:30
Reid, Michael D	9:03
Remine, Jeremy	0:30
Turner, Kermit	27:58
Turner, Walter B	14:14
Widener, Alex	8:19
Widener, Anthony	2:51
Widener, Jacob	8:00
<b>Total:</b>	<b>164:27</b>

## Special Committees

- Damascus Business Group – Mr. Jackson stated that he called a committee meeting on a weekday morning but didn't have a turn-out, so he plans to schedule another meeting at a different timeframe to see if that helps members be able to attend.
- Damascus Dog Park Development Team – Richard Smith stated that we are 8 months into this planning process, and there is substantial support for a dog park in Damascus, along with over 130 members of the development team. There are three possible locations to construct the dog park, and he requested a decision by Council within 2 weeks so that grants can be applied for, and site preparation can begin. The initial location was in the open field portion of Beaverdam Creek Park, but the Washington County Parks & Rec Director has opposed a dog park at this location stating safety concerns for a dog park close to where children are congregating, as well as this year needing to use that area for soccer practice. The second location option is at the end of Wilson St, behind the library, which is cleared and ready but backs up to several homes and is fairly small. The third location option is beside Trestle 17, off of Whistlestop Rd., which the Town is currently using for a Scouts camping area. This location does flood and needs to be cleared off, trees cut, etc., before the site would be ready.

Mr. Smith also asked the Council to appoint a dog park advisory committee to oversee the project, to include Terry Adkins, Dave Buckley, Elena Smith, Moe Medina, Mayor Lamb, Susan Seymore, Susan Coleman, and Beaty Jackson.

- It was the consensus of the Council to hold a Special Called Council Meeting on Friday, the 7<sup>th</sup> at 4pm, to discuss and determine which site to allocate for a community dog park.

## Manager's Report

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

### ***Downtown Revitalization (CDBG) & Waterfront Development Initiative (ARC)***

- \* *Park: All of the concrete has been poured, and the stage and pavilion are complete, minus some of the brackets & bolts needing to be painted. The landscaping is underway, and the light fixtures are being installed, along with the landscaping. Everything should be ready for paving this week.*
- \* *Bathroom: The interior framing is finished, the plumbing is done and ready for the fixtures to be installed once the interior is finished, and the roof has been installed; ready for gutters to be put up.*
- \* *Facades: Currently waiting on materials procurement on a few last buildings, then any leftover funds can be allocated to new participants; nothing ready to procure this month.*
- \* *I'm currently working with DHCD to have the final compliance review setup for July.*

### ***ARC POWER & TRRC – Trail Center +***

- \* *Additional topsoil was delivered, and the lights have been installed. The additional topsoil required was at additional cost, and Change Order #3 as awaiting Town approval (attached).*
- *Mr. Greer made a motion to approve the Change Order, which increases the project duration by 10 days and \$4,800. Mr. Jackson 2<sup>nd</sup> the motion, which passed (6-0).*
- \* *Substantial completion was achieved on April 15<sup>th</sup>, and we have a follow-up meeting set for May 6<sup>th</sup> to make sure everything on the final checklist was completed.*

### ***Miscellaneous***

- \* *Comprehensive Plan Update – We are working on the Economy, Transportation, and Goals chapters now, and I am working with the Planning Commission to get all of the goals, objectives, and strategies identified for the final spreadsheet.*
- \* *VA Creeper Trail – The strategic planning process has begun, and we are coordinating on numerous small projects related to budgeting, information gathering, and deferred maintenance. The kick-off meeting was held last week.*
- \* *Housing Planning Grant – With the application submitted for housing rehab funding, the Planning District Commission is working on closing out the Planning Grant with the state funding agency.*

Mr. Blevins presented the following for Council approval:

i. *Inland Construction, Pay App #7*

- Ms. Seymore made a motion to pay the \$143,231.31 bill as presented. Ms. Coleman 2<sup>nd</sup> the motion, which passed (6-0).

ii. Wallberg Construction, Pay App #10 – The Council decided to table this item until the Special Called meeting on May 7<sup>th</sup>.

iii. In addition, the WCSA needs to relocate the water meter at the Trail Center site, and has sent the following Deed of Temporary Easement and Warranty for Council consideration:

This document prepared without benefit of a title examination and without knowledge of title insurance by:  
Washington County Service Authority  
25122 Regal Dr.  
Abingdon, VA 24211

Tax Map Parcel Numbers: 172B1-A-  
173

### DEED OF TEMPORARY EASEMENT AND WARRANTY

THIS DEED OF TEMPORARY EASEMENT and WARRANTY made and entered into this 3rd day of May, 2021, by and between TOWN OF DAMASCUS, Grantor, hereinafter referred to as "Landowner," and the WASHINGTON COUNTY SERVICE AUTHORITY, Grantee, hereinafter referred to as "WCSA."

Whereas, WCSA is installing a new main water line adjacent to Landowner's property and relocating water meters; and

Whereas, Landowner and WCSA have agreed to relocate Landowner's water meter; and

Whereas, subject to the terms this Deed, WCSA has agreed to install a new service line for Landowner connecting Landowner's existing service line with the new water meter; and

Now, therefore, in consideration of the mutual premises hereof and in further consideration of One Dollar (\$1.00) cash in hand paid to the Landowner by WCSA, the Landowner does hereby grant and convey to WCSA, its successors and assigns, a twenty foot (20') wide temporary easement centered on the proposed new water service line in, under and through that certain tract or parcel of real property belonging to Landowner and situated in the TOWN OF DAMASCUS Magisterial District of Washington County, Virginia, being identified as Parcel Number(s) 172B1-A-173 on the Tax Map of Washington County, Virginia. The easement shall extend from the new water main line adjacent to the property to the currently existing service line. The proposed service line shall be constructed by WCSA or its agent as part of the project in a mutually agreeable location. The water service line and appurtenances on the Landowner's side of the new meter shall be and remain sole property of the Landowner. WCSA will own up to and including the meter at the new location of the meter.

Beginning on the date the Landowner's new service line goes into service, WCSA will provide a one-year materials and workmanship warranty on the new service line. At the end of the one-year warranty period, the temporary easement shall also expire.

WCSA or its agent shall repair or replace ground cover now on the said easement which may be disturbed or removed as a result of the construction of the water service line and shall remove all trash and other debris of construction or repair from the easement, and shall restore the surface thereof to its original condition.

This instrument contains all the agreements between the parties and no representations or statements, verbal or written, have been made which are inconsistent with or in addition to the terms of this deed.

WITNESS the following signature(s) and seal(s):

TOWN OF DAMASCUS

- Ms. Seymore made a motion to grant the temporary easement, as requested. Ms. Coleman 2<sup>nd</sup> the motion, which passed (6-0).
- A council Poll was held on April 23<sup>rd</sup> for approval of an additional \$400 charge removing existing shingles and replacing bad boards on the Laurel Creek Park roof before adding the new roof. The Council approved (6-0).

## Old Business

- i. Town Code, Tenting Ordinance – Mr. Jackson questioned why there is no financial penalty attached to the ‘no tenting’ ordinance the Town has, and stated that there are both residential and business properties not taking the ordinance seriously.  
Mayor Lamb stated that strictly enforcing the ordinance would add more work for the Police Dept.  
Ms. Seymore stated that if there are only a couple of places that are consistently violating the ordinance, then it shouldn't be too hard to enforce; she then asked Captain Turner for his thoughts on the matter.  
Captain Turner responded that the PD could manage the policing, but the Town will have to take on the responsibility and fees to have their attorney go to court with the officers for prosecution, because the Commonwealth Attorney's office will not prosecute these cases. Ms. Seymore asked if the attorney fees and court costs can be placed back on the violators if found guilty, and Captain Turner asked Damascus resident Robert Van de Vuurst if he could speak to that from an attorney's point of view.  
Mr. Van de Vuurst, who was on the Committee that revised this statute, stated that it reads that anyone can file a complaint about a violation or suspected violation. The complaint would go to the Zoning Administrator (Mr. Blevins), who would then notify in writing the person responsible who is allowing the tenting. If that doesn't bring about compliance, then the Zoning Administrator is authorized to go to the Town Attorney to start action to enforce it. This can cost time and money that small towns might not have, but there is a proviso to address this in that matter, should the Council want to. Also, the Town's attorney should ask for fees and costs be covered by the violator, which the court might grant if there were intentional violations. These violations are considered misdemeanor offenses, which do come with a fine.  
Mr. Blevins asked the will of the Council, and they decided to table the matter until the June Council meeting.
- ii. Mayor Lamb asked about the status of the ‘no feeding the ducks’ educational signs for over at the Mill dam/Laurel Creek Park.

Ms. Meyer stated that she has contacted the VA Wildlife Assoc., who have a nice informational sign image on their site, and they have sent a higher res image we can use to have signs made, the Council just needs to decide what size and how many to order.

## New Business

- i. BZA Request - Robert Van de Vuurst, who is the Chair of the Board of Zoning Appeals, brought before the Council an issue of substantial concern to several Town residents, and asked how many conditional use permits should be granted in residential areas for transient/semi-transient lodging before the community/neighborhood feel is lost. Mr. Van de Vuurst suggested the Council grant the BZA approval to put a moratorium in place pertaining to transient lodging, semi-transient lodging, and variances in residential neighborhoods for up to 6 months, and appoint a chairing committee (including himself, Mr. Blevins, Mr. Greer, and open to suggestions for additional people) to study this issue as it relates to the residentially zoned areas in Damascus, and make a recommendation to Council accordingly and for the betterment of the Town and its residents.
- Mr. Jackson made a motion to allow the BZA to implement a moratorium on the issuance of conditional use permits being granted in residential areas, for up to 6 months, along with the authority to set up a study committee to research the topic and present recommendations to the Council. Ms. Seymore 2<sup>nd</sup> the motion, which passed (6-0).

## Legal Matters

- i. Mayor Lamb reported the need for Closed Session for Discussion and Consideration of Personnel Matters, per VA Code Section 2.2-3711 (A) (1),

## Mayor & Council Members Reports

Mayor Lamb thanked the Council, Mr. Blevins, the Police Department, and the Fire Department for all they do.

Ms. Seymore welcomed the new business 'Discover Damascus' to Town.

Mr. Jackson said he is very much looking forward to Trail Days.

## Citizens Comments

Vicky Van de Vuurst, 210 N. Legion St., reported that she would like to get the Town beautification along the sidewalks started back up, and hope to be planting flowers in the next week or so.

Melissa Barrett, 133 Imboden St., commented on the 'feeding the ducks' issue, stating the Town should use some duck food vending machines.

Mayor Lamb replied that she had brought that up at the previous Council Meeting, but it was decided against, as the Council would rather deter people from feeding them anything.

Donna Foltz, 560 Bowlin St., suggested using duck feeding stations with appropriate duck food because people are going to feed the ducks regardless. Also, Ms. Foltz stated she bought a house in a residential neighborhood on purpose, so she can know her neighbors and feel safe, and does not want any of the houses on her street to be used for short-term rentals.

Lindsey Fleming, 333 S. Railroad Ave., lives in front of the Town's property on Whistlestop Rd., beside Trestle 17 that is currently used for a Scouts' camping area, and she does not think that would be a good location to build a dog park due to flooding, added traffic on that one-lane road, parking needs, the money it will take to prepare the land, as well as health and safety concerns. Ms. Fleming stated she thinks the dog park should be build at the ball fields on S. Shady Ave., as was initially hoped to be.

Patrick Pritchett, 609 Orchard Hill Rd., owns the house that Ms. Fleming is renting and came to support her in suggesting the Town not build a dog park at the Whistlestop Rd./Trestle 17 location. His main concern being the health issues that can arise from uncleanliness if park maintenance is left up to the pet owners and volunteers to clean up.

## Announcements

UPCOMING EVENTS & OTHER ANNOUNCEMENTS:

- \* *For information on events go to our website [visitdamascus.org](http://visitdamascus.org). For citizen info go to [damascus.org](http://damascus.org), and don't forget our social media presence on **Facebook**, **Instagram**, and **Twitter**!*

## Consent Agenda

- Ms. Seymore made a motion to pay the bills for invoices exceeding \$500, 2<sup>nd</sup> by Mr. Greer. The motion passed (6-0).
- Mr. Greer 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 2<sup>nd</sup> the motion, which passed (6-0).
- Mr. Greer a motion to go into Closed Session for items listed previously, under 'Legal Matters'. Ms. Coleman 2<sup>nd</sup> the motion, which passed (6-0).
- Mr. Jackson made a motion to return to Open Session, 2<sup>nd</sup> by Ms. Coleman. The motion passed (6-0).
- Ms. Seymore made a motion to certify. Mr. Jackson 2<sup>nd</sup> the motion, which passed (6-0).
- Mr. Hayes made a motion to adjourn, 2<sup>nd</sup> by Ms. Coleman. The motion passed (6-0).

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**Katie Lamb, Mayor**

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**Tuesday Pope, Clerk**