



HISTORICAL TOURS

ON THE CREEPY TRAIL



DAMASCUS VA

**JOIN US TO LEARN ABOUT
DAMASCUS'S HISTORY AND GET
CHILLS FROM SOME SPOOKY TALES.**

**OCTOBER 15 AND 16, 21, 23, 29
AND 30TH!!!**

**FOR MORE INFORMATION CONTACT SKYE HONAKER
AT (276)595-5077 OR VISIT OUR PAGE ON FACEBOOK**

**PRESENTED BY
HOLSTON HELLBENDERS
SCIENCE CLUB**

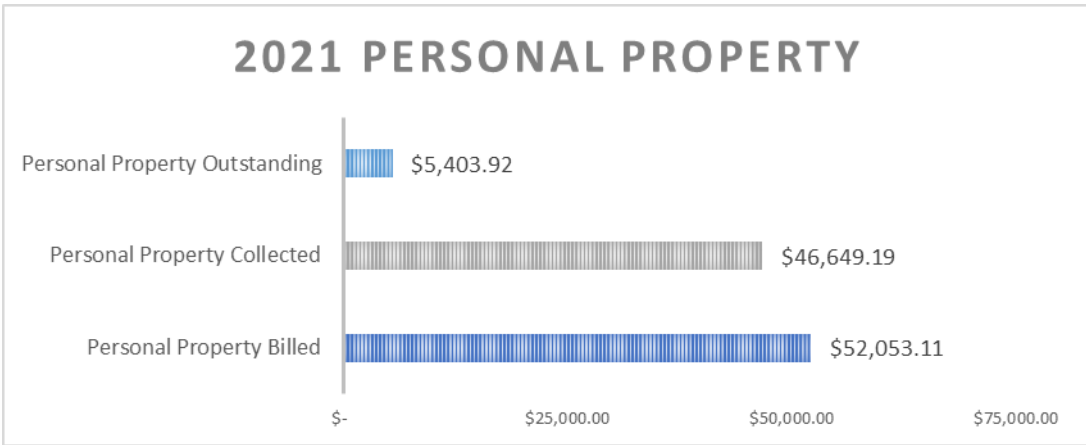
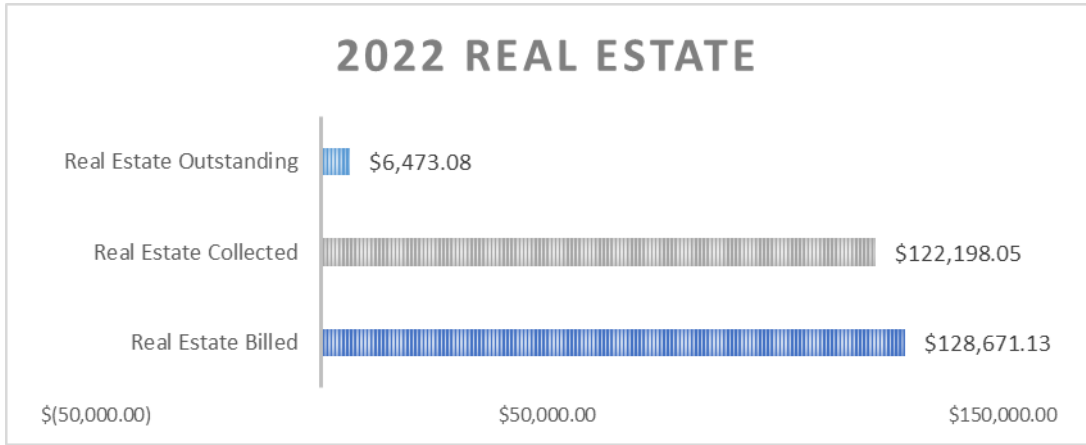
- * It was the consensus of the Council to approve the proposed 'Historical Tours on the Creepy Trail' fundraiser by the Holston Hellbenders Science Club.

Committee Reports

Budget, Finance, and Administration:

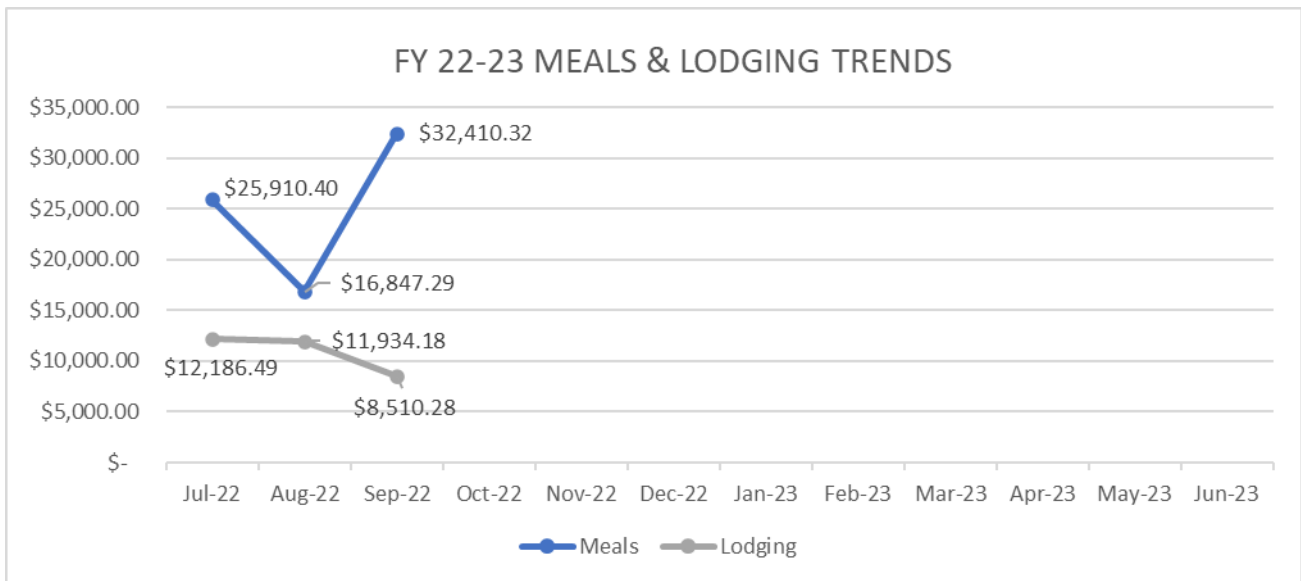
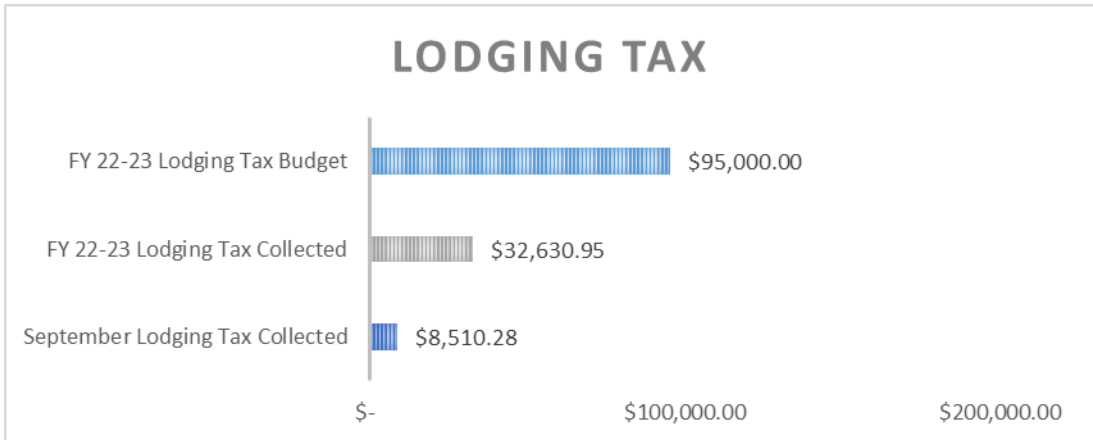
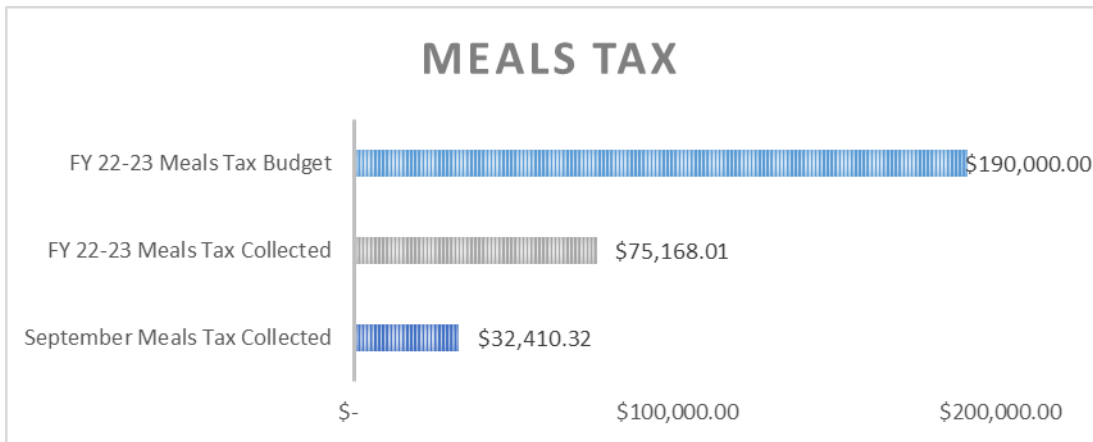
Town Treasurer, Elena Smith, submitted the following report for the previous month, which was read by Mr. Blevins:

Real Estate & Personal Property Taxes: The collection rate for 2022 Real Estate taxes is at 95.02% and the collection rate for 2021 Personal Property is at 90.09%.



<i>Town of Damascus Virginia Investment Pool (VIP)</i>		
	<i>Account Balance</i>	<i>FYTD Income</i>
<i>VIP Stable NAV Liquidity Pool</i>	<i>\$940,217.61</i>	<i>\$3,371.78</i>
<i>Subaccounts</i>		
<i>RESERVE FUND</i>	<i>\$54,299.15</i>	<i>\$285.78</i>
<i>EARMARK POLICE VEHICLE</i>	<i>\$15,364.62</i>	<i>\$80.87</i>
<i>SEWER FUND CD</i>	<i>\$26,395.59</i>	<i>\$138.97</i>
<i>ANTHEM RECOVERY</i>	<i>\$44,115.11</i>	<i>\$232.20</i>
<i>ADDITIONAL WORKING CAPITAL</i>	<i>\$1,726.56</i>	<i>\$9.12</i>
<i>TRAIL DAYS RESERVE</i>	<i>\$7,485.65</i>	<i>\$39.42</i>
<i>TOD ARPA 2021</i>	<i>\$790,830.93</i>	<i>\$2,585.42</i>

Meals & Lodging Tax: We collected \$32,410.32 in Meals Tax and \$8,510.28 in Lodging Tax during September, reflecting sales for August.



Announcements:

- The Treasurer requests that the Mayor and Town Council vote to forgive delinquent Personal Property Taxes for one deceased resident for a total amount of \$375.26 (Account 1358).

- Ms. Coleman made a motion to forgive delinquent Personal Property Taxes for one deceased resident for a total amount of \$375.26 (Account 1358), as requested. Mr. Greer 2nd the motion, which passed (6-0).

- 2022 Personal Property Tax Bills and Second Half 2022 Real Estate Tax Bills will be sent out mid-October. These payments are normally due November 20th. However, November 20th falls on a Sunday this year so the Treasurer has extended the due date to Tuesday, November 22nd, 2022.

- The Treasurer and Clerk request that the Mayor and Town Council vote to approve the use of ARPA funds (\$14,566.00) to upgrade from the antiquated financial management software (Citi-Pak) to the current financial management software (FMS - Financial Management System). Please see page 1 of the attached quote. Pages 2 and 3 are options that are not being requested at this time.

Both Citi-Pak and FMS are provided by Southern Software. Citi-Pak software was developed in 1988 and malfunctions frequently. These malfunctions require many hours of troubleshooting by the Clerk and Treasurer, and many hours of support from Citi-Pak. There are only 17 localities remaining in the United States that still use Citi-Pak. Citi-Pak is no longer being updated and does not have the modules needed to support the current functions of the Town of Damascus.

In contrast, FMS was developed in 2012 and is continuously updated. It offers 10 modules, 4 of which would be a direct conversion from the current modules and 2 additional modules which are needed. The current modules are Accounts Payable, General Ledger, Payroll and Property Taxes. The Town of Damascus would retain these 4 modules and add the Business License Module, and Meals and Lodging Module.

The amount of \$14,566.00 is a one-time payment that covers the upgrade, conversion, installation and training. The Town of Damascus has paid \$3,700 annually for support since implementing Citi-Pak in 2005. The annual support fee for FMS with the 6 modules will be \$4,341.

The Town of Damascus has been researching the options for upgrading, along with Washington County, for several years and has concluded that FMS is the best option for several reasons. The conversion from Citi-Pak to FMS would be the most time and cost efficient. FMS provides a solution for both accounts payable and accounts receivable, whereas many of the other options did not. Most other options required the acquisition of two new software programs. Southern Software is known for its outstanding customer support. The Town staff has established relationships with the various departments at Southern Software. At present, the earliest appointment available for upgrade is in January of 2023.

- Ms. Coleman made a motion to approve the use of ARPA funds (\$14,566.00) to upgrade from the antiquated financial management software (Citi-Pak) to the current financial management software (FMS - Financial Management System). Mr. Jackson 2nd the motion, which passed (6-0).

Streets, Lights and Maintenance:

Mr. Greer reported there are several dead trees in the park and behind the library that we need to get estimates on having removed; we are still working on the Laurel Creek Park bathrooms and hope to have them finished this fall; and the Public Works department will soon be servicing the leaf vacuum as well as the salt spreader for the Fall and Winter seasons.

Parks and Recreation:

Ms. Coleman reported that the pool will hopefully be drained down far enough this week to be able to have the cover installed, and volunteers are requested to help because that is a big job.

Planning Commission:

Mr. Blevins reported the Commission still has a seat vacancy (for the term ending 2024, which was previously held by Brian Schmidt). Due to one member being hospitalized and another having a death in the family, the September Planning Commission meeting was cancelled due to lack of a quorum, so the vacant Planning Commission seat and Board of Zoning Appeals seat can be discussed at the October Planning Commission meeting, and they will hopefully be able to provide recommendations at the November Council meeting.

Police and Fire Advisory:

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

Operations: September 2022, Damascus Officers had 87 calls for service. We have taken 27 investigative reports and made 14 arrests. We work 3 reportable accidents.

Traffic Enforcement Activities: We issued 6 citations along with 5 warnings.

Speeding complaint areas include: S. Railroad Ave

Special Report: The Tourniquet's has been ordered and received for the LOLE 21 Grant.

Special Notes:

The Drug Terminator has been ordered and delivered. Det. Wagner and I are working on destruction orders and as soon as we get some completed, we will be putting this new device to use.

Police Vehicles: Nothing new currently.

Auxiliary: Nothing new currently.

Chief Turner also gave the following speed sign reports for the month of September:

- * North Beaverdam Ave., coming into town – 36,423 vehicles, with 2,124 of those recorded going 40mph or above.
- * Douglas Dr., coming into town – 42,296 vehicles passing, with 5,687 of those recorded going 40mph or above.

Damascus Volunteer Fire Department

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

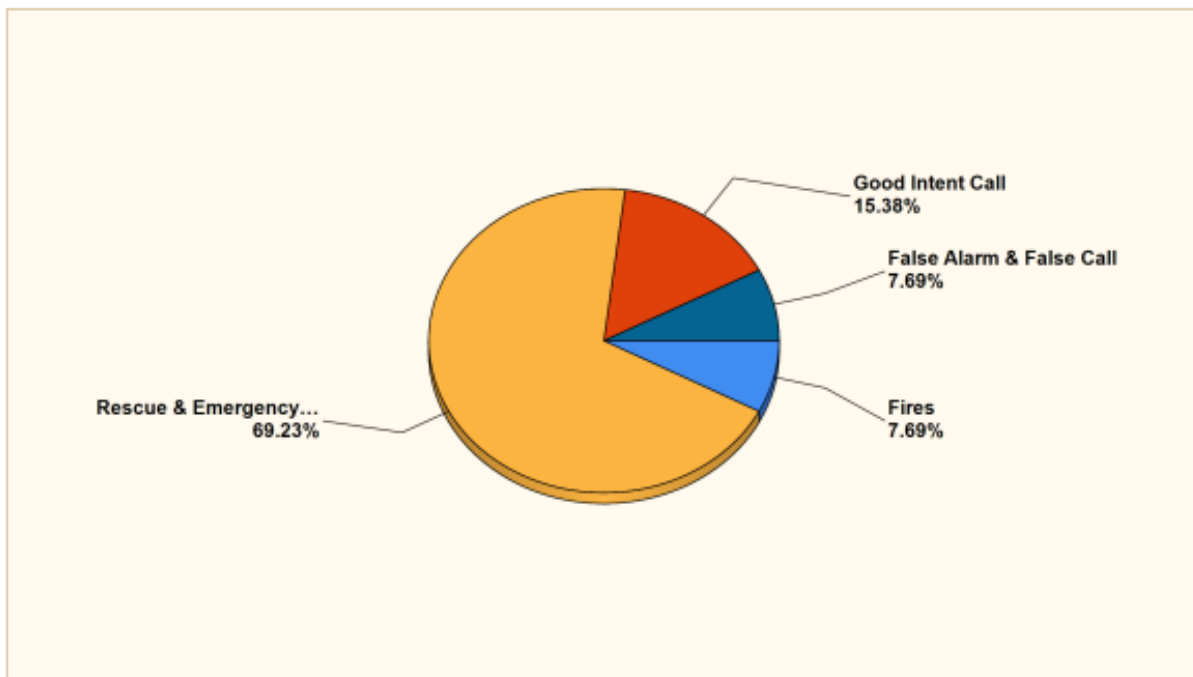
Damascus Fire Department

Damascus, VA

This report was generated on 9/30/2022 1:49:21 PM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2022 | End Date: 09/30/2022

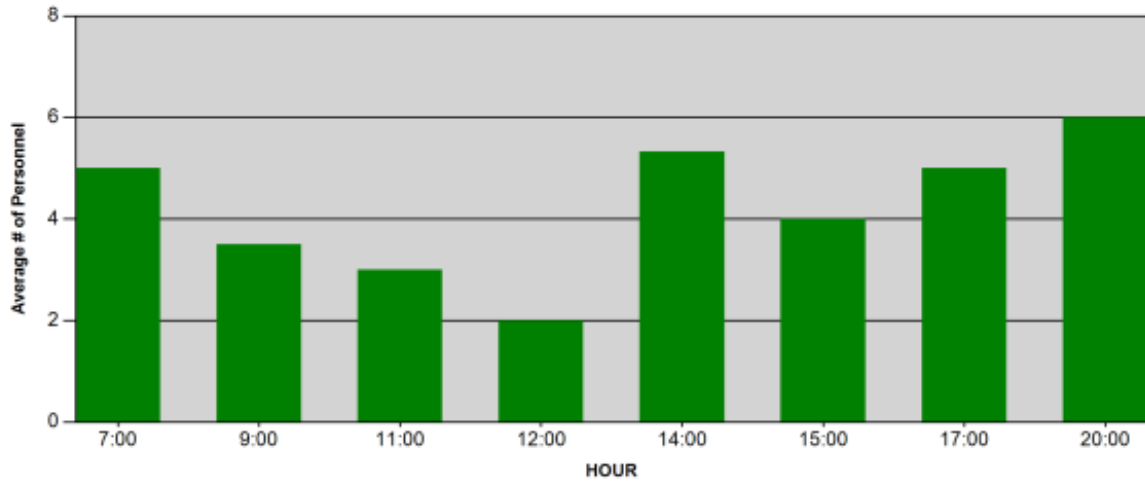


MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	7.69%
Rescue & Emergency Medical Service	9	69.23%
Good Intent Call	2	15.38%
False Alarm & False Call	1	7.69%
TOTAL	13	100%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
151 - Outside rubbish, trash or waste fire	1	7.69%
311 - Medical assist, assist EMS crew	3	23.08%
322 - Motor vehicle accident with injuries	2	15.38%
324 - Motor vehicle accident with no injuries.	2	15.38%
341 - Search for person on land	1	7.69%
355 - Confined space rescue	1	7.69%
611 - Dispatched & cancelled en route	2	15.38%
743 - Smoke detector activation, no fire - unintentional	1	7.69%
TOTAL INCIDENTS:	13	100%

Average Number of Responding Personnel per Hour for Date Range

Start Date: 09/01/2022 | End Date: 09/30/2022



Hour	Avg. # Personnel
07:00 - 07:59	5.00
09:00 - 09:59	3.50
11:00 - 11:59	3.00
12:00 - 12:59	2.00
14:00 - 14:59	5.33
15:00 - 15:59	4.00
17:00 - 17:59	5.00
20:00 - 20:59	6.00

Incident Statistics

Zone(s): All Zones | Start Date: 09/01/2022 | End Date: 09/30/2022

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		9	
FIRE		4	
TOTAL		13	
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	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
0		0	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1400	0:15:54	0:10:29	
AVERAGE FOR ALL CALLS			0:14:44
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1400	0:04:42	0:04:08	
AVERAGE FOR ALL CALLS			0:04:33
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Damascus Fire Department		32:00	

Response Percentage per Station per Personnel for Incident Types for Personnel

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 09/01/2022 | End Date: 09/30/2022

Personnel	Calls Attended	% of Calls for Selected Incident Types
Station: Station 1400		
Berry, Austin	9	69.2%
Campbell, Dalton	2	15.4%
Feliciano, Yamir	3	23.1%
Hand, Devon J	4	30.8%
Johnson, Michael	9	69.2%
Jones, Andrew	2	15.4%
Jones, Dave	3	23.1%
Justice, Jason	7	53.8%
Mullins, Troy	4	30.8%
Phipps, Jennifer N	1	7.7%
Phipps, Michael	8	61.5%
Reid, Michael D	1	7.7%
Turner, Kermit	8	61.5%
Turner, Walter B	12	92.3%
Widener, Alex	7	53.8%
Total Incidents for Station Station 1400	13	

Total Incidents for all Stations 13

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

Start Date: 09/01/2022 | End Date: 09/30/2022

PERSONNEL	TIME SPENT ON INCIDENTS (Hours:Minutes Dispatched to Cleared Scene)
Berry, Austin	6:12
Campbell, Dalton	2:10
Feliciano, Yamir	2:16
Hand, Devon J	3:14
Johnson, Michael	5:35
Jones, Andrew	0:17
Justice, Jason	4:12
Mullins, Troy	0:24
Phipps, Jennifer N	0:36
Phipps, Michael	5:18
Reid, Michael D	1:19
Turner, Kermit	7:24
Turner, Walter B	9:31
Widener, Alex	6:53
Total:	55:21

Special Committees

Nothing to report at this time.

Citizens Comments

1. James Buckley, 713 E. Second St., said that his comments have to do with what he thinks the Town Manager is going to talk about in his report, which is signage. Mr. Buckley said that he doesn't want to see power washing or firewood for sale signs in the parks at the caboose or near the stewardship stump, but as far as campaign signs in people's yards, he thinks those are a good thing and is excited because it shows that people care about

Damascus. As far as the Town having any signs removed that are on public rights-of-way, he thinks that it would be an unreasonable task for the Police to go out and measure property lines, and that people should have enough good judgement to put signs in appropriate places.

2. Jeff Buckley, 719 E. Second St., thanked the Council for approving the purchase of tourniquets for the Police Dept, as he still has his left arm thanks to Chief Turner and his tourniquet; he thanked the Council for appointing him to the Planning Commission at the last Town Council meeting and stated that he is looking forward to working with Jack McCrady, and that it is unfortunate that Brian Schmidt, who he really appreciates, has resigned from his seat on the Commission, which he hated to be the catalyst for; and that he has looked into the previous Council action on a failed vote on a resolution for recommending he be appointed to the Board of Zoning Appeals (at the Council meeting prior to that, the Council voted to authorize the Town Manager draft up said resolution), and according to the Code of Virginia, the Virginia Municipal League, and some other City Managers, a resolution is not required for that, but suggested that to avoid the same confusion in the future as what happened with him, if the Council wants to use a resolution, it be done on the same day as the BZA recommendation vote, for more efficient government.
3. Jack McCrady, 577 Bowlin St., stated that dealing with the qualification of a voter in the Town of Damascus that is not a resident of the Town, even though the registrar's office made that determination, that short circuits every person that votes in here. Jeff Buckley is now seeking election to the Council and if he is successful in doing so, then he will be a Councilman that pays no real estate or personal property taxes to the Town. Mayor Lamb made the decision to have Jeff appointed to the BZA, at the recommendation of the BZA, but it has been the practice of this Town that the Planning Commission does the recommending of who the Council should consider appointing to both the Planning Commission and the BZA. If we have a representative on Council that isn't paying taxes, he will vote for the residents to have taxes. Mr. McCrady requested the Council direct their Legal Counsel to follow up with a declaratory judgement or a judicial advisory opinion from a judge to see if that is correct. Does the right to vote mean that you're a citizen, and if so, the other course of action for the Council would be to request the Commissioner of Revenue to reevaluate that particular piece of property. He would also like to see the Council do an exploratory committee to see about having a live broadcast of the Council meetings on YouTube, for the sake of transparency.
4. Jesse Kokotek, 215 E. Laurel Ave., stated that this video will be on YouTube, and that he is a renter as well as a 100% disabled veteran, so does not pay taxes, and questioned if anyone has a problem with that or wishes to say that he should not run for Town Council.

Manager's Report

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

Downtown + Laurel Creek Park & Trail

- *We continue to work on the bathroom stalls, getting all the pieces positioned and mounted.*
- *Updated cameras arrived last week, and we will get those set up with a new broadband connection.*
- *Price to have the dry riverbed installed along the N Shady Ave section of trail: \$2,814.50 (coordinated with Trail Center construction estimate for their rain garden).*
- Mr. Greer made a motion to spend \$2,814.50 to have the dry riverbed installed along the N. Shady Ave. section of the downtown connector/Laurel Creek Trail. Mr. Jackson 2nd the motion, which passed (6-0).

TRRC – Trail Center

- *Final plans for the rain garden are complete and the ATC has a contractor lined up to complete the site work, coordinating with Master Gardeners for the plantings – I've coordinated with the same contractor to do like work along N Shady Ave to finish the dry stream bed feature.*
- *The windows and side door have arrived and are in process of installation and trim – the garage doors are still pending delivery.*
- *The electricians were on site last week – need to update some lighting costs, extra \$668 + labor (though we can take some of the previous lights back) – original price for garage electrical was \$4,250.*
- Mr. Greer made a motion to spend an additional \$668 + labor, to be paid for by Tobacco Commission grant funds, on the updated Trail Center garage lighting costs. Mr. Jackson 2nd the motion, which passed (6-0).

Scattered Site Housing Rehab Project

- *We have approved bids for blight demolitions and for substantial rehabilitations and are getting contracts executed now.*
- *So far, bids for demolitions and substantial reconstructions have been within budget.*

Creeper Trail

- *We are pushing to get all the caboose interior and exterior repairs finished in the next two weeks.*
- *I continue coordinating with the USFS and Conservancy to get repairs scheduled for trestles 30, 31, 16, and 17, including tree removals.*

- *The trail managing members continue to meet regarding long overdue upgrades to trail policies based on the Master Plan.*

Miscellaneous

- *I'm still trying to coordinate engineering for Beaverdam Creek (streambank stabilization).*
- *I've been laying out the remaining parking striping that needs to be done, we should be able to correct everything and retouch crosswalks over the next couple weeks.*
- *I've been coordinating with the same contractor from the Trail Center landscaping (rain garden) to give me a quote to move the USPS collection box: \$760.50.*
- Ms. Coleman made a motion to approve the \$760.50 cost to move the Post Office collection box to a location where people can access it with their vehicles. Mr. Jackson 2nd the motion, which passed (6-0).
- *Small Purchase Procedures ordinance amendment will be on the November Agenda.*

Legal Matters

Nothing at this time.

Old Business

Nothing at this time.

New Business

1. Resolution to name an unnamed street between Docie St. and Spurline St.



--TOWN OF DAMASCUS, VIRGINIA--
RESOLUTION ESTABLISHING STREET BY NAME
“Findley Street”

WHEREAS, a new building has been established in accordance with the Uniform Statewide Building Code (USBC), accessible by vehicle only from a 30-foot wide street owned by the Town of Damascus; and

WHEREAS, the 30-foot wide street is owned fee simple by the Town of Damascus and within its jurisdiction; and

WHEREAS, the 30-foot wide street lies between and parallel to Docie Street and Spurline Street, but is not and has not historically been identified by official name; and

WHEREAS, the USBC and emergency management system, among other state and federal codes or laws, specify that all structures of this type to identifiable by name and numeric; and

WHEREAS, the Town Council of the Town of Damascus has express authority to name the streets, alleys, or thoroughfares owned within its jurisdiction.

NOW, THEREFORE, be it hereby **RESOLVED**, that the Town Council of Damascus identifies the previously un-named 30-foot street between and parallel to Docie Street and Spurline Street, and perpendicular to North Beaverdam Avenue as “Findley Street” for the purposes of address identification and emergency response.

BE IT FURTHER RESOLVED that all buildings established directly adjacent to and designed to be accessed from “Findley Street”, shall be given an address following standard numbering practices from said street and shall post such address as required by the Uniform Statewide Building Code.

Adopted by majority vote of the Town Council of the Town of Damascus, Virginia at the normal meeting held on October 03, 2022.

- Ms. Coleman made a motion to adopt the resolution, as presented. Mr. Greer 2nd the motion, which passed (6-0).
- 2. Memorandum of Understanding (MOU) with the Washington County Public Library to establish a Storywalk along part of the Beaverdam Creek Trail behind the Library

Memorandum of Understanding
Washington County Public Library and the
Town of Damascus

This memorandum of understanding (MOU) between the Washington County Public Library (WCPL) and the Town of Damascus addresses the establishment of a storywalk along the Beaverdam Creek Trail located adjacent to the library.

Storywalks are a family-friendly activity involves reading a story as you follow the pages along a trail or path. The concept has been trending since it was created by Anne Ferguson of Montpelier, Vermont in 2007 and developed in collaboration with the Kellogg-Hubbard Library. StoryWalk® is a registered service mark owned by Ms. Ferguson.

The library plans to purchase a Pannier StoryWalk® Exhibit system. This product is a Low Profile Single Pedestal frame that encases individual story pages in acrylic. [Specs. Included]

Both parties will work cooperatively to install the storywalk system at designated spots along the Beaverdam Creek Trail. The Town of Damascus reserves the right to remove the storywalk if it remains unmaintained for a period of six months or longer.

WCPL agrees to:

- Purchase the storywalk system.
- Change the stories featured each month.
- Maintain and/or replace the storywalk system components as needed.
- Include, as appropriate in any publicity materials, a statement acknowledging the Town's cooperation in providing assistance with the storywalk project.
- Operate in good faith on issues not covered in this memorandum.

Town of Damascus agrees to:

- Maintain the area around the storywalk (mowing, trimming, etc.).
- Report any damage to or concerns with the storywalk promptly to WCPL.
- Operate in good faith on issues not covered in this memorandum.

DAMASCUS, VA




STORYWALK

"It's not how many miles you walk, it's how many smiles you share."

- Promotes literacy and exercise.
- Encourages families to visit the Beaverdam Creek Trail and the Library.
- Funding provided by the Library Foundation.





Equipment:

- Comprised of 18 to 20 pedestals
- Aluminum Single Pedestal 24"w x 18"h x .25"
- Post 3" x 3" x 57"h.
- Frame will be on a 45-degree angle.
- Powder coated black finish.

Partnership:

- Library Foundation to sponsor storywalk pedestals and materials to assist in installation.
- Town of Damascus to install and maintain pedestals along the Beaverdam Creek Trail near the library.
- Library to change story monthly.
- Town of Damascus and Library logos to be featured on storywalk signage and related promotional materials and press releases.

Amanda Bailey, Community Engagement Librarian abailey@wcpl.net

- Mr. Jackson made a motion to authorize the Mayor to sign the Memorandum of Understanding between the Washington County Public Library and the Town of Damascus regarding a Storywalk, as presented. Mr. Greer 2nd the motion, which passed (6-0).

Consent Agenda

- Mr. Greer made a motion to pay the bills for invoices exceeding \$500, 2nd by Mr. Jackson. The motion passed (6-0).
- Ms. Coleman 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 thanked everyone for attending the meeting.

Mr. Jackson stated that he would like the Council to begin the conversation about the Town owned IDA property out by the VFW. He has discussed it with the Town Manager and recommends seeking a planning grant to fund a study exploring the best options.

- Mr. Greer made a motion to authorize the Town Manager to start the process of finding/applying for a planning grant to fund a study to reveal the best options for the use of the former IDA property on Mtn. City Rd. Mr. Jackson 2nd the motion, which passed (6-0).

Mr. Jackson recommended planting wildflowers on Town property in the Spring anywhere there are severe slopes, as well as other areas to help beautify the Town and cut down on the amount of mowing that must be done every week.

Ms. Coleman asked if there was an update on VDOT's Water Street bridge project. Chief Turner replied that they hope to have it completed in the next 5-6 weeks.

Announcements

UPCOMING EVENTS & OTHER ANNOUNCEMENTS:

1. October 7th – Participating Businesses hosting First Fridays Events
2. October 10th – Town Hall CLOSED in Observance of Columbus Day & Yorktown Victory Day
3. October 10th – Candidates Forum at the Old Mill, hosted by the League of Women Voters
4. October 14th – Beaverdam Friday Jam featuring Orbital Planes in the Park
5. October 15th – First Baptist Church Tailgating Party at the Laurel creek Park (UT/Bama)
6. October 30th – One Way Ministries' Fire by Night Gathering in the Park
7. October 31st – Halloween & trick-or-Treating throughout Town
8. Every Saturday from 9am-Noon – the Damascus Farmers Market at Laurel Creek Park

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

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

Katie Lamb, Mayor

Tuesday Pope, Clerk