

DAMASCUS TOWN COUNCIL
DRAFT Minutes for November 6, 2023
7:00pm Regular Called Council Meeting

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

Absent: Jesse Kokotek

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

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 October 2, 2023, Regular Called Council Meeting Minutes as presented.

- Mr. McCrady made a motion to approve the Minutes as presented. Ms. Coleman 2nd the motion, which passed (4-0-1, with Mr. Fields abstaining).

Mayor Lamb asked for approval of the agenda, with the addition of Hands and Feet Ministries/Linda Austin under New Business and discussion of public property for a public purpose in Closed Session.

- Ms. Coleman made a motion to approve the agenda. Mr. McCrady 2nd the motion, which passed (5-0).

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 2023 Real Estate taxes is at 93.75%, 2022 Real Estate collection rate is at 95.82% and the collection rate for 2022 Personal Property is at 83.00%.

Meals & Lodging Tax: \$21,121.78 in Meal Taxes and \$24,298.96 in Lodging Taxes were collected for October 2023.

Town of Damascus Virginia Investment Pool (VIP)	Account Balance	FYTD Income	Inception Date
RESERVE FUND	\$57,199.56	\$1,033.91	08/11/2017
EARMARK POLICE VEHICLE	\$19,185.25	\$317.00	04/04/2018

SEWER FUND CD	\$27,805.53	\$502.58	11/26/2018
ANTHEM RECOVERY	\$46,471.58	\$840.04	12/21/2018
ADDITIONAL WORKING CAPITAL	\$1,818.72	\$32.81	08/08/2019
TRAIL DAYS RESERVE	\$7,885.47	\$142.50	05/14/2020
TOD ARPA 2021	\$654,022.73	\$11,961.05	06/29/2021
VIP Stable NAV Liquidity Pool	\$814,388.84	\$14,829.89	

Due to software issues, the complete report for all account balances shown below will be available at a later date:

				Cash Balance Report			
				Period Ending: 10/31/2023			
Bank:	GENERAL FUND CHECKING						
			<u>Account</u>			<u>Account Balance</u>	
			10-101-01				27,035.04
			30-101-01				0.00
			50-101-01				0.00
Total For:	GENERAL FUND CHECKING						27,035.04
Bank:	CLOSED-BBANDT FACILITY CO						
			<u>Account</u>			<u>Account Balance</u>	
			10-101-10				0.00
Total For:	CLOSED-BBANDT FACILITY CO						0.00
Bank:	CLOSED-PD RAFFLE CHECKING						
			<u>Account</u>			<u>Account Balance</u>	
			10-101-11				0.00
Total For:	CLOSED-PD RAFFLE CHECKING						0.00
Bank:	CLOSED-ANTHEM RECOVERY AC						
			<u>Account</u>			<u>Account Balance</u>	
			10-101-12				0.00
			50-101-12				0.00
Total For:	CLOSED-ANTHEM RECOVERY AC						0.00
Bank:	CLOSED-CDBG ARC DOWNTOWN						
			<u>Account</u>			<u>Account Balance</u>	
			10-101-14				0.00
Total For:	CLOSED-CDBG ARC DOWNTOWN						0.00
Bank:	CLOSED-Cares Act Acct, BB						
			<u>Account</u>			<u>Account Balance</u>	
			10-101-09				0.00
Total For:	CLOSED-Cares Act Acct, BB						0.00
Bank:	ARPA Fund Checking						
			<u>Account</u>			<u>Account Balance</u>	
			10-101-21				100.00
Total For:	ARPA Fund Checking						100.00
Bank:	The Bank Of Damascus						
			<u>Account</u>			<u>Account Balance</u>	
			10-101-22				290,984.79
Total For:	The Bank Of Damascus						290,984.79
Bank:	BOM CDBG ARC Downtown						
			<u>Account</u>			<u>Account Balance</u>	
			10-101-23				478.70
Total For:	BOM CDBG ARC Downtown						478.70
Bank:	BOM CDBG PROGRAM INCOME						
			<u>Account</u>			<u>Account Balance</u>	
			50-101-24				13,564.82
Total For:	BOM CDBG PROGRAM INCOME						13,564.82
			Total Cash Balance:				332,163.35

Announcements:

- Creation of tax bill file is in process at Accufund. I hope the bills will be at our printing company within the week. Deadline for 2023 second half real estate and personal property is December 20, 2023.
- I would like to request that the Council consider approval of closing of the Town's credit card accounts at Truist Bank and opening new cards at the Bank of Damascus.
- Mr. McCrady made a motion for Authorization to close Town credit cards with Truist and open new ones with Bank of Damascus. Mr. Fields 2nd the motion, which passed (5-0).
- Employee Christmas Bonuses - The 2022 Christmas bonuses were \$250 for part-time, and \$500 for full-time employees. Does the Council wish to approve a Christmas bonus for 2023, and if so how much?
 - Ms. Coleman made a motion to authorize a Christmas bonus of \$250 for part-time, and \$500 for full-time employees. Mr. McCrady 2nd the motion, which passed (5-0).
- Office Holiday Closures - In 2022 the Council agreed to add more paid holiday time off for full-time employees, as an addition to their Christmas bonuses. Paid bonuses are taxed heavily, so instead of increasing the bonus amount more, they opted for additional holiday time in between/connecting their Christmas and New Year holidays (which was Dec. 27, 28, 29 and 30) as a good alternative. The Police were not be able to take the time off, but they could bank their additional time to be used over the next year. Does the Council want to consider adding Dec. 26, 27, 28, and 29 to the paid holiday hours this for 2023?
 - Ms. Coleman made a motion to authorize the following additional paid Holiday days: Dec. 26, 27, 28, and 29, 2023 . Mr. McCrady 2nd the motion, which passed (5-0).

Streets, Lights and Maintenance:

Mr. McCrady reported that the department has been busy with leaf collection, trash pick-up, brush pick-up, etc. He has been unable to locate a carburetor for the Cushman truck, so he met with someone at Johnson City Kubota and the estimated repairs would be around \$5,500 plus one part they no longer make. The bid for pothole repairs throughout Town has come back at \$29,500, so instead, the department will rent the necessary equipment and fill them in. Reminder – no burning leaves or brush in Town limits.

Parks and Recreation:

Mr. Jackson reported on the following: We are still looking for a pool manager for 2024; the murals at the Laurel Creek Park are complete and look great; there are some trees that still need to be cut by the pool; preparations for the 2024 Trail Days festival are underway; considerations for another Beaverdam Jams event next year are in the works, and it would be fun to do a food truck event as well; and we need to come to a decision on whether or not to do a big Christmas tree again this year. Mr. Jackson suggested that instead of getting a big tree to put up, we add to the usual

lighted tree shape in the Town Park with additional lights and décor. Also, we still need volunteers for everything we do.

- Mr. McCrady made a motion that instead of getting a big tree to put up, we add to the usual lighted tree shape in the Town Park with additional lights and décor. Ms. Coleman 2nd the motion, which passed (5-0).

Planning Commission:

New Construction Permit Application – 115 Smith St./Katie Lamb

- * For this part of the meeting, Mayor Lamb relinquished her seat as the Chair of the meeting over to Vice-Mayor McCrady.

Mr. McCrady advised that the application has been unanimously approved by the Planning Commission members, and he recommends the Council do the same.

- Mr. McCrady made a motion to approve the new construction permit for 115 Smith St. Mr. Fields 2nd the motion, which passed (5-0).

Police and Fire Advisory:

Chief Turner presented the following report for the previous month:

Operations:

October 2023, Damascus Officers had 101 calls for service. We have taken 11 investigative reports and made 5 arrests. We had 1 reportable accident.

Arrests are as follows: Warrant Service 3, IIP 1, Shoplift 1.

Traffic Enforcement Activities:

We issued 9 citations along with 11 warnings.

Speeding complaint areas include:

Douglas Dr. & Laurel Ave

Special Report:

We completed our bi-annual Drug Take Back in the town park and we brought in 20 lbs. of unwanted drugs. We also completed our Annual Halloween event, and we had a large crowd, Damascus Officers assisted at the crosswalks at Reynold St., S Shady Ave. and near the First Baptist Church.

Special Notes:

I have Lt. Wagner and myself signed up for a grant writing class in January 2024. This is a 2-day class and hopefully it will assist us in finding and applying for additional grants in the future.

I have completed some interviews for the opening position we have, I have an individual of interest for closed session.

Police Vehicles:

I have spoken with Sheldon Wills checking on our new vehicle and this is the reply I got back from him.

I have included Kathy in this email... FORD has been canceling some vehicles and building them as 2024, but at this point it appears your vehicle is still being built as a 2023. Below is the attached VIN #, but this could change, the Factory has been shut down for the strike which has caused FORD to cancel some of our units even after we received a vin number.

Auxiliary: Nothing new currently.

Incident Case Status Totals by Offense
Damascus Police Department
(10/01/2023 - 10/31/2023)

Offense:	Active:	Active TOT O/A:	Inactive:	Inactive WOF:	Closed Service:	Closed Except.:	Closed Arrest:	Adult Arrest:	Juvenile Arrest:	Adu./Juv. Arrest:	Unfnd.:	Rpted.:	Actual:
13B - Simple Assault	0	0	0	0	0	1	0	1	0	0	0	1	1
18.2-456 - Capias: Attachment of the Body	0	0	0	0	0	0	1	0	0	0	0	1	1
23C - Shoplifting	0	0	0	0	0	2	0	2	0	0	0	2	2
23D - Theft From Building	1	0	0	0	0	0	0	0	0	0	0	1	1
35A - Drug/Narcotic Violations	1	0	0	0	0	0	0	0	0	0	0	1	1
520 - Weapon Law Violations	1	0	0	0	0	0	0	0	0	0	0	1	1
90E - Drunkenness	0	0	0	0	0	0	1	0	0	0	0	1	1
90Z - All Other Offenses	0	0	0	0	0	0	2	0	0	0	0	3	3
Totals:	3	0	0	0	0	3	4	3	0	0	0	11	11

Citation Totals by Charge
Damascus Police Department
(10/01/2023 - 10/31/2023)

Charge:	Number of Charges:
46.2-301 - REVOKED/SUSPENDED	1
46.2-862 - RECKLESS DRIVING (SPEED) 20 OVER 25 OVER IN 35 ZONE	1
46.2-874 - SPEEDING 25 MPH ZONE	4
46.2-875 - SPEEDING 35 MPH ZONE	3
Total:	9

Arrest Race/Sex Totals by Offense

Damascus Police Department

(10/01/2023 - 10/31/2023)

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:
23C - Shoplifting	1	0	0	0	0	0	0	0	0	1	0	1	1
90E - Drunkenness	0	0	0	0	1	0	0	0	0	1	1	0	1
18.2-456 - Capias: Attachment of the Body	0	0	0	0	1	0	0	0	0	1	1	0	1
90Z - All Other Offenses	1	0	0	0	1	0	0	0	0	2	2	0	2
Totals:	2	0	0	0	3	0	0	0	0	5	4	1	5

Accidents Successfully Exported To TREDS

Damascus Police Department

(10/01/2023 - 10/31/2023)

Submission Date:	Accident Number:	TREDS Number:	Resubmission?
10/18/2023 - 11:12	23-00011	232915142	No

Total Successful Exports: 1

Total Accidents Successfully Exported: 1

Damascus Volunteer Fire Department

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

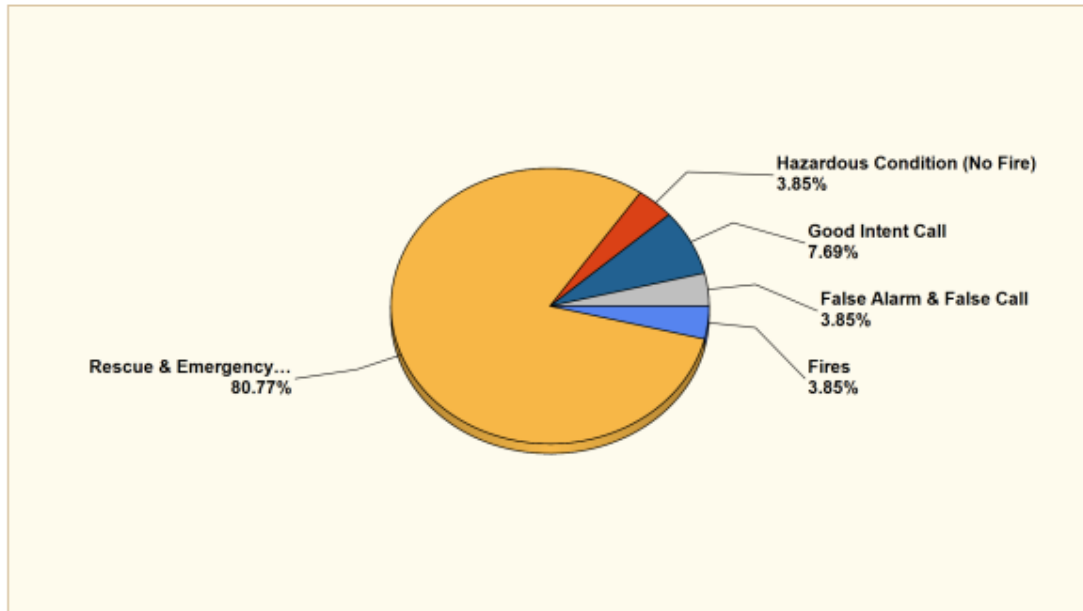
Damascus Fire Department

Damascus, VA

This report was generated on 11/2/2023 12:07:59 PM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/01/2023 | End Date: 10/31/2023

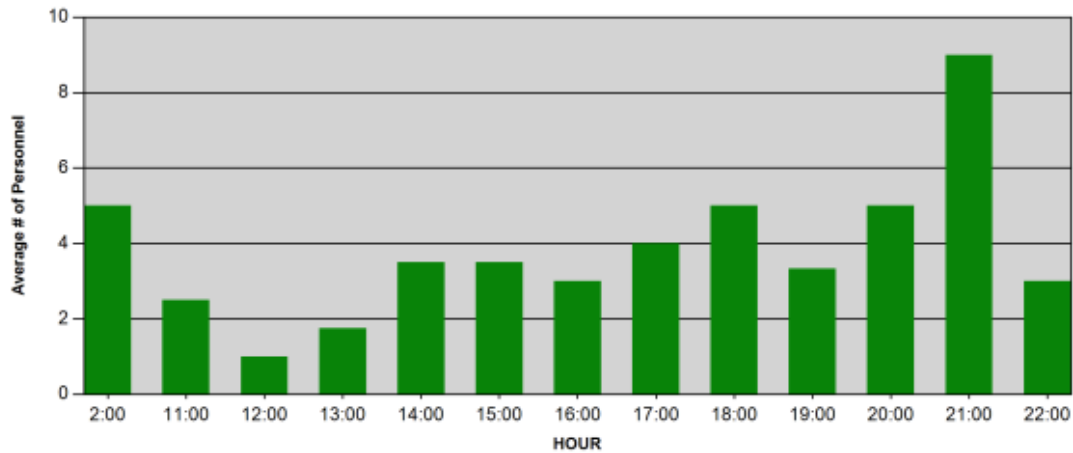


MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	3.85%
Rescue & Emergency Medical Service	21	80.77%
Hazardous Condition (No Fire)	1	3.85%
Good Intent Call	2	7.69%
False Alarm & False Call	1	3.85%
TOTAL	26	100%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
140 - Natural vegetation fire, other	1	3.85%
311 - Medical assist, assist EMS crew	9	34.62%
322 - Motor vehicle accident with injuries	1	3.85%
324 - Motor vehicle accident with no injuries.	7	26.92%
341 - Search for person on land	4	15.38%
460 - Accident, potential accident, other	1	3.85%
600 - Good intent call, other	1	3.85%
611 - Dispatched & cancelled en route	1	3.85%
733 - Smoke detector activation due to malfunction	1	3.85%
TOTAL INCIDENTS:	26	100%

Average Number of Responding Personnel per Hour for Date Range

Start Date: 10/01/2023 | End Date: 10/31/2023



HOUR	AVG. # PERSONNEL
02:00 - 02:59	5.00
11:00 - 11:59	2.50
12:00 - 12:59	1.00
13:00 - 13:59	1.75
14:00 - 14:59	3.50
15:00 - 15:59	3.50
16:00 - 16:59	3.00
17:00 - 17:59	4.00
18:00 - 18:59	5.00
19:00 - 19:59	3.33
20:00 - 20:59	5.00
21:00 - 21:59	9.00
22:00 - 22:59	3.00

Incident Statistics

Zone(s): All Zones | Start Date: 10/01/2023 | End Date: 10/31/2023

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		21	
FIRE		5	
TOTAL		26	
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		2	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
2		7.69	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1400	0:14:39	0:06:57	
AVERAGE FOR ALL CALLS		0:14:10	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1400	0:04:58	0:01:40	
AVERAGE FOR ALL CALLS		0:04:28	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Damascus Fire Department		74:34	

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

Start Date: 10/01/2023 | End Date: 10/31/2023

PERSONNEL	TIME SPENT ON INCIDENTS (Hours:Minutes Dispatched to Cleared Scene)
Belcher, Emalee	2:27
Campbell, Candace	12:05
Campbell, Dalton	8:42
Campbell, Wendy	14:38
Doss, Brady	10:48
Hicks, Emilee	3:30
Hicks, Noah	4:33
Johnson, Michael	23:08
Jones, Dave	5:51
Justice, Jason	2:01
Norris, Ralph	5:57
Reedy, Tony Mitchell	5:57
Richey, Jordan	3:19
Turner, Kermit	17:33
Turner, Walter B	7:55
Widener, Alex	8:49
Total:	137:12

Response Percentage per Station per Personnel for Incident Types for Personnel

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 10/01/2023 | End Date: 10/31/2023

Personnel	Calls Attended	% of Calls for Selected Incident Types
Station: Station 1400		
Belcher, Emalee	4	15.4%
Campbell, Candace	13	50.0%
Campbell, Dalton	8	30.8%
Campbell, Wendy	11	42.3%
Doss, Brady	8	30.8%
Fletcher, James R	1	3.8%
Hicks, Emilee	5	19.2%
Hicks, Noah	6	23.1%
Johnson, Michael	20	76.9%
Jones, Andrew	4	15.4%
Jones, Dave	10	38.5%
Justice, Jason	5	19.2%
Norris, Ralph	2	7.7%
Reedy, Tony Mitchell	1	3.8%
Richey, Jordan	8	30.8%
Turner, Kermit	15	57.7%
Turner, Walter B	10	38.5%
Widener, Alex	9	34.6%
Widener, Anthony	1	3.8%
Total Incidents for Station Station 1400	26	

Total Incidents for all Stations**26**

Special Committees

Damascus Farmers Market season debrief – Market Manager Donna Foltz reported that the (April – October) 2023 season was sponsored by Bart Long & Associates; there were more vendors participating, along with increased tourist traffic and hiker traffic, but a decrease in residents supporting the market. More produce vendors as well as signage on Laurel Ave. are much needed. The market hosted several events, such as First Responders Day, where Police K9 and water rescue demonstrations were held.

Citizens Comments

Melissa Londry, Galax VA, asked the Council's permission to speak even though she is not a resident of the Town. It was the consensus of the Council to approve this request. Ms. Londry then asked for Council to temporarily approve extending the 5 minute comment period to 10 minutes for this instance. It was the consensus of the Council to approve this request.

Ms. Londry reported on information regarding the residency of Councilman Kokotek, including the information listed in the following affidavit:

AFFIDAVIT

Commonwealth of Virginia

Washington County

CITY OR COUNTY

General District Court

Juvenile and Domestic Relations District Court

Under penalty of perjury, I, the undersigned affiant swear or affirm that:

Upon review of Councilman Jesse Robert Kokotek's voter registration and Certificate of Candidate Qualification, each indicates an address of 215 E. Laurel Avenue, Damascus, VA 24236 as Mr. Jesse Robert Kokotek's address on file. This address on record belongs to Buddy and Sean Albro. I have personal knowledge that this is incorrect and Mr. Jesse Robert Kokotek has not lived at this address from the time the Certificate of Candidate Qualification for Local Offices form was submitted on June 13, 2022 and the time the Voter Registration form was submitted on November 9, 2022 to present.

I have personal knowledge and evidence that Mr. Jesse Robert Kokotek has not lived in the Town of Damascus since April 24, 2023 to present as I assisted him in moving out of the Town of Damascus on April 23, 2023. He lived in my rented home at 214 Swanson Street, Galax, VA 2433 from April 24, 2023 until July 18, 2023 when I asked him to leave. I maintained contact with Mr. Kokotek from July 31, 2023 to October 1, 2023 in which he continued to not live in Damascus and reported to me that he was staying in his van at various locations in Virginia, West Virginia, and North Carolina. To my knowledge, Mr. Kokotek only spent one night in Damascus, Virginia on August 7, 2023 in a rental home owned by Chad and April Jacklet.

On October 24, 2023 at 1:00 PM, I submitted a FOIA request to the Town of Damascus for the following: Mr. Jesse Robert Kokotek's current physical address to be provided by Mr. Jesse Robert Kokotek within 5 business days, as well as an updated voter registration form dated after April 24, 2023 provided by Mr. Jesse Robert Kokotek; and proof of any alleged residence in the Town of Damascus from April 24, 2023 to present to be provided by Mr. Jesse Robert Kokotek. On October 25, 2023 at 4:46 PM, I received an email from Damascus Town Clerk, Tuesday Pope, indicating that Mr. Kokotek would be responsible for providing the information from my FOIA on October 24, 2023. On October 31, 2023 at 5:00 PM, no response was received from Mr. Kokotek within 5 business days of my FOIA request on October 24, 2023. No response has been received as of this date. Mr. Kokotek is in violation in complying with FOIA requirements.

- Mr. McCrady made a motion for a 10 minute recess, 2nd by Mr. Jackson. The motion passed (5-0).

Mary Neely, S. Shady Ave., stated that if the vendors at the Farmers Market would accept District 3 coupons, then more residents would participate; also, the dilapidated old store building beside her Mother's house is a hazard.

Manager's Report

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

Scattered Site Housing Rehab Project

- Blight Remediation: 649 Damascus Dr, 306 Damascus Dr, and 611 Rambo St demolitions complete.
- Substantial Reconstructions: 611 Rambo St substantial reconstruction complete and 605 Rambo Street demolition complete. 302 Damascus Drive substantial reconstruction complete and 302 Damascus Dr demolition complete. 233 Douglas Dr substantial reconstruction in progress.
- Rehabs: 317 Rutledge St rehabilitation complete. 717 Fifth St rehabilitation complete.
- Hybrid: 123 S Railroad Ave contract underway.
- The town is intending and preparing to apply for Phase II this coming April 2024.
- We are awaiting finalization of the date for the final project compliance review.

Creeper Trail

- Trestles 30 & 31: The Conservancy is finalizing commitments/agreement for the approximately \$186,000 in funds through USFS to cover the budget shortfall for trestles 30 and 31 for GAOA funding.
 - Bid documents are being finalized.
- The Conservancy has applied for funds from Dept. of Forestry for removal of hazard ash trees, with match from Abingdon, for the trail from mile marker 1 to mile marker 15.7 (before trestle 16).

Damascus Trail Center

- We will be finishing exterior paint and trim work and gutter improvements, and any other minor improvements.
 - This will include paint work on the Imboden street side of bathrooms at Laurel Creek Park.

Miscellaneous

- Dept. of Forestry Grant: We've applied to DOF for a non-match grant of approximately \$220,000 to contract an ISA certified arborist, remove approximately 85 trees, complete invasion species removal, replant appropriate trees, complete a Community Forest Resilience and Debris Plan, and complete administrative preparations, including advertising, procurement, and contract management. This grant would also allow us to reimburse recent tree removal expenses related to the hazard ash trees.
- Market Assessment: The third zip-code survey for the 2023 Market Study was completed in October, and though all the final tabulation is still being completed for the final report, it appears that our visitor market has grown significantly from 2014.
- The VTC DRIVE Outdoor grant workshop was held earlier today, Nov. 6th from 1-4:00 PM at the Damascus Trail Center. Following the planning process, Damascus will be eligible for \$20,000 in implementation funds.

Legal Matters

At the appropriate time, motion to Recess into Closed Session for Discussion and Consideration of Personnel Matters regarding the Police, Parks and Recreation, Public Works, and Administration Departments, per VA Code Section 2.2-3711 (A) (1); and, Discussion of Public Property for a Public Purpose, per VA Code Section 2.2-3711 (A) (3).

Old Business

Nothing at this time.

New Business

1. American Rescue Plan Act (ARPA) Tourism Recovery Program funds for Beaverdam Creek Trail - tree quote from Mountain View Nursery & Landscaping LLC in the amount of \$9,718, for 27 trees, mulch, and labor. There is \$7,297 remaining in the VTC ARPA funds, and the remainder can be paid for using the Forest Sustainability Fund.
- Mr. McCrady made a motion to approve the quote from Mountain View Nursery & Landscaping LLC, as presented. Ms. Coleman 2nd the motion, which passed (5-0).

2. Linda Austin, with the Hands and Feet Ministries organization, as well as the Appalachian Substance Abuse Coalition, stated that their substance abuse treatment facility for women is open in Abingdon, and these women need a place to go after they finish that step of their recovery process. The Chair of the Presbyterian organization has asked if Hands and Feet Ministries would want the church property on W. Laurel Ave. for that purpose, as it is no longer being utilized. So, there is a possibility that the W. Laurel Ave. Presbyterian Church property may be gifted to Hands and Feet Ministries in the foreseeable future.

Consent Agenda

- Mr. McCrady made a motion to pay the bills for invoices exceeding \$2,500, 2nd by Mr. Jackson. The motion passed (5-0).
- 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 (5-0).

Mayor & Council Members Reports

Mayor Lamb thanked Linda Austin for the presentation, and Melissa Londry for her bravery and selflessness.

Announcements

UPCOMING EVENTS & OTHER ANNOUNCEMENTS:

- * November 6th – VTC ‘DRIVE Outdoor’ Grant community workshop at Damascus Trail Center 1-4pm
- * November 7th – Election Day, Offices Closed
- * November 10th – Offices Closed in observance of Veterans Day
- * November 22nd – Offices Closed half day
- * November 23rd & 24th – Offices Closed in observance of Thanksgiving Holiday
- * December 1st – ‘A Trail Town Christmas’ Parade at 7pm

*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. McCrady made a motion to Recess into Closed Session for Discussion and Consideration of Personnel Matters regarding the Police, Parks and Recreation, Public Works, and Administration Departments, per VA Code Section 2.2-3711 (A) (1); and, Discussion of Public Property for a Public Purpose, per VA Code Section 2.2-3711 (A) (3). Ms. Coleman 2nd the motion, which passed (5-0).
- Mr. McCrady made a motion to return to Open Session, 2nd by Mr. Jackson. The motion passed (5-0).

- *CERTIFY (individually): We Certify that only public business matters lawfully exempted from open meeting requirements and only such matters identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.*

Susan Coleman – Yea

Charles Fields - Yea

Tom Hayes - Yea

Beaty Jackson – Yea

Jack McCrady - Yea

- Mr. Hayes made a motion to authorize the Town Manager to offer employment as a full-time Officer for the Damascus Police Department, within budget, to Mr. Jackie Thurston. Ms. Coleman 2nd the motion, which passed (5-0).
- Mr. McCrady made a motion to adjourn, 2nd by Ms. Coleman. The motion passed (5-0).

Katie Lamb, Mayor

Tuesday Pope, Clerk