

DAMASCUS TOWN COUNCIL
Minutes for May 2, 2022
7:00pm Regular Council Meeting

Council Members Present: Mitchel Greer, Beaty Jackson, Tom Hayes, Tony Doss, Susan Coleman, and Charles Fields (*arrived tardy*)

Absent: None

Also Present: Katie Lamb, Mayor
Elena Smith, Town Treasurer
Kermit Turner, Police Chief & Fire Chief
Trent Crewe, Legal Counsel
Gavin Blevins, Town Manager
Tuesday Pope, Town Clerk

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

Mayor Lamb asked for approval of the April 4, 2022, Regular Called Council Meeting Minutes.

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

Mayor Lamb asked for approval of the April 11, 2022, Special Called Council Meeting and Joint Public Hearing with the Damascus Planning Commission.

- Mr. Doss made a motion to approve the Minutes as presented. Mr. Greer 2nd the motion, which passed (4-0-1, with Mr. Hayes abstaining).

Mayor Lamb asked for approval of the April 19, 2022, Continuation of Special Called Joint Council Meeting with the Damascus Planning Commission.

- Mr. Greer made a motion to approve the Minutes as presented. Mr. Jackson 2nd the motion, which passed (5-0).

Mayor Lamb asked for approval of the agenda, as presented.

- Mr. Hayes made a motion to approve the agenda as presented. Mr. Jackson 2nd the motion, which passed (5-0).

Audit Report - Todd Owens with Owens CPA and Associates presented the Town's 2020-21 Fiscal Year Audit Report, stating it was a good clean audit report with no findings or significant changes, which is what we wanted, as well as lodging and property tax collection had increased. Mr. Owens presented the Council with a Letter of Engagement to secure their audit services for the 2021-2022 fiscal year.

- Mr. Greer made a motion to approve the Letter of Engagement, as presented. Ms. Coleman 2nd the motion, which passed (6-0).

Committee Reports

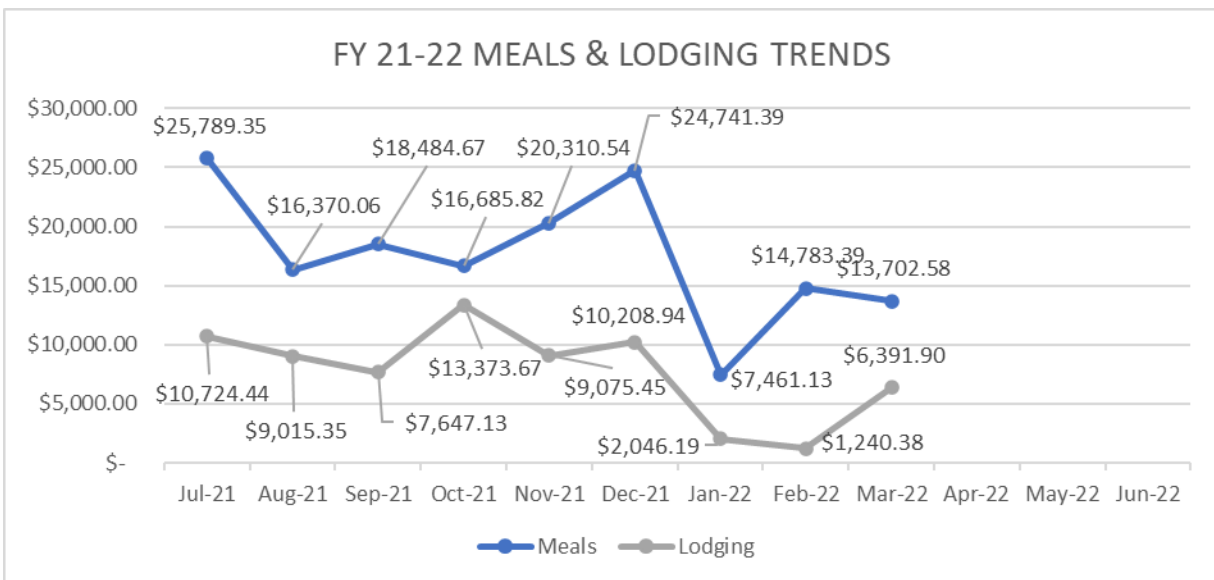
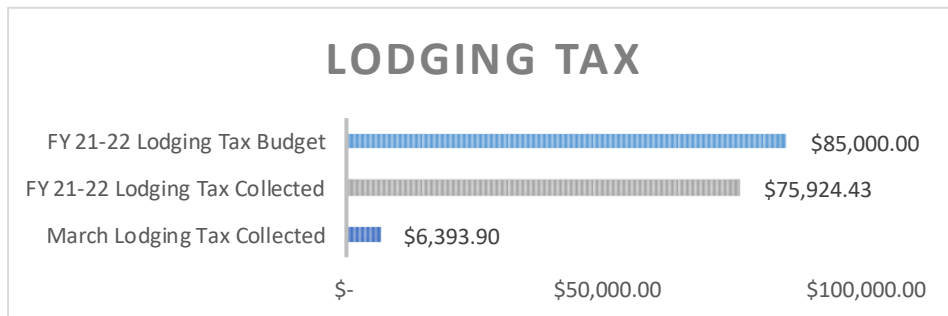
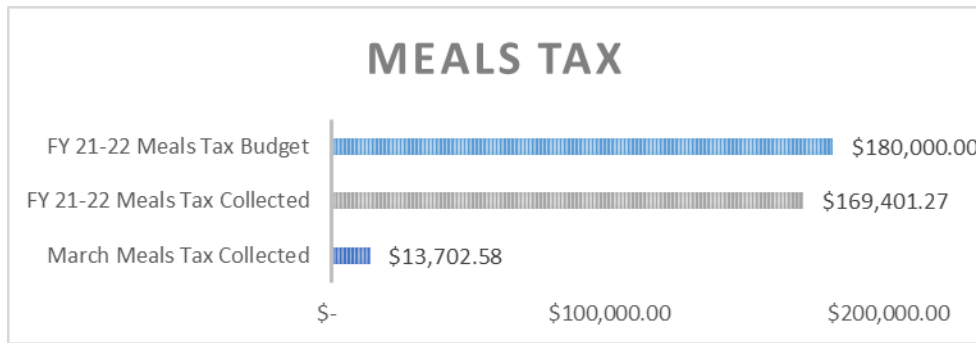
Budget, Finance, and Administration:

Town Treasurer, Elena Smith, submitted the following report for the previous month:

Real Estate & Personal Property Taxes: The collection rate for 2021 Real Estate taxes is at 95.83% and the collection rate for 2021 Personal Property is at 87.49%.



Meals & Lodging Tax: We collected \$13,702.58 in Meals Tax and \$6,393.90 in Lodging Tax during April, reflecting sales for March.



FY 20-21 Audit: Todd Owens with Owens CPA presented our audit for fiscal year 2020-2021.

Budget Workshops: Budget workshops began March 22nd at 3pm and our final workshop will be on Tuesday, May 10th at 3pm. Please have all budget requests submitted prior to this final budget workshop.

Delinquent Taxes: It was asked at the last budget meeting: What is the total amount of delinquent Real Estate and Personal Property taxes? The total amount of delinquent Real Estate and Personal Property taxes is: \$83,830.37. This amount does not include any penalties or fees.

Business License Application Extension: The Treasurer requests that the Town Council extend the Business License Application deadline to May 20, 2022.

- Mr. Greer made a motion to approve the extension, as requested. Mr. Jackson 2nd the motion, which passed (5-0).

Exciting News: The Town of Damascus had 94 licensed businesses at the completion of this past business license year, which ended April 30th, 2022. We expect to grow to over 100 businesses this upcoming year!

Town of Damascus Virginia Investment Pool (VIP)	Account Balance	FYTD Income
VIP Stable NAV Liquidity Pool	\$550,843.78	\$599.15
Subaccounts	-	-
RESERVE FUND	\$53,928.77	\$58.69
EARMARK POLICE VEHICLE	\$15,259.81	\$16.75
SEWER FUND CD	\$26,215.52	\$28.52
ANTHEM RECOVERY	\$43,814.17	\$47.54
ADDITIONAL WORKING CAPITAL	\$1,714.79	\$1.71
TRAIL DAYS RESERVE	\$7,434.54	\$7.76
TOD ARPA 2021	\$402,476.18	\$438.18

Additionally, the Town's Flood Insurance Policy Renewal for 2022-23 is due, in the amount of \$7,202.39, which requires Council approval.

(Mr. Fields arrived at this time.)

- Mr. Greer made a motion to approve the annual renewal of the Town's Flood Insurance Policy for 2022-23. Mr. Doss 2nd the motion, which passed (5-0-1, with Mr. Fields abstaining).

Agreement for Interim Treasurer Services – This agreement provides for the Town to contract with and compensate a former Treasurer, Linda Rouse, as the Interim Treasurer in the absence of the current Treasurer, which for April totals \$1,502.

- Ms. Coleman made a motion to authorize payment for Interim Treasurer Services to Ms. Rouse for \$1,502 as determined by the contract. Mr. Jackson 2nd the motion, which passed (6-0).

Streets, Lights and Maintenance:

Mr. Greer stated the Public Works Department is working on getting the Town cleaned up before Trail Days; and the Laurel Creek Park restrooms are almost complete but will not be finished by Trail Days.

- Ms. Coleman made a motion to prohibit Town employees from taking vacation during the month of May until the 23rd or after, as recommended. Mr. Greer 2nd the motion, which passed (5-0).

Parks and Recreation:

Ms. Coleman stated that there are issues with current water leaks at the pool and there is a plumber looking for the leaks, but it may not be repaired by Trail Days, so those facilities may not be available for free showers as usual during the event.

Planning Commission:

Mr. Blevins stated that the Planning Commission has unanimously voted to recommend Tony Bebber be appointed to the vacant Commission seat.

- Mr. Greer made a motion to appoint Tony Bebber to the Planning Commission, as recommended. Mr. Jackson 2nd the motion, which passed (5-0-1, with Ms. Coleman abstaining).

Mr. Blevins also submitted the following Planning Commission report:

At the request of the mayor and members of the Town Council, the Planning Commission was asked to review the easement request of Ralph Wilson for an easement along W Bank Ave of dimensions approximately 34' x 7' for the purpose of placing necessary semi-permanent infrastructure related to operations of the Damascus Diner. The Planning Commission met on site and allowed Mr. Wilson to present his proposal for where all of the business infrastructure was proposed to be located within the requested space.

After discussion, the Planning Commission, excluding Mr. Wilson, determined unanimously to recommend that the Town Council reconsider the easement request on the following justifications: (a) that the easement would support a thriving business in the commercial district, and (b) the easement contributes to the viability of the downtown. Such recommendation is made with the following contingencies: (a) that the easement be temporary in nature, (b) that no concrete be placed on the town-owned property, (c) that the necessary infrastructure be placed as far away from the corner at Shady Avenue as feasible, and (d) that the requestor take care of all of the necessary title, legal, and recording fees. Furthermore, this recommendation is made pending research on the following additional considerations: (a) consideration by VDOT of sightlines and turning radius at intersection, (b) consideration by Fire & EMS of turning access at intersection, and (c) consideration not to conflict with existing easements for water, sewer, electrical, etc.

All of these recommendations are made considering current conditions and future developments which may be at any stage of planning. These recommendations are also made recommending consideration of available staff time.

This is not an official statement of the Planning Commission, nor is it backed by approved minutes of the Planning Commission at this time.

Mr. Wilson went over the site plan overview for the Council.

- Ms. Coleman made a motion for Mr. Wilson to move the propane tanks and put down gravel, while the Town starts the process of setting public hearings etc necessary to move forward with the easement request. Mr. Jackson 2nd the motion, which passed (6-0).

Police and Fire Advisory:

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

Operations:

April 2022, Damascus Officers had 124 calls for service. We have taken 14 investigative reports and made 2 arrests. We work 1 reportable accident.

Traffic Enforcement Activities:

We issued 14 citations along with 22 warnings.

Speeding complaint areas include:

S Shady Ave.

Special Report:

We have completed our National Drug Take Back and turned in 68.5 lbs. of unwanted drugs. Officer Price started the academy and where he fell 3 weeks prior to his start date and injuries his ankle, it acted up on test day and was not able to complete the 1.5-mile run. He is currently working a shift and will start the academy in July. Officer Price is also getting some medical attention on his ankle so he will be prepared for July.

Special Notes:

We have some equipment that is at least 17 years old, and I would like to start replacing them with new equipment, this is our handcuffs. The handcuffs that I am looking at buying is made by the company ASP and cost about \$30.00 - \$40.00 per pair. I would need at least 4 pair but would like 8 pair to replace all of them.

- Mr. Hayes made a motion to approve the purchase of 8 new sets of handcuffs, as requested. Mr. Greer 2nd the motion, which passed (6-0).

Police Vehicles:

The 2013 Ford Explorer has a water pump that is going out and to get it fixed it is going to cost around \$3,000.00. This will cover the parts and labor; they will have to take the timing chain off and once we do that, we will need to replace it along with the water pump. The parts will be around \$1,000.00 and about 15 hours of labor.

- Ms. Coleman made a motion to approve looking for options for a replacement vehicle, and repair the Explorer in the meantime as requested. Mr. Jackson 2nd the motion, which passed (6-0).

Auxiliary:

I have been approached by 3 different individuals asking to join the Auxiliary to keep their certification up. I am asking if the Council will approve me to add 3 more spots to our academy list and if so, it will cost additional \$400.00 per person. If this is approved two of the individuals is willing to help with Trail Days and the other is willing to pay for his spot just so, he can keep his certification.

- Ms. Coleman made a motion to approve three additional Auxiliary spots to the DPD's Academy list, and paying the fees for two of them, as requested. Mr. Greer 2nd the motion, which passed (6-0).

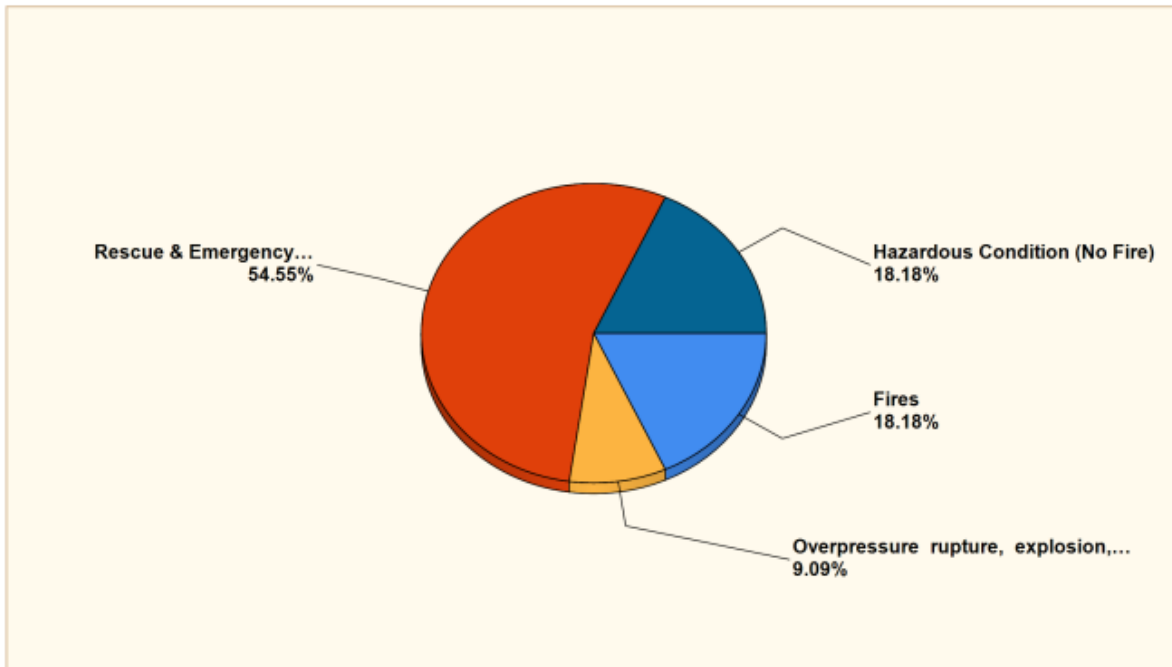
Damascus Volunteer Fire Department

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

Damascus Fire Department

Damascus, VA
This report was generated on 5/2/2022 7:29:32 AM

Breakdown by Major Incident Types for Date Range
Zone(s): All Zones | Start Date: 04/01/2022 | End Date: 04/30/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	18.18%
Overpressure rupture, explosion, overheating - no fire	1	9.09%
Rescue & Emergency Medical Service	6	54.55%
Hazardous Condition (No Fire)	2	18.18%
TOTAL	11	100%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	9.09%
111 - Building fire	1	9.09%
240 - Explosion (no fire), other	1	9.09%
300 - Rescue, EMS incident, other	1	9.09%
322 - Motor vehicle accident with injuries	1	9.09%
324 - Motor vehicle accident with no injuries.	4	36.36%
412 - Gas leak (natural gas or LPG)	1	9.09%
444 - Power line down	1	9.09%
TOTAL INCIDENTS:	11	100%

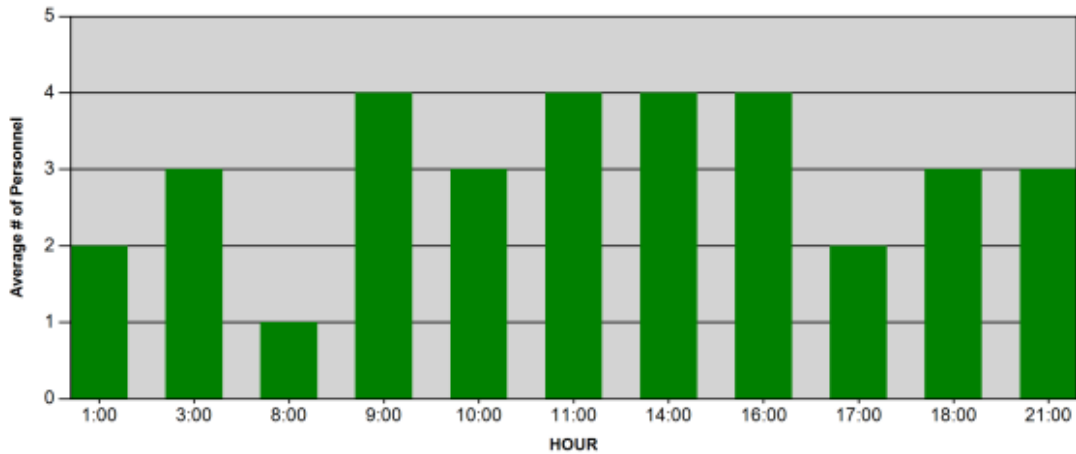
Incident Statistics

Zone(s): All Zones | Start Date: 04/01/2022 | End Date: 04/30/2022

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		6	
FIRE		5	
TOTAL		11	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		1	
Aid Received		1	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
0		0	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1400	0:10:21	0:12:28	
AVERAGE FOR ALL CALLS		0:11:58	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1400	0:05:31	0:06:16	
AVERAGE FOR ALL CALLS		0:06:01	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Damascus Fire Department		51:33	

Average Number of Responding Personnel per Hour for Date Range

Start Date: 04/01/2022 | End Date: 04/30/2022



HOUR	AVG. # PERSONNEL
01:00 - 01:59	2.00
03:00 - 03:59	3.00
08:00 - 08:59	1.00
09:00 - 09:59	4.00
10:00 - 10:59	3.00
11:00 - 11:59	4.00
14:00 - 14:59	4.00
16:00 - 16:59	4.00
17:00 - 17:59	2.00
18:00 - 18:59	3.00
21:00 - 21:59	3.00

Response Percentage per Station per Personnel for Incident Types for Personnel

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 04/01/2022 | End Date: 04/30/2022

Personnel	Calls Attended	% of Calls for Selected Incident Types
Station: Station 1400		
Blackburn, Douglas	2	18.2%
Campbell, Dalton	1	9.1%
Feliciano, Yamir	1	9.1%
Hand, Devon J	2	18.2%
Hurd, Emilee	1	9.1%
Johnson, Michael	6	54.5%
Jones, Dave	5	45.5%
Justice, Jason	8	72.7%
Minton, Jared	2	18.2%
Mullins, Troy	4	36.4%
Phipps, Jennifer N	1	9.1%
Phipps, Michael	8	72.7%
Reid, Michael D	3	27.3%
Turner, Kermit	5	45.5%
Turner, Walter B	6	54.5%
Widener, Anthony	8	72.7%
Total Incidents for Station Station 1400	11	

Total Incidents for all Stations

11

Special Committees

- Farmers Market – Donna Foltz reported the market attendance in April was very busy even though there was no produce, but vendors had meats, eggs, baked goods, starter plants, jewelry, and crafts. There is no street signage directing people to the market and it is needed to help drive traffic back there. Ms. Foltz gave a summary of the earth Day activities that went on, gave kudos to Big Jake's Garden for their participation in the market activities, and said that there is now a food truck coming as well as bands playing for free, and people hanging out enjoying the park.

Manager's Report

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

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

- *Interior finishing on the bathroom is still underway, big thanks to Mitchel.*

Mr. Blevins reported the need to order the interior amenities for the bathrooms, which have been priced at \$1626.75, and includes hand dryers, changing stations, and fixtures.

- Mr. Greer made a motion to order the necessary amenities, as requested. Mr. Doss 2nd the motion, which passed (6-0).
- *Currently waiting to see what landscaping plants don't come back so that we can have them replaced under warranty.*
- *Still shopping for sets of matching park amenities (benches, tables, bike racks), but this is unfortunately more complicated than necessary.*

TRRC – Trail Center

- *Landscaping efforts continue, but thanks to Julie and Jason the railroad ties have been delivered on site and thanks to help from Kermit, we managed to get the new path install finished on April 21st, prior to ATC's Southern Partnership Meeting.*
- *Still waiting on the new doors and windows for the garage, there have been some setback with that due to ordering.*
- *We are making preparations to have the exterior of the garage building painted prior to Trail Days.*
- Mr. Greer made a motion to approve ordering the necessary materials such as drywall, drywall compound, lights, etc. for the garage interior, estimated at \$1,241.43. Mr. Jackson 2nd the motion, which passed (6-0).

Scattered Site Housing Rehab Project

- *Items prepared for adoption include full Program Design – necessary advertisements were sent to the newspaper last week.*
- Mr. Greer made a motion to approve the Damascus Scattered Site Housing Project, Phase 1, as presented. Ms. Coleman 2nd the motion, which passed (6-0).

Miscellaneous

- *The Creeper Trail Master Plan has been completed, but unfortunately, I am still working diligently with all partners to get final preparations in place prior to public roll-out of the Plan.*
- *I've been assisting VDOT and Abingdon with submission of Federal Lands Access Program applications for funding to: build the Rte 58 Creeper Trail Crossing, Douglas Drive Sidewalk, Creeper Trail Surfacing & Signage, and the Alvarado Parking Lot.*
- *The Town's ARPA report has been submitted to the treasury for the 2021-22 reporting cycle – no exact estimates for when we might receive the second payment.*
- *Drive 2.0 and DMO Events grants submitted to VTC by Julie have been awarded to the Town, and we will be incorporating those funds into the FY23 budget – still waiting to hear back from the other VTC grant submitted.*
- *The Treasurer and I are still working on getting everything set up for Granicus and TACS.*

Old Business

Nothing at this time.

New Business

Nothing at this time.

Mayor & Council Members Reports

Mayor Lamb thanked Donna Foltz for overseeing all of the Farmers Market operations; she thanked Big Jake and Julie Kroll for their efforts in the Town's Earth Day event; and thanked Elena Smith for her continued service efforts.

Mr. Jackson reported that he is preparing for the 'Exploration Local' podcast, which will be released on May 11; and there is a Damascus Business Group meeting scheduled for May 4th.

Ms. Coleman reported getting in contact with the company used for purchasing/planting the street trees last year about getting 10 Redbuds this year, and the estimate is \$135 each with a \$700 labor charge. She also passed around a sign-in sheet for Council members to volunteer at the Town Info/t-shirt tent during Trail Days.

Citizens Comments

None at this time.

Announcements

UPCOMING EVENTS & OTHER ANNOUNCEMENTS:

- * May 7 – Rabies Clinic in Town Park and Town-Wide Yard Sale
- * May 12 – Tent City Open for Camping and Parking
- * May 13-15 – Appalachian Trail Days Festival
- * May 30 - Town Hall CLOSED in observance of Memorial Day

Mayor Lamb thanked all the staff and volunteers working on the Trail Days Festival.

*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**, **Instagram**, and **Twitter**!*

Consent Agenda

- Mr. Jackson made a motion to pay the bills for invoices exceeding \$500, 2nd by Ms. Coleman. 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. Fields 2nd the motion, which passed (6-0).
- Mr. Hayes made a motion to adjourn, 2nd by Ms. Coleman. The motion passed (6-0).

Katie Lamb, Mayor

Tuesday Pope, Clerk