

TOWN OF MIDDLETOWN  
TOWN COUNCIL MEETING via TELECOMMUNICATIONS (ZOOM)  
MEETING MINUTES  
MAY 11, 2020 | 7:00 p.m.

The Middletown Town Council Meeting was held via telecommunications on Monday May 11, 2020 at 7:00 p.m.

**Town Council Present**

Mayor Charles Harbaugh, IV  
Councilor Carolyn Aliff  
Councilor Daryl Terrill  
Councilor Jeffrey Pennington  
Councilor George Smith  
Councilor Shayla Rickard  
Councilor Scott Fink

**Staff Present**

Municipal Clerk Christina Smith  
Town Manager/Treasurer Rebecca Layman  
Chief Gary Benedict Jr.  
Public Work Superintendent Les Morefield  
Planning & Zoning Administrator Eric Bittner

**1. Set Agenda**

Mayor Harbaugh asked for a motion to set the agenda. Councilor Pennington made a motion to approve the agenda. Councilor Aliff seconded the motion. All Councilors were in favor and the agenda was set.

**2. Approval of Previous Council Meeting Minutes**

Councilor Aliff made a motion to approve the minutes from April 13, 2020 Town Council meeting. Councilor Terrill seconded the motion. All Councilors were in favor and the minutes were passed.

**3. Citizen Comments (3 minutes per person per meeting – max 30 minutes)**

No citizen comments

**4. Report of the Facilities Committee**

Nothing to report

**5. Report of the Personnel and Finance Committee**

Councilor Terrill made a motion to approve the Middletown Scholarship Fund to Joseph Wagner. Councilor Pennington seconded the motion. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff – Yes  
Councilor Terrill – Yes  
Councilor Pennington – Yes

Councilor Smith – Yes  
Councilor Rickard – Yes  
Councilor Fink – Yes

Motion carried 6-0

Councilor Terrill read the Third & Final Reading of “AN ORDINANCE TO AMEND THE CURRENTLY ADOPTED BUDGET AND APPROPRIATIONS FOR FISCAL YEAR 2019-2020 FOR PURPOSES OF PURCHASING ENGINEER DESIGN AND CONSTRUCTION OVERSIGHT SERVICES FOR THE PROPOSED EXPANSION AND RETROFITTING OF THE TOWN’S SEWER TREATMENT PLANT. THE PROPOSED ADDITIONAL INCREASED SPENDING FOR THE YEAR IS \$261,150.00”. Councilor Pennington seconded the reading. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff – Yes  
Councilor Terrill – Yes  
Councilor Pennington – Yes

Councilor Smith – Yes  
Councilor Rickard – Yes  
Councilor Fink – Yes

Reading carried 6-0

Councilor Terrill read the First Reading of “AN ORDINANCE TO BUDGET AND APPROPRIATE FUNDS FOR THE OPERATIONS OF MIDDLETOWN, VIRGINIA FOR THE FISCAL YEAR 2020-2021. Councilor Fink seconded the motion. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff – Yes  
Councilor Terrill – Yes  
Councilor Pennington – No

Councilor Smith – No  
Councilor Rickard – Yes  
Councilor Fink – Yes

Reading carried 4-2

Councilor Terrill read the Second Reading of “AN ORDINANCE TO BUDGET AND APPROPRIATE FUNDS FOR THE OPERATIONS OF MIDDLETOWN, VIRGINIA FOR THE FISCAL YEAR 2020-2021. Councilor Fink seconded the motion. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff – Yes  
Councilor Terrill – Yes  
Councilor Pennington – No

Councilor Smith – No  
Councilor Rickard – Yes  
Councilor Fink – Yes

Reading carried 4-2

#### **6. Report of the Public Works Committee**

Nothing to report

#### **7. Report of Public Safety Committee**

Councilor Fink read the Calls for Service report provided by the police department.

#### **8. Report of the Ordinance Committee**

Nothing to report

**9. Report of the Planning and Zoning Committee**

Councilor Pennington made a motion to approve the updated Capital Improvement Plan for 2021-2016. Councilor Terrill seconded the reading. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff – Yes  
Councilor Terrill – Yes  
Councilor Pennington – Yes

Councilor Smith – Yes  
Councilor Rickard – Yes  
Councilor Fink – Yes

Motion carried 6-0

Councilor Pennington made a motion to approve the Section Three Plat for the Villages of Middletown. Councilor Aliff seconded the motion. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff – Yes  
Councilor Terrill – Yes  
Councilor Pennington – Yes

Councilor Smith – Yes  
Councilor Rickard – Yes  
Councilor Fink – Yes

Motion carried 6-0

**10. Report of Special Committees**

Mayor Harbaugh announced a July 4<sup>th</sup> Committee meeting will take place but a date and time is still to be determined.

**11. New or Unfinished Business**

Set Work Session Meeting date – June 1, 2020 @ 7:00 p.m.

**12. Petitions and Communication**

The Budget Public Hearing will take place on June 1, 2020 as well as the Emergency Ordinance on Continuity of Government.

**13. Adjournment**

Mayor Harbaugh adjourned the meeting at 7:13 p.m.

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Christina Smith  
Municipal Clerk

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Charles Harbaugh, IV  
Mayor