

MIDDLETOWN TOWN COUNCIL MEETING via TELECOMMUNICATIONS (ZOOM)
MEETING MINUTES
APRIL 13, 2020 | 7:02 p.m.

The Middletown Town Council Meeting was held in the Council Chambers, 7875 Church Street Middletown, VA on Monday April 13, 2020 following the Public Hearing which began 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
Town Attorney J David Griffin

1. Set Agenda

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

2. Approval of Previous Council Meeting Minutes

Councilor Rickard made a motion to approve the minutes from March 9, 2020 Town Council meeting. Councilor Fink 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 Treasurer report. 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

Councilor Terrill read the First 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 Second 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 Aliff 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

6. Report of the Public Works Committee

Nothing to report

7. Report of Public Safety Committee

Councilor Fink read the Calls for Service Report. Councilwoman Rickard inquired with Chief Benedict Jr. if the department had all materials needed to properly protect themselves from the COVID-19 virus. Chief Benedict Jr. advised the department is covered. Councilor Fink offered services for mask should the need for additional supplies arise.

8. Report of the Ordinance Committee

Nothing to report

9. Report of the Planning and Zoning Committee

Councilor Pennington read the First Reading of “AN ORDINANCE TO AMEND SECTION 17-36 OF THE TOWN CODE TO PROVIDE FOR THE BOARD OF ZONING APPEALS TO GRANT A VARIANCE TO THE ZONING CODE FOR REASONABLE PROPERTY MODIFICATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OR STATE AND FEDERAL HOUSING LAWS”. 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

Reading carried 6-0

Councilor Pennington read the Second & Final Reading of “AN ORDINANCE TO AMEND SECTION 17-36 OF THE TOWN CODE TO PROVIDE FOR THE BOARD OF ZONING APPEALS TO GRANT A VARIANCE TO THE ZONING CODE FOR REASONABLE PROPERTY MODIFICATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OR STATE AND FEDERAL HOUSING LAWS”. Councilor Aliff 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

10. Report of Special Committees

Mayor Harbaugh read the Proclamation of Northern Shenandoah Valley Disability Awareness Week 2020 effective April 20th through April 26th. The Town Council unanimously adopted the Proclamation after the reading.

11. New or Unfinished Business

Set Work Session Meeting date – May 11, 2020 @ 7:00 p.m.

12. Petitions and Communication

Councilwoman Rickard advised the Street Scape Committee will hold a meeting on either Tuesday April 28th or Wednesday April 29th.

13. Adjournment

Mayor Harbaugh adjourned the meeting at 7:15 p.m.

Christina Smith
Municipal Clerk

Charles Harbaugh, IV
Mayor