

MIDDLETOWN TOWN COUNCIL  
MEETING MINUTES  
FEBRUARY 10, 2020 | 7:00 p.m.

The Middletown Town Council Meeting was held in the Council Chambers, 7875 Church Street Middletown, VA on Monday February 10, 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 Scott Fink

**Staff Present**

Town Manager/Treasurer Rebecca Layman  
Chief Gary Benedict Jr.

**1. Set Agenda**

Mayor Harbaugh asked for a motion to set the agenda. Councilor Pennington made a motion to amend the agenda to remove “A motion to appoint Michele Snyder as interim Zoning Administrator” as this was already done. And to go into Closed Session at the end of the Town Council meeting. Councilor Fink 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 January 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 Fink 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 Pennington – Yes

Councilor Terrill – Yes

Councilor Smith – Yes

Councilor Fink – Yes

Motion carried 5-0

Councilor Fink made a motion to appoint Eric Bittner as the Planning and Zoning Administrator. Councilor Terrill seconded the motion. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff – Yes

Councilor Smith – Yes

Councilor Pennington – Yes

Councilor Fink – Yes

Councilor Terrill – Yes

Motion carried 5-0

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

Nothing to report

**7. Report of Public Safety Committee**

Councilor Fink stated police calls are in the packet. Councilor Fink then asked Chief Benedict to introduce the town's new police officer Wayne Monse who came to us from Winchester City Police Department.

**8. Report of the Ordinance Committee**

Nothing to report

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

Nothing to report

**10. Report of Special Committees**

Nothing to report

**11. New or Unfinished Business**

Set Work Session Meeting date – March 2, 2020 @ 7:00 p.m.

**12. Petitions and Communication**

Mayor Harbaugh read a letter from town citizen Ruth Justus commending the maintenance department for the superior service and hard work to quickly fix a leak in front of her property on Church Street.

Councilor Pennington made a motion to go into Closed Session to discuss Personnel Issues. Councilor Fink seconded the motion. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff – Yes

Councilor Smith – Yes

Councilor Pennington – Yes

Councilor Fink – Yes

Councilor Terrill – Yes

Motion carried 5-0

Councilor Pennington read the Council out of Closed Session at 7:35 p.m.

**13. Adjournment**

Mayor Harbaugh adjourned the meeting at 7:35 p.m.

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Rebecca Layman  
Town Manager/Treasurer

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Charles Harbaugh, IV  
Mayor