

**TOWN OF MIDDLETOWN  
TOWN COUNCIL MEETING MINUTES  
NOVEMBER 13, 2023 | 7:00 p.m.**

The Town of Middletown Town Council meeting was held in the council chambers located at 7875 Church Street, Middletown VA on Monday November 13, 2023 at 7:00 p.m.

**Town Council Present**

Mayor Charles Harbaugh IV  
Vice Mayor Jeffrey Pennington  
Councilor Carolyn Aliff  
Councilor Stephanie Mitchell  
Councilor Diane Newman  
Councilor Jacob Skeith

**Town Council Absent**

Councilor Shayla Rickard

**Staff Present**

Town Manager & Public Works Superintendent Les Morefield  
Municipal Clerk Christina Smith  
Chief of Police Gary Benedict Jr.  
CPA, Rejoyce Lunceford

**1. Set Agenda**

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

**2. Approval of Previous Meeting Minutes**

Mayor Harbaugh asked for a motion to approve the Town Council minutes from October 10, 2023. Councilor Aliff made a motion to approve the Town Council minutes. Councilor Mitchell 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 Finance Committee**

Councilor Skeith made a motion to approve the Treasurer's Report. Councilor Aliff seconded the motion. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff – Yes  
Councilor Mitchell – Yes  
Councilor Pennington – Yes

Councilor Newman – Yes  
Councilor Skeith – Yes

Motion carried 5-0

Councilor Skeith made a motion to approve Rejoyce Lunceford, CPA, PLC Engagement Renewal. Councilor Pennington seconded the motion. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff – Yes  
Councilor Mitchell – Yes  
Councilor Pennington – Yes

Councilor Newman – Yes  
Councilor Skeith – Yes

Motion carried 5-0

**5. Report of the Personnel Committee**

Nothing to report

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

Nothing to report

**7. Report of Public Safety Committee**

Mayor Harbaugh stated the calls for service are in your packet.

**8. Report of the Ordinance Committee**

Councilor Mitchell read the Third & Final Reading of “AN ORDINANCE TO AMEND CHAPTER 3 (“ANIMALS AND FOWL”), TO ADD SECTION 9 (“DISPOSAL OF DEAD ANIMALS”) TO THE MIDDLETOWN, VIRGINIA CODE.” And asked that this be in the form of a motion. Councilor Aliff seconded the motion. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff – Yes

Councilor Newman – Yes

Councilor Mitchell – Yes

Councilor Skeith – Yes

Councilor Pennington – Yes

Motion carried 5-0

Councilor Mitchell read the Third & Final Reading of “AN ORDINANCE TO ADOPT CHAPTER 15 (“WATER”), ARTICLE V, (“DROUGHT MANAGEMENT AND WATER CONSERVATION”) TO THE MIDDLETOWN, VIRGINIA CODE.” And asked that this be in the form of a motion. Councilor Aliff seconded the motion. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff – Yes

Councilor Newman – Yes

Councilor Mitchell – Yes

Councilor Skeith – Yes

Councilor Pennington – Yes

Motion carried 5-0

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

Nothing to report

**10. Report of Special Committees**

Mayor Harbaugh stated there were approximately 120 people in attendance at the Veteran’s Day Ceremony. He also advised the annual Tree Lighting Ceremony will take place on Friday November 24, 2023 and the Christmas Parade will be held Sunday December 3, 2023.

**11. New or Unfinished Business**

Set Work Session Meeting – Monday December 4, 2023 @ 7:00 p.m.

### **12. Petitions and Communication**

Town Manager Les Morefield updated Council that UniFirst has better pricing on Public Works uniforms and other items the town uses. He advised he will give Cintas notice.

Dale Corey with the Sons of the American Revolution, James Wood Chapter II was here to recognize the Honor Flight - Top of Virginia. A non-profit group created solely to honor veterans for all their sacrifices. The Honor Flight transports these heroes to Washington, DC to visit and reflect at their memorials. There were 6 Bronze Citizenship Medals awarded and 2 Silver Citizenship Medals awarded to its members who make all this possible for our veterans.

### **13. Adjournment**

Mayor Harbaugh adjourned the meeting at 7:14 p.m.

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Christina Smith  
Municipal Clerk

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Charles Harbaugh, IV  
Mayor