

**TOWN OF MIDDLETOWN  
TOWN COUNCIL MEETING MINUTES  
JULY 14, 2025 | 7:06 P.M.**

The Town of Middletown Town Council meeting was held in the council chambers located at 7875 Church Street, Middletown VA on July 14, 2025 at 7:06 p.m.

**Town Council Present**

Mayor Charles Harbaugh IV  
Vice Mayor Jeffrey Pennington  
Councilor Carolyn Aliff  
Councilor Jessica Chekaldin  
Councilor Jacob Skeith  
Councilor Diane Newman  
Councilor George Smith

**Staff Present**

Town Manager & Public Works Superintendent Les Morefield  
Town Treasurer Keith Smith  
Town Clerk Christina Smith  
NSVRC Senior Planner Amanda Kerns

**1. Set Agenda**

Mayor Harbaugh asked for a motion to set the agenda. Councilor Aliff made a motion to amend the agenda to add certificate presentation under Petitions & Communications. Councilor Newman seconded the motion. All Councilors were in favor and the agenda was amended/set.

**2. Approval of Previous Meeting Minutes**

Mayor Harbaugh asked for a motion to approve the Public Hearing and Town Council minutes from June 9, 2025. Councilor Skeith made a motion to approve both sets of minutes. Councilor Smith seconded the motion. All Councilors were in favor and the minutes were approved.

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

No citizen comments

**4. Report of the Personnel & 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 Chekaldin – Yes  
Councilor Pennington – Yes

Councilor Newman – Yes  
Councilor Skeith – Yes  
Councilor Smith – Yes

Motion carried 6-0

Councilor Skeith made a motion to approve a “Resolution to Authorize Purchase of Real Property – 7881 Main Street”. Councilor Aliff seconded the motion. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff – Yes  
Councilor Chekaldin – Yes  
Councilor Pennington – Yes

Councilor Newman – Yes  
Councilor Skeith – Yes  
Councilor Smith – No

Motion carried 5-1

#### **5. Report of the Public Works Committee and Facilities Committee**

Nothing to report.

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

Councilor Pennington advised calls for service are in the packet. Chief Benedict Jr. was on vacation.

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

Nothing to report.

#### **8. Report of the Planning and Zoning Committee**

Councilor Smith made a motion to approve “Zoning Map Amendment 25-01 – A request by Shaffer’s BBQ Palace, LLC., to rezone the parcel located at 8140 Valley Pike (Tax Map Number 91-A-27) from Frederick County RA (Rural Areas) to the Town of Middletown B-1 (Central Business District)”. Councilor Skeith seconded the motion. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff – Yes  
Councilor Chekaldin – Yes  
Councilor Pennington – Yes

Councilor Newman – Yes  
Councilor Skeith – Yes  
Councilor Smith – Yes

Motion carried 6-0

#### **9. Report of Special Committees**

Mayor Harbaugh announced that the town’s July 4<sup>th</sup> celebration this year was a wonderful event. He thanked all those who volunteered.

#### **10. New or Unfinished Business**

Mayor Harbaugh set the Work Session meeting for August 4, 2025 @ 7:00 p.m.

**11. Petitions and Communication**

Councilor Aliff presented Town Manager Les Morefield and Mayor Harbaugh with a certificate of appreciation from Catholic Diocese of Arlington for all their efforts in making this years work camp a success.

**12. Adjournment**

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

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Christina Smith  
Municipal Clerk

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Charles Harbaugh, IV  
Mayor