

**TOWN OF MIDDLETOWN  
TOWN COUNCIL MEETING MINUTES  
SEPTEMBER 9, 2024**

The Town of Middletown Town Council meeting was held in the council chambers located at 7875 Church Street, Middletown VA on Monday September 9, 2024 at 7:02 p.m. after the Public Hearing meeting was adjourned.

**Town Council Present**

Mayor Charles Harbaugh IV  
Vice Mayor Jeffrey Pennington  
Councilor Carolyn Aliff  
Councilor Stephanie Mitchell  
Councilor Shayla Rickard

**Town Council Absent**

Councilor Diane Newman  
Councilor Jacob Skeith

**Staff Present**

Town Manager & Public Works Superintendent Les Morefield  
Chief of Police Gary Benedict Jr.  
Town Treasurer Keith Smith  
Town Clerk Christina Smith, CMC

**1. Set Agenda**

Mayor Harbaugh asked for a motion to set the agenda. Councilor Aliff made a motion to set the agenda. Councilor Rickard 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 August 12, 2024. Councilor Pennington made a motion to approve the minutes. Councilor Aliff 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)**

Cindy Armstrong 7780 Main Street, Middletown – see attached for comment

**4. Report of the Finance Committee**

Councilor Pennington 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 Rickard – Yes

Motion carried 4-0

Councilor Pennington made a motion to approve Resolution of the Town Council for the Town of Middletown, Virginia to set and establish the salary of the Mayor and Council members. Councilor Aliff seconded the motion. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff - Yes

Councilor Rickard – Yes

Councilor Mitchell – No

Councilor Pennington – Yes

Motion carried 3-1

#### **5. Report of the Personnel Committee**

Nothing to report

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

Councilor Aliff made a motion to approve Memorandum of Understanding between the Town of Middletown and Middletown, LLC. (Hester Property - Sewer Service). Councilor Mitchell asked to table the motion. Councilor Rickard seconded the motion. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff - Yes

Councilor Rickard – Yes

Councilor Mitchell – No

Councilor Pennington – Yes

Motion carried 3-1

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

Councilor Rickard advised the monthly calls for service are in the packet.

#### **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 Deed of Easement between the Town of Middletown, Virginia, and Shenandoah Valley Battlefields Foundation. Tax Map 91 A 108 and 91 A 102B, subject to final approval by both parties. Councilor Mitchell asked to table the motion. Councilor Aliff seconded the motion. Mayor Harbaugh asked for a roll call vote.

Councilor Aliff - Yes

Councilor Rickard – No

Councilor Mitchell – No

Councilor Pennington – Yes

Mayor Harbaugh (tie breaker) – Yes.

Motion carried 3-2

#### **10. Report of Special Committees**

Nothing to report

#### **11. New or Unfinished Business**

Mayor Harbaugh set the Work Session meeting for October 7, 2024 @ 7:00 p.m.

**12. Petitions and Communication**

Mayor Harbaugh shared a thank you note from Brenda Fristoe & Staci Sampson with Race for the Cause 5k thanking the town for hosting their event and supporting their fund-raising efforts (see attached).

**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