

**TOWN OF MIDDLETOWN
TOWN COUNCIL MEETING MINUTES
NOVEMBER 12, 2024 | 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 November 12, 2024 at 7:00 p.m.

Town Council Present

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

Staff Present

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

1. Set Agenda

Mayor Harbaugh asked for a motion to set the agenda. Councilor Newman 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 October 15, 2024. Councilor Aliff made a motion to approve both sets of minutes. Councilor Skeith 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

Councilor Rickard – Yes

Motion carried 6-0

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

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 appoint Suzanne Obetz to serve as a member of the Planning Commission Board. Councilor Rickard 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

Councilor Rickard – Yes

Motion carried 6-0

Councilor Pennington made a motion to appoint Vincent Cassella to serve as a member of the Planning Commission Board. 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

Councilor Rickard – Yes

Motion carried 6-0

10. Report of Special Committees

Mayor Harbaugh shared the town’s annual Tree Lighting ceremony will take place on 11/29 @ 4:45 p.m. and the Christmas Parade on 12/8 @ 2 p.m.

11. New or Unfinished Business

Mayor Harbaugh set the Work Session meeting for December 2, 2024 @ 7:00 p.m.

12. Petitions and Communication

Mayor Harbaugh announced Planning Commission Public Hearings will be Thursday November 21, 2024 at 7:00 p.m. with the regularly scheduled monthly meeting for November to follow immediately after Public Hearings. Public Hearings notice was advertised in the Winchester Star on November 7, 2024 and November 14, 2024.

13. Adjournment

Mayor Harbaugh adjourned the meeting at 7:06 p.m.

Christina Smith
Municipal Clerk

Charles Harbaugh, IV
Mayor