

Minutes of Town Council Meeting
April 10, 2018
Glasgow Public Library

Council Members Present: Sonny Williams, Andy Ryan, Mike Turner, Andrea Bradley, Greg Hartbarger, Monica Dock

Also Present: Mayor Ruby Clark, Town Manager Bill Rolfe, Sr. Admin. Asst. Jane Higginbotham, Town Sgt. Poole, Town Treasurer Steven Drasye, Sgt. Angel Poole

Absent: Town Attorney Tom Simons

Guests Present: Katelyn Lunsford with Hospice, Reese McClanahan, Lisa Perry with the News-Gazette, Marcie Hill.

The Pledge of Allegiance and a brief prayer were led by Mayor Ruby Clark.

Mayor Ruby Clark called the meeting to order at 7:00 PM.

Public Comment:

None.

Review of Minutes:

Motion by Mike Turner and **Seconded** by Andrea Bradley to approve the minutes for Regular Council Meeting March 13, 2018 after corrections made.

Carried unanimous voice vote.

Consideration of Bills:

None.

Police Report:

Town Sgt. Angel Poole stated she had 38 calls for service; 507 miles; sixteen (16) citizen assists; one (1) warrant; four (4) traffic summons; one (1) warning; eight (8) business checks. Sgt. Poole stated she patrolled the softball games on March 31, 2018 and April 5, 2018. Sgt. Poole stated she participated in the Meals on Wheels again this year on March 20, 2018. Councilor Andy Ryan asked if Sgt. Poole was finished with inoperative vehicles. Sgt. Poole she has gone through the whole town once and will begin over again. Sgt. Poole stated she chased buzzards from Pocahontas Street several times. Sgt. Poole stated she attended training on the new CAD system and had court in March. Sgt. Poole stated did two (2) ride-alongs with a young lady from the Citizen Police Academy who is interested in going into law enforcement. Sgt. Poole stated she had fourteen (14) destruction orders for old evidence e.g. drugs, etc. Sgt. Poole stated she still has a lot of guns to get rid of. Sgt. Poole stated she also has two (2) bikes she found, one is brand new. Mayor Ruby Clark asked about farm use tags. Sgt. Poole stated they are supposed to be only on vehicles that drive back and forth to the farm, for supplies, etc., but that it is very hard to enforce.

Treasurer Report:

Town Treasurer Steven Drasye gave Council members a copy of the Revenue and Expense Report for the period ending March 31, 2018. Treasurer Drasye reported the General Fund revenues were \$16,358.00 higher than expenditures, Water Fund expenditures exceeded revenues by \$73,586.00 and Sewer Fund revenues were \$30,802.00 higher than expenditures. Treasurer Drasye stated Water Fund expenditures included the two-semiannual loan payment to the Virginia Resource Authority. The payments totaled \$162,536.00. The report included the balance of the Towns checking and savings accounts as of March 31, 2018. Treasurer Drasye reported the Town had \$562,917.00 in checking and savings accounts as of March 31, 2018. Councilor Greg Hartbarger asked if we would be out of the negative by the end of this FY. Mr. Drasye stated yes.

Committee/Commission Reports:

None.

Old Business:

- A. Abandoned/Unoccupied Property Update. Town Manager Bill Rolfe stated he rode through town with Town Attorney Tom Simons and looked at thirteen (13) properties. Town Manager Rolfe stated Town Attorney Simons was not happy with the way some of the letters were worded and stated we should not proceed with demolition until he has resent letters. Town Manager Rolfe stated two (2) certified letters were sent to Billy Walker regarding his two (2) properties and we have not heard back from him yet. Town Manager Rolfe there are several people who are ready to proceed with the demolition. Councilor Monica Dock asked what was wrong with the letters. Town Manager Rolfe stated Town Attorney Simons said they were not legally worded correctly.
- B. Beer Garden Update. Town Manager Bill Rolfe stated he is looking forward to hearing from the Ruritans if they are going to do the Music in the Park events. Town Manager Rolfe stated the Ruritans are interested in managing the Farmers Market this year. Town Manager Rolfe stated the vendors want the market to be open Fridays 12:00 Noon – 6:00 PM, and Saturdays 8:00 AM – 1:00 PM. Town Manager Rolfe stated there will be a new vendors this year, the donut man from Natural Bridge. Mayor Ruby Clark stated a committee needs to be formed if beer gardens are going to be held.
- C. Proposed Golf Cart Ordinance Update. Town Attorney Tom Simons was not present.

New Business:

- A. Proclamation April 16th Healthcare Decisions Day.

Motion by Monica Dock and **Seconded** by Mike Turner to sign Proclamation making April 16th Healthcare Decisions Day.

Motion Carried with unanimous voice vote.

B. Award Bids to Contractors for Sewer Rehab Project. Town Manager Bill Rolfe stated the contractors for bids were as follows:

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| 1. Insituform Technologies, Inc. | Sewer CIPP Rehab | \$ 383,925.00 |
| 2. Portland Utilities Constr. Co., Inc. | Sewer Bursting Rehab | \$1,004,195.38 |
| 3. Atkins Excavating, Inc. | Sewer Open Cut Rehab | \$ 638,155.00 |
| 4. Prism Contractors & Engineering, Inc. | Sewer Manhole Rehab | \$ 319,428.00 |

Motion by Mike Turner and **Seconded** by Andrea Bradley to award bids to the above contractors for the above specified job at the above specified cost.

Voice Vote as follows:

S. Williams – Yes	A. Ryan – Yes	M. Turner – Yes
A. Bradley – Yes	G. Hartbarger – Yes	M. Dock – Yes

Motion Carried with unanimous voice vote.

C. Authorization to Sign Documents to Proceed with Sewer Rehab Project.

Motion by Andrea Bradley and **Seconded** by Mike Turner authorizing the Mayor and/or Town Manager to sign documents to proceed with the sewer rehab project.

Voice Vote as follows:

S. Williams – Yes	A. Ryan – Yes	M. Turner – Yes
A. Bradley – Yes	G. Hartbarger – Yes	M. Dock – Yes

Motion Carried with unanimous voice vote.

D. Authorization to Sign Notice to Proceed for Two (2) VDH Grants Awarded from VDH, Office of Drinking Water. Town Manager Bill Rolfe stated the two (2) grants were for:

1. Well Abandonment: Grant \$20,565.00
2. Private Sanitary Sewer Conditions Assessment within 1000Ft. of Wells 3 & 4: Grant \$34,000.00

Motion by Sonny Williams and **Seconded** by Andy Ryan authorizing the Mayor and/or Town Manager to sign Notice to Proceed for Two (2) VDH Grants awarded from VDH, Office of Drinking Water for the above specified grants.

Voice Vote as follows:

S. Williams – Yes	A. Ryan – Yes	M. Turner – Yes
A. Bradley – Yes	G. Hartbarger – Yes	M. Dock – Yes

Motion Carried with unanimous voice vote.

- E. Authorization to Survey Triangle Lot at Intersection of Rockbridge Road and Jarvis Trail. Town Manager Bill Rolfe stated Mr. Gerry Locher donated this lot to the Town in kind for the Town burning down a house/cleaning the property he bought at auction. Town Manager Rolfe stated Town Attorney Tom Simons said the property should be surveyed before the current owner signs the Deed of Gift over to the Town of Glasgow. Town Manager Rolfe stated he will get three (3) bids and take the lowest bid. Councilor Monica Dock stated she would like to see the bids first. Council stated they would like to table this item until the May 8, 2018 Council Meeting.

Tabled until the May 8, 2018 Council Meeting.

- F. Authorization to Survey Town Lot at End of 10th Street and Virginia Street. Town Manager Bill Rolfe stated Mr. Gerry Locher has agreed to split the cost of surveying his lot and adjoining Town lot beside 939 Virginia Street. Town Manager Rolfe stated the residents have encroaching on both lots. Town Manager Rolfe stated he would get three (3) bids and take the lowest bid. Council stated they would like to table this item as well until the May 8, 2018 Council Meeting.

Tabled until the May 8, 2018 Council Meeting.

- G. Authorization to Execute 3-Year Contract with Hill Studios for Recreational Services. Town Manager Bill Rolfe stated this contract is for consulting services for a period of three (3) years. Town Manager Rolfe stated the contract does not specify an amount, only an hourly rate on an as-needed basis. Town Manager Rolfe stated he plans on meeting with the Central Shenandoah Planning District Commission (CSPDC). Town Manager Rolfe stated he has told them if they cannot find grants there will be no work as the town does not have any money for projects. Councilor Monica Dock asked if there is room in town for another ball field. Councilor Sonny Williams stated he would like Town Attorney Tom Simons to look at the contract first. Council stated they would like to table this item as well until the May 8, 2018 Council Meeting.

Tabled until the May 8, 2018 Council Meeting.

Town Manager Bill Rolfe stated he has heard unofficially that Glasgow will receive a grant to finish the rest of the multi-purpose trail so it can be constructed all at one time and the Town will get more work for our money. Town Manager Rolfe stated he would like to extend the trail to North Glasgow to end up at the Community Center, making it a 1 ½ mile trail from beginning to end.

- H. Committees/Commissions Appointments for 2018. Town Manager Bill Rolfe stated the Communications Committee and the Community Strong Committee can be taken off the list as they no longer meet. There are three (3) vacancies on the Parks & Recreation Committee, two (2) vacancies on the Planning

Commission, and three (3) vacancies on the Zoning Board. Mayor Ruby Clark asked Council to bring names to fill these vacancies at the May 8, 2018 Council meeting.

Town Manager Bill Rolfe Town Manager Rolfe stated he met with Rockbridge County Supervisors two (2) weeks ago regarding revisions to the flood plain, which are state mandated. Town Manager Rolfe stated the State made suggestions. Town Manager Rolfe asked if he should bring these revisions to Town Council or to the Planning Commission. Councilor Monica Dock asked what the timeline is. Town Manager Rolfe stated they were due by July 1, 2017. Council stated to bring the revisions to them as this needs to be taken care of now.

- I. Spring Clean-Up. Town Manager Bill Rolfe stated three (3) 20-yard dumpsters and three (3) 30-yard dumpsters of trash were collected, and two (2) 30-yard dumpsters of brush were collected in March for the annual Spring Clean-Up.
- J. Trash Ordinance Violations. Mayor Ruby Clark stated there are two (2) residences that have been asked to clean their yards of debris and this has not been done. Mayor Clark asked if a certified ordinance letter should be sent. Council agreed to this.

Other:

Mayor Ruby Clark stated the deadline to sign up to run in the November election is June 12, 2018. Mayor Clark stated town decals are due on vehicles by April 15, 2018. Mayor Clark stated the next Town Council Meeting is scheduled for May 8, 2018.

- K. FY 2019 Budget. Town Manager Bill Rolfe stated he needs authorization to advertise the proposed budget for two (2) weeks so a Public Hearing can be held at the May 8, 2018 Council meeting. Councilor Andy Ryan asked if there is money in the current budget to fill the public works position. Town Manager Rolfe stated yes. Council agreed to another budget workshop before advertising. The budget workshop will be Thursday, April 12, 2018 @ 5:00 PM.

Motion by Mike Turner and **Seconded** by Andrea Bradley to recess meeting until April 12, 2018 at 5:00 PM.

Carried unanimous voice vote.

Mayor Ruby Clark recessed meeting at 8:10 PM.

Minutes of Reconvened Town Council Meeting April 12, 2018

5:00 PM

Glasgow Town Hall

Council Members Present: Sonny Williams, Andy Ryan, Mike Turner, Andrea Bradley, Greg Hartbarger, Monica Dock

Also Present: Mayor Ruby Clark, Town Manager Bill Rolfe

Mayor Ruby Clark reconvened the April 10, 2018 Town Council Meeting at 5:00 PM.

Motion by Mike Turner and **Seconded** by Sonny Williams to advertise the Proposed FY 2019 Tax Rates and Budget with changes for two (2) consecutive weeks, with a Public Hearing to be held at the May 8, 2018 Town Council Meeting.

Voice Vote as follows:

S. Williams – Yes

A. Ryan – Yes

M. Turner – Yes

A. Bradley – Yes


G. Hartbarger – Yes

M. Dock – Yes

Motion Carried with unanimous voice vote.

Motion by Mike Turner and **Seconded** by Andrea Bradley to adjourn.

Carried unanimous voice vote.



Mayor



Clerk