

Minutes of Town Council Meeting
May 8, 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

Guests Present: Brianna Slayton, Gail Slayton, Chris Flint, David Hill with Hill Studios, Reese McClanahan, Lisa Perry with the News-Gazette

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 Hearing – Proposed FY 2019 Budget and Tax Rates:

No Comments.

Public Comment:

- A. Brianna Slayton – Chickens. Ms. Slayton gave a PowerPoint presentation on why chickens are good. Ms. Slayton asked why chickens are not allowed in the Town of Glasgow. Ms. Slayton stated the Town Code on the website says you can have horses or mules but not chickens. Town Attorney Tom Simons stated Chapter 4, Sec. 4-1, *Keeping Certain Animals Prohibited*, was amended May 2000, making chickens, horses, etc. illegal in the town limits. Councilor Monica Dock stated Town Council permitted a conditional use of chickens two (2) years ago for a resident who was using the chickens as therapy for an autistic child, but the resident removed the chickens shortly thereafter. Town Manager Bill Rolfe stated if Town Council were to amend the ordinance on chickens there would have to be rules and regulations governing their keeping and asked Ms. Slayton for suggestions. Ms. Slayton stated they should not be allowed to run around, they should be kept in a pen, there should be a limit on how many are allowed. Town Manager Rolfe asked if the pen should be a certain distance away from residences. Ms. Slayton stated there should be a required distance from residences. Town Attorney Simons stated if Town Council were to amend Section 4-1, there would have to be a Public Hearing so the public can make comments for or against the amendment. Councilor Greg Hartbarger asked what was the purpose of having the chickens. Ms. Slayton stated for the eggs and for fertilizer. Councilor Hartbarger stated there a lot of homes that are close to each other on both sides. Ms. Slayton stated she hoped Town Council would consider amending Sec. 4-1. Mayor Ruby Clark thanked Ms. Slayton for her well-presented and informative presentation.

Review of Minutes:

Motion by Monica Dock and **Seconded** by Sonny Williams to approve the minutes for Regular Council Meeting April 10, 2018 and reconvened meeting April 12, 2018.

Carried unanimous voice vote.

Consideration of Bills:

Town Manager Bill Rolfe stated the bill for Mary Earhart for \$15,209.94 was for the pre-audit. Town Manager Rolfe stated the bill for Blue Ridge Resource Authority for \$1,718.76 is for the landfill. Town Manager Rolfe stated up until now the Town has not received a bill for the county landfill. Town Manager Rolfe stated the Town will now start paying for anything extra, other than weekly trash pick-up, that goes to the landfill, e.g. the annual Spring Clean-Up. Town Manager Rolfe stated we are now taking brush somewhere else and only have to pay a hauling fee so that we will not get charged a landfill fee any more. Councilor Monica Dock asked if the pre-audit is finished. Town Manager Rolfe stated it is.

Motion by Mike Turner and **Seconded** by Andrea Bradley to pay bills listed and any other bills that come up.

Carried unanimous voice vote.

Police Report:

Town Sgt. Angel Poole stated she had 36 calls for service; 674 miles; twenty (20) citizen assists; two (2) warrants for arrest for bad checks; eight (8) traffic summons; four (4) warnings; eight (8) business checks. Sgt. Poole stated her monthly community activities included checking on the students at the school, and speaking at a new business in Buena Vista, Hinojosa Boxing. Sgt. Poole stated she continues to monitor the buzzards. Sgt. Poole stated she has made one (1) sweep through Town on inoperative vehicles and is starting the whole process again. Councilor Monica Dock thanked Sgt. Poole for the fine job she is doing.

Treasurer Report:

Town Treasurer Steven Drasye gave Council members a copy of the Revenue and Expense Report for the period ending April 30, 2018. Treasurer Drasye reported the General Fund revenues were \$4,942.00 higher than expenditures, Water Fund expenditures exceeded revenues by \$58,980.00, and Sewer Fund revenues were \$35,787.00 higher than expenditures. Treasurer Drasye stated Water Fund expenditures included the two (2) semi-annual loan payments to the Virginia Resource Authority (VRA). Treasurer Drasye stated the payments totaled \$162,536.00. Treasurer Drasye stated the report included the balance of the Town's checking and savings account as of April 30, 2018. Treasurer Drasye reported the Town has \$705,639.00 in checking and savings accounts as of April 30, 2018.

Town Manager Bill Rolfe stated Council has a copy of the BB&T credit card statement for April 2018, a copy of the bank statement for the last thirty (30) days, and a copy of the check register for April 2018. Town Manager Rolfe stated Botkin Rose will be handling the bond closing on the sewer rehab project, and the Town will be reimbursed

with grants. Town Manager Rolfe stated the two (2) checks to Central Shenandoah Planning District Commission (CSPDC) for \$19,728.22 and \$2,800.00 were for the VDOT multi-purpose path project. Town Manager stated the Town had to write the check first, then do a reimbursement request to VDOT. Town Manager Rolfe stated the check to Humphreys Septic for \$700.00 was for putting in one (1) sewer tap and one (1) water tap, and that public works employee Robert Humphreys, Jr. helped. Town Manager Rolfe stated the Town charges \$2,500 for putting in a water tap and \$2,500 for putting in a sewer tap. Town Manager Rolfe stated the check to Carter Bank & Trust for \$460.94 is for monthly interest on the loan for the sewer rehab project and the Town will be reimbursed from the sewer grants.

Committee/Commission Reports:

Mayor Ruby Clark stated there are still vacancies that need to be filled on the Parks and Recreation Committee, the Planning Commission, and the Zoning Board. Mayor Clark stated Council was to bring names to the Council meeting to fill the vacancies. Mayor Clark stated Christy Hartbarger is interested in being on the Parks & Recreation Committee. Mayor Clark stated this will be tabled until the June 2018 Council meeting and told Council to bring names to fill the vacancies.

Tabled until the June 2018 Council Meeting.

Old Business:

- A. Tabled Authorization to Execute 3-Year Contract with Hill Studios for Recreational Services – David Hill. Town Manager Bill Rolfe stated Town Council tabled this matter until the May 8, 2018 Town Council meeting, and asked that Town Attorney Tom Simons review the contract. Town Attorney Tom Simons stated the contract looked fine. David Hill went over the contract with Town Council. Mr. Hill stated this is an open-end agreement, giving the Town more control over the contract. Mr. Hill stated the Town only pays if Hill Studios does any work for the Town. Mr. Hill stated the Town can pick an amount not to go over. Councilor Greg Hartbarger asked how this contract will benefit the Town vs. not having it. Mr. Hill stated they have a team of experts to do the projects from beginning to end. Mr. Hill stated the Town would be paying for their expertise in grant funding. Mr. Hill stated some potential grant programs are:

- 1) connect the AT from the Blue Ridge Parkway all the way into Glasgow
- 2) Virginia Housing's Main Street Program
- 3) VDOT's sidewalks, drainage, etc. Program
- 4) branding for the Town of Glasgow and an economic study
- 5) Rural Development e.g. restrooms for the Farmers market

Mr. Hill stated a lot of municipalities hire them to bring resources into their communities. Mr. Hill stated outdoor tourism is a natural to increase the economy in the Town of Glasgow. Town Manager Bill Rolfe stated if Glasgow does not pursue this going forward, the Town will stagnate. Town Manager Rolfe stated Glasgow's one key is outdoor tourism to bring money into Town.

Councilor Monica Dock asked Mr. Hill if it was correct that there is no charge to the Town unless Hill Studios does work for the Town. Mr. Hill stated that is correct, there are no consultant fees. Councilor Sonny Williams asked if Hill Studios finds grant money, will the Town get billed for it whether we go through with the project or not. Mr. Hill stated yes, the Town would get billed for Hill Studios finding grant money for the Town for projects, whether the Town chooses to follow through with the project or not. Councilor Williams asked what happens if grants are applied for and the Town does not get them. Mr. Hill stated that does happen sometimes, and the Town would have to reapply for the grant(s). Councilor Greg Hartbarger asked Town Manager Bill Rolfe how the Town has received grant money in the past for projects. Town Manager Rolfe stated the Town uses CSDPC. Town Manager Rolfe stated CSDPC gets paid up front and the Town is reimbursed from the grant(s). Town Attorney Simons stated the contract was a good plan as they know where to find money that the Town does not know about.

Motion by Monica Dock and **Seconded** by Mike Turner to authorize the Mayor and/or Town Manager to execute the 3-year contract with Hill Studios for recreational services.

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.

- B. Tabled Authorization to Survey Triangle Lot at Intersection of Rockbridge Road and Jarvis Trail. Town Manager Bill Rolfe stated Town Council tabled this matter until the May 8, 2018 Town Council meeting, and asked that the Town Manager solicit bids for the surveying work and bring the cost back to Town Council for their consideration. Town Manager 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. Town Manager Rolfe stated four (4) local surveying firms were contacted and requested to submit bids by close of business April 30, 2018. Town Manager Rolfe stated only one (1) bid was received from Steve Douty with Green Forest Surveys in the amount of \$835.

Motion by Monica Dock and **Seconded** by Mike Turner to authorize the Town Manager to have the triangle lot at the intersection of Rockbridge Road and Jarvis Trail surveyed by Green Forest Surveys in the amount of \$835.

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. Tabled Authorization to Survey Town Lot at End of 10th Street and Virginia Street. Town Manager Bill Rolfe stated he is still working on this with Sylvia from Town Attorney Tom Simons office.

Tabled until the June 2018 Council Meeting.

- D. Farmers Market Update. Town Manager Bill Rolfe stated the Ruritan's will be managing the Farmers Market this year. Town Manager Rolfe stated the market hours are Friday's 12:00 Noon–6:00 PM, and Saturday's 8:00 AM–12:00 Noon. Town Manager Rolfe stated the first Friday and Saturday went very well. Town Manager Rolfe stated there was good vendor and customer participation. Town Manager Rolfe stated he is paying the Ruritan's \$10/hour as a donation. Town Manager Rolfe stated they will be paid as one (1) person doing the job, not multiple people.
- E. Sewer Rehab Project Update. Town Manager Bill Rolfe stated the contracts will be delivered tomorrow. Town Manager Rolfe state Rural Development will look the contracts over and then do a "Notice to Proceed". Town Manager Rolfe stated the project is moving forward.
- F. Abandoned/Unoccupied Property Update. Town Manager Bill Rolfe stated Billy Walker has not signed the letter on his 709 8th Street property stating he will be out by August 1, 2018. Town Manager Rolfe stated Mr. Walker also received a letter on his 1105 Rockbridge Road property but he has not signed it to date. Town Manager Rolfe stated 605 Shawnee Street (William Camper) and 138 Catawba Street (Donna Dunn) are ready to be torn down. Town Manager Rolfe stated he would like to send a contract certified mail to owners stating the Town of Glasgow will take the property down. Town Attorney Tom Simons stated Billy Walker needs to get another letter stating the Town will be tearing down both properties and give him 30 days. Councilor Sonny Williams asked if anything had been heard from the companies who have liens on the Walker property. Town Attorney Tom Simons stated they received certified letters and he has the certified mail receipts that they were picked up but has heard nothing from them. Councilor Monica Dock asked if the property owner will be billed for the demolition and clean up. Town Manager Rolfe stated he is keeping track of the man hours and the land owners will be billed for the labor as well as the landfill fees.
- G. Proposed Ordinance for Use of Golf Carts Update. Town Attorney Tom Simons stated Council has a copy of a proposed ordinance based off of Buena Vista's golf cart ordinance. Town Attorney Simons stated streets that are designated for golf

cart use would have to be posted. Town Attorney Simons stated the Town can make other restrictions they deem necessary. Town Manager Bill Rolfe stated he would prefer Town Council wait until the June 2018 Council meeting so he can talk to VDOT and get their thoughts.

Tabled until the June 14, 2018 Council Meeting.

New Business:

- A. Training Requirements to Maintain State Water and Sewer Licenses – Jeff Rankin. WWTP Supervisor Jeff Rankin stated he is required to take 20 hours for wastewater, 8 hours for lab, and 5 hours for water. Mr. Rankin stated these are bi-annual hours. Mr. Rankin stated not all classes are training, some are information and regulations that are coming out.
- B. Quality Control of Lab at WWTP – Jeff Rankin. Mr. Rankin stated Glasgow's lab is a certified lab and he has to do an annual audit. Mr. Rankin stated the lab has to be certified on water but not on sewer.
- C. Authorization to Release Request for Bids for Abandonment of Two (2) Water Wells. Town Manager Rolfe stated this project is being 100% funded with State grant funds.

Motion by Mike Turner and **Seconded** by Andy Ryan giving authorization to release request for bids for abandonment of two (2) water wells.

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.

Mr. Rankin stated the wells have to be checked three (3) times a day, seven (7) days a week.

Other:

Councilor Sonny Williams asked how water bill collections are going and are there a lot of cut-offs each month. Sr. Admin. Asst. Jane Higginbotham stated water bills are doing fine and there are usually 8-10 people per month on the cut-off list.

Town Manager Bill Rolfe stated due to the primary election being held on Tuesday, June 12, 2018 at the Glasgow Public Library, the Town Council meeting needs to be changed and advertised.

Motion by Mike Turner and **Seconded** by Monica Dock to change the Tuesday, June 12, 2018 Town Council meeting to Thursday, June 14, 2018 at 7:00 PM at the Glasgow Public Library and to advertise for two (2) consecutive weeks.

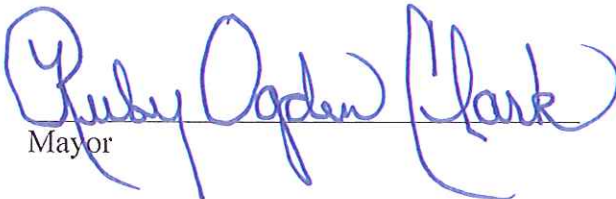
Carried unanimous voice vote.

Councilor Greg Hartbarger asked if the financial information Council received will be included every month. Town Manager Rolfe stated Council will receive every month a copy of the BB&T credit card statement, a copy of the bank statement for the last thirty (30) days, and a copy of the check register for the last thirty (30) days.

Mayor Ruby Clark stated Town Hall will be closed Monday, May 28, 2018 for Memorial Day. Mayor Clark stated June 12, 2018 is the deadline to sign up for the November election. Mayor Clark stated Sonny Williams, Andy Ryan, and Mike Turner's seats are up for re-election.

Motion by Monica Dock and **Seconded** by Mike Turner to adjourn.
Carried unanimous voice vote.

Mayor Ruby Clark adjourned meeting at 8:35 PM.



Mayor



Clerk