

Minutes of Town Council Meeting
November 12, 2019
Glasgow Public Library

Council Members Present: Sonny Williams, Aaron Britton, Andy Ryan, Andrea Bradley

Also Present: Mayor Ruby Clark, Town Manager Eric Pollitt, Sr. Admin. Asst. Jane Higginbotham, Town Attorney Tom Simons

Absent: Councilors Barrett McFaddin, Greg Hartbarger

Guests Present: Public Works Chris Flint, Carolyn Bradley; Mayor-Elect Shane Watts; Katie Doar with the News-Gazette; Dan Dickman with Edward Jones Investments

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.

Presentations:

Mr. Dan Dickman with Edward Jones Investments from Lexington stated he would like to let Council and the residents of Glasgow that he is opening an office in Buena Vista and is offering his services to the Town any way he can help. Mr. Dickman stated he is also working with employees from Mohawk Industries with their 401(k) retirement funds.

Review of Minutes:

Motion by Sonny Williams and **Seconded** by Andy Ryan to approve minutes for the October 8, 2019 Council Meeting, and the October 17, 2019 Special Called Council Meeting.

Carried unanimous voice vote.

Reports and Updates:

A. Committee/Commission/Staff Reports

1. Police Report. Town Manager Eric Pollitt stated Chief Poole could not be at the Council meeting tonight due to a speaking engagement. Town Manager Pollitt stated Chief Poole has not been able to a monthly report for Council as her computer has not been working. Town Manager Pollitt stated when Chief Poole gets her computer back she will get her report to him and he will get Council a copy.
2. Parks and Recreation Committee. Town Manager Eric Pollitt stated the Trunk or Treat was success with over 300 parents and children in attendance. Town Manager Pollitt stated the Christmas parade will be held on Saturday this year, which is different, and the date scheduled is Saturday, December 7, 2019 at 4:00 PM. Town Manager Pollitt stated there will be a Christmas Caroling event at the Farmers Market on Sunday, December 15, 2020 from

4:30 PM - 6:00 PM. Town Manager Pollitt stated hot cider and hot chocolate will be served and this event is being sponsored by the Glasgow Baptist Church.

3. Treasurers Report:
 - a. Bills over \$500.
None.
 - b. Council Contingency Report: Town Manager Eric Pollitt stated Council has a copy of the year-to-date expenses out of the Contingency line item for FY 2020.
4. Town Manager Report:
 - a. Top Priorities to Wrap Up Year. Town Manager Eric Pollitt stated Council has a copy of top priority year-end directives and tasks he will be working on.
5. Planning Commission: Town Manager Eric Pollitt told Council they have a copy of the draft minutes for the October 30, 2019 meeting in their packet.
 - a) CIP Process. Town Manager Eric Pollitt stated Council has a copy of a chart outlining the CIP Process for the Planning Commission as it relates to Council and their budget process.

B. Old Business Updates

1. QS/1 Tax Bills. Town Manager Eric Pollitt stated QS/1 still has not printed or mailed the 2019 real estate, personal property or public service tax bills. Town Manager Pollitt stated this has been unexpected as these are usually mailed out no later than the 2nd week of October. Town Manager Pollitt stated in his October 18, 2019 Manager's Report, he had been told by QS/1 they were developing the tax tickets and would be mailed out shortly. Town Manager Pollitt stated he has reached out the QS/1 numerous times over the last two weeks with no definitive answers. Town Manager Pollitt stated he is requesting that Council give tax payers an additional 40 calendar days from the date the bills are mailed to pay their taxes.

Motion by Andy Ryan and **Seconded** by Aaron Britton to allow an additional 40 calendar days from the date the bills are mailed for tax payers to pay their bills.

Carried unanimous voice vote.

Councilor Aaron Britton suggested putting an ad in the newspaper as well.

C. Public Comment Period.

None.

Action Items

A. Old Business:

1. Permission to Change Alcohol Sunday Sales. Town Manager Eric Pollitt stated he has been asked by three (3) Council members about changing the ordinance on alcohol sales on Sundays. Town Manager Pollitt stated wine and beer sale hours have been changed in Rockbridge County to 6:00 AM

except in Glasgow town limits. Councilor Aaron Britton stated he had been approached by several business owners and they are losing revenue because they can't sell alcohol until 12:00 Noon on Sundays. Town Attorney Tom Simons stated he recommends mirroring Rockbridge County's ordinance and then Glasgow will just amend their ordinance.

Motion by Aaron Britton and **Seconded** by Andrea Bradley authorizing the Town Attorney to advertise for a Public Hearing to change the alcohol sales ordinance Sec. 12-34 to mirror Rockbridge County.

Voice Vote as follows:

S. Williams – Yes A. Ryan – Yes A. Britton – Yes
A. Bradley – Yes G. Hartbarger – Absent B. McFaddin – Absent

Carried unanimous voice vote.

Town Attorney Simons stated he will have this ready for a Public Hearing to be held at the December 10, 2019 Council meeting.

B. New Business.

1. Virginia Main Street Program. Town Manager Eric Pollitt stated Council has a copy of a Resolution authorizing Glasgow's participation in the Virginia Main Street Program as a Department of Housing and Community Development Commercial District Affiliate. Town Manager Pollitt stated the added benefits are additional access to grants through the state and federal programs. Town Manager Pollitt stated being an affiliate also helps with future applications through the Virginia Department of Housing and Community Development (DHCD).

Motion by Andrea Bradley and **Seconded** by Aaron Britton authorizing the Town Manager to sign the Resolution authorizing participation in the Virginia Main Street Program by the Town of Glasgow as a Department of Housing and Community Development Commercial District Affiliate.

Voice Vote as follows:

S. Williams – Yes A. Ryan – Yes A. Britton – Yes
A. Bradley – Yes G. Hartbarger – Absent B. McFaddin – Absent

2. Bouncy House Rental Policy. Town Manager Eric Pollitt stated one of the reasons for purchasing the bouncy house was to rent it out. Town Manager Pollitt stated Council has a copy of a draft policy based on VACORP's recommendation and that Town Attorney Tom Simons has reviewed it with no objections. Town Manager Pollitt stated once the rental policy is adopted, it will be advertised on the website. Councilor Sonny Williams asked if the

fees had been set yet and how much did the Town pay for it. Town Manager Pollitt stated it is a \$1,000 bouncy house that the Town was able to purchase for \$800. Councilman Andy Ryan stated he thinks the fee should be 10% of the cost, which would be \$80. Town Manager Pollitt asked what non-profits should be charged. Councilor Aaron Britton stated they should be charged 50% off the rental fee, which would be \$40. Councilor Andy Ryan asked if there would be a set-up fee as well if the Town were asked to set it up. Town Manager Pollitt stated it would be the town employee's overtime rate with a 2-hour minimum charged. Town Manager Pollitt also stated the bouncy house should only be used within the town limits.

Motion by Aaron Britton and **Seconded** by Andrea Bradley to adopt the bouncy house rental policy as presented, with the rental fee of \$80/day plus a set-up fee to be charged at the town employee's overtime rate with a 2-hour minimum charged, 50% off the rental fee for non-profits, and the bouncy house is only to be used within Glasgow town limits.

Voice Vote as follows:

S. Williams – Yes	A. Ryan – Yes	A. Britton – Yes
A. Bradley – Yes	G. Hartbarger – Absent	B. McFaddin – Absent

Carried unanimous voice vote.

Other Items

- A. Town Manager Eric Pollitt stated Bob Stripling will be meeting with Council members one-on-one in the next few weeks in preparation for the upcoming Council retreat in January 2020. Town Manager Pollitt stated the date, time and location are yet to be determined.
- B. Councilor Aaron Britton stated he would like to recognize Mayor-Elect Shane Watts and congratulate him.
- C. Mayor Ruby Clark stated she had a resident request the Town put up Christmas decorations along Blue Ridge Road and she passed around a catalog. Mayor Clark asked Town Manager Pollitt if Parks and Recreation Committee has been working on this. Town Manager Pollitt stated no, this was not brought to his attention nor was this planned for in the budget. Mr. Pollitt stated “Council if you would like to purchase something out of the catalogue, you can with Council contingency line. Currently none of those items were planned to be purchased in this year's budget.” Town Manager Pollitt asked Council if they would like to have a live evergreen tree planted at the new pavilion for future Christmas events. Council stated they were unwilling to spend \$400 for a full grown evergreen tree at the new pavilion.
- D. Mayor Clark stated Mike Watts has put up a building beside his house (1036 Kanawha Street), and it is possibly located on FEMA property which belongs to the Town. Councilor Sonny Williams stated the house is supposed to be under a rent-to-own contract, with owners Rudolph and Linda Johnson holding the note.

Councilor Aaron Britton suggested paying \$150 to have the lot surveyed so the Town will know for sure.

Motion made by Aaron Britton to have the lot on Kanawha Street, beside 1036 Kanawha Street, surveyed and then approach Mr. Watts if it is FEMA property the building is on.

Motion Withdrawn due to lack of a **Second**.

Town Attorney Tom Simons suggested sending Mr. Watts a letter and a copy to the owners (the Johnson's) stating the building may be located on FEMA property belonging to the Town of Glasgow, and ask if they would be willing to split the cost to have the lot surveyed. Councilor Andy Ryan stated he did not want to pay \$150 to have the lot surveyed, and there was no guarantee that the survey would be that cheap, it could be more.

Motion by Aaron Britton and **Seconded** by Sonny Williams to send a letter to Mr. Watts and a copy to Rudolph and Linda Johnson stating the building Mr. Watts put up is possibly located on FEMA property.

Voice Vote as follows:

S. Williams – Yes	A. Ryan – Yes	A. Britton – Yes
A. Bradley – Yes	G. Hartbarger – Absent	B. McFaddin – Absent

Carried unanimous voice vote.

Tom Simons stated he will find out who the property belongs to by the December 10, 2019 Council meeting.

Motion by Andrea Bradley and **Seconded** by Aaron Britton to adjourn the meeting.
Carried unanimous voice vote.

With no further business, Mayor Ruby Clark adjourned the meeting at 7:45 PM.

Mayor

Clerk