

**Minutes of Town Council Meeting**  
**June 11, 2019**  
Glasgow Public Library

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

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

Absent: Councilor Greg Hartbarger

Guests Present: Carolyn Bradley with the News-Gazette, Helen C. Cash, Sandra Emore, John Emore, Joyce Wyche Carter, Sterling Stores, Gloria Young, Edna Alexander Jones, Benita Fitz, Wilma Long, Connie Rosser Robinson, Natalie Harris, Daryl Cash, Margaret Emore, Jackie Hostetter, Jim Jones with Natural Bridge State Park, Shana Pooley with Natural Bridge State Park, Jeff Rankin, Reese McClanahan, Natalie Harris

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:**

Comments on proposed water and refuse rates for FY 2020 Budget.

- A. Many citizens spoke regarding the 5% increase to water rates and the increase in garbage rates. Citizens asked why the rates are going up. Many citizens stated Glasgow is made up of many senior citizens who cannot afford an increase in the water bill. There were also questions as to why water meters were put in, why trash pick-up is only once a week, why Glasgow citizens are the only ones paying two (2) taxes, how many more times is the water bill going to go up.
- B. Daryl Cash. Mr. Cash stated he has a problem with his water bill. Mr. Cash stated he and another business are both on one (1) water meter, but he is being charged for the usage and the other business is paying a flat rate. Mr. Cash stated people out of town are getting water for free from the fire department to fill their swimming pools. Mr. Cash stated the fire department is hauling water out of town all hours of the day and night. Mr. Cash stated they should be paying for bulk water.

**Public Comment:**

- A. Natalie Harris. Mrs. Harris stated she has asked the Town to mow the alley behind her house so she can keep it mowed with her push mower. Mrs. Harris stated the citizens never get a response from Council when they make comments during public comment. Mrs. Harris stated she has been told from every town manager that the Town's website is being updated. Mrs. Harris stated there needs to be public comment box on the website and Council needs to interact with the public.

Town Manager Eric Pollitt stated the website is currently in the process of being updated and minutes will be posted to the website. Town Attorney Tom Simons stated people living in Goshen and Glasgow pay Rockbridge County taxes and local taxes. Town Attorney Simons stated that is the way it is set up in the state of Virginia. Town Attorney Simons stated the only way to give up paying two (2) is to give up the Town Charter, reverting back to Rockbridge County, and losing the Town services provided. Town Attorney Simons stated he would suggest to Town Council to delay adopting the budget and think about the concerns voice tonight. Town Attorney Simons stated there is still time before the budget has to be approved by July 1<sup>st</sup>. WWTP Supervisor Jeff Rankin stated since water meters have been put in the Town is saving 47 million gallons of water a month. Council agreed to call a Special Called meeting Thursday, June 20, 2019 at 6:00 PM at Glasgow Public Library to discuss the increase in water rates and to vote on the FY 2020 Budget.

**Review of Minutes:**

**Motion** by Aaron Britton and **Seconded** by And Ryan to approve the minutes for Regular Council Meeting May 14, 2019.

**Carried** unanimous voice vote.

**Presentation:**

Mr. Jim Jones with the Natural Bridge State Park stated the park only receives \$120,000 from the state, the rest comes from merchandise sales and admission fees. Mr. Jones stated the Park is going to be \$80,000 short for next year's budget and asked Council if they would speak to state representatives on their behalf to increase funding. Mr. Jones stated there are 38 state parks in Virginia and the Natural Bridge State Park ranks #4, and they are only open daylight hours. Mr. Jones stated over \$200 million in new money comes in to the State each year and Natural Bridge brings in \$1.2 million of that amount. Town Attorney Tom Simons asked if Mr. Jones has a sample letter for Council to send to state legislators. Mr. Jones stated he does.

**Reports and Updates:**

A. **Committees/Commissions/Staff Reports**

- 1) **Parks and Recreation Committee.** Town Manager Eric Pollitt stated the first Movie in the Park will be held July 13<sup>th</sup> at the Farmers Market. Town Manager Pollitt stated the committee is working on a Music in the Park to be held Labor Day Weekend on Saturday, August 31<sup>st</sup>, hopefully to be held at the new event venue. Town Manager Pollitt stated other ideas the committee is working on is a Fall bazaar at the Farmers Market, haunted hayride at the boat landing, bingo at the Rescue Squad building, Christmas tree lighting at the Park, trunk or treat at the Farmers Market.
- 2) **Police Report.** Chief Angel Poole stated she had 27 calls for service; 700 miles; 45 citizen assists; one (1) warrant/arrest/juvenile petition serviced for other departments; two (2) protective orders served for other departments; two (2) traffic summons/parking tickets; nine (9) warnings; nine (9) business

checks. Chief Poole attended the preschool graduation on May 15<sup>th</sup>. Chief Poole stated she is still watching the buzzards which are going after trash mainly on Pocahontas and Catawba Streets. Chief Poole stated she is working on getting volunteers for all events coming up and in the future from Mohawk and other community sources. Chief Poole stated she has been working on inoperable vehicles and wrote twelve (12) notices to comply with ordinance in the blocks between 6<sup>th</sup> and 7<sup>th</sup> Streets on Shenandoah Road and Shawnee Street. Chief Poole stated she continually does wellness checks on older citizens in the community and stated if anyone needs a wellness check done to please let her know. Natalie Harris asked her to please check on Everett Dixon, who is 96 years old and is her next door neighbor. Chief Poole stated there were over 200 vehicles at the boat landing the first weekend in June. Chief Poole stated DTF continues to do search warrants in the Town.

3) Treasurer Report.

- a. Quote to Cut Down Tree. Town Manager Eric Pollitt stated there is a hollow tree on the corner of 10<sup>th</sup> Street and Fitzlee Street at the fire department building that is about to fall down. Town Manager Pollitt stated he has two (2) quotes, one for \$1,200 and the other for \$3,500. Council stated they would like to have several more quotes before they make a decision.
- b. Public Works Computer. Town Manager Eric Pollitt stated the laptop used to read water meters crashed last week. Town Manager Pollitt stated the technician from core & Main was able to pull the files off the computer and install on a spare laptop to use temporarily so that meters could be read last week for May. Town Manager Pollitt stated a new laptop with plenty of memory needs to be purchased to read meters. Town Manager Pollitt stated he has a quote for approximately \$660 for a new laptop to read meters. Council approved the purchase of a laptop for the purpose of reading water meters.
- c. FY 2019 YTD Budget Report. Town Manager Eric Pollitt stated Town Council has a copy of the budget report in their packet and to contact him if they have any questions.

4) Town Manager Report. Town Manager Eric Pollitt stated the tax software with QS/1 is already installed and will be \$75/month fee in addition to what the Town is already paying for QS/1 software. Town Manager Pollitt stated he is trying to get this information live by July 1<sup>st</sup>. Town Manager Pollitt stated he would like to start having workshops with Council to work on several issues in the Town e.g. the softball field, the high grass ordinance, the trash ordinance, the flood plain ordinance, economic development for the Town, and tourism.

5) Planning Commission. Town Manager Eric Pollitt stated he would like for the Planning Commission to start meeting once a month. Town Manager Pollitt stated he has several topics for them to start work on. Town Manager Pollitt stated they have a workshop scheduled for Wednesday, June 19<sup>th</sup> at 6:00 PM at Town Hall.

B. Old Business Updates.

- 1) Abandoned Properties. Town Manager Eric Pollitt stated Council has a copy of the abandoned properties from Jon Ellestad and the progress being made on them. Town Manager Pollitt stated 605 Shawnee Street is in bad shape. Town Manager Pollitt stated Jon Ellestad has recommended proceeding forward with a tax sale for 1515 7<sup>th</sup> Street. Town Manager Pollitt stated Council will receive a packet soon from Mr. Ellestad and Town Attorney Tom Simons recommending all properties that tax sales should be started on or have Town Attorney Simons get a judgment against them to collect taxes.
- 2) Town Events Venue Update. Town Manager Eric Pollitt stated the Town is waiting on Mr. Locher's attorney to draw up the Deed of Gift for the old carnival grounds so that the Town can proceed with the work on the stage, the electrical work that needs to be done, etc.
- 3) Monica Dock Memorial. Town Manager Eric Pollitt stated the Town will hold a ceremony at 6:30 PM before the August 13, 2019 Town Council meeting. Town Manager Pollitt stated a tree will be planted and a plaque presented. Town Manager Pollitt asked Council what they would like to have on the plaque. Councilor Andy Ryan stated that he thought Centennial Park was going to be redone and he thinks the memorial service should be held off until this happens. Councilor Ryan stated it had been mentioned instead of a tree to redo the walkway with stones that could have memorials on them. Councilor Ryan stated Mr. Dock should be contacted to let him know it is going to be a little longer until Council decides exactly what they are going to do. Councilor Ryan stated if the ceremony is held, the plaque could be presented and then moved when Council decides what to do.
- 4) Jeff Rankin. Town Manager Eric Pollitt stated Jeff Rankin will be attending two (2) professional development conferences this summer.

**Action Items:**

- A. Mosquito Authority Proposal. Town Manager Eric Pollitt stated the Mosquito Authority said the price of \$5,000 to spray the public places the Town owns will actually decrease a little as the original quote was for May – September and it is now June. Town Manager Pollitt stated the fee for residents calling will still be \$50 per treatment.

**Motion** by Aaron Britton and **Seconded** by Andrea Bradley to approve the Mosquito Authority's proposal and grant the Town Manager authority to execute the contract.

**Voice Vote as follows:**

|                   |                        |                   |
|-------------------|------------------------|-------------------|
| S. Williams – Yes | A. Ryan – No           | A. Britton – Yes  |
| A. Bradley – Yes  | G. Hartbarger – Absent | B. McFaddin – Yes |

**Motion Carried** with four (4) affirmative votes and one (1) negative vote.

B. FY 2020 Water and Trash Rates.

This item has been tabled until the June 20, 2019 Special Called Council Meeting at 6:00 PM at the Glasgow Public Library.

C. FY 2020 Operations Budget and Tax Rates.

1) Resolution to Adopt the FY 2020 Operations Budget, Set the Tax Rates, and Appropriate Funds.

2) Budget Summary and Line Item Budget Attachment.

These items have been tabled until the June 20, 2019 Special Called Council Meeting at 6:00 PM at the Glasgow Public Library.

D. Water & Sewer Adjustment Policy.

This item has been tabled until the June 20, 2019 Special Called Council Meeting at 6:00 PM at the Glasgow Public Library.

**Motion** by Aaron Britton and **Seconded** by Barrett McFaddin to have a Special Called Council Meeting on Thursday, June 20, 2019 at 6:00 PM at the Glasgow Public Library to discuss water rates, the water and sewer adjustment policy, and to vote on the FY 2020 Budget.

**Voice Vote as follows:**

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

**Motion Carried** with unanimous voice vote.

**New Business:**

A. Mary Earhart Contract. Town Manager Eric Pollitt stated he has a contract from Mary Earhart for her services for the FY 2019 Audit for the estimate of \$14,000 to \$17,000. Town Manager Pollitt stated he will do his best to use the lower rate she quoted and use Town staff as much as possible throughout the terms of this contract for her services.

**Motion** by Andy Ryan and **Seconded** by Andrea Bradley to approve the contract with Mary Earhart for her services for the FY 2019 Audit for the estimate of \$14,000 to \$17,000.

**Voice Vote as follows:**

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

**Motion Carried** with unanimous voice vote.

- B. Website Redesign. Town Manager Eric Pollitt stated he has met with Jeff Pufahl to discuss redesigning the website and revamping it with fresh content. Town Manager Pollitt stated Mr. Pufahl has estimated it will take between 4-6 hours of his time at \$80/hour. Town Manager Pollitt stated this will roughly be around \$500 for his help on the website. Town Manager Pollitt stated the additional cost for the new version of the website will be less than \$200. Town Manager Pollitt stated he has contacted Steven Shires who does photography and charges \$25/hour.

**Motion** by Aaron Britton and **Seconded** by Andrea Bradley to start with Jeff Pufahl to start the design of the Town's new website as long as it does not go over what was approved.

**Voice Vote as follows:**

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

**Motion Carried** with unanimous voice vote.

Mayor Ruby Clark dismissed the public at 9:00 PM for Town Council to go into Executive Session.

**Motion** by Aaron Britton and **Seconded** by Andy Ryan for Glasgow Town Council to convene in executive session under the Virginia Freedom of Information Act, Sec. 2.2-3711 (A) (1) in order to discuss personnel matters.

**Voice Vote as follows:**

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

**Motion Carried** with unanimous voice vote.

**Motion** by Aaron Britton and **Seconded** by Sonny Williams for the Glasgow Town Council to reconvene in open session.

**Voice Vote as follows:**

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

**Motion Carried** with unanimous voice vote.

*Whereas, the Town of Glasgow Town Council has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act;  
and*

*Whereas Section 2.2-3711 of the Code of Virginia requires a certification by the Town of Glasgow Town Council that such executive meeting was conducted in conformity with Virginia law;*

Now, therefore be it resolved that the Town of Glasgow Town Council hereby certifies that to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirement by Virginia were discussed in the executive meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed, or considered by the Town of Glasgow Town Council.

**Motion** by Aaron Britton and **Seconded** by Andrea Bradley that to the best of my knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711 (A) of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting.

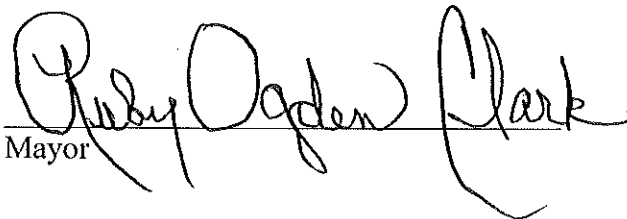
**Voice Vote as follows:**

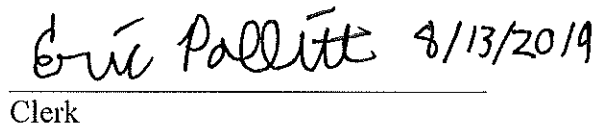
|                   |                        |                   |
|-------------------|------------------------|-------------------|
| S. Williams – Yes | A. Ryan – Yes          | A. Britton – Yes  |
| A. Bradley – Yes  | G. Hartbarger – Absent | B. McFaddin – Yes |

**Motion Carried** with unanimous voice vote.

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

With no further business, Mayor Ruby Clark adjourned the meeting.

  
\_\_\_\_\_  
Mayor

 8/13/2019  
\_\_\_\_\_  
Clerk