

**Minutes of Town Council Budget Work Session**  
**March 10, 2020**  
Glasgow Public Library

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

Also Present: Mayor Shane Watts, Town Manager Eric Pollitt, Town Attorney-elect Grace Crickenberger, Sr. Admin. Asst. Jane Higginbotham, Police Chief Angel Poole, Public Works Chris Flint

Guests Present: Reese McClanahan, the Glasgow Garden Club members President Valerie Vaughn, Elaine Massie, Jane Vaughn, Doris Wright

Mayor Shane Watts called the meeting to order at 6:00 PM.

Mayor Watts stated Council will hear from the Glasgow Garden Club again with more details on their plans to redesign Centennial Park.

**Presentations:**

- A. Glasgow Garden Club. President Valerie Vaughn stated the Glasgow Garden Club has been working on a plan to renovate the Centennial Park and they want to make it enjoyable for everyone for all seasons. Mrs. Vaughn stated they have three (3) phases to the plan. Mrs. Vaughn stated Phase 1 will be removing the fence, moving the flagpole, etc. Mrs. Vaughn stated Phase 2 will be to start on the walkways. Mrs. Vaughn suggested having the bricks engraved to recognize the veterans. Mrs. Vaughn stated Phase 3 will be major planting, the final landscaping, add a water feature, a sundial, and the pergola. Mrs. Vaughn stated the total budget is approximately \$20,000 over a 3-year period. Mayor Shane Watts thanked the Glasgow Garden Club members and asked if they could get Council an approximate cost for each phase.
- B. FY 2021 Budget. Town Manager Eric Pollitt stated he is recommending to Council to discontinue donations to the Rockbridge Regional Library. Town Manager Pollitt stated the Town has paid them \$4,500 every year in annual donations on top of town provided water, sewer, and electric. Town Manager Pollitt stated he has talked to the Rockbridge Regional Library and no one has a signed agreement that binds the Town to make these annual donations. Town Manager Pollitt stated the Town has also been paying the Glasgow Library's electric bill as well as the water and sewer bill. Town Manager Pollitt stated he recommends to Council to put the Library's light bill in their name, and the Town will continue to pay their water and sewer bill. Town Manager Pollitt stated this is the norm for towns contributing to its local library and what Glasgow has done in the past is vastly more generous than anyone of his colleagues he as talked to of similar size. Town Manager Pollitt stated he offered to buy and install a tv in the large meeting room as a contribution and is waiting on a response from them.

- C. CIP Budget. Town Manager Eric Pollitt stated Council has indicated they no longer want to pick up brush, or large items e.g. furniture and appliances, and to no longer rent dumpsters for such each month. Town Manager Pollitt stated if there were specific activities requesting dumpsters the Town would rent them. Public Works Chris Flint asked if the Town is going to do a Spring Clean-Up this year and Town Manager Pollitt stated no, because we have already reached our budget for town pick-up of large items requiring dumpster rental, delivery, and paying landfill tipping fees. Town Manager Pollitt asked about the possibility of allowing residents to dump brush at the current brush pile at Locher Field. Mayor and Council agreed we should not continue to pile brush up there and start burnings once the local burn ban is lifted.
- D. Grass Ordinance. Town Manager Eric Pollitt stated Council will have a work session for high grass on March 24<sup>th</sup> and possibly March 30<sup>th</sup>.

Mayor Watts stated the Town Council Budget Work Session is concluded @ 6:45 PM.

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Also Present: Mayor Shane Watts, Town Manager Eric Pollitt, Town Attorney-elect Grace Crickenberger, Sr. Admin. Asst. Jane Higginbotham, Police Chief Angel Poole, Public Works Chris Flint

Guests Present: Reese McClanahan, Carolyn Bradley, Dan Dickman with Edward Jones Investments, Boyd Walker, Tonya McFaddin, Natalie Harris, Jade Harris, Sam Sari with Landmark Asset Services/Skyline Manor.

Mayor Shane Watts called the meeting to order at 7:00 PM.

**Review of Minutes**

**Motion** by Aaron Britton and **Seconded** by Andrea Bradley to approve the minutes as presented for the February 11, 2020 Town Council Meeting.

**Motion Carried** unanimous voice vote.

**Motion** by Andrea Bradley and **Seconded** by Barrett McFaddin to approve the minutes as presented for the FY 21 Budget Workshop February 25, 2020.

**Motion Carried** unanimous voice vote.

**Reports and Updates**

Committee/Commission/Staff Reports:

- A. Police Report. Chief Angel Poole stated she had twenty (20) calls for service; 690 miles; fourteen (14) citizen assists; two (2) ongoing investigations for larceny; twelve (12) traffic summons/parking tickets; nine (9) warnings; ten (10) business checks. Chief Poole stated her community activities included reading to the elementary children at Natural Bridge Elementary; giving a talk to the Glasgow Preschool on railroad safety; attending a dance at Natural Bridge Elementary. Chief Poole stated she will start on inoperable vehicles April 1, 2020 and that a notice for this will be in the March water bill going out in April. Chief Poole stated in 2019 DTF had nine (9) search warrants, had twenty-two (22) arrests for meth, five (5) arrests for heroin; nine (9) arrest for marijuana. Chief Poole stated this does not include on-going court cases, or traffic stops with search of vehicles. Chief Poole stated Glasgow is no worse than any other town

- regarding the drugs, that they are everywhere. Councilor Aaron Britton asked Chief Poole if the stats from her monthly report are from Glasgow Town Limits or zip code. Chief Poole stated they are from Glasgow Town limits. Boyd Walker asked if this includes the boat landing. Mayor Shane Watts stated that belongs to Department of Game and Inland Fisheries (DGIF) but that Chief Poole still patrols there.
- B. Community Development Committee. Town Manager Eric Pollitt stated the Mayor and Council want himself and Chief Poole to focus on other areas of needs in the community. Town Manager Pollitt stated he and Chief Poole will be available to assist the committee and provide the resources necessary for them to carry out the tasks. Town Manager Pollitt stated the committee has motivated members who want to execute the events. Town Manager Pollitt stated if anyone has questions to please contact the committee members or the Mayor who will be leading the committee.
1. RARO Sign-Up. Town Manager Eric Pollitt stated registration for T-Ball (ages 5-6) and Rookie League Baseball (ages 7-8) runs from March 9-20. Town Manager Pollitt stated there were not enough boys ages 9-10 and 11-12 to merit forming a Natural Bridge-Glasgow team. Town Manager Pollitt stated there is a better chance of being able to field a Natural Bridge-Glasgow Girls Softball team and/or a Rookie League team. Town Manager Pollitt stated “Rocky” Trudgeon with RARO will keep him posted.
  2. Events Calendar. Town Manager Eric Pollitt stated the events have been posted on the Town’s website and will be in the March 11, 2020 edition of the News-Gazette.
  3. Rockin’ the Gorge. Town Manager Eric Pollitt stated Rockin’ the Gorge t-shirts will be sold at all concerts for \$20 each.
- C. Farmers Market. Town Manager Eric Pollitt stated the Mayor appointed Carolyn Bradley to be the Market Manager. Town Manager Pollitt stated Mrs. Bradley is also on the Community Development Committee. Town Manager Pollitt stated Mrs. Bradley will give an update on the Farmers Market. Mrs. Carolyn Bradley stated she will have a vendor’s meeting with refreshments on April 2<sup>nd</sup> at 11:00 AM at the Glasgow Library. Mrs. Bradley stated she has sent out flyers about the meeting. Mrs. Bradley stated she is checking into the SNAP Program to make it available at the Farmers Market this year.
- D. Public Works & Utilities Committee Report. Town Manager Eric Pollitt stated the Public Works and Utilities Committee met with public works staff on March 4<sup>th</sup> to discuss the following highlights related to the department of public works:
1. Red Building Rehab. Public Works employees Chris Flint and Benny Shafer, Councilor Andy Ryan and resident Jim Ferguson went to check out the red concession stand at Locher Field about the possibility of adding bathrooms. The consensus was for Mr. Flint and Town Manager Eric Pollitt to go to Spencer’s later this month and have them draw up a sketch on the computer for the committee to review at the March 23<sup>rd</sup> meeting, then contact Jimmy McGown or Kenny Watkins for quotes. Public Works employees Chris Flint and Benny Shafer will install the water and sewer lines.

2. Basketball Court Rehab. Chris Rowsey agreed to reseal and clean the basketball court and parking lot for \$2,500. Town Manager Eric Pollitt received a quote for \$1,900 for one (1) new full-size hoop and one (1) new rim and backboard. Town Manager Pollitt stated he would like to see the Town's logo or a cardinal painted in the center along with the basketball court lines.
  3. Sewer Truck. Town Manager Eric Pollitt stated the new vacuum/jetter truck will arrive by Friday, March 13<sup>th</sup> from Virginia Public Works Equipment. Town Manager Pollitt stated this was paid for by a grant.
- E. Treasurer Report.

1. Bills over \$500.

- a. Cameras at Concession Stand. Town Manager Eric Pollitt stated he has a quote of \$500 for five (5) outdoor and one (1) indoor cameras that he would like to purchase out of the contingency fund. Chief Angel Poole stated the cameras are day/night cameras and are easy to use on your phone.

**Motion** by Andy Ryan and **Seconded** by Sonny Williams to purchase five (5) outdoor cameras and one (1) indoor camera for the Concession stand for \$500 out of the contingency fund.

**Carried** unanimous voice vote.

- b. Septic Gate Electric Lock. Town Manager Eric Pollitt stated Council discussed at the Council Retreat to put an electric lock on the gate at the WWTP. Town Manager Eric Pollitt stated he has a quote of \$5,000 to purchase and install a gate lock. Town Manager Pollitt stated this would come out of the Sewer Fund, and there is money there for it. Councilor Barrett McFaddin stated he had a hard time justifying \$5,000 for a lock for only three (3) companies who use it.

**Motion** by Andy Ryan and **Seconded** by Sonny Williams to purchase and have installed an electric gate lock for the WWTP for \$5,000 to come out of the Sewer Fund.

**Voice Vote as follows:**

S. Williams – Yes	A. Ryan – Yes	A. Britton - Yes
A. Bradley – Yes	B. McFaddin – No	

**Motion** carried with a 4-1 vote.

2. Council Contingency Report. Town Manager Pollitt stated Council has a summary of the year-to-date expenses out of the Council Contingency line item for FY 2020 in their packet. Town Manager Pollitt stated he would like permission for siding reimbursement for the Concession Stand at Locher Field and to fund bathrooms be built at the Concession Stand. Town Manager

Pollitt stated Council had already approved \$1,500. Councilor Andy Ryan asked how much the siding was. Town Manager Pollitt stated it was \$1,900.

**Motion** by Aaron Britton and **Seconded** by Andy Ryan to fund the additional \$400 for siding for the Concession Stand.

**Carried** unanimous voice vote.

Councilor Barrett McFaddin asked how much a port-a-john rental is. Town Manager Pollitt stated they are \$1,200 per month for each one. Councilor Andy Ryan stated he would like to see two (2) bathrooms added at the Concession Stand and one (1) bathroom added at the Farmers Market.

**Motion** by Sonny Williams and **Seconded** by Andy Ryan to proceed with installing the two (2) bathrooms at the Concession Stand.

**Carried** unanimous voice vote.

F. Planning Commission.

1. Next Steps. Town Manager Eric Pollitt stated the Planning Commission is set to meet Wednesday, March 18<sup>th</sup>. Town Manager Pollitt stated one of Council's goals is to revise and update the trash ordinances, which is Chapter 8.

G. Town Manager Report.

1. Budget Calendar Reminders and Updates. TBD post work session.
2. Update on Council Tasks, Directives and Projects Deadline.
  - a. Planning Grant. N/A
  - b. DMV Stops. 6/30/2020. Councilor Aaron Britton asked if this would start this year. Town Manager Pollitt stated it would begin the start of FY 2021, which would be July 1, 2020.
  - c. DEBT Set-Offs. 6/30/2020
  - d. Concession Stand Rehab. 5/15/2020
  - e. Developing Multi-Use Open Space Park. N/A
  - f. Trash Ordinance. 4/14/2020
  - g. Personnel Manual. Councilman Britton asked if the Town will spend another \$25,000 to another company to come in and redo the personnel manual. Town Manager Eric Pollitt stated he just wants to clean up a few items.
  - h. Update Charter. 12/1/2020
  - i. Update Grass & Nuisance Ordinance. 4/14/2020
  - j. VDOT Trail. 10/1/2020
3. REDI Grant. Town Manager Eric Pollitt stated this will be provided at the meeting.

**Old Business Updates**

- A. Community Development Block Grant Planning Grant Update. Town Manager Eric Pollitt stated the committee is meeting with a representative from the Department of Housing and Community Development Tuesday, March 17<sup>th</sup> @

4:00 PM @ Scotto's. Town Manager Pollitt stated the Mayor is leading a tour of Glasgow with the representative and himself before the meeting.

- B. Delinquent Taxes. Town Manager Eric Pollitt stated delinquent tax letters will be sent out later this month. Town Manager Pollitt stated he hopes to have the DMV Stop Program and staff training completed by beginning of next fiscal year July 1, 2020.
- C. VDOT Multi-Purpose Trail. Town Manager Eric Pollitt stated Council has a copy of a letter from Michael Fulcher of VDOT. Town Manager Pollitt stated Draper Aden identified a dual culvert pipe approach which will not reduce water capacity with hopes of being more cost effective. Town Manager Pollitt stated this will need to be sent to Rockbridge County for review and approval. Town Manager Pollitt stated the cost estimates and subcontracting requirement(s) will then need to be revised. Town Manager Pollitt stated the next step would then be to update the project manual, and then re-advertise.

**Public Comment** (Comments are limited to no longer than three (3) minutes per person up to 30 minutes total for the period.)

Mayor Shane Watts stated Council will not respond to public comments made.

A.Natalie Harris. Mrs. Harris stated she lives at 427 Pocahontas Street. Mrs. Harris stated she looks forward to participating in the CDBG grant.

B.Boyd Walker. Mr. Walker stated he is disappointed to hear Chief Poole state Glasgow is no worse than any other town regarding the drugs. Mr. Walker stated there are registered sex offenders in Glasgow. Mr. Walker stated there is speeding on his street and he has notified VDOT but has not heard back from them.

### **Action Items**

#### **Old Business**

- A. New Town Attorney Contract – Natkin & Crickenberger PC. Town Manager Eric Pollitt stated both parties have reviewed the contract as presented.

**Motion** by Aaron Britton and **Seconded** by Andy Ryan to approve the contract and adopt the Resolution as presented effective immediately, making Grace Crickenberger the new Town Attorney on behalf of Natkin & Crickenberger PC.

#### **Voice Vote as follows:**

S. Williams – Yes      A. Ryan – Yes      A. Britton - Yes  
A. Bradley – Yes      B. McFaddin – Yes

**Carried** unanimous voice vote.

- B. Skyline Manor Apartments Rehab. Town Manager Eric Pollitt stated Council has a copy of four (4) documents related to a loan where the Town of Glasgow

partnered with Landmark Asset Services for apartments at the old elementary school at 800 Fitzlee Street over twenty (20) years ago. Town Manager Pollitt stated another document is waiving right of first refusal to purchase the building. Town Manager Pollitt stated construction cannot begin until Council approves these documents to extend this loan and the Town waiving the right of first refusal. Town Manager Pollitt stated the renovations total \$4,500,000. Town Manager Pollitt stated Sam Sari with Landmark Asset Services is present for any questions Council would like to ask. There were no questions.

**Motion** by Andy Ryan and **Seconded** by Barrett McFaddin to grant the Town Manager the authority to execute the contracts extending the loan and Council to waive the first right of refusal to purchase the property.

**Voice Vote as follows:**

S. Williams – Yes      A. Ryan – Yes      A. Britton – No  
A. Bradley – Yes      B. McFaddin – Yes

**Carried** with 4-1 vote.

Mr. Sari thanked Council for approving the documents so they can proceed with the rehabilitation of Skyline Manor apartments. Mr. Sari stated if anyone has any questions to please feel free to contact him.

New Business

- A. Large Trash & Brush Items. Town Manager Eric Pollitt stated in reviewing the FY 21 Budget at Council's last budget workshop, the topic of Town pick-up of large trash, junk, and brush items was discussed. Town Manager Pollitt stated the Town does not currently break even with weekly town-wide pick-ups at the current trash rate since the Town does not collect 100% of the utility bills each year, even after the rate increase last year. Town Manager Pollitt stated it costs almost \$10,000 a year for the "large item pick-up" service in addition to the weekly service. Town Manager Pollitt stated other towns either provide this service with a rate high enough to cover the additional shipping, tipping fees and labor costs, or they do not provide this service at all to residents. Town Manager Pollitt stated Council indicated at the budget workshop they do not want to increase the trash rate next year enough to cover this additional service.

**Motion** by Andy Ryan and **Seconded** by Sonny Williams that effective immediately the Town will suspend the service of picking up large items, large brush and other similar services in related trash policies, have the Planning Commission review and update related and affiliated ordinances at the March 18<sup>th</sup> meeting to adopt at the April 15<sup>th</sup> meeting, and to direct the Town Manager to notify residents of the cancellation of Town's service to pick up large items, large brush, and other changes in related trash policies in the March utility bills, which will take effect April 15<sup>th</sup>.



**Voice Vote as follows:**

S. Williams – Yes      A. Ryan – Yes      A. Britton - Yes  
 A. Bradley – Yes      B. McFaddin – Yes

**Carried** unanimous voice vote.

- B. Edward Jones Retirement Benefit Options. Town Manager Eric Pollitt stated VRS does not have a 401(k) Plan for employees. Town Manager Pollitt stated this is a retirement option for employees in the VRS Tier 1 & 2 who currently do not have this option, unlike VRS Tier 3 employees. Town Manager Pollitt stated this option is FREE to the Town and will not cost taxpayers anything.

**Motion** by Aaron Britton and **Seconded** by Andy Ryan to have Edward Jones as the Town's sponsor for Roth IRA's for employees, including Council, and serve throughout the year answering any VRS, retirement or financial questions, and to be a resource for Town employees.

**Motion Carried** with unanimous voice vote.

- C. Letter from Dr. Crews. Mayor Shane Watts stated he has a letter from Dr. Crews regarding the Community Table and read the letter to those present. In the letter Dr. Crews stated he does not believe the Glasgow area is being served due to the distance. Dr. Crews stated he is on the board of directors and is applying for a grant from the Carilion Community Foundation to obtain money to try to serve the Glasgow area, with RATS picking up Glasgow residents, bring them to the Community Table, then provide transportation home. Dr. Crews stated if the grant is awarded they are hoping it will cover the costs of the extra food as well as the cost for RATS. Dr. Crews ended the letter asking the Mayor to write a letter to the Carilion Community Foundation stating this would be a benefit to Glasgow, so that he may include the letter with his grant application.
- D. Open Council Seat. Town Attorney Grace Crickenberger stated according to the Code of Virginia, within forty-five (45) days of a seat becoming vacant, Council may or may not appoint someone to fill the seat or wait until the next election. Town Attorney Crickenberger stated a Circuit Court could also appoint someone to the seat but this probably would not happen. Town Attorney Crickenberger stated the Circuit Court could also be petitioned for a special election to finish the term until the next election. Town Attorney Crickenberger stated the easiest thing would be to appoint someone. Town Attorney Crickenberger stated however if someone were appointed they would still have to sign up again to run for the next election.

**Motion** by Aaron Britton and **Seconded** by Barrett McFaddin to fill the seat now.

**Voice Vote as follows:**

S. Williams – No	A. Ryan – No	A. Britton - Yes
A. Bradley – No	B. McFaddin – Yes	

**Motion** failed with a 2-3 vote.

**Motion** by Andy Ryan and **Seconded** by Andrea Bradley to leave the seat vacant until the next election.

**Voice Vote as follows:**

S. Williams – Yes	A. Ryan – Yes	A. Britton – No
A. Bradley – Yes	B. McFaddin – No	

**Motion** carried with a 3-2 vote.

Natalie Harris asked if she could petition the Circuit Court to be appointed to the seat. Town Attorney Crickenberger stated it someone would have to check with the Clerk of the circuit court.

**Motion** by Andrea Bradley and **Seconded** by Sonny Williams for Glasgow Town Council to convene in executive session at 8:00 PM under the Virginia Freedom of Information Act, Sec. 2.2-3711 (A) (3) in order to discuss real estate matters.

**Voice Vote as follows:**

S. Williams – Yes	A. Ryan – Yes	A. Britton - Yes
A. Bradley – Yes	B, McFaddin – Yes	

**Motion Carried** with unanimous voice vote.

**Motion** by Sonny Williams and **Seconded** by Andy Ryan for the Glasgow Town Council reconvene in open session at 8:49 PM.

*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 Andy Ryan 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	B. McFaddin – Yes	

**Motion Carried** with unanimous voice vote.

**Motion** by Aaron Britton and **Seconded** by Andy Ryan to adjourn.

With no further business, Mayor Shane Watts adjourned the meeting at 8:56 PM.

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Mayor

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Clerk