



AGENDA

Glasgow Virginia Town Council Meeting



7:00pm Tuesday August 11th, 2020
Meeting called by Mayor Malcolm “Shane” Watts

1. Work Session at 6:00pm
A. N/A
2. Call to Order – called by Mayor Malcolm “Shane” Watts for Regular Called Meeting at 7:00 PM
A. To join please click on the link below or go to [Zoom](https://zoom.us/j/91724598243) and join the meeting ID: 917 2459 8243
<https://zoom.us/j/91724598243>
3. Proclamations
A. N/A
4. Presentations
A. Jim Jones – Natural Bridge State Park
5. Public Hearing
A. N/A
6. Review of Minutes
A. Regular Council Meeting June 9th, 2020
B. Regular Council Meeting July 14th, 2020

Reports and Updates

7. Committee/ Commission/ Staff Reports
 - A. Police Report
 - B. Community Development Committee
 - i. Rockin’ the Gorge
 - C. Farmer’s Market
 - D. Public Works & Utilities
 - i. CARES Renovations in Town Hall
 - ii. Bar Screen Update
 - iii. Septic Station Electronic Gate Lock
 - E. Treasurer Report
 - i. Bills over \$500
 - ii. Delinquent Taxes TACS (tax sale and admin fee)
 - F. Planning Commission
 - i. Reviewed Inoperative Vehicle Ordinance
 - G. Town Manager Report
 - i. Charter Review Committee
8. Old Business Updates
 - A. VDOT Multi-Purpose Trail
 - B. Surplus of old Sewer Vac Truck



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9. Public Comment Period. Comments limited to no longer than 3 minutes per person up to 30 minutes total for the period.

All Speakers are asked to identify themselves for the record prior to speaking, and are asked to address their comments to Council. This portion of the meeting is for the public to make comments, raise concerns, or address items to Council about specific items on the agenda for Council consideration. Council uses this time to hear from the public, but typically will not respond, but rather take the matter under advisement for later in the meeting, or future meetings.

Actions Items

10. Old Business
 - A. N/A
11. New Business
 - A. Chris Wheeler Softball Tournament Fees
 - B. USDA-RD Search Grant Resolution
 - C. Request to Waive Tap Fee Connections for New Construction
12. Adjournment



TOWN OF GLASGOW VIRGINIA



Public Comment Guidelines

How and What -A sign-in sheet will be placed near the Council Room door for citizens who wish to speak during Public Comment. Comments may only be on items specifically on the agenda. Other issues or concerns should be addressed with the appropriate Town Staff during Town Hall business hours. Citizens should list their name, address, and topic to be addressed. After all speakers who signed up have spoken, anyone else interested in speaking will be given the opportunity to speak on items specifically on the agenda before ending the public comment period.

Amount of Time -Speakers are limited to three minutes and a maximum of two (2) items and or topics. The second topic must be addressed after all other speakers have finished. There is a maximum time limit of 30 minutes allocated to Public Comment in any one meeting. If the number of individuals on the sign-up sheet would exceed the allotted 30-minute time-frame, the Mayor or Town Manager has the latitude to place a shorter limit on individuals. The Mayor or Town Manager has the latitude to ask Council to extend the public comment period another 15 minutes by roll call vote. This can be done up to a maximum of two (2) times, capping the public comment period to one (1) hour.

Conduct -Speakers shall be recognized by the Mayor and or Town Manager and shall direct all comments and or questions to the Council as a whole (not individual members or employees of the Council). In maintaining decorum, debate and dialogue with the Council, Mayor, and or Town Manager is not allowed during public comment. Members in the audience who speak out of turn or are acting in a disruptive manor in the meeting shall receive one (1) warning before being asked (escorted) to leave. If necessary the Mayor, Council, or Town Manager, may bring formal charges for disruption of a public meeting and or the like.

Language -Profane or vulgar language, partisan political statements, or comments related to the conduct or performance of Council members or staff are not appropriate in this setting. Members in the audience who speak in this manor shall receive one (1) warning before being asked (escorted) to leave. If necessary the Mayor, Council, or Town Manager, may bring formal charges for disruption of a public meeting and or the like.

Council -Members are not expected to respond to questions or comments unless the Mayor or Town Manager deems such response appropriate. Council members may seek clarification or additional information from speakers through the Mayor or Town Manager.

Record -Speakers are to provide a copy of remarks to the Administrative Assistant (Deputy Clerk), if in writing.



TOWN OF GLASGOW VIRGINIA



Executive Session Procedures

Executive Session

Executive Session Section 2.2-3711 A.1, A.3,A.5, A.6, A.7& A.19of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Real Estate, Prospective Industry, Investment of Funds, Litigation and Public Safety

Motion by _____ and **Seconded** by _____

Going into Closed Session

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 provisioins 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;

Leaving Closed Session

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.

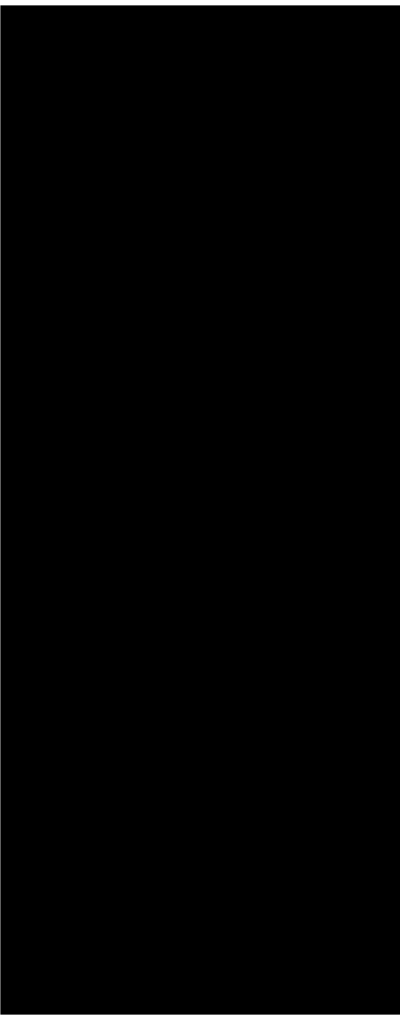
Motion by _____ and **Seconded** by _____ that to the best of my knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711 (A) of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion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

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



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Minutes of Town Council Budget Work Session
June 9, 2020
Glasgow Rescue Squad Building

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

Absent: Councilor Barrett McFaddin

Also Present: Mayor Shane Watts, Town Manager Eric Pollitt, Town Attorney Grace Crickenberger, Sr. Admin. Asst. Jane Higginbotham

Mayor Shane Watts opened the meeting by leading the Pledge of Allegiance and a having a brief prayer. The meeting was called to order at 7:01 PM.

Review of Minutes

Motion by Aaron Britton and **Seconded** by Andrea Bradley to approve the minutes as presented for the Town Council Ordinance Work Session on May 12, 2020.

Motion Carried unanimous voice vote.

Motion by Andrea Bradley and **Seconded** by Sonny Williams to approve the minutes as presented for the Regular Town Council Meeting on May 12, 2020.

Motion Carried unanimous voice vote.

Reports and Updates

Committee/Commission/Staff Reports:

- A. Police Report. Chief Angel Poole stated she had twenty-eight (28) calls for service; 464 miles; ten (10) citizen assists; obtained one (1) warrant; arrested two (2); five (5) traffic warnings; nine (9) business checks. Chief Poole stated she continues to work on buzzards on Pocahontas Street. Chief Poole stated she is still chasing buzzards on Pocahontas Street. Chief Poole stated she will start on inoperable vehicles tomorrow. Chief Poole stated this biggest area she will be working on is within a 3-block area on Pocahontas Street.
- B. Community Development Committee.
 1. Rockin' the Gorge. Mayor Shane Watts stated the first two events originally scheduled for May and June had to be cancelled due to the COVID-19 pandemic. Mayor Watts stated because Virginia is still in Phase 2 of reopening, which only allows up to 50 people in a gathering, the July concert will be cancelled as well. Mayor Watts stated maybe the money in the budget for the concert series which has not been used can be used at the end of the year for something special for the citizens.
- C. Farmers Market.
 1. Phased Reopening. Mayor Shane Watts stated Carolyn Bradley has been doing a phased re-opening with 1-2 vendors and a few customers. Mayor Watts stated once produce starts coming hopefully business will start picking up.

D. Public Works & Utilities Committee Report.

1. Basketball Court Rehab. Mayor Shane Watts stated Chris Rowsey has resealed and cleaned the basketball court at Knick Field and the parking lot at Town Hall. Mayor Watts stated a third basketball hoop was put up and hopefully we will be installing a fourth one next month.
2. New Personnel. Mayor Shane Watts stated Alex Russell is no longer working with the Town. Mayor Watts stated the Town has hired a new employee, "Richie" Richard Millner, through Peoplelink, who began this week.

E. Treasurer Report.

1. Bills over \$500. None.
2. Delinquent Taxes TACS. Town Manager Eric Pollitt stated six (6) out of fourteen (14) cases that were sent to TACS have set up payment plans and made approximately \$1,300 in payments. Town Manager Pollitt stated Billy Walker's properties are set up to go for tax sale at the next County auction. Town Manager Pollitt stated staff is working on sending more cases to TACS for both real and personal property.

- F. Planning Commission. Town Manager Eric Pollitt stated the Planning Commission will meet Wednesday, June 17th. Town Manager Pollitt stated one of Council's goals is to revise and update the trash ordinances in Chapter 8. Town Manager Pollitt asked Council if they wanted to work on updating any other ordinances. Councilor Sonny Williams asked about the noise ordinance. Town Manager Pollitt stated the last update on this ordinance was in 2017. Chief Angel Poole stated is says any noise or sound which disturbs people, such as talking, yelling, shouting, whistling, singing, or any combination coming from a radio, phonograph, television, record, CD, tape player, musical instrument, loudspeaker, sound amplifying equipment or other machine or device capable of producing or reproducing sound within 50', from 11:00 PM-8:00AM Sunday through Thursday, and 12:00 Midnight through 8:00 AM Friday through Saturday. Councilor Aaron Britton stated the ordinance he uses in Lexington states any noise that disturbs the peace and this is enforceable at any time. Chief Poole stated the times may need to be adjusted. Chief Poole stated Council also needs to work on how many dogs are allowed at a residence.

G. Town Manager Report.

1. VDOT Multi-Purpose Trail. Town Manager Eric Pollitt stated bids will be open Thursday, June 11th at the Library at 2:00 PM. Town Manager Pollitt stated the Town advertised the project in Charlottesville, Harrisonburg, Lexington, Lynchburg, Roanoke, and Staunton in hopes of receiving more than one (1) bid.

Old Business Updates.

- A. Auction on Walker Properties. Councilor Aaron Britton asked when the auction is scheduled for the Walker properties. Town Manager Eric Pollitt stated the date is to be determined by Rockbridge County.
- B. Abandoned Houses. Councilor Aaron Britton asked about any updates on the other abandoned houses. Town Manager Eric Pollitt stated construction is to begin soon on 138 Catawba Street.

Public Comment

(Comments are limited to no longer than three (3) minutes per person up to 30 minutes total for the period.) None.

Action Items

- A. Old Business. None.
- B. New Business.

Other

Town Manager Eric Pollitt stated he is in the process of modernizing the inside of Town Hall for protection such as walls, counters, more working space, etc. Town Manager Pollitt stated the materials ordered from Lowe's will take 3-6 weeks to arrive and he is asking that Town Hall remain closed to the public until the work is complete. Town Manager Pollitt stated Rockbridge County will be having a "soft" opening on Thursday, June 11th, one (1) person at a time will be allowed in, masks are required to enter, appointments must be made to enter the second floor, and a Rockbridge County Deputy will be standing at the door to make sure procedures are followed. Council discussed staying closed until the work is complete vs. opening up and then reclosing again to complete the work. Council decided to have Town Hall reopen July 6th, and if materials are not here to complete the work, something will be figured out then what to do until the remodeling is complete. Council stated when Town Hall is reopened, we will follow the same procedures as Rockbridge County, one (1) person at a time will be allowed in, and masks will be required to enter Town Hall. Council stated if anyone wants to talk to the Town Manager they will need to call to make an appointment.

Motion by Aaron Britton and **Seconded** by Sonny Williams to adjourn.

Motion Carried with unanimous voice vote.

Mayor Shane Watts adjourned the meeting at 7:29 PM.

Mayor

Clerk



TOWN OF GLASGOW, VIRGINIA



MEMORANDUM

Malcolm "Shane" Watts
Mayor, 2021

Town Council:

Andrea Bradley, 2021

Barrett McFaddin, 2021

VACANT

Aaron Britton, 2020

Andy Ryan, 2020

Sonny Williams, 2020

Eric Pollitt
Town Manager
epollitt@glasgowvirginia.org

Jane Higginbotham
Sr. Administrative Assistant
jhigginbotham@glasgowvirginia.org

Grace Crickenberger
Town Attorney

Angel Poole
Chief of Police
apoole@glasgowvirginia.org

Jeff Rankin
Wastewater Operations
jrankin@glasgowvirginia.org

Chris Flint
Public Works
cflint@glasgowvirginia.org

Date: July 15th, 2020

From: Eric Pollitt – Town Manager

To: Mayor & Council

Subject: July 14th, 2020 Council Minutes

CC: Staff

Dear Mayor & Council,

This memorandum is my summary of the July 2020 Council meeting.

I. Proclamations

- Mayor Watts called the meeting to order at 7:03pm at the Glasgow Community Center at 2nd and Catawba Street. Only Councilmembers Sonny Williams and Andrea Bradley were present along with Town Manager/Clerk Eric Pollitt, Chief of Police Angel Poole, and Attorney Grace Crickenberger.

- Mayor Watts Stated "KNOW ALL MEN BY THESE PRESENT, that the Town of Glasgow hereby officially recognizes Virginia Bandits Elite and their member squads the designated girls' softball organization of Glasgow. WHEREAS, the Bandits organization has performed recent community service projects including painting the Town's playground and basketball poles; and IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Glasgow, Virginia to be affixed this 14th day of July, 2020."

- Mayor Watts stated "WHEREAS, President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863, declaring the slaves in Confederate territory free, paving the way for the passing of the 13th Amendment which formally abolished slavery in the United States of America; and WHEREAS, word about the signing of the Emancipation Proclamation was delayed some two and one half years, to June 19, 1865, in reaching authorities and African-Americans in the South and Southwestern United States; and WHEREAS, Emancipation Day observations are held on different days in different states in the South and Southwest, and in other parts of the nation; and WHEREAS, June 19th has a special meaning to African-Americans, and is called "JUNETEENTH" combining the words June and Nineteenth, and has been celebrated by the African-American community for over 150 years; and



TOWN OF GLASGOW, VIRGINIA



NOW, THEREFORE, I, Malcolm “Shane” Watts, Mayor of the Town of Glasgow, Virginia, do hereby declare June 19, as JUNETEENTH in the Town of Glasgow, Virginia, and urge all citizens to become more aware of the significance of this celebration in African-American History and in the heritage of our nation and Town. IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Glasgow, Virginia to be affixed this 14th day of July, 2020.”

II. Reports and Updates

- Chief Poole discussed the community’s increase in the number of tips they provide her which allows her to use that information or pass along to the appropriate agencies.
- Mayor Watts informed the public of the concert on Saturday August 1st featuring S.J. McDonald is canceled due to public health concerns.
- Mayor Watts indicated a steady increase in in the number of people coming to the farmer’s market including food and produce vendors.
- Town Manager Pollitt stated the 4th basketball hoop has been purchased with a delivery date in late August or September. RARO painted the lines on one half of the court and as soon as the 4th hoop comes in and is installed, they will come down to paint the other half. This way there are 2 full courts. The 2 picnic areas are being stained and the farmer’s market will be power washed later this month to keep it looking clean. We decided to hire Richard Spangler to help Chris out with mowing rather than try another temp. employee.
- Town Manager Pollitt spoke about the Treasurer’s report. He informed the public there will be a tax sale of properties in Glasgow in September and the 2 Walker properties will be up for sale.
- Town Manager Pollitt continued and went on to discuss the Planning Commission update. The Planning Commission met Wednesday June 17th. They discussed the trash ordinances which is chapter 8. Next we will be tightening up the junk car (inoperative vehicle) ordinance.
- In the Town Manager Report, Mr. Pollitt briefly discussed the Charter Committee Meeting Thursday the 9th to discussing Mayor & Council duties and responsibilities and will continue to meet on the first Thursday at 6pm each month until October.

III. Public Comment

- Ken Stewart who is a member of the Lexington NAACP Chapter spoke. He emphasized how he wants to help improve the community center and be involved with the youth in town. He wants to help them get involved in sports regionally and facilitate them to a path to success.
- Natalie Harris stated she lives in town and is from 427 Pocahontas. She discussed her disappointment in the members not present where they cannot even conduct town business. She urged the people present to write her daughter in on the ballot this November.



TOWN OF GLASGOW, VIRGINIA



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- Sue Wood asked for more information about the VDOT multi-purpose trail project. Town Manager Pollitt commented he would be more than willing to go over any questions she has about the project with her this week. He stated he would like to schedule an appointment with her to go over the project and will talk with her after the meeting. Mrs. Wood asked about the local library's hours and if they were reduced. Mayor Watts stated they reduced the hours for our branch, and we reduced their funding because we were paying a disproportional amount of money for a town our size and compared to other regional partners in the area.
 - With no further business, Mayor Shane Watts adjourned the meeting at 7:48 PM.

DRAFT

RESOLUTION OF GOVERNING BODY OF

Town of Glasgow

The Governing Body of Town of Glasgow, consisting of _____ members, in a duly called meeting held on the _____ day of _____, 20____, at which a quorum was present **RESOLVED** as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the development of a grant to purchase vehicles to serve the community, the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the Town Manager of the Town of Glasgow be authorized to execute on behalf of Town the above-referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Board.

Town of Glasgow

By: _____
Eric Pollitt - Town Manager

Attest: _____
[SIGNATURE AND TITLE]

CERTIFICATION

I hereby certify that the above Resolution was duly adopted by the Governing Body of the _____ in a duly assembled meeting on the _____ day of _____, 20____.

Secretary/Clerk



TOWN OF GLASGOW, VIRGINIA



MEMORANDUM

Malcolm "Shane" Watts
Mayor, 2021

Date: July 31st, 2020

From: Eric Pollitt – Town Manager

To: Mayor & Council

Subject: Request to Waive Tap Connection Fees

CC: Chris Flint

Town Council:

Andrea Bradley, 2021

Barrett McFaddin, 2021

Aaron Britton, 2020

Andy Ryan, 2020

Sonny Williams, 2020

Eric Pollitt
Town Manager
epollitt@glasgowvirginia.org

Jane Higginbotham
Sr. Administrative Assistant
jhigginbotham@glasgowvirginia.org

Grace Crickenberger
Town Attorney

Angel Poole
Chief of Police
apoole@glasgowvirginia.org

Jeff Rankin
Wastewater Operations
jrankin@glasgowvirginia.org

Chris Flint
Public Works
cflint@glasgowvirginia.org

The 210 Catawba. The property owner owes 5 years worth of back taxes \$130.27 (1,2). They are requesting a waiver of the Town's Tap connection fees in Chapter 6 Section 21 (Sec. 6-21 Tap Fees Connections). A copy of the section is below:

The town shall assess and collect a water service connection fee for a 5/8 x 3/4 meter in the amount of two thousand six hundred and twenty-five dollars (\$2,625.00) from each user of water **prior to effecting a connection between the public water supply system of the municipality and the private water distribution system of such user.**

The town shall assess and collect a sewer service connection fee in the amount of two thousand five hundred dollars (\$2,500.00) **from each user of sewer prior to effecting a connection between the public sewer supply system of the municipality and the private sewer distribution system of such user.**

Tap Connection Fees: (Table 6)

	Inside Corporate Limits		Outside Corporate Limits	
Meter Size	Water	Sewer	Water	Sewer
5/8 inch	\$2,625.00	\$2,500.00	\$5,250.00	\$5,000.00

(a) Inside the corporate limits, the fee for meter and service connections larger than 5/8 x 3/4 inches shall be actual costs plus ten (10) percent of actual costs.

(b) Outside the corporate limits, the fee for meter and service connections larger than 5/8 x 3/4 inches shall be actual costs plus twenty five (25) percent of actual costs.

(c) Meter size fees do not included boring under roadway or any other utilities property. Boring fee begins at Four Hundred dollars (\$400.00), and may vary with each connection. Permits are not included in water or sewer connection fees or boring fees.

(d) Permits, water/ sewer connection fees, boring fee must be paid before construction. A utility impact fee for meter and service connections are as follows (**New Customers Only**) :



TOWN OF GLASGOW, VIRGINIA



Request:

Pictures 3 & 4 show the alley and measurement from the closest town water line to the owner's property line which is approximately 16 feet (3,4).

The tap connection fees cover the cost for new meters which would need to be purchased and installed on the property. Attached are pictures of the old meter (5,6) and an example of a new meter (7).

Sewer line is adjacent up to the property line, but it would still require them to connect to our line. The pipe is specifically made so no one can connect onto our system without our permission and knowledge (8).

Recommendation:

The primary purpose of the Tap Connection Fee Ordinance (Sec. 6-21) is to recoup the Town's costs to install and connect new customers to our system. I am recommending we do not waive the fees, because the case presented meets the criteria for the established policy. Also keep in mind, we do not plan for new customer connection projects in the budget each year. The fee is the only way we "break even" on these costs.

Please contact me if you have questions about the request, this will be on the August Council Agenda.





