



AGENDA

Glasgow Virginia Town Council Meeting



7:00pm Tuesday October 8th, 2019
Meeting called by **Mayor Ruby Ogden Clark**

1. Call to Order – called by Mayor Ruby Ogden Clark for Regular Called Meeting at 7:00 PM.
2. Public Hearing
 - A. 138 Catawba Vacate Alley Way
3. Presentations
 - A. N/A
4. Review of Minutes
 - A. Regular Council Meeting September 10, 2019 - pages 4-12

Reports and Updates

5. Committee/ Commission/ Staff Reports
 - A. Police Report
 - B. Parks and Recreation Committee
 - C. Treasurer Report
 - i. Bills over \$500
 - D. Town Manager Report
 - i. SERCAP Private Lateral Project Wrap-Up - page 16
 - ii. NFWF Storm Water Project Wrap-Up
 - iii. QS1 Tax Software Launch Date
 - iv. Website Launch Date
 - v. Centennial Park Work Day Postponed
 - E. Planning Commission
 - i. Draft September Minutes - pages 17-18
6. Old Business Updates
 - A. N/A
7. Public Comment Period. Comments limited to no longer than 3 minutes per person up to 30 minutes total for the period. Page 3

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.



AGENDA

Glasgow Virginia Town Council Meeting

7:00pm Tuesday October 8th, 2019
Meeting called by **Mayor Ruby Ogden Clark**



Actions Items

8. Old Business
 - A. N/A

9. New Business
 - A. Permission to Seek Banking Services - pages 19-21
 - B. 2020 Council Retreat
 - C. 138 Catawba Vacate Alley Way - page 22

10. 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.

Minutes of Town Council Meeting
September 10, 2019
Glasgow Public Library

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

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

Absent: Councilors Barrett McFaddin, Greg Hartbarger

Guests Present: Chris Flint; Benny Shafer; Roger Funkhouser; Sarah Funkhouser; Adam Funkhouser; Carolyn Bradley; Shane Watts; Boyd Walker; Joyce Wyche Carter; Natalie Harris; Reese McClanahan; Katie Doar with the News-Gazette; Ben Thurman, Town Attorney Tom Simons new law partner; DGIF Police Officer Caleb Manspile; DGIF Police Officer Ken Williams

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.

Presentation:

- A. DGIF Police Officer Joseph Manspile. Officer Manspile stated he wanted to let Town Council, as well as citizens of Glasgow, know about how DGIF conducts law enforcement at the boat landing, as there was conflicting information going around. Officer Manspile stated in 2019, DGIF has already issued ten (10) summons/arrests at the boat landing for the following:
- 1 fishing without a license
 - 1 possession of a concealed weapon
 - 1 possession of a controlled substance – marijuana
 - 1 possession of a controlled substance – meth
 - 1 possession of a firearm and a controlled substance - meth
 - 1 violation of a restricted driver's license
 - 1 possession of a sawed-off shotgun
 - 2 utilizing the facilities for a purpose other than hunting, boating or fishing
- Officer Manspile stated there are signs posted everywhere stating that the area is for hunting, fishing, boating only, and anyone else is trespassing. Officer Manspile stated DGIF owns the gravel parking lot to the culvert under the train tracks. Officer Manspile stated they do not arrest anyone for sitting in their car eating lunch, anyone walking their dog, etc. Officer Manspile stated if anyone looks suspicious they will check them out. Officer Manspile stated drinking and littering are not allowed at the boat landing. Officer Manspile stated they want to keep this area safe and clean for families and the community to use. Councilor Sonny Williams asked if hiking is allowed. Officer Manspile stated hiking is not allowed as DGIF receives federal funding to maintain the area and if someone were doing something that was not allowed and got hurt, DGIF would lose their

funding. Councilor Aaron Britton asked if Officer Manspile knew how many of the arrests made this year were local residents. Officer Manspile stated he did not have that information, and that the Rockbridge County Sheriff Office and Glasgow Police Chief Angel Poole are always patrolling the area as well to make sure everyone is obeying rules, and that the area remains safe and clean. Officer Manspile stated the Rockbridge County Sheriff Department as well as Chief Police are allowed to make arrests there as well under the federal law. Boyd Walker asked if he could ask a question. Mr. Walker was recognized by Town Council to speak. Mr. Walker stated there are conflicting signs at the boat landing that hunting is allowed, then another sign that stated hunting is not allowed. Officer Manspile stated you can hunt water fowl at the boat landing. Mr. Walker stated that he goes to the boat landing almost every day and people have told him that no one is allowed down there, and that they are always run off. Officer Manspile asked Mr. Walker if he had ever been stopped or questioned when he was down there and Mr. Walker stated no. Mr. Walker stated he has an electric scooter and asked if he is allowed at the boat landing with it. Officer Manspile stated, by code, if he has a fishing pole with him he is allowed.

Review of Minutes:

Motion by Aaron Britton and **Seconded** by Andrea Bradley to approve minutes for August 13, 2019 Council Meeting.

Carried unanimous voice vote.

Reports and Updates:

A. Committee/Commission/Staff Reports

1. **Police Report.** Chief Angel Poole stated she had twenty-one (21) calls for service; 1,360 miles; eleven (11) citizen assists; three (3) bad check cases worked out; three (3) warrant/arrest/juvenile petition; one (1) protective order; two (2) traffic summons/parking tickets; ten (10) business checks. Chief Poole stated she attended the ribbon cutting for the event venue on August 27th and the Music in the Park August 31st. Chief Poole stated she ate lunch with Ms. Monica's last preschool class, who are now in Kindergarten at Natural Bridge Elementary School. Chief Poole stated all the children are doing well, have been evaluated as above-average, and she hopes the preschool, which now meets twice a week at the library, will continue its success. Chief Poole stated she is still on buzzard patrol and working on inoperable vehicles.
2. **Parks and Recreation Committee.** Town Manager Eric Pollitt stated Council has a copy of budget for the Music in the Park event. Town Manager Pollitt stated the next Movie in the Park will be held Saturday, September 21st at the Farmers Market. Town Manager Pollitt stated the Trunk or Treat and Haunted Hay Ride are still being planned. Town Manager Pollitt stated Chief Poole will be collecting Toys for Tots again this year, a Christmas tree lighting ceremony is being planned, and the Christmas parade will be on Saturday, December 7th this year.

3. Treasurers Report:a. Bills over \$500.

- 1) Utility Trailer. Town Manager Eric Pollitt stated Council has the information on the three (3) utility trailers. Town Manager Pollitt stated the trailer from Lowe's is \$2,220; the trailer from LB's Virginia Sales is \$2,597; the trailer from Tractor Supply is \$2,399. Councilor Aaron Britton asked how big the trailers are and if there is a rack for the weed eaters. Public Works Chris Flint stated you can get two (2) zero turns on a 14' trailer and should be able to put the rack from the Explorer on the trailer. Town Manager Pollitt stated all trailers have a one (1) year limited warranty.

Motion by Sonny Williams and **Seconded** by Andrea Bradley to purchase the trailer from Lowe's for \$2,220.

Carried unanimous voice vote.

- 2) Zero Turn Mower. Town Manager Eric Pollitt stated Council has the information on the zero turn mowers. Town Manager Pollitt stated a new John Deere from James River Equipment is \$9,089; a Bad Boy from Herring Small Engine is \$9,699; an Exmark Mower from Rockbridge Farmer's Co-Op is \$11,300; a Caboda diesel from Rockbridge Farmer's Co-Op is \$13,024. Councilor Aaron Britton asked if the mower that was recently fixed is still working. Public Works Chris Flint stated yes. Councilor Britton stated he did some research and the town's mower only has 900 hours on it and did not want to proceed with the purchase of a new mower. Mr. Pollitt asked for clarification about discussion of potentially trading in the mower. Councilor Britton stated he did not think it should be traded in for the purchase of a new mower at this time either.

Motion by Sonny Williams and **Seconded** by Andy Ryan to not trade in or purchase a new zero turn mower at this time.

Carried unanimous voice vote.

- 3) Cutting Down Tree on Town Property. Town Manager Eric Pollitt stated a tree on town property behind the fire department needs to be cut. Town Manager Pollitt stated it is a liability to the Town if it falls on someone's property. Town Manager Pollitt stated he has a quote from John Underwood out of Buchanan for \$1,200 and a quote of \$3,500 from Greg Dudley, both with a copy of their insurance.

Motion by Aaron Britton and **Seconded** by Andrea Bradley to have the tree on town property behind the fire department cut down by John Underwood from Buchanan for \$1,200.

Carried unanimous voice vote.

4. Town Manager Report:
 - a) SERCAP Project. Town Manager Eric Pollitt stated Robert Humphreys, Jr has now completed thirteen (13) properties totaling roughly \$19,000 in expenses as of Tuesday, September 3rd. Town Manager Pollitt stated Mr. Humphreys will be working on 1009 Virginia Street, 1034 Fitzlee Street, 1105 Fitzlee Street, 1202 Fitzlee Street, and 1028 Rockbridge Road from September 3rd – 13th. Town Manager Pollitt told Council they have an updated budget for the project in their packet.
 - b) Old Carnival Grounds and Events Venue Update. Town Manager Eric Pollitt stated Council has a copy of the budget breakdown in their packet. Town Manager Pollitt stated he has three (3) Proclamations for Town employees Chris Flint, Benny Shafer, and Chief Angel Poole. Town Manager Pollitt stated Mr. Flint and Mr. Shafer went above and beyond their normal duties and saved the Town thousands of dollars in labor costs. Town Manager stated Chief Poole had the original idea for the pavilion and the events venue grounds, as well as organizing and donating countless hours to Glasgow's second Music in the Park.
 - c) QSI Tax Software Update. Town Manager Pollitt stated a date to go 'live' with the software has not been provided yet but he is hoping this will happen by mid or late September.
 - d) Website Update. Town Manager Pollitt stated Jeff Pufahl has the website ready for Heather to begin working on it. Town Manager Pollitt stated the official launch date is set for October 6th, using the same web address as the current site. Town Manager Pollitt stated Councilor Andrea Bradley and Mrs. Carolyn Bradley stepped up to help with developing the website content. Town Manager Pollitt stated the website will be updated on a regular basis.
5. Planning Commission: Town Manager Eric Pollitt told Council they have a copy of the minutes in their packet from the August 21, 2019 Planning Commission meeting.
 - a) Abandoned Houses Update. Town Manager Eric Pollitt stated he has no new updates from Jon Ellestad on abandoned properties.
 - b) CDBG Planning Grant. Town Manager Eric Pollitt stated he submitted an application last month for the Community Development Block Grant (CDBG) Planning Grant for business district revitalization. Town Manager Pollitt stated it takes a couple of months to review applications, develop recommendations, and draft an agreement for the funds. Town Manager Pollitt stated applying for this grant was one of the objectives in the recently adopted strategic plan.
6. Old Business Updates.
 - a) 138 Catawba Street. Town Manager Eric Pollitt stated the owners of the property at 138 Catawba Street are asking to have the alley vacated to have access to the property and to get water and sewer. Town Attorney Tom Simons stated if Council gives him the approval, he will go ahead

with publicizing this and a Public Hearing will be held at the October 8, 2019 Council meeting.

Motion by Aaron Britton and **Seconded** by Sonny Williams to advertise for a Public Hearing to vacate the alley at 138 Catawba Street.

Carried by unanimous voice vote.

- 7) Public Comment Period. Town Manager Eric Pollitt stated comments are limited to no longer than three (3) minutes per person up to thirty (30) minutes total for the period. Councilor Aaron Britton read the following *Public Comments 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.

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(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.

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Natalie Harris. Mrs. Harris stated she had issues she needed to discuss with Chief Poole. Mrs. Harris stated she can never get in touch with Chief Poole and needs her phone number and her schedule.

Action Items

A. Old Business: None.

B. New Business.

1. Committee Restructuring Finance. Town Manager Eric Pollitt stated Council has a copy of a charge and composition for the Finance Committee, which is not stated currently in the Glasgow Town Ordinance. Town Manager Pollitt stated he felt it was best to outline and formalize what their responsibilities are. Town Manager Pollitt stated the following are nominees who need to be appointed by Council based on the charge and composition:

- Sonny Williams – Council representative
- Andy Ryan – Council representative
- Roger Funkhouser – local business owner
- Tom Camden – citizen-at-large
- Eric Pollitt – Town Manager

Motion by Aaron Britton and **Seconded** by Sonny Williams to adopt the Finance Committee Charge and Composition as presented and approve the stated appointments to the Finance Committee.

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.

2. Budget and CIP Calendar for FY 2021. Town Manager Eric Pollitt stated Council has the preliminary CIP and Budget Schedule for the upcoming year. Town Manager Pollitt asked Council to start thinking about programs and

services they want to provide and possibly cut, and capital items they want the Town to acquire in the next few years. Town Manager Pollitt also asked Council to consider how to change the delivery and execution of these services.

Motion by Aaron Britton and **Seconded** by Andrea Bradley to adopt the FY 2021 Budget Calendar as presented.

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.

Request for Public Hearing

Town Manager Eric Pollitt stated Mr. Roger Funkhouser has requested a Public Hearing Appeal regarding the Nuisance Ordinance Violation letter he received for high grass on the creek bed at 1006 10th Street. Mr. Funkhouser stated he had made a FOIA request to the Town Manager on all violations sent out from the Town in the last thirty (30) days. Mr. Funkhouser gave Council members a packet of pictures showing other creek beds and property in Glasgow that have not been mowed. Mr. Funkhouser stated there are other creek beds in the Town that have been mowed and weeded by the Town, and there are other areas in Town that have been in non-compliance all summer. Mr. Funkhouser asked why only ten (10) ordinances had been sent out in the last thirty (30) days and none of them had creek beds. Mr. Funkhouser stated the Town used to get the inmates every two (2) weeks to keep the ditches and creek beds mowed and weeded. Councilor Aaron Britton stated the Town does not get the inmates any more. Town Attorney Tom Simons stated basically the Public Hearing Appeal is a show cause, showing that there is no evidence to back up the violation. Town Attorney Simons stated that the pictures taken and the GIS map show that the property does in fact belong to Mr. Funkhouser. Town Attorney Simons stated if it is proven it is a nuisance, which Mr. Funkhouser admits to, and if it is proven it is his property, then the Town has a legitimate right to send the Nuisance Ordinance Violation letter. Town Attorney Simons stated the fact that others did not receive a Nuisance Ordinance Violation letter is not a defense for this case. Councilor Aaron Britton stated he agreed that everyone should get a letter that is in violation of the grass ordinance. Councilor Britton suggested the Town mow Mr. Funkhouser's creek bed this time and from now on if it is not mowed, a Nuisance Ordinance Violation letter will be sent. Town Attorney Simons stated the Town has the option of charging a fine(s) found in Section 11-3-e in the Glasgow Town Code, or cutting the grass and charging the homeowner. Town Attorney Simons stated if Council decides a violation has occurred, the Town can send a second letter stating that after the Public Hearing Appeal, the Town still finds that Mr. Funkhouser is in violation, and that he has so many days to comply. Councilor Britton asked Mr. Funkhouser if he is going to cut the grass in the next few days. Mr. Funkhouser stated when he gets Council's

decision and a second letter, then he will decide what he is going to do. Town Attorney Simons stated the Public Hearing Appeal is concluded.

Mayor Ruby Clark dismissed the Public at 8:15 PM for Town Council to go into Executive Session.

Motion by Andy Ryan and **Seconded** by Aaron Britton 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 – Absent

Carried unanimous voice vote.

Motion by Aaron Britton and **Seconded** by Andrea Bradley for the Glasgow Town Council to reconvene in open session at 9:10 PM.

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.

*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 Sonny Williams and **Seconded** by Aaron Britton 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 – Absent

Carried unanimous voice vote.

Motion by Sonny Williams and **Seconded** by Andy Ryan to adjourn the meeting.

With no further business, Mayor Ruby Clark adjourned the meeting at 9:10 PM.

Mayor

Clerk

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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GLASGOW SERCAP BUDGET 2019 ENDING September 30th

<u>Cost Category</u>	Total Project Costs	Previous Disbursements	Disbursement This Period	Disbursements to Date	Remaining Balance
Expenses	\$40,000.00				
Contract Services (Robert Humphries)	\$ 30,000.00	26,064.00	10,602.00	\$ 36,666.00	(6,666.00)
Materials & Supplies	\$ 4,000.00	-		\$ -	4,000.00
Construction	\$ 4,000.00	-		\$ -	4,000.00
Sub Contract Contingency	\$ 2,000.00	-		\$ -	2,000.00
Total Expenses	\$40,000.00	\$26,064.00	\$10,602.00	\$36,666.00	\$3,334.00

List of Properties

Doris Clark: 633 Fitzlee St.				\$1,602.00	
Lloyd Pennington: 617 Fitzlee St.				\$1,728.00	
Peggy Clark: 705 Fitzlee St.				\$504.00	
Lisa Southers: 909 McCulloch St.				\$1,530.00	
Scott Adams: 717 Fitzlee St.				\$1,530.00	
Scott Smiley: 711 Fitzlee St.				\$2,250.00	
BAPTIST CHURCH ON MCCULLOUGH: 733 McCulloch St.				\$1,764.00	
Tom Camden: 920 ANDERSON				\$1,260.00	
Chris Norris: 926 ANDERSON				\$1,764.00	
Lweis Wilmore: 611 MCCOUGH				N/A Opt. Out	
Jamie Barr: 914 Fitzlee St.					
Elaine Massie: 919 Anderson St.					
Nancy Landes: 1013 Kanawha St.					
Decker Rendations: 1009 Virginia					
TLS Enterprise: 1106 Virginia St.					



TOWN OF GLASGOW, VIRGINIA



MEMORANDUM PLANNING COMMISSION MINUTES

Ruby Ogden Clark
Mayor

Date: September 25th, 2019

From: Eric Pollitt – Town Manager

To: Planning Commission

Subject: September 18th, 2019 Planning Commission Committee Minutes

CC: Mayor, Council, Jane Higginbotham

Town Council:

Andrea Bradley

Aaron Britton

Greg Hartbarger

Barrett McFaddin

Andy Ryan

Sonny Williams

Below is a summary of the August Planning Commission Committee:

1. Call to Order – called by Chairman Bob Hinkle at 6:00 PM.

Reports and Updates

2. Workshop Discussion

Actions Items

3. New Business

A. Comparison Community List

Mrs. McClanahan and Mr. Hinkle discussed the list of communities presented. The Town Manager stated these communities would be used as a basis for comparison when ordinances needed to be updated. Councilmember Britton suggested trimming the list down to 4 or 5 communities for initial comparison and have the rest as a secondary list if needed. **Mrs. McClanahan motioned** to have Amherst, Buchanan, Cape Charles, and Damascus as the standard *comparison community* list, with Colonial Beach, Clifton Forge, Kilmarnock, Mount Jackson, Shenandoah, Tappahannock, and West Point as *similar communities*. **Mr. Hinkle Seconded.**

Vote was unanimous 4-0.

Eric Pollitt
Town Manager
epollitt@glasgowvirginia.org

Jane Higginbotham
Sr. Administrative Assistant
jhigginbotham@glasgowvirginia.org

Thomas Simons
Town Attorney

Angel Poole
Chief of Police
apoole@glasgowvirginia.org

Jeff Rankin
Wastewater Operations
jrankin@glasgowvirginia.org

Chris Flint
Public Works
cflint@glasgowvirginia.org - 2021
Council Representative

Bob Hinkle - 2023
Chairman

Tom Camden -2022
Vice Chairman

Eric Pollitt
Town Manager | Committee Clerk

Marty Diamond - 2020
Resident

Reese McClanahan - 2019
Resident



TOWN OF GLASGOW, VIRGINIA



B. Capital Improvement Plan (CIP) FY21-25

The Chairman asked the Town Manager to explain what the ranking system means in the Capital Improvement Plan. Mr. Pollitt stated a ranking system is to not only help the Planning Commission determine what to recommend to Council for a Capital Improvement Plan, but also help the public at large understand the thought process and methodology behind the recommendation. The Commission went on to discuss what the baseline dollar amount should be for a capital item. Mrs. McClanahan raised the question about how do we distinguish between operational tools versus capital equipment. Mr. Pollitt and Councilmember Britton indicated the CIP is for large purchases and items over \$500 and up to the dollar amount the Commission and Council sets will not be a part of the CIP. These items will be brought before Council, like they are currently. Mrs. Diamond asked what amount of money if any will we be able to work with. Mrs. McClanahan asked what the size of the budget(s) are? Mr. Pollitt stated the General and combined 2 Utility Funds are \$500k a piece so a \$1m budget. **Mr. Hinkle motioned 7% (\$35,000) of the operating budget as a starting point and the baseline dollar amount be \$3,500 minimum for capital items, and Mr. Britton Seconded.**

Vote was unanimous 4-0.

C. Virginia Main Street Program - Commercial District Affiliate

Town Manager Pollitt briefed the Planning Commission on the Virginia Main Street Program. It is a program that focuses on historic preservation and economic development for cities and towns. There are three tiers of communities; Commercial District Affiliate (CDA) is the entry level tier, Virginia Downtown is the middle tier, and Designated Communities which is the third tier and most selective with roughly 30 communities. Becoming a CDA will be free and can only benefit Glasgow allowing access to exclusive workshops and potential grant programs. The question was asked where our main street would be. Mr. Pollitt stated it would be outlined in Glasgow's historic district which could be something we could look at down the road. **Mr. Britton motioned the Planning Commission recommend to Council to adopt a resolution to become a Virginia Main Street CDA and submit a CDA application, Mrs. McClanahan seconded.**

Next Meeting: October 23rd, 2019 6pm at Town Hall

Aaron Britton - 2021
Council Representative

Bob Hinkle - 2023
Chairman

Tom Camden -2022
Vice Chairman

Eric Pollitt
Town Manager | Committee Clerk

Marty Diamond - 2020
Resident

Reese McClanahan - 2019
Resident



TOWN OF GLASGOW, VIRGINIA



MEMORANDUM

Ruby Ogden Clark
Mayor

Date: September 27th, 2019

From: Eric Pollitt – Town Manager

To: Finance Committee

Subject: BB&T Bank Charges & Interest Rates

CC: Mayor; Council, Jane Higginbotham

Town Council:

Andrea Bradley

Aaron Britton

Greg Hartbarger

Barrett McFaddin

Andy Ryan

Sonny Williams

Below is a summary of the fees BB&T charges us on a monthly basis. I talked with the branch manager and a representative over the phone about our current bank account structure. BB&T doesn't offer better alternatives outside of these 2 accounts.

Eric Pollitt
Town Manager
epollitt@glasgowvirginia.org

0400 Checking: The account is the Town's primary check writing account which currently earns **0% interest**. This account has been charged the following fees since April:

- **4/22 - \$208.42**
- **5/21 - \$185.91**
- **6/21 - \$161.50**
- **7/22 - \$137.20**
- **8/21 - \$200.73**
- **9/23 - \$164.75**

Jane Higginbotham
Sr. Administrative Assistant
jhigginbotham@glasgowvirginia.org

Thomas Simons
Town Attorney

After talking with a representative over the phone about the fees here is a breakdown of some of the fees what we get charged for:

- Monthly Maintenance fee
- Credits posted
- Branch deposits
- In state deposits
- Other deposits
- Charges per check deposited
- Charges per coin & currency deposited
- Checks and other debits
- ACH items

Angel Poole
Chief of Police
apoole@glasgowvirginia.org

Jeff Rankin
Wastewater Operations
jrankin@glasgowvirginia.org

Chris Flint
Public Works
cflint@glasgowvirginia.org

There were other fees charged as well but these were the more frequent charges.



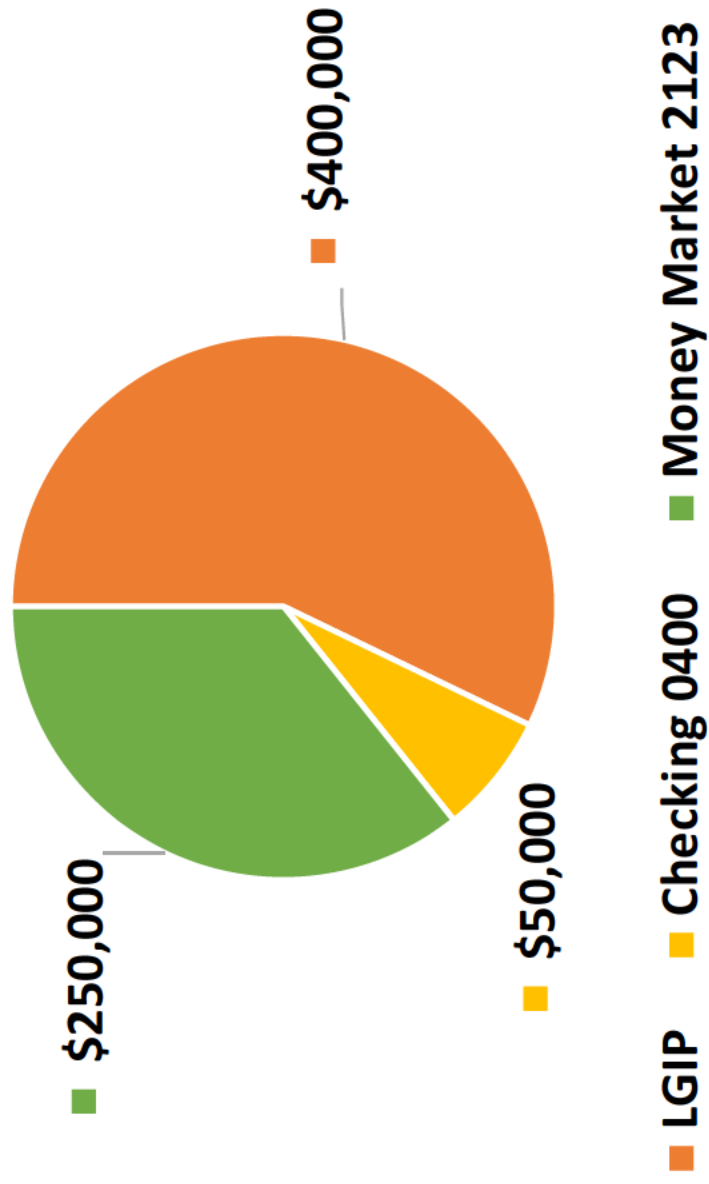
TOWN OF GLASGOW, VIRGINIA



2123 Money Market: This account is your standard money market account. The funds in the account are liquid at a higher interest rate than a savings or checking account.

- We can transfer into this account as many times as we want in a month;
- We can only transfer out of this account **6 times** in a month;
- Our current annual interest rate is **0.75%**;
- **This account was opened up late August 2019, because the 0400 account was earning 0% interest.** This at least gave us access to an interest bearing account in this banking institution.
- We earned roughly **\$52** last month with an average daily balance of **\$240,000**.

Glasgow Bank Accounts





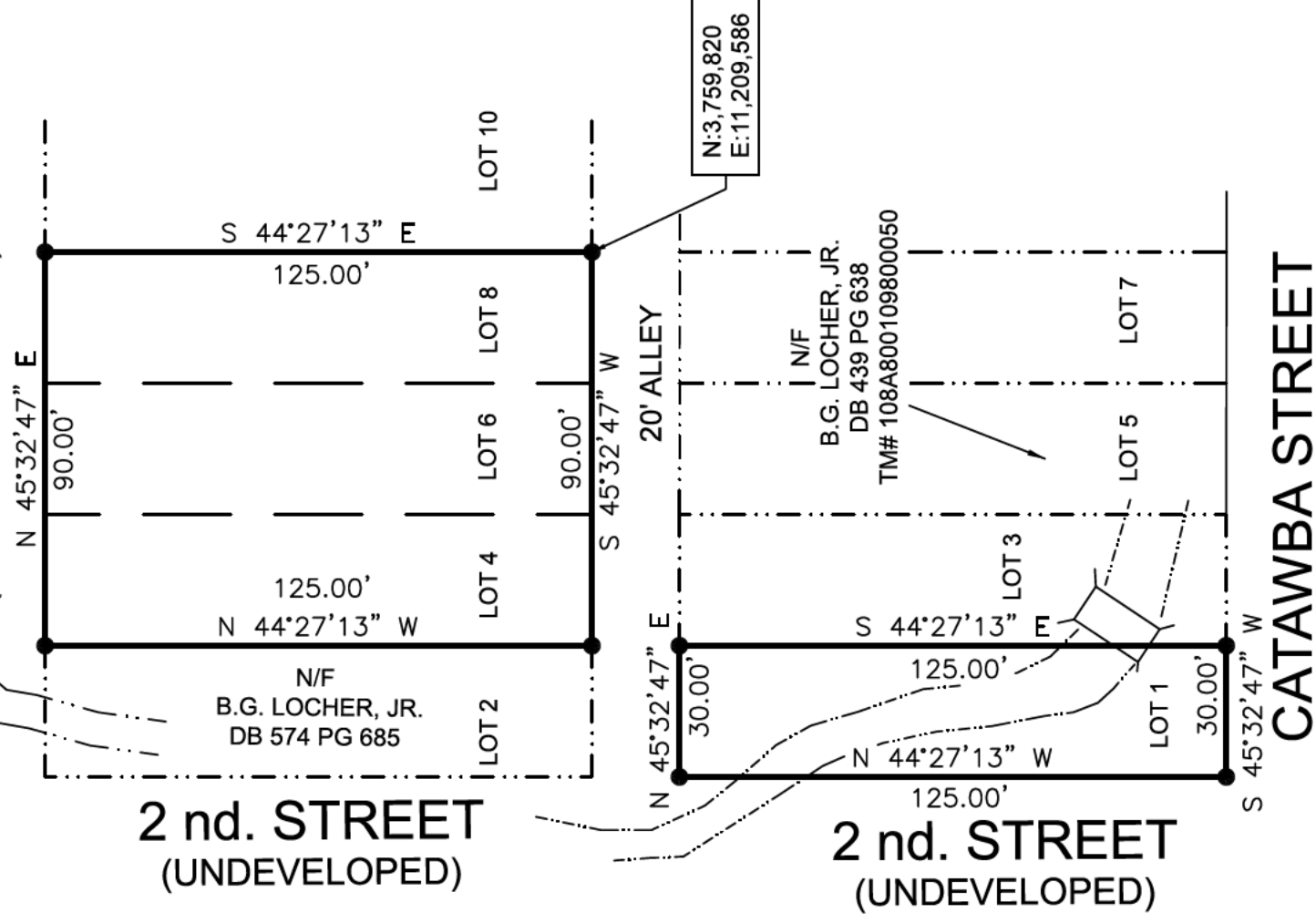
SOURCE OF MERIDIAN
VA GRID

PORTIONS OF THE FOUR LOTS SHOWN HEREON LIE WITHIN OR ADJACENT TO THE TRAVELED WAYS OF SHAWNEE STREET, CATAWBA STREET AND A PUBLIC ALLEY, AND ARE SUBJECT TO ANY PUBLIC OR DEEDED RIGHTS NORMALLY ASSOCIATED WITH A ROAD AND OTHER RIGHTS OR RESTRICTIONS REVEALED BY A TITLE REPORT.

● DENOTES IRON ROD SET



SHAWNEE STREET
(UNDEVELOPED)



BOUNDARY SURVEY OF
LOTS 1, 4, 6 & 8; BLOCK 98
NATURAL BRIDGE MAGISTERIAL DISTRICT
TOWN OF GLASGOW, VIRGINIA
GREEN FOREST JOB # GF01321A
REVISED AUGUST 12, 2019
SHEET 1 OF 1

SOURCE OF DESCRIPTION

LOTS, 3, 4 and 8
N/F
MICHAEL N. KERR and TIFFANI D. KERR
Instrument# 180003374
TM# 108A8001009800030,
TM# 108A8001009800040 &
TM# 108A8001009800080

LOTS 1 and 6
N/F
TIFFANI D. and MICHAEL N. KERR
Instrument# 190000027
TM# 108A800100980010 &
TM# 108A8001009800060

TOTAL AREA
LOTS 4, 6 & 8
0.258 ACRES

TOTAL AREA
LOT 1
0.086 ACRES

COMBINED
TOTAL AREA
0.344 ACRES

THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND, THEREFORE, MAY NOT NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY.

THIS PROPERTY LIES IN FLOOD ZONE "X" ("AREA DETERMINED TO BE OUTSIDE 500-YEAR FLOODPLAIN) AS SHOWN ON THE FLOOD INSURANCE RATE MAP (FIRM) FOR ROCKBRIDGE COUNTY, VIRGINIA AND INCORPORATED AREAS. MAP NUMBER 51163C0389 C; EFFECTIVE DATE: APRIL 6, 2000.



GREEN FOREST SURVEYS
WWW.GREENFORESTSURVEYS.COM

P.O. BOX 428
BUENA VISTA, VA 24416
(540) 261-1077

GF01321A	1	12 AUG 2019	KERR	1 OF 1
JOB NO.	REV	REV. DATE	NAME	SHEET