

Minutes of Town Council Meeting
October 9, 2019
Glasgow Public Library

Council Members Present: Sonny Williams, Andy Ryan, 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: Councilors Aaron Britton, Greg Hartbarger

Guests Present: Roger Funkhouser; Shane Watts; Reese McClanahan; Katie Doar with the News-Gazette; Lynda Miller

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:

Pursuant to Section 15.2-2006 of the Code of Virginia, 1950, as amended, notice is hereby given of a public hearing with the Glasgow Town Council on October 8, 2019 at 7:00 p.m. at the Glasgow library for the purpose of taking public comment on the vacation of the 20' alley between lots 2, 4, 6 and 8 and lost 1, 3, 5 and 7 of block 98.

Town Attorney Tom Simons stated this has been advertised twice as required by law, and Council has a copy of the platt. Town Attorney Simons stated Council can do a conditional vacation of the alley based on the property owners doing certain things and then when these are done, the vacation would become permanent.

There was no public comment.

Review of Minutes:

Motion by Andy Ryan and **Seconded** by Barrett McFaddin to approve minutes for September 10, 2019 Council Meeting.

Carried unanimous voice vote.

Reports and Updates:

A. Committee/Commission/Staff Reports

- A. Police Report. Chief Angel Poole stated thirty-one (31) calls for service; 487 miles; thirty-three (33) citizen assists; five (5) parking tickets; four (4) warnings; ten (10) business checks. Chief Poole stated the last Movie in the Park on September 21st had about 35 people in attendance and went well. Chief Poole stated she is still working on the buzzards who are not primarily in north Glasgow. Chief Poole stated there is a lot a trash being left out, as well as cat and dog food, which attracts the buzzards. Councilor Sonny Williams asked Chief

Poole if she had had any comments from anyone since the last Council meeting when DGIF was there. Chief Poole stated she had had several people ask if was okay to go to the boat landing and eat their lunch in their car. Chief Poole stated she told them that legally you are only allowed there if you are fishing or hunting, but she did not believe DGIF would bother anyone if they were just sitting in their car eating their lunch and not breaking any laws. Chief Poole stated she had given out eight (8) inoperable vehicle notices on McCulloch Street, Blue Ridge Road, and Rt. 130/Rockbridge Road.

- B. Parks and Recreation Committee. Town Manager Eric Pollitt stated Parks and Recreation Committee met last night. Town Manager Pollitt stated they discussed the successful Music in the Park and also what they could do different next year to make the event even better. Town Manager Pollitt stated they also discussed Trunk or Treat and a haunted hay ride for Halloween, and Toys for Tots, a Christmas tree lighting ceremony and the Christmas parade.
- C. Treasurers Report:
- i. None.
- D. Town Manager Report:
- i. SERCAP Private Lateral Project Wrap-Up. Town Manager Eric Pollitt stated Robert Humphreys, Jr completed 24 out of 25 properties (one property owner opted out) totaling \$36,666 in expenses as of Monday, September 30th. Town Manager Pollitt stated Council has a copy of the budget in their packet. Mayor Ruby Clark asked Town Manager Pollitt if he had spoken to Mr. Gary Shafer regarding being reimbursed for a new sewer line he put in before the sewer rehab project began. Town Manager Pollitt stated he had spoken with SERCAP and this did not come under the scope of the grant. Town Manager Pollitt stated he had also spoken with Doug Hudgins with CHA and Mr. Hudgins stated Mr. Shafer's property was not identified as being eligible for this project as his lateral entered a manhole and this was not part of the sewer rehab project.
 - ii. NFWF Storm Water Project Wrap-Up. Town Manager Eric Pollitt stated the retention pond on Sallings Mountain at the water tank has been completed. Town Manager Pollitt stated the plants were put in on Monday and Tuesday, September 30th and October 1st. Town Manager Pollitt stated he is waiting for an invoice from Harbor Dredge and Dock for the project for the Town to reimburse. Town Manager Pollitt stated the project totaled roughly \$198,000.
 - iii. QS/1 Tax Software Launch Date. Town Manager Eric Pollitt stated a date to go 'live' with the software has not been provided yet.
 - iv. Website Launch Date. Town Manager Eric Pollitt stated even though the website launched earlier than expected due to no fault of the Town, the content is 99% completed and updated. Town Manager Pollitt stated new features are being added all the time and he is open to suggestions from Council and residents. Town Manager Pollitt stated some of the features so far are recent and up-to-date Council meeting agendas, minutes and packets; citizen comment box with a community calendar; Planning Commission minutes and future capital improvement plans; current and

future budgets; subscription to weekly Town Manager's reports; pages about the Farmers Market, canoe launch, and hiker shelter; an updated photo and video gallery along with information about our local businesses.

- v. Centennial Park Work Day Postponed. Town Manager Eric Pollitt stated after talking with Elaine Massie and Doris Wright with the Glasgow Garden Club, and Councilor Andy Ryan, the Garden Club felt it was best to postpone the work day until spring. Town Manager Pollitt stated this will give the Garden Club enough time to come up with a design to be approved by Council and recruit volunteers.

E. Planning Commission: Town Manager Eric Pollitt told Council they have a copy of the draft minutes for the September 18, 2019 meeting in their packet.

- i. Comparison Community List. Town Manager Eric Pollitt stated Amherst, Buchanan, Cape Charles, and Damascus will be our comparison communities for updating ordinances.
- ii. CIP FY 21-25. Town Manager Eric Pollitt stated he wants to target 7% (\$35,000) of the general operating budget as a starting point and the baseline dollar amount will be \$3,500 minimum for capital items.
- iii. Virginia Main Street Program Commercial District Affiliate (DCA): Town Manager Eric Pollitt stated the Planning Commission recommends to Council to adopt a Resolution to become a Virginia Main Street CDA and submit a CDA application. Town Manager Pollitt stated he is working Rockbridge County to come up with a historic district map.

6. Old Business Updates.

None.

7. Public Comment Period.

- a) Lynda Miller. Mrs. Miller stated she wanted to get a clarification regarding community organizations using the park, other town facilities. Mrs. Miller stated the Ruritans have always used the park once a year for their annual picnic and were told this year they would have to fill out an application and pay a fee. Mrs. Miller stated she is asking Council to waive these fees in the future. Mrs. Miller stated there are also people who want to use the Farmers Market occasionally but do not have the money to pay a fee each time. Town Manager Eric Pollitt stated he was just going by the policy that Council adopted in June 2019 for park and facility fees. Town Manager Pollitt stated he was not aware that Council had waived these fees for community organizations in the past. Town Manager Pollitt stated that the fees for the Farmers Market is a one-time fee of \$10 for all vendors for the year. Mrs. Miller stated the Ruritans and other organizations should not have to come to Council every time they want to use the facilities to ask that fees be waived.
- b) Reese McClanahan. Mrs. McClanahan stated she thought her appointment on the Planning Commission was not up for several more years but found out her term expires 12/31/2019. Town Manager Eric Pollitt stated Council adopted reorganized the Planning Commission back in June of 2019 as well as the terms, because nothing in the minutes stated who was to serve and the terms of those serving on the Planning Commission. Town

Manager Pollitt stated there will be new appointments made at the January 2020 Council meeting and she could be reappointed if Council chooses to do so.

Action Items

8. Old Business:

A. Glasgow Public Facility Reservation Fees. Mayor Clark brought up the reservation fees for the Ruitans club to address Mrs. Miller's concerns. Councilor Sonny Williams stated these fees were adopted by Town Council in June 2019; however, Councilor Williams stated that anyone in Town who is a member of the Ruritans, fire and rescue, a council member, do it for the Town's benefit. Councilor Williams stated fees for these community organizations should be waived. Town Council concurred.

Motion by Councilman Williams Seconded by Andrea Bradley to waive the fees for the Glasgow Ruitan Club, Fire Department, and Rescue Squad, when reserving any public facilities in perpetuity, as long as the organization has an active club in Town limits.

Voice Vote as follows:

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

Carried unanimous voice vote.

9. New Business.

A. Permission to Seek Banking Services. Town Manager Eric Pollitt stated Council has a copy of a memo outlining the current charges for services at BB&T. Town Manager Pollitt stated the Town is being charged about \$200 a month banking with them. Town Manager Pollitt stated it is good business to seek banking services roughly every 3-5 years, just to see what is out there, even if you do not switch. Town Manager Pollitt stated the Finance Committee unanimously recommends to Council to seek banking services, with the goals of obtaining lower fees, higher interest, and easier access to daily services.

Motion by Andy Ryan and **Seconded** by Barrett McFaddin to authorize the Town Manager to draft and publish a RFP for banking services.

Voice Vote as follows:

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

Carried unanimous voice vote.

B. 2020 Council Retreat. Town Manager Eric Pollitt stated there are funds to have a retreat/orientation for new council members and/or new mayor to go over policies,

budgeting, the Council-Manager government, the Town Charter and recent Ordinances; address questions for new members, and a tour of public facilities. Town Manager Pollitt stated he is asking for \$1,000 to bring in a retired and long-time manager. Town Manager Pollitt stated this would be a one-day session not open to the public. Town Manager Pollitt stated even though it is called a retreat it could be hosted in Town.

Motion by Sonny Williams and **Seconded** by Andy Ryan to approve \$1,000 out of Council Contingency for the purpose of a Council Retreat in January 2020.

Voice Vote as follows:

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

Motion Carried with three (3) affirmative votes and one (1) negative vote.

C. 138 Catawba Vacate Alley Way. Town Manager Eric Pollitt stated vacating the alley is the last step needed to getting access to tear the house down. Town Attorney Tom Simons stated he would suggest voting on a conditional vacation depending on the owners tearing the abandoned house down, cleaning the site on lots 4, 6, and 8, block 98, then the vacation would be permanent. Town Attorney Simons stated Council can add any conditions they want to such as giving a set time for this to be done, replacing the old bridge, etc. Town Manager Pollitt stated there is also the question of the owners hooking up to the town's sewer system as there is a septic tank there now. Town Attorney Simons stated after all conditions were met he would prepare an ordinance to be voted on. Councilor Sonny Williams stated the Town needs to have some questions answered before they go any further and told Town Manager Pollitt to talk to them and find out everything from them e.g. how long it will take to tear the house down, etc., including the sewer hook-up. Councilor Barret McFaddin stated he was in favor of a conditional vacation and he thought 120 days to get everything done was reasonable. Council agreed this item should be tabled until the November 12, 2019 Council meeting.

Tabled until the November 12, 2019 Council Meeting.

Mayor Ruby Clark dismissed the Public at 7:50 PM for Town Council to go into Executive Session.

Motion by Andy Ryan and **Seconded** by Andrea Bradley 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 – Absent
A. Bradley – Yes G. Hartbarger – Absent B. McFaddin – Yes

Carried unanimous voice vote.

Motion by Andy Ryan and **Seconded** by Andrea Bradley for the Glasgow Town Council to reconvene in open session at 8:00 PM.

Voice Vote as follows:

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

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 Barrett McFaddin and **Seconded** by Sonny Williams 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 – Absent
A. Bradley – Yes	G. Hartbarger – Absent	B. McFaddin – Yes

Carried unanimous voice vote.

Motion by Barrett McFaddin and **Seconded** by Andrea Bradley for Council to have a \$50/day food per diem policy for Town employees for overnight training/conferences.

Voice Vote as follows:

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

Carried unanimous voice vote.

Motion by Barrett McFaddin and **Seconded** by Sonny Williams to adjourn the meeting.
Carried unanimous voice vote.

With no further business, Mayor Ruby Clark adjourned the meeting at 8:05 PM.

Mayor

Clerk