

Minutes of Town Council Meeting
June 14, 2018
Glasgow Public Library

Council Members Present: Sonny Williams, Andy Ryan, Mike Turner, Andrea Bradley, Greg Hartbarger, Monica Dock

Also Present: Mayor Ruby Clark, Town Manager Bill Rolfe, Sr. Admin. Asst. Jane Higginbotham, Town Sgt. Poole, Town Treasurer Steven Drasye, Asst. Town Attorney Will Hancock

Guests Present: Chris Flint, Mike Watts & Guest, Lisa Rogers, Natalie Harris & Daughter, Lisa Perry with the News-Gazette

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 – Proposed FY 2019 Budget and Tax Rates:
No Comments.

Public Comment:

- A. Natalie Harris – Notice of Violation Nuisance Ordinance. Mrs. Harris stated she received a nuisance letter about trash but did not get one for her grass. Mrs. Harris stated her lawn mower is broke and the ordinance says if you do not mow your grass the Town will mow it and charge the resident. Mrs. Harris stated she was hoping she would get a nuisance letter about her grass so she could get her yard mowed. Mrs. Harris stated she called Town Manager Bill Rolfe and he stated the Town does not mow grass for residents anymore as they do not have the man power. Mrs. Harris stated the “trash” in yard is projects, not junk.
- B. Mike Watts – Notice of Violation Nuisance Ordinance. Mr. Watts stated he felt like he had been retaliated against by Town Manager Bill Rolfe because he told Mr. Rolfe that the fire department would not burn down the abandoned houses. Mr. Watts stated he received a nuisance letter about trash in his yard and high grass. Mr. Watts stated he received a warrant for his arrest and this will not look good on his work record. Mr. Watts showed Town Council pictures of property the Town of Glasgow maintains that had not been mowed, including a picture of the Town Shop with miscellaneous sitting outside, and pictures of other properties in Glasgow that are not maintained according to the ordinance. Mr. Watts stated he has cleaned his yard and mowed but beside him is property that the Town mows and the grass is over 10” tall. Mr. Watts stated he is going to swear out warrants against everyone on Town Council if the Town does not have their violations taken care of by June 24, 2018. Mr. Watts stated he went to court on June 1st and the case was continued until October. Mr. Watts stated he will have a 9’ fence up next year so he will not have to go through this again. Mr. Watts stated everyone needs to follow the ordinance, including the Town. Councilor

Monica Dock stated it does not look appropriate if the Town is not taking care of their own property but sending ordinance violation letters to citizens for the same thing. Town Manager Rolfe asked Town Council if they want to null process the warrant against Mr. Watts. Town Council stated yes. Town Manager Rolfe asked Sgt. Angel Poole if she could null process the warrant. Sgt. Poole stated she would have to call the Commonwealth Attorney.

Review of Minutes:

Motion by Mike Turner and **Seconded** by Andrea Bradley to approve the minutes for Regular Council Meeting May 8, 2018.

Carried unanimous voice vote.

Consideration of Bills:

Motion by Sonny Williams and **Seconded** by Mike Turner to pay bills listed and any other bills that come up.

Carried unanimous voice vote.

Police Report:

Town Sgt. Angel Poole stated she had 34 calls for service; 1,014 miles; twenty-four (24) citizen assists; three (3) warrants for arrest; twelve (12) traffic summons; three (3) warnings; ten (10) business checks. Sgt. Poole stated her monthly community activities included checking on the softball games at Knick Field and the Farmers Market. Sgt. Poole stated she handed out ten (10) friendly reminders for town decals. Town Sgt. Poole stated she continues to monitor the buzzards. Sgt. Poole stated she is continuing a second sweep through Town on inoperative vehicles.

Treasurer Report:

Town Treasurer Steven Drasye gave Council members a copy of the Revenue and Expense Report for the period ending May 31, 2018. Treasurer Drasye reported the General Fund expenditures exceeded revenues by \$8,710.00, Water Fund expenditures exceeded revenues by \$39,977.00 and Sewer Fund revenues were \$40,036.00 higher than expenditures. The report included the balance of the Towns checking and savings accounts as of May 31, 2018. Treasurer Drasye reported the Town had \$674,438.00 in checking and savings accounts as of May 31, 2018.

Committee/Commission Reports:

- A. **Parks and Recreation Committee.** Lisa Rogers stated there will be a Music in the Park event on Saturday, September 1, 2018 with the band Mended Fences. Mrs. Rogers stated there will be a beer garden and the cost of the beer is being donated to the Town, so any profit will go to the Town. Mrs. Rogers stated entry will be at the pavilion, the field will be roped off, and anyone leaving will have to pay to get back in. Mrs. Rogers stated the cost is \$5 per person, with children 12 and under free with a paying adult. Mrs. Rogers stated ID's will be checked and everyone will receive either a green arm band to wear all night meaning it is OK to purchase alcohol, or a red arm band which means no alcohol. Mrs. Rogers stated the fire department will be doing their bbq chicken and there will be other

food vendors there as well. Mrs. Rogers stated there will be a bouncy house for the kids located at the playground. Mrs. Rogers stated the band will start at 7:00 PM and the gate will open at 5:00 PM to allow people to eat before the concert begins. Mrs. Rogers stated the fire department will be hosting a car show earlier in the day from 1:00 – 4:00 PM, allowing time for the band and vendors to set up afterwards. Mrs. Rogers stated the committee is still trying to find a stage for the band. Mrs. Rogers stated the rescue squad will be having a car show on Saturday, June 23, 2018 at Knick Field. Mrs. Rogers stated she will gladly volunteer her time to help the Town mow. Mayor Ruby Clark stated Council members are needed to help at the Music in the Park event.

Old Business:

- A. Tabled 2018 Committees/Commissions Vacancies Filled. Mayor Ruby Clark stated she had asked Town Council to bring names to fill the two (2) vacancies on the Planning Commission and the three (3) vacancies on the Zoning Board. Town Council had no names.
- B. Tabled Authorization to Survey Town Lot at End of 10th Street and Virginia Street. Town Manager Bill Rolfe stated Town Attorney Tom Simons was working on this with his assistant Sylvia Patterson. Town Manager Rolfe stated this will have to be tabled again as Mr. Simons is absent tonight.

Tabled until the July 2018 Council Meeting.

- C. Consideration of Amendment to Chpt. 4, Sec. 4-1 Keeping Certain Animals Prohibited. Town Manager Bill Rolfe asked Town Council if they were interested in amending this ordinance. Council stated they are not interested in amending this ordinance. Councilor Monica Dock stated per the ordinance, Ms. Slayton is not in compliance by having chickens so she needs to get rid of them. Town Manager Rolfe stated he will notify Ms. Slayton she has thirty (30) days to get rid of them.
- D. Sewer Rehab Project Update. Town Manager Bill Rolfe stated there was a preconstruction meeting on June 5, 2018. Town Manager Rolfe stated crews will begin June 16, 2018 to start cleaning the sewer lines and it will take 1-3 weeks. Town Manager Rolfe stated the slip lining company will start after that. Town Manager Rolfe stated they are going to wait until after July 4, 2018 to start bringing the equipment into Town.
- E. Glasgow Stormwater Retrofits. Town Manager Bill Rolfe stated he received the first bill today from the engineer. Town Manager Rolfe stated there are two (2) projects and Rockbridge County is contributing to it as the runoff water is coming from the County into Glasgow. Town Manager Rolfe stated there will be a holding pond built near the old reservoir, and the second one will be built in front of Town Hall to let people see how it works.
- F. Abandoned/Unoccupied Property Update. Town Manager Bill Rolfe stated as Town Attorney Tom Simons is not here, this will have to be tabled to the July 2018 Town Council meeting. Town Manager Rolfe stated Mrs. Dunn signed the

contract with the Town to demolish the house and clear the property at 138 Catawba Street for \$5,100.00. Town Manager Rolfe stated Mrs. Dunn paid the delinquent real estate taxes on the property and made a \$500.00 down payment. Town Manager Rolfe stated Judy Loughhead agreed to \$2,500.00 to tear down one (1) trailer in the Pineland Trailer Park, and he is getting prices from contractors to do this for us.

Tabled until the July 2018 Council meeting.

- G. Tabled Proposed Ordinance for Use of Golf Carts Update. Council stated they did not see a need in Glasgow for this ordinance.

New Business:

- A. Adopt and Appropriate FY 2019 Budget for Implementation July 1, 2018.

FY 2018-19 BUDGET SUMMARY

	<u>General Fund</u>
<u>Revenue</u>	\$ 487,918
Transfer from Sewer	\$ 23,961
Total Revenue	\$ 511,879

<u>Expenditures by Department</u>	
General Administration (010)	\$ 241,631
Farmers Market (020)	\$ 6,184
Public Safety (030)	\$ 91,225
Public Works (040)	\$ 145,249
Parks & Recreation (070)	\$ 23,810
Water/Sewer Nonprofits (071)	\$ 3,780
Total Expenditures	\$ 511,879

	<u>Water Fund</u>
<u>Revenue</u>	\$ 231,483
Transfer from Sewer	\$ 18,382
Total Revenue	\$ 249,865

<u>Expenditures</u>	\$ 249,865
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	<u>Sewer Fund</u>
<u>Revenue</u>	\$ 227,236
<u>Expenditures</u>	\$ 184,893
Transfer to GF	\$ 23,961
Transfer to Water	\$ 18,382
Total Expenditures	\$ 227,236

General Fund CIP

<u>Revenue</u>	
VDOT Trail Grant	\$ 235,520
Local Match for Trail Grant	\$ 58,880
Stormwater Grant for NFWF	\$ 182,206
County Match for Stormwater	\$ 45,450
Local Match for Stormwater	\$ 11,363
Total Revenue	\$ 533,419

<u>Expenditures</u>	
VDOT Trail	\$ 294,400
Stormwater Project	\$ 230,019
Total Expenditures	\$ 533,419

Water Fund CIP

<u>Revenue</u>	
Beginning Balance	\$ 0

<u>Expenditures</u>	\$ 0
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Sewer CIP

<u>Revenue</u>	
USDA-RD Sewer	\$3,190,830
SERCAP-Laterals Replacement Grant	\$ 40,000
VDH Laterals Replacement Grant	\$ 34,000
VDH Well Abandonment Grant	\$ 20,565
Total Revenue	\$3,285,395

<u>Expenditure</u>	
USDA-RD Sewer	\$3,190,830
SERCAP-Laterals Replacement Grant	\$ 40,000
VDH Laterals Replacement Grant	\$ 34,000
VDH Well Abandonment Grant	\$ 20,565
Total Expenditures	\$3,285,395

Motion by Andy Ryan and **Seconded** by Mike Turner to adopt and appropriate the FY 2019 Budget for implementation July 1, 2018.

Voice Vote as follows:

S. Williams – Yes	A. Ryan – Yes	M. Turner – Yes
A. Bradley – Yes	G. Hartbarger – Yes	M. Dock – Yes

Motion Carried with unanimous voice vote.

- B. Permanent Easement at Intersection of Blue Ridge Road and Rockbridge Road (former bank property). Town Manager Bill Rolfe stated in order to complete the design of the multi-purpose trail, the Town needs a permanent easement at the intersection of Blue Ridge Road and Rockbridge Road (former bank property). Town Manager Rolfe stated the owner is willing to donate the permanent easement to the Town. Town Manager Rolfe stated Draper Aden gave the Town a price of \$3,400.00 to do the survey; Steve Douty with Green Forest Surveys will do the survey for \$550.00. Town Manager Rolfe stated authorization to proceed is requested.

Motion by Sonny Williams and **Seconded** by Greg Hartbarger for authorization to proceed with the survey with Green Forest Surveys for \$550.00 for a permanent easement at the intersection of Blue Ridge Road and Rockbridge Road to complete the design of the multi-purpose trail.

Voice Vote as follows:

S. Williams – Yes	A. Ryan – Yes	M. Turner – Yes
A. Bradley – Yes	G. Hartbarger – Yes	M. Dock – Yes

Motion Carried with unanimous voice vote.

- C. Pay off Existing SERCAP Loan for Improvements to Influent Pump Station at Wastewater Treatment Plant. Town Manager Bill Rolfe stated in 2014, the Town received a \$75,000.00 grant and a \$75,000.00 loan from SERCAP to make to improvements to the Influent Pump Station at the WWTP. The project is complete and the Town is repaying the \$75,000.00 loan on a monthly basis. The loan runs through 7/10/2024 and carries an interest rate of 3.64%. After the 6/2018 payment, the Town will have a balance on the loan of \$48,821.59. If we pay the loan off at that time, the Town will save \$5,678.57 in interest. Sufficient funds exist in the Town's cash reserves to pay this note off and save the additional interest payments. It is recommended that Town Council give authorization to pay off the existing SERCAP loan which has a balance of \$48,821.59 prior to the next monthly payment being due July 2018.

Motion by Monica Dock and **Seconded** by Mike Turner giving authorization to pay off the existing SERCAP loan which has a balance of \$48,821.59 prior to the next monthly payment being due July 2018.

Voice Vote as follows:

S. Williams – Yes	A. Ryan – Yes	M. Turner – Yes
A. Bradley – Yes	G. Hartbarger – Yes	M. Dock – Yes

Motion Carried with unanimous voice vote.

- D. Public Works Position to be Filled. Town Manager Bill Rolfe stated he has five (5) applications and he does not like any of them and is asking Town Council on how to proceed. Town Manager Rolfe stated he has heard that some Council members want Robert Humphreys, Jr. to come back and they want to pay him \$19.00 per hour. Councilor Mike Turner asked Town Manager Rolfe if he offered Mr. Humphreys \$19.00 per hour to come back and Town Manager Rolfe stated he did not. Councilor Monica Dock stated for Town Manager Rolfe to set up interviews to see if any were qualified and if they are not, to leave the position open until filled. Councilor Greg Hartbarger stated it can be readvertised that previous applicants need not apply. Town Manager Rolfe stated Town Council approved the personnel policy several years ago stating the Town Manager does the interviewing, hiring and firing. Town Manager Rolfe asked if he will be doing the interviews or will Council. Council stated Town Manager Rolfe will do the interviews. Town Manager Rolfe stated he does not know what to offer for the position. Councilor Dock stated to use the pay scale. Councilor Hartbarger stated to ask them what they would take to accept the job. Councilor Dock stated someone needs to be hired separately to do the mowing seasonally, but the public works position needs to be someone qualified.

Other:

Town Manager Bill Rolfe stated Town Hall will be closed Wednesday, July 4, 2018. Town Manager Rolfe stated he will be on vacation July 2-6, 2018 and July 12-20, 2018. Town Manager Rolfe stated Sr. Admin. Asst. Jane Higginbotham will be on vacation July 16-20, 2018.

Town Manager Rolfe stated he has been with the Town of Glasgow for four (4) years this June and felt like we have accomplished a lot together. Below is a list of grant projects awarded and distributed to the Town of Glasgow since June 2014.

1. Creation of a Farmers Market for Glasgow. \$77,777.00 grant from the US Department of Agriculture, Rural Development with a local match of in-kind contributions including land of \$32,200.00, for a total project cost of \$108,977.00.
2. Purchase of stand-by emergency generators for the water tank. Grant from SERCAP in the amount of \$30,000.00 to cover this expense.
3. Study of storm water issues in Glasgow. \$40,000.00 grant from the National Fish and Wildlife Foundation to fund the study.
4. Upgrade to the Town's sewer collection system to reduce inflow and infiltration problems. Funded by a \$951,000.00 low interest loan and a \$2,704,000.00 grant from the US Department of Agriculture, Rural Development. This project is designed to prevent ground water from going through the sewage treatment plant and discharging into the James River after rain events.
5. Expansion of the Upper James River Blue Water Trail through Rockbridge County and Glasgow and having the same stretch of the James River designated as a "Scenic River" by the Virginia General Assembly. Participation in a tourism grant program coordinated by the James River Association with Botetourt and Rockbridge counties, Buchanan and Glasgow towns, and several local river outfitters. Grant was \$100,000.00 which paid to update website for the Upper

James River Blue Water Trail, design signage for all of the put-ins and take-out locations, the development of a new brochure promoting the Upper James River Blue Water Trail and advertising in selected publications in the Roanoke, Lynchburg, Richmond, and Washington, DC areas. Local contribution was \$500.00. The sign designed by this grant was constructed and installed with a grant for approximately \$1,600.00 from the Virginia Department of Environmental Quality.

6. Design and construction of a multi-purpose path through Glasgow from the Library to the site of the new Farmers Market. Phase 1 of this project is being funded by a grant from the Virginia Department of Transportation in the amount of \$235,520.00 with a local match of \$58,880.00 for a total project cost of \$294,400.00. Phase 1 will design the path from the Library to the AT Hikers Shelter and construct the path from the Library to the corner of Fitzlee Street.
7. Purchase of a new generator for the sewage treatment plant funded by a \$40,000.00 grant from SERCAP. Installation will be occurring the first week in October. No local funding required.
8. Award of a grant in the amount of \$182,206.47 from the US Fish and Wildlife Foundation to fund the Stormwater Retrofit Design and Construction project to clean up the storm water before it enters the James and Maury rivers and to detain storm water occurrences and detain the run-off and release at a slower rate to reduce flooding in town. This grant requires a match of \$60,735.49 in local funds. The County of Rockbridge is contributing \$45,450.00 and the Town is contributing \$11,363.00. The remainder will be in-kind contributions from the Town.
9. Improvements to the influent pump station and the sewage treatment plant. Project funded by a \$75,000.00 low interest loan and a \$75,000.00 grant from SERCAP.
10. Award of a \$40,000.00 grant from SERCAP to replace private sewer laterals for low to moderate households in Glasgow to protect groundwater and reduce inflow and infiltration into the Town's sewer collection system.
11. Well Head Protection grant from the Virginia Department of Health in the amount of \$34,000.00 to inspect private sewer laterals within the wellhead protection zone to determine if the private laterals need replacing.
12. Well closure grant from the Virginia Department of Health to close two (2) abandoned wells the Town no longer uses. Grant is in the amount of \$20,565.00.
13. Virginia Department of Health grant to replace fluoride meter for water system. Grant was for \$2,456.94.
14. Two (2) protective law enforcement vests donated to the Town by the Bedford County Sheriff's Office. One (1) for Officer Britton and one (1) for Officer Poole. Estimated value \$1,800.00.

Grant Funds and County Funding:	\$3,588,775.41
Local Funding:	<u>\$1,127,943.00</u>
Grant/County Funding over Local Funds:	\$2,460,832.41

Councilor Mike Turner stated no one has been able to keep up with the mowing with all the rain we have had and that people need to understand that. Mayor Ruby Clark stated she has had many complaints about the mosquitoes. Town Manager Rolfe stated Rockbridge County is going to contact the sales people who sold the Town the mosquito bricks last year so we can get more to set out. Town Manager Rolfe stated the County is not going to hire anyone to spray for mosquitoes because they say it is not effective.

Asst. Town Attorney Will Hancock stated Council needs to go into executive session to discuss the null process of the warrant against Mike Watts.

Mayor Ruby Clark excused the public at 8:00 PM.

Motion by Mike Turner and **Seconded** by Andy Ryan for Glasgow Town Council to convene in executive session under the Virginia Freedom of Information Act in order to discuss legal matters.

Voice Vote as follows:

S. Williams – Yes	A. Ryan – Yes	M. Turner – Yes
A. Bradley – Yes	G. Hartbarger – Yes	M. Dock – Yes

Motion Carried with unanimous voice vote.

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

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

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

Motion by Andrea Bradley and **Seconded** by Mike Turner to to be adjourned and the Glasgow Town Council reconvene in open session.

Voice Vote as follows:

S. Williams – Yes

A. Ryan – Yes

M. Turner – Yes

A. Bradley – Yes

G. Hartbarger – Yes

M. Dock – Yes

Motion Carried with unanimous voice vote.

Motion by Monica Dock 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

M. Turner – Yes

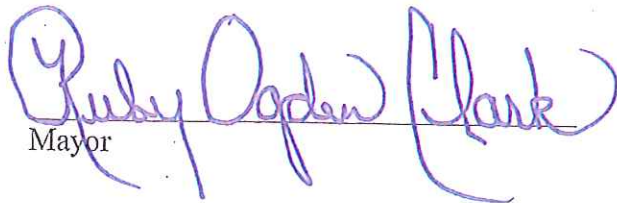
A. Bradley – Yes

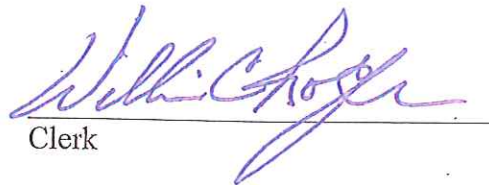
G. Hartbarger – Yes

M. Dock – Yes

Motion Carried with unanimous voice vote.

With no further business, Mayor Ruby Clark adjourned the meeting at 8:35 PM.


Mayor


Clerk