

**Minutes of Town Council Meeting  
December 10, 2019  
Glasgow Public Library**

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

Also Present: Mayor Ruby Clark, Town Manager Eric Pollitt, Sr. Admin. Asst. Jane Higginbotham

Absent: Councilors Barrett McFaddin, Greg Hartbarger, Town Attorney Tom Simons

Guests Present: Public Works Chris Flint, Carolyn Bradley; Mayor-Elect Shane Watts; Katie Doar with the News-Gazette; Chief Angel Poole; Steve Grist, CEO and President of CornerStone Bank; Eric Seaman, CornerStone Bank Buena Vista Branch Manager; Lynda Miller; Roger Funkhouser; Tommy Camden; Billy Campbell with Glasgow Masonic Lodge; Jack McAteer with Glasgow Masonic Lodge; Jimmy Flint with Glasgow Masonic Lodge; Natalie Harris; Reese McClanahan

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.

**Presentations:**

A. Connie Robinson: Concerned Citizens – Heating Assistance.

Absent

B. Glasgow Masonic Lodge – Presentation to Chief Angel Poole.

Mr. Jack McAteer with the Glasgow Masonic Lodge presented the “Community Builders Award” to Chief Angel Poole. Mr. McAteer stated this award is recognition of outstanding service to the community. Mr. McAteer stated this award is given and heartfelt gratitude is expressed for significant efforts toward making the community a better place in which to live.

**Public Hearing:**

A. Sec. 12-35 Alcohol Sales on Sundays.

Lynda Miller stated the Town of Glasgow is losing revenue on Sunday mornings when canoers, etc. are in town because they cannot purchase alcohol until 12:00 noon.

Natalie Harris stated Glasgow’s ordinance went along with Rockbridge County’s ordinance until the County voted several years ago to change the time alcohol can be sold on Sundays, but Glasgow still voted against it. Mrs. Harris stated it is not fair to local businesses because residents have to go out of town to purchase alcohol during this time, within the County.

Town Manager Eric Pollitt stated Council will vote on this at the January 14, 2020 Town Council Meeting.

**Review of Minutes:**

**Motion** by Andrea Bradley and **Seconded** by Aaron Britton to approve minutes for the November 12, 2019 Council Meeting.

**Carried** unanimous voice vote.

**Reports and Updates:****A. Committee/Commission/Staff Reports**

1. **Police Report.** Chief Angel Poole stated she had 52 calls for service, 1,087 miles, 29 citizen assists; 4 warrants/arrests/juvenile petitions served for other departments and 1 for the Town of Glasgow; 4 traffic summons/parking tickets and 12 warnings; 10 business checks. Chief Poole stated she prepared for the Christmas parade and the bonfire and tree lighting service. Chief Poole stated she is still collecting for Toys for Tots and they will be handed out Thursday, December 19, 2019 at the library beginning at 9:00 AM. Mayor Ruby Clark asked if the Town will be doing decals next year. Town Manager Eric Pollitt stated yes unless Council changes it. Mayor Clark asked if Chief Poole chooses the color and Chief Poole stated she does, she picks a color she can see.
2. **Parks and Recreation Committee.** Town Manager Eric Pollitt stated the bonfire and tree lighting after the Christmas parade were a success with about 50 people in attendance at the bonfire and tree lighting. Town Manager Pollitt stated he had received all positive feedback about both events. Town Manager Pollitt stated the next event will be Christmas caroling at the Farmers Market on December 15, 2019 @ 5:00PM and Toys for Tots on December 19, 2019 @ 9:00 AM at the library.
3. **Treasurers Report:**
  - a. **Bills over \$500.**  
None.
  - b. **Council Contingency Report.** Town Manager Eric Pollitt stated Council has a copy of the year-to-date expenses out of the Contingency line item for FY 2020.
  - c. **YTD Budget as of December 2, 2019.** Town Manager Pollitt stated if Council has questions about the budget reports to send him an email or schedule a time to go over them with him in his office.
4. **Town Manager Report:**
  - a. **Top Priorities to Wrap Up Year.** Town Manager Eric Pollitt stated Council has a copy of top priority year-end directives and tasks he will be working on.
  - b. **Year-End Report.** Town Manager Pollitt stated the sewer project came in under budget. Town Manager Pollitt stated the Town has received three of the four pieces of new equipment purchased during the sewer project. Councilor Aaron Britton asked about the needed for a bar screen. Town Manager Pollitt stated Doug Hudgins with CHA will be here in January 2020 to do a PER on the whole treatment plant and Well 4, then his report will be submitted to either VDH, USDA, or SERCAP to apply for a grant.

- c. Town Manager's Top Priorities for Next Year. Town Manager Pollitt stated Council has a copy of his top priorities he will need to focus on for next year. Town Manager Pollitt stated he will also have time for other initiatives and priorities that Council lays out for him. Town Manager Pollitt stated at the Council Retreat he and Council will work as a team to develop priorities and objectives for next year, and why it is so important that all Council members attend the retreat.
    - d. Council Retreat. Town Manager Pollitt stated the Council retreat will be held on Saturday, January 18, 2020 at the Corner Stone Bank conference room in Lexington. Town Manager Pollitt stated the meeting time will be from 9:00 AM – 5:00 PM, subject to change. Town Manager Pollitt stated he and Mayor-elect Shane Watts have spoken with Bob Stripling about planning for the retreat. Town Manager Pollitt stated Mr. Stripling will be reaching out to Council members in the coming weeks for their opinion on what the issues are and goals they have for next year.
  - 5. Planning Commission: Town Manager Eric Pollitt stated Council has a copy of the draft minutes for the November 20, 2019 meeting in their packet. Town Manager Pollitt stated Mrs. Kerr at 138 Catawba Street has been approved by her mortgage company to put a new house in once the old house has been torn down. Town Manager Pollitt stated Mrs. Kerr said it would take no longer than 30-45 days once her paperwork is finalized. This is well within the requirement from Council to have the old house torn down and removed, which was July 2020.
    - a) Capital Improvement Plan Requests. Town Manager Eric Pollitt stated Council has a copy of the requests that were discussed at the November Planning meeting.
- B. Old Business Updates
- 1. QS/1 Tax Bills. Town Manager Eric Pollitt stated the due date on the 2019 personal property and real estate tax bills is now January 15, 2020.
  - 2. Community Development Block Grant (CDBG) – Business District Revitalization (BDR). Town Manager Pollitt stated the Town of Glasgow has been offered assistance from the Virginia Department of Housing and Community Development (DHCD) through the Community Development Block Grant (CDBG) program for planning assistance for the Town's Business District Revitalization (BDR). Town Manager Pollitt stated the Town can be awarded \$3,000 for the completion of initial activities and a maximum of \$35,000 in planning expertise over the next 12 months. Town Manager Pollitt stated the initial activities required are to host a public meeting, create and host an initial management team meeting, conduct a physical inventory survey of buildings in the business district, and host a second management team meeting for next steps. Town Manager Pollitt stated these steps must be completed by January 27, 2020 in order to receive funding and obtain eligibility for larger CDBG project monies. Town Manager Pollitt stated the physical inventory survey will be a survey of the commercial district. Town Manager Pollitt stated the goal of the survey is to

identify active businesses and vacant buildings, then diagnose the condition of those buildings without businesses in them. Town Manager Pollitt stated Spencer Suter, Rockbridge County Administrator indicated Rockbridge County's willingness to provide staff support for this inventory survey. Town Manager Pollitt stated the first initial meeting will be held tomorrow night, December 11, 2019 @ 6:00 PM @ Scotto's.

C. Public Comment Period.

1. Reese McClanahan stated she would like to thank Mayor Ruby Clark for everything she has done for the Town of Glasgow as Mayor.

**Action Items**

A. Old Business:

None.

B. New Business.

1. Change in Banking Institution. Town Manager Eric Pollitt stated the Finance Committee discussed at the September meeting to change banking services. Town Manager Pollitt stated a RFP was put out to bid with five (5) banks responding. Town Manager Pollitt stated the Finance Committee met on December 4, 2019 and came to the consensus that Corner Stone Bank presented the most affordable offer and would be the best partner for our community. Town Manager Pollitt stated Corner Stone Bank was chosen unanimously. Town Manager Pollitt stated the Finance Committee met with Corner Stone CEO & President Steve Grist and Buena Vista Branch Manager Eric Seaman on December 5, 2019. Town Manager Pollitt stated they voiced their desire to be a part of our community and be a key partner for the Town. Town Manager Pollitt stated the Finance Committee came to the conclusion that Corner Stone Bank is not only the best financial fit for Glasgow's daily operations but the best community partner going forward. Councilor Sonny Williams stated Corner Stone was going to be a good fit for the Town. Tom Camden from the Finance Committee stated Corner Stone agreed to waive fees, to be a community supporter and sponsor for events, and that this had been a no-brainer decision. Roger Funkhouser from the Finance Committee stated this was a positive step moving forward for the Town of Glasgow. Town Manager Pollitt read the Resolution awarding Corner Stone Bank the Town of Glasgow's business outlined in the RFP and being in partnership with the Town of Glasgow as their official bank.

**Motion** from Andy Ryan and **Seconded** by Sonny Williams to adopt the Resolution to award Corner Stone Bank the Town of Glasgow's business as outlined in the RFP and being in partnership with the Town of Glasgow as their official bank 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.

Town Manager Pollitt presented the signed Resolution to Corner Stone Bank CEO and President Steve Grist and Buena Vista Branch Manager Eric Seaman.

2. Soccer Field Exploration. Town Manager Eric Pollitt stated the most under-utilized park area in Town is the horseshoe pits. Town Manager Pollitt stated he would like to explore how to design soccer, football, and multi-purpose fields and the costs associated with the development of those fields. Town Manager Pollitt stated RARO came for a visit several weeks ago and outlined how to get the field in to playing condition. Town Manager Pollitt stated he has asked for their expertise in scoping out the costs for this project. Town Manager Pollitt stated the goal is to establish these fields to spark community interest in their use and have a RARO team here in Town that would use the field on a regular basis. Councilor Aaron Britton asked if this would violate the FEMA restrictions for land in the flood plain. Town Manager Pollitt stated it would not. Reese McClanahan asked if there would be a Public Hearing on this as it was right beside her house. Councilor Aaron Britton agreed to have a Public Hearing on the matter. Councilor Aaron Britton suggested getting bids on what needs to be done. Town Manager Pollitt stated he would have Town Attorney Tom Simons advertise for the Public Hearing for the January 2020 Council meeting.

**Request for approval to remove the horseshoe pits and ground preparation for soccer, football, and multi-purpose fields tabled until January 14, 2020 Town Council meeting.**

#### Other Items

- A. Councilor Aaron Britton stated it has been an honor serving with Mayor Ruby Clark. Councilor Andrea Bradley thanked Mayor Clark for her service.
- B. Mayor Clark stated the next Council meeting will be January 14, 2020. Mayor Clark wished everyone a Merry Christmas. Mayor Clark asked if the Town employees would be getting a Christmas bonus this year. Town Manager Pollitt stated that should be discussed in Executive Session. Lynda Miller stated she would like to congratulate Shane Watts on being the new Mayor of Glasgow and thanked Mayor Ruby Clark for her service.

Mayor Clark dismissed the Public at 7:40 PM.

**Motion** by Aaron Britton 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 – Yes
A. Bradley – Yes	G. Hartbarger – Absent	B. McFaddin – Absent

**Carried** unanimous voice vote.

**Motion** by Aaron Britton and **Seconded** by Andy Ryan for the Glasgow Town Council to reconvene in open session at 9:05 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.

Town Council requested Town Manager Eric Pollitt contact Town Attorney Tom Simons about a procedural question.

**Motion** by Aaron Britton and **Seconded** by Andrea Bradley to adjourn the meeting.

With no further business, Mayor Ruby Clark adjourned the meeting at 9:05 PM.

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Mayor

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Clerk