

Glasgow Town Council Minutes

July 9, 2024

Glasgow Town Library

Attendance: Mayor: Paul Williams Town Council: Tom Camden, Lisa Rogers, Kent Dunn, Marcie Hill, Brandall Branch

Staff: Allyson Finchum, Town Manager, Jon Ellestad, Interim Town Manager (Former), Ashley Kerr, Administrative Assistant

A. Call to Order

The Pledge of Allegiance was recited, and a prayer offered by Mr. Dunn. The meeting was called to order by Mayor Williams at 7pm.

B. Public Hearing

1. Receive public comment regarding Ordinance 2024-2 removing the Utility Rate Structure from the Town Code and deleting the Refuse Fee.
2. Receive public comment regarding Resolution 2024-5 appropriating the FY2024/25 Town Budget and establishing Various Taxes, Rates and Fees

Carolyn Bradley asked about rental fees for the Farmers Market. Jon Ellestad responded that the fees were based on current fee structure and not changed. Lisa Rogers asked if fees for various facilities were waived for non-profits. Mayor Williams stated it would be reviewed at time of request.

There being no other comments from the public, the Mayor closed the public hearing at 7:04 pm.

C. Proclamations

None

D. Review and Approval of Minutes of June 11, 2024

Lisa Rogers stated that the minutes mentioned that Carolyn Bradley had not attended a Farmers Market Managers meeting as stated in the minutes. Correction should state the following:

“ Farmer’s Market Report

Carolyn Bradley reported on the activities of the Market. She indicated that there were 3 or 4 vendors each day and that attendance was light, so far. She also talked about attending a meeting of market managers who talked about making a business out of markets instead of being government sponsored.”

A motion as made by Ms. Rogers seconded by Ms. Hill to approve the minutes of the June 11, 2024 regular meeting. The motion passed unanimously.

Reports and Updates

A. Public Safety Report

The call report was not submitted.

B. Parks and Recreation Committee

Mayor Williams reviewed the written report that had been submitted. The band *Late Night Stumblers* performed at Rockin’ the Gorge on June 15th. Attendance is expected to increase throughout the season.

C. Farmer’s Market Report

Carolyn Bradley reported on the activities of the Market. She indicated an average of five (5) vendors on Fridays and three (3) vendors on Saturdays. The market started a customer count which indicated an average of twenty-eight (28) customers on Fridays and three (3) on Saturdays. Currently some vendors are not participating for various personal reasons. Also, dry weather conditions have affected the crops.

D. Public Works and Utilities

The Public Works report was read by Mayor Williams. Grass cutting reduced due to lack of rain. Focus on brush cleanup in alleyways. A fallen tree was removed. A water leak was repaired on 7th Street. Ongoing cleanup after storms. Special attention to cleanup of Route 130 for the holiday weekend.

E. Treasurer’s Report

Information on expenses over \$500 was provided in a written report.

F. Planning Commission

Mr. Camden reported that that the June meeting was cancelled. A meeting

G. Town Manager’s Report

Ms. Finchum began her employment on July 3rd and is concentrating on learning the operations of the Town. She reported on the following items:

Town staff have made extra effort to enhance the appearance of Town Hall by organizing the interior and pressure washing and planting flowers on the exterior.

The Town dump truck bed needs repair to be ready for snow removal. VDOT provides generous funds for the Town to participate in plowing the roads within Town limits. This enables snow removal to be done in an expedient manner. After comparing options for repair, replacement as opposed to repair, of the truck bed on the Town dump truck appears to be the least costly approach. Town staff is in the process of locating and negotiating a replacement.

The Virginia Department of Environmental Quality issued a drought watch advisory for ninety-five (95) localities. The advisory is intended to increase awareness and facilitate preparation. Affected localities have been requested to develop or review water conservation and drought response plans to help protect current water supplies. The Town website will be updated with information.

Ashley Kerr, Administrative Assistant, researched playground equipment for special needs individuals and a flyer was presented to the Council for consideration.

Lisa Rogers stated that she would like to research grant opportunities for funding playground improvements.

The accounting firm of Rodefer Moss began their work auditing our books for FY22, FY23 and FY24. Staff has assisted with providing information as requested by the auditors.

Town staff are presently seeking a new source to move the batteau.

Tom Camden requested further review by Town Council on cost.

An amendment to the real estate sales agreement for the Dollar General land purchase is in process.

Testing of well #4 of the Town Water System indicated the PFAS range to be within appropriate levels at this time.

Sam Holland, citizen, residing at 902 Fitzlee Street, requested that Council abandon the unimproved right-of-way adjacent to his property near Blue Ridge

Road between Fitzlee and Anderson Streets. Allyson Finchum explained that a utility easement should be provided and if Council agrees to abandon the undeveloped right-of-way, it may be sold or given to adjacent property owners, typically split between all adjacent owners.

Discussion ensued and Town Council stated they want to think about the request prior to any decision.

Rockbridge County is holding public hearings (attendance virtual or in person) on the Comprehensive Plan July 10th 7 pm. (Planning Commission) and July 22nd at 6 pm (Town Council).

H. Old Business

None

I. New Business

1. Consideration of Ordinance 2024-2 removing the Utility Rate Structure from the Town Code and deleting the Refuse Fee
Mr. Camden made a motion to adopt the ordinance as presented, which was seconded by Ms. Hill. It was adopted unanimously. AYES: 5 NAYS: 0 The motion passed. No further discussion.
2. Consideration of Resolution 2024-5 appropriating the FY2024/25 Town Budget and establishing Various Taxes, Rates and Fees
Mr. Camden made a motion to adopt the resolution as presented, which was seconded by Mr. Branch. It was adopted unanimously. AYES: 5 NAYS: 0 The motion passed. No further discussion.

J. Public Comment Period

None

K. Other Council Comments

1. Mr. Branch mentioned that the Garden Club is requesting the Town to contribute \$250.00 for improvements to Centennial Park including a butterfly sanctuary.
Mr. Branch will advise the Garden Club to provide a presentation at an upcoming Town Council meeting.
Mr. Branch stated he is receiving requests for a fair or carnival in Town. The Mayor said to plan for next year.

Ms. Rogers said that she has received positive response for assistance with providing children in the community with back-to-school essentials. She is collecting various items (backpacks, school supplies, clothing, combs, brushes, toothpaste, etc.) Notify her of any children in need. Deadline is first week in August.

Citizens at the meeting commented on various issues:

- Gravel on the right-of-way in front of the center.
- Request for schools to participate in the Christmas Parade. Lisa Rogers will ask the event coordinator of the parade to request participation by local schools.
- Request to place the bell at Centennial Park. The Garden Club maintains the park and alternatively prefers not to locate the bell in the park.
- Request to return the vintage baseball uniform and picture to the Glasgow Community Center.
- Concern of the rising cost of water and sewer bills.
- Code compliance of trash, debris, tall grass, dilapidated structures.
- Petition to eliminate the incorporated Twon of Glasgow.

L. Adjourn

The meeting was adjourned at 7:54pm.

Glasgow Town Council Minutes

August 13, 2024

Glasgow Town Library

Attendance: Mayor: Paul Williams Town Council: Tom Camden, Lisa Rogers, Kent Dunn, Brandall Branch

Staff: Allyson Finchum, Town Manager

A. Call to Order

The Pledge of Allegiance was recited, and a prayer offered by Mr. Dunn. The meeting was called to order by Mayor Williams at 7pm.

B. Proclamations

None

C. Review and Approval of Minutes of July 9, 2024

A copy of corrected draft minutes was distributed to Town Council for review. A motion was made by Tom Camden seconded by Brandall Branch to approve the minutes of the July 9, 2024 regular meeting. The motion passed unanimously.

Reports and Updates

A. Public Safety Report

The call report was submitted and reviewed by Town Council.

B. Parks and Recreation Committee

Mayor Williams reviewed the written report that had been submitted by staff. The band *Little Marvin and the Martians* performed at Rockin' the Gorge on July 20th. A meeting is scheduled to discuss upcoming events.

C. Farmer's Market Report

Carolyn Bradley reported on the activities of the Market. She indicated an increase in customers and vendors.

D. Public Works and Utilities

The Public Works report was read by Mayor Williams. Mowing and bushhogging on Town right-of-way and property. Alleys continue to be cleaned. Gravel streets were graded and reworked. Seventeen utility cut-offs were performed.

The playground was inspected and four new swing seats were installed. The picnic tables were repaired at the playground pavilion. Treatment plant repairs were also performed.

E. Treasurer's Report

Information on expenses over \$500 and budget summary report were provided in a written report.

F. Planning Commission

Mr. Camden reported that a meeting is being scheduled to discuss implementation of the Comprehensive Plan and other issues.

G. Town Manager's Report

Ms. Finchum reported on the following items:

Emergency Management: Staff was present throughout the duration of the main storm event from Thursday morning to Friday afternoon. There appears to be no major flooding issues.

Dollar General Land Sale & Development: The sale of Town property at Blue Ridge and Rockbridge Roads for the new Dollar General is complete and revenue of \$87,625.00 have been deposited in the Town account. Site development began immediately following transfer of ownership.

Bateau: The batteau is an excellent tourism opportunity for the Town given the legacy of Frank Padgett. The City of Lexington's gift of a vintage batteau allows the Town to have a tourist attraction for the minimal cost of moving the structure. The lowest costly option for transporting the batteau is being pursued.

Drinking Water and Waste Water: The Town submitted the application and documentation for the wastewater permit. Each permit is for a 5-year term. The current permit expires February 28, 2025.

The Waterline Project Grant (\$4.5 million Virginia Department of Health ARPA funds) construction contract will soon be out for bid.

Brownfields Grant: Staff met with the Community Design Assistance Center (CDAC) who has received grant funds for design assistance and environmental issues related to redevelopment of sites. Possible projects in Glasgow may be submitted to them for consideration.

Hazard Mitigation Plan: The region is in the process of updating the 2020 Central Shenandoah Hazard Mitigation Plan. The Town Manager presently represents the Town on the committee. At the July meeting, the Steering Committee members voted to select the top threats/hazards to our region to guide our analysis moving forward. Steering Committee members will next provide input on the degree to which the identified 15 threats/hazards impact our individual communities and our community's mitigation preparedness.

Top Threats & Hazards

Flooding (#1)

Drought (#3)

Wildfire (#10)

High Winds (#12)

Extreme Temperatures (#13)

Snow & Blizzard (#15)

Tropical Storm & Hurricane (#16)

Infectious Disease Outbreak (#7)

Transportation Incident (#9)

Utility Outage (#2)

Telecommunications & Network Outage (combined #8 & #11)

Critical Infrastructure Failure (#4)

Cyberattack Against Infrastructure (#5)

HazMat Release (#14)

Active Assailant (#6)

H. Old Business

None

I. New Business

1. Request by Garden Club to Improve Town Owned Park

Mr. Branch corrected that the Garden Club is creating a butterfly garden on adjacent church property, not the public park. Members of the Garden Club may attend an upcoming Town Council meeting for discussion on improvements to the public park.

2. Text Amendment to Add Vape Store as Use in Commercial District (C-1)

The Town Manager stated that an applicant and property owner is requesting to locate a cigarette and vape store in the commercial district on Rockbridge Road. This use will require a text amendment to add the use to the Town Ordinance and approval of a Conditional Use Permit by the Town Council. A public hearing must be held by both the Planning Commission and Town Council to meet state law requirements. Council agreed to advertise and

hold a public hearing to allow citizen input and review, with expense for advertising incurred by the applicant.

3. Public Comment Period

Citizens asked status of placing gravel in front of the Community Center. The mayor will oversee this request.

J. Other Council Comments

None

K. Adjourn

Brandall Branch motion seconded by Tom Camden to adjourn. Approved unanimously. The meeting was adjourned at 7:49 pm.

Glasgow Town Council Meeting Minutes
Joint Planning Commission Meeting
September 10, 2024
Glasgow Town Library

Attendance: Mayor: Paul Williams Town Council: Tom Camden, Lisa Rogers, Kent Dunn, Marcie Hill, Natalie Harris

Planning Commission: Chair: Deb Farina Planning Commissioners: Tom Camden, Natalie Harris, Billy Thomas, Laura Thomas

Staff: Allyson Finchum, Town Manager/Town Clerk

A. Call to Order Town Council

The Pledge of Allegiance was recited, and a prayer offered by Mr. Dunn. The Regularly Scheduled Meeting was called to order by Mayor Paul Williams at 7:00 pm.

B. Call to Order Planning Commission

The Special Called Joint Meeting was called to order by Planning Commission Chair Deb Farina at 7:00 pm.

C. Public Hearing

1) Amendment to Chapter 18 Zoning, Article IV Commercial District (C-1), Section 18-31, to allow a "Recreational Substances Store" as a Conditional Use in the Commercial District (C-1) Zoning District.

2) Amendment to Chapter 18 Zoning, Article I General, Section 18-1 Definitions, to add a definition of "Recreational Substance Store".

The Town Manager provided a staff report and explained that the use is proposed to be allowed by Conditional Use Permit rather than by right in the commercial zoning district. The specific site is then reviewed to determine if the use is acceptable. Staff prepares conditions, the Planning Commission recommends approval or denial, and the application is decided by the Town Council.

Mayor Williams opened the joint public hearing. Being no comments from the public, Mayor Williams closed the public hearing.

Planning Commission Discussion and Recommendation

Planning Commission Chair Deb Farina brought the Planning Commission to order. She stated the issue had been evaluated at the September 4, 2024, Planning Commission meeting.

A motion was made by Mr. Thomas seconded by Mr. Camden to recommend approval of the amendments as presented by staff. The motion passed unanimously.

The Planning Commission recessed.

Town Council Discussion and Decision

Mayor Williams brought the Town Council to order.

Discussion ensued on public health, safety, and welfare issues of the use. Ms. Rogers expressed concern about other commercial establishments that sell recreational substances and controlling the sale of these substances.

The Town Manager stated that other localities have started regulating by adding standards such as requiring a specific distance between *Recreational Substance Stores* and certain places such as schools and parks. Ms. Finchum also stated that the issue can be studied as the Town reviews new ordinances although existing businesses who legally sell recreational substances will have the right to continue.

Mr. Camden expressed concerns but said that the use is legal and requiring conditions will help mitigate negative issues.

A motion was made by Mr. Camden seconded by Mr. Dunn to approve the amendments as presented by staff. The motion passed unanimously.

D. Public Hearing

Request for a Conditional Use Permit by Ted Slayton, owner and Mohammed Abu-Sukhen DBA Glasgow Tobacco and Vape, in accordance with Chapter 18-Zoning, Article IV Commercial District (C-1), Section 18-31 - Uses Permitted by Conditional Use, (Recreational Substance Store) to conduct retail sales of recreational substances, on Tax Map Number 108A6-1-153-19 & 108A6-1-153-21 (920 Rockbridge Rd).

The Town Manager provided a staff report and reviewed the conditions for Glasgow Tobacco and Vape written by staff and evaluated by the Planning Commission at their September 4, 2024 Planning Commission meeting.

Mayor Williams opened the joint public hearing. A citizen asked why we must have these types of business. A citizen commented about the health hazards of vaping. Concern was expressed about hazards to the population. Citizens also expressed concern about the appearance of the Town. A citizen stated favorably that the business will bring revenue.

Being no further comments from the public, Mayor Williams closed the public hearing.

Mr. Camden stated the use is not illegal and the Town is providing more regulation legitimately. Mr. Thomas stated the conditions of the Conditional Use Permit will help regulate the business.

Planning Commission Discussion and Recommendation

Planning Commission Chair Deb Farina brought the Planning Commission to order. The Planning Commission extensively reviewed the conditions at their meeting, considered public health safety and welfare issues and amended the conditions.

A motion was made by Mr. Thomas seconded by Mr. Camden to recommend approval of the Conditional Use Permit as presented by staff. The motion passed unanimously.

The Planning Commission recessed their meeting.

Town Council Discussion and Decision

Discussion ensued on public health, safety, and welfare.

A motion was made by Mr. Camden seconded by Ms. Hill to approve of the amendments as presented by staff. The motion passed unanimously.

Planning Commission Adjourned

The Planning Commission adjourned their meeting at 7:41 pm.

Town Council Meeting Continues

Mayor Williams brought the Town Council to order.

E. Proclamations

None

F. Review and Approval of Minutes of August 13, 2024

A motion was made by Ms. Rogers seconded by Mr. Dunn to approve the minutes of the August 13, 2024, regular meeting. The motion passed unanimously.

G. Reports and Updates

A. Public Safety Report

The call report was not submitted. The report indicates the Rockbridge County Sheriff's Department is providing extra patrol in the Town. Town Council expressed gratitude for the assistance. Ms. Harris requested extra patrolling for the area around Skyline Manor.

B. Parks and Recreation Committee

Mayor Williams reviewed the written report submitted by staff. The final 2024 *Rockin' the Gorge* event will be this Saturday, August 17th.

The gate at the park near the river was left unlocked and caused vehicles to enter the area designated for pedestrians only. The non-profit group activity who had the key by special permission was warned.

C. Farmer's Market Report

Carolyn Bradley reported on the activities of the Market. Closing date for the season is reliant on factors such as participation and has not been decided.

D. Public Works and Utilities

The Public Works report was read by Mayor Williams. Cleanup in alleyways and pickup of debris continues. The Community Center thanked the Town for the gravel at the entrance to the building.

E. Treasurer's Report

A Budget Summary Report and information on expenses over \$500 were provided in the packet.

F. Planning Commission

Chair Farina provided an update on the Planning Commission activities. The Planning Commission met about the text amendments at tonight's public hearing and prioritizing future projects including grant opportunities for community revitalization for the Route 130 corridor.

G. Town Manager's Report

Ms. Finchum reported that the Dollar General Store continues site construction.

Ms. Harris asked if there is any assurance that the store would be a Dollar General Market and asked if staff would investigate the issue.

The Garden Club has asked to be on the agenda for the next meeting to request assistance from the Town on removing dead vegetation and providing funding for new vegetation.

H. New Business

None

I. Public Comment Period

Jesse Nelson asked if the Town assists with picking up the brush cleared by citizens on their property if left in the alley or right-of-way. The mayor informed that one option is the brush collection site located in Town.

J. Other Council Comments

None

K. Adjourn

The meeting was adjourned at 8:08 pm.

Glasgow Town Council Meeting Minutes
Joint Planning Commission Meeting
October 8, 2024
Glasgow Town Library

Attendance: Mayor: Paul Williams Town Council: Tom Camden, Lisa Rogers, Kent Dunn, Marcie Hill, Natalie Harris; Brandall Branch

Staff: Allyson Finchum, Town Manager/Town Clerk; Ashley Kerr, Administrative Assistant

A. Call to Order Town Council

The Pledge of Allegiance was recited, and a prayer offered by Mr. Dunn. The Regularly Scheduled Meeting was called to order by Mayor Paul Williams at 7:00 pm.

B. Public Comment Period

Mr. Lewis Hamilton expressed concern about the increase in his water bill for his businesses – car wash and laundromat. He stated that fixed expenses are horrible and there are a small number of customers in the area to draw from. He appreciates the people who use his businesses. He said he draws people into the Town and helps the economy. The wastewater from his businesses is soapy water with no solids.

Mr. Lew Hamilton stated his family is trying to do the right thing for Glasgow. They have cleaned up the lumber mill site and hauled away 70-80, 30 yard container loads of debris and created a beautiful entry into Town with a mural. He also stated the Town must address the drainage issue on his property as the construction of the Dollar General site has caused water to back up on his property during the severe storms. He also stated that the homeless people living in Glasgow is a problem and should be addressed. They have caused damage to his and other properties. They should not stay in the hiker shelter.

C. Proclamations

None

D. Review and Approval of Minutes of September 10, 2024

A motion was made by Ms. Rogers seconded by Mr. Camden to approve the minutes of September 10, 2024, regular meeting. The motion passed unanimously.

E. Reports and Updates

A. Public Safety Report

The call report was submitted by Rockbridge County.

B. Parks and Recreation Committee

Mayor Williams reviewed the written report submitted by staff. The Fire Department assisted the Town by changing light bulbs on poles at Locher Pavilion. Southpaw played at the final Rockin' the Gorge. Crowd and sales were largest of the year. The red building has been closed and winterized. Trunk or Treat is scheduled for November 2nd at Locher Pavilion from 3-5 pm.

C. Farmer's Market Report

Carolyn Bradley reported on the activities of the Market. Closing date for the season expected to be the end of October.

D. Public Works and Utilities

The Public Works report was read by Mayor Williams. Rain caused additional need for maintenance of culverts. Cleanup of several trees that fell during the storm. Cleanup of alleyways and pickup of debris continues. The Town was approved by VDOT for snow removal for the 24-25 season.

E. Treasurer's Report

A Budget Summary Report and information on expenses over \$500 were provided in the packet.

F. Planning Commission

Tom Camden provided an update on the Planning Commission activities. Future projects are being discussed including grant opportunities for community revitalization for the Route 130 corridor. The monthly meetings are scheduled for the third Tuesday at 4:30 pm.

G. Town Manager's Report

Ms. Finchum reported that the Dollar General Store continues site development including re-grading of the parcel, temporary erosion and sediment control, and permanent stormwater management measures. The on-site and off-site stormwater control system was not complete at the time of the significant rainfall experienced over the past weeks. Flooding issues occurred around the area of the project site. Town staff has been in contact with Rockbridge County and construction companies hired by Dollar General to oversee the project. The Town has been told that once the system is finished, problems with the flow of water will diminish, however, additional off-site measures to create better flow to the river must be accomplished by the Town.

Staff met with CHA, the Town engineering consultant, on issues for public utilities and stormwater. Minor repairs to the Town utility system continue. The Town seeks approximately \$3 to \$5 million in funds for major renovations to the sewer plant.

New utility rates are in effect. It appears that due to incorrect software data input, commercial accounts have been billed incorrectly for several years.

Staff is working with the Glasgow Planning Commission to identify grant opportunities. The Virginia Department of Housing and Community Development provides grants to improve our business district. Central Shenandoah Planning District Commission has agreed to assist the Town in preparation and implementation of the grants at no cost to the Town for their services.

The Waterline Project Grant is ongoing. Bids for construction will occur by the end of the year with construction scheduled for early 2025.

A Lead Service Line Inventory required by the Virginia Department of Environmental Quality has been finished by CHA for submittal to the state.

Staff continues to work with CHA, the Town's consulting firm for engineering on identifying grant opportunities for stormwater and public utilities.

The Town Manager is meeting with a law firm about contracting for legal services. Information will be brought to Council.

Staff continues to work on low cost options to move the batteau.

Staff issued several tall grass and trash violation notices. Compliance has occurred with several violations.

Staff continues working on updates to the Town code.

Town staff addresses citizens and business concerns on a daily basis.

H. New Business

Commercial Water and Sewer Rates

The Town Council discussed the rates and expressed concern for the businesses. A motion was made by Ms. Harris seconded by Ms. Rogers to table the decision on water rates so Council may consider the issue and to discount the rate for commercial high water use customers (car wash and laundromat) who are most greatly affected by the utility rates to the previous rate until a decision is made. The motion passed unanimously.

Funding Priorities

The Town Council discussed the priority of public safety.

A motion was made by Mr. Camden seconded by Mr. Williams to authorize the Town Manager to act as necessary for reallocation of funds for the purpose of hiring a full-time police officer from within the existing budget by reduction of force and reassignment of job functions effective immediately. The motion passed unanimously.

I. Other Council Comments

None

J. Adjourn

The meeting was adjourned at 8:16 pm.

Glasgow Town Council Meeting Minutes
November 12, 2024
Glasgow Town Library

Attendance: Mayor: Paul Williams Town Council: Tom Camden, Lisa Rogers, Kent Dunn, Marcie Hill, Natalie Harris

Staff: Allyson Finchum, Town Manager/Town Clerk

A. Call to Order Town Council

The Pledge of Allegiance was recited, and a prayer offered by Mr. Dunn. The Regularly Scheduled Meeting was called to order by Mayor Paul Williams at 7:00 pm.

B. Presentations

Glasgow Garden Club – The Garden Club presented information on Centennial Park located across from Town Hall on McCulloch Street. A hand-out was provided showing the vision and phases of development. The first phase included removing debris, old plantings and fencing, providing a water source and electricity, etc. Additional phases followed and the park now has well maintained plantings, a water feature and new flag. The Garden Club is presently requesting to remove additional dead vegetation and provide new plantings. They said that they have won awards for the site.

Town Council thanked the Garden Club for their efforts. A brick campaign, lighting for the park, and adding information on the park and awards to the website were discussed.

C. Proclamations

None

D. Review and Approval of Minutes of November 12, 2024

A motion was made by Ms. Rogers seconded by Mr. Dunn to approve the minutes of the November 12, 2024, regular meeting. The motion passed unanimously.

E. Reports and Updates

A. Public Safety Report

The call report was submitted and reviewed.

B. Parks and Recreation Committee

Mayor Williams reviewed the written report submitted by staff. The Trunk or Treat event occurred on November 2nd from 3-5 pm. Approximately sixty children attended.

C. Farmer's Market Report

The market is closed for the season. Carolyn Bradley had no comments.

D. Public Works and Utilities

The Public Works report was read by Mayor Williams. Regular tasks of mowing and weed eating were performed. Brush clean-up and maintenance of alleys were done. Monthly cut-offs, reconnections and utility line maintenance were accomplished. Ongoing maintenance of the treatment plant was done. Staff attended training in the utility system. Staff continue working with the engineers on the water line project currently in process.

E. Treasurer's Report

A Budget Summary Report and information on expenses over \$500 were provided in the packet.

F. Planning Commission

Vice-Mayor Camden provided an update on the activities of recent Planning Commission meetings. Grant opportunities and code amendments were topics.

G. Town Manager's Report

Ms. Finchum submitted a written report and highlighted several issues. The 2025 budget is on target. Yearly tax bills and monthly utility bills have been mailed. Construction on the Dollar Market is near completion with targeted opening of December 2024. The waterline project continues with assistance from CHA Engineering and the Virginia Department of Health. Staff is working on code amendments.

H. New Business

Commercial Water and Sewer Rates – The Town Manager presented information on restructuring the commercial water and sewer rates. Four options were discussed including 1) reverting the rate to the previous cost prior to August 2024; 2) no change to existing rate; 3) adopting the current residential rate; 4) adopting a hybrid rate using current base commercial rate up to 2,000 gpd and current residential rate for usage exceeding 2,000 gallons.

The Town Council discussed the issue and decided to amend the rate to option 4. Role call vote was taken. Motion passed unanimously.

I. Public Comment Period

None

J. Other Council Comments

None

K. **Closed Session**

- i. Motion to Convene in Closed Meeting in Accordance with the Following Sections of the Code of Virginia:
 1. §2.2-3711 A. 1. Personnel
- ii. Motion to Reconvene in Open Session
- iii. Certification of Closed Meeting

L. **Adjourn**

The meeting was adjourned at 8:16 pm.

**Glasgow Town Council Meeting Minutes
December 10, 2024
Glasgow Town Library**

Attendance: Mayor: Paul Williams Town Council: Tom Camden, Lisa Rogers, Marcie Hill, Brandall Branch

Staff: Allyson Finchum, Town Manager/Town Clerk; Ashley Kerr, Administrative Assistant

I. Call to Order Town Council

The Pledge of Allegiance was recited, and a prayer offered by Mr. Branch. The Regularly Scheduled Meeting was called to order by Mayor Paul Williams at 7:00 pm.

II. Presentations

None

III. Proclamations

None

IV. Review and Approval of Minutes of November 12, 2024

A motion was made by Mr. Camden seconded by Mr. Branch to approve the minutes of November 12, 2024, regular meeting. The motion passed unanimously.

V. Reports and Updates

a. Public Safety Report

The call report was submitted by Rockbridge County.

b. Parks and Recreation Committee

Mayor Williams reviewed the written report submitted by staff. The Parks and Recreation Committee decorated a Christmas tree for the 2024 Festival of Trees at Natural Bridge State Park. Donations are being collected for Toys for Tots. The toys will be distributed on December 19th beginning at 8:30 am. All remaining donations will be sent for hurricane relief efforts.

c. Farmer's Market Report

No report. The market is closed for the season.

d. Public Works and Utilities

The Public Works report was read by Mayor Williams. To divert stormwater, staff cleared trees and brush and create slope in a drainage swale along the railroad tracks on the west side of Jarvis Trail across from the Dollar Market. Public Works staff also covered the sewer plant and performed general clean-up throughout Town. Dollar General installed two meters for the store and irrigation system.

e. Treasurer's Report

A Budget Summary Report and information on expenses over \$500 were provided in the packet.

f. Planning Commission

Tom Camden provided an update on the Planning Commission activities. The monthly meeting was held on November 19th. Reappointment is scheduled for January 2025 for the Chair Deb Farina and the two Council members appointed to the Planning Commission, Natalie Harris and Tom Camden. The Planning Commission discussed ordinances, taxes and fees at the meeting.

g. Town Manager's Report

Ms. Finchum reported that she discussed with Supervisor McDaniel a spring event in Glasgow.

Ms. Finchum was appointed to the Jail Commission for a term of three years.

Staff will begin working on the FY25-26 draft budget in January.

The collection of 2024 personal property and real estate tax is ongoing. Town audits from several previous years continue to wait for review by an accountant prior to submittal to the auditor. Staff reached out to the accounting firm hired by the Town to prepare the pre-audits to determine a date of completion.

The construction on Dollar General is nearing completion with expected opening in late December 2024.

The Waterline Project Grant is ongoing. Bids for construction will occur by the end of the year with construction scheduled for early 2025.

Staff continue to seek grant opportunities for stormwater and public utilities.

The Town's water and sewer plant required major repair. Parts have been ordered at a cost of approximately \$50,000. Town staff have temporary measures in place to keep the plant in operation until the repairs are complete. ARPA funds will be used for the repairs.

All federal ARPA funds must be obligated by December 31, 2024. Staff is working on contracts for Public Works and Utilities needs.

The Central Shenandoah Planning District Commission will be in Glasgow this week to review stormwater issues for consideration of grant funding. The entire grant from application to construction will occur in 2025.

The ad will be placed on Indeed for the police officer position.

Several complaints on trash, debris, junk, inoperable vehicles, farm animals, tall grass, etc. have been received for staff action.

Staff continues working on updates to the Town code. The Sign Ordinance and fee schedule are currently being drafted and reviewed by the Planning Commission.

Updates of information on the Town website will be accomplished within the next several weeks.

Citizen and business concerns continue to be addressed on a daily basis.

VI. Old Business

None

VII. New Business

a. Obligation of ARPA Funds

The Town Manager reported that the American Recovery Act Funds (ARPA) distributed by the federal government to assist local communities must be obligated by December 31, 2024.

A motion was made by Mr. Camden seconded by Ms. Hill to allow the Town Manager to use her discretion on awarding contracts for public works, public utilities, and other needs obligating remaining funds by December 31, 2024. The motion passed unanimously.

b. Appointment of Town Attorney

A roll call vote was taken to approve the contract appointing Michael W. S. Lockaby as the Town Attorney for Glasgow, Virginia. The motion passed unanimously.

Ayes: Tom Camden, Lisa Rogers, Marcie Hill, Brandall Branch

Nays: None

The motion passed unanimously.

VIII. Public Comment Period

Jesse Nelson, citizen, stated that Moms in Motion would like to assist in sponsoring an event to raise awareness of autism. The proceeds would support inclusive designed playground equipment for the Town park. Mr. Nelson is suggesting the first event be in Glasgow in 2025 and is seeking volunteers.

IX. Other Council Comments

Ms. Rogers suggested that more lights be added to the Town facility. Ms. Rogers suggested that a car show could be incorporated into *Rockin' the Gorge* or another event.

Mr. Branch stated that he would like to place a bench across from Hartwell's called Crows Post. A bench has historic and sentimental significance to the Town at this location as it was a social gathering place in the community.

X. Closed Session

None

XI. Adjournment

The meeting was unanimously adjourned at 7:48 pm.