

Minutes of Town Council Meeting
August 12, 2014
Glasgow Public Library

Council Members Present: Sonny Williams, Roger Funkhouser, Mike Turner, Jeremy Kilgore, Andrea Bradley

Also Present: Mayor Ruby Clark, Acting Town Manager Bill Rolfe, Administrative Assistant Jane Higginbotham, Town Attorney Tom Simons

Guests Present: WWTP Supervisor Jeff Rankin, Barndi Britton, Jaylen Dixon, Stevie Steel with CHA, Doug Hudgins with CHA, Bob Kindle, Roberta Lyle, Lee Duke, Lynda Miller, Billie Wells, Public Works Chris Flint, Town Sgt. Aaron Britton, Martha Tolley, Roberta Anderson with The News-Gazette

The Pledge of Allegiance was led by Mayor Ruby Ogden Clark, followed by a brief prayer led by Councilor Jeremy Kilgore.

Mayor Ruby Ogden Clark called the meeting to order at 7:00 PM.

Review of Minutes:

Minutes for July 15, 2014 Regular Scheduled Meeting.

Motion by Jeremy Kilgore and **Seconded** by Mike Turner to approve minutes as presented.

Carried unanimous voice vote.

Consideration of Bills:

Motion by Jeremy Kilgore and **Seconded** by Mike Turner to pay all bills presented and any other bills that may come up.

Carried unanimous voice vote.

Committee/Commission Reports:

A. Parks & Recreation Committee – Roberta Lyle stated “Music in the Park” will be this Saturday, August 16, 2014 beginning at 6:00 PM. Mrs. Lyle stated *The Fender Benders* will be the band and the antique cars will be there beginning at 4:00 PM. Mrs. Lyle stated she hopes everyone can attend.

Police Activity Report:

Town Sgt. Aaron Britton stated Council has a copy of his July monthly activity report in their packet: 47 calls; 7 call-outs; 16 traffic stops; 10 summons; 6 warnings; 6 SP Assignment; 15 In-Op Vehicles; 3 OG investigations; 1 new investigation; 1 meeting; 1 Radar RE Training; \$1,311 fines; 1 arrest; 1 felony; 1 misdemeanor.

Sgt. Britton stated per Council's request he did some investigating regarding his radio and the new radio. Sgt. Britton stated the Glasgow Fire Department has 200-watt radios in their command unit and another vehicle. Sgt. Britton stated they went to different parts of town and two (2) of the four (4) locations he got through and the other two (2), which were the trailer park and on Blue Ridge Road, dispatch could hardly hear him and his transmissions were full of static. Sgt. Britton stated they heard the Fire Department fine. Sgt. Britton stated the man who works on the radios for the Rockbridge County Sheriff's Office looked at his radio, took it apart, and everything is fine with it, it just does not have the power to send/receive like the 200-watt. Sgt. Britton stated it is going to be two (2) years before they finish upgrading the radio system, and the County is only going to put one tower on this end of the County. Sgt. Britton stated he would like to remind Council that he is by himself in Glasgow and he would like to be able to talk to dispatch. Sgt. Britton stated everyone will be going to this new system when the upgrade is finished and the Town will have to buy a new radio anyway.

Martha Tolley – Cleaning Up After Dogs

Mayor Clark stated Mrs. Tolley had been to Town Hall to be put on the agenda and had been accidentally left off. Mrs. Tolley stated there is a growing problem of dog waste and loose dogs. Mrs. Tolley stated she is not the only one having this problem. Mrs. Tolley stated this is very unsanitary and she hopes Council can come up with a solution to this problem.

Old Business:

A. CHA-Update on Sewer I/I Study. Stevie Steele stated CHA was hired to do a sanitary sewer evaluation survey for the Town which consisted of investigating sources of infiltration and inflow that cause wet weather flow increases at the STP. Their work to date has consisted of flow monitoring to capture wet weather flows and field inspecting manholes identified by the Town, inspecting and mapping additional manholes not on existing maps and updating accordingly, and identifying manhole deficiencies. Doug Hudgins stated they located 173 manholes (there were originally 112 known), inspected 132 manholes (14 were buried or not accessible), updated the GIS mapping with manhole inspections including recommended rehabilitation, which is repair to reduce infiltration. Mr. Hudgins stated they monitored flows in four (4) areas of town for four (4) months from April 11– July 31 2014 to determine which areas of town have the worst I/I problem. Mr. Hudgins stated the next steps are smoke testing, identify lines for CATV inspections and dye testing to identify cross connections. Acting Town Manager Bill Rolfe stated there is enough data to show there is a problem and the Town needs to do something about it. Mr. Rolfe stated there are grants and low interest programs available to assist with this work. Mr. Rolfe stated that the Town needs to issue an RFP to hire an engineering firm to complete a PER to submit to funding agencies. Mr. Rolfe stated this would be a potential savings at the STP that would eventually pay for this. Mr. Rolfe stated basically what is being done is update the sewer system, like the water system is being updated now.

Motion by Jeremy Kilgore and **Seconded** by Sonny Williams to go ahead with the RFP to hire an engineering firm.

Carried unanimous voice vote.

Motion by Sonny Williams and **Seconded** by Roger Funkhouser to include the smoke testing as part of the PER and not independently or as an addition to the existing CHA contract.

Carried unanimous voice vote.

B. Award of Influent Pump Project. Acting Town Manager Bill Rolfe stated they opened bids for the labor portion of the project and the low bid was \$80,800 and recommended awarding the project to George E. Jones & Sons, Inc. Mr. Rolfe stated they will be installing a set of pumps that cost \$77,862. Mr. Rolfe stated the purpose of the pumps is variable speed and will be a huge savings in electricity used. Mr. Rolfe stated we have the \$75,000 loan and a \$75,000 grant from SERCAP, and the additional \$8,000 would come from sewer reserves. Mr. Rolfe stated already have funds budgeted and could pay off about \$35,000 right now if Council wants to. Mr. Rolfe stated we cannot get the grant until we spend the \$75,000 loan first.

Motion by Jeremy Kilgore and **Seconded** by Mike Turner to award construction to George E. Jones & Sons, Inc. for the influent pump project.

Carried unanimous voice vote.

New Business:

A. Annual Appointment of Town Sergeant.

Motion by Jeremy Kilgore and **Seconded** by Mike Turner to appoint Town Sgt. Aaron Britton for one (1) year.

Voice vote as follows:

Jeremy Kilgore – Yes
 Andrea Bradley – Yes
 Mike Turner – Yes
 Roger Funkhouser – No
 Sonny Williams – Yes

Carried by majority voice vote 4-1.

A. (continued): Annual Appointment of Town Attorney.

Motion by Jeremy Kilgore and **Seconded** by Mike Turner to appoint Town Attorney Tom Simons for one (1) year.

Carried unanimous voice vote.

B. Authorization to Purchase Two (2) New Computers. Acting Town Manager Bill Rolfe stated he would like authorization to purchase two (2) new computers. Mr. Rolfe stated WWTP Supervisor Jeff Rankin needs a notebook laptop to monitor from his home re: storms, etc., and the town manager computer he is using is old and a new computer will be adaptable with the QS/1 utility billing. Mr. Rolfe stated the laptop will be approximately \$2,100 and a new desktop computer for him will be approximately \$1,300. Mr. Rolfe stated these prices came from the state contract and includes the software and three (3) years maintenance.

Motion by Sonny Williams and **Seconded** by Andrea Bradley to authorize purchase of two (2) new computers at cost of approximately \$3,400.

Carried unanimous voice vote.

C. Authorization to Execute Agreement with QS/1 for New Utility Billing. Acting Town Manager Bill Rolfe stated part of the water project is new meters that can be read electronically, so the new software will read the meters and will do the billing. Mr. Rolfe stated the same company (QS/1) also has software for payroll, accounting, taxes, decals, etc. and is compatible with the water billing. Mr. Rolfe stated this is the cloud technology and uses the internet. Mr. Rolfe stated the cost is about \$1,000 extra the first year and \$807 per month and is a three (3)-year contract, which includes a lot of training the first year. Mr. Rolfe stated it will also allow customers to pay by phone, credit card or debit card, internet, or in person. Mr. Rolfe stated an additional \$2,600 is for a high speed printer, scanner, etc. required for the software. Mr. Rolfe stated this new software will do away with Quick Books altogether.

Motion by Andrea Bradley and **Seconded** by Sonny Williams to authorize execution agreement with QS/1 for new utility billing and to purchase additional software for payroll, etc. and equipment needed at approximately \$2,600.

Carried unanimous voice vote.

D. Authorization to Sell Surplus Water Meters and Fire Hydrants. Acting Town Manager Bill Rolfe stated there have been a few residents who want their old water meter and the old fire hydrants. Mr. Rolfe stated he wants to sell the small meters for \$15, the large meters for \$25, and fire hydrants for \$20. Mr. Rolfe stated whatever is not sold can be sold for scrap in Buena Vista.

Motion by Roger Funkhouser and **Seconded** by Jeremy Kilgore to authorize sale of old water meters and fire hydrants.

Carried unanimous voice vote.

E. Authorization to Execute Agreement with M&W Printing for New Real Estate and Personal Property Tax Tickets.

Motion by Roger Funkhouser and **Seconded** by Jeremy Kilgore to execute agreement with M&W Printing for new real estate and personal property tax tickets.

Carried unanimous voice vote.

Other:

A. Acting Town Manager Bill Rolfe stated five (5) areas in town have been identified that have low hanging tree limbs that need to be cut. Mr. Rolfe stated they hit the school buses and the snow plow. Mr. Rolfe stated he wants VDOT to do some and a bucket truck will have to be hired to do the rest. Councilor Roger Funkhouser stated there are more than five (5) areas and to get the whole town done while they are here.

Motion by Roger Funkhouser and **Seconded** by Mike Turner to hire a bucket truck to cut limbs hanging over the roads.

Carried unanimous voice vote.

B. Acting Town Manager Bill Rolfe stated in order to better communicate with citizens, he would like to start the newsletter again electronically and would like to get citizens involved. Mr. Rolfe stated he would 3-5 people to work with himself or Council can appoint someone. Mr. Rolfe stated he would be the editor, and would also need someone to do a facebook page, but facts only, not gossip, and someone to help with the website. Councilor Roger Funkhouser stated Mr. Rolfe can be responsible for getting this together.

Manager's Report:


A. Maury River Stream Restoration Project. Acting Town Manager Bill Rolfe stated DGIF is working on creating a new path for the Maury River located at the new bridge on Rt. 130 and they are trying to be finished by the end of September.

B. Canoe Launch/Boat Landing. Acting Town Manager Bill Rolfe stated he received a letter from DGIF approving everything that was done on the canoe launch/boat landing and we will get our reimbursement of \$10,000 (grant) back soon.

C. Expense Report as of July 31, 2014. Acting Town Manager Bill Rolfe stated the expense report is in a new format. Mr. Rolfe stated he is gradually trying to make it more user friendly. Mr. Rolfe stated he has also given Council a copy of the just completed audit for 2013-2014. Mr. Rolfe stated it was a clean audit and no discrepancies were found.

Mayor Ruby Ogden Clark stated the regular scheduled Town Council meeting will be September 9, 2014 @ 7:00 PM.

Meeting adjourned at 8:30 PM.


Mayor


Clerk