



AGENDA

Glasgow Virginia Town Council Meeting



7:00pm Tuesday December 10th, 2019
Meeting called by Mayor Ruby Ogden Clark

1. Call to Order – called by Mayor Ruby Ogden Clark for Regular Called Meeting at 7:00 PM.
2. Public Hearing
 - A. Sec. 12-35 Alcohol Sales on Sundays
3. Presentations
 - A. Connie Robinson: Concerned Citizens – Heating Assistance
4. Review of Minutes
 - A. Regular Council Meeting November 12th, 2019

Reports and Updates

5. Committee/ Commission/ Staff Reports
 - A. Police Report
 - B. Parks and Recreation Committee
 - C. Treasurer Report
 - i. Bills over \$500
 - ii. Council Contingency Report
 - iii. YTD Budget as of December 2nd
 - D. Town Manager Report
 - i. Top Priorities to Wrap-Up Year
 - ii. Year-End Report
 - iii. Town Manager's Top Priorities for Next Year
 - iv. Council Retreat
 - E. Planning Commission
 - i. Draft November Minutes
 - ii. Capital Improvement Plan Requests
6. Old Business Updates
 - A. QS1 Tax Bills
 - B. CDBG-BDR
7. Public Comment Period. Comments limited to no longer than 3 minutes per person up to 30 minutes total for the period.

All Speakers are asked to identify themselves for the record prior to speaking, and are asked to address their comments to Council. This portion of the meeting is for the public to make comments, raise concerns, or address items to Council about specific items on the agenda for



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Meeting called by **Mayor Ruby Ogden Clark**

Council consideration. Council uses this time to hear from the public, but typically will not respond, but rather take the matter under advisement for later in the meeting, or future meetings.

Actions Items

8. Old Business
 - A. N/A
9. New Business
 - A. Change in Banking Institution
 - B. Soccer Field Exploration
10. Adjournment



TOWN OF GLASGOW VIRGINIA



Public Comment Guidelines

How and What -A sign-in sheet will be placed near the Council Room door for citizens who wish to speak during Public Comment. Comments may only be on items specifically on the agenda. Other issues or concerns should be addressed with the appropriate Town Staff during Town Hall business hours. Citizens should list their name, address, and topic to be addressed. After all speakers who signed up have spoken, anyone else interested in speaking will be given the opportunity to speak on items specifically on the agenda before ending the public comment period.

Amount of Time -Speakers are limited to three minutes and a maximum of two (2) items and or topics. The second topic must be addressed after all other speakers have finished. There is a maximum time limit of 30 minutes allocated to Public Comment in any one meeting. If the number of individuals on the sign-up sheet would exceed the allotted 30-minute time-frame, the Mayor or Town Manager has the latitude to place a shorter limit on individuals. The Mayor or Town Manager has the latitude to ask Council to extend the public comment period another 15 minutes by roll call vote. This can be done up to a maximum of two (2) times, capping the public comment period to one (1) hour.

Conduct -Speakers shall be recognized by the Mayor and or Town Manager and shall direct all comments and or questions to the Council as a whole (not individual members or employees of the Council). In maintaining decorum, debate and dialogue with the Council, Mayor, and or Town Manager is not allowed during public comment. Members in the audience who speak out of turn or are acting in a disruptive manor in the meeting shall receive one (1) warning before being asked (escorted) to leave. If necessary the Mayor, Council, or Town Manager, may bring formal charges for disruption of a public meeting and or the like.

Language -Profane or vulgar language, partisan political statements, or comments related to the conduct or performance of Council members or staff are not appropriate in this setting. Members in the audience who speak in this manor shall receive one (1) warning before being asked (escorted) to leave. If necessary the Mayor, Council, or Town Manager, may bring formal charges for disruption of a public meeting and or the like.

Council -Members are not expected to respond to questions or comments unless the Mayor or Town Manager deems such response appropriate. Council members may seek clarification or additional information from speakers through the Mayor or Town Manager.

Record -Speakers are to provide a copy of remarks to the Administrative Assistant (Deputy Clerk), if in writing.

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

Minutes of Town Council Meeting
November 12, 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, Town Attorney Tom Simons

Absent: Councilors Barrett McFaddin, Greg Hartbarger

Guests Present: Public Works Chris Flint, Carolyn Bradley; Mayor-Elect Shane Watts; Katie Doar with the News-Gazette; Dan Dickman with Edward Jones Investments

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:

Mr. Dan Dickman with Edward Jones Investments from Lexington stated he would like to let Council and the residents of Glasgow that he is opening an office in Buena Vista and is offering his services to the Town any way he can help. Mr. Dickman stated he is also working with employees from Mohawk Industries with their 401(k) retirement funds.

Review of Minutes:

Motion by Sonny Williams and **Seconded** by Andy Ryan to approve minutes for the October 8, 2019 Council Meeting, and the October 17, 2019 Special Called Council Meeting.

Carried unanimous voice vote.

Reports and Updates:

A. Committee/Commission/Staff Reports

1. Police Report. Town Manager Eric Pollitt stated Chief Poole could not be at the Council meeting tonight due to a speaking engagement. Town Manager Pollitt stated Chief Poole has not been able to a monthly report for Council as her computer has not been working. Town Manager Pollitt stated when Chief Poole gets her computer back she will get her report to him and he will get Council a copy.
2. Parks and Recreation Committee. Town Manager Eric Pollitt stated the Trunk or Treat was success with over 300 parents and children in attendance. Town Manager Pollitt stated the Christmas parade will be held on Saturday this year, which is different, and the date scheduled is Saturday, December 7, 2019 at 4:00 PM. Town Manager Pollitt stated there will be a Christmas Caroling event at the Farmers Market on Sunday, December 15, 2020 from

4:30 PM - 6:00 PM. Town Manager Pollitt stated hot cider and hot chocolate will be served and this event is being sponsored by the Glasgow Baptist Church.

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.
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.
5. Planning Commission: Town Manager Eric Pollitt told Council they have a copy of the draft minutes for the October 30, 2019 meeting in their packet.
 - a) CIP Process. Town Manager Eric Pollitt stated Council has a copy of a chart outlining the CIP Process for the Planning Commission as it relates to Council and their budget process.

B. Old Business Updates

1. QS/1 Tax Bills. Town Manager Eric Pollitt stated QS/1 still has not printed or mailed the 2019 real estate, personal property or public service tax bills. Town Manager Pollitt stated this has been unexpected as these are usually mailed out no later than the 2nd week of October. Town Manager Pollitt stated in his October 18, 2019 Manager's Report, he had been told by QS/1 they were developing the tax tickets and would be mailed out shortly. Town Manager Pollitt stated he has reached out the QS/1 numerous times over the last two weeks with no definitive answers. Town Manager Pollitt stated he is requesting that Council give tax payers an additional 40 calendar days from the date the bills are mailed to pay their taxes.

Motion by Andy Ryan and **Seconded** by Aaron Britton to allow an additional 40 calendar days from the date the bills are mailed for tax payers to pay their bills.

Carried unanimous voice vote.

Councilor Aaron Britton suggested putting an ad in the newspaper as well.

C. Public Comment Period.

None.

Action Items

A. Old Business:

1. Permission to Change Alcohol Sunday Sales. Town Manager Eric Pollitt stated he has been asked by three (3) Council members about changing the ordinance on alcohol sales on Sundays. Town Manager Pollitt stated wine and beer sale hours have been changed in Rockbridge County to 6:00 AM

except in Glasgow town limits. Councilor Aaron Britton stated he had been approached by several business owners and they are losing revenue because they can't sell alcohol until 12:00 Noon on Sundays. Town Attorney Tom Simons stated he recommends mirroring Rockbridge County's ordinance and then Glasgow will just amend their ordinance.

Motion by Aaron Britton and **Seconded** by Andrea Bradley authorizing the Town Attorney to advertise for a Public Hearing to change the alcohol sales ordinance Sec. 12-34 to mirror Rockbridge County.

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 Attorney Simons stated he will have this ready for a Public Hearing to be held at the December 10, 2019 Council meeting.

B. New Business.

1. Virginia Main Street Program. Town Manager Eric Pollitt stated Council has a copy of a Resolution authorizing Glasgow's participation in the Virginia Main Street Program as a Department of Housing and Community Development Commercial District Affiliate. Town Manager Pollitt stated the added benefits are additional access to grants through the state and federal programs. Town Manager Pollitt stated being an affiliate also helps with future applications through the Virginia Department of Housing and Community Development (DHCD).

Motion by Andrea Bradley and **Seconded** by Aaron Britton authorizing the Town Manager to sign the Resolution authorizing participation in the Virginia Main Street Program by the Town of Glasgow as a Department of Housing and Community Development Commercial District Affiliate.

Voice Vote as follows:

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

2. Bouncy House Rental Policy. Town Manager Eric Pollitt stated one of the reasons for purchasing the bouncy house was to rent it out. Town Manager Pollitt stated Council has a copy of a draft policy based on VACORP's recommendation and that Town Attorney Tom Simons has reviewed it with no objections. Town Manager Pollitt stated once the rental policy is adopted, it will be advertised on the website. Councilor Sonny Williams asked if the

fees had been set yet and how much did the Town pay for it. Town Manager Pollitt stated it is a \$1,000 bouncy house that the Town was able to purchase for \$800. Councilman Andy Ryan stated he thinks the fee should be 10% of the cost, which would be \$80. Town Manager Pollitt asked what non-profits should be charged. Councilor Aaron Britton stated they should be charged 50% off the rental fee, which would be \$40. Councilor Andy Ryan asked if there would be a set-up fee as well if the Town were asked to set it up. Town Manager Pollitt stated it would be the town employee's overtime rate with a 2-hour minimum charged. Town Manager Pollitt also stated the bouncy house should only be used within the town limits.

Motion by Aaron Britton and **Seconded** by Andrea Bradley to adopt the bouncy house rental policy as presented, with the rental fee of \$80/day plus a set-up fee to be charged at the town employee's overtime rate with a 2-hour minimum charged, 50% off the rental fee for non-profits, and the bouncy house is only to be used within Glasgow town limits.

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.

Other Items

- A. Town Manager Eric Pollitt stated Bob Stripling will be meeting with Council members one-on-one in the next few weeks in preparation for the upcoming Council retreat in January 2020. Town Manager Pollitt stated the date, time and location are yet to be determined.
- B. Councilor Aaron Britton stated he would like to recognize Mayor-Elect Shane Watts and congratulate him.
- C. Mayor Ruby Clark stated she had a resident request the Town put up Christmas decorations along Blue Ridge Road and she passed around a catalog. Mayor Clark asked Town Manager Pollitt if Parks and Recreation Committee has been working on this. Town Manager Pollitt stated no, this was not brought to his attention nor was this planned for in the budget. Mr. Pollitt stated "Council if you would like to purchase something out of the catalogue, you can with Council contingency line. Currently none of those items were planned to be purchased in this year's budget." Town Manager Pollitt asked Council if they would like to have a live evergreen tree planted at the new pavilion for future Christmas events. Council stated they were unwilling to spend \$400 for a full grown evergreen tree at the new pavilion.
- D. Mayor Clark stated Mike Watts has put up a building beside his house (1036 Kanawha Street), and it is possibly located on FEMA property which belongs to the Town. Councilor Sonny Williams stated the house is supposed to be under a rent-to-own contract, with owners Rudolph and Linda Johnson holding the note.

Councilor Aaron Britton suggested paying \$150 to have the lot surveyed so the Town will know for sure.

Motion made by Aaron Britton to have the lot on Kanawha Street, beside 1036 Kanawha Street, surveyed and then approach Mr. Watts if it is FEMA property the building is on.

Motion Withdrawn due to lack of a **Second**.

Town Attorney Tom Simons suggested sending Mr. Watts a letter and a copy to the owners (the Johnson's) stating the building may be located on FEMA property belonging to the Town of Glasgow, and ask if they would be willing to split the cost to have the lot surveyed. Councilor Andy Ryan stated he did not want to pay \$150 to have the lot surveyed, and there was no guarantee that the survey would be that cheap, it could be more.

Motion by Aaron Britton and **Seconded** by Sonny Williams to send a letter to Mr. Watts and a copy to Rudolph and Linda Johnson stating the building Mr. Watts put up is possibly located on FEMA property.

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.

Tom Simons stated he will find out who the property belongs to by the December 10, 2019 Council meeting.

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

Carried unanimous voice vote.

With no further business, Mayor Ruby Clark adjourned the meeting at 7:45 PM.

Mayor

Clerk



TOWN OF GLASGOW, VIRGINIA



MEMORANDUM COUNCIL CONTINGENCY

Ruby Ogden Clark
Mayor

Date: December 10th, 2019

From: Eric Pollitt – Town Manager

To: Mayor & Council,

Subject: Council Contingency

CC: Jane Higginbotham

Town Council:

Andrea Bradley

Aaron Britton

Greg Hartbarger

Barrett McFaddin

Andy Ryan

Sonny Williams

Below is a summary of the year-to-date expenses out of your Council Contingency line item for Fiscal Year 2020.

Eric Pollitt
Town Manager
epollitt@glasgowvirginia.org

Jane Higginbotham
Sr. Administrative Assistant
jhigginbotham@glasgowvirginia.org

Thomas Simons
Town Attorney

Angel Poole
Chief of Police
apoole@glasgowvirginia.org

Jeff Rankin
Wastewater Operations
jrankin@glasgowvirginia.org

Chris Flint
Public Works
cflint@glasgowvirginia.org

Starting Balance	\$26,744
Council 6.11.2019 - Mosquito Authority	\$5,000
Council 9.10.2019 - Lowe's Trailer	\$2,120
Council 9.10.2019 - Town Manager One-Time Moving Expenses	\$640
Council 10.8.2019 - Council Retreat	\$1,000
Remaining Balance	\$17,984

	A	B	C	D	F	K	L	M	S	T
1	FUND	ORG	DEPT	COUNCIL & LEGAL						
2	CODE	CODE	CODE	OBJECT	ACCOUNT	FY20	FY20	FY20	DETAIL	
3	100	010	11110	CODE	DESCRIPTION	YTD SPENT	% SPENT	ADOPTED	COST	EXPENDITURE DETAIL
4	TOTAL					12,019	28%	43,046		
5										
6	PERSONNEL SUB-TOTAL					1,884	42%	4,522		
7				11000	FULL-TIME SALARIES & WAGES	0	0%	0		
8				11000	PART-TIME	1,750	42%	4,200		6 Council and Mayor \$50 a meeting
9				12000	OVERTIME	0	0%	0		
10				21000	FICA	134	42%	322		
19										
20	OPERATIONS SUB-TOTAL					10,135	36%	28,274		
21				54100	ADVERTISING	313	63%	500		Annual State advertising requirements budgets, rates, etc.
22				55400	CONVENTION & EDUC	0	0%	200	160	VML Elected Officials Training (\$40 per person; 3 Council & Mayor)
23									350	VML Mayors Institute (\$250 Registration; \$100 Guest)
24				58100	DUES & MEMBERSHIP	1,062	133%	800	170	Rockbridge Chamber Membership
25									250	UVA Virginia Institute of Government
26									737	VML
27									35	Virginia Farmers Market Association
28				92610	CONTINGENCY	8,760	33%	26,774	5,000	MOSQUITO AUTHORITY - 6.11.2019
29									2,120	Lowe's Trailer - 9.10.2019
30									640	Town Manager Moving Reimbursement - 9.10.2019
31									1,000	Annual Council Retreat - 10.8.2019
32										
33										
34	100	010	12210	LEGAL SERVICES SUB-TOTAL		3,984	39%	10,250		
35				31500	LEGAL SVCS - TOWN ATTORNEY	3,984	43%	9,250		12 Meetings a Year
36				31600	LEGAL SVCS - OTHER	0	0%	1,000		

	A	B	C	D	E	J	K	L	R	S
1	FUND	ORG	DEPT	ADMINISTRATION & FINANCE						
2	CODE	CODE	CODE	OBJECT	ACCOUNT	FY20	FY20	FY20	DETAIL	
3	100	010	12110	CODE	DESCRIPTION	YTD SPENT	% SPENT	ADOPTED	COST	EXPENDITURE DETAIL
4	TOTAL					78,537	39%	203,777		
5										
6	PERSONNEL SUB-TOTAL					44,647	32%	139,761		
21										
22	OPERATIONS SUB-TOTAL					33,890	53%	64,016		
23				27300	REFUND PAYABLE	25	#DIV/0!	0	0	REFUNDS FOR PARK RESERVATIONS
24				31200	ACCOUNTING & AUDITING SERVICES	7,850	47%	16,600	8,000	MARY EARHART
25									8,000	RFC
26				31300	CONTRACT SERVICES	4,633	#DIV/0!	0		PEOPLE LINK
27				31400	QS1 SOFTWARE LEASE	5,372	52%	10,416	10,300	CURRENT CONTRACT
28									900	QS1 TAX SOFTWARE
29				33150	IT REPAIRS & MAINTENANCE SERVC	2,139	71%	3,000		
30									80	PIXEL PROSHOP (WEBSITE DRONE Pics & Video)
31									810	VIRGINIA TECHNOLOGY SERVICES
32									685	
33									510	
34									100	
35									200	
36				33200	MAINTENANCE SERVICES CONTRACT	0	#DIV/0!	0		N/A
37				35000	PRINTING & BINDING	0	0%	2,800		
38				36000	ADVERTISING	61	4%	1,500		JOB AND MISC. PUBLIC ADVERTISING REQUIREMENTS
39				51100	ELECTRICAL SERVICES	1,118	51%	2,200		TOWN HALL
40				51300	WATER & SEWER EXPENSE	335	34%	1,000		WATER & SEWER AT TH
41				52100	POSTAGE	1,758	35%	5,000		
42				52300	TELECOMMUNICATIONS	1,261	28%	4,450	1,200	CELLPHONE STIPEND (\$100 MONTH)
43										VA UTILITY PROTECTION SERVICES
44										CENTURY LINK
45				54000	EQUIPMENT RENTALS	1,735	87%	2,000		COPIER MAYBE???
46				55100	MEALS / MILEAGE / LODGING ETC.	531	106%	500		STAFF REIMBURSEMENT TO MEETINGS, CONFERENCES, AND
47										PROFESSIONAL DEVELOPMENT
48				55400	CONVENTION & EDUCATION	30	3%	1,000	375	VML-VLGMA WINTER CONFERENCE per MANAGER'S CONTRACT.
49										OTHER VARIOUS TRAININGS AND CONFERENCES
50									380	VML ANNUAL CONFERENCE (3 days)
51									425	VIRGINIA ECON DEVP CONFERENCE (2 days includes meals)
52									150	ANNUAL VIRGINIA FARMER'S MARKET CONFERENCE ONE DAY
53				58000	MISC.	102	51%	200		
54				58100	DUES & MEMBERSHIP	438	110%	400	250	per contract TOWN MANAGER VLGMA MEMBERSHIP
55									80	LEXINGTON JAYCEES

	A	B	C	D	E	J	K	L	R	S	
1	FUND	ORG	DEPT	FARMER'S MARKET							
2	CODE	CODE	CODE	OBJECT	ACCOUNT	FY20	FY20	FY20	DETAIL		
3	100	020	12220	CODE	DESCRIPTION	YTD SPENT	% SPENT	ADOPTED	COST	EXPENDITURE DETAIL	
4	TOTAL					1,594	31%	5,076			
5											
20	OPERATIONS SUB-TOTAL					1,594	31%	5,076			
21				33145	REPAIRS/ MAINT - GRNDS	0	0%	200		N/A	
24				36050	MARKETING	0	0%	500			
25				36055	MANAGEMENT	525	19%	2,750		MARKET MANAGER (RUITANS) JULY-SEPTEMBER	
26									2,880	FM MANAGER \$10 x 12 hours a week for 4 weeks x 6 months	
27									2,592		
28				51100	ELECTRICAL SERVICES	172	115%	150			
29				51300	WATER & SEWER EXPENSE	177	45%	396		WATER & SEWER AT FM	
32				55100	MEALS / MILEAGE / LODGING ETC.	0	#DIV/0!	0		REIMBURSEMENT TO MEETINGS, CONFERENCES, AND OTHER MARKETS	
33				55400	CONVENTION & EDUCATION	0	#DIV/0!	0	900	VFMA FM MANAGER TRAINING (\$450 per for 2 FM Managers)	
34				58000	MISC.	0	#DIV/0!	0			
35				58001	EAT HEALTHY GRANT EXPENSE	0	#DIV/0!	0			
36				60169	PORT-A-POTTY	720	67%	1,080		C&S DISPOSAL	

	A	B	C	D	E	J	K	L	R	S
1	FUND	ORG	DEPT	POLICE						
2	CODE	CODE	CODE	OBJECT	ACCOUNT	FY20	FY20	FY20	DETAIL	
3	100	030	31100	CODE	DESCRIPTION	YTD SPENT	% SPENT	ADOPTED	COST	EXPENDITURE DETAIL
4	TOTAL					23,196	43%	54,071		
5										
6	PERSONNEL SUB-TOTAL					17,535	41%	42,941		
20										
21	OPERATIONS SUB-TOTAL					5,661	51%	11,130		
23				33150	IT REPAIRS & MAINTENANCE SERVCS	442	88%	500		VA TECHNOLOGY SERVICES
24				33200	MAINTENANCE SERVICES CONTRACT	1,500	100%	1,500		TYLER TECHNOLOGIES ANNUAL FEE
25				35000	PRINTING & BINDING	186	124%	150		
27				52300	TELECOMMUNICATIONS	212	18%	1,160		VERIZON (\$45 PER MONTH)
32				55100	MEALS / MILEAGE / LODGING ETC.	12	0%	0		
35				56000	CONTR TO GOVT ENTITY	620	100%	620		ACADEMY ***DUES & MEMBERSHIP
37				58100	DUES & MEMBERSHIP	0	0%	0	40	SAMS CLUB
39				58500	COMMUNITY RELATIONS	845	338%	250		TUNK OR TREAT / TOYS FOR TOTS / EASTER
40				60010	OFFICE SUPPLIES	0	0%	200		
41				60080	FUEL VEHICLE/EQUIP	733	37%	2,000		GAS
42				60090	VEHICLE SUPP & MAINT	108	11%	1,000		TRUCK TIRES, SERVICING, AND MISC. MAINTENANCE
43				60100	POLICE SUPPLIES	560	112%	500		AMMUNITION
44				60110	UNIFORMS	0	0%	500		SHIRTS, PANTS, JACKETS, GLOVES, ETC.
45				60125	DISPATCH & RESPONSE EQUIPMENT	0	0%	1,000		RADIO EQUIPMENT
46				60140	MATERIALS/ SUPPLIES	134	18%	750		
47				60150	POLICE EQUIPMENT	309	31%	1,000		HANDGUN, RIFLE, TASER

	A	B	C	D	E	F	G	H	I	J	K	L	R	S
1	FUND	ORG	DEPT	TRASH										
2	CODE	CODE	CODE	OBJECT	ACCOUNT	FY16	FY17	FY18	FY19	FY20	FY20	FY20	DETAIL	
3	100	040	42300	CODE	DESCRIPTION	ACTUALS	ACTUALS	ACTUALS	ACTUALS	YTD SPENT	% SPENT	ADOPTED	COST	EXPENDITURE DETAIL
4	TOTAL					18,038	30,525	27,410	31,784	13,962	44%	32,000		
5				42300	BRUSH & TOWNWIDE CLEAN UP	538	7,775	8,160	8,926	5,212	104%	5,000		BLUERIDGE RESOURCE AUTHORITY CHARGING \$54.50 PER TON
6														RENT ON DUMPSTER?? \$70 TO DELIVER DUMPSTER \$100 FIRST 30
7														DAYS THEN \$130 TO TAKE TO LANDFILL / BEVERLYS
8				42400	REFUSE COLLECTION CONTRACTS	17,500	22,750	19,250	17,930	8,750	32%	27,000		PILE THE BRUSH UP NEAR THE BANK, USE FOR BOND FIRES, AND
9				42500	DEMOLITION EXP	0	0	0	4,928	0	0%	0		START TO ONLY TAKE FURNITURE AND MISC. TRASH
														C&S MONTHLY RATE
														HOUSE DEMOLITION AND DISPOSAL OF MATERIAL

	A	B	C	D	E	J	K	L	R	S	
1	FUND	ORG	DEPT	BUILDINGS & GROUNDS							
2	CODE	CODE	CODE	OBJECT	ACCOUNT	FY20	FY20	FY20	DETAIL		
3	100	040	43100	CODE	DESCRIPTION	YTD SPENT	% SPENT	ADOPTED	COST	EXPENDITURE DETAIL	
4	TOTAL					47,578	40%	118,114			
5											
6	PERSONNEL SUB-TOTAL					21,955	28%	78,194			
23											
24	OPERATIONS SUB-TOTAL					25,623	64%	39,920			
25				28002	FLAGS	111	#DIV/0!	0	200	SEASONAL FLAGS \$200 A SEASON	
26				31300	CONTRACT SVC - OTHER	10,342	#DIV/0!	0		PEOPLE LINK	
27				33140	REPAIRS/MAINT - BLDG & GRNDS	923	31%	3,000			
28				33160	REPAIRS/MAINT - STREETS	1,163	47%	2,500		GRAVEL, PAVING, EQUIPMENT	
29				33270	OTHER - SNOW REMOVAL	0	0%	200		FUEL AND PLOW LIGHTS	
30				51100	ELECTRICAL SVC	352	29%	1,200		ELECTRIC AT SHOP	
31				51110	STREET LIGHTS	4,556	33%	13,620		TOWN LIGHTS	
32				51200	HEATING SERVICE	127	4%	3,000		ROCKBRIDGE FARMER'S CO-OP. (FY19 \$4K DEC-MAY)	
33										PROPANE AT THE SHOP 6 MONTHS	
34				51300	WATER/SEWER EXPENSE	335	34%	1,000		TOWN SHOP	
35				54000	EQUIPMENT RENTALS	0	0%	2,000		BACKHOE AND OTHER HEAVY MACHINERY EQUIPMENT	
36				55600	EQUIPMENT REPAIRS	1,927	64%	3,000		BOONE TRACTOR DIESEL MOWER	
37				55700	EQUIPMENT PURCHASE & REPLACE	847	#DIV/0!	0		SMALL MACHINERY REPLACEMENT	
38				58000	MISC.	266	133%	200			
39				58100	DUES & MEMBERSHIP	40	#DIV/0!	0			
40				58150	PERMITS	0	#DIV/0!	0			
41				60010	OFFICE SUPPLIES	100	#DIV/0!	0			
42				60050	JANITORIAL SUPPLIES	26	26%	100			
43				60080	FUEL VEHICLE/EQUIP	1,196	30%	4,000		GAS & DIESEL FOR MOWERS, TRUCKS, HEAVY MACHINERY EQUIPMENT	
44				60090	VEHICLE SUPP & MAINT	2,429	81%	3,000		TRUCK TIRES, SERVICING, AND MISC. MAINTENANCE	
45				60095	VEHICLE INSPECTION	20	20%	100		STATE INSPECTION \$16 for SERVICE TRUCKS \$20 LARGE TRUCKS	
46				60110	UNIFORMS	181	36%	500		SHIRTS, PANTS, JACKETS, GLOVES, ETC.	
47				60140	MATERIALS/ SUPPLIES	682	27%	2,500			

	A	B	C	D	E	J	K	L	R	S
1	FUND	ORG	DEPT	PARKS & RECREATION						
2	CODE	CODE	CODE	OBJECT	ACCOUNT	FY20	FY20	FY20	DETAIL	
3	100	070	71110	CODE	DESCRIPTION	YTD SPENT	% SPENT	ADOPTED	COST	EXPENDITURE DETAIL
4	TOTAL					7,327	47%	15,550		
6				33140	REPAIRS/MAINT - BLDG & GRNDS	801	32%	2,500		NICK FIELD, PAVILLION, CONCESSION STAND, PLAYGROUND ETC.
7				51300	WATER/SEWER EXP	647	37%	1,750		
8				60141	ELECTRICAL-AT SHELTER	182	61%	300		HIKER'S SHELTER
9				60142	PORT-A-POTTY AT SHELTER	806	40%	2,000		C&S CONTRACT PRICE (CLEAN 3 TIMES A WEEK SUMMER; 2 DAYS OFF SEASON)
10				60143	MATERIALS/SUPP AT SHELTER	0	0%	100		
11				60151	ELECTRICAL - PARKS	278	23%	1,200		NICK FIELD, PAVILLION, CONCESSION STAND, RED BUILDING, OLD BINGO STAND, NEW PAVILION
12				60152	MATERIALS/SUPP - PARKS	976	49%	2,000		NICK FIELD, PAVILLION, CONCESSION STAND, PLAYGROUND ETC.
13				60160	SOFTBALL FIELD-PARKS	0	0%	1,000		SAND AND OTHER FIELD EQUIPMENT
14				60171	PORT-A-POTTY CANOE LAUNCH	1,156	58%	2,000		C&S CONTRACT PRICE (CLEAN 3 TIMES A WEEK SUMMER; 2 DAYS OFF SEASON)
15				60172	MATERIALS/SUPP - CANOE	0	0%	200		
16				60173	MUSIC IN THE PARK	1,331	#DIV/0!	0		
17				60175	PUBLIC EVENTS	1,150	46%	2,500		MUSIC IN THE PARK, MOVIES IN THE PARK, HAUNTED HAYRIDE,
18										HAUNTED HAYRIDE
19									100	CHRISTMAS BONFIRE CATERING (live music free last year)

	A	B	C	D	E	J	K	L	R	S
1	FUND	ORG	DEPT	WATER FUND EXPENSES						
2	CODE	CODE	CODE	OBJECT	ACCOUNT	FY20	FY20	FY20	DETAIL	
3	501	050	50000	CODE	DESCRIPTION	YTD SPENT	% SPENT	ADOPTED	COST	EXPENDITURE DETAIL
4	TOTAL					124,906	48%	259,589		
5										
6	PERSONNEL SUB-TOTAL					13,422	30%	45,393		
19										
20	OPERATIONS SUB-TOTAL					28,806	56%	51,660		
21				31300	CONTRACT SVC - OTHER	0	#DIV/0!	0		
22				27300	REFUNDS PAYABLE	249	#DIV/0!	0		
23				33240	MAINT-SVC CONTR WELLS & TANKS	12,935	100%	13,000		FIDELITY POWER SYST & UTILITY SERVICE CO.
24				35000	PRINTING & BINDING	0	#DIV/0!	0		
25				36000	ADVERTISING	57	8%	750		STATE LAW REQUIRED FOR BIDS AND RATE CHANGES
26				51100	ELECTRICAL SVC	5,719	54%	10,500		ELECTRIC AT WELL TANKS
27				52100	POSTAGE	0	#DIV/0!	0		
28				52300	TELECOMMUNICATIONS	250	7%	3,800		
29				54000	EQUIPMENT RENTALS	0	0%	500		BACKHOE AND OTHER HEAVY MACHINERY EQUIPMENT
30				54230	SAMPLING - DISTR SYS	842	76%	1,110		VDH MONTHLY SAMPLING REQUIREMENTS (ROUGHLY \$50 A SAMPLE)
31										LEAD & COPPER SAMPLING EVERY 3 YEARS (10-12 HOUSES)
32				54240	SAMPLING - WELLS & TANKS	290	41%	700		VDH QUARTERLY SAMPLING REQUIREMENTS (ROUGHLY \$55 A SAMPLE)
33				55100	MEALS / MILEAGE / LODGING ETC.	679	272%	250		
34				55400	CONVENTION & EDUCATION	170	21%	800		
35				55700	EQUIPMENT REPLACE	3,079	40%	7,750	2,750	SMALL MACHINERY REPLACEMENT
36									5,000	2 FIRE HYDRANTS (\$2,500 X 2)
37				56100	FLOOD INSURANCE	0	#DIV/0!	0		
38				56500	PERMITS & FEES	1,558	24%	6,500		ANNUAL PERMIT RENEWAL
39				58100	DUES & MEMBERSHIP	370	53%	700		AWWA / VRWA / \$75 VA WATER ENVIRONMENTAL ASSOC.
40				60010	OFFICE SUPPLIES	0	#DIV/0!	0		
41				60080	FUEL VEHICLE/EQUIP	1,007	101%	1,000		GAS & DIESEL FOR MOWERS, TRUCKS, HEAVY MACHINERY EQUIPMENT
42				60090	VEHICLE SUPP & MAINT	53	53%	100		TRUCK TIRES, SERVICING, AND MISC. MAINTENANCE
43				60110	UNIFORMS	0	#DIV/0!	0		SHIRTS, PANTS, JACKETS, GLOVES, ETC.
44				60140	MATERIALS/ SUPPLIES	1,548	37%	4,200		CORE & MAIN, MEGA LUGS,
46				81010	CAP IMPROV-TRANSFER CIP WATER	0	#DIV/0!	0		
47				81501	DEPRECIATION EXPENSE	0	#DIV/0!	0		
48										
49	501	050	51000	DEBT SERVICE SUB-TOTAL		82,678	51%	162,536		
50				91191	VDH - PRINCIPAL	82,678	100%	82,678		
51				91192	VDH - INTEREST	0	0%	79,858		
52				91195	PAYMENT LATE FEES	0	#DIV/0!	0		

	A	B	C	D	E	J	K	L	R	S
1	FUND	ORG	DEPT	SEWER FUND EXPENSES						
2	CODE	CODE	CODE	OBJECT	ACCOUNT	FY20	FY20	FY20	DETAIL	
3	502	060	60000	CODE	DESCRIPTION	YTD SPENT	% SPENT	ADOPTED	COST	EXPENDITURE DETAIL
4	TOTAL					74,131	27%	273,000		
5										
6	PERSONNEL SUB-TOTAL					33,496	29%	117,287		
19										
20	OPERATIONS SUB-TOTAL					40,635	29%	137,863		
21				31652	SEWER REV - COMM OUT OF TOWN	0	0%	900		
22				33140	REPAIRS/MAINT - BLDG & GRNDS	3,300	#DIV/0!	0		ROOF REPAIR PUMP STATION
23				33200	MAINT SVC CONTRACTS	892	42%	2,100		
24				35000	PRINTING & BINDING	0	#DIV/0!	0		
25				36000	ADVERTISING	0	#DIV/0!	0		
26				51100	ELECTRICAL SVC	12,116	58%	21,000		ELECTRIC AT SEWER PLANT
27				51300	WATER/SEWER EXPENSE	335	40%	840		
28				51305	SEWER SVCS - WWTP	106	21%	500		CALIBRATIONS DONE FOR BACKFLOW WATER PREVENTER, FLOW METER, SCALES, ETC. - EI TECH SERVICES ANNUALLY
29										
30				51350	ACTUAL WATER CONSUMP - WWTP	0	#DIV/0!	0	36,280	LOWEST MONTHLY CONSUMP. OVER 12 MONTHS
31				52100	POSTAGE	13	#DIV/0!	0		
32				52300	TELECOMMUNICATIONS	0	0%	1,695		
33				52405	EQUIP RENTALS - WWTP	1,625	31%	5,300		SKID-STEER CLEAN OUT DIGESTOR, HYDRAULIC PUMP FOR BIO SOLIDS (SHOULDN'T NEED TO RENT ONCE WE GET BYPASS PUMP FROM SEWER GRANT)
34										Skid-Steer should not be needed, used during pavilion project
35										Don't need Hydraulic pump sine we have bypass pump
36				54200	DISCHARGE EFFLUENT WWTP	2,145	107%	2,000		PACE ANALYTICAL SERVICES TESTS FOR DEQ PERMIT LASTS 5 YEARS
37										
38				54220	LAB PT & QC SAMPLES	0	0%	1,800		INTERNAL LAB TESTING VELAP REQUIRMENT (DIV. CONSOLIDATED LAB. SERVC.)
39				54500	BIO SOLIDS	5,464	105%	5,200	5,113	VACORP BIO SOLIDS INSC. (\$5113) annual???
40										
41				54501	FERTILIZER	0	0%	600		LIMESTONE / POTASSIUM / AND POT ASH FOR AGRI. FIELDS
42				54502	SOLIDS & SLUDGE SAMPLES	0	0%	500		SAMPLING FOR NUTRIENT MGT. PLAN
43				55100	MILEAGE & LODGING	634	63%	1,000		
44				55400	CONVENTION & EDUCATION	575	58%	1,000		
45				55700	EQUIPMENT REPLACE	2,866	32%	8,950		SMALL MACHINERY REPLACEMENT
46				56100	FLOOD INSURANCE	3,289	84%	3,900	398	SELECTIVE INSC.
47										RENEWAL IN JANUARY
48				56500	PERMITS & FEES	3,825	137%	2,800	2,825	DEQ PERMIT RENEWAL
49									1,000	DCR NUTRIENT MANAGEMENT PLAN 3 YEARS
50				58100	DUES & MEMBERSHIP	20	4%	500		

	A	B	C	D	E	J	K	L	R	S
51				60010	OFFICE SUPPLIES	18	18%	100		
52				60080	FUEL FOR VEHICLE/EQUIP	1,060	24%	4,500		GAS & DIESEL FOR MOWERS, TRUCKS, HEAVY MACHINERY EQUIPMENT
53				60090	VEHICLE SUPP & MAINT	268	54%	500		TRUCK TIRES, SERVICING, AND MISC. MAINTENANCE
54				60110	UNIFORMS	181	42%	430		SHIRTS, PANTS, JACKETS, GLOVES, ETC.
55									300	STEEL TOE BOOTS
56				60140	MATERIALS/ SUPPLIES	1,903	30%	6,400		UNIFIRST AND OTHER EQUIPMENT FOR PLANT
57				81010	CAP IMPROV-TRANSFER CIP WATER	0	0%	40,000		
58				81501	DEPRECIATION EXPENSE	0	0%	25,348		
59										
60	502	060	61000	DEBT SERVICE SUB-TOTAL		17,850	100%	17,850		
61				91160	USDA - RD - PRINCIPAL	0	#DIV/0!	0		
62				91170	USDA - RD - INTEREST	17,850	100%	17,850		OCTOBER INTEREST PAYMENT
63				91180	CARTER INTEREST	0	#DIV/0!	0		
64				91195	PAYMENT LATE FEES	0	#DIV/0!	0		

Year End Council Directives and Tasks 12.10.2019

Tasks	Completion Date	Partners
Delinquent Taxes		
Improve delinquent tax collections with private collection firm, of no cost to Town	August 2019	TACS
Centralize financial data for delinquent taxes in QS1	September 2019	TACS
SERCAP Private Lateral Replacement		
Replaced over 25 homes detrioriating private laterals worth \$40,000 in grant monies free to the town	September 2019	SERCAP Robert Humphreys
Communication - Website & Facebook Page		
Town has created and maintained a Facebook page and new website. Increases communication, transparency, while increasing engagement & trust with residents	June 2019	Facebook
Recent Council & Committee agendas, packages, and minuets on the website	September 2019	Website Carolyn & Andrea
Weekly Town Manager's Report for residents to stay up to date on daily operations		
Posting of events and other public information to promote betterment of Town		
Events Pavilion		
Completion of new events pavilion by end of summer, on time and under budget, ready and utilized for Laborday Weekend Music in the Park	August 2019	Gerry Locher Rockbridge County
Community Events		
3 Movies at the Market averaging 30 people per event, costing under \$50 per event	July - September 2019	P&R
Music in the Park at the new events pavilion had over 300 people attend, blowing away expectations	August 2019	
Trunk or Treat and Haunted Hayride over 300 people in attendance, partnered with NB St Park	Halloween	Natural Bridge St. Pk.
Christmas Tree Lighting Ceremony and Bonfire	First Sat. Dec 2019	
Christmas Carolling at the Farmer's Market	3rd Sunday Dec 2019	Local Churches
Budget Reformatting		
Reformatted the budget for better public understanding; posted online	July 2019	
Stormwater Retention Ponds Project		
Completion of 2 stormwater retention ponds to help reduce stormwater run-off and eroision, while reducing water run-off into the streets	September 2019	NFWF Harbor Dredge & Dock Ecosystems Engineering
Sewer Project		
Completion of initial socpe of field work for sewer project	September 2019	USDA - Rural Devp CHA Consulting
Sewer equipment to help maintain infastructure such as:		
Snake Camera for inspection of lines and laterals identifying leaks;		
6 inch portable pump to increase capacity, previously rented this annually as needed in emergencies		
Vacuum/Jetter Truck	February 2019	
New Bank		
After reviewing BB&T monthly charges roughly \$200 a month, Finance & Council recommended switching. Finance Committee published RFPs and received 5 proposals. Committee recommeded Cornerstone for banking which will save thousands for the Town annually		
Committee Rejuvenization		
Planning Commission is now meeting on a consistent monthly basis and drafting a CIP for Council to review and approve in the FY21 Budget	Ongoing	
Created a Charge and Composition for the Finance Committee, on behalf of Council outlining what their duties and meeting requirements are	August 2019	



TOWN OF GLASGOW, VIRGINIA



MEMORANDUM PLANNING COMMISSION MINUTES

Ruby Ogden Clark
Mayor

Date: November 20th, 2019

From: Eric Pollitt – Town Manager

To: Planning Commission

Subject: November 20th, 2019 Planning Commission Committee Minutes

CC: Mayor, Council, Jane Higginbotham

Town Council:

Andrea Bradley

Aaron Britton

Greg Hartbarger

Barrett McFaddin

Andy Ryan

Sonny Williams

Below is a summary of the November Planning Commission Committee:

1. Call to Order – called by Chairman Bob Hinkle at 6:00 PM.
2. November 20th, 2019 Minutes

Mr. Hinkle motioned to adopt the October 30th Meeting Minutes as presented, and Mr. Camden seconded.

Vote was unanimous 4-0.

Eric Pollitt
Town Manager
epollitt@glasgowvirginia.org

Reports and Updates

Jane Higginbotham
Sr. Administrative Assistant
jhigginbotham@glasgowvirginia.org

3. **Workshop Discussion**

Thomas Simons
Town Attorney

A. Public Utilities CIP Requests

Angel Poole
Chief of Police
apoole@glasgowvirginia.org

- Well 4 – Jeff presented his Well 4 study request the Commission. Jeff stated we could apply for a grant through VDH for \$35,000 for a study of the facility. This would recommend facility upgrades. CHA who did our sewer project said they would come out here for free on an initial visit then come back out to draft a report for us. This would be a small amount to pay for, then if an in-depth study is required it could be refunded by a VDH grant. Reese McClanahan asked how come we can't get a local masonry expert to look at it? Jeff indicated VDH will want a certified engineer to produce the report. Tom indicated to plan on providing funding in next year's budget then by the time it is processed, it could be implemented in FY22.

Jeff Rankin
Wastewater Operations
jrankin@glasgowvirginia.org

Chris Flint
Public Works
cflint@glasgowvirginia.org

Aaron Britton - 2021
Council Representative

Bob Hinkle - 2023
Chairman

Tom Camden -2022
Vice Chairman

Eric Pollitt
Town Manager | Committee Clerk

Marty Diamond - 2020
Resident

Reese McClanahan - 2019
Resident



TOWN OF GLASGOW, VIRGINIA



- Well 4 Lab Equipment – This request was to replace the fluoride softener, a piece of equipment used for testing purposes. Jeff stated the equipment could be purchased and reimbursed through a VDH grant. Tom Camden and Bob Hinkle expressed the support for this request noting the grant reimbursement.
- Public Utilities Vehicle – Jeff stated the cost to replace the transmission will be more than what the vehicle is worth. He stated the \$35,000 is based off of state contract for a 4-wheel drive F-150. Jeff stated he would be satisfied with a vehicle that has 5-30k miles on it and save \$10-15k. Reese McClanahan asked about the usage of the vehicle and why not use one of the service trucks. Jeff stated that both public works employees use those which has specific public works equipment on the vehicles. It just wouldn't work logistically. Jeff stated he drives around Town to check on the wells and occasional leaks in the lines. He also takes samples up to Lexington and goes to regional conferences in Roanoke or Staunton. He doesn't take the vehicle further than that to trainings nor take it home on weekends on a regular basis. He uses his personal vehicle for weekend checks and only takes the explorer home with him if the weather might cause an emergency at the plant.
- Oxidation Ditch & Influent Bar Screen Study – This would be a study of the oxidation ditch at the waste water treatment plant (WWTP). This study would look at one of the two oxidation ditches. There are roughly 12-13 shafts & bearings that need to be replaced. The bar screen would help with the life of the pumps and check valves for the plant. This could be another study that could be reimbursed by a grant through USDA or another agency for a shorter-term loan.
- Lab Equipment - This is needed for testing for the Town to be a certified lab.

Actions Items

4. New Business

A. CIP Ranking Discussion

Chairman Hinkle stated he would like to see more options on the vehicle. Mr. Hinkle also like the idea of purchasing the Well 4 equipment sooner rather than later because of the grant money involved. Tom Camden suggested putting money aside for the WWTP study of the plant as a whole. Then follow through the following year in implementing the study. Tom Camden and Reese McClanahan stated having CHA come out to look at Well 4 for a free look then go from there.

The Town Manager suggested to schedule a tour of the public works facilities and equipment before the next meeting.

Next Meeting: December 18th, 2019 6pm at Town Hall

Aaron Britton - 2021
Council Representative

Bob Hinkle - 2023
Chairman

Tom Camden -2022
Vice Chairman

Eric Pollitt
Town Manager | Committee Clerk

Marty Diamond - 2020
Resident

Reese McClanahan - 2019
Resident

FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST

Town of Glasgow

Section 1 - PROJECT INFORMATION

Project Title:	Influent Bar Screen			Department/Agency Ranking:	5
Department/Agency:	Wastewater	Contact Person:	Jeff		
Funding Category:	<input checked="" type="checkbox"/> New Project (FY21-25)	<input type="checkbox"/> Existing Project (FY20-23)	<input type="checkbox"/> FY20 Project (Add'l Funding)		
Applicable Comprehensive Plan Chapter(s):	<input type="checkbox"/> 1. Natural Environment	<input type="checkbox"/> 4. Transportation	<input type="checkbox"/> 7. Parks and Recreation	<input type="checkbox"/> 10. Education	
	<input type="checkbox"/> 2. Land Use & Community Design	<input type="checkbox"/> 5. Economic Development	<input type="checkbox"/> 8. Housing	<input type="checkbox"/> 11. Public Safety	
	<input checked="" type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 6. Historic Preservation	<input type="checkbox"/> 9. Human Services	<input type="checkbox"/> 12. Financial Sustainability	

Section 2 - PROJECT COSTS

Expenditure Category	Prospective Vendor (if known)	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Engineering & Planning	CHA	\$ 35,000					\$ 35,000
Construction			\$ 25,000				\$ 25,000
Equipment	Influent Bar Screen		\$ 125,000				\$ 125,000
Land Acquisition							\$ 0
Other (specify)							\$ 0
Other (specify)							\$ 0
TOTALS		\$ 35,000	\$ 150,000	\$ 0	\$ 0	\$ 0	\$ 185,000

Section 3 - PROJECTED OPERATIONAL COSTS & REVENUES

Additional Anticipated Operational Expenses	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total	
Additional Staff Salary	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Benefits	Calculated at 25% of Staff Salary	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Vehicle	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Vehicle Insurance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Utilities	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Furniture and Fixtures	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Equipment	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Contractual costs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Other (specify)	Waste Removal Estimate	\$ 0	\$ 0	\$ 3,000	\$ 3,000	\$ 3,000	\$ 9,000
Total Operational Costs	\$ 0	\$ 0	\$ 3,000	\$ 3,000	\$ 3,000	\$ 9,000	
Total Anticipated Operational Revenues		\$ 35,000	\$ 0	\$ 0	\$ 0	\$ 35,000	

Project Title:

Influent Bar Screen

Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS

FY 2021:

CHA: Study of oxidation ditch, and influent bar screen.

FY 2022:

CHA Study of study of influent bar screen. Project cost includes new automatic bar screen skimmer and labor. Look at SECAP for funding 50/50 Grant /Loan 10 yr (3.25% interest estimate).

FY 2023:

FY 2024:

FY 2025:

Project Title:

Oxidation Ditch # 2

Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS

FY 2021:

CHA: Study of oxidation ditch, and influent bar screen.

FY 2022:

CHA Study of oxidation ditch. Project cost includes new shafts, disk, gear drive, motor, chain housing, chain and labor. Look at SECAP for funding 50/50 Grant /Loan 10 yr (3.25 % rate estimate).

FY 2023:

FY 2024:

FY 2025:

FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST

Town of Glasgow

Section 1 - PROJECT INFORMATION

Project Title:	Public Utility Vehicle			Department/Agency Ranking:	3
Department/Agency:	Water & Sewer	Contact Person:	Jeff Rankin		
Funding Category:	<input type="checkbox"/> New Project (FY21-25)	<input type="checkbox"/> Existing Project (FY20-23)	<input type="checkbox"/> FY20 Project (Add'l Funding)		
Applicable Comprehensive Plan Chapter(s):	<input type="checkbox"/> 1. Natural Environment	<input checked="" type="checkbox"/> 4. Transportation	<input type="checkbox"/> 7. Parks and Recreation	<input type="checkbox"/> 10. Education	
	<input type="checkbox"/> 2. Land Use & Community Design	<input type="checkbox"/> 5. Economic Development	<input type="checkbox"/> 8. Housing	<input type="checkbox"/> 11. Public Safety	
	<input type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 6. Historic Preservation	<input type="checkbox"/> 9. Human Services	<input type="checkbox"/> 12. Financial Sustainability	

Section 2 - PROJECT COSTS

Expenditure Category	Prospective Vendor (if known)	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Engineering & Planning							\$ 0
Construction							\$ 0
Equipment	Ford F150	\$ 35,000					\$ 35,000
Land Acquisition							\$ 0
Other (specify)							\$ 0
Other (specify)							\$ 0
TOTALS		\$ 35,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 35,000

Section 3 - PROJECTED OPERATIONAL COSTS & REVENUES

Additional Anticipated Operational Expenses	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Additional Staff Salary						\$ 0
Benefits	Calculated at 25% of Staff Salary	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Vehicle						\$ 0
Vehicle Insurance	VACORP	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,250
Utilities						\$ 0
Furniture and Fixtures						\$ 0
Equipment						\$ 0
Contractual costs						\$ 0
Other (specify)						\$ 0
Total Operational Costs	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,250
Total Anticipated Operational Revenues						\$ 0

Project Title:

Public Utility Vehicle

Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS

FY 2021:

Ford Explorer is 2004 and over 110,000 miles on it. Future maintenance and repair costs will be astronomical once transmission, brakes, etc. need to be replaced.

FY 2022:

FY 2023:

FY 2024:

FY 2025:

Project Title:

Laboratory Equipment

Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS

FY 2021:

FY 2022:

FY 2023:

FY 2024:

FY 2025:

Laboratory equipment replacement; refrigerator, incubator, pH meter, YSI 5100 meter.

FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST

Town of Glasgow

Section 1 - PROJECT INFORMATION

Project Title:	Well 4 Building			Department/Agency Ranking:	1
Department/Agency:	Water	Contact Person:	Jeff		
Funding Category:	<input type="checkbox"/> New Project (FY21-25)	<input type="checkbox"/> Existing Project (FY20-23)	<input checked="" type="checkbox"/> FY20 Project (Add'l Funding)		
Applicable Comprehensive Plan Chapter(s):	<input type="checkbox"/> 1. Natural Environment	<input type="checkbox"/> 4. Transportation	<input type="checkbox"/> 7. Parks and Recreation	<input type="checkbox"/> 10. Education	
	<input type="checkbox"/> 2. Land Use & Community Design	<input type="checkbox"/> 5. Economic Development	<input type="checkbox"/> 8. Housing	<input type="checkbox"/> 11. Public Safety	
	<input checked="" type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 6. Historic Preservation	<input type="checkbox"/> 9. Human Services	<input type="checkbox"/> 12. Financial Sustainability	

Section 2 - PROJECT COSTS

Expenditure Category	Prospective Vendor (if known)	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Engineering & Planning	CHA		\$ 5,000				\$ 5,000
Construction	Well 4		\$ 20,000				\$ 20,000
Equipment							\$ 0
Land Acquisition							\$ 0
Other (specify)							\$ 0
Other (specify)							\$ 0
TOTALS		\$ 0	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 25,000

Section 3 - PROJECTED OPERATIONAL COSTS & REVENUES

Additional Anticipated Operational Expenses	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Additional Staff Salary		\$ 0				\$ 0
Benefits	Calculated at 25% of Staff Salary	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Vehicle						\$ 0
Vehicle Insurance						\$ 0
Utilities						\$ 0
Furniture and Fixtures						\$ 0
Equipment						\$ 0
Contractual costs						\$ 0
Other (specify)						\$ 0
Total Operational Costs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Anticipated Operational Revenues						\$ 0

Project Title:

Well 4 Building

Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS

FY 2021:

CHA: Study of well 4 cinder block wall deterioration.

FY 2022:

Repairing of well 4 wall.

FY 2023:

FY 2024:

FY 2025:

FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST

Town of Glasgow

Section 1 - PROJECT INFORMATION

Project Title:	Well 4 Equipment			Department/Agency Ranking:	2
Department/Agency:	Water	Contact Person:	Jeff		
Funding Category:	<input type="checkbox"/> New Project (FY21-25)	<input type="checkbox"/> Existing Project (FY20-23)	<input checked="" type="checkbox"/> FY20 Project (Add'l Funding)		
Applicable Comprehensive Plan Chapter(s):	<input type="checkbox"/> 1. Natural Environment	<input type="checkbox"/> 4. Transportation	<input type="checkbox"/> 7. Parks and Recreation	<input type="checkbox"/> 10. Education	
	<input type="checkbox"/> 2. Land Use & Community Design	<input type="checkbox"/> 5. Economic Development	<input type="checkbox"/> 8. Housing	<input type="checkbox"/> 11. Public Safety	
	<input checked="" type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 6. Historic Preservation	<input type="checkbox"/> 9. Human Services	<input type="checkbox"/> 12. Financial Sustainability	

Section 2 - PROJECT COSTS

Expenditure Category	Prospective Vendor (if known)	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Engineering & Planning	CHA						\$ 0
Construction	Well 4		\$ 4,750				\$ 4,750
Equipment							\$ 0
Land Acquisition							\$ 0
Other (specify)							\$ 0
Other (specify)							\$ 0
TOTALS		\$ 0	\$ 4,750	\$ 0	\$ 0	\$ 0	\$ 4,750

Section 3 - PROJECTED OPERATIONAL COSTS & REVENUES

Additional Anticipated Operational Expenses	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Additional Staff Salary						\$ 0
Benefits	Calculated at 25% of Staff Salary	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Vehicle						\$ 0
Vehicle Insurance						\$ 0
Utilities						\$ 0
Furniture and Fixtures						\$ 0
Equipment						\$ 0
Contractual costs						\$ 0
Other (specify)						\$ 0
Total Operational Costs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Anticipated Operational Revenues						\$ 0

Project Title:

Well 4 Equipment

Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS

FY 2021:

FY 2022:

Replace Fluoride Softener. We can get reimbursed with a grant through VDH.

FY 2023:

FY 2024:

FY 2025:



A. Purpose

The purpose of this proposal is to provide details regarding CornerStone Bank's delivery of banking services for the Town of Glasgow.

B. Background

CornerStone Bank is the story of a true community bank. It was founded and financed in 2009 by an energetic and visionary group of thirteen local businessmen, led by T. David Grist, with a desire to provide the area with a locally owned and managed bank. Since then, the CornerStone CARES™ brand has been defined by personalized caring service, locally based decisions and a knowledge and understanding of the needs and culture of the community. CornerStone Bank is currently the second largest bank in the market* and continues to be the only locally owned and managed bank in the Rockbridge County, Lexington and Buena Vista area.

The vision of CornerStone Bank is to be recognized as the best and most caring place to bank. Our mission is to deliver exceptional "CornerStone Cares" service every day. Grounded in ethical and transparent business practices, CornerStone has created a philosophy of operation that prides itself on being fiercely independent, leveraging leading-edge technology and serving customers with an accessible and caring approach. Selected as the People's Choice Employer of the Year by the Lexington/Rockbridge/Buena Vista Chamber of Commerce in both 2012 and 2018, CornerStone currently has 40 employees and three branches (T. David Grist/Main Street Headquarters, College Square and Buena Vista). In addition to building a loyal customer base, CornerStone has consistently received the highest ratings by Bauer Financial, a leading independent bank research firm.

**FDIC Deposit Share Report issued 10/2019*

C. Scope of Services

1. General Requirements

- a. In order to protect deposits of the Town, CornerStone Bank agrees to comply with the Virginia Security for Public Deposits Act.
- b. The Account Executive appointed as the primary contact for the Town of Glasgow will be Eric Seaman, Branch Manager.
- c. The CornerStone Bank Buena Vista branch, located at 2235 Beech Avenue, Buena Vista, VA will be designated to serve the Town of Glasgow. Hours of operation are Drive-thru hours: Monday - Thursday: 8:15 a.m. - 5:15 p.m. Friday: 8:15 a.m. - 6:15 p.m. Saturday: 9:00 a.m. - 12:00 p.m. Lobby hours: Monday - Thursday: 9:00 a.m. - 5:15 p.m. Friday: 9:00 a.m. - 6:15 p.m. Saturday: by appointment.
- d. CornerStone Bank is federally insured under the FDIC #58859.
- e. CornerStone Bank is not on the FDIC problem list.
- f. CornerStone Bank has extensive governmental and municipality banking experience and is a qualified depository with the state of Virginia.

2. General Banking Services

3. Bank Deposit Services

- a. CornerStone Bank offers five business checking account options (please see the enclosed brochure). Based on the information provided in the RFP, it is our conclusion that the CornerStone Business Interest account would be best suited as your Master Depository Account. The minimum balance requirements and monthly maintenance fee will be waived, and you will receive unlimited check writing privileges. For increased purchasing flexibility, convenience, and safety a CornerStone debit card will be issued at no additional charge. For your cash surplus, we recommend our Business Money Market account. This Money Market account is a tiered interest account with a competitive variable rate of interest. The higher the balance the greater rate of return. Additionally, it is our policy to make funds from your deposits available to you on the same business day we receive your deposit. In some cases, longer delays may apply but you would be notified at the time of deposit of these exceptions. Please refer to the Business Truth and Savings Disclosure for full account details and the enclosed rate sheet for current rates.
- b. CornerStone Bank can return check images either by mail or electronically via eStatements.
- c. CornerStone Bank offers online access to images of all deposited items via our Online Banking eCorp service.
- d. CornerStone will provide blank deposit tickets or preprinted tickets as needed by the Town.
- e. CornerStone Bank works with many third-party vendors. Supplying them with the routing number and account number. When a citizen makes an online payment, the vendor applies the payment to the businesses bank account.
- f. CornerStone will provide pick-up service for the Town's deposits at least twice a week.
- g. CornerStone will provide Night Depository services, including a zipper and/or lock bag, to the Town at no charge. This convenient, safekeeping service enables deposits to be made during non-banking hours. A night drop agreement will be required to issue keys for the lock bag.
- h. CornerStone will provide a Safe Deposit Box to the Town with a 40% discount on the standard pricing.
- i. CornerStone will provide a coin wrapping machine to the Town at no charge.
- j. CornerStone will provide a monthly CD Rom with images of all deposits and back and front images of all checks presented against your accounts for payment. This will be provided to the Town at no charge.
- k. CornerStone will partner with an outside vendor to provide a Corporate Credit Card to the Town.
- l. CornerStone can provide Sweep and Zero Balance accounts to assist the Town in efficiently managing cash flow. Sweeps can transfer funds automatically between accounts and/or credit lines reducing interest paid or increasing interest earned.

4. **Check Disbursement Services**

- a. CornerStone will provide Positive Pay capabilities for check disbursement fraud protection with electronic file submission and online decision-making functions.
- b. CornerStone will provide online stop payment services
- c. CornerStone will provide online images of all cancelled checks, front and back.

5. **ACH Services**

- a. CornerStone's ACH service, ACH Premier, is offered in conjunction with our eCorp online banking product. All NACHA rules apply.
- b. CornerStone will provide online ACH processing for electronic deposit and disbursement transactions to or from any Town account.
- c. CornerStone will provide ACH and/or Direct Deposit services for the Town's payroll processing.

6. Wire Transfer Services

CornerStone will provide both incoming and outgoing wire transfer services. The daily wire cut off time of 5:00 p.m. Outgoing wires can be initiated via email or fax and a signature is required. Once your request is received, a member of our team will make a verification call to authenticate the request prior to initiating the wire. Once the wire request is verified and processed a confirmation number can be provided. Complete wire instructions for incoming and outgoing wires will be provided.

Wire Transfer fees

Outgoing Domestic Wire	\$20.00
Incoming Domestic Wire	\$15.00
Outgoing/Incoming Foreign	\$40.00

7. Online Banking Services

CornerStone will provide full-service, online banking services via our eCorp Online Banking at no charge to the Town. This service includes the following capabilities:

- view account balances and history
- view and process debit, credit, ACH and direct deposit transactions
- transfer funds between accounts
- cancel checks and place stop payments
- view check images
- access electronic statements
- view aggregated account information
- search for transactions
- retrieve cleared and deposited checks
- view **wire transfers**
- interface with Quick Books or Quicken

8. Remote Deposit

Remote Deposit Check Scanner is available at no charge to the Town. This technology will enable multiple checks to be scanned and deposited. This will allow you to keep all physical copies of checks and deposits.

9. Reconciliation and Reporting Services

Currently, we do not offer Automated Reconciliation Services. However, our staff is fully trained to assist with any discrepancies that may come about.

10. Account Maintenance Services

No monthly maintenance fee will be charged.

11. Merchant Services

CornerStone's Merchant Services offers state of the art, point of sale technology; unrivaled safety and security reliability; and innovative reporting tools. CornerStone's Business Services Specialist, Sheri Wilcox will develop a customized, cost efficient Merchant Services program for the Town. As the area's only locally based Merchant Services point of contact, Sheri can respond immediately to questions and secure end-to-end technology support, available 24/7/365, from our Merchant Services' partner, Elmhurst.

12. Customer Service

- a. The Officer designated to serve as Primary Liaison between the Town and the Bank is J. Steven Grist, President, CornerStone Bank and as such will be responsibility for any conflict resolution as well as serve as the primary contact when partnering and sponsoring community events.
- b. As mentioned earlier, all decisions regarding the Town of Glasgow's service will be made locally where our accessible management team, led by Buena Vista Branch Manager, Eric Seaman, can respond immediately to your questions.
- c. The principles of the CornerStone CARES brand drive all aspects of our approach to customer service. It is the foundation on which we were established, and it governs all of our activities.

13. Transition of Services

- a. The Officer (Steve Grist), Account Executive (Eric Seaman), and other key staff of CornerStone Bank agree to be available as needed to meet with the Town and staff. This includes but is not limited to an initial kick-off meeting to discuss implementation of the proposed Transition Process.
- b. A final schedule of the Transition Process will be provided by CornerStone Bank within ten days of the contract execution. The steps will include:
 - Step 1 – Meet with all representatives from the Town and CornerStone Bank to review accounts, determine the specific services needed, finalize account(s) structure and set target implementation date.
 - Step 2 - Complete the necessary paperwork, set up forms, order customized checks, deposit slips.
 - Step 3 – Turn on services, begin testing ACH files
 - Step 4 – Conduct on-site training for the Town staff
- c. The Officer and key staff will provide as many sessions as needed of on-site training to the Town on all aspects of CornerStone Bank's services, including online banking.

14. Additional services

In addition to the services listed above, CornerStone Bank can provide the following additional benefits to the Town of Glasgow.

- a. **CornerStone Investment Services*** - Vice President and Financial Advisor Frank Friedman** can assist the Town of Glasgow with portfolio management, 403 (B) establishment and insurance planning. In addition, he can provide the Town's employees with investment management, retirement planning and insurance services.

* Securities offered through SA Stone Wealth Management. Member FINRA and SIPC. Advisory services through SA Stone Investment Advisors, Inc. Generally, investments are NOT FDIC INSURED, NOT BANK GUARANTEED, and MAY LOSE VALUE.

**Frank Friedman is a registered representative and offers securities and investment planning services through Securities offered through SA Stone Wealth Management member FINRA/SIPC. He holds a Series 7 license along with 6, 65, 24, life and annuities licenses.

- b. **Banking, lending and mortgage services for the Town's employees** – CornerStone Bank can offer a customized package of services to include:
 - Employee Tiered Interest checking account that includes no monthly service fee
 - unlimited ATM usage at any ATM
 - immediate funds availability
 - FREE Checks, Online Banking, Bill Pay, Debit Card and Savings Account
 - a 40% discount on the first year of a Safe Deposit Box
 - a 25% increased rate on Certificates of Deposit (CDs)
 - .25% discount on consumer loans
 - Assistance with applying for a new or refinanced home mortgage or HELO

Why CornerStone Bank?

- We are the only locally owned and managed bank in the market.

- Our experienced team of professionals are accessible to respond quickly to your questions.
- We participate in local community events and support area non-profit organizations
- We make all of our decisions locally.
- We have the ability and agility to customize financial solutions and services.
- We have a proven track record with providing comprehensive services to governmental entities.
- We utilize the latest technology to enhance our customers' experience.
- Our "CornerStone Cares" customer service is unparalleled among our peers.

CornerStone CARE team

Steve Grist	President	540-462-6720
Robert Dahl	CFO	540-319-4274
Greg Frederick	Chief Lending Officer	540-462-6723
Mary Buzzard	VP, Retail Credit Officer	540-462-6722
Bridget McClung	VP, Home Mortgage	540-462-6724
Karey Ramsey	VP, Deposit Operations	540-462-6729
Lori Hall	Deposit Operations	540-462-6739
Sheri Wilcox	Merchant Services	540-319-4278
Eric Seaman	BV Branch Manager	540-319-4282
Kim Thorne	BV Essential Banker	540-261-1604
Kelly Clark	BV Teller	540-261-1604
Paige Huffman	BV Teller	540-261-1604