



AGENDA

Glasgow Virginia Town Council Meeting



7:00pm Tuesday June 9th, 2020
Meeting called by Mayor Malcolm “Shane” Watts

1. Work Session at 6:00pm
A. N/A
2. Call to Order – called by Mayor Malcolm “Shane” Watts for Regular Called Meeting at 7:00 PM
3. Proclamations
A. N/A
4. Presentations
A. N/A
5. Public Hearing
A. N/A
6. Review of Minutes
A. Council Ordinance Work Session May 12th, 2020
B. Regular Council Meeting May 12th, 2020

Reports and Updates

7. Committee / Commission / Staff Reports
 - A. Police Report
 - B. Community Development Committee
 - i. Rockin’ the Gorge
 - C. Farmer’s Market
 - i. Phased Reopening
 - D. Public Works & Utilities
 - i. Basketball Court Rehab
 - ii. New Personnel
 - E. Treasurer Report
 - i. Bills over \$500
 - ii. Delinquent Taxes TACS
 - F. Planning Commission
 - i. Updating Ordinances
 - G. Town Manager Report
 - i. VDOT Multi-Purpose Trail
 - ii. Charter Committee Meeting Schedule
8. Old Business Updates
A. N/A



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7:00pm Tuesday June 9th, 2020

Meeting called by **Mayor Malcolm "Shane" Watts**

9. 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 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

10. Old Business
A. N/A
11. New Business
A. N/A
12. 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.



TOWN OF GLASGOW VIRGINIA



Executive Session Procedures

Executive Session

Executive Session Section 2.2-3711 A.1, A.3,A.5, A.6, A.7& A.19of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Real Estate, Prospective Industry, Investment of Funds, Litigation and Public Safety

Motion by _____ and **Seconded** by _____

Going into Closed Session

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

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

Leaving Closed Session

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

Motion by _____ and **Seconded** by _____ that to the best of my knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711 (A) of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Minutes of Town Council Budget Work Session
May 12, 2020
Electronic Zoom Meeting

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

Also Present: Mayor Shane Watts, Town Manager Eric Pollitt, Town Attorney Grace Crickenberger, Sr. Admin. Asst. Jane Higginbotham

Mayor Shane Watts called the meeting to order at 6:00 PM.

Mayor Shane Watts stated Council will have an open discussion on what to do about the grass ordinance.

Councilor Sonny Williams stated residents will have to be notified there is a grass ordinance in the Town of Glasgow. Mayor Shane Watts asked if the ordinance can stipulate that all residential areas has be finished mowing. Mayor Watts stated one of the biggest complaints are empty lots beside houses that are only being bush hogged to 9 inches once or twice a year. Councilor Andy Ryan asked if there were zoning requirements for agriculture vs residential. Mayor Watts stated the Town will have to set up charge fees if the Town does the mowing. Councilor Aaron Britton stated he disagreed with this being a complaint driven process. Councilor Britton stated the Chief of Police should check for grass ordinance violations once a week. Town Manager Pollitt commented staff on a daily or weekly basis driving around town looking for high grass just to cater to one person in town who complains is bad policy. Mayor Watts stated the grass ordinance needs to be enforced. Councilor Andy Ryan stated the ordinance should be complaint driven. Andrea Bradley stated the ordinance should be complaint driven. Councilor Barrett McFaddin it should be complaint driven ordinance, he does not like hiring staff just to go around looking at grass. Town Attorney Crickenberger stated the ordinances can be complaint driven, if someone complains then send them a notice, and if they do not comply, the Town mows and the resident is charged for it. Councilor Williams asked who the complaints could be from. Councilor Ryan stated from anyone. Mayor Watts asked how the complain would be made. Town Manager Pollitt stated residents can either fill out a form or file a complaint on the Town's website via comment box. Complaints will not be taken over the phone once the town hall is open back up to the public. Councilor Williams asked what about the Town's lots that are not mowed and sending out notices to everyone else. Town Manager Pollitt stated he will make sure the Town's lots are mowed. Town Manager Pollitt stated the "appeal to Council" should be taken out of the ordinance, that it is out-of-date. Mayor Watts stated that could be worked on once a new grass ordinance if complete. Mayor Watts asked if Council needs to vote on anything. Councilor Ryan stated once the ordinance is updated, it can then be enforced. Town Manager Pollitt stated he would meet with the Town Attorney to talk about a potential lien, look at the current violation notice that is being used, and that ordinance violations will be complaint-based. Town Attorney Crickenberger stated she will look at everything and come up with a recommendation.

Motion by Andy Ryan and **Seconded** by Sonny Williams to make the new grass ordinance be complaint based.

Voice Vote as follows:

S. Williams – Yes

A. Ryan – Yes

A. Britton - Yes

A. Bradley – Yes

B. McFaddin – Yes

Motion Carried unanimous voice vote.

Councilor Barrett McFaddin stated he has been asked numerous times in the last few weeks what to do with brush if the Town is not going to pick it up any longer. Mayor Shane Watts stated a notice was sent in April's water bill stating residents can take the brush to Locher Field and the Town will burn it. Mayor Watts stated C&S Disposal will pick up small brush on trash day if it is in bags.

Mayor Shane Watts adjourned the Council Budget Workshop at 6:45 PM.

DRAFT

Minutes of Town Council Meeting
May 12, 2020
Electronic Zoom Meeting

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

Also Present: Mayor Shane Watts, Town Manager Eric Pollitt, Town Attorney Grace Crickenberger, Sr. Admin. Asst. Jane Higginbotham, Police Chief Angel Poole

Mayor Shane Watts opened the meeting by leading the Pledge of Allegiance and a having a brief prayer. The meeting was called to order at 7:01 PM.

Public Hearing

- A. FY21 Budget and CIP. Mayor Watts stated because this meeting is being held electronically, citizens had been asked to send emails with comments on the proposed FY 21 Budget and CIP. Town Manager Pollitt stated there were no comments or emails received.

Review of Minutes

Motion by Andy Ryan and **Seconded** by Sonny Williams to approve the minutes as presented for the March 10, 2020 Town Council Meeting.

Voice Vote as follows:

S. Williams – Yes	A. Ryan – Yes	A. Britton - Yes
A. Bradley – Yes	B. McFaddin – Yes	

Motion Carried unanimous voice vote.

Motion by Sonny Williams and **Seconded** by Andy Ryan to approve the minutes as presented for the Special Town Council Meeting on March 17, 2020.

Voice Vote as follows:

S. Williams – Yes	A. Ryan – Yes	A. Britton - Yes
A. Bradley – Yes	B. McFaddin – Yes	

Motion Carried unanimous voice vote.

Motion by Aaron Britton and **Seconded** by Sonny Williams to approve the minutes as presented for the Special Town Council Meeting on April 27, 2020.

Voice Vote as follows:

S. Williams – Yes

A. Ryan – Yes

A. Britton - Yes

A. Bradley – Yes

B. McFaddin – Yes

Motion Carried unanimous voice vote.

Reports and Updates

Committee/Commission/Staff Reports:

- A. Police Report. Chief Angel Poole stated she had fifty-two (52) calls for service; 966 miles; thirty-five (35) business checks. Chief Poole stated she continues to work on buzzards on Pocahontas Street. Chief Poole stated she had several calls about hikers at the hiker shelter and in the park playing and eating. Chief Poole stated she asked them to leave and showed them signs stated the hiker shelter is closed due to the COVID-19. Chief Poole stated she did her online training and is certified for the next two (2) years. Mayor Shane Watts stated he told Chief Poole to follow the procedures Rockbridge County, the Cities of Lexington and Buena Vista are using regarding the number of stops, maintaining distance, etc.
- B. Community Development Committee.
 1. County Fair. Mayor Shane Watts stated the Rockbridge County Fair is tentatively scheduled for August to be held in Glasgow but may not happen this year. Mayor Watts stated even if it doesn't come this year, it will be here next year and will be a great thing for Glasgow.
 2. Rockin' the Gorge. Mayor Shane Watts stated the first Rockin' the Gorge concert scheduled for May has been cancelled. Mayor Watts stated the June concert will be dependent on what the Governor says about events going forward. Mayor Watts stated Jason Hostetter has agreed to do the event for the 4th of July (he was originally scheduled for the June concert) if we are allowed to have it.
- C. Farmers Market.
 1. Phased Reopening. Mayor Shane Watts stated the Farmers Market will be opening this Friday and Saturday, May 15th and May 16th. Mayor Watts stated vendors will be asked to wear masks, stay six (6) feet apart, and provide hand sanitizer at their table. Mayor Watts stated there will be a washing station at the Farmers Market from C&S. Mayor Watts stated there will be a maximum of ten (10) people allowed at a time. Mayor Watts stated the hotdog stand will not be open.
- D. Public Works & Utilities Committee Report.
 1. Basketball Court Rehab. Mayor Shane Watts stated Chris Rowsey has agreed to reseal the basketball court and the Town Hall parking lot for \$2,500. Mayor Watts stated RARO will paint new lines on the basketball court and maybe put a Town logo in the middle.
 2. New Personnel. Mayor Shane Watts stated Public Works employee Benny Shafer resigned and a new temp employee has been hired, Alex Russell.

E. Treasurer Report.

1. Bills over \$500. None.
2. Council Contingency Report. None.
3. Delinquent Taxes TACS. Town Manager Eric Pollitt stated he will get Council an update on how much has been collected from TACS so far on the delinquent real estate taxes.

F. Planning Commission. None.G. Town Manager Report.

1. Community Block Grant Planning Grant. Town Manager Eric Pollitt stated the business district grant is on hold until restrictions are lifted from the State. Town Manager Pollitt stated he spoke with someone from the State and Glasgow is not the only community on hold.
2. VDOT Multi-Purpose Trail. Town Manager Eric Pollitt stated this has been re-advertised in the Charlottesville, Harrisonburg, Lexington, Lynchburg, Roanoke and Staunton papers. Town Manager Pollitt stated he is hoping we receive more than one (1) bid. Town Manager Pollitt stated the bid opening is Thursday, June 11, 2020.

H. Old Business Updates. None.

Public Comment (Comments are limited to no longer than three (3) minutes per person up to 30 minutes total for the period.)

Mayor Shane Watts asked if there had been emails received for public comment. Town Manager Eric Pollitt stated there were none.

Action ItemsA. Old Business. None.B. New Business.

1. FY21 Budget and CIP. Mayor Shane Watts stated at the last budget workshop the topic of Town pick-up of large trash, junk and brush items was discussed. Mayor Watts stated there will be a savings of \$12,500 from eliminating this service. Town Manager Pollitt stated there will be a net savings of roughly \$42,000 in salary and insurance costs after August in the Public Works and Utilities if you include the costs for a seasonal temp employee. Town Manager Pollitt continued listing potential revenue losses because of the pandemic are in sales tax, meals tax, business licenses because of gross receipts, events revenue, interest and earnings on investment because of lower interest rates. Town Manager Eric Pollitt wanted to remind Council that he has talked to the Garden Club regarding the makeover of Centennial Park and Council agreed to help makeover the park in FY21.

Mayor Shane Watts read the following Resolution to adopt the FY 21 Operations Budget, set the tax rates and appropriate funds:

RESOLUTION

A RESOLUTION TO ADOPT THE FY21 OPERATIONS BUDGET, SET THE TAX RATES AND APPROPRIATE FUNDS

WHEREAS, it is the responsibility of the Town of Glasgow Virginia to approve and control the Town's fiscal plan for Fiscal Year 2021; and,

WHEREAS, the Town Council has received numerous staff reports; received comments from residents at a duly advertised public hearing on May 12th, 2020; and has reviewed each request for funding;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of Glasgow Virginia this 12th day of May 2020, that the Town of Glasgow budget totaling \$1,120,990 is adopted and the tax rates for Fiscal Year 2021 or July 1st 2020 – June 30th 2021 set as given below:

2020 TOWN TAX RATES

Real Estate	\$0.185 per \$100 of assessed value
Mobile Homes	\$0.185 per \$100 of assessed value
Public Service Corps.	\$0.185 per \$100 of assessed value
Personal Property (Residential)	\$0.85 per \$100 of assessed value
Personal Property (Business)	\$0.85 per \$100 of assessed value
Personal Property (Public Utilities)	\$0.85 per \$100 of assessed value
Machinery and Tools	\$0.60 per \$00 of assessed value

BE IT FURTHER RESOLVED that the Town Council does hereby budget and appropriate to the TOWN OF GLASGOW OPERATING BUDGET the following revenues and expenditures:

REVENUES	
Personal Property Tax	\$76,500
Real Property Tax	\$115,010
Other Local Taxes	\$187,950
Penalty & Interest	\$4,000
Permits/Fees	\$600
Fines & Forfeitures	\$3,000
Interest Income	\$10,000
Other Revenue	\$46,615
Misc. Revenue	\$3,250
Parks & Recreation	\$16,150
State Non-Categorical Aid	\$21,462
State Categorical Aid	<u>\$64,778</u>

TOTAL REVENUE	\$549,315
EXPENDITURES	
Council, Legal & Transfers	\$44,555
Finance	\$236,905
Farmers Market	\$8,640
Police Dept.	\$52,925
Fire/Rescue	\$35,000
Refuse Collection	\$27,000
Building & Grounds	\$116,405
Parks & Recreation	\$18,530
Library	\$820
Community Donations	<u>\$8,535</u>
TOTAL EXPENSES	\$549,315

FINALLY BE IT RESOLVED that for budgeting and accounting purposes the adopted budget revenues and expenditures for the Enterprise Funds are set as follows:

	Revenues	Expenditures
Glasgow Water Distribution (Water)	\$291,525	\$291,525
Glasgow Waste Water Collection (Sewer)	<u>\$280,150</u>	<u>\$280,150</u>
TOTAL	\$571,675	\$571,675

Adopted this 12th day of May 2020 by the
Town of Glasgow Virginia

Malcolm "Shane" Watts, Mayor

Motion by Andy Ryan and **Seconded** by Sonny Williams to adopt the FY 21 Operations Budget, set the tax rates and appropriate funds as presented.

Voice Vote as follows:

S. Williams – Yes A. Ryan – Yes A. Britton - Yes
A. Bradley – Yes B. McFaddin – Yes

Motion Carried unanimous voice vote.

Mayor Shane Watts thanked Town Manager Eric Pollitt for putting together a comprehensive budget. Town Manager Pollitt stated the approved budget will be on the Town's website.

2. Surplus of Old Sewer Vac Truck. Town Manager Pollitt stated the Town has received the new vac truck through the sewer project. Town Manager Pollitt continued stating the Town has been contacted by local contractors about buying it. He recommended if the Town wants to sell it, placing it on GovDeals.com to get the best price. Town Manager Pollitt stated he would recommend starting @ \$3,500.

Motion by Aaron Britton to put old sewer vac truck on GovDeals.com.

Councilor Barrett McFaddin stated we should reach out to the local septic companies first before putting it on GovDeals. Councilor Sonny Williams stated most of them already use GovDeals and would be able to bid on it there. Town Manager Eric Pollitt stated the Town could put an ad in the paper and if anyone wanted to bid on it to contact Town Hall. Mayor Watts asked Councilor Britton if he wanted to rescind his motion. Councilor Britton stated we can get a better deal on GovDeals.

Amended Motion by Aaron Britton and **Seconded** by Sonny Williams to put old sewer vac truck on GovDeals.com for beginning bid of \$5,000 and to accept no lower than \$3,500.

Voice Vote as follows:

S. Williams – Yes A. Ryan – Yes A. Britton - Yes
A. Bradley – Yes B. McFaddin – No

Motion Carried 4-1 voice vote.

3. Charter Review Committee. Mayor Shane Watts stated he would like to forego the Town Hall Ad Hoc Committee at this time until we are under more certain financial circumstances and put together a Charter Review Ad-Hoc Committee with the same people. Mayor Watts stated the meetings will begin

in June 2020 with a timeline to finish by the end of October 2020, and they will be public meetings. Mayor Watts stated the members would be Councilors Sonny Williams, Aaron Britton and Barrett McFaddin, Mayor Watts, Reese McClanahan (member of the Planning Commission), and Boyd Walker (citizen-at-large).

Motion by Sonny Williams and **Seconded** by Andrea Bradley to forego the Town Hall Ad Hoc Committee at this time and appoint the same members listed above to a Charter Review Ad Hoc Committee and adopt the charge and composition as presented.

Voice Vote as follows:

S. Williams – Yes A. Ryan – Yes A. Britton - Yes
A. Bradley – Yes B. McFaddin – Yes

Motion Carried unanimous voice vote.

Town Manager Eric Pollitt stated this should be finished reviewing in October so it can be sent to the General Assembly to be voted on this year.

Other

Councilor Andrea Bradley asked when Town Hall will be open again as she has had phone calls from residents who do not have a way to make a copy of their registration to get their Town decal. Town Manager Eric Pollitt stated we follow what Rockbridge County and the Cities of Lexington and Buena Vista are doing and they have not opened back up yet. Mayor Shane Watts stated we will wait for the Governor when he announces the end of the state of emergency. Town Manager Pollitt stated all the residents have to do is call and the Town can make the copy for them. He also asked Councilor Bradley to forward the contact information of those who have made complaints to her and he will call them directly to assist them.

Motion by Andy Ryan and **Seconded** by Sonny Williams to adjourn.

Motion Carried with unanimous voice vote.

Mayor Shane Watts adjourned the meeting at 7:29 PM.

Mayor

Clerk