



AGENDA

Glasgow Virginia Town Council Meeting



7:00pm Tuesday September 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: N/A
3. Presentations
 - A. DGIF- Joseph Manspile
4. Review of Minutes, pages 4-15
 - A. Regular Council Meeting August 13, 2019
Reports and Updates
5. Committee/ Commission/ Staff Reports
 - A. Police Report
 - B. Parks and Recreation Committee, page 19
 - C. Treasurer Report, pages 20-21 and attachments
 - i. Bills over \$500
 - D. Town Manager Report
 - i. SERCAP Project, page 22
 - ii. Old Carnival Grounds and Events Venue update, page 23
 - iii. QS1 Tax Software update
 - iv. Website Update
 - E. Planning Commission, pages 24-26
 - i. Abandoned houses update
 - ii. CDBG Planning Grant
6. Old Business Updates
 - A. 138 Catawba
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 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



AGENDA

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

8. Old Business
 - A. N/A

9. New Business
 - A. Committee Restructuring Finance, page 27
 - B. Budget and CIP Calendar for FY 2021, page 28

10. Closed session
 - A. Request Closed Session, under State Code Section 2.2-3711 (A) (1) Personnel.



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.

Minutes of Town Council Meeting
August 13, 2019
Glasgow Public Library

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

Also Present: Mayor Ruby Clark, Town Manager Eric Pollitt, Sr. Admin. Asst. Jane Higginbotham, Town Attorney Tom Simons, Chief Angel Poole

Guests Present: John Emore; Carolyn Bradley; Doug Hudgins with CHA; Shane Watts; Doris Wright, Judith Perkins, Carol Davis, Nancy Stikes, Elaine Massie all with the Glasgow Garden Club; Helen C Cash; Natalie Harris; Reese McClanahan; Lynda Miller; Jade Harris; Katie Doar with the News-Gazette.

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.

Presentation:

- A. Doug Hudgins: CHA – Sewer Rehab Project Update. Mr. Hudgins stated the Town of Glasgow hired CHA in 2014 to study the sanitary sewer system. Mr. Hudgins stated CHA developed a PER (Preliminary Engineering Report) and assisted the Town in securing a grant/loan from USDA Rural Development. Mr. Hudgins stated the PER Grant was \$30,000; the Rural Development Loan was \$951,100; the Rural Development Grant was \$2,704,000. Mr. Hudgins stated the project was designed in 2017 and bids were accepted in 2018 for four (4) separate construction contracts: Contract 1 – CIPP of 12,400 LF of sewer main; Contract 2 – pipe replacement by pipe bursting of 9,000 LF of sewer main and replaced 60 laterals; Contract 3 – pipe replacement of 800 LF of sewer, installed 13 new manholes and replaced 104 laterals; Contract 4 – rehabilitation of 16 manholes. Mr. Hudgins stated the whole project was brought in approximately \$15,000 under the bid budget without utilizing any contingency; flows during wet weather have been reduced significantly, but there is still work to be done in the future. Mr. Hudgins stated additional items were included in the budget: 1) SCADA at the WWTP; 2) portable pump; 3) vacuum truck and jetter; 4) CCTV equipment. Mr. Hudgins stated the above was brought in within the budget - \$50,000 original budget and final cost was just under \$445,000. Mr. Hudgins stated CHA assisted the Town in reallocating funds to replace RAS pumps - \$73,505 for new pumps/installation and over \$16,000 for temporary pump reimbursement. Mr. Hudgins stated these costs were not included in the original study or project. Mr. Hudgins stated the remaining grant funds available are approximately \$80,000. Mr. Hudgins stated CHA is working with the Town staff to identify additional sewer rehabilitation of the remaining 15 sewer segments to further reduce Infiltration and Inflow. Mr. Hudgins stated the project should be wrapped up in 6-9 months.

B. Michael Fulcher: Virginia Department of Transportation – Multi-Purpose Trail.

Mr. Fulcher stated there are three (3) phases of the multi-purpose trail. Phase 1 (from Powhatan Street to Fitzlee Street on Blue Ridge Road) is to be funded from Federal funds and will be a 80/20 match. Phase 2A (from Fitzlee Street to Jarvis Trail (on Blue Ridge Road) was originally funded 100% from HSIP, but funding was pulled in June 2019. Mr. Fulcher stated all projects from this funding across the State were reevaluated and a freeze was put on this funding. Mr. Fulcher stated there is a TAP Grant to fund Phase 2A but is it a 80/20 match, which would be \$56,000 on the Town's part and Town Council stated this was too steep a price. Mr. Fulcher stated he had asked that the funding be restored since this is tied to Phase 1 and Phase 2B so the multi-purpose trail can be completed at the same time but the State declined. Phase 2B is from Jarvis Trail to the Farmers Market on Kanawha Street and is being funded from Federal funds which is 100% - 90% Federal funding and 10% State Grant. Councilmember Hartbarger asked about how the middle section of the trail will impact the design for the other two sections. Mr. Fulcher said Draper Aden who is the Engineer firm for the project will have to make some minor changes to the ends of the design, and the trail still needs to have a logical beginning and ending. Councilmember Williams asked about future funding on the project through HSIP. Mr. Fulcher stated the Town would need to reapply for funding and criteria for funding might change. Mr. Fulcher stated he is still trying to get Phase 1 and Phase 2B construction started by the end of September 2019 (which is the end of the Federal Fiscal Year). Mr. Fulcher stated once advertising is done for Phase 1 and Phase 2B, funding will be guaranteed for Phase 1 and Phase 2B.

Review of Minutes:

Motion by Sonny Williams and **Seconded** by Andy Ryan to approve minutes for June 11, 2019 Council Meeting, June 20, 2019 Special Called Council Meeting, and July 15, 2019 Town Council Meeting.

Carried unanimous voice vote.

Reports and Updates:

A. Committee/Commission/Staff Reports

1. **Police Report.** Chief Angel Poole stated she had sixteen (16) calls for service; 383 miles; thirteen (13) citizen assists; three (3) bad check cases worked out; one (1) warrant/arrest/juvenile petition; five (5) traffic summons/parking tickets; seven (7) business checks. Chief Poole stated she attended the National Night Out at Rockbridge County High School on August 6th. Chief Poole stated there were approximately forty (40) people at the Movies in the Park on August.10th. Chief Poole stated there may be another Music in the Park held in September. Chief Poole stated she had ten (10) inoperable vehicles to comply and two (2) were given a second notice. Chief Poole stated she will be towing on August 15th. Chief Poole stated she is still on buzzard patrol. Chief Poole stated the Music in the Park is on schedule for August 31, 2019. Chief Poole stated ads have started on the radio for the Music in the Park. Chief Poole stated ground has been broken at the old carnival grounds for the new pavilion. Chief Poole stated the ribbon cutting

ceremony for the new event venue is scheduled for August 27th @ 11:00 AM and there will be light hors d'oeuvres and drinks provided.

2. Parks and Recreation Committee. Town Manager Eric Pollitt stated the highlights for the August meeting were the Music in the Park and the Movies in the Park. Mr. Pollitt discussed the high turnout for the last Movies in the Park (Movies at the Market) which had over 40 people. He also discussed serving hotdogs and other food ourselves at the next Movies at the Market due to the behavior of a specific individual with the Ruitans who partnered with the Town for the event. Town Manager Pollitt stated future events are the haunted hayride, trunk or treat, and Christmas tree lighting ceremony.
3. Treasurers Report:
 - a. Town Manager Moving Expenses Reimbursement. Town Manager Eric Pollitt stated Council has copies of his moving expenses and asked Council for reimbursement per his contract. Mayor Ruby Clark asked Mr. Pollitt if the home inspection was included in the contract. Councilor Greg Hartbarger stated he did not believe the home inspection was considered a moving expense but part of buying a home. Mr. Pollitt stated that having to relocate from the Charlottesville area to within the terms of the contract. He went on to state part of a relocation is having a home inspection and there was nothing prohibiting this from being a qualifying expense in the contract and he was under the reimbursement limit. This wasn't asking to help pay for a mortgage payment either. Councilmember Britton stated he was okay with it as long as Tom thought it was within the terms of the contract. He asked Town Attorney Tom Simons to review it and let Council or the Town Manager know, and he would be fine with signing off on the reimbursement between now and the next meeting. Councilmember Bradley, Ryan, and Williams agreed. Town Attorney Tom Simons stated he would get a copy of the contract between the Town Manager and the Town and let Council know.
 - b. Bills over \$500.
 - 1) Town Manager Eric Pollitt stated Chief Poole has found a bouncy house for \$800 and she is taking this out of her budget under community and outreach events. Councilor Aaron Britton asked if this will affect the Town's insurance. Town Manager Eric Pollitt stated he has checked with VACORP but has not heard back from them yet. Town Attorney Simons stated the Virginia State Code says municipalities are exempt from negligence but it is a good idea to check with our insurance company to be sure.
 - 2) Town Manager Pollitt stated he has three (3) quotes for a utility trailer: Lowe's - \$2,200; LB's Virginia Sales - \$2,597; Tractor Supply - \$2,399. Council stated they wanted to table this item until they could see the actual quotes.

Tabled until September 10, 2019 Town Council Meeting

- 3) Town Manager Pollitt stated he has four (4) quotes for a new zero turn lawn mower: James River: John Deere - \$9,089; Herring Smalling Engine: Bad Boy - \$9,699; Rockbridge Farmer's Co-Op: Exmark Mower - \$11,300; Rockbridge Farmers Co-Op: Caboda (diesel) - \$13,024. Councilor Aaron Britton stated we keep spending money on an old mower that keeps breaking down and it is time to buy a new one. Council stated they wanted to table this item until they could see the actual quotes.

Tabled until September 10, 2019 Town Council Meeting

4. Town Manager Report:

- a) SERCAP Project. Town Manager Eric Pollitt stated Robert Humphrey's Jr has completed six (6) properties totaling roughly \$9,800 in expenses as of Wednesday, August 7th. Town Manager Pollitt stated Mr. Humphrey's is currently working on the following properties the weeks of August 5th and August 12th – the Baptist Church on McCulloch Street, 920 Anderson Street, 926 Anderson Street, and 611 McCulloch Street. Town Manager Pollitt stated Council has a copy of the updated budget in their packet. Town Manager Pollitt stated any excess grant monies will not be allowed to be used for any other purposes other than the private laterals.
- b) Old Carnival Grounds and Events Venue Update. Town Manager Pollitt stated the County Building Inspector has approved the Town's design for the pavilion. Town Manager Pollitt stated contractor Jake McCown with McCown Construction has started work on the project and has guaranteed completion before the ribbon cutting ceremony. Town Manager Pollitt stated Council has a copy of the budget for the project in their packet.
- c) Ribbon Cutting Ceremony. Town Manager Pollitt stated the ceremony will be held Tuesday, August 27th at 11:00 AM. Town Manager Pollitt stated food and drinks will be provided at the event. Mr. Pollitt asked who will be in attendance. Councilmembers Williams, Britton, and Bradley said they would be in attendance. Councilmembers Ryan, McFaddin, and Hartbarger said they were unable to make it due to work schedule conflicts. The Mayor said she will not be there. Town Manager Pollitt asked Council who would be interested in saying a few words on behalf of the Town? Elaborating he could do it if needed as a last resort but the appearance of an elected official speaking looks better than the Town Manager. Councilmember Britton stated he would step up and speak.
- d) QS1 Tax Software Update. Town Manager Pollitt stated Jane Higginbotham has spoken with QS1 regarding the tax software implementation and mailing logistics for the tax bills. Town Manager Pollitt stated the data conversion has been coming along well. Town Manager Pollitt stated a date to go 'live' with the software has not been provided yet. Councilor Aaron Britton asked if we were being charged for

the tax software. Town Manager Pollitt stated in a previous Council Meeting, he outlined the additional costs for the program which will be an additional \$75/month, with no installation charge since it was previously installed just no data, and QS1 provides free remote training.

- e) Website Update. Town Manager Pollitt stated Jeff Pufahl has completed the layout for the website and the only thing left is to update the content. Town Manager Pollitt stated Councilor Andrea Bradley and Mrs. Carolyn Bradley have stepped up to help with the developing of the website content and thanked them for their efforts.
5. Planning Commission: Town Manager Eric Pollitt stated there is no report, and the Planning Commission will meet Wednesday, August 21, 2019 at 6:00 PM at Glasgow Town Hall.
 6. Old Business Updates
 - a) Delinquent Taxes Update. Town Manager Eric Pollitt stated the first batch of delinquent real estate tax letters were sent out in March 2019 and the Town has collected \$6,322.79 from 22 individuals, with \$42,049.58 remaining that needs to be paid. Mr. Pollitt sarcastically stated there was enough money to buy a new mower, then proceeded to address Councilmember Ryan stating “Andy Ryan I know you think that is funny”. Town Attorney Tom Simons stated the Walker property at 709 8th Street is being sold by Rockbridge County for taxes. Town Attorney Simons stated Jon Ellestad is trying to resolve issues with the Wilhelm property at 1515 7th Street, and the Camper property at 605 Shawnee Street.
 - b) Abandoned Properties. Town Manager Pollitt stated he has no updates from Jon Ellestad on the other abandoned properties.
 7. Public Comment Period
 - a) Lynda Miller. Mrs. Miller on behalf of the Ruitans read the following letter to Town Council regarding several episodes that happened at the Farmers Market recently:

August 13, 2019

Eric,

On behalf of the Glasgow Ruritan Club, I would like to extend our apologies for the inappropriate behavior of one of our members at the Family Movie Night events and in the Hot Dog Shack at the Farmers Market. Last month, before the Movie Night event had begun, there was apparently some confusion about the sale of the hot dogs. The Ruritan member that was responsible for managing the Hot Dog Shack made the

decision of closing and going home before the event started. Then, the following week, there was a complaint at the Town Hall from a citizen concerning the same Ruritan member smoking a cigarette inside the Hot Dog Shack building.

After these two incidents, the Board of Directors of the Ruritan Club addressed these issues and took measures to ensure the problems did not happen again. Unfortunately, at the recent Family Movie Night on August 10th, the same Ruritan member was speaking harshly to a member of the Parks and Rec Committee. Then, while the movie was playing, the same member walked aggressively towards the Town Manager, along with several Town employees, and began to complain about advertisement of another event. Even though we are a volunteer Civic Group, the Glasgow Ruritan Club does not condone nor tolerate such unprofessional behavior from any of our members.

We appreciate all of the volunteer hours and hard work that Mr. Sampson has contributed to the Hot Dog Shack at the Farmers Market and to events sponsored by the Club. However, after these numerous incidents, please be assured that Mr. Sampson will not be involved in the responsibilities of the Hot Dog Shack and actions will be taken to prevent any similar incident from happening in the future.

Again, we (the Glasgow Ruritan Club) extend our sincerest apologies and we all look forward to a bright future ahead for the Town. I (Beth Catal), as current and upcoming President of the Club, will act as a liason between the Town and the Ruritan Club, and plan to work closely with Angel (Glasgow Police) and the Parks and Rec Committee to keep updated on all events and to hopefully avoid any miscommunications in the future.

Thank you.

- b) John Emore. Mr. John Emore stated only certain people are mowing their grass and there are people who are not mowing and getting away with it. Mr. Emore stated when Mr. Locher does mow, they bushhog it and makes it look worse. Mr. Emore stated Town Council needs to be strong and back up their ordinances. Mr. Emore stated there are houses in town that have tarps over their roofs and these roofs will eventually cave in. Town Manager Pollitt stated, Council I work for you, I would like some direction from you on this, how would you like me to handle this? Councilor Aaron Britton asked if the grass ordinance violation letters are being followed up. Mr. Pollitt stated letters have not been sent out for a few weeks. Councilor Britton stated everyone needs to get an ordinance violation letter, regardless of who they are and Mr. Locher needed to be treated like everyone else. Mrs. Bradley, Mr. Hartbarger, and Mr.

McFaddion concurred, while Mr. Ryan and Mr. Williams abstained from the conversation.

Action Items

A. Old Business:

1. **Water and Sewer Adjustment Policy.** Town Manager Eric Pollitt stated one of the reasons for the need for the policy is currently Mrs. Higginbotham is doing the adjustments which shouldn't be her responsibility if something happens. This will ensure the Manager will sign off on all adjustments. Councilor Aaron Britton stated the issue of the Fire Department using unmetered water out of the fire hydrant to fill swimming pools for donations needs to be addressed. Councilor Barrett McFaddin stated people out of town are getting the water and giving a donation to the Fire Department and the Town is not getting any money for the water. Councilor Britton stated they are supposed to be getting the water from the WWTP where it is metered and the Town has a record of it so we know how much water they are getting. Town Manager Pollitt stated he will look into this matter and suggested the conversation would be more appropriate in a closed session.

Motion by Aaron Britton and **Seconded** by Sonny Williams to adopt the water and sewer adjustment policy as presented.

Voice Vote as follows:

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

Motion Carried with five (5) affirmative votes and one (1) negative vote.

2. **Delinquent Taxes.** Town Manager Eric Pollitt stated there are still ten (10) individuals from the first batch of delinquent real estate tax letters that did not respond at all and need to be followed up on. Town Manager Pollitt stated a similar problem can arise with the second batch of letters that were mailed in July. Town Manager Pollitt stated TACS is the same firm that Rockbridge County and many other local governments in Virginia use. Town Manager Pollitt stated he would Council to approve the TACS Agreement as the follow-up method for these individuals in the first group and future individuals in the second mailing group. Town Attorney Simons agreed and endorsed continuing with TACS services going forward.

Motion by Aaron Britton and **Seconded** by Barrett McFaddin to authorize the Town to use the TACS firm to start collecting delinquent taxes.

Voice Vote as follows:

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

Motion Carried with unanimous voice vote.

B. New Business:

1. Planning Commission Appointments.

Motion by Sonny Williams and **Seconded** by Andy Ryan to approve the appointments to the Planning Commission as presented.

- Bob Hinkle, Chairman – term expiring December 31st 2023
- Tom Camden, Vice Chairman – term expiring December 31st 2022
- Aaron Britton, Council Representative – term expiring December 31st 2021
- Moreland ‘Marty’ Diamond, Citizen – term expiring December 31st 2020
- Reese McClanahan, Citizen – term expiring December 31st 2019

Voice Vote as follows:

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

Carried unanimous voice vote.

2. Authorized Signer for VDOT Project Contracts. Town Manager Eric Pollitt stated VDOT needs an authorized signer for the Town of Glasgow to execute contracts as it relates to the multi-purpose trail project. Town Manager Pollitt stated this Resolution will also cover future VDOT projects since it covers this position and not the individual in the position.

Motion by Andrea Bradley and **Seconded** by Greg Hartbarger to approve the Resolution as presented to Council to allow the Town Manager to execute contracts as it relates to the multi-purpose trail project and future VDOT related projects.

Voice Vote as follows:

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

Carried unanimous voice vote.

3. Parks and Rec Softball Field. Town Manager Eric Pollitt stated after reviewing the costs associated with the use and maintenance of the facility he is recommending the Town amend the current fee structure. Town Manager Pollitt stated the reservation revenue for last two (2) years was \$1,480 for FY

2018 and \$700 for FY 2019. Town Manager Pollitt stated the costs for lighting is from August 2018 – June 2019 and is at least \$1,280. Town Manager stated the months of May 2018 through July 2018 are not included as the bills are with the auditors. Town Manager Pollitt stated the Town also pays employees to mow the infield, clean the restrooms, weed kill the infield, maintain the mowers, and replace mower blades when reservation parties do not pick up the balls and trash in the outfield. Town Manager Pollitt stated the Town field is not associated with a school or school system like the other fields and facilities in the County and Lexington City and has limited resources to maintain the facilities. Town Manager Pollitt stated after speaking with John “Rocky” Trudgeon, Director of RARO (Rockbridge Area Recreation Organization), he expressed interest in using the field and stated the fee structure would not deter him from using our facility in the future. Town Manager Pollitt stated he would like Council to approve the softball facility responsibilities and duties chart as presented, and amend the current softball facility reservation fee structure to include reserving the facilities for practices; charge reservation parties \$25 for every two (2) hours for lights, with a 2-hour minimum needed for reservation; limiting a reservation party’s number of reservations Monday through Friday to no more than three (3) days a week. Councilor Aaron Britton stated he would like to see in Section 1-16 (a) Authority to Close Parks, to give the Chief of Police authority to shut the park down as well. Town Manager Pollitt agreed she should have the authority to shut down any public rented facility as well.

Motion by Aaron Britton and **Seconded** by Andrea Bradley to approve the softball facility responsibilities and duties chart as presented, adding verbage giving the Chief of Police authority to shut the park down as well in Section 1-16 (1) Authority to Close Parks, as well as amending the current softball facility reservation fee structure as noted above.

Voice Vote as follows:

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

Carried unanimous voice vote.

Town Manager Pollitt stated he has an application for the softball field for the Annual Chris Wheeler Memorial Softball Tournament for August 24-25, 2019 and that Town Council has historically waived all fees for this tournament and asked Council if they would like to waive all fees for the tournament this year. Council stated they would like to waive the fees for the Annual Chris Wheeler Memorial Softball Tournament for August 24-25, 2019.

4. Janet Rolfe Refund for Farmers Market Shutters. Town Manager Eric Pollitt stated Mrs. Rolfe worked with Coleman-Adams to design and install the new shutters at the Farmers Market. Town Manager Pollitt stated Coleman-Adams did the job free of charge. Town Manager Pollitt stated since Mrs. Rolfe provided the Town with the Go-Fund-Me donations in the amount of \$4,725 and the project ended up being done at no cost, so he would like Council to approve giving the funds back to Mrs. Rolfe to return to donors.

Motion by Sonny Williams and **Seconded** by Andrea Bradley to execute the refund amount of \$4,725 for shutters as presented on the invoice.

Carried unanimous voice vote.

5. Public Comment Guidelines. Town Manager Eric Pollitt stated these guidelines are to provide clear expectations for the public during both the public comment period and the meeting itself.

Motion by Aaron Britton and **Seconded** by Andrea Bradley to approve the public comment guidelines as presented.

Carried unanimous voice vote.

Town Manager Pollitt stated these guidelines will be posted at Town Hall and at the Library.

6. Centennial Park Redesign. Town Manager Eric Pollitt stated Council has a copy of the memo outlining his discussion with the Glasgow Garden Club. Town Manager Pollitt stated the Garden Club needs a decision on going forward with the removal of items listed in the memo in preparation of redesigning the Park. Mrs. Elaine Massie gave a presentation to Council showing them what the Park looks like now and what they would like to remove. Mrs. Massie stated the Garden Club would like to make the Park user friendly. Mrs. Massie stated Phase 1 would take out the fencing and save the wood to possibly use again; take out the walkway trimmed in wood as the wood has deteriorated; take out the 20 bushes in the middle of the Park. Mrs. Massie stated the bricks would be saved to be used again. Mrs. Massie stated they would like to put an ID on every tree and shrub in the Park. Mrs. Massie stated there are a lot of trees that are now growing very close together and they would like to take several out to give the other trees room to grow. Mrs. Massie stated their ideas for the Park include to add light, a pollinator garden, install a pergola, add native plants, move the flag pole over by the Centennial Park and Frank Padgett signs are, add a water fountain, put memorial pavers around the Frank Padgett sign. Mrs. Massie stated the Garden Club would love to hear anyone's ideas for the Park. Mrs. Massie stated this will be a long project and volunteers will be needed. Mrs. Massie stated they want to set a work day once the weather is a little cooler. Mrs. Lynda Miller asked about the time capsule. Mrs. Massie stated the time capsule will not be touched, it is with the Centennial sign. Town Manager Eric Pollitt stated he

would like to have Council's approval for the Garden Club to begin this project. Town Manager Pollitt stated the Town will provide the engraved memorial pavers eligible for purchase.

Motion by Aaron Britton and **Seconded** by Barrett McFaddin for the Garden Club to proceed with the redesigning of Centennial Park and for the Town to provide engraved pavers to purchase for memorializing purposes.

Carried unanimous voice vote.

7. Planning and Zoning Variance 609 Pocahontas Street. Town Manager Eric Pollitt stated there is a request for a zoning variance on 609 Pocahontas Street from a realtor who has a potential buyer. Town Manager Pollitt stated there are currently two (2) rental units on the property. Town Manager Pollitt stated the potential buyer would like to turn a current storage shed, which already has electric, water and sewer hook-ups, into a 3rd rental unit. Town Manager Pollitt stated the shed does not meet the Town's setback requirements. Town Manager Pollitt stated the structure is roughly 300 square feet and meets the County's minimum residency requirement, but the Town currently does not have one. Town Manager Pollitt stated if a variance is granted the final step in the process would be a structural engineer would need to send a letter to the County Building Official testifying to the integrity of the building. Town Attorney Tom Simons stated the Town Manager is the Zoning Administrator and if the variance is denied, the person making the request for the variance can appeal and it would go before the Zoning Board of Appeals. Town Attorney Simons stated it would have to be advertised and a Public Hearing held. Town Attorney Simons stated he would not recommend a variance just so a realtor can try to sell the property. Town Attorney Simons stated he would like to see the contract that is contingent on the variance. Town Attorney Simons stated the Zoning Board needs to start meeting again and he understands it needs members. Councilor Barrett McFaddin, as well as several other Council members, stated at this time they were not in favor of a variance. Council decided to table this matter until the September 10, 2019 Town Council meeting.

Tabled until the September 10, 2019 Town Council Meeting.

8. 2019-2021 Strategic Plan. Town Manager Eric Pollitt stated has a copy of the draft strategic plan for our community. Town Manager Pollitt stated many of these goals and ideas he has talked with to Council individually and they are on board with. Town Manager Pollitt states this puts the ideas on paper with a time frame to provide residents with Council's vision for the community.

Motion by Aaron Britton and **Seconded** by Sonny Williams to adopt the Glasgow 2019-2021 Strategic Plan as presented.

Carried unanimous voice vote.

Mayor Ruby Clark stated Council always votes on the reappointment of the Chief of Police and the Town Attorney in August every year. She brought this up as new business not on the agenda, which Mr. Pollitt stated it would have been on there if he was told ahead of time. Town Attorney Tom Simons stated he works for the pleasure of the Council on an ongoing basis. He also wanted to make clear the passing of Will Hancock has been difficult on him but he had no intentions of retiring. Mr. Simons briefed the Council and audience that he has another attorney he will be bringing on to his practice and will be coming to the next few meetings to catch him up to speed on Town Business.

Motion by Aaron Britton and **Seconded** by Barrett McFaddin to reappoint Chief of Police Angel Poole and Town Attorney Tom Simons for another year.

Carried unanimous voice vote.

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

Carried unanimous voice vote.

With no further business, Mayor Ruby Clark adjourned the meeting at 8:40 PM.

Mayor

Clerk

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

GLASGOW MUSIC IN THE PARK BUDGET 2019

<u>Revenue/ Cost Category</u>	<u>Total Project Costs</u>	<u>Previous Donations/ Disbursements</u>	<u>Donations/ Disbursement This Period</u>	<u>Donations/ Disbursements to Date</u>	<u>Remaining Balance</u>
Revenue	\$1,500.00				
Gold Sponsor(s) \$200 and up (radio, poster, and special mention)	\$ 1,000.00	\$ 650.00	\$ 1,000.00	\$ 1,650.00	
Silver Sponsor(s) \$150 and up (radio)	\$ 600.00		\$ 610.00	\$ 610.00	
Other Sponsor(s)	\$ 500.00			\$ -	
Net Beer Donated Back and Revenue Generated	\$ 260.00		\$ 800.00		
Business License(s) Vendors (\$30)	\$ 150.00			\$ -	
Total Revenue	\$2,510.00	\$650.00	\$2,410.00	\$3,060.00	
Expenses	\$5,000.00				
Radio Advertising	\$ 200.00	\$ 200.00		\$ 200.00	\$ -
Deputy Detail [(\$35 per hour 1 Deputy) (2 Deputies 6 hrs)]	\$ 420.00	\$ -		\$ -	\$ 420.00
Mosquito Spray (2 times)	\$ 50.00	\$ -		\$ -	\$ 50.00
Materials & Supplies (posters, tickets, arm bands, cups etc.)	\$ 200.00	\$ 50.00		\$ 50.00	\$ 150.00
Band(s) (\$400 ; \$300)	\$ 1,500.00	\$ 700.00	\$ 100.00	\$ 800.00	\$ 700.00
Porter Jons (C&S)	\$ 350.00	\$ 405.00		\$ 405.00	\$ (55.00)
Lights / Electric / Sound	\$ 500.00	\$ -	\$ 150.00	\$ 150.00	\$ 350.00
Beer / Wine / Cider (\$65 a keg)	\$ 500.00	\$ 260.00		\$ 260.00	\$ 240.00
ABC & Permitting	\$ 250.00	\$ 85.00		\$ 85.00	\$ 165.00
Total Expenses	\$3,970.00	\$1,700.00	\$250.00	\$1,950.00	\$2,020.00

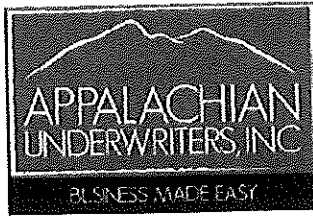
List of Large Donors Amounts

- Maury River Family Practice \$250.00
- Mohawk Industries \$500.00
- Scotto's Pizza \$250.00
- Crossroads Auto \$200.00
- Petro Stop & Go \$200.00
- Ruby Ogden Clark \$250.00
- Bank of Botetourt \$50.00
- C&S \$150.00
- Byers \$300.00
- Conerstone Bank \$250.00

I Isaac Underwood will remove the dead ash tree for the town of Glasgow for \$1200. That is to take the tree down and cut into manageable pieces.

A handwritten signature in black ink, appearing to be 'Isaac Underwood', written in a cursive style.

P.O. Box 800
Oak Ridge, TN 37831
(888) 376-9633 Phone
(866) 409-3367 Fax



SUBMISSION:3473094

www.appund.com

QUOTE

COMPANY: Certain Underwriters at Lloyds Non-Admitted

COMMISSION: 10.00%

DATE: 6/14/2019

ATTN: FOREST WAGNER @ Forest A Wagner

Quotes expire in 30 days.

DESCRIPTION OF OPERATIONS: tree trimming
/landscape gardening
artisan

FAX/E-MAIL: 540-301-2500

APPLICANT: JOHN UNDERWOOD

ADDRESS: 128 Cove Mountain Lane
Buchanan, VA 24066

COVERAGE TYPE: Full Occurrence

GENERAL LIABILITY: Subject to Audit

DEDUCTIBLE:	1,000	PD	Per claim
GENERAL AGGREGATE:			2,000,000
PROD/COMP OPS AGGREGATE:			2,000,000
PERSONAL & ADV INJURY:			1,000,000
EACH OCCURRENCE:			1,000,000
DAMAGE TO RENTED PREMISE:			100,000
MEDICAL EXPENSE:			5,000

This quote is subject to final underwriting approval and receipt of all requested information. Please allow up to 48 hours to receive confirmation of coverage being bound.

THE FOLLOWING CLASS CODES APPLY:

97047+-Landscape Gardening (payroll 1)
99777-Tree Pruning, Dusting, Spraying, Repairing, Trimming or Fumigating (payroll 50,000)

PREMIUM: \$1,000.00
 TRIA: \$0.00
 POLICY FEE: \$50.00
 INSPECTION FEE: \$150.00
 TAXES: \$27.30
 OTHER:

Steve Cleveland, Underwriter

25.00% OR MEP APPLIES

Additional Insured and Per Project Aggregate Charges are Fully Earned

TOTAL: \$1,227.30

***Caution – No Flat Cancellations – Once bound minimum earned premiums will apply.

AGENT'S REQUEST TO BIND COVERAGE – SIGN & FAX TO (866) 409-3367

COVERAGE REQUESTED EFFECTIVE DATE: 6/1/19

SIGNATURE OF AGENCY REP: [Signature]

GLASGOW SERCAP BUDGET 2019 ENDING AUGUST 30th

<u>Cost Category</u>	Total Project Costs	Previous Disbursements	Disbursement This Period	Disbursements to Date	Remaining Balance
Expenses	\$40,000.00				
Contract Services (Robert Humphries)	\$ 30,000.00	15,120.00	4,230.00	\$ 19,350.00	10,650.00
Materials & Supplies	\$ 4,000.00	-		\$ -	4,000.00
Construction	\$ 4,000.00	-		\$ -	4,000.00
Sub Contract Contingency	\$ 2,000.00	-		\$ -	2,000.00
Total Expenses	\$40,000.00	\$15,120.00	\$4,230.00	\$19,350.00	\$20,650.00

List of Properties

Doris Clark: 633 Fitzlee St	\$1,656.00
Lloyd Pennington: 617 Fitzlee St	\$1,692.00
Peggy Clark: 705 Fitzlee St	\$1,764.00
Lisa Southers: 909 McCulloch St	\$1,548.00
Scott Adams: 717 Fitzlee St	\$1,566.00
Scott Smiley: 711 Fitzlee St	\$1,602.00
BAPTIST CHURCH ON MCCULOUGH: 733 McCulloch St	\$846.00
Tom Camden: 920 ANDERSON	\$1,530.00
Chris Norris: 926 ANDERSON	\$1,548.00
Lweis Wilmore: 611 MCCOUGH	\$1,368.00
Jamie Barr: 914 Fitzlee St	\$1,242.00
Elaine Massie: 919 Anderson St.	\$1,314.00
Nancy Landes: 1013 Kanawha St.	\$1,674.00

Week of September 3rd - 13th

- 1009 Virginia
- 1034 Fitzlee
- 1105 Fitzlee
- 1028 Rockbrdige
- 1202 Fitzlee

GLASGOW EVENTS VENUE BUDGET 2019

As of August 31, 2019

<u>Cost Category</u>	Total Project <u>Costs</u>	Previous <u>Disbursements</u>	Disbursement <u>This Period</u>	Disbursements <u>to Date</u>	Remaining <u>Balance</u>
Total Funds Available	\$30,000.00				
Survey Services	\$ 900.00	900.00		\$ 900.00	\$ -
Stage Design	\$ 2,500.00	-		\$ -	\$ 2,500.00
Electrical Design	\$ 2,500.00	-	-	\$ -	\$ 2,500.00
Materials & Supplies	\$ 10,000.00	-	3,535.21	\$ 3,535.21	\$ 6,464.79
Construction	\$ 10,000.00	10,000.00	14,000.00	\$ 24,000.00	\$ (14,000.00)
Land/Right of Way Acquisition	\$ -	-		\$ -	\$ -
Permitting	\$ 500.00	-		\$ -	\$ 500.00
Legal	\$ 1,000.00	250.00	-	\$ 250.00	\$ 750.00
Additional Proceeds / Contingency	\$ 2,600.00	-		\$ -	
TOTALS	\$30,000.00	11,150.00	17,535.21	\$28,685.21	\$1,314.79



TOWN OF GLASGOW, VIRGINIA



MEMORANDUM PLANNING COMMISSION MINUTES

Ruby Ogden Clark
Mayor

Town Council:
Andrea Bradley
Aaron Britton
Greg Hartbarger
Barrett McFaddin
Andy Ryan
Sonny Williams

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

Date: August 21st, 2019

From: Eric Pollitt – Town Manager

To: Planning Commission

Subject: August 21st, 2019 Planning Commission Committee Notes

CC: Mayor; Council, Jane Higginbotham

Below is a summary of the August Planning Commission Committee:

1. Call to Order – called by Town Manager Eric Pollitt for Work Session at 6:00 PM.

Reports and Updates

2. Workshop Discussion

A. Abandoned Houses UPDATE –

Jon Ellestad came to the Planning Commission to provide an update on the abandoned houses also known as nuisance homes / houses.

138 Catawba: The property has been transferred into the ownership of Mr. and Mrs. Kerr, who have a contract with Clayton Homes to remove the existing structure and place a new home on the property. There have been unforeseen issues with the demolition of the structure and exactly which parcels they own, so the project has been moving slower than anticipated. The Town will extend the water and sewer laterals across the road to the property where they will run them to the new house location. There is now an issue with the title to one parcel that is needed to bring water and sewer to the house. They are working on trying to resolve the issue.

605 Shawnee: We the Town have been trying to work with the owner since December to demolish the property or place it into someone else's hands that will. Jon recommended the Town give the owner a date certain for demolishing the building and, if not, remove it ourselves and place a mechanic's lien on the owner. Jon is working on obtaining quotes for the demolition, however, we need to obtain permission to enter the house to perform an asbestos inspection.



TOWN OF GLASGOW, VIRGINIA



Staff is awaiting determination from Town Attorney as to how to legally obtain permission to enter the building. We are now talking with the owner and Habitat for Humanity for the property to be donated to Habitat and they develop two houses on the property.

1515 7th St.: The owner of this property has been promising to stabilize this property since last December by replacing the empty windows and repairing some siding. His stated intention is the either fix the house up or place it for sale to someone who would. So far, nothing has been done to accomplish anything that he has said. In addition, he owes \$1,516.52 in delinquent real estate taxes going back to FY13. Unlike some of the other properties, this structure seems to be salvageable and is located on a prime lot. Demolishing it would be quite expensive as it is a fairly large house. Jon recommended the Town move forward aggressively in trying to collect back taxes and getting it put up for tax sale.

709 8th St.: This property is in the same situation as 1105 Rockbridge Rd. Delinquent taxes owed amounts to \$2,095.97. The tax sale is projected for the Fall of 2019. If torn down can't rebuild because it is in the flood plane. Estimated cost to tear down is \$15,000.

714 Anderson was brought up as a possibility but Mrs. McClanahan said it was used this past week for. Mr. Pollitt asked what the situation was with 715 McCulloch. Mrs. McClanahan said the gentleman lives in the back in a rotunda. After looking at the property on GIS, the rotunda doesn't seem to meet the setback requirement. Mr. Ellestad said this seems to be a zoning issue as well to look into. Mrs. McClanahan suggested keeping track of empty homes that don't meet the nuisance requirements but could be 'on deck'. Mr. Hinkle and Pollitt concurred.

B. CDBG Grant

i. Application Update

Mr. Pollitt informed the Planning Commission of the Town applying for a CDBG Planning Grant. The area for planning is the commercial / business district in town for revitalization. The Town will hear back in a few months as far as recommendations and amount of grant money.

ii. Community Sparkplugs

Mrs. McClanahan suggested Sarah Funkhauser, Linda Mundy, Francesco, and Georgie Adams. Mr. Hinkle suggested Shane Watts and Sue Wood.

C. Council Strategic Plan

Brief discussion was held on the ideas of Council in the strategic plan. Mr. Hinkle and Mrs. McClanahan spoke enthusiastically about the plan and the ideas. They discussed how residents in Town have spoken about some of these ideas in years past and support Council's plan.

D. Capital Improvement Plan FY21-25

Town Manager Pollitt spoke about the need to develop a capital asset list for the Town and to pass a Capital Improvement (CIP) plan. He discussed the schedule as follows below. He then suggested the committee begin to think about a scoring system for ranking CIP requests. Mr. Hinkle suggested having a dollar or item limit on requests for the CIP.

- i. Develop a list of the Town's assets and equipment for review by October



TOWN OF GLASGOW, VIRGINIA



-
- ii. Have departments submit capital requests if applicable to review at the November meeting
 - iii. Have a 5 year CIP recommendation for Council's FY21 budget by January

Actions Items

3. New Business

A. Comparison Community List

Mrs. McClanahan provided a list of comparable communities as well. The Commission went through the list drafted up by Town Manager Pollitt then Mrs. McClanahan's. Altavista, Pulaski, and Strasburg were removed from the comparison community list. Bryce Mountain and Basye were added to the list to look into. **No motion** was made to adopt the list and tabled to next meeting.

Next Meeting: September 18, 2019 6pm at Town Hall

Glasgow Finance Committee

Charge and Composition

1.) Purpose:

The Town of Glasgow – is to define the parameters and guidelines for which the investable funds of the Town may be invested. Investable funds typically reside in one or more of the primary accounts for the Town of Glasgow – the General Fund, the Water Fund, and the Sewer Fund. The objectives for these three accounts and the manner in which funds in them are invested shall at all times be in compliance with the Code of Virginia, specifically Title 2.2, Chapter 45 – Investment of Public Funds Act.

Toward that end, there is a desire to establish a Finance Committee of knowledgeable persons to advise the Council and Town Manager as to what is in the best overall interest of the community.

2.) Charge to the Committee

Designee for oversight of Glasgow’s finances, making recommendations to the Council on matters including but not limited to review:

1. Town’s Financial Policies;
2. Cash Management Strategy and;
3. Long-Term Financing Recommendations

3.) Composition:

The Finance Committee is to be comprised of five (5) members who are from or knowledgeable in the following groups and appointed by Council on an annual basis each January:

Two from Town Council

One Staff, being the Town Manager or their designee if approved by Council

Two appointed by, and drawn from the following groups, by the Council:

- Local Business Owner(s)
- Planning Commission
- Citizen At Large with Private Investment Experience and or Knowledge

4.) Meeting Frequency:

The Finance Committee shall meet at a minimum four times a year and once every quarter to ensure review of investment returns are conducted on an adequate basis.

Issued this ____ day of September, 2019.

_____ Mayor

_____ Clerk



FY21 BUDGET CALENDAR

HOLIDAY

COUNCIL MEETING

PLANN COMM

DAY	DATE	DESCRIPTION	TIME/LOCATION	Su	M	T	W	Th	F	Sa
Sep-2019										
Tues	Sep 10	Council Meeting - Council Adopts Preliminary Budget schedule	7:00 pm; Library	1	2	3	4	5	6	7
Mon	Sep 16	Town Manager sends out CIP Requests to Staff and Council Members	8:30 am; Town Hall	8	9	10	11	12	13	14
Wed	Sep 25	Planning Commission Work Session/Meeting - CIP Review	6:00 pm; Town Hall	15	16	17	18	19	20	21
		Discussion of Ranking Criteria Method		22	23	24	25	26	27	28
				29	30					
Oct-2019										
Tues	Oct 8	Council Regular Meeting	7:00 pm; Library			1	2	3	4	5
Wed	Oct 23	Planning Commission Work Session/Meeting - CIP Review	6:00 pm; Town Hall	6	7	8	9	10	11	12
		Develop comprehensive list of Town's Assets and Equipment for Review		13	14	15	16	17	18	19
		Adopt Ranking Criteria method		20	21	22	23	24	25	26
				27	28	29	30	31		
Nov-2019										
Tues	Nov 12	Council Regular Meeting	7:00 pm; Library						1	2
Mon	Nov 18	Non-Profits Notified about FY 2021 Submissions	Budget Packet Email	3	4	5	6	7	8	9
Wed	Nov 20	Planning Commission Work Session/Meeting - CIP Review	6:00 pm; Town Hall	10	11	12	13	14	15	16
		Town Staff Submits CIP Requests for Review		17	18	19	20	21	22	23
				24	25	26	27	28	29	30
Dec-2019										
Tues	Dec 10	Council Regular Meeting	7:00 pm; Library	1	2	3	4	5	6	7
Wed	Dec 18	Planning Commission Work Session/Meeting - CIP	6:00 pm; Town Hall	8	9	10	11	12	13	14
				15	16	17	18	19	20	21
				22	23	24	25	26	27	28
				29	30	31				
Jan-2020										
Mon	Jan 6	FY21 Operating Budget Kick-Off	Budget Packet Email				1	2	3	4
Tues	Jan 14	Council Budget Work Session - Revenue Projections	6:00 pm; Library	5	6	7	8	9	10	11
Tues	Jan 14	Council Regular Meeting - Non-Profit Presentations	7:00 pm; Library	12	13	14	15	16	17	18
Wed	Jan 22	Planning Commission Work Session/Meeting	6:00 pm; Town Hall	19	20	21	22	23	24	25
		CIP Public Hearing/ Recommendation to Council		26	27	28	29	30	31	
Feb-2020										
Wed	Feb 10-21	Council 2 by 2s Budget Preview with Town Manager	TBD; TM Office							1
Thur	Feb 6	Public Education Seminar on Local Government Budgeting	6:00 pm; Library	2	3	4	5	6	7	8
Tues	Feb 11	Council Regular Meeting	7:00 pm; Library	9	10	11	12	13	14	15
Thur	Feb 27	Town Manager's FY21 Budget Proposal and Revenue/Expenditure Brief	6:00 pm; Library	16	17	18	19	20	21	22
				23	24	25	26	27	28	29
Mar-2020										
Tues	Mar 10	Council Budget Work Session	6:00 pm; Library	1	2	3	4	5	6	7
Tues	Mar 10	Council Regular Meeting	7:00 pm; Library	8	9	10	11	12	13	14
Wed	Mar 11	Council Regular Meeting - Set Proposed FY20 Budget & CY19 Tax Rates for Advertising (Submission Deadline News Gazette Monday 9th)	6:00 pm; Library	15	16	17	18	19	20	21
Thur	Mar 19	Council Budget Work Session	6:00 pm; Library	22	23	24	25	26	27	28
Tues	Mar 24	Council Budget Work Session	6:00 pm; Library	29	30	31				
Apr-2020										
Tues	Apr 14	Council Budget Work Session	6:00 pm; Library				1	2	3	4
	Apr 14	Council Regular Meeting	7:00 pm; Library	5	6	7	8	9	10	11
				12	13	14	15	16	17	18
				19	20	21	22	23	24	25
				26	27	28	29	30		