

**Minutes of Town Council Meeting**  
**February 11, 2014**  
Glasgow Public Library

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

Absent: Jeremy Kilgore (due to death in family); Councilor John Hill (due to fire calls).

Also Present: Mayor Ruby Clark, Town Manager Paul Parker, Administrative Assistant Jane Higginbotham, Town Attorney Tom Simons.

Guests Present: Public Works Chris Flint, Bob Kindle, Judy Loughhead, Williams Wells, Billie Wells, Lee Duke, STP Supervisor Jeff Rankin, Boyd Walker, Curtis Preston, Whitney Preston, James Slough, Sgt. Aaron Britton, Carolyn Bradley, Reese McClanahan, Roberta Anderson with News-Gazette, Natalie Harris.

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

Mayor Ruby Ogden Clark opened the meeting at 7:00 PM. Mayor stated Councilor Jeremy Kilgore had a death in his family, and Councilor John Hill has been up 36 hours.

**Public Comment:**

- A. Bob Kindle.** Mr. Kindle spoke regarding filing civil charges against Town Manager with US Dept. of Justice for false charge of public disturbance and threat of arrest. Mr. Kindle stated also considering filing suit against Town of Glasgow for the way it handles its Town Code and Charter. Mr. Kindle spoke regarding incident that happened at Town Hall on January 7, 2014.
- B. Natalie Harris.** Mrs. Harris spoke regarding the Town fixing her sewer line. Mrs. Harris asked when property across street will be cleaned up.
- C. Billie Wells.** Mr. Wells spoke regarding the two (2) vehicles parked in front of the old video store.

**Review of Minutes:**

Councilor Roger Funkhouser stated Minutes for Regular Meeting January 14, 2014, under Public Comment, Page 4, #E, minutes should include Council's responses. Councilor Funkhouser stated Minutes for Workshop/Special Called Meeting January 30, 2014, in Executive Session, minutes should show what action was taken and who made the motions. Councilor Funkhouser stated he would not vote to approve minutes as stand. Councilor Mike Turner asked Town Manager Paul Parker to make these corrections.

**Motion** by Mike Turner and **Seconded** by Andrea Bradley to make changes to January 14, 2014 minutes and January 30, 2014 minutes as stated above.

**Carried** unanimous voice vote.

**Consideration of Bills:**

Councilor Roger Funkhouser asked what color this year's decals are. Town Sgt. Britton stated they are purple.

**Motion** by Roger Funkhouser and **Seconded** by Andrea Bradley to approve all bills and any other bills that may come up.

**Carried** unanimous voice vote.

**Committee/Commission Reports:**

- A. Parks & Recreation Committee.** Carolyn Bradley stated Parks & Rec had their first meeting February 10, 2014. Mrs. Bradley discussed activities they want to do for 2014.
- B. Planning Commission.** Town Manager Paul Parker stated Planning Commission will meet Tuesday, February 18, 2014 @ 6PM @ Town Hall.

**Police Activity Report:**

Town Sgt. Aaron Britton stated Council has a copy of his January report: 18 calls, 6 traffic stops, 11 summons, 1 warning, 4 meetings, 4 investigations, 4 administrative days, 2 training days, 1 court appearance, 3 assist other agencies, 13 call-outs (when off-duty), collected \$988.65 in fines, 531.6 mileage, 57.9 gallons fuel. Sgt. Britton stated instructed by Town Manager to patrol entire length of Fitzlee Street for a minimum of one (1) hour when working a full shift. Sgt. Britton stated he is working on inoperable vehicles, and with the Rockbridge County Building Inspector on abandoned houses. Councilor Mike Turner stated he would like the Mayor to have a copy of the town sergeant's monthly schedule. Mayor Clark asked about *National Night Out*, and Sgt. Britton stated it will be August 5, 2014.

**Old Business:**

- A. Opening for Planning Commission, Zoning Board, Parks & Recreation Committee.** Mayor Ruby Ogden Clark stated she has received two (2) applications for Parks and Recreation Committee – Jacob Holland and Reese McClanahan; one (1) application for the Planning Commission – Aaron Britton; and none for the Zoning Board. Councilor Roger Funkhouser stated he has an issue with employees on commissions because there are enough citizens to serve, and that Reese McClanahan was just appointed to the Planning Commission and the Zoning Board and should not be put on Parks and Recreation Committee as well. Councilor Funkhouser stated he would like to continue advertising for the openings, and to also put on the website and in the Post Office.
- B. Letters to Non-Profits.** Town Manager Paul Parker stated all non-profits who were sent a letter will be at the March 11, 2014 Town Council Meeting to make requests to be included in the FY '14-'15 Budget.

**New Business:**

- A. Springsted Proposal.** Town Manager Paul Parker stated he had not yet received their proposal so is removing this from the agenda.
- B. I/I Study Proposal.** Engineers Steven Steele and Doug Hudgins from CHA Engineering discussed Glasgow's inflow infiltration problem. Proposal was sent

out Fall 2013 and was selected based on qualifications. Mr. Steele stated CHA has a reasonable plan that works with Glasgow's fiscal budget. **First** phase works with money Glasgow has now in budget - \$37,000 has been earmarked in STP account for the I/I Study. Included in the 1<sup>st</sup> phase is flow monitoring – they will benchmark thru the Spring and Summer to see what the system is doing now and put monitors in, then come back and put monitors in again and see the results. This will also help to plan the rate schedule in the next five (5) years. Included in 1<sup>st</sup> phase is to check every manhole to see where the biggest concerns are.

**Second** phase works with the new budget – Mr. Steele stated it is better to already have the mapping, etc. done and then ask for grants. Included in the 2<sup>nd</sup> phase is the camera phase to build mapping system (GIS) and Glasgow will have their own GIS system operated by the Town. Councilor Roger Funkhouser asked what kind of cost looking at to the end of the project. Mr. Hudgins stated Lovettsville was about \$400,000 for complete project and they do cost effective analysis studies.

**Motion** by Mike Turner and **Seconded** by Sonny Williams to accept proposal from CHA Engineering to do the I/I Study.

**Carried** unanimous voice vote.

- C. **Sewer Department Asset Management Plan.** STP Supervisor Jeff Rankin stated this is only for inside the STP. This manual looks at cost of failure vs. consequences – pumps, generator, oxidation ditch, etc. – if it has an effect on the level of service. Mr. Rankin stated this is a working document and will be updated every year, numbers will change every year, and will match with the budget. Councilor Roger Funkhouser asked where this data is located. Mr. Rankin stated it's on the computer in the STP. Mr. Rankin stated this is something DEQ wants to see and anyone you ask money for i.e. SERCAP, grants wants to see this. Mr. Rankin stated that the sewer department would loan funds to purchase a Gator for the water department. Councilor Roger Funkhouser asked if the Gator can be driven on highway. Sgt. Aaron Britton stated it must have slow moving sign and State Code states cannot drive 45 MPH zone, which would be Rockbridge Road.

- D. **Motion** by Roger Funkhouser and **Seconded** by Sonny Williams to approve the Sewer Department Asset Management Plan.

**Carried** unanimous voice vote.

### **Manager Report:**

- A. **Draft Proposed FY '14-'15 Budget.**

- B. **Budget Amendment of \$4,505.67.** Have \$13,000-\$14,000 left in this year's budget from resignation of Armond Falgoust. Requesting less than 1% of the total budget to increase three (3) employees salary, \$1,299 per person until end of June, for increased job assignments. Increases salary \$30 per paycheck per employee. Have assigned additional work to sewer department, water department, finance department, as well as instituted work order system that is now in computer.

**Motion** Andrea Bradley and **Seconded** by Mike Turner to approve the budget amendment of \$4,505.67.

**Carried** unanimous voice vote.

Town Manager Paul Parker stated would like to give a \$50 stipend to employees for their cell phones, as all employees use their personal phones to call and text each other. Town Manager Parker stated Sgt. Britton already receives a \$70 per month stipend for his cell phone. Councilor Roger Funkhouser stated a stipend would be cheaper than a separate phone plan, as well as employees having to carry two (2) phones. Council agreed to the \$50 month stipend to employees for their cell phone bill.

**C. Expense Report.**

Town Manager Paul Parker stated Virginia Department of Health (VDH) still needs affidavits from newspaper, and a pay request must be submitted to VDH two (2) weeks before closing. Town Manager Parker stated closing date has been moved to March 13, 2014 as VDH is also waiting on more paperwork from the engineers. Town Manager Parker stated the first pay request will be approximately \$217,000 and the first payment will be to the engineers. Town Manager Parker stated the closing attorney had a minor issue with the Resolution as Councilor Jeremy Kilgore was listed on the Resolution and he was not sworn in on January 14, 2014, so he will do an amended Resolution leaving Councilor Kilgore off.

**Other:**

Councilor Roger Funkhouser stated Council did not receive their packets until yesterday and previously have received them by the latest on Friday before Council meeting. Councilor Funkhouser stated this is not acceptable and his recommendation is packets to be delivered Thursday, no later than Friday morning as this will give Council three (3) days to prepare for the meeting. Council agreed to delivery of packets on Thursday and no later than Friday morning before Council meeting.

Town Manager Paul Parker stated Monday is a state holiday and Town Hall will be closed. Town Manager Parker stated decals will go on sale March 3, 2014..

**Motion** by Sonny Williams and **Seconded** by Andrea Bradley to adjourn at 8:35 PM.

**Carried** unanimous voice vote.

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Mayor

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Clerk