

Minutes of Town Council Meeting
January 8, 2013
Glasgow Public Library

Council Members Present: Sonny Williams, Roger Funkhouser, Mike Turner, Monica Dock, Ruby Clark, Caleb Keckler.

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

Guests Present: Bruce Patterson, Rockbridge County Clerk of Court; Kimberly Woolfrey; Clifton Woolfrey; Reese McClanahan; Roberta Anderson, The News-Gazette; Public Works Supervisor Armond Falgoust, Town Sgt. Aaron Britton.

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

Mayor Sam Blackburn called the meeting to order at 7:00 PM.

Public Comment Period:

Kimberly Woolfrey made a presentation to Town Council for Woolfrey Trash Disposal for weekly trash removal. Ms. Woolfrey stated their business began in February 2012. Ms. Woolfrey stated their fee would be \$10 per month per household.

Review of Minutes:

Regular Meeting 12/11/2012

Motion by Ruby Clark and **Seconded** by Monica Dock to approve minutes.

Carried unanimous voice vote.

Executive Session Meeting 12/11/2012

Monica Dock stated her name was listed as Monica Turner.

Motion by Ruby Clark and **Seconded** by Monica Dock to approve minutes with corrections.

Carried unanimous voice vote.

Consideration of Bills:

Motion by Ruby Clark and **Seconded** by Mike Turner to pay bills presented for January 2013.

Carried unanimous voice vote.

Committee/Commission Reports:

None.

Police Activity Report:

Sgt. Britton stated the Toys for Tots was successful. Sgt. Britton stated he wanted to expand this for next year. Sgt. Britton stated the police car has been overheating and has been fixed. Councilor Ruby Clark stated she had heard the Toys for Tots was very successful and told Sgt. Britton he did a nice job. Councilor Roger Funkhouser asked Sgt. Britton about the program he was going to start the first of the year with community talks for young people at the Community Center. Sgt. Britton stated the two (2) young men who were going to help him had been arrested.

Old Business:

- A. Abandoned Houses – Town Attorney Tom Simons stated the Town adopted an ordinance on abandoned houses in March 2011, Section 11.4. Mr. Simons stated letters were to have been sent to the owners that they were in violation of the ordinance. Town Manager Paul Parker stated he would look through the last Town Manager’s documents to see if letters had been sent. Mr. Simons stated when he had all the information he would proceed with the nuisance process.
- B. Grates on Culverts – Town Manager Paul Parker stated letters were sent on September 19, 2012 and again on October 1, 2012 to Norfolk & Southern contact Richard Wingo. Councilor Roger Funkhouser stated he would like a follow-up letter sent asking them to respond with the wording “failure to respond constitutes...” added. Mr. Funkhouser stated maybe the County should be asked to send a 2nd letter.
- C. Light at CSX Property at River – Councilor Caleb Keckler stated there will be a 50’ pole put in the parking lot which will light up the whole area. Mr. Keckler stated Dominion is handling this and should be put in place by the end of January.
- D. Light at Ball Field – Public Works Supervisor Armond Falgoust stated Dominion has a 50’ pole they are selling the Town at cost. Mr. Falgoust stated Dominion has a volunteer crew who will donate their time and equipment to put the light in. Mr. Falgoust stated Dominion will be sending waivers for the Town to sign to have this work done.

New Business:

- A. Appointments for 2013 Committees – Mayor Sam Blackburn handed out the list for appointed committees for 2013. Town Manager Paul Parker stated there are three (3) Council members on the Parks and Recreation Committee and one (1) will have to come off. Councilor Ruby Clark stated she would come off.
- B. Planning Commission – There is one (1) opening on the Planning Commission. The new term will be for five (5) years. Councilor Ruby Clark stated she had spoken with Billy Davis about serving on this Commission and he had agreed.
- C. Zoning Board of Appeals – There is one (1) opening on the Zoning Board of Appeals. The new term will be for five (5) years. Councilor Ruby Clark stated she had spoken with Jeremy Kilgore about serving on the Zoning Board and he had agreed. Ms. Clark stated both were very excited to get involved. Town Manager Paul Parker stated he would send letters.
- D. List of Non-Profits – Town Manager Paul Parker stated he was sending letters to non-profits requesting their appearance at the January or February 2013 Town

Council meeting asking to be included in the 2013 Budget. The non-profits are The Glasgow/Natural Bridge Food Pantry, the Glasgow Fire Department, the Glasgow Rescue Squad, the Summer Enrichment program.

- E. Public Works Town Shop – Public Works Supervisor Armond Falgoust stated the brick needs to be flashed under the new roof so water does not come in at the approximate cost of \$500. Mr. Falgoust stated the door needs repair and has someone coming to look at it and give the Town an estimate. Councilor Monica Dock stated she would like to have a list and prices and bring to the February meeting.
- F. Playground Equipment – Public Works Supervisor Armond Falgoust stated the new playground equipment is here in boxes and will be put in when the weather is good. Mr. Falgoust stated he would like to contact the local organizations and get volunteers to help. Mr. Falgoust stated the old equipment had been moved to the Concerned Citizens. Mr. Falgoust stated the old equipment should not be used until it is fixed as it is a liability issue.
- G. Business at Old Chevron Station – Councilor Roger Funkhouser stated there is supposedly a hazardous material clean-up business at the old Chevron station. Sgt. Britton stated he would leave a message to come to Town Hall and get a business license.
- H. Trash Contract – Mayor Sam Blackburn told Kimberly Woolfrey that the trash contract the Town has with C&S Disposal is verbally renewed each year. Mayor Blackburn stated the Town does not take bids. Mayor Blackburn stated Council will talk about this in their work session.

Manager Report:

- A. Update on Software/Computers and Networking – Town Manager Paul Parker stated he had made a call to the software company in Staunton that had been recommended by Buena Vista and was told the finished proposal would be in the mail tomorrow. Town Manager Parker stated a server, new computers, consolidating all computers on one (1) server and networking would be approximately \$2,000.
- B. Utility Service Contract – Town Manager Parker stated this is usually a five (5) year contract. Town Manager Parker stated he had called to get information on the contract and everyone in the office was in Florida at a conference. Town Manager Parker stated the information will be faxed to him Thursday.
- C. Update on Troy & Banks – Town Manager Parker stated he is in the process of gathering the bills to send to them to have an audit done.
- D. Update on PSA Payments – Town Manager Parker stated the Town has one (1) more payment which will be January 2014.
- E. Canoe Launch Agreement – Town Manager Parker stated this agreement has been approved by the State and the Department of Game and Inland Fisheries. Town Manager Parker stated the surveyor, Perkins & Orrison from Lexington, is doing a drawing of the site plan. Town Manager Parker stated this will be sent to CSX for their approval. Town Manager Parker stated the Town will then have to get a building permit with the Army Corp of Engineers. Town Attorney Tom Simons told Council to look at the 2nd page, paragraph 3, sub-paragraphs A-M to make

sure they agree or want to change anything before the agreement is signed. Councilor Caleb Keckler stated “a.” should read dawn to dusk, not 24 hours. Town Manager Parker stated he would contact DGIF with the changes Council wants. Town Manager Parker stated he would notify Council when the final copy is ready for them to look at.

- F. Status on Oxidation Ditch – Town Manager Parker stated the electrical panels are the only thing left and work should begin January 11th. Town Manager Parker stated Acting Town Manager Bill Rolfe had transferred \$70,000 to the sewer account for this project. Town Manager Parker stated \$20,000 is budgeted and total for the project will be approximately \$102,000.
- G. Costs for Water Design to Hurt & Proffitt – Town Manager Parker stated this was not budgeted and that by the end of June 2013 the cost is going to be approximately \$100,000. Town Manager Parker stated the Town has to be pay everything up front and will get reimbursed when the grant and loan are finalized.
- H. 2013 Budget – Town Manager Parker stated he would begin working on the 2013 budget February 1st and have a copy for Council in March. Town Manager Parker stated the public hearing would be in May and the budget approved in June.

Other:

- A. Councilor Ruby Clark stated the Martin Insurance Agency office was empty and as of January, the business had merged with Stonewall Insurance in Buena Vista.
- B. Councilor Clark asked if there had been damage done to the Union Baptist Church. Councilor Monica Dock stated the furnace had blown up and it will take 4-6 weeks to get everything cleaned up and a new furnace installed. Councilor Dock stated the services are being held at the Community Center for now.
- C. Town Sgt. Aaron Britton asked if the Town will still be doing comp. time. Town Manager Paul Parker stated the law says over 40 hours should be paid time and a half but the Town has been doing comp. time or paying the overtime. Councilor Monica Dock stated Council is trying to do what is legal and reduce overtime according to the new manuel.
- D. Town Councilor Roger Funkhouser stated the Glasgow Fire Department will be having their Annual Awards Banquet at the Natural Bridge and all Council members are invited.
- E. Town Manager Parker stated Robin Brown of 1016 10th Street contacted her insurance company claiming the Town is responsible for sewer backing up in her house. Town Manager Parker stated Ms. Brown had given him pictures, quotes. Town Attorney Tom Simons stated Town Manager Parker should notify VML of a potential claim.
- F. Town Manager Parker told Council he would like to give Jane Higginbotham, Administrative Assistant for the Town, a \$3,000 raise for all the work she does and he would like to make her Deputy Clerk of Town Council and send her to clerk school. Town Council stated they would discuss this at a later date.
- G. Council decided to have a work session on Tuesday, January 29th, 2013 @ 6PM.

Meeting adjourned at 8:30 PM.

Mayor

Clerk