

Minutes of Town Council Meeting
June 10, 2014
Glasgow Public Library

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

Also Present: Mayor Ruby Clark, Acting Town Manager Bill Rolfe, Administrative Assistant Jane Higginbotham, Asst. Town Attorney Will Hancock

Guests Present: Boyd Walker, Bob Kindle, Roberta Lyle, Judy Loughhead, Reese McClanahan, Lynda Miller, Public Works Chris Flint, STP Supervisor Jeff Rankin, Lisa Rogers, Roberta Anderson from The News-Gazette

Mayor Ruby Ogden Clark introduced Acting Town Manager Bill Rolfe to the audience.

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

Mayor Ruby Ogden Clark called the meeting to order at 7:00 PM.

Public Hearing #1:

Public comment on amendment to Chapter 6, Finance and Taxation, of the Town Code.

Public Comment: (1) Bob Kindle asked if anything has been decided on how the Town will bill for water and if a decision has been made on an initial hook-up fee. Mr. Kindle asked if there is any way hook-up fees can be waived or arrangements made to make hook-up fees more affordable. STP Supervisor Jeff Rankin stated some of these issues have been discussed but nothing has been decided yet.

Mayor Clark closed Public Hearing #1 @ 7:05 PM.

Public Hearing #2:

Public comment on amendment to Chapter 2, Administration, Section 2-7, Qualifications, of the Town Code.

Public Comment: (1) Councilor Roger Funkhouser asked if the wording for the amendment can be changed. Asst. Town Attorney Will Hancock stated this has already been advertised and it would have to be advertised again. (2) Reese McClanahan asked if the change to the amendment could be read. Asst. Town Attorney stated the amendment advertised states an employee of the Town of Glasgow shall be a resident of Rockbridge County. (3) Lynda Miller asked if this is for the Town Manager who is appointed or Town employees who are hired. Asst. Town Attorney Hancock stated appointed refers to hired. Mr. Hancock stated this language tracks what is in the State Code and we can only do what the State Code allows. Acting Town Manager Bill Rolfe

stated the whole section is titled *Employees* and does not talk about anyone appointed to boards, commissions. (4) Bob Kindle stated he had a problem with that. Mr. Kindle stated the Town Manager is second to the Mayor in the Town Code in case of emergencies and the Town Manager that lives outside of Town is counterproductive to how he does his job. Mr. Kindle stated he understood the Town is following state laws but he thinks the Town Manager should be a resident of Glasgow. (5) Lynda Miller stated other qualifications are going to have to be made when Council hires a new Town Manager i.e. what type of degree is he going to have, will he be selected on his experience. Mrs. Miller stated the Town Manager should have some background in education as well as experience. Mrs. Miller stated this needs to be determined before Council hires another Town Manager. Mrs. Miller stated there are other requirements that should be addressed other than residence before hiring another Town Manager. (6) Bob Kindle stated Section 2-17 says Town Manager may or may not be a resident of the Town. Mr. Kindle stated whatever Council decides, this part needs to be a requirement or deleted from the Town Code. (7) Reese McClanahan asked if Buena Vista is considered part of Rockbridge County. (8) Roberta Anderson with the News-Gazette stated Buena Vista is a separate entity but is part of Rockbridge County. (9) Lynda Miller stated Council also needs to address job descriptions. Mrs. Miller stated it needs to be decided if the Town Manager will be over the maintenance people. Mrs. Miller stated Council needs to iron out before applications start coming in. (10) Councilor Roger Funkhouser stated this amendment is stipulating where an employee for the Town lives. Councilor Funkhouser stated you do not put job qualifications in the Town Code. Councilor Funkhouser stated that would be up to the sitting Town Council at the time of hire. (11) Bob Kindle stated he has notice at recent Council meetings that Public Comment has not been included on the agenda. Mr. Kindle stated he understands why this has been left off as it takes up a lot of time from the Town business, but by leaving Public Comment out, Council is not giving citizens a chance to make known their concerns or complaints. Mr. Kindle stated it would be good if a member of Council came to Town Hall every day at the end of the day so citizens could speak to that Council member.

Mayor Clark closed Public Hearing #2 @ 7:20 PM.

Review of Minutes:

Minutes for May 13, 2014 Regular Scheduled Meeting and May 29, 2014 Special Called Meeting.

Motion by Mike Turner and **Seconded** by Roger Funkhouser to approve minutes as presented.

Carried unanimous voice vote.

Consideration of Bills:

Acting Town Manager Bill Rolfe stated the quote for the ditch witch will be brought up under New Business.

Motion by Sonny Williams and **Seconded** by Mike Turner to pay all bills presented and any other bills that may come up.

Carried unanimous voice vote.

Committee/Commission Reports:

A. Parks & Recreation Committee - - Chairperson Roberta Lyle thanked everyone for attending the Car Show and Music in the Park. Mrs. Lyle stated the sliding board will be replaced at the playground. Lisa Rogers stated she is over the softball program again this year and it is off to a good start. Mrs. Rogers thanked Council for their continued support of the softball program. Mrs. Rogers stated she would like to do another car show. Mrs. Rogers thanked Council for the time they take to serve on Council. Mrs. Rogers stated we are lucky to live in a small town. Mrs. Rogers stated she understands everyone gets upset sometimes but it should not be put on Youtube. Mrs. Rogers stated if everyone treats each other with respect and all work together this can be a great town to live in. Mayor Ruby Ogden Clark asked Mrs. Rogers how many softball teams she has. Mrs. Rogers stated there are six (6) teams.

B. Glasgow Volunteer Fire Department – Fire Chief John Hill was not present.

Police Activity Report:

Council has a copy of monthly activity report in their packet.

Old Business:

None.

New Business:

A. Adopt Amendment to Chapter 6, Finance and Taxation, of the Town Code.

Motion by Mike Turner and **Seconded** by Sonny Williams to adopt amendment to Chapter 6, Finance and Taxation, of the Town Code, as presented.

Carried unanimous voice vote.

B. Adopt Amendment to Chapter 2, Administration, Section 2-7, Qualifications, of the Town Code.

Motion by Sonny Williams and **Seconded** by Andrea Bradley to adopt amendment to Chapter 2, Administration, Section 2-7, Qualifications, of the Town Code, as presented.

Carried unanimous voice vote.

C. Adopt the FY '14-'15 Budget.

Motion by Andrea Bradley and **Seconded** by Mike Turner to adopt the FY '14-'15 Budget, as presented.

Carried unanimous voice vote.

D. Draft Policy on Multi-Tenant Building Water Meters. STP Supervisor Jeff Rankin stated Council met last week to discuss what to do with landowners who have a building/home/business with more than one (1) tenant but only have one (1) meter. Mr. Rankin stated they determined it would be up to the landowner what they want to do. Mr. Rankin asked if anything needs to be added or changed to the policy before adopted. Councilor Roger Funkhouser stated some of the meters will be put in in the next 2-3 weeks so this needs to start soon as some of these properties are in this area. Mr. Rankin stated if the property owners decide to go with this policy, they will not have to pay tap fees. Mr. Rankin stated this policy is only good during the construction phase. Mr. Rankin stated the contractors do not want to wait until the last minute to put these extra meters in so they need to know ahead of time how many there will be.

Motion by Sonny Williams and **Seconded** by Mike Turner to adopt the Multi-Tenant Building Water Meter Policy.

Carried unanimous voice vote.

STP Supervisor Jeff Rankin stated construction for the influent pump station will be advertised and pre-bids will be taken June 26th and bid openings will be July 17th.

Manager's Report:

A. Acting Town Manager Bill Rolfe stated he has a Noise Ordinance Exemption for a birthday party to be held July 26, 2014 at 107 Pocahontas Street. Mr. Rolfe stated all the surrounding neighbors have signed off on it. Mr. Rolfe stated the music will be from 9PM – 2AM.

Motion by Mike Turner and **Seconded** by Andrea Bradley to permit a Noise Ordinance Exemption for a birthday party to be held July 26, 2014 at 107 Pocahontas from 9PM – 2AM.

Carried unanimous voice vote.

B. Acting Town Manager Bill Rolfe stated a progress meeting was held this morning with the contractors of the water project and they are making good progress. Mr. Rolfe stated the contractor has made two (2) suggestions to actually save the Town money due to duplications. Mr. Rolfe stated there is a map in Town Hall for anyone to look at to see the progress being made.

C. Acting Town Manager Bill Rolfe stated Jeff and Chris are spending too much time helping the contractors find the lines. Mr. Rolfe stated he has a piece of equipment that is being utilized to help identify water lines, sewer lines, utility lines. Mr. Rolfe stated the equipment tells you exactly how deep the line is and where it is. Mr. Rolfe stated the Town can pay for this equipment by the end of September with the man hours saved. Mr. Rolfe stated the dealer is located in Salem. Mr. Rolfe stated you plug the unit into a computer to get updates needed. Mr. Rolfe stated other dealers are out of state and their unit has to be mailed for repairs, updates. Mr. Rolfe stated he would like permission to buy this as soon as possible because the contractor is wasting our time and money trying

to find the lines. Mr. Rolfe stated the cost is \$5,807 and the dealer will be here for several days of training.

Motion by Sonny Williams and **Seconded** by Roger Funkhouser to buy utility line locator at \$5,807.

Carried unanimous voice vote.

Motion by Jeremy Kilgore and **Seconded** by Sonny Williams to adjourn the public meeting.

Carried unanimous voice vote.

Public meeting adjourned at 8:00 PM.

Motion by Roger Funkhouser and **Seconded** by Andrea Bradley to go into Executive Session pursuant to Section 2.2-3711 to discuss a legal matter.

Voice vote as follows:

S. Williams – Yes	M. Turner – Yes	A. Bradley – Yes
R. Funkhouser – Yes	J. Kilgore – Yes	

*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 provisions 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;

Now, therefore be it resolved that the Town of Glasgow Town Council hereby certifies that to the best of each member’s knowledge (1) 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 (2) 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 Mike Turner and **Seconded** by Andrea Bradley to leave executive session.

Voice vote as follows:

S. Williams – Yes	M. Turner – Yes	A. Bradley – Yes
R. Funkhouser – Yes	J. Kilgore – Yes	

Motion by Mike Turner and **Seconded** by Andrea Bradley agreeing that Council only discussed in the executive session matter identified as the reason for entering said session.

Voice vote as follows:

S. Williams – Yes

M. Turner – Yes

A. Bradley – Yes

R. Funkhouser – Yes

J. Kilgore – Yes

Motion by Jeremy Kilgore and **Seconded** by Roger Funkhouser to adjourn at 8:40 PM.
Carried unanimous voice vote.

Mayor

Clerk