

Minutes of Town Council Meeting
May 14, 2013
Glasgow Public Library

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

Also Present: Mayor Sam Blackburn, Town Manager Paul Parker, Administrative Assistant Jane Higginbotham, Town Attorney Tom Simons, Town Sgt. Aaron Britton, Public Works Supervisor Armond Falgoust, STP Supervisor Jeff Rankin.

Guests Present: Lynda Miller, Roberta Anderson with The News-Gazette, Roberta Lyle, Judy Loughhead.

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

Mayor Sam Blackburn called the meeting to order at 7:03 PM.

Public Comment Period:

Lynda Miller – Mrs. Miller stated she contact the governor's office on down, and there are no grants for archiving the town's historical documents. Mrs. Miller stated the Library of Virginia has a grant; however, all the original papers must be sent to them and they microfilm and send you a copy and they keep the originals. Mrs. Miller stated she did not think the town wanted to that. Mrs. Miller stated there is a grant at www.archives.com that gives an initial \$1,000, you can keep applying for more money as long as they have money to give, and they ask what total cost you are looking at, and ask permission to use our pictures. Mrs. Miller stated she would like to have Council's approval to apply for this grant online. Councilor Monica Dock thanked Mrs. Miller for volunteering to do this work, however stated this should be done from a public official standpoint. Mrs. Dock stated she would like to have the specifics before Council authorizes to let our historical papers be archived. Mrs. Miller stated the town could possibly use this grant to have all the old minutes bound.

Review of Minutes:

Regular Meeting 04/09/2013

Councilor Ruby Clark stated on page 3, #F, Johnson needs to be changed to Johnston. Ms. Clark stated on page 4 under Manager's Report, 1st paragraph, PDF needs to be changed to RFP, and council needs to be changed to counsel.

Motion by Ruby Clark and **Seconded** by Mike Turner to approve minutes with corrections.

Carried unanimous voice vote.

Consideration of Bills:

Councilor Monica Dock asked what work had been done to the tractor and backhoe. Town Manager Paul Parker and Public Works Supervisor Armond Falgoust stated it was regular service work.

Motion by Ruby Clark and **Seconded** by Mike Turner to pay all bills as presented and any other bills that may come up.

Carried unanimous voice vote.

Committee/Commission Reports:

Parks & Recreation Committee – Chairperson, Roberta Lyle, stated Parks & Rec met Monday, April 10, 2013 and welcomed the three (3) new members: Carolyn Bradley, Aaron Britton, Lisa Rogers. Mrs. Lyle stated St. John’s Episcopal Church will be sponsoring a “Music in the Park” on Friday, June 14, 2013 @ 6:30-9:30 PM with the Marla Palma Band. Mrs. Lyle stated this will be the 1st Annual Benefit for the Glasgow Hiker Shelter. Mrs. Lyle stated Rev. Crites asked if Glasgow employees would take care of the parking, etc. as they usually do for these events. Town Manager Paul Parker if he had Council’s permission to do this since this would be OT for employees. Council stated this will be left to the Town Manager’s discretion if other non-profits want the Town to help with these events, as long as they make Council aware when this happens. Mrs. Lyle stated there will also be a “Music in the Park” on Saturday, August 17, 2013 from 6:30-9:30 PM. Mrs. Lyle stated the Parks & Rec Committee had discussed having two (2) basketball tournaments, one in the spring/summer outside, and one in the fall/winter inside. Town Manager Paul Parker stated there has been an in-house rule that the pavilion will not be rented when there are softball games going on. Mr. Parker stated Parks & Rec Committee has discussed this and has recommended to Council to let the pavilion be rented as long as those renting it are aware there will be softball games going on.

Motion by Roger Funkhouser and **Seconded** by Mike Turner to allow the pavilion to be rented when there are softball games going on as long as those renting have been notified there will be softball games played.

Carried unanimous raising of right hand.

Police Activity Report:

Sgt. Aaron Britton stated Community Watch had met May 6, 2013 and several more people had been there. Sgt. Britton stated the next Community Watch meeting will be held June 3, 2013 @ 6:30 PM at the Community Center. Sgt. Britton stated Community Watch meets the 1st Monday of each month @ 6:30 PM at either the Rescue Squad building or the Community Center. Sgt. Britton stated he is hoping there will be enough people at the June meeting to elect a board. Sgt. Britton stated he would like any Council members to participate in Community Watch as this is their community also; however, he asked that they not hold any leadership positions.

Sgt. Britton stated he has his new computer laptop for the police car and is waiting to have the software loaded from the Virginia State Police.

Sgt. Britton stated he has made a parking fine schedule and asked for Council's permission to start implementing it. Sgt. Britton stated Council has his suggested parking fines included in his monthly activity report. Town Attorney Tom Simons stated the parking ordinance would have to be amended with a public hearing. Mr. Simons stated there would be a 2-week advertisement, then do the public hearing at the June meeting. Sgt. Britton stated he has started getting noise complaints and he cannot enforce it until the noise ordinance has been amended. The Ordinance Committee (Monica Dock, Mike Turner) will meet with Town Manager Paul Parker to work on the parking and noise ordinances.

Sgt. Britton stated Community Watch will host a "National Night Out" on Tuesday, August 6, 2013 from 6-10 PM. Sgt. Britton stated "National Night Out" is a community-police awareness-raising event in the US, held the first Tuesday of August. Sgt. Britton stated he needs cooperation from everyone. Sgt. Britton stated he wants to do a huge block party at Knick Field. Sgt. Britton stated Community Watch provides everything i.e. hamburgers, hotdogs, drinks, entertainment, and the citizens show up.

Sgt. Britton stated he spent six (6) days, 8 30-minute shifts on Fitzlee Street and only wrote one (1) ticket. Sgt. Britton stated he spoke with Rockbridge County Sheriff Department who has a radar system that has to be attached to a vehicle and manned, and they did not have a vehicle to spare at this time and that they do not lend it out for extended periods of time. Sgt. Britton stated he also spoke to Lexington Police Department who stated theirs is down at the time and they do not lend it out anymore. Sgt. Britton stated a speed trailer is between \$30,000-\$40,000 as the Town would have to purchase a special radar system and digital sign that goes with it.

Sgt. Britton stated he has been approved for several more grants and will go into detail at the June 10, 2013 Council meeting as to the amounts and what they will be for.

Councilor Ruby Clark asked what the 26 hours for Community Service was for. Sgt. Britton stated there are two (2) people in Glasgow who are certified to work with underage citizens who have received community service hours from the courts. Sgt. Britton stated a lot of them can only work on weekends and he has been donating his time to supervise them on weekends.

Old Business:

- A. Update on STP Oxidation Ditch – STP Supervisor Jeff Rankin gave an overview to Council on the final project.
- B. Town Meetings for Water Improvement Project – Town Manager Paul Parker stated he and Ken Nowakowski from Hurt & Proffitt will take the lead in the two (2) public meetings to explain why the Town is doing this project. Mr. Parker stated the main focus is that the Town is losing 60% of our water.
- C. Rockbridge Regional Library Annual Payment – Mr. Parker stated the County does not have a written agreement why the Town pays an annual \$4,500 to them. Mr. Parker stated he will arrange a meeting with himself, Steven Drasye, and the new Director.

New Business:

- A. Review Proposal for Bond Counsel – Town Manager Paul Parker stated he had advertised RFP for Bond Counsel for the Water Improvement Project and had received one (1) response. Mr. Parker stated Council needs to make a motion to convene as a Selection Board for Bond Counsel.

Motion by Roger Funkhouser and **Seconded** by Mike Turner to convene as Selection Board for Bond Counsel.

Carried unanimous voice vote.

Motion by Monica Dock and **Seconded** by Ruby Clark to use Botkin Rose, PLC as Bond Counsel for Glasgow Water Improvement Project.

Carried unanimous voice vote.

Mr. Parker stated the Bond Counsel will handle all legal services and loan pertaining to the Water Improvement Project.

- B. Permission for Riverfest Parade – Councilor Roger Funkhouser stated the Riverfest Parade will start on McCulloch Street at the Rescue Squad building and end at the carnival grounds. Mr. Funkhouser stated the Rescue Squad has obtained VDOT permits and has asked Town Sgt. Aaron Britton to lead the parade. Mr. Funkhouser stated the Rescue Squad is asking for permission to close the streets for the parade and for a noise variance.

Motion by Ruby Clark and **Seconded** by Mike Turner to allow the Rescue Squad to close the roads to have the Riverfest Parade and a noise variance on June 8, 2013.

Carried unanimous voice vote.

C. Manager's Report

1. Water System Improvement Project – Plans and specs are complete and are at VDH for review. The PER has been approved. The Environmental Assessment will require two (2) public hearings.
2. New Well (No. 5) – SERCAP approved another \$4,000 for continued pumping to hopefully clear out the sediment. Drilled 500', pumped over 100 hours, and did not get good quality water. Ken recommended to stop drilling and abandon and cap the well. This project will be removed from the Water Improvement Project and will reduce the amount of the project by approximately \$400,000. Will do another project in the future. The Town needs another well out of the flood zone.
3. Glasgow Landing Canoe Launch – Site plan and details finished, copy submitted to CSX for approval. Have received four (4) bids.
4. Other – To add the fee schedule and in-town non-profits exempt from park fees to the Park Rules, Town Attorney Tom Simons must draft a Resolution for June meeting.

The City Clerks Association has been contacted to provide information for companies that bound minutes.

Dustin Wilhelm, new owner of 1515 7th Street, will be sent ordinance violation letter for high grass, etc.

Contacted NC Pesticide Operators for information on how to transfer license to Virginia. Rockbridge County paid for bricks and Glasgow always sprayed.

Library will be closed Tuesday, June 11, 2013 for Democratic Primary and Glasgow Town Council Meeting will have to be rescheduled. Parks and Recreation Meeting will be held Tuesday, June 11, 2013 @ 6:00 PM @ Town Hall and June Council Meeting will be held Monday, June 10, 2013 @ 7:00 PM @ Town Hall. June Council rescheduled meeting will be advertised.

Must up-front money for canoe launch and Town will be reimbursed by the DGIF \$10,000 grant. Project will be approximately \$4,000 over and can fund this from \$14,600 Sewer Funds owes to Public Funds checking account.

Motion by Monica Dock and **Seconded** by Ruby Clark to take \$14,600 out of Sewer Fund and into Public Fund to cover \$4,000 overcost of Canoe Launch Project.

Carried unanimous voice vote.

Town Manager Paul Parker stated Dan Mays with Twin Rivers found four (4) qualified contractors and has received four (4) bids. Mr. Parker stated Batman Builders, Inc. was the lowest bidder and would like to go ahead and award the bid to them and get permission from CSX so they can get started on the canoe launch. Public Works Supervisor Armond Falgoust stated they were not all qualified, that he only knew one (1) of them. Councilor Monica Dock stated she wanted to know the contractors' qualifications before a contractor is chosen. Town Manager Parker stated the \$10,000 grant money from DGIF has to be spent before June 30th and that Batman Builders believes the work can be done in 3-5 days.

Motion by Monica Dock and **Seconded** by Mike Turner to award to contract to the lowest qualified bidder and authorize the Town Manager to sign the contract,

Carried unanimous voice vote.

Councilor Ruby Clark reminded anyone interested in running for Glasgow Town Council or Glasgow Mayor must have their Qualification papers turned in by June 11, 2013. Ms. Clark asked when Town Manager would be sending out high grass ordinance letters, that she has had several complaints, and there are quite a few foreclosed homes with high grass. Ms. Clark stated there are stray cats coming out of the old Rockbridge Video building on Rockbridge Road (Rt. 130). Town Manager Paul Parker stated Billy Walker had come to his office last week with things he would like to do to the building.

Motion by Ruby Clark and **Seconded** by Monica Dock to adjourn meeting.
Carried unanimous voice vote.

Meeting adjourned at 8:20 PM.

Mayor

Clerk