

**Minutes of Town Council Meeting**  
**September 10, 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, Assistant Town Attorney Will Hancock

Guests Present: Judy Loughhead; Bob Kindle; Gerry Locher; Mr. & Mrs. Lewis McDaniel; Roberta Anderson, The News-Gazette; Reese McClanahan; Roberta Lyle; Ted Slayton; Natalie Harris; Lynda Miller; Town Sgt. Aaron Britton; PW Supervisor Armond Falgoust.

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

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

Town Manager Paul Parker stated the Public Hearing on vacating the use of 9<sup>th</sup> Street between Fitzlee Street and Rockbridge Road has been advertised for two (2) weeks. Mr. Parker asked for public comments.

Ted Slayton: Mr. Slayton asked who gets the land when it is vacated. Town Manager Paul Parker stated a 60' right-of-way goes to each of the four (4) property owners. Mr. Slayton stated he drives that way getting to his house (located at 900 Rockbridge Road) when he is working on it. Mr. Slayton stated he comes in the back from Dollar General and does not see why it needs to be vacated. Mr. Slayton stated the alley behind the Fire Department is the only other way to come in the back to his property and it is always blocked by the Fire Department with cars, etc. Mr. Slayton stated this is the only access he has to his house except from the front (Rte. 130/Rockbridge Road). Town Manager Parker asked Mr. Slayton if he could get on his property from the front. Mr. Slayton stated yes, but he does not come in that way because it is always wet. Town Manager Parker asked Mr. Slayton if he has a driveway on the front of his property. Mr. Slayton stated yes.

Natalie Harris: Natalie Harris asked if the area of 9<sup>th</sup> Street being discussed is located behind the Dollar General, the Post Office, and Glasgow Grocery Express. Town Manager Parker stated yes. Ms. Harris stated this area is pretty much a field. Town Manager Parker stated yes. Town Manager Parker stated this section of 9<sup>th</sup> Street was never opened as a road even though on the map it is marked as 9<sup>th</sup> Street. Ms. Harris stated she just wanted to clarify what road Council was talking about vacating.

Town Manager Parker asked if there were other comments. There were none.

**Motion** Monica Dock and **Seconded** by Roger Funkhouser to adjourn the Public Hearing.

**Carried** unanimous voice vote.

Mayor Sam Blackburn called the Town Council meeting to order at 7:10 PM.

**Public Comment Period:**

Town Manager Paul Parker reminded the public that the Public Comment Period is for citizens to voice their concerns, make comments, etc., and that each person has a maximum of five (5) minutes to speak per Robert's Rules of Order. Town Manager Parker stated once the Public Comment Period is over, citizens are not to speak out as Council is conducting a business meeting, per Robert's Rules of Order. Town Manager Parker stated the Mayor wants this rule enforced.

Natalie Harris – Ms. Harris stated she appreciated the inmates cutting brush at the house in front of her. Ms. Harris stated how much better everything is looking now and that once the remaining abandoned houses are burned, everything will look great. Ms. Harris stated she does not expect to Council to do everything she asks just for her, but that if she is having these problems she knows there are others having the same problems and she is trying to do what is best for Glasgow. Ms. Harris thanked Mayor Sam Blackburn for being a good mayor for as long as she can remember. Mayor Blackburn stated he has been mayor for 44 years. Ms. Harris stated she appreciated Councilors Ruby Clark and Monica Dock running for mayor to keep the torch going and that she hopes the candidate not getting mayor will run for council again next year.

Bob Kindle – Mr. Kindle stated he has been coming to Town Council meetings for two (2) years asking why the minutes of the meetings are not on the Town's website. Mr. Kindle stated he is finding someone to file a lawsuit against the Town. Mr. Kindle stated citizens do not get minutes and do not know what is going on. Mr. Kindle stated the Constitution demands everyone should be treated equal. Mr. Kindle asked when the problem is going to be addressed. Mr. Kindle stated Council does not care. Mr. Kindle stated he went to Washington & Lee University and asked if the Town could get an intern. Mr. Kindle stated he was told yes but that the Town has to ask for one, a citizen cannot. Mr. Kindle stated he will go to the ACLU if the Town does not get information out to the public. Mr. Kindle stated the Town no longer has a newsletter and the e-newsletter that was going out has been stopped as Sue Wood now has a full time job. Mr. Kindle stated the newsletter needs to be put out again so citizens know what is going on. Mr. Kindle stated if the Town does not communicate with its constituents, he will put one out himself and it is going to be unfounded information.

Roberta Anderson, The News-Gazette – Mrs. Anderson stated there is no state statute requiring local government to post minutes on a website. Assistant Town Attorney Will Hancock stated they do not have to be on a website but they do have to be made available to the public. Mr. Kindle stated he has been to Town Hall numerous times to ask for copies of minutes and has never received any. Natalie Harris asked if there is a law against recording the minutes. Town Sgt. Aaron Britton told Ms. Harris the Council

minutes are recorded and they are an official recording. Town Sgt. Britton stated an individual must have permission from each individual involved before you can record them. Councilor Roger Funkhouser stated citizens can request a copy of the unapproved minutes ten (10) days after a meeting. Assistant Town Attorney Hancock stated that is correct and that a citizen can request a copy of the approved minutes at the next meeting after the minutes have been approved.

**Motion** by Monica Dock and **Seconded** by Ruby Clark to approve minutes for the regular August 13, 2013 meeting.

**Carried** unanimous voice vote.

**Motion** by Ruby Clark and **Seconded** by Mike Turner to approve the minutes for the Joint Workshop Meeting August 15, 2013.

**Carried** unanimous voice vote.

### **Consideration of Bills:**

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

**Carried** unanimous voice vote.

Town Manager Paul Parker stated two (2) of the bills are estimates. Council stated if the bills are more than the estimates to let Council know.

### **Committee/Commission Reports:**

**Parks and Recreation Committee** – Chairwoman Roberta Lyle stated there is another “Music in the Park” scheduled for Saturday, September 21, 2013 at 6:30 PM as the one scheduled for August 17, 2013 had to be cancelled due to rain. Mrs. Lyle stated the new playground equipment has been put up and the new mulch has been put down. Mrs. Lyle stated the softball season went well. Mrs. Lyle stated Parks & Rec is exploring other activities to add to the “Music in the Park” events for next year, i.e. corn hole tournaments, basketball tournaments, a 4<sup>th</sup> of July event. Mrs. Lyle stated the quilt patterns have been finished for Town Hall and the concession stand and are in Town Hall if anyone wants to see them.

### **Police Activity Report:**

Town Sgt. Aaron Britton stated as he took most of August off using his comp time, there is no monthly report. Sgt. Britton stated he did go to three (3) days training in August, and was called out several times. Councilor Monica Dock asked Sgt. Britton how his knee is doing. Sgt. Britton stated he opted out of the knee surgery. Sgt. Britton stated his knee is 95% and the doctor has him on several different medications for it. Sgt. Britton stated he will start writing parking tickets tomorrow. Sgt. Britton asked Council if he has the authority to clear the park if things get out of hand. Sgt. Britton stated there was a fight between several softball teams several weeks ago and he made several arrests, but he wanted to know if he could make everyone leave. Councilor Roger Funkhouser stated in the Parks & Recreation Facilities Rules, Section 1-16, it states the Town Manager has

the authority to close any public park, playground, recreational area. Sgt. Britton stated he needed to know if he has that same authority. Councilor Monica Dock stated he does if it involves someone endangering public health and safety. Councilor Funkhouser stated there was probably alcohol involved. Sgt. Britton stated there was and those were some of the arrests. Mayor Sam Blackburn reminded the public they are not to talk during Council session after the Public Comment Period is over as Council is discussing business.

**Committee/Commission Reports – continued:**

Streets and Lights Committee - Councilor Monica Dock stated she had a report from the Streets & Lights Committee. Councilor Dock stated there is an open culvert at the dead end of Anderson Street which is extremely dangerous. Councilor Dock stated it needs to be marked off with something, perhaps orange rope or tape.

**Old Business:**

- A. Agreement with Central Shenandoah Planning District Commission (CSPDC):  
 Town Manager Paul Parker stated he has the agreement from CSPDC to update the Town's 2006 Comprehensive Plan. Town Manager Parker asked Council if they want to hire CSPDC. Councilor Roger Funkhouser stated he was not at the joint workshop with the CSPDC and has an issue with the price of \$22,000 when the Town would be supplying them the information and all they would be doing is putting it together. Councilor Funkhouser stated the Town does not use the Comprehensive Plan like it is meant to be used. Councilor Funkhouser stated this can be done in-house and save the \$22,000. Councilor Mike Turner stated he was not able to be at the joint meeting either. Councilor Monica Dock stated the Town can have the CSPDC do sections i.e. VDOT and affordable housing. Councilor Dock stated the Town has the option to choose what sections they want the CSPDC to do. Councilor Dock stated the Planning Commission voted to have the CSPDC do the update on the Comprehensive Plan as they were struggling with it. Councilor Funkhouser stated he would like to see this sent back to the Planning Commission. Town Manager Paul Parker stated he can set up another meeting with the CSPDC to better explain what they will do. Town Manager Parker stated the Town cannot get funded without a complete up-to-date Comprehensive Plan. Town Manager Parker stated this must be done by professional planners. Town Manager Parker stated the Town cannot get any government money or loans without a professional Comprehensive Plan. Town Manager Parker stated the CSPDC said the Town's 2006 Comprehensive Plan was not professional. Councilor Sonny Williams stated the CSPDC said the payments could be broken down into monthly payments. Councilor Dock stated the CSPDC stated the information in the 2006 Comprehensive Plan was not accurate. Councilor Dock stated there have to be goals and a mission statement for the future in the Comprehensive Plan and the Planning Commission does not have any idea how to do it professionally. Town Manager Parker stated this is an agreement with the CSPDC to do the work, not a contract. Town Manager Parker stated CSPDC brings many different options during the process i.e. ways to cut costs and at the same time have a vision for the Town. Councilor Funkhouser

asked if there is \$22,000 in the budget for this. Town Manager Parker stated there is \$44,000 set aside for the storm water study left over from the flood mitigation program. Town Manager Parker stated CSPDC told him that money does not have to be used for flood mitigation. Mayor Sam Blackburn stated the agreement says the work will be done for \$22,000 so if they do work over that amount, it is free. Town Manager Parker stated that is correct. Town Manager Parker stated this is a good investment for the Town.

**Motion** by Ruby Clark and **Seconded** by Mike Turner to sign the agreement with Central Shenandoah Planning District Commission (CSPDC) to update the Town of Glasgow's 2006 Comprehensive Plan.

**Show of Hands For the Motion:**

Ruby Clark – Yes

Monica Dock – Yes

Mike Turner – Yes

Sonny Williams – Yes

**Show of Hands Against the Motion:**

Roger Funkhouser – No

**Carried** majority raising of hands.

Councilor Monica Dock stated Council needs to be mindful to tell CSPDC that they are to do only the sections we want them to do and that they are to help the Planning Commission with the rest.

### **New Business:**

- A. **Draft Changes to Town Code, Chapters 6 and 14:** Town Manager Paul Parker stated Council is amending the money section in Chapter 6, and the technical part in Chapter 14. Councilor Roger Funkhouser stated these sections were mixed together and have now been organized. Mr. Funkhouser stated the Parks and Recreation Fees have been made a separate entity. Mr. Funkhouser stated everything marked in yellow on Council's copy is a change. Town Manager Parker stated in Chapter 14, Section 14-47, information regarding septage and hauled wastewater was added. Mr. Funkhouser stated Town Attorney Tom Simons will look over the draft to make sure the state codes, etc. are right before Council advertises for a Public Hearing. Town Manager Parker stated the Parks and Recreation Committee looked at the Parks and Recreation Facility Rules and said everything looks good. Town Manager Parker stated the Parks and Recreation section can be adopted tonight as the only thing done was to consolidate.

**Motion** by Roger Funkhouser and **Seconded** by Mike Turner to adopt the Parks and Recreation Rules.

**Carried** unanimous voice vote.

Councilor Funkhouser stated Council should bring to the October meeting any changes they have for Chapters 6 and 14. Town Manager Parker stated Mayor Blackburn found an error in Chapter, Section 6-12 under the sewer collection rate

chart – should read 1,000 gallons, not 10,000 gallons. Town Manager Parker stated he will work with Town Attorney Simons on any changes, comments.

**Manager Report:**

- A. Town Manager Parker stated The Virginia Resources Authority (VRA) has requested follow-up information on our loan. Mr. Parker stated this information will be mailed to VRA by September 13 2013. Mr. Parker stated Hurt & Proffitt’s designer walked the project area with Public Works staff on August 26<sup>th</sup> for confirmation of meter locations. Mr. Parker stated the VDH has requested that their review comments be addressed by September 13<sup>th</sup>. Mr. Parker stated Council has a copy of the letter from VDH, and a copy of the email dated September 4, 2013 stating that Hurt & Proffitt will meet the deadline.
- B. Town Manager Parker stated additional information has been forwarded by mail and email to SERCAP for processing our loan for \$75,000 for construction of the influent pump station upgrades. Mr. Parker stated Council has a copy of the email to SERCAP dated August 20, 2013.
- C. Town Manager Parker stated he contacted the US Army Corp of Engineers and the VA Marine Resources Commission on the status of the permit for the canoe launch. Mr. Parker stated USACOM, engineers for CSX, is waiting on \$15,800 to review the drawings.
- D. Town Manager Parker stated he has two (2) bids for a hydrant meter with backflow preventers. Mr. Parker recommended purchasing from HD Supply Waterworks for \$3,050. Mr. Parker stated VDH is requiring Glasgow to meter all water. Mr. Parker stated he would like permission to buy one and then Glasgow can start the bulk water use permit process. Mr. Parker stated the hydrant meter is guaranteed end-to-end; the other bid would be one that Glasgow would build and not guaranteed end-to-end.  
**Motion** by Roger Funkhouser and **Seconded** by Mike Turner to purchase the hydrant meter with backflow preventors from HD Supply Waterworks for \$3,050.  
**Carried** unanimous voice vote.
- E. Town Manager Parker stated a planning grant application was submitted to VDH on August 20, 2013 for \$50,000 for drilling of a new test well. Mr. Parker stated VDH wants a formal motion allowing the Town Manager to apply.  
**Motion** by Monica Dock and **Seconded** by Roger Funkhouser to allow Glasgow Town Manager to apply for a \$50,000 planning grant to VDH to drill a new test well.  
**Carried** unanimous voice vote.
- F. Town Manager Parker stated he needs Council’s permission to proceed to use Central Shenandoah Planning District Commission (CSPDC) to do a storm drainage study. Mr. Parker stated there will be no cost to the Town at this time. Mr. Parker stated any cost involved will be brought back to Council before proceeding further.  
**Motion** by Roger Funkhouser and **Seconded** by Ruby Clark to proceed with CSPDC to a storm drainage study with no cost to the Town at this time and any cost involved to be brought to Council before proceeding further.  
**Carried** unanimous voice vote.

- G. Town Manager Parker stated a citizen has made a complaint that a business in Town is in violation of a zoning law, having abandoned vehicles on the property. Mr. Parker stated he has checked and the business is not in violation. Mr. Parker stated the business is zoned M1, which allows abandoned vehicles on the property, and therefore the business is not in violation. Mr. Parker stated he wanted to make Council aware of the situation. Mr. Parker stated he will get in touch with the complainant that the business is not in violation. Town Council agreed that the business is in compliance with the zoning law.

**Other Comments:**

Councilor Roger Funkhouser asked if citizens still have to call Town Hall to get on the work order to have brush and debris picked up. Town Manager Parker stated he recommends calling; however brush and debris pick-up will be the second Tuesday of every month.

**Motion** by Mike Turner and **Seconded** by Sonny Williams to adjourn.  
**Carried** unanimous voice vote.

Meeting adjourned at 8:25 PM.

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Mayor

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Clerk