

Regular Meeting

March 11, 2025 · Glasgow Town Library

Attendance: Mayor: Paul Williams Town Council: Tom Camden, Lisa Rogers, Marcie Hill, Brandall Branch, Kent Dunn

Staff: Allyson Finchum, Town Manager/Town Clerk; Ashley Kerr, Administrative Assistant

Call to Order Town Council

The Pledge of Allegiance was recited, and a prayer offered by Mr. Branch. The Regularly Scheduled Meeting was called to order by Mayor Paul Williams at 7:00 pm.

Presentations

None

Proclamations

None

Review and Approval of Minutes of January 14, 2025

A motion was made by Mr. Camden seconded by Ms. Hill to approve the minutes of January 14, 2024, regular meeting. The motion passed unanimously.

Reports and Updates

a. Public Safety Report

Mayor Williams reviewed the call reports for January and February 2025 submitted by Rockbridge County.

b. Parks and Recreation Committee

Mayor Williams reviewed the written report submitted by staff for January and February 2025. The Parks and Rec Committee held a meeting on January 25th and discussed the Rockin' the Gorge events. Three events are planned for 2025. 6/28/25 Southpaw; 8/2/25 Little Marvin; 9/6/25 Late Night Stumblers. The Parks and Rec Committee met on February 25th and discussed 2025 events and sponsorship.

c. Farmer's Market Report

No report. The market is closed for the season. A spring event is being planned with arts and crafts and various vendors for May 2025.

d. Public Works and Utilities

The Public Works reports for January and February 2025 were reviewed by Mayor Williams. January 2025: Cleanup of two snow events that occurred in January. Burning of the brush pile coincided with the first snow event. A major house fire occurred on Virginia Street in the first week of January, catastrophic damage to property. The bathroom at the Town shop was renovated to include a washer and dryer, allowing cost savings for cleaning of Town uniforms. Service trucks had maintenance work performed. A fallen dead tree was cut in alley on 7th Street between Anderson and Fitzlee Streets. Renovations have begun on the new Town Building on Blue Ridge. Construction will soon begin on the ARPA-funded waterline project. Public Works staff also performed routine maintenance of the utility plant, general clean-up and cleaning of brush, debris and trash in rights-of-way and stormwater ditches throughout Town and assistance to citizen concerns. February 2025: Clean-up of two snow events that occurred in February. Staff generated computer reports for several issues of high-water usage following freezing weather conditions. Staff documented stormwater problems including major issues on Rockbridge Road near new Dollar Market following rain/snow events. Staff patched potholes on gravel roads following the end of winter season. Repairs were performed on service trucks. A large dead tree was cut in an alley between McCulloch and Powhatan. Staff cleared brush in alley behind Pocahontas Street, ditch next to 6th Street, culvert along railroad tracks, and ditch along Shenandoah Road.

e. Treasurer's Report

A Budget Summary Report and information on expenses over \$500 for January and February 2025 were provided in the packet.

f. Planning Commission

Tom Camden provided an update on the Planning Commission activities. The Planning Commission is presently discussing ordinances, taxes and fees.

g. Town Manager's Report

The Town Manager provided an update on Town issues for January and February 2025.

The FY25-26 draft budget is being prepared by staff.

Town audits from several previous years are under review by an accountant prior to submittal to the auditor.

The Administrative Assistant distributed tax forms and is finalizing the 2024 federal and state filing.

The construction contract for the waterline replacement project was awarded to Wells Construction Company in Vinton, Virginia. Construction remains

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scheduled for early 2025. A pre-construction meeting with Wells, VDOT, CHA (Town engineer) and Town staff is scheduled for March 12th.

A new pump is presently being installed in the wastewater plant. Following Installation of the pump, the treatment plant is currently functioning well with no major repairs performed.

The Town Manager submitted a job advertisement for the police officer on the Virginia Municipal League website. Applications received from the advertisement on Indeed are under review.

The Town previously provided employees with a benefit package at no cost to the Town for life insurance, short-term disability, accident, cancer, and critical care through AFLAC. Each employee receives lower group rates. The Town Council is eligible for this benefit and more information will be provided at your request.

The following grant projects are being discussed:

ARPA:

The Town is the new owner of 1015 Blue Ridge Road and five parcels. The site is a valued landmark for the Town, previously used for a post office and library. It is along one of the Town's main roadways and at the major crossroad in the Old Town historic commercial district. Also along the front of the property is the Town's shared use path,

a previous grant project, which will one day connect the Town internally and beyond. Baldwin Locher generously sold the property to the Town for below assessed value, The purchase was completed February 28th. Town staff is presently remodeling the interior, and the building will be used for government functions and public meetings. The land that surrounds the building will additionally be utilized for outdoor events.

EPA Brownfields:

The Town engineering consultant, CHA, met with staff on possible projects for an EPA Brownfields Grant which provides funding with no match for an environmental assessment and plan redevelopment on sites within Town.

Watershed Implementation:

The Central Shenandoah Planning District Commission is working with staff on an environmental grant to assist with stormwater issues.

Below is a summary of stormwater projects that could be funded through the CSPDC 2025 Watershed Implementation Plan (WIP) program. The following was prioritized:

- 2nd Street and Pocahontas Bioretention project
- Stabilizing residential banks along Blue Ridge Road
- Rain gardens on public property based on future town list

VDOT:

The Town Manager is filing required documentation on FY22 federal and state grants awarded to the Town in FY22.

Townwide inspections have occurred based on ongoing complaints. Courtesy letters continue to be sent for trash, debris, junk, inoperable vehicles, farm animals, tall grass, etc.

Staff continues working on updates to the Town code. The fee schedule is currently being drafted and reviewed by the Planning Commission and a public hearing will occur soon.

The Town's computer consultant continues to update the system.

Staff is working with the insurance company on the 2025-2026 renewal of insurance covering Town facilities, etc.

Staff is working on identifying and providing a list to VDOT of the street lights that are not working.

The Town Manager discussed with VDOT the standing water on Rockbridge Road in front of the Dollar Market.

The Town Manager provided a Zoning Conformance Letter for the Dollar Market. This is a typical request from financial institutions for commercial loans.

Citizen and business concerns continue to be addressed daily.

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The Town is considering an outdoor flea market at the new Town building (1015 Blue Ridge Road) on weekends (Spring, Summer, & Fall). Dates and times for these events could be discussed by the Town Council.

A company would like to set up a mobile skate park in Glasgow to provide a day of entertainment for local youth.

The Farmers Market will have reduced hours and be open on Fridays for the 2025 season.

The Town Manager holds a position on the regional jail board and meetings are monthly.

A FOIA request for the January 2025 trial balance sheet (showing expenditures of each line item) was filled by staff.

Old Business

None

New Business

a. FY26 Corporate and Water/Sewer Budgets

The Town Manager provided a part of the FY25 budget and stated that work was continuing on the final draft.

Public Comment Period

Kenny Wilkerson, citizen, spoke about the stormwater problems behind his residence on 2nd Street. He asked for the status of the potential state environmental grant the Town Manager was applying to receive to assist with stormwater in the area. He requested additional assistance from the Town in cleaning the debris blocking the drainage near 2nd Street and the Railroad Tracks behind his residence. The Town Manager stated that the state grant is being submitted and is under review by authorities. She stated that the site is private property, and public resources are supposed to be limited to public right-of-way and public easements. However, due to lack of a stormwater system, the Town tries to keep the water flowing in the prime drainage ways to prevent major flooding. Staff have permission from the property owner of the above-mentioned site, adjacent to Mr. Wilkerson, and performs debris removal during and following every major rain event. Work is by hand when Town equipment can't safely reach the site.

Charity Smith, citizen, works with Rockbridge Area Community Service Board and teaches classes on dangers of drug use, adverse childhood experiences (ACES), suicide prevention, health, etc.. It is a grant funded program, and Ms. Smith has offered to provide these classes to the Glasgow area.

Other Council Comments

Town Council commented they appreciate the offer from Ms. Smith and would like to have the program in the Town.

Closed Session

None

Adjournment

The meeting unanimously adjourned at 8:13 pm.

Approved minutes for the Town Council Regular Meeting held March 11, 2025.

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