



TOWN OF GLASGOW VIRGINIA



Town Manager's Report to Mayor and Town Council

Week of 8/3/2020 – 8/7/2020

Announcements:

Town Hall will continue to remain closed to the public and operate under normal business hours 8am-4:30pm. Staff can be reached at town@glasgowvirginia.org or 540-258-2246.

We are asking residents to use the night deposit box and online payment method as much as possible. Receipts can be mailed upon request. <https://glasgowvirginia.org/pay-my-utility-bill>

Next Week's Scheduled Meetings for the Manager:

Wednesday: Virginia Department of Forestry and Regional Planning District at Locher Field

Administration/Finance:

Jim Jones with Natural Bridge State Park is coming to our meeting next Tuesday night to provide an update on the park and how COVID-19 has impacted it.

Jeff and I worked together on researching financing options for the bar screen. I will present these to the finance committee next week.

Next week we have 3 virtual meetings: Council Tuesday night at 7pm; Finance Wednesday night at 5pm; and Charter Review Thursday night at 6pm.

Spoke with Spencer about CARES Act funding this week. We plan on purchasing at least enough PPE for 2,000 people. We are looking into other services we can be reimbursed for.

We received confirmation our application for grant funding for the Sewer Plant Preliminary Engineering Report was approved. The grant through USDA-RD approved roughly \$30,000 in funding.

Public Works:

Chris worked on the Town Hall renovations for most of the week this week. He hopes to have it complete by end of next week. We tried to have Richard mow on our diesel mower after getting it back from James River Equipment Thursday. It ran for less than 3 hours and it stopped working. Richard and Chris looked at the mower and couldn't figure out what is wrong with it so James River picked it up Friday.



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Public Utilities:

Water:

Shown Monte Atkins the two fire hydrants we would like to replace. Spoke with him later this week about pricing each fire hydrant & adding a used fire hydrant at Well #2. Mr. Atkins will be here Monday or Tuesday to pot-hole the depths of the fire hydrants and valve quality. Completed monthly water report for VDH. Collected two bacteriological samples for VDH and delivered to Pace Laboratory in Lexington. Collected monthly split fluoride samples for VDH.

Wastewater:

Jeff performed general maintenance on the oxidation ditch earlier this week. Completed the DEQ monthly paperwork for the discharge permit. Spoke with Andy Crocker with SERCAP about grant/loan for the bar screen. He is to contact Eric with details. Completed the Biosolids monthly paperwork and plan on doing land application in September.

Land Application:

1. 7 Fecal Coliform test starting next week.
2. Depending on which field we can land apply, we may need to purchase lime.
3. Field's will have to be buffer off by standards adopted by Biosolids Management Plan.



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Town Manager's Report to Mayor and Town Council

Week of 8/17/2020 – 8/21/2020

Announcements:

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Next Week's Scheduled Meetings for the Manager:

Monday: 10am with CSPDC about VDOT-Trail Project at Farmer's Market

Thursday: 9am with Grace about Charter; 10am VDOT-Trail Pre-Construction Meeting

Administration/Finance:

I briefed staff on my resignation Monday. As I informed Council, I will do everything I can to set the next Town Manager up for success and a smooth transition.

Jeff and I were unable to get a hold of SERCAP about funding options for the bar screen. The best route for us going forward is to use National Rural Water Association (NRWA) for their revolving loan fund. It will be a 3% loan that can be paid off anywhere between 5-10 years without penalty. I'll recommend 10 years and pay it off in 5-7 years. The turnaround time for this should be 3 weeks.

Grace has a preliminary draft of our new charter. It includes many of the provisions and updates we discussed so far. Our next meeting should be our last to discuss any financial, miscellaneous, and transition provisions. We have a meeting scheduled together next week to discuss her thoughts.

The Virginia Department of Housing and Community Development was notified this week of me stepping down. We decided to postpone the grant until the next town manager steps in.

Robinson Farmer Cox (RFC) sent me a completed audit this week. They will have representatives present the audit at the next council meeting.



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Public Works:

No report

Public Utilities:

Water:

Atkins replacing two fire hydrants on Wednesday. Jeff did routine sampling required by VDH this week. We will be having Sydnor Hydro come in to look at one of our valves at the main well in town.

Wastewater:

Sunday August 16, Chris called me and told me the oxidations ditches were overflowing due to a blockage. We began by stopping influent pumps and return pump operations. Used the Godwin bypass pump to begin pumping to the clarifiers. Had to drain the discharge flow tank for the oxidation ditch and remove the mophead material from the drain line. This took couple hours to complete. Jetted the line to remove lower material blockage. We returned to normal operations slowly not create discharge problems. Had to notify DEQ about the problem, collect BOD & TSS samples required by our permit. Completed the BOD test Sunday evening. Completed the TSS testing Monday. Sent the five-day letter to DEQ on Tuesday, August 18, 2020.

Monday Mike urban, with Smart Design installed the new lock on the septic station gate. Continue clean up from Sunday overflow this week. Collected Fecal Coliform samples Monday, Tuesday and Wednesday delivery to Pace Labs each day located in Lexington. Worked on the Discharger Survey Short Form for our permit requirements.



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Town Manager's Report to Mayor and Town Council

Week of 8/24/2020 – 8/28/2020

Announcements:

Town Hall will continue to remain closed to the public and operate under normal business hours 8am-4:30pm. Staff can be reached at town@glasgowvirginia.org or 540-258-2246.

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Next Week's Scheduled Meetings for the Manager:

Administration/Finance:

An advertisement for the Town Manager's position is on the website and on VML's job section. The ad has been sent to the Directors of Virginia Tech's Local Government Management Certificate and James Madison's Master's in Public Administration. Applications are set to be reviewed at the October Council Meeting.

The application for the National Rural Water Association (NRWA) revolving loan fund was submitted last week. The turnaround time for this should be 3 weeks.

Grace and I discussed the preliminary draft of our new charter. Next week's meeting should be our last to discuss any financial, miscellaneous, and transition provisions. We will be working on next month's news paper advertisement soon.

The Virginia Department of Forestry sent me a draft sketch of where to plant trees and over one dozen tree and shrub recommendations. This grant application will be submitted before I leave. This way the next manager only has to execute the project and not tinker with the application.

The VDOT Trail meeting went great Thursday. We are all set to begin construction. All we are waiting on now is for Randy Hostetter to sign the contract and return it. Hope to have a start date middle of next week.

Public Works:

Chris is set to install the 4th basketball hoop next week with assistance from RARO.



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Public Utilities:

Water:

Raked and seeded the two fire hydrants Atkins replaced last week. Completed daily sampling as required by the VDH. Sydnor Hydro replaced the leaking valve and made performance adjustments to well 4. Jeff was out there to observe how to fix the valve for future problems.

Wastewater:

General maintenance on the wastewater equipment. Mr. Hickman and Jeff developed a schedule for land application with a target date of September 8th. Land application signage will be set out next week. Notified DEQ about land application. Discharge Survey Short Form for our permit requirements have been completed and turned over to DEQ for review. Received bearing prices for the oxidation ditches. Bearings have been ordered. Had to return twice on Thursday night due to the storm and Dominion power repairing service lines.