



TOWN OF GLASGOW VIRGINIA



Town Manager's Report to Mayor and Town Council

Week of 8/5/2019 – 8/9/2019

Announcements:

Ribbon Cutting Ceremony for the new events pavilion August 27th at 11am, free food and drink for everyone.

Music in the Park August 31st at the new events pavilion at the Old Carnival Grounds 515 9th Street. Gates open 5pm free food and alcoholic drinks, and Dorsey Hostetter and Sara-Jane McDonald will be performing.

Next Week's Scheduled Meetings for the Manager:

Tuesday: Meeting with VACORP the Town's Insurance provider for property, worker's comp, etc.

Thursday: Chamber of Commerce Business After Hours at Sugar Maple Trading, 5:30-7:30pm

Administration/Finance:

VDOT pulled this year's HSIP (Highway Safety Improvement Program) funding for our multi-purpose trail, after it was approved. The HSIP program is going under program review. An appeal was made on our behalf directly to the Commissioner of Transportation's Office but was denied. For perspective, VDOT & CSPDC Staff said we were the only locality in the region that had 2 other VDOT projects directly tied to this HSIP funding which was pulled, and they denied us anyways. Right now the other 2 sections of the project are still under environmental review which could be wrapped up by the end of September. The next phase would be to put the project out to bid, then start construction in the spring of 2020. The section that was pulled was the most expensive and most vital crossing St. Rt. 130. This was vital for our elderly and disabled residents to cross 130 safely to access the Farmer's Market.

Over the last two weeks, I've developed a strategic plan for the community and for Council to adopt at its next meeting. One of the programs I've talked about is the CDBG Planning Grant. I've filled out the application this week in a word document and have a conference call next week with the regional planning district (CSPDC) to discuss the content of my application. This will be submitted by the end of next week.

The construction of the pavilion will be done by Jake McCown It will be a 40x40 structure and match our Farmer's Market. He has guaranteed it will be completed before the concert on August 31st. Since the construction for the pavilion is underway its appropriate we can plan for a ribbon cutting ceremony. The ceremony will be on August 27th at 11am. We have invited our local elected officials, Delegate Campbell,



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Congressman Cline, and Channel 7. Please start to notify and invite residents to the ceremony. Free food and drinks will be provided.

Tuesday, Harbor Dredge and Dock came in to Town to begin the storm water project. They surveyed and staked out their project terrain. The County Erosion and Sediment Officer came to inspect the sight as well. At the preconstruction meeting, they estimated this project would take between 30-45 days for completion. They will begin construction next week starting at the site near the water well up on Blueridge Road.

Robert Humphreys continued his work on the SERCAP project. He has completed 6 properties so far and spent roughly \$9,800 on lateral replacements. Wednesday, Robert took me around Town and show me some of the properties he has worked on for the project. Tom Camden came out and expressed his thanks for the project and Robert's great work.

Thursday I met with David Hill from Hill Studios. We discussed previous conversations with Bill and I expressed a couple of ideas in the strategic plan that is on the August Council Agenda. I took him on a tour of the community and we discussed potential opportunities around Town. I expressed Council's interest in his services once DHCD provides planning grant funds.

Friday I met with the County Health Inspector who inspects cooking facilities to have a pre-inspection look at our concession stand at the ball field. We discussed a couple of different options for the facility and identified its needs to pass inspection. It needs a designated hand wash sink, where now there is a designated mop sink and 3 compartment sink (wash, rinse, sanitize). The floor drain also needs to be unclogged. Finally, the facility needs some volunteers to come in and clean the place out, bar rescue style. Once it passes a basic inspection, we have two choices for the type of permit we want. There is the temporary permit and the 'permanent' permit. The temporary is for limited time frame use, identifying specific dates of use for the Health Department. If the equipment to cook wasn't required it would be on the renter to bring the equipment necessary. The permanent permit says the facility is essentially in continuous operation and has the equipment it needs on hand at all times. The town can have one of two options: it can spend the money necessary for the permanent permit and allow those with temporary permits to operate the facility and bring any additional equipment they want, or the Town can have a temporary permit itself and bring its equipment as needed and still rent the facility out to those with a temporary permit. A future memo with more detail will be issued later to Council for them to decide.

Public Works:

Benny our new temporary worker started this week. He helped Chris pick up brush around Town which was desperately needed. Chris helped prep the site for Jake McCown to start building the pavilion with the backhoe. Chris has put a lot of time and effort into finding the Town the best deal on trailers and mowers. Jerry Locher got a majority of his lots mowed this week. This made many residents happy.

Public Utilities:



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Jeff has finished sampling for the permit renewal. He completed. Jeff is interested in buying a new bar screen for our plant with a SERCAP Grant. I indicated to him to have a price come this fall when we start our capital improvement plan for the Town and other high dollar items you think should be added as well.



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Town Manager's Report to Mayor and Town Council

Week of 8/12/2019 – 8/16/2019

Announcements:

Ribbon Cutting Ceremony for the new events pavilion August 27th at 11am, free food and drink for everyone.

Music in the Park August 31st at the new events pavilion at the Old Carnival Grounds 515 9th Street. Gates open 5pm free food and alcoholic drinks, and Dorsey Hostetter and Sara-Jane McDonald will be performing.

Next Week's Scheduled Meetings for the Manager:

Tuesday: Meeting with the other 3 Rockbridge Municipal Managers.

Administration/Finance:

VDOT project

The regional planning district (CSPDC) and I reviewed the CDBG Planning Grant application. We discussed past successes with the Town and this planning grant building off those projects. The grant was submitted Friday. It usually takes a couple of months for them to review and then reach out to us with recommendations and a contract for funding.

The construction of the pavilion will be done by Jake McCown. The McCown's will be working on the pavilion Saturday. The ceremony will be on August 27th at 11am. We have invited our local elected officials, Delegate Campbell, Congressman Cline, and Channel 7. Please start to notify and invite residents. Jeff's cooking company Bizzee B's BBQ Bribbon will be catering for the ribbon cutting which will be free.

Monday, Harbor Dredge and Dock started digging for the water quality improvement pond. The crew seems excited to be here and likes the change of scenery from Norfolk. At the preconstruction meeting, they estimated this project would take between 30-45 days for completion. They have not started construction at the site near the water well up on Blueridge Road.

Robert Humphreys has completed 10 properties for the SERCAP project. A total of \$15,120 has been spent on lateral replacements. Robert has roughly 18 more properties to finish and is on pace to use all \$40,000 of the first round of funding for the project.



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Public Works:

Chris and Benny have been working on weed eating around Town. They have been working on the north side ditches a majority of the week. Chris helped dig the footers for the pavilion. Chris and Benny delivered gravel to 1106 Virginia St to lay gravel for their alley. Chris then repaired the holes in the alley behind 623 McCulloch, filling them with stone. Chris finished the week mowing and weedeating the boat landing.

Doug Hudgins from CHA came Tuesday night to the Council meeting. He did a great job explaining where we are on the project and what the next steps are. Doug outlined to me in an email this week the equipment the Town purchased with the sewer grant funds as follows; line camera \$86,625, vacuum/jetter truck \$289,444, and portable dry-priming pump \$34,517 for a total of \$410,586. Culey has been working on man hole sealing to help wrap up the sewer project. As Doug stated at the meeting Tuesday night, the project will technically be open for another 6-8 months but that is mostly due to the purchasing and ordering of equipment.

Public Utilities:

Chris took Jeff's Explorer to Lexington to get it serviced. We have seen the results from Sydnor installing the new valve at the main well. The standing water behind the building has virtually disappeared. Jeff's computer was down 3 days this week. Luckily it was the power supply which was replaced inexpensively for \$135. Back up starter came Friday afternoon for the main well in Town by the horseshoe pits.



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Town Manager's Report to Mayor and Town Council

Week of 8/19/2019 – 8/23/2019

Announcements:

Ribbon Cutting Ceremony for the new events pavilion August 27th at 11am, free food and drink for everyone.

Music in the Park August 31st at the new events pavilion at the Old Carnival Grounds 515 9th Street. Gates open 5pm free food and alcoholic drinks, and Dorsey Hostetter and Sara-Jane McDonald will be performing.

Next Week's Scheduled Meetings for the Manager:

Wednesday: Meeting with VACORP to review insurance coverages for the Town.

Thursday: Lexington for a Department Housing Community Development Workshop about Business Development hosted by Virginia Main Street Program

Administration/Finance:

VDOT project update: there was an article in the paper about the project. I spoke with someone at CSPDC and they verified the article was accurate and an honest reflection of the situation with VDOT. The project is still underway for the first and third sections. Currently, the Town is looking for nutrient credits and should receive quotes back by end of next week. These credits offset are to offset environmental impact of the project. The project timeline is to wrap up the environmental review by the end of September and be ready to put the project out to bid in November and December.

McCown Construction has been doing a great job so far. We have uploaded some pictures on Facebook for residents to see the progress. The roof is on and it matches our Farmer's Market. The ground will be stone which Chris saved the Town a lot of money with. He and Benny will be working on the flooring Saturday.

Monday, Harbor Dredge and Dock continued their work on the water quality improvement pond. The crew has been great to work with keeping us updated on where they are on the pond and what the next steps are. Ecosystems came Tuesday to review their progress. They returned Friday to look at the progress of the retention pond. The improvements are now having a slope go into the rocks (rip-rap) which then flows to the mulch bed. The mulch bed will eventually have plants in it to help purify the water while slowing it down going into the drain which goes under McCulloch Street. Next week they will start construction at the site near the water well up on Blueridge Road. This site will take longer for them to complete.



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Planning Commission met Wednesday night. We discussed abandoned houses on Jon's list, and added a few properties. We also discussed residents and stakeholders in the community who the Town should reach out to when it comes time to put together a committee for the CDBG Planning Grant. Finally we talking about Capital Improvement Planning and how we might rank capital projects.

Mr. Walker has notified Council of many "speeders" on Fitzlee. Mr. Britton suggested for us to look into getting speed bumps outside of Mr. Walker's house, or close to the vicinity at least. I reached out to VDOT about how we go about doing this. John Cameron from VDTO said they would need to do a traffic study to see if speed bumps would be necessary. That should take place in the next couple of months.

Public Works:

Chris and Benny mowed and weedeated on route 130. Benny mowed the library, old Pepsi plant, and the ball field. Chris bush hogged and Benny weedeated the ditches behind the car wash, near the treatment plant, and carnival ground.

VACORP sent us our insurance information for snow plowing which we forwarded to VDOT. Chris has an appointment with VDOT's Contract Services representative next week to complete the snow plowing paperwork. Chris and Benny got picnic tables from Lowe's and have them ready to put under the pavilion for Tuesday.

Public Utilities:

Jeff has been out this week with kidney stones. Chris has been covering for Jeff and doing his checks.



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Town Manager's Report to Mayor and Town Council

Week of 8/26/2019 – 8/30/2019

Announcements:

Music in the Park August 31st at the new events pavilion at the Old Carnival Grounds 515 9th Street. Gates open 5pm free food and alcoholic drinks, and Dorsey Hostetter and Sara-Jane McDonald will be performing.

Next Week's Scheduled Meetings for the Manager:

Wednesday: Lunch with County Fire Chief Nathan Ramsey.

Thursday: Jeff Pufahl to review the website before going live.

Friday: Regional Manager's Luncheon in Staunton

Administration/Finance:

Ribbon Cutting Ceremony for the new events pavilion August 27th at 11am, went very well. We had great turnout with over 75 people at the event including, Delegate Campbell, Congressman Cline, and Channel 7's Bruce Young. McCown Construction did a great job. We have uploaded some pictures on Facebook for residents to see the finished product.

Harbor Dredge and Dock started their work on the storm water pond up on the hill near the well. Tuesday the crew put in an asphalt curb in the library parking lot. Ecosystems came Friday to look at the progress of the retention pond. Friday morning planters came to plant the pond at the library. Ashbey Seay the Foreman said they ran into more concrete and rock up on the hill than expected. Ecosystems is coming Monday morning to review design of pond before construction starts.

Kathleen Guzi from VACORP Insurance came by Wednesday to review our current coverages and policies. She said they could assist us with the bouncy house policy since other communities have similar policies.

Thursday I went to a DHCD workshop discussing economic and business development. There was a representative from VA Main Street, USDA, Lexington Main Street, RVA Works, and a couple of local business owners. The workshop was designed to help put us in our potential customer's shoes in solving a problem they have.



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Tiffany Kurr with Clayton Homes reached out to me about vacating the alley at 138 Catawba. I indicated to her I would research this and give her a call back once the proper public process was identified.

Music in the Park was a great success. We had over 300 people attend. The Town sold out on beer and food. Many of the residents indicated to myself and other Council members their excitement for the event and hope it continues in the years to come. The bouncy houses seemed to be a big hit as well. A big thank you is deserved for staff and volunteers who helped make this event happen.

Public Works:

Chris and Benny laid stone down at the pavilion Monday. They went around Town to mow and weedeat for the holiday weekend. The two of them did a majority of the prep work for the Music in the Park and deserve a special thank you for their work on the pavilion. High grass letters were sent out this week as well.

Public Utilities:

Health department came for an inspection of all four well sites this week. Jeff is set to have the well up on the hill drained for cleaning which happens every 2 years. This will not impact harbor dredge and dock.