



# TOWN OF GLASGOW VIRGINIA



## Town Manager's Report to Mayor and Town Council

Week of 7/2/2020 – 7/2/2020

### Announcements:

Due to health concerns with the coronavirus (COVID-19) we are closing access to the public and will re-open Monday July 6th. Town Hall will continue to operate under normal business hours 8am-4:30pm and can be reached at [town@glasgowvirginia.org](mailto: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>

For water or sewer emergencies outside of business hours please contact 540-460-2335 or 540-461-3523.

### Next Week's Scheduled Meetings for the Manager:

N/A

### Administration/Finance:

There was an update on the VDOT project Tuesday with respect to funding logistics. The lowest bid is roughly \$66,000 less than the bid in the fall. The bottom line is the overall remaining costs out of taxpayers' pockets for the project is both lower than the bid submitted in the fall and if we were cancel the project in February. The bid will need to be awarded at the upcoming July Council meeting.

Heather and Angel will be representing me at the Community Development Committee next Tuesday night. This cuts down on the amount of information I might need to relay, especially to Heather. The updated events have been sent to the Chamber and Tourism offices. At the Chamber Ambassador meeting last Thursday, it was mentioned the annual Beer and Wine Festival in Lexington will not be held at its normal location and the yare in search for another location. I volunteered Locher Field as a location and discussed this with the Mayor. We will write and submit a letter for us to host it and hopefully have letters of support from our local business owners.

The Charter Review Committee will meet Thursday the 9<sup>th</sup> to discuss the roles and powers of Mayor and Council. I spoke with Delegate Campbell's office about the Charter update. They should be caught up to speed and will be kept in the loop on the process.



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138 removed the dilapidated house and is set to install the new house next week sometime. Chris will be there with Atkins to extend our water and sewer lines to the private property line.

We closed out the fiscal year smoothly as staff and in QS1. Our 4 major projects this fiscal year as approved by Council in the budget process are: resurfacing the town hall parking lot and rehabbing the basketball court; water and sewer connection for 138 catawba; Centennial Park redesign; and sewer plant sustainability study.

## **Public Works:**

RARO provided Chris with a 4<sup>th</sup> basketball goal. Frankly the quality was quite poor, so we declined to use the goal. Instead, we will purchase a basketball goal of our own. Once this is purchased we will have RARO come down and paint lines on the court. Jimmy Emore's girls softball team helped paint the metal playground equipment which really brought it to life with the new colors and paint. The spots that required a ladder will be painted early one morning next week. I've volunteered to help Chris with the painting early one morning. I will also help Chris finish up the fence at Locher Field next weekend.

## **Public Utilities:**

Been looking for quotes to remove & re-install after repairs by the manufacturer, received one quote from Byers. Jeff had other contractors come out to look at the job, but Byers is the only one who submitted a bid.

To no surprise, we did not have the password for GovDeals so we have been in the process of resetting it. We hope to get the truck up there next week.



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## Town Manager's Report to Mayor and Town Council

Week of 7/6/2020 – 7/10/2020

### Announcements:

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### Next Week's Scheduled Meetings for the Manager:

Tuesday July 14<sup>th</sup>, Lexington Main Street

Wednesday July 15<sup>th</sup>, Rockbridge Area Outdoor Partnership

### Administration/Finance:

Angel and I placed a radio ad for the next few weeks to promote the concert. Rockbridge County has additional PPE which they donated to us for the concert in August. Our Facebook post for the movies at the market poll reached over 950 people with "Aladdin" leading in a close race. The Farmer's Market had great turnout this week with all the produce available.

The Charter Review Committee met Thursday to discuss the roles and powers of Mayor and Council. We covered many topics and started to discuss the appointed offices by the Mayor and Council. We feel confident we can finish the charter review at the next meeting.

There was no activity at 138 Catawba this week. We are waiting to hear from Adtkins who will perform the construction work to go under the road to connect to the property at the property line.

Since the fiscal year closeout in QS1, there have been "gremlins" in the system causing trouble for water bill payments. They worked on it all day Friday from their headquarters in South Carolina.

Jane trained Heather for the past few weeks on her QS1 functions and other frequent daily tasks. Jane will be on vacation next week so Heather will fill her role when customers come in.

### Public Works:



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We ordered a 4<sup>th</sup> basketball goal with a different company than what RARO uses. Using this other company saved the Town \$2,000. The 4<sup>th</sup> goal should arrive in 4-6 weeks. The painting of the metal playground equipment and small picnic shelter are completed. Now we are repainting the gazebo. After the gazebo, we will begin to stain the larger picnic shelter.

Chris and Richard have been doing a good job of keeping Town grass low. No complaints about Town properties since Richard started.

Next week Chris is installing an air release on a water line at the Glasgow Cemetery since the valve went bad and caused a major leak. This will require a cut off for 4-8 hours which will impact roughly 10 houses. We will hand deliver notices to property owners on Monday notifying them of the project.

## **Public Utilities:**

### **Water:**

Helped Chris with a water leak in the Glasgow Cemetery off Fitzkee St. earlier this week. Collected two bacteriological samples monthly and delivery to Pace Lab in Lexington. Completed the VDH monthly paperwork.

### **Wastewater:**

Completed monthly paperwork for DEQ including the biosolids monthly reports and E-coli samples once per week for the month of July as required by DEQ. Finished receiving bids to remove bar screen which is on the agenda for Council next week. Schedule bar screen removal 15th & 16th with each of the contractor parties.



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## Town Manager's Report to Mayor and Town Council

Week of 7/13/2020 – 7/17/2020

### Announcements:

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### Next Week's Scheduled Meetings for the Manager:

#### Administration/Finance:

We are set to have a meeting with VDOT and Draper Aden to discuss the next steps of the trail project. After Tuesday's Council meeting, I met with Sue Wood later in the week to answer her questions.

I reached out to our regional planning district about tree grants for Locher Field to provide shade. There are about 4 different opportunities available. A layout of the landscape along with pictures will be sent next week to help determine which grant opportunity will be the best option for us.

Adtkins who will perform the construction work to go under the road to connect to the 138 Catawba property will not be here until next week.

Heather did a great job filling into Jane while being the primary contact for answering questions for Robinson Farmer Cox who is doing our FY19 Audit.

#### Public Works:

The countertops for Town Hall should be in next week. Again, these were purchased with CARES Act monies at no cost to the Town. Chris pressure washed the Farmer's Market building this week. Also finished painting the playground equipment and should wrap up the large picnic shelter next week.

#### Public Utilities:

Water:

Cut grass at main well and at water storage tank, with the assistance from the community service worker.



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Routine sampling & testing was conducted throughout the week for VDH.

## Wastewater:

Finished the ditch for conduit for the new septic station gate lock, with the assistance from the community service worker. Collected 2<sup>nd</sup> E coli sample out of 4 required by DEQ. Bar screen was removed Thursday by Byers. They also wanted to present a bar screen alternative for us that could save us thousands. I asked Jeff to investigate this after he mentioned it to me. I asked him to analyze how it could impact our plant and if this is a good long-term alternative.



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## Town Manager's Report to Mayor and Town Council

Week of 7/20/2020 – 7/24/2020

### Announcements:

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### Next Week's Scheduled Meetings for the Manager:

#### Administration/Finance:

We had our meeting with VDOT and Draper Aden to discuss the next steps of the trail project Wednesday. We reviewed VDOT requirements for the job and planned what will be discussed at the pre-construction meeting.

Our regional planning district is reviewing the tree grant options for Locher Field to provide shade. A layout of the landscape along with pictures will be sent next week to help determine which grant opportunity will be the best option for us.

Planning Commission discussed the junk car / inoperative vehicle ordinance. We came to the conclusion the number of cars allowed with car covers should be limited to one per property. Another method to speed up the process is to shorten the amount of days they can take action from 15 business days to 10 calendar days. The toughest part of enforcement is the initial 60 days they have to let it sit there, then we are allowed to give notice. The amount of time cannot be less than 60.

Adtkins who performed the construction work to go under the road to connect to the 138 Catawba property Thursday this week. They finished the sewer line and plan to start on the water line next Monday.

RFC is continuing to work on our audit for us after we provided additional information. I spoke with the lead auditor on the phone and they indicated it should be end of August when it gets wrapped up and ready to present to Council in September.

### Public Works:



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The countertops for Town Hall came in Friday. The basketball hoop is set to come in next Tuesday. We hope to get it up by the end of the week next week. Monday Chris picked up trash for playground and ballfield then met someone from CHA to do camera work on sewer lines looking for water infiltration into the system. This week Chris mowed and weedeated the Library, Town Hall, Centennial Park, Blue Ridge Rd., Powhatan St., Nick Field area, Locher Pavilion, Hiker's Shelter, Canoe Launch, and Farmer's Market. Friday Chris added one coat of stain on the small shelter at playground then bushogged the spots where the multi-purpose trail is going on Jarvis Trail and powerline. He also installed the portable air conditioner at the red concession stand.

## **Public Utilities:**

### **Water:**

Sent split Fluoride sample to Division of Consolidated Laboratory Services (DCLS) for analysis to check our laboratory quality control testing on drinking water. Required 1 per month by VDH. Routine sampling & testing done this week. Added chemical at well sites (Fluoride & Chlorine)

### **Wastewater:**

Dave Brooks installed the electric for the new septic station gate lock. Chris assisted with the backhoe to dig the rock driveway and re-cover the conduit. Completed covering the electrical conduit in the yard. Mike Urban with Smart Design should be ready to install the septic gate lock in the next two weeks.

Wash down both clarifiers. Cleaned Chlorine tank on the right side and refilled the tank. Drained the left Chlorine, not finished cleaning. Collected 3rd E coli sample out of 4 required by DEQ.

Bar screen update: Hydro-Dyne is in the process of disassembling the bar screen and review damage. Reached out to Andy Crocker with SERCAP in Roanoke about funding/grant for the bar screen. Travis Wilson with Waynesboro Metal Fabrication stop by Thursday and look at a replacement basket at the head works on the influent screening. Will give a quote next week.

Towns diesel pump on the fuel tank has burned up. Contacted Dixie Gas & Oil for repairs, they forward information to a contractor who will be in touch about pricing & labor.

Had to return Thursday evening to reset units at the plant due to power interruption.





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## Town Manager's Report to Mayor and Town Council

Week of 7/27/2020 – 7/31/2020

### Announcements:

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### Next Week's Scheduled Meetings for the Manager:

#### Administration/Finance:

Did research for the Charter Review Committee. Looked at other community council code of ethics and rules & procedures. There will be some recommendations that will come out of this for us to adopt in the ordinance.

The Town Hall administration staff has been working together on sending over more delinquent cases and preparing for the upcoming tax season. We hope to have a noticeably better experience this upcoming season in the delivery of the tickets.

Our regional planning district followed up with me this week about the tree grant options for Locher Field to provide shade. The best route for us is a grant opportunity through the Virginia Department of Forestry. A site visit at Locher Field is scheduled on August 12<sup>th</sup> in which a specialist from our regional planning district and the VA. Department of Forestry will attend. We will look at the grounds and come up with a landscaping plan with recommendations for trees. One last note about Locher Field, Friday we received metal signs that will be placed around the facility.

We submitted another application for additional grant funding for the Sewer Plant Preliminary Engineering Report. This report will identify the equipment replacement needs for the facility.

Had a site visit up on Sallings Mountain with Dominion discussing future fiber optic for Glasgow and this region of Rockbridge County.

### Public Works:



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Monte Atkins who was the primary contractor on the sewer project, finished installing the 138 Catawba water line and built a berm behind the 6<sup>th</sup> and Shenandoah alley to help alleviate standing water problems. There were trees down at the boat landing. Chris went down and removed the trees and mud on the canoe launch. The basketball goal was delivered Tuesday and might not be installed until after next week due to the rain next week. Chris plans on doing a brush burn next week. Chris started work on the Town Hall renovations Thursday. He hopes to have it complete by end of next week.

## **Public Utilities:**

### Water:

Jeff completed routine sampling & testing this week for VDH. Jeff participated in a rate study for Water & Wastewater to Virginia Rural Water Association. Completed the annual source water survey by Tetra Tech for VDH

### Wastewater:

Collected 4th E coli sample out of 4 required by DEQ. Jeff completed routine sampling & testing at the sewer plant. Jeff had to return due to heavy rainstorm & lighting Tuesday night. Received influent custom basket quote from Waynesboro Fabrications. Will receive a quote for chain and electric cost for the new influent basket due to age and weight of the new basket.