



# TOWN OF GLASGOW VIRGINIA



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

Week of 6/1/2020 – 6/5/2020

### Announcements:

Due to health concerns with the coronavirus (COVID-19) we are closing access to the public. 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>

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

N/A

### Administration/Finance:

The Charter Review Committee had its first meeting Thursday. After reviewing the workplan, we decided to address the topics in sections starting with elected officials then appointed officials. The group will be sent 2-5 examples of best example charters I reviewed. Group seemed enthusiastic for the long overdue endeavor.

A conference call is set up for next week to discuss sending more delinquent tax to TACS. We need to send them as many cases as we can since we still have over \$50,000 in both real and personal delinquent taxes. TACS might have more tools available and resources to track these people down across the state. If they moved out of state then we will discuss other strategies. Town Hall Staff will discuss what to do with future delinquent cases in say 2019 or 2020. We need to have a system of steps in place here to collect future delinquent cases so there isn't this big backload of cases like what we have currently. Overall collecting these taxes will take a lot of time but is vital to the Town's revenue.

All of FY19 entries have been made and the report has been sent to Robinson Farmer Cox (RFC). I've asked Mary Earhart to come up with a list of operational recommendations for staff to implement in order to cut down the amount of time and money they spend on prepping our books. A member from her staff will be coming down next week to assist us with this for one day. We will proceed to update FY20. Again, these are procedures that should have been in place and are long overdue to be implemented. No sense in paying for an audit if you don't implement their recommendations. Good news is that was previous leadership's audit.



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VDOT Multi-purpose trail, bids are due next Thursday the 11<sup>th</sup> at 2pm. We are expecting at least 2 bids but best to keep expectations low. End of Thursday we will know where we stand with the project.

We have reached out to 2 local mowers / landscapers to see if they are interested in mowing properties that are in violation of the grass ordinance. So far only 2 properties have not come into compliance which is no surprise. They either do not live in town or are not alive anymore so these will have to be mowed periodically and have liens placed on the property.

## **Public Works:**

We hired a new temp. employee from Peoplelink and will start next Monday.

## **Public Utilities:**

Jeff's Water Report: He collected bacteriological samples for the water system. Grass has been cut at well 4.

Jeff's Wastewater Report:

Collected fecal coliform samples for land application, four this week & three samples next week.

Jeff completed the proficiency testing for Division of Consolidated Laboratory Services required for the towns certified laboratory. He then completed 2nd quarter quality control samples. Part of DCLS.

Returned to normal plant operations from previous rain events Monday. Friday return to high water operation due to flash flooding and heavy rain 6/5/2020.

Thursday, the plant had a major break-down of the bar screen. Hydro Dyne is reviewing photos of the screen and will tell us next week of repair schedule.

Routine cutting grass and weed eating, and regular sampling.

Next week finish monthly paperwork, proceed to begin required Discharge Survey forms required by new permit for DEQ.



# TOWN OF GLASGOW VIRGINIA



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

Week of 6/8/2020 – 6/12/2020

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

N/A

### Administration/Finance:

Staff evaluations were done this week reviewing performance for fiscal year 2020. We will try to do these in the last 2 months of the fiscal year, and hopefully after the budget is adopted. I sent out an email to staff about my vacation the week of June 22<sup>nd</sup>. Chief Poole will be in charge of the administrative side of things and will make any decisions as needed. Jeff will be in charge of the public works and utilities sides of the house. If there is a down tree, grass needing to be cut, or anything of that nature Jeff is responsible for that execution. If something needs to be signed in my absence that can't wait until Monday, then the Mayor should be contacted. I'll have a conference call with Chief Poole and Jeff Wednesday morning, then a call Friday afternoon.

Planning Commission is going to review and discuss trash, junk car, zoning, flood plain, and dog ordinances over the next few months. Once the Charter is updated, we will then need to update the General and Administration portions of the ordinances too. Grace and I discussed once we have all of our revised ordinances in place, we should have one special meeting advertised just for the public hearings for the ordinance changes. This will be a long process over the next 6-12 months.

Three VDOT multi-purpose trail bids were received Thursday. Our contact at VDOT was off today so a full update will be provided next week on where we stand with the project.



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## Public Works:

A large tree was removed Monday and down at the canoe launch and potholes were filled at the boat landing parking lot. The large wood behind the fire house was moved to the brush pile since complaints about snakes festering in the wood were made. Next week Chris will be doing a little bit of brush burning. Robert Humphreys will help Chris take the tree next to town hall down in the next couple of weeks. We found a quote for a new basketball pole and backboard for \$3,200 to complete our court set up. RARO is scheduled to come down next week to repaint the lines on the court. After references for local mowers from Council, I reached out to Richard Spangler for help mowing this summer rather than go through another temp through Peoplelink. The worst-case scenario is the results don't change and we go back to Peoplelink for another temp.

## Public Utilities:

### Water:

Completed monthly Virginia Dept of Drinking Water report (VDH).

Fluoride sample split with DCLS to check against Glasgow reporting results. Required one per month by VDH dept of drinking water.

### Wastewater:

Resume normal operation Monday. Completed the last 3 Fecal Coliform samples for land application (Samples results life until August 10<sup>th</sup> 2020).

Land application of bio solids on agricultural sites later this month (preliminary development of land sites, lbs. per acre, nutrients loading, etc.).

Completed environmental discharge for the wastewater treatment plant and biosolids monthly report required by DEQ.

The bar screen had damage late last week. Jeff received bar screen repair quotes, and will begin next week seeking a contractor to remove & re-install after repairs by the manufacturer. This is why we need a study of the sewer treatment plant to identify aging equipment and development of a replacement plan in the next 10 years.



# TOWN OF GLASGOW VIRGINIA



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

Week of 6/15/2020 – 6/19/2020

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### Administration/Finance:

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Wednesday night the Planning Commission reviewed the trash ordinance. We discussed the size and weight of containers, when they should be set out, and what is permitted to be picked up. Planning Commission is going to review and discuss junk car ordinance at its next meeting. The primary discussion will be about the number of junk cars allowed, the amount of time we allow them to come into compliance, and tightening up the language of car coverings.

Three VDOT multi-purpose trail bids were received last Thursday. We were expecting an answer Monday as far as how the funding will work for the project. There was no update as of Wednesday and our contact at VDOT was off Thursday and Friday so there has not been an update on the project with respect to funding logistics. Chief Poole has been briefed and will be on any conference calls next week related to the project.



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The county GIS printed off a mowing map for Richard this week and contract has been drafted up. He will be primarily taking care of the lots around Gordon Street and the sections around Virginia Street.

The Charter Review Committee was emailed 3 different examples of Mayor & Council sections of the charter. The following communities were used and will be used throughout the process: New Market, Tappahannock, and Windsor. These communities are under roughly 3,000 people. Small communities across the commonwealth like us do not update their charters regularly which is of no surprise. Therefore places like Buchanan, Scottsville, and Amherst are not a great basis for comparison.

## **Public Works:**

RARO is coming down next week to help Chris set up the basketball goal and repaint the lines. They will take a look at the softball infield to see what type of dirt is needed and quantity required as requested by the Mayor. We will get a quote to see if it is worth exploring. There are major drainage and standing water problems with the dirt Jimmy Emore threw on there a couple of years ago.

## **Public Utilities:**

Water:

Jeff completed requirements for the Consumer Confidence Report (CCR) & signed the certification document for Virginia Dept of Drinking Water (VDH). CCR are annual reports for the towns drinking water.

Wastewater:

Jeff setting up High Flow operations on Monday. Heavily cleaned both clarifiers earlier this week. Cleaned the right chlorine tank & restored to operations. Drained the left chlorine tank.

Steady rain to very heavy rain falls to overwhelming the system & plant. Notified Department of Environmental Quality (DEQ) about conditions of discharge and local rain. Required by DEQ to collect special samples Wednesday for BOD & TSS because of the rain event. Set samples up Wednesday. DEQ required to complete a Five Day Letter explaining the events of Wednesday. Letter is due June 22, 2020 (Monday) waiting on BOD results. May other communities across the commonwealth had these sorts of troubles so this isn't an anomaly.

Total rain fall 4.28 " and 2.0 " fall in 2 hours Wednesday morning so major clean-up needed around the wwtp was needed. Normal routine sampling & testing daily was completed throughout the week.

Received bar screen quote, to remove & re-install after repairs by the manufacturer, received one quote from Byers, waiting on to other contractors to respond.

Paperwork for the treatment plant study has been turned in thanks to CHA's help. We will just need a resolution at the July meeting.