



# TOWN OF GLASGOW VIRGINIA



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

Week of 6/3/2019 – 6/7/2019

### Announcements:

Glasgow Farmer's Market will be open Friday June 7<sup>th</sup> 11am-4pm and Saturday June 8<sup>th</sup> 10am-2pm.

Sydnor Hydro will be coming the 2<sup>nd</sup> week in June to replace two valves at the main water well.

### Administration/Finance:

P&R Committee meeting was held on Monday. Here is summary of the substantive and productive discussion topics covered at this month's Parks and Recreation Committee:

- Movies in the park
- Music in the park
- Future events such as the Fall Bazaar, Haunted Hayride, Trunk or Treat, Bingo, and Christmas Tree Lighting Ceremony
- Farmer's Market Advertising Strategy to increase consumers and vendors

The Rockbridge Area Regional Tourism event was held Tuesday night. Andrea was the only attendee from Council. The event discussed a consultant research firm's findings of what draws people to this region. It identified the region's strengths which are its scenery and access to leisure activities. The full presentation and results were sent out earlier this week.

I rode around Town with Chief Poole from 6-8pm. We looked into a few abandoned automobiles, campers, and trailer situations then had dinner at Scotto's. She also talked with one young man who was riding his 4-wheeler around on Town property near the Old Carnival Grounds.

Talked with auditors late in the week. They said a draft at 80% for Tuesday could be available but we felt it was best to have the final report presented in July. I met with Brandy Flint who works in the County's Office of Community Development to discuss what the planning commission might want to see what needs updating.

### Public Works:

The tree on Fitzlee St. next to the McDaniel's property was taken down. Chris received a couple of quotes for the ash tree behind the Fire House. One was for estimated \$3,500 and the other for \$1,200. The second quote was drastically cheaper because there was no bucket truck. This was just a verbal quote. Vast majority of new Town street signs were installed. Four high grass violation letters were sent out on Friday.



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## **Public Utilities:**

No Report. Jeff was enjoying his well-earned vacation. Doug at CHA is working on getting the equipment related to the sewer rehab project out to bid.



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

Week of 6/10/2019 – 6/14/2019

### Announcements:

Glasgow Farmer's Market will be open Friday June 14<sup>th</sup> 11am-4pm and Saturday June 15<sup>th</sup> 10am-2pm.

Sydnor Hydro will be coming Monday June 17<sup>th</sup> to replace two valves at the main water well.

Movie night will be held at the Farmer's Market on July the 13<sup>th</sup>. Get there at 7:30pm, movie starts at sundown.

### Administration/Finance:

Reviewed with QS1 how to enter the FY20 Budget. Have a webinar scheduled next week to learn how to close out and transition to the next fiscal year.

I followed up with Mrs. Harris complaint about an exposed pipe in her front yard. It looked like someone damaged the pipe's cap previously. The pipe was an old line from the house which is no longer in use. After looking at the water meter behind her house, she was informed the ordinance states she is responsible for maintaining her portion of the Town's alley, including mowing, weedeating, and bush hogging. This will be something staff will keep an eye on in the future.

After discussing the status of the concession stand with Council Tuesday night, Mr. Emore was informed Wednesday to have his equipment removed by Friday afternoon. Wednesday afternoon, he agreed to have it by the end of the week. The Ruitans expressed interest Thursday night in using the concession stand later this fall for one of their events. I informed them of the situation and status of the concession stand and told them I would find out the steps required to get it up and running again.

Jeff and I should be meeting next week to review the progress of the website for the template we picked out. The day has yet to be determined.

The letters for the SERCAP private sewer laterals were sent out late this week. The letters indicated to homeowners where the work on their property would be done, only with their consent. We are having two Town Hall meetings on the 24<sup>th</sup> 6-7:30pm and 25<sup>th</sup> from 4:30-6pm. This will provide an opportunity for residents to ask the contractor questions about the project.

### Public Works:



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Chris has been doing a good job with the high grass lists and checking up on properties. He has made of list of mobile homes (trailers) that need to be removed from the trailer park. Notices will be sent out next week to the owners and or renters. The hiker's shelter has had problems consistently producing hot water for the shower. A new hot water tank has been installed. This tank will last longer than the last system we had, because it is designed specifically for showers where the previous one was designed for sink usage. Weed killer was sprayed Friday at the softball field around the fence and bleachers.

## **Public Utilities:**

Sydnor Hydro isn't coming until next Monday. Jeff informed me of the oxidation motor has been out of commission and is in need of replacement. I gave him the approval to order the replacement part. Our check valve that needs to be replaced should be installed by the end of next week.



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

Week of 6/17/2019 – 6/21/2019

### Announcements:

Glasgow Farmer's Market will be open Friday June 21<sup>st</sup> 11am-4pm.

Sydnor Hydro will be coming Monday June 24<sup>th</sup> to replace two valves at the main water well.

Movie night will be at the Farmer's Market Saturday July the 13<sup>th</sup>. Arrive at 7:30pm, movie starts at sundown.

### Administration/Finance:

Monday I contacted Daryl Cash about his water meter and billing concerns. I informed him of our laptop problems for reading meters. Thursday, I touched base with him and suggested Chris and I come out to see if there is a leak on Town property near his business before he has someone inspect his property for leaks. We will follow up on this next week.

Met with Mrs. Massie to discuss coming up with a plan to revitalize Centennial Park. Next time the Garden Club meets they will see which members are interested in helping out with the revitalization effort. From there they will come up with a plan to present to Council. Their only concern was what will the precedent be for memorials on Town property. Will this just be for elected officials or include anyone who was a resident? Council will need to start thinking about how they want to address this. Mr. Dock was notified of Council's decision to wait for a tree planting ceremony until they decide what they want to do with Centennial Park.

Tuesday I met with Mrs. Bradley to jump-start the Town's Facebook page. She did a great job with the page and its photos. There is a poll for Movie Night at the Farmer's Market to pick which movie will be played. This is to increase resident engagement and turnout for the event.

Jeff Pufahl came in Wednesday to show me a few sample pages for the website. The template looks great and is a great fit for what we want to convey about the community. I'll be working on website content and its flow/outline. Local photographer extraordinaire Steve Shires and I plan on meeting Wednesday morning for photos and drone videos, weather permitting. My goal is to have the revamped website up by end of July at the latest.

QS1 reached out to us and retrieved our excel sheet that was tracking delinquent taxes and will implement it into their tax software. QS1 told us we won't know the status of this for another 3-6 weeks. I plan on providing an update in mid-July.



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The FY18 Audit is still on schedule to be wrapped up and presented at the July Council Meeting. I've already scheduled Mary Earhart to come in the week of November 18<sup>th</sup> for the FY19 Audit.

Reached out to Mr. Locher about the status of the deed of gift for the Old Carnival Grounds. He informed me that his Attorney Mr. Jones should have this ready by Friday afternoon and he informed Mr. Jones of the sense of urgency we have in needing to get this done to move on to the next steps. Mr. Locher and I spoke late Friday afternoon and he said he tried to get in touch with his attorney but was out of the office. He said he would follow up Monday. I'm hoping to have a design for the County to review and cost estimates by the end of the first week of July. Jane scheduled two (2) bands for Music in the Park. One of them is a local bluegrass band and the other has a star singer who was on American Idol.

Friday went to Shenandoah Valley Partnership (SVP) and Workforce Development Board (SVWDB) Meetings in Staunton. Sam Crickenberger was great at introducing me to many of the members. Regional successes were discussed including a successful apprenticeships recruiting program for high school graduates done by Hershey in Augusta County. This program was done through a 4-year grant and is in its final year. Sam and I thought this would be a great approach for Mohawk and are going to follow up with the SVWDB.

## **Public Works:**

Twin River Outfitters called Monday and informed us that they would be picking up a large group at our canoe launch. Jeff helped Chris with putting some rocks and gravel at the base of the launch where it is muddy to help with footing. This is done every year anyways. Wednesday and Thursday Chris checked water meters and made cutoffs as necessary. Chris mowed and weeded the major Town properties of interest.

## **Public Utilities:**

Routine operations around the plant. Alarms on the ras pump panel went off Monday night. Jeff needed to go in and check up on the system at 8pm. Sydnor Hydro will be coming in next Monday for replacing the two main valves at the main well near Gordon Street.



# TOWN OF GLASGOW VIRGINIA



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

Week of 6/24/2019 – 6/28/2019

### Announcements:

Glasgow Farmer's Market will be open Friday June 21<sup>st</sup> 11am-4pm.

Movie night will be at the Farmer's Market Saturday July the 13<sup>th</sup>. Arrive at 7:30pm, movie starts at sundown. Vote for the movie in our Facebook poll!

### Administration/Finance:

Monday Chris and I went to see Daryl Cash about his water meter and billing concerns. I informed him our meter readings show a higher than usual amount of usage. He typically uses between 2,000-3,000 gallons of water a month, over the last four years. I spoke with Richard Spangler about the billing since he shares the meter with Mr. Cash. Currently Mr. Cash pays for usage while Mr. Spangler pays the base rate. It doesn't seem fair since Mr. Spangler is more likely to have the higher amount of usage between the two. Mr. Spangler showed willingness to change the billing method between the two. I did however inform Mr. Cash that this does not change the amount of water that is being used between the two of them, which is the reason for recent high bill amounts.

Monday and Tuesday the SERCAP private lateral project was held. We had over fifteen (15) residents combined show up for these meetings. Close to twenty (20) residents have signed license agreements. Robert plans on starting the 2<sup>nd</sup> or 3<sup>rd</sup> week in July.

Wednesday I met with Steve Shires for photos and videos for the website. Once he provides me with pictures and videos, I'll put a tease on the website to generate interest and attention for our new revamped website.

Reached out to Mr. Locher about the status of the deed of gift for the Old Carnival Grounds. He informed he signed the deed and it is at Mr. Jones office. This is more great news for the Town. I'm hoping to have a design for the County to review and cost estimates by the end of the second week of July. Angel has jumped through the necessary hoops for the ABC license for the concert.

The National Fish and Wildlife (NFWF) water quality project with Ecosystems should be up and going in a matter of weeks. The contract is signed and Ecosystems has notified Harbor Dredge and Dock, and are in the process of scheduling a preconstruction meeting. When a date is set, I'll have a public notice around town for residents to attend.



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VDOT approved the 3<sup>rd</sup> of 3 parts for the multi-purpose trail, meaning the trail is now fully funded. This is great news for the Town. Now it needs to go under environmental review which typically takes 60-90 days. An update on when the project might start will be provided after the environmental review is completed.

Thursday and Friday I worked on closing out our financial system for Fiscal Year 2019 in QS1.

## **Public Works:**

First thing Monday morning, Chris and Eric went to the cemetery to inspect the water line. Chris covered for Jeff Wednesday and Thursday at the sewer plant. Thursday Chris did meter readings across Town and met with an electrician to provide us a quote for the work needed at the Old Carnival Grounds. Friday, Chris mowed and weedeated across Town.

## **Public Utilities:**

Jeff attended a couple of conferences this week. These were vital in us being up-to-date with requirements and regulations. Jeff and I talked about small projects that need to be done at the plant. These are small capital projects that would need to be done over the course of 2-4 years. Jeff plans on submitting these to the Planning Commission in the Capital Improvement Plan process.