



TOWN OF GLASGOW VIRGINIA



Town Manager's Report to Mayor and Town Council

Week of 3/2/2020 – 3/6/2020

Announcements:

RARO registration forms can be picked up at 300A White Street. For any questions, please contact the RARO office at 540-463-9525.

Vehicle Decals go on Sale March 2nd until April 15th

Next Week's Scheduled Meetings for the Manager:

Monday, Upper James River Water Trail

Wednesday, VACORP Visit to Public Facilities in the morning until 2pm

Wednesday, Rockbridge Area Outdoor Partnership

Thursday, Out Dr. Appointments

Friday, Tour of Boons Mill for lunch

Administration/Finance:

Our article in the March *Advocate* about the Business District Revitalization Grant has received positive feedback from members throughout the Rockbridge community.

I've been in talks with the Library Director and with the Rockbridge County Director of Fiscal Services about the Town's history of contributions to the regional library system. First off there is nothing in writing in our records or at the library that obliges the Town to contribute. Second, after reaching out to numerous town managers in the field of towns of similar size, no one contributes monetarily or pays for their regional library electric if they have a location in town. This is much more generous than anyone else our size including Goshen. Most towns who have water and sewer systems do provide the water and sewer like we currently do. These managers are in Amherst, Rockingham County, and Botetourt County. Third point, citizens already pay for these services through their county taxes at roughly \$615,000 worth. Paying again with town taxes is unfair. Fourth and final point, they have a \$1.6 million budget which is 50% larger than ours. The roughly \$8,000 we pay in electric and \$4,500 in annual contributions shouldn't break their budget and is more valuable for us. I'm



TOWN OF GLASGOW VIRGINIA



sticking with my recommendation to do away with the electric and \$4,500 contribution each year until they can provide us with something in writing legally obligating us to contribute.

The measurements, for the pipes behind Hamilton's Car Wash were sent to VDOT and Draper Aden., our engineers. We will be going with 2 culvert pipes for the redesign. We are hoping to re-advertise for the project come early to mid-April.

The Community Development Committee discussed the events calendar, Rockin the gorge fundraising flyers, list of citizens to contact for volunteers, and a list of people who will give donations / sponsorships throughout the year that we have not reached out to yet. We are looking into buying t-shirts to sell at Rockin' the Gorge events and have posted a flyer on the Facebook page with the dates of the concerts. The Committee will be responsible for fundraising and promotion of the events.

RARO did not have enough boys ages 9-10 and 11-12 to merit forming a Natural Bridge-Glasgow team. Better chance of us being able to field a Natural Bridge-Glasgow based Girls Softball team and or a Rookie League team. Even if we have one team in Town it is a step in the right direction.

Grace is all caught up to speed on issues here in Town. We met at her office Friday to discuss the upcoming Council meeting and other local Town issues.

We have reach out to excavating companies about the water and sewer lines for 138 Catawba property. We are having trouble finding contractors willing to do the job due to us likely needing to bore. We will reach out to VDOT about this next week.

Public Works:

The guys have been working on the red concession stand building. Chris, Benny, Sonny, Andy, Jim Ferguson, and I went over to the red building to look at adding bathrooms. The consensus was for Chris and I go over to Spencer's later this month and draw up a sketch on the computer for the committee to review at the March 23rd meeting, then contact Jimmy McCown or Kenny Watkins for quotes. Chris and Benny will install the W&S lines. Chris Rowsey agreed to reseal and clean the basketball court and parking lot for \$2,500. I've received a quote for \$1,900 for 1 brand-new full-size hoop and 1 new rim and backboard. I would also like to see our logo or a cardinal painted in the center along with the basketball court lines. The Public Works and Utilities Committee reviewed lots the Town mows and maintains, along with ditches we weedat.

Public Utilities:

Jeff research quotes for electric locks for the septage gate. This will be presented at the March Council Meeting. This was a follow up from the retreat in January. Our sewer truck through the sewer projected will arrive no later than end of next week. Once it arrives, we will give it some good publicity it rightfully deserves. There will be work done on the roofing at one of the pump station buildings next week. This is minor patching.



TOWN OF GLASGOW VIRGINIA



Jeff had to work late a couple of nights last week due to problems with the telescope valve and one of the ditches.



TOWN OF GLASGOW VIRGINIA



Town Manager's Report to Mayor and Town Council

Week of 3/9/2020 – 3/13/2020

Announcements:

Vehicle Decals go on Sale March 2nd until April 15th

Next Week's Scheduled Meetings for the Manager:

Tuesday, CDBG Project Management Team Meeting

Wednesday, Spencer's Home Center for red building bathrooms

Friday, Burning of brush piles at Locher Field

Administration/Finance:

Our meeting for the Business District Revitalization Grant is still one for Tuesday at 4pm at Scotto's. Due to the coronavirus causing a state-wide shutdown and teleworking, our representative from DHCD will have to call in to our meeting at Scotto's. She will email me her handout so I can forward them to the project management team. More updates on the meeting will be provided Monday afternoon.

Our ad to meet state requirements for the FY 2021 Budget was in this Wednesday's paper. It will run until the April 8th edition of the paper. We are not going up on tax, trash, water, or sewer rates this year.

There has been a lot of positive feedback about the Rockin' the Gorge concert series. The Committee members will be responsible for meeting our fundraising goals.

VACORP inspection went well. They reviewed the public works shop, treatment plant, wells, parks, and places we face hazards when we mow. He pointed out some minor equipment needs and updating for us. Overall we are in good shape. The gentleman will be out here again in the next 90 days for onsite safety training.

Upper James River Water Trail had a meeting Monday morning. We discussed new signage along the river from Botetourt County down to Glasgow. These signs would not only be aesthetically pleasing but improve safety when traveling down the river indicating next boat ramps. These would be free for the Town.

I reached out to the County Treasurer Monday about the 2 Billy Walker properties in Town. The County is not set to go up for another auction for at least another 4-6 months.



TOWN OF GLASGOW VIRGINIA



The Virginia Institute of Government is willing to help us with updating the Charter. One of their senior staff members is a former Town Manager for Ashland, VA who updated their charter. I've asked him for guidance on this and for his recommendations on what should be included. This is a long process but wanted to at least get the ball rolling.

After Council's decision to stop the large trash, junk, and brush pick-up around Town, I notified the Planning Commission of this and the need to review this ordinance at the meeting next week. We will use our list of comparison communities to review the trash ordinance.

Public Works:

The guys have been working on the red concession stand building. Chris and Benny are almost done with the siding. The awning over the concession stand windows had shingles put on them. Chris will be working for Jeff this weekend.

Public Utilities:

No report.



TOWN OF GLASGOW VIRGINIA



Town Manager's Report to Mayor and Town Council

Week of 3/16/2020 – 3/20/2020

Announcements:

Vehicle Decals go on Sale March 2nd until April 15th

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 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>

Town Decals are due April 15, 2020. Copies of your current vehicle registration MUST BE left in the night deposit box to purchase decals. If you have personal property taxes due, leave your tax tickets with your registrations.

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:

The coronavirus has hit Virginia and the country by storm. The county, Lexington, and Buena Vista have done a great job working together in providing us updates. The biggest changes are the Library shutting down with no staff on site indefinitely and town hall & county administration closing access to staff but still operating under normal business hours. Our challenge as a local government is we still need to meet state mandated deadlines such as the budget adoption for next year. How will we conduct our meetings? I'm researching this and will be talking with Council next week about it. Jeff Pufahl has us set up for conference call capability for meetings going forward. Our biggest challenge is how to we proceed in order to meet our goals set at the Council retreat? Staff will do our best to provided residents updates in a timely manner.

All community events have been postponed for the next 8 weeks, unless noted otherwise.



TOWN OF GLASGOW VIRGINIA



Our meeting for the Business District Revitalization Grant was at 4pm Tuesday. Instead of being at Scotto's we had it over a conference call. I spoke with Elizabeth Boehringer Monday to provide background information about our Town and our application. She is the Community Development Specialist from the Department of Housing and Community Development who facilitated the conference call. We discussed the end goal of the grant which is to identify other larger grant opportunities for us to pursue. This would be in the half a million dollar or more range. The Mayor and I will meet next week to discuss roles for the grant before March 26th. Elizabeth and I spoke over the phone again Thursday about roles and products this grant will produce. More information is to come next week.

After Council's decision to stop the large trash, junk, and brush pick-up around Town, I notified the Planning Commission of this. Unfortunately, we were unable to meet due to the coronavirus circumstances. I emailed a revised ordinance as a first draft. Through our comparison communities, I tried to identify clear language that states the following: size and materials needs for containers, time for setting out containers for collection, who is responsible for bulk items, and what is considered littering. I've gathered the members' feedback and will contact them with how we will proceed for future meeting once I've spoken with Council.

Angel, Grace, and I are trying to arrange a meeting (in person or electronic) to discuss Angel's role in ordinance enforcement and what methods we think will be most efficient and effective for each set of ordinances.

Public Works:

The guys finished working on the red concession stand building and put down carpet. Chris has been purchasing equipment and making changes to the work areas around town based on the VACORP inspection last week. Chris serviced Jeff's mower and the white truck Friday before leaving at lunch. Chris came back to burn our brush piles. I kept him company for part of the evening. We informed John Hill / Glasgow Fire of the burning and let dispatch know as well. We are working on scheduling a time to meet with the McCowns to build our red concession stand bathrooms.

Public Utilities:

Sewer truck came in Tuesday. The vendor provided 4 hours of training on it for the guys. In less than 2 days it saved us \$5,000 - \$8,000. We had a stoppage in our 12 inch pipe in between the septage pit and influent bar screen which is the first "filter" into the plant. Jeff stated this is the first time it has happened in his career. It saved us \$5,000 - \$8,000, because previously we would have needed a contractor to come out there with a pump while we pay the guys overtime. The guys cleared this during normal operation hours and truck had the pumps necessary to clear the blockage. I'll be informing Mohawk in the coming weeks about this truck in case they need our help, once things settle down with respect to the coronavirus.