



TOWN OF GLASGOW, VIRGINIA



Town Manager's Report to Mayor and Town Council Week of 4/29/2019 – 5/3/2019

Announcements:

Glasgow Farmer's Market will be open Friday May 3rd 12noon -4pm and Saturday may 4th 10am-2pm.

Administration:

Monday, attended FY20 Budget Work Session Monday night. Tuesday, had a conference call with Ecosystem Services' engineers to review the National Fish and Wildlife Water Quality bid to find opportunities to reduce project costs. Chris put the bidder in touch with a local vendor who will help reduce project costs for the bid. At the end of the call I think everyone felt confident that project would come under budget. I expect a revised bid would be sent to us by mid next week for Council to review and approve at its upcoming meeting. Wednesday, Jon and I met with Mary Earhart to get a better understanding of the town finances. Attended the Farmer's Market opening on May 3rd, introducing myself to Larry and the present participants.

Public Works:

Chris showed the new Town Manager around town on Wednesday identifying current and future public works related project for the town. Chris put the bidder for the National Fish and Wildlife Water Quality project in touch with another vendor which should help reduce project costs substantially. Great job on his part.

Public Utilities:

The Public Works and Public Utilities crew met with Atlantic Machinery to look at a camera that will go through sewer lines to identify leaks. CHA and Midas finished up the manhole rehab project throughout town. They will be back next week to vacuum test the manholes.

Public Safety:

No Report



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Town Manager's Report to Mayor and Town Council

Week of 5/6/2019 – 5/10/2019

Announcements:

Glasgow Farmer's Market will be open Friday May 10th 12noon -4pm and Saturday may 4th 10am-2pm.

Administration:

Monday, reached out to the Town Attorney providing an update where we are on the Old Carnival Grounds and that the property owner's attorney might reach out to him in the near future. Spoke with Mr. James Kelly our Auditor at RFC and discussed timeline of when the audit might be completed, indicated I'd like it to be ready for the June Council Meeting. Tuesday collaborated with Chris on drafting a work plan for Dillon next week when Chris will be gone on vacation. Attended the regional jail meeting Wednesday morning with Council Member Britton and other regional stakeholders. SYNDRO HYDRO will be coming sometime in June to replace valves at the main well. This will require a significant amount of water. The Town will need to notify Mohawk and the Fire Department. Citizens will not be effected. Thursday and Friday most of my time was spent learning QS1, along with getting the Council Packet together.

Public Works:

CHA came Wednesday afternoon to provide an update on the sewer rehab project. CHA Vice President and Senior Project Manager Doug Hudgins provided a status update of the project and went over its budget. We are in great shape for the project from a financial standpoint. Mr. Hudgins will send me an updated budget for the Council Meeting next Tuesday the 14th of May.

Public Utilities:

Jeff took me on a tour of the sanitary and wastewater treatment plants. He identified the recent upgrades for the systems. Furthermore, he went on to discuss the Town's specialized pieces of equipment. Overall it was a very informative tour.



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Town Manager's Report to Mayor and Town Council

Week of 5/13/2019 – 5/17/2019

Announcements:

Glasgow Farmer's Market will be open Friday May 17th 12noon -4pm and Saturday May 18th 10am-2pm.

Administration/Finance:

Monday talked with National Fish and Wildlife Foundation (NFWF) about extension for the grant and revised bid. After the revised bid was approved Tuesday night, a three-way conference call took place to discuss future steps for the project. Ecosystems Engineer, Mr. Kip Mumaw, indicated the timeline for completion of the project would be end of September. NFWF granted us an extension to the end of December of 2019.

Jeff received a quote for the valve I mentioned at the Council Meeting Tuesday. The cost for the new valve is \$1,562, not including shipping and installation. I've reached out to CHA to see if the cost could be covered under the sewer rehab project. We expect to hear a definitive answer sometime next week. Jeff is looking into a quote for a replacement kit which could help us save cost if the other two valves run into problems.

I reviewed year-to-date budgets with staff to prepare for closing out the fiscal year. Afterwards, reviewed invoices with staff in preparation for this week's check run. Donna came in Friday to show me how the account payable process works for this week's check run.

Public Works:

Chris was out this week so Dillon was busy. He checked culverts for back up & flooding after a heavy rain on Monday. He bush hogged and weedeated the Town entrance sign, the old video store, and Jarvis Trail for this weekend. Both diesel mowers were down Tuesday morning through Thursday morning this week. Thursday afternoon Dillon installed a new belt for one of the broken diesel mowers. Friday, he mowed the library, town hall, and Centennial Park.

Public Utilities:

Jeff conducted wastewater sample testing this week. Testing the bacteria samples are part of process to apply bio solids to land. The testing cannot not be done on site and has to be taken up to Lexington for testing. Next Thursday, the Virginia Division of Consolidated Laboratory Services (DCLS) will be here for the biannual lab audit to make sure we meet certificated requirements.



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Town Manager's Report to Mayor and Town Council

Week of 5/20/2019 – 5/24/2019

Announcements:

Glasgow Farmer's Market will be open Friday May 24th 12noon-4pm and Saturday May 25th 10am-2pm.

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

Administration/Finance:

Jon came in Tuesday morning to review the projects outlined in the employment memo. We discussed the old carnival grounds, abandoned properties, delinquent taxes, and SERCAP sewer laterals project. Wednesday Jane and I discussed bank deposits and reconciliations of the bank statements each month. We also talked at length about QS1's Centralized Collections module, discussing some of the limitations and deficiencies she sees. I reached out to QS1 to review how we use our Centralized Collections module and saw some opportunities for simplifying, streamlining, and increasing efficiency in tracking our revenues.

Kit at the *News Gazette* and I discussed the old carnival grounds and water quality projects. There might be an article about it in the next couple of weeks. Thursday and Friday I spent drafting ordinance changes in preparation for advertising in next week's paper.

Thursday afternoon, I visited the Central Shenandoah Planning District Commission (CSPDC). They reviewed some of the recent planning related projects they have worked on for us such as the; Farmers Market, 2015 Comprehensive Plan, 2016 Community Strong Committee, and VDOT Trail project. They indicated their willingness to help us on future projects and updating of ordinances.

Friday afternoon I met with Jay Langston the Shenandoah Valley Regional Econ Development Executive Director along with Sam Crickenberger the Rockbridge County Community Development Director. We went around Town discussing recent projects such as the sewer rehab project and upcoming water quality improvement project. We then went down Jarvis Trail to walk to the canoe launch. Jay emphasized us maximizing our location to the water front and access to hikers from the Appalachian Trail. Another piece of advice was to start attending these regional economic development and tourism meetings, because of participating member's willingness to share ideas.

Talked with Don Dock about the tree for Monica. He would like a Dogwood tree. He plans on stopping by next Tuesday evening to discuss the plaque and planting ceremony. I'll provide an update on this in the next Town Manager's Report and at June's Council Meeting.



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Public Works:

Chris and Dillon started preparing for Memorial Day weekend. Dillon was out sick Monday, Wednesday, and Thursday. Chris checked for trash Monday morning and started mowing on Powhatan Street. Then they proceeded to mowing and weedeating on Rockbridge Road. Throughout the week, Chris checked up on properties for tall grass. Chris compiled a list of high grass properties for notification letters. Later on in the week, they mowed and weedeated at the softball field, canoe launch, and hiker's shelter. Chris and Dillon set up flags for Memorial Day Weekend Friday afternoon.

Public Utilities:

Jeff has been preparing for the audit this week so he has been working a little more overtime than usual. The Auditor from Division of Consolidated Laboratory Services (DCLS) was well pleased with the system's laboratory performance and was one of the best small labs she has seen this year. Jeff plans on working Saturday and Monday to do required testing.

Jeff looked into the valve replacement kit. The potential cost savings for the kit was not worth buying when compared to the cost of a brand new valve, not including the cost to ship and install the kit as well. The rebuild and replacement kit doesn't come with a one (1) year warranty like a brand new valve. The other two check valves need to be inspected for routine maintenance to see if they have deficiencies as well. If we need to replace a part or two we will order the individual part.



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Town Manager's Report to Mayor and Town Council

Week of 5/28/2019 – 5/31/2019

Announcements:

Glasgow Farmer's Market will be open Friday May 31st 12noon-4pm and Saturday June 1st 10am-2pm.

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

Administration/Finance:

Worked on getting direct deposit established with BB&T and paying our payroll liabilities. This took quite some time reestablishing Username IDs and logins for multiple external vendors.

Talked with QS1 about their municipal tax software. We discussed the cost to install, timeline when it will go 'live', where to get data from, and most importantly if it will have capability to track delinquent tax payers. I also requested a copy of our current contract with them. After our conversation we received good news. After reviewing our current contract, we already have the tax software so we don't have to pay installation costs. The software just never went 'live' so it is inactive. Since it is inactive we are not paying a monthly subscription fee for it like the rest of the active software. All they need to do is activate the software for only \$75 a month (\$900 a year) and import the data, which we can provide thanks to the Commissioner of Revenue's Office. This will substantially improve our ability to track delinquent taxes and hopefully at the same time improve our bank reconciliation process. The new timeline for this software is to go 'live' is July 1st, 2019.

Robinson Farmer & Cox (RFC) sent us an additional list of materials required for the Fiscal Year 18 Audit. Jane and I worked on tracking down these materials Wednesday, Thursday, and Friday. Friday afternoon RFC came by and picked up the materials. They are still planning on coming to the June Council Meeting.

Public Works:

Tuesday Chris made a list of properties that needed to be sent letters for high grass. Throughout the day, Chris and Dillon mowed, weedeated, and sprayed week killer around Town Hall, the Library, and Farmer's Market. Wednesday they mowed and weedeated Blue Ridge road from the train tracks to the water tank. Thursday morning, Chris took me around Town and we looked for high grass, trash in the yards, and bushes & trees that were in the right-of-way. Thursday Chris and Dillon picked up trash and brush around Town. In the afternoon Chris went to go read water meters.

The computer for reading water meters almost crashed. It could not fully function. We had to bring the computer to Jeff in Fairfield to fix it so we could get the meter readings done in time. We then reach out to the meter reading software company to extract the data from it. Friday morning the software company helped us



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extract the data from the crashing computer to transfer it over onto the spare laptop. This saved a significant amount of staff time from having to manually read the meters which takes about three (3) days and Jane entering in the data into QS1 in the back end.

The County's new street signs for us came in Friday and will be installed throughout the next couple of weeks. Chris and Dillon installed the handicap swing Friday afternoon after the water meter readings.

Public Utilities:

Talked with Doug about wrapping up the sewer rehab project. Doug plans to put the equipment specs out to bid next week and receive bids over a two (2) week period. We plan on having a wrap up meeting in late June to discuss equipment bids and potential projects with remaining funds.