



# TOWN OF GLASGOW VIRGINIA



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

Week of 5/11/2020 – 5/15/2020

### 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>

Town Decals are due May 31, 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:

Over the last month, Heather, Jane and I have been working on last year's audit. One of the auditors came down Tuesday to gather some additional reports from us. We have been going over the operations of the finances with the current staff since they are essentially auditing a previous administration. We are hoping to have this wrapped up at the end of next week.

We are advertising for our VDOT multi-purpose trail in the Charlottesville, Harrisonburg, Lexington, Lynchburg, Staunton, and Roanoke papers as directed by Council. This aggressive advertising approach is in hopes for at least 2 bids on the project and for it to be under budget this time with the design changes. Information about the project can be found online under the 'RFPs & IFBs' tab. We are set to have a pre-bid meeting electronically on Tuesday May 19<sup>th</sup>.

Our meetings for the Business District Revitalization Grant have been postponed until the governor's restrictions change in a manner that would allow us to carry out the grant in an interpersonal method. Elizabeth and I spoke over the phone again about the status of our grant, information is to follow in the coming weeks.



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## **Public Works:**

Chris was on vacation this week. Alex who is our new seasonal worker.

## **Public Utilities:**

After speaking with our engineer at CHA, the sewer projects additional work will be completed sometime after July or in the fall.



# TOWN OF GLASGOW VIRGINIA



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

Week of 5/17/2020 – 5/22/2020

### Announcements:

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

N/A

### Administration/Finance:

Heather, Jane, and I continued work on last year's audit. We have been making adjustment entries to our system. The auditors said the papers should be sent off to Robinson Farmer Cox next week.

Our pre-bid meeting that was held electronically on Tuesday for the VDOT Multi-Purpose Trail went well. We had 3 contractors participate and while 2 contractors had conversations with our engineers indicating strong likelihood of bidding on the project.

138 Catawba is moving along. We have our contractor in place to connect the property to the town's water and sewer system. Now we are waiting on the home construction company to acquire the proper building permits from the county and road closure permits from VDOT. We hope to have an estimated start date by next week.

Delinquent taxes have gone well. We received \$825 in payments from those whom we referred to TACS. There is an ad set to go in the paper next Wednesday for those we sent over to TACS. Any locality that makes a serious effort to collect taxes does this. There will be some names you recognize but are long overdue.



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High grass letters were sent out this week, complaint based only as agreed upon at the workshop. There are some moderate modifications Grace and I would like to make to the ordinance along the lines of what we discussed at the workshop a couple of weeks ago. Going forward will the Planning Commission draft recommendations to Council on what needs to be changed or will Council do this directly?

An email was sent out to the Charter Review Committee about our first meeting which is set for June 4<sup>th</sup>. I'd like us to have a press release before the meeting to generate awareness in the community and show that we are making progress on updating the organization and community.

## **Public Works:**

RARO came to paint lines on our basketball court this week to make it look like a real court. Chris Rowsey is waiting for the weather to get nicer to reseal our court and parking lot. RARO reached out to Chris to coordinate the sealing so they can be there at the same time to repaint the court lines. The staff and I have discussed modifications to the town hall that would make opening to the public safer under these Covid-19 circumstances. These modifications would be reimbursable through CARES funding via the county. I spoke with the County Administrator about this and will provide more details next week once things firm up. Once the weather dries up, we will stain the picnic shelters at the park and paint the metal playground equipment (after sanding and scraping of course). Not much mowing was done this week due to all this rain and wet ground Friday. In case you did not see, Chris burnt all but one brush pile over at Locher Field. Chris will be off next week.

## **Public Utilities:**

Jeff discharged a couple of days this week a million gallons from the treatment plant due to the large amounts of rain. The discharge from the treatment plant by the canoe launch was under water Friday. This shows how much rain we received this week. The infiltration and inflow into the plant has not been as heavy as years past during periods like these, after the work on the sewer project. It has made operating the plant much more manageable.



# TOWN OF GLASGOW VIRGINIA



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

Week of 5/26/2020 – 5/29/2020

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

Monday June 1<sup>st</sup> will be out in the morning for car servicing

### Administration/Finance:

A press release was sent off to the News Gazette Friday about the postponement of the Town Hall Advisory Committee and transitioned to the Charter Review Committee. A workplan was sent to the committee members and we will be meeting next Thursday the 4<sup>th</sup> at 6pm electronically.

Delinquent taxes through TACS continue to produce excellent results. We received over \$1,000 in payments from those whom we referred to TACS this week. The ad in the paper Wednesday resulted in 6 payments plans this week alone. Those with high amounts of delinquent personal property taxes will be sent over in the coming weeks along with those whom we do not have a current mailing address for.

Next few weeks I'll be working on 'catching up' the financial system rolling over FY19 entries, updating FY20, and entering next year's budget.

High grass letters were sent out this week, complaint based only as agreed upon at the workshop. Next ordinance I'd like to update is the trash ordinance. We need to make clear our expectations on when the cans will be set out, what is an acceptable can, and the penalty lose trash on the property.

### Public Works:



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Chris was out on vacation this week. The temp. employee from Peoplelink was released due to performance issues and we have a candidate lined up for an interview next Monday afternoon.

## **Public Utilities:**

Jeff mowed and weedeated town hall and the library. He also got the Farmer's Market.