



# TOWN OF GLASGOW VIRGINIA



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

Week of 9/30/2019 – 10/4/2019

### Announcements:

Candidates Forum at the Community Center on Catawba Saturday 4-6pm

LOVE Sign Design Meeting October 16<sup>th</sup> at 6pm at Locher Field (Old Carnival Grounds)

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

Monday: Site visit 1304 2<sup>nd</sup> street

Tuesday: Main Street Lexington 8am

Thursday: Regional Hazard Mitigation Plan 10-Noon in Staunton

### Administration/Finance:

The VA Main Street resolution and application - which the Planning Commission recommended to Council - is on hold until we get a GIS outline of the historic district area. The historic district will be the Main Street area since the Main Street program at its core is historical preservation.

The Finance Committee met Monday evening. We discussed the banking situation for the Town in hopes to develop a cash management strategy. After reviewing BB&T's fee structure and no interest checking account, the committee made a recommendation to Council to seek banking services. This will be on the October agenda.

Chris measured the depth of the ditch to get an idea of a size culvert we might need. Heather and Chris reached out to our local VDOT representative to receive clarification on if the ditch is in our right of way. We will also ask about the design of the potential road way and ask for a recommended culvert size.

The NFWF Storm Water project is at the tail end. The planters came out this week to plant the retention ponds.

I've asked Chris to come up with designs and estimates for installing bathrooms at the Red Building at Locher Field and at the Hiker Shelter. This is to cut down on porta-potty rental costs. I'd like for these mini project to be presented to Council for consideration in this year's budget or the next.



# TOWN OF GLASGOW VIRGINIA



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The tax software is installed with the delinquent information. Jane is going back through and double checking the data to make sure it is accurate.

## **Public Works:**

Chris covered for Jeff on Monday. Benny and Chris filled in a pot hole on Catawba street and jetted the sewer line on 532 Catawba street. Chris, Benny, and Jeff dug out and fixed a yard hydrant at the treatment plant. Friday, the Public Works guys helped Jeff unclog a check valve on Friday.

## **Public Utilities:**

Tuesday, Jeff showed me an early draft of the capital asset list for the water system. He informed me CHA will have a GIS mapping of all our hydrants and track their purchase and replacement dates. Jeff took samples up to Lexington this week. Chris and Benny helped Jeff put in a conduit line for the new SCADA system which is to be installed later this month.



# TOWN OF GLASGOW VIRGINIA



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

Week of 10/7/2019 – 10/11/2019

### Announcements:

LOVE Sign Design Meeting October 16<sup>th</sup> at 6pm at Locher Field (Old Carnival Grounds)

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

Wednesday: Meeting with Tom Simons 8:30am; Rockbridge Area Outdoor Partnership 10am

Thursday: Phone Training QS1 in the morning

### Administration/Finance:

Most of Monday was spent on the phone due to printing problems for our check run with QS1.

Spencer Suter the County Administrator informed me Maury Middle is interested in having a community service project at the boat landing. I indicated the Town's interest and willingness to collaborate with them on this. This will raise awareness about our boat landing and the importance of preservation and cleanliness.

The Department of Housing and Community Development (DHCD) contacted me this week about the CDBG Planning Grant. A letter is will be sent that includes a request for additional items and a contact for more information.

Council is going forward with the Finance Committee's recommendation to seek banking services. The committee will review a RFP for us to publish.

Wednesday, I reviewed each department & fund budget for the 1<sup>st</sup> quarter review. I've identified many of the cost drivers which will help us understand the budget as a whole. These will be provided at the next Council meeting.

Thursday I drafted a revised high grass ordinance for the upcoming work session. The modifications are based off our comparison communities and similar communities adopted by the Planning Commission.

Throughout the week, the Mayor and I have been in touch with Mrs. Kerr the property owner for 138 Catawba after the Council Meeting. We have been working on finding a date for us to hold a meeting which she will be able to attend to answer Council's questions. Once a date is set it will be posted on the website.



# TOWN OF GLASGOW VIRGINIA



QS1 is working with the Commissioner of Revenue's Office for this year's tax bills. The tax software is installed with the delinquent information, and Jane is verifying the data to make sure it is accurate.

## **Public Works:**

Chris and Benny filled in a sink hole around the manhole across the street from Scotto's. Benny picked up a dead deer this week. Chris and Benny did a thorough cleaning of the concession stand at the softball field. This included multiple rounds of cleaning chemicals and cleaning out the floor drain which was clogged with dirt. They also cleaned out the storage containers on the side. Chris contacted Lowe's Friday about the status of the trailer. It is in the process of being shipped and should be here by the end of next week at the latest.

## **Public Utilities:**

Normal operations at the plant this week since it has been dry. Infiltration & Inflow has been greatly reduced thanks to the sewer project, this week an average of 2,000 gallons a day. Years past it was much higher this time of year. Land application for boil-solids (processed sludge) will take place later this month. We will not be renting a pump for this since we have the new pump through the sewer project, annually saving between \$7,500 and \$10,000. Friday, Jeff showed me a first draft of the capital asset list for the water system. The electrical work has been delayed till next week for the SCADA system.



# TOWN OF GLASGOW VIRGINIA



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

Week of 10/15/2019 – 10/18/2019

### Announcements:

Trunk or Treat at the Farmer's Market Halloween night 4pm-8:30pm

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

N/A

### Administration/Finance:

Tuesday I worked on developing 2 different Capital Improvement Plan ranking methods for the Planning Commission. We will discuss these 2 different methods and adopt a ranking criteria at the next meeting on Wednesday the 30<sup>th</sup>. We hope to have a preliminary draft of the Town's Comprehensive Capital Asset Sheet.

After reaching out to the Fire Department about taking fall pictures for the Town, we were informed they do not have the proper FAA permit for flying a drone. Steve Shires who took pictures for us this summer – for a mere \$80 - will be in Town next week for fall photos. These will be uploaded to the website as well.

Wednesday morning, I met with Jon and Tom to go over next steps for a couple of the nuisance house cases. 605 Shawnee has no longer agreed to donate all 4 lots to Habitat for them to build 2 houses on. 1515 7<sup>th</sup> Street hasn't followed through with any of our requests after multiple letters. This property owner is also delinquent on their taxes. We discussed next steps with these properties.

Wednesday, I attended the Rockbridge Area Outdoor Partnership (RAOP) quarterly meeting. We discussed reviewing the group's strategic plan, how to get our information out to locals more effectively, and future projects and events. One idea was to have a triathlon involving Buena Vista, Natural Bridge, and Glasgow. A core 4-5 people will be needed to pull this off.

QS1, the Commissioner of Revenue, and I had a conference call about this year's taxes. QS1 is working on developing the tax tickets for this year.

The LOVE Sign meeting was moved to Scotto's due to the wind which had 7 people attend to brain storm ideas, including Mark Cline. After digging through our Community Strong records, we brought one of the ideas as a starting point. Ideas were bounced around and Mark drew us some examples. We will likely have another



# TOWN OF GLASGOW VIRGINIA



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meeting in November or December to talk about finalizing a design or two. Once we have 2 definitive options, these will be posted on Facebook as a poll and online on our website as well.

Thursday I spoke with Draper Aden about our multi-purpose trail project. We are on schedule as far as submitting all the necessary administrative requirements, and are set to advertise on Monday October 28<sup>th</sup>.

Mrs. Kerr the property owner for 138 Catawba was able to attend the special Council Meeting Thursday to discuss the public hear held last week and answer individual questions from Council. Council moved to conditionally grant the vacation of the alley contingent upon her tearing the house down and removing the debris by the end of July 2020. A couple of other minor contingencies were agreed upon as well by the property owner and Council. My drafted letter of notice for conditional vacation of the alley was sent to Tom's office this morning. We look forward to having this matter resolved and moving forward.

## **Public Works:**

Chris and Benny started final weedeating for the season on the north side of Town. Chris did some maintenance for the chainsaw this week. He went by Gary's Small Engines and dropped off chains to be sharpened for the chainsaw. The trailer from Lowe's was picked up this week. It initially had some lighting problems due to the wiring but Chris and Benny fixed it. Due to the trouble, Lowe's gave us a 10% discount which was a \$300 credit. Chris finished the public works and parks & recreation sections for the CIP. New GSP units provided by VDOT were installed this week for snow plowing season. Chris and Benny installed the sign on 8<sup>th</sup> and Fitzlee Street.

## **Public Utilities:**

Tuesday, Jeff went over the Water and Sewer Budgets with me going into detail what the line items are in the budget. He elaborated on what each line item is while I made short notes in the detail cost column. Jeff and I reviewed his CIP requests for the water system. Jeff and Chris came in Sunday due to the amount of rain we received in a short period of time. Water levels were extremely high at the plant which required hands-on maintenance and supervision for us to stay in compliance for sewage processing.



# TOWN OF GLASGOW VIRGINIA



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

Week of 10/21/2019 – 10/25/2019

### Announcements:

Trunk or Treat at the Farmer's Market Halloween night 4pm-8:30pm

Accepting Bids for the VDOT Multi-Purpose Trail Project from October 28 until November 22<sup>nd</sup> 2pm

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

Tuesday: Juanita Rice - Christmas Community Event at the Farmer's Market, Office

Wednesday: Gerry Locher – Discussing Boy Scouts in Glasgow, Office

Thursday: John Cameron & Alvin trout – VDOT access to “Locher's Lagoon Triangle”

Friday: Regional Managers Luncheon, Staunton

### Administration/Finance:

Steve Shires took pictures for us this this week for fall photos. These are uploaded to the website. He did a great job for a mere \$62. Please share with friends and family.

We finally received a letter from the state (DHCD) about the status of our Community Development Block Grant (CDBG) Planning Grant for Business District Revitalization (BDR). They requested more information as to what other projects and areas of need have we already addressed (i.e. water, sewer, storm water, farmer's market, etc.) and why this was the community's top priority. I'm working with the CSPDC to provide DHCD the information they requested.

QS1 has not provided us with a date yet for when the tax bills will be mailed out.

Draper Aden is set to start accepting bids for our multi-purpose trail project starting Monday October 28th. We also placed an ad in Staunton's *The News Leader* in hopes to gain more regional exposure. Ads are set to run Friday, Saturday, and Sunday. We will notify our local contractors about the project and Harbor Dredge and Dock in hopes to receive bids.



# TOWN OF GLASGOW VIRGINIA



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The letter of notice for conditional vacation of the alley was sent to Mrs. Kerr the property owner for 138 Catawba, after Tom's review and approval. We look forward to progress being made on this property in the coming months.

Katy Patterson who is Buena Vista's Parks & Recreation Director gave me a tour of their park system Wednesday. She offered some great ideas and suggestions for us to explore here in Town.

## **Public Works:**

Chris and Benny had Virginia Rural Water Authority training in Fishersville Tuesday and Wednesday. Chris and Benny picked up brush later on in the week. The GPS systems provided by VDOT – for free – were returned due to technical defaults after multiple installation attempts.

## **Public Utilities:**

Friday, Jeff and I reviewed his capital asset list for the water system. We discussed short-term 3-5 year needs and long-term projects we should start thinking about for 10-20 years down the road. SCADA will be coming next week to install the new monitoring system.

Jeff and Chris came in Sunday due to the amount of rain we received in a short period of time. Water levels were extremely high at the plant which required hands-on maintenance and supervision. Because this is the 2<sup>nd</sup> weekend in a row this has happened in recent years, Jeff and Chris will be diving into the system to see what the cause of the high levels might be. We plan on calling Doug at CHA for advice and insight if the source of the problem can't be found.





# TOWN OF GLASGOW VIRGINIA



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

Week of 10/28/2019 – 11/1/2019

### Announcements:

Accepting Bids for the VDOT Multi-Purpose Trail Project from October 28 until November 22<sup>nd</sup> 2pm

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

Thursday: Virginia Outdoors Plan Annual Regional Meeting, Fishersville 9:30 – Noon.

### Administration/Finance:

Monday, I spoke with Bob Stripling who will be hosting the January Council Retreat. He is most recently a former Staunton City Manager, VT Local Government Manager's Certificate, and over +35 years of local government management experience. We spoke for over 2 hours about topics to discuss with Council, bringing structure to our committees, issues & challenges in Town, goal setting, and most importantly building a team. More details will be provided in the coming weeks.

DHCD requested more information as to what other projects and areas of need have we already addressed (i.e. water, sewer, storm water, farmer's market, etc.) and why this was the community's top priority. I've sent the CSPDC a draft letter before sending to DHCD the information they requested. The letter talks about our successes on past projects and the need for this to be our top priority. We have received 4 letters of support for the grant from business owners in Town. If you know of any business owners who have not signed yet, please inform them we have a generic template for them to sign if that makes it easier on them.

Tuesday I met with Mrs. Rice, Sonny Williams, and Carolyn Bradley about their request to reserve the Farmer's Market for a Christmas event in December. Hot drinks will be served with Christmas carols.

The Finance Committee met to discuss the banking services RFP. We are working on the final details before sending over to Tom's office for his review and approval. Once finalized, it will be posted on our website and we will notify local banks within 15 miles of the RFP in hopes for proposals. Heather is drafting financial policies for the Finance Committee to review and adopt in hopes to have approved by Council at the December meeting. The Planning Commission's capital guidelines will be incorporated into this as policy.

Wednesday the Planning Commission met. An update on 138 Catawba was provided to the Commission. We briefly reviewed the CIP process and reviewed the first draft of the Comprehensive Capital Asset Sheet. Bob Hinkle the Chairman led the discussion on the 2 ranking method options. The Commission adopted a ranking



# TOWN OF GLASGOW VIRGINIA



method and we went through an example of how to rank 2 requests. The next meeting we will have either Chris or Jeff present their CIP requests.

QS1 has not provided us with a date yet for when the tax bills will be mailed out.

We notified our local contractors about the project and Harbor Dredge and Dock in hopes to receive bids. We also placed an ad in Staunton's *The News Leader* in hopes to gain more regional exposure. Ads are set to run Friday, Saturday, and Sunday.

Doug Hudgins with CHA and I talked Wednesday morning about remaining funds for the sewer project. Once we get flow meters for our lines, Chris and Jeff will inspect the lines which had not been replaced to come up with a final list of work for the project. I've also asked Doug about doing a study for us on our sewer treatment plant, its needs, and opportunities to improve operations. Doug indicated there are study grants through USDA and SERCAP that might pay for a study such as this.

Wednesday I attended the Rockbridge Chamber Economic Development Committee meeting about their Rural Economic Development Innovation grant. Common themes were a regional identity, more small business, and future opportunities and steps being identified for localities to take action on for future success.

I spoke with RARO about teams in our area. They are interested in coming to the February Council meeting to discuss their organization and how we can partner together. They also expressed interest in hosting a public information session meeting for residents to answer questions and gauge the interest level of parents in the area.

## **Public Works:**

Chris and Benny picked up 15 bales of straw from Lowe's for the Haunted Hay Ride at Trunk or Treat. Chris bushhogged along the tracks on the north side of town and at "Locher's Lagoon". Chris and Benny cleaned out culverts along the tracks Wednesday before the big storm. After Benny checks the major culverts, there were no signs of overflowing or blockage. The retention ponds are doing great, especially up on the hill. Robert and Chris did measurements for sewer lines to *potentially* be installed at the Farmer's Market, Hiker's Shelter, and the red building by Locher Field. I've asked Chris to draft up quotes for bare bones ADA accessible bathrooms at these locations. Once the quotes are drafted and final, I'd like to present them to Council for implementation either in this year's budget or the next.

## **Public Utilities:**

SCADA was installed this week to install the new monitoring system. Jeff and Chris Monday found the major cause of the problem for the waste water treatment plant's overflows from rain. A giant log was stuck creating high pressure. Doug with CHA discussed with Jeff the bar screen and other potential projects to be included in a comprehensive sewer plant upgrade study. Jeff had no issues Thursday night with the heavy rain.