



# TOWN OF GLASGOW VIRGINIA



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

Week of 9/3/2019 – 9/6/2019

### Announcements:

Movies at the Market September 21<sup>st</sup> free hotdogs and drinks on behalf of the Town.

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

Monday: Fire Department Meeting.

Wednesday: Lunch with local Town Managers.

### Administration/Finance:

Ecosystems came Tuesday morning to review design of pond with Harbor Dredge and Dock before construction started. Construction continued Wednesday and Thursday. Friday there was no construction due to the hurricane coming. Many of the workers live in or have property in the Hampton Roads Region. Pictures of the progress can be found on the Facebook Page.

Kathleen Guzi from VACORP Insurance was unable to assist us in time this week with the bouncy house policy to have it ready for the Council meeting Tuesday. It will be on the October Agenda.

I met with County Fire Chief Nathan Ramsey Wednesday. A Memo will be sent to Council outlining what we discussed with recommendations going forward.

Jeff has the website all set for us to work on and prep for the official launch date. October 6th is when the new website will officially launch, using the same web address as current site. Updates to the current site will no longer be made. Staff will work on updating content for the new site over the next few weeks. An announcement will be made on the old website indicating the October launch date. Councilwoman Bradley and Mrs. Carolyn Bradley have stepped up to help with developing the website content. Heather our new part-time Administrative Assistant who starts next week will be working on completing the content.

After subtracting expenses from the money raised in donations the Town made a net \$1,110 for the event. This does not include the \$2,500 set aside for us in the budget for the event. Essentially, the event paid for itself, not to imply the purpose of the event was to raise revenue. Over 300 people attend which is a great success for the community. A big thank you is deserved for staff and volunteers who helped make this event happen.



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Robert Humphreys has completed 13 properties totaling roughly \$19,000 in expenses as of Tuesday September 3rd. Mr. Humphreys will be working on 1009 Virginia, 1034 Fitzlee, 1105 Fitzlee, 1202 Fitzlee, and 1028 Rockbridge from September 3rd to the 13th. An updated budget will be provided in your Council packet.

## **Public Works:**

Chris did meter readings this week around Town. Chris checked the culverts around Town in anticipation of the hurricane. Chris and Jeff unloaded and tested the new bypass pump for the sewer plant Doug talked about at the August Council Meeting. Benny has been out this week sick.

## **Public Utilities:**

Jeff had the well up on the hill drained for cleaning which happens every 2 years. This increased the water flow in the main drainage ditch up on the mountain. This did not impact harbor dredge and dock construction.



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

Week of 9/9/2019 – 9/13/2019

### Announcements:

Movies at the Market September 21<sup>st</sup> free hotdogs and drinks on behalf of the Town.

Centennial Park Community Work Day October 5<sup>th</sup> time is TBD

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

Tuesday: Meeting with Tom at his office in Lexington.

### Administration/Finance:

Wednesday I made a field visit to 631 Catawba, who requested to build a 24x26 Ft. building with a cement floor for storage. After looking at the potential future building site on property, I approved their application with a few minor suggestions.

Wednesday afternoon I went to Buchanan to visit their Town Manager along with Fincastle's and Boons Mill's respective Town Managers. We discussed local issues and methods to improve business meetings.

Kathleen Guzi from VACORP Insurance provided suggestions with the bouncy house policy to have it ready for the Council meeting Tuesday. It will be on the October Agenda.

Robert Humphries finished four properties this week for the SERCAP private lateral replacement project.

Jeff has the website all set for us to work on and prep for the official launch date. The website officially launched this Friday. This happened unexpectedly and was due to a technical glitch. Heather and myself will make a big push next week to update the content for the new site. An announcement about the new website has been made on our Facebook page.

### Public Works:

Chris covered for Jeff at the plant while he was attending his training. Chris and Benny picked up trash around Town. They did cold patch filling for pot holes on town roads this week. The sewer line on 532 Catawba needed to be jetted, cause unknown. Wednesday, Thursday, and Friday they worked on high grass pictures and



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addresses around Town, while mowing and weedeating. Friday morning Chris came in to look at the street lights around Town for replacement.

## **Public Utilities:**

Jeff had a conference Monday through Thursday for his annual continuing professional education requirements for both his water and sewer license. Jeff reviewed his asset management plan with me in preparation for CIP.



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

Week of 9/16/2019 – 9/20/2019

### Announcements:

Movies at the Market September 21<sup>st</sup> free hotdogs and drinks on behalf of the Town.

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

N/A

### Administration/Finance:

Monday morning I visited 1304 2<sup>nd</sup> street per the request of the property owner. Although the owner was not there I inspected the ditches and culverts behind his property, adjacent to the railroad tracks.

I've been in discussion with VDOT and Draper Aden about when we will put the multi-purpose trail project out to bid. We hope to come to a decision mid next week at the latest.

Monday I met with the County's Erosion and Sediment Control Officer at the triangle across from Petro's to discuss the possibility of the LOVE sign and what it might take to get public access. When asked about using soil to fill part of the area to help offset the sinking he said that would not be an issue. He said he did not see any problems either with developing a 'bare bones' parking lot either. John Cameron from VDOT met Chris and Heather to discuss access. We will need to put in a culvert large enough for safe and easy 2 way traffic. I'm going to have Chris and Heather develop a project budget to present to Council before proceeding further.

The Planning Commission had a great meeting discussing the Virginia Main Street Program and CIP. They voted to proceed with the Town applying to become a Commercial District Affiliate in the Virginia Main Street Program. All that is required is Council adopting a resolution to proceed and us submitting a 2 page application. The benefits are access to grants, exclusive economic development workshops, and this being first step in becoming a designated Virginia Downtown community. This is another avenue to help facilitate economic development in our downtown. We then proceed to discuss the CIP process which includes developing a list of the Town's assets on one master list, staff and Council submitting CIP project requests to the Planning Commission in a ranked order, and the Planning Commission developing a current and 5 year CIP recommendation to Council to incorporate into the budget process.

Heather and I continued to work on completing the website's content this week. The Government and Department tabs have been updated and completed. We hope to have the website completed by the end of next



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week. Please visit the site and let me know what you think. Please let us know if you have suggestions for pages and features as well.

## **Public Works:**

Benny and Chris mowed and weedeated route 130 and split wood for the hiker's shelter. We should be receiving an uptick in hikers who are south bound on the AT. Chris placed an order for the trailer approved by Council which should be here by the end of the month at the latest. The tree cutting company approved by Council for the tree on the 10<sup>th</sup> and Fitzlee lot is scheduled for the middle of next week.

## **Public Utilities:**

Jeff had a 6 inch bypass pump installed at the sewer treatment plant last week. Jeff showed me some wheel bearings that will need to be replaced at the plant after getting stuck. The treatment plant had some electrical work done to get the oxidation ditch motor up and running that was ordered a couple of months back. Jeff reviewed his asset management plan scoring system with me.



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

Week of 9/23/2019 – 9/27/2019

### Announcements:

Flea Market at the Farmer's Market September 28<sup>th</sup> 8am-2pm

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

Friday: Regional Manager's Luncheon in Staunton

### Administration/Finance:

After a couple of phone conversations with VDOT and Draper Aden, we have narrowed down a timeframe when we will go out to bid and how long we will advertise for the project. We tentatively plan on bidding the project Monday the 28<sup>th</sup> of October for roughly 30 days. The closing for advertisement will be at least a week after Thanksgiving. The project will be awarded to the lowest bidder. More information is to come in the following weeks.

I've asked Chris to measure how far the ditch is from the edge of Jarvis Trail to see if it is in our or VDOT's right-of-way. Chris will then measure the depth of the ditch to get an idea of a size culvert we might need. Before proceeding further with the project, Chris and Heather will develop a budget for Council. A meeting for LOVE sign ideas will be held October 16<sup>th</sup>.

The NFWF Storm Water project will be wrapped by the end of Friday. We have remained on target with our budget and met the required completion timeframe for the project by NFWF. There has only been one change order and that was for installing the curb at the library to help direct water flow into the pond and act as a safety mechanism for vehicles in the parking lot. Harbor Dredge and Dock have indicated interest in bidding on the VDOT Multi-Purpose Trail project.

Robert Humphreys has completed all the properties for the SERCAP project this week. He will provide me with a final invoice next week. A final expense number will be in next week's Manager's Report and a final budget will be provided at the October Council Meeting.

The Finance Committee will meet Monday evening at 6pm. The first topic we plan to discuss is the banking situation for the Town in hopes to develop a cash management strategy. We will be discussing in future meetings developing financial policies for the Town to help guide future financial management decisions.



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The community work day has been postponed till the Garden Club comes up with a design for Centennial Park. I'll be in contact with them about where they are in the design process.

Jane spoke with QS1, the tax software is almost ready to launch. They said it should be up by no later than 2<sup>nd</sup> week of October. This will be in time for our next tax season.

The website's Government and Department tabs have their content uploaded. This includes the most recent Council minutes, agendas, packages, budgets, and Planning Commission Comprehensive Plan, Community Strong Program, and approved minutes. These will be updated routinely. Residents can now subscribe to the Weekly Town Manager's Report on the Town Manager's page by clicking on the most recent post, submitting their email address, and clicking subscribe. They can also search reports by topic as well. The other tabs on the website are being work on and will be completed as soon as possible.

## **Public Works:**

Benny and Chris installed a couple of new water meters this week. Wednesday Chris, Jeff, and Benny went around Town picking up brush. The tree cutting company approved by Council for the tree on the 10<sup>th</sup> and Fitzlee lot was taken down this week. Chris spoke with Lowe's about the order for the trailer approved by Council. It should be here by October 9<sup>th</sup>. The sewer line camera associated with the sewer project came in this week. Chris and Jeff tested it out on a few lines in Town. Chris has started work on the public work's comprehensive asset sheet.

## **Public Utilities:**

Jeff took samples up to Lexington this week. The oxidation ditch motor seems to be running smoothly after it was installed last week. Jeff provided me a list of Sewer plant assets for our comprehensive asset sheet.