



TOWN OF GLASGOW, VIRGINIA



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.