

TO: Mayor Pillion and Town Council  
FROM: Mike Cochran, Town Manager  
RE: Town Manager Report for March 2023



04.03.2023

#### Finance & Treasury –

- Finance and Administration have been working on the budget for 2023-2024. This is moving along on schedule.
- Refining draft of Town procurement policies to address FY 2023 audit finding.
- Preparing documentation and reconciliation for US Treasury ARPA report due in April.
- Department engaged in scanning project to digitize all payables, invoices, GL journal entries and payroll reports for ease of access during audit. Hard copies to be retained
- Gathered and uploaded SBITA (subscriber based information technology agreements) to DebtBook for GASB 96 compliance and reporting.

Business licenses were due on March 1<sup>st</sup>. As of March 28<sup>th</sup>, there were still 160 delinquent businesses that have not renewed. This rate slightly lower than in previous years. Staff will be following up on this during the coming month.

#### Public Works –

- **Street Department/Solid Waste/Central Garage-**
  1. One employee currently in school for CDL training, one employee starting on March 27.
  2. Splash pad brick deck construction underway.
  3. Sweeper truck schedule for early April freight to Tymco to install new bed. Expected return is late June 2023.
- **Facilities Maintenance/Parks & Grounds-**
  1. Two employees have acquired CDL license in Parks and Grounds
  2. Moving forward on HVAC upgrades at train station (In progress).
  3. Bench program for memorial benches. One bench has been installed.
- **Contract Document Admin-**
  1. The Lane Group- Sanitary Sewer Evaluation Study (SSES) - An amendment to the original task order was approved for adding the evaluation of six sewer pump stations within the system for \$35,000.
  2. Thompson & Litton- Park Street Project- Awaiting design plans and completion of Right of Way acquisition of the final 2 parcels
  3. East Main St. Sidewalk VDOT- Public Hearing completed at the April meeting. Expected to go to advertisement.
  4. The VA Creeper Trail Trestle 4 -Awaiting the revised plan from Prosim on the trestle bid opening regarding the bid of \$1.485 million bid from Ken Construction.
- **Wastewater Contract Operations**
  1. Woodward and Curran is currently in operation at the treatment plant. Plant manager, Chris Pritt, is onsite and meets with town staff regularly.
  2. Lane Group provided some budget numbers for the budget process in advance of the final PER.
  3. WCWRF Collections addressing sewer collections issues on Gibson Street
  4. Sewer collections working on emergency repairs to the Southview Pump Station

## VDOT Projects

1. **VDOT Project**- Work at Exit 17 continues on Gravel Lake Road, Country Club Drive, and Cummings Street areas. Expected final completion in fall 2023. **(Nothing new to report)**
  2. **Smart Scale**-Hillman Highway/Old Eleven Drive Rte. 609. Project is scheduled to advertise in the summer of 2023. **(Nothing new to report)**
  3. **Smart Scale**-US-11/Main St and SR 140/Jonesboro Rd—Project is scheduled to advertise in the fall of 2022. **(Nothing new to report)**
  4. **Smart Scale**- Cook Street extension project application submitted. **(Currently unfunded)**
  5. **Smart Scale**-Russell Road Alt. 58/Poplar Project is scheduled to advertise in early 2023. **(Nothing new to report)**
  6. **State of Good Repair (VDOT) - \$1,112,000.00**. Project to be administered by VDOT. East Main St. to be paved in spring 2023 **(Ongoing)**
  7. **VDOT Parallel Route Signal Improvements**- VDOT notified us that they expect signal improvement plans along US-11/ Main Street corridor, Jonesboro Road, and Cummings Street to go to advertisement April 2023. This will add a feature to the red lights that allows for prioritization to emergency vehicles equipped with a transponder that are on an emergency run **(On Track)**
- **Annual Asphalt Resurfacing**
    1. ITB posted Mar 6, Bid opening conducted Mar 20. Low bid was \$338,996.27 W-L Construction. (Ongoing).

## Other PW Items –

- **Creeper Trail Head** bathroom and **Fields Penn Restroom** – Install Mag locks and cameras. This feature allows for the restrooms to be unlocked and locked remotely as well as on a schedule without staff needing to physically be there to do so. **(Completed)**
- **Veterans Park Waterfall**- Parks & Grounds is conducting an assessment of the feature to determine what it will take to return the waterfall back into operation. Timeline for completion is expected to be by July, 2023. The liner for the water feature is being assessed for its ability to hold water and the two pumps are being examined.
- **Splash Pad** - Staff is adding a frame around the splash pad so that it can have a brick surface laid down. This will help keep the pad's surface cleaner over time. The bricks are original from The Meadows site. Grand opening and dedication are planned for May.
- **Website / social media push**: Staff is working on a public works projects update page for the TOA website. The desire is to be able to post updates to the town's page and then have the same information cross-posted to the different social media platforms.
- **Traffic Calming for Valley Street** – The traffic engineers have submitted their report for the recommended traffic calming measures for Valley Street. These recommendations include additional cross walks, striped and delineated on-street parking, radar speed signage and some other additions to the striping to help identify the roadway and reduce traffic speed.

## Fire Department –

March 2023 was the busiest month ever for AFD. The AFD responded to 70 incidents during the month. This is comprised of 25 (36%) calls within the town limits and 44 (63%) outside of the town limits.

More incidents occurred on a Thursday, accounting for eighteen of the 70 incidents. Wednesday closely followed with sixteen responses. Most calls were answered between 6PM and 7PM.

The Average Response time for calls in Town was 8.81 minutes while the average response time for calls outside the corporate limits was 11.24 minutes.

Abingdon Fire Department responses to assist other County Departments in March included:

03/07/2023	Meadowview Fire Department	Hillman Highway	Barn Fire
03/15/2023	Damascus Fire Department	Rhea Valley Road	Smoke Scare
03/18/2023	Lebanon Fire Department	Flatwood Road	Apartment Fire
03/19/2023	Washington Fire Rescue	Wyndale Road	Structure Fire
03/25/2023	Meadowview Fire Department	Farmington Way	Brush Fire

Abingdon Fire Department responses where assistance was received from other County Departments or State agencies in March include:

03/15/2023	Washington County Fire Rescue	Campus Drive	Smoke in building
03/15/2023	Washington County Fire Rescue	Empire Drive	Sprinkler activation
03/23/2023	Meadowview Fire Department	Park Street	Fire
03/25/2023	Green Spring Fire Rescue Washington County Fire Rescue	Longview Drive	Structure Fire

Chief Estes and Master Firefighter Jeff McVey attended the Virginia Training weekend at the National Fire Academy, located in Emmitsburg, MD.

**Police Department –**

Officers continue to monitor Valley Street for speeding violations as well as other areas of town with speeding complaints or crashes in the area. Out of 136 traffic stops and 60 citations issued by APD in March, 4 were on Valley Street, 2 on Green Springs Road, 4 on Lowry Drive, 2 on Porterfield Highway while the rest were spread throughout town.

Since February, 98 traffic stops and 34 traffic citations have been issued on Valley Street.

APD took completed 34 traffic crash reports during March.

A total of 8 arrests were made for Group A offenses and 29 were made for Group B offenses.

Six officers received Breath Alcohol Certification School during the month.