



**Town of Gordonsville, Virginia  
Agenda Item Summary  
June 2020**

<p><b><u>AGENDA ITEM 12</u></b> Town Manager’s Report</p> <p><b><u>AGENDA TITLE:</u></b> Town Manager’s Report</p> <p><b><u>PRESENTER:</u></b> Town Manager</p>	<p><b><u>DISPOSITION:</u></b>  <input type="checkbox"/> Action Required    <input type="checkbox"/> For Discussion  <input type="checkbox"/> Consent Agenda    <input type="checkbox"/> Closed Session  <input checked="" type="checkbox"/> Informational</p> <p><b><u>ATTACHMENTS:</u></b>  <input type="checkbox"/> yes                                    <input checked="" type="checkbox"/> no</p>
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**COVID-19 Pandemic**

Town staff continue to follow CDC guidelines and directives for social distancing in response to the COVID-19 pandemic. Town offices were closed to the public beginning on March 23, 2020; however, staff are available during regular business hours to ensure continued service to the community. Personal protective equipment (PPE) has been purchased by the Police Department and the Public Works Department to help protect staff in the event they must interact with the public. Additionally, staff continue to monitor briefings and information provided by the White House, the Governor of Virginia, the Virginia Department of Health, and the Virginia Municipal League in order to adequately advise Council, staff and the community of any matters that need attention.

With Phase II of the Governor’s Forward Virginia initiative taking effect June 5, 2020, easing some restrictions on business activity, staff is preparing town offices for re-opening to the public. The earliest offices will re-open is June 15<sup>th</sup> provided all facility improvements have been completed.

Throughout the balance of this report, the impact of COVID-19 on various projects is noted.

**Projects**

*On-going – short term*

**Budget Development:** The FY2021 budget was adopted by Town Council during their regular meeting on May 18, 2020.

**Floodplain Management Ordinance:** Staff will be following up with DCR to determine what is needed to complete the process of getting the Town accepted into the National Flood Insurance Program. This particular item has become less of a priority in the wake of COVID-19.

**Freight Depot Phase III:** The solicitation for bids was released on May 11, 2020 and bids are due to the Town on June 17, 2020. Construction is slated to begin in late July or early August.

**Gordonsville Business Center:** The new tenant of Office Space #2 took occupancy in late April. Warehouses #1 and #3, as well as Office Space #1, are available for lease.

**Park Planning Project:** The purchase of Verling Park was closed on January 30<sup>th</sup>. Survey work to consolidate the three park properties into one tract was completed in March.

**Police Department Radio Replacement:** New radios needed for the Town’s police department as part of the County’s emergency communications system upgrade have been purchased and delivered to the Town. Grant funding in the amount of \$20,600 (the maximum based on the Town’s median household income) has been awarded to the Town by the USDA – Rural Development office in Culpeper to help off-set the expense.

**Recycling Center:** The fence at the Town’s pipe lot has been re-configured in preparation of a site for recycling bins. Drainage improvements need to be made at the curb before the site is completed. Due to the impacts of COVID-19 and the shortage of staff in the Public Works Department, this project may be delayed into the summer.

**Runway Repair:** The Town is slated to submit its runway construction project to the Department of Aviation in June (for consideration by the Virginia Aviation Board in August). However, the economic impact of the COVID-19 pandemic may reduce both local and state funding available for the project such that it may not be pursued until FY2022.

**Sesquicentennial Event Planning:** Council held a work session on March 12<sup>th</sup> to discuss and finalize the program for the event; however, given the anticipated impact of the COVID-19 pandemic on events planned for the spring and summer months, this event has been postponed to Saturday, September 19<sup>th</sup>.

**Town Hall Parking Lot Renovation:** Staff has developed a request for proposals in order to find a firm that can assist the Town with developing a plan for renovation of the parking lot around the building, which will require some civil engineering to adequately address drainage issues. The RFP will be provided to Council for their consideration at their June meeting.

**Wayfinding signage project:** Work on a solicitation for bids for the selection of a contractor for sign construction and installation has been delayed as staff has diverted attention to preparing for and monitoring the impacts of the COVID-19 pandemic.

**Website:** Staff has added two pages to the website. One page, “[Public Notices](#)”, was added as a way to attempt to alert website visitors and subscribers to any new announcements related to the Town. Also, “[Annual Budget](#)” was added to the website to alert website visitors to information pertaining to the Town’s annual budget.

*Not started – long term*

**Airport Fuel Tank Replacement:** This project will not be pursued until runway improvements have been completed and the Airport Layout Plan has been revised.

**Langley Hangar Repair:** Work on this repair will be undertaken by staff as scheduling permits.

**Safe Routes to School Grant Application:** The Transportation Alternatives Program Safe Routes to School grant application for six sidewalk and crosswalk projects on or in proximity to the Gordon Barbour Elementary School campus was submitted to VDOT on September 30, 2019. Grant awards will be made by the Commonwealth Transportation Board in June 2020. Whether this project will be impacted by the COVID-19 pandemic is not known at this time.

## **Committees**

**Airport Advisory Committee:** The Airport Advisory Committee did not meet in May.

**Planning Commission:** The Planning Commission did not meet in June.

**Board of Architectural Review:** The BAR did not meet in June.

**Board of Zoning Appeals:** The Board of Zoning Appeals did not meet in May. The Town continues to seek applications to fill the seat vacated by BZA member Jeff Davis. By statute, BZA members remain on the board until they are replaced.

## **Permit Activity**

Zoning Permits Issued: 5

- 202 Cumbria Street – new rear yard fence
- 502 W. Gordon Avenue – new property fence
- 32 Grove Avenue – new partial privacy fence
- 104 S. Main Street – new signage for Blue Ridge Bank
- 202 N. Main Street – above-ground swimming pool

Certificates of Appropriateness Issued: 0

Subdivision Plats Reviewed/Approved: 1

- Roy Chiles property consolidation

## **Training**

The Town Manager, the Town Clerk, and the Town Treasurer have continued to view various webinars provided by the International City/County Managers Association (ICMA) and the Virginia Risk Sharing Association (VRSA) pertaining to the COVID-19 pandemic.

## VDOT

The following are updates on several issues/projects VDOT is working on for the Town as discussed with the Louisa VDOT Resident Engineer, Assistant Resident Engineer and Operations Engineer on December 3, 2019:

- **Traffic circle crosswalk concepts:** Recent VDOT observations of traffic and pedestrian movement in and around the traffic circle reveal numerous safety concerns as pertains to adding crosswalks in that area. Because of the location of drainage infrastructure in proximity to where ADA compliant sidewalk ramps would need to be located for new crosswalks, and because of concern for the safety of pedestrians if the crosswalks are too close to the circle or are placed farther out from the circle in areas where traffic typically speeds up as they leave the circle, other possible concepts for putting crosswalks at the circle will be revisited by the VDOT Traffic Engineering staff in the next several weeks. At this time, it is not certain whether there is a safe, viable solution for adding crosswalks near the circle.
- **Taylor Avenue speed reduction:** In response to a Green Applications concern about the safety of employees who walk to work along Taylor Avenue, staff has asked VDOT to consider traffic calming measures, like rumble strips or a speed hump at strategic locations on the street. Since staff's meeting with VDOT, Green Applications has indicated they wish to pay for a speed hump on Taylor Avenue to help slow motorists. VDOT will post speed limit signs along the street (there currently are none), which will help with speed enforcement. Staff is also working with Dominion Energy regarding the placement of street lights along Taylor Avenue to help improve pedestrian visibility in this area.
- **"No Parking" signage on East Baker Street:** Parking along both sides of East Baker Street is a problem during ball season. Staff has reviewed the presence of "no parking" signage along East Baker Street in the vicinity of the ball field and the fire station, and has asked VDOT to ensure there is enough signage along this area of the street. Staff has also discussed this matter with the little league president, and will work with the little league to ensure everyone participating knows parking along E. Baker is not permitted. This will likely not be an issue during the summer of 2020 due to COVID-19 restrictions.
- **Intersection improvements at North High Street and West Gordon Avenue:** An application for this project has been submitted to VDOT for consideration.
- **Drainage:** Regarding the development of a comprehensive approach for improving drainage town-wide, VDOT provided an updated inventory of drainage issues to be addressed in the Town in mid-March. Review of the list of improvements to be pursued is a task that will be undertaken as time permits this coming summer and fall.