



Town of Gordonsville, Virginia
Agenda Item Summary
May 2019

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| <p><u>AGENDA ITEM 12</u> Town Manager's Report</p> <p><u>AGENDA TITLE:</u> Town Manager's Report</p> <p><u>PRESENTER:</u> Town Manager</p> | <p><u>DISPOSITION:</u> [] Action Required [] For Discussion [] Consent Agenda [] Closed Session [X] Informational</p> <p><u>ATTACHMENTS:</u> [X] yes [] no</p> |
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Airport

Airport Advisory Committee: The Airport Advisory Committee did not meet in April.

Fuel Tank: 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 is will be undertaken by staff as scheduling permits.

Runway repair: The Department of Aviation grant agreement and the airport consultant's professional services work authorization have been signed by the Town Manager. Preliminary work is underway to survey the airport property.

Cub Scout Aviation Day: The [2019 Cub Scout Aviation Day](#) at GVE was held on April 27-28, 2019. The event was largely successful—windy conditions, however, kept many aircraft fly-ins from occurring. An event debrief meeting was held on May 8, 2019.

Budget - FY2020

Council held a public hearing on the draft budget at their regular meeting on April 15, 2019. Budget adoption is scheduled for May 20, 2019.

Building Maintenance

Visitor Center: The Public Works Director has indicated that the building needs to be painted and intends to complete this work before the end of June.

Gordonsville Business Center

Work continues to finalize improvements at the building. Details of current activity is noted in the Public Works department report. Renovation completion has been slowed due to the department's spring-time

activities including spring clean-up, Fried Chicken Festival preparation, readying the pool for swim season, and grass-cutting. It is anticipated that Occupancy Permits will be issued by the Orange County Building Official for both the public works space and the rental space by the end of May. The Public Works Director expects the department will move to the new location in June. Council will discuss a prospective tenant for warehouse #3 at their meeting in May.

Planning and Zoning

Floodplain Management Ordinance: The Virginia Department of Conservation and Recreation will conduct a Floodplain Management Community Assistance Visit (CAV) with the Town on Thursday, June 6th. This is the last item needed before the Town can be accepted into the National Flood Insurance Program.

Park Planning Project: Town Council's discussions on this project continue. The Town is negotiating an agreement for the purchase of Verling Park, owned by CSX Railroad. The property was surveyed in late March. The plat reveals the location of a "purification field" on the property. Council wishes to undertake a Phase I Environmental Site Assessment on the property, and, during a special meeting held on May 6, 2019, authorized the Town Manager to engage with ECS Mid-Atlantic for such a study to be done. A final agreement for the assessment is pending with ECS; the Town Manager has also submitted an application to CSX Railroad for right-of-entry for permission to conduct the assessment.

Safe Routes to School Walkabout Mini-grant: A Safe Routes to School Walkabout mini-grant was awarded to the Town in February. The purpose of the project is to examine walkability within the town and identify any improvements needed.

The walkabout was held on April 12, 2019 and was well-attended by the Mayor and other members of Town Council, representatives from the school board and school administration, several parents, the Gordon Barbour Elementary School principal, Regional Commission staff, Town staff, and the Safe Routes to School consultant. The consultant has shared with staff preliminary suggestions for pedestrian and accessibility improvements around and along walkways leading to the school, information which will be used to develop a preliminary application for Safe Routes to School funding that is due in to VDOT by July 1, 2019. The consultant's full report is expected to be available in July. Staff met with the Town's VDOT Locally Administered Projects (LAP) Coordinator on May 9, 2019 to discuss application development. The full application for funding is due October 1, 2019.

Permit Activity:

Zoning Permits Issued: 2

100 S. Main Street – sign for Talini retail shop

500A Knighting Road – 8' x 8' storage shed

Certificates of Appropriateness Issued: 1

100 S. Main Street – sign for Talini retail shop

Subdivision Plats Reviewed/Approved: 0

Planning Commission: The Planning Commission did not meet in May.

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

Board of Zoning Appeals: The Board of Zoning Appeals did not meet in April. 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.

TEA-21 projects

Depot Phase III: A kick-off meeting to re-start the freight depot renovation project was held with the consultant and VDOT on March 20, 2019. The consultant team has been in contact with the Virginia Department of Historic Resources to confirm acceptable roof material. Fifty percent (50%) plans are being developed for the completion of the project.

Staff and VDOT representatives have been working with the consultant on project schedule development. Release of a request for proposals for construction is expected to occur in August 2019, and it is anticipated project completion will occur in early February 2020.

Training

The Town Manager and Councilmember Samra attended the Governor's Conference on Infrastructure and Financing in Roanoke on April 3-4, 2019.

The Town Manager and Councilmember Samra attended the VDOT Culpeper District Transportation Alternatives Set-Aside funding program workshop in Culpeper on April 24, 2019.

The Town Manager attended the VDOT Culpeper District Locality Day workshop in Culpeper on April 25, 2019. The purpose of the workshop was to inform District localities of the various funding programs available for transportation projects.

TOOT: The April 2019 TOOT ridership numbers are attached for review.

VDOT: The following are updates on several issues/projects VDOT is working on for the Town.

- Lane marking modifications for Route 15 North from the traffic circle to Black Level Road are scheduled to take place May 15-17, 2019.
- Staff met with the VDOT Resident Engineer and a staff member from Traffic Engineering on March 12, 2019 to review the concepts for adding crosswalks in the vicinity of the traffic circle to improve pedestrian safety in this area. VDOT intends to hold a public meeting at some time in the late spring or early summer to get input on the concepts.

Wayfinding signage project: Staff has met with VDOT staff to get information on how to proceed with project implementation, and has reached out to other localities for examples of requests for proposals that may be used to solicit bids for sign construction and installation.

Website Refresh: Staff continues to correct or complete information as missing or incorrect items are brought to their attention, and has added a "Featured Business" component to the home page.