



Town of Gordonsville, Virginia
Agenda Item Summary
August 2019

<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> [] yes [X] no</p>
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Airport

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

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.

Runway Repair: The airport consultant has provided the Town with cost estimates for runway, taxiway and apron rehabilitation. This information has been provided to Council for review and consideration at their August meeting with a request to move forward with the development of construction documents in preparation for soliciting bids for construction this fall. The funding request for this project is due to the Department of Aviation by January 3, 2020.

Building Maintenance

Visitor Center: The Public Works Director is in the process of obtaining quotes for the painting of the building. A new "open" flag now flies outside the building. The Public Works Director is reviewing the scope of work needed to improve the walkways leading to the building.

Gordonsville Business Center

Public Works staff have moved to their new offices. The Town Manager and the Public Works Director met with Keller Williams and a prospective tenant for Warehouse #4 on August 7th. A draft lease agreement for this space will be reviewed by Council at their August meeting. Additionally, Council will consider proposed signage and paint color schemes for the building at the August meeting.

Planning and Zoning

Floodplain Management Ordinance: The Virginia Department of Conservation and Recreation (DCR) conducted a Floodplain Management Community Assistance Visit (CAV) with the Town on June 6th. This is the last item needed before the Town can be accepted into the National Flood Insurance Program (NFIP). A report from the visit was provided to FEMA and to the Town in July. As part of program compliance, Gordonsville's and Orange County's floodplain management ordinances must be consistent. DCR is reviewing Orange County's floodplain management ordinance for any needed amendments to be consistent with the Town's ordinance (which has already been approved by FEMA), and has coordinated the development of a draft Memorandum of Understanding between the Town and the County for coordinated development review to ensure compliance with the Town's floodplain management regulations. It is anticipated FEMA will approve the Town's participation in the NFIP by the end of the year.

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, and 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 (ECS) for the assessment. A Right of Entry (ROE) to the property is needed from CSX for the study to be done and is being coordinated their staff. Work with ECS will be scheduled once the ROE has been obtained. The Town is required to give CSX 10 days' notice of project commencement.

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; the consultant has shared with staff a draft report with preliminary suggestions for pedestrian and accessibility improvements around and along walkways leading to the school, information that was used to develop a preliminary application for Safe Routes to School funding submitted to VDOT on July 1, 2019. The consultant's full report is expected to be available by the end of August. Town Council will hold a work session on August 12, 2019 to review the recommendations from the draft report and corresponding cost estimates provided by VDOT. The full application for funding is due October 1, 2019.

Permit Activity:

Zoning Permits Issued: 1

306 Partlow Drive – carport and porch roof

Certificates of Appropriateness Issued: 0

Subdivision Plats Reviewed/Approved: 0

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

Board of Architectural Review: The BAR met on August 7, 2019 to discuss possible amendments to the Town's Historic Overly District guidelines regarding fencing.

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

Solid Waste Management

Recycling Center: The Public Works Director is meeting with a local fence company in mid-August to review fencing modifications at the southwestern corner of the Town's pipe lot, as previously discussed, in preparation for the location of a recycling center on the property. It is anticipated the site will be ready for placement of the recycling containers in early October.

TEA-21 projects

Depot Phase III: 100% plans have been developed and reviewed for the completion of the project. The solicitation for bids has been reviewed by the Town and VDOT and has been submitted to VDOT Central Office/FHWA for their review; release of the solicitation is pending federal authorization to do so. It is anticipated project completion will occur in March 2020.

Training

The Town Manager has received a full scholarship (valued at \$350) to attend the VDOT 8th Annual Local Programs Workshop in Williamsburg in September, which will include instruction for VDOT's Qualification Program. The Qualification Program includes a set series of on-line and classroom training sessions that provide a high level overview of the federal requirements for locally administered projects, and is intended to provide more consistency in training and in determining a locality's readiness to administer federal projects. VDOT has established that by December 2020, all localities must have at least one person on staff that has met the requirements of the Qualification Program in order to administer a federal aid project.

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

- Staff met with the VDOT Resident Engineer and a staff member from Traffic Engineering on July 30, 2019 to review the concepts for adding crosswalks in the vicinity of the traffic circle to improve pedestrian safety in this area. Because of the location of drainage infrastructure in proximity to where ADA compliant sidewalk ramps would need to be located, and because of concern for the safety of pedestrians if the crosswalks are too close to the circle, a revised concept will be generated to show crosswalks located farther out from the circle but still in proximity so as to be effective for pedestrian traffic. VDOT staff will redraft the concepts over the next several weeks; this is anticipated to be presented to Council for discussion and review in September.
- Regarding the development of a comprehensive approach for improving drainage town-wide, VDOT staff have provided an inventory of drainage issues to be addressed in the Town. This information is on Council's August agenda for review with a request that Council schedule a work session to prioritize the needed improvements.

Wayfinding signage project: VDOT has reviewed the Town's wayfinding signage program and has identified minor tweaks needed to signage lettering and height. Staff is developing a solicitation for bids for the selection of a contractor for sign construction and installation. It is anticipated a solicitation for bids will be released later in the summer.

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.