



**Town of Gordonsville, Virginia
Agenda Item Summary
July 2019**

<p><u>AGENDA ITEM 13</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 June.

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: Survey work at the airport, which includes topographic work, was completed during the week of June 10th. The airport consultant will provide the Town with cost estimates for runway, taxiway and apron rehabilitation once the survey work and report have been provided by the surveyor.

Budget - FY2020

Council adopted the FY2020 budget on May 20, 2019. There were no tax increases; however, a \$4 per month fee was approved for all solid waste curbside collection units in town, and a consumer utility tax on water (not to exceed \$1.50 per month) was approved. These fees take effect July 1, 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 summer.

Gordonsville Business Center

Improvements at the building are mostly complete. Details of current activity are noted in the Public Works department report. An occupancy permit has been issued by the Orange County Building Official for the building. Public Works staff have moved to their new offices. The Town Manager and the Public Works Director met with Keller Williams on June 27th to discuss lease rates for the spaces available

based on amenities offered in order to develop a lease rate plan for Council's consideration. Council will review the plan at a work session to be held at the business center on July 1, 2019.

Planning and Zoning

Floodplain Management Ordinance: The Virginia Department of Conservation and Recreation 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 will be provided to FEMA and to the Town in late June/early July. 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 for such a study to be done. Study implementation is pending the approval of 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; 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 in July. The full application for funding is due October 1, 2019.

Permit Activity:

Zoning Permits Issued: 1

229 Cumbria Street – rear deck

Certificates of Appropriateness Issued: 0

Subdivision Plats Reviewed/Approved: 0

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

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

Board of Zoning Appeals: The Board of Zoning Appeals did not meet in June. 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 Town Manager, Director of Public Works and Police Chief met with the Orange County Administrator and Public Works Director on Monday, June 10, 2019 to view the proposed

location of a county recycling station in town. By consensus, the group agreed the site needs to be increased to 100' x 75' to better accommodate recycling truck maneuvering for emptying the recycling dumpsters. The County will be providing five dumpsters for the site.

Solid Waste Collection and Disposal Contract: The Town Manager has signed a 3-year contract with Time Disposal for curbside solid waste collection and disposal in the town.

TEA-21 projects

Depot Phase III: 100% plans are expected to be delivered for review in early July, and the consultant has developed bid documents for the solicitation of bids expected to be released in August 2019. 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.

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 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.
- The VDOT Resident Engineer met with Town representatives on Friday, June 14, 2019 to begin discussing a comprehensive approach to dealing with roadway drainage issues in the town.

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.