



**Town of Gordonsville, Virginia
Agenda Item Summary
June 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 May.

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 Department of Aviation grant agreement and the airport consultant's professional services work authorization have been signed by the Town Manager. Survey work at the airport, which includes topographic work, was completed during the week of June 10th. The airport consultant will advise as to next steps 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. 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. 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 public works space and is pending for the rental space. Public Works staff have begun moving items to the new building and expect to be moved in by July 1st. The Town Manager signed a lease with C&B Games for storage in Warehouse #3 on May 24th. Council discussed prospective tenants for warehouses #1 and #4, as well as the office space, at a special meeting held on June 13, 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 Thursday, 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 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: 5

510 Gentry Drive – rear deck and pre-fabricated shed

201 Brimfell Street – rear deck

214 Cumbria Street – rear deck expansion

300 S. Main Street – sign for Well Hung Vineyard tasting room

511 N. Main Street – rear yard fence

Certificates of Appropriateness Issued: 1

511 N. Main Street – rear-yard fence

Subdivision Plats Reviewed/Approved: 0

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

Board of Architectural Review: The BAR met on June 12, 2019 to consider an application for a Certificate of Appropriateness for a rear-yard fence for property located at 511 N. Main Street (Methodist Church parsonage). The application was approved.

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.

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 worked with Time Disposal to negotiate a final contract for solid waste collection and disposal—the contract will be signed by the end of June.

TEA-21 projects

Depot Phase III: Fifty percent (50%) plans for the completion of the project have been reviewed; 100% plans are expected to be delivered for review in early July. The project schedule has been reviewed and approved by the Town. Release of a request for proposals for construction is expected to occur in August 2019, and it is anticipated project completion will occur in March 2020.

Training

The Town Manager and the Town Clerk attended the Land Use Education Program Legal Seminar in Richmond on June 11, 2019.

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.

- Lane marking modifications for Route 15 North from the traffic circle to Black Level Road were completed 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.
- The VDOT Resident Engineer will meet with Town representatives at 1 p.m. 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.