



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

<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 checked="" type="checkbox"/> yes                      <input type="checkbox"/> no</p>
---	---

**Airport**

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

**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 Virginia Aviation Board approved the Town's request for grant funding for runway rehabilitation design. Council will consider the Department of Aviation grant agreement and the airport consultant's professional services work authorization at their March meeting.

**Cub Scout Aviation Day:** The 2019 Cub Scout Aviation Day at GVE is scheduled for April 27-28, 2019. The next planning meeting for the event is March 13<sup>th</sup>.

**FY2020 Budget**

The [draft FY2020 Budget and Town Manager's report](#) was provided to Town Council on February 18, 2019. Council budget work sessions were held on Thursday, February 21, 2019 and Monday, February 25, 2019. Council will hold a public hearing on the draft budget at their regular meeting on April 15, 2019.

**Building Maintenance**

**Visitor Center:** The Town Superintendent has indicated that the building needs to be painted; this work will be pursued by the Public Works Director as time permits.

## **Planning and Zoning**

**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.

**Safe Routes to School Walkabout Mini-grant:** A Safe Routes to School Walkabout mini-grant has been awarded to the Town. The tentative walkabout date is April 12, 2019. The purpose of the project is to examine walkability within the town and identify any improvements needed.

### **Permit Activity:**

Zoning Permits Issued: 1

104 S. Main Street – mobile unit for Virginia Community Bank

Certificates of Appropriateness Issued: 0

Subdivision Plats Reviewed/Approved: 0

**Planning Commission:** The Planning Commission did not meet in March. Applications are being sought for a vacancy on the Commission created by the resignation of Chairman Ron Higgins.

**Board of Architectural Review:** The BAR did not meet in March. Applications are being sought for a vacancy on the Commission created by the resignation of member Ron Higgins.

**Board of Zoning Appeals:** The Board of Zoning Appeals did not meet in February. 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.

## **Public Works Building**

Work continues at the new public works building. Details of current activity is noted in the Public Works department report. Council toured the facility during their work session held on Saturday, February 16, 2019. The Public Works Director anticipates the department will move to the new location in April.

## **TEA-21 projects**

**Depot Phase III:** A contract with Wendel for A&E services for completion of the freight depot renovation has been signed. Preliminary design on project completion is expected to begin in April.

## **Training**

The Town Manager and the Town Clerk viewed a VML Insurance Programs webinar on the grievance process on February 27, 2019.

**TOOT:** The February 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 Inwood Restaurant will be funded with FY19 funds; this work is expected to occur in early 2019.
- VDOT's District Engineering Team has developed several options for adding crosswalks in the vicinity of the traffic circle to improve pedestrian safety in this area and reviewed them with Town staff on November 27<sup>th</sup>. A follow up meeting is scheduled for March 12, 2019.

**Wayfinding signage project:** Project implementation will resume upon completion of other pressing projects currently being undertaken by the Town.

**Website Refresh:** The Town's new website was launched on Friday, December 21, 2018. Staff continues to correct or complete information as missing or incorrect items are brought to their attention. Staff is working on creating a "Featured Business" component for the home page.