



**Town of Gordonsville, Virginia
Agenda Item Summary
November 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 October.

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: Talbert & Bright airport consultants have developed 90% plans for the design of runway-taxiway-apron rehabilitation and have provided the plans to the Town and to the Virginia Department of Aviation for review. Council will consider authorizing the release of a solicitation for construction bids at their November meeting so that bids may be received in December for the development of a funding request that is due to the Department of Aviation by January 21, 2020.

Budget Development: Council held a budget development work session on Monday, October 28th.

Building Maintenance

Gordonsville Business Center: The new portico on the front of the office space on the right side of the building is under construction. Council will further consider proposed signage and paint color schemes for the building as more information becomes available.

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 facilitated 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: The Purchase Sale Agreement for the purchase of Verling Park has been signed by the Town and is being reviewed for finalization by CSX. Purchase of the property is expected to be completed by the end of December.

Safe Routes to School Grant Application: The Transportation Alternatives Program Safe Routes to School grant application for six sidewalk and crosswalk projects on or in proximity to the Gordon Barbour Elementary School campus was submitted to VDOT on September 30, 2019. Grant awards will be made by the Commonwealth Transportation Board in June 2020.

Permit Activity:

Zoning Permits Issued: 3

19302 Ashlawn Drive – rehabilitation/additions to existing apartments at East Gate Apartments

510 N. Main Street – garage exterior improvements

109 S. Main Street – wall/hanging sign (Annie Gould gallery)

Certificates of Appropriateness Issued: 0

Subdivision Plats Reviewed/Approved: 0

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

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

Board of Zoning Appeals: The Board of Zoning Appeals did not meet in October. 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 fence at the Town's pipe lot has been re-configured in preparation of a site for recycling bins. Drainage improvements need to be made at the curb before the site is completed. It is anticipated the site will now be ready for placement of the recycling containers in early 2020.

TEA-21 projects

Depot Phase III: No bids were received for the project on October 17, 2019. Staff is working with the consultant and VDOT to prepare for re-solicitation of bids, and is working with Historic Gordonsville to get the depot property cleaned up before bids are resolicited.

Training

Virginia Municipal League Annual Conference: The Town Manager, Mayor and members of Council attended the 2019 VML Annual Conference in Roanoke on October 6-8, 2019.

Virginia Municipal Clerks Institute: The Town Clerk attended the 2019 annual Municipal Clerks Institute in Virginia Beach on October 8-11, 2019.

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 sometime later in the fall.
- 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 was reviewed by Council in August. Council and staff will review the list of improvements during the fall months for further action; VDOT has been cleaning out ditches to improve drainage as needed throughout town.

Staff is meeting with VDOT representatives to follow up on these and other issues on Tuesday, December 3rd.

Water rates: The Rapidan Service Authority has notified the Town there will be a \$0.05 increase in their cost to provide water to the town, effective October 15, 2019. Town Council reviewed two possible rate change scenarios at their meeting in October, and will hold a public hearing on a potential rate increase in Town water rates at their meeting in November. The rate increase will be effective with the November water billing once approved by Council.

Wayfinding signage project: VDOT has reviewed the Town's wayfinding signage program and has identified minor tweaks needed to signage lettering and height. Staff continues to write 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 in the fall.

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.