



**Town of Gordonsville, Virginia
Agenda Item Summary
September 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> <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><u>ATTACHMENTS:</u> <input type="checkbox"/> yes <input checked="" type="checkbox"/> no</p>
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Airport

Airport Advisory Committee: The Airport Advisory Committee did not officially meet in August, but most members of the committee attended a Town Council work session on runway improvement options on August 26, 2019.

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 Town's airport consultant has provided the Town with cost estimates for runway, taxiway and apron rehabilitation. This information was reviewed by Council at their August regular meeting and at a work session held with the consultant and members of the Airport Advisory Committee on August 26th. Members of Council, the Airport Advisory Committee, and the Town Manager will meet with the airport consultant and DOAV staff on September 6, 2019 to further review the various runway design options. This matter will be on Council's September meeting agenda for further consideration, 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.

Budget Development: Council will consider a schedule for the development of the Fiscal Year 2020 budget at their September meeting.

Building Maintenance

Visitor Center: The Public Works Director has obtained quotes for the painting of the building and expects the project to be complete by the end of September. The threshold and rear door of the building will also be replaced, and Council will discuss their preference for work needed to improve the walkways leading to the building at their September meeting.

Gordonsville Business Center: Public Works staff have moved to their new offices. The Town Manager has signed an agreement with Benfield Electric for a 3-year lease of Warehouse #4. Council will further consider proposed signage and paint color schemes for the building at the October meeting; staff will have several color swatches painted on the building for Council's consideration over the next few weeks.

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: 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 prior 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 has been granted by CSX for the study to be done. ECS Mid-Atlantic conducted their field work on September 5, 2019. A preliminary report of findings is expected by mid-September.

Safe Routes to School Grant Application: 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 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 has been provided to the Town. Town Council held a work session on August 12, 2019 to review the recommendations from the report and corresponding cost estimates provided by VDOT. At their August 19th regular meeting, Council decided on a project scope that includes six sidewalk and crosswalk projects on or in proximity to the Gordon Barbour Elementary School campus. The Town has been authorized to move forward with development of the full application, due October 1, 2019, and is working with the Rappahannock Rapidan Regional Commission to do so.

Permit Activity:

Zoning Permits Issued: 0

Certificates of Appropriateness Issued: 2

510 N. Main Street – window replacement (action on requested garage improvements tabled)

408 N. Main Street – deck and porch improvements

Subdivision Plats Reviewed/Approved: 0

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

Board of Architectural Review: The BAR met on September 4, 2019 and reviewed Certificates of Appropriateness for improvements at 510 N. Main Street and 408 N. Main Street. The BAR is also reviewing several sections of the Town’s Historic Overlay District ordinance and guidelines regarding fencing and application review processes for possible updates to present to Council in the next several months.

Board of Zoning Appeals: The Board of Zoning Appeals did not meet in August. 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 sometime in 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

VDOT Local Programs Workshop: The Town Manager has received a full scholarship (valued at \$350) to attend the VDOT 8th Annual Local Programs Workshop in Williamsburg on September 9th-11th, 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.

Virginia Risk Services Association (formerly VML Insurance Programs): Members of the Town’s leadership team will attend the Virginia Risk Services Association fall conference in Fredericksburg on September 20th. Topics to be discussed include workplace civility, worker’s compensation challenges, effective risk management, and discussion of the employee grievance process.

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

Virginia Municipal Clerks Institute: The Town Clerk will attend 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 in October.
- 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.

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 will hold a public hearing on a potential rate increase in Town water rates at their meeting in October.

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.