



**Town of Gordonsville, Virginia  
Agenda Item Summary  
September 2020**

<p><b><u>AGENDA ITEM 13</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 type="checkbox"/> yes                                    <input checked="" type="checkbox"/> no</p>
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**COVID-19 Pandemic**

Town staff continue to follow CDC guidelines and directives for physical distancing, wearing of masks and sanitizing of surfaces in response to the COVID-19 pandemic. Town offices re-opened to the public on June 22, 2020. Additionally, staff continue to monitor briefings and information provided by federal, state and local officials in order to adequately advise Council, staff and the community of any matters that need attention.

Throughout the balance of this report, the impact of COVID-19 on various projects is noted.

**Projects**

*On-going – short term*

**Floodplain Management Ordinance:** Staff has been in touch with the Virginia Department of Conservation and Recreation and has confirmed what is needed to complete the process of the Town’s acceptance into the National Flood Insurance Program. This matter is expected to be completed by the end of October.

**Freight Depot Phase III:** VDOT has authorized contract award and the contract has been signed by the Town and the contractor. A virtual pre-construction meeting was held on Tuesday, August 4<sup>th</sup>, and an on-site pre-construction meeting was held on Tuesday, August 11<sup>th</sup>. The contractor has begun mobilizing equipment and materials to the site. Construction is expected to begin on September 14<sup>th</sup>.

**Gordonsville Business Center:** Warehouses #1 and #3, as well as Office Space #1, are available for lease.

**Langley Hangar Repair:** Staff has selected Karlin’s Construction from Amherst, VA, to restore and paint the hangar roof and is working with the contractor to get the repair scheduled for the fall.

**Park Planning Project:** At their June meeting, Council adopted a resolution of support for Piedmont Environmental Council's purchase of property on Market Street, across from Verling Park, that will allow for creating a trail and other amenities that link the park and the fireman's fairgrounds. The Virginia Outdoors Foundation has approved \$100,000 in funding requested for the public access easement on the Market Street property and on the property owned by PEC at the corner of Allen and E. King Streets. Council will hold a work session on September 14<sup>th</sup> to further discuss planning for park improvements.

**Recycling Center:** The new recycling center will be complete by the end of September. Staff has contacted Orange County to discuss delivery of recycling bins and is awaiting a response.

**Runway 5-23 Rehabilitation Project:** Town Council acknowledged New Field Inc. as the responsive and responsible low bidder for the runway project on August 24, 2020. Project costs have been provided to the Department of Aviation. The economic impact of the COVID-19 pandemic may reduce both local and state funding available for the project such that it may not be pursued until FY2022. Staff has discussed with its airport consultant and DOAV staff the possibility of pursuing a phased approach for project implementation, with project construction delayed until spring 2021 if funding is not available to immediately pursue all phases of the project. The Virginia Aviation Board will discuss project funding at their meeting on September 17, 2020.

**Safe Routes to School Grant Application:** In July, VDOT informed the Town that its Safe Routes to School grant application is slated for funding by the Commonwealth Transportation Board in the fall of 2020 and asked the Town whether it will desire to move forward with the project if grant funding is awarded given possible financial impacts of COVID-19. Council has decided to pursue the project if funding is awarded. Staff notified VDOT of the Town's determination on July 28, 2020.

**Sesquicentennial Event Planning:** This event has been postponed to 2021 due to COVID-19 concerns.

**Town Hall Parking Lot Renovation:** Staff has met with The Thrasher Group to discuss project scope and contract terms. Staff will request authorization to execute a contract with Thrasher at Council's September 21<sup>st</sup> meeting, and will also request Council hold a work session/project scoping meeting with Thrasher on October 5, 2020.

**Wayfinding signage project:** Staff has revisited the project with VDOT; they are red-lining the signage plans with their comments so that final plans are ready when the Town proceeds with hiring a contractor to implement the project. Work on a solicitation for bids for the selection of a contractor for sign construction and installation has been delayed due to COVID-19 response and other projects that have taken priority.

**Website:** Staff continues to monitor the website and make modifications to correct or add information as needed.

*Not started – long term*

**Airport Fuel Tank Replacement:** This project will not be pursued until runway improvements have been completed and the Airport Layout Plan has been revised.

## **Budget**

Council will consider a review of the FY21 budget in the context of COVID-19 at their meeting on September 21, 2020. Staff's review in this regard will be provided under separate cover.

## **Committees**

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

**Planning Commission:** The Planning Commission met on September 14, 2020 to review an application for a conditional use permit for a two-family dwelling to be located at 315 N. Main Street.

**Board of Architectural Review:** The BAR will meet via Zoom on September 15<sup>th</sup> to further review an application for a Certificate of Appropriateness from Colonial Florist for the location of a storage shed at the shop.

**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.

## **Permit Activity**

Zoning Permits Issued: 0

Certificates of Appropriateness Issued: 0

Subdivision Plats Reviewed/Approved: 0

## **Training**

The Town Manager, the Town Clerk, and the Town Treasurer continued to view various webinars provided by the International City/County Managers Association (ICMA) and the Virginia Risk Sharing Association (VRSAs) pertaining to the COVID-19 pandemic.

## **VDOT**

The following are updates on several issues/projects VDOT is working on for the Town:

- **Traffic circle crosswalk concepts:** Recent VDOT observations of traffic and pedestrian movement in and around the traffic circle reveal numerous safety concerns related to adding

crosswalks in that area. Because of the location of drainage infrastructure in proximity to where ADA compliant sidewalk ramps would need to be located for new crosswalks, and because of concern for the safety of pedestrians if the crosswalks are too close to the circle or are placed farther out from the circle in areas where traffic typically speeds up as they leave the circle, there are no viable solutions for safely adding crosswalks in proximity to the circle at this time.

- **Taylor Avenue speed reduction:** In response to a Green Applications concern about the safety of employees who walk to work along Taylor Avenue, VDOT is working to locate a speed hump at a location on the street that will help to slow traffic. VDOT will also post speed limit signs along the street (there currently are none), which will help with speed enforcement. Staff worked with Dominion Energy to get a street light added along Taylor Avenue in proximity to the Martinsville Avenue/Taylor Avenue intersection to help improve pedestrian visibility in this area.
- **Intersection improvements at North High Street and West Gordon Avenue:** An application for this project has been submitted to VDOT for consideration in the 2020 Smart Scale process.
- **Drainage:** Regarding the development of a comprehensive approach for improving drainage town-wide, VDOT provided an updated inventory of drainage issues to be addressed in the Town in mid-March. Review of the list of improvements to be pursued is a task that will be undertaken as time permits this coming summer and fall.