



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

<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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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. 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. Staff has followed up with DCR to clarify items needing correction and is awaiting a response from their staff.

Freight Depot Phase III: Construction began on September 21st and is expected to be substantially complete by the end of December. The roof work is complete. Siding is being painted. Windows will be installed in the next couple of weeks; doors are on order. Pictures showing a sample of the railing system that will surround the deck outside the building have been provided to the Department of Historic Resources for their review and approval for consistency with their desired design prior to full installation.

Gordonsville Business Center: Warehouse #1 and Office Space #1 are available for lease. Warehouse #3 will be leased to Virginia Tower (current tenant of Warehouse #2) beginning January 1st.

Langley Hangar Repair: Staff has selected Karlin's Construction from Amherst, VA, to restore and paint the hangar roof. Because of previously scheduled work for the fall, the contractor is not available to undertake this project until the spring.

Park Planning Project: 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. The property on Market Street, at the intersection of Piedmont Street, has been cleared.

Recycling Center: The new recycling center is complete. Upon authorization of Town Council, the Town Manager signed a memorandum of understanding with Orange County for the provision of recycling bins, collection of recyclables and site maintenance of the site. Once ordered by the vendor, there is a six-week lead time to obtain the dumpsters. Staff has contacted a sign vendor for the fabrication of a sign for the site.

Runway 5-23 Rehabilitation Project: Due to a shortage in funds available, the Town's runway rehabilitation project was not selected for funding by the Virginia Aviation Board in September. The project will be resubmitted for consideration in the winter.

Safe Routes to School Grant Application: Staff was informed in late October that the Commonwealth Transportation Board (CTB) has awarded \$451,184 in grant funding for the Town's project. The project will be administered by the Virginia Department of Transportation and staff has been in touch with the VDOT Project Coordinator who will advise of next steps in the next several weeks.

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

Town Hall Parking Lot Renovation: Town Council held a work session on November 30th to review two draft schematic designs for the project as prepared by Thrasher. Council will discuss access to the parking lot from adjoining properties at their December meeting. The outcome of that discussion will further inform final design of the parking lot renovation.

Wayfinding signage project: Staff released a solicitation for bids for wayfinding sign construction on November 17th. Bids were due and were opened at 10 a.m. on December 9th. Five firms submitted bids. Staff will request Council's authorization to execute a contract with the responsive, responsible low bidder at their December meeting.

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

Staff is preparing budget guidance for department heads. Draft department budgets for FY2022 are due to the Town Manager on January 22nd.

Committees

Airport Advisory Committee: The Airport Advisory Committee did not meet in November.

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

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

Board of Zoning Appeals: The Board of Zoning Appeals did not meet in November. 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: 1

512 N. Main Street – signage for East of Maui Coffee Shop

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 (VRSA) 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.