



**Town of Gordonsville, Virginia
Agenda Item Summary
February 2021**

<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.

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 is 99% complete. The next project progress meeting will be held on February 25th and will include an inspection of the project to determine any punch-list items needing to be completed prior to project close-out.

Gordonsville Business Center: Warehouse #1 and Office Space #1 are available for lease.

Langley Hangar Repair: Staff is coordinating with Karlin’s Construction from Amherst, VA, for the restoration and painting of the hangar roof in the spring.

Park Planning Project: Council will hold a work session on Wednesday, February 10th to discuss planning and a timeline for the Verling park redevelopment project.

Recycling Center: The new recycling center officially opened on February 1, 2021. Staff has ordered a permanent pylon sign to be placed at the entrance. The style of the sign will be the same as what is being manufactured for the Town's wayfinding signage program.

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 (VAB) in September. The project has been resubmitted for consideration by the VAB at their March meeting.

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 VDOT staff have contacted Town staff to coordinate paperwork needed to begin work on the project.

Sesquicentennial Event Planning: This event has been postponed to 2021 due to COVID-19 concerns. Town Council will discuss the timing of this event at their February meeting.

Town Hall Parking Lot Renovation: Town Council has authorized staff to move the project forward to the construction plan development stage. The first set of construction plans are expected to be provided to Council for review by the end of February.

Wayfinding signage project: Staff has signed a contract with Rite Lite Signs and has discussed project implementation with their project manager. The first two phases of the project, the large and small trailblazer signs and the historic district signs, will be manufactured for installation beginning in mid- to late-June. This will allow for efficiencies in sign fabrication and installation at a time when funds from FY21 and FY22 can be used to accomplish two phases of the project at one time. Staff will contact VDOT in mid-February to begin coordinating sign permitting and location marking for the first signs to be installed.

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

Budget

Staff is distributed budget guidance to department heads in late January. Draft department budgets for FY2022 are due to the Town Manager on February 19th. The draft FY2022 budget will be provided to Town Council on March 15, 2021. The full budget development schedule may be viewed on the Town's website at [this link](#).

Committees

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

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

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

Board of Zoning Appeals: The Board of Zoning Appeals did not meet in January. 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 attended the VLGMA virtual Winter Conference on February 10-12 and served as one of six coaches during a coaching session held for students and early career professionals contemplating a career in local government management. The theme for this year's winter conference was "Leading in Challenging Times: Local Impacts of Civil Unrest and a Global 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 of 2020. Review of the list of improvements to be pursued is a task that will be undertaken as time permits.