



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

<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> <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 is mostly complete. Staff has asked the contractor to finish the handicap ramp from the deck by building the remainder of it to a concrete landing pad. The contractor is also going to install temporary thresholds and weather seals at each of the sliding doors to weather protect the building until the interior can be renovated. Pedestrian doors have been ordered and are expected to be on site by January 21st. Staff, the contractor, the architect and VDOT are meeting every two weeks; the meeting scheduled for February 11th 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. The Public Works Director is having the roof over the Town shop replaced due to significant leaks that have occurred in that area of the building.

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: Council will discuss at their January meeting whether to schedule a work session in February to discuss planning and a timeline for the Verling park project.

Recycling Center: The new recycling center is complete; dumpsters were placed on the site on January 7th. Lighting will be installed at the site by the end of January. Staff has contacted a sign vendor for the fabrication of a sign to be placed at the entrance. Staff is preparing a press release to announce the site to the community—an announcement will also go out in the January water bills and will be put on the Town's website and Facebook page.

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 this 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; staff is awaiting further information from the VDOT Project Coordinator who will advise of next steps as soon as that information is developed.

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, and further discussed access to the parking lot at their regular December meeting. A revised project schematic reflecting Council's comments has been provided to them for review; they will discuss the revised concept at their January meeting. Staff is requesting authorization to move the project forward to the construction plan development stage.

Wayfinding signage project: Council authorized staff to execute a contract with Rite Lite Signs Inc., at their December meeting. The Town Attorney and the Town Manager have developed a draft contract that has been provided to Rite Lite for their review and execution.

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. The budget development schedule has been revised and draft department budgets for FY2022 are now 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 December.

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

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

Board of Zoning Appeals: The Board of Zoning Appeals did not meet in December. 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 (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.