



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

<p><b><u>AGENDA ITEM 12</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. 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 100% complete. Staff has instructed the consultant to work with VDOT to begin project close-out.

**Gordonsville Business Center:** Warehouse #1 has been leased for furniture storage; Office Space #1 is available for lease and Orange County Economic Development is listing the space as available.

**Langley Hangar Repair:** The hole cut into the front of the hangar in the 1990’s has been repaired, and the building has been sandblasted in preparation for painting. Karlin Construction will be onsite beginning May 10<sup>th</sup> for the repair and painting of the roof and exterior walls.

**Park Planning Project:** A draft memorandum of understanding for park donation and development between the Town and the Piedmont Environmental Council will be considered by Council at their May meeting.

**Recycling Center:** The permanent pylon sign ordered for the entrance of the recycling center has been installed by the Public Works Department. Staff has asked the Town's landscaping contractor to provide a quote for installing a flower bed at the base of the sign.

**Runway 5-23 Rehabilitation Project:** The Virginia Aviation Board has awarded \$1.5M in capital project and rural runway rehabilitation program funding to the Town for the Runway 5-23, Taxiway and Apron reconstruction project. The Town Manager has signed the state grant agreements and the consultant's project work authorization, and is seeking Council's authorization to sign a contract with New Field Incorporated for project construction. Staff will work with the consultant and contractor to develop the project timeline in May, and an information meeting will be held this spring for Council, airport tenants and other interested individuals to discuss airport closure during construction and other expectations.

**Safe Routes to School Grant Application:** VDOT is working to get the Town's project set up in their accounting system and will provide more information in the next few weeks as to project commencement and timeline.

**Sesquicentennial Event Planning:** This event has been scheduled for Saturday, October 2, 2021 and will follow the Town's Fried Chicken Festival to be held on the same day. Council held a work session on April 26<sup>th</sup> to discuss the event program and related items. This matter is on Council's May regular meeting agenda for further discussion.

**Town Hall Parking Lot Renovation:** Council reviewed plans for the project and provided comment to Thrasher at a work session held on March 25<sup>th</sup>. Thrasher is finalizing construction plans for Council's review and authorization to proceed to bid solicitation for construction. Project construction is expected to begin this summer.

**Wayfinding signage project:** Staff worked with Rite Lite Signs to mark sign locations on March 30<sup>th</sup>. VDOT has reviewed the locations and determined there are five properties from which the Town will need easements. Staff has contacted the affected property owners and if permission is granted for sign installation, will proceed with creating the survey and easement paperwork for each.

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

## **Budget**

Town Council held a public hearing on the draft FY2022 budget on April 19, 2021; budget adoption is scheduled for May 17, 2021. Information on the draft budget and associated documents is available at [this link](#).

## **Committees**

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

**Planning Commission:** The Planning Commission did not meet in May. The Town is seeking applications to fill a vacancy on the Commission.

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

**Board of Zoning Appeals:** The Board of Zoning Appeals did not meet in April. 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: 5

325 Grove Avenue – rear deck addition

502 Gentry Drive – rear yard fence

230 Brimfell Street – rear yard fence

303 W. Gordon Avenue – sign replacement (Gordonsville Baptist Church)

100 S. Main Street – signage for Jackson & Company market (fmr. Talini)

Certificates of Appropriateness Issued: 1

100 S. Main Street – signage for Jackson & Company market

Subdivision Plats Reviewed/Approved: 0

## **Training**

None.

## **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 has posted speed limit signs along the street, 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 and has been recommended for funding by VDOT staff. The Commonwealth Transportation Board held a public hearing on this and other transportation projects recommended for funding in the Culpeper VDOT District on April 22, 2021.
- **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.