



**Town of Gordonsville, Virginia
Agenda Item Summary
September 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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Coronavirus State and Local Fiscal Recovery Funds

Staff continues to monitor briefings and information provided by federal, state and local officials in order to adequately advise Council regarding funding being provided through the CARES Act and the American Rescue Plan Act (ARPA).

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 (again) followed up with DCR to clarify items needing correction and is awaiting a response from their staff.

Gordonsville Business Center: Staff is preparing a lease agreement for Suite B, the two small office spaces at the front of the building. The center will be fully leased once this agreement is executed.

Park Planning Project: Staff released the request for proposals to solicit a consulting firm for park concept planning and design on August 26th. Proposals are due at 2 p.m. on Monday, September 27, 2021.

Recycling Center: A landscaped bed has been planted at the base of the sign posted at the entrance to the recycling center.

Runway 5-23 Rehabilitation Project: E&S plan review and DEQ project approval are in the final stages. Project construction is expected to now begin in October pending no further delay in plan approval. The project consultant is discussing a probable start date with the contractor. Staff has set up a page on the Town’s website so that the community may monitor project progress.

Safe Routes to School Grant Application: VDOT has received authorization for preliminary engineering and plans to conduct the initial project site survey by the end of Fall 2021. Once the survey is complete and the project data are analyzed, a VDOT L&D Project Manager will be assigned to the project and this individual will coordinate Town participation in plan development. According to VDOT, it is likely that a project kick-off meeting will not occur until January 2022.

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

Town Hall Parking Lot Renovation: The project consultant has finalized construction plans for the project—plan approval is pending title work being done on the properties that comprise the Town Hall campus. Given the timing of plan approval and procurement of a contractor now expected to occur in the fall, the Town Manager has discussed with Thrasher the possibility of delaying project construction until the spring of 2022. The Public Works Director hired a contractor to disassemble the old Town Shop—most of the shop was removed on Friday, September 10th. The concrete portion of the building requires equipment other than what was used to demolish the frame structure and will be removed during the week of September 13th.

Wayfinding signage project: Survey work needed to establish an easement for three of the wayfinding signs to be installed has been completed. Deeds of easement for each of the three signs have been prepared and each affected property owner has been contacted for signatures. Sign production is being delayed until early October 1 due to a shortage of supplies and materials needed to fabricate the signs.

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

Budget

Town Council adopted the FY2022 budget on June 28, 2021. Information on the adopted budget and associated documents is available at [this link](#).

Committees

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

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

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

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: 3

201 Cumbria Street – rear deck

107 Linney Street – shed

300 Martinsville Avenue – rear yard fence

Certificates of Appropriateness Issued: 0

Subdivision Plats Reviewed/Approved: 0

Training & Meetings

The Town Manager attended the following meetings in August/September:

- Local Government Finance Network meetings (virtual), August 19 and September 2nd
- Chamber of Commerce Executive Board meeting, August 18th
- VLGMA Professional Development Committee meeting in Staunton, September 9th
- Virginia Local Government Finance Corporation Board of Directors meeting in Richmond, September 10th

VDOT

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

- **Intersection improvements at North High Street and West Gordon Avenue:** This project has been approved for inclusion in the FY22 – FY27 Six Year Improvement Plan and staff awaits further direction from VDOT as to project plan development and timing.
- **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.