



Town of Gordonsville, Virginia
Agenda Item Summary
July 2022

AGENDA ITEM 12

Town Manager's Report

AGENDA TITLE:

Town Manager's Report

PRESENTER:

Town Manager

DISPOSITION:

Action Required For Discussion

Consent Agenda Closed Session

Informational

ATTACHMENTS:

yes no

Coronavirus State and Local Fiscal Recovery Funds

The Final Rule regarding the use of ARPA funds was released by the US Department of Treasury on January 7, 2022 and went into effect on April 1, 2022. Staff has made the Town's first report regarding use of ARPA funds to US Treasury, due on April 30, 2022. The next report is due on April 30, 2023.

Projects

On-going – short term

Airport projects: The Pilot Controlled Lighting (PCL) system at the airport is non-operational and will be replaced during the runway rehabilitation project. A NOTAM has been issued to alert pilots. The PCL allows pilots to control the runway lights from their aircraft.

The AWOS temperature sensor found to be inoperable during a recent triennial inspection has been repaired. Staff has also received grant approval for the painting of the beacon tower and expects to have this work completed in the summer.

The runway rehabilitation project will begin construction on July 25, 2022. A pre-construction meeting for the project will be held at the airport at 10 a.m. on Wednesday, July 13, 2022.

Aquatics: The pool opened July 2nd in time for the July 4th weekend.



Mayor Coiner chatting with pool patrons on July 4th

Town Clerk Janet Jones worked tirelessly to prepare pool posters and tally sheets, purchase concessions, and clean the concession area, changing stalls and bathrooms at the pool to get the facility ready for opening on the holiday weekend. Janet also worked Saturday, July 2nd to ensure all was in order as the pool opened for the first time since 2019.

Public Works Director Vincent Seal and the Town Crew worked tirelessly to ready the pool to be open for the July 4th weekend, and PWD staff were available throughout the holiday weekend (every hour on the hour Saturday and Sunday), as well as this past weekend, to vacuum the pool, backwash the pump filters, and to ensure proper chlorine and pH level testing.

A small but mighty crew of lifeguards has been hired to work for the month of July—a few of the guards hired are “on-loan” from Orange County Town Pool. These young people are very responsible and enthusiastic, and they are enjoying working at Dix Pool. Everyone has been trained on chlorine and pH testing and how to add chlorine as needed to ensure proper and safe chemical levels in the pool.

The Town Manager is overseeing pool operations as Pool Manager and is at the pool several times a day when the pool is open during the week, and all day when the pool is open on the weekend, to provide support to the guard staff.

The pool is open Thursday through Sunday, 12-6 p.m. through the balance of July, pending availability of staff during that time (several of the guards have family vacations at the end of July that may result in pool closure—affected days will be announced in advance). Pool hours in August are being considered. Orange County schools are back in session beginning August 10, 2022.

The following are statistics for the pool for July 2nd through July 10th:

- In-town patrons: 182
- Out-of-town patrons: 41
- Total admission sales: \$867.00
- Total concession sales: \$180.60
- The day most well-attended was Monday, July 4th with 57 in-town patrons and 8 out-of-town patrons.
- The day least well-attended was Sunday, July 10th with 14 in-town patrons and 7 out-of-town patrons.
- The pool was closed on Saturday, July 9th due to inclement weather (day-long rain and drizzle with temps in the low 70's).

Broadband: Staff is coordinating with Orange County's broadband/internet provider, FiberLync, to bring broadband service to Gordonsville Municipal Airport and to the Gordonsville Business Center. FiberLync is preparing to extend broadband to the Gordonsville Library and expects to have this work completed by the end of June. A phased plan for bringing broadband service to all town residents is being discussed.

Floodplain Management Ordinance: The Town's Floodplain Management Ordinance has been updated to reference the new effective date of the flood maps for the Town, which is May 17, 2022. The two properties in town that were non-compliant with the Town's ordinance have been brought into compliance. The amended ordinance has been provided to the Virginia Department of Conservation and Recreation for their consideration as part of the Town's enrollment in the National Flood Insurance Program (NFIP). Staff has contacted DCR to finalize the Town's enrollment in the NFIP.

Gordonsville Business Center: The tenant of Office space #2 has informed the Town they will be vacating the space by August 31, 2022. Staff has shown the space to one prospective tenant and has provided information to Orange County Economic Development for their assistance in finding prospective tenants.

Park Planning Project: Town Council held a work session on June 13, 2022 to begin discussion on the park and pool design concept. LPDA is refining the draft concept to incorporate comments made at the meeting and has begun to interview various community partners to get their input on the project. A revised concept will be provided to Council for their review in late July. Council will be asked at their July meeting to set a date for the first community input meeting to be held in early August.

The Town submitted to the Virginia Department of Conservation and Recreation (VaDCR) an application for a Land and Water Conservation Fund (LWCF) grant on March 15, 2022. Nearly \$1.6M in pledges and donations was raised for the Town's match.

VaDCR has informed the Town that its application has been selected for submission to the National Park Service for their consideration and funding. At this time, DCR has bookmarked apportionment funds for the Town's project, however, the process for authorizing funds is subject to completion of additional

procedures and documents as requested by NPS after their package review, and NPS final approval and project authorization. The additional items are being prepared by LPDA and town staff. The National Park Service will make grant awards in September-October 2022.

Safe Routes to School Grant Application: VDOT has assigned a project manager to this initiative and preliminary engineering design work has begun. The VDOT Project Manager is currently working on the project scope and some early design and will be prepared to meet with the Town and start on other public involvement steps in late summer.

Salary Study: HR Extension, Inc. (HREI) sent out salary surveys to various localities as part of the Town's salary study. Eight completed surveys were returned in response and HREI has begun consolidating and analyzing information received. HREI anticipates completion of their analysis by late July-early August.

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

Town Hall Parking Lot Renovation: Plats for the survey of all the town hall properties have been completed and easement agreements have been prepared and are being circulated for signature.

Bids for construction were solicited in mid-May and were due June 15th. No bids were received. The consultant is following up with various contractors who obtained plan copies to determine why they did not bid on the project. Bids will be resolicited later in the summer, pushing the anticipated construction start date to the fall.

Trash Collection: A contract for solid waste collection and disposal was signed with Updike Industries on July 1, 2022.

Wayfinding signage project: Gateway signs for the entrances to the town are in production and will be installed this summer.

Website: Staff continues to monitor the website and make modifications to correct or add information as needed. Revize, the Town's website developer, has contacted staff regarding a free website refresh that is a part of the Town's contract. Revize contacted the Town in May regarding the refresh process. As with initial site development, Council will be involved.

Budget

Town Council approved the FY23 budget at their May meeting. Action on the Pay and Classification schedule was tabled until the completion of the salary study currently underway.

Committees

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

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

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

Board of Zoning Appeals: The Board of Zoning Appeals did not meet in June. A vacancy remains on the Board.

Permit Activity

Zoning Permits Issued: 0

Certificates of Appropriateness Issued: 0

Subdivision Plats Reviewed/Approved: 0

Site Plans Reviewed: 0

Training & Meetings

In June the Town Manager reported she had been appointed second vice president at the organization's business meeting held at the end of the summer conference. Due to a recent vacancy on the Board in the position of first vice president, the Town Manager has been moved up to that position, which is responsible for chairing the budget committee for the organization and oversees the ethics process. This positions her to become VLGMA President in 2024.

The Town Manager and the Visitor Center Director spoke to the Orange Rotary Club on June 21st to update the group on happenings in Gordonsville.

VDOT

The following are several issues/projects VDOT is working on for the Town. Staff is meeting with the Louisa Resident Engineer to discuss these and other issues on July 12, 2022:

- **Weaver Street traffic flow review:** Town Council discussed this matter at their January meeting and determined further review is needed before any change to traffic flow is warranted.
- **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, the Town Manager and Public Works Director met with the new Louisa Resident Engineer on March 29th to discuss drainage issues in the Town. VDOT staff will discuss the issues internally to determine what areas should be addressed in the immediate future. The Public Works Director provided VDOT with information pertaining to storm drainage/cross pipe issues, as well as a map of all drop inlets and stormwater grates, on March 30th.