



**Town of Gordonsville, Virginia  
Agenda Item Summary  
May 2022**

<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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**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 repairs:** 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.

During a recent triennial inspection of the Automated Weather Observing Station (AWOS) at the airport, the temperature sensor was found to be inoperable. Staff has received grant approval from the Department of Aviation for the repair, which will be conducted in late May/early June. Staff has also received grant approval for the painting of the beacon tower and expects to have this work completed in the summer.

**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. A phased plan for bringing broadband service to all town residents is being discussed.

**Cub Scout Aviation Day:** The 2022 Cub Scout Aviation Day at GVE was successfully held April 23-24, 2022, with an estimated 500+ scouts, parents and siblings in attendance throughout the event. The Town’s airport consultant, Talbert & Bright, and the Virginia Department of Aviation helped sponsor the event.

**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).

**Gordonsville Business Center:** All space at the center is leased.

**Park Planning Project:** Town Council selected Land Planning and Design Associates (LPDA) as the consultant for the park network design project, and a contract has been signed. The project kick-off meeting is scheduled for 10 a.m. on Friday, May 13, 2022.

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. Town worked with LPDA and PEC representatives to prepare additional documentation to be provided with the application by April 13<sup>th</sup>. Recreation Grants staff submitted Gordonsville's application package to NPS on April 15<sup>th</sup>. A field visit of the park property was conducted by DCR on April 21<sup>st</sup>. 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 October 2022.

**Runway 5-23 Rehabilitation Project:** Because of material and supply cost increases, the low-bid contractor selected for the Town's runway project in August 2020 notified staff of a significant increase in their bid price. In response, Town Council elected to re-bid the project. The solicitation for bids was released on Wednesday, March 30<sup>th</sup>; bids were due to the Town at 10 a.m. on Wednesday, April 20, 2022. Two bids were submitted—New Field Incorporated was again the low bidder with a project bid of \$1,851,388. The new bid package was submitted to the Department of Aviation on April 20<sup>th</sup> and will be considered by the Virginia Aviation Board (VAB) at their May 25, 2022 meeting. It is anticipated that the project will now begin in late June/early July—a firm start date will be determined once funding is approved by the VAB.

**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:** At their April meeting, Town Council authorized the Town Manager to undertake a salary and compensation study with HR Extension, Inc. (HREI) to evaluate the current compensation structure

of the Town’s organization. A project kick-off meeting was held with Department heads on April 25<sup>th</sup>, and targeted organizations with which the Town competes for employees, as well as those demographically similar to the Town, will be solicited the week of May 9<sup>th</sup> to participate in a salary compensation survey. HREI anticipates completion within three months, or by late July-early August.

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

**Town Hall Parking Lot Renovation:** A survey of all the town hall properties has been completed and plats are being prepared for the Town’s consideration. Council approved the parking lot redevelopment plan and authorized the Town Manager to begin the construction bid solicitation process at their April meeting. The project consultant is preparing bid solicitation documents. Bids are expected to be solicited in mid-May, with bids due in mid-June, contract award in late June, and construction start date in early July. The project construction will be timed to begin after Main Street Events’ First Friday’s events in July, with the bulk of construction expected to be completed prior to the First Friday’s event in August.

**Trash Collection:** The contract with Time Disposal/GFL expires at the end of June. Town Council authorized the Town Manager to extend the contract for one year until June 30, 2023. In April, staff received notice from Green for Life (GFL) that they do not wish to extend their contract with the Town due to increasing operational expenses that are no longer supported by the current contract disposal rate.

The Town Manager released a solicitation for bids in late April; bids were due to the Town by 10 a.m. on Thursday, May 5, 2022. Three bids were submitted as follows:

County Waste - Green For Life (GFL)	\$16.65 per curbside collection unit
Updike Industries	\$7.25 per curbside collection unit
Neighborhood Disposal	\$9.00 per curbside collection unit

The lowest bidder was Updike Industries at a cost of \$7.25 per curbside collection unit. Staff will seek Council’s authorization to award a contract to Updike Industries at their May meeting.

**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 will follow up with the Town in May to begin the refresh process. As with initial site development, Council will be involved in the refresh process.

## **Budget**

Town Council held a public hearing to receive comment on the draft FY2022-2023 budget on April 18, 2022. The draft FY23 budget may be viewed at [this link](#). Council is expected to act on the FY23 budget at their May meeting.

## **Committees**

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

**Planning Commission:** The Planning Commission did not meet in May.

**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. A vacancy remains on the Board.

## **Permit Activity**

Zoning Permits Issued: 1

400 W. Gordon Avenue, Suite C – window decal replacement for new barber shop

Certificates of Appropriateness Issued: 0

Subdivision Plats Reviewed/Approved: 0

Site Plans Reviewed: 0

## **Training & Meetings**

The Town Clerk has successfully completed Public Information Officer training offered through Orange County by the Virginia Department of Emergency Management.

The Town Manager has received the Credentialed Manager designation from the International City/County Management Association. This program is a voluntary credentialing program that provides for professional development through training in leadership, management, innovation and ethics.

The Town Manager serves on the Virginia Department of Health Waterworks Operation Fee Regulations Stakeholder Group and will attend the third meeting of the group at the Pamunkey Regional Library in Goochland on May 19<sup>th</sup>.

The Town Manager will attend the Virginia Local Government Management Association summer conference on June 8-10 in Virginia Beach.

## **VDOT**

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

- **Weaver Street traffic flow review:** Town Council discussed this matter at their January meeting and determined further review is needed before modifications 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 29<sup>th</sup> 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 30<sup>th</sup>.