



Town of Gordonsville, Virginia
Agenda Item Summary
March 2023

<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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Projects

On-going – short term

Airport projects: Construction to build up the safety area off RW23 and to fill the low spots in other areas of the airport grounds is complete. The silt fence installed for the work will remain in place until a good stand of grass is established. Permanent pavement marking will be done once the pavement marking subcontractor is scheduled.

Premier Arbor Services has been procured to clear trees that are encroaching, or close to encroaching, the approach surface to RW23. This work will commence once coordination with Buckingham Branch Railroad is complete. Fourteen pine trees and one Ash tree will be felled—this is an 80/20 cost-share project with the Department of Aviation. The Town will be granted a full public-use airport license upon completion of the work.

Aquatics: The Town Manager held a meeting for new and returning lifeguards on Sunday, March 5th. Applications are being solicited for additional guards – applications received by May 1st will receive a \$100 sign-on bonus.

Dix Memorial Pool will open for the 2023 season on Saturday, May 27, 2023, and will be open six days a week, Tuesday through Sunday, 12 p.m. to 6 p.m., until Orange County Public Schools reopens for the 2023-24 school year on Wednesday, August 9th. After the 9th, the pool will be open weekends only through Labor Day (this is subject to change pending the start of construction on the new pool facility).

Broadband: FiberLync has installed broadband fiber to connect the Gordonsville Municipal Airport and the Gordonsville Business Center, and both locations have been connected. A phased plan for bringing FiberLync broadband service to all town residents is being discussed. In January the Town Manager signed a memorandum of understanding with Dominion Energy for their installation of broadband infrastructure on their utility network within the town.

Cub Scout Aviation Day: The Town Manager attended an event planning meeting for Cub Scout Aviation Day on Sunday, March 5th. The event is scheduled for April 22-23, 2023.

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 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). DCR is awaiting confirmation from FEMA as to the Town's enrollment in the NFIP.

Gordonsville Business Center: The tenant of Office space #2 (Suite C) has vacated the space; the lease remains in effect through the end of April 2023. Staff has re-posted information about the space available on the Town's website and Facebook page, and has provided the information to Orange County Economic Development for their use in recruiting prospective tenants. A sign announcing space available has been posted in front of the Business Center. Staff has communicated with a prospective tenant and is negotiating a lease rate for the space.

Park Planning Project: Council held site materials charette on Monday, March 6, 2023 to continue design discussions for the project. The pool house layout was approved by Council at their February 27th meeting.

The appraisals prepared for the PEC properties being donated to the Town for park expansion must be reviewed as part of LWCF grant requirements. This review is complete and final reports were provided to DCR on February 21st.

The Treasurer's office has sent a letter to those who pledged funds for the park expansion project. To date, \$1,312,476.00 of \$1,334,401.00 pledged has been paid to the Town. The Mayor has appointed a Fundraising Advisory Committee to develop a community-wide fundraising campaign for the additional funds needed to fully implement the park redevelopment project. The committee met on February 9th to begin discussing the campaign.

Safe Routes to School Grant Application: Preliminary engineering for the project has revealed it to be a more expensive project than initially anticipated due to impacts on drainage, utilities and road right-of-way, as well as inflationary impacts on material costs. VDOT provided an update on the anticipated project scope at the February Town Council meeting and is generating a breakdown of cost estimates, as well as the opportunities for applying for additional grant funding, for the Town's further consideration.

Town Hall Parking Lot Renovation: A solicitation for bids was released on March 9th. A pre-bid meeting will be held on Thursday, March 16th at 11 a.m. at Town Hall, and bids are due by 10 a.m. on Wednesday, March 29th.

Wayfinding signage project: The finish of several of the signs installed during the project has bubbled. Rite-Lite signs has filed manufacturer warranty claims for all the signs that have the bubbled finish and will install new sign faces on the affected signs once fabrication is complete.

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

The Town’s annual audit has yet to be finalized, delaying budget development. Staff has delayed presentation of the draft FY24 budget to mid-April.

Committees

Airport Advisory Committee: The Airport Advisory Committee met on February 28th to discuss the update of the Airport Layout Plan. The next meeting of the committee will be held on Monday, March 27th.

Planning Commission: The Planning Commission will meet on Monday, March 13th to begin discussion on Land Development Ordinance amendments regarding the short-term rental of property. The Town first discussed proposed amendments in this regard in 2017 and 2018, but never finalized the amendment process.

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

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

Permit Activity

Zoning Permits Issued: 0

Subdivision Plats Reviewed/Approved: 0

Certificates of Appropriateness Issued: 0

Site Plans Reviewed: 0

Training & Meetings and Other Events

The Town Manager attended the VLGMA Winter Conference in Harrisonburg on February 15-17, 2023, and also virtually attended an ICMA She Leads Gov mini-conference on Wednesday, March 8th.

VDOT

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

- **Weaver Street traffic flow review:** The Town Manager has asked VDOT to consider marking Weaver Street to alert motorists to its one-way status. Staff at the residency is reviewing the request and is expected to mark and sign the area in the spring.
- **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:** There is a new federal funding program designed to address drainage issues. VDOT has used initial tranches of this funding to fill funding gaps for drainage projects throughout the district, and will be holding informational meetings on funding available and the application process for district localities this winter.