



**Town of Gordonsville, Virginia
Agenda Item Summary
April 2019**

<p><u>AGENDA ITEM 13</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 checked="" type="checkbox"/> yes <input type="checkbox"/> no</p>
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Airport

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

Fuel Tank: This project will not be pursued until runway improvements have been completed and the Airport Layout Plan has been revised.

Langley Hangar Repair: Work on this repair is will be undertaken by staff as scheduling permits.

Runway repair: The Virginia Aviation Board approved the Town's request for grant funding for runway rehabilitation design. Council authorized the Town Manager to sign off on the Department of Aviation grant agreement and the airport consultant's professional services work authorization at their March meeting. Both are pending approval by the Town Attorney.

Cub Scout Aviation Day: The [2019 Cub Scout Aviation Day](#) at GVE is scheduled for April 27-28, 2019. The next planning meeting for the event is April 10th.

FY2020 Budget

The [draft FY2020 Budget and Town Manager's report](#) was provided to Town Council on February 18, 2019. Council budget work sessions were held on Thursday, February 21, 2019 and Monday, February 25, 2019. Council will hold a public hearing on the draft budget at their regular meeting on April 15, 2019.

Building Maintenance

Visitor Center: The Town Superintendent has indicated that the building needs to be painted; this work will be pursued by the Public Works Director as time permits.

Planning and Zoning

Park Planning Project: Town Council's discussions on this project continue. The Town is negotiating an agreement for the purchase of Verling Park, owned by CSX Railroad. The property was surveyed during the week of March 25th; the plat needed for the purchase sale agreement will be completed in early April.

Safe Routes to School Walkabout Mini-grant: A Safe Routes to School Walkabout mini-grant has been awarded to the Town. The walkabout date is April 12, 2019. The purpose of the project is to examine walkability within the town and identify any improvements needed.

Permit Activity:

Zoning Permits Issued: 2

101 Jackson Street – rear yard pre-fabricated shed

230 Brimfell Street – rear deck on single family dwelling

Certificates of Appropriateness Issued: 1

510 N. Main Street – window replacement

Subdivision Plats Reviewed/Approved: 0

Planning Commission: The Planning Commission did not meet in April. At their March meeting, Town Council appointed Page Hutchinson, 203 Linney Street, to the Commission to fill the unexpired term of Chairman Ron Higgins, who resigned February 1, 2019.

Board of Architectural Review: The BAR met on March 27, 2019 and considered and approved a Certificate of Appropriateness application for the replacement of windows in the house located at 510 N. Main Street. At their March meeting, Town Council appointed Sharon Hujik, 410 N. Main Street, to the BAR to fill the unexpired term of Ron Higgins, who resigned February 1, 2019.

Board of Zoning Appeals: The Board of Zoning Appeals did not meet in March. 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.

Public Works Building

Work continues at the new public works building. Details of current activity is noted in the Public Works department report. Renovation completion has been slowed due to the department's spring-time activities including spring clean-up, readying the pool for swim season, and grass-cutting. The building may not be occupied until an occupancy permit is issued by the County building department. The Public Works Director now expects the department will move to the new location in June.

TEA-21 projects

Depot Phase III: A kick-off meeting to re-start the freight depot renovation project was held with the consultant and VDOT on March 20, 2019. The consultant team is working with the Virginia Department

of Historic Resources to determine acceptable roof material before engaging in design for project completion.

Training

The Town Clerk viewed a VML Insurance Programs webinar on employee handbook development on March 27th, and also attended the VMCA regional meeting in Scottsville on March 29th.

The Town Manager viewed a webinar on zoning vested rights on March 25th to earn legal certification maintenance credits for AICP.

TOOT: The March 2019 TOOT ridership numbers are attached for review.

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

- Lane marking modifications for Route 15 North from the traffic circle to Inwood Restaurant will be funded with FY19 funds and will include remarking the handicap space on Main Street in front of the post office; this work is expected to occur in spring 2019.
- Staff met with the VDOT Resident Engineer and a staff member from Traffic Engineering on March 12, 2019 to review the concepts for adding crosswalks in the vicinity of the traffic circle to improve pedestrian safety in this area. VDOT intends to hold a public meeting to get input on the concepts in early May.

Wayfinding signage project: Project implementation will resume upon completion of other pressing projects currently being undertaken by the Town.

Website Refresh: The website was down for a brief period of time at the end of March due to technical difficulty. The site was back up on Friday, March 29th. Staff continues to correct or complete information as missing or incorrect items are brought to their attention. Staff is working on creating a “Featured Business” component for the home page.