



**Town of Gordonsville, Virginia
Agenda Item Summary
February 2020**

<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

Budget Development: Staff continues to work on their budget requests for FY2021. The draft FY2021 budget will be provided to Council on February 28th. Council budget work sessions will be held on Thursday, March 5th; Monday, March 9th; and Thursday, March 12th. All work sessions will begin at 6:30 p.m.

Floodplain Management Ordinance: Because of recent turnover in the DCR Floodplain Management office, progress on this project has stalled. Staff will follow up with DCR sometime in February to see what is needed to complete the process of getting the Town accepted into the National Flood Insurance Program.

Freight Depot Phase III: The solicitation for bids were advertised in late January. A pre-bid meeting was held on Tuesday, February 11th; project bids are due February 26th. Project construction is expected to commence in late March.

Gordonsville Business Center: The new portico on the front of the office space on the right side of the building is complete, and columns have been replaced on the portico over the public works department entrance. Council will consider proposed signage and paint color schemes for the building as more information becomes available. A lease was signed for Warehouse #2 in late January.

A lease for Office Space #2 is pending Council’s review and approval.

Park Planning Project: The purchase of Verling Park was closed on January 30th.

Police Department Radio Replacement: Chief and his staff are working with Orange County and Harris to coordinate the purchase of the new radios needed for the Town’s police department as part of the County’s emergency communications system upgrade. Staff has also submitted a grant application to the USDA – Rural Development office in Culpeper for funding to help off-set the purchase.

Recycling Center: The fence at the Town’s pipe lot has been re-configured in preparation of a site for recycling bins. Drainage improvements need to be made at the curb before the site is completed. It is anticipated the site will now be ready for placement of the recycling containers in the spring of 2020.

Runway Repair: The Town will submit its runway construction project to the Department of Aviation in May (for consideration by the Virginia Aviation Board in August) when there is likely to be more discretionary funding available.

Sesquicentennial Event Planning: Staff continues to contact and schedule performers and activity vendors for the July 18th celebration.

Town Hall Parking Lot Renovation: Staff has contacted the Virginia Department of General Services to get more information about the selection of a consulting firm already procured through the Commonwealth’s processes in order to find a firm that can assist the Town with developing a plan for renovation of the parking lot around the building, which will require some civil engineering to adequately address drainage issues.

Wayfinding signage project: Staff continues to work on a solicitation for bids for the selection of a contractor for sign construction and installation. It is anticipated a solicitation for bids will be released this winter.

Website: Staff continues to correct or complete information as missing or incorrect items are brought to their attention, and has added a “Featured Business” component to the home page.

Not started – long term

Airport Fuel Tank Replacement: 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 will be undertaken by staff as scheduling permits.

Safe Routes to School Grant Application: The Transportation Alternatives Program Safe Routes to School grant application for six sidewalk and crosswalk projects on or in proximity to the Gordon Barbour Elementary School campus was submitted to VDOT on September 30, 2019. Grant awards will be made by the Commonwealth Transportation Board in June 2020.

Committees

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

Planning Commission: The Planning Commission met in February to appoint a chairman for the group.

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

Board of Zoning Appeals: The Board of Zoning Appeals did not meet in January. 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: 0

Certificates of Appropriateness Issued: 0

Subdivision Plats Reviewed/Approved: 0

Personnel

Chief of Police: After a nationwide search and interviews conducted by the Town Manager and Town Council in early February, Glen D. Arrington has been appointed Chief of Police for the Town. Glen had been serving as Interim Chief of Police since the resignation of Chief Clay Corbin in December. A swearing-in ceremony for Chief Arrington will be held on February 14, 2020 at 1 p.m. in the Council Chambers of Town Hall.

Training

The Town Manager, Mayor Coiner and Councilmember Bradley attended the Virginia Municipal League Legislative Day in Richmond on February 6, 2020.

The Town Manager attended sessions of the Virginia Local Government Managers Association winter conference held in Charlottesville on February 12th and 13th.

VDOT

The following are updates on several issues/projects VDOT is working on for the Town as discussed with the Louisa VDOT Resident Engineer, Assistant Resident Engineer and Operations Engineer on December 3, 2019:

- **Traffic circle crosswalk concepts:** Recent VDOT observations of traffic and pedestrian movement in and around the traffic circle reveal numerous safety concerns as pertains to adding crosswalks in that area. Because of the location of drainage infrastructure in proximity to where ADA compliant sidewalk ramps would need to be located for new crosswalks, and because of concern for the safety of pedestrians if the crosswalks are too close to the circle or are placed farther out from the circle in areas where traffic typically speeds up as they leave the circle, other

possible concepts for putting crosswalks at the circle will be revisited by the VDOT Traffic Engineering staff in the next several weeks. At this time, it is not certain whether there is a safe, viable solution for adding crosswalks near the circle.

- **Taylor Avenue speed reduction:** In response to a Green Applications concern about the safety of employees who walk to work along Taylor Avenue, staff has asked VDOT to consider traffic calming measures, like rumble strips or a speed hump at strategic locations on the street. Since staff's meeting with VDOT, Green Applications has indicated they wish to pay for a speed hump on Taylor Avenue to help slow motorists. VDOT will post speed limit signs along the street (there currently are none), which will help with speed enforcement. Staff is also working with Dominion Energy regarding the placement of street lights along Taylor Avenue to help improve pedestrian visibility in this area.
- **"No Parking" signage on East Baker Street:** Parking along both sides of East Baker Street is a problem during ball season. Staff has reviewed the presence of "no parking" signage along East Baker Street in the vicinity of the ball field and the fire station, and has asked VDOT to ensure there is enough signage along this area of the street. Staff has also discussed this matter with the little league president, and will work with the little league to ensure everyone participating knows parking along E. Baker is not permitted.
- **Lane improvements at North High Street and West Gordon Avenue:** VDOT is recommending to Orange County that lane improvements at N. High Street and W. Gordon Avenue be a project that is pursued in Round 4 of Smart Scale funding. VDOT will contact the Town for a resolution of support in the spring/summer of 2020 if the County submits this as a project for consideration. Staff has contacted the County Administrator to advise him of the improved safety and efficiency at this location should intersection improvements be pursued.
- **Drainage:** Regarding the development of a comprehensive approach for improving drainage town-wide, VDOT staff have provided an inventory of drainage issues to be addressed in the Town. This information was reviewed by Council in August. Council and staff will review the list of improvements during the fall months for further action; VDOT has been cleaning out ditches to improve drainage as needed throughout town.