



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

<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> [ ] Action Required [ ] For Discussion [ ] Consent Agenda [ ] Closed Session [X] Informational</p> <p><b><u>ATTACHMENTS:</u></b> [ ] yes [X] no</p>
---	---

**Airport**

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

**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.

**Runway Repair:** Members of Council, the Airport Advisory Committee, and the Town Manager met with the airport consultant and DOAV staff on September 6, 2019 to further review the various runway design options. At their meeting in September, Council took action to move forward with the development of construction documents consistent with the runway profile shown in Option 9, as presented by the consultant and which will result in a runway with an overall slope of less than 1%, in preparation for soliciting bids for construction this fall. The funding request for this project is due to the Department of Aviation by January 3, 2020.

**Budget Development:** Council considered a schedule for the development of the Fiscal Year 2020 budget at their September meeting, and will hold a budget development work session on Monday, October 28<sup>th</sup> at 6:30 p.m.

**Building Maintenance**

**Visitor Center:** The building has been painted and the rear door has been replaced. At their meeting in September, Council agreed by consensus to further discuss walkway improvements at a later time.

**Gordonsville Business Center:** Public Works staff have moved to their new offices. The Town Manager has signed an agreement with Benfield Electric for a 3-year lease of Warehouse #4. The Public Works Director has hired a contractor to build the new portico on the front of the office space on the right side of the building. This work is expected to be completed later this fall. Council will further consider proposed signage and paint color schemes for the building as more information becomes available.

## **Planning and Zoning**

**Floodplain Management Ordinance:** The Virginia Department of Conservation and Recreation (DCR) conducted a Floodplain Management Community Assistance Visit (CAV) with the Town on June 6<sup>th</sup>. This is the last item needed before the Town can be accepted into the National Flood Insurance Program (NFIP). A report from the visit was provided to FEMA and to the Town in July. As part of program compliance, Gordonsville's and Orange County's floodplain management ordinances must be consistent. DCR is reviewing Orange County's floodplain management ordinance for any needed amendments to be consistent with the Town's ordinance (which has already been approved by FEMA), and has facilitated the development of a draft Memorandum of Understanding between the Town and the County for coordinated development review to ensure compliance with the Town's floodplain management regulations. It is anticipated FEMA will approve the Town's participation in the NFIP by the end of the year.

**Park Planning Project:** The Town continues to work with CSX to negotiate an agreement for the purchase of Verling Park. In response to a survey revealing the prior location of a "purification field" on the property, a Phase I Environmental Site Assessment and soil sampling were completed in September; both studies reveal no adverse property conditions. Council expects to further consider the Purchase Sale Agreement for the property at their October meeting.

**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.

### **Permit Activity:**

Zoning Permits Issued: 1

19302 Ashlawn Drive – rehabilitation/additions to existing apartments at East Gate Apartments

Certificates of Appropriateness Issued: 1

510 N. Main Street – garage façade improvements

Subdivision Plats Reviewed/Approved: 0

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

**Board of Architectural Review:** The BAR met on October 2, 2019, and reviewed and approved a Certificate of Appropriateness for façade improvements of the garage located at 510 N. Main Street.

**Board of Zoning Appeals:** The Board of Zoning Appeals did not meet in September. 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.

## **Solid Waste Management**

**Recycling Center:** The Public Works Director met with a local fence company in mid-September to review fencing modifications at the southwestern corner of the Town's pipe lot, as previously discussed,

in preparation for the location of a recycling center on the property. It is anticipated the site will now be ready for placement of the recycling containers sometime in December.

### **TEA-21 projects**

**Depot Phase III:** FHWA authorized the release of the solicitation for bids for construction services to complete the freight depot exterior renovation in mid-September. The solicitation was released on eVA, the Commonwealth's procurement portal, on September 23, 2019, and was also advertised in the Orange Review, the Daily Progress and the Richmond Times-Dispatch. A pre-bid meeting for prospective bidders was held at Town Hall on October 3, 2019 at 10 a.m. Six prospective bidders attended the meeting and toured the site. Bids are due in to the Town by 2 p.m. on Thursday, October 17, 2019.

At Council's meeting on October 21<sup>st</sup>, the Town Manager will report to Council the low bidder and request authorization to execute a contract with that company, pending authorization from the Federal Highway Administration to award the bid, and the Town's legal counsel concurrence. It is anticipated construction will begin in early December 2019 and end in early April 2020.

### **Training**

**VDOT Locally Administered Projects (LAP) Qualifications Program:** VDOT has established that by December 2020, all localities must have at least one person on staff that has met the requirements of the Qualification Program in order to administer a federal aid project. The Qualification Program includes a set series of on-line and classroom training sessions that provide a high level overview of the federal requirements for locally administered projects, and is intended to provide more consistency in training and in determining a locality's readiness to administer federal projects. After approximately 19 hours of online coursework, the Town Manager attended the VDOT 8<sup>th</sup> Annual Local Programs Workshop in Williamsburg on September 9<sup>th</sup>-11<sup>th</sup>, which included classroom instruction for the Qualification Program, and passed the course to obtain certification.

**Virginia Risk Services Association (formerly VML Insurance Programs):** Members of the Town's leadership team attended the Virginia Risk Services Association fall conference in Fredericksburg on September 20<sup>th</sup>. Topics discussed included workplace civility, worker's compensation challenges, effective risk management, and discussion of the employee grievance process.

**Virginia Municipal League Annual Conference:** The Town Manager, Mayor and members of Council will attend the 2019 VML Annual Conference in Roanoke on October 6-8, 2019.

**Virginia Municipal Clerks Institute:** The Town Clerk will attend the 2019 annual Municipal Clerks Institute in Virginia Beach on October 8-11, 2019.

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

- Staff met with the VDOT Resident Engineer and a staff member from Traffic Engineering on July 30, 2019 to review the concepts for adding crosswalks in the vicinity of the traffic circle to improve pedestrian safety in this area. Because of the location of drainage infrastructure in proximity to where ADA compliant sidewalk ramps would need to be located, and because of concern for the safety of pedestrians if the crosswalks are too close to the circle, a revised concept will be generated to show crosswalks located farther out from the circle but still in proximity so

as to be effective for pedestrian traffic. VDOT staff will redraft the concepts over the next several weeks; this is anticipated to be presented to Council for discussion and review sometime later in the fall.

- 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.

**Water rates:** The Rapidan Service Authority has notified the Town there will be a \$0.05 increase in their cost to provide water to the town, effective October 15, 2019. Town Council will review two possible rate change scenarios at their meeting in October, and will then hold a public hearing on a potential rate increase in Town water rates at their meeting in November.

**Wayfinding signage project:** VDOT has reviewed the Town’s wayfinding signage program and has identified minor tweaks needed to signage lettering and height. Staff continues to write 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 in the fall.

**Website Refresh:** 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.