



**Town of Gordonsville, Virginia  
Agenda Item Summary  
June 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.

The AWOS temperature sensor found to be inoperable during a recent triennial inspection has been repaired. Staff has also received grant approval for the painting of the beacon tower and expects to have this work completed in the summer.

**Aquatics:** The pool is being readied for opening July 4<sup>th</sup> weekend. Staff continues to solicit applications for Pool Manager and lifeguards. Several people have expressed interest in the positions, but no applications have been received as of the writing of this report.

**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 and expects to have this work completed by the end of June. A phased plan for bringing broadband service to all town residents is being discussed.

**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). Staff has contacted DCR to finalize the Town's enrollment in the NFIP.

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

**Park Planning Project:** Town Council held a work session on June 13, 2022 to begin discussion on the park and pool design concept. LPDA will refine the draft concept presented, interview various stakeholders identified by the Town, and present a revised concept for Council review and public input in late July/early August.

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. 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 September-October 2022.

**Runway 5-23 Rehabilitation Project:** The Virginia Aviation Board approved the Town's request for additional funding needed to fully construct the runway rehabilitation project, and the Town has signed a contract with New Field Incorporated for the project. New Field has obtained all permits and the Town is waiting on confirmation of the project start date, anticipated to be early July.

**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:** HR Extension, Inc. (HREI) has sent out salary surveys to various localities as part of the Town's salary study. Surveys were due June 17<sup>th</sup> and HREI expects all responses to be in by June 24<sup>th</sup>. HREI anticipates completion of their analysis by late July-early August.

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

**Town Hall Parking Lot Renovation:** Plats for the survey of all the town hall properties have been completed and easement agreements have been prepared and are being reviewed by the Town Attorney. Bids for construction were solicited in mid-May and were due June 15<sup>th</sup>. No bids were received. The consultant is following up with various contractors who obtained plan copies to determine why they did

not bid on the project. Bids will be resolicited in late June for submittal in July, pushing the anticipated construction start date to late summer.

**Trash Collection:** Council authorized the Town Manager to award a contract to Updike Industries at their May meeting. Staff has been working through contract details with Updike and expects to have a signed contract by June 24<sup>th</sup>.

**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 contacted the Town in May regarding the refresh process. As with initial site development, Council will be involved.

## **Budget**

Town Council approved the FY23 budget at their May meeting. Action on the Pay and Classification schedule was tabled until the completion of the salary study currently underway.

## **Committees**

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

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

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

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

## **Permit Activity**

Zoning Permits Issued: 3

101 Cedar Drive – fence for rear and side yard

305 Partlow Drive – rear addition

302 Stonewall Avenue – rear deck and side steps

Certificates of Appropriateness Issued: 0

Subdivision Plats Reviewed/Approved: 0

Site Plans Reviewed: 0

## **Training & Meetings**

The Town Manager attended the Virginia Local Government Management Association summer conference on June 8-10 in Virginia Beach, and was appointed second vice president at the organization's business meeting held at the end of the conference. The second vice president serves as liaison to the Member Support committee and oversees/reports on VLGMA's participation in the ICMA Coaching Program.

## **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 any change 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>.