



**TOWN OF GORDONSVILLE TOWN COUNCIL  
REGULAR MEETING**

**Minutes**

**October 16, 2017  
7:00 p.m.  
Council Chambers**

**CALL TO ORDER**

Mayor Robert Coiner called the meeting to order at 7:00 p.m.

**INVOCATION**

There was no invocation.

**PLEDGE OF ALLEGIANCE**

Mayor Coiner led everyone in the pledge of allegiance.

**Roll Call:**                   **Present**  
Mayor Robert K. Coiner  
Vice-Mayor Emily Winkey  
Councilmember James L. Bradley  
Councilmember Christopher F. Colby  
Councilmember Elizabeth Samra

**ADOPTION OF THE AGENDA**

Vice-Mayor made a motion, seconded by Councilmember Colby, to adopt the agenda as amended. The vote was unanimous.

**MATTERS BY THE PUBLIC**

*Proclamation in Support of Red Ribbon Week – Mayor Coiner*

Mayor Coiner read the Proclamation in Support of Red Ribbon Week.

*Rebeckah St. Vincent, “One Night without a Home” in Gordonsville.*

Ms. St. Vincent presented a plaque of appreciation to Chief Corbin.

Ms. St. Vincent stated November 11-19, 2017 is Hunger and Homeless Week and stated this year the sleep-out will be held November 16, 2017 from 7 p.m. to 7 a.m. at the Gordonsville Volunteer Fire Company fairgrounds.

*Rudy Richardson, Chairman, Maplewood Cemetery*

Mr. Richardson appeared before Council to request an increase in the fees for the purchase of plots at Maplewood Cemetery.

## **ANNOUNCEMENTS**

Mayor Coiner made the following announcements:

Town Council will hold a work session at the new public works building at 3 p.m. on Friday, October 27, 2017.

The Town will observe trick-or-treating between 6:00 p.m. and 9:00 p.m. on Tuesday, October 31<sup>st</sup> for children 12 years old and younger.

Gordonsville Town Offices will be closed on Friday, November 10, 2017 in observance of Veterans Day.

The Gordonsville Veterans Parade will be held on Saturday, November 11, 2017 at 2 p.m.

November Town Council meeting will be held at 7:00 pm on Monday, November 20, 2017.

## **CONSENT AGENDA**

*Consideration of minutes for September 18, 2017 Town Council work session and regular meeting.*

*Presentation of bills paid for the month of September 2017.*

Vice-Mayor Winkey made a motion, seconded by Councilmember Colby, to approve the bills paid for the month of September 2017. The vote was unanimous.

Councilmember Bradley made a motion, seconded by Vice-Mayor Winkey, to approve the minutes of the September 18, 2017 work session as amended and to approve the minutes of the September 18, 2017 regular meeting as presented. The vote was unanimous.

## **DEPARTMENT REPORTS**

### **Finance – Town Treasurer**

*Presentation of the Treasurer's Office activity report for September 2017.*

The Town Treasurer presented her report.

### **Police – Police Chief**

*Presentation of the Police Department activity report for September 2017.*

The Police Chief presented his report.

### **Streets – Public Works Director**

*Presentation of the Public Works Department activity report for September 2017.*

The Public Works Director was not present.

**Visitor Center – Visitor Center Director**

*Presentation of the Visitor Center activity report for September 2017.*

The Visitor Center Director presented his report.

**UNFINISHED BUSINESS**

*Discussion of Verling Park Master Plan.*

Mayor Coiner presented for discussion the Verling Park Master Plan.

Council briefly discussed the existing contract with Siska Aurand.

Councilmember Colby made a motion, seconded by Councilmember Samra, to authorize the Town Manager to proceed with termination of the Siska Aurand contract for pool design services upon review by the Town Attorney.

<b>Roll call vote:</b>	Councilmember Samra	Aye
	Councilmember Bradley	Aye
	Councilmember Colby	Aye
	Vice-Mayor Winkey	Aye
	Mayor Coiner	Aye
	The vote was unanimous.	

**NEW BUSINESS**

*Consideration of appropriation schedule amendment to add DMV stop removal fee.*

Mayor Coiner presented for consideration the appropriation schedule amendment to add DMV stop removal fee.

Council briefly discussed the DMV stop removal fee and suggested a note be added to the appropriation schedule indicating this is a pass-through of a mandatory state fee.

Vice-Mayor Winkey made a motion, seconded by Councilmember Bradley, to adopt resolution #2017-10a approving the revised appropriation schedule, as presented.

<b>Roll call vote:</b>	Councilmember Bradley	Aye
	Councilmember Colby	Aye
	Councilmember Samra	Aye
	Vice-Mayor Winkey	Aye
	Mayor Coiner	Aye
	The vote was unanimous.	

*Consideration of FY2017 Supplemental Appropriations to FY2018 and FY2017-18 Budget Adjustments.*

Mayor Coiner presented for consideration the FY2017 Supplemental Appropriations to FY2018 and FY2017-18 Budget adjustments.

Councilmember Colby made a motion, seconded by Councilmember Samra, to approve BT2017-2 to transfer funds as follows and as presented:

\$36,244.26 from the General Fund Grant Projects *TEA-21 Streetscape (VDOT funds)* expense line item to General Fund Clerk of the Works *Regular Wages* and *FICA* expense line items;

\$9,061.06 from the General Fund Capital Outlay *TEA-21 Streetscape (Town funds)* expense line item to General Fund Clerk of the Works *Regular Wages* and *FICA* expense line item;

\$63,100.00 from the Water Fund Public Works *Regular Wages, Overtime Wages* and *FICA* expense line items to the General Fund Public Works *Regular Wages, Overtime Wages* and *FICA* expense line items;

\$50,830.02 from the Water Fund Administration *Water Payment to RSA* expense line item to the Water Fund Administration *Sewer Payment to RSA* expense line item.

**Roll call vote:**

Councilmember Colby	Aye
Councilmember Samra	Aye
Councilmember Bradley	Aye
Vice-Mayor Winkey	Aye
Mayor Coiner	Aye

The vote was unanimous.

Councilmember Colby made a motion, seconded by Councilmember Samra, to appropriate \$10,690.82 from the FY16 General Fund *Transfer from Reserves* revenue line item to the General Fund Public Works *Hospital Medical* expense line item, as presented.

**Roll call vote:**

Councilmember Samra	Aye
Councilmember Bradley	Aye
Councilmember Colby	Aye
Vice-Mayor Winkey	Aye
Mayor Coiner	Aye

The vote was unanimous.

Councilmember Colby made a motion, seconded by Vice-Mayor Winkey, to approve the supplemental appropriation of funds from the FY17 budget to the FY18 budget, as presented.

**Roll call vote:**

Councilmember Bradley	Aye
Councilmember Colby	Aye
Councilmember Samra	Aye
Vice-Mayor Winkey	Aye
Mayor Coiner	Aye

The vote was unanimous.

Councilmember Colby made a motion, seconded by Councilmember Samra, to approve BT2018-1 to transfer funds as follows and as presented:

\$44,307.14 from the Water Fund Capital Outlay *Martinsville Avenue water line upgrade project* expense line item to the Water Fund Capital Outlay *Church Street water line upgrade project* expense line item.

**Roll call vote:**

Councilmember Colby	Aye
Councilmember Samra	Aye
Councilmember Bradley	Aye
Vice-Mayor Winkey	Aye

Mayor Coiner Aye  
The vote was unanimous.

*Consideration of Mutual Release and Settlement Agreement with Land Planning and Design Associates.*

Mayor Coiner presented for consideration the Mutual Release and Settlement Agreement with Land Planning and Design Associates.

Council discussed the Mutual Release and Settlement Agreement.

Mrs. Kendall noted she had received the signed Release of Claims from the owners of 200 N. Main Street.

Councilmember Samra made a motion, seconded by Councilmember Colby, to authorize the Town Manager to sign the Mutual Release and Settlement Agreement with Land Planning and Design Associates, as presented and upon review and approval by the Town Attorney. The vote was unanimous.

*Consideration of authorization to negotiate contract for website redesign.*

Mayor Coiner presented for consideration the authorization to negotiate contract for website redesign.

Mrs. Kendall stated staff received approximately 14 viable proposals and the core website team met and reviewed all the proposals and selected five to be interviewed. Mrs. Kendall stated that after the interview process, the team discussed and agreed that Revize out of Troy, Michigan would best suit the needs of the Town.

Councilmember Samra stated everyone brought something to the table and Revize had a strong presentation.

Councilmember Samra made a motion, seconded by Vice-Mayor Winkey, to authorize the Town Manager and the Town Attorney to negotiate a contract with Revize for the redevelopment/redesign of the Town of Gordonsville website. The vote was unanimous.

*Consideration of authorization of Town Manager to sign contract for airport consulting services.*

Mayor Coiner presented for consideration the authorization of Town Manager to sign contract for airport consulting services.

Councilmember Bradley made a motion, seconded by Councilmember Colby, to authorize the Town Manager to sign the contract with Talbert & Bright, as presented, for airport engineering consulting services for the Gordonsville Municipal Airport. The vote was unanimous.

*Consideration of New Town Hall flag poles.*

Mayor Coiner presented for consideration the new Town hall flag poles.

Council discussed the new Town hall flag poles placement, specifically the protocol that dictates how the American flag should be displayed.

Chief Corbin stated he will do further research to answer the questions raised and will bring the information to the November Council meeting for further discussion.

*Discussion of date and location for Town Christmas party.*

Mayor Coiner presented for discussion the date and location for Town Christmas party.

Council reached a consensus to hold the Town Christmas party on Thursday, December 14, 2017 at Restaurant Pomme starting at 6:00 p.m.

*Consideration of authorization of Town Manager to hire consultant for streetscape close-out.*

Mayor Coiner presented for consideration the authorization of Town Manager to hire consultant for streetscape project close-out.

Mrs. Kendall stated she has met with Billy Green of StraightPath Consulting to discuss the close-out of the streetscape project. Mr. Green has provided to staff a proposal for his services to assist with the streetscape project close-out. Mr. Green will review the files and materials to ensure all information is in place. Mrs. Kendall stated Mr. Green's services will be reimbursed through the federal grant for the project.

Councilmember Colby made a motion, seconded by Vice-Mayor Winkey, to authorize the Town Manager to contract with StraightPath Consulting to assist with the Streetscape project close-out. The vote was unanimous.

## **TOWN MANAGER'S REPORT**

The Town Manager reviewed her report with Council.

## **NEW MATTERS BY THE PUBLIC AND COUNCIL**

Councilmember Samra asked the Town Manager to review the Town's procurement policies to determine whether soliciting design-build proposals is permitted.

Mayor Coiner stated the need to be comprehensive in review of procurement policies.

## **CLOSED SESSION**

*Town Council will convene in Closed Session pursuant to Code of Virginia Section 2.2-3711 paragraph (A7) – consultation with legal counsel pertaining to actual or probable litigation concerning the Freight Depot, where such consultation in open meeting would adversely affect the negotiating or litigating posture of the public body.*

Councilmember Colby made a motion, seconded by Vice-Mayor Winkey that the Town Council convene into closed session pursuant to Virginia Code Section 2.2-3711 paragraph (A7) - consultation with legal counsel pertaining to actual or probable litigation concerning the Freight Depot, where such consultation in open meeting would adversely affect the negotiating or litigating posture of the public body.

**Roll call vote:**

Councilmember Bradley	Aye
Councilmember Colby	Aye
Councilmember Samra	Aye
Vice-Mayor Winkey	Aye
Mayor Coiner	Aye

The vote was unanimous.

Councilmember Colby made a motion, seconded by Councilmember Samra, to certify that only matters lawfully exempted under Virginia Code Section 2.2-3711 paragraph (A7) as identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the closed meeting.

**Roll call vote:**

Councilmember Colby	Aye
Councilmember Samra	Aye
Councilmember Bradley	Aye
Vice-Mayor Winkey	Aye
Mayor Coiner	Aye

The vote was unanimous.

### **NEW MATTERS BY COUNCIL**

There were no new matters by Council.

### **ADJOURNMENT**

There being no further business to come before Town Council, Mayor Coiner adjourned the meeting at 9:14 p.m.

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Robert K. Coiner, Mayor

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Janet W. Jones, Town Clerk