



**TOWN OF GORDONSVILLE TOWN COUNCIL  
REGULAR MEETING**

**Minutes**

**January 22, 2018  
6:30 p.m.  
Council Chambers**

**CALL TO ORDER**

Mayor Robert Coiner called the meeting to order at 6:30 p.m.

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

Mayor Coiner led everyone in the pledge of allegiance.

Mayor Coiner asked for a moment of silence to be held in remembrance of Charles Clatterbuck, an employee of the Town of Gordonsville Public Works Department who passed away on Sunday, January 14, 2018.

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

**ADOPTION OF THE AGENDA**

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

**PUBLIC HEARING**

*Proposed text amendment to Chapter 23 of the Town Code amending the out-of-town industrial water rate.*

Mayor Coiner opened the public hearing.

There were no speakers.

Mayor Coiner closed the public hearing.

Council had no questions or concerns on the out-of-town industrial water rate.

### **CLOSED SESSION – COUNCIL VACANCY**

*Town Council will convene in Closed Session pursuant to Code of Virginia Section 2.2-3711 paragraph (A1) – discussion of assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.*

Councilmember Samra 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 (A1) - discussion of assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

<b>Roll call vote:</b>	Councilmember Samra	Aye
	Councilmember Bradley	Aye
	Vice-Mayor Winkey	Aye
	Mayor Coiner	Aye

The vote was unanimous.

Councilmember Samra made a motion, seconded by Vice-Mayor Winkey, to certify that only matters lawfully exempted under Virginia Code Section 2.2-3711 paragraph (A1) as identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the closed meeting.

<b>Roll call vote:</b>	Councilmember Samra	Aye
	Councilmember Bradley	Aye
	Vice-Mayor Winkey	Aye
	Mayor Coiner	Aye

The vote was unanimous.

### **MATTERS BY THE PUBLIC**

There were no matters by the public.

### **ANNOUNCEMENTS**

Mayor Coiner made the following announcements:

The Town Council will have a work session on Monday, January 29, 2018 at 3:30 at Verling Park.

The February Town Council meeting will be held at 6:30 p.m. on Monday, February 19, 2018.

### **CONSENT AGENDA**

*Consideration of minutes for December 18, 2017 Town Council meeting.*

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

Vice-Mayor Winkey made a motion, seconded by Councilmember Bradley, to approve the Consent agenda as presented. The vote was unanimous.

## **DEPARTMENT REPORTS**

### **Finance – Town Treasurer**

*Presentation of the Treasurer’s Office activity report for December 2017.*

*Revenue and Expense Report for December 2017.*

The Town Treasurer presented her report to Council.

### **Police – Police Chief**

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

The Police Chief presented his report to Council.

Councilmember Samra asked Chief Corbin to explain the increase in calls for service from December 2017 to December 2018. In response, Chief Corbin stated the increase in calls for service was per a citizen request.

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

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

The Public Works Director presented his report to Council.

Mayor Coiner thanked Mr. Seal and his staff for their work on recent water leaks.

Mr. Seal asked for a consensus to remove the bushes along the lead walk in front of the Town Hall.

Mayor Coiner stated his preference is to cut them back and not remove them.

Mr. Seal presented to Council a preliminary layout of the office space for his department in the new Public Works building. Council held a long discussion on the potential rental of space that would not be occupied by the Public Works Department.

Mrs. Kendall stated she had spoken with a local real estate firm that suggested the use of a sign on the property to announce the new site of the Town of Gordonsville Public Works Department and the amount of square footage available for rent.

Mayor Coiner stated he wants staff to suggest a work session be held once more information is available to consider on the new Public Works building.

### **Visitor Center – Visitor Center Director**

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

The Visitor Center Director presented his report to Council.

Mayor Coiner stated he would like for Mrs. Kendall and Mr. Solomon to involve Green Applications in potential blood drives.

*\*\*During the meeting, Council elected to consider certain agenda items in an order different from that which was posted on the meeting agenda, as follows:*

## **NEW BUSINESS**

*Consideration of authorization for Town Manager to sign VML/VACO engagement letter.*

Mayor Coiner presented for consideration the authorization of Town Manager to sign VML/VACO engagement letter.

Mrs. Kendall briefed Council and stated that in 2014, the Town began a relationship with the Virginia Municipal League/Virginia Association of Counties' (VML/VACo) Finance Program when it pursued interim financing for implementation of the Main Street Enhancement Project (streetscape improvements) as well as the construction of a new public works facility (which became the purchase of an existing structure for the facility in 2016).

Mrs. Kendall stated to finance these projects, Council issued its General Obligation note in anticipation of a long-term plan of finance to be managed by VML/VACo Finance. The Town intends to refund its General Obligation Notes, issued through the VML/VACo Finance Commercial Paper Program, by converting the Commercial Paper Loans into permanent, long-term financing via the issuance of General Obligation Bonds 2018A (non-taxable) and 2018B (taxable). Town staff, in late December, authorized the release of a request for proposals from banks for the financing of the permanent loan in anticipation of the payment of the General Obligation notes coming due in August 2018.

Mrs. Kendall further stated that VML/VACo Finance has provided staff with the results of the request for proposals to competitively solicit bank rates for permanent loan financing. Only one bank, BB&T, responded to the request.

Mr. Kenneth Folk, representing VML/VACo, spoke to Council about the renting of the new Public Works building and how it will affect the non-taxable and taxable loan amounts.

In response to questions raised, Mr. Folk stated he would check with Bond Counsel as to whether the taxable/non-taxable loan amounts could be split in pro-rata share based on the proposed use of the public works building and report back to the Town Manager his findings.

## **UNFINISHED BUSINESS**

*Discussion of Verling Park Master Plan.*

Mayor Coiner presented for discussion the Verling Park Master Plan.

Mayor Coiner stated a work session is scheduled for 3:30 pm on Monday, January 29, 2017 at Verling Park to further discuss the park and pool concept.

**NEW BUSINESS**

*Consideration of proposed 2018 water rate adjustment.*

Mayor Coiner presented for consideration the proposed 2018 water rate adjustment.

Councilmember Bradley made a motion, seconded by Vice-Mayor Winkey, to adopt an ordinance to amend Section 23-50 of the Gordonsville Town code, as presented.

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

Councilmember Bradley made a motion, seconded by Vice-Mayor Winkey, to waive the second reading of the ordinance.

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

*Consideration of proposed amendment to the Fiscal Year 2018 Appropriation Schedule.*

Mayor Coiner presented for consideration the proposed amendment to the Fiscal Year 2018 Appropriation Schedule.

Vice-Mayor Winkey made a motion, seconded by Councilmember Bradley, to adopt resolution #2018-1a approving the revision of the FY2017-FY2018 Appropriation Schedule, as presented.

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

*Consideration of proposed FY17-FY18 budget adjustments.*

*FY18 Supplemental Appropriations*

Mayor Coiner presented for consideration the proposed FY17-FY18 budget adjustments and budget transfer BT2018-2.

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

SA2018-2

**Roll call vote:** Councilmember Samra Aye  
Councilmember Bradley Aye  
Vice-Mayor Winkey Aye  
Mayor Coiner Aye  
The vote was unanimous.

*Budget Transfer BT2018-2*

Councilmember Samra made a motion, seconded by Vice-Mayor Winkey, to approve BT2018-2, as presented and excluding item “ix”.

Councilmember Samra asked that funds be moved from somewhere other than sidewalk repair for budget transfer item “ix”. She further stated some effort needs to be put in sidewalk repair every year, and that there needs to be an updated list of sidewalks in need of repair.

**Roll call vote:** Councilmember Samra Aye  
Councilmember Bradley Nay  
Vice-Mayor Winkey Aye  
Mayor Coiner Nay  
The motion failed due to a tied vote.

Upon discussion, Council agreed by consensus that funds should be transferred to the street materials-repair line item from the East Street Sidewalk Project since work on this project will not be started in the current fiscal year. Councilmember Samra made a motion, seconded by Vice-Mayor Winkey, to approve BT2018-2 to transfer funds, as follows and as amended.

- i. \$2,146.50 from the General Fund Treasurer Expenses *Office Equipment* line item to the General Fund Town Council *Office Equipment* expense line item;
- ii. \$238.50 from the Water Fund Treasurer Expenses *Office Equipment* line item to the Water Fund Town Council *Office Equipment* expense line item;
- iii. \$300.00 from the General Fund Public Works Expenses *Radio Expenses* line item to the General Fund Public Works *Telephone & Cell Phone Service* expense line item;
- iv. \$300.00 from the Water Fund Public Works Expenses *Radio Expenses* line item to the Water Fund Public Works *Telephone & Cell Phone Service* expense line item;
- v. \$3,500 from the General Fund Administration Expenses *Contingency* line item to the General Fund Public Works *Vehicle Maintenance* expense line item;
- vi. \$3,500 from the Water Fund Administration Expenses *Contingency* line item to the Water Fund Public Works *Vehicle Maintenance* expense line item;

- vii. \$4,231.89 from the General Fund Visitor Center *Building Maintenance-In-house* expense line item to the General Fund Visitor Center *Building Maintenance-Contractual* expense line item;
- viii. \$8,136.69 from the Water Fund Capital Outlay *Church Street water line upgrade project* expense line item to the Water Fund Capital Outlay *Martinsville Avenue water line upgrade project* expense line item;
- ix. \$3,000 from the General Fund Capital Outlay *East Street Sidewalk Project* expense line item to the General fund Capital Outlay *Street Materials – Repairs* expense line item to fund asphalt repair resulting from recent water leaks.
- x. \$4,000 from the Pool Fund *Building Maintenance-In-House* expense line item to the Pool Fund Operations *Building Maintenance-Contractual* expense line item for the repair of the leak in the pool.
- xi. \$5,000 from the General Fund *Contingency* expense line item to the Pool Fund *Building Maintenance-Contractual* expense line item for the repair of the leak in the pool.
- xii. \$5,000 from Pool Fund *Transfer from General Fund Reserves* revenue line item to the General Fund *Transfer to Pool Fund* expense line item for the repair of the leak in the pool.

**Roll call vote:**

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

The vote was unanimous.

*Consideration of authorization of Town Manager to sign Master Agreement for Accepting State Aviation Funds.*

Mayor Coiner presented for consideration the authorization of Town Manager to sign the Master Agreement for Accepting Aviation Funds.

Councilmember Bradley made a motion, seconded by Councilmember Samra, to authorize the Town Manager, upon review and approval by the Town Attorney, to sign the Master Agreement for Accepting State Aviation Funds.

**Roll call vote:**

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

The vote was unanimous.

*Discussion of new Public Works building use.*

This item was discussed under the Public Works Director Activity Report.

*Discussion of potential blood drive.*

Mayor Coiner withdrew this item from the Council agenda.

*Discussion on Town of Gordonsville procurement policies.*

Mayor Coiner presented for discussion the Town of Gordonsville procurement policies.

Mayor Coiner stated the update of the Town of Gordonsville procurement policies needs to be comprehensive and include any state code changes.

Councilmember Samra wants to be sure the town has the ability to consider a design-build project.

*Consideration of Resolution in opposition to HB1258 and SB405 “Wireless”.*

Mayor Coiner presented for discussion the Resolution in opposition to HB1258 and SB405 “Wireless”.

Councilmember Samra made a motion, seconded by Councilmember Bradley, to adopt resolution 2018-1c in opposition to HB1258 and SB405, as presented.

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

*Consideration of appointment to Town Council.*

Mayor Coiner presented for consideration the appointment to Town Council.

Mayor Coiner made a motion, seconded by Vice-Mayor Winkey, to appoint Ronald E. Brooks, III of 136 Martinsburg Avenue, Gordonsville, VA to fill a vacancy on Town Council with a term expiration of December 31, 2018.

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

*Swearing in of new Council member.*

Mr. Brooks was sworn in as the new member of Council by Town Clerk Janet Jones.

## **TOWN MANAGER’S REPORT**

The Town Manager reviewed her report with Council.

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



There were no new matters by the Public and Council.

## **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, and (A3) – discussion of possible acquisition of property for park expansion, where such consultation in open meeting would adversely affect the negotiating or litigating posture of the public body.*

Councilmember Samra 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, and (A3) – discussion of possible acquisition of property for park expansion, where such consultation in open meeting would adversely affect the negotiating or litigating posture of the public body.

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

Councilmember Brooks made a motion, seconded by Vice-Mayor Winkey, to certify that only matters lawfully exempted under Virginia Code Section 2.2-3711 paragraph (A7) and (A3) as identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the closed meeting.

<b>Roll call vote:</b>	Councilmember Samra	Aye
	Councilmember Bradley	Aye
	Councilmember Brooks	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 9:40 p.m.

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Robert K. Coiner, Mayor

Janet W. Jones, Town Clerk