



**TOWN OF GORDONSVILLE
TOWN COUNCIL
REGULAR MEETING**

Minutes

**Monday, September 17, 2018
6:30 p.m.
Council Chambers**

CALL TO ORDER

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

INVOCATION

There was no invocation.

PLEDGE OF ALLEGIANCE

Mayor Coiner led everyone in the pledge of allegiance.

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

ADOPTION OF AGENDA

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

MATTERS BY THE PUBLIC

Economic Impact of Grelen Trail – Dan Gregg, President and Co-owner, Grelen Nursery; and Peter Hujik, Field Representative, Piedmont Environmental Council.

Mr. Gregg appeared before Council to talk about the five miles of trail that runs through the nursery, meadows and forest over to James Madison's Montpelier Trail System. Mr. Gregg stated there are

over 10 miles of trails to explore, and that more than 3,000 people used the trail in the first year of its creation.

VDOT Update – Alan Saunders, Louisa VDOT Resident Engineer

Mr. Saunders appeared before Council to give an update on the re-striping of Route 15 from the Gordonsville town limits to Black Level Road. It is anticipated that the project will be completed by the end of this year. The Mayor and members of Council thanked Mr. Saunders for his work on the project to address the concerns raised.

ANNOUNCEMENTS

Mayor Coiner made the following announcements:

Gordonsville Fall Festival (formerly Gordonsville Street Festival) will be held on Saturday, October 6, 2018 at the Gordonsville Volunteer Fire Company fairgrounds.

The Town's Fall Clean-Up will be Monday, October 1st, through Friday, October 12, 2018.

The October Town Council meeting will be held at 6:30 pm on Monday, October 15, 2018.

CONSENT AGENDA

Consideration of minutes for August 20, 2018 Town Council meeting.

Presentation of bills paid for the month of August 2018.

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 August 2018.

The Town Treasurer presented her report, and asked that action on the PPTRA rate be postponed until the October Council meeting.

Police – Police Chief

Presentation of the Police Department activity report for August 2018.

The Police Chief presented his report, and explained to Council the increase in auxiliary hours is due to the auxiliary officer currently attending the police academy.

Streets – Director of Public Works

Presentation of the Public Works Department activity report for August 2018.

The Public Works Director presented his report and stated work continues on the new Public Works building.

Visitor Center – Visitor Center Director

Presentation of the Visitor Center activity report for August 2018.

The Visitor Center Director presented his report, and stated the Town merchants block party is the weekend of October 6, 2018. The Visitor Center Director also stated Rochambeau will be opening in a couple of weeks.

Dix Memorial Pool

Presentation of the Dix Memorial Pool activity report for August 2018.

The Pool Manager presented his report.

Council expressed appreciation on how professionally the pool was run this summer.

Return to Matters by the Public

Mark Johnson, Orange County Board of Supervisors, District One

Supervisor Johnson appeared before Council to give an update on Orange County projects. Mr. Johnson stated the County is waiting to hear from the Town of Gordonsville on its desires for a possible boundary adjustment.

Concerning VDOT's Smart Scale process, two projects from the Town have been submitted and are currently being scored; the County is waiting on the outcome of the scoring.

Regarding derelict buildings in the town, Supervisor Johnson stated the County has not adopted Section II of the Building Code, which deals with property maintenance, and the Orange County Building Department cannot do anything about a derelict building unless there is a dangerous situation.

Supervisor Johnson stated the Town needs to let the County Administrator know what interest we have in broadband. Supervisor Johnson also stated the Town of Gordonsville Police Department will be receiving radios from the County.

UNFINISHED BUSINESS

Discussion of Verling Park Master Plan.

Mayor Coiner presented for consideration the discussion the Verling Park Master Plan.

Staff did not have updates on the Verling Park Master Plan and Council did not hold a discussion.

Consideration of termination of Civic Plus contract for website management services.

Mayor Coiner presented for consideration the termination of Civic Plus contract for website management services.

Mrs. Kendall stated she and the Town Clerk are continuing to edit the new website, but at this time we are still not ready to give the 60-day notice of contract termination to Civic Plus. Mrs. Kendall stated staff will continue reviewing the new website and making the necessary edits before showing it to the website committee and Council.

NEW BUSINESS

Consideration of PPTRA rate.

The Town Treasurer asked the consideration of the PPTRA rate be withdrawn and placed on the October 15, 2018 Council agenda.

Consideration of FY2017-2018 and FY2018-2019 budget adjustments.

Mayor Coiner presented for consideration the FY2017-2018 and FY2018-2019 budget adjustments.

Supplemental Appropriation SA2018-6

Mayor Coiner made a motion, seconded by Vice-Mayor Winkey, to appropriate \$57,559.20 from the FY18 Water Fund Water Revenue line item to the Water Fund Administration *Water Payment to RSA* expense line item, and to appropriate \$57,366.24 from the FY18 Water Fund Water Revenue line item to the Water Fund Administration *Sewer Payment to RSA* expense line item, as presented.

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

Budget Transfer BT2018-5

Mayor Coiner made a motion, seconded by Councilmember Brooks, to approve BT2018-5 to transfer funds as follows and as presented:

\$16,719.55 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.

\$4,179.89 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 items.

\$23,017.81 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.

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

FY2019

Supplemental Appropriation SA2019-2

Mayor Coiner made a motion, seconded by Councilmember Bradley, to approve the supplemental appropriation of funds from the FY18 budget to the FY19 budget, except for items v and vi, as presented.

Re-appropriate \$22,052 from the Water Fund Transfer from Reserves revenue line item to the Water Fund Capital Outlay *Water Tank Valve Upgrade project* expense line item.

Re-appropriate \$30,877.46 from the Water Fund Transfer from Reserves revenue line item to the Water Fund Capital Outlay *Church Street water line upgrade project* expense line item.

Re-appropriate \$5,000 from the Water Fund Transfer from Reserves revenue line item to the Water Fund Capital Outlay *Water Map Upgrade project* expense line item.

Re-appropriate \$17,459.12 from the General Fund Transfer from Reserves revenue line item to the General Fund Capital Outlay *East Street Sidewalk Project* expense line item.

Re-appropriate \$3,878.23 from the General Fund Transfer from Reserves revenue line item to *General Fund Visitor Center Building Maintenance Contractual* expense line item.

Re-appropriate \$23,828.05 from the General Fund Transfer from Reserves revenue line item to the *General Fund Public Works Directional Signs* expense line item.

Re-appropriate \$5,207.00 from the General Fund Transfer from Reserves revenue line item to the *General Fund Treasurer's Computer Software and Maintenance* expense line item.

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

Budget Transfer BT2019-2

Mayor Coiner made a motion, seconded by Councilmember Samra, to transfer \$2,603.50 from the General Fund *Treasurer's Computer Equipment and Maintenance* expense line item to the *Water Fund Treasurer's Computer Equipment and Maintenance* expense line item, as presented.

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

Consideration of FY20 budget development schedule.

Mayor Coiner presented for consideration the FY20 budget development schedule.

Council briefly discussed the FY20 budget development schedule and reached a consensus on the schedule with October 22, 2018 being the first Town Council and staff budget development work session.

Consideration of Town code amendment regarding transient occupancy tax.

Mayor Coiner presented for consideration the Town code amendment regarding transient occupancy tax.

The Town Attorney stated she is reviewing the code amendment as presented and will research the provisions further to advise Council on how to proceed.

Consideration of advertising a vacancy on the Town Planning Commission.

Mayor Coiner presented for consideration advertising the vacancy on the Town Planning Commission.

Councilmember Samra made a motion, seconded by Vice-Mayor Winkey, to authorize staff to advertise the vacancy on the Town Planning Commission on the Town website, social media outlets as appropriate, and in the Orange County Review.

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

Consideration of airport consulting engineering services contract amendment.

Mayor Coiner presented for consideration the airport consulting engineering services contract amendment.

Councilmember Samra made a motion, seconded by Councilmember Bradley, to authorize the Town Manager to sign Amendment No. 1 to extend the current contract with Talbert & Bright for airport engineering consulting services for the Gordonsville Municipal Airport through October 16, 2019.

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

Consideration of authorization to negotiate a contract for Freight Depot consulting engineering services.

Mayor Coiner presented for consideration the authorization to negotiate a contract for Freight Depot consulting engineering services.

Councilmember Brooks made a motion, seconded by Vice-Mayor Winkey, to authorize the Town Manager and the Town Attorney to negotiate a contract with Wendel for consulting engineering services for the completion of the Freight Depot exterior stabilization and renovation project.

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

TOWN MANAGER’S REPORT

The Town Manager reviewed her report with Council.

NEW MATTERS BY THE PUBLIC AND COUNCIL

Joe Costello with Rappahannock-Rapidan Regional Commission appeared before Council to offer their help with grant writing. Mr. Costello stated work is being done on a regional bicycle and pedestrian plan.

CLOSED SESSION

Town Council will convene in Closed Session pursuant to Code of Virginia Section 2.2-3711 paragraph (A3) – discussion of possible acquisition of property for park expansion and 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 Brooks made a motion, seconded by Councilmember Samra, that the Town Council convene into closed session pursuant to Virginia Code Section 2.2-3711 paragraph (A3) – discussion of possible acquisition of property for a community center and park property and (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 Brooks Aye
Councilmember Samra Aye
Vice-Mayor Winkey Aye
Mayor Coiner Aye
The vote was unanimous.

Councilmember Brooks made a motion, seconded by Councilmember Samra, to certify that only matters lawfully exempted under Virginia Code Section 2.2-3711 paragraphs (A3) and (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 Brooks 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.

ADJOURNEMENT

There being no further business to come before Town Council, Mayor Coiner adjourned the meeting at 8:50 p.m.

Robert K. Coiner, Mayor

Janet W. Jones, Town Clerk