TOWN OF GORDONSVILLE TOWN COUNCIL
REGULAR MEETING
MINUTES
Monday, December 18, 2023
6:30 p.m.
Council Chambers

CALL TO ORDER - Mayor Robert Coiner

Mayor Coiner called the meeting to order.

INVOCATION

PLEDGE OF ALLEGIANCE

Mayor Coiner led the pledge of allegiance.

ROLL CALL: Mayor Robert K. Coiner
Vice-Mayor Emily Winkey
Councilmember Ronald Brooks III
Councilmember Theresa Lewis
Councilmember Elizabeth Samra

ADOPTION OF THE AGENDA

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

MATTERS BY THE PUBLIC

Airport Advisory Committee

Mr. Fred Rollins, Chairman of the Gordonsville Airport Advisory Committee, appeared before Council to present the committee's recommendation for the Langley hangar lettering and airport entrance sign.

Mayor Coiner stated he would like to have on-going conversations about the information presented and Council will take it under advisement.

Mayor Coiner explained economic benefit of airports; doubling hangar space and selling fuel will help the airport be self-sustaining.

The following speakers spoke on the Faulconer Street (portion) abandonment.

Tanya Short, 214 Duke Street, Gordonsville, VA
Sarah Chiles, 302 Wright Street, Gordonsville, VA
Liz Shifflett, 217 W. Gordon Avenue, Gordonsville, VA

ANNOUNCEMENTS – Mayor Coiner

Gordonsville Town Offices will be closed on Friday, December 22, 2023 in observance of Christmas Eve, Monday, December 25, 2023 in observance of Christmas Day, and Monday, January 1, 2024 in observance of New Year's Day.

Monday, January 15, 2024 is a Town Holiday; an alternate meeting date for the January Council meeting will be established later in the meeting.

CONSENT AGENDA – Mayor Coiner

Consideration of minutes for November 20, 2023 Town Council meeting, December 4, 2023 Town Council work session.

Presentation of bills paid for the month of November 2023.

Vice-Mayor Winkey made a motion, seconded by Councilmember Lewis, 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 November 2023.

The Town Treasurer was absent.

Police – Police Chief

Presentation of the Police Department activity report for November 2023.

The Police Chief presented his report.

Mayor Coiner and Vice-Mayor Winkey thanked Chief Arrington for all he does and he is appreciated.

Streets – Director of Public Works

Presentation of the Public Works Department activity report for November 2023.

The Director of Public Works presented his report.

Mr. Seal, Director of Public Works stated they are a small crew, but very committed. Mr. Seal thanked everyone for their participation in the Children's Toy Box donation.

Visitor Center – Visitor Center Director

Presentation of the Visitor Center activity report for November 2023.

The Visitor Center Director presented his report.

Mr. Solomon, Visitor Center Director congratulated Jill Grant for her effort on the holiday market.

Mayor Coiner thanked Mr. Solomon for all he does.

Clerk of the Works – Ken Varga

The Clerk of Works updated Council on the status of the park project.

UNFINISHED BUSINESS

Consideration of Verling Park project plan.

Mayor Coiner presented consideration of Verling Park project plan.

Vice-Mayor Winkey stated she is ready to move forward with purchase of playground equipment and hardscape features.

Councilmember Samra made a motion, seconded by Vice-Mayor Winkey, to approve the purchase of playground equipment and other hardscape features for the Gordonsville Park Network project, as discussed.

Councilmember Samra asked for confirmation that installation will not be billed until later, and confirm with Miracle that the Town will have its own sign language.

Councilmember Samra stated she hopes the equipment can be stored at the public works pipe lot.

Mrs. Kendall stated she will check with Mr. Seal on the storage of the equipment at the pipe lot.

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

Councilmember Samra made a motion, seconded by Vice-Mayor Winkey, to authorize the Town Manager to sign a contract with LPDA for Construction Administration services, as presented, pending the review and approval of the Town Attorney.

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

Consideration of FY23-24 budget.

Mayor Coiner presented consideration of FY23-24 budget.

Mayor Coiner stated there was nothing new to address at this time.

Consideration of Faulconer Street (portion) abandonment.

Mayor Coiner presented consideration of Faulconer Street (portion) abandonment.

Mayor Coiner stated the vacation of streets is done on a case-by-case basis, noting it is more of a routine matter and not a problem to vacate the portion of Faulconer Street as requested.

Councilmember Brooks made a motion, seconded by Councilmember Samra, to table the Faulconer Street abandonment to the January 2024 regular Council meeting. The vote was unanimous.

Councilmember Brooks stated this is not in opposition to the project.

Councilmember Samra sated she is not opposed to the development, but feels like a vote now is premature.

Vice-Mayor Winkey stated Council has heard the citizens and should put vote on hold until January.

Councilmember Lewis stated it can wait, Council needs more information.

NEW BUSINESS

Swearing in of new Council member.

The Town Clerk performed the swearing in of new Council Member Nicholas Paxton.

Mayor Coiner welcomed Mr. Paxton and stated he is looking forward to working with him on Council.

Consideration of authorization to sign DOAV grant agreement.

Mayor Coiner presented consideration of authorization to sign DOAV grant agreement.

Mayor Coiner stated an airport layout plan is required before the Town may be awarded funding for airport improvements.

Councilmember Samra stated her concerns about including airport usage monitoring (take-offs and landings) and the need for some way of monitoring equipment to see what is being used at the airport.

Mr. Rollins stated this can be easily accessible when better internet is available at the airport.

Councilmember Samra made a motion, seconded by Vice-Mayor Winkey, to authorize the Town Manager, upon review and approval by the Town Attorney, to sign the grant agreement with the Virginia Department of Aviation for the update of the Airport Layout Plan, as presented.

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

Consideration of work authorization for Airport Layout Plan update.

Mayor Coiner presented for consideration of work authorization for Airport Layout Plan update.

Councilmember Samra made a motion, seconded by Councilmember Lewis, to authorize the Town Manager to sign the work authorization with Talbert & Bright for the update of the Town's Airport Layout Plan, as presented.

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

Consideration of renewal of AWOS Inspections and Maintenance Contract.

Mayor Coiner presented for consideration of renewal of AWOS Inspections and Maintenance Contract.

Councilmember Brooks made a motion, seconded by Councilmember Lewis, to authorize the two-party agreement for AWOS maintenance and inspections with Austin Electrical Construction in a substantially similar form as presented.

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

Consideration of July 4, 2024 parade and festivities special event permit.

Mayor Coiner presented consideration of July 4, 2024 parade and festivities special event permit.

Jill Grant, representing Gordonsville on Main, stated she is asking for approval from Council to hold a parade, craft fair and fireworks on July 6th. Ms. Grant stated ideas have been mentioned for fundraising that will tie back to the park project. Ms. Grant stated community partners are wanting to have a July 4th event and are supportive of the planned events.

Councilmember Samra made a motion, seconded by Vice-Mayor Winkey, to issue a special entertainment permit, and a permit to use Town property, and a fireworks permit to Gordonsville on Main for the July 6th parade and related activities, as presented.

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

Consideration of 2024 holiday schedule.

Mayor Coiner presented consideration of 2024 holiday schedule.

Councilmember Brooks made a motion, seconded by Vice-Mayor Winkey, to adopt the Town holiday schedule proposed for 2024, as presented. The vote was unanimous.

Consideration of 2024 Town Council meeting schedule.

Mayor Coiner presented consideration of 2024 Town Council meeting schedule.

Councilmember Samra suggested changing the meeting date for June 3rd to June 10th and the September 16th to September 23rd.

Mayor Coiner stated he prefers to adjust work session dates, but keep the third Monday as the regular meeting date.

Mayor Coiner made a motion, seconded by Vice-Mayor Winkey, to approve the 2024 Town Council regular meeting schedule, and the 2024 Town Council work session schedule, as presented. The vote was unanimous.

Consideration of appointment to Board of Architectural Review.

Mayor Coiner presented consideration of appointment to Board of Architectural Review.

Councilmember Samra made a motion, seconded by Councilmember Lewis, to appoint Rachel Harbin of 410 N. Main Street, Gordonsville, VA to the Town of Gordonsville Board of Architectural Review (BAR), for a four-year term to expire December 31, 2027.

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

Councilmember Samra stated Mrs. Harbin has an extensive background and will be a great asset to the BAR.

TOWN MANAGER'S REPORT

The Town Manager presented her report.

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 paragraphs (A1) – discussion or consideration of salaries for Town employees; and (A8) – consultation with the Town Attorney regarding specific legal matters related to the dereliction of property within the Town; and review of a water service agreement with Rapidan Service Authority.

Councilmember Brooks made a motion, seconded by Councilmember Samra, that Town Council convene in Closed Session pursuant to Code of Virginia Section 2.2-3711 paragraphs (A1) – discussion or consideration of salaries for Town employees; and (A8) – consultation with the Town Attorney regarding specific legal matters related to the dereliction of property within the Town; and review of a water service agreement with Rapidan Service Authority.

Roll call vote:	Councilmember Brooks	Aye
	Councilmember Lewis	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 (A1) and (A8) 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 Lewis	Aye
	Councilmember Samra	Aye
	Vice-Mayor Winkey	Aye
	Mayor Coiner	Aye
	The vote was unanimous.	

NEW MATTERS BY COUNCIL

Consideration of Rapidan Service Authority water service agreement.

Mayor Coiner presented consideration of Rapidan Service Authority water service agreement.

Mayor Coiner made a motion, seconded by Councilmember Samra, to authorize the Town Manager to execute an agreement with the Rapidan Service Authority for water service, as presented, and if any material changes are made those will be re-presented to Council.

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

ADJOURNMENT

There being no further business to come before Council, Mayor Coiner adjourned the meeting at 10:08 p.m.

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Robert K. Coiner, Mayor

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Janet W. Jones, Town Clerk