

# Town of Scottsville

## Agenda

### Town Council Work Session

Monday, August 14, 2023, 7:00 PM

Victory Hall, 401 Valley Street

## AGENDA

- REPORTS
  - a. Police Chief
  - b. Chamber of Commerce
  - c. Architectural Review Board
  - d. Planning Commission
  - e. Treasurer
- MAYOR AND STAFF REPORTS
  - a. Mayor
  - b. Town Attorney
  - c. Town Administrator
    - 7/31/2023 VDOT RoundTable Meeting Summary
    - Town Clerk position progress report
    - Town of Scottsville & the Horseshoe Bend Hikers MOU for consideration on 8/21/2023
- CARRY-OVER TOPICS
  - a. Special Use Permit for Tourist Lodgings, Tax Map Number 36-A-3-30: Discussion and Staff Summary
  - b. Town Maintenance/Beautification: Councilor Hyson
- NEW TOPICS
  - a. Website revision update
  - b. Proposed additional remuneration for Scottsville Planning Fellow, competition of Comprehensive Plan with expanded scope.
  - c. Proposed carryover of surplus in 2022-2023 Police Department budget to 2023-2024 Police Department budget.
  - d. Consideration of Appointment of Alex Bessette to Architectural Review Board as council liaison on 8/21/2023
  - e. Collaboration with Albemarle regarding VDOT maintenance and future grants.
    - Catalogue of Maintenance needs in Scottsville
- ADJOURNMENT

This meeting will be held with both remote and in-person access. The Town provides remote access [online at this link](#) or call 301-715-8592, then enter meeting ID 880 5989 4673 and pass code 1744. The Town of Scottsville is committed to the letter and spirit of the Americans with Disabilities Act. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town of Scottsville should contact the Town Administrator at 401 Valley Street, Scottsville, VA 24590, telephone 434-286-9267, as soon as possible but no later than 48 hours before the scheduled event

## Town Administrator's Report

### Town Administrator Report:

- **7/31/2023 VDOT RoundTable Meeting Summary:** VDOT meeting was productive, we learned about strategies that can be applied to the formulation of the Comprehensive Plan. Additionally, VDOT has agreed to a quarterly coordination meeting between the Town of Scottsville and VDOT. Strategies were discussed to approach future grant opportunities and current needs in town were discussed. Javier Raudales will follow up on action items from the meeting including establishing quarterly meeting and finding a liaison to join monthly meeting already held by VDOT and Albemarle County. Discussion later in the agenda will be about improvement of VDOT maintenance priorities for the town with coordination between the Town of Scottsville and Albemarle County.
- **Town Clerk position progress report:** A hiring committee has been established by Javier Raudales with the assistance of Ron Smith who recruited Thomas Unsworth on to the selection committee. Members total 3: Councilor Aileen Morse, former Town Clerk Thomas Unsworth, Town Administrator Javier Raudales. They will work on a recommendation to the Council for a new Town Clerk of Scottsville. A selection process has been established, including an assessment rubric, and two rounds of interviews. Depending on the strength of the applicant pool, hiring is expected August 4<sup>th</sup> or August 14<sup>th</sup>. A special session will be required to appoint the Clerk once selected. We have received 17 applications in total as of 8/10/2023.
- **Town of Scottsville & The Horseshoe Bend Hikers MOU for consideration on 8/21/2023:** The Horseshoe Bend Hiker will present a Memorandum of Understanding to the town of Scottsville for volunteering on local trail maintenance. As of 8/10/2023, Town Staff is awaiting a draft of the document for Town Council review. The Horseshoe Bend Hikers will present a draft of the MOU to the Town Council for the Work Session and if agreeable to the Town Council, staff will request that council vote on the MOU for the Town Council Regular session on 8/21/2023.

### CARRY-OVER TOPICS

- a. **Special Use Permit for Tourist Lodgings, Tax Map Number 36-A-3-30:**  
**Discussion and Staff Summary:** Town Staff will present research on the SUP for Tourist Lodging at Tax Map Number 36-A-3-30, encouraging discussion by Town Council on the Special Use Permit.
- b. **Town Maintenance/Beautification:** Councilor Hyson will discuss Town Maintenance and beautification.
- **NEW TOPICS**
  - a. **Website revision update:** The new website is expected to go live on August 21<sup>st</sup>, 2023, the month of August has involved coordination of migration and completion of the new website. Follow the new website going live on August 21<sup>st</sup>. I will coordinate with Civic Plus to upload our Town Code once complete to the Website.
  - b. **Proposed additional remuneration for Scottsville Planning Fellow, competition of Comprehensive Plan with expanded scope:** Momentum and progress for the Comprehensive Plan has been impressive with the addition of

Lincoln Lewis as the Scottsville Planning Fellow the 2023 calendar year. It can be seen in the enthusiasm of the Planning Commission and the public response to our outreach efforts, this has led to an increase in the scope of our Comprehensive Plan work. Our Planning Fellow has been a fugal investment at \$18/hr. For the expected deliverables our Planning Fellow will deliver, the Berkeley Group quoted \$65,641.90 plus other expenses. Our last payroll of 8/11/2023, our budget for our interns/fellow is approaching our total spend. We have spent \$3150 of our \$4000 budget between FY 2022-2023 & FY 2023-2024. I would like to request a discussion by the Town Council to consider a staff recommendation for further remuneration for the completion of Lewis' work on the Comprehensive Plan. Currently I have an estimate of an average of 15 hours every two weeks until the end of the calendar year of 2023 will result in 135 hours of work at \$2,430 total cost. I want to report to the Town Council that with the budgetary savings of a current vacancy in the Town Clerk position this amount of remuneration is feasible while adhering to our budget for Administration in the FY of 2023-2024. I have discussed with Lincoln Lewis and with the Planning Commission that volunteer time will have to increase from the Commissioners to complete the Comprehensive Plan within budget and on time. Lincoln Lewis has clear direction to oversee and help coordinate increased participation by the Planning Commission to maximize his expertise.

- c. **Proposed carryover of surplus in 2022-2023 Police Department budget to 2023-2024 Police Department budget:** I have discussed with Greg Jenkin and Becky Carter about a surplus of ~\$8,000 in the budget for Police Department expenses for the FY 2022-2023. If my accounting is as accurate as 2022-2023, then I request that the Town Council discuss a reappropriation in the future so that the Scottsville PD can use the surplus for expenses the 2023-2024 Fiscal Year.
- d. **Consideration of Appointment of Alex Bessette to Architectural Review Board as council liaison on 8/21/2023:** Staff recommends that Town Council consider the appointment of Alex Bessette to the Architectural Review Board. He has served the ARB as a temporary liaison and has received strong support from the members of the ARB for his appointment to the board. The ARB requested this month for the Town Council appoint Alex Bessette to the ARB.
- e. **Collaboration with Albemarle regarding VDOT maintenance and future grants.**
  - **Catalogue of Maintenance needs in Scottsville:** Eddie Payne with Javier Raudales has discussed for September 2023 work session a presentation to the Town Council of an inventory of VDOT maintenance needs for the Town of Scottsville. Eddie Payne in discussion with Counciler Donna Price has received the recommendation of the town developing a maintenance inventory of needs for the Town that could be shared with the County of Albemarle and VDOT to support collaboration on road maintenance.