

TOWN OF SCOTTSVILLE

**Town Council
Working Session**
Monday, September 10, 2007
Victory Hall
401 Valley Street
Scottsville, Virginia

Mayor
R. Stephen Phipps

Town Council
Nancy E. Gill
James P. Hogan
Jeannette E. Kerlin
Robert E. O'Halloran
John R. Snoddy
Craig N. Stratton

MINUTES

Mayor Phipps called the meeting to order at 7:00 p.m. All members were present. Also in attendance were Town Administrator Clark Draper, Town Attorney James Bowling, and Town Clerk Amy Moyer. The items discussed were as follows:

Architectural Review Board Report: Ms. Gill reported that Fran Smith was working on mockups for the inventory brochure. She noted that \$6,000 remained in the general fund for the inventory project; an appropriation for this amount was placed on the regular session agenda. Ms. Kerlin inquired regarding several satellite dishes that were installed in the historic district without permits. Mr. Draper stated that the ARB discussed the issue, but he needed to review the applicable FCC regulations with Mr. Bowling before proceeding. Mr. Bowling stated that the placement of a satellite dish could not be regulated if it was the only place where reception was received.

Planning Commission Report: Ms. Kerlin reported that Barry Grove was now a member, and the election of officers was postponed to the next month with all members present. Ms. Kerlin reported that the commission discussed the possible rezoning of 225 West Main Street, the current post office; a fee waiver was suggested, as no other privately-owned property was zoned public. Ms. Kerlin reported that the commission also discussed the comprehensive plan review and the status of the marketing study by Arnett Muldrow.

Streetscape/Drainage Improvement Project Report: Mr. Hogan asked council members to review the punch list, which would be available the following day. Mr. Hogan reported that the final surface would be put down after the utility work and pole removal were completed so as not to disturb the asphalt. Mr. Hogan reported that AEP was ready to begin work, and the installation would take six to eight weeks. Mr. O'Halloran asked whether citizen complaints were included on the punch list. Mr. Hogan stated that these issues would be addressed. Mr. Stratton expressed concern that the delay in striping the road would create a safety issue. Mr. Hogan suggested talking to VDOT regarding temporary striping. Ms. Kerlin asked whether the punch list included West Main Street paving and drainage issues. Mr. Stratton stated that VDOT planned to grind down the crown of both Main Street and West Main Street to improve drainage, separate from the current project. Mr. O'Halloran stated that pictures showed that the preexisting pavement was also very close to the curb. Ms. Kerlin asked Mr. Draper to notify Heinz Gadiant if it was VDOT's responsibility to address the drainage issues in the area of his building. Mr. Hogan reported that weekly bulletins had resumed, and he planned to send another update letter to the town. Mr. Snoddy asked when the trees would be planted. Mr.

Hogan stated that the trees should be planted in October, and he wanted the soil in the tree pits to be tested. Council members later discussed various complaints regarding property damage, and a special meeting was scheduled for September 6 at 5:00 p.m. Mr. Snoddy was asked to coordinate with the post office concerning installation of the cluster boxes, as construction debris still occupied the proposed site.

Treasurer's Report: Mr. Draper noted that the expenditures for professional consultation included pass-through fees for TJSWCD plan reviews, and an extra health insurance payment was made in August. Mr. Draper thanked Ms. Kerlin for her assistance in creating a list of traffic tickets, which Mr. Bowling planned to check against court fines receipts.

Public Safety Committee Report: Mr. Stratton reported that the committee planned to review the policy on renting security through the police department to ensure prepayment for services. Mr. Stratton noted difficulties in scheduling adequate police coverage during late-night restaurant hours. Mr. Stratton reported that the levee inspection report had not been received, but only minor issues were found. Sluice gate parts were ordered, and EMI was contacted regarding overload protection.

Tourism Committee Report: Mr. O'Halloran reported that he would attend a VTC conference on September 24 and 25. He reported that the Landmarks books were being printed.

Government Services Committee Report: Mr. Snoddy reported that the committee discussed the Scottsville Center for Arts and Nature's request to rent Victory Hall Theatre. Ms. Gill stated that SCAN would like to rent the space for \$450 per month plus utilities for one year, with the option to renew for two years. Mr. Snoddy noted that SCAN would provide a list of possible renters for approval. The lease was referred for review by Mr. Bowling. Mr. Snoddy reported that the committee also discussed the farmers' market manager's contract, as well as the need for zoning ordinance definitions to address pool tables, game rooms, etc.

Farmers' Market Grant Update: Mr. Hogan asked to defer this item to the October work session. Several people had offered to purchase the current market tent; Mr. Stratton suggested keeping the tent to augment the new structure.

Town Administrator's Report: Mr. Draper reported that he met with transportation engineer Jack Kelsey regarding Streetscape matching funds from Albemarle County.

Town Attorney's Report: Mr. Bowling reported that the sanitation fee hearings were scheduled for September 26. He noted that the full council should approve exemptions.

Reimbursement request from A. Scott and Frankie Ward: Ms. Kerlin asked whether the Wards were sent a letter in response to their request. Mr. Draper stated that he supplied Mr. Ward with contact information for Linco's insurance adjuster. Ms. Gill asked that a letter be sent as well, and Ms. Kerlin suggested a 48-hour response time for all written correspondence. Mr. Draper indicated that he would speak with Mr. Ward the next day and follow up by letter. Mr. Stratton commented that it would be impossible to approve a payment within 30 days for an unbudgeted expense. Mr. Bowling outlined options to resolve the issue.

Police Department air conditioner repair: Mr. Draper reported that B's Heating & Air had submitted an estimate for \$2,285, and he planned to obtain additional estimates.

Other items: Ms. Kerlin asked staff to listen for the phone during the first 15 minutes of the regular session to ensure that there were no broadcast difficulties. Ms. Kerlin asked whether there were any regulations prohibiting awnings in the historic district, as someone had suggested starting an awning fund; Mr. Draper and Ms. Gill agreed to check the pertinent regulations. Mr. Barry Grove was granted permission to speak regarding Streetscape issues.

The meeting was adjourned at 9:14 p.m.