

TOWN OF SCOTTSVILLE

**Town Council
Working Session**
Monday, October 9, 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. Present were Ms. Gill, Mr. Hogan, Ms. Kerlin, and Mr. Snoddy; Mr. O'Halloran and Mr. Stratton were absent. Also in attendance were Town Administrator Clark Draper, Town Attorney James Bowling, and Town Clerk Amy Moyer. The items discussed were as follows:

Closed Session: Ms. Kerlin moved to meet in closed session for consultation with legal counsel regarding Town of Scottsville v. Albemarle Properties et al, pursuant to Code of Virginia Section 2.2-3711(A)(7). Mr. Snoddy seconded the motion, which was unanimously approved.

Upon reconvening in open session, Mr. Hogan moved to adopt a resolution certifying the closed session. Mr. Snoddy seconded the motion, and the following resolution was unanimously adopted:

WHEREAS, this council convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by the council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, be it resolved that the council hereby certifies that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed, or considered in the meeting to which this certification applies; and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting to which this certification applies.

Streetscape/Drainage Improvement Project Report: Mr. Hogan reported that AEP had pulled its main lines from the lace factory to Main Street, but there were seven areas to chip out closer to buildings for Embarq connections. He reported that meetings were held with Embarq and its subcontractors on October 1 and AEP and its subcontractors on October 2. Mr. Hogan noted the locations of two guy wires and three new poles to be installed. He said that Linco had cleaned out the conduits and storm drains. He said that tress had been secured but would not be planted until February because of the drought and the lateness of the season. Mr. Hogan reported that Linco needed to address issues with the light platforms. Ms. Kerlin inquired regarding handicap accessibility at the corner of Valley and Bird; Mr. Draper replied that this would be addressed as soon as this portion of the project was finished.

Construction inspection fee: Mr. Snoddy noted that Volkert had requested additional funds for construction inspection, and he asked why the lamp bases were not inspected and installed correctly to begin with. Mr. Hogan stated that Bill McDowall and Stephen Short had to attend the meetings with the utilities and would bill on an hourly basis. Mr. Bowling suggested asking for an itemized bill. Mayor Phipps read aloud Mr. McDowall's email regarding the additional funding. Ms. Kerlin objected to the possibility of overtime pay. Ms. Gill asked whether there was a stipulated amount for inspection in the contract, noting that funding above the contract amount had already been approved. Mr. Hogan suggested that Mayor Phipps relay these concerns to Volkert, along with a list of outstanding issues in order of importance.

Farmers' Market grant update: Mr. Hogan reported that he recently met with the Department of Agriculture; he planned to meet with architect David Puckett the following day.

Victory Hall Theatre lease: Mr. Bowling suggested adding an inflation factor for renewal terms, modifying the liability provisions, and making sure that the tenant names the town as an additional insured. Mayor Phipps noted that the proposed monthly rent was \$450 per month. Mr. Snoddy suggested a \$900 security deposit. The lease with the Scottsville Center for Arts and Nature was placed on the regular session agenda.

Repair and maintenance ordinance: Mayor Phipps noted that Barry Grove brought this topic to the Planning Commission for consideration. Mr. Bowling commented that some provisions in the New York City ordinance were not available by Virginia's enabling legislation, but some civil penalty was definitely needed. Council members agreed to instruct the Planning Commission to further examine this topic.

Marketing study update: Mr. Hogan reported that Arnett Muldrow's branding presentation was scheduled for the week of November 5. He said that the study identified areas of retail leakage and tracked customers based on zip codes. Mr. Hogan also noted that the Chamber of Commerce recently formed an economic development committee.

Tourism Committee Report: Mayor Phipps reported that the Landmarks book containing Scottsville's advertisement had been printed. He outlined an advertising opportunity in *American Heritage*, as Mr. O'Halloran met the magazine's advertising director at a tourism conference. Members requested more information regarding the number of issues at that price.

Planning Commission Report: Ms. Kerlin reported that the Planning Commission elected Bo Kerlin as chair and Barry Grove as vice chair. The Planning Commission scheduled a public hearing for November 5 on Pamela Layman's request to rezone 225 West Main Street and the adjacent vacant lot. Ms. Kerlin reported that there was still no contract for assistance with the Comprehensive Plan review, but the commission as a whole would review the plan. She said that Mr. Grove raised several issues, including a truck bypass, used car lots, and derelict buildings.

Government Services Committee Report: Mr. Snoddy reported that the committee discussed the

cluster box location. He said the postmaster estimated that 160 boxes (10 clusters) would be needed, and installation could wait until the construction site was cleaned up. Two trash receptacles were requested for junk mail, and the postmaster agreed to post a sign stating that delivery will be stopped to anyone whose mail is routinely found outside the trash receptacle. Ms. Kerlin questioned the number of boxes, commenting that 160 households do not currently walk to the post office. Mr. Snoddy reported that the committee also reviewed the policy for renting police officers, sanitation fee exemptions, and Scottsville Center for Arts and Nature's proposed lease.

Architectural Review Board Report: Mr. Hogan inquired when work would be complete at 370 Main Street. Ms. Gill thought that a COA was granted for the rear of the building, but plans were never completed for the front; Mr. Draper was asked to look into the matter. Ms. Gill stated that the ARB would want to review the final plans for the farmers' market. Mr. Hogan commented that ARB involvement is desired in every part of the process, and a pre-built structure still might be used. Ms. Gill reported that trim color at the Horseshoe Bend Tavern deviated from the original color scheme, necessitating an amendment to the COA. Ms. Gill reported that the ARB discussed satellite dishes and the need to apprise new owners of historic district regulations. Ms. Kerlin commented that these regulations should be enforced, as property owners, including her, were previously required to obtain COAs or relocate their satellite dishes out of sight. Ms. Gill noted that the FCC limits regulations on satellite dishes. Mr. Draper stated that a number of houses were not in compliance, so he would need to survey the town and send letters to affected property owners. Mr. Draper said that the FCC allows regulation of satellite dishes within a historic district if the regulations are not unduly burdensome. Ms. Gill inquired why this matter came to the ARB; Mr. Draper explained that the zoning ordinance requires a COA for an antenna visible from a public street. Ms. Kerlin asked whether there were any regulations pertaining to awnings; Ms. Gill replied that awnings are regulated under the sign ordinance if they include names.

Treasurer's Report: Mr. Draper reported that the General Fund had a net loss of \$32,000 for the month of September due to three outliers: a \$1,500 returned check for which cash was received in October, sluice gate repairs (insurance to reimburse all but \$1,000), and the payment to Arnett Muldrow (CDBG to reimburse).

Mayor's Report: Mayor Phipps reported that he planned to recognize Bobby Spencer at the November regular session.

Town Administrator's Report: Mr. Draper reported that he would call regarding the malfunctioning cable broadcast equipment prior to the regular session.

Police Department air conditioner repair: Mayor Phipps noted that another estimate was still needed.

Other items: Ms. Kerlin commented that pampas grass was obstructing the view at the corner of Valley and Warren; Ms. Gill and Mr. Hogan suggested asking VDOT to take care of it. Ms. Kerlin noted an off-property real estate sign on Hardware Street that was placed without written

permission.

The meeting was adjourned at 8:43 p.m.