

# TOWN OF SCOTTSVILLE

## *Mayor*

R. Stephen Phipps

## *Town Council*

Lillian M. Copeland

Heinz H. Gadiant

James P. Hogan

Jeannette E. Kerlin

Robert C. Mellow

Craig N. Stratton

*Town Attorney:* Lindsay G. Dorrier, Jr.

*Town Administrator:* Barry J. Clark

*Town Clerk:* Amy E. Moyer

The Scottsville Town Council meets in Regular Session on the third Monday of each month at 7:00 p.m. (on Tuesday if that Monday is a state holiday).

Town Council Work Sessions are held at 7:00 p.m. on the second Monday of each month (on Tuesday if that Monday is a state holiday).

Speakers during the **Public Forum** are asked to limit their comments to three minutes in duration.

## MINUTES REGULAR SESSION ~ February 17, 2004

1. CALL TO ORDER – Mayor R. Stephen Phipps called the meeting to order at 7:00 p.m.
2. PLEDGE OF ALLEGIANCE TO THE FLAG
3. ROLL CALL of Town Council – Clerk of Council Amy Moyer called the roll. All members were present, with the exception of Mr. Stratton. Also in attendance were Town Attorney Lindsay Dorrier, Town Administrator Barry Clark, and several members of the community.
4. CONSENT CALENDAR
  - 4.1. Financial Report for January 2004 (Tab 1.5)
  - 4.2. Approval of Agenda
  - 4.3. Minutes of Regular Town Council Meeting of January 20, 2004 (Tab 5.1)

Upon a motion by Mr. Mellow, seconded by Ms. Kerlin, the consent calendar was approved by voice vote.

## 5. MAYOR'S REPORT

Mayor Phipps reported that the office and dais relocations would be complete within three weeks. The next budget meeting was scheduled for February 18 at 7:00 p.m. Mayor Phipps noted the March 2 candidate registration deadline for the municipal elections.

## 6. PUBLIC FORUM

No one rose to speak during the public forum.

## 7. WEBSITE PRESENTATION BY GEOFF MOODY OF THE IVY GROUP

The Ivy Group's Geoff Moody presented the new design for the Town website. He noted that the site would be flexible, easy to change and update, and owned entirely by the Town.

8. PUBLIC HEARING ON AMENDMENTS TO MEALS TAX ORDINANCE, SECTIONS 70-156, 70-157, and 70-158 (Tab 3.3)

- Vote on amendments may follow the public hearing.

Mr. Clark explained that the amendments define the due date and late penalty for the meals tax. The amendments also reinstate the 3% discount for timely filing. Mayor Phipps opened the floor for public comment; no one rose to speak at this time.

Mr. Mellow motioned to adopt "Article 5: Tax on Meals" as written. Ms. Kerlin seconded the motion, and a roll-call vote ensued.

Ms. Copeland	<u>Yes</u>	Mr. Hogan	<u>Yes</u>	Mr. Mellow	<u>Yes</u>
Mr. Gadiant	<u>Yes</u>	Ms. Kerlin	<u>Yes</u>	Mr. Stratton	<u>NP</u>

The motion passed 5-0.

9. ADOPTION OF RESOLUTION TO JOIN THE VIRGINIA RETIREMENT SYSTEM GROUP LIFE INSURANCE PROGRAM (Tab 3.4)

Mayor Phipps read the text of a resolution for the Town to join the Virginia Retirement System Group Life Insurance Program. A copy of the resolution is attached.

Ms. Kerlin motioned to adopt the resolution to join the Virginia Retirement System Group Life Insurance Program. Ms. Copeland seconded the motion, and a roll-call vote ensued.

Ms. Copeland	<u>Yes</u>	Mr. Hogan	<u>Yes</u>	Mr. Mellow	<u>Yes</u>
Mr. Gadiant	<u>Yes</u>	Ms. Kerlin	<u>Yes</u>	Mr. Stratton	<u>NP</u>

The motion passed 5-0.

10. ADOPTION OF RESOLUTION AUTHORIZING SALE OF TIMBER ON TOWN PROPERTY IN BUCKINGHAM

Mayor Phipps explained that timber would be harvested from the site of the old Town dump. The property would be replanted for future income. Mayor Phipps read the text of the resolution authorizing the sale of timber on Town property in Buckingham. Mr. Mellow motioned to enter the contract with MeadWestvaco Corporation to harvest timber. Mr. Gadiant seconded the motion, and a roll-call vote ensued.

Ms. Copeland	<u>Yes</u>	Mr. Hogan	<u>Yes</u>	Mr. Mellow	<u>Yes</u>
Mr. Gadiant	<u>Yes</u>	Ms. Kerlin	<u>Yes</u>	Mr. Stratton	<u>NP</u>

The motion passed 5-0.

## 11. REPORTS OF CHARTERED COMMITTEES AND PLANNING COMMISSION

*Planning Commission:* Chair Steven Meeks reported that HYMK's proposed development and road abandonment request were discussed at the February 2 meeting. Mr. Meeks stated that several issues had since been raised by Clyde Gouldman; these issues will be revisited at the next Planning Commission meeting before a recommendation is made to Town Council. Mr. Meeks related Mr. Gouldman's opinion that the adoption of a Town map that did not reflect the Moon Addition subdivision plat was an oversight. Per Mr. Meeks, Mr. Gouldman recommends that the developer seek to close all residual rights-of-way such as Jackson and Vanity Streets, even though they are not reflected in the subdivision plat, as there is no record that they were officially closed. Mr. Meeks noted that all subsequent transactions were based on the subdivision plat recorded in 1920.

Mr. Gadiant asked which map is currently used. Mr. Meeks explained that the subdivision overlays the official map but is not reflected in the map. He surmised that the official town map was adopted more to show the outline of the town rather than the undeveloped areas within. Mr. Meeks felt that Moon Street is the right-of-way with the strongest legal basis, and that the other potential rights-of-way would not affect the River View Bluff development.

Mr. Meeks also reported that the Planning Commission recommends that Town Council defer review of the Comprehensive Plan until the Streetscape Project is completed. The Planning Commission planned to formally approve the members of Zoning Ordinance review subcommittee at the March 1 meeting.

*Public Safety, Traffic, and Infrastructure:* Mayor Phipps reported that a meeting had been scheduled with Columbia Gas regarding gas leak response time, installation of more shutoff valves. Columbia Gas will be requested to have someone on hand during the Streetscape excavation.

*Government Services:* Ms. Kerlin reported that her committee's next meeting would be held March 25. The Town Clerk maintains an email distribution list for agendas and minutes, which will also be posted on the new website.

*Economic Development:* Mayor Phipps reported that his committee is meeting with CDBG representatives to discuss the grant application to hire a business consultant.

*Quality of Life:* Mr. Hogan reported on the status of the various enhancement projects. Bruce Park is coming to completion; the kiosk is under construction, and the landscaping should be finished by March 31. An acceptable bid was received for the Jackson Street parking lot, with construction expected to begin in April. Meetings with AEP have resulted in lower costs and easier transitions for businesses and the Town. The Town is now working with Sprint and the cable company. Planning is underway for the James River Wine Festival; anyone interested in participating should contact Laurel Greene at the Chamber of Commerce.

*Tourism:* Mr. Gadiant reported that his committee's next meeting is scheduled for 7:00 p.m., March 4. The new website should be online within the next few weeks.

*Historic Preservation:* Ms. Copeland reported that the ARB would be meeting on February 26, at 6:30 p.m., to discuss the DHR cost-share grant publication.

## 12. TOWN ATTORNEY'S REPORT

Mr. Dorrier reported on the status of the River View Bluff Town Homes preliminary site plan. The Planning Commission approved the site plan at its December 29 meeting. Mr. Dorrier stated that, as no appeal was received within ten days of the Planning Commission decision, the preliminary site plan approval stands, with no need for a Town Council vote. The Town Council can have input on the final site plan, to be presented within six months to a year after the preliminary site plan.

Mr. Mellow requested clarification as to whether the twelve-month period for submission of the final site plan begins upon approval or upon expiration of the ten-day appeal period. Mr. Dorrier replied final site plan submission period begins upon approval. Mr. Mellow asked if the Town Council reviews the final site plan after the Planning Commission. Mr. Dorrier stated that a Council member would need to request review.

## 13. TOWN ADMINISTRATOR'S REPORT

Mr. Clark gave the Treasurer's Report for the month of January. As of January 31, 2004, the fund balances were as follows:

General Fund	\$191,844.81	Victory Hall Theater	\$4,736.02
Caldwell Fund	\$63,417.29	Farmers' Market	\$4.83
Canal Basin Square	\$74,457.05	JamesFest	\$913.00
Streetscape Fund	\$128,962.11	Total	\$464,335.11

14. ADJOURNMENT – The meeting was adjourned at 7:42 p.m.

Respectfully submitted:

Approved:

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Clerk of Council

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Mayor