

TOWN OF SCOTTSVILLE

**Town Council
Special Meeting**
Thursday, July 27, 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

1. Call to order – Mayor Phipps called the meeting to order at 5:45 p.m.
2. Establish quorum and approval of agenda – Ms. Kerlin, Mr. O'Halloran, Mr. Snoddy, and Mr. Stratton were present; and a quorum was established. Also in attendance were Town Administrator Clark Draper, Town Clerk Amy Moyer, and Jack Hodge of Volkert & Associates, Inc.
3. Appropriation of \$10,000 for construction inspection by Volkert & Associates, Inc.

Mr. Hodge stated that there were 271 feet of curbing left; sidewalk was to be finished July 30, with final surface the following week. He explained efforts to alleviate drainage issues behind 410 Valley Street, noting that the parking area would have to be closed for 72 hours after the new entrance was installed. He stated that the time on the contract would stop at substantial completion, then Linco would come back to complete the punch list after AEP removed its poles. He stated that penalties were assessed at a rate of \$600 per day, totaling more than \$15,000 at that point; this amount would be reduced by any extra work. He stated that Volkert could not wait until damages were collected to receive payment for additional construction inspection costs. Mr. Hodge commented that he did not think there were building damages to be paid out of retainage, and Volkert would provide pictures and assist the town attorney if necessary.

Mr. Stratton asked regarding damage to the stoop at 501 Valley Street. Mr. Hodge indicated that this could be repaired with epoxy. Mayor Phipps asked what happened with other building damages. Mr. Hodge replied that the inspector determined whether the contractor erred, and the contractor's insurance had declined to pay.

Ms. Kerlin inquired regarding payment of liquidated damages. Mr. Hodge explained that damages would be withheld from the final pay request, and there was a contingency for overruns in construction, such as unsuitable materials under the conduit.

Mr. Hodge stated that Embarq wanted to be paid up front, but terms were changed to payment upon completion; and there would be a cost reduction for materials not used on Main Street. Mr. Stratton asked how power would be supplied to the streetlamps if utilities were not relocated underground. Mr. Hodge replied that he hoped that tree removal and streetlight conduit and base installation could be done by work order. Mr. Hodge stated that VDOT would clean the storm sewer and replace it with hired equipment, if necessary, rather

than participate in the work order. He did not plan to discuss extra work with Linco until Valley Street was settled.

Mr. Stratton asked whether an alternate contractor could be used for Main Street. Mr. Hodge stated that the project could be put out to bid, and LPDA's design estimate was declined because it was too expensive. Mr. Hodge noted that ACSA would be consulted regarding its portion if the project were rebid.

Mr. Hodge stated that he would cut down on Stephen Short's time. Mr. Stratton asked whether inspection had helped to avoid change orders. Mr. Hodge replied that Mr. Short's experience as a former contractor was helpful.

Mr. O'Halloran commented on the need to continue with the project. Mr. Hodge stated that the town would have to pay remobilization costs to Linco if the project stopped. Mr. Hodge reiterated that there should be a \$15,000 to \$18,000 credit against extra work. He stated that AEP pull boxes would arrive mid-August, and there were two to three conduits where the pull wire did not come through. Mr. Hodge said that the project would not be responsible for sidewalk torn up by AEP, but the contractor was obligated to pay for center line and parking space striping.

Mr. Stratton moved to appropriate \$10,000 for construction inspection by Volkert & Associates, Inc. Ms. Kerlin seconded the motion, and a roll call vote was conducted.

Ms. Gill	<u>Absent</u>	Ms. Kerlin	<u>Yes</u>	Mr. Snoddy	<u>Yes</u>
Mr. Hogan	<u>Absent</u>	Mr. O'Halloran	<u>Yes</u>	Mr. Stratton	<u>Yes</u>

The appropriation was approved by a vote of 4-0.

4. Adjournment – The meeting was adjourned at 6:20 p.m.