

TOWN OF SCOTTSVILLE

Town Council
Working Session
Monday, May 9, 2016
Victory Hall
401 Valley Street
Scottsville, Virginia

Mayor
Jesse B. Grove III

Town Council
Nancy E. Gill
R. Daniel Gritsko
Jeannette E. Kerlin
Elizabeth M. Knotts
Randall J. Nolt
Ronald L. Smith

MINUTES

In Mayor Grove's absence, Vice Mayor Gill called the meeting to order at 7:00 p.m. Ms. Gill, Mr. Gritsko, Ms. Kerlin, Ms. Knotts, Mr. Nolt, and Mr. Smith were present. Also in attendance were Town Administrator George Goodwin, Town Attorney James Bowling, and Town Clerk Amy Moyer. The items discussed were as follows:

Police Chief's report: Chief Robert Layman reported that the upcoming 5K run is not authorized as of last week per VDOT, but he is working with the organizers on the application. Mr. Goodwin noted that the organizers have been advised to apply earlier next year to ensure VDOT approval. Chief Layman noted that VDOT generally will give approval if a law enforcement agency agrees to direct traffic. Ms. Knotts asked if they have enough volunteers for the event. Chief Layman replied that event organizers are supplying flagmen, but the corner of James River Road and Mountain Vista Road, where faster and slower runners meet coming and going, is an area of concern. The event is not expected to be as large as last year.

Chief Layman reported that there were a couple of potentially dangerous incidents in town. In one incident, a person had intent to inflict harm on his ex-employer, but this was safely averted with help from the Albemarle County Police Department. There was an email threat to the Scottsville Police Department via a forged account, and the perpetrator of that email has been located.

Chief Layman commented that river season is upon us and will bring out people and drinking. Mr. Gritsko asked if coordinated efforts with the county police and DGIF will be the same as previously presented by Captain Jenkins. Chief Layman replied yes, it will be the same as the last two years, with officers out on the river and manning the boat landing at times. Mr. Gritsko suggested contacting the area outfitters about the planned weekend attendance numbers. Chief Layman said that there is communication about large events, and James River Runners hires off-duty sheriff's deputies to monitor their lots.

Mr. Nolt reported that the Public Safety Committee discussed installing center markers on the crosswalks in response to business owners' concerns about needing to slow down traffic on the weekends. Ms. Kerlin noted the issues of big trucks and busy weekends. Mr. Goodwin said that the town has two signs, but VDOT measured the street and found that trucks will hit the signs because they cannot fit between the signs at the middle and parked cars to the right. Mr. Goodwin added that VDOT is looking at the option of solar-powered flashing lights for the crosswalk signs. Mr. Gritsko commented that some towns do not allow tractor trailers. Chief

Layman stated that they must have an alternative to designate as a truck route. Mr. Gritsko suggested studying how this is done.

Mr. Nolt noted that proper parking signage is needed to enforce parking regulations. Ms. Kerlin asked if the parking signage at the farmers' market is enforceable by the police department. Chief Layman replied yes, it is private property, and the police can help enforce that. Ms. Kerlin suggested adding a sign with towing company information. Chief Layman said to give the telephone number for the ACPD service division, because there is a wrecker rotation.

Chamber of Commerce report: Laara Gervais reported that the Chamber of Commerce hosted and moderated the candidate debate and got good press coverage for that. They held a ribbon-cutting ceremony for James River Wine and Specialty, and a ceremony is planned for The Buck Store. A business-after-hours event is planned for June 2 at Thistle Gate Vineyard, in coordination with the Fluvanna County Chamber of Commerce. A cash mob will be promoted every two months to target a local business, with Rivertown Antiques proposed as the next location.

Architectural Review Board report: The ARB did not meet this month.

Planning Commission report: The Planning Commission did not meet this month.

Treasurer's report: Mr. Goodwin reported that finances are on track for the year as projected and expected. Ms. Gill asked staff to coordinate with the Chamber of Commerce in recognizing business anniversaries.

Mayor's report: Ms. Gill said that Mayor Grove is out of town and left no report.

Government Services Committee report: Ms. Kerlin reported that the committee discussed putting the code online but felt the quoted price was too high. Frank Sherwood is researching procurement policies. The committee plans to review staff job descriptions. Tim Small has offered his documents from when he previously chaired the committee.

Beautification and Maintenance Committee report: Ms. Knotts reported that the committee is transitioning to an advisory committee. Ms. Knotts thanked the volunteers on the Mink Creek buffer planting project last weekend. Ms. Gill asked how much town money went into the project. Ms. Knotts said that the James River Association funded \$1,800 and Lucky's paid about \$1,200. Mr. Goodwin stated that there was a bit of town money, as they had to buy two tarps to cover the matting, extra spikes, and a silt barrier, estimating that the total was under \$500, and he hopes to recoup some of that from the church. Ms. Knotts said the committee will meet every two to three months from now on.

Farmers' market: Ms. Knotts reported that the farmers' market is going well, but there were some complaints about the new signage, so they will replace or fix that. Ms. Kerlin suggested removing the farmers' market sign on the black post, as they are trying to discourage farmers' market traffic from cutting through the Tavern on the James parking lot. Mr. Goodwin said the sign was part of the Streetscape signage and sits on VDOT right-of-way. Ms. Kerlin asked if the

sign can be removed. Mr. Goodwin said the town is not equipped to remove the sign post because it involves boring into the sidewalk, but the sign itself can easily be removed from the post. Ms. Knotts stated that a wood sign will be placed at the corner on market day to direct traffic.

Tourism and Economic Development Committee report: Mr. Gritsko stated they are looking at signage for VCNA, and it is critical to get signage up soon. The VCNA logo is close to completion. Once the logo is completed, it will be used for fundraising efforts. There will be another workday in the coming weeks for the Mink Creek Trail. There have been six trout stockings so far this season.

Public Safety Committee report: Mr. Nolt reported that he asked the police department to station themselves over the bridge or north of the funeral home for traffic calming whenever officers are not busy.

Arts and Culture Committee report: Ms. Gill reported that this weekend features a Scottsville Second Saturday event and the Piedmont Virginia Fiddle and Banjo Association fundraising concert. Mr. Smith said that the Lions Club will offer free vision and hearing tests that day, as well.

Town Administrator's report: Mr. Goodwin reported that the Mink Creek planting project went well, and he complimented the organizers for their coordinated efforts on this project. Mr. Goodwin said that Chief Layman alerted him to possible large donation of gravel, which would be stockpiled at VCNA if accepted. Mr. Gritsko said they can use many truckloads of gravel at VCNA, and he will coordinate with Mr. Goodwin on this. Mr. Goodwin reported that the gate installation at VCNA was delayed because the ground was saturated, but they will do it once the weather is better.

Town Attorney's report: Mr. Bowling reported that Mayor Grove asked him to continue the Albemarle Properties case for 60 days on the grounds that there has been progress on the property at issue and it appears to be happening at a faster pace than before, and the defendant's counsel is in concurrence.

Ms. Kerlin asked about remedies for the hazardous condition posed by the fallen brick at the switching station. Mr. Goodwin stated that the property is in violation, and the property manager claims to have someone coming tomorrow to move the bricks and estimates that repair work will take five days once started.

Hunting restrictions within town limits: An ordinance on archery regulations has been advertised for public hearing at the regular session.

Visitor center: Mr. Goodwin reported that he has shown the old jail to three interested entities, including a wine and beer making supply shop, a craft business, and a non-profit organization. Jamie Dodson of Legacy Mustang Preservation spoke about potential use of the space as tourism place to connect people with things to do in the area and to shuttle people from town to the preservation. Ms. Gill asked Mr. Goodwin to prepare an agreement stating the proposed visitor

center hours and the rental fee. Ms. Gill requested a listing of average monthly expenses for the building. Ms. Gervais asked for access to the building to retrieve the Chamber of Commerce's equipment. Ms. Gervais suggested taking down the Chamber Visitors Center sign. Mr. Goodwin would like to keep the sign up until there is a replacement.

Street sign replacement: Mr. Goodwin reported that the contractor is ready to begin downtown with the brown signs in the historic district, and the green will follow. Staff has surveyed and counted the signs that are necessary. There has been conversations about the color of the galvanized posts, as the ARB would prefer to keep the round black poles. Mr. Goodwin said the galvanized posts can be painted black, in necessary, but the town cannot afford to supply and install the round black poles. The county will pay to supply and install these standard poles, and the town is authorized to paint them if it wants.

USDA Grant/Loan application for Police Barricades, Gator, and Storage Building: Mr. Goodwin said that the Gator is proving to be a useful tool, but what the town has will not last forever and lacks brake lights and turn signals. A new Gator would be safer on the road as a town vehicle with proper equipment. Mr. Goodwin said that this proposal scored well on the USDA point ranking. The proposal is for \$20,000 in total, with 75 percent in grant proceeds and 25 percent in loan proceeds or self-funded.

Mr. Gritsko asked if they can use the old Gator for a while and wait on this. Mr. Goodwin replied that they qualify now, and it would cost half of the \$5,000 just to build a shed on their own. Mr. Goodwin said the Gator would also be equipped with a snow blade. Mr. Gritsko asked when they have to know by. Mr. Goodwin replied that he has to complete the application very soon, probably before the June council meeting. Mr. Gritsko asked that this be placed on the regular session agenda for further discussion. Ms. Knotts asked to look at the grant.

Mr. Gritsko asked if there is anything else available under that grant that would be more useful. Mr. Goodwin said they can ask for more things, up to \$27,700 in total. Ms. Moyer commented that it has to be for public safety purposes to score that high.

Ms. Kerlin asked where the storage building would be located. Mr. Goodwin replied that it would go in the corner of the police department parking lot, where they would still have the depth to park a police car in front. The storage building would be used for the Gator and police barricades. Mr. Goodwin explained that they discussed several funding possibilities when the USDA official came to complete the paperwork for the police car grant. Ms. Gill expressed concern that this could be perceived as excessive spending when they have a Gator that is still usable, and she would like to see if there are other things that could be more useful that the USDA could possibly fund. Ms. Gill asked Mr. Goodwin to explore this further with Mr. Nolt and Mr. Gritsko. Mr. Goodwin said they have concerns about responding in the park, which is what prompted the idea.

FOIA Rights and Responsibilities statement: Staff is working on this document, which is required to be posted by July 1.

FY 2015 and 2016 Audit Proposal: Ms. Moyer said that Robinson, Farmer, Cox Associates

proposes a price not to exceed \$8,500 per year, with the field work for both years to be performed concurrently. Mr. Bowling commented that audits have become increasingly expensive as new requirements are added.

FY 2017 Budget: Ms. Gill said that there are two budget proposals, one with a slight cost of living increase for two employees. Ms. Gill stated that one shows a deficit of \$5,171 and the other shows a deficit of \$7,617, and she would like to bring that to zero before adoption.

Ms. Gill noted the need to increase the park mowing line to \$8,100, the full amount of the mowing contract. Ms. Moyer said she could pull anything over that \$6,000 out of the park maintenance line if that is okay.

Ms. Gill stated that she asked to remove the \$5,000 for VCNA signage, but she believes they can achieve that through a fundraising effort. Mr. Gritsko said they have \$500,000 to raise, not just signs. Ms. Knotts suggested simpler wood-burned signs that would be fitting for rustic trails. Mr. Gritsko commented that if they are going to have a world-class park, they cannot do that. Mr. Gritsko said he has met with Dan Mahon and the signage should be equal to that at a county park. Ms. Knotts felt rustic is appropriate for a nature area. Mr. Gritsko reiterated that signage equal to a state or county park is important. Ms. Moyer asked if this is something that could be part of a Recreational Trails Program grant application. Mr. Gritsko replied yes, commenting that his personal construction priorities are the Mink Creek Trail and handicapped access, but the signage is important to keep people from getting lost. He would like to see some money designated for VCNA.

Ms. Gill asked if the budget can be changed between the public hearing and adoption. Ms. Moyer replied yes, as long as tax rates are not changed. Mr. Bowling agreed.

Ms. Knotts commented that people visit world-renowned places like the Appalachian Trail because of the places, not the signage. Ms. Gill suggested that Ms. Knotts attend the VCNA committee meeting to discuss the signage and aesthetic issues. Ms. Kerlin asked if the committee members realize how tight the purse strings are this year. Mr. Gritsko said that the money that was allocated came from Mayor Grove and Mr. Goodwin, not at his request, realizing the cost of an appropriate sign package. Mr. Gritsko noted that the town has already invested \$20,000 in this park, and this \$5,000 is important to continue. Mr. Gritsko said that DGIF has budgeted \$20,000 for a dock at the lake, probably in 2017, and the town will have to come up the money to make the connection to the dock. Ms. Gill suggested a separate account specific to the VCNA project, with the committee to develop a timeline and cost estimate. Mr. Gritsko said the master plan includes some of this, and they still need that \$5,000 in the budget.

Ms. Knotts suggested applying to the Ballyshannon Fund for educational signage.

Ms. Gill asked council members to study the budget and look for ways to get to zero. She asked that the council review actuals versus budget in January. Ms. Kerlin requested that council members return to the practice of starting the budget process in January. Ms. Gill commented that this budget is conservative on income, and they may be able to increase some revenue items, particularly transient occupancy tax and traffic fines.

Upon a motion by Ms. Kerlin, seconded by Ms. Knotts, the meeting was adjourned at 8:27 p.m.