

TOWN OF SCOTTSVILLE

**Town Council
Working Session**
Monday, September 14, 2015
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:

Welcome to new council member: Ms. Gill welcomed Mr. Nolt to the Town Council and explained the work session procedures.

Remarks from Supervisor Dittmar: Scottsville District Supervisor Jane Dittmar reported that crime statistics reports show a decline in felonies and misdemeanors but an increase in vehicle larcenies. Ms. Dittmar noted that the county has the highest traffic fatality rate per population percentage in the commonwealth, primarily from people not wearing seatbelts, and there is a movement to get the state to make seatbelt violations a primary offense. Ms. Dittmar shared with council members the NCS survey results for Albemarle and a state economic development report. She noted that many economic development initiatives require internet access, which is a challenge in many areas. Ms. Dittmar related that she was recently appointed to the Governor's Broadband Advisory Council. The Board of Supervisors has been asked to write a letter to Congress requesting a ban on double-trailer trucks on anything but interstates. Ms. Dittmar also reported that the Board of Supervisors is considering an adjustment to the growth area boundary south of Route 29 and I-64.

Mr. Smith related that he recently observed a school bus safety issue but was not sure whom to contact. Ms. Dittmar recommended that Mr. Smith send an email to Dr. Pamela Moran, the superintendent of schools, if he sees anything like that again.

Police Chief's report: Chief Robert Layman reported that the Public Safety Committee did not meet due to the Labor Day holiday. The music festival went well from a law enforcement perspective, with lots of families and no disturbances. Chief Layman said he was nervous leading up to the event because of uncertainty about the number of attendees. He asked for more lead time to prepare for future events, because it is difficult to find extra law enforcement personnel to work an event on a holiday weekend.

Mr. Gritsko commented that he understands it was a good summer on the river. Chief Layman replied yes, enforcement on the river from the county, state, and DGIF was helpful, and there was no cussing or fighting. Mr. Gritsko would like to thank those other agencies. Chief Layman

said he verbally thanked Captain Jenkins today, but it would be nice if the town sends a letter. Mr. Gritsko will draft a letter for Mayor Grove's signature.

Chamber of Commerce report: Mr. Smith reported that there is a general meeting tomorrow night at Tavern on the James. Mr. Smith said he has been relieved of his duties as a board member, so he will no longer be reporting on the Chamber. Ms. Knotts will invite Beth Gunnell to attend council meetings on behalf of the Chamber.

Architectural Review Board report: Ms. Gill noted that minutes are available for review. Ms. Kerlin questioned why the ARB is concerned with what is an appropriate door handle for 440 Valley Street, commenting that this is the property owner's business, not the ARB's. Ms. Kerlin asked that the section of the minutes regarding 135 Warren Street be corrected to read the Scottsville Board of Zoning Appeals, not Albemarle; and the appellant is Albemarle Properties, LLC, not Steven Meeks. Ms. Kerlin also expressed concern about the phrasing "equivalent of a stop-work order" in the section regarding a letter to the owner of 560 Main Street.

Planning Commission report: Mr. Smith reported that the commission did not meet this month.

Treasurer's report: Mr. Goodwin reported that finances are in good shape and on target according to budget for this time of year.

Mayor's report: Ms. Gill asked for comments on the Kickin' It on the James event, as the organizer wants feedback on whether to plan a follow-up event on Memorial Day weekend. Ms. Knotts commented that she is curious what town businesses want and if there are concerns about bringing in a Colorado brewery when there is a brewery here, but otherwise it was wonderful. Ms. Kerlin commented that the event was great, the people in town were wonderful, and she was glad to see interest from an outside promoter. Mr. Goodwin said that restaurants were full that evening. Mr. Smith asked that any event not infringe on the VFW ceremony traditionally held on the Sunday prior to Memorial Day. Ms. Gill asked when the farmers' market opens. Ms. Knotts replied 8:00 a.m., but vendors start arriving at 6:30 a.m. Mr. Goodwin said the market opens May 1. Ms. Gill noted that there were some complaints about infringing on the farmers' market, commenting that the event was well done but too long. Mr. Nolt stated that Clay from James River Brewery said it was an average day for them and he was concerned about parking for his patrons. Mr. Nolt noted the event was cleaned up really well. Ms. Knotts will discuss the schedule with the farmers' market committee, and council members will seek additional feedback from town businesses.

Arts and Culture Committee report: Ms. Gill reported that Second Saturdays is holding its own. Three liaisons will interface with churches, businesses, and civic groups for Community Day. The committee will rethink the Jammin' on the James schedule.

Tourism Committee report: Mr. Gritsko reported that the VCNA committee is working to finalize the park master plan, with a potential public meeting in October or November. The Tourism Committee will meet Sunday, September 20, at 7:00 p.m. A VCNA work day is planned for Saturday, September 26, at 8:00 a.m. The Tourism Committee will be working with the Beautification and Maintenance Committee on planning for upkeep of the VCNA trails. Mr.

Gritsko asked that the town focus on the issues of parking and trail system linkages. Mr. Gritsko and Ms. Gill will coordinate on economic development efforts.

Government Services Committee report: Mr. Nolt asked for suggestions on how best to build the committee. Ms. Kerlin offered to serve on the committee. Ms. Gill asked Ms. Moyer to meet with Mr. Nolt to review where resources are located in the office.

Town Administrator's report: Mr. Goodwin reported that the music festival was uneventful except for a motorcyclist running into a parked police car. The driver's insurance company is working with the town's insurance company to settle the matter, and the police vehicle is in the shop for repair. Mr. Goodwin noted increased outside interest in vacant buildings in town. The ARB approved materials for repairs to the farmers' market pavilion. The repairs will be done concurrently with drainage improvements at the site.

Ms. Knotts asked if Mr. Goodwin got a MOU with the adjacent property owners for the Butterfly Garden gazebo. Mr. Goodwin replied not yet, but he will, as Brian LaFontaine was out of town last week.

Ms. Gill asked Mr. Goodwin to get a quote for paving the gravel area in front of the farmers' market. Ms. Gill also requested that Mr. Goodwin send a letter to Jeff Sprouse asking when he will repave the area where petroleum storage tanks were removed. Mr. Goodwin said that Mr. Sprouse has engaged a paving company for the work. Mr. Goodwin will ask the same contractor for a quote on the farmers' market paving, as well as S. L. Williamson.

Ms. Gill asked about the findings of the bridge inspection. Mr. Goodwin replied that the inspector was unable to give a weight limit because the beams are embedded in concrete. The report said the side nearest the Albemarle Properties parcel has been eroded. The recommendation is to cut the apron off, dig to bedrock, and pour it full of concrete. Mr. Goodwin said they will assume that they can carry 10,000 pounds across the bridge, and the contractor will not be held at fault for damage. This weight represents a bobcat carrying 1,000 pounds of gravel across the bridge at a time.

Mr. Gritsko noted that this discussion relates to the grant funded trail construction at VCNA, as the contractor will have to carry materials across the bridge. Mr. Goodwin explained that the contractor will shore up the bridge prior to carrying gravel across, and they will do their best efforts to preserve the bridge. Mr. Goodwin said that gravel loads will be brought to Moon Street and then carried across the bridge in a bobcat.

Ms. Gill asked which lights Ray Lam replaced at the farmers' market. Mr. Goodwin replied Mr. Lam replaced two lower lights and one upper light out, repaired a fan, and removed rust from and repainted the upper lights.

Ms. Knotts asked if there will be a maintenance plan for VCNA. Mr. Gritsko said he will be talking to the Beautification and Maintenance Committee about this. Mr. Goodwin stated that the only thing done so far was to ask Tim Karr to cut the trail to Pine Street when he mows the dam five times a year.

Town Attorney's report: Mr. Bowling reported that the Albemarle Properties appeal is moving along. He filed a motion to dismiss the appeal on technical grounds that it was not timely, as well as a motion to stay the filing of the reply brief, and the stay notice was received today. The supreme court will receive the record from the clerk's office and then act.

Completion of packet boat at Canal Basin Square: Mr. Goodwin reported that Tim Small had to postpone his meeting with Dennis Bessette, but they plan to meet in the next two weeks. Ms. Knotts asked that the stuff behind the model lock be removed. Mr. Goodwin replied that there is a lack of storage space. Ms. Kerlin asked whose stuff it is. Mr. Goodwin said it is park material, parts of the old batteau and items like that. Ms. Kerlin agreed that it should be removed. Ms. Gill asked Mr. Goodwin to talk to Mr. Small about this.

Governance and Ethics Workshop: Ms. Knotts has not yet contacted the instructor. She will revisit this once the Government Services Committee resumes its work.

River access: Mr. Gritsko asked to remove this item from the agenda for now while they wait for survey results and further committee discussion.

BZA vacancy: Ms. Gill suggested Robert Coleman as a potential member. Mr. Goodwin will contact Mr. Coleman.

VCNA contract: Mr. Gritsko reviewed the bidding process, noting that Mayor Grove has signed the contract and submitted it to DCR for approval. A resolution ratifying the contract was placed on the regular session agenda.

Canal Basin Square plant care proposal: Beautification and Maintenance Committee members Kim Yoder and Kyna Moore joined the council to discuss the proposal. Ms. Yoder explained that she observed a significant decline in the trees at Canal Basin Square over the last 18 months, so she suggested that a professional look at them. Three serviceberry trees are dead and several are in danger of loss from infestation. Ms. Yoder noted that the cherry laurels are also diseased, and professional pruning and treatment is needed. They have already lost five bushes.

Ms. Knotts commented that this is a significant issue that needs to be addressed for the whole town. Arboristry Associates made similar recommendations last year. Ms. Knotts said the trees at the levee walk are at risk as well, and the town needs an arborist to do tree maintenance annually.

Ms. Yoder said that the levee walk trees have cross root, and the recommendation is to plant in between the existing trees and then remove them. There is also damage to the new plantings on East Main Street in front of the drugstore, and the trees there have posed a visibility issue. Ms. Yoder spoke to the need for a comprehensive maintenance program for the green spaces. Ms. Yoder noted that this proposal is for spraying five times at a total of \$1090, followed by fertilization and Kelp Maxx.

Ms. Yoder said there is a separate proposal for pruning. Ms. Knotts would like to get a second estimate for the pruning.

Mr. Gritsko asked about the budget for this. Mr. Goodwin said they do not have enough for this, as Canal Basin Square also needs siding repair. Ms. Knotts recalled that the council agreed to use Canal Basin Square funds for this. Ms. Knotts asked how much is in that account. Mr. Goodwin replied \$32,000. Ms. Gill asked how much the packet boat will cost. Mr. Goodwin estimated \$10,000.

Ms. Knotts requested that the council approve the CBS plant health care proposal now out from CBS funds. Ms. Knotts asked that the town seek a proposal for annual maintenance at all parks for future consideration. Ms. Yoder noted that trees need regular soil amendment, fertilization, and pruning.

Ms. Gill asked Mr. Goodwin to get a quote for refinishing CBS siding. The plant care proposal was placed on the regular session agenda.

Ms. Kerlin asked that the tree at the police department be trimmed a little more for a clear view. Ms. Yoder asked for input on whether to remove the trees in front of the drugstore. Ms. Knotts said the committee would like to invite council members to walk around town with Ms. Yoder to review maintenance issues.

Community potluck: Ms. Knotts stated that they had a successful potluck dinner last year with the farmers' market vendors, and they hope to expand it to all council members and committees will participate this year. The proposed date is November 7. Ms. Knotts asked council members to give a brief presentation on their committees.

Cost-share with Boys & Girls Club for Butterfly Garden gazebo: Ms. Knotts showed plans for the gazebo designed by Seth McDowell. She suggested that the town pay half of the materials costs for the project. She noted that Kyna Moore has volunteered as the liaison with the Boys & Girls Club for the care of the Butterfly Garden.

Ms. Moore said she recently she met with members of the Boys & Girls Club about the basic park maintenance needs. Ms. Knotts and Ms. Yoder spoke of their hopes for the garden to be a community collaboration and an educational resource.

Ms. Gill asked if the adjacent building is owned by the Masons. Ms. Yoder replied yes. Ms. Gill asked if they have been contacted. Mr. Goodwin replied yes, they have been contacted but they think they own the building footprint only, while GIS shows them owning some of the land. Mr. Goodwin said Brian LaFontaine sent a letter approving the project concept. Ms. Knotts said the gazebo will be moved out three feet from the building.

Council members agreed to appropriate up to \$800 out of park maintenance for the gazebo project. The appropriation was placed on the regular session agenda.

Visitors center: Ms. Knotts related that Summer Chaffman has resigned from coordinating the visitors center. Ms. Knotts suggested that the Tourism Committee take up the issue. Mr. Gritsko noted the Chamber of Commerce was in charge of the center. Ms. Knotts commented that the center is an asset and she would like to see it continue. This topic will be carried over for follow-up.

Review of Town Code Chapter 60 (Solid Waste): Ms. Gill noted that the town has an ordinance that states that residential trash pickup is on Thursdays. She received a letter from County Waste stating that her trash pickup is now on Tuesdays. She asked for input on whether to change the ordinance, do away with the ordinance, or ask them to abide by the ordinance.

Ms. Kerlin stated that they should abide by the ordinance, noting that the ordinance also states that residential trash pickup is from 8:00 a.m. to 5:00 p.m. She said that the people who pick up her neighbor's trash come at 2:00 and 3:00 a.m.

Kyna Moore noted that County Waste has been coming to her neighborhood on Thursdays around 5:45 a.m.

Ms. Gill asked Mr. Goodwin to contact County Waste to resolve the issue.

Amendments to Zoning Ordinance Chapter 22 (Board of Zoning Appeals): Mr. Bowling reviewed several procedural changes regarding the Board of Zoning Appeals due to HB 1849. He recommended adopting amendments modeled on the county zoning ordinance. Ms. Gill asked Mr. Bowling and Ms. Moyer to work on a draft of amendments. A resolution of intent to amend was placed on the regular session agenda.

Other matters from council: Mr. Smith related that the state issued a list of top elementary schools, and Scottsville Elementary was listed at number six. Council would like to recognize the principal and teachers for this accomplishment.

Ms. Gill asked if anyone would like to move the public forum to the end of the regular session. Ms. Kerlin explained her preference for this. Ms. Gill asked Ms. Moyer to revise the regular session agenda accordingly.

Closed session: Mr. Smith moved that this council now meet in closed session for discussion of personnel matters concerning town employees, as permitted by Code of Virginia Section 2.2-3711(A)(1). Ms. Kerlin seconded the motion. The motion was approved, with Ms. Gill, Mr. Gritsko, Ms. Kerlin, Ms. Knotts, Mr. Nolt, and Mr. Smith voting in favor and none against.

Upon returning to open session, Mr. Smith moved to adopt a resolution certifying the closed session. Ms. Kerlin seconded the motion, and a roll call vote was conducted. The motion was approved, with Ms. Gill, Mr. Gritsko, Ms. Kerlin, Ms. Knotts, Mr. Nolt, and Mr. Smith voting in favor and none against. The following resolution was 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.

The meeting was adjourned at 9:15 p.m.