

TOWN OF SCOTTSVILLE

Town Council
Regular Session
Tuesday, January 22, 2013
Victory Hall
401 Valley Street
Scottsville, Virginia

Mayor
Jesse B. Grove III

Town Council
Shannon W. Adcock
Nancy E. Gill
R. Daniel Gritsko
Elizabeth M. Knotts
Robert E. O'Halloran
Ronald L. Smith

MINUTES

1. CALL TO ORDER – Mayor Grove called the meeting to order at 7:00 p.m.
2. PLEDGE OF ALLEGIANCE TO THE FLAG
3. ROLL CALL of Town Council – Town Clerk Amy Moyer called the roll. Ms. Gill, Mr. Gritsko, Ms. Knotts, Mr. O'Halloran, and Mr. Smith were present. Mr. Adcock was absent. Also in attendance was Town Administrator George Goodwin.
4. CONSENT CALENDAR
 - 4.1. Approval of Agenda
 - 4.2. Financial Report for November 2012
 - 4.3. Financial Report for December 2012
 - 4.4. Minutes – Working Session of November 13, 2012
 - 4.5. Minutes – Regular Session of November 19, 2012
 - 4.6. Minutes – Special Meeting of December 3, 2012

Upon a motion by Mr. O'Halloran, seconded by Ms. Knotts, the consent calendar was approved.

5. MAYOR'S REPORT

Mayor Grove commented on the beautiful Christmas decorations, expressing appreciation to the donors and volunteers who contributed. He noted that, counting the donations, they did not exceed the budget. Mayor Grove thanked Mr. Goodwin for organizing this.

Mayor Grove reported that Streetscape Phase II is virtually at completion. He gave a summary of the project, noting that Phase II was delayed because of a fight over defective work in the first phase. This was resolved when Linco returned to do remedial work to VDOT's satisfaction. They then embarked on a design process using LPDA and ultimately to a contract with Messer Contracting. The bids were higher than the funds available for the full project. This possibility was anticipated in the design phase, so they created a bid package that called for a base scope and several alternates that could be accepted if they had money available. They originally accepted the base scope, including underground utilities, streetlamps, trees, new sidewalks on the north side of East Main, and some patchwork on the south side of East Main, and the sign package. They found ways to save money with the

assistance of VDOT, which agreed to do the milling and paving and the crosswalk striping. Mayor Grove noted that the milling and paving will not actually be done until January of next year, and the crosswalk bars were not installed because they are not VDOT standard anymore. The thermoplastic that VDOT did install is already coming up in some places, and he is in conversation with VDOT about this. With this savings, the council was then able to consider getting more of the alternates and also increased the budget by \$100,000 from the Caldwell Fund, and with that they achieved almost all that was in the design package. Substantial completion, originally set for December 21 and moved to January 4 by change order, has been reached. Mayor Grove said that Messer has a very small punch list now, and the project is on time and on budget. He anticipates that they will only use about \$75,000 of the additional Caldwell Fund money. There may be a final tweaking change order.

Mr. Gritsko thanked Mayor Grove for the skill and dedication gave to the project. Mayor Grove noted the service of the Enhancement Projects Oversight Committee in the design phase and the contract administration and inspection by Mr. Goodwin, as well as the good design and capable contractor.

6. PUBLIC FORUM – No one from the public rose to speak.
7. RATIFICATION OF STREETSCAPE CHANGE ORDER NO. 4

Mayor Grove noted that this is actually a negative change order because it reflects a change in the field to save some portions of the Valley Street sidewalk. The change order includes a reduction to the sidewalk price and increases for curb replacement, extra concrete, tinted concrete, and repair work on Bird Street. Mayor Grove noted that the change order was discussed at the work session.

Mr. Gritsko moved to ratify Streetscape Change Order No. 3. Mr. O'Halloran seconded the motion.

Mr. Gritsko asked the amount of the change order. Mayor Grove replied that the net amount is a decrease of \$4,700.

A roll call vote was conducted.

Mr. Adcock	<u>Absent</u>	Ms. Gill	<u>Yes</u>	Mr. Gritsko	<u>Yes</u>
Ms. Knotts	<u>Yes</u>	Mr. O'Halloran	<u>Yes</u>	Mr. Smith	<u>Yes</u>

The motion passed 5-0. A copy of the change order is attached to the original of these minutes.

8. ADOPTION OF RESOLUTION ACCEPTING DONATION FROM TWENTIETH CENTURY MERCHANTS FUND AND ALLOCATING FUNDS AS DIRECTED BY DONOR

Mayor Grove explained that the donation of \$7,275 is earmarked for Christmas decorations, repair work at the Confederate cemetery, and the purchase and installation of new shutters at the Scottsville Museum. He expressed the town's gratitude to the donor.

Ms. Gill moved to accept the donation and allocate the funds as directed. Mr. Gritsko seconded the motion, and a roll call vote was conducted.

Mr. Adcock	<u>Absent</u>	Ms. Gill	<u>Yes</u>	Mr. Gritsko	<u>Yes</u>
Ms. Knotts	<u>Yes</u>	Mr. O'Halloran	<u>Yes</u>	Mr. Smith	<u>Yes</u>

The motion passed 5-0.

9. ADOPTION OF RESOLUTION ACCEPTING DAM SAFETY GRANTS FOR ENGINEERING AND INUNDATION MAPPING

Mayor Grove stated that the work is required by the state, which is providing a grant for half of the cost. A resolution is required to accept the grant.

Mr. O'Halloran moved to adopt the resolution accepting dam safety grants for engineering and inundation mapping. Mr. Gritsko seconded the motion, and a roll call vote was conducted.

Mr. Adcock	<u>Absent</u>	Ms. Gill	<u>Yes</u>	Mr. Gritsko	<u>Yes</u>
Ms. Knotts	<u>Yes</u>	Mr. O'Halloran	<u>Yes</u>	Mr. Smith	<u>Yes</u>

The motion passed 5-0. A copy of the resolution is attached to the original of these minutes.

10. APPROPRIATION FOR VICTORY HALL GUTTER INSTALLATION AND REPAIRS

Mayor Grove commented that, as explained at the work session, the repairs are badly needed. Mr. Goodwin related that the price for the gutters is \$3,800, plus time and materials not-to-exceed \$2,000, in order to repair the trim boards and any rot behind them. Mr. Goodwin noted that the brick is deteriorating as it stays wet.

Mr. Gritsko moved to pay for the gutter and repairs. Ms. Knotts seconded the motion.

Mr. Gritsko asked if it is Mr. Goodwin's advice that this can and should be done within the current budget. Mr. Goodwin commented that has to be done, or it will cost more later, and it prepares them for painting the building. Mr. Gritsko said he has observed the interior damage. Mr. Goodwin expressed concern about mold inside the wall, as well.

A roll call vote was then conducted.

Mr. Adcock	<u>Absent</u>	Ms. Gill	<u>Yes</u>	Mr. Gritsko	<u>Yes</u>
Ms. Knotts	<u>Yes</u>	Mr. O'Halloran	<u>Yes</u>	Mr. Smith	<u>Yes</u>

The motion passed 5-0.

11. APPROVAL OF ADDITIONAL SIGN DESIGN AND INSTALLATION

Mayor Grove explained that three large signs at Victory Hall, Canal Basin Square, and the Chamber of Commerce were designed for you-are-here maps. This was not done through the Streetscape contractor because it was too expensive. The Chamber of Commerce has decided to consult with the town on the design, and a much lower price was negotiated with LPDA.

Mr. Goodwin added that Brian LaFontaine brought in City Select, and they came up with an idea to create points of interest outside of the town, with the town as a hub. City Select has offered to provide work that the town would own, estimating 60 hours at \$25 per hour, for a total of \$1,500. City Select will pencil sketch and then provide two proofs before going to print. Mr. Goodwin requested an appropriation for up to \$1,800, noting that this was \$400 less than the price from LPDA.

Ms. Gill asked if lettering on the signs can be changed. Mr. Goodwin replied that they would have to reprint the signs to make changes, but vinyl reprints are not too expensive.

Mr. O'Halloran expressed concern about vandalism, asking if the sign is behind glass. Mr. Goodwin replied no, it would not be behind glass. Mr. Goodwin noted that vandalism occurred to signs at Canal Basin Square even behind Plexiglas.

Mr. O'Halloran moved to approve the additional sign design and installation and the appropriation of \$1,800. Ms. Gill seconded the motion.

Mr. Smith commented that the Chamber of Commerce will develop a street map that corresponds to the sign.

A roll call vote was then conducted.

Mr. Adcock	<u> Absent </u>	Ms. Gill	<u> Yes </u>	Mr. Gritsko	<u> Yes </u>
Ms. Knotts	<u> Yes </u>	Mr. O'Halloran	<u> Yes </u>	Mr. Smith	<u> Yes </u>

The motion passed 5-0.

12. APPROPRIATION OF \$2,400 FOR STREET FURNISHINGS

Mayor Grove related that this is for the purchase of benches and additional trash cans. The previously-purchased cans with defective paint will be recoated by the manufacturer.

Mr. Goodwin said this would purchase six trash cans and five benches. He expects to receive \$1,000 from RSWA and a donation from Jeff and Michelle Sprouse for one can and bench. Freight is estimated at \$300, for a total appropriation of \$2,700.

Ms. Knotts moved to appropriate \$2,700 for street furnishings. Mr. Smith seconded the motion, and a roll call vote was conducted.

Mr. Adcock	<u>Absent</u>	Ms. Gill	<u>Yes</u>	Mr. Gritsko	<u>Yes</u>
Ms. Knotts	<u>Yes</u>	Mr. O'Halloran	<u>Yes</u>	Mr. Smith	<u>Yes</u>

The motion passed 5-0.

13. APPROPRIATION OF \$1,600 FOR PLANTS AS DETAILED IN STREETSCAPE PLANS

Mayor Grove explained that when they expanded the scope of Messer's contract, they did not in all cases expand the plantings. Messer was fairly expensive, so they got other direct prices, and the town will install the plants.

Ms. Gill moved to appropriate \$1,600 for plants to complete the Streetscape plantings. Mr. O'Halloran seconded the motion.

Ms. Knotts asked about the timeframe. Mayor Grove replied that everything could be planted now except the crepe myrtles. Mr. Goodwin said this does not include the farmers' market; it includes Streetscape as designed, plus the bed at the police department. Ms. Knotts asked if the cost includes planting. Mr. Goodwin replied no, this will be done largely by volunteer labor.

A roll call vote was then conducted.

Mr. Adcock	<u>Yes</u>	Ms. Gill	<u>Yes</u>	Mr. Gritsko	<u>Absent</u>
Ms. Knotts	<u>Yes</u>	Mr. O'Halloran	<u>Yes</u>	Mr. Smith	<u>Yes</u>

The motion passed 5-0.

14. AUTHORIZATION TO HIRE ADDITIONAL MAINTENANCE PERSONNEL

Mayor Grove noted that this was discussed in closed session at the work session, and the town does not hire personnel without Town Council approval. He explained that this person would assist with town maintenance and would not replace current personnel, at least for a transition period.

Mr. Smith moved to authorize the hiring of an additional maintenance person. Ms. Knotts seconded the motion.

Mr. Gritsko asked if this is a part-time position to supplement what is being done right now. Mr. Goodwin replied yes. Mr. Smith commented that with all the beautification they need more than one person. Mayor Grove added that they expect to have sufficient revenue to cover this expense.

A roll call vote was then conducted.

Mr. Adcock	<u>Yes</u>	Ms. Gill	<u>Yes</u>	Mr. Gritsko	<u>Absent</u>
Ms. Knotts	<u>Yes</u>	Mr. O'Halloran	<u>Yes</u>	Mr. Smith	<u>Yes</u>

The motion passed 5-0.

15. REPORTS OF CHARTERED COMMITTEES, PLANNING COMMISSION, AND ARCHITECTURAL REVIEW BOARD

Enhancement Projects Oversight Committee: Mayor Grove reported that siding was delivered for the farmers' market restrooms. There have been discussions about seeking additional grant funds and soliciting a public use for the canal basin warehouse.

Planning Commission: The commission did not meet in January.

Architectural Review Board: The board did not meet in January.

Public Safety Committee: Mr. Adcock was not present to give a report.

Government Services Committee: The committee did not meet in January.

Tourism Committee: Mr. Gritsko reported that CACVB took Scottsville brochures to a motor coach convention to promote tours to the area. The committee met tonight about the Van Clief Nature Area grant. The new website is up.

Town Maintenance Committee: Ms. Knotts reported that the committee has been involved in hiring the maintenance person. The annual cleanup is planned for March 23. The committee also discussed planting and inmate labor.

Mr. Smith related that he received a complaint about trees and brush overhanging the parking lot. Mr. Goodwin will address this.

16. TOWN ADMINISTRATOR'S REPORT

Mr. Goodwin reported that he is working with Messer and the architect to finalize project details. They will get a credit for the unused crosswalk signs. He would like to add a sign for the farmers' market and parking area.

Mr. Goodwin reported that he is looking for more grants for police and sidewalk work. He looks forward to the new maintenance person.

Mr. Gritsko asked about the town's role in regards to the shooting range. Mayor Grove commented that this is a county issue, and he encourages citizens to make a case to the Town Council if they want the council to support a position. Mayor Grove noted that one alternative under consideration is an enclosed firing range at the plant, which would be a town issue. Mr. Gritsko suggested a forum about what role the town should play. Mr. Smith

remarked that a police training facility at the plant could serve surrounding jurisdictions and the fire department as well.

Mr. Goodwin reported that he has received several calls from real estate companies trying to place businesses in the area.

Ms. Knotts asked if the farmers' market will be discussed at the next work session. Mr. Goodwin replied yes.

Mr. O'Halloran asked that the council be advised of any activity on the firing range.

17. ADJOURNMENT – Upon a motion by Mr. O'Halloran, seconded by Mr. Gritsko, the meeting was adjourned at 7:50 p.m.