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# TOWN OF SCOTTSVILLE

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AILEEN MORSE  
EDWARD A. PAYNE

*Town Attorney*  
JAMES M. BOWLING I

## **Town Council Work Session Monday, January 8, 7:00 PM Victory Hall, 401 Valley Street Minutes**

Mayor Smith called the meeting to order at 7:00p.m. All members of the Town Council were present: Ron Smith, Alex Bessette, Dan Gritsko-Online, Meredith Hynes, Bill Hyson, Aileen Morse, and Edward Payne. Also present were Police Chief Greg Jenkins, Town Administrator Javier Raudales, Town Clerk Melodye Courter and Town Attorney, Jim Bowling.

### **REPORTS:**

**Police Chief:** Chief Jenkins shared on significant calls, community engagements, auxiliary police officer hours and department new. Chief Jenkins provided a call log and went over our yearly call hours.

**Chamber of Commerce:** Chamber of Commerce was represented by James Walker. James is now President of the Chamber. He stated that the Chamber is fully staffed. The Chamber now has committees that each have their own jobs to make the chamber more efficient. Aileen Morse suggested a flow chart for processes to put on local events.

**Architectural Review Board:** Alex Bessette reported on the Architectural Review Board activities. Reported on the sign for the Tobacco Shop, the sign was approved if the bright neon is taken down. The ARB approved the sign for the Montessori School. The Tiger Fuel sign was approved with conditions. One sign was removed so the sign frontage would be complying. Josh Peck is now the Chair of ARB.

**Planning Commission:** Dan Gritsko participated online. Dan spoke on the tour with the Boys and Girls club. The Planning Commission welcomed Liz Knotts as a commission member. The Planning Commission also reviewed the Comprehensive Plan and what the new procedures are included. The Town Counselors requested a copy of the draft of the Comprehensive Plan.

**Government Services:** Bill Hyson reported on Government Services. He was speaking on the interview processes for other Committees. The Government Services are also considering a step-by-step plan for public hearings. The plan needs to be made

clear. It was shared that we need to make sure we set a time limit and stick to the limit per person when we have a public hearing.

**Emergency Preparedness Committee:** Aileen Morse reported that she has been looking over the Operations Plan at the county level. She has some questions for Chief Oprandy. Aileen Morse talked about having a flow chart like the Mink Creek Plan. We need to have a plan for Level 1 and Level 2. Looking to make a plan on how we communicate with each other and with the public when an emergency happens. E911 markers are still being considered. Aileen Morse is meeting with Chief Cersley to have a walk through of the different types of properties that we have in town. It was brought up to Alex Bessette, for the ARB to consider placement of the E911 markers. The updated regional parking maps were presented by Jack Maxwell. Jack Maxwell included a copy of the Parking Map.

**Park & Recreation Committee:** Bill Hyson reported that the Park and Recreation Committee will be pricing drafts of the Park Map and drafts of the Park rules. The handicapped dock needs work to make it handicap accessible. Applied for a tourist grant. It would be \$20000 but Mayor Smith has stated the grant has been withdrawn. The mayor reported that the grant had been withdrawn. ADA rules state we can be partially ADA Accessible.

**Treasurer:** Javier Raudales spoke on the addition of the Infrastructure and Capital Improvement Program. This needs to be added to the Comprehensive Plan. The Government Services Committee has helped with the structure. The December financial statement will be our 6-month guide as to tracking the budget.

## **MAYORS AND STAFF REPORTS:**

**Mayor:** Ron Smith, Javier Raudales and Supervisor Michael Pruitt had a meeting to discuss the information needed from the County of Albemarle. Supervisor Pruitt attended the Work Session. He was discussing that he is here to support us with our issues with the County of Albemarle. Bill Hyson asked that temporary signs lasting longer than 30 days need to be taken down. The Mayor requested a special session on January 24, 2024, to have a closed session to review employment matters. The meeting will commence at 7:00pm.

**Town Attorney:** Attorney Jim Bowling spoke regarding the recodification of our Scottsville Town Code. The Town Code has not been updated since the late 1990's. A recodification is not a change to your town code, but to correct the numerous references in that code that are no longer active. There is a problem with the Fire Marshall. As of right now the State Fire Marshall serves the Town of Scottsville.

**Town Administrator:** Lincoln Lewis has been working on our Comprehensive Plan. We now must have a Capital Improvement Program for our Comprehensive Plan. The presentation is attached to the website. Scottsville Elementary 3<sup>rd</sup> grade students will

be here on January 12, 2024. We also went over the Boys and Girls club tour that was done with the youth. They were very interested in the government structure and what they thought was needed in our Town. An event is scheduled for the Town of Scottsville for National Book Day 2024. The event is scheduled for April 20, 2024. Amelie Morse is chairing the project. This is a collaboration with businesses, local authors, and town staff. The policy for resignations was looked at and there were two policies drafts to choose from. One page was from the previous month's meeting, and the second Policy was given to Javier Raudales from the Government Services Committee. The second updated draft if the Information sheet for Board/Commission Applicants. Both will be on the agenda for the regular Town Council meeting on January 16, 2024.

### **New Topics:**

**Preliminary discussion of FY 2024-2025 budget:** A draft of a capital improvement plan was given out in the packet. Javier Raudales went over the sheets, explaining how the budget is devised.

### **Adjournment:**

Mayor Ron Smith adjourned the meeting at 9:14pm.

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Ron Smith, Mayor                      Date

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Melodye Courter, Town Clerk      Date