

TOWN OF SCOTTSVILLE



Mayor

Ron Smith

Town Council

Alex Bessette
Daniel Gritsko
Meredith Hynes
Bill Hyson
Aileen Morse
Eddie Payne

The Scottsville Town Council meets in Regular Session on the third Monday of each month at 7:00 p.m. (on Tuesday if that Monday is a state holiday).

Remote access for the public is available [online at this link](#) or call 301-715-8592, then enter meeting ID 872-9931-0821 and pass code 1744.

Interim Town Administrator: Rebecca Carter

Town Attorney: James Bowling IV

Town Clerk: Javier Raudales

TOWN COUNCIL MEETING AGENDA FOR TUESDAY, JUNE 20, 2023 7:00 p.m.

1. Call to order, roll call of Town Council, and pledge of allegiance
2. Regular meeting consent calendar
 - a) Approval of agenda
 - b) Approval of past minutes: May 8, 2023 work session, May 15, 2023 regular meeting
 - c) Approval of financial report for May, 2023
3. Public forum
4. Mayor's report
5. Staff Report
6. Reports of chartered committees, planning commission, and architectural review board
7. Items for Town Council discussion and action
 - a) Consider Scheduling a Public Hearing to amend the Town Zoning Fee Schedule and Fees Ordinance to change the Planning and Zoning Fees to help offset the cost of advertising and reviews of Planning and Zoning applications*
 - b) Consider Rescheduling the Public Hearing for Special Use Permit for Tourist Lodgings, Tax Map Number 36-A-3-30
 - c) Consider Reappointment of Molly Angevine to the Planning Commission
 - d) Consider Affirming of the Interim Contract between the Town of Scottsville, Va. and the interim Town Administrator*
 - e) Consider Revisions to the Personnel Policy and Employee Handbook Section 8.5 (a) to delete the list of named holidays and substitute " The Town will observe all state and federal Holidays"*

- f) Consider Revisions to the Rules of Procedures Scottsville Town Council Section C.2 to delete "legal holiday" and substitute "all state and federal holidays"*
- 8. Executive Closed Session: Consider motion to enter into an executive close session as authorized in Subsection A of Virginia Code Section 2.2-3711.1 for discussion , consideration or interviews of prospective candidates for employment; or assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees or employees of any public body
- 9. Consider vote to return to open session
- 10. Consider vote to certify that to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Virginia Code section 2.2-3711 and 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 closed session.
- 11. Consider any action as a result of the executive closed session
- 12. Adjournment

June 20, 2023

Item 5. on the Agenda, Staff Report

5.A: Town Clerk will update on the Planning of the Bateau Festival and 4th of July Festival

Item 7. Supporting Documents for Items for Town Council discussion and considerations.

7. A. Zoning and Planning Proposed Fees as discussed in the work session

B. Due to the change of the meeting and the public hearing for this case having already been

Published for June 19th, the public hearing will have to be rescheduled until July 17, 2023,
because there was not enough time to legally re advertise for the June Meeting

C. Reappointment of Molly Angevine to the Planning Commission as discussed in the work session.

D. Official vote on contract of interim Town Administrator as reviewed by the County Attorney

And Mayor

E. Due to the June Juneteenth not being listed in the Personnel Policy and Employee Handbook

There was some confusion about it being within the Town procedures for it to be a holiday. The

Observed holidays to change from time to time, it is my suggestion the policy be revised to state
"The Town will observe all State and Federal Holidays"

F. For the same reason as 7.E the Rules of Procedures and Procedures is being recommended to

Coincide with the Personnel Policy regarding holidays.

Town of Scottsville
SUMMARY of ACCOUNTS
Preliminary - Subject to Change
May-23

Town - General Fund	55,455.39
Town - LGIP	160,458.06
Caldwell Fund - LGIP	231,937.52
Total	\$447,850.97

Town of Scottsville
SUMMARY of ACCOUNTS
Preliminary - Subject to Change
May-22

Town - General Fund	110,804.91
Town - LGIP	213,623.86
Caldwell Fund - LGIP	223,821.97
Total	\$593,060.82

Town of Scottsville - General Fund

Preliminary Balance Sheet - Subject to Change

As of May 31, 2023

May 31, 23

ASSETS

Current Assets

Checking/Savings

General Fund Banking

10-1000 · BB&T Checking Account	52,722.94
10-1001 · CARES Fund	1,001.00
10-1003 · E-Summons	1,181.45
10-1020 · Petty Cash	550.00
10-1200 · LGIP - Caldwell Fund	231,937.52
10-1202 · LGIP - Town of Scottsville	160,458.06

Total General Fund Banking	447,850.97
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Payroll Tax Liabilities	-3,070.84
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Total Checking/Savings	444,780.13
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Accounts Receivable

10-1400 · Accounts Receivable	49,788.51
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Total Accounts Receivable	49,788.51
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Total Current Assets	494,568.64
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Fixed Assets

10-1500 · Land and Land Improvements	267,737.00
10-1600 · Construction in Progress - HS	203,546.00
10-1616 · Const. in Progress - FMKT Rest	23,524.87
10-1620 · Plans and Topographical Maps	6,790.00
10-1630 · Buildings and Improvements	3,665,938.00
10-1640 · Levee and Improvements	940,550.00
10-1650 · Roads and Sidewalks	960,552.00
10-1660 · Police Equipment	136,235.27
10-1670 · Office Furniture and Equipment	3,967.36
10-1700 · Accumulated Depreciation	-2,694,495.00

Total Fixed Assets	3,514,345.50
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Other Assets

10-1800 · Deferred Outflows	19,464.00
10-3051 · Long Term Debt Contra Account	13,083.14

Total Other Assets	32,547.14
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TOTAL ASSETS	4,041,461.28
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Town of Scottsville - General Fund

Preliminary Balance Sheet - Subject to Change

As of May 31, 2023

May 31, 23

Accounts Payable	
10-2002 · Accounts Payable	16,800.00
Total Accounts Payable	16,800.00
Other Current Liabilities	
Payroll Liabilities	
ICMA-RC	-18,210.82
10-2010 · Direct Deposit Liabilities	8,242.57
10-2011 · Payroll Tax Liabilities	-296.82
10-2012 · VRS	8,757.03
10-2013 · Vacation Liability	13,083.14
10-2014 · Health Insurance	24,076.03
10-2015 · Payroll Liability - Wages	291.00
10-2016 · Optional Life	-13.70
Total Payroll Liabilities	35,928.43
10-2005 · Security Deposit Receipts	900.00
10-2030 · USDA Rural Development	-3.83
10-2111 · Aflac Insurance	398.76
10-2500 · Net Pension Liability	33,229.00
Total Other Current Liabilities	70,452.36
Total Current Liabilities	87,252.36
Long Term Liabilities	
10-2800 · Deferred Inflows	18,000.00
Total Long Term Liabilities	18,000.00
Total Liabilities	105,252.36
Equity	
10-3000 · Opening Bal Equity	47,256.61
10-3010 · Retained Earnings	375,078.92
10-3011 · Retained Earnings-Prior per adj	10,526.00
10-3050 · Invested in Capital Assets	3,514,206.14
Net Income	-10,858.75
Total Equity	3,936,208.92
TOTAL LIABILITIES & EQUITY	4,041,461.28

Town of Scottsville - General Fund
Preliminary Profit & Loss - Budget vs. Actual
July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
General Fund				
Received from County Gov.	29,370.13	17,850.00	11,520.13	164.54%
Received from Federal Gov.	258,757.50	377,858.00	-119,100.50	68.48%
Received from State	306,144.62	383,700.00	-77,555.38	79.79%
Received from the Town				
10-4400 · Vehicle License Tax	16,775.84	20,000.00	-3,224.16	83.88%
10-4401 · Farmers' Market	5,185.00	6,000.00	-815.00	86.42%
10-4404 · Bank Franchise Tax	52,879.00	50,000.00	2,879.00	105.76%
10-4408 · Business Licenses	63,800.60	90,500.00	-26,699.40	70.5%
10-4409 · Fines	7,597.73	10,000.00	-2,402.27	75.98%
10-4424 · Meals Tax	171,893.04	180,000.00	-8,106.96	95.5%
10-4425 · Cigarette Tax	68,400.00	66,000.00	2,400.00	103.64%
10-4429 · Rental Income	18,407.00	20,500.00	-2,093.00	89.79%
10-4436 · Rolling Stock Tax	1,593.21	1,550.00	43.21	102.79%
10-4440 · Transient Occupancy Tax	10,033.47	8,000.00	2,033.47	125.42%
10-4449 · Utility Consumers' Tax	27,708.64	33,000.00	-5,291.36	83.97%
10-4450 · Utility Consumption Tax	2,277.11	4,000.00	-1,722.89	56.93%
10-4458 · Zoning Permits	3,926.31	3,300.00	626.31	118.98%
10-4459 · Miscellaneous	525.00	2,500.00	-1,975.00	21.0%
10-4462 · Private Grant Funding	0.00	0.00	0.00	0.0%
Total Received from the Town	451,001.95	495,350.00	-44,348.05	91.05%
Return on Investments	14,536.90	1,000.00	13,536.90	1,453.69%
10-4301 · Donations	5,154.21	0.00	5,154.21	100.0%
Total General Fund	1,064,965.31	1,275,758.00	-210,792.69	83.48%
10-4603 · Reimbursement	563.00	0.00	563.00	100.0%
10-4604 · Insurance Reimbursement	0.00	500.00	-500.00	0.0%
Total Income	1,065,528.31	1,276,258.00	-210,729.69	83.49%
Gross Profit	1,065,528.31	1,276,258.00	-210,729.69	83.49%
Expense				
Administrative and Office	212,651.18	235,570.00	-22,918.82	90.27%
Capital Improvements	228,943.34	272,000.00	-43,056.66	84.17%
Community Development	17,273.18	22,000.00	-4,726.82	78.51%
DMV Select	102,151.96	112,935.00	-10,783.04	90.45%
Farmers' Market	6,035.56	10,000.00	-3,964.44	60.36%
Flood Control	20,555.77	27,365.00	-6,809.23	75.12%
Municipal Building	20,702.67	9,800.00	10,902.67	211.25%
Parks and Trails	27,133.72	14,000.00	13,133.72	193.81%
Police Department	234,202.67	269,598.00	-35,395.33	86.87%
Street Department	98,777.97	86,520.00	12,257.97	114.17%
Tourism and Econ Development	10,758.52	18,400.00	-7,641.48	58.47%
Town Planning	137,645.28	119,850.00	17,795.28	114.85%
Total Expense	1,116,831.82	1,198,038.00	-81,206.18	93.22%
Net Ordinary Income	-51,303.51	78,220.00	-129,523.51	-65.59%
Other Income/Expense				
Other Income				
10-4650 · Gain on Sale of Asset	494.26	0.00	494.26	100.0%
Total Other Income	494.26	0.00	494.26	100.0%
Net Other Income	494.26	0.00	494.26	100.0%
Net Income	-50,809.25	78,220.00	-129,029.25	-64.96%

Town of Scottsville - General Fund
Preliminary Profit & Loss - Budget vs. Actual
July 2022 through May 2023

Ordinary Income/Expense	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
Income				
General Fund				
Received from County Gov.				
10-4300 · Flood Control Contribution	19,870.13	17,850.00	2,020.13	111.32%
10-4315 · Project Partnership Grants	9,500.00			
Total Received from County Gov.	29,370.13	17,850.00	11,520.13	164.54%
Received from Federal Gov.				
10-4104 · USDA Community Facilities Grant	0.00	120,000.00	-120,000.00	0.0%
10-4110 · American Rescue Plan	258,757.50	257,858.00	899.50	100.35%
Total Received from Federal Gov.	258,757.50	377,858.00	-119,100.50	68.48%
Received from State				
Sales Tax				
10-4216 · Albemarle County	45,740.60	56,376.10	-10,635.50	81.14%
10-4220 · Fluvanna County	1,806.56	1,923.90	-117.34	93.9%
Total Sales Tax	47,547.16	58,300.00	-10,752.84	81.56%
10-4102 · DHCD Community Dev Block Grant	60,500.00	225,000.00	-164,500.00	26.88%
10-4201 · DEQ Litter Grant	1,595.00	1,400.00	195.00	113.93%
10-4205 · VAC Grant	3,000.00	3,000.00	0.00	100.0%
10-4207 · DMV Speed Grant	0.00	0.00	0.00	0.0%
10-4208 · Law Enforce. Assist	11,565.00	14,000.00	-2,435.00	82.61%
10-4209 · DMV Select service fees	16,478.74	60,000.00	-43,521.26	27.47%
10-4215 · Communications Tax	10,314.22	12,000.00	-1,685.78	85.95%
10-4230 · Dept. of Fire Programs Grant	0.00	10,000.00	-10,000.00	0.0%
10-4233 · DCR Grant	77,344.50	0.00	77,344.50	100.0%
10-4234 · VA Housing Development Auth	27,500.00			
10-4235 · Rental Dist.	300.00			
10-4236 · Games of Skill	0.00	0.00	0.00	0.0%
Received from State - Other	50,000.00			
Total Received from State	306,144.62	383,700.00	-77,555.38	79.79%
Received from the Town				
10-4400 · Vehicle License Tax	16,775.84	20,000.00	-3,224.16	83.88%
10-4401 · Farmers' Market	5,185.00	6,000.00	-815.00	86.42%
10-4404 · Bank Franchise Tax	52,879.00	50,000.00	2,879.00	105.76%
10-4408 · Business Licenses	63,800.60	90,500.00	-26,699.40	70.5%
10-4409 · Fines				
10-4416 · Traffic Fines-Alb Co.	6,784.13	0.00	6,784.13	100.0%
10-4420 · Parking Tickets - S'ville	9.50			
10-4428 · e-Summons	699.10	0.00	699.10	100.0%
10-4409 · Fines - Other	105.00	10,000.00	-9,895.00	1.05%
Total 10-4409 · Fines	7,597.73	10,000.00	-2,402.27	75.98%
10-4424 · Meals Tax	171,893.04	180,000.00	-8,106.96	95.5%
10-4425 · Cigarette Tax	68,400.00	66,000.00	2,400.00	103.64%
10-4429 · Rental Income				
10-4422 · American Tower - Monthly	17,792.00	0.00	17,792.00	100.0%
10-4423 · Farmers' Market	615.00	0.00	615.00	100.0%
10-4426 · Victory Hall Theatre	0.00	0.00	0.00	0.0%
10-4429 · Rental Income - Other	0.00	20,500.00	-20,500.00	0.0%
Total 10-4429 · Rental Income	18,407.00	20,500.00	-2,093.00	89.79%
10-4436 · Rolling Stock Tax	1,593.21	1,550.00	43.21	102.79%
10-4440 · Transient Occupancy Tax	10,033.47	8,000.00	2,033.47	125.42%
10-4449 · Utility Consumers' Tax				
10-4446 · Gas	3,414.46	0.00	3,414.46	100.0%
10-4448 · Electric	24,294.18	0.00	24,294.18	100.0%
10-4449 · Utility Consumers' Tax - Other	0.00	33,000.00	-33,000.00	0.0%
Total 10-4449 · Utility Consumers' Tax	27,708.64	33,000.00	-5,291.36	83.97%
10-4450 · Utility Consumption Tax				

Town of Scottsville - General Fund
Preliminary Profit & Loss - Budget vs. Actual
July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
10-4452 · Electric	2,029.17	0.00	2,029.17	100.0%
10-4454 · Gas	247.94	0.00	247.94	100.0%
10-4450 · Utility Consumption Tax - Other	0.00	4,000.00	-4,000.00	0.0%
Total 10-4450 · Utility Consumption Tax	2,277.11	4,000.00	-1,722.89	56.93%
10-4458 · Zoning Permits	3,926.31	3,300.00	626.31	118.98%
10-4459 · Miscellaneous				
10-4455 · Vendor Fees				
10-4460 · Fourth of July	525.00	0.00	525.00	100.0%
Total 10-4455 · Vendor Fees	525.00	0.00	525.00	100.0%
10-4990 · Tourism - Shirts, Mugs, etc.	0.00	0.00	0.00	0.0%
10-4459 · Miscellaneous - Other	0.00	2,500.00	-2,500.00	0.0%
Total 10-4459 · Miscellaneous	525.00	2,500.00	-1,975.00	21.0%
10-4462 · Private Grant Funding	0.00	0.00	0.00	0.0%
Total Received from the Town	451,001.95	495,350.00	-44,348.05	91.05%
Return on Investments				
10-4600 · Income Reinvest - LGIP Town	6,632.58	500.00	6,132.58	1,326.52%
10-4601 · Income Reinvest - LGIP Caldwell	7,904.32	500.00	7,404.32	1,580.86%
Return on Investments - Other	0.00	0.00	0.00	0.0%
Total Return on Investments	14,536.90	1,000.00	13,536.90	1,453.69%
10-4301 · Donations				
10-4307 · Fourth of July Festival	500.00			
10-4309 · VCNA	0.00	0.00	0.00	0.0%
10-4310 · Arts and Culture Committee	0.00	0.00	0.00	0.0%
10-4312 · Economic Development	0.00	0.00	0.00	0.0%
10-4406 · Police Dept Donations	50.00	0.00	50.00	100.0%
10-4301 · Donations - Other	4,604.21	0.00	4,604.21	100.0%
Total 10-4301 · Donations	5,154.21	0.00	5,154.21	100.0%
Total General Fund	1,064,965.31	1,275,758.00	-210,792.69	83.48%
10-4603 · Reimbursement	563.00	0.00	563.00	100.0%
10-4604 · Insurance Reimbursement	0.00	500.00	-500.00	0.0%
Total Income	1,065,528.31	1,276,258.00	-210,729.69	83.49%
Gross Profit	1,065,528.31	1,276,258.00	-210,729.69	83.49%
Expense				
Administrative and Office				
10-5000 · Advertising	6,944.83	6,000.00	944.83	115.75%
10-5002 · Audit	0.00	8,500.00	-8,500.00	0.0%
10-5005 · Computer	0.00	1,000.00	-1,000.00	0.0%
10-5006 · Bank Service Charges				
10-5006 · Bank Service Charges - Other	864.39	50.00	814.39	1,728.78%
Total 10-5006 · Bank Service Charges	864.39	50.00	814.39	1,728.78%
10-5008 · Dues, Subs. and Documents	9,853.03	9,000.00	853.03	109.48%
10-5010 · Insurance - VML & Wrks Comp	18,331.38	20,500.00	-2,168.62	89.42%
10-5013 · Office Furniture	0.00	0.00	0.00	0.0%
10-5017 · Payroll - Health Benefits	21,705.20	22,332.00	-626.80	97.19%
10-5018 · Payroll - Pension	7,568.54	9,000.00	-1,431.46	84.1%
10-5019 · Payroll - Life Insurance	1,642.12	1,550.00	92.12	105.94%
10-5020 · Payroll - Town Administrator	55,061.52	59,000.00	-3,938.48	93.33%
10-5022 · Payroll - Town Clerk	43,119.84	45,900.00	-2,780.16	93.94%
10-5023 · Payroll - Temp	0.00	2,000.00	-2,000.00	0.0%
10-5024 · Printing & Forms	145.87			
10-5025 · Cigarette Tax Stamps	14,098.00	11,000.00	3,098.00	128.16%
10-5028 · TA Expenses				
10-5028 · TA Expenses - Other	0.00	200.00	-200.00	0.0%
Total 10-5028 · TA Expenses	0.00	200.00	-200.00	0.0%
10-5030 · Professional Development	1,884.84	2,000.00	-115.16	94.24%
10-5036 · Town Council & Mayor				
10-5037 · Refreshments/Meals	0.00	0.00	0.00	0.0%

Town of Scottsville - General Fund
Preliminary Profit & Loss - Budget vs. Actual
July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
10-5036 · Town Council & Mayor - Other	0.00	800.00	-800.00	0.0%
Total 10-5036 · Town Council & Mayor	0.00	800.00	-800.00	0.0%
10-5038 · Payroll - Matching FICA	7,594.83	8,638.00	-1,043.17	87.92%
10-5040 · Telephone	5,411.12	7,000.00	-1,588.88	77.3%
10-5042 · Office Supplies	907.11	1,000.00	-92.89	90.71%
10-5044 · Mailings	963.08	800.00	163.08	120.39%
10-5046 · Town Attorney - Contract	9,850.00	13,000.00	-3,150.00	75.77%
10-5047 · Office Equipment	3,296.73	3,000.00	296.73	109.89%
10-5048 · Legal - Litigation, Surveys	3,240.00	3,000.00	240.00	108.0%
10-5049 · Accounting Services	168.75	300.00	-131.25	56.25%
Total Administrative and Office	212,651.18	235,570.00	-22,918.82	90.27%
Capital Improvements				
CBS				
CBS - Other	50,304.99	5,000.00	45,304.99	1,006.1%
Total CBS	50,304.99	5,000.00	45,304.99	1,006.1%
Factory Wetlands	3,890.00			
Flood Control				
10-5810 · Pump Station	0.00	0.00	0.00	0.0%
Flood Control - Other	12,979.95	2,000.00	10,979.95	649.0%
Total Flood Control	12,979.95	2,000.00	10,979.95	649.0%
Municipal Building				
10-5120 · Construct/Renovation (Interior)				
10-5134 · Construction/Renv (Interior)	5,754.24	0.00	5,754.24	100.0%
10-5120 · Construct/Renovation (Interior) - Other	987.08	0.00	987.08	100.0%
Total 10-5120 · Construct/Renovation (Interior)	6,741.32	0.00	6,741.32	100.0%
10-5123 · HVAC Units	28,404.00	0.00	28,404.00	100.0%
10-5133 · Construct/Renovation (Exterior)	912.00	65,000.00	-64,088.00	1.4%
Municipal Building - Other	1,216.64			
Total Municipal Building	37,273.96	65,000.00	-27,726.04	57.35%
Park Maintenance Equipment	0.00	1,000.00	-1,000.00	0.0%
Sidewalks				
Sidewalks - Other	0.00	68,000.00	-68,000.00	0.0%
Total Sidewalks	0.00	68,000.00	-68,000.00	0.0%
Street Furnishings	1,076.46	2,000.00	-923.54	53.82%
Streets				
10-5152 · Signage Improvements	0.00	10,000.00	-10,000.00	0.0%
Streets - Other	1,815.07	0.00	1,815.07	100.0%
Total Streets	1,815.07	10,000.00	-8,184.93	18.15%
10-5130 · Farmers' Market Restrooms	83.03			
10-5139 · Old Jail	80.99			
10-5149 · Tree Removal	1,230.00			
10-5167 · Police - Computers	0.00	2,000.00	-2,000.00	0.0%
10-5168 · Police - Purchase Car/Equipment	107.94	25,000.00	-24,892.06	0.43%
10-5169 · Police-Purchase Car Int Expense	46,862.00	61,000.00	-14,138.00	76.82%
10-5170 · VCNA CIP				
10-5173 · VCNA Bridge/Trail	27,252.25	10,000.00	17,252.25	272.52%
10-5175 · Signage	0.00	0.00	0.00	0.0%
10-5170 · VCNA CIP - Other	19,886.66			
Total 10-5170 · VCNA CIP	47,138.91	10,000.00	37,138.91	471.39%
10-5172 · Police Bldg - Renovations	0.00	0.00	0.00	0.0%
10-5805 · Farmers' Market Structure				
10-5805 · Farmers' Market Structure - Other	7,875.98	1,000.00	6,875.98	787.6%
Total 10-5805 · Farmers' Market Structure	7,875.98	1,000.00	6,875.98	787.6%
10-5806 · James River Waterfront	18,224.06	20,000.00	-1,775.94	91.12%
Total Capital Improvements	228,943.34	272,000.00	-43,056.66	84.17%
Community Development				
Local Agency Support	5,000.00	5,000.00	0.00	100.0%

Town of Scottsville - General Fund
Preliminary Profit & Loss - Budget vs. Actual
July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
Public Art	12,000.00	6,000.00	6,000.00	200.0%
Public Health	0.00	0.00	0.00	0.0%
10-5209 · Holiday Tree & Decorations	273.18	1,000.00	-726.82	27.32%
10-5213 · Dept. of Fire Programs Grant	0.00	10,000.00	-10,000.00	0.0%
Total Community Development	17,273.18	22,000.00	-4,726.82	78.51%
DMV Select				
10-5901 · Bank Charges	100.00	50.00	50.00	200.0%
10-5902 · Computer	529.95	500.00	29.95	105.99%
10-5903 · Furniture	0.00	100.00	-100.00	0.0%
10-5904 · Office Supplies	977.76	500.00	477.76	195.55%
10-5905 · Payroll - Wages	66,327.91	74,880.00	-8,552.09	88.58%
10-5906 · Payroll - FICA	5,109.96	5,990.00	-880.04	85.31%
10-5907 · Payroll - Life Insurance	2,549.33	715.00	1,834.33	356.55%
10-5908 · Payroll - Health Insurance	18,806.00	24,000.00	-5,194.00	78.36%
10-5909 · Payroll - Retirement	5,574.78	3,500.00	2,074.78	159.28%
10-5910 · Professional Development	84.60	500.00	-415.40	16.92%
10-5911 · Software	436.00	1,200.00	-764.00	36.33%
10-5912 · Telephone & Internet	1,655.67	1,000.00	655.67	165.57%
DMV Select - Other	0.00	0.00	0.00	0.0%
Total DMV Select	102,151.96	112,935.00	-10,783.04	90.45%
Farmers' Market				
10-5201 · Farmers Mkt Structure	0.00	3,000.00	-3,000.00	0.0%
10-5202 · Payroll - Matching FICA	396.00	700.00	-304.00	56.57%
10-5210 · Manager's Fees	4,800.00	4,800.00	0.00	100.0%
10-5212 · SNAP/EBT Program	274.45	0.00	274.45	100.0%
10-5216 · Misc. Expenses	565.11	1,500.00	-934.89	37.67%
10-5217 · Advertising	0.00	0.00	0.00	0.0%
Farmers' Market - Other	0.00	0.00	0.00	0.0%
Total Farmers' Market	6,035.56	10,000.00	-3,964.44	60.36%
Flood Control				
10-5300 · Equipment Maint. & Supplies	0.00	200.00	-200.00	0.0%
10-5301 · Diesel Fuel for Pumps	0.00	1,500.00	-1,500.00	0.0%
10-5302 · Mink Creek Dam Certification	2,210.00	3,000.00	-790.00	73.67%
10-5304 · Payroll - Flood Superintendent	4,800.00	6,000.00	-1,200.00	80.0%
10-5306 · Payroll - Matching FICA	396.00	485.00	-89.00	81.65%
10-5307 · Pump House Maintenance	13.00	500.00	-487.00	2.6%
10-5308 · Pump Maintenance	3,382.86	4,000.00	-617.14	84.57%
10-5310 · Electricity	2,600.26	2,500.00	100.26	104.01%
10-5312 · Levee/Dam Maint.				
10-5311 · Mowing of Levee & Dam	5,450.00	6,500.00	-1,050.00	83.85%
10-5313 · Special Maint. Projects - Levee	0.00	1,000.00	-1,000.00	0.0%
10-5317 · Special Maint. Projects - Dam	0.00	500.00	-500.00	0.0%
Total 10-5312 · Levee/Dam Maint.	5,450.00	8,000.00	-2,550.00	68.13%
10-5315 · Telephone	1,403.65	780.00	623.65	179.96%
10-5316 · Alarm	300.00	400.00	-100.00	75.0%
Total Flood Control	20,555.77	27,365.00	-6,809.23	75.12%
Municipal Building				
10-5350 · Elevator Maint & Phone	1,066.51	500.00	566.51	213.3%
10-5351 · Pest Control	294.00	500.00	-206.00	58.8%
10-5352 · Utilities - Elec, Gas, Water				
10-5357 · Electricity - Upstairs	3,951.78	0.00	3,951.78	100.0%
10-5360 · Water/Sewer	410.23	0.00	410.23	100.0%
10-5352 · Utilities - Elec, Gas, Water - Other	704.16	3,500.00	-2,795.84	20.12%
Total 10-5352 · Utilities - Elec, Gas, Water	5,066.17	3,500.00	1,566.17	144.75%
10-5354 · Repairs and Maint				
10-5354 · Repairs and Maint - Other	2,318.49	500.00	1,818.49	463.7%
Total 10-5354 · Repairs and Maint	2,318.49	500.00	1,818.49	463.7%

Town of Scottsville - General Fund
Preliminary Profit & Loss - Budget vs. Actual
July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
10-5356 · Cleaning Service	11,417.50	4,800.00	6,617.50	237.87%
10-5361 · Alarm	540.00	0.00	540.00	100.0%
10-5399 · Other	0.00	0.00	0.00	0.0%
Total Municipal Building	20,702.67	9,800.00	10,902.67	211.25%
Parks and Trails				
10-5515 · Park Maintenance				
10-5517 · CBS Electricity	0.00	0.00	0.00	0.0%
10-5518 · CBS Water	233.79			
10-5521 · Bruce Park	1,584.04	0.00	1,584.04	100.0%
10-5522 · CBS	4,566.40	0.00	4,566.40	100.0%
10-5523 · Street Tree Maintenance	5,540.00	3,000.00	2,540.00	184.67%
10-5525 · Farmers' Market Pavilion	1,617.98	0.00	1,617.98	100.0%
10-5527 · VCNA	8,575.00	1,000.00	7,575.00	857.5%
10-5530 · Old Jail/Butterfly Garden	324.12	0.00	324.12	100.0%
10-5515 · Park Maintenance - Other	3,740.19	9,000.00	-5,259.81	41.56%
Total 10-5515 · Park Maintenance	26,181.52	13,000.00	13,181.52	201.4%
10-5635 · CBS Exhibits - Design & Repair	952.20	1,000.00	-47.80	95.22%
Total Parks and Trails	27,133.72	14,000.00	13,133.72	193.81%
Police Department				
10-5402 · Building Maintenance				
10-5402 · Building Maintenance - Other	306.49	500.00	-193.51	61.3%
Total 10-5402 · Building Maintenance	306.49	500.00	-193.51	61.3%
10-5404 · Part-Time Officers	606.00	1,500.00	-895.00	40.33%
10-5405 · Future Officer Fund	225.00	0.00	225.00	100.0%
10-5406 · Payroll - Base Salary	147,803.73	172,000.00	-24,196.27	85.93%
10-5408 · Payroll - Health Benefits	28,365.20	18,500.00	9,865.20	153.33%
10-5410 · Payroll - Matching FICA	11,050.68	13,898.00	-2,847.32	79.51%
10-5411 · Payroll - Life Insurance	1,858.52	1,200.00	658.52	154.88%
10-5412 · Payroll - Pension	8,041.58	10,000.00	-1,958.42	80.42%
10-5413 · LOMA Premiums	2,897.82	3,200.00	-302.18	90.56%
10-5416 · Professional Dev.	585.00	4,000.00	-3,415.00	14.63%
10-5418 · Vehicle Insurance	3,514.00	3,300.00	214.00	106.49%
10-5420 · Vehicle Gas & Fluid				
10-5552 · 2014 Ford Explorer (8341)	4,124.97	0.00	4,124.97	100.0%
10-5553 · 2013 Ford Explorer (9191)	2,521.54	0.00	2,521.54	100.0%
10-5554 · 2016 Ford F-150 (6113)	1,239.48	0.00	1,239.48	100.0%
10-5555 · 2013 Ford Taurus (5902)	0.00	0.00	0.00	0.0%
10-5557 · 2021 Interceptor 1 (4442)	1,548.61			
10-5420 · Vehicle Gas & Fluid - Other	639.63	7,000.00	-6,360.37	9.14%
Total 10-5420 · Vehicle Gas & Fluid	10,074.23	7,000.00	3,074.23	143.92%
10-5422 · Vehicle Repairs & Maint				
10-5444 · 2008 Chevrolet Colorado	0.00	0.00	0.00	0.0%
10-5546 · 2014 Interceptor 2 (8341)	2,731.72	0.00	2,731.72	100.0%
10-5547 · 2016 Ford F-150 (6113)	191.21	0.00	191.21	100.0%
10-5548 · 2013 Ford Taurus (5902)	1,007.03	0.00	1,007.03	100.0%
10-5551 · 2013 Interceptor 3 (9191)	0.00	0.00	0.00	0.0%
10-5558 · 2021 Interceptor 1 (4442)	280.00	0.00	280.00	100.0%
10-5422 · Vehicle Repairs & Maint - Other	5.00	6,000.00	-5,995.00	0.08%
Total 10-5422 · Vehicle Repairs & Maint	4,214.96	6,000.00	-1,785.04	70.25%
10-5426 · Supplies and Equip	3,639.11	8,000.00	-4,360.89	45.49%
10-5428 · Utilities - Elec, Gas, Water	924.02	900.00	24.02	102.67%
10-5430 · Telephone/DSL	6,606.63	13,000.00	-6,393.37	50.82%
10-5432 · Office Expenses	874.16	200.00	674.16	437.08%
10-5496 · IT Maintenance	2,163.94	1,000.00	1,163.94	216.39%
10-5497 · Payroll - Grant Funded Patrol	0.00	5,000.00	-5,000.00	0.0%
10-5498 · Uniforms	279.08	200.00	79.08	139.54%
10-5550 · Food	173.52	200.00	-26.48	86.76%

Town of Scottsville - General Fund
Preliminary Profit & Loss - Budget vs. Actual
July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
Total Police Department	234,202.67	269,598.00	-35,395.33	86.87%
Street Department				
10-5500 - Maintenance				
10-5598 - Snow Removal	0.00	500.00	-500.00	0.0%
10-5500 - Maintenance - Other	3,476.39	3,000.00	476.39	115.88%
Total 10-5500 - Maintenance	3,476.39	3,500.00	-23.61	99.33%
10-5501 - Streetscape Plantings	437.03	500.00	-62.97	87.41%
10-5502 - Payroll - Matching FICA	3,130.04	3,697.00	-566.96	84.66%
10-5503 - Payroll - Health Benefits	19,732.60	14,500.00	5,232.60	136.09%
10-5505 - Payroll - Life Insurance	917.85	0.00	917.85	100.0%
10-5506 - Payroll - Street Cleaning/Maint	45,650.01	45,760.00	-109.99	99.76%
10-5507 - Payroll - VRS	3,452.58	763.00	2,689.58	452.5%
10-5509 - Telephone	201.54	300.00	-98.46	67.18%
10-5510 - Trash/Contract Labor	1,424.44	1,300.00	124.44	109.57%
10-5512 - Street Lighting	10,553.22	11,000.00	-446.78	95.94%
10-5514 - Materials & Supplies	5,603.16	3,000.00	2,603.16	186.77%
10-5529 - Truck Repairs & Fuel	4,199.11	2,000.00	2,199.11	209.96%
10-5532 - Uniforms	0.00	200.00	-200.00	0.0%
Total Street Department	98,777.97	86,520.00	12,257.97	114.17%
Tourism and Econ Development				
Dues - Va Tourism, VHTA, etc.	200.00	0.00	200.00	100.0%
Social Media	0.00	100.00	-100.00	0.0%
10-5526 - Events & Tourism Committee				
10-5602 - 4th of July	5,233.19	0.00	5,233.19	100.0%
10-5604 - Batteau	0.00	0.00	0.00	0.0%
10-5526 - Events & Tourism Committee - Other	282.27	10,000.00	-9,717.73	2.82%
Total 10-5526 - Events & Tourism Committee	5,515.46	10,000.00	-4,484.54	55.16%
10-5600 - PortaToilet - Boat Land, Events	1,627.56	1,500.00	127.56	108.5%
10-5610 - Website	3,415.50	1,000.00	2,415.50	341.55%
10-5617 - Misc-Conf,travel exp,publicity	0.00	800.00	-800.00	0.0%
10-5637 - Economic Dev Committee	0.00	5,000.00	-5,000.00	0.0%
Total Tourism and Econ Development	10,758.52	18,400.00	-7,641.48	58.47%
Town Planning				
ARB				
ARB - Other	0.00	2,000.00	-2,000.00	0.0%
Total ARB	0.00	2,000.00	-2,000.00	0.0%
Planning Commission				
10-5707 - Professional Consultation	137,076.66	116,850.00	20,226.66	117.31%
10-5710 - Miscellaneous Expenses				
10-5710 - Miscellaneous Expenses - Other	568.62	1,000.00	-431.38	56.86%
Total 10-5710 - Miscellaneous Expenses	568.62	1,000.00	-431.38	56.86%
Planning Commission - Other	0.00	0.00	0.00	0.0%
Total Planning Commission	137,645.28	117,850.00	19,795.28	116.8%
Total Town Planning	137,645.28	119,850.00	17,795.28	114.85%
Total Expense	1,116,831.82	1,198,038.00	-81,206.18	93.22%
Net Ordinary Income	-51,303.51	78,220.00	-129,523.51	-65.59%
Other Income/Expense				
Other Income				
10-4650 - Gain on Sale of Asset	494.26	0.00	494.26	100.0%
Total Other Income	494.26	0.00	494.26	100.0%
Net Other Income	494.26	0.00	494.26	100.0%
Net Income	-50,809.25	78,220.00	-129,029.25	-64.96%

Town of Scottsville

Planning and Zoning Fee Schedule

Updated May 15, 2023 and Effective July 1, 2023

History: The Town of Scottsville adjusted its boundaries to their current form in 1996. At that time, the Town also updated zoning and subdivision ordinances to be substantially similar to those of Albemarle County. The Town adopted a schedule of zoning and development fees in 1997, then updated it 2001. For over 20 years, there were no changes to keep pace with inflation, creating a subsidy and operating loss for the Town budget.

Principle: Development fees should cover the Town's related operating costs, in terms of staff time and relevant expenses. Fees should be simple to calculate and avoid surprises for applicants. It is sometimes reasonable to charge lower fees for tasks the Town wishes to encourage, and higher fees for perceived nuisances. However, a relatively small up-front fee is no substitute for stable tax policy.

This document shows the newly effective development fees.

Sign Permit	\$20
Certificate of Appropriateness	\$20
Site Plan Waiver	\$200
Preliminary Site Development Plan	\$2,000
Final Site Development Plan	
If administrative review	\$500
If commission review	\$1,000
Amendment submitted	\$200
Appeal to Town Council	\$500
Extending approval	\$100
Bond inspection, each	\$100
Special Use Permit	\$1,500
Subdivision Preliminary Plat	
If administrative review	\$200
If commission review	\$2,000


Attachment 7 - A



Subdivision Final Plat

If administrative	\$200
If commission reviewed	\$2,000

Zoning Map Amendment

Under 5 Acres	\$2,000
Over 5 Acres	\$10,000

Zoning Text Amendment \$3,000

Appeal to Board of Zoning Appeals \$200

(Refunded if the Board overturns the decision of the Zoning Administrator)

**INTERIM TOWN ADMINISTRATOR
EMPLOYMENT AGREEMENT**
(Beginning May __, 2023, through July 31, 2023)

THIS AGREEMENT, made and entered into this __ day of May, 2023, by and between the Town Council of the Town of Scottsville, Virginia (the "Town Council") and Rebecca Carter (the "Interim Town Administrator"), both of whom understand as follows:

WITNESSETH:

WHEREAS, the Town Council desires to employ the services of Rebecca Carter as its Interim Town Administrator; and

WHEREAS, the Town Council desires to provide certain benefits, establish certain conditions of employment, and set working conditions of the Interim Town Administrator; and

WHEREAS, the Town Council desires (1) to retain the services of the Interim Town Administrator and to provide inducement for the Interim Town Administrator to remain in the Town Council's employment; (2) to make possible full work productivity by assuring the Interim Town Administrator's morale and peace of mind with respect to future security; (3) to provide a means for terminating the Interim Town Administrator's employment when the Town Council may desire to do so; and (4) provide for an orderly succession for the future replacement of the Interim Town Administrator upon transition of the incumbent; and

WHEREAS, Rebecca Carter desires to begin employment as the Interim Town Administrator of the Town of Scottsville, Virginia;

NOW, THEREFORE, in consideration of the premises and the mutual covenants described below, the Town Council and the Interim Town Administrator agree as follows:

SECTION 1. EMPLOYMENT

The Town Council hereby agrees to employ Rebecca Carter as Interim Town Administrator pursuant to the terms and conditions set forth herein to perform the functions and duties specified and to perform other legally permissible and proper duties and functions that the Town Council shall assign from time to time. The role is part-time, roughly 20 hours per week.

SECTION 2. INITIAL TERM AND RENEWALS

A. The term of this Agreement shall be from May/6, 2023, to July 31, 2023, unless sooner terminated by either part in accord with the provisions of this Agreement.

B. This Agreement may be renewed for additional terms by mutual written agreement of the parties. In the event the Town Council decides not to renew, the Agreement shall expire as of July 31, 2023, and the Town Council shall be obligated for payments to the Town Administrator as set forth in Section 8(A) below.

SECTION 3. TERMINATION BY INTERIM TOWN ADMINISTRATOR

This Agreement may be terminated by the Interim Town Administrator during its term or any renewal thereof by giving the Town Council twenty (20) days' written notice. In that event, the Interim Town Administrator's monthly salary and other benefits shall be prorated as of the termination date, and the Town Council shall have no further obligation under this Agreement. Notwithstanding the foregoing, the Interim Town Administrator hereby agrees to remain in employment with the Town for a period of at least 30 days from the start of their employment.

SECTION 4. TERMINATION BY THE TOWN COUNCIL

The Interim Town Administrator serves at the pleasure of the Town Council and this Agreement is an employment at will. Nothing contained in this Agreement shall impair the right of the Town Council to terminate the employment of the Interim Town Administrator pursuant to Section 8(B) below at the Town Council's sole discretion, with or without cause. In addition, this Agreement is expressly subject to annual appropriations by the Town Council of the Interim Town Administrator's salary, as required by law. If such appropriations are not made, this Agreement is null and void for the next fiscal year or adjusted to reflect those appropriations, as may be appropriate.

SECTION 5. TERMINATION ON DISABILITY OR DEATH

A. If the Town Administrator becomes permanently disabled, or unable to perform their duties because of sickness, accident, injury, or mental incapacity for a period of (4) successive weeks, the Town Council may terminate this Agreement without incurring the termination pay obligation described in Section 8; and

B. If the Agreement is terminated by the death of the Interim Town Administrator, the Town Council shall not incur any additional pay obligation, but shall remain obligated for the payment of any insurance, pension, or other benefits payable to the Interim Town Administrator's heirs, assigns, or estate.

SECTION 6. SALARY AND SCHEDULE

A. Effective May 16, 2023, the Town Council agrees to pay the Interim Town Administrator for services rendered pursuant to this Agreement a base salary at the rate of \$1,000.00 per week, payable on the same schedule as other salaried employees of the Town Council are paid.

B. The Interim Town Administrator role is part-time. Work schedules are flexible as needed, but the hours worked are expected to be 20 to 25 per week.

SECTION 7. BENEFITS

A. VRS retirement fund. The Interim Town Administrator will not participate in the Town's VRS Retirement Fund. Working hours may be reduced to maintain VRS compliance.

B. Health benefits. The Town will not pay for the Interim Town Administrator's health benefits.

SECTION 8. PAYMENTS ON NON-RENEWAL AND TERMINATION

A. Non-renewal. If the Interim Town Administrator desires their employment to extend beyond the end of the term established herein (July 31, 2023), she shall give a written request for renewal of her contract to the Town Council no later than July 10, 2023. In the event that the Town Council shall elect not to renew this Agreement, as may be requested by the Interim Town Administrator, it shall so advise them in writing no later than July 15, 2023. In the event of such non-renewal, the Interim Town Administrator and the Town Council agree that the Interim Town Administrator shall continue to be employed through July 31, 2023, unless the parties mutually agree otherwise or unless employment is terminated pursuant to Section 8(B).

B. Early termination. The Town Council may terminate this Agreement and the employment of the Interim Town Administrator without cause at any time during the contract term upon written notice of termination, given to the Interim Town Administrator at least twenty (20) days prior to the effective date of the termination.

C. Early termination for cause. The Town Council may terminate this Agreement and the employment of the Interim Town Administrator with cause at any time during the contract term upon written notice of the termination given to the Interim Town Administrator prior to the effective date of the termination.

SECTION 9. PERFORMANCE EVALUATION

The Mayor and Town Council shall review and evaluate the performance of the Interim Town Administrator on or before July 15. The review and evaluation shall be in accordance with specific written criteria to be developed jointly by the Town Council. Such evaluation supports the transition to a full-time Town Administrator and is not connected to pay.

SECTION 10. OTHER TERMS AND CONDITIONS OF EMPLOYMENT

The Mayor and Town Council, after consultation with the Interim Town Administrator and agreement by the Interim Town Administrator, may fix any other terms and conditions of employment as it may determine from time to time, relating to the performance of the Interim Town Administrator, provided such terms and conditions are not inconsistent with the provisions

of this Agreement, the authority Charter, or any other state law governing townships.

SECTION 11. NOTICES

Notices pursuant to this Agreement shall be given by first class mail, postage prepaid, addressed as follows:

Town Council:

Mayor, Town of Scottsville
401 Valley Street
Scottsville, VA 24590

Interim Town Administrator:

Rebecca Carter

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service, or as of the date of deposit of such written notice in the United States Postal Service.

SECTION 12. SEVERABILITY

If any provision, or any portion thereof, contained in this Agreement, is held unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, the Town Council has caused this Agreement to be signed and executed on its behalf by the Mayor, and duly attested by its Town Clerk, and the Interim Town Administrator has signed and executed this Agreement.

TOWN COUNCIL OF SCOTTSVILLE, VA

By: _____
RON SMITH, MAYOR

Attest:

Approved as to form:

Javier Raudales, Town Clerk

James M. Bowling IV, Town Attorney

REBECCA CARTER, INTERIM TOWN ADMINSTRATOR

Approved pursuant to Town Council motion adopted at a duly called meeting held on

_____, 2023 by a vote of ____ to ____.

8.4 Courtesy and Ethics

The impression that each employee makes on Town citizens affects their impression of the Town as a whole. Employees are encouraged to make a good impression on everyone with whom they come in contact. If employees have occasions to deal with unreasonable persons or ones whose problems they cannot solve, they should be referred to the Town Administrator for assistance in resolving the matter.

8.5 Holidays

- (a) All full-time, salaried employees shall be entitled to the following holidays with pay, namely:

<u>Holidays</u>	<u>Date Observed</u>
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
George Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday in Nov.
Friday After Thanksgiving	Friday in Nov. after Thanksgiving
Christmas Day	December 25th

The Town will observe All State and Federal Holidays

- (b) Holidays that occur on a Saturday will be observed on the preceding Friday, and Sunday Holidays will be observed on the following Monday.
- (c) Should a holiday occur during an employee's scheduled vacation, the employee may either receive a paid holiday absence for the day, or extend the vacation period by the number of holidays occurring during the scheduled vacation period.
- (d) If a Town designated holiday is worked by a law enforcement employee, the employee may take time off at a later date.
- (e) Non-exempt employees who are scheduled or called into work on days designated as Town holiday shall be paid at their regular rate of pay for hours actually worked, unless the employees worked over 40 hours in the payroll week. In the latter case, employees are to be paid at the overtime rate

8.6 Vacation

- (a) Eligibility
- (1) All full-time, salaried employees are entitled to paid vacations in accordance with the provisions below.
 - (2) For purpose of computing leave allowances at the end of the calendar month in which an employee is hired or separated, full credit shall be granted if the employee is hired on or before the 15th day of the month, and full credit shall be granted if the employee terminates after the 15th day of the month.
 - (3) Vacation credits are accrued on the last calendar day at the end of each month, in accordance with the schedule listed below.

Attachment 7-E

**RULES OF PROCEDURE
SCOTTSVILLE TOWN COUNCIL
[Scottsville Code, § 2-44]**

A. Officers

1. Mayor. The Mayor, if present, shall preside at all meetings during the term for which so elected. The Mayor will cast a vote only in the event the vote of the Council members results in a tie. (Scottsville Town Charter — 3.5)
2. President of the Council. The Council shall, at its first meeting after election, elect one of its number as President, who shall preside at meetings in the absence of the Mayor and shall discharge any other duties of the Mayor during the Mayor's absence or disability. (Scottsville Town Charter — 3.9)
3. Term of Office. The President shall be elected for two-year terms; but may be re-elected for one or more additional terms.

B. Clerk and Deputy Clerks

The Council shall, at its first meeting after election, designate a Clerk, who shall serve at the pleasure of the Council. (Scottsville Town Charter — 5.10)

C. Meetings

1. Annual Meeting. The first meeting held after the newly elected members of the Council shall have qualified, and the first meeting held in the corresponding month of each succeeding year shall be known as the annual meeting. At such annual meeting, the Council shall establish the days, times, and places for regular meetings of the Council for the ensuing twelve months.
2. Regular Meetings. Except as otherwise provided by law, the Council shall meet in regular session not less often than once each month upon such day or days as has been established. Provided, however, that the Council may subsequently establish different days, times, or places for such regular meetings by passing a resolution to that effect. Should the day established as the regular meeting day fall on a ~~legal holiday~~ ^{State or Federal Holiday}, the meeting shall be postponed to the next following regular business day, without further action. If the Mayor (or Vice Mayor, if the Mayor is unable to act) finds and declares that weather or other conditions are such that it is hazardous for Council members to attend a regular meeting, such meeting shall be continued to the next regular meeting date. Such finding shall be communicated to the Council members and to the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement shall be required. Regular meetings, without further public notice, may be adjourned from day to day or from time to time or from place to place, not beyond the time fixed for the next regular meeting, until the business of the Council is complete. (Scottsville Town Charter — 3.10 and Code of Virginia, Section 15.2-1416)
3. Special Meetings. A special meeting of the Council shall be held when requested either by the Mayor or by two or more members thereof, such request to be made in writing,

Attachment 7-F