

The Town of Washington

"THE FIRST WASHINGTON OF ALL"

January 12, 2015

7:00 p.m.

Town Council Meeting

Approved Minutes

- CALL TO ORDER: Mayor Sullivan called the Town Council to order at 7:05 p.m. Council members Jerry Goebel, Gary Schwartz, Patrick O'Connell, Mary Ann Kuhn, Katharine Leggett, and Gary Aichele were present. Town Attorney John Bennett and Town Clerk Laura Dodd were present.

Mayor Sullivan discussed that he wished to add a resolution honoring Wendy Weinberg to the agenda under New Business.

- MINUTES: November 10, and December 8, and December 15, 2014: Ms. Kuhn discussed that she had given corrections for all three sets of minutes regarding typos and grammatical errors that were not related to content to Ms. Dodd. She made a motion to approve the November 10, 2014 minutes and Mayor Sullivan seconded the motion and the motion passed 7-0. Ms. Kuhn made a motion to approve the December 8, 2014 minutes and Mayor Sullivan seconded and the motion passed 5-0 with Council members Schwartz and Goebel abstaining. Mayor Sullivan made a motion to approve the December 15, 2014 minutes and Ms. Kuhn seconded and the motion passed 5-0 with Mr. Schwartz and Mr. Goebel abstaining.

- REPORTS: Treasury Report: Mr. Goebel reviewed the attached Bank Summary Report, the Bills-To-Be Paid List, and the Additional Bills to Be Paid List.

Mr. Goebel discussed that the gallons of water pumped but not billed was due to the pump being run on manual for a few weeks but the problem had been fixed. He also discussed that Ms. Dodd had two additional pay checks on the additional bills to be paid to correct her end of year amount to reflect her salary. He discussed that there had been a glitch in Quickbooks that had paid her every two weeks instead of twice a month which had caused her end of year amount to be short. He discussed that one of the checks listed had his name on it and it should be corrected to Ms. Dodd's name.

Mr. O'Connell asked what interest rate the Town was getting on its assets in the bank.

Mr. Goebel discussed that the Town did not receive interest on its funds in the Union First Market Bank accounts and the interest it received on its LGIP account was at about 3.5 and or 4%.

Mayor Sullivan made a motion to accept the Treasurer's Report and Ms. Leggett seconded as corrected and the motion passed 7-0.

Planning Commission: Chairman Schwartz had no report.

Architectural Review Board: Mayor Sullivan reported that the Council had received the last ARB meeting minutes and that the ARB would be meeting on Wednesday, January 21st to consider changes to the Stonyman building.

Ms. Kuhn discussed that the ARB minutes did not reflect what changes had been approved regarding the 17 Harris Hollow road application.

Mr. O'Connell discussed that the changes were for an addition of a window and the replacement of a door.

Mayor Sullivan discussed that he would ask Ms. Susan Stoltzman, the ARB Secretary, to amend the minutes to show the window and door application.

Website: Ms. Kuhn discussed that she had come up with three goals, if the Council approved, for the web site for the year. She discussed that these included having the web refreshed, getting someone knowledgeable about social media on board, who would work with the Town's Facebook and twitter accounts to make them more engaging, and to also update the system of updating the web site.

Ms. Leggett asked what kind of approval was needed and did it involve costs.

Ms. Kuhn discussed that she wanted the Council to be aware of the goals and that she would come back to the Council with estimates of the costs to implement those goals.

Mr. Aichele discussed that he was in the process of updating his own web page and that people were now using different technologies to access the web. He discussed that it was important for the Town's web site to be kept updated

Ms. Kuhn agreed with Mr. Aichele.

- TOWN ATTORNEY: Mr. Bennett had no report.
- OLD BUSINESS: a). Planning Commission Appointment: Mayor Sullivan discussed that there was a vacancy on the Planning Commission and its term expired in January of 2018. He discussed that there was an applicant, Fred Catlin, who had submitted a letter of interest a month ago and who was active in the town.

Mr. Catlin discussed that he was a native of Albemarle County and that he came from a family involved in education and volunteerism and that his father had been a Chairman of the Planning Commission of Albemarle County. He discussed that he had been the past President of the Central Virginia Chapter of the American Red Cross, and that he had been President Rotary Clubs in Virginia and Massachusetts. He discussed that he had also been on the Board of the University of Pennsylvania and the Board of National American Montessori Society as well as having been on other boards. He discussed that volunteerism was an important part of his life and that he had been involved in education administration for over 35 years with stints at a private school in Pennsylvania, 11 years at the University of Virginia, and for the last 16 years running two large Montessori schools in Charlottesville and Boston. He discussed he currently was the owner of two small Montessori schools in Charlottesville and Culpeper and he also did work as an educational consultant. He discussed that he lived in town on Mt. Salem Avenue and that his wife was a teacher and administrator at the Mountain Laurel Jr. High Farm Program outside of Flint Hill.

Mayor Sullivan discussed that Mr. Catlin had also worked on the Christmas Parade.

Mr. Schwartz discussed that he had talked to Mr. Catlin about the position and that he felt that Mr. Catlin would be a good fit and that the Planning Commission would be happy to have him as he would be a good contribution to the Commission.

Mayor Sullivan discussed that the Planning Commission had not met much recently although it had met occasion in joint sessions with the Council. He discussed that the Comp Plan review wasn't for another few years but there several important issues facing the Town that would require Planning Commission input. He discussed that there were

two vacancies on the Planning Commission, which consisted of Chairman Schwartz, Brad Schneider, and Judy deSarno.

Mr. Schwartz discussed that he had talked to Mr. Catlin and the Mayor about Mr. Catlin taking the course to become a certified planner at the Town's expense. He discussed that he had taken the course and it would be helpful if someone else was certified. He discussed that the Town had held a small planning mini course for the Town Council, the Planning Commission, the ARB, and others and that the Town might want to consider holding another session for all the new members of the Town Boards and Town Council.

Mayor Sullivan discussed that it would be a terrific thing to have another small planning course as it was very useful.

Mr. Schwartz discussed that he would follow up on having another mini course for the Town. He nominated Mr. Catlin to fill a seat on the Planning Commission for a term to expire January 31, 2018 and Mr. O'Connell seconded and a roll call vote was taken:

Mr. Schwartz voted "yes"

Mr. Goebel voted "yes"

Mr. O'Connell voted "yes"
voted "yes"

Ms. Leggett

Ms. Kuhn voted "yes"

Mr. Aichele voted "yes"

Mayor Sullivan voted "yes"

And Mr. Catlin was appointed to the Planning Commission by a vote of 7-0.

b). Schedule Meuse Tourist Home Review: Mayor Sullivan discussed that a year ago the Council had granted a Special Use Permit (SUP) to rent out as a Tourist Home the 2nd floor of her building on Main Street conditional that she come back in one year for a review. He discussed that she had not rented out over the last year as it had been under construction but she now intended to begin renting it out in February. He discussed it was difficult to have a review when there had been no experience of the use. He discussed that based on recommendations from John McCarthy and John Bennett it seemed that the best thing to do was to extend the review period from now to a year from now at which point there would be some experience on how it worked or didn't work.

Mr. Bennett recommended that the Council extend the review to the January 2016 meeting.

Mr. Aichele discussed that he felt that the motion should be to extend the SUP for a year with a review to be held in one year. He asked if it was a one year SUP with a review or a continuing SUP with a one year review.

Mr. Schwartz discussed that he was not debating the process but if there had been people coming in wouldn't the Council be looking at a re-review in another year and why do anything with the SUP. He asked if they would be continuing the SUP with a review in one year.

Mr. Bennett discussed that the SUP would be continuing under the same condition with a review period in one year.

Ms. Kuhn asked if a SUP had to be used in six months or would it be dead or anything like that.

After a short discussion, Mr. Bennett read through Section 6-1-5 Due Diligences of the Zoning Ordinance:

Whenever a Special Use Permit is granted, the activity authorized thereby shall be established and any construction authorized thereby shall be diligently

executed and shall be completed within such time as specified. If not acted on within a period of one year, such special use permit shall automatically expire without notice, unless the permit is extended by Town Council due to conditions unforeseen at the time of the authorization.

He discussed that in this case they had begun the remodeling so he felt that it didn't come within that provision as there was activity.

Mr. Goebel made a motion to extend the Meuse Tourist Home SUP until January 2016 at which time it would be reviewed by the Town Council and Mr. Aichele seconded and a roll call vote was taken:

Mr. Schwartz voted "yes"

Mr. Goebel voted "yes"

Mr. O'Connell voted "yes"
voted "yes"

Ms. Leggett

Ms. Kuhn voted "yes"

Mr. Aichele voted "yes"

Mayor Sullivan voted "yes"

And the motion passed 7-0.

- NEW BUSINESS: a). ESS Proposal for Vac Truck and Debris Removal: Mayor Sullivan discussed that the town had received a proposal (attached) from ESS to have RKM Enviroclean to clean out the scum at the Wastewater Treatment Plant, as had been done last year, for \$1,500.

Mr. Schwartz discussed that this had become a periodic maintenance item that needed to be done as needed to remove grease, scum, and foam that sat on of the plant and it was becoming greater and needed to be done quarterly or semi-annually. He discussed it was probably due grease and oil coming into the plant. He made a motion to approve the RKM Enviroclean proposal of \$1,500 and Mr. Goebel seconded and a roll call vote was taken:

Mr. Schwartz voted "yes"

Mr. Goebel voted "yes"

Mr. O'Connell voted "yes"
voted "yes"

Ms. Leggett

Ms. Kuhn voted "yes"

Mr. Aichele voted "yes"

Mayor Sullivan voted "yes"

And the motion passed 7-0.

Mr. Goebel asked of the Council should go ahead and approve a quarterly clean out. After a short discussion, the Council agreed by consensus to postpone approving further clean outs until a future date.

- b). ESS Influent Monitoring Proposal: Mayor Sullivan discussed that the Town had done some sporadic testing of what was coming into the Wastewater Treatment Plant and now had decided it was prudent to start monitoring on a regular basis those users who were believed to be sending a high concentration of grease and oil to the plant. He discussed that the Council had received a proposal (attached) from ESS to test several users that the Town and ESS had decided on and now the Town also wanted to include the Inn at Little Washington's Laundry House. He discussed that ESS would be testing for various items including oil and grease over a short period of time to see how high those items ranked on various scales. He discussed that obviously restaurants produced concentrated wastewater but all the businesses listed were assumed to have a somewhat higher concentration of pollutants based on the nature

of the business that went on there or if there had been a change in usage. He discussed that the Town was trying to determine some type of bench mark and that ESS was recommending that the testing be done at least two or three times so that no one was judged on one test.

Mr. Aichele asked why the Middleton Inn wasn't on the listed to be tested.

Ms. Dodd explained that the Middleton Inn wasn't on sewer as it was in Rural Residential.

Mr. Schwartz discussed that each structure was producing wastewater and there were two parts to it quality and quantity. He discussed that quantity was based on volume and quality was based on certain components and that the bench mark for normal components of wastewater were based on a normal three or four bedroom home but when considering non-residential usage certain of those components could increase and put a strain on the plant. He discussed that some of the harmful components could be oil or grease that caused foam to rise to the top of the plant or other harmful substances that caused the bugs at the plant to be killed or it could be harmful chemicals such as paint or paint thinner. He discussed that some of the non-residential users were putting stress on the plant which had been noted in the daily operations of the plant. He discussed that if the Town could test the non-residential users and see if they surpassed the bench mark of the residential user and it could take some action to correct the problems at the plant. He discussed that those users with grease traps should be cleaning them periodically. He discussed that the ESS was asking in their proposal for three rounds of testing but he felt that the Council should only approve one round of testing until further discussions with ESS took place. He discussed that if some users came in high the Town should take some action.

After a short discussion, Mayor Sullivan discussed that the Sewer Ordinance allowed for costs of the testing and repairs caused by oil and grease to be paid for by the property owner but he suggested that the first round of testing be paid for by the Town to determine the dimensions of the problem and to allow the Town to work with the businesses to come up with solutions and to educate the owners.

After some further discussion, Mr. Goebel made a motion to approve a not to exceed amount of \$4000 for ESS to test non-residential users as per their approval and Ms. Kuhn seconded and a roll call vote was taken:

Mr. Schwartz voted "yes"

Mr. Goebel voted "yes"

Mr. O'Connell voted "yes"
voted "yes"

Ms. Leggett

Ms. Kuhn voted "yes"

Mr. Aichele voted "yes"

Mayor Sullivan voted "yes"

And the motion passed 7-0.

c). Hayward Proposal for UV Monitoring System
Circuit Board: Mr. Schwartz discussed that the UV unit had two sensors, bulbs, and a control unit and that the bulbs and a sensor had recently been replaced but now the control unit had burned out and needed to be replaced.

After a short discussion Mr. Goebel made a motion to approve the Heywood proposal of \$1,180 for the control unit and Mayor Sullivan seconded and a roll call vote was taken:

Mr. Schwartz voted "yes"

Mr. Goebel voted "yes"

Mr. O'Connell voted "yes"
voted "yes"

Ms. Leggett

Ms. Kuhn voted "yes"

Mr. Aichele voted "yes"

Mayor Sullivan voted "yes"

And the motion passed 7-0.

Mayor Sullivan discussed that Ms. Wendy Weinberg has sold the Theatre and the County had passed a resolution in appreciation of Ms. Weinberg and he wanted the Council to do the same. He gave the Council a draft resolution. He discussed that there was to be a surprise celebration for Ms. Weinberg on Sunday, the 18th, at 5:30 p.m. at Town Hall and everyone was invited to participate.

Mr. Aichele moved that the Mayor be authorized on behalf of the Council and the Town to express its gratitude and thanks to Wendy Weinberg with an appropriate resolution and Mayor Sullivan seconded and the motion passed 7-0.

Mr. O'Connell offered to donate a silver frame for presenting the resolution.

Mayor Sullivan discussed that also on Sunday at the Theatre at 4:00 o'clock the annual Martin Luther King celebration was taking place and it was a nice event and he encouraged people to attend.

Mr. O'Connell presented the Council with framed photos of former Mayor Newbill Miller, former Mayor Gene Leggett, and former Council member Louise Van Dort to be hung at Town Hall. He discussed that there were probably at least sixteen other Mayors, Council members, and influential town residents who also should be included and that he was looking for photos of those key individuals.

After a short discussion, Roger Plantadosi discussed that Jan Clatterbuck might be able to help with finding the photos in the newspaper archives.

There was also a short discussion of reframing the picture of George Washington donated by the Washington Fire Department's Ladies Auxiliary.

- PUBLIC FORUM: Mayor Sullivan opened the Public Forum:

Mr. Phil Irwin asked about the picture of George Washington over the pulpit. After a short discussion it was determined that the picture had come from Eve Willis' shop.

Mr. Irwin discussed that the Ladies Auxiliary's picture should be reframed to fit the picture.

Ms. Sheila Gresinger discussed that the George Washington picture from the Ladies Auxiliary could be double framed which would enhance it while preserving its integrity.

Mr. Brad Schneider discussed that moving into 2015 there were several things regarding infrastructure that he wished the Council to consider including that the water piping was old and he asked if the piping and valves were documented and had the valves been tested.

Ms. Dodd discussed that the valves and pipes were documented and that the valves had been tested a few years ago when the old cast iron pipes had been taken off line but perhaps they should be retested as valves did break.

Mr. Schneider discuss the possibility of constructing a small structure on the Town Hall property about ½ the size of John McCarthy's office to house the Town Clerk so as to get her out of the attic. He expressed his concerns that in the event of Ms. Dodd slipping on the stairs and hurt herself it wouldn't be discovered until someone walked in. He discussed also that the stairs up to Town Hall were not compliant with the Americans with Disabilities Act. He invited the Council to think of a small structure compatible with the current building that would be more accessible and efficient.

Mayor Sullivan discussed that the water system was old and the Town tended to react to events and perhaps it was not as proactive as it might be. He discussed that when considering what needed to be done proactively the Town needed to consider the cost of being more proactive and it was a challenge with the day to day budget realities.

Mr. Schwartz discussed that the Town had rehabbed a portion of the water system which had been expensive. He discussed that the Town had been reactive to a water main leak and to repairs at the pump house. He discussed that the most important issue the Town needed to address was the matter of a new well which pre-empted any other issue.

Mr. Aichele discussed that Mr. Schneider's 2nd point about Town Hall offered the Town an opportunity to talk about a comprehensive look at the Town's space resources and that he would second strongly the notion that the current administrative space was inadequate and hazardous. He discussed whether the best solution was a secondary adjacent building, or a rental space, or even to consider relocating the administrative and meeting space for the Town of Washington to Avon Hall. He discussed that rather than a band aid solution to a pressing matter there should be a comprehensive review of the use of the building and was this the best use of the building and the best use of the property and could Avon Hall become the town center where offices could be rented out. He discussed that the need for a better administrative space was dead on.

Mr. Brad Schneider discussed that it wouldn't have to be a big building or expensive and that the Town could ask local architects for designs.

Ms. Kuhn discussed that something had to be done and there was also the question of security at the present space and that the administrative space was unfriendly and unwelcoming. She asked where the assistant was before the Town purchased Town Hall.

Mr. O'Connell discussed that before the Town started collecting meals and lodging taxes an administrative assistant was not needed and there wasn't one.

Mayor Sullivan discussed that over the years the minutes had become more detailed but there were periods where there had been obviously contentious meetings but no details were written.

Mr. Schneider discussed that infrastructure was critical to the town and that the Town Clerk's space needed to be addressed and it could also become a visitor's center for the town.

Mayor Sullivan closed the Public Forum.

- ADJOURNMENT: At 8:30 p.m. Mr. O'Connell made a motion to adjourn and Mr. Goebel seconded and the motion passed 7-0 and the meeting was adjourned.

NEXT SCHEDULED COUNCIL MEETING TO BE HELD ON JANUARY 12, 2015

Respectfully submitted,

Laura Dodd
Town Clerk

Attachments:
Treasurer's report
Additional Bills to be Paid
Bills to be Paid
ESS Influent Monitoring Proposal
ESS Proposal for Vac Truck and Debris Removal
Heyward Proposal for UV Monitoring System Circuit Board
Wendy Weinberg Resolution