

# The Town of Washington

"THE FIRST WASHINGTON OF ALL"

June 10, 2019

7:00 p.m.

Approved Minutes

- CALL TO ORDER: Mayor Fred Catlin called the Town Council meeting to order at 7:00 p.m. Council members Mary Ann Kuhn, Brad Schneider, Patrick O'Connell, Gail Swift, and Joe Whited were present. Town Attorney John Bennett and Town Clerk Laura Dodd were present. Council member Katharine Leggett was absent.

- APPROVAL OF THE AGENDA: Mayor Catlin made a motion to approve the agenda with New Business agenda item b). ARB Vacancy also having Planning Commission Vacancy added and Ms. Swift seconded and a roll call vote passed unanimously 6-0 with Ms. Leggett being absent.

- MINUTES: May 13, 2019 Council Meeting : Ms. Swift made a motion to approve the May 13, 2019 amended minutes and Mr. Whited seconded and a roll call vote was taken:

Mr. Schneider voted "yes"

Mayor Catlin voted "yes"

Mr. O'Connell voted "yes"

Ms. Swift voted "yes"

Ms. Kuhn abstained

Mr. Whited voted "yes"

And the motion passed 5-0 with Ms. Kuhn abstaining and Ms. Leggett being absent.

- REPORTS:

Mayor's Report: Mayor Catlin reported that there was no news on the Post Office project and that he hoped to have news soon.

Treasury Report: Ms. Swift presented the Council with the attached Treasurer's report and reviewed it. She reported that there was an additional bill from Neff Crane Services that was used for an emergency at the Wastewater Treatment Plant.

Mayor Catlin thanked Ms. Swift, Ms. Dodd, and ESS for handling the emergency swiftly and at a low cost.

Ms. Swift reported that the Fire Department had received grant money from the Town that was a pass through and that the Town had received sewer connection fees from Dr. Martin.

Mr. Whited made a motion to approve the Treasurer's report and Ms. Kuhn seconded and a roll call vote was taken and the motion passed unanimously 6-0.

Planning Commission: Planning Commission member Gail Swift reported that the Planning Commission had not met in May but would be meeting in June to consider a request from the Land Trust of Virginia for the Town to confirm there was no conflict with the Town's Comprehensive Plan if Chuck Akre put his land into conservation easement.

Architectural Review Board: Mayor Catlin discussed that the ARB would be meeting in June to consider two applications.

- TOWN ATTORNEY: Mr. Bennett reviewed a draft revised town fee schedule. After a short discussion, Council decided by consensus that a minor ARB permit fee would be \$25 and a major ARB permit fee would be \$250. Council agreed to review the fees and give Mr. Bennett their comments and that Mr. Bennett would prepare a draft resolution regarding the fees for the July agenda.

Mayor Catlin discussed that he had been receiving requests from Comcast regarding a draft franchise agreement.

Mr. Bennett discussed that the question was whether the citizens were satisfied with the services that they were now receiving and what would the Town need in 10 to 20 years. He discussed that the franchise agreement as proposed was unacceptable as presented particularly regarding the issue of installing cable underground and also having the Town locked into one provider.

Mr. Schneider discussed that current technology as far as cable went would be out of date in ten years.

Council agreed by consensus to refer all conversation with Comcast to Mr. Bennett, who would continue to negotiate with Comcast and report back to Council.

- OLD BUSINESS: a). Approval of the FY 2019-2020 Budget: Ms. Swift discussed that line item 4030 would be changed from Food Pantry Contribution to General Contributions.

Mr. Schneider made a motion to approve the FY 2019-2020 Budget and Mr. O'Connell seconded.

Mr. Whited discussed that next year there would have to be a serious discussion regarding the Town's income and Mayor Catlin agreed.

A roll call vote was taken and passed unanimously 6-0.

b). Streetlights Update: Ms. Dodd reported that the Town would be receiving two new experimental bulbs with new filters for residents to consider and that she would let everyone know once they were installed at Porter St. and Mt. Salem Ave. and along Mt. Salem Ave.

c). Increase in Town Permit Fees: This agenda item was covered under Town Attorney.

- NEW BUSINESS: a). Job Description Town Clerk/Administrative Assistant: Ms. Swift and Ms. Kuhn reviewed a job description for the Town Clerk.

After a short discussion Mayor Catlin asked that all Council members in favor of the general job description as presented being accepted, with possible future refinements by Ms. Swift and Ms. Kuhn, show their approval by a voice vote, which was unanimous at 6-0.

After a short discussion, Council agreed by consensus that Ms. Swift and Ms. Kuhn would publish an advertisement for the Town Clerk's position with applications to be accepted until Monday, July 22, 2019 at 5:00 p.m. with the intention to award the position on or after the Monday, August 12<sup>th</sup> Council meeting. It was discussed that Ms. Swift and Ms. Kuhn would do the initial interviews.

b). ARB and Planning Commission Vacancy. Mayor Catlin discussed that there was vacancy on the ARB due to Selma Thomas's resignation and a vacancy on the Planning Commission due to Alan Comp's resignation. He discussed that the Town admired their insight, thoughts and service to the town and that he wanted to publicly thank them for the time and energy they had given to the town, which had been invaluable.

He discussed that the Town was accepting letters of interest until Monday, August 5, 2019 from residents who wished to be appointed to either the ARB or the Planning Commission at the August Council meeting

- PUBLIC FORUM: Mayor Catlin opened the public Forum

Gary Aichele discussed that he felt that the public utilities in the town did not make much money as it was so small so they were unwilling and had no incentive to upgrade services.

He discussed it would be difficult to replace Ms. Dodd and that this was one of the Town's most significant administrative changes, probably since they started having meetings off someone's porch. He discussed that the transition from someone like Ms. Dodd would be very,

very difficult in capturing all that she had been doing and getting them tasked to appropriate people. He discussed that he was concerned that when the Town advertised it, that the caliber of people the Town was going to need to do these jobs understand that and apply, and that they weren't frustrated when they find out what the jobs really are. .

Mayor Catlin closed the public forum.

- CLOSED SESSION: There was no closed session
- ADJOURNMENT: At 8:17 p.m. Ms. Swift moved to adjourn and Mr Whited seconded and the motion passed 6-0.

NEXT REGULARLY SCHEDULED MEETING OF THE TOWN COUNCIL  
AUGUST 12, 2019

Laura Dodd

Attachments:

Treasurer's report

Additional Bills Paid

Bills to be Paid

Approved 2019-2020 Budget

Draft Town Clerk Job description