

The Town of Washington

"THE FIRST WASHINGTON OF ALL"

August 12, 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, Patrick O'Connell Brad Schneider, Katharine Leggett, Gail Swift, and Joe Whited were present. Town Attorney John Bennett and Town Clerk Laura Dodd were present.

- APPROVAL OF THE AGENDA: Ms. Leggett made a motion that the agenda be approved with the Street lights Update under Old Business deleted and that the Boundary Line Adjustment Resolution be tabled until September. Ms. Swift seconded and a roll call vote was taken:

Mr. Schneider voted "yes"

Ms. Swift voted "yes"

Ms. Kuhn voted "yes"

Ms. Leggett voted "yes"

Mr. O'Connell voted "yes"

Mr. Whited voted "yes"

Mayor Catlin voted "yes"

And the motion passed 7-0.

MINUTES: July 8, 2019 Council Meeting, July 25, 2019, and July 30, 2019 amended draft minutes: Ms. Dodd asked that on page 2 of the July 8, 2019 minutes under Old Business, e). Permit Fee Structure, that the sentence "Mr. Whited discussed that he felt that the public hearing should be held in September after people home vacation." be changed to "Mr. Whited discussed that he felt that the public hearing should be held in September after people came home from vacation." She also asked that in the July 30, 2019 minutes under Open Session the sentence "Only public business matters lawfully exempted from open meetings requirements under the Code of Virginia and only such public business matters as identified in the motion by which the motion by which the motion by which closed meeting was convened were heard, discussed, or considered by the Town Council." be changed to "Only public business matters lawfully exempted from open meetings requirements under the Code of Virginia and only such public business matters as identified in the motion by which the closed meeting was convened were heard, discussed, or considered by the Town Council."

Ms. Kuhn made a motion to approve the corrected amended draft minutes from July 8, July 25, and July 30, 2019 and Ms. Leggett seconded and a roll call vote was taken:

Mr. Schneider voted "yes"

Ms. Swift voted "yes"

Ms. Kuhn voted "yes"

Ms. Leggett voted "yes"

Mr. O'Connell voted "yes"

Mr. Whited voted "yes"

Mayor Catlin voted "yes"

And the motion passed 7-0.

- REPORTS:

Mayor's Report: Mayor Catlin reported that the post office was staying in town and he thanked everyone who had worked on keeping it in town, particularly John Fox Sullivan and Tim Tedrick. He discussed that a group, chaired by Mr. Sullivan, would be looking at signage, how to spend \$5,000 on landscaping on the new building, and also on how to memorialize the old building and the history of the old building. He asked that town residents interested in joining the group contact him or the Clerk.

He discussed that he was starting to look for grants and that there would be lots of opportunities for public input on infrastructure projects such as pathways and improved

sidewalks, a second well, new water meters, and to also get professional help to bring the Comprehensive Plan up to the next level in the planning process.

He discussed that the revenues were up for the Town. He reported that the Rappahannock-Rapidan Regional Commission would be holding its annual meeting on Thursday, September 26, 2019 at 5:00 p.m. at Prince Michel Winery in Madison.

Treasury Report: Ms. Swift presented the Council with the attached Treasurer's report. She discussed that the Town revenues were up 30% over the last fiscal year, Meals and Lodging Taxes were up 21%, and expenses were up 15%.

Mr. Whited made a motion to approve the Treasurer's report and Ms. Leggett seconded and a roll call vote was taken and the motion passed unanimously 7-0.

Planning Commission: Chairman Caroline Anstey reported that the Planning Commission had met on July 22, 2019 and had reviewed both the Planning Commission Terms of Reference and a draft Boundary Line Adjustment (BLA) Resolution and would be forwarding its recommendations on both documents to the Council for the September Council meeting. She discussed that the Planning Commission had two questions regarding the BLA Resolution. One was why there was no mention of Piedmont Avenue, and two, what was the natural boundary for Harris Hollow Road.

She expressed her concerns regarding Mayor Catlin's remarks on bringing the Comprehensive Plan up to the next level of planning. She discussed that the Planning Commission had received technical assistance while revising the Comprehensive Plan and that all infrastructure issues could be dealt with as part of the current Comprehensive Plan. She discussed that as Chair, she would be nervous if the Comprehensive Plan was messed with.

Mayor Catlin discussed that he was not asking for a revision of the Comprehensive Plan but rather was trying to address what was the actual capacity of the Wastewater Plant and other technical questions regarding infrastructure.

Chairman Anstey discussed that it should be made clear that the Comprehensive Plan was not being revised.

Architectural Review Board: Mayor Catlin discussed that the ARB would not be meeting on Wednesday, August 14, 2019 as there were no applications.

- TOWN ATTORNEY: Mr. Bennett had no report.

- PUBLIC HEARING: Consideration and Possible Adoption of New Town Permit Fees: Mr. Bennett discussed that he had reviewed various local jurisdictions' permit fees and had come up with the attached fee structure, which he had designed so that the applicant should pay for over half the expenses involved with an application and that expenses for a permit should not fall back on the taxpayer.
 - Ms. Leggett asked if Mr. Bennett had looked at the fees of other smaller jurisdictions.
 - Mr. Bennett discussed that he had looked at Madison, Purcellville, Standardville, and others.
 - Mayor Catlin opened the public hearing.
 - Gary Aichele spoke in favor of the new fee structure.
 - Mr. Bennett discussed that the fees were modest compared to most towns.
 - Ms. Leggett spoke in favor.
 - Mayor Catlin made a motion to close the public hearing and Ms. Swift seconded and a roll call vote passed unanimously 7-0.
 - Ms. Swift made a motion to approve the new fee schedule as presented and Ms. Kuhn seconded and a roll call vote was taken:

Mr. Schneider voted "yes"	Ms. Swift voted "yes"
Ms. Kuhn voted "yes"	Ms. Leggett voted "yes"
Mr. O'Connell voted "yes"	Mr. Whited voted "yes"
Mayor Catlin voted "yes"	

And the motion passed 7-0.

- OLD BUSINESS: a). Appointment of a Planning Commission member: Mayor Catlin discussed that the Town had received an application for appointment to the Planning Commission from Jeanne Kauffmann.

Chairman Anstey discussed that she felt that Ms. Kauffmann would be a contributing, strong member of the Planning Commission.

Ms. Swift spoke in favor of Ms. Kauffmann's appointment and made a motion to appoint Ms. Kauffmann to the Planning Commission and Ms. Leggett seconded and a roll call vote was taken:

Mr. Schneider voted "yes"	Ms. Swift voted "yes"
Ms. Kuhn voted "yes"	Ms. Leggett voted "yes"
Mr. O'Connell voted "yes"	Mr. Whited voted "yes"
Mayor Catlin voted "yes"	

And the appointment was approved 7-0.

- b). Appointment of an ARB member: Mayor Catlin discussed that the Town had received an application for appointment to the ARB from Susannah Smith.

Ms. Smith discussed her background in historic preservation and that she was currently Zoning Administrator for the Town of Warrenton.

Mr. Schneider made a motion to appoint Ms. Smith to the ARB and Ms. Kuhn seconded and a roll call vote was taken:

Mr. Schneider voted "yes"	Ms. Swift voted "yes"
Ms. Kuhn voted "yes"	Ms. Leggett voted "yes"
Mr. O'Connell voted "yes"	Mr. Whited voted "yes"
Mayor Catlin voted "yes"	

And the appointment passed 7-0.

- c). Resolution Welcoming Requests for Boundary Line Adjustments: Tabled until September.

- NEW BUSINESS: a). Atrium Construction Proposal for Electrical Repair at Wastewater Treatment Plant: After a short discussion, Mr. Schneider made a motion to approve up to \$4,350 on the Atrium proposal for electrical repairs at the Wastewater Treatment Plant contingent on the Town receiving a new quote breaking out labor and materials to be reviewed and approved by Mr. Schneider and Mayor Catlin. Mr. O'Connell seconded and a roll call vote was taken:

Mr. Schneider voted "yes"	Ms. Swift voted "yes"
Ms. Kuhn voted "yes"	Ms. Leggett voted "yes"
Mr. O'Connell voted "yes"	Mr. Whited voted "yes"
Mayor Catlin voted "yes"	

And the motion passed 7-0.

- PUBLIC FORUM: Mayor Catlin opened the public Forum; Mayor Catlin closed the public forum.

- CLOSED SESSION: At 7:38 p.m. Mayor Catlin made a motion to go into closed session in accordance with the provisions of Section 2.2-3711A.1 to discuss and consider prospective named candidates for employment with the Town as Town Clerk and Mr. Whited seconded and a roll call vote was taken:

Mr. Schneider voted "yes"	Ms. Swift voted "yes"
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Ms. Kuhn voted “yes”
Mr. O’Connell voted “yes”
Mayor Catlin voted “yes”
And the motion passed 7-0.

Ms. Leggett voted “yes”
Mr. Whited voted “yes”

- OPEN SESSION: At 8:30 p.m. Council returned to open session. Mr. Bennett asked each member to certify that to the best of their knowledge:

Only public business matters lawfully exempted from open meetings requirements under the Code of Virginia and only such public business matters as identified in the motion by which the closed meeting was convened were heard, discussed, or considered by the Town Council. A roll call vote was taken and

Mr. Schneider said “yes”
Ms. Kuhn said “yes”
Mr. O’Connell said “yes”
Mayor Catlin said “yes”

Ms. Swift said “yes”
Ms. Leggett said “yes”
Mr. Whited said “yes”

Ms. Kuhn made a motion to hire Barbara Batson as the new Town Clerk and with her first day as September 4, 2019 and Mr. Whited seconded and a roll call vote was taken:

Mr. Schneider voted “yes”
Ms. Kuhn voted “yes”
Mr. O’Connell voted “yes”
Mayor Catlin voted “yes”
And the motion passed 7-0.

Ms. Swift voted “yes”
Ms. Leggett voted “yes”
Mr. Whited voted “yes”

Ms. Swift made a motion to enter into a consulting agreement with Ms. Dodd, attached, at an hourly rate of \$30.00 an hour and was seconded by Ms. Leggett and a roll call vote was taken:

Mr. Schneider voted “yes”
Ms. Kuhn voted “yes”
Mr. O’Connell voted “yes”
Mayor Catlin voted “yes”
And the motion passed 7-0.

Ms. Swift voted “yes”
Ms. Leggett voted “yes”
Mr. Whited voted “yes”

Ms. Swift made a motion to approve Employee Work Policies, attached, for the new Town Clerk and Mr. Whited seconded and a roll call vote was taken:

Mr. Schneider voted “yes”
Ms. Kuhn voted “yes”
Mr. O’Connell voted “yes”
Mayor Catlin voted “yes”
And the motion passed 7-0.

Ms. Swift voted “yes”
Ms. Leggett voted “yes”
Mr. Whited voted “yes”

- CLOSED SESSION: At 8:35 p.m., Mayor Catlin made a motion to go back into closed session in accordance with the provisions of Section 2.2-3711A.1 to discuss and consider a current employee’s compensation and transition, seconded by Ms. Swift and a roll call vote was taken:

Mr. Schneider voted “yes”
Ms. Kuhn voted “yes”

Ms. Swift voted “yes”
Ms. Leggett voted “yes”

Mr. O'Connell voted "yes"
Mayor Catlin voted "yes"
And the motion passed 7-0.

Mr. Whited voted "yes"

- OPEN SESSION: At 8:50 p.m. Council returned to open session. Mr. Bennett asked each member to certify that to the best of their knowledge:

Only public business matters lawfully exempted from open meetings requirements under the Code of Virginia and only such public business matters as identified in the motion by which the closed meeting was convened were heard, discussed, or considered by the Town Council. A roll call vote was taken and

Mr. Schneider said "yes"
Ms. Kuhn said "yes"
Mr. O'Connell said "yes"
Mayor Catlin said "yes"

Ms. Swift said "yes"
Ms. Leggett said "yes"
Mr. Whited said "yes"

Mr. Whited made a motion to authorize Mr. Whited and Ms. Swift to spend up to \$7,500 on current employee's compensation and transition and was seconded by Ms. Leggett and a roll call vote was taken:

Mr. Schneider voted "yes"
Ms. Kuhn voted "yes"
Mr. O'Connell voted "yes"
Mayor Catlin voted "yes"
And the motion passed 7-0.

Ms. Swift voted "yes"
Ms. Leggett voted "yes"
Mr. Whited voted "yes"

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- Adjournment: At 8:55 p.m. Ms. Swift made a motion to adjourn and Ms. Kuhn seconded and the motion passed 7-0.

NEXT REGULARLY SCHEDULED MEETING OF THE TOWN COUNCIL
September 9, 2019

Laura Dodd

Attachments:
Treasurer's report
Additional Bills Paid
Bills to be Paid
Permit Fee Structure
Employee Work Policies
Consultant Agreement with Ms. Dodd
Atrium Proposal