

The Town of Washington

"THE FIRST WASHINGTON OF ALL"

December 9, 2019

7:00 p.m.

Approved Minutes

- CALL TO ORDER: Vice-mayor Mary Ann Kuhn called the Town Council (TC) meeting to order at 7:01 p.m. Council members Katharine Leggett, Patrick O'Connell, Gail Swift and Joe Whited were present. Brad Schneider and Mayor Catlin were absent. Town Attorney John Bennett and Town Clerk Barbara Batson were present.
- APPROVAL OF THE AGENDA: Ms. Swift requested item "A Consideration of proposal from ESS to do a detailed inventory of the WWTP and a risk assessment" be tabled.

Ms. Swift motioned to approve the agenda. Mr. Whited seconded and a roll call vote was taken:

Ms. Kuhn voted "yes"

Ms. Leggett voted "yes"

Mr. O'Connell voted "yes"

Ms. Swift voted "yes"

Mr. Whited voted "yes"

And the motion passed 5-0 with Mayor Catlin and Mr. Schneider absent.

- MINUTES: Ms. Swift added the minutes from the October and November work sessions regarding the Town's holiday party for approval. She also requested the contractor named in the Mayor's report in the November 12, 2019 draft minutes be changed to Mr. Tim Tedrick. Mr. Whited made a motion to accept the minutes with the requested change and Ms. Swift seconded and a roll call vote was taken:

Ms. Kuhn voted "yes"

Ms. Leggett voted "yes"

Mr. O'Connell voted "yes"

Ms. Swift voted "yes"

Mr. Whited voted "yes"

And the motion passed 5-0 with Mayor Catlin and Mr. Schneider absent.

- REPORTS:

Mayor's Report: Ms. Kuhn delivered the Mayor's report. She thanked the Christmas in Little Washington committee for its work in organizing the parade, artisans market and other festivities on Sunday, December 8. Ms. Kuhn reminded everyone of the upcoming Town holiday party on December 15 at 5:30 p.m. at Town Hall. She also requested attendees RSVP with the Town Clerk.

Treasurer's Report: Ms. Swift delivered the Treasurer's report. She pointed out the bill on the bills to be paid list to Atrium Contractors. Ms. Gail informed the Council that Atrium was the only licensed contractor available to fix a sewer leak on Gay Street.

Mr. Whited made a motion to accept the treasurer's report and Ms. Leggett seconded and a roll call vote was taken:

Ms. Kuhn voted "yes"

Ms. Leggett voted "yes"

Mr. O'Connell voted "yes"

Ms. Swift voted "yes"

Mr. Whited voted "yes"
And the motion passed 5-0 with Mayor Catlin and Mr. Schneider absent.

Planning Commission Report: There was no Planning Commission (PC) representative present.

Architectural Review Board Report: There was no ARB representative present. Ms. Swift informed the Council that the message board for Town Hall had been approved.

Town Attorney: Mr. Bennett had no report.

- OLD BUSINESS:

(a) Consideration of proposal from ESS to do a detailed inventory of the WWTP and a risk assessment: This agenda item was tabled.

(b) Wastewater Treatment: Ms. Swift reported that the current proposal from American Landscape and Patio is a few hundred dollars under the previous proposals received. The railing will be 42 inches high instead of the previously reported 36 inches.

Ms. Leggett asked if the change in railing height would change the current proposal price and Ms. Swift reported that it would not change the price.

Ms. Leggett made a motion to accept the proposal and Ms. Kuhn seconded and a roll call vote was taken:

| | |
|---------------------------|-------------------------|
| Ms. Kuhn voted "yes" | Ms. Leggett voted "yes" |
| Mr. O'Connell voted "yes" | Ms. Swift voted "yes" |
| Mr. Whited voted "yes" | |

And the motion passed 5-0 with Mayor Catlin and Mr. Schneider absent.

- NEW BUSINESS:

(a) Consideration of proposal for motor repairs WWTP: Ms. Swift reported the need for a backup motor at the wastewater treatment plant.

Ms. Leggett asked if there were another estimate the Council could compare. Ms. Swift said there was not but the cost of repairs is a quarter of the price to purchase a new motor. Mr. Whited motioned to accept the proposal and Ms. Kuhn seconded and a roll call vote was taken:

| | |
|---------------------------|-------------------------|
| Ms. Kuhn voted "yes" | Ms. Leggett voted "yes" |
| Mr. O'Connell voted "yes" | Ms. Swift voted "yes" |
| Mr. Whited voted "yes" | |

And the motion passed 5-0 with Mayor Catlin and Mr. Schneider absent.

(b) Review of SUP for Washington School: Ms. Kuhn reported the review of the special use permit (SUP) for the Washington School building was supposed to occur in 2016 but was not done. Ms. Kuhn asked Mr. Bennett if the Council could approve the renewal of the SUP at tonight's meeting. Mr. Bennet said the renewal could be approved tonight.

Ms. Kuhn also asked Mr. Bennet if a new review date needed to be set or could the approval be set until the Council decided in the future the SUP needed to be reconsidered. Mr. Bennett said a review date was not required but the Council could review it at any time in the future.

Ms. Swift motioned the SUP be approved and Ms. Leggett seconded and a roll call vote was taken:

| | |
|---------------------------|-------------------------|
| Ms. Kuhn voted "yes" | Ms. Leggett voted "yes" |
| Mr. O'Connell voted "yes" | Ms. Swift voted "yes" |
| Mr. Whited voted "yes" | |

And the motion passed 5-0 with Mayor Catlin and Mr. Schneider absent.

- (c) Consideration of sludge waste pump repairs: Ms. Swift informed the Council that one proposal was for the hoist and the other was for cable. Mr. Whited asked how are we doing on budgeted repairs compared to those already completed. Ms. Swift said she will have a report at the January 2020 Council meeting. Ms. Kuhn asked if this repair needed to be done immediately. She also asked Ms. Swift if she were asking for approval tonight for the repairs. Ms. Swift said she had consulted with Mr. Schneider and the repairs were needed and she was asking for approval at tonight's meeting.

Mr. O'Connell motioned the repairs be approved and Ms. Swift seconded and a roll call vote was taken:

| | |
|---------------------------|-------------------------|
| Ms. Kuhn voted "yes" | Ms. Leggett voted "yes" |
| Mr. O'Connell voted "yes" | Ms. Swift voted "yes" |
| Mr. Whited voted "yes" | |

And the motion passed 5-0 with Mayor Catlin and Mr. Schneider absent.

- Public Forum: Ms. Kuhn opened the Public Forum. There was no public discussion.
- CLOSED SESSION: At 7:19 p.m. Ms. Kuhn made a motion to go into closed session in accordance with the provisions of Section 2.2.3711A.3 to discuss the Town Clerk's salary.
- OPEN SESSION: At 7:25 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 concerned were heard, discussed, or considered by the Town Council. A roll call vote was taken:

| | |
|---------------------------|-------------------------|
| Ms. Kuhn voted "yes" | Ms. Leggett voted "yes" |
| Mr. O'Connell voted "yes" | Ms. Swift voted "yes" |
| Mr. Whited voted "yes" | |

And the motion passed 5-0 with Mayor Catlin and Mr. Schneider absent.

Ms. Swift motioned the salary increase, to \$53,000, for the Town Clerk as previously agreed in the employment contract becomes effective January 1, 2020 and Mr. O'Connell seconded and a roll call vote was taken:

Ms. Kuhn voted "yes"
Mr. O'Connell voted "yes"
Mr. Whited voted "yes"

Ms. Leggett voted "yes"
Ms. Swift voted "yes"

And the motion passed 5-0 with Mayor Catlin and Mr. Schneider absent.

- ADJOURNMENT:

At 7:29 p.m. Mr. Whited motioned to adjourn the meeting. Ms. Swift seconded and a roll vote was taken:

Ms. Kuhn voted "yes"
Mr. O'Connell voted "yes"
Mr. Whited voted "yes"

Ms. Leggett voted "yes"
Ms. Swift voted "yes"

And the motion passed 5-0 with Mayor Catlin and Mr. Schneider absent.

NEXT REGULARLY SCHEDULED MEETING OF THE TOWN COUNCIL IS January 13, 2020.

Barbara Batson, Town Clerk

Attachments:

Treasurer's report

Additional Bills Paid

Bills to be Paid

Special Use Permit for Washington School

Proposals for wastewater treatment plant exterior repairs and deck building

Proposal for wastewater treatment plant motor repairs

