

The Town of Washington

"THE FIRST WASHINGTON OF ALL"

January 13, 2020

7:00 p.m.

Approved Minutes

- CALL TO ORDER: Mayor Fred Catlin called the Town Council (TC) meeting to order at 7:01 p.m. Council members Mary Ann Kuhn, Brad Schneider, Gail Swift and Joe Whited were present. Katharine Leggett, Patrick O'Connell and Town Attorney John Bennett were absent. Town Clerk Barbara Batson was present.
- APPROVAL OF THE AGENDA: Mr. Schneider asked that item (d) "Urgent Situation at the Pump House" be added to the agenda. Mr. Whited motioned to approve the amended agenda. Ms. Kuhn seconded and a roll call vote was taken:

Ms. Kuhn voted "yes"

Mr. Schneider voted "yes"

Ms. Swift voted "yes"

Mr. Whited voted "yes"

Mayor Catlin voted "yes"

And the motion passed 5-0 with Ms. Leggett and Mr. O'Connell absent.

- MINUTES: Mr. Schneider made a motion to accept the minutes and Ms. Swift seconded and a roll call vote was taken:
 - Ms. Kuhn voted "yes"
 - Mr. Schneider voted "yes"
 - Ms. Swift voted "yes"
 - Mr. Whited voted "yes"
 - Mayor Catlin voted "yes"And the motion passed 5-0 with Ms. Leggett and Mr. O'Connell absent.

Ms. Leggett joined the meeting at 7:05 pm.

- REPORTS:

Mayor's Report: Mayor Catlin reported that Ms. Susannah Smith has resigned from the Architectural Review Board. The Town will be inviting applicants to fill the position. Mayor Catlin reminded the Council that the applicant must be a citizen of the Town.

Mayor Catlin informed the Council that Mr. Tim Tedrick was gathering the final paperwork needed to obtain the building permit for the new post office. The U. S. Army Corps of Engineers (USACE) needs to review the wetlands on the property. The wetlands will not be disturbed by the construction but USACE approval is still required. The application was submitted to USACE six weeks ago but there has been no response. He reported that construction of the outer building will be completed in 60 days and the interior work will begin immediately thereafter. The current estimate for completion is mid to late spring. Ms. Leggett asked if they are digging a foundation and the Mayor answered the building will be on a pad.

The Mayor said he was hoping to have new initiatives from the Council in the New Year. He is hopeful these initiatives will form closer relationships with the residents and the County. Some initiatives he's hoping to come forward are to make the Town more walkable, have more

housing available and new businesses that benefit Town residents. His personal goal is to make the Town a more inclusive community and to “bury the misperception” that it is exclusive or standoffish.

Ms. Leggett shared that the Country Café closing makes the Town less inclusive because of the audience it catered to.

Treasurer’s Report: Treasurer Swift reported that the audits are complete and the town is waiting for the final reports for the past two years. Hardcopies of the 2015-2016 and 2016-2017 audits were passed out. Ms. Leggett asked if this meant that Ms. Laura Dodd’s tenure was now finished and her bonus was being issued. The Mayor replied that the ordinance book still needed to be finished prior to the bonus being released.

The Mayor reported the audit reports are available in the Town Office for anyone who would like to see them. He asked if there were any concerns reported in the audits. Ms. Swift replied that there were not. Ms. Swift also reported that Ms. Batson would be scheduling the next audit for October 2020. Ms. Swift brought to the Council’s attention the \$20,000 on the bills to be paid list for the 2015-2016 and 2016-2017 audits and informed the Council there will be another \$20,000 on the February bills to be paid list for the 2017-2018 and 2018-2019 audits.

Ms. Swift reminded Council members to cash their quarterly checks promptly. There were several checks over the last year that haven’t been cashed. Those checks have been voided and new ones will be issued. She also reminded the Council that Mr. Schneider will be added as a signatory to the wastewater bank account.

Ms. Swift submitted her first draft of a new Treasurer’s report. She brought to the Council’s attention that 71% of the wastewater budget has already been used through the first six months of the fiscal year. She also noted that wastewater income only covers 61% of expenses but does not currently include transfers between the water and wastewater accounts. Ms. Swift informed the Council that future Treasurer’s reports will include percentages of expenses used so the Council can see the remaining budgeted amount for each account. She also shared that the budgeted numbers will be divided equally across 12 months. Ms. Kuhn requested adding a separate line item that shows the meals and lodging revenue and a comparison against previous years.

Ms. Swift also reported that Mr. Schneider will be reviewing future Environmental Systems Service, Ltd. (ESS) and Country Water invoices prior to payment of those bills.

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. Schneider voted “yes”	Ms. Swift voted “yes”
Mr. Whited voted “yes”	Mayor Catlin voted “yes”

And the motion passed 6-0 with Mr. O’Connell absent.

Planning Commission Report: Ms. Swift reported that Ms. Caroline Anstey would be absent for the next Planning Commission meeting and Ms. Judy DeSarno will be serving as Chair. She also

reported that the agenda will include reviewing ordinances for derelict buildings and food trucks.

Architectural Review Board Report: There was no ARB representative present. Ms. Swift reported that the signage for the Oak View National Bank office had been approved at the last ARB meeting.

Town Attorney: Mr. Bennett was absent.

- OLD BUSINESS:
 - (a) Consideration of proposal from ESS to do a detailed inventory of the WWTP and a risk assessment: Mr. Schneider reported that he and Ms. Swift met with Mr. Cody Hoehna from ESS and an inventory will be completed at no-cost to the Town. He also reported that the contract with ESS is being reviewed and additional hours will be added to the contract. A review of the last year's bills will help determine how many additional hours outside of the contract were billed. Additional hours are billed at a higher rate and adding hours to the contract will save the Town money.

Mr. Schneider also reported that there are trash bags wrapped around pipes to insulate the piping and long extension cords were being used at the plant. He will be researching the cost of jackets for the pipes to replace the trash bags and obtaining quotes to install outlets to eliminate the hazard of the extension cords.

Mr. Schneider also reported that he and ESS are working with the Inn at Little Washington to ensure its grease traps are functioning properly. The Inn needs to develop a schedule to have the grease traps cleaned regularly and the Town needs to monitor that the schedule is being followed. Mr. Schneider wants the Inn's system to be thoroughly cleaned so the Town has a baseline and can track the system moving forward. Ms. Swift pointed out that these guidelines are in the Sewer Ordinances. Ms. Leggett said that while it makes sense to have a clean starting point for the system would that not be an enormous expense? Mr. Schneider responded that it was needed to ensure all the equipment was properly cleaned and maintained.

Mr. Schneider will also ensure that other restaurants are using and maintaining grease traps. He warned that grease plugging up the system was a concern. Ms. Leggett asked if it was determined two or three years ago that Tula's didn't need to have a grease trap because the restaurant didn't offer fried food. Mr. Schneider responded they are required according to the VA Health code.

Ms. Kuhn asked whose responsibility it was to clean the grease traps and whose responsibility it was to monitor it was being done? Ms. Swift answered that the grease traps were the responsibility of the property owner.

Ms. Kuhn asked if the health department is responsible for checking the grease traps and Mr. Schneider answered he needs to investigate in order to respond.

Ms. Swift said that three years ago ESS was asked to take over the pump house maintenance but it was mistakenly not added to the contract and fell through the cracks. Mr. Schneider said the

Town needs to make sure that ESS is presenting reports on the operation of the plant. He also stated that when the plant was built corners were cut. Ms. Leggett asked if there were programs available to monitor the system. Mr Schneider reported there are and he was looking into them. He also said there are reports that would tell the town how many gallons were being pumped versus being billed. This would allow the town to know if it is losing water and while these systems are expensive they would in the long term save the town money. Mr. Schneider also stated he was looking for grants handled through the USDA to upgrade the system. He also said that the Town should look into getting solar power at the pump house to help save money on the electric bill. Currently the electric bill for the pump house is \$2,400 each month.

Mayor Catlin asked that an agenda item be added to the February 2020 Town Council meeting to discuss a grant for evaluating the water plant's capacity.

Mr. Schneider provided a status on the two spare motors currently being repaired. The repairs were approved at the last Council meeting and Manassas Motors is working on them.

Mayor Catlin thanked Mr. Schneider for all his hard work on these items.

- NEW BUSINESS:

- (a) Call for new initiatives: Mayor Catlin asked Council members to bring their ideas for new initiatives for the next year. He shared his hopes to make the Town more walkable. Mr. Schneider said the Council should look at making more parking spaces available and Ms. Nancy Buntin, a town resident, said she wished something could be done about the derelict buildings in Town. Mayor Catlin said that was something he asked the Planning Commission to consider.
- (b) Timetable for 2020-2021 budget: Mayor Catlin reported that the Administrative meetings will be moved to the third Friday of the month and that it will now be an open session to the public. These meetings will be held at 2:15 pm at the Town Office located at 567 Mt. Salem Ave., in Room 3. He shared these are meetings that cover day-to-day operations of the Town.

Mayor Catlin shared the following schedule for the 2020-2021 budget review:

- March 20, 2020 - Administrative meeting to review the budget
- Special Council meeting the week of March 23 or March 30. This date will be decided at tonight's Council meeting.
- April 13, 2020 – Presentation of preliminary budget at the Town Council meeting
- May 11, 2020 – Receive public comments and approve the budget (if possible)
- June 8 – Approve budget if it wasn't already approved on May 11

Mr. Whited suggested March 28, 2020 from 9:00 am to 12:00 pm and the Council members confirmed they were available. Ms. Batson will ask Mr. O'Connell if he is available for this meeting.

- (c) Block Party: Mayor Catlin would like the Council to consider having a block party. Ms. Swift suggested naming it a Town Social and that it be a potluck event. A date of March 1 was discussed and the event would be held from 4 pm to 6 pm at Town Hall. Mayor Catlin asked Ms. Leggett to lead the effort and to ask Council members for assistance as needed.

- (d) Urgent Situation at the Pump House: Mr. Schneider reported that one of the fittings at the pump house has a small leak. The fitting is under pressure and there is evidence of corrosion. It will cost \$400 per tank to have the thickness of the tank tested.

Ms. Swift suggested the Infrastructure Committee needed to look at future maintenance needed and the possibility that a new well will be needed in Town. Ms. Kuhn asked who was on the committee and Ms. Swift replied, Ms. Karen Kropp, Ms. Nancy Buntin, and Mr. Schneider were committee members.

Mr. Whited made a motion to approve the testing of the two tanks at the pump house and Ms. Swift seconded and a roll call vote was taken:

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

And the motion passed 6-0 with Mr. O'Connell absent.

- Public Forum: Mayor Catlin opened the Public Forum.

Ms. Buntin shared that an overview of the needs of the wastewater treatment plant was important to her. She shared that she is concerned that there always seems to be something going wrong and the expenses are getting larger every year. She also shared she is concerned that when things need to be fixed quickly it comes at a high cost. Ms. Buntin shared she is impressed with the work the Treasurer is doing and the work that has been done on the wastewater treatment plant. She also expressed her thanks to the Council for its organization.

Ms. Buntin brought to the Council attention that USACE has regional offices and perhaps there is one closer that can help with the wetlands inspection at the site of the new post office. Mayor Catlin replied that the USACE office the contractor was working with is based in Virginia Beach. Ms. Kuhn asked if Mayor Catlin could call USACE and he replied that he would speak to Mr. Tedrick to see if there are any other options.

- ADJOURNMENT:

At 8:36 p.m. Mr. Schneider motioned to adjourn the meeting. Mr. Whited seconded and a roll call vote was taken:

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

And the motion passed 6-0 with Mr. O'Connell absent.

NEXT REGULARLY SCHEDULED MEETING OF THE TOWN COUNCIL IS FEBRUARY 10, 2020.

Barbara Batson, Town Clerk

Attachments:

Treasurer's report
Additional Bills Paid
Bills to be Paid
Timetable for 2020-2021 budget