

# The Town of Washington

*"THE FIRST WASHINGTON OF ALL"*

November 12, 2019

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, Katharine Leggett, Patrick O'Connell, Brad Schneider and Joe Whited were present. Gail Swift was absent. Town Attorney John Bennett and Town Clerk Barbara Batson were present.
- APPROVAL OF THE AGENDA: Mayor Catlin requested item "E" (Approval of Country Water Estimate for 464 Mount Salem Avenue) under New Business be removed from the agenda, because the issue had been resolved. He requested a resolution be added to the agenda to have a fourth signature added to the wastewater bank account.

Mayor Catlin motioned to approve the agenda. Ms. Kuhn seconded and a roll call vote was taken:

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

And the motion passed 6-0 with Ms. Swift absent.

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

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

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

- REPORTS:

Mayor's Report: Mayor Catlin reported that the new post office contractor, Mr. Tim Tedrick, is still waiting for the US Postal Service to approve the amended plan. Once that's completed he will continue with the other required approvals to break ground.

He also shared an update regarding the cherry tree planting project from Fawn Evenson. The seminar for how to plant the trees will take place on November 13 at 3:00 pm at Trinity Church's community hall. Mayor Catlin reminded residents they should call 811 to mark power lines before digging.

Mr. Thom Pellikaan invited the Mayor and his wife along with TC to ride in the parade and said that antique cars will be provided. The parade committee is working with the Washington Nationals baseball team to potentially have its team mascot attend the parade to honor its World Series win. He also shared the best float will receive a plaque. The parade will take place on December 8, 2019 at 1:30 pm.

Treasurer's Report:

Mayor Catlin delivered the Treasurer's report in Ms. Swift's absence. He reported there was a large payment made for the bi-annual loan payment for the WWTP and he shared the balances for the wastewater, water and LGIP accounts.

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

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

And the motion passed 6-0 with Ms. Swift absent.

Planning Commission Report: There was no Planning Commission (PC) representative present. Mayor Catlin shared the PC met last month and he asked them to consider ordinances for food trucks and to investigate possible plans for properties that are not being maintained. Any suggestions the PC comes up with will come before the TC for approval.

Architectural Review Board Report: There was no ARB representative present. Mayor Catlin shared there are two applications for review at the November ARB meeting, a new structure at Avon Hall and the installation of a message board at Town Hall.

Town Attorney: Mr. Bennett discussed the proposed site plan for the new post office. Mr. Bennett has requested one parking spot be removed to allow more room for the other five parking spots currently planned. The five parking spots will be the same width as a handicap space. Mr. Bennett has also suggested that three parking spaces have a sign limiting parking to 15 minutes. He also asked if there were a plan for the town to maintain the landscaping and asked for opinions on where to place the commemorative marker about the original house at this location.

Ms. Leggett asked when the new site plan will be available. Mr. Bennet said they are currently available and he will request the contractor send two copies to the Town Clerk. Ms. Leggett also shared she didn't agree with the suggestion to have any parking spaces limited to 15 minutes.

Mr. Bennett requested anyone with additional comments send him an email.

Mayor Catlin requested that the Town Clerk print and make available the new site plans at the ARB meeting scheduled on November 13, 2019.

- OLD BUSINESS:

- (a) Town Council, Planning Commission, ARB emails and Town website: Mr. Whited reported that the new email addresses will be sent to individuals in November. He also reported he hopes to work with Ms. Batson on the design for the new Town website and have another report at the January TC meeting. Ms. Kuhn commented that she looked at the websites Mr. Whited recommended last month and she liked Warrenton's website the best.

(b) Mayor Catlin thanked Ms. Swift for all her hard work on filling the vacancies on the Town's Board of Zoning Appeals (BZA). Mr. Bennett reported that the BZA has a very limited jurisdiction. Mr. O'Connell asked what goes before the BZA. Mr. Bennett said that only appeals for decisions made by the Zoning Administrator go before the BZA.

- NEW BUSINESS:

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

(b) Discussion and possible approval of lease for new Town Clerk office: Mr. Bennett reported the lease has been finalized and signed. He shared the details about the increase in rent allowed, no more than 5% for the first renewal, 2% for the second and 3% for the third. The Town can give 45 days' notice of cancellation at any time. Mr. Bennett will review our Virginia Municipal League policy to see what insurance is included and how much it would cost to add any necessary insurance.

Mayor Catlin informed everyone that Town Hall will still be used for meetings.

Ms. Kuhn motioned to accept the rental agreement and Mr. Schneider seconded and a roll call vote was taken:

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

And the motion passed 6-0 with Ms. Swift absent.

(c) Wastewater Treatment:

1. Building exterior repair proposals
2. Generator platform proposals

Review of both proposals was continued.

(d) ESS Proposal for comprehensive evaluation: Consideration of the ESS proposal for a comprehensive evaluation of the WWTP was continued.

(e) Approval to add Mr. Schneider as a fourth signatory on the wastewater bank account:

Mayor Catlin shared that three signatures were needed for any checks written on the wastewater bank account. Current signatories are Mayor Catlin, Ms. Kuhn, and Ms. Swift. He suggested Mr. Schneider be added to ensure bills can be paid if a signatory is unavailable.

Mayor Catlin motioned to add Mr. Schneider as a fourth signatory and Mr. Whited seconded and a roll call vote was taken:

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

And the motion passed 6-0 with Ms. Swift absent.

- Public Forum:

Mayor Catlin Opened the Public Forum: Rappahannock News Editor John McCaslin shared he is looking forward to the post office construction getting on track.

- ADJOURNMENT:

At 8:01 p.m. Mr. Whited motioned to adjourn the meeting. Mr. Schneider seconded and a roll vote was taken:

Mr. Schneider voted "yes"

Mr. O'Connell voted "yes"

Ms. Kuhn voted "yes"

Ms. Leggett voted "yes"

Mr. Whited voted "yes"

Mayor Catlin voted "yes"

And the motion passed 6-0 with Ms. Swift absent.

NEXT REGULARLY SCHEDULED MEETING OF THE TOWN COUNCIL IS December 9,  
2019

Barbara Batson, Town Clerk

Attachments:

Treasurer's report

Additional Bills Paid

Bills to be Paid

Lease of Office Space for the Town Clerk