

The Town of Washington

"THE FIRST WASHINGTON OF ALL"

October 11, 2021

Council Meeting

APPROVED Agenda

7:00 p.m.

- CALL TO ORDER Action
- APPROVAL OF THE AGENDA Action
- MINUTES • September 13, 2021 Council meeting minutes Action
- REPORTS
 - Mayor's Report: Mayor Catlin Information
 - Planning Commission Information
 - Architectural Review Board Information
 - Treasurer's Report: Ms. Swift Action
 - Public Works Committee Information
 - BLA Study Group Update Information
- TOWN ATTORNEY & ZONING ADMINISTRATOR Mr. Bennett Information
- OLD BUSINESS
 - a) Discussion of allowing a Council member to attend a meeting electronically Possible Action
 - b) Holiday party Possible Action
- NEW BUSINESS
 - a) ESS contract Information
 - b) Approval of \$450 to do a preliminary study of walking paths in town Possible Action
- PUBLIC FORUM
- CLOSED SESSION Council may vote to enter into closed session in accordance with the provisions of Section 2.2-3711 A.7 of the Va Code for consultation with the town attorney concerning adjustments to the Town boundaries, a specific legal matter requiring the provision of legal advice. Action
- OPEN SESSION
- ADJOURNMENT

NEXT REGULARLY SCHEDULED MEETING OF THE TOWN COUNCIL

November 8, 2021

The Town of Washington

"THE FIRST WASHINGTON OF ALL"

October 11, 2021

7:00 p.m.

APPROVED Minutes

- CALL TO ORDER: Mayor Fred Catlin opened the meeting at 7:00 p.m. Council members Jean Goodine, Mary Ann Kuhn, Patrick O'Connell, Gail Swift and Joe Whited were present and Brad Schneider was absent. Town Attorney John Bennett and Town Clerk Barbara Batson were present.
- APPROVAL OF THE AGENDA: Ms. Kuhn motioned the agenda be approved, Mayor Catlin requested to amend the agenda to add under new business, b) approval of \$450 to do a preliminary study of walking paths in town. Ms. Kuhn approved the change to her motion and Ms. Swift seconded and a roll call vote was taken.

Ms. Goodine voted "yes"

Ms. Kuhn voted "yes"

Mr. O'Connell voted "yes"

Ms. Swift voted "yes"

Mr. Whited voted "yes"

Mayor Catlin voted "yes"

And the motion passed 6-0 with Mr. Schneider absent

- MINUTES: Ms. Swift motioned to accept the minutes for September 13, 2021 and Mr. Whited seconded and a roll call vote was taken:

Ms. Goodine voted "yes"

Ms. Kuhn voted "yes"

Mr. O'Connell voted "yes"

Ms. Swift voted "yes"

Mr. Whited voted "yes"

Mayor Catlin voted "yes"

And the motion passed 6-0 with Mr. Schneider absent

REPORTS:

Mayor's Report: Mayor Catlin reported there would be an administrative meeting held on October 15 at 10:00 a.m. at Town Hall to discuss relevant issues and determine a purpose for a planning grant application, he welcomed feedback from Town Council. He also shared that Freedom of Information Act training was available for town officials on October 27 at 10:00 a.m. He shared that VDOT was replacing no parking signs on the corner of Main Street and Harris Hollow Road.

He thanked the local citizens for their patience regarding the water leak on October 5. He is looking forward to the town becoming more proactive versus reactive to maintaining its 100-year-old system. Mayor Catlin also thanked citizens for beautification improvements around town, including homes and the flower barrels located throughout the town. He is waiting to hear back from the USPS regarding when the post office is expected to open and expects the landscaping to begin onsite soon.

Mayor Catlin reported the Christmas parade for this year has been canceled due to COVID concerns. He encouraged citizens to create a safe environment and participate in Halloween this year. He also thanked the Board of Zoning Appeals for its work at the public hearing on October 8 regarding a variance application appeal.

Architectural Review Board (ARB): The ARB did not meet in September.

Planning commission (PC): The PC did not meet in August.

Town Attorney/Zoning Administration: Mr. Bennett reported that Mr. Ryan Crabbe on Wheeler Street was working on a plan for a swimming pool. He said the property is elevated so you would not be able to see the pool from the road. He also shared that the Board of Zoning Appeals upheld the Zoning Administrator's decision and denied the variance applications submitted by Ms. Fredette Eagle for the property known as "the apple shed". He also reported he finished the site plan inspection for Patty O's Café and shared he thought Mr. O'Connell created something beautiful that would be an asset in town.

Public works committee: Mr. Whited reported the proposed new contract from ESS can be found in the Council member's packets.

Boundary line adjustment study group update: Mr. Gary Aichele reported the property that the study group was going to look into is a single property that is a bisected lot split between the Town of Washington and Rappahannock County. After looking at the Comprehensive Plan (comp plan) and the Planned Unit Development (PUD) ordinance he concluded it's not a matter for a study group and needs to be put before Town Council (TC). He feels the Town should support the boundary line adjustment given the comp plan and PUD in place and the recent approval by TC for the Rush River Commons project.

Treasurer's Report: Ms. Swift presented the August and September Treasurer's Reports and reviewed the bills to be paid. She brought to TC's attention the breakdown of expenses from Mr. Bennett regarding charges from the Zoning Administrator and Town Attorney fees. Future reports will continue to show the breakdown of fees by role and/or project for Mr. Bennett. She also highlighted the wastewater loan payment and the charges for replacing the pumps at the Inn's lift station. Ms. Swift also shared the doors and framing will be replaced at the wellhouse.

Ms. Swift made a motion to approve the bills to be paid and Ms. Kuhn seconded and a roll call vote was taken:

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

And the motion passed 6-0 with Mr. Schneider absent

- OLD BUSINESS:

- (a) Discussion of allowing a Council member to attend a meeting electronically: it was deferred to the November 8 meeting.
- (b) Holiday party: Mayor Catlin suggested the December holiday party be canceled this year due to an uptick in COVID cases. He also suggested the money allocated in the budget for the holiday party be given as a donation to the food pantry or Benevolent Fund. Mayor Catlin called for a voice vote to cancel the holiday party and split the donation between the food pantry and Benevolent Fund. The motion was approved unanimously.

- NEW BUSINESS:

- (a) ESS contract: Mr. Whited informed TC the proposed contract from ESS included more hours to provide more coverage at the plant each day and this would help to reduce the number of emergency hours billed by ESS.

Mr. Whited made a motion to approve the ESS contract and Ms. Swift seconded and a roll call vote was taken:

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

And the motion passed 6-0 with Mr. Schneider absent

- (b) Pathway study: Mayor Catlin pointed out the \$450 proposal provided in the TC's packets to do a preliminary study of walking paths from the post office to Gay Street. This money would come from the post office enhancement fund managed by the Northern Piedmont Community Foundation (NPCF).

Ms. Goodine asked for clarification of why the funds needed to be released to the Rappahannock Rapidan Regional Commission (RRRC) and Mayor Catlin responded that funds dispersed from NPCF needed to go to a non-profit organization. Then RRRC would issue a check to the vendor.

Mayor Catlin made a motion to approve transferring funds from the post office enhancement fund to the RRRC and Ms. Swift seconded and a roll call vote was taken:

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

And the motion passed 6-0 with Mr. Schneider absent

PUBLIC FORUM: Mayor Catlin opened the public forum at 7:38 p.m.

Drew Mitchell shared there was the possibility of a crafters fair at Avon Hall; he'll share more details once they become available. He also said the county would be doing a winter wonderland event and there will be a meeting tomorrow at Trinity Church if anyone wanted to attend and learn more.

Mayor Catlin closed the public forum at 7:40 p.m.

CLOSED SESSION:

At 7:41 p.m. Mayor Catlin motioned to go into closed session in accordance with the provisions of Section 2.2-3711 A.7 of the Va Code for consultation with the town attorney concerning adjustments to the Town boundaries, a specific legal matter requiring the provision of legal advice and invited Ms. Batson and Mr. Aichele to attend and Mr. Whited seconded and a roll call vote was taken:

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

And the motion passed 6-0 with Mr. Schneider absent

OPEN SESSION: At 8:55 p.m. Council returned to open session. Mr. Bennett asked each member; Do each of you certify that to the best of your knowledge only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in such meeting?

A roll call vote was taken:

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

And the motion passed 6-0 with Mr. Schneider absent

Ms. Swift made a motion to authorize Mayor Catlin to contact Rappahannock County to move forward with the voluntary boundary line adjustment process expeditiously and Mr. O'Connell seconded and a roll call vote was taken:

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

And the motion passed 6-0 with Mr. Schneider absent

ADJOURNMENT: Mr. Whited made a motion to adjourn the meeting at 8:57 p.m. and Ms. Kuhn seconded and a roll call vote was taken:

Ms. Goodine voted "yes"

Ms. Kuhn voted "yes"

Mr. O'Connell voted "yes"

Ms. Swift voted "yes"

Mr. Whited voted "yes"

Mayor Catlin voted "yes"

And the motion passed 6-0 with Mr. Schneider absent

THE NEXT REGULARLY SCHEDULED MEETING OF THE TOWN COUNCIL IS
November 8, 2021.

Barbara Batson, Town Clerk

Attachments:

Treasurer's report

Bills to be paid

ESS contract

Washington, VA trails phase I proposal