

The Town of Washington

"THE FIRST WASHINGTON OF ALL"

February 14, 2022

Council Meeting

APPROVED Agenda

7:00 p.m.

- CALL TO ORDER Action
- APPROVAL OF THE AGENDA Action
- MINUTES
 - January 10, 2022 Council meetings minutes Action
 - February 2, 2022 Council meetings minutes
- REPORTS
 - Mayor's Report: Mayor Catlin Information
 - Treasurer's Report: Ms. Swift Action
 - Town Attorney Information
 - Zoning Administrator Information
 - Public Works Committee Information
 - Planning Commission Information
 - Architectural Review Board Information
- OLD BUSINESS a) Action
- NEW BUSINESS
 - a) Liability Waiver for Town Pathways Action
 - b) Schedule budget work session Action
 - c) Post office ribbon cutting ceremony Information
 - d) Procedure to interact with town attorney Information
- PUBLIC FORUM
- ADJOURNMENT

NEXT REGULARLY SCHEDULED MEETING OF THE TOWN COUNCIL
March 14, 2022

The Town of Washington

"THE FIRST WASHINGTON OF ALL"

February 14, 2022

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, Brad Schneider, Gail Swift and Joe Whited were present with Patrick O'Connell absent. Town Attorney Martin Crim and Town Clerk/Town Administrator Barbara Batson were present.
- APPROVAL OF THE AGENDA: Mayor Catlin requested to add under new business (c) post office ribbon cutting ceremony and (d) resolution regarding access to the town attorney. Ms. Swift made a motion to approve the amended agenda and Ms. Kuhn seconded and a roll call vote was taken:

Ms. Goodine voted "yes"

Ms. Kuhn 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

- MINUTES: Ms. Kuhn motioned to accept the minutes for January 10, 2022 and Ms. Swift seconded and a roll call vote was taken:

Ms. Goodine voted "yes"

Ms. Kuhn 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

REPORTS:

Mayor's Report: Mayor Catlin shared that the postmistress for the Town of Washington's post office expects the post office to open on February 22, 2022. He also shared that a grant from the Growth and Accessibility Planning (GAP) Technical Assistance Program administered by the Virginia Office of Intermodal Planning and Investment was approved to do a study of pathways and an assessment of an improvement plan for walkways. The cost of the project is between 30k and 40k. The goal is to make the town more pedestrian friendly; this grant does not include repairing existing sidewalks.

Treasurer's Report: Ms. Swift reported she moved 100k from the general fund to the LGIP. Her goal is to continue to rebuild the contingency fund.

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

Ms. Goodine voted “yes”
Mr. Schneider voted “yes”
Mr. Whited voted “yes”
And the motion passed 6-0 with Mr. O’Connell absent

Ms. Kuhn voted “yes”
Ms. Swift voted “yes”
Mayor Catlin voted “yes”

Town Attorney: Mr. Crim reported he had a long conversation with Mr. John Bennett regarding the boundary line adjustment issue and reviewed a contract for new billing software.

Zoning Administrator: Mr. Steve Gyurisin reported he is working with the Planning Commission on the comprehensive plan and a review of a swimming pool and solar panel ordinance. He also shared that all of the simple zoning applications have been completed and he has met with the applicants for the more complex projects and is waiting for revised applications for those. The Council asked if they would see the applications and Mr. Gyurisin responded that any application that required a special use permit would be presented to TC. Mayor Catlin suggested that Mr. Schneider should also review site plans during the technical review. Council also requested that Mr. Gyurisin’s reports be more detailed and include the property address.

Public Works Committee: Mr. Schneider reported that the Inn’s lift station has not been cleaned yet. He does have a quote to replace the hatch for the lift station and is still waiting for the doors at the pump house to be replaced. He said if the contractor did not replace the doors soon, he would reach out to another contractor.

Mr. Whited reported that \$13,000 of ARPA funds has been used to replace broken water meters. There is an additional \$65,000 in ARPA funds being issued in July and he said moving forward the committee is putting together a comprehensive plan for maintaining the water and wastewater systems.

Planning Commission (PC): Chair Caroline Anstey thanked members of the public who attended the public forum for the comprehensive plan review. She felt it was a positive meeting and that there is a lot of support for the Inn at Little Washington and for the local community. It was mentioned that the town had more social interactions prior to COVID and people were looking forward to the town coming together socially in the future. The PC will have another public forum regarding the comprehensive plan in the near future. She also reported that the PC was working with the Zoning Administrator on a draft ordinance regarding swimming pools and hopes to have it to TC soon.

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

- OLD BUSINESS: There was no old business.

- NEW BUSINESS:
 - (a) Liability waiver for town pathways: Mayor Catlin said he is gathering the last details for a grant proposal to fund the path between Gay and Jett streets to the post office. This path would cross

over two properties and one of the owners wants a liability waiver. Mayor Catlin is working with Mr. Crim on developing the liability waiver. He shared that the Board of Supervisors approved the path crossing its property at its last meeting. He also stated that he would check with the town's insurance carrier to see if any changes were needed to be made to the town's liability policy.

- (b) Schedule budget work session: Ms. Swift invited the Council to attend a budget work session on March 5, 10:00 a.m. at Town Hall.
- (c) Post office ribbon cutting ceremony: Mayor Catlin reported that he wanted to do a ribbon cutting ceremony at the post office but the postmistress asked for it to be postponed a few weeks until the post office was open for all services. He asked Ms. Kuhn to coordinate the event with the postmistress.
- (d) Procedure to interact with the Town Attorney: Mayor Catlin shared that he felt a policy should be established to address how the Town's Council, boards and committees should contact Mr. Crim. Mayor Catlin shared there are times when multiple people have called the Town Attorney to discuss the same topic, which creates additional billing hours for the town. He suggested that questions for Mr. Crim be sent to the Town Administrator/Clerk for review at their weekly meeting. It was also suggested that questions for the Zoning Administrator should be referred to the Town Administrator/Clerk. It was also agreed that the mayor could contact the Town Attorney and Zoning Administrator directly. Mr. Crim reported that if he receives a call from a town representative, he will ask them to first contact the Town Administrator/Clerk. Mayor Catlin said he would create a memo to distribute.

PUBLIC FORUM: Mayor Catlin opened the public forum at 7:40 p.m. Ms. Nancy Buntin asked if a policy was made regarding solar panels. Mayor Catlin responded that the issue has been referred to the PC. Ms. Sharron Proper suggested it would be better to put a generator and solar panels behind the Washington School building instead of solar panels being installed on roofs in town.

Mayor Catlin closed the public forum at 7:43 p.m.

ADJOURNMENT: Ms. Swift made a motion to adjourn the meeting at 7:43 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"	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	

THE NEXT REGULAR MEETING OF THE TOWN COUNCIL IS
March 14, 2022.

Barbara Batson, Town Clerk

Attachments:

Treasurer's report

Bills to be paid

Zoning Administrator's report