

The Town of Washington

"THE FIRST WASHINGTON OF ALL"

March 14, 2022

Council Meeting

APPROVED Agenda

7:00 p.m.

- CALL TO ORDER Action
- APPROVAL OF THE AGENDA Action
- MINUTES • February 14, 2022 Council meetings minutes Action
- REPORTS • Mayor's Report: Mayor Catlin Information
 • Treasurer's Report: Ms. Swift Action
 • Town Attorney: Mr. Crim Information
 • Zoning Administrator: Mr. Gyurisin Information
 • Public Works Committee Information
 • Planning Commission Information
 • Architectural Review Board Information
- OLD BUSINESS a) Update Mr. Steve Gyurisin's title Action
 b) Post office trail update Information
- NEW BUSINESS a) Review of draft FY 22-23 budget 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.
- OPEN SESSION
- ADJOURNMENT

NEXT REGULARLY SCHEDULED MEETING OF THE TOWN COUNCIL

April 11, 2022

The Town of Washington

"THE FIRST WASHINGTON OF ALL"

March 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, Patrick O'Connell, Brad Schneider, and Joe Whited were present, with Gail Swift absent. Town Attorney Martin Crim and Town Clerk/Town Administrator Barbara Batson were present.
- APPROVAL OF THE AGENDA: Mayor Catlin asked to add an item under old business; b) post office trail update. Mayor Catlin made a motion to approve the amended agenda and Mr. Whited 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"

Mr. Whited voted "yes"

Mayor Catlin voted "yes"

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

- MINUTES: Ms. Kuhn pointed out that on page 4 of the minutes Mr. O'Connell's name needed to be removed from voting on the meeting's adjournment because he was absent from the meeting. Ms. Kuhn motioned to accept the amended minutes for February 14, 2022 and Mayor Catlin seconded and a roll call vote was taken:

Ms. Goodine voted "yes"

Ms. Kuhn voted "yes"

Mr. Schneider voted "yes"

Mr. Whited voted "yes"

Mayor Catlin voted "yes"

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

REPORTS:

Mayor's Report: Mayor Catlin shared that residents have told him they are pleased the post office is now open. A light has been installed under the portico and additional exterior lighting is in the works. He also thanked Ms. Goodine for having additional meetings regarding the development of a town brochure. Mayor Catlin shared that a comprehensive plan is being developed for current and future sidewalks and walking paths. The town has received a \$30,000 to \$40,000 grant from the state of Virginia to have a consultant work with the town over the next three months to develop a plan for new pathways in town. The Rappahannock-Rapidan Regional Commission is also working on this project.

Planning Commission (PC): Ms. Judy DeSarno reported that the PC worked on recommendations regarding swimming pools and spent extensive time looking at solar energy and panels. There are two committee members who are researching what is being done in other historic districts in regard to solar energy.

Treasurer's Report: Mayor Catlin reported that Ms. Swift was out of the country and while there was no Treasurer's report, the bills-to-be-paid list did need to be approved.

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

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

Public Works Committee: Mr. Schneider reported that a new set of doors has been installed at the pump house and that the valve for the wastewater treatment plant has been delivered and Atrium is installing it. He also reported that he was able to find a vendor in Pennsylvania for the sand filter material for the treatment plant for less than the original quote, thus saving the town \$7,000 in shipping costs. Mr. Whited shared that 50 new water meters have been ordered and that he expects by the end of the calendar year that 80% of all meters will be upgraded to a touch-read meter. Mr. Schneider added that all meters will be replaced so that all meters in town are on the same system and installed during the same timeframe. Mayor Catlin thanked Mr. Whited for his oversight and Mr. Schneider for his research to find alternate solutions to the water and wastewater system maintenance and improvements.

Ms. Goodine asked about the new meters being digital. Mr. Schneider explained that currently the lid needs to be lifted and the register on the meter read manually. The new touch-read system works by touching a wand to the top of the lid and recording it on a data file that is then uploaded into the billing system.

Zoning Administrator: Mr. Steve Gyurisin reported that he has not received a site plan yet for Rush River Commons and that a final inspection is still needed for the post office. Mr. Gyurisin also provided a new schedule documenting the deadlines for submitting applications to the Architectural Review Board (ARB) and Planning Commission. He is working on updating the town's ARB and zoning applications. He provided an outline for the comprehensive plan objectives and an initial review of a swimming pool ordinance. Mr. Gyurisin responded to the Council's questions that there was no expected timeline for submittal of the site plan for Rush River Commons and that he expects there will be two separate submissions, the first for the retaining wall.

Town Attorney: Mr. Crim reported he worked on an easement agreement regarding the pathway to the post office and worked with Ms. Batson to understand the town's budgeting and

appropriation processes. He shared that localities have been moving away from the process of approving the bills to be paid on a monthly basis to a quarterly, semi-annual, or annual appropriations process.

Architectural Review Board (ARB): Mayor Catlin reported that at the last ARB meeting the board approved an application on Mt. Salem Ave and partially approved an application for 262 Main Street. Mr. Gyurisin said the applicant is going to submit additional information for a section of the roof and fencing at the next ARB meeting.

- **OLD BUSINESS:**

- (a) Update Mr. Steve Gyurisin's title: Mr. Gyurisin shared that the town has a subdivision ordinance and that the governing body needs to appoint someone to administer it. Mayor Catlin clarified that this appointment does not mean the town is promoting subdivisions; the appointment is required because of the ordinance.

Mayor Catlin made a motion to appoint Mr. Gyurisin as the Subdivision Administrator 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"	Mr. Schneider voted "yes"
Mr. Whited voted "yes"	Mayor Catlin voted "yes"

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

- (b) Post office trail update: Mr. Crim provided a draft of the suggested easement. He also needs a sketch to be included in the easement and specific information on where the trail will be placed. He included a provision that if the county decides to build on the pathway, a new location can be made to account for the new building. Mr. Crim also included in the document that the town will indemnify the county. This means if someone is injured on the pathway that the town's insurance will represent both the town and the county. This clause ensures that the county does not have any maintenance or insurance liability. Mr. Crim asked Mayor Catlin if he was allowed to share the draft document with the county and Mayor Catlin agreed.

- **NEW BUSINESS:**

- (a) FY 22-23 draft budget review:

Ms. Batson reviewed the FY 22-23 draft budget with the Council. It is divided into three separate budgets, general, wastewater, and water. She shared highlights of possible changes for FY 22-23 and encouraged the Council to think about any changes and additions they'd like to see before going into an April work session. A new town website and a survey of the town were added as possible projects. Mayor Catlin also suggested the possibility of a video system to help with reviewing plans at ARB meetings. He asked Ms. Batson to look into pricing for this. The budget work session was scheduled for April 16 at 10:00 a.m.

PUBLIC FORUM: Mayor Catlin opened the public forum at 7:53 p.m. Sharon Kilpatrick, who has lived in the town since May of 2020 and the county since 1974, expressed that in her opinion the town needed more housing and a way to attract young people to reside in town. She is disappointed to hear that the county is considering a contingency on Mr. Akre's not building additional homes on the adjacent property to Rush River Commons.

Mayor Catlin closed the public forum at 7:55 p.m.

CLOSED SESSION:

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 the Town Clerk to join and Mr. Whited 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"
Mr. Whited voted "yes"	Mayor Catlin voted "yes"

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

OPEN SESSION: Mayor Catlin moved to go into open session at 8:40 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"
Mr. Whited voted "yes"	Mayor Catlin voted "yes"

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

Mr. Crim 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"	Mr. Schneider voted "yes"
Mr. Whited voted "yes"	Mayor Catlin voted "yes"

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

ADJOURNMENT: Ms. Kuhn made a motion to adjourn the meeting at 8:42 p.m. and Mr. Whited seconded and a roll call vote was taken:

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

Ms. Kuhn voted "yes"
Mr. Schneider voted "yes"
Mayor Catlin voted "yes"

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

THE NEXT REGULAR MEETING OF THE TOWN COUNCIL IS
April 11, 2022.

Barbara Batson, Town Clerk

Attachments:

Bills to be paid
FY 22-23 draft budget
Pathway easement agreement
Zoning Administrator's report