



**June 12, 2023
Council Meeting
Approved Agenda
7:00 p.m.**

- CALL TO ORDER Action
- APPROVAL OF THE AGENDA Action
- MINUTES
 - May 8, 2023 Council meeting minutes Action
- REPORTS
 - Mayor’s Report: Mayor Whited Information
 - Treasurer’s Report: Gail Swift Information
 - Town Attorney: Mr. Crim Information
 - Zoning Administrator: Mr. Gyurisin Information
 - Public Works Task Force Information
 - Planning Commission Information
 - Architectural Review Board Information
- OLD BUSINESS
 - a) FY 23-24 budget Action
- NEW BUSINESS
 - a) Planning Commission appointments Action
 - b) Freedom of Information Act policy for assessing charges for requests Action
 - c) Steps at 322 Main Street Information

PUBLIC FORUM

- ADJOURNMENT

NEXT REGULARLY SCHEDULED MEETING OF THE TOWN COUNCIL
July 10, 2023



June 12, 2023
Town Council Approved Minutes

- CALL TO ORDER: Mayor Whited opened the meeting at 7:00 p.m. Council members Drew Beard, Fred Catlin, Jean Goodine, Patrick O’Connell, Brad Schneider, and Gail Swift were present. Town Attorney Martin Crim and Town Administrator/Clerk Barbara Batson were present.
- APPROVAL OF THE AGENDA: Mr. Schneider asked to add c) stairs in front of 322 Main Street under new business. Mr. Catlin made a motion to approve the amended agenda and Mr. O’Connell seconded and a roll call vote was taken:

Mr. Beard voted “yes”	Mr. Fred Catlin voted “yes”
Ms. Goodine voted “yes”	Mr. O’Connell voted “yes”
Mr. Schneider voted “yes”	Ms. Swift voted “yes”
Mayor Whited voted “yes”	
And the motion passed 7-0.	

- MINUTES: Ms. Goodine asked to add “a gift” to the last sentence of the mayor’s report and change the word “ineligible” in the third paragraph on page four to “eligible”. Ms. Swift motioned to accept the amended minutes for May 8, 2023 and Mr. Catlin seconded and a roll call vote was taken:

Mr. Beard voted “yes”	Mr. Fred Catlin voted “yes”
Ms. Goodine voted “yes”	Mr. O’Connell voted “yes”
Mr. Schneider voted “yes”	Ms. Swift voted “yes”
Mayor Whited voted “yes”	
And the motion passed 7-0.	

REPORTS:

Mayor’s Report: Mayor Whited shared that the Economic Development Authority (EDA) had its first meeting. He thanked the members of the board for agreeing to serve. He shared they had a good discussion and are finalizing the paperwork and procedure to be able to accept grant applications for new retail businesses and restaurants. Mayor Whited said he was looking forward to the July 4th celebration at Avon Hall. He also shared that he received word from Mr. Bill Walton on behalf of the Washington Volunteer Fire & Rescue Company, that they want to move forward with connecting to the Town’s sewer system.

Mr. Catlin shared that Mt. Salem residents were planning to have a block party. He encouraged other residents in town consider doing the same.

Town Attorney: Mr. Crim reported that he was expecting proposed changes to the Rush River Commons conservation easement document. He also shared that he thought the EDA meeting went well and he is happy to serve.

Zoning Administrator: Mr. Steve Gyuris is was not present and submitted a written report.

Public Works Task Force: Mr. Schneider shared that on July 5 and 6 the town will be exercising valves on the water system to identify which valves need to be repaired. During this time water may be shut off intermittently. He also shared he met with Kimberly Horn to look at our water and wastewater systems and to address the main water line from the pump house to the reservoir. He will present tasks and estimates and work to find funding to do the work. He said there is \$45,000 in State funding that you can apply for three times in a 12-month period.

He is also working with Hampton Roads Automation to assess the control panel at the wastewater treatment plant and find a solution for upgrading the system.

Mr. Catlin said that the TC had discussed seven sidewalk projects to improve the walkability of town. He had a conversation with Mr. Nesbit at the Virginia Department of Transportation (VDOT). Mr. Catlin received an estimate of \$816,000 to complete three sidewalk projects; Main Street between Jett and Porter Streets, extend the sidewalk from where it ends on Mt. Salem (at the Washington School building (WSB)) to the driveway of the WSB. The town would be responsible for 20% of the \$816,000.

Mr. Catlin said the town needed to submit a pre-application to VDOT and see if we are approved. Mayor Whited asked if the town could execute a portion of the plan and Mr. Catlin said he would need to verify? He also reported that VDOT would repair the sidewalk in front of the courthouse at no cost. They would remove the bricks and pour concrete. Mayor Whited suggested we work with the County and see what their plans are for the courthouse complex renovation.

Planning Commission (PC): There was not a report.

Architectural Review Board (ARB): There was not a report.

1. OLD BUSINESS:

- (a) FY 23-24 budget: Ms. Swift reported she was able to save \$2,500 by making changes to the town's insurance policy.

Mr. Catlin made a motion to approve the FY 23-24 budget and Mr. Schneider seconded and a roll call vote was taken:

Mr. Beard voted "yes"

Ms. Goodine voted "yes"

Mr. Schneider voted "yes"

Mayor Whited voted "yes"

And the motion passed 7-0.

Mr. Fred Catlin voted "yes"

Mr. O'Connell voted "yes"

Ms. Swift voted "yes"

Ms. Swift made a motion to release FY23/24 Q1 funds and Mayor Whited seconded and a roll call vote was taken:

Mr. Beard voted "yes"	Mr. Fred Catlin voted "yes"
Ms. Goodine voted "yes"	Mr. O'Connell voted "yes"
Mr. Schneider voted "yes"	Ms. Swift voted "yes"
Mayor Whited voted "yes"	

And the motion passed 7-0.

2. NEW BUSINESS:

- (a) Planning Commission appointments: Mayor Whited shared that Ms. Jeanne Kaufmann and Mr. Beard's terms on the PC were expiring on July 31. Mayor Whited made a motion to appoint Ms. Kauffmann and Mr. Beard to a four-year term on the PC beginning on August 1, 2023 and Mr. Catlin seconded and a roll call vote was taken:

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

And the motion passed 6-0 with Mr. Beard abstaining.

- (b) Freedom of Information Act (FOIA) policy for assessing charges for requests: The TC reviewed the draft policy and no suggested changes or comments.

Mr. Beard made a motion to approve the FOIA policy for assessing charges for requests and Ms. Swift seconded and a roll call vote was taken:

Mr. Beard voted "yes"	Mr. Fred Catlin voted "yes"
Ms. Goodine voted "yes"	Mr. O'Connell voted "yes"
Mr. Schneider voted "yes"	Ms. Swift voted "yes"
Mayor Whited voted "yes"	

And the motion passed 7-0.

- (c) Stairs at 322 Main Street: Mr. Schneider said that he has previously brought the TC's attention that the stairs at 322 Main Street block the sidewalk. He has seen an elderly woman have to walk in the road because her walker would not fit on the sidewalk around the stairs. He has also seen a woman with a stroller need to use the road for the same reason. He expressed that in his opinion it is time the stairs were removed. He feels if someone is injured the town would be liable. Since the stairs are not required to enter the building there is no need for them. Mayor Whited reminded TC that the sidewalks were not owned by the town.

Mr. Catlin said he spent a lot of time trying to resolve the issue. He was working with then town attorney, Mr. Bennett, but he was pulled away as the Rush River Commons project started and the stairs fell off the radar. At that time the occupant objected because there are only two entrances. The side entrance is not on his property and he was seeking an easement from the owner, but the owner was unwilling to give him one. Mr. Schneider stressed that he would like it resolved. Mayor Whited asked Mr. Crim to find out the current owner. Mr. O'Connell mentioned that someone recently purchased the complex.

PUBLIC FORUM: Mayor Whited opened the public forum at 7:39 p.m., there were no comments and he closed the public forum.

ADJOURNMENT: Mr. Schneider moved to adjourn the meeting AT 7:39 p.m. and Ms. Goodine seconded, and a roll call vote was taken:

Mr. Beard voted "yes"

Ms. Goodine voted "yes"

Mr. Schneider voted "yes"

Mayor Whited voted "yes"

And the motion passed 7-0.

Mr. Fred Catlin voted "yes"

Mr. O'Connell voted "yes"

Ms. Swift voted "yes"

THE NEXT REGULAR MEETING OF THE TOWN COUNCIL IS
July 10, 2023.

Barbara Batson, Administrator/Town Clerk

Attachments:

Zoning Administrator's report

Freedom of Information Act (FOIA) policy for assessing charges for requests