



**September 11, 2023
Council Meeting
Approved Agenda
7:00 p.m.**

- CALL TO ORDER Action
- APPROVAL OF THE AGENDA Action
- MINUTES
 - June 12, 2023 Council meeting minutes Action
 - July 10, 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) Steps at 322 Main Street Information
 - b) Sidewalk application update Information
- NEW BUSINESS
 - a) Resolution commending the Rappahannock-Rapidan Regional Commission on its 50th Anniversary Action
 - b) ARB appointment Action
 - c) Signatures required for wastewater account checks Action
 - d) Town Clerk/Administrator reappointment Action
 - e) FOIA Officer Appointment Action
 - f) Holiday Party Action
- PUBLIC FORUM
- ADJOURNMENT

NEXT REGULARLY SCHEDULED MEETING OF THE TOWN COUNCIL
October 9, 2023



September 11, 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, and Gail Swift were present, with Brad Schneider absent. Town Attorney Martin Crim and Town Administrator/Clerk Barbara Batson were present.
- APPROVAL OF THE AGENDA: Ms. Swift made a motion to approve the agenda and Mr. Catlin seconded and a roll call vote was taken:

Mr. Beard voted “yes”	Mr. Catlin voted “yes”
Ms. Goodine voted “yes”	Mr. O’Connell voted “yes”
Ms. Swift voted “yes”	Mayor Whited voted “yes”

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

- MINUTES: Ms. Swift motioned to accept the minutes for June 12 and Mr. Catlin seconded and a roll call vote was taken:

Mr. Beard voted “yes”	Mr. Catlin voted “yes”
Ms. Goodine voted “yes”	Mr. O’Connell voted “yes”
Ms. Swift voted “yes”	Mayor Whited voted “yes”

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

Ms. Swift motioned to accept the minutes for July 10, 2023 and Mr. Catlin seconded and a roll call vote was taken:

Mr. Beard voted “yes”	Mr. Catlin voted “yes”
Ms. Goodine “abstained”	Mr. O’Connell voted “yes”
Ms. Swift voted “yes”	Mayor Whited voted “yes”

And the motion passed 5-0, with Ms. Goodine abstaining and Mr. Schneider absent.

REPORTS:

Mayor’s Report: Mayor Whited reported the town hosted an ice cream social in August and approximately 30 people attended. He thanked Deb Harris, Drew Beard and Gail Swift for their help setting up the event.

He also reported that in July the town started a process to evaluate the water valve system. The second valve (Harris Hollow Road) on the testing schedule broke. This led the town to find out the water flow could not be fully stopped and therefore the valve could not be replaced

immediately. We installed a new valve at the reservoir that allows us to stop the water flow on the Piedmont Ave. line. This allowed us to completely turn off water in town and the valve on Harris Hollow Road was replaced. There is a plan to replace two valves before Christmas and another two after winter. This work will allow us to isolate sections of town when repairs are needed, versus turning off water to the entire town.

He also shared the EDA will meet on September 27.

Treasurer's Report: Ms. Swift made a motion to release FY23/24 Q2 funds and Mayor Whited seconded and a roll call vote was taken:

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

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

Ms. Swift presented the Treasurer's report and reminded TC these were unaudited numbers. She also shared the town ran on a cash basis but are audited on an accrued basis. Ms. Goodine asked about the significant increase on the LGIP interest earned. Ms. Swift shared that the federal reserve rates increased. She also shared that guidelines suggest having 6 months of reserved funds but she would like to get to one year of reserved funds. She reported that water and wastewater rates are supposed to be reviewed annually and asked Ms. Batson to have that for the TC at the December meeting.

Town Attorney: Mr. Crim reported he received the Rush River Commons boundary line adjustment package from Mr. Foote's team. He will inform Mr. Goff that it has been received and hopes it will be ready for the next Town Council meeting. He also reported work continues on the conservation easement and hopes that will be complete soon.

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

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

Architectural Review Board (ARB): Chairperson Deb Harris reported that the ARB approved outdoor fencing at Ours Noir. She shared that Mr. David McKnight resigned and they will elect a new secretary at the next meeting.

OLD BUSINESS:

- (a) Steps at 322 Main Street: Mayor Whited shared there is a new owner for the building and she is currently discussing options.
- (b) Sidewalk application update: Mr. Catlin waked along Warren Ave. with the planning person from the Virginia Department of Traffic (VDOT). They also did a walk around other sections of town looking at sidewalks. Because of the utility work, length of the sidewalk and the nature of the property that it would take an estimated 5 to 8 million dollars to complete the project. One of the challenges is that the southwest and southeast corners of the intersection at Warren Ave. and Gay Street would need to be level with the street to meet ADA compliance rules. VDOT also estimates the project could begin in 2028. Ms. Goodine asked if this project should be categorized as impractical and Mr. Catlin agreed.

NEW BUSINESS:

- (a) Resolution commending the Rappahannock-Rapidan Regional Commission (RRRC) on its 50th Anniversary: Mr. Catlin said that RRRC is a non-profit organization that was formed 50 years ago and serves Fauquier County, Orange County, Rappahannock County and the Town of Warrenton. They RRRC provides an invaluable service working on transportation issues and affordable housing in the county.

Mayor Whited made a motion to adopt a resolution commending RRRC on its 50th anniversary and Mr. Catlin seconded and a roll call vote was taken:

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

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

- (b) Architectural Review Board appointment: Mayor Catlin shared that the town has received three letters of interest from, Mr. Ryan Crabbe, Ms. Terrie Koles and Ms. Wendy Murdoch.

Ms. Swift mentioned that Ms. Murdoch was currently serving on the economic development authority and suggested it might be a good idea to spread the work and have someone else representing the ARB. Mr. Catlin said that all three candidates were good people, he met Ms. Koles at the block party in June. Ms. Goodine said she appreciated the detailed description of Ms. Koles qualifications.

Ms. Swift made a motion to appoint Mr. Crabbe to the ARB and Mr. Catlin seconded and a roll call vote was taken:

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

And the motion passed 5-0, with Ms. Goodine abstaining and Mr. Schneider absent.

- (c) Signatures required for wastewater account checks: Ms. Swift shared that checks for the wastewater account currently require three signatures, while all other accounts require two. It can sometimes be challenging to obtain three signatures. There is no requirement for three signatures on checks in the bond or with the bank.

Mayor Whited made a motion to require two signatures on checks for the wastewater bank account and Ms. Swift seconded and a roll call vote was taken:

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

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

(c) Town Clerk/Administrator reappointment: Mayor Whited and Mr. Catlin thanked Ms. Batson for her help and support over the last four years. Ms. Swift made a motion to reappoint Ms. Batson as the Town Administrator/Clerk and Mr. Beard seconded and a roll call vote was taken:

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

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

(d) FOIA Officer appointment: Mayor Whited made a motion to appoint Ms. Batson as the Freedom of Information Act officer and Mr. Catlin seconded and a roll call vote was taken:

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

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

(e) Holiday party: Mayor Whited said the Christmas parade was scheduled for December 3. The parade will be following the traditional route as set in previous years. Santa will be at Avon Hall and food vendors will be in town. Mr. Drew Mitchell asked local business to dress up their store fronts. He also mentioned the committee was looking for suggestions for activities to be held at Avon Hall.

Mayor Whited suggested holding the town's holiday part on December 10, starting at 5:00 p.m. Mr. Beard and Mr. Catlin volunteered to help with setup and breakdown.

PUBLIC FORUM: Mayor Whited opened the public forum at 7:42 p.m., Mr. Gary Aichele asked Mr. Crim if there is a public hearing before the boundary line adjustment (BLA) is finalized. Mr. Crim said there is a public hearing after the county approves the BLA. Mr. Aichele expressed concern about rumors that the approved site plans were not being followed during construction. He also asked if there was an assessment done of the sewer system prior to approving taps for Rush River Commons. Mayor Whited reported that a capacity study was currently underway. Mr. Catlin reminded everyone that we currently have two wells but were looking at a third well site.

Mayor Whited closed the public forum at 7:56 p.m.

ADJOURNMENT: Mr. Catlin moved to adjourn the meeting AT 7:56 p.m. and Mr. O'Connell seconded, and a roll call vote was taken:

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

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

THE NEXT REGULAR MEETING OF THE TOWN COUNCIL IS
October 9, 2023.

Barbara Batson, Administrator/Town Clerk

Attachments:

Zoning Administrator's report

Treasurer's report

Resolution commending the RRRC