



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

- CALL TO ORDER Action
- APPROVAL OF THE AGENDA Action
- MINUTES
 - November 13, 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
 - Planning Commission Information
 - Architectural Review Board Information
- OLD BUSINESS
- NEW BUSINESS
 - a) Application for water and sewer service for Rush River Commons Action
 - b) Referral of the packing shed to the ARB for review Action
- PUBLIC FORUM
- Closed Session

Council may vote to enter into closed session in accordance with the provisions of Section 2.2-3711A.1 to discuss Town Clerk salary.
- ADJOURNMENT

NEXT REGULARLY SCHEDULED MEETING OF THE TOWN COUNCIL
January 8, 2023



December 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, Brad Schnieder and Gail Swift were present. Town Attorney Martin Crim and Town Administrator/Clerk Barbara Batson were present.
- APPROVAL OF THE AGENDA: Mayor Whited made a request to add b) Referral of the packing shed to the ARB for review, to the agenda. Ms. Goodine made a motion to approve the amended 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”
Mr. Schneider voted “yes”	Ms. Swift voted “yes”
Mayor Whited voted “yes”	
And the motion passed 7-0.	

- MINUTES: Mr. Catlin motioned to accept the minutes for November 13, 2023 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”
Mr. Schneider voted “yes”	Ms. Swift voted “yes”
Mayor Whited voted “yes”	
And the motion passed 7-0.	

REPORTS:

Mayor’s Report: Mayor Whited thanked the emergency services personnel who responded to an emergency at Trinity Church. The responders arrived quickly and fortunately the issue was resolved without complication.

He thanked the Christmas parade committee for their work. Over \$8,000 was raised for the food pantry. He also thanked Mr. Drew Mitchell for opening Avon Hall for the festivities. Mayor Whited encouraged anyone to submit any suggestions for improvements for next year’s event. He also thanked everyone who came to the Christmas party. He especially thanked Ms. Goodine and Mr. Catlin for the help organizing the event and the maintenance crew at The Inn at Little Washington for assisting in moving the benches.

Mayor Whited shared that the fundraising effort for the Town Hall preservation fund kicked off last night. The goal is to raise \$30,000. There is a display in Town Hall of suggestions for new draperies and paint colors. The hope is to raise the majority of funds by next summer. He also mentioned that he is interested in holding an event for Presidents Day, more to follow soon.

He also reported that the initial meeting with the Commission of Local Government regarding the boundary line adjustment is scheduled for January 5.

Ms. Goodine thanked Mayor Whited for his donation of the lovely sideboard in the entryway of Town Hall.

Treasurer report: Ms. Swift reported that there is 405k in the LGIP fund.

Town Attorney: Mr. Crim reported that the landscape encroachment document with Rush River Commons is done and will be signed shortly. The boundary line adjustment has been posted on the Commission on Local Government's website. He also said there has been no progress on the Leggett Lane road maintenance agreement. Mr. Schneider asked if there was anything the town could do to put teeth into it since the post office owner is not responding? Mr. Crim said there currently is not as-built drawings and maybe something could be done in that process. Mayor Whited suggested Mr. Crim send a letter to the Post Office and Mr. Catlin did not think they would respond, but said perhaps a conversation with the postal service would work.

Zoning Administrator: Mr. Steve Gyurisin submitted a written report.

Planning Commission (PC): There was no report from the PC.

Architectural Review Board (ARB): Ms. Deb Harris said at the last meeting they reviewed applications for an expansion on the house at 558 Gay Street, a fence at 309 Wheeler and a retaining wall at 567 Gay Street.

OLD BUSINESS: There was no old business

NEW BUSINESS:

- a) Application for water and sewer service for Rush River Commons: The TC reviewed an application from Rush River commons for 18 water and sewer taps. Mayor Whited shared the water usage would change from 36% to 43% of the allowable capacity.

Mr. Catlin motioned to approve the taps 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"

Mr. Schneider voted "yes"

Ms. Swift voted "yes"

Mayor Whited voted "yes"

And the motion passed 7-0.

- b) Referral of the packing shed to the ARB for review. Mayor Whited stated that sometime over the last 3 years the town has turned off water service to the building because there is a leak that has not been repaired. He also mentioned that the property owner has not responded to any questions. Mayor Whited said the property is a public hazard. Mr. Catlin shared that there are vermin on the property. Mayor Whited stated Section 13.6.2, Minimum Maintenance Requirement (Demolition by Neglect) of the zoning ordinance, allows TC to refer the matter to

the ARB, along with the Zoning Administrator, to review the matter and provide a suggestion to the TC of a plan to move forward. Mayor Whited said he would send a letter to the property owner.

Mayor Whited motioned to refer the matter to the ARB for review 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"
Mr. Schneider voted "yes"	Ms. Swift voted "yes"
Mayor Whited voted "yes"	
And the motion passed 7-0.	

PUBLIC FORUM: Mayor Whited opened the public forum at 7:23 p.m. Mr. Mitchell apologized for the delay regarding the road maintenance agreement, he will reach out to his attorney. He also thanked whoever beautified the town with the garland and the wreaths. Mayor Whited thanked Ms. Jeanne Kauffmann for her contribution to that effort.

Mr. Steve Plescow thanked the TC for their support for the continuing development at Rush River Commons.

Mayor Whited closed the public forum at 7:26 p.m.

CLOSED SESSION: Ms. Swift made a motion at 7:30 p.m. to go into closed session in accordance with the provisions of Section 2.2-3711A-1 to discuss the Town Clerk's salary, Ms. Goodine 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"
Mr. Schneider voted "yes"	Ms. Swift voted "yes"
Mayor Whited voted "yes"	
And the motion passed 7-0.	

OPEN SESSION: The TC entered into open session at 7:42PM.

Mayor Whited 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:

Mr. Beard voted "yes"	Mr. 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.	

Mayor Whited made a motion to amend the Town Administrator/Town Clerk's title to Town Manager/Town Clerk and raise her salary to \$75,000.00 as of January 1, 2024; and future salary increases will be based on cost-of-living adjustments that are published by the Social Security Administration in October of each year to be effective January 1 of the following year 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"
Mr. Schneider voted "yes"	Ms. Swift voted "yes"
Mayor Whited voted "yes"	
And the motion passed 7-0.	

ADJOURNMENT: Mr. Beard moved to adjourn the meeting at 7:58 p.m. 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"
Mr. Schneider voted "yes"	Ms. Swift voted "yes"
Mayor Whited voted "yes"	
And the motion passed 7-0.	

THE NEXT REGULAR MEETING OF THE TOWN COUNCIL IS
January 8, 2023.

Barbara Batson, Administrator/Town Clerk

Attachments:
Zoning Administrator's report